

# **Guidelines, Norms and General Provisions for Establishment of New Study Centers**



## **BIVHA**

### **Bivha Open School**

(An autonomous organization established under Article 21© Govt of India)

Bivha Tower-II, NH-106, Simrahi Bihar-852111

**Phone: - 0800- 250260, Fax: - 06471- 250260**

**Toll Free No: - 1800243657**

**Email: - [bos@bivha.in](mailto:bos@bivha.in), Visit us: <http://os.bivha.in>**

*Version- 1.10, Date- 5.3.14*

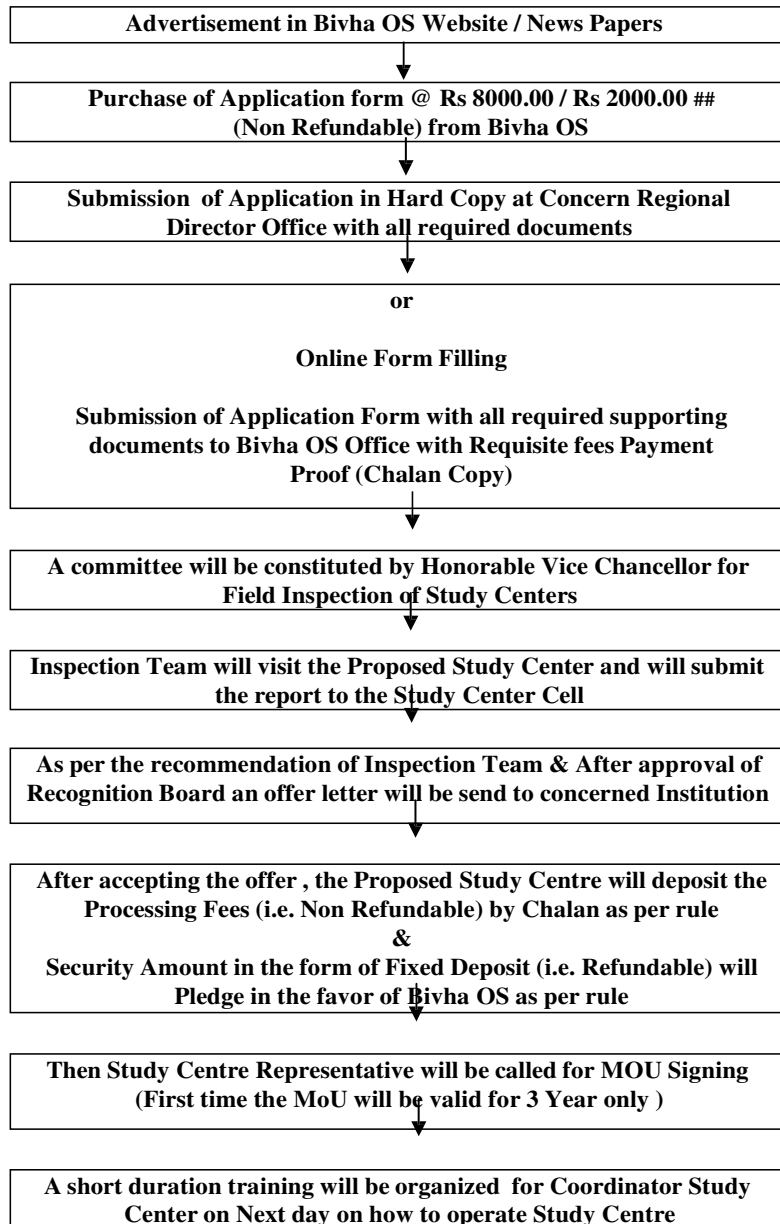


## **INDEX**

<i>Sl. No</i>	<i>Description</i>	<i>Page No</i>
1.	<i>Study Centre Selection Process- Major Steps</i>	<i>1</i>
2.	<i>Study Centre Revenue Sharing Breakup</i>	<i>1</i>
3.	<i>Proposed Guidelines, Norms and General Provisions for Establishment of Study Centers</i>	<i>2</i>
4.	<i>How to open a study center?</i>	<i>2</i>
5.	<i>Who can apply?</i>	<i>3</i>
6.	<i>Area for Study-Centre's</i>	<i>3</i>
7.	<i>Location Wise Processing Fees &amp; Security Deposits to open Study Centers</i>	<i>4</i>
8.	<i>Inspection and Screening</i>	<i>4</i>
9.	<i>Agreement (MoU) for establishment of Study Centre</i>	<i>4</i>
10.	<i>Maintenance of Standards</i>	<i>5</i>
11.	<i>Arrangements for distribution of study material</i>	<i>5</i>
12.	<i>Ensuring competence in information technology</i>	<i>5</i>
13.	<i>Payment of honorarium to co-coordinators, counselors and other staff members</i>	<i>5</i>
14.	<i>Continuity of Centre</i>	<i>5</i>
15.	<i>Right of Inspection</i>	<i>6</i>
16.	<i>Fee to be charged from the students</i>	<i>6</i>
17.	<i>Advertisement for Admissions</i>	<i>6</i>
18.	<i>Sharing of the fee with the study-center</i>	<i>6</i>
19.	<i>Other conditions to be followed by the Study centre</i>	<i>6</i>
20.	<i>Functions of the Study Centre Coordinator</i>	<i>7</i>
21.	<i>Settlements of disputes</i>	<i>8</i>
22.	<i>Format for Application Form</i>	<i>9-12</i>
23.	<i>Resolution of the Society/Trust</i>	<i>13</i>
24.	<i>Format for Resume of Academic Coordinator</i>	<i>14-15</i>
25.	<i>Format for Resume of Academic Counselor</i>	<i>16-17</i>
26.	<i>Format for Inspection Team Reporting</i>	<i>18-21</i>
27.	<i>Format of MoU</i>	<i>22-30</i>
28.	<i>Minimum Requirement for Yoga &amp; Naturopathy Study Centre</i>	<i>31</i>
29.	<i>Minimum Requirement for Ayurveda Study Centre</i>	<i>32-36</i>
30.	<i>Minimum Requirement for Hotel Management Centre</i>	<i>37-41</i>
31.	<i>Minimum Requirement for Science Study Centre</i>	<i>42</i>
32.	<i>Minimum Requirement for Agriculture Study Centre</i>	<i>43</i>



## Study Centre Selection Process- Major Steps



### **Study Centre Revenue Sharing Breakup**

	<b>Study Centre Share</b>	<b>Bivha International Share</b>	<b>Study Material Cost will kept by Bivha OS</b>
<b>General Courses</b>	30% of Program Fees	40% of the Program Fees	30% of the Program Fees
<b>Professional Courses</b>	30% of Program Fees	40% of Program Fees	30% of Program Fees



## **Proposed Guidelines, Norms and General Provisions for Establishment of Study Centers**

In order to provide instructions for Certificate Courses, Diploma, Graduate and Post Graduate Diploma/Degree, programmes of the Bivha Open School through Bivha International, & will establish study centers. These study centers shall be of three types; (a) General Study Centre's, (b) Special Study Centre's and (c) Programme study Centre's.

Whereas the general study centers may offer all the courses of the various Bivha International, the special study centers and programme centers may offer some specific programmes/courses as per agreement (MoU).

### **Philosophy of 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 a variety of 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. Thus the parties interested in opening the study centers of Bivha OS must pay special attention to holding the contact classes and to evaluate the assignments in an honest manner.

