



DR. BABASAHEB AMBEDKAR OPEN UNIVERSITY
(Established by Government of Gujarat)

'Jyotirmay' Parisar, Opp. Shri Balaji Temple, Sarkhej-Gandhinagar Highway,
Chharodi, Ahmedabad - 382 481.

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Vocational and Professional Courses Study Center
Establishment Form includes the Following:

- 1. Covering Letter Format**
- 2. Study Center Establishment Guidelines**
- 3. Application for Establishment of Study Center**
- 4. Undertaking**

I: Covering Letter Format

(Following letter must be on official letterhead of the concerned society/trust.)

Date:

To,
The Director,
Dr.Babasaheb Ambedkar Open University
Ahmedabad.

Subject: Application for the establishment of Study Centre of 'Dr.Babasaheb Ambedkar Open University, Ahmedbad'

Sir,

We desire to establish a Study Centre of 'Dr.Babasaheb Ambedkar Open University, Ahmedabad'.

We agree to abide by the rules and regulations of Dr. Babasaheb Ambedkar Open University for these Programmes, prescribed and revised from time to time. We hereby undertake to extend full cooperation and support for the smooth conduct of these academic programmes, as per the rules, regulations & guidelines of Dr. Babasaheb Ambedkar Open University. We have read all the information about these programmes, given in the Application form and Prospectus.

We are also enclosing herewith demand draft drawn of a nationalized bank towards Centre Affiliation Fees Rs 10000/- in favour of "Dr.Babasaheb Ambedkar Open University" payable at Ahmedabad.

Sir, we certify that the information provided in the application form is true to the best of our knowledge and belief. We request the Dr.Babasaheb Ambedkar Open University Authorities to consider our application sympathetically and grant us a Study Centre.

Thanking you.
Sincerely

(Authorized Signatory)

Name:
Designation:

Place:

Study Center Establishment Guidelines
(2016-2017 Academic Session)

1) Brief about Distance Education

The philosophy of distance education is different from that of the correspondence education, wherein the learners do not have to attend the contact sessions. The distance learning aims at providing opportunities to those learners who could not get an opportunity to study as regular students on account of various reasons. The unique features of distance education are its contact sessions and the preparation of assignments. These contact sessions keep the learner constantly in touch with the counselors and the assignments enable them to correct the flaws in their learning and to reorient themselves.

2) About Dr, Babasaheb Ambedkar Open University, Ahmedabad

Babasaheb Ambedkar Open University is established by the Government of Gujarat in 1994. University is also recognised by the University Grants Commission (UGC) and is a member of Association of Indian Universities (AIU).

BAOU is recognised by Distance Education Council (DEC). BAOU offers 82 courses ranging from certificate to post graduate level covering diverse disciplines like Education, Social Sciences, Humanities, Information Technology, Commerce and Management and Foreign Languages. The University Offers Ph.D. Programme in 30 disciplines. The programs are made accessible through 486 University authorised study centres across the state. The university has a cumulative enrolment of more than 6, 00,000 learners.

BAOU was established as per the ordinance No 5/1994 of Gujarat Government published in extra ordinary gazette on 13th April, 1994. Afterwards this ordinance was given the form of an Act which is known as Act No.14 of 1994 passed by Gujarat State legislature.

3) About Study Center

‘Study Centre’ means a center recognized by the parent institution for the purpose of advising, counselling or for rendering any other assistance required by the students used in the context of distance education.

In the ODL System, Study Centres play an important role since they act as focal contact points for distance learners. The Study Centres provide academic and administrative support services to the distance learners. In these Study Centres, the learners are provided with collegiate environment through information dissemination, monitoring and academic counseling, vocational guidance, hands-on experience (in case of practical), multimedia support, student evaluation, library services and peer group interaction.

3.1) Eligibility to become a Study Center

Government / private institutions, aided/ self-financed institutions registered societies, trusts etc. with last three years of audited Balance Sheet, having the arrangement of competent counselors, infrastructure for the required no of class-rooms, laboratories, Computer lab, library and regular & visiting faculties, etc. may apply.

The experience of operating the teaching institutions or programmes of study shall be preferred.

3.2) Functions of the Study Centre Head / Coordinator

The Co-coordinator of a centre shall be the principal functionary of the centre and he/she will be responsible for

- All activities of the centre and shall supervise the individual counselors and counseling;
- Maintaining of all records and registers in respect of the activities of the study centre including academic administration and Academics
- Supervising the work of other supporting staff;
- Intimating students about the time and date for counseling session;
- Arranging laboratory facility in case the course consists of laboratory work;
- The Coordinator will ensure that study centre is kept open on the days fixed;
- The Co-ordinator will also ensure attendance of the students and submission of assignments;
- Distribution of study material to students;
- Submission of monthly and quarterly report to the Dr.Babasaheb Ambedkar Open University, Ahmedabad
- Maintenance of discipline in the study centre and will perform such other duties as assigned by the Dr.Babasaheb Ambedkar OpenUniversity, Ahmedabad.

