



# NETAJI SUBHAS OPEN UNIVERSITY

DEPARTMENT OF CONTROLLER OF EXAMINATIONS

134/1, Meghnad Saha Sarani, Kolkata-700029

☎ : 2465-6936; Fax : 2463-0293; Website : www.wbnsou.ac.in

Memo No. : COE/86/2022

Date : 08/04/2022

## NOTICE

### Submission of Examination Form : Assignment and Term-End

1. Online BDP Term-End Examination(Theory and Practical) December-2021 & June-2022
2. Online Undergraduate Degree Programme (Under CBCS) Term-End Examination (Theory and Practical) December-2021 (SEM-I) & June-2022 (SEM-II)

The system of online submission of Assignment through MCQ method has already been introduced. This year also the same system will be followed. All eligible learners have to submit their assignment paper/s in the said system. If the assignment marks have been submitted by the study centre/s concerned earlier or assignment submitted by the learners through online last year, then candidates don't have to submit the same paper/s once again and they may submit filled-in examination form only for the theory paper/s. It may please be noted that BDP Term-End Examination December-2021 & June-2022 and Undergraduate Degree Programme (Under CBCS) Term-End Examination December- 2021 (SEM-I) & June-2022 (SEM-II) will also be conducted through online mode and MCQ method is being adopted, hence no candidates will be allowed to submit assignment without mentioning it in the filled-in Examination form and since submission of assignment paper/s is mandatory, consequently no candidates are allowed to appear in the Term-End Examinations without submitting the assignment paper/s.

This is for further information that during the period of course of study without permission of Examination Department, candidates can neither change their Registered Mobile number nor their Alternative Mobile number, since during the time of Online Examinations and Online submission of Assignment, OTP will be send by the Examination Department only 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.

The candidates of **Online BDP Term-End Examination (Theory and Practical) December-2021 & June-2022** and **Online Undergraduate Degree Programme (Under CBCS) Term-End Examination (Theory and Practical) December-2021(SEM-I) & June-2022(SEM-II)** (which are supposed to be held from first week of **June-2022**) may be asked to submit **Online Examination Form** (which will be opened for them on **18/04/2022** at **1:00 PM**) in the following manners (mentioned in page no.-3) :

**Details of Practical Examinations (December-2021 & June-2022) and (December-2022 & June-2023) :**

- a) **E-4** : Examination Session December-2021 (Enrolled up to July-2020)
- b) **E-8** (For 3<sup>rd</sup> semester students) : Examination Session December-2021 (Enrolled up to July-2020)
- c) **E-12** (For 5<sup>th</sup> semester students) : Examination Session December-2021 (Enrolled up to July-2019)
- d) **S-3** (For 6<sup>th</sup> semester students) : Examination Session June-2022 (Enrolled up to July-2019)
- e) **S-3** (For 6<sup>th</sup> semester students) : Examination Session December-2021 (Enrolled up to July-2018)
- f) **E-12** (For 5<sup>th</sup> semester students) : Examination Session December-2022 (Enrolled up to July-2020)
- g) **S-3** (For 6<sup>th</sup> semester students) : Examination Session June-2023 (Enrolled up to July-2020)

The examinees concerned may also be asked to submit their Examination fees as per the following rates:

<b>Examination Fees for Non-CBCS / CBCS</b>				
<b>Exam. Type</b>	<b>Full Marks</b>	<b>T.E. Exam. Fee</b>	<b>Assignment Fee</b>	<b>Online Exam. Processing Fee</b>
<b>Theory</b>	<b>50</b>	<b>Rs. 55/- Per paper</b>	<b>Rs. 20/- Per paper</b>	<b>Rs. 100/- Per examinee, Per session #</b>
	<b>100/70/60</b>	<b>Rs. 75/- Per paper</b>	<b>Rs. 30/- Per paper</b>	
<b>Practical</b>	<b>50</b>	<b>Rs. 100/- Per paper</b>	<b>Nil</b>	<b>Rs. 100/- Per examinee, Per session #</b>
	<b>100/70</b>	<b>Rs. 200/- Per paper</b>	<b>Nil</b>	

