



NETAJI SUBHAS OPEN UNIVERSITY

DEPARTMENT OF CONTROLLER OF EXAMINATIONS

134/1, Meghnad Saha Sarani Kolkata-700029

Website : wbnso.ac.in, ☎: 2465-6936; Fax: 2463-0293

Memo No. COE/1888/2019

Date: 03/06/2019

To
The Co-ordinator,

Dear Sir/ Madam,

Once again it is the time to acknowledge your contribution towards the successful completion of PG Term-End Examination June - 2018. 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.

This time we are introducing PG online Assignment Marks submission for the **PG Term-End Examination June - 2019**.

The portal of PG **"ONLINE ASSIGNMENT MARKS SUBMISSION"** for the above said examination will be opened on **06/06/2019 at 12 Noon** and will be closed on **20/06/2019 at 12 Noon**.

All Co-ordinator concerned are requested to follow the under mentioned guidelines for submission of PG Assignment Marks of the said examination.

STEPS:

1. The Study Centre will open the following URL in browser for submitting of assignment marks of the students.

URL:<http://pcdpcal.com/nsou-assignments/allocate-marks/>

2. The Department of Controller of Examinations will distribute the confidential Password to the Study Centre to Login for submitting PG Assignment Marks.
3. The Study Centre has to choose its name from the dropdown and put the confidential password.
4. On successful Login the next screen appears for OTP level authentication based on Co-ordinator's mobile number, here the coordinator's full name and his mobile number is to be entered for OTP generation.
5. On Clicking **"GET OTP"** button, the generated OTP is sent on the coordinator's mobile number. This OTP can be used later or a new OTP can be generated.
6. On entering OTP and clicking **"Submit"** button, the system verifies the OTP.
7. On successful OTP verification, the page will be opened for marks allocation.
8. Now the user has to click **"Allocate Marks"** on the left corner in order to choose the paper for the subjects.



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9. On clicking the "Allocate Marks", the screen appears for choosing paper under subjects.
10. Scroll down and choose the paper under the subjects for which marks require to be awarded and click the "Submit" button.
11. On clicking the "Submit" button after paper chosen, all the students linked to the paper under the said subject will appear.
12. Before allocation, Examiner's Full Name against whom marks is being entered, is required.
13. Now allocate the marks of the student page wise.
14. Before final submission save the marks clicking the "Save" button on the page for checking and editing purpose.
15. Be careful, after submitting the marks using the "Submit" button cannot be edited.
16. Now print all and send a hard copy to the Department of Controller of Examinations duly signed by the examiner and Co-ordinator concerned.

Hope, you will enjoy the new system. Your co-operation will be highly appreciated.

Thanking you,

Yours sincerely,

Controller of Examinations (Acting)

Prepared By:

N.B.: 1) HELPLINE Number: 9830338974 (11 A.M. to 5 P.M.)

2) 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, School of Science, NSOU |
| 3. The Director, School of Education, NSOU | 4. The Director, Humanities, NSOU |
| 5. The Director, Social Sciences, NSOU | 6. The Director, Professional Studies, NSOU |
| 7. The Director, Study Centre, NSOU | |