

Guidelines, Norms & General Provisions for
Establishment of New Study Center

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SWAMI KARTIKEYAN VEDIC VISHWAVIDYALAYA

**(An Autonomous Institution of Vedic & Scientific Research,
Established for Non-Formal, Job Oriented Education)**



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Study Centre Selection Process- Major Steps

1. Download the Application form from the Website
2. Submit duly filled Application form along with all the supporting Documents to the Office of SKVV.
3. A Committee will be constituted by the Honorable Chairman for field inspection of Study center
4. If necessary, Inspection Team will visit the proposed Study center and will submit its report to SKVV.
5. As per recommendation of Inspection committee, and approval from the Board of Governors, an offer letter will be sent to concern Institute.
6. After accepting the offer letter, the Institute will pay the Processing Fee of SKVV in the form of DD (non-refundable).
7. The institute will also sign an MOU with SKVV.
8. On Approval from Board, the Study center will reflect on University Website and will be authorized to take admissions on behalf of SKVV.
9. Whatever the cases comes with the center code on Admission form, on realization of Fee Payment by the student or center, very next day, center share will be deposited to the given account of centers. There will be no hanging over time.

STUDY CENTERS REVENUE SHARING BREAKUP (TUTION FEE ONLY)

| <u>Courses</u> | <u>Study Center Share</u> | | | <u>University Share</u> | <u>Foreign University Share</u> |
|-----------------------------|---------------------------|------------|-----------------------------|-------------------------|---------------------------------|
| | <u>GSC</u> | <u>SSC</u> | <u>PEC</u> | | |
| <u>General Courses</u> | <u>50%</u> | <u>45%</u> | <u>INR 2000 per student</u> | <u>30-35%</u> | <u>20%</u> |
| <u>Professional Courses</u> | <u>40%</u> | <u>35%</u> | <u>INR 2000 per student</u> | <u>40-45%</u> | <u>20%</u> |
| <u>Vocational Courses</u> | <u>50%</u> | <u>50%</u> | <u>INR 500 per student</u> | <u>50%</u> | <u>:</u> |

Note: Examination Fee directly to be deposited in University account. It is not shareable.

Except to this share of Tution Fee Study Centers can Charge:

- (a) Application form fee: Rs. 1000.00
- (b) Entrance examination fee: Rs. 1000.00
- (c) Registration Fee: Rs. 1000.00
- (d) Program Conduction Fee (May be decided by the center)
- (e) Project Fee: upto Rs. 10,000.00

Proposed Guidelines, Norms and General Provisions for Establishment of Study Centers

In order to provide instructions for VTC Courses, Diploma, PG Diploma, Graduate, Post Graduate, and Doctorate programs of SKVV, SKVV will establish study centers. These study centers shall be of three types;

- (a) General Study Centre's (GSC),
- (b) Special Study Centre's (SSC) and
- (c) Programs Examination Centre's (PEC).

Whereas the general study centers may offer all the courses of SKVV, the special study centers and programs centers may offer some specific programs/courses as per agreement (MoU), while Program Examination centers will have the facility of conduction of Online/ Practical Examinations.

Philosophy of Online Education

The philosophy of Online education is different from that of the correspondence education, wherein the learners do not have to attend the contact sessions. The Online learning aims at providing opportunities to those learners who could not get an opportunity to study as regular students on account of a variety of reasons. The unique features of Online education are its Online sessions and the preparation of assignments. These online sessions keep the learner constantly in touch with the counselors and the assignments enable them to correct the flaws in their learning and to reorient themselves. Thus the parties interested in opening the study centers of SKVV must pay special attention to holding the contact classes and to evaluate the assignments in an honest manner. The most important is Online Examination system. Anyone can apply for examination of any paper from his/her curriculum for which he/she think to be prepared. Examination form consists of asking his/her own comfortable time and date to appear in examination. This application followed by prescribe Examination fee, that also can be paid through payment gateway there on website. On scrutiny, the University administration may allow that student to appear in examination for the asked papers preferably on asked date and time.

There is fully Flexible curriculum that is if one found him/herself trained enough to earn the complete credits prescribed for a particular course by successfully passing all the examinations of that particular course concern, there will be no time limit for the award of degree of said student. Means if a student has earned all the credits for program 03 Years duration in just 06 months then he can be awarded degree for that program.

How to open a study center?

