



**Guidelines and norms for submission of Proposal for opening
KUDDE Distance Education (ODL) Learner Support Centre (Study Centre)**

**Broad Criteria for College/Institution where Kuvempu University ODL Learner
Support Centre (LSC) or Study Centre is proposed:-**

1. A Govt. Degree College/ Aided Degree College/ Private Degree College/ Autonomous College/ P.G. Centre with an affiliation to any of the State University/ Central University, running similar courses in the broad area in conventional mode for a period of not less than 3 years, and having necessary infrastructure, and qualified faculty will be considered for establishing the Learner Support Centre or Study Centre.
2. Institutional proposals should be submitted by the Principal of the College/Head of the Institution/Board of Management Council by which it has agreed to open a KUDDE Learner Support Centre (Study Centre), and adhere to the Kuvempu University guidelines, and the University Grants Commission (Open and Distance Learning) Regulations, 2017, and their amendments.
3. In case of aided/private college, an undertaking letter from the Management/Head of the college is to be submitted in which, it has to be clearly mentioned that the facilities for orientation and practical classes for KUDDE Programmes are available at the college and those facilities will be extended to the ODL Activities of the proposed LSC.
4. Memorandum of Agreement (MoA) between the KUDDE and the College/Institution will be automatically gets cancelled if the affiliation or recognition ends/cancelled by the concerned University.
5. All activities relating to admissions or registration or evaluation processes will be managed by the Kuvempu University Directorate of Distance Education, and therefore, LSCs should not take any admissions on its own. However, LSC need to extend pre-admission counseling and provide information about the KUDDE ODL Programmes to perspective learners.
6. Conduction of Counseling /Orientation/Practicals should be at the college as specified in the proposal and there should not be any deviations. Wherever Science Courses are permitted, the College/Institution should be able to conduct the orientation and practicals as specified in the syllabi of the Course/Programmes concerned, and as per the norms of the Directorate of Distance Education, Kuvempu University.
7. The College/Institute should have a separate office or a separate section in the office for operating KUDDE programmes and should not mix-up with programmes of other Universities/ Institutes. The LSC Office should be located within the College premises. The College/Institute should be well connected by bus or by other modes of transport.

8. LSC should be accessible/remain open to the registered students of KUDDE Programmes throughout the year (during the expected office hours).
9. There should be a good number of distance education seekers in and around the location (place), i.e., potential for sufficient enrollment to the KUDDE programmes (a minimum of 100 new students' enrollment per year). If there are less than 100 students' enrolments for two consecutive years, the centre's recognition will be cancelled automatically.
10. Relocating the LSC office is not permitted except to the adjacent building within the College premises or to a new building of its own nearby. This has to be done only after getting prior approval by the University.
11. Franchising, subleasing, opening branches, tie-up with other firms or agencies and such other activities are strictly prohibited. If any LSC is found indulging in such practices/activities, the University will take appropriate action on that - it may be considered to withdrawing the MoA.
12. Kuvempu University reserves the right to sanction or not to sanction new LSC, and also to cancel the LSC if it is not adhering to the norms of the University and UGC (ODL) Regulations, 2017 and its amendments, and follow the instructions issued from time-to-time. If the LSC is found entertaining or indulging in contrary activities and illegal activities, necessary action will be taken to close the Centre.
13. The Coordinator of the LSC has to submit Performance Appraisal Report (Activity Report) of the Centre in the prescribed format twice in a year on or before the date specified by the Directorate of Distance Education. If the report is not submitted before the date, the MoA will be cancelled and LSC will be closed.
14. Application Fee: Every application for LSC should be accompanied by an Application Fee of Rs.5,000/- in the form of crossed Demand Draft drawn in favour of the 'Finance Officer, Kuvempu University', payable at *State Bank of India, Jnanasahyadri Branch, Shankaraghatta*. This fee is not refundable.
15. After the scrutiny of applications, the College/Institute will be informed about the visit of a Committee for verification/inspection. Based on the report submitted by the inspection committee the final decision will be taken by the University authority. Recognition of Learner Support Centre or rejection of the proposal will be informed.
16. Registration Fee: If the College/Institute is selected/permission is granted for LSC, the College/Institute has to pay a non-refundable Registration fee of Rs.50,000/- through a D.D. drawn in favour of "Finance Officer, Kuvempu University", payable at, as given in S.No.14 above. This Registration Fee is to be paid while entering into MoA with the Kuvempu University by the College/ Institute.
17. Renewal Fee: The College/ Institute will have to pay an annual Renewal Fee of Rs. 20,000/- along with the Performance Appraisal Report of the LSC. If the Renewal Fee and the Performance Appraisal Report are not submitted on or before the date given by the Directorate of Distance Education, the MoA gets automatically cancelled.

18. The renewal of the LSC will be based on the performance and quality of service extended to the ODL students.
19. Fee Concession: For those Colleges/ Institutes registered and managed by SC/ST management, a provision has been made to avail concession of 50% in Application Fee, Registration Fee and Renewal Fee. They can claim fee concession by submitting a letter and enclosing copy of the necessary certificates issued by the competent authorities and duly attested by a gazetted officer.

Note: Incomplete applications and applications without necessary enclosures are summarily rejected.

List of Enclosures

1. Attested copy of Registration Letter/ Affiliation Certificate of the College/ Certificate of Autonomy of the College issued by the concerned authority/board.
2. Resolution Letter of the Management Board of the College/ Institute/ Autonomous College to open KUDDE Learner Support Centre (Study Centre) with signature of all the members.
3. Brief Profile of the Institution, including list of ongoing educational services/ activities, space, infrastructure, staff – teaching and non-teaching etc.
4. Detailed Bio-data of the Coordinator of LSC, including details for communication, residential address, educational qualifications, professional experiences, services rendered, plus a copy of the Photo ID.
5. Photographs of the Institution/College featuring the buildings, office, classrooms, laboratories, computer rooms, library and other infrastructure facilities.