



THE UNIVERSITY OF BURDWAN

DIRECTORATE OF DISTANCE EDUCATION

INSTRUCTIONS REGARDING ONLINE ADMISSION FOR REAPPEARING STUDENTS IN MBA Sem-I EXAMINATION, 2020 (CBCS Pattern) (For Session: July, 2019 to June, 2021)

1. Candidates are directed to read the instructions carefully before the Form Fill-up. After read and understand the instructions, filled 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 or (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.
5. Candidates are directed to visit the **DDE Administrative Office** with the **Application Form** along with the following documents:
 - a. **Online payment receipt/Original Bank Challan (Depositor Copy & Payee Copy).**
 - b. **Photocopy of Enrolment Card.**
 - c. **Original & Photocopy of B.U. Registration Certificate.**
 - d. **Photocopy of Bank Challan of Sem-II**
 - e. **Photocopy of Sem-I Mark sheet (for fail candidates)**

PTO

Schedule for Re-appearing for MBA SEM-I Exam,2020
(For Session: July, 2019 to June, 2021)

Date of On-Line Form Fill up

<u>Subject</u>		<u>Date(s)</u>
MBA (SEM-I)	: Without Late Fee :	24.02.2021 to 28.02.2021
	With Late Fee :	01.03.2021 & 02.03.2021

Date & Time of form submission

<u>Subject</u>		<u>Date</u>		<u>Time</u>
MBA (SEM-I)	:	08.03.2021	:	12 noon to 2 pm


Director