



NETAJI SUBHAS OPEN UNIVERSITY

[Established by WB Act (XIX) of 1997, Recognized by UGC, AICTE & RCI]
Accredited by NAAC with Grade 'A'

H.O.: DD-26, Sector-I, Salt Lake, KOLKATA-700 064

www.wbnsou.ac.in

ADMISSION PROCEDURE

Netaji Subhas Open University (NSOU) offers courses for different level of programme with prior approval of UGC-DEB. Every academic year NSOU conducts online admission to enable prospective learners to peruse their desired course of studies.

Before starting of each admission University disseminate information related to course, eligibility, fee structure, list of learner Support Centre (LSC)/ Study Centre (SC), etc. through newspaper advertisement, website notification, e-prospectus/ printed prospectus, printed notification. NSOU provides counselling service throughout admission process which includes pre admission and post admission. The University has its counselling support service (face to face, web driven and telephonic) through Head Quarter, Regional Centres and LSCs/SCs to reach the unreached.

Dedicated web portal for all programmes is in place where from each stake holder (RCs, LSCs/SCs, School of Studies, Departments and other respective sections) of admission are facilitated with GUI based interface to perform academic and administrative responsibilities towards prospective learners.

On the basis of intake, admission procedure is divided in two categories merit based admission and open ended admission. Details activates for both mode is narrated below:

Open Ended Admission: Applicants submit their application online for a desired degree course, after getting all information from University authenticated source. Then applicants visit respective LSC/SC to verify their candidature. After verification of candidature applicants are requested to pay the requisite fees (1/3 for Under Graduate/ ½ for Post Graduate Programme of total course fees) through dedicated payment gateway service available in admission where he/she has submitted the application online. Keeping in mind needs of various section of the society University also provide the facility to submit fees through bank challan. After realizing receipt of amount University issues a payment confirmation receipt for the applicants through the same portal. On completion of all process, the enrolment certificate-cum-identity card and SLM receipts are issued through respective admission portal. After getting SLM receipt, enrolled learners collect printed copy of SLM from their selected LSC/SC.

