



**DIRECTORATE OF DISTANCE EDUCATION  
THE UNIVERSITY OF BURDWAN**

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**Instructions regarding Online Admission to MBA Semester - IV  
(Session: Jan, 2017 – Dec, 2018) programmes.**

- 1) Candidates are directed to login his / her student profile.
- 2) Candidates have to click on the Semester-IV (Session: Jan, 2017- Dec, 2018) admission button.
- 3) Candidates will fill-up the admission form.
- 4) Students are required to **sign in** by using Application ID/Enrolment No. and Password. Then dashboard for students will open up and will show payment options i.e. '**Pay online**'. After clicking '**Pay online**' 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.
- 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.

Requisite fees are given below:-

**For MBA Semester - IV**

- i) **Course Fee ₹ 15000/-**
- ii) **Examination Fee ₹ 1000/-**
- iii) **Late Fee: ₹ 200/-**

6) Candidates need to visit the **DDE, B.U. Administrative Office, Vidyasagar Bhavan, Golapbag, Bardhaman** with the application form along with the following documents –

- a) Online Payment Receipt/Original Bank Challan (University Copy & Student Copy)
- b) Self-signed photo copy of Enrolment Card
- c) Self-signed photo copy of Semester-III Admit Card.
- d) Original and self signed photo copy of BU Registration Certificate.

7) After submitting the documents, the candidates will be provided the study materials on the same day if available.

N.B. Expelled candidates may submit Sem-IV application forms but RA candidates can not submit Sem-IV application forms before the decision of the disciplinary committee of the Dept. of the Controller of Examinations, BU.

### **Schedule of Online Form Fill up**

Form fill up (Without Late Fee): 19.08.2019 to 25.08.2019

Late fee will be applicable on & from 26.08.2019 to 20 days before commencement of Examination.

Date of form submission at DDE, B.U : 01.09.2019

Time : 2.30 pm to 3.30 pm

Visit our website: <http://www.dde.buruniv.ac.in>

  
Director