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# 1. Concept of Open University

An open learning system is one in which the onus of learning is primarily on the students. Despite this, they are formally enrolled in a system which takes in other learners too. Thus, we draw a line of distinction between the above-mentioned category of students and (a) those borrowing books from Libraries and (b) those formally attached to a conventional university where classroom teaching is the principal mode of instruction.

The Open University represents an alternative approach to higher learning. It stands apart from a highly formal, institutionalized and centrally administered system of education. Its philosophy is built around the principles of universality, flexibility and innovativeness. Its ideas and institutions, its methods and procedures are all shaped accordingly. Conceptually, it can be viewed as a system drawing upon the best elements in formal and non-formal education.

The 'openness' consists of a variety of features. First, it offers easy access to the learners. The entry requirement is not too exacting. A genuine interest in picking up knowledge is all that it expects. Consequently, it would try to embrace as many learners as possible.

Second, its territorial reach is visibly wide. It aims at bringing education to the doorstep of the learner, wherever he or she may be. Various methods of communication and contact are used for this purpose. The classroom of the university, thus, is as wide as the entire land it seeks to serve.

Third, the Open University is learner-oriented. It devises its course and methods of teaching to suit the needs of the learners. Their options and inclinations are given due priorities. A variety of courses – short-term or long-term, liberal or professional – can be pursued under the university.

Fourth, it believes in fair distribution of quality education, teaching aid, consultancy and study materials. Whatever resources the university has are made evenly available to all learners wherever or whoever he or she might be. It eliminates variations and discrimination.

Fifth, its administration is decentralized. In promoting Distance Education, the university creates a wide network of Study Centres. Students need only to come to the nearest available centre for collecting all information, completing all formalities, discussing their academic issues and appearing for evaluation of their work at intervals chosen by them.

Sixth, student assessment under Open University is based on continuous assessment and credit system. It does not require students to get bogged down in one final examination. One can study at one's own pace.

In short, the Open University seeks to open up the treasure house of knowledge to the maximum number of users. Thereby it would enhance their skills for productivity and further learning. Socially, too, the university promises steady empowerment of those who suffered backwardness for want of these skills. Considering the current trends all over the world, the Open University is going not only to complement the conventional system of higher education but may soon occupy the centre stage also in developing countries where the resources do not measure up to the vastness of the clientele.

## **2. Vision and Mission of Netaji Subhas Open University**

### **Vision :**

Netaji Subhas Open University, the state open university of West Bengal, will contribute to the building up of quality human resource base of the State and collaborate with other open universities of the national and state levels towards the improvement of the quality of distance education and to promote and develop appropriate technology to create the distance education scenario of an international standard in our country keeping in view of the demands of the knowledge seekers for education appropriate to the twenty first century.

### **Mission :**

To spread higher education in different parts of the state and to cooperate with universities to provide access to higher education and to different skill enhancing educational programmes Netaji Subhas Open University shall :

- Provide quality education in a flexible mode to serve the aim of establishing an equitable knowledge society within the state, provide higher education through distance learning through the language of the state, i.e. Bengali
- Make education affordable to the disadvantaged
- Provide facility for lifelong education to intending learners
- Strive for upgradation of technology without compromising the basic values of the society
- Contribute to the development of the state and the nation and to motivate learners to strive for secular, scientific and democratic education.

## **3. Recognition**

i) The University is recognized by University Grants Commission(UGC) u/s 2(f) vide letter No.F.9-2/97 (CPP-I) dated 26 August, 1998.

ii) The University is recognized by Distance Education Council (DEC) vide letter No.f.DEC/OU/Recog/2008 dated 8 April, 2008.

iii) The University is recognised by Govt. of West Bengal vide letter No. 316-SE (Aptt.) dated 21 March 2000 and 501-SE(A)/10M-51/99 dated 15 May 2000.

iv) All the courses of the University are recognised by the UGC vide letter F. No. 2308-2766/UGC/DEB/2013 dated 14 October 2013.

v) All the courses included in this prospectus are recognised by the UGC vide letter F.No.12-3/2016(DEB-I)/356 dated 6/7/16.

The University's Degrees/Diplomas/Certificates are recognized by all the members of the Association of Indian Universities (AIU) vide Circular No. EV/II(449)/94/176915-177115 dated January 14, 1994 and at par with the Degrees/Diplomas/Certificates of all Indian Universities/ Deemed Universities vide Circular No. F.1-25/03(CPP-II) dated July 28, 1993 and F.1-52/2000(CPP-II) dated May 05, 2004.

The Dept. of Education, Ministry of Human Resources Development, Govt. of India notified vide the Notification No. 44 dated March 01, 1995 published on Saturday, April 08, 1995 in the Gazette of India that:

*“on the recommendation of the Board of Assessment for Educational Qualification, the Government of India has decided that all the qualifications awarded through Distance Education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the UGC Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government, provided it has been approved by Distance Education Council.”*

The University received the prestigious International award **“Excellence in Distance Education Award” (EDEA)** for Institutional excellence in 2006 from Commonwealth of Learning (COL), Vancouver, Canada.

## **4. Academic Courses**

The University offers both short-term and long-term programmes leading to Certificates, Diplomas or Post Graduate Diplomas, which are vocational as well as innovative. Most of these courses have been developed after initial survey of the demand for such studies. They are launched with a view to fulfilling the learners’ need for:

- i) Certification, ii) Improvement of skills, iii) Self-employment, iv) Continuing education and professional development at work place, v) Diversification of knowledge.

## **5. Admission procedure**

Admission schedule is notified in the newspaper before the commencement of each session together with enrolment form and will be available from the office of Partner Institutes/ Study Centres of the University during their office hours. Completed enrolment form along with prescribed fees is to be submitted to the Partner Institutes/ Study Centres within the last date announced. The admission notification will also be available on the website ([www.wbnsou.ac.in](http://www.wbnsou.ac.in)).

In addition to the course fees each learner/ student shall have to pay Rs.300/- in total (being Rs.125.00 for Registration fee, Rs.175.00 as Annual Development fee) at the time of admission. Development fee of Rs.175 is payable at the time of renewal of the second year in case of a two-year.

For students who are unable to clear all the papers within the course duration, they are required to pay the renewal fees as follows:

Annual	Development fees	Rs. 175.00
	Studentship fess	Rs. 125.0
		<hr/>
		Rs. 300.00

## **6. List of Vocational and Innovative Courses**

The basic information regarding the courses (Certificate, Diploma, PG Diploma, Advanced Diploma) launched by the University so far is given in a tabular form in the following pages:

## Course Details

Name of the Course	Eligibility	Duration		Course fee (Rs.)	Course Conducted by	Admission session
		Minimum	Maximum			
1. Post Graduate Diploma in Export-Import Management	Graduate (10+2+3)	1-year	3-year	Rs. 12,000/-	NSOU	July
2. Post Graduate Diploma in Psychological Counselling (PGDPC)	Graduate (10+2+3) in Social Sciences (Civics/ Pol. Sc./ History/ Geography/Physical Medicine (i.e. MBBS / BHMS /BAMS /BUMS), Education, Nursing (GNM), Sociology.	1-year	3-year	18,000/-	Girindra Sekhar Institute of Psychological Education & Research, P 535, Raja Basanta Roy Rd, Kolkata – 700 029, Ph : 8902358430	July
3. Post Graduate Diploma in Hospital Front Office Management (PGDHFOM)	Graduate (10+2+3)	1-year	3-year	Rs. 30,000/- (Admission fee : 15,000/- & Tuition fee : 15,000/-) payable in two instalments	NSOU	July
4. Post Graduate Diploma in Apparel Designing and Fashion Technology	Graduate (10+2+3)	2-year	4-year	Rs. 15,000/- (in 2 instalments)	NSOU	July
5. Post Graduate Diploma in Needle Work & Knitting	Graduate (10+2+3) (Girls only)	2-year	4-year	Rs. 15,000/- (in 2 instalments)	NSOU	July

