

Manual for Coordinators



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Odisha State Open University, Sambalpur

Established by an Act of Government of Odisha.

MANUAL FOR
COORDINATORS

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Foreword

Coordinators are the eyes and ears of open and distance learning (ODL) system. They play a crucial role in providing learner support services in an Open University. Learners in ODL system come in direct contact with the coordinators at the study centres. Therefore, success and failure of distance education depends on the sincerity and commitment of the study centre head.

Coordinators are required to possess qualities of a good teacher, administrator and above all a good facilitator. A teacher working in a college/university is given the responsibility of a coordinator so that he/she can create an environment conducive for carrying out teaching-learning activities. Distance learners need support- academic, emotional and psychological- which a teacher can effectively meet.

This manual has been prepared to help the coordinators in discharging their responsibilities effectively. Their role in admission, conduct of counselling sessions, evaluation of assignments, providing feedback to learners and holding examinations at the end of each semester have been highlighted in this manual. Many circulars and guidelines have been issued by the university during the last two years on matters referred above. The manual is a compilation of those circulars and guidelines. We hope that this manual may certainly help the coordinators- particularly those who are new- in discharging their responsibilities smoothly.

Recently, UGC has issued new regulations through Gazette Notification for ODL institutions. Some of these guidelines have been incorporated in this manual. It is expected that all study centre functionaries will read this manual and follow the guidelines in letter and spirit.

The support provided by Ms. Prashansa Das, Academic Consultant and Hrudananda Bhoi, Jr. Consultant in compilation of documents is acknowledged.

A handwritten signature in black ink, appearing to read 'S. Mohapatra', written on a light-colored rectangular background.

Dr. Srikant Mohapatra
Vice- Chancellor

CHAPTER 1
OSOU: OPEN & DISTANCE LEARNING

1.1 Open & Distance Learning

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1.2.1 Mandate of the University

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1.1 OPEN & DISTANCE LEARNING

“Open and Distance Learning” means a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using a variety of media, including print, electronic, online and occasional interactive face-to-face meetings and providing other Learner Support Services to deliver teaching-learning experiences, including practical or work experiences.

During the last three decades ODL system has created many opportunities and in the process has also faced quite a few challenges in achieving the national goals and objectives. The system has made positive contribution in the areas of democratization of higher education. Open Universities have often been called themselves People’s University and have spread the slogan of “education at your door-step”. Life-long education, quality higher education at affordable cost, reaching the unreached have been made part of the vision and mission document of Open Universities in the country.

The massive revolution in ICT world-wide has created new opportunities and challenges for open learning and distance education. Open Universities are taking full advantage of this digital technology. Many leading universities are shifting from distance education to digital online education. Open Education Resources (OER) available through internet and Massive Open Online Courses (MOOCs) offered by some of the best universities in the world have made knowledge resources freely available to anyone, anytime and anywhere (A3). Only those seeking certificate/degree are required to pay fee to these universities.

The few dominant elements in the Distance Education are:

- Flexibility in terms of age, pace of learning and duration of learning process
- Planning and preparation of self-learning materials and the provision for student support services
- The use of media; print, audio, video and computer, to unite teacher and learner both in face-to-face and online mode
- The provision of two-way communication so that the student may benefit from or even initiate dialogue.

1.2 ODISHA STATE OPEN UNIVERSITY

OSOU has successfully completed two years of its existence on 10th June 2017. It is still the youngest Open University in the educational map of India. During the last two years we have not only admitted learners in twenty-three PG diploma, diploma and certificate programmes but also conducted term-end/semester examination and declared the result in record time. Our entire admission process and all activities related to pre and post examination are online. Technology has, to a large extent, facilitated the teaching-learning process and bridged the gap between the University and its stakeholders in this distance learning institution. Learners are accepting and fast adopting to the technology mediated digital learning system of OSOU.

OSOU has 4800 learners, 415 academic counsellors, 39 Study Centres and about 200 regular and part-time functionaries working in different parts of Odisha to provide support to our learners. This number will rapidly increase in coming years with the introduction of undergraduate and postgraduate programmes.

The Odisha State Open University is established by an Act of the State Legislature in 2015. The University has jurisdiction over the entire State of Odisha. The mandate is on education, research, training and capacity building by diversity on means of distance and continuing education including the use of new educational technology available to common man at affordable cost. Degrees, Diplomas and Certificates issued by the University shall be treated at par with Degrees/Diplomas issued by other Universities established by centre/states and recognized by UGC. Emphasis is placed on Skill Based Education to enhance employability of the students. To fulfill its mandate the Open University has established Regional Centres and Study Centres in different parts of the State. Besides Skill Based and vocational courses, focus is on Journalism & Mass Communication, Business & Management Studies, Computer Science courses, Rural Development, Disaster Management, Communication Skills, Translation Studies and functional aspects of Odia and Hindi language courses. Add-on courses are on offer targeting students already admitted in Undergraduate courses in the State. The fee charged from the students has been made reasonable and affordable by disadvantaged groups.

1.2.1 Mandate of the University

To provide an innovative system of university level education, flexible and open with regard to methods and pace of learning, course choice, entry requirements and evaluation strategies with a view to promote learning and encourage excellence in new fields of knowledge with skill training, thereby contributing to the development of the State.

Some of the special features of OSOU are:

- Relaxed entry requirements.
- Provision of equal opportunity for admission to people from all over the State.
- Provision for learning at your own pace, place and time.
- Cost-effective and affordable education at your door-step.
- Multi-media approach in curriculum design & delivery.
- Optimum use of Open Education Resources (OER).
- e- Gyanagar: online OER Repository
- Internet Radio “Pragynavani” for online broadcast of lessons
- E-Library facilities for learners and counselors
- OSOU Mobile App for access to e-resources and learners’ feedback through mobile devices.
- Online student support services through University website
- Network of student support centres throughout the State.
- Hands-on training and face-to-face Counselling.
- Continuous evaluation through assignments and practical.

1.2.2 Vision

- To play a positive role in the development of the State through education, research, training and capacity building.
- To give emphasis on skill based vocational courses for promoting employment opportunities.
- To introduce courses that are need-based
- To ensure access and equity in higher education particularly for disadvantaged groups.

1.2.3 Mission

- To make positive contribution to increase the Gross Enrolment Ratio (GER) in higher education in the State.
- To create a state-wide network of Skill Development Centres and Study Centres to reach out to all parts of the state and all segments of the society.
- To create University-Industry interface in Skill-based education.
- To promote inclusiveness in higher education by targeting women, SC/ST, Physically challenged and other disadvantaged social groups.

1.2.4 Governance and Management

The Governor of Odisha is the Chancellor of the University. By virtue of his office the Chancellor is the head of the University. He enjoys the power to appoint the Vice-Chancellor, to preside over the convocations of the University and to cause an inspection/inquiry on any matter connected with administration and finance of the University.

The Board of Management is the Chief Executive Body of the University. It has the power of management and administration of the revenue and property of the University; to effect standardization of skill-related education available in the State; to manage and regulate the finances, accounts and investment of the property of the University; to create teaching, other academic, administrative and ministerial posts and to prescribe the functions and conditions of services of the employee; to institute fellowship, scholarships and studentships.

The Academic Council is the principal academic body to co-ordinate and exercise general supervision over the academic policies of the University. It is responsible for maintaining the academic standards.

Skill Development Education Council has to organize and promote skill related trainings and programmes; to give recognition to industries, firms, institutions, different registered workshops, laboratories, training institutes as training platform for students of the University, to work out the modalities to standardize vocational and skill development education offered by different organizations and to withhold recognition of defaulting bodies.

The Planning Board is the principal planning body responsible for monitoring of the developments on the lines indicated in the objects of the University.

The Board of Recognition is responsible for admitting Government recognized colleges to the privileges of the University for providing add-on and skill development courses.

The Finance Committee shall deal with the financial matters of the University including investment of University funds and purchase of any immovable property.

1.2.5 School of Studies

Odisha State Open University has the powers to open the following Schools of Studies:

- 1. School of Social Science & Humanities*
- 2. School of Science & Technology*
- 3. School of Education (Continuing and Extension)*
- 4. School of Teachers Training*
- 5. School of Business and Management Studies*
- 6. School of Health Care Sciences*
- 7. School of Computer and Information Sciences*
- 8. School of Agriculture*

1.3 UGC ODL Regulation 2017

The University Grants Commission vide Gazette Notification No. 247 Dt. 23 June 2017 has issued Regulations, 2017 for the Open and Distance Learning System. The Regulation lays down the minimum standard of instruction for the grant of degree at the under-graduate and post-graduate levels through ODL mode and shall apply to all universities for all programmes other than the programmes in Engineering, Medical, Dental, Pharmacy, Nursing, Architecture, physiotherapy and any other programme not permitted to be offered in distance mode by any other regulatory body.

Major Highlights of the Regulations are as follows:

1. It shall come into force from the date on which it is notified in the Gazette of India i.e. 23rd June 2017.
2. Every Higher Educational Institution has to apply afresh for UGC recognition.
3. Higher Educational Institutions shall adhere to the policy of territorial jurisdiction in offering Open and Distance Learning programmes.
4. Preparation of Self Learning Material, establishment of Learner Support Centres (SLCs) and to establish Centre for Internal Quality Assurance (CIQA), availability of academic and other staff at the Higher Educational Institutions, availability of qualified counsellors at LSCs, all administrative arrangement for effective delivery of academic programme are pre-requisites.

5. NAAC accreditation is now made compulsory for open universities within one year of their becoming eligible for it.
6. Higher Educational Institutions approved for 2016-17 have been permitted to offer approved Open and Distance Learning programmes for 2017-18. They have to apply afresh for such permission. Fresh application for new programmes shall be considered for July 2018.
7. Higher Educational Institutions shall continue to offer Certificate, Diploma, PG Diploma provided these programmes are approved by statutory authorities of the respective Higher Educational Institutions and delivery mechanism passes through all quality standards of Open and Distance Learning.
8. Higher Educational Institutions shall not engage in commercialisation of education and shall provide equity and access to all deserving learners.
9. LSCs shall not admit any learners to ODLs programmes on behalf of the Higher Educational Institution.
10. Study centres can only be established in a college or institution affiliated to a recognized University (other than a private university) or a Government recognized Higher Educational Institution having necessary expertise and infrastructure.
11. No Study Centre shall be established under any franchisee or outsourcing agreement.
12. Every Higher Educational Institution shall establish a centre for internal quality assurance (CIQA) within a period of one year.
13. The number of full-time teachers, academics and other administrative and technical staff shall be made available as per UGC guidelines.
14. Optimal use of technology in programme design and delivery including use of OER and MOOCs.
15. Programme Project Report for each programme has to be developed and it shall be approved by the appropriate authority of Higher Educational Institutions and it shall put in place a monitoring mechanism for proper implementation.
16. Fee structure should be affordable to all stakeholders. Free waiver for SC, ST, and PWD should be as per Central Govt. rules.
17. Self-Learning Materials in printed form shall be provided compulsorily to all learners and additional learning resources through on-line mode.
18. Higher Educational Institutions shall provide facilities for online guidance and counselling and make provision for online discussion forum for learners.
19. UGC has issued a Public Notice dated 29th June, 2017 stating that Higher Educational Institutions (HEIs) already approved /recognized for 2017-18 have been permitted to offer approved ODL programmes for the academic year 2017-18.

20. The UGC vide their letter dated 17th October, 2016 has accorded recognition to OSOU to offer 13 courses under ODL mode.

1.4 Learner Support Centre (Study Center as per UGC Regulations 2017)

1. A Higher Educational Institution offering programme in Open and Distance mode shall, within one year from the date of commencement of these regulations, ensure that a Learner Support Centre is established only in a college or institution affiliated to a University or in a government recognised Higher Educational Institution offering programmes in the same broad areas having the necessary infrastructure and human resources for offering the programme:

Provided that a Higher Educational Institution may establish a special Learner Support Centre for imparting instruction to persons referred to in the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disability Act, 1999 and other persons in difficult circumstances, including jail inmates:

Provided further that a Learner Support Centre shall not be set up under a franchisee agreement in any case.

2. A Learner Support Centre shall be the contact point or centre managed by the Higher Educational Institution for providing academic as well as administrative support to its learners
3. The Learner Support Centre shall be headed by a Coordinator who shall be a regular teacher not below the rank of a qualified Assistant Professor of the concerned College or Higher Educational Institution and assisted by the counselors as decided by the Higher Educational Institution.
4. The Higher Educational Institution shall have a Standard Operating Procedure for the smooth functioning of the Learner Support Centre which shall include functions of the Learner Support Centres and its different functionaries, monitoring mechanism of different services provided by the Centre, and it shall be mandatory for the Learner Support Centre to maintain the learner data related to conduct of counseling sessions, evaluation of assignments and grievance redressal.



CHAPTER 2

OSOU HEADQUARTERS

In the three-tier structure of the Open University the headquarters lies at the top, Regional Center is in the middle and at the bottom of the pyramid the Study Centers are located. Headquarter is primarily responsible for formulating the general policy guidelines of the University in academic, administrative, financial, operational and ICT related matters.

The Board of Management , Academic Council , Finance Committee and other statutory authorities, are being created to help the University in framing policies which are executed through the statutory officers such as the Vice-Chancellor, Registrar , Director of Schools of Studies and Controller of Finance & Examination.

The Headquarter of the University has two major wings namely: Academic wing and Operational Wing

All academic activities such as design, development and launching of academic programs, monitoring of academic activities at the Study Center, preparation of Self Learning Materials, Videos/Audios Program, Guidance & Counselling to the learners and evaluation of their performance are conducted by the academic staff attached to the headquarters. Similarly operational activities related to admission, study center establishment and monitoring, material production & distribution, planning & coordination, creation of ICT infrastructure are supervised at the headquarters by the academic and other staff of the University.

While discharging these responsibilities the officers and staff at the headquarters shall work within the purview of the OSOU Act, Statutes, Ordinances and Regulations. Even the headquarter is responsible to the Chancellor, Legislative Assembly and the State Government for smooth and efficient functioning of the University. The primary responsibility of the headquarters is to ensure that the Regional Centres and Study Centres are functioning smoothly, so that all Learner Support Services are reaching to the end users i.e. Students/learners.

Vice- Chancellor is the chief executive officer of the University and is responsible for the smooth and efficient functioning of the University within the framework of the Act, Statutes and Ordinances. Day-to-day activities of the University in academic, administrative, financial and all other matters are carried out as per the directions of the Vice- Chancellors.



CHAPTER 3

OSOU REGIONAL CENTERS

3.1 CONCEPT OF REGIONAL CENTER

Regional centers are established and maintained by the open universities for monitoring the activities of the Study Centers located within their jurisdiction. These centers are crucial in establishing a link between Headquarters and study centers. Core academic and administrative staff appointed by the University shall work on full time basis to carry out responsibilities assigned by the University.

Open University in Odisha has established Regional Centres at Bhubaneswar, Berhampur and Jeypore. Efforts are being made to set-up Regional Centres at Balasore.

3.2 FUNCTIONS OF REGIONAL CENTER

- Supervision and coordination of the activities at the Study Centres, negotiations with state Governments, nearby universities, organizations of higher learning to be able to develop study centers for the university programmes;
- Organizations of Counselling programmes and counselling sessions in line with the university guidelines.
- To encourage college students to apply for admission to the university;
- To enhance public attention and awareness in the vicinity of the university and to promote its function, and goodwill in the direction of the university among the officers and personnel of establishments of higher, adult and continuing education.
- The academic activities of the Regional Center includes capacities relating to
 - the pre-admission counselling of the students,
 - assessment and evaluation of the assignments,
 - maintenance of admission records,
 - monitoring of counselling at study centres,
 - orientation and training of the Academic Counselors, Coordinators and different functionaries of the Learner Support Centers,
 - organization of the academic seminars and workshops, monitoring of counselling schedules and assignments records of the learners, conduct of the intensive contact programme, conduct of project viva of selected programmes of the University
 - organizing counselling sessions and admission counselling at the Regional Centre, maintenance of library services

- Administrative and Financial Activities of the Regional Center incorporates:
 - Monitoring of administrative activities at Study Centres, upkeep of student records,
 - Planning and organizing induction meetings.
 - Timely payment of remuneration to counsellors and evaluators and timely submission of monthly expenditure statement to the headquarters.
 - Regular audit of Regional Centre and Study Centre Accounts
 - Adherence to financial guidelines of the University

 - The promotional activities incorporates
 - Adequate publicity for promoting new programmes launched by the University
 - creating appropriate publicity material, handouts, regularly issue official statements and press releases highlighting activities of the University
 - arranging public seminars and symposia on Open University System, cooperation and participation in presentations and books fairs, sorting out public interviews, meet on radio and TV, contact with state and district government and willful associations with other institutions of higher learning etc.
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CHAPTER 4

STUDY CENTERS

4.1 Study centers: introduction

4.2 Draft norms for establishment and operation of study centres of ODL institutions

4.2.1 Establishment of Study Centres

4.2.2 Functioning of the Study Centres

4.2.3 Redress of Learners' Grievances

4.2.4 Monitoring of Study Centres and Quality Assurance

4.2.5 Administration and Finance

4.2.6 Monitoring and Quality Assurance Cell

4.3 Standard Operating Procedure for Study center

4.4 Eligibility Conditions for Empanelment of the Academic Counsellors

4.6 Role and Responsibility of the Coordinator of the Learner Support Centre:

4.6.1 Functions of Coordinators

4.6.2 Conduct of Counselling Sessions (Theory)

4.6.3 Conduct of Counselling Sessions (Practical)

4.6.4 Assignment Evaluation:

4.7. Finance and accounts

4.7.1 Payment norms

4.1 Study centers: introduction

Study Centre means a Centre established and maintained by the Higher Education Institution for advising, counseling, providing interface between the teachers and the learners, and rendering academic and any other related services and assistance, like practical, field experience etc. for the benefit of the learners.

OSOU Study Centres are specially established in Government/Aided educational institutions and conventional Universities. The Study Centres are the direct contact points for the students of the University. The host organizations where the Study Centres are located provide sufficient space free of cost, for the office of the coordinator, for the library, audio-visual equipment and class rooms for counselling. OSOU provides furniture, equipment and study materials. The Study Centre is headed by a coordinator assisted by other supporting staff. Counselling is done basically via senior teachers from academic institutions usually on Sundays to facilitate the students of the Open University who are by and large professionals.

