

Udali College, Bamungaon

Established: 1995

Website: www.udalicollege.co.in

E-Mail: udalicollege123@gmail.com



Strategic Plan

Udali College: Bamungaon: Nagaon



The Institute's quality policy is well conveyed from its vision and mission. Strategic plan and action plan are designed in such a manner that this quality policy is driven and deployed during every process. Each process is regularly reviewed by a monitoring mechanism.

Profile of the College:

Udali college was established on 16th August in the year 1995 in the southern outskirts of Nagaon Town which is situated in the southern most part of the district of Nagaon, Assam. The motto of our college is "EDUCATION, DEVELOPMENT AND PROGRESS" along with a long cherished desire to impart value oriented education. Udali college is situated at a distance of about 70 kms from Nagaon Town. The college is located near by the N.H-54. The site where the college stands spreads over an area of about 12 Bighas amid green surrounds.

Situated in a serene atmosphere away from din and bustle of the town life. The college is surrounded with green, lush and foliage for teaching learning atmosphere. Udali being a backward area and vast majority of students could not afford higher education due to financial constraint. As the college community has been exerting its sincere and untiring efforts to enlighten the economically and educationally backward people of the area, the scenario has changed for the better to great extent.

Udali college is permanent affiliated college to Gauhati University and got provincialised in the year 2021 (provincialisation of services of Teacher and re-organisation of Educational Institutions Act, 2017 & Amended Act, 2018) in respect of Degree colleges of Assam.

The college has requisite teaching staff and well equipped library, on an effort to bring up the existing infrastructure in to higher level of growth, construction of buildings are in progress, it provides laboratory facilities with well equipped sophisticated instruments to the subjects as per.

The institution has been following the Three Year Degree Course since 2011 and from 2019-20 session, CBCS system is introduced as per the directions of Gauhati University.

The college Campus is a Tobacco Free Zone and Green Campus. The social environment of the college is a very harmonious one with students from various communities and religious backward study here without any kind of discrimination.

Keeping in mind with mentioned vision and mission, the college has been striving to spread quality education to poor and backward students in all aspects. Besides producing graduates in arts, the college also aims at identifying and developing the inner talents and qualities of the students of the rural areas by providing various pieces of training, workshops, Seminars, conferences, online programs, coaching etc.

Vision:

The term "QUALITY EDUCATION" comprises "the wider of sense" of education. As response to this view, the following vision is desired:

To provide higher education to the poor and backward students of its rural neighbourhood by developing their innate talents and qualities and unfolding their potentialities through its scholastic and non-scholastic activities. Because of the continuous and dedicated efforts, the result of the students of the college are gradually improving.

The students of the college are the future of the country and they have the responsibility to lead the nation ahead, the college with the light of education along with an all-round development of personality of the students. The college endeavors to involve all sections of the society in its journey towards attainment of academic excellence, so that the cosmopolitan character of the nation is remained intact.

To equip them with education for a meaningful future life and to prepare them for career opportunities.

Focus on all round growth and development, mentally and spiritually.



- # Stress on moral education and character building.
- # Forming correct attitudes such as Nationalism, Liberalism and Rationalism.
- # To remove the educational backwardness of the people of the area.
- # To inculcate the sense of scientific temperament among the rural mass.
- # To provide accessibility of Higher Education to women.
- # To provide counselling and guidance to the learners.
- # To develop the infrastructure and academic facilities befitting to NEP-2020.

Mission:

The institution's mission reflects the distinctive characteristics of the institution. The college caters to the educational, social, cultural and economic needs of the society. The success of the institution's mission is driven by value-based ethical behaviour of its committed faculty members, staff and students. The college believes in the idea of preparing complete human individuals with academic excellence and embodiment of different spheres of wisdom. Mere academic degrees without the ability of life skills are of no value. The college prepares Arts graduate having sensitivity towards society, culture, spiritual, moral and ethical values. The college's mission includes more than just teaching in the classroom, it also involves instilling principles like justice, equality and love. The college aspires to produce academically oriented, sensitive and responsible citizens who will contribute towards making our country a better place. The followings are the mission of the college:

- # To become a good human being, one must have to be sensitive towards ethical values and the college endeavours to make the students ethically strong.
- # To sensitize the students on socio-economic issues with emphasis on gender issues, human rights and environmental concerns through extension

activities and co-curricular activities such as sports and games, cultural activities and youth festival, literary activities, seminar etc.



