



Prospectus

BLIS & Advance Diploma Courses

For Academic Year 2021-2022

Netaji Subhas Open University

Established by W.B. Act (XIX) of 1997, Recognized by Distance Education Bureau (DEB) of University Grants Commission (UGC)

H.Q : DD-26, Sector-1, Salt Lake City, Kolkata - 700 064

Website : www.wbnsou.ac.in, Phone No. 033-4066-3220

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NETAJI SUBHAS OPEN UNIVERSITY

DD-26, Sector-I, Salt Lake City, Kolkata - 700064

Official Website : www.wbnsou.ac.in

Memo No. Reg/1377

Date:- 08.12.2021

NOTIFICATION

Disclaimer

Learners enrolled will have to abide by the Rules and Regulations of the University relating to admission, examination including publication of results, Personal Contact Programme (PCP) and continuation of Studentship.

The University reserves the right to alter, vary, amend, repeal and interpret any of the Rules/Regulations relating to programmes of Study, Eligibility and Admission criteria including intake limit of Learners, Fee Structure and other related matters.

Merely submission of admission form and causing appearance in the counselling for Admission does not confer any right of admission to a particular programme unless found suitable in accordance with the eligibility criteria which may be altered, amended and/or varied from time to time in the event, such action is felt necessary by the University Authority.

If it is found during the period of validity of enrollment that the learner admitted was not eligible for admission to that programme, enrollment shall stand cancelled, at the discretion of the University Authority.

The University Authority reserves the right to fix the Schedule of Examination and reschedule the same with prior notice to students through University Website and/or may employ any other mode which the University Authority may feel convenient in its discretion.

Jurisdiction of Court of Law

All disputes, relating to Rules and/or Regulations of the University governing the processes of admission, examinations including publication of results, PCP, continuation of Studentship and other related matters, shall be resolved within the jurisdiction in The High Court at Calcutta.

Sd/-

Registrar, NSOU

1. The Concept of Open University

The pedagogy of Open Learning places the primary responsibility of acquiring knowledge on the learner. On its part, the University facilitates a flexible learning schedule, provides a kitty of advanced support services and offers accreditation by way of examinations.

The Open University represents a parallel approach to Higher Education. It stands apart from a highly formal, institutionalized and centrally administered system of education. Its philosophy is built around the principles of universality, flexibility and innovativeness. Its ideas and institutions, its methods and procedures are all shaped accordingly. Conceptually, it can be viewed as a system drawing upon the best elements in formal and non-formal education.

The 'openness' consists of a variety of features.

First, it offers easy access to the learners. The entry requirement is not too exacting. A genuine interest in picking up knowledge is all that it expects. Consequently, it would try to embrace as many learners as possible.

Second, its territorial reach is visibly wide. It aims at bringing education to the doorstep of the learner, wherever he or she may be. Various methods of communication and contact are used for this purpose. The classroom of the University, thus, is as wide as the entire land it seeks to serve.

Third, the Open University is learner-oriented. It devises its courses and methods of teaching to suit the needs of the learners. Their options and inclinations are given due priorities. A variety of courses—short-term or long-term, liberal or professional can be pursued under the University.

Fourth, it believes in fair distribution of quality education, teaching aid, consultancy and study materials. Whatever resources the University has been made evenly available to all learners wherever or whoever he or she might be. It eliminates variations and discrimination.

Fifth, its administration is decentralized. In promoting Distance Education, the University creates a wide network of Learner Support Centres. Learners need only to come to the nearest available centre for collecting all information, completing all formalities, discussing their academic issues and appearing for evaluation of their work at intervals chosen by them.

Sixth, student assessment under Open University is based on continuous assessment and credit system. It does not require learners to get bogged down in one final examination. One can study at one's own pace.

It short, the Open University seeks to open up the treasure house of knowledge to the maximum number of users. Thereby it would enhance their skills for productivity and further learning. Socially, too, the University promises steady empowerment of those who suffered backwardness for want of these skills. Considering the current trends all over the world, the Open University is going not only to complement the conventional system of higher education but may soon occupy the centre stage also in developing countries where the resources do not measure up to the vastness of the clientele.

2. Netaji Subhas Open University: Vision and Mission

Vision:

The NSOU, the only State Open University in West Bengal, delivers to build up the quality human resource base of the State and, along with other Open Universities of the country, and moves towards the improvement of the quality of open distance education. It also intends to promote and develop appropriate ambience to develop an international standard distance education scenario in our country, keeping in view of the demands for education of the learners in tune with the requirements of the twenty-first century.

Mission:

- ✓ To propagate quality education in flexible mode all over the State and to provide access to different skills-enhancing educational programs.
- ✓ To collaborate with other Higher Education Institutions (HEIs) for academic and research endeavours.
- ✓ To provide education in the vernacular language, i.e., Bengali and making it available at low cost to the underprivileged people.
- ✓ To provide facility of Life Long education to the intending learners.
- ✓ To integrate technological tools in the pedagogy for facilitating the learning experiences.
- ✓ To contribute to the existing body of knowledge through research and extension activities.
- ✓ To render services for the development of the State in particular and the Nation in general in order to sensitize the learners towards a humanistic and democratic ecosystem.

3. Academic Courses:

The University offers both short-term and long-term programmes leading to Post Graduate Diplomas, which are conventional as well as innovative. Most of these courses have been developed after an initial survey of the demand for such studies. They are launched with a view to fulfilling the learners' needs for:

(a) Certification, (b) Improvement of skills, (c) Self-enrichment, (d) Continuing education and professional development at work place and e) Diversification of knowledge.

In order to provide individualized support to its learners, the University has a large number of Learner Support Centres through out the state. Teaching-learning process of this Open University is quite unique. This system is highly learner-centric, participative, collaborative and flexible in terms of time, space and age. To support such environment University facilitates its service via three important aspects viz. Personal Contact Programme; Educational Resources & Evaluation Process. It comprises:

(i) Personal Contact Programme (PCP): Instruction will be imparted through self-instructional study materials and Personal Contact Programme. The PCP are generally held on Saturdays, Sundays and holidays. **The centre for PCP may not always be the Learner Support Centre where the learner has been admitted.**

PCP : Ordinarily the Personal Contact Programmes (PCP) are being held by clubbing of learner support centres. Enrolled learners are requested to keep in touch with their respective study centre accordingly.

