UNIVERSITY OF NORTH BENGAL

Accredited by NAAC with Grade B++

CENTRE FOR DISTANCE AND ONLINE EDUCATION

(Formerly Directorate of Distance Education)

समानो मन्त्र: समिति: समानी

INFORMATION BOOKLET

Academic Year: 2022- 2023
Session: Beginning September 2022

(Revised from July-August 2022)

FOR ADMISSION TO

BACHELOR OF COMMERCE
(B.Com.)

MASTER OF ARTS (M.A.)

(Bengali, English, Nepali, History, Political Science, Philosophy &
Mathematics)

ADMINISTRATIVE HEAD

Vice-Chancellor
University of North Bengal

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 by the NAAC with Grade B++.

The University offers courses in various disciplines under the Faculties of Arts, Commerce & Law and 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. Centre for Distance and Online Education:

The Centre for Distance and Online Education (CDOE) of University of North Bengal is recognized by Distance Education Bureau, University Grants Commission, New Delhi. The CDOE 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 Distance Education:

Realizing the importance of Distance Education as an alternative mode of higher education, the University of North Bengal is offering seven courses at the undergraduate and postgraduate levels within the given constraints. It may be noted that the MHRD, Government of India and Department of Higher Education, Government 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. The University and the CDOE are committed to provide education at the U.G. and the P.G. levels under distance mode with a high level of quality assurance. We want the learners, who will obtain the degrees, to easily compete with their counterparts from the regular mode in terms of knowledge and skills. 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 fulfilling students' needs for:
- o   Certification.
- o   Self-enrichment.
- o   Diversification of knowledge, etc.
- o   The University is imparting instruction using Self Learning Materials (SLM) to learners using:
  - ✓   Self-instructional printed course material.

✓ Face-to-face interaction with academic counselors depending on programme requirement.
✓ Web based materials
✓ Programmes offered:

| **B. Com.** (Six Semesters) | For details please refer to item no. 8 of information booklet. |
| **M.A.** (Four Semesters) | English, Bengali, Political Science, History, Philosophy, Nepali and Mathematics
(For details please refer to item no. 9 of information booklet) |

5. Self Learning Material (SLM):

Learning materials are prepared for the courses by in-house and out-house resource persons approved by the authorities of CDOE. These materials are edited by the content experts and language experts before they are finally sent to the press. SLMs are supplied to the students/ learners at the time of verification of admission or on specified dates.

6. Learners Support Service:

• Computerised Central Library

• Free internet facility

• Website www.ddenbu.in with interactive facilities for students

• Self Learning Materials with complete course coverage

• Help desk

• 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 holding of examination and publication of results

7. Course Structure of Bachelor of Commerce (B.Com.) Programme:

➢ **Course Code:**
  • **DSC:** Discipline Specific Course
  • **LCC:** Language Core Course
  • **AECC:** Ability Enhancement Compulsory Course
  • **DSE:** Discipline Specific Elective
  • **SEC:** Skill Enhancement Courses
  • **GE:** Generic Elective

> **Subject basket under each course:**

- **DSC** = Financial Accounting, Business-Law, Business Organisation & Management, Corporate Law, Income Tax- Laws & Practice, Corporate Accounting, Cost Accounting, Business Mathematics & Statistics
- **LCC1**= MIL communication (Bengali, Hindi, Nepali) & **LCC2** = English
- **AECC1**= Environmental Science & **AECC2** = MIL communication (Bengali, English Hindi, Nepali)
- **DSE** = Banking and Insurance, Principle of Marketing, Management Accounting, Human Resource Management, Computerised Accounting & Systems, Auditing and Corporate Governance, Financial Market, Institutions & Financial Services, Goods and Services Tax and Custom Duty
- **SEC** = Entrepreneurship, E- Commerce, Computer applications in Business, Business Communication
- **GE** = Principles of Microeconomics, Indian Economy

> **Course Structure and Credit Details:**

Courses			No. of courses	Credit	
				Theory + Assignment	Total
1		Core courses	12	(12 x 4) + (12 x 1)	60
2		Elective courses (DSE)			
	A	DSE	4	(4 x 4) + (4 x 1)	20
	B	GE	2	(2 x 3) + (2 x 1)	8
3		Ability enhancement courses			
	A	AECC1	1	(1 x 2)	2
		AECC2	1	(1 x 2)	2
	B	SEC	4	(4 x 2)	8
		Total	**24**	**Total**	**100**

The B.Com Programme is designed as having 100 credits earned in six semesters. A student will have to study Disciple Specific Courses, Language Core Courses, Ability Enhancement compulsory Courses, Disciple Specific Electives Courses, Generic Elective Courses and Skill Enhancement Courses.