#To prepare students as contributing members in a productive society.

To prepare the students to face the challenges of modern society, from professional, cultural and moral perspectives.

The college is committed to grow scientific way of thinking and it strives for awareness against superstitions and unscientific beliefs among the people apart from developing knowledge on health and hygiene.

Suring employment opportunities through scholastic education and varied non-scholastic activities.

Encourage ethnic and cultural diversity among students.

To motivate the students to achieve academic excellence to face the global challenges.

To help the students discover their inherent potentials and shape them as future leaders.

Governance of the Institution:

Udali College plans a participatory nature of Governance and all the stakeholders can take part actively for running the administration smoothly. It has a Governing Body in which the Principal is the head of the institution and General Secretary of the Governing Body and he leads the College in the governance and management of the college of the help of August GB. The IQAC, the College Academic Committee, the HoDs and Convenor of different Committees take active part in making decision of the college. These Committees also plans different policies and steps to gain the overall goals of the institution.

Participation of Teacher's in Decision-Making Bodies:

Faculty members play a very pivotal role in the decision making process. The Heads of all the Department are the members of College Academic Committee and Examination Committees which design and implement various policies. Faculty members can also take part in the decision making process through their representatives in the Governing Body, Budget Committee, Purchase Committee etc. The HoDs also act as convenor and members of the various Cells and Committees under IQAC for everyday functioning of the College.

The functions of various cells and committees:

All the cells and committees like IQAC, Academic Committee, Examination Committee, College Development Committee, Grievance Redressal Committee etc take the important part in implementing and developing the college's strategic plans.

Service Rules, Procedures, Recruitment & Promotion Policies:

The services of the employees are regularized as per the Provincialisation of the College Employees Act-2011, and Udali College follows the service rules and regulations of the Dept. of Higher Education and the state Govt. as amended from time to time. The recruitment and promotion rules for the teaching staff are as per the UGC eligibility criteria and as per the rules guidelines of the Govt. of Assam.

Code of Conduct:

Udali College has a definite code of conduct for each stakeholders through which the responsibility of the teacher, students and non-teaching staff. This code of conduct ensues effective and conclusive administratio

Perspective



Udali College has a well-equipped strategic plan to promote the vision and mission of the institution.

- * To emerge as a model college for quality education.
- * To create an enabling academic environment for students with sincerity, discipline and commitment.
- * To make a free wi-fi campus.
- * To develop the current poor infrastructure.
- * To prepare classrooms with ICT facilities.
- * To make a good learning environment in the institution.
- * To make the College Library digitized.

Core Values:

- * Respect for others.
- * Quality and Continuous improvement.
- * Students learning and students development.
- * Institutional integrity and Community.
- * Ethics
- * Abide to rules.
- * Responsibility
- * Discovery
- * Excellence
- * Social welfare.

Conclusion:



1. Perspective plan is an essential element of the college strategy development and deployment process.
2. The institution has an effective feedback system involving all stakeholders.
3. The institution has an operative Grievance and Redressal Cell.
4. The college has an action plan and schedules for its future development.
5. The institution has a well define organizational structure with effective processes developed for all its major activities.
6. The college has a well define quality policy and deployed with a system perspective.

Governing Body Udali College, Bamungaon



Udali College has a strong Governing Body which is the Chief Executive of the college. It oversees the design, development and the effective implementation of various Academic, Co-curricular and Enrichment programmes of the college. Discretionary power are vested upon this G.B and the principal controls and undertakes responsibility for the maintenance of both academic and non-academic activities of the college.

