



NETAJI SUBHAS OPEN UNIVERSITY

Coordinators' Manual Learner Support Centres/ Study Centres

DD-26, Sector-I, Salt Lake
Kolkata - 700064
Website : www.wbnsou.ac.in
2019



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Preface

The Coordinators' Manual has been published to meet a long-standing demand of the Study Centres of the University . The total number of Study Centres now stands at 149 which have been distributed throughout all the districts of West Bengal , including Kolkata. Different Under Graduate as well as Post Graduate Programmes of the University are being offered through these study centres. More importantly, the University serves its learners in all matters, e.g., personal contact programme(PCP), counselling, continuous assessment in the form of assignments, distribution of self-learning materials, final evaluation etc. through these study centres, which have also been designated as Learners' Support Centres (LSC).

In an ODL scenario, the staff at the study centres are engaged from among the regular staff of the parent or host institution where the study centre is located. For them, this is an additional responsibility . The Governing Body (GB) of the parent college controls the engagement/termination of these staff with proper intimation to the University. They are also being paid an amount commensurate to their service to the study centres , as decided by the concerned GB, from the grants sent by the University from time to time. As per Statutes of the University, the Principal/Officer-in-Charge runs the study centres with the help of a Coordinator under the general guidance of the respective GB. The other supporting staff are being engaged by the GB as per their requirements , with proper intimation to the University. Also, as per the UGC-DEB norm , the Coordinator should at least be an Assistant Professor of the host college serving in the substantive position.

This University has the mandate to reach the unreached which has been achieved quite successfully . This is evident from the fact that in the rural areas of the state there is hardly any family without any learner from this University. In this sense, our University has made a significant contribution to the life of the people of the state.

This manual collects , summarises and presents information concerning all aspects of the running of study centres so that the concerned Coordinator and other staff of the study centres find it convenient for their day-to-day functioning. It is also expected to be useful to the regulatory authority of the ODL as this manual provides the salient features of the University's mode of work as well as the built-in transparency in the system. As running the study centres is one of the core areas of the University, the strength in this field definitely reflects the future scope and possibility of this only open university of the state.

We conclude with the hope that this manual will be immensely helpful to all concerned.

Kolkata

Dr. Ashit Baran Aich
Director, Study Centres

About the University:

Netaji Subhas Open university is the premier State Open University in India. The University was established in 1997 to commemorate the birth centenary of the Bengal's great son Netaji Subhas Chandra Bose by an Act of West Bengal State Legislative Assembly (WB Act XIX of 1997). The University started its journey from the historic building of Sri Sarat Chandra Bose, elder brother of Netaji at 1 Woodburn Park, Kolkata-700020. It is the tenth Open University in India and the ninth State Open University of the country. Netaji Subhas Open University is duly recognized by the UGC u/s 2(f) and the Govt. of West Bengal.

The University started functioning with effect from July 1998 semester at 31 Study Centres with the Bachelor Degree Programme (BDP) in Arts and Commerce to provide an opportunity to higher Education in the vernacular medium to various disadvantaged groups of aspiring learners. At present there are in total 149 study centres offering BDP & PG courses. These study centres are located in different districts of the state of West Bengal. The University started Bachelor Degree Programme in Science subjects from January, 2000 session. The Post Graduate Degree Programme in Science subject (Mathematics) and Arts subjects (History and Social Work) were started in January 2002 and January, 2004 session respectively.

Vision & Mission

Our VISION:

NSOU, the only State Open University in West Bengal, has been a significant contributor to empower through education. With its avowed mission of "Reaching the Unreached", NSOU is driven by the vision of building a qualitative human resource based in the state. To this end, the University is into collaborative efforts with other State Open Universities and the national open university, the aim being the promotion of ODL as an effective avenue of educational outreach. NSOU believes that this is chosen path of multitasking knowledge seekers of the present times.

