



KURUKSHETRA UNIVERSITY, KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

('A++' Grade, NAAC Accredited)

Invitation for.EOI

Kurukshetra University, Kurukshetra invites EOI from the College or Institute (accredited with NAAC Grade "A" and above) affiliated to a recognised university (other than a Private University) or a Government recognized Higher Educational Institution/University (No NAAC Grade condition) located in the state of Haryana only offering UG/PG programmes in sciences/social science/humanities/commerce or management, etc. to create the Learner Support Centre(s) for the Centre for Distance and Online Education, Kurukshetra University, Kurukshetra upto May 16, 2025. The complete details of the same are available on the Kurukshetra University, Kurukshetra website i.e. www.kuk.ac.in and www.ddekuk.ac.in. For any query contact Deputy Registrar (CDOE), through email: ardde@kuk.ac.in

Registrar, KUK

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CENTRE FOR DISTANCE AND ONLINE EDUCATION
KURUKSHETRA UNIVERSITY KURUKSHETRA
 (Established by the State legislature Act XII of 1956)
 ('A++' Grade, NAAC Accredited)

Proforma for opening of Learner Support Centre (LSC)
(To be filled in by Host Institution)

1.	Name of the Institution/College													
2.	Year of Establishment													
3.	Year of affiliation													
4.	Nature of Affiliation (permanent/Provisional)													
5.	Type of Institution (please tick)	a) Government College b) Aided Private College c) Unaided Private College												
6.	Category of Institution, if applicable (please tick)	a) Co-educational b) for Girls only c) For Boys only												
7.	Address of the Institute/College with phone No. and e-mail													
8.	Details of nearest 5 Higher Educational Institutions (Degree college/University etc.) with distance from the proposed LSC	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Name of the institution</th> <th style="width: 20%;">Distance</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td></tr> <tr><td>2.</td><td></td></tr> <tr><td>3.</td><td></td></tr> <tr><td>4.</td><td></td></tr> <tr><td>5.</td><td></td></tr> </tbody> </table>	Name of the institution	Distance	1.		2.		3.		4.		5.	
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1.														
2.														
3.														
4.														
5.														
9.	Name of the Programmes being offered by the Host Institution	Under Graduate Programme: Subject 1. 2. 3. 4. 5.												
10.	Details of faculty with qualification and nature of employment	Permanent :- Temporary:- Visiting/Guest:-												
11.	Physical faculties	Number of Lecture rooms/hall:- Number of Examination Hall:- Number of Auditorium:- Hostel facility (Yes/No):- If Yes, Hostel Capacity:- Girls: <div style="text-align: right;">Boys:</div>												

12.	Library Facility	Number of Journals subscribed:- Number of Books:- E content access:-									
13.	Computer Availability	Total Number of computer terminals:- Total Number of Computer terminals in Computer Lab: Internet (Broadband/Leased line/other): Number of LED Projectors: Number of Printers: Number of Scanners:									
14.	Television Availability	Number of Televisions: DTH Connection (Yes/No):									
15.	Has the Management/Governing Body of the institute agreed to provide 1 room with space of approximately 400-600 sq feet with required furniture & equipments for exclusive use of the proposed LSC without charging any rent (YES/NO)										
16.	Name of the Kurukshetra University Programmes Proposed by the Host Institution at Proposed LSC along with expected enrollment.	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of Programme</th> <th>Expected Enrollment</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>B.A. (General) (3-Year) Part-I/II/III</td> <td></td> </tr> <tr> <td>2.</td> <td>B.Com. (General) (3-Year) Part-I/II/III</td> <td></td> </tr> </tbody> </table>	Sr. No.	Name of Programme	Expected Enrollment	1.	B.A. (General) (3-Year) Part-I/II/III		2.	B.Com. (General) (3-Year) Part-I/II/III	
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1.	B.A. (General) (3-Year) Part-I/II/III										
2.	B.Com. (General) (3-Year) Part-I/II/III										
17.	Name of the proposed part time Coordinators in order of preference (please enclose their complete bio-data along with educational and experience certificates in the prescribed format)	1 2 3									

