**APPLICATION FORM FOR GSC/ SSC/ PEC AT SKVV**

**Information of the College/Institute for the establishment of the Study Centre (GSC/ SSC/ PEC)**

This information should be submitted along with the DD for Rs.20,000/- in the name of “Swami Kartikeyan Vedic Vishwavidyalaya” or receipt of online payment (if paid through website). In this amount, the Processing Fee Rs. 10,000.00 is non- Refundable while Security Deposit Rs. 10,00.00 is Refundable.

**Information sheet**

1. **College/ Institution: Profile**
	1. Name of the college/ Institute/ Trust/Society/company with address….
	2. Date and registration number of the College/ Institute/Trust/Society/Company
	3. Telephone No (s)
	4. E-mail Address
	5. Name of the university to which your college/ Institute is affiliated
	6. Name of the principal/ Head/Owner
	7. Educational qualification of the principal/ Head
	8. Telephone No.
	9. E mail:
	10. Whether the College/ Institution/ Trust/Society/Company is
		1. Private
		2. Government
	11. The college/ Institution has
		* 1. Schools (Primary/Secondary)
			2. UG College (Arts/Science/Commerce/Vocational)
			3. PG College (Arts/Science/Commerce/Vocational)
			4. Any Other

xii) Timing of the College/ Institution

xiii) List of courses taught and teachers in college (please provide information in details)

1. **In case of Private College/ Institution**
	1. Name of the Management/society/Trust running the college/ Institution with postal address
	2. Date and registration No. of the institution:
	3. Name and address of the Chairman with Phone Numbers:
	4. Name and address of the Secretary with phone numbers:
	5. 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)
2. **Infrastructural Facilities Available**
	1. 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) Whether one/ two rooms required for the Coordinator and for the Office of the study |
| Centre are available. (Area Sq. Ft) |  |  |  |  |  |  |  | Yes/No |

iii) Whether Library facilities shall be made available to the students of SKVV.

Yes/No

Yes/No

vi) Space available for fixing the signboard of SKOU 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 LCD Projector | Yes/No |
| iii) The College/Institution has a/……number of Computers | Yes/No |
| (Please use a different sheet to describe the computer facilities available) |  |

1. **Personnel**
	1. Names of recommended individuals along with their Qualification and contact Nos. for the appointment of the Academic Counselors.

1.

2.

3.

* + 1. The principal/ Head is willing to cooperate, participate and supervise the work of the centre including examinations Yes/No
		2. 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
	1. The Principal/ Head will make available the non-teaching staff to accept the part-time work at Study Centre Yes/No
	2. Any other information as considered useful and relevant (use a separate sheet)
1. **Undertaking**

The principal/Head/Coordinator and the College authorities do herby undertake to give all necessary co-operations for the efficient functioning of the Study Centre of Swami Kartikeyan Vedic Vishwavidyalaya, 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: - ……………………………………**

**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 center of Swami Kartikeyan Vedic Vishwavidyalaya (SKVV) be established in…………………………………………………………………………… college. Institute/

Foundation/ Trust/ Society/ Company.

If SKVV 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 of the Swami Kartikeyan Vedic Vishwavidyalaya (SKVV) prescribed and revised from time to time.

If the Study Centre closed down for any reason, equipments, furniture, books supplied by SKVV shall be returned to SKVV within the given period by SKVV.

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

Proposed By

Seconded By

….…………….

..………………

**Seal of institution**