



महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय
(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya
(A Central University Established by Parliament by Act No. 3 of 1997)

डॉ मल्लसर्ज एम मंगोड़ी
क्षेत्रीय निदेशक/ असोसिएट प्रोफेसर
Dr Mallasarja M Mangodi
Regional Director/ Associate Professor

दूर शिक्षा निदेशालय
Directorate of Distance Education

023/12/प्र वि/अ के न/081/पार्टII/ 872

दिनांक: 16 जनवरी, 2015

सूचना

दिनांक 12 नवंबर 2014 को निर्गत सूचना संख्या 023/12/प्रवि/अके न/081/पार्टII/769 का अवलोकन करने का कष्ट करें, जिसमें दूर शिक्षा निदेशालय द्वारा संचालित समस्त पाठ्यक्रमों के सुचारु संचालन हेतु अध्ययन केंद्र स्थापित करने के लिए विभिन्न शैक्षणिक संस्थाओं को 30 नवंबर, 2014 तक आवेदन जमा करने की सूचना दी गई थी। अब इस तिथि को बढ़ाकर 31 जनवरी, 2015 किया गया है।

इससे संबंधित नियम व शर्तें यथावत रहेंगी।

ह/-

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महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय
(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)
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दिनांक: 12 नवंबर 2014

सूचना

दिनांक 16 सितंबर 2014 को, दूर शिक्षा निदेशालय द्वारा संचालित समस्त पाठ्यक्रमों के सुचारु संचालन हेतु अध्ययन केंद्र स्थापित करने के लिए विभिन्न शैक्षणिक संस्थाओं को 31 अक्टूबर, 2014 तक आवेदन जमा करने की सूचना दी गई थी। अब इस तिथि को बढ़ाकर 30 नवंबर, 2014 किया गया है।

इच्छुक आवेदक तथा पूर्व में इस हेतु प्रस्ताव प्रेषित शैक्षणिक संस्थाओं को सूचित किया जाता है कि निर्धारित अंतिम तिथि 30 नवंबर, 2014 तक अपना आवेदन समस्त अनिवार्य दस्तावेज़ तथा प्रक्रिया शुल्क ₹ 10,000 के साथ विश्वविद्यालय में जमा कराएँ।

इससे संबंधित नियमों व शर्तों तथा पाठ्यक्रम- विवरण (शुल्क सहित) को इस पत्र के साथ संलग्न किया गया है।

ह/-

डॉ (मल्लसर्ज एम मंगोड़ी)

संलग्नक:

1. अध्ययन केंद्र स्थापित करने हेतु नियम व शर्तें ।
2. पाठ्यक्रम विवरण (शुल्क सहित)।

