



**Netaji Subhas Open University**  
(Established by WB Act (XIX) of 1997, Recognized by UGC)  
*Accredited by NAAC with grade A*  
**Centre for Internal Quality Assurance (CIQA)**  
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Ref. No. CIQA/ 890

Date: 11/7/2022

**Minutes of the 12<sup>th</sup> meeting of CIQA Committee held on 27/6/2022 at 2pm**  
Venue: NSOU Headquarters/ ZOOM platform

**Members present:**

1. Professor Subha Sankar Sarkar, Vice-Chancellor, NSOU- Chairperson
2. Professor Pratip Kr. Choudhuri, Former Director, School of Sciences, NSOU and former DPI, HED, Govt. WB
3. CA Kishore Sengupta , Registrar
4. Professor Kajal De, Professor of Mathematics & Director, School of Sciences
5. Professor Chandan Basu, Professor of History & Director, School of Social Sciences
6. Professor Manan Kr. Mandal, Professor of Bengali & Director, School of Humanities
7. Dr. Atindra Nath Dey, Director, School of Education
8. Dr. A.B. Aich, Director, Study Centres
9. Smt. Rokeya Ray, Controller of Examinations
10. Dr. Srideep Mukherjee, Associate Professor, Head-Dept. of English (Online)
11. Dr. Bibhas Guha, Associate Professor, Head, Dept. of Zoology (SoSci.)
12. Dr. Sudeshna Chatterjee, Dy. Registrar, (Academic)
13. Professor Anirban Ghosh, Director, CIQA -Member Secretary
14. Shri Gourab Barua, Asst. Registrar, Convener-CIQA

With the permission of the Chair, the Director, CIQA initiated the discussions and informed the House that the agenda points have been prepared on the basis of inputs received from the Heads/members of the CIQA committee. After detailed deliberations the following resolutions were taken:

1. **Confirmation of the minutes of the 11<sup>th</sup> meeting of CIQA committee held on 25<sup>th</sup> January 2022 in blended mode.** Minutes:  
[http://www.wbnsou.ac.in/about\\_us/CIQA/minutes\\_of\\_the\\_meeting/20220209\\_MoM\\_11th\\_CIQA\\_Meeting.pdf](http://www.wbnsou.ac.in/about_us/CIQA/minutes_of_the_meeting/20220209_MoM_11th_CIQA_Meeting.pdf)  
The House confirmed the minutes.
2. **Submission of Action Taken Report (ATR) on the resolution of 11<sup>th</sup> CIQA Meeting Annexure-1**  
Submitted and noted by the House.
3. **Reporting of software development for the establishment of the e-Office system (document and leave management) in collaboration with the Maulana Abul Kalam Azad University of Technology (SRS, Annexure—2)**  
The minutes are attached for ready reference (Annexure--3)  
Submitted and noted by the House.
4. **Reporting of a compilation of data for 12B under the UGC Act in view of the latest Gazette notification specifying the minimum requirement of 5-acre of land.**

The House appreciated that the UGC has reduced the requirement of developed land to 5-acre for the purpose of 12B. The university may now submit the application to become eligible to receive central financial grants. It was reported that the filled in 12B form may be submitted immediately after the data compilation.

#### **5. Reporting the visit of the Inspection Team to review the functioning of existing LSCs**

In response to the proposal of CIQA and approved by Hon'ble Vice-chancellor, respective Regional Centres conducted the inspection to review the activities of the following LSCs. The learners were also invited to interact with the university TEAM in the Induction Meeting (Annexure--4)

- i) Birpara College Study Centre (8/4/2022), Jalpaiguri RC
- ii) Maynaguri College Study Centre. (14/5/2022), Jalpaiguri RC
- iii) Suri Vidyasagar College (12/6/2022), Durgapur RC
- iv) Katwa College Study Centre (8/5/2022), Durgapur RC
- v) Bankura Christian College (22/5/2022), Durgapur RC
- vi) Alipurduar Mahila Mahavidyalay LSC (16/6/2022), Jalpaiguri RC
- vii) Barasat Govt. College (21/5/2022), Kalyani RC
- viii) APC College, New Barrackpur ( 28/5/2022), Kalyani RC
- ix) Krishnagar Govt. College ( 4/6/2022), Kalyani RC

*All reports are available under respective RCs on the website.*

Submitted and noted by the House that inspection of Study Centres is the statutory duty of the Director, Study Centres, with the approval of the Vice-Chancellor as stipulated in the Statutes [clause 8(4)(i) & (viii)]. As in the past, the Schools of Studies will be involved/ consulted when academic issues /problems, arise. For regular inspection concerning finance & administration, the concerned R.C.(s) [vide clause 25(3)(i)] &/or members of the Finance &/or Registrar Department may also be involved. The CIQA will be kept informed about these visits, with copies of inspection reports to CIQA

*(It is noteworthy that as per the requirement of NAAC, at least three LSCs from each zone (i.e. 3-RCs and Kolkata Zone) per year may be visited for this purpose by duly constituted team.)*

#### **6. Reporting of Virtual Interface Meeting with the Coordinators of LSC**

The Zone wise virtual meetings with the LSCs were organized by the respective Regional Centres. Reports are available under respective RCs on the website. (Annexure--5)

Submitted and noted by the House.

#### **7. To consider the data collection and compilation for submission of AQAR for 2021-22 under new guidelines issued by NAAC which integrates some salient points of NEP-2020. (Annexure--6)**

Annexure 6- note of NAAC on NEP 2020 was discussed in detail and the schools may take appropriate steps to implement the proposal at the university level to comply with the NAAC criteria. The HOUSE was also informed that we have already completed 1-academic year i.e. 2021-22 of the 2<sup>nd</sup> cycle and we have to submit the AQAR on the portal. All the HEADs were requested to send the required information and extend their support to comply with the NAAC criteria in a time-bound manner.

For preparing the Academic Calendar of 2021-22 urgently and to upload it on the website the Registrar Section was urged for taking necessary action.

Dr. Someswar Bhowmik, OiC, CoEdn and Shri Hillol Ghosh, ITO may prepare and submit the feedback analysis report (Learners, Alumni, subject experts and academic counsellors) and ICT Services Audit Report for the year 2021-22 within 31<sup>st</sup> August 2022. Academic-Administrative Audit (AAA) for 2021-22 may also be conducted by them in consultation with CIQA.

Sri Anjan Saha, Dy. Registrar (Exam) and Sri Hillol Ghosh. ITO have been requested to take appropriate steps for creating the institutional page on the ABC portal in consultation with the Controller of Examinations. (<https://www.abc.gov.in/login.php>; <https://www.abc.gov.in/> )

CIQA may organize ONLINE awareness programmes for the students on the Academic Bank of Credit (ABC) in association with the Examination Department. The University staff (teaching & admin staff) may be invited to participate.

The UGC is continuously insisting to implement Outcome-Based Education (OBE) at all universities, and NAAC has already integrated various provisions of NEP-2020 in the revised guidelines/ SSR applicable to Open Universities. It was proposed that an Impact Study of its Degree Programmes may be conducted to assess the effectiveness of the academic programmes in society in terms of Learning Objectives, Course Objectives and Learning outcomes. The Directors of Schools may forward the report/ publications to CIQA on such studies already conducted by the faculties for compilation. CIQA may publish a final report on Impact Study with due credit to the respective faculties.

Dr. Srideep Mukherjee (SoH), Associate Prof. English, Dr. Ritu Mathur Mitra (SoSS), Associate Prof., History and Dr. Papiya Upadhyay, Assistant Prof. Education, have been requested to extend their support to complete the Annual Report (2021-22) and required documents for NAAC-AQAR as and when required.

*Since NAAC (Criteria 3.4.5 & 3.4.6) only considers the publications in UGC-CARE listed journals for calculation of the h-index, faculty members are encouraged to publish their research work in the journals of UGC-CARE list/ Scopus/ Web of Science etc.*

**8. To organize Research Conclave to review the progress of the university-funded research project**

It was reported that 50% of research grants were released by CIQA/Finance Dept. to 28 faculties to carry out their projects. It was resolved that the Directors of the Schools may review the progress of these projects at the SCHOOL level.

**9. To consider the modalities (online/Traditional written examination) of Term End Examinations for the programmes**

The House unanimously decided that the examination department may take appropriate steps to conduct the following Term-end Examinations in the Traditional Written Examination mode. However, this was subject to the COVID situation prevailing from time to time.

- i) **BDP:** BDP Term-end examination December-2022 & June 2023
- ii) **UG (CBCS):** Under Graduate Degree Programme (Under CBCS) Term- End Examination December-2022 (SEM-I and III)
- iii) **PG:** Post Graduate Term End Examination June-2022/December-2022
- iv) **BLIS:** Bachelor of Library & Information Science Term-End Examination June-2022/ December-2022

- v) **B.Ed. Special Education (ID or MR/HI/VI)-ODL:** B.Ed. Special Education (ID or MR/HI/VI)-ODL Term End Examination December-2022 (1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> Semester)
- vi) **M.Ed. Special Education (ID)-ODL :** M.Ed. Special Education (ID)-ODL Term End Examination December 2022 (1<sup>st</sup> and 3<sup>rd</sup> Semester)
- vii) **Advance Diploma in English Language Teaching (ADEL):** ADEL Term End Examination December 2022
- viii) **Advance Diploma in Public Relation and Advertising (ADPR):** ADPR Term-End Examination December 2022 and PGDPR &AD Term-End Examination June 2022.
- ix) **Online Post Graduate Diploma in Journalism & Mass Communication (PGDJMC) & Advance Diploma in Journalism & Mass Communication (ADJMC):** PGDJMC (Post Graduate Diploma in Journalism & Mass Communication) Term-End Examination December 2022/ ADJMC (Advance Diploma in Journalism & Mass Communication) Term-End Examination December 2022.

**10. Reporting of the (a) Prayer sent to RCI, New Delhi and UGC - DEB for extension of approval of M. Ed. Spl. Ed. (ID) - ODL for 2022 - 2023 onwards; (b)reframing of B.Ed. Spl. Edn. Course structure as per the latest guideline of RCI.**

(a) “The Director, SoE, NSOU sent prayer for extension of approval for M.Ed. Spl. Ed. (ID)- ODL twice, one on 21.03.2022 (vide Memo No. SoE/77/2022) and other on 24.06.2022 (vide Memo. No. SoE/160/2022). The Hon’ble Vice-Chancellor also sent the same prayer twice on 22. 04. 2022 (vide Memo No. VC/15/969) and on 24.06.2022 (vide Memo. No. VC/15/1210), but the said approval was not yet received.”

(b) The SoE is in the process of following up the guideline of RCI.

Submitted and noted by the House.

**11. Ratification of the approval of SLMs and PPR of M. Ed. Spl. Ed.(ID) accorded by the Hon’ble Vice-Chancellor on 30/ 05. 2022. (Annexure--7)**

The matter was discussed and the SLM and PPR were duly approved by the House.

**12. Reporting of the following activities of SoE:**

- i) MOOC on Foundation of HEUTAGOGY has been approved by SWAYAM; NC-IGNOU, CC- Dr. Papiya Upadhyay, Asst. Prof., Education and to be hosted on SWAYAM from July 2022 session.
- ii) CDSER (under SoE) and CIQA successfully hosted the 5– week MOOC on Understanding Neurodiversity on 07.02.2022.
- iii) SLMs for One Year Diploma in Inclusive Education (Semester – II) has been developed and published by CDSER
- iv) Induction -cum- Sensitization Programme for PGED learners was held on 06.04.2022 in blended mode.
- v) Autism Month (April) was celebrated by One-day Talk Show on 12.04. 2022.
- vi) Virtual Coordinators’ Meet (PGED PCP Centres, NSOU), 15th March 2022

*The reports are available under SOE on the website*

Submitted and noted by the House.

**13. To consider the format for application for opening New Learner Support Centres developed by CIQA & Department of Study Centres (Annexure--8)**

The house approved the format placed by the Director, Study Centres.

It was also discussed that the all the LSCs may be invited in phases and respective zones (as assigned to different R.Cs & H.Qtrs.) to sign the MOU in new format.

**14. Reporting the Status of printing of SLMs (CBCS) for 2<sup>nd</sup> year (Annexure--9)**

Submitted and noted by the House.

The Directors of the Schools reported that some of the SLMs of 2<sup>nd</sup> year (CBCS) were at the proof stage with the printers.

**15. Reporting the opening of new Learner Support Centre for PG programme w.e.f January 2023 and UG programme from July 2022 session. On the basis of the Virtual inspection/ on-campus inspection report, the MoU (in a new format) may be signed with the following LSCs.**

- i) Dr. B.R. Ambedkar Satabarshiki Mahavidyalaya , 24 Parganas ( North), Kolkata Zone--PG
- ii) Gobinda Prasad Mahavidyalaya, Bankura, Durgapur RC--PG
- iii) Deshbandhu Mahavidyalaya, Paschim Burdwan, Durgapur RC--PG
- iv) Kandra Radha Kanta Kundu Mahavidyalaya, Purba Burdwan, Durgapur RC--PG
- v) Haldia Govt. College for PGGR
- vi) Dr. Kanailal Bhattacharyya College for PGGR
- vii) Tarakeswar Degree College for UG- Chemistry & Physics
- viii) Nabagram Hiralal Pal College for UG- Physics and Mathematics

The following colleges have been shortlisted for Virtual Inspection.

- i) Sarat Centenary College, Hooghly, Kolkata Zone
- ii) Serampore Girl's College, Hooghly, Kolkata Zone
- iii) Hiralal Bhakat College, Birbhum, Durgapur RC
- iv) Jangipur College, Murshidabad, Kalyani RC

Submitted and noted by the House.

**16. To consider the activation of Regional Centres for despatch of SLM (Annexure--10)**

The House discussed the proposal in detail and suggested to explore the possibilities of activation of RCs for despatch of SLMs in respective Zones as assigned.

**17. Reporting of online admission status of Ph.D. for 2021-22 session**

Registrar Department conducted online PhD application collection process from 19.04.2022 to 12.05.2022 vide memo no.: Reg/1409 dated 18.04.2022. Total of 126 applicants have applied in 11 different disciplines to pursue Ph.D. programme for the academic year 2021-22. The selection process is being carried out by the respective schools (Annexure--11)

Submitted and noted by the House.

**18. To report the organizing of a National-level Student Seminar in the online mode on 'Rabindranath Tagore: His Ideas on Nation and Society' on 10<sup>th</sup> May, 2022 from 12 to 3.30 pm. by the Department of History in collaboration with the NSOU Centre for Social Sciences, School of Social Sciences (The report is available on the website)**

Submitted and noted by the House.

**19. To report the introduction of MOOC on 'Prospects of Tourism ' by NSOU Centre for Social Sciences. Course Instructors: Dr. Ritu Mathur, Associate Professor in History and Dr. Anirban Ghosh, Professor of Commerce. Details are available on the website (NSOU-MOOCs)**

Submitted and noted by the House.



**20. (a) To report that approval from AICTE has been received for 2022-23 to conduct MBA programme. The School of Professional Studies may offer the MBA degree programme on self-finance mode from the academic session of January 2023 subject to the approval of UGC-DEB. (Annexure-12).**

**(b) However, the modalities of initiating this self-financed program are to be discussed.**

Submitted and noted by the House. The modalities/policy may be framed by the Finance Committee for such self-finance courses of the university in general.

**21. To approve the PPR prepared for the proposed MBA as per provisions of UGC (ODL programmes & OL programmes) Regulations 2020. (Annexure –13)**

The House approved the PPR for the proposed MBA programme.

**22. To approve the Self Learning Materials (SLMs) of the proposed MBA programme prepared as per provisions of UGC (ODL programmes & OL programmes) Regulations 2020.**

The House approved the SLMs of the proposed MBA programme scheduled to be launched in January 2023 for submission before the UGC - DEB.

**23. Reporting of development and delivery of MOOC-Research & Publication Ethics (2-credit course) through SWAYAM (Annexure--14)**

It was reported that the proposal has been accepted and approved by the National Coordinator-IGNOU to be offered through SWAYAM. The PhD scholars of different universities including NSOU may pursue this 2-credit SWAYAM-MOOC and may claim the credit in their host/ parent university as per their credit transfer policy.

Noted and approved by the House.

**24. Reporting of the following academic events:**

- i) Orientation Programme (OP) for Academic Counsellors and Dissertation Guides of MSW, Jalpaiguri RC (4/6/2022)
- ii) Online Workshop on Dissertation for MSW Part-II. (13/3/2022)
- iii) One-Day Workshop for Content Writers and Editors of Library & Information Science (Post Graduate Level), Hqtrs. (24/2/2022)
- iv) Orientation Programme (OP) for Academic Counsellors and Dissertation Guides of DLIS, Jalpaiguri RC (4/6/2022)
- v) Orientation Programme (OP) for Academic Counsellors & Dissertation Guide (MSW), Kalyani RC (18/6/2022)

*Reports of all activities are available on the website*

Submitted and noted by the House.

**25. Reporting of opening new study centres under SVS/ CLL**

- i) George Telegraph Animatrix School of Animation
- ii) George telegraph Film and Television Training Institute
- iii) Anjali Vocational Training Centre, Prantik, Birbhum
- iv) Jagadish Chandra Mandal Institute of Education, Sagar, 24-Parganas (S)
- v) Abesh Innovation Education Training Skill Institute

Submitted and noted by the House.

**26. Reporting of the resolution of the meeting with the Coordinators under the School of Vocational Studies (Annexure--15)**

Submitted and noted by the House.

**27. Reporting of the decision of the Advisory Committee under SVS as recommended (Annexure--16)**

Submitted and noted by the House.

**28. Reporting of publication of admission notification for July 2022 session under SVS/ CLL**

[http://www.wbnsou.ac.in/student\\_zone/admissions/admission\\_information/2022/2022\\_0523\\_Admission\\_Notice\\_SVS\\_July\\_2022.pdf](http://www.wbnsou.ac.in/student_zone/admissions/admission_information/2022/2022_0523_Admission_Notice_SVS_July_2022.pdf)

[http://www.wbnsou.ac.in/student\\_zone/admissions/admission\\_information/2022/2022\\_0531\\_Admission\\_Notification\\_CLL\\_July\\_2022.pdf](http://www.wbnsou.ac.in/student_zone/admissions/admission_information/2022/2022_0531_Admission_Notification_CLL_July_2022.pdf)

Submitted and noted by the House.

**29. Reporting of outreach programmes under SVS**

- i) Suri Mahila Samity, Suri, Birbhum
- ii) Gourangdi B.Ed. College, Gourangdi, Asansol
- iii) Vivekananda Educational Institute (V-56), Maynaguri, Jalpaiguri
- iv) Shivananda Health Society, Nimta, 24-Parganas (N)
- v) BKM College of Education, Purulia

*Reports of all activities are available on the website*

Submitted and noted by the House.

**30. To consider the proposal of API calculation of NSOU teachers**

The UGC (ODL Programmes & OL Programmes) Regulations 2020 include:

Section 11 (2): Every teacher, besides his or her academic responsibilities, shall participate in teaching, curriculum and course material development, undertake examination or test or evaluation or invigilation work, general assistance to learners in removing their academic difficulties, and participate in extracurricular and institutional support activities as required.

