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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.

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 conventional 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 on Saturday and Sunday 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.

In addition to the course fees each learner/ student shall have to pay Rs.230/- in total (being Rs.100.00 for Registration fee Rs.130.00 as Annual Development fee) at the time of admission. Development fee of Rs.130 is payable at the time of renewal of the second year and third year in case of a two-year/ three-year course.

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:

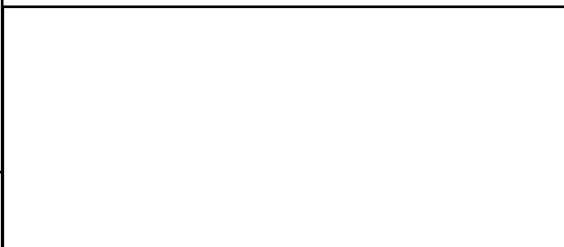
A. Innovative Courses

Name of the Course	Eligibility	Duration		Course fee (Rs.)	Name of the Partner Institute/Study Centre	Admission session
		Minimum	Maximum			
1. MA in Values Ethics & Indian Culture	Hons. Graduate in English literature, Physics, Commerce/ Management, Sociology, Public Administration Geography, Anthropology from a recognised University. Reading familiarity with Sanskrit will be an added advantage	2-year	5-year	Rs. 4930/-	Rabindranath Tagore Centre for Human Values, Vishwakarma 86 C, Topsia Road (S) Kolkata-700 046	July
2. Graduate in Physician Assistant	10+2 or equivalent (science). Science graduate may also apply. Any qualification in the medical field will be an added advantage.	3-year	6-year	Course fee:Rs.10000/- per year; Admission fee:Rs.5000/-	Rabindranath Tagore International Institute for Cardiac Sciences, Mukundapur, Kolkata – 700 099, Ph-2436 4000; 30014000	July
3. Post Graduate Diploma in Retail Management (PGDRM)	Graduate of any recognized University	1-year	3-year	16,000/- in two equal instalments	NSOU	July
4.PG Diploma in Export-Import Management	-do-	1-year	3-year	Rs. 8000/-	NSOU	July
5. Post Graduate Diploma in Psychological Counselling (PGDPC)	Graduate in Social Sciences (Civics/ Pol. Sc./ History/ Geography/Physical Medicine (i.e. MBBS / BHMS /BAMS /BUMS), Education, Nursing (GNM), Sociology. *All Students have science in +2 levels	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

6. Post Graduate Diploma in Hospital Front Office Management (PGDHFOM)	Graduate in any subject from any recognised University in India	1-year	3-year	30,000/- (Admission fee : 15,000/- & Tuition fee : 15,000/-) payable in two instalments	Rabindranath Tagore International Institute for Cardiac Sciences, Mukundapur Kolkata – 700 099. Ph-2436 4000	July
7. Post Graduate Diploma in Cardiovascular Sonography	Science graduate of any recognised University	1-year	3-year	Course fee:Rs.10,000/- Admission fee:Rs.5000/-	Rabindranath Tagore International Institute for Cardiac Sciences Mukundapur, Kolkata –99.	July
8. Post Graduate Diploma in Apparel Designing and Fashion Technology	Graduate of any recognised University	2-year	4-year	Rs. 15,000/- (in 2 instalments)	NSOU	July
9. Post Graduate Diploma in Needle Work & Knitting	Graduate (Girls only) of any recognised University	2-year	4-year	Rs. 15,000/- (in 2 instalments)	NSOU	July
10. Post Graduate Diploma in Taxation	Graduate including LLB, CA & CWA	1-year	3-year	Rs. 8,000/-	NSOU	July
11. Post Graduate Diploma in Disaster Risk Management	Graduate of any recognised University	1 year	3-year	Rs. 8,000/-	NSOU	July

12. Post Graduate Diploma in Supervisory Skills & Office Management	Graduate of any recognised University	1 year	3-years	Rs. 8,000/-	NSOU	July
13. Post Graduate Diploma in e-Accounting and Financial Management	Graduate of any recognised University	1-year	3-year	Rs. 35,500/-	ACE Business Academy	July
14. Post Graduate Diploma in Financial Markets	Graduate of any recognised University	1-year	3-year	Rs. 35,500/-	NSOU	July
15. Diploma in Pre-Primary Teachers' Education- Montessori (DPTE-M)	10+2 or its equivalent	1-year	3-year	6,000/- (in two equal instalments)	NSOU	July
16. Diploma in Entrepreneurship Development & Small Business Management (DEDSBM)	10+2 or BPP	1-year	3-year	7,000/- (in 2 equal instalments)	NSOU	July
17. Diploma in Safety Skills & Security Management	10+2	1-year	3-year	Rs. 5,000/-	Pranavananda Institute of Management & Technology	July
18. Diploma in Food Processing & Nutrition	10+2	1-year	3-year	Rs. 8,000/-	NSOU	July

19. Diploma in Fitness Management	10+2	1-year	3-year	Rs. 15,000/-	The Mantra Institute of Fitness Management Barrackpore	July
20. Certificate in Manabi-Vidya-Amra Pari (Women Programme)	Class VIII	6-month	2-year	Rs. 500/-	NSOU	July
21. Certificate in Organic Agriculture & Horticulture	10 + 2	6-month	2-year	Rs. 6,000/-	NSOU	Jan / July
22. Certificate in Foreign Language	10+2	6-month	2-year	Rs. 10,000/-	Cd'A Global Language Centre BJ-II, Sec-II Salt Lake, Kolkata-91	Jan / July



B. Vocational Courses						
Name of the Course	Eligibility	Duration		Course fee (Rs.)	Name of the Partner Institute/Study Centre	Admission session
		Minimum	Maximum			
1. Diploma in Medical Laboratory Technology (DMLT)	10+2 or equivalent (With Chemistry & Biology)	2-year	3-year	6,500.00 per annum	Bangiya Bijnan Parishad, P-23, Raja Rajkrishna Street, Kolkata – 700 006, Ph : 2555-8417; 2533 8819.	July
2. Diploma in Travel & Tourism (DTT)	10+2 or BPP	1-year	3-year	7,000.00 (in 2 equal instalments)	Enterprise Development Institute, BNCCI Block-IB-194, Salt Lake, Kolkata-106, Ph : 2335-7258 emial : edi_bncce@sify.com	July
3. Diploma in Sports & Competitive Yoga (DSCY)	10+2	1-year	3-year	5,000.00	Anindya Yoga Society Dhakuria, Kolkata	July
4. Diploma in Nature Therapy (DNT)	10+2	1-year	3-year	5,000.00	Shivananda Health Society Nimta, Kolkata-49 M-9432012294	July
5. Tailoring & Dress Designing (Basic Course)	Class VIII	6-month	2-year	3,000.00	NSOU	Jan / July

