

UPRTOU

CIQA

Guidelines for Establishment of Special Learner Support Centre and Work Centre

UPRTOU



॥ सरस्वती नः सुभगा मयस्करत् ॥

**CENTRE
FOR
INTERNAL QUALITY ASSURANCE
U. P. RAJARSHI TANDON OPEN UNIVERSITY
PRAYAGRAJ - 211021**



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U.P. Rajarshi Tandon Open University Prayagraj

Rajarshi Purushottam Das Tandon

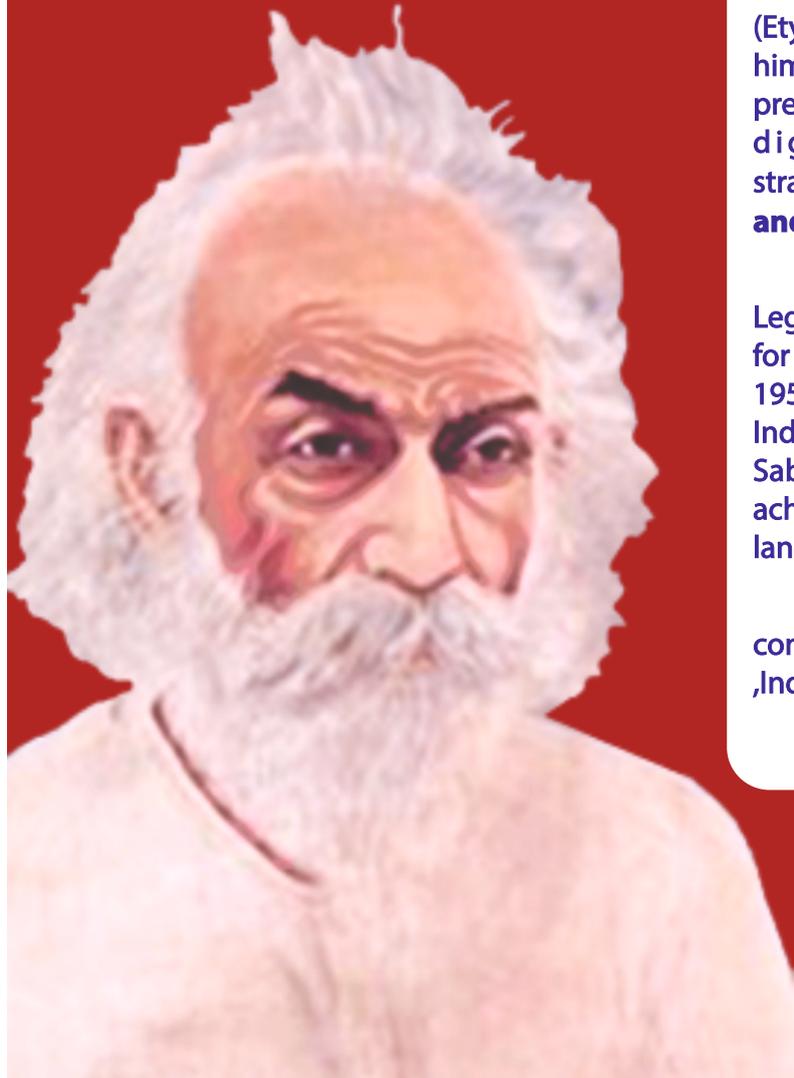
Purushottam Das Tandon was born on **August 1, 1882** at Prayagraj. After obtaining a degree in Law and M.A. in History, he started practicing in 1906 and joined the bar of Allahabad in 1908. He gave up practice in 1921 to concentrate on public activities.

On April 15, 1948, the title of '**Rajarshi**' (Etymology: Raj + Rishi: Royal Saint) was bestowed on him by Devrahava Baba on the bank of river Saryu in presence of numerous spiritual luminaries and religious dignitaries. By nature, Tandon ji was very straightforward, calm, polite and modest. '**Simple living and high thinking**' has always been the motto of his life.

Rajarshi Tandon worked as the Speaker of the Legislative Assembly of the present day Uttar Pradesh for a period of 13 years, from July 31, 1937 to August 10, 1950. He was elected to the Constituent Assembly of India in 1946, to the Lok Sabha in 1952 and the Rajya Sabha in 1956. He is remembered for his efforts in achieving the Official language of India Status for Hindi language.

In 1961, The President of India Dr. Rajendra Prasad conferred on Rajarshi Tandon the title of '**Bharat Ratna**', India's highly civilian award.

Rajarshi Tandon passed away on **July 1 in 1962**.



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FOR
INTERNAL QUALITY ASSURANCE**

**UTTAR PRADESH RAJARSHI TANDON OPEN UNIVERSITY
PRAYAGRAJ - 211021**

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PRAYAGRAJ
Guidelines for Establishment of
Special Learner Support Centre and Work Centre

01. Preamble

With an enactment of the Act No. 10 in the Uttar Pradesh Legislative Assembly, the U.P. Rajarshi Tandon Open University (UPRTOU) came into existence in the year 1999 with the main objective to promote dissemination of learning and knowledge through distance education system to a large segment of population.

