Directorate of Regional Services Division
Jagat Guru Nanak Dev Punjab State Open Univeristy, Patiala

[State Govt. UniversityEstablished under Punjab Act No. 19 of 2019 and Approved under Section 2(f), 12(B) of the UGC]

EXPRESSION OF INTEREST(EOI) NOTICE

APPLICATIONS INVITED FOR ESTABLISHMENT OF LEARNER SUPPORT CENTRES

(UGC-DEB Entitled Courses)

Expression of Interest (EOI) & Applications are invited for the establishment of Learner Support Centres (LSCs) under the Directorate of Regional Services Division, Jagat Guru Nanak Dev Punjab State Open University, Patiala. For eligibilty and more details, kindly visit Directorate's Website (https://www.psou.ac.in/regional_service_division). The last date for receiving the soft copy of applications along with relevant documents by Email: director.lsc@psou.ac.in is 10 December, 2026 UP TO 03:00 PM and the last date for receiving hard copy of applications is 17 December, 2026 UP TO 05:00 PM, Address - Jagat Guru Nanak Dev Punjab Staten Open University, Mohindra Kothi, Near Fountain Chowk, Patiala, Punjab 147001

Registrar

Directorate of Regional Services Division
Jagat Guru Nanak Dev Punjab State Open Univeristy, Patiala

[State Govt. UniversityEstablished under Punjab Act No. 19 of 2019 and Approved under Section 2(f), 12(B) of the UGC]

Invitation for Expression of Interest (EOI)/Applications for Establishing Learner Support Centres (LSCs) under the Directorate of Regional Services Division for Admission Session January 2027- July 2027.

About the University

Jagat Guru Nanak Dev Punjab State Open University (JGND PSOU), Patiala, established by the State Legislature Act No. 19 of 2019 and approved under Section 2(f) and 12(B) of UGC, is the first Open University in the state of Punjab. The motto of the University is SEWA (Skill Enhancement, Employability, Wisdom, and Accessibility). The University offers Postgraduate and Undergraduate programmes in consonance with the National Education Policy (NEP) 2020, along with conventional and innovative skill-enhancement Certificates and Diplomas. JGND PSOU has implemented unique initiatives of the University Grants Commission (UGC) and has signed MoUs with various academic/industry organisations. The University admits students in two cycles, viz., January and July, and conducts various seminars, symposia, conferences, and workshops. The University follows a flexible, learner-centric credit system and delivers course content through four Quadrants: e-tutorials, e-content, web resources, and self-assessment. JGND PSOU also offers special schemes for employees, teachers, jail inmates, differently-abled, Transgender and Orphan.

The University has seven Schools: School of Languages, School of Business Management and Commerce, School of Social Sciences and Liberal Arts, School of Sciences and Emerging Technologies, School of Education and Vocation, School of Religious Studies, and School of Law and Interdisciplinary Studies. JGND PSOU has established more than 130 Learner Support Centres across Punjab, along with several cells at the University, to provide the best services to learners from diverse backgrounds.

Jagat Guru Nanak Dev Punjab State Open University, Patiala has established the Directorate of Regional Services Division with the necessary approvals from the competent authorities. The University offers 5 Postgraduate Degree programmes, 3 Undergraduate Degree programmes, 46 Diploma programmes, and 44 Certificate programmes under ODL mode, including M.Sc. (Computer Science), M.Com., M.A. Punjabi, M.A. English, M.A. (Economics), BCA (Honours), Bachelor of Arts, and B.Com. (Hons.) (Accounting and Taxation), Diploma in Computer Applications, Diploma in Artificial Intelligence and Data Science, Diploma in Accounting and Taxation, Certificate in Digital Marketing, Certificate in English Proficiency, Certificate in Banking and Financial Services, etc. The undergraduate and postgraduate programmes offered are approved by UGC-DEB.

As per the UGC-DEB Guidelines, Jagat Guru Nanak Dev Punjab State Open University (JGND PSOU), Patiala invites Expressions of Interest (EOI)/Applications from eligible colleges and institutions to establish Learner Support Centres (LSCs) for the January 2027 and July 2027 admission sessions. The initiative aims to extend the reach and enhance the quality of distance education by providing comprehensive support services to learners enrolled in various programmes.

Institute/College eligible to apply:

All the Colleges (Government/Private (Aided or Unaided)) affiliated with Panjab University, Chandigarh / Guru Nanak Dev University, Amritsar / Punjabi University, Patiala / I.K. Gujral Punjab Technical University, Kapurthala / Guru Ravidas Ayurved University, Hoshiarpur / The Maharaja Bhupinder Singh Punjab Sports University, Patiala / Baba Farid University of Health Sciences, Faridkot.

