

**CENTRE FOR DISTANCE AND ONLINE EDUCATION**

**UNIVERSITY OF NORTH BENGAL**



समानो मन्त्रः समितिः समानी

**INFORMATION BOOKLET**

**ACADEMIC SESSION**

**JANUARY, 2025**

**FOR ADMISSION TO**

**MASTER OF ARTS (M.A.)**

(Bengali, English, Nepali, History, Political Science, Philosophy & Mathematics)

**BACHELOR OF COMMERCE**

(B.Com.)

(All rules and regulations mentioned in this booklet are subject to modifications/ alterations/ changes/ revision of existing rules and regulations for conventional education and or ODL mode by the university. Any new regulations in this regard will also be applicable as and when required)

ADMINISTRATIVE HEAD

**Vice-Chancellor**  
University of North Bengal

# LEARNER SUPPORT CENTRES

## **NBU SILIGURI (H.Q.)**

Centre for Distance and Online Education  
University of North Bengal  
Door- Siksha Bhawan  
Raja Rammohunpur, P.O. North Bengal University  
Dist. Darjeeling  
PIN 734 013  
West Bengal (INDIA)  
Telephone No.: (0353) 2580205  
Tele Fax: (0353) 2580202  
E-mail: ddedydirector001@gmail.com  
Websites: <https://cdoe.nbu.ac.in/> & [www.nbu.ac.in](http://www.nbu.ac.in)

## **NBU JALPAIGURI CAMPUS**

Centre for Distance and Online Education  
University of North Bengal  
Jalpaiguri Campus  
C/o Jalpaiguri Govt. Engg. College  
District-Jalpaiguri, PIN 735 102  
West Bengal (INDIA)  
Telephone No.: (3561) 257456  
E-mail: regnbu@nbu.ac.in  
Websites: <https://cdoe.nbu.ac.in/> & [www.nbu.ac.in](http://www.nbu.ac.in)

## **NBU SALLAKE KOLKATA CAMPUS**

Centre for Distance and Online Education  
University of North Bengal  
DD-27/C, Sector-I, Salt Lake  
District-Kolkata, PIN 700 064  
West Bengal (INDIA)  
Telephone No.: (033) 23344563  
Mobile: 8240613489  
E-mail: nbukolkata@nbu.ac.in, chauhandeedhiti@gmail.com  
Websites: <https://cdoe.nbu.ac.in/> & [www.nbu.ac.in](http://www.nbu.ac.in)

## 1. The University:

The University of North Bengal, a premier institution of teaching and research, was established in 1962 by an Act of the West Bengal Legislative Assembly. It is recognized by the University Grants Commission under Section 2(f) and 12(B) of its Act and is accredited by the NAAC with Grade B++.

The University offers courses in various disciplines under the Faculties of Arts, Commerce & Law and Science/Technology. Apart from the traditional programmes, the University has played a pioneer role in launching various professional job-related courses to help learners interested in acquiring special skills to enhance their learning and earning capabilities.

## 2. Centre for Distance and Online Education:

The Centre for Distance and Online Education (CDOE) of University of North Bengal is recognized by Distance Education Bureau, University Grants Commission, New Delhi. The CDOE is located in the NBU Campus which is situated beside the National Highway 31. The Campus is about 8 km from Siliguri and about 5 km from Bagdogra Airport.

## 3. Objectives of Distance Education:

Realizing the importance of Distance Education as an alternative mode of higher education, the University of North Bengal is offering seven courses at the undergraduate and postgraduate levels within the given constraints. It may be noted that the MHRD, Government of India and Department of Higher Education, Government of West Bengal have issued Orders/Notifications to the effect that Degrees obtained through Distance Education mode shall be treated at par with those in the formal / regular mode of higher education. The University and the CDOE are committed to provide education at the U.G. and the P.G. levels under distance mode with a high level of quality assurance. We want the learners, who will obtain the degrees, to easily compete with their counterparts from the regular mode in terms of knowledge and skills. The delivery systems for teaching-learning have been technology-enabled and considerably improved by incorporating ICT tools and web-based services.

## 4. Academic Programmes:

The University offers programmes leading to Degree covering conventional programmes. Most of these programmes have been developed after an initial survey of the demand for such studies.

<b>B. Com.</b> (Six Semesters)	For details please refer to item no. 8 of information booklet.
<b>M.A.</b> (Four Semesters)	English, Bengali, Political Science, History, Philosophy, Nepali and Mathematics (For details please refer to item no. 9 of information booklet)

## 5. Self Learning Material (SLM):

Learning materials are prepared for the courses by in-house and out-house resource persons approved by the authorities of CDOE. These materials are edited by the content experts and language experts before they are finally sent to the press. SLMs are supplied to the learners/learners at the time of verification of admission or on specified dates.