4.2 Draft Norms for Establishment and Operation of Study Centres of ODL Institutions

In an Open and Distance Learning (ODL) system, Study Centres play a vital role in the delivery of ODL Programmes. These are the actual points of contact for the ODL learners for obtaining guidance, counselling, and other academic and administrative support during their course of study.

The study centres provide pre – admission counselling, theoretical and practical counselling / hands on practice, library and multimedia support, assignment evaluation, tutor feedback, career counselling and conducts term end examination.

As it is one of the very important components of the ODL system, it becomes necessary for the ODL Institution to establish study centres at the institutions that have adequate infrastructure, academic expertise, administrative and technical backup to deliver the programmes as per norms, maintaining quality and standards that are prescribed.

4.2.1 Establishment of Study Centres

The following are norms for establishment of study centres of ODL Institutions.

- The study centres should be established within the territorial limits stipulated for the institution, as per the policy laid down by the UGC,
- The institution should be an institution of higher learning affiliated to a Central / State University and recognized by Government of India / State Government,
- The institution should have collegiate environment,
- The institution should have prescribed infrastructure and academic expertise for providing academic and administrative support to the learners as prescribed for the programme,
- The institution should be located at a convenient location (closer to the bus stand / railway station) having easy accessible to the learners,

- The institution should be able to conduct theoretical and practical counselling sessions and examinations as and when they are scheduled, and
- The Study Centre should be subject to academic / administrative / financial monitoring / audit by the ODL University / Institution / UGC / Central / State Government.

4.2.2 Functioning of the Study Centres

The study centres are required to perform various functions. The same are mentioned below:

Administrative Functions

- Keep the study centre open and the functionaries present as per the schedule notified,
- Undertaking promotional activities in the area,
- Scheduling of pre – admission counselling,
- Guiding and helping the learners in filling up of the online / offline application forms,
- Verification of documents,
- Receipt and processing of application forms for admissions,
- Compilation of student database,
- Distribution of Self Learning Study Material (SLM) and Assignments,
- Maintenance of Library,
- Maintenance of Accession Register,
- Maintenance of student records,
- Redressal of students grievances
- Maintenance of furniture and equipment provided,
- Maintenance of registers in the prescribed format of the consumable and non – consumable items, and
- Compilation of quarterly / half yearly / annual reports for submission to the authorities concerned.

Academic Functions

- Identification of academic counsellors as per the prescribed norms,
- Scrutiny of their biodata and forwarding the biodata with recommendations to the authority concerned for consideration and approval,
- Scheduling of theoretical and practical counselling sessions, hands on practices, workshops, field work activities as per the prescribed norms, and
- Scheduling of online counselling, telephone counselling, and radio - counselling if the programmes on offer have provisions for the same.

Norms for delivery of courses through distance mode

The following are the standard norms recently prescribed by UGC/DEB for providing face – to - face interactive contact of the ODL learners with their tutors / academic counsellors.

Credit Value of the Course	Study Input (Hours)	Counselling Hours Theory (Hours)	Practical Sessions (Hours)	Number of Assignments
2 Credits	60	6	60	1
4 credits	120	12	120	2
6 credits	180	18	180	2
8 credits	240	24	240	3

- The theoretical counselling sessions should be of two hours each, whereas practical sessions should be of three hours each,
- The theoretical counselling sessions preferably be scheduled on Saturdays / Sundays / Holidays enabling the in – service learners to attend the session.
- The Practical sessions preferably be scheduled during the summer / Deepawali vacations enabling the in – service learners to attend long spells of the practical’s.
- Scheduling of assignment and project submission / ensuring assignment and projects submission as per the schedule drawn by the University HQ.
- Evaluation of the assignments and projects through approved / empaneled evaluators
- Providing tutor comments on assignment responses and projects of the learners,
- Compilation of award lists of assignment marks / grades and submission to the Department concerned,
- Dissemination of information and sending reminders related to the assignment submission, term end examinations, etc., and
- Conduct of examinations.

Financial Functions

- Payment to counselors and examiners as per norms of the University
- Submission of monthly Accounts statement to the University
- Maintenance of books of account (Cash Book, Cheque Issue Register, Ledgers, Acquittance Role) as prescribed by the Institution,

Conduct of Examinations

Study Centres also function as examination centres for conducting theoretical and practical; online as well as offline examinations as and when they are scheduled. They should ensure the following for conducting the examinations smoothly:

- The examination halls / class rooms identified for conducting the theoretical examination should be clean and have adequate seating capacity and amenities,

- The examination halls should have adequate lighting, ventilation and comfortable seating,
- The wing / block of the building identified for conducting the examination should have clean rest rooms / washrooms for boys and girls having necessary fixtures and fittings in working conditions,
- The examination centre should have clean drinking water,
- The examination centre should have a strong room / provision for keeping the confidential material in safe custody,
- The examination halls should have fire exits and extinguishers in working conditions,
- The examination centre should have adequate parking place,
- The examination centre should have examination hall at the ground floor in order to facilitate the disabled examinees,
- The examination centre should have computer laboratories with prescribed number of computers and accessories in working condition for conducting practical examination of computer education programmes,
- The examination centre should have laboratories with required equipment in working condition, chemicals and specimen in stock for conducting practical examination of science subjects / courses,
- The examination centre should have prescribed test - material to conduct practical examination of programmes / courses of social sciences; Library Science, Psychology, and other,
- The examination should have prescribed number of computers, internet connection of prescribed bandwidth, uninterrupted power supply / power backup facilities to conduct the online examination, and
- Keep the list of Invigilators, empanelled internal and external examiners and other functionaries required for conducting the examination,.

4.2.3 Redress of Learners' Grievances

Redressal of learners' grievances is one of important functions of the study centre. The ODL learners have the following grievances.

- Non receipt of information related to commencement of the academic session,
- Non receipt of information related to commencement of counselling sessions,
- Non receipt of information related to schedule of assignment / project submission,
- Non receipt of information related to their confirmation of admission to the programme,
- Non receipt of identity cards,
- Non receipt, delayed receipt, wrong receipt and short receipt of study material,
- Delay in commencement of the counselling sessions,
- Scheduling of less number of counselling sessions compared to that prescribed,
- In correct / old information in the study material,
- Delay in evaluation of assignments and project reports,
- Delay in declaration of the results,

- Delay in issue of the grade cards / mark sheets / degree certificates,
- Misbehaviour / Irresponsiveness of functionaries of the study centre,
- Delay in responding to their academic / administrative queries,

It is necessary and essential for the study centre to look into these grievances and resolve them at the earliest, as delay in responding to the queries and complaints may hamper / delay their studies. The following should be undertaken immediately.

1. The Coordinator should examine the grievances impartially and in an unbiased manner,
2. The grievances should be redressed on priority in a specified time period,
3. Matters that pertain to the University headquarters should be forwarded immediately, and followed up,
4. Complaints received on functioning / misbehaviour / irresponsiveness of functionaries of the study centre should be kept confidential, and investigated. It should be forwarded to the headquarters with a detailed investigation report.

4.2.4 Monitoring of Study Centres and Quality Assurance

Monitoring of functioning of the study centres should be one of the major functions of an ODL Institution. Constant and extensive monitoring is necessary in order to ensure effective support services to the learners. Monitoring can be done by inspection of officials of the Institution / constitution of Inspection Teams. The inspection team should submit feedback in a prescribed format, pertaining to various activities carried out at the study centre.

The monitoring team should visit the study centres at least twice in a year and have meetings with study centre functionaries, Head of the host institution, academic counsellors, and learners. They shall discuss on various aspects of functioning of the study centre and find out / assess / verify the facts and report to authorities concerned in the prescribed format.

The aspects that should be monitored and verified are:

Academic Counselling

All distance learners at some point of time experience problems in managing their own learning effectively. Provision of facilities for counselling has been made with a view to supporting, guiding and facilitating their learning activity. Face – to-face contact session is the only part of the ODL system that is not pre-packaged and predetermined. It is an opportunity open to the learners to engage in a dialogue with their teachers as well as their peers. In view of this, counselling sessions assume great importance and merit careful planning and close and constant monitoring.

Monitoring of Counselling Sessions can be helpful for the following.

- Ensuring effective support to the learners,
- Bringing in qualitative improvement in counselling activity at study centres,
- Providing feedback to Study Centres and the Headquarters,

- Determining training needs and nature of training for academic counsellors, and
- Improvement of the overall planning and organisation of counselling sessions.

The areas / activities of the counselling sessions to be monitored can be identified as follows:

Pertaining to the Counsellor

- The link role (e.g. between course writers' intention and students' comprehension, between the given course material and later developments in the area, etc.)
- His preparedness (including knowledge of course material etc.)
- Knowledge of assignment-contents
- Familiarity with supplementary material
- Knowledge and grasp of the topic.
- Communication skills
- Approach to course material
- Attitude towards students
- Type and level of interaction with students
- Method adopted for counselling
- Use of audio/video
- Knowledge (previewing) of audio/video material.
- Ability to train the learner in reading skills
- Use of demonstrative material such as graphs, charts, etc.
- Punctuality

Pertaining to Students

- Number present
- Response/attitude towards
- Course material
- Counsellor
- Counselling Sessions
- Institution
- Interest in the session.

Pertaining to the Coordinator

- Physical facilities provided by the study centre
- Planning and organisation of counselling sessions including meetings of counsellors, preparation and despatch of counselling schedule etc.,
- Arrangements for counselling sessions
- His own monitoring of counselling sessions
- Involvement of oriented counsellor
- Observance of the guidelines and schedule sent from headquarters

- Timely payment to the counsellors.

Monitoring of counselling at the study centres will be undertaken by the University Headquarter or its Regional Centres. It should be undertaken by setting-up of a Monitoring Team consisting of senior academics. The Team visit the study centre on counselling day and ensure that the counselling sessions are scheduled and held as per the prescribed norms. The Team should obtain the following records / information.

- Report on Counselling Sessions in prescribed format from the respective counsellors, through Coordinators,
- Feedback from learners in the prescribed format
- Report on monthly programme-wise counselling in the prescribed format

The University will promptly take necessary follow-up actions on the issues emerging from the overall monitoring report on the study centres.

Monitoring of Assignments

Assignments form an important component of the teaching - learning transactions in the ODL-system. They serve a two-fold purpose. It provides the means for continuous evaluation of the learners. It is also used for providing teaching inputs through the evaluation comments. The latter is of greater importance in the ODL System as assignment is a means of two-way communication. Assignment responses are in a way an indirect feedback from the learners about the course material.

As the handling and evaluation of assignments take place at the study centres, it is necessary to evolve a mechanism for constant and effective monitoring on handling of assignments at the study centres and their evaluation by the academic counsellors.

Process of monitoring of assignments can encompass the following:

Preparation stage (At the headquarters)

- Despatch of relevant course material and assignments from headquarters.
- Preparation of assignment submission schedule.
- Preparation of guidelines for assessment by the evaluators.

Management aspect (At the Study Centres)

- Submission of assignment responses by the learners
- Despatch of the assignment responses to the evaluator
- Receipt from evaluator
- Despatch of feedback on assignments responses to the learners,
- Despatch sample assignment responses to HQ for monitoring
- Despatch of monthly evaluation reports on assignment evaluation to the HQ in the prescribed format

Academic Aspect

- Correctness of the marks / grade given
- Appropriateness of the tutor comments
- Justification of the global comments

Monitoring of Back-up Services

Counselling and assignment evaluation are the prime support services provided at a study centre. Apart from these the learners get further back-up services in the form of:-

- Online Library and Audio-Video facilities
- Information services

The monitoring team should verify and ensure that the Reference Library and Audio / Video equipment are in operation. A quarterly report on utilization of the library and audio – video programmes should be obtained.

As Study Centres function as an Information Centres also, it should be checked and verified during the visits, that copies of relevant Handbook and Prospectus, information leaflets are available with the Study Centre. It should also be checked and verified that the study centre has information / knowledge regarding the launch of new academic programmes, new policy decisions of the Institution.

4.2.5 Administration and Finance

The study centres are assigned the administrative and financial functions also. It becomes necessary to monitor and audit the administrative and financial transactions of the study centre through periodic monitoring and audit.

4.2.6 Monitoring and Quality Assurance Cell

The ODL Institution should establish a Monitoring and Quality Assurance Cell headed by a person not below the rank of a Professor, assisted by academic and administrative staff in order to monitor the entire process of functioning of the study centres.

4.3 Standard Operating Procedure for Study center

Standard Operating Procedure for Study Centres

1. Arranging Induction meeting

Study Centre shall arrange Induction meeting for fresher's at the beginning of the session. All learners shall be given prior information about the meeting through e-mail and SMS. In the meeting following activities are to be carried out:

- a) Welcoming learners and giving them broad view about the Open and Distance Learning system.
- b) Interface with the Coordinator and Counsellors
- c) Giving Learners idea about Study Hours, Counselling, Assignment, conduct of lab/computer related practical, project work and evaluation pattern of the Higher Educational Institution.
- d) Facilities available for learners at the Learner Support Centre like access to library, viewing of audio/video programmes etc.
- e) Distribution of Identity cards, SLM and counselling schedule.

2) Timing of the Study Centre

A Study Centre should remain open for 20 hours in a week. Those hours may be divided into different days.

Sunday: 10 AM-4 PM (6 Hrs)

Monday: Closed

Tuesday, Wednesday, Thursday: 2 hours per day (5 PM- 7PM)

Friday & Saturday: 4 hours (4 PM to 8 PM)

These timings can be changed according to local conditions.

4) Furniture's and equipment's

Furniture and Equipment shall be provided by the University depending upon the strength of the learners admitted.

5) SMS Service and E Mail Facilities: Bulk SMS service may be hired from reputed agencies by the University and Study Centres may be provided these facilities to send SMS to the learners on Counselling Sessions, dates for assignment submission, scheduled dates for conduct of end-semester examinations etc.

Similarly, bulk e-mail facilities to be used by the Study Centres for all these activities.

University shall upload all information on facilities available at each SC in its website for the information of learners and other stakeholders.

6) Conduct of Counselling:

All distance learners at some time experience problems in managing their own learning activity. Provision for both face-to-face and online counselling has been made with a view to support, guide and facilitate their learning activity.

- a) Schedule of the counselling shall be given much in advance to the learners.
- b) In case of any last minute change in counselling schedule then with the support of SMS/Mail service learners shall be given prior information to avoid any inconvenience.

- c) Everything related to Counselling, schedule, name of the counsellor, block/unit of SLM to be covered in each session shall be uploaded in the website of the Higher Educational Institution.
- d) Learners online feedback format on counselling shall be made available on the web-based portal of University and the same is available through OSOU Mobile App.

7) Evaluation of Assignments:

Assignments are important components of the open and distance learning system. It is not only used as a teaching-learning tool by establishing a two way communication between learner and counsellor but it is also used for formative evaluation of a learner in ODL system.

Assignments may be submitted in two ways:

a. Submission of written assignments

1. Acknowledgement must be given to the learners.
2. It must be evaluated by the counsellors duly oriented beforehand by the University
3. Evaluated assignments shall be returned to the learner with the evaluators comments.

b. Online Submission(not yet in practice)

1. Online Acknowledgement
2. Online evaluation by trained counsellors
3. Online feedback to learners

In both cases-online and offline Systems- marks/Grades shall be sent to the University Headquarter through secured online mode of transmission. University will fix dates in advance for schedule of activities related to assignment submission, evaluation, feedback and transmission of assignment awards from Study Centres to University Head quarter.

8) Maintenance of Records

Different records related to academic activities at SCs like assignment award list, conduct of counselling sessions, use of library facilities, viewing of A/V programmes, attendance register of staffs of the study centre shall be maintained at the SC and required data to be transmitted online to the University on daily basis.

9) Conduct of Examination

Each Study Center shall act as an Examination Centre for conducting term-end examination for the University. Datesheet for the term end exam shall be given to the learners three months in advance and the same shall be uploaded in the website of the University. Basic information about Centre Superintendent, seating capacity for both sessions, name and address of person to handle confidential stationary etc are to be provided to the University at least three months in advance.

4.4 Eligibility Conditions for Empanelment of the Academic Counsellors

No teachers and equivalent academic positions in the Learner Support Centre shall be appointed who does not fulfil the minimum qualifications laid down in the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in the Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulation, 2010 as modified from time to time. In addition, such an academic should have familiarity with the characteristics of distance learners, their needs and differences from conventional face – to face education / instruction design, familiarity of learner centered approach in blended learning mode, ability to use different delivery media including online and computer mediated communication and learning.

4.6 Role and Responsibility of the Coordinator of the Learner Support Centre:

4.6.1 Functions of Coordinators

1. Ensure availability of necessary Infrastructural facilities in consultation with Head of the host institution:
2. Space for counselling and audio-video sessions
3. Laboratories/Libraries/Computers as and when required.
4. Installation of Equipment/Apparatus/Instruments etc.
5. Ensure that the Equipment/Apparatus etc. are in working order.
6. Arrange proper consumables as well as other materials required for practical.
7. Conduct of Practical / Field Work Sessions and Examinations as per Schedule.
8. Organising of Counselling and Audio-Video Sessions:
 - a) Identify course-specific academic counselors
 - b) Prepare schedules of Counselling / Practicals / Workshops
 - c) Oversee conduct of Counselling / Practicals / Workshops and maintain a record of attendance.
 - d) Arrange periodic meetings with the counsellors and students to review progress of the programme.
9. Assignment Handling: Receive assignments and get them evaluated from the concerned counsellors and arrange to send the feedback to the students and sent report and award list to the University.
10. Feedback & Quality Control:

- a) Give programme specific information to the prospective and the enrolled students.
 - b) Sent 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.
11. Arrange payment to the Counsellors/Evaluators and others as per payment norms of the programme and maintain a record relating to such payments.
 12. The host institution will be paid hiring charges towards the use of Laboratories/Equipments/consumables as per the approved norms of the University.
 13. Remuneration to the personnel approved by the University working at the Study Centre will be paid as per the approved norms of the university.
 14. Maintain proper records of payment made to the host institution, part-time staff, counselors and evaluators.
 15. Cash Book, Cheque issue register, Bank Pass Book, consumable & non-consumable registers, Library & audio-Video catalogues are to be maintained and produce before the University representative as and when demanded.