Declarations:

1. We have gone through MOU and Governing Body/Competent authority of the Institution has agreed to provide infrastructure as per MOU.
2. It is certified that the proposal for opening of KUK Learner Support Centre (LSC) has been duly approved by the Governing Body/Competent authority of the Institution.
3. It is also certified that the proposal for the Opening of LSC in our institution has been submitted as per the conformity of UGC ODL Regulation – 2020.
4. The Host Institution shall abide by the norms/rules & regulations of KUK amended/applied from time to time.

(Signature of the Head of the Institution)
Name: Designation & Seal

Guidelines:

For appointment of Part time Coordinator, the host institution shall recommend a panel of three names preferably among the permanent teachers/faculty serving in the institution as per the UGC ODL Regulation – 2020. Following provisions shall be observed while recommending the panel:

- a. The name of the Head of the Institution where the Learner Support Centre proposed to be located should not be recommended.
- b. The persons recommended should be fairly senior, preferably with some administrative, organizational experience minimum at the level of Assistant Professor.
- c. They should be willing to work for the promotion of the Open and Distance Learning (ODL) system.
- d. They should not be retired persons or those nearing their retirement.

**MEMORANDUM OF UNDERSTANDING (MOU)
{LEARNER SUPPORT CENTRE (LSC)}**

This “**Memorandum of Understanding**” (Here – in – after called the “**MOU**”) is executed on the _____ day of _____, 2024 and shall be effective commencing from _____ (Here – in – after referred to as the “**Effective Date**”) at Kurukshetra,

**BY
&
BETWEEN**

Here - in - after referred to as KUK. KUK is represented here by CDOE which expression unless excluded by or repugnant to the context or meaning hereof, shall include its Successor (s), Administrator (s) or Permitted Assignee (s), being represented through its Authorized Signatory, _____, Registrar of the **FIRST PARTY**.

AND

NAME OF THE COLLEGE/INSTITUTION/UNIVERSITY _____

(Details of the College / Institution / University), having its Office at _____

{Here – in – after referred to as the “**HOST INSTITUTION**“ or “**LEARNER SUPPORT CENTRE (LSC)**” which expression unless excluded by or repugnant to the context or meaning hereof, shall include its Successor(s), Administrator(s) or Permitted Assignee(s)}, being represented through its Authorized Signatory, _____ (Name & Designation),
_____ (Name of the College/ Institution/University) of the **SECOND PARTY**.

HERE-IN-AFTER, individually referred to as the “**Party**” and collectively referred to as the “**Parties**”

WHEREAS, CDOE was established with a view to disseminate knowledge for the benefit of large section of society within the country, especially the weaker and disadvantaged groups through Open and Distance Learning (ODL).

WHEREAS, (The College/Institution/University) is affiliated to Kurukshetra University or Government recognized Higher Educational Institution offering programmes in the same broad areas having the necessary infrastructure and human resources for offering the programmes.

(Details of the College / Institution / University).

AND WHEREAS, given the mission of the (Name of the College / Institution / University) and CDOE in the spheres of education and their interests in teaching and research in the field of distance and open learning, the Parties herein above agree and undertake towards each other to offer programmes under Distance Education System with the Learner Support Centres (LSC) for such academic programmes identified and activated at the LSC as agreed upon.

