

D-CODE CSJMU



GUIDELINES FOR LEARNER SUPPORT CENTRES & SUPPORT SERVICES



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About the University

Chhatrapati Shahu Ji Maharaj University Kanpur, a premier landmark of higher education in Uttar Pradesh is named after the great social reformer Chhatrapati Shahu Maharaj also known as Rajarshi Shahu. It is a well-established and respected educational community where students of all backgrounds study and work together in a congenial and encouraging academic atmosphere. The university is geared to provide maximum scholastic benefit to each individual student and nurture them to achieve their full potential and evolve as a responsible global citizen Shahuji Maharaj was the first Maharaja of the princely state of Kolhapur. Greatly influenced by the contributions of social reformer Jyotiba Phule and the Satya Sodhak Samaj movement, Shahu Maharaj was an ideal leader and able ruler who was associated with many progressive and path breaking activities during his rule. He was born Yeshwantrao in the Ghatge family in Kagal village of the Kolhapur district as Yeshwantrao Ghatge to Jaisingrao and Radhabai in June 26, 1874. From his coronation in 1894 till his demise in 1922, he worked tirelessly for the cause of the lower caste subjects in his state. Primary education was made free to all regardless of caste and creed. He introduced a number of educational programs to promote education among his subjects. He established hostels separately for different ethnicities and religions and introduced several scholarships for meritorious students. He established Vedic Schools that enabled students from all castes and classes to learn the scriptures and propagate Sanskrit education among all. He also started special schools for the village heads or 'Patils' to make them

into better administrators. Shahu Maharaj issued orders to open schools and hostels for backward castes, which was a unique initiative to educate those who were traditionally neglected for centuries. He exhorted that “It is necessary to end casteism. It is a crime to support caste. Caste is the biggest obstacle in the progress of our society. Caste-based organizations have vested interests. Certainly, such organizations should use their power to end caste system, instead of strengthening them”. He established schools to educate the women, and introduced a law banning the Devadasi Pratha, the practice of offering girls to God, which essentially led to exploitation of the girls. He legalised widow remarriages in 1917 and made efforts towards stopping child marriages.

He introduced a number of projects that enabled his subjects to self-sustain in their chosen professions. The Shahu Chhatrapati Spinning and Weaving Mill, dedicated market places, establishment of co-operative societies for farmers were introduced by the Chhatrapati to alleviate his subjects from middle men in trading. He made credits available to farmers looking to buy equipment to modernise agricultural practices and even established the King Edward Agricultural Institute to teach the farmers to increase crop yield and related technologies. He initiated the Radhanagari Dam on February 18, 1907 and the project was completed in 1935. The dam stands testament to Chhatrapati Shahu’s vision towards the welfare of his subjects and made Kolhapur self-sufficient in water.

He was a great patron of art and culture and encouraged artists from music and fine arts. He supported writers and researchers in their

endeavours. He installed gymnasiums and wrestling pitches and highlighted the importance of health consciousness among the youth. His seminal contribution in social, political, educational, agricultural and cultural spheres earned him the title of Rajarshi, which was bestowed upon him by the Kurmi warrior community of Kanpur. The great social reformer Chhatrapati Shahuji Maharaj died on May 6, 1922.

List of Programs under D-CODE, CSJMU

Chhatrapati Shahu Ji Maharaj University, Kanpur, is committed to expanding its academic offerings through Open and Distance Education (ODE) and Online Education modes to cater to the diverse educational needs of learners. The university recognizes the importance of aligning program offerings with market demand, technological advancements, and academic expertise. In line with this commitment, the following proposed programs are identified for implementation:

Program under ODL cum OL

Sl. No.	Name of Program
1	MCA
2	BCA
3	MBA
4	BBA
5	M.Com.
6	B.Com.

Program under ODL

Sl. No.	Name of Program
1.	BA Education
	BA History
	BA Economics
	BA Hindi
	BA Sociology
	BA Political Science
	BA English
2.	MA Education
3.	MA Economics

Sl. No.	Name of Program
4.	MA Philosophy
5.	MA Hindi
6.	MA English
7.	MA Political Science

Guidelines for Learner Support Centres & Support Services

Preamble

Open and Distance Learning (ODL) mode of Education consists of three levels of functioning

which are located at

1. The **Head Quarters** (HQ) of the Higher Educational Institutions,
2. **Regional Centres** and
3. **Study Centres** (SCs) or **Learner Support Centres** (LSCs)

LSCs are established within the territorial jurisdiction of the Higher Educational Institution as defined by UGC.

