

**CENTRE FOR DISTANCE EDUCATION
SNDT Women's University,
Mumbai- 400049.**

NOTIFICATION

**APPLICATIONS INVITED FROM THE ELIGIBLE HIGHER EDUCATION INSTITUTE FOR
STUDY CENTERS/LEARNER SUPPORT CENTRES FOR SNDT WOMEN'S UNIVERSITY'S
ODL PROGRAMS OFFERED THROUGH CENTRE FOR DISTANCE EDUCATION.**

As per the Provisions of Study centers/Learner support centers in the University Grant Commissions/Open and Distance Learning regulation 2020, the SNDT Women's University is inviting application from Higher Education institutions only, affiliated to any University and offering various academic programs (Within the territorial jurisdiction of the state of Maharashtra).

All the interested institute are requested to go through the guidelines and apply as per the instruction provided there in.

The applicant institute are requested to note that as per the UGC's new regulations with respect to ODL Programs, the guidelines of Study Centre/Learner Support Centres will be finalized shortly by the SNDT Women's University. The final decision of recognizing any institute as study Centre/Learner support Centre for the Programms offered through CDE will be taken on the basis of updated final guidelines by the University Authorities.

All the application should reach to the office of I/c Director, CDE on following address on or before 23rd September, 2020 along with all the documents as prescribed in the existing guidelines.

(Dr. Mangesh Kadam)

In-Charge Director

Centre for Distance Education (CDE)

SNDT Women's University, Sir Vitthaldas Vidyavihar,

Juhu Tara Road, Santacruz West,

Mumbai-400049

CENTRE FOR DISTANCE EDUCATION

S.N.D.T. WOMEN'S UNIVERSITY

MUMBAI-49

Scheme for Recognized Study Centre

w.e.f. Year: 2013-14

About SNT Women's University

The SNT Women's University was founded by Bharat Ratna Maharshi Dhondo Keshav Karve – the bold social reformer who dedicated his life to the advancement of Indian women. The University was formally established and started functioning in July 1916 as an Indian Women's University with enrollment of five students. Impressed by the Maharshi's bold venture Sir Vitthal Das Thackersey, an eminent industrialist and Philanthropist of Bombay, who too was deeply committed to the cause of Women's education offered in 1920 a donation of Rs. fifteen lakhs to the university. The university was named Shreemati Nathibai Damodar Thackersey Women's University in memory of Sir Vitthal Das' mother. In 1949 the government granted the university statutory recognition and the rare privilege of jurisdiction throughout the country.'

The University has grown by leaps and bounds since then. Today it serves over 70,000 students studying in 13 conducted/Constituent Colleges, 230 affiliated colleges, and 39 departments offering post – graduate Diploma/ Degree level education. The university has three campuses – Churchgate (Mumbai), Juhu (Mumbai) and Pune. The affiliated Colleges are spread over 7 States and U.T. viz Bihar, Dadra Nagar Haveli, Maharashtra, Goa, Gujarat, Madhya Pradesh, Uttar Pradesh, Today SNT offers a wide variety of programmes both traditional and state of the Art, through 12 faculties such as Arts, Fine Arts, Social Sciences, Commerce, Science Education, Home Science, Law, Technology, Management, Library and Information Science, and Social Work,. The programmes are designed to advance the quality of education for women, to make women self confident and responsible individuals and to train them for the traditional as well as the new job opportunities.

One of its distinguishing features, apart from being a unique women's university, is that it offers instructions in four media – Marathi, Gujarati, Hindi and English.

SNT's Centre for Distance Education (CDE)

Maharshi Dhondo Keshav Karve who fathered the concept of such a university, also initiated country's first experiment in distance education by allowing private appearance, that is allowing students to appear for the university's examination by studying privately at home. In 1979 the university formally started its Open and Distance Learning Programme by setting up the Department of Correspondence Courses. From the academic year 1995 – 96 onward the department is named as Centre for Distance Education.