NOW THEREFORE, IN VIEW OF THE FOREGOING PROMISES AND IN FURTHER CONSIDERATION OF MUTUAL COVENANTS HEREIN CONTAINED, THE PARTIES HERETO AGREE AS GIVEN UNDER:

1. OBLIGATIONS OF THE “HOST INSTITUTION”:

(i) Physical Infrastructure Requirements:

The Host Institution will:

- (a) Provide minimum 1 to 2 rooms with space of approx. 400-600 square feet with required furniture and equipment exclusively for office use of KUK, (for office of Coordinator and for storing records, assignments, printed materials etc.) without charging any rent;
- (b) Provide class rooms with required furniture which can be used for holding Personal Contact sessions as per academic calendar of KUK, without charging any rent;
- (c) Extend the use of Laboratory and Computer to CDOE Learners for specialized programmes requiring use of institutional infrastructure facilities;
- (d) Extend facilities for use of library to CDOE learners for reference purposes;
- (e) Provide space at a prominent place for installing CDOE, KUK signboard;
- (f) College shall maintain a web portal giving all relevant and updated information about the ODL programmes being delivered by updating on weekly basis.

(ii) Digital / Online Requirements:

The Host Institution will:

- (a) Provide/Share adequate number of Computers, Printers, scanner, Internet facility, Web Cam, LCD Projector, high speed broad band, for office use and for online support activities of KUK;
- (b) Provide a full fledged computer lab equipped with computers, internet, broadband facilities for Practical/Exams;
- (c) Provide/Share Online/DTH facilities for access to Gyan Darshan/Gyan Vani transmissions;

(iii) Manpower Requirements:

The Head of the Host Institution will:

- (a) Recommend a panel of three names of senior most academics from among the regular academics to KUK for engagement as part time Coordinator, not below the rank of Assistant Professor, for coordinating and managing all the activities of CDOE;
- (b) Allow the Coordinator to engage Assistant Coordinators and other part time staff drawn from the regular staff of the host institution and as per KUK norms;
- (c) Assume the charge of Coordinator in case there is no Assistant Coordinator and Coordinator is unavailable during intermittent periods as an interim arrangement;
- (d) Allow its faculty for empanelment as Academic Counsellor of KUK;

(iv) Learner Grievance Redressal Mechanism:

The Host institution will have in place a dedicated helpdesk with a dedicated staff for addressing all learner grievances received at the LSC in person, by post or through email.

2. OBLIGATIONS OF KUK:

- (i) Convey the approval of engagement of part time Coordinator from the panel recommended by the Head of Host Institution and pay monthly honorarium at the prescribed rates of the University;
- (ii) Empanel part time Academic Counsellors for PCP classes/Evaluators for exams as per specified nomenclature, and make payment of remuneration to them as per KUK norms;
- (iii) Convey the approval of engagement of part time staff on the basis of recommendation of the Coordinator and pay remuneration as per KUK norms;
- (iv) Monitor and supervise and visit the LSC at any time to ensure that LSC under this MOU are being run as per MOU;
- v) ₹30,000/- per annum may be fixed for honorarium/payment to be given to LSC. This honorarium/payment will be paid to LSC in two instalments i.e. 50% in the 1st session January-February and remaining 50% in the 2nd session July-August.

3.1 EFFECTIVE DATE, DURATION & TERMINATION:

- (i) This MOU shall enter into force from _____ (Here-in-after referred to as the "Effective Date") and shall be valid for a period of Three (03) years ending on _____ with the option of renewal. The term of this MOU may be further renewed on terms and conditions mutually agreed upon and recorded in writing between the Parties. The processes of renewal must necessarily be started six months before the termination date. However, students admitted to any programme during the period of validity of this MOU will be enabled to complete their programmes of study and appear in the relevant examinations, and the obligations of the respective Parties will continue to be in force during such period irrespective of termination of the agreement.

