

From the Desk of Vice-Chancellor

Dear Learner,

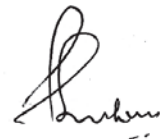
Netaji Subhas Open University is the only State Open University in West Bengal that offers the Post Graduate (PG) Programme through the Open and Distance Learning (ODL) system. NSOU is also one of the largest of such SOU's in Eastern India, both in terms of reach out and plethora of courses offered. I therefore take this opportunity to congratulate you on the choice of the ODL Mode of higher studies.

On behalf of the entire family of Netaji Subhas Open University that is spread out all across our state of West Bengal through a wide network of Study Centres, I extend a cordial welcome to you, dear learner, for the new academic session. As a pedagogy of learning, ODL has the unique potential for blending dynamism and flexibility while ensuring parity with the highest standards of academic engagement. Such a blend, I am sure, will empower you with education that will stand in good stead as you steer through the challenges of life.

As a University, NSOU has the rare credit of enrolling near about 3 lakhs learners in different courses across a wide spectrum of academic disciplines, both in conventional and non-conventional courses. Our aim is to reach out to learners in every corner of West Bengal with a choice of options as may befit one's acumen, abilities and requirements in life. It is our time tested conviction that this Open University is dedicated heart and soul to fostering empowerment through education.

With a vibrant green academic campus at Kalyani, Nadia fully operational; and a number of Regional Centres at strategic locations coming up, the University is in rapid expansion mode. Today we have with us the academic excellence of enthusiastic faculty members who are continuously engaged in developing quality SLMs/SIMs (Self Learning Materials/ Self Instructional Materials) in print. These print materials are augmented with ICT based online and offline materials that strive to make learning a happy activity for you. In fact, our protracted initiatives at introducing ICT both for academic and administrative purposes have made NSOU a force to reckon with in all processes related to learner support. The wide network of Study Centres across West Bengal ensure that you as a learner, are always in close connectivity with your University, no matter how distant you may be geographically located.

To conclude, I wish you the fulfilment of your goals with the support of and in conformity with the rules and regulations of Netaji Subhas Open University.



Professor Subha Sankar Sarkar

Vice-Chancellor
Netaji Subhas Open University

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1. The Concept of Open University

The pedagogy of open learning places the primary responsibility of acquiring knowledge on the learner. On its part, the University facilitates a flexible learning schedule, provides a kitty of advanced support services and offers accreditation by way of examinations.

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 courses 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 been 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. Netaji Subhas Open University: Vision and Mission

Vision:

Netaji Subhas Open University, the only State Open University of West Bengal, has been contributing substantially towards the building up of quality human resource base of the State and collaborating 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 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 co-operate with other 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. School of Studies

School of Sciences: The School of Sciences (SoSci) is one of the leading departments of the University in terms of teaching in sciences. The School has well-developed computing facilities viz. smart class room, well-equipped laboratories for Geography, Chemistry, Zoology and Physics (under construction), state of art computer laboratory and a resourceful departmental library. The teaching emphasis is on topics of Mathematics (Applied/Pure), Geography (Urban), Zoology, Physics, Chemistry and Botany. At present, the teaching of science subjects through SoSci is spread over in the state of West Bengal through 99 Study Centres. In near future more Study Centres will be opened with thrust on “Reaching the unreached” particularly in the disadvantaged sector of the rural community & minority with application of IT. The research and teaching contributions of SoSci have been acknowledged in many ways. The Under Graduates and Post Graduates passing out of SoSci have found subsequent positions with great ease in different spheres of the society. The school organizes Lectures/Laboratory Counselling-cum-Evaluation Sessions (LCES)/ Seminars/Workshops periodically on different topics. Many of the faculty members are frequent speakers at national and international conferences. The faculty members regularly publish research papers in the best peer reviewed international/national research journals. Faculties of SoSci have also take care of UGC-DEB sponsored research projects. With all the faculties, students and staff, SoSci is a progressive and close-knit department.

The School offers following Post Graduate Programmes:

Courses	Course Eligibility Code	Course Duration	Registration Valid For	No. of Chances for Student-ship Renewal	
Mathematics	PGMT	Preferably Honours Graduate (10+2+3) in Mathematics. Other Graduate (10+2+3) may be considered if they studied at least 300 marks in Mathematics at the Under Graduate level and secured at least 55% marks in Mathematics.	*2 Years	*5 Years	4 times during registration validation period (once per year)
Geography	PGGR	Honours Graduate (10+2+3) in Geography.			
Zoology	PGZO	Honours Graduate (10+2+3) in Zoology.			

School of Humanities: The establishment of the School of Humanities (SoH) marks a reiteration of the commitment of Netaji Subhas Open University to underline the need of devising strategies for capacity building through Humanities. With this broad goal in mind, the SoH intends to pursue serious academic research and offer programmes to learners within the precincts of the Open and Distance Learning mode. With dynamic and vibrant faculty to moot, the vision of the School is to intensify outreach through ODL so as to inculcate an ambience of cultural-literary pursuits that has always been the forte of the state of West Bengal.

The mission of SoH is to foster a community, cutting across institutional lines, that will disseminate the study of language and literatures in vernaculars and English, encourage trans-literary activities, become a centre for pan-India literary confluence and in due course of time evolve as a window to the wider world from this part of the country. In a nutshell, the endeavour of the SoH will be to rear itself in the true spirit of Open Learning.

Our hand-picked human resource is well augmented with a state of the art Interactive Learning Centre that serves as a hub in the creation of next generation multimedia materials, a full-fledged Editing laboratory for training learners of Journalism and Mass Communication courses, infrastructure for smart classrooms and a well-stocked library. The faculty of the SoH have engaged themselves in UGC-DEB sponsored projects and this keeps them in constant interactions with the wider academia. Our faculty are also invited for consultancy and special academic exchanges by institutions both in the ODL and regular modes.

*The minimum duration of the course is 2 (two) years from the date of registration. The registration is valid for a period of maximum 5 (five) years provided the candidate pays course fees, studentship renewal fees and other relevant fees within due time as and when notified by the University.

The School offers following Post Graduate Programmes:

Courses	Course	Eligibility Code	Course Duration	Registration Valid for	No. of Chances for Student-ship Renewal
Bengali	PGBG	Graduate (10+2+3) of any recognized University and must have studied at least 300 marks in Bengali and passed successfully.	*2 Years	*5 Years	4 times during registration validation period (once per year)
English	PGEG	Graduate (10+2+3) of any recognized University and must have studied at least 300 marks in English and passed successfully.			
English Language Teaching	PGELT	Graduate (10+2+3) with English/ Linguistics and must have studied at least 300 marks in English/ Linguistics and passed successfully.			

School of Social Sciences: The School of Social Sciences (SoSS) is a newly constituted School emanating from the erstwhile School of Humanities & Social Sciences. Since its emergence it included within its realm a wide range of disciplines namely History, Political Science, Public Administration, Sociology and Economics. The School of Social Sciences is proud to offer Post Graduation Courses in History, Political Science and Public Administration. However along with the said disciplines, courses at the Graduation level are also extended to the discipline of Sociology and Economics. The School also offers Certificate Course in Human Rights. The objective of the School is not only to impart quality education through Open and Distance mode but also cater to the need of the learners academically and professionally.

The School offers following Post Graduate Programmes:

Courses	Course	Eligibility Code	Course Duration	Registration Valid for	No. of Chances for Student-ship Renewal
History	PGHI	Graduate (10+2+3) of any recognized University and have studied at least 300 marks in History and passed successfully.	*2 Years	*5 Years	4 times during registration validation period (once per year)
Political Science	PGPS	Graduate (10+2+3) of any recognized University and have studied at least 300 marks in Political Science and passed successfully.			
Public Administration	PGPA	Graduate (10+2+3) of any recognized University with Public Administration / Political Science / Sociology / Economics and have studied at least 300 marks in Public Administration / Political Science / Sociology / Economics and passed successfully.			

*The minimum duration of the course is 2 (two) years from the date of registration. The registration is valid for a period of maximum 5 (five) years provided the candidate pays course fees, studentship renewal fees and other relevant fees within due time as and when notified by the University.

School of Education: The School is a new feather on the cap of NSOU. It was established in 2013 with a view to provide quality education in general & teacher education (special) in particular to pre and in-service teacher and development of academic output in Education. The SoE has provided quality teacher education to a large number of student teachers to fulfil the mandate of RTE- Act 2009 within 2015. The School has organized many workshops and seminars to meet the needs of the teaching faculties all over the state.

The School offers following Post Graduate Programmes:

Courses	Course	Eligibility Code	Course Duration	Registration Valid for	No. of Chances for Student-ship Renewal
Education	PGED	Graduate (10+2+3) with Education and have studied at least 300 marks in Education and passed successfully or other Graduate (10+2+3) with B.Ed. / B.Ed. (Spl.Ed.).	*2 Years	*5 Years	4 times during registration validation period (once per year)

School of Professional Studies: The establishment of the School of Professional Studies (SoPS) reflects a holistic and pragmatic approach of the University towards the professional education in the modern era. The School has been given the responsibility of conducting the courses on Commerce & Management, Social Work and Library & Information Science. The syllabi of all the courses have been framed to keep abreast with new developments in each subject in order to, on the one hand, suit the needs of the job market and on the other, give a comprehensive coverage. The School helps in creating individuals with specialized skills as required by the job market relating to management, finance, library and information science and social work with a strong theoretical, practical as well as experimental knowledge in the respective discipline. The School has been established keeping an eye to rejuvenate this academic mission with a difference to prepare value added human resources for the tailor made workforces.

The School is trying to reach its students through ICT. Under ICT support, the students enrolled in M.Com., MSW, MLIS and BLIS will get digitized SLMs, A/V lectures and all type of academic and administrative support through the Support Service Cell. A dedicated website (www.nsouict.ac.in) is being maintained for this purpose. The students can log on by their log in ID and may have 24x7 learning experiences.

*The minimum duration of the course is 2 (two) years from the date of registration. The registration is valid for a period of maximum 5 (five) years provided the candidate pays course fees, studentship renewal fees and other relevant fees within due time as and when notified by the University. Master of Library & Information Science is of minimum 1 (one) year duration and the registration is valid for a period of maximum 3 (three) years provided the candidate pays studentship renewal fees and other relevant fees within due time as and when notified by the University.

The School offers following Post Graduate Programmes:

Courses	Course	Eligibility Code	Course Duration	Registration Valid for	No. of Chances for Student-ship Renewal
Commerce (M.Com.)	PGCO	B.Com./BBA Graduate (10+2+3) of any recognized University.			
Social Work (MSW)	PGSW	Graduate (10+2+3) with Sociology / Political Science / History / Public Administration / Economics / Anthropology and have studied at least 300 marks in above mentioned subject and passed successfully.	*2 Years	*5 Years	4 times during registration validation period (once per year)
Library & Information Science	MLIS	Bachelor of Library and Information Science (BLIS) degree from a recognized University/ other Graduate (10+2+3) with at least 300 marks of study in Library Science/ Library and Information Science/ Information Science.	*1 Year	*3 Years	2 times during registration validation period (once per year)

4. Post Graduate Programme

The University offers Post Graduate (PG) Programme for thirteen subjects at Post Graduate Level from three different stream of studies viz. Arts, Commerce and Science. For Arts stream there are nine Post Graduate subjects which are Bengali (PGBG), English (PGE), English Language Teaching (PGELT), History (PGHI), Political Science (PGPS), Public Administration (PGPA), Social Work (PGSW), Master of Library & Information Science (MLIS) and Education (PGED). For Science Stream University offers three subjects those are Mathematics (PGMT), Zoology (PGZO) and Geography (PGGR). Only Commerce (PGCO) is offered from the Commerce stream.

5. Academic Session

The academic session of the University is from July to June every year. Courses are offered year-wise.

6. Duration of the Course

The minimum duration of the courses is 2 (two) years from the date of registration. The registration is valid for a period of maximum 5 (five) years provided the candidate pays renewal fees and other relevant fees within due time as and when notified by the University. Master of Library & Information Science is of minimum 1 (one) year duration and the registration is valid for a period of maximum 3 (three) years provided the candidate pays renewal fees and other relevant fees within due time as and when notified by the University.

*The minimum duration of the course is 2 (two) years from the date of registration. The registration is valid for a period of maximum 5 (five) years provided the candidate pays course fees, studentship renewal fees and other relevant fees within due time as and when notified by the University. Master of Library & Information Science is of minimum 1 (one) year duration and the registration is valid for a period of maximum 3 (three) years provided the candidate pays studentship renewal fees and other relevant fees within due time as and when notified by the University.

