



Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya

Gandhi Hill, Wardha-442001 Maharashtra (India)
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APPLICATION FORM FOR STARTING A STUDY CENTRE OF MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA (MGAHV)

Note :

- This form has to be filled by only the key person committed to the operations of the Study Centre.
- Applicant has to submit one-time processing fee of Rs. 15,000/- (**Non-Refundable**) along with this application in the form of a DD payable to “**The Director, Distance Education, MGAHV**”, and payable at Wardha.

1.

Name and Address of the Applicant	Name & Address of the Proposed Study Centre	File No (to be filled by University)

APPLICATION FOR THE ESTABLISHMENT OF STUDY CENTRE :

Name and address (with Pin Code) of the Applicant Registered Society/Trust/Government/University/Organization

Name : _____

Address : _____

_____ Pin Code : _____

STD Code : _____

Phone No. : _____ Fax No. : _____

E-Mail ID : _____

Name of the contact person : _____ Mobile No. _____

2. Programmes Applied For : MBA/PGDM/BBA/DBM

Specialization Available for MBA & BBA – (a) Marketing Management (b) Human Resource Management
(c) Insurance & Banking (d) Financial Management

3. Details of the Applicant Society/Trust/Organization/Institute etc.

- i) Society Trust
- ii) Registration Number : _____
- iii) Date of Registration : _____
- iv) Place of Registration : _____
- v) Registered under which Act (Please tick)
- vi) (Trust Act/Society Act) : _____

Please attach a copy of Registration Certification of Society/Trust along with details of Constitution, Memorandum of Association of the Society/Trust as Enclosure

4. Type of Proposed Study Centre

- COLLEGE INSTITUTION
- PRIVATE GOVERNMENT OTHERS

5.

INFRASTRUCTURAL DETAILS

INFRASTRUCTURE PROPOSED FOR THE STUDY CENTER OPERATION

Nature of Premises Owned by you or other promoters Rented/Leased

Covered Area in SQ. MT 110-257 257-555 +555

Floors Available

Office is ready For Use Yes No

Year of Establishment

Type of Registration

ENCLOSE DULY AUDITED BALANCE SHEETS FOR THE LAST THREE YEARS.

DETAILS OF CLASS ROOMS AVAILABLE :

SR NO	CLASS ROOM DETAILS	AREA IN SQ MT	SEATING CAPACITY

DETAILS OF LIBRARY FACILITIES

S No Particulars Nos.
I. Number of Books :
II. Number of Reference Books :
III. Number of Journals & Periodicals :

6. Course(s) proposed to be conducted by you from the Academic Year 2010-2011

S No	Course	Duration of Course	Entry Level Qualification	Degree (UG/PG)	Intake capacity

7. RESUME OF PROPOSED HEAD OF STUDY CENTRE (ATTACH SEPARATE SHEETS, IF NECESSARY)

- 7.1. Supporting Documents Enclosed: Yes/No
7.2. Resumes of Proposed/Faculty acting as Counselors Enclosed : Yes/No
7.3. Resumes of Proposed Supporting/Administrative Staff Enclosed : Yes/No

Date :

Place :

Signature with seal of Organization

Date :

To,
The Registrar
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya (MGAHV)
Gandhi Hill, Post-Manas Mandir
Wardha (Maharashtra) 442001

Subject : Application for the Establishment of a Recognized Study Centre of MGAHV for the Programmes applied for below :

(i) MBA (ii) PGDM (iii) BBA (iv) DBM

Sir,

This College/Institution /Organization is keenly interested in establishing a Study Center of MGAHV for the Programmes in Open & Distance Learning mode as mentioned above. I am sending herewith detailed information of our College/Institution/Study Centre in your prescribed format.

I am also enclosing herewith a crossed demand draft drawn on a nationalized bank payable at Wardha towards Application Processing Fees Rs. 15,000/- (**Non-Refundable**) in favour of “**The Director, Distance Education, MGAHV,**”

(This amount of Rs. 15,000/- is to be paid with the present Application)

Study Centre Programme Fees of Rs. 15,000/- per Programme (**Non-Refundable**) is to be paid only after the receipt of the Approval Letter from the University by you by a crossed Demand Draft drawn in favour of “**The Director, Distance Education, MGAHV**”, payable at Wardha, which is **non-refundable** with a Memorandum of Understanding duly signed by the concerned authorities. I request the University authorities to consider our application sympathetically and grant us a Study Centre for _____ Programmes(s).