6. Post Graduate Diploma in Taxation	Graduate (10+2+3) including LLB, CA & CWA	1-year	3-year	Rs. 9,000/-	NSOU	July
7. Post Graduate Diploma in Disaster Risk Management	Graduate (10+2+3)	1 year	3-year	Rs. 8,000/-	NSOU	July
8. Post Graduate Diploam in Modern Office Management	Graduate (10+2+3)	1 year	3-years	Rs. 8,000/-	NSOU	July
9. Post Graduate Diploma in e-Accounting and Financial Management	Graduate (10+2+3)	1-year	3-year	Rs. 35,500/-	ACE Business Academy Moulali Kolkata-14 Ph-22495081	July
10. Post Graduate Diploma in Retail Management	Graduate (10+2+3)	1-year	3-year	Rs. 16,000/- in two equal instalment	NSOU	July
11. Post Graduate Diploma in Values Ethics & Leadership	Graduate (10+2+3) (Preferably 1st class Hons.)	1-year	3-year	Rs. 10,000/-	The Rabindrnath Tagore Centre for Himan Values, 'Vishwakarma,' 86C, Topsia Rd(S) Kolkata-46 Ph-33-2285 0028	July
12. Post Graduate Diploma in Travel & Tourism (PGDTT)	Graduate (10+2+3)	1-year	3-year	Rs. 12,000/-	NSOU	July

13. Diploma in Pre-Primary Teachers' Education– Montessori (DPTE-M)	10+2 or its equivalent	1-year	3-year	Rs. 8,000/- (in two equal instalments)	NSOU	July
14. Diploma in Safety Skills & Security Management	10+2 or its equivalent	1-year	3-year	Rs. 5,000/-	NSOU	July
15. Diploma in Entrepreneurship Development & Small Business Management (DEDSBM)	10+2 or BPP	1-year	3-year	Rs. 9,000/-	NSOU	July
16. Diploma in DTP & Networking	Class X	1-year	3-year	Rs. 6,000.00	NSOU	July
17. Certificate in Manabi-Vidya- Amra Pari (Women's studies and empowerment Programme)	Class VIII	6-month	2-year	Rs. 500/-	NSOU	Jan / July
18. Certificate in Organic Agriculture & Horticulture	10 + 2	6-month	2-year	Rs. 6,000/-	NSOU	Jan / July



19. Tailoring & Dress Designing (Basic Course)	Class VIII	6-month	2-year	Rs. 3,000.00	NSOU	Jan / July
20. Tailoring & Dress Designing (Advanced Certificate Course)	Class X	6-month (in basis course + 6-month	3-year	Rs. 6,000.00	NSOU	Jan/ July
21. Tailoring & Dress Designing (Advanced Diploma Course)	Graduate (10+2+3)	6-month (in Basic) + 6-month (in Advanced certificate) + 1 year	3-year	Rs. 21,000.00 (3,000.00 for 1st 6 months, 6,000.00 for next 6 months & 12,000 for next 1 year)	NSOU	Jan / July

N.B. In addition to the course fee, each candidate has to pay Rs.300/- (Registration fee:Rs.125, and Annual Development fee:Rs.175) at the time of admission. Examination fee is to be paid before examination as per notification issued by the Examination Department.

## 7. Details of Courses

The University conducts a number of innovative courses which are non-conventional in nature. These courses help a person to become expert in the respective field.

### 7.1. Post Graduate Diploma in Export-Import Management

With the rapid growth in international trade in various countries, several highly rewarding job opportunities have opened up for individuals who are trained in export-import transactions. Some of the sectors that offer ample scope in export management include Trading Houses, Export Department of Companies, Development Authorities & Commodity Boards, Marine Insurance Companies, Export Processing Zones, Export Promotion Councils and Export Oriented Units etc.

The course on Export-Import Management is designed to give students an advanced training in handling any trend, strategy or situation in the current scenario of national and international trade. The basic aim of this particular course is to equip young graduate to make a successful career in different departments of trade management.

**Study centre :** (1) Enterprise Development Institute, (P-01)

Block-IB-194, Sector-III, Salt Lake, Kolkata-106

Ph-033-2335-7258/7681

[www.edikolkata.org](http://www.edikolkata.org)

(2) Asutosh College Training Centre (V-45)

10, Basanta Bose Road

Kolkata-700 026. Ph-24554599

**Course structure :**

Paper-1 : International Trade & Business Environment

Paper-2 : Marketing & Sourcing

Paper 3 : International Trade Finance & Risk Management

Paper-4 : Operations & Logistics Management

Paper-5 : Regulatory Framework for International Trade

Paper-6 : Project, Project presentation & Viva-Voce (50+50)

Full marks : 48 credits (600 marks).

**Evaluation Method :** As per the university rules, there will be provision of internal assessment for each paper which will carry 20% weightage. The final term-end examination will be held on yearly basis and will carry 80% weightage. Pass mark is 40% in each paper.

**Intake :** Minimum number of Students per batch is 20.

## 7.2. Post Graduate Diploma in Psychological Counselling

The one-year Post Graduate Diploma in Psychological Counselling is being conducted by the University in collaboration with the **Girindra Sekhar Institute of Psychological Education & Research**.

According to a survey about 20-30 million Indians are in need of some form of mental health care. The objective of the course is to provide an in depth knowledge about Clinical Psychology, Psychotherapies etc. so that after successful completion of the course, a candidate will be able to counsel the mental patient as well as help in solving the mental problems.

**Study Centre :** Girindra Sekhar Institute of Psychological Education & Research, (P-10)  
P-535, Raja Basanta Roy Road, Kolkata – 700 029,  
Ph : 8902358430

### Course structure:

1 <sup>st</sup> Semester	First Half	Second Half	Total
<b>Paper 1</b>	Basic Psychology as related to Counseling (50)	Developmental Psychology & Clinical Psychology (50)	100
<b>Paper 2</b>	Neurology and Endocrinology as applied to Psychology (50)	Counselling-Basic (50)	100
<b>Paper 3</b>	Psychological Disorders (50)	Counselling-Specific (50)	100
<b>Paper 4</b>	Practical		100
			<b>Total : 400</b>
<b>2<sup>nd</sup> Semester</b>			
<b>Paper 5</b>	Behaviour Therapies (50)	Psychotherapies (50)	100
<b>Paper 6</b>	Psychological Measurement (50)	Non-Conventional Counselling (50)	100
<b>Paper 7</b>	Practical		100
<b>Paper 8</b>	Project / Dissertation		100
			<b>Total : 400</b>

Full marks: 64 credits (800)

**Evaluation Method:** Evaluation will be done through term-end examination and internal assessment. There will be one home assignment for each paper and 20% marks are reserved for this. The examination centre may not necessarily be the centre of admission of the learners. Pass mark is 40% in each paper.

**Intake :** Minimum number of students per batch is 20.

### 7.3. Post Graduate Diploma in Hospital Front Office Management

The scope of medical sciences has increased by leaps and bounds, owing to the relentless efforts made to come out with remedies to the many complicated ailments that afflict mankind. Understandably, hospitals, today offer many specialized treatments much beyond comprehension of the common man. The front office staff of any hospital plays an indispensable role in hospital operations. It plays an important role of attending to the patients and other beneficiaries, as and when they come in, for admissions and treatment. Efficient and skilled workforce is essential to manage the front office work. It is extremely important to understand how an organization is viewed and efforts should be made to develop and symbiotic relationship with the public in general.

**Stipend :** The students are paid a monthly stipend of Rs. 2500/- by the study centre.

Study Centre	Intake
Rabindranath Tagore International Institute of Cardiac Sciences, (P-11) 124, Mukundapur, E. M. Bypass, Kolkata – 700 099, Ph : 033-7122-2222, ext. 2256/3404 Fax: 033-2436-1267 (Contact Person : Ms. Ilora Ghosh)	<b>10 seats</b>
Ruby General Hospital Ltd (V-47) Kasba Golpark, EM Bypass Kolkata-700107, M: 9831227380 / 9051138921 (Contact Person: Subhasish Dutta)	

(If the number of application exceeds 10, candidates will be selected by GD followed by personal interview.)