नियम व शर्तें

1. महात्मा गांधी अंतरराष्ट्रीय विश्वविद्यालय के दूर शिक्षा निदेशालय द्वारा संचालित समस्त पाठ्यक्रमों के सुचारु संचालन हेतु अध्ययन केंद्र स्थापित करने के इच्छुक विभिन्न शैक्षणिक संस्थाओं को अपने आवेदन के साथ प्रक्रिया शुल्क के तौर पर ₹ 10,000 का माँगपत्र वित्ताधिकारी, मगाअहिंवि, वर्धा के नाम से जमा करना अनिवार्य है। यह शुल्क अप्रतिदेय (Non- Refundable) होगा।
2. प्रत्येक अध्ययन केंद्र यह सुनिश्चित करेगा कि उनके द्वारा प्रेष्य छात्रों से संबंधित समस्त प्रवेश आवेदन, नामांकन पत्र तथा परीक्षा आवेदन पत्र इत्यादि में छात्र की अनिवार्य योग्यता से संबंधित पूर्ण विवरण भरा गया है तथा यह भी जांच करेगा कि आवेदन के साथ संलग्न होने वाले समस्त दस्तावेज़ संबंधित छात्र द्वारा सत्यापित हैं। पूर्ण रूप से भरे हुए आवेदन व पाठ्यक्रम शुल्क प्राप्त होने के बाद पंजीकृत होने वाले छात्रों को संबंधित केंद्र के पते पर संबंधित पाठ्यक्रम की पाठ्यसामग्री प्रेषित की जाएगी। अध्ययन केंद्र छात्रों को पाठ्यसामग्री उपलब्ध कराने के बाद संबंधित से प्राप्ति- रसीद प्राप्त कर विश्वविद्यालय को अनिवार्यतः भेजेगा।
3. असत्यापित दस्तावेज़, अपूर्ण, अस्पष्ट, अनिवार्य शैक्षिक एवं आवश्यक अर्हता न रखने वाले आवेदनों को निरस्त करने और इससे संबंधित शुल्क आदि के विषय में अंतिम निर्णय लेने का सर्वाधिकार विश्वविद्यालय का होगा।
4. अध्ययन केंद्र प्रत्येक पाठ्यक्रम से संबंधित छात्रों द्वारा स्वयं भरे हुए व स्वहस्ताक्षरित समस्त अनिवार्य कार्य यथा- सत्रीय कार्य, परियोजना कार्य, क्षेत्र कार्य जर्नल, लघु शोध-प्रबंध, लघु शोध-निबंध जो लागू हो, से संबंधित समस्त अभिलेख, दस्तावेज़ विश्वविद्यालय में निर्धारित समय सीमा के भीतर उपलब्ध कराएगा। ऐसा नहीं होने पर यदि कोई छात्र प्रवेश अथवा परीक्षा से वंचित होता है तो इसकी पूर्ण ज़िम्मेदारी संबंधित अध्ययन केंद्र की होगी।
5. प्रत्येक अध्ययन केंद्र विद्यार्थी सहायता सुविधा के तहत छात्रों को दी जानेवाली निम्नांकित सुविधाओं को अनिवार्य रूप से यथासमय उपलब्ध कराएगा -
 - A. छात्रों के अनुपात में व्याख्यान कक्षा।
 - B. छात्रों के अनुपात और विषय- विशेषज्ञतानुसार वांछित पाठ्यक्रमों की पुस्तकें।
 - C. इंटरनेटयुक्त कंप्यूटर लैब ।
 - D. छात्रों के अनुपात में विषय- विशेषज्ञतानुसार वांछित पाठ्यक्रमों से जुड़े अनुभवी शिक्षक।
 - E. छात्रों की आजीविका (Career) से संबंधित परामर्श तथा अकादमिक व अन्य सूचनाएँ देने हेतु कार्यालय।विद्यार्थी सहायता सुविधा के अंतर्गत छात्रों से उपर्युक्तों में कमी के संबंध में कोई शिकायत प्राप्त होती है, और जांच में यह शिकायत सही पाई जाती है तो संबंधित केंद्र के विरुद्ध सख्त अनुशासनात्मक कार्रवाई करने का सर्वाधिकार विश्वविद्यालय के पास सुरक्षित रहेगा।
6. विश्वविद्यालय द्वारा छात्रों/ अध्ययन केंद्रों से संबंधित समस्त सूचना आवश्यक कार्रवाई हेतु यथासमय अध्ययन केंद्रों द्वारा विश्वविद्यालय को उपलब्ध कराई गई ई- मेल आईडी पर भेज दी जाएगी और विश्वविद्यालय की वेबसाइट पर भी प्रकाशित की जाएगी। अध्ययन केंद्र में पंजीकृत होने वाले छात्रों को व्यक्तिगत रूप से सूचना नहीं दी जाएगी (अपवादात्मक स्थिति को छोड़कर)। अतः प्रत्येक अध्ययन केंद्र समय- समय पर अपने ई- मेल आईडी पर प्राप्त होनेवाली व विश्वविद्यालय की वेबसाइट पर प्रकाशित होनेवाली सूचनाओं को भली- भांति देखें और उसका अनुपालन अनिवार्य रूप से सुनिश्चित करें।

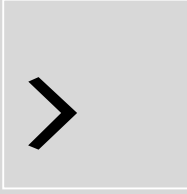
7. विश्वविद्यालय द्वारा कभी भी किसी केंद्र का औचक निरीक्षण किया जा सकता है। निरीक्षण के दौरान अध्ययन केंद्र द्वारा प्रस्तावित सुविधाओं में कमी/ अनियमितता पायी जाने पर नियमानुसार दी गई मान्यता रद्द कर दी जाएगी।
8. अध्ययन केंद्रों को प्रत्येक सत्र/ वर्ष में उनके द्वारा अस्थायी मान्यता प्राप्त अवधि में किए गए कार्यों का पूर्ण विवरण निर्धारित प्रारूप में आवेदन के साथ प्रति वर्ष 15 मई तक जमा करना होगा।
9. दूर शिक्षा निदेशालय द्वारा संचालित समस्त पाठ्यक्रमों की अकादमिक तथा प्रशासनिक गुणवत्ता बनाए रखने के उद्देश्य से आवश्यकता पड़ने पर किसी भी पाठ्यक्रम या इससे जुड़े शुल्क विवरण में परिवर्तन, परिवर्धन, संशोधन, अद्यतन, किसी भी नियम में कुछ शामिल करने अथवा कमी करने का सर्वाधिकार विश्वविद्यालय के पास सुरक्षित रहेगा। यह नियम समस्त छात्रों और अध्ययन केंद्रों पर लागू होगा।
10. अध्ययन केंद्र द्वारा प्रस्तावित सुविधाओं के निरीक्षण हेतु विश्वविद्यालय तीन माह के भीतर अध्ययन केंद्र के खर्च पर पूर्व सूचना देकर निरीक्षण करेगा। इस हेतु प्रत्येक अध्ययन केंद्र विश्वविद्यालय द्वारा प्रेष्य सूचनानुसार 90% अग्रिम धनराशि वित्ताधिकारी, मगाअहिंवि, वर्धा के खाते में अनिवार्य रूप से जमा कराएगा।
11. अध्ययन केंद्र विश्वविद्यालय द्वारा निर्धारित नियम व शर्तों को नहीं मानने पर संबंधित केंद्र के विरुद्ध सख्त अनुशासनात्मक कार्रवाई करने एवं अध्ययन केंद्र की मान्यता रद्द करते हुए देय हिस्सेदारी राशि को ज़ब्त करने का सर्वाधिकार विश्वविद्यालय के पास सुरक्षित रहेगा।
12. विश्वविद्यालय के समस्त अकादमिक कार्यक्रमों व परीक्षा/ वित्तीय/ प्रशासनिक गतिविधियों से जुड़े विवादों का क्षेत्राधिकार नागपुर, महाराष्ट्र रहेगा।
13. निम्नलिखित घोषणा को ₹ 100/- के Non Judicial Stamp Paper पर भरकर अपने आवेदन के साथ भेजें। शपथ- पत्र पर संबंधित केंद्र संचालक के हस्ताक्षर, पूर्ण पता तथा संस्थान की मुहर अनिवार्य है।

