

APPLICATION FORM FOR BECOMING A LEARNING CENTER –DOMESTIC

1. Details of the institution :

1.	Name of the Institution	:	
	Complete Postal Address	:	
	Phone	:	
	Fax	:	
	Website Address	:	
	E-Mail	:	
	Location	:	
	(a) Year of Establishment	:	
	(b) Year of Affiliation	:	Temporary : Permanents :
	(c) Year of Recognition	:	
	(a) Year of last Re- accreditation	:	
	(b) Type	:	Unaided
	(c) Category	:	Affiliated
	Nearest Railway Station	:	
	Nearest Town	:	
	Type of Institution	:	Co-Education
	Status of Institution	:	Self Financed
	Preferred Community	:	Rural, Poor

2. Management

a)	Government owned	:	No
b)	Govt. aided	:	No
c)	Self-financed	:	Yes
d)	University Department	:	No

5. Building

			Yes	No						
5.1	Construction of the Building is complete	:		<input checked="" type="checkbox"/>						
5.2	Building is yet to be constructed	:	<input checked="" type="checkbox"/>							
5.3	Building is fire safety-proof	:	<input checked="" type="checkbox"/>							
5.4	Building is disabled friendly	:	<input checked="" type="checkbox"/>							
5.5	Common room for boys/girls available	:	<input checked="" type="checkbox"/>							
5.6	Date of completion of the building	:	<table border="1"> <tr> <td>Main Building</td> <td>:</td> <td></td> </tr> <tr> <td>Extension Building</td> <td>:</td> <td></td> </tr> </table>		Main Building	:		Extension Building	:	
Main Building	:									
Extension Building	:									



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5.7	Covered Area in Sq.mt.	:	
5.8	Number of Classroom proposed	:	
5.9	Number of classroom	:	
Physical Facilities / Infrastructure			
Land & Building		:	
Land Areas (in Acres)		:	
Built Up Area*		:	
Play ground/Sports/Games Area		:	
Teaching Learning		:	
Number of Class Rooms		:	
Number of Tutorial Rooms		:	
Number of Laboratories		:	
Number of Seminar Rooms*		:	
Number of Conference Rooms*		:	
Number of Committee Rooms*		:	
Hostel			
Number of seats in Boys Hostel		:	
Number of seats in Girls Hostel		:	
Library			
Seating capacity of Library Reading Room		:	
Numbers of Books in the Library		:	
Number of Journals subscribed		:	
Number of Multimedia Literature		:	
ICT Infrastructure			
Number of PCs in Computer Centre		:	16 (shared) + 4 = 20
Number of PIV or higher PCs		:	3
Number of LAN Terminals		:	12
Wi fi Connectivity		:	YES
Type & Speed of internet Connectivity		:	
Teaching Tools/Aids			
Number of Television		:	
Number of OHPs		:	
Number of LCDs		:	
Number of VCP/VCR		:	
Others			
Auditorium		:	NA
Gymnasium		:	NA
Indoor Games		:	Yes*
Sports Facilities		:	Yes
Number of Housed for Teachers		:	
Number of Rooms in Guest House		:	
Number of Common Rooms for Students		:	
Health Centre/Medical Centre		:	Yes
Number of Cubicles/Rooms for Teachers		:	2
Common rooms for Teachers		:	1
Canteen for Students		:	Yes
Transport facility for students		:	Yes



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10. Income & expenditure Statement			
Income	Rs. in Lakh	Expenditure	Rs. in lakh
Grants in Aid		Salaries & Allowances	
State Government		Teaching Staff	
UGC		Other Staff	
Other Agencies		<i>Total</i>	
<i>Total</i>		Scholarships	
Donations and Contribution		Books & Journals	
Fees from Students		Equipment and Labs	
Other Source (Scholarship, MPLAD)		Maintenance & utilities	
		Other Expenses	
<i>Total Income</i>		<i>Total Expensed</i>	