Section 11(3): The workload of a teacher shall take into account teaching, research and extension activities, preparation of lessons, evaluation of assignments, term papers etc. shall be in accordance with the guidelines issued by the Commission:

*Provided that the time spent on extension work where it forms an integral part of the course specified shall count towards the teaching load.*

In view of the above provisions, the draft API scores under **category- I(a)**: Direct Teaching, were proposed for NSOU teachers. All the members discussed the matter in the affirmative and opined that the distribution of teaching load needs further discussion before its finalization.

*(Following up the matter the VC already had taken it up with the Jt. Secy., UGC-DEB on 30<sup>th</sup> June, 2022 over phone. Accordingly, he discussed the aforesaid issue at a National Conference organised by KKHSOU, Guwahati on 1<sup>st</sup> July, 2022 amongst the Directors of CIQA of the SoUs from across the country. It transpired therein that respective SOUs might delineate their own schemes of API scoring pattern under Category I(a) in tune with the relevant provision(s) of UGC (ODL programmes & Online Programmes) Regulations, 2020.*

**31. Reporting about the framing of Standard Operating Procedure (SOP) regarding implementation/activation of a credit transfer mechanism for SWAYAM-MOOCs (Annexure-17)**

Submitted and noted by the House.

### **32. To consider the planning and management of space at the upcoming Newtown campus**

The matter may be referred to the Building Committee of the University.

### **33. Miscellaneous with the permission of Chair**

#### **The School of Sciences reported the following:**

##### *Status of Publication of SLM in CBCS Pattern:*

- All the SLMs for first year students for all the science subjects have already been published. For second year students 36 SLMs out of 60 have already been sent to the press for printing. The rest 24 SLMs will be sent to the press very shortly.
- It was decided the respective UG BoS meeting that SLMs of the science subjects will be translated in Bengali phase wise.

##### *Research and related activities:*

- Ph.D. DRC meeting for Chemistry, Geography, Mathematics has already been conducted. The DRC meeting of Zoology has already been scheduled.
- Nine faculties of School of Sciences (3 Associate professors and 6 Assistant Professors) have successfully running the projects sanctioned by the University.
- A ICSSR-MOST (Taiwan) funded project has been sanctioned in favour of Dr. Biraj Kanti Mondal, Assistant Professor of Geography having a duration of two years (2022-23) amounting Rs.12 Lakhs (Approx.).

##### *Coordinator's meet:*

- Facilitated the learner support services to the Post Graduate Geography and Zoology students, meeting with the academic coordinators in respective subjects was convened and the decisions taken in the meeting have been accordingly implemented after getting the approval of the Hon'ble Vice-Chancellor.
- LMS sensitization programme for PG Science students was held on 23.03.2022 to sensitize the newly admitted students about the ODL system and the teaching-learning process of NSOU.

##### *Board of Studies meeting:*

After passing through a vivid COVID situation, BoS meetings for both the UG and PG programmes were convened for 6 subjects, rest 4 will be held soon.

##### *Online computer training for PGMT students:*

Approximately 1300 PGMT students were trained in online mode during the year 2021 & nearly 1500 in 2022 (training going on now), under the direct supervision and monitoring of Mr. Mrinal Nath, Assistant Professor of Computer Sciences, NSOU.

##### *Celebration of National Science Day and World Environment Day:*

Under the purview of School of Sciences National Science Day and World Environment Day was celebrated on 28 February, 2022 and 7 June, 2022 respectively. Report:

[http://www.wbnsou.ac.in/student\\_zone/courses/science/seminar\\_cnference\\_workshop/20220610\\_Report\\_WED\\_national\\_Seminar\\_07062022.pdf](http://www.wbnsou.ac.in/student_zone/courses/science/seminar_cnference_workshop/20220610_Report_WED_national_Seminar_07062022.pdf)

#### **The School of Humanities reported the following:**

##### *An Online Colloquium on "Pandemic Culture and Our Collective Consciousness" 13th February, 2022:*

School of Humanities, Netaji Subhas Open University, with the encouragement of the Hon'ble VC, NSOU took an initiative and organized an online colloquium and discussion forum on "Pandemic Culture and Our Collective Consciousness" This virtual event was meticulously designed by SOH, NSOU and delivered through Zoom platform. Dr. Yogiraj Ray, Associate Professor, WBMES, DM (AIIMS News Delhi) COVID-19 Specialist was invited to be the guest speaker on this occasion. The event was attended by the Teachers/ counselors/learners.



Report - [20220219 An online colloquium on pandemic A report.pdf \(wbnsou.ac.in\)](#)

*International Mother Language Day, 2022*

The Centre for Internal Quality and Assurance (CIQA) in association with School of Humanities, Netaji Subhas Open University celebrated International Mother Language Day on 21st February 2022 in a befitting manner. To mark the day, Netaji Subhas Open University organised an event at their Administrative Office in blended Mode. 51 participants (faculties, officers and learners) attended the programme through online and offline.

Report- [20220222 Report International Mother Language Day.pdf \(wbnsou.ac.in\)](#)

*Induction Programme of Newly launched Program PGJM Batch January 2022*

Department of Journalism and Mass Communication under the aegis of the School of Humanities, Netaji Subhas Open University hosted the Induction Program, to nurture, fortify, and mould Journalism and Mass Communication entrants for the days to come. The induction program for the Master of Arts in Journalism and Mass Communication entrants was organised on 28th March, 2022 on Zoom Platform and celebrated in high fervour by the team of expert faculties of the department. Around 160 entrants participated enthusiastically and obtained benefit from the program. They were provided the cursory view of various dimensions of Mass Communication and the career opportunities in the field and the systems and procedures of the Universities to ease their transition to the core discipline.

Report- [20220401 A Report on Induction Programme of PGJM Batch January 2022.pdf \(wbnsou.ac.in\)](#)

*Orientation Programme conducted by School of Humanities at Jalpaiguri Regional Centre on 29 April, 2022*

The School of Humanities organised an Orientation Programme for UG and PG level counsellors and content writers of Bengali and English at NSOU Regional Campus, Jalpaiguri on Friday, 29th April, 2022. Faculty members from NSOU apprised participants of new and upcoming methodologies of e-learning that NSOU has taken up in all seriousness, to augment existing modes of instruction. There were a total of 28 participants from 10 LSC's spread across the districts of Jalpaiguri, Coochbehar, and Darjeeling districts. This included 18 faculty members from the discipline of Bengali, and 10 faculty members from the discipline of English, from colleges in the aforementioned districts.

Report- [20220603 Jalpaiguri RC Orientation Program Report.pdf \(wbnsou.ac.in\)](#)

*Counsellors Orientation Programme (OP) for UG Bengali, English & PG Bengali, English, and JMC Counsellors at Durgapur Regional campus*

The School of Humanities, Netaji Subhas Open University organised a Counsellors Orientation Programme (OP) for Under Graduate & Post Graduate Bengali & English and JMC Counsellors at NSOU Durgapur Regional Campus on May 06, (Friday) 2022. NSOU PG/UG counsellors, duly nominated by the coordinator of the respective Study Centre, participated in the programme from Burdwan West & East, Birbhum, Bankura, and Purulia (as identified in view of enrollment in PGB/PGEG/HEG/HBG/JMC). Overall, twenty-three academic counsellors from thirteen study centres attended the workshop. The central theme of the workshop was the teaching methodology and content writing in the undergraduate/Post Graduate English/Bangla/JMC curricula in Open and Distance Learning Mode.

Report- [20220628 Durgapur Counsellors Orientation Programme Report.pdf \(wbnsou.ac.in\)](#)

*Orientation Programme conducted by School of Humanities at Kalyani Campus on 27th May, 2022*

An Orientation Programme for UG and PG Counsellors of thirteen study centres of Netaji Subhas Open University was held at Kalyani Campus on 27th May, 2022.

Twenty-three counsellors, engaged in Bengali and English counselling at UG and PG level, participated in that programme from various study centres situated in the district of Hooghly, North 24 Parganas, Nadia, Murshidabad and Burdwan. The purpose of organizing such orientation programme at regular intervals is to communicate with the counsellors so that they would be able to guide the students properly in academic area as well as to engage the counsellors in the academic activities other than taking only PCPs.

Report- [20220606\\_Report\\_on\\_the\\_OP\\_at\\_Kalyani\\_Campus\\_on\\_27.05.2022.pdf](#)

*Short-Term Programmes Under Centre for Language, Translation, and Cultural Studies*

8 weeks Online Short-Term Training Programme on Folklore Studies in the Digital Age: The Centre for Language, Translation, and Cultural Studies (CLTCS), School of Humanities, NSOU, organized an online 8-week Short-Term Programme on Folklore Studies in the Digital Age that began on March 5th, 2022, and concluded on April 24th, 2022. The participants included research scholars, Ph.D. candidates, and faculty members from across different streams and disciplines all over India. In total, thirty-eight institutes, including state universities, IITs, NITs, central universities, and state universities, took part in Folklore Studies in the Digital Course. The primary goal of this course was to introduce various methods and technological tools that any layman could use to study folklore. Overall, 105 participants enrolled for the course. The course was coordinated by Dr. Md. Intaj Ali, Assistant Professor of English, NSOU.

Report- [20220512\\_Report\\_on\\_Folklore\\_Studies\\_in\\_the\\_Digital\\_Age\\_STC.pdf](#)  
([wbnsou.ac.in](http://wbnsou.ac.in)).

*Short Term Course on -Introduction to Detective Fiction*

The Centre for Language, Translation, and Cultural Studies (CLTCS), School of Humanities, Netaji Subhas Open University, organized an online Short-Term Programme on "Introduction to Detective Fiction (গোয়েন্দাকাহিনি পাঠের ভূমিকা)" that began on January 15th, 2022, and concluded on March 06, 2022. Overall, 54 participants enrolled for the course. The course was coordinated by Dr. Anamika Das, Assistant Professor of Bengali, NSOU.

Report- [20220409\\_Report\\_on\\_STC.pdf](#) ([wbnsou.ac.in](http://wbnsou.ac.in))

*Short Term Program: CICE (A) and (B) Dec 2021-March 2022*

The Short Term Course, Certificate in Communicative English (CICE), was offered for the third consecutive year from the Center for Language Translation and Cultural Studies, School of Humanities in December 2021. For the session, the course was organized online and there were two CICE batches; CICE (A) and CICE (B), comprising of 52 and 46 learners respectively. CICE (A) was jointly organized by CLTCS and Serampore Girls College. The course was offered in blended mode. 49 learners of CICE (A) had appeared for the exam, out of which 46 could complete the course successfully. CICE (B) was conducted from NSOU, fully online. Out of the 46 candidates, 26 had taken the exam and 25 had completed the course. The course was coordinated by Dr. Sumana Bandopadhyay, Assistant Professor of English language Teaching, NSOU.

Report- [20220506\\_Report\\_of\\_Short\\_Term\\_Program\\_CICE-A\\_and\\_B\\_Dec2021\\_March2022.pdf](#) ([wbnsou.ac.in](http://wbnsou.ac.in))

*The third cycle of the 2-Weeks Short Term Course on Film Appreciation titled 'Cinemar Pathshala' was successfully conducted via LMS platform from 23<sup>rd</sup> May, 2022- 7<sup>th</sup> June, 2022.*

The course was organised by the Centre for Language, Translation and Cultural Studies, under the aegis of School of Humanities, Netaji Subhas Open University. The course was an attempt to make the attendees comprehend the nuances that come in to play which appreciating any film. The course spelt out nothing but the best and regal for one and all. The course was an excellent opportunity for attendees to get an overview of the new frontiers while reading a film. The course turned out to be a magnificent experience

with renowned film speakers, industry patrons, and enthusiastic participation of 91 attendees from various professions. In the course, participants gained a comprehensive understanding of the language of cinema. The course was coordinated by Arijit Ghosh, Assistant Professor of Journalism and Mass Communication, NSOU.

Report- [20220628\\_Report\\_Cinematography\\_Pathshala-Film\\_Appreciation\\_Course-3rd\\_Cycle.pdf](https://wbnsou.ac.in/20220628_Report_Cinematography_Pathshala-Film_Appreciation_Course-3rd_Cycle.pdf)  
([wbnsou.ac.in](https://wbnsou.ac.in))

*2-Months Short Term Course on News Writing (Songbad Rachonar Pathshala) 1<sup>st</sup> Cycle 15<sup>th</sup> December, 2021-15<sup>th</sup> February, 2022*

The 2-months short term course on News Writing titled ‘Songbad Rachonar Pathshala’ was successfully conducted on Zoom platform from 15<sup>th</sup> December, 2021 to 15<sup>th</sup> February, 2022. The course was organised by the Centre for Language, Translation and Cultural Studies, under the aegis of School of Humanities, Netaji Subhas Open University. The course was an attempt to make the attendees comprehend the nuances that come in to play while writing a news story for any medium. The course was an excellent opportunity for attendees to get an overview of the new frontiers of journalism. The course turned out to be a magnificent experience with renowned journalists, speakers, industry patrons, and enthusiastic participation of 47 attendees from various professions. The course was coordinated by Dr. Baidyanath Bhattacharya, Associate Professor of Journalism and Mass Communication.

Report- [20220419\\_Report\\_2\\_Months\\_Short\\_Term\\_Course\\_on\\_News\\_Writing.pdf](https://wbnsou.ac.in/20220419_Report_2_Months_Short_Term_Course_on_News_Writing.pdf)  
([wbnsou.ac.in](https://wbnsou.ac.in))

*2-Months Short Term Course on News Writing (Songbad Rachonar Pathshala) 2<sup>nd</sup> Cycle 12<sup>th</sup> June-07<sup>th</sup> August, 2022- Ongoing Course*

The second cycle of 2-months short term course on News Writing titled ‘Songbad Rachonar Pathshala’ is being successfully conducted on LMS platform from 12<sup>th</sup> June. The course is being organised by the Centre for Language, Translation and Cultural Studies, under the aegis of School of Humanities, Netaji Subhas Open University. The course is turning out to be a magnificent experience with renowned journalists, speakers, industry patrons, and enthusiastic participation of 51 attendees from various professions. The course is being coordinated by Dr. Baidyanath Bhattacharya, Associate Professor of Journalism and Mass Communication.

*4-Weeks Short-Term Training Programme on Aesthetics and Literary Criticism (1<sup>st</sup> Cycle) June 2022- A Non-Credit Online Short-Term Course*

The key proposition that drives the structuring of this course is to approach Classical European and Classical Indian aesthetics from theoretical perspectives and thereby impart a balanced understanding of the huge gamut of literary texts that students now need to approach as part of their curriculum. The course is being coordinated by Professor Ashok Sengupta, Dept. of English, NSOU. No of participants enrolled- 43.

### **CLTCS Lecture Series**

*17<sup>th</sup> partition Lecture Series was organised on 27.02.2022 on ZOOM platform at 6:30 PM:*

Writer Sukhbilas Barma was the speaker on this occasion. The title of the lecture was দেশভাগ পরবর্তী প্রেক্ষিতে উত্তরবঙ্গের সমাজ- সাংস্কৃতিক পরিবর্তন.

*18<sup>th</sup> partition Lecture Series was organised on 4<sup>th</sup> May, 2022 at 6PM:*

Shri Kapil Krishna Thakur, a renowned social worker, was the speaker on this occasion. The title of his lecture was “Partition: Changing Matua society and culture”. The reports of both events are expected to be uploaded by the School soon.

Sd/-

(Dr. Anirban Ghosh)

Director, CIQA

**The minutes approved by Hon’ble Vice-Chancellor on 11/7/2022 (vide. VC/15/1601 dated 11/7/2022.**

**Action Taken Report (ATR) on the resolution of 11<sup>th</sup> CIQA Meeting held 25/01/2022**

**Item No. 10.:** The PCP and Online classes of all PG programs are being conducted by all the Schools as per schedule.

School of Social Sciences, School of Sciences, and School of Professional Studies have also started the e-Tutorial/ online remedial PCP/ F2F SLP for both UG and PG programmes.

**Item No.13.:** The examination Department is in the process of holding the assignment and Term-end Examination, December 2021 & June 2022 for BDP and UG programmes as resolved in the meeting.

**Item No. 14:** The Library Department has formulated the norms for allotment of Library Card to the registered Ph.D. students.

[http://www.wbnsou.ac.in/library\\_services/20220406\\_Library\\_Policy\\_for\\_Research\\_Scholar.pdf](http://www.wbnsou.ac.in/library_services/20220406_Library_Policy_for_Research_Scholar.pdf)

**Item No. 15.:** The workshop for preparation of PPR and other related documents may be organized in the month of September/ October 2022.

**Item No.16.:** The committee has been formed with proper notification by the Registrar. The 1st meeting is yet to be convened.



# **Software Requirements Specification**

for

**E-office System** (Document Management System  
& Leave Management System)

at

**Netaji Subhas Open University (NSOU)**

Submitted to:

**Maulana Abul Kalam Azad University of Technology (MAKAUT)  
SaltLake, Kolkata**

**Prepared By  
E-o-S Members**

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# 1. Introduction

## 1.1 Purpose

This project is aimed at developing work flow for on-line and mobile based leave management and document management system for NSOU.

The Leave Management System (LMS) is an Internet based application that can be accessed throughout the organization or a specified Group/Dept. This system can be used to automate the work flow of leave applications and their approvals. The periodic crediting of leave is also automated. Proper hierarchical flow chart to be prepared. There will be features like email notifications, cancellation of leave, automatic approval of leave, report generations etc. in this system.

## 1.2 Document Conventions

The format of this document is referred from the standard IEEE guidelines:

- i. Font face : Arial
- ii. Font size
  - Heading : 18
  - Sub-heading : 14
  - Description : 11
- iii. Bold face and indentation is used on general topics and or specific points of interest including the heading and sub-heading.

## 1.3 Intended Audience and Reading Suggestions

This document is mainly intended for project guides, developers and module coordinator. The sequence for reading the document begins with the overview sections and proceeding through the sections that are most pertaining to each reader type.

## 1.4 Product Scope

The scope of this project:

- i. An e-leave management system that automate the functionalities of the leave management.
- ii. The data base is based on MySQL.
- iii. The target user is the VC/Competent Authority/Leave Manager, Project coordinator, HoDs, Faculties, Administrative officers, Non-teaching staff.
- iv. The main objective is to develop this system to automate the current leave application and record that is manually processed in respective departments with an integration with personal files/ service book.
- v. This system automatically calculates leave balance from a fix amount of annual leave and show to the user.
- vi. It enables the Leave Managers to record applicable leave in the systematic database system.
- vii. Generate statistical monthly report of an employees.
- viii. Improve the mechanism of receiving, approving and rejecting leave application through system.

## 1.5 References

### Books :

1. Jeffery A. Hoffer, Joey F. Geroage and Joseph S. Valacich, "Modern System Analysis And Design", Ed. 3rd. India: Pearson Education (Singapore) Pte. Ltd, 2002.
2. C.J. Date, "An Introduction to Database System", Ed. 7th. India: Pearson Education (Singapore).Pte. Ltd, 2002.
3. Craig Larman, "Applying UML And Patterns", Ed. 2nd. India: Pearson Education (Singapore) Pte. Ltd, 2002.

## 2. Overall Description

### 2.1 Product Perspective

**Leave Management Software will** facilitate the effective and smooth management of personnel leave. The Competent Authority can always be up to date with their leave management. With comprehensive reporting and Web based applications, this system facilitates the total leave process, from completing leave applications by employees, leave application approval by Competent Authority to setting up our specific organisational parameters such as leave types (Casual leave, Earn leave, Medical leave etc.).

### **Administrative Settings**

- i. Choose the **types of leave** allowed - Medical, Earn, CCL, Maternity, Child Care leave, Study, etc.
- ii. Choose the **number of days** allowed for each of the types. A **default** is set for all the employees, but admin can also modify it per employee.
- iii. Leave can be **allocated** annually or monthly depending on our organisational policies.
- iv. Choose the persons to be **notified** when leave requests are received.

### **Employees**

- i. A leave **summary** shows how many leaves are available, how many they have taken and the status of their leave applications.
- ii. Easily **apply** for leave choosing the required leave type and amount of hours or days.
- iii. Employees can upload **supporting and signed documentation**, to claim a leave.
- iv. The **Leave Management Software** is completely **secure**, thus employees can't view each other's leave status.

### **Leave processing and reporting**

- i. A **notification** is received by the competent authority when a leave application is submitted by an employee.
- ii. The concerned officer can then log in and choose to **approve or reject an application**. Reasons can also be provided. The employee will be notified once the leave application is approved or rejected.
- iii. A **summary** can be selected whereby management, Competent Authority managing the employees leave can **search** via an employee and leave year, to get a summary of the employees current leave applications as well as his outstanding leave days per category such as medical leave, maternity leave, ccl, special leave etc.
- iv. One need to make **reports based on his/her designation/capacity** on Leave Management System. Simply select data to include in your reports such as department, employee name, leave year, leave status, dates and the output format for example **HTML, PDF, Excel, XML** and **DOC** etc....

## **2.2 Product Functions**

- i. On-line application for leave without the need for paperwork.
- ii. Email notifications to approving officer and applicants.
- iii. Applicant and Approving Officer can see complete leave records and approval history respectively.
- iv. Leave records are updated automatically once applications are approved.
- v. Leave records may be printed out or generated into reports.
- vi. Leave records may be exported to any back-end system.
- vii. Advanced Features such as block leave, document tracking, leave adjustment.

- viii. Leave calendar provides a bird's eye view of who's on leave.
- ix. All leave policies are configurable (i.e. no software customization required).

## 2.3 User Classes and Characteristics

There are three types of users:

Type Of User	Privilege Level	Experience Level	Technical Expertise
Technical Admin	High	High (should have the knowledge DBMS and system management)	High (Should be a proficient with MYSQL and Java Application Servers)
VC/Competent Authority	Highest	Medium	Medium/low
Employee	Low (Will be able to access data pertaining to himself only)	Low (No prior experience required)	Low (No technical expertise required)

## 2.4 Operating Environment

### 1. Web Interface :

- Operating Systems : Windows 7 and later
- Hardware Platform : Pentium IV and later
- Software (Web Browsers) : Google Chrome, IE 7.0 or higher

### 2. Mobile Interface:

- Operating Systems : Android or Java Based Mobile OS MAC
- Hardware Platform : Mobile App on IOS / Android Smart Phones with memory card.
- Software : PHP/ IOS or Android Compatible PL and/or other advanced tools/app

## 2.5 Design and Implementation Constraints

### 1. For Web Interface:

- i. Browser must be allowed to access file system.
- ii. System must allow JVM to run the applet under the browser memory.
- iii. User must have his private key available on the local file system

### 2. Mobile Interface:

- i. User must have his private key available on the local file system.
- ii. Leave App should be installed on the mobile.

## 2.6 User Documentation

### Documents Description Format

- **User Manual** This document describes how to use system features. PDF
- **On-Line Help** Online help will contain the information about system controls, Web pages.
- **Tutorials** A document with snap-shots that describes each function of the system in detail and how to perform them. PDF

## 2.7 Assumptions and Dependencies

It is assumed that:

- 1. User must have the basic knowledge of computer.
- 2. Internet connectivity is intermittent in both system and mobile.

## 3. External Interface Requirements

### 3.1 User Interfaces (UI)

- UI-1: The Leave Management System screen displays shall conform to the Internet Application User Interface Standard
- UI-2: The system shall provide a help link from each displayed HTML page to explain how to use that page.
- UI-3: The Web pages shall permit complete navigation and function selection using the keyboard alone, in addition to using mouse and keyboard combinations.
- UI-4: Main/Sub- Menu, Header, Footer will be common in all the pages.

**Header:** Header contains NSOU **logo** and the search box.

**Footer:** Footer contains the legal links and copyright information and footer menu that contains links like **contact information, about us** and **site map** etc.

### 3.2 Hardware Interfaces

Hardware interface with printer is required.

### 3.3 Software Interfaces

- i. **Operating System** Windows 7 or higher
- ii. **Software Tools** : PHP7.x.x ,JavaScript (LT)
- iii. **Database** : MySQL 8.x.x
- iv. **Application Server** : Apache Tomcat Version : 6.0
- v. **Open Source Libraries** : Jasper Report, JQuery UI, iText, Java Mail API

### 3.4 Communications Interfaces (CI)

- i. CI-1 A web based interface where user can interact with the system to perform various functions.
- ii. CI-2 **A mobile based interface for :**
  - a. **User:** Applying and viewing the status of the application.
  - b. **Admin:** Approving and denying application.
- iii. CI-3: The Leave Management System shall send notifications (via e-mail and SMS) to the applicant and managers related to various events like approval/denial of application, Expiration Alert in the case of user's Digital Certificate expiration.
- iv. CI-4: A monthly/yearly report to be made available in the system

## 4. System Features

System features are organized by use cases and functional hierarchy so that the main functions of the system will be understandable.



## 4.1 Login

### 4.1.1 Description and Priority

Users of the system can use the system features only after the login. Login is used for identify the user is authenticated or not.

Priority: High

### 4.1.2 Response Sequences

#### 4.1.2.1 Basic Flow:

- i. Open the login page.
- ii. Enter login credential (user-Id and password).
- iii. Click on the Login button.
- iv. Validate the user.
- v. User Homepage is shown.

#### 4.1.2.2 Alternate Flow:

- i. If user and password does not match then it show error message.
- ii. Again same page is opened and asking for correct login credential.

### 4.1.3 Functional Requirements

- ii. REQ-1: User-id and Password is required.

## 4.2 Employee Registration

### 4.2.1 Description and Priority

Employee registration is done by Competent Authority. It requires all the detailed information (viz. name, date of birth, date of joining, highest educational s related to that employee. It is necessary for all the employee.

Priority: High.

### 4.2.2 Stimulus/Response Sequences

#### 4.2.2.1 Basic Flow:

- i. Login to the system as Competent Authority.
- ii. Open the Employee Registration page.
- iii. Fill all the details of employee.
- iv. Click on the Register button.
- v. Validate all the fields and ask for Confirmation.
- vi. Confirmation Message shown for Successfully Registered.

#### 4.2.2.2 Alternate Flow:

- i. If any detail is missing or wrong then it show error message.
- ii. Again same page is opened and asking for correct input.

### 4.2.3 Functional Requirements

- REQ-2: Details of the employee.

## 4.3 Recover Forgot Password

### **4.3.1 Description and Priority**

If user forgot the password then he can ask for reset of password.  
Priority: High.

### **4.3.2 Response Sequences**

#### **4.3.2.1 Basic Flow:**

- i. Open the login page.
- ii. Click on the Forgot Password button.
- iii. Fill the User-Id for recovery of password.
- iv. Click on the Reset password button.
- v. New password is sent on his/her email.
- vi. Confirmation message is shown to user.

#### **4.3.2.2 Alternate Flow:**

- i. If user-Id does not exist in system then it show error message.
- ii. Again same page is opened and asking for correct User-Id.
- ii. 4.3.3 Functional Requirements
- iii. REQ-3: User-Id of the user.

## **4.4 View Profile**

### **4.4.1 Description and Priority**

A user profile is a collection of his/her personal details, leave application and leave information.  
In profile user can also view the available notifications. Priority: Medium

### **4.4.2 Response Sequences**

#### **4.4.2.1 Basic Flow:**

- i. Login into the system.
- ii. Click on View Profile Button.
- iii. User profile is shown to user.

#### **4.4.3 Functional Requirements**

- ii. REQ-4: User has to login.

## **4.5 Apply for Leave**

### **4.5.1 Description and Priority ( Applicable for Regular employees )**

Leave application is submitted by user for taking leave. User can select the type of the leave and also submit a document related to leave or any other valid document. Priority: High.

### **4.5.2 Stimulus/Response Sequences**

#### **4.5.2.1 Basic Flow:**

- i. Login into system.
- ii. Click on Apply Leave button.
- iii. Select the leave type.
- iv. Fill all the required details.
- v. Click on Apply button.
- vi. Validate the form and ask for Confirmation.
- vii. Confirmation message is shown to user.

#### **4.5.2.2 Alternate Flow:**

- i. If any field is missing or incorrect then it shows error message.
- ii. Again same page is opened that asks for correct Data.

### **4.5.3 Functional Requirements**

REQ-5: Leave type is required.

## **4.6 Approve/Reject Leave**

### **4.6.1 Description and Priority**

Leave application submitted by employee can be viewed by Competent Authority. After that checking all the details by the Competent Authority can approve or reject the leave application. Priority: High.

### **4.6.2 Response Sequences**

#### **4.6.2.1 Basic Flow:**

- i. Login into system.
- ii. Click on Apply Leave button.
- iii. Select the leave type.
- iv. Fill all the required details.
- v. Click on Apply button.
- vi. Validate the form and ask for Confirmation.
- vii. Confirmation message is shown to user.

#### **4.6.2.2 Alternate Flow:**

- i. If any field is missing or incorrect then it show error message.
- ii. Again same page is opened and asking for correct Data.

### **4.6.3 Functional Requirements**

REQ-6: Leave History is required.

## **4.7 View Notification**

### **4.7.1 Description and Priority**

Notification about leave application will sent to related authority. And Notification about status of the application is also sent to employee. Priority: High.

### **4.7.2 Stimulus/Response Sequences**

#### **4.7.2.1 Basic Flow:**

- i. Login into system.
- ii. Click on Notification button.
- iii. List of notification is shown.

### **4.7.3 Functional Requirements**

REQ-7: Notification is available for the user.

## **4.8 View Leave History of Employees:**

### **4.8.1 Description and Priority**

Leave history contains the details of all the Leave Application History and available Leaves for that user. Priority: High.

### **4.8.2 Response Sequences**

#### 4.8.2.1 Basic Flow:

- i. Login into system.
- ii. Click on Leave History button.
- iii. History of leaves applications is shown to the user.

#### 4.8.2.2 Alternate Flow:

- i. If any field is missing or incorrect then it show error message.
- ii. Again same page is opened and asking for correct Data.

#### 4.8.3 Functional Requirements

REQ-8: Leave History is required.

### 4.9 Set Rules

#### 4.9.1 Description and Priority

Administrator will set the leave rules. Administrator can also add new rules and modify existing rules.

#### 4.9.2 Stimulus/Response Sequences

##### 4.9.2.1 Basic Flow:

- i. Open the administrator login page.
- ii. Login as administrator.
- iii. Add, Modify rules for employee.

#### 4.9.3 Functional Requirements

REQ-9: User must have administrator privilege.

## 5. Other Non functional Requirements

### 5.1 Performance Requirements

As this is a web application it will run on almost every computer. Its functions and features are not computationally intensive. It does not require a powerful processor or graphics card, much RAM, or disk space. It only requires a latest browser.

### 5.2 Safety Requirements

This application as all the other web application requires the Internet availability, and it is also required that the user should keep his private keys safe and secure and the same should not be shared with any one.

### 5.3 Security Requirements

User should keep his key safe. The system or the place where the key is stored should not be public. In the case if the user loses his key then he/she should immediately inform the system admin.

### 5.4 Software Quality Attributes

#### Client Side Quality Attributes:

The application provides a quite user-friendly interface with its operations accessible from the menu bar and the main toolbar. An average or casual user should not find any problem using the program to perform at least its main functions. Interoperability is guaranteed since this program runs on both Mac and PC (Linux, Windows or other operating system).

**Server Side Quality Attributes:**

Along with that our system provides the server which is scalable so that it can meet up any future requirements and is easily upgradeable. Admin can take a backup on a regular interval so in case of any failure or damage system can be restored easily.

**5.5 Business Rules****Administrative Tasks:**

Can approve or deny the leave applications of the employees working under his hierarchy:

- Can see the leave history of a particular employee.
- Can define the custom rules in the system.
- Can generate the report.

**User Tasks:**

- i. Can view his leave balance.
- ii. Can apply for new leave and check the status of the application(s).

**6. Other Requirements**

Option of adding more features, attributes and upgradation.





# NETAJI SUBHAS OPEN UNIVERSITY

[Established by WB Act (XIX) of 1997, Recognized by UGC]

DD-26, Sector-I, Salt Lake, KOLKATA-700 064

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## First meeting of the e-office system (e-o-s) committee

Venue: Hybrid mode, Board room, NSOU

Date: 22/03/2022 at 12.00 noon

The Meeting was attended by:

1. Hon'ble Vice Chancellor
2. Registrar
3. Director, CIQA
4. Shri Santanu Dam, Dy Director, Jalpaiguri R C
5. Dr. Santanu Chattopadhyay, Assistant Registrar. Exam
6. Shri Hillol Ghosh, ITO
7. Shri Jayabrata Goswami, System Analyst
8. Shri Debananda Biswas, System Analyst
9. Shri Debraj Sarkar, System Analyst (online)

The first meeting of the E-o-S committee was held in hybrid mode in the board room, NSOU on 22/03/2022 at 12.00 noon. In presence of Hon'ble Vice Chancellor, the Director CIQA initiated the discussion with a brief description of the proposed e-Office system (E-o-S) along with its possible implementation in this university. The ITO described the working modalities of E-o-S of the Presidency University where ITO and his team recently visited.

ITO started with an example of leave sanctioning of an employee through E-o-S.

1. Predefined user log in to the E-o-S with his user name and password.
2. Then the user will generate a request for sanctioning his leave.
3. Then the request will move to the predefined higher level of authority along with a system generated request no. for future tracking.

In this regard, Hon'ble Vice Chancellor suggested that the information should move in an encrypted form.

Then different possibilities and ways of requests' generation was discussed. ITO informed in this particular situation there may be two possibilities

- a) Either the requests will go to the upward tier for further approval
- Or



b) Requests will stay in the same tier

In this regards, Hon'ble Vice Chancellor suggested that there must <sup>be</sup> a provision of backward movements of the requests in the system.

It was also discussed that the system may be developed using PHP, My SQL.

ITO informed that basically chatbot is AI based automated question and answering solution system. Chatbot system may be very helpful for our students for solving their variety of queries. Which may be developed using Python. Python's inbuilt large number of library function may be utilized to implement this.

It was also discussed that the output result of exam dept, finance dept, publication dept. may be incorporated to the E-o-S and the outsourcing agencies (if any) may be requested to provide the data in XLS file.

Some other important point came from the meeting are as follows:

- The work flow starts from lower level, so that lower level staff members should be well conversant about the system.
- Most of the work done at the lower level, such as <sup>initializing a file comprising Note sheet pages (NSP) & also</sup> creation of file with uploading of scanned /digitized copy of necessary documents <sup>(Correspondence Pages : CP)</sup>
- Generation of automated file number for future tracking.
- Digitized file should move upward only for putting administrative comments / decision
- Finally, digitized file is stored in the webserver along with all supporting documents and comments for permanent preservation <sup>of the file. further references</sup>

Honorable Vice Chancellor <sup>Sir</sup> also said small module of E-o-S may be developed by the IT personnel of our University and a trial may be run by creating dummy officers, staff members, etc.

The next meeting is scheduled to be held on 13/4/2022 at 12.30pm in presence of Dr. Pranoy Santyal, Systems In-charge of MAKAUT,

Placed for kind consideration and direction.

*Aakash*  
Director CIQA 26/3/2022

*Selattarjee*  
Santanu Chattopadhyay, 26.03.2022

Assistant Registrar. Exam & Convener

*Approved with minor revisions  
as suggested in <sup>the</sup> body of the text.*

*Sharma*  
- 28/03/2022

*vd*

*Dir CIQA*

*ve/15/768  
28.03.2022*

*Copy for the Convener  
for n.a. bla.  
Aakash  
28/3/22*





# Netaji Subhas Open University

(Established by WB Act (XIX) of 1997, Recognized by UGC & RCI)

Accredited by NAAC with grade A

## Centre for Internal Quality Assurance (CIQA)

DD-26, Sector-I, Salt Lake, Kolkata-700064

E-mail : [ciqa@wbnsou.ac.in](mailto:ciqa@wbnsou.ac.in), [www.wbnsou.ac.in](http://www.wbnsou.ac.in)

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### Minutes of the 2<sup>nd</sup> meeting of E-Office System (E-o-S) committee held on 13/04/2022 at 12.30 PM

Venue: hybrid mode, board room, NSOU Main Campus

#### Members present:

Professor Subha Sankar Sarkar, Hon'ble Vice-Chancellor  
CA Kishore Sengupta, Registrar  
Professor Anirban Ghosh, Director, CIQA  
Dr. Pritimoy Sanyal, System In-charge, MAKAUT  
Shri Santanu Dam, Dy. Director, Jalpaiguri R C (online)  
Dr. Ushnish Sarkar, Assistant Professor, Mathematics  
Dr. Santanu Chattopadhyay, Assistant Registrar, Examination  
Shri Hillol Ghosh, ITO  
Shri Jayabrata Goswami, System Analyst  
Shri Debananda Biswas, System Analyst  
Shri Debraj Sarkar, System Analyst (online)

#### Proceedings:

The Second meeting of the E-o-S committee was held in hybrid mode from board room, NSOU to chalk out a blue print for the E-office System to be implemented at administrative level of activities. With the permission of the CHAIR, Director, CIQA initiated the discussion and appraised the house the background of introduction of E-o-S at the university. Dr. Sanyal elaborated the detailed procedures of implementation and advantages of E-o-S in the present operational aspects of university system. The E-o-S comprises i) e-filing, ii) documentation, iii) leave management, iv) digitized service book of permanent employees, v) digitized employee profile/ personal file etc.

After threadbare discussions, it was decided that at the initial stage, the university may develop two modules viz. i) Document Management System and ii) Leave Management System with an integration of Service Book.

Under Document management system, we may classify the documents which may come under the E-o-S. There must be a provision of archiving the valuable documents and a provision of retrieving the document as per requirement in an efficient manner.

Under Leave Management System, there may be a provision to track the application for CL, CCL, EL, ML etc. as well as approval/rejection from higher authority. The EL/ML etc. is

required to be reflected in the service book. The individual employee file may also be digitized and maintained on the portal.

The in-house IT team may prepare a detailed **SRS (System Requirement Specification)** for development of two modules viz. i) Document Management System and ii) Leave Management System with an integration of Service Book. Dr. Santanu Chattopadhyay may coordinate with the members of the Committee to prepare the SRS. All the members were requested to give their inputs to Dr. Chattopadhyay preferably by 21/4/2022, so that the SRS can be prepared in a time bound manner. The members are free to consult each other for a better outcome.

The next meeting is scheduled to be held on 28/04/2022 at 12.30 PM.

Placed before Hon'ble Vice-Chancellor for kind consideration and direction.

*A. Chakrabarti*

14/4/2022

Director, CIQA

*S. Chattopadhyay*

14/4/2022

Santanu Chattopadhyay  
Assistant Registrar(Exam) & Convener

VC

*Approved as resolved / discussed above.*

*S. Chattopadhyay*

*16/04/2022*

*Dir. CIQA*

*VC/15/925  
19.04.2022*





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### Minutes of the 3<sup>rd</sup> meeting of E-Office System (E-o-S) Committee held on 28/04/2022 at 12.30 PM

Venue: hybrid mode, board room, NSOU Main Campus

#### Members present:

Professor Subha Sankar Sarkar, Hon'ble Vice-Chancellor  
Professor Anirban Ghosh, Director, CIQA  
Shri Santanu Dam, Dy. Director, Jalpaiguri R C (online)  
Dr. Ushnish Sarkar, Assistant Professor, Mathematics  
Dr. Santanu Chattopadhyay, Assistant Registrar, Examination  
Shri Hillol Ghosh, ITO  
Shri Jayabrata Goswami, System Analyst  
Shri Debananda Biswas, System Analyst  
Shri Debraj Sarkar, System Analyst (online)

#### Agenda: To prepare the SRS (System Requirement Specification) for implementation of E-office System for administrative activities at NSOU

#### Proceedings:

The meeting was convened to prepare <sup>and</sup> ~~the~~ compile the draft SRS prepared by the members. Dr. Santanu Chattopadhyay and Sri Santanu Dam presented the respective drafts prepared by them.

With the permission of the CHAIR, Director, CIQA initiated the discussion. Then ITO presented a demo of NSOU-BOT with some example from BED. ITO explained that feeding of different type of Question and Answer related to students general query will increase the efficiency of NSOU-BOT. Director CIQA suggested that initially information available in our prospectus may be uploaded in to the NSOU-BOT to make it LIVE at pilot basis.

Dr. Ushnish Sarkar also presented a detailed mathematical logic for leave calculation prepared by him.

Both SRS were gone through by the members present in the meeting and suggested some relevant points to incorporate in the draft. It was suggested that the system should run both in web based platform and in mobile app. Hon'ble Vice-Chancellor specially mentioned that the University calendar with holiday list may be integrated in the platform with flexibility so that the holiday declared by the government and /or university during the year may be adjusted in the software.



Various types of leave which are applicable for different category of employees such as Permanent, Contractual, etc. The leave rule of the state govt. as applicable for universities may be followed in preparing the software taking into consideration of different types (e.g. CL, EL, CCL, ML, Half Pay Leave, Commuted Leave) of allowable leaves.

*none to be integrated.  
etc.*

It was resolved that the documents may be circulated among all the members to finalize the SRS in the next meeting.

The next meeting is scheduled to be held on 11/5/2022 at 12.30pm.

Placed before Hon'ble Vice-Chancellor for kind consideration and direction.

*Ashok*  
2/5/22

Director, CIQA

*Schattopadhyay*

28/04/2022

(Santanu Chattopadhyay)

Convener, E-o-S committee

Annexure-1. SRS prepared by Sri Santanu Dam

Annexure 2. SRS prepared by Dr. Santanu Chattopadhyay

*The draft, as forwarded, stands approved, with minor revisions - as*

*shown in the body of the text.*

*verified  
05.05.2022*

*Prof Ashok  
Dr CIQA*

*with Annexure-3 (Dr. U. Sarkar)*

*Santanu*  
02/05/2022

*(2/2)*





# Netaji Subhas Open University

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## Centre for Internal Quality Assurance (CIQA)

DD-26, Sector-I, Salt Lake, Kolkata-700064

### Minutes of the 4<sup>th</sup> meeting of E-Office System (E-o-S) Committee held on 11/05/2022 at 2.30 PM

Venue: NAAC Room, NSOU Main Campus

#### Members present:

Professor Subha Sankar Sarkar, Hon'ble Vice-Chancellor

CA Kishore Sengupta, Registrar

Professor Anirban Ghosh, Director, CIQA

Dr. Pritimoy Sanyal, System In-charge, MAKAUT

Dr. Santanu Chattopadhyay, Asst. Registrar, Examination & Convener, E-o-S committee

Shri Debananda Biswas, System Analyst

#### Agenda: To Finalize the SRS (System Requirement Specification) for implementation of E-office System for administrative activities at NSOU

Director CIQA initiated the discussion with Dr. Pritimoy Sanyal along with other members to finalize the SRS. Dr. Sanyal pointed out some relevant points such as specific role of employee, technical user/ admin, super user, cut off time of applying CL etc. Dr. Sanyal also suggested that the modules may be hosted on cloud in integrated way instead of running the application on an in-house server to reduce cost as well as to avoid server maintenance hazards.

Dr. Sanyal was requested to review the draft SRS prepared by the E-o-S Committee members. He may revise and finalise the SRS according to the discussions during the meeting. On receipt of the revised copy of the SRS, the same may be circulated among all the members for their views.

It was resolved that Hon'ble Vice-Chancellor, Moulana Abul Kalam Azad University of Technology (MAKAUT) may be approached for their expert support to develop the E-office System of NSOU. Under this collaborative project our IT personnel may also contribute towards successful implementation of the e-governance project titled **Implementation of E-office System for Administrative activities** (two modules viz. i) Document Management System and ii) Leave Management System with an integration of Service Book.

Placed before Hon'ble Vice-Chancellor for kind consideration and direction.

*Achosh*  
12/5/22  
Director, CIQA

*Schatterjee*

Convener, E-o-S committee

11/5/2022

*Approved as discussed & resolved above.*

*[Signature]*  
12/05/2022

*for circulation  
among the members  
on 5.5.2022*

*Achosh*  
12/5/22

*ve*  
12.05.2022  
Dir CIQA





# Netaji Subhas Open University

Centre for Internal Quality Assurance (CIQA)

DD-26, Sector-I, Salt Lake, Kolkata-700064

E-mail : [ciqua@wbnsou.ac.in](mailto:ciqua@wbnsou.ac.in), [www.wbnsou.ac.in](http://www.wbnsou.ac.in)

Annexure 4

## NOTE

### Sub.: PG/UG Induction and Inspection

Presently, all the HEIs/LSCs are operational after two years of lockdown. The classes have already been commenced at LSCs across the state. The University also implemented UG CBCS Syllabus w.e.f July 2021 session. As per NAAC report, regular monitoring of LSCs is an important activity of the RCs. In this background, the U/S proposes to conduct the Induction meeting at 2/3 LSCs under each RC/ Kolkata Zone during the academic year 2021-22 (up to June 2022). The Heads of RCs and Kolkata Zone may take necessary initiatives to conduct these programmes.

The three-member Team may comprise - Head-RC, Admin staff (one-nominated by Head) and faculty (one nominated by Director of Schools)) for this purpose. Each team is required to submit two reports viz. i) Report on Induction meeting and ii) Inspection Report before the expenditure bill is settled.

Placed before Hon'ble Vice-Chancellor for kind direction.

VC  
ve/15/762  
25.03.2022  
Dir CIQA

Approved in principle; May please  
discuss - if felt necessary.

Sharma

Ashosh  
25/3/22.  
Director-CIQA

25/3/2022

(A) As discussed with Director, S.C., an amount of Rs. 6000 (Six thousand) only per centre may be granted in favour of the LSC for conducting the Induction meeting as per existing practice and actual TA/DA may be provided to the Team members as per their entitlement.

Placed before Hon'ble Vice-Chancellor for kind approval/direction.

VC  
ve/15/767  
25/03/2022  
Prof. Ashish  
- Dir CIQA

A - approved in principle. May please be

Ashosh  
25/3/2022

taken up with the Dir SC & /or FO.  
Copy to: Registrar  
Director, SC, CofE  
Director, RC, KLY  
Director, Dgp & Jlp.  
Ashosh  
28/3/2022

Sharma  
25/3/2022





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Annexure 5

### Sub.:Interface Meeting with the LSC

As recommended by the NAAC Peer Team members, the University may arrange frequent meeting with the LSCs to discuss various issues for smooth functioning of the Centres. The three Regional Centres (by Heads of RCs) and Kolkata Zone (by Director, SC) may conduct these Interface Meetings with the LSCs under their respective Regional Centres/ Zone through blended mode. The Heads of following Departments are required to remain present during the meeting.

- Schools of Studies --Director and /or representatives
- Registrar Dept. -Registrar & Dy. Registrar (Academic)
- Study Centres Dept.- Director and his team
- Finance Dept.-Finance Officer/ Asst.Registrar (Finance)
- Examination Dept. --COE-Acting and her team
- Academic Departments--Heads

Placed before Hon'ble Vice-Chancellor for kind approval/ direction.

VC  
15/552  
22.02.2022  
Prof. A. Ghosh

Approved as proposed above, in principle. - may please be taken up accordingly.

Ashish  
22/2/2022

*[Signature]*  
Director

- forwarded to all concerned for no. please with a request to upload the report.  
Ashish  
22/2/2022

with a request to submit a report (2 pages) within a period of seven days from the date of event.  
Ashish  
14/3/2022

- Copy to:
1. Director (S.C)
  2. R. D. Kalyani
  3. Dy. Director, Durgapur
  4. Dy. Director, Jalpaiguri
- Ashish  
23/2/2022

mail sent on 22/2/2022

**2(a) : Institutional preparedness for NEP:****(Description wherever applicable in maximum 500 words)****1. Multidisciplinary / interdisciplinary:**

- a) Delineate the vision/plan of institution to transform itself into a holistic multidisciplinary institution.
- b) Delineate the Institutional approach towards the integration of humanities and science with STEM and provide the detail of programs with combinations.
- c) Does the institution offer flexible and innovative curricula that includes credit-based courses and projects in the areas of community engagement and service, environmental education, and value-based towards the attainment of a holistic and multidisciplinary education. Explain
- d) What is the institutional plan for offering a multidisciplinary flexible curriculum that enables multiple entry and exits at the end of 1st, 2nd and 3rd years of undergraduate education while maintaining the rigor of learning? Explain with examples.
- e) What are the institutional plans to engage in more multidisciplinary research endeavours to find solutions to society's most pressing issues and challenges?
- f) Describe any good practice/s of the institution to promote Multidisciplinary / interdisciplinary approach in view of NEP 2020.

**2. Academic bank of credits (ABC):**

- a) Describe the initiatives taken by the institution to fulfil the requirement of Academic bank of credits as proposed in NEP 2020.
- b) Whether the institution has registered under the ABC to permit its learners to avail the benefit of multiple entries and exit during the chosen programme? Provide details.
- c) Describe the efforts of the institution for seamless collaboration, internationalization of education, joint degrees between Indian and foreign institutions, and to enable credit transfer.
- d) How faculties are encouraged to design their own curricular and pedagogical approaches within the approved framework, including textbook, reading material selections, assignments, and assessments etc.
- e) Describe any good practice/s of the institution pertaining to the implementation of

Academic bank of credits (ABC) in the institution in view of NEP 2020.

### **3. Skill development:**

- a) Describe the efforts made by the institution to strengthen the vocational education and soft skills of students in alignment with National Skills Qualifications Framework
- b) Provide the details of the programmes offered to promote vocational education and its integration into mainstream education.
- c) How the institution is providing Value-based education to inculcate positivity amongst the learner that include the development of humanistic, ethical, Constitutional, and universal human values of truth (satya), righteous conduct (dharma), peace (shanti), love (prem), nonviolence (ahimsa), scientific temper, citizenship values, and also life-skills etc.
- d) Enlist the institution's efforts to:
  - i. Design a credit structure to ensure that all students take at least one vocational course before graduating.
  - ii. Engaging the services of Industry veterans and Master Crafts persons to provide vocational skills and overcome gaps vis-à-vis trained faculty provisions.
  - iii. To offer vocational education in ODL/blended/on-campus modular modes to Learners.
  - iv. NSDC association to facilitate all this by creating a unified platform to manage learner enrolment (students and workers), skill mapping, and certification.
  - v. Skilling courses are planned to be offered to students through online and/or distance mode.
- e) Describe any good practice/s of the institution pertaining to the Skill development in view of NEP 2020.

### **4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

- a) Delineate the strategy and details regarding the integration of the Indian Knowledge system (teaching in Indian Language, culture etc.) into the curriculum using both offline and online courses.
- b) What are the institutions plans to train its faculties to provide the classroom

- delivery in bilingual mode (English and vernacular)? Provide the details.
- c) Provide the details of the degree courses taught in Indian languages and bilingually in the institution.
  - d) Describe the efforts of the institution to preserve and promote the following:
    - i. Indian languages (Sanskrit, Pali, Prakrit and classical, tribal and endangered etc.)
    - ii. Indian ancient traditional knowledge
    - iii. Indian Arts
    - iv. Indian Culture and traditions.
  - e) Describe any good practice/s of the institution pertaining to the appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) in view of NEP 2020.

**5. Focus on Outcome based education (OBE):**

- i. Describe the institutional initiatives to transform its curriculum towards Outcome based Education (OBE)?
- ii. Explain the efforts made by the institution to capture the Outcome based education in teaching and learning practices.
- iii. Describe any good practice/s of the institution pertaining to the Outcome based education (OBE) in view of NEP 2020.

**6. Distance education/online education:**

- a) Delineate the possibilities of offering vocational courses through ODL mode in the institution.
- b) Describe about the development and use of technological tools for teaching learning activities. Provide the details about the institutional efforts towards the blended learning.

Describe any good practice/s of the institution pertaining to the Distance education/online education in view of NEP 2020.



**NETAJI SUBHAS OPEN UNIVERSITY**

Accredited by NAAC Grade-A

**SCHOOL OF EDUCATION**

CF-162, Sector I, Bidhan Nagar, Kolkata 700 064

Phone Number: 03340047570/1, Email: [schooledu@wbnsou.ac.in](mailto:schooledu@wbnsou.ac.in)

Memo No. SoE/165 /2022

Dated: 30.05.2022

Note Sheet

Whereas Netaji Subhas Open University got the approval of M.Ed. Spl. Ed. (ID) – ODL Programme from RCI and UGC – DEB from the session 2021 – 2022 and 1<sup>st</sup> batch of the said programme is going on; and

Whereas the prayer for extension of approval of the said programme was sent to RCI by the Director, School of Education, NSOU on 21<sup>st</sup> March 2022 (vide Memo No. SoE/77/2022) and on 24<sup>th</sup> May 2022 (vide Memo No. SoE/160/2022); and


Whereas the Vice Chancellor, NSOU sent again the prayer for extension of approval for the said programme to the RCI on 22<sup>nd</sup> April 2022 (vide Memo No. VC/15/969) and on 24<sup>th</sup> May 2022 (vide Memo No. VC/15/1210); and

Whereas the extension of approval of the said programme has not yet been received from RCI; and

Whereas SLMs and PPR for the said programme are also ready for the session 2022 - 2023 onwards, but could not be placed before the Centre for Internal Quality Assurance (CIQA), NSOU because of extreme shortage of time;

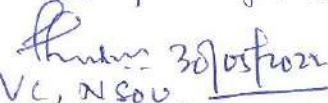
**Therefore, the Hon'ble Vice Chancellor is requested to approve the SLMs and PPR for M.Ed. Spl. Ed. (ID)- ODL programme, considering the last date of application for approval of extension of the said programme to UGC- DEB being the 31<sup>st</sup> May 2022.**

Vice Chancellor, NSOU

  
Prof. D. P. Nag Chowdhury  
HoD, SoE, NSOU

*Perused the foregoing notes. In the exigent circumstances, being the Chairperson of CIQA, NSOU, the Undersigned approves the proposal as stated above for necessary follow-up action, with the rider that it shall be duly reported to the next meeting of CIQA, NSOU for ratification.*

HoD, SoE, NSOU

  
VC, NSOU  
Professor Subha Sankar Sarkar  
Vice-Chancellor  
Netaji Subhas Open University





# NETAJI SUBHAS OPEN UNIVERSITY

## APPLICATION FOR OPENING NEW LSC

### ORGANISATION PROFILE

- Name of the Institution: \_\_\_\_\_
- Year of Establishment: \_\_\_\_\_  
(Please attach proof)
- Affiliated to University: \_\_\_\_\_
- Status of NAAC accreditation: Y/N  
if yes, indicate the grade: \_\_\_\_\_ Cycle: \_\_\_\_\_
- Copy of the Resolution of the Governing Body for opening a Study Centre

6. Recognized by 12B of UGC Act 1956: Y/ N

7. Website of the Institution (URL): \_\_\_\_\_

8. Full Postal Address: \_\_\_\_\_  
\_\_\_\_\_

District: \_\_\_\_\_ Pin Code: \_\_\_\_\_

9. Official Communication:

Phone No:

--	--	--	--	--	--	--	--	--	--	--

Mobile No.:+91

--	--	--	--	--	--	--	--	--	--	--

e-Mail: \_\_\_\_\_

10. Location (Urban/ rural/ municipality): \_\_\_\_\_

11. Name of the nearest LSC of NSOU: \_\_\_\_\_  
(indicate the distance in KM)

12. Total Area of the proposed Study Centre ( 2 rooms mandatory for office purpose): \_\_\_\_\_ Sq.Ft.

13. Internet Connectivity: Leased Line  Broadband  Speed \_\_\_\_\_

14. Computer Lab

No. of Computer	Processor	RAM	HDD	Network(Y/N)	Internet(Y/N)

15. Infrastructure Details:

Sr. No.	Other Infrastructure for training Program	Units/ No.	Avg. Seating Capacity/ room
1	Class Room		
2	Conference Room/Audio Visual Room with ICT facility		
3	Faculty Room		
4	Library(Total Books:_____)		xx
5	Service Area – Toilets etc.		xx
6	Generator		xx

16. Details of courses offered by your College (For Science subject please indicate the intake capacity)

Honours	General

17. Details of Courses that you are interested to offer through NSOU with No. of available faculties

Sl. No.	Proposed programme	No. of Faculties available		
		Associate Professor	Assistant Professor	SACT-I
1				
2				
3				
4				
5				
6				
7				

Enclose detailed information of the above facilities in prescribed format.

18. Does the College host any study centre under ODL system: Y/N

If yes, please mention: Name of DDE/ Open University with date of opening:

{As per UGC (ODL & OL) Regulations 2020, one HEI can run maximum two LSCs under DDE/OU}

DECLARATION

We certify that the particulars furnished above or in the preceding pages are true to our best of our knowledge and express our willingness for an inspection to assess the infrastructural facilities, qualification staff etc. We declare that the Organisation will abide by all the rules and directions of the University given from time to time. In case of any information furnished by us is found wrong or incomplete in any regard, we shall be the responsible for any decision taken by University.

