To

The Vice Chancellor,
Gauhati University,
Gopinath Bordoloi Nagar,
Jalukbari, Guwahati, Assam 781014

(Through the Director, Gauhati University Centre for Distance and Online Education)

Date: ___/___/_____

Subject: Application for the Establishment of a Learner Support Centre (LSC)

Respected Sir/Madam,

I, _____[Name of the Applicant], holding the position of
_____ at _____ [Name of the Institution],
hereby submit this application for the establishment of a Learner Support Centre (LSC) under
GAUHATI UNIVERSITY. Our institution is dedicated to promoting quality education and
extending learning opportunities to a broader audience through the Open and Distance Learning
(ODL) mode.

Details of the Proposed Learner Support Centre:

1. **Name of the Institution:** _____
2. **Address:** _____

   _____

3. **Affiliated University:** Gauhati University
4. **Contact Information:**
   - Phone: _____
   - Email: _____
   - Website: _____

Eligibility Criteria Compliance:

1. **Affiliation Requirements:**
   - Our institution is affiliated with Gauhati University and offers conventional mode
     programs in the following:
     1. _____
     2. _____
     3. _____
     4. _____
     5. _____
     6. _____
     7. _____
     8. _____
     9. _____
     10. _____

2. **Infrastructure and Faculty:**
   - We have the necessary infrastructure including classrooms, laboratories, library, and internet facilities.
   - We have qualified faculty members, not below the rank of Assistant Professors, who are experienced in teaching and guiding students in various academic programs.

Procedure for Establishment:

1. **Statutory Approval:**
   - We have obtained approval from the appropriate statutory bodies of our institution for establishing the LSC.
2. **Site Selection:**
   - Our institution is centrally located with good connectivity to public transport, ensuring easy access for students.
   - The infrastructure meets all safety and accessibility standards.
3. **Operational Guidelines:**
   - We have developed a Standard Operating Procedure (SOP) for the smooth functioning of the LSC, including learner support services, monitoring mechanisms, and maintaining learner data.

Programs to be Offered:

1. **Program Suitability:**
   - We intend to offer programs _____ that align with our expertise and infrastructure.
   - All programs meet the quality and academic standards set by the Gauhati University.
2. **Resource Allocation:**
   - Necessary academic resources, study materials, and technological support will be provided to the LSC.
   - Qualified academic staff will be available for each program to provide academic support to learners.

Staffing:

1. **Academic Counselors:**
   - Academic counselors with a minimum of a Master's degree in relevant subjects and at least two years of teaching or industry experience will be appointed.
2. **Involvement of Academic and Administrative Staff:**
   - Our academic staff will conduct theory and practical sessions, develop and assess assignments, and engage in continuous professional development.
   - Administrative staff will handle admissions, enrollments, record-keeping, logistics, scheduling, and communication with learners and faculty.

Roles and Responsibilities:

1. **Coordinator:**
   - Oversee academic and administrative activities.
   - Ensure quality teaching and learning.
   - Manage learner queries and grievances.
2. **Examination (if applicable):**
   - Ensure proper infrastructure and security for examinations.
   - Supervise the conduct of examinations and handle post-examination duties.

Supporting Documents:

1. Affiliation certificate from Gauhati University.
2. Statutory approval documents.

3. Details of infrastructure and facilities.
4. List of qualified faculty members and their credentials.
5. SOP for the functioning of the LSC.

We look forward to your approval and support in establishing the Learner Support Centre at our institution. We are committed to providing quality education and fostering an inclusive learning environment for all learners.

Thank you for considering our application.

Yours sincerely,

Name of the Applicant:_____

Designation: _____

Name of the Institution: _____

Contact Information: _____

Enclosures:

1. Affiliation Certificate
2. Statutory Approval Documents
3. Infrastructure and Facilities Details
4. Faculty Credentials
5. SOP for LSC