NETAJI SUBHAS OPEN UNIVERSITY
DEPARTMENT OF CONTROLLER OF EXAMINATIONS
134/1, Meghnad Saha Sarani, Kolkata-700 029
Website : www.wbnsou.ac.in

Memo No. : COE/485(i)/2026 Date: 10/09/2026

NOTICE

INSTRUCTIONS FOR ONLINE SUBMISSION OF ASSIGNMENT FOR MASTER OF BUSINESS ADMINISTRATION (MBA) TERM-END EXAMINATION, DECEMBER 2024 (SEM-II)

Period of Online Submission of Assignment : From 24.09.2026 (2:00 PM) to 27.09.2026 (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 Master of Business Administration (MBA) Term-End Examination, December 2024 (SEM-II).

b) For the said online submission of Assignment, the learners may get an 'Assignment Submission Slip' from a dedicated portal (https://pcdpcal.com/nsou/MBA/assignment_slips/ 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 connectivity. *It may please be noted that the learners concerned cannot login through more than one device at the same time.*

4) For Master of Business Administration (MBA) Online Submission of Assignment, a dedicated portal (https://mbaasgn25.nsou.oepms.in) 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 online submission of Assignment will be opened on 24.09.2026 at 2:00 p.m. and will be closed on 27.09.2026 at 2:00 p.m. (24 hours for three 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 three days) from the commencement [From 24.09.2026 (2:00 p.m.) to 27.09.2026 (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. Since the duration of a 100 marks paper is 3 (three) hours so on the last day of online submission of assignment, learners have to log-in to the submission of assignment portal at least 3 hours prior to the closing of the submission of assignment portal.

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 (full marks 100) to complete a particular assignment paper. After that time will be out for that paper and the paper will be automatically submitted.

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

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 their 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. It may please be noted that after any kind of interruption ('pause'), the learners 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 submission of assignment of the paper concerned will be automatically locked. At the time of taking 'pause', refreshing/reloading of 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 Challan' after immediate completion of each test, as a proof of each test completion. The candidate will not be allowed to start a new assignment paper until the Acknowledgement Challan for previously completed paper is downloaded. The candidate must keep an eye on the main dashboard where all assigned papers are listed, the Acknowledgement Challan of a paper will appear against that paper. The candidate must download the said challan as soon as possible and preserve a print copy of the same with them as a proof of his/her online submission of assignment.

18) A learner should download and print a copy of the evaluated assignment answer script/s (date and time will be notified later) only after completion of entire Online Submission of Assignment and they may get a print copy of evaluated assignment

answer script/s. Evaluated assignment answer script/s for any particular paper can be downloaded only once. Please be noted that no further extension for downloading of the answer script/s will be allowed under any circumstances. If a learner needs the answer script/s again, then such learners may collect the said copy of the answer script/s from the university with prior application and a requisite fees through a Demand Draft in favour of "NETAII SUBHAS OPEN UNIVERSITY" and Payable at Kolkata. It is mandatory for a learner to preserve PRINT 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. The university could ask for the said copies later (if necessary).

19) Inspite of several communications through different notice, whose mobile number (Registered/Alternative) tagged with one or more than one learners have been blocked. Only such learners who are facing the above issue may wait for further notice in the university website.

20) 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: 24.09.2026 to 27.09.2026
Time: 11:00 AM to 5:00 PM

10/09/26

Asst. Controller of Examinations

10/09/26

(Rokeya Ray)
Controller of Examinations