**Payment schedule:**

Initial payment at the time of Admission : Rs.15,230/-

Second installment Rs.15,000/- (payable after 6 months of study).

**Course structure :**

Paper 1: Hospital and Health	Paper 2: Overview of Hospital Management
Paper 3: Principles of Management	Paper 4: Concept of Hospital Support Services
Paper 5: Front Office Management	Paper 6: Specialized Services
Paper 7: Hospital Information System(HIS)	Paper 8: Public Relations
Paper 9: Communication	Paper 10: Project work

Full Marks: 80 credits (1000 mark)

**Evaluation Method:** The examination will be conducted on yearly basis. Evaluation will be done through term-end examination and internal assessment. There will be internal assessment for theoretical paper and 20% weightage are reserved for this. The examination centre may not necessarily be the centre of admission of the learners. Pass mark is 40% in each paper.

## 7.4. Post Graduate Diploma in Apparel Designing and Fashion Technology

The basic aim of the course is to impart skills in making and grading patterns for different types of garments. The pattern makers learn to impart sketches, specifications and measurement into patterns & construct the garments to test fit on the dress form.

**Study Centre :** Nari Sikhsa Samiti (V-24)  
294/3, APC Road, Kolkata-9, Ph : 23504884, M-9433054996

### Course Structure :

1st year	2nd year
Paper 1 : Fashion Theory Paper 2 : Practical Specimen Paper 3 : Practical	Paper 4 : Theory Paper 5 : Practical Specimen Paper 6 : Practical Paper 7 : Practical Paper 8 : Practical

Full Marks : 64 credit (800 marks)

### Evaluation Method :

Evaluation will be made on the basis of internal assessment as well as Term-end examination., 20% marks are reserved for internal assessment. Pass marks is 40% in each paper.

**Intake :** Minimum number of students per batch is 20.

## 7.5. Post Graduate Diploma in Needle Work and Knitting

The course has been designed to trainup so as to provide extensive coverage on all aspects relating to manufacturing and finishing of garments and to create awareness about the technique and trends to meet the present day needs.

### Study centre :

i) Nari Sikhsa Samiti (V-24) 294/3, APC Road, Kolkata-9 Ph : 2350-4884 M: 8972736705	ii) Nari Siksha Samiti (V-25) Jhargram, Paschim Medinipur Ph : 03221-255137 M: 9433054996
iii) Suri Mahila Samity (V-26) (R.T. Girls' High School) Suri, Birbhum M: 9476338671	iv) Arabindanagar Youth Academy (V-31) Beguntari, Jalpaiguri M: 9733064084
v) Nazirpur Rainbow Educational Institute (V-48) Nazirpur, Rejinagar, Murshidabad M: 9733070694	×

**Course Structure :**

1st year	2nd year
Paper 1 : Theory Paper 2 : Practical Specimen Paper 3 : Practical	Paper 4 : Theory Paper 5 : Practical Specimen Paper 6 : Practical Paper 7 : Practical Paper 8 : Practical

Full Marks : 64 credit (800 marks)

**Evaluation Method :**

Evaluation will be made on the basis of internal assessment as well as Term-end examination., 20% marks are reserved for internal assessment. Pass marks is 40% in each paper.

**Intake :** Minimum number of Students per batch is 20.

**7.6. Post Graduate Diploma in Taxation (PGDT)**

The Accountancy profession has been recognized as an integral part of economic development. The complete knowledge of all the prevalent soft wares in the market today, like in the field of Taxation, Return Filing, Excise, VAT, Accounts, Banking etc. is a prerequisite. The demand for tax consultants is on increase specially after introduction of VAT and Service Tax.

**Study centres :**

(i) Pranavananda Institute of Management & Technology (P-21) 83, Harish Mukherjee Road Kolkata-25 Ph: 9331256934 www.pimtonline.com	(ii) Anjali Academy of Management & Technology (A unity of Anjali Social Welfare Research Foundation) Panskura, Purba Medinipur (V-27) M-9733752904
(iii) AEC Business Academy (V-33) 86, Dr. Suresh Sarkar Rd. Moulali, Kolkata-14 Ph-22495081/5853, M-9831431131	(iv) Shanti Devi Vidyaniketan Plassey, Nadia M-9800202184/9733638357
(v) ACE Business Acamedy (V-28) Nivedita Road, Pradhanuagar Siliguri, Darjeeling	×

No of Seats : 25 in each centre.

**Course structure :**

**Paper 1 :** Computerized Accounting

**Paper 2 :** Tax Legislation–I (Income Tax)

**Paper 3 :** Tax Legislation–II (VAT, CST & Professional Tax)

**Paper 4 :** Tax Legislation–III (Central Excise, Service Tax & GST)

**Paper 5 :** Business Regulatory Frame Work

**Paper 6 :** Commercial Application of Business & Viva-Voce (50+50)

Full Marks –600

**Features :** Cost Accountant, Chartered Accountant and LLB will get exemption in Paper 5.

**Evaluation Method :** Evaluation will be made on the basis of home assignment as well as Term-end examination. 20% marks are reserved for home assignment. Pass marks is 40% in each paper.

**Intake :** Minimum number of Students per batch is 20.

## **7.7. Post Graduate Diploma in Disaster Risk Management**

The Programme is being conducted in association with the **Department of Disaster Management, Govt. of West Bengal.**

The curriculum, with a research-based framework for Disaster Management, combines professional and hands-on skills with a multidisciplinary academic understanding for Relief Workers. The training program is relevant for all professions working with Disaster Management, It is aimed at providing the appropriate skills for relief operations & disaster management at the block, district & national level in areas of natural and manmade disastes, climate change, natural calamities, accidents, etc. The programme will provide the student with a new interdisciplinary mind set: Balancing the four main processes in Disaster Management, Disaster Risk Reduction, Response and Recover, Social Services the student will be able to effectively prevent and manage disaster situations & relief operations.

The successful participants of the course will be able to:

- Analyse, evaluate and manage the dynamic factors of disasters on an individual-and society level, locally and globally.
- Work theoretically and practically in all three main processes of Disaster Management– Disaster Risk Reduction, Resonse and Recovery–and understand how these are interconnected.

Analyse and evaluate the underlying physical/environmental, social/political/cultural, economical legal/institutional/organisational and health related/psychological aspects that influences the vulnerabilities and capacities of individuals and societies.

- Study centre :**
- 1) Pranavananda Institute of Management & Technology  
83, Harish Mukherjee Road, Kolkata-25 (P-21). www.pimtonline.com,  
M-9830216056
  - 2) Anjali Academy of Management & Technology  
(A unit of Anjali Social Welfare Research Foundation) (V-27)  
Panskura, Purba Medinipur, Ph-9733752904/ 9434453144
  - (3) Asutosh College Training Centre (V-45)  
10, Basanta Bose Road, Kolkata-700 026. Ph-24554599
  - (4) Nazirpur Rainbow Educational Institute, Murshidabad

**Course Structure :** Full marks : 600

Paper	Paper
<b>Paper 1 :</b> <i>Module A :</i> Basic Concepts of Disaster Management <i>Module B :</i> Disaster Risk Management	<b>Paper 4 :</b> Natural Hazards Risk Management
<b>Paper 2 :</b> <i>Module A :</i> Emergency Response and Crisis Management <i>Module B :</i> Disaster Risk Mitigation	<b>Paper 5 :</b> Climate Variability & Disaster Risk and Urban–Rural Risk Management
<b>Paper 3 :</b> <i>Module A :</i> Government interventions and Institutional Mechanism for Disaster Management <i>Module B :</i> Practical	<b>Paper 6 :</b> Industrial Hazards Risk Management
(Each module will have 50 marks)	

**Evaluation Method :** Term-end examination will be held at the end of year. Evaluation will be made on the basis of internal assessment as well as Term-End Examination. 20% marks are reserved for internal assessment in each paper. Pass mark is 40% in each paper.

