



Netaji Subhas Open University

[Established by W.B. Act (XIX) of 1997, Recognised by U.G.C.]

PROSPECTUS

for
Vocational Courses

(Blended VET)

[From 2020-21 Session onwards]

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NETAJI SUBHAS OPEN UNIVERSITY

Disclaimer and Legal Jurisdiction

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

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

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

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1. Concept of Open University

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

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

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

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

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

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

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

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

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

2. Vision and Mission of Netaji Subhas Open University

Our VISION:

The NSOU, the only State Open University in West Bengal, delivers to build up the quality human resource base of the State and, along with other Open Universities of the country, and moves towards the improvement of the quality of open distance education. It also intends to promote and develop appropriate ambience to develop an international standard distance education scenario in our country, keeping in view of the demands for education of the learners in tune with the requirements of the twenty-first century.

Our MISSION:

- To propagate quality education in flexible mode all over the State and to provide access to different skills-enhancing educational programs.
- To collaborate with other Higher Education Institutions (HEIs) for academic and research endeavours.
- To provide education in the vernacular language, i.e., Bengali and making it available at low cost to the underprivileged people.
- To provide facility of Life Long education to the intending learners.
- To integrate technological tools in the pedagogy for facilitating the learning experiences.
- To contribute to the existing body of knowledge through research and extension activities
- To render services for the development of the State in particular and the Nation in general in order to sensitize the learners towards a humanistic and democratic ecosystem.

3. Recognition

- i) The University is recognized by University Grants Commission(UGC) u/s 2(f) vide letter No.F.9-2/97 (CPP-I) dated 26 August, 1998.
- ii) The University is recognised by Govt. of West Bengal vide letter No. 316-SE (Aptt.) dated 21 March 2000 and 501-SE(A)/10M-51/99 dated 15 May 2000.
- iii) Approval of Diploma and Certificate Courses by UGC-DEB vide F. No. 2-10/2016 (DEB-III) dated 16/12/16. SoUs have been allowed to offer certificate/Diploma Programmes with the approval of BoS, Academic Council etc. of the respective University.

The University's Degrees/Diplomas/Certificates are recognized by all the members of the Association of Indian Universities (AIU) vide Circular No. EV/II (449)/94/176915-177115 dated January 14,1994.

The University received the prestigious International award "**Excellence in Distance Education Award**" (EDEA) for Institutional excellence in 2006 from Commonwealth of Learning (COL), Vancouver, Canada and "Best innovative University Award" in 2016 from DNA & STARS Group, India.

4. Academic Courses

The University offers both short-term and long-term programmes leading to Certificates, Diplomas or Post Graduate Diplomas, which are vocational as well as innovative. Most of these courses have been developed after initial survey of the demand for such studies.

They are launched with a view to fulfilling the learners' need for:

i) Certification, ii) Improvement of skills, iii) Self-employment, iv) Continuing education and professional development at work place, v) Diversification of knowledge.

5. Admission procedure

Admission schedule is notified in the newspaper before the commencement of each session together with enrolment form and will be available from the office of Partner Institutes / Study Centres of the University during their office hours. Completed enrolment form along with prescribed fees is to be submitted to the Partner Institutes / Study Centres within the last date announced. The admission notification will also be available on the website (www.wbnsou.ac.in).

In addition to the course fees each learner/ student shall have to pay Rs.300/- in total (being Rs.125.00 for Registration fee, Rs.175.00 as Annual Development fee) at the time of admission. Development fee of Rs.175 is payable at the time of renewal of the second year in case of a two-year course .

For students who are unable to clear all the papers within the course duration, they are required to pay the renewal fees as follows:

Annual Development fees	Rs. 175.00
Studentship fess	Rs. 125.00
	<u>Rs. 300.00</u>

N.B. : In any case, the number of students is less than twenty (20) in a particular course, the fees may be refunded excluding the cost of prospectus to the students.

6. List of Vocational and Innovative Courses

The basic information regarding the courses (Certificate, Diploma, PG Diploma, Advanced Diploma) launched by the University so far is given in a tabular form as below:

Course Details

Name of the Course	Eligibility	Duration		Course fee (Rs.)	Admission session
		Minimum	Maximum		
1. Post Graduate Diploma in Psychological Counselling	Graduate (10+2+3) in Social Sciences (Civics / Pol. Sc./ History / Geography / Physical Medicine (i.e. MBBS / BHMS / BAMS / BUMS), Education, Nursing (GNM), Sociology, Life Science.	1-year	3-year	18,000/-	July

