



# NETAJI SUBHAS OPEN UNIVERSITY

Department of Examinations  
134/1, Meghnad Saha Sarani, Kolkata – 700 029  
Phone: 2464 6936, 4004 2096

Memo no. CoE/232/23

05.06.2023

## NOTICE

**Submission of Examination Form: Assignment and Term-End**  
**Master of Education (Special Education)**  
**Term End Examination (Theory & Practical)**  
**December 2022 (I & III Semester) & June 2023 (II & IV Semester)**

The system of **online submission of Assignment through MCQ method** has already been introduced. This year also the same system will be followed. All eligible learners have to submit their assignment paper/s in the said system. If the assignment marks have been submitted by the learner support centre concerned earlier or assignment submitted by the learners through online previous years, then learners don't have to submit the same paper/s once again and they may submit filled-in examination form only for the Term-End theory paper/s. It may please be noted that Master of Education (Special Education) Term-End Examination December-2022 & June-2023 will be conducted through **traditional pen-paper mode**, hence no candidates will be allowed to submit assignment without mentioning it in the filled-in Examination form and since submission of assignment paper/s is mandatory, consequently no learners are allowed to appear in the Term-End Examinations without submitting the assignment paper/s.

This is for further information that during the period of course of study without permission of the Examination Department, learners can neither change their own Registered Mobile number (submitted at the time of Admission) nor their own Alternative Mobile number (to be submitted in the Examination Form), since during the time of Online submission of Assignment, OTP will be sent by the Examination Department either to the Registered Mobile number or to the Alternative Mobile number of learners.

The learners of Master of Education (Special Education) **Term-End Examination (Theory & Practical) December-2022 & June-2023** may be asked to submit **Examination Form** through a dedicated portal, which will be opened on **15/06/2023 at 2:00 pm** in the following manners (mentioned in page no.-2) and the said examinations are supposed to be held from first week of **July-2023** and corresponding **Assignment submission Portal** will be opened before the Term-End Examination and the date of Assignment submission will be informed through a notice. Learners are requested to follow the NSOU Website, regularly:

The examinees concerned may also be asked to submit their Examination fees as per the following rates:

Examination Fees				
Exam Type	Full Marks	T.E. Exam Fee	Assignment Fee	Online Exam Processing Fee
Theory	100	Rs. 150/- Per paper	Rs. 30/- Per paper	Rs. 100/- Per examinee, Per session
Practical / Field Engagement / Internship	100	Rs. 300/- Per paper	Nil	Rs. 100/- Per examinee, Per session
Dissertation	400	Rs. 1200/- Per paper	Nil	

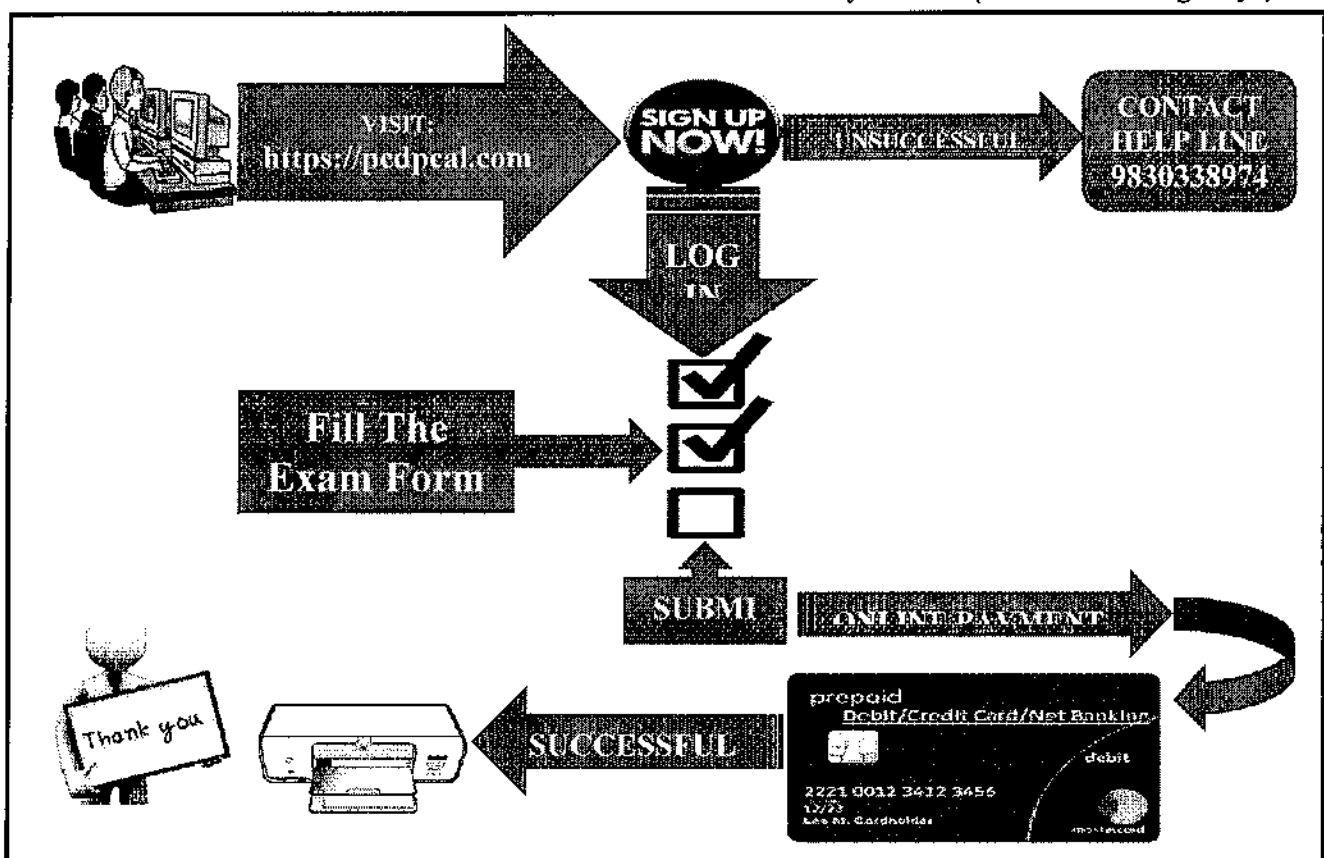
N.B. [Candidates have to bear online transaction charges, if any, along with the Examination fees]

