

**ignou THE PEOPLE'S UNIVERSITY**  
**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**REGIONAL CENTRE SRINAGAR**

**Kursoo Raj Bagh, Srinagar - 190008**

Phone Nos: 0194-2311251, 2311258 website: [www.ignou.ac.in](http://www.ignou.ac.in) email: [rcsrinagar@ignou.ac.in](mailto:rcsrinagar@ignou.ac.in)

**Dr. M. Safdare Azam**  
**Regional Director**

Principal/HOI

Govt Degree College  
Kulgam

IG/RC-Sgr/UGC-ODL/2019

Dated: 22-04-2019

S.O.  
for enclosed in  
IGNOU file and  
copy to Co-ordinator  
IGNOUS Centre  
1

Sub:- Forwarding the copy of Gazette pertaining to UGC ODL Regulations 2017.

Madam/Sir,

The UGC has notified UGC ODL regulations 2017 and published in the Govt. of India Gazette dated 23-06-2017, subsequent amendments of the notification has also been published dated 11-10-2017, 6<sup>th</sup> Feb 2018 and 6<sup>th</sup> Sep 2018. Criteria to function as ODL learner support centre by the Academic Institution /College etc have been exclusively pointed out in the said regulation. The copy of the gazette is enclosed for your kind perusal.

You are requested to confirm the fulfillment of ODL regulation of your Institution/College to enable us to prepare a consolidated report of all the LSCs under RC Srinagar to be sent to IGNOU Headquarters.

Your prompt action in this regard is highly solicited.

with regards,

Yours Sincerely,  
*M. Safdare Azam*  
(M. Safdare Azam)  
24/4/19

Encls: - As above

Copy to: Coordinator/PICs IGNOU SC/PIC..... for information and necessary action

नू  
जन का  
विद्यालय

डॉ० एम. शनमुगम  
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F.No:IG/RSD/UGC\_ODL/2018/4237  
Date: 04<sup>th</sup> December, 2018

All Regional Directors  
IGNOU Regional Centres

Sir/Madam,

**Sub: Forwarding the copy of Gazette pertaining to UGC ODL Regulations 2017**

**Ref: 1. Vide RSD email dated 13<sup>th</sup> October 2018**

**2. Discussion during the plenary session of RDs meeting held 16-17<sup>th</sup> Nov. 2018.**

The University Grants Commission has notified UGC ODL regulations 2017 and published in the Government of India Gazette dated 23, June 2017. Subsequent amendments of the notification have also been published dated 11<sup>th</sup> October, 2017, 06<sup>th</sup> February, 2018 and 06<sup>th</sup> September, 2018. Criteria to function as ODL learner support centre by the Academic Institution/College etc have been exclusively pointed out in the said Regulations. The copy of the Gazette is enclosed for your kind perusal.

You are requested to forward the copy of the Gazette to all Head of the Host Institutions (HOI) of the existing Learner support centers (LSC) under your region for conforming the fulfillment of ODL regulations of their Institutions/Colleges. Please send the consolidated report of the status of the LSCs confirming the UGC ODL regulations of your Region.

Your prompt action in this regard is highly solicited.

With regards

  
(M. Shanmugam)  
Director, RSD

Encls: As above

क्षेत्रीय सेवा प्रभाग  
Regional Services Division

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय  
Indira Gandhi National Open University  
केन्द्रीय कार्यालय, नई दिल्ली - 110068, भारत | www.hindi.ignou.ac.in  
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- (h) **Cost estimate of the programme and the provisions:** The cost estimate should indicate the amount assigned for programme development, delivery and maintenance.
- (i) **Quality assurance mechanism and expected programme outcomes :** The Higher Educational Institution shall define the review mechanism for programme and continuously enhance the standards of curriculum, instructional design relevant to professional requirements of the area of study. There should be course benchmark statements. The Higher Educational Institution shall also devise the mechanism for monitoring effectiveness of the programme.

