



# Netaji Subhas Open University

[ Established by W.B.Act(XIX) of1997, Recognised byU.G.C. ]

## PROSPECTUS

### SHORT TERM COURSES

UNDER  
Innovation and Incubation Centre (IIC)  
of  
SCHOOL OF PROFESSIONAL STUDIES

 H.Q. : DD-26, Sector-1, Salt Lake City, Kolkata - 700 064  Phone No. 033-4066-3220

Website : [www.wbnsou.ac.in](http://www.wbnsou.ac.in)

## About the University

With more than 4.5 Lakhs enrolled learners, Netaji Subhas Open University stands unique as the only State Open University in West Bengal. Since its inception in the year of 1997, NSOU, has been actively engaged in the development and qualitative expansion of academics in higher education in the State through open and distance mode of teaching, learning, research and extension. Presently we offer Ph.D., Post-graduate and Undergraduate programmes in different disciplines apart from various vocational courses. As per the quality of the transmission of knowledge and its stature, it was recently accredited with Grade A by the NAAC in its first cycle. NSOU is now going through a phase where different ICT components are being blended with the traditional teaching learning process to reach the mass. To cater to the needs of the ever increasing learner base, we are developing the e-content (e-SLM, A/V lectures, SD card. Live chat etc.) for its seamless instantaneous delivery to the learners. These initiatives help us in reaching out to our learners directly with the objective to make them more independent. Such ICT initiative also facilitates any time anywhere learning, ensures inclusive and equitable quality education and promotes lifelong learning for sustainable development.

## About School of Professional Studies

The establishment of the School of Professional Studies (SPS) reflects a holistic and pragmatic approach of the University towards professional education in the modern era. The School has been given the responsibility of conducting courses in Commerce & Management, Economics, Social Work and Library & Information Science. The syllabi of all the courses have been framed to keep abreast with new developments in each subject in order to, on the one hand, suit the needs of the job market and on the other, give a comprehensive coverage. The School helps in creating individuals with specialized skills as required by the job market relating to management, finance, library and information science and social work with a strong theoretical, practical as well as experimental knowledge in the respective discipline. The School has been established keeping an eye to rejuvenate this academic mission with a difference to prepare value added human resources for the tailor made workforces.

## About the Centre

**The Innovation and Incubation Centre (IIC)** under the aegis of School of Professional Studies offers various need based Short Term Courses (STCs) in its own Campus / Regional Centres for catering the growing demand of the courses among students and professionals. The courses will be conducted in offline and face to face mode. Interested aspirants can contact with the respective Course Coordinator in the concerned Campus / Regional Centres for further information. The Innovation and Incubation Centre is expected to support the community grows with innovative ideas through training programs, mentor meets, seminars, workshops, skill development, interaction with industry experts, job fairs, product showcases, etc. In addition to that the ICC will have the facility to provide training in other domains/disciplines for the already trained persons engaged in various activities for the advancement of knowledge and further mobility in the workplace.

The objectives of such short-term courses are:

- ◆ Certification
- ◆ Improvement of skills
- ◆ Self-employment
- ◆ Continuing education and professional development at the workplace,
- ◆ Diversification of knowledge

