



Directorate of Distance Education

Dated: 13th August, 2018

**EXPRESSION OF INTEREST FOR ESTABLISHING OF LEARNER SUPPORT
CENTRES (STUDY CENTRES) OF DDE, MANUU.**

Expression of Interest (EOI) is invited from Principals/Head of the Institutions/Colleges of Higher Learning affiliated to a Central or State University located in the various States including Universities (State/Central/Deemed to be Universities) for running **Learner Support Centres (Study Centres)** to cater the needs of the students enrolled for various Distance Education Programmes of Directorate of Distance Education (DDE) of Maulana Azad National Urdu University(MANUU).

The Colleges/Institutions should be located in the areas /locations where a good number of Urdu knowing population are residing and should have good connectivity. Preferred Locations/Districts where the LSCs are required/desirable by the DDE, MANUU is annexed [\(Annexure-I\)](#) with the EOI in the website. Besides, these institutions should conform to the minimum norms laid down by the Distance Education Bureau through [UGC Open Distance Learning \(ODL\) Regulations, 2017 \(Annexure-II\)](#).

Interested institutions may send their Expression of Interest in the [prescribed format](#) to the Director, Directorate of Distance Education, Maulana Azad National Urdu University, Gachibowli, Hyderabad-500 032 (e-mail: director.dde@manuu.edu.in). For further details, including the programmes offered by the DDE, please visit University website: www.manuu.ac.in

The last date for the receipt of **first lot of EOI is 31st August, 2018**. EOIs received after the due date shall be considered in the second lot as per the requirement of the DDE.

Registrar



Annexure - I

**STATEWISE LIST OF LOCATIONS/DISTRICTS WHERE DDE PORPOSES TO
 ESTABLISH LEARNER SUPPORT CENTRES (STUDY CENTRES) FOR ITS
 STUDENTS FOR BA/B.SC./B.COM/MA/B.ED /DIPLOMA COURSES**

S.No.	State	Locations/Districts	RC/SRC
01.	Andhra Pradesh	Kurnool, Adoni, Guntur, Vijayawada, Udaigiri, Chittoor & Cuddapah	SRC Hyderabad (City)
02.	Assam	Asimganj/Karimganj/ Kolerajlur	RC, Kolkata
03.	Bihar	Patna, Nalanda, Gaya, Kishanganj, Katihar, Araria, Purnia, Bhagalpur, Madhubani, Sitamarhi, Champaran, Siwan, Samastipur, Madhepura, Darbhanga, Begusarai, Nawada, Gaya, Jehanabad, Chapra, Purnea and Muzaffarpur	RC, Patna & RC Dharbhanga
04.	Delhi/NCR	Delhi/NCR (Noida, Gurgaon, Faridabad, Ghaziabad & Nuh)	RC New Delhi
05.	Gujarat	Ahmedabad, Surat & Jamnagar	RC Bhopal (likely to be placed under RC Mumbai)
06.	Jharkhand	Ranchi, Chatra, Hazaribagh, Jamtara, Dhanbad, Jamshedpur & Bokaro, Giridih and Lohardaga	RC Ranchi
07	Karnataka	Bangalore, Bidar, Basavakalyan, Humnabad, Kalaburagi (Gulbarga), Hubli, Shimoga, Koppal, Dandeli, Mysore, Nippani, Harapanahalli, Bellary, Gadag, Belgaum, Udupi, Devanagaree & Bijapur	RC Bangalore
08.	Kerala	Kozhikode, Mallapuram, Waynad, Pallakad & Kannur	RC Bangalore

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09.	Maharashtra	Mumbai (Bandra, Mazgaon, Mahim, Kidwai Nagar, Bhiwandi), Amravati, Aurangabad, , Latur, Pune, Miraj, Nasik, Malegaon, Nandurbar, Solapur, Kohlapur, Thane (Mumbra), Beed, Ambarjogai, Ahmed Nagar, Nagpur, Dhule, Nanded, Parbhani, Jalna, Govandi, Jalgaon, Nagpur, Akhola (Patur), Yawatmal, Buldana, Washim	RC Mumbai & SRC Amravati
10.	Odhisha	Rourkela, Cuttack, Jajpur, Sambhalpur & Bhadrak	RC Kolkata
11.	Punjab	Malerkotla	RC New Delhi
12.	Madhya Pradesh	Burhanpur, Khandwa, Indore, Bhopal, Seoni, Khargone, Raipur & Vidhisha,	RC Bhopal
13.	West Bengal	Asansol, Murshidabad, Malda, Uttar Dinajpur, Birbhum, South 24 Parganas, North 24 Parganas, Nadia, Howra, Cooch Bihar, Dakshin Dinajpur, Kolkata, Bardwan, Hoogly & Purnea	RC Kolkata
14.	Uttar Pradesh	Deoband, Kanpur, Faizabad, Azamgarh, Meerut, Lucknow, Muradabad, Aligarh, Muzaffar Nagar, Allahabad, Siddharth Nagar, Shaaranpur, Sitapur, Mathura, Gorakhpur, Varanasi, Rampur, Sambhal & Bareilly	RC New Delhi & SRC Lucknow
15.	J&K	All Districts, Srinagar & Jammu including Anantnag	SRC Jammu RC Srinagar
16.	Tamil Nadu	Krishnagiri, Vaniyambadi & Chennai	RC Bangalore
17.	Rajasthan	Kota, Jaipur, Tonk, Alwar, Barmer and Ajmer	RC New Delhi (likely to be placed under SRC, Nuh)
18.	Telangana	Hyderabad city (Golconda, Falaknuma, Hussaini Alam, Charminar area, Malakpet, Nampally, Mushirabad) Nizamabad, MahboobNagar, Nalgonda, Karimnagar, Warangal, Adilabad, Nirmal, Medak, Siddipet, Kaghaznagar (Sirpur), Jagtial, Khammam, Mancherial	SRC Hyderabad (City)

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EXPRESSION OF INTEREST FORM

To
The Director
Directorate of Distance Education (DDE)
Maulana Azad National Urdu University
Gachibowli,
Hyderabad 500 032.

