महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय, वर्धा
दूर शिक्षा निदेशालय

विज्ञापन

महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय, वर्धा के दूर शिक्षा निदेशालय द्वारा अकादमिक सत्र 2016-17 हेतु सामान्य, प्रबंधन एवं शिक्षा स्नातक पाठ्यक्रम के संचालन हेतु विभिन्न महाविद्यालयों/शैक्षणिक संस्थाओं से Authorized Learning Centre संचालित किए जाने संबंध में आवेदन आमंत्रित किए जा रहे हैं। इस संबंध में विस्तृत जानकारी विश्वविद्यालय की वेबसाइट www.hindivishwa.org पर उपलब्ध है।

इच्छुक महाविद्यालय/ शैक्षणिक संस्थाएँ विश्वविद्यालय की वेबसाइट से इसके लिए आवेदन प्रप० डाउनलोड कर 29 फरवरी, 2016 तक भेज सकते हैं।
इस लिथि के उपरांत प्राप्त आवेदनों पर विचार किया जाएगा।

निदेशक, दूर शिक्षा निदेशालय
# Application Form

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

## A) Host Institutional Information:

1. **Name and Address of the applicant**
   (Please enclose Photo ID proof)
   - Designation in Host Institution: 
   - Address: 
   - District: -- State: -- Pin Code: --
   - Mobile No.: -- E-mail: --

2. **Host Institution Details**
   (Please enclose a valid address proof of the Institution)
   - Address: 
   - District: -- State: -- Pin Code: --
   - Year of Establishment: -- Phone No.: --
   - PAN No. of Institution: 
   - E-mail: 
   - Website: 

3. **Institution is located in**
   - Metro [ ] State Capital [ ] District HQ [ ] City [ ]
   - Semi Urban [ ] Rural [ ] Remote [ ] Tribal Area [ ]

4. **Host Institution is affiliated to / recognized by**
   (Enclose the copy of affiliation / recognition letter)
   - Recognition Number: 
   - Date of Recognition: 

5. **Rating / Certification of Host Institution**
   (Enclose Certificate)
   - NAAC [ ] Date D D M M Y Y Y Y
   - NBA [ ] Date D D M M Y Y Y Y
   - ISO [ ] Date D D M M Y Y Y Y
   - Any Other (Specify) [ ] Date D D M M Y Y Y Y

## B) Staff Details

1. **Details of proposed Head of Learning Centre**
   (Please attach updated Resume in the prescribed format along with Photo ID proof)
   - Designation: 
   - Address: 
   - District: -- State: -- Pin Code: --
   - Mobile No.: -- E-mail: --
2. Please furnish the information regarding:
   
   A) Details of the Academic Courses being offered presently: 

   B) Details of the Academic Staff on Roll: 

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<tr>
<th>S.No.</th>
<th>Name</th>
<th>Designation</th>
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<th>Teaching Experience (in Years)</th>
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   C) Details of Administrative Staff on Roll Please attach separate sheet:

   D) Details of Infrastructural Facilities:

   E) Library Details:
   i) Total number of Text Books:
   ii) Total number of Reference Books:
   iii) Total number of Journals and Periodicals:
   iv) Number of Newspapers Subscribed:
   v) Total number of E-books/Course CD:
   vi) Internet Facility: Yes / No.

   Connectivity:
   i. Nearest Airport: Distance (in KM) 
   ii. Nearest Railway Station: Distance (in KM) 
   iii. Nearest Bus Stand: Distance (in KM) 

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

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   D) Programmes of MGAHV to be conducted at Learning 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. In case, Any information is found incorrect at present authorization to learning centre can be terminated at any stage.

   Place: 
   Date: 
   Signature: 
   Name: 
   (Head of the Institution) 
   Seal of the applicant institution
नियम व शर्त

1. महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय, वर्ष के दूर शिक्षा निदेशालय द्वारा संचालित समस्त पाठ्यक्रमों के सुवर्ण संबंधित हेतु (Learning Centres) केंद्र स्थापित करने के उच्चतम शैक्षिक संस्थाओं को अपने आवेदन के साथ प्रत्रया शुल्क के तौर पर ₹ 10,000/- का मौजूदा वित्तीयकारी, म.ग.अ.हिति., वर्ष के नाम से जमा करना अनिवार्य है। यह शुल्क अप्रतिष्ठित (Non-Refundable) होगा।

2. प्रत्येक अध्ययन केंद्र यह सुनिश्चित करेगा कि उनके द्वारा प्रेषण 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 दस्तावेज संबंधित छात्र द्वारा स्वीकृत है। पूर्ण रूप से भरे हुए आवेदन व पाठ्यक्रम शुल्क प्राप्त शुल्क होने के बाद पंजीकृत होने वाले छात्रों को संबंधित केंद्र के पते पर संबंधित पाठ्यक्रम की पाठ्यसमावेश प्रशिक्षण की आपूर्ति। अध्ययन केंद्र छात्रों को पाठ्यसमाप्ति उपलब्ध कराने के बाद संबंधित से प्राप्तिस्तरीय प्राप्त कर विश्वविद्यालय को अनिवार्यतः भेजेगा। इस कार्य के लिए अध्ययन केंद्र द्वारा छात्रों से किसी भी तरह का अतिरिक्त शुल्क नहीं लिया जाएगा।

3. अस्तित्वापन दस्तावेज, अपूर्ण, अस्पष्ट, अनिवार्य शैक्षिक एवं आवश्यक अहस्तता न रखने वाले आवेदनों को निर्णय 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 व स्वहस्तताकृत समस्त अनिवार्य कार्य यथा-सत्रीय कार्य, परीक्षात्या कार्य, क्षेत्र कार्य जलं, लघु शोध-प्रबंध, लघु शोध-निबंध जो लागू हो, से संबंधित समस्त अभिेख, दस्तावेज विश्वविद्यालय में निर्धारित समय सीमा के भीतर उपलब्ध कराया। ऐसा नहीं होने पर यदि कोई छात्र प्रवेश अथवा परीक्षा से विचट होता है तो इसकी पूर्ण जिम्मेदारी संबंधित अध्ययन केंद्र की होगी।

5. प्रत्येक अध्ययन केंद्र विद्यार्थी सहायता सुविधा के तहत छात्रों को दी जाने-वाली निम्नलिखित सुविधाओं को अनिवार्य रूप से यथासमय उपलब्ध कराएगा।

A. छात्रों के अनुपात में व्यावहार का।
B. छात्रों के अनुपात और विश्वविद्यालय में संबंधित पाठ्यक्रमों की पुस्तकें।
C. इंटरनेट कंप्यूटर लेने।
D. छात्रों के अनुपात में विश्वविद्यालय में संबंधित पाठ्यक्रमों से जुड़े अनुभवी शिक्षक।
E. छात्रों की आवेदन (Career) से संबंधित प्ररम्भ तथा अक्षम व अन्य सुधाराएं देने हेतु कार्यालय।
F. संपर्क कार्यशालाओं का आयोजन।

विद्यार्थी सहायता सुविधा के अंतर्गत छात्रों से उपर्युक्तात्या में कमी के संबंध में कोई शिकायत प्राप्त होती हैं, और जांच में यह शिकायत सही पाई जाती है तो संबंधित केंद्र के विरुद्ध सहक अनुमानात्मक कार्यावृत्त करने का सर्वाधिकार विश्वविद्यालय के पास सुरक्षित रहेगा।

6. विश्वविद्यालय द्वारा छात्रों/अध्ययन केंद्रों से संबंधित समस्त सूचना आवश्यक कार्यवाह 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 केंद्रों में पंजीकृत होने वाले छात्रों को व्यक्तिगत रूप से सूचना नहीं दी जाएगी। अवधारणाकृत स्थिति को छोड़कर। अतः प्रत्येक अध्ययन केंद्र समय-समय पर अपने ई-मेल आईडी पर प्राप्त होनेवाली विश्वविद्यालय की वेबसाइट पर प्रकाशित होनेवाली सूचनाओं को भली-भाँति देखें और उसका अनुपालन अनिवार्य रूप से सुनिश्चित करें।

7. विश्वविद्यालय द्वारा कभी भी किसी केंद्र का अंतर्निहित निरीक्षण किया जा सकता है। निरीक्षण के दौरान अध्ययन केंद्र द्वारा प्रस्तावित सुविधाओं में कमी/अनिवार्यताएं उपलब्ध रहे तो यथायोग्य रूप से जांच कर दी जाएगी।
8. अध्ययन केंद्रों को प्रत्येक सत्र/वर्ष में उनके द्वारा अस्थायी मान्यता प्राप्त अवधि में किए गए कार्य 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 प्राप्ति 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 कभी करने का स्वाधिकार 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 दे भी अध्ययन केंद्र के खर्च पर पूर्व सूचना देकर निरीक्षण करेगा। इस हेतु प्रत्येक अध्ययन केंद्र विश्वविद्यालय द्वारा प्रेष्य सूचनानुसार 90% अधिम धनरााँधकार, ज्ञान, अंतरराष्ट्रीय व विद्याक्रम से जुड़े विवाद का क्षेत्रीय विवाद ढुंढ़ेगा।