शपथ- पत्र

मैं (केंद्र का नाम)
 बतौर केंद्र संचालक(पूर्ण पता, पिन कोड सहित),
 एतद्वारा यह घोषणा करता/ करती हूँ कि महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय, वर्धा, (महाराष्ट्र) 442005 के दूर शिक्षा निदेशालय के समस्त पाठ्यक्रमों के सुचारु संचालन हेतु विश्वविद्यालय द्वारा रखी गयी सभी नियमों व शर्तों को सहर्ष स्वीकार करता/ करती हूँ। विश्वविद्यालय द्वारा निर्धारित नियमों व शर्तों की अवहेलना करने अथवा उनके विरुद्ध कार्य करने पर मेरे खिलाफ वैधानिक कार्रवाई करने के लिए विश्वविद्यालय पूर्ण रूप से स्वतंत्र है। मेरे द्वारा की गई घोषणा के विरुद्ध मैं कभी भी कोई प्रतिवाद नहीं करूंगा/ करूंगी।

पाठ्यक्रम विवरण (शुल्क सहित)

क्रम संख्या	पाठ्यक्रम का नाम	पाठ्यक्रम- शुल्क	प्रवेश शुल्क	नामांकन शुल्क	परिचय पत्र शुल्क	परीक्षा शुल्क	उपाधि शुल्क	कुल
1	एमबीए (प्रथम वर्ष)	₹ 15,000	₹ 200	₹ 200	₹ 100	₹ 2800	-	₹ 18,300
	एमबीए (द्वितीय वर्ष)	₹ 14,900	₹ 200	-	-	₹ 2800	₹ 250	₹ 18,150
2	बीबीए (प्रथम वर्ष)	₹ 10,000	₹ 200	₹ 200	₹ 100	₹ 2800	-	₹ 13,300
	बीबीए(द्वितीय वर्ष)	₹ 9,900	₹ 200	-	-	₹ 2800	-	₹ 12,900
	बीबीए (तृतीय वर्ष)	₹ 9,900	₹ 200	-	-	₹ 2800	₹ 250	₹ 13,150
3	डीएमएम	₹ 11,000	₹ 200	₹ 200	₹ 100	₹ 2800	₹ 250	₹ 14,550
4	डीबीएम	₹ 11,000	₹ 200	₹ 200	₹ 100	₹ 2800	₹ 250	₹ 14,550
5	एमएसडब्ल्यू (प्रथम वर्ष)	₹ 12,500	₹ 200	₹ 200	₹ 100	₹ 2100	-	₹ 15,100
	एमएसडब्ल्यू(द्वितीय वर्ष)	₹ 12,400	₹ 200	-	-	₹ 2100	₹ 250	₹ 14,950
6	एमजेएमसी (प्रथम वर्ष)	₹ 7,400	₹ 200	₹ 200	₹ 100	₹ 1400	-	₹ 9,300
	एमजेएमसी (द्वितीय वर्ष)	₹ 7,300	₹ 200	-	-	₹ 1750	₹ 250	₹ 9,500
7	एमएलआईएस	₹ 6,700	₹ 200	₹ 200	₹ 100	₹ 2800	₹ 250	₹ 10,250
8	बीएलआईएस	₹ 6,600	₹ 200	₹ 200	₹ 100	₹ 2800	₹ 250	₹ 10,150
9	पीजीडीईएम&एफपी	₹ 5,700	₹ 200	₹ 200	₹ 100	₹ 1750	₹ 250	₹ 8,200
10	पीजीडीजेएमसी	₹ 2,500	₹ 200	₹ 200	₹ 100	₹ 1400	₹ 250	₹ 4,650
11	बीजेएमसी	₹ 7,800	₹ 200	₹ 200	₹ 100	₹ 2800	₹ 250	₹ 11,350



महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय
(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya
(A Central University Established by Parliament by Act No. 3 of 1997)

डॉ. मल्लसर्ज एम मंगोडी
क्षेत्रीय निदेशक/ असोसिएट प्रोफेसर
Dr Mallasarja M Mangodi
Regional Director/ Associate Professor

