

MEMORANDUM OF UNDERSTANDING

(Regarding Organizational Responsibilities of the Learner Support Centre (LSC))

This MoU will be in effect for Academic Session 2019
(Valid Only Between 1st January, 2019 and 31st December, 2019)

Is entered on 10/11/2018 Day of by and between:

1) Directorate of Distance Education, Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500 032, represented herein by its Director

AND

2) "GANDHI FAIZ-G-AAM DEGREE COLLEGE, SHAHJAHANPUR"
(Host Institution to function as recognized Learner Support Centre (LSC) of MANUU) and represented herein by its Principal, Prof. Janil Ahmed.

I Directorate of Distance Education, Maulana Azad National Urdu University will

1. Approve the nomination of Head of the Institution recommended by the Host Institution.
2. Appoint any one of the in-service staff members (who shall be a regular teacher not below the rank of a qualified Assistant Professor) as Coordinator out of two names recommended by the Head of the Institution on Part-Time basis.
3. Approve the engagement of providing academic as well as administrative support to its learners including supporting class III and IV staff and other functionaries purely on part-time and temporary basis at the LSC on the recommendation of the Coordinator and Head of the Host Institution.
4. The DDE, MANUU extends to pay the honorarium and remuneration to all the approved personnel and engaged purely on temporary and part-time basis for services of the MANUU LSC at the rates fixed by the University as per the admissibility.
5. Pay contingent charges and other entitled honorarium/remuneration for conducting counseling sessions and also holding examinations in accordance with University norms.
6. The DDE, MANUU will directly credit the remuneration or honorarium amount payable to all the entitled staff in their respective individual bank account through RTGS.
7. The DDE, MANUU has the right to replace or remove the counselors of LSC on the basis of grievances received from the students regarding the performance of counselors and also seek a report from the Coordinator and Head of the Host Institution. Further directs the Regional/Sub-Regional Director of respective jurisdiction to enquire the case and cause of grievance and report to the University.



8. The DDE, MANUU have the right to inspect the facilities of host institution, which is functioning as a LSC of DDE, MANUU as and when situation demands so.
9. The DDE, MANUU will finalize the admission of students for various distance education programs and communicate the list to respective MANUU LSC.
10. The DDE, MANUU may also send mass / group messages to the learners and coordinators of LSCs on all academic activities.

II. The Host institution will

1. Ensure the availability of basic communication facilities such as telephone, internet one laptop or Desktop System etc., in addition to Office accommodation.
2. Provide programme wise/ course wise sufficient rooms with exclusive space of approximately 800-1000 sq.ft for the day's use of MANUU LSC.
3. Provide halls / classrooms along with infrastructure and should ensure the security of the furniture, equipment & books or any other items provided by the DDE, MANUU.
4. Extend Library, Laboratory, Computer facilities and infrastructure to MANUU students for specialized programmes on mutually agreed terms.
5. Organize Pre admission entry counseling sessions for prospective learners to promote information about the courses in coordination with Regional/Sub-Regional Directors to enhance the Gross Enrolment Ratio (GER) in Distance Education Programs.
6. The LSC need to conduct the induction meetings for distance education learners prior to the start of academic session.
7. Organize and conduct counseling sessions as schedule by the DDE, MANUU and also ensure fair conduct of examinations, strictly adhering to the examination rules.
8. Return back all the assets to the University on closure of the LSC like furniture equipment, Library books or any other items and records provided by the University.
9. An institution intends to be a MANUU LSC and shall comply with the Act, Statutes, Ordinances and Regulations of the Maulana Azad National Urdu University.
10. Guidelines of MANUU LSC shall comply with the new UGC (ODL) Regulations, 2017.
11. LSC shall provide necessary learners support services which include support for all admissions related matters additional learning resources through online mode contact schedule of contact classes, assignments, lab practices and all other learner related queries.



