

مولانا آزاد نیشنل اردو یونیورسٹی
मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)



(Accredited "A" Grade by NAAC)

Sub-Regional Centre – Amravati

No. MANUU/SRCA/SC/F.04/2018-19/260

31st December, 2018

To
The Co-ordinator
MANUU Learner support Centre,

T.M. Arts & Commerce College

Chikhli (Buldana)

Sub: Submission of MOU and list of Part Time Staff – regarding.

Sir/Madam,

Apropos subject, I am directed to inform you that please submit the soft copy of MOU and the list of **Part Time Staff** of your LSC at Sub-Regional Centre Amravati latest by 05th January, 2019 and the hard copy to the Director, DDE, MANUU, Hyderabad by 10th January, 2019.

(S. Rashid Ashraf Najmi)
Section Officer

Sagar Nagar, Near Camp Masjid, Old Bypass Road,
Chaprasipura, Camp Amravati. 444602
Telefax No. 07212552654 www.manuu.ac.in

॥ विद्या परं दैवतम् ॥

SHIKSHAN PRASARAK MANDAL'S

S. P. M. Tatyasaheb Mahajan Arts & Commerce College,

CHIKHLI Dist. Buldana - 443 201 (M.S.) Fax No. (07264) 242075

Website : spmtmchikhali.org.

E-mail - principaldrtarespmchikhli@gmail.com

Principal, Dr. Abhay B. Tare



MANUU/LSC/F-01/2018/MOU/01

Date : 3/DEC/2018

To,

The Director,
DDE, MANUU,
Hyderabad.

Subject :- Submission of MOU. Reg.

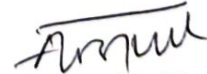
Reference :- You letter No. MANUU/DDE/F.90/IVol.2)/2017-18/521.
Dt.28-11-2018.

R/Sir,

Regarding to the Subject & reference I undersigned here by submitting the MOU of our LSC for the year 2019 i.e. from 01-01-2019 to 31-12-2019. So please accept and do needful in this regard and oblige.

Thanking you !

Yours sincerely,


(Dr. Abhay B. Tare)

PRINCIPAL

S.P.M. Tatyasaheb Mahajan Arts & Commerce
College, Chikhli 443201 [Dist Buldana]

Encl :-

As above.

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
MAULANA AZAD NATIONAL URDU UNIVERSITY
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Prof. P.F. Rahaman

Director I/c

MANUU/DDE/F.90(Vol.2)/2017-18/521

To.

SPM Tatyasaheb Mahajan Arts and Commerce College
Dindayal Nagar, Chikhli, Dist-Buldana, MS.

28.11.2018

Sub: Establishment of Learner Support Centre/ Study Centre of DDE, MANUU - Reg.
Ref: Your EOI for Establishment of MANUU's Learner Support Centre/ Study Centre

Sir/Madam,

Greetings from Maulana Azad National Urdu University!

With reference to the subject cited, I am pleased to inform that the Vice-Chancellor has accorded approval for establishment of Learner Support Centre/ Study Centre of Maulana Azad National Urdu University (MANUU) at your institution for its distance mode programme (s). This approval is provisional and the Memorandum of Understanding (MOU) is renewable yearly subject to the satisfactory performance of the Learner Support Centre/ Study Centre.

I am forwarding formats of Memorandum of Understanding (MoU) and consent letter to be issued by your institution are enclosed herewith. Initially, the period of MOU is for one year w.e.f 01.01.2019 to 31.12.2019. You are advised to send the proposals of part-time staff i.e., Head of the Institution-HOI, Coordinator, Clerk -cum- Typist, Attendant and Sweeper along with their Bio-data and educational qualifications. They are entitled for remuneration as per University norms. A copy of the rates of remuneration to be paid to the staff for their services is enclosed herewith (these rates are likely to be revised). The Head of the Institution is generally the Principal of the College. The qualifications of the Coordinator should not be less than the level of the Assistant Professor or equivalent grade as per UGC (ODL) Regulations 2017. The said proposals, signed MoU and Consent letters with relevant documents should reach us within a week after receipt of this letter by you.

The details of the programs, subjects for counselling, students allocated to the center year-wise (1st to 3rd year in case of degree programs and 1st -2nd year in case of PG programs) are being sent for your records. The Manual/Guidelines for operating Learner Support Centre/ Study Centre will be sent to you once we receive the MoU and Consent letters.

Looking forward to a fruitful association for a noble cause.