**Intake :** Minimum number of Students per batch is 20.

## 7.8. Post Graduate Diploma in Modern Office Management

Academic education does not necessarily prepare young people for livelihood there is no guarantee of a job after a University Degree. Theoretical knowledge and relevant practical application are fast becoming equally important; the real requirement is vocational skill training. This way, business and trade environment gets quality manpower while the youth is learning best trade practices through their employable job oriented trainings. This real combination produces ultimate young professionals with world class skills.

There is huge demands for **junior level supervisory cadres/ personnel** as office assistants to support the corporate & commercial enterprise alongwith NGO for both profit & non-profit sectors. As a matter to supply of efficient knowledge personnel in the area of modern office management with latest technology, Equipment and skills. The digital age has created the need for a entirely new breed in the corporate environment related to modern office management & supervision.

**Teaching Methodology :** IT Integrated Online, Offline, Contact classes

**Study centre :** (1) Pranavananda Institute of Management & Technology (P-21)  
 83, Harish Mukherjee Road, Kolkata-25, www.pimtonline.com,  
 M-9331256934  
 (2) Anjali Academy of Management & Technology  
 (A unit of Anjali Social Welfare Research Foundation) (V-27)  
 Panskura, Purba Medinipur;  
 (b) Howrah (V-50), M-9748052393  
 Ph: 9733752904, 9434453144



(3) Nazirpur Rainbow Educational Institute (V-48)  
Nazirpur, Rejinagar, Murshidabad  
M: 9733070694

**Course Content :**

- Paper 1 : Principles of Management
- Paper 2 : Office Procedures & Supervisory Skills
- Paper 3 : IT Applications & E-systems (Practical)
- Paper 4 : HR Management & Industrial Relation
- Paper 5 : Business Regulatory & Enterprise Development
- Paper 6 : Project Work and Viva-Voce.

Full Marks : 600

**Evaluation Method :** Evaluation will be made on the basis of internal assessment as well as Term-End Examination annually. 20% marks are reserved for internal assessment in each paper. Pass mark is 40% in each paper.

**Intake :** Minimum number of Students per batch is 20.

## 7.9. Post Graduate Diploma in e-Accounting and Financial Management (PGDe-AFM).

This course is typically meant for individuals who are looking forward to a Management career in the field of Accounts and not merely an Accountant career. The curriculum takes care of both the latest techno-commercial aspect of Modern Accounts as well as the business acumen taught in 21st century Management. Ideally it is suited to those who are pursuing their studies in the field of Commerce and at the same time targeted to the Graduates (from all streams) who are looking forward to step in to the upcoming BPO & KPO sector where the job is plenty and challenging. The delivery mode of the curriculum is on a full time basis for 1 year duration. Hence, it is aptly suited for just passed out & unemployed Graduates. It takes care of all the aspects of Accounts.

**Study centre :** (1) ACE Business Academy (V-33)  
86-D, Dr. Suresh Sarkar Road (Moulali)  
Kolkata-14, Ph-2249-5081/5853/ 8961270039

**Course Structure :**

<b>Paper 1 :</b> Corporate Accounts <b>Paper 2 :</b> e-Taxation	<b>Paper 4 :</b> Financial Management and Investment
<b>Paper 3 :</b> Computer Fundamentals & Financial Accounting Software	<b>Paper 5 :</b> Company law and Statutory Legislation
	<b>Paper 6 :</b> Soft-skill Training & Viva-voce

Full Marks –600.

**Stipend :** The students will be paid a monthly stipend on regular attendance by the study centre as follows—

- @ Rs. 1000/- for 1st 6 months.
- @ Rs. 2500/- for 2nd 6 months.

N.B.: Industrial training is not compulsory for the students who are employed but they have to submit the employment certificate. They will not be paid the prescribed stipend.

**Evaluation Method :** Evaluation will be made on the basis of internal assessment as well as Term-End Examination. 20% marks are reserved for internal assessment in each paper. Pass mark is 40% in each paper.

**Intake :** Minimum number of Students per batch is 20.

## 7.10. Post Graduate Diploma in Values, Ethics & Leadership

The University in collaboration with the Rabindranath Tagore Centre for Human Values has started this one year post graduate diploma course. The basic aim of the course is to empower a person with the theoretical and practical aspects of values, ethics and leadership based on India culture and ethos.

● **Medium of Instruction :** English

● **Selection Procedure**

Short-listed candidates may be called for personal interview, seminar presentation, group discussion and some other screening tests.

● **Teaching Methodology (TM)**

A host of TM approaches will be adopted, as indicated below:

**Conceptual Sessions:** Contact sessions per Paper will be provided.

**Case Study :** Some of the courses will cover a number of cases describing actual facts. Individual and Group Presentation, Panel Discussion: This will be based on the cases assigned or on any other topics discussed.

**Library Work :** Specific assignments will be given for library work.

**Quality Mind Process (QMP):** The students will have to do some concentration exercise for 30 minutes under the guidance of a Faculty. Other members of the Centre present may join them.

**Dissertation :** Students will have to submit individually one library based dissertation, based on the courses covered. These will be done under the supervision of Faculty. And they will have to give seminar presentations on the dissertation submitted by them.

**Participation in Programmes for Executives:** Students will have to participate as learners in the programmes for executives, and provide necessary support services as and when required.

**Study Centre :**

The Rabindranath Tagore Centre for Human Values (V-29)  
86C, Topsia Road (S)  
Kolkata-700046  
Ph-033-22850028

● **Code of Conduct :**

- i) students are expected to maintain punctuality in attending classes and library works.
- ii) Students are not permitted to come to the Centre wearing Jeans, T-shirts, Panama Shorts etc. Plain and simple Indian dress should be worn.

- iii) Loitering or gossiping in the lobby is strictly prohibited.
- iv) Students should always speak in a low voice within the class room and outside.
- v) Students should always deal with humility with others.
- vi) Students will always maintain interaction with Faculty outside class hours.

**Minimum Intake : 6 (Six)**

**● Course Structure**

	Course Title
Paper-1	Values, Ethics & Inner Growth
Paper-2	Rajarshi: The Indian model of Leadership & Followership
Paper-3	Sacred Texts
Paper-4	Sustainability & the Enduring Indian Culture
Paper-5	Indian Society: Comparative Values & Grassroot Problems
Paper-6	Management of Organizations & Professional Ethics

**● Examination :**

There will be a written examination at the end of the year. Examination on each Paper will be of 3-hr duration. There will be an internal assessment which will carry 20% weightage. The internal assessment to be conducted by the centre in consultation with the Examination Department. The Term-end examination will carry 80% weightage. Internal assessment may be based on any one or a combination of continuous evaluation, seminar presentation, take-home assignments, and viva-voce examination and performance in the contact classes. The pass mark for each paper is 40%.

## **7. 11. Post Graduate Diploma in Retail Management**

Growth of consumerism, changing life style, availability of numerous brands - both national and international, increased media exposure and higher spending power of the consumer have increased the levels of domestic consumption in India. Retailing in India has witnessed a phenomenal growth and it is poised to grow more for the next few years. It is also expected that demand of trained/ skilled manpower will go on increasing in the years to come. It is expected that in the next two years, modern retail will provide 2.2 million jobs and provide local employment. This being an emerging area will undoubtedly benefit the unemployed, the unreached and the freshers if they gather knowledge, expertise and skill through the course.

**Study Centre-cum:**

Enterprise Development Institute,  
 BNCCI, Block-IB-194, Sector-III,  
 Salt Lake, Kolkata-106,  
 Ph : 2335-7258 (P-01)  
 emial : edi\_bncci@sify.com

**Course structure:**

Paper 1A: B:	Business Environment Strategic Management	Paper 2A: B:	Marketing Management Behavioural Science
Paper 3A: B:	Finance and Control Supply Chain Management	Paper 4A: B:	Retail Operation Retail Strategy
Paper 5A: B:	HR in Retail Trend in Retail	Paper 6A: B:	Project (70) Viva-Voce(30)

Full Marks: 48credits (600 marks)

**Evaluation Method:**

Evaluation will be done through term-end examination and internal assignment. There will be one assignment for each paper and 20% marks are reserved for this. The examination centre may not necessarily be the centre of admission of the learners. Pass mark is 40% in each paper.

