

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University Accredited with "A" Grade by NAAC)
DIRECTORATE OF DISTANCE EDUCATION



Prof. Mohd. Razaullah Khan

Director

HY/DDE/ODDE/F. 298/2020/ 89

Dated: 23.05.2022

To,

The Principal/Head of the Institution (HOI),
Al-Ameen Memorial Minority College,
Jogibattala, PO: Dakshin Govindpur, PS: Baruipur
South 24 Parganas,
West Bengal-700145

Sub: Establishment of Learner Support Centre (LSC) at Al-Ameen Memorial Minority College, South 24 Parganas -Reg.

Ref: 1. Your Application/Expression of Interest dated. 30.03.2022
2. Approval of the Vice-Chancellor dated 12.05.2022

Dear Sir/Madam,

With reference to the subject cited, I am pleased to inform you that Hon'ble Vice-Chancellor has accorded approval of your institution i.e Al-Ameen Memorial Minority College, South 24 Parganas for establishment of Learner Support Centre (LSC) of this university for our distance mode programmes. The code for your institution as Learner Support Centre of Maulana Azad National Urdu University (MANUU) will be communicated later after allocation of the same.

A Memorandum of Understanding (MoU) is to be signed between your institution & MANUU. A copy of the MoU is attached herewith. You are supposed to get it signed with stamp and sent the original copy to to the Director, Directorate of Distance Education, MANUU, Hyderabad through concerned Regional Centre.

You are requested to submit the following details for further necessary process:

1. For appointment of the Part-time Staff

- i. CV of the proposed Head of the Institute (HoI) / Principal along with Certificates.
- ii. Full CV of the proposed Coordinator along with certificates of Educational Qualifications (as per UGC-DEB Regulations, 2020). The coordinator should be an employee of the institution.
- iii. CV of the proposed Clerk-cum-Typist: Qualification as per your College/HEI norms along with certificates

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- iv. Attendant: Qualification as per your College/HEI norms along with certificates.
v. Sweeper: Qualification as per your College/HEI norms along with certificates

2. **Appointment of Academic Counselors** (Subject-wise): CV of the proposed Academic Counselors along with certificates. The qualifications of Academic Counselors should be NET/SLET/Ph.D.

Thanking you,

Yours Sincerely


Director



Copy to:

1. Office of the Vice-Chancellor
2. Office of the Pro Vice-Chancellor
3. Office of the Registrar
4. Office of the Finance Officer
5. Office of the Controller of Examinations
6. Regional Director, Regional Centre, Kolkata- with a request to be in contact with LSC for Proper guidance.
7. DDE Prospectus Committee- *for inclusion in LSC's list*
8. Computer Section, DDE
9. Concerned File

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MAULANA AZAD NATIONAL URDU UNIVERSITY

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

(Accredited "A" Grade By NAAC)



Directorate of Distance Education

No. MANUU/DDE II/22247/2022/1652

27th July 2022

To
The Co-ordinator
MANUU Learner Support Centre
Al Ameen Memorial Minority College
Jogibattala Po Dakshin Govindpur
PS Baruipur South 24 Paganas
WB -700145

Sub: DDE- Approval of MoU for the year 2022-Reg.
Ref: RD, RC, Kolkata letter No. MANUU/RCK/File No.70/2022-23/31 dt. 27.06.2022

Sir,

Apropos subject & reference cited, please find the copy of Memorandum of Understanding signed by the Director DDE for the period 25.05.2022 to 31.12.2022 for your records.

We look forward for your Co-operations as per terms and conditions of the MoU, and as per norms of the University.

Further, your are requested to re send the proposal for the appointment of Co-ordinator, as per the DEB - Regulation 2020 (Ph.D/ NET/SLET) at the earliest along with his credentials

This is for your information please.


