



# 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)

**REVISED**

Memo No.: **COE/223(i)/2025**

Date : **04/09/2025**

## **NOTICE**

### **Submission of Examination Form : Assignment and Term-End**

1. **BDP Term-End Examination (Theory) December-2024 & June-2025**  
and **BDP Term-End Examination (Practical) December-2025 & June-2026**

2. **UGDP (Under CBCS) Term-End Examination**  
**(Theory) December-2024 (SEM-I, III and V) & June-2025 (SEM-II, IV and VI) and**  
**UGDP (Under CBCS) Term-End Examination**  
**(Practical) December-2025 (SEM-I, III and V)**

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 through a dedicated portal only for the Term-End theory paper/s. It may please be noted that BDP Term-End Examination December-2024 & June-2025 and Undergraduate Degree Programme (Under CBCS) Term-End Examination December-2024 (SEM-I, III and V) & June-2025 (SEM-II, IV and VI) 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 (mentioned on the Enrolment Certificate cum Identity Card) 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 own Registered Mobile number or to the own Alternative Mobile number of learners.

The learners of 1. BDP Term-End Examination (Theory) December-2024 & June-2025 and BDP Term-End Examination (Practical) December-2025 & June-2026 and 2. UGDP (Under CBCS) Term-End Examination (Theory) December-2024 (SEM-I, III and V) & June-2025 (SEM-II, IV and VI) and UGDP (Under CBCS) Term-End Examination (Practical) December-2025 (SEM-I, III and V) may be asked to submit Examination Form through a dedicated portal, which will be opened on 09/09/2025 at 2:00 pm in the following manners (mentioned in page no.-3) and the said examinations are supposed to be held from 2<sup>nd</sup> week of November, 2025 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, later. Learners are requested to follow the NSOU Website, regularly.

**Details of Practical Examinations (December-2025 & June-2026) :**

**BDP :**

- E-4/E-8/E-12 (except Mathematics) : Examination Session December-2025 (Enrolled up to July-2020)
- S-3 (except Mathematics) : Examination Session June-2026 (Enrolled up to July-2020)
- EMT-E-16 (50 Marks Practical) for 5<sup>th</sup> semester learners : Examination Session December-2025 (Enrolled up to July-2020)

**UGDP (CBCS) :**

- CC-01 (except Mathematics) : Examination Session December-2025 (SEM-I) (Enrolled from July-2021)
- CC-02 (except Botany & Mathematics) : Examination Session December-2025 (SEM-I) (Enrolled from July-2021)
- CC-05 (except Mathematics) : Examination Session December-2025 (SEM-III) (Enrolled from July-2021)
- CC-06 : Examination Session December-2025 (SEM-III) (Enrolled from July-2021)
- CC-11 (except Mathematics) : Examination Session December-2025 (SEM-V) (Enrolled from July-2021)
- DSEC-02 (except Geography & Mathematics) : Examination Session December-2025 (SEM-V) (Enrolled from July-2021)

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

| Examination Fees for BDP / UGDP(Under CBCS) |            |       |                     |                    |                                       |
|---------------------------------------------|------------|-------|---------------------|--------------------|---------------------------------------|
| Exam. Type                                  | Full Marks |       | T.E. Exam. Fees     | Assignment Fees    | Exam. Centre Fees                     |
|                                             | BDP        | UGDP  |                     |                    |                                       |
| Theory                                      | 50         | X     | Rs. 55/- Per paper  | Rs. 20/- Per paper | Rs. 100/- Per examinee, Per session # |
|                                             | 100        | 60/70 | Rs. 75/- Per paper  | Rs. 30/- Per paper |                                       |
| Practical                                   | 50         | X     | Rs. 100/- Per paper | N.A.               | Rs. 100/- Per examinee, Per session # |
|                                             | 100        | 70    | Rs. 200/- Per paper | N.A.               |                                       |

# The candidates who have enrolled in BDP upto July-2020 are asked to submit Rs. 100/- for Examination Centre fees. The candidates who have enrolled upto July-2021, are asked to submit Rs. 100/- for Examination Centre fees.