Institutions applying to become Learner Support Centres must meet the following criteria:

1. The Learner Support Centre must fall within the permissible jurisdiction of Jagat Guru Nanak Dev Punjab State Open University, Patiala, as per applicable norms.
2. The Learner Support Centre will not be set up under a franchisee agreement.
3. The Learner Support Centre shall be headed by a Coordinator who shall be a regular teacher not below the rank of a qualified Assistant Professor of the concerned college/institution.
4. The Learner Support Centre must have adequate infrastructure, including computer lab facilities, a library, classrooms, CCTV, IT facilities, etc., as per UGC-DEB Guidelines and University norms.
5. The Learner Support Centre should have eligible faculty members as per UGC-DEB norms.

Financial Support to Run the LSCs:

The Programme and examination fees collected from Learners will be shared between the LSC and Jagat Guru Nanak Dev Punjab State Open University (JGND PSOU) as per the approved fee-sharing ratio given below:

Programme	JGND PSOU%	LSC%
PG with Practical Programmes	50%	50%
PG without Practical Programmes	60%	40%
UG with Practical Programmes	55%	45%
UG without Practical Programmes	60%	40%
Certificate/Diploma Programmes	60%	40%

JGND PSOU will decide the applicable fee for each Programme. The LSC shall collect the fee from learners and deposit JGND PSOU's share with the University as per the prescribed procedure.

Duties and Responsibilities of LSC:

1. LSC must admit the learners only through the JGND PSOU Admission Portal as per the procedure provided by JGND PSOU. No manual admission shall be allowed by the LSC.
2. At the end of the admission cycle, LSC shall submit the required student details/return through the prescribed portal of JGND PSOU along with the required eligibility documents.
3. The LSC shall check the eligibility of the learners as specified by JGND PSOU before enrolling the learners.
4. The LSC shall be responsible for verifying the documents of learners enrolled through the respective LSC.

5. LSC shall function as per the applicable University Grants Commission (Open and Distance Learning Programmes) Regulations and the orders/instructions issued by JGND PSOU.
6. Colleges/Institutions selected as LSC shall arrange for pre-admission counselling, adequate space, and infrastructure for conducting Counselling/Contact Programme classes and shall depute eligible Academic Staff, Administrative Staff and Academic Counsellors as per the prescribed norms.
7. LSC shall facilitate continuous internal assessment and provide space to conduct the end-term University examination, if the University selects it as an Examination Centre.
8. LSC shall provide learners with the necessary information regarding academic activities, as directed by JGND PSOU.
9. LSC shall provide academic support to learners and conduct the prescribed Counselling/Contact Programme/PCP activities.
10. LSC shall maintain all academic and administrative records relating to the activities of the LSC and communicate the same to JGND PSOU from time to time.
11. LSC shall provide the necessary academic support and general amenities to learners, including arrangements for counselling sessions, laboratory/practical classes, project work and other activities as prescribed for the respective programmes.
12. LSC shall ensure timely submission and evaluation of assignments, tutorial sheets, practicals, projects, internships, and other field work as prescribed by the University.
13. LSC shall maintain proper records of attendance, assignments, tutorial sheets, and Internal Assessment Marks and submit the same to the concerned branch of JGND PSOU within the prescribed time.
14. LSC shall follow all instructions issued by JGND PSOU from time to time for the effective functioning of the Learner Support Centre.

Facilities Provided by JGND PSOU & to LSCs:

To ensure the smooth functioning of Learner Support Centres (LSCs) and to provide a seamless learning experience to learners, Jagat Guru Nanak Dev Punjab State Open University, Patiala (JGND PSOU) will provide the following facilities:

1. JGND PSOU shall provide the study material for such programmes offered by the University in soft-copy format..
2. JGND PSOU will provide LSCs with the necessary support for enrolment and managing learners through the prescribed University Admission Portal.
3. JGND PSOU will handle the end-term examination process, including the preparation of question papers, evaluation of answer sheets and declaration of results. LSCs may be designated as Examination Centres if they meet the required infrastructure standards.
4. The University/Directorate shall provide a grievance redressal mechanism to address student complaints and concerns. LSCs shall act as an intermediary to facilitate timely resolution of issues.
5. Learners enrolled in ODL programmes shall have access to JGND PSOU's digital library facilities, as per applicable University provisions.
6. JGND PSOU shall provide a centralised online admission and fee payment portal to facilitate the admission process and fee collection.
7. JGND PSOU shall issue certificates/degrees and other academic documents to learners upon successful completion of their programmes as per University rules.
8. JGND PSOU shall provide necessary academic guidance and support through the concerned Schools/Programme Coordinators and Director, Regional Services Division.

9. The University shall provide necessary instructions and support regarding Counselling Sessions, Workshops, Contact Programmes, Assignments, Tutorials and Examinations from time to time.
10. JGND PSOU shall provide other academic and learner-support facilities as the University may prescribe from time to time.