Sl. No	Post	Name	Address	Contact No
1	President	Dr.Sagar Baruah	Lanka	9954106633
2	Principal/Secretary	Dr.Arun Borah	Bamungaon	9957959020
3	GU Nominee Member	Dr.Mrinal Kanti Paul	Lumding	8876884645
4	GU Nominee Member	Dr.Amarjeet Singh Bhui	Lanka	7002302707
5	Guardian Member	Ata Ullah Barbhuyan	Bamungaon	8638973638
6	Guardian Member	Krishna Pada Acharjee	Bamungaon	6003431603
7	Guardian Member	Rehena Begum	Na khuti	9957396997
8	Teacher Representative	Mustak Hussain	Lanka	9365501156
9	Teacher Representative	Junali Laskar	Kaki	9508741208
10	Non Teacher Representative	Saif Uddin	Bordoloi Pather	9954045753
11	Govt.Invitee Member	Shibu Misra	MLA Lumding	9101889466
12	Librarian	Mazibur Rahman	Lanka	9954068292


Dr.Arun Borah

Principal
Udali College,
Bamungaon



UDALI COLLEGE, BAMUNGAON
P.O:-PIPAL PUKHURI,NO.1(LANKA)
HOJAI(ASSAM)782446



Website: udalicollege.co.in

ESTD:1995

Dr. Arun Borah
Principal
M.No.:9957959020
E-Mail: udalicollege123@gmail.com

Ref No.:

Date:

Internal Quality Assurance Cell(IQAC)

Udali College,Bamungaon

Sl No	Name	Designation/Portfolio	Department/Address	Contact No
1	Dr.Arun Borah	President	Principal	9957959020
2	Dr.Phatic Tamuli	Administrative Officer	Principal of Lanka Mahavidyalaya	8812841012
3	BDO	Administrative Officer	Udali Development Block	
4	Dr.Abdul Wadud	Coordinator	Asstt.Prof.-Economics	8638278132
5	Mustak Hussain	Asstt.Coordinator	Asstt.Prof.-Pol.Science	9365501156
6	Ranjan Choudhury	Asstt.Coordinator	Asstt.Prof.-English	9678149717
7	Ashique Ahmed	Asstt.Coordinator	Asstt.Prof.-Education	7066720334
8	Junali Laskar	Asstt.Coordinator	Asstt.Prof.-Assamese	9508471975
9	Mustak Ahmed	Member	Asstt.Prof.-English	9085405339
10	Rashna Baruah	Member	Asstt.Prof.-Economics	8255038315
11	Dr.Abdul Hamid Ahmed	Member	Asstt.Prof.-History	7002515917
12	Salma Akhtara	Member	Asstt.Prof.-English	8473901088
13	Shajahan Badsah	Member	Asstt.Prof.-Pol.Science	8638784778
14	Dr.Hifur Rahman	Member	Asstt.Prof.-Arabic	9401162604
15	Mizanur Rahman	Member	Asstt.Prof.-Philosophy	8638125249
16	Narayan Krishna Das	Member	Asstt.Prof.-Geography	8638898759
17	Muzibur Rahman	Member	Librarian,Udali College	9954068292
18	Narayan Borah	Member	Rep.from Local Society	8011373990
19	Md.Zakir Hussain	Member	Alumni Representative	8011989098
20	Purabi Bora	Member	Student's Representative	8011119291

Dr.Arun Borah

Principal
Udali College,
Bamungaon

Udali College, Bamungaon



**Udali College, Bamungaon
Nagaon, Assam**

Mechanism of Internal Assessment

Internal assessment is an integral part of the teaching-learning process. Udali College, being an affiliated College of Gauhati University, is bound to follow the University rules and regulations regarding Internal Assessment.

Internal Assessment carries 20% weightage in overall assessment of the students. (In the present Semester System, Total marks comprises of 80% marks from End Term Examination and 20% from Internal Assessment). The breakup as prescribed by the University is as follows:

10% through Class Tests and Tutorials;

6% through Assignments, Presentations or Seminars;

4% through Attendance.

An Induction Program is been conducted at the beginning of every session where the students are given an overview of the internal evaluation schedule and the Internal Assessment Evaluation Criteria. The Academic Calendar of the College delineates the schedule of Internal Assessment along with the other academic and co-curricular activities of the College.

Assignments and Tests are regularly conducted to check the overall performance of the students and are given an opportunity to improve their performance. The College encourages the teachers to adopt innovative methods, on a continuous basis before semester-end examinations held by the University. The Examination Committee has brought out an Examination SOP for smooth functioning of the examination processes of both the internal and the end Semester Examination.

