

ANNEXURE - VIII

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
EC Meeting
on 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 be
on 5/7/18

Vice-Chancellor

Placed for your kind appraisal for the above stated points, the documents 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.

on 4/7/18

[Signature]
Registrar (Officiating)
University of North Bengal

(21)

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Programme Project Report (PPR)

BACHELOR OF COMMERCE

A. Programme's mission and objectives:

The University of North Bengal aims to introduce B.Com.Programme under open and distance learning mode of education with a view to provide opportunities to access to higher education. The motive is to develop managerial skills among the rural as well as urban people. The courses are designed for all willing, qualified and working people who could not pursue the education in regular mode. The need and aspirations of the youth in the region is one of the missions of the University of North Bengal. It tries to encourage students' enrolment from among weaker section and even beyond the reservation limit.

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

The University of North Bengal has developed an innovative programme of B.Com with emphasis on commerce, industry and trade. The relevance of this program under ODL mode of education is to develop entrepreneurship skills in the hard situation of the present days. The planning of this programme through ODL mode is compatible with the programme already run in regular mode in North Bengal.

C. Nature of prospective target group of learners:

The curriculum has been designed to fulfill the needs of diversified learners including rural people, low income group, minorities and underprivileged. This curriculum will fulfill the needs of the special group learners in teaching and management professionals. This programme is intended for aspirant professionals and students of rural background who could not study in regular mode due to their financial problems, job commitments or who do not find an opportunity to go for studies in regular mode due to the limitation of seats.

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

To reach the unreached is the sole aim of ODL system of education. The learners who could not upgrade their educational qualification for achieving higher education, ODL system offers learners effective way to upgrade their educational qualification and achieve higher education and career enhancement. B.Com Programme offers quality education keeping in view the market requirements of human resource in the fields of business, trade and industry. Besides their professional/ academic developments, this programme also reflects their occupational standards as they get 3 jobs/ promotions through this programme and develop manpower with specialized knowledge to cater the demand of business in manufacturing and service sectors, to cater to the demand of local industries and organizations in the different specialized areas and to develop skilled manpower for economic progress.

E. Course wise Programme Project Report (PPR):

i. Bachelor of Commerce

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	Elective courses (DSE)				
	A	DSE	4	(4x4)+(4x1)	20
	B	GE	2	(2x3)+(2x1)	8
3	Ability enhancement courses				
	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

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

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

i. Scheme for CBCS in 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						

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	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:
 $4 \times 2 = 8$ Discipline Specific Core courses (DSC) and 2 Core Courses each in MIL (LCC-1) and English (LCC-2) respectively ($2 \times 2 = 4$ core courses referred to as Language Core Courses).
- 2 courses each from a list of Discipline Specific Elective (DSE) courses ($2 \times 2 = 4$ 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.

ii. 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	

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iii. 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 DDE office 30 days before the end of each semester.

iv. 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			Computerized 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 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.
- ii. **Eligibility:** 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

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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 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

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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.
- 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.

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- 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