



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

GOLAPBAG, BARDHAMAN  
WEST BENGAL – 713104  
Ph: 7810922456

No. CDOE/Sectt/Admission/ 172/2025-26/30

Dated: 15-07-2025

**ADMISSION NOTIFICATION REGARDING ONLINE PROVISIONAL ADMISSION FOR 2-YR MBA  
PROGRAMME FOR THE ACADEMIC SESSION: July 2025 – June 2027**

1. Candidates are directed to read and understand the instructions and fill out the form carefully before online form submission. Incomplete form will be treated as cancelled.
2. **Date of online form fill-up: I) 16-07-2025 to 24-08-2025 (without late fee)**  
ii) 25-08-2025 to 31-08-2025 (with late fee)
3. Before taking PG admission, every student must mandatorily create an ABC ID & DEB ID as per UGC DEB rules. If any correction in the Aadhar Card or ABC ID card (ie. Name, Father's Name, Date of Birth, Gender) it must be corrected before creating the DEB ID. No further correction can be made after the DEB ID is created. The link to CREATE DEB ID : <https://deb.ugc.ac.in/StudentDEBId>
4. This Subject is only offered at the Bardhaman Centre
5. According to the information given at the time of ABC ID creation, the email and mobile number of the student will come by default in our system, so the email ID and phone number cannot be changed in our system until the email ID and phone number are updated in the student's ABC profile and DEB ID.
6. After filling in the required fields in the online form, candidates must 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.**
7. 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 :
  - a. Debit Card
  - b. Credit Card
  - c. Net Banking
  - d. UPI/QR Code

**Any one option from above is to be chosen for making payment of ₹ 500/- for online registration initially.**

Candidates must take a print-out of the (i) **Online Payment Receipt** (by Debit Card/Credit Card/Net Banking) for online deposit fees (**₹ 500/- for online registration initially**).

**8. System will generate the Merit list .**

If any candidate submits false statement in any respect during the online registration, his/her candidature



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shall be cancelled and his/her online registration fees will not be refunded.

9. After publication of the Merit List, Date of online verification will be notified through E-mail and will be published on the Website.
10. Without original documents verification Admission will be treated cancelled.
11. **Selected candidates** need to visit the **CDOE** Administrative Office at **Golapbag, Bardhaman** with all the original documents and self signed photocopies for verification the as per schedule mentioned in the e-mail or CDOE website.
- a. Online payment receipt ( ₹ 500/- )
  - b. Admit Card of School Final. or equivalent examination
  - c. Mark sheet of School Final. or equivalent examination
  - d. Mark sheet of Higher Secondary or equivalent examination
  - e. Mark sheet of Under Graduate examination
  - f. Mark sheet of Post Graduate examination (if applicable)
  - g. B.U. Registration Certificate (applicable for BU students)
  - h. Valid MAT /CMAT / CAT / XAT/Other recognised Management Aptitude Test Score (if applicable)
  - i. Caste certificate /PWD certificate (if applicable)
  - j. Aadhaar Card
  - k. ABC (Academic Bank of Credits)-ID card
12. Selected candidates need to log in again on the system and pay the Course fees. **Admission will be finalized** depositing the requisite **Course Fees through** online.

13. **FEES DETAILS:**     **The requisite fees for MBA are as follows:**

For MBA per Semester	Total Number of Seats: 120 (One hundred twenty only). These 120 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.	
	₹ 25000	For BU students who will be admitted at Bardhaman Centre
	₹ 25200	For other university students who will be admitted at Bardhaman Centre

**Examination Fees: MBA ₹ 2000/- per Semester. Late Fees: ₹ 500/-**



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14. After making payment the candidates are directed to re-login on the system through student login and upload his/her recent clear (light colour background) **colour passport size photograph** (without signature), **signature** (black or blue pen), **ABC-ID card** in JPEG/JPG/PNG format (maximum 55 kb) separately.
15. After uploading documents **candidates need to take the a printout of the application form.**
16. Candidates are directed to visit the CDOE Administrative Office, BU with all the original documents for verification along with the Application Form & print out of the Payment Receipt as per schedule mentioned in the E-mail or website notification.
17. During verification the candidates must produce the following documents in **original and Self Signed photocopies** (Xerox):
  - a. Application Form
  - b. Payment Receipt ((Both Registration & Admission).
  - 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. Valid MAT /CMAT / CAT / XAT/Other recognised Management Aptitude Test Score (if applicable)
  - j. Caste certificate /PWD certificate (if applicable)
  - k. Aadhaar Card
  - l. ABC (Academic Bank of Credits)-ID card

**18.Criteria for admission to the MBA programme are as follows :**

- a. Minimum Graduate degree of 10+2+3 pattern from any recognised University ; &
- b. Candidate who have qualified in the written test and those who have qualified in MAT/CMAT/CAT/XAT/other recognised management..
- c. The reservation and relaxation of marks for SC/ST/PWD and other categories shall be as per the rules of the “Central Govt./State Govt. “ whichever is applicable

In case any candidate does not have any of the above mentioned scores, he/she has to appear and secure valid score in the Entrance Test to be conducted by the University of Burdwan. (Candidates are



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required to produce **payment receipt of ₹ 500/- and Valid ID proof** at the time of Entrance test).

Qualified candidates in the written test and qualified MAT /CMAT / CAT / XAT/Other recognised Management Aptitude Test Score will have to appear for Group Discussion (GD) & Personal Interview (PI) with valid ID proof. Candidates will be finally selected on the basis of the composite score obtained in GD & PI.

### 19. Migration and Registration of Students from other universities:

Students from other Universities seeking admission in MBA must register under Burdwan University **by 30<sup>th</sup> January, 2026 for MBA 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 –

- Photocopy of the Marksheet of the last examination passed i.e., B.Ed/ B.A./B.Sc /Bridge course/M.A.etc. (as the case may be),
- Photocopy of the Admit Card of S.F. Examination,
- Photocopy of the Enrolment Card of the CDOE, B.U.
- A self-signed attested passport size photograph to be affixed on the space provided in the Application form.
- 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 the migration certificate in its original from the University last attended. Candidates must submit the forms 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.

### 20. 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 30<sup>th</sup> January 2026, for MBA. 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.

### 21. Medium of Instruction: ENGLISH

### 22. Medium of Examination:

Medium of Examination shall, however, be as follows:

<u>Subject</u>	<u>Medium of Examination</u>
MBA	English



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### 23. **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:

- i) Non-fulfilment of basic eligibility criteria for admission.
- ii) If there is any suppression of information or detection of false information provided at any stage after admission ;
- iii) For gross misconduct / indiscipline ; and
- iv) For adoption of unfair means at the examination hall,

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.

### 24. **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.

### 25. **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 head quarter as well as all study 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.

### 26. **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.



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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.**

**Schedule**

- \* Tentative Date for Entrance Test : Will be published later on
- \* Tentative Date of GD & PI : Do :
- \* Tentative Publication of lists of Selected Candidates : Do

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**For admission visit <http://www.dde.buruniv.ac.in>**

Director