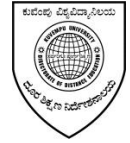




KUVEMPU UNIVERSITY
 OFFICE OF THE DIRECTOR
 DIRECTORATE OF DISTANCE EDUCATION
 Jnanasahyadri, Shankaraghatta – 577 451, Karnataka
 Phone: 08282-256450; E-mail: directorddeku@gmail.com;
 Website: www.kuvempu.ac.in (Distance Education)



FORMAT FOR SUBMITTING PROPOSAL TO OPEN KUDDE LEARNERS SUPPORT CENTRE (STUDY CENTRE)

A. Information about the Proposing College/Institution

(Proposing Institution means a College affiliated to a University or an Autonomous College having UGC recognition, which proposes to open KUDDE Learner Support Centre.)

SN	PARTICULARS - to be filled by the applicant College/Institute	
1	Name & Address of the College/ Institution which proposes to open KUDDE Learner Support Centre. (Address with phone number and e-mail ID)	
2	Name of the Principal/President/ Chairman/ Head of the Management Board of the Institution.	
3	List of Administrative Counsel Members/ Trustees with addresses. (List to be given as separate enclosure)	
4	Details of University Affiliation and State Government Recognition. (Please enclose copies of relevant documents)	
5	First affiliation of the college and duration of present affiliation	(a) First affiliation academic year: (b) Present year affiliation:
6	Whether the College Trust is Registered? Date of Registration (Copy of the Registration Letter to be enclosed)	
7	Whether the College/Institute belongs to SC/ ST? (Supporting documents issued by competent authority to be enclosed).	

8	Basic Infrastructure: a) Land/ Site area of the Proposing Institution. (in Sq. Ft.)	
	b) Total Built-up area of the Institution. (in Sq. Ft.)	
	c) Whether it is owned/leased or rented? If leased/rented, duration of the agreement. (Copy of the Ownership document/ Sale deed/Lease deed/Rent agreement to be enclosed)	
9	Assets and Liabilities of the Institution. (Certified Document by the registered Chartered Accountant to be enclosed)	
10	Justifications/ Reasons to open new KUDDE LSC. (Use Separate sheet if required)	
11	Is the Proposing College/Institution is/was running (recognized as) Study Centre/s of any other University? If yes, give details	

B. Infrastructure Available at the Proposed KUDDE Learner Support Centre
(Facilities at the intended LSC Office).

SN	PERTICULARS - to be filled by the applicant College/Institute	
1	Name and Address of the Coordinator of the proposed LSC.	
	Note: Coordinator should be a permanent faculty of the College or Institute not below the rank of Assistant Professor. Enclose a detailed Bio-data of the Coordinator- including communication details, residential address, educational qualifications, professional experiences, services rendered, plus a Adhaar Card/ Photo ID Proof)	
2	Details for Communication - LSC Office	Landline No. :
		Mobile No. :
		Fax No. :
		e-mail ID :
3	Office space available for LSC (exclusively for KUDDE programme operation)	In Sq. feet :
		No. of rooms:

4	Office Facilities:	
	a) Information Centre/Desk	Yes No
	b) No. Student Counseling Tables	
	c) Number of Computers	
	d) Number of Printers	
	e) Fax machine.	
	f) Photocopying Machines	
	g) Internet Facility	
	h) Exclusive website, if any.	
5	Library Facilities	
	a) No. of Books	
	b) No. of Reference Volume	
	c) No. of Subject Journals	
	d) No. of Magazines	
	e) NLIST/Shodha Sindhu	
	f) Digital Library contents (both Audio & Video)	
	g) Any other	
6	Other Student Support Service facilities, if any.	

C. Facilities Related to Learner Support Services available at the College/ Institute for conducting Counseling, Orientation Programmes and Practical sessions, and Theory Examinations (Term End Exams).

SN	PARTICULARS - to be filled by the applicant College/Institute	
1	Whether all the Orientation Programmes and Practical sessions can be conducted to the registered students in the College/ Institute.	

