



ADMISSION NOTICE

Applications in prescribed forms, obtainable at the University Sales Counter at Rajbati, Burdwan on payment of Rs. 450/- (Rupees four hundred fifty only) in cash between 11 a.m. and 2 p.m. on all working days (except Saturdays, Sundays & University Holidays) from **03.07.2013 to 19.07.2013**, are invited for admission to the P. G. Course of Studies in **Commerce** for the academic session 2013-2015, to be imparted at the University of Burdwan and Hooghly Mohsin College.

Eligibility: Commerce Graduates with 3 years Honours/Special Honours of any recognised university are eligible to apply.

Reservation: As per Govt. rules.

The last date of issue and submission of application forms: 19.07.2013.

Submission of forms:

- i) For all pass out candidates from the University of Burdwan – Department of Commerce, Humanities Building, Golapbag Campus, the University of Burdwan.
- ii) For candidates from other Universities – Office of the Secretary, Faculty Council (Arts, etc.), Rajbati, Burdwan - 713104

The information Sheet available along with the application form will contain other relevant details.

Candidates obtaining the form from the website, (<http://www.buruniv.ac.in>) must enclose a demand draft of Rs. 450/- drawn in favour of “Finance Officer, The University of Burdwan” payable at State Bank of India, Burdwan University Branch at the time of submitting the same.

Further, candidates intending to avail the accommodation facilities in University hostels may also obtain application forms for accommodation in the University Hostels from the Sales Counter only on payment of Rs. 10/- (ten), along with the application form. After the completion of all the admission formalities, on the basis of availability of seats the spot allotment of seats in hostels will be made.

Sd/-
Secretary,
Faculty Council (Arts etc.)

No. FC/PG(A)/Advt./M.Com/2013-2015/28(30)

Date: 02.07.2013



**ADMISSION TO M.COM. COURSE OF STUDIES FOR THE SESSION 2013-2015 AT
THE UNIVERSITY OF BURDWAN AND AT THE AFFILIATED/CONSTITUENT COLLEGE**

INFORMATION SHEET

Candidates are advised to follow the information and instructions as given below:

- a) Candidates must ensure that they have carefully and neatly entered their detailed marks of examinations in the relevant columns of form. Any overwriting or double writing should be avoided. They should also preferably use ballpoint pen while filling up the form. The form itself need not be attested.
- b) Candidates must enclose attested photo copies of all the public examinations passed and attested Xerox copy of admit card of Madhyamik Pariksha or equivalent examination with the application form. Candidates, who claim reservation against the SC*/ST*/ Physically Handicapped**/ Sports*** quota, must also enclose attested Xerox copy of the relevant certificate to authenticate their claims.
- c) The duly filled in form is to be submitted by the due date specified in the advertisement at: (i) for all pass out candidates from the University of Burdwan – Department of Commerce, Humanities Building, Golapbag Campus, the University of Burdwan. (ii) for candidates from other Universities – Office of the Secretary, Faculty Council (Arts, etc.), Rajbati, Burdwan - 713104
- d) The application form should preferably be submitted personally or through messenger between 11 a.m. and 3 p.m. on all working days (Monday to Friday). Form should not be folded.
- e) **No postal communication regarding selection and admission will be made to any candidate.**
- f) **LAST DATE OF ISSUE AND SUBMISSION OF FORMS 19.07.2013.**

PROCEDURE OF SELECTION :

A) 60% of the total intake of seats will be reserved exclusively for the pass outs candidates from the Under- Graduate Colleges affiliated to the University of Burdwan. Admission to these seats will be offered strictly on the basis of marks secured in the concerned Honours subject. In case of the uniform score in the concerned Honours Degree, the percentage of marks obtained by the candidate in Higher Secondary Examination is to be considered and calculated for determining the higher position in the merit list. And if the percentage of Higher Secondary marks is also be the same, percentage of Secondary Examination will be considered for ranking.

B) Remaining 40% of the seats will be filled up through written admission test from the applicants of the University of Burdwan, who fail to get admission on merit in the 60% of seats and the applicants from Other University. 5% of the seats will be offered to the candidates from Universities outside the State of West Bengal. In case of the uniform marks in the written test, the percentage of marks obtained by the candidate in Honours Degree is to be considered and calculated for determining the higher position in the merit list.

TOTAL INTAKE : B.U.Campus – 105; Hoogly Mohsin College - 50

PUBLICATION OF MERIT LIST AND FIRST COUNSELLING FOR ADMISSION :

For 60% of the total intake (candidates from the University of Burdwan), the provisional merit list for first counselling (inclusive of all categories) will be published and displayed on **27.07.2013** at the Office of the Secretary, Faculty Council (Arts etc.), Burdwan University at its Rajbati Campus and will also be available on University's website (<http://www.buruniv.ac.in>).

The first counseling and admission for 60% of the total intake will be held on **29.07.2013** at 12 noon sharp at the Court Room, New Administrative Building, Rajbati Campus, B.U. No postal communication will be made to the candidates in this regard. Please also note that no candidate will be entertained for admission if he/she or his/her authorised person fails to turn up for counselling by the stipulated date and time. Any request over phone or otherwise will not be entertained in this respect.

ADMISSION : Admission of the selected candidates intending to take admission in the Department of Commerce, Golapbag Complex, the University of Burdwan will be made on spot immediately after counselling .

For candidates intending to take admission in Hooghly Mohsin College, the date(s) and time of admission will be announced at the time of counselling. Details of admission fees and other charges will be communicated at the time of publication of short list for first counselling.

Written test for rest 40% of the total intake will be conducted on 11th August (Sunday) from 12noon at Golapbag Academic Campus, the University of Burdwan and admit card for the written test will be distributed amongst candidates on and from 05/8/2013.

