

Guidelines for Establishment of Study Centers



Vardhaman Mahaveer Open University, Kota

Regional Services Division

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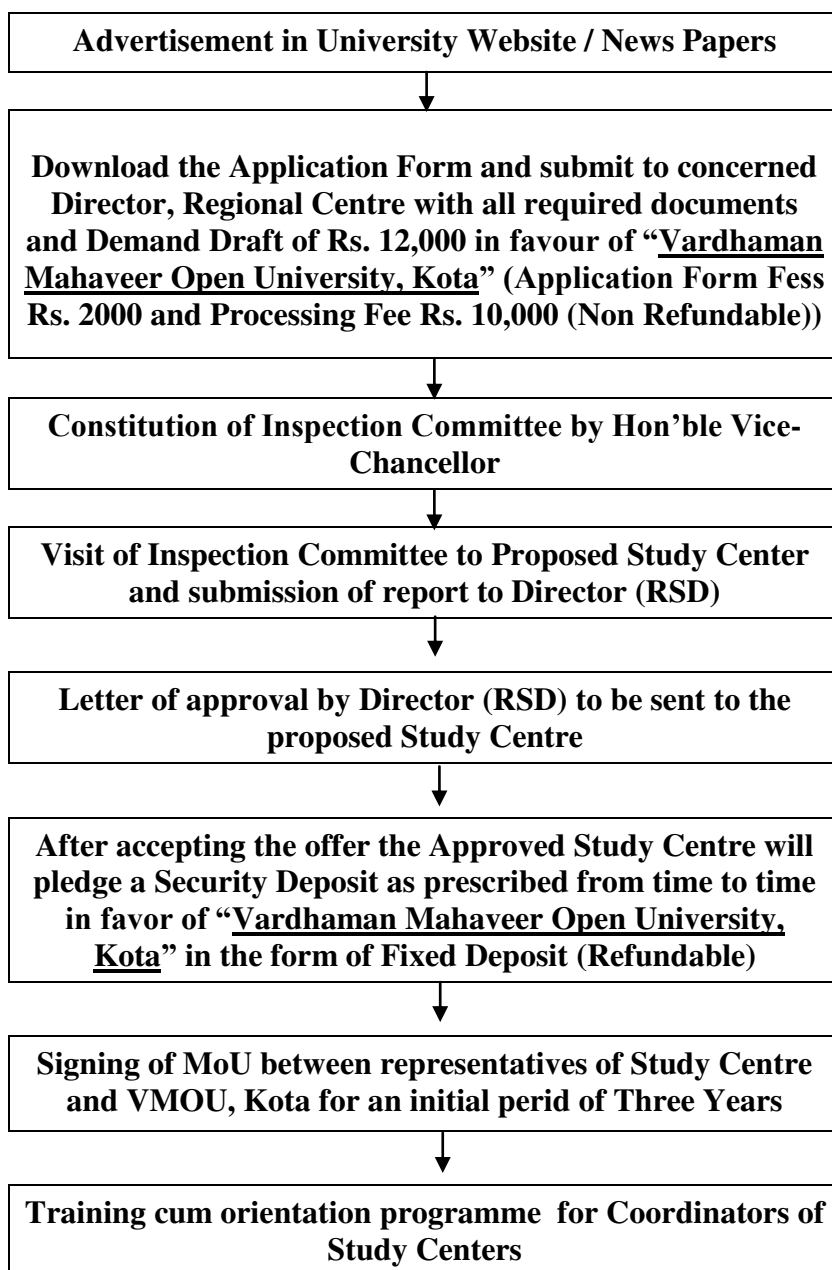


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Study Centre Selection Process



Study Center Revenue Sharing Breakup

	Study Centre Share	University Share	Study Material Cost will be kept by VMOU
General Programmes	40% of Program Fees	40% of the Program Fees	20% of the Program Fees
Professional Programmes	50% of Program Fees	30% of Program Fees	20% of Program Fees



Guidelines for Establishment of Study Centers

Philosophy of Open & Distance Education

The philosophy of Open & Distance Education is different from that of the correspondence education, wherein the learners do not have to attend the regular contact classes. The distance learning aims at providing opportunities to those learners who could not get an opportunity to study as regular students on account of a variety of reasons. The unique features of distance education are its contact classes/ counselling sessions and the preparation of assignments for continuous learning. These contact classes/ counselling sessions keep the learner constantly in touch with the counsellors and the assignments enable them to correct the flaws in their learning and to reorient themselves. Thus, the parties interested in opening the Study Centers of the university must pay special attention to holding the contact classes/ counselling sessions and to evaluate the assignments in an honest manner.

In order to provide instructions for Certificate, Diploma, Graduate and Post Graduate Diploma/Degree Programmes of the university, the university will establish Study Centers. These Study Centers shall be of four types: (a) Model Study Centre (to be developed at every Regional Centre of VMOU), (b) General Study Centers, (c) Programme Study Centers and (d) Special Study Centers

The Model Study Centre will be developed by the University at every Regional Centre of VMOU, whereas the General Study Centers will offer various Programmes (except Professional Programmes) of the University, the Programme Study Centers will offer Professional Programmes as per Memorandum of Understanding, and Special study Centers will be opened by the University as per the specific requirements.

How to Open a Study Center?

The university will invite applications for establishment of Study Centers. This invitation may be given through news-papers or through the website of the university. There shall be a prescribed format to be filled in by the applicants and they shall have to pay the Application Fee, Processing Fee (both Non-Refundable) and Security deposit (refundable) as fixed by the university. Every year a definite date shall be fixed for submitting the applications and the applicants are advised to submit the duly filled-in application-forms before the cut-off date at the concerned Regional Centre of VMOU.

Who Can Apply?

Government institutions, aided/ self-financed institutions of higher and secondary education, registered societies, trusts, companies, etc., having the arrangement of competent counsellors, basic infrastructure for class-rooms, laboratories, library, etc. may apply. The experience of operating the teaching institutions or Programmes of study shall be preferred.