6. Tailoring & Dress Designing (Advanced Certificate Course)	Class X	1-year	3-year	6,000.00	NSOU	Jan/ July
7. Tailoring & Dress Designing (Advanced Diploma Course)	Graduate of any recognized University	2-year	3-year	21,000.00 (3,000.00 for 1 st 6 months, 6,000.00 for next 6 months & 12,000 for next 1 year)	NSOU	Jan / July
8. Diploma in DTP & Networkings	Class X	1-year	3-year	6,000.00	NSOU	July
9. Automobile Repair & Maintenance (Certificate & Diploma)	Certificate-X Diploma-10+2	Certificate-6-month Diploma-12-month	2-year 3-year	Certificate- Rs. 10,000.00 Diploma- Rs. 20,000.00	NIC Institute of Technology, Rajarhat, Kolabheria Kolkata-135 emial: contact@nicit.in Ph: 033-64585014 033-16272813 M: 9433011885	Jan & July
10. Refrigerator & Air Conditioning (Certificate & Diploma)						
11. Electrician (Certificate and Diploma)						
12. Plastic Moulding (Certificate and Diploma)						

N.B. In addition to the course fee, each candidate has to pay Rs.230/- (Registration fee:Rs.100, and Annual Development fee:Rs.130) at the time of admission. Examination fee is to be paid before examination as per notification.

7. Details of Innovative Courses (Non-Conventional 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 MA in Values, Ethics and Indian Culture

The University in collaboration with Rabindranath Tagore Centre for Human values has started this two years postgraduate degree course. The basic aim of the course is to equip a person about the values, Indian culture and ethos.

• Selection Procedure

Short-listed candidates will be called for personal interview, seminar presentation, group discussion and some other screening tests, which may continue for two consecutive days.

• Pedagogy

A host of pedagogic approach will be adopted, as indicated below :

Conceptual Session : Morning sessions will be devoted mainly to the conceptual aspects of the course to be taught.

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 topic discussed, and will be done within the morning sessions themselves.

Library Works : Specific assignments will be given for library work for the entire afternoon.

Quality Mind Process (QMP) : At the close of the day-long activities, the students will have to do some concentration exercises routinely for 30 minutes under the guidance of a Faculty. Other members of the Centre present may join them.

Project work (Course-2.8 and Course-4.16) : Students will have to submit individually two project papers, one at the end of second semester and the other at the end of fourth semester, based on the courses covered in first & second semester and third & fourth semester respectively. These will be done under the supervision of Faculty. And they will have to give seminar presentations on the project papers 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.

Class Schedule :

The class schedule, prepared on weekly basis, will provide two morning conceptual sessions of one-and-half hours each, and other details of afternoon work. A total of 40 classroom contact hours will be available for conducting each course.

Academic Time Table

Morning Class	10 AM to 11.30 AM and 11.45 AM to 1.15 PM
Lunch Break	1.15 PM to 2.00 PM

Afternoon Assignments 2.00 PM to 5.00 PM
 Quality Mind Process (QMP) 5.00 PM to 5.30 PM

Course fee : Amount to be paid at the time of admission :

Course fee- 4930/-
 Other fee- 230/-
 Rs. 5160/-

1 Course Structure

Course Code	Semester I
C-1.1	Values, Ethic and Holistic Performance
C-1.2	Indian Psycho-Philosophy for Inner Growth
C-1.3	Leadership Values from Indian Literature
C-1.4	Epic Character for Leadership and Followership
Semester II	
C-2.5	The Grassroots Problems of Indian Society
C-2.6	The Bhagwad Gita and Manusmriti
C-2.7	Sacred Texts : Dharmapada etc.
C-2.8	Project Report-I
Semester III	
C-3.9	Comparative Ethos : India Vis-a-vis Japan, China etc.
C-3.10	Self-Leading and Self-managing Personalities :
C-3.11	Managing Enduring Culture : Lessons from Indian History
C-3.12	Marketing Management : Human Values & Professional Ethics
Semester IV	
C-4.13	World and Human Development Report
C-4.14	Financial Mngement : Human Values and Professional Ethics
C-4.15	Personnel Management : Human values and Professional Ethics
C-4.16	Project Report-II

Full Marks : 128 credit (1600 mark)

• Examination and Evaluation

- a) There will be a written examination at the end of each semester for every course.
- b) To appear at an examination a student must attend at least 80% of the class room sessions held.
- c) Examination on each course will be of 3-hr duration
- d) There will be an internal assessment which will carry 20% weightage. The Term-end examination will carry 80% weightage.
- e) Internal assessment may be based on any one or a combination of continuous evaluation, seminar presentation, take-home assignments, and viva-voce examination.
- f) The pass mark of each course is 40%-separately for the Semester-end written examination and internal assessment.
- g) If any student fails in one paper, in any semester, he/she will be promoted to the next semester (remaining absent in any paper will be considered as failed in that paper).
- h) The failed paper must be cleared within a maximum of next two examinations on that paper as and when held.

i) If any student fails in more than one papers, he/she will be declared as failed in the semester and will be asked to leave the Master degree programme.

● **Learning Centre :**

Rabindranath Tagore Centre for Human values, “Vishwakarma” 86C, Topsia Road, Kolkata-16, Ph : 2285- 0028 (V-29)

● **Stipend :** The students will be paid a monthly stipend by the learning centre.

● **Code of Conduct**

- a) Students will have to maintain punctuality in attending classes and library works.
- b) Students are not permitted to come to the Centre wearing jeans, T-shirts, panama Shorts etc. Plain and simple trousers and shirts should be worn.
- c) Loitering or Gossiping in the lobby is strictly prohibited.
- d) Students should always speak in a low voice within the class room and outside.
- e) Student should always deal with humility with others.
- f) Students will always maintain interaction with Faculty outside class hours.
- g) Students will have to submit advance application explaining the known reason for any absence. Subsequent written approval will be necessary for any sudden absence.
- h) Frequent absence, late coming or early leaving will be appropriately penalised.

7.2 Graduate in Physician Assistant

The course is being conducted in collaboration with **Rabindranath Tagore International Institute of Cardiac Sciences** (a unit of ASIA HEART FOUNDATION). Physician Assistants (PAs) are healthcare service providers under the supervision of physicians (Doctors). They are not to be confused with assistants who perform routine clerical tasks. PAs are formally trained to provide diagnostic, therapeutic and preventive healthcare services as delegated and supervised by a physician. Working as members of the healthcare team, they take medical histories, examine patients order and interpret laboratory tests and x-rays, assist in various routine surgical / non-surgical procedures and generally assist the doctors in all their clinical responsibilities.