List of Programmes

The LSCs will offer a wide range of postgraduate, undergraduate, diploma, and certificate programmes, including:

- **Postgraduate Degree Programmes:** M.Sc. (Computer Science), M.Com., M.A.(Punjabi), M.A.(English), M.A.(Economics) **(Annexure-A)**
- **Undergraduate Degree Programmes:** BCA (Honours), Bachelor of Arts, B.Com. (Hons, Accounting and Taxation) **(Annexure-A)**
- **Diploma/Certificate Programmes:** As per **(Annexure-A)**
- **The eligibility criteria and fee details for these programmes are available on the University's website.** (https://www.psou.ac.in/)

Note:

1. The LSCs will offer those programmes which are approved by JGND PSOU for the particular LSC as per the facilities available.
2. LSCs can apply for any number of programmes, subject to approval from JGND PSOU and adherence to University rules.
3. Learners will be admitted to programmes based on the eligibility criteria in force at the time of admission.
4. LSCs must follow the syllabi, eligibility criteria, duration, medium of instruction, and examination mode as notified by JGND PSOU and uploaded on the University's website.

Fee Structure to Establish Learner Support Centres (LSCs)

The following fee structure will apply:

- **Application Processing Fee:** ₹10,000 + 18% GST = ₹11,800/- (one-time, non-refundable), payable at the time of submitting the application. Colleges/Institutions already registered with JGND PSOU are not required to pay the Application Processing Fee again
- **Recognition Fee (per academic year):**

  1 to 5 Programmes: ₹15,000 + 18% GST = ₹17,700/-

  6 to 10 Programmes: ₹25,000 + 18% GST = ₹29,500/-

  11 to 15 Programmes: ₹35,000 + 18% GST = ₹41,300/-

  More than 15 Programmes: ₹50,000 + 18% GST = ₹59,000/-

Note: Payment of Fees

The above fees apply as prescribed by JGND PSOU and may be revised by the University from time to time. The prescribed fee may be deposited through Net Banking, Credit Card, Debit Card, UPI, or Demand Draft (DD) in favour of

the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala, as per the procedure prescribed by the University.

Bank Account Particulars	Details
Bank Name	HDFC Bank
Account Number	50100773608737
IFSC Code	HDFC0010148
UPI ID	vyapar.177152971823@hdfcbank

Submission of Proposals

Interested institutions shall submit their applications in the prescribed format available on the JGND PSOU, along with all required documents and prescribed enclosures.

The application shall include:

- Duly filled prescribed application form **(Annexure-I)**
- Details of Coordinator in the prescribed format **(Annexure-II)**
- Details of Academic Counsellors in the prescribed format **(Annexure-III)**
- Undertaking regarding fulfilment of infrastructural and academic requirements **(Annexure-IV)**
- Proof of payment of the Processing and Recognition Fee.
- Memorandum of Understanding (MoU) With Learner Support Centre (LSCs). **(Annexure-V)**
- Memorandum of Understanding (MoU) with Hospitals in case of Diploma in Nanny Care and Caregiver Programme. (Sample Attached)

The Processing Fee shall be deposited through online mode (Net Banking/Credit Card/Debit Card) or through Demand Draft in favour of the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala, payable at Patiala. The bank account details are provided above.

The LSC Committee shall scrutinise the applications received. After verifying the application, required documents, and proof of fee payment, the application shall be forwarded to the Director, Regional Services Division (RSD), for recommendation. Upon recommendation, it shall be sent to the Registrar for further consideration and approval.

The Registrar shall examine the application as per the University norms and may recommend the establishment of the LSC to the Vice-Chancellor or suggest physical inspection, if required. In case of physical inspection, the inspection team shall submit its report to the Director, Regional Services Division (RSD), JGND PSOU.

Staffing Norms and Academic Counselling Ratio for Learner Support Centres (LSCs)

The institutions selected for establishing Learner Support Centres (LSCs) shall ensure the availability of adequate administrative and support staff in accordance with the learner enrolment.The LSCs shall also ensure the appointment of Academic Counsellors/Supervisors in accordance with the prescribed learner-to-counsellor ratio for theory, practical and project courses at Certificate/Diploma, Undergraduate (UG) and Postgraduate (PG) levels.

The LSC shall be responsible for making the necessary staff appointments and ensuring compliance with the prescribed norms of the University.

Requirement of staff in LSC

S. No.	Learner/Student Enrolment	Coordinator	Co-coordinator	Office Assistant/Data Entry Operator	Class IV Staff
1.	50 to 250	1	-	1	1
2.	251-500	1	-	2	1
3.	501-750	1	1	2	2
4.	751-1000	1	1	3	3

Each academic year has two cycles: Winter & Summer

Learner and Academic Counselor/Supervisor Ratio

Course/Subject	Number of Students/Learners	Number of Counselor/Supervisor
Theory Course of Certificate/Diploma	Up to 150	1
Practical Course of Certificate/Diploma	Up to 75	1
Project Course of Certificate/Diploma	Up to 50	1
Theory Course of UG	Up to 100	1
Practical Course of UG	Up to 50	1
Project Course of UG	Up to 25	1
Theory Course of PG	Up to 50	1
Practical Course of PG	Up to 25	1
Project Course of PG	Up to 15	1