Our MISION:

To spread higher education in different parts of the state and to co-operate with other universities to provide access to higher education and to different skill enhancing educational programmes, NSOU shall:

- Provide quality education in a flexible mode to serve the aim of establishing an equitable knowledge society within the state, provide higher education through distance learning through the language of the state, i.e. Bengali.
- Make education affordable to the disadvantaged.
- Provide facility for lifelong education to intending learners.
- Strive for up gradation of technology without compromising the basic values of the society.
- Contribute to the development of the state and the nation and to motivate learners to strive for secular, scientific and democratic education.

Core Values

- Inculcating social values
- Preservation and Promotion of Human Resources
- Employability through skill development
- Expanding learning opportunity through technology
- Pursuit excellence in Open Education

Year of introduction of different Courses of the university:

Sl. No.	Programme Code	Course Code	Commencement Session of Admission
1	BDP	EBG	Jan-1998
2	BDP	EEG	Jan-1998
3	BDP	EHl	Jan-1998
4	BDP	EPS	Jan-1998
5	BDP	EPA	Jan-1998
6	BDP	ESO	Jan-1998
7	BDP	EEC	Jan-1998
8	BDP	ECO	Jan-1998
9	BDP	EPH	Jan-2000
10	BDP	ECH	Jan-2000
11	BDP	EMT	Jan-2000
12	BDP	EGR	Jan-2000
13	BDP	EZO	Jan-2000
14	BDP	EBT	Jan-2000
15	BDP	EED	July-2018
16	PG	MLIS	July-2006
17	PG	PGBG	July-2003
18	PG	PGEG	July-2003
19	PG	PGET	July-2003
20	PG	PGED	July-2006
21	PG	PGHI	Jan-2005
22	PG	PGPA	July-2005
23	PG	PGPS	Jan-2004
24	PG	PGCO	Jan-2004
25	PG	PGMT	July-2003
26	PG	PGZO	July-2006
27	PG	PGGR	July-2006
28	PG	PGSW	Jan-2005
29	2nd Degree	BLIS	Jan -2005
30	2nd Degree	B.ED. (Special Education)	July 2005
31	Vocational Courses	Tailoring & Dress Designing	Jan 2003

Campus of the University

Administrative Building
DD-26, Salt Lake, Sector-I;
Kolkata - 700064
Phone: 033 -40663220
Fax: +91-33-0663224

Examination Department

134/1, Meghnad Saha Sarani
Kolkata - 700029
Phone: 033-40042102

School of Sciences and Publication Department

K-2, Bidhannagar Fire Station,
sector-V
Kolkata - 70009
Phone: 033-23577644, 033-23577491

School of Education

CF-162, Sector-I,
Salt Lake City,
Kolkata - 700064
Phone: 033-40047569/70/71

Regional Centres of the University

Kalyani Regional Centre (Green Campus)
Ghoshpara Station Road, Kalyani
Nadia -741235
Phone-033-2502-5066

Durgapur Regional Centre

Jawaharlal Nehru Road
Durgapur, Dist- Paschim Burdwan
Pin -713214
Phone: 0343-2500418; 0343-2504419

Jalpaiguri Regional Centre

Pat Kata; Dist- Jalpaiguri
(Inside the Govt. Engineering College)
Pin -735101
Ph-03561 257012

Learner Support Centre (LSC) as per UGC (ODL) Regulations 2017

‘Study Centre(SC) or Learner Support Centre (LSC)’ means a Centre established, maintained or recognized by the Higher Education Institution for advising, counselling, vocational guidance, hands on experience, library services and providing interface between the teachers and the learners, rendering academic and any other related services and assistance, like field experience, laboratory for experimental work, Information Communication Technology facilities for operations and interaction with the learners etc. for the benefit of the learners.

Administrative Structure of the Learner Support Centres/ Study centres

Consistent with the University’s objective to expand access of the people to higher education using various means of learning including open and distance mode of learning the University will recognize and support Study Centres and establish and maintain regional Centres. The number of such Study Centres and Regional Centres at any point of time will be determined by the Executive Council of the university.

