



NETAJI SUBHAS OPEN UNIVERSITY

(www.wbnsou.ac.in)

Prospectus

(from January, 2021)

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

FOR FURTHER INFORMATION

Centre for Lifelong Learning
School of Vocational Studies
Netaji Subhas Open University
DD-26, Sector-I, Salt Lake, Kolkata-700064
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Ph.-033-4066-3220

Price : ₹ 200/-



“To Reach The Unreached”



Jalpaiguri R.C.



Durgapur R.C.



Head Quarters

Main Campus at Rajarhat (Proposed)



Kalyani R.C.

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

Disclaimer and Legal Jurisdiction

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

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

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

No. of Study Centres : BDP/PG : 123 ; B.Ed (SEDE) : 13 ; Vocational : 35

Sep. 2018

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1. Concept of Open University

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

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

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

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

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

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

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

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

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

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

2. About Netaji Subhas Open University (NSOU)

Netaji Subhas Open University (NSOU) was established as State Open University in 1997 by an Act of West Bengal State Legislature (West Bengal Act XIX of 1997) and is recognized by the UGC-Distance Education Bureau (DEB) since its inception. NSOU has now emerged as major leader of Open and Distance Education in India and has drawn national as well as international visibility due to its phenomenal growth. The University has clocked about 4,50,000 learners till date. Currently, the University is offering a prodigious variety of courses and programmes at its 154 Study Centres spread all over the State of West Bengal.

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

3. About School of Vocational Studies (SVS)

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

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

4. About Centre for Lifelong Learning (CLL)

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

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

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

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

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

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

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

6. Admission Procedure

Admission schedule is notified in the website/ newspaper before the

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

7. Payment of Fees

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

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

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

NB : (i) *The study materials are available on the NSOU-OER Repository/LMS. The study materials of selected courses under the Centre for Lifelong Learning may be provided on demand against payment.*

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

8. Certification

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

9. Grade

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

10. List of the Programmes

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

Study Centre	Courses/ Programmes
<p>Anjali Academy of Management & Technology (V-50) [Sun: 10.30am to 4.30pm] (A unit of Anjali Social Welfare Research Foundation) 2nd Floor, Krishna Apartment, 3/A Nityananda Nagar, Howrah-711109 E-mail: anjali50howrah@gmail.com M-9748052393/ 9831228122</p>	<p>i) Advanced Diploma in Modern Office Management ii) Diploma in Yoga Education</p>
<p>Anjali Academy of Management & Technology (V-27) (A unit of Anjali Social Welfare Research Foundation) Panskura, Purba Medinipur M- 9434453144/9733928687</p>	<p>i) Training on Fire and Safety Skills ii) Beauty Therapy and Hair Dressing iii) Diploma in Land Survey iv) Advanced Diploma in Disaster Risk Management v) Tailoring (Certificate) vi) Diploma in Hospitality and Restaurant Management</p>
<p>Anindya Yoga Society (V-30) 8A, Bank Colony Dhakuria, Babu Bagan Kolkata-31. M-9331092430/8017276249 E-mail: anindyayoga001@gmail.com</p>	<p>i) Diploma in Yoga Education ii) Diploma in Stress Management with meditation</p>
<p>ACE Business Academy ● Moulali, Kolkata (V-33), M-9073323071/ 9073323073</p>	<p>i) Certificate in e-Accounting & Taxation with GST ii) Certificate in Micro Business Development</p>

Study Centre	Courses/ Programmes
● Siliguri (V-28), M-9073323073	
Agami Nirman (V-39) Tollygunj Kolkata-53	Certificate in e-Accounting & Taxation with GST
BKM College of Education (V-62) Vill-Lachhia, P. O.-Ramkanali, P. S.-Raghumathpur, Dist- Purulia, M-9934334296	i) Advanced Diploma in Travel & Taxation ii) Certificate in Women empowerment-Manavi Vidya
Bengal Brotachari Society (V-57) Joka, Thakurpukur	Certificate in Tailoring
Bijoy Krishna Girls' College (C-08) 5/3 M. G. Road, Howrah-711101 Ph.-2640472 / 9007559968 E-mail: nsoubkgch@yahoo.in	i) Certificate in e-Accounting & Taxation with GST (6 - month) ii) Diploma in Yoga Education (1-year) iii) Advanced Diploma in Travel & Tourism (1-years) iv) Advanced Diploma in Modern Office Management
Balagarh Bijoykrishna Mahavidyalaya, Hooghly (L-05), Ph. - 9434661614 E-mail: bbkm_hooghly@rediffmail.com	Diploma in Yoga Education
Bankim Sardar College Tangrakhali, South 24Parganas E-mail: writeprincipal@gmail.com	i) Certificate in Basic Computers (6-month) ii) Certificate in e-Accounting & Taxation with GST (6-month) iii) Diploma in DTP & Web designing iv) Diploma in Travel & Tours (1-year)
Enterprise Development Institute (P-01), Block-IB-194, Salt Lake, Sector-III, Kolkata-106, Ph. : 4001-6278 E-mail: edilcobata.bucci@gmail.com	i) Diploma in Entrepreneurship Development & Small Business Mangement ii) Advanced Diploma in Travel & Tourism iii) Advanced Diploma in Export-Import Management iv) Certificate in e-Accounting &