4.) Programmes Offered by Dr.Babasaheb Ambedkar Open University.

Sr. No.	Course Name	Course Code	Fees Structure	Duration	Eligibility
1	Diploma in Business Administration	DBA	4000 (Per Semester)	1 Year (2 Semester)	12 th Std. or Its Equivalent 10 th Std + ITI (2 or More Year) + NCVT/GCVT + GSHEB/GOSE 12 th English Exam 10 th + 3 Year Diploma (Polytechnic)
2	Diploma in Computer Application	DCA	7000 (Per Semester)	1 Year (2 Semester)	
3	Diploma in Health Sanitary Inspector	DHSI	7500 (Per Semester)	1 Year (2 Semester)	
4	Diploma in Hospitality and Tourism Management	DHTM	22000 (Per Year)	1 Year	
5	Bachelor of Business Administration	BBA	4000 (Per Semester)	3 Year (6 Semester)	
6	Bachelor of Business Administration (Air Travel Management)	BBAAT	15000 (Per Year)	3 Year	
7	Bachelor of Computer Application	BCA	7000 (Per Semester)	3 Year (6 Semester)	
8	BCA in Multimedia	BCAMUL	15000 (Per Year)	3 Year	
9	Bachelor of Social Work	BSW	4000 (Per Semester)	3 Year (6 Semester)	
10	Post Graduate Diploma in Business Administration	PGDBA	7500 (Per Semester)	1 Year (2 Semester)	Any Graduate from Recognized University (Any Stream)
11	Post Graduate Diploma in Finance	PGDF	7500 (Per Semester)	1 Year (2 Semester)	
12	Post Graduate Diploma in Marketing	PGDM	7500 (Per Semester)	1 Year (2 Semester)	
13	Post Graduate Diploma in Human Resource	PGDHR	7500 (Per Semester)	1 Year (2 Semester)	
14	Post Graduate Diploma in Computer Application	PGDCA	7500 (Per Semester)	1 Year (2 Semester)	
15	Master of Social Work	MSW	7500 (Per Semester)	2 Year (4 Semester)	

Note : From the programme fees 60% share is of university and 40% share is of Study Center.

5.) Infrastructure / Library / Training/ Labs / Academic Requirement

Infrastructure Required

Premises	Owned/Rented/Leased/Other
Required no class room	Four
Each class room	400 sq.ft
Library room	200 sq.ft
Faculty room	200 sq.ft
Computer lab	10 computer with adequate seating arrangement
Office room	Min 150 sq. ft
Storage area with adequate furniture	100 sq ft.
Student common room	200 sq.ft
Toilet, Corridor, Staircases, common area etc	200 sq.ft

Library

Category	Count
Reference Books	Master Programme:- Min7 to 10 titles Bachelor Programme:-Min 5 to 7 titles
Text/Subject books	Essential
Periodicals Subscribed	Essential
Journal	Essential
Three Daily Newspapers Subscribed	one=related to Business two=related to sanctioned programme
Educational CDs/DVDs	Essential
E-Books for reference	Essential
Magazines	Essential

Training Equipment Required

Equipment	Count
LED Projector	One
Fax / Photocopier / Printer	One
CD	Essential

Computer Lab requirement

Particulars	Minimum Requirement
No of Computer Lab	One as per the above specification
No of Computers in Lab	10
Configuration of Computers	Intel P I or equivalent, 2 GB RAM, 80 GB HDD, etc
Software	MS Office version 2007, Windows 7
Type of Networking in Computer Lab	UTP (optional)
Internet Connectivity	Compulsory

(All the details to be mentioned as per the check-list)

Special Infrastructure requirement for Hotel Management

Front Office Practical lab with Reception Area & Bell Desk

- i. Housekeeping Practical Lab with furnished Rooms & Full toilet attachments
- ii. Basic cleaning equipments like vacuum cleaner, housekeeping trolleys etc
- iii. Food & Beverages Service Labs with Furnished Restaurant / Service Lab
- iv. Well-equipped bar with sample liquors (empty bottles would do).
- v. Conference facility (which can be used as banquet hall).
- vi. Food Production Lab with well equipped Kitchen (Indian & International)
- vii. Bakery & Confectionery Section

Special Note: In absence of the facilities mentioned in point v to vii, only in the 1st year of operation the proposed study centre may tie up with any good hotel (preferably star category) for practical classes.

Special Computer Lab requirement for Computer programmes

Particulars	Minimum Requirement
No of Computer lab	One
No of Computer in Lab	Twenty
Configuration of Computers	Intel P IV or equivalent, 1 GB RAM, 80 GB HDD, etc
Software: All programs	MS Office version 2007, Windows XP, Photoshop, Corel Draw, Flash, Adobe Illustrator, Adobe Premier, 3D Max etc. and any other as prescribed by the University as per the requirement of the programme.
Type of Networking in Computer labs	UTP
UPS	1 KVA with 1hr. backup
Internet Connectivity	Compulsory

Academic Requirements:-

Counsellor: For below estimated courses:

a) For Management Programme: Minimum 4(Four) counselors with First class Master's Degree in Business Management / Administration / other relevant management related discipline with minimum 3 yrs. teaching experience or should be an eminent professional having a first class in Bachelor's / Master's.