There is a Director of Study Centres appointed by the University. He is responsible for the overall supervision and control over the administrative, academic and financial affairs of the Study Centres and Regional centres, make recommendations for their improved functioning and is directly accountable to the Vice-Chancellor. The Director is the convenor of all meetings related to the LSC/study Centre.

Location of LSC/Study Centres

Except where the University decides to accommodate a Study Centre in its own premises, study Centre will be set up by any educational institution of whatever name it be called or any establishment which may be approved by the Academic Council or as may be provided for by the regulations. For conducting Degree Courses the respective study Centres should have provisions for running Degree Courses approved by the state Government or any other University recognized by the UGC. Such institutions or organization shall be called the Host Institution. A Study Centre must be housed in a well ventilated pucca building with adequate provision of Water supply, power connection, telephone and internet connection, public conveniences etc. for both men and women and easily accessible by public transport.

Operational aspects of LSCs/ Study Centres

- The Head of the host institution hereafter called ‘Host head’ shall sign the Memorandum of Understanding (MOU) with the University. Each Study Centre will have one Coordinator who will coordinate the activities of the centre. The Host Head shall be in overall control of the Study centre and shall extend all necessary facilities for its smooth functioning in consultation with the coordinator of the study Centre.

- The Host Head jointly with the coordinator shall be the drawing and disbursing officer relating to the Study Centre and shall be the custodian of all assets created by or out of the funds provided by the University. The Host Head shall accept full financial accountability in respect of all receipts and expenditures of the Study Centres.
- The Host Head, along with the Coordinator, shall be responsible for providing student support services in respect of Counselling, distribution of Study materials, assignments, examination, library services and dissemination of information.

Functioning of the LSC/ Study Centre

- Governing Body of the College will be at the helm of all affairs of the Study Centres.
- Each Study Centre will engage, with the intimation to the University, a Coordinator, preferably from among the senior teachers of the Host Institution in the substantive category where such post (s) is/are available and in other cases the coordinator should be a senior teacher appointed on whole time basis in the Host Institution concerned.

Study Centre may also engage Academic Coordinator in case of Post Graduate Science laboratory based subjects. The Academic Coordinator preferably from among the senior teachers of the concerned subjects of the Host Institution in the substantive category where such post (s) is/are available and in other cases the coordinator should be a senior teacher appointed on whole time basis in the Host Institution concerned.

The engagement of both coordinator or Academic coordinator as the case may be will initially be for a period of two years, with the possibility of further renewal subject to satisfactory performance.

- The Principal should furnish biodata of the Coordinator along with Governing Body Resolution while intimating the name of the coordinator to the Director, Study Centres.
- The Coordinator will act as liaison person between the Study Centre and the University.
- The Coordinator along with other support staff will be engaged by the Study Centre with proper intimation to the Director, Study Centres, through the Director of respective Regional Centres (if any), and will work on part-time basis. They will not be recognized as staff of any category of the University.
- There will be counselling Sessions for the learners. Each study Centre will engage counsellors following guidelines made by the appropriate authority of the university from time-to-time, and also the Regulations of the University.
- The Host Head will be authorized by the university to open a Bank account in a nationalized Bank in the name of

NSOU<Name of the Host institution>Study Centre

- In case of PG Laboratory base Subjects the bank account will be as follows

NSOU<Name of the Host institution>Study Centre(PG Subject)

