



THE UNIVERSITY OF BURDWAN

DIRECTORATE OF DISTANCE EDUCATION

BARDHAMAN

WEST BENGAL – 713104

Ph: 7001483139, 9832271308, 9647479111

INSTRUCTIONS REGARDING 2nd PHASE ONLINE ADMISSION TO 2-YR MBA WITH SPECIALISATION IN FINANCIAL MANAGEMENT/ MARKETING MANAGEMENT/HUMAN RESOURCE MANAGEMENT / SYSTEM & OPERATIONS MANAGEMENT/INSURANCE & RISK MANAGEMENT FOR THE ACADEMIC SESSION: JULY,2019 – JUNE,2021.

Date of on-line Form Submission without late fee 11.09.2019 to 23.09.2019 and with late fee (₹ 200) 24.09.2019 to 30.09.2019

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. 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.
3. 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.**
4. 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 of ₹ 500/- for online registration initially.**

Candidates are to take a print-out of the (i) **Online Payment Receipt** (by Debit Card/Credit



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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 (₹ 500/- for online registration initially) as mentioned in the Challan by cash to any branch of **Allahabad Bank**.

5. Criteria for admission to the MBA programme are as follows :

- a. A Graduate of 10+2+3 pattern from any recognised University ;
- &
- b. Candidate should have qualified MAT /CMAT / CAT / XAT/Other recognised Management Aptitude Test Score.

In case any candidate does not have any of the above mentioned scores, he/she has to appear and secure valid score in the Entrance Test to be conducted by the University of Burdwan. (Candidates are required to produce online payment receipt / University copy of bank challan and Valid ID proof at the time of Entrance test).

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.

Schedule

- | | |
|--|---|
| * Tentative Date for Entrance Test: | Will be notified in the Website later on. |
| * Tentative Date of GD & PI: | Do |
| * Tentative Publication of lists of Selected Candidates: | Do |
| * Tentative Date of Admission: Without late fee: | Do |
| * Tentative Date of Admission: With late fee: | Do |

6. Selected candidates need to re-login on the system and upload his/her recent clear (light



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- 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 make payment of course fees in the same way as detailed in Sl. No. 4 & 5 above and take print out of the application form and payment receipt for Admission.**
 8. Selected candidates have to come at the DDE Administrative Office, “Vidyasagar Bhawan” Golapbag, Purba Bardhaman along with all the original documents for original verification. As per the schedule to be intimated through SMS or website.
 9. At the time of verification the candidates must produce the following documents in **original and one photocopy of each document** :
 - a) **Application Form**
 - b) **Online payment receipt/Bank Challan – Depositor’s & Payee’s copy**
 - c) **Admit Card of Madhyamik or equivalent examination**
 - d) **Marksheet of Madhyamik or equivalent examination**
 - e) **Marksheet of H.S. or equivalent examination**
 - f) **Marksheet of UG examination**
 - g) **Marksheet of PG examination (if applicable)**
 - h) **Valid MAT /CMAT / CAT / XAT/Other recognised Management Aptitude Test Score (if applicable)**
 - i) **B.U. Registration Certificate (applicable for BU students)**
 - j) **Caste certificate /PWD certificate**
 - k) **Aadhaar Card (as the case may be)**
 10. **Admission will be finalised after the verification of original documents and depositing the requisite Course Fees.**



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11. Migration and Registration of Students from other universities:

Students of other universities seeking for admission M.A/M.Sc/M.Com/B.Ed/MBA courses must get themselves registered under this University by 2019 for Mathematics, Computer Science & MBA Programmes by February 2020, for M.A/M.Com/B.Ed courses 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 –

- i) 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),
- ii) Photocopy of the Admit Card of Madhyamik/Secondary Examination, photocopy of the Enrolment Card of the Directorate, A self-signed attested passport size photograph to be affixed on the space provided in the form,
- iii) Photo copy of the online payment receipt/ 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.

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

Burdwan University graduates, 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 Programmes by February 2020 for M.A. / 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.

13. Study Materials:



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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.

14. 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.

15. Assignments:

Wherever 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.



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16. 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.

17. Admission to Sem-II/Sem-III/Sem-IV Course:

Admission to Sem-II/ Sem-III /Sem-IV course is compulsory after the Sem-I/Sem-II/sem-III examination is over, respectively. There is no scope for the students to wait for the result of their earlier Semester examination for continuation studentship. Admission will have to be completed within the period stipulated by the Directorate.

FEES DETAILS

- A. Course fees: ₹ 15000/- (Rupees Fifteen Thousand) per Semester.
- B. Examination fees: ₹ 1000/- (Rupees One thousand) per Semester.
- C. REGISTRATION/RESTORATION FEES: ₹ 200/- (Rupees Two Hundred) only for other University students (one time only).

For admission visit <http://www.dde.buruniv.ac.in>

Director