Special Pre-requisites for Study Centers

The specific prerequisites for various Study Centers are as under:

All the Study Centers shall have the adequate infrastructure of Class Rooms with proper size and amenities, library facility, computer facility, internet and telephone connection and adequate number of teaching and support staff to impart instructions for the concerned academic Programmes. The center must have congenial and hygienic academic environment with essential facilities. However for Programme Study Center the following special prerequisites must be ensured as under:

1. Management and Computer Science Programme Study Center: This Study Centre shall have a computer lab of 10-15 PCs with internet and telephone connection and adequate number of relevant teaching and support staff.

2. Science Programme Study Centre: This Study Centre shall have the science lab of UG Science/P.G. Science Laboratory Experiments, internet and telephone connection and adequate number of relevant teaching and support staff.

3. Library and Information Science Programme Study Centre: This Study Centre shall have necessary equipments and facilities such as DDC, CC, Sears List, Clasified catalogue, AACR-2, Reference and Sources of Library etc. to impart instruction for Library and Information Science programmes and adequate number of relevant instructors and support staff.

4. Yoga and Naturopathy Programme Study Centre: This Study Centre shall have necessary equipments and facilities to impart instruction for Yoga and Naturopathy programmes and adequate number of relevant instructors and support staff.

5. Jyotish and Karmakand Programme Study Centre: This Study Centre shall have necessary equipments and facilities to impart instruction for Jyotish and Karmakand programmes and adequate number of relevant instructors and support staff.

Classification of Locational Norms for the Establishment of Study Centre #:-

The entire state of Rajasthan, for the purpose of establishing Study-Centers, has been classified into three broad categories, i.e. Urban, Semi-Urban and Rural-Tribal. Urban category consists of District Head Quarter, Semi-Urban category consists of Tehsil Head Quarter and Rural-Tribal category consists of Village Head Quarter. Based on the above classification, the minimum requirement of the constructed area and the number of students shall be as follows;

Area for General Study-Centers -

Location	No. of Minimum Students	Constructed Area in Sq.ft.
Urban	50	3000-4000
Semi-Urban	30	2500-3000
Rural-Tribal	20	1500-2000



Area for Programme Study Centre

Location	No. of Minimum Students	Constructed Area in Sq.ft.
Urban	20	1500-2000
Semi-Urban	15	1000-1500

Area for Special Study Centre-

The norms for Special Study Centers will be decided in view of the nature of Programmes and locations with approval of the Vice Chancellor.

Fee for establishment of a centre -

For the purpose of charging different Fees, the classification of Study Centers shall be as follows-

Category- A -- Easily Accessible Areas; (urban areas)

Category- B -- Difficult Areas; (rural and desert areas)

Category- C -- Most Difficult Areas; (desert/ interior, tribal areas)

Accordingly, the Fee to be charged for different purposes shall be as follows:-

LOCATION-WISE PROCESSING FEES & SECURITY DEPOSIT TO OPEN DIFFERENT TYPES OF STUDY CENTERS

Fees Details	Easily Accessible Area Category A			Difficult Areas Category B			Most Difficult Areas Category C		
	STUDY CENTRE	PROGRAM CENTRE	SPECIAL STUDY CENTRE	STUDY CENTRE	PROGRAM CENTRE	SPECIAL STUDY CENTRE	STUDY CENTRE	PROGRAM CENTRE	SPECIAL STUDY CENTRE
Application Form Fees	2000	2000	2000	2000	2000	2000	2000	2000	2000
Processing Fees	10000	10000	10000	10000	10000	10000	10000	10000	10000
Security Deposit	70000	50000	30000	40000	25000	25000	25000	20000	10000

Note: The government institutions will not have to pay any Fee as mentioned above. Even in the case of applicants from the non-government sector where there are reasons to believe that any exemption in the Fee is essential, the Vice Chancellor on the recommendations of a team constituted for the purpose may exempt the processing Fee partly or fully as deemed reasonable.

Inspection and Screening-

After receiving the applications by Regional Centres in Regional Services Division, the eligible cases shall be short-listed and the respective locations shall be inspected by a team constituted by the Vice Chancellor which will submit its report to the Director (RSD) in prescribed form. The basis of permission for operating the centre of the university will, in general, depend upon the report of the inspection team.

All the applications shall be processed in Regional Services Division on the basis of inspection report which shall contain the details and substantiated information about



the overall facilities available with the applicant regarding the requirement of qualified counsellors, plants and machinery, computer facilities, library facilities, other infrastructure, etc. Further, due importance shall be given to a particular location but no institution shall have any claim for opening of a centre on the pretext that the centre was inspected and the team found it suitable.

Memorandum of Understanding (MoU) for Establishment of Study Centre-

Once the application is recommended by the committee constituted for the purpose and approved by the Vice Chancellor, the concerned applicant will have to sign an agreement with the university through a Memorandum of Understanding (MoU) on a non-judicial stamp paper of Rs.100/- and it will have to abide by the terms and conditions as agreed upon and made part of the agreement. Any subsequent changes in the MoU signed with mutual-consent by both the parties will also form a part of the Memorandum of Understanding (MoU).

Maintenance of Standards

The Study Centre will have to maintain the standards in every respect and will have to provide all the necessary assistance to students including general amenities, arrangements for counseling sessions, conduct of lab and practical classes, project-work, etc. for individual Programmes of study.

Arrangements for Distribution of Study Material-

The distribution of study material to individual students is the huge task and the Study Centre will have to arrange the timely distribution of study material supplied by the university for the students registered with the Study Centre. In order to make efficient distribution system possible, the center will have to provide proper particulars of the students in a timely manner and in a specified format to the university.

Ensuring Competence in Information Technology-

Since the majority of jobs and formats of the university are computerized and communication of information, documents, etc. takes place through IT enabled services, it is essential for the Study Centers to have the desired infrastructure and competence in the use of IT and IT enabled services. The first step in this direction shall be electronically entering the data of the students in the prescribed format. Similarly, the other transactions should preferably be in the electronic format only. Thus, it is incumbent upon the concerned applicant to equip the centre properly in terms of use of IT and ITES.



