



**THE UNIVERSITY OF BURDWAN**  
**CENTRE FOR DISTANCE AND ONLINE EDUCATION**

**No. CDOE/Sectt/Admission/172/2023-24/48**

**Dated: 26.10.2023**

Schedule for Original documents verification & submission of admission forms (**Final Phase**) along with supporting document of M.A. Part-I for the Academic Session: 2023-2025.

**All students should get their original documents verification as per the following schedule otherwise their online registration/studentship will be considered cancelled as per the UGC-DEB guideline and the admission fees paid by those students will not be refunded.**

**This schedule only for the Students of Bardhaman Centre.**

**(Original documents verification of students of other than Bardhaman centre will be completed within 02.11.2023 as per the centre's own schedule. Students are requested to contact their respective study centre in this regard.)**

Subject(s)	Date	Application ID	Time
Bengali	30.10.2023	1023076070 to Rest	12noon to 2pm
Philosophy	31.10.2023	1023076248 to Rest	12noon to 2pm
English	01.11.2023	1023076067 to 1023078079	12noon to 2pm
	02.11.2023	1023078082 to Rest	
History	01.11.2023	1023076097 to Rest	12 noon to 2pm
Sanskrit	02.11.2023	1023076181 to Rest	12 noon to 2pm

During verification the candidate must produce the following documents in **original and photocopies** (Xerox):

**a. Online Application Form**

- b. Receipt of online payment.
- c. Admit Card of S.F. or equivalent examination
- d. Marksheet of S.F. or equivalent examination
- e. Marksheet of H.S. or equivalent examination
- f. Marksheet of UG examination
- g. Marksheet of PG examination (as the case may be)
- h. B.U. Registration Certificate (applicable for BU students)
- i. Caste certificate /PWD certificate
- j. Aadhaar card

### **Cancellation of admission on other grounds**

- A. Candidates themselves may, however, choose to discontinue their studies at any point of time for any reason 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.
- 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:
  - i) Non-fulfilment of basic eligibility criteria for admission.
  - ii) If there is any suppression of information or detection of false information supplied at any stage after admission ;
  - iii) For gross misconduct / indiscipline ; and
  - iv) 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.A. courses must get themselves registered under this University **by 28.03.2024 for M.A.** 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 –

- A. Original Migration Certificate.

- B. Photocopy of the Mark sheet of the last examination passed i.e., B.A./Bridge course/M.A. etc. (as the case may be),
- C. Photocopy of the Admit Card of Madhyamik /Secondary Examination,
- D. Photocopy of the Enrolment Card of the CDOE, B.U.
- E. A self-signed passport size photograph to be affixed on the space provided in the form.
  
- F. 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./respective study centre. 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 28.03.2024 for M.A.** Courses in the manner as stipulated in the relevant University rules. However, they 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.A. Part-II Courses**

**Admission to Part-II courses is compulsory after the Part-I examinations are over. There is no scope for the students to wait for the results of their Part-I examinations.** Irrespective of whether Part-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 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 Directorate.**

#### **EXPLANATION:**

**A student admitted to 1<sup>st</sup> 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.**

**Director**