



INVITATION FOR OPENING OF NEW STUDY CENTRE OF DISTANCE LEARNING GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY, HISAR (HARYANA)

(Established by State Legislature Act 17 of 1995)

(A Grade, NAAC Accredited University with DEC Approved Distance Education Programmes)

The Directorate of Distance Education, Guru Jambheshwar University of Science & Technology, Hisar offers to the registered Societies/Trusts to open the Study Centres of Distance Education in Haryana, NCR and adjoining states.

Societies/Trusts falling in these areas and interested to open study centres of this University may apply on the prescribed proforma which may be obtained from Directorate of Distance Education on cash payment of Rs.500/- or by post by sending a demand draft of Rs.550/- in favour of the Registrar, GJUS&T, Hisar payable at Hisar. Request for prescribed proforma through registered post will be entertained upto 21.03.2012 only. The prescribed proforma can also be downloaded from the University website www.gjust.ac.in for which the required application fee as stated above is to be remitted. The duly filled in proforma must reach the Director, Distance Education of this University with complete documents (required as per Guidelines, Norms & Standard available on University website) upto **30th March, 2012** alongwith a Demand Draft of Rs. 25,000/- (Rupees twenty five thousand only) drawn in favour of the Registrar, GJUS&T, Hisar as processing fee. The University reserves the right to select or reject any institution without assigning any reason.

REGISTRAR

Sr.No.....

Cost : At counter Rs.500/-

By post Rs.550/-

**Proforma of basic Information-cum-application for seeking approval for opening of
Study Centre of Guru Jambheshwar University of Science & Technology, Hisar**

Application to be forwarded alongwith the request on the letter head of the Trust / Society

1.	Name of the proposed / existing Institute with complete address, Phone, Mobile No. of contact Person / Director	
2.	Whether the Institute is run by a registered Society / Trust (copy of registered Deed to be attached)	
3.	Whether the Institute is situated in a Commercial building (attach proof of Commercial Area). If not, N.O.C. from the concerned Revenue Authority, to be attached.	
4.	Courses proposed to be offered (List of courses being run by the University is attached).	
5.	i) No. of Class rooms with dimensions (one room is required for each course)	
	ii) Computer & other laboratories (No. of computers installed)	Existing _____ Proposed _____
	iii) Library with dimensions	
	iv) No. of books in the library	Computer Management Mass Comm. _____ _____
	v) Whether the institute has play-grounds for indoor and outdoor games	Existing _____ Proposed _____

6.	Staff : i) Name of regular teaching staff and their qualifications & experience	
	ii) Name and qualification of visiting faculty (attach separate list).	
	iii) No. of non-teaching and supporting staff (attach separate sheet)	
7.	Name of courses run by the existing institution and the course-wise students strength for the last two years (in case of additional courses).	
8.	Whether the existing institution is running the courses of any examining body. If yes, give details.	
9.	Existing Phone No. / Fax / E-Mail	
10.	Total Covered Area (Minimum Requirement is 2500 sq. ft. Layout plan of infrastructure available duly signed by the Architech & the Director of the institute is to be attached.)	

Name / Designation and Signatures
of the authorized signatory of Institution

Note: **Read the Instructions given in the enclosed Norms & Standards and guidelines laid down by the University for the purpose before filling up the form & attach the required supporting documents.**

DIRECTORATE OF DISTANCE EDUCATION

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY HISAR

Norms & Standards for study-centres for various courses being run/to be run through Distance Education and for verification by Inspection Committee.

General for all courses.

The following staff/facilities are required to be appointed/provided by study-centres.

- i) Director / Principal / Chairman - One
- ii) Co-ordinator / Counsellor / Core faculty - at least one for each course
- iii) Machine-man in Computer Lab - One
- iv) Clerk - One
- v) Peon-cum-cleaner - One
- vi) Sufficient qualified faculty members or guest speakers i.e. one for 30 students should have specialization in the course(s) being run/to be run by the study centre. In case of visiting faculty the letter of consent with their Bio-Data should be presented by the time of inspection.
- vii) A study-centre is required to have books, journals and newspapers in its library and at least five copies of each title of book relating to all the papers of each course.
- viii) The record of accession of the books must be maintained.
- ix) There should be at least two class rooms of size 20' x 15' for opening a study-centre. However, for running more than two courses, at least one class room of similar size for each course will be required.
- x) Each centre should have at least 3-5 P-IV computers with internet facility.
- xi) The study-centre must maintain separate office and staff room for the faculties and counseling room/front office for visitors.
- xii) The building of study-centre should be spacious alongwith sufficient open space. The minimum total covered area should be 2500 sq.feet.
- xiii) A proper arrangement of drinking water, canteen, and toilets must be there.
- xiv) The study-centre should have congenial atmosphere free from pollution and intervention for the studies of the students.

