



NETAJI SUBHAS OPEN UNIVERSITY

DD-26, Sector-I, Salt Lake City, Kolkata-700064

Email: nsou@wbnsou.ac.in; Ph: (033)4066-3220

Website: www.wbnsou.ac.in

Memo No.: Reg/1302

Date: 23.12.2024

ADMISSION NOTIFICATION FOR BLIS AND ADVANCE DIPLOMA PROGRAMME

On-line applications are invited from eligible Indian nationals for admission to the following Programmes [AS PER APPROVAL OF UGC-DEB VIDE FILE NO.: 30-22/2023(DEB-II) DATED 16.06.2023 AND 05.12.2023] of the University for Academic Year 2024-25 (Session January 2025):

PROGRAMME OFFERED BY SCHOOL OF PROFESSIONAL STUDIES:

| Name of the Programme | Course Code | Eligibility |
|--|-------------|--|
| Bachelor of Library & Information Science | BLIS | Graduate (10+2+3) of any recognized University with 45% in Honours Subjects for Honours Graduate, 50% in aggregate for Pass Graduates (10+2+3) having 3 subjects. For In-service Candidates: Candidates having experience of working in a library or similar other Organizations in a substantive post, not below the category of clerical cadre in a Government organization or equivalent, for at least 3 years may be exempted from the requirement of minimum marks at the graduation level (10+2+3) for admission. Such candidates will have to submit No-objection certificate and a certificate stating the last pay drawn from his/her employer. |

PROGRAMMES OFFERED BY SCHOOL OF HUMANITIES:

| Name of the Programmes | Code | Eligibility |
|---|-------|---|
| Advance Diploma in English Language Teaching | ADEL | Graduate (10+2+3) of any recognized University and passed successfully. |
| Advance Diploma in Public Relations and Advertising | ADPR | Graduate (10+2+3) of any recognized University and passed successfully. |
| Advance Diploma in Journalism & Mass Communication | ADJMC | Graduate (10+2+3) of any recognized University and passed successfully. |

FEES:

1ST YEAR FEES FOR FOLLOWING PROGRAMMES EXCLUDING BANK CHARGES/ PAYMENT GATEWAY CHARGES AS APPLICABLE:

| NAME OF THE PROGRAMMES | Amount to be paid (Rs.) | | Total (Rs.) |
|---|-------------------------|-------|-------------|
| | A | B | |
| Advance Diploma in English Language Teaching, Advance Diploma in Public Relations and Advertising, Advance Diploma in Journalism & Mass Communication | 3,600/- | 750/- | 4,350/- |
| Bachelor of Library & Information Science (BLIS) | 5,000/- | 750/- | 5,750/- |

DETAILS OF TOTAL AMOUNT TO BE PAID AT THE TIME OF ADMISSION:

A = TOTAL PROGRAMME FEE

B = Other Fee: Enrolment Fee Rs. 175/- + Fee for Identity Cum Registration Card Rs. 100/- + Annual Development Fee Rs. 175/- + Migration Fee Rs. 25/- + Application Processing Fee = Rs. 275/-

NOTE: Prospectus is published through online mode only, therefore, printed prospectus will not be issued and prospectus fee Rs. 150/- is being waived for the admission in the above mentioned programmes.



LIST OF LEARNER SUPPORT CENTRES:

Available in the University admission website.

RELAXATION OF MARKS:

Marks relaxation as per rules of Govt. of West Bengal applicable for reserved category of candidates.