Thanking you,

Yours faithfully

P. F. Rahaman
Director i/c

Copy to: Office of the Vice-Chancellor/ PVC/Registrar/COE/FO/RDs/ARDs/File.

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University, Accredited "A" Grade by NAAC)
Directorate of Distance Education



Prof. Mohd. Razauallah Khan
Director I/C

No. MANUU/DDE II/19127/2022/1479

13/5 February, 2022

To
The Co-ordinator
MANUU Learners Support Centre
SPM Tatyasaheb Mahajan Arts & Commerce College
Chikhli – Buldana
443201- MS.

Sub: MANUU-DDE- Appointment of the Part Time Staff for the year 2022– Reg.

Ref: Your letter No. 172 dt. 228.01.2022 received on 09.02.2022


Apropos to the subject & reference cited above, the following persons have been appointed as Part Time Staff for MANUU, LSC, SPM Tatyasaheb Mahajan Arts & Commerce College, Chikhli, Buldana for a period of one year from **01.01.2022 to 31.12.2022**.

The details are as follows:

Sl.No	Name	Designation
1	Dr. Subhash Dnyanba Gawhane	HOI/Principal
2	Mr. Mohammad Abubakar Siddique Ali khan	Co-ordinator
3	Mr. Dehapande Milind Keshvrao	Clerk cum Typist
4	Mr. Zubair Ali Khan	Attendant
5	Mr. Kamble Suresh Ramdas	Sweeper

They are entitled for Honorium/remuneration as per University norms

Note: For terms and conditions kindly turn over page.


Director

Copy to:

1. The concerned persons
2. SRC- Amravati
3. Bill Section, DDE

مولانا آزاد نیشنل اردو یونیورسٹی
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Directorate of Distance Education

MANUU/DDE/F.19127/2022/1479

17/2 February, 2022

To

The Co-ordinator

MANUU Learners Support Centre

SPM Tatyasaheb Mahajan Arts & Commerce College

Chikhli – Buldana

443201- MS

Sub: Approval of MoU – LSCs – SPM Tatyasaheb Mahajan Arts & Commerce College - Reg.

Ref: Your letter no.172 dt. 28.01.2022 received on 09.02.2022.

Sir,

Apropos subject cited, please find the copy of Memorandum of Understanding signed by the Director, DDE for the period **01.01.2022 to 31.12.2022** for your records.

We look forward for your Co-operations as per terms and conditions of the MoU, and as per norms of the University

This is for your information please.


Director

Copy to:

1. Concerned file
2. SRC- Amravati
3. Bill Section DDE

Gachibowli, Hyderabad – 500 032, A.P. India

Tel: +91(040) 2300-6607 (Office), EPABX 2300-6612, 13, 14, 15

Website: www.manuu.ac.in

MEMORANDUM OF UNDERSTANDING

(Regarding Organizational Responsibilities of the Learner Support Centre (LSC))

This MoU will be in effect for Academic Session 2022**(Valid Only Between 1st January, 2022 and 31st December, 2022)**

Is entered on _____ Day of _____ by and Between:

- 1) Directorate of Distance Education, Maulana Azad National Urdu University, Gachibowli,
Hyderabad - 500 032, represented here by its Director

AND

- 2) S.P.M. Tatyasaheb Mahajan College Of Arts Commerce & Science, CHIKHLI Dist. Buldhana
(Host Institution to function as recognized Learner Support Centre (LSC) of MANUU and
represented herein by its Principal, Prof. Dr. S.D. Gawhane

I Directorate of Distance Education, Maulana Azad National Urdu University will

1. Approve the nomination of Head of the institution recommended by the Host Institution.
2. Appoint any one of the in-service staff members (who shall be a regular teacher not below the rank of a qualified assistance Professor) as Co-Ordinator out of two names recommended by the Head of the Institution on Part Time basis.
3. Approve the engagement of providing academic as well as administrative support to its learners including supporting class III and IV staff and other functionaries purely on part -Time and temporary basis at the LSC on the recommendation of the Co-Ordinator and Head of the Host Institution.
4. The DDE, MANUU extends to pay the honorarium and remuneration to all the approved personnel and engaged purely on temporary and part-time basis for services of the MANUU LSC at the rates fixed by the University as per the admissibility.
5. Pay contingent charges and other entitled honorarium /remuneration for conducting counseling sessions and also holding examinations in accordance with University norms.
6. The DDE, MANUU will directly credit the remuneration or honorarium amount payable to all the entitled staff in their respective individual bank account through RTGS.
7. The DDE, MANUU has the right to replace or remove the counselor of LSC on the basis of grievances received from the students regarding the performance of counselor and also seek a report from the Coordinator and Head of the Host Institution. Further directs the Regional / Sub-Regional Director of respective jurisdiction to enquire the case and cause of grievance and report to the University.
8. The DDE, MANUU have the right to inspect the facilities of host institution which is functioning as a LSC of DDE, MANUU as and when situation demands so.
9. The DDE, MANUU will finalize the admission of students for various distance education programs and communicate the list to respective MANUU LSC.
10. The DDE, MANUU may also send mass / group messages to the learners and coordinators of LSCs on all academic activities.