7. Course wise Curriculum

Course Name : M.Sc. in Mathematics

Paper	Paper Code	Paper Type	Weightage for Assignment	Weightage for Assignment	Full Marks
Abstract Algebra	PGMT-1A	Theory	20%	80%	100
Linear Algebra	PGMT-1B	Theory			
Real Analysis & Metric Spaces	PGMT-2A	Theory	20%	80%	100
Complex Analysis	PGMT-2B	Theory			
Ordinary Differential Equations	PGMT-3A	Theory	20%	80%	100
Partial Differential Equations & Special Function	PGMT-3B	Theory			
Numerical Analysis	PGMT-4A	Theory	20%	80%	100
* Computer Programming & Its Application to Numerical Analysis	PGMT-4B	Theory			
Principles of Mechanics	PGMT-5A	Theory	20%	80%	100
Elements of Continuum Mechanics & Special Theory of Relativity	PGMT-5B	Theory			
General Topology	PGMT-6A	Theory	20%	80%	100
Functional Analysis	PGMT-6B	Theory			
Differential Equations, Integral Transformations	PGMT-7A	Theory	20%	80%	100
Integral Equations	PGMT-7B	Theory			
Differential Geometry	PGMT-8A	Theory	20%	80%	100
Graph Theory	PGMT-8B	Theory			
Advanced Complex Analysis/ Operational Research	PGMT-9A(i)/(ii)	Theory	20%	80%	100
Advanced Topology / Mathematical Models in Ecology	PGMT-9B(i)/(ii)	Theory			
Advanced Differential Geometry/ Fluid Mechanics	PGMT-10A(i)/(ii)	Theory	20%	80%	100
Advanced Functional Analysis/ Mechanics of Solids	PGMT-10B(i)/(ii)	Theory			

Note: A student may choose any one of the following groups for Paper 9 & 10 as Special Papers:

- Pure Mathematics-9A(i), 9B(i), 10A(i), 10B(i)
- Applied Mathematics-9A(ii), 9B(ii), 10A(ii), 10B(ii)

* Computer training is integral part of PGMT Course in Paper-4B and its successful completion is mandatory.

Course Name: M.Sc. in Geography

Paper	Paper Code	Paper Type	Weightage for Assignment	Weightage for Term End	Full Marks
Geotectonics & Geomorphology	PGGR-1A	Theory	20%	80%	100
Hydrology, Oceanography	PGGR-1B	Theory			
Climatology	PGGR-2A	Theory	20%	80%	100
Soil & Bio-geography	PGGR-2B	Theory			
Economic Geography	PGGR-3A	Theory	20%	80%	100
Social & Cultural Geography	PGGR-3B	Theory			
Population & Settlement Geography	PGGR-4A	Theory	20%	80%	50
Quantitative Techniques	PGGR-4B	Practical	0	100%	50
Preparation of Thematic Maps	PGGR-5A	Practical	0	100%	50
Map Interpretation & Field Techniques	PGGR-5B	Practical	0	100%	50
Geographical Thought	PGGR-6A	Theory	20%	80%	100
Historical & Political Geography	PGGR-6B	Theory			
Environmental Issues in Geography	PGGR-7A	Theory	20%	80%	100
Regional Planning & Development	PGGR-7B	Theory			
Special Paper (Urban Geography & Geomorphology)	PGGR-8A	Theory	20%	80%	100
Special Paper (Urban Geography & Geomorphology)	PGGR-8B	Theory			
Regional Problems in India	PGGR-9A	Theory	20%	80%	50
Remote Sensing & GIS	PGGR-9B	Practical	0	100%	50
Special Paper Practical	PGGR-10A	Practical	0	100%	50
Field/ Field Oriented Dissertation	PGGR-10B	Practical	0	100%	50

Course Name : M.Sc. in Zoology

Paper	Paper Code	Paper Type	Weightage for Assignment	Weightage for Term End	Full Marks
Structural Organization of Chordates & Nonchordates	PGZO -1 A	Theory	20%	80%	100
Taxonomy, Biodiversity & Conservation	PGZO -1 B	Theory			
Ecology, Environment & Toxicology	PGZO -2A	Theory	20%	80%	100
Ethology & Evolution	PGZO -2B	Theory			
Physiology & Biochemistry	PGZO -3A	Theory	20%	80%	100
Genetics & Molecular Biology	PGZO -3B	Theory			
Basic Physical & Chemical Principles	PGZO -4A	Theory	20%	80%	50
Laboratory Course	PGZO -4B	Practical	0	100%	50
Laboratory Course	PGZO -5A	Practical	0	100%	50
Laboratory Course	PGZO -5B	Practical	0	100%	50
Quantitative Biology & Biotechnology	PGZO -6A	Theory	20%	80%	100
Immunology & Microbiology	PGZO -6B	Theory			
Developmental Biology	PGZO -7A	Theory	20%	80%	100
Endocrinology, Cell & Tissue Structure Function	PGZO -7B	Theory			
Parasitology & Public Health	PGZO -8A	Theory	20%	80%	100
Agricultural Entomology & Aquatic Resource Management	PGGR-8B	Theory			
Review/Dissertation & Seminar	PGZO -9A	Practical	0	100%	50
Laboratory Course	PGZO -9B	Practical	0	100%	50
Laboratory Course	PGZO -10A	Practical	0	100%	50
Laboratory Course	PGZO -10B	Practical	0	100%	50

Course Name : M.A. in Bengali

	Paper	Paper Code	Paper Type	Weightage for Assignment	Weightage for Term End	Full Marks
1st Year	Bengali Sahityer Itihas	PGBG-I	Theory	20%	80%	100
	Bhashabigyan O Sahityatatwa	PGBG-II	Theory	20%	80%	100
	Kabita-Prachin, Madhyajugiya, Adhunik	PGBG-III	Theory	20%	80%	100
	Upanyas O Chotogolpo	PGBG-IV	Theory	20%	80%	100
2nd Year	Probondhosahitya O Shoily Bigyan	PGBG-V	Theory	20%	80%	100
	Natak O Bangla Manchavinoyer Itihas	PGBG-VI	Theory	20%	80%	100
	Special Paper (any one from the following): A. Rabindra Sahitya B. Adhunik Bharatiya Kathasahitya C. Bangladesher Sahitya D. Lokasahitya Bhasa O Sahitya Bishoyak Gabeshona	PGBG-VII	Theory	20%	80%	100
	Gabeshana Prakaran O Anubad	PGBG-VIII	Theory	20%	80%	100

Course Name : M.A. in English

	Paper	Paper Code	Paper Type	Weightage for Assignment	Weightage for Term End	Full Marks
1st Year	Poetry	PGEG-I	Theory	20%	80%	100
	Aspects of Language	PGEG-II	Theory	20%	80%	100
	British Drama	PGEG-III	Theory	20%	80%	100
	British Novel	PGEG-IV	Theory	20%	80%	100
2nd Year	Literary Theory & Criticism	PGEG-V	Theory	20%	80%	100
	American Literature	PGEG-VI	Theory	20%	80%	100
	Indian English Literature	PGEG-VII	Theory	20%	80%	100
	Ancient & Modern European Classics in Translation	PGEG-VIII	Theory	20%	80%	100

Course Name : M.A. in English Language Teaching

	Paper	Paper Code	Paper Type	Weightage for Assignment	Weightage for Term End	Full Marks
1st Year	Introduction to Linguistics, ELT & Literary Theory	PGELT-I	Theory	20%	80%	100
	Applied Linguistics	PGELT -II	Theory	20%	80%	100
	The Phonetics and Phonology of English, Structural Syntax, Discourse and Genre Analysis	PGELT -III	Theory	20%	80%	100
	Language Teaching and Testing Techniques and Resources	PGELT -IV	Theory	20%	80%	100
2nd Year	Trends in Critical Theories	PGELT -V	Theory	20%	80%	100
	Literary Exploitation and Classroom Application	PGELT -VI	Theory	20%	80%	100
	Course Design	PGELT -VII	Theory	20%	80%	100
	Research Methodology and Academic Study Skills	PGELT -VIII	Theory	20%	80%	100

Course Name : M.A. in History

	Paper	Paper Code	Paper Type	Weightage for Assignment	Weightage for Term End	Full Marks	
1st Year	History of India:1526-1757	PGHI-1	Theory	20%	80%	100	
	History of India:1757-1885	PGHI-2	Theory	20%	80%	100	
	History of India:1885-1964	PGHI-3	Theory	20%	80%	100	
	Historiography	PGHI-4	Theory	20%	80%	100	
2nd Year	History of Europe(1789-1945)	PGHI-5	Theory	20%	80%	100	
	World Politics Since-1945	PGHI-6	Theory	20%	80%	100	
	Group-A Social History of India : 19 th and 20 th Centuries	PGHI-7	Theory	20%	80%	100	
	Group-B Social History of India : 5 th to 13 th Century						
	Any Two Papers (Group-A / Group-B)	Group-A Economic History of India : 19 th and 20 th Centuries	PGHI-8	Theory	20%	80%	100
		Group-B Economic History of India : 5 th to 13 th Century					

Note: The learners will have to opt two papers either from Group –A or Group-B as special papers.

Course Name : M.A. in Political Science
[New Syllabus : Effective from July 2015 Academic Session]

	Paper	Paper Code	Paper Type	Weightage for Assignment	Weightage for Term End	Full Marks
1st Year	Political Thought and Movements in Colonial India	PGPS-1	Theory	20%	80%	100
	Politics in India since Independence	PGPS-2	Theory	20%	80%	100
	Issues in Political Thought	PGPS-3	Theory	20%	80%	100
	Issues in Political Theory	PGPS-4	Theory	20%	80%	100
2nd Year	Comparative Politics	PGPS-5	Theory	20%	80%	100
	Public Administration	PGPS-6	Theory	20%	80%	100
	International Relations	PGPS-7	Theory	20%	80%	100
	Politics and Society in Asia : Selected Regions	PGPS-8	Theory	20%	80%	100

Course Name : M.A. in Public Administration

	Paper	Paper Code	Paper Type	Weightage for Assignment	Weightage for Term End	Full Marks
1st Year	State, Society and Public Administration	PGPA-1	Theory	20%	80%	100
	Advanced Administrative Theories	PGPA-2	Theory	20%	80%	100
	Human Resource Management	PGPA-3	Theory	20%	80%	100
	New Dimensions of Development Administration	PGPA-4	Theory	20%	80%	100
2nd Year	Public Policy Analysis	PGPA-5	Theory	20%	80%	100
	Financial Administration	PGPA-6	Theory	20%	80%	100
	Local Government	PGPA-7	Theory	20%	80%	100
	Governance and Administration	PGPA-8	Theory	20%	80%	100

Course Name : M. A. in Education

	Paper	Paper Code	Paper Type	Weightage for Assignment	Weightage for Term End	Full Marks
1st Year	Philosophy of Education & History of Education In India	PGED-1	Theory	20%	80%	100
	Psychological Foundation of Education	PGED-2	Theory	20%	80%	100
	Sociological Foundation of Education	PGED-3	Theory	20%	80%	100
	Methodology of Educational Research	PGED-4	Theory	20%	80%	100
2nd Year	Educational Technology & Curriculum Studies	PGED-5	Theory	20%	80%	100
	Educational Administration & Management	PGED-6	Theory	20%	80%	100
	Evaluation & Measurement & Guidance & Counselling	PGED-7	Theory	20%	80%	100
	Subject of Special Study (any one from the following): A. Special Education (Revised Syllabus) B. Teacher Education C. Education of Women in India D. Population Education	PGED-8 (E1/E2/ E3/E4)	Theory	20%	80%	100

Course Name : Master of Commerce (M.Com.)