2	Total No. of Classrooms available for KUDDE Programmes			Total No.:		
	Capacity of each of the Classrooms:					
	SN	Area (Sq. Feet)	Capacity (No. of students)	Available Teaching Aids in the Classroom*		
* Teaching Aids such as Black Board/LCD projector/ Digital Board/Computers, any other (specify). (The number of rows in the table may be increased or decrease to list all available classrooms).						
3	Laboratories available for KUDDE Programmes					
	Subject	No. of Labs	Area (Sq. Ft.)	Capacity (No. of Students)	Instruments / Equipments available	
	Chemistry					
	Physics					
	Botany					
	Zoology					
	Applied Chemistry					
	Biotechnology					
	Environ. Science					
	Library Science					
Computer Lab						
4	Number of Rooms/Halls available for conduction of Theory Examinations.			Total Number :		
				Total Capacity :		
5	Availability of Office Staff and Supporting Staff of the College for orientation classes, practical sessions and theory examinations.		Staff	Orientation Classes	Practical Sessions	Theory Examinations
			Superintending			
			Clerical Assistance			
			Lab Technicians			
			Lab Assistants			
			Attenders			
Others (Specify)						

D. Details of the Faculty (Counselors) available at the College for KUDDE Programmes

Notes: Faculty Details are to be provided subject-wise in the format given below. Subjects like, Kannada, English, Hindi, Urdu, Sanskrit, Economics, Political Science, Chemistry, Physics, Library Science, Commerce, Management and others.

In case, Faculty is invited/ arranged from outside, details such as Name, Designation and Affiliation with complete address of the faculty plus their qualifications and experiences are to be listed and enclosed separately.

Use separate table for each of the Subjects. The number of rows in the tables may be increased or decrease to list all the faculty members of the subject.

Subject: (1)

SN	Name of the Faculty	Designation	Permanent/ Temporary	Qualification	Experience (No. of years)

Subject: (2)

SN	Name of the Faculty	Designation	Permanent/ Temporary	Qualification	Experience (No. of years)

Subject: (3)

SN	Name of the Faculty	Designation	Permanent/ Temporary	Qualification	Experience (No. of years)

(Add similar tables to include all the concerned/necessary subjects)

Continued

- 1 I Certify that all the information given above and in the preceding pages signed by me are complete and correct.
3. I declare that I am authorized to sign on behalf of my Organization/Institute, and that the Management Committee/ Administrative Counsel Members/ Trustees are in total agreement of our application.
4. If approval is granted to operate LSC, we undertake that our Institute will abide by all the contents of the MoA, and the Statute and Regulations governing the Distance Education Programmes of Kuvempu University and their amendments.
5. We understand that the approval of the LSC is for two years only, and subject to subsequent renewal.

Date :

Place:

Signature of the Principal/ President/Secretary
(with seal)

List of courses offered by the KUDDE which are approved by the UGC-DEB
(wide letter No. F.No. 14-6/2018(DEB-I), dated 18 October 2018)

Please mark Yes or No in the list informing whether they have been offered presently in regular mode by the College/Institution, and also the courses interested/intended to offer in distance mode under Kuvempu University Distance Education Programmes.

Under Graduate Programmes

SN	Course	Combinations	Presently Offered in Regular Mode (Yes/No)	Intended to Offer in Distance Mode (Yes/No)
1	B.A.	Economics-Sociology-Political Science		
		English-History-Political Science		
		History-Economic-English		
		History-Economics-Kannada		
		History-Economics-Sociology		
		History-Economics-Political Science		
		History-Kannada-Education		
		History-Sociology-Kannada		
		History-Sociology-Education		
		History-Political Science-Sociology		
		Hindi-Education-Sociology		
		Kannada-Economics-Political Science		
		Kannada-Sociology-Political Science		
		Urdu-Sociology-Education		
2	B.Sc.	Physics-Chemistry-Mathematics		
		Chemistry-Botany-Zoology		
3	B.Com.	(Bachelor of Commerce)		
4	B.B.A.	(Bachelor of Business Administration)		
5	B.L.I.Sc.	(Bachelor of Library and Information Science)		

Post-Graduate Programmes

SN	Course	Subjects	Presently offered in Regular Mode (Yes/No)	Intended to offer in Distance Mode (Yes/No)
6	M.A.	Kannada		
7		English		
8		Hindi		
9		Sanskrit		
10		Urdu		
11		History and Archeology		
12		Economics		
13		Political Science		
14		Sociology		
15		Education		
16	M.Com.	Master of Commerce		
17	M.B.A.	Master of Business Administration		
18	M.Sc.	Mathematics		
19		Chemistry		
20		Applied Chemistry		
21		Physics		
22		Botany		
23		Zoology		
24		Biotechnology		
25		Environmental Science		
26	M.L.I.Sc.	Master of Library and Information Science		

Post-Graduate Diploma Programmes

(These Programmes are exempted from the pervue of Recognition by UGC under the UGC (ODL) Regulations, 2017)

SN	Course	Subjects	Presently offered in Regular Mode (Yes/No)	Intended to offer in Distance Mode (Yes/No)
1	P.G. Diploma	Kannada Computers		
2		Translation Studies		
3		Kannada Journalism		
4		Marketing Management		
5		Human Resource Management		
6		Tourism & Hospitality Management		
7		Industrial Safety		