



NETAJI SUBHAS OPEN UNIVERSITY

EXAMINATION DEPARTMENT

134/1 Meghnad Saha Sarani, Kolkata-700029

☎:(033)-2463-0292

Memo.No.COE/June2021/T.E.Ex/ PGDHFOM/ 002

Date: 03/01/2022

Form Fill Up Circular for Enrollment Session – July 2018.

Hospital Front Office Management **(One year Post Graduate Diploma Course)** **Term-End Examination June 2021**

- 1) The period of filling up forms for **Hospital Front Office Management (One year Post Graduate Diploma Course)** Term-end Examination June 2021, will be 03/01/2022 to 22/01/2022 without late fee and 23/01/2022 to 30/01/2022 with late fee of Rs.100/-.
- 2) The filled in Examination forms (hard copy) must reach the office of the Controller of Examinations from the respective study centres within 25/01/2022 (without late fine) and within 01/02/2022 (with late fine).
- 3) Examinees concerned may please be requested to submit their fees by DEMAND DRAFT in favour of "Netaji Subhas Open University" payable at KOLKATA alongwith their filled in examination forms in original at their respective study centres. Cash will not be accepted by the study centres from the students. The students should collect their downloaded examination form in original by person from www.wbnsou.ac.in.
- 4) Examination fee is of Rs. 75/-(seventy-five only) per paper, i.e... Paper I to IX.
- 5) Examination fee for project is Rs.300/- (three hundred only) per paper, i.e. Paper-X.
- 6) Theory Examination processing fee is of Rs.100/-(one hundred only) per candidate.
- 7) Practical Examination processing fee is of Rs.100/-(one hundred only) per candidate, i.e.Paper-X.
- 8) Submission of Assessment Paper is the precondition for eligibility of a candidate for appearing Term End Examination, June 2021 . Last date of submission of assessment marks by the study centre is 01/02/2022 to the department of COE.

NO FORMS WILL BE ACCEPTED AFTER 01/02/2022.

Examination schedule will be informed later on.

Prepared by: *Goswami*
03/01/2022

[Signature]
03/01/22

Controller of Examinations (Acting)

- Copy to :
- 1) The Director School of Vocational Studies (NSOU).
 - 2) The Coordinator, RTIISC.
 - 3) The Coordinator, Ruby General Hospital Ltd.
 - 4) The Coordinator, Desun Hospital.



NETAJI SUBHAS OPEN UNIVERSITY

Form No.

Please read the Instruction overleaf before filling up the form.

To
The Controller of Examinations
NETAJI SUBHAS OPEN UNIVERSITY
134/1, Meghnad Saha Sarani
Kolkata - 700 029

Attach
two recent
passport size
photograph

Sir/Madam

I would like to apply for Examination stated below. I satisfy all the conditions for this purpose under the Regulations. I undertake that I shall abide by the decision, rules and Regulations of the University. Any wrong information/non-compliance will render my candidature liable to be cancelled at any stage of the Examinations as will be decided by the University. I have also read & understood the instructions printed in back page. Details are furnished below for your consideration.

Yours faithfully

Date:
(Full Signature of the Candidate)

Programme of Study

Part/Semester/Term-End Examination

Elective Subject Sex M F

Study Centre Code Examination Centre Code

Enrolment Number

Date of Payment for 2nd yr./3rd yr. Renewal
DD MM YEAR

NAME
(In Block Letter)

Father's /Mother's/Husband's/Guardian's Name

Relationship with Guardian

Address

Contact No Telephone : Mobile :

Details of complete paper title and correct paper number intended to be taken up in the examination. (Please mention subsidiary subject code and title if any)

SERIAL	PAPER CODE NUMBER	COURSE/PAPER TITLE
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

The above particulars have been verified and found correct

Signature of the Co-ordinator with seal

INSTRUCTIONS FOR FILLING IN THE FORM



1. Ensure submission of Assignments & fulfillment of all eligibility criteria.
2. Co-ordinator of Study Centre be contacted for application form and photocopy thereof.
3. Candidates are advised to fill in the examination form without waiting for the result of the previous examination, if appeared.
4. Eligible Candidates will be provided with Admit Card, which will be sent to study centre 7 days before commencement of Examinations.
5. In case of non receipt of admit card from the study centre, concerned Examination Centre/Examination Department be contacted and if the name of the candidate appears in the list of registered candidates, he/she may be all allowed to sit for the examination on production of University's issued identity card. **If the candidate appear in examination without valid Admit Card or without roll no. his/her appearance in examination will be treated as irregular and his/her answerscript will not be evaluated.**
6. One can appear in examination in the course which one has been registered. No change in course will be allowed.
7. Study Centre normally is not the Examination Centre.
8. Necessary Programme fee and Examination fee as prescribed must be paid.
9. **Complete & correct title of courses & course code as per programme guide must be written in the examination form.**
10. Two recent photograph duly signed be attached with the application form.
11. Examination Centre fee be paid as prescribed.
12. Incomplete or wrong information given in the examination form will be liable to be rejected without informing the candidate.
13. **Formal review system has not yet been introduced by the University. However, the University takes all possible precautions at every step of examination/evaluation/publication of results, so that no student may feel affected.**

RULES FOR THE GUIDANCE OF THE EXAMINEES

- The door of the examination hall will be opened half an hour before the time specified for the distribution of question papers on the first day and fifteen minutes before the time on the subsequent days.
- No candidate will be allowed to enter/leave the examination hall after/before one hour from the time of commencement of examination.
- **Candidates are warned that any attempt of unfair means during the examination will render them liable to disciplinary action by the University Authority according to the University rules.**
- Candidates must strictly follow the instructions printed on the Question Paper and Answer Script.