



# THE UNIVERSITY OF BURDWAN

## DIRECTORATE OF DISTANCE EDUCATION

### INSTRUCTIONS REGARDING ONLINE ADMISSION FOR REAPPEARING STUDENTS IN MBA Sem-I EXAMINATION, 2018-July

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1. Candidates are directed to read the instructions carefully before the Form Fill-up. After read and understand the instructions, filled in the required fields properly and submit it.
2. After filling in the required fields in the Online Reappearing Form, system will generate a Bank Challan for online reappearing students and then students have to deposit the requisite fees as mentioned in the Challan to a nearest branch of **State Bank of India**. Then candidates have to log on to his/her online Reappearing Form once again (**within Two days of submission of Reappearing Form**) for insertion of the Journal No., Branch Code, Branch Name and Date of Deposition given by the bank on the Challan. The Online Reappearing Form will be treated incomplete without insertion of the Journal No. given by the bank after making payment of the requisite fees.
3. **The requisite fees for Reappearing are as follows :**
  - A. ₹ 500 for one or two paper(s).
  - B. ₹ 1000 for more than two papers.
  - C. ₹ 200 as late fee.
4. After verification of the payment details by our office (Minimum 2 days required for verification of the bank payment details from the date of payment details inputted by the students) the candidates are directed to re-login the system and have to take print out of the said application form.
5. Candidates are directed to visit the **DDE Administrative Office** with the **Application Form** along with the following documents:
  - a. **Original Bank Challan (University Copy & Student Copy).**
  - b. **Photocopy of Enrolment Card.**
  - c. **Original & Photocopy of B.U. Registration Certificate.**
  - d. **Photocopy ( Xerox) of Bank Challan of Sem-II or Sem-III**

## Schedule for Re-appearing for MBA SEM–I Exam, 2018-July

Academic Session: July,2016 – June,2018 and July,2015 – June,2017

### Date of On-Line Form Fill up

<u>Subject</u>	<u>Date(s)</u>
MBA (SEM-I)	: Without Late Fee : 18.04.2018 to 20.04.2018

Late Fee will be applicable after 20.04.2018 up to 20 days before commencement of the Exam.

### Date of form submission (All study Centre including DDE, B.U)

<u>Subject</u>	<u>Date(s)</u>
MBA (SEM-I)	: 26.04.2018

**Director**