

Guidelines to fill up the Online Application Form NBU DDE PG Part-II (2018-19)

What all do you need to complete the Online application process for NBU?

As an applicant you would need the following:

1. An **NBU DDE Login ID and Password** for apply all future correspondence till the admission process is over and subsequently, if admitted.
2. Access to facilities of computer with internet connectivity, printer and scanner.
3. Access to an online payment facility/ service such as ONLINE Payment mode:
 1. Net Banking (NEFT on SBI & Others)
 2. Credit card
 3. ATM-cum-Debit card

All applicants should note that:

1. A **printout** of online submitted application form or proof of payment of admission fee is to be submitted to the University. However, the candidates should retain a copy of the said documents for their own record.
2. Documents scan copy are required to be submitted along with the application form submitted online.

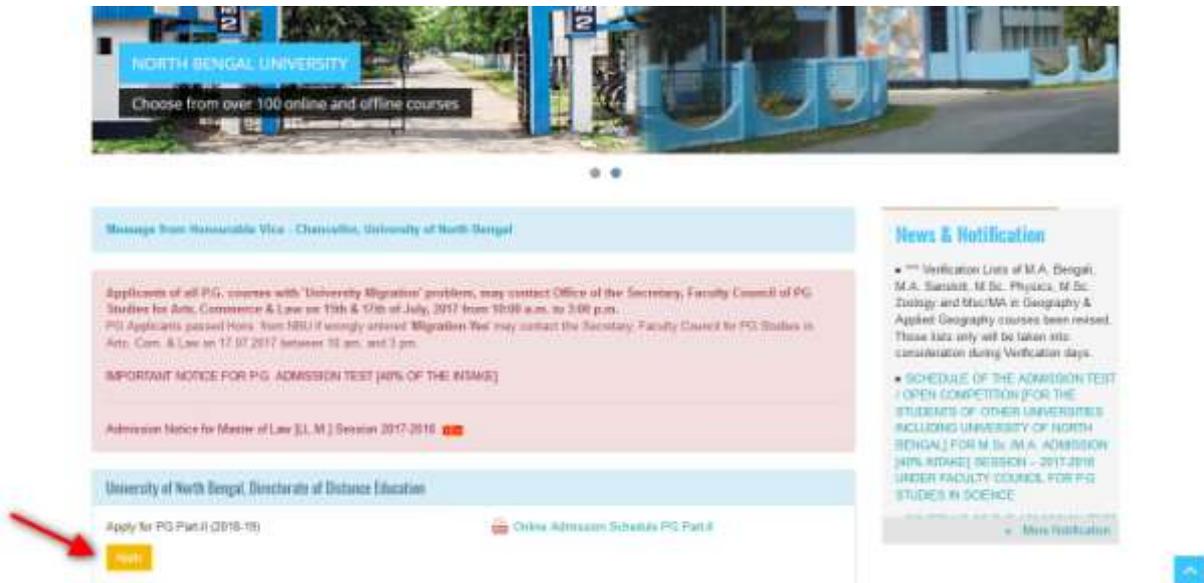
Steps to be followed for filling the online application of NBU PG Part-II:

The entire process of filling online application form can be completed in ten stages. The following stages are:

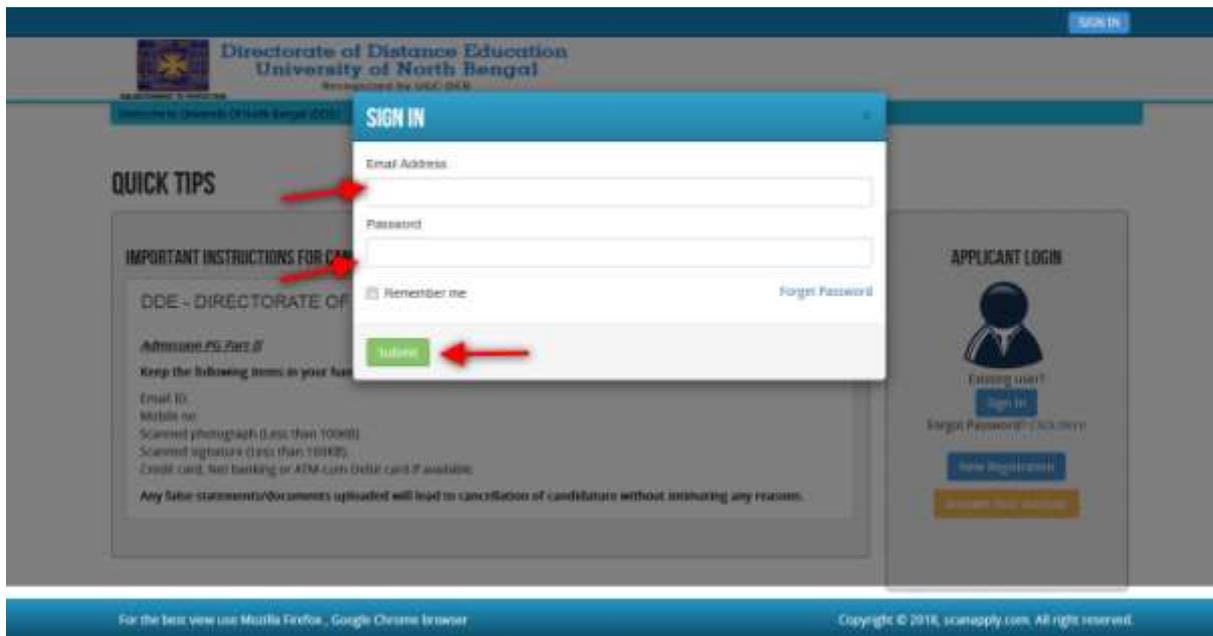
1. Login the NBU DDE PG Part-II Online Portal (www.nbuonline.in) for online application process.
2. Click on 'My Application'
3. Now you will show 'My Application' Dashboard. Click on 'Edit/View' button.
4. Status of application will appear on the screen. Fill up the details in the Applicant Details.
5. Photograph and Signature already uploaded here.
6. In 'Academic details' please submit your PART-I details,
7. In 'Document details' Upload Part-I Mark sheet and NBU registration certificate.
8. Centre already submitted.
9. Final Review of details entered in the Application Form and if they are corrected then 'Confirm' the submission. Else, edit the details before confirming submission.
10. Fee Payment & application Submission

