

# CENTRE FOR DISTANCE AND ONLINE EDUCATION

## TEZPUR UNIVERSITY

Napaam, Tezpur, Assam: 784028

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### **NOTIFICATION**

This is for information of all institutions who had submitted their Expressions of Interest for new Learner Support Centres (LSC's) of the Centre for Distance and Online Education (CDOE), Tezpur University, that the competent authority of the University has accepted the following higher educational institutions for establishing Learner Support Centres of Distance and Online Education, Tezpur University, **initially for a period of 3 years** which shall be renewed upon satisfactory performance and subsequent requirement of the University. The said approval is subject to satisfactory physical verification by the CDOE, Tezpur University, details of which shall be communicated separately and acceptance of necessary terms and conditions as laid down herewith. The institutions are hereby requested to go through the same carefully. Further, it may also be noted that depending upon the requirements of the University, the LSCs shall also be used as Examination Centres, terms and conditions for which shall be notified in due course of time. Further as per requirements laid down under **Part 4, Clause No 17, sub clause 1**, of the **University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020** the approved Learner Support Centres of CDOE, Tezpur University shall not be the Learner Support Centre for **more than two Higher Educational Institutions at a time** to offer programmes in Open and Distance Learning mode.

**A proforma for Memorandum of Agreement (MoA)** shall be provided shortly by CDOE, Tezpur University, to the concerned institutions which shall be jointly agreed upon by both the parties. Further, the Head of the concerned institution shall nominate a full time Centre Coordinator (*not below the rank of an Assistant Professor*) and qualified Academic Counsellors, the proforma for which shall be communicated shortly by CDOE, Tezpur University. The appointment letters shall be issued by CDOE, Tezpur University, to the nominated officials.

The Learner Support Centres at all times shall mandatorily adhere to the guidelines issued by UGC-DEB, Govt. of India vide **University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020** and subsequent amendments thereof, regarding functioning of the Learner Support Centres.

### **LIST OF INSTITUTIONS APPROVED FOR REGULAR LEARNER SUPPORT CENTRES (LSC's)**

Sl	Name of the Institution	Address
1	DIPHU GOVERNMENT COLLEGE	P.O: Diphu Govt. College, Dist-Karbi Anglong, Diphu- 782462
2	JORHAT KENDRIYA MAHAVIDYALAYA	AT Road, Charigaon, Number 2 Brahmingaon, Jorhat, 785010
3	C.K.B. COMMERCE COLLEGE	K.B. Road, Near Circuit House, Jorhat-785001
4	GOALPARA COLLEGE	P.O & P.S- Goalpara, Dist- Goalpara Pin-783101
5	MAZBAT COLLEGE	PO: Mazbat, Dist: Udalguri Pin-785407

6	BARPETA LAW COLLEGE	BARPETA LAW COLLEGE NEAR S.P. OFFICE BARPETA TOWN BARPETA – 781301
7	RANGACHAHI COLLEGE	Rangachahi, P.O: Rangachahi Majuli-785104
8	SILAPATHAR TOWN COLLEGE	P,O: Silapathar Dhemaji, Ward No-08, Pin-787059
9	MORIDHAL COLLEGE	PO: Moridhal Dist: Dhemaji Assam-787057
10	JENGRAIMUKH COLLEGE	P.O: Jengraimukh Dist: Majuli Pin-785105

Issued with due approval.

Sd/-  
Director  
CDOE

**CENTRE FOR DISTANCE AND ONLINE EDUCATION**  
**TEZPUR UNIVERSITY**

(erstwhile Centre for Open and Distance Learning)  
Tezpur, Assam- 784028

**MOST IMPORTANT TERMS AND CONDITIONS (MITC) FOR**  
**ESTABLISHMENT AND FUNCTIONING OF LEARNER SUPPORT**  
**CENTRE AND EXAMINATION CENTRES**

**INTRODUCTION**

Centre for Distance and Online Education (CDOE) (erstwhile CODL), Tezpur University introduces guidelines to establish new “Learner Support Centres (LSC)” and Examination Centres in conformity to UGC ODL Regulations 2017. “**Part A**” here deals with establishment of the Learner Support Centres and “**Part B**” deals with establishment of Examination Centres

**PART A**

1. A Learner Support Centre means a “***Centre established, maintained or recognised by the Higher Education Institution for advising, counseling, vocational guidance, hands on experience, library services and providing interface between the teachers and the learners, rendering academic and any other related services and assistance, like field experience, laboratory for experimental work, Information Communication Technology facilities for operations and interaction with the learners etc. for the benefit of the learners***” for expanding and strengthening its existing students support services.

1.1 The new Learner Support centres shall be established in the form of Learner Support Centres. LSC’s must comply with all requirements for conduct of examinations as per UGC ODL Regulations, 2020. In addition, the new LSC’s so established shall be required to provide evidence of the preparedness for availability of the academic, other staff and qualified academic counsellors and shall be required to comply at all the times, with the standards mentioned for operating and running the LSC’s as per“ UGC ODL Regulations 2020 published through “Gazette of India: Extraordinary; Part III-Sec 4” and part thereof. Any new amendments and regulations/guidelines issued in this regard from time to time shall also be required to be complied with. CDOE, Tezpur University shall conduct regular visits for monitoring in this regard.

