

Ref. No. 105/DDE-R/18, Date - 05/07/18

**DIRECTORATE OF DISTANCE EDUCATION**  
**University of North Bengal**

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Ref. No. 172/DDE-D/18

Date 03/07/18

*Sushil Roy*  
*EE Meeting*  
*Mr 5/7/18*

To  
The Vice Chancellor  
University of North Bengal

Through the Registrar, University of North Bengal

Sub: Approval of statutory bodies i.e. Executive Council, NBU as per requirement of the UGC, vide communication no. F. No. 9-3/2018(DEB-III) dated 06.06.2018

Sir,

With reference to the subject stated above, I am to submit the following matters for the approval of the Executive Council.

1. PPRs of PG and UG programme under DE mode
2. SLM structure for all programme under CBCS
3. Details of faculty (teaching staff) as on 03.05.2018
4. Details of administrative (non-teaching staff) as on 03.05.2018

Submitted for your kind information and necessary approval.

Thanking you,

Yours faithfully,

*Caha*  
(Prof. C Laha)  
Director

*Approved & report to VC*  
*5/7/18*

Vice-Chancellor

Placed for your kind appraisal for the above stated points, the documents of which are attached herewith.

In view of urgency of the meeting at Delhi, VCh office to be held on 10.07.18, your kind approval is required. If approved, the documents may be placed to the EC Meeting to be held on 12.07.18.

*Dr*  
*4/7/18*

*[Signature]*  
Registrar (Officiating)  
University of North Bengal

(21)

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### **Programme Project Report (PPR)**

#### **BACHELOR OF ARTS**

##### **A. Programme's mission and objectives:**

Since its inception, the University of North Bengal has been striving hard to serve the students who are otherwise deprived of higher education. It has become a lighthouse of learning for persons of all ages and genders, particularly to such persons who, for different reasons, cannot avail the higher course of studies as regular full time students. It aims to promote the holistic development through academic excellence, employability, acquisition of analytical skills and higher research. It intends to promote the discipline of Arts through teaching learning process, research and motivate the students to go for higher studies.

##### **B. Relevance of the program with HEI's Mission and Goals:**

Focusing on the terrain of the region and the need and aspirations of the youth in the region is one of the missions of the University of North Bengal and it tries to encourage student enrolment from among the learners from tribal and distant places in North Bengal. Regular Mode of Education is not sufficient enough to reach this goal. This Bachelor of Arts course helps the learners to upgrade their healthy life style and to attain some sort of employment.

##### **C. Nature of prospective target group of learners:**

It aims for the development of knowledge modules having the right content to take care of the aspirations of academic community and to address to the personalized needs of the learners under low level of disposable income, rural dwellers, women, unskilled men, tribal, minorities etc. learners who do not find an opportunity to go for graduate or post graduate studies in regular mode of education due to the limitation of seats. We will offer them the best of the opportunity by offering the subject at both the level.

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### D. Appropriateness of programme to be conducted in open and distance learning mode to acquire skills and competence:

The Choice Based Credit System (CBCS) in B.A. will enable the students to keep pace with the developments in higher education across the globe. It will provide for a comprehensive and purposeful engagement between the teacher and the learner through a well-planned instructional package. Students who complete their UG programme and are interested to take up their further study in the field of any of the subjects mentioned in the course through ODL mode, the University of North Bengal provides a platform to enhance their skills and competence to serve the society in a better way along with their professional up graduation in the field of the concerned subject.

### E. Course wise Programme Project Report (PPR):

#### i. Bachelor of Arts

#### ii. Learning objectives

- To raise learners awareness of aspects.