> **Scheme of B.Com. Programme:**

Year	Semester	Discipline Specific Core Course (DSC)	Language Core Course (LCC1)	Language Core Course (LCC2)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific Elective (DSE)	General Elective (GE)
1	1	DSC 1	Bengali/ Nepali/ Hindi (Paper-I)		AECC1 (ENVS)			
		DSC 2						
	2	DSC 3		English (Paper-I)	AECC2 (Bengali/ English/ Nepali/ Hindi)			
		DSC 4						
2	3	DSC 5	Bengali/ Nepali/ Hindi (Paper-II)			SEC 1		
		DSC 6						
	4	DSC 7		English (Paper-II)		SEC 2		
		DSC 8						
3	5					SEC 3	DSE 1	GE1
							DSE 2	
	6					SEC 4	DSE 3	GE 2
							DSE 4	

- An Under Graduate Degree in B.Com. Programme may be awarded if a learner completes - 12 Core Courses which includes 4 core courses each in 3 disciplines of choice and distributed as follows:

  4×2=8 Discipline Specific Core courses (DSC) and 2 Core Courses each in MIL (LCC-1) and English (LCC-2) respectively (2×2=4 core courses referred to as Language Core Courses).

- 2 courses each from a list of Disciple Specific Elective (DSE) courses (2× 2 = 4 courses/ papers).
- 2 interdisciplinary courses from a list of Generic Elective (GE) courses.
- 2 Ability Enhancement Compulsory Courses (AECC) namely (i) AECC1 *i.e.* Environmental Science and (ii) AECC2 *i.e.* MIL communication (Bengali, English, Hindi, Nepali)
- 4 Skill Enhancement Courses (SEC) are designed to value based and/or skill based knowledge.

> **Marks Distribution (Except AECC1):**

Examination	Core and Elective Courses	AECC2 and SEC Courses	Duration of Exams
Semester End Examination	60	60	2 hours
Assignments (2 nos.)	20 (8 + 12)	--	
Total	80	60	

> **Marks distribution for AECC1:**

Examination	AECC1	Duration of Exams
Semester End Examination	75	3 hours
Assignments (2 nos.)	25 (10 + 15)	
Total	**100**	

- Assignments are to be submitted to the CDOE office 30 days before the end of each semester.

> **Course combination for B.Com. Programme Course:**

Course No.	DSC	LCC1 (any one)	LCC2	DSE	GE	SEC
1	Financial Accounting	Bengali	English	Banking and Insurance	Principles of Microeconomics	Entrepreneurship
2	Business- Law	Hindi		Principle of Marketing	Indian Economy	E- Commerce
3	Business Organisation & Management	Nepali		Management Accounting		Computer applications in Business
4	Corporate Law			Human Resource Management		Business Communication
5	Income Tax- Laws & Practice			Computerised Accounting & Systems		
6	Corporate Accounting			Auditing and Corporate Governance		

7	Cost Accounting			Financial Market, Institutions & Financial Services		
8	Business Mathematics & Statistics			Goods and Services Tax and Custom Duty		

➤ While mentioning the choice of DSC, DSE *etc.* in the application form, the candidate must follow the respective syllabus uploaded in the website of the CDOE.

8. Course Structure of M.A. Programme:

➤ **M.A.** *(Four Semesters):* English, Bengali, Nepali, History, Philosophy, Political Science and Mathematics.

