

CENTRE FOR DISTANCE AND ONLINE EDUCATION
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY HISAR
(Established by State Legislature Act 17 of 1995)
"A⁺" Grade, NAAC Accredited

Revised Consolidated Guidelines for the Study Centres

1. 1.1 A Study Centre will be affiliated College or Institute affiliated to a recognized University (other than a private University) or a Government recognized Higher Education Institution located in the State of Haryana offering UG/PG Programmes in conventional mode programmes of equivalent level in the same broad areas under the relevant faculty and having all the necessary infrastructure and availability of appropriate number of qualified faculty not below the rank of qualified Assistant Professors offering a similar programme for engaging theory contact sessions and supervising practical sessions in laboratory or field.
- 1.1(a) For the facilities / student support service / evaluation of assignments / prescribed teaching provided by the Study Centre, the University will pay share in fees to a Study Centre equivalent to 40% of the fee (excluding registration fee/ continuation fee/alumni fee and examination fee) for all courses received from the students enrolled. The study centres will pay all the instalments of fees to the University after retaining their share of fee. All the study centres have to keep this retained fee share in separate Bank Account exclusively opened for Study Centre. The registration fee/ continuation fee/ alumni fee and examination fee and the share of the University will be paid by the study centres along with 1st installment of fee of the session. The late fine, if any, will also be paid to the University.
- 1.2 The remuneration of Study Centre's staff may be disbursed from the above mentioned 40% fee share of Study Centre in following manner: -
The Study Centre will be headed by a Chief Coordinator (Principal of the College) and Coordinator for offering ODL programmes who shall be a regular teacher not below the rank of qualified Assistant Professor of the concerned college/Institute and shall be assisted by Deputy Coordinator/Counsellors (who shall be a regular/contractual teacher/ faculty on extension in Govt./ Govt. Aided College) and supporting staff. In case of Govt./Govt. Aided Colleges a lump sum amount i.e. Rs. 72000/- (@ Rs. 6000/- per month), Rs. 60000/- (@ 5000/- per month), Rs. 48000/- (@ 4000/- per month), Rs. 36000/- (@ 3000/- per month) and Rs. 12000/- (@1000/- per month) as remuneration will be paid to the Chief Coordinator, Coordinator, Dy. Coordinator and supporting staff (Clerk) and Peon respectively by the concerned Study Centre from their share of fee collection fund because it is additional duty other than their regular work load. In case of more than 500 admissions, the remuneration of all the existing staff members will be increased by 50% of above said remuneration. Also the number of Deputy Coordinator (Counsellor), Supporting Staff and Peon will become double but the remuneration of increased staff will remains annually Rs. 48000/-, Rs. 36000/- and Rs. 12000/- respectively. Further, in case of more than 1000 admissions, the remuneration of increased staff only will also be increased by 50% of above said remuneration and so on. Further, in case the total share of fee remains less than

the total expenditure of the Study Centre, then this remuneration will be distributed proportionately in the initial year.

- 1.2(a) Study Centre will organize the PCP as per schedule notified in the concerned Prospectus and a PCP coordinator will also be appointed to maintain the attendance record and report of PCP alongwith student feedback. As per University rules, the remuneration of PCP will be Rs. 1000/- per lecture per hour and evaluation of assignments assessment rate will be Rs. 15/- per assignment and it will be paid from the collected fee share of the Study Centre.
- 1.3 The College (except Govt./Govt. Aided College) will deposit a sum of Rs. 40000/- as application processing fee in favor of Registrar, Guru Jambheshwar University of Science & Technology, Hisar alongwith application form (duly filled). It can be download from the University website or obtain from the Centre for Distance and Online Education. The processing fee of Rs. 40000/- may be refunded in the following cases: - (1) When the inspection is not done by the University and then College has to request for refund of fee within 60 days from the date of deposit of Rs. 40000/- processing fee. (2) In case, when University decides not to open particular Study Centre.
- 1.4 On receipt of the application, the University will get the inspection done of available infrastructure and other facilities in the College.
 - a) The inspection team appointed by the University will inspect the College and will submit the inspection report of the College in the prescribed format along with videography and photographs of the infrastructure available in the College. Videography and photographs of the visiting team with the Principal of the College in the premises of the College will also be attached with the inspection report. The Principal of the College (Chief Coordinator) will arrange photographer for the purpose from Study Centre expense head. The TA/DA and remuneration (Rs. 4000/- per member) of the Inspection Committee members will be borne by the CDOE in case of first inspection only. Thereafter, from the second year, these expenses will be borne by the Study Centre.
 - b) On positive recommendations by the Inspection Committee and its approval by the Vice-Chancellor, the College/Study Centre will have to deposit refundable security of Rs. 1.00 lakh in favour of Registrar, Guru Jambheshwar University of Science & Technology, Hisar payable at Hisar. The condition of deposit of Security of Rs. 1.00 Lakh will not be applicable in case of Govt./ Govt. Aided College. The letter of approval will be issued thereafter.
 - c) Details of the Study Centre after getting approval, the name of Study Centre with details such as name with address of the institution where the Study Centre is located, name of the coordinators with contact details, working hours and schedules for counselling sessions shall be displayed on the web portal of the Centre for Distance and Online Education and the same information shall be made available in the prospectus for the information of the learners and other stakeholders.
 - d) If the recommendations of the Inspection Committee are negative, then the College/Institute will not be given approval and the fees of application form

