



**THE UNIVERSITY OF BURDWAN**  
**DIRECTORATE OF DISTANCE EDUCATION**

**INSTRUCTIONS REGARDING ONLINE ADMISSION FOR STUDENTS REAPPEARING IN MBA**  
**SEMESTER-III EXAMINATION, 2018**

(Session: Jan, 2016 to Dec, 2017)

(Session: July, 2015 to June, 2017)

(Session: July, 2016 to June, 2018)

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1. Candidates are directed to read the instructions carefully before the Form Fill-up. After reading and understanding the instructions, fill in the required fields properly and submit it.
  2. After filling in the required fields in the Online Reappearing Form, candidates must fill in the form carefully before submission. After filling in the required fields in the Online Reappearing form Students are advised to complete the payment through online. Dashboard for students show payment options i.e. '**Pay online**'. After clicking 'Pay online' the student will get the following options: (i) Debit Card, (ii) Credit Card, (iii) Net Banking, (iv) NEFT / RTGS, (v) Cash Challan. Any one option from above is to be chosen for making payment.
  3. Candidates are to take a print-out of the (i) **Online Payment Receipt** (by Debit Card/Credit Card/Net Banking) for online deposit **and** (ii) print-out of successful **NEFT Challan** or (iii) print-out of **Bank Challan** after depositing the requisite fees as mentioned in the Challan by cash to any branch of **Allahabad Bank**.

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 Assignment.
- D. ₹ 200 as late fee.

4. After making required payment, candidates are advised to take print-out of the said application form and online payment receipt.

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5. Candidates are directed to visit the DDE Administrative Office with the Application Form along with the following documents:
- a. Online payment receipt and Original Bank Challan (Depositor's Copy & Payee's Copy) if payment made through Bank Challan.
  - b. Photocopy of Enrolment Card.
  - c. Original & Photocopy of B.U. Registration Certificate.
  - d. Photocopy of Sem-III Mark sheet (for failed candidates)

**Schedule for Re-appearing for MBA SEM-III Examination, 2018**

**(Session: Jan, 2016 to Dec, 2017)**

**Date of On-Line Form Fill up**

<u><b>Subject</b></u>	<u><b>Date(s)</b></u>
MBA (SEM-III)	: Without Late Fee : 11.01.2020 to 15.01.2020

Late Fee will be applicable on & from 16.01.2020 up to 20 days before commencement of the Exam.

**(Session: July, 2015 to June, 2017)**

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**(Session: July, 2016 to June, 2018)**

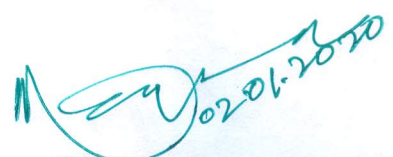
**Date of On-Line Form Fill up**

<u><b>Subject</b></u>	<u><b>Date(s)</b></u>
MBA (SEM-III)	: Without Late Fee : 18.01.2020 to 22.01.2020

Late Fee will be applicable on & from 23.01.2020 up to 20 days before commencement of the Exam.

**Date & Time of form submission (All)**

<u><b>Subject</b></u>	<u><b>Date</b></u>	<u><b>Time</b></u>
MBA (SEM-III)	: 30.01.2020	: 12 noon to 2 pm

  
 Director