## List of Courses under IIC

Session: January / July

Name of the Course	Eligibility Criteria	Duration	Course Fee	Venue	Course Coordinator
Diploma in Personal Income Tax : Planning & Filing	Graduate (10+2+3)/ Pursuing Graduation	6 months	3,000/-	Durgapur RC	Dr. Sudarshan Roy Assistant Professor, Department of Commerce, Durgapur Regional Campus. Email Id: professorsudarshan@gmail.com
Diploma in Statistics and Applied Econometrics	10+2+3 in Science/Social Science with Mathematics	6 Months	7000/-	Durgapur RC	Mrs. Priyanthi Bagchi Assistant Professor of Economics, Durgapur Regional Campus. Email Id: priyanthi.bagchi07@gmail.com
Diploma in Banking and Finance (DBF)	10+2+3	6 months	3000/-	Durgapur RC	Mrs. Priyanthi Bagchi Assistant Professor of Economics, Durgapur Regional Campus. Email Id: priyanthi.bagchi07@gmail.com
Diploma in Child- Adolescent Guidance and Counselling (DCAGC)	10+2+3 in Social Work / Psychology / Child Development / Sociology/ Anthropology and other allied multi disciplinary subjects	6 Months	7000/-	Jalpaiguri RC	Mr. Monojit Garai Assistant Professor of Social Work, Jalpaiguri RC, Email Id: monojit.garai@gmail.com
Certificate in Resource Access Management (CRAM)	BLIS/ B.Lib.I.Sc.	6 months	6500/-	Kalyani RC	Dr. Anamika Das Assistant Professor of DLIS. Email Id: anamikalib@rediffmail.com
Certificate in Library Information and Technology (LIT)	i) Graduate and BLIS or ii) Graduate + Certificate in LIS and /or BLIS Student	6 Months	7500/-	Kalyani RC	Dr. Barnali Roy Choudhury Email Id: barna.chakrabarti@gmail.com

**Certification:** Certificate of completion will be issued by the school jointly signed by the Director of the School and the Course Coordinator.

**Assessment process:** Traditional Assessment process will be followed which may comprise class activities, group activities, pen and paper tests, dissertations, viva etc.

**Scheme of Evaluation:**

Evaluation of learners in the course is based upon a system of continuous and comprehensive evaluation which includes assessment of assignments, practical work/internship project, field seminar and written examination.

## Details of Courses

### Diploma in Personal Income Tax: Planning & Filing

#### Programme Objectives:

We know that the primary purpose of taxation is to raise revenue to meet public expenditure. The initial objectives of this Course are to enable the learners to identify the basic concepts, definitions and terms related to Income Tax. It will also give the learners a practical knowledge of Income Tax Filing. They would also be able to identify the technical terms related to Income Tax, determine the residential status of an individual and scope of total income. After going through this course, the learners will also be able to know the concept Income Tax Return, Calculation of Total Income, Taxability and some other legal formalities, Residential Status and Incidence of Tax, Incomes which do not form part of total income, Computation of Income under different heads, Clubbing of Income, Set off & Carry Forward of Losses, etc. Such course will lead the youth towards the self-employed nation.

**Mode of Delivery:** Face to Face (Contact Mode)

#### Certification:

The Certificate will be provided after successful completion of the course.

#### Course Structure

Module	Name of the Paper
Module-01	Fundamentals of Income Tax
Module-02	Heads of Income
Module-03	Computation of Total Income & Deductions
Module-04	Tax Management
Module-05	Income Tax Planning
Module-06	Filing / Submission of ITR
<b>Total</b>	<b>Full Marks: 600; 24 credit</b>

### Diploma in Statistics and Applied Econometrics

#### Programme Objectives:

The main objective of conducting this programme is to develop an in-depth knowledge about statistics and econometrics which are indispensable tools that help in understanding economic problems and conducting research work along with their applications in specialized software packages like E-Views, STATA. It helps in determining the qualitative and quantitative facts of an economic problem. After identifying the problem, it is easy to formulate some policies with the help of data to deal with it. This course aims to provide some of the basic methods used in empirical research and enables students to gain understanding and practical experience so as to enhance the ability of performing good quality empirical work and critical evaluation of research results.

**Mode of Delivery:** Face to Face (Contact Mode)

### Course Structure

Module	Name of the Paper
Module 1	Central Tendency and Dispersion
Module 2	Time Series Analysis and Analysis of Bivariate Data
Module 3	Probability
Module 4	Classical Linear Regression Model
Module 5	Logit and Probit Models
Module 6	Time Series Econometrics and Panel Data Econometrics
<b>Total</b>	<b>600 marks, 24 credits</b>

