



**NETAJI SUBHAS OPEN UNIVERSITY**

([www.wbnsou.ac.in](http://www.wbnsou.ac.in))

**Prospectus**

(from July, 2022)

**Centre for Lifelong Learning  
School of Vocational Studies**

**FOR FURTHER INFORMATION**

Centre for Lifelong Learning  
School of Vocational Studies  
**Netaji Subhas Open University**  
DD-26, Sector-I, Salt Lake, Kolkata-700064  
E-mail : [anirban1972@gmail.com](mailto:anirban1972@gmail.com)  
Ph.-033-4066-3220

Price : ₹ 200/-



## “To Reach The Unreached”



### Disclaimer and Legal Jurisdiction

The University reserves the right to change any of the examination dates. It also reserves the right to amend, alter or interpret any of the Rules / Regulations relating to Programmes of Study, Eligibility and Admission Criteria including intake of the students, Fee Structure, and Other Relevant matters.

All disputes relating to the above points shall be subject to the jurisdiction of the courts situated in Kolkata only.

Appearance in counseling or merely submission of admission form does not *ipso facto* confer any Right for Admission to a particular Course unless found suitable as per the Eligibility Criteria as amended from time to time

No. of Study Centres : BDP/PG : 162 ; B.Ed (SEDE) : 11 ; Vocational : 35

Sep. 2018

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## **1. Concept of Open University**

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

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

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

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

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

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

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

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

In short, the Open University seeks to open up the treasure house of knowledge

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

## **2. About Netaji Subhas Open University (NSOU)**

Netaji Subhas Open University (NSOU) was established as State Open University in 1997 by an Act of West Bengal State Legislature (West Bengal Act XIX of 1997) and is recognized by the UGC-Distance Education Bureau (DEB) since its inception. NSOU has now emerged as major leader of Open and Distance Education in India and has drawn national as well as international visibility due to its phenomenal growth. The University has clocked about 4,50,000 learners till date. Currently, the University is offering a prodigious variety of courses and programmes at its 162 Study Centres spread all over the State of West Bengal.

Towards the goal of spreading higher education in different parts of the State, to provide wide access to higher education and to different skill enhancing educational programmes, NSOU provides quality education in a flexible mode to serve the aim of establishing an equitable knowledge society within the State. The School of Vocational Studies regularly organizes seminar/workshop on various topics of importance in present days contexts for sharing and widening of knowledge.

## **3. About School of Vocational Studies (SVS)**

Open and Distance Learning is increasingly becoming popular because of its flexibility and learner friendly approach, particularly to those who could not get access to the formal education system. Netaji Subhas Open University is not only imparting education as an alternative to the formal system of education i.e. conventional courses, but also in areas such as vocational and non-conventional courses. This is the area where the distance education can be used extensively to provide education that can prepare skilled workforce for the society. The University is providing vocational and non-conventional courses so that the learners can engage themselves in income-generating livelihood. In the globalised era the Indian economy is one of the fastest growing economies in the world and it needs skilled and trained workforce. It is not possible for formal education system alone to provide desired

number of skilled workers. In such a situation, Netaji Subhas Open University is giving the opportunity to upgrade the skill of existing work force by providing seamless vocational education and platter of pioneering courses of non-conventional in nature.

#### **4. About Centre for Lifelong Learning (CLL)**

The Centre for Lifelong Learning under the aegis of School of Vocational Studies has been set up by the University vide the resolution of the 34<sup>th</sup> Academic Council meeting and ratified by the subsequent Executive Council meeting with the objective of providing Practical training to the freshers as well as existing workforce. The Centre for Lifelong Learning will generally provides the practical training to the candidates having no formal educational qualification but having prior learning experience which will lead to their life skill development. All such training would be provided in association with the study centres/ Partner Institutions.

#### **5. Mission of the Centre (NSOU-SVS-CLL)**

The Mission of the Centre is to work with learners of varied ages who would like to continue their education by taking up life skill development training/programmes. To this end, it offers short term training programme in various trades to bridge the gap between the demand and supply of skilled workforce. The basic objectives of these programmes are to focus upon work-related needs as also self-growth and individual development.

Reaching out beyond the four walls of the University, the Centre partners with civil society organisations to deliver the need based and modular training programmes at the door steps of the learners.

