



# NETAJI SUBHAS OPEN UNIVERSITY

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Memo No.: Reg/682

Date: 19.08.2016

## ADMISSION NOTIFICATION

Applications are invited for admission to the following courses of this University for July-2016 session. Prospectus and Admission Forms will be available at the Respective Study Centres from **27.08.2016**.

### COURSES OFFERED BY SCHOOL OF HUMANITIES

Sl. No.	Name of the Course	Eligibility	Duration	Course Fee + *Admission Fees	Study Centres
1	Certificate in English for Communication (CEC)	Pass 10+2 or equivalent (Candidates who have passed BPP from NSOU or any other University and pursuing BDP are also eligible.)	6 Months	Rs.2,600/-	Centre for Language Studies, NSOU, (Women's Christian College, 6, Greek Church Row, Kolkata-26)
2	Post Graduate Diploma in English Language Teaching (PGDELT)	Graduate (10+2+3) of any recognized University.	1 Year	Rs.3,600/-	Centre for Language Studies, NSOU, (Women's Christian College, 6, Greek Church Row, Kolkata-26)
3	Post Graduate Diploma in Public Relations and Advertising (PGDPR &Ad.)	Graduate (10+2+3) of any recognized University.	1 Year	Rs.3,600/-	All Study Centres
4	Post Graduate Diploma in Journalism & Mass Communication (PGDJMC)	Graduate (10+2+3) of any recognized University.	1 Year	Rs.3,600/-	All Study Centres

### COURSES OFFERED BY SCHOOL OF SOCIAL SCIENCES

Sl. No.	Name of the Course	Eligibility	Duration	Course Fee + *Admission Fees	Study Centres
1	Certificate in Human Rights (CHR)	Passed 10+2 or its equivalent.	6 Months	Rs.1,600/-	1. Victoria Institution (College) Study Centre(Kolkata) 2. Siliguri College Study Centre (Darjeeling)

Admission Fees (Rs. 600) = (Registration Fees Rs. 150 + I Card Rs. 100 + Development Fees Rs. 175 + Prospectus Rs. 175)



### COURSE DURATION AND REGISTRATION VALIDATION:

- ✓ Course Duration 6 Months for Certificate Courses and registration will be valid for 1 year.
- ✓ Course Duration 1 Year for Post Graduate Diploma and registration will be valid for 3 years.

### TENTATIVE TIME SCHEDULE

Admission Forms will be available at the Respective Study Centres from **27.08.2016**. All admission procedure including submission of Admission Form along with requisite fees (to be paid by Demand Draft) have to be completed by **18.09.2016**.

### HOW TO APPLY:

Every year NSOU conduct offline admission process through its accredited Study Centres for July session, through which applicants, fulfilling the minimum eligibility criteria, can opt for any one Certificate or Post Graduate Diploma Course as mentioned above.

Following steps may be followed for admission **[Applicants are advised to go through the admission notification carefully, before filling up the admission form.]**:

1. Visit Study Centre through which NSOU conduct the course along with original necessary supporting documents to verify your eligibility criteria.
2. After getting confirmation of your candidature from the Study Centre authority visit any nationalised bank to draw a Demand Draft (demand draft should be drawn in favour of **Netaji Subhas Open University** payable at **Kolkata**) of requisite course fee as mentioned above.
3. Visit Study Centre (from where you have verified your candidature) again along with photo copy of necessary supporting documents and one recent passport Size photograph. **Write your name and phone number on the back side of the Demand Draft (DD)** and submit the Demand Draft (applicants are advised to keep a photocopy of Demand Draft) to the Study Centre authority. On submission of DD receive a payment receipt (available in the prospectus) duly stamped and signed by Study Centre authority and also collect a Prospectus.
4. **The prospectus contains a perforated enrolment form which is to be filled up by the applicant. This is required for generation of enrolment certificate.** Submit "Application for Student Enrollment" form along with recent Passport Size photograph and attach self-attested photo copy of necessary supporting documents.

### Submit the following documents to Study Centre:

1. **Filled in Perforated Enrolment Form (Available in the prospectus)**
2. **Authenticated Photocopy of Supporting Documents**
3. **Demand Draft (Demand Draft should be drawn in favour of Netaji Subhas Open University payable at Kolkata)**

**The applicants are requested to keep a photocopy of Demand Draft and payment receipt duly stamped and signed by the person attending him/her in the Study Centre. This signed and stamped copy he/she may preserve as a proof of submission.**

### NB:

Admission in a course at Study Centre 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 course at Study Centre.

Sd/-  
REGISTRAR, NSOU