



# THE UNIVERSITY OF BURDWAN

DIRECTORATE OF DISTANCE EDUCATION

BARDHAMAN

WEST BENGAL – 713104

Ph: 0342 2657 804/912

## INSTRUCTIONS REGARDING ONLINE ADMISSION TO 2-YR MBA WITH SPECIALISATION IN FINANCIAL MANAGEMENT/ MARKETING MANAGEMENT/HUMAN RESOURCE MANAGEMENT / SYSTEM & OPERATIONS MANAGEMENT/INSURANCE & RISK MANAGEMENT .

1. A candidate must read the instruction carefully before submission of form. Incomplete form will be treated as cancelled.
2. Candidates are directed do not change his/her mobile number, once entered in online application. At the time of form fill up candidates will received One Time Password (OTP) on his/her mobile number. The OTP needs to be entered into the appropriate field to verify his/her application registration.
3. After filling the data in required fields in the online form, candidates have to assign his/her password defined by his/her 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 will be generated after submission of form and a notification mail will be send to his/her e-mail account through system. **Candidates are directed to remember their Application ID and Password for future login.**
4. A candidate is directed to take a print out of the Bank Challan for online registration and deposit the requisite fees as mentioned in the Challan to a nearest branch of **State Bank of India**. After making payment of requisite fees of ₹ 500/- only. Candidate have to log on to his/her online account once again **(within Four days of submission of Application Form)** to insert the **Journal No., Branch Code, Branch Name and Date of Deposition** given



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by the bank on the Challan. The online application will be treated incomplete without insertion of the Journal No. given by the bank.

## 5. Criteria for admission to the MBA programme are as follows :

a. A Graduate of 10+2+3 pattern from any recognised University ;

&

b. Candidate should have qualified MAT/CMAT/CAT/XAT/Other recognised Management Aptitude Test Score.

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 required to produce University copy of bank challan 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.



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## Schedule

- Date of On-line Form Submission : 14.09.2016 to 05.10.2016
- \* Tentative Date for Entrance Test : 22.10.2016
- \* Tentative Date of GD & PI : 26.10.2016
- \* Tentative Date of Publication of lists of Selected Candidates : 02.11.2016
- \* Tentative Date of Admission: Without late fee: 04.11.2016 to 08.11.2016
- \* Tentative Date of Admission: With late fee: 09.11.2016 and 11.11.2016

**\* Final Date will be notified in our website (If otherwise)**

6. Selected candidates need 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.
7. After uploading the photograph and signature, **candidates need to take print out of the application form** and **new Bank Challan for Admission** which includes the Course Fees details.
8. Selected candidates have to come at the DDE Administrative Office, Golapbag, Burdwan along with all the original documents for original verification as per the schedule to be intimated through SMS/e-mail or website.
9. At the time of verification the candidates must produce the following documents in **original and one photocopy of each document** :
  - a) **Application Form**
  - b) **Bank Challan – University Copy**



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- 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 (if applicable)
- h) Valid MAT /CMAT / CAT / XAT/Other recognised Management Aptitude Test Score (if applicable)
- i) B.U. Registration Certificate (applicable for BU students)
- j) Caste certificate /PWD certificate

10. Admission will be finalised after the verification of original documents and depositing the requisite Course Fees.

## FEES DETAILS

- A. **Course fees:** ₹ 15000.00 (Rupees Fifteen Thousand) per Semester.
- B. **Examination fees:** ₹ 1000/- (Rupees One thousand) per Semester.
- C. **REGISTRATION/RESTORATION FEES:** ₹ 200/- (Rupees Two Hundred) only for other University students.

Our Website:

<http://dde.buruniv.ac.in>