### **How to open a study center?**

Bivha Open School will invite applications for establishment of study centers. This invitation may be given through news-papers or through the website of the Bivha International. There shall be a prescribed format to be filled in by the applicants and they shall have to pay the application fee, processing fee (Non-refundable) and security deposit (refundable) as fixed by the Bivha OS. Every year a definite date shall be fixed for submitting the applications and the applicants are advised to submit the duly filled-in application-forms before the cut-off date.

### **Who can apply?**

Individual, aided/ self-financed institutions of higher and secondary education, registered societies, trusts, companies, etc., having the arrangement of competent counselors, basic infrastructure for class-rooms, laboratories, library, etc. may apply. The experience of operating the teaching institutions or programmes of study shall be preferred.



For some specific programmes of the Bivha Open School like Yoga, Ayurveda, Agriculture, Hotel Management and Computer Science, some additional and specific pre-requisites must be there. These can be obtained from the particular School of the Bivha International School of Health & science before submitting the application for operating a study centre.

### **Classification of locational norms for the establishment of Study Centre #:-**

The entire state of India & Abroad, for purpose of establishing study-centers, has been classified into five broad categories, i.e. Plains(urban), Plains (rural), Hills(urban), Hills (interior), and Hills ( most interior).

Based on the above classification, the minimum requirement of the constructed area and the number of students shall be as follows;

#### **Area for Study-Centre's -**

Location	Traditional programmes	Professional Programmes	Constructed Area in Sq.ft.
Plains (urban)	50	20	3000-4000
Plains (rural)	30	15	2500-3000
Hills (urban)	30	15	2500-3000
Hills (interior)	25	10	1500-2000
Hills (most-interior)	15	05	1500-2000

#### **Area for Programme Study-Centre**

Location	Traditional programmes	Professional Programmes	Constructed Area in Sq.ft.
Plains (urban)	50	20	1500-2000
Plains (rural)	30	15	1000-1500
Hills (urban)	30	15	1000-1500
Hills (interior)	25	10	800-1000
Hills (most-interior)	15	05	800-1000

#### **Area for Special Study-Centre-**

The norms for special study-centers will be decided in view of the nature of programmes and locations with approval of the Director .

#### **Fee for establishment of a centre -**

For the purpose of charging different fees, the classification of study-centers shall be as follows-

**Category- A** -- Easily Accessible Areas; (Including plains-urban and hills-urban areas)

**Category- B** -- Difficult Areas; (Including plains-rural and hills- interior areas)

**Category- C** -- Most Difficult Areas; (Including hills -most interior areas)



Accordingly, the fee to be charged for different purposes shall be as follows:-

**LOCATION-WISE PROCESSING FEES & SECURITY DEPOSIT TO OPEN DIFFERENT TYPES OF STUDY CENTERS**

Easily Accessible Area <i>¼qxZe LFkku½</i>				Difficult Areas <i>¼ngxZe LFkku½</i>			Most Difficult Areas <i>¼vfr ngxZe LFkku½</i>		
Fees Details	STUDY CENTRE	PROGRAM CENTRE	SPECIAL STUDY CENTRE	STUDY CENTRE	PROGRAM CENTRE	SPECIAL STUDY CENTRE	STUDY CENTRE	PROGRAM CENTRE	SPECIAL STUDY CENTRE
Application Form Fees	8000.00	8000.00	8000.00 ##	8000.00 ##	8000.00 ##	2000.00	2000.00 ##	2000.00 ##	2000.00 ##
Processing Fees	60000.00	80000.00	120000.00	60000.00	80000.00	100000.00	60000.00	80000.00	100000.00
Security Deposit	20000.00	20000.00	30000.00	NIL	NIL	NIL	25000.00	20000.00	10000.00

*Note: The government institutions will not have to pay any fee as mentioned above. Even in the case of applicants from the non-government sector where there are reasons to believe that any exemption in the fee is essential, the Director on the recommendations of a team constituted for the purpose may exempt the application and processing fee partly or fully as deemed reasonable.*

**Inspection and Screening-**

After receiving the applications, the eligible cases shall be short-listed and the respective locations shall be inspected by a team constituted by the Director which will submit its report to the Director on prescribed form. The basis of permission for operating the centre of Bivha OS will, in general, depend upon the report of the inspection team.

All the applications shall be processed on the basis of inspection report which shall contain the details and substantiated information about the overall facilities available with the applicant regarding the requirement of qualified counselors, plants and machinery, other infrastructure, etc. Further, due importance shall be given to a particular location but no institution shall have any claim for opening of a centre on the pretext that the centre was inspected and the team found it suitable.

**Agreement (MoU) for establishment of Study Centre-**

Once the application is recommended by the committee constituted for the purpose and approved by the Director, the concerned applicant will have to sign an agreement with the School through a Memorandum of Understanding (MoU) on a non-judicial stamp paper of Rs.100/- and it will have to abide by the terms and conditions as agreed upon and made part of the agreement. Any subsequent changes in the MoU signed with mutual-consent by both the parties will also form a part of the agreement MoU.



### **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 counseling sessions, conduct of lab and practical classes, project-work, etc. for individual programmes of study.

### **Arrangements for distribution of study material-**

The distribution of study material to individual students is the huge task and the study centre will have to arrange the timely distribution of study material supplied by the concern Bivha International /board for the students registered with the study centre. In order to make efficient distribution system possible, the center will have to provide proper particulars of the students in a timely manner and in a specified format to the Bivha International .

### **Ensuring competence in information technology-**

Since the majority of jobs and formats of Bivha OS 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. The first step in this direction shall be electronically entering the data of the students in the prescribed format. Similarly, the other transactions should preferably be in the electronic format only. Thus it is incumbent upon the concerned applicant to equip the centre properly in terms of use of IT and ITES.

### **Payment of honorarium to co-ordinators, counselors and other staff members-**

The center will have to ensure the payment of honorarium to all categories of staff engaged by the study centre. In some cases the rates are prescribed by the open school and the same shall have to be adhered to, *e.g.*, the rates of counseling, evaluation of assignments, practical Etc. is fixed by Bivha OS and the same shall have to be adhered to. If the centre fails to carry out the desired counseling and the open school decides to carry out the counseling on its own Bivha OS will have the right to deduct money for such counseling, out of the share of the center, in such a manner as agreed upon between both the parties.

### **Continuity of Centre -**

For continuity of centre, it will have to observe all the norms, terms and conditions, stipulated in the agreement (MoU). In case, any centre fails to provide infrastructure or other such requirements as agreed upon, Bivha OS may proceed to close such a study centre. Other grounds for closure of a study center may be ; non availability of requisite number of students, non-conduct of counseling sessions, and non-observance of terms and conditions of MoU and/or the directions of the Bivha International /Distance Education Council(DEC).

**Right of Inspection-**

Bivha OS reserves its right of inspection of any study centre either through its Regional Director/ Assistant Regional Director or any person or team authorized by the Bivha International. The study-centre shall be under obligation to allow such an inspection.

**Fee to be charged from the students-**

The study- centre is expected to advise the students to pay the following fees:

- (a) Application form fee
- (b) Entrance examination fee
- (c) Programme fee and examination fee including fee for lab work or practical classes.

The amount of fee shall be prescribed by Bivha OS from time to time. Any overcharging by any center from the students shall be a suitable ground for administrative and penal action. Out of the above, only the programme fee shall be shared with the study-centre.

**Advertisement for Admissions-**

Normally advertisement for admissions will be issued by Bivha OS 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 vetted by the Bivha International. In special circumstances Bivha OS may share the advertisements with the study-centers as per mutually decided terms and conditions.