Payment of Honorarium to Coordinators, Counsellors and Other Staff Members-

The Center will have to pay the honorarium to all categories of staff engaged by the Study Centre on their own out of its share allocated above. In some cases the rates are prescribed by the university and the same shall have to be adhered to, *e.g.*, the rates of counseling, evaluation of assignments, practical etc. is fixed by the university and the same shall have to be adhered to. If the Centre fails to carry out the desired counseling and the university decides to carry out the counseling on its own, the university will have the right to deduct money for such counseling, out of the share of the Center, in such a manner as agreed upon between both the parties.

Continuity of Centre -

For continuity of Centre, it will have to observe all the norms, terms and conditions, stipulated in the memorandum of understanding (MoU). In case, any Centre fails to provide infrastructure or other such requirements as agreed upon, the university may proceed to close such a Study Centre. Other grounds for closure of a Study Center may be ; non availability of requisite number of students, non-conduct of counseling sessions, and non-observance of terms and conditions of MoU and/or the directions of the university.

Right of Inspection-

The university reserves its right of inspection of any Study Centre either through its Director (RSD), Director (Regional Centre) or any person or team authorized by the University. The Study Centre shall be under obligation to allow such an inspection.

Fee to be Charged From the Students-

The Study Centre is expected to advise the students to pay the following Fees:

- (a) Application Form Fee
- (b) Entrance Examination Fee
- (c) Programme Fee
- (d) Examination Fee

The amount of Fee shall be prescribed by the university from time to time. Any overcharging by any Center from the students shall be a suitable ground for administrative and penal action. Out of the above, only the Programme Fee shall be shared with the Study Centre.

Advertisement for Admissions-

Normally advertisement for admissions will be issued by the university at its own cost. However, the Study Centers may also give advertisements at their own cost to invite prospective candidates for admission. However, the contents of such advertisements shall be vetted by the university. In special circumstances the university may share the advertisements with the Study Centers as per mutually decided terms and conditions.



Sharing of the Fee with the Study-Center

The university will share the Programme -Fee revenues with the Study Centers as agreed upon in the MoU. In case of closure or its merger with the other Centre or in the cases of improper counseling, the university will have the right to deduct or forfeit the appropriate sums from the share of such Centers.

Other Conditions to be Followed by the Study Centre –

In addition to the earlier guidelines, the Study Centre will-

- ensure affective delivery of Programmes, the Study Centre shall manage persons having teaching cum counseling experience;
- have to maintain adequate faculty and infrastructural facilities;
- provide services to the candidates for the whole of the duration of the course;
- not discontinue any course in the midway and if any course is discontinued in the midst of Programme, the security deposit will be forfeited;
- ensure that admission application forms of only those candidates are accepted who fulfill the requisite qualifications for the Programme to which the admission is being made and that the candidate has attached the required documents and has also paid the prescribed Fee;
- make entry of all admission forms Programme-wise in electronic mode and will transmit the application forms with complete particulars to the University;
- ensure that adequate teaching and non-teaching staff i.e. counsellors, lab assistants, computer operators, class III/IV workers are available in the centre;
- further ensure that all the counsellors are duly qualified and their status is approved by the university;
- ensure to arrange prescribed number of teaching/counseling sessions in each Course/Programmes;
- maintain a register for conducting of counseling sessions;
- be responsible for timely submission of assignments and evaluation of assignments;
- prescribe and notify the days of counseling well in advance;
- impart such other duties as assigned by the University from time to time;
- In case of closure of Study Centre during the currency of Programme, the university may impose suitable fine or penalty as is considered necessary for safeguard of the students registered with that centre.
- The share of the Study Centre is in view of providing infrastructural facilities and services like class- rooms, computer labs, science labs, counseling, continuous evaluation, library, postage and stationary etc.



Functions of the Study Centre Coordinator –

The Co-coordinator of a centre shall be the principal functionary of the centre and he/she will be responsible for

- all activities of the centre and shall supervise the individual counsellors and counseling;
- maintaining of all records and registers in respect of the activities of the Study Centre including academic administration;
- supervising the work of other supporting staff;
- all communication from the regional centre and the University;
- intimating students about the time and date for counseling session;
- arranging laboratory facility in case the course consists of laboratory work;
- The Coordinator will ensure that Study Centre is kept open on the days fixed;
- The Co-coordinator will also ensure:
 - attendance of the students and submission of assignments;
 - that necessary audio and video equipments and computers are available in the centre and this function properly;
 - distribution of study material to students;
 - submission of monthly and quarterly report to the university;
 - maintenance of discipline in the Study Centre and will
 - perform such other duties as assigned by the University.

Settlements of Disputes –

All matters arising out the memorandum of understanding shall be subject to the exclusive jurisdiction of the Court at Kota (Rajasthan) and parties will be subject to the jurisdiction of the courts within the district of Kota (Rajasthan). In the initial stage, efforts will be made to settle the dispute mutually and at the level of the Vice-Chancellor. However if the disputes remains unresolved, the parties may either prefer to go to a court of law or they may like to settle the matter through a arbitrator mutually agreed between both the parties.



Vardhaman Mahaveer Open University, Kota

Rawatbhat Road, Kota 324021 Rajasthan

FORMAT FOR APPLICATION FORM

Information of the College/Institute for the establishment of the Study Centre

This information should be submitted along with the DD / Chalan for Rs.12000/- (Rs. 2000 for Application Form Fees and Rs. 10000 for Processing Fees) in favor of “Vardhaman Mahaveer Open University, Kota”. The amount is non Refundable.

