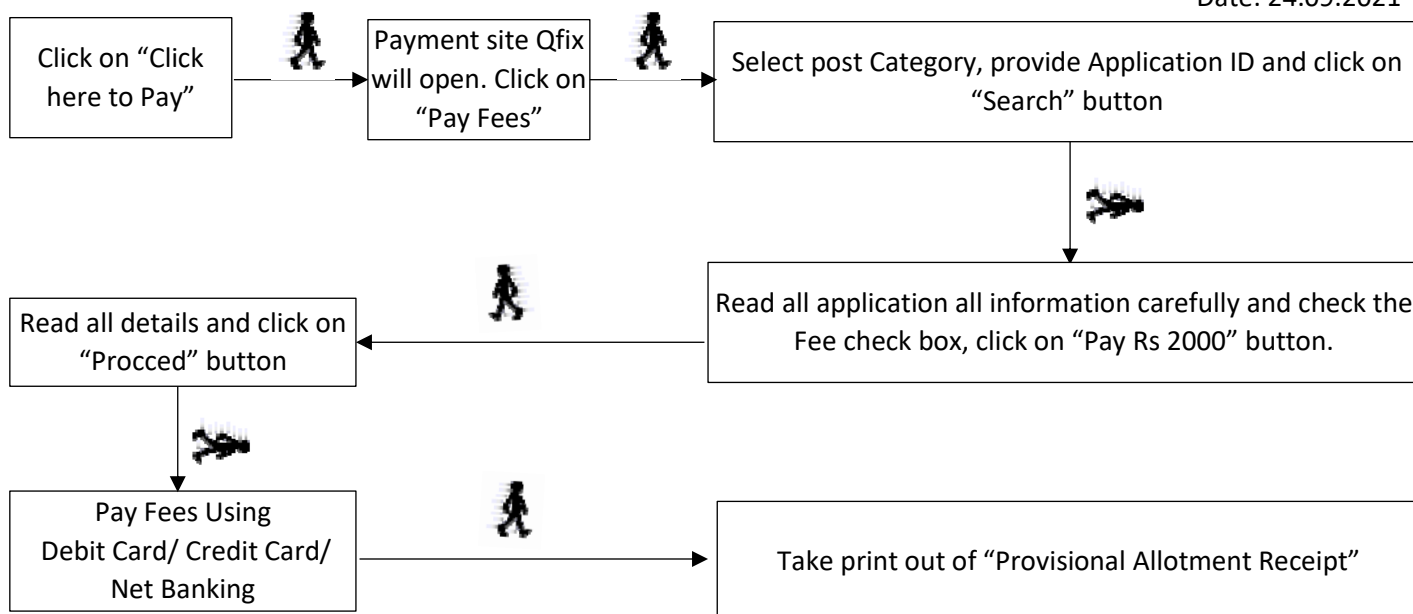


## STEPS TO BE FOLLOWED BY APPLICANTS FOR PAYMENT OF FEES, 2021-22

Date: 24.09.2021



- ✓ The allotted LSC in **"Provisional Allotment Receipt"** is provisional and can auto upgrade, if vacancy occurs due to non-receipt of fees from the candidates of higher merit, candidates from next higher merit (who have paid the fees within stipulated time as directed) will get a chance of auto upgradation of seats (if preference value for his/her current allotted seat at LSC is lower than the vacant seat at a LSC).
- ✓ Chance of auto upgradation of seats will be given merit wise. During auto upgradation process all the options of candidate with higher merit will be considered first then the options of the next higher merit candidates will be considered.
- ✓ Once the candidate is selected in one option, all the lower options will be closed, only higher options if available, remain open for future chances.
- ✓ As auto upgradation may be done, the LSC printed on payment confirmation will be provisional till completion. of all round of counselling/seat allotment process. On completion of all round of counselling/ seat allotment process, final allotment receipt will be available at [www.admnsou.com](http://www.admnsou.com) wherein the name of the LSC finally settled and will be printed. The candidate will have to accept that LSC allotted finally.
- ✓ FOR ANY DIFFICULTY WRITE US [NSOU@WBNSOU.AC.IN](mailto:NSOU@WBNSOU.AC.IN)

### GENERAL INSTRUCTION:

- ✚ Regularly visit admission website ([www.admnsou.com](http://www.admnsou.com)) to check your application status and to obtain **FINAL ALLOTMENT RECEIPT**.
- ✚ 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.
- ✚ Refund of admission fees will be done as per university rules and regulation in accordance with UGC refund policy.
- ✚ Do not pay fees twice against same 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.
- ✚ 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.