Study Centre	Courses/ Programmes
	Taxation with GST v) Certificate in Solar Electrical Technician vi) Training on Health Care Management vii) Training on Packaging Management viii) Training on Digital Marketing
Gourangdi B. Ed. College (V-64) Vill-Gourangdi, P. O.- Panuriya, Asansol, Dist.-Paschim Bardhaman, M-9563940090/9614445474	i) Diploma in Land survey ii) Automobile iii) AC & Refrigerator
Girindra Sekhar Institute of Psychological Education & Research, (P-10) P-535, Raja Basanta Roy Road, Kol-29. E-mail: gsiperinstitute@gmail.com Dr. Gouranga Mitra - 9674098968	Childhood and Adolescent Counseling Duration: 4-month
Imagic Learning Solutions Pvt. Ltd., (C-34) 15, CR Avenue (4th Floor) Kolkata-72 M-8981472170	i) Diploma in 2D Animation ii) Diploma web design & Development iii) Diploma in Graphic Design iv) Diploma in Video Editing v) Certificate in Digital Marketing
International Institute of Management Sciences School of Business (IIMSSoB) (C-35) Room No. 13 33A JL Nehru Road, Kolkata-700071 M-9830338699/9007187781	i) Business Administration ii) Hospitality & Tourism Management iii) Project & Infrastructure Management iv) Interior Designing v) Fashion Designing [Diploma, Advanced Diploma & PG Diploma]

Study Centre	Courses/ Programmes
<p>Nazirpur Rainbow Educational Institute, (V-48) Rajinagar, Murshidabad. Pin-74289 E-mail: rainboweducationalinstitute@gmail.com M-9733070694/9434882471</p>	<p>i) Information Technology Applications (Basic) ii) Mobile Phone Repairing iii) Diploma in Medicine Shop Assistant iv) Diploma in Land Survey v) Diploma in Yoga Education vi) Advanced Diploma in Disaster Risk Management vii) Advanced Diploma in Modern Office Management viii) Advanced Diploma Travel & Tourism ix) Diploma in DTP & Networking x) Diploma in Organic Agriculture & Horticulture</p>
<p>MNG Educational & Welfare Trust (C-41) 134/1, Southern Avenue, Kolkata-29 Mob.: 7278003636</p>	<p>i) Certificate in Digital Marketing ii) Certificate in e-Accounting & Taxation iii) Certificate in Solar Electrical Technician iv) Diploma in Fashion Designing</p>
<p>Joygopalpur Gram Vikash Kendra, (V-41) Basanti, 24 Parganas (South) Ph.: 9732522848/9735512695 (10.30 am to 5.00 pm)</p>	<p>i) Diploma in Organic Agriculture & Horticulture ii) Art & craft (Diploma) iii) Tailoring (Basic)</p>
<p>Nari Siksha Samiti (V-25, 24) Kolkata & Jhargram</p>	<p>i) Tailoring-Basic certificate ii) Art & Craft - Diploma iii) Batik Printing- Certificate iv) Video Editing v) Graphic Designing</p>
<p>Pranavananda Institute of Management & Technology(PIMT) (A unit of Bharat Sevashram Sangha) M-9331256934/ 9830216056 www.pimtonline.com, E-mail: pimtonline@gmail.com * Kolkata(P21): Ballygunge, Near Bharat</p>	<p>i) Supervisory Skills for Front Line Assistant ii) Fire and Safety Skills iii) Solar Electrical Technician iv) Beauty Therapy & Hair Dressing v) Mobile Phone Repairing</p>

