



# Tamil Nadu Open University

## Student Support Services Division

No.577, Anna Salai, Saidapet, Chennai-600015

Phone: (91-44) 2430 6621 / 6622 / 6627

Fax: (91-44) 2430 6640

email: [sssd@tnou.ac.in](mailto:sssd@tnou.ac.in); website: [www.tnou.ac.in](http://www.tnou.ac.in)

### Application Form for the Establishment of TNOU-Learning Resource Centre (LRC)

Filled in Application form along with the prescribed Inspection Fee of Rs.10,000/-and other relevant documents to be submitted to the Deputy Director, Students Support Services Division, No.577, Anna Salai, Saidapet, Chennai-600015 either in person or by Speed Post/Registered Post only.

Learning Study Centre to be approved by TNOU shall have pay Interest free Refundable Deposit of Rs.1,00,000/- (for all General including Computer Education Programmes) to TNOU.

Demand Draft (DD) may be drawn in favour of %The Registrar, Tamil Nadu Open University+ payable at Chennai.

1.	Name of Educational Institution	
2.	Type of Institution	Government/Autonomous Body / Private
3.	Nature of Institution	Trust/Registered Society/Others (specify)
4.	Year of Establishment	
5.	Name and Designation of Head of the Institution Mobile No. Email Address	
6.	Postal Address for Communication Phone Number Mobile Number Whats App Number E-mail Fax Website	

7.	<p>Details of the Premises</p> <p>a) Total Area (sq.ft.):</p> <p>b) No.of Class Rooms: (Total Area)</p> <p>c) Office (size):</p> <p>d) Reception Area:</p> <p>e) Lab:</p> <p>f) Book Storage Room (area):</p> <p>g) Examination Hall:</p> <p>h) Auditorium:</p> <p>i) No.of.Toilets (Men/Women):</p> <p>j) Parking Area:</p> <p>k) Seminar Hall:</p> <p>l) Basic Amenities: (Electricity, Water etc.,)</p>	
8.	<p>Laboratories</p> <p>Computer Facilities such as Systems, Software, Printer, Internet Facilities/ Library/ Hostels/Front Office</p> <p>Store Room</p> <p>Please enclose details</p>	
9.	<p>Whether the Institution offers any other University/Institution ODL Programmes</p> <p>If yes, Please enclose the Order Copy</p>	
10.	<p>Whether Transport Facilities available for student</p>	
11.	<p>Details of the Programmes for which Learning Resource Centre requested (Refer annexure)</p>	
12.	<p>Details of Academic Counsellors (Teachers) to handle TNOU Classes (Attach individual bio data)</p>	

13.	Details of Application Fee of Rs.2,000/- paid by the LRC	
	Name of issuing Bank & Place	
	Demand Draft Number and Date	
14.	Details of Inspection Fee of Rs.10,000/- paid by the proposed LRC	
	Name of issuing Bank & Place	
	Demand Draft Number and Date	
15.	Enclose the following supporting documents	Please Tick( $\frac{1}{2}$ )
a.	Memorandum / Bylaws of Society or Trust or NGO or Others.	
b.	Resolution of Society or Trust for starting Learning Resource Centre.	
c.	Address Proof of your Institution/Organisation (Lease Deed/Rent Agreement/Sale Deed/ Ownership Documents).	
d.	Audited Balance Sheets of previous three years.	
e.	PAN Number of the Institution/Organisation.	
f.	Photograph of Institution/ Organisation, Class Rooms, Lab, Library, Front Office, etc	
g.	Photo ID Proof of Head of Institution	
h.	Two Coloured Photograph of the Head of Institution/Organisation.	
i.	Bio-data of the Coordinator of the proposed LRC.	
j.	Bio-data of the Academic Counsellors (Teachers) along with copy of the self attested educational certificates.	
k.	Documents pertaining to the association with other Universities /Institutions.	
l.	DD for Application Fee of Rs.2,000/-.	
m.	DD for Inspection Fee of Rs.10000/-.	