## **6. Learners Support Service:**

- Computerised Central Library
- Free internet facility
- Website: <https://cdoe.nbu.ac.in/> with interactive facilities for learners
- Self Learning Materials with complete course coverage
- Help desk
- Full time faculty for regular counseling in every subject
- Support to learners who belongs to Below Poverty Line (BPL) category
- Telephone line (0353) 2580205 for learners' information
- Timely holding of examination and publication of results

## **7. Scholarship**

The Centre for Distance and Online Education (CDOE), University of North Bengal does not currently offer any specific scholarships. However, we fully support learners who secure scholarships from private, state government, or central government sources. For scholarships obtained from external sources, CDOE, NBU assumes no responsibility for the accuracy or completeness of any scholarship information, regardless of the source.

Learners are strongly advised to exercise extreme caution when encountering scholarship opportunities. Remember that legitimate scholarship providers will never ask for sensitive data like bank account details, AADHAAR numbers, or passwords. Always verify scholarship information independently through official sources. Cross-reference information from multiple websites, contact the scholarship provider directly through their official channels, and consult with educational or financial advisors. Be wary of unsolicited emails, phone calls, or messages claiming to offer scholarships.

CDOE NBU shall not be held responsible for any loss, damage, or harm arising from the use of this information, including but not limited to fraudulent activities such as phishing scams, identity theft, and financial losses due to fraudulent scholarship applications. Data breaches like unauthorised access to or misuse of personal information shared during the scholarship application process and misleading information such as inaccurate or incomplete scholarship details that may lead to missed deadlines, ineligible applications, or wasted time and effort.

Learners are encouraged to report any suspicious scholarship offers or activities to the appropriate authorities, such as the cybercrime portal or the cybercrime cell of their local police station.

## 8. Course Structure of Bachelor of Commerce (B.Com.) Programme:

Paper Type □		Major*	Minor	SEC^	MDC^	AEC^	VAC^	IARD^	Semester wise total		Exit option with:  (Subject to the FYUGP Regulations of the University)	
Credit (Per paper) □		4	4	3	3	2	4	#	Credit	Marks		
Marks (per paper) □		80	80	80	80	60	100	#				
Number of papers	1 <sup>st</sup> Year	Sem.: I	1	1	1	1	1	1		20	480	UG Certificate
		Sem.: II	1	1	1	1	1	1		20	480	
	2 <sup>nd</sup> Year	Sem.: III	3	1	1		1			21	460	UG Diploma
		Sem.: IV	3	1		1	1			21	460	
	3 <sup>rd</sup> Year	Sem.: V	4	1					1	22	460	UG Degree
		Sem.: VI	4	1						20	400	
	4 <sup>th</sup> Year	Either	Sem.:VII	3	1					16	320	UG Program with Honours
			Sem.:VIII	4	1					20	400	
		Or	Sem.:VII	3	1					16	320	UG Program with Honours with Research
			Sem.:VIII	1	1				1	20	400	

\*In Commerce, learners may opt for either Accounting and Finance or Management as Major  
 ^SEC: Skill Enhancement Course, MDC: Multidisciplinary Course, AEC: Ability Enhancement Course, VAC: Value Added Course, IARD: Internship/ Apprenticeship/Research/Dissertation  
 #Credit in IARD papers: Semester V - 2, Semester VIII – 12; Marks in IARD papers: Semester V - 60, Semester VIII– 240

\* There will be no assignments / continuous evaluation / internal assessment in AEC Course/ Paper.

\*VAC paper's Semester End examination question pattern will be same as for UG programmes under NBU as per The New Curriculum & Credit Framework, 2022, i.e. 30 MCQ (multiple choice Questions) of 2.5 marks each, examination will be for 1 hour and 30 minutes.

\*\* Learners will be able to exit programme after 1<sup>st</sup> year (completion of 2 semesters) with certificate or 2<sup>nd</sup> year (completion of 4 semesters) with Diploma.