दूर शिक्षा निदेशालय
Directorate of Distance Education

023/12/प्र वि/अ के न/081/पार्टII

दिनांक: 16 सितंबर 2014

सूचना

हर्ष के साथ सूचित करना है कि महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय के दूर शिक्षा निदेशालय द्वारा संचालित सामान्य तथा प्रबंधन पाठ्यक्रमों के सुचारु संचालन हेतु विभिन्न शैक्षणिक संस्थाओं से अध्ययन केंद्र स्थापित करने हेतु आवेदन आमंत्रित हैं।

अध्ययन केंद्र स्थापित करने से संबंधित आवश्यक दिशा- निर्देश तथा आवेदन पत्र इस सूचना के साथ संलग्न हैं। इच्छुक आवेदक निर्धारित अंतिम तिथि 31 अक्टूबर, 2014 तक अपना आवेदन विश्वविद्यालय में जमा करा सकते हैं।

इससे संबंधित नियमों व शर्तों की जानकारी शीघ्र ही विश्वविद्यालय की वेबसाइट पर प्रकाशित की जाएगी।

ह/-

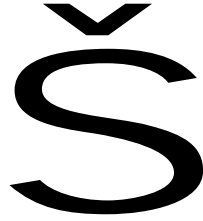
डॉ (मल्लसर्ज एम मंगोडी)

संलग्नक:

1. अध्ययन केंद्र स्थापित करने संबंधी दिशा- निर्देश।
2. अध्ययन केंद्र स्थापित करने हेतु आवेदन पत्र।

पोस्ट- हिंदी विश्वविद्यालय-वर्धा ,गांधी हिल्स , 442005 (महाराष्ट्र)
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**Guidelines
For
Establishment of Study Centre**



**Directorate of Distance Education
MAHATMA GANDHI ANTARASHTRIYA HINDI
VISHWAVIDYALAYA**

(A Central University established by Parliament by Act No 3 of 1997)

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Ph : 07152-251613

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1. About University (MGAHV)

The Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya (MGAHV) came into existence through an Act No 3 of Parliament which received the assent of the President on January 08, 1997 and was published in the Gazette of India Extraordinary on the same date. Hon'ble President of India is the Visitor of this Central University.

The main objective of the University is to develop and promote Hindi as a world language. Hindi is not just a language used in day to day life or just a medium of creative writing. It is a language used by a large section of humanity in India and abroad, which is positioning itself not only as a powerful medium of knowledge dissemination but is also emerging as a means of knowledge creation in various disciplines of study. MGAHV is striving to make Hindi a language of frontier knowledge areas.

2. Directorate of Distance Education, MGAHV, Wardha

Directorate of Distance Education, a Unit of Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha inaugurated by Former President Hon'ble A.P.J. Abdul Kalam on 15 Jun 2007, is committed to support in social empowerment of students deprived of higher education by encouraging them to seek better qualification and consequently, a better quality of life.

3 Development of Study Centres

Study Centre means a centre established by the University offering ODL programme(s) in a college affiliated to a university or a Higher education Institution recognized by government and which will be the contact point/centre for providing academic as well as administrative support to the learners.

3.1 Eligibility to become a Study Centre

Study centres can be established at :

- 3.1.1 Government Higher Educational Institutions.
- 3.1.2 Affiliated colleges of recognized Universities.
- 3.1.3 Universities/Deemed Universities.

The proximity between the institution and industry would be a major consideration in the selection of the institution for hosting the study centre.

Host institution willing to offer online programmes of this University need to fulfill the following conditions for ensuring quality in Distance Learning (DL) System:

- The Institute must have adequate facilities for Distance and online learning to learners as per norms of this University for its academic programmes, individually
- There should be one or two technical persons to administer the technology and provide technical support.
- Power back up support should be made available to the learners.

3.2 Establishment of Study Centre

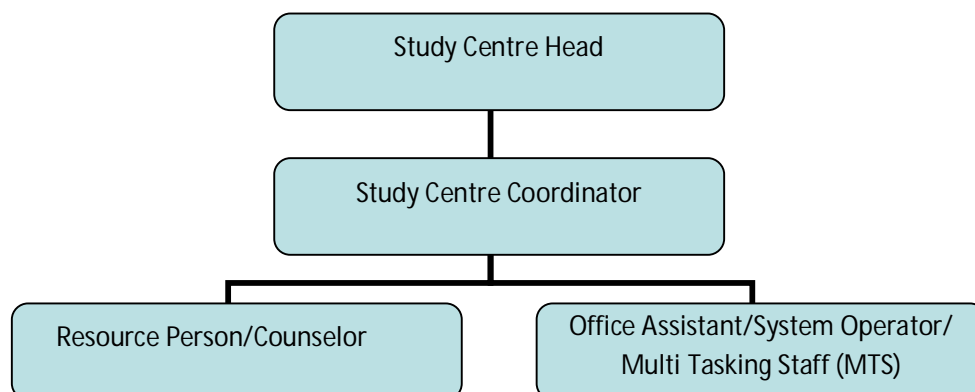
The University invites proposals in a prescribed format from the reputed educational institutions for hosting Study Centres of the University for conducting programmes through blended mode (Distance and Online). The University also approaches

- Government Higher Educational Institutions
- Affiliated colleges of recognized Universities
- Universities/Deemed Universities

for hosting of Study Centres for conducting MGAHV programmes through blended mode (Distance and Online).