Date :  
Place :  
Office Round Seal

Signature  
Name and Designation Seal  
of Head of Institution

## Declaration

1. I/We certify that all the Information given above and in the proceeding pages signed by me/us is/are complete and correct.
2. I/We declare that the Institute will abide by all the rules and directions of TNOU given from time to time.
3. In case of any information furnished by me/us is found wrong or incomplete, I/We declare that the Institution may be derecognized and is also open to any action as per law.
4. I/We hereby undertake that if it is ever found that the Institution is not able to run as per the norms, rules and procedures laid down by TNOU, TNOU shall be free to withdraw the Centre recognition.
5. I/We understand that TNOU reserve the right to terminate the Centre registration, If it is found that I/We have knowingly made a false declaration.
6. I/We understand that the approval of my/our Institution as Learning Research Centre shall be done as per the norms of the TNOU. And I/We understand that TNOU reserve the right to reject the application without assigning any reason.
7. I / We declare that all the infrastructural facilities and Academic expertises are available for running the TNOU programmes.
8. I / We understand that TNOU authorities will make periodical inspection / surprise visits of our institution and premises at any time with notice or without notice and agreed to rectify the omissions and short comings within a month and submit a completion report to TNOU.
9. I/We shall verify all the original documents of the students and certify that the Students enrolled for TNOU Programmes are eligible in all respect as per the eligibility norms of TNOU. I/We shall produce the original documents of the students as and when required by TNOU.
10. I / We assure that necessary assistance / help will be rendered to all the students enrolled for successful completion of their programmes.
11. I / We understand that complaints if any received on us will be enquired and suitable action taken, as deems fit by the TNOU authorities.
12. I / We understand that the expenditure on Admission, Contact classes, Counselling and Practicals, Assignments will be borne from the funds made available under the sharing pattern as per MOU executed and will be implemented.

Date:  
Place:  
Office Round Seal

Signature  
Name and Designation Seal  
of Head of Institution.

## **Memorandum of Understanding (MOU) for Establishment of TNOU-Learning Resource Centre(LRC)**

Signed on \_\_\_\_\_ between the Tamil Nadu Open University, hereinafter referred to as 'TNOU', represented by its Registrar and \_\_\_\_\_ hereinafter referred to as LRC represented by its \_\_\_\_\_ regarding the responsibilities.

The validity of this MOU is for a maximum period of 3 (three) years from the date of signing and subsequent renewal, if considered, shall be done 3 (three) months before the expiry of the previous MOU.

### **The LRC shall:**

1. recommend a qualified person to be considered for Co-ordinator.
2. provide space of approximately 500-800 sq.ft. for exclusive use of TNOU without charging any rent. This space will be utilized for the office of the Programme-in-Charge.
3. install a prescribed signboard of the TNOU Learning Resource Centre prominently at a proper place.
4. make halls / rooms available for holding counselling sessions, practicals, workshops, etc and TNOU examinations when necessary .
5. extend library, laboratory, computer facilities, etc. to TNOU students for the given programme.
6. provide facilities like radio, recorder, TV, VCR, VCD, LCD etc. for using the cassettes/CDs of TNOU.
7. ensure that the Programme-in-Charge maintains or submits statement of accounts/expenditure to the SSSD as and when required.

### **TNOU shall:**

1. nominate the Cordinator.
2. pay honorarium per month and fixed amount as conveyance charges per month at the rate approved by TNOU from time to time, where applicable.
3. pay contingent charges and other remuneration for counselling sessions, workshop, practice teaching, evaluation of assignments, holding examinations, stationery, postage as per TNOU norms where applicable.
4. pay an amount towards secretarial assistance, either lump sum or on per student basis, whichever is more, as per approved rates of TNOU where applicable.
5. provide 1 set of SLM (Self Learning Material).
6. nominate Academic Counsellors as per TNOU norms.
7. have the right to shift or close the Learning Resource Centre if it finds that adequate support services are not being provided, as per the requirements of the University. In such cases, the LRC shall hand over all the assets, financial accounts, if any and academic records of the learners to the TNOU. The LRC will also have to settle all financial accounts with the TNOU.
8. have the right to inspect the Learning Resource Centre and advice the Coordinator, Academic Counsellors, and the Management of the LRC.
9. reimburse all the above expenditure including on Admission, Contact classes, Counselling and Practical, Assignments from the funds made available under the sharing pattern of \_\_\_\_\_.
10. refund the interest free deposit, in case of withdrawal/removal after making required deductions if any.

