



Functions of Learner Support Centres (LSCs)

Learner Support Centres (LSCs) are the centres which provide academic and administrative services to distance learners in their given locality. The local Colleges approach to the University and after evolutions the Physical and human infrastructure they have, they are given Recognitions as LCS by the University. The LCS plan important role in implementing various educational programmes to provided educational opportunity to people. The main function of the LCS are.

1. Administration functions Bill

- To identify teachers as per the Courses to Provide Counselling to student,
- To identify Guest learners who have the actual field experience in the given area
- To confirm admissions of the students as per eligibility.
- To maintain the database of approved academic Counsellors
- To Organise meeting with Coordinators and Academic counsellors

2. Academic Functions

- To Organise Contact Sessions per course as per the schedule.
- To provide information about the University and the programmes to prospective students.
- To Prepare counselling schedule and Guest Lectures schedule.
- To conduct continuous assessment of learners enrolment at the study centre.
- To make Audio video media based on the Programmes to learners
- To offer quality counselling facility to learners.

1. Functions regarding Coordination with:

- Learner – To reach to the maximum numbers of prospective learners in the areas.
- Regional Centres – To communicate be in touch with the RC regarding implementations or decisions.
- Exam Division – To Clear queries exam related issues of Learners.
- Student Support Division – To resolve study centre issues.
- Registration Cell – To Finalise registration Process and resolve issues with registration.
- Related Schools of the University/ Program Coordinator - To resolve issues related to study material , counselling etc.

2. Functions regarding Student Evaluation:

- To Conduct continues Assessment of Learners.
- To allocate guide to students for the practical work and project work.
- To assess answers sheet of continuous Assessment by the local counsellors
- To submit makes obtained by the students in continuous Assessment to Examination Department.
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5. Functions regarding Program Promotion:

- To Promote and publicise Programmes of YCMOU in the Society through social media, newspaper, pamphlets, Students meetings etc.
6. **Functions regarding Records**
- To maintain record of learners at the centre.
 - To maintain dead stock Register.
 - To maintain financial accounts of the centre and get the account audited in the clarified chartered account.

To make payments to counselling and other staff as per the University approved rate of remuneration.




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