<b>VOCATIONAL COURSES/ PAPERS (OPTIONAL) (Any one)</b>		
Required for completion of 4 credits, which may be required for learners who will opt for Exit at Certificate / Diploma level.		
SL NO.	COURSE / PAPER	Credits
1.	HOSPITALITY MANAGEMENT	4
2.	GST FILING	4

**The list of Papers**  
(Up to 3<sup>rd</sup> Year/ 6<sup>th</sup> Semester)

Year	Semester	Paper Type	Paper code		Paper Title
			Accounting & Finance	Management	
1 <sup>st</sup> Year	Sem.-I	Major	UACFMAJ11001	UMNGMAJ11001	FINANCIAL ACCOUNTING
		Minor	UACFMIN11001	UMNGMIN11001	BUSINESS MATHEMATICS -I/ NCC Paper-1
		SEC	UACFSEC11001	UMNGSEC11001	ENTREPRENEURSHIP DEVELOPMENT AND START - UPS
		MDC			One paper to be selected from Pool A*
		AEC			MODERN INDIAN LANGUAGE/ ALT. ENGLISH
	VAC	UINDVAC1002A UDIMVAC1002B		Anyone from the following: UNDERSTANDING INDIA DIGITAL MARKETNG	
	Sem.-II	Major	UACFMAJ12002	UMNGMAJ12002	MANAGEMENT PRINCIPLES AND APPLICATIONS
		Minor	UACFMIN12002	UMNGMIN12002	BUSINESS STATISTICS-I/NCC Paper-1
		SEC	UACFSEC12002	UMNGSEC12002	MODERN OFFICE MANAGEMENT
		MDC			One paper to be selected from Pool B*
AEC				COMPULSORY ENGLISH	
VAC	UENVVAC10001		ENVIRONMENTAL EDUCATION		
2 <sup>nd</sup> Year	Sem.-III	Major	UACFMAJ23003	UMNGMAJ23003	ADVANCED FINANCIAL ACCOUNTING
		Major	UACFMAJ23004	UMNGMAJ23004	CORPORATE ACCOUNTING
		Major	UACFMAJ23005	UMNGMAJ23005	BUSINESS LAWS
		Minor	UACFMIN23003	UMNGMIN23003	DIGITAL FLUENCY/ NCC Paper-2
		SEC	UACFSEC23003	UMNGSEC23003	BUSINESS OPERATIONS OF MSMEs
		AEC			MODERN INDIAN LANGUAGE/ALT. ENGLISH
	Sem.-IV	Major	UACFMAJ24006	UMNGMAJ24006	INCOME TAX LAW AND PRACTICES
		Major	UACFMAJ24007	UMNGMAJ24007	INDIAN FINANCIAL SYSTEM
		Major	UACFMAJ24008	Not Applicable	COST ACCOUNTING - I
			Not Applicable	UMNGMAJ24008	COSTING FOR MANAGERS
		Minor	UACFMIN24004	UMNGMIN24004	BUSINESS STATISTICS II/ NCC Paper-2
		MDC			One paper to be selected from Pool C*
		AEC			COMPULSORY ENGLISH
3 <sup>rd</sup> Year	Sem.-V	Major	UACFMAJ35009	UMNGMAJ35009	MANAGEMENT ACCOUNTING
		Major	UACFMAJ35010	UMNGMAJ35010	COMPANY LAW
		Major	UACFMAJ35011	Not Applicable	BANKING LAWS AND PRACTICES
			Not Applicable	UMNGMAJ35011	HUMAN RESOURCE MANAGEMENT
		Major	UACFMAJ35012	Not Applicable	COST ACCOUNTING - II
			Not Applicable	UMNGMAJ35012	PRINCIPLES OF MARKETING MANAGEMENT
		Minor	UACFMIN35005	UMNGMIN35005	BUSINESS MATHEMATICS -II/ NCC Paper - 3
	IADR			INTERNSHIP	
	Sem.-VI	Major	UACFMAJ36013	UMNGMAJ36013	GST AND CUSTOMS DUTY
		Major	UACFMAJ36014	UMNGMAJ36014	FINANCIAL MANAGEMENT
		Major	UACFMAJ36015	Not Applicable	FINANCIAL INCLUSION AND FINANCIAL LITERACY
			Not Applicable	UMNGMAJ36015	RETAIL MANAGEMENT
		Major	UACFMAJ36016	Not Applicable	AUDITING
			Not Applicable	UMNGMAJ36016	CUSTOMER RELATIONSHIP MANAGEMENT
Minor		UACFMIN36006	UMNGMIN36006	MICRO ECONOMICS / NCC Paper - 3	

\*Pool A/B/C: See the list of the papers in the FYUGP REGULATIONS for Distance mode of education, CDOE, North Bengal University as approved by the UG subject committee of CDOE, University of North Bengal

<p><b>Multidisciplinary Course (MDC)</b> For Open and Distance Learning Mode (UG Commerce)</p>
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A. Multidisciplinary Courses (MDC) any one from the following, excluding courses already undergone at the higher secondary level (12<sup>th</sup>) class.

