

**Guidelines
For
Establishment of Study Centre**



**Directorate of Distance Education
MAHATMA GANDHI ANTARRASHTRIYA HINDI
VISHWAVIDYALAYA**

(A Central University established by Parliament by Act No 3 of 1997)

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1. About University (MGAHV)

The Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya (MGAHV) came into existence through an Act No 3 of Parliament which received the assent of the President on January 08, 1997 and was published in the Gazette of India Extraordinary on the same date. Hon'ble President of India is the Visitor of this Central University. The main objective of the University is to develop and promote Hindi as a world language. Hindi is not just a language used in day to day life or just a medium of creative writing. It is a language used by a large section of humanity in India and abroad, which is positioning itself not only as a powerful medium of knowledge dissemination but is also emerging as a means of knowledge creation in various disciplines of study. MGAHV is striving to make Hindi a language of frontier knowledge areas.

2. Directorate of Distance Education, MGAHV, Wardha

Directorate of Distance Education, a Unit of Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha inaugurated by Former Hon'ble President Late A.P.J. Abdul Kalam on 15 Jun 2007, is committed to support in social empowerment of students deprived of higher education by encouraging them to seek better qualification and consequently, a better quality of life.

3 Development of Study Centres/Learning Centers

Learning Centre means a centre established by the University for offering ODL programme(s) in a college/institution affiliated to central/state a university or a Higher education Institution recognized by central/state government and which will be the contact point/centre for providing academic as well as administrative support to the learners.

3.1 Eligibility to become a Study Centre/ Learning Centers

Learning centres can be established at :

- 3.1.1 Government Higher Educational Institutions.
- 3.1.2 Affiliated colleges of recognized Universities.
- 3.1.3 Universities/Deemed Universities.

The proximity between the institution and industry would be a major consideration in the selection of the institution for hosting the study centre/learning centre. Host institution willing to offer online programmes of this University need to fulfill the following conditions for ensuring quality in Distance Learning (DL) System:

- The Institute must have adequate facilities for Distance and online learning to learners as per norms of this University for its academic programmes, individually
- There should be one or two technical persons to administer the technology and provide technical support.
- Power back up support should be made available to the learners.

3.2 Establishment of Study Centre/ Learning Centers

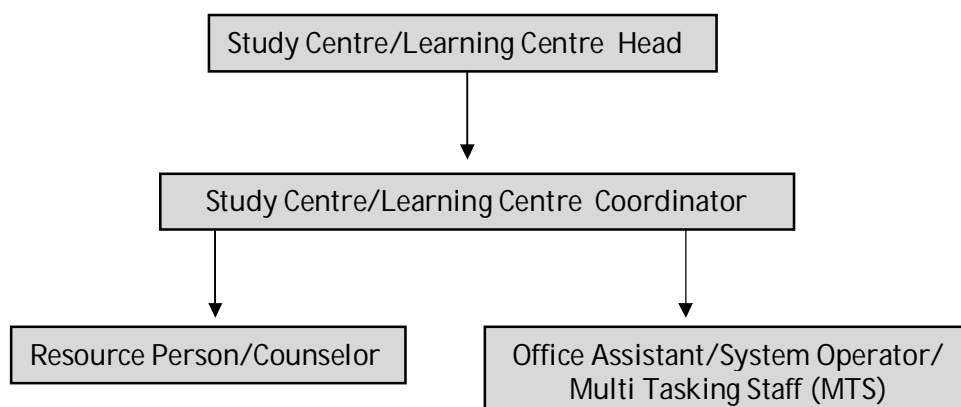
The University invites proposals in a prescribed format from the reputed educational institutions which fulfills criteria specified at 3.1, for hosting Study Centres/learning centers of the University for conducting programmes through blended mode (Distance and Online). The University also approaches

- Government Higher Educational Institutions
- Affiliated colleges of recognized Universities
- Universities/Deemed Universities

for establishment of study center/learning Centres for conducting MGAHV programmes through blended mode (Distance and Online).

Based on the infrastructural facilities, quality of existing academic programmes being offered by the institution, academic strength, administrative and financial management, study center/learning centre may be established at that institution as per the terms & Conditions specified at Annexure 'I'.

