



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL SERVICES DIVISION
MAIDAN GARHI, NEW DELHI – 110068



ESTABLISHMENT OF RECOGNISED STUDY CENTRE

DETAILS OF THE SPONSORING ORGANISATION (QUESTIONNAIRE)

1. Name and Address of the Organization
2. Location map (if possible)
3. Whether Govt. Undertaking/Voluntary Organisation/Educational Institute?
4. Name and Designation of the Head of the Organisation
5. Telephone-Office: Residence:
6. Total Staff Employed
7. Population to be covered by the Proposed Study Centre
8. Staff/family members already enrolled with IGNOU
9. Study Programmes enrolled for
10. Distance from the nearest IGNOU Study Centre and mode of transport available.
11. Programmes sought to be launched in the proposed Study Centre.
12. Availability of office space including class rooms along with their size.
13. Library facilities available
 - a. Library space
 - b. Total Number of Volumes
 - c. Number of Journals subscribed
14. Audio-Video facilities available
 - a. Color Television
 - b. VCR
 - c. Overhead Projector
 - d. Tape Recorder
15. Prominent educational institutions in the neighboring areas (please indicate level of courses taught, faculty strength, enrolment etc.)

Place :

Signature of the Head of Organisation

Date:

Name

Designation



MEMORANDUM OF UNDERSTANDING
FOR RECOGNISED STUDY CENTRE

Signed between Indira Gandhi National Open University, hereinafter referred to as 'IGNOU', and In Charge of the Host Institution, regarding the Organizational responsibilities of the proposed RECOGNISED STUDY CENTRE AT

1. The Host Institution will

- ❖ Give rooms for the officer of Coordinator, Assistant Coordinator, General Office, audio/video room and library space for exclusive use of IGNOU Study Centre.
- ❖ Install a signboard of IGNOU Study Centre prominently at a proper place.
- ❖ Ensure security of the material provided by IGNOU.
- ❖ Make halls/rooms available for holding IGNOU examination.
- ❖ Extend library, computer and laboratory facilities etc. to IGNOU students for specialized programmes requiring use of institutional infrastructure facilities.
- ❖ Meet the non-recurring and recurring expenditure as specified in Annexure – 3H enclosed.
- ❖ The head of the institution shall have the right to
 - a) Recommend a panel of three names of IGNOU for the appointment of Coordinator.
 - b) Inspect of Study Centre whenever he/she likes and advise the coordinator, also write to the Regional Centre.

2. IGNOU will

- ❖ Appoint part time Coordinator from the panel recommended by the Head of the Institution and pay him honorarium at the rates in force from time to time. The Coordinator will report to the Regional Director/ Director (Regional Service) at IGNOU HQRS. He will be responsible for management of the Study Centre viz. administration/academic/financial matters. Any account in the name of IGNOU will be operated by the Coordinator only.
- ❖ Appoint assistant Coordinators whenever needed, from a panel to be recommended by the Coordinator, and pay him/them honorarium at the rates in force from time to time.
- ❖ Appoint academic counsellors on the basis of the panel recommended by the Coordinator.
- ❖ Have the right to shift or close the Recognised Study Centre, if it finds that support services are not being provided, as per the requirements of the University. In such case the Coordinator would have to hand over all the assets and academic record of the learners to the Regional Director. The Coordinator will also have to settle all financial accounts with the Regional Director. IGNOU will pay one

month honorarium to the Coordinator of the Recognised Study Center after its closure in order to ensure smooth handing over the charge.

- ❖ In addition IGNOU shall provide/pay for:
 - a) Training/Orientation of Coordinator, Assistant Coordinator and Counsellors.
 - b) Traveling expenses of Coordinator/Assistant Coordinator for attending meetings/orientation as and when required by the Regional Centre or Regional Services Division. The sponsorer should agree to grant duty leave to concerned staff for the purpose.
 - c) Assignment evaluation charges and examination expenses as per University approved rates.
 - d) Audio/Video cassettes pertaining to the study programmes.
 - e) Printed IGNOU course material (5 sets) for the Study Centre for the programme activated.
 - f) Manuals for Coordinators and Academic Counsellors and any other material brought out by Regional Services Division.

AGREED UPON AND SIGNED

On behalf of the Host Institution

On behalf of IGNOU

(Head of Institution)

(Regional Director)

Place:

Place:

Date:

Date: