

(2a)

Government of West Bengal

Annexure - 1

Education Department
University Education Branch

BIKASH BHAVAN
BIDHANNAGAR
CALCUTTA-91.

No. 96(2)-Edn(U)
1U(C)-14/92

✓-2297
24-2-1994

From : Shri D. Bhattacharyya, IAS,
Secretary to the Government of West Bengal.
To : Prof. Mohit Bhattacharyya,
Vice-Chancellor,
Burdwan University,
Rajbati, P.O. & Dist. Burdwan.

Dated Calcutta, the 22nd February, 1994.
28/2/94

Sub : Starting of a correspondence course
in West Bengal.

13/2/94

Sir,

I am directed to refer to this Department endorsement No. 512(12)-Edn(U) dated 16-11-1993 forwarding the proceedings of the meeting of the Advisory Committee of the Vice-Chancellors held on 27-10-1993 and to state that in the said meeting it was decided that your University will introduce correspondence courses. I am now to request you kindly to inform us of the steps being taken for implementation of the above decision.

Yours faithfully,

[Signature]

24/2/94
Secretary.

Debashis.

Copy to Dy. CE.

16.5-13/2/94

Director (Addl. Charge)
Directorate of Distance Education
The University of Burdwan
Purba Bardhaman-713104

25.4.18
PROF. RAMEN KUMAR SAR
REGISTRAR (Officiating)
THE UNIVERSITY OF BURDWAN
BURDWAN-713104

Annexure 2

(10)

Proposal for the introduction of Correspondence Courses at The University of Burdwan, Burdwan.

The primary objective of the opening of Correspondence Courses (CC) is to provide opportunities of higher education to all those who are unable for various reasons to undergo regular courses of studies inside the University Campus. These courses will also help people to acquire/improve upon their professional skill and competence.

The University of Burdwan, therefore, proposes to offer several courses under the Distance Education Programme of the University Grants Commission with the approval of the Govt. of West Bengal, in accordance with the Act, Statutes, Ordinances of the University.

Location : The Directorate of Correspondence Courses will be located at the Rajbati Campus of the University. In course of time, study centres and offices may be opened at different places.

Jurisdiction : Subject to the approval of the UGC and the State Government, the CC will be open to all persons residing in any part of the country who will satisfy the minimum qualifications and other requirements of the courses as may be laid down from time to time by the appropriate authority.

Courses to be offered : At the initial stage Post-graduate courses leading to M.A/M.Com. degrees will be offered in the following subjects :

Bengali; English; History; Philosophy; Political Science and Commerce. Subsequently, however, under-graduate courses in non-laboratory based subjects leading to Honours degrees will be offered. With the introduction of correspondence courses in the above subjects, permission to appear at the M.A/M.Com Examination as external students in the relevant subjects will be discontinued.

Duration and Syllabi : The duration of the CCs shall be two years as in the regular courses of studies and the syllabi of the courses shall also be the same as proscribed for the corresponding regular courses.

ADJ
25.07.18
Director (Addl. Charge)
Directorate of Distance Education
The University of Burdwan
Purba Bardhaman- 713104

PH
25.4.18
PROF. RAMEN KUMAR SAR
REGISTRAR (Officiating)
THE UNIVERSITY OF BURDWAN
BURDWAN-713104 15

Medium of Instruction and Medium of Examination : The medium of instruction in all subjects other than Bengali will be English. The students will be required to give their answer in English for the Courses in Commerce, English and for the courses in History, Philosophy and Political Science, they may write their courses either in English or in Bengali.

Academic Session : The academic session will be from June to May.

Admission : In order to be eligible for admission into the C.Cs in a subject, the candidate should be a graduate from a recognised University with the corresponding subject at the graduation stage either in the two-year or three-year course. Graduates from two-year pass courses will have to wait for one year before being eligible for admission into the C.Cs.

