Centre for Distance and Online Education
THE UNIVERSITY OF BURDWAN
Guideline for Online Admission to Semester-IV M.B.A (Old) Batch: Jan, 2019-Dec, 2020 and B.Ed. Part-II, 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) and Part-II admission button for (B.Ed).
3. Candidates will fill-up the Semester-IV/Part-II admission form.
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** 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) for online deposit and (ii) print-out of successful **NEFT Challan.**

Requisite fees are given below

a) For MBA (Sem-IV)   :   Course Fee   : ₹ 15,000/-
                                                     Examination Fee: ₹ 1,000/-
                                                     Late fees   : ₹ 200/-

b) For B.Ed. (Part-II)   :   Course Fee   : ₹ 25,000/-
                                                     Late fees   : ₹ 200/-

Schedule of Online Form Fill-up

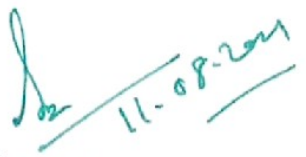| Subject(s)	Late/Without Late Fees	Date
MBA & B.Ed	Without Late Fees	16.08.2021 to 22.08.2021
	With Late Fees	23.08.2021 & 24.08.2021

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

7) The hard copy of Sem-IV/Part-II Admission Form must reach Centre for Distance and Online Education, The University of Burdwan, Golapbag, Bardhaman, Dist- Purba Bardhaman, Pin-713104 through speed post must submit their documents within 31.08.2021. After that no form will be accepted.

Candidates are directed to send the following documents:

    a. Semester-IV/Part-II Admission Form.
    b. Self signed Online Payment Receipt.
    c. Self signed photocopy of Enrolment Card.
    d. Self signed photocopy of Sem-III/Part-I 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: Sem-IV for MBA / Part-II for B.Ed. Admission form & Enrolment Number on the top of the envelope in which all the documents will be despatched.

11-08-2021

Director