Within the span of 24 years the department's Open and Distance Education programmes have provided the educationally disadvantaged women an opportunity and access to higher education, thousands of women employed and unemployed, young and old, residents of cities or of remote villages, women physically handicapped, widows, destitute, those women who could not join or continue in the regular colleges and universities due

to various socio – economic and cultural reasons, these distance education programmes have provided an opportunity to acquire higher education almost at their doorstep.

Through Distance Education mode, SNDT Women’s University offers B.A. and B. Com, M.A., M.Com, degree programmes to women who wish to complete their graduation without joining the regular colleges. There is provision one course i. e. University Entrance Test (UET). Those women who are not qualified to enter the degree programme through the formal route of 10 + 2 (H.S.C.), the university conducts University Entrance Test (UET –Arts and Commerce). Those who pass this UET can take admission to the 1st year of BA or B.Com of this university under Centre for Distance Education. The degree programmes in Arts (B.A) and Commerce (B.Com) are of 3 years duration and MA/M.Com is 2 years but the students are given the opportunity to complete these programmes at their own pace within 15 years and 10 years respectively. It means the students have complete each year of the program within the span of 5 years failing which the registration has to be from the first year of that program.

Programmes

The department has developed few Professional and need based programmes such as:

1. P.G. Diploma in Human Recourse Management
2. P.G. Diploma in Early Childhood Education.
3. P.G. Diploma in School Counseling.
4. Certificate Course in Guidance and Counseling
5. Certificate Course in Basics of Diet Therapy
6. Certificate course on “Leadership of Women Representatives in Local Self Government institutions”

Distance education programmes conducted by the Centre for Distance Education not only offer an opportunity to study at home and at your own place but also provide student support in the form of printed guidance material, personal contact sessions, recorded lectures in CD and examinations conducted at 30 examination centres all over Maharashtra and Gujarat state

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Study Centre Recognition: Policies and Rules

1. Objectives

1.1 Objectives of study centre:

1. To enable students to have regular contact with the Centre for Distance Education (CDE). It will overcome the feeling of isolation.
2. To provide academic and administrative support to the students at their place and ensure quality.
3. To perform as a communication channel through which the Centre and the university can reach to the students in distant areas.

1.2 The process of recognizing study Centre will able to...

1. Recognize those reputed institutions as Study Centres which are engaged in the spread of higher education, empowerment of women through education.
2. Create the system to provide quality education to women for their academic, personal and professional development.
3. Establish an access to women from any place to enroll herself for higher education at nearest Study Centre.
4. Eliminate unproductive activities and bureaucratic delays by establishing clear, transparent, and simple systems and procedure.
5. Generate the system of interaction with the help of technology this will provide students access as and when students wants.
6. Establish better quality of teaching learning support directly from the SNTD Women's university at all the Study Centre.
7. Recognize only those institutions/organizations as a Study Centre who have willingness, proper infrastructure and adequate resources.

2. Time Schedule and Process

2.1 Application for recognition

The application form for new Study Centre will be made available on website www.sndt.ac.in an application form can be downloaded from the website or it will be available in hard form in the office of Centre for Distance Education, Santacruz (W). Every year CDE will decide policy about identification as well as continuation of the new study center. The duly filled and signed application form for the recognition of new Study Centre starting from June, of the next

calendar year will be accepted for scrutiny and further processing, normally from 1st November to 31st December of previous calendar year.

Study Centre committee is responsible for the careful selection after scrutiny based on the Minimum specified specifications and requirement. A prescribed format is given in

- **Performa- I** : Application for Study Centre
- **Performa II** : Statement of Undertaking for a Recognized Study Centre,
The Performa II should be submitted on Bond Paper of Rs. 100/-
- **Performa III**: Description of Applicant Institution

2.2. Recognition Duration

The Study Centre shall be recognized always for maximum time block of 5 academic years starting from June onwards. Hence, recognition period shall always end on 31st May subject to minimum 25 students registered. The recognition will be done in the beginning of every academic year.

2.3 Recognition Review

Recognition shall be renewed or terminated after review. The Study Centre shall be reviewed as and when necessary but at least once in 3 years.