The short list for admission to the 40% seats will be published on 22.08.2013 and the counselling and admission will be held on 26.08.2013 at the Court Room, New Administrative Building, Rajabti Campus, B.U., other norms for admission will be as per first counselling.

Seats remaining vacant, if any, after the admission of 40% seats and also against resultant vacancy if any, will be filled up through counselling which will be held on 18.09.2013 at 12 noon sharp at the Court Room, New Administrative Building, Rajbati, B.U. Candidates waiting next in the merit list after the admission of 40% seats are advised to turn up for this counselling by the stipulated date and time. However, if any candidate fails to turn up personally on the day of this counselling, anybody on his/her behalf may attend the counseling with due authorization.

Date of commencement of classes –29/8/2013

General information:

1. Candidates are required to produce the following documents in original at the time of admission:

- (i) Original Mark-sheets of all the public examinations passed and Original Admit Card of Madhyamik Pariksha or equivalent examination.
- (ii) Schedule Cast/Schedule Tribes/Physically Handicapped/Sports Certificate in original.

2. Hostel seats at the B.U. are limited and, therefore, accommodation in hostels cannot be assured. Students, however, may apply for hostel accommodation in the prescribed form to be had from the University Sales Counter, at Rajbati, B.U. and contact the Office of Placement & Student welfare, at Rajbati just after taking admission.

3. If any student admitted to the course concerned fails to attend at least 50% classes held during the first 10 days since the commencement of the classes without any information stating valid grounds, his/her name may be liable to be struck off the University/College rolls without any prior information and candidates waiting next in the serial of the Merit List of the subject concerned may be admitted against vacancies that occur. It is also to be noted that as stipulated in the B.U. Ordinance, no student shall be deemed to have prosecuted a regular course of study for purposes of P.G. examination unless he/she has attended 65% of the lecture delivered and tutorial classes held. Faculty Council may, however, for sufficient reasons and recommendations of the concerned Head of the Department and on payment of usual fees, condone any shortage of attendance in the case of a student who has attended 50% of the lectures delivered and tutorials done.

4. 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.

* Relevant Certificate must conform to West Bengal Govt. Memo No. 1813-BCW/MR-94/11 dated 20th 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:

Deputy Collector of Land Revenue, Kolkata Collector of Stamp Revenue, Kolkata Metropolitan Magistrate, Kolkata, Addl. Chief Metropolitan Magistrate, Kolkata, Chief Metropolitan Magistrate, Kolkata, 1st 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 before the Medical Board constituted by the

University on **23.07.2013 (Tuesday) at 1 p.m.** sharp at the Office Chamber of the Secretary, Faculty Council (Arts etc.), Rajbati, B.U. for determining their eligibility of admission in this quota.

*** Only such candidates, who participated in the Inter-State (not earlier than Madhyamik level)/Inter-University Sports and Athletic level competition in such games as approved by the A.I.U., are entitled to claim reservation benefit against this quota (one seat in each subject) subject to recommendation of the Sports Officer of the University of Burdwan.

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

ACKNOWLEDGEMENT SLIP
THE UNIVERSITY OF BURDWAN



Received from ----- an Application Form No.-----
For admission to the P.G. course of studies in **Commerce** for the session **2013-2015**.

Date:

Signature of the Receiving Assistant

THE UNIVERSITY OF BURDWAN



APPLICATION FORM FOR ADMISSION TO M. A./M.Sc./M.Com. COURSE AT UNIVERSITY CAMPUS OR AT CONSTITUENT/AFFILIATED COLLEGES

CATEGORY:

B.U. / O.U.

Subject ----- Academic Session -----

(Please put tick mark in appropriate boxes, wherever applicable)

1. Name of the candidate (in block letters) : -----

(a) Father's or Husband's name : -----
(for married female candidates)

(b) Mother's name : -----

2. (a) Permanent Address : -----

(b) Present (mailing) Address : -----

3. Name, address and phone no. of local guardian, if any : -----

4. Contact telephone no. if any : -----

5. Reservation claimed as :S.C. S.T. P.H.

Sports Others

6. Date of birth : DD MM YYYY

7. (a) Nationality (b)Sex

M	F
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 (c) Martial Status

Married	Unmarried
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8. Name of the college last attended : -----

9. Registration No. with year of the University last attended : -----

10. Present engagement elsewhere, if any : Yes No
If yes, please state

(a) For academic course of Study: Nature of course Date of commencement

(b) for employment: Nature of job Place

11. Examinations passed

A. Madhyamik or its equivalent examination

Name of the Board/Council -----

Roll No. -----

Subjects offered	Full marks	Total marks obtained	Percentage of marks in aggregate

B. Higher Secondary or its equivalent examination

Name of the Board/Council -----

Roll No. -----

Subjects offered	Full marks	Total marks obtained	Percentage of marks in aggregate

C. Hons. in B.A./B.Sc./B.Com. or its equivalent examination

Name of the University -----

Roll No. ----- Year of passing -----

Honours/Major/Main subject -----

Marks in Honours/Major/Main Subject			Combination subjects offered
Full marks	Marks obtained	Percentage of marks	

D. Grade Point :

Mode of calculation of Grade Point may be had from the Information Sheet to be provided alongwith the form.

DECLARATION OF CANDIDATE

I do hereby solemnly declare and affirm that the entries made herein are true and that if any of the information furnished proves to be materially false or incorrect; either wholly or partly, the University may cancel my admission or take such other action as may be deemed fit. I am in a position to defray the necessary expenses for my stay & studies.

Countersignature of the Guardian with date-----
*Full signature of the Candidate with date***FOR OFFICE USE ONLY**

Entries verified and found correct

Grade point Scored -----

Category -----

Roll No. allotted -----

JA/SA/SS