



NETAJI SUBHAS OPEN UNIVERSITY

DEPARTMENT OF CONTROLLER OF EXAMINATIONS

134/1, Meghnad Saha Sarani, Kolkata - 700029

☎: 2465-6936; Website: www.wbnsou.ac.in

NOTICE

Memo No.: COE/267/22

Date: 09/09/2022

Examination Form Submission : Practical

Undergraduate Degree Programme (Under CBCS) Term-End Examination (Practical) December – 2022

All persons are hereby informed that Online Submission of Examination Form for Undergraduate Degree Programme (Under CBCS) Term-End Examination (Practical) December - 2022 will be opened from 12.09.2022 at 2:00 p.m.

Core Courses:

- i) CC-01 (except Mathematics) for enrolment year July-2022
- ii) CC-02 (except Botany & Mathematics) for enrolment year July-2022
- iii) CC-05 (except Mathematics) for enrolment year July-2021
- iv) CC-06 for enrolment year July-2021

Examinees concerned may please be requested to submit their fees as per following rate:

Examination Fees Rs. 200/- (Rupees Two Hundred only) per paper

Examination Centre Fees Rs. 100/- (Rupees One Hundred only) per examinee per session

[N.B. : The Candidates has to bear online transaction charges (if any) along with the Examination fees.]

One learner can appear only one of the Practical papers among CC-01/CC-05/CC-11 and CC-02/CC-06/DSEC-02 in a particular Term-End Examination.

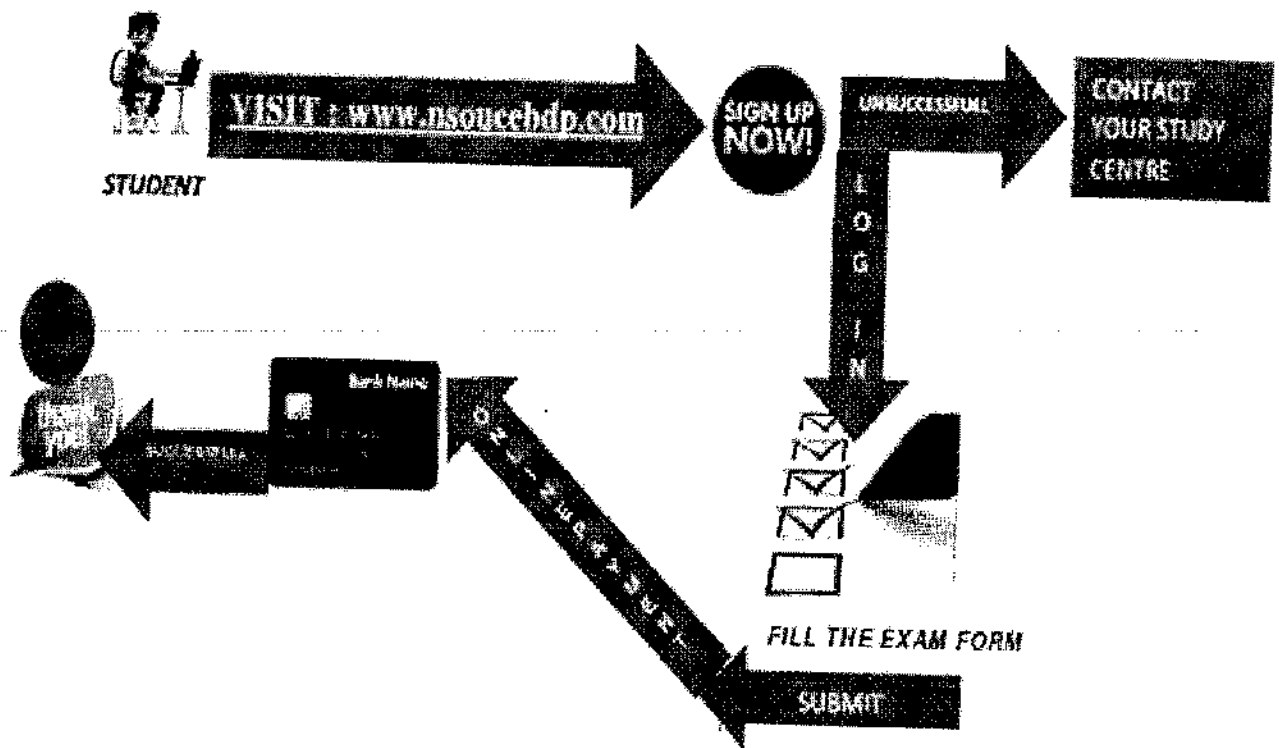
The portal of **Online Submission of Examination Form** for the above said examination will be opened on 12/09/2022 at 2:00 p.m. at www.nsoucebdp.com / www.wbnsou.ac.in and will be closed on 15/09/2022 at 2:00 p.m. The examinees concerned are requested to follow the under mentioned guideline for submission of the said form.

Fees submission through Debit or Credit Card / Net Banking will be opened on 12/09/2022 at 2:00 p.m. and will be closed on 15/09/2022 at 2:00 p.m.

