THE UNIVERSITY OF BURDWAN

DIRECTORATE OF DISTANCE EDUCATION

BARDHAMAN

WEST BENGAL – 713104

Ph: 7001483139, 9832271308, 9647479111

INSTRUCTIONS REGARDING ONLINE ADMISSION TO P.G. PROGRAMMES FOR THE ACADEMIC SESSION: 2019-2021

1. Candidates are directed to read & understand the instruction and fill in the form carefully before submission. Incomplete form will be treated as cancelled.
2. **Please select your preferable Study Centre after selecting the course.**
3. Candidates are requested **not to change their mobile number**, once entered during online application. Candidates will receive One Time Password (OTP) in his/her mobile number and E-mail I.D. The OTP needs to be entered into the appropriate field to verify his/her application registration.
4. After filling in the required fields in the online form, candidates are to assign his/her password defined by them using at least 6 alpha-numeric characters (alphabets, e.g., a,b,c,..... and numerals, e.g., 1,2,3,.....) for logging back to their own form. Application ID generated after submission of form will be the user name of his/her profile. **Candidates are requested to remember their Application ID for future use.**

Students are required to **sign in** by using Application ID and Password. Then dashboard for students will open up and will show payment options i.e. 'Pay Now' . After clicking 'pay now' the student will get the following options : (i) Debit Card, (ii) Credit Card, (iii) Net Banking, (iv) NEFT / RTGS, (v) Cash Challan.

Any one option from above is to be chosen for making payment.

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5. Candidates are to take a print-out of the (i) **Online Payment Receipt** (by Debit Card/Credit Card/Net Banking) for online deposit **or** (ii) print-out of successful **NEFT Challan or** (iii) print-out of **Bank Challan** after depositing the requisite fees as mentioned in the Challan by cash to any branch of **Allahabad Bank**.

The requisite fees for different courses are as follows:

For M.A./M.Com. Courses	Rs.5,700	inclusive all for BU students who will be admitted at DDE, Burdwan.
	Rs.5,900	inclusive all for other university students who will be admitted at DDE, Burdwan.
	Rs.6,200	inclusive all for BU students who will be admitted at Study Centre (except DDE, Burdwan.)
	Rs.6,400	inclusive all for other university students who will be admitted at Study Centre (except DDE, Burdwan.)
For M.A./M.Sc. in Mathematics	Rs.7,700	inclusive all for BU students who will be admitted at DDE, Burdwan.
	Rs.7,900	inclusive all for other university students who will be admitted at DDE, Burdwan.
	Rs.8,200	inclusive all for BU students who will be admitted at Study Centre (except DDE, Burdwan.)
	Rs.8,400	inclusive all for other university students who will be admitted at Study Centre (except DDE, Burdwan.)
For M.Sc. in Computer Science	Rs.11,200	inclusive all for BU students who will be admitted at DDE, Burdwan.
	Rs.11,400	inclusive all for other university students who will be admitted at DDE, Burdwan.
	Rs.11,700	inclusive all for BU students who will be admitted at Study Centre (except DDE, Burdwan.)
	Rs.11,900	inclusive all for other university students who will be admitted at Study Centre (except DDE, Burdwan.)

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6. The candidates are directed to re-login on the system and upload his/her recent clear (light colour background) **colour passport size photograph** (without signature) **and signature** (black or blue pen) separately.
7. After uploading the photograph and signature, **candidates need to take print out of the application form.**
8. Candidates need to visit the DDE Administrative Office or Study Centre(s) with all the original documents for verification along with the Application Form & print-out of Online Payment Receipt / NEFT Receipt of successful payment / University copy of the Bank Challan as per schedule mentioned in the SMS/E-mail or website notification.
9. During verification the candidates must produce the following documents in **original and photocopies** (Xerox):

    1. Application Form
    2. Online Payment Receipt/ NEFT Receipt of successful payment / Bank Challan – University Copy
    3. Admit Card of S.F. or equivalent examination
    4. Mark sheet of S.F. or equivalent examination
    5. Mark sheet of H.S. or equivalent examination
    6. Mark sheet of UG examination
    7. Mark sheet of PG examination (as the case may be)
    8. B.U. Registration Certificate (applicable for BU students)
    9. Caste certificate /PWD certificate.