**Sharing of the fee with the study-center-**

Bivha OS will share the programme -fee revenues with the study centers as agreed upon in the MoU. In case of closure or its merger with the other centre or in the cases of improper counseling, Bivha OS will have the right to deduct or forfeit the appropriate sums from the share of such centers.

**Other conditions to be followed by the Study centre –**

In addition to the earlier guidelines, the study centre will-

- ensure affective delivery of programmes, the study centre shall manage persons having experience in conducting a school or college level teaching;
- have to maintain adequate faculty and infrastructural facilities;
- provide services to the candidates for the whole of the duration of the course;
- not discontinue any course in the midway and if any course is discontinued in the midst of programme, the security deposit will be forfeited;
- ensure that admission application forms of only those candidates are accepted who fulfill 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 Bivha International ;
- 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 and their status is approved by the Bivha International ;
- ensure to arrange prescribed number of teaching/counseling sessions in each course/programmes;
- maintain a register for conducting of counseling sessions;
- be responsible for timely submission of assignments and evaluation of assignments;
- prescribe and notify the days of counseling well in advance;
- impart such other duties as assigned by Bivha OS from time to time;
- In case of closure of study centre during the currency of programme, Bivha OS may impose suitable fine or penalty as is considered necessary for safeguard of the students registered with that centre.
- The share of the study-centre is in view of providing infrastructural facilities and services like class- rooms, computer labs, counseling, library, postage and stationary etc.

#### **Functions of the Study Centre 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;
- supervising the work of other supporting staff;
- all communication from the regional centre and the Bivha International ;
- 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-coordinator will also ensure
- attendance of the students and submission of assignments;
- that necessary audio and video equipments and computers are available in the centre and this function properly;
- distribution of study material to students;
- submission of monthly and quarterly report to the Bivha International ;
- maintenance of discipline in the study centre and will
- Perform such other duties as assigned by the Bivha International .

**Settlements of disputes –**

All matters arising out the agreement shall be subject to the exclusive jurisdiction of the High Court at Patna and parties will be subject to the jurisdiction of the courts within the district of Supaul. In the initial stage, efforts will be made to settle the dispute mutually and at the level of the Director. However if the disputes remains unresolved, the parties may either prefer to go to a court of law or they may like to settle the matter through a arbitrator mutually agreed between both the parties.

-----



# **Bivha Open School**

An autonomous World's Largest Open School Network

## **FORMAT FOR APPLICATION FORM**

### **Information of the College/Institute for the establishment of the Study Centre**

This information should be submitted along with wire transfer of application & other prescribe charge in Bivha Open School account . The amount is non Refundable.

#### **Information sheet**

#### **1) College/ Institution: Profile**

- i) Name of the college/ Institute/ Trust/Society/company with address....
- ii) Date and registration number of the College/ Institute/Trust/Society/Company
- iii) Telephone No (s)
- iv) E-mail Address
- v) Name of Bivha OSto which your college/ Institute is affiliated
- vi) Name of the principal/ Head/Owner
- vii) Educational qualification of the principal/ Head
- viii) Telephone No.
- ix) E mail:
- x) Whether the College/ Institution/ Trust/Society/Company is
  - (a) Private
  - (b) Government
- xi) The college/ Institution has
  - (a) Schools (Primary/Secondary)
  - (b) UG College (Arts/Science/Commerce/Vocational)
  - (c) PG College (Arts/Science/Commerce/Vocational)
  - (d) Any Other



- xii) Timing of the College/ Institution
- xiii) List of courses taught and teachers in college (please provide information in details)

## 2) In case of Private College/ Institution

- i) Name of the Management/society/Trust running the college/ Institution with postal address
- ii) Date and registration No. of the institution:
- iii) Name and address of the Chairman with Phone Numbers:
- iv) Name and address of the Secretary with phone numbers:
- v) Give in the brief information about the activities of your Institution, preferably the branches run by your Management (Attach a separate sheet if required and the Constitution of the Society/Trust/Management)

## 3) Infrastructural Facilities Available

- i) Number of class rooms with their approximate seating capacity will be made available for Study Centre (Enclose a separate sheet if required)

Room No.	1	2	3	4	5	6	7	8	9
Size(Sq. Feet)									
Seating capacity for classes									
Seating capacity for examination									

- ii) Adequate number of class rooms shall be made available in the
  - (a) Evening Yes/No
  - (b) Saturday Yes/No
  - (c) Sunday Yes/No
- iii) Whether one/ two rooms required for the Coordinator and for the Office of the study Centre are available. (Area Sq. Ft) Yes/No
- iv) Whether Library facilities shall be made available to the students of BIVHA OS. Yes/No



- v) Internet facility Available Yes/No
- vi) Space available for fixing the signboard of BIVHA OS Study Centre Yes/No
- vii) Electrical fluorescent tubes, fans are fitted in the class rooms and in the office Yes/No
- viii) Whether Bank facility is available on the campus or nearby area, within a distance of .....Kms Yes/No
- ix) Post Office facility is available on the campus or near by area, within a distance of .....Kms Yes/No
- x) Telephone facility will be made available for the Study Centre Staff Yes/No
- xi) The College/ Institution has separate toilets for male and female students and these facilities shall be made available to Study Centre staff Yes/No
- xii) Drinking water facilities are available on the campus Yes/No

#### **4) Equipments**

- i) The College/Institution has a Public Address System Yes/No
- ii) The College/Institution has a TV/VCR/CD-VCD Player Yes/No
- iii) The College/Institution has a LCD Projector Yes/No
- iv) The College/Institution has a Slide Projector Yes/No
- v) The College/Institution has a Tape Recorder Yes/No
- vi) The College/Institution has a/.....number of Computers Yes/No  
(Please use a different sheet to describe the computer facilities available)

#### **5) Personnel**

- i) Names of recommended three teachers along with their personal detail in the prescribed format....., for the appointment of the Coordinator on Honorarium Basis.
- 1.
  - 2.
  - 3.
- ii) Names of recommended individuals along with their personal detail in the prescribed format....., for the appointment of the Academic Counselors.
- 1.
  - 2.
  - 3.



- iii) The principal/ Head is willing to cooperate, participate and supervise the work of the centre including examinations Yes/No
- iv) The Principal/ Head will make available the teaching staff to work as Counselors and Co-coordinators and necessary staff for conduct of exam Yes/No
- v) The Principal/ Head will make available the non-teaching staff to accept the part-time work at Study Centre Yes/No
- vi) Any other information as considered useful and relevant (use a separate sheet)

#### **6) Undertaking**

The principal/Head/Coordinator and the College authorities do hereby undertake to give all necessary co-operations for the efficient functioning of the Study Centre of Bivha Open School , if granted to our College/Institution. It is certified that the information supplied is true and correct to the best of my/our knowledge/belief.

**Signature & Seal of the Principal/Head**

**Name: - .....**



**Bivha Open School**  
An autonomous World's Largest Open School  
Network

**Resolution of the Society/Trust**

(To be submitted duly filled on letterhead of the Institution)

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  
Bivha Open School be established in ..... College/ Institute/ Foundation/  
Trust/Society/Company

If Bivha OS permits the College/Institute/Foundation/Trust to establish the centre, we  
undertake to provide all the necessary academic and infrastructural facilities and co-operate for  
the smooth and efficient functioning of the Study Centre. We shall abide by the rules and  
regulations (Mentioned in clauses -1A &2B)of Bivha Open School , prescribed and  
revised from time to time.