11. अध्ययन केंद्र संचालन द्वारा निर्धारित नियम व शर्तों को ना मानने पर संबंधित केंद्र के विस्तृत सक्षमता, अनुशासनात्मक कार्यवाही करने एवं अध्ययन केंद्र की मान्यता रद्द करते हुए देख हिस्सेदारी राशि को जबत करने का स्वाधिकार विश्वविद्यालय के पास सुरक्षित रहेगा।

12. विश्वविद्यालय के समस्त अकादमिक कार्यक्रमों व परीक्षा/विद्यायोग/प्रशासनिक गतिविधियों से जुड़े विवादों का क्षेत्रीय विवाद ढुंढ़ेगा।

13. निम्नलिखित घोषणा को ₹ 100/- के Non Judicial Stamp Paper पर भरकर अपने आवेदन के साथ भेजे।

शपथ-पत्र

मे. ............................................................................................................ (केंद्र का नाम)

............................................................................................................ बतौर केंद्र संचालक

............................................................................................................ (पूर्ण पता, पिन कोड सहित) एवं द्वारा यह घोषणा करता/करती हूँ कि महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय, वर्धा (महाराष्ट्र) 442001 दूर शिक्षा निदेशालय के समस्त पाठ्यक्रमों के सुविधासंचालन हेतु विश्वविद्यालय द्वारा रखी गयी सभी नियमों व शर्तों को सहरो स्वीकार करता/करती हूँ। विश्वविद्यालय द्वारा निर्धारित नियमों व शर्तों की अवहेलना करने अथवा उनके विस्तृत कार्य करने पर मेरे खिलाफ वैधानिक कार्यवाही करने के लिए विश्वविद्यालय पूर्ण रूप से स्वतंत्र है। मेरे द्वारा की गई घोषणा के विस्तृत में कभी भी कोई प्रतिवाद नहीं करेगा/करेंगा।
Guidelines
For
Establishment of Learning Centre

Directorate of Distance Education
MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA

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

Post: Hindi Vishwavidyalaya, Gandhi Hills, Wardha,
Maharashtra – 442005
Ph : 07152-251613
Email : mgahvdistance2014@gmail.com
www.hindivishwa.org
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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 Hon’ble President Late 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 Learning Centers

Learning Centre means a centre established by the University for offering ODL programme(s) in a college/institution affiliated to central/state a university or a Higher education Institution recognized by central/state 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 Learning Centers

Learning 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 learning 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 Learning Center

The University invites proposals in the prescribed format from the reputed educational institutions which fulfills criteria specified at 3.1, for hosting learning centers 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

Based on the infrastructural facilities, quality of existing academic programmes being offered by the institution, academic strength, administrative and financial management, learning centre may be established at that institution as per the terms & Conditions specified at Annexure ‘I’.

3.3 Organizational Structure of Learning Centers

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Learning Centre Head

Learning Centre Coordinator

Resource Person/Counselor  Office Assistant/System Operator/ Multi Tasking Staff (MTS)
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Learning center Head shall be the Head of the Institution. Learning center Head should not be below the Grade of Assistant Professor. Learning center Coordinator shall not be below the Grade of Assistant Professor. Resources Person /Counsellor shall not be below the Grade of
Assistant Professor. The System Administrator is required in case of learning center offering programme with blended learning approach, the qualification and experience will be as prescribed by University.

3.4 Functions of Learning Center staff

3.4.1 Functions of Learning Center Head

- The Learning Center Head shall be responsible for all the activities of the Learning Center. He/she shall supervise the work of Learning Center Coordinator/Resources Person / Counsellor and will act as a link between the University and the Learning Centre.
- He/she shall be responsible for the maintenance of all records and registers in respect of the activities of the Learning Center, either academic or administrative.
- He/she shall respond to all communications from the University.
- He/she shall be available at the concerned Learning Center 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 for work, he/she shall make alternate arrangements to ensure that the work of the Learning Center 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 Learning Center 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 Learning Center.
- The institution selected as a Learning Center of University shall have to execute an agreement with University in fulfilment to the aforesaid terms and conditions.

3.4.2 Learning Center Coordinator

- The Learning Center Coordinator shall be responsible for all activities related to academic, administration, finance and HR.
- Every year before the commencement of the academic session the Learning Center Head may be invited to attend the Orientation Programme of prescribed duration at
the prescribed venue and date. All expenditure for participation of Learning Center Head in Orientation Programme will be borne by the respective Learning 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. and a copy of the time table be forwarded to the Director of Distance Education, Wardha

- He/she shall ensure that the Learning Center 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 Learning Center for contact programmes and guidance.

- He/she shall ensure that the Learning Center 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 working condition and proper order at all times.

