



# NETAJI SUBHAS OPEN UNIVERSITY

DEPARTMENT OF CONTROLLER OF EXAMINATIONS

134/1, Meghnad Saha Sarani, Kolkata-700029

☎: 2465-6936; Fax: 2463-0293

Memo No.: COE/PGDJMC/ADJMC/2021/404

Date: 02/09/2022

## NOTICE

### INSTRUCTIONS FOR ONLINE TERM-END EXAMINATION FOR:

1. PGDJMC ONLINE TERM-END EXAMINATION JUNE-2021 / DECEMBER-2021

and

2. ADJMC ONLINE TERM-END EXAMINATION DECEMBER-2021

Period of Online Term-End Examination:

From 07.09.2022 (02:00 p.m.) to 14.09.2022 (02:00 p.m.)

Examinees concerned may appear at any time (within the above-mentioned time limit) as per their convenience.

The examinees concerned are requested to adhere to the following points: -

1. a) The examinees who have completed all pre-examination formalities for Online Examination (such as submission of filled-in examination form, submission of Online Assignment, fees etc.) are eligible for this PGDJMC Online Term-End Examination June-2021 / December-2021 and ADJMC Online Term-End Examination December-2021.
- b) For the said Online Examination, the examinees may get an 'Admit Card' from a dedicated portal ([www.wbnsou.ac.in](http://www.wbnsou.ac.in)) and it is mandatory for an examinee to download and preserve HARD COPY of the Admit Card.
2. If the portal shows "invalid student" then it may be due to any of the following reasons:
  - a) The duly filled-in Examination Form has not been submitted in time by the examinee concerned.
  - b) Either Assignment marks of the examinee concerned have not been preserved in the examination database of the University or the examinee did not appear in the online submission of Assignment.
3. Examinees may appear in the said online Examination through a Smartphone or Tab (Tablet PC), Laptop or Desktop Computer with active data connectivity. It may



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please be noted that the examinees concerned cannot login through more than one device at the same time.

4. For PGDJMC / ADJMC Online Examination , a dedicated portal

**(<https://pgdjmcctee22.nsou.smartestexam.com/>)**

have to be used. Examinees may login to their respective portal by entering Enrolment Number and Date of Birth (as printed on 'Enrolment Certificate cum Identity Card'). At the time of login, the examinees will get OTP to the Registered Mobile Number / Alternative Mobile Number. Examinees are requested not to share any information, which have been written in the 'Admit Card' and 'Enrolment Certificate cum Identity Card'. No learner is allowed to change his/her Registered Mobile Number during the period of their course of study.

5. The portal for online Term-End Examination will be opened [From 07.09.2022 (02:00 p.m.) to 14.09.2022 (02:00 p.m.)] (24 hours for 7 days).
6. The examinee concerned have to complete all his/her Term-End paper/s (as mentioned in their 'Admit Card') within the stipulated period of time (24 hours for 7 days) from the commencement of the said online Examination [From 07.09.2022 (02:00 p.m.) to 14.09.2022 (02:00 p.m.)].
7. Examinees concerned may appear in any time (within the stipulated period), in any paper according to their choice, but they will get the scope to appear in another paper only after submission of the earlier paper. Since the duration of a 100 marks paper is 3 (Three) hours, so on the last day of examination, examinees have to log-in to the Examination portal at least 3 hours prior to the closing to the Examination portal.
8. MCQ method are being adopted in the said Online Examination.
9. The examinees have to answer the questions only putting a tick (✓) in the proper place.
10. The examinees will get 3(Three) Hours (if full marks is 100) to complete a particular paper. After that, time will be out for that paper.



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11. In the said online examination, PGDJMC/ADJMC examinees: for 100 marks, they have to answer 20 questions (each of 1 mark) which is equivalent to full marks 100.
12. In the said online Examination, for a particular paper, examinees can't see all the questions at a time. At first, only one question of a paper will be shown. The next question of the paper will appear only after submission of the answer of that question (The examinees have to 'submit' the answer before going for the next question). The same procedure will be followed for the subsequent questions.
13. If examinees concerned cannot answer a question and want to avoid/skip that question, they may get the next question without answering it. In that case, they have to 'submit' it without giving any answer and only after that they will get next question but it may please be noted that they will not get any alternative question for the question they skipped.
14. Once the answer has been submitted, it can no longer be corrected/edited and the examinees concerned will not be able to return to his/her previous position.
15. There will be no negative marking in the said Online Examination.
16. Examinees of PGDJMC/ADJMC will get 9 (nine) 'pause' for 100 marks for a particular paper. The duration of 'pause' time will not be counted in the actual duration of examination of a particular paper and the answer submitted by the examinee before taking 'pause' will be saved as usual. It may please be noted that after any kind of interruption ('pause'), the examinees can rejoin, but instead of the earlier question they will get a fresh new question of the same question number. But after taking the scope of all pauses, time will be out and the Online Examination of that paper concerned will be automatically locked. At the time of taking 'pause', refreshing/reloading the device in which they are submitting their online Examination is strictly prohibited.
17. It is mandatory for the examinee to download and print 'Acknowledgement Slip' after immediate completion of each paper. Examinee will have to preserve the HARD COPY of this Slip as a proof of his/her Examination.



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18. An examinee may download the CHALLAN/s only after 7 days of the completion of entire Online Examination and they may get a print copy of 'challan'/s. It is mandatory for an examinee to preserve HARD COPY of the 'challan'/s. These printed copies are for personal preservation only. Examinees concerned are requested not to submit them anywhere.
19. Any unfair means, adopted during the examinations, detected by the e-surveillance system of the university, will be dealt with as per decision of the University taken on case-to-case basis.

For further information, (if any), examinees concerned are once again requested to follow the website of NSOU regularly.

**Helpline Number: 9830338974**

**Date: 07.09.2022 to 14.09.2022**

**Time: 11:00 a.m. to 5:00 p.m.**

(Rokeya Ray)

Controller of Examinations