Physician Assistants are found in all areas of medicine. They practice in the areas of primary care as well as tertiary care medicine including cardiology, nephrology and as well in surgery and the surgical subspecialties.

Stipend: Students are paid a monthly stipend as shown in table below:

Sl. No.	Year	Stipend (Rs.)
1	I	3,500.00
2	II	4000.00
3	III	4500.00

Study Centre: Rabindranath Tagore International Institute of Cardiac Sciences (P-11)

124, Mukundapur, EM Bypass, Kolkata-99. Ph-033 2436 4000

E-mail: email@rtiics.org

No. of seats: Maximum 10 (If the number of application exceeds 20, candidates will be selected by GD followed by personal interview.)

Mode of Payment: At the time of admission:Rs.15,230.00
 At the beginning of the 3rd semester:10,130.00
 At the beginning of 5th semester:Rs.10,130.00
 Examination fees: Payable before examination.

Additional fees may be charged by the Study Centre (with prior approval of NSOU) in case of extra classes/guest lectures.

Course structure:

The 3 year course is spread out in 6 Semesters.

COMMON SYLLABUS (YEAR 1)

Semester I	Semester II
PG : PAG : 11 Human Biology	PG : PAG : 13 Biophysics & Biochemistry
PG : PAG : 12 Fundamentals of Patient Care	PG : PAG : 14 Humanities
PG : PAG : 15 Functional English	PG : PAG : 16 Basic Computer Skills

SPECIALITY SYLLABUS (YEAR II):

Semester I	Semester II
PG : PAG : 21 Pharmacology	PG : PAG : 23 Patient Examination & History Taking
PG : PAG : 22 Diagnostic & Laboratory Tests	PG : PAG : 24 OT & ER Practices
PG : PAG : 25 Out Patient Services.	PG : PAG : 26 In-Patient Services

III YEAR:

Semester I	Semester II
PA : PGA : 31 Diseases & Management-I	PG : PAG : 33 Diseases & Management-II
PG : PAG : 32 Critical care Practices	PG : PAG : 34 Health Education & Patient Counselling
PG : PAG : 35 Medical Records	PG : PAG : 36 Apprenticeship with Physician

Evaluation Method: Examination will be conducted on semester basis. Evaluation will be done through term-end examination and home assignment. There will be one home assignment for each paper and 30% marks are reserved for this. The examination centre may not necessarily be the centre of admission of the learners. Pass mark is 35% in each paper.

7. 3. 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-Admission Centre:

(i) Enterprise Development Institute, BNCCI, Block-IB-194, Sector-III, Salt Lake, Kolkata-106, Ph : 2335-7258 (P-01) emial : edi_bncci@sify.com	××
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Course structure:

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

Full Marks: 48credits (600 marks)

Evaluation Method:

Evaluation will be done through term-end examination and home assignment. 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.

7.4. 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, BNCCI (P-01)
Block-IB-194, Sector-III, Salt Lake, Kolkata-106
(2) Raiganj Institute of Inspiration and Empowerment for Livelihood
Generation, Bandar, P.O.-Raiganj, Uttar Dinajpur-733134
M-9477274722 (V-35)

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.

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

Course structure:

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

Full marks: 64 credits (800)

Evaluation Method: Evaluation will be done through term-end examination and home assignment. 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.

7.6. 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-cum-Admission Centre	Intake
R. N. Tagore International Institute for Cardiac Sciences, 124, Mukundapur, E. M. Bypass, Kolkata – 700 099, Ph : 2436-1266/1483/4000, Fax: 2436-1263/2426-4204 (Contact Person: Ms. Illora Ghosh)	10 seats (Maximum)

(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: Principle 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 home assignment. There will be one home assignment for theoretical 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.

7.7 Post Graduate Diploma in Cardiovascular Sonography

The course is being conducted in collaboration with **Rabindranath Tagore International Institute of Cardiac Sciences** (a unit of ASIA HEART FOUNDATION). Cardiovascular Sonography curriculum provides the individual with the knowledge and skills necessary to acquire, process and evaluate the human heart and vascular structures. A Cardiovascular Sonographer uses high frequency sound waves to produce images of the heart and vascular structures. Course includes effective communication and patient care skills combined with a knowledge of physics, human anatomy, physiology and pathology.

Study Centre: Rabindranath Tagore International Institute of Cardiac Sciences

124, Mukundapur, EM Bypass, Kolkata-99. Ph-033 2436 4000.

E-mail:email@rtiics.org.

No. of seats: Maximum 5 (If the number of application exceeds 05, candidates will be selected by GD followed by personal interview.)

Mode of Payment: At the time of admission:Rs.15,230.00

Examination fees: Payable before examination.

Course Content:

Semester I	Semester II
PG: CVS : 11 Anatomy & Physiology of Cardio-Vascular	PG : CVS : 13 Haemodynamics of Cardiovascular Disease
PG : CVS : 12 Physics of Ultrasound and Doppler	PG : CVS : 14 Pathophysiology of Cardiovascular Diseases
PG : CVS : 15 M-mode, 2D and Doppler Echocardiography	PG : CVS : 16 TEE and Stress Echocardiography

Full Marks: 48 credit (600)

Evaluation Method: Evaluation will be done through term-end examination once in a year and home assignment. There will be one home assignment for each theoretical 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.

7.8. 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

Course Structure :

1st year	2nd year
Paper 1 : Fasion 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 assesment 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.

7.9. 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 294/3, APC Road, Kolkata-9 Ph : 2350-4884 (V-24)	ii) Nari Siksha Samiti Jhargram, Paschim Medinipur Ph : 03221-255137 (V-25)
iii) Suri Mahila Samity (R.T. Girls' High School) Suri, Birbhum M: 9476338671 (V-26)	iv) Arabindanagar Youth Academy Beguntari, Jalpaiguri M: 9733064084 (V-31)

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 assesment 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.

7.10. 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 prevelent 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 83, Harish Mukherjee Road Kolkata-25 Ph: 9331256934 (P-21)	(ii) Anjali Social Welfare Research Foundation Panskura, Purba Medinipur M-9434453144 (V-27)
(iii) ACE Business Academy 12, Bagha Jatin Park Siliguri, Darjeeling Ph. (95353) 2525304 M- 9434068517 (V-28)	(iv) Raigunj Institute of Inspiration and Empowerment for livelihood Generation Bemdar, P.O. Raigunj, Uttatar Dipajpur Ph -9477274722 (V-35)
(v) AEC Business Academy (V-33) 86, Dr. Suresh Sarkar Rd. Moulali, Kolkata-14 Ph-22495081/5853, M-9831431131	× ×

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 internal assesment as well as Term-end examination. 20% marks are reserved for internal assesment. Pass marks is 40% in each paper.

