



VIDYASAGAR UNIVERSITY



Directorate of Distance Education
Midnapore 721 102



PROSPECTUS
2014



Hon'ble Vice-Chancellor, Prof. Ranjan Chakrabarti, delivering the inaugural speech.



Hon'ble Vice-Chancellor, Prof. Ranjan Chakrabarti, lighting the lamp to inaugurate the Interaction Meeting.



Hon'ble dignitaries at desk. From left, Prof. Ujjayan Bhattacharya, Dean, Faculty of Arts & Commerce, Prof. Jayanta Kumar Kundu, Director, DDE (Acting), Hon'ble Vice-Chancellor, Prof. Ranjan Chakrabarti and Dr. Jayanta Kishore Nandi, Registrar (Acting).

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PROSPECTUS

2014

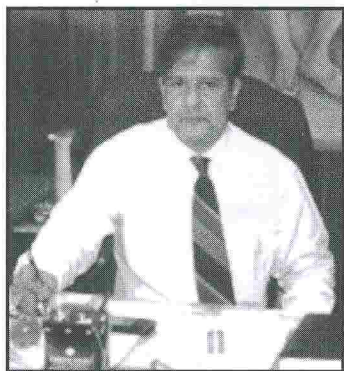
It is the students' responsibility to be familiar with the rules and regulations as laid down in this Prospectus. In case of any dispute, ignorance of rules and regulations cannot be used as an excuse.

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FOREWORD

Let me take this opportunity to extend everybody a warm welcome to Vidyasagar University. Vidyasagar University, a young but promising and flourishing University which was created as a state University in 1981 and whose Post-Graduate departments started functioning from the session 1986-87, originally started with 6 Post-Graduate departments. The University now conducts studies in 26 Post-Graduate departments, many of which are situated in the frontier and interdisciplinary areas of science and social science subjects. The University is proud of its highly qualified and dedicated faculty members, motivated students and research scholars and adequately equipped supporting and administrative staff in order to absorb the forces of modernization and globalization in the field of higher education.



Named after the legendary 19th century pioneering social reformer, social activist, litterateur and dedicated to the cause of the upliftment of women, Pandit Iswar Chandra Vidyasagar, Vidyasagar University, since its inception, has committed itself to its motto of *shiksha, gyan, pragati* by ensuring quality education and providing research and extra-curricular activities in the best possible manner in order to spread the benefit of higher education in a location which is relatively backward but which has a glorious history and had played a pioneering role in the freedom struggle of India. Within the last 28 years of its existence the university has registered its growth both qualitatively and quantitatively. Post-Graduate studies are conducted not only to university department but in about 14 of the affiliated colleges also. The number of affiliated colleges is around 50 and the subjects offered in the undergraduate colleges covered both the traditional subjects and modern emerging subjects as well. There are few professional colleges providing management and social work education are also within the fold of the university.

Situated on the fringes of the historic city of Midnapore, the University has a beautiful, sprawling and eco-friendly plastic-free campus which also houses the Directorate of Distance Education. The extension and developmental activities of the DDE have gained a momentum under the able guidance and leadership of Prof. Jayanta Kumar Kundu, its current Director (Actg.).

This Prospectus provides you with useful information about the Directorate of Distance Education, its admission requirements, structure of its academic programmes and general information on the services and facilities available there. Highly capable and experienced staff-members look after the teaching and learning processes as well as the research work. The equipments, machinery and ICT facilities available at the DDE adequately support the research and innovation activities that are reflected in its various Postgraduate programmes.

We look forward in welcoming you as a new member of our Vidyasagar University community. Join us and be proud of your identity as a student of Vidyasagar University.

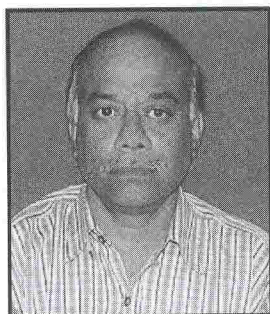
(Professor Ranjan Chakrabarti)
Vice-Chancellor

**From the Desk of the Director
Directorate of Distance Education
Vidyasagar University**

‘Open Learning’ and ‘Distance Education’ – two terms are combined and known as Open & Distance Learning (ODL). Open Learning is a philosophy and Distance Education is the mode used for translating it.

The open and distance learning system has emerged as an important mode for providing education in India.

The growth of distance education has been exponential over the decades in India and it is in consonance with emerging demands of the knowledge. Initially the student enrolment increased slowly from 1112 students in 1962 to 29500 students in 1970 – 71, but during next two decades it increased to 6 lakh nearly. In the year 2009 – 10, about 137 lakh students enrolled in ODL programme. Thus the enrolment of nearly 40 lakh students annually in ODL programme, the share of distance education in the GER is about 22 – 23 %, which is very much significant.



In pursuance of the order issued by MHRD, Govt. of India dated 29.12.2012, the regulatory function of distance education programme are now been administered & handled by the University Grants Commission. The UGC is in the process of framing new regulations for Distance Education.

India has one of the largest Distance Education System in the world, second only to China. Distance Education is a mode of delivering education and instruction to learners who are not physically present in a traditional classroom. Transaction of the curriculum is affected by means of specially prepared materials (modules) which are delivered to the learners.

Vidyasagar University started 14 postgraduate courses under the Directorate of Distance Education, from the year 1993 and it also deserves the credit of opening laboratory based science subjects in West Bengal for the first time. In the year 2007 -2008 Distance Education Council (DEC) had given institutional regulation to offer 14 programmes through distance mode which are approved by its statutory bodies. In this year UGC has accorded continuation of recognition for 14 PG programmes for the academic session 2014 – 2015.

Prof. Jayanta Kumar Kundu
Director (Acting)

INTRODUCTION

Vidyasagar University, named after one of the most illustrious sons of Bengal as well as one of the doyens of Indian Renaissance, Pandit Iswar Chandra Vidyasagar, has grown out of a long cultural and educational movement in West Bengal in general and in the undivided district of Midnapore in particular. The idea of founding a University in the district was mooted by various organisations, notably by the Regional Education Association, Midnapore, headed by Professor A. K. Gayen of IIT, Kharagpur. The Ghani Committee appointed by the UGC also suggested, among others, for the setting up of a University in Midnapore on the ground of its 'having a compact area and a manageable number of colleges' (at that time there were 30 colleges with an enrolment of about 42,000), and also of its 'having the great advantage of co-operation from the IIT, Kharagpur'. The Committee was also of the opinion that the new University would 'develop on the lines suited to the needs of this backward area'.

Establishment

To give honour and respect to these pious intentions and proposals, the Government of West Bengal decided in 1976 to establish Vidyasagar University. The UGC approved the proposal and on the advice of, and in consultation with, the UGC, the State Government appointed a Planning Committee in March 1979 to lay down the lines of development and to take initial steps to found the University. The Committee submitted its report in October. Then the Vidyasagar University Act 1981 (West Bengal Act XVIII of 1981) was passed; some of its sections were brought into operation on 24 June 1981. Finally Professor Bhupesh Chandra Mukherjee joined as the first Vice-Chancellor of the University on 26th September 1981.

Academic activities started through a Notification (No. 983Edn(U), dated Calcutta the 23rd May) issued by the State Government; 30 colleges of the District of Midnapore were affiliated to the Vidyasagar University with effect from 1 June 1985.

The foundation stone of the main campus at Tantigaria mouza of Midnapore Sadar Town for postgraduate teaching and central administration of the University, was laid on 18 July 1983 by the then Hon'ble Chancellor of the University and Governor of West Bengal, Sri B. D. Pande. On 15 January 1986 it was inaugurated by Sri Jyoti Basu, the then Chief Minister of West Bengal. From the next day (16 January) classes commenced in six postgraduate departments : Anthropology, Applied Mathematics with Oceanology and Computer Programming, Commerce with Farm Management, Economics with Rural Development, Library and Information Science, Political Science with Rural Administration.

At present in the regular mode there are 28 post graduate departments and 34 undergraduate courses in 71 affiliated colleges.

The UGC accorded financial recognition to the University in terms of Section 12B of the UGC Act, on 1 March 1990.

The Vidyasagar University thus began its journey to sail through many trials and tribulations.

Mission of the University

The mission of the University is defined in its logo '*Education, Knowledge and Progress*', with special emphasis on a curriculum relevant to the ethnic, sociocultural and geographical needs on the catchment region, yet not ignoring the demands of mainstream education.

