

## **PROFORMA FOR ESTABLISHING LEARNERS SUPPORT CENTRE**

1	Name of the College, Address Office Phone Number & E-mail Web site link	:	
2	Year of Establishment	:	
3	Name of the Principal, address, Cell Phone Number, What's App Number and email id.	:	
4	Residential Address of Phone Number of the Principal	:	
5	Name and address of the Co-ordinator / Contact phone No. and Whatsapp number	:	
6	Courses offered by the College	:	
7	Courses to be offered through CDE (UG / PG / MBA / MCA / PG-Diplomas)	:	
8	Caution Deposit Rs.50,000/- (DD in favour of "Bharathidasan University" and details of remittance)	:	
9	Remarks if any	:	

**Signature of the Principal**

### **Enclosures:**

1. A copy of affiliation by the University from the date of inception and till date.
2. College Prospectus for current year
3. List of Faculty members
4. List of Lab facilities
5. The Principal Bio-data
6. The Co-Ordinator Bio-data

## TERMS AND CONDITIONS

01. The Learner Support Centre (LSC) is permitted to admit any number of students in any course\* offered by the Centre for Distance Education (CDE), Bharathidasan University as per the eligibility criteria prescribed by the CDE.  
\* *The Programme in which the students are admitted in distance mode, should be offered in the LSC on regular mode.*
02. The LSC is instructed to submit all the original application with enclosures to the CDE every fortnight in order to verify eligibility criteria for the admitted candidates. Further you are requested to keep the copy of the application for LSC reference.
03. 50% tuition fee will be shared by the University after completion of admission work. Hence, you are requested to remit the full fee at the time of admission.
04. The LSC has to provide entire infrastructure facilities such as class room, qualified staff, well equipped laboratory and basic amenities including the student support services required for the various courses offered in accordance with University norms.
05. The LSC has to furnish the qualification and experience details of Resource Persons for the approval of the University.
06. The LSC is responsible for conducting classes, evaluation of assignments and class tests as per the guidelines provided to the centre by the University. The Continuous Internal Assessment (CIA) marks is an essential part for declaring the results and hence the LSC should ensure that the CIA marks are sent to the University immediately at the end of contact classes and well before the commencement of the University examinations.
07. All the fees will be collected from the students in the form of Demand Draft (DD) or online mode with or without penalty by the University from time to time.
08. The Demand Draft should be drawn in favour “Bharathidasan University” payable at State Bank of India, Bharathidasan University branch, Tiruchirappalli.
09. The fees collected from the students at the time of admission should be paid to the University within one week. Subsequently, tuition fees collected from the II and III year students, may also be paid to the University within one week.
10. The LSC shall not collect any amount from the students other than the fee prescribed by the University. Kindly refer the University website ([www.bdu.ac.in/cde](http://www.bdu.ac.in/cde)) fee structure and programmes details.
11. An inspection commission may be sent to the LSC by the University if necessary, Hence, you have to be prepared to show all details of the facilities for conducting the classes, laboratory, examinations etc.,

12. The deposited amount of Rs.50,000/- towards Caution deposit will be refunded after the closure of the LSC.
13. The University will take care for dispatching study materials, question papers for conducting examination, answer sheets, valuation, publication of results and also despatch of mark statements, degree certificate to the LSC.
14. The fee prescribed for the students are subject to revision as per the decision of the University from time to time.
15. Time table for contact classes and exams will be published in the University website ([www.bdu.ac.in/cde](http://www.bdu.ac.in/cde)) before the commencement of classes/ exams.
16. Violation of norms will lead to cancellation of LSC at any time.

If you need any further details/clarifications, feel free to contact us or write to us.