Name of the Course	Eligibility	Duration		Course fee (Rs.)	Admission session
		Minimum	Maximum		
2. Post Graduate Diploma in Hospital Front Office Management	Graduate (10+2+3)	1-year	3-year	Rs. 30,000/- (Admission fee: 15,000/- & Tuition fee: 15,000/-) payable in two instalments	July
3. Post Graduate Diploma in Needle Work & Knitting	Graduate (10+2+3)	2-year	4-year	Rs. 15,000/- payable in two equal instalments	July
4. Diploma in Pre-Primary Teachers' Education- Montessori	10+2 or its equivalent	1-year	3-year	Rs.8,000/- (in two equal instalments)	July
5. Diploma in Fire Safety & Security Management	10+2 or its equivalent	1-year	3-year	Rs.7,000/-	Jan / July
6. Tailoring &, Dress Designing (Advanced Certificate Course)	Class X	1-year	3-year	Rs. 9,000.00 (in two equal instalments & Payable in 6th month)	Jan / July
7. Tailoring & Dress Designing (Advanced Diploma Course)	Graduate (10+2+3)	2-year	4-year	Rs.21,000.00 Admn.: 4,500 after 6 m: 4,500 after 1 yr.: 6,000 after 1½ yrs.: 6000	Jan / July

N.B. In addition to the course fee, each candidate has to pay Rs. 300/- (Registration fee: Rs. 125, and Annual Development fee: Rs. 175) at the time of admission. Examination fee is to be paid before examination as per notification issued by the Examination Department.

The examination centre may not necessarily be the centre of admission of the learners.

7. Details of Courses

The University conducts a number of innovative courses which are non-conventional in nature. These courses help a person to become expert in the respective field.

7.1. Post Graduate Diploma in Psychological Counselling

According to a survey about 20-30 million Indians are in need of some form of mental health care. The objective of the course is to provide an in depth knowledge about Clinical Psychology, Psychotherapies etc. so that after successful completion of the course, a candidate will be able to counsel the mental patient as well as help in solving the mental problems.

- Study Centre:**
1. Girindra Sekhar Institute of Psychological Education & Research, (P-10)
P-535, Raja Basanta Roy Road, Kolkata -700029, Ph : 9674098968
 2. Surendralal Das Teachers' Training College (V-65) Anandanagar,
Howrah, M : 6290793874
 3. Nazirpur Rainbow Educational Institute (V-48) Nazirpur, Rajinagar,
Murshidabad, M : 9733070694
 4. Vivekananda Educational Institute (V-56), Jalpaiguri, M : 8918929973

Name of The Paper	
Paper-I:	Basic Psychological Processes and Developmental Psychology (Theory)
Paper-II:	Psychological Disorders and Basic Physiology as related to Psychology (Theory)
Paper-III:	Counselling and Psychotherapies-Basics (Theory)
Paper-IV:	Psychology (Theory) Psychological Approaches to Counselling and Psychotherapies (Theory)
Paper- V:	Practical
Paper- VI:	Internship/ Project

Full marks: 600 (48 credit)

Evaluation Method: Evaluation will be done through term-end examination and internal assessment. There will be one home assignment for each paper and 20% marks are reserved for this. Pass mark is 40% in each paper.

Intake: Minimum number of students per batch is 20.

7.2. Post Graduate Diploma in Hospital Front Office Management

The scope of medical sciences has increased by leaps and bounds, owing to the relentless efforts made to come out with remedies to the many complicated ailments that afflict mankind. Understandably, hospitals, today offer many specialized treatments much beyond comprehension of the common man. The front office staff of any hospital plays an indispensable role in hospital operations. It plays an important role of attending to the patients and other beneficiaries, as and when they come in, for admissions and treatment. Efficient and skilled workforce is essential to manage the front office work. It is extremely important to understand how an organization is viewed and efforts should be made to develop and symbiotic relationship with the public in general.

Stipend: The students are paid a monthly stipend of Rs. 2500/- by the study centre. When they are attached to a department by the centre.

Study Centre	
Rabindranath Tagore International Institute of Cardiac Sciences, (P-11) 124, Mukundapur, E.M. Bypass, Kolkata - 700099, Ph: 033-7122-2222, ext. 2256/3404 Fax: 033-2436-1267 (Contact Person: Ms. Ilora Ghosh)	Ruby General Hospital Ltd. (V-47) Kasba Golpark, E.M. Bypass, Kol-107 M : 9831227380/9051138921 (Contact Person: Subhasish Dutta)

N.B. : Candidates will be selected by GD followed by personal interview.

Payment schedule:

Initial payment at the time of Admission: Rs.15,300/-

Second installment Rs.15,000/- (payable after 6 months of study).