Intake : Minimum number of Students per batch is 20.

7.11. Post Graduate Diploma in Disaster Risk Managment

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 Servieces the student will be able to effectively prevent and manage disaster situatioins & relief operations.

The successful participants of the Diploma in Relief Operational Skills & Disaster Management 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 : Pranavananda Institute of Management & Technology 83, Harish Mukherjee Road, Kolkata-25 (P-21)

Teaching Methodology : IT Integrated Online, Offline, Contact classes

Course Structure :

Semester I	Semester II
<p>Ppaper 1 : <i>Module A :</i> Basic Concepts of Disaster Management <i>Module B :</i> Disaster Risk Management Paper 2 : <i>Module A :</i> Emergency Response and Crisis Management <i>Module B :</i> Disaster Risk Mitigation Paper 3 : <i>Madule A :</i> Government interventions and Institutional Mechanism for Disaster Management <i>Module B :</i> Practical (Each module will have 50 marks)</p>	<p>Papper 4 : Natural Hazards Risk Management Paper 5 : Climate Variability & Disaster Risk and Urban, Rural Risk Management Paper 6 : Industrial Hazards Risk Management</p>
Full marks : 300	Full marks : 300

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.

7.12. Post Graduate Diploma in Supervisory Skills & 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 (8 months Contact classes and 4 months practical & project assignment)

Study centre : Pranavananda Institute of Management & Technology 83, Harish Mukherjee Road, Kolkata-25 (P-21)

Course Content :

Paper 1 : Principles of Management Skills

Paper 2 : Office Procedures & Supervisory Skills

Paper 3 : IT Application Skills & Practices

Paper 4 : Integrated Soft Skills

Paper 5 : Enterprise Development & Regulatory Skills

Paper 6 : Porject 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.

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

Scope : 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
(2) ACE Business Academy (V-28)
12, Bagha Jatin Park,
Siliguri, Darjeeling, M-9434068517

Course Structure :

Paper 1 : Copporate Accounts	Paper 4 : Financial Management and Investment
Paper 2 : e-Taxation	Paper 5 : Company law and statutory legislation
Paper 3 : Computer Fundamentals & Financial Accounting Software	Paper 6 : Soft-skill Training & Viva-voce

Full Marks –600.

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

Rs. 1000/- for 1st 6 months.

Rs. 2500/- for 2nd 6 months.

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.

7.14. Post Graduate Diploma in Financial Markets (PGDFM)

The PGD-FM program is for candidates interested in making a career in securities Markets. In India, there is a lack of trained professionals with the required knowledge and practical skills to excel in the Financial Markets. the **Post Graduate Diploma in Financial Markets (PGDFM)** course is designed jointly by experts from NSOU and NSE to fulfil the skill gaps in the financial markets industry. The practical exposure through hands-on experience is a core component of the program.

The PGDFM program lays emphasis on imparting a balance of theory and practical training to the students. Candidates can practice on a web based software to develop financial markets skills anytime, anywhere within the gamut of the course. The projects which form a part of the curriculum provide real life situations so that the candidates are market ready on completion of the program.

Study centre :

Course Structure:

Paper-1 : Module A : Management Concepts and Applications (50) Module B: Business Regulatory Framework (50)	Paper-6 : Module A: Financial Management (50) Module B : Fundamentals of Banking Operations (50)
Paper-2 : Module A : Economics for Business Module B : Fundamentals of Statistics	Paper-7 : Derivatives Market Operations
Paper-3 : Introduction to Financial Markets and Mutual Funds	Paper-8 : Introduction to Currency Derivatives
Paper-4 : Capital Market Operations	Paper-9 : Investment Analysis and Portfolio Management
Paper-5 : Depository Operations	Paper-10 : Commodities Markets

Project: A student has to score 40% in the project paper to complete the course.

Full Marks –1000

Evaluation Method : Evaluation will be made on the basis of Mid-term assessment as well as Term-End Examination at the end of the year. 20% marks are reserved for internal assessment in each paper. Pass mark is 40% in each paper. Mid-term assessment will be made on-line. The students have to appear in the on-line test for mid-term assessment.
Term End Examination Fees– Rs. 200/- paper

7.15. Diploma in Pre-Primary Teachers' Education-Montessori (DPTE-M)

The course is designed to impart a thorough 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-cum-Admission Centres:

1. Bijoy Krishna Girls' College Study Centre, Howrah. Ph-2640 4729. (B-10)
2. Sarojini Naidu College Study Centre, Kolkata, Ph-2559 2583, 2529 8439. (E-06)
3. Maharani Kasiswari College Study Centre, Kolkata, Ph-2555 6325. (W-02)
4. Anjali Social Welfare Research Foundation, Pankura, Purba Medinipur, M-9434453144 (V-27)
5. Nari Sikksha Samity, Bani Bhavan, Jhargra, Paschim Medinipur, Ph-03221-255137
6. Pranavananda Institute of Management & Technology. 83, Harish Mukherjee Road, Kolkata, Ph-
7. Vidyasagar Foundation P.O. Tamna, Purulia, M-9331256934
8. Shanti Devi Vidyanyetan, Plassey, Nadia, M-9733070694

Course Structure:

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

Full Marks: 48 credits (600)

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. 30% marks are reserved for internal assessment in each paper. Pass mark 35% in each paper.

7.16. 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-cum-Admission Centre:

(i) Enterprise Development Institute, Block-IB-194, Salt Lake, Kolkata-106 Ph : 2335-7258 emial : edi_bncci@sify.com 9231656321 (M). (P-01)	(ii) Pranavananda Institute of Management and Technology, 83, Harish Mukherjee Road Kolkata-25, M-9331256934 (P-21)
(iii) Raiganj Institute of Inspiration and Empowerment for Livelihood Generation Bandar, P.O.-Raigajn, Utta Dinajpur M-9477274722 (V-35)	××

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.

7.17. 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 : Pranavananda Institute of Management & Technology (P-21)
83, Harish Mukherjee Road, Kolkata-25

Course Structure :

Paper 1 : Personality Development Skills & Effectiveness	Paper 4 : Supervisory & Management Skills
Paper 2 : Security Operational Skills	Paper 5 : Communication & Equipment Handling Skills
Paper 3 : Regulatory 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.

7.18. Diploma in Food Processing & Nutrition

The objective of to course is to cover the safety and quality of food products as per mandatory legal requirements and voluntary standards including export regulation, Good Hygienic Practices, Good Manufacturing Practices (GMP), Hazard Analysis and Critical Control Point, Quality Management Systems, Food Safety Management Systems, Environmental Management Systems etc.