Location

The University is located in the Tantigaria mouza under West Midnapore Sadar town. It is 129 k.m. by rail from Howrah Station and 14 k.m. by road from Kharagpur railway station. The University campus is very close to Midnapore railway station (just 1 k.m. from it) and is connected with all the subdivisions under both West and East Midnapore districts.

Campus

The total area of the University is 182.75 acres. Area of the DDE Administrative Building is 2150 sq. mts. and area of the DDE Guest House is 700 sq. mts.

SPECIAL NOTE

Learners can visit our website <http://dde.vidyasagar.ac.in/> to know about affiliated study centers, download forms, prospectus, latest D.D.E notifications, examination schedules and other pertinent information and to submit their queries to the Director.

All advertisements of the Directorate of Distance Education regarding P.C.P., Examinations, etc. are published [if necessary] in some State Daily Newspapers on 1st & 15th of each month. Accordingly candidates are advised to go through the published advertisements.

DIRECTORATE OF DISTANCE EDUCATION

The Directorate of Distance Education (DDE) is located on the main campus of the Vidyasagar University. It was established in 1994 and started offering correspondence courses in postgraduate subjects from the session 1994-1995.

The idea of establishing a Directorate on Distance Learning was mooted in a meeting of the Advisory Committee of the Vice-Chancellors of the State-aided Universities who met on 27.10.1993 in the conference room of the Science & Technology, Bikash Bhavan under Chairmanship of the Hon'ble Minister-in-Charge, Higher Education. The Committee was considering the Report of the Education Commission headed by Dr. Ashoke Mitra. One of the recommendations was regarding conduction of correspondence courses. The Advisory Committee while considering the recommendations decided to start the correspondence courses through one or more Universities. The Vice-Chancellors of Vidyasagar and Burdwan University agreed to take responsibilities for conducting corresponding courses. Higher Education Department, Government of West Bengal endorsed the same [vide letter No. 512(12)-Edn(U) dated 16.11.1993 and the letter of Joint Secretary, Government of West Bengal No. 96(2)-Edn(U) dated 28.02.1994]. This Directorate is recognised by DEB (Distance Education Bureau).

Directorate of Distance Education (DDE) has been maintaining its separate entity, since inception (1994), constructed its administrative building and guest house from its own resources. The Directorate of Distance Education (DDE) has been using its own equipment, laboratory, library, chemicals, furniture and other related matters for running the courses. Candidates pursuing Distance Learning courses are provided with study materials (SLM) in the form of modules/units on topics prescribed in the respective syllabus. The Directorate of Distance Education organises Personal Contact Programme (PCP) for interaction with leading academic experts in the subjects who give counselling and advice rather than class room lectures. PCPs are held ordinarily during Summer Recess, Puja Recess and Winter Recess and on holidays. Counsellors from different Universities and from various Post Graduate Colleges of West Bengal including the neighbouring states and act as the Counsellors of the PCP programmes in their respective subjects.

DISTANCE LEARNING PROGRAMMES

COURSES AVAILABLE

The Distance Learning Courses are of two-year; consisting of Part-I and Part-II. Duration of each part is normally one year including examination which would not be extended even in case of any delay in publication of results. For science subjects, examination course may be extended due to practicals, study tour, project work etc.

A. Faculty of Arts & Commerce

Course	Duration
M. A. in Bengali	Two-year
M. A. in English	Two-year
M. A. in History	Two-year
M. A. in Political Science	Two-year
M. A. in Sanskrit	Two-year
M.Com.	Two-year

B. Faculty of Science

Course	Duration	Number of Seats in V.U. Centre (H.Q)
M. Sc. in Dietetics and Community Nutrition Management	Two-year	5 years 150
M. Sc. in Environmental Science	Two-year	Maximum 250*
<i>(*30 seats are reserved for sponsored candidates only at VU. Centre)</i>		
M. Sc. in Physics	Two-year	120
M. Sc. in Zoology	Two-year	120
M. Sc. in Applied Mathematics	Two-year	120
M. Sc. in Chemistry	Two-year	120
M. A./M. Sc. in Geography	Two-year	120
M. Sc. in Botany	Two-year	120

N.B.: Number of seats in different science subjects in affiliated Study Centres are given in the list of Study Centres (Page - 35 to 39)

ADMISSION

a) Eligibility

The Eligibility criteria for admission to the various Distance Learning courses conducted by University and Study Centres under Directorate of Distance Education, VU are as follows -

