

DIRECTORATE OF DISTANCE EDUCATION
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY HISAR

CONSOLIDATED GUIDELINES FOR THE STUDY CENTRES

1. Approval of Study Centre.

- 1.1 A Study Centre will be affiliated Colleges/Institute of GJUS&T, Hisar offering conventional mode programmes of equivalent level in the same broad areas under the relevant faculty and having all the necessary infrastructure and availability of appropriate number of qualified faculty not below the rank of qualified Assistant Professors offering a similar programme for engaging theory contact sessions and supervising practical sessions in laboratory or field.
- 1.2 The Study Centre will appoint a person as a Coordinator for offering ODL programme who shall be a regular teacher not below the rank of qualified Assistant Professor of the concerned college/Institute and shall be assisted by the counselor.
- 1.3 The institution will deposit a sum of Rs. 40000/- as application processing fee (except Govt./Govt. aided colleges) in favor of Registrar, Guru Jambheshwar University of Science & Technology Hisar alongwith application form (duly filled) obtainable from the Directorate of Distance Education. Provided that the processing fee of Rs. 40,000/- 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, 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/Principal of the institute in the premises of the Institute will also be attached with the inspection report. The Director/Principal of the Institute will arrange photographer for the purpose at the expenses of the Institute.
 - b) On positive recommendation by the Inspection Committee and its approval by the Vice Chancellor, the study centre will have to deposit security of Rs. 1.00

lakh in favour of Registrar Guru Jambheshwar University of Science & Technology, Hisar payable at Hisar. The condition of deposit of Security of Rs. 1.00 Lakh will not be applicable in case of Govt. Institution/College. **The letter of approval will be issued thereafter.**

- c) Details of the Study Centre after getting approval and deposit of security money shall be submitted to the University Grants Commission at least 60 days in advance before operationalizing the Study Centre. The name of Study Centre with details such as name with address of the institution where the Study Centre is located, name of the coordinator with contact details, working hours and schedules for counselling sessions, infrastructure and other facilities available in the Study Centre shall be displayed on the web portal of the Directorate and the same information shall be made available in the prospectus for the information of the learners and other stakeholders.
- d) 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 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. 40,000/-.

2. Continuation Fee:

Each study centre will pay Rs. 10000/- p.a. as continuation fee 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.

3. Duties and Responsibility of the Study Centre:

- 3.1 After issue of admission notification by the University, Study Centre concerned will be provided separate LOGIN ID and Password for the purpose of uploading the form and

documents of students. The Study Centre will maintain a help desk for admission related queries, advising, counseling, vocational guidance, hands on experience, library services and providing interface between the teachers and the learners, rendering academic and any other related services and assistance, like field experience, laboratory for experimental work, Information Communication Technology facilities for operations, interaction with the learners, conduct of PCP, evaluation of assignments, submission of awards of assignments, distribution of study material and providing academic support to the learners regarding submission of Synopsis/Project/Production Portfolio/ Assignments etc.

3.2 Minimum Academic and Infrastructural requirements

- (i) Number of qualified counsellors per theory course: 2.
- (ii) Number of qualified supervisor per practical course: 1.
- (iii) Availability of laboratory: The laboratory should be running in a similar course in conventional mode for a period of not less than 3 years.
- (iv) Total number of learners admitted at any Study Centers will not be exceed 120 at a time per programme. If a study center wants to increase the intake, then they have to apply for the permission with a fees of Rs. 10000/- per programme and permission will be given on the basis of inspection report which will be done by the Directorate for 60 additional seats. In exceptional case, Study Centre can enroll maximum upto 500 students per programme per year.
- (v) Minimum qualifications for appointment of Coordinator, Counsellor and Academic Staff for the students of distance learning programmes is Assistant Professor in the relevant subjects as per UGC norms in conventional mode.

3.3 After scrutiny of the admission made, the course-wise list of eligible candidates, details of fees remitted and original certificates will be sent to the University alongwith covering letter.

3.4 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 Transport / Post on the request of the study centre and the transportation charges will be borne by the centre.

3.5 PCP will be organized strictly as per schedule notified in Prospectus and study center will appoint a PCP coordinator who will maintain the attendance record and report of PCP alongwith student feedback.

- 3.6 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. The examination centre are created by COE as per UGC Regulation, 2017.
- 3.7 The Study 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.

4. Share in Fees / Remittance of Fees

- 4.1 For the facilities / student support service / evaluation of assignments / prescribed teaching provided by the Study Centre, the University will pay share in fees to a Study Centre equivalent to 40% of the fee (excluding registration fee/continuation fee/alumni fee and examination fee) received from the students enrolled. The study centres will pay all the installments of fees to the university after retaining their share of fee. The registration fee/continuation fee/alumni fee and examination fee and the share of the university will be paid by the study centres along with 1st Installment of fee of the session. The late fine, if any, will also be paid to the university.
- 4.2 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.
- 4.3 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. Fee of change iof study center is Rs. 1500/-.