Course structure :

Paper 1: Hospital and Health	Paper 2: Overview of Hospital Management
Paper 3: Principles of Management	Paper 4: Concept of Hospital Support Services
Paper 5: Front Office Management	Paper 6: Specialized Services
Paper 7: Hospital Information System (HIS)	Paper 8: Public Relations
Paper 9: Communication	Paper 10: Project work

Full Marks: 80 credits (1000 mark)

Evaluation Method: The examination will be conducted on yearly basis. Evaluation will be done through term-end examination and internal assessment. There will be internal assessment for theoretical paper and 20% weightage are reserved for this. Pass mark is 40% in each paper.

7.3. Post Graduate Diploma in Needle Work and Knitting

The course has been designed to trainup so as to provide extensive coverage on all aspects of manufacturing and finishing of garments and to create awareness about the technique and trends to meet the present day needs.

Study centre:

i) Anjali Social Welfare Research foundation (V-50), Krishna Appartment 3A, Nityananda Nagar, Howrah-9, Ph- 9748052393	ii) Arabindanagar Youth Academy (V - 31), Beguntari, Jalpaiguri M: 9733064084
iii) Nari Sikhsa Samiti (V-24) 294/3, APC Road, Kolkata-9 Ph : 2350-4884 M: 8972736705 (only for girls)	iv) Nari Siksha Samiti (V-25) Jhargram, Paschim Medinipur Ph: 03221-255137 M: 9433054996 (only for girls)
v) Suri Mahila Samity (V-26) (R.T. Girls' High School) Suri, Birbhum M: 9476338671 (only for girls)	vi) Nazirpur Rainbow Educational Institute (V-48) Nazirpur, Rejinagar, Murshidabad M: 9733070694

Course Structure:

1st year	2nd year
Paper 1 : Theory Paper 2 : Practical Specimen Paper 3 : Practical	Paper 4 : Theory Paper 5 : Practical Specimen Paper 6 : Practical Paper 7 : Practical Paper 8 : Practical

Full Marks: 64 credit (800 marks)

Evaluation Method:

Evaluation will be made on the basis of internal assessment as well as Term-end examination, 20% marks are reserved for internal assessment. Pass marks is 40% in each paper.

Intake: Minimum number of Students per batch is 20.

7.4. Diploma in Pre-Primary Teachers' Education-Montessori (DPTE-M)

The course is designed to impart through practical training in pre-primary child education based on the Montessori Method of early childhood learning. The training provides an excellent foundation for all those who are involved or likely to be involved in pre-primary education, including teachers and parents. The course covers General and Montessori Educational Theory and child Art and Craft.

Study Centre:

1. Anjali Academy of Management & Technology
(A unit of Anjali Social Welfare Research Foundation),
(a) Panskura, Purba Medinipur, M-9733752904/9748993914 (V-27);
(b) Krishna Apartment, A/3, Nityananda Nagar, Howrah-9, M-9748052393 (V-50)
2. Agami Nirman 2003, 55, Purna Mitra Road, Tollygunge, Kolkata-33, M-9830518828. (V-39)
3. Bijoy Krishna Girls' College Study Centre, Howrah. Ph-2640 4729. (B-1 0)
4. Bengal Bratachari Society, (V-57), Thakurpukur, Kolkata-1 04, Ph- 2241-1839
5. BKM College of Education (V - 63), Vill-Lachhia, P.O. Ramkanali, P.S.-Raghunathpur, Dist-Purulia, M-9934334296
6. Gourangdi B.Ed. College (V-64), Vill : Gourangdi, P.O. : Panuriya, Asansol, Dist. : Paschim Bardhaman, M-9563940090/9614445474
7. Little Georgians,
(a) Bolpur, (V-60), Vivekananda Pally near Jillipara, Bolpur, Birbhum, M: 9830077175

8. Maharani Kasiswari College Study Centre, (W-02) Kolkata, Ph-2555 6325.
9. Pranavananda Institute of Management & Technology
(a) 8 Anil Moitra Road, Besco Residency, Ballygunge, Kolkata-19, M-9331256934 (P-21).
(b) Pranab Kanya, Hridaypur, 24 Parganas (N) (V-53), Ph-8334075669.
10. Nari Siksha Samiti, Bani Bhavan, Jhargram, Paschim Medinipur, (V-24)
Ph-03221-255137 M-9433054996
11. Nabadwip Bakultala School of Education, Nabadwip Bakultala Vidyalaya Praktan
Chhatra Sammilanee (V-40), 31, Ampulia Para lane, P.O. Nabadwip, Dist. Nadia,
PIN- 741302, Ph: 03472-240283
12. Shanti Devi Vidyaniketan, Plassey, Nadia, M-9800202184 (V-1 0)
13. Sarojini Naidu College Study Centre (E-06), Kolkata, Ph: 2559-2583, 2529-8439
14. Surendralal Das Teachers' Training College (V-65), Anandanagar, Nischinda (Bally)
Howrah, M-6290793874
15. Vidyasagar Foundation (W-22), P.O. Tamna, Purulia, — 8017208801
16. Vivekananda Educational Institute (V-56), Jalpaiguri, Ph- 8918929973
17. Balagarh Bijoy Krishna Mahavidyalaya, Balagarh, Hooghly (L-05) Ph-9434661614