Faculty of Arts and Commerce

SI. No.	Courses	Eligibility
1.	M. Com. / M. A. in Bengali, English, History, Political Science and Sanskrit	Hons./ Spl. Hons. / Three-year Graduate with minimum 300 marks in the subject concerned

Faculty of Science

SI. No.	Courses	Eligibility
1.	M. Sc. in Physics, Chemistry, Zoology, Botany, Geography (M.A. / M.Sc.) and Applied Mathematics	Hons. / Spl. Hons. / Major in relevent subject.
2.	M. Sc. in Dietetics and Community Nutrition Management	(I) Hons in Physiology / Zoology / Nursing/ Biochemistry / Chemistry / Nutrition / Food & Nutrition / Home Science / Three-year General Graduate with any one of the above subjects/ B.Sc.(Ag./Vocational/Major) (ii) MBBS / BHMS / BAMS.
3.	M. Sc. in Environmental Science	Hons. / Spl. Hons. / Major / Three year General Graduate in science subjects including Economics and Geography. These criteria are relaxed for <i>sponsored candidates</i> with ordinarily 3 years' experience in science laboratories / industries / academic and research institutes. In such case, two-year pass / three-year pass graduates are also eligible. Sponsored candidates can take admission only at Vidyasagar University Centre. (Headquarter)

PROCEDURE

Prospectus and application form

- a) The application form and prospectus will be available from DDE Office and also from the affiliated study centres on payment of Rs. 300.00 in cash.
- b) The form may also be downloaded from the University Website (<http://dde.vidyasagar.ac.in>). But in such case, a demand draft for Rs. 300.00, drawn in favour of "Directorate of Distance Education, Vidyasagar University," payable at "Midnapore" at the time of admission should be enclosed (This is applicable for admission in V.U. Centre only).
- c) The application form is to be duly filled in and a recent passport size photograph duly attested should be pasted on the application form in the space provided for it. Further, two duly attested photographs of similar size should be pasted on the spaces provided in the 'Admit cum Registration Certificate' and two other self-attested photographs of stamp size are required to be pasted in the spaces provided in the Identity cum Enrolment Card. The requisite amount of fee is to be deposited at the UCO Bank, Vidyasagar University Branch, Midnapore against the Deposit Challan attached to the application form either in cash or demand draft drawn in favour of "Directorate of Distance Education, Vidyasagar University" payable at "Midnapore" for VU centre along with the duly filled-in application form and following enclosures:
 - a) Filled-in pre numbered deposit challan.
 - b) Self Attested copies of mark sheets of all previous Examinations.
 - c) Self Attested copy of the Registration Certificate.
 - d) Original 'No Objection Certificate' from employer, where candidate is an employed person.

An applicant must write his/her name, application form number and subject on the back of the demand draft.

[N.B.: For admission at the Study Centres see Page No. 13]

Admission to Part-II

The candidates who have obtained qualified marks in Part-I Examination are eligible for admission to Part-II of the course. For the purpose of admission they are required to

- (a) fill-in the prescribed admission form
- (b) pay the required fees
- (c) submit the Self Attested copies of Part-I mark sheet, Admit Card cum Registration Certificate, and

N.B. Candidates enrolled in the Study Centre will take Admission in the concerned Study Centre giving fees in draft, drawn in favour of 'Directorate of Distance Education, Vidyasagar University.' payable at 'Midnapore'.

CANCELLATION OF ADMISSION

Admission is liable to be cancelled at any stage on the following grounds:

1. A candidate admitted to a Distance Learning Course without verifying and ascertaining his/her eligibility for admission and found non-eligible through scrutiny of the filled-in admission form before or after assigning '*Enrolment Number*'.
2. Suppression of facts, furnishing of wrong or false information in the filled-in admission form.
3. Misconduct, indiscipline and violation of University norms, rules and regulations.
4. Report of adoption of unfair means in examination (to be decided upon by the Board of Discipline of the University).

ENROLMENT NUMBER

An '*Enrolment Number cum Registration Number*' will be assigned to a student on admission after proper scrutiny of filled-in admission form. In all the communications addressed to the Directorate, reference of this number should be given. **Letters received without the enrolment number will not be entertained.**

RENEWAL

A candidate who cannot sit for an examination either at Part-I or Part-II for non-fulfilment of the requirements, such as attending PCP, securing qualifying marks in Part-I Examinations or any other reasons (i.e., illness/non-appearing at an examination etc.) is entitled to renew his/her studentship by filling-in an appropriate form prepared for this purpose and depositing required fees in this regard. For M. A. / M. Sc. / M. Com. a candidate shall get two chances of renewal, thus there may be three consecutive chances in all for either Part I or Part II Examination (thus a total of four consecutive chances to complete the course).

