NETAJI SUBHAS OPEN UNIVERSITY

School of Professional Studies

PROGRAMME GUIDE

for

Bachelor Degree Programmes
Post Graduate Degree Programmes
and
2nd Degree Programme

DD-26, Sector-I, Salt Lake, Kolkata-700064
(www.wbnsou.ac.in)

Netaji Subhas Open University
School of Professional Studies

PROGRAMME GUIDE
for
Bachelor Degree Programmes
Post Graduate Degree Programmes
and
2nd Degree Programme

DD-26, Sector-I, Salt Lake, Kolkata-64
www.wbnsou.ac.in

CONTENTS

Programmes under School of Professional Studies

Bachelor Degree Programme in Economics (EEC), (BA in Economics)

Bachelor Degree Programme in Commerce (ECO), (B.Com.)

Post Graduate Degree in Commerce (M.Com.)

Post Graduate Degree in Social Work (MSW)

Post Graduate Degree in Library and Information Science (MLIS)

Bachelor Degree Programme in Library and Information Science (BLIS)

PREFACE

In the curriculum structure introduced by the University for Bachelor Degree Programme/ Post Graduate Degree Programme in various disciplines is equally available to all learners. Instead of being guided any presumption about ability level, it would perhaps stand to reason if receptivity of a learner is judged in the course of the learning process. That would be entirely in keeping with the objectives of open education which does not deliver in artificial differentiation.

Keeping this in view, Self Learning Materials of the programme in different disciplines are being prepared on the basis of a well laid out syllabus. The course structure combines the best elements in model syllabi of UGC in respective subject. It has been so designed as to be upgradable with addition of new information as well as of fresh thinking and analysis. The University has also taken initiatives to prepare the Programme Guide for the benefit of the learners. The Programme Guide will help the learners in completing the course successfully by well designed plan of entire learning process. It also provides different sources of e-Resources.

The more a learner would seriously follow the Programme Guide the easier it will be for her/ him to reach out to longer horizons of a subject. If anything remains still difficult to follow, the learners are advised to attend the counselling sessions arranged at designated Learner Support Centres (LSCs) of the University.

Needless to add, a great part of these efforts is still experimental – in fact, pioneering in certain areas. Naturally, there is every possibility of some lapse or deficiency here and there. With the new initiatives of the University, I hope that the Programme Guide would be beneficial to the learners and as well as to the Academic Counsellors. I also welcome suggestions and feedback from the users for its further improvement.

Professor Subha Sankar Sarkar
Vice-Chancellor
Netaji Subhas Open University

Bachelor Degree Programme in Economics (EEC)
(BA in Economics)

Prepared by
Smt. Priyanthi Bagchi
Assistant Professor

E
E
C

Expectations from the Learners

The School of Professional Studies (SPS) is one of the most popular School in NSOU. The SPS offers academic programmes in four disciplines viz. Economics, Commerce,Social work and Library and Information Science.

Teachers' expectations for learners' achievements influence learners' learning outcomes. Being in the system of Open and Distant Learning, the most important thing to expect from learners is that the learners should be well equipped and well versed with their study materials. They should be well aware of collecting their study materials on time. If they ever feel of attending Personal Contact Programme (PCP), they are expected to be prepared for the class and should be well aware of their doubts so that all of their doubts get cleared within a short duration. Learners are also expected to have a detailed study of the study materials provided, hand in assignments on time and be well prepared for the final exams as their achievements will definitely affect their opportunities in their long run. Also needs to be mentioned that the home assignments should be done very consciously as the marks fetched from the assignments will have a major impact on the final result.

Programme Information

The learners have to study the following courses during the three years of study.

1. **Compulsory Subjects**: Foundation Course

   (a) Humanities and Social Science (FHS) —8Credits

   (b) Science and Technology (FST) —8Credits

   (c) Bengali (FBG)— 4Credits

   (d) English (FEG) —4Credits

2. Elective Subjects: Honours Course (EEC)- 8 Credit each

    Paper 1 : Micro-Economics

    Paper 2 : Macro-Economics

    Paper 3 : Statistical Technique

    Paper 4 : Indian Economy

    Paper 5 : International Trade & Development Economics

    Paper 6 : Comprehensive Economic Development Britain/Japan/China) & Basics of Environmental Economics

    Paper 7 : Developmental Economics (Advanced) & Mathematical Technique   in Economics

    Paper 8 : Computer Applications in Economics & Research Methodology 64   Credits

3. Application Oriented Course (Any one)

    AOC 2: Food Processing— 8 Credits

4. Environmental Studies-4 Credits

5. Subsidiary Papers (SMT/SHI/SBG) Three papers from any one group 24 Credits

Total Credits for the Course = (24+64+8+4+24) = 124 Credits or 1550 Marks.

Recommended Approach

A course that disproportionately makes the newspaper headlines at this time of the year is "Economics Honours". Knowledge of Economics beautifully complements many other subject areas, ranging from sociology, psychology, political science, geography, history and international relations, to law, mathematics, statistics, finance, business and management. This makes BDP Economics, a ripe base for interdisciplinary study. The papers that form the base of Economics are introductory and then intermediate microeconomics and macroeconomics, mathematics, statistics and econometrics. These will form the majority of one's first two years of study in a 3-year Honours programme, or most of the second and third years of study. Learners are recommended to have a detailed study of these papers as they form the base of the subject, thereby enhancing the understanding ability.

In the second and third year of study, learners have the opportunity to choose

electives from a range of specialisations within Economics, such as international economics, monetary economics, development economics, or in related fields such as Finance, Management, Business, Accounting or even <u>Data Science</u>. These areas will help learners to build a connection with the outer world and understand different disciplines of study. These are basically the specialised areas where learners may pursue further research activities, thereby enhancing their educational degree.

Programme Objectives

The present B. A. Honours course in Economics aims to introduce the basic concepts of Microeconomics (covering general equilibrium and welfare, imperfect markets and topics under information economics), Macroeconomics (covering also the topic on the long run dynamic issues like growth and technical progress) along with the formal modelling of a macro economy in terms of analytical tools and to various theoretical issues related to an open economy, statistical methods for economics. The objective of the course is also to know the Indian economy that traces major trends in economic indicators and policy debates in India in the post Independence period, with particular emphasis on paradigm shifts and turning points, also to examining sector-specific polices and their impact in shaping trends in key economic indicators in India.

Course Objectives

BDP in Economics (EEC)	
Name of the Course	**Objectives**
Paper I: Microeconomics	After completion of the course the learners will be able to: Identify the details of Indifference Curves and Analysis of Consumer equilibrium,Understand the classification and characteristics of Production with one Variable Input, Understand the details of Marginal Productivity Theory of Distribution, Learn the basic idea of Microeconomics in particular and Economics in general.
Paper II: Macroeconomics	After the completion of the course the learner will be able to be equipped with the knowledge of basic functioning of a market economy at the macro level including under standing of national income accounting in both close and open economy.

Paper III: Statistical Technique	After completion of the course the learner will be able to know the basic statistical applications necessary for economic data analysis.
Paper IV: Indian Economy	After completion of the course the learner will be able to: Know the current issues and problems facing Indian economy with additional knowledge on paradigm shifts and turning points.
Paper V: International Trade & Development Economics	After completion of the course the learner will be able to have a glimpse of the fundamentals of international economic theories and some relevant empirical facts. In addition, they will also be exposed to real-world examples and case studies. The learner will be able to know the current theoretical and empirical issues and problems concerning economic development.
Paper VI: Comprehensive Economic Development (Britain/Japan/China) & Basics of Environmental Economics	This course is a key component in establishing and main taining a robust economic ecosystem by helping to build regional capacity (through hard and soft infrastructure) that contributes to individual, firm, and community success.
Paper VII: Developmental Economics (Advanced) & Mathematical Techniques in Economics	After completion of the course the learner will be able to know the preliminary mathematical techniques required for economic analysis. By studying development econom ics, learner will have the opportunity to apply the tools of economic analysis to the problems and challenges facing less-developed countries, and to begin to understand why some countries have been able to go through a process of economic and human development whilst others have languished.
Paper VIII: Computer Applications in Economics & Research Methodology	In this course, learners will be able to understand how to tackle huge volume of data quickly and efficiently, which would otherwise have been impossible without computer. One main reason for the use the computers in economic analysis, is forecasting and validating different economic scenario

Expected Programme Outcomes

After successful completion of the programme, it is expected that the students will be fully equipped with skill (the course is designed step by step in such a way) to analyze the theory and practice in a prudent way in the area of trade and market theory. The study will help a student, to sit for any competitive examinations, be it IAS, IES, WBCS, Misc. Exam, Clerical Examination etc. conducted by UPSC and PSC authorizes or others or they may pursue MBA, MA. Courses etc. for further studies or they may join in Corporate-led Institutions with empirical knowledge already gathered from study, and finally will come out with flying colours.

Examination System

Evaluation System: Internal assessment: 30%; Term-end Examinations: 70%

Distribution course over the Semesters:

1st Semester: FBG, FEG, EEC-1;

2nd Semester: FHS, EEC- 2 & Env. Studies

3rd Semester: FST, EEC-3;

4th Semester: EEC-4, 5 & Sub-1

5th Semester: EEC-6, 7 & Sub-2;

6th Semester: EEC-8, AOC, Sub-3

Detailed Syllabus

http://www.wbnsou.ac.in/student_zone/courses/school_of_professional_studies/syllabus/Bachelor_Degree_Programmes/EEC_Syllabus.pdf

Previous year's Question Paper

http://www.wbnsou.ac.in/student_zone/e-resources/question_bank/bdp/question_bank_bdp.shtml#questionbank_bdp

e-Resources

The university has its own e -repositories along with a strong ICT support which enables the learners to access the e-learning materials whenever they require. Various e-content, self-learning materials (e-SLM), audio-video lectures (A/V Lectures) and other relevant information pertaining to the course are available in the university website for the learners both in Bengali as well as in English version. Learners can download and read the study materials as per their convenience. Learner friendly Android based mobile application is also developed for the benefit of the learners. Learners can also refer to the various reference links for detailed study further clarification of their course.

Papers	Link to E-resources
Paper I	https://libguides.reading.ac.uk/economics/e-resources https://www.academia.edu/37726506/ Hal_Varian_Intermediate.Microeconomics.8th.Edition
Paper II	https://libguides.reading.ac.uk/economics/e-resources https://www.studocu.com/en-gb/document/european-school-of-economics/economics/other/macroeconomics-9th-edition-2016-by-n-gregory-mankiw/1962148/view
Paper III	https://libgaruxz-jp.firebaseapp.com/04-davin-keebler-11/ 9780070263505-statistical-methods-volume-one-ebook.pdf
Paper IV	https://indian-economy-mishra-puri.pdffiller.com/ https://www.epw.in/special-articles
Paper V	http://www.sze.hu/~gjudit/Exportszerzodesek/ Handbook%20of%20international%20trade.pdf
Paper VI	https://www.economicsonline.com
Paper VII	https://www.economicsonline.com
Paper VIII	————————

For further readings and references some other useful external links are also provided below.