	Paper	Paper Code	Paper Type	Weightage for Assignment	Weightage for Term End	Full Marks
1st Year	Principles & Practice of Management	PGCO-1	Theory	20%	80%	50
	Managerial Economics	PGCO-2	Theory	20%	80%	50
	Macro Economics and International Economic Problems	PGCO-3	Theory	20%	80%	50
	Business Environment	PGCO-4	Theory	20%	80%	50
	Direct & Indirect Taxation	PGCO-5	Theory	20%	80%	50
	Accounting Theory	PGCO-6	Theory	20%	80%	50
	Basic Statistical Concepts & Tools	PGCO-7	Theory	20%	80%	50
	Quantitative Techniques	PGCO-8	Theory	20%	80%	50
	Cost Accounting	PGCO-9	Theory	20%	80%	50
	Advanced Financial Accounting	PGCO-10	Theory	20%	80%	50
2nd Year	Strategic Management	PGCO-11	Theory	20%	80%	50
	Marketing and Human Resource Management	PGCO-12	Theory	20%	80%	50
	Corporate Financial Environment	PGCO-13	Theory	20%	80%	50
	Advanced Statistical Concepts & Tools	PGCO-14	Theory	20%	80%	50
	Financial Statement Analysis & Reporting	PGCO-15	Theory	20%	80%	50
	Corporate Tax Planning and Management	PGCO-16	Theory	20%	80%	50
	Management Accounting	PGCO-17	Theory	20%	80%	50
	Financial Management	PGCO-18	Theory	20%	80%	50
	Auditing	PGCO-19	Theory	20%	80%	50
	Computer Applications in Business	PGCO-20	Theory	20%	80%	50

Course Name : Master of Social Work (MSW)

Paper	Paper Code	Paper Type	Weightage for Assignment	Weightage for Term End	Full Marks
History and Philosophy of Social Work	PGSW-I	Theory	20%	80%	100
Methods of Social Work I (Case Work and Group Work)	PGSW-II	Theory	20%	80%	100
Methods of Social Work II (Community Organization)	PGSW-III	Theory	20%	80%	100
1st Year Man & Society	PGSW-IV	Theory	20%	80%	100
Human Growth & Behaviour and Health & Hygiene	PGSW-V	Theory	20%	80%	100
Survey & Research of Social Work	PGSW-VI	Theory	20%	80%	100
Field Work	PGSW-VII	Practical	0	100%	100
Field Work Viva Voce	PGSW-VIII	Viva-Voce	0	100%	50
Social Welfare Administration	PGSW-IX	Theory	20%	80%	100
Community Development (Rural & Urban)	PGSW-X	Theory	20%	80%	100
Contemporary Social Problems and Social Policy	PGSW-XI	Theory	20%	80%	100
2nd Year Crime and Correctional Administration	PGSW-XII	Theory	20%	80%	100
Social Legislation	PGSW-XIII	Theory	20%	80%	100
Areas of Social Work Practice	PGSW-XIV	Theory	20%	80%	100
Dissertation	PGSW-XV	Project	0	100%	100
Dissertation Viva-Voce	PGSW-XVI	Viva-Voce	0	100%	50

Course Name : Master of Library & Information Science (MLIS)

Paper	Paper Code	Paper Type	Weightage for Assignment	Weightage for Term End	Full Marks
Information, Communication and Society	MLIS-1	Theory	20%	80%	100
Information Sources, Systems and Services	MLIS-2	Theory	20%	80%	100
Information Processing and Retrieval (Theory)	MLIS-3	Theory	20%	80%	100
Information Institutions, Products and Services	MLIS-4	Theory	20%	80%	100
Management of Library and Information Centres	MLIS-5	Theory	20%	80%	100
Information Technology: Application	MLIS-6	Theory	20%	80%	100
Research Methodology	MLIS-7	Theory	20%	80%	100
Elective Paper (any one from the following):		Theory	20%	80%	100
➤ Preservation and Conservation of Library Materials	MLIS-8E1				
➤ Academic Library System	MLIS-8E2				
➤ Public Library System	MLIS-8E3				
Dissertation	MLIS-9	Project Report	NA	100%	80
		Viva-Voce	NA	100%	20
					100

One Year Course

8. Fees Structure

Fees Structure for 2 Years Post Graduate Programmes:

A student enrolling for 2 years Post Graduate (PG) Programme shall have to clear all the examinations within a period of 5 years (Registration validity period) from the year of enrollment.

A student clearing the examination within first 2 years from the year of enrollment shall pay the fees according to the following manner:

Sl. No.	Year	Course Fees	*Examination Fees
1	1st Year (At the time of Admission)	1/2 of Total Course Fees + Admission Fees	Examination Fees to be paid separately as the case may be for appearing in the examinations
2	2nd Year (At the Beginning of 2nd Year)	1/2 of Total Course Fees+ Renewal Fees	

A student failing to clear the examination within the period of first 2 years shall have to pay a studentship renewal fee annually in order to continue studentship up to the 5th year as detailed below:

Sl. No.	Year	Course Fees for Extended Registration Validity Period	*Examination Fees
3	3rd Year (if continued after two years)	Studentship Renewal Fees	Examination Fees to be paid separately as the case may be for appearing in the examinations
4	4th Year (if continued after two years)	Studentship Renewal Fees	
5	5th Year (if continued after two years)	Studentship Renewal Fees	

In order to appear in any examination within the stipulated time span of 5 years (3 years for MLIS) a student shall have to clear the respective **Course Fees, Admission Fees, Examination Fees along with the mandatory annual Studentship Renewal Fees.**

Fees Structure for 1 Year Post Graduate Programme (MLIS):

A student enrolling for 1-year Post Graduate (PG) Programme shall have to clear all the examinations within a period of 3 years (Registration validity period) from the year of enrollment.

A student clearing the examination within 1 year from the year of enrollment shall pay the fees according to the following manner:

Sl. No.	Year	Course Fees	*Examination Fees
1	1st Year (At the time of Admission)	Total Course Fees + Admission Fees + Dissertation Fees	Examination Fees to be paid separately as the case may be for appearing in the examinations

* Examination Fees will be notified from time to time by Examination Department.

A student failing to clear the examination within the period of 1 year shall have to pay a studentship renewal fee annually in order to continue studentship up to 3rd year as detailed below:

Sl. No.	Year	Course Fees	*Examination Fees
2	2nd Year (if continued after one year)	Studentship Renewal Fees	Examination Fees to be paid separately as the case may be for appearing in the examinations
3	3rd Year (if continued after one year)	Studentship Renewal Fees	

In order to appear in any examination within the stipulated time span of 3 years a student shall have to clear the respective **Course Fees, Admission Fees, Examination Fees along with the mandatory annual Studentship Renewal Fees.**

Amount of Course Fees and Admission Fees for different courses is available in:

- A. The pouch attached in the blurb of back side of this prospectus.
- B. NSOU website.

Studentship Renewal Fees, Examination Fees and Other Fees (if applicable) will be notified through website time to time by the University.

N.B.: Paying of Course Fees, Studentship Renewal Fees and Examination Fees (as the case may be) as mentioned above is/are mandatory to appear in the Term-End Examination.

9. Admission to PG Courses

Every year NSOU conduct an online admission process for July session, through which applicants, fulfilling the minimum eligibility criteria, can opt for PG course among thirteen different subjects from Arts, Science and Commerce as mentioned earlier.

9.1 Admission Process (Except Geography and Zoology)

Applicants seeking admission to PG courses (except Geography and Zoology) are advised to follow the below mentioned steps [**applicants are advised to go through the admission notification (for steps to be followed and general guideline) carefully, before filling up the admission form**]:

1. Fill-up and submit online application form along with recent scanned Passport Size photograph and Signature.
2. Take printout of the filled-in Application Form and Bank Challan (for payment through Bank Challan).
3. Attach photocopy of necessary supporting documents with the filled-in computer generated Application Form and report to selected Study Centre during its working hours to have it checked and verified by the Study Centre authority. After verification of documents Study Centre authority will put their official stamp in the filled-in Application Form.
4. Pay the course fees through online or offline method through Bank Challan.

* Examination Fess will be notified from time to time by Examination Department.

5. Visit our admission portal after getting SMS alert on registered mobile number to check the payment status and take printout of Payment Confirmation Receipt.
6. Visit Study Centre along with the computer generated **Application Form, Supporting Documents (Original and Photocopy), Payment Confirmation Receipt** and collect a copy of the **University Prospectus** from the Study Centre. **The prospectus contains a perforated enrollment form which is to be filled up by the applicant. This is required for generation of enrollment certificate.**

Submit the following documents to Study Centre:

1. Filled-in Online Application Form
2. Authenticated Photocopy of Supporting Documents
3. Payment Confirmation Receipt
4. Filled-in Perforated Enrollment Form (available in the prospectus)
5. Filled-in Perforated Annexure I and Annexure II (available in the prospectus)

The applicants are requested to keep a computer generated admission form signed and stamped by the person attending him/her in the Study Centre. This signed and stamped copy he/she may preserve as a proof of submission.

9.2 Admission Process for Geography and Zoology

Students seeking admission to the M.Sc. course with Geography & Zoology may go through the following steps:

1. Fill-up and submit online application form meant for Post Graduate Geography (PGGR) and Post Graduate Zoology (PGZO) courses.
2. Upload your recent scanned Passport Size photograph and Signature.
3. Pay the Application fees through online or offline method (through Bank Challan).
4. Visit our admission portal after getting SMS alert on registered mobile number to check the payment status and take printout of Payment Confirmation Receipt.

Please read the following important note:

Applicants for the courses of Post Graduate Geography and Zoology need not to go to the Study Centre for candidature verification. Candidature will be verified later on if called for counselling.

The merit lists and the waiting lists will be published in the University website on the basis of submitted online application. The stipulated date and details of the counselling process will be notified later in our official website: www.wbnsou.ac.in. At the time of counselling, the applicant needs to submit the computer-generated application form, payment confirmation receipt, attested copies of supporting documents, photographs and University copy of the challan obtained from the Bank or online payment receipt from payment gateway. She/he needs to bring all originals for verification failing which the candidature will be cancelled. After admission through counselling, the requisite admission fees are to be deposited by demand draft (details will be notified later). In these courses, where seats are limited, the admission will be made strictly on the basis of merit and following the reservation policy of the Government of West Bengal and of the University through counselling.

9.3. General Guideline

Incomplete and Late Applications: Submission of incomplete and late admission forms/ renewal / examination forms and enrollment forms furnishing false information or any type of tampering with form and in supporting document can be rejected forthwith without any intimation to the candidates. The candidates are, therefore, advised to fill the relevant columns carefully and enclose authenticated copies of all necessary certificates asked for, and submit the form on or before due date.

Simultaneous Registration: A student is permitted to take admission for only one Post Graduate (PG) Programme of NSOU during his/her tenure of enrollment in the University. Any violation of this rule will lead to cancellation of the candidature of the students concerned and in such cases no fees will be refunded. However, a student of the PG course can take simultaneous admission in one Diploma/ Certificate/ Training Programme of the University. But, in the event of any clash of dates arises in counselling and/or examinations schedule between the two programmes taken, the University will not be in a position to make any adjustments for its mitigation.

Change of Study Centre: Application for change of Study Centre after taking admission can be made together with a fee of Rs. 500/- (payable through DD drawn in favour of Netaji Subhas Open University payable at Kolkata). Such application will be considered under circumstances like change of place of service, shifting of family and change of marital status only with documentary evidence.

Application for change of Study Centre after admission in Post Graduate Geography and Zoology will not be entertained under any circumstances.

Selection of Special Paper: A student of PGMT (refer to page 11)/ PGBG (refer to page 14)/PGHI (refer to page 15)/ PGED (refer to page 17)/ MLIS (refer to page 20) have to exercise option for one special paper or two special papers as mentioned in the respective pages. Option have to be exercised mandatorily for MLIS special paper during online admission and for PGMT, PGBG, PGHI, PGED course it has to be provided during online renewal process.

Subject Change: Application for change of subject after admission in PG course will not be entertained under any circumstances. The candidates should, therefore, be very careful as regards the choice of course/subject of study before taking admission.

Cancellation of Candidature / Awarded Degree: If at any point of time during or after enrollment a student found to have furnishing false information, his/her candidature/studentship will be immediately cancelled and fees paid by the said student shall not be refunded. If furnishing of false information is detected even after award of degree, the said degree will be immediately cancelled.

Seat Reservation/ Marks Relaxation Policy: Seat Reservation/ Marks Relaxation policy for SC/ ST/ OBC-A/ OBC-B/ PC candidates are followed as per Government of West Bengal rules.

Discontinuation of Course: If the number of applicants in a particular course is below 20, the University will have the right to discontinue the course. The students enrolled in the course may get their fees refunded in such cases.

Option for Preparatory / Bridge Course: The University does not offer any Preparatory / Bridge Course for admission into Master's Degree Course.

Note: Course Fees, Admission Fees, Studentship Renewal Fees, Examination Fees once paid will not be refunded (for further refund policy visit our admission website).

10. Renewal Rules

The studentship of a candidate will be void if the candidate fails to renew his/her studentship by paying the course fees and or studentship renewal fees in due time as mentioned in

the Fees Structure. Every year the University opens its online renewal portal (www.wbnsouadmissions.com) for the PG students to enable them to renew their studentship.

N.B.:

- Paying of course fees, studentship renewal fees and examination fees as mentioned in the fees structure is mandatory to appear in the Term-End Examination.
- Students are advised to preserve all the payment receipt related to any fees submission, as and when notified by the University, for future reference.

11. Study Materials

An enrolled student can collect his/her SLMs from the respective Study Centres. An enrolled student can collect his/her SLM from the respective Study Centre by producing RECEIPT OF SLMs as and when issued by the University. Besides, a list of reference books for suggested reading will also be made available in the SLM. For few courses the softcopy of the SLMs are available in the NSOU website: www.wbnsou.ac.in. Students can download the softcopy. Efforts are being made to make library services available at University Campuses.

