



DIRECTORATE OF DISTANCE EDUCATION THE UNIVERSITY OF BURDWAN

Instructions regarding Online Admission to MBA Semester - IV (Session: July, 2016 – June, 2018) programmes.

- 1) Candidates are directed to login his / her student profile.
- 2) Candidates have to click on the Semester-IV (Session: July, 2016- June, 2018) admission button.
- 3) Candidates will fill-up the admission form.
- 4) Candidates once click, system will automatically generate the Bank Challan for the Semester Admission and have to take print out of the Bank Challan for online admission and deposit the requisite fees as mentioned in the Challan to the nearest branch of **SBI**. Further the candidates have to Re-login (within 5 days of submission of application form) to insert the Journal No., Branch Code, Branch Name and Date of Deposit given by the Bank on the Challan. The online application will be treated incomplete for non-insertion or wrong insertion of the Journal No. given by the bank after making payment of the requisite fees. Requisite fees are given below:-

For MBA Semester - IV

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

5) After verification of the Journal No. by our office, the candidates are directed to take a print out of the application form.

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) 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

Without Late Fee (Form fill up) : 05.08.2019 to 09.08.2019

Late fee will be applicable on & from 10.08.2019 to 20 days before commencement of Examination.

Date of online form submission at DDE, B.U : 11.08.2019

Time : 11.00 am to 1.00 pm

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


Director