- The said account will be jointly operated by the Host Head and the Coordinator/ academic Coordinator.
- The mode of running the study centres in terms of release of grants-in-aid, or any other funds, will be determined from time to time by the different regulations of the University.
- Each Study Centre is mandated to send regular utilization Certificate and audit Reports of the funds received from the University to Director, Study Centres, through the Director of the respective Regional Centres (if any). Subject to the provisions of the Act, Statute and Regulations, the accounts of the Study Centres will be opened to such Audit as will be determined by the university from time to time.
- Coordinator should follow instructions of Director Study Centres for providing Student support Service including admission, distribution of study materials and periodic counselling.
- The Study Centre should make available necessary facilities of infrastructure and services for efficient running of the Centre, including receiving of study materials from the University and distribution of the same to individual students and laboratory facility as and when required.
- Study Centres admitting PG Science laboratory based subjects will have to take the responsibility of conducting Laboratory Counselling Cum Evaluation sessions as and when scheduled by the University.
- The Study Centre should comply with rules and regulations to be introduced by the University in respect of Study Centres from time to time
- The Study Centre will receive from the University such financial and other assistance as the University would deem necessary to release in support of the approved programmes of the Centre;
- The Study Centre will have to maintain complete records of (a) all expenses incurred out of the assistance provided by the University, (b) student enrolment, renewal and assessment in different subjects at the Centre, (c) academic and support staff working at the Centre and (d) all programmes of the Centres; (e) schedule of counselling sessions at the study centre.
- The Study Centre will have to conduct examinations as and when required, as per schedule announced by the University;
- The Coordinator will have to send regular reports to the other concerned officers of the University regarding the activities, needs and progress of the Centre and to allow visiting teams from the University for occasional assessment.
- It would be the responsibility of all academic counsellors attached to the Study Centres to participate in the teaching –learning and evaluation process of NSOU viz., Personal Contact Programme (PCP) and evaluation of answer papers of the Term-End and Assignment Examinations as may be assigned to them from time to time by the concerned authority of the college/study centre and/or NSOU.

- The University may at any time hold or cause to hold inspection and/or review of activities of the Study Centres.
- Academic Council of the University may, if it deems necessary, set up review committees to go into relevant aspects of the Study Centre system as a whole and suggest necessary changes.

Learner Support Service

- Pre-admission Counselling for prospective learners to provide information to facilitate them in taking an informed decision on joining a specific programme
- Support for admission related matters.
- Making students acquainted with the renewal procedure of the University.
- Induction Meeting with the newly admitted students for making them acquainted with the open and distance learning
- Handover of the Study materials to the students .
- A dedicated help desk well versed with the learner information database providing single window services for all learner related queries.
- Teaching support in the form of Counselling /PCP (Personal Contact Programme) at Study Centres
- Conduct of Practical sessions under the supervision of experts for programmes having practical component at selected centres.
- Informing learners about the date of submission of Assignments and handing over corrected/ evaluated Assignment Copies to the learners.
- Conduct of examination at the centres selected by the university.
- Conduct of Special Lecture Programme (SLP)
- No Extra fees can be collected from the students other than notified by the University.

Qualification of Academic Counsellors (BDP)

Teachers falling under the following four categories are eligible to act as Counsellors:-

- Full time teachers in substantive posts working in colleges/universities
- Govt. approved part-time teachers and contractual whole-time teachers in an affiliated college in the subjects concerned.
- NET/SET qualified persons who may or may not engaged elsewhere.
- Teachers falling in the categories (1) and (2) above who have retired from service.

Guest teachers engaged by a college are not eligible to be counsellors.

Qualification of Academic Counsellors (Post Graduate Degree Programme)

- a) In- service University/ College teacher holding substantive appointment.
- b) Retired University/ College teacher
- c) Govt. Approved contractual whole time teachers (CWTT)/ part time teachers(PTT).
- d) NET/SET qualified / Ph.D. in the relevant subject.
- e) Professionals in the field of social work/ accounting/ Administration etc. with the approval of the competent authority of the University.
- f) University/ College librarian (for LIS)

Qualification for Dissertation Guide (MSW)

- Approved NSOU Counsellors
- University/ College teachers of Social Work, Sociology, Anthropology, Economics, Public Administration, Political Science, History, Philosophy, Law, Women's Studies, Rural Development.
- Persons having Ph.D./ M.Phil. degree in above subjects.

A supervisor/ Guide can supervise maximum 10 students in one academic session.

NB: Prior approval is required from the School of Professional Studies for engagement of guide outside the panel.

