



THE UNIVERSITY OF BURDWAN

Centre for Distance and Online Education

INSTRUCTIONS REGARDING ONLINE ADMISSION FOR REAPPEARING STUDENTS IN M.A/M.Com. Part-II EXAMINATION-2021 in Sanskrit, Philosophy, Pol. Science, History, Bengali and Commerce (Session: 2018-2020 and 2017-2019)

- Students 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.
 - 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.*
 - 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. Any one option from as above is to be chosen for making payment.
- Candidates are directed 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.

The requisite fees for Reappearing are as follows:

- ₹ 500 for one or two paper(s).
- ₹ 1000 for more than two papers.
- ₹ 500 for I.A. Examination.
- ₹ 200 as late fee.
- ₹ 500 as incidental charge for Study centre(s).

Schedule for Re-appearing of M.A Part-II Exam, 2021 in Sanskrit, Philosophy, Pol. Science, History, Bengali and Commerce

Date of On-Line Reappearing Form Fill up

Sl.No.	Part	With/Without Late Fee	Date(s)
1	II	Without Late Fee	19.05.2021 to 26.05.2021
		With Late Fee	27.05.2021 to 31.05.2021

Date of Part-II Re-appearing Form Submission

The hard copy of Part-II Reappearing Form must reach at CENTRE FOR DISTANCE AND ONLINE EDUCATION, The University of Burdwan, Golapbag, Bardhaman, Dist- Purba Bardhaman, Pin-713104 through speed post (applicable for all centres) within 11.06.2021. After that no form will be accepted.

Candidates are directed to send the following documents properly; otherwise Form will not be accepted:

- a. Part-II Re-appearing Application Form.
- b. Self signed Online Payment Receipt (Depositor's Copy)
- c. Self signed photocopy of Enrolment Card.
- d. Self signed photocopy of Part-II Admit Card.
- e. Self signed photocopy of BU Registration Certificate.
- f. Self signed Photocopy of Part-II Mark sheet/Print copy of marks statement available at **'Examination & Result'** menu in DDE website (not applicable for absentee candidates).
- g. One Self address envelope with PIN code and Mobile No.

* Candidates are directed to mention the Application type: Part-II Reappearing, Enrolment Number and Subject on the top of the envelope in which all the documents will be despatched.

N.B. Expelled candidates may submit Part-II Reappearing application forms but RA candidates can not submit Part-II Reappearing application forms before the decision of the disciplinary committee of the Dept. of the Controller of Examinations, BU.

Director