

Directorate of Distance Education
Janardan Rai Nagar Rajasthan Vidyapeeth Deemed University,
Pratap Nagar, Udaipur, Rajasthan-313001

RENEWAL FORM FOR STUDY CENTRE

Application No _____ (for office use only)

Application for Program.....

➤ **INFORMATION ABOUT THE INSTITUTION**

- a) Name of the Institution: _____
(Use BLOCK letters only) _____
Postal Address _____
Pin Code: _____ Distt.: _____ State: _____
Phone _____ Fax _____
- b) Permanent Address : _____
(Use BLOCK letters only) _____
Pin Code: _____ Distt.: _____ State: _____
- c) Year of Establishment : _____
- d) Status of Institution : _____
- e) Institution(Central/State/U.T.) : _____
- f) Private Institution: (Trust/Regd. Societies/Other to be Specified)
- g)

➤ **INFORMATION ABOUT THE DIRECTOR OF THE INSTITUTION**
(Administrative activities)

- a) Name : _____
- b) Permanent Postal Address : _____
_____ Distt. _____
State: _____ Phone _____

Photograph of the
Head of the
Institution/Chairman/Director

➤ **INFORMATION ABOUT PROGRAM CO-ORDINATOR (For Academic Activities)**

- Name : _____
- Educational Qualification _____
- Professional Qualification _____
- Address _____
- Phone/Fax/E-mail _____
- Website Address of Centre _____

Photograph of the
Program
Co-ordinator

➤ **INFORMATION ABOUT THE SOCIETY/TRUST**

Name of the Society /Trust
(Attach the Registration Certificate) _____

Registered Address
(With Pincode, District, State) _____

Phone /Fax/E-mail
(With Appropriate Code) _____

Year of Registration _____

Name of President of the Society/Trust _____

Note:- (You are required to attach attested Society Registration papers with the Application form)

➤ **OTHER DETAIL**

Location of the Institution _____

How to reach from Udaipur _____
(If the Institute is in remote place, please attach Route Map)

Nearest Town/City
(Nearest Bus Stand/Railway Station/Airport) _____

Name of the nearest RVU Associated Centre _____

All the infrastructure and other facilities
available being used exclusively or /and
hared by your Institute _____

➤ **FINANCIAL DETAILS**

Non-recurring Investment by the Institution
Infrastructure : _____

Laboratory : _____

Faculty : _____

Library : _____

Other : _____

Estimated Recurring/Non-Recurring Expenditure _____

Bank Balance as on Date of submission of Application _____

➤ **INFORMATION ABOUT THE STUDY CENTRE**

Name of the Study Centre	Does the Host Institution affiliated to a Conventional University, if so, please furnish the details	What percentage of the Academic Counsellors belong to the Host Institution	Expected Enrolment of students

➤ **Infrastructure at Study Centre**

No. of rooms available for Counselling (with size) : _____

No. of Books/Audio/Video cassettes pertaining to the program : _____

(Attach list/annexure) : _____

Dish antenna : _____

DVD : _____

TV : _____

Video cassette : _____

Audio cassette : _____

Possibility of Teleconferencing : _____

No. of Computers : _____

Availability of Internet Facility : _____

Radio counseling : _____

Fax : _____

Others like Website : _____

➤ **Academic Counselors: (Attached list/Annexure)**

Name from Host Institution/others	Designation with qualification and experience	Subject	For which program	Nature of employment permanent/adhoc-part time/full time	Whether trained for academic counseling or not

➤ **Building Structure:**

- Area availablesq.ft.
- If not, will be made available by(date)
- Building Structure can accommodate:
- Academic staff and their activities :
- Administrative staff and their activities :
- Storage of SIMs :
- Studio :
- Counelling rooms :
- Library :
- Information centre :
- Canteen :
- Any other :

➤ **Study centre under Distance Education Program**

Nature of the Building	Plinth Area	Covered Area	Cost/Estimated cost	Status of Building i.e. complete/in complete	Whether plans & estimates are approved by competent authority
Ownership					
For new courses / centre / campus					

Total Land Area available (in Sq ft.).....