4.6.2 Conduct of Counselling Sessions (Theory)

1. Distribution of Counselling Schedule in the Induction Meeting to newly admitted learners and distribution of schedule to other learners at the beginning of session/semester.
2. Engage only qualified (as per OSOU norms) counselors in counseling sessions.
3. Send reminders to learners one day before the scheduled counseling through SMS.
4. Send advance notice to learners through SMS in case of last minute changes/cancellation of scheduled counseling
5. Timely payment of remuneration to counselors as per norms prescribed by OSOU.
6. Submit data about details of counseling sessions held for all programmes to OSOU.

4.6.3 Conduct of Counselling Sessions (Practical)

1. Announce schedule of practical at least one month in advance and inform the HEI and the learners through mail/letter
2. Practical schedule shall be displayed on the web portal of OSOU.
3. Arrange laboratories/computers/equipments/instruments/chemicals
4. Arrange internal examiners for guided experiments and external examiners for unguided experiments.
5. Supervise on daily basis the smooth conduct of practical

6. Obtain attendance of learners and counselors in each session
7. Send original practical award lists for both guided and unguided experiments to HEI.
8. Ensure smooth conduct of all activities related to conduct of practical sessions as directed by OSOU.

4.6.3 Assignment Evaluation:

1. Ensure that assignment submission and evaluation schedule prepared by OSOU is strictly followed.
2. Monitor quality of assignment evaluation work by the counselors.
3. Ensure fair distribution of assignments among counselors for evaluation
4. Ensure that tutor comments on each evaluated assignment is submitted by the evaluator and the same is made available to learners
5. Ensure timely transmission of assignment awards (mark/grade) to OSOU for incorporation in the Grade card of the learner.
6. Submit data about details of assignments submitted/evaluated for all programmes to OSOU.
7. Submit 2% of the evaluated assignments (photocopy) to OSOU for monitoring by the faculty.

4.7. FINANCE AND ACCOUNTS

Guidelines are issued for strict compliance to the financial rules and accounting procedures.

- Maintenance of Cash Book:

Each Study Centre is required to maintain a Cash Book to record receipt and expenditure. Cash Book is to be updated on day-to-day basis. Imprest amount received or required by the University headquarters, other advances, if any, received from the University, bank interest earned and other miscellaneous receipts are to be entered in the receipt side and expenditure incurred is to be entered in the expenditure side of the Cash Book. Cash Book is to be maintained by the Study Centre Assistant and countersigned by the Coordinator. Each page of the Cash Book is to be numbered and overwriting/erasing is to be avoided.

- Monthly Statement of Accounts:

Monthly statement of accounts is to be submitted in the prescribed format on 7th of each month for the receipt and expenditure for the previous month. Copy of the format for sending monthly statement of accounts is enclosed with this letter.

- Annual Accounts:

Annual accounts is to be submitted by the Study Centre by 7th April of each year covering the receipt and expenditure for the previous Financial Year (Pt April to 31st March). The annual statement of accounts should clearly show the Bank Balance and Cash in Hand as on 31st March.

- Maintenance of Ledger and Register:

Each Study Centre is required to maintain separate register for imprest amount received/required, cheque issued, non-consumable items either received from the headquarters or purchased locally, consumable items received or purchased, expenditure control register to record expenditure on different heads. Detailed description of the non-consumable items such as Computers, Printers, Furniture etc. is to be mentioned in the

- Stock Register.

Please ensure that these costly items are kept in safe custody. Ensure that all non-consumable items are numbered for proper identification. Number should be OSOU/SC (Code)/Year of purchase or supply/serial number mentioned in the Stock Register.

- Vouchers and Receipts:

Original vouchers are to be obtained for each purchase and the same should be sent to the University headquarters along with the monthly requirement bill. Without original voucher no bill will be passed at the University headquarters. For any payment made to the counselor and evaluator proper receipt is to be obtained and the same is to be submitted along with the requirement bill.

- Study Centre Imprest:

Each Study Centre will be provided an imprest amount to meet expenditure on academic and administrative heads. We have now decided to fix the imprest amount at Rs. 30,000/- for Study Centres with four programmes activated and Rs. 20,000/- for centres having less than four programmes. The imprest amount should be adequate to meet the monthly requirement of any Study Centre. Imprest Bills along with supporting vouchers are to be submitted by 7th of each month for the expenditure incurred in the previous month. Actual amount passed shall be transferred to the Study Centre accounts through NEFT.

- Bank Pass Book & Cheque Book:

Both Pass Book and Cheque Book are required to be kept in safe custody. Bank Pass Book is to be updated every month and a certified photocopy of the updated Pass Book is to be attached with the Monthly Statement of Accounts. In case you need further clarification on any matter related to finance & accounts please feel free to write to us.

4.7.1 Payment norms

- Study centre payment norms
- Exam Remuneration Payment Norm
- Course writing, question paper setting payment norms
- Dissertation and project evaluation remuneration
- Payment norms for hiring vehicle

Please find these in the annexures

CHAPTER 5
ADMISSION
Standard Operating Procedure (SOP)

Admission is an important activity for any educational institution. Due to the advent of information and communication technology many new changes have taken place in the admission process. Online admission has now replaced offline admission process. Online payment gateway has made fee collection and fee reconciliation activity easier. Even documents required to prove the eligibility for admission are now uploaded by the learners in the admission portal of the University and these documents are now verified online by the university authorities. Admission confirmation letters are sent to students through e-mail. Today, even there is no need to print prospectus. Students can download soft copy from the University website. These admission related activities are common for all Universities.

However, Open Universities are required to make additional efforts to attract large number of students to various programmes offered by them. Promotional activities related to admission are carried out by these Universities offering programmes through distance mode. The reasons are: first, prospective learners should know that they can simultaneously pursue a degree programme from a conventional university and a diploma or certificate course from an open university and vice versa. Secondly, students can pursue add-on courses to acquire skills and enhance employability. Thirdly, open university courses are offered at low cost so that all sections of the society can afford. Fourthly, open universities, through study centers, try to reach out to students and offer all student support services at their door-step. Finally, degree/diploma and certificates awarded by open universities are treated at par with similar degree/diploma and certificates awarded by Universities offering on campus programmes. Pre-admission counselling and various other methods are adopted to make the students aware of these facts. Our purpose here is to prepare standard operating procedure (SOP) to regulate pre-admission and post-admission activities at the University headquarters, Regional Centres and Study Centres so that everyone is aware of their role in the admission process.

1. Newspaper Advertisement:

Admission advertisement will be published in leading newspapers on Sunday, the 14th May 2017. All existing programmes and some new programmes shall be announced through the advertisement. Last date for submission of online admission form will be 30th June. During this period newspaper advertisement shall be published at the interval of a fortnight. (Action Point: OSOU Headquarters and Regional Centre, Bhubaneswar)

2. Online Admission Portal:

Admission portal will be designed at the University headquarters and the same shall be uploaded for both registration and admission on 14th May. It shall be monitored 24x7 by the IT staff to ensure that no hardship is caused to prospective learners. At the time of filling the online form students shall provide additional information on whether they are already enrolled in any programme of OSOU, year of registration, medium of study and Adhaar number etc. SMS after

registration and e-mail after final submission of admission form shall be sent to learners. Coordinator of Study Centres shall be provided limited access to the online admission portal to verify date-wise admission status pertaining to their Study Centre. Similarly, Programme Coordinators will get access to their respective programmes. (Action Point: IT Section at OSOU headquarters)

3. Fee Collection:

Students shall submit required programme fee through the online payment gateway. Credit/Debit Cards and net banking facilities shall be provided to learners. Payment through bank draft and bank challan shall be stopped. Instead, there will be provision for direct payment of programme fee to University account through NEFT/RTGS. Scanned copy of the receipt issued by the bank shall be uploaded by the learner as proof of fee payment. University functionaries shall not receive any cash from the prospective students for admission purpose. (Action Point: Finance & IT Section at OSOU headquarters)

4. Document Upload:

Learners are required to upload following documents in the admission portal: photograph, signature, eligibility certificate/mark-sheet, highest qualification certificate, fee payment receipt and SC/ST certificate for these categories of learners. Admission will be rejected if these documents are not uploaded. They are not required to send photocopies of these documents to the university. Online document verification shall be done by University officials. (Action Point: Admission Section at OSOU headquarters)

5. Admission Confirmation:

Admission confirmation letter and fee receipt shall be sent through e-mail to all students who are eligible, have paid the required fee and have properly uploaded all documents. These e-mails shall be received by students between 15th June to 10th July depending upon the date of submission of admission form. Students shall be advised to furnish valid mobile number and e-mail ID because all important information related to admission, examination, counselling sessions etc. shall be sent to students through SMS and e-mail. (Action Point: Administrator at OSOU headquarters)

6. Student Handbook and Prospectus:

Student Handbook and Prospectus shall be uploaded on the website of OSOU. Any prospective learner or general public can download the prospectus free of cost. In order to maintain transparency all important information pertaining to programme of study, location of study centres, fee to be charged and other important rules and regulations of the University shall be mentioned in the handbook and prospectus. Learners shall be advised to refer to the Student Handbook and Prospectus 2017-18 only for current admission. (Action Point: Admission Section at OSOU headquarters)

7. Establishment of New Study Centres:

In order to reach out to students, OSOU shall make efforts to establish study centres in each district before the beginning of the admission process. Priority shall be given to Universities, lead colleges, autonomous colleges, model colleges, government colleges and aided colleges. Institutions are required to show their willingness for establishment of study centres. Only such programmes shall be activated where adequate numbers of teaching/counselling facilities are available and infrastructural facilities are provided for hands-on training for open university students. (Action Point: Registrar, OSOU)

8. Activation of New Courses:

University is planning to introduce some new programmes at the diploma and certificate level from the next academic session. This will be in addition to existing programmes already approved by UGC. Details about these new programmes, eligibility, fee, facilities required etc. shall be provided to Study Centres in the first week of May. Coordinators are required to provide necessary information about activation of these programmes to the university before the admission announcement so that the same shall be included in the online admission portal. (Action Point: Programme Coordinators, OSOU)

9. Role of Headquarters in Admission Process:

Headquarters shall play the central role in the online admission process. Admission advertisement, online portal, fee collection through online payment gateway, identification and intimation about discrepancy in admission form, online dispatch of admission confirmation letter along with fee receipt shall be carried out from the University headquarters. Banners, posters, leaflets and hoardings related to admission shall be finalized at the headquarters. It will facilitate Regional Centres and Study Centres in their admission campaign. (Action Point: OSOU headquarters)

10. Role of Regional Centres:

Regional Centres shall play dual role in the admission process. They shall provide per-admission counselling in their region and coordinate and monitor admission related activities at the Study Centres. During the period of admission academic staff attached to Regional Centres shall visit Study Centres to participate in pre-admission counselling. Any shortcomings at any Study Centre shall be brought to the notice of the headquarters and they shall take early steps to rectify these shortcomings. (Action Point: Regional Centres Bhubaneswar, Jeypore and Berhampur)

11. Role of Study Centres:

Study Centres shall play crucial role in the entire admission process. Prospective learners shall come in direct contact with the Study Centre to collect information about courses and programme delivery schedule. Creating awareness about OSOU programmes and its benefits in the career progression of a student shall be the responsibility of the functionaries of the study centre. Study Centre shall remain open for the maximum duration during the period of admission. Coordinator shall provide per-admission counselling not only in his/her own institution but shall visit nearby

colleges for creating awareness. Centre shall display banner at a prominent place inside the college premises and shall distribute leaflets giving details about programmes activated, eligibility and fee etc. Since computer, printer, scanner and internet facilities are available at Study Centres they shall perform the role of a facilitation centre for prospective learners during the period of admission in OSOU. Coordinator and staff shall constantly monitor the status in the online admission portal and shall contact the students through SMS to complete the admission process. They shall remain in regular contact with the Regional Centre and headquarters during the entire period of admission. (Action Point: All Coordinators, OSOU Study Centres)

12. Role of Host Institution:

The host institution, where the Study Centre is located, shall encourage the students admitted in the institution to enroll in add-on courses of OSOU. Principal and academic staff of the college shall arrange regular meetings with students to make them aware about OSOU programmes. College shall allow admission posters of OSOU to be displayed in College notice board. College Calendar shall carry adequate information about OSOU activities in the college. College administration shall ensure that all kinds of cooperation is extended to the Study Centre during the admission period. (Action Point: Principal & Coordinator, OSOU Study Centres)

13. Role of Counsellors and Course Writers:

OSOU shall prepare a database of course writers and counsellors so that their services can be utilized as opinion leaders for dissemination of information on specific programmes of the University. They shall be contacted through SMS and e-mail by the University for active participation in the admission process. Soft copy of the Prospectus, Admission Advertisement any other promotional literature shall be forwarded to them so that they get latest information on Programmes and Courses on offer. (Action Point: IT & Admission Sections, OSOU)

14. Role of Ex-Students of OSOU:

Former students of OSOU can play vital role in the admission related activities. They may be interested to join other courses offered by the University either through direct entry or through lateral entry to a postgraduate diploma. They can even advise near and dear ones to join the programmes to acquire skills required for employment. All admission related information shall be provided to them on regular basis. However, University should ensure that their genuine grievances, if any, needs to be addressed on priority. (Action Point: IT Section, OSOU)

15. Use of Social Media in the Admission Process:

Social Media like Facebook, WhatsApp, and Twitter etc. needs to be suitably utilized for spreading information about admission process. Positive image about the University should be reflected in the Facebook account available on the webpage. Regular updates can be shown through Twitter and admission related information may be passed on to groups created in WhatsApp. (Action Point: Academic Staff at RC Bhubaneswar)

16. Helpline:

OSOU needs to provide dedicated helplines for the prospective learners to address admission related queries. Such helplines shall be face-to-face (f2f) counselling, telephone based counselling, e-mail based counselling and web-based counselling and support services. Headquarters, Regional Centres and Study Centres shall create “May I Help You” counters for f2f counselling. Dedicated phone lines shall be provided to solve student queries. Dedicated e-mail (admission@osou.ac.in) ID shall be re-activated during the period of admission for instant reply to mails received. Frequently Asked Questions (FAQs) shall be uploaded on the website covering expected queries received from learners. In addition to that, Programme Coordinators shall handle specific questions asked by prospective learners. (Action Point: OSOU headquarters, Regional Centres and Study Centres)



CHAPTER 6

EVALUATION AND EXAMINATION

6.1 Evaluation

6.2 Assignments

6.2.1 Assignment Evaluation Guidelines

6.2.2 Guidelines for Students

6.3 Grading And Evaluation System

6.3.1 Evaluation Guidelines

6.4 Term End Examination

6.5 Project and Practical Evaluation

6.1 EVALUATION

Examinations are an integral part of our educational system. They are normally the instruments to test what the student has learned and retained in his/her mind. Unfortunately, the examination system has become an allergic element for students, a danger for teachers, a financial burden on the management and a head-ache for administrators. Whether degrees act as passports for getting jobs or not, examinations, internal or external, subjective or objective, terminal or continuous, are essential as an instrument for measuring and improving the quality and quantity of learning in any specified field. As examinations are necessary, a thorough reform of these is also necessary.

OSOU has three tier system of evaluation: (I) Check your progress (self- assessment) as given in the Course Units, (2) Assignments (internal assessment) and (3) Term-End Examination (external assessment). 'Check your progress' exercises do not carry any weightage for passing the examination. They help the student to assimilate the subject matter. Assignments carry weightage of 25% for passing the examination. These assignments after evaluation are returned to the students along with teachers' comments. It is here that the student learns as much as from face-to-face contact programmes.

6.2 ASSIGNMENTS

Internal assessment system is an integral part of Odisha State Open University programmes. Assignments play an important role in the two- way communication between the teacher and the student. The methodology of assignments is built up in such a way that there is sufficient interaction between the distance teacher (Academic Counsellor) and the student. The submission of assignments has two main purposes; to help the isolated student to learn and to enable the University to judge the standard of the student. The preparatory work that the learners do for assignment, and the process of writing, help the student to consolidate his/her knowledge on various aspects of the course. In the process, the student naturally draws information from a wide range of sources like course units, reference books, audio-video lessons, contact programmes and from discussion with others who are interested in the same subject. There is nothing wrong in discussing assignment questions with fellow students or other people. Through discussions also we learn. However, a student is expected to sit down and prepare his own assignment and not to send in other pupil's work either in its entirety or in part as though it is his own.

The assignments submitted by the student to the Coordinator of the Study Centre are commented upon by the Academic Counsellor and these comments have pedagogic significance and play a very significant role in bringing about improvements in learner performance.

Grading of assignments is a motivating strategy for the students rather than a significant component of the testing scheme. It is, therefore, unsound for a student to sit for the examination without

working through the assignments. Working on assignments certainly leads to the preparation for examinations.

Assignments evaluated by the Academic Counsellors/Evaluators are monitored in order to ensure a reasonable uniformity of marking standards and an adequate level of teaching comments. Throughout the year two percent of photocopied evaluated assignments subject to a minimum of five and maximum of 15 from each academic counsellor/evaluator are sent by the Coordinator of Study Centres to the headquarters to analyse the assignments of the students and comments of the academic Counsellors.

