

STUDY CENTRE APPLICATION FORM



SRI PADMAVATI MAHILA VISVAVIDYALAYAM
(Women's University), TIRUPATI - 517502
DIRECTORATE OF DISTANCE EDUCATION

Note:

- This form has to be filled by only the authorized person committed to the operations of the Study Centre.
- Applicant has to submit a processing fee of Rs.10,000/-(non-refundable) along with this application in the form of a DD payable to the Registrar, Sri Padmavati Mahila Visvavidyalayam, Tirupati.
- Colleges offering B.Ed/M.Ed on regular basis are only eligible to apply for sanction of B.Ed/M.Ed Study Centre, as per NCTE guidelines. Therefore, separate application should be submitted along with processing fee for 1) B.Ed/M.Ed Programmes and 2) All P.G & Diploma Programmes.

1. Name and Address of the Applicant :

2. Name and Address of the proposed Study Centre with Pin Code :

Phone No. with STD Code:

Fax No. :

E-Mail I.D:

Name of the Contact person :

3. Programmes applied for :

4. Details of the Applicant Institute/College/
Society/Trust (please attach relevant documents)

5. Type of Proposed Study Centre : Government /Private

If Private Registration No. of the Society/Trust :

Date of Renewal (if applicable)

By. Laws of the Society/Act

6. Infrastructural details :

Nature of premises : owned / Rented / Leased (enclose document)

Covered area in Sq. Mt.

Year of Establishment :

Type of Registration :

Approval of building plan :

7. Details of class rooms available :

S.No.	Class Room Details	Area in Sq. Feet	Seating Capacity

8. Details of Labs available :

S.No.	Lab Details	Area in Sq. Feet	Seating Capacity

9. Equipment (enclose list) :

10. Details of Library Facility :

Particulars
i) Books : ii) Reference Books: iii) Journals & Periodicals:
(enclose list)

Date:

Place

Signature with seal of organization



**SRI PADMAVATI MAHILA VISVA VIDYALAYAM
(WOMEN'S UNIVERSITY), Tirupati – 517 502
DIRECTORATE OF DISTANCE EDUCATION**

NOTICE

Applications are invited from recognized Colleges/Institutions in A.P. to act as Study Centres for the P.G. and other programmes of the Directorate of Distance Education, Sri Padmavati Mahila Visva Vidyalayam, Tirupati. The application can be obtained from the Director or download from Website www.spmvv.ac.in

Dated: 01-10-2014

REGISTRAR

Declaration

- I / We certify that all the information given above and in the preceding pages signed by me / us is / are complete and correct.
- I / We declare that the institute will abide by all the rules and directions of DDE,SPMVV (Women's University) from time to time.
- I / We declare that I / We am / are authorized to sign on behalf of my organization and that my directors and shareholders / members (where relevant) are in total agreement of my / our application.
- In case of any information furnished by me / us is found wrong or incomplete, I / We declare that the institute may be derecognized and is also open to any action as per law
5. I / We undertake not to do any advertisement of our own in print/electronic media without the prior written permission of DDE, SPMVV (Women's University).
 6. I / We hereby undertake that if it is ever found that the Institution is not able to run as per the norms, rules and procedures laid down by DDE, SPMVV (Women's University), the DDE, SPMVV (Women's University) shall be free to withdraw the study centre recognition.
 7. I / We shall verify all the original documents of the students and certify that the students registered at my / our study centre for DDE, SPMVV (Women's University) programs, are eligible in all respects as per the eligibility norms of DDE, SPMVV (Women's University). I / We shall produce the original documents of the students as and when required by DDE, SPMVV (Women's University).
 8. I / We understand that DDE, SPMVV (Women's University) reserves the right to terminate the study centre registration if it is found that I / We have knowingly made a false declaration in the form.
 9. I / We understand that the approval of my / our institution as Study Centre shall be done as per the norms of the DDE, SPMVV (Women's University).
 10. I / We understand that DDE, SPMVV, (Women's University) reserves the right to reject the application without assigning any reason.

Place:

Date:

(Signature of the Head of the
Institution with Name and Seal)

**RECOMMENDATION BY THE CHIEF COORDINATOR OF THE
UNIVERSITY**

.....
(Name of the Chief Coordinator) recommending the (Study Centre Name and Address)
.....

Verified the documents of the Study Centre and found correct as per the DDE, SPMVV (Women's University), norms and eligibility conditions. Also enclosing the 'SELF DECLARATION FORM' typed on Rs. 100/- Stamp paper duly attested by the Notary.

If any document furnished here is found incorrect and false, SPMVV (Women's University) has the right to reject the application without assigning any reason. Hence I/we are forwarding the application for the grant of Study Centre to the Director, DDE, SPMVV (Women's University), Tirupati.

Place:

Date:

Signature of the Chief Coordinator

SELF DECLARATION

(To be typed on Rs.100/- Indian Non-Judicial Stamp Paper)

I/We hereby apply for my/our Study Centre for Session, of DDE, SPMVV (Women's University), Tirupati. I/We hereby undertake as under:

1. To pay all the outstanding dues
2. To pay all the fees as per the University Norms.
3. Not to charge any Extra fees from the students apart from the fees prescribed in the prospectus.
4. To have the format of my/our advertisement approved by the University before I/We release in to the media.
5. To deliver contact/counseling/practical sessions as per the norms of the University.
6. To individually verify all the documents enclosed with the students application forms with the originals.
7. To take full responsibility of all the documents/correspondences signed by me/authorized person.
8. To abide by all the rules and regulations of the University as promulgated from time to time.
9. Not to indulge in any sort of criminal/immoral/illegal activity.

I/We further acknowledge that if at any point of time the University finds any deficiency in My/Our infrastructure or in the support services to the students or if I/We, am/are found involved in any sort of unlawful activities, then the University will have the full right to terminate my/our study centre authorization without seeking any clarifications.

Signature of the Study Centre Head
With Seal/Stamp and date

Attested by Notary
with Seal and date

Checklist for Submission of Application Form

S. No.	Particulars	Yes	No
1.	Memorandum / Details of Society, Trust or Company		
2.	Resolution of Society, Trust or Company for becoming Study Centre		
3.	Address proof of Institution (Lease Deed / Rent Agreement / Sale Deed / Ownership Documents)		
4.	Audited Balance Sheet of Previous two years		
5.	PAN Number of the Institution		
6.	Floor Plan / Layout Map of the Institution		
7.	Photograph of the Institution, Classrooms, Lab, Library, Reception		
8.	Photo ID Proof of Head of Institution		
9.	PAN Number of Head of Institution		
10.	One Coloured Photograph of Head of Institution		
11.	List of Computers with Configuration Details		
12.	Bio data of Study Centre Co-ordinator		
13.	Bio data of Academic Faculty along with the copy of their self attested educational certificates		
14.	Self Declaration Form (to be typed on Rs. 100/- on 100/- Indian Non - judicial stamp paper) duly signed by Notary		