   ▪ Total Marks : 1600
   ▪ There are 16 (sixteen) papers, each carrying 100 marks.
   ▪ Each semester shall be composed of 4 (four) papers.
   ▪ Out of 100 marks in each of the other papers 75 marks are for Written Examinations to be held at the end of each semester and 25 marks for Internal Assessments (Assignments 15 marks + 10 marks).
   ▪ In Written Examinations students shall have to answer 3 essay-type questions each carrying 20 marks, and 2 short questions–of 8 marks and 7 marks respectively. There shall be alternatives to each type.
   ▪ The duration of examination shall be 3 (three) hours per paper.
   ▪ The Credit Division is as follows: Written Examination (3 credits) – 20x3=0.8 x 3=2.4 (essay-type); 8+7 = 0.32 + 0.28 = 0.6 (short–type) ; Internal Assessment - Assignments (1credit) - 15+10 = 0.6 + 0.4

➤ While mentioning the choice of Elective papers/ courses in the application form, the candidate must follow the respective syllabus uploaded in the website of the Centre for Distance and Online Education, University of North Bengal.

Scheme for CBCS in M.A. Programme:

Semester	Course	Nature	Choice Option	Credit
SEMESTER - I	Core Courses	Core – 1	Compulsory	4
		Core - 2	Compulsory	4
	Soft Core	Soft Core – 1	Compulsory	4
	Elective	Elective - 1	One out of two	4
			Total	**16**

Semester	Course	Nature	Choice Option	Credit
SEMESTER - II	Core Courses	Core – 1	Compulsory	4
		Core - 2	Compulsory	4
	Soft Core	Soft Core – 1	Compulsory	4
	Elective	Elective - 1	One out of two	4
			Total	**16**

Semester	Course	Nature	Choice Option	Credit
	Core Courses	Core – 1	Compulsory	4
		Core - 2	Compulsory	4
	Soft Core	Soft Core – 1	Compulsory	4

SEMESTER - III	Open Elective	Open Elective – 1	One out of two	4
			Total	**16**

Semester	Course	Nature	Choice Option	Credit
SEMESTER - IV	Core Courses	Core – 1	Compulsory	4
	Soft Core	Soft Core – 1	Compulsory	4
	Elective	Elective - 1	Two out of four	4
		Elective - 2		4
			Total	**16**

Proposed assignment pattern for each course in semester pattern:

Assignment I	10 marks
Assignment II	15 marks

9.   Eligibility for Admission:

B.Com. (3 yrs./ 6 semesters): Passed the H.S. Examination (10+2 or Old 11 class H.S.) in Commerce or Science or Vocational stream conducted by WBCHSE/ ISC/ CBSE or any other Board/ University recognised as equivalent, provided he/ she has passed at least four subjects with English as Compulsory subject excluding Environmental Studies/ Env. Sc. / Env. Ed.

M.A. (2 yrs./ 4 semesters): English, Bengali, Nepali, History, Philosophy, Political Science and Mathematics (a) B.A. (Hons.) degree in the respective subject OR (b) B.A. (Pass/ General Course under 10+2+3 pattern / Old 11+3 pattern) OR (c) 2 years B.A. degree with 1 year Bridge Course, from any recognized university.

[All non-Honours applicants must have studied the subject (chosen for M.A. programme) out of at least 300 marks/ 12 credits at the U.G. level.]

10.   Foreign Learners:

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

11.   Evaluation:

The evaluation system of the programme is based on two components:
- Continuous evaluation in the form of periodic assignments.
- There shall be assignment/s given to the learners in each paper in each subject of study. A candidate shall be required to submit answers (Student Response Sheet) in respect of all the assignments within the stipulated date for each subject of study.
- For each course, the weightage for assignment and term end examination component shall be 1:3 Credits.

For the convenience of the learners, the Centre for Distance and Online Education has decentralized the venue of examination enabling the learners to choose from a list of affiliated colleges as Examination Centre. Forms for all subjects shall be sent to the concerned learners with all relevant information by the Controller of Examinations by post. The learners 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 Semester Examination only on qualifying the respective examination. In case of semester gap, a candidate has to apply for permission to the Centre for Distance and Online Education to appear in the examination. A candidate shall get i) a maximum of ten consecutivesemesters/ five academic years to complete the B.Com. Programme and ii) a maximum of eight consecutive semesters/ four academic years to complete the M.A. programme.

Courses and scheme of Examination:

U.G. and P.G. Examinations will be held at the end of semesters respectively as per schedule tobe notified by the Controller of Examinations.