Name of the Portal	Web link / Website
e-PG Pathshala	https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=11
eGyanKosh	http://egyankosh.ac.in/handle/123456789/3239
SWAYAM PRABHA	https://www.swayamprabha.gov.in/index.php/program/current/7
Shodhganga	https://shodhganga.inflibnet.ac.in/
Directory of Open Access Books	https://doabooks.org/

Bachelor Degree Programme in Commerce
(ECO) (B. COM)

Prepared by
Shri Sudarshan Roy
Assistant Professor

Expectations from the Learners

Bachelor of Commerce (B. Com) is a under graduate programme in the field of Commerce which has witnessed an oceanic change over the past decades. As it is a three-year under graduate programme with a range of specializations has several career options emerging in the recent years. This course is recognized by the University Grant Commission (UGC) which is specialized and developed with full of knowledge, skills and attitudes for successful handling of trade, commerce and industry. In this programm, you will study about principles of accounting, money & banking systems, economic theory, knowledge about business, micro & macroeconomics, management, etc. This programme is suitable for students, who want to go for higher studies or do research work in the area of trade and commerce. After completion of this course the learners can go for Masters of Commerce (M. Com), Master of Business Administrations (MBA) and even directly enter into CA those who opt for higher studies or can go for a job. The Learners, after completion of such programme can look for jobs in both public and private sectors.

The expectations from the learners of B.Com. are:
* Getting higher level knowledge and understanding of contemporary trends in commerce and business finance;
* Capable of evaluating the environmental factors that influence business operation with the conceptual requirements and skills on preparation and interpretation of financial statements;

Programme Information

Bachelor of Commerce (B. Com) is a one of the popular undergraduate programmes of the university. The learners, after completion of Higher Secondary Examination or Equivalent (10+2) in commerce are eligible to pursue B. Com

15

Programme from Netaji Subhas Open University (NSOU). It aims to make the learners/students to *learn the way of writing and interpretation of books of accounts, be* conversant with the financial and economic environment and *acquire the management skills* required to manage the business. The programme includes imparting and developing the oral and written communication, Information Technology and statistical skills as well as legal knowledge. Considering the importance of self-employment, the programme aims to develop and inculcate entrepreneurial skills among the students.

It is a three years programme having Eight Honours compulsory Papers or courses with 8 credit each, three optional Papers or courses (one has to take) with 8 credit and three Subsidiary Papers or courses on business studies. The objectives of these courses are "to nurture the young brains, to make them better employable and socially responsible citizens by encapsulating them with the right set of knowledge for a better tomorrow".

The courses are run through Personal Contact Programmes (PCPs) in the selected study centre and various regional centres of the university. Each Study Centre organises PCP Sessions on weekends/holidays and notifies the same to the students. Students are recommended to read their SLMs/SIMs thoroughly before participating in the PCP session to find it immensely useful. For each 100 marks of a theoretical paper there will be maximum 12 PCP sessions of 2 hours' duration each which is conducted in respective study centres by the experienced academic counsellors who are from various eminent College or University professors.

Recommended Approach:

Bachelor of Commerce (B. Com) Programme is conducted through Personal Contact Programme (PCP) in respective study centres. Besides these PCP sessions the University also conducts special lectures in its Regional Centres from time to time. The learners are expected to read the Self learning materials before coming to the PCP sessions and clarify their doubts. They are supposed to ask questions and check their progress in these sessions.

There is a strong relationship between the coordinators of the LSCs/study centres and the concerned authorities of the university so that an effective mode of communication is established and relevant information are timely disseminated amongst the learners about the various curriculum like submission of assignments and matters related to examinations. The university has its own e-repositories along with a strong ICT support which enables the learners to access the e-learning materials whenever they require. The learners are welcome to meet the concerned

16

faculty available at the Regional Centre whenever they feel. The learners and the concerned faculties are in regular contact through social networking sites. The University therefore adopts a very democratic and flexible approach where the learners are encouraged to learn from anywhere and anytime.

Programme Objectives

The objective of this programme is to equip the learners with necessary conceptual, entrepreneurial and analytical skills required for handling business operations *so as to develop specialized competency in the field of Commerce as well in the business particularly the oral and written communication, Information Technology and statistical skills as well as legal knowledge.* Considering the importance of self-employment, the programme aims to develop and inculcate *entrepreneurial skills* among the students. The under graduate programme in commerce is designed for the workforce who wish to work in commerce and industry. The learners and existing workforce can take the advantage of ODL system to increase their skills and competency in this particular field without disturbing their work schedule. The programme thus aims to provide students with the opportunity to develop and broaden their management and leadership with specialized skills. The curriculum seeks to develop managerial knowledge and strategic agility, providing students with a broader skill set and to encourage them to seek out bold, innovative solutions for today's business and societal challenges.

After successful completion the course the learners /students may increase their knowledge in the domain of commerce and management which intern increase their employability in the field of trade and commerce.

Course Objectives

There are Eight Elective Courses / Honours Courses of 100 Marks each having 8 credit for each course, three Subsidiary courses and one Application Oriented Course (AOC) of 100 Marks with 8 credit for each course. The course wise objectives are tabulated below-

(A) Elective Subjects/ Honours Course (ECO)

These are Eight Honours compulsory Papers or courses with 8 credit each-

Sl. No.	Courses	Objectives
1	Accountancy & Mathematics	The learning outcome or objectives of this course: Accountancy is to be capable of maintaining a complete and systematic record of all transactions and analysing the financial position of a business. As we know that every individual or a business concern is interested to know the results of financial transactions and their results are ascertained through the accounting process. The aims of teaching and learning mathematics are to encourage and enable learners to: recognize that mathematics permeates the world around us. After completion of this course the learners will be able to use the language, symbols and notation of mathematics. develop mathematical curiosity and use inductive and deductive reasoning when solving problems.
2	Business Economics	After completion of this course the learners will be able to:Identify the classification and characteristics of Economic problems faced by today's citizens, Specify the details of Market (Commodity Pricing), Identify in details with application of Theory of Distribution (Factor Pricing), Know the Economic objectives of business, refer to the objective of earning profit and also other objectives that are necessary to be pursued to achieve the profit objective, which include, creation of customers, regular innovations and best possible use of available resources.
3	Statistics & Business Organisation	It is a branch of mathematics with its own concepts, methods and values, which find many applications in business strategy, geography and other disciplines. The basic aim of statistics in this sense of a subject of study is to provide methods of organising and simplifying data so that their significance is comprehensible. After completion of this course the

18

		learners will be able to: Specify the details of Diagramatic representation of statistical data, Understand in details with examples Characteristics of frequency distribution, Understand the classification and characteristics of Requirements for starting business. The course on Business Organizations is something which is a business organisation wants to achieve or accomplish over a specified period of time. These may be to earn profit for its growth and development, to provide quality goods to its customers, to protect the environment, etc.
4	Higher Accountancy	After completion of this course the learners will be able to: Understand the classification and characteristics of Company Accounts, Learn in details with examples Amalgamation, Absorption and Reconstruction of companies including reduction of capital, Learn the classification and characteristics of Valuation of goodwill and shares
5	Cost Accountancy & Element of Income Tax	After completion of this course the learners will be able to,Specify in details with examples Cost concepts, Specify the characteristics of Purchase procedure, Learn the characteristics of Exemption from charge of Income tax, Know the ascertainment of cost, fixation of selling price, proper recording and presentation of cost data to management for measuring efficiency and for cost control and cost reduction, ascertaining the profit of each activity, assisting management in decision making and determination of break-even point. Learners also will be acquainted of the various concepts of taxation. The primary purpose of taxation is to raise revenue to meet huge public expenditure. Most governmental activities must be financed by taxation. But it is not the only goal. In other words, taxation policy has some non-revenue objectives.

6	Business Management & World Resources	After completion of this course the learners will be able toDeliberate the characteristics of Management Principles, Learn the classification and characteristics of Decision making in management, Identify the characteristics of Demographic gap, know various branches of Business Management of Getting Maximum Results with Minimum Efforts. The main objective of management is to secure maximum outputs with minimum efforts & resources. Maximum Prosperity for Employer and Employees that the Management does ensure smooth and coordinated functioning of the enterprise. The World Resources focus on the urgent global challenges that must be addressed to reduce poverty, grow economies and protect natural systems and drive the scale-up of clean, affordable power systems throughout the world to deliver sustainable socio-economic development.
7	Commercial and Labour Laws	After completion of this course the learners will be able to know the purposes and functions of Commercial and Labour law include maintaining order, protecting rights and liberties, establishing standards, and resolving disputes when it comes to businesses and their interactions with individuals, government agencies, and other businesses.
8	Auditing & Management Accountancy	After completion of this course the learners will be able toUnderstand in depth the concept of Primary Concepts Relating to Computer Hardware, Deliberate in depth the concept of Knowledge of Data Store, Deliberate the characteristics of Importance of Data (Statistics) in Economic Discussions, Know the objective of an auditing which is to express an opinion on financial

		statements. To give the opinion about the financial statements, the auditor examines the financial statements to satisfy himself about the truth and fairness of the financial position and operating results of the enterprise. The main objective of Management Accountancy is to assist the management of a company in efficiently performing its functions: planning, organizing, directing, and controlling. Management accounting helps the management to get analysed the data for planning and decision-making.

(B) Application Oriented Course

There is one optional course with 8 credit for commerce-

Sl. No.	Courses	Objectives / Learning Outcome of the Courses
1	Basic Accounting (AOC-1)	The main objective of Basic Accountancy is to keep a complete and accurate record of all the financial transactions in a systematic orderly, logical manner. After completion of this course the learners will be able to know the way of ascertainment of a complete accounting process in a systematic manner.

(C) Subsidiary Business Studies (SBS)

These are three Subsidiary Papers or courses on business studies which have to take by the learners having 8 credit each-

Sl. No.	Courses	Objectives / Learning Outcome of the Courses
1	Entrepreneurship and Business Communication (SBS-1)	Another objective of entrepreneurship is pursuing your own ideas. Working for a corporation can be restrictive. After completion of this course, the learners will be able to control their own destinies, which is another motivating factor for starting a business. You make all the decisions as an entrepreneur.The primary objective of Business Communication is to exchange ideas, opinions, thoughts, beliefs and information between

21

		human beings. After completion of this course the learners will be able to help managers in performing all managerial functions smoothly.
2	Tax Practice & Procedure (SBS-2)	Tax practitioners are engaged for the purpose of appropriately minimizing taxes for their clients. After completion of this course the learners will be able to know the relevant facts of financial situations to plan from a tax perspective. which is to ensure tax efficiency.
3	Business Ethics & Computer Applications (SBS-3)	After completion of this course the learners will be able to evaluate the human behaviours and calling up on the moral standards in an ethical way. The Business ethical standards also prescribe how to act morally in specified situations.The aim of Computer Application is to provide the learners with an opportunity to develop understanding of the basic operations of a computer system and computer applications software. Meanwhile, they also develop the skill of using computer applications software for solving problems.

