

Directorate of Distance Education

Prospectus

2014-15



University of North Bengal



UNIVERSITY OF NORTH BENGAL
DIRECTORATE OF DISTANCE EDUCATION

PROSPECTUS
(SESSION: 2014-2015)

MASTER OF ARTS
in
BENGALI, ENGLISH, NEPALI, HISTORY,
POLITICAL SCIENCE, PHILOSOPHY,
MATHEMATICS

&

MASTER OF SCIENCE
in
MATHEMATICS

Administrative Head :-

**Vice-Chancellor
University of North Bengal**

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1. The University:

The University of North Bengal, a premier institution of teaching and research, was established in 1962 by an Act of the West Bengal Legislative Assembly. It is recognized by the University Grants Commission under Section 2(f) and 12(B) of its Act and is accredited / re-accredited by the NAAC.

The University offers courses in various disciplines under the Faculties of Arts, Commerce & Law/ Science/Technology. Apart from the traditional programmes, the University has played a pioneer role in launching various professional job-related courses to help students interested in acquiring special skills to enhance their learning and earning capabilities.

2. Directorate of Distance Education:

The Directorate of Distance Education (DDE) of NBU is recognized and accredited by the Distance Education Council / Distance Education Bureau, University Grants Commission, New Delhi. The DDE is located in the NBU Campus which is situated beside the National Highway 31. The Campus is about 8 km from Siliguri and about 5 km from Bagdogra Airport.

3. Objectives of DDE:

Realizing the importance of Distance Education as an alternative mode of higher education, the University of North Bengal is offering seven courses at the postgraduate level within the given constraints. It may be noted that the MHRD, Government of India and Department of Higher Education, Govt. of West Bengal have issued Orders/Notifications to the effect that Degrees obtained through Distance Education mode shall be treated at par with those in the formal / regular mode of higher education. However, as per notification of the Distance Education Council and decision of NBU, the words "Distance Education Mode" shall be mentioned in the Degree Certificate to be issued to the successful candidates.

The University and the DDE are committed to provide education at the P.G. level under distance mode with a high level of quality assurance. We want the students who will obtain the P.G. degrees to easily complete with their counterparts from the regular mode in terms of knowledge and skills. To achieve these objectives, the intake capacity in each subject has been restricted to cope up with the constraints. The delivery systems for teaching-learning have been technology-enabled and considerably improved by incorporating ICT tools and web-based services.

4. Academic Programmes :

The University offers programmes leading to Degree covering conventional programmes. Most of these programmes have been developed after an initial survey of the demand for such studies. They are launched with a view to fulfill the student's needs for:

- Certification.
- Self-enrichment.
- Diversification of knowledge, etc.

The University follows multi-media approach in imparting instruction to its learners. It comprises:

- Self-instructional printed course material.
- Face-to-face interaction with academic counsellors at Study Centres depending on programme Requirement.
- Supporting video study materials (going to be introduced shortly).

5. Course Materials:

Learning materials are prepared for the courses by teams of experts of different colleges of North Bengal and in-house faculty selected by the Expert Committees of Directorate of Distance Education, University of North. These materials are edited by the content experts and language experts at University of North Bengal before they are finally sent to the press. Printed material is supplied directly to the students at the time of admission and their cost is covered in the admission fee.

6. Student Support Service:

The Directorate of Distance Education (DDE) established 10 (ten) numbers of Study Centres throughout the North Bengal. Study Centres provide counseling facilities at periodic intervals; act as information centres, and as examination centres. The study centres will provide counseling facilities for the M.A. & M.Sc. Programme. The other services for the learners are as follows:-

- ✎ Computerized Central Library
- ✎ Free internet facility,
- ✎ Website (www.ddenbu.in) with interactive facilities for students.
- ✎ Self-Learning Materials (SLM) with complete course coverage
- ✎ Digital Studio with proposed video-conferencing facility for interaction with students
- ✎ Information Kiosk for anytime information
- ✎ Full time faculty for regular counseling in every subject
- ✎ Support to students who belongs to Below Poverty Line (BPL) category.
- ✎ Telephone line (0353) 2580205 for students' information
- ✎ Timely Examination and publication of Results

