

ROLE OF LIAISON OFFICER IN THE REGIONAL CENTRE & CONSTITUENT COMMUNITY COLLEGE



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
Tamil Nadu Open University
Chennai - 15



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Tamil Nadu Open University
Saidapet, Chennai – 600 015

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CONSTITUENT COMMUNITY COLLEGE

February 2021



Tamil Nadu Open University

[A State Open University established by Government of Tamil Nadu, Recognized by UGC-DEB,
Member in Asian Association of Open Universities and Association of Commonwealth Universities]

No- 577, Anna Salai, Saidapet, Chennai -600015, Tamil Nadu, India

Prof. K.Parthasarathy
Vice-Chancellor

19.02.2021

Foreword

TNOU is functioning with a motto to help the learners who could not proceed with a higher education, to get a qualification to suit their goals, provide them with the teaching and learning resources they need. TNOU offers a flexible learning experience, use technology and teaching methods that enhance the study experience, materials that are designed with the learner in mind.

TNOU offers programmes at different levels, progressing from Short Term, Certificate, Diploma, Vocational Diploma, Advanced Diploma, Graduate, Post-Graduate, and Research Programmes. TNOU is using innovative technology to connect with our students now, including our online tutorials. Now, TNOU is successfully implementing teaching methods also through a dedicated virtual platform, through which, resource persons from across the state are conducting the academic counseling classes for the students and the students are actively attending the classes.

TNOU will satisfy the learning needs of the students, with the professionally designed curriculum, providing open education resources, continuous mentoring and assessments by faculty members who serve as programme coordinators through interactive counselling sessions wherever required. To facilitate all the above and create an effective linkage with all the stakeholders, Liaison Officers will be engaged in all the Regional Centres of TNOU.

In accordance with the latest guidelines of the UGC, TNOU has a robust network of Study centre consists of Learners Support Centres (LSCs), LSC- B.Ed, LSC-B. Ed (Spl.Edu), LSC- Work Centres (WCs), Community Colleges (CCs), Constituent Community Colleges (CCCs), Jail Study Centres (JSCs) and Programme Study Centres (PSCs) which offers academic support services and Learning Resource Centres (LRCs) facilitate all the admission related services. The Liaison Officer will be a linking pin between, Regional Centres and CCCs and LSCs, LSC-WCs, CCs, PSCs, and other Centres, as well as between the Students and RCs. The next few pages, will tell more about the following liaisoning activities: i) Admission Process; ii) Academic Activities; iii) Examination Activities; iv) Administrative Activities; v) Preparing Reports; and vi) Travel Allowance claims.

I wish all the Liaison Officers to achieve the vision and mission of the University by associating yourself with the TNOU Regional Centres, for a prosperous development.



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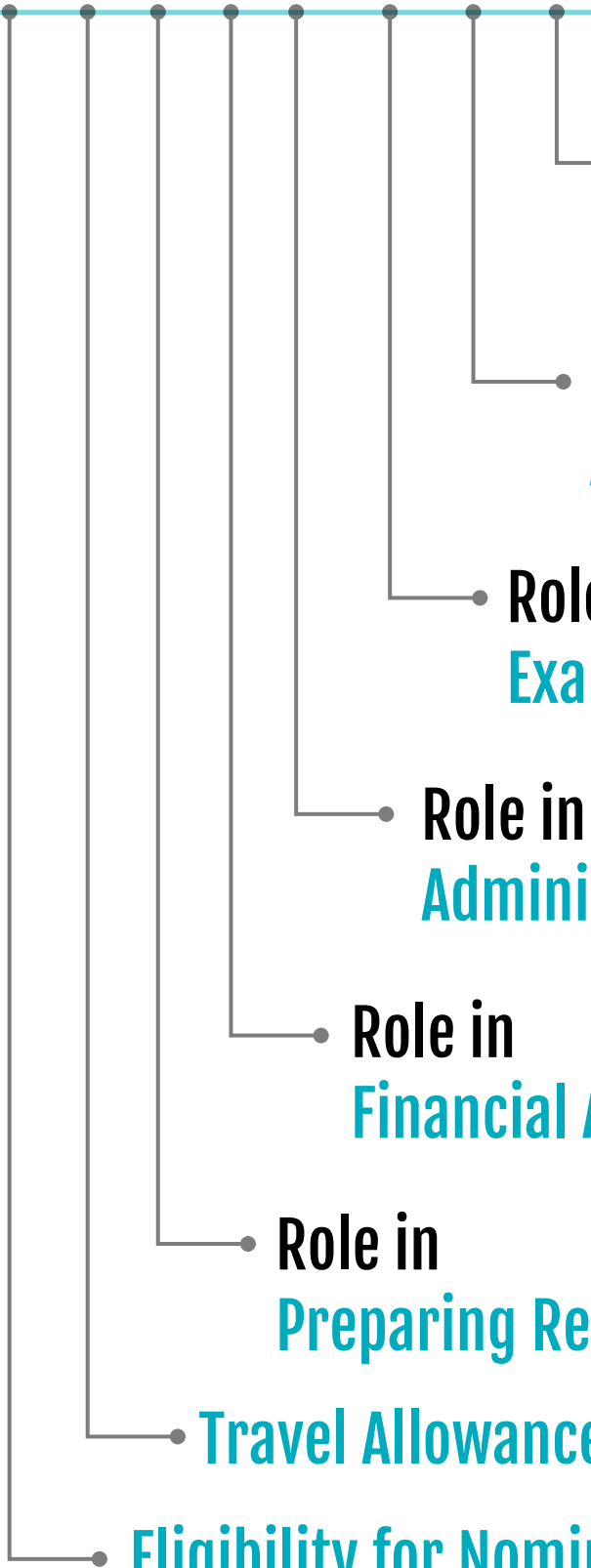