**7.12. Post Graduate in Travel & Tourism (PGDTT)**

Tourism, the world's largest industry provides the highest employment opportunities today. The course is aimed at familiarizing the learners with varied aspects of tourism, creating awareness about tourism, imparting basic training in organizing tourism services, opening career opportunities.

**Study Centre:** (i) Enterprise Development Institute, BNCCI, Block-IB-194, Salt Lake, Kolkata-106, Ph : 2335-7258/7678 [www.edikolkata.org](http://www.edikolkata.org) (P-01)  
(ii) Joygoplapur Gram Vikash Kendra, Basanti, 24 Pargana (S), Ph: 9732522848  
(iii) Asutosh College Training Centre (V-45), 10, Bosanta Hose Road Kolkata-700 026. Ph-24554599  
iv) Nazirpur Rainbow Educational Institute, Nazirpur, Rejinagar, Murshidabad, M: 9733070694  
v) Bijoy Krishan Girls' College, 5/3, M. G. Road, Howrah-1 M-9007559968  
vi) Anjali Academy of Management & Technology (A unit of Anjali Social Welfare Research Foundation) (V-50) 2nd Floor, Krishna Apartment, Howrah-9, M-9748052393

**Course Structure:**

Paper-1: Fundamentals of Tourism  
Paper-2: Entrepreneurship Development  
Paper-3: Accounting and Legal aspects of Tourism  
Paper-4: Tourism Business and Operations  
Paper-5: Business Communication  
Paper-6: Project & Viva-voce

Full Marks: 48 Credit (600 mark)

**Evaluation Method :** Evaluation will be made on the basis of internal assessment as well as theoretical and practical examination held on completion of the course. 20% marks are reserved for internal assessment in each paper. The examination centre may not necessarily be the centre of admission of the student. Pass mark 40% in each paper.

**Intake :** Minimum number of Students per batch is 20.

### **7.13. Diploma in Pre-Primary Teachers' Education-Montessori (DPTE-M)**

The course is designed to impart a through practical training in pre-primary child education based on the Montessori Method of early childhood learning. The training provides an excellent foundation for all those who are involved or likely to be involved in pre-primary education, including teachers and parents.

The course covers General and Montessori Educational Theory and child Art and Craft. There will be six papers of 100 marks and each paper has two groups, 50 marks-per group

#### **Study Centre:**

1. Anjali Academy of Management & Technology  
(A unit of Anjali Social Welfare Research Foundation),  
(a) Panskura, Purba Medinipur,  
M-9733752904 / 9748993914 (V-27);  
(b) Krishna Apartment, A/3, Nityananda Nagar, Howrah-9, M-9748052393
2. Bijoy Krishna Girls' College Study Centre, Howrah. Ph-2640 4729. (B-10)
3. Maharani Kasiswari College Study Centre, Kolkata, Ph-2555 6325. (W-02)
4. Nari Siksha Samiti, Bani Bhavan, Jhargram, Paschim Medinipur, Ph-03221-255137  
M-9433054996
5. Pranavananda Institute of Management & Technology. 83, Harish Mukherjee Road, Kolkata, M-9331256934 (P-21). [www.pimtonline.com](http://www.pimtonline.com)
6. Vidyasagar Foundation, P.O. Tamna, Purulia, M-9434198929
7. Shanti Devi Vidyaniketan, Plassey, Nadia, M-9800202184
8. Agami Nirman 2003, 579, Block N, New Alipore, Kol-53, M-9830518828.
9. Sarojini Naidu College Study Centre, Kolkata, Ph: 2559-2583, 2529-8439
10. Nabadwip Bakultala School of Education, Nabadwip Bakultala Vidyalaya Praktan Chhatra Sammilanee, 31, Ampulia Para Lane, P.O. Nabadwip, Dist. Nadia, PIN-741302, Ph: 03472-240283
11. Binapani Educational and Welfare Trust, 'Binapani Ashram', Mouldanga, Sriniketan, Birbhum-731236, M: 9476148083.

12. Sri Aurobinda Engineering Institute  
 (a) Siliguri, M-9332017395  
 (b) Malda, M-9230700928 / 8420191728  
 (c) Burdwan, M-(0342) 2634860

**Course Structure:**

Paper IA: Principles of Education (50 marks) Paper IB: Montessori and Pre-Primary Education (50 marks)	Paper IIA : Child Psychology and Learning Process (50 marks) Paper IIB : Health and Hygiene (50 marks)
Paper IIIA: Exercise on Practical Life (50 marks) Paper IIIB: Development of Sensorial Activities (50 marks)	Paper IVA: Language Development (50 marks) Paper IVB: Arithmetic (50 marks)
Paper VA: Concept of Continuous and Comprehensive Evaluation (50 marks) Paper VB: Child and Environment (50 marks) Paper VIB:	Paper VIA: i) Project work on Language & Arithmetic (25+25 marks) ii) Social & Cultural Activities (20 marks) iii) Simulated Teaching (30 marks)

Theory Papers-I, II & V; Practical Papers-III, IV & VI

Full Marks: 48 credits (600)

**Evaluation Method:** Evaluation will be made on the basis of Home Assignment as well as theoretical and practical examination held on completion of the course. 30% marks are reserved for Home Assignment in each paper. Pass mark 35% in each paper.

## 7.14. Diploma in Safety Skills & Security Management

With economy of India growing like never before and many multinational companies bringing money, establishing their offices, business houses, enterprises and industry in India, there is need to provide good, stable and secure social environment. To address their safety concerns and requirements is the need of the hour. Police looks after the law and order situation in civil life in general. But with increasing demands for specialized security personnel in industry, business undertakings as well as at private level, there is a need of an established system for providing training to the unemployed youth, grooming them to take up jobs in security sector. Such trained youth can fill in the void that is present in our system earning their livelihood respectably and also playing a constructive role in society. This will also help in improving the workings and standards of the security agencies hiring such trainees.

The need for giving emphasis on the Skills Development, especially for the less educated, poor and out of school youth has been highlighted in various forums. The skill level and educational attainment of the work force determines the productivity, income levels as

well as the adaptability of the working class in changing environment. Large percentage of population in India is living below poverty line. One of the important causes is lower percentage of skilled persons in the workforce.

### **Methodology**

The training methods to be used should be appropriate to the development of competencies. The focus of the programme is on “performing” and not on “Knowing”. Lecturing will be restricted to the minimum necessary and emphasis to be given for “hands on training”. The training methods will be individual centered to make each person a competent one. Opportunities for individual work will be provided. The learning process will be continuously monitored and feedback will be provided on individual basis.

Demonstrations using different models, audio visual aids and equipment will be used intensively.

- Study centre :**
- 1) Pranavananda Institute of Management & Technology (P-21)  
83, Harish Mukherjee Road, Kolkata-25, Ph. 9331256934  
www.pimtonline.com
  - 2) Anjali Academy of Management & Technology  
(A unit of Anjali Social Welfare Research Foundation) (V-27)  
Panskura, Purba Medinipur  
Ph-9733752904/ 9748993914
  - 3) Nazirpur Rainbow Educational Institute (V-48)  
Nazirpur, Rejinagar, Murshidabad  
M: 9733070694

### **Course Structure :**

Paper 1 : Safety, Fire & Industrial Hazards	Paper 4 : Disaster Risk Management
Paper 2 : Security Operational Skills	Paper 5 : Communication & Equipment Handling Skills
Paper 3 : Regulatory & Management Skills	Paper 6 : Project Work and Viva-Voce

Full Marks : 600

**Evaluation Method :** Evaluation will be made on the basis of internal assessment as well as Term-End Examination. 30% marks are reserved for internal assessment in each paper. Pass mark is 35% in each paper.

