



THE UNIVERSITY OF BURDWAN
CENTRE FOR DISTANCE AND ONLINE EDUCATION

No. CDOE/Sectt/Admission/172/2024-25/83

Dated: 18.11.2024

Schedule for Original documents verification & submission of admission forms (3rd and final Phase) along with supporting document of M.A. Part-I for the Academic Session: 2024-2026.

All the students who have filled the PG ADMISSION form online (except Computer Science) till 15.11.2024 and whose payment has been verified are hereby informed that as per the instructions of UGC DEB every student under distance mode must create DEB ID and update their Student profile compulsorily.

This schedule only for the Students of Bardhaman Centre.

(Original documents verification for the students other than Bardhaman centre, will be completed within 24.11.2024 as per the centre's own schedule. Students are requested to contact their respective study centre in this regard.)

Subject(s)	Date	Application ID	Reporting Time
Bengali	19.11.2024	1024079742 to 1024082551	12.30 pm
	21.11.2024	1024082563 to Rest	12.30 pm
Sanskrit	20.11.2024	1024079779 to 1024083673	12.30 pm
English	22.11.2024	1024079613 to 1024083696	12 NOON
Philosophy	22.11.2024	1024079744 to 1024083699	12 NOON
History	26.11.2024	1024079561 to 1024083719	12 NOON

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

- Online Application Form
- Receipt of online payment (University copy).
- Admit Card of S.F. or equivalent examination
- Marksheet of S.F. or equivalent examination
- Marksheet of H.S. or equivalent examination
- Marksheet of UG examination
- Marksheet of PG examination (as the case may be)
- B.U. Registration Certificate (applicable for BU students)
- Caste certificate /PWD certificate
- Aadhaar card
- ABC ID card.

N.B: Candidates are directed to follow the above mentioned schedule positively. In case of any failure of verification, admission will be treated as cancelled and application for refund of course fee will not be entertained.

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 31.01.2025 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 31.01.2025 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 1st year M.A. Class during the session 2024-2026 shall get the consecutive chances to appear at the Part-I Examination of 2025, 2026, and 2027 and at the Part-II Examination of 2026, 2027 and 2028.

**Sd/-
Director**