

SURESH GYANVIHAR UNIVERSITY – DISTANCE EDUCATION
(SGVU-DE)

**Application for EOI for facilitator for Study Centres (to be established by SGVU) of
SURESH GYANVIHAR UNIVERSITY - DISTANCE EDUCATION (SGVU - DE)**

Suresh Gyan Vihar University, Jaipur is intended to establish its distance education programs after getting approvals from DEC-AICTE-UGC (tripartite committee). To provide quality led education and cutting edge Delivery System University have to set up over 100 study centres across Rajasthan at its own. Wherein University will conduct the delivery of contact lecturer by the renowned faculty of the university through online and offline modes. For setting up the above study centres of University, we are inviting applications as Expression of Interest (EOI) from various organizations and agencies to become a facilitator.

These facilitators have to provide requisite infrastructure services to University for the smooth functioning of proposed study centres of University.

Read kindly all the guidelines, specifications and other information prescribed to become facilitator for proposed SGVU-DE Study Centres, carefully before filling up the form.

1. Organization or agencies, already existing or yet to be established, may submit their Application/ Expression of Interest (EOI*).
2. The University reserves the right to make any modification in respect of locations, disciplines, programmes and its nomenclature and any other information published/ prescribed while establishing Study Centres, whenever deemed necessary without assigning any reason.
3. The University reserves the right to appoint any number of facilitators for its proposed Study Centres in the same location for the same discipline/ programmes at its discretion at any time.
4. Acceptance or rejection of the application shall be solely at the discretion of the University.
5. Shortlisted/ Finalized aspirant will have to adhere to all the norms and guidelines as prescribed from time to time by the SURESH GYANVIHAR UNIVERSITY - DISTANCE EDUCATION (SGVU - DE).
6. In case of any disputes or for any unforeseen issue(s) or issues not covered in the guidelines, specifications and other information published by the University for facilitators the decision of the University shall be final and binding on the aspirant and all other concerned.
7. Submission of Application (EOI*) and/or visit/ inspection of location by the University officials does not mean the acceptance of Application (EOI*). The decision for appointment/approval as facilitator for setting up of SURESH GYANVIHAR UNIVERSITY - DISTANCE EDUCATION (SGVU - DE) Study Center(s) at proposed location solely lies with the University, which shall be final and binding on the aspirant and other concerned.

For Location/ Site of Study Centre

1. In case an aspirant proposes two or more sites for a Study Centre, the decision on which site is to be selected for SURESH GYANVIHAR UNIVERSITY - DISTANCE EDUCATION (SGVU - DE) Study Center(s) will be discussed for finalization during or after the visit of location, as the case may be.
2. In case an aspirant wishes to submit proposals for more than one location, he will need to submit separate Application (EoI*) for each location.

Guidelines for filling the Application (EoI*)

General

1. The format for Application (EoI*) may be submitted online or offline along with the processing fee as applicable.
2. No field of the Application (EoI*) should be left blank. Please write NA wherever necessary.

For Offline Submission

1. Please log on to www.sgvu.org.
2. Click on the icon facilitators for SGVU-DE
3. Click on the link 'Offline submission' to download the format of Application (EoI*).
4. In case the format is downloaded from the website, the Application (EoI*) should be printed on an A4 size white paper of reasonably good quality.
5. The Application (EoI*) should be filled in Capital letters only, using blue/ black ball point pen
6. All the annexures should be attached with the Application (EoI*) and photographs should be labeled properly.
7. The Application (EoI*) and the annexures should not be folded. All documents should be put in a file for submission by post or by hand.
8. In case the format of Application (EoI*) is filled offline, the specifications for Photographs are as follows:

Photograph Size	3 by 4 or 4 by 6
To be pasted on	A4 size thick white sheet of paper
Photographs per page	One or two (Not more than two)
Labeling	Each one to be labeled appropriately
Finish	Matte

9. Submission of Application (EoI*) (Offline): The Application (EoI*) complete in all respects and attached annexures, along with the prescribed fee should be submitted/ sent to