Study Centre	Courses/ Programmes
<p>Sevashram Sangha Medical Centre, 9830216056/9331256935</p> <p>* Diamond Harbour(V-37): Diamond Harbour, Railway Station, South 24 Pgs, 9331256934</p> <p>* Bardhaman (V-58), Chotonilpur M-9679711007</p> <p>* Farakka (C-37), M-9434860368</p> <p>* Malda (C-38), M-9434836786</p> <p>* Khatra (Bankura) (V-68)</p> <p>* Purulia (V-69)</p>	<p>vi) e-Accounting & Taxation with GST (only at Kolkata centre)</p> <p>vii) Diploma in Yoga Education</p> <p>vii) Diploma in DTP & Networking</p> <p>ix) Diploma in Entrepreneurship Development & Small Business Management (Kolkata centre)</p> <p>x) Certificate/Diploma in Fitness & Sports Management</p> <p>xi) Certificate in Human Rights</p> <p>xii) Advanced Diploma in Disaster Risk Management (Kolkata centre)</p> <p>xiii) Advanced Diploma in Modern Office Management (Kolkata centre)</p>
<p>Shivananda Health Society (P-19) 13/10, Kshetra Mohan Banerjee Road P.O-Nimta, Kolkata-49 E-mail: Shivanandahealthsociety@gmail.com M-9432012294/ 9239300520</p>	<p>i) Diploma in Naturopathy (1 year)</p> <p>ii) Diploma in Yoga Education –1 Year</p> <p>iii) Childhood and Adolescent Counselling –4 month</p> <p>iv) Family Counselling –6month</p>
<p>Shanti Devi Vidyaniketan (V-10) Plassey, Barachandghar Dist. Nadia, Pin-741156 E-mail: shantidevidvidyaniketan@gmail.com Subrata Biswas – 9800202184 9733638357</p>	<p>i) Diploma in Yoga Education</p> <p>ii) Diploma in DTP & Networking</p> <p>iii) Diploma in Naturopathy –12 month</p> <p>iv) Tailoring (Certificate)–6 month</p>
<p>S.S. Educational Trust (C-02) 9, Nilambar Mukherjee Street, Kolkata-700004. Ph-25540224, M-9903478519/ 9007267177 e-mail: info@sseducationaltrust.com</p>	<p>i) Training on Cyber Laws</p> <p>ii) Training on Labour Laws</p> <p>iii) Training on Laws of Insurance</p> <p>iv) Training on Consumer Rights & Awareness</p> <p>v) Training on Psychological Testing</p> <p>vi) Certificate in Human Rights</p>
<p>Society for Community Intervention & Research (C-39)</p>	<p>i) Diploma in DTP & Networking</p> <p>ii) Tailoring (Basic)</p>

Study centre	Courses/ Programmes
2/2, Tiljala Road, Park Circus Station Road Kolkata-46 Ph. - 033-32954565	iii) Amra Pari (Certificate)
Union Christian Training College (C-40) Berhampur, Murshidabad Ph.: 0348-250254	Diploma in Yoga Education
Vivekananda Educational Institute, (V-56) Moynaguri Road, Ulladabari, Jalpaiguri M-8918929973/ 9735881001	i) Smart Phone Repairing ii) Beauty Therapy and hair Dressing (Basic) iii) CCTV Installation (Basic) iv) Diploma in Land Survey v) Diploma in Medicine Shop Assistants vi) Diploma in Yoga Education vii) Diploma in Organic Agriculture & Horticulture

11. Detailed Structure of the Programmes

Advanced Diploma in Modern Office Management*^Δ

Module	Subject
I	Principles of Management
II	Office Procedures & Supervisory Skills
III	IT Applications & E-System (Practical)
IV	HR Managment & Business Regulatory Framework
V	Entrepreneurship Development & Personality Development
VI	Project Work and Viva-Voce

Duration : 1 Year ; Eligibility : Graduate (10 + 2 + 3)

Advanced Diploma in Disaster Risk Management*		
	Module	Subject
I	Module A Module B	Basic Concepts of Disaster Management Disaster Risk Mangement
II	Module A Module B	Emergency Response and Crisis Managment Disaster Risk Mitigation
III	Module A	Government interventions and Institutional Mechanism for Disaster Management

	Module B	Practical
IV		Natural Hazards Risk Management
V		Climate Variability & Disaster Risk and Urban-Rural Risk Management
VI		Industrial Hazards Risk Management
Duration : 1 Year ; Eligibility : 10 + 2 + 3		

Advanced Diploma in Travel & Tourism*^Δ

Module	Subject
I	Fundamentals of Tourism
II	Entrepreneurship Development
III	Accounting and Legal aspects of Tourism
IV	Tourism Business and Operations
V	Business Communication
VI	Project & Viva-voce
Duration : 1 Year ; Eligibility : 10 + 2 + 3	