Qualification for Dissertation Guide (MLIS)

- University Teachers of Library and Information Science
- University/ College Librarian
- Ph.D. degree in Library and Information Science

A supervisor/ Guide can supervise maximum 05 students in one academic session.

NB: Prior approval is required from the School of Professional Studies for engagement of guide outside the panel.

Field work for MSW

The students MSW (1st year) are required to take a field study with an approved NGO. The list of approved NGOs is available on the university website. However, the Coordinators may recommend the name of the NGO for enlistment. The Coordinators may send / forward such list of NGOs with their credential like annual report, registration certificate, publications etc.

Qualification of Counsellors in PGDJMC and PGDPRAD

Teachers falling under the following five categories are entitled to act as Counsellors for Documentary Workshops and field trips:-

- Full time teachers in substantive posts working in colleges/universities
- Govt. approved part-time teachers and contractual whole-time teachers in an affiliated college in the subjects concerned.
- NET/SET qualified persons who may or may not engaged elsewhere.
- Teachers falling in the categories (1) and (2) above who have retired for service.
- Media Professionals who may have a minimum of 10 years of experience

Modalities for conducting/ evaluating/ review/ dissertation and Seminar-paper of Post Graduate Zoology (PGZO)

For evaluation full marks (50) of Paper IXA will be divided into following three sections:

- i. Content of the Work: 20 marks
- ii. Presentation: 20 marks
- iii. Question and answer : 10 marks

Both the soft copy and the hard copy of the review/dissertation will be submitted to the University by the Academic Coordinator (s) after the examination.

- Each Supervisor would guide maximum five (05) students in each academic sessions.
- The Supervisor will submit the proposed title, abstract of the review/ dissertation along with a declaration certificate for each student to the Director, School of Sciences, Netaji Subhas Open University through the Academic Coordinator one month prior to the examination.

Rules for Post Graduate Geography Field Work

The Post Graduate Geography (PGGR) filed work is a compulsory paper (Paper-10B) for the fulfilment of Part-II syllabus of Geography of NSOU. Therefore, the field work for the 2nd year PGGR students is mandatory and conducted each and every year. The expenditure for the field work/ excursion for their own is to be borne by the students. The concerned faculties of Geography of the University will supervise the students in the entire filed work and preparation of the field report. All the students of the respective study centers are taking part in the field work for around 7 to 11 days in an area of geographical importance according to their special paper and prepare a field report for the same by pre-field, field and post-field session/classes under the supervision of the concerned geography faculties of the University. Detailed notification of the field work is served to the co-coordinators of the respective study centers of PGGR courses in due time. Therefore, the co-coordinators of the respective study centers have to provide the list of students who are willing/going to the filed work for every

year to the concerned faculty in due time for the smooth running of the field work. The PGGR students have to prepare the field report for the examination at the time of viva.

Practical Examination/ Laboratory Counselling Cum Evaluation session (LCES) for Laboratory based subjects

Practical Sessions or Laboratory Counselling-cum-Evaluation Session (LCES), for elective and Subsidiary Subjects of science stream, are arranged by the University clubbing centres together for the students who have enrolled for the particular subjects. Centre for practical work will be allotted by the University.

The Practical work for Elective subject generally arranged as follows:

SL.No	Day	Activities	Marks
1	1st Day	Introduction	0
2	2nd-11th Day	Continuous Practical Session	70%
3	12th Day	Practical Examination	30%

The Practical work for subsidiary subject generally arranged as follows:

SL.No	Day	Activities	Marks
1	1st Day	Introduction	0
2	2nd-9th Day	Continuous Practical Session	70%
3	10th Day	Practical Examination	30%

A circular with details of venue and schedule for practical sessions will be sent to the respective study centre and also published in our official Website(www.wbnsou.ac.in)

Degrees Recognized by:

- University Grants Commission (UGC) u/s 2(f) vide letter No.F.9-2-97 (CPP-I) dated 26 August, 1998.
- Distance Education Council (DEC) vide letter No.f:DEC/OU/Recog/2008 dated 8, April and thereafter UGC-DEB.
- 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.
- Recognition for offering programmes in Open & Distance Learning (ODL) mode vide F.No. 1-18/2018 (DEB-I) Dt. 08-05-2018 for 2018-19 to 2022-23
- Letter for Continuation of recognition for offering programmes in Open & Distance Learning (ODL) mode for the academic Year 2016-18.