Apart from the above the centre should have one Chartered Accountant and one LLM degree holder (may be as visiting). In the above 4 faculty one should have Ph.D degree in the relevant stream of study (may be as visiting).

b) For Hotel Management Programme:

To start the programme in the first year institute should have minimum four faculty each for the Food Production, F&B Services, Housekeeping & Front office operations with a recognized degree / P.G Diploma in Hotel Management and catering technology with minimum 1 years teaching or industry experience. Similarly the number shall increase as the year of study progress.

c) For Computer related programmes

1) For BMGA / BCA (Multimedia)

To start the programme in the 1st year the institute should have min. 4 faculty of which one should be with first class in B. E. / Tech. in Computer Science / Engineering / Technology or equivalent OR first Class M.C.A. degree or equivalent. Other three faculties should have Post Graduate Diploma in Media / graphics / Animation with minimum 1 yrs. of teaching experience. The number shall increase as the year of study progress.

2) For BCA:- To start the programme in the 1st year the institute should have min. 4 faculty with first class in B. E. / Tech. in Computer Science / Engineering / Technology or equivalent OR first Class M.C.A. degree or equivalent.

6.) Fees:

□ Study Center Affiliation Fees

Demand Draft should be made of Rs.10, 000/-in favor of “Dr.Babasaheb Ambedkar Open University, Ahmedabad “Payable at Ahmedabad of any nationalized bank for ‘Study Center Affiliation Fee’ payment, which is non-refundable under any circumstances. If the application for establishment of the study center is not recommended by committee than in this case Rs.1000/- will deducted as a study center processing fees and Rs. 9000/- will be returned to the applicant.

Programme Fees

Demand Draft should be made of Rs.10,000/- Per Programme in favor of “Dr.Babasaheb Ambedkar Open University, Ahmedabad “Payable at Ahmedabad of any nationalized bank. Which is non-refundable under any circumstances.

7.) Other Guidelines

Library & Resource Center

The study center should have a separate library and Resource Centre facilities for the use of the learners, faculty members and counsellors etc. The library should have the minimum number of relevant books for each programme fixed by the Dr. BAOU.

Undertaking for establishment of Study Centre

Once the application is recommended by the committee and approved by the University, the concerned applicant will have to give an undertaking. On a non-judicial stamp paper of Rs.100/-. Study center shall abide the terms & condition of the undertaking.

Maintenance of Standards

The study centre will have to maintain the standards in every respect and will have to provide all the necessary assistance to students including general amenities, arrangements for counselling sessions, conduct of lab and practical classes, project-work, industrial tour etc..

Advertisement for Admissions

Normally advertisement for admissions will be issued by the Dr.BAOU at its own cost. However, the study centers may also give advertisements on their own and at their own cost to invite prospective candidates for admission. However, the contents of such advertisements shall be approved by the Dr.BAOU. In special circumstances the Dr.BAOU may share the advertisements with the study-centers as per mutually decided terms and conditions.

Right of Admission

Rights of admission for programmes are reserved with Dr.BAOU only. Student will be registered in Dr.BAOU after receiving the admission form along with the fees as prescribed by Dr.BAOU & a consolidated list of

students enrolled will be sent to the respective study centers for their teaching & counseling.

Student Support Services

The Study Centre will be liable to provide its support to the student or learner services to the candidates for the whole duration of the programme. No course will be discontinued in the midway by the Study Centre. In case of the discontinuation of Study in the Mid Session the share of the programme fees will be forfeited and the Study Centre will be liable for any other liability on this account. Dr.BAOU will also be free to impose a suitable fine on the Study Centre.

Arrangements for distribution of study material

The study centre will have to arrange the timely distribution of study material supplied by the Dr.BAOU for the students registered with the study centre. In order to make efficient distribution system possible, the center will have to provide proper particulars (including fees) of the students in a timely manner and in a specified format to the Dr.BAOU.

Ensuring competence in information technology

Since the majority of jobs and formats of the Dr.BAOU are computerized and communication of information, documents, etc. takes place through IT enabled services, it is essential for the study centers to have the desired infrastructure and competence in the use of IT and IT enabled services.

Right of Inspection/Assessment

Every Study Centre shall submit such reports and other particulars as the Dr.BAOU, Ahmedabad may require for enabling it to judge the academic standards and efficiency of administration of the Study Centre as & when required. Dr.BAOU may visit Study Center as and when required.

Continuity of Centre

For continuity of centre, it will have to observe all the norms, terms and conditions, stipulated in the undertaking. Grounds for closure of a study center may be; non availability of requisite number of students, non-conduct of counselling sessions, and non-observance of terms and conditions of Undertaking /or the directions of the Dr.BAOU. If any center gets closed due to any reason, the students may be shifted to the nearest center based on the availability of center.