(ii) Self Learning Study Materials (SLM) : Self learning study materials will be distributed to the learners in installments free of cost through the Learner Support Centres where they have been admitted. Besides study materials, learners will be supplied with a list of reference books for suggested reading.

(iii) Mode of Instructions: The University makes use of several methods to provide maximum possible exposure of the learners to the course-contents and to each instructional programme. To start with, printed self-learning material packages and contact programmes involving face-to-face interaction with academic counsellors are available. Eventually Audio-materials, Audio-visual presentations, Teleconferences and occasional discussion sessions through Mobile App have been introduced for BLIS.

4. Admission Procedure

Every year NSOU conducts an online admission process for January session, through which applicants, fulfilling the minimum eligibility criteria, can opt for one BLIS & Advance Diploma course among fifteen different courses from Arts, Science and Commerce as mentioned earlier.

Before starting of the admission process NSOU circulates admission notification through leading newspaper (indicated notification), respective Learner Support Centres and in its official website (www.wbnsou.ac.in).

Applicants are advised to through the website admission notification for detailed admission procedure and guideline.

5. List of Courses (Advance Diploma, BLIS)

Name of the Courses	Eligibility	Course Fees	Medium of Instruction
1. Bachelor of Library & Information Science (BLIS)	<p>Graduate (10 + 2 + 3),</p> <p><i>i) For freshers</i> : 45% in Hons. subject for Hons. Graduate / 50% in aggregate for Pass Graduate with 3 subjects</p> <p><i>ii) For in-service candidates</i> :</p> <p>Candidates having experience of working in a library or similar other organisations in a salaried post, not below the category of clerical cadre in a Government organisation or equivalent, for at least 3 years may be exempted from the requirement of minimum marks at the graduation level (10+2+3) for admission. Such candidates will have to submit No-objection certificate and a certificate stating the last pay drawn from his/her employer.</p>	Fees will be notified in admission notification through official Website	Bengali / English
2. Advance Diploma in Journalism & Mass Communication (ADJMC)	Graduate (10 + 2 + 3)		Bengali
3. Advance Diploma in Public Relations and Advertising (ADPR)	Graduate (10 + 2 + 3)		English
4. Advance Diploma in English Language Teaching (ADEL)	Graduate (10 + 2 + 3)		English

+ **Course Duration** : 1 year; Registration valid for 3 years.

N.B. Examination fees (payable before examination) : To be notified before examination.

6. Course Details

6.1 Bachelor of Library & Information Science (BLIS)

The basic objective of this professional course is to produce budding & skilled professionals to meet the demand of Library & Information Science fraternity in different sectors.

Course content: There are 8 (Eight) papers of 8 (Eight) credits or 100 marks each

Paper I : Library and Society

Paper II : Library Management

Paper III : Library Classification (Theory)

Paper IV : Library Cataloguing (Theory)

Paper V : Reference and Information Service

Paper VI : Library Classification (Practice)

Paper VII: Library Cataloguing (Practice)

Paper VIII: Computer Basics and Application

Evaluation Method: Evaluation will be made on the basis of internal assessment as well as theoretical and practical examination held on completion of the course. 20% marks are reserved for internal assessment in each paper and 80% will be carried out through Term-End Examination.

Pass mark 40% in each paper. The examination centre may not necessarily be the centre of admission of the learner.

6.2 Advance Diploma in Journalism and Mass Communication (ADJMC)

The course has been designed and structured to provide basic knowledge and new insights to the learners on Journalism and Mass Communication. It aims to equip the learners with the skills needed to function effectively in various media organisations like Television, Radio, Print, Advertising, Public Relations, etc. and also in different Public Sector institutions.

Course content : There are 6 (six) papers of 8 (Eight) credits or 100 marks

Paper I : Mass Communication

Paper II : Reporting & Post Reporting

Paper III : Radio & TV

Paper IV : Computer Application and Media Law & Ethics

Paper V : Workshop / Practical

Paper VI : Special Paper :
a) Community Media Management or,
b) Advertising & Public Relations or,
c) Film Studies

Evaluation Method : Evaluation will be made on the basis of internal assessment as well as theoretical and practical examination held on completion of the course. 20% marks are reserved for internal assignment in each paper.

Pass mark 40% in each paper. The examination centre may not necessarily be the

centre of admission of the learner.

6.3 Advance Diploma in Public Relations and Advertising (ADPR)

Public Relations and Advertising professionals are in great demand in both the private and the public sectors. The objective of the course is to equip the learners with the basic skills needed for becoming successful professionals in these fields.

Course content : There are 6 (Six) papers of 8 (Eight) credits or 100 marks

Paper I : Principles & Theories of Communication and Public Relations

Paper II : Writing and Media for Public Relations and Study Paper (project)

Paper III : Corporate Public Relations

Paper IV : Media Relations and Rural Communication

Paper V : Advertising (Theory & Practice)

Paper VI : Advertising (Theory & Practice)

Evaluation Method: Evaluation will be made on the basis of internal assignment as well as theoretical and practical examination held on completion of the course. 20% marks are reserved for internal assignment in each paper.

Pass mark 40% in each paper. The examination centre may not necessarily be the centre of admission of the learner.

6.4 Advance Diploma in English Language Teaching (ADEL)

This course is designed for training fresher's and in-service teachers of English at secondary and tertiary levels in effective ELT methods. The focus is on Linguistics and Applied Linguistic theories, application, methods, materials and techniques for developing various language skills in learners. The course will be conducted partly face to face (*100 hrs. contact time*) and partly through the open system by ELT experts. Emphasis is laid on Learners' attendance in Personal Contact Programme and timely submission of home assignments for each paper.

Course Content : There are 6 papers of 8 credits or 100 marks each. There will be 230 hrs. of face-to-face instruction and interaction along with all facilities of the Open System.

Paper I	Historical Perspectives: Education and English language teaching; Introduction to Linguistics and Theories of Communication
Paper II	About language: Modern English Grammar and Use, Discourse, Register, The Phonetics and Phonology of Spoken English
Paper III	Language Proficiency Development: A Foundation course in Spoken and Written Communication for Teacher Development
Paper IV	Applied Linguistics : Social and Psychological aspects of language use, The Concept of Competence; Theories of language learning and teaching; Second language Acquisition; Application of theories in ELT
Paper V	Language Teaching Methods, Materials, Techniques & Media Resources for Developing the Teaching skills of Listening, Speaking, Reading and Writing; Teaching Grammar, Pronunciation skills for Interpersonal & Professional purposes
Paper VI	1st half: Introduction to Testing and Evaluation. 2nd half: Teaching Practice (Lesson Observation, Planning and Demonstration & Self Evaluation)

Evaluation Method:

Trainees will be examined through

Home assignments : All Papers

Class assignments : Paper III and VI

Term End Examination : Theory

Practical

Pass marks : 40% in each paper

Classes to be held at (for ADEL) :

1. Centre for Language Studies, NSOU, Women's Christian College, 6, Greek Church Row, Kolkata-26, Ph : (033) 2464-3341

7. Student Support Service

The main focus of academic and administrative structure of this University is to make the system more learner friendly. Beginning from pre-admission stage till certification stage, the learners receive continuous academic and other support in various forms.

- ✓ Pre-admission counselling at Headquarters, Regional Centre and Learner Support Centres
- ✓ Teaching support in the form of PCP (Personal Contact Programme), academic counselling at Learner Support Centres
- ✓ Conduct of practical sessions under the supervision of experts for programmes having practical component at selected centres.
- ✓ Conduct of workshops/excursion/extended contact programmes depending on specific course requirements.
- ✓ Continuous evaluation and feedback
- ✓ Library facility
- ✓ Conduct of examination at selected Learner Support Centres & Regional Centre

8. To Whom to Contact

8.1 School of Studies :

Sl. No.	School of Studies	Queries	Students of	Telephone No.	E-mail ID
1	School of Humanities	Queries related PCP Session, Practical Session, Dissertation, Field	ADJMC, ADPR, ADEL	033-4066 3214	soh@wbnsou.ac.in
2	School of Professional Studies	Work and any other queries related to subject of studies	BLIS	033-4066 9464 033-2582 2529	spsnsou@gmail.com

Faculty Details : Logon to University website www.wbnsou.ac.in and click on "Academics"

["School of Humanities" / "School of Professional Studies"] "Academic Staff".

8.2 Administrative Sections :

Sl. No.	Section	Issues	Telephone No.	E-mail ID
1.	Registration	Issues related to Admission	033-4066 3220	nsou@wbnsou.ac.in
		Issues related to Registration	033-4066 3215	
		Issues related to Renewal		
2.	Study Materials	Issues related to Study Material	033-4066 3218	
3.	Examination	Issues related to Admit Card	033-2463 0292	coe.bdp@wbnsou.ac.in
		Issues related to Assignments	033-2463 0293	
		Issues related to Term-End Examination		
		Issues related to result		
4.	Study Centre	Issues related to Learner Support Centre	033-4066 3205	

9. Students' Grievance

Grievances related to Examination matters	Grievances related to other than Examination matters
<p>Shri Anjan Saha <i>Dy. Registrar (Examination)</i> Netaji Subhas Open University Examination Dept., 2nd Floor, 134/1, Meghnad Saha Sarani, Kolkata – 700 029 Phone: 033 2463 0292 E- mail: dyreg.exam@wbnsou.ac.in</p>	<p>Smt. Nilanjana Chatterjee <i>Asstt. Director, Study Centres</i> Convener Students' Grievance Redressal Committee (SGRC) Netaji Subhas Open University DD-26, Sector-I, Salt Lake City, Kolkata - 700 064 Phone : 033 4066 3205 E-mail: sgrc@wbnsou.ac.in</p>

10. NSOU Policy Regarding Sexual Harassment at the Workplace

In compliance with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013** and subsequent UGC directive, Netaji Subhas Open University has adopted a policy that aims to prevent/prohibit/punish sexual harassment of women at the workplace and has constituted **Internal Complaints Committee** in order to deal with the complaints of sexual harassment of women employees in the different campuses of the University.

Information on this policy, rules and procedures can be accessed on the UGC website (www.ugc.ac.in). Incidents of sexual harassment may be reported to the (Coordinator, Learner Support Centre/Principal of the Institute where the Learner Support Centre is located).

11. Education Loan Scheme of NBCFDC

Interested eligible and enrolled students belonging to “Backward Classes” (as per Backward Classes Welfare Department, Govt. of W.B. stipulation) may visit website www.nbcfdc.gov.in / www.mhrd.gov.in to apply for Educational Loan “at concessional rate of interest” as per vide memo no. NBCFDC/PROJ/VC/2016-17/7398-7614, dated February 10, 2017 by National Backward Classes Finance & Development Corporation (NBCFDC).

12. Frequently Asked Questions (FAQs)

Answers of some anticipated question are given below in the form of Frequently Asked Questions (FAQs).

Where can I get an application form?

After publication of admission notification, you can access it online through our admission website (link will be available in admission notification). For further details see the admission notification.

Lost my Enrollment-cum-Identity Card, what should I do?

The applicant must register a General Missing Diary (GD) with local police station at earliest. To get a duplicate **Enrollment-cum-Identity Card** you should write an application addressed to the Registrar of this University along with a DD of Rs. 500/- (drawn in favour of **Netaji Subhas Open University** payable at **Kolkata**) and the original GD. The application must be forwarded by the Learner Support Centre Coordinator with office seal.

Can I choose my Learner Support Centre, or shall the university allot me the Learner Support Centre?

You can choose your Learner Support Centre as per your convenience. However, since all your programmes are not available at all the Learner Support Centres, you should ensure that the course you are applying for is available at the Learner Support Centre opted by you. Normally the Centre opted by you shall be allotted to you. However, in exceptional/unavoidable cases the University may allot a different Centre to you and in such cases the decision of the University is final.

How should I pay the course fee?

For online admission process the course fee can be paid through online (via payment gateway) and offline (through bank challan) mode. In case of offline admission and to get further details regarding payment method, please see the detail admission notification or guideline for online/offline admission process in the University website.

Can I send my application form by post, or is it required to be submitted in person?

You cannot send application form by post as there is process for verification of eligibility criteria in the admission step at your selected learner support centre.