12. Medium of Instructions

The Self Instructional Materials (SLMs) for different courses are available either in English or in Bengali. A list is given below for available medium of SLMs for mentioned courses:

Course	Course Code	Paper wise SLM in Bengali	Paper wise SLM in English
Mathematics	PGMT	Not Available in Bengali	All Papers are Available in English Only
Geography	PGGR	Not Available in Bengali	All Papers are Available in English Only
Zoology	PGZO	Not Available in Bengali	All Papers are Available in English Only
Bengali	PGBG	All Papers are Available in Bengali	Not Applicable
English	PGEG	Not Applicable	All Papers are Available in English
English Language Teaching	PGELT	Not Applicable	All Papers are Available in English
History	PGHI	All Papers are Available in Bengali	Not Available in English
Political Science	PGPS	All Papers are Available in Bengali (Under New Syllabus)	All Papers are Available in English (Under New Syllabus)
Public Administration	PGPA	Not Available in Bengali	All Papers are Available in English
Education	PGED	Papers-II, IV, V, VI, VII, VIII(E2), VIII(E3) and VIII(E4)	Papers-I, III and VIII(E1)
Social Work (MSW)	PGSW	Papers-I to VI, Papers-IX to XI, Papers-XIII and XIV	Papers-I to VI, Papers-X to XIV
Library & Information Science	MLIS	Not Available in Bengali	All Papers are Available in English
Commerce (M.Com.)	PGCO	Not Available in Bengali	All Papers are Available in English

A student is free to write answers to home Assignments and in Term-End Examinations in Bengali / English. But, in such cases mixing of language that is some part in Bengali and some part in English is not acceptable.

N.B.: It may be noted that SLMs will be allotted to the prospective learners in either medium based on the availability of the same.

13. Methods of Instruction

The University makes use of several methods to provide maximum possible exposure of the students to the course-contents and to each instructional programme. To start with, printed SLMs/SIMs (Self Learning Materials/Self Instructional Materials) packages and contact programmes involving face-to-face interaction with academic counsellors are available. Eventually audio-materials, audio-visual presentations, teleconferences and occasional discussion sessions through Webcasted and FM channels may be introduced.

Personal Contact Programme (PCP): PCP schedules for PG courses are prepared by concerned School of Studies and circulated among the Study Centres as well as notified in the official website of the University well ahead of the schedule. PCPs are conducted at selected accredited Study Centres (known as PCP Centre) of this University from different regions of West Bengal. PCP sessions are generally scheduled on weekends/holidays, though, under special circumstances, special sessions may be arranged on weekdays with a notification in the University Website. Students are recommended to read their SLMs/SIMs thoroughly before participating in the PCP session to find it immensely useful. For each 100 marks of a theoretical paper there will be generally maximum 10 PCP sessions of 3 hours' duration each and for each 100 marks of a theoretical paper of science subjects there will be maximum 12 PCP sessions of 3 hours' duration each. During these sessions, teachers will help the students with their course work. Attendance at PCPs are optional for most Programmes, unless otherwise specified. PCPs are conducted in both the languages as per convenience.

Students attending PCP will have to make their own arrangements for boarding/lodging.

Practical Session: The PCP sessions for practical papers of PGZO & PGGR held mainly on the Sundays in the respective Study Centres. A master routine is uploaded in the University Website which include theory and practical papers for the full session.

Additional sessions for practical papers/ computer training are organised often with a notification in the University Website for PGZO, PGGR & PGMT. For PGMT, the computer training programme related to paper-4B is an integrated part of the syllabus and successful completion of their training programme is mandatory. Circular with details of venue and schedule for practical sessions is distributed to the respective Study Centre and also published in the official Website (www.wbnsou.ac.in) well ahead of the same.

Dissertation: The MSW and MLIS students shall have to prepare 3 (three) copies of Dissertation – one copy for student, one for Study Centre and one for the Examination Department. All MSW students are strictly instructed to bring the copy of Dissertation papers at time of Viva-Voce test or else they will not be allowed to appear in Viva-Voce. The students of MSW and MLIS are advised to follow the Students' Manual before preparation of their Dissertation Report.

MLIS students may contact the enlisted Guide/Supervisor at their respective Study Centre to carry out their Dissertation Work. **No Guide can supervise more than 5 (five) students in a particular year.**

Field Work: For PGGR, participation in the Field Work and submission of its report are compulsory for the completion of 2nd year syllabus. Therefore, a Field Work for the PGGR 2nd year students is conducted every year. The expenditure for the Field Work/ Excursion is to be borne by the students. Detailed notification of the Field Work is served to the respective Study Centres in due time.

The MSW students shall have to prepare 3 (three) copies of Field Work – one copy for student, one for Study Centre and one for the Examination Department. All MSW students are strictly instructed to carry along with them a copy of Field Work Report or else they will not be allowed to appear in Viva-Voce.

N.B.: For further information regarding Practical Sessions/Field Work/Dissertation/Viva-Voce the respective Department/School of Studies may be contacted.

14. Examination

University holds two Term-End Examinations – first year Examination at the end of the first year and second year Examination at the end of the second year. Examination fees and Centre fees will be announced before filling in forms for examination.

M.A./M.Sc./M.Com./MSW degree will be awarded on the basis of results of first year and second year examinations taken together. MLIS being a one-year programme the degree will be awarded on the basis of results of one Term-End Examination. Learners will have to pass in each and every paper, pass mark being 40%. Examination will be held at Kolkata and at such other Centres as may be decided by the University. Pass marks of PG laboratory subjects, both in theoretical and practical papers is 40%. A candidate is eligible to appear at the Term-End Examinations along with backlog (i.e. subjects 'not cleared').

NSOU always endeavours to adhere to the academic calendar for conducting examinations and publishing the results on top most priority. However, being an Open University the functions of NSOU depend a lot on the participation of the teachers and secretarial staff of the Study Centres which are located in the colleges affiliated to the other State Aided Universities of West Bengal. In case of some unlikely events functioning of the Study Centres may be affected which is beyond the control of NSOU. These may lead to deviations from the academic calendar under the existing system. Such unintentional deviations cannot be totally ruled out. In such cases NSOU will always strive to minimise such delays. Despite its best efforts, NSOU, however, cannot guarantee finalization of the results in some cases. In those cases pending finalization of the result of the last examination, before the commencement of the next examination, the students concerned may be advised to fill in the application form for examination within the scheduled date. But in case a student is found to have cleared the earlier examination after filling up of the application form for the next examination, the application shall be treated as cancelled.

15. Evaluation Method

In Open and Distance Learning (ODL) mode of education in case of theoretical papers the students would be subject to continuous evaluation in the form of Assignments. In compiling results **20% will come from the Assignment evaluation (A) and 80% from the performance in the Term-End Examination (B).**

For Practical papers in science subjects, continuous evaluation is done during Practical Counselling Session.

In case of Dissertation, Field Work Report and Viva-Voce for MSW and MLIS, 100% weightage is reserved for the Term-End Examination.

Continuous evaluation of theoretical papers is made on the basis of assignment which every student is required to submit before each Term-End Examination.

Term-End Examinations are held at the end of every year. Students who intend to appear at a Term-End Examination are required to fill in application forms as per notification issued by the Examination Department of the University (134/1, Meghnad Saha Sarani, Kolkata-700 029) from time to time.

The student who fails to appear in a particular Term-End Examination may avail himself / herself in the subsequent once to clear a backlog.

It is also noteworthy that the marks obtained in each paper would be a summation of Assignment Marks (A) and Term-End Examination Marks (B) recalculated in 20% and 80% weightages respectively. Rounding of marks (obtained out of 100), following the usual procedure, is allowed only paper-wise – while calculating the 'Marks Obtained' (A+B) for each individual paper, as narrated in the Mark Sheet.

16. Evaluation Process

The evaluation of each subject will be made in two ways:

a) Assignment / Internal Assessment:

Assignments have a very important role to play in the teaching-learning process in distance education. There may be long spatial distance between a learner and distance education institution which is bridged by sending assignments to the learners and requiring them to reply the questions therein. The learners answer the assignment questions and send back which are then evaluated by the evaluators/ academic counsellors/distance teachers. The assignment responses reflect what the learners have understood and learnt. The assignments are then returned to the learners with the comments/remarks of the evaluator so that the assignment answers may serve the purpose of providing feedback to the learners and inform them their strengths and weaknesses. These comments carry the meaningful and constructive suggestions of the evaluator which further form the bases of successful learning. Thus, the assignments serve the purpose of two-way communication between the learner and evaluator/ academic counsellors/distance teacher despite physical distances between the two.

Students will be required to submit assignment papers for each subject and the credit obtained on evaluation of those assignment papers will be entered into his/her individual record of performance. This will constitute 20% of the total credit points in the subjects. All the credit points secured by the students will be progressively entered into record.

Every student is required to submit the assignment papers before each Term-End Examination which is due at the end of each year. But in no case a student shall be allowed to fill in the Application Form to sit for the examination if he/she has not submitted assignment paper within the due date as announced by the Examination Department of the University from time to time. Students are required to take back the copy of the evaluated assignment papers from their respective Study Centre.

NSOU Website: You may also access all relevant information and assignments from the

University Website at www.wbnsou.ac.in.

Learners are advised to keep the following in mind:

For your own record retain a copy of all assignment responses which you submitted at your Study Centre. Also the assignments are not subject to re-evaluation except for factual errors, if any, committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre, so that the correct score is forwarded by him/her to the Controller of Examinations. Once the assignment marks are received by the Department of Controller of Examinations, no further change in assignment marks will be allowed.

b) Term-End Examinations:

80% of the total credit points of the subjects would be reserved for Term-End Examination scheduled to be held at the end of each year.

c) Practical Examinations/ Dissertation/ Viva-Voce:

For detailed information regarding Practical Sessions/ Dissertation/ Viva-Voce the respective Department/ School of Studies may be contacted.

GRADATION:

Marks Obtained	Class	Grade
70% and above	1st Class	A+
60% to below 70%	1st Class	A
55% to below 60%	2nd Class	B+
45% to below 55%	2nd Class	B
40% to below 45%	2nd Class	C

Minimum qualifying marks in each subject is 40% of the grand total of marks in that subject (Term-End Examination Marks + Total Assignment Marks).

17. Degrees and Recognition

After successful completion of the programme the students will get M.A./ M.Com./M.Sc./ MSW/MLIS degree awarded on the basis of performance of the students in the Assignments and the Term-End Examinations.

Recognized by:

- ✓ University Grants Commission (UGC) u/s 2(f) vide letter No.F.9-2-97 (CPP-I) dated 26 August, 1998.
- ✓ Distance Education Council (DEC) vide letter No.f:DEC/OU/Recog/2008 dated 8 April,2008 and thereafter UGC-DEB.
- ✓ Govt. of West Bengal vide letter No.316-SE(Appt.) dated 21 March 2000 and 501-SE(A)/ 10M-51/99 dated 15 May 2000.
- ✓ UGC-DEB for offering programmes through Distance Mode for 2016-17 and 2017-18 vide F.No. 12-3/2016 (DEB-I)/355 dated 6 July 2016.

The University's Degrees/Diplomas/Certificates are recognised by all the members of the Association of Indian University's (AIU) vide Circular No. EV/II(499)/94/176915-177115 dated January 14, 1994 and at per with the Degrees/Diplomas/Certificates of all Indian Universities

/Deemed Universities vide Circular No.: F1-25/03(CPP-II) dated July 28, 1993 and F.1-52/2000(CPP-II) dated May 05, 2004.

The Department of Education, Ministry of Human Resources and 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 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 post and services 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 Netaji Subhas Open University's M.A./M.Com./M.Sc./MSW/MLIS degrees which is equivalent to any such degree awarded by a recognized University of the country. Government of West Bengal, CSC, PSC, UPSC, RRB etc. recognize the degrees awarded by the University as equivalent to the degrees awarded by conventional Universities for the purpose of recruitment. Other State Universities recognize the degrees of Open University.

Note: Updated recognition letters of UGC-DEB and list for approved courses by UGC-DEB are available in our official Website (www.wbnsou.ac.in).

18. General Guideline of Examination System

I. Examination System:

The structure of the syllabus is delineated in year-wise. However, at present the Term-End Examination (TEE) are being held on completion of a year. The yearly TEE results are shown in the Progress Report. However, the final result published after clearing of all this papers will be given in the Mark Sheet.

II. Review System:

The University has no formal review system for PG courses. As such, it takes all possible precautions at every step of examination/evaluation/publication of results, so that no student may feel affected.

III. Change of Examination Schedule:

As such the scheduled date of Examinations will not be changed (even to accommodate any other/public examinations). However, in any unavoidable circumstances the date of Examination may be changed and in such cases the decision of the University will be final.

IV. Examination Centre:

Examination may be conducted at Regional Centre of NSOU or at any Government Affiliated Institution. However, decision of the University in this regard is final.