Information Sheet

1) College/ Institution: Profile

- i) Name of the college/ Institute/ Trust/Society/Company with address
- ii) Date and Registration Number of the College/ Institute/Trust/Society/Company
- iii) Telephone No (s)
- iv) E-mail Address
- v) Name of the University to which the College/ Institute is affiliated
- vi) Name of the Principal/ Head/Owner
- vii) Educational Qualifications of the Principal/ Head
- viii) Telephone No.
- ix) E mail:
- x) Whether the College/ Institution/ Trust/Society/Company is
 - (a) Private
 - (b) Government
- xi) The College/ Institution has
 - (a) Schools (Primary/Secondary)
 - (b) UG College (Arts/Science/Commerce/Engineering/Vocational)
 - (c) PG College (Arts/Science/Commerce/ Engineering/Vocational)
 - (d) Any Other



xii) Timing of the College/ Institution

xiii) List of Courses taught and teachers in College (please provide information in details)

2) In case of Private College/ Institution

i) Name of the Management/Society/Trust running the College/ Institution with Postal Address

ii) Date and Registration No. of the Institution:

iii) Name and Address of the Chairman with Phone Numbers:

iv) Name and Address of the Secretary with Phone Numbers:

v) Give in the Brief Information about the Activities of Institution, preferably the branches run by your Management (Attach a separate sheet if required and the Constitution of the Society/Trust/Management)

3) Infrastructural Facilities Available

i) Number of class rooms with their approximate seating capacity will be made available for Study Centre (Enclose a separate sheet if required)

Room No.	1	2	3	4	5	6	7	8	9
Size(Sq. Feet)									
Seating capacity for classes									
Seating capacity for examination									

ii) Adequate number of class rooms shall be made available in the

(a) Evening Yes/No

(b) Saturday Yes/No

(c) Sunday Yes/No

iii) Size of room (in sq., ft.) required for the Coordinator and for the Office of the Study Centre.

iv) Whether Library facilities shall be made available to the students of VMOU.

Yes/No



- v) Internet facility Available Yes/No
- vi) Space available for fixing the signboard of VMOU Study Centre Yes/No
- vii) Electrical fluorescent tubes, fans etc. are fitted in the class rooms and in the office Yes/No
- viii) Whether Bank facility is available on the campus or nearby area, within a distance ofKms Yes/No
- ix) Post Office facility is available on the campus or near by area, within a distance ofKms Yes/No
- x) Telephone facility will be made available for the Study Centre Staff Yes/No
- xi) The College/ Institution has separate toilets for male and female students and these facilities shall be made available to Study Centre staff Yes/No
- xii) Drinking water facilities are available on the campus Yes/No

4) Equipments

- i) The College/Institution has a Public Address System Yes/No
- ii) The College/Institution has a TV/VCR/CD-VCD Player Yes/No
- iii) The College/Institution has a LCD Projector Yes/No
- iv) The College/Institution has a Slide Projector Yes/No
- v) The College/Institution has a Tape Recorder Yes/No
- vi) The College/Institution hasnumber of Computers Yes/No
(Please use a different sheet to describe the computer facilities available)

5) Personnel

- i) Names of recommended three teachers along with their personal detail in the prescribed format, for appointment of the Coordinator on Honorarium Basis.
- 1.
 - 2.
 - 3.
- ii) Names of recommended individuals along with their personal detail in the prescribed format for the appointment of the Academic Counsellors.
- 1.
 - 2.
 - 3.



- iii) The Principal/ Head is willing to cooperate, participate and supervise the work of the Centre including examinations. Yes/No
- iv) The Principal/ Head will make available the teaching staff to work as Counsellors and Co-coordinators and necessary staff for conduct of examination. Yes/No
- v) The Principal/ Head will make available the non-teaching staff to accept the part-time work at Study Centre. Yes/No
- vi) Any other information as considered useful and relevant. (use a separate sheet)

6) Undertaking

The Principal/Head/Coordinator and the College authorities do hereby undertake to give all necessary cooperation for the efficient functioning of the Study Centre of Vardhaman Mahaveer Open University, Kota if granted to the College/Institution. It is certified that the information supplied is true and correct to the best of my/our knowledge/belief.

Signature & Seal of the Principal/Head

Name.....



Resolution of the Society/Trust

(To be submitted duly filled on letterhead of the Institution)

It is resolved unanimously in the meeting of the governing body of held onunder the chairmanship of Shri..... that the Study Centre of the Vardhaman Mahaveer Open University, Kota be established in College/ Institute/ Foundation/ Trust/Society/Company.

If the University permits the College/Institute/Foundation/Trust to establish the centre, we undertake to provide all the necessary academic and infrastructural facilities and co-operate for the smooth and efficient functioning of the Study Centre. We shall abide by the rules and regulations of the Vardhaman Mahaveer Open University, Kota prescribed and revised from time to time.

If the Study Centre closed down for any reason, equipments, furniture, books supplied by the University shall be returned to the University within the given period by the University. We shall have no objection if the University ceases the services of Counsellors, Coordinator and office staff appointed at the Study Centre.

Proposed By

Seconded By

Seal of Institution



VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA

Rawatbhata Road, Kota - 324021 (Raj.)

www.vmou.ac.in

FORMAT FOR BIO-DATA OF ACADEMIC COORDINATOR

(Supporting Documents may be provided as Annexure)

NAME OF PROPOSED STUDY CENTRE:

1. NAME (IN BLOCK LETTERS) _____

2. DESIGNATION: _____

3. ORGANIZATION/EMPLOYER: _____

4. TYPE OF APPOINTMENT: REGULAR/TEMPORARY/CONTRACTUAL/HIRED _____

5. ADDRESS (RESIDENCE) : _____

_____ PIN _____

Phone: _____ Mobile: _____ Fax _____

E-mail: _____

6. ADDRESS (OFFICE) : _____

_____ PIN _____

Phone: _____ Mobile: _____ Fax _____

E-mail: _____

7. DATE OF BIRTH: DD _____ MM _____ YY _____

8. PRESENT PAY SCALE: _____

BASIC: _____

GP/AGP: _____

ALLOWANCES: _____

TOTAL: _____

9. ACADEMIC QUALIFICATIONS:-

EXAMINATION/ DEGREE	BOARD/UNIVERSITY	YEAR	SUBJECT(S)	DIVISION/ PERCENTAGE

10. EMPLOYMENT DETAILS:

DURATION (MONTH, YEAR) FROM TO	ORGANIZATION	DESIGNATION	NATURE OF JOB/ TYPE OF DUTIES



11. EXPERIENCE:

a) Total Teaching Experience at : _____
UG/PG Level (in years).

b) Details of teaching experience:
During the last 5 years.

