



# NETAJI SUBHAS OPEN UNIVERSITY

DEPARTMENT OF CONTROLLER OF EXAMINATIONS

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

☎ : 2465-6936; Website : www.wbnsou.ac.in

Memo No. : COE/04/2025

Date: 03/01/2025

## NOTICE

### Examination Form Submission through Online for Master of Business Administration (MBA) Term-End Examination, June-2024 (Sem-I)

All learners concerned are hereby informed that we are going to start examination form submission through online for **Master of Business Administration (MBA) Term-End Examination, June-2024 (Sem-I)** which will be conducted through offline mode in traditional method (i.e. pen paper mode). Learners are requested to follow the NSOU Website, regularly.

The system of online submission of Assignment through MCQ method is applicable for the above said course. All eligible learners have to submit their assignment paper/s through the online system. If the assignment marks have been submitted by the study centres concerned earlier or assignment submitted by the learners through online last year, then learners need not have to submit the same paper/s once again and they may submit filled-in examination form for the Term-End Theory paper/s. It may please be noted that **Master of Business Administration (MBA) Term-End Examination, June-2024 (Sem-I) will be conducted through offline mode in traditional method (i.e. pen paper mode)**, hence no candidates will be allowed to submit assignment which are not mentioned in the filled-in Examination form and since submission of assignment paper/s is mandatory, consequently candidates are not allowed to appear in the Term-End Examinations without submitting the assignment paper/s.

It should be noted that during the submission of filled-in Examination Form, learners have to put their **OWN MOBILE NUMBERS** as their Alternative Mobile Number. Since during the period of course of study, all important information like OTP, SMS etc. will be sent to the Registered Mobile Number or Alternative Mobile Number (AADHAR Card link own Mobile Number), hence without permission of the Department of Controller of Examinations learners can neither change their Registered Mobile Number nor their Alternative Mobile Number.

### MBA Learners concerned may please be requested to submit their fees as per the following Fees chart:

THEORY 100 MARKS PER PAPER	EXAMINATION CENTRE FEES PER EXAMINEE FOR THEORY EXAMINATION	ASSIGNMENT 100 MARKS PER PAPER
Rs. 150/-	Rs. 100/-	Rs. 30/-

[N.B.: The Candidate has to bear online transaction charges (if any) along with the Examination fees.]



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Examination Form Submission Portal for the above-mentioned examination will be opened on **07/01/2025** at 2:00 P.M. at **[www.pcdpcal.com](http://www.pcdpcal.com)** and will be closed on **10/01/2025** at 2:00 P.M. The BLIS learner concerned are requested to follow the under mentioned guideline for submission of the said forms.

Fees submission through Debit / Credit Card / Internet banking will be opened on **07/01/2025** at 2:00 P.M. & will be closed on **10/01/2025** at 2:00 P.M. Learners are requested to print the payment details 'Challan' for future reference. However, the possibility of the link getting disconnected after successful payment of Examination fees, in which case the Online Payment Receipt cannot be generated instantaneously. If this occurs, please do not attempt to pay the Examination fees again immediately and wait for 1(One) working day by when the receipt may normally get generated.

## **Instruction to follow the MBA "EXAMINATION FORM SUBMISSION THROUGH ONLINE"**

### STEPS TO BE FOLLOWED:

- 1. VISIT: [www.pcdpcal.com](http://www.pcdpcal.com)**
- 2. SIGN-UP:** Learners are to Login Using Enrolment Number and Date of Birth.  
If both are provided correctly, the student's Name appears on the screen,  
Hit **SUBMIT** to proceed for Form Fill up.
- 3. SUBMIT:** Fill up the Form by Tick  marking the subject to appear. At least one subject is to be selected. **SUBMIT** the Form after Checking carefully, updating your mobile number (if changed) and Renewal Fees paid option. Once submitted, Subject/Paper cannot be Changed/Altered.
- 4. PAYMENT:** Payment to be made online for the selected papers along with Examination Centre Fees through Debit / Credit Card / Internet Banking Simultaneously. Note down the **Transaction ID** carefully. And take a print out of the Receipt.
- 5. Examination Form filled in partially, payment to be made for those papers completely then only remaining paper/papers will again appear for filling up subsequently payment to be made again for the remaining part.**