2.4 Working hours

Study Centre should ensure specified face-to-face counseling support, Study Centre are expected to insure minimum specified working hours in each week. The Study Centre will function on Saturday, Sunday or will remain open at least for 8? or 10? hours a week (32 hours a month) and throughout the year. Study Centre should display its normal working hours on notice board and it should be informed to CDE, office. The Study Centre may have the flexibility and the freedom to offer more teaching and learning support on weekly holidays or vacation days.

2.5 Norms for functioning

Every Study Centre should function within the framework of the S.N.D.T. Women's University`s Distance Education programmes and within the norms, rules and conditions prescribed from time to time and adhere to the time limits/ schedules of various activities as specified by the Centre for Distance Education, SNDT Women's University. Separate guidelines are made available as per the requirement of the programme.

Minimum students for recognition of any Study Centre are 25. However some flexibility may be given to the Study Centres by the CDE.

2.5.1 Counseling sessions

Contact sessions can be conducted only when minimum 20 students are registered for one subject with single medium. Expenditure for Contact Lectures should not exceed the contact session fee received.

2.5.2 Contact session hours

1. For University Entrance Test, and any certificate course the hours of Contact sessions per paper of 100 marks should be 10.
2. For B.A, B.Com, M.A, M.Com. subjects the Contact session should be of 12 clock hours for a paper of 100 marks.

3. Functions and responsibilities of a Study Centre:

3.1 Publicity and awareness

Publicity of the programmes through news, advertisement in local news papers and mouth publicity through campaigning etc.

3.2 Enrollment

The Study Centres are expected to scrutinize each admission form and examination form before it is submitted to the CDE. Make admission forms available to the students, guide them filling up and forward these with appropriate enclosures and fees (in Demand Draft) to the CDE. Minimum student's strength should be 25 to allot any recognized Study Centre, every year the student strength is expected to increase by 20 %.

3.3 Online Admission

The admission forms are to be filled up online. The payment of fees will be after generating printout of the online filled form for that program. In case the Study Centre is not able to fill up online form, then the CDE will help to fill up the online form and then the fees as per the rules will deposited with CDE.

3.4 Providing Information and Counseling to the Student

Provide information to the students Regarding courses, syllabus, course material, examination, rules, regulations, schedules etc. and guide them on subjects to choose and on how to study.

3.5 Academic Counseling

1. Appoint academic counselors as per the norms and the standards prescribed by the CDE.

2. Organize academic counseling/ personal contact programme in selected Subjects and courses, Identify and appoint academic counselors, with the permission of CDE. (List of the Academic Counselor for each Programme will be approved by CDE)
3. Assignment correction: Receive assignments and get them Evaluated by the academic counselors, give feedback to the students, return the assignments, and send evaluation sheet to the department (List of Assignment will be provided by CDE).

3.6 Conducting Examinations

A Study Centre will be considered as examination centre when minimum 25 students are enrolled for all the programmes. The examination centre will be recognized at the discretion of CDE. The work of examination Study Centre should perform following functions if exam centre is allotted;

1. Organize and supervise examinations.
2. Identify supervisory and assisting staff.
3. Receive and forward examination forms.
4. Arrange practice examinations. Etc.

(Note: If Examination Centre is allotted a Study Centre should conduct the examination as per the norms of SDNT Women's university).

3.7 Maintain dignity and Assurance Quality

A Study Centre should be operated in the spirit of social service. It should be committed to the cause of women's education and empowerment. Student support services should be its concern rather than generation of profits. It is expected that the centre will be resource to the students of distance education and will add to the credibility of the university.

4. Required Facilities at Study Centre

Any institutions/organization able to provide:

4.1 Basic infrastructure

1. Building with proper furniture
2. Toilet blocks with water facilities
3. Telephone, fax machine
4. Audio – Video equipment
5. At least one computer with internet access and printer

4.2 Academic infrastructure

1. Library facility where students can seat and study or refer books/ journals. If possible, borrowing facility on payment of library fees (to the study centre) can be provided.
2. Lab facility or equipment for selected programmes.
3. Class – rooms with proper furniture, ventilation

4.3 Human Resources

4.3.1 Academic

1. Qualified counselor as per the programme
2. Programme coordinator with good academic background

4.3.2 Administrative: one post for each Study Centre

1. One Study Centre head,
2. One Program Co-ordinator
3. Counselor / Teacher
4. One clerk- cum -typist
5. One attendant

5. Structure and staffing of the Study Centre

A study centre will have the following staff (hierarchical as mentioned below) on fixed payment honorary basis.