Course Structure:

Paper IA: Principles of Education (50 marks)	Paper IIA: Child Psychology and learning Process (50 marks)
Paper IB: Montessori and Pre-Primary Education (50 marks)	Paper IIB: Health and Hygiene (50 marks)
Paper IIIA: Exerciese on Practical life (50 marks)	Paper IVA: Language Development (50 marks)
Paper III B: Development of Sensorial Activities (50 marks)	Paper IVB: Arithmetic (50 marks)
Paper VA: Concept of Continuous and Comprehensive Evaluation (50 marks)	Paper VIA: i) Project work on Language Arithmetic (25 + 25 marks)
Paper VB: Child and Environment (50 marks)	Paper VIB: ii) Social & Cultural Activities (20 marks) iii) Simulated Teaching (30 marks)

Theory Papers - I, II & V; Practical Papers - III, IV & VI

Full Marks: 48 credits (600)

Evaluation Method: Evaluation will be made on the basis of Home Assignment as well as theoretical and practical examination held on completion of the course. 30% marks are reserved for Home Assignment in each theoretical paper. Pass mark 35% in each paper.

7.5. Diploma in Fire Safety & Security Management

With economy of India growing like never before and many multinational companies bringing money, establishing their offices, business houses, enterprises and industry in India, there is need to provide good, stable and secure social environment. To address their safety concerns and requirements is the need of the hour. Police looks after the law and order situation in civil life in general. But with increasing demands for specialized security personnel in industry, business undertakings as well as at private level, there is a need of an established system for providing training to the unemployed youth, grooming them to take up jobs in security sector. Such trained youth can fill in the void that is present in our system earning their livelihood respectively and also playing a constructive role in society. This will also help in improving the workings and standards of the security agencies hiring such trainees.

The need for giving emphasis on the Skills Development, especially for the less educated, poor and out of school youth has been highlighted in various forums. The skill level and educational attainment of the work force determines the productivity, income levels as well as the adaptability of the working class in changing environment. Large percentage of population in India is living below poverty line. One of the important causes is lower percentage of skilled persons in the workforce.

The training methods to be used should be appropriate to the development of competencies. The focus of the programme is on "performing" and not on "Knowing". Lecturing will be restricted to the minimum necessary and emphasis to be given for "hands on training". The training methods will be individual centered to make each person a competent one. Opportunities for individual work will be provided. Demonstrations using different models, audio visual aids and equipment will be used intensively.

- Study centre:**
- 1) Anjali Academy of Management & Technology
(A unit of Anjali Social Welfare Research Foundation) (V-27)
Panskura, Purba Medinipur
Ph-9733752904/9748993914
 - 2) Nazirpur Rainbow Educational Institute (V-48)
Nazirpur, Rejinagar, Murshidabad
M: 9733070694.
 - 3) Pranavananda Institute of Management & Technology (P-21)
(a) 8 Anil Moitra Road, Besco Residency, Ballygunge, Kolkata-19,
Ph. 9331256934, www.pimtonline.com
(b) Malda (V-67)
Ph. 9331256934
 - 4) Vivekananda Educational Institute (V-56)
Maynaguri Road, Jalpaiguri, Ph- 8918929973

Course Structure:

Paper 1: Safety, Fire & Industrial Hazards	Paper 4: Disaster Risk Management
Paper 2: Security Operational Skills	Paper 5 : Communication & Equipment Handling Skills
Paper 3: Regulatory & Management Skills	Paper 6: Project Work and Viva-Voce

Full Marks : 600

Practical : Paper 5 & 6

Evaluation Method: Evaluation will be made on the basis of internal assessment as well as Term-End Examination. 30% marks are reserved for internal assessment in each theory paper. Pass mark is 35% in each paper.

Intake: Minimum number of Students per batch is 20.

