

Guidelines for Establishment of Study Centre of Uttarakhand Open University



Uttarakhand Open University

(State Open University established under Uttarakhand Open University Act, 2005)

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About Uttarakhand Open University

There has been a significant growth in the area of open and distance education around the world. Open Distance and Learning mode of education has been recognized as one of the effective tools of educationally empowering the sections of the society who could not afford to join the formal on-campus education due to various reasons. Presently, ODL institutions are not only imparting education as an alternative to the formal system but also in areas such as vocational and technical education and even in high technology based education. The distance education also has potential to reach to the un-reached and even marginalized and excluded groups such as tribal populations and women. Open and distance education provides an opportunity to students for acquiring new knowledge and skills that are needed to function in the society.

Uttarakhand Open University being in education field for anew has taken initiatives to offer an opportunity to those students who are unable to get on-campus education and those who have limited access to education resources. The Uttarakhand Open University was established in 2005 to promote education through open and distance learning system, with introduction of flexible and innovative methods of education to ensure 'independent learning' to anyone, anytime and anywhere. The programmes of Uttarakhand Open University also envisage providing an opportunity to women of Uttarakhand who by and large has been left out in educational efforts of our nation.

Uttarakhand Open University's study programmes are selective and customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Within the financial means of University, due care has been taken to keep the cost of education low so that educationally backward sections can take advantage of University's programmes through ODL mode. Keeping this goal in view, the Uttarakhand Open University has made concerted efforts to offer professional and job oriented courses with regular updates of curricula and study material and introduction of tools of Information Technology.

Uttarakhand Open University has been contributing to the development and training of qualified human resource capital for the state. Uttarakhand Open University has also signed Memorandum of Understanding with several leading research institutes, companies and professional bodies for the training of the students.

Uttarakhand Open University has been offering many courses through (Open and Distance Learning) mode of education. For all these courses there are strong in-house capabilities which are available to students all the time.

Programmes of Study

Uttarakhand Open University has decided to offer education through ODL mode in selected programmes where University has strength. The courses are designed and developed with views to prepare a cadre of manpower who may possess requisite knowledge and professional skills to effectively function in the globalised economy, which is no doubt highly knowledge intensive. In its endeavors to cater for education and training needs of different socio-economic groups of people, the programmes have been carefully identified to fill the gaps in availability of courses offered by other institutions and/or to provide cost-effective options to the weaker sections of the society, who are unable to reap the benefit of development due to lack of adequate education, training and skills. Without sacrificing the quality of education, the cost of education is kept very low so that the economically deprived sections may afford to pay fee and may benefit from the educational opportunity. Learning resources are provided at the doorsteps of learners through the extensive network of educational institutes at our Study Centers.

The experience and expertise of reputed colleges and universities and other educational institutions, which are our recognized Study Centers, are duly utilized for delivery of programmes and for effective learning. From the very beginning of the process of planning and execution of programmes, the best practices in Open and Distance learning for quality assurance are followed, which is why the programmes of Uttarakhand Open University are very popular among the enlightened community of students.

The academic programs are developed at the University by respective schools. The following are-

- The School of Humanities
- The School of Social Science
- The school of Commerce and Management Studies
- The School of Tourism and Hotel Management
- The School of Journalism and Mass Media
- The School of Sciences
- The School of Computer and Information Sciences

Current academic programmes of Uttarakhand Open University offered

Name of the Programme	Eligibility	Minimum Duration	Maximum Duration
Master of Arts (MA)	Graduation any stream	2Y	6Y
Master of Social Work (MSW)	Graduation any stream	2Y	6Y
Master of Business Administration (MBA)	Graduation any stream	3Y	6Y
Master of Commerce (MCom)	Graduation any stream	2Y	6Y
PG Diploma in journalism and Mass communication (PGDJMC)	Graduation any stream	1Y	4Y
P.G.Diploma in Marketing Management	Graduation any stream	1Y	3Y