LEVEL OF TEACHING	SUBJECT	YEAR(S)
UG Level		
PG Level		
Research Guidance		
Any Other (please specify)		

c) Administrative/Supervisory experience:

d) Experience of work connected with distance education activities such as Counseling Assistant, Coordinator etc : _____

e) Research Experience, if any : _____

f) Publications of books, articles, research papers, if any:

g) Computer skills: _____

h) Any other relevant information: _____

Date: _____

SIGNATURE

Name of Coordinator

**VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA**

Rawatbhata Road, Kota - 324021 (Rajasthan)

www.vmou.ac.in

FORMAT FOR BIO-DATA OF ACADEMIC COUNSELLOR

(Supporting Documents may be provided as Annexure)

NAME OF PROPOSED STUDY CENTRE:

FIELD OF SPECIALIZATION: _____

COURSE(S) TO BE ASSIGNED: _____

1. NAME (IN BLOCK LETTERS) _____

2. DESIGNATION: _____

3. ORGANIZATION/EMPLOYER: _____

4. TYPE OF APPOINTMENT: REGULAR/TEMPORARY/CONTRACTUAL: _____

5. ADDRESS (RESIDENCE) : _____

_____ PIN _____

Phone: _____ Mobile: _____ Fax _____

E-mail: _____

6. ADDRESS (OFFICE) : _____

_____ PIN _____

Phone: _____ Mobile: _____ Fax _____

E-mail: _____

7. DATE OF BIRTH : DD _____ MM _____ YY _____

8. PRESENT PAY SCALE : _____

BASIC: _____

GP/AGP: _____

ALLOWANCES: _____

TOTAL: _____

9. ACADEMIC QUALIFICATIONS:-

EXAMINATION/ DEGREE	BOARD/UNIVERSITY	YEAR	SUBJECT(S)	DIVISION/ PERCENTAGE

10. EMPLOYMENT DETAIL:-

DURATION (MONTH, YEAR) FROM TO	ORGANIZATION	DESIGNATION	NATURE OF JOB/ TYPE OF DUTIES



11. EXPERIENCE:

a) Total Teaching Experience at: _____
UG/PG Level (in years).

b) Details of teaching experience during the last 5 years.

LEVEL OF TEACHING	SUBJECT	YEAR(S)
UG Level		
PG Level		
Research Guidance		
Any Other (please specify)		

c) Administrative/Supervisory experience:

d) Experience of work connected with distance education activities such as Counseling Assistant, Coordinator etc : _____

e) Research Experience, if any: _____

f) Publications of books, articles, research papers, if any:

g) Computer skills: _____

h) Any other relevant information: _____

SIGNATURE

Date: _____

Name of Counsellor



VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA

Rawatbhata Road, Kota - 324021 (Rajasthan)

www.vmou.ac.in

Email Id: drs@vmou.ac.in

FORMAT FOR THE INSPECTION TEAM REPORT

Name of Study Centre inspected:-----

Date of Inspection:- -----

PARTICULARS OF THE INSPECTION TEAM

Sl. No	Name	Designation	Official Address	Signature
1.				
2.				
3.				
4.				

PARTICULARS OF THE REPRESENTATIVES OF THE APPLICANT INTERACTING WITH THE INSPECTION TEAM

Sl. No	Name	Designation in the Trust/ Society/ Other	Contact Number	Signature
1.				
2.				
3.				

DECLARATION OF THE APPLICANT

The report is unbiased and based purely on factual information as provided by the applicant and cross checked by the Committee through physical inspection.

(Signature of Applicant)

Signature of the Committee Members



INFORMATION FOR THE STUDY CENTRE

1. Name and address (with Pin Code) of the Applicant (Society / Trust / Others)

	Name of the Applicant Society/Trust	Name of the Proposed Study Centre
Name		
Full Postal Address		
Landmark		
Pin Code		
Ph. No (a) Landline		
(b) Cell No.		
Email ID		
Website		
Contact Person		
Fax No.		

2. Details of Programmes applied for & recommended by the committee (please tick whichever are applicable)

Programme (Schools/Faculties to be included)	Demanded	Recommendation
School of Commerce and Management		
School of Continuing Education		
School of Science and Technology		
School of Humanities and Social Sciences		

3. Name of Programme(s) applied for

(a) Certificate-----

(b) Diploma-----

(c) Degree-----

(d) PG Diploma/ Degree-----

4. Status of Study Centre:

Government College/ Aided College/ Govt. Degree College/ Aided Degree College/ Self Funded College/ Self Funded Degree College/ Secondary School (Private/Govt.)/ Technical Institute (Private/ Govt.)/ NGO/ Others/Proprietor Firm/Individual Trust

5. Name of Programme(s) recommended for:

(a) Certificate-----

(b) Diploma-----

(c) Degree-----

(d) PG Diploma/ Degree-----

Signature of the Committee Members



6. Track record of the applicant in terms of running Educational institutions /industry

7. Availability of Constructed Area for the use of Study Centre (in Sq. feet)

Particulars	Available		
	Area of each	Total area	No.
Classrooms			
Drawing Hall (+)			
Lab./Workshops			
Total			

8. Details of functional Computer Facilities

	Particulars	Requirements as per VMOU Norms	Availability		
			No. of Computers In Classrooms	Sum of the computers of all Depts.	Total
1.	Number of Computer Terminals	10-15			
2.	Hardware Specification	P-4 Processor			
3.	Internet Connection	Broad Band			
4.	Relevant Legal Software	At least 2 System Software			
5.	Peripheral (s)	Printer, Fax & Scanners			

Signature of the Committee Members



9. Library Facility:-

Subjects	Titles	No. of Books
		Total

10. (i) Name of the nearest Study Centre with distance in Km with details of Programme (s)

.....