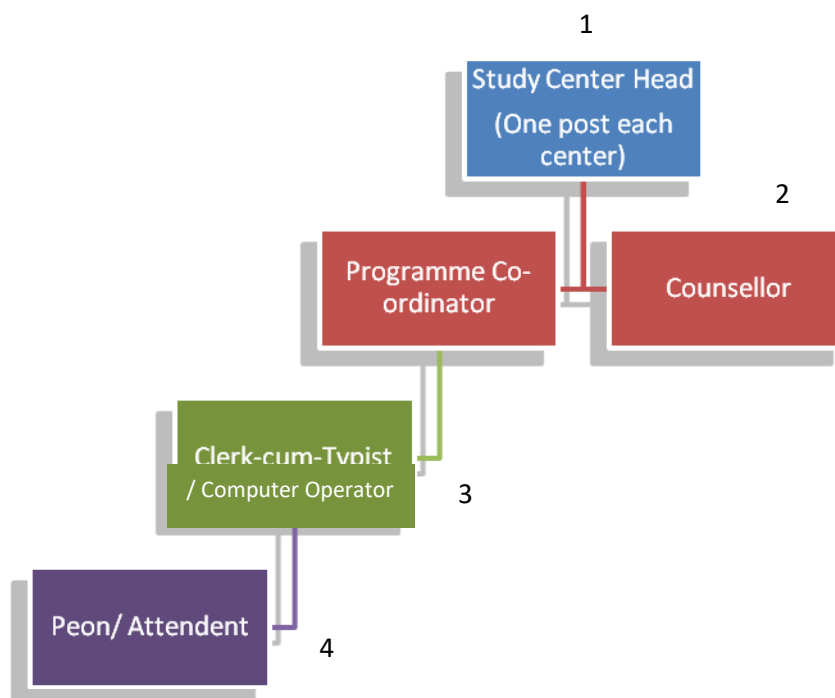


Figure: Staffing pattern of Study Centre

5.1 Roles and Responsibilities of staff

5.1.1 Study Centre Head (01)

Normally the Study Centre head should be the head of the institution running the Study Centre or in exceptional case a senior person nominated by him/her.

He/she will be accountable to the Director, CDE.

1. It is a single post for each Study Centre.
2. Normally he/she should be present as and when required.
3. Overall in-charge for the administrative and academic work
4. Should control all the activities pertaining to functioning of study centre
5. Supervision and control on financial aspect
6. He/she must comply with the applicable statutory authority norms about educational qualification or experience.
7. For all payments by the Study Centre, Study Centre head and programme coordinator must sign together as an approving authority, hence the same person is not allowed

to simultaneously work as Study Centre head, and Study Centre programme coordinator

8. Normally the Study Centre head should be the head of the institution running the Study Centre or in exceptional case a senior person nominated by him/ her.
9. He / She will be responsible to the Director, Centre for Distance Education and to the head of the sponsoring institution.

5.1.2 Programme coordinator

1. Only one post is planned for each Study Centre
2. He/she is responsible for executing the programme at Study Centre
3. He/she is the main information source for students about all aspects of programme implementation. His/her principal responsibilities are:
 - A. Programme promotion
 - B. Planning, coordinating, controlling and preparing timetable for all academic activities like counseling sessions, course end examination etc.
 - C. Any corrective actions if required
 - D. Library operation and maintenance.
 - E. Inter action with local organizations/stakeholders working in education field and empowerment of women.
 - F. Conduct of examination as per the instructions from the office of COE, SNDT Women's University and CDE.
4. He should be present on all the days when any activity about these programmes is organized at Study Centre.
5. He should be having good interpersonal skills and exposure to the academic activities and various disciplines.
6. the same person will not be allowed to simultaneously work as Study Centre head, and Study Centre programme coordinator

5.1.3 Counselors

1. He/she is resource person at the counseling sessions of respective course.
2. Counselor must comply with the applicable statutory norms about educational qualification or experience as per the UGC/University Norms.
3. He/she should help and guide students to provide all facilities and guidance as per the rules of CDE.

