



**MAHARAJA BIR BIKRAM UNIVERSITY  
AGARTALA, TRIPURA**

No.F.15 (29)/MBBU/Academic/Diploma/Spanish/2020/1259-67 August 14, 2020

**ADMISSION NOTIFICATION AND GUIDELINES**

Maharaja Bir Bikram University, Agartala invites online applications available in the MBB University Website ([www.mbbuniversity.ac.in](http://www.mbbuniversity.ac.in)) for admission to **1 (one) year Diploma in Goods and Services Tax (GST), Retail and Sales Management, Insurance Risk Management and Spanish Language (in Self-finance mode) evening programme** for the academic session 2020-2021. Online filling up of Application Forms and submission of the filled up Forms is scheduled from August 16, 2020 (10.00 AM) to August 31, 2020 (04.00 PM). The candidates are required to fill up the online form and upload the necessary documents and photograph.

**Programme:**

Diploma in GST	:	Duration: 2 Semesters [1 (One) Year]
Diploma in Retail and Sales Management	:	Duration: 2 Semesters [1 (One) Year]
Diploma in Insurance Risk Management	:	Duration: 2 Semesters [1 (One) Year]
Diploma in Spanish Language	:	Duration: 2 Semesters [1 (One) Year]

**A. ELIGIBILITY CRITERIA (ESSENTIAL):**

**Diploma in Goods and Services Tax (GST), Retail and Sales Management, Insurance Risk Management and Spanish Language (in Self-finance mode) evening programme:**

Any student passing H.S (+2) examination or its equivalent examinations with at least four (4) subjects including English from any recognized Board/Council shall be eligible for admission to the Diploma programmes subject to availability of seats.

**Candidates with higher qualifications are also eligible to apply. However, merit list will be prepared strictly on the basis of the aggregate marks secured by the candidates at H.S (+2) examination.**

**Mere possession of 'Eligibility Criteria' does not entitle right of anyone to get admission to any programme under Maharaja Bir Bikram University. Regarding selection of Eligible Candidates for admission, decision of the Admission Committee shall be final.**

**B. INTAKE CAPACITY:**

Diploma in GST	:	60 Seats
Diploma in Retail and Sales Management	:	60 Seats
Diploma in Insurance Risk Management	:	60 Seats
Diploma in Spanish Language	:	60 Seats

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## **PART-I**

### **C. Guidelines for Preparation of Merit List and Selection Procedure**

#### **CALCULATION OF SCORES OF EACH CANDIDATE**

##### **For Admission to Diploma Programme**

The merit list shall be prepared according to the merit position to be determined after calculating the marks / Grade points /score in the following manner:

The percentage of marks / grade point / CGPA obtained in the Higher Secondary (H.S.+2) Examinations of the candidates who have successfully completed Higher Secondary Examinations and fulfill eligibility criteria as mentioned in point 'A' shall be considered for admission.

D. If the secured marks of two or more Candidates are equal i.e. if there is a tie, then the following steps shall be followed, one after another, to break the ties.

- a. Marks obtained by the Candidate in the Higher Secondary Examination in the concerned subject (subject in which candidate applied for admission) shall be taken into account and the candidate who has secured more marks shall be given preference.
- b. If the Marks in the concerned subject (subject in which candidate applied for admission) in the Higher Secondary Examination is also same, then the Marks obtained in the Matriculation Examination shall be taken into account and the candidate who has secured more marks in aggregate shall be given preference.
- c. If the Marks in the Matriculation Examination are also same, then the Date of Birth of the Candidates shall be taken into account and the senior candidate shall be given preference.
- d. If the Date of Birth is also same, then the tie will be broken by listing the name of the Candidates Alphabetically.

[If step (a) fails, step (b) would be followed; if steps (a) and (b) both fails, step (c) would be followed; if steps (a), (b) & (c) fail, step (d) would be followed.]

### **E. COUNSELING AND PROVISIONAL ADMISSION:**

1. The University shall conduct Counseling for provisional admission of Students on the basis of the merit list prepared following the reservation policy of Government of Tripura on a notified Date and Time. In the Counseling, the University shall verify all original documents and verify the documents along with information already provided by the candidate at the time of submission of Online Forms.
2. Students are required to submit self-attested photocopies of academic testimonials as well as all other documents including photo as per instruction of the University.
3. Student will have to take provisional admission on the notified Date and Time on the day of Counseling by depositing the requisite admission fee as determined by the University, failing which their Candidature will automatically be treated as cancelled and the vacant seat shall be filled up from the waiting list in the order of merit. A candidate must be present in person at the place of admission notified by the University.

