

Merit list and other information regarding counselling/seat allotment for admission to PGGR and PGZO will be notified by the University in the official website ([www.wbnsou.ac.in](http://www.wbnsou.ac.in)) and in admission website ([pg.wbnsouadmissions.com](http://pg.wbnsouadmissions.com)) tentatively on 28.12.2020.



- ✓ TO CONTAIN SPREAD OF COVID-19 PANDEMIC APPLICANTS **NEED NOT TO VISIT** ANY STUDY CENTRE (SC)/ LEARNER SUPPORT CENTRE (LSC)/ REGIONAL CENTRES/ NSOU HQ **AT ANY STAGE OF ADMISSION IN PGZO & PGGR**. ALL FORMALITIES RELATED TO ADMISSION IN PGZO & PGGR CAN BE DONE ONLINE BY THE APPLICANTS.
- ✓ FOR ANY DIFFICULTY WRITE US [NSOU@WBNSOU.AC.IN](mailto:nsou@wbnsou.ac.in) OR CONTACT US OVER PHONE 03340585127
- ✓ AS PER DEPTT. OF HIGHER EDUCATION, GOVT. OF W.B. MEMO NO. 43-SS(CS)/A/2020 DATED 13.08.2020 THE ONLINE VERIFICATION FEE + APPLICATION PROCESSING FEE = RS. 275/- AND PROSPECTUS FEE = RS. 150/- (TOTAL RS. 425/-) HAVE BEEN WAIVED.

**LIST OF STUDY CENTRES:**

List of Study Centers along with seat capacity for Post Graduate Geography and Zoology

Name of the Study Centre	SC Code	Address of the Study Centre	Course(Seat capacity)
Raja Narendra Lal Khan Women’s College	B-03	P.O. & Dist. - Midnapore (Paschim), Pin – 721101	PGGR (30) PGZO (25)
Chandernagore Govt. College	C-05	Strand Road, Barabazar, P.O. Chandernagore, Dist. Hooghly, Pin-712136	PGGR (20) PGZO (20)
Sarojini Naidu College	E-06	30, Jessore Road, Kolkata-700028, Dist. 24 Pgs (N)	PGGR (25)
Raja Peary Mohan College	H-03	Uttarpara, Dist. Hooghly	PGZO (25)



Name of the Study Centre	SC Code	Address of the Study Centre	Course(Seat capacity)
Durgapur Govt. College	I-06	J.N. Avenue, Durgapur- 713214	PGZO (40)
Bidhan Nagar Govt. College	I-09	EB-2, Salt lake City, Kolkata – 700064	PGZO (25)
Syamaprasad College	J-07	92, Syamaprasad Mukherjee Road, Kolkata - 700026	PGGR (35)
Ananda Chandra College	F-02	P.O. & Dist. Jalpaiguri—735101 , WEST BENGAL	PGGR (20) PGZO (20)

**Note:** 60% of total seats will be reserved for graduates of Netaji Subhas Open University (NSOU). Rest 40% of total seats will be earmarked for Graduates of other University. If 60% of the seats reserved for NSOU students remain unfilled, those may be filled by undergraduates from other Universities and similarly, if 40% of the seats reserved for the undergraduates from the other Universities remain unfilled, those may be filled by undergraduates from NSOU.

## STEPS WITH INSTRUCTIONS:

### STEP 1. REGISTER

Click on Register button ➔ Use button to apply for intended course ➔ Select University from where Completed Graduation & Stream and Category & State of Domicile & PC Status ➔ Select Subject in which seeking admission, Select district and select Study Centre ➔ Fill up eligibility details ➔ Click on “Go to Next Step” ➔ Fill up form carefully ➔ Preview information before submission and click of “Submit” button ➔ Note down Application ID and click on “Click here to login to Dashboard” to upload documents.

#### IMPORTANT NOTE FOR STEP 1:

- ✓ Make sure that entered information during online form fill up are correct. Any correction can be done before payment of fees using “Edit / Modify Application Data” and or “Change / Modify Uploaded Documents”. Once the application is approved by the University editing will not be allowed.
- ✓ Application containing gibberish words/ incomplete application/ inappropriate application will be rejected instantly by the University. In this regard decision of the University will be final.

### STEP 2. SET STUDY CENTRE PREFERENCE

Provide Application ID, Date of Birth and click “Login” button ➔ Click on “SET STUDY CENTR PREFERENCE” button ➔ Give choice for all Preference option and click on “Save Preference” button.