If the Study Centre closed down for any reason, equipments, furniture, books supplied by  
Bivha OS shall be returned to Bivha OS within the given period by the Bivha International .And  
also know that, All fee(s) are non-refundable except security deposit.

We shall have no objection if Bivha OS ceases the services of Counselors, Coordinator and  
office staff appointed at the Study Centre.

Proposed By .....

Seconded By .....

**Seal of institution**



# Bivha Open School

An autonomous World's Largest Open School Network

[www.os.bivha.in](http://www.os.bivha.in)

## **FORMAT FOR RESUME OF ACADEMIC COORDINATOR**

(Supporting Documents may be provided as Annexure)

**NAME OF PROPOSED STUDY CENTRE:** \_\_\_\_\_

FIELD OF SPECIALIZATION: \_\_\_\_\_

COURSE(S) TO BE ASSIGNED: \_\_\_\_\_

1. NAME (IN BLOCK LETTERS) \_\_\_\_\_

2. DESIGNATION: \_\_\_\_\_

3. ORGANIZATION/EMPLOYER: \_\_\_\_\_

4. TYPE OF APPOINTMENT: REGULAR/TEMPORARY/CONTRACTUAL/HIRED \_\_\_\_\_

5. ADDRESS (RESIDENCE): \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax \_\_\_\_\_

E-mail: \_\_\_\_\_

6. ADDRESS (OFFICE): \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax \_\_\_\_\_

E-mail: \_\_\_\_\_

7. DATE OF BIRTH: DD \_\_\_\_\_ MM \_\_\_\_\_ YY \_\_\_\_\_

8. PRESENT PAY SCALE: \_\_\_\_\_

BASIC: \_\_\_\_\_

GP/AGP: \_\_\_\_\_

ALLOWANCES: \_\_\_\_\_

TOTAL: \_\_\_\_\_

9. ACADEMIC QUALIFICATIONS:-

EXAMINATION/ DEGREE	BOARD/BIVHA INTERNATIONAL	YEAR	SUBJECT(S)	DIVISION/ PERCENTAGE

10. EMPLOYMENT DETAIL:

DURATION (MONTH, YEAR) FROM TO	ORGANIZATION	DESIGNATION	NATURE OF JOB/ TYPE OF DUTIES





11. EXPERIENCE:

a) Total Teaching Experience at : \_\_\_\_\_  
UG/PG Level (in years).

b) Details of teaching experience:  
During the last 5 years.

LEVEL OF TEACHING	SUBJECT	YEAR(S)
UG Level		
PG Level		
Research Guidance		
Any Other (please specify)		

c) Administrative/Supervisory experience:

\_\_\_\_\_

d) Experience of work connected with distance education activities such as Counseling Assistant, Coordinator etc : \_\_\_\_\_

e) Research Experience, if any : \_\_\_\_\_

f) Publications of books, articles, research papers, if any:

\_\_\_\_\_

g) Computer skills: \_\_\_\_\_

h) Any other relevant information: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE

Date: \_\_\_\_\_

Name of Coordinator

**BIVHA OPEN SCHOOL**

The People's school

<http://os.bivha.in>**FORMAT FOR RESUME OF ACADEMIC COUNSELLOR**

(Supporting Documents may be provided as Annexure)

**NAME OF PROPOSED STUDY CENTRE:**

\_\_\_\_\_

FIELD OF SPECIALIZATION: \_\_\_\_\_

COURSE(S) TO BE ASSIGNED: \_\_\_\_\_

1. NAME (IN BLOCK LETTERS) \_\_\_\_\_

2. DESIGNATION: \_\_\_\_\_

3. ORGANIZATION/EMPLOYER: \_\_\_\_\_

4. TYPE OF APPOINTMENT: REGULAR/TEMPORARY/CONTRACTUAL: \_\_\_\_\_

5. ADDRESS (RESIDENCE) : \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax \_\_\_\_\_ E-  
mail: \_\_\_\_\_

6. ADDRESS (OFFICE) : \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax \_\_\_\_\_ E-  
mail: \_\_\_\_\_

7. DATE OF BIRTH : DD \_\_\_\_\_ MM \_\_\_\_\_ YY \_\_\_\_\_

8. PRESENT PAY SCALE : \_\_\_\_\_

BASIC: \_\_\_\_\_

GP/AGP: \_\_\_\_\_

ALLOWANCES: \_\_\_\_\_

TOTAL: \_\_\_\_\_

**9. ACADEMIC QUALIFICATIONS:-**

EXAMINATION/ DEGREE	BOARD/BIVHA INTERNATIONAL	YEAR	SUBJECT(S)	DIVISION/ PERCENTAGE

**10. EMPLOYMENT DETAIL:-**

DURATION (MONTH, YEAR) FROM TO	ORGANIZATION	DESIGNATION	NATURE OF JOB/ TYPE OF DUTIES



11. EXPERIENCE:

a) Total Teaching Experience at: \_\_\_\_\_

UG/PG Level (in years).

b) Details of teaching experience during the last 5 years.

LEVEL OF TEACHING	SUBJECT	YEAR(S)
UG Level		
PG Level		
Research Guidance		
Any Other (please specify)		

c) Administrative/Supervisory experience:

\_\_\_\_\_

\_\_\_\_\_

d) Experience of work connected with distance education activities such as Counseling Assistant, Coordinator etc : \_\_\_\_\_

\_\_\_\_\_

e) Research Experience, if any: \_\_\_\_\_

\_\_\_\_\_

f) Publications of books, articles, research papers, if any:

\_\_\_\_\_

\_\_\_\_\_

g) Computer skills: \_\_\_\_\_

h) Any other relevant information: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE

Date: \_\_\_\_\_

Name of Counselor



## FORMAT FOR THE INSPECTION TEAM REPORTING

Name of Study Centre inspected:

Date of Inspection:-

### **PARTICULARS OF THE INSPECTION TEAM**

Sl. No	Name	Designation	Department/ Place	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				

### **PARTICULARS OF THE REPRESENTATIVES OF THE APPLICANT INTERACTING WITH THE INSPECTION TEAM**

Sl. No	Name	Designation in the Trust/ Society/ Other	Contact Number	Signature
1.				
2.				
3.				
4.				

### **DECLARATION OF THE APPLICANT**

The report is unbiased and based purely on factual information as provided by the applicant and cross checked by the Committee through physical inspection.

(Signature of Applicant)

Signature of the Committee Members



## INFORMATION FOR THE STUDY CENTRE

**1. Name and address (with Pin Code) of the Applicant (Society / Trust / Others)**

	Name of the Applicant Society/Trust	Name of the Proposed Study Centre
Name		
Full Postal Address		
Landmark		
Pin Code		
Ph. No (a) Landline		
(b) Cell No.		
Email ID		
Website		
Contact person		
Fax No.		