The examinees concerned will get their 'Admit Card' Online (www.nsoucebdp.com / www.wbnsou.ac.in). It may please be noted that no HARD COPY of Admit card will be distributed from the study centres concerned. It is mandatory for an examinee to preserve HARD COPY of the 'Admit Card'. It may also be noted that examinees will not be allowed to enter the Examination Hall without valid 'Admit Card' and original 'Enrolment Certificate cum Identity Card'.

Instructions for filling of ONLINE EXAMINATION FORM SUBMISSION:

- A. Visit online Examination Form Submission Website to submit filled-in Examination Form.
- B. Take a Print Out of Filled-in Examination Form and Pay online (in the following ways).



STEPS TO BE FOLLOWED:

1. **VISIT:** www.nsoucebdp.com / www.wbnsou.ac.in
2. **SIGN-UP:** With the System by Providing the Necessary Information of the Student. (ENROLMENT NO., NAME, DATE OF BIRTH, STUDY CENTRE CODE, HONOURS SUBJECT). Provide Students Mobile No. & E-mail Id where the User Id (Enrolment No.) & Password will be provided.

- Enter **Enrolment No.:** (Twice) (Both Should be **Same & Correct** as per Enrolment Certificate)
- Enter **Date of Birth:** (Should be **Correct as per Enrolment Certificate**)
- Select **Study Centre Code:** (Select from Drop Down Menu)
- Select **Honours Programme Code:** (Select from Drop Down Menu)
- Enter **Registered Mobile No.:** (Both Should be **Same & Correct**)
- Enter **Alternative Mobile No.:** (Both Should be **Same & Correct**)

N.B. : If you don't want to enter the Alternative Mobile Number then type '99999' that means 'NO NEED'

- Enter **E-mail Id:**
- Enter **Aadhaar:**

Check if All the Above Information are Correct then **SUBMIT**.

If All Information are Correct, then **User Id (Enrolment No.)** & **Password** will be Provided through **SMS to Student's MOBILE & E-MAIL**.

3. **LOG-IN:** with the System: Enter into the System to submit **FILLED-IN** Examination Form.

- **User Id (Enrolment No.)** : (Enter Student's Enrolment No.)
- **Password** : (Enter Password)

4. **To submit filled-in examination form:** (Check the Programme / Course are before the submission of Examination form)

- **Tick** the Programme / Course in which you want to appear. (Click **Select All** if you want to Appear in All the courses)
- If you want to tick programme/course but it shows RN or SN it means **Renewal Not Done** or **Studentship Not Done**, you can't appear.
- **Check Carefully** to the Required Programme / Course are to be correctly ticked.
- **Submit** if OK. (**Once Submitted, Programme/Course cannot be Altered/Changed**)

5. **PAYMENT:**

- The Submitted **Filled-in** Form will be shown automatically. Click on **PAY**.
- **Online Payment:** (To pay online with **Debit** or **Credit Card** / **Net Banking**)

Use **Debit** or **Credit Card** / **Net Banking** and Pay the Proper Examination Fees. **Note Down** the **Transaction ID** carefully. It will be shown **Payment is Successful**. Go to Dash Board. Click on **Filled-in examination Form. Download & Print the Online Payment Details CHALLAN for Future Reference**. However, the possibility of the link getting disconnected after successful payment of Examination fees, in which case the Online Payment Receipt cannot be generated instantaneously. If this occurs, please do not attempt to pay the Examination fees again immediately and wait for 1(One) working day by when the receipt may normally get generated.

N.B.: 1) Newly admitted learners are requested to follow SMS for Enrolment Number.

2) Please note that during the period of course of study without permission of Examination Department, learners can neither change their Registered Mobile Number nor their Alternative Mobile Number, since during the course of study any important information like OTP, SMS will be sent by the Examination Department to the Registered Mobile Number and/or Alternative Mobile Number of the learners, which are to be mentioned by them on their Examination forms during Examination Form submission. So, put your own Mobile Number at the time of online submission of Examination Form.

3) Learners are requested not to share any information, which has been written on the Enrolment Certificate cum Identity Card.

4) Without submission of filled-in Examination form, no candidate will be allowed to appear in the Term-End (Practical) Examination.

5) Examinees who are unable to clear CC-01 & CC-02 practical papers in Undergraduate Degree Programme (Under CBCS) Online Term-End Examination December-2021(SEM-I) & June-2022(SEM-II) may appear the above-mentioned papers in the Undergraduate Degree Programme (Under CBCS) Term-End Examination December-2023(SEM-I) to clear the paper/s.

6) Helpline Number: 9830338974 (11 a.m. to 5 p.m. excluding Holidays, Saturdays & Sundays)

Hope, you will enjoy the system. Your cooperation will be highly appreciated.

Rs.
09.09.22

Prepared by



(Rokeya Ray)
Controller of Examinations

Copy to:

1. E.S. to Hon'ble V.C. – for information please.
2. The Director, Study Centres, NSOU
3. The Director, School of Sciences, NSOU
4. The Director, School of Education, NSOU
5. The Director, School of Humanities, NSOU
6. The Director, School of Professional Studies, NSOU
7. The Director, School of Social Sciences, NSOU