



The University of Burdwan
Office of the Secretary, Faculty Council (Arts, etc.)
Golapbag, Burdwan, West Bengal – 713104
Website: www.buruniv.ac.in
Contact: secretary_arts@buruniv.ac.in

FC(Arts)/MBA Program/2024/68

Date: 30th July, 2024

Important Instructions

[Candidates are advised to follow the instructions given below]

Admission to MBA Programme [MBA/MBA(HR)/MBA(Tourism)]
For the Session 2024-2026

1. Online applications are invited from the eligible intending candidates for admission to the MBA Program [MBA/MBA(HR)/MBA(Tourism)] for the Session 2024-2026 under Faculty Council (Arts, Commerce, Law etc.), The University of Burdwan. Online form will be available in the University website (www.buruniv.ac.in) on and from **30-07-2024 to 13-08-2024**.
2. **Eligibility criteria for admission to MBA Programme:** *Graduates from any UGC recognized University who have completed the three-year Bachelor Degree with Honours/Major in any subject/ LLB/ BBA/ BCA/ B.E./ B.Tech./ B.Pharm. /MBBS etc. with a minimum of 50% marks. For candidates belonging to SC/ ST/ OBC-A/ OBC-B/ DA/ EWS/ SP categories, eligibility is minimum of 45% marks in honours/major in the concerned/relevant subject. Candidates appearing in their final graduation exam will be eligible to apply subject to the condition that they will have to present their final marksheet of successful completion of their graduation on the date of document verification, failing which their admission will be cancelled.*
3. Applications of the candidates failing to fulfil minimum eligibility criteria of admission will be rejected.
4. Candidates must keep ready a passport size photograph, scanned copies of his/her signature, admit card of 10th standard, marksheets of all examinations, reserved category certificate (if applicable) and other required document for uploading during filling the form.
5. A non-refundable amount of Rs. 250/- (Rupees Two Hundred and Fifty only) as application fee is to be paid through (State Bank Collect) the following link:
Link for Payment of Application Fees: <https://www.onlinesbi.sbi/sbcollect/icollecthome.htm>
6. Link for Online Application for admission to the MBA Programme [MBA/MBA(HR)/MBA(Tourism)] for the Session 2024-2026 under Faculty Council (Arts, Commerce, Law etc.), The University of Burdwan is given below:
Link for Fill up the Application Form: <https://forms.gle/sayA56b7b2jXxqcx7>
7. For any queries and complaint, mail to secretary_arts@buruniv.ac.in

Secretary (Additional Charge)
Faculty Council (Arts, Com., Law, etc.)
The University of Burdwan



THE UNIVERSITY OF BURDWAN
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No.:FC/PG(A)/Admission/MBA Program/2024/210

Date: 08/10/2024

**NOTIFICATION OF COUNSELLING FOR ADMISSION TO MBA PROGRAM-2024 [MBA/
MBA(HR)/ MBA (TOURISM)] UNDER FACULTY COUNCIL ARTS FOR THE SESSION 2024-2026**

INSTRUCTION TO THE CANDIDATES

1. The counselling for admission to Master of Business Administration/ Master of Business Administration (HR)/ Master of Tourism Management under Faculty Council of Arts etc. will be done as per the Broad Rank List of the candidates at Kadambini Ganguly Memorial Hall, 3rd Floor Composite Arts Building, Golapbag, B.U. on 23.10.2024. The candidates have to attend the counselling programme compulsorily along with all academic credentials either personally or through his/her authorized representative, failing which their selection will liable to be cancelled. Selection will be made strictly on the basis of merit. The mere fact that any name has been published in the list does not by itself ensure admission of the candidate concerned unless his/her original credentials are found in order. The University also reserves all rights to drop or to include any name, if any suppression of facts on the part of the students or any mistake on the part of the University, detected at any stage before or after the admission. Options once exercised cannot be altered.
2. **All the eligible candidates as per the Sl. Nos. mentioned below**, who have applied for admission to MBA Program [MBA/ MBA(HR)/ MBA (Tourism)] under the Faculty Council (Arts) for the session 2024-2026, are asked to attend the Counselling **COMPULSORILY** for merit-based selection as per the following schedule:

Subject/Program	Serial no of candidates as per Broad Merit (Rank) List		Counselling Date and Time	Venue
MBA Program	Unreserved Rank:	UR-1 To UR-190 (All Candidate)	23.10.2024 at 12 Noon	Kadambini Ganguly Memorial Hall, 3rd Floor Composite Arts Building, Golapbag, B.U.