**POOL A FOR SEMESTER-1 (CDOE, NBU)**

Sl. No.	Course	Eligibility Condition
1.	MICROFINANCE AND FINANCIAL INCLUSION	ALL LEARNERS EXCEPT THOSE WHO ARE HAVING ECONOMICS AS MAJOR AND OR MINOR
2.	HISTORY OF NORTH BENGAL	All Learners

**POOL B – FOR SEMESTER – 2 ONLY**

Sl. No.	Course	Eligibility Condition
1.	Tourism and Travel Management	All Learners
2.	Disaster Management	All Learners

**POOL C–FOR SEMESTER4 ONLY**

Sl. No.	Course	Eligibility Condition
1.	Political Economy and Development	All Learners except those who are having Political Science as a Major or a Minor
2.	Public Administration	All Learners except those who are having Political Science as a Major or a Minor

B. COMPLETION OF UNDER GRADUATE PROGRAMMES OF THE UNIVERSITY

- A 3 year undergraduate programme has to be completed within a span of 5 year from the year of admission.
- A 4 year undergraduate programme has to be completed within a span of 7 year from the year of admission.

C. Other Modalities and inclusions

- **Academic Bank of Credit (ABC):** It is the platform developed by National e-Governance Division (NeGD) of the Ministry of Electronics and Information Technology, Government of India, having the facility/functionality of opening Academic Account by learners and on boarding of eligible Higher Education Institutions (HEIs), in accordance with “The University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021”. ABC will digitally store the academic credits earned by learners from HEIs registered with ABC for awarding degrees/diplomas/certificates taking into account credits earned by learners. ABC will ensure the opening, closure and validation of Academic Bank Accounts, credit verification, credit accumulation, and credit transfer, redemption for learners.
- **Accumulation of Credits:** Every learner shall open an account in the Academic Bank of Credits which will provide him/ her/ transgender with a unique ID and will allow access to the Standard Operating Procedure (SOP). The Credits awarded to a learner for the courses pursued in the University shall be accumulated in the Academic Bank Account of the learner. The procedure for accumulation of credits earned, shelf life, redemption of credits, would be as per the UGC (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 and their subsequent amendments. The validity of credits earned will be to a maximum period of seven years or as specified by the Academic Bank of Credits.

**9. Course Structure of M.A. Programme:**

- **M.A. (Four Semesters):** English, Bengali, Nepali, History, Philosophy, Political Science and Mathematics.



- Total Marks : 1600
  - There are 16 (sixteen) papers, each carrying 100 marks.
  - Each semester shall be composed of 4 (four) papers.
  - Out of 100 marks in each of the other papers 75 marks are for Written Examinations to be held at the end of each semester and 25 marks for Internal Assessments ( Assignments 15 marks + 10 marks ).
  - In Written Examinations learners shall have to answer 3 essay-type questions each carrying 20 marks, and 2 short questions—of 8 marks and 7 marks respectively. There shall be alternatives to each type.
  - The duration of examination shall be 3 (three) hours per paper.
  - The Credit Division is as follows: Written Examination (3 credits) –  $20 \times 3 = 0.8 \times 3 = 2.4$  (essay-type);  $8 + 7 = 0.32 + 0.28 = 0.6$  ( short-type ) ; Internal Assessment - Assignments (1credit) -  $15 + 10 = 0.6 + 0.4$
- While mentioning the choice of Elective papers/ courses in the application form, the candidate must follow the respective syllabus uploaded in the website of the Centre for Distance and Online Education, University of North Bengal.

**Scheme for CBCS in M.A. Programme:**

Semester	Course	Nature	Choice Option	Credit
SEMESTER - I	Core Courses	Core – 1	Compulsory	4
		Core - 2	Compulsory	4
	Soft Core	Soft Core – 1	Compulsory	4
	Elective	Elective - 1	One out of two	4
			<b>Total</b>	<b>16</b>

Semester	Course	Nature	Choice Option	Credit
SEMESTER - II	Core Courses	Core – 1	Compulsory	4
		Core - 2	Compulsory	4
	Soft Core	Soft Core – 1	Compulsory	4
	Elective	Elective - 1	One out of two	4
			<b>Total</b>	<b>16</b>

Semester	Course	Nature	Choice Option	Credit
SEMESTER - III	Core Courses	Core – 1	Compulsory	4
		Core - 2	Compulsory	4
	Soft Core	Soft Core – 1	Compulsory	4
	Open Elective	Open Elective – 1	One out of two	4
			<b>Total</b>	<b>16</b>

Semester	Course	Nature	Choice Option	Credit
SEMESTER - IV	Core Courses	Core – 1	Compulsory	4
	Soft Core	Soft Core – 1	Compulsory	4
	Elective	Elective - 1	Two out of four	4
		Elective - 2		4
			<b>Total</b>	<b>16</b>

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

Assignment I	10 marks
Assignment II	15 marks

## **10. Eligibility for Admission:**

**B.Com.** (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 passed at least four subjects with English as Compulsory subject excluding Environmental Studies/ Env. Sc. / Env. Ed.