5.1.4 Clerk – cum – typist (01)

1. He/ She helps the Study Centre programme coordinator for all clerical work like correspondence, record maintenance, etc.

2. One post of clerk-cum-typist for each Study Centre for all programmes is proposed.
3. He/she is present on all the days when any activity about these programmes is organized at Study Centre.

5.1.5 Peon/Attendant (01)

1. He/she should help the Study Centre Programme coordinator for all other miscellaneous work like examination preparation, cleaning, book collections and distribution etc.

6. Academic Support to Study Centre by the CDE;

The Centre for Distance Education will provide:

1. Admission forms
2. Brochures
3. Copy of the syllabus for all programmes
4. Relevant circulars
5. Schedules and other information.
6. One set of Study material for each programme.
7. Audio/Video CD`s, DVD`s (if available as per the programme)

7. Study Centre out of Maharashtra

The Study Centres in Maharashtra and Gujarat shall be given permission since SNDT Women's University has maximum colleges affiliated in those States.

8. Financial policies

8.1 Fee collection / fee receipts

1. Admission forms will be filled online by Study Centres. If they are not able to do it then assistance will be provided by CDE office. However, Study Centre should send copy of online admission form along with prescribed fees and other documents to CDE office. The fee receipts will be issued by CDE office in the name of students as per the list submitted by Study Center.
2. The Study Centre should not collect any additional money other than the fees prescribed by the CDE.
3. The contact Lectures fee to be collected in the same DD of the registration fees and will be re-reimbursed by CDE, to the respective Study Centre.

8.2 Processing fees and deposit

1. Study centre should submit demand draft of Rs. 500/ toward processing fees to CDE office (non refundable)
2. Study centre should pay Rs. 5000/- as deposit to CDE, after the recognition process.

8.3 Pattern of payment to study Centers

8.3.1 Share of Study Centre

1. Study Centre will be paid Rs. 400/per students.
2. The distribution of the share of the Study Centre to the staff of the respective Study Centre will be as mentioned:

Sr. No.	Particular/personnel	Rate per student (Rs.)
1.	Study Centre Head	20/-
2	Programme coordinator	30/-
3	Clerk	24/-
4	Peon	16/-
5	Study Centre Development	60/-
6	Study Centre maintenance	60/-
7	Miscellaneous	40/-
8	Students counseling and publicity/advertisement etc.	150/-
Total		400/-

The share of the Study Centre will be disbursed by CDE office after the end of the admission process and submission of the admission form properly filled in with required documents and fees.

8.3.2 Payment to the counselor

1. The contact lecture fees are to be paid by the students to the respective Study Centre for the distribution of honorarium of each counselor. The Study Centre must submit the statement of accounts to CDE.
2. The respective Study Centre should conduct contact lectures as per the norms prescribed in this guidelines and pay the remuneration as mentioned in the same.

3. Counselor should be paid minimum honorarium as under:
 - A. Rs.150/hr. for UET, BA and B.Com-I/II/III
 - B. Rs.225/hr. for MA and M.Com-I/II

8.4 Expenses for Examination

1. The stationary for examination will be provided to the Study Centre by CDE,
2. The remuneration to Centre Superintendent Exam, Supervisor, Clerks, Peons/ Sweepers will be borne by CDE as per the university Norms.
3. All the expenses toward examinations will be borne by CDE office as per the norms of the university.

8.5 Conveyance

If called for a meeting at Mumbai, TA and D.A. will be paid to the programme co-coordinator as per university's norms.

8.6 Opening a bank account

A separate bank account should be opened by Study Centre. It should be operated by Study Centre head and Programme Coordinator.

9. Recognition and or Termination

The CDE has full rights to terminate recognition of study center at any time without giving any reason, but only after a chance is given for natural justice to express their point of view. But before termination of study center recognition, the CDE shall make proper alternate study center arrangement, for all students attached there.