Change of Study Center

Students enrolled can opt for change of study center. For change of study center, student needs to write an application & submit it to Dr.BAOU and in that case the preference of students will be considered by the Dr.BAOU. As far as possible the request for change of Study Centre is considered favourably.

Other conditions to be followed by the Study Centre

Study Centre will-Ensure effective delivery of programmes, the study centre shall manage persons having experience in conducting a college level teaching;

- Have to maintain adequate faculty and infrastructural facilities;
- Provide services to the candidates for the whole of the duration of the Programmes
- Not to discontinue any Programme / course in the midway
- Ensure that admission application forms of only those candidates are accepted who fulfil the requisite qualifications for the programme to which the admission is being made and that the candidate has attached the required documents and has also paid the prescribed fee
- Make entry of all admission forms programme-wise in electronic mode and will transmit the application forms with complete particulars to the Dr.BAOU.
- Should provide free of charge space for conduct of examinations including practical examinations.
- Periodic evaluation of students as prescribed by Dr.BAOU for each programme.
- Ensure that adequate teaching and non-teaching staff i.e. counselors, computer operators, class III/IV workers are available in the centre.
- Further ensure that all the counselors are duly qualified

- Ensure to arrange prescribed number of teaching/counselling sessions in each Course/programmes.
- Maintain a register or in Electronic form for conducting of counseling sessions as guided by Dr.BAOU.
- Be responsible for timely submission of assignments and evaluation of assignments;
- Prescribe and notify the days of counseling well in advance;
- Studycenter should get the assignment evaluated within 3 weeks from the date of receipt and return the evaluated assignment to the learners with appropriate comments, deficiencies and strengths.
- Impart such other duties as assigned by the Dr.BAOU from time to time.
- In case of closure of study centre during the currency of programme, the Dr.BAOU may impose suitable fine or penalty as is considered necessary for safeguard of the students registered with that Study centre.
- Study Center needs to arrange infrastructural facilities and services like class- rooms,computer labs, counseling, library, postage and stationary etc.

8.) Study Center Establishment Process:-

- Step 1**
The Advertisement in /on News paper / Website /any publishing media will be released by the Dr.BAOU.
- Step 2**
Colleges/Institution/ Trust / Society to refer the Advertisement & Guidelines for Establishment of the Study Center.
- Step 3**
Colleges/Institution/ Trust / Society to fill the Study Center Affiliation form and enclose the necessary documents & Centre Affiliation Fees DD as prescribed in the guidelines and in Study Center Affiliation form.

- Step 4**
Colleges/Institution/ Trust / Society to submit the filled Study Center Application form along with required documents & Study Center Affiliation Fees DD to the Dr.BAOU.
- Step 5**
Dr.BAOU will verify the Study Center Application along with documents & Study Center Affiliation Fees DD and will perform primary scrutiny of the Study Center Affiliation form.
- Step 6**
Dr.BAOU, Ahmedabad will form a committee to visit the proposed Study Center.
- Step 7**
A Committee will visit the place and will prepare the Report with remarks on the Proposed Study Center.
- Step 8**
A Committee will submit the Report to the University
- Step 9**
If committee recommend to give the study center than institute will be asked to pay Rs 10,000/- as a programme fees for each programme applied for. The programme fee will be in the form of Demand Draft in Favor of Dr.Babasahab Ambedkar Open University payable at Ahmedabad.
- Step 10.**
After getting an approval from the University, approval letter will be issued to the Study Center.
- Step 11.**
If Committee will not recommend to give study center in any circumstances than in that case After getting the approval from University Rs 1000/- will be deducted from Rs 10,000/- which was paid as a center affiliation fees and Rs 9000/- will be refunded back to the institute



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Application for Establishment of Study Center

Important Note:

1. Kindly ensure that your institution fulfills all the requirements as stated in the norms for becoming study center as per the program (s) selected.
2. This form has to be filled only by the key person committed to the operations of the proposed Study Center.
3. Applicant has to submit one-time Study Centre Affiliation fee Rs. 10,000/- with this application in the form of a DD (Demand Draft) in favor of Dr. Babasaheb Ambedkar Open University payable at Ahmedabad.
4. In the event of Non Recognition, Rs. 9000/- will be refunded.

Applicant for : The Programmes offered under each stream (Tick on the Domain & appropriate Programme in the Annexure A)

Foreign Languages		Refer Annexure A
Diploma Programmes		Refer Annexure A
Bachelor Programmes		Refer Annexure A
Post Graduation Diploma		Refer Annexure A
Master Programmes		Refer Annexure A

Name & Address of Applicant:	
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A. Proposed Study Center Profile