### Diploma in Banking and Finance

#### Programme Objectives:

The purpose of this course is to provide learners with a basic understanding of the connections between money, the financial system, and the broader macroeconomy. We will examine the economics of modern financial institutions including how they are organized, the products and financial services they offer, the risks they take, why and how they are regulated, and how this has changed over time. We will develop a conceptual framework that will allow us to assess how recent financial regulations as well as innovations in finance may influence the macroeconomic, financial, and business environment

**Mode of Delivery:** Face to Face (Contact Mode)

### Course Structure

Module	Name of the Paper
Module 1	Basics of Financial Market and Insurance
Module 2	Modern Banking
Module 3	Behavioral finance, forecasting, pricing, debt, and inflation.
Module 4	Stocks, Bonds, Dividends and Shares
Module 5	Risk and Return
Module 6	Recessions, Bubbles, Mortgage crisis, Regulation
<b>Total</b>	<b>600marks, 24 credit</b>

### Diploma in Child-Adolescent Guidance and Counselling

#### Programme Objectives:

To create professional and to provide opportunities for personal growth opportunities for those working with children and adolescent and child- related systems so as to enable children to actualize their potentialities and capabilities.

#### The important objectives are

1. Recognize differences among students.
2. Identify Personal, familial and educational problems of students at different stages
3. Administer and interpret basic tests
4. Help students with learning difficulties and social/emotional problems
5. Evaluate developmental issues and concerns at the various stages of children and teens.
6. Help students choose professional courses in counseling.

**Mode of Delivery:** Face to Face (Contact mode)

**Certification:**

Diploma will be awarded on fulfilling requirements for successful completion of each phase and attaining a certain level of proficiency in each aspect of the course.

**Course structure**

Module	Name of the Paper
Module-1	Introduction to Child & Adolescent Development
Module-2	Child Rights & Policy related to Child and Adolescent
Module-3	Various levels of Intervention
Module-4	Interventions with various groups
Module-5	Introduction to Counselling and Guidance
Module-6	Educational, Career Guidance and Counselling
Module-7	Project Work/Field Placement
Module-8	Viva-voce
<b>Total</b>	<b>F. M - 750 Marks, Credit - 30</b>

**Certificate in Resource Access Management (CRAM)**

**Programme Objectives:**

The objectives of this programme are

- to enhance the practical orientation among library and information science students and working professionals;
- to provide hands-on training for Resource Identification, description, Services and utilisation;
- to enhance skills in using ICT for organising and disseminating information;
- to orient the learners with application of Artificial Intelligence (AI) in Library and Information Centres and service providers;
- to provide hands-on practices in Library Automation and digital library management system;
- to help LIS professionals to improve the quality of work at their work places;

**Mode of Delivery:** Face to Face (Contact Mode)

**Course Structure**

Module	Name of the Paper
Module - 1	Resource Identification, Services and utilisation
Module - 2	Knowledge Organisation
Module - 3	Resource description
Module - 4	Resource services and utilisation
Module - 5	Use of ICT
<b>Total</b>	<b>Full Marks - 500, Credit - 20</b>

## Certificate in Library Information Technology (LIT)

### Programme Objectives:

To build the skill of the Students, Researchers & Library Professionals relating to emerging areas like Information & Communication Technology in the domain of Library & Information Science (LIS) in order to enhance professional efficiency and efficacy.

### Mode of Delivery: Face to Face (Contact Mode)

**Certification :** on Completion of the Course Certificate will be Provide.

### Course Structure

Module Code	Name of Paper
Module I	Library Information Technology Applications
Module II	Digital Information Resources and Services
Module III	Automated Library System
Module IV	Digital Library System
Module V	Open Knowledge System
Module VI	Library 2.0
Total	600marks, 24 credits

Bank Account of the Centre	A/C Name	NSOU-SPS-IIC
	A/C No.	7517193245
	IFSC	IDIB000K770
	Bank	Indian Bank
	Branch	Salt lake

FOR ANY OTHER INFORMATION

**Dr. Anirban Ghosh**

Director (i/c)

School of Professional Studies

Netaji Subhas Open University

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Computer Lab, Kalyani



Computer Lab, Durgapur