General Terms and Conditions:

- The LSC shall offer only those Programmes which are approved by JGND PSOU for the particular LSC

- The LSC shall adhere to all the terms and conditions prescribed by JGND PSOU and applicable UGC/UGC-DEB regulations and guidelines
- The minimum enrolment of learners in an LSC shall not be below 30 per cycle, and the total strength of learners shall not exceed 1000 per cycle
- The fee for each Programme shall be decided by JGND PSOU. The LSC shall be responsible for collecting the prescribed fee from learners and depositing the share of JGND PSOU with the University
- The LSC shall appoint and pay all staff as per the prescribed norms
- The LSC shall appoint and pay Academic Counsellors/Supervisors as per the prescribed norms
- The LSC shall appoint its own staff for conducting University end-term examinations, including Centre Superintendent, Invigilators, Centre Clerk, etc. The University shall pay remuneration to such staff as per University norms
- JGND PSOU shall also pay the LSC for examination stationery as per University norms
- Nothing in the arrangement between JGND PSOU and an LSC shall constitute a franchise, partnership, or agency between the parties
- The approved LSC shall enter into a Memorandum of Understanding (MoU) with JGND PSOU and shall comply with the terms and conditions contained therein
- The MoU shall be renewed as prescribed by the University

Registrar

Annexure – A

ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

(A State University Established by Govt. of Punjab Vide Act No. 19 of 2019)

Ref.No./Reg/PSOU/ 5723 **Dated:** 11-06-2026

Notification

In continuation of Order No. 5611 dated 07.05.2026 and Order No. 5645 dated 20.05.2026, it is hereby informed that the list of Academic Programmes to be offered for admission for the July 2026 Session under various Schools of the University has been revised/updated. The updated details of the Academic Programmes are attached herewith:

Registrar

11/06/26

Copy to:

- Dean Academic Affairs
- Director CIQA
- Controller of Examinations
- Head, Admission Cell
- PA to VC- for kind information of the Hon'ble Vice-Chancellor

List of Programmes for July 2026 Session

School of Law and Interdisciplinary Studies	1. Diploma in Cyber Security 2. Diploma in Public Policy and Governance 3. Diploma in Human Rights and Duties 4. Diploma in Consumer Law and Practice 5. Diploma in Criminology, Penology and Victimology 6. Diploma in Alternative Dispute Resolution 7. Diploma in International Humanitarian Law 8. Diploma in Women and Gender Studies 9. Diploma in Forensic Sciences 10. Diploma in Child Welfare and Child Rights 11. Diploma in Law and AI 12. Diploma in Police administration 13. Diploma in Labour Law 14. Diploma in Law and Media 15. Certificate Course in Right to Information \ 16. Diploma in IPR 17. Diploma in Sports Law 18. Diploma in Cyber Law and Ethics	
School of Business Management and Commerce	1. Master of Commerce 2. Bachelor of Commerce (Hons) 3. Diploma in Retail and Sales Management 4. Diploma in Accounting and Taxation 5. Certificate in Business Etiquette and Professionalism 6. Certificate in Rural Management 7. Certificate in Stock Market and Trading Operations 8. Certificate in Computer Aided Accounting 9. Certificate in Entrepreneurship, Creativity and Innovation in Business 10. Certificate in Banking and Financial Services 11. Certificate in Corporate Social Responsibility 12. Certificate in Finance for Non-Finance	
School of Education and Vocation	1. Diploma in Library and Information Science 2. Diploma in Fashion Designing 3. Diploma in Horticulture 4. Diploma in Organic Farming 5. Diploma in Food Processing and Preservation 6. Diploma in Nanny Care 7. Diploma in Care Giver	

11/06/26

	8. Diploma in Gender & Cultural Studies 9. Certificate in Creativity and Innovation in School Education 10. Certificate in Embroidery 11. Certificate in Mushroom Cultivation 12. Certificate in Bakery and Confectionery 13. Certificate in Beauty and Wellness 14. Certificate in Cooking and Baking 15. Certificate in Yoga 16. Certificate in Soft Skills and Leadership Development	
School of Religious Studies	1. Diploma in Sikh Theology 2. Certificate in Sri Guru Granth Sahib Studies 3. Certificate on Values and Learning of Sikhism 4. Certificate in Religious Scriptures 5. Certificate in Religious Sects	
School of Sciences and Emerging Technologies	1. Master of Science (Computer Science) 2. Master of Science (Computer Science) Lateral Entry 3. Bachelor of Computer Application (Hons) 4. Bachelor of Computer Application (Hons) (Lateral Entry) 5. Diploma in Artificial Intelligence and Data Science 6. Diploma in Software Development and Programming 7. Diploma in IT Enabled Services 8. Diploma in Office Automation and E-Governance 9. Diploma in Computer Applications 10. Diploma in Artificial Intelligence in Health Care 11. Diploma in Artificial Intelligence in Agriculture 12. Certificate in Basic Computer Education 13. Certificate in Digital Marketing	
School of Languages		
Department of English	1. Master of Arts (English) 2. Diploma in Translation 3. Diploma in Creative Writing &Content Development 4. Diploma in Research Methods & Techniques 5. Certificate in English Proficiency	

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Department of Punjabi	1. Master of Arts (Punjabi) 2. Certificate in Urdu (Department of Punjabi) 3. Certificate in Sanskrit Proficiency	
School of Social Science and Liberal Arts - Bachelor of Arts (B.A)		
Department of Political Science	1. Diploma in Panchayati Raj Institutions 2. Diploma in Women Empowerment and Development 3. Diploma in Disaster Management, Security Policy and Governance 4. Diploma in the Life, Thought and Philosophy of Shaheed Bhagat Singh 5. Diploma in fundamentals of Indian Constitution 6. Certificate in Electoral Politics, Voting Behaviour and Political Management	
Department of History	1. Diploma in Gandhi and Peace Studies 2. Diploma in History and Culture of Punjab 3. Certificate in Life Skills 4. Certificate in Diaspora Studies 5. Certificate in Buddhist Studies 6. Certificate in Life and thought Dr. B.R. Ambedkar 7. Certificate in Punjab Archiving and Museology	
Department of Economics	1. Master of Arts (Economics) 2. Diploma in Statistical Analysis & Research Methodology 3. Certificate in GST Filing and Practice 4. Certificate in Income Tax Filing and Documentation	
Department of Sociology	1. Certificate Course in Indian Knowledge System 2. Certificate in Science of Happiness at Workplace 3. Certificate in Media, Identity and Social Representation 4. Certificate in Social Exclusion and Inclusive Policy 5. Certificate in Gender, Society and Social Justice 6. Certificate in Socio-Legal Aspects of Women Empowerment and Development 7. Diploma Programme in Empirical Research Methods in Social Science 8. Certificate in Social Impact Assessment for Sustainable Development 9. Certificate in Demographic Analysis and Social Policies	

11/06/26

	10. Certificate in Rural Development and Community Engagement 11. Certificate in Child Rights, Protection and Welfare	

11/06/26

ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

(A State University Established by Govt. of Punjab Vide Act No. 19 of 2019)

Ref.No. PSOU/Reg/.5890 Date: 11/09/2026

Notification

In continuation of office order Ref. No. PSOU/Reg./5723 dated 11.06.2026, it is hereby notified that the following academic programmes shall be offered for admission during the July 2026 session under the respective Schools of the University:

Sr. No.	Name of Programme	Name of School
1	Diploma in Retail, Logistics and Supply Chain Management (with Apprenticeship)	School of Business Management and Commerce
2	Certificate in Non-Clinical Eldercare	School of Education and Vocation
3	Certificate in Soft Skills and Leadership Development	

The fee structure of above programmes is placed at attached Annexure – I.

Registrar
11/09/26

Copy to:

1. Director CIQA
2. Dean Academic Affairs
3. Controller of Examinations
4. Head, Admission Cell
5. PA to VC (for kind information of Hon'ble Vice-Chancellor)

Jagat Guru Nanak Dev Punjab State Open University

Patiala, Punjab

https://psou.ac.in

Annexure-I

APPLICATION FORM FOR LSC

Name of College		
Address of College		
District		
Nature of College	Govt. / Aided / Private	
Name of Principal		
Name of Management/Trust/Society in case of Aided/ Private College		
E-mail and Mob. No. of College	E-Mail_____ Mob._____	
Affiliation to the University	**PU.CHD./PBI.UNI.PTA./GNDU/IKGPTU/MRSPTU/BFUHSF/GRAUH/MBSPSUP (Attached Affiliation Letter)**	
Programmes already being run under affiliated University and Since when:	Programmes	Since
	UG: 1	
	2	
	3	
	4	
	5	
	. . .	
	PG: 1	
	2	

	3	
	4	
	5	
	. . .	
LSC of JGND PSOU	Yes / No	
If Yes, Registration No.		
Programmes already being run under JGND PSOU: Certificate / Diploma/ UG / PG	1._____ 2._____ 3._____ 4._____ 5._____ _____	
Programmes applied for: Certificate / Diploma/ UG / PG	1._____ 2._____ 3._____ 4._____ 5._____ _____	
Processing Fee		
Fee Receipt No. and Date		

Name and Stamp of Principal

Jagat Guru Nanak Dev
Punjab State Open University, Patiala, Punjab

https://psou.ac.in

Annexure-II

DETAILS OF THE COORDINATOR (TEACHER)

S. No.		
1	Name of LSC	
2	Address of LSC	
3	Name of Academic Coordinator (Teacher)	
4	Department	
5	Specialization	
6	Designation	
7	Date of Appointment	
8	Email	
9	Mobile No.	
10	Highest Qualification	

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Coordinator

Name:.....