1.	Name of the Institution/ College	
2.	<p>Type of Institution/ College</p> <p>(Tick on appropriate option)</p> <p>Colleges/ Institutions includes aided and unaided both. Select the appropriate option. Kindly enclose attested deeds, Memorandum and Rules/ Regulations (as applicable)</p>	<input type="checkbox"/> Trust <input type="checkbox"/> Society <input type="checkbox"/> Institute <input type="checkbox"/> Autonomous College <input type="checkbox"/> Government <input type="checkbox"/> Grant in Aid College <input type="checkbox"/> University <input type="checkbox"/> Other
3.	Name of the Trust / Society running the institution	
4.	<p>Date / Number / Place of Registration of trust / Society/Institute :</p> <p>(Please attach Registration Certificate)</p>	
5.	Registered under which Act	<input type="checkbox"/> Society <input type="checkbox"/> Trust <input type="checkbox"/> Other
6.	Postal Address of the Institution/ College	
7.	<p>Communication Details:</p> <p>a. STD Code:</p> <p>b. Contact Number:</p> <p>c. Fax Number:</p> <p>d. Mobile Number:</p> <p>e. Email Address:</p> <p>f. Website Address:</p>	
8.	<p>PAN Number of the Institute</p> <p>(Kindly enclose the copy)</p>	

9.	Audited Balance Sheet of past three Years (If not enclosed, reasons for non-inclusion)	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
10.	Document relating to address proof of the Institute (Lease Deed/Rent Agreement/ Sale Deed/ Ownership Document)	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
11.	Floor Plan /Layout Map of the Institution	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
12.	Photograph of Institution, Classrooms, Computer lab, Library, Reception etc.,	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed

B. Details of Head/ Principal of Institution / College

1.	Name	
2.	Designation	
3.	Postal Address :	
4.	Communications Connectivity of a. STD Code b. Phone Number c. Fax Number d. Mobile Number e. Residence Number f. Email Address	
5.	Educational Qualifications (Kindly Enclose the Resume + Certificates)	
6.	Profession and Experience	
7.	Photo ID Proof (Kindly Enclose the Copy)	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
8.	Pan Number (Kindly Enclose the Copy)	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed
9.	One Colored Photograph	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed

C. Infrastructural Facilities

1.	Location of proposed Institution Area (Kindly tick the whichever is applicable)	<input type="checkbox"/> Metro <input type="checkbox"/> State Capital <input type="checkbox"/> District HQ <input type="checkbox"/> Rural <input type="checkbox"/> Town
2.	The Building of Colleges/ Institution (Kindly tick whichever is applicable & furnish the documents)	Owned /Rented/Leased/Other
3.	Total Carpet Area of Institution (in Sq. ft.)	
4.	Total Site area of Institution (in Sq. ft.)	
5.	Type of Flooring of Institution	
6.	No. of floors available	
7.	Office is Ready to use	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. Institution Facilities available:

Sr. No.	Type of Facility	No. of Rooms	Area (in sq. Ft.)	Seating Capacity
1.	Class Room			
2.	Computer Laboratory			
3.	Library			
4.	Faculty Room			
5.	Office Room			
6.	Student Common Room			
7.	Toilet, Corridor, Staircases, Common area, etc.			

9. Facilities in the Computer Laboratory

Sr. No.	Type of Facility	Count
1.	Server Computer	
2.	Client Computer	
3.	Printer	
4.	Scanner	
5.	UPS	
6.	CD/DVD Writer	

10. Type of Internet Facility

Leased Line Broad Band Dialup Others

11. Details of Computers

Type	Processor	Ram	HDD	Network (Y/N)	Internet (Y/N)
Server Computer					
Client Computer					

(Attach list as per the above stated format for details of Computers)

12. Details of Software Available:

Sr. No.	OS/COMPILER/PACKAGE/PROGRAMME/RDBMS/ LANGAUAGE/APPLICATION DEVELOPMENT SOFTWARE	Version

13. Library

Sr. No.	Category	Count
1.	Reference Books	
2.	Text / Subject Books	
3.	Periodicals Subscribed	
4.	Journals Subscribed	
5.	Newspapers Subscribed	
6.	Educational CDs/DVDs	
7.	E-Books for Reference	
8.	Magazine Subscribed	

14. Equipment's Available

Sr. No.	Equipment	Count
1.	LCD Projector	
2.	Fax	
3.	Photocopier	
4.	CD	

D. Connectivity

1.	Nearest Railway Station	
2.	Nearest City Bus Stand	
3.	Distance from Railway Station	
4.	Distance from City Bus Station	
5.	Distance from Nearest National / State Highway	

E. Study Center Coordinator Details

1.	Name	
2.	Communications connectivity of study center coordinator a. STD Code b. Phone Number c. Fax Number d. Mobile Number e. Residence Number f. Email Address	
3.	Educational Qualifications: (Kindly attach Resumes + Certificates)	
4.	Profession & Experience (Kindly enclose the details Resume of the Study Center Coordinator)	

F. Faculty Details

Sr. No.	Name	Designation	Qualification	Teaching / Industry Experience (in Years)	Subject Taught by Him/her

- Kindly enclose the detailed Resume of Head of Study Center, Faculties and supporting/Administrative staff with Self Attested copies of educational certificates . Dr. Babasaheb Ambedkar Open University may insist on meeting any/all faculty member and / or inspection of their appointment / contract / engagement orders.

