

BASIC INFORMATION PART – II FOR PSC

**2.1 INDIRAGANDHINATIONALOPENUNIVERSITY
PROFORMA FOR PROGRAMME STUDY CENTRE**

- 1 Name of the Institution/Organization :.....
- 2 Type of Organization.(Govt,PVt,NGO,Aided :.....
Other types please specify.)
- 3 Profile of the Institution, Details of Educational Activities:.....
- 4 Name and Designation of Head of
the Organisation
- 5 Postal Address :.....
- 6 Telephone :.....
7. Programmes for which the study centre
to be set up- :.....
8. Details of infrastructure facilities
a. Office space in Sq.ft.
b. Classroom in sq. ft.
- 9 Equipments required for the education
Programmes
a. Projector (In Nos.) :.....
b. Slide preparation facilities :.....
c. Xerox Machine :.....
d. Library (No. of books) :.....
e. Journals of Academic expertise :.....
- 10 Details of Academic expertise :.....
- 11 Supporting Staff (In Nos.) :.....
- 12 How many hours you can allot for IGNOU
programmes per day? :.....
- 13 Can you provide students support services
on week and holidays? :.....
- 14 Are you willing to accept IGNOU terms
and conditions? :.....
- 15 How many computers do you have? :.....
- 16 How many of them in working Conditions? :.....
- 17 Do you have internet connection? :.....
- 18 Do you have Dish Antenna facilities? :.....
- 19 If no, will you accept if we provide for our
teleconferencing programme :.....
- 20 Can you explain why do you want to have a Study Centre for IGNOU

Date

Place

Signature of Head of the Institution

INDIRAGANDHINATIONALOPENUNIVERSITY
Regional Services Division
Memorandum of Understanding For Programme Study Centre (PSC)

Signed between the Indira Gandhi National Open University, hereinafter referred to as 'IGNOU', and the Head of the Host Institution regarding the organizational responsibilities of the proposed PSC at.....

1. The Host Institution will:

- recommend a panel" of three names to IGNOU for appointment of the Programme-in-Charge.
- provide space of approximately 500-800 sq.ft. for exclusive use of IGNOU without charging any rent. This space will be utilized for the office of the Programe-in-Charge.
- let a signboard of the IGNOU Programme Study Centre be installed prominently at a proper place.
- Make halls/rooms available for holding counselling sessions and IGNOU examinations.
- Extend library, laboratory, computer facilities, etc. to IGNOU students for the given programme of mutually agreed terms.
- Provide facilities like tape, recorder, TV, VCR, VCD etc. for using the cassettes/CDs of IGNOU.
- . ensure that the Programme-in-Charge maintains accounts and submits the expenditure statements to the Regional Director every month.
- have the right to inspect the Programme Study Centre whenever he/she likes and advice the PIC

2. IGNOU will:

- appoint a Program-in-Charge (PIC) out of a panel of 3 names suggested by the head of the host institution. The PIC will be paid Rs. _____ (Rupees _____) per month as honorarium and fixed amount as conveyance charges per month at the rate approved by IGNOU from time to time.
- pay contingent charges and other remuneration for counselling sessions, evaluation of assignments, holding examinations, stationery, postage, telegrams etc. as per IGNOU norms.
- pay an amount towards secretarial assistance, either lump sum or on per student basis, whichever is more, as per approved rates.
- provide 5 sets of SIM (Self Instruction Material) and one set of audio video cassettes and/or CDs pertaining to the Programme.
- pay the host institution for use of laboratories and equipment at rate approved by IGNOU from time to time.
- appoint academic counsellors as per IGNOU norms out of proposals made by PIC
- have the right to shift or close the Programme Study Centre if it finds that support services are not being provided, as per the requirements of the university. In such case the PIC would have to hand over all the assets and academic records of the learners to the Regional Director. The PIC will also have to settle all financial accounts with the Regional Directors.

Agreed upon and signed

On behalf of the Host Institution

On behalf of IGNOU

(Name of the Head of the Institution)

(Name of the Regional Director)

Stamp Stamp

Place -

Place -

Date - Date -

2.3

FUNCTIONS OF PROGRAMME-INCHARGE

1. Ensure availability of necessary Infrastructural facilities in consultation with Head of the host institution:
 - a) Space for counselling and audio-video sessions
 - b) Laboratories/Hospitals/Public/Health/Centre/Industries/Libraries/Computers as and when required.
 - c) Installation of Equipment/Apparatus/Instruments etc.
 - d) Ensure that the Equipment/Apparatus etc. are in working order.
 - e) Arrange proper consumables as well as other materials required for practicals.
2. Demonstrative access to workshop apparatus/Computers/Site Equipment's/Drawing Board/Technical Library.
3. Conduct of Practical / Field Sessions and Examinations as per Schedule.
4. Organising of Counselling and Audio-Video Sessions:
 - a) Identify course-specific academic counsellors
 - b) Prepare schedules of Counselling / Practical / Clinical Sessions in consultation with Head of the Host Institution.
 - c) Oversee conduct of Counselling / Practical / Clinical sessions and maintain a record of attendance.
 - d) Arrange periodic meetings with the counsellors and students to review progress of the programme.
5. Assignment Handling: Receive assignments and get them evaluated from the concerned counsellors and arrange to send the feedback to the students and sent report and award list.
6. Feedback & Quality Control:
 - a) Give programme specific information to the prospective and the enrolled students.
 - b) Sent monthly feedback reports on counselling, audio-video and practical sessions conducted and student response to the programme.
 - c) Maintain session-wise record of practical work and prepare an evaluation report of students in consultation with Counsellors/Supervisors.
7. Arrange payment to the Counsellors/Evaluators and others as per payment norms of the programme and maintain a record relating to such payments.
8. The host institution of the work centre will be paid hire charges towards the use of Laboratories/Equipments/consumables as per the approved norms of the University.
9. Remuneration to the personnel approved by the University working at the work centre will be paid as per the approved norms of the university.
10. Arrange practical sessions, demonstrations, fieldwork etc. as per the IGNOU Programme requirements.
11. Receive assignments from students, get them evaluated by the IGNOU approved Academic Counsellors& sent feedback to students and grade sheets to SED Division and the RC.