



THE UNIVERSITY OF BURDWAN

Centre for Distance and Online Education

INSTRUCTIONS REGARDING ONLINE ADMISSION FOR REAPPEARING STUDENTS IN POLITICAL SCIENCE, COMPUTER SCIENCE, MATHEMATICS (2019-2021) & MBA (July, 2019 to June, 2021) SEMESTER-II EXAMINATION, 2021 (CBCS Pattern)

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 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**.

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 I.A/Assignment.
 - D. ₹ 200 as late fee.
 - E. ₹ 500 as Incidental Charge for Study Centre.
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 **CDOE/DDE Administrative Office/respective study centres** with the **Application Form** along with the following documents:
 - a. **Online payment receipt.**
 - b. **Photocopy of Enrolment Card.**
 - c. **Original & Photocopy of B.U. Registration Certificate.**
 - d. Self-signed Photocopy of SEM-II mark sheet/Print copy of marks statement available at '**Examination & Result**' menu in **CDOE /DDE** website (not applicable for absentee candidates).

Schedule for Re-appearing of Sem-II Examination, 2021

Sl.No.	Subject(s)	With/Without late fee	Date
1.	Political Science Computer Science Mathematics M.B.A	Without late fee	22.08.2021 to 26.08.2021
		With late fee	27.08.2021 & 28.08.2021

Date & Time of form submission

Sl.No.	Subject(s)	Date	Time
1.	Political Science	31.08.2021	12 noon to 12.30 pm
2	Computer Science		12 noon to 12.30 pm
3	Mathematics		1 pm to 1.30 pm
4	M.B.A		2.30 pm to 3 pm

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

Sd/-
Director