7.6. Tailoring & Dress Designing (Advanced Certificate Course)

This course provides intensive training to develop pattern making skills, classification and identification of various fabrics their construction and composition, techniques, or requirement. The course also provides techniques used in traditional Indian dress items. Classes will be conducted through theoretical, practical and factory environment training by learned and experienced teachers trained from reputed & Govt. recognized institutions. Successful candidates will be awarded certificate by the University. However, students who completed both basic and advanced courses will get one year certificate issued by the University.

Study Centre :

Anjali Academy of Management & Technology (A unit of Anjali Social Welfare Research Foundation) (V-27), Panskura, Purba Medinipur, M-9733752904	Al-Ameen Memorial Minority College, (J-06) Hatpara, Joynagar, 24 Parganas (S), M-9874212013, Ph-033-32025521
Bengal Bratachari Society (V-57) Joka, Thakurpukur, Kolkata - 104, Ph- 2241-1839	
Nari Sikhsa Samiti (NSS) (V-24) 294/3, APC Road, Kolkata-9 Ph-2350 4884,2354 4996, M: 9433054996	Nari Sikhsa Samiti (NSS) (V-25) Bani Bhavan, Jhargram, Paschim Medinipur M-9433054996

Pranabananda Institute of Management & Technology (PIMT) (Bharat Sevasram Sangha) (a) Diamond Harbaur, 24 Parganas(S) (V-37) www.pimtonline.com (b) Pranab Kanya, 24 Parganas (N) (V-53) www.pimtonline.com, M-8334079669 (c) Raigunj (V-53), M-9851068083 (d) Bardhaman (V-58), M-9679711007 (e) Farakka (V-66), (f) Khatra (V-68)	Santiniketan & Sriniketan Development Authority (SSDA), Prantik, Bolpur, Birbhum, Ph-03463 261041 (V-01)
Shantidevi Vidyarniketan (SDV) (V-10) Plassey, Nadia, Pin-741 156, Ph-9800202184/9733638357	Vivekananda Educational Institute (V-56) Maynaguri Road, jalpaiguri, Ph-8918929973

Course Structure:

Paper 1 : Pattern Making & Sewing Techniques-I	Paper 2 : Garment Construction-I
Paper 3 : Fashion & Design Idea-I	Paper 4 : Apparel & Textile Designing-I (Theory)
Paper 5 : Surface Ornamentation Technique-I	Paper 6 : Softskills & Project-I

Full Marks: 48 credit (600 marks)

Evaluation Method: Examination will be held at the end of the year. Evaluation will be made on the basis of internal assessment as well as Term-End Examination. 30% marks are reserved for internal assessment in each paper. Pass mark is 35% in each paper.

7.7. Tailoring & Dress Designing (Advanced Diploma Course)

This course provides intensive training to develop pattern making skills, classification and identification of various fabrics their construction and composition, techniques or requirement and use of fabrics in apparel manufacturing and other ornamental textile items. The course also provides techniques used in traditional Indian dress items as well as trends of modern knitted garments and other items with the latest processes so that national and international quality standard may be maintained.

Study Centre:

Anjali Academy of Management & Technology (A unit of Anjali Social Welfare Research Foundation) (V-27), Panskura, Purba Medinipur, M-9733752904	AI-Ameen Memorial Minority College, (J-06) Hatpara, Joynagar, 24 Parganas (S), M-9874212013, Ph-033-32025521
Bengal Bratachari Society (V-57) Joka, Thakurpukur, Kolkata -104, Ph- 2241-1839	

Nari Sikhsa Samiti (NSS) (V-24) 294/3, APC Road, Kolkata-9 Ph-2350 4884, 23544996, M: 9433054996	Nari Sikhsa Samiti (NSS) (V-25) Bani Bhavan, jhargram, Paschim Medinipur M-9433054996
Shantidevi Vidyaniketan (V-10) Plassey, Nadia, Pin-741 156, Ph-9800202184/9733638357	Vivekananda Educational Institute (V-56) Maynaguri Road, Jalpaiguri, Ph-8918929973

Course structure:

1st year	2nd year
Paper 1: Pattern Making & Sewing Techniques-I Paper 2: Garment Construction-I Paper 3: Fashion & Design Idea-I Paper 4: Apparel & Textile Designing-I (Theory) Paper 5: Surface Ornamentation Technique-I Paper 6: Softskills & Project-I	Paper 7: Pattern Making & Drafting-II Paper 8: Garment Construction-II Paper 9: Fashion & Design Idea-II Paper 10: Apparel & Textile Designing-II(Theory) Paper 11: Surface Ornamentation Technique-II Paper 12: Market Survey and Fashion Marketing and Project-II

Full Marks: 96 credit (1200 mark)

N.B.: Only candidates having Bachelor Degree (10+2+3) can pursue two-year Advanced Diploma with 12 papers. There will be two examination (yearly) for two-year course. Completion certificate will be issues to the successful candidates at the end of 2nd year.