REFUND

Fees once remitted by an eligible candidate for admission to a particular course/ subject **will not be refunded under any circumstances.**

SPECIAL NOTE

1. The prescribed fees for each year should be paid within the due notified dates failing which penalty or fine of Rs. 200.00 will be collected as permitted by the Director.
2. Those who have discontinued the course but want to continue (not later than two years of first admission) must pay an amount equal to **Renewal fee of each year for continuation of enrolment number otherwise candidature will be cancelled from the admission register.**

STUDY MATERIAL

1. Student will be provided with study materials in full or in part in the form of modules/units prepared paper-wise on the topics of prescribed syllabus of the course. Modules will be delivered to the students at intervals by hand at the time of admission or during Personal Contact Programme (PCP).

2. Modules are independent of each other and self-contained. They may be sent in any order, not necessarily serially. Student should study each of the modules as soon as he/she receives the same and makes good use of the reading list given at the end of each lesson.
3. Papers that contain a segment of project work or essay writing etc. may not have as many modules as other modules. Some module numbers, therefore remain blank, no material will be provided against them.

PERSONAL CONTACT PROGRAMME (PCP)

PCPs will be organized to provide the students an opportunity of interaction with leading experts in the subject *who will give counselling and advice rather than classroom lectures*. The PCP in theoretical papers will be organised in phases. On each day of PCP there will be 4 classes, each consisting of *one and half hour* and each counsellor will normally take a maximum number of two classes on each day. PCP will normally be held in Winter Recess and Summer Recess or on the dates to be notified by the DDE and Study Centres. Attendance at PCP is compulsory. **Each student will be expected to attend 75% of the PCP & Practical Classes, failing which he/she will not be allowed to sit for the examination. Exemption may be sought on medical grounds alone supported by a valid certificate submitted before the end of the programme.**

PCP for Practical papers will be conducted in DDE Laboratories, Postgraduate Science Laboratories of the University or the Laboratories of the Study Centres identified by the Directorate for this purpose. Programme will ordinarily be conducted continuously during Winter Recess / Summer Recess or on a staggered basis during the notified dates depending upon the availability of venues and laboratory facilities. Practical Classes will be held in one or more phases with a duration of 6 hours per day for 15 days for two papers (each of 100 marks), for 12 days for two papers, each of 75 marks and 10 days for two papers, each of 50 marks. **Detailed schedule will be intimated to the students by the Study Centres / DDE in due time.**

For Arts and Commerce

Marks	Theory
100	15 hours (10 classes)

For Science

Marks	Theory	Practical
100	36 hours (24 classes)	45 hours for each batch of 30 students

MEDIUM OF INSTRUCTIONS

1. M. A. / M. Com.: Modules will be available in **Bengali** alone for Bengali, History Political Science and Sanskrit; **English** alone for Commerce and English.
2. **M. Sc. Course:** Modules will be in English only.
The Personal Contact Programme (PCP) may be conducted in either language as decided upon by the counsellors.

EXCURSION / STUDY TOUR/ SURVEY

1. The Excursion or Study Tour will be organised by the Directorate of Distance Education / Study Centres where necessary for a duration of 01 or 02 days in a year. Excursion / Study Tour will be organised as far as practicable in the neighbouring areas of the Institute and each student will be required to attend the tour programme. Candidate who will not attend requisite theory and practical classes will not be allowed to participate for the same.

EXAMINATIONS

The Examinations shall normally be held as per Academic Calendar.