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ROLE OF LIAISON OFFICER IN THE REGIONAL CENTRE & CONSTITUENT COMMUNITY COLLEGE

Liaison Officer will facilitate to the concerned Regional Centres in terms of the following activities. Liaison Officer will be a linking pin between, Regional Centres and CCCs and LSCs, LSC-WCs, CCs, PSCs, and other Centres, as well as between the Students and RCs. However, the Regional Directors shall take the lead roles and responsibilities in coordinating the following liaisoning activities:

- ***The Admission Process***
- ***The Academic Activities***
- ***Examination Activities***
- ***Administrative Activities***
- ***Preparing Reports***
- ***Travel Allowance Claims***

The Learner Support Centres (LSCs) are the centres which are approved by the University to conduct academic counselling and support services. Study Centres (SCs) denote all the categories of LSC- WCs, Community Colleges which delivers the academic programmes of Tamil Nadu Open University. The Categories of TNOU -Study centre consists of Learners Supports Centres (LSCs), LSC- B.Ed, LSC-B.Ed(Spl.Edu), LSC- Work Centres (WCs), Community Colleges (CCs), Constituent Community Colleges(C-CCs), Jail Study Centres (JSCs) and Programme Study Centres (PSCs) which offers academic support services and Learning Resource Centres (LRCs) which facilitates all the admission related services.

Admission Process

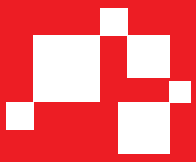


- To coordinate with the Regional Director and Principal of Constituent Community College in the promotional activities of Learner Support Centres (LSCs) /Study Centres (SCs)/Community Colleges(CCs) and to facilitate them in popularizing all TNOU programmes.
- To involve in the promotional activities of TNOU programmes
- To assist the LSCs/SCs /CCCs/CCs while conducting the Spot Admission Camps
- To coordinate with Regional Director in assisting the pre-admission counselling of the candidates
- To serve as a bridge between the Regional Centres , Constituent Community Colleges, Community Colleges and LSCs/SCs for processing the enrolment of candidates
- To maintain the admission records with support of interface
- To clarify/assist with LSCs/SCs /CCCs/CCs for providing the admission procedure and supporting the online/ off line admission
- To coordinate/ascertain with admission division regarding the finalization of Students Admission list for every batch
- To coordinate in sending the learners admission /allotted list to the respective LSC/SCs/ CCCs/CCs for providing the academic support services
- To affirm the re-registered learners list being sent to the respective LSC/SCs/ CCCs/CCs by the admission division within 15 days after closing the admission at the respective Admission Cycle.
- To focus on the admission status of respective LSC/SCs / CCCs/CCs.
- To resolve the learner's enquiry regarding issue of ID card, study material, identification of LSC/SCs /CCCs/CCs and other relevant support services.



Academic Activities

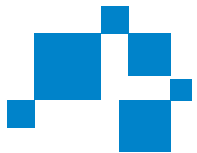
- To support for conducting the orientation programmes for academic counsellors and induction programmes for learners of respective admission cycle.
- To co-ordinate with the Principal/ Coordinator of the LSC/SCs CCCs/CCs in monitoring the academic activities of the LSCs/Study Centres /CCCs/CCs in terms of arrangements for Counselling Sessions
- To communicate and coordinate the on-line counselling classes during pandemic situations
- To monitor the evaluation of assignments and the same shall be reported to the concerned Regional Centre.
- To maintain better communication with the LSC/SCs CCCs/CCs for circulars, instructions and information passed by the Regional Centre, Constituent Community College and Headquarters.
- To maintain the data of academic counsellors and stakeholders of respective LSC/SCs CCCs/CCs in every academic session for which the Liaison Officer shall coordinate with the LSC/SCs CCCs/CCs for collecting such data.
- To ascertain for intimating the schedule of academic counselling session and procedure for submission of assignments
- To monitor the academic counselling classes (both theory and practical) conducted by the LSC/SCs CCCs/CCs as per the prepared schedule wherever applicable. If any deviations due to local conditions, it shall be communicated to the Regional Centre/ Constituent Community College and the same shall be ensured whether it was early intimated to the learner of the LSC/SCs /CCCs/CCs
- To support the Regional Director for collecting reports, records and documents pertaining to the details of conducting academic counselling sessions, attendance list of both academic counsellors and learners,
- To support in the collection of feedbacks and other relevant records maintenance
- To assist the Regional Director /Principal of Constituent Community College in terms of support for assignment submission, evaluation and award of CIA to the Controller of Examination of TNOU