### UNDER GRADUATE:

Courses			No. of courses	Credits	
				Theory + Assignment	Total
1		Core courses	12	(12x4)+(12x1)	60
2		<b>Elective courses (DSE)</b>			
	A	DSE	4	(4x4)+(4x1)	20
	B	GE	2	(2x3)+(2x1)	8
3		<b>Ability enhancement courses</b>			
	A	AECC-1	1	(1x2)	2
		AECC-2	1	(1x2)	2
	B	SEC	4	(4x2)	8
		Total	24	Total	100

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### F. Proposed syllabus for introduction of semester system (under CBCS) in under graduate (UG) courses

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	DSC1 (Paper-I)	Bengali/ Nepali/Hindi (Paper-I)		AECC1 (ENVS)			
		DSC2 (Paper-I)						
	2	DSC1 (Paper-II)		English (Paper-I)	AECC2 (Bengali/English/Nepali /Hindi)			
		DSC2 (Paper-II)						
2	3	DSC1 (Paper-III)	Bengali/ Nepali/ Hindi (Paper-II)			SEC1 Paper-I		
		DSC2 (Paper-III)						
	4	DSC1 (Paper-IV)		English (Paper-II)		SEC1 Paper-II		
		DSC2 (Paper-IV)						
3	5					SEC2 Paper-I	DSE1 Paper-I	GE Paper-I
							DSE2 Paper-I	
	6					SEC2 Paper-II	DSE1 Paper-II	GE Paper-II
							DSE2 Paper-II	

- An Under Graduate Degree in B.A. 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 (LCC1) and English (LCC2) respectively (2×2=4 core courses referred to as Language Core Courses)
- 2 courses each from a list of Discipline 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) from a pool of courses designed to value based and/or skill based knowledge.

There are 24 papers/ courses with a total of 1840 marks, each Core and Elective course will be of 80 marks, AECC1 will be of 100 marks and AECC2 and SEC courses will be of 60 marks.

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### i. 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)	--	
<b>Total</b>	<b>80</b>	<b>60</b>	

### ii. Marks Distribution for AECC1:

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

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

### iii. Course combination for B.A. Programme Course:

Discipline Specific Courses (DSC) and Generic Electives (GE): Select any two Course Subjects (taking any one Course Subject each from any two groups as DSC and any one Course Subject from remaining one group as GE of the 3 groups given below. DSE subjects will be same as DSC subjects):

Group A	Group B	Group C	SEC (any two)
Bengali, English, Hindi and Nepali	History, Philosophy and Education	Political Science and Sociology	Bengali, English, Hindi, Nepali, History, Philosophy, Education, Political Science and Sociology

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 Directorate of Distance Education, University of North Bengal.

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### **G. Print Material:**

DDE, UNB has a major focus on print-based material and their continuous up-gradation by eminent teachers/scholars both from DDE, UNB and other reputed universities/institutes. Since the text is still the dominant form of information in a distance environment, print-based instruction has a critical role in DDE, UNB distance learning initiatives. Print offers compelling strengths as a distance education medium. It is easy to reproduce, portable, ideal for self-study, and a familiar medium to learners.

### **H. Personal Contact Programme (PCP):**

Normally, PCP's are held as per a schedule drawn beforehand by DDE, UNB. Eminent teachers from DDE, NBU and other institutes drive these sessions with their vast experience and help the learners to understand the subject better. A PCP session of 48 (forty-eight) hours per semester is offered to the learners.

### **I. Student Support System:**

DDE, UNB has established some Learner Support Centers in some parts of West Bengal. These centres provide counselling facilities at periodic intervals, act as information centres. These study centres provide administrative and academic support to students. Each student is also assigned to study centres where she/he also submits assignments to the study centre coordinator. DDE, UNB allocates a fixed amount of hours for face to face counselling and other methods for each of the papers as per the need.

### **J. Admission Process and Evaluation:**

- i. **Admission:** Centralized admission process is conducted through online mode. Admission fees are also collected through an online payment gateway service to assure better transparency in the monetary transaction.