What I am required to do after submission of my application form?

After submission of application form at learner support centre and subsequently processed at the Headquarters and if you are found eligible for admission, you will receive an Enrollment No. from your learner support centre and Enrollment-cum-Identity Card only for BLIS course as proof of your admission along with detailed information about your enrollment number, learner support centre, subject of study etc.

If I want to withdraw myself from the programme after confirmation of my admission, shall I get my fee refunded?

University may refund the fees paid during admission process following the instruction as notified by the UGC in the month of October of 2018.

How can I receive support if I have doubts while studying the materials?

We provide face-to-face contact between learners and tutors/counsellors at Learner Support Centres to clarify your doubts and answer your academic queries. This is called “Counselling” which is normally held on weekends at NSOU learner support centres.

Is it compulsory for me to attend counselling?

The counselling session are not compulsory for theory papers. However, it is advised to attend the session as far as possible, which in future will be immensely useful in certain respects to share your views on the subject with your counsellors and fellow learners; comprehend some of the complex ideas/concepts or difficult issue discussed in your materials, and get clarifications for many of your doubts which you will not have solved yourself.

How do I know about counselling schedule?

Your learner support centre will inform you about the counselling schedule. Normally counselling would be held on Saturday and Sunday. You should contact your learner support centre coordinator for the counselling schedule. The counselling schedule of the courses included in this prospectus may also be available on the Website.

Why should I do assignments, are the assignments compulsory?

The purpose of assignment is to help you get through the courses. Your counsellor or evaluator will write teaching type comments on your assignment responses to facilitate your learning. Assignment is a process of formative evaluation. It will help you to understand how you are progressing in your studies.

Yes, the assignments for all theory paper are compulsory. It means you need to submit the assignments per paper within the stipulated time for being eligible to appear in the term-end examination. The assignments carry 20%-30% weightage depending on the courses in the final result.

When and where should I submit the assignments?

You should submit the assignment response at your learner support centre as per the date mentioned in the assignment. It should be remembered that without Enrollment No. one cannot submit assignment.

If I cannot complete my programme in minimum duration (see Sl. No. 5.) what will be the fate of submitted assignments?

All the assignments submitted earlier will be carried forward till your registration validity period.

Can I improve my assignment grade by re-doing them?

No, you cannot improve an assignment grade in any circumstances.

13. Different Administrative and Academic Wings of NSOU

Vice-Chancellor's Secretariat

- DD-26, Sector-I, Salt Lake City, Kolkata-700 064

Registrar's Office

- DD-26, Sector-I, Salt Lake City, Kolkata-700 064, Phone: 033 4066 3211, Fax : 033 4062 3171

Study Centres Department

- DD-26, Sector-I, Salt Lake City, Kolkata-700 064, Phone: 033 4066 3205

Office of the Controller of Examinations

- 2nd Floor, 134/1, Meghnad Saha Sarani, Kolkata-700 029, Phone: 033 2463 0292, Fax: 033 2465 6936

School of Sciences

- **City Campus:** 1) DD-26, Sector-I, Salt Lake City Kolkata-700 064, Phone: 033 4066 3217, 2) 1st Floor, K-2, Bidhannagar Fire Station, Sector-V, Salt Lake City, Kolkata-700 091, Phone: 033 2357 2947, 033 2357 7644
- **Academic Campus :** 1) Kalyani Regional Centre, Academic Building, Ghoshpara Station Road, Kalyani, Nadia, PIN-741 235, Phone: 033 2582 6611, 2) Durgapur Regional Centre (Adjacent to Durgapur Govt. College Campus), Jawahar Lal Nehru Road, Durgapur, Dist. : Paschim Burdwan, PIN-713 214, 3) Jalpaiguri Regional Centre (Adjacent to Jalpaiguri Engineering College Campus), Pat Kata, Dist-Jalpaiguri, PIN-735 101

School of Humanities

- **City Campus :** DD-26, Sector-I, Salt Lake City, Kolkata-700 064, Phone: 033 4066 3214
- **Academic Campus:** 1) Kalyani Regional Centre, Academic Building, Ghoshpara Station Road, Nadia, PIN-741 235, Phone: 033 2582 0103, 2) Durgapur Regional Centre (Adjacent to Durgapur Govt. College Campus), Jawahar Lal Nehru Road, Durgapur, Dist. : Paschim Burdwan, PIN-713 214, 3) Jalpaiguri Regional Centre (Adjacent to Jalpaiguri Engineering College Campus), Pat Kata, Dist-Jalpaiguri, PIN-735 101

School of Social Sciences

- **City Campus:** DD-26, Sector-I, Salt Lake City, Kolkata-700 064, Phone: 033 4066 3219
- **Academic Campus:** 1) Kalyani Regional Centre, Academic Building, Ghoshpara Station Road, Kalyani, Nadia, PIN-741 235, Phone: 033 2582 3336, 2) Durgapur Regional Centre (Adjacent to Durgapur Govt. College Campus), Jawahar Lal Nehru Road, Durgapur, Dist. : Paschim Burdwan, PIN-713 214, 3) Jalpaiguri Regional Centre (Adjacent to Jalpaiguri Engineering College Campus), Pat Kata, Dist-Jalpaiguri, PIN-735 101

School of Education

- **City Campus:** CF-162, Sector-I, Salt Lake City, Kolkata-700 064, Phone: 033 4004-7569 / 70 / 71
- **Academic Campus:** 1) Kalyani Regional Centre, Academic Building, Ghoshpara Station Road, Kalyani, Nadia, PIN-741 235, Phone: 033 2582 3332

School of Professional Studies

- **City Campus:** DD-26, Sector-I, Salt Lake City, Kolkata-700 064, Phone: 033 4066 9464
- **Academic Campus:** 1) Kalyani Regional Centre, School of Professional Studies, Ghoshpara Station Road, Kalyani, Nadia, PIN-741 235, Phone: 033 2582 2529, 2) Durgapur Regional Centre (Adjacent to Durgapur Govt. College Campus), Jawahar Lal Nehru Road, Durgapur, Dist. : Paschim Burdwan, PIN-713 214, 3) Jalpaiguri Regional Centre (Adjacent to Jalpaiguri Engineering College Campus), Pat Kata, Dist-Jalpaiguri, PIN-735 101