- (ii) Either party may terminate this MOU by providing the other party with Six Calendar Months advance notice. Such termination shall take effect at the end of the six month period;
- (iii) However, either party shall be entitled to terminate this MOU immediately and without further notice in the event of the other party committing a material breach of the terms and conditions of this MOU, and failing to remedy such breach within 30 (Thirty) days after the receipt of written notice calling upon such party to remedy the breach complained of;
- (iv) The termination of this MOU, for whatever reason, will not affect the rights of a party, which might have accrued at the date of termination and will further not affect any rights, which specifically or by their nature survive the termination of this MOU;

3.2 FORCE MAJEURE :

- (i) Neither CDOE nor (Name of the College / Institution / University) shall be liable to each other or to their students for failing or delay in the performance of any of its obligations under this AGREEMENT or the time over to the extent such failure or delay is caused by riots, civil commotion, war, hostilities between nations, government laws, orders or regulations, embargoes, actions by the government or any agency thereof, acts of God, storms, fires accidents, strikes, sabotages, explosions, or other similar or different contingencies beyond the reasonable control of the respective Parties.
- (ii) In the event that either party is, wholly or in part, prevented from or hindered in carrying out or observing any of the terms or conditions of this agreement for any cause set forth herein this MOU, such party shall give written notice to the other party by the most expeditious means as soon as possible after and occurrence of the cause relied on, giving full particulars of the reason for such prevention, or hindrance, and the Parties shall in good faith consult each other and take necessary measures for the resolution of the affairs so prevented or hindered.

3.3 AMENDMENT OF MOU :

- (i) The obligations of KUK and (Name of the College / Institution / University) have been outlined in this MOU. However during the operation of the MOU, circumstances may arise which may call for alterations or modifications of this MOU. These modifications / alterations will be mutually discussed and endorsed in the form of an "Appendix or Addendum to the MOU". These modifications / alterations will be mutually discussed and agreed upon in writing and shall be effective only if executed by the respective duly authorized representatives of each of the Parties hereto;
- (ii) No Amendment for change hereof or addition hereto shall be effective or binding on either of the parties hereto unless set in writing and executed by the respective duly authorized representatives of each of the parties hereto;

3.4 INDEMNITY CLAUSE:

- (i) (Name of the College / Institution) has agreed to bear the responsibility for any third party claims, demands, proceedings, prosecutions, or actions against KUK, arising out of and as a result of any callous, negligent, deficient action or omission by any employee of (Name of the College / Institution) and has undertaken to keep KUK indemnified against all losses and damages suffered including expenses incurred by KUK while defending the claim (inclusive of legal expenses) in City, or any other court as a result of any such claim, demands, proceedings, prosecutions or actions.
- (ii) The Parties have agreed that this provision shall survive termination of the agreement and the (Name of the Institution) has agreed to clear the amounts claimed by KUK under this clause within 15 days from the date when the demand is made by KUK.

3.5 NO PARTNERSHIP:

- (i) Nothing in this MOU shall be deemed to neither constitute or create an Association, Trust, Partnership or a Joint Venture between the parties nor constitute any Party the agent of any other Party for any purpose. Neither this MOU, nor any activities described herein, shall be construed as creating a Partnership, Joint Venture, Franchise, Agency or other such relationship. Neither Party is authorized, in any manner, to make any commitment on behalf of or to bind the other Party;
- (ii) The Parties shall ensure compliance with all statutory provisions applicable to and governing the employment of its employees and representatives, deployed and would ensure compliance to provisions of statutes, as amended and applicable from time to time for such employees and representatives. Under no circumstances shall employees, agents and representatives of either party, represent as or be construed as employees / agents of the other party to this MOU. Neither party shall enter into any independent arrangements with the other party's employees;

3.6 DISPUTE RESOLUTION:

If any dispute or difference of any kind whatsoever may arise between the Parties in connection with or arising out of this agreement or out of the breach, termination or invalidity of the agreement hereof, the Parties shall resolve them by resorting to the following order as mentioned:

- (i) The (Name of the College / Institution) and KUK shall attempt for a period of 30 days after receipt of notice by the other party of the existence of a dispute to settle such dispute in the first instance by mutual discussions between the Parties.
- (ii) If the dispute cannot be settled by mutual discussions within 30 days as provided herein, the dispute arising under these terms and conditions shall be subjected to the jurisdiction of the courts of Kurukshetra (Haryana) only.