**G. Is the institution recognized as study center of any other university or equivalent? – Yes/No
If answer is Yes, Kindly give the following details:**

Sr. No.	Name and Address of Recognizing University	Recognized As	Programmes Undertaken	Last Year Students No.

H. Details of Remittance of Study Center Processing Fee:

1. Amount Remitted:

Study Center Affiliation fee of Rs. 10,000/- (Rupees Ten Thousand Only) in favor of "Dr. Babasaheb Ambedkar Open University payable at Ahmedabad.

2. Demand Draft Details :

DD No	MICR No.	Date	Bank Name	Branch

I. Amenities (Provide Attested Photographs)

1	Electric fluorescent tubes, fax & proper furniture are fitted in the class rooms and in the office	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Drinking water arrangements with water filter	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Separate toilet for boys & girls	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Whether library facility shall be provided to the students of Dr. Babasaheb Ambedkar Open University	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Notice Board	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Room for Office Staff	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Location for Study Center (SC) Name Board	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	First Aid Facility	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Playground if any	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Transport, Bank & Post Office Facility	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Vehicle Parking	<input type="checkbox"/> Yes <input type="checkbox"/> No
12	Seating Capacity for Exam	<input type="checkbox"/> Yes <input type="checkbox"/> No

DECLARATION

(Following letter must be on official letterhead of the concerned society/trust.)

1. I / We certify that all the information given above and in the preceding pages signed by me / us is / are complete and correct.
2. I / We declare that the institute / college will abide by all the rules and directions of Dr. Babasaheb Ambedkar Open University given time to time.
3. I / We declare that I / We am / are authorized to sign on behalf of my organization and that my directors / Trustee members (where relevant) are in total agreement of my / our application.
4. In case of any information furnished by me / us is found wrong or incomplete, I / We declare that the Study Center 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 permission of Dr. Babasaheb Ambedkar Open University.
6. I / We hereby undertake that if it is ever found that the Study Center is not able to run as per the norms, rules and procedures laid down by Dr. Babasaheb Ambedkar Open University, the Dr. Babasaheb Ambedkar Open University shall be free to withdraw the study centre recognition.
7. I / We understand that Dr. Babasaheb Ambedkar Open University reserve the right to terminate the study centre registration if it is found that I / We have knowingly made a false declaration in the form.
8. I / We understand that the approval of my / our institution as Study Centre shall be done as per the norms of the Dr. Babasaheb Ambedkar Open University.
9. I / We understand that Dr. Babasaheb Ambedkar Open University reserve the right to reject the application without assigning any reason.

Place:

Date:

Head of the Institution Signature, Name and Seal

Checklist for Submission of Application for Vocational & Professional Courses

Sr. No.	Particulars	Yes	No
1	Affiliation Letter (Recent Affiliation Letter) *Compulsory		
2.	Undertaking (Rs.100 Franking / Rs.100 Notarized) (Notarized ના કિસ્સામાં First Party જે તે માન્ય કૉલેજ/સંસ્થા રહેશે તથા Second Partyમાં Dr. Babasaheb Ambedkar Open University, Ahmedabad રહેશે.)		
3.	Registration Certificate of Trust/Society/Institute (If Available)		
4.	Copy of constitution /MOA of Trust/Society/Institute (If Available)		
5.	Resolution of Society/Trust / Institute for establishing study center (If Available)		
6.	Address proof of Institution (Lease Deed/ Rent Agreement/ Sale Deed/Ownership Documents)		
7.	Floor Plan/Layout Map of the Institution (If Available)		
8.	Audited Balance Sheet of Previous three Years		
9.	PAN number of the Institution		
10.	Resume of Head/Principal		
11.	Resume of Study Center Coordinator		
12.	Resume of Academic Faculties along with the copy of their self-attested educational certificates & photographs (NET / SLET / Ph.D.) *Compulsory		
13.	Resume of Supporting/Admin/Staff		
14.	Centre Affiliation Fee DD “Demand Draft of any nationalized bank for “Study Center Affiliation fees” in the name of Dr. Babasaheb Ambedkar Open University payable at Ahmedabad of Rs. 10,000/-“		
15.	Digital Color Photographs of following needs to be submitted by the institute/college after the allotment of LSC.		
	<input type="checkbox"/> Exterior building & playground (if any)		
	<input type="checkbox"/> Interior building & classrooms available		
	<input type="checkbox"/> Library & Seminar hall / Auditorium		
	<input type="checkbox"/> Laboratory		
	<input type="checkbox"/> Front Office & Administrative Room		
	<input type="checkbox"/> Room for Study Center Head		
	<input type="checkbox"/> Drinking Water Arrangement		

16.	<p>For Hotel Management Only</p> <p>List of the Department wise Assets:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Basic Kitchen for food production practical <input type="checkbox"/> Bakery setup for basic bakery practical <input type="checkbox"/> Housekeeping practical room with all required equipment of housekeeping department <input type="checkbox"/> Food & Beverage practical restaurant with proper seating arrangement for min 12 no or min 4 tables, bar computer, crockery, cutlery etc. <input type="checkbox"/> Front office lobby for front office practical with proper reception counter, telephone and other requirements of front office Practical or Tie up with 3 or 4 or 5 Star Category Hotels/ Resorts / Club for Practical Purpose <input type="checkbox"/> Having enough classrooms and infrastructure for conduct theory classes or counseling sessions. 		
17.	<p>Counselors :</p> <p>No. of Counselors: <input type="text"/> Full Time : <input type="text"/> Part Time: <input type="text"/></p>		

Note: 1. The applicant will be rejected, if required documents for the purpose are not enclosed.