Expected Programme Outcome

After successful completion of the Programme the learners may increase their knowledge in the domain of commerce and management which intern increase their employability in the trade and commerce. The working persons may take this course for their vertical/ horizontal mobility in their work place. The fresh H.S. / 10 + 2 completed students may also join this course to increase their employability in the trade, commerce and industry *particularly* to make them more productive, self-reliant and constructive for self and society's benefit.

Examination System

There are Four Compulsory course or papers (Foundation course in Bengali, Foundation course in English, Foundation course in Humanities & Social Science and Foundation course in Science and Technology), There are Eight Elective course of 100 Marks each having 8 credit for each course, three Subsidiary course and one Application Oriented Course (AOC) of 100 Marks with 8 credit for each course and one course in Environmental Studies of 50 Marks with 4 credit also. All the enrolled learners

can appear for the term end examination of each year. The total marks allotted for the Bachelor Degree Programme (BDP) is1550 of 124 credit.

The learner has to submit assignment for all the papers, followed by the term end examination each year. The Evaluation of each course /subject is done in two ways: a) Assignment / Internal Assessment: Assignments have a very important role to play in the teaching-learning process in distance education. The assignment responses reflect what the learners have understood and learnt. The assignments are then returned to the learners with the comments/remarks of the evaluator so that the assignment answers may serve the purpose of providing feedback to the learners and inform them their strengths and weaknesses. These comments carry the meaningful and constructive suggestions of the evaluator which further form the bases of successful learning. Thus, the assignments serve the purpose of two-way communication between the learner and evaluator/ academic counsellors/distance teacher despite physical distances between the two. Students will be required to submit assignment papers for each subject and the credit obtained on evaluation of those assignment papers will be entered into his/her individual record of performance. This will constitute 30% of the total credit points in the subjects. All the credit points secured by the students will be progressively entered into record.

(Term-End) Examination Marks + Total Assignment Marks.

Distribution of courses over the semesters

1st Semester: FBG, FEG, ECO-1; 2nd Semester: FHS, ECO- 2 & ENVS;

3rd Semester: FST, ECO-3;   4th Semester: ECO-4, 5 & SBS-1;

5th Semester: ECO-6, 7 & SBS-2; 6th Semester: ECO-8, AOC, SBS-3.

Course Structure

Sl. No.	Name of the Course/Paper	Credits	Full Marks
Compulsory Course for Science/Arts/Commerce			
1	Foundation Course in Bengali (FBG)	4	50
2	Foundation Course in English (FEG)	4	50
3	Foundation Course in Humanities and Social Science (FHS)	8	100

4	Foundation Course in Science & Technology (FST)	8	100
5	Environmental Studies	4	50
Elective Course for Commerce			
1	Accountancy & Mathematics	8	100
2	Business Economics	8	100
3	Statistics & Business Organisation	8	100
4	Higher Accountancy	8	100
5	Cost Accountancy & Element of Income Tax	8	100
6	Business Management & World Resources	8	100
7	Commercial and Labour Laws	8	100
8	Auditing & Management Accountancy	8	100
Application Oriented Course for Commerce			
9	Basic Accounting (AOC-1)	8	100
Subsidiary Course for Commerce			
10	Entrepreneurship and Business Communication (SBS-1)	8	100
11	Tax Practice & Procedure (SBS-2)	8	100
12	Business Ethics & Computer Applications (SBS-3)	8	100
	Total of Marks/Credits	**124**	**1550**

Full Marks: 1550 of 124 credit.

Detailed Syllabus

http://www.wbnsou.ac.in/student_zone/courses/school_of_professional_studies/syllabus/Bachelor_Degree_Programmes/BCom_Syllabus.pdf

Previous Year's Question Papers

http://www.wbnsou.ac.in/student_zone/e-resources/question_bank/bdp/question_bank_bdp.shtml#questionbank_bdp

e-Resources

The university has its own e-repositories along with a strong ICT support which enables the learners to access the e-learning materials whenever they require. Various e-content, self-learning materials (e-SLM), audio-video lectures (A/V Lectures) and other relevant information pertaining to the course are available in the university website for the learners. Learners can download and read the study materials as per their convenience. Learner friendly Android based mobile application is also developed for the benefit of the learners. The relevant link of e-SLM are given in the following table-

Sl. No.	Name of the paper	Link to the E-resources (e-SLM)
1	Accountancy & Mathematics	http://www.wbnsou.ac.in/online_services/ SLM/BDP/ECO-01_M-1-4.pdf http://www.wbnsou.ac.in/online_services/ SLM/BDP/ECO-01_M-5-6.pdf
2	Business Economics	http://www.wbnsou.ac.in/online_services/ SLM/BDP/ECO-02.pdf
3	Statistics & Business Organisation	http://www.wbnsou.ac.in/online_services/ SLM/BDP/ECO-3%20M%2013-18.pdf
4	Higher Accountancy	http://www.wbnsou.ac.in/online_services/ SLM/BDP/ECO%20P-4%20M(24-26)%20 PDF.pdf
5	Business Management & World Resources	http://www.wbnsou.ac.in/online_services/ SLM/BDP/ECO-06.pdf
6	Entrepreneurship and Business Communication (SBS-1)	http://www.wbnsou.ac.in/online_services/ SLM/BDP/ECO%20(Paper%20- %20SBS%201%20&%202)-F.pdf
7	Tax Practice & Procedure (SBS-2)	http://www.wbnsou.ac.in/online_services/ SLM/BDP/ECO%20(Paper%20- %20SBS%201%20&%202)-F.pdf

For further readings and references some other useful external links are also provided below.

Sl. No.	Name of the Portal	Web Link / Website
1	NSOU OER Repository	http://nsouoer.krc.net.in/
2	NSOU Audio Visual Lectures	http://www.wbnsou.ac.in/online_services/ econtent_List_AV_Lecture.shtml #active_econtent_avlecture
3	NSOU Web TV	http://www.wbnsou.ac.in/online_services/ webtv.shtml#active_webtv
4	e-PG Pathshala	http://epgp.inflibnet.ac.in/Home/ ViewSubject?catid=6
5	e-GyanKosh	http://egyankosh.ac.in/simple-search? location=%2F&query=master+of+commerce &rpp=10&sort_by=score&order=desc http://egyankosh.ac.in/simple-search? location=%2F&query=commerce &rpp=10&sort_by=score&order=desc
6	CEC-UGC You Tube Channel	https://www.youtube.com/user/cecedusat
7	National Digital Library of India (NDLI)	https://ndl.iitkgp.ac.in/

Post Graduate Degree in Commerce
(M.Com)

Prepared by
Professor Anirban Ghosh &
Shri Sudarshan Roy

Expectations from the Learners

Master of Commerce (M. Com) is a two-year Post Graduate Degree Programme in the field of Commerce having a range of specializations and career options emerging in recent years. This programme is suitable for students, who want to pursue higher studies or research work in the area of commerce and other related areas. There are lots of job opportunities in Private & Public sector. You can also apply for government sector jobs. Learners can work as a teacher/lecturer in different colleges & universities after clearing the requisite exams such as UGC NET/JRF, SET etc.

Thus, the expectations from the learners are a systematic and rigorous learning and exposure to day to day business activities along with Banking and Finance related issues. They will also be trained with a conceptual, applied and research skills as well as competencies required for effective problem solving and right decision making in routine activities relevant to financial management and Banking Transactions of a business.

Such expectations from the learners of M.Com. are mentioned below:

- Getting higher level knowledge and understanding of contemporary trends in commerce and business finance;
- Capable of evaluating the environmental factors that influence business operation with the conceptual requirements and skills on preparation and interpretation of financial statements;
- Knowing the technique of Statistical methods and proficient use of tools for modelling and analysis of business data;
- Getting proficiency in capital budgeting techniques for investment decisions;
- Having an in-depth analysis of investment, portfolio management, investment banking and liquidation of investments;
- Growing competency about the laws and regulations, and roles of commercial, government and central banks in controlling money market and inflation

- Imparting within them the concept of risk mitigation in financial sectors and their role in investment decisions of individuals and business enterprises;

- Capable of having self-guidance to plan and undertake independent research in a chosen discipline;

- Capable of doing teamwork, lifelong learning and continuous professional development.

Programme Information

Masters of Commerce is ideal for candidates who wish to make a career in banking, financial services and insurance as well as accounting and commerce sectors. After obtaining a Bachelor's degree (10+2+3) in B.Com. / BBA, one can pursue M. Com. Programme from NSOU. As it is a professional course in commerce, therefore the learners are supposed to develop their knowledge and skills in the business studies in a specific way so as to enable them to develop the desired professional skills to understand the necessities of trade and commerce. They also will become equipped to tackle day to day business problems by their inner strength. It is a two years course having 20 papers of 50 Marks each. The total marks of the course are 1,000. With the vision "to nurture the young brains, to make them better employable and socially responsible citizens by encapsulating them with the right set of knowledge for a better tomorrow", Department of Commerce focuses on building conviction with impartiality and modesty, create an enabling environment for innovative thought processes and nurture open-mindedness, equitability and perseverance.

The learners after completion of the course may go for M. Phil / Ph. D. They may get lots of job opportunities in Private & Public sectors. They can also apply for government sector jobs and even can work in the corporate world. Learners may also work as a teacher/lecturer/ professor in different colleges & universities after clearing the requisite exams such as UGC NET/JRF, etc.

The courses are run through Personal Contact Programmes (PCPs) in the selected study centre and various regional centres of the university. The PCP sessions are mostly conducted on Sundays. 12 hours of general Personal Contact Programme (PCPs) are offered to the learners for each paper of 50 Marks are taken by the internal faculties and experienced academic counsellors who are from various eminent College or University teachers.

Recommended Approach

Master of Commerce (M. Com) Programme is conducted through Personal Contact Programme (PCP)at designated Study Centre/LSCs. Besides these PCP sessions the University also conducts special lectures at its Regional Centers from time to time. The learners are expected to read the Self learning materials before coming to the PCP sessions and clarify their doubts. They are supposed to participate in the discussions during counselling sessions.

There is a strong relationship between the coordinators of the study centers and the concerned authorities of the university so that an effective mode of communication is established and relevant information are timely disseminated amongst the learners about the various curriculum like submission of assignments and matters related to examinations. The university has its own e -repositories along with a ICT support which enable the learners to access the e-learning materials whenever they require. The learners are welcome to meet the concerned faculty at the Regional Centre whenever they feel. The learners and the concerned faculties are in regular contact through social networking sites. The University therefore adopts a very democratic and flexible approach where the learners are encouraged to learn from anywhere anytime.

Programme Objectives

The objective of this programme is to equip the learners with necessary conceptual, entrepreneurial and analytical skills required for handling business operations *so as to develop specialized competency in the field of Commerce and business including the oral and written communication, Information Technology and statistical skills as well as legal knowledge.* Considering the importance of self-employment, the programme aims to develop and inculcate *entrepreneurial skills* among the students. The post graduate degree in commerce is designed for the workforce who wish to work in commerce and industry. The fresh graduates and existing workforce can take the advantage of ODL system to increase their skills and competency in this particular field without disturbing their work schedule. The programme thus aims to provide students with the opportunity to develop and broaden their management and leadership skills.

