



Tamil Nadu Open University

Chennai – 600 015

**GUIDELINES FOR
ESTABLISHMENT OF
TNOU WORK CENTRES
FOR SPECIALIZED PROGRAMMES**

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Saidapet, Chennai – 600 015

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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]

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Foreword

TNOU has been leading the way in distance learning for over 19 years in Tamil Nadu, ensuring education is accessible, whatever the circumstances, and access to latest resources. TNOU has helped more than 5 lakhs students to realize their potential. TNOU will help the students to get a qualification to suit them and 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. It is using innovative technology to connect the students, including the online tutorials as well as 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.

TNOU offer programmes at different levels, progressing from Short-Term, Certificate, Diploma, Vocational Diploma, Advanced Diploma, Graduate, Post-Graduate, and Research Programmes, as the university offers many of the programmes in both Tamil and English Medium. This is materialized by the robust network of Study centre consists of Learners Supports Centres (LSCs), LSC- Work Centres (WCs), LSC- B.Ed, LSC-B.Ed (Spl.Edu), Community Colleges (CCs), Constituent Community Colleges (CCCs), Jail Study Centres (JSCs) and Programme Study Centres (PSCs) which offers academic support services.

The enrolled learners are diverse in their age and they require a variety of programmes that suits their employment needs, learning ambitions etc... TNOU will facilitate and satisfy the learning needs of the students, with certain speciality oriented programmes, which may not be available in many of the conventional programmes. So achieve this and serve the students by offering them the specialized programmes with hands on experience and practical training, the Learner Support Centre- Work Centres (LSC- WCs) are recognized by the TNOU exclusively to offer such programmes with the professionally designed curriculum, continuous mentoring and assessments by faculty members through interactive counselling sessions wherever required. These centres are serving the masses in their respective specialties.

This Guideline has been designed in such a way that, it will help as to regularize all the Work Centres. The next few pages, will tell more about the: i) the preamble; ii) the three tier system of TNOU; iii) role of learner support centres; iv) specialized programmes being offered in TNOU; v) establishment of Work Centres, vi) procedure for recognition of LSC- Work Centres: inviting application, inspection and sharing, approval, maintenance of standards and sharing of incentive.

I wish all the Work Centres and its Learners to achieve their dreams, aspirations and goals by associating yourself with the ODL system, for a continuous, interesting and pleasant learning experience.



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GUIDELINES FOR ESTABLISHMENT OF TNOU WORK CENTRES FOR SPECIALIZED PROGRAMMES

01 | PREAMBLE



With an enactment of Act in the Tamil Nadu Legislative Assembly, the Tamil Nadu Open University (TNOU) came into existence in 2002 for promotion of Open and Distance Learning in the State and for co-ordination and determination of standards in the system.

As per clause (x) in sub-section (2) of Section (4) of the aforementioned act, the University could establish, maintain or recognize the Study Centres for providing effective learner supports services. Accordingly, it has established Eight Regional Centres, 145 Learner Support Centres, 10 Special Centres, 03 Programme Centres, 02 Constituent Community Colleges, 13 LSC–B.Ed (General), 10 LSC–B.Ed (Special Education), 13 LSC Work Centre, 9 Jail Centres, 240 Community Colleges are recognized in the State.

In the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, it is directed that a Higher Educational Institution (HEI) offering Programmes in Open and Distance Learning mode shall ensure that the Learner Support Centres (LSCs) are established only in a college or recognized HEI that offers similar Programmes in Conventional Mode with appropriate infrastructure facilities and qualified faculty members for engaging theory contact sessions and supervising practical sessions in laboratory or field.

Further, the regulations also state that the HEI shall activate the Work Centres (interchangeably Programme Centres) in a recognized Institution for the purpose conducting a Specialized Programme or a few Courses of a Programme, when the existing Learner Support Centres do not have adequate facilities for these kinds of Programmes.

In this context, the TNOU hereby makes the Guidelines for Establishment of TNOU Work Centres with an objective to providing necessary learner support services to those who joined in the Specialized Programmes.

02 | Three-Tier System in TNOU

In accordance with the UGC (ODLP & OP), Regulations, 2020, the TNOU has been consistently adopting the Three-Tier system in administration. While the Head Quarters is housed in Chennai, it has eight Regional Centres, one each in Chennai, Coimbatore, Dharmapurai, Madurai, The Nilgris, Tiruchirappalli, Tirunelveli and Viluppuram. Moreover, it has the Learner Support Centres/ Study Centres under each Regional Centres.

03 | Role of Learner Support Centres

The UGC (ODLP & OP), Regulations, 2020 describes that the Learner Support Centre (LSC) means a Centre established and recognised by the Higher Education Institution for advising, counselling, providing interface between the teachers and the learners, rendering academic and any other related services and assistance, required inter alia by the learners of Open and Distance Learning Mode.

Further, it insists that the Learner Support Centres are to be established only in a Government recognized Higher Educational Institutions that are offering academic Pogrammes in conventional mode equivalent level in the same broad areas under the relevant faculty such as faculty of sciences or social sciences 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 recognized Colleges or Institutes offering a similar programme for engaging theory contact sessions and supervising practical sessions in laboratory or field.

At present, the TNOU runs various Under Graduate and Post Graduate Programmes through the LSCs functioning in the Government Arts and Science Colleges in the State.