will be forfeited. In that case, the College/Institute will be required to apply afresh after a gap of at least 6 months from the date of last inspection. The College/Institute will be required to apply afresh along with all required documents as per norms & standards fixed by the University along with requisite processing fee of Rs. 40000/-.

2. Continuation Fee:

Each study centre will pay Rs. 10000/- per annum as continuation fee by 31st August of each year, failing which a late fee of Rs. 1000/- per month will be charged up to 31st December of each year. No further extension will be granted after the said month and the centre will be liable to be closed without notice. The consequence of closure under such situation will be the same as for winding up of a centre at their own i.e. the centre will be liable to pay as compensation an amount equivalent to the amount of security deposit. In case of Govt./Govt. Aided Colleges, this amount will have to be deposited from Study Centre's share of fee. The security will be forfeited if the compensation money will not be deposited by the Study Centre. If a Study Centre submits the request for disapproval before 31st August (the last date for submission of continuation fee), then no admission will be made during the session and continuation fee will not be charged.

3. Duties and Responsibilities of the Study Centre:

- 3.1 After issue of approval letter by the University, the concerned Study Centre will be provided separate LOGIN ID and Password for the purpose of filling the form and uploading the documents of students. The Study Centre will maintain a help desk for admission related queries, advising, counselling, vocational guidance, hands on experience, library services and providing interface between the teachers and the learners, rendering academic and any other related services and assistance, like field experience, laboratory for experimental work, Information Communication Technology facilities for operations, interaction with the learners, conduct of PCP, evaluation of assignments, submission of awards of assignments, distribution of study material and providing academic support to the learners regarding submission of Synopsis/ Project/ Production Portfolio/ Assignments etc.
- 3.2 Minimum Academic and Infrastructural requirements as per University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020:
 - (i) Number of qualified counsellors to number of students shall be 1:100 per theory course
 - (ii) Number of qualified supervisor per practical course of 2 credits: 1 or more
 - (iii) Availability of laboratory: The laboratory should be running in a similar course in conventional mode for a period of not less than 3 years.
 - (iv) Total number of learners admitted at any Study Centres will not be exceeded 3 times of their conventional mode Science programmes (like MCA, BCA, BBA, MBA, M.Sc. (Mathematics)) at a time per programme. This limit will not be applicable in case of Social Science & Commerce UG & PG programmes/ Diploma and Certificate programmes. In said programmes, the limit of intake/seats will be upto 500 as per University rules. However, if a study centre want to increase Intake more than 500 per programme, then they have to apply

for additional 250 intake/seats with a fees of Rs. 10000/- per programme and permission will be given on the basis of inspection report which will be done by the Centre for Distance and Online Education for 250 additional intake/seats. The staff required and remuneration will be as per clause 1.2.

