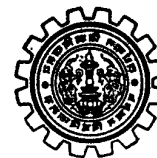


# THE UNIVERSITY OF BURDWAN

Office of the Secretary, Faculty Council (Arts etc.)

*28 Years of Excellence in Management Education*



**Applications are invited for admission to the P. G. course of studies in Business Administration (MBA) & Business Administration (Human Resource) approved by UGC and AICTE for the academic session: 2013-15**

**ELIGIBILITY FOR ADMISSION:** Graduate in Arts, Commerce, Science, and in any other branches of Social Science in the 10+2+3 mode **or** Graduate in Engineering, Technology, Medicine, Pharmacy and Agriculture

**SELECTION:** Selection of candidates for admission to the above programmes will be made on the basis of two-phase admission test. The first phase includes CMAT conducted by AICTE. The second phase comprises Group Discussion & Viva-voce test to be conducted by the Department (Short listed candidates on the basis of written test score will be called for GD. & Viva-voce). Candidates with valid MAT (conducted by AIMA) scores can also apply for admission and appear before GD and Viva. However their admission will be subject to availability of seats after the completion of admission of selected students with CMAT scores. Final selection will be made on the basis of total marks obtained in Group Discussion, Viva-voce and Written Test taken together. For this purpose, along with the University application form, candidates must submit the attested photocopy of the valid scorecard held by them.

**RESERVATION:** As per Govt. rules.

**HOW TO APPLY:** Eligible candidates willing to apply for this programme must obtain the University application form. The University form may be obtained in person or anybody on his/her behalf from the University sales counter at Rajbati, Burdwan from **10.06.2013 to 02.07.2013** on payment of Rs. 500/- in cash and on production of relevant degree mark-sheet with valid score card between 11 a.m. and 2 p.m. on all University week days (except Saturdays, Sundays and other Holidays).

The University form & Information Sheet may also be downloaded from the University website: [www.buruniv.ac.in](http://www.buruniv.ac.in) and candidates obtaining the form from the website must enclose a Demand Draft of Rs. 500/- favouring "The Finance Officer, The University of Burdwan" payable at SBI, Burdwan at the time of submitting the same.

**For other details relating to admission, contact:** Sri Kalyan Kumar Mukhopadhyay, Secretary, Faculty Council (Arts, etc.), The University of Burdwan, P.O. Rajbati, Dist. Burdwan, West Bengal-713 104. Phone: (0342) 2634975 (Extn. 250, 210).

Sd/-

*Sri Kalyan Kumar Mukhopadhyay*  
Secretary, Faculty Council (Arts etc.)

THE UNIVERSITY OF BURDWAN  
*52 Years of Academic Excellence*



INFORMATION SHEET

Applications are invited for the following 2-year full time Programmes approved by UGC and AICTE for the session 2013-2015:

- MBA [intake 30 including reservation]
- MBA (Human Resource) [intake 30 including reservation]

**SELECTION PROCEDURE FOR THE MBA PROGRAMMES :**

**Eligibility:**

(a) Graduates in Arts, Commerce, Science and in any other branches of Social sciences in the 10+2+3 mode,

Or

(b) Graduates in Engineering, Technology, Medicine, Pharmacy and Agriculture.

- Candidates are selected on the basis of scores in written tests that include CMAT conducted by AICTE and group discussion & viva-voce conducted by the University. Candidates with valid MAT (conducted by AIMA) scores can also apply for admission and appear before GD and Viva. However their admission will be subject to availability of seats after the completion of admission of selected students with CMAT scores.
- Final selection is made according to the merit list prepared on the basis of total marks obtained in Group Discussion, Viva-Voce and Written test scores taken together.
- Admission to the MBA and MBA (HR) programmes will be made through counselling following the merit list and availability of seats per course.

**Reservation:** As per Govt. rules

**How to apply:** Eligible candidates willing to apply for this programme should compulsorily obtain the University application form. This form may be obtained in person or anybody on his/her behalf from the University sales counter at Rajbati, B. U. on payment of Rs. 500/- in cash and on production of the relevant degree mark sheet (original or attested Xerox copy thereof) between 11. a.m. to 1-30 p.m. on all University week days. The application form and the information brochure can also be downloaded from the university website: [www.buruniv.ac.in](http://www.buruniv.ac.in). Candidates obtaining the form from the University website are compulsorily required to submit a Demand Draft of Rs. 500/- favouring "Finance Officer, The University of Burdwan" payable at SBI, Burdwan at the time submission of the same.

**LAST DATE OF ISSUE AND SUBMISSION OF THE UNIVERSITY FORM: 2<sup>nd</sup> July, 2013**

**Specific information to students**

1. Candidates are advised to download (a) the University application form (b) the Information sheet.
2. You will be required to submit your valid CMAT/MAT score card.
3. While filling in the relevant columns please don't forget to mention the details of CMAT/MAT on the University form.

[P.T.O.]

### Submission of forms:

As you fill in the University form, please enclose (a) attested Xerox copies of the mark-sheets of all the public examinations passed by you, (b) attested Xerox copy of Madhyamik Admit card, (c) attested Xerox copy of the SC\*/ST\*/P.H. \*\* certificate from appropriate authorities in case you belong to those communities and (d) a photocopy of the valid scorecards of CMAT/MAT. Get your receipt of the form submitted duly signed by the Receiving Assistant of the Office. If you send it by post, address it to the Secretary, Faculty Council (Arts etc.), The University of Burdwan, Rajbati, Burdwan 713104, West Bengal. And since you will be wishing to obtain the receipt, please enclose a self-addressed stamped (Rs.5/-) envelope so that we can send the receipt to you by post.

