



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**

Memo No: DU/DR-A/Admission-MBA(PT)&BBA/2024/1107

Date: 14.05.2024

**ADMISSION NOTICE**

**MBA (Part Time) and BBA Programmes for the academic session 2024-2025**

Online Applications are invited from eligible intending candidates for admission to the following Programmes for the academic session 2024-2025 offered by the Centre for Management Studies (CMS), Dibrugarh University:

1. **MBA (Part Time) three-year Modular Programme**
2. **BBA Three Years (Six Semester) Programme**

**Eligibility for :**

- **MBA (Part Time):** A Graduate in any discipline with a minimum post qualification working experience of two years at a supervisory level in any organization. Self-employed persons having the above-mentioned qualification and experience may also apply. Candidates except the self-employed shall have to submit a NOC (No Objection Certificate) from his/her employer.
- **BBA:** Higher Secondary Examination (10+2) in Arts, Science or Commerce of the Assam Higher Secondary Education Council (AHSEC) or an equivalent examination (10+2) recognized as such by the University with at least 50% marks (45% for SC/ST) in aggregate.

**Application procedure:**

1. Applications for MBA (Part Time) and BBA shall be through online mode only. No other means of application shall be accepted.
2. Online Registration for submission of Application Form will begin from **16.05.2024**. Application for MBA (Part Time) and BBA are through online mode only. The last date for submission of application is **15.06.2024 (till 11.55 p.m.) for BBA and 25.07.2024 for MBA (Part Time)**.
3. For submission of the **Online Application Form**, intending candidates are advised to follow the following instructions:
  - a) For Online Application, please login to Admission Portal on <https://dibru.ac.in> or <https://erp.dibru.work/>
  - b) The Candidate needs to register on the portal by clicking the "Register" button and providing his/her name, mobile number and a password. The mobile number will be verified through an OTP. Please remember the password for login.
  - c) After successful registration, the candidate needs to login using his/her mobile number and the password.

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14/05/2024

- d) After login, the candidate needs to click on the “Apply” button corresponding to the link of “**MBA (Part Time) and BBA**” which will lead to an application form. *The candidate needs to fill up the application form step by step.*
  - e) After completion of the filling-up the Form Candidate needs to click the button “Submit and Review”. A preview of the filled-up form will be displayed. Candidates are advised to carefully cross-check the information and if anything needs to be corrected at this stage, they can go back and edit
  - f) After ensuring that all the information displayed on the Preview is correct, the candidate needs to click ‘*Pay now & Submit the application*’ and the pay the application fee of Rs 950/- (*Nine Hundred Fifty*) only through online mode (Debit Card/Credit Card/Internet Banking).
  - g) The **Application Form** will be considered finally submitted only when the application fee is successfully paid by the candidate and an online receipt is generated confirming the payment.
  - h) There will be a button to download your Application Form for future reference.
  - i) The Submission of Online Application Forms shall be automatically closed after the last date.
4. There shall be no alternative procedure for Application for applying to the **MBA (Part Time) and BBA** Programmes and the University shall not receive the Application except the procedure mentioned at (2) above.
5. Candidates seeking admission under the Non-Statutory Reservation Quota in the category of **Sons and Daughters of the DU Employees/Retired Employees** shall have to submit a print out of the Submitted Online Application Form of the **BBA Programme 2024** along with the self-attested copies of all relevant testimonials and a Filled in Prescribed Form on or before **17.06.2024** at Centre for Management Studies, Dibrugarh University [*Please refer to Clause No. 2 (IV) (a) of ‘Reservation and Relaxation Policy for admission into Post Graduate, Under Graduate, Advanced Post Graduate Diploma, Post Graduate Diploma, Diploma and Certificate Programmes (Revised upto February 2022)* available in the Dibrugarh University Website].

**Admission Procedure:**

- **MBA (Part Time):** Candidates are selected on the basis of their performance in a written examination and/or personal interview and industry experience.
- **BBA:** Candidates will be selected based on the marks obtained in their 10 + 2 exams (80% weightage) and the marks obtained in a Personal Interview that the candidates have to appear (20% weightage).

**Important Dates:**

- **Online Application process will begin from: 16.05.2024**
- **Last date for receiving the online filled in Application Form: 15.06.2024 [for BBA] and 25.07.2024 [for MBA (Part Time)]**

**Important Note:**

The University shall not verify the eligibility of the candidate at the time of receiving their Application Forms. However, the candidate shall not be considered at the time of admission to the MBA (Part Time) and BBA Programmes conducted by Dibrugarh University if he/ she fails to fulfill the eligibility criteria. Hence, the intending candidates are requested to ensure themselves regarding fulfillment of the minimum eligibility for admission into the MBA (Part Time) and BBA Programmes.

For details on the Centre and the MBA (Part Time) and BBA Programmes, please visit <https://cmsdu.org>. For queries, intending candidates may call 0373-2370045 or WhatsApp at 8876240653 or mail to [admissions@cmsdu.org](mailto:admissions@cmsdu.org)

*Alazanka* 14/05/2024  
Deputy Registrar (Academic)  
Dibrugarh University  
*Phelia*

Copy forwarded for kind information and necessary action to:

1. The Hon'ble Vice-Chancellor, Dibrugarh University.
2. The Deans, Dibrugarh University.
3. The Registrar, Dibrugarh University.
4. The Chairperson, Centre for Management Studies, Dibrugarh University.
5. The Deputy Registrar (F&A) i/c, D.U. The payment may be made from the CMS, DU Fund.
6. The Advertising Manager, The Assam Tribune, Dibrugarh with a request to publish the advertisement by 16.05.2024 through the Dibrugarh Bureau as per the specimen sent via e-mail, and submit the bill in triplicate for reimbursement.
7. The Programmer, Dibrugarh University, with a request to upload the notice on the Dibrugarh University website
8. Files.

*Alazanka* 14/05/2024  
Deputy Registrar (Academic)  
Dibrugarh University  
*Phelia*



**Proforma**

**DIBRUGARH UNIVERSITY**

**Application Form for Admission under the category of Sons and Daughters of  
the D.U. Employees / Retired Employees**

1. Name (In Block letters) : \_\_\_\_\_

2. Programme of Study : \_\_\_\_\_

3. Department/Centre of Studies to which admission is sought: \_\_\_\_\_

4. Home: \_\_\_\_\_ P.O.: \_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_

Mobile No.: \_\_\_\_\_ e- Mail ID: \_\_\_\_\_

5. Sons and Daughters of Dibrugarh University Employees/ Retired Employees

\*(Certificate from competent authority must be submitted. Attach additional sheet if necessary)

I hereby declare that the information given above is correct and complete to the best of my knowledge.

Date.....

Signature of the Applicant

Name: .....

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*14/05/2024*