

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University Accredited with "A" Grade by NAAC)



DIRECTORATE OF DISTANCE EDUCATION

**Prof. Mohd Razaullah Khan**  
Director

HY/DDE/ODDE/2020/F.298./ 403.

Dated: 23.03.2022

To,  
The Principal/Head of the Institution (HOI)  
Chopra Kamala Paul Smiriti Mahavidyalaya, Chopra,  
Dist- Uttar Dinajpur, PIN- 733207, West Bengal

**Sub: Establishment of MANUU Learner Support Centre (LSC) at Chopra Kamala Paul Smiriti Mahavidyalaya, Chopra, Uttar Dinajpur, West Bengal- Reg.**

Ref: 1. Your Application/Expression of Interest dated 16.03.2021  
2. Approval of the Vice-Chancellor dated 21.03.2022

Dear Sir/Madam,

With reference to the subject cited, I am pleased to inform you that Hon'ble Vice-Chancellor has accorded approval of your institution i.e. Chopra Kamala Paul Smiriti Mahavidyalaya, Chopra, Uttar Dinajpur, West Bengal for establishment of Learner support Centre (LSC) of this university for our distance mode programmes. The Code for your institution as Learner Support Centre of Maulana Azad National Urdu University (MANUU) will be communicated later after allocation of the same.

A Memorandum of Understanding (MoU) is to be signed between your institution & MANUU. A copy of the MoU is attached herewith. You are supposed to get it signed with stamp and sent the original copy to the Director, Directorate of Distance Education, MANUU, Hyderabad through concerned Regional Centre.

You are requested to submit the following details for further necessary process:

**1. For Appointment of the Part-time Staff:**

- i. **Head of the Institution (HOI)/ Principal:** CV of the proposed Head of the Institution (HOI)/ Principal along with relevant Certificates.
- ii. **Coordinator:** CV of the proposed Coordinator along with certificates of Educational Qualifications. The Coordinator should be an employee of the institution not below the rank of Assistant Professor as per UGC-DEB Regulations, 2020.

مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY


(A Central University Accredited with "A" Grade by NAAC)



- iii. **Clerk-cum-Typist:** Qualification as per your College/HEI norms along with Certificates.
  - iv. **Attendant:** Qualification as per your College/HEI norms along with Certificates.
  - v. **Safai Karmchhari:** Qualification as per your College/HEI norms along with certificates.
2. **Appointment of Academic Counselors (Subject-Wise):** CV of the proposed Academic Counselors along with certificates. The qualifications of Academic Counselors should be NET/SLET/PHD.

Thanking You,

Yours Sincerely

  
Director

Copy to:

1. Office of the Vice-Chancellor
2. Office of the Pro Vice-Chancellor
3. Office of the Registrar
4. Office of the Finance Officer
5. Office of the Controller of Examinations
6. Regional Director, Regional Centre, Kolkata- with a request to be in contact with LSC for Proper guidance.
7. DDE Prospectus Committee
8. Director, CIT, MANUU- with a request to include in LSC list on DDE portal
9. Computer Section, DDE- for inclusion in LSC list
10. Concerned File