Admission to the first year shall start after the declaration of results of B.A./B.Com. Pass and Honours examinations. The dates of admission will be notified in leading newspapers. Prospectus containing the Admission Form and other information will be obtainable on payment of Rs.20/- at the counter or by Registered Post on remittance of a fee of Rs.30/- by IPO or D.D. For the convenience of the candidates, spot admission at different centres (initially at Calcutta Camp Office) may be arranged after due notification. All fees at such centres will have to be paid in IPO or D.D. On admission into a class, the student shall be given an Enrolment Number for the entire course of study which should be quoted in all correspondences with the Directorate.

After the Part I Examination, the Directorate will send a Renewal Form to each student who will submit the form duly filled in along with requisite fees for admission into the second year class.

Admission of a student may be cancelled by the Directorate for misconduct, unfair means at the Exam. suppression of information, supply of false information and other grounds of indiscipline.

AR
25.09.18
Director (Addl. Charge)
Directorate of Distance Education
The University of Burdwan
Purba Baranaman-713104

Ph
25.4.18
PROF. RAMEN KUMAR SAR
REGISTRAR (Official Seal)
THE UNIVERSITY OF BURDWAN
BURDWAN-713104

Mode of Instruction

Lessons : For each full Paper of 100 marks, there shall be normally eight lessons. These study materials shall be prepared by eminent scholars and senior academics to be chosen from a list of experts to be prepared by respective Boards of Studies from the Teachers of different Universities/Colleges. Suitable honorarium shall be paid for preparation of the lessons which will also contain the assignment/tasks for the students.

Assignments :

The students will be required to send answers in respect of the assignments sent to them along with the Lessons as per the time schedule indicated in the assignments. Those who are fail to submit at least 75% of the assignments within the stipulated date and those who will fail to secure at least 33% of the total marks against their response sheets relating to assignments shall not be eligible to sit for the terminal examination.

Response sheets against assignments will be evaluated by expert examinis and suitable honorarium will be paid for the job. It will be advisable for the students to send the response sheets per Registered post.

Personal Contact Programmes

Personal Contact Programmes (PCP) which involve class-room teaching and face to face interaction constitute an essential part of C.Cs. The lessons and assignments are meaningfully supplemented through property conceived and carefully planned PCPs. The duration of PCP will be as follows :

- M.A. 10 days per year
- M.Com. 12 days per year

In order to be eligible to appear at the terminal examinations, a student will be required to attend at least 50% of PCPs. These programmes will be initially arranged at Burdwan and Calcutta depending on the number of students other centres of PCPs will be opened subsequently.

PKK 07.18
Director (Addl. Charge)
Directorate of Distance Education
The University of Burdwan
Purba Bardhaman-713104

ph
25.4.18
PROF. RAMEN KUMAR SAR
REGISTRAR (Exam. In-charge)
THE UNIVERSITY OF BURDWAN
BURDWAN-713104

Examination

After completing assignments and personal contact programmes, students will sit for the M.A./M.Com. Part I/Part II Examinations. Initially examinations will be held in Burdwan and Calcutta only. Other examination centres will be opened depending on the availability of examinees in and around other important towns/cities of the country.

From academic point of view and also for emphasizing the fact that degrees offered under C.Cs are essentially equivalent with those obtainable after regular courses of study, students under both the streams should face the same examinations at the same time and with the same set of question papers. But the problem of finding suitable exam. centres and also the problem of getting adequate number of examiners may require that the examinations be staggered.

The rules relating to examination and the body of paper-setters, moderators and examiners remaining the same for the regular and C.Cs, the examination dates may be different only for ensuring smooth conduct of examination and timely publication of results.

Or-organisation of the Directorate

To cope with the task of running the programme for around 5000 students per year, the requirement of personnel will be as follows :

(i) Core Staff

Directorate : One full-time Director. There should be one Assistant Director (Registration & Examinations).

One P.A. to Director, two typists, one Gestetner Operator, two Daily Wager, One peon.

(ii) Teaching : Initially the courses may be run with the help of part-time teachers but some whole-time teachers have to be appointed later on. At least one Reader & one Lecturer are to be appointed for each subject.