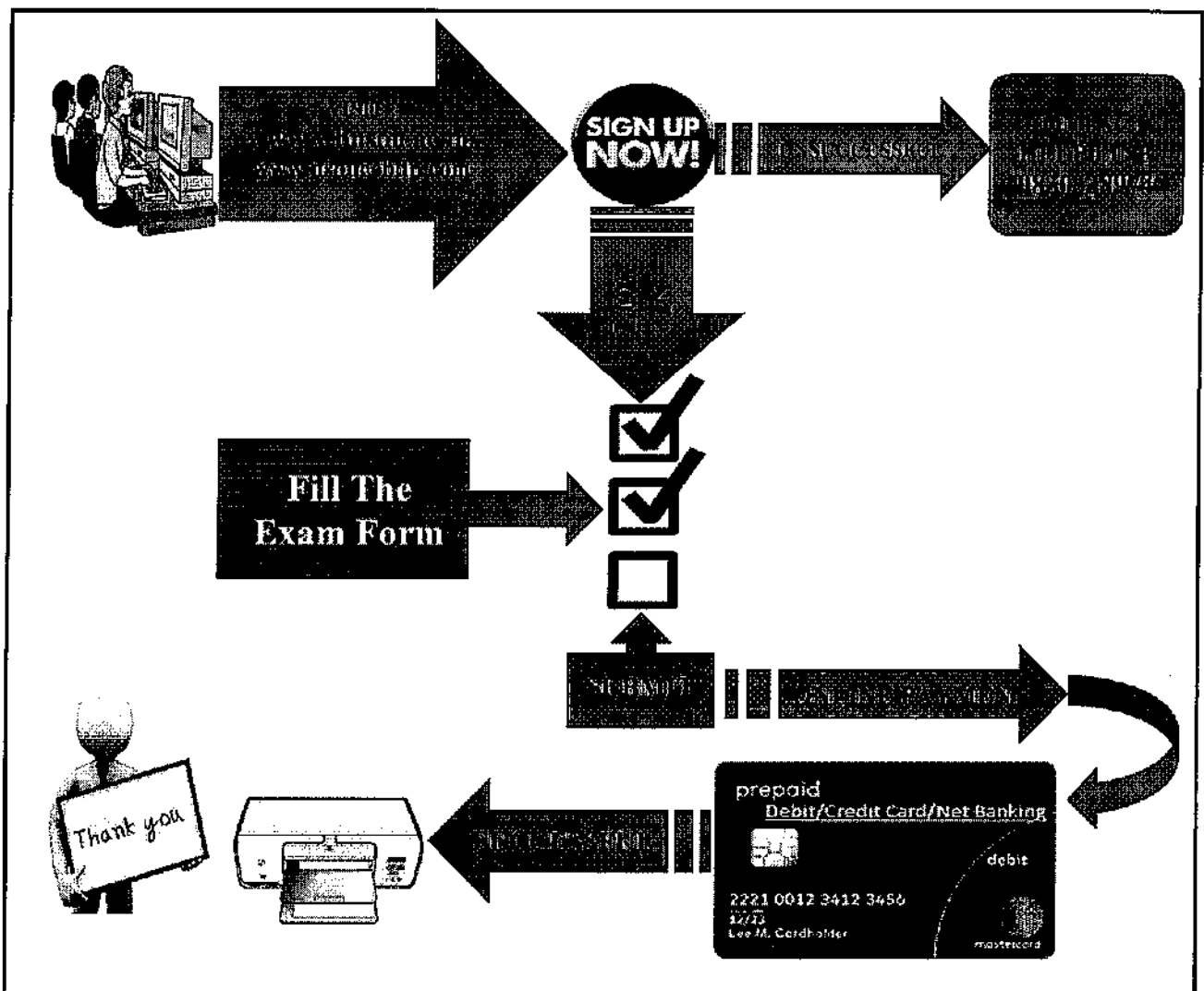
# The candidates who have enrolled upto July-2018 are asked to submit **Rs. 100/-** only for Online Examination Processing fees. The candidates who have enrolled from July-2019 to July-2020, are asked to submit : 1) **Rs. 200/-** only (if they want to appear for the both sessions i.e. December-2021 & June-2022). 2) **Rs. 200/-** only (if they want to appear for both advance Practical session i.e. December-2022 & June-2023)

The portal of **Online Examination Form Submission** for the above said examination will be opened on **18/04/2022** at 1:00 PM at [www.nsoucebdp.com](http://www.nsoucebdp.com)/[www.wbnsou.ac.in](http://www.wbnsou.ac.in) and will be closed on **25/04/2022** at 1:00 PM. The person concerned are requested to follow the under mentioned guideline for submission of the said forms.

Fees submission through Debit or Credit Card/Net Banking will be opened on **18/04/2022** at 1:00 PM & will be closed on **26/04/2022** at 1:00 PM. Learners are requested to print the 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 working day by when the receipt may normally get generated.

**Instructions for Using 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](http://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, ELECTIVE/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 **Elective/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 No. then type '99999' that means 'NO NEED'.

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

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

If All Information is 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 Subject or Programme / Paper or Course are  before the submission of Examination form)
  - **Tick** the Subject or Programme / Paper or Course in which you want to appear. (Click **Select All** if you want to **Appear in All the papers or courses**)
  - If you want to tick subject/paper but it shows **RND** or **SND** it means **Renewal Not Done** or **Studentship Not Done**, you can't appear.
  - **Check Carefully** to the Required Subject or Programme / Paper or Course are to be correctly ticked.
  - **Submit** if OK. (**Once Submitted, Subject or Programme / Paper or 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 working day by when the receipt may normally get generated.

Renewal Rules Applicable for Appearing the Exam. as Below

Example :

ID	ENROLMENT NO.	FIRST YEAR	SECOND YEAR	THIRD YEAR	FOURTH YEAR	FIFTH YEAR	SIXTH YEAR	ACTION
1.	999999999999	Y	Y	Y				All Subject/Papers of 1st, 2nd & 3rd Year will be Appeared on the Exam-Form to be Filled-in.
2.	999999999999	Y	Y	X				All Subject/Papers of 1st & 2nd Year will be Appeared on the Exam-Form to be Filled-In otherwise shown RND.
3.	999999999999	Y	X	Y				All Subject/Papers of 1st & 3rd Year will be Appeared on the Exam-Form to be Filled-In otherwise shown RND.
4.	999999999999	Y	X	X				All Subject/Papers of 1st Year will be Appeared on the Exam-Form to be Filled-in otherwise shown RND.
5.	999999999999	X	X	X	X			No Subject/Papers of 1st, 2nd and 3rd Year will be Appeared on the Exam-Form otherwise shown SND.
6.	999999999999	X	X	X	X	X		- DO -
7.	999999999999	X	X	X	X	X	X	- DO -
8.	999999999999	Y	Y	Y	Y			All Subject/Papers of 1st, 2nd and 3rd Year will be Appeared on the Exam-Form.
9.	999999999999	Y	Y	Y	Y	Y		- DO -
10.	999999999999	Y	Y	Y	Y	Y	Y	- DO -

1) Please note that at the time of Examination, OTP will be delivered to your Registered or Alternative Mobile Number, so put your own Mobile Number at the time of Examination form submission.

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

3) Without Submission of filled-in Examination form, No Candidate will be Allowed to Appear in Assignment Submission & Term-End Examination.

4) Students have to submit Practical Examination fees for E-4, E-8, E-12 & S-3 ( if applicable) / CC-1 & CC-2 (except CCBT-2)

5) Helpline Number : 9830338974 (11 AM to 5 PM) (excluding Saturday & Sunday).

6) Only eligible candidates of December-2021 & June-2022 Examination session will be able to appear in the following papers together : E-4, E-8, E-12 & S-3.

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

With regards,

83.  
8/4/22  
Prepared By :

Ray  
08/4/22

(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 Education, NSOU  
4. The Director, School of Sciences, NSOU

5. The Director, School of Social Sciences, NSOU  
6. The Director, School of Humanities, NSOU  
7. The Director, School of Professional & Vocational Studies, NSOU

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