- Letter for Continuation of recognition for offering programmes in Open & Distance Learning (ODL) mode for the academic year 2015-16.
- Letter for Continuation of recognition for offering programmes in Open & Distance Learning (ODL) mode for the academic year 2014-15.
- Letter for Continuation of recognition for offering programmes in Open & Distance Learning (ODL) mode for the academic year 2013-14.
- Letter for Continuation of recognition for offering programmes in Open & Distance Learning (ODL) mode for the academic year 2008-13.
- Letter for Continuation of recognition for offering programmes in Open & Distance Learning (ODL) mode for the academic year 1997-08.

N.B.: The copies of all the above letters are available on the University website.

Counselling sessions for BDP at Study Centres

As per rules the study centres may organize the counselling session for BDP theory papers (100 marks) as follows:

12 PCP sessions of 2 hours duration for Elective and Subsidiary Subjects.

Maintenance of attendance records is compulsory with signature of academic counsellors and learners.

Rate for conducting BDP Counselling

Remuneration for Counsellors per Counselling Session of two hours : Rs.300/-

T.A per day : Rs.100/-

Rate for conducting PG Counselling is as follows:

Administrative Cost	Rs 400/- per day per batch
Contingency	Rs.100/- per day per batch
Remuneration to Counsellors	Rs.500/- per hour of counselling
T.A to Counsellors	Rs.400/- per day.

Rate for Evaluation of Assignments

BDP	Post Graduate
For evaluation of 100 marks paper:Rs.12/- per script	For evaluation of 100 marks paper:Rs.15/- per script
For evaluation of 50 marks paper :Rs.10/- per script	For evaluation of 50 marks paper :Rs.12/- per script

Rate for Dissertation Guide/ Mentor (MLIS/ MSW/ PGZO)

A Mentor/ Guide is expected to help the learner to successfully complete the dissertation work/ report. The activity of the Mentor/ Guide involves

- i) Mentoring the learners
- ii) Monitoring the progress
- iii) Assisting in data collection
- iv) Certifying the plagiarism check
- iv) Issuing the certificate of originality etc.

The Mentor/ Guide is entitled to receive Rs.800/- per learner.

Grafting facility

Transferring of marks is allowed (only for the students who have appeared all the subjects/paper of course of studies but could not get pass marks in only one subject/paper) on the basis of the marks obtained in other subject/s of the same category. Students may submit the application to the examination department through Coordinator.

Category I: Subsidiary Papers (except Practical)

Category II: Elective Papers

Category III: Compulsory Papers (Foundation, AOC and ENVS)

Students Grievance Redressal Cell

University has a Students Grievance Redressal Cell (SGRC) where Grievance of the students are taken care of. Learners can mention their grievance either over phone or by personal contact. There is provision of online submission of Students Grievance also.

The learners may send their grievances at following address:

Exam related issues	All other issues
Sri Anjan Saha Ph- 033 4063 0292 E-mail: dyreg.exam@wbnsou.ac.in	Smt. Nilanjana Chatterjee Ph.- 033-4066 3205 E-mail: nilanjanaadsc@gmail.com

Internal Complaints Committee:

Grievances related to women and sexual harassment if any shall be registered with the Coordinator, Study Centre who will forward the same to the Internal Complaints Committee of the concerned college for its redressal as per existing UGC Regulations.

Right to Information Cell

University has designated Public Information Officer (PIO) who take care of all the applications received by the University under RTI Act 2005. The PIO provides information to the applicant within the stipulated time after collecting the information from the specific department. Photocopy of the answer scripts are also shown to the student against payment of fees.

