

## Norms for Identification & Establishment of Study Centres

To ensure effective delivery of programmes and to provide learner support services, a Study Centre, should be owned and managed by persons having experience in conducting school or college level teaching. The norms for identification & subsequent approval of Study Centre of SGVU School of Distance Education will be as under:

- 4.1. (a) The Study Centres should be hosted by the institutions established by the Government, a Trust or Society or Company.  
 (b) The Study Centre should be centrally located, well connected and accessible by all means of transportation.  
 (c) The Study Centre should be within the jurisdiction of Rajasthan State.

4.2. An institution affiliated to recognized Boards / Universities, will be eligible for the establishment of a Study Centres (SC). Institutions running Study Centres of UGC recognized Universities, Polytechnics, ITIs and will also be considered for running Study Centres of *Suresh Gyan Vihar School University Distance Education (SGVU-DE)*.

4.3. The Study Centres must have adequate faculty and infrastructure facilities as per the norms and standards of *Suresh Gyan Vihar School University Distance Education (SGVU-DE)* which are as follows:-

### General Infrastructure Requirements for Study Centres of Suresh Gyan Vihar University - Distance Education (SGVU-DE)

S. No.	Particulars	Minimum Requirements
1	Premises	<ul style="list-style-type: none"> <li>• Carpet Area of 1000-1500 sq. ft..</li> <li>• 1 Class room</li> <li>• 1 Computer Lab</li> <li>• Owned / Rented / Leased</li> <li>• Adequate Parking Space</li> </ul>
2	Furniture & Fixture	<ul style="list-style-type: none"> <li>• 20-30 seats per class rooms</li> <li>• 10-15 Computer Systems per labs</li> </ul>
3	Basic Facility	Separate Room / space for:- <ul style="list-style-type: none"> <li>• Study Centre Manager</li> <li>• Reception</li> <li>• Staff Members</li> <li>• Library &amp; Reading</li> <li>• Stores</li> <li>• Conference / Seminar</li> <li>• Washroom / Toilet</li> <li>• Cafeteria</li> </ul>
4	Air Conditioning	Mandatory for Computer Labs
5	Training / Teaching Aids	<ul style="list-style-type: none"> <li>• Black Boards in Classrooms</li> <li>• White Boards in Computer Labs</li> <li>• LCD projector</li> </ul>

## IT requirements for all Study Centres

S. No.	Particulars	Minimum Requirements
1	PC Configuration	Latest Configuration Machines
2	Network	Switch Based Network 10/100 on TCP / IPPC's will be assigned a fixed IP.
3	Internet and Connection Types	Broadband 1Mbps speed
4	Printers & Copiers	<ul style="list-style-type: none"> <li>• One each for General Administration</li> <li>• One Printer for each Computer Labs</li> <li>• One Copier for Library (for Teaching and Technical Staff/ Students)</li> </ul>
5	Web Camera	As per requirements for Student / Faculty interaction between Study Centre & University
6	Administrative Equipments	LCMS / LMS software to be loaded on PC's for interactive sessions / virtual classrooms.
7	Safety Equipments	As per requirements and space availability the following safety requirements are to be installed in the study centres:- <ul style="list-style-type: none"> <li>• Smoke Detectors</li> <li>• ABC Fire Extinguishers</li> </ul>

## Computer Lab requirements for Study Centers of Suresh Gyan Vihar University School of Distance Education:-

S. No.	Particulars	Minimum Requirements
1	PC Configuration (IBM Brand)	Core to Duo Processor Motherboard 1 GB RAM 160 MB HDD 17" TFT Color Monitors NIC Card Optical Mouse Keyboard Multimedia Speakers Head Phones MIC Web Camera
2	Software	Windows XP SP3 / Windows 2000 / Windows 2003 / Windows NT MS Office 2010 (Word, Excel, PowerPoint, Access) C Compiler C++ Compiler JDK / J2EE / J2SE Latest Version Apache Tomcat Server Oracle 11g Any other software requirement for the successful completion of the running course(s).
3	Antivirus	Quick Heal Total Security 13.00 version in individual Systems

### Human Resource requirements for all Study Centers:

S. No.	Particulars	Minimum Requirements
1	Study Centre Manager	01 <b>Minimum Qualifications:-</b> Graduate with MBA 05 years of relevant experience of handling a centre
2	Counselor	01 <b>Minimum Qualifications:-</b> Graduate 01 year of relevant experience
3	Faculty Members	04 (02 each course) <b>Minimum Qualifications:-</b> For IT / CA Course:- MCA / M.Sc.(CS / IT) / B.Tech.(CS / IT) 03 years teaching and / or industry experience
4	Technical Assistant	01 each Computer Lab <b>Minimum Qualifications:-</b> Diploma in Computers / PGDCA / B.Sc.(CS) / BCA 01 year relevant experience
5	Peon	01 <b>Minimum Qualifications:-</b> 12 <sup>th</sup> Pass 06 months experience

#### Note:

- Every Study Centre shall ensure proper facilities for teaching and learning of students enrolled in Distance Education programmes.
- The classrooms shall be well ventilated and appropriately located in the campus or building of the Study Centre.
- The Study Centre should have separate toilets for both boys and girls, which will be well maintained and will have supply of running water.
- The Study Centre should have proper and adequate supply of RO drinking water on each floor.