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10. Admission will be confirmed after the verification of original documents.
11. If the Application Form, submitted at DDE or Study Centre, is complete in all respect, the candidate will be provided the Study Materials on the same day (if available).
12. If false information is provided by any candidate, his / her application will be cancelled and in that case course fees will not be refunded.

13. **Date of Submission of Form: 29th July, 2019 to 30th September, 2019**

14. Migration and Registration of Students from other universities:

Students of other universities seeking admission in M.A/M.Sc/M.Com. courses must get themselves registered under this University **by November,2019 for Mathematics , Computer Science** and **by February, 2020 , for M.A (except Mathematics) /M.Com.** at the latest, failing which their admission is liable to be cancelled . After obtaining the Enrolment Number from the Directorate they will also be required to submit application, through prescribed form (one for Inward Migration and the other for regular Registration) , to be downloaded from the Directorate Website for registration along with self-signed documents like –

A. Photocopy of the Marksheet of the last examination passed i.e., B.A./B.Sc /B.Com. / Bridge course/M.A.etc. (as the case may be),
B. Photocopy of the Admit Card of Madhyamik/Secondary Examination,
C. Photocopy of the Enrolment Card of the directorate,
D. A self-signed attested passport size photograph to be affixed on the space provided in the form,

E. Photo copy of the Online Payment Receipt / NEFT Receipt of successful payment / Bank challan (Student copy) of course fee as proof of deposit of the requisite fee of Rs.200/-. Candidates will be required to furnish migration certificate in original from the university last attended. Candidates must submit the forms completed in all respects personally at the Directorate or Study Centres. Submission of forms by post to the Directorate is not allowed.

15. Restoration of Registration number of former B.U. students:

Student of Burdwan University, who meanwhile migrated to any other University for academic reasons, must get their original B.U Registration Number **restored by November 2019 for Mathematics & Computer Science** and **by February 2020 for M.A. (except Mathematics) / M.Com**. Courses in the manner as stipulated in the relevant University rules. However, they will be required to submit the Restoration form to be downloaded from the Directorate website for Restoration furnishing Migration Certificate in original from the University last attended along with original B.U. Registration Certificate. They must submit the attested Photocopy of the Registration certificate to the Directorate as soon as they receive it in the 'Restored' form.

16. Medium of Instruction:

Except for English, Commerce, Mathematics, Computer Science and MBA the study material of other subject will be supplied in Bengali.

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17. Medium of Examination:

Medium of examination shall, however, be as follows:

Subject	Medium of Examination
Bengali	Bengali
History	Bengali/English
Philosophy	Bengali/English
Pol.Science	Bengali/English
English	English
Sanskrit	Bengali/Sanskrit/English/Hindi
Mathematics	English
Computer Science	English
Commerce	English

18. Study Materials :

Printed study materials are prepared by experts and eminent scholars in the subjects and will be supplied personally to the candidates at the time of admission. While these Self Learning Materials (SLMs) should give the students the required academic guidance, they are advised to supplement their reading at home by thoroughly going through the prescribed text at least. Wherever available, they should also consult the suggested reference books.

19. Cancellation of admission on following grounds:

All admissions are **provisional** and admission of a student **may be cancelled** by the University **(without refund of the course fee deposited) at any stage** after verification, on any of the **grounds** mentioned below:

i) Non-fulfilment of basic eligibility criteria for admission.
ii) Any suppression of information or false information supplied by the student detected at any stage after admission.
iii) Gross misconduct / indiscipline on the part of the student.
iv) Adoption of unfair means by the student in the examination hall.

Candidates themselves may, however, choose to discontinue their studies at any point of time for private reasons apply for withdrawal or cancellation of their admission / enrolment. While the University may not object to granting any such prayer, no claim for refund of course fee will be entertained in any case as per University rules.

20. Assignments:

Where ever felt necessary, assignments on lessons / units may be sent to students. They may send answers to such assignments to the Directorate. These assignments will be checked and marked by subject teachers with a view to assessing the progress of the students in their self-study. These Tutor-Marked Assessments will be sent to them in due course. However, the marks thus obtained will not count towards the results of the term-end Examinations of the students.

21. Personal Contact Programmes:

Strictly need-based Personal Contact Programmes (PCPs) may be arranged by the Directorate to principally facilitate face-to-face interaction

between the students and our subject teachers who give due academic counselling to the students. These face-to-face contact sessions will be arranged at our all centre. The duration of these sessions may vary from subject to subject. Students will be duly informed of the formalities to be completed by them.