The learners may send their grievances at following address:

Exam related issues	All other issues
Sri Anjan Saha Ph- 033 4063 0292 E-mail: dyreg.exam@wbnsou.ac.in	Smt. Nilanjana Chatterjee Ph.- 033-4066 3205 E-mail: nilanjanaadsc@gmail.com

Help Desk

The University has the Help Desk at its reception, where first hand information are given to the learners . There queries are dealt with great care and every steps are taken to resolve it. Learners are motivated and receive proper guidance here. (Ph-033 4066 3220).

Process of Conduction Induction Meeting

The Induction meeting is organized at the LSCs to acquaint the freshly enrolled learners about the organization structure and functioning of the NSOU, ODL system and the role and responsibilities of a learner of the University. The Induction Meetings at the NSOU's LSCs play a key role as those are held as introductory sessions for the newly-admitted learners at the beginning of the academic session. The faculty members attend such meetings to give a brief idea about the course objectives and the methodology of the teaching-learning process in the ODL system. The broad objectives of the Induction Meeting for the newly-admitted learners are to know about:

- ✓ the University - its organization structure
- ✓ open and distance learning system
- ✓ facilities available to a learner
- ✓ the LSCs/ SCs -their functions and functionaries
- ✓ importance of the counselling sessions
- ✓ importance of the assignments in the learning process
- ✓ evaluation system and term-end examination
- ✓ their roles and responsibilities as learners of the NSOU

Generally, the following schedule is followed to organize Induction Meeting at the LSCs:

- Welcome Address: Coordinator of the LSC
- Inaugural Address: Member of the Governing Body of the College
- Address: one Expert on ODL
- Address: Director/ Faculty of NSOU
- Address: Academic Counsellor of LSC
- Interaction with the learners
- Presidential Address: Principal of the College (host head of the LSC)
- Vote of thanks: Academic Counsellor of LSC

Participants: all the newly enrolled learners.

Fees for various purposes

Fees for Duplicate Marks sheet/ Certificate/enrolment certificate/admit card :Rs. 200/-

Fees for Change of Study Centre : Rs.500/-

Other details of fees are available in the prospectus of the relevant academic session.

List of Annexures

(The learners may use the photocopy of the form)

1. Format for Utilisation of PG PCP.
2. Format for Transferring of Marks
3. Format for Change of Study Centres
4. Format for Correction in Enrollment Certificate-cum-Identity Card (BDP/ PG)
5. Remuneration Bill for Dissertation Guide of MSW/ MLIS
6. Certificate of Original and Authentic dissertation Work (PG Zoology)

NOTE

1. University notifies changes/amendments in its rules/regulations time to time. As a result part of information contained in this document may Change or get amended. For updates please visit our website www.wbnsou.ac.in or contact the respective department at Headquarters
2. All care has been taken to present the information accurately. In case of any ambiguity/error, please refer to document issued by university headquarters.



NETAJI SUBHAS OPEN UNIVERSITY
DD 26, SECTOR – I, SALT LAKE CITY, KOLKATA—700064

Date-

Receipt and payment statement of PCP of PG/ PG Diploma/ Certificate Course etc.

Name of the Study Centre-

Code No-

Address-

Phone No-

Subject-

Paper-

Batch-

PCP Date with year-

Receipt	Payment
Balance of last PCP Rs	1. Honorarium to Counsellors. Classes Rs.500x Classes Rs
Grant received Rs.	2. T.A to Counsellor Rs.400/- Rs.
Vide Order No. Dt-	3. Administrative Cost batches for days Rs.400/-x Rs.
Deficit on this PCP Rs.	4 Honorarium to Academic In-Charge Including T.A (Rs.500x) Rs.
	5. Contingency (Rs.100 x) Rs.
	6. Other expenses P.A system Rs.
	Total -
	7. PCP Balance lying with the Centre Rs.
Total -	Total -

Encl.