Seal of the Institute

Signature
(Head of the Institute)

(Annexure-II)

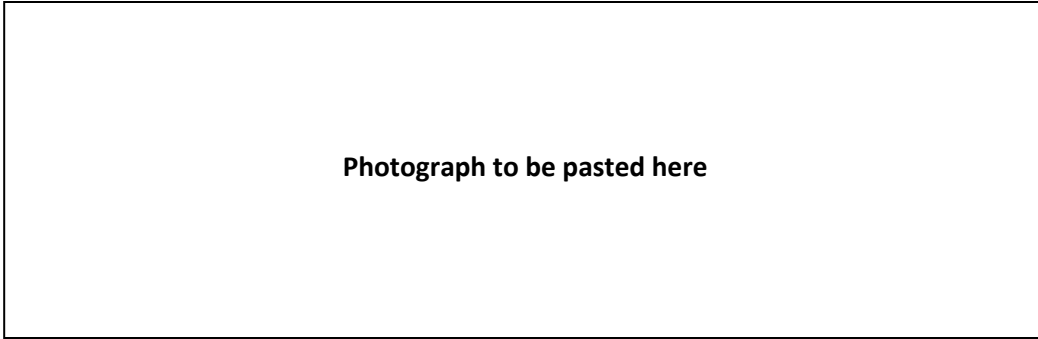
Infrastructure Details

(To be filled by the applicant)

DESC at (Road Map to be attached)

1. Building (Owned/rented):.....

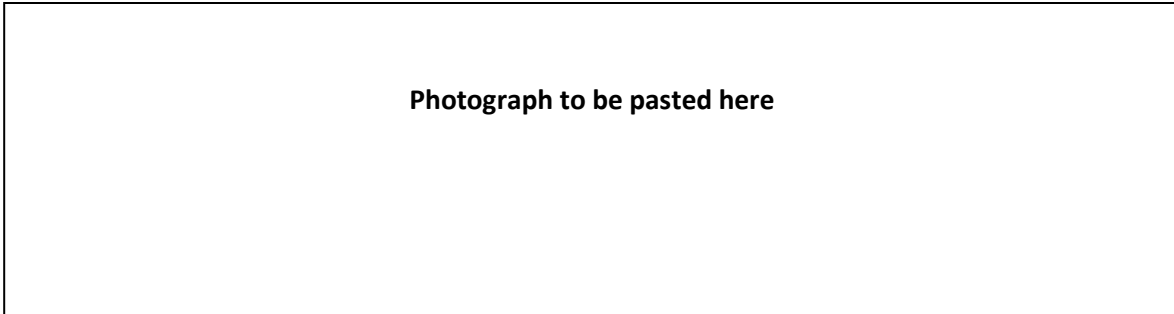
Total Area (Sq. ft.)..... Build up area (Sq. ft.).....