12. The LSC should be located only within the jurisdiction of the MANUU, Regional Centre or Sub-Regional Center.
13. The MANUU LSC shall ensure the availability of the required number of qualified and competent counselors to teach in Urdu medium as per the guidelines of new UGC regulations 2017
14. No facilities of the MANUU LSC shall be used for running programs of other institutions or private providers.
15. The host institution is not entitled to make any franchise arrangements with other institutions for MANUU – DDE programs.
16. It is mandatory for every LSC to submit a self-disclosure report to the DDE, MANUU periodically as prescribed by MANUU.
17. No Money shall be collected by the MANUU LSC from Distance Education Students for any kind of services provided by the DDE, MANUU.
18. The host institution mandatorily to be operated by the Government Department / Higher Education Institution or affiliated college or an Registered body of a Recognized society offering educational programs.
19. The coordinator in consultation with the Head of the Institution shall have to identify the list of counselors of different subjects / disciplines who are qualified and competent in conducting contact classes.
20. The coordinator of LSC shall have to maintain the learners data related to conduct of counseling sessions, assignments, examination and grievance redressal in hard and soft formats.

III. The Head of the Host Institution (Acting as MANUU LSC) shall

1. Recommend a panel of two in service teachers from the same institution for the appointment of part time Coordinator, along with one Clerk, one Attender & one Safai Karamchari. The University reserves the right to nominate any one of the staff among the recommended as part-time Coordinator along with supporting staff.
2. Provide the details of Aadhar Card/ PAN No. of Head of the Institutions, coordinators or other part-time employees and academic counselors.
3. Propose the panel of part-time academic counselors along with their Bio-Data and attested photocopies of academic qualification for consideration and appointment on temporary basis, for that academic year only.



4. Supervise the activities of MANUU LSC and advise the Coordinator if necessary and also correspond with the Director, Directorate of Distance Education (DDE), Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500 032.
 5. Shall be responsible for running the LSC strictly as per the guidelines, academic schedule and standard operating procedures issued by the DDE-MANUU from time to time.
 6. He shall be the custodian of all documents/records of cashbook/pass book/cheque book and reconciliation with bank and assets pertaining to MANUU LSC.
 7. Monitor to process and countersign all the bills, manage bank accounts and maintain concerned records of payment and receipts of the MANUU LSC.
 8. Maintain the record of database and attendance of enrolled students visiting for counseling sessions of each program offered at MANUU LSC.
- IV. The MANUU LSC shall follow the Rules and Regulations / Directions issued by the University from time to time.
 - V. The MANUU LSC should be able to maintain infrastructural facilities students with good performance for its next renewal of MoU.
 - VI. The University reserves the right to terminate this Memorandum of Understanding at any time in the best interests of the University without assigning any reason thereof.
 - VII. The MANUU LSC on the formats provided by the University should provide feedbacks from the stakeholders regularly to improve the quality of delivery / programmes and the support services rendered.
 - VIII. All disputes are subject to Hyderabad jurisdiction only.

Agreed upon and signed

On behalf of
The Host Institution

Prof. Jamil Ahmad

Head of the Institution

Principal
Gandhi Faiz-e-Aam College
Shahjahanpur

On behalf of
Maulana Azad national Urdu University

19/11/20

**Director, DDE, MANUU
DIRECTOR**

Directorate of Distance Education
Maulana Azad National Urdu University
Gachibowli, Hyderabad-500 032





Prof. Abul Kalam
Director

No. MANUU/DDE II/298/2020/1160

8/11 November, 2020

To
The Co-ordinator
MANUU Study Centre
Gandhi Faiz-E- Aam College,
Shahjahanpur - UP
Pin code- 242001

Sub: MANUU-DDE- Appointment of the Part Time Staff for the year 2020- Reg.

With reference to the subject cited above, the following persons have been appointed as Part Time Staff for a period of one year from 01.01.2020 to 31.12.2020.

The details are as follows:

Sl.No	Name	Designation
1	Prof. Jamil Ahmad (01.01.2020 to 30.06.2020)	HOI/Principal
	Dr. Naseem Us Shan Khan (01.07.2020 to 31.12.2020)	
2	Dr. Mansoor Siddiqui	Co-ordinator
3	Mr. Tasleem Ahmad Khan	Clerk cum Typist
4	Mr. Arshad Ali	Attendant
5	Mr. Suresh Kumar	Sweeper

They are entitled for Honorium/remuneration as per University norms. A copy of the notification regarding the Honorarium/remuneration is enclosed for reference.

