



**UNIVERSITY OF KERALA**

(Re-accredited by NAAC with 'A' Grade)

**School of Distance Education**

(Recognized by Distance Education Bureau, UGC)

Senate House Campus, Thiruvananthapuram 695034

Tel.0471-2300137. [www.ideku.net](http://www.ideku.net). Email: director.ide@gmail.com

**NOTICE**

Based on the University Grants Commission (Open and Distance Learning) Regulations 2017, University of Kerala has decided to start Study Centres for the programmes of the School of Distance Education (SDE) in government and government aided Arts and Science Colleges functioning within the territorial jurisdiction of the University offering conventional mode programmes of equivalent level offered by the SDE and having all the necessary infrastructure and human resources for offering the programme. At present the Study Centres of the SDE are functioning in University Institute of Technologies (UITs) in Kollam, Alappuzha and BED Centre at Adoor.

The Study Centre will provide space of approximately 200-500 sq.ft. for running the office of the Centre Coordinator and sufficient class rooms for holding personal contact programmes (PCP) on Saturdays, Sundays and other public holidays and conducting SDE examinations. Also extend library reference, computer facilities, etc. to SDE students for the given programme of mutually agreed terms on Saturdays, Sundays and other public holidays. The Study Centre shall be the contact point or centre managed by the University for providing academic as well as administrative support to its learners, and shall perform such other functions as specified in the UGC Regulations 2017.

The School of Distance Education has already started the admission procedure for its 13 UG and 12 PG programmes for the academic year (AY) 2017-18 and more than 13000 students have submitted their application on line. The last date for submitting application both for UG and PG programmes is November 30, 2017. The personal contact programme for the AY 2017-18 will start from the first week of December 2017.

The Principals of the government and government aided Arts and Science Colleges functioning within the territorial jurisdiction of University of Kerala interested to start SDE Programme Study Centre shall submit their application in Annexure-1 attached here with (also available in [www. ideku.net](http://www.ideku.net)) to the Director of SDE, University of Kerala on or before 15<sup>th</sup> November 2017.

## **INSTRUCTIONS FOR STARTING STUDY CENTRES**

1. The study centre will be allotted only to government and government aided Arts and Science Colleges functioning within the territorial jurisdiction of University of Kerala.
2. The Host Institution will provide space of approximately 200-500 sq.ft. for exclusive use of the SDE Study Centre without charging any rent. This space will be utilized for the office of the Centre Coordinator.
3. The Host Institution makes sufficient halls/rooms available for conducting University examinations and personal contact programmes (PCP) on Saturdays, Sundays and other public holidays.
4. The Host Institution will extend library reference, computer facilities, etc. to SDE students for the given programme of mutually agreed terms on Saturdays, Sundays and other public holidays.
5. The Host Institution will recommend a panel of three names to SDE for appointment of the Centre Coordinator. While recommending panel the Institution shall ensure the following:
  - i. The name of the head of the institution should not be recommended.
  - ii. The persons recommended should be fairly senior faculty members, preferably with some administrative, organizational experience.
  - iii. They should be willing to work for the promotion of the distance learning system.
  - iv. They should not be retired persons or those nearing retirement or those working on contract.
6. The University will appoint a Centre Coordinator out of a panel of three names suggested by the head of the Host Institution. The Coordinator will be paid Rs. 4000 (Rupees Four Thousand) per month as honorarium and Rs.1000 (Rupees One Thousand) per month as conveyance charges.
7. For supervising the academic activities of the Study Centre, the Head of the Host Institution will be paid Rs. 4000 (Rupees Four Thousand) per month as honorarium.
8. The academic counselors/guest teachers will be paid Rs.300 and Rs.400 per hour for UG and PG programmes respectively (under revision).The library and lab assistants will be paid Rs.600 per day of duty and the lab and class room maintenance (together) will be paid Rs.50 per student per year.
9. A separate memorandum of understanding will be signed between the School of Distance Education and the Head of the Host Institution regarding the organizational responsibilities of the Programme Study Centre.
10. The Study Centre shall be established by the University after processing the application of expression of interest (EoI) through the appropriate statutory bodies of the University.
11. The Study Centre shall not admit a learner to any programme of the SDE for or on behalf of the University.