TENTATIVE TIME SCHEDULE:

| Event | From | To |
|---|-----------------------|-----------------------|
| Submission of on-line application form for admission will be available for the applicants | 30.12.2024 (10.00 AM) | 30.01.2025 (09.00 PM) |
| Document Uploading | 30.12.2024 (10.00 AM) | 01.02.2025 (09.00 PM) |
| Online fees submission | 30.12.2024 (10.00 AM) | 05.02.2025 (09.00 PM) |
| Offline fees submission through Bank Challan (During Banking Hour) | 02.01.2025 | 05.02.2025 |

GENERAL INSTRUCTIONS:

- BEFORE APPLYING FOR ANY OF THE ABOVE MENTIONED COURSES APPLICANTS ARE ADVISED TO GO THROUGH THE **ADMISSION NOTIFICATION, STEPS TO BE FOLLOWED** AVAILABLE IN THE ADMISSION WEBSITE.
- ALL INFORMATION REGARDING THE ADMISSION PROCESS WILL BE AVAILABLE ONLY ON THE NSOU OFFICIAL WEBSITE WHICH IS WWW.WBNSOU.AC.IN AND ON ADMISSION WEBSITE BLIS.WBNSOUADMISSIONS.COM. APPLICANTS SHOULD CHECK THE ABOVE MENTIONED WEBSITES REGULARLY FOR UPDATED INFORMATION.
- MARKS RELAXATION** FOR SC/ST AS PER W.B. GOVT. RULE.
- AN APPLICANT IS PERMITTED TO TAKE ADMISSION ONLY IN **ONE PROGRAMME**.
- BEFORE ONLINE SUBMISSION OF APPLICATION FORM CANDIDATES ARE ADVISED TO **ENSURE THEIR ELIGIBILITY WITH THEIR TESTIMONIALS**.
- UNIVERSITY ACCEPT FEES ONLY THROUGH BANK CHALLAN (obtained from admission website after submission of application form) OR ONLINE PAYMENT GATEWAY (service available at admission website only after submission of application form).
- INCOMPLETE APPLICATION OR UPLOADING OF ILLEGIBLE DOCUMENTS ON ADMISSION PORTAL WILL NOT BE ACCEPTED.
- THE APPLICANTS ARE STRONGLY ENCOURAGED TO TAKE SPECIAL CARE ABOUT THE DATES OF PAYMENT OF FEES FOR ADMISSION, OTHERWISE HE OR SHE WILL BE DEPRIVED OF ADMISSION.
- IN ORDER TO AVOID ANY INCONVENIENCE, PLEASE COMPLETE ALL PROCEDURE RELATED TO ADMISSION WELL BEFORE AS MENTIONED IN THE TIME SCHEDULE.
- REGULARLY VISIT ADMISSION WEBSITE TO CHECK YOUR APPLICATION STATUS AND TO OBTAIN **PROVISIONAL ONLINE ENROLLMENT CERTIFICATE** ALONG WITH **TOKEN OF SLM**.
- REFUND OF ADMISSION FEES WILL BE DONE AS PER UNIVERSITY RULES AND REGULATION IN ACCORDANCE WITH UGC REFUND POLICY.
- 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.
- APPLICANTS WHO WISH TO PAY THE FEE THROUGH DEBIT CARD/ CREDIT CARD/ NET BANKING **ARE HEREBY DIRECTED TO USE THEIR OWN BANK ACCOUNTS ONLY**. IN CASE OF FAILURE OF FEE PAYMENT TRANSACTION, THE AMOUNT SO PAID WILL GET TRANSFERRED TO THAT ACCOUNT.
- AS PER DIRECTIVES OF UGC, ABC ID IS MANDATORY TO SUBMIT ONLINE APPLICATION FOR ADMISSION. THEREFORE, APPLICANTS ARE ADVISED TO GET THEIR ABC ID FROM ACADEMIC BANK OF CREDITS, MINISTRY OF EDUCATION, GOVT. OF INDIA PORTAL (www.abc.gov.in).
- AS PER DIRECTIVES OF UGC-DEB, GETTING **DEB ID IS MANDATORY** TO PURSUE ANY PROGRAMME UNDER OPEN AND DISTANCE LEARNING MODE. THEREFORE, APPLICANTS ARE REQUESTED TO GET THEIR DEB ID FROM UGC-



DEB PORTAL (<https://deb.ugc.ac.in/StudentDEBId>). APPLICANTS HAVE TO SUBMIT AND VERIFY THEIR DEB ID THROUGH THE ADMISSION PORTAL OF THE UNIVERSITY. **WITHOUT SUCCESSFUL SUBMISSION AND VERIFICATION OF DEB ID APPLICATION FOR ADMISSION WILL BE TREATED AS INCOMPLETE AND ADMISSION WILL BE CANCELLED BY THE UNIVERSITY.**

N.B.