Based on the infrastructural facilities, quality of existing academic programmes being offered by the institution, academic strength, administrative and financial management, study centre may be established at that institution. Terms & Conditions Applies.

3.3 Organizational Structure of Study Centre



Study Centre Head shall be the Head of the Institution. Study Centre Head not be below the rank of Assistant Professor. Study Centre Coordinator shall not be below the rank of Assistant Professor. Resources Person /Counsellor shall not be below the rank of Assistant Professor. The System Administrator is required in case of Study Centre offering programme with blended learning approach, the qualification and experience will be as prescribed by University.

3.4 Functions of Study Centre staff

3.4.1 Functions of Study Centre Head

- The Study Centre Head shall be responsible for all the activities of the Study Centre. He/she shall supervise the work of Study Centre Coordinator/Resources Person / Counsellor and will act as a link between the University and the Study Centre.
- He/she shall be responsible for the maintenance of all records and registers in respect of the activities of the Study Centre, either academic or administrative.
- He/ she shall respond to all communications from the University
- He/she shall be available at the concerned Study Centre on teaching days. In case he/she is not able to attend to his/her duties on the notified days or has to be away from work, he/she shall make alternate arrangements to ensure that the work of the Study Centre is not hampered.
- He/she shall abide by the instructions issued to him/her from time to time by the University and shall submit a half yearly report on the activities of the Centre to the University. He/she shall be responsible for quality and academic audit compliance.
- He/she shall ensure timely delivery of students support services to students as prescribed by University from time to

time.

- He/she shall ensure discipline in the Study Centre consistent with the aims and objects of the University
- He/she shall be required to perform such other duties as may be assigned by the University from time to time for the effective functioning of the Study Centre.
- The institution selected as a Study Centre of University shall have to execute an agreement with University in fulfilment to the aforesaid terms and conditions.

3.4.2 Study Centre Coordinator

- The Study Centre Coordinator shall be responsible for all activities related to academic, administration, finance and HR.
- Every year before the commencement of the academic session the Study Centre Head may be invited to attend the Orientation Programme of prescribed duration at the prescribed venue and date. All expenditure for participation of Study Centre Head in Orientation Programme will be borne by the respective Study Centre.
- He/she shall inform the students with time table about the date allotted to them for attending the Counselling sessions, contact programmes, tutorials, practical sessions etc.
- He/she shall ensure that the Study Centre is kept open on the days and time fixed by the University.
- He/ she shall ensure that library facilities are properly maintained and extended to the students coming to the Study Centre for contact programmes and guidance.
- He/she shall ensure that the Study Centre is properly equipped with the study materials and the necessary audio and video equipments and computers along with the required software support for online programmes and these equipments are in proper working order at all times.
- He/she shall ensure arrangements of class rooms, examinations, seminar activities as required by the Academic Coordinator.

- He /she shall be responsible for the presence of the Resources Person /Counsellor on the specific days on which they are required to counsel the students.
- She/he shall maintain a record of such assignments submitted by the candidates and shall send to the University in due course of the time.
- He/she shall ensure punctuality and attendance of the students and submission of the assignments in time. He/she shall arrange for industry visit/ tour as required.
- He/she shall ensure activities related to students support services and academic delivery. He/she shall also ensure academic quality and learner outcomes.
- He/she shall prepare and submit academic reports to the University through the Centre head.

3.4.3 Functions of Resources Person /Counsellor

Resources Person /Counsellor is a person at the counselling session of any course. He/she helps and guide students to:

- Solve learner's queries
- Guide Learner on Career Counselling
- Assess learner progress
- Perform Practical or studio activities in Laboratory or studio
- Complete allotted syllabus/project work course in prescribed time frame
- Resources Person /Counsellor should remain present on his/her Counselling session day.

3.4.4 Functions of Office Assistant/ System Operator/ Multi Tasking Staff (MTS)

The Work assigned by Study Centre Head.

3.5 Student Intake Capacity

Each study centre, as per the available infrastructural facilities and staff, it may admit the students in each course as decided by the Head of the Study Centre.

3.6 Activities at Study Centre

The Study Centre of the University will have the following major functions / activities to perform:

3.6.1 Promotional and Student Admission activities

The University will publish Admission Notification through newspapers and web site and issue Prospectus for different courses/programmes to the study centre for sale. However to afford benefit of education to wider spectrum of candidates, Study Centre should also participate in promotional activities in its area. Study Centre should send a copy of publicity material to the University for Prior Approval. Also the Study Centre will counsel the candidate to choose the right programme and guide them for filling, verifying and uploading the online application form. However initially candidate has to take admission directly in the University and later University will allot the Study Centre to candidate based on his/her preference and intake capacity of the Study Centre. It shall be the responsibility of the Study Centre to submit the hard copy of online filled application for admission to the University, intimate the candidate about it.

