

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

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STUDY CENTRES

A Study Center is a device of giving learning /academic support and learning opportunities to distant learners by replicating or by renting some of the campus facilities-academic as well as physical – of a conventional college or university. DODL has established following study centres to provide academic help through extensive and efficient academic support services.

Code No.	Name and addresses of Study Centres	Courses offered
KU	University Main Campus, B-12/195, Kalyani, Dist. Nadia, Pin: 741235. Phone: (033) 2502-2212	M.A. in Bengali, English, History, Education, and Public Administration. PG Diploma in Environment Management.
01	Dwijendralal College, Krishnanagar–741101, Dist. Nadia. Ph. No. 03472-642599 Mobile: 9434245262	M.A. in Bengali, English, History and Education; Bridge Course in Bengali, English, History, and Political Science
02	Haringhata Mahabidyalaya, Subarnapur, Nadia, Ph. No. 03473 – 233318 Mobile:9433390180	M.A. in Bengali, English, History, and Education
03	Srikrishna College, Bagula, Nadia, 741502, Ph. No- 03473-272250.	M.A. in Bengali, English, and History
04	Subahas Chandra Bose Centenary College, Lalbag, Murshibad, Ph. No- 03482-270643/271272	M.A. in Bengali, English, History and Education
06	R. K. V.M.Saradama Girls College, Barasat, Talikhola and Computer Application, Pin: 700124. Ph. No. (033) 2524-1835	M.A. in Bengali, English, History and Education
08	Dr. B. R. Ambedkar College, Betai, Dist. Nadia, Pin: 741163. Ph. No. 03471 – 254110/254207	M.A. in Bengali, English, and History
09	Employee Development Centre, N. T. P. C. Limited,	1-Year P.G. Diploma in Environment Management

	Farakka, Pubarun, Malda, Pin: 732215. Ph. No. 03512 – 224259 / 228232 Mobile: 9434038922	
10	Kanchrapara College, Kanchrapara, North 24pags.743145. Ph. No. 2585-8790, 2585-5159 Mobile: 9051533437; 9836696710	M.A. in Bengali, English, History and Education
11	S. R. Fatepuria College, Beldanga, Murshidabad--742133, Ph. No. 03482-264040/264240	M.A. in Bengali, English, and History; Bridge Course in Bengali, English, History, and Political Science.
12	Dinabandhu Mahavidyalaya, Bangaon, Dist. North 24pags, Pin: 743235. Mobile: 9874282732	M.A. in Bengali, English, History and Education
13	Dumdum Motijhil Rabindra Mahavidyalaya, 208/B/2, Dumdum Road, Kolkata-700074. Ph. No. 033-25515921	M.A. in Bengali, English, History and Education
14	Nabadwip Vidyasagar College, Pucatola Road, Nabadwip, Dist. Nadia, Pin: 741302. Ph. No. 03472-240014 Mobile: 9002916773	M.A. in Bengali, English, and History
15	Acharya Prafullya Chandra College, New Barrackpore, Dist. North 24 Pags, Kolkata-131. Ph. No. 2537-3297/8797 Mobile: 9831713937	M.A. in Bengali, English, History and Education
16	Berhampur College, 20, C. R. Das Road, Murshidabad-742101, Ph. No. (03482) 252545	M.A. in Bengali, English, and History
17	Kalyani Mahavidyalaya, City Centre Complex, Kalyani, Nadia, 741235, Ph. No. 25821390	M.A. in Bengali and Education
18	Institute of Mass Communication, Film and Television Studies, 261/12, Prince Anwar Shah Road, Kolkata-700033. Ph. No. 4007-1920/1991, 6454-0499 Mobile: 9874440300	P.G. Diploma in Mass Communication and Journalism

