



NETAJI SUBHAS OPEN UNIVERSITY

EXAMINATION DEPARTMENT

134/1, Meghnad Saha Sarani Kolkata-700029

☎ : 2465-6936; Fax: 2463-0293

Memo No: CE/144/16.....

Date: 11/02/2016

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 – 2014 and June - 2015. 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, the Department of Controller of Examinations is introducing “**On-line Examination Form Submission System**” **Phase - 1** for BDP / ECO Term End Examination **December-2015 and June-2016 (for Theory only)** for the **Students of Commerce stream** which, may begin from May-2016.

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

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

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

The student who was enrolled up to July-2012, asked to submit Rs.50/- only for Examination Centre fee.

The student who was enrolled from July-2013 to July-2015, asked to submit Rs.100/- (if he/she wants to sit for the both sessions).

Examination programme and Venue list will be sent in time.

The portal of “**On-line Examination Form Submission System**” for the above said examination will be opened on 15/02/2016 at 11am at www.nsoucebdp.com and will be closed on 25/02/2016 at 11.59 pm. The person concerned are requested to follow the under mentioned guideline for submission of the said forms.

- 1) **Ineligible candidates:** The students whose eligibility have not been verified at the time of admission and the students whose photo &/or signature are not available in the database (it may kindly be noted the above said students have already been identified), they have to report to their respective study centre. If eligible, they may submit their **filled in examination forms manually** through the study centre concerned. **Pre-printed Examinations Forms** of the said students will be sent to the study centre within 17/02/2016.

P.T.O

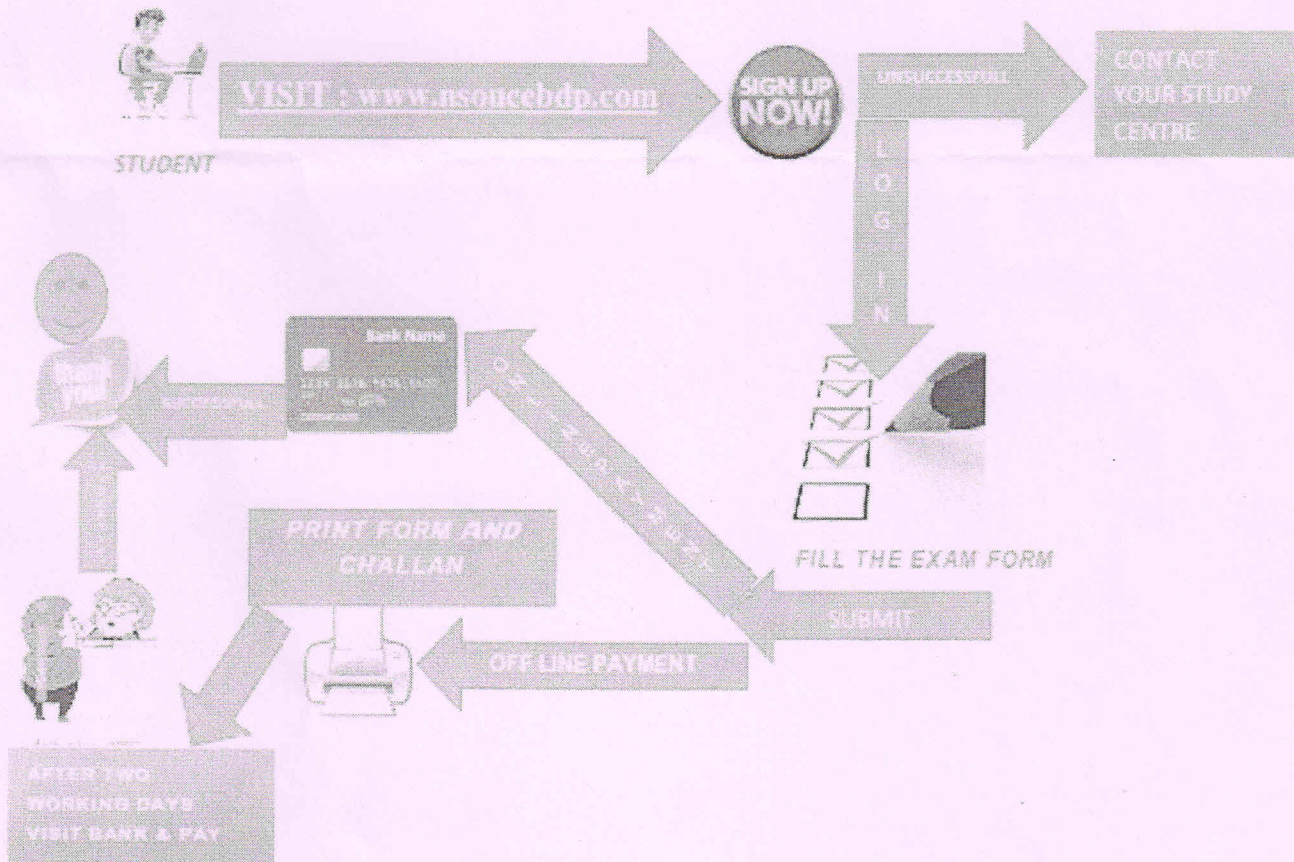
Examinee concerned is requested to put his/her signature on the Examination Form with necessary correction (if any) and submit the same along with photocopy of renewal deposit challan from 17/02/2016 to 27/02/2016.

The last date of submission of such filled in pre-printed examination forms along with drafts (by the study centre) on or before 29/02/2016. No form will be accepted after 29/02/2016.

- 2) **Eligible candidates:** The online system will be applicable for those students [for BDP / ECO Term End Examinations, December-2015 and June-2016 for Theory] whose renewal data (with photo and signature) are available in the database of Netaji Subhas Open University.

Instruction for Using "ONLINE EXAMINATION FORM SUBMISSION SYSTEM"

- 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**)
- 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 From)
 - **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)

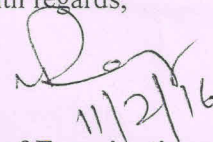
- Choose **Any One Option**:

- **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)

N.B.: Submission of assignment is the pre-condition for appearing in Term End Examination.

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