Course Objectives

Master of Commerce (M. Com) programme contains 20 courses/ papers of having 50 Marks each.

(A) First Year (Part - I)

There are 10 Papers of having 50 Marks each in the 1ˢᵗ year of M. Com. The course wise objectives of the 1ˢᵗ year are shown in the following table-

Sl. No.	Courses	Objectives of the Course
1	Principles & Practice of Management	After completion of this course the learners will be able to know the Principles and Practices of Management which is concerned with organization-level outcomes such as economic, social, or environmental perfor mance, innovation, or ability to change and adapt in a managerial way.
2	Managerial Economics	The objective of the course is to acquaint learners with the basic principles of micro and macroeconomics for developing the understanding of theory of the firm, markets and the macro environment, which would help them in managerial decision-making processes.
3	Macro Economics and International Economic Problems	Broadly, the objective of macroeconomic policies is to maximize the level of national income, providing economic growth to raise the utility and standard of living of participants in the economy. There are also a number of secondary objectives which are held to lead to the maximization of income over the long run. After completion of this course the learners will be able to know theseproblems which include global inequality and unequal economic development, global poverty, the exhaustion of non-renewable re sources, depletion of the environment and global warming, and systemic problems associated with inadequate regulation of financial markets.
4	Business Environment	The course aims to develop the understanding about the Business Environment and the role of

		corporations in society keeping oversight on the functioning of the company, global developments in Governance and Corporate Citizenship. The course will also provide about necessary knowledge and skills for building professional boards, stakeholder engagement and shareholder activism.
5	Direct & Indirect Taxation	The primary purpose of this course of taxation is to raise revenue to meet huge public expenditure. Most governmental activities must be financed by taxation. In other words, taxation policy has some non-revenue objectives.After completion of this course the learners will be able to know the policies formulated in developed countries, the purpose of indirect taxes which is to catch the general public in the tax net. In most of these countries, on an average, a major per centage of tax revenue is collected through indirect taxation.
6	Accounting Theory	After completion of this course the learners will be able to know the objective of accounting theory which is to explain and predict accounting practice. Explanation provides reasons for ob served practice. For example, an accounting theory should explain why certain firms use LIFO method of inventory rather than the FIFO method.
7	Basic Statistical Concepts & Tools	After completion of this course the learners will be able to know basic concepts of statistical tools used in business and trade. The objective of this course is to equip learners with such important statistical techniques for managerial decision making and to provide ground for learning ad vanced analytical tools used in research.
8	Quantitative Techniques	After completion of this course the learners will be able to develop the knowledge of quantitative tools for decision making and to prepare for application of these tools in different organisational settings.

31

9	Cost Accounting	After completion of this course the learners will be able to know the objectives of Cost Account ing such as (i) Ascertainment of cost, (ii) Deter mination of selling price, (iii) Cost control and cost reduction, (iv) Ascertaining the profit of each activity, (v) Assisting management in decision-making.
10	Advanced Financial Accounting	After completion of this course the learners will be able to know the practical sense of accounting. The main objective of financial accounting is to accurately prepare an organization's financial accounts for a specific period, otherwise known as financial statements. The three primary financial statements are the income statement, the balance sheet, and the statement of cash flows.

(B) 2nd Year (Part - II)

There are 10 Papers of having 50 Marks each in the 2nd year of M. Com. The course wise objectives of the 2nd year are shown in the following table-

Sl. No.	Courses	Objectives of the Courses
11	Strategic Management	After completion of this course the learners will be able to develop the knowledge about strategy making process that is informed, integrative and responsive to rapid changes in organization environment and also about tasks implementing in a global market.
12	Marketing and Human Resource Management	After completion of this course the learners will be able to know the basic or fundamental objective of marketing management which is to maximise consumer satisfaction; and maximising enterprise profitability through maximising consumer satisfaction. The twin aspects of this fundamental objective seek to reconcile the objectives of consumers with those of the organisation. After completion of this course the learners will be able to know the primary objective of Human Recourse

32

		Management (HRM) which is to ensure the availability of competent and willing workforce to the organization as well as to meResource Managementet the needs, aspirations, values and dignity of individuals/employees and having due concern for the socio-economic problems of the community and the country.
13	Corporate Financial Environment	The purpose of this course is to equip students with an understanding of the Corporate Financial System, its constituents, the principles on which it operates, inter linkages, regulatory concerns, and implications for society &policy formulation.
14	Advanced Statistical Concepts & Tools	After completion of this course the learners will be able to know as it is a branch of mathematics with its own concepts, methods and values, which find many applications in geography and other disciplines. The basic aim of statistics in this sense of a subject of study is to provide methods of organising and simplifying data so that their significance is comprehensible.The objective of this paper is to equip Learners with the important statistical techniques for managerial decision making and to provide ground for learning advanced analytical tools used in research.
15	Financial Statement Analysis & Reporting	The Course aims to develop the understanding about various present-day Financial Statement Analysis and Reporting techniques of accounting which is to develop the skills and competencies that management accountants in order to take advantage of the opportunities offered by the new management accounting techniques.
16	Corporate Tax Planning and Management	After completion of this course the learners will be able to develop in learners the ability to consider tax implication in business and financial decisions. The objectives of corporate tax planning are to implement strategies that potentially reduce your tax liability and improve your profitability. We can also keep you compliant, so that you understand

		when submissions and payments to HM Revenue & Customs are due so as to avoid the pitfalls of stringent fines.And the tax planning is insurance of tax efficiency. Tax planning allows all elements of the financial plan to function in sync to deliver maximum tax efficiency. Tax planning is critical for budgetary efficiency. A reduced tax liability and maximized the ability of retirement plans.
17	Management Accounting	The objective of this course is to equip the learners with the knowledge of concepts, methods and techniques of management accounting and enable them to use various techniques of cost ascertainment, budget preparation and variance analysis, while focusing on its need for managerial decision making.
18	Financial Management	The Course in Financial Management intent to enable critical thinking in learners with respect to analysis and application of innovative solutions to varied financial problems. To make them understand various issues involved in financial management of a company and equip them with advanced analytical tools and techniques which can enhance their analytical ability for making sound financial decisions and policies in a company.
19	Auditing	After completion of this course the learners will be able to know the primary objective of audit which is to express an opinion on financial statements. To give the opinion about the financial statements, the auditor examines the financial statements to satisfy himself about the truth and fairness of the financial position and operating results of the enterprise.
20	Computer Applications is Business	The aims of Computer Application are providing students with an opportunity to develop understanding of the basic operations of a computer system and computer applications software. After completion of this course the learners will be able to develop the skill of using computer applications software for solving problems.

Expected Programme Outcome

After successful completion, the learners are expected to acuire knowledge in the domain of commerce and management which intern increase their employability in the trade and commerce. The employed persons may take this course for their vertical/ horizontal mobility in their work place. The fresh graduates may join this course to increase their employability in the trade, commerce and industry *particularly* to make them more productive, self-reliant and constructive for *self and society's benefit.*

Examination System

There are 20 papers of 50 Marks each having both theoretical and practical papers. All the enrolled learners can appear for the term end examination of each year. The total marks allotted for the course is1000 which is equally divided into each year. The learner has to submit assignment for all the papers, followed by the term end examination each year. The total weightage of 20% for assignment while 80% is given for the term end examination.

Course Structure

1st Year			2nd Year		
Sl. No.	Name of the Course/Paper	Full Marks	Sl. No.	Name of the Course/Paper	Full Marks
1	Principles & Practice of Management	50	11	Strategic Management	50
2	Managerial Economics	50	12	Marketing and Human Resource Management	50
3	Macro Economics and International Economic Problems	50	13	Corporate Financial Environment	50
4	Business Environment	50	14	Advanced Statistical Concepts & Tools	50
5	Direct & Indirect Taxation	50	15	Financial Statement Analysis & Reporting	50
6	Accounting Theory	50	16	Corporate Tax Planning and Management	50

7	Basic Statistical Concepts & Tools	50	17	Management Accounting	50
8	Quantitative Techniques	50	18	Financial Management	50
9	Cost Accounting	50	19	Auditing	50
10	Advanced Financial Accounting	50	20	Computer Applications is Business	50
Total of 1st Year		500	Total of 2nd Year		500

Full Marks: 1000 of 20 Papers of 50 each.

Detailed Syllabus

http://www.wbnsou.ac.in/student_zone/courses/school_of_professional_studies/syllabus/Master_Degree_Programmes/MCom_Syllabus.pdf

Previous Year's Question Papers

http://www.wbnsou.ac.in/student_zone/e-resources/question_bank/pg/question_bank_pg.shtml#questionbank_pg

e-Resources

The university has its own e -repositories along with a strong ICT support which enables the learners to access the e-learning materials whenever they require. Various e-content, self-learning materials (e-SLM), audio-video lectures (A/V Lectures) and other relevant information pertaining to the course are available in the university website for the learners both in Bengali as well as in English version. Learners can download and read the study materials as per their convenience. Learner friendly Android based mobile application is also developed for the benefit of the learners. The relevant link of e-SLM are given in the following table-

Sl. No.	Name of the paper	Link to the E-resources (e-SLM)
1	Macro Economics and International Economic Problems	http://www.wbnsou.ac.in/online_services/SLM/PG/MCOM-03.pdf
2	Business Environment	http://www.wbnsou.ac.in/online_services/SLM/PG/MCOM-04.pdf

36

3	Direct & Indirect Taxation	http://www.wbnsou.ac.in/online_services/SLM/PG/MCOM-5A.pdf
		http://www.wbnsou.ac.in/online_services/SLM/PG/MCOM-5B.pdf
5	Basic Statistical Concepts & Tools	http://www.wbnsou.ac.in/online_services/SLM/PG/MCOM-07.pdf
6	Quantitative Techniques	http://www.wbnsou.ac.in/online_services/SLM/PG/MCOM-08.pdf
7	Cost Accounting	http://www.wbnsou.ac.in/online_services/SLM/PG/MCOM-09.pdf
8	Corporate Financial Environment	http://www.wbnsou.ac.in/online_services/SLM/PG/MCOM-13.pdf
9	Financial Statement Analysis & Reporting	http://www.wbnsou.ac.in/online_services/SLM/PG/MCOM-15.pdf
10	Corporate Tax Planning and Management	http://www.wbnsou.ac.in/online_services/SLM/PG/MCOM-16.pdf
11	Financial Management	http://www.wbnsou.ac.in/online_services/SLM/PG/MCOM-18.pdf
12	Auditing	http://www.wbnsou.ac.in/online_services/SLM/PG/MCOM-19.pdf

For further readings and references some other useful external links are also provided below.