Library

- **Regional Campus, Kalyani :** Ghoshpara Station Road, Kalyani, Nadia, PIN-741 235, Phone: 033 2582 2248

14. List of Learner Support Centres (LSCs)

Sl. No.	Name of the Learner Support Centre	Code No.	Address	Courses on offer
1	Dum Dum Motijheel College	A-01	419 Dum Dum Cossipore Road Kolkata-700074	BLIS, ADJMC, ADPR and ADEL
2	Basanti Devi College	A-02	147B, Rashbehari Avenue Kolkata-700029	BLIS, ADJMC, ADPR and ADEL
3	Gurudas College	A-03	Narkeldanga, Kolkata-700054	BLIS, ADJMC, ADPR and ADEL
4	Maharaja Manindra Ch. College	A-04	20, Ramkanto Bose Street Kolkata-700003	BLIS, ADJMC, ADPR and ADEL
5	Goenka College	A-05	210 B.B. Ganguly Street Kolkata- 700012	BLIS, ADJMC, ADPR and ADEL
6	Surendranath Evening College	A-06	24/2, Mahatma Gandhi Road Kolkata-700009	BLIS, ADJMC, ADPR and ADEL
7	Victoria Institution (College)	A-07	78/ B,A.P.C.Road Kolkata-700009 PhoneNo- 23604451	BLIS
7	Shibpur Dinabandhu College	A-08	412/1, G.T. Road (South) Howrah- 711102	BLIS, ADJMC, ADPR and ADEL
8	Gurudas College of Commerce	A-10	33C/1, Biplabi Barin Ghosh Sarani, Kolkata-700067	BLIS, ADJMC, ADPR and ADEL
9	Bankura Christian College	B-01	Pratap Bagan (North) P.O.& Dist. Bankura -722101	BLIS, ADJMC, ADPR and ADEL
9	Raja Narendra Lal Khan Women's College	B-03	P.O.&Dist.-Midnapore(Paschim) Pin-721101Phone No-03222- 265317	BLIS
10	Tramralipta Mahavidyalaya	B-04	P.O.- Tamluk. Dist. Purba Midnapore-721636	BLIS, ADJMC, ADPR and ADEL
11	Fakir Chand College	B-05	P.O. Diamond Harbour Dist-South 24 Parganas-743331	BLIS, ADJMC, ADPR and ADEL
12	Haldia Govt. College	B-06	P.O. Debhog-721657 Dist- Purba Midnapore	BLIS, ADJMC, ADPR and ADEL
13	Nistarini College	B-07	Deshbandhu Road P.O. & Dist. Purulia-723101	BLIS, ADJMC, ADPR and ADEL

14	Behala College Study Centre	B-08	Parnasree, Behala, Kolkata-700060	BLIS, ADJMC, ADPR and ADEL
15	Sonarpur College	B-09	Sahid Biswanath Sarani P.O. Rajpur, Dist. 24 Pgs (S) Kolkata-700149	BLIS, ADJMC, ADPR and ADEL
16	Hiralal Mazumdar Memorial College for Women	B-10	Dakshineswar Kolkata, Dist. 24 Pgs (N), Pin-700035,	BLIS, ADJMC, ADPR and ADEL
17	Burdwan Raj College	C-01	Aftab House P.O. & Dist. Burdwan-713104	BLIS, ADJMC, ADPR and ADEL
18	Banwarilal Bhalotia College	C-02	Bir Ram Mohon Banerjee Road P.O.-Asansol, Dist. Burdwan, Pin-713301	BLIS, ADJMC, ADPR and ADEL
19	Suri Vidyasagar College	C-03	P.O. Suri Dist-Birbhum, Pin-731101	BLIS, ADJMC, ADPR and ADEL
20	Nabagram Hiralal Paul College	C-04	P.O. Nabagram Dist. Hooghly; Pin-712246	BLIS, ADJMC, ADPR and ADEL
21	Chandernagore Govt. College	C-05	Strand Road, Barabazar P.O. Chandernagore Dist. Hooghly-712136, Phone No- 26850616	BLIS
21	Netaji Mahavidyalaya	C-06	P.O. Arambag Dist. Hooghly, Pin-712601	BLIS, ADJMC, ADPR and ADEL
22	Acharya Prafulla Chandra College	C-07	P.O. New Barrackpour Pin. 743276, Dist. 24 Pgs (N)	BLIS, ADJMC, ADPR and ADEL
23	Bijoy Krishna Girls College	C-08	Howrah 5/3, Mahatma Gandhi Road Pin-711101	BLIS, ADJMC, ADPR and ADEL
24	Baruipur College	C-09	P.O. Purandarmant Dist. 24 Parganas (South) P.S. Baruipur, Pin.- 743610	BLIS, ADJMC, ADPR and ADEL
25	Tarakeswar Degree College	C-10	P.O. Tarakeswar Dist. Hooghly, Pin-712410	BLIS, ADJMC, ADPR and ADEL
26	Krishnanagar Govt. College	D-01	P.O. Krishnanagar Dist. Nadia, Pin-741101	BLIS, ADJMC, ADPR and ADEL
27	Barasat Govt. College	D-02	P.O. Barasat - 700124 Dist. North 24 Parganas	BLIS, ADJMC, ADPR and ADEL