1. There is a chance to Re-appear for sessional examinations for students who are unable to sit due to genuine causes.
2. Sessional exam results are hanged in the notice board
3. Sessional Examination Evaluation Report Card is maintained in the college.
4. Marks for Projects and assignments are given on contents and submission criteria.
5. Presentation Home assignments, seminar are held as a part of internal assessment.



SOP for Internal Assessment

**Udali College, Bamungaon
Nagaon, Assam**

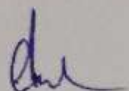
SOP for Teachers

1. The total marks for sessional Exam be 30 and it should be design covering the 50% of the syllabus.
2. The pattern of question paper be same as the Gauhati University End Semester question Paper
3. The Question Papers to be submitted to the Examination committee or HoD of concerned Dept.
at least 5 days before the scheduled date of the examination.
4. There will be no Sessional Examination for practical papers or Project Papers. •
5. Home assignments to be considered as a part of internal assessment As there is provision of Seminar Presentation. Hence, it is decided that Seminar Presentation to be conducted Departmentally and marks to be forwarded to the Exam Committee.
6. Sessional Examination Evaluation ReportCard to be maintained in the college.
7. Marks for Projects and assignments are given on contents and submission criteria
8. Students and parents to be duly informed about their attendance and marks through phone calls.
9. Retest to be conducted whenever necessary.

Teacher Unit Members

Teacher Unit, Udali College, Bamungaon, Nagaon

Sl No	NAME	Deptt	Mob No	E-mail id	Gender	Portfolio
1	Nazrul Islam	Economics	8099343117	nazrulislam80993@gmail.com	Male	President
2	Dr. Abdul Hamid Ahmed	History	7002515917	adrabdulhamid@gmail.com	Male	Vice-President
3	Ranjan Choudhury	English	9678149717	ranjanclj32@gmail.com	Male	Secretary
4	Rashna Boruah	Economics	7575952420	boruah018@gmail.com	Female	Asstt. Gen Sec
5	Anamika Paul	Bengali	9957428919	anamikapaul2113@gmail.com	Female	Exe. Member
6	Shajahan Badsah	Pol. Science	8638784778	sbadsah123.sb@gmail.com	Male	Exe. Member
7	Abdus Samad	Mathematics	9864253605	abdussamad2012@gmail.com	Male	Exe. Member
8	Dr. Abdul Wadud	Economics	8638278132	abwadud87@gmail.com	Female	Exe. Member
9	Junali Laskar	Assamese	9508471975	junali4321@gamil.com	Female	Exe. Member
10	Narayan Krishna Das	Geography	8638898759	dasn50457@gmail.com	Male	Exe. Member
11	Mizanur Rahman	Philisophy	8638125249	mr Rahman315@gmail.com	Male	Exe. Member
12	Mustak Ahmed	English	9864536374	mustaqueahmed58@gmail.com	Male	Member
13	Salma Akhtara	English	8473901088	salmauc2009@gmail.com	Female	Member
14	Dr. Bhaswati Roy Das	History	8876420320	roydasbhaswati12@gmail.com	Female	Member
15	Gitanjali Saikia	Assamese	8638505936	gitanjaliuc778@gmail.com	Female	Member
16	Devasree Sharma	Geography	9957829611	devasree1983@gmail.com	Female	Member
17	Pinki Takukder	Mathematics	7005927541	anamikapaul2113@gmail.com	Female	Member
18	Dr. Hifzur Rahman	Arabic	8638089904	hifzur095@gmail.com	Male	Member
19	M. H. Kabir	Arabic	8453274386	mkabir1982@gmail.com	Male	Member
20	Dr. Nur Zamal Hussain	Arabic	9707139524	nurzamal2011@gmail.com	Male	Member
21	Dr. Hasina Sultana	Arabic	9678716713	hasinaaus@gmail.com	Female	Member
22	Dildar Hussain	Education	9101268672	dh4674140@gmail.com	Male	Member
23	Ashique Ahmed	Education	7086720334	ashiqueahmed879@gmail.com	Male	Member
24	Nargis Ahmed	Education	8486661231	ahmednargis7@gmail.com	Male	Member
25	Makarim Hussain	Philosophy	7002829841	hussainmakarim@gmail.com	Male	Member
26	Abdul Motin	Philosophy	6000140359	abdulmotin261078@gmail.com	Male	Member
27	Dhanpal Chauhan	Hindi	7002594934	ghanpalchauhan2222@gmail.com	Male	Member
28	Dr. Shio Jee Chauhan	Hindi	9954899727	sc4467@gmail.com	Male	Member
29	Motilal Chauhan	Hindi	6000101545	motilalchouhan67@gmail.com	Male	Member
30	Sabnam Aftabi	Bengali	8099195688	sabnamaftabi@gmail.com	Female	Member
31	Mustak Hussain	Pol. Science	9365501156	hussainmustak19@gmail.com	Male	Member
32	Ahiduz Zaman	Pol. Science	7002934144	ahiduzzaman7364@gmail.com	Male	Member
33	Dr. Surya Newar	Pol. Science	9435240508	drsuryanewar@gmail.com	Male	Member
34	Motilal Chauhan	Hindi	6000101545	motilalchouhan67@gmail.com	Male	Member