Sub: Expression of Interest offering the UG/PG Programs of Distance Mode under MANUU.

Dear Sir,

This offer is with reference to the advertisement released in the press / put up in the Tenders section of Maulana Azad National Urdu University (MANUU) website www.manuu.ac.in for establishing **Learner Support Centres (LSCs) / Study Centres** of Distance Mode in India where there is good Urdu knowing population. The details of UG/PG Programs offered are as under:

DETAILS OF THE UG/PG PROGRAMS OFFERED

S.No.	Particulars	Details
1	DETAILS OF INSTITUTION & COURSES	
1.1	Name of the Higher Education Institution/Degree College	
1.2	Address with Village/town/city/District & Phone No. Fax No. & email id:	
1.3	Is it a Govt. Degree College or a Pvt. Degree College / Aided / Un-Aided College	
1.4	Name of the Registered Society/Trust/Affiliated Institution to any University (please give details and attach a copy of registration certificate as a proof)	
1.5	Name of the University to which the College is affiliated :	
1.6	Date of Establishment of the Institution	
1.7	Language (s) spoken and Medium of Instruction	
1.8	Details of Courses being run by the HEI and the approximate number of students in each course	
1.9	Is the College Affiliated to a University (State / Central)	
	Are the courses approved by the affiliating University? If yes, list the titles of courses permitted by the University.	
1.10	Is the HEI - Co-Education / For girls only / for Boys only	

Gachibowli, Hyderabad-500 032 (Telangana State)
Phone: 040-23008311, website: www.manuu.ac.in

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	Give a discipline/faculty wise No. of Teachers and No. of Students (Academic year 2017-18) – UG and PG.	Faculty /Discipline	No. of Teachers	No. of teachers with Knowledge of Urdu	No. of Students
		Arts			
		Commerce			
		Science			
		P.G / M.A			
1.11	Name & Designation of the Principal/ contact person to whom all references shall be made regarding this EOI				
1.12	Percentage of Literacy and Percentage of Urdu knowing population in that area/town/city				
1.13	Nearest existing MANUU Study center/LSC and its distance (in Kms.)				
2	INFRASTRUCTURE				
2.1	Area of the HEI in Sft.				
2.1	No. of Lecture Rooms which can be provided for Distance Mode (For Contact/counseling sessions) on HOLIDAYS as per the academic schedule/calender				
2.2	Do you have Science laboratories for practicals (Botany, Zoology, Physics, Chemistry)? Please specify.				
2.3	Do you provide a Computer Lab with Internet facility? How many systems and Printers are available in the lab?				
2.4	Does the institution agrees to provide adequate rooms for counseling classes on Sundays/ Holidays?				
2.5	Do you have a Conference / Seminar Hall / Auditorium for presentations? Please mention the dimensions.				
2.6	Do you possess adequate furniture for accommodating the Learners of Distance mode programs? Please specify the name and number.				
2.7	Do you provide one office purpose room for the Coordinator of Distance mode along with furniture, Phone, Computer, Internet / Website.				
2.8	Did you install fire safety equipment?				
2.9	Do you provide all amenities necessary for the Learners/candidates and staff during Contact sessions? (Waater, electricity, wash rooms, parking place etc.)				
2.10	Do you have adequate parking facility?				
3	Faculty and Supporting staff				
3.1	Do you have adequate qualified teaching staff as per the UGC norms? Please specify the number of regular teaching staff available.				

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3.2	Are you willing to provide Part-time clerical staff assistance?	
3.3	Please submit a proposal for Distance mode LSC/Study center separately along with this form.	

Note:

1. Please enclose the required documents as per the above (including University affiliation letter, Prospectus of 2017-18, list of faculty & infrastructure) along with your application form where necessary.
2. Institution may invite faculty members from other institutions with knowledge of Urdu.
3. Please enclose a copy of the faculty member/subject wise qualifications and Designations having knowledge of Urdu.

Eligibility conditions for establishment of Learner Support Center of MANUU:

The following category of Higher Educational Institutions (Pvt. Degree College or a Govt. Degree College affiliated to a University) shall qualify to become a Learner Support Centre / Study center of MANUU:

- a. Existing Degree / PG College is affiliated to a University for offering UG/ PG programme in face-to-face mode and having all the requisite infrastructure and staff as per the norms mentioned in UGC (ODL) Regulations 2017;
- b. Institutions has offered the relevant UG/PG courses for at least last five years.
- c. (i) the Study Centre shall provide to the distance learners access to its allocated Class rooms, Office, library, laboratories, amenities and other physical facilities as per the schedule, on HOLIDAYS.
- d. The Academic counselors engaged for various activities of the Study Centre shall be qualified as per the UGC norms.
- e. The HEI shall have to sign an MOU with the DDE, MANUU.
- f. The rates of remuneration to the HEI , Part-time counseling staff, coordinator and supporting staff shall be as per the University existing norms/rules.

Undertaking

I hereby confirm that, all the terms and conditions specified with respect to this Expression of Interest are acceptable to me. I further certify that I am an authorized signatory for empanelment of our HEI and I am, therefore, competent to submit the details towards this Expression of Interest.

Yours sincerely,

(Authorised Signatory)
Name, Designation & Address
(With stamp/Seal)

Date: _____
Place: _____