1. **Two-year Course :** There shall be two examinations : In October at the end of Part-I Course and in December - Part-II Course. They will be ordinarily of same standard and pattern as the case of formal degree.
2. **Eligibility:** The candidates who will full-fil all requirements, PCP (theoretical and practical), attendance etc. shall be eligible for appearing at an examination. Date of distribution of admit cards and programmes of examination will be announced well in advance and the students will be intimated accordingly through newspaper notification and website.
3. **Duration of Exam:** The duration of examination for each theoretical paper of 100 marks will be 4 (four) hours, for a paper of 75 marks 3 (three) hours and for a paper of 50 marks 2 (two) hours.
For practical papers duration of examination for a paper upto 100 marks will be 6 hours, and for a paper upto 50 marks will be 4 hours.
4. **Examination programme:** The schedule of examination will not change for the reason of any delay in publishing the results.
5. **Publication of results :** Results will be published after proper evaluation of the scripts by the examiners appointed for this purpose and will ordinarily be floated in the website. Examinees will not be communicated individually.
6. **Distribution of mark sheets:** The starting date of distribution of mark sheets will be published in news papers & will also be floated in website. Candidates are requested to positively take their mark sheets within 10 working days form the starting date of distribution.

EXAMINATION RULES

For obtaining a Postgraduate Degree candidates will have to appear at the Part-I Examination at the end of the 1st Year. Those who will obtain qualifying marks at the Part-I Examination will have to attend 2nd year PCP in order to attain eligibility for appearing at the Part-II Examination.

The examinee shall be required to sit for all the papers in an examination. The Practical Examination/Practical Tests in any subject should commence on any date as will be decided by the authority.

All the Practical Examination/Dissertation/Project/Field Work Examinations will be conducted jointly by the External and Internal Examiners.

In order to qualify for Part-II, a candidate must secure at least 35% marks in theory and 40% in Practical/Sessional/Dissertation wherever applicable in Part-I.

A candidate for Part-II Examination after satisfying all the conditions mentioned above and securing (a) an overall aggregate of 40% marks in Theoretical Papers and (b) 40% marks in Practical/Laboratory Note Book/Dissertation including sessional wherever applicable, will be deemed to have passed the Examination.

A candidate securing not less than 60 percent marks shall be placed in First Class, and the candidate who obtains marks between 40 percent and above but less than 60 percent shall be placed in Second Class for Postgraduate Degree and Diploma.

RE-EXAMINATION

Candidates can apply for Re-examination /Review of thier answer papers for theory papers only. Papers of practical, project, viva, internal assessment, field work etc. cannot be re-examined /reviewed.

Rules of Re-examination/Review :

Candidates can apply for re-examination/review of thier answer papers not more than 50% of the total theory marks, i.e.; if the total theory marks is 400, the candidate can apply for review upto 200 marks, provided the candidate has secured 40% or more marks in the rest 50% of total theory marks (i.e. those part of theory papers/ groups/halves/units in which the candidate is not applying for re-examination/review.

Fees of Rs. 100/- (Rupees One Hundred) Only per script for re-examination, once paid, will not be refunded under any circumstances.

In case of variation of 5% marks or less between the original award and the award after re-examination, the change shall be ignored. Particular unit/group/paper to be maintained against reexamination fee deposited. Otherwise it will be cancelled.

Application for re-examination must be submitted to the Controller of Examinations in a prescribed form, duly forwarded by the Director of the D.D.E or Coordinator of the Study Centre. **The petitioner before writing such petition must make sure that he/ she fulfils every eligibility criterion for re-examination. In any case, University administration will not take any liability if the application is rejected on scrutiny even after submission of such application by the candidate with the prescribed fees.**

A candidate shall be required to apply to the Controller of Examination for review within 20 days from the Starting date of distribution of mark sheet starts.

CERTIFICATES

(i) Provisional Pass Certificate, (ii) Commencement of Examination, (iii) Last date of Examination, (iv) Publication of Result, (v) Duplicate Admit Card and (vi) Duplicate Mark sheet will be issued to a candidate who will complete the course successfully. Candidate will be required to apply to the Controller of Examinations along with a fee of Rs 100.00 for each and Duplicate Diploma Certificate is also issued with a fee of Rs. 250.00 by means of a Challan or Demand Draft drawn in favour of **Directorate of Distance Education, Vidyasagar University** payable at **Midnapore**. No migration certificate will be given.

CHANGE OF ADDRESS

All communications will be sent to the candidates to the address of communication given by them in the admission form. Change of address may be entertained on special circumstances on payment of Rs. 250.00 through Demand Draft drawn in favour of **Directorate of Distance Education, Vidyasagar University**, payable at **Midnapore** with a request for the change. Regarding the change of examination centre, the decision of the Director is final and binding to the candidate concerned. The students are advised to make necessary arrangements with the Post Office for getting letters re-directed to new address as it will take some time to effect the change of records of the Directorate.