How to complete on the NBU DDE PG Part-II Application Process?

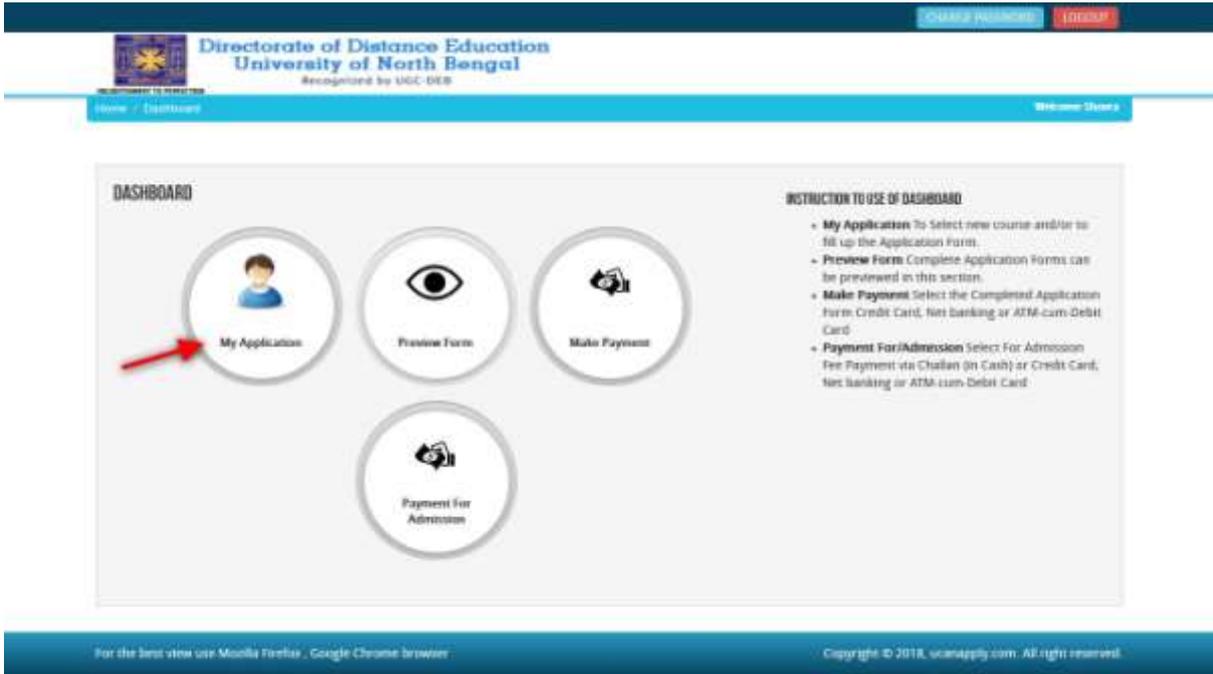
Step 1: Please click on “Apply for PG Part-II (2018-19)” button given on the home page (www.nbuonline.in).



Step 1: NBU PG Part-II Online Portal you can login into the programme with your registered mail ID & password. You have already registered with part-I application.