2. All rights reserved with Dr. B.A.O.U in order to extend the recognition for the study center.

3. Minimum 20 Students are required to be enrolled in each programme per batch. Failing which the student will be transferred to the nearby center. In such a situation the center will be in non-operational state for the given academic session and would be activated for the next round of admission.

Format for Resolution of the Society/Trust
(To be submitted duly filled on letterhead of the Institution/Society/Trust)

It is resolved unanimously in the meeting of the governing body of.....
held on Under the chairmanship of Shri..... that the study centre of the
Dr.Babasaheb Ambedkar Open University will be established in

If Dr.Babasaheb Ambedkar Open University permits the College/Institute/Society/Trust to establish the centre, we undertake to provide all the necessary academic and infrastructural facilities and cooperate for the smooth and efficient functioning of the Study Centre. We shall abide by the rules and regulations of the Dr.Babasaheb Ambedkar Open University, prescribed and revised from time to time.

If the Study Centre closed down for any reason, all material/books supplied by the Dr.Babasaheb Ambedkar Open University shall be returned to the University within stipulated time period given by them.

Proposed By

Seconded By

(Seal of the Institution)	Signature with Date	Signature with Date
	Name: Secretary Institution / Foundation / Trust	Name: Chairman/President Institution / Foundation / Trust

Annexure “A”

(Tick the appropriate programme to be conduct at the Study Center)

Sr. No.	Name of Course	Code	Duration	Eligibility	Tick Appropriate Programmes
DIPLOMA PROGRAMME					
1	Diploma in Business Administration	DBA	1 Year / 2 Semester	12th Pass	
2	Diploma in Computer Application	DCA	1 Year / 2 Semester	12th Pass	
3	Diploma in Health Sanitary Inspector	DHSI	1 Year / 2 Semester	12th Pass	
4	Diploma in Hospitality and Tourism Management	DHTM	1 Year	12th Pass	
BACHELOR PROGRAMME					
1	Bachelor of Business Administration	BBA	3 Years / 6 Semester	12th Pass (Any Stream)	
2	BBA in Air Travel Management	BBAAT	3 Years	12th Pass (Any Stream)	
3	Bachelor in Computer Application	BCA	3 Years / 6 Semester	12th Pass (Any Stream)	
4	BCA in Multimedia (BCAMUL)	BCAMUL	3 Years	12th Pass (Any Stream)	
5	Bachelor of Social Work	BSW	3 Years / 6 Semester	12th Pass (Any Stream)	
POST GRADUATE DIPLOMA PROGRAMME					
1	Post Graduate Diploma in Business Administration	PGDBA	1 Year / 2 Semester	Graduate (Any Stream)	
2	Post Graduate Diploma in Finance	PGDF	1 Year / 2 Semester	Graduate (Any Stream)	
3	Post Graduate Diploma in Marketing	PGDM	1 Year / 2 Semester	Graduate (Any Stream)	
4	Post Graduate Diploma in Human Resource	PGDHR	1 Year / 2 Semester	Graduate (Any Stream)	
5	Post Graduate Diploma in Computer Application	PGDCA	1 Year / 2 Semester	Graduate (Any Stream)	
MASTER PROGRAMME					
1	Master in Social Work	MSW	2 Year / 4 Semester	Graduate (Any Stream)	

Undertaking (on stamp paper of Rs 300/-)

We,

1. _____,
The Chairman of _____,
S/O _____,
And residence of _____,
2. _____,
The Secretary of _____,
S/O _____,
And residence of _____,
3. _____,
Study Center Head of _____,
S/O _____,
And residence of _____,

We, the above mentioned, are the authorized signatories of the Institute;

_____ managed by _____. With the reference to our application for the purpose of "Approval of the Study Center", we, solemnly, hereby agree for and on behalf of the Management of the Study center to the term and conditions along with the procedure mentioned below;

1. We have gone through the rules, regulations, guidelines, instructions, norms and standards prescribed by the Dr.Babasaheb Ambedkar Open University, Ahmedabad and its related apex bodies for establishing, managing and operating the Study Centre and we shall abide by all these rules, regulations, guidelines/instructions/norms and standards, notified at the moment and to be notified/declared by Dr.Babasaheb Ambedkar Open University and its related apex bodies from time to time.
2. We are aware that the study centre is for the purpose of conducting the academic, administrative and support service activities as well as for the functions as per the rules, regulations, guidelines, instructions, norms and

standards prescribed by authorities notified in the Point No. 1 of this undertaking. Furthermore, that we will offer / commence / conduct only such academic programmes of the Dr.Babasaheb Ambedkar Open University as are allowed, to be commenced in the study centre at the approved location and for academic session(s), by Dr.Babasaheb Ambedkar Open University through its letter/communication.