22. Admission to Part-II /Sem-III & IV Course:

Admission to Part-II / Sem-III & IV courses is compulsory after the Part-I / Sem-II examinations are over. There is no scope for the students to wait for the results of their Part-I / Sem-II examinations. Irrespective of whether Part-I /Sem-II results are declared, or they fail to obtain the qualifying marks in it, or they fail to appear at the examination, **they would be required to submit the Part-II / Sem-III & IV forms along with the prescribed fees and other documents for continuation of studentship** under the distance mode. The Part-II / Sem- III&IV forms are not priced and these will be supplied to them in due course **Admission will have to be completed within the period stipulated by the Directorate.**

EXPLANATION:

A student admitted to 1st year M.A/M.Com. Class during the session 2019-2021 shall get the consecutive chances to appear at the Part-I Examination of 2020, 2021, and 2022 and at the Part-II Examination of 2021, 2022 and 2023.

Course	Eligibility	Fees
M.A. in Bengali, English, Sanskrit, History, Political Science, Philosophy.	Hons./Spl.Hons./Three-year General Graduate or Three-year Pass Graduate with minimum 300 marks in the subject concerned/Two year Pass Graduate with one-year Bridge Course in relevant subject/ M.A. in a subject (other than professional subjects) is eligible for admission into M.A. in any other of these subjects.	• Rs.5700/- for B.U. students taking admission in DDE, Burdwan. • Rs.5900/- for other university students taking admission in DDE, Burdwan. • Rs.6200/- for B.U. students taking admission in Study centre (except DDE , Burdwan). • Rs.6400/- for other university students taking admission in Study centre (except DDE, Burdwan).
M.Com.	Hons./Spl.Hons./Three-year General Graduate or Three-year Pass Graduate with minimum 300 marks in the subject concerned/Two year Pass Graduate with one-year Bridge Course in relevant subject.	• Rs.5700/- for B.U. students taking admission in DDE, Burdwan. • Rs.5900/- for other university students taking admission in DDE, Burdwan. • Rs.6200/- for B.U. students taking admission in Study centre (except DDE , Burdwan). • Rs.6400/- for other university students taking admission in Study centre (except DDE, Burdwan).
M.A./M.Sc.in Mathematics	Hons./Spl.Hons./Three-year General Graduate or Three-year Pass Graduate with minimum 300 marks in the subject concerned/Two year Pass Graduate with one-year Bridge Course in relevant subject.	• Rs.7700/- for B.U. students taking admission in DDE, Burdwan. • Rs.7900/- for other university students taking admission in DDE, Burdwan. • Rs.8200/- for B.U. students taking admission in Study centre (except DDE, Burdwan). • Rs.8400/- for other university students taking admission in Study centre (except DDE, Burdwan).
M.Sc. in Computer Science	B.Sc.(Hons.) in Computer Science, or Bachelor of Computer Applications (BCA); or B.E. or equivalent ; or (Hons.) in Mathematics/ Statestics/ Electronics/ Physics/ Chemistry with Computer Science as one of the combination subject.	• Rs.11,200/- for B.U. students taking admission in DDE, Burdwan. • Rs.11,400/- for other university students taking admission in DDE, Burdwan. • Rs.11700/- for B.U. students taking admission in Study centre (except DDE, Burdwan). • Rs.11900/- for other university students taking admission in Study centre (except DDE, Burdwan).

M.B.A. programme

Eligibility	Fees
a) A Graduate of 10+2+3 pattern from any recognised University; & b) Candidate should have qualified in MAT/CMAT/CAT/XAT/Other recognised Management Aptitude Test Score. Other than **a & b** as above, have to appear and secure valid score in the Entrance Test to be conducted by the University of Burdwan. Qualified candidates in the written test and qualified MAT/CMAT/CAT/XAT/Other recognised Management Aptitude Test Score will have to appear for Group Discussion (GD) & Personal Interview (PI) with valid ID Proof. **Candidates will be finally selected on the basis of the composite score obtained in GD & PI.** **Some important dates** (to be notified in our website later on) • **Date for Entrance Test :** • **Date of GD & PI :** • **Date of Publication of lists of selected candidates** :	A. Course fees : Rs.15,000/- per Semester. B. Examination fees : 1000/- per Semester. C. Registration/Restoration fees : Rs.200/- only for other University Students. **(only for selected candidates)**

26.7.19

(G. M. Midhya)

Director