V. Examination Day:

University can fix up the examination date either on weekends or on working days. However, decision of the University in this regard is final.

VI. Cleared/Pass:

A student who has cleared a paper in an examination shall not be permitted to reappear in that paper in subsequent examinations. A student who has successfully completed a course he/she has registered for, shall not be permitted to reappear in that course.

VII. Irregular appearance:

If a student appears in examination without valid Admit Card issued by Controller's office or without Roll No. his/her appearance in examination will be treated as irregular and his/her answer script will not be evaluated.

VIII. Availability of Answer Script:

Written assessed answer script for all University Examinations shall not be preserved by the University beyond three months from the respective dates of publication of results.

For any other information related to examinations, the NSOU Website and/or the Examination Department of the University may be visited or contacted.

19. Study Centre

The University provides various student-support services through a network of Study Centres. A list of Study Centres along with the subjects offered is enclosed. 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 to be monitored by the Governing Body through the Principal of the College, and assisted by the staff of his office. It provides all information including prospectus and application forms for enrollment. 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.

Study Centres distribute the home assignment papers received from the University and arrange for their evaluation.

Prospectus, SLMs/SIMs, Assignments, Information etc. are not issued by the Headquarters to the students directly. Students should contact the Study Centres for all their requirements. 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.

19.1. List of Study Centres along with approved PG Courses

Sl. No.	Name of the Study Centre	Code No.	Address	Courses on Offer
1	Dum Dum Motijheel College	A-01	419 Dum Dum Cossipore Road Kolkata 700074 Opposite Dum Dum Motijheel Rabindra Mahavidyalaya, Phone No- 2579-4053	PGBG, PGEG, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
2	Basanti Devi College	A-02	147B, Rashbehari Avenue Kolkata—700029, Phone No- 2465-1345	PGBG, PGEG, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
3	Gurudas College	A-03	Narkeldanga Kolkata—700054, Phone No- 23537450	PGBG, PGEG, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
4	Maharaja Manindra Ch. College	A-04	20, Ramkanto Bose Street Kolkata—700003, Phone No- 2543-9331	PGBG, PGEG, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
5	Goenka College	A-05	210 B.B. Ganguly Street Kolkata—700012, Phone No- 24904038	PGBG, PGEG, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
6	Surendranath Evening College	A-06	24/2, Mahatma Gandhi Road Kolkata-700009, Phone No- 2665-0176	PGBG, PGEG, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
7	Victoria Institution (College)	A-07	78/ B, A.P.C. Road Kolkata—700009, Phone No- 23604451	PGBG, PGEG, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
8	Shibpur Dinabandhu College	A-08	412/1, G.T.Road (South) Howrah—711102, Phone No- 26881789	PGBG, PGEG, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
9	Gurudas College of Commerce	A-10	33C/1, BiplabiBarin Ghosh Sarani Kolkata—700067, Phone No- 23565001	PGBG, PGEG, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
10	Bankura Christian College	B-01	Pratap Bagan (North) P.O.& Dist. Bankura –72210, Phone No- (03242)259724	PGBG, PGEG, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
11	Raja Narendra Lal Khan Women's College	B-03	P.O. & Dist.Midnapore (Paschim) Pin.721101, Phone No- 03222-265317	PGBG, PGEG, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT, PGZO, PGGR

Sl. No.	Name of the Study Centre	Code No.	Address	Courses on Offer
12	Tramralipta Mahavidyalaya	B-04	P.O.- Tamluk, Dist. PurbaMidnapore, Pin—721636, Phone No- 03228266054	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
13	Fakir Chand College	B-05	P.O. Diamond Harbour Dist-South 24 Parganas Pin—743331, Phone No-(03174) 258401	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
14	Haldia Govt. College	B-06	P.O. Debhog, Dist- Purba Midnapore PIN-721657 Phone No- 03224-255058	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
15	Nistarini College	B-07	Deshbandhu Road, P.O. & Dist.Purulia Pin—723101, Phone No- 03252229880	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGCO, PGSW, MLIS, PGMT
16	Behala College Study Centre	B-08	Parnasree, Behala, Kolkata—700060 Phone No- 2445-9248	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
17	Sonarpur College	B-09	Sahid Biswanath Sarani, P.O. Rajpur Dist. South 24 Parganas, Kolkata-700149 Phone No- 2434-4952	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
18	Hiralal Mazumdar Memorial College for Women	B-10	Dakshineswar, Kolkata, Dist. 24 Pgs (N) Pin—700035, Phone No- 2544-0932	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
19	Burdwan Raj College	C-01	Aftab House, P.O. & Dist.Burdwan Pin—713104, Phone No- 0342-255-9174	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
20	Banwarilal Bhalotia College	C-02	Bir Ram Mohon Banerjee Road P.O.-Asansol, Dist. Burdwan Pin—713301, Phone No- 0341-2201208	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
21	Suri Vidyasagar College	C-03	P.O. Suri, Dist-Birbhum Pin-731101, Phone No- 03462-255504	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
22	Nabagram Hiralal Paul College	C-04	P.O. Nabagram, Dist—Hooghly; Pin—712246, Phone No- 26731442	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
23	Chandernagore Govt. College	C-05	Strand Road, Barabazar P.O. Chandernagore, Dist. Hooghly, Pin—712136, Phone No- 26850616	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT, PGZO, PGGR
24	Netaji Mahavidyalaya	C-06	P.O. Arambag, Dist. Hooghly Pin—712601, Phone No- 03211-257162	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT

Sl. No.	Name of the Study Centre	Code No.	Address	Courses on Offer
25	Acharya Prafulla Chandra College	C-07	P.O. New Barrackpour, Pin. 743276, Dist. 24 Pgs (N), Phone No- 2537-4831	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
26	Bijoy Krishna Girls College	C-08	Howrah, 5/3, Mahatma Gandhi Road, Pin-711101, Phone No- 24604729	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
27	Baruipur College	C-09	P.O. Purandarmant, Dist. 24 Parganas (South), P.S. Baruipur, Pin.- 743610 Phone No- 2433-9566	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
28	Tarakeswar Degree College	C-10	P.O. Tarakeswar, Dist. Hooghly Pin. 712410, Phone No- 03212-279628	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
29	Krishnanagar Govt. College	D-01	P.O. Krishnagar, Dist. Nadia, Pin—741101 Phone No- 03472-251020	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
30	Barasat Govt. College	D-02	P.O. Barasat, Dist. North 24 Parganas – 700124, Phone No- 25624525	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
31	Sree Chaitanya College	D-03	P.O. Habra Prafulla-Nagar, Dist. North24 Parganas, Pin--743268 Phone No-(03216) 239556	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
32	Mahadevananda Mahavidyalaya	D-04	Monirampur, P.O. Barackpur-743101 Dist. North 24 Parganas Phone No- 25920577	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
33	Karimpur Pannadevi College	D-05	P.O.-Karimpur, Dist-Nadia Pin—741152, Phone No- 03471-257805	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
34	Chakdaha College	D-06	P.O. Chakdaha –741222 Dist. Nadia, Phone No- 03473-242934	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
35	Sudhiranjan Lahiri Mahavidyalaya	D-07	Majdia, Dist. Nadia—741507 Phone No- 03472-275477	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
36	Egra S.S.B. College	D-08	P.O. Egra, Pin—721429, Dist. Purba Midnapur Phone No- 03220-244073	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
37	Ghatal Rabindra Satabarsiki Mahavidyalaya	D-09	P.O. Ghatal, Dist. Paschim Midnapore Pin. 721212, Phone No-03225- 255015	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
38	Bolpur College	D-10	College Road ,Bolpur Dist. Birbhum, Pin. 731204 Phone No- 03463-254935	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT

Sl. No.	Name of the Study Centre	Code No.	Address	Courses on Offer
39	Balurghat College	E-01	P.O. Balurghat, Dist. Dakshin Dinajpur, Pin-733101 Phone No- 03522-271821	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
40	Malda College	E-03	P.O. & Dist.Malda Pin-732101, Phone No- 03512-221545	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
41	Krishnath College	E-04	P.O.- Berhampur, Dist. Mursidabad, Pin—74210, Phone No- 03482-252069	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
42	Vivekananda College for Women	E-05	Barisha , Kolkata-700008 Dist. 24 Pgs (S), Phone No- 2445-5044	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
43	Sarojini Naidu College	E-06	30, Jessore Road, Kolkata-700028 Dist. 24 Pgs (N), Phone No- 2559-2583	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT, PGGR
44	Kidderpore College	E-07	2, Pitamber Sircar Lane Kidderpore, Kolkata-23 Phone No- 2642-6645	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
45	Sammilani Mahavidyalaya	E-08	Baghajatin, E.M. By Pass, Kolkata-700094 Phone No- 2462-6869	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
46	Dr. Kanailal Bhattacharya College	E-09	Dharmatala, Ramrajatala, Santragachi, Howrah-711104, Phone No- 2627-2490	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
47	Bhairab Ganguly College	E-10	Belgharia, Kolkata-700056 Dist. 24 Pgs (N), Phone No- 2553-2280	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
48	Siliguri College	F-01	P.O. Siliguri, Dist. Darjeeling—734401 Phone No- 0353-2538420	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
49	Ananda Chandra College	F-02	P.O. & Dist.Jalpaiguri—735101 Phone No- (03561) 255599	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
50	Coochbehar College	F-03	P.O. Coochbehar, Dist. Coochbehar, Pin—73610, Phone No- 03582-256715	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
51	Gobardanga Hindu College	F-04	Po-Khantura, Dt-24 PGS. (N) Pin-743273, Phone No- (03216)249210	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
52	Panskura Banamali College	F-05	Po-Panskura, Dt-PurbaMidnapore Phone No- 03228-252131	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT

Sl. No.	Name of the Study Centre	Code No.	Address	Courses on Offer
53	Sunderban Mahavidyalaya	F-06	Po-Kakdwip, Dt-24 PGS(S) Phone No- 03210-255057	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
54	Manbhum Mahavidyalaya	F-07	Vir Ganganarayan Road Po-Manbazar, Dist-Purulia Phone No- 03253 –255759	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
55	Rampurhat College	F-08	Rampurhat, Dist. Birbhum Pin-731224, Phone No- 03461-255018	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
56	Prabhu Jagat Bandhu College	F-09	Jhorehat, Po-Andul-Mouri Howrah, Pin-711302, Phone No- 2669-0221	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
57	Gour Mohan Sachin Mondal Mahavidyalaya	F-10	Po- Bireswarpur, Dist-24 PGS (South) Pin-743336, Phone No- 033-24051316	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
58	Chanchal College	G-01	Po-Chanchal, Dist-Malda Pin-732123, Phone No- 03513-252261	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
59	Garhbeta College	G-02	P.O.-Garhbeta, Dist.-PaschimMedinipur Phone No- 03227-267520	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
60	Chandrakona Vidyasagar Mahavidyalaya	G-03	Chandrakona, PaschimMedinipur, Pin.-721201 Phone No- 03225-266294	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
61	Santipur College	G-04	P.O.-Santipur, Dist.-Nadia Pin.-741404, Phone No- 2582-6443	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
62	Mankar College	G-05	Mankar, Dist. Burdwan Pin.-713144, Phone No- (0343)2517269	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
63	Katwa College	G-06	P.O.-Katwa, Dist.-Burdwan, Pin.-713130 Phone No-03453-257653	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
64	Joypur Panchann Roy College	G-07	P.O.-Jaypur-Fakirdas, Dist.Howrah, Pin.-711401, Phone No- 03214-234130	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
65	Lalibaba College	G-08	117,G.T.Road, Belur Math, Dist. Howrah, Phone No- 2654-8447	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
66	Bagnan College	G-09	P.O.-Bagnan, Dist. Howrah Phone No- 03214 272392	PGBG, PGEg, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT

Sl. No.	Name of the Study Centre	Code No.	Address	Courses on Offer
67	Tangrakhali Bankim Sardar College	G-10	P.O.- Tangrakhali, Dist.-24-Pgs.(S), Pin.-743329 Ph.- 0321257279	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
68	Dhruba Chand Halder College	H-01	P.O.-DakshinBarasat, Dist.-24-Pgs.(S) Phone No- 03218-222550	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
69	Taki Govt. College	H-02	P.O.-Taki, Dist.-24-Pgs.(N) Pin.-743429 Phone No- 03217-234754	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
70	Raja Peary Mohan College	H-03	Uttarpara, Dist. Hooghly Phone No- 26634155	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT, PGZO
71	Derozio Memorial College	H-04	Rajarhat Road, P.o- Gopalnagar, Dist-24 Pgs (N), Kolkata-700136, Phone No- 25731040	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
72	Belda College	H-05	Belda, Station- Contai Road Dist- PaschimMedinipore Pin-721424 Phone No- 03229-255037	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
73	Kharagpur College	H-06	P.O. Inda, Kharagpur Dist. Paschim Medinipur-721305 Phone No- 03222-225958	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
74	Nahata J.M.S. Mahavidyalaya	H-07	P.O- Nahata, Ps- Gopalnagar Dist-24 Pgs (N) Phone No- 03215-253267	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
75	Sripat Singh College	H-09	P.O- Jiagan, Dist- Murshidabad Pin-742123 Phone No- 03483-255351	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
76	South Calcutta Girl's College	H-10	72, Sarat Bose Road, Kolkata-700025 Phone No- 24863654	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
77	Dinabandhu Mahavidyalaya	I-02	Bongaon, Dist- 24 Pgs(N) Pin-743235 Ph- 03215-255044	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
78	Vivekananda Mission Mahavidyalaya	I-03	Viveknagar; P.O-Chaitanyapur Haldia; Dist-PurbaMedinipur Pin-721645 Phone No (03224) 205636	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
79	Dumkal College	I-04	Basantapur, P.O- Basantapur P.S-Dumkal; Dist- Murshidabad Pin-742406 Phone No- 03481230770	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
80	Nagar College	I-05	Vill +Po- Nagar, Dist- Murshidabad Phone No- 03484-279614	PGBG, PEGE, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT

Sl. No.	Name of the Study Centre	Code No.	Address	Courses on Offer
81	Durgapur Govt. College	I-06	J.N. Avenue, Durgapur- 713214 Phone No- 0343-2500003	PGBG, PGEG, PGHI, PGPS, PGPA, PGSW, PGCO, PGMT, PGZO
82	Women's College	I-07	P-29, Kshirode Vidyavenoda Avenue Kolkata-700003, Phone No- 2554-4540	PGBG, PGEG, PGHI, PGED, PGSW, MLIS
83	Kalna College	I-08	Po-Kalna, Dist- Burdwan, Pin-713409 Phone No- 03454-255983	PGBG, PGEG, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
84	Bidhan Nagar Govt. College	I-09	EB-2, Salt lake City, Kolkata – 64 Phone No- 03374761/82	PGZO
85	Mahishadal Girls' College	J-01	Vill- Rangibasan, P.O. – Mahishadal PurbaMedinipur, Pin-721628 Phone No- 03224-240520	PGBG, PGEG, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
86	Uluberia College	J-02	Uluberia, Howrah, Pin-711315 Phone No- 24185882	PGBG, PGEG, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
87	Bhangar Mahavidyalaya	J-03	Vill& P.O- Bhangar, Dist- 24 Parganas (South), Phone No- 03218-271975	PGBG, PGEG, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
88	Sree Gopal Banerjee College	J-04	Bagati, Magra Hooghly-712148 Phone No- 26844172	PGBG, PGEG, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
89	Women's Christian College	J-05	6, Greek Church Row Kolkata-26 Phone No- 2464334	PGBG, PGEG, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
90	Al-Ameen Memorial Minority College	J-06	Jogibattala, Baruipur Kolkata-700145 Ph- 32025521	PGBG, PGEG, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT
91	Syamaprasad College	J-07	92.Syamaprasad Mukherjee Road, Kolkata-700026	PGBG, PGEG, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, MLIS, PGMT, PGGR
92	Sitalkuchi College	J-08	P.O-Sitalkuchi; Dist-Coochbehar	PGBG, PGEG, PGHI, PGPS, PGPA, PGSW
93	Ramananda College	J-09	Bishnupur, Bankura Pin-722122 Phone- 03244-256786	PGBG, PGEG, PGHI, PGPS, PGPA, PGED, PGCO, MLIS, PGMT
94	Jhargram Raj College Girl's Wing	J-10	Jhargram, Dist- Paschim Medinipur Pin-721507	PGBG, PGEG, PGHI, PGMT
95	Savitri Girl's College	K-01	13, Mukhtaram Babu Street Kolkata-700007	PGBG, PGEG, PGHI, PGPS, PGPA, PGED, PGSW, PGCO, PGMT
96	Maharaja Nanda Kumar Mahavidyalaya	K-02	Bhabanipur, Kalyanchak Purba Medinipur, West Bengal Pin-721632	PGBG, PGEG, PGHI, PGPS, PGPA, PGED, PGSW, PGMT

Sl. No.	Name of the Study Centre	Code No.	Address	Courses on Offer
97	Nani Bhattacharya Smarak Mahavidyalaya	K-03	Jaigaon-736182; Alipurduar; West Bengal	PGBG, PGEG, PGHI, PGPS, PGSW, MLIS, PGMT
98	Alipurduar Mahila Mahavidyalaya	K-04	Lohar Pool, New Town, P.O-Alipurduar West Bengal, Pin-736121	PGBG, PGEG, PGELT, PGHI, PGPS, PGAP, PGED, PGSW, PGMT, MLIS
99	Ramananda Centenary College	K-05	P.O-Laulara, Dist-Purulia, Pin-723151	PGBG, PGEG, PGELT, PGHI, PGPS, PGED, PGSW, PGMT, MLIS,
100	Birpara College	K-06	Dist-Alipurduar, Pin-735204	PGBG, PGEG, PGHI, PGPS, PGED, PGSW, PGCO, MLIS
101	Nakshalbari College	K-07	P.O-Nakshalbari, Dist-Darjeeling, Pin-734429	PGBG, PGEG, PGELT, PGHI, PGPS, PGPA, PGED, PGSW, MLIS
102	APC Roy Govt. College	K-08	Himachal Bihar, Matigara, Siliguri, 734010	PGBG, PGEG, PGPS, PGSW
103	S. R. Fatepuria College	K-09	Beldanga, Murshidabad, 742133	PGBG, PGEG, PGHI, PGPS, PGED, PGSW, MLIS, PGMT
104	Government General Degree College at Kalna-I	K-10	Vill-Muragacha, Post-Medhgachi, Dist-Burdwan, Pin-713405	PGBG, PGEG, PGHI, PGPS, PGPA, PGED, PGSW, PGELT, PGMT, MLIS
105	P.R Thakur Govt. College	L-01	P.O.-Thakurnagar, PS-Gaighata, North 24 Pgs, Pin-743287	PGBG, PGEG, PGHI, PGPS, PGPA, PGED, PGSW, PGELT, MLIS, PGMT
106	Budge Budge College	L-02	7, Deshbandhu Chittaranjan Road Budge Budge, 24 PGS (S) Kolkata-700137	PGBG, PGEG, PGHI, PGPS, PGPA, PGED, PGSW, PGELT, PGCO
107	Muragachha Government College	L-03	Vill+P.O.-Muragachha P.S.-Nakashipara, Dist-Nadia Pin-741154	PGBG, PGEG, PGHI, PGPS, PGPA, PGED, PGSW, PGELT, PGCO, MLIS, PGMT
108	Sadhan Chandra Mahavidyalaya	L-04	Vill.-Harindanga, P.O.-Chaberia P.S.-Falta, Dist.-24 PGS (S) Pin-743504	PGBG, PGEG, PGHI, PGPS, PGPA, PGED, PGSW, MLIS
109	Balagarh Bijoy Krishna Mahavidyalaya	L-05	P.O-Balagarh, Dist.-Hooghly, Pin-712501	PGBG, PGEG, PGHI, PGPS, PGPA, PGED, PGSW, MLIS
110	Mrinalini Datta Mahavidyapith	L-06	Vidyapith Road, Birati, Kolkata-700051	PGBG, PGEG, PGHI, PGPS, PGED, PGSW, MLIS, PGCO, PGMT
111	Trivenidevi Bhalotia College	L-07	Raniganj, Dist-Burdwan, Pin-713347	PGBG, PGEG, PGHI, PGPS, PGPA, PGED, PGSW, MLIS, PGCO, PGMT

Sl. No.	Name of the Study Centre	Code No.	Address	Courses on Offer
112	S.B.S. Government College	L-08	Vill.–Raynagar P.O.–Hili, Dist.–Dakshin Dinajpur, PIN-733126	PGBG, PGEG, PGHI, PGED, PGSW
113	Maynaguri College	L-09	P.O.–Maynaguri, Dist.– Jalpaiguri, PIN-735224 Ph: 03561-234298	PGBG, PGEG, PGHI, PGPS, PGED, PGSW, MLIS
114	Parimal Mitra Smriti Mahavidyalaya	L-10	P.O.–Mal, Dist.–Jalpaiguri, PIN-735221	PGBG, PGEG, PGHI, PGPS, PGSW, MLIS
115	Tufanganj Mahavidyalaya	M-01	P.O.–Tufanganj Newtown, Dist.–Coochbehar PIN–736160	PGBG, PGEG, PGHI, PGPS, PGSW, MLIS
116	Michael Madhusudan Memorial College	M-02	Kabi Guru Sarani, City Centre, Durgapur, Dist–Burdwan PIN–713216	PGBG, PGEG, PGHI, PGPS, PGSW, MLIS PGED, PGCO, PGMT

N.B.: PG Geography (PGGR) and PG Zoology (PGZO) courses are available in the highlighted Study Centres.

19.2. District wise List of Study Centres

Sl. No.	District	Code No.	Name of the Study Centre
1	24 Parganas (N)	(C-07)	Acharya Prafulla Chandra College
2	24 Parganas (N)	(D-02)	Barasat Govt. College
3	24 Parganas (N)	(D-04)	Mahadevananda Mahavidyalaya
4	24 Parganas (N)	(F-04)	Gobardanga Hindu College
5	24 Parganas (N)	(H-02)	Taki Govt. College
6	24 Parganas (N)	(H-04)	Derozio Memorial College
7	24 Parganas (N)	(H-07)	Nahata Jogendra Mondal Smriti Mahavidyalaya
8	24 Parganas (N)	(H-08)	Basirhat College
9	24 Parganas (N)	(I-02)	Dinabandhu Mahavidyalaya
10	24 Parganas (N)	(D-03)	Sree Chaitanya College
11	24 Parganas (N)	(A-01)	Dum Dum Motijheel College
12	24 Parganas (N)	(L-01)	P.R. Thakur Govt. College
13	24 Parganas (S)	(B-05)	Fakir Chand College Study Centre
14	24 Parganas (S)	(B-09)	Sonarpur College
15	24 Parganas (S)	(C-09)	Baruipur College

Sl. No.	District	Code No.	Name of the Study Centre
16	24 Parganas (S)	(F-06)	Sunderban Mahavidyalaya
17	24 Parganas (S)	(F-10)	Gour Mohan Sachin Mondal Mahavidyalaya
18	24 Parganas (S)	(G-10)	Tangrakhali Bankim Sardar College
19	24 Parganas (S)	(H-01)	Dhruba Chand Halder College
20	24 Parganas (S)	(J-03)	Bhangar Mahavidyalaya
21	24 Parganas (S)	(L-04)	Sadhan Chandra Mahavidyalaya
22	Bankura	(B-01)	Bankura Christian College
23	Bankura	(J-09)	Ramananda College
24	Birbhum	(C-03)	Suri Vidyasagar College
25	Birbhum	(D-10)	Bolpur College
26	Birbhum	(F-08)	Rampurhat College
27	Burdwan	(C-01)	Burdwan Raj College
28	Burdwan	(C-02)	Banwarilal Bhalotia College
29	Burdwan	(G-05)	Mankar College
30	Burdwan	(G-06)	Katwa College
31	Burdwan	(I-08)	Kalna College
32	Burdwan	(I-06)	Durgapur Govt. College
33	Burdwan	(K-10)	Government General Degree College, Kalna -I
34	Burdwan	(L-07)	Trivenidevi Bhalotia College
35	Burdwan	(M-02)	Michael Madhusudan Memorial College
36	Coochbehar	(J-08)	Sital Kuchi College
37	Coochbehar	(F-03)	Coochbehar College
38	Coochbehar	(M-01)	Tufanganj Mahavidyalaya
39	Dakshin Dinajpur	(E-01)	Balurghat College
40	Dakshin Dinajpur	(L-08)	S.B.S. Government College
41	Hooghly	(C-04)	Nabagram Hiralal Paul College
42	Hooghly	(C-05)	Chandernagore Govt. College
43	Hooghly	(C-06)	Netaji Mahavidyalaya
44	Hooghly	(C-10)	Tarakeswar Deegree College
45	Hooghly	(H-03)	Raja Peary Mohan College
46	Hooghly	(J-04)	Sree Gopal Banerjee College
47	Hooghly	(L-05)	Balagarh Bijoy Krishna Mahavidyalaya
48	Howrah	(A-08)	Shibpur Dinabandhu College