Front view photograph of the building

**2. Front office details
Counselor's Room**

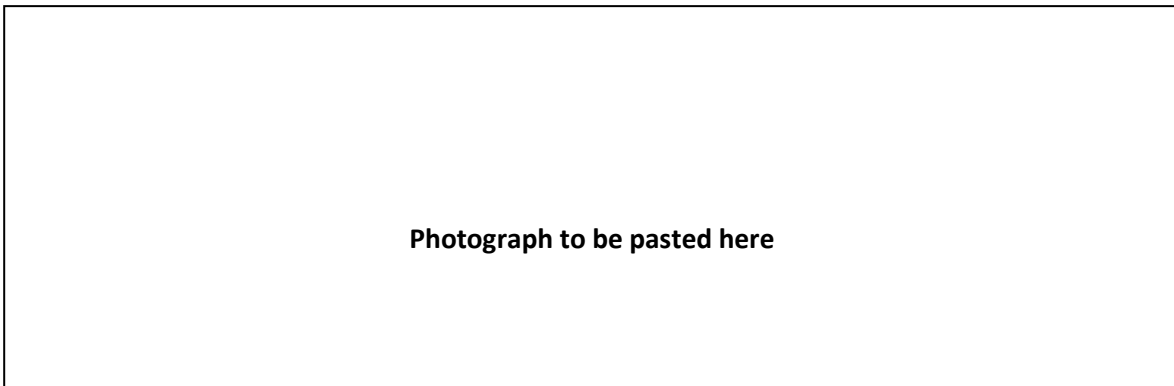
Dimension **Area**



Counselor Room Photograph

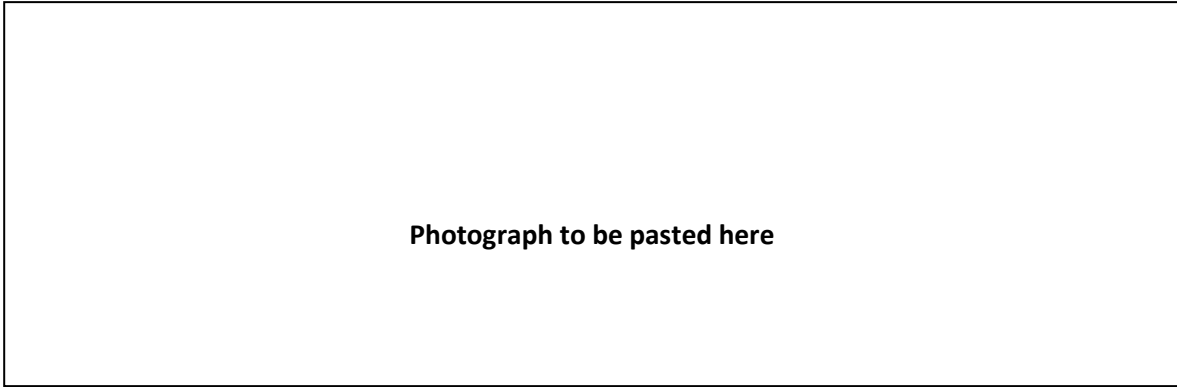
A. Coordinator's Room

Dimension **Area**



B. Staff Room

Dimension **Area**



Photograph to be pasted here

Staff Room Photograph

C. Student Lobby

Dimension **Area**

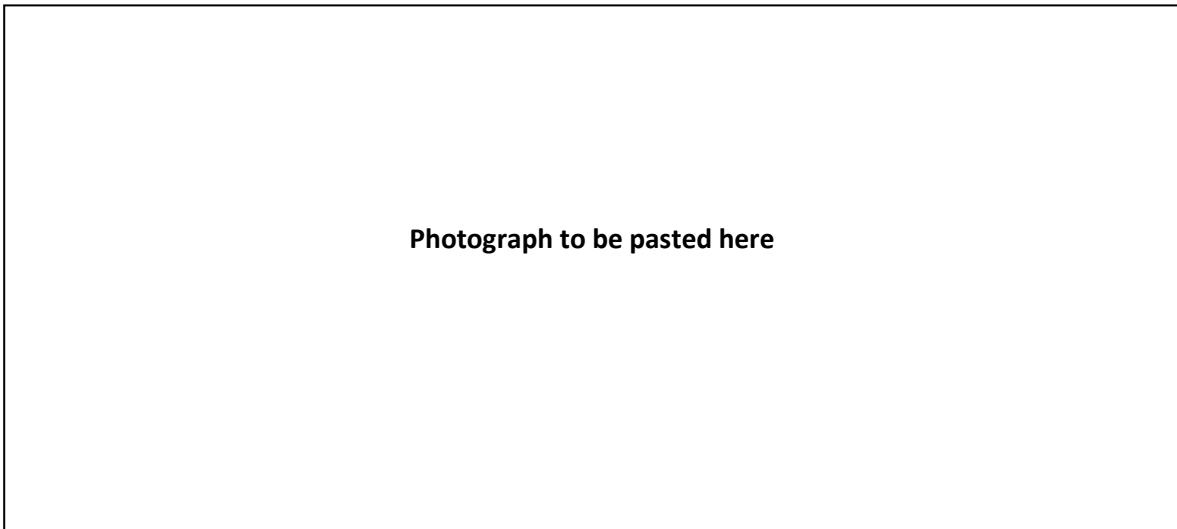


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3. Class room details

A. Class room No.1.

Dimension **Area**

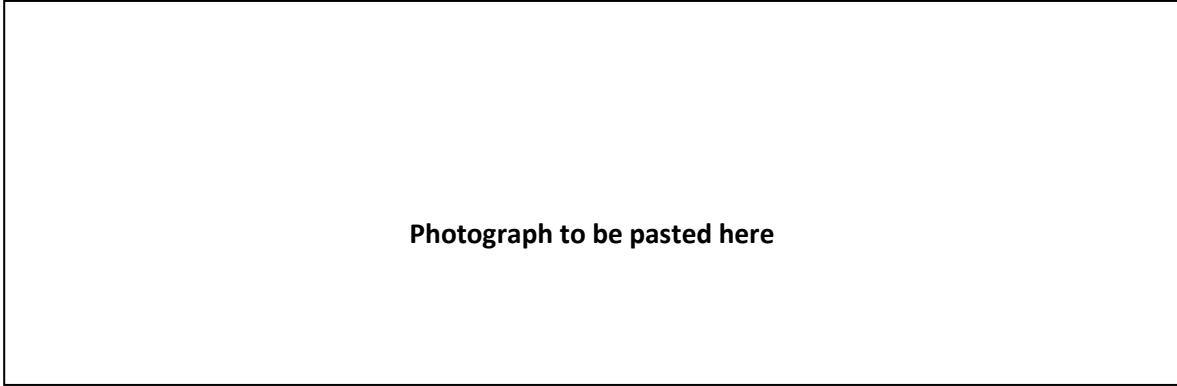


