



APPLICATION FORM FOR ESTABLISHMENT OF STUDY CENTRE

To,
The Secretary
Maa Sumitra Devi Educational Foundation
Location _____

Sir,

1. I/We am/are presenting the application form for the establishment of a Study Centre of Nursery/Primary Teacher Training (Regular/Correspondence) Course.
2. Name of Applicant'(s) Designation.....
3. Father's/Husband Name
4. Name of Institute
5. Correspondence Address
6. Name of the Study Centre
7. Address of Study Centre
8. Centre Establishment Fees Rs.....
Name of Bank Place.....
Bank Draft No Date.....
9. I/We have taken note of all the rules & regulations of the MSDEF. 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
Maa Sumitra Devi Educational Foundation
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 MSDEF _____ (LOCATION) _____ .
2. All the Admission/Examination documents collected from Maa Sumitra Devi Educational Trust (Regd. Govt of NCT of Delhi) will be kept safely/confidentially by me & it will be my responsibility for its timely distribution in the centre.
3. That our Study Centre will work according to the Rules & Regulation of Maa Sumitra Devi Educational Trust (Regd. Govt of NCT of 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 MSDEF.
5. In any case we will not receive Examination Fees by the center; student is not allowed to appear in Exam.
6. In case of cancellation of study center for whatsoever reason, study center will be only responsible to refund the student fees and study center will be responsible for their students.
7. 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 **Maa Sumitra Devi Educational Trust (Regd. Govt of NCT of 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:

Dated:

Signature of the declarant

Attested

Notary/Gazetted Officer



Maa Sumitra Devi Education Foundation
(OPEN & DISTANCE EDUCATION)
----- (Location) -----

COURSES OFFERED:

<u>Course</u>	<u>Duration</u>	<u>Minimum qualification</u>	<u>Age</u>	<u>Medium of Training</u>
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. Online Classes are available for NPPT.

ELIGIBILITY NORMS FOR ESTABLISHMENT OF EXAMINATION CENTRE OF MSDEF, 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. 35,000/-. Center renewal annual fee is 10000/-
6. Please attach Photocopy of Address verification and copy of Photo ID along with the form.
7. There will be regular inspection from NIE team and if any INDISCIPLINARY act found we hold the authority to terminate and cancel the contract with immediate effect.

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. MSDEF has given the responsibility of Distance Education to a trusted Institution Centres/Examination centre are required to work under the guidance of this Institution. MSDEF does not accept direct application. The centre is established on the recommendation of the above Institution only.
3. 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 MSDEF.
5. No centre/course is entitled to establish a Sub Centre or a Branch. This requires prior approval of the MSDEF.
6. No information of MSDEF will be shared to 3rd party which is not a part of MSDEF without prior written consent of MSDEF 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 MSDEF 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 MSDEF 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/study centre.
6. All Advertisement expenses will be borne by the Centre-Incharge/study centre.
7. Centre-In charge 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.
8. Centre-Incharge has to deposit the Examination Fee of every student with the Examination form. Late fee will be applicable if paid after the due date. Failure to comply with this norm will result in non-admission to Examination of the applicant/student.
9. The Institute will issue the I. Card (cost 150/-) & Enrollment Number only after receiving the Admission Form with Registration Fee.
10. 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.
11. To make arrangement for conducting the Exams of students transferred from other centre by the Institute, consent has to be taken by the Centre.
12. To make arrangements to conduct Practical Exams. For inspection, invigilators from MSDEF, Head Office Indrapuram will be appointed.
13. Inspection will be done on regular basis.
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.indrapuram@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 MSDEF.
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 MSDEF will immediately terminate the services. MSDEF (Head Office, Indirapuram Ghaziabad) will cancel the student admission with immediate effect. The study centre will have to bear all the responsibilities of the students including their fees, refund and other document/ information they have of the students. The MSDEF (Head Office, Indirapuram, Ghaziabad) has no responsibilities or not liable for any of the students who have taken admission in _____(Location)_____. MSDEF 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 MSDEF 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 study centre.
3. The agreement shall be governed by Laws of India. MSDEF 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. 500/-
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 MSDEF 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 "MSDEF".
5. All study books will be supplied by the Institution and Stationary charges is 3800/-.

FEE STRUCTURE

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

- | | |
|----------------------------|------------------------|
| a) Prospectus | Rs.500/- |
| b) Admission Fee | Rs..... (self-decided) |
| c) Tuition Fee (per month) | Rs..... (self-decided) |
| d) Examination Fee | Rs 2500/ |
| e) I card | Rs 150/ |