

SELECTION PROCEDURE FOR THE THREE MBA PROGRAMMES OF THE CENTRE

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 test that include MAT/CAT/GMAT/XAT conducted by the respective agencies and group discussion & viva-voce conducted by the centre (short listed candidates on the basis of the written test score are called for Group Discussion and Viva-Voce). Final selection is made on the basis of total marks obtained in Group Discussion, Viva-Voce and Written test scores taken together.**

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. 300/- in cash and on production of the relevant degree marksheet (original or attested Xerox copy thereof) between 11. a.m. to 1-30 p.m. on all University week days. Request of outstation candidates for sending form by post must reach Secretary, Faculty Council (Arts, etc.), The University of Burdwan, Rajbati, Burdwan-713104. Outstation candidates must enclose the attested Xerox copy of the degree marksheet, a self addressed stamped (Rs.5/-) envelop and a crossed Demand Draft for Rs.300/- favouring "Finance Officer, The University of Burdwan" payable at SBI, Burdwan.

The application form and the information brochure can be downloaded from the university website www.buruinv.ac.in. **Candidates obtaining the form from the University website are compulsorily required to submit a Demand Draft for Rs.300/- favouring "Finance Officer, The University of Burdwan" payable at SBI, Burdwan and must enclose the Demand draft of Rs. 300/- at the time submission of the same.** If you wish to obtain the receipt, please enclose a self-addressed stamped (Rs.5/-) envelope so that we can send the receipt to you by post.

LAST DATE OF SUBMISSION OF THE UNIVERSITY FORM: DECEMBER 3,2008

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 MAT/CAT/XAT/GMAT score card. In case you have not appeared in any previous MAT held during the year, you have to appear in the MAT to be held in the month of December in the current year. In this case applying formally to AIMA-CME is compulsory. Please, therefore, collect the MAT form from the AIMA-CME, Management House, 14 Institutional Area., Lodhi Road, New Delhi - 110 003 in the manner stipulated by them in their advertisement. The MAT form (December-MAT) may also be available at the office of the Secretary, Faculty Council Arts, The University of Burdwan, Rajbati, Burdwan, West Bengal.
4. While filling in the relevant columns please don't forget to mention the details of MAT/CAT/XAT/GMAT on the University form.

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 filled in MAT form (for December MAT in the current year) or valid scorecards of CAT/MAT/XAT/GMAT (for details see the additional sheet enclosed). Get your receipt of the form submitted duly signed and stamped 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. As regard to the December MAT, please follow the guidelines mentioned in the MAT bulletin.

Regarding MAT –December and result

In case you want to appear in the MAT- December your option for the Test Centre is wide open. You can sit for the Test from any of the centres arranged by them. You will find names of the centres in the relevant section of the Bulletin. Incidentally, there will be one centre at Burdwan itself. You may, therefore, sit for the test at the Burdwan Centre. You will find the centre code no. in the MAT Bulletin. Please carefully mention that and in case of any difficulty, you are free to contact the office of the undersigned. The results of the MAT-December are normally declared by the 3rd week of December.

The merit list of short listed will be published after the declaration of the MAT-December results. You may, therefore, contact us during the last week of December to see for yourself your position in the Merit list. Please, however, note that that short-listing of students for the GD and Viva will be made on the basis of valid MAT score (upto December in the current year) or CAT/XAT/GMAT scores. These short-listed candidates are expected to be called during the first week of January for the Viva-Voce and the Group Discussion tests. **The short list with the schedule of holding Viva-voce and Group Discussion will be displayed at the Office of the Secretary, F.C.(Arts) and will also be available at the university website www.buruinv.ac.in. No postal communication will be made in this regard.**

* Relevant certificate must conform to the West Bengal Govt. Memo No. 837-TW/EC dated 12.09.1990.
6M-58/59

Candidates claiming reservation against SC/ST quota of seats must submit relevant caste certificate issued in their favour by one of the authorities listed below: (i) District Magistrate, Collector, Addl. Dist. Magistrate, Deputy Collector, sub-Divisional Officer, Sub-Div. Magistrate, 1st Class stipendary Magistrate, Executive Magistrate, Chief Metropolitan Magistrate, Kolkata, Metropolitan Magistrate, Kolkata, Collector of Stamp Revenue and Deputy Collector of Land Revenue, Kolkata within their respective jurisdictions in case of candidates claiming to be SC/ST and ordinarily residing within such jurisdictions (ii) Director/Deputy Director, SC & ST welfare, W.B. in case of candidates claiming to be SC/ST residing in any part of W.B.

** The certificate must be live (atleast 40%) and issued by an appropriate authority not below the rank of Superintendent of Sub-Divisional Hospital. However, such candidates who claim reservation against such quota must also personally appear before the Medical Board on a specific date and place to be informed at the time of publication of the short listed candidates at the office of the undersigned for determining the eligibility of admission in this quota.

For other details regarding admission contact or write to

The Secretary, Faculty Council Arts, The University of Burdwan,
Rajbati, Burdwan, West Bengal.

Phone: +913422533913/14/17/18, Fax: +913422558771

E-mail: director.cmsbu@gmail.com

Dr. P. K. Acharya
Secretary,
Faculty Council (Arts etc.)