

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>Guru Deonacharya Girls College</u> <u>Mandi Adampur (Hisar)</u> <u>PIN- 125052</u> Details of Principal/Head of Institute /College Name: <u>Dr. Anita Grover</u> Phone No: <u>9996850047</u> Mobile No: <u>"</u> Email Id: <u>info.gdgc@gmail.com</u> , <u>info.gdgc@gmail.com</u> Fax No: <u>"</u>																																																																																
2.	Details of Coordinator Name: <u>MANOJ kumar</u> Designation: <u>Assistant Professor</u> Qualification: <u>M.com. NET</u> Mobile No: <u>8168854322</u> Phone No: <u>"</u> Email Id: <u>info.gdgc@gmail.com</u> Note: Appointment letter of above said person is also to be attached with proforma.																																																																																
3.	Details of Existing Programmes <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>1.</td> <td><u>B.A.</u></td> <td><u>2016</u></td> <td><u>160</u></td> <td><u>List Attached</u></td> </tr> <tr> <td>2.</td> <td><u>B.COM</u></td> <td><u>2016</u></td> <td><u>120</u></td> <td></td> </tr> <tr> <td>3.</td> <td><u>BSc (H)</u></td> <td><u>2016</u></td> <td><u>30</u></td> <td></td> </tr> <tr> <td>4.</td> <td><u>BSc (N.H)</u></td> <td><u>2016</u></td> <td><u>30</u></td> <td></td> </tr> <tr> <td>5.</td> <td></td> <td></td> <td></td> <td></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.	<u>B.A.</u>	<u>2016</u>	<u>160</u>	<u>List Attached</u>	2.	<u>B.COM</u>	<u>2016</u>	<u>120</u>		3.	<u>BSc (H)</u>	<u>2016</u>	<u>30</u>		4.	<u>BSc (N.H)</u>	<u>2016</u>	<u>30</u>		5.					6.					7.					8.					9.					10.					11.					12.					13.					14.					15.				
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4. Programmes proposed in Distance Education Mode — List Attached.

Sr. No.	Name of Programme	Whether Lab facility are available to run the programme (tick the appropriate one)
1.	B.A. (Gen), B. Com, B.Sc (Bio.)	Yes/No/NA ✓
2.	M.A. (Edu), M.Sc (Comp. Sci), MCA	Yes/No/NA
3.	M.A. Mass Comm. media	Yes/No/NA ✓
4.	MBA, M.Com.	Yes/No/NA ✓
5.	BBA, B.A. (Mass Comm.), BBA (Local)	Yes/No/NA ✓
6.	PGDMM, PGDCBM, PGDBST,	Yes/No/NA ✓
7.	PGDEM, PGDT, PGDA & PR	Yes/No/NA ✓
8.	PGDCA	Yes/No/NA
9.	MSc (Math) & MBA (Local Entry)	Yes/No/NA ✓
10.	MCA (Local Entry)	Yes/No/NA

5. Availability of Computers/Equipment

	No.	Make
Computer	30	20
Equipment	As per Requirement.	"
Any other		

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

Sr. No.	Name of Programme	No. of Books available
1.		100-150 Book
2.		for each course.
3.		App. Available Book.
4.		1400
5.		
6.		
7.		
8.		
9.		
10.		

7. Detail of Faculty for the proposed programme — List Attached

Sr. No.	Name	Designation	Qualification	Full time/Part time	Contact No.
1.					
2.					

Majid

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** — List Attached

a) No of class room and size of each class room: $(32 \times 25') \times 12$
b) Room no of Coordinator and size of room: $(25 \times 15') \times 1$
c) Room no of student counselling room and size of that room: $(25 \times 15) \times 3$
d) Dimension of library: $35' \times 40'$
e) Dimension of computer lab: $25' \times 20'$
f) Speed of internet facility available: *Sufficient.*
g) No of scanner exclusively available for admission process/other activities of distance education programme: *1 Scanner*
h) No of printer exclusively available for admission process/other activities of distance education programme: *1 Printer.*

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

Gen. Secretary

Guru Jonacharya Educational
Trust M ADAMPUR (HSE)

Inspection Report of Study Centre

GURU DRONACHARYA GIRLS COLLEGE
MANDI ADAMPUR (HISAR) HRY-125052

2. Year of Establishment : 2016

[illegible]

✓✓✓



30/8/18

22/11/2019

4. Availability of Computer/Equipment :

Availability	No.	Make
Computer	02 (Two)	HP
Equipment	—	
Any other	—	

5. Courses Applied for Distance Education Mode:

B.A. (Gen.) B.Com, Bsc. (Eco.), M.A. (Education), MSc (Comp. Sci.),
Msc (Comp. Sci.) Lateral Entry, M.C.A., M.C.A.-1 year (Lateral Entry)
MCA 5 year, MCA 3 year (Lateral Entry), M.C.A 5 year (Integrated),
M.A. (Mass Comm.), M.A. (Mass Comm) LE, MBA, MBA (LE), M.Com, Msc (Math.)
PGDCA, PGDA 2PR, PGDT, PGDEM, PGDBST, PGDISM, PGDCBM, BBA, BBA (LE)
BA (Mass Com)

