



**UNIVERSITY OF NORTH BENGAL
OFFICE OF THE REGISTRAR**

ENLIGHTENMENT TO PERFECTION

Accredited by NAAC with Grade A

ADMISSION TO POSTGRADUATE DIPLOMA COURSE IN TEA MANAGEMENT

Dates applications for admission to one-year Postgraduate Diploma Course in Tea Management for the session 2019-20 has been extended till 11th September, 2019, from candidates having Bachelors Degree in any discipline obtained under 10+2+3 academic system. For details please visit: www.nbu.ac.in

Advt. No. 85 / R-2019 Dated: 04.09.2019

Registrar

The dates of PGDTM admission was proposed as follows:

Date of Advertisement (Extension)	: 1 st September, 2019
Date of issue of Admission form	: 1 st August, 2019 to 11 th September, 2019
Last date of receiving forms	: 11 th September, 2019
Date of written test	: 12 th September, 2019
Date of publication of 1 st List	: 12 th September, 2019
Date of Admission 1 st List	: 12 th September, 2019 to 13 th September, 2019
Date of publication of 2 nd List	: 16 th September, 2019
Date of Admission 2 nd List	: 16 th September, 2019 and 17 th September, 2019
Date of commencement of class	: 18 th September, 2019

University of North Bengal

Department of Tea Science

POST GRADUATE DIPLOMA IN TEA MANAGEMENT

PROSPECTUS

Session: 2019-2020

ACCREDITED BY NACC WITH GRADE A



ENLIGHTENMENT TO PERFECTION

**P.O. North Bengal University
Raja Rammohunpur
Dist. Darjeeling, W.B., India
PIN – 734013**

INTRODUCTION

To meet the long-felt need of a professional course in Tea Management, the University of North Bengal has introduced the Post-Graduate Diploma in Tea Management on self-financing basis from 1995-1996 academic sessions. M. Sc. in Tea Science was introduced in 2012. The course aims at providing theoretical knowledge as well as practical training in the fields and factories on all aspects of tea production, manufacture, marketing and trade.

OBJECTIVE

The objective of the course is to cater to the need of tea industry in respect of trained Assistant Managers or equivalent for plantation and factory.

To provide specialization and skill in the functional areas of tea plantation and management.

To help those who have already engaged themselves in Tea Plantation in the management cadre.

To contribute to the career development of individuals who would seek further advancement on the basis of professional qualification.

To train candidates in such a way as may help them get absorbed in the managerial cadre in the tea garden as well as in agrochemical and fertilizer industries closely related to tea and in tea broker firms.

FACULTY

The teachers and instructors include faculty from the Department of Tea Science, University of North Bengal, and allied Departments of the University, Professional Institutes, Research organizations, Tea scientists and senior planters with research and consultancy expertise.

DURATION & COURSE

The course is of one year duration split into two semesters. It will commence by the **18th September, 2019.**

The Papers are as follows:

FIRST SEMESTER: 500 marks

<i>Theory</i>	<i>Paper Code</i>	<i>Subject</i>
	<i>PGDTM 1.1</i>	Botany of Tea & Tea Nursery
	<i>PGDTM 1.2</i>	Agronomy of Tea
	<i>PGDTM 1.3</i>	Soil & Water Management
	<i>PGDTM 1.4</i>	Pest Management
<i>Practical</i>	<i>PGDTM 1.5</i>	Practical
<i>Continuing Evaluation</i>	<i>PGDTM 1.6</i>	Class test
	<i>PGDTM 1.7</i>	Viva-Voce

SECOND SEMESTER: 500 Marks

<i>Theory</i>	<i>Paper Code</i>	<i>Subject</i>
	<i>PGDTM 2.1</i>	General Aspect of Tea
	<i>PGDTM 2.2</i>	Biochemistry and Tea Manufacture
	<i>PGDTM 2.3</i>	Labour Laws & Management
	<i>PGDTM 2.4</i>	Tea Economics
	<i>PGDTM 2.5</i>	Computer Application
<i>Practical</i>	<i>PGDTM 2.6</i>	Practical
<i>Continuing Evaluation</i>	<i>PGDTM 2.7</i>	Viva -Voce
	<i>PGDTM 2.8</i>	Class Test
<i>Research Aptitude</i>	<i>PGDTM 2.9</i>	Dissertation

CONDUCT

Any student found lacking in discipline during the tenure of this course or adopting unfair means during examinations is liable to be expelled from the course.

