

**NETAJI SUBHAS OPEN UNIVERSITY**  
**School of Professional Studies**

**e-Prospectus for**  
**Short-term Training Programme**



**Academic Campus**  
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Kalyani, Nadia-741235  
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DD-26, Sector-I, Salt Lake,  
Kolkata-700064  
Ph-033-4066 3220

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## About the School

The School of Professional studies, of Netaji Open University which came into existence in June 2015, aims to spread the concept of “**Education For All**” and create professionals in the field of Commerce & Management, Social Work and Library & Information Science who would effectively contribute for the development of our society by the application of efficient and effective professional skill and knowledge so that learners could imply their theoretical knowledge in their practical experiences. The school focuses on designing such professional courses which will help the learners establish themselves in the job market by developing professional skills and aptitude.

The school gives lot of stress on field based experience in terms of fieldwork and dissertation based activities to its learners, so that it may enhance their capabilities to work with more confidence and competency before they actually enter into various sectors for employment relating to management, finance, library and information science and social work. Though it may be difficult to run professional courses through Open Distance Learning system, but the University with its excellent ICT support, and committed faculty members have never experienced difficulties in conducting such courses.

Thus the school always endeavours to enhance the capabilities of the learners and help them develop professional approach keeping in mind the need and trend of the learners as well as the job markets. The school has made substantial contributions in the field of professional studies (Commerce & Management, Social Work and Library & Information Science) by producing professionals who are occupying leading position in various sectors.

This is the first time that with the approval of the Executive Council and Academic Council, the school is going to introduce the short-term training programme to fill the gap between demand and supply of skilled workforce.

## Objectives of the Training Programmes

Netaji Subhas Open University, the state open University of West Bengal contributes to the building up of quality human resource base of the State in view of the demand of the knowledge seekers for education appropriate to the twenty first century.

The School is going to start different short term training programme with the objective of providing hands on training to the freshers as well as professionals in different fields. The existing workforce as well as the freshers may enhance their knowledge in the respective field by participating in these training programmes. Broadly speaking, the ultimate objectives of such training programmes are:

i) Improvement of skills, ii) Self-employment, iii) Continuing education and Professional development at work place, iv) Diversification of knowledge.

**N.B. :** All the contact classes and assessment will be conducted at Kalyani Campus, Nadia only.

## Admission Procedure

Admission schedule is notified in the newspaper and website before the commencement of each programme. The e-Prospectus with the admission form will be available on the website. Completed admission form along with prescribed fees and relevant documents are to be submitted at Kalyani Campus within the last date announced during the office hours from Monday to Friday.

## List of the Training Programmes

| Name of the Programme                   | Duration | Eligibility   | Fees Rs. | Programme Coordinator   |
|---|----------|---|----------|---|
| Child Rights and Protection             | 3-month  | Any Graduate  | 2000/-   | Ms. Kasturi Sinha Ghosh<br>e-mail:kasturighosh@gmail.com          |
| Women Studies                           | 3-month  | Any Graduate  | 2000/-   |   |
| Library Information Technology (LIT)    | 6-month  | i) Graduate and BLIS <b>or</b><br>ii) Graduate + Certificate in LIS and/or BLIS student   | 7500/-   | Ms. Barnali Roy Choudhury<br>e-mail : barna.chakrabarti@gmail.com |
| Library Automation and Networking (LAN) | 3-month  | i) Any Graduate +BLIS <b>or</b><br>ii) Certificate in LIS + LIT from NSOU or<br>iii) 3 years experience in substantive post in Govt. recognised institutions. | 5000/-   | Ms. Anamika Das<br>e-mail: nsou.lisc@gmail.com                    |

## Prospectus-cum-Admission Form

The e-Prospectus is available on the website of the University. The Form can be downloaded from the University website and at the time of submission of Admission Form, the candidate is required to pay the programme fee together with the cost of the Admission Form of Rs. 200/-.

## Submission of Form

The duly filled in admission form is to be submitted with original payment slip of bank and the self attested of all relevant documents within the specified time as announced.

## Mode of Payment

The participants are required to deposit all the fees directly in the following bank account.

Name of the Account: SPS-NSOU A/c

Account No.: 50299974162

IFSC code: ALLA0211829

Bank Name: Allahabad Bank

Branch: Salt Lake, Kolkata; Branch Code : 1829

## Details of the Training Programme

### CHILD RIGHTS AND PROTECTION (CRP)

**Objectives :** To build the capacity of the professionals working in the field of child development and Protection, to explore opportunities for additional professional developments in the area.

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

**Course Structure-** 400 marks

*Module-I:* Child in India

*Module-II:* Constitutional and Legal Provisions on Child Protection

*Module III :* Policies and Schemes for Child Rights and Child Protection

*Module IV:* Social Work Intervention

### WOMEN STUDIES (WS)

**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 societ

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

**Course Structure-** 400 marks

*Module I:* Women in Indian Societies

*Module II:* Indian Constitution and Law

*Module III:* Protecting Women's Rights

*Module IV:* Women Development & Empowerment

## LIBRARY INFORMATION TECHNOLOGY (LIT)

**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)

**Course Structure:** 600 marks

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

## LIBRARY AUTOMATION AND NETWORKING (LAN)

**Objectives:** To acquaint with basics of Linux based Operating System and to provide an understanding of the fundamentals of Library automation and Networking

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

**Course Structure:** 400Marks

Module I: Library Information Technology

Module II: Library Automation Workflow I

Module III: Library Automation Workflow II

Module IV: ILS Administration

### Certification

Certificate of participation will be issued by the school jointly signed by the Director/ Officer-in-Charge and the Programme Coordinator.

**FOR ANY OTHER INFORMATION**

**Dr. Anirban Ghosh**

Officer-in-Charge

School of Professional Studies

Netaji Subhas Open University

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