P.G.Diploma in Human Resource Management	Graduation any stream	1Y	3Y
P.G.Diploma in Financial Management	Graduation any stream	1Y	3Y
P.G.Diploma in Manufacturing Management	Graduation any stream	1Y	3Y
P.G.Diploma in Retail Management	Graduation any stream	1Y	3Y
P.G.Diploma in International Business	Graduation any stream	1Y	3Y
P.G.Diploma in Hotel & Tourism Management	Graduation any stream	1Y	3Y
Bachelor of Arts (BA)	10+2 any stream	3 Y	6 Y
Bachelor of Commerce (B.Com.)	10+2/BAP or BCP	3 Y	6 Y
Bachelor of Business Administration (BBA)	10+2/ BPP any stream	3Y	6Y
Bachelor of Computer Application (BCA)	10+2/ BPP any stream	3Y	6Y
Bachelor in Tourism Studies (BTS)	10+2 any stream	3Y	6Y
B.Sc in Hotel & Tourism Management	10+2/ BPP any stream	3Y	6Y
Diploma in Public Health & Community Nutrition	10+2 any stream	1Y	2Y
Diploma in Beautician	10+2 any stream	1Y	2Y
Diploma in Banking and Finance	Graduation any stream	-	-
Diploma in Retail Management	10+2/BPP any stream	1Y	3Y
Diploma in Management of Non Wood Forest Products (DMNWFP)	Min. 10+2 any stream	1Y	4Y
Diploma in Hospitality and Hotel Administration	10+2 any stream	1Y	3Y
Diploma in Tourism Studies	10+2 any stream	1Y	3Y
Diploma in Front Office & Tourism Operation	10+2/ BPP	1Y	4Y
Diploma in Accommodation Management	10+2/ BPP	1Y	4Y
Diploma in Food & Beverage Service Skills	10+2/ BPP	1Y	4Y
Diploma in Food Production Skills	10+2/ BPP	1Y	4Y
Certificate course in Panchayati Raj	Any Literate	6M	18M
Certificate Course in Right to Information (CCRI)	10+2 any stream	6 M	18M
Certificate in Salesmanship & Marketing	10+2/ 10+ BAP or BCP	6M	2Y
Certificate course in Bhaartiya Jyotisha	10+2 any stream	6M	2Y

Who can start the Study Centre?

The study centre is the backbone of the Open University education concept. The education and its reliability depends more on the integrated functioning of the study centre and the work place and providing a good feedback to the university. Uttarakhand Open University offers a number of study programmes of Open and Distance Learning from its on-campus Departments managed by the highly qualified faculty. Since its resources in terms of space are limited and programmes are in high demand, a provision of Study Centre has been made. These carefully selected Study Centers are meant to enable the students to get full support of study resources including classrooms, library, IT support and counselling.

The study centre could be in an educational institution(Government Colleges/ private), or any other organization, industry, NGO 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 study center from amongst the institution desirous to provided facilities available with them. The institution or the organization should be registered under the societies Act.

An institution affiliated to government recognized Boards/Universities will be eligible for the establishment of a Study Centre. Institutions running Study Centers of UGC recognized University, Polytechnics, ITIs will also be considered for running Study Centers of Uttarakhand Open University.

The study center shall normally have training facilities for a minimum of one course. The study centre shall have to make necessary arrangements for distribution of study material to students. The material will be supplied by the university. The study centre shall make all arrangements for display of A/V aids, monitoring the programmes and conducting class tests and examination for students. The university shall prescribe the staffing pattern at the study center in consultation with the management of the institution, but in no matter they will be university employees.

The Institute/organization must have specific adequate facilities for learners of the Vocational Courses as per norms of the University. The specific requirements for each programme as outlined in Annexure-I.

Process of Approval

1. Application

The prospective institutions who fulfills the eligibility criteria may apply on the prescribed application form as per format; Annexure-II. The applicant should pay a fee of Rs.1000 in the form of Demand Draft in favour of Uttarakhand Open University payable at Haldwani. Form can also be downloaded from the University web site (<http://uou.ac.in>). **The downloaded form will be acceptable only with the fee of Rs. 1000 (non-refundable). All the Government Educational Institutions are waived from paying the fees.** The form should be submitted to the Registrar, Uttarakhand Open University along with bio-data of coordinator(s) and counsellors(s) as per the formats (Annexure-III and IV).