Sl. No.	Name of the Portal	Web link / Website
1	NSOU OER Repository	http://nsouoer.krc.net.in/
2	NSOU Audio Visual Lectures	http://www.wbnsou.ac.in/online_services/econtent_List_AV_Lecture.shtml#active_econtent_avlecture
3	NSOU Web TV	http://www.wbnsou.ac.in/online_services/webtv.shtml#active_webtv
4	e-PG Pathshala	http://epgp.inflibnet.ac.in/Home/ViewSubject?catid=6
5	e-GyanKosh	http://egyankosh.ac.in/simple-search?location=%2F&query=master+of+commerce&rpp=10&sort_by=score&order=deschttp://egyankosh.ac.in/simple-

		search?location=%2F&query=commerce& rpp=10&sort_by=score&order=desc
6	CEC-UGC You Tube Channel	https://www.youtube.com/user/cecedusat
7	National Digital Library of India (NDLI)	https://ndl.iitkgp.ac.in/
8	Shodhganga	https://shodhganga.inflibnet.ac.in/
9	Directory of Open Access Books	https://doabooks.org/
10	BCIT Open Educational Resources	https://open.bcit.ca/oer/islandora/object/ oer%3Aroot
11	CCCOER: OER By Subject	http://www.ltcconline.net/greenl/oer/ oerlistfromlistserve.htm
12	cIRcle UBC	https://circle.ubc.ca/about/
13	Commonwealth of Learning -Oasis OER	http://oasis.col.org/handle/11599/2402
14	NCLOR: Open Educational Resource	https://explorethelor.org/collections/open-educational-resources/
15	OASIS	https://oasis.geneseo.edu/
16	OER Commons	https://www.oercommons.org/
17	Sun West Resource Bank	https://resourcebank.ca/
18	UBC Open Case Studies	http://cases.open.ubc.ca/case-studies/
19	Open Stax College	https://openstaxcollege.org/books
20	College Open Textbook	http://www.collegeopentextbooks.org/
21	Open Textbook Library	http://open.umn.edu/opentextbooks/
22	BC Open ED	http://open.bccampus.ca/find-open-textbooks/
23	Global Textbook Project	http://globaltext.terry.uga.edu/books
24	Wikibooks	http://www.wikibooks.org/
25	Project Gutenberg	http://www.gutenberg.org/
26	Google Books	http://books.google.com/
27	American Institute of Mathematics	http://aimath.org/textbooks/approved-textbooks/
28	FreeBookDoctorss	http://www.freebooks4doctors.com/
29	Lyryx Open Textbooks	https://lyryx.com/products/how-it-works/ open-textbooks/
30	Bloomsbury Academic	http://www.bloomsbury.com/us/academic/ online-resources-and-ebooks/bloomsbury-open-content/

Post Graduate Degree in Social Work (MSW)

Prepared by
Kasturi Sinha Ghosh &
MonojitGarai
Assistant Professors

Expectation from the Learners

Social Work is a practice-based profession and an academic discipline, which aims to promote social development, empowerment and ensures social justice as well as Human Rights thereby enhancing wellbeing of our Society. The learners of MSW course are expected to be committed to their profession and be empathetic towards the individual, group or community for whom they are working with. A true Social worker is supposed to possess certain qualities which the learners are expected to develop in due course of time as they are obtaining the professional training in Social Work.

A Social Worker is expected to make a difference in the life of people who are in difficult circumstances and must be caring, compassionate, patient listener and be up to date with their knowledge. A professionally qualified social worker must also have a good communication skill to convey right message to the concerned person.

The two years curriculum of Social Work gives the learners scopes to gain extensive grass root level field experiences which would help them know the ground realities of various social problems. The learners are expected to apply the core methods and principles of Social Work and thus develop desired professional attitudes to plan strategies to deal with such problems scientifically and pragmatically.

M
S
W

Programme Information

The MSW course offered by NSOU is designed by competent Board of Studies to make it as contemporary as possible. It is a two years course with 12 Theory papers and two practical papers on Field work and Dissertation .The total marks of the course is 1500.

The learners after obtaining a Bachelor's degree in any Social Science subject are eligible to pursue MSW course from NSOU Since Social Work is a professional course, therefore the learners are supposed to undertake an extensive field work training. This training enables the learners to develop the desired professional skills to understand the problems of individual, groups and communities and further they also become equipped to tackle these problems by inner strength of the people with whom they come in contact while working in the field.

The learners after completion of the course may go for PhD in the field of Social Work or may even get jobs in various Non-governmental or Governmental sectors. They may get jobs as healthcare professional, or in the field of Women and child development. They may also work as welfare officer in correctional homes or in the field of community development.

The courses are run through Personal Contact Programmes (PCPs) in the selected study centers. The PCP sessions are mostly conducted on Sundays and 24 hours are needed to complete each papers. The Academic Counsellors are College or University teachers along with developmental officials working in reputed NGOs or are responsible officials in Government sectors.

Recommended Approach

The MSW course is conducted through Personal Contact Programme (PCP) in its various study centers. Besides these PCP sessions the University also conducts special lectures in its Regional Centers from time to time. The learners are expected to read the Self learning materials before coming to the PCP sessions and clarify their doubts .They supposed to ask questions and check their progress in these sessions.

There is a strong liaison between the coordinators of the study centers and the concerned authorities of the university so that an effective mode of communication is established and relevant information are timely disseminated amongst the learners about the various curriculum like submission of assignments, notice related to Field Work and Dissertation or matters related to examination. The university has its own e -repositories along with a strong ICT support which enables the learners to access the e-learning materials whenever they require. The learners are welcome to meet the concerned faculty on the Regional Centre whenever they feel the need. The learners and the concerned faculties are in regular contact through social networking sites. The University therefore adopts a very democratic and flexible approach where the learners are encouraged to learn from anywhere and in anytime.

Program Objectives

Social Work is a profession which is committed to face and solve social challenges scientifically and with democratic approach. Thus the MSW program offered by NSOU aims to train its learners to become responsible and skilled professionals who may in future become well equipped to resolve any crisis situation with a humanitarian approach. The learners get acquainted with the application of primary and secondary methods of Social Work, so that they may integrate these methods efficiently while dealing with any social challenges. They are also encouraged to analyze these social problems and then prescribe the possible Social Work interventions.

The placement in NGOs during the 1st year of the course enables the learners to understand its administrative patterns while in final year of the course the learners gets an exposure to conduct Research Work as they are supposed to submit a dissertation report on any social issue, thereby they develop an aptitude to think critically about social conditions.

Thus MSW program is designed with an intention to offer a diverse learning experience to its learners to tackle various social maladies and work for the development and empowerment of our communities.

The main objective of the MSW program is therefore to help the learners to settle down in their professional career by developing the basic skills, attitude and adopt an unbiased, truthful and a Right Based Approach to work for the society. Therefore the MSW program offered by NSOU is professional in true sense as it provides both theoretical and practical experience to its learners and help them to work in the communities with much ease and with optimum effectiveness.

Course Objectives

MSW 1st Year	
Name of the Course	**Objectives**
Paper I: History and Philosophy of Social Work	To help learners gain a clear conception about the Social Work and develop the knowledge about the historical development of Social Work as a profession both in India and abroad. This paper aims to explain how the present day Social Work underwent a transformation from charity to an empowering profession It gives a clear idea about

	the importance of Social Work Education in our society and creates the an awareness about the basic principles, ethics, values and methods of Social Work practice. Along with this the learners also get familiarized with some core concepts related to Social Work practice.
Paper II: Methods of Social Work- I (Social Case Work/Social Group Work)	In this paper the learners are given an exposure about the first two primary methods of Social Work i.e. Social Casework and Social Group Work. This paper enables the learners to know the definition, principles stages and models of Casework and Group Work and how these methods may be applied in various settings. The learners are also encouraged to develop an ability to take up a multi -dimensional approach while assessing and intervening the Social problems. The learners are made to understand the issues related to group dynamics and know about the theories of Leadership in Group Work in particular.
Paper III: Methods of Social Work-II (Community Organization)	This paper deal with the third primary method of Social Work and elaborately discusses about the basic characteristics of a community so that the learners finds it easier when they actually go to the field to work with the communities. The learners are able to develop an understanding about various approaches for "Need assessments "while working in a community. Thus this paper enables the learners to know the different steps to assess the community-based needs and know the way they extend the linkage services to the people of the community. The paper are exposes the learners with the idea of "Social action" as one of the secondary method of Social work and see how this method may be used for mass mobilization without violence and coercion.
Paper IV: Man and Society (Sociology/Indian Economic System)	This paper enables the learners to develop an in-depth understanding about the Societal system and try to analyze the Societal system and the existing social problems of India and thereby apply Social Work interventions to deal with such problems .The paper also helps the learners to know about the various economic problems that Indian societies often have to face and further give theoretic explanation of such

	economic problems and also suggest the role of Government and other agencies to tackle such problems.
Paper V: Human Growth &Behaviour and Health & Hygiene (Human Growth &Behaviour /Health Care Management)	Maintaining a healthy society where each and every member of the Society are completely free from any kind of disease like mental ,physical or psychological is an integral part of Social Work practice. Thus the objective of this paper is to develop an understanding of how an individual thinks feel behave or response in a particular situation. The learners know about the different stages development that the human beings undergo in their life time and how these experiences leads to their personality development. The paper further explains the concept of Health and Hygiene and gives an idea about the etiology of various communicable a d non- communicable diseases and the various methods of its prevention. The learners also gets a clear understanding about the role of a Social Worker in a Healthcare system.
Paper VI: Social Work Research and Statistics (Social Work Research/Statistics/ Use of Computers)	The sixth paper i.e. Social Work Research and Statistics is one of the secondary method of Social work and helps the learners to think critically and develop an aptitude for Research. They are trained about the various Research approaches which include Qualitative, Quantitative and Eclectic approaches and also know about the various statistical tools which they may use for data analysis and interpretation.
Paper VII & VIII:Field Work (Placement Reports) andViva Voce	Field placement is an integral and most important curriculum of Social Work Course. The main objective of Field Work is to relate their theoretical knowledge with their practical exposure and this will help them to develop a clear conception about the application of social work methods in the community setting. The Field Work exposure shall help the learners to develop those professional skills, which will help them to work for the cause of humanity and bring about desired social changes and ensure sustainable development of our society.

MSW 2nd Year	
Paper IX: Social Welfare Administration	This paper clearly hives a conception about another secondary method of Social Work which deals with the process of administration and explain the basic difference between Public Administration and Social Welfare Administration. Zit enables the learners to acquire those skills and qualities needed for efficiently carrying out the administrative activities of an agency like recruitment of employees, imparting training for staff development, budgeting, formulating project proposal or managing projects etc. The learners also get aware about the various Government Department/Ministries and their schemes & policies for the welfare of the vulnerable segment of the Society.
Paper X: Community Development (Rural and Urban)	The Learners having already learntabout the concept of various communities. The learners are given a complete overview about the Rural, Urban and Tribal communities along with the slum areas. The learners understand about the concerned Government Department /Ministries and its programs for the development of these communities This paper explains about administrative pattern ofPanchayat and other Urban Local Govt. along with the role of Banks, Cooperatives and NGOs in the development of such communities.
Paper XI: Contemporary Social Problems & Social Policy	The learners know about the concept, causes and genesis of Social problems with special reference to Indian societies. This paper also encourages the learners to develop an understanding about these problems from the perspective of a Professional Social Worker and deal with such problems by applying the various Social Work Approaches.
Paper XII: Crime and Correctional Administration	The learners get the scope to take up an in-depth study of the crime and criminal behavior. They may understand with theoretical explanation the nature of Human Behavior and the Societal conditions which compels a person to commit crime. The learners also learn about the various mechanism to control of occurrence of crime in our society and the role of a professional Social Worker in this regard.

