

# **GUIDELINES FOR IGNOU COMMUNITY COLLEGES**

## **INTRODUCTION**

Community Colleges are a parallel system of education which aims to empower individuals through appropriate skill development leading to gainful employment in collaboration with the local industry and the community. It helps in developing skills for employment and self employability particularly to the marginalised and underprivileged sections of society. Community colleges offer the advantage of tailoring programs to local needs and state-based requirements by using approaches that will be most acceptable to workers in the given community.

Community Colleges generally have 6-months' Certificates/1-year Diploma and 2-year curriculum that either leads to an Associate degree for transfer to an undergraduate college or lead to the students' direct entry into any occupation or trade. The objective is to provide opportunities for gainful employment to the successful students of Certificate and Diploma Programmes. Among them, those who would be keen to venture into higher education may apply for the Associate Degree Programmes which has a provision for vertical mobility to a three year degree programme at IGNOU. These colleges are a source of economic growth because they provide an educated and skilled workforce that improves the quality of life for individual students, communities, and the nation.

## **ELIGIBILITY**

An institution applying to IGNOU for registration as a Community College should be run by an educational agency/registered society/Trust or corporate body rooted in community-based activities. They must be credible institutions with a minimum period of five years of proven service and be located in the community it seeks to serve.

While submitting the “Expression of Interest”, the applicant (educational agency/registered society/Trust or corporate body) will specify the Programme Sectors and levels (Certificate/Diploma/Associate Degree), it wishes to offer through the Community College. The detailed programme content and Certificate/Diploma Programmes of IGNOU which the institution wishes to use should be clearly mentioned.

## **REGISTRATION**

On receiving the application, IGNOU will scrutinise its feasibility and may constitute an expert committee to visit the institution for interaction with the faculty and verification of facilities. Based on the recommendations of the expert committee the applicant will be informed of its registration with IGNOU.

In order to institutionalise the procedure and register with IGNOU, the applicant will take an UNDERTAKING which ensures the following:

- The institution will be named as

“.....X..... Community College”.

(Registered with IGNOU Community College Scheme)

- The College will submit a draft brochure indicating the programmes it wishes to offer, salient features, fee structure, members of the committees and any other highlights to the Community College Board for approval. No Community College will be affiliated to IGNOU.
- Fees for the programmes will be decided through mutual consultation by IGNOU and the College.

- The College will submit to IGNOU the names and details of the Community College Board, Academic Committee and Examination Committee.
- All programmes on offer by the Community College will have enrolments twice a year i.e. July and January.
- A registration fee of Rs. 250/- for Certificate; Rs. 500/- for Diploma and Rs. 750/- for Associate Degree per student will be payable to IGNOU.
- Examination fee as applicable to IGNOU students will need to be remitted along with the examination forms.
- The course materials available with IGNOU for the Certificate, Diploma Programmes and the materials which may be developed by IGNOU for Associate Degree Programme may be purchased, if required by the Community Colleges.
- Evaluation and Certification will be the responsibility of IGNOU.

## **NEED ANALYSIS**

Prior to launching programmes the agency should have done a need analysis of the local job requirements and opportunities and incorporate these findings into the curriculum. It should have active linkages with rural, agricultural, industrial and commercial organizations of the locality for empanelling part-time instructors providing on the job training to students and provide job placement to successful students.

## **ORGANIZATIONAL STRUCTURE**

The College will constitute the following bodies to facilitate smooth functioning of its academic and administrative activities:

### **1. COMMUNITY COLLEGE BOARD** will be the executive body of the college.

The Board will manage the academic matters of the college relating to appointment of faculty, approval of programmes leading to award of Certificate/Diploma/Associate Degree, and regulate the finances of the college. It shall consist of the following members:

- 4 members- representing the Trust or Management with Chairman or President as Chairperson.
- 2 members – Teachers of the college nominated by the Principal.
- 1 member – nominated by IGNOU.
- 3 members – representing industry/local community/local government administration.
- A representative from the local University.
- Principal of the Community College (Secretary)

The term of membership will be 2 years and the Board will meet at least twice a year.

### **2. ACADEMIC COMMITTEE** will be the principal academic body of the college responsible for the maintenance of standards of instruction, examination and linkages with the industry/community. The Academic Committee will:

- make regulations regarding admission of students.
- recommend to the Community College Board proposals for institution of new programmes of study.

- advise the Community College Board on suggestions pertaining to academic affairs made by it.
- prepare syllabi for various programmes.
- coordinate the industry/community linkages.

It shall consist of the following members:

- Principal (Chairperson)
- 4 teachers of the college representing the programme sectors.
- 3 experts from outside the college representing industry, University and community.
- State Government or local administration representative.
- A Regional University representative.
- 2 local community leaders.
- 2 members of Community College Board.
- Nominee of IGNOU.

The term of membership will be two years and the Committee will meet at least thrice a year.

**3. EXAMINATION COMMITTEE** will be responsible for the smooth conduct of internal assessments, mid-term examination and term-end examinations. It will be the custodian of processes related to evaluation such as question paper setting, answer script evaluation, moderation, timely announcement of results and handling of examination related grievances. The composition of the committee will be as follows:

- Principal of the College
- Two teachers of the college from the Programme Sector
- One external academic to be nominated by the College Board
- A representative of the industry/community from the relevant Programme sector
- A nominee of IGNOU

The term of membership will be two years and the Committee will meet at least twice a year.