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 processing fee which will be announced afterwards.

3. Inspection

After the receipt of processing fee, the University will send a team of experts from 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, Uttarakhand Open University. The report of the visiting team will be placed for approval to the Standing Committee of the Academic Council of the University. If approved, the Centre will be informed by the Registrar, UOU along with comments, if any. Depending on 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 arrangement for smooth conduct of 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 Rs. 10,000/-)

6. Renewal of MoU

MoU is tenured and has to be renewed at least one month before the expiry of its tenure with mutual consent of both the parties. It will be the responsibility of the Study Center 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 Center will deposit the processing (inspection) fee as prescribed. If MoU expires without renewal, it would be assumed that Study Center is not interested in continuing its association with the University. The Study Center, if not interested to renew the MoU shall have to claim refund of security deposit (without interest) within 3 months of expiry of MoU. After three months security money will be forfeited. After expiry of MoU, a Study Center will have to apply afresh with all the fees as prescribed including security deposit.

Information about Counselors to be Engaged by the Study Centre

The University will specify the qualification and experience of the counsellors/teachers who will be engaged by the Study Centers for its study programme(s). At the beginning of each academic session, the Coordinator of Centre will forward a list of counsellors along with their complete bio-data for approval by the University (as per format of Annexure- IV). This information may also be provided online by the Study Centers to the University.

Uttarakhand Open University's Role in Academic Activities

1. Release of Admission Notification

The University will publish Admission Notification through newspapers and web site and

issue Prospectus for different courses. However, the Study Centres will be permitted to issue local advertisements at their own expenses for mobilizing student clientele for University courses. A draft admission notification or any other publicity material in which name of the University is given should be sent to the University for its approval in advance. It will be ensured by the Study Centers that such advertisements do not give an impression of commercialization of higher education. The University also insists on publication of advertisement by a Study Center specifically for Uttarakhand Open University and not along with other Universities for which the Study Center may be an authorized Study Centre.

2. Registration of Students

The University will register the students after receiving the application forms along with the requisite certificates and fees from the Study Centres. The University will check eligibility criteria and authenticity of certificates. In specific cases, the University may use benchmark to short-list the candidates. After screening, a consolidated list of admitted candidates will be sent back to the Study Centres for the purposes of counselling etc. The University may restrict number of students at a Centre or in a course, depending on the availability of resources. Enrollment numbers will be allotted by the University to admitted students. The University will have the right to refuse admission to any student without assigning any reason. Foreign nationals will be enrolled through the Foreign Students' Advisor (FSA) of the University, on case-to-case basis and appropriate Study Center for such candidates will be determined by the University.

3. Delivery of Self Instructional Material (SIM)

The University will provide self-instructional material (SIM) to the Study Centre (for which 20% of the fee shall be deducted) for onward dispatch to the students. The University engages experts to prepare and vet the SIM as per the norms of the course. SIM content is also updated time to time. It will be the responsibility of Study Centre to promptly deliver the material to students. University may also upload study material on web site.

4. Conduct of Examinations

Conduct of annual/semester examination will be the responsibility of Uttarakhand Open University.

Examiners will be appointed by the University and evaluation of scripts will be organized centrally by the University. For the conduct of examination, the University will supply question papers, answer books and other instructions to the Study Centers. The Study Centre shall provide/arrange, free of charge, space and furniture for conduct of examination including practical examination. The University may only 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 a fixed per unit expenses to Study Center for conducting the examination. This Unit cost will be determined in advance and communicated to the Study Center. The Study Center will submit pre receipt bills with names, designations and signatures of all the recipients involved in conduct of examinations within one month of end of the examinations. After this date no claim will be considered. It will be the responsibility of the Study Centre to conduct periodic evaluation of students as prescribed by the University for each programme at no extra charges. The University may depute Observer(s)/Coordinator(s) who will ensure smooth conduct of examinations at the

Study Center as per the University norms without any malpractices. The University may organize examination at Central examination centers by clubbing students from different Study Centers of a city. It may also arrange examinations at a Central Centre for students from different cities. However, advanced information will be given to students through Study Center and website.

