



# KARNATAKA STATE OPEN UNIVERSITY

Mukthagangotri, Mysuru



## Office of the Dean (STUDY CENTRES)

No.KSOU/Dean(SCs)/LSCs/2022-23

Date: 25-01-2023

### **Inviting Application for the Establishment of Learner Support Centre under KSOU**

Karnataka State Open University was established in the year 1996 under the KARNATAKA STATE OPEN UNIVERSITY ACT, 1992 for the introduction and promotion of Open and Distance Education. KSOU has been earnestly imparting Open and Distance Education throughout the state with its avowed vision of *Higher Education to Everyone, Everywhere* through its Regional Centers and Learner Support Centers established across the state. Government of Karnataka has empowered and authorized KSOU as the sole provider of open and distance education for the entire state of Karnataka vide its ordinance and the same was published in Gazetteer of the State. Postgraduate and Undergraduate programmes offered by the University are recognized by UGC-DEB under UGC-ODL Regulations 2017/2020. Besides, University also offers several Postgraduate Diploma, Diploma and Certificate programmes. Programmes offered by the University are given below

### **Programmes offered by KSOU**

#### **1.1 Programmes offered by the University are given below**

| SL No. | Types of the Programme  | Details of the Programme  |
|--------|---|---|
| 1      | Bachelor's Degree Programmes                                      | BA, B.Com, B.Lib.ISc, B.Sc, B.Sc(Hons),B.Sc(I.T), B.B.A, B.C.A  |
|        | <b>Post Graduate Programmes<br/>(as per Schools of Education)</b> | <b>Details of the Programmes</b>  |
| 2      | School of Humanities  | M.A.(Kannada, English, Hindi, Sanskrit, Urdu, Telugu)   |
| 3      | School of Social Sciences   | M.A.(History, Economics, Political Science, Sociology, Public Administration, Mass Communication and Journalism, Ancient History and Archaeology, Education.  |
| 4      | School of Commerce  | B.Com, M.Com  |
| 5      | School of Management  | B.B.A, M.B.A  |
| 6      | School of Sciences  | MSc Physics, Chemistry, Mathematics, Botany, Zoology, Food and Nutrition Science, Information Technology, Biotechnology, Microbiology, Information Science, Environmental Science, Computer Science, Geography, Psychology, Clinical Nutrition and Dietics, M.Lib.I.Sc. |

|   | <b>Diploma Programmes</b>  | <b>Details of the Programmes</b>   |
|---|--|--|
| 6 | Post Graduations Certificate<br>Diploma Programmes<br>(10+2+3 Based) | Diploma in <i>English</i> (DE), <i>Communicative English</i> (DCE), <i>Business Administration</i> (DBA), <i>Kuvempu Sahithya</i> (DKS), <i>Ambedkar Studies</i> (DAS), <i>Business Law</i> (DBL), <i>Computer Application</i> (DCA), <i>Marketing Management</i> (DMM), <i>Nutrition and Dietetics</i> (DND), <i>Journalism and Mass Communication</i> (DJMC), <i>Human Resource Management</i> (DHRM), <i>Financial Management</i> (DFM), <i>Information Science</i> (DIS) |
| 7 | Diploma Programmes<br>(10+2 Based)                                   | Diploma in <i>Kannada</i> (DIK), <i>Journalism</i> (DIJ), <i>Nutrition and Health Education</i> (DNHE), <i>Information Science</i> (DIS), <i>Computer Application</i> (DCA), <i>Diploma in Early Childhood care and Education</i> (DECE).  |
| 8 | Certificate Courses  | <i>Certificate in Kannada</i> (CK), <i>Panchayath Raj</i> (CPR), <i>Food and Nutrition</i> (CFN)   |

## 1.2 Colleges Eligible to Apply

- Government/Constituent/Private (Aided or Unaided) First Grade Colleges and Conventional Universities established by the act of Government of Karnataka
- University affiliated Colleges willing to be recognized as Learner Support Centre under KSOU programmes shall have the same programmes being taught in conventional mode
- Colleges should have eligible faculty members as per U.G.C norms.
- Colleges shall have basic infrastructure such as class rooms, library with access to journals, Laboratory, including computer laboratory, ICT facilities, Cafeteria, Student grievance redress unit, CCTV, etc.