The study center also has to conduct induction meeting for the student in the beginning of academic term for their academic origination.

3.6.2 Administrative Activities

This includes the following functions:

- Facilitating the Distance Education Management system (E-governance) imparted by the University like feeding the appropriate data regularly.
- Receiving the complaints of the students and resolving at its level or forwarding upwards for redressal of the same.
- Ensuring the availability of Human Resource, infrastructure and information resources required for administrative and academic activities.

3.6.3 Academic Activities

3.6.3.1 Counselling Sessions:

The Study Centers shall-

- provide opportunity to the learners for face-to-face interaction with Counsellors
- schedule e-Counselling session for online programmes and inform the students accordingly
- ensure provision of ICT facilities to learners for online learning and support
- providing guide for project and to prepare for examinations
- provide pre-entry Counselling to the prospective learners
- organize Counselling sessions/ group discussions etc on week days, holidays and Sundays as per approved schedule keeping in view the convenience of students and encourage them to participate

3.6.3.2 Practical Sessions:

The Study Centers shall-

- inform students about schedule of practical sessions for the respective courses
- conduct practical sessions in laboratory as per the schedule
- ensure availability of guide to assist students for conducting practical and preparing practical records
- provide necessary equipments and materials for conduct of practical

3.6.3.3 Library Services:

The Study Centres shall-

- provide relevant reference learning material to the students. Centres may contact the University for guidance on List of Reference books.

- arrange to extend library facility to all the learners
- ensure availability of books and journals as prescribed by the University for the respective programmes
- subscribe for Digital Library and provide user ID and password to the learners to use digital library facilities

3.6.3.4 Project:

The Study Centers shall-

- inform students about schedule of practical sessions for the respective courses
- provide project guide to the students and
- arrange industry interaction with students if required
- guide students to prepare the project report

Host institution willing to offer online programmes of the University need to fulfil the following conditions for ensuring quality in Distance Learning (DL) System:

- The Institute must have adequate online learning facilities for the learners as per the University norms for its academic programmes, individually
- There should be at-least one or two technical persons to administer the technology and provide technical support
- Uninterrupted power back up and internet connectivity should be made available to the learners

3.7 Student Support Services

3.7.1 Information Services

The Study Centre Coordinator shall provide the latest information regarding various programmes being run by the University to the students through announcements, notice boards, online, e-mail etc. The Study Centre also guides learners to participate in online and live Counselling. The study centre will thus serve the students as a local information and communication centre for the students. The Study Centre would also provide ID card.

3.7.2 Delivery of Learning Resources

The Study Centre would provide all the learning resources to the students in the form of print such as Self-instructional Material (SIM), digital media (CDs, soft copies) or e-books (for online programmes) supplied by University. The Study Centre shall also distribute pre-recorded learning materials to students. In order to make efficient distribution system possible, the Study centre will have to provide proper particulars of the students in a timely manner and in a specified format to the university.

3.7.3 Additional Activities

Study Centre shall arrange orientation session at the beginning of each session for the students. Study Center shall also organize Seminar by the professional, Study or Industry Tour for the programmes as prescribed by the University.

3.8 Students Career Counselling:

The Study Centres shall -

- ensure availability of Career Counsellors at Study Centre
- conduct and inform students about schedule of career Counselling at Study Centre
- arrange career planning workshops and placement opportunities for students at Study Centre
- ensure consultation to students for the enhancement of employability skills
- arrange industry interaction with students if required

4. Rights of Admission

Rights of admission for programmes are reserved with the University only. Student will be registered in the University after receiving the admission & enrollment form along with the fees as prescribed & a consolidated list of students enrolled will be sent to the respective study centres for their teaching

& Counselling. Registration/Enrollment Numbers will be allotted by the University to admitted students.

5. Financial Aspects of Study Centres

Students are required to pay fee directly in the name of University through online or in the form of DD in name of “Finance Officer, MGAHV, Account No. 972110210000001 ,Wardha” payable at Wardha. Kindly refer to prospectus for fee details. The following fee will be collected by the University directly:

- Prospectus and Registration Fee
- Tuition Fee
- Examination and Certification Fee
- Any other Fee or Charges Prescribed by the University, from time to time.

University will pay 40% of the total tuition fee received from students to the respective study centre for their expenses. The said 40% share of the tuition fees will be paid in two half yearly instalments by means of cheque/DD in favour of Head of the institution who is the Head of Study Centre.

The University may take additional fee from each student as prescribed for conducting following co-curricular activities:

- Study Tour
- Industrial Visit
- Soft Skills Training
- Any other activity informed by the University from time to time

No Study Centre is permitted to charge or take additional fees from the students enrolled to the programmes of the University. As per the requirement of the syllabus the Study centre may make a proposal including expenditure for the required study tours/Industrial visit/ Soft Skills Training etc and shall submit to the university in first month of the academic year. After receive the proposal for said purpose the University shall intimate to the Study Centre concerned it's approval or rejection. In case of approval the required fee shall be deposited by the student to the University. The Study Tour/ Industrial Visit/ Soft Skills Training etc shall be completed before the end of Academic year. Any complaint in this regard will be viewed seriously and may entail for immediate cancellation of the centre approval.