28	Sree Chaitanya College	D-03	P.O. Habra Prafulla-Nagar, Dist. 24 Pgs (N), Pin-743268	BLIS, ADJMC, ADPR and ADEL
29	Mahadevananda Mahavidyalaya	D-04	Monirampur -P.O. Barackpur Dist. North 24 Parganas-743101	BLIS, ADJMC, ADPR and ADEL
30	Karimpur Pannadevi College	D-05	P.O. Karimpur Dist-Nadia, Pin-741152	BLIS, ADJMC, ADPR and ADEL
31	Chakdaha College	D-06	P.O. Chakdaha -741222 Dist. Nadia	BLIS, ADJMC, ADPR and ADEL
32	Sudhiranjan Lahiri Mahavidyalaya	D-07	Majdia, Dist. Nadia-741507	BLIS, ADJMC, ADPR and ADEL
33	Egra S.S.B. College	D-08	P.O. Egra, Pin-721429, Dist. Purba Midnapur	BLIS, ADJMC, ADPR and ADEL
34	Ghatal Rabindra Satabarsiki Mahavidyalaya	D-09	P.O. Ghatal Dist. Paschim Midnapore-721212	BLIS, ADJMC, ADPR and ADEL
35	Bolpur College	D-10	College Road, Bolpur Dist. Birbhum, Pin. 731204	BLIS, ADJMC, ADPR and ADEL
36	Balurghat College	E-01	P.O.: Balurghat , Pin-733101 Dist: Dakshin Dinajpur	BLIS, ADJMC, ADPR and ADEL
37	Krishnath College	E-04	P.O.- Berhampur Dist. Mursidabad, Pin-742101	BLIS, ADJMC, ADPR and ADEL
38	Vivekananda College for Women	E-05	Barisha, Kolkata-700008 Dist. 24 Pgs (S)	BLIS, ADJMC, ADPR and ADEL
38	Sarojini Naidu College	E-06	30, Jessore Road Kolkata-700028 Dist. 24 Pgs(N) Phone No-2559-2583	BLIS
39	Kidderpore College	E-07	2, Pitamber Sircar Lane Kidderpore, Kolkata-23	BLIS, ADJMC, ADPR and ADEL
40	Sammalini College	E-08	STN / E.M. By Pass Kolkata-700075	BLIS, ADJMC, ADPR and ADEL
41	Dr. Kanailal Bhattacharya College	E-09	Dharmatala Ramrajatala, Santragachi Howrah-711104	BLIS, ADJMC, ADPR and ADEL
42	Bhairab Ganguly College	E-10	Belgharia Kolkata-700056, Dist. 24 Pgs (N)	BLIS, ADJMC, ADPR and ADEL
42	Siliguri College	F-01	P.O. Siliguri-734401, Dist. Darjeeling, Phone No-0353-2538420	BLIS

43	Ananda Chandra College	F-02	P.O. & Dist.Jalpaiguri-735101	BLIS, ADJMC, ADPR and ADEL
44	Coochbehar College	F-03	P.O. Coochbehar Dist. Coochbehar, Pin-736101	BLIS, ADJMC, ADPR and ADEL
45	Gobardanga Hindu College	F-04	P.O. Khantura Dist. 24 PGS. (N), Pin-743273	BLIS, ADJMC, ADPR and ADEL
46	Panskura Banamali College	F-05	P.O.-Panskura, Dt-Purba Midnapore	BLIS, ADJMC, ADPR and ADEL
47	Sunderban Mahavidyalaya	F-06	P.O. Kakdwip, Dt-24 PGS(S)	BLIS, ADJMC, ADPR and ADEL
48	Manbhum Mahavidyalaya	F-07	VirGanganarayan Road P.O. Manbazar, Dist-Purulia	BLIS, ADJMC, ADPR and ADEL
49	Rampurhat College	F-08	Rampurhat, Dist. Birbhum, Pin-731224	BLIS, ADJMC, ADPR and ADEL
50	Prabhu Jagat Bandhu College	F-09	Jhorehat, P.O.-Andul-Mouri, Howrah, Pin-711302	BLIS, ADJMC, ADPR and ADEL
51	Gour Mohan Sachin Mondal Mahavidyalaya	F-10	Po- Bireswarpur, Dist-24 PGS (South), Pin-743336	BLIS, ADJMC, ADPR and ADEL
52	Chanchal College	G-01	Po-Chanchal, Dist-Malda, Pin-732123	BLIS, ADJMC, ADPR and ADEL
53	Garhbeta College	G-02	P.O.-Garhbeta, Dist.-Paschim Medinipur	BLIS, ADJMC, ADPR and ADEL
54	Chandrakona Vidyasagar Mahavidyalaya	G-03	Chandrakona, Paschim Medinipur, Pin.-721201	BLIS, ADJMC, ADPR and ADEL
55	Santipur College	G-04	P.O.-Santipur, Dist.-Nadia, Pin.-741404	BLIS, ADJMC, ADPR and ADEL
56	Mankar College	G-05	Mankar, Dist. Burdwan, Pin.-713144	BLIS, ADJMC, ADPR and ADEL
57	Katwa College	G-06	P.O. Katwa, Dist. Burdwan, Pin.-713130	BLIS, ADJMC, ADPR and ADEL
58	Joypur P. Roy College	G-07	P.O. Jaypur-Fakirdas Dist. Howrah, Pin.-711401	BLIS, ADJMC, ADPR and ADEL
59	Lalbaba College	G-08	117,G.T. Road, Belur Math, Dist. Howrah	BLIS, ADJMC, ADPR

				and ADEL
60	Bagnan College	G-09	P.O.-Bagnan, Dist. Howrah	BLIS, ADJMC, ADPR and ADEL
61	Tangrakhali Bankim Sardar College	G-10	P.O.- Tangrakhali, Dist.-24-Pgs.(S), Pin.-743329	BLIS, ADJMC, ADPR and ADEL
62	Dhruba Chand Halder College	H-01	P.O.-Dakshin Barasat, Dist.-24-Pgs.(S)	BLIS, ADJMC, ADPR and ADEL
63	Taki Govt. College	H-02	P.O.-Taki, Dist.-24-Pgs.(N), Pin.-743429	BLIS, ADJMC, ADPR and ADEL
62	Raja Peary Mohan College	H-03	Uttarpara Dist. Hooghly Phone No-26634155	BLIS
63	Derozio Memorial College	H-04	Rajarhat Main Rd, Action Area II, PO, Rajarhat, Kolkata, West Bengal 700136	BLIS
64	Belda College	H-05	Belda, Station- Contai Road Dist-Paschim Medinipore-721424	BLIS, ADJMC, ADPR and ADEL
65	Kharagpur College	H-06	P.O. Inda, Kharagpur Dist. Paschim Medinipur-721305	BLIS, ADJMC, ADPR and ADEL
66	Nahata J.M.S. Mahavidyalaya	H-07	P.O. Nahata Ps- Gopalnagar Dist-24 Pgs (N)	BLIS, ADJMC, ADPR and ADEL
67	Sripat Singh College	H-09	P.O- Jiaganng, Dist- Murshidabad Pin-742123	BLIS, ADJMC, ADPR and ADEL
68	South Calcutta Girl's College	H-10	72, Sarat Bose Road; Kolkata-700025	BLIS, ADJMC, ADPR and ADEL
69	Dinabandhu Mahavidyalaya Study Centre	I-02	Bongaon, Dist- 24 Pgs(N) Pin-743235	BLIS, ADJMC, ADPR and ADEL
70	Vivekananda Mission Mahavidyalaya	I-03	Viveknagar; P.O-Chaitanyapur Haldia; Dist-Purba Medinipur Pin-721645	BLIS, ADJMC, ADPR and ADEL
71	Dumkal College	I-04	Basantapur P.O- Basantapur P.S- Dumkal; Dist- Murshidabad Pin-742406	BLIS, ADJMC, ADPR and ADEL
72	Nagar College	I-05	Vill + P.O. Nagar; Dist- Murshidabad	BLIS, ADJMC, ADPR and ADEL
72	Durgapur Govt. College	I-06	J.N. Avenue Durgapur- 713214 Phone No-0343-2500003	BLIS
73	Women's College	I-07	P-29, Kshirode Vidyavenoda Avenue, Kolkata-700003,	BLIS