Date:

\_\_\_\_\_  
Seal & Signature of the Head of the Institution

**Encl:** Forwarding letter

Resolution of the competent authority (GB) of the HEI

Detailed faculty list in prescribed format

**FORMAT for faculty details**

Details of Faculties available for the proposed programme under NSOU

<b>Sl. No.</b>	<b>Name of faculties with designation</b>	<b>Subject</b>	<b>Qualification including Ph.D./ NET/ SET</b>	<b>Teaching experience in years</b>	<b>Contact No.</b>	<b>E-mail Address</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

## Status of printing of UG-CBCS-2nd-Year-SLMs (as up-to 10.06.2022)

Sl. No.	School	Subject	Programme-code	Course-Code	Status of Dummy SLM received/Printing	First-set work-order placed to Printer
1	SCHOOL OF SCIENCES	GEOGRAPHY	HGR	CC-GR-06	Dummy received on 09.06.2022	M/S Seva Mudran
2				CC-GR-07	Printing done	M/S Prabaha
3				CC-GR-09	Printing done	M/S Seva Mudran
4				GE-GR-31	Printing done	M/S Seva Mudran
5				SE-GR-11	Printing done	M/S Prabaha
6				SE-GR-21	Printing done	M/S Printech
7		MATHEMATICS	HMT	CC-MT-06	Printing done	M/S Seva Mudran
8				CC-MT-08	Printing done	M/S Royal Halftone
9				CC-MT-09	Printing done	M/S Royal Halftone
10				SE-MT-11	Printing done	M/S Royal Halftone
11		CHEMISTRY	HCH	CC-CH-05	Printing done	M/S Royal Halftone
12				CC-CH-06	Printing done	M/S Royal Halftone
13				CC-CH-07	Printing done	M/S Prabaha
14				CC-CH-10	Dummy received on 09.06.2022	M/S Seva Mudra
15				GE-CH-41	Dummy received on 09.06.2022	M/S Seva Mudra
16			SE-CH-11	Printing done	M/S Seva Mudra	
17		ZOOLOGY	HZO	CC-ZO-05	Printing done	M/S Seva Mudra

18				CC-ZO-07	Printing done	<b>M/S Royal Halftone</b>
19				GE-ZO-41	Dummy received on 09.06.2022	<b>M/S The Saraswati Printing Works</b>
20				GE-ZO-41	Printing done	<b>M/S The Saraswati Printing Works</b>
21				SE-ZO-11	Printing done	<b>M/S The Saraswati Printing Works</b>
22		MATHEMATICS	HMT	CC-MT-05	Printing done	<b>M/S Prabaha</b>
23				CC-MT-07	Printing done	<b>M/S Prabaha</b>
24				CC-MT-10	Printing done	<b>M/S Prabaha</b>
25				SE-MT-21	Printing done	<b>M/S Printech</b>
<b>26</b>		BOTANY	HBT	<b>CC-BT-06</b>	<b>Dummy received on 09.06.2022</b>	<b>Yet to assign print-order</b>
27				CC-BT-08	Dummy received on 09.06.2022	<b>M/S Prabaha</b>
28				CC-BT-10	Dummy received on 09.06.2022	<b>M/S The Saraswati Printing Works</b>
29				GE-BT-31	Printing done	<b>M/S Royal Halftone</b>
30				SE-BT-11	Printing done	<b>M/S Printech</b>
31				SE-BT-21	Printing done	<b>M/S The Saraswati Printing Works</b>
32		Physics	HPH	CC-PH-07	Dummy received on 09.06.2022	<b>M/S The Saraswati Printing Works</b>
33		HISTORY	HHI	CC-HI-06	Printing done	<b>M/S Royal Halftone</b>

34	<b>SCHOOL OF SOCIAL SCIENCES</b>			CC-HI-07	Printing done	<b>M/S Sailee Press Pvt. Ltd.</b>
35	<b>SCHOOL OF PROFESSIONAL STUDIES</b>	COMMERCE	HCO	CC-CO-05	<b>Dummy received on 20.05.2022</b>	<b>M/S Printech(Combined)</b>
36				CC-CO-06		
37				CC-CO-07		<b>M/S Royal Halftone(Combined)</b>
38				CC-CO-08		
39				SE-CO-11		<b>M/S Printech(Combined)</b>
40				SE-CO-21		
41		ECONOMICS		SE-EC-11		<b>M/S Printech (Combined)</b>
42				SE-EC-21		

Dated : 17/06/22

**A NOTE ON ACTIVATION OF REGIONAL CENTRES FOR SLM DESPATCH**

The current practice of delivery of SLMs to the study centres consists of :

1. Receiving and storing of printed SLMs at warehouse at Regional Centre, Kalyani,
2. Despatching of SLMs from there to all study centres throughout the state.

However, it is becoming very difficult to accommodate printed SLMs received from the Printers at the warehouse earmarked for the Study Centres Department due to scarcity of space. Moreover, the despatch gets delayed as the porters do not get enough space for packaging of the materials before despatch. The problem will multiply manifold when despatching of a huge number of CBCS SLMs of all three years of UG to more than 170 study centres will start.

It will create a big chaos if steps are not taken beforehand. It is, therefore, proposed that despatch of SLMs may be decentralised/reorganized by involving all our Regional Centres and using their infrastructure, so that study centres get their SLMs timely from their respective Regional Centre.

This is very much possible due to the following facts :

1. The study centres have already been allocated to their respective Regional Centres.
2. There is a Junior Store Keeper at each Regional Centre who will manage the despatch along with porters engaged as per necessity, as is done presently in Kalyani.
3. The automated system developed by the Register's Department can exactly calculate the volumes of SLMs to be sent to each Regional Centre after each admission and renewal, as confirmed by Sri Debananda Biswas, System Analyst.

**The above proposal is submitted to the next meeting of CIQA for deliberation and possible acceptance.**

Director, Study Centres

**Ph.D. Applications (2021-22)**

Discipline-wise number of online applications received, number of application forms received and number of pending (due to non-submission of documents) applications:

Sl. No.	Discipline	Vacancy	Online Application Received	Application Forms Received
<b>SCHOOL OF SCIENCES</b>				
1	Mathematics	5	21	17
2	Chemistry	10	2	1
3	Physics	3	0	0
4	Zoology	7	7	6
5	Geography	4	22	20
<b>Total</b>		<b>29</b>	<b>52</b>	<b>44</b>
<b>SCHOOL OF HUMANITIES</b>				
6	Bengali	1	6	3
7	English	3	17	15
8	English Language Teaching	2	2	2
<b>Total</b>		<b>6</b>	<b>25</b>	<b>20</b>
<b>SCHOOL OF SOCIAL SCIENCES</b>				
10	Political Science	4	16	15
<b>SCHOOL OF EDUCATION</b>				
12	Education	2	33	30
<b>SCHOOL OF PROFESSIONAL STUDIES</b>				
15	Library and Information Science	1	0	0
<b>Grand Total</b>		<b>42</b>	<b>126</b>	<b>109</b>



# All India Council for Technical Education

(A Statutory body under Ministry of Education, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: [www.aicte-india.org](http://www.aicte-india.org)



## APPROVAL PROCESS 2022-23

### Letter of Recommendation/NOC

F.No. Eastern/2022-23/1-11274172271

Date: 30-May-2022

To,  
The Vice Chancellor  
NSOU  
DD-26, SECTOR-I SALT LAKE,  
KOLKATA, Kolkata,  
West Bengal, 700064

**Sub: Letter of Recommendation Open and Distance Learning (ODL) / Online Learning (OL) 2022-23**

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Education) (1st Amendment) Regulations, 2021 notified on 24th February 2021 and other notifications as applicable and published from time to time, I am directed to convey the approval to

<b>Permanent Id</b>	1-11274172271	<b>Application Id</b>	1-11274172271
<b>Name of the Institution/University</b>	NETAJI SUBHAS OPEN UNIVERSITY	<b>Name of the Society/Trust</b>	NSOU
<b>Institution/University Address</b>	DD-26, SECTOR-I SALT LAKE, KOLKATA, KOLKATA, West Bengal, 700064	<b>Society/Trust Address</b>	DD-26, SECTOR-I SALT LAKE, Kolkata, Kolkata, West Bengal, 700064
<b>Institution/University Type</b>	Govt aided	<b>Region</b>	Eastern

To conduct following Courses in ODL mode for the Academic Year 2022-23\*

Sr. No.	Program	Level	Course	Center	Number of Seats
1	Management	POST GRADUATE	Management	Center 1	100

The university shall fulfill all the norms and requirements as mentioned in the All India Council for Technical Education (Open and Distance Learning Education & Online Education) Guidelines, 2021 Notified on 3rd March, 2021 and amended from time to time.

The University shall obtain necessary approval from University Grants Commission (UGC) as per the prescribed schedule and procedure.

The Administration/ Management of the University shall strictly follow further conditions as may be specified by the Council from time to time. The Council may withdraw the recommendation, in case it observes any violation of said ODL/OL regulations, mis-representation of facts and submitting factually incorrect information to it.

**Note : Recommended**

**Prof. Rajiv Kumar  
Member Secretary, AICTE**

Copy to:

1. **Secretary, University Grants Commission**
2. **The Regional Officer,**  
All India Council for Technical Education  
College of Leather Technology Campus  
Block LB, Sector III, Salt Lake City  
Kolkata - 700 098, West Bengal
3. **Guard File(AICTE)**

Note: Validity of the Course details may be verified at <http://www.aicte-india.org/>

**\*\* Copy of this letter will not be communicated through Post/Email. However, provision is made in the AICTE portal for downloading letter through Authorized login credentials allotted to concerned State Secretary / DTE/ Registrar.**

# Netaji Subhas Open University

## School of Professional Studies

Programme Project Report (PPR) as per UGC (ODL & OL) Regulations 2020 /  
Masters of Business Administration (MBA)

### a) Programme's mission & objectives:

The three main goals of this program are:

To educate and train individuals to be effective managers and decision-makers.

To equip individuals with the necessary skills and competencies to enable them to seek jobs and progress in their career.

To enhance the capabilities of the existing workforce in the country and abroad and thus contribute to economic development and business growth.

### b) Relevance of the Programme with HEI's mission and goals:

The mission of the university is to spread higher education in different parts of the state and to provide access to different skill enhancing educational programmes at affordable cost to the disadvantaged and to provide the facility for lifelong learning to intending learners.

The program is entirely consistent with the University's strategic goals as well as its mission to provide modern education to underprivileged sections of society. The program is also in accordance with the NSOU's goals to provide business education. Thus, NSOU brings forth this proposal after extended and thoughtful deliberations.

### c) Nature of prospective target group of learners:

The graduates may join this course to increase their employability in the corporate sector. The working persons may take this course for their vertical/ horizontal mobility in their work place.

### d) Appropriateness of programme to be conducted in open and distance learning mode to acquire skills and competence

The MBA programme is designed to equip the students with recent development in the business environment. Specialization in HR, Marketing, Finance will give an edge over other students. The graduates and existing workforce can take the advantage of ODL system to increase their skills and competence in this particular field without disturbing their work schedule.

### e) Instructional Design:

**Course Structure:** Full marks-2800/112 credit (Course- 27; 4credit/ 100marks each; Project-equivalent to 1 courses; 4credit/100marks)

Semester 1	Semester 2
CP-101: Principles and Processes of Management	CP-201: Strategic Management
CP-102: Micro Economics	CP-202: Macro Economics
CP-103: Business Environment	CP-203: Managerial Skill Development
CP-104: Statistics for Managers	CP-204: Quantitative Methods
CP-105: Accounting for Managers	CP-205: Research Methodology
CP-106: Computer Applications in Management & Management Information System	CP-206: Business Legislation
CP-107: Organizational Behaviour	CP-207: Operations Management

<b>Semester 3</b>	<b>Semester 4</b>
CP-301: Marketing Management	1. Elective 4
CP-302: Human Resource Management	2. Elective 5
CP-303: Financial Management	3. Elective 6
CP-304: Project & Viva-Voce (70+30)	4. Elective 7
Elective 1	5. Elective 8
Elective 2	6. Elective 9
Elective 3	7. Elective 10
Total 10 courses to be selected from any two elective groups (Finance/ Marketing/ HR) Specialization: at least five courses from one Group. After successful completion of one year (2 semesters), Post Graduate Diploma in Management (PGDM) may be awarded.	

**Specialization/ Dual Specialization (Choice of elective Courses):** The university offers specialization in three groups/areas viz. i) Financial Management (FM), ii) Marketing Management, iii) Human Resource Management (HRM). Each elective area will consist of six courses. A student has to select ten courses from these three groups to complete the MBA degree programme. It is mandatory for a student to have specialization in at least one particular elective area. Five courses from a particular area will denote the specialization in that particular elective area. One student may opt 5 courses from one particular elective area and other five courses from remaining two elective areas. If a student opts for 5 courses from each elective group, he/ she will have dual specialization.

### **Elective Groups**

#### Financial Management (FM)

1. Security analysis and portfolio Management (EPFM-01)
2. Working Capital Management (EPFM-02)
3. Management of Financial Services (EPFM-03)
4. Management Control system (EPFM-04)
5. International Financial Management (EPFM-05)
6. Taxation in Business (EPFM-06)

#### Marketing management (MM)

1. Sales, Distribution and Advertising Management (EPMM-01)
2. Consumer Behaviour and Customers Relationship Management (EPMM-02)
3. International Marketing (EPMM-03)
4. Product Management (EPMM-04)
5. Marketing Research (EPMM - 05)
6. Marketing of Services (EPMM-06)

#### Human Resource Management (HRM)

1. HRM- Policy and strategy (EPHRM-01)
2. Industrial Psychology and organizational Dynamics (EPHRM-02)
3. Human Resources – Planning and Utilizations (EPHRM-03)
4. Cross Cultural and Global HRM (EPHRM-04)
5. Management & Industrial Relations (EPHRM-05)
6. Human Resource Accounting and Compensation Management (EPHRM 06)

Detailed Syllabus  
Master of Business Management (MBA)

**CP 101: Principles and Process of Management**

**Module-1** : Principles of Management

- i) Classical School of Management Theory
- ii) Behavioural Concepts in Management thought & Human Relations School
- iii) Modern Concepts of Management

**Module-2:** Practice of Management

- iv) Organisation process, Structures, Delegation, Decentralization of Management.
- v) Line, Staff & functional Authority, Span of Control.
- vi) Coordination and communication.
- vii) Planning, Controlling & Decision Making.

References :

- Koontiz, O'Donnel & Weihrich – Management
- Kontz & Weihrich-Essentials of Management
- Hicks & Gullet-Management
- Robbins-Management : Concept & Practice
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**CP102 : Micro Economics**

Module 1

General Introduction to the Subject of Economics, Micro-Macro distinction, The Law of Demand, From individual demand to market demand, Factors that shift the demand curve. The Law of Supply, From individual supply to market supply, Factors that shift the supply curve. Elasticities of demand and supply. Determination of price and quantity in Competitive Market Equilibrium. Effects of changes in demand side and supply side factors on price and quantity, Effects of government intervention ( price control, minimum wage , indirect taxes and subsidies) on price and quantity. Consumer's Surplus, Producer's Surplus and the optimality of the Competitive Market (maximization of the sum of the two surpluses, price equaling marginal cost ).

Module 2

Production and Cost, Production Function and Returns to Scale, Total , Average and Marginal Costs in short run and long run. Equilibrium of the firm in perfect competition- short run and long run. Equilibrium under monopolistic competition ( with Monopoly as a special case), Oligopoly ( definition only), Non-optimality of imperfect competition

**CP-103: Business Environment**

- i) Socio Political Cultural Environment
- ii) Nature of Industrial Sociology.

- iii) Social Organisation, Work Organisation.
- iv) Occupations in Indian Society.
- v) Human and Cultural variables in organizations.
- vi) Cultural differences and managerial implications.

#### References

- K . Aswathappa : Essentials of Business Environment, Himalaya Publishing House.
- V.P. Michael : Business Policy and Environment, S. Chand & Co.
- Chertunilam Franis : Business Environment, Himalaya Publishing House.
- B. Banerjee : Economic Environment and Human Resource Management, Calcutta University.
- Misra S. K & V. K. Puni : Economic Environment of Business, Himalaya Publishing House.
- Jain Avun Kumar : Managing Global Competitions, Competence Publishing Co.

### **CP 104 : Statistics for Managers**

#### **Module –1:**

Collection and presentation of data; Frequency Distribution; Measures of Central Tendency, Dispersion, Skewness & Kurtosis, Correlation & Regression, Time-series Analysis, Index Number Analysis.

#### **Module-2:**

Probability Theory and Probability Distributions-Binomial, Poisson, Normal and Exponential; Testing of Hypothesis.

#### References :

1. Chandha, N.K. Statistics for Behavioral and Social Scientists, Reliance Publishing House, Delhi 1996.
2. Gupta, S.P. and Gupta M. P. Business Statistics, new Delhi, Sultan Chand, 1997
3. Kazmier, L. J. And Pohn, N. F. Basics Statics for Business and Economics. New York, McGraw Hill, 1988.
4. Levin Richard L. And Robin David S. Statistics for management. New Jersey, Prentice Hall Inc., 1995.
5. Narag, A., S. Linear programming and Decision Making. Ew Delhi, Sultan Chand, 1995
6. Sharma, J. K. Fundamentals of Operations Research. Mac Millan Publishers, 1990
7. Terry, Sineich, Business Statistics by Examples, London, Collier Mac Millan Publishers, 1990.

### **CP 105 : Accounting for Managers**

#### **Module-1**

Financial Accounting-Concept, Importance and Scope, Generally Accepted Accounting Principles, preparation of Financial Statements with special reference to analysis of a Balance

Sheet and Management of Business Income, Inventory Valuation and Depreciation, Financial Statement Analysis, Funds Flow The Statement of Cash Flows.

### **Module-2**

Management Accounting-Concept, Need, Importance and Scope; Cost Accounting- Records and Processes, Cost Ledger and Control Accounts, Reconciliation and Integration between Financial and Cost Accounts, Overhead Cost and Control, Job and Process Costing, Budget and Budgetary Control, Performance Budgeting, Zero-Base Budgeting, Relevant Costing and Costing for Decision-Making, Standard Costing and Variance Analysis Marginal costing and Absorption Costing.

### **Suggested Readings**

1. Anthony R.N. and Reece J.S. Accounting Principles. 6<sup>th</sup> ed., Homewood, Illiners. Richard D. Irwin. 1995.
2. Bhattacharya, S.K. and Dearden, J. Accounting for Management, Management and Cases. New Delhi. Vikas. 1996.
3. Heitger, L.E. and Matulich Srge. Financial Accounting. New York. Mc-Graw Hill. 1990
4. Hingorani . N. L. and ramanathan, A.R. Management Accounting 5<sup>th</sup> ed., New Delhi. Sultan Chand. 1992.
5. Horngren. Charles etc. Principles of Financial and Management Accounting, Englewood Cliffs. New Jersey. Prentice Hall Inc., 1994.
6. Needles. Belverd. Etc. Financial and Managerial Accounting. Boston. Houghton Miffin Company, 1994.
7. Vij. Madhu. Financial and Management Accounting. New Delhi, Anmol Publications. 1997.

The list of cases and specific references including recent articles will be announced in the class at the time of launching of the course.

<p style="text-align: center;"><b>CP-106: Computer Applications in Management and Management Information System</b></p>
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### **Module I (Computer Applications in Management)**

Introduction : Concept Of Data and Information; Information System , Classification , Transaction Processing System(TPS), Enterprise Collaboration System(ECS), Management Information System(MIS), Decision Support System(DSS), Expert System (ES), Executive Information System(EIS).

MIS: Definition, Concept, Characteristics, Designing MIS, Advantages of MIS, Role in organization, Limitation of MIS, The Organizational Structure : Managers, Activities, Level of people and their information needs.