Recognition and/or termination process shall consists of review of study center performance, in past, by Study Centre Committee. Recognition shall be renewed or terminated after review. Only after chance for natural justice is given, recognition may be terminated for following reasons:

9.1 Low Student Enrollment

If Number of students has reduced below the minimum i.e 25

9.2 Serious Issues

If any issue is reported about study center which confirms serious threat to academic quality, human dignity and rights, prevalent legal framework of India.

9.3 Financial Exploitation of the students

If study center have collected more amount of fees than specified by the CDE, from the students. (e.g. fees for admission forms, lessons material, conduct lectures etc.)

9.4 Noncooperation of Study Center Staff in Exam Related Activities

If study center staff (academic as well as administrative) do not cooperate in any activities:

1. Unfair means during examination: Inadequate supervision of examination resulting in irregularities including students using unfair means during the examination.
2. Inability to submit proper documents. Inability or failure of the Study Centre to submit the forms, fees, bills, records in proper format or in time.

In the event of closure of a Study Centre, Study Centre have to return the furniture, equipment, books (if provided) to the Study Centre to the office of Centre for Distance Education.

10. Structure of Study Center Recognition Committee

The Study Center Recognition Committee shall be responsible for recognition, Continuation or its termination process. Study Centre Committee shall consist of;

1. The Director, BCUD as Chairperson
2. One external expert appointed by Madam, Vice Chancellor,
3. Two deans nominated by Madam Vice chancellor.
4. The Director, Centre for Distance Education, Member Secretary.

The application for Study centre shall be scrutinized by scrutiny committee appointed by the Director, Centre for Distance Education, with prior permission from Madam Vice Chancellor.

Study Centre Committee shall meet as and when necessary and the quorum for the meeting shall be minimum three members, which must include external expert and the chairperson.

11. Documents to be submitted

Attested photocopies of following documents are required along with application for study center recognition. Original copies of following documents are required for verification during inspection visit.

1. Duly filled and signed 'Application Form for the Study Centre Recognition' in the prescribed format
2. Duly filled and signed Statement of Undertaking, for a Description of Applicant Institution
3. Statement & objectives for setting up the
 - A. Institution
 - B. Study Centre
4. List of governing body members with occupations.
5. An attested copy of audited statement of income & expenditure of last 2 financial years.
6. Resolution of the Society/Trust duly signed by concerned authorities.
7. Registration of the Institution under Society or Trust or Company Act etc
8. Purchase, Ownership and Possession Proof for Land/Building of the Institution
9. Purchase Proof or Ownership Declaration for all the specified computing infrastructure
10. Last paid Telephone and Mobile Bills
11. Last paid Broadband Internet Access Account Charges
12. Bio-Data along with attested photocopies of all supporting documents for all counselors for each course or subject
13. Information of Laboratories/Studio Equipment available.

12. Where to Submit

Documents should be arranged in above specified sequence and should be clearly separated by suitable markers. In above documents, all attested photocopies should be enlarged or reduced (as appropriate) to only "A4 Size. "Application for Study Centre Recognition" with "Spiral or Comb Binding" should be submitted at Director Centre For Distance Education, SNTD Women's University, Sir Vitthal Das Vidyavihar, Juhu Tara Road, Santacruz (W), Mumbai-49. The Study Centres should send specified digital photographs of infrastructure available at the Study Centre.

13. Study Centre Recognition: Quality Assurance

1. Exhaustive and clear documentation for simplicity and transparency of the study center recognition system.
2. Students Discussion Forum allows students to provide timely anonymous quality feedback about each study center to other peer students and the university.

3. Students are allowed to change study center during each further admission, which naturally enforce each study center to provide better quality of academic and student support services to enrolled students.

14. Rubber Stamp and Letter Head

After getting official recognition as Study Centre the institution /organization must maintain rubber stamp and letter head as prescribed below. The expenses for the same should be borne by Study Centre.