**2. Details of Programmes applied for & recommended by the committee (please tick ☒ whichever are applicable)**

Programme (Schools/Faculties to be included)	Demanded	Recommendation
Social Sciences		
Health Sciences		
Hotel Management		
Tourism		
Education		
Management		
Commerce		
Computer Science		
Health Science		
Agriculture		

**3. Name of disciplines applied for**

(a) Certificate Course

(b) Diploma Courses

(c) Degree

(d) PG Diploma/ Degree

**4. Status of Study Centre:**

**Government College/ Aided College/ Govt. Degree College/ Aided Degree College/ Self Funded College/ Self Funded Degree College/ Govt. Inter College/ Aided Inter College/ Secondary School(Private/Govt.)/ Technical Institute (Private/ Govt.)/ NGO/ Others/Proprietor firm/Individual Trust**

Signature of the Committee Members



**Certificate Course(s)**                      **Diploma Programme(s)**                      **Bachelor Programme(s)**  
**P.G. Programme(s) – Degree & Diploma**

6. Track record of the applicant in terms of running Educational institutions /industry

---



---



---

7. Availability of Constructed Area for the use of Study Centre (in Sq. feet)

Particulars	Available		
	Area of each	Total area	No.
Classrooms			
Drawing Hall (+)			
Lab./Workshops			
Total			

6. Details of functional Computer facilities

	Particulars	Requirements as per BIVHA OS Norms	Availability		
			No. of Computers In Classrooms	Sum of the computers of all Depts.	Total
1.	Number of computer Terminals	10-15			
2.	Hardware Specification	P-4 Processor			
3.	Internet Connection	Broad Band			
4.	Relevant legal Software	At least 2 System Software			
5.	Peripheral (s)	Printer, Fax & Scanners			

Signature of the Committee Members





## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is being executed on..... and it will be effective from.....

Between;

**Bivha Open School** , a Bivha International school distance learning program established under **agis of Bivha International School** hereinafter referred to as the FIRST-PARTY, “**Bivha International**”, or **Bivha OS**, and this expression shall, unless repugnant to or inconsistent with the context, mean and include its successors or permitted assignees is the **FIRST PARTY**.

AND

.....represented by.....(Name and Designation), hereinafter referred to as the “**Second Party**”, or “**the centre**” ..... and this expression shall, unless repugnant to or inconsistent with the context, mean and include any successors or permitted assignees as the **SECOND PARTY**.

### WHEREAS:

A. the First Party is a Educational Organization offering various courses in distance learning mode, and

B. Second Party is a (*Institution/Firm/Society/Others*) in the name of .....And is having a self owned/ rented building / premises in which it is presently running .....(*name and address of the Institution*).

C. WHEREAS the First Party wishes to open a ☐ Study Centre / ☐ Special Study Centre / Program Study Centre ☐ (Tick  $\checkmark$  appropriate Centre)





Generally and collectively referred to as “Centre” in the forthcoming paragraphs, in the premises referred above of the second party for the purposes of providing Counselling / Teaching Sessions / Assignment-evaluation / lab-work/ Conducting Exams of the students enrolled with it and generally for the other related activities of Study Programs, and the second party is interested in getting the same being used for the purposes of opening and operating of the Centre for the courses of the First Party.

**NOW IT IS HEREBY AGREED AS FOLLOWS;**

**1.** The second party has a right to enter into this MOU with the First party and has the right to let the building/ premises being used for the purposes of the opening the Centre of the first party.

**2. The Second Party will;**

**2.1** Ensure that the Centre functions strictly as per the existing norms of the Bivha Distance Education Council (B-DEC), and Bivha OS and also as per suggestions, directives/notices given by Bivha OS & Concern Board and University from time to time. Further, changes, if any, in the norms of DEC and/or Bivha OS shall also be followed by the second party. In case of non-approval of the proposed name for the centre a new name shall have to be provided by the second party to seek approval of the first party. The second party shall appoint a co-ordinator for the centre with the approval of the first party. The co-ordinator shall be the principal functionary of the centre. The co-ordinator so appointed shall not be changed / removed without approval of the first party.

**2.2** Provide space/infrastructure as per the Bivha OS Norms (Please refer Classification of location norms for the establishment of Study Centre#)

***Note:** Premises shall provide sufficient ventilation, drinking water, and separate toilets for ladies & gents, 1 additional room for office Coordinator of Centre.*

**2.3** Install a signboard of Bivha OS prominently at a proper place as per the specifications provided by Bivha OS. The cost of signboard shall be borne by the second party.

**2.4** Provide and equip each centre with computer, computer and net-savvy personnel, telephone, broad band internet connection, computers of latest configuration, laser printers (at least 01) and fax machine.

**2.5** Make halls/rooms available at scheduled time for holding routine classes, counselling/teaching, practical and semester /term-end / annual examinations as per the schedule declared by BIVHA OS.

**2.6** Bear all recurring expenditure towards salaries, wages, operation, running & maintenance of services and facilities of the centre, and maintenance of the equipments supplied by the Bivha International, if any.

**2.7** Arrange necessary personnel for delivery of Programmes/ services. The counsellors and teachers will be identified by the second party but their engagement shall be subject to approval of the Bivha International .

**2.8** Extend library, computer and laboratory facilities etc. to the students of BIVHA OS for given programme(s).



**2.9** Deposit all the amounts (except the situation where in the second party is a government institution) as per rules of the BIVHA OS. These amounts shall be the application money, the processing fee and security-deposit as per rule of BIVHA OS.

The Security Deposit shall be refundable and it will have to be deposited in the form of a fixed deposit receipt of any nationalized bank jointly in the names of the second party and the BIVHA OS. However Other paid charges are non-refundable. The FDR shall have to be for a period of three years. It can be renewed after the expiry of 3 years. The second party shall be entitled to interest due or accruing on such FDR.

**2.10** Maintain the record of all the deposits by the students of its centre and it shall be the duty of the second party to ensure that all the application forms of students are duly filled in.

**2.11** Check and verify with the help of supporting documentary evidence, using reasonable care, the entries filled in by the students, thereby admitting only the eligible candidates.

**2.12** Ensure to send the information about enrolled students on a weekly basis to Bivha OS through Regional Director so as to enable Bivha OS to send the study material to the students well in time. Later, all the verified forms are to be sent to Bivha OS through its Regional office.

**2.13** Ensure to conduct proper counselling sessions lab-classes practical's and field work as per requirements of the programme/course.

**2.14** Ensure that all the examinees fill-in their examination forms well in time.

**2.15** Not claim to be the examination centre of the Bivha International or,

**2.16** Concern University/Boards.

**2.17** Keep maintains and uploads (manually/electronically) all such records as may be required by BIVHA OS for general administration of the centre and evaluation of the progress of the students. Further it shall be the duty of the study centre to verify the eligibility particulars of the students and to download the identity-cards and the admit-cards of the students for distribution amongst the learners.

### **3. The first party will;**

**3.1** Provide two sets (hard Copy/ soft copy) of self-instructional material and the other materials pertaining to the programme(s) being offered at the centre.

**3.2** Provide share of revenue to the Second Party at the rates prescribed by the Recognition Board/the other relevant statutory authorities of Bivha OS as per the ceiling of percentage of gross fees as mentioned in Annexure- 1. The payment to Second party shall be made in installments as under –

- First Installment within two months from the last date of submission of admission forms as decided by the BIVHA OS.
- Second Installment or balance amount within one month of final examinations as per BIVHA OS norms.

**3.3** Provide enrolment numbers to the students and issue (on the interest) their identity-cards after receiving the admission forms complete with required documents and requisite due payment against the particular course.



**3.4** Provide study material within a period of 15 days after receipt of statements as given in 2.12, above, to the centre or directly to the student under intimation to the centre, with cost of such material to be deducted from the 2nd instalment of the payment due to the centre.

**3.5** Be solely responsible for course structure, and the other modalities including evaluation, conduct of exams and award of certificates / Degree/ Diploma, as the case may be.