6.2.1 Assignment Evaluation Guidelines

- The University has adopted a system of numerical marking for assessing the performance of the students. The final marks obtained by the students are relegated in grade card issued on completion of the Programme. The Evaluators will award marks for the assignments. For the courses numerical marks will be awarded which would be converted into letter grades at the Computer Division at the headquarters and reflected in the grade card of the students on completion of the Programme.
- The Evaluators concerned will assess the assignments and award marks according to their judicious estimation of student's performance. It is expected that the assessment will be accurate, objective and consistent in conformity with the norms laid down by the University.
- The marks will be awarded against each question of a given assignment and suitable comments written on the margin to enable the student know the strengths and weaknesses of the answer.
- The marks assigned for the individual questions and the overall marks written in the assessment sheet need to be in consonance with the general attributes (traits) as identified by the evaluators at the bottom of the assessment sheet.
- Apart from the marks, the evaluators are also expected to give comprehensive but precise and specific comments on each assignment assessment sheet to help the students identify their strong points and weak points for further improvement of their performance. These remarks should be suggestive and remedial in nature, helpful in motivating the candidates for better learning and better performance in their subsequent assignments.
- The enrolment number and other particulars of the students such as the course, programme and assignment as required in the assessment sheet should be recorded so that the marks and assignments can be properly entered against the right candidate by the computer.
- Having written the marks and comments in the assessment sheet, the particulars of the evaluators like name, code number allotted by the University, should also be indicated in the place provided at the bottom of the sheet

- After arranging the assignments in the order required the evaluators will prepare a award (mark) list for all the assignments of students entrusted to him. While doing so, he may prepare separate grade list for each category of assignments i.e., assignment DJMC01,DJMC02 etc of a particular course. For example all the students attempting DJMC 01 will fall in one group and there will be a consolidated mark list of all the candidates who attempted DJMC01
- Having evaluated the assignments and completed other formalities as indicated above, the assignments awards should be submitted to the headquarters immediately
- In case any inconsistency is noticed by the coordinator in evaluation of assignments, through the students, it should be considered by the Evaluator and errors if any, should be rectified by him under his initials.
- A part of the lot of the assignments assessed by the evaluator will also be reviewed by the University. This would be done with the object of helping the evaluators in making their assessment and assessment procedures more uniform and consistent with the expected norms. It is hoped that the evaluators would take due note of the observations and suggestions communicated by the Coordinator while evaluating the assignments in future.
- In lieu of missed assignments, if a term paper or an alternative assignment is prescribed as per guidelines provided in the Programme Guide or in the separate instructions issued by the University in this regard, such a term paper or an Alternative assignment will be evaluated by the evaluator and processed in the manner herein above provided.

6.2.2 Guidelines for Students

The students are required to submit a specific number of assignments as prescribed in the prospectus/Programme guide for the continuous assessment during the course of the first study.

The students should write their complete enrolment number, name in full, address and the date of submission at the top of the first page of the Response Sheet/Assignment. They should also write course title and assignment number in block letters in the centre at the top of the first page of their Response Sheets/Assignments. The top of the first page of response sheet(s) should look something like this:

ENROLMENT NUMBER.....
 NAME.....
 ADDRESS.....
 DATE.....
 COURSE TITLE.....
 ASSIGNMENT NUMBER.....
 STUDY CENTER CODE.....

- The assignment responses should be complete in all respects. The students should ensure that they have answered all the questions in an assignment before submission to the Coordinator. Incomplete answer sheets bring them poor marks. The students should use only foolscap size paper for writing responses. They should leave a 4 cm. margin on the left and at least four lines in between each answer in an assignment so that the Evaluator/Counsellor may write useful comments in appropriate places. The answer to the question should be on the basis the units/blocks sent to them by the University. As far as possible, the assignments should be written in own hand and should not be printed/typed article as answers to the assignments.
- The University/Coordinator of the study centre has the right to reject the assignments submitted after the due date. The students are, therefore, advised in their own interest to submit the assignments positively by the respective due dates.
- The candidates should retain for their own record one copy of each of the assignments responses which they submit to the Coordinator and should submit the copies to the University if asked for.
- The students should maintain an account of assignment responses received by them. This will help them maintain the schedule of work and avoid possibility of sending the same assignments(s) a second time.
- The candidates who miss one or more assignments in a study session or do not secure minimum qualifying grade are eligible to appear at the Term-end examination at the end of the session subject to fulfilment of other conditions if any. The students are, however, advised to sit for the term end examination after working through the assignment in their own interest.
- The facility under these clauses can be availed of up to a maximum period prescribed for completion of a course since the commencement of the academic session in the year of initial registration for the programme.
- In case answers to a particular assignment are found to be identical with the answers of some other students, then their answers will be viewed with disfavour. Such answers will either be returned unmarked or awarded very low grades. It is entirely at the discretion of the Counsellor to ask the student to re-do the assignment before the prescribed last date or award very low grades.
- The students should not send same assignment of a course twice to different Study Centres. They should also not re-submit their assignments with a view to improving grades in a course after having secured minimum qualifying grade 'D' therein.

6.3 GRADING AND EVALUATION SYSTEM

State Open University in Odisha is following grading system of evaluation to assess the performance of the students. Ten point grading system suggested by the University Grants Commission (UGC) is implemented by the University. Semester grade point average (SGPA) and cumulative grade point

average (CGPA) are reflected in the Grade Card of the students along with percentage of marks with division scores.

Evaluation system is based on two core components: continuous evaluation and term-end examination. Continuous evaluation carries 25% weightage and the end semester examination carries 75% weightage. In skill based programmes with hands-on training evaluation of the performance of students in practical and theory have a ratio of 75:25. Some programmes have project component. Evaluation in project courses have two aspects, project report and viva voce which is in the ratio of 75:25.

EVALUATION GUIDELINES

The award of 'Certificate' / 'Diploma' to the successful learners will be offered by Odisha State Open University, as per the following regulations.

1. The University will follow the credit based system of evaluation where each credit is equivalent to 30 hours of study. For any certificate level course of six months duration, students are required to earn 16 credits and for a diploma course of one year duration the number of credit required for successful completion of program is 32. For a PG Diploma of 48 credits the total duration is 18 months.
2. For a Diploma program, the student will have to pass all the prescribed courses over a minimum period of 1 year to a maximum of 4 years and for a Certificate program the student will have to pass all the prescribed courses over a minimum period of 6 months to a maximum of 2 years. For PG Diploma the maximum duration is 4 years.
3. The University will follow semester system of examination. Each semester will be of six months duration. The performance of the students will be evaluated after the end of each semester.
4. Evaluation system will be based on two core components: continuous evaluation (assignments) and term-end examination. Continuous evaluation will carry 25% weightage and the term end semester examination will have 75% weightage. In courses having practical, the term end examination will carry 50% weightage and practical examination will have 25% weightage.
5. Completion of the course requires successful completion of each of the components. The minimum mark to complete each component of the course, overall score and successful completion of the program is 40%. The minimum pass mark required to complete the project related course is 40%. (*Refer program wise evaluation methodology*).
6. Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) as well as equivalent percentage of aggregate marks and Division / Class will be reflected in the Grade Card of the students.

7. The University will follow grading system of evaluation to assess the performance of the students. Ten point grading system suggested by the University Grants Commission (UGC) will be implemented by the University. The Letter grade and grade point will be shown as per the following table.

Letter Grade	Grade Point
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
S (Absent)	0

8. The division criteria for the final results will be as follows.

Percentage of Marks	Division/Class
80% or above	First Division with Distinction
60% or above	First Division
50% or above but below 60%	Second Division
40% or above but below 50%.	Pass
Below 40%	Fail

6.4 TERM END EXAMINATION

- Term-End Examination is a major component in the assessment of the students in a course /programme as 75% of the weightage has been assigned to it and 25% for continuous evaluation.
- Unless otherwise specified, the first term end examination in a Course/Programme shall be held at the end of the first semester. The Exact dates of the examination and its schedule will be communicated to the students well in advance by the University.

- The examinations are held by the University for every six months normally in June and December.
- Failed students and the students who have not taken the first Term-End Examination, held at the end of the first semester, can appear in the following examinations.
- They can do so till the completion of the maximum period of study prescribed in the prospectus for the programme, or till successful completion of the minimum number of the credits prescribed, whichever is earlier.
- The candidates according to their capacity and convenience can appear in one course or more courses or all the courses at a time subject to the maximum limit of credit load prescribed. Thus the students have the choice of passing the examination in piece meal by appearing in one or more courses at a time or passing the whole examination at one time, subject to completion of minimum duration prescribed.
- In respect of the projects which form part of the examinations wherever indicated, the students will be required to submit their proposals to the University and prepare the reports after receiving the approval. Students are, therefore, advised to contact the Coordinator of the Study Center concerned in this regard. The result of the project work/report will be included in Term-End Examination.
- Examinations are held at the study centres prescribed for the programme concerned..
- The students are required to indicate their choice of the examination centre from the list of the centres provided in the online form by writing the code numbers of the Centre of their choice while filling the examination form.
- The centre once opted for, or the code number filled in shall not be changed. Hence students are advised to be careful in selection of their centres and filling up their choice(s).
- The Hall Tickets and other documents pertaining to the examination concerned will be uploaded in the OSOU website. The candidates therefore are expected to download the examination hall ticket from the website. The examination form will be filled online from the website.
- To emphasise of the point of eligibility it is made that the candidate shall be eligible to appear only in such course(s) for which he/she has registered under the programme for studies. In the examination form the candidate should indicate only such course/courses for which they are entitled to under the programme (the choice exercised by them in the admission form).
- On declaration of results, the candidates will get a cumulative grade card.
- As part of the Term End Examination the grades in respect of such course(s) or/and assignment(s) will be shown in which a candidate has appeared or tendered before the commencement of the concerned examination. In other words, the grade card will reflect a cumulative position obtained by the student at a given point of time.

- The candidate will be deemed to have passed a course in which he or she has obtained the minimum overall grade as specified elsewhere. The course(s) which has/have been successfully completed by a candidate, under the given programme, will be added to their credit(one, two or more courses as the case may be) till he/she clears all the required number of courses successfully or completion of the maximum period of study prescribed under the programme, whichever is earlier.
- The candidates who fail to complete the minimum required number of courses prescribed for the programme within the allotted period of study shall cease to be on the rolls of this University for that programme till they reenrol themselves, if they wish to do so. Eventually, they will be required to undergo the Programme afresh and clear all the required minimum number of courses once again to be eligible to earn the Certificate /Diploma/Degree.

6.5 Project Report Writing;

The main aim of the project report writing is to enable a student to have an in-depth knowledge of the subject of his/her choice. It should be a research-based effort and learners are expected to make humble beginning to contribute in creating new knowledge in their area of study.

Aims of the Project:

The aims of the project report writing are to:

- Put into practice theories and concepts learned during the programme;
- Provide an opportunity to study a particular topic/issue in depth;
- Show evidence of independent investigation;
- Combine relevant theories and suggest alternatives;
- Show evidence of ability to plan and manage a project within a stipulated time frame.
- To enhance analytical skills of a learner.

After completion of the dissertation students should be able to:

- Define, design and deliver an academically rigorous piece of research;
- Understand the relationships between the theoretical concepts taught in class and their application in specific situations;
- Show evidence of a critical and holistic knowledge and have a deeper understanding of their chosen subject area;
- Appreciate practical implications and constraints of the specialist subject;
- Understand the process and decisions to be made in managing a project within a time frame.

Project Supervision

Learners will be supported through the project work by an academic supervisor. They will be helped by the coordinator of the study centre in identifying a project supervisor. The supervisor will ideally have expertise in the relevant area of study. Wherever this is not possible learners may be allocated a supervisor with more general subject knowledge. supervisor performs many functions and is there to facilitate and guide. Hence the responsibility for the quality and content of a dissertation is entirely that of the learner. The supervisor role includes the following:

- To advise the student whether or not the project appears to be feasible
- To assist the student in preparing the project synopsis
- To assist the student at the outset in finding useful and relevant reading material
- To advise on the choice of suitable methodological approach(es)
- To monitor progress and to advise on what is required to achieve a satisfactory dissertation.
- Responsibilities of the Student
- To maintain regular contact with the project supervisor
- To write the dissertation in their own language and style
- To ensure that the project report reflects their understanding of the subject matter and research abilities

Role of the Study Centre Coordinator:

1. To help the learner in identifying project supervisors
2. Appoint adequate number of project supervisors in various programmes depending upon number of learners enrolled in any given session
3. Arrange few counselling sessions to provide background knowledge in project preparation and research methodology
4. Arrange conduct of project report evaluation by suitable qualified evaluators
5. To ensure that different persons are engaged in project supervision and evaluation
6. To listen to the grievances of learners in case project supervisors do not cooperate
7. To ensure that evaluation of project reports are done strictly as per guidelines issued by the University
8. To make payment to supervisors and evaluators within reasonable time.



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ANNEXURE 1

THE GAZETTE OF INDIA : EXTRAORDINARY

[PART III—SEC

Learner Support Centre

1. General: Open and Distance Learning (ODL) mode of Education consists of three levels of functioning which are located at the Head-Quarters (HQ) of the Higher Educational Institutions, Regional Centres and Study Centres (SCs) or Learner Support Centres (LSCs) established within the territorial jurisdiction of the Higher Educational Institution as defined in the following Part. Planning, Designing and Preparation of Self Learning Material (SLM) for a learner who does not have any regular access to teachers is quite different than a Text Book meant for classroom teaching, overall management of the processes of Admissions, Evaluation, and Declaration of Results etc. are the main responsibilities of the Head-Quarters of the Higher Educational Institution and are discharged from the main campus. Under the direct management and control of the Higher Educational Institution, Regional Centres which are the second level of functioning, perform a dynamic operational link between the Head-Quarter and the Study Centres (SCs) or Learner Support Centres (LSCs) which are the third level of Open and Distance Learning system and are important main contact points for access by the learners, responsive and facilitating information centres, arranging contact sessions and other operations like processing of assignments etc. The Study Centres (SCs) or Learner Support Centres (LSCs) will also be established and managed directly by the Higher Educational Institution and not through any franchise or outsourced arrangement.

2. Definition and Establishment of Learner Support Centre or Study Centre

‘Study Centre (SC) or Learner Support Centre (LSC)’ means a Centre established, maintained or recognised by the Higher Education Institution for advising, counseling, vocational guidance, hands on experience, library services and providing interface between the teachers and the learners, rendering academic and any other related services and assistance, like field experience, laboratory for experimental work, Information Communication Technology facilities for operations and interaction with the learners etc. for the benefit of the learners:

Provided that a Higher Educational Institution offering programmes in Open and Distance Learning mode shall, within six months from the date of notification of these Regulations, ensure that all Study Centre or Learner Support Centre are established only in a College or Institute affiliated to a recognised university (other than a Private University) or a Government recognized Higher Educational Institution offering conventional mode programmes of equivalent level in the same broad areas under the relevant faculty such as faculty of sciences or social science or humanities or commerce or management etc. and having all the necessary infrastructure and availability of appropriate number of qualified faculty not below the rank of qualified Assistant Professors of recognised Colleges or Institutes offering a similar programme for engaging theory contact sessions and supervising practical sessions in laboratory or field:

Provided that a Higher Educational Institution may establish a Special Learner Support Centre for imparting instruction to persons referred to in the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disability Act, 1999 including the employees of Defence or Security Forces and jail inmates interested to study through the Open and Distance Learning mode. However, in case of programmes like those being developed by the Government for Skill Development or Lifelong Learning, the Study Centre or Learner Support Centre could be opened in Government institutions having capabilities for learner support services in the respective areas.

Any Study Centre or Learner Support Centre shall be established by the Higher Educational Institution after processing through the appropriate statutory bodies of the Higher Educational Institution. While processing such approvals it is mandatory to provide evidence of the preparedness for establishing Study Centres/Learner Support Centres, providing learner support services, availability of the academic, other staff and qualified academic counsellors.

The Higher Educational Institution shall have a Standard Operating Procedure for the smooth functioning of the Study Centre or Learner Support Centre which will include all aspects of functions of the Study Centre or Learner support center monitoring mechanism of different services provided by the Centre, and it shall be mandatory for the Study Centre or Learner Support Centre to maintain the learner data related to conduct of counselling sessions, evaluation of assignments and effective and online grievance redressal system, which should be monitored at the level of regional centre and Head-Quarters.

List of the Study Centre or Learner Support Centre as approved by the respective Higher Educational Institution shall be submitted to the University Grants Commission at least 60 days in advance before operationalising the Study Centres or Learner Support Centres. The list of Study Centres or Learner Support Centres with details such as: Name with address of the institution where the centre is located, name of the coordinator with contact details, working hours and schedules for counselling sessions, infrastructure and other facilities available in the Study Centre or Learner Support Centre shall be displayed on the web portal of the Open and Distance Learning institution and the same information shall be made available in the printed prospectus for the information of the learners and other stakeholders.

In addition, a Higher Educational Institution should submit an undertaking to the Commission effect that the academic and instructional facilities at its Study Centres or Learner Support Centres meet all the conditions of these regulations and guidelines issued from time to time, and are commensurate with the number of academic programmes and learners' strength thereto:-

Provided that the Higher Educational Institution shall not carry out any of its activities related to the Open and Distance Learning mode at places other than Study Centres or Learner Support Centres under a different name such as Information Centre, Facilitation Centre, Nodal Centre, Knowledge Partner, Partner Institution, Multimedia Centres and similar such names:-

Provided further that, no Study Centre or Learner Support Centre shall be established beyond the jurisdiction of the Higher Educational Institution or under any franchisee or outsourcing agreement, as described in these regulations.

3. Territorial Jurisdiction for Establishment of Study Centres or Learner Support Centres

Territorial jurisdiction of the Higher Educational Institution for Open and Distance Learning mode programmes shall be as prescribed in the respective Acts of the Higher Educational Institution, subject to the following conditions:

3.1 Higher Educational Institution other than Private and Deemed to be University: Not beyond the respective State in case of Universities set up under any State Act. For Universities set up under a Central Act the jurisdiction shall be as per the provisions of the Act.

3.2. Deemed to be a University : The jurisdiction shall be as per extant provisions of the Deemed to be a University regulations and also notified by the University Grants Commission from time to time.

3.3. Private University: A Private University established under a State Act shall be unitary in nature and will be eligible to run Open and Distance Learning Programmes, which have been conducted by the university in conventional mode for a minimum period of five years. The Learner Support Centres or Study Centres shall be set up, within the State, with the prior approval of the University Grants Commission and as per University Grants Commission (Establishment and Maintenance of Standards in Private Universities) Regulations, 2003. In the absence of University Grants Commission approved Learner Support Centre or Study Centre, the University shall offer distance education programmes at its main campus only.

