



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

**Guideline for Semester-III Online Admission to M.B.A, M.Com. and M.A. in Political
Science programmes under CBCS**

Session: 2019-2021

1. Candidates are to login into their respective student profile.
2. Candidates need to click on the Semester-III admission button (for MBA), Semester-III admission button for (Commerce) and Semester-III admission button (for Political Science).
3. **Students from other Universities who have not yet submitted their Migration Certificate are being instructed to take Semester-III Admission after obtaining the Registration Certificate.**
4. Candidates will fill-up the Semester-III admission form. The following Major Elective/Minor Elective courses be offered to students of Semester - III

For MBA

Major Elective

Human Resource Management:	i) MBAE 3710, ii) MBAE 3711, iii) MBAE 3712
Marketing Management:	i) MBAE 3510, ii) MBAE 3511, iii) MBAE 3512
Financial Management:	i) MBAE 3610, ii) MBAE 3611, iii) MBAE 3612
Systems & Operations Management:	i) MBAE 3810, ii) MBAE 3811, iii) MBAE3812

Minor Elective

COM 307 - Basic Accounting, Costing and Finance (AFC) - (for details see M.Com. syllabus)

For M.Com.

Special Paper:

- a) **COM 305F - Financial Institutions and Markets(FIM)**
- b) **COM 306F- Security Analysis and Portfolio Management (SAPM)**

Minor Elective

MBAME3214A- (Management Principles and Practices) - (for details see MBA syllabus)

For Political Science

Major Elective

MAPOL304 - (Issues of Citizen-centric Administration in India)

Minor Elective

MAHIST 304A – History of Women: Emerging Perspectives (for details see History - CBCS syllabus)

5. 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.
6. Candidates are directed to take a print-out of the (i) Online Payment Receipt (by Debit Card/Credit Card/Net Banking/Bank Challan) for online deposit and (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

- a) For MBA (Sem-III) : Course Fee : ₹ 15,000/-
Examination Fee : ₹ 1,000/-
Late fees : ₹ 500/-
- b) For M.Com. (Sem-III) : Course Fee ₹ 2,500/-
Examination Fee ₹ 500/- (Sem-III)
Incidental Charge for Study Centre ₹ 500/-
(If the candidate admitted at the study centre)
- c) For MA in Political Science (Sem-III) : Course Fee ₹ 2,500/-
Examination Fee ₹ 500/- (Sem-III)
Incidental Charge for Study Centre ₹ 500/-
(If the candidate admitted at the study centre)

Schedule of Online Form Fill-up

SEM	Subject(s)	Session	Date
III	MBA M.Com. M.A. in Political Science	2019-2021	27.01.2021 to 31.01.2021
	Admission with Late Fee		01.02.2021 & 02.02.2021

Date of Semester-III Form Submission

The candidate must submit the **Sem-III Online Admission form** at their respective Study Centres along with the following documents:

- a. **Original Sem-III Admission Payment Receipt/Bank Challan (Depositor Copy & Payee Copy).**
- b. **Photocopy of Enrolment Card.**
- c. **Photocopy of Sem-II Admit Card.**
- d. **Original & Photocopy of B.U. Registration Certificate.**

Date & Time of form submission (All study Centres including DDE, B.U)

Subject(s)	Date(s)	Time
MBA, M.Com. & Political Science	08.02.2021	12 noon to 1.30 pm

N.B. Expelled candidates may submit Sem-III application forms but RA candidates are not allowed to submit Sem-III application forms before the decision of the disciplinary committee of the Dept. of the Controller of Examinations, B.U.

AS
Director / 2021