Date:

Place:

Certified by the Principal / Head of the host Institution

Stamp and Signature of the Principal

Date:

Place:

Jagat Guru Nanak Dev
Punjab State Open University, Patiala, Punjab

https://psou.ac.in

Annexure-III
DETAILS OF THE COUNSELOR (TEACHER)

S. No.		
1	Name of Programme	
2	Name of LSC	
3	Address of LSC	
4	Name of Academic Counselor (Teacher)	
5	Department	
6	Specialization	
7	Designation	
8	Date of Appointment	
9	Email	
10	Mobile No.	
11	Highest Qualification	

Note:- Atleast one Counselor should be appointed for each Programme. Fill seperate profroma for each Programme.

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Counselor

Name:.....

Date:

Place:

Certified by the Principal / Head of the host Institution

Stamp and Signature of the Principal

Date:

Place:

Annexure-IV

On College Letter Head

UNDERTAKING

It is certified that ..... (*Name of the College*) fulfils all the eligibility conditions as per UGC ODL Regulations 2020 and Jagat Guru Nanak Dev Punjab State Open University (JGND PSOU), Patiala, Punjab to establish Learner Support Centre (LSC) of JGND PSOU. The college also fulfils all infrastructural and academic requirements to run the following Programmes:

1. Programme 1
2. Programme 2
3. .....

Stamp and Signature of Principal

ANNEXURE-V

MEMORANDUM OF UNDERSTANDING (MoU) BETWEEN
JGND PSOU, PATIALA
&
{LEARNER SUPPORT CENTRE (LSC)}

This **"Memorandum of Understanding"** (Here – in – after called the **"MOU"**) is executed on the_____ day of _____ 2026 and shall be effective commencing from _____(Here – in – after referred to as the **"Effective Date"**) at Patiala,

BY
&
BETWEEN

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY (JGND PSOU), PATIALA, a State University established by an Act of the State of Punjab i.e., Jagat Guru Nanak Dev Punjab State Open University Act, 2019 (Act No. 1 9 of 2 0 1 9) having its Headquarters at C-28 The Lower Mall, Patiala, (Patiala–147001) {Here–in–after for the sake of brevity referred to as "JGND PSOU", which expression unless excluded by or repugnant to the context or meaning hereof, shall include its Successor (s), Administrator (s) or Permitted Assignee (s)}, being represented through its Authorized Signatory,_____Registrar (Administration) of the FIRST PART.

AND

..... having it's Here – in – after for the sake of brevity referred to as the **"HOST INSTITUTION" "LEARNER SUPPORT CENTRE (LSC)"** which expression unless excluded by or repugnant to the context or meaning hereof, shall include its Successor (s), Administrator (s) or Permitted Assignee (s)}, being represented through its Authorized Signatory, ...a of the second Part.

HERE-IN-AFTER, individually referred to as the **"Party"** and collectively referred to as the **"Parties"**

WHEREAS, JGND PSOU is a state University established by the Act of State of Punjab with a view to democratize education and disseminate knowledge through multiple media for the benefit of large section of society within the Punjab State, especially the weaker and disadvantaged groups through Open and Distance Learning (ODL). In order to fulfill the vision of democratizing higher education and providing access to all segments, the University has the mandate to impart education and knowledge through various flexible means suited to the open and distance education mode i. e.,

- To provide access to higher education to all segments of the Society;
- To offer high-quality, innovative and need-based programmes at different levels, to all those who require them;
- To reach out to the disadvantaged by offering programmes in all parts of the Punjab State at affordable costs; and

- To promote the standards and quality of education offered through Open and Distance Learning in the Punjab;

WHEREAS, ...

Offering the following programmes:

1.
2.
3.
4.
5.

AND WHEREAS, **given the mission of the ..... and JGND PSOU in the spheres of education and their interests in teaching and research in the field of distance and open learning, the Parties herein above agree and undertake towards each other to offer programmes under Distance Education System with the Learner Support Centres (LSC), set up at the Host institution, for such academic programmes identified and activated at the LSC as agreed upon.**

THAT, **both the parties have agreed upon the terms and conditions governing their relationship for their co-operation to provide educational opportunities to communities at large.**

NOW THEREFORE, IN VIEW OF THE FOREGOING PROMISES AND IN FURTHER CONSIDERATION OF MUTUAL COVENANTS HEREIN CONTAINED, THE PARTIES HERETO AGREE AS GIVEN UNDER:

1. OBLIGATIONS OF THE "HOST INSTITUTION":

(i). **Selection of Fee Sharing Model:**
The Host Institution will:

a) Select one of the fee sharing models:

b) Be committed terms and conditions of selected Model.

c) Not change the selected Model till the maturity date of MoU.

d) Have the responsibility to collect fee from learners and deposit to the university.