11. Comments of the Committee

Parameters	Comments
Whether qualified Faculty has been identified/appointed/hired	
Adequacy & suitability of Built-up space	
Furniture/Teaching Aids for the Professional Programmes	
Adequacy of Computer Facilities	
Laboratories & Workshop Facilities	
Library Facilities	
Suitability of Additional Facilities	

Comments of the Inspection Team:

I/We are satisfied with the infrastructural and other facilities of the institute and recommend the establishment of Study Centre for running following Programmes:

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

OR

Since the institute does not possess sufficient infrastructural and other facilities, establishment of Study Centre cannot be considered.

Signature of the Committee Members



FORMAT FOR MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is being executed on..... and it will be effective from.....

Between;

VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA a University established under **Vardhaman Mahaveer Open University Act, 1987** and also recognised by **UGC and Distance Education Council, New Delhi** with its headquarter at Rawatbhata Road, Kota, (Rajasthan), hereinafter referred to as the **FIRST-PARTY**, “**University**”, or **VMOU**, and this expression shall, unless repugnant to or inconsistent with the context, mean and include its successors or permitted assignees is the **FIRST PARTY**.

AND

_____ represented by _____ (Name and Designation), hereinafter referred to as the “**Second Party**”, or “**the centre**” and this expression shall, unless repugnant to or inconsistent with the context, mean and include any successors or permitted assignees as the **SECOND PARTY**.

WHEREAS:

A. the First Party is a State Open university offering various Programmes in Open and Distance Learning Mode, and

B. Second Party is a (*Institution/Firm/Society/Others*) in the name of

_____ And is having a self owned/ rented building / premises in which it is presently running _____ (*name and address of the Institution*).

C. WHEREAS the First Party wishes to open a General Study Centre/

Special Study Centre / Program Study Centre (*Tick ✓ appropriate Centre*)

Generally and collectively referred to as “**Centre**” in the forthcoming paragraphs, in the premises referred above of the second party for the purposes of providing Counselling /



Teaching Sessions / Assignment-evaluation / lab-work/ Conducting Exams of the students enrolled with it and generally for the other related activities of Study Programs, and the second party is interested in getting the same being used for the purposes of opening and operating of the Centre for the Courses of the First Party.

NOW IT IS HEREBY AGREED AS FOLLOWS;

1. The second party has a right to enter into this MOU with the First party and has the right to let the building/ premises being used for the purposes of the opening the Centre of the first party.

2. The Second Party will;

2.1 Ensure that the Centre functions strictly as per the existing norms of the Distance Education Council (DEC), and the University and also as per suggestions, directives/notices given by VMOU from time to time. Further, changes, if any, in the norms of DEC and/or the university shall also be followed by the second party. In case of non-approval of the proposed name for the centre a new name shall have to be provided by the second party to seek approval of the first party. The second party shall appoint a co-ordinator for the centre with the approval of the first party. The co-ordinator shall be the principal functionary of the centre. The co-ordinator so appointed shall not be changed / removed without approval of the first party.

2.2 Provide space/infrastructure as per the VMOU Norms (Please refer Classification of location norms for the establishment of Study Centre#)

Note: Premises shall provide sufficient ventilation, drinking water, and separate toilets for ladies & gents, 1 additional room for office Coordinator of Centre.

2.3 Install a signboard of VMOU prominently at a proper place as per the specifications provided by VMOU. The cost of signboard shall be borne by the second party.

2.4 Provide and equip each centre with computer, computer and net-savvy personnel, telephone, broad band internet connection, computers of latest configuration, laser printers (at least 01) and fax machine.

2.5 Make halls/rooms available at scheduled time for holding routine classes, counselling/teaching, practical and semester /term-end / annual examinations as per the schedule declared by VMOU.

2.6 Bear all recurring expenditure towards salaries, wages, operation, running & maintenance of services and facilities of the centre, and maintenance of the equipments supplied by the University, if any.

2.7 Arrange necessary personnel for delivery of Programmes/ services. The counsellors and teachers will be identified by the second party but their engagement shall be subject to approval of the university.

2.8 Extend library, computer and laboratory facilities etc. to the students of VMOU for given Programme(s).



2.9 Deposit all the amounts (except the situation where in the second party is a government institution) as per rules of the VMOU. These amounts shall be the application money, the processing Fee and security-deposit as per rule of VMOU.

The Security Deposit shall be refundable and it will have to be deposited in the form of a fixed deposit receipt of any nationalized bank jointly in the names of the second party and the VMOU. The FDR shall have to be for a period of three years. It can be renewed after the expiry of 3 years. The second party shall be entitled to interest due or accruing on such FDR.

2.10 Maintain the record of all the deposits by the students of its centre and it shall be the duty of the second party to ensure that all the application forms of students are duly filled in.

2.11 Check and verify with the help of supporting documentary evidence, using reasonable care, the entries filled in by the students, thereby admitting only the eligible candidates.

2.12 Ensure to send the information about enrolled students on a weekly basis to the University through Regional Director so as to enable the University to send the study material to the students well in time. Later, all the verified forms are to be sent to the University through its Regional office.

2.13 Ensure to conduct proper counselling sessions lab-classes practical's and field work as per requirements of the Programme/Course.

2.14 Ensure that all the examinees fill-in their examination forms well in time.

2.15 Not claim to be the examination centre of the University.

2.16 Keep maintains and uploads (manually/electronically) all such records as may be required by VMOU for general administration of the centre and evaluation of the progress of the students. Further it shall be the duty of the Study Centre to verify the eligibility particulars of the students and to download the identity-cards and the admit-cards of the students for distribution amongst the learners.