- The management of the processes of Admissions, Evaluation, and Declaration of Results etc. are the main responsibilities of the **Head-Quarters** of the Higher Educational Institution and are discharged from the main campus.
- Under the direct management and control of the Higher Educational Institution, **Regional Centres** which are the second level of functioning, perform a dynamic operational link between the Head-Quarter and the **Learner Support Centres** (LSCs) which are the third level of Open and Distance Learning system and are important main contact points for access by the learners, responsive and facilitating information

centres, arranging contact sessions and other operations like processing of assignments etc.

- The Learner Support Centres (LSCs) will also be established and managed directly by the Higher Educational Institution and not through any franchise or outsourced arrangement:

Definition and Establishment of Learner Support Centre or Study Centre

- **Learner Support Centre** LSC is a centre established and recognised by a Higher Education Institution for advising, counselling, providing an interface between the teachers and the learners, and rendering academic and any other related services and assistance, required by the learners of Open and Distance Learning Mode:
- Provided that a Higher Educational Institution offering programmes in Open and Distance Learning mode shall ensure that all Study Centres or Learner Support Centres are established only in a College or Institute affiliated to a recognised university (other than a Private University) or a Government recognized Higher Educational Institution offering conventional mode programmes of equivalent level in the same broad areas under the relevant faculty such as faculty of sciences or social science or humanities or commerce or management etc. and having all the necessary infrastructure

and availability of appropriate number of qualified faculty not below the rank of qualified Assistant Professors of recognised Colleges or Institutes offering a similar programme for engaging theory contact sessions and supervising practical sessions in laboratory or field.

- Provided further that a Higher Educational Institution shall establish a Special Learner Support Centre for imparting instruction to persons referred to in the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disability Act, 1999 including the employees of Defence or Security Forces and jail inmates interested to study through the Open and Distance Learning mode:
- Provided also that, in case of exigency or non-availability or non-willingness of an Institution/College as specified above for a specialized programme or a special component of a programme, the HEI shall activate Work Centre/Programme Centre at the Government aided/affiliated/recognized Research and Extension Institutions such as Krishi Vigyan Kendras, State Training Institutes/Industrial Training Institutes; Government Organizations/ Departments; Accredited Laboratory; Government Licensed Industry; and approved Vocational Institutes having infrastructure, facilities and

human resource as specified by the Statutory bodies for a programme or a few courses of a programme.

- Any Study Centre or Learner Support Centre shall be established by the Higher Educational Institution after processing through the appropriate statutory bodies of the Higher Educational Institution. While processing such approvals it is mandatory to provide evidence of the preparedness for establishing Study Centres/Learner Support Centres, providing learner support services, and availability of the academic, other staff and qualified academic counsellors.
- The Higher Educational Institution shall have a Standard Operating Procedure for the smooth functioning of the Study Centre or Learner Support Centre which shall include all aspects of functions of the Study Centre or Learner Support Centre, monitoring mechanism of different services provided by the Centre, and it shall be mandatory for the Study Centre or Learner Support Centre to maintain the learner data related to the conduct of counselling sessions, evaluation of assignments and effective and online grievance redressal system, which should be monitored at the level of regional centre and Head Quarters.

Who can start the Learner Support Centre or Study Centre?

1. The study centre could be an educational institution (Government Colleges/ Aided colleges/SFS colleges affiliated to state universities under Govt. of Uttar Pradesh), willing to provide necessary infrastructural facilities like accommodation, machines, tools and equipment. It should also have enthusiastic qualified staff, fully backed by the management of the organizations for implementation of the prescribed course. The university reserves the right to select the institution to function as a study centre from amongst the institutions desirous to provided facilities available with them. The institution or the organization should be registered under the Societies Act.
2. An institution affiliated to government recognized Boards/Universities will be eligible for the establishment of a Study Centre. Institutions running Study Centres of UGC recognized Universities, Polytechnics, and ITIs will also be considered for running Study Centres of D-CODE.
3. The study centre shall have to make necessary arrangements for the distribution of study material to students. The material will be supplied by the university. The study centre shall make all arrangements for the display of A/V aids, monitoring the programmes and conducting class tests and examinations for

students. The university shall prescribe the staffing pattern at the study centre.

Process of Approval

1. Application

The prospective institutions who fulfil the eligibility criteria may apply on the prescribed application form as per format; ***Annexure-I***. The applicant should pay a fee of **Rs.1000** in the form of a Demand Draft in favour of Chhatrapati Shahu Ji Maharaj University at Kanpur. The form can also be downloaded from the University website (<http://csjmu.ac.in>). **The downloaded form will be acceptable only with a fee of Rs. 1000 (non-refundable).** The form should be submitted to the Registrar, Chhatrapati Shahu Ji Maharaj University along with the bio-data of coordinator(s) and counsellors(s) as per the formats (***Annexure-II and III***).