#### **4. Management of Centre, Grounds of closure / shifting / merger of Study Centres:-**

**4.1** The terms of this agreement shall commence on the date of this agreement and it shall remain valid and in force, for duration of three years from the date of its signing. However, in case of applicability of the grounds for closure or merger etc. of a centre this term shall stand reduced.

**4.2** In order to ensure the smooth conduct of business, settlement of confusions, and incorporation of additional aspects/ modalities / Norms etc. a Steering Committee shall be constituted. This Steering Committee shall deal with all the matters which require explanation or which are not specifically mentioned in the terms and conditions of this MOU. The Steering Committee shall comprise the Registrar or his nominee and the coordinator of the Study Centre or his nominee. Decision of this Steering Committee, if agreed upon by both the parties, in writing, shall have the effect of being a part of the MOU and shall apply *mutatis mutandis*.

**4.3** The first party shall monitor the Study Centre directly or through its Regional Director or through its Assistant Regional Director or through a representative or through team authorized for the purpose.

**4.4** The first party shall have the right to inspect the centre through its representative(s) whenever it is deemed necessary.

**4.5** The first party will issue directives or circulars in order to make the system complaint with DEC norms rules and procedure and the same shall binding on be the second party.

**4.6** The first party has the right to shift, merge or close a study centre if the following situations arise:-

- i) Notwithstanding two circulars/notice, the norms, directions and requirements are not been followed.
- ii) Student Support Services are not being provided.
- iii) Notwithstanding two circulars / notice, the financial records are not being settled.
- iv) The number of students falls below the specified norms, which are as below:-
  - a. For each individual traditional programme – 10 Students
  - b. For each individual professional programme – 05 Students
- v) The minimum number of proper (to be defined by the First Party) counselling sessions are not held.



- vi) The Centre or its owner or its co-ordinator indulges in unlawful activities and it is duly proved by a court of law.
- vii) The Centre indulges in overcharging of the fee from the students.
- viii) Notwithstanding two notices, not carrying out or disobeying the instructions / guidelines and orders of the Bivha International .

**4.7** If Bivha OS decides to terminate the agreement it shall give a 15 days' notice, in writing, to the Second Party and thereafter if the defiance/deviation continues, the First Party shall have the right to close/shift or merge the Study Centre.

**4.8** If the students are merged with another centre the share of the fee payable to the centre shall not be paid and it shall be transferred to the centre to which the students have been shifted.

## **5. Applicable Law and Dispute Resolution;**

**5.1** This agreement and all the questions of its interpretation shall be construed in accordance with the laws of this country (India).

**5.2** In case of dispute between the parties with regard to this agreement, prior to moving the court the matter shall be referred to the arbitration tribunal.

**5.3** Both the parties shall make all reasonable efforts to reach an amicable solution through direct negotiations.

**5.4** If the parties do not reach an agreement within 30 days from the date of notice by one party, of its intention to resolve the dispute in an amicable manner, the parties may refer such a dispute to arbitration in accordance with the following procedure :-

- a)** All disputes shall be settled through arbitration in accordance with the provisions of Indian Arbitration and Conciliation Act 1996 by an 'Arbitration Board' comprising of three arbitrators.
- b)** Each party shall independently appoint one arbitrator to the arbitration Board and then they will jointly appoint the third arbitrator who shall serve as Chairperson of the Arbitration Board.
- c)** The parties shall bear, in equal proportion, all the cost related to Arbitration Board.
- d)** The Arbitration Board shall have the powers to award only such remedy as is contemplated in this agreement including injunctive relief.
- e)** The place of sitting of Arbitration Board shall be within District Supaul only



**5.5** In case the matter is to be referred to the court, all issues arising out of this agreement shall be subject to the exclusive jurisdiction of the courts at supaul and the parties hereby irrevocably submit to the jurisdiction of these courts. The parties irrevocably wave any objection to venue in these courts and objection based on the doctrine of forum non-convenience or similar grounds that these courts are inconvenient for determination of a dispute.

## **6. *Force Majeure;***

**6.1** The parties to this agreement shall not be liable to each other for failure or delay in the performance of any of its obligations under this agreement for the time and to the extent such failure or delay is caused by riots, civil disturbance, wars, hostilities between nations, government rules, orders regulations, embargos, action by the government(s) or any agency thereof, or an act of God, storms, fires, accidents, strikes, sabotages, explosions, or other similar or different categories beyond the reasonable control of the parties to this agreement

**6.2** In the event that either party is wholly or in part, prevented from or hindered in carrying out or in observing any of the terms or conditions of this agreement for any cause set forth hereinabove, such party shall give a written notice to the other party by the most expeditious means, as soon as possible, after the occurrence of the cause relied on, giving full particulars of the reason for such prevention or hindrances, and the party shall, in good faith, consult each-other and take necessary measures for the resolution of the affairs so prevented or hindered.

**6.3** Notwithstanding the notice to this effect and all the efforts to redress and improve the situation, so caused (as given in Para 6.1 and 6.2), if the situation cannot be brought back to normal operation stage, this contract shall stand discharged. In the event of such a situation, a proper public-notice thereof shall have to be given by the party, so affected.

In witness whereof the parties affix their signatures below on this \_\_\_\_\_ day of \_\_\_\_\_ 20.....

**FIRST PARTY**

**SECOND PARTY**

Witness:

1>

2>

**Schedule of Property with Address**

---

---

---

---

---



## Annexure – I

### Breakup of Revenue Sharing between BIVHA OS and Centre

Maximum reimbursement of the Program fee to the Study Centre on submission of bills.

	Study Centre Share	Bivha International Share	Study Material Cost will kept by BIVHA OS
<b>General Courses</b>	As per Clause -1B		
<b>Vocational * / Professional Courses</b>			

**Note: -** \* If the study material is being provided by the concerned Vocational Course Institution / Collaborator then the Study Material Cost will be given to Vocational Course Institutions as per BIVHA OS norms.

### Obligations

#### Centre

- ☐ Operation and Management of Centre as per the norms of the BIVHA OS
- ☐ Payment against expenses to Coordinator / Faculty salaries and other staff as per the need and allowances thereof.
- ☐ Assignments evaluation
- ☐ Disseminate information and knowledge as per BIVHA OS norms.
- ☐ Provide information to BIVHA OS as per requirements
- ☐ Guide the student to deposit the Fee with BIVHA OS designated banks by Chalan.
- ☐ Provide such support facilities to students enrolled as may be required by BIVHA OS
- ☐ To keep and maintain the premises in good condition

#### Bivha International / BIVHA OS

- ☐ Framing of Course Curriculum
- ☐ Course Material development and supply
- ☐ Monitoring
- ☐ Conducting the Exam
- ☐ Result declaration
- ☐ Awarding certificate of completion / Degrees / Diplomas
- ☐ Students Support Services



### Statement about Programmes to Be Run

**A) Description of Programmes to be run**

- a. Study Centre
  - b. Programme Centre
  - c. Special Study Centre
- (Tick whichever is applicable)

**B) Detail Of Programme(s) to be run**

Sl. No	Schools	Approved Programmes
1.	Social Science	
2.	Hotel Management	
3.	Tourism	
4.	Management	
5.	Commerce	
6.	Computer Science	
7.	Yoga & Naturopathy	
8.	Ayurveda	
9.	Education	
10.	Agriculture	

**Note :-** No new programme other than mentioned above will be under taken by the Institute / Organization except with prior approval of the Bivha International .