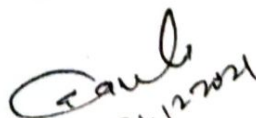
II. The Host institution will

1. Ensure the availability of basic communication facilities such as telephone, internet one laptop or Desktop System etc, in additions to Office accommodation.
2. Provide Programme wise / Course wise sufficient rooms with exclusive space of approximately 800-1000 ft for the day's use of MANUU LSC.
3. Provide halls / classrooms along with infrastructure and should ensure the security of the furniture, equipment & books or any other items provided by the DDE, MANUU.
4. Extend Library, Laboratory, Computer facilities and infrastructure to MANUU students for specialized Programmes on mutually agreed terms.
5. Organize Pre admission entry counseling sessions for prospective learners to promote information about the courses in coordinator with Regional /sub Regional Director to enhance the Grass Enrolment Ratio (GER) in Distance Education Programs.
6. The LSC need to conduct the induction meetings for distance education learners prior to the start of academic session.
7. Organize and conduct counseling sessions as schedule by the DDE, MANUU and also ensure fair conduct of examinations. Strictly adhering to the examination rules.
8. Return back all the assets to the University on closure of the LSC like furniture equipment, Library books or any other items and records provided by the University.
9. An institution intends to be a MANUU LSC and shall comply with the include Act, statutes Ordinances and Regulation of the Maulana Azad National Urdu University.
10. Guidelines of MANUU LSC shall comply with the new UGC (ODL) Regulations, 2017.
11. LSC shall provide necessary learners support services which include support for all admissions related matters additional learning resources through online mode contact schedule of conduct classes, assignments, lab practices and all other learner related queries.
12. The LSC should be located only within the jurisdiction of the MANUU, Regional Centre or Sub-Regional Center.
13. The MANUU LSC shall ensure the availability of the required number of qualified and competent counselors and non-teaching staff as per the guidelines of new regulations 2017.
14. No facilities of the MANUU LSC shall be used for running programs of other institutions or private providers.
15. The host institution is not entitled to make nay franchise arrangements with other institutions for MANUU-DDE programs.
16. It is mandatory for every LSC to submit a self disclosure report to the DDE,MANUU periodically as prescribed by MANUU

17. No Money shall be collected by the MANUU LSC from Distance Education Students for any kind of services provided by the DDE, MANUU.
18. The host institution mandatorily to be operated by the Government Department / Higher Education Institution or affiliated college or an registered body of a Recognized society offering educational programs.
19. The coordinator in consultation with the Head of the Institution shall have to identify the list of counselors of different subjects / disciplines who are qualified and competent in conducting contact classes.
20. The coordinator of LSC shall have to maintain the learners data related to conduct of counseling sessions, assignments, examination and grievance redressal in hard and soft formats.

III. The Head of the Host Institution (Acting as MANUU LSC) Shall

1. Recommend a panel of two in service teachers from the some institution for the appointment of part time Coordinator, along with one Clerk, one Attender & one Safai Karamchari. The University reserves the right to nominate any one of the staff among the recommended as part-time Coordinator along with supporting staff.
2. Provide the details of Aadhar Card / PAN No. of Head of the Institutions, Co-ordinator, other Part Time employees and academic counselors.
3. Propose the panel of Part-time academic counselors along with their Bio-Data and attested photocopies of academic qualification for consideration and appointment on temporary basis, for that academic year only.
4. Supervise the activities of MANUU LSC and advise the Coordinator if necessary and also correspond with the Director, Directorate of Distance Education (DDE), Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500 032.
5. Shall be responsible for running the LSC strictly as per the guidelines, academic schedule and Standard operating procedures issued by the DDE-MANUU from time to time.
6. He shall be the custodian of all documents /records of cashbook/pass book/cheque book and reconciliation with bank and assets pertaining to MANUU LSCs.
7. Monitor to process and countersign all the bills, manage bank accounts and maintain concerned records of payment and receipts of the MANUU LSC.
8. Maintain the record of database and attendance of enrolled students visiting for counseling sessions of each program offered at MANUU LSC.