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Class room photograph

B. Class room No. 2.

Dimension **Area**

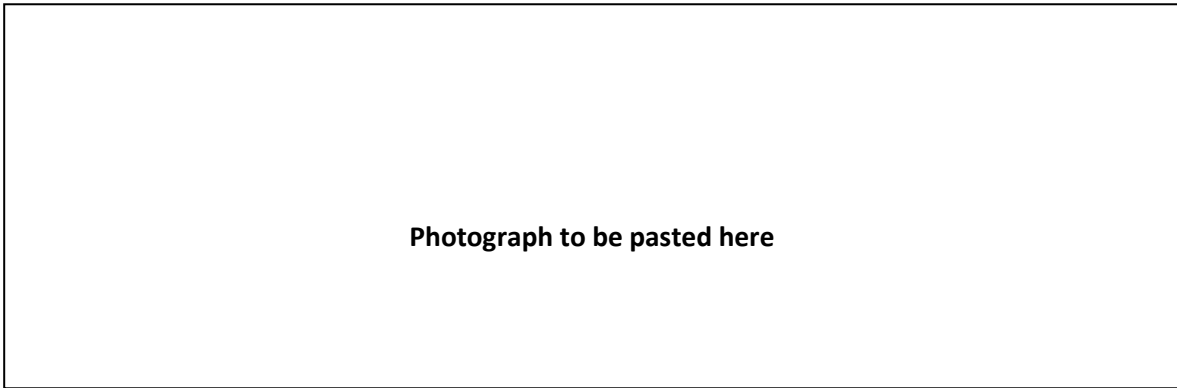


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Class room photograph

C. Class room No.3.

Dimension **Area**

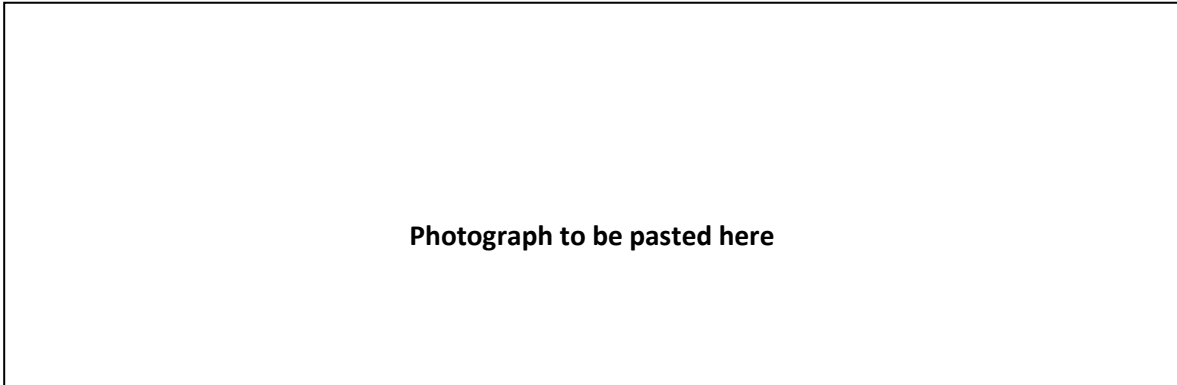


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Class room photograph

D. Class room No.4.

Dimension **Area**



Photograph to be pasted here

Class room photograph

4. Computer lab details

Dimension **Area**

Number of computers(Independent/LAN)

Number of printers.....

