**APPLICATION FORM FOR ESTABLISHMENT OF STUDY CENTRE**

**To,**

**SECRETARY**

**NATIONAL INSTITUTE OF EDUCATION**

**\_\_\_\_\_\_\_\_LOCATION\_\_\_\_\_\_\_\_**

Sir,

1. I/We …………………………………………… am/are presenting the application form for the establishment of a Study Centre of Nursery Training (Regular/Correspondence) Course.
2. Name of Applicant’(s) ………………………………………………………Designation…………………………………….
3. Father’s/Husband Name …………………………………………………………………………………………………………..
4. Name of Institute …………………………………………………………………………………………………..…………………
5. Correspondence Address ………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………………….

1. Name Study Centre …………………………………………………………………………………………………………….…….
2. Address of Study Centre ……………………………………………………………………………………………………………
3. Centre Establishment Fees Rs.……………………………………………………………………………………………………

 Name of Bank …………………………………………………………………Place…………………………………………………

Bank Draft No …………………………………………………………………Date…………………………………………………

1. I/We have taken note of all the rules & regulations of the NIE. I/We will abide by all the rules in the future.­

**DECLARATION BY THE APPLICANT**

 I hereby declare that I have read & considered the conditions of the eligibility for the Establishment of the Study Centre & I fulfil all the conditions. In the event of any information found incorrect or misleading, my candidature shall be liable for cancellation at any time and I shall not be entitled to get refund of any amount paid by me to the institute. In the event of any dispute it shall be resolved through the mediation of the Chairman or a Committee constituted under the Constitution/Arbitration Act and its decision shall be binding on all concerned & I will be liable to all the expenses.

Date ………………………………………

Enclosed : 1. Copy of Photo I.D

 2. Copy of Address verification

 3. Declaration on Rs. 10/- Non Judicial Stamp Paper
 Signature of Applicant

**DECLARATION**

**Before The Chairman/Secretary**

**National Institute of Education**

**Location………………………………..**

Mr/Mrs……………………………………………………. Son/Daughter of Mr/Mrs ………………………………………………………

DOB/Age ……………/……… Resident of ………………………………….…….………………….……………………….……………….

City…………………………….State………………….. Pin …………………… Phone No.(STD Code) …………………………………

Office ………………………………..……………… Fax ………………………..

**Declare as under:**

1. Our Institute will work as an Authorized Study Centre of NATIONAL INSTITUTE OF EDUCATION (N.I.E), **\_\_\_\_\_\_\_\_** (LOCATION) **\_\_\_\_\_\_\_\_** .
2. All the Admission/Examination documents collected from Maa Sumitra Devi Educational Trust (Regd. NCT Govt. of India) New Delhiwill be kept safely/confidentially by me & it will be my responsibility for its timely distribution in the centre.
3. That our institute will work according to the Rules & Regulation of Maa Sumitra Devi Educational Trust (Regd. NCT Govt. of India) New Delhi,& I agreed with all the Rules & Regulation of the trust.
4. In no circumstance the enrolment number or exam result will be asked if the dues not being paid to the NIE.
5. In any case I will not receive Examination Fees in cash from students. Examination Fees will be only expected by Bank Draft in favour of National Institute of Education payable at Indirapuram only.
6. That I have read and understood the Rules & Regulations of the trust and only after complete satisfaction this declaration is being made which when necessary can be made use of for legal purposes. In the event of any dispute will be settled by the Committee appointed by the National Institute of Education **under Maa** **Sumitra Devi Educational Trust (Regd. NCT Govt. of India) New Delhi,** under the provisions of Indian Arbitration Act 1940 and its decision will be binding on all concerned & I/We will liable to all the expenses.

Therefore, I ………………………………………………… declare that the information furnished in the form for Establishment of Centre are true to the best of my knowledge and belief and will remain in force and be binding on me and my successor for the period of the Centre’s association with the trust.

