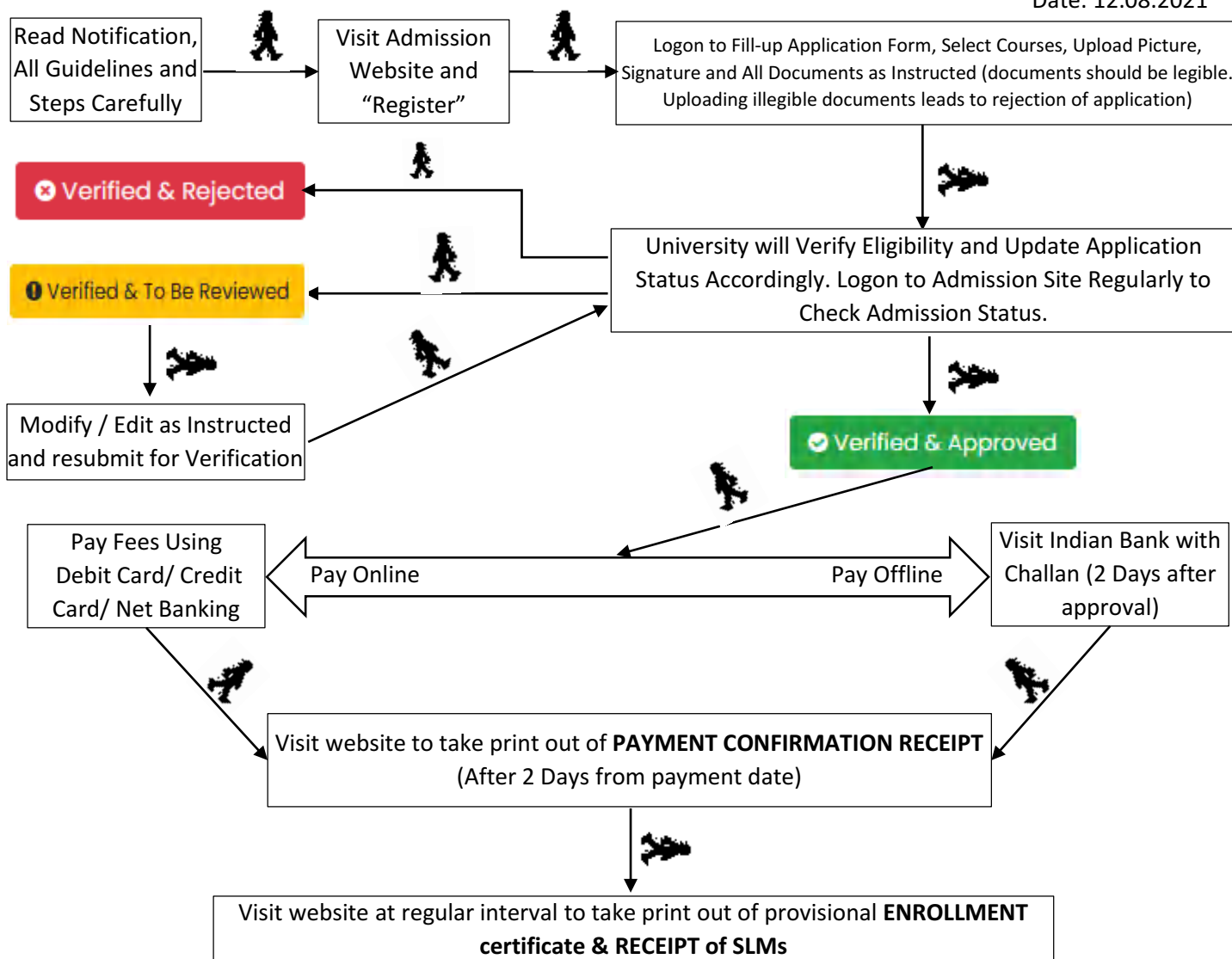


STEPS TO BE FOLLOWED BY APPLICANTS FOR UG, ACADEMIC YEAR 2021-22

Date: 12.08.2021



- ✓ TO CONTAIN SPREAD OF COVID-19 PANDEMIC APPLICANTS **NEED NOT TO VISIT ANY LEARNER SUPPORT CENTRE (LSC)/ REGIONAL CENTRES/ NSOU HQ AT ANY STAGE OF ADMISSION**. ALL FORMALITIES RELATED TO ADMISSION CAN BE DONE ONLINE BY THE APPLICANTS.
- ✓ FOR ANY DIFFICULTY WRITE US [NSOU@WBNSOU.AC.IN](mailto:nsou@wbnsou.ac.in) OR CONTACT US OVER PHONE **03340585127**

Note for provisional Online Enrollment Certificate and Receipt of SLM:

- ✓ After getting SMS for confirmation of enrollment generation from University end visit admission website to take print out of provisional Enrolment Certificate and SLM Receipt. **RECEIPT of SLMs** issued by the University should be retained by the applicants until further notice.