After going through the course, the students will be able to, familiarize themselves with effect of processing on nutrients; develop skill in the various methods of food processing; acknowledge the importance of proper packaging and labelling of products; develop entrepreneurial skills in setting up and running an enterprises.

Study centre :

(i) Pranavananda Institute of Diamond Harbour 24 Parganas (S), Ph : 9331256934	(ii) Raiganj Institute of Inspiration and Empowerment of or livelihood Generaton Bandar, Raiganj, Uttarp Dinajpur
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Course Structure :

Paper-I : Basic Food & Nutrition Paper-II : Food Processing & Preservation Paper-III : Module-A : Food Toxicity and Enzyme (80) Module-B : Financial & Marketing (20)	Paper-IV : Practical Paper-V : Practical Paper-VI : Seminar & Viva (50+50)
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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.

7.19. Diploma in Fitness Management

The Diploma course is being conducted in association with the Mantra Institute of Health & Fitness Management, Barrackpur.

Fitness and wellness industry in India, unlike developed countries, are dominated and dictated by quacks or untrained or half trained so call fitness personnel who has no formal training, education and certification from recognised bodies in imparting fitness training to consumers in line with the fitness standard followed elsewhere. As a result, in many cases consumers fail to receive the value for money and the benefits they deserve for the time, effort and money invested by them. Therefore, there is tremendous scope and opportunities for trained professionals to meet the rising demand of the industry and the market needs more and more trained and educated fitness professionals.

Analysing and surveying the gap of demand of proper trained personnel and lack of enough such properly qualified trainers in the market, the objective is to provide the market with adequate number of fitness professionals.

Study centre : The Mantra Institute of Health and Fitness Management, Barrackpur
4/2, S. N. Banerjee Road, Barrackpur, 24 Pargans (N)
M-9748488321

Course Structure :

Paper 1 : Human Anatomy & Physiology

Paper 2 : Concept of Health and Fitness

Paper 3 : Practical

Paper 4 : Aerobatics & Stretching

Paper 5 : Yoga, Meditation and Soft Skill

Paper 6 : Commercial and Entrepreneurship Skill

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.

7.20. Certificate in Manabi-Vidya Amra pari (Women 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-Cum-Admission Centre:

Nani-O-Sishu Kalyan Kendra (V-32) Vill-Khaskhamar, P.O. Rameswarnagar Dist: Howrah-711310 Ph-033065337412	Institute of Social Work (ISW) (W-18) Hridaypur, Nabadal Road North 24Parganas -700127 Ph-25240656
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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

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.

7.21. 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 centre :

- (i) Liebig's Agro Chem Pvt. Ltd. (V-34)
Makardah, Howrah, Ph-9830033739
- (ii) Raigunj Institute of Inspiration and Empowerment for livelihood Generation, Bander, Rajjung, Uttar Dinajpur, M-9477274722 (V-35)

Course structure : Theory-200
Practical-200
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.

7.22. Certificate in Foreign Language

With the Increasing trade ties, there is an expanding need for foreign language experts especially in French, German, Italian, Spanish, Chinese and Japanese. With globalization of Indian economy, multinationals coming to India and more and more Indian companies are going for joint ventures, so we need, translation, interpretation, tourist guides, and fields like advertising, IT, Finance, hotels, Entertainment, Public Relations, Mass Communication, Business Process Outsourcing, Embassies and Publishing knowing different languages will be surely a plus point. English is enough to purchase a foreign product or service, but when it comes to selling in a foreign country, it is necessary to know the relevant language. If the sales person speaks to the buyer in his mother tongue, the client connects better to the product. In an increasingly globalized world,

knowing a **foreign language** helps to add that extra line to one's resume. It also makes an individual appear to be more accommodative to prospective employers.

The market scope of a foreign language skill is virtually endless. Infinite job opportunities in diverse fields open up for a person who is conversant in a foreign language - be it the technology industry (where one needs to regularly interact with offshore clients/ counterparts) or the BPO sector (where one is required to interact with culturally diverse people) or Trade Industry (which involves imports/exports these days considering India's 'global economy' model). Language being the main obstacle (when lack it) and, at the same time, the main instrument (when we own it) in understanding the people of other countries and cultures. The University in association with Cucchiario d'Argento (Centre for Language & Culture) has launched the certificate course in Foreign Language in the following languages to bridge the gap of language specialist in the specified area.

i) German Language, ii) Spanish Language, iii) French Language, iv) Italian Language and v) Chinese Language vi) Arabic.

The paper 1 & 4 are compulsory for all students. A student may opt for any one of the foreign languages from the above list.

Study Centre: Cd'A Global Language Centre (V-38)
BJ-II Sector-II; Salt Lake City, Kolkata-91
M-9831037005, Ph : 033 40703104

Course Structure:

Paper 1: Soft Skill Development	Paper 2: Foreign Language-i
Paper 3: Foreign Language -ii	Paper 4: Practical & Viva

Full marks-400 marks

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.

8. Details of Vocational Courses

8.1. Diploma in Medical Laboratory Technology (DMLT)

The course is being conducted in collaboration with **Bangiya Bijnan Parishad**. The course has been designed jointly by the University and Bangiya Bijnan Parishad to provide trained Medical Laboratory Technicians to the society and also to create job opportunities for those who successfully complete the course. Well equipped laboratories are arranged for the students and laboratory training is extensive and intensive. Besides in house laboratory training, collaboration with outside hospitals, clinics, blood transferece agencies are made from time to time. All these ensure high rate of placement of successful students. Seats being limited admission will be made on first come first served basis.

Study Centre : Bangiya Bijnan Parishad, P-23, Raja Rajkrishna Street, Kolkata – 700 006, Ph:2555-8417. (P-23)

Course Structure :

The course has both theoretical and practical components and includes field work and dissertation.

Paper I : Hematology, Blood Banking, Clinical Pathology, Parasitology, Histopathology and Cytology	Paper II: Biochemistry, Basic Safety and Lab Management
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Paper III: Microbiology, Serology, Mycology and Virology	Paper IV: Practical on Paper-I
Paper V: Practical on Paper-II & III	Paper VI: Project-Hospital Training & Dissertation

Full Marks: 48 Credit (600)

Evaluation Method : Evaluation will be made on the basis of performance in theoretical and practical paper, viva-voce, field work and dissertation. Pass mark is 35% in each paper.

Intake : Minimum number of Students per batch is 20.