Principal
Udali College,
Bamungaon



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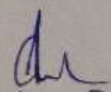
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Date:.....

Examination Committee

Udali College, Bamungaon

Sl. No	Name	Designation/Portfolio	Department/Address	Contact No
1	Dr.Arun Borah	President	Principal	9957959020
2	Mustak Hussain	Convenor	Asstt.Prof.-Pol.Science	9365501156
3	Dr.Abdul Hamid Ahmed	Member	Asstt.Prof.-History	9954081130
4	Ashique Ahmed	Member	Asstt.Prof.-Education	7086720334
5	Rashna Baruah	Member	Asstt.Prof.-Economics	8255038315
6	Ranjan Choudhury	Member	Asstt.Prof.-English	9678149717
7	Nazrul Islam	Member	Asstt.Prof.-Education	8099343117
8	Salma Akhtara	Member	Asstt.Prof.-English	8473901088
9	Mujibour Rahman Barbhuyan	Member	Sr.Assistant	8638267939


Dr.Arun Borah

Principal

Udali College, Bamungaon

Principal
Udali College,

Exam. Committee Meet.

Venue: Principal's Chamber

Date: 22-09-18

Time: 2.30 pm



Agendas

- ① President took his seat.
- ② Purpose of meeting.
- ③ Reading out the minutes of previous meeting.
- ④ Internal & External examination.
- ⑤ Others.
- ⑥ President's speech.

Signature of the members.

- | | |
|-----------------------------|-------------------------|
| 1. Arun Borah. | Arjun Bar |
| 2. Mustak Hussain | Mustak Hussain |
| 3. Rashna Boruah | Rashna Boruah |
| 4. Nazrul Islam | Nazrul Islam |
| 5. Salma Akhtara | Salma Akhtara |
| 6. Ranjan Choudhury | Ranjana Choudhury |
| 7. Ashique Ahmed | Ashique Ahmed |
| 8. Dr. A. H. Ahmed | Dr. Abdul Hamid Ahmed |
| 9. Mojibin Rahman Barbhuyan | Mojibul Karim Barbhuyan |

A meeting of Examination Committee was held on 22-09-18 at Principal's Chamber at around 2.30 pm. The principal presided over the meeting.

The convener then read out the minutes of previous meeting and explained purpose of the today's



meeting. All the members paid their attention to the convener while reading out the minutes. As no suggestion and objection came the minutes was passed to effect.

Then the principal from president's chair asked & invited all the members to speak on the agendas of today's meeting. The following resolutions were taken in the meeting.

Resolution No. 1

To conduct the Internal Exam of BA 1st, 3rd, 5th Semester a schedule and Selection of AOCs is needed. On this topic Ashique Ahmed urged that Dr. B.R. Das and Dr. A. H. Ahmed. Asst Profs. of History Department are to be appointed. Besides he said that the Internal Exam. should be started from 3-10-18 to 9-10-18. The meeting thought over this proposal and accepted the resolution unanimously.