#### IMPORTANT NOTE FOR STEP 2:

- ✓ University will not consider application if preference option is not submitted by the applicant.
- ✓ Applicants should give his/her order of preference carefully.
- ✓ Select preferred Study Centre priority wise.
- ✓ Do not choose same Study Centre for different Preference.
- ✓ During allotment of Study Centre, University may give allotment of seat on the basis of priority preference after verification of merit and availability of seat.
- ✓ Seat reservation and marks relaxation for reserved category will be done as per W.B. Govt. rule.
- ✓ Study Centre preference cannot be changed once applicants has clicked on “Save Preference” button
- ✓ The preference 1 is higher option than preference 2 and so on. The applicants should select the Study Centre as preference 1 which he/she thinks the best one and intends to get admission if gets chance. Accordingly, 2nd best Study Centre as preference 2 and so on.

### STEP 3. UPLOAD DOCUMENTS

Provide Application ID, Date of Birth and click “Login” button ➔ Click on “UPLOAD DOCUMENT” button ➔ Upload all photograph, signature & all documents as instructed and click on “UPLOAD” button.



### IMPORTANT NOTE FOR STEP 3:

- ✓ University will not consider application if uploading of documents is due.
- ✓ Upload photograph, signature and all documents in .JPG format only.
- ✓ The file size of Photograph and Signature must be within 50kb, Graduation Final Mark Sheet within 500kb, All other documents within 100kb each.
- ✓ Uploading Illegible/ wrong/ inappropriate document(s) will lead to rejection of application and admission may be declined.
- ✓ Uploading of photograph, signature and other documents must be done with in 16.12.2020 (06.00 P.M).

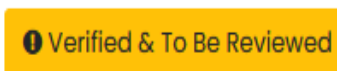
### STEP 4. ONLINE VERIFICATION BY THE UNIVERSITY

University will verify eligibility of an application with the documents as uploaded by the applicants. After checking eligibility University may approve application/ advise to re-edit application/ reject application.

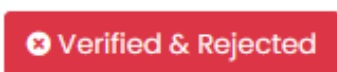
Provide Application ID, Date of Birth and click "Login" button ➔ Check Application Status and Complete Formalities According to Application Status

 Verified & Approved

Applicants may pay the course fee within 22.12.2020 (04.00 PM) otherwise University will reject this application and admission may be declined.

 Verified & To Be Reviewed

Applicants may make necessary corrections as instructed in the dashboard by using "Edit / Modify Application Data" and or "Change / Modify Uploaded Documents" and re-send for review within 16.12.2020 (06.00 P.M) otherwise University may reject this application and admission may be declined.

 Verified & Rejected

The application has been rejected by the University due to eligibility criteria mismatch/ illegible documents / Incorrect information / incomplete application.

### IMPORTANT NOTE FOR STEP 4:

- ✓ University will only verify eligibility criteria with the documents as uploaded by the applicants.
- ✓ Application containing gibberish words/ incomplete application/ inappropriate application will be rejected instantly by the University. In this regard decision of the University will be final.

### GENERAL INSTRUCTION:

- ✚ TO COMBAT SPREAD OF COVID-19 PANDEMIC APPLICANTS NEED NOT TO VISIT ANY STUDY CENTRE (SC)/ LEARNER SUPPORT CENTRE (LSC)/ REGIONAL CENTRES/ NSOU HQ AT ANY STAGE OF ADMISSION IN PG COURSES. ALL FORMALITIES RELATED TO ADMISSION IN PG COURSES CAN BE DONE ONLINE BY THE APPLICANTS.
- ✚ SEAT RESERVATION AND MARKS RELAXATION FOR RESERVED CATEGORY WILL BE DONE AS PER W.B. GOVT. RULE.
- ✚ Make sure that entered information during online form fill up are correct. Any correction can be done before payment of fees using "Edit / Modify Application Data" and or "Change / Modify Uploaded Documents". Once payment of fees is done editing will not be allowed.
- ✚ In the event of any information being found incorrect/ false/ misleading/ forged contrary to his/her eligibility at any stage of admission or after admission or even after conferment of degree the admission as well as the degree will be cancelled by the University and applicants/ student shall not be entitled to get refund of any fee paid to the University.
- ✚ Regularly visit admission website to check your application status.