



THE UNIVERSITY OF BURDWAN
CENTRE FOR DISTANCE AND ONLINE EDUCATION
BARDHAMAN
WEST BENGAL – 713104
Ph: 7810922456

**INSTRUCTIONS REGARDING ONLINE ADMISSION TO P.G. PROGRAMMES
FOR THE ACADEMIC SESSION: July 2023 – June 2025**

1. Candidates are directed to read & understand the instruction and fill the form carefully before submission. Incomplete form will be treated as cancelled.
2. **Please select your preferable Study Centre after selecting the course.**
3. Candidates are requested **not to change their mobile number and Email ID**, once entered during online application. Candidates will receive One Time Password (OTP) in his/her E-mail I.D. The OTP needs to be entered into the appropriate field to verify his/her application registration.
4. After filling in the required fields in the online form, candidates are to assign his/her password defined by them using at least 6 alpha-numeric characters (alphabets, e.g., a,b,c,..... and numerals, e.g., 1,2,3,.....) for logging back to their own form. Application ID generated after submission of form will be the user name of his/her profile.
Candidates are requested to remember their Application ID for future use.
5. To complete the payment through online candidates are requested to login once again. Dashboard for students show payment option 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) **UPI/QR Code**

Any one option from above is to be chosen for making payment.

- 6) Candidates are to take a print-out of the (i) Online Payment Receipt (By Debit Card/Credit Card/ Net Banking/UPI/QR Code) for online deposit or (ii) Print out of Successful NEFT/RTGS Challan. The online application will be treated incomplete without making payment of the requisite fees.



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A. One time Online Registration fees (Part-I/Sem-I): ₹ 500/-

**B. Examination Fees: M.A. ₹ 1000/- per year & Computer Science
₹ 2000/- per Semester.**

C. Late Fees: ₹ 500/-

D. The requisite fees for different courses are as follows:

For M.A. Courses	₹ 8000	For BU students who will be admitted at Bardhaman Centre
	₹ 8200	For other University students who will be admitted at Bardhaman Centre
	₹ 8500	For BU students who will be admitted at Study Centre (except Bardhaman centre).
	₹ 8700	For other university students who will be admitted at Study Centre (except Bardhaman centre)
For M.Sc. in Computer Science	Total Number of Seats: 90 (Ninety). These 90 numbers of students will be selected on the basis of Merit List. After publication of the Merit List by the authority, selected candidates will deposit their Course Fees.	
	₹ 15000	For BU students who will be admitted at Bardhaman Centre
	₹ 15200	For other university students who will be admitted at Bardhaman Centre

7. After making payment the candidates are directed to re-login on the system and upload his/her recent clear (light colour background) **colour passport size photograph** (without signature) **and signature** (black or blue pen) separately.
8. After uploading the photograph and signature, **candidates need to take print out of the application form.**
9. Candidates need to visit the CDOE Administrative Office, BU or respective Study Centre with all the original documents for verification along with the Application Form & Payment Receipt print out as per schedule mentioned in the SMS/e-mail or website notification.
10. During verification the candidates must produce the following documents in **original and photocopies** (Xerox):
 - a. Application Form



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- b. Payment Receipt (University Copy)
 - c. Admit Card of S.F. or equivalent examination
 - d. Mark sheet of S.F. or equivalent examination
 - e. Mark sheet of H.S. or equivalent examination
 - f. Mark sheet of UG examination
 - g. Mark sheet of PG examination (if applicable)
 - h. B.U. Registration Certificate (applicable for BU students)
 - i. Caste certificate /PWD certificate (if applicable)
 - j. Aadhaar Card.
11. Admission will be confirmed after the verification of original documents.
12. If false information is provided by any candidate, his/her application will be cancelled and in that case course fees will be refunded as per UGC norms.
- 13. Date of on-line Form Submission for M.A. & Computer Science Courses:**
Without late fee: 19th July, 2023 to 29th August 2023.
With late fee: 30th August 2023 to 31st August 2023.
Tentative date of publication of Merit List (Computer Science): 08.09.2023

14. Migration and Registration of Students from other Universities:

Students of other Universities seeking admission in M.A. & M.Sc. courses must get themselves registered under Burdwan University **by 29th December, 2023 for Computer Science and by 29th February 2024, for M.A. course** at the latest, failing which their admission is liable to be cancelled. After obtaining the Enrolment Number from the CDOE, B.U. 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, B.U. Website under DOWNLOD Tab for registration along with self-signed documents like –

- A. Photocopy of the Marksheet of the last examination passed i.e., B.A./B.Sc /Bridge course/M.A.etc. (as the case may be),
- B. Photocopy of the Admit Card of Madhyamik/Secondary Examination,
- C. Photocopy of the Enrolment Card of the CDOE, B.U.
- D. A self-signed attested passport size photograph to be affixed on the space provided in the Application form.
- E. Photo copy of the Payment Receipt (Student copy) of course fee as proof of deposit of the requisite fee of ₹ 200 Candidates will be required to furnish migration certificate in original from the University last attended. Candidates must submit the forms



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completed in all respects personally at the CDOE, B.U or respective Study Centres. Submission of forms by post to the CDOE, B.U. is not allowed.

15. Restoration of Registration number of former B.U. Students:

Students of Burdwan University, who meanwhile migrated to any other University for academic reasons, must get their original B.U Registration **Number restored by 29th December, 2023 for Computer Science, and by 29th February 2024, for M.A. course** in the manner as stipulated in the relevant University rules. However, candidate will be required to submit the Restoration form to be downloaded from the CDOE, B.U website under download tab for Restoration furnishing Migration Certificate in original from the University last attended along with original B.U. Registration Certificate. The candidate must submit the self-attested Photocopy of the Registration certificate to the CDOE, B.U as soon as they receive it in the 'Restored' form.

