



# Netaji Subhas Open University

[Established by W.B. Act (XIX) of 1997, Recognised by U.G.C.]

## PROSPECTUS

### SHORT TERM COURSES

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

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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	Course Coordinator
Diploma in Taxation and e-Filing	Graduate (10+2+3) / Pursuing Graduation	6 months	3,000/-	Dr. Sudarshan Roy Assistant Professor of Commerce Department of Commerce Durgapur Regional Campus, NSOU Email Id: <a href="mailto:professorsudarshan@gmail.com">professorsudarshan@gmail.com</a>
Diploma in Statistics and Applied Econometrics	10+2+3 in Science/Social Science with Mathematics	6 Months	7,000/-	Mrs. Priyanthi Bagchi Assistant Professor of Economics Durgapur Regional Campus, NSOU Email Id: <a href="mailto:priyanthi.bagchi07@gmail.com">priyanthi.bagchi07@gmail.com</a>
Diploma in Banking and Finance (DBF)	10+2+3	6 months	3,000/-	Mrs. Priyanthi Bagchi Assistant Professor of Economics, Durgapur Regional Campus, NSOU Email Id: <a href="mailto:priyanthi.bagchi07@gmail.com">priyanthi.bagchi07@gmail.com</a>
Diploma in Child-Adolescent Guidance and Counselling (DCAGC)	10+2+3 in Social Work/ Psychology / Child Development / Sociology/ Anthropology and other allied multidisciplinary subjects	6 Months	7,000/-	Dr. Monojit Garai Assistant Professor of Social Work, Jalpaiguri RC, NSOU Email Id: <a href="mailto:monojit.garai@gmail.com">monojit.garai@gmail.com</a>
Certificate in Resource Access Management (CRAM)	BLIS/ B.Lib.I.Sc.	6 months	6,500/-	Dr. Anamika Das Associate Professor of DLIS Kalyani RC, NSOU Email Id: <a href="mailto:anamikalib@rediffmail.com">anamikalib@rediffmail.com</a>
Certificate in Library Information and Technology (LIT)	i) Graduate and BLIS or ii) Graduate + Certificate in LIS and /or BLIS Student	6 Months	7,500/-	Dr. Barnali Roy Choudhury Assistant Professor of DLIS Kalyani RC, NSOU Email Id: <a href="mailto:barna.chakrabarti@gmail.com">barna.chakrabarti@gmail.com</a>
Diploma in Women's Studies	Graduation	6 Months	5,000/-	Dr. Kasturi Sinha Ghosh Assistant Professor of Social Work Kalyani RC, NSOU Email Id: <a href="mailto:kasturisghosh@gmail.com">kasturisghosh@gmail.com</a>

**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. The examination may conducted at the selective Regional centres only.



## Details of Courses

### Diploma in Taxation and e-Filing

#### Programme Objectives:

The main objectives of this programme are delivering the concept of Goods and Services Tax (GST), Customs Duty, Income tax and e-Filing which will inculcate among the learners a practical knowledge of Tax Planning and Filing. Such course will lead the youth towards a self-employed nation. It is commonly observed that the primary purpose of taxation is to raise revenue to meet public expenditure. Among the different sources of government revenue, taxation is considered the most viable one and is widely applicable throughout the globe because of its specific identification of not being quid pro quo. The system of taxation is- Progressive Taxation, Regressive Taxation and Proportional Taxation. The essential features of taxation highlight 4 Rs of Taxation (Revenue Raising, Re-distribution of Income, Representation of Income and Re-Pricing). Thus, this Programme are to enable the learners to identify the basic concepts, definitions and terms related to Goods and Services Tax (GST), Customs Duty and 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 of Goods and Services Tax (GST), Customs Duty, 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.

**Mode of Delivery:** Blended Mode (Online and Offline)

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

#### Course Structure

Paper Code	Name of the Paper
DIT-EF-01	Fundamentals of Income Tax
DIT-EF-02	Heads of Income
DIT-EF-03	Computation of Total Income and Deductions
DIT-EF-04	Tax Planning and Management
DIT-EF-05	GST and Customs Duty
DIT-EF-06	Project Work / Submission of ITR
<b>Total</b>	<b>600 Marks, 24 Credits</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:** Blended Mode (Online and Offline)

#### **Course Structure**

<b>Module</b>	<b>Name of the Paper</b>
<b>Module 1</b>	Central Tendency and Dispersion
<b>Module 2</b>	Time Series Analysis and Analysis of Bivariate Data
<b>Module 3</b>	Probability
<b>Module 4</b>	Classical Linear Regression Model
<b>Module 5</b>	Logit and Probit Models
<b>Module 6</b>	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:** Blended Mode (Online and Offline)

#### **Course Structure**

<b>Module</b>	<b>Name of the Paper</b>
<b>Module 1</b>	Basics of Financial Market and Insurance
<b>Module 2</b>	Modern Banking
<b>Module 3</b>	Behavioral finance, forecasting, pricing, debt, and inflation.
<b>Module 4</b>	Stocks, Bonds, Dividends and Shares
<b>Module 5</b>	Risk and Return
<b>Module 6</b>	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:** Blended Mode (Online and Offline)

**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
Module-3	Various levels of Intervention and Integrating Interventions
Module-4	Interventions for Children, Adolescent, Family, Community and Agency/Institution
Module-5	Introduction to Counselling and Guidance
Module-6	Scopes and Approaches of Counselling and Guidance
Module-7	Project Work/Dissertation/Placement/Internship
Module-8	Viva-voce
Total	F. M - 750 Marks, Credit - 30

**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 utilization;
- 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:** Blended Mode (Online and Offline)

**Course Structure**

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

### 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:** Blended Mode (Online and Offline)

**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	600 Marks, 24 Credits

### Diploma in Women's Studies

**Programme Objectives:**

To train the participants to understand the status of women in our society and equip them to deal with the problems of women and work for the empowerment of women and in the long run for the sustainable development of the society.

**Mode of Delivery:** Blended Mode (Online and Offline)

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

#### Course Structure

Module Code	Name of Paper
Paper-I	Women in Indian Societies
Paper-II	Indian Constitution and Law
Paper-III	Protecting Women's Rights
Paper-IV	Women Development & Empowerment
Paper-V	Concept of Gender and Feminist Approaches
Paper-VI	Project Work/Dissertation
Total	600 Marks, 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***

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