

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 of which are attached herewith.

In view of urgency of the meeting at Delhi, VCE 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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Programme Project Report (PPR)

M.A. IN HISTORY

A. Programme's mission and objectives:

The Post Graduate Programme in History at DDE, UNB aims to build a centre of excellence in Historical studies that imparts a socially relevant knowledge and provides better opportunities to the learners. It strives to achieve international status and also further develop interdisciplinary research with main focus on the discipline of History Programme. The course is offered to become global teachers and in-turn to create competent, creative learners for nation building in the field of History. It is aimed to prepare the learners to become holistic persons with diverse learning experiences in History and productive thinking in a global society; transforming the hidden potentialities of the learners into realities; to impart high quality education through MA and Research in History; to undertake research projects of regional significance.; to collaborate with national and international Centres of education and research; improve the educational and employment opportunities of the learners through remedial and add-on courses; and inculcate high moral values and self-reliance among the learners.

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

The programme is committed to continuous improvement through industry relations, and assurance of learning across all programs; to fulfil the knowledge and development needs of the individuals, institutions and society in general, by relating, particularly, the courses, to the needs of the employment and economic development of the state on the basis of its natural and human resources; and to provide an innovative system of University level education in regard to the methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examinations and operation of the program, with a review to promote learning and encourage excellence in all fields of knowledge.

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C. Nature of prospective target group of learners:

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

- i. Working Professionals
- ii. Unemployed Graduates
- iii. Academic Faculty
- iv. Government Officials
- v. Researchers
- vi. Home Makers

D. Course wise Programme Project Report (PPR):

i. M.A. in History

ii. Learning objectives

- To raise learners awareness of aspects of History.
- To enable learners to understand that culture is a broad concept that can mean different things to different people

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.) Written	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

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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 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) 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 learners 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.

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F. Semester wise course structure:

SEMESTER-I	Core (Compulsory)	2 nos.
	Soft Core/ Elective Foundation (Compulsory)	1 nos.
	Elective (Choose any one)	2 nos.
SEMESTER-II	Core (Compulsory)	2 nos.
	Soft Core/ Elective Foundation (Compulsory)	1 nos.
	Elective (Choose any one)	2 nos.
SEMESTER-III	Core (Compulsory)	2 nos.
	Soft Core/ Elective Foundation (Compulsory)	1 nos.
	Elective (Choose any one)	2 nos.
SEMESTER-IV	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 from 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:

ASSIGNMENT - I	10 marks
ASSIGNMENT - II	15 marks

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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-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 learners. 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.

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- ii. **Eligibility:**For admission to the M.A. in History 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/-.
- 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)

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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.

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 learners, 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.

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