**Intake :** Minimum number of Students per batch is 20.

## 7.15. Diploma in Entrepreneurship Development & Small Business Management (DEDSBM)

Modern ideas of entrepreneurship and management have greatly transformed the earlier concept of entrepreneurship wherein family ties and inborn qualities are the hallmarks of the profession. Instead of being equipped as a job seeker, the course will equip a successful trainee to become a job-provider-an entrepreneur and a manager in his/her own right. A successful entrepreneur should make time-bound plans to implement the project, find ways and means to generate is/her resources and learn from other's success and failures as to what he/she should endeavour to do. His/her goal to achieve success must be well defined.

### Study Centre:

(i) Enterprise Development Institute, (P-01) Block-IB-194, Salt Lake, Kolkata-106 Ph: 2335-7258, 2353/7681 www.edikolkata.org	(ii) Pranavananda Institute of Management and Technology, (P-21) 83, Harish Mukherjee Road Kolkata-25, M-7278383738 www.pimtonline.com
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### Course structure :

Paper I: Entrepreneurship	Paper II: Operations Management
Paper III: Marketing Management	Paper IV: General Management and Business Environment
Paper V: Financial Management	Paper VI: Project Work & Viva-Voce

Full Marks: 48 Credit (600)

**Evaluation Method :** Evaluation will be made on the basis of internal assessment as well as Term-End Examination. 30% marks are reserved for internal assessment in each paper. Pass mark is 35% in each paper.

**Intake :** Minimum number of Students per batch is 20.

## 7.16. Diploma in DTP & Networking

Classes will be conducted through theoretical, practical and factory environment training by learned and experienced teachers certified by global software companies like Microsoft and other leading organization.



**Study Centre-cum-Admission Centre :**

(i) Shantidevi Vidyaniketan (V-10) Plassey, Nadia, Ph-9800202184 9733638357	(ii) Pranavananda Institute of Management & Technology (P-27) 83, Harish Mukherjee Rd. Kolkata-25, M-9830216056 www.pimtonline.com
(iii) Joygopalpur Gram Vikash Kendra Basanti (V-41) M-8348646491	(iv) Nabadwip Bakultala School of Education Nabadwip Bakjultala Vidyalaya (V-40), 31, Ampuria Para Lane, Nabadwip, Nadia, M-7797719340
(v) Binapani Educational and Welfare Trust, (V-49) 'Binapani Ashram', Moudanga, Sriniketan, Birbhum-731236, M: 9476148083/ 9332066107	×

**Course Structure:**

Paper 1 : Fundamentals of Computer & Operating Systems (Practical)

Paper 2 : Windows XP & MS-Word (Practical)

Paper 3 : Pagemaker, Correlldraw (Practical)

Paper 4 : Basic English Communication Skill (Theory)

Paper 5 : Scanning & Editing images, Adobe Photoshop (Practical)

Paper 6 : Advanced English Communication Skill (Theory)

Full Marks: 36 credits (600)

**Evaluation Method :** Evaluation will be made on the basis of internal assessment as well as Term-End Examination. 30% marks are reserved for internal assessment in each paper. Pass mark is 35% in each paper.

**Intake :** Minimum number of Students per batch is 20.

## 7.17. Certificate in Manabi-Vidya Amra pari (Women's studies & Women Empowerment Programme)

This is a six months course especially for the women, who are economically and educationally not so well off. This course has been initiated on July 2008 for encouraging the women to become capable of making their own decision by understanding their rights and developing their perception of "own self".

**Intake:**30 per centre.

### Study Centre:

Nani-O-Sishu Kalyan Kendra (V-32) Vill-Khaskhamar, P.O. Rameswarnagar Dist: Howrah-711310 Ph-9830338236	Sitalkuchi College Sitalkuchi Coochbehar Ph-03583-263351
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### Course Structure:

Paper 1: Concept of Self-Gender, Family & State concept of Rights (Theory)	Paper 2: Amar sarir amar swastha (Theory)
Paper 3: Medicinal Herbs identification with emphasis on Patent Law & Household Chemistry (Theory)	Paper 4: Vocational training & Practical (Food Processing / Tailoring)

Full marks: 32 credits (400)

**Evaluation Method :** Evaluation will be made on the basis of internal assessment as well as Term-End Examination. 30% marks are reserved for internal assessment in each paper. Pass mark is 35% in each paper.

**Intake :** Minimum number of Students per batch is 20.

## 7.18. Certificate in Organic Agriculture & Horticulture

Organic farming, which has increased substantially in recent years, has received important attention from all concerned. The University has started the certificate in Organic Farming with the following objectives :

- To develop a sustainable agriculture system for guaranteed adequate food production in the foreseeable future.
- To develop self-sufficient agriculture system which would rely as much as possible upon resources from within its own resources.
- To develop an alternative strategy over chemical farming which would be a guideline for the working of biological processes in natural eco-systems.

**Study centres :**

- (i) Liebig's Agro Chem Pvt. Ltd. (V-34)  
Makardah, Howrah, Ph-2465-8334 / 8616
- (ii) NSOU, Kalyani Regional Centre  
Ghosh Para Station Road  
Kalyani, Nadia

(iii) Joygopalpur Gram Vikash kendra, Basanti, 24 Parganas (S),  
PIN-743312, Ph: 03218-213919, M: 8348646491

**Course structure :** Paper 1 : Organic Agriculture (Theory)  
Paper 2 : Organic Horticulture (Theory)  
Paper 3 : Organic Agriculture (Practical)  
Paper 4 : Organic Horticulture (Practical)  
Full marks-400

**Examination Method :** Evaluation will be made on the basis of internal assessment as well as Term-End Examination. 30% marks are reserved for internal assessment in each paper. Pass mark is 35% in each paper.

**Intake :** Minimum number of Students per batch is 20.

## 7.19. Tailoring & Dress Designing (Basic Course)

The basic aim of the course is to impart skills in making and grading patterns for different types of garments. The pattern makers learn to interpret sketches, specifications and measurements into patterns and construct the garments to test fit on the dress form. The course has been designed to train up so as to provide extensive coverage on all aspects relating to manufacturing and finishing of garments and to create awareness about the technique and trends to meet the present day needs.

Classes will be conducted through theoretical, practical and factory environment training by learned and experienced teachers trained from NIFT and other leading institutions.

After completion eligible students can opt for higher studies through vertical mobility by going through successive six month advanced courses to obtain certificate by the University.

### Study Centre:

Santiniketan & Sriniketan Development Authority (SSDA), Prantik, Bolpur, Birbhum Ph-03463 261041 (V-01)	Anjali Academy of Management & Technology (A unit of Anjali Social Welfare Research Foundation) (V-27) Panskura, Purba Medinipur, M-9733752904 (V-27)
Shantidevi Vidyaniketan (SDV) (V-10) Plassey, Nadia, Pin-741156, Ph-9800202184 / 9733638357	Nari Sikhsha Samiti (NSS) (V-24) 294/3, APC Road, Kolkata-9 Ph-2350 4884, 2354 4996 M-9433054996
Nari Sikhsha Samiti (NSS) (V-25) Bani Bhavan, Jhargram, Paschim Medinipur M- 9433054996	Pranabananda Institute of Management & Technology (PIMT) (Bharat Seva Sram Sangha) Diamond Harbaur, 24 Parganas (S) (V-37), <a href="http://www.pimtonline.com">www.pimtonline.com</a>
Joygopalpur Gram Vikash Kendra (V-41) Basanti, 24 Parganas (S) Ph-9732522848	Al-Ameen Memorial Minority College, Hatpara, Joynagar 24 Parganas (S), M-9874212013 Ph-033-32025521

**Course structure:**

<b>Paper 1:</b> Pattern Making-I	<b>Paper 2:</b> Garment Construction -I
<b>Paper 3:</b> Fashion & Textile Design -I	<b>Paper 4:</b> Apparel & Textile Design-I (Theory)
Full Marks: 32 credit (400)	

**Evaluation Method :** Evaluation will be made on the basis of internal assessment as well as Term-End Examination. 30% marks are reserved for internal assessment in each paper. Pass mark is 35% in each paper.

