



THE UNIVERSITY OF BURDWAN
DIRECTORATE OF DISTANCE EDUCATION
BARDHAMAN, WEST BENGAL - 713104

INSTRUCTIONS REGARDING ONLINE ADMISSION TO 2-YR MBA WITH SPECIALISATION IN FINANCIAL MANAGEMENT/ MARKETING MANAGEMENT/HUMAN RESOURCE MANAGEMENT / SYSTEM & OPERATIONS MANAGEMENT/INSURANCE & RISK MANAGEMENT FOR THE ACADEMIC SESSION: Jan,2019 – Dec,2020.

1. A candidate must read the instructions carefully before submission of form. Incomplete form will be treated as cancelled.
2. Candidates are directed not to change his/her mobile number, once entered in online application. At the time of form fill up candidates will receive One Time Password (OTP) in his/her mobile number and in E-mail I.D. The OTP needs to be entered into the appropriate field to verify his/her application registration.
3. After filling the data in required field in the online form, candidates have to assign his/her password defined by him/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. **Candidates are requested to remember their Application ID and Password for future login.**
4. Candidates are 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, candidates have to log on to his/her online form once again **(within Four days of submission of Application Form)** to insert the **Journal No., Branch Code, Branch Name and Date of Deposit** given 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 (Addhaar card/ Votar**



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card/ D.L. /Passport/ any Govt. Issued ID card) 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.

Schedule

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|--|-----------------------------------|
| Date of On-line Form Fill-up | : 28.01.2019 to 10.02.2019 |
| * Tentative Date for Entrance Test | : 17.02.2019 (from 1pm) |
| * Tentative Date of GD & PI | : 24.02.2019 (from 1pm) |
| * Tentative Publication of lists of Selected Candidates | : 28.02.2019 (6pm) |
| * Tentative Date of On-line Admission | : 02.03.2019 to 08.03.2019 |
| * Tentative Date of form submission at DDE, B.U. | : 14.03.2019 (11.30am) |

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

- 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.
- 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.
- Selected candidates have to come to the DDE Administrative Office, **“Vidyasagar Bhawan” Golapbag, Purba Bardhaman** along with all the original documents for original verification, as per the schedule to be intimated through SMS or website.
- At the time of verification the candidates must produce the following documents in **original and one photocopy of each document** :
 - Application Form**
 - Bank Challan – University Copy & Student’s 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 (if applicable)**
 - Valid MAT /CMAT / CAT / XAT/Other recognised Management Aptitude Test Score (if applicable)**



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- i) B.U. Registration Certificate (applicable for BU students)
- j) Caste certificate /PWD certificate
- k) Aadhaar Card (as the case may be)

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

11. Migration and Registration of Students from other universities: Students of other universities seeking admission to MBA courses must get themselves registered under this University by March 2019. 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 three for regular Registration) , to be downloaded from the Directorate's Website (<http://dde.buruniv.ac.in/downloads/>) for registration along with self-signed documents like –

- 1) Photo copy of the Marksheet of the last examination passed i.e., B.A./B.Sc /B.Com. / Bridge course/M.A. etc. (as the case may be),
- 2) Photo copy of the Admit Card of Madhyamik/Secondary Examination, Photo copy of the Enrolment Card of the Directorate, a self-signed attested passport size photograph to be affixed on the space provided in the form,
- 3) Photo copy of the challan (Student's 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 Directorate or Study Centres. Submission of forms by post to the Directorate is not allowed.

12. Restoration of Registration number of former B.U. students: Burdwan University graduates, who meanwhile migrated to any other University for academic reasons, must get their original B.U Registration Number restored by March 2019 for MBA programme. However, they will be required to submit the Restoration form to be downloaded from the Directorate's 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 Directorate as soon as they receive it in the 'Restored' form.

13. Study Materials: Printed study materials are prepared by experts and eminent scholars in the subjects and will be supplied personally to the candidates at the time of admission. While these Self Learning Materials (SLMs) should give the students the required academic guidance, they are advised to supplement their reading at home by thoroughly going through the prescribed text at least. Wherever available, they should also consult the suggested reference books.

14. Cancellation of admission on other grounds:

Apart from the non-fulfilment of basic eligibility criteria, admission of a student may be cancelled



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by the University (**without refund of the course fee deposited**) on any of the grounds mentioned below:

- i) if there is any suppression of information or detection of false information supplied at any stage after admission ;
- ii) for gross misconduct / indiscipline ; and
- iii) 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 reason 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 University rules.

15. Assignments: Wherever felt necessary, assignments on lessons / units may be sent to students. They may send answers to such assignments to the Directorate. 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.

16. Personal Contact Programmes: Strictly need-based Personal Contact Programmes (PCPs) may be arranged by the Directorate to principally facilitate face-to-face interaction between the students and our subject teachers who give due academic counselling to the students. The duration of these sessions may vary from subject to subject. Students will be duly informed of the formalities to be completed by them.

17. Admission to Sem-II, Sem-III & IV Course: Admission to Sem-II, Sem-III & IV courses is compulsory after the Sem-I examinations are over. There is no scope for the students to wait for the results of their Sem-I examinations. Irrespective of whether 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 be required to submit the Sem-II, Sem-III & IV 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.

FEES DETAILS

- A. Course fees : ₹ 15000 (Rupees Fifteen Thousand) only per Semester.
- B. Examination fees : ₹ 1000/- (Rupees One thousand) only per Semester.
- C. Registration/Restoration Fees: ₹ 200/- (Rupees Two Hundred) only for other University students.

Director