6. Internet Connection : Yes

7. Multimedia Facility : No

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
	B.A (Gen.)	Dr. Chandan	FT
	MA (Edu)	Dr. Anita	FT
	B.Com, M.Com	INDIRA, MANOJ	FT
	MBA, BBA	SUMAN, PAWAN	FT
	Msc (Math)	SUMAN	FT
	MCA	SUNITA	FT
	Msc (Comp.)	LAXMI	FT
	Bsc (Eco)	PAWAN	FT
	PGDCA, PGDA 2PR	SUNITA, LAXMI	FT
	PGDT, PGDEM	INDIRA, MANOJ	FT
	PGDBST, PGDISM	Kavita, Deji	FT
	PGDCBM	VIJAY LAXMI	FT

9. Library Facility :

S. No.	Name of Programme	No. of Title
1.	B.A. (Gen.) & Mass Comm.	120
2.	B.Com & M.Com	105
3.	B.Sc. (Bio)	30
4.	M.A. (Edu)	70
5.	M.Sc. (Math)	30
6.	M.Sc. (Comp. Scienc)	30
7.	MCA	30
8.	M.A. (Mass Comm.)	15
9.	MBA & BBA	40
10.	PGDCA	15
11.	PGDA & PR	20
12.	PGDT	17
13.	PGDEM	20
14.	PGDBST	10
15.	PGDISM	15
16.	PGDCRM	20
17.		
18.		
19.		
20.	Total Number of Books = <u>1420</u>	

10. Infrastructure Facility for running Distance Education Programme:

S.No.	Infrastructure Facility	Nos.	Dimensions
1.	Class Rooms	4+1=5	(30'x24')x2, (20'x25')x3
2.	Computer Lab.	01	20'x25'
3.	Office Room(s)	01	20'x25'
4.	Faculty Room(s)	02	15'x15'
5.	Director's Room	01	15'x15'
6.	Library	01	40'x35'
7.	Other	10	(30'x24')x3, (15'x15')x4, (20'x25')x3

Handwritten signatures and dates are present below the table, including a date of 30/8/18.

11. Any other item _____

12. Date of Inspection of the study centre : 30-08-2018

13. Recommendations of the Inspection Committee:

(i) **Facts Findings**

College is having adequate space to run the courses recommended for approval

(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 Financial Mkt
- 4- PG Diploma in HRM
- 5- PG Diploma in Industrial Safety Mkt
- 6- PG Diploma in Marketing Mkt
- 7- PG Diploma in International Business
- 8- PG Diploma in Taxation

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



No.DE-3/2018/ 92

Dated: 17-09-18

To

The Director/Principal,
Guru Dronacharya Girls College,
Mandi Adampur,
Hisar. Mob. No. 92158-39001, 99968-50047

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

Reference your application dated 22.05.2018 on the above noted subject.

1. Consequent upon the inspection of your Institute made by the Inspection committee on dated 30.08.2018 and deposit security money of Rs. 1,00,000/- (Refundable) by your institute vide RTGS (UTR No. ANDBN18225724668) of Andhra Bank dated 15.09.2018, 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 Financial Management. (PGDFM)	120
4.	Post Graduate Diploma in Human Resource Management. (PGDHRM)	120
5.	Post Graduate Diploma in Industrial Safety Management. (PGDISM)	120
6.	Post Graduate Diploma in Marketing Management. (PGDMM)	120
7.	Post Graduate Diploma in International Business. (PGDIB)	120
8.	Post Graduate Diploma in Taxation. (PGDT)	120

2. The existing terms and conditions enumerated in the Guidelines/ Norms & Standards for Study Centres, as may be amended from time to time, will be applicable and will have to be strictly adhered to by your Study Centre.

Dy. Director (DE)
for Director (DE)

Dated: 17-09-18

Endst. No. DE-3/2018/ 93-98

1. Copy of the above is forwarded to the following for information & further necessary action.
2. Dean of Colleges, GJUS&T, Hisar.
3. Controller of Examination, GJUS&T, Hisar.
4. The Director, UCIC, GJUS&T, Hisar with the request to add the name of said study centre on the university website.
5. Asstt. Registrar (A/c), GJUS&T, Hisar.
6. Asstt. Registrar SC/ST Cell, GJUS&T, Hisar.
7. Superintendent - I/II (DE) Internal.

Received by
[Signature]
17/9/18
[Signature]