3.7 PUBLICITY:

Any publicity by either Party, in which the name of other Party is to be used shall be done only with the explicit written permission of the other Party and after the contents of the same are vetted / approved by the other Party. If either Party, to do so, it shall be considered a breach of the MOU.

3.8 PROFESSIONAL PRACTICE:

(Name of the College / Institution) & KUK shall always act in respect of any matter relating to this MOU, as faithful advisors to each other and shall, at all times, support and safeguard the legitimate interests of each other in any dealings with the third Party.

3.9 GOVERNING LAW (S) & JURISDICTION:

The MOU shall be governed and interpreted by, and construed in accordance with the substantive laws of India. All disputes, differences, claims and demands arising under or pursuant to or touching upon this MOU shall be subject to the jurisdiction of Courts of Kurukshetra.

3.10 INTERPRETATION:

This agreement has been executed in the English and the English language that be the controlling language for interpretation thereof. No other translation, if any, of this AGREEMENT into other languages shall be of any force or effect in the interpretation of this AGREEMENT or in determination of the intent of either of the Parties hereto.

3.11 REPRESENTATION & WARRANTIES:

The (Name of the College / Institution) and KUK hereby represent and warrant to each other:

- (i) It has the power and authority to sign this AGREEMENT, perform and comply with its duties and obligations under this AGREEMENT.
- (ii) This AGREEMENT constitutes legal, valid and binding obligations enforceable against it in accordance with the terms hereof.
- (iii) The execution, delivery and performance of this AGREEMENT have been duly authorized by all requisite actions and will not constitute a violation of:
 - (a) Any statute, judgement, order decree or regulation of any court, governmental instrumentality or arbitral tribunal applicable or relating to itself, its assets or its functions; or
 - (b) Any other documents or to the best of its knowledge any indenture, contract or agreement to which it is a party or by which it may be bound.
- (iv) There are no suits or proceedings pending to the best of knowledge threatened against it before any court, government instrumentality or arbitration tribunal that restrain it from performing its duties and obligations under this AGREEMENT, and
- (v) That no representation or warranty made herein contains any untrue statement.

3.12 SEVERABILITY:

Any law restraining the validity and enforceability of any provision of this agreement shall not affect the validity or enforceability of the remaining provisions hereof and this agreement shall be deemed as not containing the invalid provisions. The remaining provisions of this

agreement shall remain in full force and effect, unless the invalid or unenforceable provision comprises an integral part of or otherwise is inseparable from the remaining agreement. In such a case, the Parties to this agreement shall attempt to agree on a provision which is valid and enforceable and similar to the original provision.

3.13 NOTICES:

(i) Any notice, approval, consent and or other notification required or permitted to be given hereunder shall be in writing in English and shall be personally delivered, or transmitted by registered mail with postage full paid, or transmitted by facsimile (With postage prepaid) to the address specified below or to such address as may, from time to time, be given by each Party to the other Party in writing and in the manner herein before provided :

(a) The Registrar,
(Name & Designation of the Authorized Signatory),

Centre for Distance and Online Education,
Kurukshetra University,
Kurukshetra – 136 119

(b) _____,
(Name & Designation of the Authorized Signatory),

_____,
_____,
_____,

Or to such other address, fax number or e-mail address as either Party may from time to time notify the other in relation to this section. Any notice or communication made by personal delivery or by courier will be conclusively deemed to have been given on the day of actual delivery or, if made or given by fax or e-mail on the first business day following the transmittal of;

(ii) Any notice, approval, consent and other notification required or permitted to be given hereunder shall be deemed to have been given on the date of receipt when personally delivered, on the date seven (7) days after having been posted when transmitted by registered mail or on the date of transmission with confirmed answer back, when transmitted by facsimile.

3.14 FURTHER ACTS AND ASSURANCES:

Each of the Parties agrees to execute and deliver all such further instruments to do and perform all such further acts and things, as shall be necessary and required to carry out the provisions of this MOU and to consummate the transactions contemplated hereby.