Course Specific Conditions

1. BMC, PGDMC, MMC, PGDA&PR

At least three media research journals, two relevant magazines and two newspapers each in English and Hindi / regional language.

2. PGDCA, M.Sc. (CS), MCA (3 Years), MCA (5 Years Integrated)

i) Minimum Computer Lab. Facility in a room of minimum size of 30' x 20'

Sr.No.	Item	Detail	Quantity
1.	Computer System (P-IV Server)	Intel 2.6 GHz or above. 512 MB RAM, 80 GB HDD, 1.44 MB FDD, 15" Digital Colour Monitor, 107 Keys Keyboard, Scroll/Optical Mouse, Lan Card 10/100 Mbps (PCI) CD DRIVE / CD WRITER	One
2.	Computer System (P-IV Nodes)	Intel 2.6 GHz or above. 128/256 MB RAM, 40/80 GB HDD, 1.44 MB FDD, 15" Digital Colour Monitor, 107 Keys Keyboard, Scroll/Optical Mouse, Lan Card 10/100 Mbps (PCI) CD DRIVE / CD WRITER	Minimum 10
3.	UPS	2 KV online with ½ hour battery backup with SMF (Server) batteries	One
		625 VA with 20-30 minute backup	As per actual requirement
4.	Printers	Laser	One
		DMP	One
		Deskjet	One
5.	Color Scanner (A-4 Size)	--	One
6.	16/24 Port Switch (10/100 Mbps)	--	One
7.	Air Conditioner	1.5/2.0 Tones or above	One
8.	Windows NT Software for 1+10 users licence	--	One
9.	Internet Connection	Dial Up/Leased Line/VSAT	
10.	Overhead Projector	--	At least 2
11.	Softwares	C/C++, MS Office Professional, Oracle with Developer 2000, Java, Visual Studio, C# etc.	
12.	Furniture	--	As per actual requirement
13.	Data Video Projector (Desirable)	--	One

3 BBA/MBA/MIB/PGDT/M.Com.

- i) The class rooms should be furnished with OHP/LCD projector.
- ii) The library should subscribe at least 5 newspapers including three relating to economy/business. Besides at least 5 standard business magazines / research journals should be subscribed keeping into view the need of the courses being conducted / to be conducted.
- iii) Computer facility as per specified for computer programs.

4. PGDEM

Regular/Visiting faculty should have specialization in the area of Environment management such as air, water & soil pollution management & its remediation.

5. PGDBST

Lab facility : Quality testing and processing lab for bakery products or the study-centre may have tie-ups with reputed baking industry in the region for the lab and processing facilities.

6. PGDISM

Regular/Visiting faculty specialized in labour / safety legislations, environment management, industrial safety and / or related field of industrial safety to teach / guide the students of PGDISM in the class / project work / field study. The faculty should have enough experience (at least two years) and qualifications (at least PG or higher) in relevant areas mentioned above. In addition, at least 10 journals / magazines / periodicals related to safety aspects be subscribed by the study centre.

7 PGDCBM

Regular / Visiting faculty specialized in teaching the complete syllabus in the subject of Psychology / Applied Psychology for teaching & completion of syllabus of the course. A psychology laboratory is also required to be set up by them so that to procure certain basic and important psychological test material for the facilitation of doing the “Dissertation Work”.

