



ENLIGHTENMENT TO PERFECTION

UNIVERSITY OF NORTH BENGAL
DIRECTORATE OF DISTANCE EDUCATION

INFORMATION BOOKLET
(SESSION: 2016-2017)

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

Administrative Head :-

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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 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 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 learners, who will obtain the P.G. 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 fulfill the student's needs for:

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

The University is imparting instruction to its learners using :

- » Self-instructional printed course material.
- » Face-to-face interaction with academic counsellors depending on programme requirement.
- » Web based materials










5. Course Materials:

Learning materials are prepared for the courses by the panel of experts consisting of in-house faculty and teachers from colleges selected by the Expert Committees of Directorate of Distance Education, University of North Bengal. 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. Learners Support Service:

The Directorate of Distance Education (DDE) established 9 (nine) numbers of Study Centres throughout the North Bengal. The Study Centres provide counseling facilities at periodic intervals; act as information centres and as examination centres.

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-Instructional 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 examination and publication of results

7. Course Offered:

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

8. Eligibility for Admission :

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




- (a) He/She should be a B.A. in Honours or General course (10+2+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 P.G. Part - I examination and to

take online admission within stipulated date after 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, 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, the student need to seek fresh admission in Part - I.

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 DDE websites (www.ddenbu.in). The applicant must read the Information Booklet carefully available on the Directorate of Distance Education, University of North Bengal websites: www.ddenbu.in / www.nbuonline.in 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 Directorate of Distance Education, University of North Bengal will summarily reject the candidature / admission without any further enquiry or notice. The Manual Application Forms and Application by post will not be accepted.

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 P.G programme will be processed online. The applicants seeking admission to the NBU Campus or any of the Study Centres under DDE, NBU may visit the websites: www.ddenbu.in & www.nbuonline.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 visit Distance Download Section (www.nbuonline.in) and fill up the application form, choose the study centre, 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 DDE NBU office / Study Centre selected, during the stipulated period as mentioned in admission schedule. Candidates 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 Instructional Material (SIM) / Study Material.


Applicants are requested to keep the softcopy of all the required documents / testimonials before giving input to avoid last minute persecution:

1. Soft copy of Photograph (Passport size colour 4.5 cm x 3.5 cm; less than 50KB / 100 dpi)
2. Soft copy of Signature (less than 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) 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.

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

Note:-

 The learners / students with current registration with other universities shall, 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 (Graduation Mark sheet & certificate) for getting Registration Certificate of NBU. These students will get the new registration certificate by post.

 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 DDE office within one months from the date of admission.

15. Fee Structure:

M.A.Part-I

Sl. No.	Item	Gen./SC/ST/OBC/Minority	AAY/BPL
1	Online Application Fee	100.00	100.00
2	Enrolment Fee	250.00	250.00
3	Course Fee	4650.00	2325.00
4	Registration Fee (other than NBU students)	250.00	250.00
5	Examination Fee	625.00	625.00
6	Identity Card Fee	65.00	65.00
7	Examination Centre Fee	190.00	190.00
8	Late Fee within schedule date(if any)	250.00	250.00

M.A. Part-II

Sl. No.	Item	Gen./SC/ST/OBC/Minority	AAY/BPL
1	Application Fee	100.00	100.00
2	Enrolment Fee	250.00	250.00
3	Course Fee	5875.00	2937.50
4	Examination Fee	625.00	625.00
5	Examination Centre Fee	190.00	190.00
6	Degree Certificate Fee	190.00	190.00
7	Late Fee within schedule date(if any)	250.00	250.00

- ▶▶ Fees are subjected to change without notice at the discretion of the University.
- ▶▶ The applicant must read the Information Booklet carefully available on the Directorate of Distance Education, University of North Bengal websites: www.ddenbu.in / www.nbuonline.in 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 Directorate of Distance Education, University of North Bengal will summarily reject the candidature / admission without any further enquiry or notice.
- ▶▶ **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. 1000.00 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.

16. Fees:

1	For learners / 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. 5880/- (without late fee) Rs. 6130/- (with late fee)
2	For learners / students not registered under NBU i.e. students from other Universities being admitted within the stipulated date as fixed by the DDE will have to pay	Part-I : Rs. 6130/- (without late fee) Rs. 6380/- (with late fee) [Including revalidation of registration certificate charge]
3	For learners / 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. 7230/- (without late fee) Rs. 7480/- (with late fee)

17. 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	65.00	65.00

18. Scholarships and Concession of Fees:

Students belonging to Reserved Categories viz. Minorities & others admitted to Directorate of Distance Education are eligible and acceptable for the Backward Classes Welfare (West Bengal) scholarships provided these are available for PG level programmes as per government rules.

Students belonging to AAY & BPL category may avail 50% concession of course fee 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.

19. Rules for Registration and Migration Certificate:

The candidates who have obtained their Graduate/Postgraduate degrees of NBU 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 certificates in original at the time of admission, otherwise, the admission shall remain as provisional up to one month, after which the Directorate reserves the right to cancel the enrolment without any further correspondence and without refund of fees.

20. 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 Registration Certificate.
2. Identity Card of D.D.E., if not submitted earlier / any other valid identity proof.
3. Original Part-I & Part-II mark sheet.

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, on case basis.

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.

21. 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.

22. 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.

23. Method of Instruction:

A. Study Materials :

Study Materials (SIM) 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. Study Materials 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.

24. 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.

25. 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 SIMs. 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 student / 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	18.10.2016 [00:00 hrs.] - 17.11.2016 [24:00 hrs.]
2	Advertisement	06.10.2016
3	Opening of portal	18.10.2016 [00:00 hrs.]
4	Closing of portal	17.11.2016 [24:00 hrs.]
5	Verification of original documents	within 15 working days from the date of admission
6	Admission with late fee	22.11.2016 [00:00 hrs.] - 07.12.2016 [24:00 hrs.]
7	Advertisement	21.11.2016
8	Opening of portal	22.11.2016 [00:00 hrs.]
9	Closing of portal	07.12.2016 [24:00 hrs.]
10	Verification of original documents	within 15 working days from the date of admission

28. Contact Us:

A. Head Office:

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