After login you will be able to see **dashboard** and click “**My Application**”



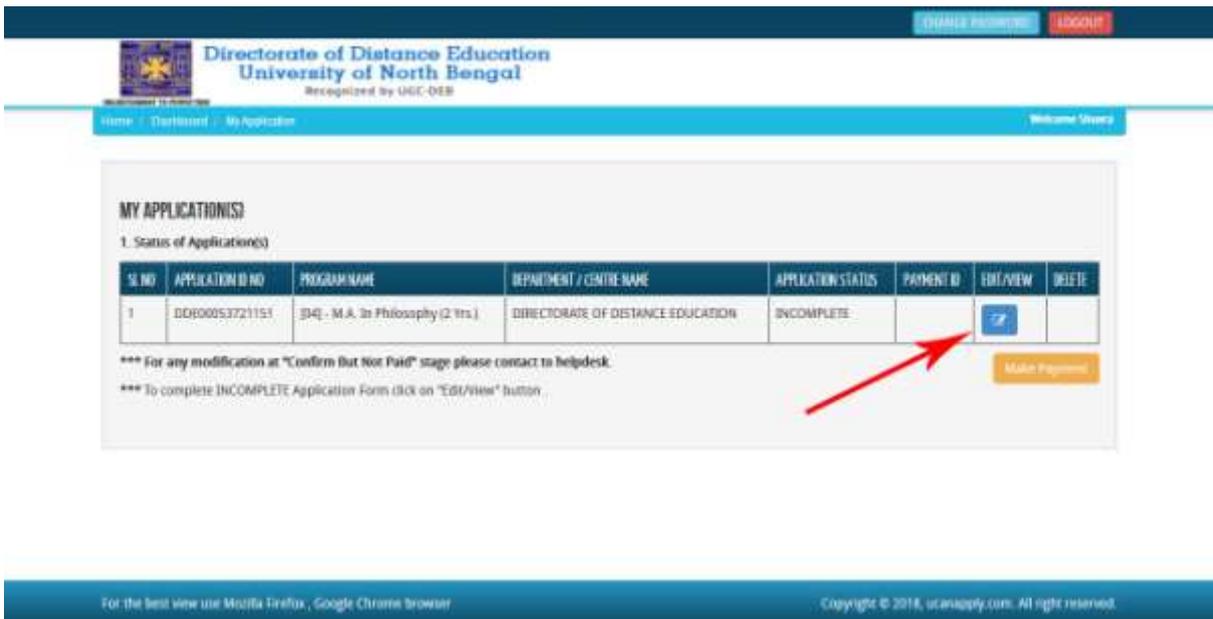
The dashboard features a navigation bar with 'HOME / Dashboard' and 'Welcome User'. The main content area is titled 'DASHBOARD' and contains four circular icons: 'My Application' (with a red arrow pointing to it), 'Preview Form', 'Make Payment', and 'Payment For Admission'. To the right, there is an 'INSTRUCTION TO USE OF DASHBOARD' section with the following points:

- My Application** To Select new course and/or to fill up the Application Form.
- Preview Form** Complete Application Forms can be previewed in this section.
- Make Payment** Select the Completed Application Form, Credit Card, Net banking or ATM-cum-Debit Card.
- Payment For/Admission** Select For Admission Fee Payment via Challan (In Cash) or Credit Card, Net banking or ATM-cum-Debit Card.

At the bottom, it says: 'For the best view use Mozilla Firefox , Google Chrome browser' and 'Copyright © 2018, ucanapply.com. All right reserved.'

Then you will be able to see following page with the title "**Status of Applications**"

Step 2: Please **edit** the application form by clicking "**EDIT/VIEW**" button.



The page is titled 'MY APPLICATION(S)' and shows '1 Status of Application(s)'. Below is a table with the following data:

SL NO	APPLICATION ID NO	PROGRAM NAME	DEPARTMENT / CENTRE NAME	APPLICATION STATUS	PAYMENT ID	EDIT/VIEW	DELETE
1	DDF00053721151	BHJ - M.A. In Philosophy (2 Yrs.)	DIRECTORATE OF DISTANCE EDUCATION	INCOMPLETE			

Below the table, there are two instructions:

- *** For any modification at "Confirm But Not Paid" stage please contact to helpdesk.
- *** To complete INCOMPLETE Application Form click on "Edit/View" button.

A red arrow points to the 'EDIT/VIEW' button. There is also a 'Make Payment' button on the right side of the table.

At the bottom, it says: 'For the best view use Mozilla Firefox , Google Chrome browser' and 'Copyright © 2018, ucanapply.com. All right reserved.'

Step 3: After clicking on edit/view button following screen will appear showing status of submitted application.



Directorate of Distance Education
University of North Bengal
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Home / Dashboard / Application Status

Welcome Shree

APPLICATION INFO

[Back to My Application](#)

Application Status

Applicant Details

Upload Photo And Signature

Academic Detail

Document Detail

Centre

Preview And Confirm

STATUS OF SUBMITTED APPLICATION(S)

APPLICANT DETAILS FOR (DAE - M.A. IN PHILOSOPHY (2 YRS.) : DIRECTORATE OF DISTANCE EDUCATION

Stage	Description	Status
1	Applicant Details	Completed
2	Upload Photo And Signature	Completed
3	Academic Detail	Incomplete
4	Document Detail	Incomplete
5	Centre	Incomplete
6	Preview And Confirm	Incomplete

For the best view use Mozilla Firefox , Google Chrome browser

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Step4: Click on the '**Applicant Details**' button on the left panel. On clicking, following form will appear on the screen. Some of its fields would be **pre-filled** with the details you gave at the time of Part-I applications. Now fill up NBU registration no and Year of Registration. And click on 'Save & Continue' Button.