Developing MIS Systems, SDLC (System Development Life Cycle) , Feasibility Analysis, System Analysis & Design (DFD & ER Diagrams). Implementing Business Systems, Testing And Documentation.

Report generation , General Principles, Types of Reporting.

DSS : Characteristics, Components, Programmed Design Rules.

Functional Areas : Accounting Information System, Financial Information System, Marketing Information System, Personnel Information System, Inventory Information System.

## **Module II (Management Information System)**

DBMS : Introduction, DBA, Architecture, DDL, DML, Relational Approach, - Relation, Tuples, Attributes, Concepts of Normalization.

ERP: Enterprise Resource Planning, Features, Selection Criteria, Issues and Challenges, Supply Chain Management (SCM), Customer Relationship Management (CRM).

Business Ethics, Cyber Crime & Privacy Issues

Communication & Networking :Basic concepts of networking : LAN, WAN,MAN, Topology, Protocol , Layers, Internetworking, Intranet, E-commerce and internet , wireless networks, Application in organizations, Email, www, search engines

## **References**

Greenlaw R & Hepps, Fundamentals of internet & www, 2<sup>nd</sup> Edition, TMGH, 2007

Bipin C Desai, Introduction to database system, Galgotia

K.C.Loudon & J.P.Loudon Management Information system, Org & Tech, Prentice Hall

W.S.Jawadekar, MIS,4<sup>th</sup> Edition, TMGH

Ward Hansen & Kirthi Kalyanan, Internet Marketing and e-Commerce

## **CP-107: Organizational Behaviour**

### **Module-1**

1. Meaning and Concept of Organizational Behaviour
2. Organization System, Organization Structure
3. Individual Behaviour in the Organization-Values, Attitude, Personality, Emotion & Perceptions.

### **Module-2**

4. Group Behaviour in the Organization-Group Behaviour, Group Decision Making
5. Organizational Development-Organizational Change
6. Leading and Motivation

## **CP-201: Strategic Management**

1. Objective of Business Policy Knowledge Skill Attitude
2. Strategic Management: An Overview.
3. Analysis of External and Internal Environment.
4. Identifying Strategic alternatives Strategy Alternatives.
5. Strategy Evaluation and Selection.

## **References :**



Robert S. Kaplan and David P. Norton. The Strategy Focussed Organisation Harvard Business School Press.

Kazmi (jt author), Business Policy. Tata Mc Graw Hill.

Nitin Balwani, Strategic Management and Business Policy, Excel Books.

AIMA, Strategies for Competitiveness, Excel Books.

Dr. P.K. Gupta, Corporate Strategic Management, Everest Publishing.

## **CP-202 : Macro Economics**

### **Module 1**

Introduction to Macroeconomics , Circular Flows of an economy.

National Income and Its Measurement: GDP, GNP( nominal and real), GDP Deflator, CPI, WPI. The Three Methods of Measurement . The identities  $Y = C+I$  ,  $Y = C+I + G$  ,  $Y = C +I + G + NX$ .

The Simple Keynesian Model: Consumption, Saving and Investment Functions. The Investment Multiplier, Government Expenditure and Tax Multipliers, Foreign Trade Multiplier.

Consumption, investment and the rate of interest.

The instruments of monetary policy

### **Module 2**

AD-AS analysis. Why AD is inversely relate to P, The AS curve in short run and long run, Fiscal and Monetary Policy , Demand Pull inflation and Cost Push inflation in terms of shifts in AD and AS.

The Balance of Payments. Current Account and Capital Account transactions as sources of demand and supply of a country's currency. Determination of the exchange rate in a flexible exchange system. Government intervention to fix the exchange rate.

Growth. The facts of growth of the world economy and of India.

### **References**

1. Hubbard, G and O'Brien, P: Microeconomics, Pearson
2. Sen, A : Microeconomics , Oxford University Press, New Delhi
3. Mankiw, G : Economics- Principles and Applications, Cengage Learning ( Indian edition)
4. Sikdar, S : Principles of Macroeconomics, Oxford University Press, New Delhi

## **CP- 203: Managerial Skill Development**

Importance and nature of business communication; Effective Communication skill; process of communication; Barriers and gateway in communication; Dos and Don'ts of Business writing; Commercial letters; writing Business reports; Oral Communication- presentations of reports, public speaking, and negotiations; Legal aspects of Business communication.

References :

1. Bowman, Jeol P. And Branchaw, Bernadine P. Business Communication from Process to Product. 1987. Daryden Press, Chicago.
2. Hatch. Richar. Communicating in Business. 1997. Science Research Associates. Chicago.

3. Murphy, Herta A. And Peck, Charles E. Effective Business Communication. 2<sup>nd</sup> ed., 1976 Tata McGraw Hill. New Delhi.
4. Pearce, C. Glenn etc. Business Communications : Principles and Applications. 2<sup>nd</sup> ed., 1988. John Wiley. New York.
5. Treece, Maira. Successful Business Communications. 3<sup>rd</sup> ed., 1987. Allyn and Bacon Boston
6. Andrews, F. M. And S. B. Withey Social Indicators of Well Being. Plenum Press, N Y., 1976.

### CP-204: Quantitative Methods

#### Module-1:

- 1) **Overview of Operations Research** : The history of Operations Research, Nature and significance of operations Research, Operations Research : Some definitions, Models, and Modelling in Operations Research, General Methods for solving Operations Research models, Advantages of Model, Application and scope of Operations Research, Basic Operations Research models.
- 2) **Linear Programming** : Introduction, Structure of Linear Programming Model, Advantages of Linear Programming, Graphical Solution Methods, Simplex Method, Duality in Linear Programming, Sensitivity Analysis.
3. **Transportation Problem** : Introduction, mathematical model of transpiration problem, the transpiration method of finding initial solution.

#### Module-2:

4. **Assignment problem** : Introduction, mathematical statement of the problem, solution methods of assignment problem.
6. **Project Management : PERT AND CPM** : Introduction, Basic difference between PERT and CPM, Steps in PERT/CPM Techniques, PERT/CPM, Network components and Precedence Relationships.
7. **Inventory Control deterministic Models** : Introduction, the meaning of Inventory Control, Functional Role of Inventory, Inventory Model Buildings, Deterministic Inventory models without shortages, Deterministic Inventory models with shortages, Multi-item Inventory Models with constraints, EOQ Models with Quantity Discounts, Dynamic Demand Inventory Models, Inventory Control Probabilistic Models.

### CP-205: Research Methodology

Nature and Scope of Research methodology, Problem Formulation and Statement of Research Objectives; Value and Cost of Information-Bayesian Decision Theory; Organisation Structure of Research; Research Process; Research Designs-Exploratory, Descriptive and Experimental Research Designs; Method of Data Collection-Observational and Survey Methods; Questionnaire Designs; Attitude Measurement Techniques; Motivational Research Techniques; Administration of Surveys; Sample Design; Selecting Appropriate Statistical Technique; Field Administration of Surveys; Sample Design; Selecting an Appropriate Statistical Technique; Field Administration of Surveys; Sample Design; Selecting an Appropriate Statistical Technique; Field Work and Tabulation of Data; Analysis of Data, Estimation, Testing & Inference-Use of SPSS and other Statistical Software Packages; Advanced Techniques for Data Analysis-ANOVA.

References :

1. Bennet, Roger: Management Research ILO, 1993.
2. Fowler, Floyd, J. Jr., Survey Methods, 2<sup>nd</sup> ed., Sage Publication, 1993.
3. Fox, J. A. And P.E. Tracy, Randomized Response: A Method of Sensitive Survey. Sage Publication, 1986.
4. Gupta, Sa. P. Statistical Methods. 3<sup>rd</sup> ed., Sultan Chand, New Delhi, 2001
5. Golden Biddle, Koren and D. Locke, Composing Qualitative Research, Sage Publication. 1997.
6. Salkind, Neil J., Exploring Research, 3<sup>rd</sup>., Prentice Hall, NJ, 1997.

**CP-206: Business Legislation**

**Module-1:**

**The Indian Contract Act, 1872** : Essentials of Valid Contract. Void Agreements. Performance of Contracts. Breach of Contract and its Remedies. Quasi-Contracts. Contingent contracts, Contracts of Bailment, Indemnity & Guarantee, Agency. **The Sale of Goods Act, 1930** : Formation of Contract. Rights of an unpaid seller. **Negotiable Instrument Act, 1881**: Nature and Types. Negotiation and Assignment. Holder-in-Due Course, Dishonour of a Negotiable Instrument. Arbitration; Endorsement & its kind.

**Module -2:**

**Companies Act, 2013**: Nature and Types of Companies Formation, Memorandum and Articles of Association. Prospectus Allotment of Shares. Shares and Share Capital. Membership, Borrowing Power, Management and Meetings. Accounts and Audit. Compromise Arrangements and Reconstruction. Prevention of Oppression and Management. Winding Up; Consumer Protection Act and Cyber Laws.

**Suggested Readings.**

Avtar Singh, Company, Law, 11<sup>th</sup> ed, Lucknow, Eastern, 1996.  
Khergamwala, J.S. The Negotiable Instrument Acts. Bombay, N.M. Tripathi, 1980.  
Ramaiya, A, Guide to the Companies Act. Nagpur, Wadhwa, 1992.  
Shah, S. M. Lectures on Company Law. Bombay, N.M.Trippathi, 1990.  
Tuteja, S.K. Business Law For Managers. New Delhi, Sultan Chand, 1998.  
The list of cases and specific references including recent articles will be announced in the class at the time of launching of the course.

**CP-207: Operations Management**

1. Nature and Scope of Production and Operations Management
2. Types of Manufacturing Systems and Layouts.
3. Workshop Layout Planning and analysis.
4. Production Planning and control.
  - a) Mass Production, b) Batch/Job order Production.
5. Process Planning, Scheduling, Work Study, Method Study, Work Management
6. Materials Management, Purchase Management, Stores Management.

7. Quality Control, Total Quality Management, ISO 9000, Benchmarking, JIT, Environment Standard

**References :**

Robert S. Kaplan and David P. Norton. The Strategy Focussed Organisation Harvard Business School Press.

Kazmi (jt author), Business Policy. Tata Mc Graw Hill.

Nitin Balwani, Strategic Management and Business Policy, Excel Books.

AIMA, Strategies for Competitiveness, Excel Books.

<b>CP-301:Marketing Management</b>
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**Module-1**

- 1.Nature and Scope of Marketing
- 2.Marketing Information System and Marketing Research.
- 3.Consumer and Industrial Marketing. Market Segmentation.
- 4.Targeting and Positioning.

**Module-2**

- 5.Product Mix, b) PLC, c) NPD, d) Branding Packaging Decisions, e) Pricing Methods.
- 6.Promotion Decisions. Promotion Mix, b) Advertising, c) Sales Promotion, d) Publicity/Public Relations, Personal Selling.
- 7.Channel Management. a)Selection, b) Co-operation & Conflict Management.
- 8.New Issues in Marketing. a)Globalisation, b) Consumerism, c) Green Marketing, d) Legal Issues.

**References :**

Enis, B.M. Marketing Classics : A selection of Influence Articles. New York. McGraw Hill, 1991

Kotler, Philip and Armstrong. G. Principles of marketing, New Delhi, Prentice Hall of India, 1997.

Kotler, Philip, Marketing Management : Analysis, Planning, Implementation and Control, New Delhi, Prentice Hall of India, 1994.

Ramaswamy, V.S. and Namakumari, S. Marketing Management : Planning, Control, New Delhi, MacMillan, 1990.

Stanton William, J. Fundamentals of Marketing, New York, McGraw Hill, 1994

Neelamegham, S. Marketing in India : Cases and Readings, New Delhi, Viakas, 1988.

<b>CP-302: Human Resource Management</b>
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**Module-1**

1. Human Resource Planning.
2. Job Analysis and Design.
3. Recruitment and Selection.
4. Induction and placement
5. Training & Development.

**Module-2**

1. Performance Appraisal and Potential Evaluation.
2. Job Evaluation and Wage Determination.
3. Employee Welfare.
4. Industrial Relations and Trade Union and Employee Empowerment.

References :

1. Aswathappa, K. Human Resource and Personnel Management, Tata McGraw Hill, New Delhi., 1007.
2. De Cenzo, D.A. & Robbins S.P. Business Management. 5<sup>th</sup> ed., New York. John Wiley, 1994.
3. Guy, V. & Mattock. J. The New International Manager, London, Kogan Page, 1993.
4. Holloway, J. Ed., Performance Measurement and Evaluation. New Delhi, Sage, 1995.
5. Monappa, A & Saiyadain M. Personnel Management, 2<sup>nd</sup>, ed., New Delhi, Tata Mc Graw Hill, 1996.
6. Stone, Lioyed and Leslie W. Rue., Human Resource and Personnel Management Richard D. Irwin, Illinois, 1984.

**CP-303: Financial Management**

Aims and Objectives of Financial Management; Cost-Volume-Profit Analysis; Operating and Financial Leverage; Time Value of Money; Investment and Capital Structure Decisions; Instruments of Long Term Finance; Cost of Different Sources of Raising Capital; Weighted Average Cost of Capital; Optimum Capital Structure; Method of Capital Budgeting; Management of Working Capital-Cash, Receivables and Inventory Management, Dividend Policy-basic.

**References:**

- Archer Stephen H. Etc. Financial Management. New York, John Wiley, 1990  
Bhalla. V.K. Financial Management and Policy, 2<sup>nd</sup>., New Delhi. Anmol. 1998.  
Brealey, Richard A. And Myers Stewart C. Principles of Corporate Finance. 5<sup>th</sup> ed., New Delhi. McGraw Hill, 1996.  
Hampton, John, Financial Decision Making, Englewood Cliffs, New Jersey, Prentice Hall of India. 1997.  
Winger, Bernard and Mohan, Nancy. Principles of Financial management, New York, Macumillan Publishing Company, 1991.

**CP-304: Project & Viva-Voce**

***ELECTIVE AREAS (SPECIALISATION)***

**Financial Management (FM)**

**EPFM – 01 : Security Analysis and  
Portfolio Management**

**Module 1 : Security Analysis**

Fundamental Analysis

Technical Analysis

Efficient Market Theory

## **Module 2 : Portfolio Management**

Risk and Return

Markowitz : Portfolio Selection Model

Sharepe : Single Index Model

CAPM

APT

Portfolio Investment Process

Investment Timing and Portfolio Performance Evaluation & Revision

### **References :**

I.M. Pandey-Financial Management

Prasanna Chandra-Financial Management,-Project Management

Bneary & Myres-Principles of Corporate Finance

H.T. Spiro-Finance for non-financial Manager

Alan Shapiro-Multinational Financial Management

Jack Clark Francis-Investment-Analysis & Management

Bhalla & Tuteja-Investment Management

Brigham-Fundamentals of Financial Management

Khan-Indian Financial System

Choi & Muller-International Accounting

<h2 style="text-align: center;"><b>EPFM – 02 : Working Capital Management</b></h2>
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### **Module -1**

Concept of Working Capital Management, Importance of Working Capital, Kinds of Working Capital, Factors Determining Working Capital, Estimating Working Capital Requirements; Management of Cash-Motives for Holding Cash and marketable securities; Cash System, Managing the Cash Flows, Types of Collection Systems, Cash Concentration Strategies, Disbursement Tools, Investment in Marketable Securities; Forecasting Cash Flows; Managing Corporate Liquidity and Financial Flexibility; Measures of Liquidity, Determining the Optimum Level of Cash Balances-Baumol Model, Beranek Model, Miller-Orr Model , Stone Model; Receivable Management-Determining the Appropriate Receivable Policy, Marginal Analysis, Credit Analysis and Decision, Heuristic Approach, Discriminant Analysis, Sequential Decision Analysis.

### **Module-2**

Inventory Management-kinds of Inventories, Benefits and Costs of Holding Inventories, Inventory Management and Valuation, Inventory Control Models; Short-term financing; Programming Working Capital Management; Integrating Working Capital and Capital Investment Processes; Monetary System; Money Market in India; Banking System in India; the Restructuring Process; Working Capital Control and Banking Policy in India; Instruments of the International Money Market; Managing Short-term International Transactions.

### **Suggested Readings**

Bhalla, V.K. Working Capital MANAGEMENT: Text and Cases, 4<sup>th</sup> ed., Delhi, Anmol, 2001

Hampton J.J. and C.L. Wagner Working Capital Management, John Wiley & Sons, 1989

Mannes, T.S. and J.T. Zietlow Short-term Financial Management, West Pub. Co., 1993.

## **EPFM-03 : Management of Financial Services**

Financial System and Markets; Concept, and Scope of financial Services; Regulatory Framework

For Financial Services; Management of Risk in Financial Services; Stock Exchange Operations; Mutual Funds; Merchant Banking Services : Managing of issue shares and bonds-Mobilising of Fixed Deposits-Inter-Corporate Loans-International Finance; Other Financial services-Leasing and Hire Purchase; Debt Securitization; Housing Finance; Credit Rating; Credit Cards; Banking and Insurance; Venture Capital, Factoring for Failing and Bill Discounting, Insurance; The Tax Environment and Financial Services; Pricing Financial Services.

### **Suggested Readings**

Bhalla, V.K. Management of Financial Services anmol, New Delhi, 2001.

Bhalla, V.K. And Dilbag, Singh, International Financial Centres. Mew Delhi, Anmol 1997.

Ennew, C.Yrevor Watkins & Mike Wright: Marketing of Financial Services, Heinemann Professional Pub., 1990.

Gordon, E and K. Natrajan Emerging Scenario of Financial Services. Himalaya Publishing House, 1997.

Meidan, Arthur Breneet, M. Option Pricing: Theory & Applications Toronto, Lexington Books. 1983.

Kim, Suk amd Kim, Seung. Global Corporate Finance: Text and Cases 2<sup>nd</sup> ed., Miami Florida, Kolb, 1993.

The list of cases and specific references including recent articles will be announced in the class at the time of launching of the course.

## **EPFM-04 : Management Control System**

### **Module-1**

Management Control – An Overview: Nature, Scope and Concept of management Control Systems. Organization Goals, Strategic Planning and Implementations, Organisation Structure, Contingency Theory, Organizational climate, Position of Controller in the Organisation Structure of an Organization. Management Control Process Programming Budgetary Planning and Procedures. Budgetary Control, Analysis of Variances, Flexible Budgeting Zero-base budgeting, Performance Budgeting, Accounting Analysis and Reporting, Variance Reporting.

### **Module-2**

Management Control Structure : Responsibility Centre, Responsibility Accounting, Cost Centre, Profit Centre, Inter-divisional Transfer Pricing, Measurement of Divisional Performance including Performance Evaluation Qualitative and Quantitative, Investment, Centre. Behavioural Aspects of Management control: Motivation and Morale, Goal Congruency, Participative and Responsive Management. Human as a part of Information

Process, Learning Curves. Management Control in Specialised part of Information Process, Learning Curves. Management Control in Specialised Organisation : Selected Case Studies on Non-profit and Public Service Organizations.

### **Suggested Readings**

Anthony, R. N and Govindrajana V. Management Control Systems. 8<sup>th</sup> ed., Taraporevala Chicago, Irwin, 1995.

Emmanuel, C And Otley, D. Accounting for Management Control. London, Nostrand Reinhold, 1985.