SURESH GYANVIHAR UNIVERSITY - DISTANCE EDUCATION (SGVU - DE)
Suresh Gyan Vihar University
Mahal, Jagatpura, Jaipur
Rajsathan

PS: Please mention 'Application (EoI) facilitator for SURESH GYANVIHAR UNIVERSITY - DISTANCE EDUCATION (SGVU - DE) STUDY CENTRE' on the envelope*

Payment of fee

Modes of Payment:

- Demand Draft/ Pay Order: The prescribed fee may be paid in the form of a Demand Draft or Pay Order in the name of “SGVUDE”

Processing Fee:

- The initial Processing fee to be paid along with submission of Application (EoI*) is Rs. 5,000/-.
- Note: Fee once submitted will not be refunded by the University under any circumstances.

For any information/ doubts/ clarifications, please contact us at following contact details:

Email: info@sgvu.org

Phone No.: 0141-6450389-90

Website: www.sgvu.org

PS:

1. *All communication by the University will be done online, either through email or announcements on website. Aspirants are required to check their email and the University website regularly for remaining updated with the announcements/ information from the University on daily basis.*
2. *Application (EoI*) incomplete in any respect, or without the requisite fee attached, shall stand automatically rejected by the University.*

List of Discipline(s)/ Programme(s)

S. No.	Discipline	Programme
1	Computer Applications	PGDCA (Post Graduate Diploma in Computer Applications)
		BCA (Bachelors of Computer Applications)
		MCA (Masters of Computer Applications)
2	Management	BBA (Bachelors of Business Administration)
		MBA (Masters of Business Administration)

Specifications for Study Centre

Site

- Building for the purpose of Study Centre should preferably be on a prime road of the town/ city. In case it is not on the prime road, it should be at least visible from the prime road of the town/city.
- It should be located in a clean environment, with proper hygiene around.
- Sufficient parking space should be available.
- The premises should preferably be on the ground floor or first floor of a building.

Carpet Area

Minimum Carpet Area required: 1000 sq. ft - 1500 sq. ft.

PS:

1. Aspirant may be required to expand the premises of the Study Centre at any point of time, if deemed necessary by the University.
2. Detailed requirements for Staff & Infrastructural facilities will be provided to shortlisted aspirants.

A. LOCATION & BUILDING

1. Important attachment: Please attach the following photographs & documents of the proposed site(s) of Study Centre with EoI form.
 - i. Photographs (as Annexure A)
 - a. One wide range photograph taken from the **Front** of the proposed site(s) of Study Centre showing the road as well as the complete surroundings of the Study Centre.
 - b. One wide range photograph taken from the **Left Side** of the proposed site(s) of Study Centre showing the road as well as the complete surroundings of the Study Centre.
 - c. One wide range photograph taken from the **Right Side** of the proposed site(s) of Study Centre showing the road as well as the complete surroundings of the Study Centre.
 - d. 3-4 photographs showing the internal view of the proposed site(s) of Study Centre including stair case (if any), Reception, Class Rooms, Computer Lab, etc.

PS: All photographs are to be labeled appropriately.

2 (i) Details of Location:

Name of the City / Town / Sub Division	Urban / Rural	District	State	Pin Code
			RAJASTHAN	

(ii) Type of Location (Please Tick)

Metropolitan		State Capital		District Head Quarters		Town		Urban	
Semi-Urban		Rural		Backward		Hilly Area		Tribal Area	

(iii) Approximately population of the proposed location _____

B. SITE DETAILS

- 3 (i) About the proposed site of Study Centre:
(The applicant may propose for one or more site(s))

Name		Proposed Site I	Proposed Site II
Premised already available / yet to be made available	_____		
Postal Address (with Pin code)	_____		
Is the site on the prime road of town / city?	Yes / No		
If No, is it visible from the prime road of town / city	Yes / No		
Name of the nearest prime road of town / city	_____		
Distance from main Bus Stand	in Kms.		
Distance from nearest Bus Stop	in Kms.		
Distance from Railway Station	in Kms.		
Distance from National/ State Highway	in Kms.		
Parking Space Available?	Yes / No		
If yes, how many motorcycles and cars can be parked in the facility	_____		
No. of Floors in the building			
Is the Property Commercial, Residential or Institutional	_____		
If the Property Owned?	Yes / No		
Rented / Leased Since	yyyy		
Rent per month / Lease amount	_____		
Date of Expiry of Rent / Lease Deed	dd/mm/yyyy		
Total Carpet Area	(L x B = ____ sq.ft.)		