In addition to that the CLL will have the facility to provide training in other domain/ discipline for the already trained persons engaged in various activities for advancement of knowledge and further mobility in the workplace.

All such programmes will be delivered either through i) ICT based on-line mode, or ii) Contact mode or iii) Blended/ Hybrid mode i.e. combination of both (i) & (ii).

All the collaborative programmes carry a joint certification of the implementing partner (study centre) along with the Centre for Lifelong Learning (CLL), NSOU.

#### **6. Admission Procedure**

Admission schedule is notified in the website/ newspaper before the



commencement of each academic session together with Admission Form and will be available from the office of Study Centres of the University on Saturday and Sunday during their office hours. Completed Admission form along with prescribed fees is to be submitted to the Study Centres within the last date announced.

## **7. Payment of Fees**

All such programmes are self-financed. There are three components in the fee structure viz. programme fees, ICT fees and cost of Prospectus-cum-Admission Form. Students need to pay the fees at the time of admission at the Study Centre.

The programme fees and other fees will be notified in the admission notification published by the University.

The students are required to pay examination fees of Rs. 100/- per paper before examination.

**NB :** (i) *The study materials are available on the NSOU-OER Repository/LMS. No printed study material will be provided.*

(ii) *The registration will remain valid for the duration of the course concerned for a particular session.*

## **8. Certification**

The successful candidates of the programmes as stated will be given a completion certificate jointly issued by the study centre and the CLL. At the end the programmes, the Study Centre will conduct the assessment of the students under the supervision of CLL. The assessment would comprise class interaction, class participation, continuous assessment, performance in workshop and hands-on-training and also include viva voce etc. On the basis of the performance, the certificate will be issued jointly.

## **9. Grade**

|    |                  |
|----|------------------|
| A+ | 70% and above    |
| A  | 60% to below 70% |
| B+ | 55% to below 60% |
| B  | 40% to below 55% |
| C  | 35% to below 40% |



## 10. List of the study centre

The structure and academic content will be decided jointly by the NSOU-CLL and the Study Centre/Partner Institute concerned. All such programme will be conducted on a structured syllabus and on face to face/ contact online basis for effective practical and hands on training. Presently, the following training programmes at respective study centre are available.

| Study Centre   |
|--|
| Anjali Vocational & Training Centre<br>Prantik, Birbhum  |
| Anjali Academy of Management & Technology (V-27)<br>(A unit of Anjali Social Welfare Research Foundation)<br>Panskura, Purba Medinipur |
| Anindya Yoga Society (V-30)<br>8A, Bank Colony, Dhakuria, Babu Bagan, Kolkata-31.  |
| ACE Business Academy <ul style="list-style-type: none"><li>● Moulali, Kolkata (V-33),</li><li>● Siliguri (V-28),</li></ul>             |
| Agami Nirman (V-39),<br>Tollygunj, Kolkata-53  |
| BKM College of Education (V-62),<br>Vill-Lachhia, P. O.-Ramkanali, P. S.-Raghumathpur, Dist- Purulia,                                  |
| Bengal Brotachari Society (V-57),<br>Joka, Thakurpukur   |
| Bijoy Krishna Girls' College (C-08),<br>5/3 M. G. Road, Howrah-711101  |
| Balagarh Bijoykrishna Mahavidyalaya, Hooghly (L-05).   |
| Enterprise Development Institute (P-01),<br>Block-IB-194, Salt Lake, Sector-III, Kolkata-106.  |
| Gourangdi B. Ed. College (V-64),<br>Vill-Gourangdi,<br>P. O.- Panuriya, Asansol, Dist.-Paschim Bardhaman,                              |