Advanced Diploma in Retail Management*

Module	Subject
1	Business Environment & Strategic Management
2	Marketing Management & Behavioural Science
3	Finance and Control & Supply Chain Management
4	Retail Operation & Retail Strategy
5	HR in Retail & Trends in Retail
6	Project (70) & Viva-voce (30)
Duration : 1 Year ; Eligibility : 10 + 2 + 3	

Advanced Diploma in Export-Import Management

Module	Subject
1	International Trade & Business Environment
2	Marketing & Sourcing
3	International Trade Finance & Risk Management
4	Operations & Logistics Management

5	Regulatory Framework for International Trade
6	Project, Project presentation & Viva-Voce (50+50)
Duration : 12 month ; Eligibility : 10 + 2 +3	

Diploma in Naturopathy^Δ**

Module	Subject
I	Principles of Nature cure method
II	Naturopathic health, food & Nutrition with hygiene
III	Human Science for Naturopathy
IV	Diseases and Remedial Therapy by Naturopathy
V	Practical of Naturopathy
VI	Viva-Voce and Project
Duration : 1 Year ; Eligibility : 10 + 2 + 3	

Diploma in Yoga Education^Δ**

Module	Subject
I	Human Science for Yogic Practices
II	Yoga Introduction
III	Practical of Yoga Postures (incl. Merits & Demerits)
IV	Practical of Pranayamas & Mudras (incl. Merits & Demerits)
V	Remedial therapy of diseases
VI	Viva-Voce and Project
Duration : 1 Year ; Eligibility : 10 + 2	

Diploma in Stress Management with Meditation

Module	Subject
I	Principles of Stress Management with Human Science
II	Basic Meditation with Asan, Pranayam & Mudra
III	Soft Tissue Manipulation for stress

IV	Chakra Yoga practical
V	Diseases & Remedial Therapy for stress
VI	Viva-Voce and Project
Duration : 1 Year ; Eligibility : 10 + 2	

Diploma in Land Survey

Module	Subject
I	Chain Surveying, Compass Surveying -Theory
II	Levelling, Plane Table Survey, Theodolite Survey- Theory
III	Chain Surveying, Compass Surveying -Practical
IV	Levelling, Plane Table Survey, Theodolite Survey, Practical
V	Lay out of Building & Engineering Drawing Practical
VI	Viva-Voce and Project
Duration : 1 Year ; Eligibility : 10 + 2	

Diploma in Interior Decoration

Module	Subject
I	Interior Design and Construction and Furniture
II (A)	Detailing & Sanitary-Theory
II (B)	Materials & Finishing-Theory
III	Project Design-Practical
IV	Software applications and Construction
V	Work Sheet-Practical (20 drawing sheets) (Manual & Software)
VI	Project practical & Viva-Voce
Duration : 1 Year ; Eligibility : 10 + 2	

Diploma in Automobile Maintenance

Semester-1	Paper	Subject
	I	Basic Science
	II	I.C.Engine (Theory)
	III	I.C.Engine (Practical)

Semester-2	IV	Transmission (Theory)
	V	Transmission (Practical)
	VI	Soft Skills
Duration : 1 Year ; Eligibility : X		

Diploma in A.C & Refrigeration Technician

Pattern	Paper	Subject
Semester-1	I	Basic Science
	II	Trade Theory-I
	III	Trade Practical-I
Semester-2	IV	Trade Theory-II
	V	Trade Practical-II
	VI	Soft Skills
Duration : 1 Year ; Eligibility : X		

Diploma in Electrical Technician

Pattern	Paper	Subject
Semester-1	I	Basic Science
	II	Electrical Machines-I
	III	Trade Practical-I
Semester-2	IV	Electrical Machines-II
	V	Trade Practical-II
	VI	Soft Skills
Duration : 1 Year ; Eligibility : X		

Diploma in Civil Construction Supervisor

Pattern	Paper	Subject
Semester-1	I	Basic Science
	II	Construction Technology-I
	III	Trade Practical-I

Semester-2	IV	Construction Technology-II
	V	Trade Practical-II
	VI	Soft Skills
Duration : 1 Year ; Eligibility : X		

Diploma in DTP & Networking*

Module	Subject
I	Fundamentals, Operating System, Networking-Practical
II	Windows & MS Office (Word, Power Point & Excel)-Practical
III	Pagemaker & Corel Draw-Practical
IV	Scanning & Editing Images, Adobe Photoshop-Practical
V	Advanced English & Communication Skills-Theory
VI	Practical, Project & Viva-Voce
Duration : 1 Year ; Eligibility : 10 + 2	