- He/she shall ensure arrangements of class rooms, for 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.

- He/she should prepare time table for counseling classes and forward them to university.

- University Authorities or an official nominated by the university may visit the Learning Center to check for compliance.

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 Learning Centre Head.

3.5 Student Intake Capacity

Each learning centre, as per the available infrastructural facilities and staff, may admit the students in each course as decided by the Head of the Learning Centre, unless any limitation imposed by the university.

3.6 Activities at Learning Center

The Learning Center 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 on it’s website and issue Prospectus for different courses/programmes to the learning center for sale. However to afford benefit of education to wider spectrum of candidates, Learning Center should also participate in promotional activities in its local area. Learning Center should send a copy of publicity material to the University for Prior Approval. Also the Learning Center 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 Learning Centre to candidate based on his/her preference and intake capacity of the Learning Centre. It shall be the responsibility of the Learning Center to submit the hard copy of application filled online for admission to the University, and intimate the candidate about it.
The learning 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 Learning Center 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
- for admission counseling, Assisting in admission verification of documents assisting university in conduct of exam.

**3.6.3.2 Practical Sessions:**

The Learning Center 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 Learning Center 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 Learning Center shall:

- inform students about schedule of practical sessions for the respective courses
- provide project guide duly approved by university 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 Learning 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 Learning Centre also guides learners to participate in online and live Counselling. The learning center will thus serve the students as a local information and communication centre for the students. The Learning Center would also provide ID card.
3.7.2 Delivery of Learning Resources

The Learning 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 Learning Center shall also distribute pre-recorded learning materials to students. In order to make efficient distribution system possible, the Learning Center 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

Learning Center shall arrange orientation session at the beginning of each session for the students. Learning 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 Learning Center shall -

- ensure availability of Career Counsellors at Learning Center
- conduct and inform students about schedule of career Counselling at Learning Center
- arrange career planning workshops and placement opportunities for students at Learning Center
- 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 learning center for their teaching & Counselling. Registration/Enrollment Numbers will be allotted by the University to admitted students.
5. Financial Aspects of Learning Centers

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 learning center for their expenses. The said 40% share of the tuition fees will be paid in two half yearly installments by means of cheque/DD in favour of Head of the institution/Registered Society who is the Head of Learning 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 Learning 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 Learning 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 receipt of the proposal for said purpose the University shall intimate to the Learning Centre concerned it's approval rejection with reasons. 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 learning 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 Learning Centre shall also ensure the availability of information sources for online delivery of programmes.

7. Closure/shifting of Learning Centers

In case of unsatisfactory performance of the Learning Centers, the University reserves the right to close/shift the Learning 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 Learning Centre in the mid session, the University will make suitable alternative arrangement for enrolled students at such a centre. If the University closes any learning centre. Advance notice will be sent to the learning centre and the students may be shifted to other centre, preferably within the same city from the next academic year. If there is no Learning Centers of University in that city, students may be given option to shift to a centre of their choice. The grounds for closure of a Learning Centre may be non availability of requisite number of students (that is 30), non-conduct of Counseling sessions, excessive charge of fee than of prescribed and non observance of the directions of the university etc. If the Host Institution decides to close down the learning 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 Learning Centers. 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 Learning Centers. Any dispute arising between the Learning 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 Learning 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 Learning 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 Learning Centre in the Mid academic Session, even after serving the notice of six months in advance to the University, the Learning Centre will be liable for any other liability on this account. The University is free to impose a suitable fine on the Learning Centre if it is not satisfied by the reason for the closure of the Learning Centers.
- 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 learning centre of this University.
- The Learning centre should ensure that all the Counselors are duly qualified and their status is approved by the university.
- The Learning centre should impart such other duties as assigned by the University from time to time.
- Learning centre should ensure that the candidate should take optional papers/subject strictly, as per the relevant scheme of examination/prospectus.
- The Coordinator of the Learning 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 Learning centre shall maintain a register for conducting of Counseling sessions of students and shall provide the same as and when required by the University.

- The Learning 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 Learning Centers, 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 learning 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 Learning 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.

- Learning Centers shall provide adequate number of books in its library. The Learning Centre will also provide magazines and journals relevant to different programmes.

- It is suggested that Learning Centre may avail restroom for female students.

- Each Learning Centre needs to maintain records and appropriate documents and should be able to produce to the University as and when asked for.

- Every Learning 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 Learning 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 Learning Centre must arrange at least 12 hours of teaching/Counseling per paper of 4 credits. In certain courses, the University may modify the contact/counseling hours.

• The Centre should provide, free of charge, space for conduct of examinations including practical examinations. The University shall permit the Learning 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 Learning 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 learning 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.
## Check List for submission of Application Form

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