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COURSES AVAILABLE & ADMISSION ELIGIBILITY

Code	Course	Eligibility	Duration
M1	M.A. in Bengali	Hons. / Spl. Hons. / General Graduate (10+2+3) with qualifying marks in the subject concerned carrying a total of at least 300 marks / Pass Graduate (10+2+2) with one-year bridge course in relevant subject / Pass Graduate [(10+1+3) / (11+3)] with qualifying marks in the subject concerned carrying a total of at least 300 marks	Two Years
M2	M.A. in English		Two Years
M3	M.A. in History		Two Years
M4	M.A. in Education		Two Years
M5	M.A. in Public Administration		Two Years
D1	P.G. Diploma in Mass Communication and Journalism	Three years Graduates in any discipline	One Year
D2	P.G. Diploma in Environment Management	Three years Science Graduates	One Year
B1	Bridge Course in Bengali	Graduates of two years degree course with qualifying marks in the subject concerned carrying a total of at least 300 marks	One Year
B2	Bridge Course in English		One Year
B3	Bridge Course in History		One Year
B4	Bridge Course in Political Science		One Year

Note:

1. In case of M.A. in Education, Graduates or post-graduates with B.Ed. or equivalent degrees are also eligible besides those who meet the abovementioned eligibility conditions;
2. In case of M.A. in Public administration, the subject concerned is either Public Administration or Political Science.

LIBRARY FACILITIES

All students of the DODL are eligible to use the Central Library of the University of Kalyani. Students can study at the library reading room. Central library also offers the facilities of borrowing books against a deposit of caution money. Students are required to bring their enrolment card for using the library. DODL students can enjoy the following facilities and services:

Facilities Available	<ul style="list-style-type: none">• Reading Room Facility• Borrowing Facility• Question Bank Facility• Xerox Facility
Reading Room and Borrowing Facilities Available on the Subjects	<ul style="list-style-type: none">• Bengali• Computer Applications• Education• English• Environmental Management• History• Mass Communication and Journalism• Public Administration• Other Subjects offered by DODL

ACADEMIC YEAR

The normal Academic Year of the University commences on the first day of July and ends on the last day of June of the following calendar year.

ADMISSION

1. There is no age bar in admission in Distance Learning Courses, i.e., admission is open to any person of any age within eligible criteria.
2. There is no cut-off year for any course in admission.
3. Candidates seeking admission to any course offered by the Directorate need not submit transfer certificate / migration certificate.
4. All admissions are provisional subject to verification of the required documents.

5. DODL reserves the right to postpone the course(s) if viable number of candidates are not admitted.

Admission Procedure

1. Prospectus-cum-Application form to be collected from either from the DODL office at B-12/195, Kalyani, Kalyani-741235, Dist. Nadia or from its recognized Study Centres on and from *August 30, 2010* on payment of Rs.150.00.
2. Students are required to deposit prescribed fees for admission by any one of the following two methods (either 2.1 or 2.2):
 - 2.1 Directorate of Open & Distance Learning (DODL) has introduced Power Jyoti Scheme of the State Bank of India this year to make the submission of admission fees easier than the traditional system for submission of Demand Drafts. Steps to be followed to deposit the requisite fees for admission through the SBI Power Jyoti Scheme are furnished below:
 - a) Fill up properly the **4 copies Challan Form** (as enclosed with the Prospectus-cum-Application form) meant for SBI Power Jyoti Account.
 - b) Deposit the requisite fees for admission through the said challan at your nearest branch of the **State Bank of India having Core Banking System (CBS) facility. Collection fees as per the prescribed rate of SBI should be deposited separately according to the instruction of the branch of SBI collecting admission fees.**
 - c) Ensure whether the branch has put **Journal Number** into the said challan or not after deposit of your admission fees. If not, then contact the Branch Manager for the same.
 - d) If branch has already put the said journal number into the said challan, ensure whether the said number is readable or not. If not, then contact the Branch Manager for the same.
 - e) Preserve **Student's Copy** of the said challan carefully with you for your future reference and attach Study Centres' Copy and DODL's copy of the challan with the Admission form before submission of the same to the Study Centre **so that Study Centres can forward the DODL's copy of the said challan to the DODL, University of Kalyani observing the existing procedure as applicable for sending Demand Drafts.**

Alternatively, students may deposit the prescribed fees for admission by Bank Draft of any nationalized bank drawn in favour of "**DODL, University of Kalyani**" payable at Kalyani. Student must write his/her name, contact

phone number, name of the course with subject in which the admission is sought, study centre code, and admission form number on the back of the Bank Draft.