APPLICATION INFO

Back to My Application

- Apply as a Student
- Applicant Details
- Upload Photo and Signature
- Academic Detail
- Personal Detail
- Exam
- Private Practitioner

APPLICANT DETAILS FOR B.A. - M.A. IN POLITICAL SCIENCE (2 YRS.) - DIRECTORATE OF DISTANCE EDUCATION

Candidate Name:
 Father's Name:
 Mother's Name:
 Category:
 Physically Challenged:
 Type of Disability:
 Percentage of Disability:
 Date of Birth:
 25 years, 6 months, 8 days (as on 20-04-2018)
 Gender:
 Nationality:
 Blood Group:
 Religion:
 Family Income per Month:
 Are you MNC/Other university candidate?:
 BPL Card Holder?:
Current Permanent Certificate to be issued by Block Development Officer Sub Division Office
 Antyodaya Anna Yojana (AAY):
Current Permanent Certificate to be issued by Block Development Officer Sub Division Office
 Married?:
 How have you done your graduation?:
 Have you done Graduation in Pass/Ordinary?:
 Choose subject in which you have done 100000/Pass (MS) registration fee. (If not exam passed in first MS):
 Year of Registration:
 Have you studied the subject in which you wish to apply at Graduation as an elective with at least 200 marks up to 1st? :
 Employment Status:
 Rural/Urban Area of residence/communication (MS/MSO):
 Are you a foreign university student?:

PERMANENT ADDRESS

Building/House No.:
 Landmark:
 City/Town/Village:
 Post Office:
 District:
 State:
 Pin:
 Father/Guardian Mobile No.:
 LandLine Phone:

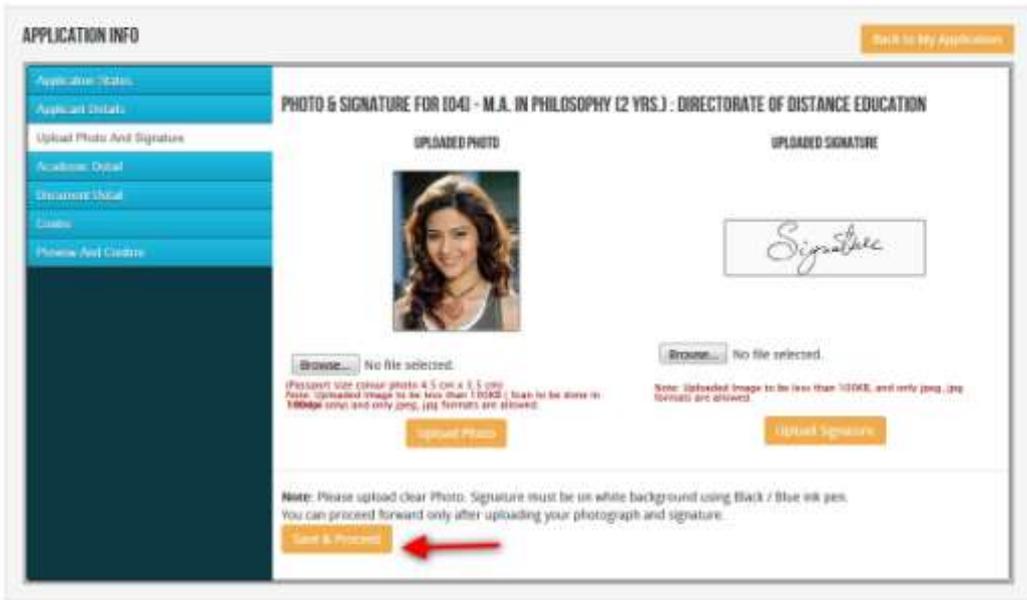
CORRESPONDENCE ADDRESS (SAME AS PERMANENT ADDRESS)

Building/House No.:
 Landmark:
 City/Town/Village:
 Post Office:
 District:
 State:
 Pin:
 Father/Guardian Mobile No.:
 LandLine Phone:

Email: shuvra@distanceuniben.ac.in

[Save & Continue](#)

Step 5: After you have filled up required fields of the '**Applicant Details**', Click on the 'Save & Continue' button given at the bottom of the page (as shown above). Now appear **pre-uploaded** Photo and Signature on the screen.



APPLICATION INFO

PHOTO & SIGNATURE FOR 1041 - M.A. IN PHILOSOPHY (2 YRS.) : DIRECTORATE OF DISTANCE EDUCATION

UPLOADED PHOTO

UPLOADED SIGNATURE

Note: Please upload Clear Photo. Signature must be on white background using Black / Blue ink pen. You can proceed forward only after uploading your photograph and signature.

Save & Proceed

Step 6: After click the 'Save and Proceed' Button given at the bottom you have filled up all the required fields of the '**Academic Details**', here you add your **Part-I** examination details and Click on the 'Save' button.



APPLICATION INFO

ACADEMIC DETAILS FOR 1041 - M.A. IN PHILOSOPHY (2 YRS.) : DIRECTORATE OF DISTANCE EDUCATION

Note: If page has not loaded properly, [Click here to reload](#).