			Phone-2554-4540	
74	Kalna College	I-08	P.O. Kalna, Dist- Burdwan Pin-713409	BLIS, ADJMC, ADPR and ADEL
75	Mahishadal Girls' College	J-01	Vill- Rangibasan, P.O. Mahishadal Purba Medinipur, Pin-721628	BLIS, ADJMC, ADPR and ADEL
76	Uluberia College	J-02	Uluberia, Howrah, Pin-711315	BLIS, ADJMC, ADPR and ADEL
77	Bhangar Mahavidyalaya	J-03	Vill& P.O- Bhangar Dist- 24 Parganas (South)	BLIS, ADJMC, ADPR and ADEL
78	Sree Gopal Banerjee College	J-04	Bagati, Magra Hooghly-712148	BLIS, ADJMC, ADPR and ADEL
79	Women's Christian College	J-05	6, Greek Church Row, Kolkata- 700 026, Ph: 033-2464 3341	ADEL
80	Al-Ameen Memorial Minority College	J-06	Jogibattala, Baruipur Kolkata- 700145	BLIS, ADJMC, ADPR and ADEL
81	Syamaprasad College	J-07	92, Syamaprasad Mukherjee Road, Kolkata-700026	BLIS
82	Ramananda College	J-09	Bishnupur, Bankura Pin-722122 Phone-03244-252059	BLIS
83	Nani Bhattacharya Smarak Mahavidyalaya	K-03	Jaigaon-736182; Alipurduar; West Bengal	BLIS
84	Ramananda Centenary College	K-05	P.O. - Lulara Dist-Purulia, Pin-723151	BLIS, ADJMC
85	Birpara College	K-06	Dist-Alipurduar Pin-735204	BLIS
86	Nakshalbari College	K-07	P.O-Nakshalbari Dist-Darjeeling, Pin-734429	BLIS, ADJMC
87	S. R. Fatepuria College	K-09	Beldanga, Murshidabad, Pin-742133	BLIS
88	Government General Degree College at Kalna-I	K-10	Vill- Muragacha, Post- Medhgachi, Dist- Burdwan, Pin-713405	BLIS, ADJMC, ADPR

89	Budge Budge College	L-02	7, Deshbandhu Chittaranjan Road, Budge Budge, 24 PGS (S) Kolkata-700137	ADJMC
90	Muragachha Government College	L-03	Vill + P.O. - Muragachha P.S. Nakashipara, Dist- Nadia Pin-741154	ADJMC, ADPR, BLIS
91	Sadhan Chandra Mahavidyalaya	L-04	Vill-Harindanga, P.O.- Chaberia P.S- Falta, Dist- 24 Parganas (S) Pin-743504	BLIS
92	Balagarh Bijoy Krishna Mahavidyalaya	L-05	P.O- Balagarh; Dist- Hooghly, West Bengal; Pin-7152501	BLIS
93	Mrinalini Datta Mahavidyapith	L-06	Vidyapith Road, Birati, Kolkata- 700051	ADJMC, BLIS
94	Trivenidevi Bhalotia College	L-07	P.O. - Raniganj, Dist- Burdwan, Pin-713347	ADJMC, BLIS
95	S.B.S. Government College	L-08	Vill-Raynagar, P.O.-Hili Dist.-Dakshin Dinajpur Pin-733 126	ADJMC
96	Maynaguri College	L-09	P.O- Maynaguri; Dist.- Jalpaiguri West Bengal; Pin-735224	BLIS
97	Parimal Mitra Smriti Mahavidyalaya	L-10	P.O-Mal, Dist- Jalpaiguri; Pin- 735221	BLIS
98	Tufanganj Mahavidyalaya	M-01	P.O. Tufanganj Newtown, Dist- Cooch Behar, Pin-736160 Ph-03582-244263	BLIS
99	Michael Madhusudan Memorial College	M-02	Kabi Guru Sarani City Centre Dist- Burdwan Durgapur- 713216	BLIS
100	Ananda Mohan College	M-03	102/1, Raja Rammohan Sarani Kolkata-700009	BLIS
101	Kanchrapara College	M-05	P.O. Kanchrapara; Dist. North 24 Parganas Pin- 743145, West Bengal	BLIS, ADJMC
102	Raidighi College	M-06	P.O + P.S-Raidighi, Dist- South 24 Parganas-743383	BLIS, ADJMC
103	Sonamukhi College	M-08	P.O-Sonamukhi, Dist-Bankura Pin- 722207, West Bengal	BLIS, ADJMC
104	Saldiha College	M-09	P.O-Saldiha; Dist-Bankura; Pin-722173	BLIS, ADJMC