***NA-Not Applicable for LC

** Work on progress

* Under Construction

SEAT ALLOTMENT

10 th	
I.Sc PCM	
I.Sc PCB	
I.Com	
I.A	
BPP	

DECLARATION

1. I/We agree that the advertisements will be centrally controlled by the BIS Representative - BIS learning and we undertake not to do any advertisement of our own in print / electronic media without the express permission of the BIS Representative. *All paid charges/Fees are non – refundable*

2. I/Certify that we will abide by all decisions taken by the BIS Representative from time to time which are related to the programs such as publicity norms, conduct of programs and procedures to be followed.

3. I/We undertake to verify and certify that students registered for respective programs are eligible in all respect as per the eligibility condition laid and will arrange to produce all original certificate / documents to prove their eligibility as and when required.

4. I/We hereby certify that I/We shall remain the applicants and if there is any change in the composition of applicants before signing of agreement or opening of Learning Centre.



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I/We hereby agree to get the new applicants as well as the new form of organization approved by the BIS Representative. I/We agree to the rejection of this application if the changes are not approved by the BIS Representative.

5. I/We hereby undertake, if selected to start the Learning Centre within the stipulated time period as maybe defined by the BIS Representative from time to time from the date of Approval of this application, failing which I/We agree to the rejection of this application.

6. I/we are willing to install VSAT at our centre for conducting VSAT lectures for the students.

7. I/We certify that all information in this application form and on any attachments is true and accurately represents my/our current and continuing financial conditions. I/we shall follow term & condition mentioned in Annexure-A, A1, A-2 & A3. I/We authorize the BIS representative to verify any information from whatever source it deems appropriate. I/We understand that any misrepresentation in this statement may result in rejection of this application.

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.....
(Name of applicant) (Signature) (Date)

Note: Enclosed draft for Rs.10, 000/- + Service Tax in favor of Bivha International School, DDE, as a non – refundable Processing Fee. You can also pay it via Wise Transfer.

NORMS FOR CREATING LEARNING CENTERS:

For effective and efficient functioning of a LEARNING CENTER, it is of prime importance that the organization is owned and managed by professionals. The institute should preferably have experience of conducting Formal/Non-Formal/Mainstream Education, undergraduate and postgraduate programs of recognized/deemed universities. The number of LEARNING CENTERS to be created in a city will depend on the size of the city and the number of students likely to be enrolled. The following infrastructure may be a guiding principle for approval of the Learning Center.

Location of Center:

Covered area of at least **1500 sq. ft.**, suitably modified for labs and classrooms.

Requirements: Please refer to LCIG (Learning Center Infrastructure Guidelines) annexure for guidelines; the requirements provided are for student strength of 180. Additional infrastructure may be required for additional students.

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For Official Use Only

Recommended for Inspection : ☐ Yes ☐ No

RM / ZM Signature

USE BY BIS OFFICIALS ONLY

Note:

1. The Territory Manager will verify the Infrastructure filled in by the prospective LC during the inspection and fill the actual in the column 2 of this report. Any discrepancies should be noted and the plan to fulfill the requirements should be mentioned below:
2. Based on the inspection report RM/ZM should give his remarks and recommendations for final approval by the Head – Channel Operations