7. Course Offered:

Courses	Subjects
M.A. (Two Years)	Bengali, English, History, Philosophy, Political Science, Nepali & Mathematics
M.Sc. (Two Years)	Mathematics

8. Eligibility for Admission :

For admission to the M.A. M.Sc. Part – I programme the candidate should satisfy the following condition:




- (a) He/ She should be a graduate in the B.A./B.Sc. (Mathematics only) in Honours or General course (10+2+3/10+1+3/11+3 pattern) and 2 years Degree course (10+2+2 pattern) with 1-year Bridge Course from any recognized University.
- (b) The subject in which the candidate wants to apply must have been studied at the graduation level as an elective one with at least 300 marks.

9. Foreign Students:

Foreign students residing in India are eligible to seek admission in Directorate of Distance Education programmes who have valid student visa for the minimum duration of the programme & fulfill the eligibility criteria mentioned above.

10. Evaluation:

The evaluation system of the programme is based on two components:

-  Continuous evaluation in the form of periodic assignments
-  This component carries a weightage of 15%. There will be one assignment per programme. Assignments are to be submitted for evaluation within stipulated date.
-  Term-end examination (TEE) with a weightage of 85%. Term-end examinations for P.G. Part – I & II are held on notification from Controller of Examinations Department, normally held in the months of September – October and March respectively.

For the convenience of the students, the Directorate has decentralized the venue of Examination enabling the students to choose from a list of affiliated colleges as Examination Centre. Forms for all subjects shall be sent to the concerned students with all relevant information by the Controller of Examinations by post. The students shall have to fill-in the Examination Form as per the given instructions and send the same to the University by registered post so as to reach the University on or before the specified date. Admit Card shall be issued to the candidates along with the examination schedule of the examinations. All communications regarding examination should be addressed to the Controller of Examinations. A candidate shall be qualified to appear at the Part - II examination only on qualifying the PG

Part - I examination. Such candidates are to take admission within 30 days from the publication of result or as notified by the Directorate. In case of year gap, a candidate has to apply for permission to the Directorate to appear in the examination. A candidate shall get a maximum of four consecutive chances to appear/complete Part-I & Part-II taken together.

A. Re-Assessment & Re- Examination :

The students, who are not satisfied with the marks/grade awarded to them in Term-end Examination, may apply for Re-Assessment of answer papers as per University Regulations.

Note: Regarding additional chances to appear in the Part-I / Part-II examinations in case of candidates who could not qualify in first attempt, the provisions prescribed in the University Regulations shall apply. (Maximum 4 attempts taken together Part-I & Part-II)

B. Courses & Scheme of Examination:

M.A. in Bengali, Nepali, English, Political Science, Philosophy, History, Mathematics and M. Sc. in Mathematics Part-I and Part-II Examinations will be held at the end of first year and second year respectively as per schedule to be notified by the Controller of Examinations.

11. Maximum duration:


A candidate shall get a maximum of four years to appear/complete Part-I & Part-II taken together. Thereafter, students need to seek Re-admission and pay requisite fees every year for another 2 years failing which the student need to seek fresh admission in Part - I.

12. Certification of Completion:

A certificate of completion may be awarded to students after successful completion of the programme. The first position holder will be awarded degree by the Hon'ble Chancellor of the University (Governor of W.B.) at the Annual Convocation.

13. Prospectus and Application Form:

The Application Form will be available at the DDE (Directorate of Distance Education, University of North Bengal, Door-Siksha Bhawan, P.O. NBU Campus - 734013, Dist. Darjeeling) and designated Study Centres at a cost of Rs.100/- only.