3.15 CONFIDENTIALITY:

- (i) Each party shall undertake to the other that it will treat as confidential this collaboration and its terms together with all information whether of a technical nature or otherwise relating to any manner to the business or affairs of the other parties, as may be communicated to it hereunder or otherwise in connection with this collaboration, save as required to be disclosed by any law.
- (ii) Each party shall not disclose to any information related to each other's plans, Programmes, etc. under any circumstances whatsoever, except with prior written approval of the other Party. Should such information be required to be disclosed by the disclosing party under any laws, rules or regulations or pursuant to the order or direction, of any Court, authority, tribunal or forum, government or regulatory body to whose supervisory authority the receiving Party is subject ; provided that, in any such event, the disclosing Party shall give to the other Party notice in writing as soon as practicable of any disclosure, and the receiving Party shall use its best effort to obtain assurance that the disclosed information will be accorded confidential treatment ;
- (iii) The Parties shall keep confidential and shall not use for any other purpose, each other's information save and except such as is required by the law to be disclosed / divulged. The Parties shall take all reasonable steps to minimize the risk of disclosure of confidential information, by ensuring that only their employees and agents and those whose duties will require them to possess any off such information shall have access thereto, and that Parties shall ensure that such employees and agents and other personnel shall treat the same as confidential.

3.16 COPYRIGHT AND INTELLECTUAL PROPERTY:

- (i) Copyright in the Course Material (Print, Audio / Video or Soft Copy) shall exclusively be with KUK.
- (ii) None of the parties shall use, register or attempt to register any of the intellectual property rights which vests in the other Party, without the prior written permission of such Party;
- (iii) Any use of the intellectual property right of one Party in course of achieving the objectives shall not be deemed to vest the ownership of intellectual property rights in the other Party. Any unauthorized attempt to use, register or attempt to register any of the intellectual property rights of a Party without express permission of the other Party shall constitute an act of infringement of the intellectual property rights of the said Party;

3.17 LIMITATION OF LIABILITY:

Neither Party shall be liable for any direct, indirect, incidental, special or consequential damages, or damages for loss of profits, revenue, data or use, incurred by either Party or any third party in connection with this MOU or the subject matter of this MOU, whether in an action in contract or tort or any other legal theory, even if the Party has been advised of the possibility of such damages.

3.18 ASSIGNMENT:

It is understood by the Parties herein this MOU is based on the professional competence and expertise of each Party and hence neither Party shall transfer or assign this MOU, or rights or obligations arising hereunder, either wholly or in part, to any third party without the prior written consent of the other.

3.19 RESIDUAL CLAUSE:

If any doubt arises as to the interpretation of the provisions of this MOU or as to the matters not provided therein, the Parties to this MOU shall consult with each other for each instance and resolve such doubt in good faith failing which it shall be submitted to arbitration. This MOU is being executed simultaneously in two counterparts, each of which shall be deemed to be an original and all of which shall constitute one instrument;

This agreement is signed on the date appended herein at Kurukshetra.

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be made in English and executed by their respective duly authorized signatories on this the day and year first above written.

SIGNED, SEALED AND DELIVERED BY:

<p>For and on behalf of KUK:</p> <p>_____, Registrar, Kurukshetra University, Kurukshetra</p> <p>Dated:</p> <p>Place:</p> <p>In the presence of: (Representatives from CDOE, KUK):</p> <p>(1) Name _____ Address: _____ _____ _____</p> <p>(2) Name _____ Address: _____ _____ _____</p>	<p>For and on behalf of LSC:</p> <p>_____, LSC, _____</p> <p>Dated:</p> <p>Place:</p> <p>In the presence of: (Representatives from LSC):</p> <p>(1) Name _____ Address: _____ _____ _____</p> <p>(2) Name _____ Address: _____ _____ _____</p>
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QUALIFICATIONS OF THE CO – ORDINATOR

The Learner Support Centre shall be headed by the Coordinator who shall be a regular teacher not below the rank of a qualified Assistant Professor of the concerned College or Higher Educational Institution.