Thanking you and hoping for an early and favourable reply,

Yours sincerely,

(Principal/Head/Trustee)

Enclosures: Information Sheets

DD No. : _____ for Rs. _____ drawn on _____ Bank

*Strike out whichever is not applicable

Memorandum of Understanding (MOU)

Duly completed MOU on the Letterhead of Institution/Organization must be submitted by the Management

We,

1.(Chairman) Name of the Society/Trust/Organization
2.(Secretary) Name of the Society/Trust/Organization
3.(Principal) Name of Institute

representing the Management of the above institution, are given to understand about the various Programmes of MGAHV, Wardha. We offer the services of our College/Institution/Organization for establishing the Study Centre of Mahama Gandhi Antarrashtriya Hindi Vishwavidyalaya, (MGAHV), Wardha.

We undertake that :

1. We shall spare the accommodation, equipment, tools and other infrastructural facilities of our Institute organization for implementation of the Programme as prescribed by the MGAHV.
2. We shall provide willing faculty members of our Institute etc to work at our Centre as may be prescribed by the MGAHV.
3. We shall make available necessary training materials, consumables, electricity and water facilities to the students undergoing study/ training programmes of the MGAHV.
4. We shall pay the Study Centre Programme fee to the University as per the norms and we will not claim any refund of the same in future.
5. We also agree to maintain all records systematically for implementation of Programmes and submit the same to the University authorities when asked for. We also agree to install the necessary and required hardware and networking infrastructure for implementation of Learning Management System.
6. We shall provide all the requisite infrastructural facilities of the Institute etc to conduct the theory as well as practical examinations of the MGAHV for the students of this Study Centre as well as other Centres as directed by the MGAHV.
7. We understand that the breach of this agreement would lead to derecognizing of this Institute etc as Study Centre of the MGAHV, for which the decision of MGAHV will be final.
8. We shall implement the Programmes of the MGAHV with due diligence, dignity, quality and sincerity and maintain the high standards of educational values as prescribed by the MGAHV.
9. We also agree to purchase the licensed copy of the study center management software.
10. We agree to dispatch and deliver the study material to the students at our own expenses.

We express our MOU to above terms and other conditions as prescribed by the University from time to time for implementing the educational programmes of the MGAHV.

1. Principal of the Institution (Signature)

Seal

2. Secretary of the Management (Signature)

Seal

3. Chairman of the Parent Body (Signature)

Seal

RESOLUTION OF THE SOCIETY/TRUST/ORGANIZATION

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

It is resolved in the meeting of the Governing Body of _____ held on _____ under the chairmanship of Shri _____ that the Study Centre of Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha, be established in _____ College/Institution/Foundation/Trust We undertake to provide all necessary academic and infrastructure facilities and co-operate for the smooth and efficient functioning of the Study Centre. We shall abide by the rules and regulations of the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha, as prescribed and as revised from time to time.

If the Study Centre is closed down for any reason, equipments, furniture, books supplied by the University shall be returned to the University through its nearest Distance Education Extension Centre.

We shall have no objection if the University ceases the services of Counselors, Co-ordinators and Office Staff appointed at the Study Centre.

Proposed by :

Seconded by :

Seal of the Institution

Signature
Chairman/President

Check List of Documents Required For Proposed Study Centre

Sr No	Requirements	Enclosed: Yes/No.
01	Details of Registration of the Institute/Society/Trust	
02	List of the Members (With Addresses & Phone Nos.) in the Management Committee	
03	Description of Computer Lab Facility <ul style="list-style-type: none"> • Total No. of Computers • No. of Computers as per norms • No. of Computers with other Config. • Internet Connectivity • LAN • Availability of Software 	
04	Resolution of the Institute/Society regarding starting of the Study Centre	
05	Resumes of the Proposed Head of the Centre, Proposed Faculties and Experts (Proposed Guides)	
06	Photographs of the Institute	
07	Audited Balance Sheets for the last three years	
08	Brochures of the courses currently offered by the Institutes	
09	Enrollment figures for the last three years for various courses, if any	
10	Details of Library Facilities Whether as per specifications Area – No. of Books General Observation	
11	Resumes of Proposed Counselors No. of Counselors : Full Time – Part Time – Qualifications as per norms – Average working experience –	
12	Proofs of the Infrastructure (Attach Documents) (1) OWN (2) RENTED	
13	Crossed Demand Draft for Rs.....in favour of " The Director Distance Education, MGAHV ", payable at Wardha	

1. The application will be rejected, if required documents for the purpose are not enclosed.
2. All rights regarding the initial approval of Study Centres, their recognition and extension of the recognition are reserved with the MGAHV.
3. Minimum 20 and maximum 60 students are required to be enrolled in each Programme, failing which the students will be transferred to the nearby centre. In such a situation the Centre will be in non-operational state for the given academic session and would be activated for the next round of admission.