

**DIRECTORATE OF DISTANCE EDUCATION  
SRI VENDATESWARA UNIVERSITY :: TIRUPATI-517 502  
ANDHRA PRADESH.**

**APPLICATION FOR THE STUDY CENTRE**

1.

a. Name of the College/ :

Institution

(Aided / Unaided/Minority Institutions)

b. Year of Establishment :

c. Name of the Principal :

d. Postal Address :

e. Affiliated to : ..... University

**2. Details of Course and combinations existing in the College/Institution.**

(Use separate sheet if space is not sufficient)

<b>S.No.</b>	<b>Courses offered</b>	<b>Part I(b) Second language</b>	<b>Combination</b>	<b>Actual strength</b>	<b>Medium of Instruction</b>
1.					
2.					
3.					
4.					
5.					
6.					

### 3. Accommodation:

(a) Class room accommodation available for the existing courses. (use separate sheet if space is not sufficient).

Sl. No.	Name of the Course / Combinations	No. of Sections	Sanctioned Strength	Class Room	Dimension of each as per Physical Verification
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

b) State whether buildings are owned or taken on lease (Yes / No)

c) If taken on lease, state the period of lease. From..... to .....

d) State whether the leased deed is registered or not?

### 4. Laboratories available for the Existing UG/PG courses (use separate sheet if space is not sufficient)

Sl. No.	Subjects	No. of Sections	Sanctioned Strength	No. of Laboratories	Dimension of each room
1.					
2.					
3.					
4.					
5.					



**5. Particulars of Teaching and Non-Teaching staff working in the college.**  
(use separate sheet if the space is not sufficient)

<b>Sl. No</b>	<b>Subject</b>	<b>Name of the Teacher</b>	<b>Designation</b>	<b>Qualification</b>	<b>Nature of Appointment Temporary/ Permanent</b>	<b>No. of years of service</b>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

**6. Common service facilities:**

Sl. No.	Type of Accommodation	Dimension of each room
1.	Principal's Room	
2.	Staff Room	
3.	Office Room	
4.	Library & Reading Room	
5.	Games Room	
6.	Ladies Waiting Room	
7.	Toilet with full facilities	
8.	Seminar room (For PG Courses)	
9.	Library Room (For PG Courses)	

**7. Details of Furniture.**

Sl. No.	Description	Available
1.	Desks	
2.	American Type Chairs	
3.	Office Tables	
4.	Office Chairs	
5.	Almirahs	
6.	Laboratory Worktables	
7.	Chairs	
8.	Audio Visual Equipment	
9.	Library a) Tables b) Chairs	

## 8. Details of Laboratory Equipment

### PARTICULARS OF LABORATORY EQUIPMENT

(Separate list for each subject laboratory)

Name of the subject:

Laboratory Room No.

Sl. No.	Name of the Equipment	No. of Items
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

## 9. Details of Books Available in the Library

(Submit separate list for each subject in Annexure – II)

Sl.No.	Subject / General	No. of Text Books	No. of Reference Books	Journals	Remarks
1.					
2.					
3.					
4.					
5.					
6.					

**Note:** In case of Science courses the College / Institution seeking study centre shall be eligible only if the concerned subjects are taught at UG/PG level.

**10. Particulars of payment:**

S.No.	D.D. No and Date of Payment	Name of the Bank	Amount Rs.
1.			10,000/- Recognition fee

The above particulars are true to the best of my knowledge.  
The Institution has no objection to start study centre for S.V.University.

**PRINCIPAL**

Place:

Date:

## Terms and Conditions:

### NOTE:

Those who are applying for affiliation of study center with DDE,SVU should be in possession of a degree college for the study centre. If they are not having the Degree college they should invariably get tie up with affiliated / Govt Degree College adjacent to the study centre proposed.

1. Institution should have good infrastructure facilities, which will be inspected and approved by the Committee, constituted by the University.
2. Sale of applications, Admissions, Organisation of CPC, Examinations etc., shall be held at the study centre.
3. The University exams will be conducted at Study Centers if the enrolment is optimum. Otherwise the candidates should take their examination at the nodal centre (D.D.E, S.V.U, Tirupati) or any other centre identified by the D.D.E.
4. A separate office room should be provided for D.D.E. study centre at your institution.
5. One of the faculty members should be appointed, as co-ordinator and also one junior assistant should be kept in-charge of the office of the study centre.
6. The DDE will pay the study centre fee per candidate per year (i.e. two installments) who gets admission through study centre for different courses as given below, subject to the condition that the study centre shall conduct the CPC classes / practicals as per norms.

Name of the Course	Prescribed fee for			Study centre fee per candidate per year
	I yr Rs.	II yr Rs.	III yr Rs.	
B.A. /B.Com	1,745	1,320	1,320	300.00
M.A. /M.Com	2,380	1,855		500.00
M.Sc. Physics / Zoology	15,000	15,000		2500.00
M.Sc. Chemistry	20,000	20,000		3000.00
M.Sc. Bio-Technology	65,000	60,000		10000.00
M.Sc. Bio-Chemistry	50,000	50,000		8000.00
M.Sc. Computer Science	12,000	12,000	12,000	2500.00
M.Sc. Mathematics	2,380	1,855		500.00
M.C.A (3 years)	12,000	12,000	12,000	2500.00
M.B.A (3 years)	6,765	6,215	6,215	1000.00
<b>Diploma Courses</b>				
Industrial Relations & Personnel Management	2,195			500.00
Guidance & Counselling	3,500			500.00
Adult & Continuing Edn.	3,000			500.00

- 6 (a) The study centre fee will be paid each year only of the candidate pays the stipulated fee at beginning of each year through the study centre.
7. The study centre has to pay the remuneration to the resource persons for organizing CPC classes and practical classes from the study centre fee only.
8. The duration of the CPC and remuneration to resource persons for different courses should be paid as per the norms of the DDE.
9. The Institution should give local publicity of the programmes offered at Study Centre.

10. The University reserves the right to select / not to select a study centre on the basis of the report submitted by the committee.
11. The College / Institution should pay Rs. 10,000/- towards **Recognition fee** in the form of Demand Draft issued by a Nationalised Bank drawn in favour of '**The Registrar, S.V. University, Tirupati**' payable at TIURPATI.
12. After granting of permission to start study centre the College / Institution should pay Rs. 25,000/- to the University towards caution deposit, which can be **refundable**.