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- ii. **Eligibility:**B.A.(3 yrs/ 6 semesters): Passed the H.S. Examination (10+2 or Old 11 class H.S.) in **any stream** (including Vocational) conducted by WBCHSE/ ISC/ CBSE or any other Board/ University recognized as equivalent, provided he/she has passed at least four subjects with English as Compulsory subject excluding Environmental Studies/ Env. Sc. / Env. Ed.
- iii. **Tentative Course Fees:** Rs. 39,000/-.
- iv. **Financial Assistant:** At present no financial assistance is provided for this course.
- v. **Updated Notification for its Learners:** University notifies its various policies for the programme delivery along with the details of methods and web-based tools to be adopted on the official website. All notification regarding all the academic activities to be carried out by the DDE, UNB during the academic session is provided in the official website. Further, the DDE, UNB issues all notification, assignment question papers, result and other related information to examination and evaluation through its official website.
- vi. **Evaluation:** The evaluation system of the programme is based on two components: Continuous evaluation in the form of assignments (weightage: 25%): This component carries a weightage of 25%. There will be one graded assignment per course. The assignment is to be submitted to the DDE, UNB.
- vii. **Term-end examination (weightage: 75%):** Term-end exams will be held once every year June and December.

#### **K. Library:**

DDE, UNB has its library in HQ. The libraries have collections of books on different topics of higher mathematics and research. The learners can access the University Central Library too.

#### **L. Quality assurance mechanism and expected programme outcomes:**

The "Centre for Internal Quality Assurance (CIQA)" of the University of North Bengal was established following the UGC (ODL) Regulations 2017 vide approval dated 18.10.2019. With the directive of the National Assessment and Accreditation Council (NAAC) and University Grants

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Commission (UGC) through the ODL regulations 2017, the University established the CIQA with the primary focus to shoulder the responsibilities of generating and promoting awareness for quality assurance in academic and administrative areas and to work out the procedural details. The CIQA shall directly report to the Vice-Chancellor, University of North Bengal. The CIQA is the nodal agency entrusted with the responsibility of ensuring total quality management by ushering in innovations leading to achieving excellence and adoption of intervention strategies for monitoring their successful implementation.

### **i. Objectives of the CIQA:**

- Prepare a Programme Project Report (PPR) for each programme according to the norms and guidelines prescribed by the UGC and wherever necessary by the appropriate regulatory authority having control over the programme.
- Get the Programme Project Report approved by the appropriate authority of the University and the Commission before the launch of the programme.
- Oversee the development of Self Learning Material (SLM), integration of Information and Communication Technology (ICT), setting up of Learning Centres and coordination with the parent institution and relevant Regulatory authorities.
- Put in place a monitoring mechanism to ensure the proper implementation of Programme Project Reports.
- Design annual plans for quality level enhancement at the level of the Higher Educational Institution and ensure their implementation.
- Arrange for feedback responses from students, employers and other stakeholders for quality-related institutional processes.
- Develop quality benchmarks or parameters for the various academic and administrative activities of the Higher Educational Institution.
- Obtain information from other Higher Educational Institutions on various quality benchmarks or parameters and best practices.



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- Organize workshops or seminars on quality related themes and Higher Educational Institution wise dissemination of the proceedings of such activities.
- Suggest restructuring of programmes to make them relevant to the job market.
- Develop and implement innovative practices in major areas leading to quality enhancement in services to the learners.
- Create a learner-centric environment rather than an institution-centric environment.
- Develop and maintain a central database on academic and administrative activities of the University.
- Adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
- Conduct or encourage system based research to bring about a qualitative change in the entire system.
- Coordinate between the Higher Educational Institution and the UGC for various quality-related issues or guidelines.
- Record activities are undertaken on quality assurance in the form of an annual report.
- To coordinate recognition and accreditation of the Higher Educational Institution.

**ii. Function:** The CIQA has the following functions:

- To build and ensure a quality culture, appropriate structure and processes with enough flexibility to meet the diverse needs of the stakeholders of the University.
- To plan, guide and monitor Quality Assurance (QA) and Quality Enhancement (QE) activities of the University.
- To channelize and systematize the efforts and measures of the University towards academic excellence.



Registrar (Officiating)  
University of North Bengal