



# THE UNIVERSITY OF BURDWAN

## DIRECTORATE OF DISTANCE EDUCATION

### INSTRUCTIONS REGARDING ONLINE ADMISSION FOR REAPPEARING STUDENTS IN MBA SEM-III EXAMINATION, JUNE, 2020 & MBA SEM-IV EXAMINATION, DEC-2019 (Old Pattern)

1. Candidates 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 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. ₹ 1000.00 for more than two papers.
  - C. ₹ 200.00 as late fee.
3. Candidates are directed to visit the DDE Administrative Office with the Application Form along with the following documents:
  - a. Self signed Print-out of Online Payment Receipt.
  - b. Self signed Photocopy of Enrolment Card.
  - c. Original & Self signed photocopy of B.U. Registration Certificate.
  - d. Self signed photocopy of Semester-III/IV Admit Card.
  - e. Self signed Photocopy of Semester-III/IV mark sheet/Print copy of marks statement available at Examination & Result menu in DDE website (not applicable for absentee candidates).

PTO

## Schedule for Re-appearing of MBA Semester-III Examination, June-2020

(Academic Session: Jan,2017 to Dec,2018)

### Date of On-Line Form Fill up

Sl.No.	SEM	With/Without Late Fee	Date(s)
1.	III	Without Late Fee	15.03.2021 to 18.03.2021
		With Late Fee	19.03.2021 & 20.03.2021

### Date & Time for Form Submission

Sl.No.	Semester	Date	Time
1.	III	24.03.2021	12 noon to 2 pm

## Schedule for Re-appearing of MBA Semester-IV Examination, December-2019

(Session: Jan,2016 to Dec,2017 and Jan,2017 to Dec,2018)

### Date of On-Line Form Fill up

Sl.No.	SEM	With/Without Late Fee	Date(s)
1.	IV	Without Late Fee	22.03.2021 to 24.03.2021
		With Late Fee	25.03.2021 & 26.03.2021

### Date & Time for Form Submission

Sl.No.	Semester	Date	Time
1.	IV	01.04.2021	12 noon to 1 pm

*S. Murugesu*  
Director 8/3/2021