5. Evaluation and Declaration of Results

Evaluation of scripts will be done by the University appointed examiners/evaluators. For this purpose, Uttarakhand Open University will arrange central facility on campus. Results will be declared by Uttarakhand Open University as soon as possible through web site and the same will be communicated to the students through their respective Study Center. Marksheets, degrees and certificates will only be issued by Uttarakhand Open University.

Infrastructure Required at STUDY CENTRE of Uttarakhand Open University

Every Study Centre shall ensure the following facilities for counseling and learning activities of students enrolled in the programmes of Uttarakhand Open University.

1. Classroom

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/white boards, overhead projectors or LCD projectors, screens and other teaching aids.

2. Library

Study Centre shall provide adequate number of books in its library. The University will provide suggested list of study material 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 Magazine and Journals relevant to different programmes. Every Study Center 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 facility to conduct examinations for all the students assigned to it. Necessary furniture should be in place. In case, a Study Center has space to accommodate more examinees, Uttarakhand Open University 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 a fixed per unit expenses to Study Center for conducting the examination. This Unit cost will be determined in advance and communicated to the Study Center.

4. Computer Room

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

5. Office for Uttarakhand Open University's Coordinator

Study Centre should arrange an office space for the Coordinator/Representative of Uttarakhand Open University for his/her exclusive use. This Office should have necessary furniture and facilities of a telephone, PC with internet and printer. A name plate "Office of Uttarakhand Open University Coordinator" should be fixed on this office.

7. Other Students Amenities and Facilities

- The Study Center should have safe drinking water supply.
- The Study Center should have separate and adequate numbers of toilets for boys and girls, which should be well- maintained and with supply of running water.
- Local telephone facility should be extended to staff of the Study Center.
- 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 questions papers and other confidential material.
- There should be adequate arrangement for security and surveillance.

8. Counsellors

The Study Centre shall provide 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 Study Center will be appointed and paid by the Study Center and shall be employees of Study Centre. Detail of Coordinator and Counsellors should be provided to the University in the format as specified.

10. Courses of other Universities at Study Center

A Study Center selected by Uttarakhand Open University 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 adequate infrastructure and resources are earmarked for Uttarakhand Open University courses.

Specific Requirements at the Study Centers

The University shall prescribe norms for each Programme so that every Study Centre selected by the University provides the optimum facilities to all the students.

The University will have the right to revise the norms before the start of every academic year.

The existing requirement norms are given in the Annexure-I.

Study Centre's Activities

The Study Centres of Uttarakhand Open University form an important part of the Overall structure of the University designed to provide extensive and efficient student support services to its learners by adequate learning resources. The Study Centers will be expected to offer academic support to students to supplement 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 prescribed time. Thus, a Study Centre of Uttarakhand Open University 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 Centers. 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 Uttarakhand Open University time to time. Uttarakhand Open University 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 Orientation programme / Workshop in Uttarakhand Open University 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 Study Centre of Uttarakhand Open University

The Study Centers 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's discussion etc. shall be organized on weekdays, holidays and Saturday/Sundays as per approved scheduled. 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 Uttarakhand Open University FREE OF COST. The University may organize contact and counselling through video conferencing with students. Adequate facilities should be available with the Centers for this activity.

3. Library services

A Study Centre established/recognized by the University will provide with relevant course material, reference books, audio-visual for each study programme. The Study Centre shall arrange to extend these facilities to all learners. 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, 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, UOU and other University officials and attend meeting whenever called in the University. He/she will keep a watch on the University web site and inform the students about new announcements concerning them.
5. He/she shall inform the students of time and date allotted to them for attending the counselling sessions, contact Programme, tutorials etc.
6. He/she shall ensure that the Study Centre is kept open on the days fixed by the University.
7. He/she shall be responsible for assigning the Counsellors the specific days on which they will be available to students.
8. 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. Marks obtained by the students in continuous evaluation will be promptly communicated to the University.
9. 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.
10. He/she shall ensure punctuality and attendance of the students and submission of the assignments in time.
11. 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 time.