According to the chapter II, clause ix and x of the aforementioned Act, the University shall have the powers(i) to establish and maintain such regional Centres as may be determined by the University from time to time; and (ii) to establish, maintain or recognize study Centres in the manner prescribed. Accordingly, the University has established Twelve Regional Centres, 1170 Learner Support Centres, 10 Learner Support Centres for B.Ed., 07 Learner Support Centres for B.Ed. (Special Education) and 13 Centres in Jails within the territory of U.P. State.

In the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 (Annexure - VIII), it is mentioned that a Higher Education Institutional (HEI) offering programmes in Open and Distance Learning mode shall ensure that all Study Centres or Learner Support Centres are to be established only in a college or Institute affiliated to a recognized University (other than a private university) or a Government recognized Higher Educational Institution offering conventional mode programmes of equivalent level in the same broad areas with necessary infrastructure and availability of appropriate number of qualified faculty.

Further, the Regulations also state that the Higher Educational Institution shall establish a Special Learner Support Centre for imparting instruction to persons referred to in the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disability Act, 1999 including the employees of Defense or Security Forces and Jail inmates interested to study through the Open and Distance Learning Mode.

The Regulations further state that the HEI shall activate the work Centres (or programme Centres) in a recognized institution for the purpose conducting a Specialized Programme or a few courses of a Programme, when the existing Learner Support Centres do not have adequate facilities for these Kinds of Programmes.

In this context, the UPRTOU hereby makes the guidelines of establishment of Special Learner Support Centres and Work Centres with an objective to provide necessary learner support services for these special Centres.

02. Three – Tier System (HQ-RCs-LSCs)

Open and Distance Learning mode of Education consists of three levels of functioning which are located at the Head Quarters (HQ) of the Higher Educational Institutions, Regional Centres and Study Centres (SCs) or Learner Support Centres (LSCs) established within the territorial jurisdiction of the Higher Educational Institution. The management of the processes of Admissions, Evaluation, and Declaration of Results etc. are the main responsibilities of the Head-Quarters of the Higher Educational Institution and are discharged from the main campus. Under the direct management and control of the Higher Educational Institution, Regional Centres which are the second level of functioning, perform a dynamic operational link between the Head-Quarter and the Learner Support Centres (LSCs) which are the third level of Open and Distance Learning system and are important main contact points for access by the learners, responsive and facilitating information centres, arranging contact sessions and other operations like processing of assignments etc. The LSCs will also be established and managed directly by the Higher Educational Institution and not through any franchise or outsourced arrangement.

In accordance with the UGC Regulations, 2020 the UPRTOU has been consistently adopting the Three - Tier System in administration. While the Head Quarters is housed in Prayagraj, it has twelve Regional Centres, one each at Prayagraj, Varanasi, Gorakhpur, Lucknow, Bareilly, Meerut, Agra, Noida/Ghaziabad, Jhansi, Kanpur, Ayodhya and Azamgarh. Moreover, the University has recognized about 1200 study centres working under the umbrella of different Regional Centres.

03. Role of Learner Support Centres of UPRTOU

Learner Support Centre means a centre established and recognized by Higher Educational Institution for advising, Counselling, Providing interface between the teachers and the learners, rendering academic and other related services and assistance, required inter alia by the learners of Open and Distance Learning Mode.

The Regulations further describe that a Higher Educational Institution offering programmes in Open and Distance Learning mode shall ensure that all Study Centres or Learner Support Centres are established only in a College or Institute affiliated to a recognized university (other than a Private University) or a Government recognized Higher Educational Institution offering conventional mode programmes of equivalent level in the same broad areas under the relevant faculty such as faculty of sciences or social science or humanities or commerce or management etc. and

having all the necessary infrastructure and availability of appropriate number of qualified faculty not below the rank of qualified Assistant Professors of recognized Colleges or Institutes offering a similar programme for engaging theory contact sessions and supervising practical sessions in laboratory or field.

The UPRTOU in adherence with the guidelines in said regulations, is running various programmes (UG, PG and Others) through the Learner Support Centres functioning in the Uttar Pradesh.

04 – Specialized Programmes

In addition to various General Programmes, the UPRTOU is offering a few Specialized Programmes at PG and UG levels with the approval of the UGC.

