



## NETAJI SUBHAS OPEN UNIVERSITY

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Memo No.: Reg/1890

Date: 28.12.2015

### ON-LINE BDP RENEWAL (2<sup>ND</sup> PHASE)

On-line Renewal portal for BDP Students will be reopened from 09.01.2016. Students from the Registration Year (as mentioned in the following table) are instructed to renew their registration at the very beginning of 3<sup>rd</sup> (1<sup>st</sup> Renewal) and 5<sup>th</sup> (2<sup>nd</sup> Renewal) semester in order to be enable themselves to appear the Term End Examinations on completion of 4<sup>th</sup> and 6<sup>th</sup> semester.

Registration Year	1 <sup>st</sup> Renewal (Re-admission to 2 <sup>nd</sup> Year)	2 <sup>nd</sup> Renewal (Re-admission to 3 <sup>rd</sup> Year)
July 2010	Eligible (If not completed before)	Eligible if already completed the 1 <sup>st</sup> Renewal Process (If not completed before)
July 2012	Eligible (If not completed before)	Eligible if already completed the 1 <sup>st</sup> Renewal Process (If not completed before)
July 2013	Eligible (If not completed before)	Eligible if already completed the 1 <sup>st</sup> Renewal Process (If not completed before)
July 2014	Eligible	Not Eligible

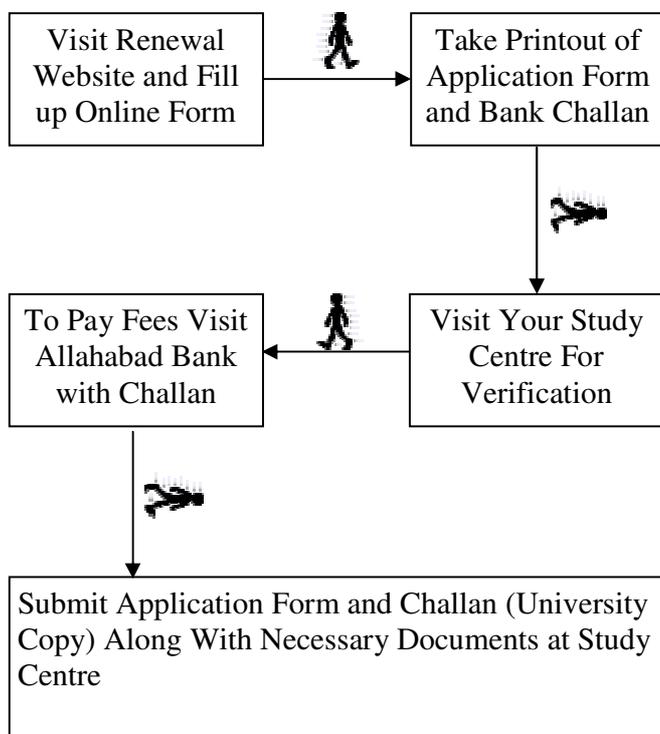
### RENEWAL FEES:

Sl. No.	Name of the Courses	Amount	Bank Charges	Total Amount
1.	Courses of BDP Arts and Commerce (Bengali, English, History, Political Science, Public Administration, Sociology, Commerce and Economics)	₹1630/-	₹ 35/-	₹ 1665/-
2	Courses of BDP Science(Physics, Chemistry, Mathematics, Botany, Zoology and Geography )	₹2330/-	₹ 35/-	₹ 2365/-

NB: After online submission and verification of application form visit Allahabad Bank to pay the renewal fee after 2 working days.

### TENTATIVE TIME SCHEDULE:

Sl. No.	Event	From	To
1.	Online Renewal System Available for Students	09.01.2016 (10.00 AM)	17.01.2016 (10.00 AM)
2	Fee Submission at any Allahabad Bank Branch	12.01.2016	20.01.2016
3	Verification of Documents at Study Centre	09.01.2016	17.01.2016
4	Submission of Application Form and supporting Documents at Study Centre after paying the application fees	12.01.2016	20.01.2016



**Documents to Be Produced For 1<sup>st</sup> Renewal (2<sup>nd</sup> Year Re-admission) At Study Centre:**

1. Filled in Renewal Form and Bank Challan.
2. Registration Certificate /Admit Card issued by NSOU.



**Documents to Be Produced For 2<sup>nd</sup> Renewal (3<sup>rd</sup> Year Re-admission) At Study Centre:**

1. Filled in Renewal Form and Bank Challan.
2. Photo Copy of Challan(Applicant's Copy) for 1<sup>st</sup> Renewal Fees/ Photo Copy of 1<sup>st</sup> Renewal Form/ An endorsement certificate for payment of 1<sup>st</sup> Renewal fees from the Study Centre Coordinator
3. Photo Copy of Registration Certificate/Admit Card/ Progress Report of First Semester



**NB: Before leaving the Study Centre verify the official stamp on the Bank challan. Without this official stamp the bank may not accept any fee.**

**STEPS TO BE FOLLOWED:**

1. Fill-up and submit on-line the application form and take print out of the filled in Renewal form & three-part pay-in-slip (Challan)from our website [renewal.wbnsouadmissions.com](http://renewal.wbnsouadmissions.com)
2. Paste recent **passport size color photograph** and attach necessary documents with the filled-in computer generated Renewal form and then report to the Study Centre during its working hours to have it checked and verified by the coordinator concerned.
3. Visit any branch of **Allahabad Bank after 2 (48 hours) working day** during banking hours to deposit his/her Renewal fees using the pre-printed challan collected at the time of on-line submission and stamped by the co-ordinator on verification. After due payment obtain two copies of **Bank Challans (Applicant's Copy and Study Centre's Copy)** from the bank.
4. Submit the computer generated Renewal form, Bank Challan (Study Centre's Copy) and necessary documents to the Study Centre as detailed below.

**Document to be submitted at Study Centre with the application form:**

**A. For 1<sup>st</sup> Year Renewal:**

- ✓ Renewal Form
- ✓ Bank Challan (Study Center's Copy)
- ✓ Photo Copy of Registration Certificate /Admit Card.



**B. For 2nd Year Renewal:**

- ✓ Renewal Form
  - ✓ Bank Challan (Study Center's Copy)
  - ✓ Photo Copy of Challan(Applicant's Copy) for 1<sup>st</sup> Renewal Fees/ Photo Copy of 1<sup>st</sup> Renewal Form/  
An endorsement certificate for payment of 1<sup>st</sup> Renewal fees from the Study Centre Coordinator.
  - ✓ Photo Copy of Admit Card/ Registration Certificate/ Progress Report of First Semester.
5. After submitting all the documents to the Study Centre students are requested to keep a photocopy of the computer generated Renewal form signed and stamped by the person attending him/her in the Study Centre. This signed and stamped copy he/she may preserve as a **proof of re-admission**.

**Sd/-  
Registrar**