2. Scrutiny of Application

The application will be scrutinized by the University for eligibility criteria and other requirements as per the norms. If the application is found suitable, the institution will be required to submit a processing fee which will be announced afterwards.

3. Inspection

After the receipt of the processing fee, the University will send a team of experts from the University or outside to inspect the Centre, its facilities and other resources including the faculty. (coordinators, counsellors). The team may also review the financial position of the Centre and may ask for the balance sheet of at least three years.

4. Approval

The visiting team will submit its report to the Registrar, Chhatrapati Shahu Ji Maharaj University. The report of the visiting team will be placed for approval by the Standing Committee of the Academic Council of the University. If approved, the Centre will be informed by the Registrar, CSJMU along with comments, if any. Depending on the physical verification report, the University may not approve all the programmes of study for a Centre for which it has applied. This approval will be provisional and if there are certain deficiencies to be met, the Registrar may provide a timeframe to address the deficiencies. If required, the University may resend the inspection team to check the improvement. The applicant institution will make suitable arrangements for the smooth conduct of the inspection by the team.

5. Signing of Memorandum of Understanding (MoU)

Each Study Centre on its approval by the University, will have to sign a memorandum of understanding (MoU) and deposit a

Security and Affiliation Fee as decided by the University (Affiliation fee is as per university norms).

6. MoU Renewal

MoU is tenured and has to be renewed at least one month before the expiry of its tenure with mutual consent of both parties. It will be the responsibility of the Study Centre to approach the University for Renewal of MoU in advance. While renewing MoU the University may revise the terms and conditions with mutual consent and re-inspect the Centre. In such a case Study Centre will deposit the processing (inspection) fee as prescribed.

If the MoU expires without renewal, it would be assumed that the Study Centre is not interested in continuing its association with the University. The Study Centre, if not interested in renewing the MoU shall have to claim a refund of the security deposit (without interest) within 3 months of the expiry of the MoU. After three months security money will be forfeited. After the expiry of the MoU, a Study Centre will have to apply afresh with all the fees as prescribed including security deposit.

Human Resources @LSC

- The LSC is headed by a Coordinator, who shall be a regular teacher not below the rank of a qualified Assistant Professor of the host institution. The coordinator shall be appointed by the

University from the panel of three names recommended by the head of the host institution in order of preference;

- The coordinator is appointed by the Director, DCODE for a period up to 31st December of that year, subsequently renewable year-wise for a maximum period of three years. In special cases and for specific reasons, the term of Coordinator may be extended beyond three years, but not beyond five years under any circumstances;
- The Coordinator of the LSC is assisted by Assistant Coordinators and other support staff in providing support services to the learners;
- Assistant Coordinators and other staff are appointed by RC from among the regular staff of the host institution based on recommendations of the coordinator for a period ending 31st December, subsequently renewable year-wise;
- The number of functionaries to be appointed is based on the number of learners enrolled at the LSC for the previous academic year (January and July Sessions) as per the norms of the University given in Table 2.1.

Table- 2.1: Admissible Part-time Staff at LSC

Student Enrolment	Coordinator	Assistant Coordinator	Assistant	Attendant
Up to 100	1	-	1	1
101– 250	1	1	2	2
251– 350	1	1	3	2

Student Enrolment	Coordinator	Assistant Coordinator	Assistant	Attendant
351– 500	1	2	3	3
501– 850	1	4	4	4
851– 1000	1	5	5	4

Total enrolment at an LSC may range from **500 to 1000** in case it is an HEI with 1500 students. If enrolment at a LSC increases beyond 1500, another LSC has to be established in the locale. If there is more than one LSC in the same city and enrolment in them is less than 1000 learners, the learners are to be shifted to the LSC located centrally.

Nature of Role

The nature of all functionaries at an LSC, including the coordinator is appointed on a part-time basis. They are therefore designated as Part-Time Coordinators, Part-Time Assistant Coordinators etc. They are by no means regular employees of the university.

Working Hours

The working hours may be distributed as per day (s), per hour (s) -

Sl. No.	Days	Working Hours	Role	Shift
1.	Sundays	8 - 9 Hours	Part-Time	-
2.	Saturday	3 -4 Hours	Part-Time	Evening

Sl. No.	Days	Working Hours	Role	Shift
3.	Friday	3 -4 Hours	Part-Time	
4.	Thursday	3 -4 Hours	Part-Time	

Other Conditions

All part-time functionaries should necessarily be drawn from amongst the regular employees of the host institution. In case, adequate numbers of employed persons are not available at the host institution, outsiders including retired persons could be appointed.