**M.A.** (4 semesters): English, Bengali, Nepali, History, Philosophy, Political Science and Mathematics (a) B.A. (Hons.) degree in the respective subject OR (b) B.A. (Pass/ General Course under 10+2+3 pattern /Old 11+3 pattern) OR (c) 2 years B.A. degree with 1 year Bridge Course, from any recognized university. The courses for P.G. are to be opted from DSC (Discipline Specific Course) or DSE (Discipline Specific Elective) and GE (Generic Elective) as studied in U.G. level.

## **11. Foreign Learners:**

Foreign learners cannot be enrolled in Open and Distance Learning (ODL) programmes as per UGC notification F.No.12-1/2024 (DEB-I) dated April 26, 2024. However, foreign or international learners may enrol in any online programmes offered by a recognised or entitled higher educational institution.

## **12. Evaluation:**

The evaluation system of the programme is based on two components:

- Continuous evaluation in the form of periodic assignments.
- There shall be assignment/s given to the learners in each paper in each subject of study. A candidate shall be required to submit answers (Student Response Sheet) in respect of all the assignments within the stipulated date for each subject of study.
- For each course, the weightage for assignment and term end examination component shall be 1:3 Credits.

For the convenience of the learners, the Centre for Distance and Online Education has decentralized the venue of examination enabling the learners to choose from a list of affiliated colleges as Examination Centre. Forms for all subjects shall be sent to the concerned learners with all relevant information by the Controller of Examinations by post. The learners shall have to fill-in the Examination Form as per the given instructions and send the same to the University by registered post so as to reach the University on or before the specified date.

Admit Card shall be issued to the candidates along with the examination schedule of the examinations. All communications regarding examination should be addressed to the Controller of Examinations. A candidate shall be qualified to appear at the Semester Examination only on qualifying the respective examination. In case of semester gap, a candidate has to apply for permission to the Centre for Distance and Online Education to appear in the examination. A candidate shall get i) a maximum of ten consecutive semesters/ five academic years to complete the B.Com. Programme and ii) a maximum of eight consecutive semesters/ four academic years to complete the M.A. programme.

### **Courses and scheme of Examination:**

U.G. and P.G. Examinations will be held at the end of semesters respectively as per schedule to be notified by the Controller of Examinations.

### **Declaration of Semester Results:**

The declaration of results will be as per Academic Schedule issued at the beginning of each session. The learners can apply for scrutiny within 15 days of publication of results.

### **Maximum Duration:**

An U.G. or P.G. learner shall have to complete each semester examinations with 3 (three)

consecutive chances including his/her first appearance in the concerned semester examination. If any of the chances mentioned above is availed by a candidate within the stipulated period, the chance shall be deemed to have lapsed. In the semester system there would be automatic promotion right from the first semester till the sixth/ fourth semester irrespective of the marks obtained in the previous semesters subject to the fact that the eligibility conditions for appearing in the examination are satisfied. The general formula shall be as follow:

Time span = N + 2 years in the completion of programme. Where N stand for the normal or minimum duration prescribed for completion of the programme.

### **13. Certification of Completion:**

The degree certificate will be awarded to the learners after successful completion of the programme.

### **14. Information Booklet:**

The Information Booklet may be viewed or accessed from the website: <https://cdoe.nbu.ac.in/>. The applicant must read the Information Booklet carefully before filling up the Application Form and must ensure that the information furnished in the Online Application Form is true and correct to the best of his/ her knowledge and belief and no material information has been concealed or suppressed. If any information is found to be false, incorrect or misleading, the Centre for Distance and Online Education, University of North Bengal will summarily reject the candidature / admission without any further enquiry or notice. The preference for the courses, domicile and the categories and others to which the applicant belong as indicated in the online application form shall be irrevocable.

### **15. Online Admission Procedure:**

Admission to various U.G. and P.G programmes will be processed online. The applicants have to generate their ABC ID from <https://www.abc.gov.in> (if not available). If your ABC ID is available or generated (in case of old students), please visit UGC DEB portal for generation of DEB UNIQUE ID. After that, the applicants may visit the website: <https://cdoe.nbu.ac.in/> for filling up the online admission application form with DEB UNIQUE ID and relevant student details as stated in the Information Booklet.