8.2. Diploma in Travel & Tourism (DTT)

The course is conducted in collaboration with **Enterprise Development Institute (EDI)-Bengal National Chamber of Commerce and Industry (BNCCI)**. 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-cum- Admission Centre: Enterprise Development Institute, BNCCI, Block-IB-194, Salt Lake, Kolkata-106, Ph : 2335-7258 emial : edi_bncci@sify.com, M-9231656321. (P-01)

Course structure :

Paper I: Tourism Concept and Practices	Paper II: Entrepreneurship
Paper III: Accounting & Legal Aspects of Tourism and Hospitality.	Paper IV: Travel Agency, Tour Operations, Tour Guide, Hospitality and Transport
Paper V: Tourism Policy, Marketing and Ticketing	Paper VI: Project Work and 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. 30% 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 35% in each paper.

Intake : Minimum number of Students per batch is 20.

8.3. Diploma in Sports and Competitive Yoga (DSCY)

The University has started this diploma course in collaboration with Anindya Yoga Society. The aim of the course is to keep fit, maintain flexibility, reducing obesity and to proote Yoga awareness is the common people. After complection of this diploma, a person can apply this knowledge to prevent and cure diseases, so as to perfect harmonious cooperation between body and mind oecurs and the trained person may be self-employed.

Study Centre : Anindya Yoga Society, 8A, Bank Colony, Dhakuria, Kolkata-31, M-9331092430. (V-30)

Course Structure :

Paper I : Group A : Anatomy Group B : Yogic Diet	Papver IV : Group A : Competitive Yoga Group B : Pranayama
Paper II : Group A : Diseases & it symptoms Group B : Menstrual disorders	Paper V : Remedial Therapy
Paper III : Group A : Yoga introduction Group B : Physiology	Paper VI : Practical Demonstration & Viva-Voce

Full Marks-600 marks

40 teaching hours will be provided for each paper from paper I to V

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.

8.4. Diploma in Nature Therapy (DNT)

Naturopathy is based on the Natural Laws of health and drugless system and new sciences of healing by natural methods. It has great health promotive, disease preventive and curative as well as restorative potential. Moreover, Naturopathy is easily available cheap system of medicine and also free from all side effects which are linked with the modern medicines. Propagation of appropriate mode of education and application of Naturopathy among people in general as well as to create opportunity for educated youth (minimum class-XII passed) for self employment in the line of natural treatment. With this, the ultimate result will be upliftment of social and natural environment.

Study Centre : Shivananda Health Society, Nimta, Kolkata-49, M : 9432012294 (P-19)

Course Structure : There will be written theoretical papers and two practical papers and one project paper as follows :-

Course Structure

- Paper I Naturopathy (Principles of Nature Cure method (Theory)
- Paper II Naturopathy (Naturopathic health Food & Nutrition and Hygiene (Theory)
- Paper III Human Science
- Paper IV Naturopathic Treatment of common Aliments (Practical)
- Paper V Practical Nature therapy
- Paper VI Project Nature Therapy

Full marks : 600 (48 credits)

Personal Contact Programme : There will be 30 contact hours for each theory paper and 40 hours for each practical paper.

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

Intake : Minimum number of Students per batch is 20.

8.5. 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-cum-Admission Centre:

Santiniketan & Sriniketan Development Authority (SSDA), Prantik, Bolpur, Birbhum Ph-03463 261041 (V-01)	Anjali Social Welfare Research Foundation Panskura, Purba Medinipur M-9434453144 (V-27)
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Shantidevi Vidyaniketan (SDV) (V-10) Plassey, Nadia, Pin-7451196, Ph-9733070694	Nari Sikhsa Samiti (NSS) (V-24) 294/3, APC Road, Kolkata-9 Ph-2350 4884, 2354 4996
Nari Skhsa Samiti (NSS) (V-25) Bani Bhavan, Jhargram, Paschim Medinipur Ph.- 03221-255137	Pranabananda Institute of Management & Technology (PIMT) (Bharat Seva Sram Sangha) Diamond Harbaur, 24 Parganas (S)
× ×	Al-Ameen Memorial College Minority College, Atatpora, Joynagar 24 Parganas (S), M-9874212013

Course structure:

Paper 1: Pattern Making-I	Paper 2: Garment Construction -I
Paper 3: Fashion & Textile Design -I	Paper 4: 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.

8.6. 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-cum-Admission Centre:

Santiniketan & Sriniketan Development Authority (SSDA), Prantik, Bolpur, Birbhum, Ph-03463 261041 (V-01)	Anjali Social Welfare Research Foundation Panskura, Purba Medinipur M-9434453144 (V-27)
Shantidevi Vidyaniketan (SDV) (V-10) Plassey, Nadia, Pin-7451196 Ph-9733070694	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) Diamond Harbaur, 24 Parganas (S) (V-37)	Nari Sikhsa Samiti Jhargram, Paschim Medinipur Ph-03221-255137 (V-25)
× ×	Al-Ameen Memorial College Minority College, Atatpora, Joynagar 24 Parganas (S), M-9874212013

Course structure:

Paper 1: Pattern Making-II	Paper 2: Garment Construction -II
Paper 3: Fashion & Textile Design -II	Paper 4: Apparel & Textile Design-II (Theory)
Paper 5: Design Ideas- I	Paper 6: 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.

8.7. 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 require-

ment 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-cum-Admission Centre:

i) Santiniketan & Sriniketan Development Authority (SSDA), Prantik, Bolpur, Birbhum Ph-03463 261041 (V-01)	ii) Anjali Social Welfare Research Foundation Panskura, Purba Medinipur M-9434453144 (V-27)
iii) Shantidevi Vidyaniketan (SDV) Plassey, Nadia, Pin-7451196 (V-10)	iv) Nari Sikhsha Samiti 294/3, APC Road, Kolkata-9 Ph-2350 4884, 2354 4996 (V-24)
v) Nari Siksha Samiti Jhargram, Paschim Medinipur Ph-03221-255137 (V-25)	vi) Pranabananda Institute of Management & Technology (PIMT) (Bharat Seva Sram Sangha) Diamond Harbaur, 24 Parganas (S) (V-37)
vii) Al-Ameen Memorial College Minority College, Atatpora, Joynagar 24 Parganas (S), M-9874212013	× ×

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:

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

8.8. Diploma in DTP & Networkings

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. Classes will be held for 3 days/week (4 hours/day).

Study Centre-cum-Admission Centre :

(i) Shantidevi Vidyaniketan (V-10) Plassey, Nadia, Ph-9733070694	(ii) Pranavananda Institute of Management & Technolgy (P-27) 83, Harish Mukherjee Rd. Kolkata-25, M-9331256934
(iii) Al Ameen Memorial Minority College Burarghat (Hatpara) Joynagar, 24 Parganas (S)	

Course Structure:

Paper 1: Practical	Paper 2: Practical
Paper 3: Practical	Paper 4: Theory
Paper 5: Practical	Paper 6 : 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.

