

SCHOOL OF OPEN LEARNING (CAMPUS OF OPEN LEARNING) UNIVERSITY OF DELHI

Guidelines to the Study Centres for conducting Personal Contact Programme Classes

As per new guidelines approved by the Governing Body, SOL, DU around 50 Study Centers will be established by SOL in different constituent Colleges of the University of Delhi wherein the Dean/Head/Principal, faculty members and other supporting staff of the faculty/college will play a very vital role to deliver Students Support Services to SOL students in conducting Personal Contact programme Classes.

Accordingly, SOL has prepared the general guidelines for the study center for conducting Personal Contact programme Classes. The details are as under:

1. Preparation of Time Table and allocation of Resource Persons

- 1.1 The Co-ordinator with the help of other supporting staff will prepare the time-table as per the allocation of Course as well as number of students. The preparation of time-table will be in a manner that the optimum rooms of the College/faculty will be utilized.
- 1.2 For B.A. Programme Iyr. Course the time table will be prepared shift wise. The 1st shift will be started from 8.40 a.m. to 12.20 p.m. and another shift will be started from 12.35 p.m. to 4.15 p.m. with a duration of 55 minutes. In 1st shift two languages plus the Combination of Pol. SC-HS, POL. SC-EC, EC-HS will be allocated whereas in 2nd shift two languages plus the combination of EDU-POL.SC., EDU-ECO/HS will be allocated. However, for B.Com. course the time table will be prepared on single shift basis by the centre.
- 1.3 After preparation of time table, the allocation of Resource Persons will be done by the Co-ordinator on the basis of time-table.
- 1.4 The Resource Persons engaged with the PCP classes of SOL students the eligibility will be as per the UGC/DU guidelines. For this purpose, SOL will also provide the list of Resource Persons who have registered themselves at SOL. The services of these Resource Persons may be taken by the Study Centers.
- 1.5 If the data of Resource Persons is not available in the list provided by the SOL. The Resource Person assigned for taking the PCP Classes have to fill-up the Registration Form wherein except permanent teachers of University of Delhi, all other Resource Persons are required to attach copies of all relevant certificates starting from graduation. However, permanent teachers/Retired Teachers may kindly submit the copy of their Identity Card.
- 1.6 The Co-ordinator will issue an Offer Letter duly signed for taking the PCP Classes. The copy of the said letter will be attached with the Bill Form of the Resource Person. However, College/Faculty will be free to make alternative arrangement, if a teacher is absent for two or more day (whichever may be reason).

• Each Resource Person will be assigned a minimum of two periods and a maximum of four periods per day but after two periods there will be a gap of one period, otherwise, the payment of extra periods will not be released.

1.8 Resource Persons to be paid honorarium at the rate of Rs. 1000/- per period subject to a limit of Rs 25,000/- per month as per UGC/DU directives.

1.9 No payment will be made if the number of students will be less than five after two successive PCP classes organized on the two consecutive days.

1.10 Before conducting the PCP Classes at the Center a copy of the time-table with proper allocation of Resource Persons will be mailed to SOL north AR (PCP) and S.O. (PCP) for uploading the same on the SOL website as well as sending the SMSs to the concerned students.

2. Record of Attendance at Study Center

The Study Center will maintain the record of students, administrative staff and Resource Persons in the following manner and mail the same to SOL before commencing the PCP classes on the next day.

2.1 Attendance of Students at the Entry Gate

2.1.1 SOL would provide a Register to the Study Center that will be put on the Entry Gate for registering the students at the time of entrant in the premises. The day wise attendance of these students will be entered in the Excel Sheet by the Data Entry Operator of the Study Center.

2.2 Attendance of Student in the Class Room

2.2.1 The Control Room of the Study Center will provide the Attendance Sheets to the Resource Person as per time-table. The Resource Person will circulate the same to the students for signature in the class and after completion of the period, it will be submitted in the Control Room for further course of action.

2.2.2 The Control Room of the Study Center will compile the Attendance sheets and hand over the same to the Data Entry Operator to enter it period wise in the Excel sheet. After entering the data it will be handed over to the in charge of the Control Room for preparation of a file of the Resource Person.

2.2.3 The Attendance sheets will be entered in the Excel sheet till the next PCP day and send the same to SO for uploading in the account of Resource Persons through PCP Module.