4. Admission and Programme Fees

Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner with Self Learning Material designed and developed directly by the Higher Educational Institution which shall be solely responsible for all activities relating to admissions or registration or evaluation processes, duly approved by the respective statutory bodies of the Higher Educational Institutions. ***In no case these activities shall be outsourced.*** However, quality Self Learning Material developed by any other Higher Educational Institutions recognized by the University Grants Commission to run Open and Distance Learning programmes could be used under a mutual agreement after seeking approval of the University Grants Commission:

Provided that a Study Centre or Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning mode for or on behalf of any other Higher Educational Institution.

Every Higher Educational Institution shall publicise a prospectus on the web portal of the Higher Educational Institutions, before the expiry of sixty days prior to the date of commencement of admission to any of its programmes in the Open and

Distance learning mode. Such a prospectus shall contain the following information for learners seeking admission to any programme of the institution and for the general public:-

- (i) each component of the fee and any other charges or deposits payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning mode, and clear terms and conditions of such payments to be charged by the Institute;
- (ii) the percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such a learner withdraws from the institution before joining or after full completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the learner;
- (ii) the number of seats approved in respect of each course or programme of Open and Distance Learning mode;
- (iii) Eligibility conditions for admission including educational qualifications specified by the relevant statutory authority or body, or by the institution, where no such qualifying standards have been specified by any statutory authority;
- (iv) the process of admission and selection of eligible learners applying for such admission, including all relevant information in regard to the details of test or examination, if any, for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
- (v) details of the academic faculty at the Headquarters or Regional Centres or Study Centre or Learner Support Centre, including therein the educational qualifications and experience in teaching or conduction of Open and Distance Learning programmes and also indicating therein whether such a faculty member is on regular basis or visiting or contract basis;
- (vi) the minimum pay and other emoluments payable for each category of faculty and Officers of the Institute;
- (vii) physical and academic infrastructure and other facilities, including that of each of the Study Centre or Learner Support Centre and in particular the laboratory, library and Information and Communication Technology facilities to be provided to learners on being admitted to the institution; and
- (viii) broad outline of the syllabus specified by the appropriate statutory body or by institution, as the case may be, for every course or programme of study.

5. Norms for Empanelment of Academic Counsellors and Counselling Sessions

5.1. Eligibility conditions for appointment of academic counselors: No academic staff in the Study Centre or Learner Support Centre shall be appointed who does not fulfill the minimum qualifications as laid down in the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in the Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulation, 2010 as modified from time to time. In addition, such academic staff should have familiarity with the characteristics of Open and Distance Learning mode learners and their needs, difference between Open and Distance Learning and conventional face – to - face education, awareness about instructional design, familiarity with the learner centered approach in blended mode of learning, ability to use different delivery media including online and computer mediated communication and Information and Communication Technology enabled learning.

5.2. Norms for Contact Programmes: Credit Based System has been followed by Open and Distance Learning single mode Higher Educational Institutions during the last more than two decades and it has got standardised for programme delivery especially by the Open Universities. Such credits depend on the total number of hours that a learner is required to cover for all activities like participation in Contact Programmes, Working on Assignments, Library Consultation etc., in completing a course. In this direction, University Grants Commission has recently issued guidelines for introduction of Choice Based Credit System (CBCS) which has been made mandatory for all Higher Educational Institutions delivering education through conventional mode. Accordingly, for Post Graduate programmes in Open and Distance Learning mode, 16 credits per semester are assigned for a total of four semesters. In Open and Distance Learning mode Programme delivery, the component of contact with teachers is comparatively much lower than the conventional or face to face mode which is complemented by self-learning on the part of the learner. Therefore, one credit in regular or face to face mode accounts for 15 teaching hours, whereas, in Open and Distance Learning mode it is 30 study hours of study including face to face contact component. Comparative credits assigned per semester in Choice Based Credit System for conventional mode and Open and Distance Learning mode for undergraduate programmes is given below in Table 1.

Table 1. Comparative Credits in Conventional and Open and Distance Learning Modes

Total	VI	V	IV	III	II	I	Semester
144	25	26	26	25	22	20	Credits Conventional mode
96	16	16	16	16	16	16	Credits in Open and Distance Learning

It will be desirable to ensure uniformity in distribution of units between the two systems as far as possible.

Thus, taking into account the number of hours indicated in Choice Based Credit System for conventional mode and the percentage of hours required for face-to-face Contact Programmes for learners in Open and Distance Learning mode, the following table is provided for norms for counseling sessions in theory and practical courses with Open and Distance Learning credit value for Open and Distance Learning mode programme delivery.

Table 2: Contact Theory and Practical Sessions

Four Courses with a total of 16 Credits per semester			
Number of Assignments	10-12 credits for theory and 6-4 courses	Credits for practical	counseling for theory only
Four per semester	60 hours of guided experiments with support of internal supervisor per 2 credits	contact sessions-practical**	Courses: Four courses of 4 credits each
		Contact sessions-theory* 40-48 hours	16 hours per course

Note:

*Contact session up to the extent of twenty percent could be arranged by providing Massive Open Online Courses and other online programme delivery systems.

** Practical sessions to the extent of twenty percent could be provided through virtual lab mode

Comparative value of credits mentioned in the University Grants Commission Guidelines for Choice Based Credit System in conventional mode and that in practice in Open and Distance Learning mode Institutions, it is observed that for a total of six semester undergraduate programme each of nearly 5 -6 months duration, 16 credits per semester are uniformly assigned in the Open and Distance Learning mode, whereas, in the University Grants Commission guidelines for conventional mode on an average 24 credits per semester have been assigned. Thus, the ratio of a credit in Open and Distance Learning mode to that of the conventional mode is 2:3. In line with the pattern of credits for Under Graduate programmes, for Post Graduate programmes in Open and Distance Learning mode, 16 credits per semester are assigned for a total of four semesters. The foregoing comparative value could be used to facilitate both vertical and horizontal mobility of learners from Open and Distance Learning mode to Conventional mode and vice versa through mutual transfer of credits.

1 Deployment of manpower and other support at study or Learner Support Centres

The Study Centres or Learner Support Centres shall be headed by a Coordinator, not below the rank of an Assistant Professor and shall be augmented with academic and non-academic staff depending on the number of learners assigned for adequate support to the learners. *Capacity of intake per programme should be commensurate with the available qualified faculty in relevant area, well equipped laboratory, library, online connectivity and Information and Communication Technology facilities, and appropriate infrastructure. Normally it would be expected to restrict total intake capacity for Open and Distance Learning programme to the capacity specified for a similar programme being conducted in the conventional mode by the Higher Educational Institution where the Study Centres or Learner Support Centres is located but in no case it should exceed two times of that.*

- (i) Number of qualified counsellors per theory course of 4 credits: 2 to 4.
- (ii) Number of qualified supervisors per practical course of 2 credits: 1 or more.
- (iii) Availability of laboratory: The laboratory should be in a recognised Higher Educational Institution running a similar course in conventional mode for a period of not less than 3 years.

- (iv) Ideally, total number of learners admitted at any Study Centres or Learner Support Centres should not exceed 500 at any time, but for those located in Higher Educational Institutions providing education to more than 1500 students, the total strength of Open and Distance Learning mode learners at any time should not exceed 1000, subject to fulfilment of other conditions as described under paragraph 2.

7. Conduct of End Semester or Term End Examination

- (i) All Examinations for Open and Distance Learning mode programmes shall be conducted within the Institution where the Study Centres or Learner Support Centres is located under the direct control and responsibility of the Open and Distance Learning mode Institution. Also, all Government Institutions like Kendriya Vidyalaya(s), Navodaya Vidyalaya(s), Sainik School(s) etc. can also be identified as examination centre(s) under direct overall supervision of Open University or Higher Educational Institution offering education under the Open and Distance Learning mode.
- (ii) All processes of assessment of learners in different components of Testing and Examination shall be directly handled by the Open and Distance Learning mode Institution and no part of the assessment shall be outsourced.
- (i) For ensuring transparency and credibility, full time faculty of the Open and Distance Learning mode Higher Educational Institutions or qualified faculty from University Grants Commission recognised Higher Educational Institutions only should be associated to function as invigilators, examination superintendents, as observers etc.
- (ii) The Examination Centre should have adequate seating capacity and amenities including adequate lighting, ventilation, washrooms and clean drinking water facilities.

8. Monitoring of functioning of the Learner Support Centres or Study Centres

Generally, the Open and Distance Learning mode Higher Educational Institutions have to manage a fairly large and well spread system with a variety of learner centric operations for a number of heterogeneous groups of learners to meet their expectations and self-learning requirements using multimode programme delivery. To effectively manage these challenges and complex operations for a learner at a distance, a very dynamic interactive communication system between Headquarters, regional centres and study centres has to be established on priority. Thus, it is desirable that an Information and Communication Technology network connecting the Head-Quarters, Regional Centres and Study Centre

or Learner Support Centres should be established at the earliest and used for faster and reliable operations such as:-

- i. username and login ID should be generated for every learner so that learners can see all relevant information as their studies progress in an Open and Distance Learning programme and also provide constructive feedback for improvement in Open and Distance Learning programme delivery;
- ii. headquarters, Regional Centres and Study Centre or Learner Support Centres should maintain a web portal giving all relevant information about the Open and Distance Learning programmes being a delivered and the content of these should be updated at least on a weekly basis;
- iii. regional centres should collect a holistic report about all functions assigned to Study Centres or Learner Support Centres and all aspects of quality of programme delivery periodically especially during the Admissions, Examinations, and Counselling Sessions etc., and at least weekly share a consolidated report with the Head quarters;
- iv. these reports along with responses by learners should be periodically analysed for the quality audit of a programme and its delivery besides the quality of performance of the Study Centres or Learner Support Centres;
- v. any remedial action should be jointly ensured by the headquarters, Regional Centres and Study Centres or Learner Support Centres promptly;
- vi. regular visits, at least twice a year by the academic staff of the Higher Educational Institution for on the spot monitoring and interaction with functionaries of the Regional Centres and Study Centres or Learner Support Centres, the learners and the counselors; and
- vii. ensuring access of “Swayam” and other repositories of Massive Open Online Courses by the learners at Study Centres or Learner Support Centres.

Closure of Non-performing Study Centre or Learner Support Centre:

In case a Study Centre or Learner Support Centre fails to adhere to the prescribed norms or guidelines, the Higher Educational Institution shall initiate action for closure of the centre by following due procedures, so that interest of learners are taken care by some alternative arrangement.

Annexure-2

List of Study Centres

S.N	District	Study Center	Code	Email/ Phone
1	Angul	Govt. Autonomous College, Angul	0101	osousc0101@osou.ac.in
2	Angul	Malyagiri Mahavidyalaya, Pallahara	0102	osousc0102@osou.ac.in
3	Balasore	Fakir Mohan Autonomous College, Balasore	0201	osousc0201@osou.ac.in
4	Balasore	Upendranath College, Soro	0202	osousc0202@osou.ac.in
5	Bargarh	Panchayat College, Bargarh	0301	osousc0301@osou.ac.in
6	Bhadrak	Bhadrak Autonomous College, Bhadrak	0401	osousc0401@osou.ac.in
7	Bolangir	Rajendra (Auto) College, Bolangir	0501	osousc0501@osou.ac.in
8	Boudh	Model Degree College, Boudh	0601	osousc0601@osou.ac.in
9	Cuttack	JKBK College, Cuttack	0701	osousc0701@osou.ac.in
10	Cuttack	Gopabandhu Science College, Athgarh	0702	osousc0702@osou.ac.in
11	Dhenkanal	Dhenkanal Mahila Mahavidyalaya, Dhenkanal	0901	osousc0901@osou.ac.in
12	Gajapati	Sri Krushna Chandra Gajapati (Autonomous) College, Paralakhemundi	1001	osousc1001@osou.ac.in
13	Ganjam	S.B.R. Govt. Women's College, Berhampur	1101	osousc1101@osou.ac.in
14	Jagatsinghpur	Swami Vivekananda Memorial (Autonomous) College, Jagatsinghpur	1201	osousc1201@osou.ac.in
15	Jajpur	Narasingh Choudhury (Autonomous) College, Jajpur	1301	osousc1301@osou.ac.in
16	Jajpur	Vyasanagar Autonomous College, Jajpur-Road	1302	osousc1302@osou.ac.in
17	Jajpur	Baruneswar Mohavidyalaya, Arei, Jajpur	1303	osousc1303@osou.ac.in

18	Jharsuguda	Women's College, Jharsuguda	1401	osousc1401@osou.ac.in
19	Kalahandi	Govt. (Auto) College, Bhawanipatna	1501	osousc1501@osou.ac.in
20	Kandhamal	S.M. Govt. Womens College Phulbani	1601	osousc1601@osou.ac.in
21	Kendrapara	Kendrapada Autonomous College, Kendrapada	1701	osousc1701@osou.ac.in
22	Kendrapara	S.N. College, Rajkaniak	1702	osousc1702@osou.ac.in
23	Kendujhar	Chandra Sekhar College, Champua	1801	osousc1801@osou.ac.in
24	Khurda	BJB Autonomous College, Bhubaneswar	1901	osousc1901@osou.ac.in
25	Khurda	Prananath College (Autonomous), Khurda	1902	osousc1902@osou.ac.in
26	Khurdha	Rajdhani College, Bhubaneswar	1903	osousc1903@osou.ac.in
27	Koraput	Vikram Deb (Auto) College, Jeypore	2001	osousc2001@osou.ac.in
28	Koraput	Government College, Koraput	2002	osousc2002@osou.ac.in
29	Malkangiri	Govt. +2 Science College, Malkangiri	2101	osousc2101@osou.ac.in
30	Mayurbhanj	MPC Autonomous College, Baripada	2201	osousc2201@osou.ac.in
31	Nabarangpur	Nowrangpur College, Nabarangpur	2301	osousc2301@osou.ac.in
32	Nayagarh	Nayagarh (Autonomus) College, Nayagarh	2401	osousc2401@osou.ac.in
33	Puri	Samanta Chandra Sekhar (Autonomous) College, Puri	2601	osousc2601@osou.ac.in
34	Rayagada	Rayagada Autonomous College, Rayagada	2701	osousc2701@osou.ac.in
35	Sambalpur	G.M. University, Samablpur	2801	osousc2801@osou.ac.in
36	Sambalpur	Sambalpur Public Library, Sambalpur	2802	osousc2802@osou.ac.in
37	Sambalpur	Kuchinda College, Kuchinda	2803	osousc2803@osou.ac.in
38	Subarnapur	Sonepur College, Subarnapur	2901	osousc2901@osou.ac.in
39	Sundargarh	Rourkela Government Autonomous College, Rourkela	3001	osousc3001@osou.ac.in

ANNEXURE 3



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha

Established by an Act of Government of Odisha.

Memorandum of Understanding for Study Centre

Signed between the Odisha State Open University, Sambalpur, hereinafter referred to as 'OSOU', and the Head of the Host Institution for establishment of Study Centre at

.....

The Host Institution will:

- Recommend the name of the Coordinator of the Study Centre to OSOU.
- Provide space of approximately 800-1200 sq.ft. for exclusive use of OSOU without charging any rent. This space will be utilized for establishment of the Study Centre.
- Allow signboard of the OSOU Study Centre to be installed prominently at a proper place.
- Make halls/rooms available for holding counselling sessions and OSOU examinations.
- Extend library, laboratory, computer facilities, etc. to OSOU students.
- Ensure that the Coordinator maintains accounts and submits the expenditure statements to the University every month.
- Have the right to inspect the Study Centre whenever he/she likes and advise the Coordinator.

OSOU will:

- Appoint the Coordinator on the recommendation of the head of the host institution. The Coordinator will be paid honorarium as fixed by the University from time to time.
- Pay contingent charges and other remuneration for counselling sessions, evaluation of assignments, holding examinations, stationery, postage, telephone etc. as per OSOU norms.
- Pay an amount towards secretarial assistance, either lump sum or on per student basis, whichever is more, as per approved rates.
- Pay the host institution for use of laboratories and equipment at rate approved by OSOU from time to time.
- Appoint academic counsellors as per OSOU norms.
- Have the right to shift or close the Study Centre if it finds that support services are not being provided, as per the requirements of the university. In such case the Coordinator has to hand over all the assets and academic records of the learners to the University. The Coordinator will also have to settle all financial accounts with the OSOU.

Agreed upon and signed

On behalf of the Host Institution

On behalf of OSOU

(Name of the Head of the Institution)

(Name of the OSOU Representative)

Stamp

Stamp

Place -

Place -

Date -

Date -



ANNEXURE 4
ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
 Established by an Act of Government of Odisha.

PROFORMA FOR ESTABLISHMENT OF STUDY CENTRE OF OSOU

1.	Location of the Proposed Centre - Village/Town/City	:
	District	:
	(Please also attach a District map indicating location of the Proposed Study Centre)		
1.1	Area likely to be covered by the proposed study centre	:
	(Mark the area in the District		
1.2	Approximate population which can be benefitted by the study centre	:
1.3	Percentage of SC/ST in 1.2 above	:	
1.4	Percentage of literacy	:
1.5	SC/ST Literacy Rate	:
1.6	Number and details of Institutions of Higher Education in the area (Please attach separate list)	:	1..... 2..... 3.....
1.7	Technical Education Institutions, if any:	:

1.8	a. Engineering College b. ITI/Polytechnic c. Agriculture College d. Hospitality Institute e. ANM/GNM Institute f. Teacher Training Institute g. Computer Institute	:	
1.9	Potential Sources of enrolment of OSOU	:	1..... 2..... 3..... 4.....
2.0	Name of the Management / Governing Body	:
2.1	Address of the Management / Governing Body	:PIN.....
2.2	Name and address of the host institution	:	
2.3	Location	:	Centrally located On the outskirts
2.4	Year of Establishment	:	
2.5	Type of Institution	:	A) Govt Private Aided University Any other (Specify) B) Co-education For Girls only For Boys only
2.6	Host Institution	:	Authorised Area
	Educational profile of the Host Institution	:	Institute recognised by statutory Body / University
	Details of Academic Activities	:	Programmes / courses being run by the Host Institution
2.7	Teaching faculties (please attach separate statement programme wise with brief biodata for more detailed information)	:	No. of Teachers No. of Students
	UG	:	Arts..... Science..... Commerce.....