The nature of the job being part-time, the employees are not entitled to any leave. However, if they are regular employees of the host institution and if such a person is on long leave from the institution (minimum 30 days or more) then the coordinator may engage a substitute under the approval of the RD. In such cases, the part-time employee will not be entitled to any remuneration during the period of leave, and other part-time employees will not be entitled to any leave and their salary will be deducted for the days on which they remained absent at the LSC during their allotted working hours.

LSC @CSJMU

CSJM University is one of the largest State Universities of Uttar Pradesh State. CSJMU covers 7 districts by its affiliated

colleges. D-CODE will open 1 Nodal LSC in each district as follows –

Sl. No.	Name of the District	Name of Nodal LSC with Code	Revenue Division* (in Ratio)
1.	Kanpur Nagar	KN – LSC	60:40
2.	Kanpur Dehat	KD – LSC	60:40
3.	Farrukhabad	FBD – LSC	60:40
4.	Kannauj	KJ – LSC	60:40
5.	Etawah	ET – LSC	60:40
6.	Auraiya	AU - LSC	60:40
7.	Unnao	UN – LSC	60:40

*The ratio of revenue division will be **60:40**, between D-CODE and Nodal LSCs. LSC will bear all the expenses mentioned in ***Annexure IV & V***, from their respective revenue ratio.

*All the powers related to planning, execution administration etc. on ODL will be embedded in D-CODE, CSJMU.

Infrastructural Resources Requirements @LSC

Every Study Centre shall ensure the following facilities for counselling and learning activities of students enrolled in the programmes of D-CODE, CSJMU.

1. Classrooms

An adequate number of classrooms shall be provided by the Study Centre. The classrooms should be well-ventilated and

appropriately located in the campus or building of the Study Centre. The classroom should be equipped with black/whiteboards, overhead projectors or LCD projectors, screens and other teaching aids.

2. Library

Study Centre shall provide an adequate number of books in its library. The University will provide a suggested list of study materials and the Study Centre shall arrange to obtain adequate copies of suggested study materials for consultation by the students. The Study Centre will also provide magazines and Journals relevant to different programmes. Every Study Centre shall also subscribe to at least two daily English newspapers. Employment Newspaper shall also be made available to the students.

3. Examination Hall

Each Centre should have adequate facilities to conduct examinations for all the students assigned to it. Necessary furniture should be in place. In case, a Study Centre has space to accommodate more examinees, D-CODE, CSJMU may consider it as one of its examination centres. The University may reimburse the remuneration payable to Examination Superintendents, Invigilators, Clerks and Class IV staff as per the University norms. Reimbursement of no other expenses related to examinations will be considered. Alternatively, the University may provide fixed per-unit

expenses to the Study Centre for conducting the examination. This Unit cost will be determined in advance and communicated to the Study Centre.

4. Computer Room

Study Centre should have a well-equipped computer room with PCs as per the course requirement, printers, and an internet facility. The Computer Room should preferably be air-conditioned and all the PCs should have power backup.

5. Office for D-CODE, CSJMU's Coordinator

Study Centre should arrange an office space for the Coordinator/Representative of D-CODE, CSJMU for his/her exclusive use. This Office should have the necessary furniture and facilities of a telephone, PC with internet and printer. A nameplate "Office of D-CODE, CSJMU Coordinator" should be fixed on this office.

7. Other Students Amenities and Facilities

- The Study Centre should have a safe drinking water supply.
- The Study Centre should have separate and adequate numbers of toilets for boys and girls, which should be well-maintained and with a supply of running water.
- Local telephone facility should be extended to staff of the Study Centre.
- First-aid facility should be available to students.
- Each Centre should have firefighting equipment in working

condition.

- There should be a strong room/safe to store question papers and other confidential material.
- There should be adequate arrangements for security and surveillance.

8. Counsellors

The Study Centre shall provide an adequate number of qualified counsellors for each programme as specified by the University. All the counsellors should be conversant with the use of computers and they should have their e-mail IDs so that the University Coordinators may communicate with them.

9. Non-teaching staff

The following minimum non-teaching staff shall be provided at every Study and Learning Resource Centre:

- i. Co-coordinator -1 (for each programme)
- ii. Office Assistant/Data Entry Operator -1
- iii. Class IV staff -1

All the staff of the Study Centre will be appointed and paid by the Study Centre and shall be employees of the Study Centre. Details of the Coordinator and Counsellors should be provided to the University in the format as specified.

10. Courses of other Universities at the Study Centre

A Study Centre selected by D-CODE, CSJMU may serve as

a study centre for other Universities. However, STUDY CENTRE will have to disclose this information to the University and ensure that there is no conflict of interest and that adequate infrastructure and resources are earmarked for D-CODE, CSJMU courses.