04 | Specialized Programmes being offered in TNOU

In addition to traditional Programmes, the TNOU offers a few Specialized UG and PG Programmes with the due approval of the UGC. The list of Programmes is shown below:

S.No	Specialized Programmes
1	M.B.A., Shipping and Logistics
2	M.B.A., Hospital Administration
3	M.Sc., Counselling and Psychotherapy
4	B.A./M.A., Islamic Studies
5	B.Sc., Multimedia
6	B.Sc., Visual Communication
7	B.Sc., Apparel and Fashion Design
8	M.Sc., Apparel and Fashion Design

With regard to offering Specialized Programmes in Distance Mode, the UGC (ODLP & OP), Regulations, 2020 directs that in case of exigency or non-availability or non-willingness of an Institution/College as specified above for a specialized programme or a special component of a programme, the HEI shall activate Work Centre /Programme Centre at the Government aided/affiliated/recognized Research and Extension Institutions such as Kri-shi Vigyan Kendras, State Training Institutes/Industrial Training Institutes; Government Organizations/ Departments; Accredited Laboratory; Government Licensed Industry; and approved Vocational Institutes having infrastructure, facilities and human resource as specified by the Statutory bodies for a programme or a few courses of a programme.

In this context, the TNOU is embarking on establishment of Work Centres in compliance with UGC norms.

05 | Establishment of TNOU Work Centres

The UG and PG Programmes that are either specialized in nature or have specialized courses are to be delivered through the recognized Work Centres (WCs), as per the UGC regulations.

Hence, the TNOU plans to recognize the eligible Institutions as specified in the UGC Regulations, 2020, as TNOU Work Centres. These Work Centres shall be attached to the nearest Learner Support Centres of TNOU. Henceforth, the Work Centre shall be called as TNOU Work Centre (TNOU -WC).

The WCs shall enable the Learners to get full academic support of study resources including classrooms, library, ITC support, counselling, facilitating for practical Classes, internship wherever possible, and necessary infrastructure. In addition, learners can carry out the respective Courses of their Programmes at a WC under the supervision of an approved Supervisor (Coordinator) there. They can also use the WC for their internship, if applicable.

06 | Procedures for Recognition of L.S.C Work Centres

Inviting Application

- The TNOU will issue the notification for establishment of Work Centres in the University Website (www.tnou.ac.in).
- Interested applicants shall submit the duly filled in prescribed Application Form to the University through respective Regional Centre.
- The Application should be submitted to the Director, Student Support Services Division, Tamil Nadu Open University along with bio-data of Coordinator(s) and Counsellors(s).
- Application fee, processing fee and security deposit need to be paid to the University along with the application, as per the TNOU norms.

Inspection and Screening

- After receiving the applications, the eligible cases shall be short-listed for inspection.
- An Inspection Team constituted by the Competent Authorities shall do the physical inspection to the proposed Work Centre and subsequently, it will submit its report to the Student Support Services Division in prescribed form.
- The permission for operating the Work Centre will, in general, depend upon the report of the inspection team.
- All the applications shall be processed in Student Support Services Division on the basis of inspection report which shall contain the details and substantiated information about the overall facilities available with the applicant regarding the requirement of qualified counsellors, ICT and computer facilities, Computer and Science Laboratory, library facilities, other infrastructure, etc. Further, due importance shall be given to a particular location but no institution shall have any claim for opening of a centre on the pretext that the centre was inspected and the team found it suitable.

Approval

- The Inspection Team submits the inspection report to the Student Support Services Division, Tamil Nadu Open University after inspecting the institution along with their recommendations.
- The report of the inspecting team will be placed for approval to Competent Authorities of the University. Depending on physical verification report, the University may approve the Work Centre to run the Specialised Programme for which it has applied.

Maintenance of Standards

- The Work Centre will have to maintain the standards in every respect and will have to provide all the necessary assistance to learners, including general amenities, arrangements for counselling sessions, conduct of lab and practical classes, project-work, etc. for individual Programme of study.

Sharing Pattern

- Payment of Sharing Ratio to the WC is subject to revision from time to time.
- Assignment handling and assignment evaluation charges are also included in the WC sharing pattern.
- The WC will be provided with a share on the basis of per student per Programme as per the pattern given below:
 - a) Degree Programmes with Practical Component: 50% of the fee.
 - b) The percentages of fee indicated above do not include the programme registration fee.
- If the admission is facilitated by the WCs, 15% of the Programme fee will be paid in addition to the above said percentage of sharing component at the stage of enrolment with using the user ID assigned by the TNOU.
- If WC facilitates to the re-registration of the same learners by using its own user ID, 10% of the Programme fee for each year will be given.
- The TNOU shall give the WC's share of fee in two instalments i.e. 50 % first at the commencement of the academic session and 50% at the end of the academic session, based on the total number of programmes and learners allotted to the LSC-WC. The second and the final instalment of the payments are released on submission of report by the -WC based on support services provided to the learners as per TNOU norms. All Sharing payments to the WC will be paid through auto ECS mode.
- The WC shall not admit a learner to any Programme other than the permitted one. However, the WC may facilitate to admit the learners in the other programmes of TNOU through the respective Regional Centres of TNOU.

Notwith standing anything prescribed in these regulations, the decision of the University is final.



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
Tamil Nadu Open University

(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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