Ghosh, P K and Gupta, G S. Cost Analysis and Control. New Delhi, Vision 1985.

Glynn, J J. Value for Money : Auditing in Public Sector. London, Prentice Hall Inc., 1985.

Hersey, P and Blanchard. HB. Management of Organization Behaviour: Utilising Human Resources. New Delhi. Prentice Hall of India, 1988.

Maciariello. J A and Kirby C J. Management Control system. Englewood Cliffs, New Jersey, Prentice Hall Inc., 1994.

The list of cases and specific references including recent articles will be announced in the class at the time of launching of the course.

## **EPFM -05 : International Financial Management**

### **Module – 1**

International Monetary System, Balance of Payment, Foreign Exchange Market, Parity condition and currency forecasting Management of accounting and economic risks,

### **Module – 2**

Currency forwards futures and options and swaps, Raising money from International markets, Euro markets, Country risk analysis, financial management of MNC-Cost of capital, budgets, Capital structure, Foreign Direct Investment.

## **EPFM-06 : Taxation in Business**

Basic Concepts of Income Tax; Residential status of a Company; Computation of Income under Different Heads of Income, Set off and Carry forward of Losses, Deductions and Exemptions in Additional Tax on Undistributed Profits, Companies Profit Surtax Act; Computation of Tax Liability; Meaning and Scope of Tax Planning Regarding Dividends Policy, Issue of Bonus Shares, *Inter Corporate* Dividends and Transfers; Tax Planning Relating to Amalgamation and Merger of Companies; Tax Considerations in respect of Specific Management Decision like Make or Buy, Own or Lease, Close or Continue, Sale in Domestic Markets or Exports; Replacements and Capital Budgeting Decisions, etc; Tax Planning in respect of managerial Remuneration, Foreign collaborations and Joint Ventures; Implications of Avoidance of Double Taxation Agreements.

### **Suggested Readings**

Ahuja G K & Gupta, Ravi Systematic Approach to Income Tax. Allahabad, Bharat Law House, 1999.



Iyengar, A C. Sampat Law of Income Tax. Allahabad, Bharat Law House, 1981.  
Kanga, J B and Palkhivala, N A. Income Tax, Bombay, Vol. 1-3, N. M. Tripathi.  
Ranina, H P. Corporate Taxation: A Handbook. 2<sup>nd</sup> ed., New Delhi, Oriental Law House.  
1985.

## **Marketing Management (MM)**

### **EPMM-01 : Sales and Distribution Management**

#### **Module-I : Theories of Selling & Management**

Nature and scope of Sales Management, Principles of Selling, Theories of Selling, Steps in Personnel selling, Dyadic Interaction of Selling Sales Organisational Structure, Relationship of Sales Department with other departments, Size of Sales Force, Motivation of Sales Force, Compensation and Recruitment of Sales Force, Quotas and Territory Management, Sales Force Control System, Social Marketing, E-Marketing.

#### **Module-2 Distribution Management & Franchising**

Franchising - Concepts of Franchising-Types of Franchising-Modes of Operation-Steps in setting up a Franchisee Organisation, Physical Distribution-Objective of Physical Distribution-Importance of warehousing and transportation-Distribution Planning Principles-Designing a Distribution System, marketing Channels-Strategies of Distribution-Role of Channel Members-Types of Retailing-Channel Relationship-Potential Of Home Shopping.

**Case Studies with Indian References will be used for all modules**

#### **References :**

Richard R. Still, Edward. W. Cundiff and A.P. Grovoni; Sales Management, Prentice Hall of India, N. Delhi (2000).  
E. L. Ansary (it author); Distribution Management, Prentice Hall of India, N, Delhi(2000).  
Anderson, R. Professional Sales Management Cliffs, New Jersey, Prentice Hall Inc, 1992.  
Buskik R. H. And Stanon, W J Management of Sales Force. Homewood Illionois, Richard D. Irwin, 1983.  
Dalymple, D. J. Sales Management, Concepts & Cases, New York, John Wiley, 1989.  
Stanon, William J etc. Management of a Sales Force Chicago, Irwin, 1995.

### **EPMM-02 : Advertising & Sales Promotion Management**

#### **Module-1**

Advertising's Role in the Marketing Process: Legal Ethical and Social Aspects of Advertising;  
Process of Communication-Wilbur Schramm's Model, Two step flow of communication, Theory of Cognitive Dissonance and Clues for Advertising strategies: Stimulation of

Primary and selective Demand-Objective Setting and Market Positioning; Dagmor Approach-determination of Target Audience; Building of Advertising Programme-Message, Headlines, Copy, Logo, Illustration, Appeal, Layout; Campaign Planning; Media Planning; Budgeting Valuation-Rationale of Testing Opinion Aptitude Tests, Recognition, Recall, Experimental Designs; Advertising Organizations-Selection Compensation and Appraisal of an Agency; Electronic Media Buying. Advertising Campaign- Advertising V/s Consumer Behaviour; Sales Promotion-Role of Creative Strategies; Advertising-Retail National, Cooperative, Political International, Public service Advertising.

## **Module-2**

Sales Promotion and Marketing Mix; Nature and Types of Sales Promotion Consumer Behaviour and Sales Promotion; Deal Prone Consumer; Economic Theories of Promotion; Sales Promotion's Impact of Sales; Evaluation of Sales Promotion Experiments; Choice and Purchase Timing Models; Manufacturer Promotion Planning Process; Retailer Promotion Planning Process; Strategic Issues in Designing Promotional Strategies; Substantive Findings and Issues on Coupons, Trade Dealings, and Retail Promotions.

## **Suggested Readings**

Ailloni and Charas, Dan. Promotion: A Guide to Effective Promotional Planning, Strategies and Executions. New York, John Wiley, 1984.

Assae, Henry. Consumer Behaviour and Marketing Action. Boston, Kant, 1987.

Blattberg, Robert C and Scott, a Neslin. Sales Promotion: Concept Methods and Strategies. Englewood Cliffs, New Jersey, Prentice Hall Inc., 1990.

Schaltz, Don E and William, A Robinson. Sales Promotion Management. Chicago, Crain Books, 1982.

Strang, Roger A. The Promotional Planning Process. New York Praeger, 1980.

Totten, John C and Block, Martin P. Analysing Sales Promotion: Text and Cases. Chicago, Commerce Communication, 1987.

Ulanoff, Stanley M. Handbook of Sales Promotion. New York, McGraw Hill, 1985.

The list of cases and specific references including recent articles and reports will be announced in the class at the time of launching of the course.

<p style="text-align: center;"><b>EPMM-03 : Consumer Behaviour and Customer Relationship Management</b></p>
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## **Module 1**

### **1.Preliminaries**

Changing Profile of the Society and its Relevance of Consumer Marketing, Consumer Marketing, Consumer Marketing & Non-Consumer Marketing Organisational / Industrial Marketing, Interdisciplinary Nature of Consumer Market Analysis, Characterising Consumer Market-The Buyer of the Consumer-The Seller-The Product-Institutional/Organisational Character-Market Network.

### **2.Consumer Behaviour Analysis/Buyer in the Consumer Market**

Interdisciplinary Nature of Consumer Behaviour Analysis-Economic Paradigm of Consumer Behaviour Analysis-Economists Models-Limitation of Economists Models in

Market Management Analysis, Psychographic Analysis of Consumer, Behaviour and Behaviour Audit-Motivation-Learning-Perception-Attitude-Personality.

### **3.Socio-graphic Analysis of Consumer Behaviour**

Culture, Sub-culture, Social Class, Reference Group, Face of Face Group, Family, Individual / Person himself. Incorporating External and Internal Factors : Consumer Behaviour Models-Howard & Sheth-Nicosia-Blackwel and Engel-Others. Characterising Behaviour Models as-Input Output System-Inter-Active System-Feed Back Mechanism.

Consumer Decision Process-Pre-decision and Action-Post-decision and Action Analysis. Specific-Analysis of Dynamics of Purchase and Consumption of Customer Durable-Analysis of Dynamics of Purchase, Consumption and Post-consumption, Behaviour of Consumer Perishables-Issued of Inventories of Consumables.

Port-Purchase Behaviour of Consumers., Impact of Short Term and Long Term Memory on Consumer Behaviour., Consumer Behaviour specifically to E-marketing., Industrial Buying Behaviour, Consumer Behaviour in Rural Marketing., Environmental Awareness and Impact on Consumer behaviour.

### **Module-2**

Identifying & Describing Publics, Scope & role of Public Relations, Persuasion & Theory of Communication, Corporate Image & Public Relations, Public Relations & Marketing, Public Relations & Media, Ethics and Laws in Public Relations, Problem Solving Strategies in Public Relations, Evaluating Public Relations.

### **References :**

Leon G. Schiffman & Leslies Lazer Kankuk: Consumer Behaviour (Edition 6<sup>th</sup>) PHI-New Delhi

Loudon & Betta, Consumer Behaviour, McGraw Hill International, 2000

Glenn Walters and Blaise J. Bergiel: Consumer Behaviour, South Western Publishing Company, 1989.

Peter D. Benett and Harole H. Kassarijan : Consumer Behaviour, PHI, New Delhi, 1996

Assael, H. Consumer Behaviour Marketing Action. Ohio, South Western, 1995.

Hawkins, D I. Etc. Consumer Behaviour Implications for Marketing Strategy. Texas Business, 1995.

<b>EPMM-04 : International Marketing</b>
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### **Module-1 :**

#### **International Marketing**

International Marketing-Definition Concept and Setting, International Marketing vis-a-vis Domestic Marketing, Selection of Foreign Markets, Market Entry Strategies, Market Coverage Strategies, International Product Decisions, International Pricing, International Distribution, Promotion in the International Market.

#### **Internation Firm & International Business.**

Introduction-(MNC/TNC-International Firm)-Definition & Features MNCs in Historical Perspectives-Genesis of MNC-MNCs in the late 20<sup>th</sup> Century-Emerging Features of MNCs in the 21<sup>st</sup> Century.

Network of MNC Operations and the Organisational Structure of the MNCs Why the MNCs go abroad?- Theory of Capital Transfer-Products Cycle Theory in International Movement of Capital-Export of Capital-Dynamics of profit.

The MNCs in the area of Globalisation of Capital-Structural Adjustment Programme in Post Bretton Woods Regime-Convertible Currency & Foreign Direct Investment in the era of liberalisation.

## **Module-2**

### **Transitional Corporation in International Market**

Internalization of National Market, Operators in an International Market-Transnational Corporations – an Operator, International Components in an International Market, Types of Operations of International Units in an International Market, Difference Forms of Trans National Corporation-Transnational Manufacturing Corporations-Translational Trading Corporations-Translational Service Corporations.

### **Theories and Protections in International Trade**

Rational of International Trade, Autarky & Trade, Adam Smith's Theory of Absolute Advantage, David Ricardo's Theory of Comparative Advantage, Hecksher-Ohlin Formulations, Gains from Trade, Free Trade vs. Restricted Trade, Forms of Protection-Kinds of Tariff & Effects of Tariff-Arrangements for Tariff-Quotas, dumping & State Trading-Exchange Control, Globalization & WTO.

### **References :**

Warran J. Keegan: Global Marketing Management, PHI

Francis Cherunilam: International Business, Wheeler Pub.

Bo Sodersten: International Economics

Bhattacharya, B. Export marketing. Strategies for Success. New Delhi, Global Business Press, 1991.

Terpstra. Vem and Sarathy, R. International Business. New York, JohnWiley, 1988.

Onkvisit, Sak and Shaw, J J. International Marketing: Analysis Strategy. New Delhi, Prentice Hall of India, 1995.

## **EPMM-5 : Marketing Research**

### **Module-1 : Sampling Techniques**

**Sampling Techniques**-Simple Random Sampling; with Replacement & without Replacement-Stratified Random Sampling-Sample size determination-Estimation of different parameters and their standard error-Different cases on sample survey in the context marketing. Scales & Measurement in Marketing & Analysis-Approaches in a survey relevant for Market Assessment-Different types of scaling-Data collection Methods-Variability Method : Ordered Category Sorting, Rating Method. Ranking Method, Paried Comparison (Thrustone Scale V)-Quantitative udgement Method: Direct udgement Method, Fractionation, Constant Sum-Coefficient of Concordance. Tools used for Market Assessment-Cluster Analysis, Factor Analysis, Discriminant Analysis & Conjoint Analysis.

**Trends & Forecast**- Linear-Quadratic-Exponential-Modified Exponential. **Moving Average Models**- Exponential Smoothing Methods(Single, Double)-Adaptive Response Rate-Holts

Trends-Smoothing(Single)-Seasonal Models (Horizontal Seasonal, Adaptive Trend-Seasonal, Multiplicative Trend Seasonal).

### **Module-2 : Box-Jenkins Models & others forecasting technique**

Box-Jenkins Models, Special Techniques in Forecasting-Lumphy Demand-Cumulative Sum Techniques-All Time Requirements-Fast-Dropping Forecasts

References :

- 1 .Makridakis : Market Forecasting
2. Markridakis & Wheelwright : *Interactive* forecasting.
- 3.Pyndick Rubenfield : Econometric Forecasting & Model Building.

## **EPMM-06 : Marketing of Services**

### **Module-1 : Theories of Services Marketing**

The emergence of Service Economy, Nature of services and its characteristics, Goods vs Services Marketing, Marketing framework for service business, Classification of Service and services mix, Service product, Development, Service vision and service strategies, Quality Issues, Quality Models.

### **Module-2 : Product and consumer Development**

Internal, External and interactive marketing, Advertising, branding and packaging of services, Recovery and relationship marketing of financial insurance services-the Indian scene, Service marketing aspect of Business Provider Organisations and Outsourcing

## **Human Resource Management(HRM)**

### **EPHRM-01 : HRM Policy & Strategy**

Nature and Scope of HRM, Objectives and importance of HRM, Systems approach to HRM, The changing role of HRM, HRM in India, HRM Vs personal function, HRM policies & procedures, HRM trends in a dynamic environment, Developing HR strategies. TQM and HRM interrelation, HRM and Corporate Strategy, HRM and technological change, Learning Organisation as an objective of HRM policy & strategy, Communication as drivers of HRM policy & strategy.

## **EPHRM-02 : Industrial Psychology and Organisation Dynamics**

### **Module-1**

**1. Psychology, as behavioural Science :** Its Four-way Functions. History of Industrial Psychology. The Classic Hawthorne studies. Psychological Climates at Workplace.

**2. Men and Machine :** Work and conditions of Work. Psychological Fatigue and Psychological Fatigue. Human Factors in accidents. Ergonomics. Stress at work. Human-factor engineering.

**3. Special Employee Group :** Handicapped. Suddenly Unemployed. Obsolescent. Women employee. Career development opportunity for interested Quota-employee. Employee-counselling programme for alienated employee.

**4. Searching of Prospective HR :** General practices of (personne) selection. Human abilities and measurement. Personality and Interest Factor. Personnel training for improving capability (resourceful employee).

**5. Work Attitude issue :** Job-satisfaction and work-motivation. Maladjusted employee. Frustration-tolerance.

### **Module-2**

**6. Organisational Setting:** Basic Components, Goal-based classifications, Diversities, and Systems.

**7. Organisational Components :** People and Organization; Structure and Dimensions, Task and element functions; Role and Responsibilities (of the functionaries) Hygiene Factors of Motivation. Psychological Contract.

**8. Organisational Action-Dynamics :** Cognitive processes used for generating organizational behaviour. Decision-making Stress, Conflict and Frustration, affecting Cognitive functions and Personality Configuration.

**9. Formal and Informal groups :** Nature, formation and interdependence, Group dynamics for cohesion and Coercion; and Formation of small for Team building.

**10. Over viewing theories of Motivation and Leadership :** Dynamics for developing Self-responsible human resources. The suggested role, responsibility We ward policy and empowerment.

## **EPHRM-03 : HRM-Planning & Utilization**

### **Module-1**

HRM planning, objective and methods, HRM process-Manpower Forecasting & Manpower inventory, Recruitment selection, testing, interviewing, Job analysis and job evaluation, job description, job specification, job rotation, job enlargement, job enrichment, Performance measurement, Potential appraisal, performance appraisal, Skills matrix, competency mapping.

### **Module-2**

Training needs identification, Training methods, techniques, aids, Training effectiveness, HRD-Management development programmes, Career planning, succession planning,

Enhancing satisfaction, motivation, morale, Improvement Teams and teamwork, Employee involvement and empowerment, Suggestion schemes, Employee motivation surveys.

### **EPHRM-4 : Cross Cultural & Global HRM**

#### **Module-1**

Human and cultural valuables in global organizations, Cross cultural differences and managerial implications, Culture shock and effect on job performance, Cross cultural research methodologies, Hofstede's and subsequent studies, Adaptation and cross cultural management, Evolution of global organizations, Type of global organizations- Multinational, international, transitional

#### **Module-2**

Cross cultural leadership and decision making, Cross cultural communication and negotiations, HRM/HRD in global organisations, Selection criteria for international assignments, Compensation and appraisal in global perspective, Traditional manager vs. Global manager, Managing global managers and teams, The cross cultural organization of the future-the Multicultural Model.

### **EPHRM-05 : Management of Industrial Relations**

#### **Module-1**

Industrial Relations perspectives, Industrial relations and the emerging Socio-Economic scenario, Industrial relations and the state, Legal framework on Industrial Relations, Emergence and objectives of labour laws and their socio-economic environment, Role and future of Trade Unions, Trade Union and the Employee, Trade Union and Management.

#### **Module-2**

Discipline and Grievance Management, Counselling principles and methods, Negotiation, productive bargaining and collective settlements, Participative Management and co-ownership, Industrial relations and globalisation, Industrial relations and technological change, emerging trends in industrial relations due to restructuring and re-engineering, Labour flexibility, Changing role of state and industrial relations.

### **EPHRM-06 : Human Resource Accounting and Compensation Management**

#### **Module-1**

Human Resource information system, Human Resource valuation and accounting, Human Resource audit, Conceptual and theoretical understanding of economic theory related to



reward management, Reward and recognition in relations to satisfaction and motivation, Linking compensation and rewards to Productivity, Quality, Service, Speed, Learning, Obtaining commitment through reward and recognition schemes, Planning for improved competitiveness.

### Module-2

Determination of inter and intra-industry compensation differentials. Its evaluation and benchmarking, Tools used in designing improving and implementing compensation packages, Designing compensation packages for different levels and grades in an organization, Compensation packages like fringe benefits, incentives and retirement plans, Statutory provisions governing different components of reward system, Working of different institutions related to reward system like wage boards and pay commissions, IT based compensation packages.