	PG		P.G.
2.8	Qualification-wise break-up of teachers		Degree No. of the faculty
			Ph.D. M.Phil Post Graduate
2.9	Break up of the Teaching Faculty		Permanent Temporary
3.0	Physical facilities	:
	Number of	:
	Lecture room	:
	Examination	:
	Auditorium	:
	Laboratories	:
	Computer facilities	:
	Library	:
	Hostels	:
3.1	Has the Management / Governing Body of the institute agreed to provide 3 to 4 rooms for exclusive use of the proposed study centre		# Yes/No Remarks
3.2	Details of the rooms proposed to be spared for exclusive use of OSOU Study Centre		Room Area (Sq. feet)
		:	2
		:	3
		:	4
		:	5
3.3	Name proposed for appointment of the Co-ordinator {please enclose complete bio-data)		

Date

(Signature of the Head of the Institution)

For appointment of Coordinator, the host institution shall recommend name from among the academics serving in the institution, following provisions shall be observed while recommending the name.

1. The name of the head of the institution where the Study Centre is proposed to be located shall not be recommended.
2. The person recommended should be fairly senior, preferably with some administrative, managerial experience.
3. He/She should be willing to work for the promotion of the open and distance learning system.

Certificate to be given by the head of the institution (Private)

Certified that the proposal for establishing OSOU Study Centres has been duly approved by the Governing Body of the Institution. The Governing Body has also agreed to provide 3 to 4 rooms for exclusive use of the OSOU Study Centre without charging any rent.

(Signature of the Head of the Institution)

Name

Designation

ANNEXURE 5



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

Basic Information Part – II for SC

PROFORMA FOR STUDY CENTRE

- 1 Name of the Institution/Organization:
- 2 Type of Organization.(Govt,Pvt,NGO,Aided:
Other types please specify.)
- 3 Profile of the Institution, Details of Educational Activities:.....
- 4 Name and Designation of Head of the Organisation
- 5 Postal Address :.....
- 6 Telephone :.....
7. Programmes for which the study centre is proposed to be set up- :.....
8. Details of infrastructure facilities
 - a. Office space in Sq.ft.
 - b. Classroom in sq. ft.
- 9 Equipments required for the education Programmes

 - a. Projector (In Nos.) :.....
 - b. Slide preparation facilities :.....
 - c. Xerox Machine :.....
 - d. Library (No. of books) :.....
 - e. Journals

- 10 Details of Academic expertise :.....
- 11 Supporting Staff (In Nos.)
- 12 How many hours you can allot for OSOU programmes per day?
- 13 Can you provide students support services on weekend and holidays?

- 14 Are you willing to accept OSOU terms and conditions?
- 15 How many computers do you have?
- 16 How many of them in working Conditions?
- 17 Do you have internet connection?
- 18 Do you have DTH facilities?
- 19 If no, will you arrange DTH facilities teleconferencing programme
- 20 Can you explain why do you want to have a Study Centre of OSOU?

Date

Place

Signature of Head of the Institution

ANNEXURE-6



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

**PROFORMA FOR APPOINTMENT OF
PART-TIME CO-ORDINATOR**

1. **Name (block letters)** :

2. **Designation** :

3. **Address (Residence)** :

Address (Office) :

4. **Date of Birth** :

5. **Phone Number** :

6. **Pay Scale /Pay Allowances** :

7. **Academic Qualification** :

Degree	Subject	University	Year	Division
Doctoral Degree				
Masters Degree				
Bachelor Degree				
Any other (please specify)				

8. Experience

a. Total teaching experience at UG/PG level :

b. Details of teaching experience during the last 5 years

Level	Subject	Year/s with date	
		From	To
Research level			
PG Level			
UG Level			
Any other (Pl. specify)			

c. Administrative / Supervisory Experience:

d. Experience of work connected with OSOU

Activities such as Course Writing, Counselling,
Assistant Coordinator etc.

e. Research Experience

Research projects/Studies undertaken (pl. Specify)

Signature of the candidate

Name

Recommendations of the Principal/Head of the host Institution

**Signature of the Principal/
Head of the host Institution**

Name

Seal

For Office Use of OSOU

Based on the self-attested photocopies of the received documents, the credentials of _____ stands verified. He/ She is recommended for appointment as Part-time Co-ordinator of OSOU Study Centre at _____ .

OSOU

Signature of Authorised officer of

Name

Seal

ANNEXURE 7



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

TRANSMISSION OF BIO-DATA FOR EMPANELMENT OF ACADEMIC COUNSELLORS FOR DIPLOMA AND CERTIFICATE PROGRAMES

Letter No:

Dated:

SC (Name)..... SC Code..... Programme

Detail of prospective Academic Counsellors (bio-data enclosed)

Sl. No	Name (Use capital letters)	Course(s) for which recommended by Coordinator	Course-wise approval of School (to be filled in by the School)	Signature of the Faculty Member(s)
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

COORDINATOR

We have scrutinized the bio-data's and the persons mentioned in the attached Performa are recommended for the empanelment of the Academic Counsellors for the courses mentioned at Column No. 3 of the Performa. Column 4 & 5 are to be filled by the School.

OSOU REPRESENTATIVE

Approved/ Not Approved

Registrar, OSOU

ANNEXURE 8



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

FUNCTIONS OF THE COORDINATOR

- 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/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) Conduct of Practical / Field Work Sessions and Examinations as per Schedule.
- 3) Organising of Counselling and Audio-Video Sessions:
 - (a) Identify course-specific academic counsellors
 - (b) Prepare schedules of Counselling / Practicals / Workshops in consultation with Head of the Host Institution.
 - (c) Oversee conduct of Counselling / Practicals / Workshops and maintain a record of attendance.
 - (d) Arrange periodic meetings with the counsellors and students to review progress of the programme.
- 4) Assignment Handling: Receive assignments and get them evaluated from the concerned counsellors and arrange to send the feedback to the students and sent report and award list to the University.
- 5) Feedback & Quality Control:
 - (a) Give programme specific information to the prospective and the enrolled students.
 - (b) Sent 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 will be paid hiring 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 Study Centre will be paid as per the approved norms of the university.
- 9) Maintain proper records of payment made to the host institution, part-time staff, counselors and evaluators.
- 10) Cash Book, Cheque issue register, Bank Pass Book, consumable & non-consumable registers, Library & audio-Video catalogues are to be maintained and produce before the University representative as and when demanded.

ANNEXURE 9



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

Assessment Sheet (To be filled in Duplicate)*

Enrolment No..... Programme Assessment
Student's Name Course Marks
Study Centre Code No Assignment No.

Evaluator's Comments

If the spare is not sufficient, please use back page.

Please tick (√) in the relevant box below.

CONTENT	STRUCTURE & PRESENTATION
Accurate Information <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Inaccurate Information	Well Planned <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Inadequately Planned
Adequate Coverage <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Inadequate Coverage	Concise <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Too long or too short
Good Conceptual Analysis <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Poor Conceptual Analysis	Clearly Expressed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Not clearly Expressed

Evaluator's signature

Moderator's comments, if any

Date

Name in full

Evaluator's Code No.

Address

Signature of the Moderator

Name in full

* First copy is meant for the student and second copy for the Study Centre's record.



Award List for Assignment

Sl.No.....

(To be filled in Triplicate)*

Programme..... Course Code.
 Study Centre Code Assignment no.
 Place Full Mark.

Please arrange Enrolment Nos. in **ascending order** only and write complete and correct enrolment number.

Sl.No.	Enrolment No.	Name of the Candidate	Secured Mark
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Signature of Coordinator Signature of Evaluator
 Date Date
 Office Stamp Name & Address

1. First copy is meant for Regional Centre for updation of the grades/marks at Regional Centre, Level
2. Second copy should be retained at the Study Centres for future records.
3. Third copy will be sent alongwith remuneration bill of evaluators with recoupment bill to OSOU

ANNEXURE 11



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha

Established by an Act of Government of Odisha.

REMUNERATION BILL FOR EVALUATION OF ASSIGNMENTS/ HANDLING CHARGES

STUDY CENTRE CODE

ADDRESS :

REMUNERATION BILL FOR EVALUATION OF ASSIGNMENTS/HANDLING CHARGES

PROGRAMME _____

COURSE _____

NAME OF COUSELLOR/COORDINATOR _____

ADDRESS _____

Details of Assignments/Evaluated:

Batch	Course No.	Assignment Number	No. of Assignments	Rate per Script		Amount	
				Rs.	P.	Rs.	P.

Total :

(Rupees)

Certified that I have assessed/evaluated above detailed assignments/scripts and sent the 'awards' vide award list No. dated to the Coordinator, OSOU, SC.....

Date

SIGNATURE (EVALUATOR)

VERIFIED/PASSED FOR PAYMENT OF RS. (Rs.)

Certified that the evaluation report on above assignments has been forwarded to Examination Division vide letter No. dated

Date

SIGNATURE (COORDINATOR)

Received a sum of Rs. (Rupees) by cash/cheque No. dated

Date

Affix Revenue Stamp

SIGNATURE (EVALUATION)



ANNEXURE 12

ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha

Established by an Act of Government of Odisha.

Summary of Remuneration Bill for Evaluation of Assignments / Handling Charges

STUDY CENTRE CODE : _____

Bill No : _____

Date : _____

Sl. No.	Programme Title	Course Code	Name of the Counsellor/Coordinator	Details of scripts of Assignments		Rate Per Assignment		Amount	
				No.	A.Code			Rs.	P.

Total :
Grand Total (Rounded Off)

Amount of Imprest drawn : Rs. Cheque No. Date

Classification: SECTION A REVENUE ACCOUNT
EVALUAION DIVISON
OTHER CHARGES – Remuneration to (a) Evaluators.

Certified that: 1) the amount are actually due and that these have not been claimed eralier.
2) the number of assignments for which handling charges have been claimed in this bill do not exceed the total assignments (scripts) received and evaluated.

Passed for adjustment Rs. (Rupees)

Counter signed

Registrar (SED)
OSOU, New Delhi

Coordinator
OSOU Study Centre

(For Use in Finance Division)

(Passed for adjustment of Rs. (Rupees)

Payee.....
Station.....

A.F.O. S.O.(F) Asstt

ANNEXURE 13



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

FORMAT FOR COUNSELLING SCHEDULE

_____ STUDY CENTRE

COUNSELLING SCHEDULE

Programme : _____

Place : _____

Day & Date	Time	Course/Block to be covered	Whether Audio/Video Cassettes to be used (Y/N)	Name of the Counsellor

NOTE FOR STUDENTS :

1. Please try to attend the counselling sessions regularly.
2. Study relevant blocks at home before coming up to the counselling session. Identify the points you may like to discuss with the Counsellor.
3. Please bring your relevant course material with you at the counselling sessions.

(Coordinator)

Date

ANNEXURE 14



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
 Established by an Act of Government of Odisha.

ATTENDENCE SHEET OF COUNSELLING SESSION

Programme : _____

Study Centre: _____ Code : _____

Name of Counsellor : _____

Date of Counselling : _____ Time : _____

Sl.No.	Enrollment No.	Name of the Candidate	Signature	Phone/Mobile No.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Counter Signed

Coordinator
 OSOU (with seal)

Name & Signature
of the Counsellor

ANNEXURE 15



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

REMUNERATION BILL FOR COUNSELING

Study Center Code :

Place :

To be filled-up by the Academic Counselor.

Name of the Counsellor	Programme	Date	Time	Topic Covered	Amount Claimed

1. Certified that the above claim is as per the prescribed norms of OSOU and the same has not been claimed earlier.
2. Attendance of the students is enclosed with the bill.

**Counter Signature by Coordinator
Counsellor**

Signature of the

Study Center Seal.

.....

Name:

Moble No:

.....

E-mail :

.....

Date :

.....

ANNEXURE 16



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

Statement of Account for the month of _____

Name of the Study Centre with Code No. _____

Study Centre S/B A/C No.: _____

EXPENIDTURE DETAILS

S.N.	Expenditure Particulars	Amount
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
TOTAL		

Amount Received: _____

Amount Spent till date: _____

Balance Amount: _____

Signature of the Coordinator

ANNEXURE 18

Proforma for the Recoupment bill



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

ACCOUNT STATEMENT

Bill of Expenditure For Month of _____/Year _____

File No. _____, Date: _____

Session: _____

To,
The Registrar
Odisha State Open University, Sambalpur

Sir,

Monthly statement account of Rs. _____ (Rupees _____

_____)for the expenditure incurred during the month covering the period from

_____ to _____ along with the relevant vouchers are submitted.

Regional Centre : _____

Regional Centre Name: _____

Place: _____

1. Administrative Expenditure

Sl.No.	Administrative Expenditure	Sub- Voucher No.	Amount (in Rs.)		
1.1	Postage & Telegram				
1.2	Telephone				
1.3	Office Stationery				
1.4	Repair & Maintenance				
	(i) Furniture				

	(ii) Equipment				
1.5	Electricity Charges				
1.6	Entertainment Expenses				
1.7	Other Contingencies (Details be Specified)				
	a)				
	b)				
	c)				
	d)				
a	Fixtures and Furniture				
b	Equipment				
c	Local Conveyance				

2. Academic Expenditure						
2.1	Theory Counselling Charges (Programme - Wise) Attendance Sheet to be enclosed					
	Programme	Vouher No.	Session held	@Rs	Total Rs	
a						
b						
c						
d						
e						
f						
2.2	Practical Counselling Charges (Programme- Wise) (Attendance sheet to be enclosed)					
	Programme	Vouher No.	Session held	@Rs	Total Rs	
A						
B						
C						

D					
E					
F					
2.3	Assignment Evaluation Charge (Programme- wise) (A copy of grade lists sent to University to be enclosed)				
	Programme	Vouher No.	Session held	@Rs	Total Rs
a					
b					
c					
d					
e					
2.4	Hiring of Computer time (Programme -wise) Practical (Attendance sheet to be enclosed)				
	Programme	Vouher No.	Session held	@Rs	Total Rs
a					
b					
c					
d					
e					

2.5	Induction Meeting (Regional Centres approval & Voucher to be enclosed)				
	Programme	Vouher No.	Session held	@Rs	Total Rs
a					
b					
c					
d					

e				
---	--	--	--	--

Rupees in words (_____)

Certified that all the expenditure have been incurred as per OSOU norms and guidelines issued by the University Office.

Signature of Coordinator with stamp.

FOR THE USE OF UNIVERSITY OFFICE

Passed for Payment / Recoupment of Rs. _____ (Rupees: _____)

Vice-Chancellor

Registrar

A Cheque/ Demand Draft/NEFT bearing No. _____ on _____ dated _____ for

Rs. _____ (Rupees _____) was sent in

favour of the RC, OSOU _____ towards recoupment of imprest amount to the Regional Centre.

Also noted in recoupment register.

Vice-Chancellor

Registrar

ANNEXURE 19



ODISHA STATE OPEN UNIVERSITY (OSOU)
ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ

Headquarters : Sambalpur
ମୁଖ୍ୟ କାର୍ଯ୍ୟାଳୟ : ସମ୍ବଲପୁର
G.M. University, Sambalpur
ଜି.ଏମ୍. ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର

Ref. No. : OSOU/2016/264
To

29th March 2016
Date :

**The Coordinators, Study Centre (All)
Odisha State Open University**

Sub: Guidelines for the Study Centers.

Dear Sir,

As discussed in the Coordinator's meeting held on 26-03-2016 the following guidelines shall be strictly followed for the smooth functioning and maintenance of uniformly of all the Study Centers.

- 1. Study Center timing:** The timing of the Study Center is 20 hours in a week with the following break up:
Sunday: - 06 Hours (From 10:00 AM to 4:00 PM)
Monday: - Weekly closing Day
Tuesday to Friday: -03 Hours (5:00 PM to 8:00 PM)
Saturday: -02 Hours (5:00 PM to 7:00 PM)
- 2. Counseling:** One session for each credit.
No. of Counseling Sessions:
16 Credits – 16 Sessions (Certificate)
32 Credits – 32 Sessions (Diploma)
If no student turn- up, 50% of the remuneration plus conveyance. i.e. Rs. 250 + 100 = Rs. 350/- be paid to counselor.
If no student turn- up for consecutive two Sunday sessions, the class be dropped unless learners approach in writing.
Duration of each theory session is 2 Hrs. and practical 3 Hours.
- 3. Hiring of Computer:** Rs 20 per computer per hour payment to be made as per actuals.
- 4. Remuneration for Machine Room Operator:** 300/- for 03 Hours.
- 5. Academic Counselors:**
 - a. Bio-data in prescribed form of the Counselors be sent to OSOU Head office for preparation of Counselors data base.
 - b. Appointment letters will be issued to approved counselors.
- 6. A Sign Board** (Size-6/4') should be fixed is front of the Study Center office. Another sign board should also be fixed at the main entrance of the college/ institution. The sample of the sign board will be sent as email attachment to maintain uniformity.

1/2

[Handwritten Signature]
28.3.

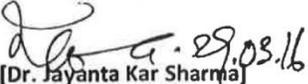
Mob: 9040014059, E-mail : s.mohapatra@osou.ac.in, Website : www.osou.ac.in

2/2

7. **Internet facility** should be available in the study center. Kindly request the head of the institution to provide connection from the college office. You may purchase a dongle with SIM in the name of Coordinator if your institution fails to provide the connection.
8. Study Centers should play their vital role in **promotional activities** by holding pre-admission counseling session, distributing pamphlets, and scroll in T.V. etc. of various programs of the University.
9. A **Notice Board** be fixed in front of the study center and notices should be put in notice board.
10. Learners be encouraged to send **feedback** of their counseling sessions online through the University website.
11. Submission of one **assignment** for each course is required to become eligible for filling up of examination form.
12. The **last date for submission** of assignment and form fill up for term end examination is **31 October** for December examination.
13. Payment to counselors and study centre functionaries shall be made through Electronic Clearance System (ECS)

With regards,

Yours Sincerely


[Dr. Jayanta Kar Sharma]
Registrar
Dr. Jayanta Kar Sharma, OES (I)
Registrar
Odisha State Open University (OSOU),
Sambalpur

ANNEXURE 20



ODISHA STATE OPEN UNIVERSITY (OSOU)
ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ

Headquarters : Sambalpur

ମୁଖ୍ୟ କାର୍ଯ୍ୟାଳୟ : ସମ୍ବଲପୁର

G.M. University, Sambalpur

ଜି.ଏମ୍. ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର

OSOU/SC-Norm/2016/144 (15)

Date: 15th January 2016

Ref. No. :

To
The Coordinator
OSOU Study Centre

Dear Sir,

Please find below payment norms for Study centre functionaries, Counsellors and Evaluators.
These norms will be applicable from 1st January 2016.

