

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.	Name of College/Institute with complete address <u>MAHARANI LAKSHMI BAI COLLEGE</u> <u>BALSAMAND ROAD</u> <u>BHIWANI ROHILLA, HISAR</u>																																																																																
	Details of Principal/Head of Institute /College Name: <u>Dr. NEELAM PRABHA</u> Phone No: <u>01662-296070</u> Mobile No: <u>9416044471</u> Email Id: <u>Principalmebc11@gmail.com</u> Fax No: <u>01662-296070</u>																																																																																
2.	Details of Coordinator Name: <u>Dr. MONIKA DARA</u> Designation: <u>Assistant Prof. in Public Administration</u> Qualification: <u>M.A., M.Phil., Ph.D., SLET</u> Mobile No: <u>9416276953</u> Phone No: _____ Email Id: <u>mdara1970@gmail.com</u> Note: Appointment letter of above said person is also to be attached with proforma. <u>Attached as Ann.-1</u>																																																																																
3.	Details of Existing Programmes <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <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: 15%;">Intake</th> <th style="width: 25%;">No. of student admitted in current year</th> </tr> </thead> <tbody> <tr><td>1.</td><td>B.A.</td><td>2011</td><td>300</td><td>117</td></tr> <tr><td>2.</td><td>B.Com</td><td>2011</td><td>120</td><td>27</td></tr> <tr><td>3.</td><td>B.Sc. (NM)</td><td>2013</td><td>80</td><td>21</td></tr> <tr><td>4.</td><td>M.A. (Eco)</td><td>2014</td><td>30</td><td>15</td></tr> <tr><td>5.</td><td>M.Com</td><td>2016</td><td>30</td><td>13</td></tr> <tr><td>6.</td><td></td><td></td><td></td><td></td></tr> <tr><td>7.</td><td></td><td></td><td></td><td></td></tr> <tr><td>8.</td><td></td><td></td><td></td><td></td></tr> <tr><td>9.</td><td></td><td></td><td></td><td></td></tr> <tr><td>10.</td><td></td><td></td><td></td><td></td></tr> <tr><td>11.</td><td></td><td></td><td></td><td></td></tr> <tr><td>12.</td><td></td><td></td><td></td><td></td></tr> <tr><td>13.</td><td></td><td></td><td></td><td></td></tr> <tr><td>14.</td><td></td><td></td><td></td><td></td></tr> <tr><td>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.	B.A.	2011	300	117	2.	B.Com	2011	120	27	3.	B.Sc. (NM)	2013	80	21	4.	M.A. (Eco)	2014	30	15	5.	M.Com	2016	30	13	6.					7.					8.					9.					10.					11.					12.					13.					14.					15.				
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Principal

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)
	Attached as Ann-II	
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	Desktop-21, Laptop-4	Apple, HP, Dell
Equipment	UPS, Inverter, Charger	APC, Kirloskar
Any other	Projector- 2	EPSON

6. Number of Books available in the Library for the proposed programme

Sr. No.	Name of Programme	No. of Books available
	Attached as Ann-III	
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.	Attached as Ann-IV				
2.					

Signature

3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Note: Fill up the Faculty details for each Programme separately

Attached as Ann- V

8.

Infrastructural details exclusively available to run Distance Education Programme

- a) No of class room and size of each class room: *5 (22'x22')*
- b) Room no of Coordinator and size of room: *16 (10'x10')*
- c) Room no of student counselling room and size of that room: *15 (22'x11')*
- d) Dimension of library: *65'x22'*
- e) Dimension of computer lab: *22x27'*
- f) Speed of internet facility available: *2 mbps*
- g) No of scanner exclusively available for admission process/other activities of distance education programme: *2 (HP)*
- h) No of printer exclusively available for admission process/other activities of distance education programme: *2 (HP)*

9.

Attach proof of Application Processing fees of ₹40,000/- deposited. *Attached as Ann- VI*

10.