12. He/she shall be available at the concerned Study Center on counseling 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.

13. 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.

14. He/she shall ensure discipline in the Study Centre consistent with the aims and objectives of the University.

15. 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 Study Centre.

The institution selected as a Study Centre of Uttarakhand Open University shall have to execute a MoU/agreement with University in fulfillment to the aforesaid terms and conditions.

Cancellation of Study Centre by Uttarakhand Open University

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 arrangement for enrolled students at such a centre.

The University may determine minimum number of students in a course to be registered for a Study Center. 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 other centre, preferably within the same city from the next academic year. If there is no Study Center of Uttarakhand Open University in that city, students may be given option to shift a centre of their choice.

In case any regulatory agency such as UGC or DEC directs Uttarakhand Open University to restrict its ODL activities or limits the Study Centers the University shall abide by such directives and inform the affected Study Center accordingly. However, all efforts will be made to safeguard the interest of students in consultation with UGC/DEC.

Relationship

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

Arbitration

Any dispute arising with regard to 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 Nainital. The decision of the Arbitrator shall be final and binding upon both the parties concerned.

Specific Requirements for different Programmes

Requirements	IT Course	Management Course	Health Sciences Courses (food & nutrition)	Hotel & Tourism Courses	Humanities Course
No of Students	40	40	40	40	40
Computer and related requirement	Server -1, computers P-IV or above-20, Networking Printers - 2 Scanner –1 CD/DVD Writer-1 Internet connection Software: Windows C, C++, MS Office Oracle With developer 2000, Front Page, JAVA, Linux, any other software required for the course.	Server-1 Computers PIV or above-15 Networking Printers- 2 Internet connection Software: MS Office, any other software required for the course	Server-1 Computers PIV or above-15 Networking Printers- 2 Internet connection Software: MS Office, any other software required for the course Quality Control	Server-1 Computers PIV or above-15 Networking Printers- 2 Internet connection Software: MS Office, any other software required for the course	Computers PIV or above-4, Printer-1 Internet connection Software: MS Office
Audio-Visual Aids and ICT equipment	TV, VCR/VCD Cassette Recorder and Player, LCD projector	TV, VCR/VCD Cassette Recorder, LCD Projector	TV, VCR/VCD Cassette Recorder and Player, LCD projector	TV, VCR/VCD Cassette Recorder and Player, LCD projector	
Newspapers	Two English Newspapers	Two daily Business newspapers. Employment News shall also be made available		Two English Newspapers Hospitality Magazines and Journals like Travel Plus, Outlook Traveler, Express	Two Hindi Newspapers; One English Newspaper; Two magazines

				Hotelier and Caterer, Travel Talk etc	
Hospital			Well Equipped Lab having Facilities of: Patient Counseling Pre and Post Operative Care Nursing Care Ante-natal Care Imaging (X-ray, Ultrasound) B.P. measurement Examination of Blood Examination of Urine		
Other requirement			Dbecs code, Stabilization, Safty in Laboratory	KITCHEN AREA 250 sqm with all the facilities ie. gas ranges, oven, bakery, small equipments etc Demo restaurant 250 sqm with proper table, chairs, cutlery, crockery For at least 10 tables Demo guest room 250 sqm with all facilities ie. bed, wash room etc	Seminar hall with 40 seats

Annexure-II

To,

Registrar,
Uttarakhand Open University,
Haldwani, Nainital
Uttarakhand

Subject: Application for the establishment of a study centre of Uttarakhand Open University for.....programme.

Sir,

This College/Institution is keenly interested in establishing a Study Centre of Uttarakhand Open University for..... Programme.

I am sending herewith the detailed information of our College/Institution in the prescribed format.

I am also enclosing a crossed Demand Draft of a nationalised Bank of Rs 1000/- towards Processing Fees drawn in favour of Uttarakhand Open University payable at Haldwani.

I request the University authorities to consider our application sympathetically and grant us a Study Centre for.....