PS: If the University is not satisfied by the site(s) proposed, the applicant may propose another site for setting up SURESH GYANVIHAR UNIVERSITY - DISTANCE EDUCATION (SGVU - DE) Study Centre.

C. DETAILS OF SR. FUNCTIONARIES

4. Details of Contact Person:

Particulars	
Name	
Qualification	
Mobile No.	
E-mail ID	

D. INSTITUTIONAL DETAILS

5. Broad details

Name of the Institution	
Year of Establishment	

6. Is the applicant imparting any short term course/skill development courses/coaching/training etc? If yes, please give details. Yes / No

S.No.	Course Name	Course Duration	Total No. of Students
1.			
2.			
3.			
4.			
5.			

7. Is the applicant running any School(s) or College(s)? If yes, please provide details Yes/No

Name of the School / College	Affiliated to Board / University	Programmes being imparted	Established Since	Total no. of Students

E. PAYMENT

8. Payment Details:

(i) In the form of Demand Draft / Pay Order (as annexure E):

Fee	Amount	Bank Name with Location	Demand Draft / Pay Order Number	Date
Processing Fee (Non-Refundable)	5000/-			

9. Has the applicant submitted any other application (EOI) for any other location(s)? Yes / No

If yes, please specify the name(s) of the location(s)

1. _____

2. _____

3. _____

4. _____

5. _____

PS: Different applications (EOI(s)) need to be submitted for different locations.

UNDERTAKING

I _____ S/o./ _____ D/o. _____

R/o. _____

submitting the application (EoI) for setting up of SURESH GYANVIHAR UNIVERSITY - DISTANCE EDUCATION (SGVU - DE) Study Centre(s) in the capacity of _____ (designation) of _____ (Name of the Institution) hereby declare and solemnly affirm that:

1. I have carefully read and understood all the guidelines, specification(s) and other information published by Suresh Gyan Vihar University for setting up of SURESH GYANVIHAR UNIVERSITY - DISTANCE EDUCATION (SGVU - DE) Study Centre(s).
2. I agree to adhere to all the norms, guidelines etc. and to fulfill all the formalities and submit the documents as prescribed from time to time by the SURESH GYANVIHAR UNIVERSITY - DISTANCE EDUCATION (SGVU - DE), Distance Education Council, University Grant Commission and other competent authorities for setting up of Study Centre(s).
3. I understand and agree that submission of application (EoI) and / or issuance of Letter of inter or visit of location by the University does not mean the acceptance of my proposal / application (EoI) and / or grant of approval for the setting up of SURESH GYANVIHAR UNIVERSITY - DISTANCE EDUCATION (SGVU - DE) Study Center(s). The decision for approval or rejection for setting up of SURESH GYANVIHAR UNIVERSITY - DISTANCE EDUCATION (SGVU - DE) Study Center(s) at proposed location solely lies with the University, which shall be final and binding on me and other concerned.
4. In case of any disputes or for any unforeseen issue(s) or issues not covered in the guidelines, specifications and other information published by the University for setting up of Study Centre(s), the decision of the University shall be final and binding on me and all other concerned.
5. I agree that the University reserves the right to withdraw any location for Study Centre or any Discipline / Programme or its nomenclature at any time without assigning any reason and to make modifications in any information published anywhere for setting up of Study Centre(s) whenever deemed necessary.

Date: _____

(Name and Signature of the Authorized Signatory)