3. Duly filled in prescribed application form for admission, Identity card and Enrolment form are to be submitted to the office of the DODL / Study Centre along with the (a) Study Centres' Copy and DODL's copy of the challan meant for SBI Power Jyoti Account / Demand Draft, and (b) attested copy of mark sheets of all previous public examinations passed, proof of date of birth, and four stamp size coloured recent photographs. All original mark sheets/certificates must be produced at the time of admission for verification.
4. **Fees of any kind once deposited will not be refunded.**

Last Date of Admission

The last dates of admission to various distance learning courses for the academic session 2010-2011 are as follows:

(a) Without Late fee: 29 September, 2010

(b) With Late fee: 12 October, 2010

Cancellation of Admission

Admission is liable to be cancelled at any stage during the course of study on grounds of non-fulfillment of any criterion/condition detected at the stage of scrutiny, suppression of facts, falsification, misconduct, adoption of unfair means in examination, indiscipline, and violation of rules/regulations of the university and the study centre as the case may be.

Enrolment Number

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

Examination

- (a) For obtaining a Postgraduate Degree candidates will have to appear at the Part-I Examination at the end of the 1st Year. Those who will obtain qualifying marks at the Part-I Examination will have to attend 2nd year PCP in order to attain eligibility for appearing at the Part-II Examination. For P.G. Diploma courses, examination will be held at the end of the session.
- (b) Only those who meet all the requirements and attend the required number of PCPs will be eligible to sit for examinations.
- (c) Admit card will be issued after filling up the requisite form by the candidate.
- (d) The examinee shall be required to sit for all the papers in an examination.
- (e) Results will ordinarily be published within three months from the date of completion of examination. A candidate securing not less than 60 percent marks shall be placed in First Class, and the candidate who obtains marks between 40% and above but less than 60% shall be placed in Second Class for Postgraduate Degree and Diploma.
- (f) In order to qualify for M.A. Part-II, a candidate must secure at least 36% marks in M.A. Part-I Examination.
- (g) A candidate must obtain 40% marks in aggregate both in M.A. Part I and M.A. Part II final examinations altogether for being awarded the degree. This 40% marks is minimum for award of Degree for any course.

Fee Structure

Name of the Course	Course Fee	Enrolment Regn. Fee	Exam. Fee	Certificate / Diploma Fee	Total	Late Fee (Delayed enrolment/ Renewal, etc.)	Renewal / Readmission Fees
M.A. Part I	3000.00	100.00	1000.00	---	4100.00	200.00	1000.00
M.A.	3000.00	---	1000.00	50.00	4050.00	200.00	1000.00

Part II							
P.G. Diploma	8500.00	100.00	1500.00	50.00	10150.00	200.00	1000.00

Important Information

1. Issue of an application form for admission does not necessarily entitle a candidate the right to admission to the DODL's course. If at any subsequent stage it is revealed that an applicant does not possess the basic prescribed qualification or does not fulfill the prescribed condition his/her application may be rejected. It should be carefully noted that fees of any kind once deposited will not be refunded.
2. The DODL reserves the right to change the fee structure under compelling condition.
3. The right allotment of a candidate to a particular study centre will vest in the DODL.
4. Any change in address and telephone number during the period of study should instantly be brought to the notice of the DODL office and study Centre.
5. Change of Course and / or subject and / or Study Centre is not permissible after admission.
6. No prospectus will be issued to the candidates for admission into Part II courses.
7. The university will not remain responsible for any postal delay or loss in transit while communicating any information or sending any material to the students.
8. All papers including enrolment form, SC/ST applications, review of answer scripts, etc. of the students will not be entertained by the DODL unless these are forwarded by the respective head of the institution to which the study centre is attached. Photograph of the students should be attested by the respective head of the institution.
9. The DODL reserves the right to make any change/ modification in the curriculum with due notification.
10. The DODL reserves the right to make any changes in the admission schedule, increase or decrease the number of seats or discontinue any course if situation so demands.

**11. For Any Enquiry to the DODL Office, Contact:
Directorate of Open and Distance Learning,**

**B-12/195, Kalyani,
Kalyani-741235, Dist. Nadia**

Phone: (033) 2502-2212

Website: www.dodl.klyuniv.ac.in / www.klyuniv.ac.in