Declaration of Semester Results:

The declaration of results will be as per Academic Schedule issued at the beginning of each session. The learners can apply for scrutiny within 15 days of publication of results.

Maximum Duration:

An U.G. or P.G. learner shall have to complete each semester examinations with 3 (three) consecutive chances including his/her first appearance in the concerned semester examination. If any of the chances mentioned above is availed by a candidate within the stipulated period, the chance shall be deemed to have lapsed. In the semester system there would be automatic promotion right from the first semester till the sixth/ fourth semester irrespective of the marks obtained in the previous semesters subject to the fact that the eligibility conditions for appearing in the examination are satisfied. The general formula shall be as follow:

Time span = N + 2 years in the completion of programme. Where N stand for the normal or minimum duration prescribed for completion of the programme.

12. Certification of Completion:

The degree certificate will be awarded to the learners after successful completion of the programme.

13. Information Booklet:

The Information Booklet may be viewed or accessed from the website www.ddenbu.in. The applicant must read the Information Booklet carefully before filling up the Application Form and must

ensure that the information furnished in the Online Application Form is true and correct to the best of his/ her knowledge and belief and no material information has been concealed or suppressed. If any information is found to be false, incorrect or misleading, the Centre for Distance and Online Education, University of North Bengal will summarily reject the candidature / admission without any further enquiry or notice. The preference for the courses, domicile and the categories and others to which the applicant belong as indicated in the online application form shall be irrevocable.

14.   Online Admission Procedure:

Admission to various U.G. and P.G programmes will be processed online. The applicants seeking admission may visit the website www.ddenbu.in.

The applicant has to register his/ her e-mail address, contact no. and other details for registration. A link with login ID and password will be sent to the registered e-mail address for verification and activation. After carefully going through the prospectus the applicant shall fill up the application form, subject and make payment of course fees and other fees. The payment may be made online using Debit Card/ Credit Card/ Net Banking.

After online submission of application form and payment of fees, the applicant needs to download the form and receipt of fees and get them printed. The applicants must submit the print copy of the aforesaid documents, photocopy of uploaded certificates/ testimonials to the CDOE office during the stipulated period as mentioned in admission schedule. The applicants are required to bring all the original copies of the uploaded certificates/ testimonials for verification. After verification and acceptance, the original documents will be returned on the same day and the learners will be issued an Enrolment Card/ Identity Card and Self Learning Material (SLM)/ Study Material.

Applicants are requested to keep the softcopy and hardcopy of all the required documents/ testimonials (as applicable) before giving input to avoid last minute persecution:

1. Soft copy of Photograph (Passport size color 4.5 cm x 3.5 cm; less then 50KB / 100 dpi)

2. Soft copy of Signature (less then 20KB; jpeg, jpg, png, bmp, gif formats are allowed)

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

4. Madhyamik or Equivalent Mark sheet

5. H.S. (10+2)/ Old H.S.(11)/ equivalent Mark sheet

6. Graduation Mark sheet

7. University Registration Certificate

8. Migration Certificate in original (for migrated candidates)

9. Appropriate documents for SC/ ST/OBC/PC (PH)/AAY/BPL candidates.

10. AADHAAR and PAN Card

N.B.: From No. 3 - 9 upload image less than 200KB / 100 dpi only.

NOTE: The candidates with current registration with other universities may fill up a form available at the CDOE office along with the original copy of the Migration Certificate and one copy of photograph. They may collect the new registration certificate from CDOE office in person.

The candidates who have taken migration 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 CDOE office within one month from the date of admission.

15. Under Graduate (U.G.) Fees Structure:

Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
	U.G. Courses:1st Semester		
1	Online Application Fee	100.00	100.00
2	Enrolment Fee	100.00	100.00
3	Course Fee	5200.00	2600.00
4	Registration Fee	250.00	250.00
5	Examination Fee	700.00	700.00
6	Identity Card Fee	100.00	100.00
7	Examination Centre Fee	100.00	100.00
8	Reappear Examination	600.00	600.00
9	Late Fee within schedule date (if any)	250.00	250.00

Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
	U.G. Courses:2nd Semester		
1	Enrolment Fee	100.00	100.00
2	Course Fee	5200.00	2600.00
3	Examination Fee	700.00	700.00
4	Examination Centre Fee	100.00	100.00
5	Reappear Examination	600.00	600.00
6	Late Fee within schedule date (if any)	250.00	250.00

Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
	U.G. Courses:3rd Semester		
1	Enrolment Fee	100.00	100.00
2	Course Fee	5200.00	2600.00
3	Examination Fee	700.00	700.00
4	Examination Centre Fee	100.00	100.00
5	Reappear Examination	600.00	600.00
6	Late Fee within schedule date (if any)	250.00	250.00

Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
	U.G. Courses:4th Semester		
1	Enrolment Fee	100.00	100.00
2	Course Fee	5200.00	2600.00
3	Examination Fee	700.00	700.00
4	Examination Centre Fee	100.00	100.00
5	Reappear Examination	600.00	600.00
6	Late Fee within schedule date (if any)	250.00	250.00

Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
	U.G. Courses:5th Semester		
1	Enrolment Fee	100.00	100.00
2	Course Fee	5200.00	2600.00
3	Examination Fee	700.00	700.00
4	Examination Centre Fee	100.00	100.00

5	Reappear Examination	600.00	600.00
6	Late Fee within schedule date (if any)	250.00	250.00

U.G. Courses:6th Semester			
Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
1	Enrolment Fee	100.00	100.00
2	Course Fee	5200.00	2600.00
3	Examination Fee	700.00	700.00
4	Examination Centre Fee	100.00	100.00
5	Reappear Examination	600.00	600.00
6	Certificate Fee/ Diploma Fee	200.00	200.00
7	Late Fee within schedule date (if any)	250.00	250.00

16. Post Graduate (P.G.) Fees Structure:

P.G. Courses: 1st Semester			
Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
1	Online Application Fee	100.00	100.00
2	Enrolment Fee	100.00	100.00
3	Course Fee	6400.00	3200.00
4	Registration Fee (other than NBU students)	250.00	250.00
5	Examination Fee	700.00	700.00
6	Identity Card Fee	100.00	100.00
7	Examination Centre Fee	100.00	100.00
8	Reappear Examination	600.00	600.00
9	Late Fee within schedule date (if any)	250.00	250.00

P.G. Courses: 2nd Semester			
Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
1	Enrolment Fee	100.00	100.00
2	Course Fee	6400.00	3200.00
3	Examination Fee	700.00	700.00
4	Examination Centre Fee	100.00	100.00
5	Reappear Examination	600.00	600.00
6	Late Fee within schedule date (if any)	250.00	250.00

P.G. Courses:3rd Semester			
Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
1	Enrolment Fee	100.00	100.00
2	Course Fee	6400.00	3200.00
3	Examination Fee	700.00	700.00
4	Examination Centre Fee	100.00	100.00
5	Reappear Examination	600.00	600.00
6	Late Fee within schedule date (if any)	250.00	250.00

P.G. Courses:4th Semester			
Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
1	Enrolment Fee	100.00	100.00
2	Course Fee	6400.00	3200.00
3	Examination Fee	700.00	700.00
4	Examination Centre Fee	100.00	100.00
5	Reappear Examination	600.00	600.00
6	Certificate/ Diploma Fee	200.00	200.00
7	Late Fee within schedule date (if any)	250.00	250.00

1. Fees are subject to change without notice and at the discretion of the University. The applicant

must read the Information Booklet carefully available on the Centre for Distance and Online Education, University of North Bengal website www.ddenbu.in.

2. **Rules relating to refund of fees:** Enrolment fees, Course fees, Registration fees, Identity Card fees once paid after the verification of eligibility criteria and confirmation of admission shall not be refundable under any circumstances and it is also not adjustable against any other course of this University or in any other form. However, in the event of the candidate withdrawing before issue of the study material, the entire fees (except online application fee) paid shall be refundable after deduction of processing fees of Rs. 1000/- or 50% of the fees paid whichever is lower and in event of a candidate leaves after issuance of study materials but before participating in the Personal Contact Programme, 50% of the fees paid shall be refundable on submission of application.

All fees shall be payable in one installment at the time of admission by Internet Banking / Credit Card / Debit Card.