Signature first party

Signature Second Party



**Factual Information Sheet**

1. Name of the Centre .....
2. Type of Study Centre .....
3. Regional Centre attached .....
4. Programs Allotted .....
5. Address .....
- Pin code .....
6. Mobile No. ....
7. Mobile No .....
8. Land Line .....
9. Email-ID .....
10. Website .....
11. Society Name .....
12. Head of the Institute .....
13. Designation .....
14. Mobile No. ....
15. Email-ID .....

**Signature**



## Minimum Requirements to Open Yoga & Naturopathy Study Centre

1. हव □द □□ क □जसम कम स□ कम 30  
व य□थ य□ग□ य□स कर सक त□□□□□□ □□□  
□□□□ क उ चत यव □□ ज□स□ दर य□ग म□□ उपल \$ध □□।
2. य□ गक ष )कम \* (□□,त, □□ त, □□□□, □□□□, .□)क तथ □  
□□□□□□□□) □□□□□ क उ चत  
यव □□ ह 1।
3. .□क□ च 3क 4स□ क□ 5लय□ यव थ□ ह□ तथ□ व वध .क□र क□  
,त क उप य 6 त न □न  
आ 9द क□ 5लय□ कम स□ कम प□च □□;बर उपल \$ध ह □।  
□जसम प□न□ क उप य □6त  
यव □□ □□।
4. टम बाथ चै;बर, Heat Bath चै;बर, Spinal Bath चै;बर, मसाज टेबल,  
5सरोधारा टेबल तथा याौ गक 3>याओं का सामान उपल \$ध है।
5. कम स□ कम द□ ट □यलट □□□Aम स 9ह त उपल \$ध □□।
6. क□उ□ क उ चत यव □□ ह□त□ कम स□ व म 9हल□  
स 5लग□ कम एक प A ष □□□□  
□□□□□4तर □□□ □□□□ य□6त उपल \$ध ह □।

## पंचकर्म चिकित्सा हेतु आवश्यक भवन

पंचकर्म प्रशिक्षण कोर्स चलाने हेतु पंजीकृत संस्था होनी चाहिए तथा इस क्षेत्र में कार्य करने का अनुभव भी आवश्यक है।

पंचकर्म चिकित्सा हेतु संस्था के पास प्रायोगिक एवं सैद्धान्तिक प्रशिक्षण हेतु अपना/लीज का भवन होना आवश्यक है लीज की स्थिति में भवन स्वामी की लिखित सहमति प्रशिक्षण कक्षाओं हेतु होनी आवश्यक है। जिसमें निम्न स्थान होना आवश्यक है।

कार्यालय/स्वागत कक्ष	—	12' X 10' व टॉयलेट	—	1
कक्षा कक्ष	—	12' X 10' व टॉयलेट	—	1
थिरेपी कक्ष	—	12' X 10' व टॉयलेट	—	2 <i>tel</i>
प्रधानाचार्य कक्ष				1
ओपीडी कक्ष	—			1
अंतरंग कक्ष	—			2

*1 Bed for 5 students.*

उक्त संस्थान के अतिरिक्त संस्था को प्रायोगिक प्रशिक्षण हेतु किसी आयुर्वेदिक / पंचकर्म चिकित्सालय से भी सम्बद्ध किया जा सकता है।



प्रशिक्षण संस्थान हेतु आवश्यक उपकरण/सामग्री की सूची

क्र०सं०	नाम सामग्री	संख्या
1.	द्रोणी	2
2.	स्वेदन बाक्स (सिटिंग टाइप)	1
3.	स्वेदन बाक्स (लेइंग टाइप)	1
4.	शिरोधारा पात्र	2
5.	धारा पात्र	2
6.	सबार्ग धारा पात्र 1 ली०	4
7.	शिरोवस्ति यंत्र (लेदर)	1
8.	वस्तिनेत्र पीतल	2
9.	स्टीमर (आटोक्लेव)	2
10.	रबर पाइप हैवी ड्यूटी	10 मी०
11.	वमन पीठ (कम्पलीट)	2
12.	नाडी स्वेदन यंत्र	2
13.	नस्य पात्र (गोकर्णी)	4
14.	मैटल सिरीज 200 मिली	2
15.	मैटल सिरीज 100 मिली	2
16.	मैटल सिरीज 50 मिली	2
17.	डिस्पोजेबल प्लास्टिक सिरीज 200 मिली०.	12
18.	डिस्पोजेबल प्लास्टिक सिरीज 100 मिली०	12
19.	डिस्पोजेबल प्लास्टिक सिरीज 50 मिली०	12
20.	रबर कैथेट 14, 15, 16	12
21.	डिस्पोजेबल ग्लबस	10 दर्जन
22.	ग्लास वीकर मेजरिंग आदि 8 नम्बर 500, 400, 300, 100, प्रत्येक 4	



	50, 25	
23.	वी०पी इन्स्ट्रुमेन्ट - 2 मर्करी	1
24.	वी०पी० इन्स्ट्रुमेन्ट - 2 स्टैण्ड	1
25.	स्टेथो स्कोप	1
26.	इ.एन.टी. सेट	1
27.	हैड लैम्प	1
28.	सोना बाथ सिस्टम	1
29.	वमन पीठ (कम्पलीट)	1
30.	इन्स्ट्रुमेन्ट ट्राली स्टेनलेस स्टील	2
31.	स्फूटिंग लॉग स्टैण्ड बेसेन के साथ	2
32.	टेबल क्लाथ	1
33.	डाक्टर्स एप्रेन	4
34.	थिरेपी एप्रेन सफेद	20
35.	थिरेपी एप्रेन हरे	20
36.	टावल	50
37.	डस्टर	100
38.	कोपीन	50
39.	चादर हरी	10
40.	सफेद मारकीन मोटा	1 थान
41.	प्लास्टिक बकेट	10
42.	कीचन वेयर	1 सेट
43.	कम्प्यूटर / नोटपैड	1
44.	म्यूजिक सिस्टम	2
45.	ब्लोअर	2
46.	हीटर	2



47.	अवगाहनटब	1
48.	मिक्सर ग्राइन्डर	1
49.	टेबल लैम्प	2
50.	धन्वन्तरी तैल चित्र	2
51.	प्रेसर कुकर हाकिंस 10 ली०	2
52.	प्रेसर कुकर हाकिंस 5 ली०	1
53.	प्रेसर कुकर हाकिंस 3 ली 0	1
54.	गैस स्टोव सिंगिल बर्नर 2 सिलेडर रेगुलेटर	2
55.	गैस स्टोव डबल बर्नर विद सिलिंडर रेगुलेटर	1
56.	गैस भट्ठी रेगुलेटर विद सिलेण्डर	1
57.	नूतन गैस (विद साइनेन्सर)	2
58.	वाऊल बडे (स्टील)	6
59.	वाऊल मिडियम	6
60.	वाऊल मिडियम	6
61.	वाऊल छोटे	6
62.	भगोने 10 ली०	4
63.	भगोने 5 ली०	4
64.	प्लास्टिक बकेट	20
65.	ग्लास जार विद कप	20
66.	बाल्टी	4
67.	कीचन वेयर	1 सेट
68.	दीपक विद स्टैण्ड	2

# **Minimum Requirement of Lab facility for Hotel Management** **Study Center**

## **DEPARTMENT FOOD PRODUCTION**

### **TRAINING KITCHEN**

Total area required : Desirable 200 Sq.Ft.