Activities @LSC

The Study Centres of D-CODE, CSJMU form an important part of the Overall structure of the University designed to provide extensive and efficient student support services to its learners through adequate learning resources. The Study Centres will be expected to offer academic support to students to supplement the contents of the course in the form of Self-Instructional Material. Interaction with the academic Counselors and fellow students and access to modern technology with audio-visual aids should equip the students to complete the course in the prescribed time. Thus, a Study Centre of D-CODE, CSJMU helps the students by means of appropriate forms of educational technologies so as to provide extensive, modern and efficient student support services. Study Centres would be located in friendly surroundings and will normally function on holidays and Saturdays/Sundays. However, it does not mean that they will not function on working days. It is expected that depending on the requirement of the programme, contact classes will be arranged on weekdays also in the evening. Part-time Coordinators will act as a link

between the University and Study Centres. The Study Centre will provide part-time academic and non-academic staff as per norms. It will be the responsibility of the coordinator to schedule, organize and supervise the efficient functioning of the centre. He/she has to keep and maintain up-to-date records of Centres' activities and communicate to the Registrar of D-CODE, CSJMU time to time. D-CODE, CSJMU may call regular meetings of coordinators to discuss progress and attend to pertinent issues. No TA/DA will be paid by the University for such Interactive sessions. In order to provide orientation to Coordinators, Academic Counsellors and other support staff appointed at the Study Centre, the University may organize an Orientation programme / Workshop in D-CODE, CSJMU or selected venues.

Contact Classes/Counselling Sessions

A Study Centre shall arrange at least 30 hours of counselling per course of 4 credits.

Functions of the LSC of D-CODE, CSJMU

The Study Centres of the University will have the following major functions/activities to perform.

1. Academic Counselling

All Study Centres of the University shall provide opportunity to the learner for face-to-face interaction with counsellors.

Keeping in view the convenience of learners, counselling sessions/group discussions etc. shall be organized on weekdays, holidays and Saturdays or Sundays as per the approved schedule. The Study Centres shall also provide pre-entry counselling to the prospective learners and clear their doubts.

2. Delivery of Learning Resources

The Study Centre would provide all the learning resources to the students in the form of print such as Self-instructional Material (SIM) or digital media (CDs, soft copies) supplied by D-CODE, CSJMU FREE OF COST. The University may organize contact and counselling through video conferencing with students. Adequate facilities should be available at the Centres for this activity.

3. Library services

A Study Centre established/recognized by the University will provide relevant course material, reference books, and audio-visual for each study programme. The Study Centre shall arrange to extend these facilities to all learners. The library should remain open for extended hours during examinations.

4. Information services

The Coordinator and other part-time staff shall provide the latest information regarding course material, examinations, counselling, and various programmes being run by the

University and supply them the necessary literature available at the Study Centre through announcements, notice boards, e-mail etc. The Study Centre will thus serve the students as an information and learning resource centre of the University.

Functions of Study Centre Coordinator

1. The Centre Coordinator shall be responsible for all the activities of the Study Centre. He/she shall coordinate and supervise the work of all the individual Counsellors and will act as a link between the University and the Study Centre.
 2. He/she shall be responsible for the maintenance of all records and registers in respect of the activities of the Study Centre, either academic or administrative.
 3. He/she shall supervise the work of the supporting staff members of the Study Centre.
 4. He/she shall respond to all communications from the University, remain in touch with the Registrar, D-CODE, CSJMU and other University officials and attend meetings whenever called in the University. He/she will keep a watch on the University website and inform the students about new announcements concerning them.
1. He/she shall inform the students of the time and date allotted to them for attending the counselling sessions, contact Programme, tutorials etc.
 2. He/she shall ensure that the Study Centre is kept open on the days fixed by the University.
 3. He/she shall be responsible for assigning the Counsellors the

specific days on which they will be available to students.

4. He/she shall ensure timely evaluation of the written assignment by the Counsellors and arrange to dispatch them to the Candidates. He/she shall maintain a record of such assignments submitted by the Candidates.
5. He/she shall ensure that library facilities are properly maintained and extended to the students coming to the Study Centre for contact programmes and guidance.
6. He/she shall ensure punctuality and attendance of the students and submission of the assignments on time.
7. He/she shall ensure that the Study Centre is properly equipped with the Study material and the necessary audio and video equipment and computers are in proper working order at all times.
8. He/she shall be available at the concerned Study Centre on counselling days. In case he/she is not able to attend to his/her duties on the notified days or has to be away from work for reasons beyond his/her control, he/she shall make alternate arrangements to ensure that the work of the Study Centre is not hampered.
9. He/she shall abide by the instructions issued to him/her from time to time by the University and shall submit a quarterly report on the activities of the Centre to the University. This information may also be submitted online/by e-mail.
10. He/she shall ensure discipline in the Study Centre consistent with the aims and objectives of the University.
11. He/she shall be required to perform such other duties as may

be assigned by the University from time to time for the effective functioning of the Study Centre.