Name of the Examination	Board / University and Roll	Year of Passing / Appearing	School/Name/College	Div/ Grade	Marks Obtained	Total Marks	Marks %		
	Roll No 123	Part-I (Last Year) *	University	2017	nba	1	280	400	70
	Roll No 123456								

Total marks in graduation level must be at least 300 marks for the subject in which you wish to apply for PG. Obtained Percentage must be more than 40% for Honors and 34% for Pass Student in this elective subject in graduation level.

Step 7: After filling up application click the 'Save' Button given at the bottom you have filled up all the required fields of the '**Document Details**', here you add your Part-I Mark sheet and NBU registration Certificate document details and Click on the 'Save & Continue' button.



APPLICATION INFO Back to My Application

Application Status
Application Details
Upload Photo And Signature
Academic Detail
Document Detail
Centre
Phone And Credit

STATUS OF SUBMITTED APPLICATION(S).
DOCUMENT DETAILS FOR (140 - M.A. IN PHILOSOPHY (2 YRS.) - DIRECTORATE OF DISTANCE EDUCATION

Note: Uploaded image should be less than 200KB (Scan to be done in 100dpi only). Only .jpg, .png, .bmp, .pdf formats are allowed.
In Category (OBC, SC, ST) and Physically Challenged (scan copy of related document ready for upload)

Name of the Document	Uploaded link	Upload	Type	Reference No.	
Secondary/Equivalent Marksheet	Click here to view the document Original 123	<input type="button" value="Browse..."/> No file s	Original	123	<input type="button" value="Upload"/>
Higher Secondary/Equivalent Marksheet	Click here to view the document Original 123	<input type="button" value="Browse..."/> No file s	Original	123	<input type="button" value="Upload"/>
Secondary Admit Card (Age Proof)	Click here to view the document Original 123	<input type="button" value="Browse..."/> No file s	Original	123	<input type="button" value="Upload"/>
Physically Challenged	Click here to view the document Original 123	<input type="button" value="Browse..."/> No file s	Original	123	<input type="button" value="Upload"/>
B.A/B.Sc/B.Com Marksheet	Click here to view the document Original 234	<input type="button" value="Browse..."/> No file s	Original	234	<input type="button" value="Upload"/>
Part I (Last Year) Marksheet	Click here to view the document Original 123	<input type="button" value="Browse..."/> No file s	Original	123	<input type="button" value="Upload"/>
Antyudhya Ansa Yogana (AA)	Click here to view the document Original 123	<input type="button" value="Browse..."/> No file s	Original	123	<input type="button" value="Upload"/>
NBU Registration Certificate	Click here to view the document Original 123654	<input type="button" value="Browse..."/> No file s	Original	123654	<input type="button" value="Upload"/>

Note: You can proceed forward only after uploading all your documents as shown above, these documents are being asked in connection to the details entered by you in the Applicant details section.

Step 8: After filling up application click the 'Save & Continue' Button given at the bottom you have shown 'Centre' and click 'Update' button.

APPLICATION INFO Back to My Application

Application Status
Application Details
Upload Photo And Signature
Academic Detail
Document Detail
Centre
Phone And Credit

CENTRE PREFERENCE
APPLICATION FOR (140 - M.A. IN PHILOSOPHY (2 YRS.) - DIRECTORATE OF DISTANCE EDUCATION

Preference 1:



Now, click the 'Continue' button given at the bottom of the page. This will help you see entries made in various sections of the Application Form. In case you want to edit some details, you should do so before clicking '**I confirm the above**' checkbox and clicking the '**Confirm & Submit**' button.

Because **once you confirm and submit an application form, it cannot be edited further.**

If everything is ok then click the button **I CONFIRM THE ABOVE** & Click 'Confirm & Submit' button.

After that system will show you the **Proceed to Payment** button to complete the payment.

UNIVERSITY OF NORTH BENGAL
Directorate of Distance Education
Raja Rammohanpur, Dist. Dudgee, PIN - 734613, West Bengal

Application ID: **01X00053721151**

APPLICATION FORM

1. Name: **SHUVA GANGULY** 2. Date of Birth: **12/ October /1992**
 3. Father's Name: **SANJIB GANGULY** 4. Mother's Name: **DEPTI GANGULY**
 5. Gender: **Female** 6. Course code: **[00] Post Graduate**
 7. Study centre: **University of North Bengal - [00]** 8. Employment status: **Not Working**
 9. Subject: **[04] - M.A. in Philosophy (2 Yrs.)** 10. Marital status: **Unmarried**
 11. Social category code: **General (G)** 12. Economic category: **Ashyodaya Anna Yojana (AAY)**
 13. PWD code: **Yes (45%)** 14. Rural or Urban: **Urban**
 15. Foreign Student?: **Yes** 16. Nationality: **Indian**
 17. Religion: **Hinduism** 18. Blood Group: **O+**

19. Permanent Address:
 (a) Street/Area: **Beckbagan, Kolkata, Kolkata**
 (b) Post Office: **Ballygang** (c) District: **Kolkata**
 (d) PIN/ZIP code: **700017** (e) State code: **West Bengal**
 (f) Mobile No: **1234567890**