For detailed steps to be followed, other guidelines and updated information please visit admission website blis.wbnsouadmissions.com.

ADMISSION IN ANY PROGRAMME IS PROVISIONAL SUBJECT TO DETERMINATION OF ELIGIBILITY BY THE UNIVERSITY AT THE TIME OF GIVING ENROLLMENT NUMBER. IF ANY DISCREPANCY IS REVEALED LATER, RESPONSIBILITY WILL REST ON THE APPLICANT AND HIS/HER ADMISSION WILL BE CANCELLED AND NO CLAIM FOR REFUND OF FEES WILL BE ENTERTAINED EXCEPT AS PER REFUND POLICY. APPLICANTS ARE, THEREFORE, ADVISED TO SATISFY THEMSELVES AS REGARDS THEIR ELIGIBILITY FOR A PARTICULAR PROGRAMME BEFORE TAKING ADMISSION.

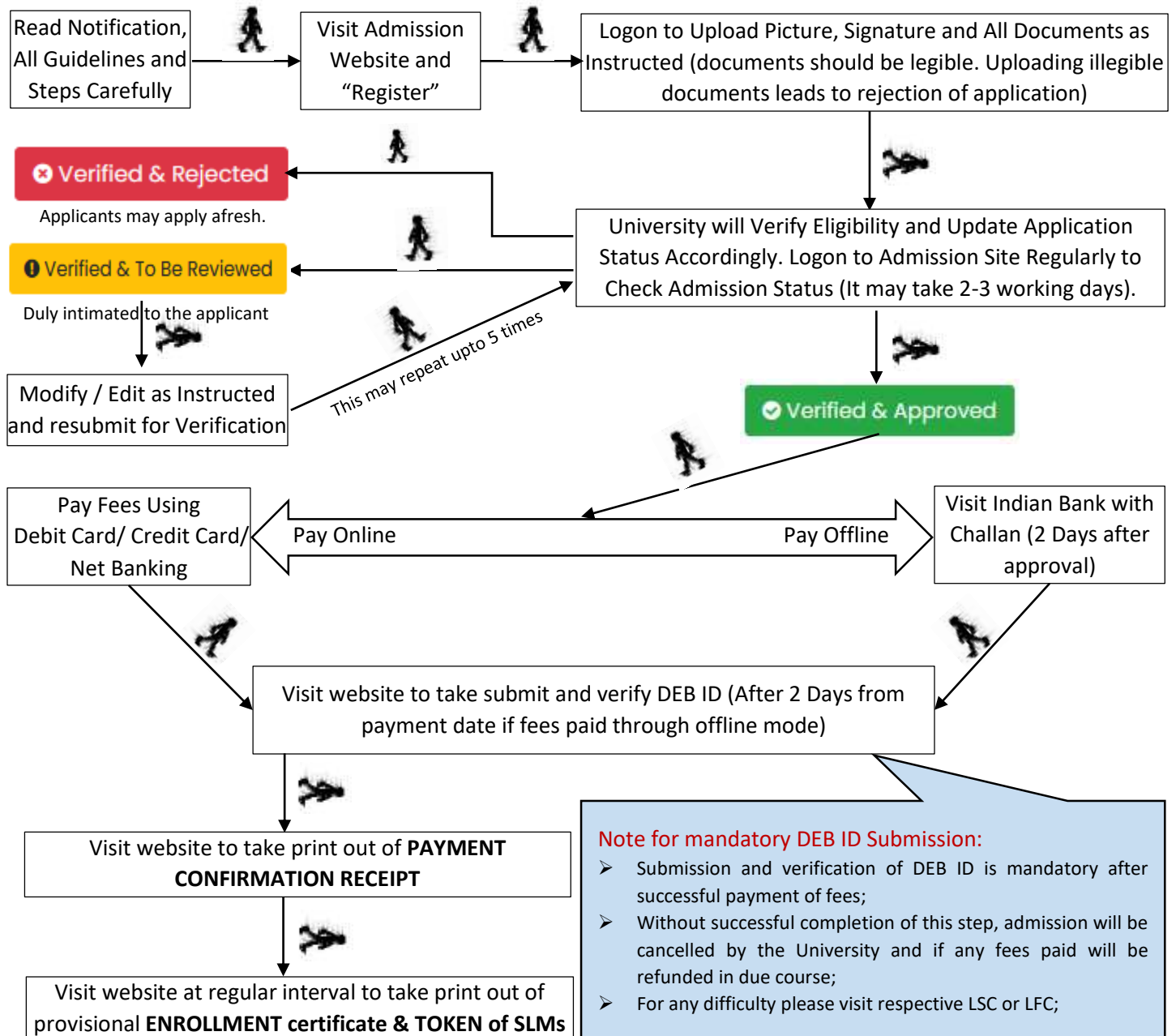
DISCLAIMER


ALL ADMISSIONS ARE PROVISIONAL AND WILL BE GUIDED IN ACCORDANCE TO UGC-DEB APPROVAL **VIDE FILE NO.: 30-22/2023(DEB-II) DATED 16.06.2023 AND 05.12.2023** THE UNIVERSITY RESERVES THE RIGHT TO CHANGE / REALLOCATE THE LEARNER SUPPORT CENTRE CHOSEN BY THE LEARNERS IN ORDER TO REGULATE THE ADMISSION IN ACCORDANCE WITH UGC ORDER(S) IF ANY.

Sd/-
Registrar (Additional Charge)

As per directives of UGC, ABC ID is mandatory to submit online application for admission. Therefore, applicants are advised to get their ABC ID from Academic Bank of Credits, Ministry of Education, Govt. of India portal (www.abc.gov.in) before starting of following steps.