1. Vouchers for honorarium

Coordinator/Principal

2. Vouchers for honorarium and T.A to Academic In-charge

3. Vouchers for any other permissible expenses

4. Copy of the order of sanctioned amount.

Format for Transfer of Marks

To

Date:

The Controller of Examinations

Netaji Subhas Open University

Meghnad Saha Sarani, Kolkata-29

Subject: Transferring of marks

I A student of BDP / PG (Enrolment No.) Appeared in all subject / paper of said course of study but could not pass in only one subject / paper i.e. I shall be grateful if you kindly transfer the shortage marks from paper / subject to pass the said course of studies.

Signature of the Candidate

Phone No.:

<p>Transferring of marks is to be allowed (only for the students who have appeared all the subject / paper of course of studies but could not get pass marks in only one subject / paper) on the basis of the marks obtained in other subject / s of the same category.</p> <p>Category I : Subsidiary Papers (except practical)</p> <p>Category II : Elective Papers</p> <p>Category III : Compulsory Papers (Foundation, AOC and ENVS)</p>

Forwarded by the Coordinator

Coordinator, Study Centre with
Office Seal.

Remuneration bill has to be submitted to
the Coordinator of the study centre



NETAJI SUBHAS OPEN UNIVERSITY
DD 26, SECTOR - I, SALT LAKE CITY, KOLKATA - 700064
REMUNERATION BILL FOR GUIDANCE OF DISSERTATION

Programme Title: MLIS/MSW/ PGZO

Name of Supervisor/ Mentor:

Residential Address:

Designation:

Office Address:

Telephone No. Off.....Mob.....

Sl. No.	Project Title	Enrolment No.	Name of Student	Total Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Certified that I have guided the students of MLIS/ MSW for their dissertation work.

Bank Details : Name of the Bank:.....; Branch:.....

Name of the Account holder (Capital letter):

Account Number:.....; IFSC:.....

Dated:

Signature of the Supervisor/ Mentor

[Note: The remuneration payable for guidance of Project Work is Rs. 800/- per student]

Certified that the above supervisor was approved and recommended by the concerned School of Studies (SPS/ SOSci) and is being forwarded to the School of Professional Studies/ School of Sciences for further process.

Director, School of
Professional Studies/ School of Sciences

Coordinator, Study Centre with seal
Dealing Assistant, SPS/ SoSci, NSOU



NETAJI SUBHAS OPEN UNIVERSITY
DD – 26, SECTOR – I, SALT LAKE CITY, KOLKATA – 700 064
APPLICATION FOR CHANGE OF STUDY CENTRE (BDP/PG)

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
 NSOU..... Study Centre (code) in the
 following course & subject etc.

My particulars are given below :

Sl. No.	Name of the Student	Enrollment to.	Subject

At present I want to change my Study Centre from.....to.....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) Original Enrolment Certificate-cum-Identity Card.

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

DD – 26, SECTOR – I, SALT LAKE CITY, KOLKATA – 700 064

Form of Correction in Enrolment Certificate-cum-Identity Card (PG /BDP)

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/Surname/Date of Birth/Category/Address/Father's Name/Signature/Others

I, Shri/Smt have been admitted at NSOU Study Centre (code-) in the following course & subject etc. for correction of my name and /or surname on Enrolment Certificate-Cum-Identity Card/Admit Card/ Mark sheet my particulars are as given below.

My particulars are given below :

Sl. No	Enrolment No.	Name of the Student	As per Enrolment Certificate-Cum-Identity Card/Admit Card/ Mark Sheet	Correction needed	Subject code

Yours Faithfully,

Signature of Student

Enclosed:-

- 1) Original Enrolment Certificate-Cum-Identity Card.
- 2) One Photocopy of Enrolment Certificate-Cum-Identity Card.
- 3) Photocopy of Mark sheet of Class 10 & (10+2) Examinations(One Copy Each)
- 4) Photocopy of Admit card of Class 10Examination(one copy)

Forwarded,

Co-ordinator (With Seal)



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Kolkata-700064