SCHOLARSHIP/LOAN FOR SC/ST/OBC/MINORITY STUDENTS

SC/ST students admitted in various Distance Learning Courses under the Directorate of Distance Education can avail of the SC/ST/OBC/Minority scholarship of the State Govt. Loan facility also available for SC/ST/OBC/Minority students as per Govt. norm.

GRIEVANCE REDRESSAL CELL

Students who have genuine grievances are advised to write to the Director in-charge, Grievance Redressal cell, Directorate of Distance Education, Vidyasagar University, Midnapore 721 102, giving their name, Enrolment Number, Course of Study etc. in the following format for speedy redressal:

VIDYASAGAR UNIVERSITY Directorate of Distance Education Model grievance form

Form:
Name :
Enrol. No:
Course:
Address :

Sir,

Sub :

Grievance in brief: Tick (✓)

1. Non-receipt of Original Certificate.
2. Non-receipt of Enrolment Number.
3. Non-receipt of Identity cum Enrolment Card.
4. Non-receipt of Study Materials.
5. Non-receipt of PCP Programme both theoretical and practical information
6. Non-receipt of excursion / field study and examination schedule
7. Non-receipt of duplicate documents.
8. Others, if any (specify)

(To be filled in by the Directorate)

Action taken:

ENQUIRIES AND CORRESPONDENCE

All enquiries and correspondence pertaining to academic matters such as admission confirmation, study materials, PCP, change of address, change of center etc. must be addressed to.

The Director

Directorate of Distance Education
Vidyasagar University,
Dist.: Paschim Medinipur, Midnapore 721 102
E-mail : director.ddevu@gmail.com

CONTACT NUMBER

	Land Line	EPABX
Enquiry	03222-297929	
Asst. Director (Admin.)		Extn. 516
Asst. Director (F&E)		Extn. 517

ADMISSION AT STUDY CENTRES

The list of our affiliated Study Centres with allotted courses are given at the end of the prospectus.

Students seeking admission in any one of the Study Centres may get themselves admitted in the respective centre (1 st. year of the course)

- i) The application form and prospectus will be available at the Study Centre by depositing Rs. 250.00 in cash.
- ii) Eligibility: See page no. 5
- iii) The requisite amount of fee (Rs. 4,500.00 for M.A/M.Com., Rs. 19,950.00 for DCNM, Env. Science, Zoology, Botany & Geography, Rs. 19,750.00 for Physics, Rs. 12,750.00 for Applied Mathematics and Rs. 22,250.00 for Chemistry) is to be deposited at the Study Centre by a Demand draft drawn in favour of "**Directorate of Distance Education, Vidyasagar University,**" payable at "**Midnapore**" along with the duly filled-in application form and following enclosures:
 - a) Self Attested copies of mark sheets of all previous Examinations.
 - b) Self Attested copy of the Registration Certificate.
 - c) Two Self-addressed envelopes with postal stamp of Rs. 5.00 affixed on each for M. A., M. Com. and three for M. Sc. courses.
 - d) Original "No Objection' Certificate from employer, where the candidate is an employed person.

An applicant must write his/her name, application form number and subject on the back of the demand draft.

- iv) **Personal Contact Programme (PCP)** — PCPs (both Theoretical and Practical) will be held in the respective Study Centres and will be notified by the concerned Study Centre. (For further details of PCP vide page 10).
- v) **Study Materials:** Study Materials will be provided to the learners by the respective Study Centre.

All academic matters in the Study Centres including admission, study materials and examinations etc. will be supervised by the Directorate, in accordance with the rules and regulations of the DDE, Vidyasagar University. Co-ordinators of the study centres will look after the student support services and will send reports to the Directorate.