3. The first party will;

3.1 Provide two sets (hard Copy/ soft copy) of self-instructional material and the other materials pertaining to the Programme(s) being offered at the centre.

3.2 Provide share of revenue to the Second Party at the rates prescribed by the Recognition Board/the other relevant statutory authorities of the University as per the ceiling of percentage of gross Fees as mentioned in Annexure- 1. The payment to Second party shall be made in instalments as under –

- First Instalment within two months from the last date of admission of the Sessions as decided by the VMOU.
- Second Instalment or balance amount within one month of final examinations as per VMOU norms.

3.3 Provide enrolment numbers to the students and issue (on the interest) their identity-cards after receiving the admission forms complete with required documents and requisite due payment against the particular course.



3.4 Provide study material within a period of 15 days after receipt of statements as given in 2.12, above, to the centre or directly to the student under intimation to the centre.

3.5 Be solely responsible for course structure, and the other modalities including evaluation, conduct of exams and award of certificates / Degree/ Diploma, as the case may be.

4. Management of Centre, Grounds of closure / shifting / merger of Study Centres:-

4.1 The terms of this agreement shall commence on the date of this agreement and it shall remain valid and in force, for duration of three years from the date of its signing. However, in case of applicability of the grounds for closure or merger etc. of a centre this term shall stand reduced.

4.2 In order to ensure the smooth conduct of business, settlement of confusions, and incorporation of additional aspects/ modalities / Norms etc. a Steering Committee shall be constituted. This Steering Committee shall deal with all the matters which require explanation or which are not specifically mentioned in the terms and conditions of this MOU. The Steering Committee shall comprise the Registrar or his nominee and the coordinator of the Study Centre or his nominee. Decision of this Steering Committee, if agreed upon by both the parties, in writing, shall have the effect of being a part of the MOU and shall apply *mutatis mutandis*.

4.3 The first party shall monitor the Study Centre directly or through its Director Regional Services Division or Director Regional Centre or through its representative or through team authorized for the purpose.

4.4 The first party shall have the right to inspect the centre through its representative(s) whenever it is deemed necessary.

4.5 The first party will issue directives or circulars in order to make the system compliant with DEC norms rules and procedure and the same shall binding on be the second party.

4.6 The first party has the right to shift, merge or close a Study Centre if the following situations arise:-

- i) Notwithstanding two circulars/notice, the norms, directions and requirements are not been followed.
- ii) Student Support Services are not being provided.
- iii) Notwithstanding two circulars / notice, the financial records are not being settled.
- iv) The number of students falls below the specified norms.
- v) The minimum number of proper (to be defined by the First Party) counselling sessions are not held.

- vi) The Centre or its owner or its co-ordinator indulges in unlawful activities and it is duly proved by a court of law.



- vii) The Centre indulges in overcharging of the Fee from the students.
- viii) Notwithstanding two notices, not carrying out or disobeying the instructions / guidelines and orders of the University.

4.7 If the University decides to terminate the agreement it shall give a 15 days' notice, in writing, to the Second Party and thereafter if the defiance/deviation continues, the First Party shall have the right to close/shift or merge the Study Centre.

4.8 If the students are merged with another centre the share of the Fee payable to the centre shall not be paid and it shall be transferred to the centre to which the students have been shifted.

5. Applicable Law and Dispute Resolution;

5.1 This agreement and all the questions of its interpretation shall be construed in accordance with the laws of this country (India).

5.2 In case of dispute between the parties with regard to this agreement, prior to moving the court the matter shall be referred to the arbitration tribunal.

5.3 Both the parties shall make all reasonable efforts to reach an amicable solution through direct negotiations.

5.4 If the parties do not reach an agreement within 30 days from the date of notice by one party, of its intention to resolve the dispute in an amicable manner, the parties may refer such a dispute to arbitration in accordance with the following procedure :-

- a) All disputes shall be settled through arbitration in accordance with the provisions of Indian Arbitration and Conciliation Act 1996 by an 'Arbitration Board' comprising of three arbitrators.
- b) Each party shall independently appoint one arbitrator to the arbitration Board and then they will jointly appoint the third arbitrator who shall serve as Chairperson of the Arbitration Board.
- c) The parties shall bear, in equal proportion, all the cost related to Arbitration Board.
- d) The Arbitration Board shall have the powers to award only such remedy as is contemplated in this agreement including injunctive relief.
- e) The place of sitting of Arbitration Board shall be within District Kota (Rajasthan) only



5.5 In case the matter is to be referred to the court, all issues arising out of this agreement shall be subject to the exclusive jurisdiction of the courts at Kota (Rajasthan) and the parties hereby irrevocably submit to the jurisdiction of these courts. The parties irrevocably wave any objection to venue in these courts and objection based on the doctrine of forum non-convenience or similar grounds that these courts are inconvenient for determination of a dispute.

6. Force Majeure;

6.1 The parties to this agreement shall not be liable to each other for failure or delay in the performance of any of its obligations under this agreement for the time and to the extent such failure or delay is caused by riots, civil disturbance, wars, hostilities between nations, government rules, orders regulations, embargos, action by the government(s) or any agency thereof, or an act of God, storms, fires, accidents, strikes, sabotages, explosions, or other similar or different categories beyond the reasonable control of the parties to this agreement

6.2 In the event that either party is wholly or in part, prevented from or hindered in carrying out or in observing any of the terms or conditions of this agreement for any cause set forth hereinabove, such party shall give a written notice to the other party by the most expeditious means, as soon as possible, after the occurrence of the cause relied on, giving full particulars of the reason for such prevention or hindrances, and the party shall, in good faith, consult each-other and take necessary measures for the resolution of the affairs so prevented or hindered.

6.3 Notwithstanding the notice to this effect and all the efforts to redress and improve the situation, so caused (as given in Para 6.1 and 6.2), if the situation cannot be brought back to normal operation stage, this contract shall stand discharged. In the event of such a situation, a proper public-notice thereof shall have to be given by the party, so affected.