20. Communication Address:
 (a) Street/Area: **Beckbagan, Kolkata, Kolkata** (c) District: **Kolkata**
 (b) Post Office: **Ballygang** (d) State code: **West Bengal**
 (e) PIN/ZIP code: **700017** (f) Mobile No: **1234567890**
 21. Mobile No: **9876543210** 22. E-mail: **shuvganguly@gmail.com**
 23. NEU Registration No. (if passed last exam from NEU): **123654789** 24. Year of Registration: **2016-17**

25. Educational Qualification:

Examination Passed	Board/University	Year of Passing	Total Marks	Marks obtained
Secondary/Equivalent	West Bengal Board of Secondary Education, Calcutta	2012	800	602
Higher Secondary/Equivalent	West Bengal Council of Higher Secondary Education, Calcutta	2012	600	400
B.A/B.Sc/B.Com Part-I (Last Year)	Banwan University, West Bengal	2015	300	190
B.A/B.Sc/B.Com Part-II (Last Year)	University of North Bengal, West Bengal	2017	400	290

DECLARATION:
 I hereby confirm that I have carefully read the concerned Information Booklet available on the Directorate of Distance Education, University of North Bengal website: www.ddeunb.ac.in / www.unb.ac.in before filling up the Application Form. I hereby solemnly affirm that the information furnished in the Online Application Form is true and correct to the best of my knowledge and belief and no material information has been concealed or suppressed. If any information is found to be false, incorrect or misleading, the Directorate of Distance Education, University of North Bengal shall have the authority to cancel my candidature / admission without any further enquiry or notice. I undertake that, if admitted, I shall abide by the UGC Regulations on Curbing the Menace of Ragging, 2009, Ordinances governing the discipline of students of University of North Bengal and such other Rules, Ordinances and Regulations that may be framed by the University of North Bengal / UGC from time to time.
 I further undertake that the preference for the courses, semesters and the categories and others to which I belong as indicated by me in the online application form shall be irrevocable.

Date: 20-04-2018

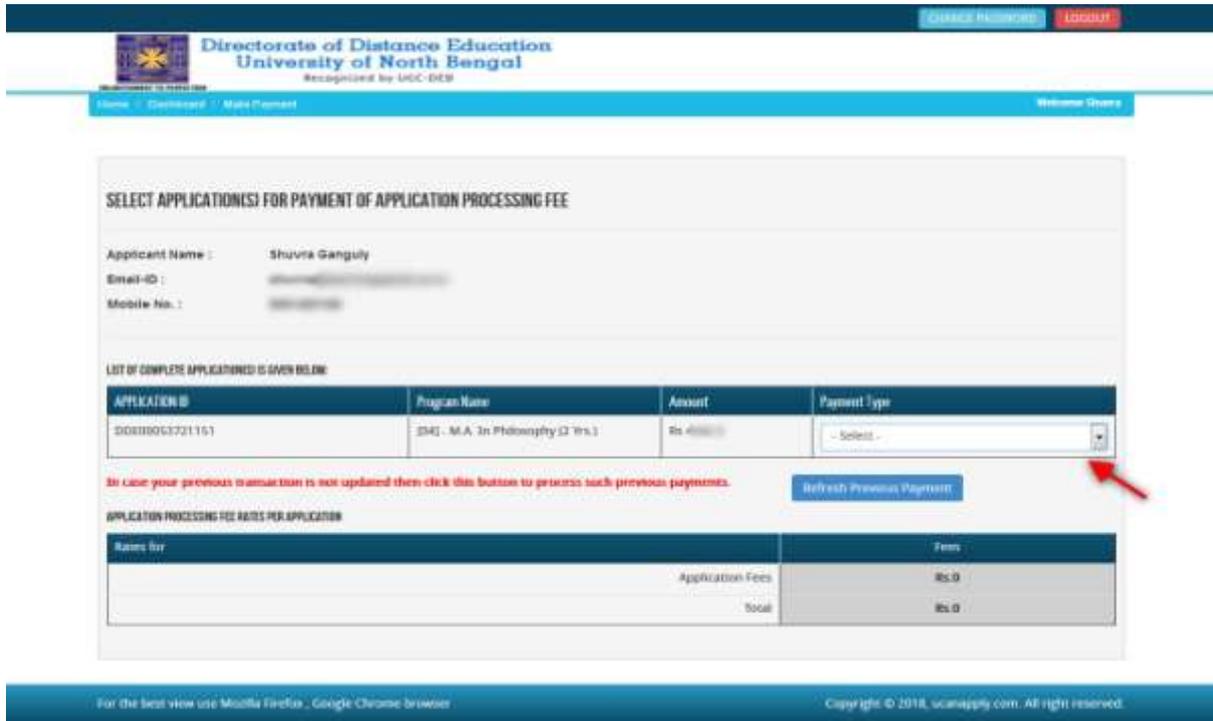
I CONFIRM THE ABOVE

Confirm & Submit **Cancel**

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How to pay the Application Fees?

Step 1: You will get dropdown for 'Payment Type', here you can get ONLINE Payment type. Click here to make payment. On clicking you will see the following screen.