Diploma in Fitness & Sports Management

Module	Subject
I	Health Care & Nutrition
II	Fitness & Exercise
III.	Workout Session & Project
IV	Biomechanics & Kinesiology
V	Training & Training Methods
VI	Management Skill & Project
Duration : 1 Year ; Eligibility : 10 + 2	

Diploma in Medicine Shop Assistant

Module	Subject
I	Anatomy & Physiology
II	Pharmacology
III	Medicine store Management

IV	Reading the Medicine ingredients
V	Arrangement of Medicine
VI	Project & Viva-voce
Duration : 1 Year ; Eligibility : 10 + 2	

Diploma in 2D Animation

Module	Subject
I	Fundamentals of Animation & pre-production concept
II	2D Animation pre-production with Background & Character design process
III	2D Animation production with Digital animation
IV	2D Animation final production with compositing
V	Sound editing & compositing with effects for Animation
VI	2D Animation movie making & final project
Duration : 1 Year ; Eligibility : 10 + 2	

Diploma in Graphic Design

Module	Subject
I	Graphic Design Concept, Colour Theory, Typography, Ad concept
II	Working with Print Graphics (Corel Draw)
III	Working with Digital Graphics (Photoshop)
IV	Creating Illustrations (Illustrator)
V	Desk Top Publishing, Print & Publishing.
VI	Colour Correction & Photo Editing
Duration : 1 Year ; Eligibility : 10 + 2	

Diploma in Video Editing

Module	Subject
I	Fundamentals of Video Making process using Sound & Video Editing software
II	Composing Professional Graphics for Digital Film & TV using Photoshop
III	Understanding Video Filming Process (Basic Pre prod. & Production workflow) Theory, Sound Recording & Exporting for TV & Radio using Adobe Audition

IV	Advance level Film/Video Editing with Colour Correction using Adobe Première (Post Production)
V	Special effects & Motion Graphics Animation Training using Adobe After Effects
VI	Final Documentary Film or Video Making Project
Duration : 1 Year ; Eligibility : 10 + 2	

Diploma in Web Design & Development

Module	Subject
I	Introduction to web design
II	Advance web design
III	Responsive web design
IV	Web design with framework & live project with server hosting
V	PHP and MySQL concept
VI	Developing Website & Applications in Wordpress
Duration : 1 Year ; Eligibility : 10 + 2	

Advanced Diploma in Hospitality and Restaurant Management

Module	Subject
I	Food and Beverage Production & Service Management
II	Housekeeping and Waste Management
III	Front Office Management and Customer Relationship
IV	Finance & HR
V	Marketing Management
VI	Soft skills & Etiquette
VII	Project Work
VIII	Viva-voce
Duration : 2 Year [1st year: Module I to IV; 2nd Year: Module V to VIII] Eligibility : 10 + 2; Internship: 6-month	

**Diploma in Entrepreneurship Development and
Small Business Management***

Paper	Subject
I	Entrepreneurship Development
II	Cost and Tax Management
III	Marketing Management
IV	General Management & Business Environment
V	Accounting and Finance
VI	Project Work and Viva-Voce
Duration : 1 Year ; Eligibility : 10 + 2	

Diploma in Organic Agriculture and Horticulture*^Δ

Sl.	Subject	Course name	Course name
1	Paper-I (Theory)	Certificate in Organic Agriculture & Horticulture	Diploma in Agriculture Extension for Input Dealer
2	Paper-II (Theory)		
3	Paper-III(Practical)		
4	paper-IV (Practical)		
5	Paper-V(Theory)		
6	Paper-VI(Theory)		
Duration: Certificate-6months; Diploma -12 months			

Certificate in Information Technology Application

Module	Subject
I	Fundamentals of Computer
II	Operating System
III	MS-WORD & MS-EXCEL
IV	VISUAL FOXPRO
Duration : 6 Month ; Eligibility : Class-10	

Certificate in Mobile Phone Repairing/ Technician

Module	Subject
I	Introduction, Concept, Basics of Mobile Phone Technology
II	Hardware - Parts of Mobile Phones

III	Software
IV	Entrepreneurship Skill & Project
Duration : 6 Month ; Eligibility : Class-10	

Certificate in Supervisory Skills for Front Line Assistant

Module	Subject
I	Communication Skills & Leadership & Motivation
II	HR Planning, Process & Development & Supervisory Skills
III	IT Application & Entrepreneurship Skills & Project
IV	Viva-Voce and Project
Duration : 6 Month ; Eligibility : Class-10	

