

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi – 110068
(Regional Services Division)

IG/RSD/SSC/2013/157
January 30, 2013

NOTIFICATION

**Sub: Rationalization of staff strength at various types of Learner Support Centres
(Regular Study Centres, Programme Study Centres and Special Study Centres)**

In pursuance of the approval obtained for the rationalization of staff strength at various types of Learners Support Centres, the revised norms for staff strength at Regular Study Centres, Programme Study Centres and Special Study Centres are hereby notified as below :

1. Regular Study Centres

The present scheme of staffing envisages sanctioning of part-time staff on the basis of enrolment at the Regular Study Centres with minimum provision of one Assistant, one Attendant and one Safaiwala up to an annual enrolment of 100 learners and maximum number of 5 Assistant Coordinators, 6 Assistants, 5 Attendants and 2 Safaiwala for enrolment of 1200-1500. Apart from this there is provision of Assistant Coordinator (Assignments) for Study Centres with enrolment above 500.

The present enrolment limit of 1200-1500 for sanctioning part-time staff has been further extended to next levels of 1501-2000; 2001-2500 and the highest level of above 2500, as detailed below:

Student enrolment	Coordinator	Assistant Coordinator	Assistant	Attendant	Safaiwala
Up to 100	1	-	1	1	1
100 – 250	1	1	2	2	1
250 – 350	1	1	3	2	1
350 – 500	1	2	3	3	1
500 – 850	1	4*	4	4	1
850 – 1200	1	5*	5	4	2
1200 – 1500	1	6*	6	5	2
1501-2000	1	6*	7	6	2
2001 – 2500	1	7*	8	7	2
Above 2500	1	8*	9	8	2

* This is inclusive of the provision of one Assistant Coordinator to look after the evaluation of assignments.

2. Programme Study Centres

The existing provisions of providing Secretarial Assistance for PSCs, in lieu of support staff have been rationalized as below :

Enrolment	PIC	APIC	Assistant	Attendant	Safaiwala

Up to 30	1	-	1	1	1
30-300	1	1	2	1	1
300-600	1	1	2	2	1
Above 600	1	1	3	2	1

This staffing pattern shall be applicable to all PSCs, irrespective of the Programmes for which they are activated. No secretarial assistance will be admissible.

3. Special Study Centres

Presently there is no provision of part-time staff at Special Study Centres. However there is need to make a provision of one Assistant Coordinator has been approved at SSCs with enrolment above 300 to have a second line of academic leadership at such Centres.

Enrolment	Coordinator	Assistant Coordinator	Assistant	Attendant	Safaiwala
Up to 300	1	-	-	-	-
Above 300	1	1	-	-	-

(Srikant Mohapatra)
Director (RSD)