Central University of Rajasthan

PROFORMA FOR OPENING OF LEARNER SUPPORT CENTRE (LSC)
(To be filled in by the Host Institution)

1.0	Name of the Institute/College/University	
1.1	Year of establishment	
1.2	Name of the University/ Institution/ Government Recognized Higher Educational Institutions/ Statutory body to which above Institute/ College/ University is affiliated (**Please attach copy of the affiliation letter)**	
1.3	Year of affiliation	
1.5	Nature of Affiliation (**Permanent/Provisional**)	
1.6	Period of Affiliation (From….. to…)	
1.7	Type of Institution (**Please tick**)	a) Government body/Institution b) Government College c) Aided Private College d) Unaided Private College e) Central University f) State University g) Private University h) Deemed University i) Any other(Please specify)………
1.8	Category of Institution, if applicable (**Please tick**)	a) Co-educational b) For Girls only c) For Boys only
2.0	Address of the Institute/ College/ University	
2.1	District	
2.2	Pin Code	
2.3	State	
2.4	Phone Number	
2.5	Mobile Number	
2.6	Email	
2.7	Website Address (URL)	

2.8	Face Book Page, if any		
2.9	Twitter Handle, if any		
3.0	Name of the Management / Governing Body		
3.1	Address of the Management / Governing Body		
3.2	Registration details of the Management Body/ Governing Body		
4.0	Location where proposed LSC is situated – (Village/Block/ Tehsil/ District Hqs) **Note: Please also attach a District map indicating location**		
4.1	Area (Rural/Urban/Tribal/ Hilly etc)		
5.0	**Demographic Profile of District of the Proposed LSC**		
	Particulars		**Details**
A	Total Population		
B	Male Population		
C	Female Population		
D	SC Population		
E	ST Population		
F	Minority Population		
G	Transgender Population		
5.1	**Literacy Profile of District of the proposed LSC**		
	Particulars		**Percentage**
A	Total Literacy		
B	Male Literacy		
C	Female Literacy		
D	Transgender Literacy		
5.2	Approximate population which can be benefited by the LSC		
5.3	Languages / spoken (Hindi/English/Others…Please mention)		
6.0	Details of nearest Higher Educational Institutions (Degree College/University etc) with distance from the proposed LSC.		**Name of the Institution Distance** 1 2

	Note: In case of more than 5 institutions please attach separate sheet.		3 4 5
6.1	Potential source of enrolment in different Programmes		1………………………………………….. 2………………………………………….. 3………………………………………….. 4………………………………………….. 5…………………………………………..
7.0	Name of the Programmes being offered by the Host Institution		**Under Graduate Programmes:** **Subject** **No of Faculty** 1 2 3 4 5 **Post Graduate Programmes:** **Subject** **No of Faculty** 1 2 3 4 5 **Any Other:** **Subject** **No of Faculty** 1 2 3 4 5
7.1	Qualification-wise break-up of teachers/ faculty (In numbers)		Ph.D. :-

			M.Phil :-
			Post Graduate :-
			JRF/NET/SLET :-
			Research Guide:-
7.2	Breakup of the Teachers/ Faculty (In numbers)		Permanent:- Temporary:- Visiting/Guest :-
7.3	Physical facilities		Number of Lecture rooms/hall:- Number of Examination Halls:- Number of Auditorium:- Hostel facility (Yes/No):- If Yes, Hostel Capacity:- Girls: Boys:
7.4	Library Facility		Number of Journals subscribed :- Number of Books :- E content access :-
7.5	Computer Availability		Total Number of Computer terminals:- Total Number of Computer terminals in Computer Lab: Internet (Broadband/Leased Line/other): Number of LCD Projectors: Number of Printers: Number of Scanners:
7.6	Television Availability		Number of Televisions: DTH Connection (Yes/No):
7.7	Laboratories (Please enclose detailed available list of equipments)		Physics (Yes/No):- Chemistry (Yes/No):- Zoology (Yes/No) Botany (Yes/No):- Psychology (Yes/No):- Language Lab (Yes/No):-
7.8	Has the Management / Governing Body of the institute agreed to provide 3 to 4 rooms 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)**		
7.9	Name of the Programmes Proposed by the Host Institution at Proposed LSC along with expected enrollment.		Programme Code Expected Enrollment 1 2 3 4

			5
			6
			7
			8
			9
			10 etc
8.0	Justification for Opening of CUR Learner Support Centre		
9.0	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 though 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 CUR 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 CUR amended/applied from time to time.

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

Guidelines:

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1. 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.

2. Enclose a detailed map of the district where the proposed Learner Support Centre is located.

3. At S.No 6.0 kindly indicate the names of the University, Colleges, Institutions and any other institutions of higher learning.

4. At S.No 6.1 kindly indicate target group like college students, working persons, defense personnel's, housewives, etc. Besides these target groups peculiar to the place may be mentioned. e.g. if there is any industry, one can mention the industry workers and their family members, as the potential learners.

5. In a separate sheet please indicate the names of teacher / professional who are capable of becoming CUR Academic Counsellors. Please indicate their qualifications and teaching /Research experiences. Also include the names of teachers of such discipline which are relevant to the programmes proposed to be activated.