Director

Copy to:
To
The Regional Director
Regional Director Kolkata

MEMORANDUM OF UNDERSTANDING

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

This MoU will be in effect for Academic Session 2022

(Valid Only Between 1st January, 2022 and 31st December, 2022)

23.05.2022 to 31.12.2022

Is entered on _____ Day of by and between:

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

AND

- 2) AL-AMREEN MEMORIAL MINORITY COLLEGE

(Host Institution to function as recognized Learner Support Centre (LSC) of MANUU and represented herein by its PRINCIPAL)

1 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 assistance Professor) as Co-Ordinator 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 Co-Ordinator 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 fixes 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 counselor of LSC on the basis of grievances received from the students regarding the performance of counselor and also seek a report form 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 acadertic 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 additions to Office accommodation.
2. Provide Programme wise / Course wise sufficient rooms with exclusive space of approximately 800-1000 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 coordinator with Regional /sub Regional Director to enhance the Grass 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 include Act, statutes Ordinances and Regulation 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 conduct 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 and non-teaching staff as per the guidelines of new 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 nay 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, Co-ordinator, 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 LSCs.
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 for a minimum strength of 50 students with good performance for its next renewal on 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



Head of the Institution

DR. NURUL HAQUE
Principal
Al Ameen Memorial Minority College
Jogibattaia, Barutpur, KGI-145

On behalf of

Maulana Azad National Urdu University



Director, DDE, MANUU
DIRECTOR

Directorate of Distance Education
Maulana Azad National Urdu University
Gachibowli, Hyderabad-500032.



مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
A Central University under Ministry of Education
Government of India



Directorate of Distance Education

MANUU/DDE/F. 22247/2023/ 077

April 2023

To
The Co-Ordinator,
MANUU Learner Support Centre
Al Ameen Memorial Minority College
Jogibattala p/O Daksin Govindpur
West Bengal 700145

*Sub: Approval of MoU 2023 – LSCs Al Ameen Memorial Minority College–Reg.
Ref: MANUU/RCK/FILE NO.70/2022-23/147 17.02.2023*

Sir,

Apropos subject cited, please find the copy of Memorandum of Understanding signed by the Director, DDE for the period **01.01.2023 to 31.12.2023** for your records.

We look forward for your Co-operations as per terms and conditions of the MoU, and as per norms of the University

This is for your information please.


Director

Copy to:

1. RC- Kolkata
2. Bill Section DDE
3. Concerned file

Gachibowli, Hyderabad – 500 032, A.P. India
Tel: +91(040) 2300-6607 (Office), EPABX 2300-6612, 13, 14, 15
Website: www.manuu.ac.in

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MEMORANDUM OF UNDERSTANDING

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

This MoU will be in effect for Academic Session 2023

(Valid Only Between 1st January 2023 to 31st December, 2023)

Is entered on _____ Day of _____ and between:

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

AND

- 2) LSC AL-AMEEN MEMORIAL MINORITY COLLEGE

(Host Institution to function as recognized Learner Support Centre (LSC) of MANUU and represented herein by its HoI)

Directorate of Distance Education, Maulana Azad National Urdu University Shall

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 not below the rank of Assistant Professor with PhD NET/SLET as per the UGC DEB regulation-2020 and who shall act as Co-ordinator out of two names recommended by the Head of the Institution on Part Time basis.
3. Approve the engagement of Administrative supporting staff to run the Learner Support Centre (LSC) including Academic Counsellor Functionaries are purely on part -Time and temporary basis on the recommendation of the Coordinator and Head of the Host Institution.
4. Make Payment of 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 admissibility.
5. Make Payment of contingent charges and other entitled honorarium /remuneration for conducting counseling sessions and also holding examinations in accordance with University norms.
6. shall directly credit in MANUU LSC Bank account the remuneration or honorarium amount payable to all the entitled staff through NEFT/RTGS.
7. Reserve the right to remove or replace the Administrative Staff & Academic counselors of the LSC on the basis of grievances received from the stakeholders and whenever there is violation of the rules and regulations of MANUU.
8. Reserve the right to inspect the LSC without any prior notice as and when situation demands so.
9. Provide the list of admitted students in the form of soft copy to respective LSCs on the completion of admission process for various Open and Distance Learning (ODL) Programs.
10. Send all messages through Email/Watsapp/ MANUU DDE Website to the learners and coordinators of LSCs on all academic activities.