Attach the proof of all kind of approval of statutory bodies like NBA, AICTE, NCTE, etc till date, whichever is applicable. *Attached as Ann- VII*

Signature and Seal of Principal/Director

N. K. Sharma
Principal
College, Hisar
HISAR

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

Inspection Report of Study Centre

1. Name of the Institution :

→ Maharani Lakshmi Bai College,
Bhimani Rohilla, Hissar

2. Year of Establishment : 2011

3. Courses in Regular Mode :

[illegible]

Handwritten signature

8/5/18

4. Availability of Computer/Equipment :

Availability	No.	Make
Computer	21 - Desktop 4 - Laptop	HP-6, Intel-15 Dell, Apple, HP
Equipment	Printer - 4 DVD	HP
Any other	Projector - 2 (Epson, VPS, Inverter, Co-TV LED (Samsung), Genist	

5. Courses Applied for Distance Education Mode:

M.Sc. (Comp. Sc.) PGDCA, M.Com, MA (MC) BA (MC)
BBA M.Sc. (Maths) PGDI PGDIIM, B.Com, PGDPM, PGDHM,
PGDIM, PGDPOM, PGDMM, PGDEM, PGDEL, PGDBST, PGDA/PR,
PGDCBM, BA

6. Internet Connection : Yes (2 Mbps)

7. Multimedia Facility : Yes

8. Faculty for running the Distance Education Programmes:

S. No.	Name of the Programme	Name of the Faculty	Faculty is whether Full Time/Part Time
1.	PG Diploma in Textile	Ms. Sonam	FT
2.	BA	Ms. Jyoti	FT
3.	B.Com.	Ms. Pooja	FT
4.	PG Diploma in Fin. Mkt.	Ms. Shimpi Shimpi	FT
5.	PG Diploma in Marketing	Ms. Samrati	FT
6.	PG Diploma in Int. Business	Ms. Savita	FT
7.	PG Diploma in HRM	Ms. Sonam	FT
8.	PG Diploma in Ind. & Op. Mkt.	Ms. Shimpi	FT
9.	M.A. Com.	Ms. Sonam	FT
10.	MA (Eco.) MA (Eco.)	Ms. Reena	FT
11.	PG Dip. in Ind. Safety	Ms. Sushila	FT
12.	PGDCA	Ms. Raj Bala	FT
13.	M.Sc. (Computer Sc.)	Ms. Samrati	FT
14.	MA (Mass Comm.)	Mr. Sunil Sharma	PT
15.	PG DBST	Prof. Saroj Sahniya	PT

9. Library Facility :

S. No.	Name of Programme	No. of Title
1.	M.Sc. (CS)	50
2.	MA (Mass Comm.)	50
3.	M.Sc. (Maths)	115
4.	PGDCA	50
5.	PGD in Adv. & PR	60
6.	P4DT	100
7.	P4DISM	20
8.	DA	580
9.	B-Comm.	525
10.	PGD in Fin. Mgt.	70
11.	PGD in Marketing Mgt.	50
12.	PGD in HRM	50
13.	PGD in Prod. & Op. Mgt.	30
14.	PGD PG Diploma in Int-Bus	40
15.	M-Comm.	140

10. Infrastructure Facility for running Distance Education Programme:

S.No.	Infrastructure Facility	Nos.	Dimensions
1.	Class Rooms	5	22' x 22'
2.	Computer Lab.	1	27' x 22'
3.	Office Room(s)	1	10' x 10'
4.	Faculty Room(s)	1	22' x 11'
5.	Director's Room	1	22' x 11'
6.	Library	1+1	65' x 22'
7.	Other	←	←

4-15

4/1

2/6

29/9/18

11. Any other item _____

12. Date of Inspection of the study centre : 29-8-2018

13. Recommendations of the Inspection Committee:

(i) **Facts Findings**

The college is having good infrastructure, faculty and library facilities.

(ii) **Final Recommendations**

Whether approval may be granted (Yes/No) Yes

Name of Course recommended for Approval: _____

1. BA.
2. B.Com.
3. PG Diploma in Industrial Safety Mgt.
4. PG Diploma in Taxation (5) PG Diploma in Counselling & Beh. Mod.
6. PG Diploma in Fin. Mgt. 7. PG Diploma in HRM
8. PG Diploma in Int. Business 9. PG Diploma in Prod. & Op. Mgt.
10. PG Diploma in Marketing Mgt.
11. M.Com (subject to the approval by UGC, DEB to GDS, Hinar.

(Signature of Members of Inspection Committee)

29/8/18

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



No.DE-3/2018/ 82

Dated: 11-09-18

Study Centre Code: 4102

To

The Director/Principal,
Maharani Lakshmi Bai College,
Balsmand Road, Bhiwani Rohilla,
Hisar. Mob. No. 94160 44471, 82953 44449

Subject: - *Approval for study centre of Guru Jambheshwar University of Science & Technology, Hisar.*

Reference your application dated 01.06.2018 on the above noted subject.

