Centre for Distance and Open Learning
Jamia Millia Islamia, New Delhi - 110025

**Application Form for a Study Centre of
Jamia Millia Islamia**

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1. **GENERAL PARTICULARS / INFORMATION**

1.1   Name of the Institution:

1.2   Postal Address in full:
        (Including PIN Code)

1.3   Telephone No. / Fax / E-mail:

1.4   Nearest Railway Station with distance in Kms :

1.5   Nearest Town with distance in Km. (If located in rural area) :

1.6   Name of the Programme applying for:

1.7   No. of intake proposed:

1.8   The Academic Session from which the programme is proposed to start:

1.9   Type of Institution (Boys/Girls/ Co-ed.):

2.   TYPE OF MANAGEMENT

2.1   Please indicate if the institution is to be managed by a Society or Trust / Board. (A copy each of the Certificate of Registration, Memorandum of Association, Bye-laws etc. should be attached):

2.2   Constitution of the Board of Management.

2.3   Sources of Finance for the Institution.

3.   INFRASTRUCTURE FACILITIES

3.1   Please indicate if land is available in the name of the institution either on ownership or on long-term lease basis:

3.2   If the course is proposed to be started in a building already constructed, following details/documents may be furnished:

        (a) Building plan with the details of area floor/room wise:

(b) Total plinth area:

(c) Completion certificate from the local authority.:

3.3   If a building is yet to be constructed the following details / documents should be furnished
(a) Site plan:

(b) Approved building plan with details of area floor / room wise:

3.6   open Space in the Institution (sq.fts). :

3.7   Are water, electricity and toilet facilities available?
       Floor -   Water -   toilets (M/F)
Ground Floor -
I Floor
II Floor

3.8   Category of the building - whether residential or non- residential?

3.9   Following specific details of accommodation may be furnished:

	Number of rooms	Area in sq.ft.	Seating Capacity
Classrooms			
Activity room			
Principal room			
Faculty room			
Library			
Learning resource centre			
Office room			
Store room			
Laborites			

4.   **CURRICULUM TRANSACTION.**

4.1   Details of full time teaching staff/ non-teaching staff in your institution

4.2   Please indicate the steps that are being taken to arrange the counsellors for the programme(s) you intend to statrt at your centre:

4.3   Names of primary schools/lower primary schools elementary schools/secondary schools/ senior secondary schools identified for practice teaching / internship and their distance from the institution: (Applicable to B.Ed. & DECCE only)

5.   **INSTRUCTIONAL FACILITIES**

5.1 Details of laboratory facilities such as Science Laboratory/Psychology Laboratory/Education Technology and media Laboratory along with available equipment and software and hardware facilities may be given:
(a)   Science Laboratory;

(b)   Psychology Laboratory;

(c)   Education Technology and media laboratory:

5.2   Give details of laboratory equipment, computer hardware and software and other teaching aids, i.e. projector, audio/video/CD programmes:

5.3   Details of Library facilities available:

Reading Room Capacity

5.4 Give details of books, magazines, journals audio-visual aids, teaching aids and play materials relating to programmes applied for :

6. **<u>FINANCE</u>**

6.1 Indicate the source of finance and funds available for running the institution / programme:

7. **<u>OTHER INFORMATION</u>**

7.1 Details of other courses, if any being run by the institution :

<u>Name of the course</u>	<u>Intake</u>	<u>Duration</u>	<u>Affiliating/examining Body</u>

7.2 Details of other institutions, if any being run by the Society / Trust / Board

<u>Name of the Institution</u>	<u>Courses conducted</u>

7.3   Name and Designation of the Contact Person:

Signature, name and designation of the
Applicant with Seal of the institution

Place :

Date: