



CENTRE FOR DISTANCE AND ONLINE EDUCATION
(Formerly Directorate of Distance Education)

Prof. Mohd. Razaullah Khan
Director

MANUU/HY/DDE/FTS.570/2024/ 207.

06th October, 2025

To,
The Principal,
M.A.M. College, BR Ambedkar Road,
Opp. University of Jammu, Jammu-180006, J&K (UT)
(Ph: 9419253571/7006274266 Email: mamcollege1954@rediffmail.com)

Sub: Establishment of Learner Support Centre/Study Centre- Reg.
Ref: Approval of the Hon'ble Vice-Chancellor dated: 01.10.2025

Sir/Madam,

Greetings from MANUU!

With reference to the subject cited above, I am pleased to inform you that the Hon'ble Vice-Chancellor has accorded approval to your institution i.e. M.A.M. College, BR Ambedkar Road, Opp. University of Jammu, Jammu for establishment of Learner Support Centre (LSC)/Study Centre (SC) of this University for our distance mode programmes. The code for your institution as Learner Support Centre of Maulana Azad National Urdu University (MANUU) has been allotted as **LSC Code: 25297.**

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 send the original copy to the Director, Centre for Distance and Online Education, MANUU, Hyderabad through concerned Regional office i.e. MANUU Sub- Regional Centre, Jammu*.

Further, you are requested to please arrange to forward the proposal of the following Part-Time Staff (PTS) and Academic Counselors:

1. Appointment of the Part – Time Staff:

- i. **Head of the Institution (HOI)/ Principal:** Name of the proposed Head of the Institution (HOI) / Principal.
- ii. **Co-ordinator:** Name of the proposed Coordinator, who will be responsible for all teaching-learning activities at the Learner Support Centre (LSC)/Study Centre (SC), i.e. conduct of contact classes/sessions and other operations like processing of assignments, conduct of examinations and management of the LSC etc. He will be an important and main contact point for access by the learners/students. The Coordinator should be a teaching employee of the concerned institution not below the rank of an Assistant Professor with Urdu knowledge, as the medium of instruction of MANUU is Urdu.



- iii. **Clerk–Cum–Typist:** Name of the proposed Clerk–cum–Typist (Qualifications as per norms of the Institution/College) along with certificates.
- iv. **Office Attendant:** Name of the proposed Office Attendant (Qualifications as per norms of the Institution/College) along with certificates.
- v. **Safai Karmchari:** Name of the proposed Safai Karmchari (Qualifications as per norms of the Institution/College) along with certificates.

2. **Appointment of Academic Counselors:** Names of the proposed Academic Counselors (subject–wise) along with certificates. The qualifications of Academic Counselors should be NET/SLET/Ph.D.

For any clarification/guidance, please contact the Regional Director, Sub-Regional Centre, Jammu.

With Best Wishes,


Director

Copy to:

1. *Regional Director, MANUU Sub-Regional Centre Jammu, House No. 64, Lane No. 1, Gujjar Colony, Stadium Morh, Bypass, Channi Himmat, Jammu-180015, J&K (Off): 0191--2460150 (M): 9419963002, E-mail: ard.jammu@manuu.edu.in
2. Office of the Vice-Chancellor
3. Office of the Registrar
4. Office of the Finance Officer
5. Office of the Controller of Examinations
6. DDE Prospectus Committee
7. Director, CIT, MANUU – with a request to upload on MANUU/ CDOE Portal and IUMS/SAMARTH
8. Head, Technical Support Unit, CDOE/SAMARTH-with a request to include in SAMARTH Admission Portal.
9. DR/AR/ARD/All the Sections, CDOE
10. Concerned File