3.3 Organizational Structure of Study Centre/ Learning Centers



Study Centre/learning center Head shall be the Head of the Institution. Study Centre/learning center Head should not be below the Grade of Assistant Professor. Study Centre/learning center Coordinator shall not be below the Grade of Assistant Professor. Resources Person /Counsellor shall not be below the Grade of Assistant Professor. The System Administrator is required in case of Study Centre/learning center offering programme with blended learning approach, the qualification and experience will be as prescribed by University ?

3.4 Functions of Study Centre/Learning Center staff

3.4.1 Functions of Study Centre/Learning Center Head

- The Study Centre/Learning Center Head shall be responsible for all the activities of the Study Centre/Learning Center. He/she shall supervise the work of Study Centre/Learning Center Coordinator/Resources Person / Counsellor and will act as a link between the University and the Study Centre.
- He/she shall be responsible for the maintenance of all records and registers in respect of the activities of the Study Centre/Learning Center, either academic or administrative.
- He/ she shall respond to all communications from the University
- He/she shall be available at the concerned Study Centre/Learning Center on teaching days. In case he/she is not able to attend to his/her duties on the notified days or has to be away from work, he/she shall make alternate arrangements to ensure that the work of the Study Centre/Learning Center is not hampered.

- He/she shall abide by the instructions issued to him/her from time to time by the University and shall submit a half yearly report on the activities of the Centre to the University. He/she shall be responsible for quality and academic audit compliance.
- He/she shall ensure timely delivery of students support services to students as prescribed by University from time to time.
- He/she shall ensure discipline in the Study Centre/Learning Center consistent with the aims and objects of the University
- He/she shall be required to perform such other duties as may be assigned by the University from time to time for the effective functioning of the Study Centre/Learning Center.
- The institution selected as a Study Centre/Learning Center of University shall have to execute an agreement with University in fulfilment to the aforesaid terms and conditions.

3.4.2 Study Centre/Learning Center Coordinator

- The Study Centre/Learning Center Coordinator shall be responsible for all activities related to academic, administration, finance and HR.
- Every year before the commencement of the academic session the Study Centre/Learning Center Head may be invited to attend the Orientation Programme of prescribed duration at the prescribed venue and date. All expenditure for participation of Study Centre/Learning Center Head in Orientation Programme will be borne by the respective Study Centre.
- He/she shall inform the students with time table about the date allotted to them for attending the Counselling sessions, contact programmes, tutorials, practical sessions etc.
- He/she shall ensure that the Study Centre is kept open on the days and time fixed by the University.
- He/ she shall ensure that library facilities are properly maintained and extended to the students coming to the Study Centre/Learning Center for contact programmes and guidance.
- He/she shall ensure that the Study Centre/Learning Center is properly equipped with the study materials and the necessary audio and video equipments and

computers along with the required software support for online programmes and these equipments are in working condition and proper order at all times.

- He/she shall ensure arrangements of class rooms, examinations, seminar activities as required by the Academic Coordinator.
- He /she shall be responsible for the presence of the Resources Person /Counsellor on the specific days on which they are required to counsel the students.
- She/he shall maintain a record of such assignments submitted by the candidates and shall send to the University in due course of the time.
- He/she shall ensure punctuality and attendance of the students and submission of the assignments in time. He/she shall arrange for industry visit/ tour as required.
- He/she shall ensure activities related to students support services and academic delivery. He/she shall also ensure academic quality and learner outcomes.
- He/she shall prepare and submit academic reports to the University through the Centre head.
- He/she should prepare time table for counseling classes and towards them to university.
- University Authorities or an official nominated by the university may not to Study Center/Learning Center to check for compliance.

3.4.3 Functions of Resources Person /Counsellor

Resources Person /Counsellor is a person at the counselling session of any course. He/she helps and guide students to:

- Solve learner's queries
- Guide Learner on Career Counselling
- Assess learner progress
- Perform Practical or studio activities in Laboratory or studio
- Complete allotted syllabus/project work course in prescribed time frame
- Resources Person /Counsellor should remain present on his/her Counselling session day.

3.4.4 Functions of Office Assistant/ System Operator/ Multi Tasking Staff (MTS)

The Work assigned by Study Centre Head.

3.5 Student Intake Capacity

Each study centre, as per the available infrastructural facilities and staff, it may admit the students in each course as decided by the Head of the Study Centre.

3.6 Activities at Study Centre/Learning Center

The Study Centre of the University will have the following major functions / activities to perform:

3.6.1 Promotional and Student Admission activities

The University will publish Admission Notification through newspapers and web site and issue Prospectus for different courses/programmes to the study centre/learning center for sale. However to afford benefit of education to wider spectrum of candidates, Study Centre/Learning Center should also participate in promotional activities in its area. Study Centre/Learning Center should send a copy of publicity material to the University for Prior Approval. Also the Study Centre/Learning Center will counsel the candidate to choose the right programme and guide them for filling, verifying and uploading the online applicationform. However initially candidate has to take admission directly in the University and later University will allot the Study Centre to candidate based on his/her preference and intake capacity of the Study Centre. It shall be the responsibility of the Study Centre/Learning Center to submit the hard copy of online filled application for admission to the University, intimate the candidate about it.

The study center/learning center also has to conduct induction meeting for the student in the beginning of academic term for their academic origination.

3.6.2 Administrative Activities

This includes the following functions:

- Facilitating the Distance Education Management system (E-governance) imparted by the University like feeding the appropriate data regularly.

- Receiving the complaints of the students and resolving at its level or forwarding upwards for redressal of the same.
- Ensuring the availability of Human Resource, infrastructure and information resources required for administrative and academic activities.

3.6.3 Academic Activities

3.6.3.1 Counselling Sessions:

The Study Centers/Learning Center shall-

- provide opportunity to the learners for face-to-face interaction with Counsellors
- schedule e-Counselling session for online programmes and inform the students accordingly
- ensure provision of ICT facilities to learners for online learning and support
- providing guide for project and to prepare for examinations
- provide pre-entry Counselling to the prospective learners
- organize Counselling sessions/ group discussions etc on week days, holidays and Sundays as per approved schedule keeping in view the convenience of students and encourage them to participate
- for admission counseling, Assisting in admission verification of documents assisting university in conduct of exam.

3.6.3.2 Practical Sessions:

The Study Centers/Learning Center shall-

- inform students about schedule of practical sessions for the respective courses
- conduct practical sessions in laboratory as per the schedule
- ensure availability of guide to assist students for conducting practical and preparing practical records
- provide necessary equipments and materials for conduct of practical

3.6.3.3 Library Services:

The Study Centres/Learning Center shall-

- provide relevant reference learning material to the students. Centres may contact the University for guidance on List of Reference books.

- arrange to extend library facility to all the learners
- ensure availability of books and journals as prescribed by the University for the respective programmes
- subscribe for Digital Library and provide user ID and password to the learners to use digital library facilities

3.6.3.4 Project:

The Study Centers/Learning Center shall-

- inform students about schedule of practical sessions for the respective courses
- provide project guide to the students and
- arrange industry interaction with students if required
- guide students to prepare the project report

Host institution willing to offer online programmes of the University need to fulfil the following conditions for ensuring quality in Distance Learning (DL) System:

- The Institute must have adequate online learning facilities for the learners as per the University norms for its academic programmes, individually
- There should be at-least one or two technical persons to administer the technology and provide technical support
- Uninterrupted power back up and internet connectivity should be made available to the learners

3.7 Student Support Services

3.7.1 Information Services

The Study Centre Coordinator shall provide the latest information regarding various programmes being run by the University to the students through announcements, notice boards, online, e-mail etc. The Study Centre also guides learners to participate in online and live Counselling. The study centre/learning center will thus serve the students as a local information and communication centre for the students. The Study Centre/Learning Center would also provide ID card.

3.7.2 Delivery of Learning Resources

The Study Centre would provide all the learning resources to the students in the form of print such as Self-instructional Material (SIM), digital media (CDs, soft copies) or e-books (for online programmes) supplied by University. The Study Centre/Learning Center shall also distribute pre-recorded learning materials to students. In order to make efficient distribution system possible, the Study centre/Learning Center will have to provide proper particulars of the students in a timely manner and in a specified format to the university.

3.7.3 Additional Activities

Study Centre shall arrange orientation session at the beginning of each session for the students. Study Center shall also organize Seminar by the professional, Study or Industry Tour for the programmes as prescribed by the University.

