

**RECOMMENDATIONS OF THE PROF. VENKAIAH COMMITTEE
CONSTITUTED BY THE VICE-CHANCELLOR, MANUU, FOR QUALITY
ASSURANCE MEASURES AND EFFECTIVE MONITORING , AUDITING AND
FUNCTIONING OF STUDY CENTRES /LEARNER SUPPORT CENTRES
(APPROVED IN THE 25TH. ACADEMIC COUNCIL MEETING HELD ON 10.11.2016)**

We have so much room for improvement. Every aspect of our lives must be subjected to an inventory...of how we are taking responsibility.

Nancy Pelosi

✓ **Establishment of Study Centres:**

1. The University, with the approval of its Statutory Bodies, shall establish Study Centres as per provisions of its Act, Statutes, Ordinance and in accordance with the UGC regulations, make adequate provisions for Study Centres within its jurisdiction having adequate student support facilities, including academic staff, coordinator and counsellors/tutors.
2. While considering an application for the establishment of a study centre, the principles of access, equity, justice, empowerment and quality should be the core criteria to be followed.
3. For considering a proposal from interested institutions to be the study centre of the DDE, MANUU, the Institution shall have to send an application processing fee of Rs.10,000 (non-refundable to meet the incidental expenditure) in case of private institutions. Government/University and its constituent colleges may be exempted from payment of processing fee.
4. The Establishment of Study Centres should be on the basis of physical verification by a Committee constituted by the Vice-Chancellor comprising at least three members including an ODL expert, University Nominee (nominated by the Vice-Chancellor) and the Regional Director of the concerned region (to act as the Convener of the Committee). In the case of Professional Programmes like B.Ed., M.B.A etc., one member is to be drawn from the subject concerned.
5. The establishment of the study centre shall be communicated by the Registrar after due approval from the statutory bodies of the University.

6. No application should be entertained directly by the Executive Council of the University for the grant of permission for opening a Study Centre.
7. The Study Centre so identified must be imparting higher education having adequate and qualified faculty in the concerned subjects, and the institution should be imparting education in Urdu medium.
8. For offering PG courses, the Study Centre must be an institution offering PG courses or an institution of undergraduate level offering PG courses.
9. In case no Higher Education Institution is available, Madrasas/High Schools/ Junior Colleges may be identified as Study Centres. However, it will be the responsibility of these Study Centres to ensure availability of qualified faculty for all subjects concerned.
10. The existing Madrasas/High Schools/Junior colleges, now acting as Study Centres of the DDE, MANUU, shall have to ensure availability of qualified faculty immediately.
11. The Study Centre so identified shall have to submit a self disclosure report to the University disclosing its structure, functioning pattern, infrastructure, and faculty details.
12. The Study Centres are mandatorily to be operated by the employees who are on the pay roll of the host colleges/institutions affiliated to universities or constituent colleges of universities with counsellors being the regular faculty of these colleges.
13. Establishment of study centre for B.Ed. programme offered through the distance mode shall be as per the guidelines of NCTE.
14. Franchising of Study Centres in any form must be strictly prohibited.
15. The MOU between the University and the study centre must include the above terms and conditions.

✓ **Closure of Study Centre:**

1. If a Study Centre fails to comply with conditions as contained in the MOU, the University may direct the Regional Director of that study centre to cause a preliminary enquiry into the matter and submit a report to the Director DDE. On the basis of the report, the DDE, through the Regional Centre, shall issue a notice to the Coordinator of the Study Centre to show cause as to why the privileges conferred on it should not be withdrawn.

2. The Coordinator of the Study Centre should file his/her written statement in reply to the notice within a period of 20 days.
3. On receipt of such a written statement or on the expiry of the period as specified in the notice above, the Registrar shall place before the Academic Council the notice and written statement, if any, with or without the motion of withdrawal of permission.
4. The Academic Council or the designated body shall give due regard to the interest of the students studying in the Study Centre, before recommending to the Executive Council the action to be taken in this respect.
5. If the University withdraws its permission of running its programme in a Study Centre, then the closure of Study Centre shall be as per the procedure and time frame laid down by the University.
6. The Committee recommends that the Study Centres with enrolment less than 50 students for 3 consecutive years may hereinafter be closed and the University may make all necessary arrangements for shifting/attaching the students to the nearby Study Centres.
7. The criteria for establishment and closure of the Study Centres should form part of the MOU.