- (v) Minimum qualifications for appointment of Coordinator, Counsellor and Academic Staff for the students of distance learning programmes is Assistant Professor in the relevant subjects as per UGC/AICTE/ Regulatory bodies norms in conventional mode.
- 3.3 The Study Centre will verify all the original certificates and the list of said students will be sent to the University within 7 days of prescribed last date of original documents verification.
- 3.4 The study material will be supplied by the University to all the Study Centres once in a semester after the last date of admissions/fee. Thereafter, they will be responsible to collect the Study Material from the Centre for Distance and Online Education. In case of study centre(s) located at a far off place where from it would not be possible / viable to come personally to collect the study material, then the Centre for Distance and Online Education will send the same by Transport / Post on the request of the study centre and the transportation charges will be borne by the centre.
- 3.5 The University reserves the right to create examination centre with in whole State of Haryana according to its requirement and feasibility. The examination centres will be created by Controller of Examinations as per UGC Regulations, 2020 or as per University rules.
- 3.6 The Study Centre will keep the students aware of all information emanating from the University / CDOE in respect of admission, deposit of fees, date sheet for examinations, declaration of result etc. The Study Centre will adequately counsel the students and their parents regarding all the matters connected with a particular programme. Such services will be provided from time to time by the Study Centre to the learner during whole duration of the programme through e-mail, messages or on Whatsapp groups of students.

4. Share in Fees / Remittance of Fees

- 4.1 No Study Centre is permitted to charge more than the prescribed fees from the students enrolled to the programmes of this University. Any complaint in this regard will be viewed seriously and may entail cancellation of the Study Centre and forfeiture of the security deposit. The accounts of fee charged from the students will be subject to surprise inspection and random scrutiny by the CDOE, GJUS&T, Hisar.
- 4.2 The student once admitted to a Study Centre will not ordinarily be allowed to change the study centre. However, the change of Study Centre may be allowed on valid grounds in 2nd and 4th semester and it will be effective from 3rd and 5th semester respectively for apportionment of fee except that a student admitted to a Study Centre can become direct student of the University at any stage. For change of Study Centre, No Dues Certificate from the his/her Study Centres with a Fee of Rs. 1500/- should be sent to the CDOE at least 15 days before the last date of payment of fee of that semester/ instalment. No change of Study Centre is permissible at the same station except any genuine reason.

5. GENERAL INSTRUCTIONS:

- 5.1 The Study Centre will discharge their duties in a pious manner and none of their action should be detrimental to the interest of the students and image of the University / the Study Centre itself.
 - 5.2 The Study Centre will not charge excess fees, impart any misleading information to the students / parents, make unauthorized use of University LOGO and would not create sub centre(s)/franchises etc.
 - 5.3 The study centre will be liable to provide its services to the students for the whole duration of each course and will not disband the Study Centre in mid-way of any programme. In case of discontinuation of Study Centre in the mid-session of during the currency of programme, the Study Centre will be liable to pay the University an amount equivalent to the sum of the security deposit.
 - 5.4 No study centre is authorized to open any sub centre or engage the services of any franchisee to run the courses of this University.
 - 5.5 In case of unsatisfactory performance of the Study Centre, the University reserves the right to disapprove the Study Centre and withdraw the students by giving one month's notice. In such situation, the Study Centre will be liable to make good the loss caused to the University, subject to maximum of the amount of security deposit. The students of such Study Centres will be allowed to change their Study Centre without any charges otherwise they will be treated as direct students automatically.
 - 5.6 In case of any dispute between the parties, the matter will be referred to Arbitration of the Vice-Chancellor or his nominee whose decision shall be final in the matter. The provision of Indian Arbitration and Reconciliation Act, 1996, will apply to these proceedings.
 - 5.7 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 students in the court of law.
 - 5.8 After receipt of Continuation fee of Rs. 10,000/-, an inspection committee constituted by the Director, CDOE/ the Vice-Chancellor will visit the Study Centre to inspect requisite staff, infrastructure and other facilities. The TA/DA and honorarium (Rs. 4000/- per member) of members of inspection committee shall be borne by the respective Study Centre every year except first year.
 - 5.9 **The fee share of study centre for SC students:** The Study Centre will have to collect their share from the students after receiving their PMS Scholarship amount in their account from the Govt. and also will deposit the University share in University account.
6. **Closure of Non-performing study centre**
In case a Study Centre fails to adhere to the prescribed norms or guidelines, as decided by the University from time to time will initiate the closure of the Study Centre, so that interest of learners are taken care by some alternative arrangement.
 7. These guidelines are in supersession of the University existing guidelines applicable on Study Centres.
 8. **Jurisdiction:** All disputes and differences shall be referred to the Courts at Hisar, Haryana (India) which shall be the courts having jurisdiction to entertain.

9. **Indemnity:** The indemnification clause will not be applicable to CDOE, GJUS&T, Hisar with all associated Study Centres. The functions and operations of Study Centres will be independent. They will be solemnly responsible for any kind of physical, monetary or human resource related casualty or losses.


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