**7.20. Tailoring & Dress Designing (Advanced Certificate Course)**

This course provides intensive training to develop pattern making skills, classification and identification of various fabrics their construction and composition, techniques or requirement. The course also provides techniques used in traditional Indian dress items. Classes will be conducted through theoretical, practical and factory environment training by learned and experienced teachers trained from reputed & Govt. recognized institutions. Successful candidates will be awarded certificate by the University. However, students who completed both basic and advanced courses will get one year certificate issued by the University.

**Study Centre:**

Santiniketan & Sriniketan Development Authority (SSDA), (V-01) Prantik, Bolpur, Birbhum, Ph-03463 261041	Anjali Academy of Management & Technology (A unit of Anjali Social Welfare Research Foundation) (V-27) Panskura, Purba Medinipur, M-9733752904
Shantidevi Vidyaniketan (SDV) (V-10) Plassey, Nadia, Pin-7451196 Ph-9800202184 / 9733638357	Nari Sikhsa Samiti 294/3, APC Road, Kolkata-9, Ph-2350 4884, 2354 4996 (V-24)
Pranabananda Institute of Management & Technology (PIMT) (Bharat Seva Sram Sangha) (V-37) Diamond Harbaur, 24 Parganas (S) www.pimtonline.com, M-9331256934	Nari Sikhsa Samiti (V-25) Jhargram, Paschim Medinipur Ph-03221-255137, M-9433054996
Joygopalpur Gram Vikash Kendra (V-41) Basanti, 24 Parganas (S) M-8348646491	Al-Ameen Memorial Minority College, Hatpara, Joynagar, 24 Parganas (S), Ph: (033) 32025521, M-9874212013

**Course structure:**

<b>Paper 1:</b> Pattern Making-II	<b>Paper 2:</b> Garment Construction -II
<b>Paper 3:</b> Fashion & Textile Design -II	<b>Paper 4:</b> Apparel & Textile Design-II (Theory)
<b>Paper 5:</b> Design Ideas- I	<b>Paper 6:</b> Surface Ornamentation Technique -I

Full Marks: 48 credit (600 mark)

**Evaluation Method :** Evaluation will be made on the basis of internal assessment as well as Term-End Examination. 30% marks are reserved for internal assessment in each paper. Pass mark is 35% in each paper.

## 7.21. Tailoring & Dress Designing (Advanced Diploma Course)

This course provides intensive training to develop pattern making skills, classification and identification of various fabrics their construction and composition, techniques or requirement and use of fabrics in apparel manufacturing and other ornamental textile items. The course also provides techniques used in traditional Indian dress items as well as trends of modern knitted garments and other items with the latest processes so that national and international quality standard may be maintained.

### Study Centre:

i) Santiniketan & Sriniketan Development Authority (SSDA), (V-01) Prantik, Bolpur, Birbhum, Ph-03463 261041	ii) Anjali Academy of Management & Technology (A unit of Anjali Social Welfare Research Foundation) (V-27) Panskura, Purba Medinipur, M-9733752904
iii) Shantidevi Vidyaniketan (SDV) (V-10) Plassey, Nadia, Pin-7451196 Ph- 9733638357	iv) Nari Sikhsha Samiti 294/3, APC Road, Kolkata-9 Ph-2350 4884, 2354 4996 (V-24)
v) Nari Siksha Samiti (V-25) Jhargram, Paschim Medinipur, Ph-03221-255137, M-9433054996	vi) Pranabananda Institute of Management & Technology (PIMT) (Bharat Seva Sram Sangha) (V-37) Diamond Harbaur, 24 Parganas (S) www.pimtonline.com, M-9331256934
vii) Al-Ameen Memorial Minority College, Hatpara, Joynagar 24 Parganas (S), M-9874212013 Ph: (033) 32025521,	viii) Joygopalpur Gram Vikash Kendra (V-41) Basanti, 24 Parganas (S) Ph-8348646491

**Course content :** The said Diploma Course consisting of the three examinations namely-

- i) Tailoring and Dress Designing (Basic Course) after 6 months from admission.
- ii) Advance Certificate course examination on Tailoring and Dress Designing after 6 months of Sl. No. (i) above and
- iii) Advanced Diploma Course examination after one year of Sl. No. (ii) above.

### Course structure:

<b>Paper 1:</b> Pattern Making-III	<b>Paper 2:</b> Garment Construction -III
<b>Paper 3:</b> Fashion & Textile Design -III	<b>Paper 4:</b> Apparel & Textile Design-III (Theory)
<b>Paper 5:</b> Design Ideas- II	<b>Paper 6:</b> Surface Ornamentation Technique - II
<b>Paper 7:</b> Market survey & Design a project report	<b>Paper 8:</b> Project Design

Full Marks: 64 credit (800 mark)

**Evaluation Method :** Evaluation will be made on the basis of internal assessment as well as Term-End Examination. 30% marks are reserved for internal assessment in each paper. Pass mark is 35% in each paper.

## 8. Student Support Services

The university provides its students with self Instructional Materials (SIM) to be studied and learnt by them at their convenience. The university provides various student-support services through a network of study centres. These centres cover all the districts of the State and are located at convenient points connected by public transport. A study centre is placed under the supervision of a coordinator assisted by the staff of his office. It provides all information including prospectus and application forms for enrolment.

At the beginning of each session, study centres invite the students for an induction meeting where they are familiarized with the aims, objectives and activities of the university and the methodology of distance education.

The study centres draw schedules of counselling sessions and notify the same for the students. Normally, the counselling sessions are held during weekends and periods of vacation of the host institutions.

Study centres distribute the home assignment papers received from the university and arrange for their evaluation.

Prospectus, Information, Assignments etc. are not issued by the Headquarters. Students should contact the study centres for all their requirements.

The study centres (not home centres) also arrange for holding of examinations in accordance with the schedule fixed by the university from time to time.

In short, each study centre acts as the day-to-day link between the students and the university. Students are expected to conduct themselves in a worthy and dignified manner to maintain high academic and moral standards.

## 9. Allotment of class/ counselling sessions

Minimum number of classes (@ 1.30 hours each) to be allotted for each paper)

<b>Certificate</b>	<b>Diploma</b>	<b>Post Graduate Diploma</b>
12 classes per paper for Theory (100 marks) 14 classes per paper for practical (100 marks)	14 classes per paper for Theory (100 marks) 16 classes per paper for practical (100 marks)	16 classes per paper for Theory (100 marks) 20 classes per paper for practical (100 marks)

**At least 75% attendance is compulsory for practical papers/ sessions**

The number of classes may be adjusted with the number of practical classees, e.g. extra classes for practical may be arranged by proportionately reducing the theory class.

## 10. Gradation

**Final gradation will be as follows :**

Courses with minimum pass mark 40%	Grade	Courses with minimum pass mark 35%	Grade	
70% and above	A+	70% and above	A+	1st class
60% to below 70%	A	60% to below 70%	A	1st class
55% to below 60%	B+	55% to below 60%	B+	2nd class
45% to below 55%	B	40% to below 55%	B	2nd class
40% to below 45%	C	35% to below 40%	C	Pass

## **11. University rules**

### **11.1 Admission time**

The learners/ students may submit the filled in enrolment form together with prescribed fees to the Partner Institute/ Study Centre during their office hours. The expected admission schedule is as follows:

For January session: November/ December

For July session: May/ June

### **11.2 Refund of fees**

Fee once paid will not be refunded under any circumstances. It is not adjustable against any other course of this University.

### **11.3 Other information**

- i) No change of study centre/ subject will be allowed.
- ii) Netaji Subhas Open University takes all possible precautions at every step of examination/ evaluation/ publication of results, so that no student/ learner may feel affected.
- iii) A student who has cleared a paper in an examination cannot reappear in that paper in subsequent examinations i.e. a student who has successfully completed a course, he/ she has registered for can not reappear in that course.
- iv) If a student appears in examination without valid Admit Card issued by the Controller of Examinations or without roll number, his/ her appearance in the examination will be treated as irregular and the answer script of such student/ learner will not be evaluated.
- v) Submission of Assignment/Mid-terms is pre-condition for appearing in the Term-end examination.

