

BASIC INFORMATION PART – II FOR SSC

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Services Division

3.1

Regional Centre.....

Proforma for establishment of Special Study Centre

For disadvantaged Group,.....

(SC/ST, Minorities, Resident of Rural/Remote Area/ Jail Inmates/Women/ EEBB /JSS /Physically Handicapped) Please Tick mark the category

I The Institution

1 Name :-----

2 Address :-----

PIN _____

Tel. No.E-mail/

Internet Address

3 Year of Establishment :-----

4 Type of Organisation :-----

5 Name and Designation of Head of Organisation

II Activities

1 The major objective :-----

2 Programmes run by the organization :-----

3 Jurisdiction (Please, attach map of the area)

4 Expected Enrolment :-----

5 The target group for which the organisation/Institution is working for

III Infrastructure

1 Accommodation

a Total built up area :-----

b Accommodation exclusively for IGNOU activities

c Target specific infrastructure available

2 Personnel

a Teachers (Pl. attach resume)

b Professional (Pl. attach resume)

c Others

IV Finances of the Organisation

1 Sources of Finance : _____

2 A brief statement of Income & Expenditure

UNDERTAKING

1. The information furnished above is true to the best may knowledge and belief.
2. The organisation agrees to provide all necessary Infrastructural facilities.
3. Necessary academic support will be provided by the Organization.
4. The organisation will abide by the terms and conditions of the Scheme if Special Study Centre.

Signature of Head of the Institution

Name

Seal.....

INDIRAGANDHINATIONALOPENUNIVERSITY
Regional Services Division
Memorandum of Understanding

3.2

For Special Study Centre (SSC)

Signed between Indira Gandhi National Open University, hereinafter referred to as 'IGNOU', and Head of the Host Institution, (Please mention full name and address of the Institution)

Please mention the category for which Special Study Centre is sought.....

1. The Host Institution will

- Recommend the name of IGNOU for appointment of the Coordinator.
- Give 1 or 2 rooms with a space of approximately 500-800 sq. ft. for exclusive use of IGNOU for the office of Coordinator, Special Study Centre.
- Let a signboard of IGNOU Special Study Centre installed prominently at a proper place.
- Make halls/rooms available for holding counselling, practicals and term-end examinations.
- Bear recurring expenditure towards stationary, computer, stationery, telephone charges and maintenance of equipment supplied by the University.
- Arrange necessary personnel for delivery of programmes/services.
- Extend library, computer and Laboratory facilities etc. to the students of IGNOU for given programme(s).

2. IGNOU will

- Provide equipment as per the scheme i.e. CTV 29", VCD, Audio System, Telephone and Satellite Receiver.
- Provide table, cabinet for CTV, VCD, Audio System and Audio-Video Cassettes.
- Provide five sets of Self-instructional and Audio-Video materials pertaining to the programme(s) activated.
- Provide lump sum grant on per student per programme basis to the Host Institution at the rates prescribed in the scheme.
- Appoint part time Coordinator on the basis of the recommendation of the Host Institution with monthly honorarium at the prescribed rates.

- have the right to shift or close the Special 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.

Accepted and Signed
On behalf of the Host
Institution/Organization

Name -

Designation-

Seal -

On behalf of IGNOU
Regional Director
Regional Centre

Name -

Designation-

Seal -

**Instructions to follow which filling up proforma for Special Study Centre
(Specific Category of the Special Study Centre should be mentioned clearly)**

- 1(2)The **PIN** code and the STD code should be mentioned clearly.
- 11(1)The major objective of the institution in respect of its on going activities, irrespective of its proposal for having a IGNOU centre, should be spelt out clearly.
- II(2) The existing educational programmes of the institution/organizations should be mentioned. For example, if it is a college, they may write BA/B.Com/B.Sc. but if it is an organisation, it should indicate the disciplines for which it is activated.
- II(3)(a)Enclose the 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/PSCs. In this map indicate the location of the proposed centre.
(c) In II (30 (b) indicate the area that the proposed centre will cater to.
- II(4) Indicate the expected enrolment for each programme for which the centre is proposed to get activated. The total expected enrolment can be worked out as the sum of the figures pertaining to each programme.
- II(5) Mention the target group for which the institution is working, irrespective of its applying for an SSC of IGNOU.
- 111(1)** (b) Please indicate the number of rooms and their total areas.
- 111(1) ©This refers to the requirement for specific target groups and programmes having special requirement. For example if the proposal is meant for visually impaired learners then the available Blind-Friendly-Arrangements, if any, should be indicated. Likewise for hearing impaired, the Deaf-Friendly-Arrangements, if any, should be indicated. If it is meant for Women's programme like DNHE/DECE facilities like pre-school, creche, day-care centres etc., should be indicated. If the centre has proposed for any lab based programme then the relevant details of the laboratory (Computer Science, Engineering and Technology, etc.) should be indicated.
- III(2) (a) Please attach a separate sheet indicating the names, educational qualifications, experience of the teachers who can be our counsellors. Such teachers need not be drawn from the host institution only. They may be taken from any other institution of higher learning from which each access to the host institution is available.
- III(2) (b) Indicate the names of professionals such as Doctors, Engineers, Lawyers, Chartered Accountants, whose qualifications and experience are commensurate with our requirement.
- IU (2) (c)This category is independent from teachers and professionals. Here you may Indicate persons who by way of their work experience be our academic counsellors. For example. A person may not be a teacher but might have contributed towards science popularization. Such a person can become an academic counsellor of FST-01. Persons in charge of creches, day-care centres, pre schools can be academic counsellors of the courses under Women's studies. However, for that special recommendations have to be made by the Coordinator at the stage of sending the bio-data format.
- IV(1)** The host institution should clearly indicate all sources of finance.
- IV(2) Ideally the host institution should given the audited account statements of the previous financial year.