Paper XIII: Social Legislation	This paper helps the learners to know about the constitutional safeguards and the legislative system of our country. Learners are trained to understand the cases of the persons who are subjected to exploitations and thus learn ways to redress such issues by the application of legal measures thereby restoring social justice and Human Rights in our society. The learners are given thorough knowledge about laws related to Women and Children, Elderly People, Persons with Disabilities (PWD) and along with labour laws.
Paper XIV: Areas of Social Work Practice	The learners in this paper will understand about various scope of Social Work Practice. The learners gets an opportunity to know the various areas in which Social Work may be practiced. Thus this paper enable the learners to adoptmultidisciplinary approaches as well as apply integrated Social Work practice to make a difference in the Societal system in a much meaningful way.
Paper XV & XVI: Project Work (Study Reports) and Viva Voce	To orient the learners about social work research. Learners thus need to probe into various social issues and problems by carrying out in depth investigations to understand the ground realities and explore the root cause of these social abnormalities and also try to find solutions to combat these problems.

Expected Programme Outcomes

The learner after completion of the course become knowledgeable, competent and efficient to ensure , to secure for themselves good job opportunities in NGOs , CBOs and NPOs or even compete for government services to seek career in various government organization or even go for further research activities in the field of social work. The training in social work would make the learner to develop all the qualities which are expected to be possessed by the professional social worker. The course shall prepare the learner to face the competition world and other social challenger with lot of confidence. They would be in the position of taking responsibilities and adopt an emphatic approach to extend all kinds of support needed for the wellbeing and empowerment of human beings.

Examination System

There are twelve theoretical papers and two practical papers i.e. Field Work in the MSW Part I with Dissertation in the MSW Part II of the course. All the enrolled learners appear for Viva Voce at the end of each year. The total marks allotted for the course is1500 which is equally divided into each year. The learner have to submit assignment for all the papers except practical papers, followed by the term end examination each year. The total weightage of 20% for assignment while 80% is given for the term end examination. Viva Voce for practical papers are conducted in the Regional Centers of the University by the approved Board of Examiners.

Course Structure

MSW Part – I (1ˢᵗ Year)		
PAPER	TITLE	MARKS
I	History and Philosophy of Social Work	100
II	Methods of Social Work – 1(Social Case Work/Social Group Work)	100
III	Methods of Social Work-2(Community Organisation)	100
IV	Man and Society (Sociology/Indian Economic System)	100
V	Human Growth &Behaviour and Health & Hygiene (Human Growth &Behaviour/ Health Care Management)	100
VI	Social Work Research and Statistics(Social Work Research/Statistics/Use of Computers)	100
VII	Field Work (Placement Reports)	100
VIII	Viva Voce	50

MSW Part – II (2ⁿᵈ Year)		
PAPER	TITLE	MARKS
IX	Social Welfare Administration	100
X	Community Development (Rural and Urban)	100
XI	Contemporary Social Problems & Social Policy	100
XII	Crime and Correctional Administration	100

XIII	Social Legislation	100
XIV	Areas of Social Work Practice	100
XV	Project Work (Study Reports)	100
XVI	Viva Voce	50

Full Marks: 1500 (120 credits)

Detailed Syllabus

http://www.wbnsou.ac.in/student_zone/courses/school_of_professional_studies/syllabus/Master_Degree_Programmes/MSW_Syllabus.pdf

Link for the Field Work Manual:

http://www.wbnsou.ac.in/student_zone/courses/school_of_professional_studies/dissertation_guide/20180928_MSW-VII%20Book.pdf).

Link for the Dissertation Guide

http://www.wbnsou.ac.in/student_zone/courses/school_of_professional_studies/dissertation_guide/20180712_Dissertation_NOTES_for_MSW_P-15.pdf).

Previous year's Question Paper

http://www.wbnsou.ac.in/student_zone/e-resources/question_bank/pg/question_bank_pg.shtml#questionbank_pg

e-Resources

The university has its own e -repositories along with a strong ICT support which enables the learners to access the e-learning materials whenever they require. Various e-content, self-learning materials (e-SLM), audio-video lectures (A/V Lectures) and other relevant information pertaining to the course are available in the university website for the learners both in Bengali as well as in English version. Learners can download and read the study materials as per their convenience. Learner friendly Android based mobile application is also developed for the benefit of the learners.

Papers	Link to the E-resources (e-SLM)
Paper I, Paper II, Paper III, Paper IV	http://www.wbnsou.ac.in/online_services/SLM/PG/MSW-01-04.pdf
Paper V	http://www.wbnsou.ac.in/online_services/SLM/PG/MSW-05.pdf
Paper VI	http://www.wbnsou.ac.in/online_services/SLM/PG/MSW-06.pdf
Paper VII	http://www.wbnsou.ac.in/online_services/SLM/PG/MSW-07.pdf
Paper IX	http://www.wbnsou.ac.in/online_services/SLM/PG/MSW-09.pdf
Paper X	http://www.wbnsou.ac.in/online_services/SLM/PG/MSW-10.pdf
Paper XI	http://www.wbnsou.ac.in/online_services/SLM/PG/MSW-11.pdf
Paper XII	http://www.wbnsou.ac.in/online_services/SLM/PG/MSW-12_Bengali.pdf
Paper XIII	http://www.wbnsou.ac.in/online_services/SLM/PG/MSW-13E.pdf
Paper XIV	http://www.wbnsou.ac.in/online_services/SLM/PG/MSW-13-14.pdf
List of A/V Lecture	
http://www.wbnsou.ac.in/online_services/econtent_List_AV_Lecture.shtml#active_econtent_avlecture	
NSOU OER Repository	
http://nsouoer.krc.net.in/	
NSOU Web TV	
http://www.wbnsou.ac.in/online_services/webtv.shtml#active_webtv	

For further readings and references some other useful external links are also provided below.

Name of the Portal	Web link / Website
e-PG Pathshala eGyanKosh	http://epgp.inflibnet.ac.in/Home/ViewSubject?catid=32 http://egyankosh.ac.in/simple-search?query=social+work
SWAYAM PRABHA	https://www.swayamprabha.gov.in/index.php/program/archive/6
	https://www.swayamprabha.gov.in/index.php/program/archive/26
CEC-UGC YouTube Channel	https://www.youtube.com/user/cecedusat
National Digital Library of India (NDLI)	https://ndl.iitkgp.ac.in/
Shodhganga	https://shodhganga.inflibnet.ac.in/
Directory of Open	https://doabooks.org/
Access Books	

Post Graduate Degree in Library and Information Science

(MLIS)

Prepared by
Anamika Das
Assistant Professor

Expectation From the Learners

Library and Information Science (LIS) is a service oriented profession. As long as there will be aspiration for knowledge and exploration, there will be demand for Library and Information Services. The objectives of such services are to satisfy the information needs in a pinpointed, exhaustive and expeditious way of those who need them to fulfil their specified information requirement. Though the advancement of Information and Communication Technology enhances the service greatly, yet it may comprise of quite complicated processes for which human-touch in providing the service is very crucial. Therefore, the learners of future LIS professionals need to go through an augmented teaching-learning process befitting the profession.

Netaji Subhas Open University as a leading Higher Education Institute offering its academic programmes through Open and Distance Learning mode, delivers programme on Master of Library and Information Science (MLIS). This is a one-year programme incorporating theoretical and practical approaches of the Library and information services.

The learners of MLIS programme of NSOU are all distributed throughout the remote corners in the State of West Bengal. Equipped well with all possible types of support services provided by the university both in physical and digital forms, they are supposed to pursue their study on their own as per the norms of flexibility of the ODL system. They are expected to raise self-motivation towards comprehending the philosophical, theoretical aspects of the Library and Information Science discipline, as well as obtaining the skill for methodical practices for providing Library and Information Services. They are also expected to apply their intuitive knowledge and enthusiasm in coping up with the emerging tools and technologies in their professional domain so that they gain the confidence to serve the diverse groups of information seekers.

M
L
I
S

49

Programme Information

Master of Library and Information Science (MLIS) offered by NSOU is a one-year academic programme. The Board of Study for MLIS Programme is the authority for conducting this programme.

For a learner, once admitted the registration remains valid for a period of maximum 3 (three) years. The eligibility criteria required for taking admission in the programme is Bachelor of Library and Information Science (BLIS) degree from a recognized University or Other Graduate (10+2+3) with at least 300marks of study in Library Science/Library and Information Science/Information Science.

The MLIS programme comprises of nine courses of each 100 marks. The courses include seven compulsory theory papers, one elective paper (for which there are three options of papers), and one paper on dissertation project.

Having achieved practical skill at the BLIS and MLIS level, the learners of MLIS programme are provided with the scope for applying their practical competence while conducting their dissertation work. They may conduct the study in the area of their interest within the purview of the coverage of the discipline. They are provided with the study-guidance from subject experts at their home place.

The learners are offered Self-Learning Materials (SLMs), A/V lectures, Access to the university library for OPAC and reading-room and photocopying facilities. They are also offered well-conducted Personal contact Programmes (PCPs), Special Lecture Programmes, Workshops, Seminars, etc. Such programmes are conducted in a distributed manner, in the University Regional Centres and different Learners Support Centres, so that resources person may reach to them at their doorsteps. Such programmes are delivered by the Faculty Members of Department of Library and Information Science and in some cases guest resource Persons are to be engaged as Academic Counsellors. Moreover, the learners may approach and access any-time online access to the concerned faculty members of the university. Workshop and orientation programmes for Academic Counsellors or other guest resource persons are also organised in regular interval for acquainting them with the teaching-learning activities in ODL system.

Recommended Approach

At present, the MLIS learners of the university study their SLMs, listen to online lectures, attend the PCP and SLPs to make their confusion clear and thus continue

their study. During all these learning processes, they have to complete their home assignments which are 100 marks question papers for each course of the study. These assignment papers are evaluated by subject experts and returned back to the learners. These help them to assess their study progress, and also carry 20% marks to the term end evaluation. At the end of the academic year the learners have to appear term end examination. The score at term end examination carry 80% of marks. For all eight among nine papers, the learners have to follow this cycle. For Paper nine, which covers the dissertation work, the learners have to appear a workshop conducted by the concerned department to present his/her proposed study of dissertation, and finally for evaluation of this paper, the learners have to go through a two-steps evaluation process, first to appear the viva voce board (20% of the total score) and Second, evaluation of the dissertation Report (80% of the total score).