No. of Kitchen : 01

### **EQUIPMENT**

1. Work table 100x50x85 cm with overhead shelves with S.S. drawer 1 under shelf at 15 cm ground clearance      **4 No.**
2. Cooking range 4 burners LP with      **4No.**
3. Sink with DB      **4 No.**

#### **Table Equipment – Minimum per table**

1. Meat knife
2. Chefs knife
3. Paring knife- by student
4. Scooper
5. Peeler
6. Grater
7. Small whisk
8. Beater
7. Round spoon (L)
8. Flat spoon
9. Slicer
10. Perforated round spoon (frying spoon)
11. Strainer S.S.
12. Rolling pin (wooden)
13. Chopping board (wooden)
14. Tongs
15. Palate knife (small) 1 No.
16. Wooden Spoon

#### **Pots and Pans per work table**

- S.S. degchi with copper bottom – 12”
- S.S. degchi with copper bottom – 10”
- S.S. degchi with copper bottom - 08”

- SS Thali – 16” dia }
- Sauce pans 08” dia brass
- Frying pans 10” dia MS
- Saute pans 08” dia MS
- Thava with handle
- Collander SS 08” base }

**Common Equipment :**

- Large demonstration table (10x3 ft.)
- Convection oven (H.D)
- Griddle
- Weighing machine (Braun) 2 Kg
- Stock pot (20 Ltrs.) SS
- Soup laddle SS
- Baking trays GI
- Conical strainer SS
- Refrigerator

**DEPARTMENT : F & B SERVICE**

**TRAINING RESTAURANT :**

Overall Size : Desirable 400 Sq.Ft.

**FURNITURE**

1. Table (wooden 3”x3”x2½” H) **4 Nos.**
2. Chairs (dining) wooden upholstered **16+4 extra**
3. Side Boards 4’x1.5’x48 H **1 Nos.**
4. White Boards 5’x3’ **1 No.**

**LINEN**

- Table cloth **4**
- Baize cloth **4**
- Napkins **20**

**CUTLERY (STAINLESS STEEL)**

- Small knife
- Large knife
- Large fork
- Large spoons

- Dessert spoons
- Dessert fork
- Fish knife
- Fish fork
- Soup spoons
- Butter knife
- Tea spoons
- Coffee spoons
- Ice cream spoons
- Fruit knife
- Fruit fork
- Pastry fork
- Service spoon
- Service fork

**CROCKERY :**

1. Large plates
2. Half plates
3. B&B plates
4. Soup cups with saucers
5. Tea cups/saucers 6 floz
6. Ash trays
7. Budvases
8. Cruet sets

**HOLLOW WARE 7 FLATWARE (Stainless Steel)**

- Wager jugs 1
- Tea pot (2 portions)
- Milk pot
- Coffee pots (2 portions)
- Creamer
- Sugar bowls
- Butter dishes
- Ice creams cups
- Finger bowls
- Menu stands
- Sauce boats with ladles



- Tea strainer/slop basin
- Ash trays
- Straw holder
- Toothpick holder
- Candle holder
- Entrée dishes single compartment.
- Platter 2 portions (oval)
- Sugar tongs
- Ice bucket
- Ice tongs
- Restaurant salvers

### **GLASSWARE**

- Water tumbler (high ball)
- Water goblets
- Juice glasses / pony tumblers
- Beer goblets
- White wine glass
- Red wine glass
- Champagne tulip
- Cocktail glass
- Brandy balloon
- Decanter 3 Nos.

### **BAR**

#### **FURNITURE :**

1. Bar counter (size, shape etc. as per requirement) 1 No.
2. Back bar with display -do- 1 No.
3. Bar stools 4 Nos.
4. Dry storage area As per requirement

#### **EQUIPMENT :**

- Cocktail shaker (EPNS)
- Hawthorne strainer
- Ice bucket with tongs
- Peg measure
- Sink with drain board

- Citrus squeezer
- Chopping board
- Knife 1 No.
- Paring knife
- Zester

## **HOUSEKEEPING REQUIREMENT**

Demo Lab – 1

Guest Room – 1(with attached bathroom)

### **CLEANING EQUIPMENT :**

1. Vacuum Cleaner (dry pickup industrial model) Desirable
2. Brooms
3. Brushes : (all are to be made of nylon bristles)
  - Carpet brush
  - Hand scrubber
  - WC brush
  - Ceiling broom
  - Washbasin brush
4. Mops : with detachable/fixed heads As per requirement
5. Squeegees As per requirement
6. Containers :
  - Buckets – 25 Ltr. Capacity }
  - Mugs
  - Dust bins }
7. Steam press (with cuff & collar press hand operated) 1 No.
8. Ironing board (foldable) 1 No.
9. Shelf (for storing chemicals with lockable doors, Particle 1 No.

## **FRONT OFFICE**

### **FURNITURE :**

1. Front Office Counter 1 No.
  - Cabinets –3 Nos., Top & Sides - laminated
  - Reception, Cash & Information sign boards
2. a) Lobby Desk 1 No.

- b) Chair (upholstered – teak wood) 3 Nos.
- 3. Bell Desk 1 No. 4' H semi circular, with drawers

**EQUIPMENT :**

- 1. Computer
- 2. Room Rack (standard specification) 1 No.
- 3. Date & Time stamping machine (standard specification) 1 No.
- 4. Electric Calling Bell (Standard specification) 1 No.
- 5. Telephone
- 6. Public Address System (standard specification) 1 No.
- 7. Printer (80 column) 1 No.
- 8. Paging Board
- 9. Postage Folder (with pockets - leather) 1 No.
- 10. Wall Clock

## **Basic Requirements for Science Laboratories**

The science centres will preferably be established in colleges/academic institutions - Govt. or private having adequate number of academic and lab staff ; infrastructure viz. Laboratory facilities >600 square feet area per subject with fixtures like Lab tables, Lab Stools and basic equipment for various subject areas to be catered by them for conducting practical's for at least 20 students.

For Agriculture/Horticulture/Fisheries subjects the availability of at least 1 acre field with irrigation facilities is additional requirement.

## School of Agriculture

### Minimum Requirement for Agriculture Science Study Centre

SL. No.	Name of the Course	Additional Requirement for Study Centers
1	Certificate in Commercial Flower Production	0.5-1 Acre Land for Practicals, Nursery implements and Shade/Net/Polyhouse facilities at or adjacent to study centre
2	Certificate in Fish Farming	Fish ponds, Fishing nets, Fish food and Fish Production Implements
3	Certificate in Mushroom Production	Ventilated covered area of >1000 sq. feet, concrete composting yard > 1000 sq. feet, storage facilities for raw material as shed > 1000 sq.feet, stored water tank 200 l and space for handling produce.
4	Diploma in Value Added Production for Fruits and Vegetables	Processing laboratory Practical Area, and basic facilities for processing agri/horti. produce
5	Certificate in Organic Farming	Vermi-compost yard and Shade/Net/Polyhouse facilities at or adjacent to study centre
6	Certificate in Sericulture	0.5-1 Acre Practical Land with Mulberry Plantation, basic implements, Silk Worms rearing unit
7	Certificate in Beekeeping	Beekeeping Unit with atleast-20 Beekeeping colonies, basic equipments and 0.5-1 Acre land with flowering shrubs/annuals
8	Certificate in Vegetables Production	0.5-1 Acre Practical Land, Nursery implements, Polyhouse facilities at or adjacent to study centre
9	Certificate Home Scale Preservation of Fruits & Vegetable	Processing unit, Practical Area, Preservation Lab

\*The requirement of the polyhouse is not essential but centers having Polyhouse will be given preference.