3.8 Students Career Counselling:

The Study Centres shall -

- ensure availability of Career Counsellors at Study Centre/Learning Center
- conduct and inform students about schedule of career Counselling at Study Centre
- arrange career planning workshops and placement opportunities for students at Study Centre
- ensure consultation to students for the enhancement of employability skills
- arrange industry interaction with students if required

4. Rights of Admission

Rights of admission for programmes are reserved with the University only. Student will be registered in the University after receiving the admission & enrollment form along with the fees as prescribed & a consolidated list of students enrolled will be sent to the respective study centres/learning center for their teaching & Counselling. Registration/Enrollment Numbers will be allotted by the University to admitted students.

5. Financial Aspects of Study Centres/Learning Centers

Students are required to pay fee directly in the name of University through online or in the form of DD in name of "Finance Officer, MGAHV, Account No. 972110210000001 ,Wardha" payable at Wardha. Kindly refer to prospectus for fee details. The following fee will be collected by the University directly:

- Prospectus and Registration Fee
- Tuition Fee
- Examination and Certification Fee
- Any other Fee or Charges Prescribed by the University, from time to time.

University will pay 40% of the total tuition fee received from students to the respective study centre for their expenses. The said 40%share of the tuition fees will be paid in two half yearly installments by means of cheque/DD in favour of Head of the institution who is the Head of Study Centre/Learning Centre.

The University may take additional fee from each student as prescribed for conducting following co-curricular activities:

- Study Tour
- Industrial Visit
- Soft Skills Training
- Any other activity informed by the University from time to time

No Study Centre is permitted to charge or take additional fees from the students enrolled to the programmes of the University. As per therequirement of the syllabus the Study centre may make a proposal including expenditure for the required study tours/Industrial visit/ Soft Skills Training etc and shall submit to the university in first month of the academic year. After receive the proposal for said purpose the University shall intimate to the Study Centre concerned it's approval or rejection. In case of approval the required fee shall be deposited by the student to the University. The Study Tour/ Industrial Visit/ Soft Skills Training etc shall be completed before the end of Academic year. Any complaint in this regard will be viewed seriously and may entail for immediate cancellation of the centre approval.

6. Maintenance of Standards/ Academic Audit

The study centre will have to maintain the standards in every respect and will have to provide all the necessary assistance to students including general amenities, arrangements for Counselling sessions, conduct of lab and practical classes, project-work, industrial tour etc. for individual programmes of study. The Study Centre/Learning Centre shall also ensure the availability of information sources for online delivery of programmes.

7. Closure/shifting of Study Centres/ Learning Centers

In case of unsatisfactory performance of the Study Centre/Learning Centers, the University reserves the right to close/shift the Study Centre and withdraw the candidates from there after giving six month's notice. The University may impose suitable fine or penalty as is considered necessary for safeguard of the students registered with that centre. If the University closes/shifts the Study Centre in the mid session, the University will make suitable alternative arrangement for enrolled students at such a centre. If the University closes any study centre Advance notice will be sent to the study centre and the students may be shifted to other centre, preferably within the same city from the next academic year. If there is no Study center/ Learning Centers of University in that city, students may be given option to shift a centre of their choice. The grounds for closure of a Study Centre may be non availability of requisite number of students (that is 30), non-conduct of Counseling sessions, excessive charge of fee than of prescribed and nonobservance of the directions of the university. If the Host Institution decides to close down the Study centre it shall intimate six months in advance to the University.

8. Settlements of Disputes

The University shall not be responsible towards any financial claims of any other nature by any person(s) made against any of the Study Centres/ Learning Centers. The University shall not be liable for any liability arising out of the infringement of copy right or by use of pirated software by the Centres if it so happens. The University shall not be liable for any payment or claims raised by the employees of the Study Centres/Learning Centers.

Any dispute arising between the Study Centre and the University with regard to any aspect of these guidelines and agreement, the concerned parties will resolve the same amicably. However, in case the dispute(s) remains unresolved, it shall be resolved as per Arbitration and Conciliation Act, 1996. Arbitrator shall be appointed by the Vice- Chancellor of the University subject to jurisdiction being Wardha. The decision of the Arbitrator shall be final and binding upon both the parties concerned. The charges of Arbitrator will be paid by both the parties equally.

