



मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
MAULANA AZAD NATIONAL URDU UNIVERSITY
A Central University under Ministry of Education
Government of India



Directorate of Distance Education

No. MANUU/DDE III/19048/2023/ 030

22nd February 2023

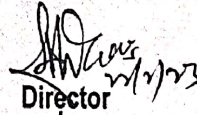
To
The Co-ordinator
MANUU Learner Support Centre
National Senior College – Nasik
National Campus
Maulana Azad Road
Sarda Circle – Nasik- 422001

Sub: Approval of MoU –2023- LSC- National Senior College – Nasik– Reg.
Ref: RD, RC letter No. MRC-28/MoU/2022-23/560 dt. 06.02.2023

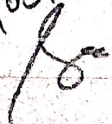
Apropos subject & reference cited, this is to inform you that the MoU of the MANUU Learning Support Centre, **National Senior College – Nasik** has been approved for the period of one year from **01.01.2023 to 31.12.2023**

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
22/2/23

- Copy to
1. The RD, RC Mumbai
 2. Concerned file

Received on
09/03/2023


Gachibowli, Hyderabad – 500 032, A.P. India
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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 NATIONAL SENIOR COLLEGE

- 2) LSC National Compus. Maulana Azad Road. Sardar Circle, Nashik-422 001

(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/ Whatsapp/ MANUU DDE Website to the learners and coordinators of LSCs on all academic activities.

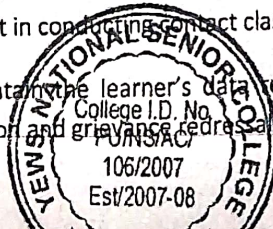


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PRINCIPAL
NATIONAL SENIOR COLLEGE

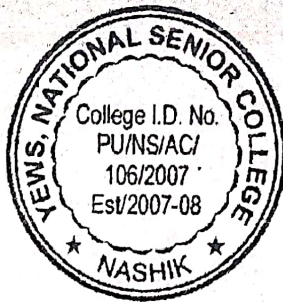
II. The Host Institution (LSC) Shall

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 from 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.




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Nashik.