



THE UNIVERSITY OF BURDWAN

DIRECTORATE OF DISTANCE EDUCATION

INSTRUCTIONS REGARDING ONLINE ADMISSION FOR REAPPEARING STUDENTS IN M.A IN POLITICAL SCIENCE, M.Sc. IN COMPUTER SCIENCE & M.Com. SEMESTER-I EXAMINATION, 2020 UNDER CBCS MODE

- 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) 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 Internal Assessment.
 - D. ₹ 200 as late fee.
 - E. ₹ 500 as incidental charge for Study centre(s) except BURDWAN centre.
- 4) Candidates are directed to visit the **DDE Administrative Office / Study Centres** with the **Application Form** along with the following documents:
 - a. **Online Payment Receipt/Original Bank Challan (Depositor's Copy)**
 - b. **Self signed photocopy of Enrolment Card**
 - c. **Self signed photocopy of Sem-I Admit Card.**
 - d. **Original & Self signed photocopy of BU Registration Certificate.**
 - e. **Photo copy of Semester-I Marksheet (for fail candidates).**

PTO

Schedule for Re-appearing of M.A, M.Sc. & M.Com. Semester-I Exam, 2020

Date of On-Line Form Fill up

Subject	With/Without Late Fee	Date(s)
M.A, M.Sc. & M.Com. (Sem-I)	Without Late Fee	12.02.2021 to 14.02.2021
	With Late Fee	15.02.2021

Date & Time of Form submission

Subject	Date	Time
M.A, M.Sc. & M.Com. (Sem-I)	19.02.2021	12 noon to 2 pm


Director