



# 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 2020.

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1. Students are directed to read the instructions carefully before the Form Fill-up. After reading and understanding the instructions, the required fields are to be filled in properly and to be submitted.
  - A. **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.**
  - B. Then dashboard for students will open up and will 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 as above is to be chosen for making payment.
  - C. Candidates are directed to take a print-out of the **(i) Online Payment Receipt** (by Debit Card/Credit Card/Net Banking/Bank Challan) 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**.
2. **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.**
  - D. **₹ 500 as incidental charge for Study centre(s) except Bardhaman centre.**

Candidates are directed to send the Part-I or Part-II (which is applicable) application form along with the following documents by Speed Post latest by **25<sup>th</sup> September, 2020**, to the following address\*.

- a) Self signed Print-out of Online Payment Receipt.
- b) Self signed photocopy of Enrolment Card.
- c) Self signed photocopy of BU Registration Certificate.
- d) Self signed Photocopy of Part-I/Part-II Admit Card (which is applicable)
- d) Self signed Photocopy of Part-I/Part-II Marksheet (which is applicable), if available.



\*Address for sending documents:

Director,  
Directorate of Distance Education  
The University of Burdwan  
Vidyasagar Bhavan, Golapbag, Bardhaman, P.O. Rajbati, Dist.- Purba Bardhaman-713104, W.B

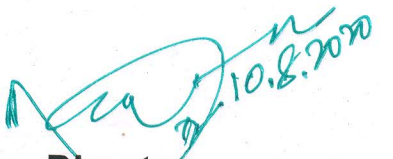
After that no form will be accepted. Deposit will not be accepted in any way by coming directly to the office due to pandemic COVID-19.

### Schedule for Re-appearing of M.A/M.Com. Part-I & Part-II Exam,2020

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

Sl.No.	Part	With/Without Late Fee	Date(s)
1.	M.A & M.Com. (Part-I)	Without Late Fee	01.09.2020 to 06.09.2020
		With Late Fee	07.09.2020 & 08.09.2020
2.	M.A & M.Com. (Part-II)	Without Late Fee	09.09.2020 to 14.09.2020
		With Late Fee	15.09.2020 to 16.09.2020

N.B. Expelled candidates may submit Part-I or Part-II (which is applicable) application forms but RA candidates can not submit Part-I or Part-II (which is applicable) application forms before the decision of the disciplinary committee of the Dept. of the Controller of Examinations, BU.

  
10.8.2020  
Director