6. Maintenance of Standards/ Academic Audit

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. for individual programmes of study. The Study Centre shall also ensure the availability of information sources for online delivery of programmes.

7. Closure/shifting of Study Centres

In case of unsatisfactory performance of the Study Centre, the University reserves the right to close/shift the Study Centre and withdraw the candidates from there after giving six month's notice. The University may impose suitable fine or penalty as is considered necessary for safeguard of the students registered with that centre. If the University closes/shifts the Study Centre in the mid session, the University will make suitable alternative arrangement for enrolled students at such a centre. If the University closes any study centre Advance notice will be sent to the study centre and the students may be shifted to other centre, preferably within the same city from the next academic year. If there is no Study center of University in that city, students may be given option to shift a centre of their choice.

The grounds for closure of a Study Centre may be non-availability of requisite number of students (that is 30), non-conduct of Counselling sessions, excessive charge of fee than of prescribed and non-observance of the directions of the university.

If the Host Institution decides to close down the Study centre it shall intimate six months in advance to the University.

8. Settlements of Disputes

The University shall not be responsible towards any financial claims of any other nature by any person(s) made against any of the Study Centres. The University shall not be liable for any liability arising out of the infringement of copy right or by use of pirated software by the Centres if it so happens. The University shall not be liable for any payment or claims raised by the employees of the Study Centres.

Any dispute arising between the Study Centre and the University with regard to any aspect of these guidelines and agreement, the

concerned parties will resolve the same amicably. However, in case the dispute(s) remains unresolved, it shall be resolved as per Arbitration and Conciliation Act, 1996. Arbitrator shall be appointed by the Vice-Chancellor of the University subject to jurisdiction being Wardha. The decision of the Arbitrator shall be final and binding upon both the parties concerned. The charges of Arbitrator will be paid by both the parties equally.

9. General Instructions for Study Centre

- The centre will discharge their duties in a pious manner and none of their action should be detrimental to the interest of the student and image of the University/ the centre itself.
- The centre will not charge any fees and excess price of the prospectus, impart any misleading information to the students/parents, make unauthorized use of University LOGO, create sub centre(s) franchises etc. The centre will also provide University prospectus to every student so that the student must himself/herself know the fee structure, syllabus and all other events related to his/her course of study.
- No centre will make use of any place other than its premises (as specified in application) for holding of classes/ Counselling for admission.
- 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. In case of the discontinuation of Study Centre in the Mid academic Session, even after serving the notice six months in advance to the University, the Study Centre will be liable for any other liability on this account. The University is free to impose a suitable fine on the Study Centre if it is not satisfied by the reason for the closure of the Study Centre.
- The applicant institutions which are already running academic programmes of other recognized University through regular or Distance Learning Mode will have to submit an undertaking in prescribed format mentioning that the activities of institution already in existence shall not interfere with the activities of the study centre of this University.

- The Study centre should ensure that all the Counsellors are duly qualified and their status is approved by the university.
- The Study centre should impart such other duties as assigned by the University from time to time.
- Study centre should ensure that the candidate should take optional papers/subject strictly, as per the relevant scheme of examination/prospectus.
- The Coordinator of the Study Centre must ensure that the 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 on the name of the University.
- The Study centre shall maintain a register for conducting of Counselling sessions of students and shall provide the same as and when required by the University.
- The Study centre should keep programme and session wise records including list of students enrolled, fee receipts given to students, students appeared for examination and cleared, project details, assignment solved by students, Industrial visit details etc. and should be able to produce such information as and when asked by the University.
- Minimum 30 students are required to be enrolled in each Study centre, failing which the students will be transferred to the nearby Centre. In such a situation the Centre will be non-operational for the given academic session and may be activated for the new round of admissions in the next academic session. However there is no bar for minimum student strength for subsequent years.
- Every student will be required to pay the fee as prescribed by the University from time to time. University fee is to be paid at the time of admission.
- Change of subjects/specializations within the same study centre is permissible within fifteen days after the last date of admission.
- All the Counselors and coordinator should be conversant with the use of computers and they should have their e-mail IDs so that the University may communicate with them.

- The Study Centre should have separate toilets for both boys and girls, which will be maintained and will have supply of running water. Also drinking water arrangement with water filter should be made available for students.
- Study Centre shall provide adequate number of books in its library. The Study Centre will also provide magazines and journals relevant to different programmes.
- It is suggested that Study Centre may avail restroom for female students.
- Each Study Centre needs to maintain records and appropriate documents and should be able to produce to the University as and when asked for.
- Every Study Centre should also subscribe at least one Hindi and one English newspaper. Employment News/ Rozgar Samachar may also be made available to students.
- The students of the Study Centre shall have easy access to Computers, Library, Reading Room, etc. The Industrial Visitation Programme should also be organized if it is the demand of the programme.
- A Study Centre must arrange at least 12 hours of teaching/Counselling per paper of 4 credits. In certain courses, the University may modify the contact/counselling hours.
- The Centre should provide, free of charge, space for conduct of examinations including practical examinations. The University shall permit the Study Centre to conduct examination for each course with minimum 30 students. In case of less than 30 students appearing for the examination in each course the University shall at its discretion allocate nearby examination centre.
- The Study Centre shall have to execute an agreement with the University in relation to the aforesaid terms and conditions. Any violation of the aforesaid conditions will make the study centre liable for all the consequences arising out of the litigation if any, brought by the aggrieved party in the court of law. Any dispute arises out of the agreement shall be under the Jurisdiction of Bombay High Court, Nagpur Bench at Nagpur.