**CENTRE FOR DISTANCE AND ONLINE EDUCATION
KURUKSHETRA UNIVERSITY KURUKSHETRA**

**PROFORMA FOR APPOINTMENT OF
PART-TIME CO-ORDINATOR AT LEARNER SUPPORT CENTRE (LSC)**

1.	Name (Block Letters)	
2.	PAN Number	
3.	Designation	
4.	Nature of Employment/Appointment (please tick any one)	Permanent/Temporary/Adhoc/Guest Teachers/Any other.....
5.	Pay Band with Academic Grade Pay	
6.	Address (office)	
7.	Office Landline Number (with STD code)	
8.	Mobile Number	
9.	Email Id	
10.	Address (Residence)	
11.	Residence Landline Number, if any (with STD Code)	

12. Academic Qualification

Degree	Subject	University	Year	Division
Bachelor Degree				
Master Degree				
Any other (PI specify)				

13. Research Degree

Degrees	Name of the University	Title of dissertation/ thesis	Date of Submission	Date of award
Ph. D				

Note: Please enclose self attested copy of educational qualification documents.

14. Teaching Experience

(i) Total teaching experience at UG Level (In number of years):

(ii) Total teaching experience at PG Level (In number of years):

(iii) Detail of teaching experience

Level	Name of Subject taught	Year/s with date	
		From	To
UG Level			
PG Level			
Any other (PI specify)			

(iv) Administrative/ Supervisory Experience, if any, Please specify:-

(v) Experience of work connected with KUK activities such as Course Writing, Counselling, Asstt. Co-ordinator etc. if any, please specify:-

Name of College/Institute: _____

BIO DATA FOR EMPANELMENT OF ACADEMIC COUNSELLORS

(To be submitted strictly discipline-wise for the subjects of _____)

RECOMMENDATION SHEET

Letter No. _____ Dated: _____

Details of Prospective Academic Counsellors

(1) Sr. No.	(2) Name of the counsellors (Use capital letters)	(3) Course(s) for which Recommended by the Co-ordinator	(4) Course-wide approval by CDOE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Co-ordinator
(Signature & Stamp)

Name of College/Institute: _____

BIO-DATA PROFORMA FOR ACADEMIC COUNSELLORS FOR ALL

Study Centre/Programme SC:.....

Part-I – General Information

1. Name (in BLOCK Letters) :
2. Date of Birth :
3. Present Designation/Profession :
4. Whether belongs to SC/ST/OBC :
5. Residential Address :
(Mention Pin Code)
6. Office Address :
(Mention Pin Code)
7. Phone No. (Off)..... : (Resi.)..... (Mobile).....
8. E-mail address

Part-II – Programme specific information

9. Academic Qualifications

Sr. No.	Degree	University	Year	Subjects	Specialization

10. Details of teaching experience :

Level	Courses Taught	Tutorial/Teaching Experience	Name of the Institution	Total Teaching Experience
Under Graduate				
Post Graduate				

11. Please indicate your work experience commensurate with the issue of counselling for the courses of your choice:

.....
.....

12. Please tick the language(s) in which you will be able to counsel.

English_____ Hindi_____ Regional Language (P1. specify) _____

13. Experience in the Open and distance Learning.

YES_____ NO_____ (If Yes, Please give detail on a separate sheet)

14. Please mention priority-wise, the choice of course you would like to do counselling for (see the syllabi of the concerned programme and write course codes)

i)

ii)

iii)

15. Any other relevant information

DECLARATION:

I hereby declare that information given above is correct. I accept to undertake the tasks of academic counselling, evaluation of assignment scripts and any other activities related to the academic functions of the Study Centre.

Place:

Date:

SIGNATURE