Certificate in Beauty Therapy & Hair Dressing

Module	Subject
I	Beauty Therapy & Make up
II	Hair Dressing & Spa Therapy
III	Saloon Management & Soft Skills & Entrepreneurship Skills
IV	Project & Viva-Voce
Duration : 6 Month ; Eligibility : Class-10	

Certificate in Solar Electrical Technician

Module	Subject
I	Renewable Energy Fundamentals & Basic Electricity
II	Solar Energy Technologies & Solar Plant Installation and Testing
III	Plant Operation and Maintenance & Entrepreneurship Skills & Project
IV	Industry Visit, Project & Viva-Voce
Duration : 6 Month ; Eligibility : Class-10	

Certificate in Fire and Safety Skills

Module	Subject
I	Basic Skill & Supervisory Skill
II	Fire Skill
III	Project & Viva-Voce
Duration : 6 Month ; Eligibility : Class-10	

Certificate in Childhood and Adolescent Counseling

Module	Subject
I	Developmental Psychology
II	Childhood and Mental Disorders
III	Counseling and Psychotherapies
IV	Practical
Duration : 4 Month ; Eligibility : Any graduate medical practitioner & paramedical practitioner	

Certificate in Law of Insurance

Module	Subject
I	Insurance Law-Essentials
II	Marine Insurance & Fire Insurance
III	Motor Insurance, Life Insurance & Miscellaneous Insurance
Duration : 6 Month ; Eligibility : 10 + 2	

Certificate in Labour Laws

Module	Subject
I	Employees' Compensation Act 1923
II	Payment of Wages Act 1936 & Minimum Wages Act, 1948
III	Employees' State Insurance Act, 1948 & The Factories Act, 1948
IV	Trade Unions Act, 1926 & Industrial Disputes Act, 1947
Duration : 6 Month ; Eligibility : 10 + 2	

Certificate in Cyber Laws

Module	Subject
I	Introduction to Cyber Laws & International Scenario
II	Information Technology Act 2000
III	Cyber Crimes and Cyber Torts
IV	E-Business Management & Dispute Resolution in Cyber Space
Duration : 6 Month ; Eligibility : 10 + 2	

Certificate in Consumer Rights & Awareness

Module	Subject
I	Concept of Consumerism
II	Consumerism & Globalisation
III	Protection of Consumers in online markets
IV	Legislation of Consumer Protection & Medical Negligence
Duration : 6 Month ; Eligibility : 10 + 2	

Certificate in Psychological Testing

Module	Subject
I	Introduction
II	Classification of Psychological Testing
III	Interest Inventory, Aptitude inventory
IV	Intelligence, Neuropsychological Assessment & Rating Scale
Duration : 6 Month ; Eligibility : 10 + 2	

Certificate in e-Accounting & Taxation with GST

Module	Subject
I	e-Accounting
II	Income Tax
III	GST
IV	TDS & Professional Tax
Duration : 6 Month ; Eligibility : Pursuing graduation	

Certificate in Manabi-Vidya Amra Pari (Women Empowerment Programme)*

Module	Subject
I	Concept of Self-Gender, Family & State concept of Rights (Theory)
II	Amar Sarir amar swastha (Theory)
III	Medicinal Herbs identification with emphasis on Patent Law & Household Chemistry (Theory)
IV	Vocational training & Practical (Food Processing/Tailoring/Basic Computer)
Duration : 6 Month ; Eligibility : X	

Certificate in Micro Business Development

Paper	Subject
I	Basics of Business
II	Direct Selling Techniques
III	Personality Development
IV	Project Work and Viva-voce
Duration : 6 Month ; Eligibility : X	

Certificate in Human Rights*

Paper	Subject
I	Human Rights: International Perspective
II	Human Rights in India
III	Redressal Mechanism against Human Rights Violation
IV	Group Rights
Duration : 6 Month ; Eligibility : 10 + 2	

Certificate in Tailoring

Module	Subject
I	Pattern Making
II	Garment Construction
III	Apparel Textile
IV	Project & Viva-Voce
Duration : 6 Month ; Eligibility : Class-VIII	

Certificate in Batik Printing

Paper	Subject
I	Basic design & technique
II	Simple dyeing
III	Tie & dye Batik Process
IV	Project Funding & Viva-Voce
Duration : 6 Month ; Eligibility : Class-VIII	

