

GAUHATI UNIVERSITY
INSTITUTE OF DISTANCE AND OPEN LEARNING

GUIDELINES & WORKING MANUAL FOR STUDY
CENTRES

A. ELIGIBILITY

A Higher Education Institution (HEI) wishing to apply to GUIDOL for establishing a learners study centre should have all the following:-

- i) The college/Institution should be affiliated to Gauhati University.
- ii) It should be a Govt. recognized & provincialised at least for 3 years.
- iii) It should be offering programmes in the same broad area for at least 3 years and should have necessary infrastructure and human resource for offering GUIDOL programmes.

B. PROCEDURE FOR ESTABLISHMENT OF STUDY CENTRE

- Any Govt./Provincialised/eligible higher educational institute under the affiliation of Gauhati University can approach Gauhati University IDOL in the prescribed format available at the official website of GUIDOL.
- GUIDOL will forward the application of the eligible study centres as per the clause mentioned above to the competent authority of this university for the final approval of opening new study centre.
- After approval of the concerned applications GUIDOL will intimate the study centre and guide them about the post approval procedures.
- On receipt of the approval letter from the Director, GUIDOL the G.B. of institution will nominate at least three names among the permanent faculty members of the college/institute holding sanctioned post at least of the rank of Assistant Professor, to the Director, GUIDOL for the appointment of the Coordinator of the study centre. The same has to be sent in format available at Annexure-I.

- Principal can appoint additional staff and pay remuneration as per the approved procedure at Annexure-II.

C. ALLOTMENT OF PROGRAMMES IN A STUDY CENTRE

Following UGC (ODL) Regulation 2017 (Annexure- X)

GUIDOL will allot UG/PG/PG Diploma programmes to an approved Study Centres at the beginning of an academic session. Gauhati University holds the final right on allotting the programmes to a particular Study Centre.

D. ELIGIBILITY CONDITION FOR APPOINTMENT OF ACADEMIC COUNSELOR/TEACHER

The coordinator and principal will engage teacher for teaching and other academic activities for different allotted programmes by following the UGC (ODL) Regulation 2017 (Annexure-V) and any other subsequent notification. In the context, it shall be ensured that the said teachers should be post graduate from a recognized University having NET/SLET/Ph.D in regular mode as per UGC norms. They should also have minimum marks as per UGC norms.

E. ACADEMIC STAFF INVOLVEMENT AT STUDY CENTRE

All the study centres will follow the UGC (ODL) Regulations 2017 (Annexure-X) and subsequent amendment for engaging academic staff. The following shall also apply

- i. Number of teachers per theory course of 4 credits: 2 to 4.
- ii. Number of qualified supervisors per practical course of 2 credits: 1 or more.
- iii. Availability of laboratory: The laboratory should be in the college. The college should be running a similar course in conventional mode for a period of not less than 3 years.
- iv. In case of IT programmes, the college should have adequate IT/computer lab with fulltime faculty.

Apart from above, the principal and coordinator can involve additional teachers as and when required subject to the fulfilling the norms on appointment as applicable to assistant professor or similar.

F. INVOLVEMENT OF ADMINISTRATIVE STAFF

Principal can appoint additional staff and pay remuneration as per the approved procedure at Annexure-II.

G. ROLES AND RESPONSIBILITY OF CO-ORDINATORS

Coordinator in a Study Centre is a key member in any higher educational institute offering programmes in ODL mode. Since the coordinator is the person work as the interface between the main centre or head quarter and the learners in any study centres, therefore, his/her role depends on providing quality services among the learners and also providing feedbacks to the persons sitting in the head quarter for the all round improvement of learner community.

It is desirable that the coordinator so appointed is not allotted any work/responsibility relating to ODL programmes/courses/study centre etc. of any ODL institution other than GUIDOL.

The role of a Coordinator can be divided in the following categories –

Academic Role

- Knowledge of the programmes activated at the Study Centre
- Taking stock of the teachers as per programme's requirement;
- Thorough knowledge and understanding of academic norms to be followed for running different programmes;
- Allocating works and responsibilities to the part time academic staff;
- Proposing and getting programme's requirement, if any, before commencement of academic session;
- Informing & guiding the prospective learners for admission in the programme of their interest and need;
- Consulting the teachers for their availability for ensuing academic session;
- Organising Orientation/Induction Meeting of the newly admitted learners,

- Maintaining all aspects of learner data
- Organising and monitoring counselling sessions, Extended Contact Programme, Workshop etc.;
- Providing feedback on existing academic system and suggestions for future improvements;

Administrative Role

- Co-ordinating and responding to directions from GUIDOL.
- Managing space for GUIDOL ODL activity.
- Adapting different ICT facilities provided by GUIDOL for learner Registration and other ODL facilities.
- Assisting the Principal in arranging different staff at the study centre when requirement arises.
- Providing counseling notice/schedule to the Head Quarter for uploading in the website.
- Maintaining learner attendance as per provided format (Annexure-III) and keeping record for future references.
- Maintaining different stock book/log books as requirement arise.
- Maintaining proper stock of study materials for distribution.
- Maintaining accounts of the study centre. A separate and dedicated bank account should be operated jointly by the Co-ordinator & Principal. The account of study centre should be maintained separately and independently of college account.
- Assisting learners in any possible way.
- Accountable for general management, smooth and efficient running of the study centre.

Admission and counselling:

- Arranging admission publicity.

- Arrangement of different stationery for admission.
- Sale of Admission form and other and keeping record of those.
- Sending requisition of study materials (SLM) to the Head Quarter.
- Arrangement of pre-examination counseling.
- Verification of different certificate and other documents required for admission.
- Arrangement of induction meeting in the newly admitted learners.
- Providing necessary help to the learners for getting on time admission for continuing terms and keep track of the fee payment details of them and make necessary communication to the Head Quarter.
- Timely issue of the counseling notice/schedule and holding of counselling classes.
- Providing counseling notice/schedule to the Head Quarter for uploading in the website.
- Maintaining learner and counselor attendance in the format provided in the Annexure- III and keeping record for future use.

Examination (applicable to the Study Centres having an active examination centre):

- Providing pre examination requisition data to GUIDOL as requested.
- Collecting softcopy of the Admit Cards and distributing those among the learners.
- Providing different facilities to the examinee as required.
- Assisting the Controller of Examination, Gauhati University on conducting examination and following the guidelines released by him in time to time.

H. FUNCTIONING OF STUDY CENTRE

The Study centres shall play a key role in the field of delivery of ODL programme of GUIDOL. They shall function as representatives of GUIDOL in their area of operation. Being on the field, they shall act as interface between the learners and GUIDOL and shall endeavour to extend quality ODL education (includes learner support & library services) in all possible way. There shall not be any franchised or outsourced arrangements under a different name such as Information Centre, Facilitation Centre, Nodal Centre, Knowledge Partner, Partner Institution, Multimedia Centres and similar such names. The college will be required to allot an adequately sized room (with all office infrastructure) exclusively which will function as office of the study centre. The same shall be prominently displayed. The said room should not be used for any other purpose.