16. Medium of Instruction:

The Study Material of English & Computer Science will be supplied in English and other subjects in Bengali i.e. Sanskrit, Bengali, History & Philosophy.

17. Medium of Examination:

Medium of Examination shall, however, be as follows:

<u>Subject</u>	<u>Medium of Examination</u>
Bengali	Bengali
History	Bengali/English
Philosophy	Bengali/English
English	English
Sanskrit	Bengali/Sanskrit/English/Hindi
Computer Science	English

18. Cancellation of admission on other grounds:

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 provided at any stage after admission ;
- For gross misconduct / indiscipline ; and
- For adoption of unfair means at the examination hall,



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Candidates themselves may, however, choose to discontinue their studies at any point of time for private reasons apply for withdrawal or cancellation of their admission / enrolment. While the University may not object to granting any such prayer, no claim for refund of course fee will be entertained in any case as per UGC norms.

19. Assignments:

Wherever felt necessary, assignments on lessons / units may be sent to students. They may send answers to such assignments to the CDOE, B.U. These assignments will be checked and marked by subject teachers with a view to assessing the progress of the students in their self-study. These Tutor-Marked Assessments will be sent to them in due course. However, the marks thus obtained will not count towards the results of the term-end Examinations of the students.

20. Personal Contact Programmes:

Strictly need-based Personal Contact Programmes (PCPs) may be arranged by the CDOE, B.U/ respective study centers to principally facilitate face-to-face interaction between the students and respective subject teachers who give due academic counselling to the students. These face-to-face contact sessions will be arranged at our all centers. The duration of these sessions may vary from subject to subject, for such programmes students will be duly informed of the formalities to be completed by them.

21. Admission to Part-II / Sem-II, III & IV Course:

Admission to Part-II / Sem-II, Sem-III & Sem-IV courses is compulsory after the Part-I / Sem- I examinations are over. There is no scope for the students to wait for the results of their Part-I / Sem-I examinations. Irrespective of whether Part-I /Sem-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 Part-II / Sem-II, Sem-III & Sem-IV forms along with the prescribed fees and other documents for continuation of studentship** under the ODL mode. The Part-II / Sem- II, Sem-III & Sem-IV Online forms are not priced. **Admission will have to be completed within the stipulated period provided by the CDOE, B.U.**

EXPLANATION:

A student admitted to 1st year M.A Class during the session 2023-2025 shall get the consecutive chances to appear at the Part-I Examination of 2024, 2025, and 2026 and at the Part-II Examination of 2025, 2026 and 2027.



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ELIGIBILITY CRITERIA

Name of the Courses: M.A. in BENGALI, SANSKRIT, ENGLISH, HISTORY & PHILOSOPHY.

Eligibility:	<ul style="list-style-type: none">• A minimum 2nd class Hons. (Regular or Special) graduate in the relevant subject having pursued the course in the 10+2+3 pattern from any recognized University, Or• An unsuccessful Hons. Graduate of the above pattern (i) who after having pursued the Hons. course at both the Part-I, Part-II and Part-III stages obtained Pass Degree certificate of 3 year course securing at least 35% marks in aggregate (in concerned Hons.subject), Or• A minimum 2nd class Hons. (Regular or Special) graduate in the relevant subject having pursued the course of the old 11+3 pattern, Or• A pass graduate in the 10+2+3 pattern having offered the relevant subject as a combination / elective one (of not less than 300 marks at the degree stage) securing at least 30% marks in it, Or• B.Sc. / B.A. Pass Graduates who subsequently passed Special B.A. (of not less than 300 marks in the relevant subject) securing at least 30% marks in it, Or• A pass graduate in the 10+2+2 / 10+1+3 / 11+3 pattern from any recognized institute who subsequently passed 1 year Bridge Course in the relevant subject (of not less than 300 marks at the degree level) and thus became equivalent to a pass graduate of 10+2+3 pattern securing at least 40% marks in it, Or• An M.A. in a subject willing to do M.A. in any other subject offered through Distance Mode irrespective of whether or not that subject was offered by him / her at the degree stage, provided that no M.A. in any professional subject like Music, Drama, Film Studies, Physical Education (M.P.Ed.), General Education (M.Ed.) etc. is entitled to this special provision. Provided further that no M.A. in “Islamic History and Culture” or “Ancient History and Culture” from any University is entitled to do M.A. again in History from this University.
Duration:	2 Years
Pattern:	Yearly (Term-end Examination)



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Name of the Course: <u>M.Sc. in COMPUTER SCIENCE</u>	
Eligibility:	<ul style="list-style-type: none">• B.Sc. (Hons.) in Computer Science; or• Bachelor of Computer Applications (BCA); or• B.E. or equivalent; or• B.Sc. (Hons.) in Mathematics / Statistics / Electronics / Physics / Chemistry with Computer Science as one of the combination subject.
Duration:	2 Years
Pattern:	Semester (4 Semesters)

Table for Letter Grade Norm

CGPA	Letter Grade
9 and above	O (Outstanding)
8 to below 9	A+ (Excellent)
7 to below 8	A (very Good)
6 to below 7	B+ (Good)
5 to below 6	B (Average)
4 to below 5	P (Pass)
Below 4	F (Fail)

N.B: A candidate will be considered to have passed B.A. /B.Sc. Honours Programme if he/she secures a minimum Letter Grade B in CGPA subject to provisions laid down above and a candidate will be considered to have passed B.A. /B.Sc. general programme if he/she secures a minimum Letter Grade P in CGPA subject to the provisions laid down above.

Sd/-
Director