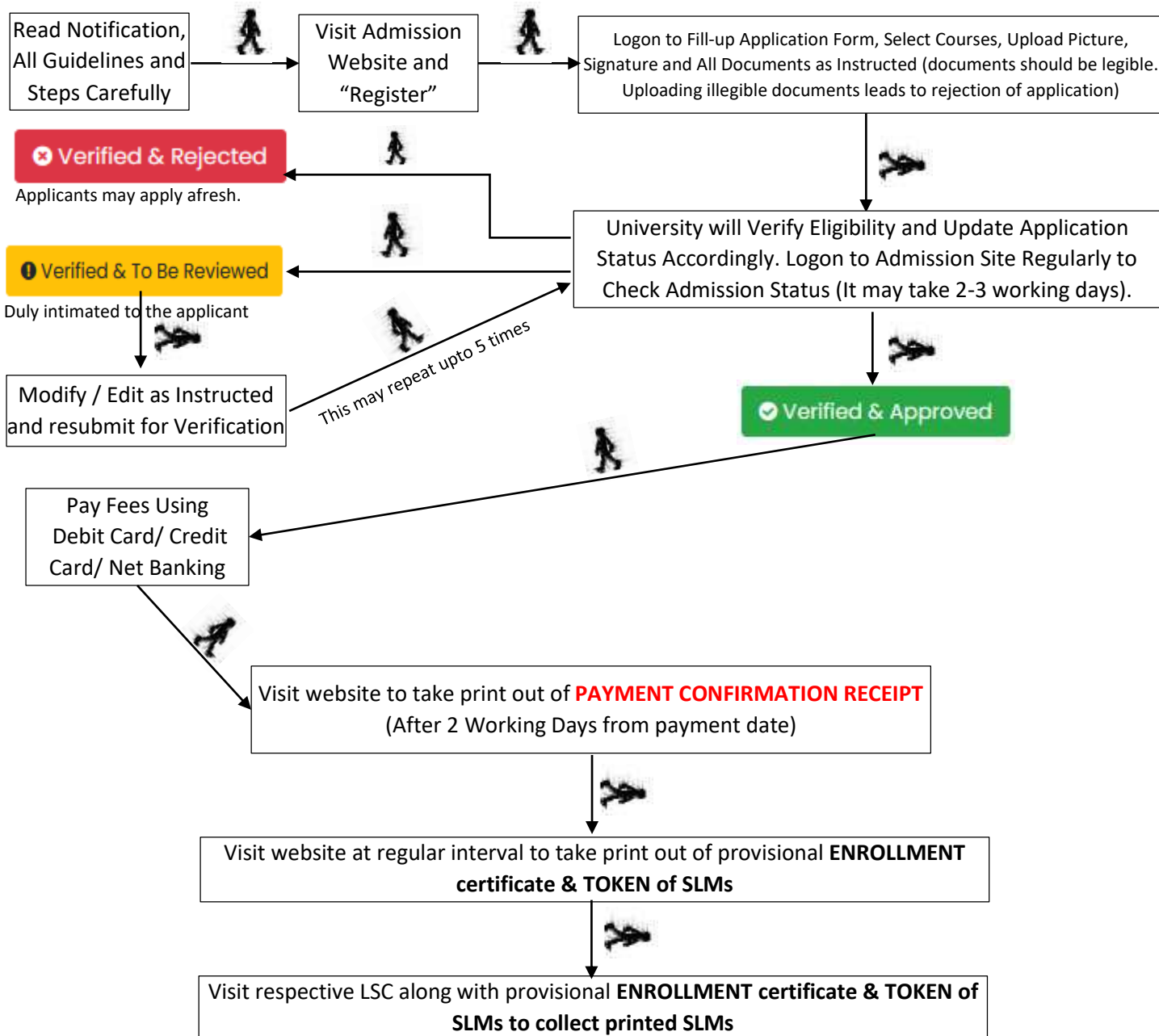
Merit Based Admission: Applicants submit their application online for a desired degree course, after getting all information from University authenticated source. University publish merit list on the basis of received online application. Along with merit list University also publish LSC/SC wise vacancy position maintain reservation policy of Govt. of WB. On the basis of vacancy position proportionate number of applicants are called to attend counselling/ selection test. During final stage of admission, verification of candidature done and applicants are requested to choose LSC/SC (where seat(s) available). Allotment of seats are done on merit basis after receiving requisite fees through bank DD/PoS machine from applicants. Applicants (after getting payment confirmation receipt) are requested to visit respective LSC/SC for final submission of application form along with all testimonials in hard form. Thereafter, all activities remain same as in open ended admission process.

RE-REGISTRATION/ RENEWAL: Considering socio economic scenario, NSOU collects fees in instalments and learners are allowed to pay re-registration/ renewal fees after completion of each year of course study until completion of respective course.

Briefly admission method is given below:

Sl. No.	Method	Programmes
1	On the basis of online application received and fulfilling the minimum eligibility criteria	UG and PG Programmes where intake is open
2	On the basis of online application received and compilation of merit list a centralised counselling process is organized	M.Sc. in Zoology, M.Sc. in Geography, M.Sc. in Environmental Science, B.Ed. Special Education (IDD/HI/VI) and M.Ed. Special Education (IDD/HI)
3	On the basis of online application received an entrance test is organised and merit list is prepared after which a centralised counselling process is organised	Master of Business Administration
4	On the basis of online application received an entrance test (NSOU-RET) is organised. Through NSOU-RET selection of candidate is made	Ph.D.

As per directives of UGC, ABC ID is mandatory to submit online application for UG admission. Therefore applicants are advise to get their ABC ID from Academic Bank of Credits, Ministry of Education, Govt. of India portal (www.abc.gov.in) before starting of following steps.



- ✓ APPLICANTS SHOULD MANDATORILY DOWNLOAD AND RETAIN “**PAYMENT CONFIRMATION RECEIPT**” FOR FUTURE REFERENCE, IRRESPECTIVE OF HAVING ANY OTHER INTERMEDIATE PAYMENT RECEIPT.
- ✓ FOR ANY DIFFICULTY WRITE US TO [NSOU@WBNSOU.AC.IN](mailto:nsou@wbnsou.ac.in) OR CONTACT US OVER PHONE **03340585127**

Note for provisional Online Enrollment Certificate and Token of SLM: After getting SMS for confirmation of enrollment generation from University end visit admission website to take print out of provisional Enrolment Certificate and Token of SLM.