

## **Admission Procedure**

1. There is no age bar in admission in Distance Learning Courses, i.e., admission is open to any person of any age within eligible criteria.
2. There is no cut-off year for any course in admission.
3. It is obligatory on the part of the candidates to satisfy themselves as regards their eligibility for a particular course before taking admission in a course.
4. All admissions are provisional subject to eligibility and verification of the required documents. If any discrepancy is revealed later, responsibility will rest on the applicant and his/her admission will be cancelled and no claim for refund of fees will be entertained.
5. DODL reserves the right to postpone the course(s) if viable numbers of candidates are not admitted.

## **Admission and Payment of Course Fees**

### **Steps for Admission to M.A. Part I courses, 2016-2017 academic session**

1. Application for admission into different subjects of M.A. Part I under distance mode starts from September 13, 2016 at 10.00 AM and closes on October 28, 2016 without Late Fee at 5.00 PM.

2. Application for admission with Late Fee of Rs.200.00 starts from November 02, 2016 at 10.00 AM and closes on December 03,2016 at 5.00 PM.
3. Applicants are advised to visit the DODL website <http://dodl.klyuniv.ac.in/> for downloading application and other forms and payment of course fees.
4. For downloading Application and Enrolment forms, click 'DODL: M.A. Part I Admission, 2016-2017' and then click the following buttons:
  - Application Form consisting 2 pages
  - Enrolment Form consisting 1 page
5. After payment of Course Fee (Steps furnished below), duly filled in Application Form for admission and Enrolment Form accompanied by (a) 03 (three) stamp size colour photograph of the applicant, (b) 02 (two) photocopies of payment receipt of SBI Collect, (c) self-attested copy of mark sheets of all previous public examinations passed, (d) proof of date of birth and other testimonials as mentioned in the Application Form are to be submitted to the DODL office or relevant study centres. All original mark sheets/certificates must be produced at the time of admission for verification.

### **Online Payment of Course Fees: Steps**

1. Applicants should visit the <https://www.onlinesbi.com> Link for payment
2. Applicants should select "SBI Bank Collect" from the menu.

3. On the "SBI Bank Collect" page, the applicant should check at the end of the Disclaimer Clause to proceed for payment (I have read and accepted the terms and conditions stated above).
4. In the next page, the applicant should select "State of Corporate Institution" (West Bengal) and 'Type of Corporate/Institution' (Educational Institutions) from the drop down menu and click GO.
5. Next the Applicants should select from Educational Institutions Name 'DODL University of Kalyani A/C SBI Collect' from the drop down Menu and click Submit.
6. In the next page, the applicant should Select Payment Category 'Admission for M.A. Part I (DODL)'
7. In the next page the Applicant is required to fill up the payment details in prescribed proforma and click Submit.
8. After confirmation of the payment details, the Applicant can make payment through Net Banking /Card Payment/Other Payment modes.
9. In the other payment mode, the applicant can download and print the Pre-Acknowledgement payment challan and make the payment through any SBI Branch.
10. Please note that the Bank Charges for each payment mode is different.
11. After successful submission of the payment of course fees, 'State Bank Collect Reference Number' will be generated online.
12. After submitting course fees through other payment mode (as mentioned in serial number 9), students are required to visit the <https://www.onlinesbi.com> Link for

generation of E-Receipt for State Bank Collect Payment from Payment History.

13. Students are required to enclose two photocopies of E-Receipt for State Bank Collect Payment with the Application Form for admission.
14. Each applicant is required to write the 'State Bank Collect Reference Number' in the relevant column of the Application Form for admission.
15. No application for admission will be accepted without the payment of course fees before 4.00 PM (by Cash) and 11.45 PM (online mode) on 28.10.2016 without Late Fee.

### **Cancellation of Admission**

Admission is liable to be cancelled at any stage during the course of study on grounds of non-fulfilment of any criterion/condition detected at the stage of scrutiny, suppression of facts, falsification, misconduct, adoption of unfair means in examination, indiscipline, and violation of rules/regulations of the university and the study centre as the case may be.