3. **The mere fact that a candidate has been asked to appear in the session doesn't assure selection unless seats are available. Hence, all candidates are asked to check the course-wise vacancy position before attending the session.**
4. The Broad Rank List has been prepared based on system generated data without actual document verification. Candidates are therefore requested to verify their eligibility in accordance with the criteria as prescribed in the Information Brochure of the MBA Program 2024, available in the University Website.
5. In case a candidate does not fulfil the eligibility and merit criteria, he/she is requested not to proceed with the subsequent steps since it is likely that the admission will not be confirmed.

6. Once the merit-based selection is completed, the candidates who will be provisionally selected for **admission to MBA Program 2024 [MBA/ MBA(HR)/ MBA (Tourism)] in the above mentioned Course for the session 2024-2026**, are directed to pay the requisite admission fees through the Payment Link (Mentioned Below), on and from **24.10.2024 to 27.10.2024**. In case of any issue/problem regarding payment, candidates should contact immediately and definitely before the expiry of payment period (email: secretary_arts@buruniv.ac.in). No communication in this regard will be entertained after the expiry of payment period. University will not take the responsibility of any payment failure caused due to network problems.
7. Provisionally Selected candidates from Merit-based selection (Phase-1) can get access for payment of Admission Fees as per following steps:

Steps of Payment

The amount of Rs. 15930/- (Rupees Fifteen Thousand Nine Hundred Thirty Only) for admission to to Master of Business Administration/ Master of Business Administration (HR)/ Master of Tourism Management as admission fee is to be paid through (State Bank Collect) the following link:

<https://www.onlinesbi.sbi/sbcollect/icollecthome.htm>

STEP-1: Applicants are to select *“Educational Institutions”* under *“Select Category”*

STEP-2: Search *“The University of Burdwan”* in the page reached through the link and

STEP-3: Choose **“ADMISSION FEES FOR MBA PROGRAM 2024”** in the dropdown under payment Category and make payment as per the instructions.

Students should ensure collection of E-receipt of successful payment generated in the online system with “Successful” payment status. Mere receipts of SMS from own bank is not sufficient to ensure successful payment. The University will not take the responsibility of any payment failure caused due to network problems. So, candidates are advised to check their “Successful” Payment status.

8. Candidates will be enlisted based on the merit-based selection on the basis of the vacancy position.
9. **Classes for the aforementioned subjects/groups will commence from 28.10.2024.**
10. **ADMISSION OF CANDIDATES WILL BE CONFIRMED ONLY AFTER DOCUMENT VERIFICATION**, which will be carried out by the **Respective Department on and from 28.10.2024 to 29.10.2024 for the confirmation of admission**. All the selected candidates who have successfully paid the admission fees will have to produce and submit self-attested photocopies of his/her Application Form along with all testimonials including the relevant certificates and final honours mark sheet, hard copy of the Anti-Ragging undertaking and printout of Successful Payment Receipt on the date of document verification, failing which their admission to MBA Program-2024 will be cancelled. In case a candidate is unable to attend in the Document Verification, he/she should send his/her authorised representative for the same. If any candidate or his/her authorized representative fails to turn up on the date of Document Verification, the admission to MBA Program 2024 will be cancelled.
11. All eligibility criteria will be checked during document verification. If, at the time of document verification, the marks obtained by the candidate don't match with the marks shown in the merit list, the admission of the candidate is liable to be cancelled.
12. **ALL ADMISSIONS ARE PROVISIONAL**. Mere selection of candidates and payment of admission fees do not ensure confirmation of admission unless the eligibility of the candidates is checked and original credentials are found in order at the time of verification of documents. If a candidate is found, before or after admission, not having the

minimum eligibility of admission, then the university will have the right to cancel his/her admission without taking responsibility of refund of his/her admission fees. The University also reserves all rights to drop or to include any name, if any suppression of facts on the part of the students, any mistake on the part of the University or any error in the system-generated data is detected at any stage before or after the admission.

13. ADMISSION OF THE SELECTED CANDIDATES WILL BE CONFIRMED ONLY AFTER DOCUMENT VERIFICATION AFTER PAYMENT OF ADMISSION FEES.