(ii). **Physical Infrastructure Requirements:**
The Host Institution will:

a) Provide minimum one to two rooms with adequate space with required furniture and equipment exclusively for office use of JGND PSOU, (for office of Coordinator and for storing records, assignments, printed materials etc.) without charging any rent;

(b). Provide class rooms with required furniture which can be used for holding academic counseling sessions as per academic calendar of JGND PSOU, without charging any rent;

(c). Extend the use of Laboratory and Computer to JGND PSOU Learners for specialized Programmes requiring use of institutional infrastructure facilities as per JGND PSOU norms;

(d). Extend facilities for use of library to JGND PSOU learners for reference purposes;

(e). Provide space at a prominent place for installing JGND PSOU signboard;

(iii). **Digital / Online Requirements:**
The Host Institution will:

(a). Provide/Share adequate number of Computers, Printers, scanner, Internet facility, Web Cam, LCD Projector, high speed broad band, for office use and for facilitating processing of online assignment system and other online support activities of JGND PSOU;

(b). Provide a full-fledged computer lab equipped with computers, internet, broadband facilities to facilitate processing of online assignment system and other online activities of JGND PSOU as per requirements of study for the university programmes;

(c). Provide/Share Online / DTH facilities for access to Gyan Darshan / Gyan Vani transmissions;

(iv). **Manpower Requirements:**

The Head of the Host Institution will:

(a). Recommend the name of senior academician among the regular academicians for engagement as Coordinator of LSC, not below the rank of Assistant Professor, for coordinating and managing all the activities of JGND PSOU;

(b). Allow the Coordinator to engage Assistant Coordinators and other staff drawn from the regular staff of the host institution and as per JGND PSOU norms;

(c) Assume the charge of Coordinator in case there is no Assistant Coordinator and Coordinator is unavailable during intermittent periods as an interim arrangement;

(d) Allow its faculty for empanelment as Academic Counsellor of JGND PSOU;

(e) Carry out distribution of study material provided by JGND PSOU in soft copy form as per JGND PSOU norms;

(v). **Learner Grievance Redressal Mechanism:**

The Host institution will have in place a dedicated helpdesk with a dedicated staff for addressing all learner grievances received at the LSC in person, by post or through email.

2. OBLIGATIONS OF JGND PSOU:

(i). Will approve the engagement of Coordinator recommended by the Head of Host Institution and pay honorarium to head of host institution and coordinator at the prescribed rates of the University if host institution adopted fee sharing Model-II. In case, host institution adopted fee sharing Model-I, it is liability of host Institution to pay honorarium to head of host institution and Coordinator from its own share.

(ii). Empanel part time Academic Counsellors as per specified nomenclature, and make payment of remuneration to them as per JGND PSOU norms if host institution adopted fee sharing Model-II. In case, host institution adopted fee sharing Model-I, it is liability of host Institution to pay honorarium to Academic Counsellors from its own share.;

(iii). Approve the engagement of part time staff on the basis of recommendation of the Coordinator and pay remuneration as per JGND PSOU norms if host institution adopted fee sharing Model-II. In case, host institution adopted fee sharing Model-I, it is liability of host Institution to pay honorarium to staff from its own share;

(iv). Will pay charges towards the Computers laboratory maintenance (provided they are used by learners for programme requirements) as per JGND PSOU norms if host institution adopted fee sharing Model-II. In case, host institution adopted fee sharing Model-I, no such charges will be paid by the university.

(v). Will pay charges to the LSC for the use of stationary / computer stationary for JGND PSOU activities used by the host institution as per JGND PSOU norms if host institution adopted fee sharing Model-II. In case, host institution adopted fee sharing Model-I, no such charges will be paid by the university.

(vi). Will pay charges to the LSC for the use of electricity and water for JGND PSOU activities used by the host institution as per JGND PSOU norms if host institution adopted fee sharing Model-II. In case, host institution adopted fee sharing Model-I, no such charges will be paid by the university.

(vii). Will bear all expenditure for conducting and evaluating end term examinations and pay remuneration to staff involved in end term examination activities as per JGND PSOU norms if host institution adopted fee sharing Model-II. In case, host institution adopted fee sharing Model-I, the university will not pay any remuneration to staff involved in end term examination activities. But, in this case, JGND PSOU will bear all other expenditure to conduct examinations like printing of Answer Books, setting of Question Papers,

Evaluation of Answer Books, distribution & collection of Answer Books etc. and also pay stationary charges per Candidate basis to LSC as per JGND PSOU norms.

(viii). Will provide study material (soft copy) of each course for every Programme that is being run in the university campus also.

(ix). Will reimburse all bills within one month after submission by LSC.

(x). Monitor and supervise and visit the LSC at any time to ensure that LSC under this MOU are being run as per standards of JGND PSOU;

EFFECTIVE DATE, DURATION & TERMINATION:

(i). This MOU shall enter into force from ..... (Here-in-after referred to as the **"Effective Date"**) and shall be valid for a period of three (03) years ending on ..... with the option of renewal.