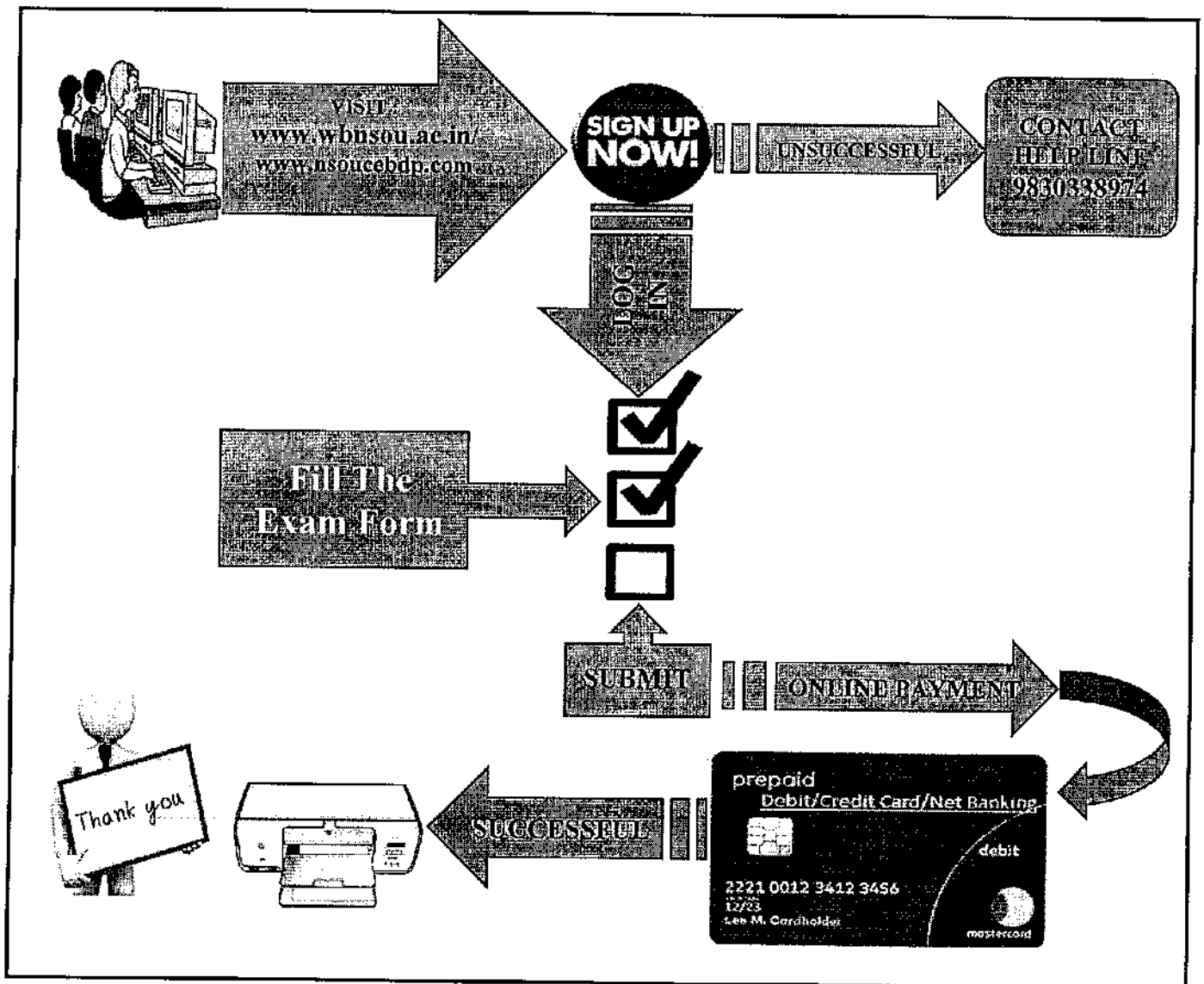
[N.B.: The Candidate has to bear online transaction charges (if any) along with the Examination fees. In case of multiple payments, the University will refund the excess amount of fees in due course of time.]