14. If there is no candidate in the UR-DA, SP Category, then the seat will be transferred to the UR Category. Under similar circumstances, vacant seats of DA-SC, DA-OBCA will be transferred to SC and OBCA Category respectively. As per the reservation rules vide Govt. Order No.: 07-Edn (U)/1U-89/13.- dated. 2nd January, 2014 “for admission to different courses, an SC or ST candidate getting admission should have obtained in the previous examination; qualifying marks not lower by more than 25% of the marks obtained by the last candidate of the general category. In case of OBC-A and OBCB the candidate getting admission should have obtained in the previous examination; qualifying marks not lower by more than 10% from the marks obtained by the last candidate of the general category.”

15. Guidelines of Inter-Transferability/Conversion of Reserved Seats:

15.1 In case seats reserved for SC Category remains vacant for want of eligible candidates, seats will be filled up by the eligible candidate from the list of ST Category and vice-versa.

15.2 In case seats reserved for OBC-A Category remains vacant for want of eligible candidates, seats will be filled up by the eligible candidate from the list of OBC-B Category and vice-versa.

16. The University reserves the right to rectify the list of candidates selected for admission in the event of detection of any inadvertent error, before or after payment of admission fees including cancellation of admission.

17. In compliance with the UGC, D.O. No 1-152029 (ARC) pt III, dated 24th May, 2024 and in pursuance to the Judgement of the Hon’ble Supreme Court of India, dated 08.05.2009 in Civil Appeal No 887/2009, attention of all the applicants and parents are drawn to the “Regulations on Curbing the Menace of ragging in Higher Educational Institutions, 2009” notified by the UGC. The Regulations are available on the UGC website (www.ugc.ac.in)

Ragging is completely banned in The University of Burdwan and its other centres of learning, and anyone found guilty of ragging and/or resorting to ragging in any form is liable to be appropriately punished as per law.

Please follow the instructions provided at the link below:

<https://www.antiragging.in/information.html>

Click the following link for mandatory undertaking of anti-ragging:

<https://www.antiragging.in/>

or

https://www.antiragging.in/affidavit_university_form.php

FILL IN THE DETAILS AS PRESCRIBED FOR UNDERTAKING OF ANTI-RAGGING

The candidates who will be provisionally selected for admission to MBA Program [MBA/ MBA(HR)/ MBA (Tourism)] for the session 2024-2026 are compulsorily required to complete the undertaking (if not completed in time of Application to the MBA Program-2024) by strictly following these instructions and must submit the hard copy of the Anti-Ragging undertaking in the time of Document Verification.

NATIONAL ANTI RAGGING HELPLINE:**18001805522 (24 x 7),****E-MAIL : helpline@antiragging.in****STATE LEVEL ANTI RAGGING HELPLINE: 18003455678 (24 x 7)****University and Course Details: University Director/Vice Chancellor : Prof. Goutam Chandra****University Phone Number (+91) : 9474463541****Nearest Police station to your University : BURDWAN POLICE STATION**

As per the directives of the Hon'ble Supreme Court of India, it is notified that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the institution.

18. As already notified, non-payment of admission fees by any Provisionally Selected Candidate shall amount to cancellation of his/her candidature and in such context, they will be debarred from participation in any round of the admission process.
19. Seats, if remains vacant after the expiry of payment period will be filled up through Phase-2 Counselling. Please visit the university website for any update.
20. Refund of Admission Fees for Cancellation of candidature will be as per the extant rules of UGC and Govt. of West Bengal.
21. Vacancy Position for admission to MBA Program for the Session 2024-2026 **of the above mentioned Course** are as follows:

CENTRE, PROGRAMME, SEAT MATRIX AND INTAKE

Sl. No.	Subject/ Course	Centre for Learning	UR	DA Category					SP	DA Category					Total Intake
				SC	ST	OBCA	OBCB	EWS		UR	SC	ST	OBCA	OBCB	
				22%	6%	10%	7%	10%		5%	5%	5%	5%	5%	
1	MBA	University Campus	19	9	3	5	3	5	1	1	1	0	0	0	47
	MBA(HR)	University Campus	19	9	3	5	3	5	1	1	1	0	0	0	47
	MBA (Tourism)	University Campus	15	7	2	3	2	3	1	1	0	0	0	0	34

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