



KARNATAKA STATE JAMIA MILLIA
State's Madrasa Minority institution for Secular Education
An ISO 9001:2015 Certified Institution

Memorandum of Understanding For Learner Support Centre (LSC)

Signed between the Karnataka State Jamia Millia, hereinafter referred to as 'KSJM', and the Head of the Host Institution regarding the organizational responsibilities of the proposed LSC at.....

1. The Host Institution will:

- Recommend a panel" of three names to KSJM for appointment of the Programme-in-Charge.
- Provide space of approximately 2500-3500 sq.ft. for exclusive use of KSJM without charging any rent. This space will be utilized for the office of the Programme-in-Charge.
- Make halls/rooms available for holding counseling sessions and KSJM examinations.
- Extend library, laboratory, computer facilities, etc. to KSJM students for the given programme of mutually agreed terms.
- Provide facilities like tape recorder, TV, VCR, VCD, CCTV Camera, Bio Metric attendance etc..
- Ensure that the Programme-in-Charge maintains accounts and submits the expenditure statements to the Regional Director every month.
- have the right to inspect the Learner Support Centre whenever he/she likes and advice the PIC

Agreed upon and signed

On behalf of the Host Institution

On behalf of KSJM

(Name of the Head of the Institution)

(Name of the Regional Director/Head Office)

Stamp

Stamp

Place -
Date -

Place -
Date -

Procedure for Accreditation

The basic procedure for accreditation includes the following steps:

- After receiving the application for accreditations, a preliminary screening is done to ensure eligibility for accreditation and the presence of the necessary documents.
- The eligible schools/institutes are allotted a Consideration Number for future correspondence.
- All short listed applications for accreditation are scrutinised by the Inspection Committee as per the laid down criteria for accreditation
- The Institutions found suitable by the Inspection Committee are short listed for inspection by an Inspection Team constituted by the competent authority of KSJM.
- The Inspection Team submits the report after inspecting the institution along with their recommendations
- After accreditation the Institution is granted a special code number, which is used for all correspondence with KSJM and this is informed accordingly to the institution/school.

**PROFORMA FOR ESTABLISHMENT OF AN KSJM STUDY CENTRE/
LEARNER SUPPORT CENTRE / SPECIAL STUDY CENTRE**

1.	Location of the Proposed Centre - Village/Town/City	:
	District (Please also attach a District map indicating	:
	State	:
1.1	Area likely to be covered by the proposed study centre (Mark the area in the State map)	:
1.2	Approximate population which can be benefited by the study centre	:
1.3	Percentage of OBC in	:
1.4	Percentage of literacy	:
1.5	Languages / spoken	:
1.6	Number and details of Institutions of Higher Education in the area (Please attach separate list)	:	1..... 2..... 3..... 4.....
1.7	Code & address of nearest KSJM Study Centre and its distance from the proposed centre	:
1.8	Programmes on offer at the nearest / nearby Study Centres Programme wise recent enrolment of the nearest Study Centres Total enrolment in the region- Enrolment in the region for the proposed programme/ programmes	:	
1.9	Potential Sources of enrolment of KSJM	:	1..... 2..... 3.....

2.0	Name of the Management / Governing Body	:
2.1	Address of the Management / Governing Body	:
2.2	Name and address of the host institution	:	PIN
2.3	Location	:	
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 Unauthorised 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 holding the degree
		:	Ph.D. M.Phil Post Graduate Other (specify)
2.9	Break up of the Teaching Faculty	:	Permanent Temporary Visiting
3.0	Physical facilities	:
	Number of	:	
	Lecture room	:
	Examination Auditoriu	:
	Laboratories	:
	Computer	:
	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 KSJM	Room feet)	Area (Sq.
		:	2.....
		:	3.....
		:	4.....
3.3	Name proposed for appointment of the Co-ordinator {please enclose their complete bio-data)	1.....
		2.....

DECLARATION

This to certify that all the above information furnished regarding the Institution/ School is correct and authentic to the best of my knowledge.

Date:
Institution)

.....
(Signature of the Head of the

Place
.....

(Name with Rubber stamp)

For appointment of Co-ordinator, the host institution shall recommend a panel of these names preferably from among the academics serving in the institution, Following provisions shall be observed while recommending the panel.