Resolution: 02

It was discussed that the appointed AOCs would be asked to prepare a routine for Internal Exam, submission of Question papers. The ~~now~~ Committee then decided to make aware of the routine with immediate effect and Question papers

handed over by all HODs to the AOCs on or before 01-10-18. This resolution was also granted.

Resolution No-03

The committee decided and asked all the members to inform all the concerned HODs to prepare question papers of Internal Exam. as per the question papers of Final Exam. of Gauhati University. This proposal was also accepted.

Resolution No-04

To conduct all the BA Semesters Exam. (1st, 3rd, 5th) smoothly the committee decided to appoint Ashique Ahmed & Dr. B.R. Das for 1st Semester,

Dr. AH. Ahmed for 3rd Semester.

Dr. B.R. Das for 5th Semester.

The committee discussed over this proposal and got it accepted unanimously.

Resolution No-05

Question papers of all semesters (final) examination are kept in Udali police out post. The mentioned AOCs are responsible for handling all question papers related matter from Udali out post and this resolution was also accepted unanimously.

Resolution No-06



All the invigilators ~~are~~ should be informed to attend on duty at least 30 minutes before commencement of the examination and this proposal was accepted unanimously.

Lastly the president urged all the members to act as discussed. He thanked all the members for their participation and suggestion and announced the meeting ended.

Mustak Hussain
Convener

Signature

Principal,
Udail College,
Bamungaon



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E-Mail: udalicollege123@gmail.com



Website: udalicollege.co.in

Ref No.: UC/G/24/95-18/33

Date: 03/10/2018

To

Dr. Abdul Hamid Ahmed

Asstt. Prof. Department of History

Sub: Appointment Letter.

Sir,

I am glad to inform you that you are appointed as an AoC of Internal Assessment of 2018-19 Session going to be held from 03-10-2018.

So, you are requested to co-operate with the Officer In-Charge for examination purposes.


Dr. Arun Borah

Principal

Principal
Udali College, Bamungaon
Bamungaon



GAUHATI UNIVERSITY

INSTITUTE OF DISTANCE AND OPEN LEARNING

www.idolgu.in

Prof. Amit Choudhury
Director

Date: June 17, 2019

Memo: GUIDOL/Study Centre/22(B)/2017/05

To
The Principal
Udali College, Nagaon, Assam- 782446

Sub: Provisional permission to set up GUIDOL Study Centre
Ref: Your letter No: UC/G/24/95-18/27 dated 27.02.2018

Dear Principal,

With reference to your application for opening Study Centre in your college, I am glad to inform you that the Gauhati University IDOL Advisory Board has approved a provisional permission to set up a Study Centre under Gauhati University Institute of Distance and Open Learning (GUIDOL) in your college. The Study Centre will be governed by the 'Guidelines and Working Manual' of GUIDOL for the Study Centers and Rules & Regulations specified by GUIDOL from time to time. You are therefore requested to fulfill the following terms and conditions:

1) Pay an amount of Rs. 2000/- (Rupees two thousand) only at the earliest towards permission fee to the Gauhati University IDOL.

2) GB of your college may be requested to nominate (in the prescribed format), names of at least 3 (three) full time permanent faculty of your college holding sanctioned post, for the post of Coordinator of your study centre.

3) Programmes that can be offered by your study centre:

i) B.A. (Regular)/B.Com (Regular) programme if the same is being presently offered in conventional mode in your college under Gauhati University.

ii) PG programmes (out of our list of UGC recognized PG programmes) provided your college also offers PG or UG (Honours/Major) programme in the same subject in conventional mode under Gauhati University.

iii) All PG Diploma programmes (other than PGDCA) can be offered only if a similar programme is being offered by your college in conventional mode.

iv) As regards IT programmes (M.Sc-IT/B.Sc-IT/BCA/PGDCA), the same can be offered by your study centre only after a similar programme has been running in your college in conventional mode for at least 3 (three) years and there is adequate laboratory facilities with full time faculty support.

4) Submit an undertaking to GUIDOL duly signed by the Principal, to the effect that the college will abide by all Guidelines, Rules and regulations laid down by Gauhati University IDOL and Gauhati University for the purpose.

