



# NETAJI SUBHAS OPEN UNIVERSITY

## EXAMINATION DEPARTMENT

134/1, Meghnad Saha Sarani Kolkata-700029

☎: 2465-6936; Fax: 2463-0293

Memo No: CE/962/17.....

Date: 31/08/2017

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 – 2016 and June - 2017. 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-2017, which, may begin from October-2017.

### **Practical (December-2017)**

E-4 (For 1<sup>st</sup> semesters students who have taken admission in the year July-2017 (except Mathematics). Examination Session December-2017.

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

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

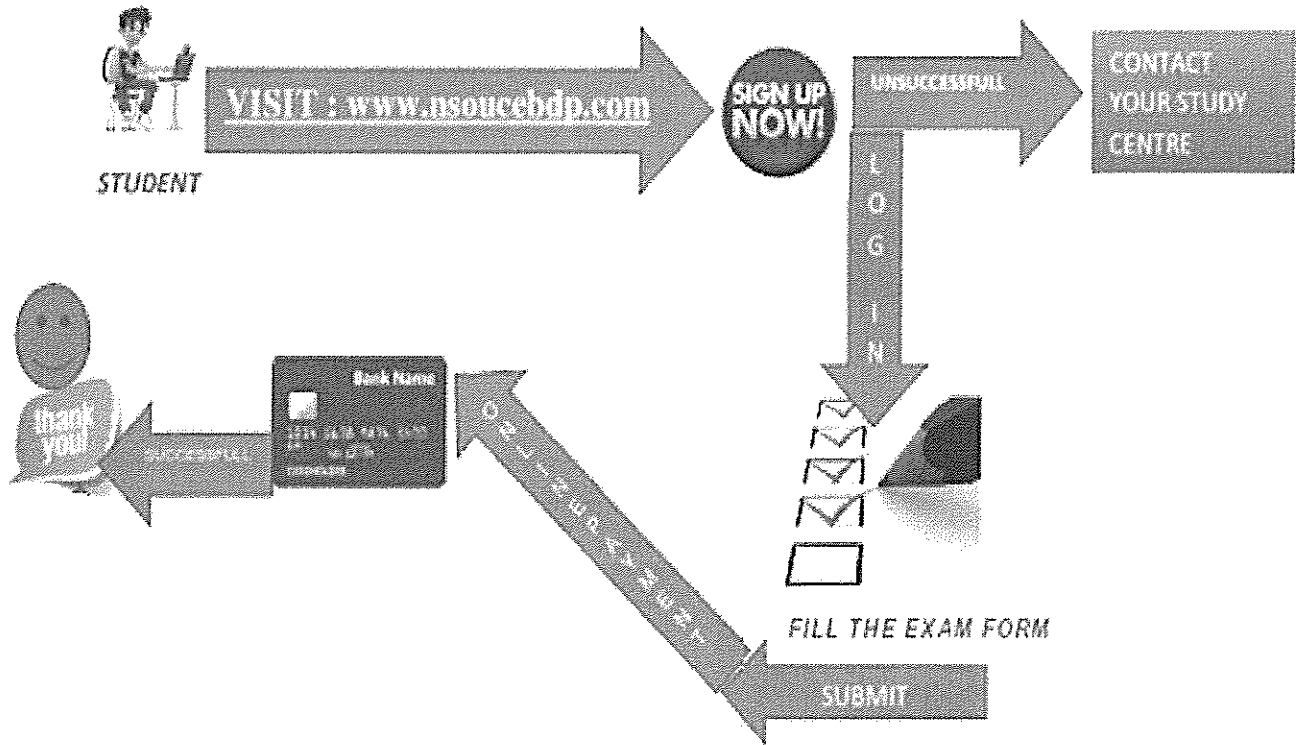
Centre Fees Rs 50/- (Rupees fifty only) per students per session.

The portal of **On-line Examination Form Submission** for the above said examination will be opened on **05/09/2017** at **11 am** at **www.nsoucebdp.com** and will be closed on **08/09/2017** at **11.59 pm**. The person 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 **05/09/2017** at **11.00 am** & will be closed on **08/09/2017** at **11.59 pm**.

### **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**
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 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:**

- 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,



**Controller of Examinations (Acting)**

  
Prepared by

**N.B.: 1) HELP LINE NO: 9830338974 (Only Office hours)**

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 Officer-in-charge, Humanities, NSOU
6. The Officer-in-charge, Professional Studies, NSOU
7. The Officer-in-charge, Social Sciences, NSOU