As per directives of UGC-DEB, getting DEB ID is mandatory to pursue any programme under Open and Distance Learning mode. Therefore, **applicants are requested to get their DEB ID from UGC-DEB portal (<https://deb.ugc.ac.in/StudentDEBId>)** before starting of online application submission. Applicants have to **submit and verify their DEB ID through the admission portal** of the University as detailed hereunder. **Without successful submission and verification of DEB ID, application for admission will be treated as incomplete and admission will be cancelled by the University.**



 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.

Note for “Payment Confirmation Receipt”, “Provisional Online Enrollment Certificate” and “Token of SLM”:

- ✓ After getting SMS for confirmation of enrollment generation from University end visit admission website to take print out of provisional Enrolment Certificate and SLM Receipt. Visit respective LSC along with **Token of SLMs** to collect printed SLMs (if selected “Print & E-SLM” as option against mode of SLM).
- ✓ Applicants should mandatorily download and retain “**Payment Confirmation Receipt**” for future reference after completion of step 6, irrespective of having bank challan and or any other intermediate payment receipt.

STEPS WITH INSTRUCTIONS:

Participant have to complete **6 online steps to complete the admission process.** Step - 1: Registration → Step - 2: Application Form Fill-up → Step – 3: Upload Picture, Signature and Requested Documents → Step – 4: Payment of Programme Fee (If Application Approved by the University) → Step – 5: DEB ID Verification → Step – 6: Print / Download Application Form and Payment Confirmation Receipt.