Learners belonging to reserved categories *viz.* minorities and others, admitted to Centre for Distance and Online Education are eligible and acceptable for the Backward Classes Welfare (West Bengal) Scholarships, provided these are available for U.G. and P.G. level programmes as per government rules.

Students belonging to AAY and BPL category may avail 50% concession of course fee on production of verified documents. Candidates claiming reservation under AAY and BPL category shall be required to submit AAY and BPL Certificate issued by **A Gazette 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.**

19.   Rules of Registration and Migration Certificate:

In case of P.G. candidates who have obtained their Graduate/ Postgraduate degrees of University of North Bengal and have not taken migration to any other university shall be required to mention the Registration Number along with the session. Candidates who are from university other than the University of North Bengal shall be required to submit Migration Certificate in original at the time of admission. Otherwise, the admission shall remain as provisional up to one month, after which the Centre for Distance and Online Education reserves the right to cancel the enrolment without any further correspondence and without refund of fees.

20.   Documents required for U.G. and P.G. Degree and Migration:

1. Degree Certificate:

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

1.   Original Registration Certificate
2.   Identity Card of CDOE if not submitted earlier or copy of General Diary for loss of Identity Card from nearest Police Station.
3.   Original mark sheet, on case basis

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

Centre for Distance and Online Education.

2. Verification of Migration Form:

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

1. Original Registration Certificate
2. Identity Card of CDOE if not submitted earlier or copy of General Diary for loss of Identity Card from nearest Police Station.
3. Original mark sheet, on case basis

One attested/ self attested copy of each of the above documents should also be submitted to the Centre for Distance and Online Education.

21. Medium of Instruction:

The Medium of Instruction shall be English except in Bengali, Hindi and Nepali. The Self Learning Material (SLM) other then language subjects will be supplied in English only. During Examination, the candidates can write the answers in English or Bengali in other then language subjects.

22. Syllabi:

The syllabi for the Open and Distance Learning (ODL) programmes shall be uploaded in the Centre for Distance and Online Education website (www.ddenbu.in).

23. Method of Instruction:

A. Assignment :

There shall be assignment/s given to the learners in each paper in each subject of study. A candidate shall be required to submit answers (Student Response Sheet) in respect of all the assignments within the stipulated date for each subject of study. For each course, the weightage for assignment and term end examination component shall be 1:3 Credits.

B. Study Materials:

See item 5 of this Booklet.

C. Personal Contact Programmes (PCP):

Learners are expected to attend the Personal Contact Programme (PCP) or Counseling to avail remedial coaching beyond the Study Materials. The PCP will be organized involving interaction with the teachers/ counselors. The personal contact programme shall be held in each

semester as per schedule drawn beforehand by CDOE. Dedicated and Experienced Faculties shall act as resource person for the PCP's. However, continuous remedial counseling will be given by the teachers of CDOE throughout the year during working hours.

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

24. Enrolment Number:

Every candidate who is admitted to the CDOE 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 learner of the CDOE. In all communications addressed to the CDOE, the learner must mention his/ her Enrolment No. in full. Correspondence without the Enrolment No. will entail delays and difficulties both to the CDOE and the learners.