In witness whereof the parties affix their signatures below on this _____ day of _____ 20.....

FIRST PARTY

SECOND PARTY

Witness:

1>

2>

Schedule of Property with Address



Annexure – I

Breakup of Revenue Sharing between VMOU and Centre

Maximum reimbursement of the Program Fee to the Study Centre on submission of bills.

	Study Centre Share	University Share	Study Material Cost will be kept by VMOU
General Programme	40% of Program Fees	40% of Program Fees	20% of Program Fees
Professional Programme	50% of Program Fees	30% of Program Fees	20% of Program Fees

Obligations

Study Centre

- Operation and Management of Centre as per the norms of the VMOU
- Payment against expenses to Coordinator / Faculty salaries and other staff as per the need and allowances thereof.
- Assignments evaluation and their payment as per VMOU norms
- Disseminate information and knowledge as per VMOU norms.
- Provide information to VMOU as per requirements
- Guide the student to deposit the Fee with VMOU designated banks by Chalan.
- Provide such support facilities to students enrolled as may be required by VMOU
- To keep and maintain the premises in good condition

University / VMOU

- Framing of Course Curriculum
- Course Material development and supply
- Monitoring
- Conducting the Examination
- Result declaration
- Awarding certificate of completion / Degrees / Diplomas
- Students Support Services at Regional Centre of VMOU



Statement about Programmes to be Run

A) Description of Programmes to be run

a. General Study Centre

b. Programme Study Centre

c. Special Study Centre

(Tick whichever is applicable)

B) Detail Of Programme(s) to be run

S. No.	Schools	Approved Programmes
1	School of Commerce and Management	
2	School of Continuing Education	
3	School of Science and Technology	
4	School of Humanities and Social Sciences	

Note :- No new Programme other than mentioned above will be under taken by the Institute / Organization except with prior approval of the University.

Signature First Party

Signature Second Party



Factual Information Sheet

1. **Name of the Centre**
2. **Type of Study Centre**
3. **Regional Centre attached**
4. **Programs Allotted**
5. **Address**
- Pin code**
6. **Mobile No.**
7. **Land Line**
8. **Email-ID**
9. **Website**
10. **Society Name**
11. **Head of the Institute**
12. **Designation**
13. **Mobile No.**
14. **Email-ID**

Signature



Checklist of Enclosures with Application Form for Study Centre

S.No.	Particulars	Yes	No
1.	Demand Draft of Rs. 12,000/-		
2.	Covering Letter duly signed by Head of the Institution and President/Secretary of the Organization with Seal, Full Signature, Full Name and Date		
3.	Filled in Application Form		
4.	Resolution of the Society/Trust/Institution		
5.	Address Proof of Institution's proposed Study Centre		
6.	Registration Certificate of Society/Trust/Institution with the list of Members of Society/Trust/Institution along with complete Address and Phone No.		
7.	Lease Deed/Rent Agreement/Ownership Document		
8.	Internet Connection Confirmation Letter		
9.	Resolution/Appointment Letter of the Principal/Director/Head of Institution/Proposed Study Centre		
10.	Joining Report/Acceptance Letter of Principal/Director/Head of Institution		
11.	Joining Report/Acceptance Letter of Principal/Director/Head/ Coordinator of the Proposed Study Centre		
12.	PAN Card No. of Principal/Director/Head/Coordinator of Study Centre		
13.	Photograph of Principal/Director/Head/Coordinator of Study Centre		
14.	Photograph of President/Secretary of Study Centre		
15.	Bank A/c. No. of the Institution with Bank Statement of the Account		
16.	Detailed Statement of Infrastructure like Computer Labs, Laboratories, Rooms, Stores, Libraries, Equipment, Furniture, and Toilets etc. as specified in the guidelines.		
17.	Other Academic Programmes run by the Institution in the same campus of Study Centre.		
18.	Staff Details Performa		
19.	Counselors Details Performa		
20.	Audited Balance Sheet of Last Year		
21.	Affidavit on Non Judicial Stamp Paper duly signed by President/Secretary of Governing Body		

VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA
(Regional Services Division)

Expenditure Estimates at Study Centre

The Tentative estimates of expenditure to be incurred at Study Center w.e.f. 1st July 2009

S.No.	Particular	Rates (Rs.)
1.	Honorarium to Head of the institution (p.m.) Chief Coordinator	Rs. 1000.00 p.m.
2.	Honorarium to Coordinator (p.m.)	Rs. 1000.00 p.m.
3.	Honorarium to the Assistant Coordinator (p.m.)	Rs. 800.00 p.m.
4.	Honorarium to the L.D.C. (p.m.)	Rs. 600.00 p.m.
5.	Honorarium to the Class IV employees (p.m.)	Rs. 400.00 p.m.
6.	Honorarium for sale of Prospectus at Study Centers Commission per form	Rs. 5.00
7.	Theory Counselling UG Programme (per session of 90 minutes)	Rs. 200.00
8.	Theory Counselling PG Programme (per session of 90 minutes)	Rs. 300.00
9.	Practical Counselling UG Programme (per session of 90 minutes)	Rs. 200.00
10.	Practical Counselling PG Programme (per session of 90 minutes)	Rs. 300.00
11.	Conveyance Charge to the Academic Counselors	Rs. 100.00
12.	Honorarium to Teachers Educator (per hour)	Rs. 10.00
13.	Assignment evaluation for UG Programme (Per Assignment)	Rs. 10.00
14.	Assignment evaluation for PG Programme (Per Assignment)	Rs. 15.00
15.	Computer hire charges (Per hour per PC)	Rs. 20.00
16.	Consumable (Computer Laboratory)	As per actual Production of receipt
17.	Consumable (Science/Engineering Laboratory)	As per actual Production of receipt
18.	Machine Room Operator (Computer for one complete session)	Rs. 50.00
19.	Laboratory Assignment (Science Engineering)	Rs 5.00 per student Minimum Rs. 100.00

Director (RSD)