## 1.3 Duties and Responsibilities of Learner Support Centers

1. Learner Support Centres (LSCs) shall function as per the UGC-ODL 2017/2020 Regulations and the orders of the University.
2. Colleges selected as LSCs shall arrange for pre-admission counseling, space and infrastructure for conducting weekend classes, online or face to face mode.
3. Shall facilitate continuous internal assessment and to provide space for conduct of examination

4. If weekend counseling classes/personal contact programmes are assigned to the selected LSCs, they shall conduct the same by providing the service of eligible faculty members in stipulated numbers
5. Necessary information on academic activities of LSCs shall be provided to the learners as directed by the University
6. Besides, LSCs shall discharge the other duties as mentioned in the K.S.O.U *Handbook of Coordinators and Academic Counselors*.
7. LSC shall provide the information on the duration of learner's counseling, evaluation of internal assessment and learners grievance redress
8. Shall distribute the Self Learning Material (SLM) among the learners and establish 'Help Desk' to support the learners.
9. Shall have the required ICT infrastructure and facilitate online admission process of the students

#### **1.4 Office Staff of LSC (Arrangement made by LSC and Approved by Universities)**

Details of office staff required for a Learner Support Center

| <b>SL No</b> | <b>Designation</b> |
|--------------|--------------------|
| 1            | Coordinator        |
| 2            | Clerk cum Typist   |
| 3            | Attender           |

#### **1.5 Incentives**

*Higher Education to Every One, Everywhere* is the vision of the University. In pursuance of this avowed vision, the University has established its Regional Centers and Learner Support Centers across the state to provide education to the needy located in rural, tribal and border areas of the State. University appreciates the role of counselors and supporting staff of the LSC who enroll more number of learners to the University in consonance with the avowed goals of the University. (Per admission Rs. 400, No Honorarium will be given to office staff/Coordinator) Pre admission Counseling Incentives will be paid to the Learner Support Centers on the basis of approved list of admissions.

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|--|
| Incentive Honorarium for Pre Admission Counselling.<br>Rs 400/per Admission. |
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## **1.6 Conditions**

There shall be a minimum admission of 100 learners in each Learner Support Centre (LSC). If the strength of admission is lesser than one hundred, Learner Support Centre automatically stands cancelled and students admitted in that LSC shall be transferred to a nearer LSC. In case of LSCs established new, relaxation from this condition is given for a year.

If any Learner Support Centre violates the norms of UGC-ODL Regulations 2017/2020 and the conditions stipulated in the recognition order, University will cancel the recognition of Learner Support Centre accorded to college.

## **1.7 Inspection Committee**

Inspection committee constituted by the University will visit the college to ensure and verify the details of infrastructure and Faculty strength as furnished by the colleges in their applications submitted to the University in consonance with *UGC ODL Regulations 2017/2020* and on the basis of the report submitted by the inspection committee, constituted by the University, the permission will be accorded to establish Learner Support Centre. Date of the visit of Inspection Committee to the concerned college will be intimated well in advance.

## **1.8 Annexure**

1. Annexure-I Application
2. Annexure-II Details of Teaching Faculty
3. Annexure- III Latest Recognition Letter(From University) - Attested by Principal.
4. Annexure- IV Latest Programme wise Approved list (From University)-Attested by Principal.



**Application for Learner Support Centre**

| SL. No | Content  | Details  |
|--------|--|--|
| 1.     | a. Name of the College and Full Address<br><br>b. Name of the Principal/ Co-ordinator<br><br>c. Email and URL of College Website<br><br>d. Telephone | .....<br><br>.....<br><br>.....<br><br>i. Landline .....<br>ii. Cell Phone.....<br>(Co-ordinator)  |
| 2.     | Year of Establishment of the College (Enclosed Copy)   |  |
| 3.     | Nature of College's Administration/Management  | (Tick the relevant category)<br>a. Government' ( )<br>b. Private (Aided) ( )<br>c. Private(Non Aided) ( )<br>d. Constituent ( )<br>e. University established ( )<br>by Government of Karnataka |
| 4.     | Nature of Admission  | a. Boys/Men's ( )<br>b. Girls/Women's ( )<br>c. Co-Education ( )   |
| 5.     | List of Academic Programmes offered in conventional mode<br><br>Details of the programs run by your institution shall be furnished                   | (Tick the relevant categories)<br><br>a. Undergraduate ( )<br>b. Postgraduate ( )<br>c. PG Diploma ( )<br>d. Certificate programs  |