The institution selected as a Study Centre of D-CODE, CSJMU shall have to execute an MoU/agreement with the University in fulfilment of the aforesaid terms and conditions.

Cancellation of Study Centre by D-CODE, CSJMU

In case of unsatisfactory performance of the Study Centre, the University reserves the right to cancel the Study Centre and withdraw the candidates from there after giving one month's notice. The University shall deduct the share of 50 per cent of the fees payable to the Study Centre of the full academic year proportionately if the University cancels the Study Centre in the mid-session. The University will make suitable alternative arrangements for enrolled students at such a centre.

The University may determine the minimum number of students in a course to be registered for a Study Centre. If these numbers are not attained, the University may consider de-recognition of such a Centre. Advance notice will be sent and the students may be shifted to another centre, preferably within the same city from the next academic year. If there is no Study Centre of D-CODE, CSJMU in that city, students may be given the option to shift to a centre of their choice.

In case any regulatory agency such as UGC or DEC directs D-CODE, CSJMU to restrict its ODL activities or limits the

Study Centres the University shall abide by such directives and inform the affected Study Centre accordingly. However, all efforts will be made to safeguard the interest of students in consultation with UGC/DEC.

Relationship

Nothing in the arrangement between D-CODE, CSJMU and a Study Centre shall be deemed to constitute a franchise, partnership or an association between parties and their employees nor create/constitute any party as an agent of other parties for any purpose/purposes.

Arbitration

Any dispute arising about any aspect of these guidelines and MoU, the concerned parties will resolve the same amicably, However, in case the dispute remains unresolved, it shall be referred to an Arbitrator, to be appointed by mutual consent of both the parties subject to jurisdiction being Kanpur Nagar. The decision of the Arbitrator shall be final and binding upon both the parties concerned.



Dronacharya Centre for Online and Distance Education (D-CODE)

**Chhatrapati Shahuji Maharaj University,
Kalyanpur, Kanpur, UP-208024**

Information of the College/Institute for the establishment of the Study Centre

(His information should be submitted along with the DD for Rs.1000/- drawn in favour of the Finance Officer, CSJM University drawn on a nationalised bank and payable at Kanpur. The amount is non-transferable.)

Information Sheet

1. College/ Institution: Profile

- i. Name of the college/ Institution with address....
- ii. Date and registration number of the College/ Institution
- iii. Telephone
- iv. E-mail Address
- v. Name of the university to which your college/ Institution is affiliated
- vi. Name of the principal/ Head
- vii. Educational qualification of the principal/ Head
- viii. Telephone No.
- ix. Email:
- x. Whether the College/ Institution is—
 - (a) Private
 - (b) Government

- b. Adequate number of classrooms shall be made available in the
 - i. Evenings Yes/No
 - ii. Saturday Yes/No
 - iii. Sunday Yes/No
- c. One/ Two rooms required for the Co-ordinator and for the Office of the study Centre. Yes/No
- d. Library facilities shall be made available to the students of CSJMU. Yes/No
- e. Internet facility Available: Yes/No
- f. A suitable place shall be made available for fixing the signboard of D-CODE Study Centre Yes/No
- g. Electrical fluorescent tubes, fans are fitted in the class rooms and in the office Yes/No
- h. Bank facility is available on the campus or nearby area, within a distance ofKms Yes/No
- i. Post Office facility is available on the campus or nearby area within a distance ofKms Yes/No
- j. Telephone facility will be made available for the Study Centre Staff Yes/No
- k. The College/ Institution has separate toilets for male and female students and these facilities shall be made available to Study Centre staff Yes/No
- l. Drinking water facilities are available on the campus Yes/No

4. Equipment

- a. The College/Institution has a Public Address System Yes/No
- b. The College/Institution has a TV/VCR/CD-VCD Player Yes/No
- c. The College/Institution has a LCD Projector Yes/No
- d. The College/Institution has a Slide Projector Yes/No

- e. The College/Institution has a Tape Recorder Yes/No
- f. The College/Institution has a/.....number of Computers Yes/No
(Please use a different sheet to describe the computer facilities available)

5. Personnel

- a. Names of recommended three teachers along with their personal detail in the prescribed format....., for the appointment of the Co-ordinator on Honorarium Basis.
- 1.
 - 2.
 - 3.
- b. Names of recommended individuals along with their personal detail in the prescribed format....., for the appointment of the Academic Counsellors.
- 1.
 - 2.
 - 3.
- c. The principal/ Head is willing to cooperate, participate and supervise the work of the centre including examinations Yes/No
- d. The Principal/ Head will make available the teaching staff to work as Counsellors and Co-ordinators and necessary staff for conduct of exam Yes/No
- e. The Principal/ Head will make available the non-teaching staff to accept the part-time work at Study Centre Yes/No
- f. Any other information as considered useful and relevant (use a separate sheet)

6. Undertaking

The principal/Head and the College authorities do hereby undertake to give all necessary co-operations for the efficient functioning of the Study Centre of D-CODE, CSJM University, Kanpur UP, if granted to our College/Institution.