ii. The Host institution (LSC) Shall

1. Ensure the availability of basic communication facilities such as telephone, internet, one laptop or Desktop System & Printer etc. in addition to Office accommodation.
2. Provide Programme wise / Course wise sufficient rooms with exclusive space of approximately 800-1000 ft for the use of MANUU LSC.
3. Provide halls / classrooms along with infrastructure and ensure the security of the furniture, Equipment & books or any other items if and when provided by DDE, MANUU.
4. Extend Library, Laboratory, Computer facilities and infrastructure to MANUU students on mutually agreed terms.
5. Organize Pre admission counseling sessions for prospective learners to promote information about the courses in coordination with Regional /sub Regional Director to enhance the Gross Enrolment Ratio (GER) in ODL (Open and distance Learning) Programmes.
6. Conduct the induction meetings for ODL learners prior to the start of academic session.
7. Organize and conduct counseling sessions as scheduled by the DDE, MANUU and also ensure fair conduct of examinations by strictly adhering to the examination rules.
8. Return all the assets like furniture equipment, Library books or any other items and records provided by the University to the MANUU on closure of the LSC.
9. Shall comply with the Act, statutes Ordinances and Regulations of the Maulana Azad National Urdu University wherever applicable.
10. Comply with the UGC (ODL) Regulations, issued from time to time.
11. Provide necessary learner support services which include support for all admissions related matters additional learning resources through online mode contact schedule of conduct classes, assignments, lab practicals and all other learner related queries.
12. shall be Located within the jurisdiction of the MANUU, Regional Centre or Sub-Regional Center.
13. Ensure the availability of the required number of qualified and competent counselors and non-teaching staff as per the guidelines of UGC- DEB ODL Regulations 2020
14. Ensure that facilities and equipments provided by MANUU, be strictly used for MANUU activities only.
15. Not make any franchise arrangements with other institutions for MANUU-DDE programs.
16. Submit a self disclosure report to the DDE,MANUU periodically as prescribed by MANUU
17. Not Charge any amount from any OD learner for any kind of service.
18. Mandatorily be operated by the Government Department / Higher Education Institution or be affiliated college of a University.
19. Identify the list of counselors of different subjects / disciplines who are qualified and competent in conducting contact classes and seek approval of the University
20. Shall maintain the learner's data related to conduct of counseling sessions, assignments, examination and grievance redressal in hard and soft formats.

III. The Head of the Host Institution (MANUU LSC) Shall

1. Recommend a panel of two in-service teachers from the same institution for the appointment of part time Coordinator; he shall also recommend three names for the appointment of one Clerk, one Attendant & one Safai Karamchari at LSC. The University reserves the right to nominate any one of the staff of the institution as part-time Coordinator along with supporting staff.
2. Provide the details of Aadhar Card / PAN No. of Head of the Institution, Co-ordinator, 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. Be Responsible for running the LSC strictly as per the guidelines, academic schedule and Standard Operating Procedures issued by the DDE-MANUU form time to time.
6. Be the custodian of all documents /records of cashbook/pass book/cheque book and reconciliation with bank and assets pertaining to MANUU LSCs.
7. Monitor 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 for a minimum strength of 50 students with good performance for its next renewal on 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 form 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

Head of the Institution

DR. NURUL HAQUE
Principal
Al. Ameen Memorial Minority College
Jogibattala, Baruipur, Kol-145

On behalf of

Maulana Azad National Urdu University

Director, DDE, MANUU

DIRECTOR
Directorate of Distance Education
Maulana Azad National Urdu University
Cachibowli, Hyderabad-500032.