

The University of Kalyani with the help of Distance Education Council has launched Directorate of Open & Distance Learning (DODL) at Post Graduate level for the students who are otherwise deprived of higher education of all ages, particularly to such persons who for different reasons, cannot undergo the higher courses of studies as regular full time students.

The DODL unit of S.R.F. College came into existence under the purview of University of Kalyani in the year 2009. Post Graduate course in four different subjects, namely- Bengali, English, History and Education have been taught at the DODL unit of the college.

The unit was set up with a view to achieving, among others, the following objectives:

- 1.To make higher education available to persons who for one reason or others are not in a position to prosecute studies under formal programmes as regular full time students in academic institutions.
- 2.To make higher education available to all irrespective of age and place of residence particularly keeping in mind the need of the working persons and of those residing in remote areas.
- 3.To develop a system of education that is neither entirely separate from nor wholly independent of the formal full time campus system of education. It would form complement to the latter.
- 4.To provide a system of student centric, self paced learning. Emphasis is laid on the development of self learning study material which are specially designed and the students have to set their own methodology of learning with the help of various teaching/learning aids available.
- 5.To inculcate a sense of confidence in the mind of the students and to try to make them prepared for facing the odds of the competitive market.
6. To help students understand the true meaning of education.

About DODL

A Study Centre 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 the concerned college. The DODL unit of University of Kalyani has established a network of study centres to reach out to its students located in different parts of West Bengal, namely in the districts of Nadia, Murshidabad, Maldah, Cooch Behar, Uttar & Dakshin Dinajpur, Hooghly, North 24 Pgs and Kolkata, totaling 45 Centres. This college has been running one Distance Learning Centre under the ambit of University of Kalyani for PG Courses in four subjects. The Centre Code of S.R.F. College is 11. The address for communication of the College centre is: S.R.F. College, P.O.- Beldanga, Dist.- Murshidabad, West Bengal, Pin Code- 742133. Phone: 9331703630, 9734467381.

Administration

Authorities

- Governing Body, S.R.F. College
- Advisory Committee of DODL, S.R.F. College

Advisory Committee of DODL has been constituted with the following members:

- Dr. Sujata Mukhopadhyay, Teacher-in-charge
- Dr. Hari Narayan Fatepuria, Donor Member, Governing Body
- Prof. Paritosh Mandal, T.R. Member, Governing Body
- Lt. (Dr.) Ritabrata Tarafder, Coordinator, DODL
- Prof. Gautam Sarkar, Teachers Council Secretary

Staff

Teacher-in-charge

Dr. Sujata Mukhopadhyaya, Ph.D.

Coordinator

Lt. (Dr.) Ritabrata Tarafder, Ph.D. (M)- 9331703630. E-mail: tarafder_99@yahoo.co.in

Office Staff

Sri Sujit Kr. Das, M.Com. (M)- 9734467381. E-mail: sujitdasdodl@gmail.com

Office Attendant

Ashraful Islam. (M)- 9232633788.

Teaching-Learning Materials

Self-Learning Materials (SLM)

A major quality concern of any open and distance learning institution is to develop quality Self-Learning Materials (SLMs) for its learners. SLMs are basically learner-centered materials, which help a learner to easily access and assimilate the contents. Distance learners usually depend a lot on SLMs because they have to learn on their own, at a time, pace and place of their own choice. Printed SLMs on all the courses as prepared by best available experts in the subjects are supplied to the students from DODL respective study centers. For S.R.F. College, the SLMs are distributed through its own study centre. While these learning materials would give the students the required academic guidance, they are advised to supplement their reading at home by going through the prescribed texts and consulting the suggested reference works as far as possible.

Personal Contact Programme (PCP)

DODL utilizes the most efficient principles and practices of education to implement objective –based teaching – learning processes through the Personal Contact Programme (PCP). The meaning of PCP in Open and Distance Learning is quite different from the formal classroom teaching. The use of the word ‘contacts’ rather than ‘teaching’, itself makes a categorical distinction between the traditional classroom teaching and the PCPs. DODL provides opportunity to the distance learners for face-to-face interaction with the academic counsellors by means of organizing PCP as per a predetermined schedule generally started since the third week of June. These PCP sessions principally facilitate face to face interaction between the students and the subject experts appointed and engaged by the college for these specific purposes. The experts are of learned Professors of various colleges or of University. The duration of the PCP sessions may vary from course to course depending upon the specific need of individual courses. However, students will be duly informed beforehand to enable themselves to join such programmes and each student must attend at least 60% of the total PCPs held.

Assignments

One of the teaching aids of open and distance learning mode is assignment. It is compulsory on the part of the students to submit responses to assignments on lessons/topics to the academic counsellors to get feedback of the progress of their learning on the basis of the SLM supplied. This will compensate for face to face interaction between teacher and students in the classroom environment. Students will be asked to send answers to these assignments to the S.R.F. College study centre on time bound programme basis. Students shall be debarred from appearing at the final examination for non- submission of assignments. However, as per the evaluation procedure to be followed for these courses, the marks thus awarded on the assignments will count towards the continuous evaluation of the students learning and is reflected in the mark sheet of the final examination. Thus, the verification of assignment not only evaluates the students’ performance but also set learning path in the right direction.

Admission Procedure

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. It is obligatory on the part of the candidates to satisfy themselves as regards their eligibility for a particular course before taking admission in a course.
4. All admissions are provisional subject to eligibility and verification of the required documents. If any discrepancy is revealed later, responsibility will rest on the applicant and his/her admission will be cancelled and no claim for refund of fees will be entertained.
5. DODL reserves the right to postpone the course(s) if viable numbers of candidates are not admitted.

Applicants are advised to visit the DODL website of S.R.F. College Study Centre <http://www.srfatepuriacollege.in/Distance%20Mode.html> for requisite information of the course curricula.

Courses Offered & Eligibility for Admission

Sl. No.	Course	Eligibility	Duration
1	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
2	M.A. in English		Two Years
3	M.A. in History		Two Years
4	M.A. in Education		Two Years

Fee Structure

Name of the Course	Course Fee	Enrolment /Regn. Fee	Exam. Fee	Brochure Fees	Certificate Fee	Total	Late Fee (Delayed enrolment/ Renewal, etc.)	Renewal / Readmission Fees
M.A. Part I	4000	100	1000	150	---	5250/-	200.00	2000.00
M.A. Part II	4000	---	1000		50.00	5050/-	200.00	

Online Payment of Course Fees: Steps

1. Applicants should visit the webpage <https://www.onlinesbi.com> link for payment
2. Applicants should select “SBI Bank Collect” from the menu.
3. On the “SBI Bank Collect” page, the applicant should check at the end of the Disclaimer Clause to proceed for payment (I have read and accepted the terms and conditions stated above.)
4. In the next page, the applicant should select ‘State of Corporate Institution’ (West Bengal) and ‘Type of Corporate/Institution’ (Educational Institutions) from the drop down menu and click Go.
5. Next the Applicants should select from Educational Institutions Name ‘DODL’ University of Kalyani A/C SBI Collect’ from the drop down Menu and Click submit.
6. In the next page, the Applicant should select Payment Category ‘Admission for M.A. Part I (DODL)’
7. In the next page the Applicant is required to fill up the payment details in prescribed proforma and click Submit.
8. After confirmation of the payment details, the Applicant can make payment through Net Banking/ Card Payment/ Other Payment modes.
9. In the other payment mode, the applicant can download and print the pre-Acknowledgement payment challan and make the payment through any SBI Branch.
10. Please note that the Bank Charges for each payment mode is different.
11. After successful submission of the payment of course fees, ‘State Bank Collect Reference Number’ will be generated online.
12. After submitting course fees through other payment mode, students are required to visit the <http://www.onlinesbi.com> Link for generation of E-Receipt for State Bank Collect Payment from Payment History.
13. Students are required to enclose two photocopies of E-Receipt for State Bank Collect Payment with the Application Form for admission.
14. Each applicant is required to write the ‘State Bank Collect Reference Number’ in the relevant column of the Application Form for admission.
15. No application for admission will be accepted without the payment of course fees after 4.00 p.m. (by cash) and 11.45 p.m. (online mode) on the pre assumed date without Late Fee.

Examination Rules

For obtaining a Postgraduate Degree-

- (a) 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.
- (b) Students shall be debarred from appearing at the final examination for not attending the requisite number of PCPs and non-submission of assignments.
- (c) The examinee shall be required to sit for all the papers in an examination.
- (d) Results will ordinarily be published within three months from the date of completion of examination. A candidate securing not less than 60% 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.
- (e) In order to qualify for M.A. Part-II, a candidate must secure at least 35% marks in M.A. Part-I Examination.
- (f) 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.

Renewal / Continuation of the Candidature

Those Candidates who could not appear at the examination or having appeared at the examination failed to qualify, will have to renew their candidature by filling up renewal form and paying prescribed fees (Rs. 2000/-) for the purpose. A candidate will get a maximum of three chances to pass the M.A. Part-I & Part-II taken together, within four consecutive years from his/her enrolment at the first year class of the Course.

Review of Answer Scripts

A candidate having secured at least 35% marks in aggregate in the M.A Part I examination may apply, on payment of requisite fees, for review of not more than 50% of the papers he/she appeared. A candidate having secured at least 38% marks in aggregate in the M.A Part-I and Part-II Examinations taken together may apply, on payment of requisite fees, for review of not more than 50% of the papers he/she appeared. There is no provision of review for assignment.

Award of Degrees

All degrees relevant to the courses offered through the distance mode by the DODL are duly instituted by the University of Kalyani.