The MLIS programme is no doubt designed in a systematic way with the help of physical and digital learning supports. There are certain constraints in part of the learners, for which they may deserve flexibility in their place and pace of learning. The course is designed in a way keeping in view such issues. Having been within the designed structure, and keeping in mind the present days' call for ever-changing tools and technologies, the following approaches may be recommended:

- To regularly update the syllabus;

- To compulsorily incorporate Educational Visits/ Excursions in the syllabus of MLIS to provide them exposure to real-life activities at Library and Information Service Centres;

- To provide the learners more access to blended instructional system in technology-enabled synchronous platforms;

- To provide access to Knowledge Resources at Regional Centres and Learner Support Centres, as the university Library is located in centralised position and the learners are distributed in far-flung areas;

- To establishing Library Technical Processing Laboratory at regional Centres so that more practice components may be incorporated in the syllabus

- To incorporate Hands on Practices for the learners in the programme

Programme Objectives

Master of Library and Information Science (MLIS) programme is a one-year postgraduate professional programme to deliver accredited teaching-learning process to the intended learners to cope them up with the changing trend of information ecosystem by upbuilding their skill and competence to serve as information professionals and also to boost up their confidence in innovative and research skills.

MLIS Programme of NSOU has been designed and developed at par with the proper guideline provided by the concerned authority to fulfil its mission and objectives. The intended objectives to run such a skill-based professional academic programme may be delineated into two stages, the general or overall objectives and the specified objectives, as stated below:

The objectives in general are

- To learn the role of Library and Information Centres in enhancing the quality of education and culture of a country;

- To know the evolution and the current trend of library and information science profession;

- To know the transformation of the Resources, Services and Products of information and knowledge and the opportunities and challenges of library and information science profession;

- To develop required skills and strategies to cope up with the changing landscape, challenges and opportunities in transformed libraries in 21st century;

- To acquire the skill in managing financial, manpower and other resources in library in library and information centres;

- To know the trends and issues of research in library and information science

- To know the issues in marketing library products and services.

The specific service-oriented objectives are,

- to develop the skill of Collection Development and Management of Knowledge Resources available in different forms and media;

- to develop the skill of applications of web 2.0 and web 3.0 in providing enhanced library services;

- to develop the skill of in promoting intelligent search services and discovery services to e-resources;

- to develop the skill of enhancing remote access to e-resources from anywhere, anytime;

- to develop the skill of managing research data and content in higher educational institutions;

- to develop the skill of developing knowledge management strategies of an institution through its digital library system;

- to develop the skill of application of artificial intelligence and machine learning in library operations and services;

- to understand the structure and dynamics of research activity in different domain of knowledge to provide enhanced information services to the research activities in those areas.

The Programme objectives have been attuned with the objectives set while designing and developing its course components. Therefore the course objectives need to be delineated, as in the next section.

Course Objectives

Title of the Course	Objectives
MLIS-1: Information, Communication Society	The objectives of Course/Paper 1 i.e. Information Communication and Society, are to know • the role of information in enhancing societal development; • mode of information generation and information communication among different information users in the society; • relation and transformation between data, information, knowledge and wisdom;
MLIS-2: Information Sources, Systems and Services	The Paper 2 which is titled as Information Sources, Systems and Services is designed to fulfill the following objectives • to give an idea of different media of information resources; • to provide an overview of Information Sources. Systems and Services in the disciplines of Humanities, Social Sciences and Science and Technology And in in different Non-disciplinary Subjects; • to study National and International Information Systems and Services.

MLIS-3: Information Processing and Retrieval (Theory)	The course covers Information Processing and Retrieval. The objectives of this paper /course are • to provide an idea of Intellectual Organisation of Information, and the mechanisms and tools used for this purpose; • to discuss Bibliographic Description and metadata for different media of information sources; • to give an idea of Types and Characteristics Indexing Languages and different types of Subject Indexing techniques; • to give an idea of modern trend of information retrieval (IR) and different IR models
MLIS-4: Information Institutions, Products and Services	The course/ paper of the programme is designed as Information Institutions, Products and Services with the objectives • to provide necessary background information relating to Evolution and Growth of different types of information institutions; • to describe the objectives and functions of different types of informationinstituions, such as information centres, Data Centres and Referral Centres, Information Analysis and Consolidation Centres, etc; • to describe the different information products and services and the tools and techniques involved preparing such services.
MLIS-5: Management of Library and Information Centres	Library and Information Centres (LIC) are social, non-profit service-oriented institutions. Such institutions and their resources, to provide efficient services, required to be managed in systematic way. The primary objective of this course are to give the learners an idea of how to maintain the administration and management of LICs. To achieve this objective the course is arranged to provide • general perspective of management, including management principle; • overview of System Analysis and Control; • discussion on Personnel Management; • discussion on issues of financial Management;

MLIS-6: Information Technology Application	The course is designed having the basic objective to provide the fundamental concept of logical basis for using technology-enabled tools and techniques in modern libraries and information centres. The basic objective are • to provide the concept and procedure of implementing Library Automation; • to describe Database Management System; • to discuss different Operating software and Application Software for enhancing different aspects of i library and information services; • To describe different issues of Networking.
MLIS-7: Research Methodology	The course component on research methodology in post graduate syllabus is an essential part to grow and direct the innovative interest of the learners in search for new knowledge or for exploration of new explanation of existing concept or theory in a particular domain. The major objectives of this course component are to introduce the Concept, Need, Purpose of Research and research methodology; • to discuss the research design and its various parts and activities; • to discuss the issues in communicating research output and • to know the objectives and role of different research promotional agencies.
Elective Papers	
MLIS-8E1: Preservation and Conservation of Library Materials	Preservation and conservation of Information and Knowledge resources are very crucial to sustain the cultural heritage of a nation. Paper has been designed to offer lessons on Preservation and Conservation of Library Materials for those who are interested to select this elective paper. The objectives of this course are • to delineate the Concept of Preservation and Conservation of Library Materials • to discuss causes of damage of library materials • to illustrate different mechanisms for preservation and conservation of different types of information communication media, ranging from primitive manuscripts to modern digital media.

MLIS-8E2: Academic Library System	The course may be optionally taken by those learners who are interested to know the objectives, purposes and functionalities of different levels of academic libraries. This course is designed with the objectives • to define Nature and Characteristics Academic Library and their role in Academic Support System; • to describe Kinds of Academic Library and their objectives and purposes; • to discuss Organization and Management of Academic Library Services.
MLIS-8E3: Public Library System	The course on Public Library System may be optionally taken by those learners who are interested to know the objectives, purposes and functionalities of different levels of public libraries. This course is designed with the objectives • to define Nature and Characteristics Public Library and their role in different community in the society; • to describe Kinds of Public Library and their objectives and purposes; • to discuss Organization and Management of PublicLibrary Services; • to introduce the public library system and the policy and legislation in this regard in India, in the UK and in the USA.
MLIS-9: Dissertation	The objectives of conducting a research study and writing the report in this level of post graduate programme are • to provide the learners an opportunity to delve into their innovative research interest; • to uncover their authoritative awareness in the subject domain; • to develop writing skill.

Expected Programme Outcome

An academic programme becomes successful and effective when the learning outcome fulfils the objectives of designing such programme. With the said objectives of MLIS programme of NSOU the learning outcome expected are
   • to create skilled and competent professionals in the field of library and information science;

- to dedicate their professional career for the development of the subject-domain by catering services in different academic libraries, special libraries, public libraries, research centres, government departments, non-government organisations;
- to develop philosophical value of LIS professionals in providing information service;
- to create a resource pool who will be able to handle and manage the recent developments in the subject domain specially in the ICT environment
- to develop advanced skill in LIS Professionals to Survive in the Changed LIS Environment.

Examination System

Continuous evaluation is being conducted in the form of Home Assignments, which are 100 marks question papers for each course of the study. The learners have to solve and submit these papers at their concerned Learner Support Centres. 20% of the score obtained in each paper are to be added to the term end result. At the end of the academic year the learners have to appear term end examination. The score at term end examination carry 80% of marks. Together, each paper carry a score of 100 marks.

Detailed Syllabus

Course structure (Full credit: 900 marks (72 credits))

MLIS-1: Information, Communication Society

MLIS-2: Information Sources, Systems and Services

MLIS-3: Information Processing and Retrieval (Theory)

MLIS-4: Information Institutions, Products and Services

MLIS-5: Management of Library and Information Centres

MLIS-6: Information Technology Application

MLIS-7: Research Methodology

Elective Paper (any one from the following):

MLIS-8E1: Preservation and Conservation of Library Materials

MLIS-8E2: Academic Library System

MLIS-8E3: Public Library System

MLIS-9: Dissertation

Detailed Syllabus

http://www.wbnsou.ac.in/student_zone/courses/school_of_professional_studies/syllabus/Master_Degree_Programmes/MLIS_Syllabus.pdf

Practical/ Field Work/Dissertation Guidelines

Paper nine of MLIS programme covers the dissertation. To fulfil this paper the learners have to conduct research study as for their Master Degree level. They require conducting an innovative study in their own area of interest within the purview of LIS domain. A Student's Manual for accomplishing the dissertation study and submitting the Study Report is provided to them. After finalising their area, they need to appear a workshop organised by the department of LIS to present his/her proposed study of dissertation, and finally for evaluation of this paper, the learners have to go through a two-steps evaluation process, first to appear the Viva Voce Board (20% of the total score) and Second, to submit the Dissertation Report for evaluation (80% of the total score).

http://www.wbnsou.ac.in/student_zone/courses/school_of_professional_studies/dissertation_guide/20170405_Dissertation_Guidelines_Students_Manual.pdf

e-Resources

Netaji Subhas Open University provides learning contents physically and digitally, such as Self Learning materials, A/V lectures, Tutorial through Social Networking Platform, etc. as much as possible to support its learners in their learning activity. The e-contents provided by the university are available in the university website (wbnsou.ac.in) and may also be accessed through learner friendly Android based mobile application.

In addition to the resources provided by the university a list for further readings and online courses with their external links are provided below. However, the list is not exhaustive, it may immensely help the learners.

Name of the Portal	Web link / Website
National Digital Library of India (NDLI)	https://ndl.iitkgp.ac.in
e-PG Pathshala	http://epgp.inflibnet.ac.in
Shodhganga	https://shodhganga.inflibnet.ac.in
The Consortium for Educational Communication	http://cec.nic.in/cec/

eGyanKosh	http://egyankosh.ac.in
Library and Information Science: A Guide to Online Resources in The Library of Congress >> Researchers >> Virtual Programs & Services	https://www.loc.gov/rr/program/bib/libsci/fulltext.html
NSOU OER Repository	http://nsouoer.krc.net.in/
OCLC: Worldwide, member-driven	www.oclc.org
library cooperative	
search engine for PDF files	https://www.pdfdrive.com/
Directory of Open Access Books	https://doabooks.org/
Swayam Central	https://swayam.gov.in/
MIT OpenCourseWare	ocw.mit.edu
Online Courses of Harvard University	https://online-learning.harvard.edu/
Coursera	https://www.coursera.org/
Khan Academy	https://www.khanacademy.org/
edX	https://www.edx.org/ edX
Lumen Learning	https://lumenlearning.com/

Bachelor Degree Programme in Library and Information Science (BLIS)

Prepared by
Dr Barnali Roy Choudhury
Assistant Professor

Expectation from the Learners

LIS study generates skilled professional. Either they are engaged in professional career orthey are supposed to join their professional life. So in this scenario to opt a degree for career development Open and Distance Education is the right choice to carry on. Where students or professional can simultaneously run their career and education for further career development. For such reason following expectations are formed from the learners:

➢ To provide education not only to acquire knowledge but also to inculcate a sound philosophy for a holistic living;

➢ To encourage self-evaluation, personality development & guide the learners to strive towards perfection and competence.