105	Mahatma Gandhi College	M-10	Lalpur; P.O-Daldali; Dist-Purulia; Pin-723130	BLIS
106	Raghunathpur College	N-01	P.O-Raghunathpur; Dist- Purulia Pin-723133, West Bengal	BLIS, ADJMC
107	Srikrishna College	N-02	P.O-Bagula; Dist- Nadia; Pin-741502, West Bengal	BLIS, ADJMC
108	Kalyani Mahavidyalaya	N-03	City Centre Complex, P.O-Kalyani, Dist-Nadia, Pin-741235, West Bengal	BLIS, ADJMC
109	Memari College	N-04	Memari College P.O-Memari; Dist-Burdwan, Pin-713146	BLIS , ADJMC
110	Gushkara Mahavidyalaya	N-05	P.O-Gushkara; Dist-Purba Bardhaman-713128	BLIS , ADJMC
111	Gour Mahavidyalaya	N-06	P.O-Mangalbari Dist-Malda; Pin-732142	ADJMC
112	Malda Women's College	N-07	Pirojpur; Shanti Gopal Sen Sarani P.O & Dist-Malda; Pin-732101 West Bengal	BLIS, ADJMC
113	Kaliachak College	N-08	P.O-Sultanganj; P.S-Kaliachak; Dist-Malda ; Pin-732201, (W. B.)	BLIS, ADJMC
114	Dewanhat Mahavidyalaya	N-09	Dewanhat; Dist-Cooch Behar; Pin- 736134; West Bengal	ADJMC
115	Sukanta Mahavidyalaya	N-10	Sukanta Nagar; P.O. Dhupguri; Dist-Jalpaiguri; Pin-735210	BLIS, ADJMC
116	Gyan Jyoti College	Q-01	Dagapur, Near Basundhara, Siliguri; Pin-734003	BLIS, ADJMC
117	Kalipada Ghosh Tarai Mahavidyalaya	Q-02	P.O-Bagdogra; Dist-Darjeeling, Pin-734014	BLIS, ADJMC
118	Prasanta Chandra Mahalanobis Mahavidyalaya	Q-03	111/3, B.T. Road (Bonhooghly) Kolkata-700108	BLIS, ADJMC
119	Kaliyaganj College	Q-05	P.O-Kaliyaganj; Dist- Uttar Dinajpur; Pin-733129	BLIS, ADJMC
120	Pingla Thana Mahavidyalaya	Q-07	P.O-Maligram; Dist-Paschim Medinipur-721140	BLIS, ADJMC

121	Sabang Sajanjanta Mahavidyalaya	Q-08	P.O-Lutunia; Dist-Paschim Medinipur-721166	BLIS, ADJMC
122	Dr. Bhupendra Nath Dutta Smriti Mahavidtyalaya	Q-09	Hatgobindapur; Dist-Purba Bardhaman-713407	BLIS, ADJMC
123	Jamini Roy College	R-01	Beliatore, Dist-Bankura, Pin-722203	BLIS
124	Sagar Mahavidyalaya	R-03	P.O-Harinbari, P.S-Sagar, Dist-24 Pgs (S); Pin-743373	BLIS
125	Saheed Kshudiram College	R-04	Kamakhyaguri; Alipurduar; Pin- 736202	BLIS
126	Dukhulal Nibaran Chandra College	R-07	Aurangabad, Murshidabad; Sub- Div- Jangipur; Pin-742201	BLIS
127	Seva Bharati Mahavidyalaya	R-09	P.O-Kapgari; Dist-Jhargram; Pin- 721505	BLIS
128	Nabadwip Vidyasagar College	R-10	Nabadwip, Nadia-741302	BLIS
129	Dr. Meghnad Saha College	S-03	Ranipur, P.oO-Tilna; P.S Itahar, Dist- Uttar Dinajpur; Pin-733128	BLIS



NETAJI SUBHAS OPEN UNIVERSITY

ESTABLISHED BY W.B. ACT (XIX) OF 1997, RECOGNIZED BY U.G.C.
DD-26, SECTOR-I, SALT LAKE CITY, KOLKATA-700 064

APPLICATION FOR CORRECTION IN ENROLLMENT CERTIFICATE-CUM-IDENTITY CARD (BLIS)

To
The Registrar
Netaji Subhas Open University
DD-26, Sector-I, Salt Lake City, Kolkata-700 064

Through :
The Co-ordinator

.....
Sub. :- Application for Correction of

Sir,
I, Shri / Smt..... have been admitted at
NSOU Study Centre ().
I am submitting the form for correction of my Enrollment Certificate-cum-Identity Card as per details
given below :

Sl. No.	Enrollment No.	Correction For	Existing	Corrected	Subject Code

Yours faithfully,

Enclosed :

- 1) Original Enrollment Certificate-cum-Identity Card.
- 2) Photocopy of Marksheet of Class 10 & (10+2) Examinations (one copy each).
- 3) Photocopy of Admit Card of Class 10 Examination (one copy).
- 4) A DD of Rs. 200/- (two hundred only) bearing No. dated


Forwarded,

Co-ordinator (With Seal)


N.B. : A fee of Rs. 200/- should be remitted by way of a Demand Draft drawn in favour of **Netaji Subhas Open University** and payable at **Kolkata** (one photocopy of Demand Draft should be attached herewith).

.....
Signature of the Student

Identity Card

<ol style="list-style-type: none">1. To be carried by the candidate whenever he/she visits any Centre/H.Q. of the University.2. In case of loss of the card a General Diary (GD) is to be lodged immediately and the respective Learner Support Centre be informed accordingly with acopy of the GD.3. If this card is found by anybody it should be sent to the address on the right.	 <p>DD-26, Sector-I, Salt Lake City, Kolkata-700 064</p>
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Identity Card

(To be filled in by the candidate)

<p>Enrollment No. <input style="width: 100px; height: 15px;" type="text"/></p> <p>Name :</p> <p>.....</p> <p>Address :</p> <p>.....</p> <p>Telephone No. (If any) :</p> <p>Learner Support Centre:</p> <p>Course :</p> <p>Signature of the Candidate :</p> <p>.....</p>	<p>Name of the Learner Support Centre with Code :</p> <p>.....</p> <p style="text-align: center;">(To be filled up by Centre)</p> <div style="border: 1px solid black; width: 150px; height: 60px; margin: 10px auto; text-align: center; padding: 5px;"> <p><i>Photograph</i> <i>(To be affixed by applicant)</i></p> </div> <p style="text-align: center;">Signature of the Coordinator with seal</p>
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Identity Card

(To be filled in by the candidate)

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