STEPS WITH INSTRUCTIONS:

Participant have to complete **6 online steps to complete the UG admission process**. Step - 1: Registration → Step - 2: Application Form Fill-up → Step - 3: Selection of Course → Step - 4: Upload Picture, Signature and Requested Documents → Step - 5: Payment of Programme Fee (If Application Approved by the University) → Step - 6: Print / Download Application Form and Payment Confirmation Receipt.



STEP 1. REGISTER

Click on Register button ➡ Read all instruction carefully accept the check button and click on “Click here to Proceed” button ➡ Fill up information as instructed and click on “Review Registration” button ➡ Review all information before accepting the declaration and click on “Submit Registration” button ➡ Note down Application ID and Password.

IMPORTANT NOTE FOR STEP 1:

- ✓ Make sure that entered information during online basic registration are correct. Information Once submitted during online registration can't be changed.
- ✓ The mobile number and email ID must remain valid during the entire tenure of the course, as this number and email ID will be used for any communication by the University/ its authorize assignee.
- ✓ Note down the application ID for completion of admission process and for future reference.
- ✓ Application containing gibberish words/ incomplete application/ inappropriate application will be rejected instantly by the University. In this regard decision of the University will be final.

STEP 2. FILL APPLICATION FORM

Provide Application ID, Date of Birth, Password, Security Captcha and click on “Login” button ➡ Click on “APPLICATION FORM” ➡ Fill up information as instructed and click on “Save Application” button.

IMPORTANT NOTE FOR STEP 2:

- ✓ Make sure that entered information provided during application form fill up are correct. Any correction in information provided in application form can be done using “Edit / Modify Application Data” until the application is approved by the University.
- ✓ Make sure programme & Learner Support Centre selected during application form fill up are correct. Once selected, programme & Learner Support Centre can't be changed. If applicant want to change programme & Learner Support Centre, applicant need to apply afresh.
- ✓ Application containing gibberish words/ incomplete application/ inappropriate application will be rejected instantly by the University. In this regard decision of the University will be final.

STEP 3. SELECT COURSE

Provide Application ID, Date of Birth, Password, Security Captcha and click on “Login” button/ Click on “SELECT COURSE” ➡ Fill up information as instructed and click on “Save Course” button.

IMPORTANT NOTE FOR STEP 3:

- ✓ Please go through the Course Curriculum of your intending programme for detailed **course structure, credit distribution, marks distribution, study hour, SLM available in**, etc. before providing choice of courses for Ability Enhancement Compulsory Courses (AECC), Generic Elective (GE) Course and Discipline Specific Elective (DSE) Course. Course Curriculum of your intending programme is available in the prospectus.
- ✓ Change of Subject / Programme/ Course after completion of admission in any UG programme will not be entertained under any circumstances. The candidates should, therefore, **be very careful** as regards the choice of course/subject of study before taking admission.
- ✓ Make sure that entered information provided during selection of course are correct. Any correction in information provided in selection of course can be done using “EDIT / MODIFY COURSE” until the application is approved by the University.
- ✓ Application containing gibberish words/ incomplete application/ inappropriate application will be rejected instantly by the University. In this regard decision of the University will be final.



STEP 4. UPLOAD DOCUMENTS

Provide Application ID, Date of Birth and click “Login” button / “UPLOAD DOCUMENT” button ➔ Read instruction related to document to be uploaded ➔ Close the banner after reading the information ➔ Upload all photograph, signature & all documents as instructed and click on “UPLOAD” button.

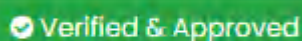
IMPORTANT NOTE FOR STEP 4:

- ✓ University will not consider application if uploading of documents is due.
- ✓ Upload scanned copy of ORIGINAL documents only.
- ✓ Upload photograph, signature and all documents in .JPG format only.
- ✓ The file size of Photograph and Signature must be within 50kb, 10+2 Mark Sheet within 150kb, All other documents within 100kb each.
- ✓ Uploading Illegible/ wrong/ inappropriate document(s) will lead to rejection of application and admission may be declined.
- ✓ Uploading of photograph, signature and other documents must be done with in 10.09.2021 (06.00 P.M).