➢ Department of LIS provides excellent teaching and learning environment with its focus on continuing education.

➢ To provide large number of trained human resource in the field of library and information activities for the knowledge society

Program Information

The Bachelor's Degree Programme in Library and Information Science (BLIS) was started by NSOU in 2005 in response to the demand for large number of skilled human resource in the field of library and information science. These human resources are required to serve various positions in libraries, documentation centers and information Centers/institutions in the country at various levels.

Minimum Duration of this course is 1 Year and Maximum Duration is 3Years.

B
L
I
S

Recommended Approach

Department of Library and Information Science, NSOU conducts its teaching-learning system in both ways. Face to Face (f2f) and Online mode. Face to face mode includes three pillars to satisfy users need viz,

✓ Personal Counseling Programme (PCPs) in different PCP centers all over the West Bengal to satisfy learners doubt.

✓ Self-Learning Tools like Study material, Lab based practices, Technology-driven educational materials like computer lab, Library facility along with Institutional OER repository; and

✓ Direct teacher-student interactions for sustainable development in different regional centers through Special Lecture Program and personal interaction with the learners.

Online modeof teaching-learning process includes Audio/video lectures, online classes using learning management software. There are sufficient amount of educational materials available for learners of DLIS, NSOU like e-SLMs. University posses Institutional OER repository where study materials and audio-video lectures along with previous years' questions are also accessible and downloadable in free of cost for the learners.

✓ University also extend its ICT enabled services through LMS.

✓ University generally offers technology embedded facilities like Website, On-line admission, E-mail, SMS alert, instant messaging, e-SLM e-Lecture Mobile-Learning etc. to promote quality learning.

Program Objectives

➢ To opens up good possibilities to promote a better learning opportunities, fit with the local contextual and cultural needs.

➢ To increase enrolment ratio by creating awareness amongst the said community prospective learners of the marginalised communities.

➢ To increase accessibility of education through information and communication technology for widening up scope and coverages of educational system.

➢ To motivate learners in research work.

➢ To raise the standard of our learners at per global standards and make them employable;

➢ To provide a platform to the learners to exhibit their talents & creativity.

Course Structure

Paper 1: Library and Society

Paper 2: Library Management

Paper 3: Library Classification Theory

Paper 4: Library Cataloguing

Paper 5: Reference and Information Services

Paper 6: Classification Practice

Paper 7: Cataloguing Practice

Paper 8: Computer Basics and ApplicationsTotal-800, 64 credits

Course Objectives

Name of the Course	Objectives
Paper – I: Library and Society	After going through this paper learners will be able to: • Learn the details of Role of Library in Modern Society • Learn the classification and characteristics of Academic Libraries : University, College and School Libraries • Deliberate in depth the concept of Library Legislation and Model Public Library Act • Provide learners with learning experiences that help to acquire deep interests in learning Library and Information Science; • Develop extensive knowledge and understanding of fundamental concepts, principles, and theories related to Library and Information Science. • Connect relationships between libraries and society as a whole.
Paper – II: Library Management	After going through this paper learners will be able to: • Learn the characteristics of Library Organizational Structure • Specify the characteristics of Collection Development

	• Write down in details with application of Library Rules and Regulations • Explain the meaning and purpose of management; • Know about different theories and levels of management like scientific management Neo classic management through which they will opt required managerial skills for smooth running of library; and • Identify Financial Management includes Budgeting, statistics etc.
Paper – III: Library Classification Theory	After going through this paper learners will be able to: • Specify in depth the concept of Basic Concepts and Terminology • Learn in details with application of Facet Analysis and Facet Sequence • Write down the classification and characteristics of Modes of formation of Subjects • Obtain the meaning of terms and their use in the theory and practice of library classification. • Identify the meaning, need, purpose and function of library classification, • Understand technical terminology in a Library Classification; and • Obtain expertise knowledge into the underlying principles and characteristic features of DDC and CC
Paper – IV: Library Cataloguing	After going through this paper learners will be able to: • Understand in details with application of Library Cataloguing Theory • Specify the classification and characteristics of Data Elements in different types of Entries • Identify in depth the concept of Western Names and Indic Names • Explain the objectives and functions of a library catalogue; • Describe the different physical forms of library catalogues; • List the different types of inner forms and outer forms of a library catalogue

Paper – V: Reference and Information Services	After going through this paper learners will be able to: - Deliberate in depth the concept of Concept of Reference and Information Services - Deliberate the characteristics of National Bibliography (BNB & INB) - Write down in depth the concept of Dictionaries - Know the importance of reference work in a library; - Understand role of reference sources/books in providing information service; - Describe the process of giving reference service; - Have insight knowledge on reference book/work and state their characteristic features;
Paper – VI: Classification Practice	After going through this paper learners will be able to: - Deliberate the characteristics of Construction of class members of documents according to the 19th ed. Dewey's Decimal Classification, 1979 - Understand the details of Construction of Class numbers of documents according to the Colon Classification, 6th. ed. 1960 - Specify the classification and characteristics of Construction of Book number as formulated by S. R. Ranganathan - Explain the salient features of the Dewey Decimal Classification; - Describe the three volume text of DDC 19th edition; - Explain the steps in practical classification. - Explain the meaning of various types of notes and instructions to implement in an entry; - Apply the instructions while constructing a class number for a subject; - Use seven auxiliaries table - Understand the nature of synthesis to build classification number - Explain the salient features of the Colon Classification scheme - Explain the facet formula for each main classes and construct class number for books with subjects belonging main classes - Understand the recent trends in classification.

Paper – VII: Cataloguing Practice	After going through this paper learners will be able to: • Deliberate the details of AACR-2R- an introduction • Deliberate in details with examples Editorial work • Understand the classification and characteristics of Serials • Understand the structure of Anglo-American Cataloguing Rule and Classified Cataloguing Code; • Distinguish different areas of descriptions to be included in the catalogue of books, maps, CD/DVDs, Journals etc. • Decide the actual situation to introduce reference entries and analytical entries
Paper – VIII: Computer Basics and Applications [Theory]	After going through this paper learners will be able to: • Identify the characteristics of Introduction to Computer • Learn in details with examples Computer Language • Learn in details with application of Library Automation • Understand the concept of information technology; • Identify the different components of information technology and their applications on Library and Information Science; • Identify the specific telecommunications technologies and their current or potential applications in library and information activities; • Understand about different data system, Boolean logic and Flow chart. • Understand BASIC programming; • Understand the generic concepts relating to software; • Identify and select the most appropriate software package for Library house-keeping operations; Identify the basic module of LMS for effective and efficient implementation in any library management system.

Learning Outcomes

✓ To create a bunch of skilled professional who are responsible to manage, organise and navigate whole educational system by facilitating right information to the right people at any time to any people.

✓ To dedicate their professional career for the development of the subject-domain by catering services in different academic libraries. Special libraries,

public libraries, research centers, government departments, non-government organisations.

✓ Library Professional like library assistant, library trainee in University/ Colleges, Information Centers, Industrial organisation, Research Library, Special Library, Public Library. School Librarian, Even students can do freelancing with the appropriate skill.

✓ Lern in details with application of Facet Analysis and Facet Sequence

✓ Understand in details with application of Library Catologuing Theory

✓ Identify in depth the concept of Western Names and Indic Names

✓ Deliberate the characteristics of National Bibliography (BNB & INB)

Examination System

DLIS, NSOU follows generic style of 80-20 to assess learners' skills so that they can prove themselves for the job market. Two methods are follows as Internal Assessment: 20% and Term-end Examinations: 80% which means both assessments are generally conducted by the university with full marks 100. 20% of the Internal Assessment and 80% Term-end Examinations are aggregated for the final marks to obtainDegree in Library and Information Science.

Detailed Syllabus

http://www.wbnsou.ac.in/student_zone/courses/school_of_professional_studies/ syllabus/2nd_Degree_Programmes/BLIS_Syllabus.pdf

Previous Year's Question Papers

http://www.wbnsou.ac.in/student_zone/e-resources/question_bank/2nd_degree/ question_bank_2nd_degree.shtml#questionbank_2nddegree

e-Resources

➤**Study Materials**

NSOU-OER repository is accessible from the OER Repository button of NSOU's home page <http://www.wbnsou.ac.in/index.shtml > or from direct URL <nsouoer.krc.net.in>. By clicking on this button NSOU-OER repository home page

is there. This repository consists two search options search NSOU-OER repository (centralized search service) and search other OER repositories (Federated search service) to broaden search outside the NSOU repository. NSOU acknowledging CEMCA's contribution by sharing its logo in the home page of repository here. This page also declares adopted creative commons license for each material available under this repository. NSOU release its all document under CC-BY-SA-NC license.

·http://www.nsouict.ac.in/

- http://www.wbnsou.ac.in_online_servicesslm_2nd_Level_Degree_Programme. shtml#active_slm_2nd_Level

- Audio Visual Lectures (A/V Lectures): The school has already taken initiates to upload audio/visual lectures on different topics of Commerce, Library and Information Science and Social Work. The learners of respective subject can access these lectures and have an experience on online learning support provided by the University (http://www.nsouict.ac.in/)

Open Access Platform

☞Connexions	DOAJ
☞CORE	Curriki
☞Digiref	Economics Network Online Learning and Teaching Materials
☞eGyankosh	☞Jorum
☞Merlot	National Learning Network
National Science Digital Library (NSDL)	☞OpenLearn
☞Zunia	Open Education Consortium

Open Courses:	Open Textbook
MIT OpenCourseWare	DOAB
Harvard Online Learning	Project Gutenberg
Khan Academy	JSTOR Open Access eBooks
edX	Open Book Publishers
Lumen Learning	Open Textbook Library

Coursera	OpenStax
NPTEL	Saylor Academy
SWAYAM	MIT OpenCourseWare: Online Textbooks
	College Open Textbooks
	The Global Text Project
	FLOSS Manuals

Open Videos	**National Portals**
☞ YouTube	☞ e-PG Pathshala
☞ Vimeo	☞ eGyanKosh
☞ TED	☞ SWAYAM PRABHA
☞ Khan Academy	☞ CEC-UGC YouTube Channel
☞ Wikimedia Commons	☞ National Digital Library of India (NDLI)
☞ Public Domain Project	☞ Shodhganga

OER Repositories

☞ NROER	☞ NSOUOER
☞ WOU OER Repository	☞ OER Asia
☞ OER Commons	☞ OER Online Archive
☞ Open Educational Resources (OER) Africa	☞ GLOBE
☞ Creative Commons	☞ Copyright Licenses
Oasis :COL Open Access Institutional Repository	☞ The Orange Grove
RRU Open Educational Resource	

NSOU Educational Resources

Printed Study Materials (Available from Study Centres)

Digital resources (A/V lectures, Digitised SLMs, Lab-based Practice)

ICT enabled Student Support Services

NSOU Audio Visual Programmes

NSOU OER Repository