**Examination Form Submission Portal** for the above-mentioned examination will be opened on 15/06/2023 at 2:00 pm at <https://pcdpca.com/> and will be closed on 19/06/2023 at 2:00 pm. The person concerned are requested to follow the under mentioned guidelines for submission of the said forms.

Fees submission through Debit or Credit Card/Net Banking will be opened on 15/06/2023 at 2:00 pm & will be closed on 19/06/2023 at 2:00 pm. 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.

**Instructions for EXAMINATION FORM SUBMISSION:**

- 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)



## **STEPS TO BE FOLLOWED:**

1. **VISIT:** <https://pcdpca.com/>

2. **SIGN-UP:** With the System by Providing the Necessary Information of the Student. (ENROLMENT NO., NAME, STUDY CENTRE CODE) etc.

- Enter Enrolment No. (Twice) (Both should be Same & Correct as per Enrolment Certificate)
- Enter Alternative Mobile No. (Should be Same & Correct)

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

- Enter Aadhaar
- Enter E-mail ID
- Enter ABC ID (if not created, please visit: [www.abc.gov.in](http://www.abc.gov.in))

Check if All the Above Information is Correct then SUBMIT.

3. **LOG-IN:** with the System: Enter into the System to submit FILLED-IN Examination Form.

4. **To submit filled-in Examination Form:** (Check the Paper/s is/are  before the submission of Examination form)

- **Tick** the Paper/s in which you want to appear. (Click **Select All** if you want to Appear in All the papers)
- If you want to tick paper but it shows 'WN' it means Workshop Not Done, you can't appear.
- **Check** Carefully to the Required Paper/s is/are to be correctly ticked.
- **Submit** if OK. (Once Submitted, Paper/s cannot be Altered/Changed)

5. **PAYMENT :**

- The submitted Filled-in Form will be shown automatically. Click on **PAY.**
- **Online Payment :** (To pay online with Debit or Credit Card/Net Banking)

Use **Debit or Credit Card/Net Banking** and Pay the proper Examination Fees. **Note Down** the **Transaction ID** carefully. It will be shown **Payment is successful.** Go to **Dash Board.** Click on **Filled-in Examination Form.** **Download & Print the Online 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.

**N.B.:**

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) Learners 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 the Assignment Submission Portal & Term-End Examination.

4) Helpline Number : 9830338974 for Examination Form submission, will be opened from 15/06/2023 to 25/05/2023 (11 am to 5 pm excluding Holidays, Saturdays & Sundays).

Hope, you will enjoy the system. Your cooperation will be highly appreciated.

With regards.

  
Prepared by



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(Rokeya Ray)  
Controller of Examinations

Copy to : 1. E.S. to Hon'ble V.C. – for information please.  
2. The Director, Study Centres, NSOU  
3. The Director, School of Education, NSOU  
4. The Director, School of Sciences, NSOU

5. The Director, School of Social Sciences, NSOU  
6. The Director, School of Humanities, NSOU  
7. The Director, School of Professional & Vocational Studies, NSOU