



THE UNIVERSITY OF BURDWAN

Centre for Distance and Online Education

INSTRUCTIONS REGARDING ONLINE ADMISSION FOR REAPPEARING

- 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, (v) QR code
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 Internal Assessment/Assignment.
 - D. ₹ 200 as late fee.
 - E. ₹ 500 as incidental charge for Study centre(s) except BURDWAN centre.
- 4) 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. **Self signed photocopy of Enrolment Card**.
 - c. **Self signed photocopy of Admit Card (Respective exam.)**.
 - d. **Original & Self signed photocopy of BU Registration Certificate**.
 - e. **Photo copy of Mark sheet of Respective exam. (for fail candidates)**.

Schedule for Re-appearing On-Line Form Fill up

Sl.	Session	Subject(s)	Sem	Exam.	Without Late Fee	With Late Fee
1.	2017-19 2018-20	Mathematics & Computer Science	II	2020	15.06.2022 to 20.06.2022	21.06.2022 & 22.06.2022
2.	Jan,2016-Dec,2017 Jan,2017-Dec,2018	MBA	IV	2019		
3.	2019-2021 Under CBCS	Political Science, Commerce, Mathematics, Computer Science & MBA	IV	2022		
4.	2018-2020 2017-2019	Computer Science & Mathematics	III	2020		

Date & Time of Form submission (All Study Centres)

Subject	Date	Time
All Subject(s)	27.06.2022 & 28.06.2022	12 noon to 2 pm


Director