Note: For terms and conditions kindly turn over page.

Copy to:

1. The concerned persons
2. R.D, R.C. Delhi
3. Bill Section, DDE



Director

Gachibowli, Hyderabad - 500 032, Telengana., India
Tel:91+23008314; Toll free: 1800 425 2958; dir.dde@manuuedu.in
Website www.manuu.ac.in



Directorate of Distance Education

MANUU/DDE/2020/955

۲۳/۰۱/۲۰۲۰ January, 2020

To
The Assistant Registrar & In-charge
MANUU Regional Centre
164 First Floor, Sukhdev Vihar
Near Masigarh Churh
New Delhi – 110 025

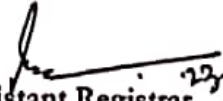
Sub: Approval of MoU – LSCs-Mathura - Regarding.
Ref: Your letter no.216 dated 24.10.2019

Madam,

Apropos subject & reference cited, I am directed to inform you that, the MoU of the MANUU, Learning Support Centre, Gandhi Faiz-e-Aam College, Shahjahanpur has been approved for the period of 1 year from 01.01.2020 to 31.12.2020.

Please find enclosed a copy of the MoU of LSC and same has been sent to respective Learning Support Centre.

This is for your information please.


Assistant Registrar
(DDE) 23/01/2020

Copy to:

✓ Co- Coordinator,
Gandhi Faiz- e- Aam College
Shahjahanpur



مولا نا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

Directorate of Distance Education

Prof. P.F. Rahaman

Director I/c

MANUU/DDE/F.90(Vol.2)/2017-18/ 5-21

To,

Gandhi Faiz -e- Aam College
Shahjahanpur, UP.

28.11.2018



Sub: Establishment of Learner Support Centre/ Study Centre of DDE, MANUU - Reg.
Ref: Your EOI for Establishment of MANUU's Learner Support Centre/ Study Centre

Sir/Madam,

Greetings from Maulana Azad National Urdu University!

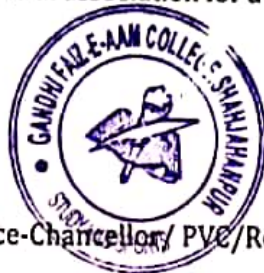
With reference to the subject cited, I am pleased to inform that the Vice-Chancellor has accorded approval for establishment of Learner Support Centre/ Study Centre of Maulana Azad National Urdu University (MANUU) at your institution for its distance mode programme (s). This approval is provisional and the Memorandum of Understanding (MOU) is renewable yearly subject to the satisfactory performance of the Learner Support Centre/ Study Centre.

I am forwarding formats of Memorandum of Understanding (MoU) and consent letter to be issued by your institution are enclosed herewith. Initially, the period of MOU is for one year w.e.f 01.01.2019 to 31.12.2019. You are advised to send the proposals of part-time staff i.e., Head of the Institution-HOI, Coordinator, Clerk -cum- Typist, Attendant and Sweeper along with their Bio-data and educational qualifications. They are entitled for remuneration as per University norms. A copy of the rates of remuneration to be paid to the staff for their services is enclosed herewith (these rates are likely to be revised). The Head of the Institution is generally the Principal of the College. The qualifications of the Coordinator should not be less than the level of the Assistant Professor or equivalent grade as per UGC (ODL) Regulations 2017. The said proposals, signed MoU and Consent letters with relevant documents should reach us within a week after receipt of this letter by you.

The details of the programs, subjects for counselling, students allocated to the center year-wise (1st to 3rd year in case of degree programs and 1st -2nd year in case of PG programs) are being sent for your records. The Manual/Guidelines for operating Learner Support Centre/ Study Centre will be sent to you once we receive the MoU and Consent letters.

Looking forward to a fruitful association for a noble cause.

Thanking you,



Yours faithfully

Signature
Director I/c

Copy to: Office of the Vice-Chancellor/ PVC/Registrar/COE/FO/RDs/ARDs/File.

Gachibowli, Hyderabad - 500 032, Telangana., India, Tel:91+23008314; Toll free: 1800 425 2958;
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