



NETAJI SUBHAS OPEN UNIVERSITY

DEPARTMENT OF CONTROLLER OF EXAMINATIONS

134/1, Meghnad Saha Sarani Kolkata-700029

☎: 2465-6936; Fax: 2463-0293, E-mail : www.wbnsou.ac.in

Memo No: COE/428/2018

Date: 12/03/2018

To
The Co-ordinator,
All Study Centre

Dear Sir/ Madam,

Once again it is the time to acknowledge your contribution towards the successful completion of BDP Term End Examination December – 2016 and June - 2017. There is no doubt that - had it not been exemplary initiatives from your end - it would not have been possible to achieve such a success.

Now, **On-line Examination Form Submission for** BDP Term End Examination December-2017 and June-2018 (for theory and Mathematics Practical Paper-16), December-2018 and June-2019 (for Practical, without Mathematics) which, may begin from **June-2018** (Theory Examination).

Practical, without Mathematics (December-2018 or/and June-2019)

- E-4** (For 1st semester students): Examination Session December-2018 (Enrolled up to July 2018)
- E-8** (For 3rd semester students): Examination Session December-2018 (Enrolled up to July 2017)
- E-12** (For 5th semester students): Examination Session December-2018 (Enrolled up to July 2016)
- S-3** (For 6th semester students): Examination Session June-2019 (Enrolled up to July 2016)
- EMT-16** (For 6th semester students): Examination Session December – 2017 or June – 2018 (up to July 2012 batch)

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

1. Theory (December-2017 and June-2018)

Examination Fee : **Rs. 50/-** (Rupees fifty only) per paper.

Examination form handling Fee : **Rs. 50/-** (Rupees fifty only) per examinee, per session.

The student who have enrolled up to July-2014, asked to submit Rs.50/- only for Examination form handling fee.

The student who have enrolled from July-2015 to July-2017, asked to submit Rs.100/- (if he/she wants to sit for the both sessions).

2. Practical

Examination Fee : **Rs. 100/-** (Rupees one hundred only) each paper.

Examination form handling Fee: Per student each sessions **Rs. 50/-** for E-4 or E-8 or E-12 and **Rs.50/-** for S-3.

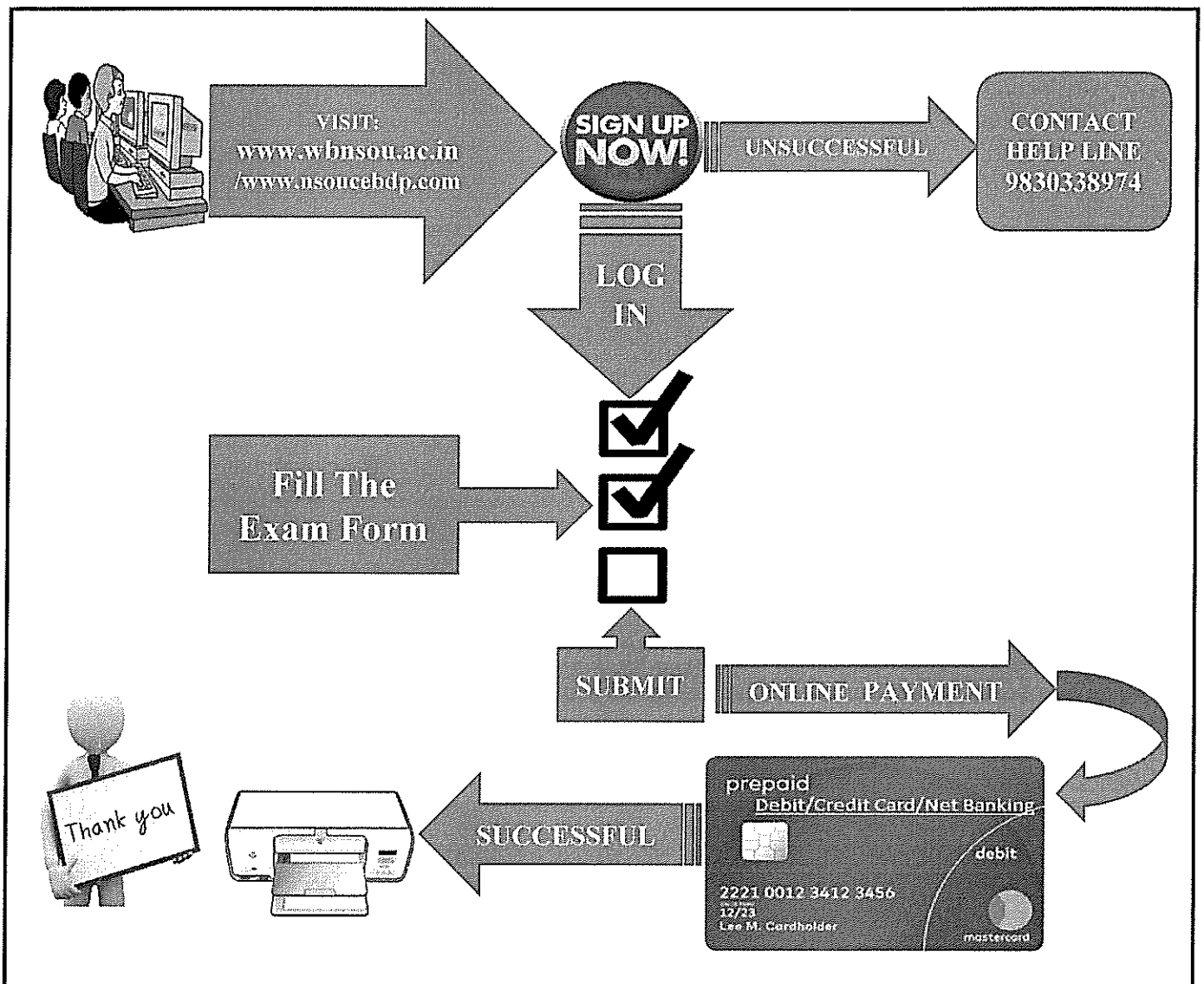
The portal of **On-line Examination Form Submission** for the above said examination will be opened on **20/03/2018** at 11 am at www.nsoucebdp.com / www.wbnsou.ac.in and will be closed on **25/03/2018** at 11.59 pm. The person concerned are requested to follow the under mentioned guideline for submission of the said forms.