### **Agreed upon and signed**

On behalf of the LRC  
Name of the Head of the Institution with  
Stamp and Date

On behalf of TNOU  
Name of the Registrar with Stamp and Date

## RESPONSIBILITIES OF COORDINATORS OF LRC

1. Ensure availability of necessary Infrastructural facilities in consultation with Head of the host institution:
  - a. Space for counselling and audio-video sessions.
  - b. Laboratories/Hospitals/Public/Health/Centre/Industries/Libraries/ Computers as and when required.
  - c. Installation of Equipment/Apparatus/Instruments etc.
  - d. Ensure that the Equipment/Apparatus etc. are in working order.
  - e. Arrange proper consumables as well as other materials required for practical.
2. Demonstrative access to workshop apparatus/Computers/Site Equipments/ Drawing Board/Technical Library.
3. Conduct of Practical / Field Sessions and Examinations as per Schedule.
4. Organising of Counselling and Audio-Video Sessions:
  - a. Identify course-specific academic counsellors.
  - b. Prepare schedules of Counselling / Practical / Clinical Sessions in consultation with Head of the Host Institution.
  - c. Oversee conduct of Counselling / Practical / Clinical sessions and maintain a record of attendance.
  - d. Arrange periodic meetings with the counsellors and students to review progress of the programme.
5. Feedback & Quality Control:
  - a. Give programme specific information to the prospective and the enrolled students.
  - b. Send monthly feedback reports on counselling, audio-video and practical sessions conducted and student response to the programme.
  - c. Maintain session-wise record of practical work and prepare an evaluation report of students in consultation with Counsellors/Supervisors.
6. Arrange payment to the Counsellors/Evaluators and others as per payment norms of the programme and maintain a record relating to such payments.
7. The host institution of the work centre will be paid hire charges towards the use of Laboratories/Equipments/consumables as per the approved norms of the University.
8. Remuneration to the personnel approved by the University working at the work centre will be paid as per the approved norms of the University.
9. Arrange practical sessions, demonstrations, fieldwork etc. as per the TNOU Programme requirements.
10. Receive assignments from students, get them evaluated by the TNOU approved Academic Counsellors and send feedback to students and Award List / grade sheets to SR & ED Division.

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## Annexure

### TNOU Academic Programmes offered through Learning Resource Centres (LRCs)

S.No.	Name of Programme
1	MA Sociology
2	MA Anthropology
3	MA Tourism and Travel Studies
4	M. Sc Mathematics
5	MA Tamil
6	MA Police Administration
7	MA English
8	M.Sc Geography
9	M.Sc Psychology
10	MA Public Administration
11	MA Islamic Studies
12	MA Gender Studies
13	MA Economics
14	MA History
15	MA Women Studies
16	MA Social Work
17	MA Human Rights
18	M.Com
19	M.Sc Computer Science
20	M.Sc Counselling and Psychotherapy
21	MA Development Administration
22	MA Political Science
23	MCA
24	MBA
25	MA Criminology and Criminal Justice Administration
26	M.Sc In Apparel and Fashion Design
27	MA International Relations
28	B. Com Accounting and Finance
29	BA Political Science
30	BA Tamil
31	BA Urdu
32	B.Sc Mathematics with Computer Applications
33	B. Sc Computer Science
34	BA History and Heritage Management
35	BA Human Rights
36	BA Social Work
37	BA Sociology
38	BBA Computer Applications
39	BBA
40	BA Business Economics

41	B.Sc Mathematics
42	BBA Retail Management
43	B.Sc Psychology
44	B.Sc Geography
45	BA Criminology and Criminal Justice Administration
46	BA Economics
47	B.Com Computer Applications
48	BA Tourism and Travel Studies
49	BA English
50	B Lit
51	BA Functional Tamil
52	BBA Marketing Management
53	BA English and Communication
54	B.Com Corporate Secretaryship
55	B. Com
56	BCA
57	B.Sc Visual Communication
58	BA Public Administration
59	BA Islamic Studies
60	B.Sc in Apparel and Fashion Design
61	BA History
62	B.Com Bank Management
63	PG Diploma in Tamil Research Methodology
64	PG Diploma in Export Marketing
65	PG Diploma Information Technology Management
66	PG Diploma in Software Quality Management
67	PG Diploma in Information Security
68	PG Diploma in Mathematics
69	PG Diploma in Applied Mathematics
70	PG Diploma in Gerontology
71	PG Diploma in Computer Applications
72	PG Diploma in Spoken English
73	Diploma in Media Art
74	Diploma in Museology and Conservation
75	Diploma in Archaeology and Epigraphy
76	Diploma in Management
77	Diploma in Retail Management
78	Diploma in Database
79	Certificate in NGO Management