(iii) (a) Office Staff : There should be at least three sections consisting of one Sr. Supdt., two Junior Asstt., One Peon & one Daily Wager. Each section will deal with two subjects;

(b) There should be one Despatch section and one Examination section :

PKK
25-09-18
Director (Addl. Charge)
Directorate of Distance Education
University of Burdwan
713104

PKK
25-09-18
18
PROF. RAMEN KUMAR SAR
REGISTRAR (Officiating)
THE UNIVERSITY OF BURDWAN
BURDWAN-713104

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Despatch Section : One Superintendent, one Junior Asstt.,
Four Daily Wager.

Examination Section : One Superintendent, 3 Junior Asstt.,
3 Daily Wager.

(iv) One Editorial sections : Two editorial staff.

(v) One Account Section : One Accountant, two Junior Asstt.,
& one Daily Wager.

(vi) One Sweeper.

Expected Income :

5000 students per year @ Rs.1500/- = Rs.75,00,000/-

Expected Expenditure :

Recurring (Salary/Wages)

| | <u>Rs. (lacs)</u> | |
|--|-------------------|------------|
| (1) Directorate : | | |
| Director | 1.20 | |
| (ii) Asstt. Director | .85 | |
| (iii) P.A. | .60 | |
| (iv) Typists (2) | .75 | |
| (v) Costetner Operator (1) | .40 | |
| (vi) Peon (1) | .30 | |
| (vii) Daily Wagers (2) | <u>.30</u> | 4.40 lacs |
| (2) Teaching (1 Reader + 1 Lecturer) (for each subject) | | 12.00 lacs |
| (3) Thre ce sections for running the courses | | |
| (i) Supdt. (3) | 1.80 | |
| (ii) Junior Asstt. (6) | 2.00 | |
| (iii) Peon (3) | .85 | |
| (iv) Daily Wager (3) | <u>.50</u> | 5.15 lacs |
| (4) <u>Despatch Section :</u> | | |
| (i) Supdt. (1) | .60 | |
| (ii) Junior Asstt. (1) | .35 | |
| (iii) Daily Wager (4) | <u>.70</u> | 1.65 lacs |
| (5) <u>Examination Section :</u> | | |
| (i) Supdt. (1) | .60 | |
| (ii) Junior Asstt. (3) | 1.00 | |
| (iii) Daily Wager (3) | <u>.50</u> | 2.10 lacs |

AKK
25.09.18
Director (Addl. Charge.)
Directorate of Distance Education

PA
25-4-18
PROF. RAMEN KUMAR SAR
REGISTRAR (Officiating)
THE UNIVERSITY OF BURDWAN
BURDWAN-713164
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| (6) <u>Accounts Section :</u> | <u>Rs. (lacs)</u> | |
| (i) Supdt. (1) | .60 | |
| (ii) Junior Asstt. (2) | .70 | |
| (iii) Daily Wager (1) | .20 | 1.50 lacs |
| (7) Editorial Staff (2) | 2.00 | |
| (8) Sweeper (2) | .25 | 29.00 lacs |
| Postage | | - |
| Telephone | | 5.00 lacs |
| Papers | | 1.00 lacs |
| Confidential & Printing | | 18.00 lacs |
| | | 2.50 lacs |
| <u>Remuneration for Preparing/Updating Lessons</u> | | 42.00 lacs |
| Remuneration for assignments | | .20 lacs |
| Remuneration for Final evaluation | | 1.50 lacs |
| Tabulation & other Misc. | | 1.00 lacs |
| <u>Non-recurring Expenses :</u> | | |
| Typewriter (3) | | .30 lacs |
| Duplicating Machine (2) | | .60 lacs |
| Xerox Machine (10) | | 2.00 lacs |
| Despatch Machine | | .20 lacs |
| <u>Furniture :</u> | | |
| Chairs (50) | | .30 lacs |
| Table (20) | | .30 lacs |
| Almirahs (10) | | .35 lacs |
| Others (Racks, Fans etc..) | | .25 lacs |
| Total | | 63.30 lacs |

AKK
25.07.18

Director (Addl. Charge)
Director

PK
25.4.18
PROF. RAMEN KUMAR SAR
REGISTRAR (Officiating)
THE UNIVERSITY OF BURDWAN
BURDWAN-731004

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