## Annexure X

Learner Support Centre

1. **General:** Open and Distance Learning (ODL) mode of Education consists of three levels of functioning which are located at the Head-Quarters (HQ) of the Higher Educational Institutions, Regional Centres and Study Centres (SCs) or Learner Support Centres (LSCs) established within the territorial jurisdiction of the Higher Educational Institution as defined in the following Part. Planning, Designing and Preparation of Self Learning Material (SLM) for a learner who does not have any regular access to teachers is quite different than a Text Book meant for classroom teaching, overall 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 Study Centres (SCs) or 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 Study Centres (SCs) or Learner Support Centres (LSCs) will also be established and managed directly by the Higher Educational Institution and not through any franchise or outsourced arrangement.

2. **Definition and Establishment of Learner Support Centre or Study Centre**

'Study Centre (SC) or Learner Support Centre (LSC)' 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.

Provided that a Higher Educational Institution offering programmes in Open and Distance Learning mode shall, within six months from the date of notification of these Regulations, ensure that all Study Centre or Learner Support Centre 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 that a Higher Educational Institution may 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. However, in case of programmes like those being developed by the Government for Skill Development or Lifelong Learning, the Study Centre or Learner Support Centre could be opened in Government institutions having capabilities for learner support services in the respective areas.

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, 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 will include all aspects of functions of the Study Centre or Learner Support Centre,



(8) The Learner Support Centres, within the territorial jurisdiction, may also be used as examination centres, provided they fulfil the criteria of an examination centre and it shall be mandatory for the Higher Educational Institution to mention the name and place of 'Learner Support Centre' and of 'Examination Centre' on all the certificates or mark sheets issued to students.

(9) The Higher Educational Institution shall make a mention in the mark sheet and degree about the mode of delivery, i.e. Open and Distance Learning and the photograph and the Unique Identification or Aadhaar number of the learner shall be mandatorily mentioned in all the documents issued by the Higher Educational Institution to the learner.

(10) It shall be mandatory for the Higher Educational Institution to mention 'Date of Admission' and 'Date of Completion' on each of the certificates (in semester or end of the programme or course) issued by it.

#### 14. Learner Support Centre—

(1) A Higher Educational Institution offering programme in Open and Distance mode shall, within one year from the date of commencement of these regulations, ensure that a Learner Support Centre is established only in a college or institution affiliated to a University or in a government recognised Higher Educational Institution offering programmes in the same broad areas having the necessary infrastructure and human resources for offering the programme.

Provided that a Higher Educational Institution may 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 and other persons in difficult circumstances, including jail inmates:

Provided further that a Learner Support Centre shall not be set up under a franchisee agreement in any case.

(2) A Learner Support Centre shall be the contact point or centre managed by the Higher Educational Institution for providing academic as well as administrative support to its learners, and shall perform such other functions as specified in Annexure X.

(3) The Learner Support Centre shall be headed by a Coordinator who shall be a regular teacher not below the rank of a qualified Assistant Professor of the concerned College or Higher Educational Institution and assisted by the counselors as decided by the Higher Educational Institution.

(4) The Higher Educational Institution shall have a Standard Operating Procedure for the smooth functioning of the Learner Support Centre which shall include functions of the Learner Support Centres and its different functionaries, monitoring mechanism of different services provided by the Centre, and it shall be mandatory for the Learner Support Centre to maintain the learner data related to conduct of counseling sessions, evaluation of assignments and grievance redressal.

#### 15. Learner Support Services -

(1) A Higher Educational Institution offering programmes in Open and Distance Learning mode shall have guidelines for learner support services which is made available to all Learner Support Centres and accessible to the learners.

(2) The learner support services to be provided by the Higher Educational Institution shall include the following, namely—

- (i) pre-admission counselling for prospective learners to provide information to facilitate them in taking an informed decision on joining a specific programme;
- (ii) support for admission related matters;
- (iii) details of study material and information shall also be available on the website of the Higher Educational Institution;

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Dr. M. Safdare Azam  
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Dated: 22-04-2019

Principal/HOI

Coordinator Group

SC 30007 GDC-Kulgam

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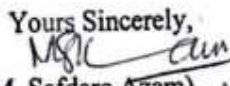
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