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:

- ✓ Please go through the Course Curriculum of your intending programme for detailed **course structure, credit distribution, marks distribution, study hour, SLM available in**, etc. before providing choice of courses. Course Curriculum of your intending programme is available in the prospectus.
- ✓ Change of Subject / Programme/ Course/ Mode of SLM after completion of admission in any programme will not be entertained under any circumstances. The candidates should, therefore, **be very careful** as regards the choice of course/subject of study before taking admission.
- ✓ Print SLMs for the enrolled learners of BLIS are optional. **Selected applicants willing to get E-SLM only (not want to receive print SLMs), SLM printing cost will be deducted from the programme fee for BLIS.** It may be noted that all enrolled learners of BLIS will get respective e-SLMs through LMS portal and/ or NSOU mobile app.
- ✓ 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 & Learner Support Centre selected during application form fill up are correct. Once selected, programme & Learner Support Centre can't be changed. If applicant want to change programme & Learner Support Centre, 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 and click “Login” button / “UPLOAD DOCUMENT” button ➔ Read instruction related to document to be uploaded ➔ Close the banner after reading the information ➔ Upload all photograph, signature & all documents as instructed and click on “UPLOAD” button.

IMPORTANT NOTE FOR STEP 4:

- ✓ University will not consider application if uploading of documents is due.
- ✓ Upload scanned copy of ORIGINAL documents only.
- ✓ Upload photograph, signature and all documents in .JPG format only.
- ✓ The file size of Photograph and Signature must be within 50kb, 10+2 Mark Sheet within 150kb, 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 01.02.2025 (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/ advised 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

✔ Verified & Approved

Applicants may pay the requisite fee within **05.02.2025** 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 “Edit / Modify Course” and or “Change / Modify Uploaded Documents” and re-send for review within **01.02.2025 (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. However, applicants may apply afresh.

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

STEP 5. PAY FEE

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 “Proceed to Pay” 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 to complete the mandatory step, DEB ID submission and verification.

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.
- ✓ In case of failure of step 6 i.e. DEB ID submission and verification, fees paid so will be refunded automatically in due course and application will be cancelled by the University.
- ✓ **PAYMENT CONFIRMATION RECEIPT** will be provided only after successful completion of step 6 i.e. DEB ID submission and verification

STEP 6. DEB ID VERIFICATION

As per directives of UGC-DEB, getting DEB ID is mandatory to pursue any programme under Open and Distance Learning mode. Therefore, **applicants are requested to get their DEB ID from UGC-DEB portal (<https://deb.ugc.ac.in/StudentDEBId>)** before starting of this step. Applicants have to **submit and verify their DEB ID in this step**. Applicants who have paid the requisite fee through bank challan (offline mode) are requested to complete this step after 2 Days from payment date.

Provide Application ID, Date of Birth and click "Login" button ➡ Click on "Entre DEB ID Detail" button ➡ If DEB ID is generated and then select "Yes" and provide DEB ID in the text box ➡ Click on "Proceed to Verify" button.

After successful completion of DEB ID verification take print out of **PAYMENT CONFIRMATION RECEIPT** and **preserve the same for future reference**.

IMPORTANT NOTE FOR STEP 6:

- ✓ Submission and verification of DEB ID is mandatory after successful payment of fees;
- ✓ Applicants who have paid the requisite fee through bank challan (offline mode) are requested to complete this step after 2 Days from payment date;
- ✓ Without successful completion of this step, admission will be cancelled by the University and if any fees paid will be refunded in due course;
- ✓ For any difficulty please visit respective LSC or LFC;

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.
- ✚ 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.
- ✚ 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 PG programme of Netaji Subhas Open University.
- ✚ Regularly visit admission website to check your application status and to obtain **PROVISIONAL ONLINE ENROLMENT CERTIFICATE** along with **TOKEN OF SLM** (if selected "Print & E-SLM" as option against mode of SLM).
- ✚ Refund of admission fees will be done as per university rules and regulation in accordance with UGC refund policy.