 The Prospectus may be downloaded from the DDE website (www.ddenbu.in) and may be submitted within stipulate date and time of admission. In cases where the Application Form has been downloaded from the DDE website, the candidates shall have to enclose Rs. 100 as Bank Draft in favour of NBUDDE payable at SILIGURI. The Application Form may also be obtained by sending Demand Draft of Rs. 100/- drawn in favour of NBUDDE payable at SILIGURI to Directorate of Distance Education, NBU, along with self-addressed stamped (Rs. 32/-) envelope (11" x 6").

14. Admission Procedure:

For seeking admission to M.A./M.Sc.Programme, a candidate is required to apply in the prescribed application form with requisite fee in cash or demand draft and attested/self-attested copy of documents, mentioned below:

- i. Admit Card (Madhyamik or Equivalent) or Proof of Date of Birth

- ii. Madhyamik or Equivalent Mark sheet
- iii. H.S. (10+2) Mark sheet
- iv. Graduation Mark sheet
- v. University Registration Certificate
- vi. Migration Certificate in original (for migrated candidates)
- vii. Appropriate documents for SC/ ST/OBC/PC (PH)/AAY/BPL candidates.

Note:-

- ✎ Candidates are required to bring all the original copies of the above certificates for its verification. After verification, the original documents will be returned on the same day.
- ✎ Migrated candidates shall, at the time of admission, fill up a Form available at the DDE office along the original copy of the Migration Certificate, one copy of photograph, a self-addressed envelope with stamp of Rs. 32/- & other attested / self-attested copy of documents (Admission Challan, Graduation Mark sheet & certificate) for getting Registration Certificate of NBU. These students will get the new registration certificate by post
- ✎ Candidates who migrated from NBU shall be required to submit Registration Certificate duly Re-validated by the Registrar, NBU. For this purpose, such candidates shall be required to submit the Migration Certificate and the original Registration Certificate to the DDE office within two months from the date of admission.

15. Incomplete and Late Applications:

Incomplete and late application forms will summarily be rejected without referring to the candidate. The students are, therefore, advised to fill the relevant columns carefully and enclose application form for Admission along with the requisite fee through a Bank Draft, Cash or Banker cheque and copies of testimonials as evidence of experience, educational qualification and other certificates required. The university will not accept any statement from the students about their ignorance in meeting these requirements.

16. Fee Structure:

M.A./ M.Sc. Part-I

Sl. No.	Item	Gen./SC/ST/OBC/Minority	AAY/BPL
1	Enrolment Fee	250.00	250.00
2	Course Fee	4650.00	2325.00
3	Registration Fee (other than NBU students)	250.00	250.00
4	Examination Fee	625.00	625.00
5	Identity Card Fee	65.00	65.00
6	Examination Centre Fee	190.00	190.00
7	Late Fee within schedule date(if any)	250.00	250.00

M.A./ M.Sc. Part-II*

Sl. No.	Item	Gen./SC/ST/OBC/Minority	AAY/BPL
1	Enrolment Fee	250.00	250.00
2	Course Fee	5875.00	2937.50
3	Examination Fee	625.00	250.00
4	Examination Centre Fee	190.00	625.00
5	Degree Certificate Fee	190.00	65.00
6	Late Fee within schedule date(if any)	250.00	190.00

*Fees are subjected to change without notice at the discretion of the University.

All fees shall be payable in one installment at the time of admission by cash/ bank draft/ Bankers Cheque (in case of Draft and Bankers Cheque it should be in favour of 'NBUDE' payable at 'SILIGURI'.

Additional fees (Rs. 500/-) for the defaulter candidates are to be paid at the time of filling up the Examination Form.