1. Consequent upon the inspection of your Institute made by the Inspection committee on dated 29.08.2018 and deposit security money of Rs. 1, 00,000/- (Refundable) by your institute vide UBI receipt No. 8 dated 11.09.2018, the Vice-Chancellor has approved your Institution as Study Centre of this University for running following Distance Education Programmes w.e.f academic session 2018-19 :

Sr.No.	Name of Program	Maximum Intake
1.	Bachelor of Arts.	120
2.	Bachelor of Commerce.	120
3.	Post Graduate Diploma in Industrial Safety Management. (PGDISM)	120
4.	Post Graduate Diploma in Taxation. (PGDT)	120
5.	Post Graduate Diploma in Counseling & Behavior Modification. (PGDCBM)	120
6.	Post Graduate Diploma in Financial Management. (PGDFM)	120
7.	Post Graduate Diploma in Human Resource Management. (PGDHRM)	120
8.	Post Graduate Diploma in International Business. (PGDIB)	120

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

Inspection Report of Study Centre

(for 120 B.A. additional seats)

1. Name of the Institution :

Maharani Lakshmi Bai College.
Bhiwani Rohilla, Tehsil - Balasomand, Hissar.

2. Year of Establishment : 2011

3. Courses in Regular Mode :

[illegible]

4. Availability of Computer/Equipment :

Availability	No.	Make
Computer	21 Desktop	HP-6, Intel-15
Equipment		
Any other		

5. Courses Applied for Distance Education Mode:

120 additional seats in B.A.

6. Internet Connection : Yes (2 Mbps)

7. Multimedia Facility : Yes

8. Faculty for running the Distance Education Programmes:

[illegible]

9. Library Facility :

[illegible]

10. Infrastructure Facility for running Distance Education Programme:

S.No.	Infrastructure Facility	Nos.	Dimensions
1.	Class Rooms	2	33 x 22 (feet)
2.	Computer Lab.	1	27 x 22
3.	Office Room(s)		
4.	Faculty Room(s)		
5.	Director's Room		
6.	Library		
7.	Other		

11. Any other item NA

12. Date of Inspection of the study centre : 15/10/18

13. Recommendations of the Inspection Committee:

(i) **Facts Findings**

The college have adequate Infrastructure,
faculty for 120 additional seats in
B.A.

(ii) **Final Recommendations**

Whether approval may be granted (Yes/No) Yes

Name of Course recommended for Approval:
120 additional seats in

B.A.

15/10/18
(Prof. Dharmender Kumar)

Dep't. of CSE
GTU SAT, HISAR

(Signature of Members of Inspection Committee)

CAP-DDE

Detail of Faculty for the proposed Programme					
Sr. No.	Subjects	Name	Designation	Qualification	Phone No
1	Hindi	Ms. Jyoti	Assistant Prof.	M.A. , NET	9253921013
2	English	Ms. Anita	Assistant Prof.	M.A.	9255233200
3	Public Pub. Admn.	Ms. Sudesh	Assistant Prof.	M.A., M.Phil	9518495518
4	Math	Ms. Mukesh	Assistant Prof.	M. Sc. Math	8529339674
5	Geography	Ms. Meenakshi	Assistant Prof.	M.Sc. (Geo), NET	9468490169

Library

No of Title	108
No. Of Copy	412


 Principal
 Maharani Lakshmi Bai
 College, Bhiwani Rohilla
 HISAR

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



No.DE-3/2018/ 168

Dated: 23-10-18

To

Centre Code: 4102

The Director/Principal,
Maharani Lakshmi Bai College,
Bhiwani Rohilla,
Hisar

Subject: **Approval of Additional Unit**

I am directed to inform you that Vice-Chancellor on recommendation of inspection Committee has approved additional 120 unit in B.A. programme through Distance Education. Now the maximum intake in B.A. is 240.

Director (DE)

Endst. No. DE-3/2018/ 169-174

Dated: 23-10-18

Copy of the above is forwarded to the following for information & further necessary action.

1. Dean of Colleges, GJUS&T, Hisar.
2. Controller of Examinations, GJUS&T, Hisar.
3. The Director, UCIC, GJUS&T, Hisar.
4. Deputy Registrar (A/c), GJUS&T, Hisar.
5. Asstt. Registrar (SC/ST Cell), GJUS&T, Hisar.
6. Superintendent – I/II (DE) Internal.