H.O.I
MANUU LSC 19127
CHIKHLI-BULDANA

- IV. The MANUU LSC shall follow the Rules and Regulations / Directions issued by the University from time to time.
- V. The MANUU LSC should be able to maintain infrastructural facilities for a minimum strength of 50 students with good performance for its next renewal on MoU.
- VI. The University reserves the right to terminate this Memorandum of Understanding at any time in the best interests of the University without assigning any reason thereof.
- VII. The MANUU LSC on the formats provided by the University should provide feedbacks from the stakeholders regularly to improve the quality of delivery / programmes and the support services rendered.
- VIII. All disputes are subject to Hyderabad jurisdiction only.

Agreed upon and signed


On behalf of

The Host Institution


21/12/2021
H.O.I
MANUU LSC 19127
CHIKHLI-BULDANA
Head of the Institution

On behalf of

Maulana Azad National Urdu University


Director, DDE, MANUU
DIRECTOR
Directorate of Distance Education
Maulana Azad National Urdu University
GACHIBOWLI, HYDERABAD-500032


9.12.2021
Coordinator
MANUU LSC 19127
CHIKHLI-BULDANA

जिल्हादंडाधिकारी कार्यालय, बुलडाणा-443001
दूरध्वनी क्र.07262-242307/242411 फॅक्स क्र. 07262-242289
Office Of the District Magistrate, Buldana

गृह विभाग कक्ष 4(5)/कावि/2127/2021

दिनांक :- 06/08/2021

प्रति,

प्राचार्य,

एस.पी.एम.तात्यासाहेब महाजन आर्ट व कॉमर्स कॉलेज
चिखली

विषय :- Regarding conduct of offline examination of MANUU

- संदर्भ :- 1. सार्वजनिक आरोग्य विभाग महाराष्ट्र शासन मंत्रालय मुंबई यांचे आदेश
No.Corona2021/C.R.366/Arogya-5 Dated 02 August 2021
2. या कार्यालयाचे आदेश क्रमांक/गृहविभाग कक्ष4-2/कावि/7960/2021 दिनांक 03.08.2021
3. आपले पत्र दिनांक 30.07.2021 प्राप्त दिनांक 06.08.2021

उपरोक्त विषयानुसार मौलाना आझाद राष्ट्रीय उर्दू विद्यापीठ, हैद्राबाद या विद्यापीठाद्वारे ऑफलाईन परिक्षा दिनांक 11 ऑगस्ट ते 1 सप्टेंबर 2021 पावेतो आपल्या कॉलेज मध्ये घेण्याकरिता आपण संदर्भित पत्राद्वारे परवानगी मिळण्याबाबत विनंती केली आहे.
या कार्यालयाचे संदर्भित आदेश क्र . 2 नुसार बुलडाणा जिल्ह्यात सुधारित निर्बंध लागू करण्यात आलेले आहेत. सदर आदेशातील मुददा क्र 9 नुसार राज्य शालेय, उच्च शिक्षण व तंत्रशिक्षण विभाग यांचे आदेश शाळा आणि महाविद्यालयांसाठी लागू राहतील असे निर्देश देण्यात आले आहे..

परंतु विद्यार्थ्यांच्या भविष्याचा विचार करुन सदर परिक्षेकरिता कोरोना विषाणूच्या तिस-या लाटेचा संभाव्य धोका लक्षात घेवुन कोरोना विषयी शासनाने दिलेल्या निर्देशाचे पालन करण्याच्या अटी व शर्तीच्या अधीन राहुन परवानगी देण्यात येत आहे.

