



# NETAJI SUBHAS OPEN UNIVERSITY

DEPARTMENT OF CONTROLLER OF EXAMINATIONS

134/1, Meghnad Saha Sarani, Kolkata-700029

Website: www.wbnsou.ac.in

Memo No.: COE/367/24

Date: 30/10/2024

## NOTICE

### INSTRUCTIONS FOR ONLINE SUBMISSION OF ASSIGNMENT FOR:

1. BDP TERM-END EXAMINATION (THEORY), DECEMBER-2023 & JUNE-2024

and

2. UGDP (UNDER CBCS) TERM-END EXAMINATION (THEORY), DECEMBER-2023  
(SEM-I, III and V) & JUNE-2024 (SEM-II, IV and VI)

Period of Online submission of Assignment :

From 14.11.2024 (02:00 p.m.) to 21.11.2024 (02:00 p.m.)

Learners concerned may appear at any time within the above-mentioned time limit (24 hours for 7 days) as per their convenience.

The learners concerned are requested to adhere to the following points: -

1.a) The learners who have completed all pre-submission formalities for online Assignment (such as submission of filled-in examination form, fees etc.) are eligible for Online Submission of Assignment for (1) BDP Term-End Examination (Theory), December-2023 & June-2024 and (2) UGDP (Under CBCS) Term-End Examination (Theory), December-2023 (SEM-I, III and V) & June-2024 (SEM-II, IV and VI).

b) For the said Online Submission of Assignment, the learners may get an 'Assignment Submission Slip' from a dedicated portal ([www.nsoucebdp.com](http://www.nsoucebdp.com) / [www.wbnsou.ac.in](http://www.wbnsou.ac.in)) and it is mandatory for a learner to download, print and preserve HARD COPY of the Slip.

To know the status of Assignment Submission Slip of the learner concerned, please check the following table:

#### PAPER WISE :

Fees previously paid	Fees paid in this year	Marks preserved	Marks not preserved	Issue of Assignment Slip	Assignment to be submitted	Assignment not to be submitted
✓	NA	✓	NA	✓	×	NA
×	✓	✓	NA	✓	NA	NA
×	✓	NA	✓	✓	✓	NA



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- 2) If the portal shows "invalid student" then it is because the duly filled-in examination form has not been submitted in time by the learner concerned.
- 3) Learners may appear in the said online submission of Assignment through a Smartphone or Tab (Tablet PC), Laptop or Desktop Computer with active data connectivity. *It may please be noted that the learners concerned cannot login through more than one device at the same time.*
- 4) For BDP Online Submission of Assignment, a dedicated portal (<https://bdpasgn24.nsou.oepms.in>) and for UGDP (Under CBCS) another dedicated portal (<https://ugasgn24.nsou.oepms.in>) have to be used. Learners may login to their respective portal by entering Enrolment Number and Date of Birth (as printed on 'Enrolment Certificate cum Identity Card'). At the time of login, the learners will get OTP to the Registered Mobile Number and/or Alternative Mobile Number. Learners are requested not to share any information, which have been written in the 'Assignment Submission Slip' and 'Enrolment Certificate cum Identity Card'. No learners are allowed to change his/her Registered Mobile Number and Alternative Mobile Number during the period of their course of study without permission of the Examination Department.
- 5) The portal for online submission of Assignment will remain open [From 14.11.2024 (02:00 p.m.) to 21.11.2024 (02:00 p.m.)] (24 hours for 7 days).
- 6) The learners concerned have to complete all his/her assignment paper/s (as mentioned in their 'Assignment Submission Slip') within the stipulated time (24 hours for 7 days) from the commencement of the said online submission of Assignment [From 14.11.2024 (02:00 p.m.) to 21.11.2024 (02:00 p.m.)].
- 7) Learners concerned may appear in any time (within the stipulated period), in any paper according to their choice, but they will get the scope to appear in another paper only after submission of the earlier paper. Since the duration of a 100 marks paper is 3(Three) hours and for a 50/20/10 marks paper is 2 (Two) hours, so on the last day of online submission of Assignment, learners have to log-in to the



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submission of assignment portal at least 3/2 hours prior to the closing of the submission of assignment portal.

8) MCQ method are being adopted in the said online submission of Assignment.