DIRECTORATE OF DISTANCE EDUCATION

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY HISAR

CONSOLIDATED GUIDELINES FOR THE STUDY CENTRES (AS REVISED ON 28-08-2008)

1. Approval of Study Centre.

- 1.1 A study centre can be started only by an Institution run by a Registered Society under the Registration of Society Act in the state where the study centre is intended to be started **OR** a Trust with the objective of imparting education. **The study centre can only be opened in an area where there is no restriction of starting institution by the apex bodies of the respective local self Government/authorities such as Municipalities/HUDA. For this purpose, the concerned society/trust will submit a clearance certificate for running the educational institution/study centre from the authorities concerned alongwith the application.**
- 1.2 The institution intending to be a study centre must have regular faculty and adequate infrastructural facilities required as per norms and standards prescribed by the University. The existing institution running regular courses will be given weightage while giving approval to study centre.
- 1.3 The institution will send a sum of Rs. 25000/- as application processing fee (non-refundable) in the shape of Demand Draft drawn in favour of Registrar Guru Jambheshwar University of Science & Technology Hisar alongwith application form (duly filled) obtainable from the Directorate of Distance Education by post by sending a demand draft for Rs. 550/- or by deposit of Rs. 500/- in cash with the University Cashier. Provided that the processing fee of Rs. 25,000/- may be refunded in the following cases:- (1) When the inspection has not been got done by the University and the Institute has requested for refund of fee. (2) University decides not to allow to open study centre before the visit of Inspection Committee.
- 1.4 On receipt of the application followed by its scrutiny, the University will get the infrastructure and other facilities available with the applicant institution inspected by sending an inspection team.
 - a) The inspection team appointed by the University will inspect the institute and will submit the inspection report of the Institute in the prescribed format along with videography and photographs of the infrastructure available in the

institute. Videography and photographs of the visiting team with the Director of the Institute in the premises of the Institute will also be attached with the inspection report. The Director of the Institute will arrange photographer for the purpose at the expenses of the Institute.

1.5 On positive recommendation by the Inspection Committee and its approval by the Vice Chancellor, the study centre will have to deposit cash security of Rs. 1.00 lakh by way of Demand Draft drawn in favour of Registrar Guru Jambheshwar University of Science & Technology, Hisar payable at Hisar or by depositing cash in the accounts branch of this University immediately after receiving an advice to this effect from the Directorate. The letter of approval will be issued thereafter.

a) If the recommendations of the Inspection Committee are negative, the Institute will not be given approval. In that case the institute will be required to apply afresh after a gap of at least 6 months from the date of last inspection. The Institution/Society/Trust will be required to apply afresh along with all required documents as per norms & standards fixed by the University along with processing fee of Rs. 25000/-.

1.6 In addition, the following non-refundable fee will be payable alongwith the security by the centre as per the following rates :-

a)	<u>National/State capitals/UTs</u>	-	<u>Rs. 1.00 lac</u>
b)	<u>District Headquarters</u>	-	<u>Rs. 50,000/-</u>
c)	<u>Other towns & cities</u>	-	<u>Rs. 25,000/-</u>

2. Change of Address / Location :

2.1 No Study Centre will be allowed to change its address / location without prior approval of the University. If the change becomes necessary for any reason, the Director of the Study Centre will make application to the University with a fee of Rs. 25000/- for the purpose and the University in turn will appoint an Inspection Committee for inspection of infrastructure and other facilities at the new location **in the same manner** as is done for creation of new study centre. The expenditure on account of TA/DA along with inspection fee of Rs. 1000/- per member of the Inspection team will be borne by the University. Change of location / address will be allowed only on positive recommendation by the inspection team and its approval by the Director, Distance Education.

3. Approval for Additional Courses :

- 3.1 If a study centre, once approved for running particular course(s), subsequently makes an application for additional courses it will have to send a processing fee of Rs. 25000/- (non-refundable) separately with an application form duly filled in as is done for creation of a new study centre.
- 3.2 On receipt of application, the University will get the centre inspected for additional courses(s). On positive recommendation of the committee, followed by its approval by the Vice-Chancellor the centre will be allowed to run additional course(s).
- 3.3 However, if a centre applies for both i.e. the change of location and for additional courses, in one application, single processing fee of Rs. 25,000/- will be charged.