17. Mode of Payment:

1	For students having Registration No. of NBU and being admitted within the stipulated date as fixed by the DDE will have to pay	Part-I : Rs. 5780/- (without late fee) Rs. 6030/- (with late fee)
2	For migrated students i.e. students from other Universities being admitted within the stipulated date as fixed by the DDE will have to pay	Part-I : Rs. 6030/- (without late fee) Rs. 6280/- (with late fee) [Including revalidation of registration certificate charge]
3	For students having Registration No. of NBU and being admitted within the stipulated date as fixed by the DDE will have to pay	Part-II : Rs. 7130/- (without late fee) Rs. 7380/- (with late fee)
4	For migrated students i.e. students from other Universities being admitted within the stipulated date as fixed by the DDE will have to pay	Part-II : Rs. 7380/- (without late fee) Rs. 7630/- (with late fee) [Including revalidation of registration certificate charge]

Mode of Payment at the time of Admission:

All payments shall be made by Cash / Demand Draft against challan provided. Demand Drafts are to be drawn in favour of NBUDE payable at SILIGURI. On the reverse side of the Demand Draft the candidate must write his/her name, name of the Subject in which he/she seeks admission, the Application Form number (not required for downloaded forms) and signature of the candidate in full.

***Fee once paid by a candidate will neither be refunded nor adjusted.

18. Other Fees:

Sl. No.	Item	Part-I	Part-II
1	Examination re-appearance for the next academic session	500.00	500.00
2	Defaulters for not completing the assignment in the same session	500.00	500.00
3	Duplicate Identity Card	100.00	100.00

19. Scholarships and Concession of Fees:

Students belonging to Reserved Categories viz. SC, ST & OBC admitted to Directorate of Distance Education are eligible for the Backward Classes Welfare (West Bengal) scholarships provided these are available for PG level programmes.

Students belonging to AAY & BPL category may avail 50% course fee concession on production of verified documents. Candidates claiming reservation under AAY & BPL category shall be required to submit AAY & BPL Certificate issued by a Gazetted Officer not below the rank of B.D.O. mentioning BPL ID No. against his/her name. No other Certificate or documents like Ration Cards etc. shall be accepted.

20. Rules for Registration Migration Certificate:

The candidates who have obtained their Graduate/Postgraduate degrees of NBU and have not migrated to any other University shall be required to mention the Registration Number along with the session. Candidates who are from outside University of North Bengal shall be required to submit Migration certificates in original at the time of admission, otherwise, the admission shall remain as provisional up to two months, after which the Directorate reserves the right to cancel the enrolment without any further correspondence and without refund of fees.

21. Documents required for P.G. Degree & Migration:

A. P.G. Degree Certificate:

Students are required to bring following documents for receiving the P.G. Degree Certificate:

1. Original Part-I & Part-II mark sheet.
2. Identity Card of D.D.E.
3. Original Registration Certificate.

One attested/self-attested copy of each of the above documents should also be submitted to the Directorate.

B. Verification of Migration Form:

Students are required to bring following documents for verification of Migration Form:

1. Original Part-I & Part-II mark sheet.

2. Identity Card of D.D.E.
3. Original Registration Certificate.

One attested/self attested copy of each of the above documents should also be submitted to the Directorate.

22. Medium of Instruction:

The Medium of Instruction shall be English except for M.A. course in Bengali and Nepali. The Self-Learning materials will be supplied in English only except for the language subjects. During Examination, the candidates can write their answers in English or Bengali only and same except in case of M.A. in Nepali.

23. Syllabi:

The syllabi to be followed in the Distance Education Courses shall be similar/equivalent to the regular P.G. Courses but in Annual Mode.

24. Method of Instruction:

A. Study Materials :

Study Materials (SLM) will normally be handed over to the students at the time of admission. However, the Directorate reserves the right to dispatch the Study Materials to the students by post. Beside this, web-based interactive services have been arranged. SLM are available in DDE website too.

B. Assignment :

There shall be one Assignment given to the students in each Paper in each subject of study in Part-I/II. A candidate shall be required to submit answers (students response sheets) in respect of all the assignments within the stipulated date for each subject of study. Assignment shall Carry 15% marks. The final examination in each part in each subject shall carry 85% marks.

C. Personal Contact Programmes (PCP) or Counselling:

Learners are expected to attend the "Personal Contact Programme (PCP) or Counseling" to avail remedial coaching beyond the Study Materials. PCP will be organized in the North Bengal University Campus which will involve interaction with the teachers / counselors. However, continuous remedial counseling will be given by the teachers of DDE throughout the year during working hours.

