



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

Report of Inspection & Induction Meeting at Memari College Learner Support Centre 2019-20, held on 9th February, 2020

As per the advice of Hon'ble Vice Chancellor and the recommendation of CIQA and Director, Study Centre, NSOU vide Memo No. 1134, dt. 20/01/2020 and duly 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: 9th February, 2020

Time of Inspection: 10:30 AM

Venue of Meeting : Memari College Learner Support Centre (N-04)

On behalf of the Study Centre the following members were present

1. Dr. Debashis Chakraborty , Principal
2. Dr. Anupam Garai, Assistant Prof. & Co-ordinator, and his support team

The meeting was attended by around 150 newly admitted BDP and PG learners.

This inspection was conducted keeping in view that NSOU is first time going to be assessed by NAAC. Therefore to sensitize the LSC's and learners and to fulfill the NAAC requirement from LSC this meeting was very important. During discussion the following points were discussed with the Coordinator and other Officials.

- a) The Coordinator informed the NSOU delegation about the non receipt of Academic staff information Disclosure Form, Academic Support Service Information Disclosure Form and Administrative Information Disclosure Form. It was ensured that this forms would be sent to them immediately or they can also download the same from university web site.
- b) The counseling sessions were held as per University norms and they practise it in regular basis.
- c) The Coordinator informed that they have 10 class rooms available for counseling purpose. And as per requirement they also use 3 seminar rooms time to time also for large classes.
- d) The Notice Board of the LSC was placed beside the front gate of the college , visibility was good and regular updated information was displayed.
- e) The LSC had received all necessary maintenance grants till the date.
- f) They had showed the inspection team that NSOU tab is already exists in their college web site and it is linked with NSOU official site.

g) The Inspection team reminded the co-ordinator that the following LSC related information they need to maintain:

- I. Teaching experience of the academic counselor



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- 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.
- VI. A dedicated Learner 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, it gets a good response.

h) Following Learner 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' has been uploaded there for their understanding. This form will be sent to all the registered students by NAAC directly.

At the onset of the Programme Dr. Debashis Chakraborty, Principal, Memari College warmly welcomed all the newly admitted BDP and PG learners. He explained what are the facilities they are extending to the learners in this Study centre.

After then Shri. Prosenjit Bhattacharya, Dy. Director, R.C, Durgapur was invited on the stage to address the learners. Shri Bhattacharya welcomed them all on behalf of the university. It was illustrated that how learners take advantage of the ICT support that university is providing them. Common problems that they face were also explained. They were requested to keep a tab on their e mail as they may receive mails from NAAC and they must provide their feed back as it is very simple.

Shri Arijit Ghosh, Asst. Prof. Journalism & Mass Communication told learners that they should never feel inferior to any other regular students. As the validity and weightage of the degree is same. Therefore they should not keep any hesitation in their mind. He had given tips to the students that how they should study. How SLM is different from the texts. And what is expected to do a learner of an open university. Thereafter house was opened for interactive question answer session. Lots of doubts from learners end were addressed. Meeting ended with a vote of thanks given by Dr. Anupam Garai, Co-ordinator, Memari College.



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



Sd/-
Arijit Ghosh,
Asth. Prof, NSOU

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