**N.B.:** If you don't want to enter the Alternative Mobile No. then type "\*\*\*\*\*" (five star) that means 'NO NEED'



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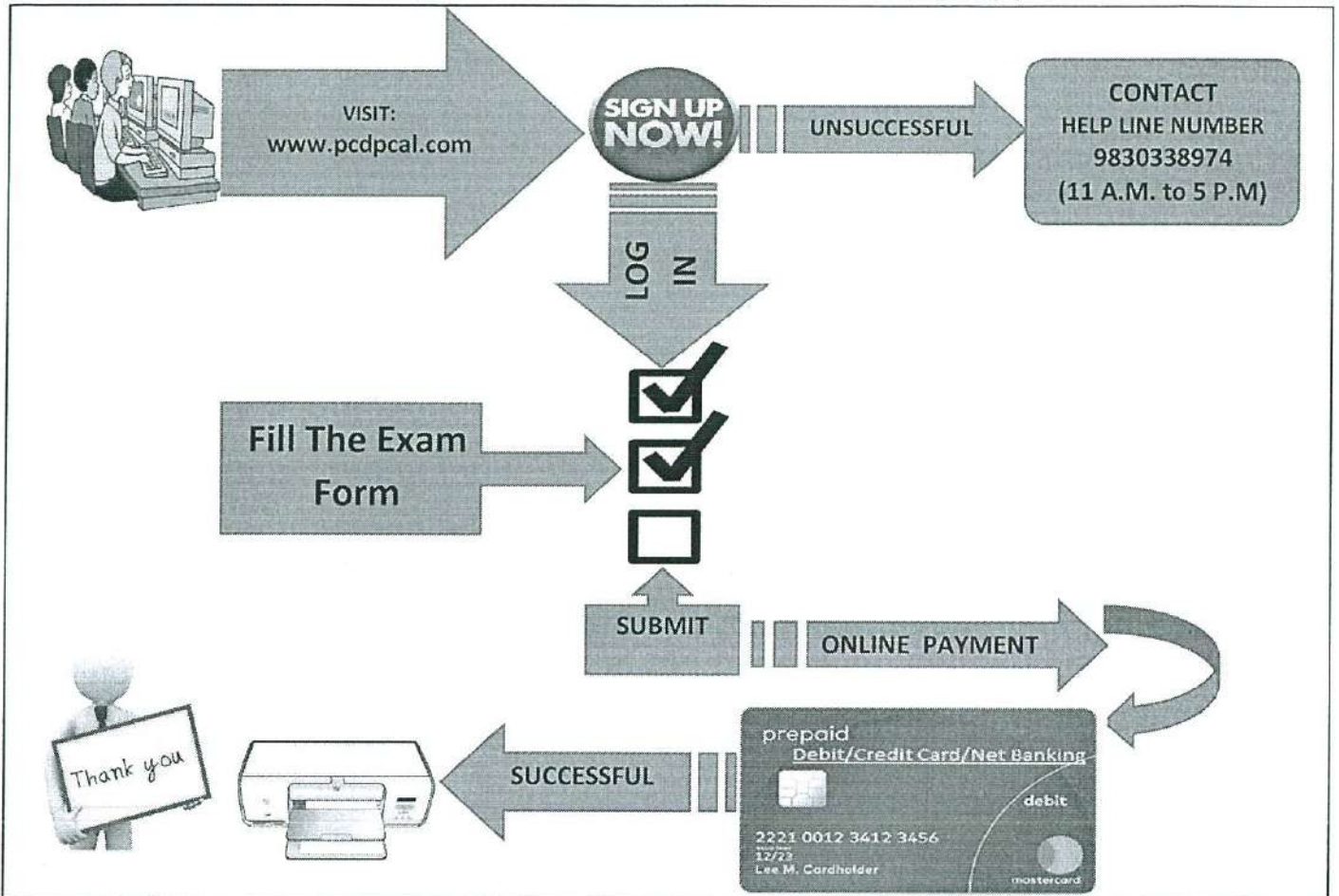
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☎: 2465-6936: Website : www.wbnsou.ac.in

A. Visit Examination Form Submission Portal to submit filled-in Examination Form.

B. Take a Print Out of filled-in Examination Form and Pay online. (in the following ways)



- 1) It should be noted that during the submission of filled-in Examination Form, learners have to put their OWN MOBILE NUMBERS as Registered Mobile Number and Alternative Mobile Number. Since during the period of course of study, all important information like OTP, SMS etc. will be sent to any of these Mobile Numbers, hence without permission of the Department of Controller of Examinations learners can neither change their Registered Mobile Number nor their Alternative Mobile Number.
- 2) Candidates are requested not to share any information, which has been written on the Enrolment Certificate cum Identity Card.
- 3) Without Submission of filled-in Examination form, No Candidate will be Allowed to Appear in Assignment Submission & Term-End Examination.

Hope, you will enjoy the system. Your co-operation will be highly appreciated.

Thanking you,

*Handwritten signature*  
03/01/25

Asst. Controller of Examinations

Yours sincerely,  
*Handwritten signature*  
03/01/25

Controller of Examinations  
(ROKEYA RAY)

N.B.: 1) HELPLINE Number: 9830338974 (11:00 A.M. to 5:00 P.M.)

2) Submission of Assignment is the pre-condition for appearing in Term End Examination.

- Copy to:
1. E.S. to Hon'ble V.C. - for information please.
  2. The Director (I/C), Study Centres, NSOU
  3. The Director, School of Education, NSOU
  4. The Officer-in-Charge, School of Sciences, NSOU
  5. The Officer-in-Charge,, NSOU
  6. The Director, Social Sciences, NSOU
  7. The Director (I/C), Professional Studies, NSOU