14.1 Rubber Stamps

The rubber stamp can be ordered, as illustrated below, only inserting the brief address of the concerned institutions in the last two lines

Study Centre Head
Recognized Study Centre
Centre for Distance Education,
SNDT Women's University,
C/o SSP Sanstha, Sangamner,
Dist- Ahmednagar

14.2 Letterheads

Letterhead of Study Centre should indicate only the title and full address of the Study Centre as, for example

Recognized Study Centre,
Centre for Distance Education,
SNDT Women's University, C/o SSP Sanstha,
Navprerana Co. Op. Housing Society,
Maldad Road, Sangamner, Dist – Ahmednagar, Maharashtra

Quantity – 200 Size – 19 c.m.(width) x 24 cm (length or height)

Performa-I

Letter of Application for a Recognized Study Centre

To,

Date:

The Director,

Centre for Distance Education,

SNDT Women's University,

Bumbai-400049

Sir/madam,

Our institution/Organization _____

Wishes to set up a recognized Study Centre for the Distance Education, S.N.D.T. Women's University, on our premises. The required information that has been provided in this enclosed Performa, as asked by Centre for Distance Education is authentic and valid.

On behalf the institution I/we affirm that we have noted the norms and conditions specified in the 'scheme for recognized Study Centre by the Centre for Distance Education, SNDT Women's University and will abide by them. We will carry out the responsibility of a recognized Study Centre as spelt out by the CDE and will provide the infrastructure, supervision and staff assistance necessary for smooth functioning of such a centre. We have noted and agreed that continuing recognition is the function of the centre and the recognition may at any time be withdrawn without assigning any reason.

Thanking you,

Yours Faithfully,

(Name and Signature of the Principal/Head)

Affix stamp duly installed.

Date: _____

Place: _____

[Note: this application should contain demand Draft of Rs. 500/- as processing fees (non refundable)]

Performa II (on Rs. 100/- stamp paper)

Statement of Undertaking for a Recognized Study Centre

Date:

In support of the application, I undertake to assure that the Institution _____ managed by _____ will abide by the rules and regulation, terms and conditions as given in the scheme for recognized Study Centres, and as made applicable to such centres from time to time. I further affirm that this recognized Study Centre will not be used for commercial purposes and will be used to serve the cause of education and to meet the objective of the Centre for Distance Education, SNDT Women's University. On behalf of the managing Committee/ trust I assure you that our endeavor will be to ensure smooth and proper functioning of the Study Centre within the framework set by the CDE.

Signature & name of
President /Chairman
With rubber stamp.

Date: _____

Place: _____

Performa III

Recognized Study Centre – Description of Applicant Institution

(To be completed by the Applicant - Institution)

1. Name of the Institution _____
Address _____

Telephone _____
Telex _____
Fax _____
E-mail Id _____

2. Name of the owning _____
Managing Society/trust _____
Registration No. _____
Year of establishment _____
Address _____

3. Name and Residential _____
address of the _____
Chairman/President & Secretary with _____
telephone No. _____

4. Name of the village/ _____
town/city/state where the _____
Study Centre is to be _____
Located.

5. Situation/ location of
the institution

Nearest town : _____

Nearest Rly. Station: _____

Nearest S.T. Depot _____

6. Name of principal/head
of the Institution

Residential Address

Telephone No.

7. Institutional details

- Total No. of students (current)
- Courses offered
- Faculties
- Faculties Strength
- Non teaching staff (total)
- Administration & Support Staff
- Affiliated to (Indicate University,
Board etc.)
- Medium of Instruction

8. Name & Address of the
Co-coordinator (if other than
principal)

:

9. Infrastructure

- Number of Classrooms
- Number of halls
(accommodating 100 or
more students)
- rented or owned
- Computer facility
- Internet Facility
- Hostel facility
- Auditorium & capacity
- Audio-visual arrangement
- Library.

:

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:

10. Facilities that will be provided by the Institution for the proposed study centre.

- Study Centre Office area (Sq. feet)_
- Number of classrooms

- Reading room/some space in the Library
- Days/timings when the study centre will Remain open

Date:

Place:

Signature & Name of the
Chairman/President and the Board/Trust