2.3 Attendance of Resource Persons

2.3.1 SOL would provide an Attendance Register for the Resource Person wherein a page of each Resource Person will be opened. The Resource Person will enter the details mentioned in the Register along with a photograph. The Resource Persons will also enter the description of the Classes to be taken by them along with the Signature during the PCP classes.

Attendance of Administrative Staff

2.4.1 SOL would provide an Attendance Register for the Administrative Staff of SOL as well as Study Center wherein date wise records will be maintained by the Study Center. It will be duly verified by the Observer/Controlling Officer of SOL as well as endorsed by the Assistant Registrar/Administrative Officer of the Study Center.

3. Submission and Verification of PCP Bills

3.1 After completing the PCP session at Study Center, the Resource Persons and Administrative Staff will prepare the PCP Bills on the prescribed Bill Forms provided by SOL. These bills will be duly verified by the Assistant Registrar/Administrative Officer and the Co-ordinator of the Study Centre.

3.2 After verification of the PCP bills of Resource persons, and Administrative Staff with all the requisite documents will be submitted at SOL for further verification and disbursement of the payment as per rules.

Other instructions

1. The staff engaged for the Study Center will reach at least 30 minutes before the start of the class and stay till the last class is over at the Center.
2. The Study Center will maintain proper record of Students' Attendance, Resource Persons Attendance and Administrative Staff Attendance in the Registers provided by SOL and after concluding the session the same will be handed over to SOL North for further action.
3. The Study Center will ensure proper filling of all the relevant information in the Resource Person Attendance Register by the faculty, like, Name, College, Subject, Course, Part, Session, Residential Address, Mobile No., Bank Account No., PAN No. Photograph etc. as well as proper entries of the date, topic, time, periods in the Resource Persons Attendance Register.
4. The Study Center will ensure the proper distribution of attendance sheets to the Resource Persons and collection of the same duly filled as well signed by the faculty and students.
5. The Study Center will ensure data entry of all the students through attendance sheets received from the Resource Persons in the Excel Sheet mentioning subject, allocation code, period time, and name of the faculty etc. It will also ensure the data entry of the Students' Attendance Register (placed at the Entrance of the PCP Centre) on the same day in the excel sheet.
6. The Study Center will ensure proper data entry of PCP Performa sheet in the Excel Sheet along with name of faculty, period, no. of students and other requisite entries as prescribed in the Performa sheet.
7. Ensure date-wise collection and filing of the marked attendance sheets received from faculty in the concerned file of Resource Person.

8. The staff engaged for Study Center will ensure that proper allocation of rooms as per the time table. The time table with room nos. be displayed on the notice board and in the control room of the PCP Center enabling students to access the time table. In addition to proper assistance/guidance/directions will be given to the students to ensure that no student should stand in the gallery or out side the Room. It will also ensure the proper conduction of the PCP classes at the Center, like, regulating PCP classes as per schedule, allocating students as per schedule in the rooms etc.
9. The Personal Contact programme Classes of Minor subjects (Gender wise) like, English Discipline, Hindi Discipline, English-C, Hindi-C, Mathematics, NHE, Sanskrit, Tamil, Punjabi, Urdu etc. will be conducted at a Center decided by the SOL authority.
10. The Study Center will ensure the availability of all requisite material for PCP classes, like, Chalk, Duster, Marker, Register, Time-table, attendance sheet, different types of Forms/Proforma etc. in the Control Room. The expenses in this regard will be met out from the Imprest Money provided by SOL.
11. The Study Center will be held accountable for any lapse in managing above mentioned activities. It is the duty of Study Center to ensure smooth conduction of classes at the assigned Centre with the help of other supporting staff.
12. The Controlling Officers who supervise all the administrative activities being carried out at the allocated PCP Centers will ensure smooth conduction of PCP Classes before signing the register/s. They are expected to instruct the PCP Incharges for smooth conduction of PCP classes.



ASSISTANT REGISTRAR (PCP)

Note:

For any assistance/ clarification please contact to . 1. Sh. O.P. Tanwar, Assistant Registrar, PCP, SOL, DU (9268745893, email id: optanwar1958@gmail.com) 2. Sh. Umesh Chandra, Section Officer, PCP, SOL, DU (9910425618, email id : umesh.ch.03@gmail.com) 3. Sh. Bharat Bhushan, Sr. Assistant, PCP, SOL, DU (9999474218, email : bharat.bhushan514@gmail.com)