



NETAJI SUBHAS OPEN UNIVERSITY

EXAMINATION DEPARTMENT

134/1, Meghnad Saha Sarani Kolkata-700029

☎: 2465-6936; Fax: 2463-0293

Memo No: CE/1039/2016

Date: 14/09/2016

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 – 2015 and June - 2016. 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-2016, which, may begin from October 2016

Practical (December-2016)

E-4 (For 1st semesters students who have taken admission in the year July-2016 (except Mathematics) : Examination Session December-2016.

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

Examination Fees Rs.100/- (Rupees one hundred only) per paper.

Centre Fees Rs. 50/- (Rupees fifty only) per student per session.

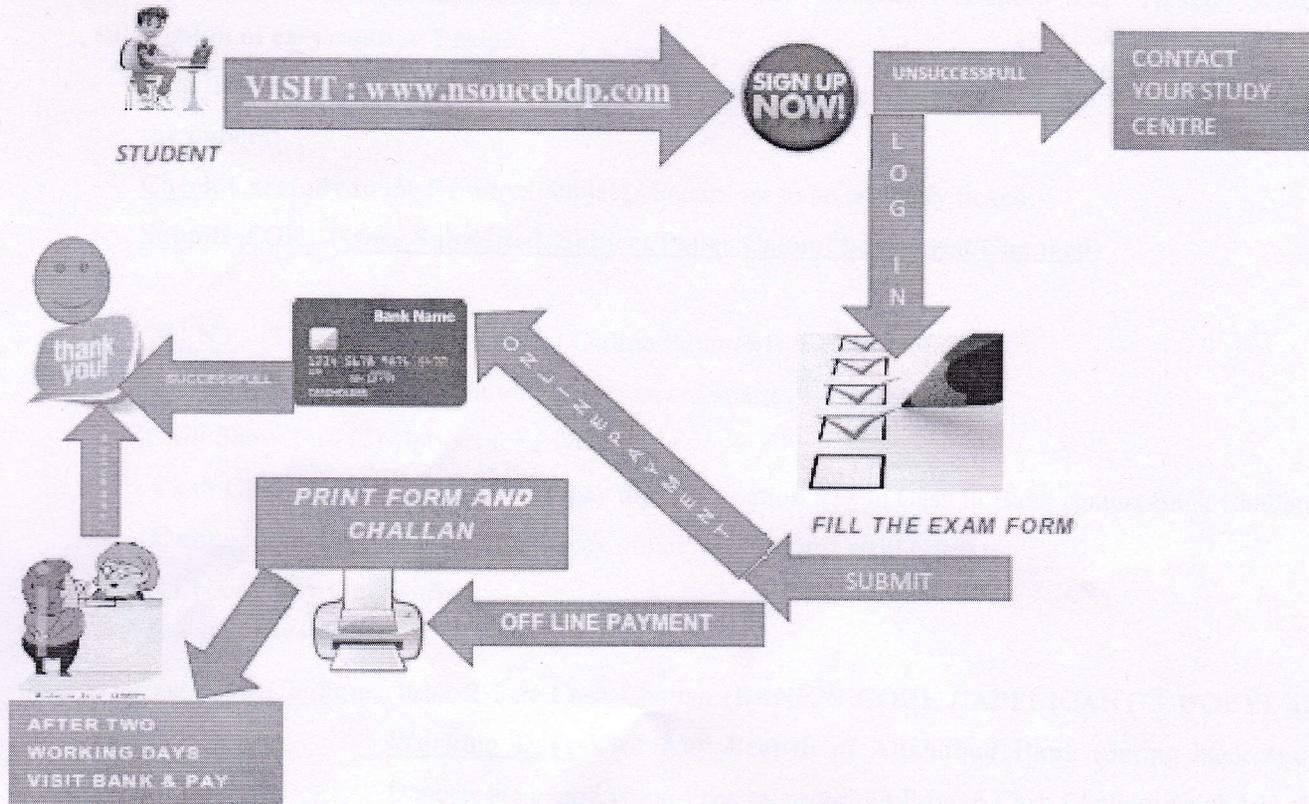
Fees submission through Bank Challan will be open on 27/09/2016 and will be closed on 03/10/2016 (Excepted Bank Holiday)

Fees submission through Debit / Credit Card will be open on 25/09/2016 & will be closed on 30/09/2016

The portal of **On-line Examination Form Submission** for the above said examination will be opened on **25/09/2016 at 11 am** at **www.nsoucebdp.com** and will be closed on **30/09/2016 at 11.59 pm**. The person concerned are requested to follow the under mentioned guideline for submission of the said forms.

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 & pay.**
- C. To Pay Fees in offline mode visit Allahabad Bank with Cash Challan OR Pay online (in the following ways).**



STEPS TO BE FOLLOWED :

1. **VISIT: www.nsoucebdp.com**
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 **FIRST Name:** (For Example: Enter **AMIT** For **AMIT KUMAR DAS**)
- 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**)
- **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:** (Through **Cash Challan / Online Payment**)

- The Submitted Filled-in Form will be shown automatically. Click on **PAY**.
- It will Show Two (2) Options for Payment.
 - **Cash Challan** (To pay the examination fees in Cash in Bank against Bank Challan)
 - **Online Payment** (To pay online with Debit/Credit Card)
- Choose **Any One Option:**

- **For Cash Challan** : Print 2 Part Cash Challan (**BANK'S COPY / APPLICANT'S COPY**) **After 2 Working Days** Visit **Any Branch of Allahabad Bank** (during bank hours) to Deposit the examination Fees by using the Printed Cash Challan which has already been collected at the time of Online Submission. After due Payment **Collect One Copy of Cash Challan (APPLICANT'S COPY)** from the Bank.
- **For Online Payment** : Use **Debit/Credit Card** 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. (These students don't need to visit to the Bank)

After completion, the detail information regarding the submission of Examination Forms will be sent to the e-mail address of the coordinator concerned.

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

With regards,



Controller of Examinations (Acting)

Copy to:

1. E.S. to V.C. – for information please
2. The Director, Humanities & Social Science, NSOU
3. The Director School of Science, NSOU
4. The Director, School of Education, NSOU
5. The Director, Study Centre, NSOU