9. General Instructions for Study Centre

- The centre will discharge their duties in a pious manner and none of their action should be detrimental to the interest of the student and image of the University/ the centre itself.
- The centre will not charge any fees and excess price of the prospectus, impart any misleading information to the students/parents, make unauthorized use of University LOGO, create sub centre(s) franchises etc. The centre will also provide University prospectus to every student so that the student must himself/herself know the fee structure, syllabus and all other events related to his/her course of study.
- No centre will make use of any place other than its premises (as specified in application) for holding of classes/ Counselling for admission.
- The Study Centre will be liable to provide its support to the student or learner services to the candidates for the whole duration of the programme. In case of the discontinuation of Study Centre in the Mid academic Session, even after serving the notice six months in advance to the University, the Study Centre will be liable for any other liability on this account. The University is free to impose a suitable fine on the Study Centre if it is not satisfied by the reason for the closure of the Study Centre/ Learning Centers.
- The applicant institutions which are already running academic programmes of other recognized University through regular or Distance Learning Mode will have to submit an undertaking in prescribed format mentioning that the activities of institution already in existence shall not interfere with the activities of the study centre of this University.

- The Study centre should ensure that all the Counselors are duly qualified and their status is approved by the university.
- The Study centre should impart such other duties as assigned by the University from time to time.
- Study centre should ensure that the candidate should take optional papers/subject strictly, as per the relevant scheme of examination/prospectus.
- The Coordinator of the Study Centre must ensure that the admission application forms of only those candidates are accepted who fulfil the requisite qualifications for the programme to which the admission is being made and that the candidate has attached the required documents and has also paid the prescribed fee on the name of the University.
- The Study centre shall maintain a register for conducting of Counseling sessions of students and shall provide the same as and when required by the University.
- The Study centre should keep programme and session wise records including list of students enrolled, fee receipts given to students, students appeared for examination and cleared, project details, assignment solved by students, Industrial visit details etc. and should be able to produce such information as and when asked by the University.
- Minimum 30 students are required to be enrolled in each Study centre/ Learning Centers, failing which the students will be transferred to the nearby Centre. In such a situation the Centre will be non-operational for the given academic session and may be activated for the new round of admissions in the next academic session. However there is no bar for minimum student strength for subsequent years.
- Every student will be required to pay the fee as prescribed by the University from time to time. University fee is to be paid at the time of admission.
- Change of subjects/specializations within the same study centre is permissible within fifteen days after the last date of admission.
- All the Counselors and coordinator should be conversant with the use of computers and they should have their e-mail IDs so that the University may communicate with them.

- The Study Centre should have separate toilets for both boys and girls, which will be maintained and will have supply of running water. Also drinking water arrangement with water filter should be made available for students.
- Study Centre/Learning Centers shall provide adequate number of books in its library. The Study Centre will also provide magazines and journals relevant to different programmes.
- It is suggested that Study Centre may avail restroom for female students.
- Each Study Centre needs to maintain records and appropriate documents and should be able to produce to the University as and when asked for.
- Every Study Centre should also subscribe at least one Hindi and one English newspaper. Employment News/ Rozgar Samachar may also be made available to students.
- The students of the Study Centre shall have easy access to Computers, Library, Reading Room, etc. The Industrial Visitation Programme should also be organized if it is the demand of the programme.
- A Study Centre must arrange at least 12 hours of teaching/Counseling per paper of 4 credits. In certain courses, the University may modify the contact/counseling hours.
- The Centre should provide, free of charge, space for conduct of examinations including practical examinations. The University shall permit the Study Centre to conduct examination for each course with minimum 30 students. In case of less than 30 students appearing for the examination in each course the University shall at its discretion allocate nearby examination centre.
- The Study Centre shall have to execute an agreement with the University in relation to the aforesaid terms and conditions. Any violation of the aforesaid conditions will make the study centre liable for all the consequences arising out of the litigation if any, brought by the aggrieved party in the court of law. Any dispute arises out of the agreement shall be under the Jurisdiction of Bombay High Court, Nagpur Bench at Nagpur.