



THE UNIVERSITY OF BURDWAN

Centre for Distance and Online Education

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

1. 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.
 - 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. Any one option from as above is to be chosen for making payment.
2. Earlier notification for English published on 05.04.2021 and others published on 13.05.2021 for reappearing of M.A/M.Com. Part-II Examination, 2021. Those candidates were not submit their Reappear application form they are entitled to submit their form.
3. 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:

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

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

Date of On-Line Reappearing Form Fill up

Sl.No.	Part	With/Without Late Fee	Date(s)
1	II	Without Late Fee	11.12.2021 to 12.12.2021
		With Late Fee	13.12.2021 to 14.012.2021

Candidates are directed to visit the **CDOE Administrative Office / Respective Study Centres** with the **Reappearing Application Form** along with the following documents:

- Part-II Re-appearing Application Form.**
- Self-signed Online Payment Receipt (Depositor's Copy)**
- Self-signed photocopy of Enrolment Card.**
- Self-signed photocopy of Part-II Admit Card.**
- Self-signed photocopy of B.U. Registration Certificate.**
- Self-signed Photocopy of Part-II Mark sheet/Print copy of marks statement available at 'Examination & Result' menu in CDOE (DDE) website (not applicable for absentee candidates).**

Date & Time of Form submission

Subject	Date	Time
Sanskrit, Philosophy, Pol. Science, History, Bengali, English and Commerce	16.12.2021	12 noon to 2 pm

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