

**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 recent 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 :.....

**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 .....

**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 TGNOU 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

On behalf of the Host Institution

On behalf of IGNOU

Name of the Head of the Institution with Stamp

Name of the Regional Director with Stamp

Place  
Date

Date:

**BASIC INFORMATION PART – II FOR PSC**

**2.1 INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
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

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**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**

Place -

Date -

**Stamp**

Place -

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 / Practicals / Clinical Sessions in consultation with Head of the Host Institution.
  - c) Oversee conduct of Counselling / Practicals / 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.



**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.....

3.2

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Regional Services Division**  
**Memorandum of Understanding**

*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 give the audited account statements of the previous financial year.

**Visit Report of Regional Director/Asst. Regional Director for establishment of a  
Regular Study Centre/Programme Study Centre/Special Study Centre**

**1) Background of the Institution:**

**2) Name of the Institution:**

**3) Address with Pin Code and District Name:**

**(If it is in a Village then the name of the Village to be  
mentioned clearly)**

**Phone No.:**

**E-mail ID (if any)**

**4) How to get there:**

**a) Nearest Airport with distance:**

**b) Nearest Railway Station with distance:**

**c) Nearest Bus stand with distance:**

**Note: i) For urban location item (C) is not required**

**ii) For rural and remote area, the frequency of bus and train services must be mentioned.**

- 5) **Expected enrollment (Please provide the break-up of the enrollment among the programmes for which the centre is being proposed to be activated):**
  
- 6) **Programme wise enrollment at the nearest IGNOU Study Centre**
  
- 7) **Distance from the nearest IGNOU Study Centre:**
  
- 8) **Comments on availability of infrastructure:**
  
- 9) **Comments on availability of suitable Academic Counsellors:**
  
- 10) **Comments on any additional feature which you feel relevant:**
  
- 11) **Specific recommendation regarding engagement of Coordinator:**
  
- 12) **Recommendations:**

**Date:**  
**Place:**

**Signature of the RD/ARD**  
**Name in Block letter**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE .....**

Note sheet for the Appointment of Coordinator/Programme In-charge to be filled in by the Regional Director and sent to RSD (HQ).

Regional Centre ..... RC Code.....

Study Centre Name .....

.....SC Code.....

Details of prospective candidates submitted by the Head of the Institution (Bio-data enclose)

Sl. No.	Name	Qualifications	Age(Years)	Recommendation of the Head of Institution
01.				
02.				
03.				

Recommendation of the Regional Director

Certified that the person at Sl. No. .... meets the norms of the University for the appointment of Coordinator/programme In-charge.

REGIONAL DIRECTOR

DD OR JD (RSD)

DIRECTOR (RSD)

PVC OR VC