25. Identity Card:

Each candidate shall be supplied with an Identity-cum-Enrolment Card by the CDOE. 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.
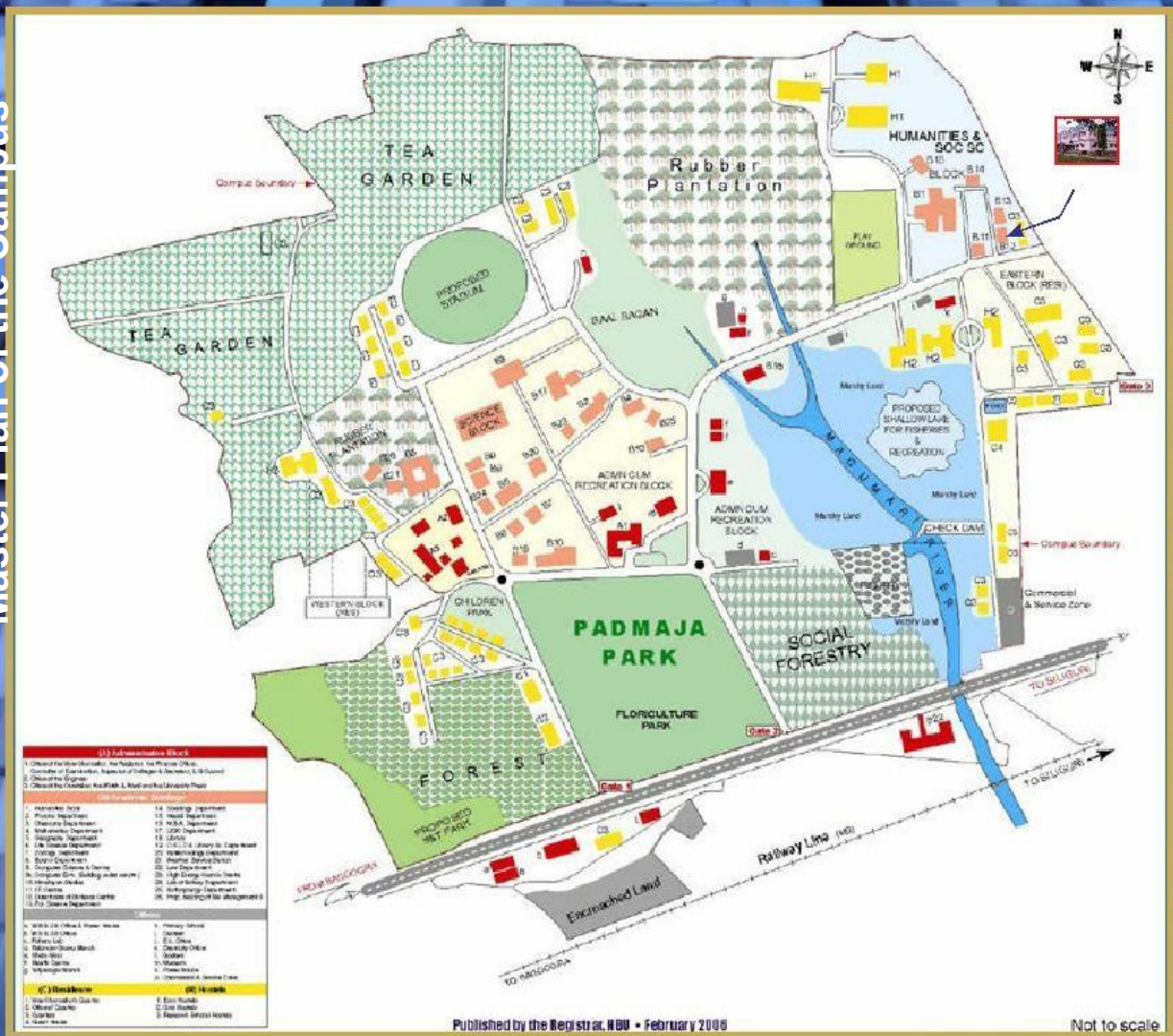
26. Anti-Ragging Rules:

The learner has to undertake that, if admitted, he/ she shall abide by the UGC Regulations on Curbing the Menace of Ragging, 2009, Ordinances governing the discipline of students of University of North Bengal and such other Rules, Ordinances and Regulations that may be framed by the University of North Bengal / UGC from time to time.

27. Admission Schedule:

Sl. No.	Event	Scheduled Dates & Time
1	Admission	14.10.2022 [00:00 hrs.] – 15.11.2022 [24:00 hrs.]
2	Advertisement	13.10.2022
3	Opening of portal	14.10.2022 [00:00 hrs.]
4	Closing of portal	15.11.2022 [24:00 hrs.]
5	Verification of original documents	within 10 working days from the date of admission

28. Contact us:

Centre for Distance and Online Education
(Formerly Directorate of Distance Education)
Door- Siksha Bhawan
University of North Bengal
Raja Rammohunpur, P.O. North Bengal University
Dist. Darjeeling, PIN 734 013
West Bengal, India
Telephone No.: (0353) 2580205
Tele Fax: 0353-2580202
E-mail: ddedydirector001@gmail.com,
Websites: www.ddenbu.in and www.nbu.ac.in

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