4. Continuation Fee :

Each study centre will pay Rs. 10000/- p.a. as continuation fee for each component i.e. (i) computer courses and (ii) other courses including Management, Mass Communication and Environmental Management subject to a maximum of Rs. 20000/- by 31st December of every year from the succeeding session from which the approval is granted failing which a late fee of Rs. 1000/- p.m. will be charged up to the month of March of succeeding year. No further extension will be granted after the said month and the centre will be liable to be closed without notice. The consequence of closure under such a situation will be the same as for winding up of a centre at their own i.e. the centre will be liable to pay as compensation an amount equivalent to the amount of security deposit. The security will be forfeited if the compensation money will not be deposited by the centre. If a study centre submits the request for disapproval before 31st December, the last date for submission of Continuation fee and no admission is made during the session, continuation fee may not be charged.

5. Duties and Responsibility of the Study Centre:

- 5.1 After issue of admission notification by the University, the study centre will purchase sufficient number of prospectus from the University for onward sale to the candidates interested in seeking admission in the courses for which the centre stands approved. To afford benefit of education to wider spectrum of candidates, the centre will also issue local advertisement at its own expense and also hold counseling of the parents and students in the premises of the centre. The centre, issuing local advertisements etc. will get the draft approved from the Directorate of Distance Education, Guru Jambheshwar University of Science & Technology, Hisar.

- 5.2 The centre will receive from the candidates application forms for admission, prescribed fee, the original certificate specified in the prospectus alongwith photocopy thereof by the last date of admissions notified by the University. The admission form and photocopy of certificates are to be attested by the Director of the Institute himself / herself. It may be noted that this attestation cannot be delegated to any other official of the centre. The attestation will comprise of the signature and official seal incorporating name, designation and address of the Institution. The application will be scrutinized by the centre and only such application will be accepted by them which fulfill the eligibility criteria for taking admission in a particular course given in the prospectus. In the event of a wrong admission and acceptance of fee from ineligible candidates, the study centre will be liable to make good the loss incurred to the students and University will have no liability on this account. In case of any doubt the centre will seek prior clarification in writing from the University. 50% fee will be refunded in case any candidate is found ineligible for admission to the particular course applied for. However, no fee will be refunded in case a candidate discontinues studies after admission for whatsoever reasons.
- 5.3 After scrutiny of the application, the course wise list of eligible candidates, their application / admission forms, details of fees remitted / being remitted to the University, original certificates and attested copies thereof will be sent to the University alongwith covering letter.
- 5.4 No admissions after the cut-off date will be made by any centre and if detected, the same will be summarily rejected. The admission forms etc. complete in all respect, must reach the Directorate of Distance Education of the University within 10 days in case of outstation centres and within 5 days in case of local centres of the last date of admission notified by the University. The admission forms received thereafter will summarily be rejected and the centre will be liable to return the full fee to the students and make good the loss if any, caused to the students on this account. If the name of any candidate for admission is not included in the list sent by the study centre and only admission form is sent to the Directorate of Distance Education for admission, such candidate will be treated as direct student of the University and the centre will not be paid any share of fees in respect of such admission. The same concession of 10 days / 5 days will also apply to all the cases for which a particular date for receipt of Project Reports, Training

Reports, Assignments, examination forms, has been prescribed by the University. It is however made clear that draft / cash / remittance to PNB/UBI payment of fee will be accepted if the draft / cash payment is of / made not more than one day of the last date of receipt of forms and other documents. The concession of 10 days and 5 days is only for the purpose of consolidation of record documents by the centre and its despatch to the Directorate. Postal delay will not be an excuse for relaxation exemption.

- 5.5 The centre will depute a senior person to have the admissions finalised from the Directorate of Distance Education by getting the eligibility checked so as to finalise the admission in a time bound manner in the interest of institute and the students. After finalisation of the admission the representative of the study centre will collect the list of the admitted candidates, study material etc. from the Directorate of Distance Education Guru Jambheshwar University of Science & Technology, Hisar.
- 5.6 The study centre will be responsible to collect the study material, assignment, syllabus etc. from the Directorate of Distance Education or any other place specified by the Directorate for distribution of study material. In case of study centre(s) located at a far off place where from it would not be possible / viable to come personally to collect the study material, the Directorate of Distance Education will send the same by Rail / Courier / Transport / Post on the request of the study centre and the transportation charges will be borne by the centre.
- 5.7 In the beginning of the each semester / session, the study centre will finalise a schedule / time table of the classes to be organized for the respective courses and convey the same to the students with a copy endorsed to the Director, Distance Education, Guru Jambheshwar University of Science & Technology, Hisar.
- 5.8 The centre will be responsible for imparting 25 hrs or more teaching for each theory / practical papers in a year for annual courses and 15 hrs or more teaching per theory / practical papers per semester for semester courses according to the need of the students. After conclusion of the semester / session the centre will report to the Directorate of Distance Education, the number of classes actually held for each paper and shall certify that the classes were held as per norms.
- 5.9 Before the commencement of the session the centre will send to the Directorate of Distance Education, the lists of course wise faculty alongwith their detailed signed bio-data. In the case of guest / visiting faculty engaged for holding classes, their written consent with full addresses will also be conveyed.