Evaluation Method: Evaluation will be made on the basis of internal assessment as well as Term-End Examination on yearly basis 30% marks are reserved for internal assessment in each paper. Pass mark is 35% in each paper.

8. Teaching-learning (Blended method)

After completion of admission, the study centres will conduct online classes through ZOOM/ G-Meet for theoretical papers and for the practical papers the students have to attend both face to face training (after reopening of educational institutions) and online training.

The course materials will be provided through LMS/online. The hard copy of the SLMs may be made available in due course of time. Audio-video lectures are also available for the courses mentioned at SI. No. 7.4, 7.6 & 7.7

The registered students will be provided user ID and Password to access the university LMS. For SI. No. 7.2: The monthly stipend as per prescribed rate may be paid by the centre when the students are actually attached to a department in the hospital.

9. Student Support Services

The university provides its students with self Instructional Materials (SIM) to be studied and learnt by them at their convenience. The university provides various student-support services through a network of study centres. These centres cover all the districts of the State and are located at convenient points connected by public transport. A study centre is placed under the supervision of a coordinator assisted by the staff of his office. It provides all information including prospectus and application forms for enrolment.

At the beginning of each session, study centres invite the students for an induction meeting where they are familiarized with the aims, objectives and activities of the university and the methodology of distance education.

The study centres draw schedules of counselling sessions and notify the same for the students. Normally, the counselling sessions are held during weekends and periods of vacation of the host institutions.

Study centres distribute the home assignment papers and arrange for their evaluation.

Prospectus, Information, Assignments etc. are not issued by the Headquarters directly to the students. Students should contact the study centres for all their requirements.

The study centres (not home centres) also arrange for holding of examinations in accordance with the schedule fixed by the university from time to time.

In short, each study centre acts as the day-to-day link between the students and the university. Students are expected to conduct themselves in a worthy and dignified manner to maintain high academic and moral standards.

10. Allotment of class / counselling sessions

Number of classes (@ 1.30 hours each) to be allotted for each paper

Certificate	Diploma	Post Graduate Diploma
12 classes per paper for Theory (100 marks) 14 classes per paper for practical (100 marks)	14 classes per paper for Theory (100 marks) 16 classes per paper for practical (100 marks)	16 classes per paper for Theory (100 marks) 20 classes per paper for practical (100 marks)

At least 75% attendance is compulsory for practical papers / sessions

The number of classes may be adjusted with the number of practical classes, e.g. extra classes for practical may be arranged by proportionately reducing the theory class.

11. Gradation

Final gradation will be as follows:

Courses with minimum pass mark 40 %	Grade	Courses with minimum pass marks 35 %	Grade	
70% and above	A+	70% and above	A+	1st class
60% to below 70%	A	60% to below 70%	A	1st class
55% to below 60%	B+	55% to below 60%	B+	2nd class
45% to below 55%	B	40% to below 55%	B	2nd class
40% to below 45%	C	35% to below 40%	C	Pass

12. University rules

12.1 Admission time

The learners / students may submit the filled in enrolment form together with prescribed fees to the Partner Institute / Study Centre during their office hours. The expected admission schedule is as follows:

For January session: November / December

For July session: May / June

12.2 Refund of fees

Fee once paid will not be refunded under any circumstances. It is not adjustable against any other course of this University.

12.3 Other information

- i) No change of study centre / subject will be allowed.
- ii) Netaji Subhas Open University takes all possible precautions at every step of examination, evaluation, publication of results, so that no student / learner may feel affected.
- iii) A student who has cleared a paper in an examination cannot reappear in that paper in subsequent examinations i.e. a student who has successfully completed a course, he / she has registered for, can not reappear in that course.
- iv) If a student appears in examination without valid Admit Card issued by the Controller of Examinations or without roll number, his / her appearance in the examination will be treated as irregular and the answer script of such student / learner will not be evaluated.
- v) Submission of Assignment / Mid-terms is pre-condition for appearing in the Term-End examination.

12.4 Change of Address / Study Centre

Application for change of study Centre should be made together with a fee of **Rs. 500/** (through DD drawn in favour of NSOU). Such application will be considered under circumstances like change of place of service, shifting of family and change of marital status only after application with documentary evidence.

12.5 No Change of Subject

Application for change of subject after admission will not be entertained under any circumstances. The Candidates should, therefore, be very careful as regards to choice of subject of study before taking admission.