Place: ………………………… Signature of the declarant

Dated: ……………………….. Attested

 Notary/Gazetted Officer

**NATIONAL INSTITUTE OF EDUCATION**

**(OPEN & DISTANCE EDUCATION)**

**------------ (Location) ------------**

**COURSES OFFERED:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Duration** | **Minimum qualification** | **Age** | **Medium of Training** |
| N.T.T | 1 YEAR | 10/10+2 or Equivalent | No Bar | Hindi/English/Punjabi/Regional Language |
| P.T.T | 1 YEAR | 10/10+2 or Equivalent |

**In the above courses student are trained for pre-primary and primary child education.**

**ELIGIBILITY NORMS FOR ESTABLISHMENT OF EXAMINATION CENTRE OF NIE, \_\_\_\_LOCATION\_\_\_\_\_\_ :**

1. Application for Establishing a Study Centre should be submitted within the date stipulated in the form.
2. The Application should be submitted by applicants of the Institute Chairman/Secretary or by the Principal of the School/College along with a declaration on a non-judicial stamp paper worth Rs.10/-.
3. If the Institute is registered, the application should be accompanied by the certified copy of the proposal by laws and other certified copies of the testimonials.
4. The application should be attested either by a Gazette Officer or M.L.A. and M.P.
5. The centre opening non-refundable fee of Rs. 50,000/- should be sent by crossed Bank Draft in favor of **National Institute of Education** payable at Indirapuram by registered post. Center renewal annual fee is 15000/-
6. Please attach Photocopy of Address verification and copy of Photo ID along with the form.

**RULES FOR ACCEPTANCE OF CENTRE :**

1. Generally only one centre in a District will be approved. However, if necessary, more than one centre can be accepted.
2. National Institute of Education has given the responsibility of Distance Education to a trusted Institution Centres/Examination centre are required to work under the guidance of this Institution. NIE does not accept direct application. The centre is established on the recommendation of the above Institution only.
3. According to National Institute of Education. Rule, approval for opening of a new centre will be for an initial period of three years, but second year approval will be accorded only after first year satisfactory performance/work.
4. If the centre performance is satisfactory during the initial period of three years, permanent recognition as an authorized centre can be accorded on the approval/recommendation of the committee members of National Institute of Education.
5. No centre/course is entitled to establish a Sub Centre or a Branch. This requires prior approval of the National Institute of Education (NIE).
6. No information of NIE will be shared to 3rd party which is not a part of NIE without prior written consent of NIE Directors. The information includes any student data, notes, technical or non-technical, business and financial info, marketing plans and other related documents or information. The ..................... cannot share the above mentioned information both during their term with the institute and 3 years after the date of leaving from NIE………….... Branch.
7. .......... at no point of time during the term and up to a period of 3 years after leaving the institute he/she open cannot offers the same courses which NIE offers.
8. The Jurisdiction of a study centre will be strictly permitted by the Institution.