requested to follow the under mentioned guideline for submission of the said forms.

Fees submission through Debit / Credit Card/Net Banking will be opened on **20/03/2018** at 11.00 am & will be closed on **25/03/2018** at 11.59 pm.

Instruction for Using ONLINE EXAMINATION FORM SUBMISSION

- A. Visit online Examinations 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).



P.T.O

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., FIRST NAME, DATE OF BIRTH, STUDY CENTRE CODE, ELECTIVE 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 Subject Code:** Select from Drop Down Menu
 - Enter **Mobile No.:** (Twice) (Both Should be **Same & Correct**)
 - Enter **E-mail Id:** (Id **Same**)

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 / Papers are

Ticked

 Before the submission of examination Form)
 - **Tick** the Subject / Paper in which you want to appear. (Click **Select All** if you want to **Appear in All the papers**)
 - If you want to tick sub/paper but it shows **RND** it means Renewal Not Done, you can't appear.
 - **Check Carefully** to the Required Subject / Papers are to be correctly ticked.
 - **Submit** if OK. (**Once Submitted, Subject/Paper 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/Credit Card/Net Banking)

Use **Debit/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 On-Line Payment Details for Future Reference.

P.T.O

Renewal Rules Applicable for Appearing the Exam As Below


Example :


- Candidate with “Y” in 2nd & 3rd Year Renewal Can Appear in All Subject / Papers of 1st, 2nd & 3rd Year.
- Candidate with “Blank” in Both 2nd & 3rd Year Renewal Can Appear in All Subject / Papers of 1st Year Only.
- Candidate with “Y” in 2nd & “Blank” in 3rd Year Renewal Can Appear in All Subject / Papers of 1st & 2nd Year Only.
- Candidate with “Blank” in 2nd & “Y” in 3rd Year Renewal Can Appear in All Subject / Papers of 1st & 3rd Year Only.

ID.	ENROLMENT_NO.	SECOND_YEAR	THIRD_YEAR	ACTION
1.	152001110001	Y	Y	All Subject/Papers of 1st, 2nd & 3rd Year will be Appeared on the Exam-From to be Filled-in.
2.	152001110044	Y		All Subject/Papers of 1st & 2nd Year will be Appeared on the Exam-From to be Filled-in.
3.	132001001001		Y	All Subject/Papers of 1st & 3rd Year will be Appeared on the Exam-From to be Filled-in.
4.	152001110003			All Subject/Papers only of 1st Year will be Appeared on the Exam-From to be Filled-in.

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

With regards,


Prepared by 12/3/18


12/3/18
Controller of Examinations (Acting)

N.B.: 1) Without Submission of Assignment Papers No Candidate will be Allowed to Appear in Term-End Examination.

2) Helpline number: 9830338974 (11 a.m to 5.30 p.m.)

- 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, Social Sciences, NSOU
 6. The Officer-in-charge, Humanities, NSOU
 7. The Officer-in-charge, Professional Studies, NSOU