Directorate of Distance Education
University of North Bengal
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Home / Dashboard / Make Payment

Welcome Shuvra

SELECT APPLICATION(S) FOR PAYMENT OF APPLICATION PROCESSING FEE

Applicant Name : Shuvra Ganguly
Email-ID : shuvra.ganguly@uniben.ac.in
Mobile No. : 9830221151

LIST OF COMPLETE APPLICATION(S) GIVEN BELOW:

APPLICATION ID	Program Name	Amount	Payment Type
DD0110053721151	PGD - M.A. In Philosophy (2 Yrs.)	Rs. 4000/-	ONLINE

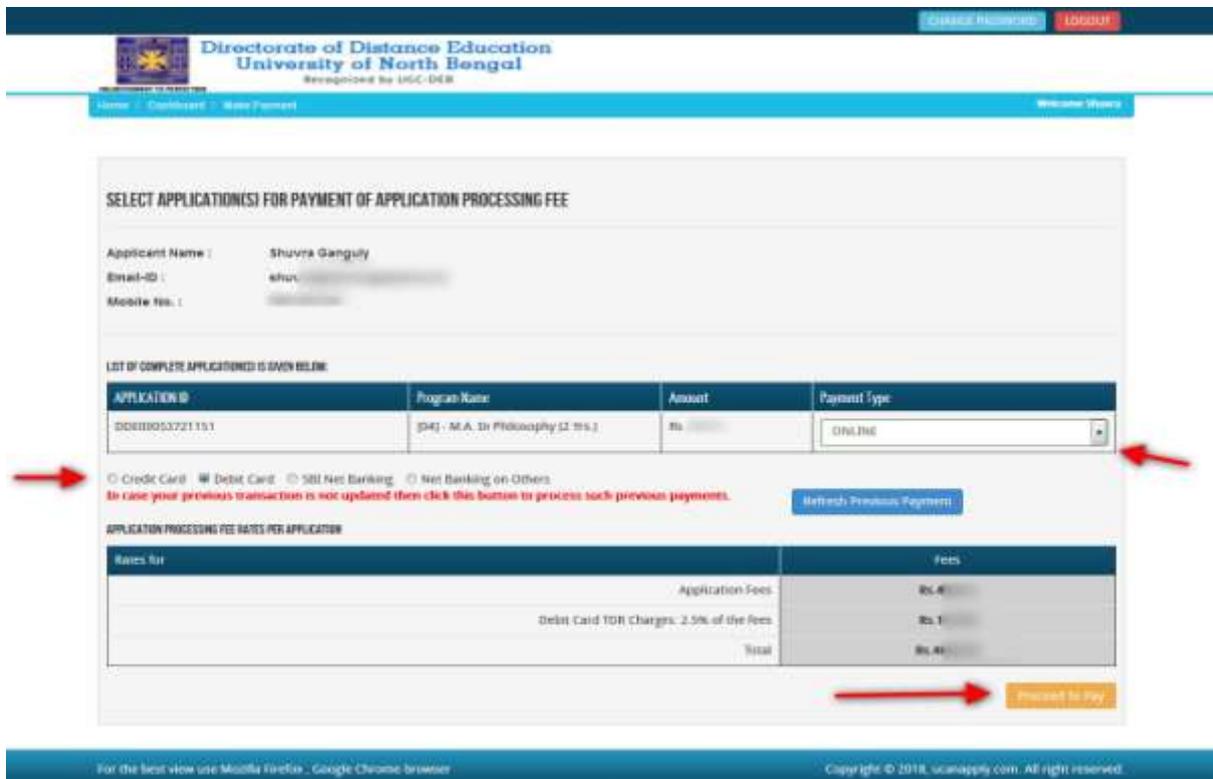
In case your previous transaction is not updated then click this button to process such previous payments. Refresh Previous Payment

APPLICATION PROCESSING FEE RATES PER APPLICATION

Rates for	Fees
Application Fees	Rs. 0
Total	Rs. 0

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Step 2: You can select the applications for which you want to pay the NBU DDE PG Part-II Online Fee by clicking 'ONLINE' the checkbox given in the bottom left for 'Select to Pay'. You have option of paying NBU DDE Online Fee online [using Credit Card/Debit Card/NEFT (Net Banking on SBI)/NEFT (Net Banking on Others)] through payment gateway available on the Portal [by clicking 'Proceed to Pay'].



Directorate of Distance Education
University of North Bengal
Recognized by UGC-DEB

Home / Dashboard / Make Payment

Welcome Shuvra

SELECT APPLICATION(S) FOR PAYMENT OF APPLICATION PROCESSING FEE

Applicant Name : Shuvra Ganguly
Email-ID : shuvra.ganguly@uniben.ac.in
Mobile No. : 9830221151

LIST OF COMPLETE APPLICATION(S) GIVEN BELOW:

APPLICATION ID	Program Name	Amount	Payment Type
DD0110053721151	PGD - M.A. In Philosophy (2 Yrs.)	Rs. 4000/-	ONLINE

Credit Card Debit Card SBI Net Banking Net Banking on Others

In case your previous transaction is not updated then click this button to process such previous payments. Refresh Previous Payment

