



**NETAJI SUBHAS OPEN UNIVERSITY**  
**Regional Centre, Durgapur**  
**Jawahar Lal Nehru Road, Durgapur, Paschim Burdwan-713214**  
**website: [www.wbnsou.ac.in](http://www.wbnsou.ac.in)**  
**Contact No. 0343-2500418; 0343-2504419**

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**Report of Inspection & Induction Meeting at Gushkara Mahavidyalaya Learner Support Centre 2019-20, held on 9<sup>th</sup> February, 2020**

As per the recommendation of CIQA and Director, Study Centre, NSOU; vide dated 27/12/2019 and approved by competent authority; Dy. Director, RC Durgapur organized the said Inspection and Induction Meeting with the following team members:

**NSOU Team Members:**

1. Shri Prosenjit Bhattacharya, Deputy Director, R.C, Durgapur.
2. Shri Arijit Ghosh, Assistant Prof. Journalism & Mass Communication, R.C Durgapur.
3. Shri Srikanta Mondal, Cashier, RC, Durgapur.

**Date of Inspection: 9<sup>th</sup> February, 2020**

**Time of Inspection: 2:30 PM**

**Venue of Meeting : Gushkara Mahavidyalaya Learner Support Centre (N-05)**

On behalf of the Study Centre the following members were present

1. Dr. S.K Pan, Principal
2. Dr. Sukhendu Roy, Assistant Prof & Co-ordinator, and his support team.

The NSOU Team had a detailed discussion with the Coordinator and other officials of the LSC in his chamber and the following points were observed to be noted:

- a) The Coordinator handed over the team, the filled up forms of Academic staff information Disclosure Form, Academic Support Service Information Disclosure Form and Administrative Information Disclosure Form. The Coordinator informed about the non receipt of some SLM's which were noted and informed to the respective dept.
- b) The counseling sessions were held as per the University norms and they practice the same on regular basis.
- c) The Coordinator informed that they have 15 class rooms available for counseling purpose. In addition to this they even arrange 1 seminar room for large classes.
- d) The Notice Board of the LSC was placed properly, visibility was good and regular updated information was displayed.
- e) The LSC had received all necessary maintenance grants till the date.
- f) Principal sir was requested to allow the LSC to maintain a NSOU Tab in their college website and it is needed to be linked with official web site of NSOU.
- g) The Inspection team Informed the co-ordinator that the following LSC related information they need to maintain:
  - I. Teaching experience of the academic counselor
  - II. . Number of class rooms or seminar rooms available at LSC.
  - III. Number of counseling session held (As per counseling schedule).
  - IV. Letter head mentioning NSOU with related to study centre.
  - V. Geo-tagged photo of class rooms seminar rooms and smart class rooms.



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- VI. A dedicated Learner's support help desk is present or not.
- VII. Whether the Notice Board is at proper and prominent place or not.
- VIII. Whether the learners are aware about the feedback mechanism. So, that when Student Satisfaction Survey will be conducted by NAAC, gets a good response.
- h) Following Learner's related data need to be maintained
- I. Pre admission counseling whether happened or not.
- II. Whether got support for admission related issues.
- III. Induction meeting was arranged with newly admitted students or not.
- IV. Whether the Study material was properly distributed among the students or not.
- V. Teaching support in form of Counseling/PCP
- VI. Conducting practical session under the supervision of experts.
- VII. Regularly learners were informed or not about the date of submission of the Assignments and handing over corrected or evaluated Assignment copies.
- i) Co-ordinator was also requested to encourage the learners to fill-up the feedback form by their honest feedback which is available on website. The team requested him to inform the participants to go to the NAAC tab of NSOU website. The bilingual 'Student Satisfaction Survey' form had been uploaded there for their understanding. This form would be sent to all the registered students by NAAC directly. After the discussion, the team met with newly enrolled learners. The team also looked into the availability of facilities provided by the LSC to the learners as well. The induction programme was attended by nearly 80 learners of newly admitted BDP and PG program. The Inspection team was given a warm welcome by Dr. **Sukhendu Roy**, Coordinator of the LSC and also offered very warm welcome to the newly admitted learners. He said that the NSOU provides opportunities for enhancement academic levels for those who remained deprived to be admitted in the conventional system due to some constraints. He also assured the learner to provide academic facilities as much as possible at this LSC. Shri Prosenjit Bhattacharya, Dy. Director, R.C, Durgapur, addressed the house next. He first extended a warm welcome to the newly admitted students on behalf of the University. Shri Bhattacharya explained about ODL system in very lucid manner so that all can understand. He gave an overall view about the various levels of programmes that NSOU conducts, clarified all important issue of equivalence of degrees of NSOU. He informed about the post admission duties of the learners, emphasizing the importance of self-study. He also suggested the students to check the University website regularly for information related to assignment, PCP and other latest notification. Also, he demonstrated where in the website the following important links are available likewise e-SLM, AV Lecture, Previous Year Question papers etc.. He also highlighted about importance of NAAC, and requested the learner to put honest feedback when they receive e mails from NAAC to improve the quality of teaching-learning process of NSOU and fulfill their duty. Shri Arijit Ghosh, Assistant Prof. Journalism & Mass Communication, next explained about the ODL system and shared his journey with NSOU. He spoke about the flexibility of the Open and Distance Learning mode and significance of SLM in open system He explained importance of PCP, Assignment and timely submission of the assignment. Lastly, an open discussion with the learners took place. The NSOU team also interacted with the learners, listened to their queries and also all these queries were adequately answered by the members of the NSOU team. Various doubts on functioning and teaching-learning-evaluation mechanism were cleared by active interaction with the learners and other members of the LSC also. Meeting ended with a vote of thanks.



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Placed before Hon'ble Vice Chancellor for his kind perusal please.



Sd/-  
Arijit Ghosh,  
Astt. Prof, NSOU

Sd/-  
Prosenjit Bhattacharya  
Dy. Director, R.C. NSOU