Sl. No.	District	Code No.	Name of the Study Centre
49	Howrah	(C-08)	Bijoy Krishna Girls College
50	Howrah	(E-09)	Dr. Kanailal Bhattacharya College
51	Howrah	(F-09)	Prabhu Jagat Bandhu
52	Howrah	(G-07)	Joypur P.Roy College
53	Howrah	(G-08)	Lalibaba College
54	Howrah	(G-09)	Bagnan College
55	Howrah	(J-02)	Uluberia College
56	Jalpaiguri	(F-02)	Ananda Chandra College
57	Jalpaiguri	(L-09)	Maynaguri College
58	Jalpaiguri	(L-10)	Parimal Mitra Smriti Mahavidyalaya
59	Kolkata	(A-02)	Basanti Devi College
60	Kolkata	(A-03)	Gurudas College
61	Kolkata	(A-04)	Maharaja Manindra Ch. College
62	Kolkata	(A-05)	Goenka College
63	Kolkata	(A-06)	Surendranath Evening College
64	Kolkata	(A-07)	Victoria Institution (College)
65	Kolkata	(A-10)	Gurudas College of Commerce
66	Kolkata	(B-08)	Behala College
67	Kolkata	(B-10)	Hiralal Mazumdar Memorial College
68	Kolkata	(E-05)	Vivekananda College for Women
69	Kolkata	(E-06)	Sarojini Naidu College
70	Kolkata	(E-07)	Kidderpore College
71	Kolkata	(E-08)	Sammilani Mahavidyalaya
72	Kolkata	(E-10)	Bhairab Ganguly College
73	Kolkata	(H-10)	South Calcutta Girl's College
74	Kolkata	(I-07)	Women's College
75	Kolkata	(I-09)	Bidhan Nagar Govt. College
76	Kolkata	(L-02)	Budge Budge College
77	Kolkata	(J-05)	Women's Christian College
78	Kolkata	(J-06)	Al-Ameen Memorial Minority College
79	Kolkata	(J-07)	Shamaprasad College
80	Kolkata	(L-06)	Mrinalini Datta Mahavidyapith
81	Malda	(E-03)	Malda College
82	Malda	(G-01)	Chanchal College

Sl. No.	District	Code No.	Name of the Study Centre
83	Murshidabad	(E-04)	Krishnath College
84	Murshidabad	(H-09)	Sripat Singh College
85	Murshidabad	(I-04)	Dumkol College
86	Murshidabad	(I-05)	Nagar College
87	Murshidabad	(K-09)	S. R. Fatepuria College
88	Nadia	(D-01)	Krishnanagar Govt. College
89	Nadia	(D-05)	Karimpur Pannadevi College
90	Nadia	(D-06)	Chakdaha College
91	Nadia	(D-07)	Sudhiranjan Lahiri Mahavidyalaya
92	Nadia	(G-04)	Santipur College
93	Nadia	(L-03)	Muragacha Govt. College
94	Paschim Medinipur	(B-03)	Raja Narendra Lal Khan Women's College
95	Paschim Medinipur	(D-09)	Ghatal Rabindra Satabarsiki Mahavidyalaya
96	Paschim Medinipur	(G-02)	Garhbeta College
97	Paschim Medinipur	(G-03)	Chandrakona Vidyasagar Mahavidyalaya
99	Paschim Medinipur	(H-05)	Belda College
90	Paschim Medinipur	(H-06)	Kharagpur College
100	Paschim Medinipur	(J-10)	Jhargram Raj College Girl's Wing
101	Purba Medinipur	(B-04)	Tramralipta Mahavidyalaya
102	Purba Medinipur	(B-06)	Haldia Govt. College
103	Purba Medinipur	(D-08)	Egra S.S.B. College
104	Purba Medinipur	(F-05)	Panskura Banamali College
105	Purba Medinipur	(I-03)	Vivekananda Mission Mahavidyalaya
106	Purba Medinipur	(J-01)	Mahishadal Girls' College
107	Purba Medinipur	(K-02)	Maharaja Nanda Kumar Mahavidyalaya
108	Purulia	(B-07)	Nistarini College Study Centre
109	Purulia	(F-07)	Manbhum Mahavidyalaya
110	Purulia	(K-05)	Ramananda Centenary College
111	Darjeeling	(F-01)	Siliguri College
112	Darjeeling	(K-07)	Nakshalbari College
113	Darjeeling	(K-08)	APC Roy Govt. College
114	Alipurduar	(K-03)	Nani Bhattacharya Smarak Smriti Mahavidyalaya
115	Alipurduar	(K-04)	Alipurduar Mahila Mahavidyalaya
116	Alipurduar	(K-06)	Birpara College

20. Student Support Service

The main focus of academic and administrative structure of this University is to make the system more learner friendly by the time. Beginning from pre-admission stage till certification stage, the learners receive continuous academic and other support in various forms.

- ✓ Pre-admission counselling at Headquarters, Regional Centre and Study Centres.
- ✓ Teaching support in the form of PCP (Personal Contact Programme), academic counselling at Study Centres.
- ✓ Conduct of practical sessions under the supervision of experts for programmes having practical component at selected Centres.
- ✓ Conduct of workshops/excursion/extended contact programmes depending on specific course requirements.
- ✓ Continuous evaluation and feedback.
- ✓ Library facility.
- ✓ Conduct of examination at selected Study Centres and Regional Centre.

21. Whom to Contact

21.1 School of Studies:

Sl. No.	School of Studies	Queries	Students of	Telephone No.	E-mail ID
1	School of Sciences	Queries related PCP Session, Practical Session,	Mathematics, Zoology and Geography	033 4066 3217, 033 2357 7644, 033 2582 6611	director.sosc@wbnsou.ac.in
2	School of Humanities	Dissertation, Field Work and any other queries related to subject of studies	Bengali, English and English Language Teaching	033-4066 3214	soh@wbnsou.ac.in
3	School of Social Sciences		History, Political Science, Public Administration	033-4066 3219 033-2582 3336	sss@wbnsou.ac.in
4	School of Education		Education	033-4004 7570, 033-4004 7571	schooledu@wbnsou.ac.in
5	School of Professional Studies		Commerce, Social Work, Library and Information Science	033-4066 9464 033-2582 2529	spsnsou@gmail.com

21.2 Administrative Sections:

Sl. No.	Section	Issues	Telephone No.	E-mail ID
1	Registration	Issues related to Admission Issues related to Registration Issues related to Renewal	033-4066 3220/ 033-4066 3215	nsou@wbnsou.ac.in
2	Study Materials	Issues related to Study Material	033-4066 3218	
3	Examination	Issues related to Admit Card Issues related to Assignments Issues related to Term-End Examination Issues related to result	033-2463 0292/ 033-2463 0293	coe.bdp@wbnsou.ac.in
4	Study Centre	Issues related to Study Centre	033-4066 3205	

22. Student's Grievance

For any grievance, learners are free to contact Assistant Director, Study Centres & Convener, Students' Grievance Redressal Cell, NSOU either by E-mail (asstdirector.nsou@gmail.com) or by post (DD – 26, Sector – I, Salt Lake City, Kolkata – 700 064).

A student once enrolled in NSOU, must always

- a) get all his/her correspondences forwarded and the documents, attached therein authenticated, by his/her respective Study Centre Coordinator;
- b) in all such cases he/she is to attach relevant proof supporting the validity of his/her enrollment/ renewal (as the case may be) at that material point of time, failing which such correspondences will be treated as cancelled.

23. NSOU Policy Regarding Sexual Harassment at the Workplace

In compliance with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013** and subsequent UGC directive, Netaji Subhas Open University has adopted a policy that aims to prevent/prohibit/punish sexual harassment of women at the workplace and has constituted **Internal Complaints Committee** in order to deal with the complaints of sexual harassment of women employees in the different campuses of the University.

Information on this policy, rules and procedures can be accessed on the UGC website (www.ugc.ac.in). (Incidents of sexual harassment at the Study Centre may be reported to the Coordinator, Study Centre/Principal of the Institute where the Study Centre is located.)

24. Education Loan Scheme of NBCFDC

Interested eligible and enrolled students belonging to "Backward Classes" (as per Backward Classes Welfare Department, Govt. of W.B. stipulation) may visit website www.nbcfdc.gov.in / www.mhrd.gov.in to apply for Educational Loan "at concessional rate of interest" as per vide memo no. NBCFDC/PROJ/VC/2016-17/7398-7614, dated February 10, 2017 by National Backward Classes Finance & Development Corporation (NBCFDC).

25. Frequently Asked Questions (FAQs)

Answers of some anticipated question are given below in the form of Frequently Asked Questions (FAQs).

Where can I get an online application form? Where should I verify the filled-in admission form or verify my eligibility criteria? Where should I submit my filled-in application form?

After publication of admission notification, you can access it online through our admission website (Link will be available in admission notification).

You have to verify your filled-in admission form or eligibility criteria from your selected Study Centre as printed on your filled-in admission form (for Post Graduate Geography and Zoology eligibility criteria verification done during centralised counselling process).

After paying the admission fees the filled in admission form should be submitted to your selected Study Centre along with authenticated photocopies of relevant documents. However, for Post Graduate Geography and Zoology admission fees are collected only after allotment

of seat during centralised counselling process. Thereafter, selected candidate should submit his/her admission form along with authenticated photocopies of relevant documents to the allotted Study Centre.

Can I change my Study Centre?

Application for change of Study Centre after taking admission can be made together with a fee of Rs. 500/- (payable through DD drawn in favour of Netaji Subhas Open University payable at Kolkata). Such application will be considered under circumstances like change of place of service, shifting of family and change of marital status only with documentary evidence. However, application for change of Study Centre after admission in Post Graduate Geography and Zoology will not be entertained under any circumstances.

Lost my Enrollment-cum-Identity Card, what should I do?

The applicant must register a General Missing Dairy (GD) with local police station at earliest. To get a duplicate **Enrollment-cum-Identity Card** you should write an application addressed to Registrar of this University along with a DD of Rs. 500/- (drawn in favour of **Netaji Subhas Open University** payable at **Kolkata**) and the GD. The application must be forwarded by the Study Centre Coordinator with official seal.

Can I choose my Study Centre, or shall the University allot me the Study Centre?

For all the Post Graduate (except Post Graduate Geography and Zoology) courses where seat capacity is not limited one can choose his/her Study Centre as per their convenience. However, since all programmes are not available at all the Study Centres, applicants should ensure that the course they are applying for is available at the Study Centre opted by them. Normally the Centre opted by them shall be allotted to them. However, in exceptional/unavoidable cases the University may allot a different Centre to him/her and in such cases the decision of the University is final.

For Post Graduate Geography and Zoology selection of Study Centre made strictly on the basis of merit and subject to availability of seats in the respective Category, Course and Study Centre.

How should I pay the course fee?

The fee can be paid through online (via payment gateway), offline (through bank challan) and through Bank Demand Draft (for Post Graduate Geography and Zoology). For more details regarding payment method, please see the detail admission notification or guideline for online admission process in the University website.

Can I send my application form by post, or is it required to be submitted in person?

You cannot send application form by post as there is process for verification of eligibility criteria in the admission step at your selected Study Centre.

What I am required to do after submission of my application form?

After submission of application form at Study Centre and subsequently processed at the Headquarters and if you are found eligible for admission, you will receive from your Study Centre an Enrollment-cum-Identity Card as proof of your admission along with detailed information about your enrollment number, Study Centre, etc.

If I want to withdraw myself from the programme after confirmation of my admission, shall I get my fee refunded?

Fees once paid for admission to a particular course will not be refunded (for further refund policy visit our admission website). It is also not adjustable against any other course of this University.

Can I change my subject after admission?

Application for change of subject after admission in PG course will not be entertained under any circumstances. The candidates should, therefore, be very careful as regards the choice of course/subject of study before taking admission.

Can I join two programme of NSOU at a time?

A student is permitted to take admission for only one Post Graduate (PG) Programme of NSOU during his/her tenure of enrollment in the University. Any violation of this rule will lead to cancellation of the candidature of the students concerned and in such cases no fees will be refunded. However, a student of the PG course can take simultaneous admission in any one Diploma/ Certificate/ Training Programme of the University. But, in the event of any clash of dates arises in counselling and/or examinations schedule between the two programmes taken, the University will not be in a position to make any adjustments for its mitigation.

How can I receive support if I have doubts while studying the materials?

We provide face-to-face contact between learners and tutors/counsellors at Study Centres to clarify your doubts and answer your academic queries. This is called "Counselling" which is normally held on weekends at NSOU Study Centres.

Is it compulsory for me to attend Personal Contact Programme (PCP)?

The PCP session are not compulsory for theory papers. However, it is advised to attend the session as far as possible, in future which will be immensely useful in certain respects to share your views on the subject with your counsellors and fellow learners; comprehend some of the complex ideas/concepts or difficult issue discussed in your materials, and get clarifications for many of your doubts which you would not have solved yourself.

How do I know about Personal Contact Programme (PCP) schedule?

Your Study Centre will inform you about the PCP schedule. Normally PCPs are held on Saturday and Sunday. You should contact your Study Centre Coordinator for the Counselling schedule.