Type (a) Laser

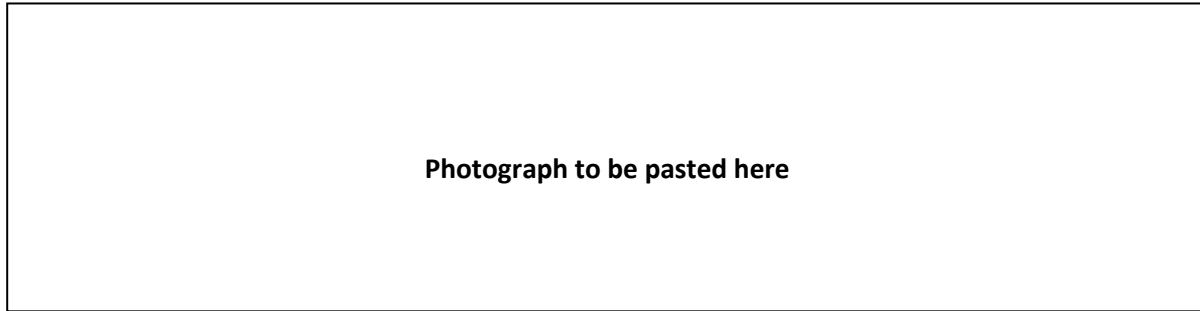
(b) Inkjet.....

(c) Dot Matrix.....

Internet connection (Yes/ No)

Air Conditioner (Yes/ No)

Number.....



Photograph to be pasted here

Computer Lab photograph

5. Library details

Total no. of books

A. Information Technology

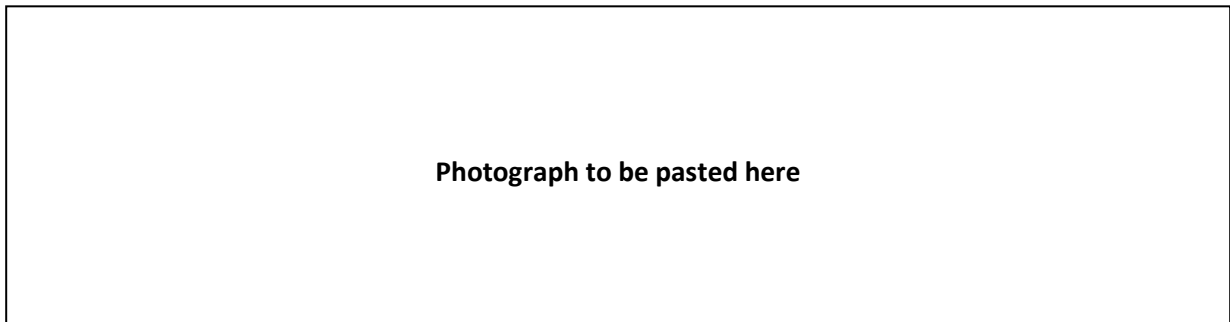
B. Management

C. Humanities

D. Newspapers

E. Magazines

F. Journals



Photograph to be pasted here

Library Photograph

6. Faculty Details

Regular Faculties

S.No.	Name	Educational Qualification	Experience

* If there are more regular faculties please attach a separate sheet.

7. Additional Details

A. Power Backup (Yes/No).....(If Yes)

(i) Generator/ UPS

(ii) If Generator (Make).....(Capacity).....

(iii) If UPS (Make).....(Capacity).....

B. Projector (Yes/ No).....(If Yes)

(i) LCD/OHP.....

(ii) If LCD (Make).....

C. Parking Space

(i) Dimension(ii) Area.....

D. Drinking Water (Yes/No)

(i) Water Purifier (Yes /No) :

(ii) Water Cooler (Yes /No) :

E. Toilet (Yes/No) :

F. Software

Kindly attach list of all the licensed software which are required for students training in the laboratory.

(Signature of the Applicant)

Note:

* Kindly make sure to attach relevant photographs of all the spaces mentioned in the form.

* If any of the above mentioned spaces are not supported by a photograph it will not be considered as part of your infrastructure.

ANNEXURE-III

(This Page should be attested by Notary on Rs. 10/- Stamp Paper.)

To,
The Director
Directorate of Distance Education
JRN Rajasthan Vidyapeeth Deemed University. Udaipur

Subject: Self Inspection of Associate Centre

Respected Sir,

On the request of applicant Study Centre _____

I have personally examined the Centre and find all the informations filled in application form is true and satisfactory to the best of my knowledge. I have inspected everything as per enclosures and feel satisfied with the arrangements.

Address of Study Centre

After careful examination of the documents, I certify that all the information given by the institution / study centre is truthful in the application form.