अटी व शर्ती

1. कोविड-19 या विषाणूचा प्रादुर्भाव होणार नाही या दृष्टीने परिक्षा केंद्रावर परिक्षेच्या आधी निर्जंतुकीकरण करुन घेणे आवश्यक राहील.
2. बैठक व्यवस्थेमध्ये प्रत्येक विद्यार्थ्यांमध्ये शक्यतो दोन मीटरचे अंतर असावे. .
3. परीक्षा हॉल मध्ये स्वच्छता राखण्यात यावी.
4. प्रवेशद्वारावर व बाहेर जाणा-या दरवाजावर गर्दी होवु नये याची दक्षता घेण्यात यावी.
5. Social Distancing, मास्क, सॅनिटायझरचा वापर करणे बंधनकारक करण्यात यावे.
6. परिक्षेकरिता उपस्थित विद्यार्थ्यांची थर्मल स्क्रीनिंग द्वारे तपासणी करुन विद्यार्थ्यांना परिक्षा कक्षात प्रवेश दयावा.
7. सर्व विद्यार्थी व कर्मचारी यांना मास्कचा वापर व सॅनिटायजरचा वापर करणे बंधनकारक राहील.
8. शासनाने दिलेल्या निर्देशाचे तंतोतंत पालन करावे.
9. सर्व विद्यार्थी यांनी आरोग्य सेतु ॲप डाऊनलोड करण्याची सुचना करावी.
10. स्वच्छता गृहामध्ये हात धुण्यासाठी पाण्याची पुरेशी व्यवस्था असावी.
11. कोरोना या विषाणूच्या दुस-या लाटेचा प्रभाव पाहता गर्दी होऊन रोगाचा प्रसार होणार नाही याची खबरदारी घ्यावी.
12. या कार्यालयाचे संदर्भित आदेशाचे उल्लंघन होणार नाही याची दक्षता घ्यावी.

अपर जिल्हादंडाधिकारी बुलडाणा

प्रतिलिपी-

1. जिल्हा पोलीस अधिक्षक बुलडाणा यांना माहितीस्तव.
2. जिल्हा आरोग्य अधिकारी जिल्हा परिषद बुलडाणा यांना माहिती तथा उचित कार्यवाहीस्तव.
3. तहसिलदार चिखली यांना माहिती तथा उचित कार्यवाहीस्तव.

— स्वा —
अपर जिल्हादंडाधिकारी बुलडाणा

निश्चयी आणि समविचारी लोक इतिहास बदलू शकतात. - "मोहनदास करमचंद गांधी"

भारतीय स्टेट बैंक



State Bank of India

Savings Bank Account

CIF No : 85282063170

Account No : 30445717008

Customer Name: MANUU SUB REGIONAL CENTRE AMRAVATI

S/D/W/H/o:

Address: CIRCUIT HOUSE ROAD

BIYANI CHOWK

CAMP

Phone: 07212663709

Email:

D.O.B. (If Minor):

MOP.: POWER OF ATTORNEY

Nom. Reg. No.:

AMRAVATI CAMP

CAMP ROAD

Phone: 2662770

Email: sbi.03866@sbi.co.in

Branch Code: 3866

Date of Issue: 01/10/2018

01/10/2018 5442184 3866

IFSC: SBIN0003866

MICR: ~~XXXXXX~~ Branch Manager

CONTINUATION

07.11.19	AT 03866 AMRAVATI CAMP	000000000			
	NEFT UTR NO: SBIN119311329786	000702925	158146.00		257224.00Cr
	108A0001879 INDIAN OVERSEAS BANK	000000000			
	MANUU				
07.11.19	SBI AS PER LIST	000702923	228784.00		28440.00Cr
07.11.19	NEFT			55291.00	83731.00Cr
	DEP TFR				
	DEP TFR				
	Uncl Bal:	0.00	[Clr Bal:	83731.00 Cr;]*MOD BAL:	0.00

مولا نا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY

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Directorate of Distance Education

Prof. P.F. Rahaman

Director I/c

MANUU/DDE/F.90(Vol.2)/2017-18/ 521



28.11.2018

To

TM Arts and Commerce College
Old Town, Chikhli, Dist- Buldana, MS

Sub: Establishment of Learner Support Centre/ Study Centre of DDE, MANUU - Reg.

Ref: Your EOI for Establishment of MANUU's Learner Support Centre/ Study Centre

Sir/Madam,

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The details of the programs, subjects for counselling, students allocated to the center year-wise (1st to 3rd year in case of degree programs and 1st -2nd year in case of PG programs) are being sent for your records. The Manual/Guidelines for operating Learner Support Centre/ Study Centre will be sent to you once we receive the MoU and Consent letters.

Looking forward to a fruitful association for a noble cause.

Thanking you,

Yours faithfully

P. Rahaman
28/11
Director i/c

Copy to: Office of the Vice-Chancellor/ PVC/Registrar/COE/FO/RDs/ARDs/File.