



Centre for Lifelong Learning

[Under the aegis of School of Vocational Studies]

GENERAL GUIDELINES 2014

Netaji Subhas Open University
DD-26, Sector-I, Salt Lake, Kokata-700064
(www.wbnsou.ac.in)

Centre for Lifelong Learning

Pursuant to the Resolution No. 15 (Vide Memo. 03-01/1643 Dt. 26/12/13) of the 34th meeting of the Academic Council held on 20/12/2013 and subsequently approved by the Executive Council in its 70th meeting held on 01/02/2014, the following guidelines relating to creation of a Centre under the aegis of the School of Vocational Studies of Netaji Subhas Open University (NSOU) have been finalized.

General Clauses :

1. The Centre will have the nomenclature of “**Centre for Lifelong Learning**”.
2. The Centre will function under the aegis of the School of Vocational Studies, as per stipulations laid down by the competent authority of NSOU from time to time.

3. Mission of the Centre (CLL):

The Mission of the Centre is to work with learners of varied ages who would like to continue their education by taking up life skill development training/programmes. To this end, it offers short term training programme in various trades to bridge the gap between the demand and supply of skilled workforce. The basic objectives of these programmes are to focus upon work-related needs as also self-growth and individual development.

Reaching out beyond the four walls of the University, the Centre partners with civil society organisations to deliver the need based and modular training programmes at the door steps of the learners.

In addition to that the CLL will have the facility to provide training in other domain/discipline for the already trained persons engaged in various activities for advancement of knowledge and further mobility in the workplace.

All such programmes will be delivered either through i) ICT based on-line mode, or ii) Contact mode or iii) Blending/ Hybrid mode i.e. combination of both (i) & (ii).

All the collaborative programmes carry a joint certification of the implementing partner (study centre) along with the Centre for Lifelong Learning (CLL), NSOU.

4. The formation of the Centre (CLL) shall be as follows:

- (a) The Vice Chancellor, NSOU - Chairperson of the Centre.
- (b) The Director/Officer-in-Charge of the School of Vocational Studies - Ex-Officio Coordinator of the Centre.
- (c) Finance Officer, NSOU - Member
- (d) The Vice-Chancellor shall nominate three (3) members in the following manner (for a period of three years from the date of the nomination):
 - i. One Assistant Coordinator from amongst the substantive faculty members of School of Vocational Studies, NSOU;
 - ii. One general member from among the substantive faculty members of NSOU; (Member)
 - iii. One expert in the field of vocational education and training and related matters. (Member)In absence of Sl.No. (i), Sl. No. (ii) will act as the Assistant Coordinator (Acting).

5. Convening the meetings of the Centre (CLL):

The Centre will hold its General Meeting from time to time, preferably twice a year. The meeting will be convened by the Coordinator of the Centre. Summary statement of the activities of the Centre shall be reported to the next Academic Council meeting.

6. The objectives of the Centre (CLL) shall be :

- i) To offer various self-financed short-term training programmes preferably not exceeding the duration of 6 months. Such programmes may be designed in consultation with Experts Committees/ Training Advisory Committee duly constituted by the Centre and shall not involve the Examination department of NSOU.
- ii) To promote capacity building of the trainers engaged at different study centres.
- iii) To organize need based Training/Orientation/Refresher Programmes etc. for counselors/ trainers.
- iv) To promote knowledge based OER Repositories of various training module to be made available as Open Source materials.
- v) To act as a focal point for external links and networks with local, regional, national and international organisations with an interest in lifelong learning and for engagement with local communities, particularly those with low rates of participation in HE
- vi) To promote collaborative partnerships with private enterprises (PPP model) for
 - a) conducting the short-term training programme
 - b) organizing/ attending Seminar/Conference/deliberations/proceedings
 - c) Research oriented work in the field of ODL, Vocational Education and Adult Education
 - d) Publication of Journals/Periodicals/Bulletins print or in ICT enabled electronic media etc.

7. Financial Operation of the Centre (CLL)

- i) The Centre shall function on self-sustaining basis.
- ii) The Centre shall have a separate Savings Bank account with Allahabad Bank, Salt Lake City Branch and said account shall be operated by the Coordinator and the Assistant Coordinator/ Assistant Coordinator (Acting) as the joint signatories.
- iii) The financial procedures relating to Accounting & Budgetary issues of the Centre shall be guided, in principle, by Finance Rules of NSOU that may be in vogue from time to time.
- iv) The account statements of the Centre shall be audited by duly qualified (FCA) auditor/audit firm.
- v) **Donation:** The Centre may raise donation from various trusts/societies/institutions/individuals interested in charity to academic or cultural fields of study without violating its broad objectives.

8. The Centre will launch and operate its own website (which may be linked to the NSOU web portal) to disseminate information about its activities and programmes.

9. The Centre may, as and when needed, engage the services of specialized professionals in its various collaborative activities purely on term basis subject to the terms and conditions laid down by the Centre accordingly from time to time. The decision of the Centre in such engagement will be final.

10. Centre-Private Enterprise Publication Related Linkage

The Centre, shall, as and when required, enter into Memorandum of Understanding (MoU) relating to collaborative activities/ training programme, research and publications with registered societies/ private enterprises/ institutions. All such MOU's will be worked out on case specific basis.

- i) The Coordinator of the Centre shall be the signatory to such contracts/ agreement.
- ii) The Centre shall promote publications in areas like curriculum based course materials/reference books/ edited volume on ODL / contemporary issues/ allied subjects etc.
- iii) Terms and conditions of the copyright agreement for each publication shall be determined on the basis of mutual arrangements to be signed between the Centre and the private enterprise concerned.

11. Centre- Govt./ Quashi-Govt./ Autonomous Institution Linkage

- (a) The Centre shall, as and when required, forge strategic partnerships with Institutes of higher learning of International/ National and State level importance in activities relating to the conduct of seminars/workshops/training programmes etc. as may be felt necessary for purposes of research and academic communications. For all such partnerships, the Coordinator of the Centre shall be the signatory to all forms of agreements, with the approval of the component authority of NSOU.
- (b) The Centre shall, in the organization of workshops/Seminar/Symposia/Conference, in the fields of ODL and vocational education and training, be empowered to apply for Grant- in-Aid (GIA) to different Govt./quashi-Govt. /autonomous institutions/other funding agencies.

12. For all the agreements/MoU as has been described above shall be routed through the Chairperson of the Centre.

13. If, by reason of any provision of the aforesaid clauses, any difficulty arises in giving effect to these provisions, of legal or other nature, the Chairperson of the Centre shall refer such difficulty to the Competent Authority of the NSOU which may make such order or do such thing, not inconsistent with the provisions of these Clauses, as appears to it to be necessary or expedient for removing the difficulty. In all such cases the decision of the Centre shall be final.