

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*  
*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 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

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# **Directorate of Distance Education**

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

#### **M.A. IN ENGLISH**

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

To offer a quality Post Graduate Degree in English (M.A) through ODL mode to the graduate-aspirant in order to make them appropriate English literature and develop a critical outlook. The students will be able to become creative writers and researchers in the field of English language and literature. The objectives of the programme include - to make the students appropriate and evaluate the prescribed English prose; to make the students appropriate and evaluate the prescribed English poetry; to make the students appropriate and evaluate the prescribed English drama; to make the students appropriate and evaluate the prescribed English fiction; to develop the habits of effective reading; and to develop effective writing skills especially for academic purpose.

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

In order to align with the mission and goals of the University of North Bengal the M.A. English Programme is planned to deliver in ODL mode which may reach the maximum number of student aspirants who are unable to thrive to spend non-elastic timings of formal conventional class room education. Such a higher education in Arts subject with appropriate practical experiences will enrich the students with the literary concepts and literary genre so as to make them appreciate and evaluate literary works. Thus they would become in future veteran teachers and critics.

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

DDE, UNB considers following a diverse class of learners for P.G. English course subject to fulfillment of the criteria for admission.

- i. Working Professionals
- ii. Unemployed Graduates
- iii. Academic Faculty

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- iv. Government Officials
- v. Researchers
- vi. Home Makers

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

#### i. M.A. in English

#### ii. Learning objectives

- To raise learners awareness of aspects of English culture and literature.
- To enable learners to understand that culture is a broad concept that can mean different things to different people
- To reflect on what culture and literature may mean to learners.

#### iii. Curriculum design:

Total number of courses per programme				Total no. of courses	Credits	Structure	Units per Course	Total marks for a course		SLM		Mode of Examination	Eligibility	Duration (Min. and Max.)	PCP Hrs.
Core	Soft Core	Elective	Open Elective					Written	Assignment	Blocks	Units				
7 Compulsory	4 Compulsory	4	1	7+4+4+1=16	4x16=64	CBCS	14-16 per course of 4 (four) credits	75	25	32 (2x16)	224- 256	Semester	10+2+3 (subject opted must be Elective one carrying 300 marks)	2yrs- 4years	48 hours/ Semester

#### iv. Open Elective (OE) Course:

The P.G. Courses (four semesters) allows the learner to opt for an Open Elective (OE) course along with seven core (compulsory) courses, four Soft Core (compulsory) courses and four elective courses. A learner can choose the Open

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Elective (OE) course of 4 (four) credits from another subject. It is not applicable in the case of M.A./M.Sc. Mathematics and they will choose an Elective course in Mathematics instead of Open Elective (OE). The syllabi for Open Elective (OE) will be of general interest to the learner from another discipline. The Open Elective (OE) course will help the learner by value addition and ability enhancement. The DDE will offer options of Open Elective (OE) courses from open sources like e-PG Pathshala ([epgp.inflibnet.ac.in](http://epgp.inflibnet.ac.in)) and collaborative arrangements with Center for Innovative Studies (A unit of Techno India Group): Affiliated under UNG.

**v. Objectives:**

- To allow greater choice based selection of curriculum.
- To add value to course materials
- To orient the students to online/ e-materials and enrich the digital library.
- To encourage institutional collaboration.

**E. Proposed syllabus for the introduction of semester system (under CBCS) in postgraduate (P.G.) courses:**

- Total marks: 1600
- The courses to be formulated (5 units maximum) for Seventy-five (75) marks each. Twenty-five (25) marks will be allotted to Assignments (15 marks + 10 marks) for a total mark of 100 per course.

**F. Semester wise course structure:**

<b>SEMESTER-I</b>	Core (Compulsory)	2 nos.
	Soft Core/ Elective Foundation (Compulsory)	1 nos.
	Elective (Choose any one)	2 nos.

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<b>SEMESTER-II</b>	Core (Compulsory)	2 nos.
	Soft Core/ Elective Foundation (Compulsory)	1 nos.
	Elective (Choose any one)	2 nos.
<b>SEMESTER-III</b>	Core (Compulsory)	2 nos.
	Soft Core/ Elective Foundation (Compulsory)	1 nos.
	Elective (Choose any one)	2 nos.
<b>SEMESTER-IV</b>	Core (Compulsory)	1 nos.
	Soft Core/ Elective Foundation (Compulsory)	1 nos.
	Elective (Choose any one)	4 nos.

**N.B.:**

- For all subjects offered other than M.A./M.Sc. in Mathematics, a learner can choose one Open Elective (OE) from another subject. A learner of M.A./M.Sc. Mathematics will choose an Elective course in Mathematics instead of an Open Elective (OE). The syllabi for Open Elective (OE) should be of general interest to learner form other disciplines.
- To be framed from ‘Generic Elective’ as given in UGC draft syllabus guidelines.

**G. Proposed assignment pattern for each course in semester pattern:**

<b>ASSIGNMENT - I</b>	10 marks
<b>ASSIGNMENT - II</b>	15 marks

**H. 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-

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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.

### **I. 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.

### **J. 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.

### **K. 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:** For admission to the M.A. in English programme the candidate should satisfy the following condition: (a) B.A. 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.
- iii. **Tentative Course Fees:** Rs. 30,000/-.

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- 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.

### **L. 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.

### **M. 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 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.

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### 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.
- Create a learner-centric environment rather than an institution-centric environment.



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- 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.



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University of North Bengal