Role in

Examination Activities

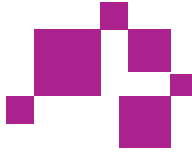
- To communicate to all the LSCs/SCs/CCCs/CCs pertaining to the declaration of Term End Examination time table, procedure for remitting Examination fee and downloading hall ticket through TNOU online portal
- To support to the LSCs/SCs /CCCs/CCs on conducting of Term End Examinations and Entrance Examinations
- To collect the Examination related reports and records from the LSCs/SCs /CCCs/CCs on demand from Controller of Examinations
- To communicate the LSCs/SCs /CCCs/CCs regarding date of declaration of TEE results and resolves the result related queries.
- To inform about the convocation date and procedure for applying to the convocation to the LSCs/SCs/CCCs/CCs so as to encourage the learners to apply for the same.



Role in

Administrative Activities

- To facilitate to the Regional Directors in administrative work in terms of record maintenance, details of all LSCs/SCs /CCCs/CCs
- To co-ordinate in all academic activities relating to the learner support services between Regional Centre / Constituent Community College and headquarters.
- In addition any other work as and when assigned by the authorities



Financial Activities

- To facilitate to the LSCs/SCs/CCCs/CCs pertaining to the sanctioning of sharing amount for providing admission and academic support services
- To compile the remuneration details for academic counsellors and others, and follow-up with the HQs for the payment of the same
- To Process the bills, vouchers and claims of LSCs/SCs/CCCs/CCs for getting sanction of the approved amount, except the bills and voucher related to the Regional Centre and Regional Director /Principal of Constituent Community College which shall be looked after by the concerned Regional Director only.
- To create a link between finance division and LSCs/SCs/CCCs/CCs to settlement of claims and bills.
- To collect audit statement from the LSCs for settlement of accounts.
- To assist in adherence to financial guidelines of the TNOU

Role in

Preparing Reports



- The Liaison Officer shall prepare a tour schedule well in advance and the same shall get approved from authorities (HQ), at least a week before. This schedule shall be routed through the concerned Director of the Regional Centre.
- The Liaison Officer shall get prior approval at least 7 days for visiting LSC/SCs/CCCs/CCs.
- After getting approval from authorities and with intimation to the Regional Centre/ Principal of Constituent Community Colleges, the Liaison Officer can execute the schedule. If any deviations in it, it shall be intimated to the Headquarters through proper channel.
- The Liaison Officer is responsible to submit the monthly report about their visit and its progress to the Hqtrs through the Regional Centre / Constituent Community College.
- The Liaison Officer shall coordinate with the Regional Director/ Principal of Constituent Community College in preparing the appropriate report whenever it is required by the Headquarters.



Travel Allowance

- As per the finance rule of TNOU, the Liaison Officer can claim his/her TA/DA bills with proper vouchers and receipts.
- The Liaison Officer is eligible to get a maximum of Rs. 1000/- as imprest amount for the tour/visits from the Regional Directors.
- The actual amount spent can be claimed from the Finance Division, with the submission of proper tickets/bills.
- Whenever any clarification against the claims regarding his/her travel claim arises, the Liaison Officer is responsible to reply and to settle it.
- He/ She may claim his/her regular salary along with HRA and other allowances as applicable at Chennai.



Eligibility for Nomination

- Any Assistant Registrar
- Any Superintendent
- Any Assistant/ Junior Assistant with more than 10 years of experience at TNOU (both regular and Outsourced services).
- Data Entry Operator with a minimum of 5 Years experience.
- Any System Analyst / Programmer/ Asst. Programmer
- Duration of Nomination shall be a minimum of one year and extendable for one more year

Note:

- *Any additional roles/functions shall be allocated by the University to Liaison Officer, as and when required for systematic implementation of TNOU programmes at the respective Regional Centres.*
- *Performance Assessment of the Liaison Officer shall be made once in a year or once in Academic or Calendar year programmes, whichever is convenient to the TNOU Regional Centre.*
- *A good history of him/her will be rewarded/ awarded by the TNOU at the celebration of Pongal Festival, at TNOU Head Quarters, every year from 2022 onwards.*



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(மாநில திறந்தநிலைப் பல்கலைக்கழகம், தமிழ்நாடு அரசால் நிறுவப்பட்டது, பல்கலைக்கழக நிதிநல்கைக் குழு & தொலைநிலைக் கல்வி மன்றத்தின் அங்கீகாரம் பெற்றது, ஆசிரிய திறந்தநிலைப் பல்கலைக்கழகங்களின் கூட்டமைப்பு & காமன்வெல்த் பல்கலைக்கழகங்களின் கூட்டமைப்பின் இணைவு பெற்றது)

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