### **F. RESERVATION:**

As per existing reservation policy of the Government of Tripura, the available reserved seats shall be distributed among the reserved category candidates.

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## G. SUBMISSION OF APPLICATION FORMS:

The candidates need to fill up the online application form available in the University Website ([www.mbbuniversity.ac.in](http://www.mbbuniversity.ac.in)) and upload necessary documents and photograph. The requisite **Application Fee of Rs. 500/- (for General Candidates) and Rs. 250/- (for SC/ST/PWD Candidates)** is to be deposited by the candidates in the following Bank Account and upload the payment details before filling up of the online Application Form for admission:

Account Name:	MBB UNIVERSITY
Name of the Bank:	State Bank of India
Account Number:	35751119070
IFS Code:	SBIN0009126
MICR Code:	799002007
Branch Name:	MBB College Branch

## H. IMPORTANT DATES:

Period of Filling up and submission of Online Application Forms	August 16, 2020 (10.00 AM) to August 31, 2020 (04.00 PM)
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**\*Admission will be based on the marks secured by the candidate at the H.S (+2) Level and the notified merit list.**

## I. FEES:

Course fee for 1 (one) year Diploma in Goods and Services Tax (GST), Retail and Sales Management, Insurance Risk Management and Spanish Language (in Self-finance mode) evening programme are **Rs. 23,000/- (Twenty Three Thousand) per semester.**

## J. IMPORTANT INSTRUCTIONS FOR CANDIDATES

1. Candidates are advised to check the eligibility criteria thoroughly and must fully satisfy themselves about their eligibility as prescribed before applying for any programme. Hence, applicants will be responsible themselves if they opt for a programme for which they are not eligible.
2. Candidates are required to fill carefully all details in the prescribed online application form without making any spelling mistakes.
3. No forms will be accepted after August 31, 2020 (Time: 04.00 PM).
4. Applicants are required to upload the following documents
  - One recent Passport Size Photograph.
  - Signature of the Applicant
  - Matriculation Examinations Admit Card for age verification.
  - Matriculation Marksheet (both sides)
  - Higher Secondary Marksheet (both sides)
  - Graduation Final Mark sheet (both sides)

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- Mater Degree Final Marksheet (both sides)
- Ph.D. Certificate or any other qualification Certificate
- SC/ST Certificate issued by the competent authority.
- PWD (Person with Disability) Certificate issued by the competent authority.
- Proof of Nationality.

5. If any applicant has multiple marksheets for any year, he/she is required to upload all Marksheets (both sides) making one PDF file, i.e. First marksheet, then its back side, followed by the Second marksheet with its back side. Follow the same process if one has more marksheets for the same semester.

6. Please note that:

- Only one Application Form should be submitted for one subject.
- Submission of Multiple Application Forms for one subject is strictly prohibited.
- Separate Application Form should be submitted for each subject.

7. Maharaja Bir Bikram University reserves all rights to change this notification at any point of time.

8. For foreign nationals (if any) their application will be considered separately by Admission Committee.

9. In all issues relating to the Admission Process for the Academic Session 2020-2021, decision of the Maharaja Bir Bikram University shall be final.

*\* Please follow the website of MBB University for further instructions.*

*(Dr. Sumanta Chakrabarti)*  
Registrar  
19/08/2020

**Copy to:**

1. The P.A. to the Vice- Chancellor, MBB University, Agartala.
2. The Director, Directorate of Higher Education, Government of Tripura, Agartala, Tripura.
3. The Principal, .....
4. The Controller of Examinations, MBB University, Agartala.
5. The Director (In-charge), College Development Council, MBB University, Agartala.
6. The DDO, MBB University, Agartala.
7. The Assistant Controller of Examinations, MBB University, Agartala with a request to upload this Guideline with the advertisement for admission in MBB University Website.
8. Notice Boards of Administrative & Academic Blocks, MBB University, Agartala.
9. Guard File of this Office.

*(Dr. Sumanta Chakrabarti)*  
Registrar  
19/08/2020

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