1. Study Centre

Co-ordinator – Rs 5,000/- per month.

Assistant -Rs 3,000/- per month.

Attendant-Rs 2,000/-per month.

2. Counselling

Theory (Two Hours Duration) – Rs 500 + 100 (CA)

Practical (Three Hours Duration)-Rs 500 + 100 (CA)

(A counselor may take two sessions in a day with one (C.A.)

3. Evaluation of Assignment

Rs 20 per assignment

4. Contingency

An amount of Rs 15,000/-(Fifteen Thousand) is sanctioned to the study centre for contingent expenses. The amount shall be credited to the S/B. A/Cs of the Coordinator on Bank transfer.

5. For the Furnishing of the SC offices, the following furniture(Godrej Made) shall be supplies centrally.

(i) Table – 02 (Two) Nos. (T8-01 one nos., T-111 one nos.)

(ii) Chair – 05 (Five) Nos.

(iii) Almirah- 01 (One) big Size & 01 (one) small Size

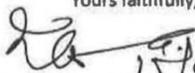
(iv) Computer-01 (one) set

(v) Printer – 01 (one)

(vi) Rack – 01 (one)

With regards,

Yours faithfully,


(Dr. Jayanta Kar Sharma)
Dr. Jayanta Kar Sharma
Registrar

ANNEXURE 21



ODISHA STATE OPEN UNIVERSITY (OSOU)
ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ

Headquarters : Sambalpur

ମୁଖ୍ୟ କାର୍ଯ୍ୟାଳୟ : ସମ୍ବଲପୁର

G.M. University, Sambalpur

ଜି.ଏମ. ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର

Ref. No. : **OSOU/2016/ 555(i)**

Date : **1st June 2016**

To
The Coordinator
OSOU Study Centre

Dear Sir,

In continuation to this office letter no **OSOU/SC-Norm/2016/144 (15)**,
Dt-15.01.2016 the remuneration of part time Assistant coordinator of OSOU study centre is fixed
Rs. 4000/- per month.

This is for your kind information and necessary action.

With regards,

Yours faithfully

Registrar
Odisha State Open University,
Sambalpur
Dr. Jayanta Kar Sharma
Registrar
Odisha State Open University (OSOU)
Sambalpur

ANNEXURE 22



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର
Odisha State Open University (OSOU)
Sambalpur

ଡଃ ଜୟନ୍ତ କର ଶର୍ମା, ଓ.ଇ.ଏ.ସି.
ଭୁବନେଶ୍ୱର
Dr. Jayanta Kar Sharma, O.E.S.(I)
Registrar

No.: OSOU/2016/ ୨୫୦୫

Dt. 29-09-2016

Circular

The following are the payment norms for different ODL activities under Odisha State Open University.

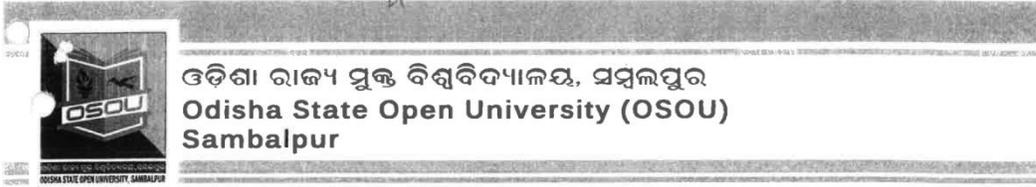
S.N.	Activities	Rate
1	Writing of Units (Per Unit minimum 5000 words)	Rs. 3000/-
2	Editing (Per unit)	Rs. 1500/-
3	Translation (Per Unit)	Rs. 1500/-
4	Vetting/Language editing of translated unit (Per Unit)	Rs. 1000/-
5	Word processing Normal text per page (DTP) with CD	Rs. 20/-
6	Final CRC Preparation (in SLM format) per page	Rs. 30/-
7	Setting of question papers (Per Set)	Rs. 500/-
8	Evaluation of assignments	Rs. 20/-
9	Evaluation of answer sheets of TEE	Rs. 20/-
10	Translation of the question papers	Rs. 350/-
11	Evaluation of dissertation/ project	Supervision Rs. 400/-, Evaluation Rs. 400/-
12	Sitting fee for expert committee/advisory committee	Rs. 500/- +Actual Conveyance
13	Video Presentation with PPT (15 -20 min)	Rs.500/- + Rs.100/- Conveyance
14	Audio Presentation (15 -20 min)	Rs.400/- + Rs.100/- Conveyance

These rates shall be applicable for external members/experts only. Outstation participants shall be paid TA/DA as per Govt. of Odisha Financial Rules.


Registrar
Dr. Jayanta Kar Sharma, O.E.S.
Registrar

Odisha State Open University (OSOU)
Sambalpur
Mob.: +91-9861168455, E-mail: registrar@osou.ac.in, Website: www.osou.ac.in
Address: G.M. University Campus, Budharaja, Sambalpur, Odisha-768004

ANNEXURE 23



OSOU/2017/616

30th June 2017

Circular

In partial modification of the circular issued vide this office letter No- OSOU/2016/900 (A), Dt-29/09/2016, the rate of remuneration for evaluation of dissertation and evaluation of project is here by revised as per following with immediate effect.

Sl.no	Activities	Rate	
11.	Evaluation of Dissertation / Evaluation of Project & Viva- Voice	Supervision Rs.150/- Evaluation Rs.150/- (minimum of Rs.250/-)	per candidate

The rate of remuneration for other activities are remain unchanged.


Registrar
Odisha State Open University,
Sambalpur
Dr. Jayanta Kar Sharma, OES(I)
Registrar
Odisha State Open University (OSOU)
Sambalpur

Address: G.M. University Campus, Budharaja, Sambalpur. Odisha-768004
Phone: 0663-2521600 Fax: 0663-2521700 E-mail: info@osou.ac.in Website: www.osou.ac.in

ANNEXURE 24



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର
Odisha State Open University (OSOU)
Sambalpur

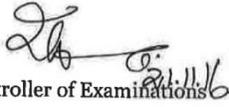
Ref No:- OSOU/2016/

Date. 21st Nov 2016

Office Order

The following payment norms shall be applicable for conducting Term End Examinations in study centres, w.e.f 01st December, 2016 until further order.

- | | | |
|--|---|---|
| 1. Centre Superintendent | : | Rs.300/- Session |
| 2. Deputy Superintendent | : | Rs.250/- Session (applicable if exceeding 500 candidate in a session) |
| 3. Invigilator | : | One/20 Candidates or part thereof in a session
Rs. 250/- (Duration of Exam- 03 hrs)
Rs.200/- (Duration of Exam- 02 hrs) |
| 4. Relieving Invigilator | : | One per 100 candidates |
| 5. Assistant | : | Rs. 150/- per session |
| 6. Attendant | : | Rs. 100/- per session |
| 7. External Examiner (for practical-exam) | : | Rs. 250/- per session |
| 8. Postal Expenses | : | Actual (subject to producing of original receipt) |
| 9. Contingency | : | Actual expenditure (to be borne out of the imprest money of the study centre) |


Controller of Examinations
Odisha State Open University

Copy to:-

1. Registrar, OSOU.
2. Study Centre, OSOU.
3. P.S. to VC for kind information of the Honorable VC.

Address: G.M. University Campus, Budharaja, Sambalpur. Odisha-768004
Phone: 0663-2521600 Fax: 0663-2521700 E-mail: info@osou.ac.in Website: www.osou.ac.in

ANNEXURE 25



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha

Established by an Act of Government of Odisha.

REMUNERATION BILL FORM

Name :

Address:

Phone No..... E-Mail address

Bank/Name Bank A/c. No..... IFSC Code.....

PAN No

Assignment :

Subject:

1. All claims shall be submitted to the University within six months from the date of the execution of work.
2. Ordinarily payment of remuneration bills for paper setting is made after the TEE are over and the remuneration bill for examining answer papers paid after publication of the results.

Sl.No.	Particulars of work done	No	Rate	Amount		
				Rs.	Ps.	
1.	Setting Question Paper					
2.	Examining Answer Books					
3.	Re-examining Answer Books					
4.	Practical Examination					
5.	Examining Dissertation					
6.	Sitting fee for Expert/Advisory Committee					
		Units/Pages	Words	Rate		
7.	Writing of Units					
8.	Editing					
9.	Translation					
10.	Vetting/Language editing of translated unit					
11.	Word processing Normal text					
12.	Final CRC Preparation (in SLM format)					
13.	Video Presentation with PPT					
14.	Audio Presentation					
15.	Miscellaneous	(Rs.100/-)				
16.	Postal Expenses	(Attach Postal Receipt)				
Total Amount						

Received Payment

CHECKD BY:-

Pay Rs

(Rupees

.....only)

Paid by Cash/Cheque No

(Signature)

D.A./Cashier

**Signature of Registrar / Controller of Examinations
Odisha State Open University
Sambalpur**

**Signature of Comptroller of Finance
Odisha State Open University
Sambalpur**

ANEXURE 26
EVALUATION GUIDELINES

The award of 'Certificate' / 'Diploma' to the successful learners will be offered by Odisha State Open University, as per the following regulations.

1. The University will follow the credit based system of evaluation where each credit is equivalent to 30 hours of study. For any certificate level course of six months duration, students are required to earn 16 credits and for a diploma course of one year duration the number of credit required for successful completion of program is 32.
2. For a Diploma program, the student will have to pass all the prescribed courses over a minimum period of 1 year to a maximum of 4 years and for a Certificate program the student will have to pass all the prescribed courses over a minimum period of 6 months to a maximum of 2 years.
3. The University will follow semester system of examination. Each semester will be of six months duration. The performance of the students will be evaluated after the end of each semester.
4. Evaluation system will be based on two core components: continuous evaluation (assignments) and term-end examination. Continuous evaluation will carry 25% weightage and the term end semester examination will have 75% weightage. In courses having practical, the term end examination will carry 50% weightage and practical examination will have 25% weightage.
5. Completion of the course requires successful completion of each of the components. The minimum mark to complete each component of the course, overall score and successful completion of the program is 40%. The minimum pass mark required to complete the project related course is 40 %.(*Refer program wise evaluation methodology*).
6. Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) as well as equivalent percentage of aggregate marks and Division / Class will be reflected in the Grade Card of the students.
7. The University will follow grading system of evaluation to assess the performance of the students. Ten point grading system suggested by the University Grants Commission (UGC) will be implemented by the University. The Letter grade and grade point will be shown as per the following table.

Letter Grade	Grade Point
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
S (Absent)	0

8. The division criteria for the final results will be as follows.

Percentage of Marks	Division/Class
80% or above	First Division with Distinction
60% or above	First Division
50% or above but below 60%	Second Division
40% or above but below 50%.	Pass
Below 40%	Fail

ANNEXURE 27

Odisha State Open University, Sambalpur

Guidelines for the conduct of Term End Examination

1. Term End Examination shall be conducted for 23 Programmes. Students admitted in the session are allowed to appear the examination provided they have submitted the examination form online.
2. Hall tickets have been uploaded on the University website. They shall produce the university Identity Card and Hall ticket to appear in the Examination. In case of non-possession or loss of Hall ticket the Examination Superintendent is empowered to permit candidate to appear Examination after verifying the identity of the candidate.
3. The Maximum Mark in Term End Examination is 100 and duration is 3Hrs. However, in CCS-I and CCS-2 maximum mark is 50 and duration of examination is 2 hours.
4. Examination will be conducted as per Final date sheet uploaded in the website. Copy of the final Date-Sheet is attached. Examination will be conducted strictly as per the Date-Sheet.
5. Co-coordinator of study Centre shall act as Centre superintendent. One Assistant and 1Attendant shall perform exam duty. They shall be paid as per University Guidelines
6. Question papers for each session are sent date wise in sealed packets. This should be placed in safe custody of Centre superintendent. Sealed packet of the question paper are to be opened fifteen minutes before the start of examination. Certificate for opening Q.P (Annex-1) is to be signed both by the CentreSuperintendent and Invigilator.
7. No student shall be allowed to appear examination if he /she reports 30 min after the start of examination. Student may be allowed to leave the examination hall one hour after the commencement of examination.
8. Attendance of students shall be taken in each Session. Invigilator shall match the photograph and signature of the student appearing the examination.
9. A copy of the “Instructions for invigilators” is provided to all the invigilators appointed at Examination Centre.
10. All unfair means cases are processed strictly. The invigilator and Centre Superintendent must complete and sign the UFM Performa. Relevant Evidence should be attached with each UFM case. Students are liable for punishment in case of use of unfair means in examination. Unfair means cases are to be reported in the prescribed format.
11. Examination materials i.e Used /unused Answer Books, Attendance sheets are very sensitive and confidential in nature. Hence proper care should be taken.
12. The centre superintendent is responsible to conduct the examination in free and fair manner. Session-wise answer copies are to be sent to **Controller of Examination, Odisha State Open University, G.M. University Campus, Budharaja, Sambalpur-768004** by speed post/registered post along with the duly signed dispatch memo, certificate for opening of question papers, attendance sheet, absentee statement and statement of candidates present.

Important Points to Check -

A. Before Examination;

- Ensure receipt of Question papers, stationary and answer books well in advance.
- The sealed question papers packets are to be arranged date and Session wise according to the date sheet and kept under the safe custody of centre superintendent.
- Display the date sheet, daily seating arrangement and instructions for the candidate outside the examination Hall
- Ensure well in advance the availability of requisite number of question paper.

B. During examination:

- Checking the candidates before entry in the examination Hall
- Do not permit the candidate to bring books , mobile phones and any other electronic device into examination hall
- Distribute the question paper after second bell

C. Handling of Attendance Sheets

- Ensure that Attendance Sheets are correctly filled in and signed by the candidates daily.
- Encircle the Roll Numbers of absent candidates with Red Ink and mark them ABSENT in place of their signatures in Attendance Sheets.
- Mark 'UFM' in case of candidates who have been booked under use of unfair means.
- As soon as all the examination are over attendance sheets should be send to the Headquarter along with answer books

Handling of Answer Books

- Please Affix stamp of the signature of the Centre Superintendent on Answer Books at the appropriate place before these are issued to the candidates.
- Instruct the candidates not to write his/her name or make any Distinguishable sign or mark anywhere in the Answer Book/Graph/Map except at the places specified for the purpose.
- Maintain a proper account of all the used and unused Answer Books and send a copy of the same immediately after the examination.

Handling of Unfair Means (UFMs) Cases

Please ensure that the unfair means cases detected during the course of examination are properly recorded and packed in a separate envelope and sent to the Headquarter. The copying material found with each of the cases should also be enclosed. Please send this packet along with the packet containing the Answer Books for that day session.

General Arrangements

- i. Give a bell sound after completion of each hour during the examination. One bell sound should also be given 10 minutes before completion of the paper and long/final bell at the end. The Invigilators should communicate these indications to the candidates before commencement of examinations.
- ii. Centre Superintendent should be careful about making arrangements for toilets for the use of candidates.
- iii. Allow the Observers appointed by the OSOU to inspect the records and the Examination Halls/rooms after ensuring that the Observer or visiting team is having proper authority letter from OSOU Sambalpur.

SEATING ARRANGEMENT

- i. A day before the commencement of the examination, the Centre Superintendent shall ensure that satisfactory seating arrangements for the examination have been made. He/ She shall particularly see that the candidates are to be seated in such away that the students are not able to communicate with each other **i.e. whenever a two-seat desk is used, only one candidate should be seated and in case of availability of four-seat desk, only two candidates should be seated on it.**
- ii. The Centre Superintendent shall prepare a seating plan of Examination Hall and/or rooms showing the order of seats allotted to candidates.
- iii. A slip giving the Roll Number of each candidate should be pasted or the Roll No. should be written with chalk on each desk/table, so that the candidate has no difficulty in finding out his allotted seat. Candidates must be seated sufficiently apart to prevent contact.
- iv. In the seating plan for each room, candidate who is absent be encircled with RED ink indicating ABSENT.

DESPATCH OF ANSWER BOOKS

The Answer Books, Attendance Sheets, Dispatch Memo, certificate of opening of Question Paper and other materials related to Examination will be dispatched to the OSOU Headquarter Sambalpur by post the very next day after the completion of examination.

ANNEXURE -28



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

CERTIFICATE OF OPENING QUESTION PAPERS

We, the undersigned, hereby certify that this sealed packet containing question papers in
course..... for the Exam has been examined by us and found to be in proper condition and has
been opened in our presence five (5) minutes before the time fixed in the date sheet. We have also checked that the correct
envelop is being opened.

No. of envelopes for the course

Time of opening

Total No. of copies of the paper

Date

Signature of
Superintendent.....

Centre Code.....

Particulars of the invigilator as witnesses:

1. Signature.....
Name.....
Designation.....

Note: This should be signed at every session of the examination at the centre.

ANNEXURE 30



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

LEARNERS ABSENTEE STATEMENT

Programme.....Term End Exam. June/Dec.....

Course Code.....Date.....Session.....

Sl. No.	Enrolment No. in Ascending Order	Sl. No.	Enrolment No. in Ascending Order	Sl. No.	Enrolment No. in Ascending Order
1		21		41	
2		22		42	
3		23		43	
4		24		44	
5		25		45	
6		26		46	
7		27		47	
8		28		48	
9		29		49	
10		30		50	
11		31		51	
12		32		52	
13		33		53	
14		34		54	
15		35		55	
16		36		56	
17		37		57	
18		38		58	
19		39		59	
20		40		60	

Signature of Centre Superintendent
With Seal

Date.....

Learner Support Centre Code.....

