



THE UNIVERSITY OF BURDWAN
Office of the Secretary, Faculty Council (Arts etc.)

No. FC/PG(A)/Advt./P.G.D.G.C./2015/176

Date: 18.11.2014

**Admission Notification for one year P. G. Diploma in Guidance and Counselling
(Session: 2015)**

Applications in prescribed form, obtainable from the University Sales Counter, Rajbati, Burdwan (not by post) on payment of Rs. 150/- (one hundred and fifty only) in cash and on production of original or Xerox attested copy of mark sheet of the last examination passed (Hons./P.G.) from **19.11.2014 to 16.12.2014** (between 11 a.m. to 2 p.m.) on all working days, except Saturdays, Sundays and University Holidays, are invited for admission to **one year P. G. Diploma in Guidance and Counselling** course of studies for the session 2015. Forms also are available at University's website: <http://www.buruniv.ac.in> Downloaded forms are to be submitted within due date along with a demand draft of Rs. 150/- in favour of "Finance Officer, The University of Burdwan" payable at Burdwan. Submission of form through post/courier is not acceptable.

Eligibility: Honours graduates in Arts, Science & Commerce. Preference will be given to the candidates having Masters Degree.

Reservation: As per Govt. rules.

Last date of submission of forms to the office of the Life Long Learning, Rajbati Campus, B.U.: 16.12.2014.

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



THE UNIVERSITY OF BURDWAN

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

ADMISSION TO POST GRADUATE DIPLOMA IN GUIDANCE AND COUNSELLING (2015)

By THE DEPARTMENT OF LIFELONG LEARNING

In collaboration with THE DEPARTMENT OF SOCIOLOGY

INFORMATION SHEET

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

- 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 fill in the form. The form itself need not be attested.
- Candidates must enclose self attested Xerox copies of mark sheets 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 self attested Xerox copy of the relevant certificate to authenticate their claims. **Reservation: As per Govt. rules.**

* 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/OBC 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, 1st Class Stipendiary 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 **18th December, 2014** at the Office Chamber of the Secretary, Faculty Council (Arts etc.), Rajbati, B.U. for determining their eligibility of admission in this quota:

*** A candidate seeking admission against reservation under Sports (SP) category, must have to submit the self attested photo-copy of the certificate of his/her participation in any National Level Tournament (not earlier than Madhyamik level) or in any Inter-University Sports and Athletic Competitions affiliated by the A.I.U. Candidates who claim reservation against such quota must also personally appear with all the supporting documents in original before the Committee on **18.12.2014 at 1-00 p.m. at the Office Chamber of the Secretary, Faculty Council (Arts etc.), Rajbati, B.U.** for determining his/her eligibility of admission in this quota.

Instruction: If any candidate fails to turn up before the Board (Medical or Sports) on the stipulated date and time he/she will not be able to claim reservation under such category and he/she will be treated as a candidate belongs to General category. If no candidate is found suitable under this category, the seat will be converted automatically to General Category.

- Duly filled in form is to be submitted to the Office of the Department of Lifelong Learning (Previous Office of the Adult Education), Rajbati Campus, B.U.** by the due date specified in the advertisement. 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) and should not be folded.

ACKNOWLEDGEMENT

THE UNIVERSITY OF BURDWAN

(Applicant is advised to write his/her name and form No. in the blank space)

Received from ----- an application Form No.----- for admission to the Post Graduate Diploma in Guidance and Counselling for the session: 2015.

Date:

Signature of the Receiving Assistant

- d) Candidates must fill in the relevant portion of the acknowledge slip and get it duly signed while submitting the forms.
- e) No postal communication regarding selection and admission will be made to any candidate.
- f) **LAST DATE OF ISSUE AND SUBMISSION OF FORMS 16.12.2014.**
- g) Eligibility means minimum eligibility for obtaining the application form only. Selection will be on the basis of percentage of marks obtained in the last examination. Preference will be given to Master Degree passed candidates in any discipline.
- h) Seats to be filled-up 60% from Arts including Sociology, Psychology, Social Work etc. and rests from Science, Commerce and other disciplines. This may be interchange in case of non-availability of sufficient number of students from any particular discipline.
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Admission Calendar for the above Subjects

1. Dates of publication of merit list, including waiting list, (inclusive of all categories) : 26.12.2014 (at the Department of Lifelong Learning, Rajabti Campus, B.U. and also University website)
- Dates and time of admission of merit listed candidates : 29.12.2014 to 31.12.2014 (from 11 a.m. to 2 p.m. at the office of the undersigned)

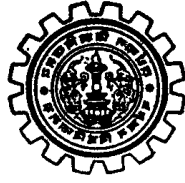
Seats, remaining vacant if any, after admission of the candidates in the merit list will be filled up by the candidates in the waiting list (in order of merit). Candidates or their authorised representatives must report at the Department of Lifelong Learning, Rajbati Campus, B.U. on **03.01.2015 latest by 12 noon**. Candidate or his/her authorised representative, reported after 12 noon, will not be considered in any case for admission. After reporting, candidates are advised not to leave the reporting centre, till the admission process is declared as closed.

General Information:

- Candidates are required to produce the following documents in original at the time of admission:*
 - Original mark-sheets of all the public examinations passed and Original Admit Card of Madhyamik Pariksha or equivalent examination.*
 - Schedule Cast/Schedule Tribes/Physically Handicapped/Sports Certificate in original in favour of the candidate.*
 - An approximate amount of Rs.7, 000/- (including examination fees) [Rupees seven thousand only].*
- Regarding admission no postal communication will be made with the candidates. Please, also note that you will not be entertained for admission in any case, if you fail to turn up by the stipulated date of admission.** However, if you fail to turn up personally on the date of admission, anybody on your behalf may turn up by the stipulated date of admission. In that case, you must give a letter of authorisation in the name of your messenger.
- 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.*
- The University also reserves all right to drop or include any name if any suppression of facts on the part of the students or any mistake in calculation in grade points is detected at any stage before or after the admission.*

Secretary,
Faculty Council (Arts etc.)

THE UNIVERSITY OF BURDWAN
Department of Lifelong Learning



Application Form for Admission under Continuing Education

Name of course ----- Session -----

1. Name of the Applicant : -----
(in block letters)
2. Father's name/Husband's name : -----
3. Name of the Guardian and : -----
Relationship with the Applicant
4. Address (Permanent) : -----
(Present) : -----
5. Telephone No. : -----
6. Date of birth (to be supported : -----
by documentary evidence)
7. Male of Female : -----
8. Married or Unmarried : -----
9. Religion : -----
10. Nationality : -----
11. Name of the academic institution : -----
Last attended
12. Details of academic qualifications : -----
(H.S. onwards)

Examination passed	Year of passing	Name of Board/ University	Subjects offered	Division /Class	Percentage of marks obtained	Distinction, if any

13. Other qualifications, if any : -----

14. Whether employed at present : -----
(If yes, give details. Also state whether the organization would depute and sponsor the candidate)

15. Other relevant information, if any : -----

16. Whether belongs to SC/ST/OBC : -----
(If yes, attach attested copy of the certificate)

17. Declaration

I do hereby solemnly declare and affirm that the entries made above 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.

Date: -----

Full signature of the candidate

DECLARATION OF THE GUARDIAN

I affirm that the above declaration of the candidate is correct. I am in a position to defray the expenses of the candidate's stay and studies.

Date-----

Full signature of the Guardian

Instructions:

- A. Attested copies of Mark-Sheets of the previous examinations to be attached.
- B. Hostel accommodation will not be provided to any candidate.
- C. Copies of declaration are required from the sponsoring organization for the deputed candidates.
- D. Incomplete applications are liable to be rejected.
- E. Strike-off the portions not applicable.