The applicant has to register his/ her e-mail address, contact no. and other details for registration. A link with login ID and password will be sent to the registered e-mail address for verification and activation. After carefully going through the prospectus the applicant shall fill up the application form, subject and make payment of course fees and other fees. The payment may be made online using Debit Card/ Credit Card/ Net Banking.

After online submission of application form and payment of fees, the applicant needs to download the form and receipt of fees and get them printed. The applicants must submit the print copy of the aforesaid documents, photocopy of uploaded certificates/ testimonials to the CDOE office during the stipulated period as mentioned in admission schedule. The applicants are required to bring all the original copies of the uploaded certificates/ testimonials for verification. After verification and acceptance, the original documents will be returned on the same day and the learners will be issued an Enrolment Card/ Identity Card and Self Learning Material (SLM)/ Study Material.

Applicants are requested to keep the softcopy and hardcopy of all the required documents/ testimonials (as applicable) before giving input to avoid last minute persecution:

- A. Soft copy of Photograph (Passport size color 4.5 cm x 3.5 cm; less than 50KB / 100 dpi)
- B. Soft copy of Signature (less than 20KB; jpeg, jpg, png, bmp, gif formats are allowed)
- C. Admit Card (Madhyamik or Equivalent) or Proof of Date of Birth

- D. Madhyamik or Equivalent Mark sheet
  - E. H.S. (10+2)/ Old H.S.(11)/ equivalent Mark sheet
  - F. Graduation Mark sheet
  - G. University Registration Certificate
  - H. Migration Certificate in original (for migrated candidates)
  - I. Appropriate documents for SC/ ST/OBC/PC (PH)/AAY/BPL candidates.
  - J. AADHAAR and PAN Card
- N.B.:** From No. 3 - 9 upload image less than 200KB / 100 dpi only.

**NOTE:** The candidates with current registration with other universities may fill up a form available at the CDOE office along with the original copy of the Migration Certificate and one copy of photograph. They may collect the new registration certificate from CDOE office in person.

The candidates who have taken migration from NBU shall be required to submit Registration Certificate duly Re-validated by the Registrar, NBU. For this purpose, such candidates shall be required to submit the Migration Certificate and the original Registration Certificate to the CDOE office within one month from the date of admission.

## 16. Under Graduate (U.G.) Fees Structure:

U.G. Courses:1 <sup>st</sup> Semester			
Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
1	Online Application Fee	100.00	100.00
2	Enrolment Fee	200.00	200.00
3	Course Fee	5200.00	2600.00
4	Registration Fee for Semester-I only (Other than NBU learners)	300.00	300.00
5	Identity Card Fee	200.00	200.00
6	Late Fee (if any)	300.00	300.00

\*\* The examination fees are to be paid online at the time of examination. Please ref. to the details given below.

U.G. Courses: 2 <sup>nd</sup> Semester			
Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
1	Enrolment Fee	200.00	200.00
2	Course Fee	5200.00	2600.00
3	Late Fee (if any)	300.00	300.00

\*\* The examination fees are to be paid online at the time of examination. Please ref. to the details given below.

U.G. Courses:3 <sup>rd</sup> Semester			
Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
1	Enrolment Fee	200.00	200.00
2	Course Fee	5200.00	2600.00
3	Late Fee (if any)	300.00	300.00

\*\* The examination fees are to be paid online at the time of examination. Please ref. to the details given below.

U.G. Courses:4 <sup>th</sup> Semester			
Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
1	Enrolment Fee	200.00	200.00
2	Course Fee	5200.00	2600.00
3	Late Fee (if any)	300.00	300.00

\*\* The examination fees are to be paid online at the time of examination. Please ref. to the details given below.

U.G. Courses:5 <sup>th</sup> Semester			
Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
1	Enrolment Fee	200.00	200.00

2	Course Fee	5200.00	2600.00
3	Late Fee (if any)	300.00	300.00

\*\* The examination fees are to be paid online at the time of examination. Please ref. to the details given below.

U.G. Courses:6 <sup>th</sup> Semester			
Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
1	Enrolment Fee	200.00	200.00
2	Course Fee	5200.00	2600.00
3	Certificate Fee/ Diploma Fee (for Semester-VI only)	200.00	200.00
3	Late Fee (if any)	300.00	300.00

\*\* The examination fees are to be paid online at the time of examination. Please ref. to the details given below.

