



THE UNIVERSITY OF BURDWAN

DIRECTORATE OF DISTANCE EDUCATION

INSTRUCTIONS REGARDING ONLINE ADMISSION FOR REAPPEARING STUDENTS IN M.A/M.Com. Part-I & Part-II EXAMINATION 2019.

1. Students are directed to read the instructions carefully before the Form Fill-up. After reading and understanding the instructions, please fill 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 Profile and open 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 Deposit 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. ₹ 500 for IA paper.
 - D. ₹ 200 as late fee.
 - E. ₹ 500 as incidental charge for Study centre(s) except Bardhaman centre.
4. After verification of the payments details by our office (**Minimum 3 working 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 to take print out of the said application form.
5. Candidates are directed to visit the **DDE Administrative Office / Study Centres** 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. Photo copy of Part-I/Part-II Mark sheet (which is applicable).
 - e. Photocopy of Part-II Bank challan (applicable only for Part – I student).

Schedule for Re-appearing at M.A/M.Com. Part-I & Part-II Exam, 2019

Date of On-Line Form Fill up

Sl. No.	Part	With/Without Late Fee	Date(s)
1.	M.A & M.Com. (Part-II)	Without Late Fee	01.07.2019 to 06.07.2019
2.	M.A & M.Com. (Part-I)	Without Late Fee	08.7.2019 to 13.07.2019

Late Fee ₹ 200/- will be applicable on and from 07.07.2019 (Part –II) & 14.07.2019 (Part – I) up to 20 days before commencement of the said examination.

**Date of form submission
(All Study Centres including DDE, B.U)**

Sl. No.	Subject(s)	Date of submission	
		Part-II	Part-I
1.	Bengali	22.07.2019 & 23.07.2019	25.07.2019 & 26.07.2019
2.	English	22.07.2019	25.07.2019
3.	Sanskrit	23.07.2019	26.07.2019
4.	History	23.07.2019	26.07.2019
5.	Pol. Science	24.07.2019	27.07.2019
6.	Philosophy	24.07.2019	27.07.2019
7.	Commerce	24.07.2019	27.07.2019

Our Website: <http://www.dde.buruniv.ac.in>


Director