12.6 Duplicate Copies

The student has to pay Rs. 500/- through DD drawn in favour of NSOU for duplicate copies of Mark Sheet / Progress Report / diploma certificate / Admit Card. The application should accompany the copy of the GD.

12.7 NSOU OER Repository

All the course materials and A/V lectures are available on OER repository (<http://nsouoer.krc.net.in>)

13. Whom to contact for What

For administrative problem like non availability of study materials, enrolment number, service of study centre, a learner may contact:

Name & Designation	Contact No.	Reason
Registrar Netaji Subhas Open University DD-26, Sector-I, Salt Lake Kolkata-64	Ph: 4066-3211	Relating to registration, enrolment number etc.
Dr. Ashit Baran Aich Director (Study Centres) Netaji Subhas Open University DD-26, Sector-I, Salt Lake Kolkata-64	Ph: 4066-3209	Functioning of the study centre, study material etc.
Dr. Anirban Ghosh Director, (1/C) School of Vocational Studies Netaji Subhas Open University DD-26, Sector-I, Salt Lake Kolkata-64.	Ph-033 6519 8972; e-mail: anirban 1972 @gmail.com	Functioning of the study centre, support service etc.
Mrs. Nilanjana Chatterjee Asst. Director (Study centres) and Convener Students Grievance Redressal Cell DD-26, Sector-I, Salt Lake Kolkata-64	Ph-033 4066-3205 e-mail: asst.director @wbnsou.ac.in	any grievance

N.B : Admission in study centres / Partner Institutes is provisional subject to determination of eligibility by the University at the time of giving enrolment number. If any discrepancy is revealed later, responsibility will rest on the applicant and his / her admission will be cancelled and no claim for refund of fees will be entertained. Students are, therefore, advised to satisfy themselves as regards their eligibility for a particular course before taking admission in a study centre.

13. Do's and Don'ts

Do's	Don'ts
• Read the Prospectus carefully. Preserve it for future reference. • Select course carefully as per your need and job requirements etc. • Ensure that you fulfil the eligibility criteria given in the Prospectus for the course you are applying for. • Fill in the application form yourself giving correct information about your name, address, date of birth etc. • Ensure that all the supporting documents are enclosed with the application form. • Pay the prescribed amount of fee for admission and examination and collect receipts from the Study Centre. • Attend Personal Contact Programmes, and Practical Training Sessions at your Study Centres as per the Time Table fixed by it. • Register for the examination at the appropriate time.	• Do not fill in the Application Form without reading the instruction given in the Prospectus. • Don't apply for admission if you do not fulfil the eligibility. You will not get the admission and your fee will be forfeited. • Do not take admission in any of the institute or pay fees to any institute whose name is not included in the prospectus or admission notification. • Do not pay extra amount over and above the prescribed fee. • Do not ignore the dates for registration for examination otherwise you will not be allowed to take examination.

14. Students' Feedback Form (SFF)

Confidential

NETAJI SUBHAS OPEN UNIVERSITY Questionnaire: Students' Feedback Form (SFF)

(The information will be used for improvement of teaching-learning process under quality assurance programme)

To be filled in by learners:

Course/ Programme:	
Year: 1st /2nd	Semester/ Year:
Study Centre:	Code:

1. Did the counselor cover the syllabus?

a) Mostly	b) Adequately	c) Poorly
-----------	---------------	-----------
2. Did the Counsellor miss classes (PCP) allotted to him/her?

a) Not at all	b) Very few	c) Many
---------------	-------------	---------
3. How well does the Counsellor (teacher) prepare for class?

a) Satisfactorily	b) Thoroughly	c) Poorly
-------------------	---------------	-----------
4. How well is the Counsellor able to communicate in class?

a) Very well	b) Not so well	c) Poorly
--------------	----------------	-----------
5. Does the Counsellor encourage learners participation in the class?

a) Yes, always	b) Yes, sometimes	c) Rarely
----------------	-------------------	-----------

If yes, which of the following methods were used?

