



FOR ANY DIFFICULTY WRITE US [NSOU@WBNSOU.AC.IN](mailto:NSOU@WBNSOU.AC.IN) OR CONTACT US OVER PHONE 03340585127 OR VISIT RESPECTIVE LEARNER FACILITATION CENTRES



**LIST OF LEARNER SUPPORT CENTRES:**

List of Learner Support Centers along with seat capacity for M.Sc. in Geography, Zoology and Environmental Science:

Learner Support Centre	Code	Address	Code (Seat capacity)
Raja Narendra Lal Khan Women's College	B-03	P.O. & Dist. - Midnapore (Paschim), Pin – 721101	PGGR (30) PGZO (25)
Haldia Govt. College	B-06	PO: Debhog-721657, Dist.: Midnapore (Purba)	PGGR (20)
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)
Dr. Kanailal Bhattacharya College	E-09	Dharmatala, Ramrajatala, Santragachi, Howrah - 711104	PGGR (20)
Raja Peary Mohan College	H-03	Uttarpara, Dist. Hooghly	PGZO (25)
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)
Ananda Chandra College	F-02	P.O. & Dist. Jalpaiguri—735101 , WEST BENGAL	PGGR (20) PGZO (20)
Netaji Mahavidyalaya	C-06	Balidewangang Road, Arambag, Paschim Haripur, West Bengal, PIN 712616	PGES (25)

**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 learners 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.

List of Learner Support Centers along with for MBA:

Learner Support Centre	Address
Kalyani Regional Centre, NSOU	Ghoshpara Station Road, Kalyani, Nadia – 741235 ✉ <a href="mailto:mba@wbnsou.ac.in">mba@wbnsou.ac.in</a>

**STEPS WITH INSTRUCTIONS:**

Participant have to complete **5 online steps to complete the PG (except PGZO & PGGR) admission process.** Step - 1: Registration → Step - 2: Application Form Fill-up → Step – 3: Set Learner Support Centre (LSC) Preference → Step – 4: Upload Picture, Signature and Requested Documents → Step – 5: Payment of Programme Fee (If Application Approved by the University).

**STEP 1. REGISTER**

Click on Register button ➡ Read all instruction carefully accept the check button and click on “Click here to Proceed” button ➡ Fill up information as instructed and click on “Review Registration” button ➡ Review all information before accepting the declaration and click on “Submit Registration” button ➡ Note down Application ID and Password.



### IMPORTANT NOTE FOR STEP 1:

- ✓ Make sure that entered information during online basic registration are correct. Information Once submitted during online registration can't be changed.
- ✓ The mobile number and email ID must remain valid during the entire tenure of the course, as this number and email ID will be used for any communication by the University/ its authorize assignee.
- ✓ Note down the application ID for completion of admission process and for future reference.
- ✓ 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. FILL APPLICATION FORM

Provide Application ID, Date of Birth, Password, Security Captcha and click on "Login" button ➡ Click on "APPLICATION FORM" ➡ Fill up information as instructed and click on "Save Application" button.

### IMPORTANT NOTE FOR STEP 2:

- ✓ Make sure that entered information provided during application form fill up are correct. Any correction in information provided in application form can be done using "Edit / Modify Application Data" until the application is approved by the University.
- ✓ Make sure programme selected during application form fill up are correct. Once selected, programme can't be changed. If applicant want to change programme, applicant need to apply afresh.
- ✓ 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 3. UPLOAD DOCUMENTS

Provide Application ID, Date of Birth, Password, Security Captcha and click on "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 14.01.2024 (09.00 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, Password and click on "Login" button ➡ Check Application Status and Complete Formalities According to Application Status



Merit list and other information regarding counselling/seat allotment for admission to PGGR and PGZO will be notified by the University tentatively on **16.01.2024**.



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 **14.01.2024 (09.00 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:**

- ✓ For the time being University will 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.
- ✓ University will not consider application if uploading of documents is due.
- ✓ Logon to Admission Site Regularly to Check Application Status.

**STEP 5. PAY FEE (Only for MBA)**

If application status is “Verified & Approved” then follow the following steps:

Provide Application ID, Date of Birth and click “Login” button ➔ Click on “Pay Fee Online / Offline” button ➔ Check the amount and Click on “Pay Online” / “Pay Offline” button ➔ if paying using “Pay Online” button then click on “Pay using Billdesk” button / if paying using “Pay Offline” button then print the challan and visit any Indian Bank after 2 (48 hours) working day during banking hours to deposit the amount and obtain Applicants copy of Bank Challan for your future reference.

After getting SMS for confirmation of receiving fees from University end visit admission website and click on “Check Payment Status” button and give your Application ID, Date of Birth and password to take print out of **PAYMENT CONFIRMATION RECEIPT**.

**IMPORTANT NOTE FOR STEP 5:**

- ✓ Do not pay twice against an application ID.
- ✓ Applicants who wish to pay the fee through Debit Card/ Credit Card/ Net Banking are hereby directed to use **their own bank account only**. In case of failure of fee payment transaction, the amount so paid may get transferred to that account.

**GENERAL INSTRUCTION:**

- ✚ An applicant must have an active mobile number and an active email ID (**do provide own mobile number and email id**) for online application.
- ✚ Make sure that entered information during online application form fill up are correct. Any correction can be done before application approved by the University using “Edit / Modify Application Data” and or “Edit/ Modify Course” and or “Change / Modify Uploaded Documents”. Once application approved for payment by the University 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 and thereafter any time in future, 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.
- ✚ The use of personal device (“devices” will include: laptops, netbooks, smart phones, IPods, iPads, tablets etc.) and internet connection may be required to participate in any academic activities if applicant get selected to take admission in any intended UG programme of Netaji Subhas Open University.
- ✚ Regularly visit admission website to check your application status and notification related to counselling/ seat allotment for admission to PGZO or PGGR or PGES.
- ✚ Regularly visit admission website to get information related to Entrance Test (NSOU-ET) and/or Group Discussion (GD)/Personal Interview (PI) of admission to MBA.
- ✚ Refund of admission fees will be done as per university rules and regulation in accordance with UGC refund policy.