**\*\*UG per semester examination fees (as & when applicable)**

Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
1	Examination Fee	1000.00	1000.00
2	Examination Centre Fee	200.00	200.00
3	Reappear Examination (as applicable)	1000.00	1000.00

## 17. Post Graduate (P.G.) Fees Structure:

P.G. Courses: 1 <sup>st</sup> Semester			
Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
1	Online Application Fee	100.00	100.00
2	Enrolment Fee	200.00	200.00
3	Course Fee	6400.00	3200.00
4	Registration Fee for Semester-I only (Other than NBU learners)	500.00	500.00
5	Identity Card Fee	200.00	200.00
6	Late Fee (if any)	300.00	300.00

## The examination fees are to be paid online at the time of examination. Please ref. to the details given below.

P.G. Courses: 2 <sup>nd</sup> Semester			
Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
1	Enrolment Fee	200.00	200.00
2	Course Fee	6400.00	3200.00
3	Late Fee (if any)	300.00	300.00

## The examination fees are to be paid online at the time of examination. Please ref. to the details given below.

P.G. Courses:3 <sup>rd</sup> Semester			
Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
1	Enrolment Fee	200.00	200.00
2	Course Fee	6400.00	3200.00
3	Late Fee (if any)	250.00	250.00

## The examination fees are to be paid online at the time of examination. Please ref. to the details given below.

P.G. Courses:4 <sup>th</sup> Semester			
Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
1	Enrolment Fee	200.00	200.00
2	Course Fee	6400.00	3200.00
3	Certificate Fee/ Diploma Fee (for Semester-VI only)	200.00	200.00
4	Late Fee (if any)	250.00	250.00

## The examination fees are to be paid online at the time of examination. Please ref. to the details given below.

**## PG per semester examination fees (as & when applicable)**

Sl. No.	Item	Gen./SC/ST/OBC-A/OBC-B	AAY/BPL
1	Examination Fee	1000.00	1000.00
2	Examination Centre Fee	200.00	200.00
3	Reappear Examination (as applicable)	1000.00	1000.00

A. Fees are subject to change without notice and at the discretion of the University. The applicant must read the Information Booklet carefully available on the Centre for Distance and Online Education, University of North Bengal website: <https://cdoe.nbu.ac.in/>.

B. **Rules relating to refund of fees:** As per Fee Refund Policy 2024-25 of UGC, D.O. No.F.2-7 1t2022 (CPP-II) (c-1 14s46); dated 12<sup>th</sup> June, 2024, to opt for a course of their choice. A full refund of fees shall be made by the HEIs on account of all cancellations of admissions/migrations of students up to 30<sup>th</sup> September 2024 and with a deduction of not more than Rs. 1,000, as a processing fee, up to 31 October 2024.

- 100 per cent: 15 days or more before the formally notified deadline of admission.
- 90 per cent: Less than 15 days before the formally notified last date of admission.
- 80 per cent: 15 days or less after the formally notified deadline of admission.
- 50 per cent: 30 days or less, but more than 15 days after formally notified last date of admission
- 00 per cent: More than 30 days after formally notified last date of admission

Learners belonging to reserved categories viz. minorities and others, admitted to Centre for Distance and Online Education are eligible and acceptable for the Backward Classes Welfare (West Bengal) Scholarships, provided these are available for U.G. and P.G. level programmes as per government rules.

Learners belonging to AAY and BPL category may avail 50% concession of course fee on production of verified documents. Candidates claiming reservation under AAY and BPL category shall be required to submit AAY and BPL Certificate issued by **A Gazette Officer not below the rank of B.D.O.** mentioning BPL ID No. against his/ her name. **No other Certificate or documents like Ration Cards etc. shall be accepted.**

## **19. Rules of Registration and Migration Certificate:**

In case of P.G. candidates who have obtained their Graduate/ Postgraduate degrees of University of North Bengal and have not taken migration to any other university shall be required to mention the Registration Number along with the session. Candidates who are from university other than the University of North Bengal shall be required to submit Migration Certificate in original at the time of admission. Otherwise, the admission shall remain as provisional up to one month, after which the Centre for Distance and Online Education reserves the right to cancel the enrolment without any further correspondence and without refund of fees.

## **20. Documents required for U.G. and P.G. Degree and Migration:**

### **A. Degree Certificate:**

Learners are required to bring following documents for receiving the P.G. Degree Certificate:

- a. Original Registration Certificate
- b. Identity Card of CDOE if not submitted earlier or copy of General Diary for loss of Identity Card from nearest Police Station.
- c. Original mark sheet, on case basis

One attested/ self-attested copy of each of the above documents should also be submitted to the Centre for Distance and Online Education.

### **B. Verification of Migration Form:**

Learners are required to bring following documents for verification of Migration Form:

- a. Original Registration Certificate
- b. Identity Card of CDOE if not submitted earlier or copy of General Diary for loss

- of IdentityCard from nearest Police Station.  
c. Original mark sheet, on case basis

One attested/ self attested copy of each of the above documents should also be submitted to the Centre for Distance and Online Education.

