Centre for Distance and Online Education
THE UNIVERSITY OF BURDWAN

Guideline for Semester-IV 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-IV admission button (for MBA), Semester-IV admission button for (Commerce) and Semester-IV admission button (for Political Science).

3. Candidates will fill-up the Semester-IV admission form. The following Major Elective courses be offered to students of Semester – IV.

For MBA

Major Elective

Human Resource Management:	**i) MBAE 4705 (SHRM)**	**ii) MBAE 4706 (CIHRM)**
Marketing Management:	**i) MBAE 4505 (BM)**	**ii) MBAE 4506 (RTM)**
Financial Management:	**i) MBAE 4607 (M&A)**	**ii) MBAE 4608 (FTSA)**
Systems & Operations Management:	**i) MBAE 4805 (TQM)**	**ii) MBAE 4806 (DBMS)**

For M.Com

Special Paper:

a) **COM 403A (Strategic Cost Management),**
b) **COM 404A (Corporate Reporting-II)**
c) **COM 405F (Business Valuation and Risk Management)**
d) **COM 406F (Advanced Financial Management)**

A student will be required to continue with the same specialization which was opted by him/her in Semester-III.

For Political Science

Guidelines for Writing M.A. Project Paper for M.A. Semester- IV Examination in Pol. Science, DDE (Session 2019-21) (Paper 403; Total Marks 50) [Marks for the Write-up of the Project: 40; Marks for Viva: 10]

a. The Project Paper should contain not less than 4000 words and not more than 5000 words.

b. The project should contain at least three chapters: Introduction, Field Survey/theoretical exposition and Conclusion.

c. One copy of the project computer typed [in MS Words 12 font size with 1.5 space; for Bengali write-up 16/18 font size with 1.5 space] and soft-bound, duly signed by the candidate will have to be submitted to the office of the department within Seven days from the last day of the end semester examination 2021. The exact date will be notified later. Students will sign a register as a proof that (s) he has submitted the project in due time.

d. There should be running references throughout the project either in APA style or in Harvard style. Plagiarism, if detected, will lead to cancellation of the whole project.

e. In case of reference, original books should be cited. No notebook/Bengali text book should be referred to in the project.

f. Candidate should keep with himself/ herself one copy of the project which (s) he will have to carry at the time of viva voce.

Major Elective

MAPOL404 - (Local Government in West Bengal)

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 a**ny 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) for online deposit and (ii) print-out of successful **NEFT Challan.**

Requisite fees are given below for Semester-IV

a) For MBA   :   Course Fee   : ₹ 15,000/-

                                                Examination Fee   : ₹ 1,000/-

                                                Late fees   : ₹ 500/-

b) For M.Com.   :   Course Fee   : ₹ 2,500/-

                                                Examination Fee   : ₹ 500/-

                                                Incidental Charge for Study Centre: ₹ 500/-

                                                (If the candidate admitted at the study centre)

c) For MA in Political Science :   Course Fee   : ₹ 2,500/-

                                                Examination Fee   : ₹ 500/-

                                                Incidental Charge for Study Centre: ₹ 500/-

                                                (If the candidate admitted at the study centre)

Schedule of Online Form Fill-up

SEM	Subject(s)	Late/Without Late Fees	Date
IV	MBA, M.Com & M.A. in Political Science	Without Late Fees	02.06.2021 to 09.06.2021
		With Late Fees	10.06.2021 & 11.06.2021

After making required payment candidates are advised to take print out of the said application form and online payment receipt.

The hard copy of Semester-IV Admission Form must reach Centre for Distance and Online Education, The University of Burdwan, Golapbag, Bardhaman, Dist- Purba Bardhaman, Pin-713104 through speed post (applicable for all centres) must submit their documents within 25.06.2021. After that no form will be accepted.

Candidates are directed to send the following documents:

    a. **Semester-IV Admission Form.**
    b. **Self-signed Online Payment Receipt.**
    c. **Self-signed photocopy of Enrolment Card.**
    d. **Self-signed photocopy of Semester-III Admit Card.**
    e. **Self-signed photocopy of BU Registration Certificate.**
    f. **One Self address envelope with PIN code and Mobile No.**

** Candidates are directed to mention the Application type: Semester-IV Admission form, Subject & Enrolment Number on the top of the envelope in which all the documents will be despatched.

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

Director