Signature & Seal of the principal/Head



Dronacharya Centre for Online and Distance Education (D-CODE)

**Chhatrapati Shahuji Maharaj University,
Kalyanpur, Kanpur, UP-208024**

Resolution of the Society

(to be submitted duly filled on letterhead of the Institution)

It is resolved unanimously in the meeting of the governing body ofheld on Under the chairmanship of shri that the study centre of the CSJM University Kanpur be established in College/ Institute/ Foundation/ Trust.

If the University permits the College/Institute/Foundation/Trust to establish the centre, we undertake to provide all the necessary academic and infrastructural facilities and co- operate for the smooth and efficient functioning of the Study Centre. We shall abide by the rules and regulations of the CSJM University Kanpur UP, prescribed and revised from time to time.

If the Study Centre closed down for any reason, equipment, furniture, books supplied by the University shall be returned to the University within the given period by the University.

We shall have no objection if the University ceases the services of Counsellors, Co- ordinator and office staff appointed at the Study Centre.

Proposed By.....

Seconded By.....

Seal of institution



Dronacharya Centre for Online and Distance Education (D-CODE)

**Chhatrapati Shahuji Maharaj University,
Kalyanpur, Kanpur, UP-208024**

BRIEF RESUME OF ACADEMIC COORDINATOR

(Supporting Documents may be provided as Annexures)

NAME OF PROPOSED STUDY CENTRE:

FIELD OF SPECIALIZATION: _____

COURSE(S) TO BE ASSIGNED: _____

1. NAME (IN BLOCK LETTERS) _____

2. DESIGNATION : _____

3. ORGANIZATION/EMPLOYER: _____

4. TYPE OF APPOINTMENT: REGULAR/TEMPORARY/CONTRACTUAL:

5. ADDRESS (RESIDENCE) : _____

_____ PIN _____

Phone: _____ **Mobile:** _____ **Fax** _____

E-mail: _____

6. ADDRESS (OFFICE) : _____

_____ PIN _____

Phone: _____ **Mobile:** _____ **Fax** _____

E-mail: _____

7. DATE OF BIRTH : DD__MM__YY__

8. PRESENT PAY SCALE : _____

BASIC: _____

GP/AGP: _____

ALLOWANCES: _____

TOTAL: _____

9. ACADEMIC QUALIFICATIONS:

EXAMINATION/ DEGREE	BOARD/ UNIVERSITY	YEAR	SUBJECT (S)	DIVISION/ PERCENTAGE

10.EMPLOYMENT DETAIL:

DURATION (MONTH, YEAR) FROM - TO	ORGANIZATION	DESIGNATION	NATURE OF JOB/TYPE OF DUTIES

11.EXPERIENCE :

a) Total Teaching Experience at:_____

UG/PG Level (in years).

b) Details of Teaching Experience: during the last 5 years.

LEVEL OF TEACHING	SUBJECT	YEAR(S)
UG Level		
PG Level		
Research Guidance		
Any Other (please specify)		

c) Administrative/Supervisory experience:

d) Experience of work connected with distance education activities such as
Counselling Assistant, Coordinator etc.:_____

e) Research Experience, if any_____

f) Publications of books, articles, research papers, if
any_____

g) Computer skills:_____

h) Any other relevant information:

Signature

Date: _____

Signature of Coordinator



Dronacharya Centre for Online and Distance Education (D-CODE)

**Chhatrapati Shahuji Maharaj University,
Kalyanpur, Kanpur, UP-208024**

BRIEF RESUME OF ACADEMIC COUNSELLOR

(Supporting Documents may be provided as Annexures)

NAME OF PROPOSED STUDY CENTRE:

FIELD OF SPECIALIZATION: _____

COURSE(S) TO BE ASSIGNED: _____

1. NAME (IN BLOCK LETTERS) _____

2. DESIGNATION : _____

3. ORGANIZATION/EMPLOYER: _____

4. TYPE OF APPOINTMENT: REGULAR/TEMPORARY/CONTRACTUAL: _____

5. ADDRESS (RESIDENCE) : _____

_____PIN_____

Phone: _____ Mobile: _____ Fax _____

E-mail: _____

6. ADDRESS (OFFICE) : _____

_____PIN_____

Phone: _____ Mobile: _____ Fax _____

E-mail: _____

7. DATE OF BIRTH : DD__MM__YY__

8. PRESENT PAY SCALE : _____

BASIC: _____

GP/AGP: _____

ALLOWANCES: _____

TOTAL: _____

9. ACADEMIC QUALIFICATIONS:

EXAMINATION/ DEGREE	BOARD/ UNIVERSITY	YEAR	SUBJECT (S)	DIVISION/ PERCENTAGE

10. EMPLOYMENT DETAIL:

DURATION (MONTH, YEAR) FROM-TO	ORGANIZATION	DESIGNATION	NATURE OF JOB/TYPE OF DUTIES

11. EXPERIENCE:

a) Total Teaching Experience at: _____
UG/PG Level (in years).

b) Details of Teaching experience: during the last 5 years.

LEVEL OF TEACHING	SUBJECT	YEAR(S)
UG Level		
PG Level		
Research Guidance		
Any Other (please specify)		

c) Administrative/Supervisory experience:

d) Experience of work connected with distance education activities such as
Counselling Assistant, Coordinator etc : _

e) Research Experience, if any: _____

f) Publications of books, articles, research papers, if any:

g) Computer skills: _____

h) Any other relevant information: _____

SIGNATURE

Date: _____

Signature of
Coordinator

Payment Rates
Part-Time Staff & Other Miscellaneous Payments @
Learner Support Centre (LSC)

Sl. NO.	Heads of Payment/Account	Payment Rates
1.	Honorarium to Head of the Institute (P.M.)	4500
2.	Honorarium to the Coordinator (P.M.)	5500
3.	Honorarium to the Programme in charge (P.M.)	4500
4.	Honorarium to the Assistant Coordinator (P.M.)	4000
5.	Honorarium to the Assistant (P.M.)	3000
6.	Honorarium to Attendant (P.M.)	2500
7.	Honorarium to Safaiwala (P.M.)	1500
8.	Conveyance/Transportation Charges to the SC	1000
9.	Secretarial/Menial Assistance Allowance to LSC p.a. (where staff are not provided)	8000
10.	Honorarium for sale of Prospectus at LSC (commission per form)	5
11.	Electricity Charges to LSC (P.M.)	1000

Payment Rates
Support Services @ Learner Support Centre (LSC)

Sl. NO.	Heads of Payment/Account	Payment Rates
1.	Theory counseling for UG Programme for 2 hours	600
2.	Theory counseling for PG Programmes for 2 hours	900
3.	Practical counseling for all Programmes up to UG for a 4hrs session for lesser duration prorate applicable	600
4.	Practical counseling for PG Programmes for a 4 hrs session	800
5.	Conveyance charges to the academic counselors by the classification of the cities of operation A B C Not Classified	300 200 100 50
6.	Assignment evaluation for UG Programmes (per assignment)	20
7.	Assignment evaluation for PG Programmes (per assignment)	20
8.	Assignment handling charges (per Assignment)	01
9.	Data entry of assignment grades (per Entry)	0.30
10.	Induction Meeting (per freshly admitted learner)	05
11.	Computer hiring charges (per hour per PC)	15
12.	Laboratory hire charges for BCA/MCA etc. (per day)	500
13.	Machine Room Operator (Computer) (for one complete session)	100
14.	Laboratory Assistant (Science Engineering) per session	150
15.	Laboratory (Attendant) per session	100
16.	Consumables (Computer Laboratory)	As per actual on Production of receipts
17.	Consumables (Science/Engineering Laboratory)	
18.	Secretarial/Menial Assistance allowance to program centers P.A.(where staff are not provided)	8000

Annexure – VI

Instructions with Procedure

Sl. No.	Instruction (s)/ Procedure
1.	Counselling schedule with date & time (Full session) to be attached with the bill
2.	Every purchase bill should have stock entry details.
3.	Stamp & Signature on each & every bill/page should be ensured.
4.	Attendance sheet on practical/theory bill to be attached with recoupment bill.
5.	Counselling date should be clearly mentioned on all bills.
6.	Only approved counselors to be engaged for counseling.
7.	Cash book/monthly bank statement/stock register to be maintained by LSC.
8.	Advance Information of LSC Staff to be sent regarding their joining & resignation.
9.	Letter-heads should be printed as per new CSJMU, D-CODE design.
10.	Assignment bill should be sent along with assignment grade list.
11.	All examination related expenditure is to be forwarded to D-CODE, CSJMU Kanpur UP - 208024

***P.M.; could be considered Per Month**

***P.A.; could be considered Per Annum**