Certificate in Art & Craft

Paper	Subject
I	History of art
II	Making fashion goods by cloth, clay, paper or card yard
III	Making dolls by cloth & cotton
IV	Project Funding & Viva-Voce
Duration : 12 Month ; Eligibility : Class-VIII	

Diploma in Business Administration

Module	Subject
I	Fundamentals of Accounting
II	Principles of Management
III	Business Economics & Concept of Information Technology
IV	Organizational Behaviour
V	Marketing Management & Business Communication
VI	Project Studies
Duration : 1 Year ; Eligibility : 10 + 2	

Advanced Diploma in Business Administration

Module	Subject
I	Business Economics (Micro)
II	Financial Accounting and Cost Accounting
III	Indian Social Structure and Values and Ethics in Business
IV	Organisational Behaviour & Change
V	Quantitative Method and Research Methodology
VI	Management Information System
VII	Business Economics (Macro)
VIII	Production and Operations Management
IX	Human Resource Management
X	Financial Management & Marketing Management
XI	Project Management
XII	Project & Viva-Voce
Duration : 1 Year ; Eligibility : 10 + 2 + 3	

Diploma in Interior Designing

Module	Subject
I	Art and Graphics
II	Construction and Design
III	Computer-aided graphic design Design Skill-2
IV	Interior Design Materials And Applications
V	CAD and Software based Designing
VI	Workshop (Ceramics-Clay/Plaster of Paris)
Duration : 1 Year ; Eligibility : 10 + 2	

Advanced Diploma in Interior Designing

Module	Subject
I	History of Art and Architecture & Landscape in Interiors
II	Estimation and Costing
III	Design and Drafting
IV	Elements of Services CAD & Software based Designing
V	Project Supervision & Execution
VI	Practical Research Work, Project Report & Viva-Voce
Duration : 1 Year ; Eligibility : 10+2+3	

Diploma in Fashion Designing

Module	Subject
I	Design Theory, Pattern Making
II	Introduction to Textiles, Fashion Illustration & Appreciation
III	Traditional Indian Textiles, Needle Craft
IV	Fashion Illustration, Fabric Studies & Print design (Industrial Technique) & Garments Construction
V	Craft Documentation & Computer Aided Design
VI	Project Report & Viva-Voce
Duration : 1 Year ; Eligibility : 10 + 2	

Advanced Diploma in Fashion Designing

Module	Subject
I	Fashion Theory, Fashion History (Indian and World)
II	Ethical Fashion
III	Draping Techniques, Design Collection & Garment Construction-Product Development Module
IV	Craft Documentation, Dyeing & Printing & Marketing & Merchandising
V	Portfolio Development, Production Technology & QC & Advanced Computer Aided Design
VI	Industrial Training & Project & Viva-Voce
Duration : 1 Year ; Eligibility : 10 + 2 + 3	

Diploma in Hospitality Management

Module	Subject
I	Principles of Hospitality Management
II	Food and Beverage Production Operation
III	Food and Beverage Service Operations
IV	Accounting and Finance for Hospitality Industry
V	English Study Writing & Business Communication
VI	Business Economics & 4 months Mandatory Internship
Duration : 1 Year ; Eligibility : 10 + 2	

Advanced Diploma in Hospitality & Tourism Management

Module	Subject
I	Front Office and Reception Management
II	Food and Beverage Management
III	Accommodation Management in Tourism & Hospitality
IV	Hospitality Strategic Management
V	Human Resource Relationship
VI	Marketing for Tourism and Hospitality & 4 Months Mandatory Internship
Duration : 6 Month ; Eligibility : 10 + 2	

Advanced Diploma in Hospitality and Tourism Management

Module	Subject
I	Integrated Approach of Hospitality Management
II	Consumer Behaviour of Hospitality Management
III	Strategic Management & Organizational Behaviour in Hospitality Management
IV	Environment Management in Hotel Industries
V	Scale of Economies and Diseconomies & Customer Service Facility Improvement in Hospitality & Tourism Industries
VI	Hospitality and Tourism Internship Project & Field Project work
Duration : 6 Month ; Eligibility : 10 + 2 + 3	

Advanced Diploma in Project & Infrastructure Management

Module	Subject
I	Basics of General Project, Construction & Infrastructure Management
II	Project Planning & Scheduling
III	Organizational Structure & Organizational Issues
IV	Infrastructure Economics
V	Project Risk Management Quality Management
VI	Infrastructure Sector Understanding & Project Planning
VII	Urban Infrastructure Concept and Development
VIII	Township Planning & Financing Urban Infrastructure
IX	Project Performance & Evaluation
X	Field Project Work
Duration : 1 Year ; Eligibility : 10 + 2 + 3	