|   |
|---|
| Girindra Sekhar Institute of Psychological Education & Research, (P-10)<br>P-535,Raja Basanta Roy Road, Kol-29.   |
| Imagic Learning Solutions Pvt. Ltd., (C-34),<br>15, CR Avenue (4th Floor), Kolkata-72   |
| International Institute of Management Sciences School of Business<br>(IIMSSoB) (C-35),<br>Room No. 13, 33A J.L. Nehru Road, Kolkata-700071  |
| Nazirpur Rainbow Educational Institute, (V-48),<br>Rajinagar, Murshidabad. Pin-74289  |
| MNG Educational & Welfare Trust (C-41),<br>134/1, Southern Avenue, Kolkata-29   |
| Joygopalpur Gram Vikash Kendra, (V-41),<br>Basanti, 24 Parganas (South)   |
| Jagadish Chandra Mandal Institute of Education,<br>(JCMIE) under Rudranagar, (V-72),<br>Sundarban Welfare Society, Sagar, 24 Parganas (S)   |
| Nari Siksha Samiti (V-25, 24),<br>Kolkata & Jhargram  |
| Pranavananda Institute of Management & Technology (PIMT)<br>(A unit of Bharat Sevashram Sangha)<br>www.pimtonline.com,<br>* Kolkata(P21): Ballygunge,<br>Near Bharat Sevashram Sangha Medical Centre, 9830216056/9331256935<br>* Diamond Harbour(V-37): Diamond Harbour, Railway Station, South 24 Pgs,<br>* Bardhaman (V-58), Chotonilpur<br>* Farakka (C-37),<br>* Malda (C-38),<br>* Khatra (Bankura) (V-68)<br>* Purulia (V-69) |
| Shivananda Health Society (P-19)<br>13/10, Kshetra Mohan Banerjee Road,<br>P.O-Nimta, Kolkata-49  |

|  |
|--|
| Shanti Devi Vidyaniketan (V-10), Plassey, Barachandghar<br>Dist. Nadia, Pin-741156   |
| S.S. Educational Trust (C-02),<br>9, Nilambar Mukherjee Street, Kolkata-700004.      |
| Union Christian Training College (C-40),<br>Berhampur, Murshidabad                   |
| Vivekananda Educational Institute, (V-56),<br>Moynaguri Road, Ulladabari, Jalpaiguri |

### 11. List Courses under CLL (July 2022 session onwards)

| <b>Certificate (3-6months)</b>                | <b>Diploma (12months)</b>                                | <b>Advanced Diploma (12-24months)</b>          |
|---|--|--|
| Fire and Safety Skills                        | Land Survey  | Travel & Tourism                               |
| Beauty Therapy and Hair Dressing              | Yoga Education   | Hospitality and Restaurant Management (2-year) |
| E-Accounting & Taxation with GST              | Stress Management with Meditation                        | Disaster Risk Management                       |
| Tailoring                                     | Medicine Shop Assistants                                 | Export-Import Management                       |
| Amra Pari-Women empowerment programme         | Entrepreneurship Development & Small Business Management | Graphic designing & Publishing                 |
| Solar Electrical Technician                   | 2D Animation   | Business Administration                        |
| Packaging Management                          | Graphic Design   | Project and Infrastructure Management          |
| Health Care Management                        | Video Editing  | Modern Office Management                       |
| Community Respiratory Care Assistants         | Web design and Development                               | Business and Office Administration             |
| Assisting Respiratory Specialists in Practice | Digital Media and Marketing                              | Hospitality and Tourism Management             |
| Art & Craft                                   | Business Administration                                  | Fashion Designing                              |
| Digital Marketing                             | DTP & Networking   | Interior Designing                             |
| Training on ERP                               | Hospitality Management                                   | Retail Management                              |
| Batik Printing                                | Naturopathy  |  |

| <b>Certificate (3-6months)</b>              | <b>Diploma (12months)</b>                            | <b>Advanced Diploma (12-24months)</b>                       |
|---|--|---|
| Information Technology Applications         | Hospitality and Tourism Management                   | Visual Arts (Painting, Applied art & Graphic Design)-2 year |
| Human Rights                                | Medicine Shop Assistant                              | Interior Designing  |
| Childhood and Adolescent Counselling        | AC & Refrigeration Technician                        | Fashion Designing   |
| Automobile Technician (2/3 Wheeler)         | Organic Agriculture & Horticulture                   |   |
| Smart Phone Repairing                       | Beauty Therapy & Wellness                            |   |
| Family Counselling                          | Pharmacology Management                              |   |
| Hand Embroidery                             | Automobile Maintenance                               |   |
| Micro Business Development                  | Electrical Technician                                |   |
| Supervisory Skills for Front Line Assistant | Digital Application Analyst                          |   |
| Renewable Energy & Solar Technician         | Graphic designing & Publishing                       |   |
| Cyber Laws                                  | Civil Construction Supervisor                        |   |
| Laws of Insurance                           | Interior Designing                                   |   |
| Psychological Testing                       | Fashion Designing                                    |   |
| Labour Laws                                 | Interior Decoration                                  |   |
| Consumer Rights & Awareness                 | Visual Arts (Painting, Applied art & Graphic Design) |   |
| Childhood & Adolescent Psychiatry           | Pulmonary Care Assistance                            |   |

