



**THE UNIVERSITY OF BURDWAN**  
**DIRECTORATE OF DISTANCE EDUCATION**

**INSTRUCTIONS FOR FILLING – ONLINE POST PUBLICATION REVIEW FORM IN MBA  
SEMESTER-III, EXAMINATION – 2019, June AND SEMESTER-IV EXAMINATION – 2018, December  
(Old Pattern)**

1. (a) A candidate may apply for Post Publication Review of his/her answer-scripts in a **maximum number of 50% of theoretical papers appeared in each semester examination** in the prescribed Online Form. But he/she must have to secure a **minimum aggregate of 35% of the total marks in theoretical part of the particular semester**.  
(b) There is no scope of Post Publication Review of Practical Paper(s) / Term Paper(s) / Project Paper(s) / Internal Assessment / Viva-Voce/ Grand Viva / Field Report / Survey Report, if any.
2. 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 PP Review form, then paper wise mark statement can be seen while filling the PP Review 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**.
  - D. **The requisite fees for Post Publication Review are as follows :**  
**₹ 150 for each paper or each Half.**  
**₹ 100 as late fee.**
3. Candidates are directed to visit the DDE Administrative Office with the Application Form along with the following documents:
  - I. Online Payment Receipt/Original Bank Challan (Depositor's Copy & Payee's Copy)
  - II. Photocopy of Enrolment Card.
  - III. Original & photocopy of B.U. Registration Certificate.
  - IV. Photocopy of Semester- III/IV mark sheet (which is applicable).

## Schedule of Post Publication Review for

**MBA, SEMESTER-III, Examination-JUNE,2019**  
(Session: Jany,2016 to Dec,2017 and Jany,2017 to Dec,2018)

### Date of On-Line Form Fill up

SI.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

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

**MBA, SEMESTER-IV, Examination- December,2018**  
(Session: Jany,2016 to Dec,2017 and Jany,2017 to Dec,2018)

### Date of On-Line Form Fill up

SI.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

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

*J. Muthupathy*  
8/3/2021.  
**Director**