CLASS HOURS

Generally the theoretical classes commence at 11.30 A.M. Students will not be allowed to enter the classroom after the lecture starts. The timings and lecture schedule may change under special circumstances. Visit to tea gardens generally starts at early morning. If required, classes may be held on Sunday and other Holidays too. Student must report to the Department by 11:30 AM.

The faculty members are not bound to deliver lecture notes to the students. Lectures will be delivered following audio-visual and other teaching aids, if necessary, and it is for the students to consult the Library of the Dept. or any other Library for preparation of notes. The teachers are always ready for discussion and guidance.

EVALUATION

Evaluation is based on continuous assessment, university examination at the end of each semester and comprehensive viva-voce. After satisfactory completion of the course, grades are awarded on the basis of performance in the examinations.

ABSENCE DURING INTERNAL ASSESSMENT / EXAMINATION / VIVA

Internal assessment are arranged with prior intimation to the students. Absence during internal assessment, final examinations, *viva-voce* shall not be condoned and supplementary examination shall not be arranged for any student under any circumstances.

ATTENDANCE

75% attendance in Theory and Practical classes and 90% attendance during garden visits and 100% attendance during visit to the research centers are mandatory. There shall be no condoning of required attendance on any ground.

LIBRARY

Good collection of books and periodicals on tea and other plantation crops are available in the Departmental library. Refundable Caution fees of Rs.2000/- will be charged from each student at the onset of the course.

AUDIO-VISUAL DEVICES

Most of the lectures are delivered by power point presentation. A good number of computers are available in the department for hands on training.

PROTECTIVE CLOTHING AND OTHER MATERIALS

It is imperative for all the students to have their own rain coats, rain shoes (e.g., rubber shoes or gum boot), umbrella, shorts and caps. Each student should possess a measuring tape (preferably steel) and magnifying glass (lens). A suitable water pot (having cooling arrangement) would be useful during hot summer days at the time of tea garden visits.

TEA GARDEN VISITS

The students will be taken to adjacent tea gardens and the tea plantation of North Bengal University for obtaining hands on training on tea.

PLACEMENT

The department helps the students to get jobs in the tea gardens of Dooars / Terai / Darjeeling / Assam, bought leaf factories, agrochemical companies and allied organizations. Placement record so far is highly impressive (nearly 100%).

STUDY MATERIALS

Study materials in the form of notes in soft copies etc are provided to the students as far as practicable.

ADMISSION PROCEDURES

Schedule for admission procedure has been mentioned in the Application Form. List of the candidates for admission test and admission will be displayed on the notice board of the Registrar as well as the office of the Department of Tea Science. It is for the candidates to see the notice board in time. The University will not take responsibility for any postal delay or non-receipt of letter by any candidate.

ELIGIBILITY

Any Graduate of the University of North Bengal or any other recognized University in any discipline including Agriculture is eligible to apply.

AGE LIMIT

For admission, preference will be given to candidates up to 25 years of age as on June 1 of the year.

SEATS

Total number of seats is 50 (Indian Students – 43 + Reserved for students of other SAARC countries – 2; Reserved for Foreign students other than SAARC countries – 5)

Indian students: 43 (General – 21; Reserve for SC Category 22% - 10; Reserve for ST Category 6 % - 3; Antyodaya Category – 3% - 1; Reserve for Physical challenged Category 3 % - 1; Reserve for OBC – A- 10% - 4 Reserve for OBC – B – 7%- 3). Reserve for students of other SAARC countries – 2; Reserve for Foreign students other than SAARC countries – 5.

If the ST candidates fall short of the reserved quota. The vacancies will be filled up by the SC candidates. If the SC/OBC candidates fall short of the reserved quota, the vacancies will be filled up by the candidates of general category subject to the approval of the District Authority.

If there is no application from BPL/ Antyodaya / Physically challenged categories, the seats will be filled up by the candidates of general category.

Other policies regarding admission will be as per the Admission Policy of the University.

If any problem arises regarding the interpretation of any item / part of the selection principles the matter shall be referred to the Hon'ble Vice-Chancellor.

SELECTION

Selection will be made on the basis of a written examination comprising questions on English, general knowledge, current affairs and general aptitude.

ADMISSION TEST

Distribution of Marks:

Written Test to be conducted by the Department: 50 marks (Multiple Choice Questions from Botany, Zoology, Chemistry, English, GK & Current affairs, Sense of reasoning etc.). Written test time: 1 (one) hour.

