



THE UNIVERSITY OF BURDWAN
CENTRE FOR DISTANCE AND ONLINE EDUCATION
GOLAPBAG - BARDHAMAN
WEST BENGAL – 713104

**INSTRUCTIONS REGARDING DOCUMENTS SUBMISSION OF ELIGIBLE CANDIDATES FOR
THE PROVISIONAL ADMISSION TO M.SC. IN COMPUTER SCIENCE (UNDER CBCS)
(SESSION: 2022-2024)**

- A)** Eligible candidates have already received a system generated E-mail regarding **payment of Semester-I admission fees.**
- B)** To complete the payment for Semester - I admission through online, they have to login their profile, Dashboard for students 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) UPI/ QR code. Any one option from above is to be chosen for making payment.
- C)** After making payment candidates have to upload his/her **signature** (black or blue ink) and a recent clear (light colour background) **colour passport size photograph** (without signature) separately.
After uploading the photograph and signature, **candidates need to take print out of the application form and Online Payment Receipt** (by Debit Card/Credit Card/Net Banking/UPI/QR code for online deposit) which includes the Course Fees details.
- D)** To submit the Application Form along with the **following documents**, candidates are directed to visit the ‘Vidyasagar Bhaban’ CDOE, B.U. Administrative Office.
- a) Application form.
 - b) Online Payment Receipt of Rs.500/- for online registration fees & Online Payment Receipt of semester-I admission fees.



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- c) Admit Card of Madhyamik or equivalent examination
- d) Mark sheet of Madhyamik or equivalent examination
- e) Mark sheet of H.S. or equivalent examination
- f) Mark sheet of UG examination/DOEAC A-level or equivalent/PGDCA from State Council of Technical Education of Govt. of West Bengal.
- g) B.U. Registration Certificate (applicable for BU students)
- h) Caste certificate
- i) PWD certificate (applicable for PWD candidates)
- j) Aadhar card.

Date for submission of online application form & other Documents for Provisional Admission

Date	Time
25.11.2022 & 26.11.2022	12 noon to 3 pm

N.B.

Candidates are directed to follow the above mentioned schedule positively, other than this schedule, form submission will not be entertained by us. As per UGC guideline we have to upload the subject wise enrolled students details within 30th November,2022.

Cancellation of admission on other grounds

- A. Candidates themselves may, however, choose to discontinue their studies at any point of time for private reasons and may apply for withdrawal or cancellation of their admission / enrolment. While the University may not object to granting any such prayer, claim for refund of course fee will be entertained as per UGC/University rules.



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- B. All admissions are provisional and admission of a student may be cancelled by the University (**without refund of the course fee deposited**) at any stage after verification, on any of the grounds mentioned below:
- Non-fulfilment of basic eligibility criteria for admission.
 - If there is any suppression of information or detection of false information supplied at any stage after admission.
 - For gross misconduct / indiscipline ; and
 - For adoption of unfair means at the examination hall.

Migration and Registration of Students from other universities

Students of other universities seeking admission in M.Sc. course must get themselves registered under this University **by 18.01.2023 for M.Sc.** at the latest, failing which their admission is liable to be cancelled. After obtaining the Enrolment Number from the Directorate they will also be required to submit application, through prescribed form (one for Inward Migration and the other for regular Registration) , to be downloaded from the CDOE Website (under Download Tab) for registration along with self-signed documents like –

- Original Migration Certificate.
- Photocopy of the Mark sheet of the last examination passed i.e., B.Sc.
- Photocopy of the Admit Card of Madhyamik /Secondary Examination,
- Photocopy of the Enrolment Card of the CDOE, B.U.
- A self-signed passport size photograph to be affixed on the space provided in the form.
- Photo copy of the online admission Payment Receipt (Student copy) of course fee as proof of deposit of the requisite fee of Rs.200 Candidates will be required to furnish migration certificate in original from the university last attended. Candidates must submit the forms completed in all respects personally at the CDOE, B.U. Submission of forms by post to the CDOE, B.U. is not allowed.

Restoration of Registration number of former B.U. students

Student of Burdwan University, who meanwhile migrated to any other University for academic reasons, must get their original B.U Registration Number **restored by 18.01.2023 for M.Sc.** Courses in the manner as stipulated in the relevant University rules. However, they



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will be required to submit the Restoration form to be downloaded from the CDOE, B.U. website for Restoration furnishing Migration Certificate in original from the University last attended along with original B.U. Registration Certificate. They must submit the attested Photocopy of the Registration certificate to the CDOE, B.U. as soon as they receive it in the 'Restored' form.

Admission to M.Sc. Semester-II

Admission to Semester-II course is compulsory after the Semester-I examination are over. There is no scope for the students to wait for the result of their semester-I examination. Irrespective of whether Semester-I results are declared, or they fail to obtain the qualifying marks in it, or they fail to appear at the examination, they would require to submit the Semester-II forms along with the prescribed fees and other documents for continuation of studentship under the distance mode. Admission will have to be completed within the period stipulated by the CDOE, B.U..

EXPLANATION:

A student admitted to 1st semester M.Sc. Class during the session 2022-2024 shall get the consecutive chances to appear at the semester-I Examination of 2022, 2023, & 2024, at the semester-II Examination of 2023, 2024 & 2025, at the semester-III Examination of 2023, 2024 & 2025 and at the semester-IV Examination of 2024, 2025 & 2026.

Director