



NETAJI SUBHAS OPEN UNIVERSITY

DEPARTMENT OF CONTROLLER OF EXAMINATIONS

134/1, Meghnad Saha Sarani, Kolkata-700 029

☎: 2465-6936; Fax: 2463-0293

Memo No. : COE/370/2022

Date: 21/12/2022

NOTICE

INSTRUCTIONS FOR ONLINE SUBMISSION OF ASSIGNMENT FOR BACHELOR OF LIBRARY & INFORMATION SCIENCE (BLIS) TERM-END EXAMINATION, DECEMBER 2022

**Period of Online Submission of Assignment :
From 28.12.2022 (2:00 PM) to 04.01.2023 (2:00 PM).**

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

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

1. a) The learners who have completed all pre-submission formalities for online assignment (such as submission of filled in examination form, fees etc.) are eligible for this Online Submission of Assignment for Bachelor of Library & Information Science (BLIS) Term-End Examination, December 2022.

b) For the said online submission of Assignment, the learners may get an 'Assignment Submission Slip' from a dedicated portal (<https://nsou.pcdpkol.com/> / www.wbnsou.ac.in) and it is mandatory for a learner to download and preserve HARD COPY of the slip.

To know the status of the learner concerned, please check the following table :

PAPER WISE :

Fees Previously Paid	Fees paid in this year	Marks preserved	Marks not preserved	Issue of Assignment Slip	Assignment to be submitted	Assignment not to be submitted
✓	NA	✓	NA	✓	X	NA
X	✓	✓	NA	✓	NA	NA
X	✓	NA	✓	✓	✓	NA

2) If the portal shows "invalid student" then it is because the duly filled-in examination form has not been submitted in time by the learner concerned.

3) Learners may appear in the said online submission of Assignment through a Smartphone or Tab (Tablet PC), Laptop or Desktop Computer with active data



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connectivity. *It may please be noted that the learners concerned cannot login through more than one device at the same time.*

4) For Bachelor of Library & Information Science (BLIS) Online Submission of Assignment, a dedicated portal (<https://blisasg22.nsou.smartestexam.com>) have to be used. Learners may login to the portal by entering Enrolment Number and Date of Birth (as printed on 'Enrolment Certificate cum Identity Card'). At the time of login, the learners will get OTP to the Registered Mobile Number / Alternative Mobile Number. Learners are requested not to share any information, which have been written in the 'Assignment Submission Slip' and 'Enrolment Certificate cum Identity Card'. No learners are allowed to change their Registered Mobile Number during the period of their course of study.

5) The portal for submission of Assignment will be opened on 28.12.2022 at 2:00 p.m. and will be closed on 04.01.2023 at 2:00 p.m. (24 hours for seven days).

6) The learners concerned have to complete all their assignment paper/s (as mentioned in the 'Assignment Submission Slip') within the stipulated time (24 hours for seven days) from the commencement [From 28.12.2022 (2:00 p.m.) to 04.01.2023 (2:00 p.m.)] of the said online submission of Assignment.

7) Learners 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.

8) MCQ method are being adopted in the said online submission of Assignment.

9) The learners have to answer the assignment questions only putting a tick (✓) in the proper place.

10) The learners will get Three Hours (if full marks is 100) to complete a particular assignment paper. After that time will be out for that paper.

11) For 100 marks, the learners have to answer 20 Assignment questions (each of 1 mark) which is equivalent to full marks 100.



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12) In the said online submission of assignment, for a particular paper, learners can't see all the questions at a time. At first, only one assignment question of a paper will be shown. The next assignment question of the paper will appear only after submission of the answer of that assignment question (The learners have to 'submit' the answer before going for the next assignment question). The same procedure will be followed for the subsequent assignment questions.

13) If learners concerned cannot answer an Assignment question and want to avoid/skip that question, they may get the next assignment question without answering it. In that case they have to 'submit' it without giving any answer and only after that they will get a new assignment question. But it may please be noted that they will not get any alternative assignment question for the question they skipped.

14) Once the answer has been submitted, it can no longer be corrected/edited and the learners concerned will not be able to return to his previous position.

15) There will be no negative marking in the said Online Submission of Assignment.

16) Learners 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 learner before taking 'pause' will be saved as usual. But after taking the scope of all pauses, time will be out and the online submission of assignment of the paper concerned will be automatically locked. At the time of taking 'pause', refreshing the device in which they are submitting their online Assignment is strictly prohibited.

17) It is mandatory for a learner to download and print 'Acknowledgement Slip' after immediate completion of each paper. A learner will have to preserved the HARD COPY of this Slip as a proof of his/her online submission of assignment.

18) A learner may download the evaluated assignment answer script/s only after 7 days of the completion of entire Online Submission of Assignment and they may get a print copy of evaluated assignment answer script/s. It is mandatory for a learner to preserve HARD COPY of the evaluated assignment answer script/s. These printed copies are for personal preservation only. Learners concerned are requested not to submit them anywhere.



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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) learners concerned are once again requested to follow the website of NSOU regularly.

Helpline number: 9830338974

Date: 28.12 2022 to 04.01.2023

Time: 11:00 AM to 5:00 PM

Goswami 21/12/2022
Prepared by

(Rokeya Ray)
Controller of Examinations