## **21. Medium of Instruction:**

The Medium of Instruction shall be English except in Bengali, Hindi and Nepali. The Self Learning Material (SLM) other than language subjects will be supplied in English only. During Examination, the candidates can write the answers in English or Bengali in other than language subjects.

## **22. Syllabi:**

The syllabi for the Open and Distance Learning (ODL) programmes shall be uploaded in the Centre for Distance and Online Education website: <https://cdoe.nbu.ac.in/>.

## **23. Method of Instruction:**

### **A. Assignment:**

There shall be assignment/s given to the learners in each paper in each subject of study. A candidate shall be required to submit answers (Student Response Sheet) in respect of all the assignments within the stipulated date for each subject of study. For each course, the weightage for assignment and term end examination component shall be 1:3 Credits.

### **B. Study Materials:**

See item 5 of this Booklet.

### **C. Personal Contact Programmes (PCP):**

Learners are expected to attend the Personal Contact Programme (PCP) or Counseling to avail remedial coaching beyond the Study Materials. The PCP will be organized involving interaction with the teachers/ counselors. The personal contact programme shall be held in each semester as per schedule drawn beforehand by CDOE. Dedicated and Experienced Faculties shall act as resource person for the PCP's. However, continuous remedial counseling will be given by the teachers of CDOE throughout the year during working hours.

**NOTE: Dates of PCP will be notified in the print & electronic media and in the website of CDOE.**

## **24. Enrolment Number:**

Every candidate who is admitted to the CDOE shall be assigned an Enrolment Number which shall be valid during the entire period of the course in which he/ she continues to be a learner of the CDOE. In all communications addressed to the CDOE, the learner must mention his/ her Enrolment No. in full. Correspondence without the Enrolment No. will entail delays and difficulties both to the CDOE and the learners.

## **25. Identity Card:**

Each candidate shall be supplied with an Identity-cum-Enrolment Card by the CDOE. The Identity Card must be preserved till completion of the course. This card must be produced whenever required by the authorities and at the time of Personal Contact Programme (PCP), Annual Examination and collection of SLMs. The candidate shall be responsible for the safekeeping of the I.D. card, the loss of which must be reported to the local police station before a duplicate card is wanted/ issued. A mutilated card must be replaced by paying requisite fees.

## 26. Anti-Ragging Rules:

The learner has to undertake that, if admitted, he/ she shall abide by the UGC Regulations on Curbing the Menace of Ragging, 2009, Ordinances governing the discipline of learners of University of North Bengal and such other Rules, Ordinances and Regulations that may be framed by the University of North Bengal / UGC from time to time.

## 27. Admission Schedule:

Sl. No.	Event	Scheduled Dates & Time
1	Admission	15.01.2025 [00:00 hrs.] to 31.03.2025 [24:00 hrs.]
2	Advertisement	15.01.2025
3	Opening of portal	15.01.2025 [00:00 hrs.]
4	Closing of portal	31.03.2025 [24:00 hrs.]
5	Verification of original documents	Within 10 working days from the date of admission

## 28. Contact us:

### **NBU SILIGURI (H.Q.)**

Centre for Distance and Online Education  
University of North Bengal  
Door- Siksha Bhawan  
Raja Rammohunpur, P.O. North Bengal University  
Dist. Darjeeling  
PIN 734 013  
West Bengal (INDIA)  
Telephone No.: (0353) 2580205  
Tele Fax: (0353) 2580202  
E-mail: ddedydirector001@gmail.com  
Websites: <https://cdoe.nbu.ac.in/> & [www.nbu.ac.in](http://www.nbu.ac.in)

### **NBU JALPAIGURI CAMPUS**

Centre for Distance and Online Education  
University of North Bengal  
Jalpaiguri Campus  
C/o Jalpaiguri Govt. Engg. College  
District-Jalpaiguri, PIN 735 102  
West Bengal (INDIA)  
Telephone No.: (3561) 257456  
E-mail: regnbu@nbu.ac.in  
Websites: <https://cdoe.nbu.ac.in/> & [www.nbu.ac.in](http://www.nbu.ac.in)

### **NBU SALT LAKE KOLKATA CAMPUS**

Centre for Distance and Online Education  
University of North Bengal  
DD-27/C, Sector-I, Salt Lake  
District-Kolkata, PIN 700 064  
West Bengal (INDIA)  
Telephone No.: (033) 23344563  
Mobile: 8240613489  
E-mail: nbukolkata@nbu.ac.in, chauhandeedhiti@gmail.com  
Websites: <https://cdoe.nbu.ac.in/> & [www.nbu.ac.in](http://www.nbu.ac.in)