- i) through questions,
 - ii) through open discussion among learners,
 - iii) through inviting comments and suggestions.
6. Do you feel you can approach the teacher with your academic problems beyond the classroom?

a) Yes	b) No	c) Not sure
--------	-------	-------------
 7. Your suggestions about the Study Materials (if there is any mistake, please indicate the Page No., Line No. and Paper No.):

8. Comment about the service that you receive from your Study Centre where you have taken admission:

9. Give some suggestions for the Study Centres to give you service better (Additional page may be attached).

Signature of learner

Study Centre code:

The duly filled in form may be sent to (Photo copy of the form may be used):

The Director, School of vocational Studies, Netaji Subhas Open University DD-26,
Sector-I, Salt Lake, Kolkata-64



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

APPLICATION FOR CHANGE OF STUDY CENTRE

To
The Registrar
Netaji Subhas Open University
DD - 26, Sector - I, Salt Lake City, Kolkata - 700 064
Through:
The Co-ordinator

.....
Sub.:- Application for Change of Study Centre

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

My Particulars are given below-

SI.No.	Name of the Student	Enrolment No.	Subject

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

Yours faithfully,

Signature of Student

Enclosed:

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

Forwarded,

Co-ordinator (With Seal)

N.B.:

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



NETAJI SUBHAS OPEN UNIVERSITY

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

APPLICATION FOR CHANGE OF NAME / SURNAME

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

Through:
The Co-ordinator

.....
Sub.- Application for Correction of Name and/or Surname

Sir,
I, Shri / Smt..... have been admitted at
NSOU..... Study Centre ()
in the following course & subject etc. For correction of my name and / or surname on
Enrollment Certificate-cum-Identity Card / Admit Card / Marksheet my particulars are as
given below.

Sl. No.	Name of the Student on Enrolment Sheet Identity Card / Admit Card / Marksheet	Correct Name of the Student	Enrolment No.	Subject

Yours faithfully,

Signature of Student

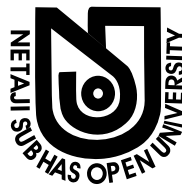
Enclosed:

- 1) Identity Card
- 2) Photocopy of Marksheet of Class 10 & (10+ 2) Examinations (one copy each).
- 3) Photocopy of Admit Card of Class 10 Examination (one copy).

Forwarded,
Co-ordinator (With Seal)

Identity Card

1. To be carried by the candidate whenever he/she visits any Study Centre / H.Q. of the University.
2. In case of loss of the card an GD is to be lodged immediately and an application is to be submitted with a copy of the GD along with a DD for Rs.50/- (Fifty) in favour of Netaji Subhas Open University, payable in Kolkata.
3. If this card is found by anybody it should be sent to the address on the right.



**DD-26, Sector-I, Salt lake City,
Kolkata-700 064**

Identity Card

1. To be carried by the candidate whenever he/she visits any Study Centre / H.Q. of the University.
2. In case of loss of the card an GD is to be lodged immediately and an application is to be submitted with a copy of the GD along with a DD for Rs.50/- (Fifty) in favour of Netaji Subhas Open University, payable in Kolkata.
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**DD-26, Sector-I, Salt lake City,
Kolkata-700 064**

Identity Card

(To be filled in by the candidate)

U/N No. <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> Name:..... Address:..... Telephone No. (If any) :..... Study Centre:..... Course :..... Signature of the Candidate:																			Name of the Study Centre with Code: (To be filled up by Centre) PP Size Photograph (To be affixed by applicant) Signature of the Coordinator with seal

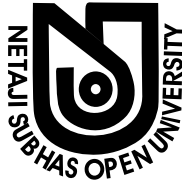
Identity Card

(To be filled in by the candidate)

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NETAJI SUBHAS OPEN UNIVERSITY
DD-26, SECTOR-I, SALT LAKE CITY, KOLKATA-700 064
Phone: (033) 4066-3220

Seal of the
receiving
centre



If Yes, BPL No. :

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

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

Nationality:

Aadhaar No

Religion: (i) Hinduism () (ii) Christianity () (iii) Islam () (iv) Buddhism ()
 (v) Jainism () (vi) Zoroastrianism () (vii) Sikhism () (viii) Others ()

if 'others', please state:

Residential Area: (i) Panchayat () (ii) Municipality () (iii) Corporation Area ()

Whether already registered in NSOU : Yes / No

if 'yes', (i) Registration No.s: 1. 2. 3.

Academic Record:

Examination passed	Board/ University	Year of passing	Subject studies	% of marks obtained with aggregate

DECLARATION BY APPLICANT

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

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

Place:

Date:.....

Countersigned

Co-ordinator

(Study Centre)

Seal of the Study Centre

Full Signature of the Candidate

নেতাজি সুভাষ মুক্ত বিশ্ববিদ্যালয়ের নিবন্ধক কর্তৃক ডিডি-২৬, সল্টলেক, কলকাতা-৭০০ ০৬৪ হইতে প্রকাশিত এবং
প্রবাহ, ৪৫, রাজা রামমোহন সরণী, কলকাতা-৭০০ ০০৯ হইতে মুদ্রিত।