Why should I do assignments, are the assignments compulsory?

The purpose of assignment is to help you get through the courses. Your counsellor or evaluator will write teaching type comments on your assignment responses to facilitate your learning. Assignment is a process of formative evaluation. It will help you understand how you are progressing in your studies.

Yes, the assignments for all theory paper are compulsory. It means you need to submit the assignments per paper within the stipulated time for being eligible to appear in the Term-End Examination. The assignments carry 20% weightage in the final result.

When and where should I submit the assignments?

You should submit the assignment response at your Study Centre as per the date mentioned in the assignment.

If I cannot complete my programme in two years what will be the fate of submitted assignments?

All the assignments submitted earlier will be carried forward till your registration validity period.

Can I improve my assignment grade by re-doing them?

No, you cannot improve an assignment grade in any circumstances.

26. Different Administrative and Academic Wings of NSOU

Vice-Chancellor's Secretariat

- DD-26, Sector-I, Salt Lake City, Kolkata-700 064, Phone: 033 4066 3201, Fax: 033 4066 3224

Registrar's Office

- DD-26, Sector-I, Salt Lake City, Kolkata-700 064, Phone: 033 4066 3211, Fax: 033 4062 3171

Study Centres Department

- DD-26, Sector-I, Salt Lake City, Kolkata-700 064, Phone: 033 4066 3205

Office of the Controller of Examinations

- 2nd Floor, 134/1, Meghnad Saha Sarani, Kolkata-700 029, Phone: 033 2463 0292, Fax: 033 2465 6936

School of Sciences

- City Campus: 1) DD-26, Sector-I, Salt Lake City, Kolkata-700 064, Phone: 033 4066 3217
2) 1st Floor, K-2, Bidhannagar Fire Station, Sector-V, Salt Lake City, Kolkata-700 091, Phone: 033 2357 2947, 033 2357 7644
- Academic Campus : Academic Building, Ghoshpara Station Road, Kalyani, Nadia, PIN-741 235, Phone: 033 2582 6611

School of Humanities

- City Campus : DD-26, Sector-I, Salt Lake City, Kolkata-700 064, Phone: 033 4066 3214
- Academic Campus: Academic Building, Ghoshpara Station Road, Nadia, PIN-741 235, Phone: 033 2582 0103

School of Social Sciences

- City Campus: DD-26, Sector-I, Salt Lake City, Kolkata-700 064, Phone: 033 4066 3219
- Academic Campus: Academic Building, Ghoshpara Station Road, Kalyani, Nadia, PIN-741 235, Phone: 033 2582 3336

School of Education

- City Campus : CF-162, Sector-I, Salt Lake City, Kolkata-700 064, Phone: 033 4004 7568/70/77
- Academic Campus : Academic Building, Ghoshpara Station Road, Kalyani, Nadia, PIN-741 235, Phone : 033 2582 3332

School of Professional Studies

- City Campus: DD-26, Sector-I, Salt Lake City, Kolkata-700 064, Phone: 033 4066 9464
- Academic Campus: School of Professional Studies, Ghoshpara Station Road, Kalyani, Nadia, PIN-741 235, Phone: 033 2582 2529



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

APPLICATION FOR CHANGE OF STUDY CENTRE (PG)

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

Through:
The Co-ordinator

Sub.-: Application for Change of Study Centre

Sir,

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

My particulars are given below :

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

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

Yours faithfully,

Signature of the Student

Enclosed :

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

Forwarded,

Co-ordinator (With Seal)

N.B.:

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



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 DD – 26, SECTOR – I, SALT LAKE CITY, KOLKATA – 700 064

APPLICATION FOR CORRECTION IN ENROLLMENT CERTIFICATE-CUM-IDENTITY CARD (PG)

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

Through :
 The Co-ordinator

.....
Sub. :- Application for Correction of

Sir,

I, Shri / Smt. have been admitted at
 NSOU Study Centre ().
 I am submitting the form for correction in my Enrollment Certificate-cum-Identity Card as
 per details given below.

Sl. No.	Enrollment No.	Correction For	Existing	Corrected	Subject Code

Yours faithfully,

Signature of the Student

Enclosed :

- 1) Original Enrollment Certificate-cum-Identity Card.
- 2) Photocopy of Marksheet of Class 10 & (10+2) Examinations (one copy each).
- 3) Photocopy of Admit Card of Class 10 Examination (one copy).
- 4) A DD of Rs. 200/- (two hundred only) bearing no. dated.....

Forwarded,

Co-ordinator (With Seal)

- A fee of Rs.200/- should be remitted by way of a Demand Draft drawn in favour of **Netaji Subhas Open University** and payable at **Kolkata** (one photocopy of Demand Draft should be attached herewith).

ANNEXURE I
AFFIDAVIT BY THE STUDENT
(TO BE SUBMITTED ALONGWITH APPLICATION FORM)

I, _____ (full name of the student with admission/registration/enrolment/application number) S/o D/o Mr./ Mrs./ Ms. _____ admitted to

_____ (name of the Study Centre with Code) of **Netaji Subhas Open University**, have duly been informed about the UGC Regulations on "Curbing the Menace of Ragging in Higher Educational Institutions, 2009," (hereinafter called the "Regulations") I have carefully read and fully understood the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of the Student

Name :

Address:

Tel./Mobile No.

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____ (month), _____ (year).

Signature of the Student

ANNEXURE II
AFFIDAVIT BY PARENT/GUARDIAN
(TO BE SUBMITTED ALONGWITH APPLICATION FORM)

I, Mr./Mrs./Ms. _____ (full name of parent/guardian/father/mother) guardian of _____ (full name of student with admission/registration/enrolment/application number), having been admitted to _____ (name of the Study Centre with Code) of **Netaji Subhas Open University**, have duly been informed about the UGC Regulations on "Curbing the Menace of Ragging in Higher Educational Institutions, 2009," (hereinafter called the "Regulations") I have carefully read and fully understood the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my word in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that

a) My word will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) My word will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my word under any penal law or any law for the time being in force.

6. I hereby declare that my word has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, the admission of my word is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of the Parent/ Guardian

Name :

Address :

Telephone/Mobile No. :


VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.


Verified at _____ (place) this the _____ (day) of _____ (month), _____ (year).

Signature of the Parent/ Guardian

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 a General Diary (GD) is to be lodged immediately and the respective Study Centre be informed accordingly with a copy of the G.D.3. If this card is found by anybody it should be sent to the address on the right.	 <p>DD-26, Sector-I, Salt Lake City, Kolkata-700 064</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 a General Diary (GD) is to be lodged immediately and the respective Study Centre be informed accordingly with a copy of the G.D.3. If this card is found by anybody it should be sent to the address on the right.	 <p>DD-26, Sector-I, Salt Lake City, Kolkata-700 064</p>
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Identity Card
(To be filled in by the candidate)

<p>Enrollment No. <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></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>.....</p> <p style="text-align: center;">(To be filled up by Centre)</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px auto; width: 60%;"><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
(To be filled in by the candidate)

<p>Enrollment No. <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></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>.....</p> <p style="text-align: center;">(To be filled up by Centre)</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px auto; width: 60%;"><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>

Sl. No. 17/



Seal of the receiving centre

NETAJI SUBHAS OPEN UNIVERSITY
DD-26, SECTOR-I, SALT LAKE CITY, KOLKATA-700064

AFFIX
PASSPORT
SIZE PHOTO
HERE

(SIGNATURE OF THE CANDIDATE)

APPLICATION FOR STUDENT ENROLLMENT

YEAR : 20

SESSION : JULY

Study Centre Code :

Study Centre Name

Programme Name : Post Graduate Degree Programme.

Programme Code : P. G. Stream : M.A. M.Sc. M.Com. MSW MLIS (Tick whichever is applicable)

Subject :

Name of the Student :
(in block letters)

Present Address :
(in block letters)

Parmanent Address :

Mobile No : E-mail :

Aadhaar No :

Date of Birth D D M M Y Y Y Y

Sex : Male Female Others (Tick which is applicable)

Category (Tick one box) : General SC ST OBC

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

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

Father's Name :

Mother's Name :

Spouse's Name :

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

If Yes, BPL No. :

Fees Structure for Admission Session 2017 (PG)

A student enrolling for 2 years' Post Graduate (PG) Programme shall have to clear all the examinations within a span of 5 years (Registration validity period) from the year of enrollment.
 A student enrolling for 1-year Master of Library & Information Science shall have to clear all the examinations within a span of 3 years (Registration validity period) from the year of enrollment.
 A student clearing the examination within first 2 (1 year for MLIS) years from the year of enrollment shall pay the fees according to the Column A1 and A2 (according to column A1 for MLIS). A student failing to clear the examination within the span of first 2 (first 1 year for MLIS) years shall have to pay a renewal fee annually in order column B1, B2 and B3 (in order column B1 and B2 for MLIS) to continue studentship up to the 5th (3rd year for MLIS) year as detailed below for each course:

Courses	Course Code	Total Fees Details			Instalment Details for the Students who will complete the Course within 2 Years			Instalment Details for the Students who needs extension to complete the Course			
		Total Course Fees (Rs.)	*Admission Fees (Rs.)	*Renewal Fees (Rs.) for every year except when getting Admission	Examination Fees (Rs.)	1 st Year (1/2 of Total Course Fees + Admission Fees) (Rs.)	2 nd Year (1/2 of Total Course Fees + Renewal Fees) (Rs.)	A2	B1	B2	B3
Mathematics	PGMT	10,400/-	600	600	* Examination Fees to be paid separately as the case may be for appearing in the examinations	5,200 + 600	5,200 + 600	600	600	600	600
Geography*	PGGR	36,000/-	600	600		# 18,000 + 600	18,000 + 600	600	600	600	600
Zoology*	PGZO	36,000/-	600	600		# 18,000 + 600	18,000 + 600	600	600	600	600
Bengali	PGBG	7,600/-	600	600		3,800 + 600	3,800 + 600	600	600	600	600
English	PGEg	7,600/-	600	600		3,800 + 600	3,800 + 600	600	600	600	600
English Language Teaching	PGELT	7,600/-	600	600		3,800 + 600	3,800 + 600	600	600	600	600
History	PGHI	7,600/-	600	600		3,800 + 600	3,800 + 600	600	600	600	600
Political Science	PGPS	7,600/-	600	600		3,800 + 600	3,800 + 600	600	600	600	600
Public Administration	PGPA	7,600/-	600	600		3,800 + 600	3,800 + 600	600	600	600	600
Education	PGED	7,600/-	600	600		3,800 + 600	3,800 + 600	600	600	600	600
Commerce	PGCO	7,600/-	600	600		3,800 + 600	3,800 + 600	600	600	600	600
Social Work	PGSW	10,400/-	600	600		5,200 + 600	5,200 + 600	600	600	600	600
Library and Information Science	MILS	9,000/-	600	600		A1	B1	B2	600	NA	NA
						9,000 + 600 + 1,000 (Dissertation Fees)	(Only Renewal Fees)	600	600	NA	NA

* Admission Fees (Rs. 600 = Registration Fees Rs. 150 + Identity Card Rs. 100 + Development Fees Rs. 175 + Prospectus Rs. 150 + Migration Rs. 25)
 Renewal Fees (Rs. 600 = Development Fees Rs. 175 + Studentship Fees Rs. 425).

Applicants of the PGGR and PGZO will have to pay only Rs. 150 as application fees at the time of Online Application. Students have to pay at the time of admission during counselling, the 1/2 of Total Course Fees + Admission Fees (as per column A1) only after getting allotment of seats to the courses which will be made strictly on the basis of merit and following the reservation policy of the Government of West Bengal and of the University.

General Instruction Related to Fees:

- ✓ Examination fees will be notified from time to time
- ✓ In order to appear in any examination within the stipulated time span of 5 years (3 years for MLIS) a student shall have to clear the respective Course fees, Admission fees, Examination fees along with the mandatory Annual Renewal fees.
- ✓ Amount of Course fees and Admission fees for different courses will also be available in admission notification (NSOU website).
- ✓ Renewal fees, Examination fees and Other fees (if applicable) will be notified through website time to time by the University.
- ✓ Paying of course fees, renewal fees and examination fees (as the case may be) as mentioned is/are mandatory to appear in the Term-End Examination.
- ✓ University may modify any component of above mentioned fees at any point of time by issuing notification, which will be applicable for all learners respective of year of admission.
- ✓ The above fee structure is applicable w.e.f. July 2016-17 session.
- ✓ Student are required to pay a fees of Rs. 500/- (Five hundred only) (payable through DD drawn in favour of Netaji Subhas Open University payable at Kolkata) to get duplicate copy of Marksheet/Enrollment-cum-Identity Card/ Progress Report/ Admit Card/ Degree Certificate/Migration Certificate.