**EXAMINATION/CONTACT CENTRE RIGHTS**

**RESPONSIBILITIES & WORK:**

1. To process and distribute Study & Teaching materials.
2. To make arrangements for conducting Examinations and to appoint Invigilators & Examiners, duly approved by the Institute.
3. To collect Enrollment/Examination Forms, Exam material etc. from the Institutes Office from time to time and keeps them in safe custody (bank lockers etc.) and maintains confidentiality.
4. It is mandatory to conduct N.T.T. / P.T.T. course at every centre for duration of 2 hours per day.
5. Faculty salary & Educational Institute Rent is to be borne by the Centre-Incharge/Franchise.
6. All Advertisement expenses will be borne by the Centre-Incharge/Franchise.
7. Centre-Incharge will deposit a sum of Rs. 5000/- as Registration Fee per student per annum along with the Admission Form & Examination Fee of Rs. 2500/- per head.
8. Centre-Incharge will submit the new admissions within 30 days from the date of admission. Failure to comply with this norm may result in cancellation/non-acceptance of admission.
9. Centre-Incharge has to deposit the Examination Fee of every student with the Examination form till 5th of December every year calendar year & with Rs. 300/- as late fee till 5th January every calendar year & with Rs. 300/- as late fee till 5th March every calendar year. Failure to comply with this norm will result in non-admission to Examination of the applicant/student.
10. The Institute will issue the I.Card (cost 100/-) & Enrollment Number only after receiving the Admission Form with Registration Fee of Rs. 50000/-. Renewal fee annually Rs. 15000.
11. To prepare statement of Registered Students preparing for study at the centre and submit the same to the Institute from time to time and also to furnish a copy of the required documents for the inspection of the Institute representatives.
12. To make arrangement for conducting the Exams of students transferred from other centre by the Institute, consent has to be taken by the Centre.
13. To make arrangements to conduct Practical Exams. For inspection, invigilators from NIE, Head Office Indirapuram will be appointed.
14. To observe scrupulously all instructions/orders issued by the Institute from time to time and avoid any such act which will violate or obstruct the code of conduct lay down by the Institute.
15. For any immediate response, please send self addressed & stamped envelope along with the query or mail at nie.indirapuram@gmail.com.
16. For any kind of issues/problems in the conduct of the centre, the Centre-In-charge may contact the coordination office of the Institute in person or any other means of proper communication purposes only.
17. Hindi is the recognized language & in case of any controversy, English may be used for translation purposes only.
18. Any centre found violating the Institute rules of found to be working against the prestige will run the risk of its registration being cancelled without assigning any person or notice, and all expenses there on will be borne by the Centre-In-charge.
19. In the event on any controversy/dispute reported by any student/member/teacher/employee of the centre or Institution will be resolved by the committee appointed by the National Institute of Education.
20. Direct approach to the court will not be acceptable. The decision of the committee members is final. All disputes will be subject to Ghaziabad Jurisdiction only.

**BREACH**

1. In the event that ......... has breached any of the provisions of the agreement NIE will immediately terminate the services. NIE (Head Office, Indirapuram Ghaziabad) will cancel the student admission with immediate effect. The Franchisee will have to bear all the responsibilities of the students including their fees, refund and other document/ information they have of the students. The NIE (Head Office, Indirapuram, Ghaziabad) has no responsibilities or not liable for any of the students who have taken admission in \_\_\_\_\_\_Location)\_\_\_\_\_\_\_\_. NIE will serve the written notice regarding the breach and such breach has not been cured by the...... will subject to a sum of 1 Lac has to be paid by the .......... to NIE within 30 days from the date of written notice.
2. The fees receipt or any documents given to students has to be stamped by the Franchise.
3. The agreement shall be governed by Laws of India. NIE and..... consents to non-exclusive personal jurisdiction of the courts located in Ghaziabad, Uttar Pradesh, India.

**REMUNERATION:**

1. Centre Incharge has the right on all other Fee (Admission Fee + Tuition Fee per month) charged from the students (except Enrollment Fee & Examination Fee per student accordingly).

**SPECIAL ATTENTION:**

1. Prospectus with Admission Form will be issued to the Institution at Rs. 200/-
2. Every year Institute session will begin from the month of June/July and the Final Examination will commence in Dec/June. The Exam will be conducted in Hindi and English as per choice by the student. Question papers are available in Hindi and English.
3. Certificate & Mark Sheet will be issued by National Institute of Education under the Board after Examination in the month of August/September.
4. Unsolved Q. Paper, Important Q. Paper, Syllabus, Answer Sheet & Question Papers etc. will be provided free of cost by the “National Institute of Education ”.
5. All study books will be supplied by the Institution. The books and stationery / shirt, batch Rs 3500/-.

**FEE STRUCTURE**

The total fees of the above course are payable as under:-

1. Prospectus Rs.200/-
2. Admission Fee Rs. …….. (self decided)
3. Tuition Fee (per month) Rs. …….. (self decided)
4. Examination Fee Rs 2500/
5. I card Rs 100/