



## DIRECTORATE OF DISTANCE EDUCATION THE UNIVERSITY OF BURDWAN

### Instructions regarding Online Admission to MBA in Semester-III, Session: Jan, 2019 – Dec, 2020 (old pattern)

- 1) Students are required to **sign in** by using Application ID/Enrolment No. and Password.
- 2) Candidates have to click on the Semester- III admission TAB and fill-up the admission form.
- 3) Candidates have to choose only one specialization from the followings:
  - a. Financial Management.
  - b. Marketing Management.
  - c. Human Resource Management.
  - d. System & Operations Management.
- 4) 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 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 for MBA Semester-III are given below:-

- a. Course Fee ₹ 15000/-
  - b. Examination Fee ₹ 1000/-
  - c. Late Fee: ₹ 200/-
- 6) Candidates need to visit the **DDE, B.U. Administrative Office, VidyasagarBhavan, Golapbag, Bardhaman** with the application form along with the following documents –
- a) Original Payment receipt (Depositor's Copy & Payee's Copy)
  - b) Self signed photocopy of Enrolment Card
  - c) Self signed photocopy of Semester-II Admit Card
  - d) Original and self-signed photocopy of B.U. Registration Certificate.

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

### Schedule of Online Form Fill up

Sl.No.	Semester	Description	Date
1.	MBA SEM-III	Without late fee	12.02.2021 to 17.02.2021
		With Late Fee	18.02.2021 & 19.02.2021

### Date & Time of Sem-III Admission Form Submission

Semester	Date	Time
SEM-III	24.02.2021	12 noon to 1.30 pm

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

28/02/2021  
Director