



**Centre for Distance & Online Education (CDOE)  
Jamia Millia Islamia**

**Application Form for Establishing a Study Centre**

**General Instructions**

1. All the columns must be filled up in legible handwriting. Incomplete applications may be rejected.
2. Certified copies of all the relevant documents as per the check list given at the end of this form should be enclosed with the application form.

**Application For :** New Study Centre ☐ Old Study Centre for more programmes ☐

Programme Applied For : .....

**For office Use only**

Application No. : .....

Processing Fee : .....

**A. GENERAL INFORMATION ABOUT THE INSTITUTE**

1. **Name of Institution** \_\_\_\_\_  
**Affiliated to** \_\_\_\_\_ **State/Central University** \_\_\_\_\_
2. **Postal Address** \_\_\_\_\_  
\_\_\_\_\_
3. **Phone No. with STD Code** \_\_\_\_\_ **Mobile No.** \_\_\_\_\_
4. **FAX No** \_\_\_\_\_ **Email** \_\_\_\_\_
5. **Location of Institution- Rural..... Urban..... Semi-urban.....**

S.No.	Places	Name	Distance in Km.
1.	Nearest Police Station		
2.	Nearest Nationalized Bank		
3.	Nearest Railway Station		
4.	Nearest Airport		

6. **What are the courses that the institution at present is offering.**

S.No.	Under Graduate	Post Graduate	Diploma & Certificate

8. **Details of application cum Processing Fee of (Rs. 1000/- + Rs. 20,000/-) Rs. 21,000/-**

**Demand Draft No. .... Date ..... Name of the Bank .....**

- B. **INFORMATION ABOUT THE SOCIETY/TRUST RUNNING THE INSTITUTION (if any).**

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9. **Application No. and Date** \_\_\_\_\_

*(Certified copy of the Certificate of Registration and Memorandum of the Society is to be enclosed. **Enclosure-I**).*

10. Validity date \_\_\_\_\_

10. **Name & official address of the Manager/President/Chairman/Head of the Institution**

**Name :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**Address :** \_\_\_\_\_

**Phone No. with STD Code :** \_\_\_\_\_

**Mobile Number :** \_\_\_\_\_

**E-mail-ID :** \_\_\_\_\_

- C. **Infrastructural & academic facilities**

11. **Is the Institution located in a rented building or own building?** \_\_\_\_\_

12. **Physical Size** *(Land documents to be enclosed. **Enclosure-II**)*

a) Area of Institution Campus \_\_\_\_\_ (in Acres.) \_\_\_\_\_ (in sq.Mtrs.)

b) Built up Area in (in sq.Mts.) \_\_\_\_\_

13. **Infrastructure Details**

**Rooms, Library and Laboratories** (*Lay out plan of the Institution to be enclosed.*

**Enclosure-III).**

Sl. No.	Type of Room	Size in Sq. Ft.	Seating/Using Capacity	No. of Such rooms	Availability on weekends/off hours/holidays (Y/N)	Programme (DM) for which allocated
6	Canteen/Cafrerea (if any)					

14. **Faculty/Resource Persons** (*List of Faculty indicating qualifications, subject(s) taught & experience etc. to be enclosed. Enclosure-IV).*

Sl. No.	Name Faculty Member/ Resource Person	Designation and Subject area	Highest Qualification	g/Observed/In	(Y/N)AttachedCV	(Y/N)AttachedLetterConsent /Joining
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

*Attach Additional Sheet if Required*

15. **Administrative support staff** (List indicating qualification experience, etc.

*Enclosure –V).*

Sl. No.	Staff	Name	Highest Qualification
1.	Program Coordinator (one for each programme applied)		
2.	Clerks		
3.	Lab Attendants		
4.	Librarian		
5.	Peons		

16. **Other Facilities**

a) Facility of Toilets Available ☐ Not Available ☐

b) Facility of Drinking Water Available ☐ Not Available ☐

c) Fire Safety Measures Available ☐ Not Available ☐

d) Is there a certificate about health and sanitary conditions, drinking water and fire safety of the institution, obtained from the competent authorities of the area. YES / NO

e) If yes please attach copy of the same

17. **Library Facilities (Give information programme wise)**

a) Is there a Librarian in the institution. YES / NO

b) Programme applied for (Give detail of books/journals related to the programme)

Title Nos.      Volumes Nos.      Magazine/Journals Nos.

