



جامعہ ہمدرد

JAMIA HAMDARD

(Deemed to be University)



F.No.CDOE/LSC-ODL/2026/ECOR/39

Date: 3rd June, 2026

OFFICE ORDER

Sub: Establishment of Learner Support Centre/Study Centre (LSC/SC) at Jamia Hamdard Kannur Campus for the programmes being offered by the CDOE in Open and Distance Learning (ODL) mode.

As per the clause-17 of University Grants Commission (Open and Distance Learning and Online Programmes) Regulations, 2020, the Jamia Hamdard has established a **Learner Support Centre/Study Centre in Jamia Hamdard Off Campus, Kannur** for its learners of Open and Distance Learning (ODL) programmes being offered by the Centre for Distance and Online Education (CDOE). The LSC will be the contact point managed by the CDOE for providing academic as well as administrative support to its ODL learners in Kannur area.

2. Ms. Shimili Sasidharan, Asstt.Professor (English), JH Off Campus, Kannur (Keralam) is hereby appointed as the Coordinator of the above Learner Support Centre initially for a period of two years. She will be paid an honorarium of Rs.4,000/- per month for the same as per approved rates of CDOE. The Coordinator, LSC will be supported by the administrative and technical staff to manage the functioning of LSC. She will work in close coordination with the Director, CDOE through Director, JH Off campus, Kannur. The LSC is expected to provide a host of services as per UGC-ODL Regulations, 2020 but not limited to the following: -

- (i) **Pre-admission counselling** for prospective learners to provide information to facilitate them in taking an informed decision on joining a specific programme;
- (ii) **Support for admission** related matters;
- (iii) Details of study material and information to be made available on the website of CDOE.
- (iv) Arrangement to ensure the delivery of **Self Learning Material (SLM)** to learners for ODL programmes and additional learning resources through on-line mode.
- (v) **Conduct of Personal Contract Programme (PCP)** on weekends for ODL learners.
- (vi) **Providing assignments for Internal Assessment** and arrange its evaluation.
- (vii) A full-time dedicated **Help Desk** well versed with the learner information data base providing single window services for all ODL learner related queries.

Authority: Approval of the Vice-Chancellor, Jamia Hamdard dated 3rd June, 2026.


(Col. Tahir Mustafa)
Registrar

Copy to:

1. Ms. Shimili Sasidharan, Asstt.Professor (English), Kannur Off Campus
2. The Director, CDOE, Jamia Hamdard
3. The Director, JH Off Campus, Kannur (Keralam)

4. The Finance Officer, Jamia Hamdard
5. The Controller of Examination, Jamia Hamdard
6. All Programme Coordinators of ODL and Online Programmes, CDOE
7. Incharge, HAH-CIT, Jamia Hamdard
8. Assistant Registrar (Academic), Jamia Hamdard
9. AR/Secretary to the Vice-Chancellor, Jamia Hamdard
10. Notice Board, CDOE / Website