Gauhati University IDOL issues advertisement for admissions in prominent local dailies. The Study Centers may issue their own advertisement without contradicting the main advertisement issued by the Gauhati University IDOL from their funds.

Please be informed that Gauhati University IDOL reserves the right to discontinue a study centre at any point of time.

Thanking you.

(Prof. Amit Choudhury)
Director, GUIDOL

Original

GAUHATI UNIVERSITY

G 54354

Guwahati - 781 014 :: Assam

Book No.

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Received from :

Udali College

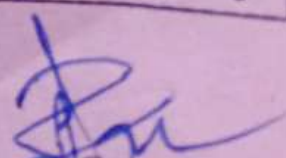
The amount specified below by Cash or Bank draft

Payment made on account of	Rs.	P.
<u>Centre permission Fees</u> <u>GU-IDOL</u> @ Rs. 2000 x 1 NOS SBI, G.U. Br. DD - 543077 dt. 19/06/19	2000/-	
TOTAL	2000/-	

Rupees in words Two thousand

only

Date : 19/06/19


Cashier

GAUHATI UNIVERSITY
INSTITUTE OF DISTANCE AND OPEN LEARNING

GUIDELINES & WORKING MANUAL FOR STUDY CENTRES

A. ELIGIBILITY

A Higher Education Institution (HEI) wishing to apply to GUIDOL for establishing a learner's study centre should have all the following:-

- i) The college/Institution should be affiliated to Gauhati University.
- ii) It should be a Govt. recognized & provincialised at least for 3 years.
- iii) It should be offering programmes in the same broad area for at least 3 years and should have necessary infrastructure and human resource for offering GUIDOL programmes.

B. PROCEDURE FOR ESTABLISHMENT OF STUDY CENTRE

- Any Govt./Provincialised/eligible higher educational institute under the affiliation of Gauhati University can approach Gauhati University IDOL in the prescribed format available at the official website of GUIDOL.
- GUIDOL will forward the application of the eligible study centres as per the clause mentioned above to the competent authority of this university for the final approval of opening new study centre.
- After approval of the concerned applications GUIDOL will intimate the study centre and guide them about the post approval procedures.
- On receipt of the approval letter from the Director, GUIDOL the G.B. of institution will nominate at least three names among the permanent faculty members of the college/institute holding sanctioned post at least of the rank of Assistant Professor, to the Director, GUIDOL for the appointment of the Coordinator of the study centre. The same has to be sent in format available at Annexure-I.
- Principal can appoint additional staff and pay remuneration as per the approved procedure at Annexure-II.

C. ALLOTMENT OF PROGRAMMES IN A STUDY CENTRE

Following UGC (ODL) Regulation 2017 (Annexure- X)

GUIDOL will allot UG/PG/PG Diploma programmes to an approved Study Centres at the beginning of an academic session. Gauhati University holds the final right on allotting the programmes to a particular Study Centre.

D. ELIGIBILITY CONDITION FOR APPOINTMENT OF ACADEMIC COUNSELOR/TEACHER

The coordinator and principal will engage teacher for teaching and other academic activities for different allotted programmes by following the UGC (ODL) Regulation 2017 (Annexure-V) and any other subsequent notification. In the context, it shall be ensured that the said teachers should be post graduate from a recognized University having NET/SLET/Ph.D in regular mode as per UGC norms. They should also have minimum marks as per UGC norms.

E. ACADEMIC STAFF INVOLVEMENT AT STUDY CENTRE

All the study centres will follow the UGC (ODL) Regulations 2017 (Annexure-X) and subsequent amendment for engaging academic staff. The following shall also apply

- i. Number of teachers 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 the college. The college should be running a similar course in conventional mode for a period of not less than 3 years.
- iv. In case of IT programmes, the college should have adequate IT/computer lab with fulltime faculty.

Apart from above, the principal and coordinator can involve additional teachers as and when required subject to the fulfilling the norms on appointment as applicable to assistant professor or similar.

F. INVOLVEMENT OF ADMINISTRATIVE STAFF

Principal can appoint additional staff and pay remuneration as per the approved procedure at Annexure-II.