Territory Manager's Remarks

Territory Manager's: Name & Signature: _____

Regional / Zonal Manager's Remarks

Territory Manager's: Name & Signature: _____

Head – Channel Operations Remarks

Territory Manager's: Name & Signature: _____

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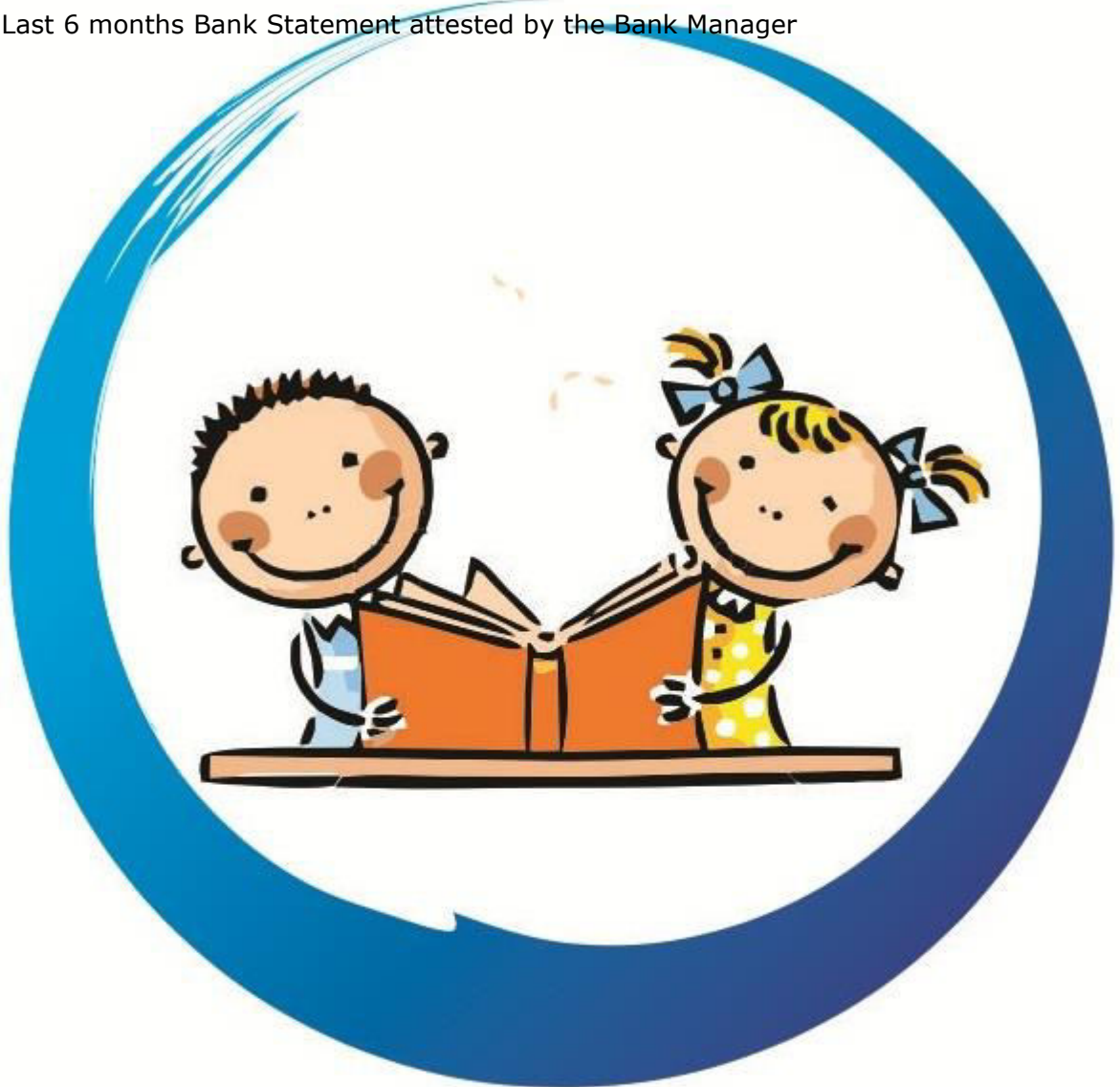
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Annexure – A3

To attach the following Information along with the application form:-

1. Head / Partners / Board of Directors / Trustees of the Institution

- a. Detailed Resumes of all members of management & Faculty
- b. Residential Proof. (PAN Card, Ration Card, Passport, etc.)
- c. Name & Address of Bank
- d. Last 6 months Bank Statement attested by the Bank Manager



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