THE UNIVERSITY OF BURDWAN

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

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No.: FCA/Ph.D. Programme 2025 /Admn. /R-2/ 256 **Date:** 04.11.2026

Instructions for Counselling for Admission to Ph.D. Programme 2025 (Round-2) in Business Administration, Business Administration (HR), Lib. & Information Science & Sanskrit.

ADMISSION OF CANDIDATES WILL BE CONFIRMED ONLY AFTER DOCUMENT VERIFICATION

The counselling for admission to Ph.D. programme 2025 (Round-2) under Faculty Council Arts, Commerce, Law, etc. as per the Provisional Merit cum Rank list, will be held on **06.11.2026** at the **Kadambini Ganguly Memorial Hall, 3rd Floor Composite Arts Building, Golapbag, the University of Burdwan. Enlisted candidates, bearing the rank mentioned below,** are asked to attend the session **COMPULSORILY** for merit-based selection for admission to the Ph.D. programme 2025 (Round-2) under the Faculty Council Arts, Commerce, Law, etc, as per the following schedule:

Date & Time of Counselling (as follows):

Subject/Program	Date	Reporting Time	Counselling Time	Serial no of candidates as per Broad Merit (Rank) List		Venue
Business Administration	**06.11.2026**	**11:00 AM**	**11:30 AM**	**SC Rank:**	**SC 1**	**Kadambini Ganguly Memorial Hall, 3rd Floor, Composite Arts Building, Golapbag, The University of Burdwan**
Business Administration (HR)	**06.11.2026**	**11:00 AM**	**11:30 AM**	**SC Rank:**	**SC 1**	
Lib. & Information Science.	**06.11.2026**	**11:00 AM**	**11:30 AM**	**SC Rank:**	**SC 1 to SC 3**	
Sanskrit	**06.11.2026**	**11:00 AM**	**11:30 AM**	**EWS Rank:**	**EWS 1, EWS 2**	

The candidates should take note of the following instructions:

1. Provisional admission shall be made strictly based on ***eligibility and merit criteria.***
2. The Provisional Rank List is prepared without actual document verification. Candidates are, therefore, requested to **verify their eligibility** in accordance with the criteria as prescribed in the Information Brochure of the Ph.D. Admission 2025, published on the University Website.
3. **Candidates who do not attend the Counselling at the stipulated date and time will be marked as ABSENT.**
4. In case a candidate is unable to attend the Counselling, he/she should send his/her authorised representative for the session. If any candidate or his/her authorized representative fails to turn up on the date and time of counselling, he/she will not be considered for admission at the later stage.

5. Seats are limited and will be available based on merit and hence, mere participation in the counselling or mere notification for attending counselling does not ensure seats for the candidates.
6. The University reserves the right to include/exclude any name of the candidate if any suppression of fact on the part of the candidate or any mistake in calculating the marks/rank is detected subsequently.
7. Once the Merit-based selection is completed, the provisionally selected candidates will be provided the Link for online payment of requisite fees for admission to Ph.D. Programme 2025 via Student Dashboard using their logging ID and password on **07.11.2026 & 08.11.2026** through the following link:

Access for Student Dashboard

In case of any issue/problem regarding payment, candidates should contact immediately and definitely before the expiry of payment period (email: secretary_arts@buruniv.ac.in). No communication in this regard will be entertained after the expiry of payment period. University will not take responsibility of any payment failure caused due to network issues.

8. Admission will be **confirmed** upon successful payment of admission fees and successful document verification.
9. At the time of counselling all the candidates must produce the following documents in original:
   - 10th Std. Admit Card
   - 10th Std. Marksheet/Grade Card
   - 12th Std. Marksheet/Grade Card
   - UG Marksheet (Final) /Grade Card
   - PG Marksheet (Final) /Grade Card
   - Caste Category Certificate of the candidates, if any
   - Valid EWS certificate, if any
   - Anti-Ragging undertaking
   - Valid No Objection Certificate (NOC) from appropriate authority for the in-service candidates
   - Valid Certificate of JRF/NET/SET/GATE etc.
   - Application Form
10. **All admission is provisional**. **Mere selection of candidates and payment of admission fees do not ensure confirmation of admission unless the eligibility criteria of the candidates are checked & fulfilled and original credentials are found in order at the time of document verification.** If a candidate is found, before or after admission, not having the minimum eligibility for admission then the university will have the right to cancel his/her admission.
11. The University also reserves all rights to drop or include any name, if any suppression of facts on the part of the students or any error arising out of technical reasons, is detected at any stage before or after the admission.
12. Non-payment of admission fees by the selected candidates shall amount to cancellation of his/her candidature and in such context, they will be debarred from participation in any subsequent phase of the admission process.
13. **Classes for the programme have already been commenced on 27.07.2026 and provisionally selected candidates of the afore-mentioned subjects are directed to join their classes at the**

respective departments immediately after document verification. Admission will be confirmed after document verification.

14. Document verification will be carried out by the department concerned on **17.11.2026** for confirmation of admission. All the selected candidates who have successfully paid the admission fees will have to produce and submit self-attested photocopies of Application Form, Successful Payment Receipt, Valid Certificate of JRF/NET/SET/GATE etc. along with all testimonials including the relevant certificates and final PG mark sheet on the date of document verification, failing which their admission to the Ph.D. programme 2025 will be cancelled. All eligibility criteria will be checked during document verification. If, at the time of document verification, the marks obtained by a candidate don't match the marks shown in the merit list, the admission of that candidate is liable to be cancelled. In case, a candidate is unable to attend the Document Verification slot on the date of document verification, he/she must send his/her authorised representative for the same. If any candidate or his/her authorized representative fails to turn up on the date of Document Verification, the admission of that candidate to the said Programme will be cancelled.
15. As per the reservation rules vide Govt. Order No.: ***07-Edn (U)/1U-89/13.- dated. 2nd January 2014*** **"for admission to different courses, an SC or ST candidate getting admission should have obtained in the previous examination; qualifying marks not lower by more than 25% of the marks obtained by the last candidate of the general category."**
16. 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 explanation is not found satisfactory, the authority would expel him from the institution.
17. Seats remaining vacant, after the expiry of payment period, will be filled up through another Counselling (PHASE-2 of Round-2), the notice of which will be published later. Please visit the university website for any update in this regard.

Vacancy for Admission to Ph.D. Programme 2025(Round-2) in Business Administration, Business Administration (HR), Lib. & Information Science & Sanskrit.

SL No.	SUBJECT	No. of Vacancies	SC	ST	OBC	EWS	TOTAL
1	Business Administration	3	1	1*	0	1*	3
2	Business Administration (HR)	2	1	0	0	1*	2
3	Lib. & Information Science	1	1	0	0	0	1
4	Sanskrit	1	0	0	0	1	1

N.B.: - * No candidate

Secretary (Additional Charge)
Faculty Council (Arts, Commerce, Law, Music etc.),
The University of Burdwan