

**BASIC INFORMATION PART – I FOR PSC/SC/SSC**

**PROFORMA FOR ESTABLISHMENT OF AN IGNOU REGULAR STUDY CENTRE/  
PROGRAMME STUDY CENTRE / SPECIAL STUDY CENTRE**

1.	Location of the Proposed Centre - Village/Town/City	:	..... ..... .....
	District (Please also attach a District map indicating location)	:	.....
	State	:	..... .....
1.1	Area likely to be covered by the proposed study centre  (Mark the area in the State map)	:	.....
1.2	Approximate population which can be benefited by the study centre	:	.....
1.3	Percentage of SC/ST in 1.3 above	:	.....
1.4	Percentage of literacy	:	.....
1.5	Languages / spoken	:	.....
1.6	Number and details of Institutions of Higher Education in the area (Please attach separate list)	:	1..... 2..... 3..... 4.....
1.7	Code & address of nearest IGNOU Study Centre and its distance from the proposed centre	:	..... .....
1.8	Programmes on offer at the nearest / nearby Study Centres Programme wise resent enrolment of the nearest Study Centres  Total enrolment in the region-  Enrolment in the region for the proposed programme/ programmes	:	

1.9	Potential Sources of enrolment of IGNOU	:	1..... 2..... 3..... 4..... 5.....
2.0	Name of the Management / Governing Body	:	..... .....
2.1	Address of the Management / Governing Body	:	..... ..... ..... .....PIN..... E-mail.....
2.2	Name and address of the host institution	:	
2.3	Location	:	Centrally located On the outskirts Other specification
2.4	Year of Establishment	:	
2.5	Type of Institution	:	a) Govt
		:	Private
		:	Aided
		:	University
		:	Any other (Specify)
		:	B) Co-education
		:	For Girls only
		:	For Boys only
2.6	Host Institution	:	Authorised Area Unauthorised Area
	Educational profile of the Host Institution	:	Institute recognised by statutory Body / University
	Details of Academic Activities	:	Programmes / courses being run by the Host Institution
2.7	Teaching faculties (please attach separate statement programme wise with brief biodata for more detailed information)	:	No. of Teachers                  No. of Students
	UG	:	Arts..... Science..... Commerce.....
	PG	:	P.G.
2.8	Qualification-wise break-up of teachers	:	Degree                          No. of the faculty holding the degree
		:	Ph.D. M.Phil Post Graduate Other (specify).....

2.9	Break up of the Teaching Faculty		Permanent Temporary Visiting
3.0	Physical facilities	:	.....
	Number of	:	.....
	Lecture room	:	.....
	Examination	:	.....
	Auditorium	:	.....
	Laboratories	:	.....
	Computer	:	.....
	Library	:	.....
	Hostels	:	.....
3.1	Has the Management / Governing Body of the institute agreed to provide 3 to 4 rooms for exclusive use of the proposed study centre	# Yes/No	Remarks
3.2	Details of the rooms proposed to be spared for exclusive use of IGNOU	Room	Area (Sq. feet)
		1.	
		2.	.....
		3.	.....
		4.	.....
3.3	Name proposed for appointment of the Co-ordinator {please enclose their complete bio-data)	1.	.....
		2.	.....
		3.	.....

**Date**

**(Signature of the Head of the Institution)**

For appointment of Co-ordinator, the host institution shall recommend a panel of these names preferably from among the academics serving in the institution, Following provisions shall be observed while recommending the panel.

1. The name of the head of the institution where the Study Centre is proposed to be located should not be recommended.
2. The persons recommended should be fairly senior, preferably with some administrative, organizational experience.
3. They should be willing to work for the promotion of the open learning system.
4. They should not be retired persons of those nearing retirement.

**Certificate to be given by the head of the institution**

Certified that the proposal for establishing and IGNOU Study Centres has been duly approved by the Governing Body of the Institution. The Governing Body has also agreed to provide 3 to 4 rooms for exclusive use of the IGNOU Study Centre without charging any rent.

**(Signature of the Head of the Institution)**

**Name**  
**Designation**

**Instructions to follow while filling up entries in proforma for Study Centre**

- 1.1 (a) Enclose a detailed map of the district where the centre is located.
- (b) Enclose the map of the entire region and point out locations of the existing SSCs/SSCs and the proposed centre in this map.
- 1.2 Indicate the area in 1.1 (b) above.
- 1.7 Indicate the names of the University, Colleges, Institutions having plus-two and any other institutions of higher learning.
- 1.9 One can indicate target group like dropouts, housewives, etc., but these are of general nature. Instead, the target groups peculiar to the place may be mentioned. For example, if there is any industry, one can mention the industry workers and their family members, as they are potential learners.
- 2 Please indicate the PIN Code very clearly.
- 2.5 In a separate sheet please indicate the names of teacher / professional who are capable of becoming our academic counsellors. Please indicate their qualifications and teaching / professional experience. Please include the names of teachers of such discipline which are relevant to the programmes proposed to have been activated.
- The list of teachers need not be from the host institution only. Ideally, there should be representatives from all the institutions named against item 1.7.
- 2.7 As far as computer facilities are concerned please ask the host institution to provide the documents regarding licensed software.

Programme(s) for which centre is being recommended -

1.....4.....7.....

2.....5.....8.....  
3.....6.....9.....

Estimated no. of learners :.....

Programme wise expected enrolment :.....

**1.2 MEMORANDUM OF UNDERSTANDING**  
(Regular Study Centre)

Signed between Indira Gandhi National Open University, hereinafter referred to as 'IGNOU', and Head of the Host Institution, regarding the Organizational representations the proposed Study Centre at

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**I. The Host Institution will:**

- give 3 to 4 rooms with a space of approx. 800-1000sq. ft. for exclusive use of IGNOU Study Centre without charging any rent.
- let a signboard of IGNOU Study Centre be installed prominently at a proper place.
- ensure security of the equipment provided by IGNOU.
- make halls/rooms available for holding IGNOU examinations.
- extend library, laboratory and computer facilities to IGNOU students for specialized programmes requiring use of institutional infrastructure facilities on mutually agreed terms- -

The Head of the institution shall have the right to -

- . recommend a panel of three names to IGNOU for the appointment of Coordinator.
- . Inspect the Study Centre whenever he/she likes and advise the Co-ordinator, and also write to the Regional Director

**II. IGNOU will:**

- provide furniture and equipment for the Study Centre as per norms.
- bear all recurring and non-recurring expenditure on maintenance of the Study Centre.
- pay contingent charges and other remuneration for holding examinations.
- appoint part-time Coordinator from the panel recommended by the head of the institution and pay him honorarium at the rates in force from time to time.
- appoint Part-time Class-III and Class-IV staff and other Study Centre functionaries on the basis of recommendation of the Coordinator and pay them remuneration at the rates in force from time to time..
- pay an honorarium to the Head of the institution for general supervision of the Study Centre as fixed by IGNOU from time to time
- have the right to shift or close the Study Centre if it finds that support services are not being provided, as per the requirements of the university. In such case the Coordinator would have to hand over all the assets and academic records of the learners to the Regional Director. The Coordinator will also have to settle all financial accounts with the Regional Directors.

Agreed upon and signed

IGNOU

On behalf of the Host Institution

On behalf of

Stamp Name of the Head of the Institution with Stamp

Name of the Regional Director with

Place  
Date

Date: