



Ref F No TU/DDE/ACAD/UG-GEN (Vol-III)/ 63/15

Date: 10th April, 2021

GUIDELINES TO SEND THE LIST OF FACULTY MEMBERS FOR APPROVAL AS ACADEMIC COUNSELLORS AT THE DDE LEARNERS' SUPPORT (LS) CENTRES OF THE AFFILIATED DEGREE COLLEGES

All the Co-Ordinators of the DDE Learners' Support (LS) Centres of the affiliated Degree Colleges are hereby asked to follow the proforma for sending the list of faculty members to be approved as Academic Counsellors for the Academic Session 2020-2021 and onwards*. The proforma has been provided to all the Higher Educational Institutions (HEIs) who run the dual mode of study i.e. conventional mode and Open and Distance Learning (ODL) mode by the National Assessment and Accreditation Council (NAAC), New Delhi in its recent portal provided for the universities. The proforma is as follows:

I	II	III	IV	V	VI	VII
Sl No	Name of the Faculty Member	Designation	Highest Educational Qualification	Date of Joining at the DDE LS Centre	Teaching Experience (Min 5 years or more than 5 years)	Subject (s)

Explanation of the Columns III to VII:

Column-III: The Faculty Member should be from the rank of Asst Professor/Associate Professor/Guest Faculty/PGT (for colleges only) who have the minimum requisite qualifications to be appointed as a Faculty Member as per UGC Regulations, 2018 at any Higher Educational Institution (HEI) viz. colleges/Universities. However, the faculties who have the required qualification(s) as per UGC Regulations earlier than 2018 i.e. UGC Guidelines, 2010 may also be eligible to appoint as Academic Counsellors.

Column-IV: The Faculty Member who have the highest Qualification(s) like Ph D/NET/SET/SLET to be in the proposed panel of Academic Counsellors. The Post Graduate Teacher (PGT) or Guest Faculty (GF) of the colleges who have the afore-said qualifications may also be eligible for appointment of Academic Counsellors at the DDE Learners' Support Centers of the colleges. **The Photocopies of the Highest Qualifications of each faculty member should be enclosed with the list of faculty members.**

Column-V: The Date of Approval by the Authority of Tripura University and in turn by the Director (i/c), DDE, TU which has been denoted in the previous appointment of an Academic Counsellor at the DDE Learners' Support Centre of the college should be mentioned in this column.

It is to be mentioned that any faculty member who does not have any previous appointment at DDE LS Centre/did not involve as an Academic Counsellor earlier/ may also be proposed afresh by the DDE LS Centre for approval and that concerned faculty member may also be eligible for appointment of Academic Counsellor and this column for that particular individual would be vacant.



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Column-VI: Any Faculty member from the rank of Asst Professor/PGT/Guest Faculty who has an overall/cumulative experience in teaching for minimum of a five (05) years or more than that not necessarily as an Academic Counsellor at the DDE LS Centre but also in different Educational Institutions/in the same college shall be eligible to appoint as the Academic Counsellor at the DDE LS Centre. Associate Professor(s), if any, shall automatically come in the panel as he/she has already completed a period of minimum five (05) years of service. **The Experience Certificate should be issued by the Principal/Principal-In-Charge of the college and the photocopies of certificates (issued either individually or togetherly) should be enclosed with the submitted list of Faculty Members.**

Column-VII: The Subject(s) on which the proposed faculty member be appointed as an Academic Counsellor for UG Programme at that DDE Learners' Support (LS) Centre should be mentioned in this column.

If any of the DDE LS Centers does not have sufficient faculty members with the prescribed qualifications to prepare a proposed panel of Counsellors, the Co-Ordinator of that Centre should clearly/explain that at the time of sending the list of proposed faculty members with the countersignature of the Principal/Principal-In-Charge of the college.

This proforma for sending the list of faculty members shall come into effect from Academic Session 2020-2021 and would be continued until any updated intimation comes from UGC-DEB/NAAC, New Delhi.

N.B.

- The DDE Learners' Support (LS) Centers under affiliated degree colleges who have already submitted the list of proposed panel of faculty members and accordingly approved and appointed as Academic Counsellors by the Authority of University for the Academic Session 2020-2021 need not to apply further for the Academic Session 2020-2021. This will be applicable only for those DDE LS Centers which are yet to send the proposal of Faculty Members to be approved as Academic Counsellors for the current Academic Session 2020-2021 and the Co-Ordinators of such DDE LS Centers are advised to follow the afore-said guidelines while sending the list of proposed Academic Counsellors.
- However, all the DDE LS Centers of the affiliated degree colleges are hereby requested to follow the guidelines from the Academic Session 2021-2022.

On behalf of :
Academic Section
DDE, TU