Note: Dates of PCP will be notified in the print & electronic media and in the website of DDE.

25. Enrolment Number:

Every candidate who is admitted to the Directorate shall be assigned an Enrolment Number which shall be valid during the entire period of the course in which he/she continues to be a student of the Directorate of Distance Education. In all communications addressed to the Directorate, the student must mention his/her Enrolment No. in full. Correspondence without the Enrolment No. will entail delays and difficulties both to the Directorate and the students.

26. Identity Card:

Each candidate shall be supplied with an Identity-cum-Enrolment Card by the Directorate. The Identity Card must be preserved till completion of the course. This card must be produced whenever





required by the authorities and at the time of Personal Contact Programme (PCP), Annual Examination and collection of SLMs. The candidate shall be responsible for the safekeeping of the I.D. card, the loss of which must be reported to the local police station before a duplicate card is wanted/issued. A mutilated card must be replaced by paying requisite fees.

27. Anti-Ragging Rules:

Every student admitted in DDE shall strictly abide by the provisions of the “UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009”.

28. Instructions for filling up the Application Form for Admission:

General instructions:

-  The form should be filled-up by hand or typewriter in black ink strictly as per instructions.
-  Do not fold or mutilate the form.
-  Do not soil / smudge / spot/ mark the form anywhere.
-  Do not write anywhere other than the boxes provided for the purpose.

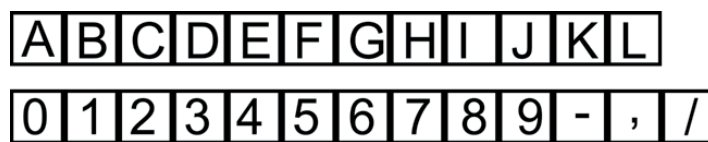
‘YOUR APPLICATION CAN BE REJECTED IF YOU DO NOT FILL-UP THE FORM AS PER THE INSTRUCTIONS’

Character Sets for Filling-Up the Form:

Use only block capital alphabets from A to Z, numeric characters from 0 to 9 and symbols comma, slash and hyphen. For space, keep a blank box between words. Never write an asterisk. Please note that some characters within this set may not be allowed for a specific field, for example, name field will only allow alphabets, pin code field will only allow numbers etc.

Writing on the Form:

Use a **good quality black ball point pen** and write carefully **matching the illustration for characters given below as perfectly as possible**. You can use pencil for drafting first, then write with the pen over that and erase the pencil marks cleanly later. You may also use 4 mm stencil for drafting. Use of white correction fluid is not recommended, as that will also erase the guiding boxes. It is permitted as long as the style, size, spacing, and alignment of characters is maintained.



Please note and maintain little differences between similar looking characters. O is circular but zero (0) is narrower (less in width than height). “1”, “l” and “/” have difference only in their serif and inclination. 5 and S, 2 and Z is also easy to confuse if not written properly. Two circles of 8 should be of same size, at least lower should not be bigger than upper. There are many other things that can lead to incorrect reading by the computer. So keep the above sample before you while filling up the form and write the required characters exactly matching the sample and exactly at the correct place in relation to underlying box. If you write exactly like the above sample, there should be no problem with recognition by the computer.

Field wise Explanations:

Each field in the form has a corresponding section number. Before filling-up read explanations for the field given below against corresponding section number. For some fields you may not fill-up anything to indicate a choice. In code lists "blank" indicates such a choice. You need not worry if there are more boxes than required for the code/information, start from the left and keep extra boxes blank.