Examination Form Submission Portal for the above-mentioned examinations will be opened on **09/09/2025** at 2:00 pm at [www.nsoucebdp.com](http://www.nsoucebdp.com) / [www.wbnsou.ac.in](http://www.wbnsou.ac.in) and will be closed on **15/09/2025** 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 **09/09/2025** at 2:00 pm & will be closed on **15/09/2025** 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** : [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 learner. (ENROLMENT NO., NAME, DATE OF BIRTH, LEARNER SUPPORT CENTRE CODE, ELECTIVE SUBJECT/HONOURS PROGRAMME). User Id (Enrolment No.) & Password will be provided to the Registered Mobile Number or E-mail Id.
  - 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 **Elective Subject/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 No. 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 is Correct then **SUBMIT**.

If All information is Correct, then **User Id (Enrolment No.)** & **Password** will be provided to **Learner's MOBILE (through SMS) and/or E-MAIL.**

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 Subject or Programme / Paper or Course are ☒ before the submission of Examination form)
  - **Tick** the Subject or Programme / Paper or Course in which you want to appear. (Click **Select All** if you want to Appear in **All the papers or courses**)
  - If you want to tick Subject or Programme / Paper or Course but it shows **RN** or **SN** it means **Renewal Not Done** or **Studentship Not Done**, you can't appear.
  - **Check Carefully** to the required Subject or Programme / Paper or Course are to be correctly ticked.
  - **Submit** if OK. (**Once Submitted, Subject or Programme / Paper or 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 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.

#### Renewal Rules Applicable for Appearing the Exam. as Below:

##### Example

| ID  | ENROLMENT NO. | FIRST YEAR | SECOND YEAR | THIRD YEAR | FOURTH YEAR | FIFTH YEAR | SIXTH YEAR | ACTION                                                                                                                           |
|-----|---------------|------------|-------------|------------|-------------|------------|------------|----------------------------------------------------------------------------------------------------------------------------------|
| 1.  | 999999999999  | Y          | Y           | Y          |             |            |            | All Subject or Programme/Paper or Course of 1st, 2nd & 3rd Year will be Appeared on the Exam Form to be Filled-in.               |
| 2.  | 999999999999  | Y          | Y           | X          |             |            |            | All Subject or Programme/Paper or Course of 1st & 2nd Year will be Appeared on the Exam Form to be Filled-in otherwise shown RN. |
| 3.  | 999999999999  | Y          | X           | Y          |             |            |            | All Subject or Programme/Paper or Course of 1st & 3rd Year will be Appeared on the Exam Form to be Filled-in otherwise shown RN. |
| 4.  | 999999999999  | Y          | X           | X          |             |            |            | All Subject or Programme/Paper or Course of 1st Year will be Appeared on the Exam Form to be Filled-in otherwise shown RN.       |
| 5.  | 999999999999  | X          | X           | X          | X           |            |            | No Subject or Programme/Paper or Course of 1st, 2nd and 3rd Year will be Appeared on the Exam Form otherwise shown SN.           |
| 6.  | 999999999999  | X          | X           | X          | X           | X          |            | - DO -                                                                                                                           |
| 7.  | 999999999999  | X          | X           | X          | X           | X          | X          | - DO -                                                                                                                           |
| 8.  | 999999999999  | Y          | Y           | Y          | Y           |            |            | All Subject or Programme/Paper or Course of 1st, 2nd and 3rd Year will be Appeared on the Exam Form.                             |
| 9.  | 999999999999  | Y          | Y           | Y          | Y           | Y          |            | - DO -                                                                                                                           |
| 10. | 999999999999  | Y          | Y           | Y          | Y           | Y          | Y          | - DO -                                                                                                                           |

**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/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.*
- 2) *Learners are requested not to share any information, which has been written on the Enrolment Certificate cum Identity Card.*
- 3) *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.*
- 4) *Without Submission of filled-in Examination form, No Candidate will be allowed to appear in the Assignment Submission Portal & Term-End Examination.*
- 5) *Learners have to submit Practical Examination fees for BDP: either E-4 or E-8 or E-12 & S-3 and for UGDP (CBCS): CC-1 (except CCMT-01) or CC-5 (except CCMT-05) or CC-11 (except CCMT-11) & CC-2 (except CCBT-02 and CCMT-02) or CC-6 or DSEC-2 (except DSGR-21 and DSMT-21).*
- 6) *Helpline Number : 9830338974 for Examination Form submission, it will be opened from 09/09/2025 to 15/09/2025 (11:00 am to 5:00 pm excluding Holidays, Saturdays & Sundays).*



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(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        |                                                                  |