



MAHARAJA BIR BIKRAM UNIVERSITY

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No.F.15(9)/MBBU/Academic/Reg. of PG/2017/1266-71

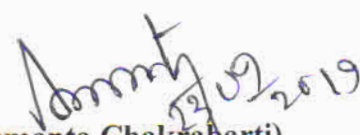
September 23, 2019.

NOTIFICATION

All the First Semester Post Graduate (PG) Students admitted in the Departments of Applied Mathematics, English, Public Administration and Bachelor of Library & Information Science of the MBB University under the Academic Session 2019-2020, are hereby informed to register in the MBB University **between September 24, 2019 to September 27, 2019** through the online link which is given in the website of the University (www.mbbuniversity.ac.in). A guideline for the registration is also attached herewith for convenience of the students. After successful registration a form will be generated, which is to be downloaded from the website. The downloaded form along with necessary documents (photocopies) are to be submitted at the **Academic Block of the MBB University on or before September 27, 2019** after proper verification of the information furnished by the students along with endorsement of the filled up downloaded form by the Head(s)/ In-Charge(s) of the respective Departments of the University. The following documents are to be submitted along with the filled up downloaded form by the students:

- i. One copy passport size photograph.
- ii. Migration Certificate of the University last studied (Original).
- iii. Self attested copy of Graduation Marksheet.
- iv. Self attested copy of 12th Marksheet.
- v. Self attested copy of 10th Marksheet.
- vi. Self attested copy of Caste Certificate (if any).

All the Head(s)/ In-Charge(s) of the respective Departments of the MBB University are requested to guide the students to complete the registration process on due time. No registration will be allowed after **September 27, 2019**. For any assistance and enquiry the students may contact Dr. Rakesh Roy, Assistant Controller of Examinations, MBB University.


(Dr. Sumanta Chakrabarti)
Registrar

Maharaja Bir Bikram University
Agartala, Tripura

Encl.: As stated.

Copy to:

1. The Vice-Chancellor, MBB University, Agartala, Tripura.
2. The Controller of Examinations, MBB University, Agartala, Tripura.
3. The Heads/ In-Charges of the Departments of Applied Mathematics, Public Administration, English and Library & Information Science, MBB University, Agartala, Tripura.
4. The Assistant Controller of Examinations, MBB University, Agartala, Tripura with a request to upload the Notification in the website of the University.
5. Notice Boards of Academic and Administrative Blocks, MBB University, Agartala, Tripura.
6. Guard File of this Office.


(Dr. Sumanta Chakrabarti)
Registrar

Maharaja Bir Bikram University
Agartala, Tripura

Instructions for filling up of Online PG Registration Form for the Academic Year 2019-2020

- First, the students have to click the *link* “PG Registration Application Form (2019-2020)”.

PG Registration Application Form (2019-2020). **NEW**

- After clicking the link, the following Registration form (Picture given below) will be opened for filling up the student details.

The screenshot shows the 'APPLICATION FOR PG REGISTRATION' form for Maharaja Bir Bikram University. The form is divided into several sections:

- Form No.:** [Empty]
- Registration Year:** 2019
- Registration Date:** 21-Sep-2019
- Candidate's Name:** First Name, Middle Name, Last Name
- Father's Name:** First Name, Middle Name, Last Name
- Mother's Name:** First Name, Middle Name, Last Name
- Candidate's Personal Details:** Date Of Birth, Gender, Category, Nationality, Religion, Mobile No., Father's/ Mother's Occupation, Annual Family Income (Rs), Email Id, University Roll NO.
- Present Address:** Present Address, Pincode, State, District, P.O.
- Permanent Address:** Permanent Address, Pin Code, State, District, P.O.

- In the online form, the “**Form No.**” and the “**Registration Date**” will be automatically generated.
- The students have to fill up the “**Candidate's Name, Father's Name, Mother's Name, Candidate's Personal Details, Present Address and Permanent Address**” must be filled up by the Candidates as per their Academic Certificates and other documents.
- The last 3rd field is the “**PROGRAM ADMISSION DETAILS**”, the students can select **MBB University** by clicking the “**—Select College/University**” button beside the “*College/University*” textbox as given below in the image.

The screenshot shows the 'PROGRAM ADMISSION DETAILS' section of the form:

- College/University:** --Select College/Universi
- Course:** --Select Course--
- Academic Year:** 2019 - 2020

- In the “**PROGRAM ADMISSION DETAILS**”, the students can select the Course in which they have taken admission. The Course names will be displayed when they click the box displaying “**--Select Course--**” beside “**Course**” textbox. The Course Names are **M.A, M.Sc** and **BLIS**. If Any student selects M.A., then they have to select either **ENGLISH** or **PUBLIC ADMINISTRATION** and if M.Sc. then **APPLIED MATHEMATICS** and if BLIS then **LIBRARY & INFORMATION SCIENCE** from the next field i.e. **Subject**, which will appear after they select their Course.
- In the “**PROGRAM ADMISSION DETAILS**”, the students have to select the *Academic Year* i.e. the year in which they have taken admission in MBB University.
- The last second field in the Online Registration form (*Image given below*) is the “**Educational Qualification's**” field. In this field Students have to provide their marks obtained and subjects they have studied previously in school and Colleges.

Examination Passed	Board/ College/ University	Year of Passing	Subjects taken (Specify Honours/ Major)	Percentage of Marks Obtained/ CGPA	Division
Madhyamik/ 10th Std.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HS (+2) Stage	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Graduation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MA/M.Sc./ M.Com. (Only for B.L.I.Sc)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Others	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- The last field is **“Photo And Signature”**. Here they have to upload their passport size photo and their signature which should be scanned and uploaded as softcopy. The size of the scanned Passport size photo should be within **128kb** and the size of the scanned Signature should be within **30kb**.

- After completion of filling the form, the students have to click the **“Save”** button at the bottom of the page.
- After that the student will click the link **“Click Here To Print PG Registration Application Form”** (image given below) and type their particular **Acknowledgement No.** and **Date of birth** to print the Application Form to submit in the University.

[Click Here To Print PG Registration Application Form **NEW**](#)

- Along with the duly filled up downloaded Registration form the student have to SUBMIT the following documents at the Administrative/Academic Block of the MBB University after proper verification of the information with endorsement by the Head(s)/In-charge(s) of the respective Departments.
 - 1) One Passport Size Photo.
 - 2) Migration Certificate (Original)
 - 3) Self Attested copy of 10th Mark Sheet.
 - 4) Self Attested copy of 12th Mark Sheet.
 - 5) Self Attested copy of Graduation Mark Sheet.
 - 6) Self Attested copy of Caste Certificate (If any).