

# MANUAL OF MONITORING REPORT OF LSCs AND RCs



UTTARAKHAND OPEN UNIVERSITY

Teenpani Bypass, Near Transport Nagar,

Haldwani 263 139, Uttarakhand, India

Prepared by

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# Uttarakhand Open University, Haldwani

Proforma- I

## Profiling of Learner Support Centre (LSC)

Month..... Year .....

Name of the Learner Support Centre:

Name of Regional Centre:

Name of Coordinator and contact details:

Name of Assistant Coordinator(s) and contact details : i)  
ii)

Other Staff (academic/non-academic) : i)

ii)

iii)

Address:

Contact details of LSC.....Email ID.....

Total Number of Learners enrolled:

### 1. Facilities at LSC

Infrastructural and ICT enabled facilities at LSC's

Total number of rooms at LSC	
Total number of Seminar halls at LSC	
Number of IT enabled rooms at LSC	
Number of IT enabled Seminar halls at LSC	
Number of rooms with ICT facilities/Wi-Fi/LAN at LSC	
Facilities for persons with disabilities	
Total number of rooms (cumulative) at the LSC	

Attachments required: Geo-tagged photographs of campus and all other infrastructural facilities.

### 2. Expenditure incurred for infrastructure augmentation

Year and Month					
Expenditure incurred for infrastructure augmentation					

Upload: Details (Photographs and Bill) of Infrastructure augmented.

### 3. Pre-admission Counseling Services

Activities undertaken by the LSC for providing pre-admission counseling services to prospective learners and induction of newly enrolled learners at Learner Support Center

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Attachments:

1. Photographs of the activities undertaken
2. List of Prospective learners appeared for queries (Date, Name, Mobile and email i.d.)

**Date:**

**Signature and Seal**

# Uttarakhand Open University, Haldwani

Proforma- II

## MONTHLY REPORT OF LSC

**Name of the Learner Support Centre:**

**Name of Regional Centre:**

**Name of Coordinator and contact details:**

**Name of Assistant Coordinator(s) and contact details :** i)  
ii)

**Address:**

**Contact details of LSC.....**

**Email ID.....**

**Tots**

### 1. Academic counselling sessions held at LSC (Year and Month)

S.No (A)	Name of Programmes (B)	Total enrolment in the programme (C)	Counselling sessions held at LSC for (D)		Rate of Remuneration per Session (E)		Total Remuneration Paid for Counselling (F = D x E)	
			Theory	Practical	Theory	Practical	Theory	Practical

Attachments required:

- a) Counselling schedule for the session (annual/semester)
- b) Attendance record of the Learners

\*Note:

- Number of qualified counselor to number of students (shall be 1:100 per theory course)
- Number of qualified supervisors per practical course of 2 credits : 1 or more

**2. Academic counselling services**

Number of modes employed by the Institution to provide academic counseling services to its learners (Check box)

1. Interface between the teachers and the learners
2. Hands on experience/training/practical
3. Teleconferencing
4. Web-conferencing
5. Laboratory based counselling
6. Workshops
7. Seminar
8. Any other (please specify).....

Upload:

- Photographs of the activities undertaken
- URL of video uploaded on youtube
- Attendance Sheet.

**3. Addressing learners’ grievances at LSC**

	Admission related	Books related	Assignment related	Exam related	Any other
Number of grievances received at LSC					
Number of grievances redressed					
Modes of grievance redressal (online/offline/telephonic/post/any other)					

Upload: Photograph of resolution provided

**4. Attending to learners’ queries**

Modes employed by the LSC to attend to learners’ queries

Enlist the approaches given below, used by the LSC to attend learners’ queries: (Checkbox)

- Help Desk
- Social media
- E-mail Support
- Teleconferencing
- Student Services Centre/ Inquiry Counter
- Postal communication
- Any other (please specify).....

Upload: Photograph of resolution provided

**5. Evaluation of assignments (Year and Month)**

<b>S.No (A)</b>	<b>Course Code (B)</b>	<b>Total number of learners enrolled (C)</b>	<b>Total Assignme nts due (D)</b>	<b>Total assignments submitted (E)</b>	<b>Total number of assignments evaluated (F)</b>	<b>Name of evaluator and designation (G)</b>	<b>Rate of Remuneratio n per assignment (H)</b>	<b>Remuneratio n paid (I = F x H)</b>

Upload: Scanned copy of Receipt of remuneration paid to Evaluators.

**Date:**

**Signature and Seal**

# Uttarakhand Open University, Haldwani

Proforma- III

## Profiling of Regional Centre

**Name of the Regional Centre:**

**Name of Regional Director:**

**Address**

**Contact details**

**Email ID.....**

**Total Number of LSC's.....**

### 1. Facilities at Regional Centre

Infrastructural and ICT enabled facilities at Regional Centre.

Total number of rooms at RC	
Total number of Seminar halls at RC	
Number of IT enabled rooms at RC	
Number of IT enabled Seminar halls at RC	
Number of rooms with ICT facilities/Wi-Fi/LAN at RC	
Total number of rooms (cumulative) at the RC	

Attachments required:

Geo-tagged photographs of campus and all other infrastructural facilities.

1. Photograph of Rooms during a counseling session.
2. Seminar Hall.
3. IT enabled rooms
4. IT enabled Seminar Hall
5. Rooms with ICT facilities/Wi-Fi/LAN at RC

**Date:**

**Signature and Seal**

# Uttarakhand Open University, Haldwani

Proforma- IV

## Quarterly Report of Regional Centre

Year.....

Month.....

Name of the Regional Centre:

Name of Regional Director:

Address:

Contact details..... Email ID..... Total Number of LSC's.....

### 1. Activities conducted at the Regional Centre and LSC's under the RC

Activities conducted	Number of Session Conducted	Details
Pre Admission Counselling		
Counselling		
Workshops		
Special Workshops		
Seminar		
Vocational guidance		
Regional Director Visits		
Any other		

Upload:

1. Documents related to RD Visits to LSCs

### 2. Grievance redressal at Regional Centre

	Admission related	Books related	Assignment related	Exam related	Any other
Number of grievances received at RC					
Number of grievances redressed					
Modes of grievance redressal (online/offline/telephonic/post/ any other)					

Date:

Signature and Seal