

To

Date: _____

The Controller of Examinations
Netaji Subhas Open University
134/1 Meghnad Saha Sarani, Kol-700029

APPLICATION SHALL NOT BE ENTERTAINED ON EXPIRY OF 60 DAYS FROM THE
DATE OF PUBLICATION OF RESULT.

Subject : Transferring of marks

I..... a student of B.Ed. (ODL)/BDP/PG
(Enrolment No.....) appeared in all subject/paper of said course of study but
could not pass in **only one paper/subject** i.e..... I shall be grateful if you kindly
transfer the shortage marks from **one** paper/subject to pass the said course of studies.

Encl : Photo copy of the original progress report (latest) of the candidate.

Signature of the Candidate

Phone No. :

Transferring of marks is to be allowed (**only for the students who have appeared all the
subject/paper of course of studies but could not get pass marks in only one paper/subject**) on the
basis of the marks obtained in other subject/s of the same category.

Category I : Subsidiary Papers (except practical)

Category II : Elective Papers

Category III : Compulsory Papers (Foundation, AOC and ENVS)

* { Category IV : Theory (except Practical)
Category V : Practical (except Theory)

Forwarded by the Co-ordinator

Co-ordinator..... Study Centre

N.B. : 1. The earlier format may please be treated as cancelled.

* 2. Only for B. Ed. (ODL)

Format for correction of name etc.



NETAJI SUBHAS OPEN UNIVERSITY

DD – 26, SECTOR – I, SALT LAKE CITY, KOLKATA – 700 064

Form of Correction in Enrolment Certificate-cum-Identity Card (PG /BDP)

To
The Registrar
Netaji Subhas Open University
DD -26, Sector— I, Salt Lake City, Kolkata - 700 064

Through:
The Co-ordinator
.....

Sub.- Application for Correction of Name/Surname/Date of Birth/Category/Address/Father's Name/Signature/Others

I, Shri/Smt have been admitted at NSOU Study Centre (code-) in the following course & subject etc. for correction of my name and /or surname on Enrolment Certificate-Cum-Identity Card/Admit Card/ Mark sheet my particulars are as given below.

My particulars are given below :

Sl. No	Enrolment No.	Name of the Student	As per Enrolment Certificate-Cum-Identity Card/Admit Card/ Mark Sheet	Correction needed	Subject code

Yours Faithfully,

Signature of Student

Enclosed:-

- 1) Original Enrolment Certificate-Cum-Identity Card.
- 2) One Photocopy of Enrolment Certificate-Cum-Identity Card.
- 3) Photocopy of Mark sheet of Class 10 & (10+2) Examinations(One Copy Each)
- 4) Photocopy of Admit card of Class 10Examination(one copy)

Forwarded,

Co-ordinator (With Seal)



NETAJI SUBHAS OPEN UNIVERSITY

DD – 26, SECTOR – I, SALT LAKE CITY, KOLKATA – 700 064

APPLICATION FOR CHANGE OF STUDY CENTRE (BDP/PG)

To
The Registrar
Netaji Subhas Open University
DD - 26, Sector - I, Salt Lake City, Kolkata - 700 064

Through:
The Co-ordinator

Sub. :- Application for Change of Study Centre

Sir,
I, Shri / Smt. have been admitted at
NSOU..... Study Centre (code) in the
following course & subject etc.

My particulars are given below :

Sl. No.	Name of the Student	Enrollment to.	Subject

At present I want to change my Study Centre from.....to.....because of
Change of place of Service / Shifting of Family / Marriage (please tick) in case of other reason
please specify.

Yours Faithfully,
Signature of Student

Enclosed:-1)A copy of DD for Rs.500/- (five hundred only) bearing no.....dated
.....

2) Original Enrolment Certificate-cum-Identity Card.

Forwarded,
Co-ordinator (With Seal)

N.B. :

- A FEE of Rs.500/- should be remitted by way of a Demand Draft drawn in favour of Netaji Subhas Open University and payable at Kolkata (one photocopy of Demand Draft should be attached herewith).
- Application will be considered under circumstances like change of place of service, shifting of family and change of marital status only after admission with documentary evidence.