*Duration of the programme: 2 years (4 semester)*

### Faculty and Support Staff Requirement:

Faculty

Sl. No.	Faculty	Work at (HQ/RC)	Number
1	Professor	xx	xx
2	Associate Professor	HQ	01
3	Assistant Professor	RC	02

Support Staff:

Sl. No.	Office Staff (Designation)	Work at (HQ/RC)	Number
1	Junior Assistant	HQ	01

### Instructional delivery mechanism:

Mode of Delivery/ Types	Delivery Mechanisms	Provided (Yes/No)	Detailed Information (Please Mention the Activity Hour)
Face to Face Mode	PCP	Yes	08 sessions @1.3hours each paper
	Tutorials/ Special Classes/ Remedial Classes	Yes	Tutorials are arranged at Regional Centres (RCs)
	Seminar/ Research Colloquium	Yes	Seminars are organized on contemporary issues at Headquarters for the students and teachers
	Workshop	No	--
	School Based activities and Internship	Yes	Project are carried out in different industries
Self- Learning	SLMs	Yes	Printed SLMs are provided to the students through study centres
	Reference Books	Yes	List of reference books are provided through the SLMs which are made available at the district public libraries in the State.
ICT/ Digital	Online (Web driven/Mobile)	Yes	Academic content and AV lectures

Wellness of students	App )		are made available through LMS
	Offline DVD/SD Card/USB Drive	Yes	Recorded lectures are made available to the learners on demand
	Telecommunications	Yes	Teachers respond to the academic queries of the learners
Blended	Smart Classrooms	Yes	Smart classrooms are available both at RC.
	Flipped Learning	yes	Through SWAYAM

#### **A. Procedure for admissions, curriculum transaction and evaluation**

**Eligibility:** Any graduate under 10+2+3 or Degree in Law/ Engineering/ Pharmacy/ Architecture with work experience

**Admission session:** July/ Jan every year

**Admission Process:** Through Management Entrance Test (NSOU-MET) followed by Personal Interview (PI) of 100marks. The NSOU-ET may be of 100 marks (English-30, Mathematics-30, Aptitude-20 and GK-20) based on MCQ. The students may be selected on the basis of the results of NSOU-MET &/ or PI.

**Examination system:** Semester system examination. Weightage for Home Assignment and Term-end Examination will be 30% and 70% respectively (as per university rules). Duration of term-end examination- 3hours for 100 marks paper. Pass mark in each paper- 40%. Final gradation will be as per other PG courses of the University.

**Intake:** 100

**Total Course Fee:** Rs. 100,000/- (Rs.25,000/- per Semester, Excluding Examination and Studentship Renewal Fees)

**Financial Assistance:** Student Credit Card of State Govt.

**Updated Notification for its Learners:** University notify its various policy for the programme delivery along with the details of methods and web-based tools to be adopted in the official website. All notification regarding all the academic activities to be carried out by the University during the academic session is provided in the official website, learners registered mobile number of the learners and through the Study Centres where the course is offered. Further, the University notify all notification, assignment question papers, result and other related information to examination and evaluation through it official website and registered mobile number of the learners.

#### **B. Requirement of the laboratory support and Library Resources:**

**Laboratory:** As the course does not have any practical paper or any component for which laboratory facility is required therefore laboratory facility is not provided.

**Library:** The learners of the course may avail the library facilities at their study centres. Selected District Libraries have NSOU Desk which are funded by the university through the concerned department of Govt. of West Bengal. Learner can also avail the facility of Central Library of NSOU.

**C. Cost estimate of the programme and the provisions:** Estimated cost of development of programme: Rs.12,10,200/-

**D. Quality assurance mechanism and expected programme outcomes:** NSOU has constituted the “Centre for Internal Quality Assurance (CIQA) as per UGC (Open and Distance Learning) Regulations, 2020 to ensure the delivery of high quality programmes to its learners.

(a) Objectives of the CIQA:

- ✓ It tries to ensure quality service to the learners of the subject through development of good and appropriate standard Study Learning Material or SLM, integration of modern methods of teaching learning including usage of ICT and credibility of evaluation procedures.
- ✓ It also tries to identify the key areas in which the concerned School of the University should maintain quality.
- ✓ Another important function of the CIQA is to prepare Program Project Report(PPR) of the programs/courses being offered by the concerned School or proposed to be launched in the near future with due approval of competent authority.

(b) Function: The CIQA has the following functions:

- ✓ Organization of inter and intra Schools/ Institutional workshops, seminars on quality related themes and promotion of quality circles.
- ✓ Documentation of the various programmes / activities of the School leading to quality improvement
- ✓ Acting as a nodal agency of the institution for quality-related activities, including adoption and dissemination of good practices.
- ✓ Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- ✓ Arrangement for feedback responses from students, parents and other stakeholders on qualityrelated institutional processes.
- ✓ Dissemination of information on the various quality parameters of the University.
- ✓ Development of quality culture in the University, and encourage creativity and innovation among the faculty and staff.
- ✓ Record activities undertaken on quality assurance along with preparation of the PPRs and Annual Reports. The program aims to make learners knowledgeable, proficient and competent enough to secure good job opportunities as well as take up further research work in the field of social sciences.

Expected programme outcome:

After successful completion the students may increase their knowledge in the domain of management which intern increase their employability in the trade and commerce.



# Netaji Subhas Open University

(Established by WB Act (XIX) of 1997, Recognized by UGC)

Accredited by NAAC with grade A

DD-26, Sector-I, Salt Lake, Kolkata-700064

Website: www.wbnsou.ac.in

## Proposal for MOOC on SWAYAM

A As resolved in 5<sup>th</sup> CIQA meeting held on 03/01/2020 [ item No. 9(1)] and as reported in the 1<sup>st</sup> RAC meeting held on 10/3/2022, the MOOC on 'Research and Publication Ethics' (RPE) has been developed under 4 Quadrant approach. Now we may send the proposal to IGNOU (National Coordinator) to offer this 2-Credit Course through SWAYAM.

As Per UGC Letter No. DO No. F-1-1-2018 (Journal /CARE) Dec. 2019, all the Universities were requested to offer 2-Credit Course on 'Research & Publication Ethics' (RPE) which may be a part of the Course work of the Research work of different Universities

As Per requirement, the Registrar, NSOU is required to sign the Consent Letter for being Host University under SWAYAM –MOOCs.

Placed before Hon'ble Vice-Chancellor for kind Consideration/ direction.

VC

Ashosh  
15/6/2022

Director, (i/c) SPS

Encl: 1) Consent letter  
2) Filled in SWAYAM format.

vc/15/1389  
15.06.2022

Kindly note above at 'A' accordingly the proposal therein stands approved for n.a. in the affirmative please.

1) Dir SPS (i/c)  
May please  
take up with the  
Registrar

2) cc to Registrar for  
taking n.a. please.

Letter signed:-  
15/06/2022

Shubh  
15/6/2022



**Report on the Coordinators' Meet under SVS / CLL held on 18/05/2022 at 12.30pm  
in the Subhas Chandra Sabhaghar**

**Members Present:**

University officials:

Professor Subha Sankar Sarkar, Hon'ble Vice-Chancellor

CA Kishore Sengupta, Registrar

Dr. Ashit Baran Aich, Director, Study Centres

Dr. Anirban Ghosh, Director (i/c) School of Vocational Studies

Coordinators from LSCs:

1. Agami Nirman 2003 (V-39)
2. Anjali Academy of Management and Technology (V-27)
3. Al-Ameen Memorial Minority College (J-06)
4. Bijoy Krishna Girls' Collage (C-08)
5. Balagarh Bijoykrishna Mahavidyalaya (L-05)
6. Bengal Bratachari Society (V-57)
7. BKM College of Education (V-63)
8. Gourangdi B.Ed. College (V-64)
9. Little Georgians, Bolpur (V-60)
10. Maharani Kasiswari College (W-02)
11. Nabadwip Bakultala School of Education (V-40)
12. Nazirpur Rainbow Educational Institute (V-48)
13. Nari Siksha samity (V24 & V25)
14. Pranavananda Institute of Management & Technology (P-21)
15. Rabindranath Tagore International Institute of Cardiac Sciences (P-11)
16. Ruby General Hospital Ltd. (V-47)
17. Sarojini Naidu College (E-06)
18. Shanti Devi Vidyaniketan (V-10)
19. Surendralal Das Teachers' Training College (V-65)
20. Vidyasagar Foundation (W-22)
21. Vivekananda Educational Institute (V-56)
22. Shivananda Health Society (P-19)
23. Anindya Yoga Society (V-30)
24. ACE Business Academy (V-33),
25. IMAGIC Learning Solutions Pvt. Ltd, (C-34)
26. Enterprise Development Institute (P-01),
27. Jagadish Chandra Mandal Institute of Education (V-72)

With the permission of the Hon'ble Vice-chancellor, Chairperson of the meeting, Dr. Anirban Ghosh initiated the discussion and conveyed sincere thanks to all Coordinators for their cooperation and support to run the vocational training programme across the state. Every year, the School organizes **Coordinators Meet** before the admission. In 2020 and 2021, the meeting was organized on virtual platform due to COVID-19 pandemic. This was the first face to face meeting convened since lockdown is withdrawn. The agenda of the meeting was:

1. Renewal of MOU
2. Admission for July 2022 session
3. Term-end Examination June 2022
4. Miscellaneous

1. Renewal of MOU

All coordinators present in the meeting were requested to check the validity of the Memorandum of Understanding (MOU) signed between NSOU and the study centre. If the validity expires, Coordinators may send their willingness through a letter to renew the MOU with retrospective effect.

## 2. Admission for July 2022 session

It was reported that following centres have been approved to conduct the courses under SVS and/CLL

- a) Anjali Vocational and Training Centre, Prantik (V-73)
- b) Abesh Innovation Education Training Skill Institute (V-71)
- c) Jagadish Chandra Mandal Institute of Education, Sagar (V-72)
- d) George Telegraph Film and Television Training Institute, Kolkata (C-43)
- e) George Animatrix School of Animation, Kolkata (C-42)

The school introduced the online admission process during the pandemic which was successfully completed with the help the study centres. It was resolved that the same process may be followed for admission in the coming sessions. Under this system, the students may download the admission form from the website and may submit the filled in form at the study centre as per their choice. The study centres may guide them to submit the form and to pay the fees.

As per existing system, the study centres may submit the filled in form with supporting documents and deposit the NSOU's share of fees in the designated bank account of the university.

The detailed admission notification will be published in the NSOU website and the necessary insertion may be given in Karmasangsthan/karmakhetra. After publication of admission notice by NSOU, the study centres may publish the same in their local newspaper/cable channel etc. with the approval of the University.

Due to demand of the course, the eligibility for Advanced Diploma in Psychological Counselling has been revised. Now any graduate (10+2+3) may pursue this course.

## 3. Term-end Examination June 2022

During the pandemic, the School conducted the term-end examination through digital platform. The process/system of examination has been discussed in detail and it was decided that the theory paper may be conducted through online (MCQ) to assess the domain knowledge of the students and the practical papers may be conducted on face to face mode to assess skills and competency in the specific trade by the respective study centres. The online examination (theory papers) may be conducted through LMS. The examination schedule and question papers may be prepared by the University with the help of subject experts.

A part of the examination fee may be paid to the study centres to conduct the practical examination.

## 4. Miscellaneous:

The following issues have been raised by the members present in the meeting and it resolved that

- a) Marksheet and certificate under CLL may issued separately
- b) no printed SLMs may be provided to students registered under CLL however, they may get the ICT support and digitized course materials through portal/ LMS.
- c) No instalment facility may be allowed for the courses under SVS & CLL.

.Sd/-  
Director(i/c), SVS





## School of Vocational Studies

### Netaji Subhas Open University

(Established by WB Act (XIX) of 1997, Recognized by UGC)

Accredited by NAAC with grade A

DD-26, Sector-I, Salt Lake, Kolkata-700064 (www.wbnsou.ac.in)

#### Minutes of the 3<sup>rd</sup> meeting of Advisory Committee under School of Vocational Studies (SVS) held on 21/6/2022 at 12noon in the Board Room of the University

##### Members present:

Professor Subha Sankar Sarkar, Hon'ble Vice-Chancellor, NSOU

Shri Jay Prakash Shaw, Former Director General/ Regional Director-East, Ministry of Tourism, GoI-Nominee of Hon'ble Vice-Chancellor

CA Kishore Sengupta, Registrar

Dr. A.B. Aich, Director, Study Centres

Smt. Rokeya Ray, Controller of Examinations, NSOU

Professor Anirban Ghosh, Director (i/c), School of Vocational Studies, NSOU

Dr. Ghosh informed the house that the School has been following the modalities of examination (w.e.f TEE July 2019) for the courses under SVS as resolved in the first two meeting of Advisory Committee. The admit card and marksheets are signed jointly by the Registrar and Director(i/c) of the School. The certificate is signed by the Hon'ble Vice-chancellor. The present meeting was convened to appraise the members about the status of examination of the said courses.

##### Proceedings:

##### Agenda 1: Reporting of previous Term end examinations

The following statistics of the previous TEEs were presented before the committee members.

Sl. No.	Name of Course	TEE June 2020		TEE Dec 2020		TEE June 2021		TEE Dec 2021	
		Appeared	Pass	Appeared	Pass	Appeared	Pass	Appeared	Pass
1	ATDD	34	34	16	16	40	40	0	0
2	ADTDD	168	166	131	126	42	42	157	157
3	ADPC	0	0	0	0	0	0	19	18
4	ADNWK	0	0	0	0	0	0	26	26
5	ADAYN	0	0	0	0	0	0	19	19
6	DFSSM	70	70	31	30	35	33	19	19
7	DPTE-M	294	292	0	0	233	230	110	110
8	PGDEXIM	7	7	0	0	0	0	0	0
9	PGDNWK	39	39	0	0	1 <sup>st</sup> yr- 35	1 <sup>st</sup> yr-35	0	0
						2 <sup>nd</sup> yr-38	2 <sup>nd</sup> yr-38		
10	PGDHFOM	11	11	0	0	7	7	0	0

##### Agenda 2: Reporting of new programmes launched under SVS/CLL

- i) Abesh Innovation Education Training Skill Institute (V-71), Madhyamgram,
- ii) George Animatrix School of Animation,(A unit of George Telegraph Group), Sealdah (C-42)
- iii) George Telegraph Film and Television Institute (a unit of George Telegraph Group), Netaji Nagar,(C- 43).
- iv) Anjali Vocational & Training Centre, Prantik (V-73)



### Agenda 3: To finalize the modalities of examination from TEE June2022

During the pandemic, the School conducted the term-end examination through digital platform. The process/system of examination has been discussed in detail and it was decided that from the next TEE June 2022, the theory paper may be conducted through online (MCQ) to assess the domain knowledge of the students and the practical papers may be conducted on face to face mode to assess skills and competency in the specific trade by the respective study centres. The online examination (theory papers) may be conducted through LMS with students' individual user ID and P/W. The examination schedule and question papers may be prepared by the University with the help of subject experts. Ten (10) Questions will comprise one set of question which will be selected randomly from the question bank of the respective paper. Rs.100/- student may be paid to the study centres to conduct the practical examination.

537 students have submitted their examination form for upcoming TEE June 2022 (Tentative period of exam (15<sup>th</sup> July -30July 2022). Special drive is being taken to

SUMMARY (Appearing Students in T.E.E JUNE 2022) AS ON 23.06.2022			
SL. NO	COURSE NAME WITH CODE	TOTAL STUDENT FOR JUNE 2021	T.E.E JUNE 2022
1	Advanced Diploma in Tailoring & Dress Designing (ADTDD) (1ST & 2ND YEAR)	253 (150+5+98)	221 (132+89)
2	Advanced Certificate in Tailoring & Dress Designing (ATDD)	9	8
3	Advanced Diploma in Needle Work & Knitting (1 <sup>st</sup> & 2 <sup>nd</sup> year) (ADNWK)	79 (44+35)	66 (34+32)
4	Diploma In Pre-Primary Teachers' Education-Montessori (DPTE-M)	150 (145+5)	132 (127+5)
5	AdvancedDiplomain Psychological Couselling (ADPC)	44	41
6	Diploma In Fire Safety & Security Management (DFSSM)	40	28
7	Advanced Diploma In Applied Yoga & Naturopathy (ADAYN)	31	27
8	AdvancedDiplomain Hospital Front Office Management (ADHFOM)	7	6
9	Advanced Diploma In Visual Arts (APPLIED ARTS) (ADVAAA)	1	1
10	Diploma in Visual Arts (APPLIED ARTS) (DVAAA)	5	5
11	Diploma in Visual Arts (PAINTING) (DVAP)	4	2
TOTAL		623	537 (416+121)

### Agenda 4: Proposal for holding job fair at RCs

No job fair was organized in the last academic session due to the pandemic. Two job fairs are expected to be organized in the coming academic session. Mr. Shaw appreciated the initiative for holding the Job fair at Regional Centers.

Approved by Hon'ble VC on 23/6/2022

*Sd/-*  
*Director(i/c), SVS*



**Minutes of the Meeting held on 22/06/2022 at 2pm to discuss  
Implementation/Activation of Credit Transfer Mechanism  
with regard to SWAYAM-MOOCs**

Venue: NSOU Headquarters/ ZOOM platform

**Members present:**

1. Professor Subha Sankar Sarkar, Vice Chancellor, NSOU—Chairperson
2. CA Kishore Sengupta , Registrar
3. Prof. Kajal De, Professor of Mathematics & Director, School of Sciences
4. Prof. Anirban Ghosh, Director, CIQA & Schools of Professional Studies & Vocational Studies
5. Prof. Chandan Basu, Professor History & Director, School of Social Sciences
6. Dr. Srideep Mukherjee, Associate Professor of English, School of Humanities (online)
7. Dr. Papiya Upadhyaya, Assistant Professor of Education, School of Education
8. Dr. Sudeshna Chatterjee, Dy. Registrar (Academic)
9. Prof. Someswar Bhowmik, Officer-in-charge, Centre for Online Education—Convener

Officer-in-charge, Centre for Online Education welcomed all the participants and initiated the discussions.

He mentioned that this meeting has become imperative following an advisory from the Secretary, UGC [D.O.F.No.1-812017 (SWAYAM) 3rd June, 2022] with “Request to adopt University Grants Commission (Credit Framework for Online Learning Courses through Study Webs of Active Learning for Young Aspiring Minds) Regulations, 2021”. UGC has also shared a survey report on the status of credit transfer for non-technical courses for July 2021 Semester. It reveals that 72 students enrolled with 13 state/private universities/HEIs in West Bengal have sought credit transfer on the basis of credits earned through SWAYAM. But most important is the fact that amongst these 72 students, there is one NSOU student who has sought credit transfer.

Contd. ... P/2



The Hon'ble Vice Chancellor suggested that it was high time an SOP for integration of SWAYAM-MOOCs at NSOU was framed to address not only the above matters but also to implement the provisions of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 along with NEP 2020 Guidelines in letter and spirit.

After threadbare discussion, the following were resolved:

1. SWAYAM-MOOCs Courses/Credits should be accepted for GE across all the Schools, subject to mapping of Course Content and Engagement Hours.
2. SWAYAM-MOOCs Courses/Credits should be accepted for AECC-1 [Bengali/English] across all the Schools.
3. SWAYAM-MOOCs Courses/Credits should be accepted for AECC-2 [ENVS] across all the Schools.
4. Acceptance of SWAYAM-MOOCs Courses/Credits for SEC, DSE & CC should depend upon the respective Schools.
5. SOP for Credit Transfer mechanism—(a) application for inbound Credit Transfer to be submitted to the Controller of Examinations; (b) these applications to be routed to appropriate Schools; (c) Credit Equivalence/Weightage to be proposed by the appropriate department in consultation with the Board of Studies under the aegis of respective Schools.

Submitted for direction/approval.

Dated: 23/06/2022

Prof. (Dr.) Someswar Bhowmik  
Officer-in-charge  
Centre for Online Education