8.9 Automobile Repair & Maintenance (Certificate/ Diploma)

The present day scenario of our Country is that the Automobile Industry is growing day by day at a very large rate with a view to fulfil the requirement of higher middle class people who are owning a car to maintain the status, as a result the automobile garages are also increasing in order to undertake the repair and maintenance work but there is an acute shortage of trained manpower to tackle the situation.

In view of the above, the young generation are very much interested to learn the repair and maintenance work in automobile sector.

Contact Hours :-

Classes will be held for 4 Days / Week @ 5 Hours per day.

Per week : 20 Hours, Per month 80 Hrs, for 6 months 480 Hrs.

2 Days @ 1 Hour / Day Theory.

1 Day / Week @ 2 Hrs. Engineering Drawing.

1 Day / Week @ 1 Hour Workshop Calculation & Science.

3 Days / Week @ Hours Practical.

1 Day / Week @ 3 Hours Practical

Entrepreneurial Instruction to be conducted at the fag end of the course for 5 hours by engaging a guest faculty besides, classes on communicative English, Writing of Bio-Data & C.V., Personality Development, Interview Grooming, Body Language, Dress Code etc will be conducted.

Study centre :

NIC Institute of Technology (V-33)

Rajarhat, Kolaberia

Kolkata-135

Ph : 033-64585014, 0321-6727813, M : 9433011885

Course Structure :

Subject	Full Marks (Certificate)	Full Marks (Diploma)	Pass Marks
Practical	100	200 Marks	60%
Theory	100	100 Marks	40%
Workshop Calculation & Science	50	100 Marks	40%
Engineering Drawing	50	100 Marks	40%
Sessional	100	100 Marks	40%
Total	400 marks	600 Marks	

Qualifying Attendance Required : 80%

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

Duration of the examination

	Certificate	Diploma
1. Practical	3 hrs.	4 hrs.
2. Theory	3 hrs.	3 hrs.
3. Workshop calculation & Science	2 hrs.	3 hrs.
4. Engineering Drawing	2 hrs.	3 hrs.
5. Sessional	3 hrs.	3 hrs.

8.10 Refrigeration & Air Conditioning (Certificate / Diploma)

The modern day trend is to have a Refrigerator, Deep-Freezer, Air Conditioner, Washing Machine, Microwave Oven and various other domestic appliances in every house.

Thus this requires frequent repair and maintenance and thereby there is a need for Refrigeration and Air Conditioning Mechanic. Considering this in view the University have decided to undertake this course for imparting training.

Contact Hours :-

Classes will be held for 4 Days / Week @ 5 Hours per day.

Per week : 20 Hours, Per month 80 Hrs, for 6 months 480 Hrs.

2 Days @ 1 Hour / Day Theory.

1 Day / Week @ 2 Hrs. Engineering Drawing.

1 Day / Week @ 1 Hour Workshop Calculation & Science.

3 Days / Week @ Hours Practical.

1 Day / Week @ 3 Hours Practical

Entrepreneurial Instruction to be conducted at the fag end of the course for 5 hours by engaging a guest faculty besides, classes on communicative English, Writing of Bio-Data & C.V., Personality Development, Interview Grooming, Body Language, Dress Code etc will be conducted.

Study centre :

NIC Institute of Technology (V-33)

Rajarhat, Kolaberia

Kolkata-135

Ph : 033-64585014, 0321-6727813, M : 9433011885

Course Structure :

Subject	Full Marks (Certificate)	Full Marks (Diploma)	Pass Marks
Practical	100	200 Marks	60%
Theory	100	100 Marks	40%
Workshop Calculation & Science	50	100 Marks	40%
Engineering Drawing	50	100 Marks	40%
Sessional	100	100 Marks	40%
Total	400 Marks	600 Marks	

Qualifying Attendance Required : 80%

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

Duration of the examination

	Certificate	Diploma
1. Practical	3 hrs.	4 hrs.
2. Theory	3 hrs.	3 hrs.
3. Workshop calculation & Sience	2 hrs.	3 hrs.
4. Engineering Drawing	2 hrs.	3 hrs.
5. Sessional	3 hrs.	3 hrs.

8.11 Electrician (Certificcate / Diploma)

Many multiplexes are coming day by day both in the urban as well as semi urban areas and there is a dearth of trained mechanic in the electrical field. Besides railway and many industries also require good number of electrician, taking this into consideration the electrician trade has been taken up for imparting training to young generation so that after completion of training they can be employed under the contractors or several other industries as well as for their self employment.

Contact Hours :-

Classes will be held for 4 Days / Week @ 5 Hours per day.
 Per week : 20 Hours, Per month 80 Hrs, for 6 months 480 Hrs.
 2 Days @ 1 Hour / Day Theory.
 1 Day / Week @ 2 Hrs. Engineering Drawing.
 1 Day / Week @ 1 Hour Workshop Calculation & Science.
 3 Days / Week @ Hours Practical.
 1 Day / Week @ 3 Hours Practical

Entrepreneurial Instruction to be conducted at the fag end of the course for 5 hours by engaging a guest faculty besides, classes on communicative English, Writing of Bio-Data & C.V., Personality Development, Interview Grooming, Body Language, Dress Code etc will be conducted.

Study centre :

NIC Institute of Technology (V-33)
 Rajarhat, Kolaberia
 Kolkata-135
 Ph : 033-64585014, 0321-6727813, M : 9433011885

Courise Structure :

Subject	Full Marks (Certificate)	Full Marks (Diploma)	Pass Marks
Practical	100	200 Marks	60%
Theory	100	100 Marks	40%
Workshop Calculation & Science	50	100 Marks	40%
Engineering Drawing	50	100 Marks	40%
Sessional	100	100 Marks	40%
Total	400 Marks	600 Marks	

Qualifying Attendance Required : 80%

Examinatin Method : Evaluation will be made on the basis of interval assessment as

well as Term-end Examination. 30% marks are reserved for internal assessment. Pass mark is 35% in each paper.

Duration of the examination

	Certificate	Diploma
1. Practical	3 hrs.	4 hrs.
2. Theory	3 hrs.	3 hrs.
3. Workshop calculation & Science	2 hrs.	3 hrs.
4. Engineering Drawing	2 hrs.	3 hrs.
5. Sessional	3 hrs.	3 hrs.

8.12 Plastic Moulding (Certificate / Diploma)

Polymer technology has come in a big way in a modern days which is the replacement of glassware.

The manufacturing does not require any electricity which can be manufactured in remote villages and is very good for self employment and also there is an employment scope in plastic & chemical industries.

Contact Hours :-

Classes will be held for 4 Days / Week @ 5 Hours per day.

Per week : 20 Hours, Per month 80 Hrs, for 6 months 480 Hrs.

