



NETAJI SUBHAS OPEN UNIVERSITY

DEPARTMENT OF CONTROLLER OF EXAMINATIONS

134/1, Meghnad Saha Sarani, Kolkata-700029

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Memo No. : COE/2021/311

Date: 03/09/2021

NOTICE

INSTRUCTIONS FOR ONLINE ASSIGNMENT SUBMISSION FOR BDP TERM END EXAMINATION, DECEMBER 2020 & JUNE 2021

**Period of Online Submission of Assignment for BDP Term End
Examination, December 2020 & June 2021**

From 15.09.2021 (2.00 pm) to 22.09.2021 (2.00 pm).

**Learners concerned may appear at any time (within the above-
mentioned time 'limit') as per their convenience.**

The learners concerned are requested to adhere to the following points: -

1) The learners who have completed all pre-submission formalities for online assignment (such as submission of filled in examination form and fees etc.) are eligible for this Online Submission of Assignment for BDP Term End Examination, December 2020 & June 2021. The learners who have already submitted their fees for assignment are also eligible for Online Submission of Assignment for the said examination.

2) For the said online submission of assignment, the learners will get an 'Assignment Submission Slip' from a dedicated portal, details of which will be informed later on.

3) Learners may appear in the said Online Submission of Assignment through a Smart phone or Tab (Tablet PC), Laptop or Desktop Computer with active data connectivity. It may please be noted that the learners concerned cannot login through more than one device at the same time.

4) For the said online submission of Assignment a dedicated portal has to be used. Learners may login to this portal by entering Enrolment Number and Date of Birth (as printed on 'Enrolment Certificate cum Identity Card'). At the time of login, the learners will get OTP to the given phone number or email address. Learners are

requested **not to share any information**, which have been **written in the 'Assignment Submission Slip' and 'Enrolment Certificate cum Identity Card'**.

5) The portal will be opened on 15.09.2021 at 2.00 PM and will be closed on 22.09.2021 at 2.00 PM (24 hours for seven days).

6) The learners concerned have to complete all their assignment paper/s (as mentioned in the 'Assignment Submission Slip') within the given time (24 hours for seven days) from the commencement (on and from 15.09.2021 at 2.00 PM) of the said Online Submission of Assignment

7) Learners concerned may appear in any time (within the given period), in any paper according to their choice, but they will get the scope to appear in another paper only after submission of the earlier paper.

8) MCQ method are being adopted in the said online Assignment submission.

9) The learners have to answer the assignment questions only putting a tick (✓) in the proper place.

10) The learners will get 3 (three) Hours (if full marks is 100) and 2 (two) Hours (if full marks is 50) to complete a particular assignment paper. After that time will be out for that paper.

11) For 100 marks, the learners have to answer 20 Assignment questions (each of 1 mark) which is equivalent to full marks 100. Where the full marks are 50, the learners have to answer 10 Assignment questions (each of 1 mark) which is equivalent to the full marks 50.

12) In the said online Submission of Assignment, for a particular paper, learners can't see the all questions at a time. At first only one assignment question of a paper will be shown. The next assignment question of the paper will appear only after submission of the answer of that assignment question (The learners have to submit the answer before going for the next assignment question). The same procedure will be followed for the subsequent assignment questions.

13) If learners concerned cannot answer an Assignment question and want to avoid/skip that question, they may get the next assignment question without answering it. In that case they have to 'submit' it without giving any answer and only after that they will get a new assignment question. But it may please be noted that they will not get any alternative assignment question for the question they skipped.

14) Once the answer has been submitted, it can no longer be corrected/edited and the learners concerned will not be able to return to his previous position.

15) There will be no negative marking in the said Online Submission of assignment.

16) Learners will get 9 (nine) 'pause' for 100 marks and 4 (four) 'pause' for 50 marks for a particular paper. The duration of "pause" will not be counted in the original duration of a particular paper. And the answer submitted by the learner at the previous time of "pause" will be saved as usual. But after taking the scope of all pauses, time will be out. And the online submission of assignment of the paper concerned will be automatically locked after the pause limit is over. At the time of taking pause, learners cannot refresh the device in which they are submitting their online assignment.

17) A learner may download the assignment paper/s after completion of entire online submission of assignment after 7 days from the date of completion. And they may get a print copy of evaluated assignment answer sheets. These printed copies are for personal preservation only. Learners concerned are requested not to submit them anywhere.

18) Any unfair means, adopted during the examination, detected by our e-surveillance system, will be dealt with as per decision of the university taken on case to case basis

For further information (if any) learners concerned are once again requested to follow the website of NSOU regularly.

Helpline number : 9830338974 (from 15-09-2021 at 2 pm to 22-09-2021 at 2 pm)



Rokeya Ray
Controller of Examinations (Acting)