#### 4.4. Financials:-

The prospective institutions will apply to the university along with a sum of **Rs. 5,000/-** as processing fee (non-refundable) in the form of Demand Draft drawn in favor of “**SGVUDE**” along with the application form, which can be downloaded / available online from University Website.

The form will also be available from the office of the Director, Suresh Gyan Vihar School University - Distance Education (SGVU-DE), Mahal, Jagatpura, Jaipur 302017. Study Centres are also required to submit their applications online by going to the website of the University at [www.sgvu.org](http://www.sgvu.org). The University may invite the Study Centre Coordinators / Concerned Person to Jaipur for discussion. The University may also conduct inspection of proposed Study Centre.

Each Study Centre, on its approval by the University (through committee inspection), will have to deposit a security of **Rs. 70,000/-** through Demand Draft in favour of the **SGVUDE** within **15 days** of issue of offer letter by the University.

4.5. The Study Centres will be liable to provide its services to the candidates for the whole duration of the course. No course will be discontinued in the midway by the Study Centre. In case of the discontinuation of Study Centres in the Mid Session or during the currency of a programme, the security deposit mentioned will be forfeited and the Study Centres will be liable for any other liability on this account. The University will also be free to impose a suitable fine on the Study Centre.

4.6 The University will pay to a Study Centre **45+ percent** of the **tuition fees** received from the students enrolled at a particular Study Centre. The said share of fees will be paid in lieu of providing infra-structural facilities and services rendered such as classroom, computer lab, library, counseling, teaching, postage and stationary, contingencies etc. The share will be released to the study centre within **2 months** of enrolment of students in a year. The following fee collected by the university will not be shared with the study centre:

- Registration Fee
- Examination Fee
- Open and Distance Learning Development Fund
- Any other fee prescribed by the university

4.7. The University will provide study material to the Study Centre for onward dispatch to the students. It will be the responsibility of Study Centre to promptly deliver the material to students. In case of Online Content Delivery the study center should have adequate infrastructure in terms of hardware and required software as specified in paragraph 4.3.

4.8. For the conduct of examination, the university will supply online / offline material which will include question papers, answer books and other instructions to the Study Centres. The university will be responsible for the conduct of examination, evaluation of answer books and declaration of the results. The Study Centre shall provide, free of charge, space and necessary equipments for conduct of examination including practical examination. It will be the responsibility of the Study Centre to conduct periodic evaluation of students as prescribed by the University for each programme, at no extra charges.

4.9. The university will specify the qualification and experience of the coordinators / counselors / faculty members who will be engaged by the Study Centres for the programme(s). The Study Centre will forward a list of coordinators / counselors / faculty members / lab technicians along with their complete bio-data for approval by the University. This information will have to be provided online also by the Study Centres to the university. The University reserves the right to amend / update the necessary qualification and experience of the teaching / non teaching and administrative staff for recruitment purpose. The Study Center will follow the required procedure adopted by the University for Recruitment of teaching / non teaching and administrative staff.

4.10. The University will register the students after receiving the online application forms along with the requisite certificates and fees from the Study Centres and a consolidated list of admitted candidates will be sent back to the Study Centres for their teaching, counseling and examination etc. purpose. Enrolment numbers will be allotted by the University to admitted students. The University will have a right to refuse admission to any student without assigning any reason.

4.11. In case of unsatisfactory performance of the Study Centre, the University reserves the right to cancel the Study Centre and withdraw the candidates there from after giving one month's notice. The University shall deduct the share of 50 per cent of the fees payable to the Study Centre for the full academic year proportionately, if the University cancels the Study Centre in the mid session.

4.12. A Study Centre shall arrange at least the minimum no. of hours of teaching / counseling per course as per credit assigned to the course and programme. In certain courses, the University may modify the contact hours.

4.13 There shall be no change or transfer of management of a Study Centre to any other agency without previous permission of the Suresh Gyan Vihar University-Distance Education authorities. The Study Centre shall not be closed without prior permission of the *Suresh Gyan Vihar University Distance Education (SGVU-DE)*. No facilities of the Study Centre shall be used for running programmes of other private institutions or private providers.

4.14. The institution shall have to execute an agreement (MOU) with the university in relation to the aforesaid terms and conditions. The tenure of the agreement shall be for a period of three academic years and would be effective from the Academic Year 2013 to 2016. Further, if during the operation of the agreement, circumstances arise which calls for alteration / modification in the agreement, the same shall be decided with mutual consent of the study centre and University.

4.15. In case of any dispute between the parties, the matter will be referred to Arbitration of **Vice Chancellor** whose decision shall be final in the matter.