



THE UNIVERSITY OF BURDWAN
DIRECTORATE OF DISTANCE EDUCATION

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

SEM-IV EXAMINATION (Session: Jan, 2016 to Dec, 2017)

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 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**.

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.
4. *If the original copy of the mark sheet does not reach by post till the time of filling the PP Review form, then paper wise mark statement can be seen while filling the PP Review 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 MBA SEM-IV Examination, 2018

Sl.No.	Semester	With/Without late fee	Date
1.	MBA SEM-IV	Without late fee	20.08.2020 to 27.08.2020
		With late fee	28.08.2020 & 29.08.2020

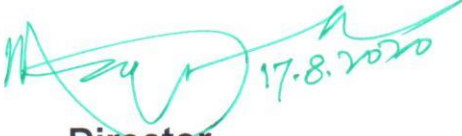
N.B. No further date will be extended for this purpose.

Date of Submission of Online Reappear Form (All specialization)

The Reappear application form should reach Directorate of Distance Education, The University of Burdwan, Golapbag, Bardhaman, Dt- Purba Bardhaman, Pin-713104 through speed post/ courier by 11.09.2020. After that no Reappearing application form will be accepted. Deposit will not be accepted in any way by coming directly to the office due to **pandemic COVID-19**.

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

- Self signed Print-out of Online Payment Receipt.
- Self signed Photocopy of Enrolment Card.
- Self signed photocopy of B.U. Registration Certificate.
- Self signed photocopy of Semester-IV Admit Card.
- 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).


17.8.2020
Director