9) The learners have to answer the assignment questions only putting a tick (✓) in the proper place.

10) The learners will get 3 (Three) Hours (if full marks is 100) and 2 (Two) Hours (if full marks is 50/20/10) to complete a particular assignment paper. After that, time will be out for that paper and the paper will be automatically submitted.

11) In the said online submission of Assignment, BDP learners: for 100 marks, they have to answer 20 Assignment questions (each of 1 mark) which is equivalent to full marks 100 and where the full marks are 50, learners have to answer 10 Assignment questions (each of 1 mark) which is equivalent to full marks 50. For UGDP(CBCS) learners: where the full marks are 20, the learners have to answer 10 Assignment questions (each of 2 marks) and where the full marks are 10, the learners have to answer 10 Assignment questions (each of 1 mark).

12) In the said online submission of Assignment, for a particular paper, learners can't see all the Assignment questions at a time. At first, only one assignment question of a paper will be shown. The next assignment question of the paper will appear only after submission of the answer of that assignment question (The learners have to 'submit' the answer before going for the next assignment question). The same procedure will be followed for the subsequent assignment questions.

13) If learners concerned cannot answer an assignment question and want to avoid/skip that question, they may get the next assignment question without answering it. In that case, they have to 'submit' it without giving any answer and only after that they will get next assignment question but *it may please be noted that they will not get any alternative assignment question for the question they skipped.*



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- 14) Once the answer has been submitted, it can no longer be corrected/edited and the learners concerned will not be able to return to their previous position.
- 15) There will be NO negative marking in the said Online Submission of Assignment.
- 16) Learners of BDP will get 9 (nine) 'pause' for 100 marks and 4 (four) 'pause' for 50 marks for a particular paper. Where learners of UGDP (CBCS) will get 4 (four) 'pause' for 20 marks and 4 (four) 'pause' for 10 marks for a particular paper. The duration of 'pause' time will not be counted in the actual duration of submission of online assignment of a particular paper and the answer submitted by the learner before taking 'pause' will be saved as usual. It may please be noted that after any kind of interruption ('pause'), the learners can rejoin, but instead of the earlier question they will get a fresh new question of the same question number but after taking the scope of all pauses, time will be out and the online submission of Assignment of that paper concerned will be automatically locked. At the time of taking 'pause', *refreshing/reloading of the device in which they are submitting their online Assignment is strictly prohibited.*
- 17) A learner should download and print the Acknowledgement Slip/s after completion of each test, as a proof of each test completion. The candidate will not be allowed to start a new assignment paper until the Acknowledgement slip for previously completed paper is downloaded. The candidate must keep an eye on the main dashboard where all assigned papers are listed, the Acknowledgment slip for a paper will appear against that paper. The candidate must download the said slip as soon as possible and preserve a print copy of the same with them.
- 18) A learner should download and print a copy of the evaluated assignment answer script/s (date and time will be notified later) after completion of entire Online Submission of Assignment and they may get a print copy of evaluated assignment answer script/s. Evaluated Assignment Answer script/s for any particular paper can be downloaded only once. Please be noted that No further extension for downloading of the answer script/s will be allowed under any circumstances. If a learner needs the answer script/s again, then such learners may collect the said copy of the answer script/s from the University with prior application and a requisite fees through a Demand Draft in favor of "NETAJI SUBHAS OPEN UNIVERSITY" & Payable at Kolkata. It is mandatory for a learner to preserve HARD COPY of the



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evaluated assignment answer script/s. These printed copies are for personal preservation only. Learners concerned are requested not to submit them anywhere. The University could ask for the said copies later (If necessary).

19) In spite of several communications through different notice, whose mobile number (Registered and/or Alternative) tagged with one or more than one learners have been blocked.

20) *Any unfair means, adopted during the online submission of assignment, detected by the **e-surveillance system** of the University, will be dealt with as per decision of the University taken on case to case basis.*


For further information (if any), learners concerned are once again requested to follow the website of NSOU regularly.

Helpline Number: 9830338974

Date: 14.11.2024 to 21.11.2024

Time: 11:00 a.m. to 5:00 p.m.

Prepared by:   
30/10/24

  
30/10/24  
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(Rokeya Ray)  
Controller of Examinations