### **11.4 Change of Address / Study Centre**

Application for change of study Centre should be made together with a fee of **Rs. 500/-** (through DD drawn in favour of NSOU). Such application will be considered under circumstances like change of place of service, shifting of family and change of marital status only after application with documentary evidence.

### **11.5 No Change of Subject**

Application for change of subject after admission will not be entertained under any circumstances. The Candidates should, therefore, be very careful as regards to choice of subject of study before taking admission.

### **11.6 Duplicate Copies**

The student has to pay Rs. 500/- through DA drawn in favour NOUS) for duplicate copies of Mark Sheet/ Progress Reprt/ diploma certificate / Admit Card. The application should accompany the copy of the as.

## 12. Whom to contact for What

For administrative problem like non availability of study materials, enrolment number, service of study centre, a learner may contact:

Name & Designation	Contact No.	Reason
Registrar Netaji Subhas Open University DD-26, Sector-I, Salt Lake Kolkata-64	Ph: 4066-3211	Relating to registration, enrolment number etc.
Dr. Ashit Baran Aich Director (Study Centres) Netaji Subhas Open University DD-26 Sector I, Salt Lake Kolkata-64	Ph: 4066-3209	Functioning of the study centre, malpractices etc.
Controller of Examinations (Acting) 134/1, Megnad Saha Sarani (2 <sup>nd</sup> Floor) Kolkata-29	Ph-033 2465 6936 2463 0293 (PBX) 033- 2463 0292	Relating to examinations.
Dr. Anirban Ghosh Associate Professor of Commerce & Officer-In-Charge, School of Vocational Studies Netaji Subhas Open University DD-26, Sector-I, Salt Lake Kolkata-64.	Ph-033 6519 8972; e-mail : anirban1972 @gmail.com	Functioning of the study centre, malpractices, support services etc.
Ms. Nilanjana Chatterjee Asst. Director (Study centres) and Convener Students Grievance Redressal Cell DD-26 Sector-I, Salt Lake Kolkata-64	Ph-033-4066-3205 e-mail : asst.director @wbnsou.ac.in	any grievance

**N.B: Admission in study centres/ Partner Institutes is provisional subject to determination of eligibility by the University at the time of giving enrolment 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. Students are, therefore, advised to satisfy themselves as regards their eligibility for a particular course before taking admission in a study centre.**



### 13. Do's and Dont's

<i>Do's</i>	<i>Dont's</i>
<ul style="list-style-type: none"> <li>■ Read the Prospectus carefully, Preserve it for future reference.</li> <li>■ Select course carefully as per your need and job requirements etc.</li> <li>■ Ensure that you fulfill the eligibility criteria given in the Prospectus for the course you are applying for.</li> <li>■ Fill in the application form yourself giving correct information about your name, address, date of birth etc.</li> <li>■ Ensure that all the supporting documents are enclosed with the application form.</li> <li>■ Pay the prescribed amount of fee for admission and examination and collect receipts from the Study Centre.</li> <li>■ Attend Personal Contact Programmes, and Practical Training Sessions at your Study Centres as per the Time Table fixed by it.</li> <li>■ Register for the examination at the appropriate time.</li> </ul>	<ul style="list-style-type: none"> <li>■ Do not fill in the Application Form without reading the instruction given in the Prospectus</li> <li>■ Don't apply for admission if you do not fulfill the eligibility. You will not get the admission and your fee will be forfeited.</li> <li>■ Do not take admission in any of the institute or pay fees to any institute whose name is not included in the prospectus.</li> <li>■ Do not pay extra amount over and above the prescribed fee.</li> <li>■ Do not ignore the dates for registration for examination otherwise you will not be allowed to take examination.</li> </ul>

# 14. Students' Feedback Form (SFF)

Confidential

## NETAJI SUBHAS OPEN UNIVERSITY Questionnaire: Students' Feedback Form (SFF)

(The information will be used for improvement of teaching-learning process under quality assurance programme)

To be filled in by Learners:

Course/ Programme:	
Year: 1 <sup>st</sup> / 2 <sup>nd</sup>	Semester/ Year:
Study Centre :	Code:

1. Did the counselor cover the syllabus?

a) Mostly	b) Adequately	c) Poorly
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2. Did the Counsellor miss classes (PCP) allotted to him/her?

a) Not at all	b) Very few	c) Many
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3. How well does the Counsellor (teacher) prepare for class?

a) Satisfactorily	b) Thoroughly	c) Poorly
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4. How well is the Counsellor able to communicate in class?

a) Very well	b) Not so well	c) Poorly
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5. Does the Counsellor encourage learners participation in the class?

a) Yes, always	b) Yes, sometimes	c) Rarely
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If yes, which of the following methods were used?

- i) through questions,
- ii) through open discussion among learners,
- iii) through inviting comments and suggestions.

6. Do you feel you can approach the teacher with your academic problems beyond the classroom?

a) Yes	b) No	c) Not sure
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7. Your suggestions about the Study Materials (if there is any mistake, please indicate the Page No., Line No. and Paper No.):

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8. Comment about the service that you receive from your Study Centre where you have taken admission:

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9. Give some suggestions for the Study Centres to give you service better (Additional page may be attached).

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Signature of learner  
Study Centre code:

**The duly filled in form may be sent to (Photo copy of the form may be used) :**  
The Officer-in-Charge, School of Vocational Studies, Netaji Subhas Open University  
DD-26, Sector-I, Saltlake, Kolkata-64.





**NETAJI SUBHAS OPEN UNIVERSITY**  
 ESTABLISHED BY W.B. ACT (XIX) OF 1997, RECOGNIZED BY U.G.C.  
 DD – 26, SECTOR – I, SALT LAKE CITY, KOLKATA – 700 064

**APPLICATION FOR CHANGE OF STUDY CENTRE**

To  
 The Registrar  
 Netaji Subhas Open University  
 DD – 26, Sector – I, Salt Lake City, Kolkata – 700 064  
 Through:  
 The Co-ordinator

**Sub.-: Application for Change of Study Centre**

Sir,

I, Shri / Smt. .... have been admitted  
 at NSOU ..... Study Centre ( ) in  
 the following course & subject etc.

My particulars are given below :

Sl.No.	Name of the Student	Enrollment No.	Subject

At present I want to change my Study Centre from ..... to  
 ..... because of Change of place of Service / Shifting of  
 Family / Marriage (please tick) in case of other reason please specify.....

Yours faithfully,

Signature of Student

**Enclosed :**

- 1) A copy of DD for Rs.500/- (five hundred only) bearing no..... dated .....
- 2) Identity Card.
- 3) Copy of documents in support of the reason stated for change of centre.

**Forwarded,**

**Co-ordinator (With Seal)**

**N.B.:**

- A FEE of Rs.500/- should be remitted by way of a Demand Draft drawn in favour of **Netaji Subhas Open University** and payable at **Kolkata** (one photocopy of Demand Draft should be attached herewith).
- Application will be considered under circumstances like change of place of service, shifting of family and change of marital status only after admission with documentary evidence.





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**APPLICATION FOR CORRECTION OF NAME AND/OR SURNAME**

To  
The Registrar  
Netaji Subhas Open University  
DD – 26, Sector – I, Salt Lake City, Kolkata – 700 064

Through :  
The Co-ordinator

.....

**Sub. :- Application for Correction of Name and / or Surname**

Sir,

I, Shri / Smt. .... have been admitted at NSOU ..... Study Centre ( ) in the following course & subject etc. For correction of my name and / or surname on Enrollment Certificate-cum-Identity Card / Admit Card / Marksheet my particulars are as given below.

Sl. No.	Name of the Student on Enrollment Sheet Identity Card/ Admit Card/ Marksheet	Correct Name of the Student	Enrollment No.	Subject

Yours faithfully,

Signature of Student

**Enclosed :**

- 1) Identity Card.
- 2) Photocopy of Marksheet of Class 10 & (10+2) Examinations (one copy each).
- 3) Photocopy of Admit Card of Class 10 Examination (one copy).

Forwarded,

**Co-ordinator (With Seal)**

