

UNIVERSITY OF NORTH BENGAL

Accredited by NAAC with grade A

DIRECTORATE OF DISTANCE EDUCATION (UGC DEB RECOGNISED)

Raja Rammohanpur, Dist. Darjeeling, PIN – 734013, West Bengal

How to apply in UG (DE) Admission 2019-2020

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

As an applicant you would need the following:

1. A **Mobile Number** for registration and to receive SMS based notifications/communications related to the online application.
2. An **E-mail ID** for receiving all future correspondence till the admission process is over and subsequently, if admitted.
3. Access to facilities of computer with internet connectivity, B/W printed and scanner.
4. A recent passport sized colour photograph (for scanning and uploading in “jpeg” format only. File size of scanned photograph should not be more than 20-40 KB).
5. Your signature using **Blue/Black** pen on white sheet (for scanning and uploading in “jpeg” format only. File size of scanned photograph should not be more than 10-20 KB).
6. Access to an online payment facility/ service such as ONLINE Payment mode:
 - Net Banking (NEFT on SBI & Others)
 - Credit card
 - ATM-cum-Debit card

All applicants should note that:

1. **No printout** of online submitted application form or proof of payment of UG admission fee is to be submitted to the University. However, the candidates should retain a copy of the said documents for their own record, to be submitted at the time of verification of documents.
Note: If there is any change in this rule it will be notified in the Notice section.
2. Original certificates issued by competent authority supporting your filled in details will be asked from you **ONLY** at the time of verification of testimonials. If data provided in the online application is not supported by appropriate documents then your application/ claim for admission shall be summarily be rejected.
3. Students belonging to BPL and AAY category may avail 50% concession of course-fee. Candidates claiming concession under BPL or AAY category shall be required to submit BPL or AAY Certificate issued (within 6 months) by –
 - a. **B.D.O (Block Development Officer)** or
 - b. **S.D.O (Sub-divisional Officer).**
4. Documents **NOT ACCEPTABLE** for BPL category –
 - a. Ration Card
 - b. Food BPL Card

- c. AAY or BPL Card/Certificate issued by Panchayat
- d. AAY or BPL Card/Certificate issued by Commissioner / Chairman.
- e. AAY or BPL Card/Certificate issued by a Gazetted Officer **below the rank** of B.D.O

Steps to be followed for filling the online application:

Before proceeding to fill up the online application form, please ensure that you have the required details and scanned image files of your (i) recent passport size colour photograph and (ii) signature [as specified at para 5 above] (iii) All other supporting documents, which will be needed at different stages of process. The entire process of filling online application form can be completed in six stages. The six stages are:

1. Click on NBU UG (DE) Online Admission portal (www.ddenbu.in / www.nbu.ac.in) of Directorate of Distance Education, University of North Bengal.
2. Read prospectus/ booklet and other information of your eligibility etc. Carefully before start.
3. Register your mobile no. [**Note:** preserve your OTP for future use. After verification it will be your **PASSWORD.**]
4. Application form will appear on the screen. Fill up the details in the application form which will have following sections:
 1. Applicant's Basic Information
 2. Uploading scanned image file of your Photograph and Signature [as specified in para 5 above]
 3. Academic details
 - a. In this section fill-up your all academic details
 - b. Select the Course, you want to apply and specify that subject's marks-details in the appropriate boxes.
 - c. Specify the Compulsory and Optional Papers of the First Semester Course
 4. Uploading Supporting documents
 5. Confirmation & Declaration
5. Final Review of details entered in the Application-Form and if they are correct then 'Confirm' the submission. Else, edit the details before confirming submission. Once a candidate confirms their information he/she cannot edit/change anything.
6. After confirmation and selection of U.G. course (According to your academic qualification), you will be able to pay the Admission-Fee.

[**Note:** you can save your application at any stage and you can continue after next login.]