✓ **Academic Counselling:**

8. The University will make it mandatory for all Study Centres to maintain a database of counsellors, counselling sessions and upload the information on the website of the University.
9. The University should put the procedure in place regarding appointment/ replacement and removal of counsellors. In doing so, the University should, amongst other things, rely on the feedback from students.

✓ **Admission and Examination:**

10. Admission to be made online from the next Academic Session as has been done by the University for the B.Ed. Programme.
11. Use of ICT in the admission process to be made more vigorous. The Computer Division of the University may provide all the necessary support and assistance to the DDE, MANNU for technical support.

12. Automation of admission and examination related activities may be started immediately for which the DDE, MANUU may take the help of the Computer division of the University.
13. Declaration of the results to be streamlined and made time bound preferably within 30 days from the date of the last examination.
14. A more effective role to be played by the Regional Centres to enable the smooth functioning of Study Centres, for providing effective liaisoning between the University and Study Centres, for coordinating with the Study Centres, and for dealing with student grievances.
15. To make admission hassle free, a software may be designed and accessed through web portal. To make the process cost effective, the DDE may take the help of the Computer Division of MANUU for the development of the software in-house.
16. Extensive use of ICT for smooth conduct of examinations and other examination related activities.
17. Study Centre In-charge/Centre Superintendent to ensure that exam related team is of high integrity.
18. It will be the responsibility of the Regional Centre/Sub-Regional Centres to identify qualified persons and submit the list of invigilators to the University for approval.
19. It should be the responsibility of Study Centre In-charge/Centre Superintendent Additional Suptd./Deputy Suptd./Invigilators to ensure and certify that none of their blood relations and close relatives are appearing in the exams. A declaration to this effect should be taken in writing from all concerned.
20. The role of the Regional Centres may be made more prominent in the conduct of activities of the Study Centres and all necessary formalities are to

be ensured by the Study Centres as per the stipulations of the Examination Division of the University.

21. The RCs and SRCs may be made responsible for getting the certificate from the Coordinator of each study centre to the effect that the examination has been conducted as per the stipulations of the Examination Division.

22. The Regional Centres will ensure the installation of CCTV in all the examination centres for checking unfair means. This may be made operational immediately in consultation with the Director, DDE and the Controller of Examinations.
23. It is the responsibility of the Regional Centre/Sub-Regional Centre/Study Centre to ensure Zero Tolerance of malpractices/unfair means in the conduct of exams.
24. The following Undertaking from Study Centres has to be obtained. It may be incorporated in the MOU with the Study Centres that.....*“In the event of alleged mass copying found proved, the punitive action will be taken by the University that may result in the cancellation of the study centre and lodging of FIR against the Study Centre Coordinator/In-Charge”*
25. The University should not discriminate between ODL and conventional students in the award of Degrees. All eligible students should be invited to the Convocation ceremony for the conferment of Degrees.

✓ **Management and Monitoring of Study Centres:**

26. The role of nine Regional Centres and four Sub-Regional Centres should be defined and they are to be made responsible for monitoring the Study Centres and providing quality student support services.
27. The University should urgently work towards automation of the support services for better delivery. The possibility of using LMS may be explored.
28. Rates of payment at Study Centres and remuneration for academic counseling should be revised immediately (as recommended by the Committee) and the University may go in for periodic revision of various rates of payment and remuneration. The Regional Centres may be made responsible for the processing of remuneration for which they have to fix the time lines.
29. Academic calendar should be strictly followed regarding Registration, Admissions, Examinations and declaration of Results.
30. The University may get connected to Study Centres through teleconferencing, for which a day of every fortnight may be fixed. The teleconferencing may be arranged by the Media Centre of the University. The Vice-Chancellor, Director, DDE, Controller of Examinations and Dean Academic may be present during the teleconferencing. This may be done by the University immediately. Necessary infrastructure may be made available for the same.

✓ **Quality Assurance and Effective Management of Study**

Centres: Role of DDE, RCs and SRCs

31. The University may create a Cell for Internal Quality Assurance (CIQA) in DDE, MANUU for assuring quality. Academic auditing of the ODL programmes should be introduced immediately.
32. The DDE, MANUU should be granted functional autonomy for monitoring the Study Centres. The DDE should take initiatives for periodic training of the counsellors, newly joined staff, and Coordinators of the Study Centres. The University may support the DDE financially for undertaking such activities.

The role of Coordinators of the Study Centres needs to be specified and circulated to all.