



THE UNIVERSITY OF BURDWAN

Centre for Distance and Online Education

INSTRUCTIONS REGARDING ONLINE ADMISSION FOR REAPPEARING STUDENTS IN M.COM. SEMESTER-II EXAMINATION, 2021 UNDER CBCS

- 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** 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**.
- 4) **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 BARDHAMAN centre.
- 5) Candidates are directed to visit the **CDOE (formerly DDE) Administrative Office / Study Centres** with the **Application Form** along with the following documents:
 - a. **Online Payment Receipt.**
 - b. **Self signed photocopy of Enrolment Card.**
 - c. **Self signed photocopy of Semester-II Admit Card.**
 - d. **Original & Self signed photocopy of BU Registration Certificate.**
 - e. **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 M.Com. Semester-II Exam, 2021

Date of On-Line Form Fill up

Subject	With/Without Late Fee	Date(s)
M.Com. (Semester-II)	Without Late Fee	08.09.2021 to 11.09.2021
	With Late Fee	12.09.2021 & 13.09.2021

Date & Time of Form submission

Subject	Date	Time
M.Com. (Semester-II)	16.09.2021	12 noon to 2 pm


03.09.2021

Director