Remuneration bill has to be submitted to
the Coordinator of the study centre



NETAJI SUBHAS OPEN UNIVERSITY
DD 26, SECTOR - I, SALT LAKE CITY, KOLKATA - 700064
REMUNERATION BILL FOR GUIDANCE OF DISSERTATION

Programme Title: MLIS/MSW/PGZO

Name of Supervisor/Mentor:

Residential Address:

Designation:

Office Address:

Telephone No. Off.....Mob.....

Sl. No.	Project Title	Enrolment No.	Name of Student	Total Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Certified that I have guided the students of MLIS/MSW for their dissertation work.

Bank Details: Name of the Bank:.....; Branch:.....

Name of the Account holder (Capital letter):

Account Number:.....; IFSC:.....

Dated:

Signature of the Supervisor/ Mentor

[Note: The remuneration payable for guidance of Project Work is Rs. 800/- per student]

Certified that the above supervisor was approved and recommended by the concerned School of Studies (SPS/ SOSci) and is being forwarded to the School of Professional Studies/ School of Sciences for further process.

Director, School of
Professional Studies/ School of Sciences

Coordinator, Study Centre with seal
Dealing Assistant, SPS/ SoSci, NSOU

NETAJI SUBHAS OPEN UNIVERSITY

DD-26; Salt Lake; Sector-I; Kolkata-700064

Website: www.wbnsou.ac.in

Application for seeking information under RTI Act (only related to other than Examinations)

To

The Public Information Officer - I

Netaji Subhas Open University

DD-26; Salt Lake; Sector-I

Kolkata - 700064

5. Full Name of the Applicant:

(in capital letters)

6. Father's / Spouse's Name:

7. Address for Communication:

8. Telephone No.:.....

5. Mobile:

10. Whether belong to BPL category: YES NO

(if YES, please attach a copy of the BPL/Ration Card to claim waiver of the application fees)

Course of Study: BDP/PG/BLIS /PG Diploma/Certificate course/ Vocational course/ B.ED

11. a) Enrolment No.:

b) Study Centre Code:

12. Details of Additional fee, if applicable:

DD No.	Amount(Rs.)	Name of the Bank with Branch	Date

13. Particulars of Information require: (Please enclose separate sheet, if required)

DECLARATION

I state that the Information sought does not fall within the restriction contained in Section 8 & 9 of the RTI Act 2005.

Place:

Date:

(Signature of Applicant)

Application fee of Rs.10 should be attached in form of IPO/Banker's Cheque/DD/Court fee

(IPO/Banker's Cheque/DD should be in favour of "Netaji Subhas Open University" & payable at Kolkata)

N.B. : Please attach photocopy of relevant Mark sheet/Progress Report & Admit Card (please do not attach copy of web result)

**NETAJI SUBHAS OPEN UNIVERSITY**

134/1, Meghnad Saha Sarani, Kolkata - 700029

Website: www.wbnsou.ac.in**Application for seeking information under RTI Act****(only related to Examinations)**

To

The Public Information Officer - II

Netaji Subhas Open University

134/1, Meghnad Saha Sarani,

Kolkata - 700029

1. Full Name of the Applicant:
(in capital letters)
2. Father's / Spouse's Name:
3. Address for Communication:
.....
4. Telephone No.:..... 5. Mobile:
6. Whether belong to BPL category: YES NO
(if YES, please attach a copy of the BPL/Ration Card to claim waiver of the application fees)

Course of Study: BDP/PG/BLIS /PG Diploma/Certificate course/ Vocational course/ B.ED

7. a) Enrolment No.: b) Study Centre Code:
8. Details of Additional fee, if applicable:

DD No.	Amount(Rs.)	Name of the Bank with Branch	Date

9. Particulars of Information require: (Please enclose separate sheet, if required)

DECLARATION

I state that the Information sought does not fall within the restriction contained in Section 8 & 9 of the RTI Act 2005.

Place:

Date:

(Signature of Applicant)

**Application fee of Rs.10 should be attached in form of IPO/Banker's Cheque/DD/Court fee
(IPO/Banker's Cheque/DD should be in favour of "Netaji Subhas Open University" & payable at Kolkata)**

N.B. : Please attach photocopy of relevant Mark sheet/Progress Report & Admit Card (please do not attach copy of web result)