## TAMIL NADU OPEN UNIVERSITY

### LEARNING RESOURCE CENTRE / PROGRAMME STUDY CENTRE / COMMUNITY COLLEGES (OPEN & DISTANCE MODE) NOTIFICATION

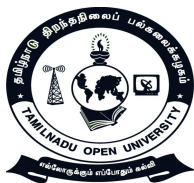
Applications are invited from Colleges, ITIs/ITCs/Polytechnic Colleges Educations Institutions, Societies, Trusts and NGOs to offer TNOU Programmes by getting recognition for Learning Resource Centre / Programme Study Centre / Community Colleges.

Application form with details of information can be downloaded from TNOU website [www.tnou.ac.in](http://www.tnou.ac.in). Filled in Application along with necessary Documents with separate DD for Application Fee and Inspection Fee should reach '**The Registrar, TamilNadu Open University, No.577, Anna Salai, Saidapet, Chennai-600015**'

All the existing Learning Resource Centre / Programme Study Centre / Community Colleges and those who are willing to apply for fresh recognition from TNOU will have to apply in the prescribed application form.

The University reserves all rights regarding Opening/Closing of all types of Centres.

Contact for Details: **Phone: (91-44) 2430 6621/6627/6622 Fax: (91-44) 2430 6640 email: registrar@tnou.ac.in;**



**TAMIL NADU OPEN UNIVERSITY**  
**Learning Resource centre**  
**Personal Bio-Data of Coordinator**

1	Name of the Institution, where Learning Resource Centre is proposed		
2	Name of Programme and Course		
3	Name and Residential Address of the Coordinator		
	a. Name		
	b. Educational Qualification		
	c. Door Number		
	d. Street Name		
	e. Area Name		
	f. Post		
	g. Taluk Name		
	h. District Name		
	i. Pin Code		
4	Institution details of the Coordinator where employed		
	1. Institution Name		
	2. Present Designation		
	3. Total Years of Experience		
5	Details of Telephone/Fax/ Email/ of the Coordinator	STD Code	Phone Nos
	a. Office Phone		
	b. Fax		
	c. Residence Phone of Director/Principal		
	d. Mobile Phone of Director/Principal		
	e. E-Mail Address		
6	Experience in Distance Education if any		

I hereby declare that all the information given above are correct. If any time it comes to the notice of the University that the above information/statements are false, the University may terminate my appointment as Coordinator.

Date:

Signature of Coordinator



**TAMIL NADU OPEN UNIVERSITY**  
**Learning Resource Centre**  
**Personal Bio-Data of Academic Counsellor / Teacher**

1	Name of the Institution, where Learning Resource Centre is proposed		
2	Name of Programme and subject for which the Academic Counsellor is engaged		
3	Name and Residential Address of the Academic Counsellor / Teacher		
	a. Name		
	b. Educational Qualification		
	c. Door Number		
	d. Street Name		
	e. Area Name		
	f. Post		
	g. Taluk Name		
	h. District Name		
	i. Pin Code		
4	Institution details of the Academic Counsellor/Teacher where employed		
	1. Institution Name		
	2. Present Designation		
	3. Total Years of Experience		
5	Details of Telephone/Fax/ Email/ of the Academic Counsellor	STD Code	Phone Nos
	a. Office Phone		
	b. Fax		
	c. Residence Phone		
	d. Mobile Phone		
	e. E -Mail Address		
6	Experience in Distance Education if any		

I hereby declare that all the information given above are correct. If any time it comes to the notice of the University that the above information/statements are false, the University may terminate my appointment as Academic Counsellor / Teacher.

Date:

Signature of Academic Counsellor

Signature and Seal of the Coordinator