1.2 **Eligibility of the LSC**- A college or an institute affiliated to a university or a Government recognized Higher Educational Institution offering programmes in the same broad area, within the Territorial Jurisdiction of the State of Assam. The LSC must be centrally located in a place, with good connectivity from railway station or bus stand, for the convenience of the learners. Further as per requirements laid down under **Part 4, Clause No 17, sub clause 1**, of the *University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020* the approved Learner Support Centres of CDOE, Tezpur University shall not be the Learner Support Centre for **more than two Higher Educational Institutions at a time** to offer programmes in Open and Distance Learning mode

## **2. DUTIES OF THE LEARNER SUPPORT CENTRE ALONG WITH NECESSARY TERMS & CONDITIONS-**

- 2.1 Provide pre-admission counselling for prospective learners to provide information to facilitate them in taking an informed decision on joining a specific programme
- 2.2 Provide support for admission related matters
- 2.3 Presence of a help desk well versed with the learner information data base, providing single window services for all learner related queries
- 2.4 Provide a report of academic and other related activities periodically consisting of all details of the activities related to counselling, learner support provided etc.
- 2.5 Providing Counselling/Contact Classes to the admitted learners of CDOE, Tezpur University through empaneled Faculty Members/ Resource Persons.
- 2.6 A new Learner Support Centres so established shall be required to generate admissions to a minimum of 50 no. of learners per year (inclusive of both Diploma and Master's Programme).
- 2.7 Based on the no. of learners provided by the LSC, on year-to-year basis, CDOE shall decide upon the contract renewal of the Centre **after 3 years**.
- 2.8 It shall be mandatory for the Learner Support Centres to maintain the learner data related to conduct of counselling sessions and grievance redressal.
- 2.9 Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning mode. However, LSC's can forward a list of learners admitted with its reference.

## **3. ESSENTIAL INFRASTRUCTURE, MANPOWER, AND FACILITIES**

A HEI must meet the following essential requirements: -

### **3.1 Adequate Infrastructure-**

3.1.1 Availability of dedicated classrooms and office for conducting day to day activities of the LSC

3.1.2 Presence of library, computer facilities and other safety and necessary amenities for the learners

### **3.2 Qualified Manpower-**

3.2.1 A Centre Coordinator (on part time basis) who shall be a qualified regular teacher not below the rank of Assistant Professor of the concerned institution.

3.2.2 To assist the coordinator, an office assistant and MTS must be engaged on part-time basis. Qualified faculty members (minimum rank of Asst. Prof.) for engagement as Academic Counsellors/Evaluators must be present.

3.2.3 The names of such faculty members, office assistant and MTS shall be proposed by the head of the institution to CDOE beforehand during application process and appointment letters shall be issued from CDOE for the said purpose. The **appointment shall initially be for a period of 3 years**, which shall be renewed based on requirement of CDOE and performance of the Centre.

3.2.4 The HEI must have similar subjects/courses offered in the institution to ascertain the availability of the Academic Counsellor(s)

#### **4. FINANCIAL TERMS AND CONDITIONS**

*(Revenue Sharing and meeting expenses of the Learner Support Centre)*

4.1 CDOE, Tezpur University shall **share 15 % of the total programme fee** to the Learner Support Centre (LSC) from the admission proceeds generated by the LSC concerned. In case of fee paid by the admitted learner by opting for instalment system, **the amount of first instalment** (which consists of 70% of the total programme fee) shall be considered towards calculation of the total admission proceeds.

4.2 Admissions will be done centrally by CDOE, Tezpur University through Online mode. A list of referred learners must be submitted by the LSC to CDOE, Tezpur University. CDOE, Tezpur University shall make provision of entering the **reference no** of the LSC in its online admission portal by the learner so referred by the LSC, during the admission process, which shall be tallied with the list provided by the LSC to CDOE.

4.3 For conduct of Counselling Classes in the Learner Support Centre, the Faculty/Academic Counsellors engaged shall be paid an honorarium of Rs. 750/- per hour of class in **addition to revenue sharing**.

4.4 It must be noted that for conduct of counselling classes in any Learner Support Centre, **a minimum number of 25 students** must apply for attending the classes in the specified centre. In case of the number is less than 25, the learners shall be adjusted in the nearest Study Centre/H.O.

4.5 The expenses of the LSC's (Honorarium of Coordinator, Office Staff and MTS and other office stationery etc.) shall be met out of the 15% share of the revenue. No other expenses will be reimbursed.

4.6 Publicity Materials, Sign Boards and a limited item of office stationery will be supplied by CDOE, Tezpur University as initial set up support.

Sd/-  
Director  
CDOE

## **PART- B**

### **1. MINIMUM STANDARDS FOR ESTABLISHMENT OF EXAMINATION CENTRE**

#### **[in accordance with UGC ODL Regulations, 2020 and amendments thereof]**

- 1.1 The examination centre must be centrally located in a place, with good connectivity from railway station or bus stand, for the convenience of the students
- 1.2 Building and grounds of the examination centre must be clean and in good condition.
- 1.3 The examination centre must have an examination hall with adequate seating capacity and basic amenities and CCTV recording facility.
- 1.4 CCTV/arrangement for storing confidential materials relating to examination must also be available.
- 1.5 Fire extinguishers must be in working condition, locations well marked and easily accessible. Emergency exits must be clearly identified and clear of obstructions.
- 1.6 The examination centre must provide adequate lighting, ventilation and comfortable seating.
- 1.7 Restrooms must be in the same building as the examination centre, and restrooms must be clean, supplied with necessary items, and in working conditions.
- 1.8 Provision of drinking water must be made for learners.
- 1.9 Adequate parking must be available near the examination centre.
- 1.10 Facilities for Persons with Disabilities should be available.
- 1.11 Payment of necessary expenses for conduct of examination shall be paid from CDOE, TU as per current approved rates
- 1.12 Ceteris Paribus, LSC's will be preferred as examination centre.

Director  
CDOE