



# NETAJI SUBHAS OPEN UNIVERSITY

## DEPARTMENT OF CONTROLLER OF EXAMINATIONS

134/1, Meghnad Saha Sarani, Kolkata - 700029

☎: 2465-6936; Website: [www.wbnsou.ac.in](http://www.wbnsou.ac.in)

Memo No.: COE/801(i)/25

Date: 03/11/2025

### NOTICE

#### Submission of Examination Form : Term-End (Practical) for only newly enrolled learners (Admission Session : July - 2025)

#### FYUG Programme (Under NEP, 2020) Term-End Examination (Practical), December - 2025 (SEM-I)

All persons are hereby informed that Submission of Examination Form through portal for Four Year Under Graduate Programme (Under NEP, 2020) Term-End Examination (Practical), December - 2025 (SEM-I) will be opened from 07.11.2025 at 2:00 p.m.

#### Discipline Specific Core Courses:

- 5CC-01 (except Mathematics) for enrolment year July-2025

#### Examinees concerned may please be requested to submit their fees as per following rates:

Examination Fees Rs. 200/- (Rupees Two Hundred only) per course

Examination Centre Fees Rs. 100/- (Rupees One Hundred only) per examinee, per session

[N.B.: The Candidates has to bear online transaction charges (if any) along with the Examination fees. In case of multiple payments, the University will refund the excess amount of fees in due course of time.]

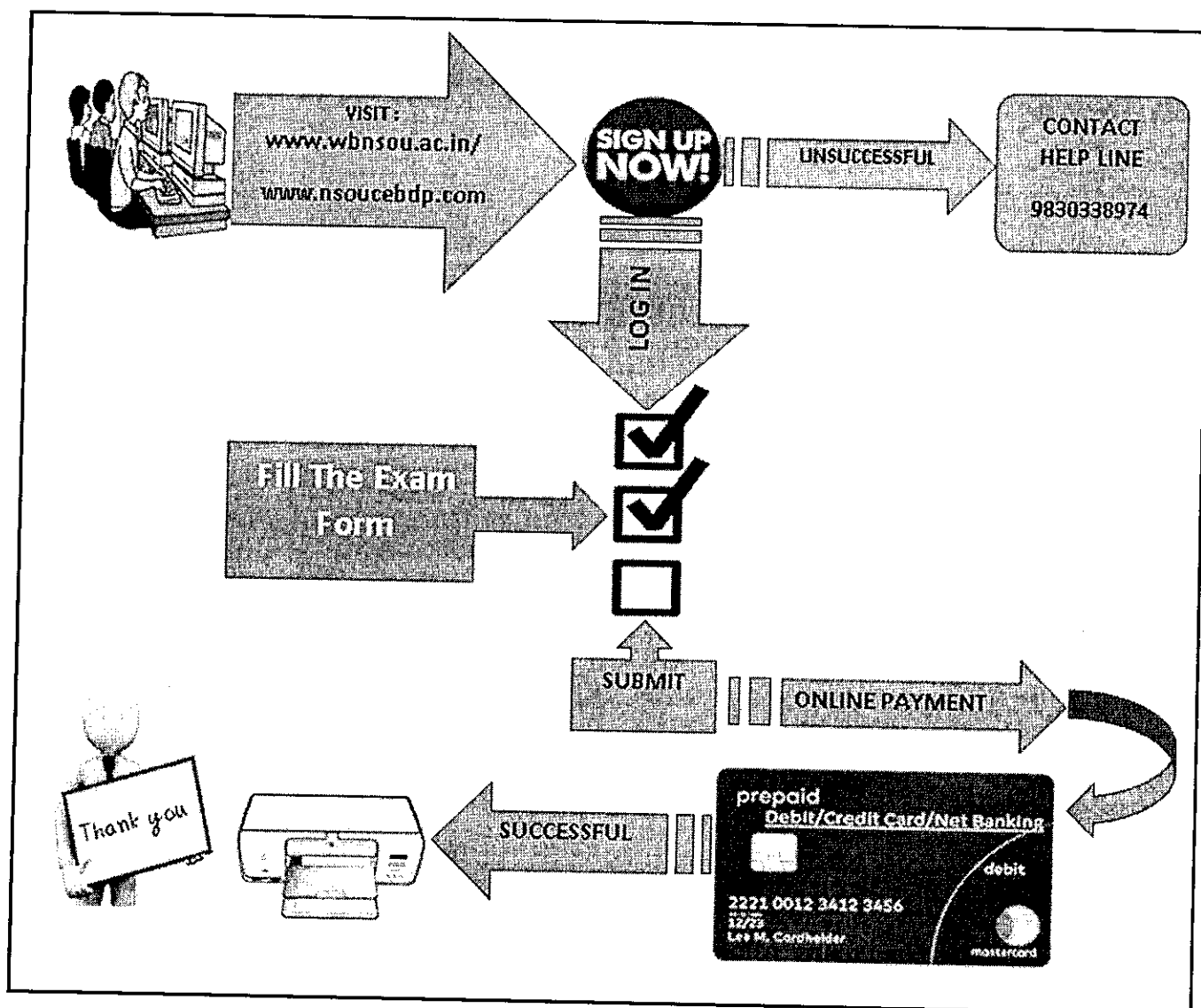
The portal for Submission of Examination Form for the above said examination will be opened on 07/11/2025 at 2:00 p.m. through [www.nsoucebdp.com](http://www.nsoucebdp.com) / [www.wbnsou.ac.in](http://www.wbnsou.ac.in) and will be closed on 10/11/2025 at 2:00 p.m. The examinees concerned are requested to follow the under mentioned guidelines for submission of the said form.