Recent Photograph:

The photograph should be **recent, unmarked, unsigned, color**. Including margins, it should not be bigger than the box provided. It should be pasted in a straight way within provided box, not stapled or pinned. **Photograph Size : 3.2 cm. x 2.5 cm.**

1. Centre Code in which the candidate seeks admission.
2. Choose from code list for course.
3. Choose from code list for subject.
4. Choose from code list for Employment status code.
5. Choose from code list for Sex code.
6. Choose from code list for Marital status code.
7. Choose from code list of social categories.
8. Choose from code list of Economic Category code.
9. Choose from code list of PC/PH code.
10. Choose from code list of Rural or Urban code.
11. Choose from code list of Minority code.
12. Choose from code list of Foreign Student code.
13. Write your name in capital letter.
14. Write your Father's name in capital letter.
15. Write your Mother's name in capital letter.
- 16.(a) to 16.(f) Write your details communication address.
17. Write your Land phone number (if applicable)
18. Write your **Mobile number (compulsory)**
19. Write your nationality.
20. Write your Date of Birth.
21. Write the NBU Registration No. (if passed last exam. Form NBU).
22. Write your e-mail address.
- 23.(a) to 23.(d) Write your Higher Secondary details.
- 24.(a) to 24.(d) Write your Graduation details.
- 25.(a) to 25.(d) Write your Bridge Course in the chosen Subject. (if applicable)
- 26.(a) to 26.(f) Write the Admission Fee details.
27. Write the submission date of Application Form

Code List:

1. Centre Code	
Description	Code
University of North Bengal	00
Balurghat College	01
Gour Mahavidyalaya	02
Falakata College	03
Saheed Khudiram College	04
University B.T. & Evening College	05
Islampur College	06
Raiganj University College	07
-	08
Kurseong College	09
Ghoom Jorebunglow Degree College	10

2. Course Code	
Description	Code
Post Graduate	00
Bridge Course	01
Under Graduate	02

3. Subject Code	
Description	Code
Bengali	01
English	02
History	03
Philosophy	04
Political Science	05
Mathematics	06
Nepali	07

4. Employment Status Code	
Description	Code
Unemployed	0
Employed	1

5. Sex Code	
Description	Code
Male	0
Female	1

6. Marital Status Code	
Description	Code
Unmarried	0
Married	1

7. Social Category Code	
Description	Code
General	0
English	1
SC	2
ST	3
OBC	4

8. Economic Category Code	
Description	Code
No	0
Yes	1

9. PC/PH Code	
Description	Code
No	0
Yes	1

10. Rural or Urban Code	
Description	Code
Rural	0
Urban	1

11. Minority Code	
Description	Code
No	0
Yes	1

12. Foreign Code	
Description	Code
No	0
Yes	1

16.(e) State/Union Territory (UT) Code	
Description	Code
Andaman & Nicobar Islands (UT)	01
Andhra Pradesh	02
Arunachal Pradesh	03
Assam	04
Bihar	05
Chandigarh (UT)	06
Chhattisgarh	07
Dadra & Nagar Haveli, Daman & Diu (UT)	08
Delhi	09
Goa	10
Gujarat	11
Haryana	12
Himachal Pradesh	13
Jammu & Kashmir	14
Jharkhand	15
Karnataka	16
Kerala	17
Lakshadweep (UT)	18
Madhya Pradesh	19
Maharashtra	20
Manipur	21
Meghalaya	22
Mizoram	23
Nagaland	24
Not Within India	25
Orissa	26
Pondicherry (UT)	27
Punjab	28
Rajasthan	29
Sikkim	30
Tamil Nadu	31
Tripura	32
Uttar Pradesh	33
Uttarakhand	34
West Bengal	35