## **12. Detailed Structure of the Programmes**

**Detailed information of all courses is available on the website.**



## NETAJI SUBHAS OPEN UNIVERSITY

Centre for Lifelong Learning

### IDENTITY CARD

(To be filled in by the candidates)

|   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Name : .....  | <div style="border: 1px solid black; padding: 10px; text-align: center;"><i>PP</i><br/><i>Size Photograph</i><br/><i>(To be affixed by applicant)</i></div> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Address : .....   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| .....   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Telephone No. (If any) : .....  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Study Centre : .....  | Signature of the Coordinator<br>with seal   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Programme : .....   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Signature of the Candidates : .....   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| .....   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

NB. Valid for six months/twelve months only from the date of issue.

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Centre for Lifelong Learning

### IDENTITY CARD

(To be filled in by the candidates)

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| Name : .....  | <div style="border: 1px solid black; padding: 10px; text-align: center;"><i>PP</i><br/><i>Size Photograph</i><br/><i>(To be affixed by applicant)</i></div> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Telephone No. (If any) : .....  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Study Centre : .....  | Signature of the Coordinator<br>with seal   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Programme : .....   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Signature of the Candidates : .....   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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NB. Valid for six months/twelve months only from the date of issue.



# Application Form for Training Programme

Sl. NO. CLL / 2022/

**NETAJI SUBHAS OPEN UNIVERSITY**

**Centre for Lifelong Learning**

(under the aegis of School of Vocational Studies)

DD-26, SECTOR-I, SALT LAKE, KOLKATA-700064.

Phone: (033) 4066-3220, Fax: (033)-4066-3225

Seal of the  
receiving centre



AFFIX  
PASSPORT  
SIZE  
PHOTO

(SIGNATURE OF THE CANDIDATE)

Study Centre Name :..... Code :.....

Programme Name :.....

Level :      Advanced Diploma ☐      Diploma ☐      Certificate ☐

Name of the Student   
(in block letters)

Present Address :   
(in block letters)

Pin Code :

Mobile No :  Email:

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: .....



**Candidate's Occupation :** (i) Govt. Service ☐ (ii) Semi Govt. ☐ (iii) Private Service ☐ (iv) Self- Employed ☐ (v) Retired ☐ (vi) Student ☐ (vii) Unemployed ☐ (viii) Others ☐

**Monthly Income ( Tick one box ) :** (i) Less than Rs. 5,000/-  (ii) Between Rs. 5001/- to Rs. 10,000/-  (iii) Between Rs. 10,001 to Rs. 20,000/-  (iv) Above Rs. 20,001/-

**Nationality :** .....

**Whether already registered in NSOU : Yes/ No**

If 'yes', (i) Registration No(s) : 1. 2.

Name of the Course :

**Academic Record:**

| Examination Passed | Board/ University | Year of passing | Subject Studies | % of marks obtainedWith aggregate |
|--------------------|-------------------|-----------------|-----------------|-----------------------------------|
|                    |                   |                 |                 |                                   |
|                    |                   |                 |                 |                                   |
|                    |                   |                 |                 |                                   |
|                    |                   |                 |                 |                                   |
|                    |                   |                 |                 |                                   |
|                    |                   |                 |                 |                                   |

Payment details :

Bank : ....., Branch : .....

Amount (Rs.) ..... Date : .....

(Receipt to be enclosed)

### DECLARATION BY APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for the programme and for the elective subject for which I seek admission.

I fulfill the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University.

Place: ..... Date: .....

.....

Encl : Self attested copies of educational qualification

*Full Signature of the candidate*

*Signature of the Coordinator*  
*Study Centre*

(ii)