G. ROLES AND RESPONSIBILITY OF CO-ORDINATORS

Coordinator in a Study Centre is a key member in any higher educational institute offering programmes in ODL mode. Since the coordinator is the person who works as the interface between the main centre or head quarter and the learners in any study centres, therefore, his/her role depends on providing quality services among the learners and also providing feedbacks to the persons sitting in the head quarter for the all round improvement of learner community.

It is desirable that the coordinator so appointed is not allotted any work/responsibility relating to ODL programmes/courses/study centre etc. of any ODL institution other than GUIDOL.

The role of a Coordinator can be divided in the following categories—

Academic Role

- Knowledge of the programmes activated at the Study Centre
- Taking stock of the teachers as per programme's requirement;
- Thorough knowledge and understanding of academic norms to be followed for running different programmes;
- Allocating works and responsibilities to the part time academic staff;
- Proposing and getting programme's requirement, if any, before commencement of academic session;
- Informing & guiding the prospective learners for admission in the programme of their interest and need;
- Consulting the teachers for their availability for ensuing academic session;
- Organising Orientation/Induction Meeting of the newly admitted learners,
- Maintaining all aspects of learner data
- Organising and monitoring counselling sessions, Extended Contact Programme, Workshop etc.;
- Providing feedback on existing academic system and suggestions for future improvements;

Administrative Role

- Co-ordinating and responding to directions from GUIDOL.
- Managing space for GUIDOL ODL activity.
- Adapting different ICT facilities provided by GUIDOL for learner Registration and other ODL facilities.
- Assisting the Principal in arranging different staff at the study centre when requirement arises.

- Providing counseling notice/schedule to the Head Quarter for uploading in the website.
- Maintaining learner attendance as per provided format (Annexure-III) and keeping record for future references.
- Maintaining different stock book/log books as requirement arise.
- Maintaining proper stock of study materials for distribution.
- Maintaining accounts of the study centre. A separate and dedicated bank account should be operated jointly by the Co-coordinator & Principal. The account of study centre should be maintained separately and independently of college account.
- Assisting learners in any possible way.
- Accountable for general management, smooth and efficient running of the study centre.

Admission and counseling:

- Arranging admission publicity.
- Arrangement of different stationery for admission.
- Sale of Admission form and other and keeping record of those.
- Sending requisition of study materials (SLM) to the Head Quarter.
- Arrangement of pre-examination counseling.
- Verification of different certificate and other documents required for admission.
- Arrangement of induction meeting in the newly admitted learners.
- Providing necessary help to the learners for getting on time admission for continuing terms and keeps track of the fee payment details of them and makes necessary communication to the Head Quarter.
- Timely issue of the counseling notice/schedule and holding of counseling classes.
- Providing counseling notice/schedule to the Head Quarter for uploading in the website.
- Maintaining learner and counselor attendance in the format provided in the Annexure- III and keeping record for future use.

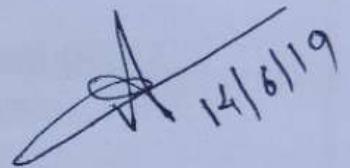
Examination (applicable to the Study Centres having an active examination centre):

- Providing pre examination requisition data to GUIDOL as requested.
- Collecting softcopy of the Admit Cards and distributing those among the learners.
- Providing different facilities to the examinee as required.
- Assisting the Controller of Examination, Gauhati University on conducting examination and following the guidelines released by him in time to time.

H. FUNCTIONING OF STUDY CENTRE

The Study centres shall play a key role in the field of delivery of ODL programme of GUIDOL. They shall function as representatives of GUIDOL in their area of operation. Being on the field, they shall act as interface between the learners and GUIDOL and shall endeavor to extend quality ODL education (includes learner support & library services) in all possible way. There shall not be any franchised or outsourced arrangements under a different name such as Information Centre, Facilitation Centre, Nodal Centre, Knowledge Partner, Partner Institution, Multimedia Centres and similar such names. The college will be required to allot an adequately sized room (with all office infrastructure) exclusively which will function as office of the study centre. The same shall be prominently displayed. The said room should not be used for any other purpose.

This is approved by the Gauhati University IDOL Advisory Board in its meeting held on 14.06.2019.



Director
Gauhati University IDOL