1. The name of the head of the institution where the Study Centre is proposed to be located should not be recommended.
2. The persons recommended should be fairly senior, preferably with some administrative, organizational experience.
3. They should be willing to work for the promotion of the open learning system.
4. They should not be retired persons of those nearing retirement.

**KARNATAKA STATE JAMIA MILLIA
PROFORMA FOR LEARNER SUPPORTCENTRE**

- 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
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 of Academic expertise :.....
- 10 Details of Academic expertise :.....
- 11 Supporting Staff (In Nos.)
- 12 How many hours you can allot for KSJM
.....
programmes per day?
- 13 Can you provide students support services
on week and holidays?
- 14 Are you willing to accept KSJM 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 Dish Antenna facilities?
- 19 If no, will you accept if we provide for our
teleconferencing programme
- 20 Can you explain why do you want to have a Study Centre for KSJM

Date

Signature of Head of the Institution

FUNCTIONS OF PROGRAMME-INCHARGE

- 1) Ensure availability of necessary Infrastructural facilities in consultation with Head of the host institution:
 - (a) Space for counselling and audio-video sessions
 - (b) Laboratories/Hospitals/Public/Health/Centre/Industries/Libraries/Computers as and when required.
 - (c) Installation of Equipment/Apparatus/Instruments etc.
 - (d) Ensure that the Equipment/Apparatus etc. are in working order.
 - (e) Arrange proper consumables as well as other materials required for practicals.
- 2) Demonstrative access to workshop apparatus/Computers/Site Equipment's/ Drawing Board/Technical Library.
- 3) Conduct of Practicals / Field Sessions and Examinations as per Schedule.
- 4) Organising of Counselling and Audio-Video Sessions:
 - (a) Identify course-specific academic counsellors
 - (b) Prepare schedules of Counselling / Practicals / Clinical Sessions in consultation with Head of the Host Institution.
 - (c) Oversee conduct of Counselling / Practicals / Clinical sessions and maintain a record of attendance.
 - (d) Arrange periodic meetings with the counsellors and students to review progress of the programme.
- 5) 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.
- 6) 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.
- 7) Arrange payment to the Counsellors/Evaluators and others as per payment norms of the programme and maintain a record relating to such payments.
- 8) The host institution of the work centre will be paid hire charges towards the use of Laboratories/Equipments/consumables as per the approved norms of the University.
- 9) Remuneration to the personnel approved by the University working at the work centre will be paid as per the approved norms of the university.
- 10) Arrange practical sessions, demonstrations, fieldwork etc. as per the KSJM Programme requirements.
- 11) Receive assignments from students, get them evaluated by the KSJM approved Academic Counsellors & sent feedback to students and grade sheets to SED Division and the RC.

CERTIFICATE OF ENDORSEMENT

(by President/Chairman/Manager of the Institution/ Society/ Organisation)

In support of the application, I certify that, having read the Norms and Procedure for accreditation of institutions, I undertake to ensure that the Institution will abide by the Rules and Regulations and terms and conditions, as are made applicable to the Accredited Institutions, from time to time. I further affirm that accreditation, if granted to the Institution, will not be used for commercial purpose, rather will be used to serve the needs of the Karnataka State Jamia Millia students. I shall do what is in my power to ensure the smooth and proper functioning of the Institution.

.....
(Signature of the President/Chairman/Manager of the applying institution /society/)

(Name of the President/ Chairman/Manager with Rubber Stamp)

Dated:

CHECK LIST FOR ENCLOSURES

(Duly attested copies are to be attached by an applicant institution)

S.No.	Particulars of the Document	Whether enclosed or not please tick	Remarks
01	Processing fee of Rs. 25000/(Twenty Five thousand Only		
02	Copy of the Certificate of Registration of the Society/ Trust		
03	Copy of the Memorandum of Association and Rules and Regulations.		
04	List of members of the Governing Body of the Society with their occupations and addresses.		
05	Resolution of the Management for taking up KSJM courses		
06	Copy of the letter of affiliation from a recognized board		
07	Copy of Audited Statement of income and expenditure of the Society for the past three years.		
08	List of teachers indicating their qualifications, designations, experience, length of service in the institution		
09	Four photographs of the laboratories and the building of the Institution		
10	Documents of Land of the school (lease /ownership)		
11	Layout plan of the building		

NOTE: All the above-cited documents must be submitted along with the application otherwise the application may not be considered.