Specialized Programme

1. **M.A.** (Yoga)
2. **M.Sc.** (Food and Nutrition)
3. **B.A.** (Tourism)
4. **B.Sc.** (Human Nutrition)

Regarding to offering Specialized Programmes in ODL Mode, the UGC (ODL & OP), Regulations, 2020 directs that in case of exigency or non-availability or non-willingness of an Institution/College as specified for a specialized programme or a special component of a programme, the HEI shall activate Work Centre/Programme Centre at the Government aided/ affiliated/ recognized Research and Extension Institutions such as Krishi Vigyan Kendras, State Training Institutes/Industrial Training Institutes; Government Organizations/ Departments; Accredited Laboratory; Government Licensed Industry; and approved Vocational Institutes having infrastructure, facilities and human resource as specified by the Statutory bodies for a programme or a few courses of a programme.

The UPRTOU is engaged on establishment of Work Centres/Programme Centres as per the norms laid down in the Regulations.

05. Recognizing Special Learners Support Centres (SLSCs) and UPRTOU Work Centres

The Specialized programmes/courses are being delivered through the recognized Special Learner Support Centres and Work Centres/ Programme Centres of the UPRTOU, as per the provisions of the UGC Regulations, 2020.

Hence UPRTOU plans to recognize the eligible institutions as specified in the UGC (ODLP & OP) Regulations, 2020 as Special Learner Support Centres (SLSCs) and Work Centres / Programme Centres. These SLSCs shall be attached to the

respective regional centre so as work centres shall be attached to the nearest Learner Support Centres of the University.

These SLSCs and Work Centres / Programme Centres shall enable the learners to get full academic support of study resources including Classrooms, Counselling, Labs, Library, ICT facilities along with the necessary infrastructure.

06. Process of Recognition for Special Learning Support Centres (SLSCs) and Work Centres

(A) Inviting Application

- (i) The UPRTOU will issue the notification for establishment of SLSCs and work centres (if required) in the university website (www.uprtou.ac.in).
- (ii) Interested eligible Institutions have to fill and submit online the prescribed application form.

A hard copy of this application form is to be sent directly to:

**The Incharge
Study Centre Cell
Saraswati Parisar, UPRTOU
Prayagraj – 211021**

- (iii) Required Application fees and other fees need to be paid along with the application.

(B) Inspection and Screening

- (i) After receiving the applications, the eligible cases shall be short listed for inspection.
- (ii) An Inspection Team constituted by the Competent Authority shall do the physical inspection of the proposed centres and subsequently, it will submit its report in prescribed form to the Incharge, Study Centre, UPRTOU.
- (iii) All the applications shall be processed in Study Centre Division on the basis of inspection report which shall contain the details and the placed information about the overall infrastructure and the facilities available with the proposed centre regarding the requirement of qualified counsellors, ICT facilities, Computer and Laboratory and Library facilities etc.

Further, due importance shall be given to a particular location but no

institution shall have any claim for opening a centre on the pretext that the centre was inspected.

(C) Approval

- (i) The application form and the inspection report are scrutinized by the recognition committee and after going through the due process the recognition committee shall made its recommendation to the competent authority.
- (ii) Recommendation of the Recognition Committee will be placed for approval to the competent Authorities of the University.

Competent Authorities may approve the special Learning Support Centres and Work Centres of the University.



उ.प्र.राजर्षि टण्डन मुक्त विश्वविद्यालय प्रयागराज



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कुलगीत

सद्ज्ञान तीर्थ पावन नगरी यही सुहाती ।

सबके लिए सुशिक्षा संकल्प शुभ सुनाती ॥

शिक्षा जगत पुरोध आदर्श राष्ट्र-नायक ।

हिन्दी प्रबल समर्थक सद्भावना विधायक ॥

यह मुक्त पीठ अनुपम राजर्षि जिसकी थाती ।

सबके लिए सुशिक्षा संकल्प शुभ सुनाती ॥

संगम मनीषियों की चिन्तन धरा मनोहर ।

भगवान राम अपने दीक्षित हुए यहीं पर ॥

विज्ञान, धर्म, दर्शन के मंत्र को जगाती ।

सबके लिए सुशिक्षा संकल्प शुभ सुनाती ॥

गंगा, सरस्वती माँ, यमुना की वाग्धारा ।

स्वाध्याय, स्वावलम्बन, मंथन पुनीत नारा ॥

मंगलमयी उषा से सबका हृदय खिलाती ।

सबके लिए सुशिक्षा संकल्प शुभ सुनाती ॥

उत्तर प्रदेश व्यापी अध्ययन केन्द्र न्यारे ।

दूरस्थ ज्ञान पति आधार हैं, हमारे ॥

विद्या प्रसार माध्यम संचार तंत्र पाती ।

सबके लिए सुशिक्षा संकल्प शुभ सुनाती ॥

सत्कर्म, मुक्त चिंतन, आदर्श पथ चलें हम ।

ज्ञानी बनें, गुणी हों, मंजिल पहुँच के लें दम ॥

जीवन जगत समुज्ज्वल का सूत्र नित सिखाती ।

सबके लिए सुशिक्षा संकल्प शुभ सुनाती ॥



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