5. GENERAL INSTRUCTIONS:

- 5.1 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.
- 5.2 The centre will not charge excess fees, impart any misleading information to the students / parents, make unauthorized use of University LOGO, create sub centre(s) franchises etc.

- 5.3 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.
- 5.4 No study centre is authorized to open any sub centre or engage the services of any franchisee to run the courses of this University.
- 5.5 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.
- 5.6 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.
- 5.7 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.
- 5.8 An inspection committee constituted by the Director, Distance Education for the inspection of conduct of PCP. TA/DA of members of inspection committee shall be borne by the university.
- 5.9 **The fee share of study center for SC students:** It will be refunded on receipt of PMS Scholarship from the Government.
- 5.10 Every year inspection of each study center will be done by inspection committee constituted by Vice-chancellor. The inspection fee is Rs. 20000/- which will be beared by concerned study center.

6. **Closure of Non- performing study center**

In case a Study Centre fails to adhere to the prescribed norms or guidelines, as decided by the University from time to time will initiate the closure of the Study Center, so that interest of learners are taken care by some alternative arrangement.

7. These guidelines are in supersession of the University existing guidelines applicable on Study Centres.

Proforma for seeking approval for opening of Study Centre of Directorate of Distance Education, GJUS&T,Hisar.

Application to be forwarded alongwith the request on letter of Affiliated College/Institute of GJUS&T.

1.	<p>Name of College/Institute with complete address</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Details of Principal/Head of Institute /College Name : Phone No : Mobile No : Email Id : Fax No:</p>																																																																																			
2.	<p>Details of Coordinator Name : Designation : Qualification: Mobile No: Phone No: Email Id</p> <p>Note: Appointment letter of above said person is also to be attached with proforma.</p>																																																																																			
3.	<p>Details of Existing Programmes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sr. No.</th> <th style="width: 30%;">Name of Programme</th> <th style="width: 20%;">Year of start of Programme</th> <th style="width: 10%;">Intake</th> <th style="width: 30%;">No. of student admitted in current year</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1.</td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">2.</td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">3.</td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">4.</td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">5.</td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">6.</td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">7.</td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">8.</td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">9.</td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">10.</td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">11.</td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">12.</td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">13.</td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">14.</td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">15.</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>				Sr. No.	Name of Programme	Year of start of Programme	Intake	No. of student admitted in current year	1.					2.					3.					4.					5.					6.					7.					8.					9.					10.					11.					12.					13.					14.					15.				
Sr. No.	Name of Programme	Year of start of Programme	Intake	No. of student admitted in current year																																																																																
1.																																																																																				
2.																																																																																				
3.																																																																																				
4.																																																																																				
5.																																																																																				
6.																																																																																				
7.																																																																																				
8.																																																																																				
9.																																																																																				
10.																																																																																				
11.																																																																																				
12.																																																																																				
13.																																																																																				
14.																																																																																				
15.																																																																																				

4.	Programmes proposed in Distance Education Mode					
	Sr. No.	Name of Programme	Whether Lab facility are available to run the programme (tick the appropriate one)			
	1.		Yes/No/NA			
	2.		Yes/No/NA			
	3.		Yes/No/NA			
	4.		Yes/No/NA			
	5.		Yes/No/NA			
	6.		Yes/No/NA			
	7.		Yes/No/NA			
	8.		Yes/No/NA			
	9.		Yes/No/NA			
	10.		Yes/No/NA			
5.	Availability of Computers/Equipment					
		No.	Make			
	Computer					
	Equipment					
6.	Number of Books available in the Library for the proposed programme					
	Sr. No.	Name of Programme	No. of Books available			
	1					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
7.	Detail of Faculty for the proposed programme					
	Sr. No.	Name	Designation	Qualification	Full time/Part time	Contact No.
	1.					
	2.					

	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
	Note: Fill up the Faculty details for each Programme separately					
8.	Infrastructural details exclusively available to run Distance Education Programme					
	a) No of class room and size of each class room: b) Room no of Coordinator and size of room: c) Room no of student counselling room and size of that room: d) Dimension of library : e) Dimension of computer lab: f) Speed of internet facility available : g) No of scanner exclusively available for admission process /other activities of distance education programme : h) No of printer exclusively available for admission process/ other activities of distance education programme :					
9.	Attach proof of Application Processing fees of ₹40,000/- deposited.					
10.	Attach the proof of all kind of approval of statutory bodies like NBA, AICTE, NCTE, etc till date, whichever is applicable.					

Signature and Seal of Principal/Director

11. Any other item _____

12. Date of Inspection of the study centre : _____

13. Recommendations of the Inspection Committee:

(i) Facts Findings

(ii) Final Recommendations

Whether approval may be granted (Yes/No) _____

Name of Course recommended for Approval: _____

(Signature of Member of Inspection Committee)