2 Days @ 1 Hour / Day Theory.

1 Day / Week @ 2 Hrs. Engineering Drawing.

1 Day / Week @ 1 Hour Workshop Calculation & Science.

3 Days / Week @ Hours Practical.

1 Day / Week @ 3 Hours Practical

Entrepreneurial Instruction to be conducted at the fag end of the course for 5 hours by engaging a guest faculty besides, classes on communicative English, Writing of Bio-Data & C.V., Personality Development, Interview Grooming, Body Language, Dress Code etc will be conducted.

Learning centre :

NIC Institute of Technology (V-33)

Rajarhat, Kolaberia

Kolkata-135

Ph : 033-64585014, 0321-6727813, M : 9433011885

Course Structure :

Subject	Full Marks (Certificate)	Full Marks (Diploma)	Pass Marks
Practical	100	200 Marks	60%
Theory	100	100 Marks	40%
Workshop Calculation & Science	50	100 Marks	40%
Engineering Drawing	50	100 Marks	40%
Sessional	100	100 Marks	40%
Total	400 Marks	600 Marks	

Sessional Marks include average marks of Monthly tests & maintenance of sessional records

Qualifying Attendance Required : 80%

Examinatin Method : Evaluation will be made on the basis of interval assessment as well as Term-end Examination. 30% marks are reserved for internal assessment. Pass

mark is 35% in each paper.

Duration of the examination

	Certificate	Diploma
1. Practical	3 hrs.	4 hrs.
2. Theory	3 hrs.	3 hrs.
3. Workshop calculation & Science	2 hrs.	3 hrs.
4. Engineering Drawing	2 hrs.	3 hrs.
5. Sessional	3 hrs.	3 hrs.

9. 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.

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. 200/- (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.

12. List of Conventional Courses

Bachelor Degree Programme:

B.A. Honours in Bengali, English, History, Economics, Political Science, Public Administration & Sociology.

B. Sc. Honours in Physics, Chemistry, Mathematics, Botany, Zoology & Geography.

B.Com (Honours)

B.Ed. (Special Education):

Hearing Impairment, Visual Impairment, Mental Retardation.

2nd Degree Programme: Library and Information Science.

Post Graduate Degree Courses: Bengali, English, English Language Teaching, History, Political Science, Public Administration, Education, Library and Information Science, Social Work (MSW), Commerce (M.Com), Mathematics, Zoology, Geography.

Post Graduate Diploma Courses: Journalism & Mass Communication, Public Relations and Advertising, English Language Teaching.

Certificate Courses: Human Rights, English for Communication

13. 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 1, Woodburn Park Kolkata-20	Ph:033-2283 5157	Relating to registration, enrolment number etc.
Dr. Ashit Baran Aich Director (Study Centres) Netaji Subhas Open University 1, Woodburn Park Kolkata-20	Ph:033-2283 5358	Functioning of the study centre, malpractices etc.
Controller of Examinations 134/1, Megnad Saha Sarani (2 nd Floor) Kolkata-29	Ph-033 2465 6936 2463 0293 (PBX) 033- 2463 0292	Relating to examinations.
Dr. Anirban Ghosh Asst. Professor of Commerce & In-Charge, School of Vocational Studies Netaji Subhas Open University 1, Woodburn Park Kolkata-20.	Ph-6519 8972 033 2283 5157 (Ext.27) email : anirban.1972 @gmail.com	Functioning of the study centre, malpractices, support services etc.
Ms. Nilanjana Chatterjee Asst. Director (Study centres) and Convener Students Grievance Redressal Cell 1, Woodburn Park, Kolkata-20	Ph-22835238 email : 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.

14. Do's and Dont's

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

15. 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 st / 2 nd	Semester/ Year: 1 st / 2 nd / 3 rd / 4 th
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.):


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

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


Signature of learner
Study Centre code:

The duly filled in form may be sent to (Photo copy of the form may be used) :
The In-Charge, School of Vocational Studies, Netaji Subhas Open University
1, Woodburn Park, Kolkata-20.

Identity Card

<ol style="list-style-type: none">1. To be carried by the candidate whenever he/she visits any Centre/ H.Q. of the University.2. In case of loss of the card an FIR is to be lodged and an application is to be submitted with a copy of the FIR along with a DD for Rs. 50/- (Fifty) in favour of Netaji Subhas Open University, payable in Kolkata.3. If this card is found by anybody it should be sent to the address on the right.	 <p>1, Woodburn Park Kolkata-700 020</p>
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Identity Card

<ol style="list-style-type: none">1. To be carried by the candidate whenever he/she visits any Centre/ H.Q. of the University.2. In case of loss of the card an FIR is to be lodged and an application is to be submitted with a copy of the FIR along with a DD for Rs. 50/- (Fifty) in favour of Netaji Subhas Open University, payable in Kolkata.3. If this card is found by anybody it should be sent to the address on the right.	 <p>1, Woodburn Park Kolkata-700 020</p>
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Identity Card
(To be filled in by the candidate)

<p>Enrolment No. <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></p> <p>Name.....</p> <p>.....</p> <p>Address :</p> <p>.....</p> <p>Telephone No (If any)</p> <p>Study Centre :</p> <p>Course :</p> <p>Signature of the Candidate :</p> <p>.....</p>																					<p>Name of the Study Centre with Code :</p> <p style="text-align: center;">(To be filled up by Centre)</p> <div style="border: 1px solid black; padding: 10px; text-align: center; margin: 10px auto; width: 80%;"><p><i>P.P.</i> <i>Size Photograph</i> <i>(To be affixed by applicant)</i></p></div> <p style="text-align: center;">Signature of the Coordinator with seal</p>

Identity Card
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Sl. No. 13/

NETAJI SUBHAS OPEN UNIVERSITY

1, Woodburn Park, Kolkata-700 020

Phone : (033) 2283-5157, Telefax : (033) 2283-5082

Seal of the
receiving centre



AFFIX
PASSPORT
SIZE PHOTO
HERE

(SIGNATURE OF THE CANDIDATE)

APPLICATION FOR STUDENT ENROLMENT

YEAR : 20

SESSION : JAN / JULY.

Study Centre Code :

Study Centre name

Programme Name :

Programe Code :

Subject :

Name of the Student :

(in block letters)

Present Address :

(in block letters)

Parmanent Address :

Mobile No : Email :

Date of Birth D D M M Y Y Y Y

Sex : Male Female (Tick which is applicable)

Category (Tick one box): General SC ST OBC

Whether Physically challanged : Yes/ No. (Tick which is applicable)

Wether belong to Minority Community : Yes/No. (Tick which is applicable)

Father's Name :

Mother's Name :

Whether belong to BPL : Yes / No. (Tick which is applicable)

If Yes, BPL No :