ANNEXURE 31



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

**ATTENDANCE SHEET OF STRAY CANDIDATES TAKING EXAMINATION
DUE TO CHANGE OF LEARNER SUPPORT CENTRE/EXAMINATION CENTRE
WITH VALID ENROLMENT NUMBER**

Day Date Course Code

Sl. No.	Enrolment No.	Name & Address	Programme	Signatures of Learners	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Note: This proforma is to be used where the candidate has no valid Enrolment No. or the candidate is taking examination at above Examination Centre by change of Examination Centre or his name does not appear in the list of eligible candidates taking examination at a centre supplied by the University.

Signature of Centre Superintendent

Date

Examination Centre Code

ANNEXURE 32



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

REPORT OF CENTRE SUPERINTENDENT REGARDING UNFAIR MEANS CASES

Date

To,
Controller of Examination
Odisha State Open University
G.M. University Campus
Budharaja, Sambalpur-768004

Subject: Case of Unfair Means

Dear Sir,

I am enclosing the Proforma A & B duly filled in, in report of the following candidates, on the above subject.

Sl. No.	Enrolment	Name of Candidate	Course Code

I am also enclosing the relevant material as indicated in the proforma to enable you to take further necessary action at your end.

Yours faithfully,

Encl:

Exam. Centre Code.....

Centre Superintendent

Address.....

ANNEXURE 33



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

FORM FOR REPORTING CASES OR ACTS OF UNFAIR MEANS OF LEARNER BY INVIGILATOR

(To be filled by the Superintendent, after recording the Statement of the candidate, to the Registrar by name under a registered insured cover, on the very day of the detection of the case)

1. Name of the Examination.....
2. Centre of Examination.....
3. Course.....
4. Date and exact time of the.....Date.....
Detection of the case under report.....Time.....
5. Name of the Candidate.....
6. Enrolment No.....
7. Name of the Candidate's father.....
8. Permanent address of the Candidates.....
9. Total No. of incriminating papers recovered
 - a. No. of printed papers.....
 - b. No. of handwritten paper.....
 - c. Torn Book Pages.....

(Note: The Detector should sign the recovered objectionable material)

10. The material was recovered from the candidate under reference as indicated below: (Please strike out the column which are not applicable)
 - a. In candidate's hand;
 - b. In candidate's pocket;
 - c. In candidate's shoes or socks;

- d. Under the clothes worn by the candidate;
- e. On candidate's table/desk;
- f. In candidate's answer-books;
- g. In candidate's desk;
- h. Under candidate's question paper;
- i. Under his feet;
- j. Under candidate's answer book;
- k. Near his seat on the ground at a distance of
- l. Any other place;
- m. Misconduct, if any.....

11. The candidate's Enrolment No.....found giving/receiving help to/from candidate, Enrolment No.....was sitting just in front/behind/left or right of the candidate, Enrolment No.....
12. Any other mode of use of unfair means.....
13.

Signature of the Detector

Name in Capital Letter

.....

Designation.....

Permanent Address

.....

Signature of the

Candidate (in case of his refusal to do so,.....)

Signature of the Staff Certifying

this fact)

ANNEXURE 34



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

STATEMENT OF CENTRE SUPERINTENDENT AND LEARNER ABOUT INCIDENT OF UNFAIR MEANS

I am enclosing the following evidence in support of the allegation of the use of unfair means by the examinee in the University Examination:

- The incriminating material recovered from the candidate as mentioned in column No.9 on prepage.
- The scripts (answer-books) of the candidate;
- No. of answer-books.....
- (In case the candidate refused to have second answer-book, this fact be stated specifically.)
- A copy of the Seating Plan (This should be attached without fail.)

Further observation, if any.....

Signature

Centre Superintendent.....

Exam. Centre Code.....

Centre address.....

Date:

STATEMENT OF THE CANDIDATE AT THE EXAMINATION CENTRE TO BE RECORDED BY THE CENTRE SUPERINTENDENT

Note: The Superintendent will give a hearing to the candidate and record his statement. He may allow the learner to question the detector and the question and answers will also be recorded. If the candidate refuses to make any statement, this fact will be recorded by the Superintendent.

Name of the Invigilator on duty

Signature of the
Candidate

Signature of the Superintendent

Room No.

]

ANNEXURE 35



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

DESPATCH MEMO

Programme.

Day.....

Course.....

Date.....

Exam. Centre no.....

Total No. of Answer books packed

Total No. of Candidates absent

The answer-books have been packed in our presence on atam/pm.

Signature of two invigilators

Signature of Centre Superintendent

1.....

2.....

Date:

- Note:
1. Please arrange answer-books course wise and within a course medium-wide in ascending order of enrolment numbers of the candidates.
 2. Please send the Answer-books daily after the Examination.
 3. Use separate Despatch Memo for each course.
 4. The Despatch Memo should be signed by two invigilators as witnesses.

ANNEXURE 36



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

**REMUNERATION BILL FOR INVIGILATORS AND OTHER PERSONNEL
(TO BE SUPPORTED BY ATTENDANCE SHEETS)**

Exam..... Centre Code

Address

.....

Sl. No.	Name	Nature of Duty	No. of Duties Session	No. of Days of duty	Remune-ration
(1)	(2)	(3)	(4)	(5)	(6)

Total amount disbursed in figures Rs..... Amount in words.....

.....

Signature of Centre Superintendent

Office Stamp

Centre Code:

ANNEXURE 37



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha

Established by an Act of Government of Odisha.

AWARD LIST OF TERM-END EXAMINATION

Admission Session:

Exam Date & Time:

Course Code:

Course Title:

Sl.No.	Enrollment Number	MARK IN FIGURE	MARK IN WORDS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Name of the Examiner: _____

Signature & Date

ANNEXURE 38



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

AWARD LIST OF TERM-END EXAMINATION (PROJECT)

Centre Name: _____

Centre Code:

Programme: _____

Course Code:

Date of Exam: _____

Max.Marks:

Sl.No.	Enrollment Number	Name	Marks Awarded	
			In Figure	In Words
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Name of the Examiner: _____

Signature & Date

Name of the Centre Superintendent _____

Signature & Seal

Note : Two copies of marks list are to be prepared. One copy must be preserved at Study Centre and the other copy be sent to OSOU.

ANNEXURE 39

To
The Controller of Examinations
Odisha State Open University
Sambalpur

CONSENT LETTER

Sub: Appointment as Centre Superintendent for Term End Examination June, 2017

Sir,

With reference to your letter no. _____ dt. _____ I (Name and Address)

hereby convey my acceptance /consent for the work assigned to me by the university. I accept the terms and conditions of the University.

Name of the Study Centre:

Centre Code:

Yours faithfully

Coordinator
(Signature and Seal)

ANNEXURE 40

Guidelines for Evaluation of Project Reports

Project submission is compulsory in the following academic programmes:

Sl. No.	Programme	Session	Credit	Viva	Viva Mark	Report Writing	Total Mark	Minimum Pass Mark in Viva	Minimum Pass Mark in Project Report
1.	DCA	2015-16	4	Yes	25	75	100	40%	40%
2.	DCA	2016-17	8	Yes	25	75	100	40%	40%
3.	DCS	2015-16	2	Yes	25	75	100	40%	40%
4.	DCS	2016-17	2	Yes	25	75	100	40%	40%
5.	DRD	20 16-17	2	No	--	100	100	--	40%
6.	DED	2016-17	4	Yes	25	75	100	40%	40%
7.	DFHT	2016-17	4	Yes	50	50	100	40%	40%
8.	DOLC	2016-17	2	No	--	100	100	--	40%
9.	DDM	2016-17	4	Yes	25	75	100	40%	40%

1. Students were advised to submit project synopsis to the University. The same has been either approved or disapproved through e-mail. Communication was sent to students accordingly. They were advised to submit the final project report at the Study Centre for evaluation.
2. At the time of submission of Project Report please see that synopsis approval letter and declaration signed by the student and project supervisor are attached to the report .
3. Last date for submission of final project report at the study centre is **30th June 2017**.
4. For two credit course Study Centre Coordinator is authorized to appoint the external examiners.
5. For 4-8 credit course Study Centre Coordinator is required to send the bio-data of external examiner to the University for approval.
6. Viva-Voce (for 4-8 credit courses) is to be conducted at the Study Centre **between 5th – 10th July 2017**.
7. Award List along with a copy of the Project Report is to be forwarded to Controller of Examination, OSOU, Sambalpur on **11th July 2017 by Speed Post**.
8. Please note that Project supervisor can not be appointed as Examiner of Project Reports.
9. In case it is observed by the external examiner that students have either copied it from other students or downloaded from the website, he/she should report it to the headquarters with his/her remarks.
10. Project supervisor and examiners are to paid honorarium as per the prescribed norms.
11. In case of DFHT project evaluation will be done at headquarters and Viva-voce will be conducted at Study Centres on 9th & 10th July by External Examiners.

Controller of Examination

ANNEXURE 41



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

PROJECT EVALUATION REPORT

External Examiner's Assessment Sheet

1. Name of the student:
2. Programme:
3. Enrolment No.:
4. Programme Code: Course Code:
5. Date & Time of Project Viva:
6. Place:
7. **Report Writing:**

(i) Selection of Topic

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(ii) Objective

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(iii) Hypothesis

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(iv) Review of Literature

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(v) Research Methodology

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(vi) Data Collection

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(vii) Data Analyses/Interpretation

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(viii) Reference Material used

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(ix) Major Findings

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(x) Originality of the Project

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

8. **Viva-Voce:**

(i) Analytical Skills:

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(ii) Presentation Skills:

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(iii) Command over Language

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(iv) Command over Subject

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

9. **Overall Performance: (Global Comments)**

--

10. Grade/Marks Awarded

(i) Project Report:

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(ii) Viva- Voce

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(iii) Total

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

Certificate

Certified that the undersigned has evaluated the Project Report and conducted the Viva- Voce.

Signature of the External Examiner

Name of the Examiner _____

Address _____

Contact No. _____

Mobile No. _____

ANNEXURE 42



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

PROJECT EVALUATION REPORT

External Examiner's Assessment Sheet

11. Name of Programme: **Diploma in Functional Hindi and Translation (DFHT)**

12. Name of the student:

13. Programme:

14. Enrolment No.:

15. Programme Code: **DFHT**

Course Code: **DFHT-08**

16. Date & Time of Project Viva:

17. Place:

18. **Report Writing:**

(xi) Command over the subject

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(xii) Command over the language

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(xiii) Quality of translation

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(xiv) Equivalence: (Source language and Target language)

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(xv) Presentation Style

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(xvi) Originality of the project

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(xvii) Design of the project

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

19. Viva-Voce:

(v) Terminological Skills:

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(vi) Presentation Skills: (Communication)

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(vii) Command over Language

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(viii) Command over Subject

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

20. Overall Performance: (Global Comments)

--

21. Grade/Marks Awarded

(iv) Project Report:

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(v) Viva- Voce

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

(vi) Total

O/10	A+/9	A/8	B+/7	B/6	C/5	P/4	F/0	Ab/0

Certificate

Certified that the undersigned has evaluated the Project Report and conducted the Viva- Voce.

<i>Project Evaluator</i>	<i>Evaluator for Viva-Voce</i>
Signature of the Evaluator <i>Date of Examination:</i> <i>Name, Address & Phone No. of the Evaluator</i>	Signature of the Evaluator <i>Date of Examination:</i> <i>Name, Address & Phone No. of the Evaluator</i>
_____	_____
_____	_____
_____	_____

ANNEXURE 43



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

Assessment Sheet for Project Evaluation

Name of Programme: **Diploma in Cyber Security (DCS)**

Name of the Student: _____

Enrolment No: _____

Project Report No: _____ Session _____

Title of the Project: _____

Comments of the Evaluator:

.....

.....

Note:

- 1. Please assign marks for each component of the project*
- 2. Minimum pass percentage for viva-voce and other components of the Project is: 40%*

Project Marks			
Minimum Pass Mark: 40	Maximum Mark: 100		Credits: 2
Components	Maximum Marks	Marks Obtained	Grade
Identification of the problem	10		
Analysis of the problem	10		
Literature Survey	10		
Methodology	20		
Project Report Preparation	25		
Viva-Voce	25		
Total Marks	100		

Name, Address & Phone No. of the Evaluator

Signature of the Evaluator
Date of Examination:

Total Marks obtained:...../ (100)

ANNEXURE 44



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

Assessment Sheet for Project Evaluation

Name of Programme: **Diploma in Computer Application (DCA)**

Name of the Student: _____

Enrolment No: _____

Project Report No: _____ Session: _____

Title of the Project: _____

Comments of the Evaluator:

Note:

1. Please assign marks for each component of the project
2. Minimum pass percentage for viva-voce and other components of the Project is: 40%

Project Marks				
Minimum Pass Mark:40		Maximum Mark:100		Credits:8
Components	Maximum Marks	Marks Obtained	Grade	
System Analysis	15			
System Design	20			
Programming / Software Tools / Methodology	20			
Project Report Preparation	20			
Viva-Voce	25			
Total Marks	100			

Name, Address & Phone No. of the Evaluator

Signature of the Evaluator
Date of Examination:

Total Marks obtained:...../ (100)

ANNEXURE 45


J. K. MOHAPATRA, IAS
CHIEF SECRETARY, ODISHA



Phone : (+91674) 2534300/6700
Fax : (+91674) 2536660
e-mail : csori@nic.in

No.WCD-DW1-Misc-1/2013 ¹⁸³⁵⁷ CS(W&CD)
Bhubaneswar, dated the 17th Sept., 2013

To

All Principal Secretaries to Govt.,
All Commissioner-cum-Secretaries to Govt.,
All Revenue Divisional Commissioners,
All Heads of Departments,
All Collectors.

Sub: Guidelines for conducting written examination for Persons with Disabilities.

Madam/Sir,

With a view to address the problem of writing faced by the Persons with Disabilities during various examinations, it was felt necessary to provide a scribe for all academic and competitive examinations. Accordingly, the guidelines were issued by Women & Child Development Deptt. vide their letter No.10485/WCD, dated 17.05.2013. It appears that some Departments have still not adopted these guidelines. The guidelines are reiterated below:

1. There is no need for fixing separate criteria for regular and competitive examinations.
2. The facility of Scribe/Reader/Lab Assistant should be allowed to any person who has disability of 40% or more if so desired by the person.
3. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/reader/lab assistant to make panels at the District/Division/State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.
4. Criteria like educational qualification, marks scored, age or other such restrictions for the scribe/reader/lab assistant should not be fixed. Instead, the invigilation system should be strengthened, so that the candidates using scribe/reader/lab assistant do not indulge in malpractices like copying and cheating during the examination.
5. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages.
6. Persons with disabilities should be given the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies can easily make use of technology to convert question paper in large prints, e-text or Braille and can also convert Braille text in English or regional languages.

7. The candidates should be allowed to check the computer system one day in advance so that the problems if any in the software/system could be rectified.
8. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.
9. The disability certificate issued by the competent medical authority at any place should be accepted across the country.
10. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are making use of scribe/reader/lab assistant. All the candidates with disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration which could further be increased on case to case basis.
11. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.
12. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.
13. The examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading softwares for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.
14. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

All Departments must ensure compliance of these guidelines by the subordinate offices and allied Academies/examination bodies under their administrative control.

Yours faithfully,


12/11/23
Chief Secretary,
Odisha

**GOVERNMENT OF ODISHA
DEPARTMENT OF HIGHER EDUCATION**

No. HE-FE-III-MISC-44/2016

34087

/HE., Dated 1-12-16

From

Sri Babaji Charan Sethy,
Joint Secretary to Government,

To

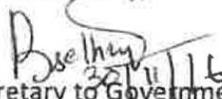
The Chairman, C.H.S.E, Odisha, Bhubaneswar.
Registrar, All Universities (Under Higher Education Deptt.).
All Principals, Govt. Colleges/Non-Govt. Aided Colleges.
The President, Board of Secondary Education, Odisha.

Sub: Guidelines for conducting written Examination for PwD students and engagement of Scribe/Reader/Lab. Assistant.

Sir,

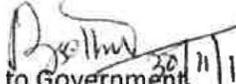
I am directed to enclose herewith copy of the letter No.169 dt. 22.02.2016 of Social Security & Empowerment of persons with disabilities Department along with its enclosure on the subject mentioned above and to request you to take necessary follow up action on the matter under intimation to this Department.

Yours faithfully,


Joint Secretary to Government.

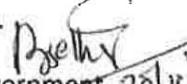
Memo No. 34088 HE./Dt. 1-12-16.

Copy along with copy of its enclosure forwarded to Private Secretary to Commissioner-cum-Secretary, School & Mass Education Department for kind information of Commissioner-cum-Secretary, School & Mass Education Department.


Joint Secretary to Government

Memo No. 34089 (4) HE./Dt. 1-12-16

Copy along with copy of its enclosure forwarded to Director Higher Education, Odisha/All Regional Director of Education for information and necessary action.


Joint Secretary to Government

Memo No. 34090 HE./Dt. 1-12-16

Copy forwarded to Department of Social Security & Empowerment of Persons with Disabilities for information and necessary action with reference to their letter No. 8354 dt.18.11.2016.



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GOVERNMENT OF ODISHA
Department of Social Security & Empowerment of
Persons with Disabilities

No. 170 /SSEPD Dt. 22.2.16
SSEPD-DA2-MISC-0025-2015

From

Ashok Kumar Behera, OAS(SB)
Deputy Secretary to Government

To

All DSSOs

Sub:- Guidelines for conducting Written Examination for PwD Students and engagement of Scribe/Reader/Lab. Assistant

Sir/Madam,

I am directed to enclose a copy of Guidelines for conducting Written Examination for PwD students issued by *Chief Secretary, Odisha* vide No.18357 dt. 17th Sept. 2013 with a view to facilitate them in the various academic and competitive examinations.

So, it is requested to ensure that the above guidelines are followed scrupulously while conducting examinations for PwD students.

The copy of the guideline may be circulated to the concerned educational authorities for proper implementation of the Govt. Schemes.

Yours faithfully

Deputy Secretary to Government

Memo No. 170 /SSEPD

Dt. 22.2.16

Copy with copy of Guidelines submitted to Director, School & Mass Education Deptt./Higher Education/OPEPA for kind information & necessary action.

Deputy Secretary to Government



Jharkhand



Chhattisgarh

Kand

Pradesh

Malkangiri



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର
Odisha State Open University, Sambalpur
Established by an Act of Government of Odisha.