Fees submission through Debit or Credit Card / Net Banking will be opened on 07/11/2025 at 2:00 p.m. and will be closed on 10/11/2025 at 2:00 p.m.

The examinees concerned will get their 'Admit Card' online ([www.nsoucebdp.com](http://www.nsoucebdp.com) / [www.wbnsou.ac.in](http://www.wbnsou.ac.in)) later. It may please be noted that NO HARD COPY of Admit card will be distributed from the learner support centres concerned. It is mandatory for an examinee to download, print and preserve HARD COPY of the 'Admit Card'. It may also be noted that examinees will not be allowed to enter the Examination Hall without valid 'Admit Card' and original 'Enrolment Certificate cum Identity Card'.

**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)



*Handwritten signature*

## STEPS TO BE FOLLOWED:

1. **VISIT:** [www.nsoucebdp.com](http://www.nsoucebdp.com) / [www.wbnsou.ac.in](http://www.wbnsou.ac.in)
2. **SIGN-UP:** With the System by providing the necessary information of the examinee. (ENROLMENT NO., NAME, DATE OF BIRTH, LEARNER SUPPORT CENTRE CODE, HONOURS PROGRAMME). User Id (Enrolment No.) & Password will be provided to the Registered Mobile Number.
  - Enter **Enrolment No.:** (Twice) (Both Should be **Same & Correct** as per Enrolment Certificate)
  - Enter **Date of Birth:** (Should be **Correct as per Enrolment Certificate**)
  - Select **Learner Support Centre Code:** (Select from Drop Down Menu)
  - Select **Honours Programme Code:** (Select from Drop Down Menu)
  - Enter **Alternative Mobile No.:** (Should be **OWN**, if want to provide)

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

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

Check if All the above information are Correct then **SUBMIT**.

If All information are Correct, then **User Id (Enrolment No.)** & **Password** will be provided to **Learner's MOBILE (through SMS)**.

3. **LOG-IN:** with the System : Enter into the System to submit **FILLED-IN** Examination Form.
  - **User Id (Enrolment No.)** : (Enter Learner's Enrolment No.)
  - **Password** : (Enter Password)
4. **To submit filled-in Examination Form:** (Check the Course are ☒ before the submission of Examination form)
  - **Tick** the Course in which you want to appear. (Click **Select All** if you want to Appear in All the courses)
  - **Check** Carefully to the required Course are to be correctly ticked.
  - **Submit** if OK. (**Once Submitted, Course 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 & Preserve 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, 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) Newly admitted learners are requested to follow SMS for Enrolment Number.
- 2) 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/or 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 consent of the Department of Controller of Examinations learners can neither change their own Registered Mobile Number nor their own Alternative Mobile Number.
- 3) Learners are requested not to share any information, which has been written on the Enrolment Certificate cum Identity Card.
- 4) Change of Learner Support Centre (LSC) after submission of Examination Form will not be permitted. However, decision of the University in this regard is final.
- 5) Without Submission of filled-in Examination form, No Candidate will be allowed to appear in the Term-End (Practical) Examination.
- 6) Please note that the above-mentioned Term-End (Practical) Examination of December-2025 (SEM-I) will be conducted offline in traditional manner.
- 7) Helpline Number : 9830338974 for Examination Form submission, it will be opened from 07/11/2025 to 10/11/2025 (11:00 am to 5:00 pm excluding Holidays, Saturdays & Sundays).

  
Prepared by

  
(Rokeya Ray)  
Controller of Examinations

- Copy to :
- |                                                  |                                                                   |
|--------------------------------------------------|-------------------------------------------------------------------|
| 1. E.S. to Hon'ble V.C. – for information please | 5. The Director, School of Social Sciences, NSOU                  |
| 2. The Director, Study Centres, NSOU             | 6. The O.I.C., School of Humanities, NSOU                         |
| 3. The Director, School of Education, NSOU       | 7. The Director (i/c), School of Prof. & Vocational Studies, NSOU |
| 4. The Director, School of Sciences, NSOU        |                                                                   |

