NETAJI SUBHAS OPEN UNIVERSITY

Department of Examinations
134/1, Meghnad Saha Sarani, Kolkata – 700 029
Phone: 2464 6936, 4004 2096

Memo no. CoE/ 524 /24   05.10.2024

NOTICE

INSTRUCTIONS FOR ONLINE ASSIGNMENT SUBMISSION OF

MASTER OF EDUCATION (SPECIAL EDUCATION)
TERM END EXAMINATION DECEMBER 2023 AND JUNE 2024

Period of Online submission of Assignment
From 23.10.2024 (2:00 pm) to 30.10.2024 (2:00 pm)

Learners concerned may appear at any time (within the above-mentioned time limit) 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 this Online Submission of Assignment for Master of Education (Special Education) Online Term-End Examination December-2023 & June-2024.

b) For the said online submission of Assignment, the learners may get an 'Assignment Submission Slip' from a dedicated portal **https://pcdpcal.com** and it is mandatory for a learner to download and preserve HARD COPY of the slip.

To know the status 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	✓	X	NA
X	✓	✓	NA	✓	NA	NA
X	✓	NA	✓	✓	✓	NA

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 Master of Education (Special Education) Online Submission of Assignment, a dedicated portal **https://medasgn24.nsou.oepms.in** has to be used. Learners may login to this 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 / 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 their Registered Mobile Number during the period of their course of study.

5) The portal for submission of Assignment will be opened [From 23.10.2024 (2:00 pm) to 30.10.2024 (2:00 pm)] (24 hours for seven days).

6) The learners concerned have to complete all their assignment paper/s (as mentioned in the 'Assignment Submission Slip') within the stipulated time (24 hours for seven days) from the commencement [From 23.10.2024 (2:00 pm) to 30.10.2024] of the said online submission of Assignment.

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.

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 Three Hours (if full marks is 100) to complete a particular assignment paper. After that, time will be out for that paper.

11) For 100 marks, the learners have to answer 20 Assignment questions (each of 1 mark) which is equivalent to full marks 100.

12) In the said online submission of Assignment, for a particular paper, learners can't see all the 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.

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 his previous position.

15) There will be no negative marking in the said Online Submission of Assignment.

16) Learners will get 9 (nine) 'pause' for 100 marks for a particular paper. The duration of pause time will not be counted in the actual duration of examination of a particular paper and the answer submitted by the learner before taking 'pause' will be saved as usual. It may please be noted after any kind of interruption (pause), the learners can rejoin, but after taking the scope of all pauses, time will be out and the online submission of assignment of the paper concerned will be automatically locked. *At the time of taking 'pause', refreshing 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 as a proof of his/her online submission of assignment.

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 fee 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 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) Inspite of several communications through different notice, whose mobile number (Registered or Alternative) tagged with one or more than one learners have been blocked. Only such learners who are facing the above issue may wait for further notice in the university website.

20) Any unfair means, adopted during the examinations, 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: 23.10.2024 to 30.10.2024
Time: 11:00 am to 5:00 pm

Prepared by

(Rokeya Ray)
Controller of Examinations