3. We are aware to perform all the academic activities such as planning & organizing counseling sessions/ contact programmes, providing opportunity to the learners for face-to-face interaction with counselors / experts, providing library and laboratory facilities, provide opportunities to students to meet their fellow students, providing guidance related to assignments, assessing the assignment submitted by the students, completing all the activities prescribed for the academic programmes, facilitating the students and staff for access to technology with prescribed ICT facilities, etc.
4. We are aware to perform all the administrative activities such as ensuring necessary Infrastructural facilities as prescribed and/or required, maintaining records of administration and activities, maintaining the accounts, facilitating programme information services, collecting the fee from the students and depositing to Dr.Babasaheb Ambedkar Open University within prescribed time duration, executing all the activities related to enrollment/admission process, facilitating the infrastructural facilities for organizing the examination, etc. Furthermore, we are aware that the students will be enrolled with Dr.Babasaheb Ambedkar Open University for its academic programmes and hence, Dr.Babasaheb Ambedkar Open University is authorized to cancel the enrollment or transfer such student to other study centre. We will strictly adhere to prescribed norms and formats of advertisement (applicable to all situations and purposes) of Dr.Babasaheb Ambedkar Open University We are aware about rules, regulations, guidelines, instructions, norms and standards prescribed for Government Scholarship Schemes and we shall abide by the same as notified at the moment and to be notified / declared from time to time by respective government authority.
5. We are aware that it is required to appoint Study Centre Head, Programme Coordinator, Counselors, and other administrative staff. We will ensure the

adherence as well as compliance to provision of various acts such as Labour Act, Employee Provident Fund Act, Professional Tax Act, etc.

6. We are aware that all the academic and administrative activities of the Study Centre should be planned and executed as per the norm and standards prescribed by the ODL Philosophy of Dr.Babasaheb Ambedkar Open University We are also aware that we need to equip our study centre with the ICT Based applications recommended by Dr.Babasaheb Ambedkar Open University to support this philosophy.
7. We, further declare that we will submit all the required and necessary information or statistics, in the manner and schedule as the Dr.Babasaheb Ambedkar Open University may decide. We are aware that of Dr.Babasaheb Ambedkar Open University has it own Assessment & Accreditation System to maintain the quality of academic programmes as per its own ODL Philosophy. And there is a procedure of continuous assessment of the study centre, of which the onsite visit/inspection by peer team. We are aware that such visit may be declared to us or not and in both the case, we are abide to cooperate, respond and submit all the required details and documentation to the visit team of Dr.Babasaheb Ambedkar Open University. Based on the report of visit/inspection, Dr.Babasaheb Ambedkar Open University is authorized to withdraw the approval of our study centre. As a part of Assessment and Accreditation Process, we are abide to procure and use the ICT based applications notified by Dr.Babasaheb Ambedkar Open University, software developed for supporting the process.
8. We shall be responsible for the acts of omission and commission on my part or on the part and Dr.Babasaheb Ambedkar Open University will not be liable / responsible towards any commitment(s) made by anyone at our Study Centre. And we will be solely responsible for all the legal consequence arouse due to any acts of omission and commission against the rules, regulations, guidelines, instructions, norms and standards of Dr.Babasaheb Ambedkar Open University, Distance Education Council and Other Apex or concerned Bodies/Authorities.

9. We are aware to maintain the discipline of students and staff at the study centre. We will be solely responsible for any discrepancy or commission of the acts against the prescribed rules, regulations, guidelines, instructions, norms and standards of mentioned above. We will ensure to avoid / not to convey any false / exaggerated / poor commitments to students and staff by any of the person (including staff) involved directly or indirectly in the activities of Study Centre. We will be solely responsible for any legal action and answerable to any element of the society for the discrepancy arouse due to any false / exaggerated / poor commitments. We are also aware that there will neither any role of Dr.Babasaheb Ambedkar Open University nor be answerable to any one in any of the situation mentioned in this point, rather withdrawal of approval to our study centre will be immediately executed by Dr.Babasaheb Ambedkar Open University.

10. We declare that the information and documentation provided by us during the submission of proposal for approval of study centre and during the frequent communication (oral/written) are true and valid. If found any discrepancy in the same, the Dr.Babasaheb Ambedkar Open University is authorized to cancel the approval to our study centre.

Date: ----/----/-----

Place: _____

1. Chairman/President:

Full Name: _____ Signature: _____

Seal: _____ (Organization's Seal)

2. Secretary:

Full Name: _____ Signature: _____

Seal: _____ (Organization's Seal)

3. Study Centre Head:

Full Name: _____ Signature: _____

Seal: _____ (Study Centre's Seal)