26.(a) Documents Code	
Description	Code
Cash	0
Demand Draft	1
Banker's Cheque	2

29. Contact Us:

A. Head Office:

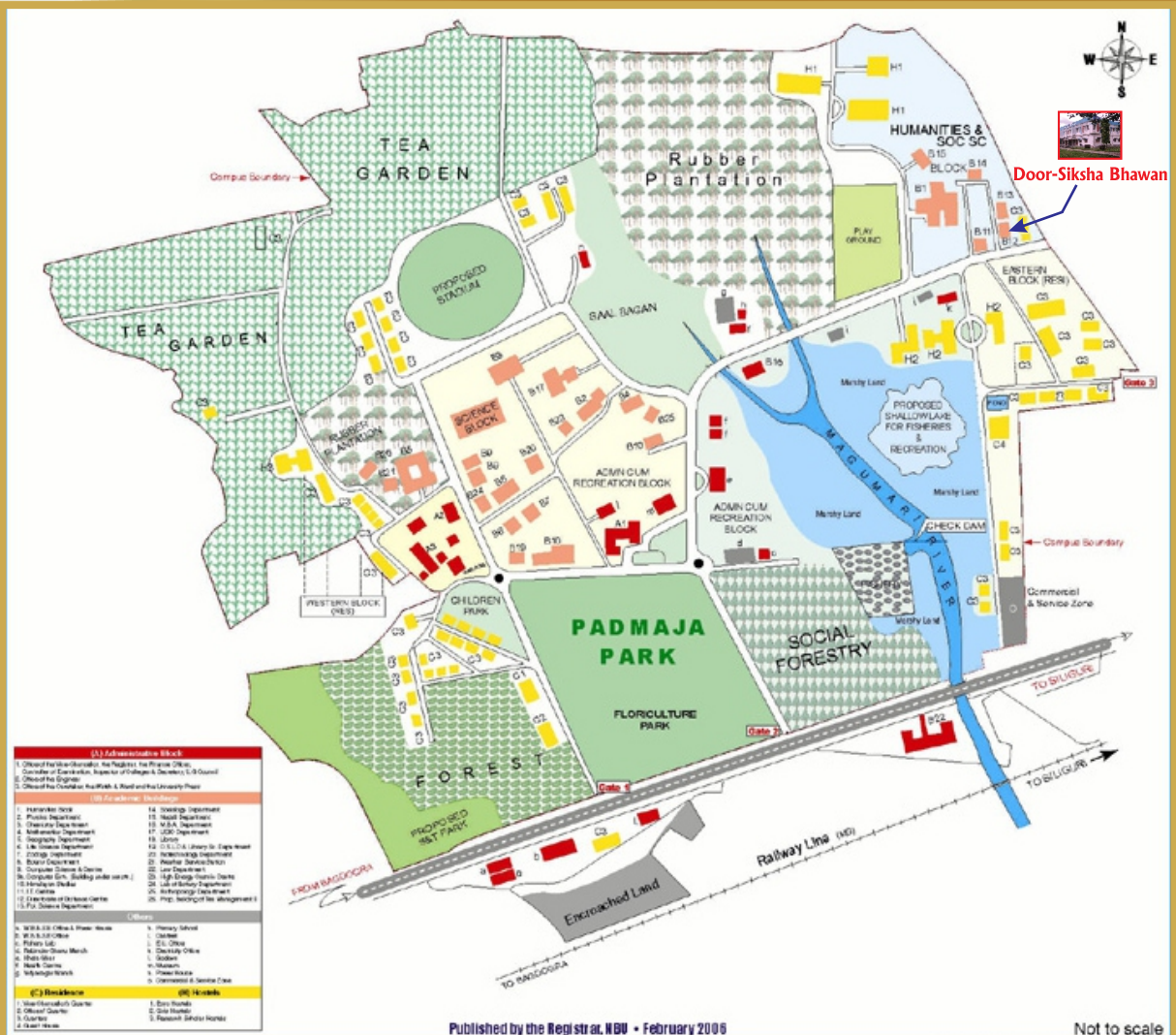
Directorate of Distance Education
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P.O. NBU Campus
Dist. Darjeeling, West Bengal, India, Pin. 734013
Contact Telephone No.: (0353) 2580205
Tele Fax: 0353 - 2580202

B. NBU Camp Office, Kolkata:

Directorate of Distance Education
University of North Bengal
DD27/C, Sector-I, Salt Lake
Kolkata-700064
Ph. No. (033) 23371836

website: www.ddenbu.in





Contact us:

Head Office

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