Yours Sincerely,

(Principal/Head)

(Date; Place)

Enclosed: 1. Information Sheet

2. D.D.No.....Rs1000/-of Bank Name.....



Uttarakhand Open University,
Haldwani, Nainital, Uttarakhand-263131

**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 Uttarakhand Open University drawn on a nationalised bank and payable at Haldwani. 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) E mail:

- x) Whether the College/ Institution is
 - (a) Private
 - (b) Government

- xi) The college/ Institution has
 - (a) Schools (Primary/Secondary)
 - (b) UG College (Arts/Science/Commerce/Vocational)
 - (c) PG College (Arts/Science/Commerce/Vocational)
 - (d) Any Other
- xii) Timing of the College/ Institution
- xiii) List of courses taught and teachers in college (please provide information in details)

2) In case of Private College/ Institution

- i) Name of the Management/society/Trust running the college/ Institution with postal address
- ii) Date and registration No. of the institution:
- iii) Name and address of the Chairman with Phone Numbers:
- iv) Name and address of the Secretary with phone numbers:
- v) Give in the brief information about the activities of your Institution, preferably the branches run by your Management (Attach a separate sheet if required and the Constitution of the Society/Trust/Management)

3) Infrastructural Facilities Available

- i) Number of class rooms with their approximate seating capacity (Enclose a separate sheet if required)

Room No.	1	2	3	4	5	6	7	8	9
Size(Sq. Feet)									
Seating capacity for classes									
Seating capacity for examination									

- ii) Adequate number of class rooms shall be made available in the
 - (a) Evenings Yes/No
 - (b) Saturday Yes/No
 - (c) Sunday Yes/No
- iii) One/ Two rooms required for the Co-ordinator and for the Office of the study Centre. (Area Sq. Ft) Yes/No
- iv) Library facilities shall be made available to the students of UOU. Yes/No
- v) Internet facility Available Yes/No
- vi) A suitable place shall be made available for fixing the signboard of UOU Study Centre Yes/No
- vii) Electrical fluorescent tubes, fans are fitted in the class rooms and in the office Yes/No
- viii) Bank facility is available on the campus or near by area, within a distance ofKms Yes/No
- ix) Post Office facility is available on the campus or near by area, within a distance ofKms Yes/No
- x) Telephone facility will be made available for the Study Centre Staff Yes/No
- xi) The College/ Institution has separate toilets for male and female students and these facilities shall be made available to Study Centre staff Yes/No
- xii) Drinking water facilities are available on the campus Yes/No

4) Equipments

- i) The College/Institution has a Public Address System Yes/No
- ii) The College/Institution has a TV/VCR/CD-VCD Player Yes/No
- iii) The College/Institution has a LCD Projector Yes/No
- iv) The College/Institution has a Slide Projector Yes/No

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

5) Personnel

- i) Names of recommended three teachers along with their personal detail in the prescribed format..... for the appointment of the Co-ordinator on Honorary Basis.
- 1.
 - 2.
 - 3.
- ii) Names of recommended individuals along with their personal detail in the prescribed format..... for the appointment of the Academic Counsellors.
- 1.
 - 2.
 - 3.
- iii) The principal/ Head is willing to cooperate, participate and supervise the work of the centre including examinations
Yes/No
- iv) 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
- v) The Principal/ Head will make available the non-teaching staff to accept the part-time work at Study Centre
Yes/No
- vi) 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 Uttarakhand Open University, if granted to our College/Institution.

Signature & Seal of the principal/Head



Uttarakhand Open University, Haldwani, Nainital, Uttarakhand-263131

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 of held on Under the chairmanship of shri..... that the study centre of the Uttarakhand Open University 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 Uttarakhand Open University, Haldwani prescribed and revised from time to time.

If the Study Centre closed down for any reason, equipments, 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



Annexure-III

UTTARAKHAND OPEN UNIVERSITY

Unchapul, Haldwani, Uttarakhand-263131

<http://uou.ac.in>

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



UTTARAKHAND OPEN UNIVERSITY

Unchapul, Haldwani, Uttarakhand-263131

<http://uou.ac.in>

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