- 5.10 It will be incumbent upon the study centre to assist the University in creation of examination centre, conduct of examination at their own premises or any other location identified by the University. The University reserves the right to create examination centre according to its need and requirement.
- 5.11 The centre will keep the students aware of all information emanating from the University / Directorate with respect to admission, deposit of fees, date sheet for exam, declaration of result etc. and will adequately counsel the students and their parents regarding all matters connected with a particular course. Such services will be provided from time to time by the centre to the candidates during whole duration of the course.

6. Share in Fees / Remittance of Fees:

- 6.1 For the facilities / student support service / prescribed teaching provided by the centre, the University will pay share in fees to a study centre equivalent to 40% of the fee received from the students enrolled at a particular centre for non computer courses and 50% for the computer courses and MBA programmes.
- 6.2 The study centres will send all the installments of fees to the university w.e.f. the session 2009-10 after retaining their share of fee in the ratio already approved by the university. The examination fee, registration fee/ continuation fee and the share of the university will be sent by the study centres along with 1st Installment of fee of the session. The late fine, if any, will also be sent to the university.
- 6.3 No centre is permitted to charge more than the prescribed fees from the students enrolled to the courses of this University. Any complaint in this regard will be viewed seriously and may entail cancellation of the centre and forfeiture of the security deposit. The accounts of fee charged from the students will be subject to surprise inspection and random scrutiny by the Directorate.
- 6.4 The student once admitted to a study centre will not ordinarily be allowed to change the study centre. However, the change of study centre may be allowed on valid grounds in 2nd semester which will be effective from 3rd semester for apportionment of fee except that a student admitted to a study centre can become direct student of the University at any stage. For change to study centre NOC from both the centres with a fee of Rs. 1500/- should be sent to the Directorate atleast 15 days before the last date of payment of fee of that semester.

7. GENERAL INSTRUCTIONS:

- 7.1 The centre will discharge their duties in a pious manner and none of their action should be detrimental to the interest of the students and image of the University / the centre itself.
- 7.2 The centre will not charge excess fees and excess price of the prospectus, impart any misleading information to the students / parents, make unauthorized use of University LOGO, create sub centre(s) franchises etc. The centre will also provide University prospectus to every student so that the student must himself know the fee structure, syllabus and all other events related to his course of study.
- 7.3 No centre will make use of any place other than its own premises for holding of classes / counseling for admission or will enter into any MOU or latent agreement for admission of students of other study / coaching centre which are not approved by this University.
- 7.4 The centre may like to impart learning, over and above the one stipulated in **prospectus** in the interest of the students and as a goodwill gesture. Even in that event the centre will not accept / demand any extra fee from the students.
- 7.5 The study centre will be liable to provide its services to the candidates for the whole duration of each course and will not disband the study centre in mid way of any course. In case of discontinuation of study centre in the mid session of during the currency of programme, the study centre will be liable to pay the University an amount equivalent to the sum of the security deposit.
- 7.6 No study centre is authorized to open any sub centre or engage the services of any franchisee to run the courses of this University.
- 7.7 In case of unsatisfactory performance of the study centre, the University reserves its right to disapprove the centre and withdraw the candidates there from by giving one month's notice. In such a situation the centre will be liable to make good the loss caused to the University, subject to maximum of the amount of security deposit.
- 7.8 In case of any dispute between the parties, the matter will be referred to Arbitration of the Vice Chancellor or his nominee whose decision shall be final in the matter. The provision of Indian Arbitration and Reconciliation Act, 1996, will apply to these proceedings.

7.9 Any violation of the aforesaid conditions will make the study centre liable for all the consequences arising out of the litigation if any, brought by the aggrieved student in the court of law.

Director (DE)