

Application No: _____



CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)
PERIYAR UNIVERSITY, SALEM-11, TAMILNADU, INDIA
NAAC 'A++' Grade - NIRF Rank 56 - State Public University Rank 25

APPLICATION FOR ESTABLISHING LEARNER SUPPORT CENTRE

1. Name & Address of the proposed Learner Support Centre :
Phone :
Mobile No :
Fax No :
Email Id :
2. Name & Address of the Principal :
Qualification of the Principal :
Phone :
Mobile No :
Fax No :
Email Id :
3. Nature of the Institution - Arts & Science (Specify) :
(Attach appropriate document of approval from UNIVERSITY / UGC / AICTE / NCTE & any other approved body)
4. Year of establishment :
5. Whether the Institution proposed for LSC is established Under Trust / Individual Company / Society / Others :
(Specify & Attach appropriate documents) : 1.
2.
3.
4.
5.
6. Infrastructural Facilities available :
A. Office/ Institution : Owned / Leased / Rented
B. Build-up Area :

Facility	No. of Rooms	Size	Area (in sq ft)
Office			
Class Room			
Library			
Laboratory			
Any other facility			
Total			

C. Toilet / Water Facilities (Mention the details):

D. Computer Facilities

(i) No. of systems with configuration :
(Enclose the list)

(ii) Internet facilities :
(Enclose the list)

(iii) Details of software available :
(Enclose the list)

7. Proposed Programmes (opted to offer) :
(Either all courses or specified course)

8. Details of Teaching Staff – Department wise (Please Provide Qualified Staff List)

S. No	Name	Designation	Qualification	Experience	Nature of Appointment	
					Permanent	Temporary
1.						
2.						

9. Details of Office Staff:

S. No	Name	Designation	Qualification	Nature of Appointment	
				Permanent	Temporary
1.					
2.					

10. Do you have LSCs of any other Universities (If yes, Please specify) :

11. Name of the senior faculty willing to act as Co-ordinator (Shall be a regular teacher not below the rank of a qualified Assistant Professor of the concerned HEI) :

12. Name of the person willing to act as a Counsellor / Facilitator (Candidate Should possess minimum a Post-Graduation from a recognized university) :

13. Does the institution have atleast one staff member assigned as an academic advisor for each programme being offered? :

14. Is CCTV facility available (If yes, give details)? :

15. Is Biometric attendance facility available for learners? :

16. List of Programme offered in regular mode? (Attach List) :

17. Is governing body available? (Y/N) (If yes, attach details of members & minutes copy) :

18. Has the CIQA committee constituted for LSC? (Y/N)(if so, give details & minutes copy) :
19. Is Grievance Redressal Mechanism available? (Y/N)(if available, give details) :
20. Is Feedback mechanism available? (Y/N) (if so, give details) :

The information furnished above is true to the best of my knowledge

Place : Signature of the Principal / Secretary /
Date : Co-ordinator of LSC /
Competent authority with seal

Requirements for Learner Support Centre Approval

1. Nature of Institution: Arts & Science affiliated by University and approved by Government / UGC / AICTE / NCTE and any other approval body.
2. Sufficient Classrooms for conducting PCP Class for proposed programmes
3. Science Lab for proposed Science Programmes
4. Computer Lab with sufficient computer and Internet facility
5. Qualified faculty members
6. Administrative Staff
7. Senior faculty willing to act as Co-ordinator
8. One Counsellor
9. Academic Counsellor for each of proposed programme
10. Facilitating centre
11. CCTV facility
12. Biometric Attendance facility
13. Programmes offered in Regular mode
14. Governing Body for ODL as per UGC regulations,2020
15. Grievance Redressal Mechanism for ODL
16. Feedback Mechanism for ODL