



THE UNIVERSITY OF BURDWAN

Directorate of Distance Education

INSTRUCTIONS REGARDING ONLINE ADMISSION FOR REAPPEARING STUDENTS OF M.SC. IN COMPUTER SCIENCE (SEM-IV) EXAMINATION – 2019

(Session: 2016-2018 & 2015-2017)

1. Candidates 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, 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 shows 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**.
 - A) **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 Internal Assessment.
 - D. ₹ 200 as late fee.
 - E. ₹ 500 as incidental charge for Study centre(s) except BURDWAN centre.
4. *If the original copy of the mark sheet does not reach by post till the time of filling the Reappearing form, then paper wise mark statement can be seen while filling the Reappearing form through student login.*

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

Schedule for Re-appearing for Sem-IV Examination, 2019 in Computer Science

Sl.No.	Semester	With/Without late fee	Date
1.	Semester-IV	Without late fee	14.09.2020 to 19.09.2020
		With late fee	20.09.2020 & 21.09.2020

N.B. 1. No further date will be extended for this purpose.

2. Please mention the type of application (Reappear) on the top of envelope.

Date of Submission of Online Reappear Form (Sem-IV)

The Reappear application form should reach the Directorate of Distance Education, The University of Burdwan, Golapbag, Bardhaman, Dt- Purba Bardhaman, Pin-713104 through speed post by 30.09.2020. After that no Reappearing application form will be accepted. Submission of form will not be accepted in any way by coming directly to the office due to **COVID-19 pandemic.**

Candidates are directed to send Application Form along with the following documents:

- A. Self-signed Print-out of Online Payment Receipt.
- B. Self-signed Photocopy of Enrolment Card.
- C. Self-signed photocopy of B.U. Registration Certificate.
- D. Self-signed photocopy of Semester-IV Admit Card.
- E. Self-signed Photocopy of Semester-IV mark sheet/Print copy of marks statement available at **'Examination & Result'** menu in DDE website (not applicable for absentee candidates).

N.B. Expelled candidates may submit Sem-IV application forms but RA candidates can not submit Sem-IV application forms before the decision of the disciplinary committee of the Dept. of the Controller of Examinations, BU.


Director