Name of inspection Member : _____

Address : _____

Contact No. : _____

Qualification : _____

Destination : _____

Place where working or from where retired:

Date:

Place:

Signature of Inspection Member

Note: If the Inspection Member is interested to give his/her service in future to the University in any of the following fields :

Paper Setting	_____	Assignment Checking	_____
Inspection member	_____	Practical Examiner	_____
Syllabus Setting	_____	Others	_____

Then they are welcomed, for that please attach your Bio-Data and acceptance letter (NOC) with this Page as per rules University will pay a remuneration. Please tick mark in front of desired field.

(Annexure IV)

Rent Agreement

(This Annexure should be compulsorily filled whether the place is rented or owned)

This page should be attested by Notary on Rs. 10/- Stamp Paper

To
The Director

Directorate of Distance Education

JRN Rajasthan Vidyapeeth Deemed University

Udaipur

Respected Sir,

I had given permission to _____ i.e. have no objection that this premises is being used for educational purpose by _____ for 3 years.

Name of Training Centre : _____

Address : _____

: _____

Date of Agreement : _____

Last date of Agreement : _____

Name of Land/Premises owner _____

**Photograph of
Centre Director/
Chairman**

**Photograph of
Land/Premises
Owner**

Signature

(Centre Director/Chairman)

Signature

(Landlord)

Place :

Date :

ANNEXURE-V
UNDER TAKING

(This Annexure should be Notary on Rs. 10/- Stamp Paper and attested by Notary)

This is to certify that all the infrastructure and setup required for the work center/Theory center of the following course is as per norms:-

Names of the Courses

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

As well as all the Annexure on the 10 Rs. Stamp paper required for courses are attached with application form.

If any information will be find incorrect or dissatisfactory, I _____
(Chairman of the Trust/Society) will be responsible for it and the university can take any action against the Study Center without prior information.

Signature

(Chairman of the Trust /Society with Seal)

(Annexure-VI)

NO OBJECTION CERTIFICATE (PSC'S)

Note:- The attachment of Engineering College should be of related department.

This Annexure should be on 10 Rs. Stamp Paper and attested by Notary.

(This N.O.C. will be enclosed only for Engineering Courses)

To

The Director

Directorate of Distance Education

J.R.N. Rajasthan Vidyapeeth (Deemed-to-be) University

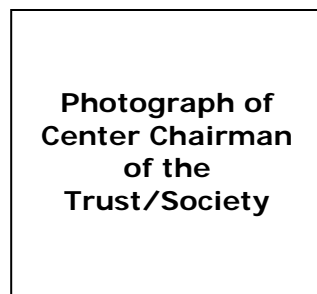
Sir,

I had given permission to _____(Chairman of Trust/Society) i.e. I have no objection that this premises is being used as training center by _____(Name of the Society) for _____years (Duration). I assure that I have an Engineering college having _____(Name of the Departments) which can be used by the students enrolled in J.R.N. Rajasthan Vidyapeeth (Deemed-to-be) University associated center and I have No Objection for that.

Name of the Training Centre (Or Engineering College) with address

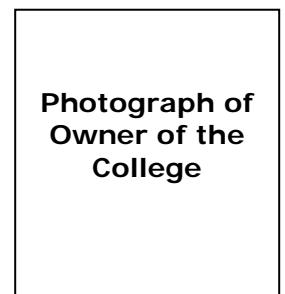
Duration of Agreement from _____ to _____ for courses _____

Name of Engineering College _____



Signature

(With seal Chairman of the Trust/Society)



Signature

(Owner of the College)

On Stamp Paper of Rs.100/-

SELF DECLARATION FORM

I/We here by apply for the renewal of my/our Study Centre for session 2011-2012.
I/We hereby undertake as under:

1. To pay all the outstanding dues.
2. To pay all the fees as per the University Norms.
3. Not to charge any extra fees from the students apart from the fees prescribed in the prospectus.
4. To have the format of my/our advertisement approved by the University before I/We release it to the media.
5. To submit all the forms to the University within the prescribed time limit.
6. To deliver minimum number of counselling hours as per the norms of the University.
7. To individually verify all the documents enclosed with the student forms with the originals.
8. To take full responsibility of all the documents/correspondences signed by my staff on my behalf.
9. To abide by all the rules and regulations of the University as promulgated from time to time.
10. Not to indulge into any sort of criminal/immoral/illegal activity.

I/We further acknowledge that if at any point of time the University finds any deficiency in my/our infrastructure or in the support services to the students or if I/we am/are found involved in any sort of unlawful activities, then the university will have the full right to terminate my/our study centre authorization without seeking my/our clarification.

For

Signature of the Study Centre Head
(With Seal/Stamp)