|     |  |  |
|-----|--|--|
| 6.  | <b>Details of Affiliation</b>  |  |
|     | <p>a. Name of the University affiliated to<br/>(Enclose affiliation order)</p> <p>b. Nature of Affiliation</p> <p>c. Whether the institution is accredited by NAAC?</p> <p>d. If yes, the details of grade achieved</p> <p>e. Whether the institution is recognized under section 12B of UGC</p> <p>f. Whether the institution is recognized under section 2f of UGC</p> | <p>.....<br/>.....</p> <p>(Tick the relevant category)</p> <p>a. Temporary ( )<br/>b. Permanent ( )<br/>c. Autonomous ( )</p> <p>Yes ( ) No ( )</p> <p>.....</p> <p>Yes ( ) No ( )</p> <p>Yes ( ) No ( )</p> |
| 7.  | <b>Nearest</b> KSOU's Regional Centre  |  |
| 8.  | <b>Distance to</b> the nearest Regional centre (in KMS) from college   |  |
| 9.  | <b>Category</b> of place in which the college is located   | <p>a. District Headquarters ( )<br/>b. Taluk Headquarters ( )<br/>c. Rural areas/sub urban areas( )</p>  |
| 10. | <b>Availability of</b> Transportation facility for learners to reach the college   | <p>a. Convenient ( )<br/>b. Adequate ( )<br/>c. Needs to be improved ( )</p>   |
| 11. | <ul style="list-style-type: none"> <li>• Total Number of Faculty Members <b>servicing</b> in the college as on date (subject wise)</li> <li>• Number of Faculty Members with PhD Degree as on date (subject wise)</li> </ul>   | <p>.....</p> <p>.....</p>  |

|   |  |  |
|---|--|--|
| 12.   | <b>Details of College's Physical Infrastructure</b><br>a. Area of College Campus (in Acres.)<br>b. <b>Built up</b> area of Area of College Building ((in Sq. Ft.)<br>c. Availability of Drinking Water Facility<br>d. Cafeteria/ Canteen<br>e. Restroom facility in numbers<br>i. For Men<br>ii. For Women   | .....<br>.....<br>Yes ( ) No ( )<br>Yes ( ) No ( )<br>Yes ( ) No ( )<br>Yes ( ) No ( )                           |
| 13.   | <b>ICT facilities at College</b><br>a. Number of Class Rooms available<br>b. Number of Books available at Library<br>c. Laboratory Facility<br>d. <b>If yes, furnish the details on number of laboratories in terms of subject wise</b><br>e. <b>Availability of smart class facilities</b><br>f. Computer Lab<br>g. <b>If yes, mention the number of terminals</b><br>h. Close Circuit Camera<br>i. Video Conferencing Facility | .....<br>.....<br>Yes ( ) No ( )<br><br>Yes ( ) No ( )<br>Yes ( ) No ( )<br><br>Yes ( ) No ( )<br>Yes ( ) No ( ) |
| <b>Preparedness to Face the COVID-19 Pandemic</b> |  |  |
| 14.   | Whether institute can implement and maintain social distance measures?   | Yes ( ) No ( )   |

Date:

Signature of the Principal Seal

**Note:**

1. Application processing fee is Rs 10,000/- (Non Refundable)
2. Colleges, which will be recognized as Learner Support Centre, shall have to pay **Rs 50,000/.** for all U.G Programmes, P.G Programmes and M.B.A Programmes **All fees have to be paid through online.**
3. **Application processing fees and Learner Support Centre fees are not applicable for Government Colleges.**
4. If Institution/College is not granted Learner Support Centre, remaining amount will be refunded after deducting Rs 10,000/- Processing fee Charges. (On request of Institution)
5. Separate sheets may be used to provide additional information about the college.
6. Attested copies of all relevant documents shall be enclosed with the application.
7. Documents supporting the decision of management committee of the college consenting to provide minimum two rooms without rent to the Learner Support Centre shall be furnished with application.
8. After the upload of Application, College should send printed application along with documents send to Office of the **Dean(Study Centre) KSOU, Muktha Gangothri, Mysuru,** by post.
9. Furnish all documents as per given in the Annexures I, II, III, IV.



**Annexure -I**

**DETAILS OF TEACHING FACULTY**

**(Latest)**

| <b>Name of the College:</b> |                         |   |                                       |                                |
|-----------------------------|-------------------------|---|---------------------------------------|--------------------------------|
| <b>SL.No</b>                | <b>Names of Teacher</b> | <b>Academic Qualification and Subject</b> | <b>Teaching Experience (In Years)</b> | <b>Areas of Specialization</b> |
|                             |                         |   |                                       |                                |
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**Signature of Principal with seal**

**Annexure II**

Latest Government Recognition Letter- Attested by Principal.

**Annexure III**

Latest University Recognition Letter- Attested by Principal.

**Annexure IV**

Latest Programme wise allotted list (From University)- Attested by Principal.