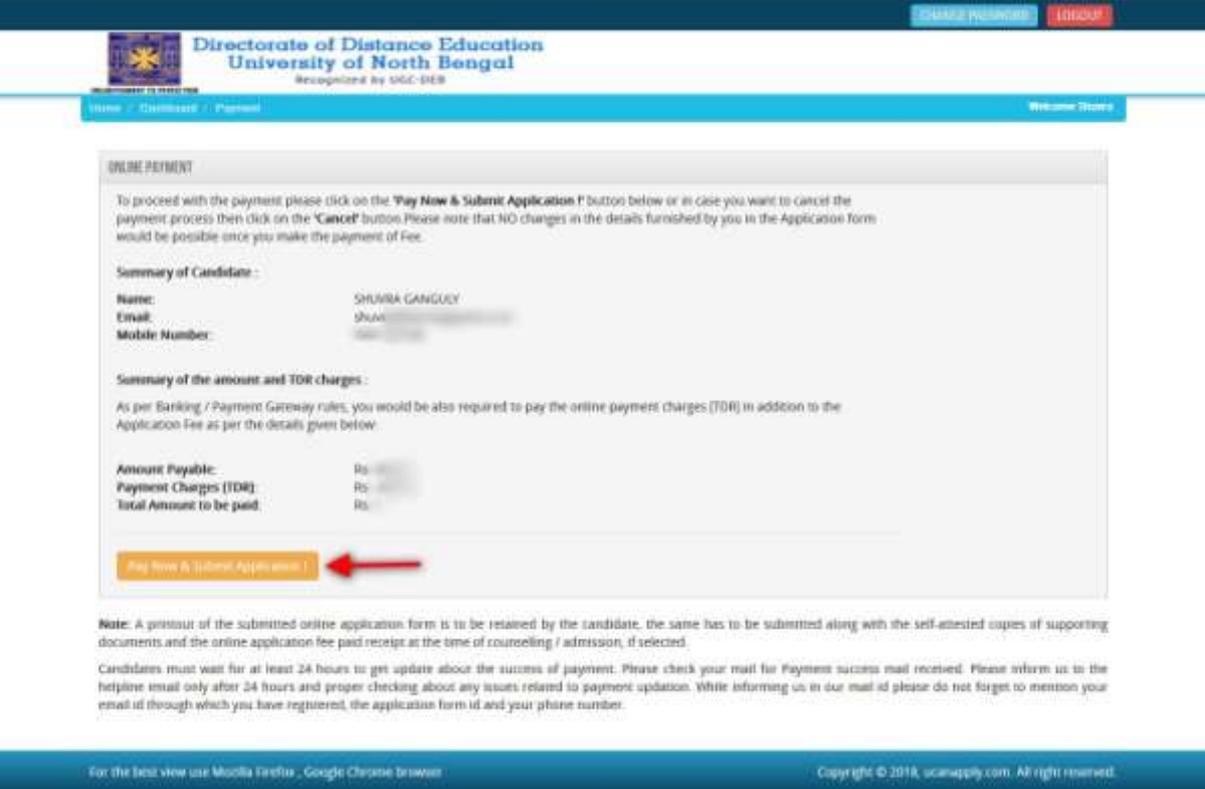
APPLICATION PROCESSING FEE RATES PER APPLICATION

Rates for	Fees
Application Fees	Rs. 4000/-
Debit Card TOR Charges: 2.5% of the fees	Rs. 100/-
Total	Rs. 4100/-

Proceed to Pay

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Step 3: On clicking '**Proceed to Pay**', following screen will appear. Here you can check your summary and payment amount etc. Once you click **Pay Now & Submit Application** button then system will go for payment to your banking website. After a successful payment you will get Payment Successful message. And your application process is complete.



ONLINE PAYMENT

To proceed with the payment please click on the '**Pay Now & Submit Application**' button below or in case you want to cancel the payment process then click on the '**Cancel**' button. Please note that NO changes in the details furnished by you in the Application Form would be possible once you make the payment of Fee.

Summary of Candidate :

Name: SHUBRA GANGUZY
Email: shubra...
Mobile Number: ...

Summary of the amount and TDR charges :

As per Banking / Payment Gateway rules, you would be also required to pay the online payment charges (TDR) in addition to the Application Fee as per the details given below.

Amount Payable:	Rs. ...
Payment Charges (TDR):	Rs. ...
Total Amount to be paid:	Rs. ...

Pay Now & Submit Application

Note: A printout of the submitted online application form is to be retained by the candidate, the same has to be submitted along with the self-attested copies of supporting documents and the online application fee paid receipt at the time of counselling / admission, if selected.

Candidates must wait for at least 24 hours to get update about the success of payment. Please check your mail for Payment success mail received. Please inform us to the helpline email only after 24 hours and proper checking about any issues related to payment updation. While informing us in our mail id please do not forget to mention your email id through which you have registered, the application form id and your phone number.

For the best view use Mozilla Firefox - Google Chrome browser

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After a successful payment you can take the Print of the form.

*Online Support Services
NBU DDE Online Admissions*