Signature
Dy. Director (DE)
for Director (DE)
Signature
23-10-18

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

Inspection Report of Study Centre

1. Name of the Institution :

Maharani Lakshmi Bai College
Balsamand Road, Bhiwani Rohilla
HISAR

2. Year of Establishment : 2011

3. Courses in Regular Mode :

S. No.	Name of Course	Intake	Year of Start
1.	B.A.	300	2011
2.	B.Com.	120	2011
3.	B.Sc. (Non Med)	80	2013
4.	M.A. (Eco)	30	2014
5.	M.Com.	30	2016

1.

Am Jambh

31/10/18

4: Availability of Computer/Equipment :

Availability	No.	Make
Computer	Desktop - 21 Laptop - 4	Apple HP Dell
Equipment	UPS Inverter Generator	APC Kirloskar
Any other	Projector - 2	Epson.

5. Courses Applied for Distance Education Mode:

M.Com. (Additional intake of 60 students)

6. Internet Connection : yes (2 Mbps)

7. Multimedia Facility : yes

8. Faculty for running the Distance Education Programmes:

S. No.	Name of the Programme	Name of the Faculty	Faculty is whether Full Time/Part Time
1.	M.Com.	Ms. Pooja (Mcom NET)	F.T.
2.	M.Com.	Ms. Sonam (Mcom. NET)	F.T.

11

Am Pooja

Am Sonam

9. Library Facility :

[illegible]

10. Infrastructure Facility for running Distance Education Programme:

(For additional unit of MCQs of 60)

S.No.	Infrastructure Facility	Nos.	Dimensions
1.	Class Rooms	1	22 X 32 Sq. Ft
2.	Computer Lab. <i>Common facility</i>	1	22 X 22 "
3.	Office Room(s) <i>Common</i>	1	22 X 11 "
4.	Faculty Room(s) "	1	22 X 11 "
5.	Director's Room "	1	22 X 11 "
6.	Library "	1	65 X 22 "
7.	Other		

[Handwritten signature]

[Signature]

11. Any other item The institute has own transport facility & playing grounds.

12. Date of Inspection of the study centre : 30/X/18

13. Recommendations of the Inspection Committee:

(i) **Facts Findings** Institute has the sufficient infrastructure to run the additional unit of M.Com (60) ^{Students} under distance Learning mode

(ii) **Final Recommendations**

Whether approval may be granted (Yes/No) ✓ yes

Name of Course recommended for Approval: Additional intake of MCOM (60 students) under

Distance Learning mode.

[Signature]
30/10/18

[Signature]
30/X/18

(Signature of Members of Inspection Committee)

[Signature]
30/10/18

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



No.DE-3/2018/ 202

Dated: 06-11-18

To

Centre Code: 4102

The Director/Principal,
Maharani Lakshmi Bai College,
Bhiwani Rohilla,
Hisar

Subject: **Approval of Additional Unit**

I am directed to inform you that Vice-Chancellor on recommendation of inspection Committee has approved additional one unit (60 students) in M.Com. programme through Distance Education. Now the maximum intake in M.Com. is 180.

Director (DE)

Endst. No. DE-3/2018/

Dated:

Copy of the above is forwarded to the following for information & further necessary action.

1. Dean of Colleges, GJUS&T, Hisar.
2. Controller of Examinations, GJUS&T, Hisar.
3. The Director, UCIC, GJUS&T, Hisar.
4. Deputy Registrar (A/c), GJUS&T, Hisar.
5. Asstt. Registrar (SC/ST Cell), GJUS&T, Hisar.
6. Superintendent – I/II (DE) Internal.

6.11.2018
Dy. Director (DE)
for Director (DE)

6/11/18

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



No: DE-3/19/ 214
Dated: 11-01-19

To

Director/Principal
The ~~Director~~ Principal,
Maharani Lakshmi Bai College,
Bhiwani Rohilla,
Hisar

Subject: Approval of Additional Units

I am directed to inform you that Vice-Chancellor has approved additional two units (120 students) in B.A. programme through Distance Education. Now the maximum intake in B.A. is 360.

Director (DE)

Endst. No. DE-3/2019/ 215-220

Dated: 11-01-19

Copy of the above is forwarded to the following for information & further necessary action.

1. Dean of Colleges, GJUS&T, Hisar.
2. Controller of Examinations, GJUS&T, Hisar.
3. The Director, UCIC, GJUS&T, Hisar.
4. Deputy Registrar (A/c), GJUS&T, Hisar.
5. Asstt. Registrar (SC/ST Cell), GJUS&T, Hisar.
6. Superintendent-I & II (DE) Internal.

11.1.19
Dy. Director (DE)
for Director (DE)

09-01-19