### Selection of students

Applicants are advised to note the following information regarding selection:

- **Viva-voce and group discussion for all applicants will be held during July 11 & 12, 2013.**  
The schedule of holding Viva-voce and Group Discussion for individual candidates will be displayed at the Office of the Secretary, F.C. (Arts) on 08.07.2013 and will also be available at the university website: [www.buruniv.ac.in](http://www.buruniv.ac.in). No postal communication will be made in this regard.
- **The merit list for counselling will be published on July 17, 2013.** Separate merit list will be prepared for candidates with valid CMAT and MAT scores comprising written test score (CMAT/MAT), Group Discussion and Viva-voce scores taken together on the basis of a cut-off scored to be decided by the University. You may, therefore, contact the office of the undersigned or visit the university website to see for yourself your position in the merit list. Kindly note that merit list will be prepared on the basis of total marks obtained in Group Discussion, Viva-Voce and Written test scores taken together. Details of course fee and other information relating to counselling and admission will be notified alongwith the merit list.
- **Spot admission to the two courses will be made on the basis of counselling to be held on 24<sup>th</sup> July, 2013 at Rajbati, The University of Burdwan.**

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\* Relevant Certificate must conform to West Bengal Govt. Memo No. 1813-BCW/MR-94/11 dated 20<sup>th</sup> June, 2011. Candidates claiming reservation against SC/ST quota of seats must submit relevant caste certificates issued in their favour by one of the authorities listed below:

i) Deputy Collector of Land Revenue, Kolkata Collector of Stamp Revenue, Kolkata Metropolitan Magistrate, Kolkata, Addl. Chief Metropolitan Magistrate, Kolkata, Chief Metropolitan Magistrate, Kolkata, 1<sup>st</sup> Class Stipendary Magistrate, Executive Magistrate, Sub-Divisional Magistrate, Sub-Divisional Officer, Deputy Collector, Addl. District Magistrate, Collector and District Magistrate within their respective jurisdictions in case of candidates claiming to be Schedule Caste or Schedule Tribe and ordinarily residing within such jurisdictions.

\*\* The Certificate must be live and issued by an appropriate authority not below the rank of Superintendent of Sub-Divisional Hospital. In the certificate, the extent of Physical Disability must not be below 40%. Candidates who claim reservation against such quota must also personally appear with all the supporting documents in original before the Medical Board constituted by the University **on 04.07.2013 (Thursday) at 1 p.m.** at the Office Chamber of the Secretary, Faculty Council (Arts etc.), Rajbati, B.U. for determining their eligibility of admission in this quota:

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### For other details regarding admission contact:

The Secretary, Faculty Council Arts, The University of Burdwan,  
Rajbati, Burdwan, West Bengal, Phone: (0342) 2637549 (Extn. 250, 210)

**Sri Kalyan Kumar Mukhopadhyay**  
**Secretary, Faculty Council (Arts etc.)**

# THE UNIVERSITY OF BURDWAN



Affix recent  
passport size  
self photograph  
here

## APPLICATION FORM FOR ADMISSION TO THE MASTER OF BUSINESS ADMINISTRATION PROGRAMMES

### 1. MBA 2. MBA (HR)

Academic Session: -----

1. Name of the applicant (in block letters) : -----  
(Start with Mr/Ms/ as the case may be)
2. (a) Father's name : -----  
(b) Husband's name (if applicable) : -----  
(c) Mother's name : -----
3. Mailing address with pin code : -----  
(In block letters)
4. (a) Phone no. & mobile no. : -----  
(b) e-mail : -----
5. Permanent address : -----
6. Date of Birth (in Christian era) : -----
7. Whether belongs to Scheduled Caste/Scheduled Tribe/Physically Handicapped category (please Specify) (attach attested copy of relevant certificate from appropriate authorities) : -----
8. Name of the College/University last attended : -----
9. Registration number of Burdwan University, if any : -----
10. Whether presently undergoing any other course. : -----  
If yes, please mention  
(i) The name of the course (mention also Part/Semester, if any) : -----  
(ii) Name of the Institution : -----  
(iii) Academic session : -----

11. Whether N. R. I. : -----

12. Academic performance (from SF/Madhyamik or equivalent examination onwards):

EXAMINATION	Board/Council/ University	Year of passing	Subjects offered	Total Marks	Marks obtained	% of Marks	Division/ Class
(i) Madhyamik or its equivalent examination							
(ii) H.S. or its equivalent examination							
(iii) B.A./B.Sc./ B.Com. (Pass/ Hons.); if Hons. indicate subject here.....							
(iv) Any other examination passed							

14. Details of CMAT/ MAT score with date [attach attested copy of the relevant document(s)]

At	Score	Date
CMAT		
MAT		

#### Declaration by the candidate

I solemnly declare that the information above is correct. In case any suppression of fact on my part is detected at any stage before or after my selection/admission I shall be liable to be disqualified for selection/admission and in any such event I shall not claim any refund of fees deposited by me.

Date: -----

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*Signature of the Candidate in full*

Place: -----