



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, DELHI-2**

Proforma for Appointment of Part-Time Staff in Study Centres

A. General Details

1. Name of the Study Centre : _____
2. Code No. : _____
3. Programme for which activated : _____
4. Total Enrolment of the current year
(Previous year enrolment need not be mentioned) : _____
5. Present position of staff at the Study Centre
- | | Post | Number(s) |
|--|-----------------------|-----------|
| | Assistant Coordinator | _____ |
| | Assistant | _____ |
| | Attendant | _____ |
| | Safai Karamchari | _____ |

B. Particulars of the Proposal

1. Post : _____
2. Name of the person recommended : _____
3. Age : _____
4. Qualification (s) : _____
5. Employment Status : _____
- _____ Employed _____ Unemployed _____ Retired
6. If employed : _____
- a) Name of the institution : _____
- b) Post Held : _____
7. Remuneration recommended : _____
8. The date from which appointment is recommended : _____
9. Reason for appointment (if a replacement,
Indicate the name of person in whose place the
Appointment is being proposed date and
Termination etc.) : _____

(Signature of the Coordinator)

C. Recommendation of the Regional Director : _____

Signature of Regional Director

Name:.....

Seal

Date:.....

Place:.....

Functions of Assistant coordinator

1. To attend to the students' queries.
2. To help the Coordinator in conduct of induction meeting and orientation programme of academic counsellor and other resource persons.
3. To assist the Coordinator in conduct of induction meeting and orientation programme of academic counselor and other resource persons.
4. To facilitate conduct of practicals and project evaluation and viva-voce, if any.
5. To assist the Coordinator in preparing the monthly counseling schedule and the monthly report of conduct of counseling session and evaluation of assignments.
6. To provide pre-admission counseling and assist the Coordinator in organizing on the spot admissions.
7. To assume the charge of the Study Centre in the absence of the Coordinator.

Functions of the Assistant (Class III)

1. To help the Coordinator in handling student's queries, pre-admission counseling and on the spot admission wherever applicable.
2. To receive and acknowledge assignment responses from the learners, by issuing receipts and give them to the evaluators, return the same to the learners after obtaining the comments from the evaluators and maintain the records thereof.
3. To consolidate grades of evaluated assignments and help the Coordinator in transmitting the same to the Regional Centre within due date.
4. To assist the Coordinator in respect of all administrative matters of the Study Centre.
5. To help the Coordinator in maintaining the accounts of the Study Centre.
6. To provide necessary assistance to the Coordinator and Assistant Coordinator as per their instructions in respect of functioning of the Study Centre.

Functions of the Attendant (Class IV)

1. To ensure the opening the Study Centre in time and the provision of teaching aids to the Academic Counsellor.
2. To act as an “Office Messenger” and “orderly” to all other members of the staff at the Study Centre.

Functions of the Safaiwala (Class IV)

1. To regularly maintain cleanliness and upkeep of the Study Centre premises.