List of Holiday 2014

1. New Year's Day	Jan 01	Wednesday	1
2. Swami Vivekananda's Birthday	Jan 12	Sunday	-
3. Poush Sankranti	Jan 14	Tuesday	1
4. Fateha-duaz-daham	Jan 14	Tuesday	-
5. Netaji's Birthday	Jan 23	Thursday	1
6. Republic Day	Jan 26	Sunday	-
7. Saraswati Puja	Feb 04 & Feb 05	Tuesday & Wednesday	2
8. Doljatra	Mar 16 & Mar 17	Sunday & Monday	1
9. Birthdday of Dr.B.R. Ambedkar	April 14	Monday	1
10. Chaitra Sankranti	April 14	Monday	-
11. Bangla Naba Barsha	April 15	Tuesday	1
12. Good Friday	April 18	Friday	1
13. May Day	May 01	Thursday	1
14. Rabindranath's Birthday	May 09	Friday	1
15. Rathajatra	June 29	Sunday	-
16. Id-Ul-Fitre	July 29	Tuesday	1
17. Independence Day	Aug 15	Friday	1
18. Janmastami	Aug 17	Sunday	-
19. Mahalaya	Sept 23	Tuesday	1
20. University Foundation Day	Sept 29	Monday	1
21. Puja Holidays (Sasthi to Laxmi Puja)	Sept 30 to Oct 08	Tuesday to Wednesday	9
22. Gandhiji's Birth Day	Oct 02	Thursday	-
23. Id-Uz-Zuha	Oct 06	Monday	-
24. Kalipuja to Bhatridwitya	Oct 23 to Oct 25	Thursday to Saturday	2
25. Muharram	Nov 04	Tuesday	1
26. Guru Nanak's Birthday	Nov 06	Thursday	1
27. Christmas Day	Dec 25	Thursssday	1
28. Vice-Chancellor's Discretion			5
		Total	34

• September 26 will be observed as *Vidyasagar's Birthday*. University shall remain open.

The following days may be observed as sectional holidays for the employees of the different communities :

(i) Shib Ratri	Feb 27, Thursday
(ii) Baisakhi Purnima (for Sikhs only)	April 15, Tuesday
(iii) Easter Saturday (for Chirstians only)	April 19, Saturday
(iv) Buddha Purnima (for Buddhists only)	May 14, Wednesday
(v) Sabebarat (for Muslims only)	June 14, Saturday
(vi) Mahabir Jayanti (for Jains only)	
(vii) Chhat Puja	Oct 29, Wednesday
(viii) Karam Puja	To be notified later

University Offices shall remain closed on Saturdays and Sundays.

Approved by the Executive Council on 03.12.2013

FEES STRUCTURE : M.A. (Part-I & Part-II)

Heads	Part-I	Part-II
1. Enrolment fee	Rs. 1,000.00	Rs. 1,000.00
2. Course fee	Rs. 2,500.00	Rs. 2,500.00
3. Identity cum Enrol. Card fee	Rs. 100.00	Rs. 100.00
4. Examination fee	Rs. 500.00	Rs. 500.00
5. Centre fee	Rs. 200.00	Rs. 200.00
6. Marksheet fee	Rs. 100.00	Rs. 100.00
7. Incidental Charge	Rs. 100.00	Rs. 100.00
8. Diploma fee	—	Rs. 300.00
Total =	Rs. 4,500.00*	Rs. 4,800.00
9. Late Enrolment /Admission fee	Rs. 200.00	Rs. 200.00
10. Renewal fee	Rs. 2,000.00	Rs. 2,000.00

FEES STRUCTURE : M.Com. (Part-I & Part-II)

Heads	Part-I	Part-II	Candidate taking Computer
1. Enrolment fee	Rs. 1,000.00	Rs. 1,000.00	—
2. Course fee	Rs. 2,500.00	Rs. 2,500.00	—
3. Computer Lab fee	—	—	Rs. 1500
4. Identity cum Enrol. Card fee	Rs. 100.00	Rs. 100.00	—
5. Examination fee			
Theory	Rs. 500.00	Rs. 500.00	—
Practical	—	—	Rs. 500.00
6. Centre fee	Rs. 200.00	Rs. 200.00	—
7. Marksheet fee	Rs. 100.00	Rs. 100.00	—
8. Incidental Charge	Rs. 100.00	Rs. 100.00	—
9. Diploma fee	—	Rs. 300.00	
Total =	Rs. 4,500.00*	Rs. 4,800.00	Rs. 4,800.00
			+
			Rs. 2,000.00
10. Late Enrol./Admission fee	Rs. 200.00	Rs. 200.00	Rs. 200.00
11. Renewal fee	Rs. 2,000.00	Rs. 2,000.00	Rs. 2,750.00

* A candidate to take admission in M. A. / M. Com. Part-I will have to deposit Rs. 4,500.00 at the time of admission

** A candidate to take admission in M. Com. Part-II with Computer will have to deposit Rs. 6,800.00 at the time of admission.

