



**THE UNIVERSITY OF BURDWAN**  
**Centre for Distance and Online Education**  
**(Formerly Directorate of Distance Education)**

**INSTRUCTIONS REGARDING ONLINE ADMISSION FOR REAPPEARING STUDENTS IN**  
**MBA SEM-IV EXAMINATION, June, 2023 (Under CBCS)**  
**Session: 2019-2021 (July)**

- 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/NEFT/RTGS/QR code) for online deposit.

**The requisite fees for Reappearing are as follows:**

- A. ₹ 500 for one or two paper(s).**
- B. ₹ 1000 for more than two papers.**
- C. ₹ 200 as late fee.**

1. Candidates are directed to visit the **CDOE/DDE Administrative Office** with the **Application Form** along with the following documents:
  - a. Self signed Online Payment Receipt
  - b. Self signed Photocopy of Enrolment Card.
  - c. Original & Self signed photocopy of B.U. Registration Certificate.
  - d. Self signed photocopy of Semester-IV Admit Card.
  - e. Self signed Photocopy of Semester-IV mark sheet.

## Schedule for Re-appearing of MBA Semester-IV Examination, June, 2023

Session: 2019-2021 (July)

### Date of On-Line Form Fill up

Sl.No.	SEM	With/Without Late Fee	Date(s)
1.	IV	Without Late Fee	10.07.2023 to 14.07.2023
		With Late Fee	15.07.2023 & 16.07.2023

### Date & Time for Form Submission

Sl.No.	Semester	Date	Time
1.	IV	18.07.2023	12 noon to 2 pm

Sd/-  
Director