12. The programme and students shall be allotted to a centre based on the availability of class rooms, qualified faculty members faculty, library, computer facilities etc.
13. The University will pay contingent charges and other remuneration for evaluation of assignments, holding examinations, and other charges such as stationery, postage, etc. as per University norms.
14. The University will provide Self Learning Materials (SLMs) and other instructional materials to the students allotted to the Study Centre.
15. The University will allot academic counselors/guest teachers for the Study Centre out of the panel prepared and approved for the purpose.
16. The University will have the right to shift or close the Study Centre if it finds that support services are not being provided, as per the requirements of the university. In such case the centre Coordinator would have to hand over all the assets and academic records of the learners to the University. The Coordinator will also have to settle all financial accounts, if any with the SDE.

S/d  
Director  
School of Distance Education

**Anexure-1****UNIVERSITY OF KERALA****School of Distance Education**

Senate House Campus, Thiruvananthapuram 695034

Tel.0471-2300137. [www.ideku.net](http://www.ideku.net). Email: director.ide@gmail.com**APPLICATION FOR STARTING UNIVERSITY OF KERALA-SDE PROGRAMME  
STUDY CENTRE**

Sl.No		
1	Name and address of the host institution (including phone No and email id)	
2	Type of Institution (Government or Government aided)	
3	Name and address of the Management / Governing Body(In case of government aided colleges)	
4	Name and Designation of Head of the Host Institution (including phone No. and email id)	
4	UG and PG Programmes / courses being run by the Host Institution (please attach separate programme wise list)	UG <input type="text"/> <input type="text"/> PG <input type="text"/> <input type="text"/>
5	Details of Teaching faculties (please attach separate programme wise list with their qualification and experience)	Assistant Professors <input type="text"/> <input type="text"/> Associate professor <input type="text"/> <input type="text"/>
6	No of students	UG <input type="text"/> <input type="text"/> PG <input type="text"/> <input type="text"/>
7	Physical facilities	1. No. of lecture halls <input type="text"/> <input type="text"/> 2. Computer lab <input type="text"/> 3. No. of Computers <input type="text"/>

		4. No. of books in the library	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	No. of lecture halls that can be provided for the use of SDE programmes on Saturdays, Sundays and other public holidays	<input type="text"/>					
9	No. of computers with internet connection that can be provided for the use of SDE programmes on Saturdays, Sundays and other public holidays	<input type="text"/>					
10	Details of the room proposed to be spared for exclusive use of SDE Study Centre Coordinator	<input type="text"/>					
11	Names proposed for appointment of the Centre Co-ordinator	<input type="text"/>					

(Signature of the Head of the Institution)

Name

Designation



**Anexure-2**

**UNIVERSITY OF KERALA**  
**School of Distance Education**

Senate House Campus, Thiruvananthapuram 695034  
Tel.0471-2300137. [www.ideku.net](http://www.ideku.net). Email: director.ide@gmail.com

**PROFORMA FOR APPOINTMENT OF CENTRE CO-ORDINATOR**

1. Name (block letters) :
2. Designation :
3. Address (Residence) :
- Address (Office) :
4. Date of Birth :
5. Pay Scale /Pay Allowances :
6. Date of superannuation :
7. Academic Qualification :

Degree	Subject	University	Year	Division
Doctoral Degree				
Masters Degree				
Bachelor Degree				
Any other (please specify)				

7. Experience
  - a. Total teaching experience at UG/PG level :
  - b. Administrative / Supervisory Experience:
  - c. Research Experience

Signature of the candidate  
Name

\_\_\_\_\_  
Recommendation of the Principal/Head of the host Institution

Signature of the Principal/Head of the host Institution

Name

Seal

\_\_\_\_\_  
For the Office of SDE only