Training on Pharmacology Management

Module	Subject
I	Basic Pharmacology
II	Human Body and Pharmacology
III	Product, Product Mix and Distribution
IV	Pharmacology Management Skills, Soft Skills and Entrepreneurship Skills
V	Industrial Visit and Project on Pharmacology Management with Viva-Voce
Duration : 3 Months ; Eligibility : 10 + 2	

Training on Packaging Management

Module	Subject
I	Concept of Packaging and Packaging Materials
II	Packaging Process, Packaging Machinery and Equipment, Packaging Economics and Laws
III	Test Procedures, Quality and Assurance, Logistics and Distribution
IV	Packaging of Food and Non-Food Products
V	Soft Skills and Entrepreneurship Skills, Industrial Visit and Project on Packaging Management with Viva-Voce
Duration : 3 Months ; Eligibility : 10 + 2	

Training on Unarmed Security Guard

Module	Subject
I	Security Guard-Physical Fitness, Physical Security and Personal Conduct and Security
II	Identification and Examination of Documents, Basic First Aid and Fire Fighting, Security Gadgets, Disaster and Crisis Management
III	Soft Skills for Security Guards
IV	Laws and Regulations important for Security Guards
V	Industry Visit and Project Work with Viva-Voce
Duration : 3 Months ; Eligibility : 10	

Training on Digital Marketing

Module	Subject
I	Concept of Digital Marketing and Web Designing
II	Search Engine Optimization
III	Advertising in Digital Age
IV	Social Media Marketing, Analytics and Reporting
V	Soft Skills and Entrepreneurship Skills, Industry Visit and Project Work with Viva-Voce
Duration : 3 Months ; Eligibility : 10 + 2	

Certificate in Healthcare Management

Module	Subject
I	Basics of Pharmacology & Microbiology
II	Systems, Disorders etc.
III	Job function, Product mix, market segmentation & Distribution
IV	Planning, Target & sales
V	Medical Terminology and Reporting system
Duration : 6 Months ; Eligibility : B.Sc/ B.Pharm/ D.Pharm BAMS/B.Tech(Bio-Tech)	

Certificate in Family Counselling

Module	Subject
I	Counselling skills & Therapeutic Process
II	Physiological & Psychological Awareness
III	Interpersonal Relationship
IV	Management of Marital Conflict
V	Practical/ Project
Duration : 6 Months ; Eligibility : Any Graduate/ Medical Practitioner/Paramedical	

* Study materials of these courses are available online through NSOU-OER Repository/ LMS.

Δ Students may get ICT supports/e-content



NETAJI SUBHAS OPEN UNIVERSITY

Centre for Lifelong Learning

IDENTITY CARD

(To be filled in by the candidates)

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

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

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Address :	
Telephone No. (If any) :	
Study Centre :	
Programme :	
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NB. Valid for six months/twelve months only from the date of issue.

Application Form for Training Programme

Sl. NO. CLL / 2021/

NETAJI SUBHAS OPEN UNIVERSITY

Centre for Lifelong Learning

(under the aegis of School of Vocational Studies)

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

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

Seal of the
receiving centre



AFFIX
PASSPORT
SIZE
PHOTO

(SIGNATURE OF THE CANDIDATE)

Study Centre Name : Code :

Programme Name :

Level : Advanced Diploma ☐ Diploma ☐ Certificate ☐

Name of the Student
(in block letters)

Present Address :
(in block letters)

Pin Code :

Mobile No : Email:

Date of Birth: D D M M Y Y Y Y

Sex: ☐ MALE ☐ FEMALE ☐ OTHERS (Tick which is applicable)\

Category (Tick one box) : General ☐ SC ☐ ST ☐ OBC ☐

Whether Physically challenged : Yes/ No. (Tick which is applicable)

Whether belong to Minority Community : Yes/ No. (Tick which is applicable)

Father's Name:

Mother's Name:

Spouse's Name:

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

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

Nationality :

Whether already registered in NSOU : Yes/ No

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

Name of the Course :

Academic Record:

Examination Passed	Board/ University	Year of passing	Subject Studies	% of marks obtained With aggregate

Payment details :

Bank:, Branch:

Amount(Rs.) Date:

(Receipt to be enclosed)

DECLARATION BY APPLICANT

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

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

Place: Date:

Encl : Self attested copies of educational qualification

Full Signature of the candidate

*Signature of the Coordinator
Study Centre*