STEP 5. ONLINE VERIFICATION BY THE UNIVERSITY

University will verify eligibility of an application with the documents as uploaded by the applicants. After checking eligibility University may approve application/ advise to re-edit application/ reject application.

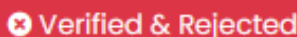
Provide Application ID, Date of Birth, Password and click on “Login” button ➔ Check Application Status and Complete Formalities According to Application Status

 Verified & Approved

Applicants may pay the course fee within **17.09.2021 (10.00 PM)** otherwise University will reject this application and admission may be declined.

 Verified & To Be Reviewed

Applicants may make necessary corrections as instructed in the dashboard by using “Edit / Modify Application Data” and or “Edit / Modify Course” and or “Change / Modify Uploaded Documents” and re-send for review within **12.09.2021 (06.00 P.M.)** otherwise University may reject this application and admission may be declined.

 Verified & Rejected

The application has been rejected by the University due to eligibility criteria mismatch/ illegible documents / Incorrect information / incomplete application.

IMPORTANT NOTE FOR STEP 5:

- ✓ University will only verify eligibility criteria with the documents as uploaded by the applicants.
- ✓ Application containing gibberish words/ incomplete application/ inappropriate application will be rejected instantly by the University. In this regard decision of the University will be final.
- ✓ University will not consider application if uploading of documents is due.
- ✓ Logon to Admission Site Regularly to Check Application Status.

STEP 6. PAY FEE

If application status is “Verified & Approved” then follow the following steps:

Provide Application ID, Date of Birth and click “Login” button ➔ Click on “Pay Fee Online / Offline” button ➔ Check the amount and Click on “Pay Online” / “Pay Offline” button ➔ if paying using “Pay Online” button then click on “Pay using Billdesk” button / if paying using “Pay Offline” button then print the challan and visit any Indian Bank after 2 (48 hours) working day during banking hours to deposit the amount and obtain Applicants copy of Bank Challan for your future reference.



STEPS TO BE FOLLOWED BY APPLICANTS FOR UG, ACADEMIC YEAR 2021-22

After getting SMS for confirmation of receiving fees from University end visit admission website and click on “Check Payment Status” button and give your Application ID, Date of Birth and password to take print out of **PAYMENT CONFIRMATION RECEIPT**.

IMPORTANT NOTE FOR STEP 6:

- ✓ Do not pay twice against an application ID.
- ✓ Applicants who wish to pay the fee through Debit Card/ Credit Card/ Net Banking are hereby directed to use **their own cards only**. In case of failure of fee payment transaction, the amount so paid may get transferred to the cardholder's account.

GENERAL INSTRUCTION:

- ✚ TO COMBAT SPREAD OF COVID-19 PANDEMIC APPLICANTS NEED NOT TO VISIT ANY STUDY CENTRE (SC)/ LEARNER SUPPORT CENTRE (LSC)/ REGIONAL CENTRES/ NSOU HQ AT ANY STAGE OF BDP ADMISSION. ALL FORMALITIES RELATED TO BDP ADMISSION CAN BE DONE ONLINE BY THE APPLICANTS.
- ✚ An applicant must have an active mobile number and an active email ID (**do provide own mobile number and email id**) for online application.
- ✚ Make sure that entered information during online application form fill up are correct. Any correction can be done before application approved by the University using “Edit / Modify Application Data” and or “Edit/ Modify Course” and or “Change / Modify Uploaded Documents”. Once application approved for payment by the University editing will not be allowed.
- ✚ In the event of any information being found incorrect/ false/ misleading/ forged contrary to his/her eligibility at any stage of admission or after admission or even after conferment of degree and thereafter any time in future, the admission as well as the degree will be cancelled by the University and applicants/ student shall not be entitled to get refund of any fee paid to the University.
- ✚ Applicants who wish to pay the fee through Debit Card/ Credit Card/ Net Banking are hereby directed to use their own cards only. In case of failure of fee payment transaction, the amount so paid may get transferred to the cardholder's account.
- ✚ The use of personal device (“devices” will include: laptops, netbooks, smart phones, IPods, iPads, tablets etc.) and internet connection may be required to participate in any academic activities if applicant get selected to take admission in any intended UG programme of Netaji Subhas Open University.
- ✚ Regularly visit admission website to check your application status and to obtain **PROVISIONAL ONLINE ENROLMENT CERTIFICATE** along with **RECEIPT OF SLM**.
- ✚ Refund of admission fees will be done as per university rules and regulation in accordance with UGC refund policy.