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Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya
Directorate of Distance Education

Post – Hindi Vishwavidyalaya, Gandhi Hills, Wardha (Maharashtra) -442005 (India)

Tel.+91-7152-247146, 251613

E-mail: distance.mgahv@gmail.com; Website :www.hindivishwa.org

Application Form

Application Number :
(To be filled by MGAHV)

- Note: 1. Kindly ensure that your institution fulfills all the requirements as stated in the Guidelines for establishment of study centre.
2. This form has to be filled by Head of the Institution who will be the Head of the Study Centre.

A) Host Institutional Information:

1.Name and Address of the applicant (Please attach a Photo ID proof)	<div>Designation in Host Institution: _____</div> <div>Address: _____</div> <div>_____ District: _____</div> <div>State: _____ Pin Code: _____</div> <div>Mobile No: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div> <div>Email: _____</div>																								
2. Host Institution Details (Please enclose a valid address proof of the Institution)	<div>Address: _____</div> <div>_____ District: _____</div> <div>State: _____ Pin Code: _____</div> <div>Year of Establishment: <table border="1"><tr><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table></div> <div>Phone No: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div> <div>PAN No. of Institution <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div>	Y	Y	Y	Y																				
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3. Institution is located in	Metro <input type="checkbox"/> State Capital <input type="checkbox"/> District HQ <input type="checkbox"/> City <input type="checkbox"/> Semi Urban <input type="checkbox"/> Rural <input type="checkbox"/> Remote <input type="checkbox"/> Tribal Area <input type="checkbox"/>																																								
4. Host Institution is affiliated to/recognized by (Enclose the copy of affiliation/recognition letter)	_____ _____ Recognition Number: _____ Date of Recognition: <table border="1"><tr><td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	/	M	M	/	Y	Y	Y	Y																														
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5. Rating/ Certification of Host Institution (Enclose Certificates)	NAAC <input type="checkbox"/> Date : <table border="1"><tr><td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> NBA <input type="checkbox"/> Date : <table border="1"><tr><td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> ISO <input type="checkbox"/> Date : <table border="1"><tr><td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> Any Other (Specify) <input type="checkbox"/> Date : <table border="1"><tr><td>D</td><td>D</td><td>/</td><td>M</td><td>M</td><td>/</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	/	M	M	/	Y	Y	Y	Y	D	D	/	M	M	/	Y	Y	Y	Y	D	D	/	M	M	/	Y	Y	Y	Y	D	D	/	M	M	/	Y	Y	Y	Y
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D	D	/	M	M	/	Y	Y	Y	Y																																

B) Staff Details

1.Details of proposed Head of Study Centre (Please attach updated Resume in the prescribed format along with Photo ID proof)	_____ Designation: _____ Address: _____ _____ _____ District: _____ State: _____ Pin Code: _____ Mobile No: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> Email: _____										
2.Please furnish the information regarding :											
A) Details of the Academic Courses											
B) Details of the Academic Staff											
Sr. No.	Name	Designation	Qualification	Teaching Experience (in Years)	Subjects Taught By him/her						

C) Details of Administrative Staff

D) Details of Infrastructural Facilities

E) Library Details :

I. Total number of Text Books:

II. Total number of Reference Books:

II. Total number of Journals and Periodicals:

III. Number of Newspapers Subscribed:

IV. Total number of E-books/Course CD:

V. Internet Facility: Yes / No

Connectivity	I. Nearest Airport: _____
	Distance (in KM): <input type="text"/>
	II. Nearest Railway Station: _____
	Distance (in KM): <input type="text"/>
	III. Nearest Bus Stand: _____
	Distance (in KM): <input type="text"/>

C) Programmes Offered through Distance Mode(if any) in Host Institution

Sr. No.	Name of Programmes
1)	
2)	

D) Programmes of MGAHV to be conducted at Study Centre

(Mention Programmes which the Host Institution is willing to conduct)

Name of Programme

DECLARATION

I hereby declare that all the information given above is correct to the best of my knowledge and belief.

Place : _____

Date : _____

Signature :

Name :

(Head of the Institution)

Seal of the applicant Institution

Check List for submission of Application Form

Sr. No.	Enclosures	Enclosed (Yes/No)
1	Application form duly filled and signed by the Head of Applicant Institution/ College/University	
2	Copy of affiliation/recognition letter of the Government/ Universities under which the applicant institution is recognized or affiliated	
3	NAAC/NBA/ISO Certification of the Applicant Institution (If any)	