



# NETAJI SUBHAS OPEN UNIVERSITY

## DEPARTMENT OF CONTROLLER OF EXAMINATIONS

134/1, Meghnad Saha Sarani Kolkata - 700 029

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

Memo No: COE/2125/2019

Date: 03/09/2019

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 – 2018 and June - 2019. 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 (Practical) December-2019 will be opened, which may begin from October - 2019.

### **Practical (December-2019)**

E-4 (For 1<sup>st</sup> semesters students of science who have taken admission in the year July-2019 (except Mathematics). Examination Session December-2019.

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

Examination Fees Rs 200/- (Rupees two hundred) only per paper.

Centre Fees Rs 100/- (Rupees one hundred) only per students per session.

**Students are requested to follow SMS for their New enrolment number.**

The portal of **On-line Examination Form Submission** for the above said examination will be opened on **09/09/2019**

at **2.00 pm** at **www.nsoucebdp.com / www.wbnsou.ac.in** and will be closed on **12/09/2019** at **2.00 pm**. The

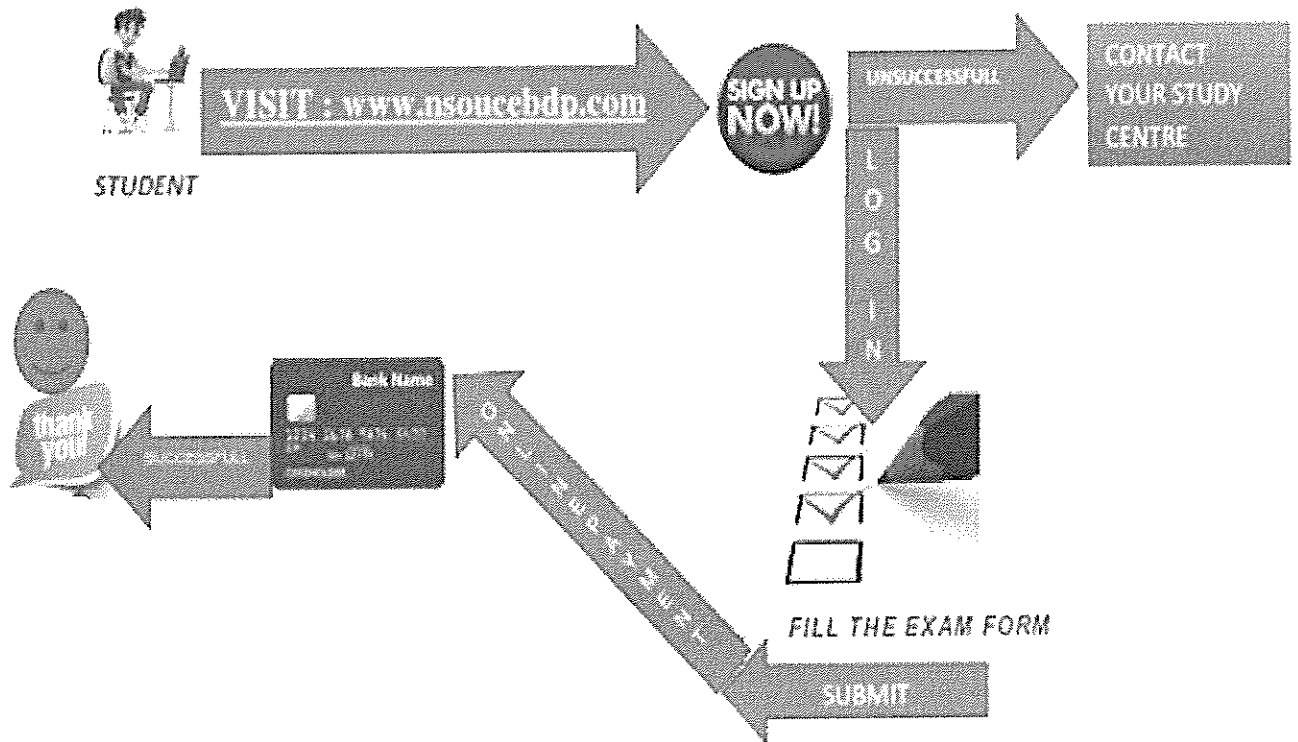
examinees concerned are requested to follow the under mentioned guideline for submission of the said forms.

Fees submission through Debit / Credit Card/Net Banking will be opened on **09/09/2019** at **2.00 pm** and will be closed on **12/09/2019** at **2.00 pm**.

**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 centre concerned. 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.**

## 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).



### STEPS TO BE FOLLOWED :

1. **VISIT:** [www.nsoucebdp.com](http://www.nsoucebdp.com) / [www.wbnsou.ac.in](http://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's are Correct then **SUBMIT**.

If All Information's 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 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**)
- **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:**

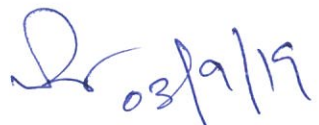
- The Submitted Filled-in Form will be shown automatically. Click on **PAY**.
- **Online Payment:** (To pay online with Debit/Credit Card/Net Banking)

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.

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

With regards,

  
Prepared by

  
Controller of Examinations (Acting)  
(ROKEYA RAY)  
CONTROLLER OF EXAMINATIONS (Acting)  
NETAJI SUBHAS OPEN UNIVERSITY  
134/1, Meghnad Saha Sarani  
Kolkata-700029

**N.B.: 1) HELP LINE NO: 9830338974 date 09/09/2019 to 12/09/2019 (Only Office hours) No information will be given from any other phone number of the University.**

**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, Humanities, NSOU
6. The Director, Professional Studies, NSOU
7. The Director, Social Sciences, NSOU