18. **Other Facilities available in the Institution (if any)**

Sports & Game ☐ Dance Room ☐ Gymnasium ☐ Music Room ☐

Hostel ☐ Health and Medical Check up ☐

19. **Is there Generator Backup in the campus in case of electricity interruption**

YES / NO.

20. **Audio-Video & ICT facilities available in the institution**

Television ☐ VCR/VCP ☐ Audio Cassettes ☐ Tape Recorder ☐

Multimedia Computers ☐ Internet Facilities ☐ Wifi connection ☐

CCTV enabled ☐

Does the institute has its own website. Yes/No If yes .....

21. **Whether ventilation and lighting is enough in the classrooms** YES/NO

22. **Libraries** YES/NO **and laboratories** YES/NO

**D. SUITABILITY FOR CONDUCTING PUBLIC EXAMINATION**

23. **Is the Institution fit for conducting public examinations?** YES / NO

24. **If so, specify the following details (for how many students in one sitting)**

a) Availability of sufficient furniture Number : \_\_\_\_\_

b) Availability of security arrangements Number : \_\_\_\_\_

c) Availability of invigilators Numbers : \_\_\_\_\_

d) Existence of boundary wall with gate : YES ☐ NO ☐

**E. FINANCIAL STATUS OF THE INSTITUTION**

25. **Details of Income and Expenditure** (*Audited reports of last 3 years to be enclosed. Enclosure-VI*).

Sl. No.	Year	Income (in Rs.)	Expenditure (in Rs.)	Sources of Income

26. **Does the applying Institution receive any grant from the Govt. of India/State Govt./Union Territory or any other source?** YES / NO

27. If so, please provide detailed information of the nature of grant and the granting agency. \_\_\_\_\_

**F. OTHER RELEVANT INFORMATION**

28. What are the working hours of the institution. Day \_\_\_\_\_ Time \_\_\_\_\_
29. Will the library and other facilities be available to the CDOL, JMI learners as and when required? Yes/No
30. Will the laboratories (if applicable in Programmes Applied for) be available to the CDOL, JMI students as and when required. Yes/No
31. When does the Applying Institution propose to hold CDOL, JMI, Counselling Session? \_\_\_\_\_
32. **Status of Students already studying in your Institutions :**

Sl. No.	Course	Mode	Strength of Students		Total
		Distance/Regular	Boys	Girls	

33. **Express in a few lines - Why does the applying Institution want to be associated with CDOL, JMI.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DECLARATION**

This to certify that all the above information furnished regarding the Institution is correct and authentic to the best of my knowledge.

Date : .....  
Place : .....  
(Signature of the Head/President/Chairman/Manager)  
(Name with Rubber stamp) .....

## CHECK LIST FOR ENCLOSURES

*(Duly attested copies are to be attached by an applicant institution)*

S. No.	Particulars of the Document	Whether enclosed or not please tick	Remarks (If any)
1.	Application fee Rs. 1000/- and Processing cum inspection fee of Rs. 20,000/- (Twenty thousand) in the form of Demand Drafts drawn in favour of Jamia Millia Islamia payable at New Delhi.		
2.	Copy of the Certificate of Registration Society, Copy of the Memorandum of Association and Rules and Regulations, List of members of the Governing Body of the Society with their occupations and addresses (if applicable).		
3.	Copy of the letter of affiliation from the University (if applicable).		
4.	Copy of Audited Statement of income and expenditure of the Society for the past three years (if any).		
5.	List of Faculty Member indicating their expertise, qualifications, designations, experience, length of service, who are associated with the institution or who have given their consent to work with if required a weekend and off hours.		
6.	Photographs of the libraries, laboratories/ classrooms and building of the Institution.		
7.	Documents of Land of the Institution or Rent agreement (if applicable), lease/ownership (if applicable).		
8.	Layout plan of the building of the Institution.		
9.	Course Registration Fee/Course/Programme of Rs. 5000/- in the form of Demand Drafts drawn in favour of Jamia Millia Islamia payable at New Delhi.		

**NOTE:** All the required above cited applicable documents must be submitted along with the application otherwise the application may not be considered.