(ii). Either party may terminate this MOU by providing the other party with Six Calendar Months advance notice. Such termination shall take effect at the end of the six months period;

(iii). However, either party shall be entitled to terminate this MOU immediately and without further notice in the event of the other party committing a material breach of the terms and conditions of this MOU.

AMENDMENT OF MOU:

During the operation of the MOU, circumstances may arise which may call for alterations or modifications of this MOU. In this regard, both the parties, after discussion, may do the needful.

DISPUTE RESOLUTION:

(i). If any dispute or difference of any kind whatsoever may arise between the Parties in connection with or arising out of this agreement or out of the breach, termination or invalidity of the agreement hereof, the Parties shall, at the first instance, resolve the same with mutual discussions, failing which the same to be referred to the sole arbitration of any arbitrator appointed by the Vice-Chancellor of JGND PSOU. The arbitration proceedings shall be held in accordance with the provisions of Arbitration and Conciliation Act, 1996 of India or any statutory modification orre-enactment thereof.

GOVERNING LAW (S) & JURISDICTION:

The MOU shall be governed and interpreted by, and construed in accordance with the substantive laws of India. All disputes, differences, claims and demands arising under or pursuant to or touching upon this MOU shall be subject to the jurisdiction of Courts of Patiala.

SEVERABILITY:

Any law restraining the validity and enforceability of any provision of this agreement shall not affect the validity or enforceability of the remaining provisions hereof and this agreement shall be deemed as not containing the invalid provisions. The remaining provisions of this agreement shall remain in full force and effect, unless the invalid or unenforceable provision comprises an integral part of or otherwise is inseparable from the remaining agreement. In such a case, the Parties to this agreement shall attempt to agree on a provision which is valid and enforceable and similar to the original provision.

COPYRIGHT AND INTELLECTUAL PROPERTY:

(i). Copyright in the Course Material (Print, Audio / Video or Soft Copy) shall exclusively be with JGND PSOU.

(ii). None of the parties shall use, register or attempt to register any of the intellectual property rights which vests in the other Party, without the prior written permission of such Party;

(iii). Any use of the intellectual property right of one Party in course of achieving the objectives shall not be deemed to vest the ownership of intellectual property rights in the other Party. Any unauthorized attempt to use, register or attempt to register any of the intellectual property rights of a Party without express permission of the other Party shall constitute an act of infringement of the intellectual property rights of the said Party ;

RESIDUAL CLAUSE:

If any doubt arises as to the interpretation of the provisions of this MOU or as to the matters not provided therein, the Parties to this MOU shall consult with each other for each instance and resolve such doubt in good faith failing which it shall be submitted to arbitration. This MOU is being executed simultaneously in two counterparts, each of which shall be deemed to be an original and all of which shall constitute one instrument;

This agreement is signed on the date appended herein at Patiala.

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be made in English and executed by their respective duly authorized signatories on this the day and year first above written.

SIGNED, SEALED AND DELIVERED BY

For and on behalf of JGND PSOU :_____ Dated : Place : In the presence of : (Representatives from JGND PSOU, Patiala). (1).Name:_____ Address: _____	For and on behalf of LSC_____, LSC,_____. Dated : Place : In the presence of : (Representatives from LSC) (1). Name: _____ Address:____

(Sample of MOU)

SANT BABA ATTAR SINGH JI WELFARE & CHARITABLE SOCIETY [REGD.]

Vidya Jyoti
College of Nursing

Ref. No. VJCN/2026/941 Dated 18/5/26

Memorandum of Understanding (MOU)
Between
Vidya Jyoti College, Lehragaga
And
Jawahar Nursing Home, Lehragaga

This MOU between Vidya Jyoti College, Lehragaga and Jawahar Nursing Home, Lehragaga indicates collaboration between the two of us commencing from 1st July 2026, renewable after two years on mutual consent to cover the following aspects:

- Training support to the students of Vidya Jyoti College Lehragaga doing Diploma /Certificate Course in Nanny Care and Diploma/Certificate Course in Caregiver (Old Age Care) by providing expert trainers and making available the required hospital infrastructure including clinical labs, equipments and tools etc.
- Placement assistance to the students of above mentioned courses.

Vidya Jyoti College, Lehragaga
Principal
Vidya Jyoti College of Nursing
Kotra Lehal, Lehragaga
Principal
Authorized Signatory

Jawahar Nursing Home, Lehragaga
Authorized Signatory

Name of the Institution: Vidya Jyoti College	Name of the Institution: Jawahar Nursing Home
Address: Kotra Lehal, Lehragaga-148031	Address: Lehragaga
Contact Details: 98141-85418, 98888-46247	Contact Details:
Email: vidyajyotilehra@gmail.com	Email:
Website: www.vidyajyoti.com	Website:

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