COURSE FEE (NON-REFUNDABLE)

Indian Candidate Rs. 30,000/- (15,000/- for each semester)

Candidate from other SAARC countries Rs. 50,000/-

Candidate from foreign countries other than SAARC countries Rs. 80,000/-

Above course fees is payable in two equal installments, the first at the time of admission and the second at the time of commencement of the Second Semester. Such fee shall cover only tuition fee. The students will have free access to the library of the department. Registration fee, Examination fee etc. will be

charged as per the University regulations. Other expenses e.g., cost of preparation of project reports, dry and wet specimens, herbarium, practical exercise books, kits, dress, photocopy of course materials will have to be borne by the candidates themselves.

ACCOMMODATION

The course is non-residential but all students will have to make their own arrangement for board and lodge in the vicinity of the University Campus. Some seats are available in the university hostel for this course on first come – first served basis. Accommodation for the foreign students will be made in the University guest house, if asked for.

PROCEDURE FOR APPLICATION

Interested candidates may complete the Application form given below and send it to the under noted address along with a self-addressed envelope:

The Registrar
UNIVERSITY OF NORTH BENGAL
P.O. NORTH BENGAL UNIVERSITY
Raja Rammohunpur,
SILIGURI - 734013
Dist. Darjeeling, PIN: 734013 (WB)
Phone: (0353) 2776380 (O)
Fax: (0353) 2581212
e-mail: pgdtm_nbu@yahoo.com
Web site: www.nbu.ac.in

Last date for receipt of Application: 2nd September, 2019

Date of Admission Test: 12th September, 2019

Date of Admission: 12th & 13th September, 2019

**Application for Admission to the Post Graduate Diploma in Tea Management
Session: 2019-2020**

Last date for receipt of Application : 2nd September, 2019
(Extended up to 11th September, 2019)
 Date of Admission Test : 12th September, 2019
 Date of Admission : 12th & 13th September, 2019

To

The Registrar

North Bengal University

Darjeeling

Paste one stamp size photo
here

Sir,

I do, hereby, submit my application for admission to the Postgraduate Diploma in Tea Management to be held during September 2019 to August 2020. I declare that all the statements made below are true to the best of my belief and knowledge. I know that any statement made in the application form, if found incorrect on scrutiny, will render the application liable to rejection and admission, if granted on the basis of that statement, will stand cancelled. I undertake to abide by all the regulations of the University.

Yours obediently,

Signature in full.....

(Affix one recent stamp size photographs in the space above and attach one copy with the application form for Identity Card, if selected.)

PARTICULARS TO BE FILLED IN BY THE CANDIDATE

1. Name of the Candidate:
 Mr./Mrs./Miss.....
 (In Block letters) Name Surname
2. (a) Father's Name :
- (b) Mother's name:
3. Guardian's Name:
4. Address: (a) Present

.....

.....
.....
Telephone No. E-mail

(b) Permanent Address
.....
.....

Telephone No.

E-mail

5. Date of birth (to be supported by documentary evidence)

7. Name of the College and/or University last attended

8. Registration No. and year of registration

9. Whether he/she has submitted any application for admission in any other course of this University. If so, name of the Department should be mentioned
.....
.....

10. Whether he/she got himself/herself admitted into any Department at this University. If so, he/she should mention the name of the Department & session
.....
.....

11. Academic records: (Separate Sheet may be used if necessary)

Examination	Board/ University	Year	Subject	Division	Percentage	Aggregate Marks *	Remarks

*Excluding the marks of the additional compulsory paper, if any at the graduation level.

12. Whether he/she is employed in a service. (Give details)
.....

(if yes, a certificate indicating no-objection of the employing authority must be attached).

13. Whether he/she claims additional qualification for selection in this particular course of study.

14. Whether the candidate belongs to reserved category (SC/ST/OBC –A, OBC-B / BPL / Antyodaya etc.)

15. Nationality

I affirm that the above declaration is correct.
.....

Signature of the Candidate

Date:

Place:

- N.B. (a) Incomplete or irregular or late applications will not be considered.
(b) A candidate who fails to appear at the written test will not be considered.
(c) The University has the right not to select a person who is considered to be unfit.

Particulars to be submitted:

- (i) Attested true copies of all Mark Sheets and Certificates.
- (ii) Certificates from competent authority in case of ST/SC/OBC-A/ OBC-B/ BPL / Antyodaya candidates.
- (iii) Self addressed, stamped (for registered post) envelope.
- (iv) Stamp size colour photograph (three) copies

NOTE: Those intending to submit the application Form by downloading from NBU website (www.nbu.ac.in) are required to enclose a bank draft of Rs. 200.00 in favour of the University of North Bengal or pay the amount in cash at the cash counter of the University.

Published by:

The Registrar

University of North Bengal

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[URL:www.nbu.ac.in](http://www.nbu.ac.in)

Cost Rs. 200/-