SKVV will invite applications for establishment of study centers. This invitation may be given through news-papers or through the website of SKVV. There shall be a prescribed format to be filled in by the applicants and they shall have to pay the processing fee (Rs. 10,000.00 non-refundable) and security deposit (Rs. 10,000.00 refundable) as fixed by SKVV. Every year a definite date shall be fixed for submitting the applications and the applicants are advised to submit the duly filled-in application-forms before the cut-off date.

Who can apply?

Any self-financed institutions of higher and secondary education, registered societies, trusts, companies, etc., having the arrangement of competent counselors, basic infrastructure for online classroom, library, etc. may apply. The experience of operating the teaching institutions or programmes of study shall be preferred.

Classification of locational norms for the establishment of Study Center

For purpose of establishing study-centers, we have classified cities or towns into three broad categories, i.e. Urban, Rural, and Metropolitan. Based on the above classification, the minimum requirement of the constructed area and the number of students shall be as follows;

Area for Study-Center's

Location Constructed Area (Sq. Ft.)

Urban 500-1000

Rural 1000-1500

Metropolitan 250-500

Maintenance of Standards

The study center will have to maintain the standards in every respect and will have to provide all the necessary assistance to students including general amenities, arrangements for counseling sessions, conduct of lab and practical classes (Online), project-work, submission of Assignments etc. for individual programme of study.

Arrangements for Online Examination at Programme Examination centers

As per the Examination schedule of SKVV, the Programme Examination Centers (PECs) have to arrange the no. of computer systems (having internet facility) as the no. of students enrolled for examination. For every 10 students 01 invigilator has to be deputed by the Center coordinator, after prior approval of examiners from University. This is the responsibility of the Center coordinator that the examinations must conduct in a fair environment. Programme Examination Centers (PECs) also make arrangement for Laboratory work required for the programs concerned and provide a certificate of successfully conduction of practical examination with marks obtained by the students in Lab concern.

Ensuring competence in information technology

Being an Online Institution, the majority of jobs and formats of the SKVV are computerized and communication of information, documents, etc. takes place through IT enabled services, it is essential for the study centers to have the desired infrastructure and competence in the use of IT and IT enabled services. The first step in this direction shall be electronically entering the data of

the students in the prescribed format. Similarly, the other transactions should preferably be in the electronic format only.

Continuity of Center

For continuity of center, it will have to observe all the norms, terms and conditions, stipulated in the agreement (MoU). In case, any centre fails to provide infrastructure or other such requirements as agreed upon, SKVV may proceed to close such a study centre. Other grounds for closure of a study center may be; non availability of requisite number of students, non-conduct of counseling sessions, and non-observance of terms and conditions of MoU and/or the directions of SKVV.

Right of Inspection

The SKVV reserves its right of inspection of any study center either through its Regional Director/ Assistant Regional Director or any person or team authorized by SKVV. The study center shall be under obligation to allow such an inspection.

Fee to be charged from the students

The study- center is expected to advise the students to pay the following fees online through website payment gateway:

- (a) Application form fee (This will be charged by the center)
- (b) Entrance examination fee (This will be charged by the center)
- (c) Programme fee and examination fee including fee for lab work or practical classes.
- (d) Project Fee (This will be charged by the center)

The amount of fee shall be prescribed by SKVV from time to time. Any overcharging by any center from the students shall be a suitable ground for administrative and penal action. Out of the above, only the programme fee shall be shared with the study-center.

Advertisement for Admissions

Normally advertisement for admissions will be issued by SKVV at its own cost. However, the study centers may also give advertisements on their own and at their own cost to invite prospective candidates for admission. However, the contents of such advertisements shall be vetted by SKVV. In special circumstances SKVV may share the advertisements with the study centers as per mutually decided terms and conditions.

Sharing of the fee with the study-center

SKVV will share the programme -fee revenues with the study centers as agreed upon in the MoU. In case of closure or its merger with the other centre or in the cases of improper counseling, SKVV will have the right to deduct or forfeit the appropriate sums from the share of such centers.

Other conditions to be followed by the Study Center

In addition to the earlier guidelines, the study center will ensure affective delivery of programs, the study center shall manage persons having

- ❖ experience in conducting a school or college level teaching;
- ❖ have to maintain adequate IT enabled infrastructural facilities;
- ❖ provide services to the candidates for the whole of the duration of the course;
- ❖ not discontinue any course in the midway and if any course is discontinued in the midst of programme, the security deposit will be forfeited;
- ❖ ensure that admission application forms of only those candidates are accepted who fulfill the requisite qualifications for the programme to which the admission is being made and that the candidate has attached the required documents and has also paid the prescribed fee;
- ❖ make entry of all admission forms programme-wise in electronic mode and will transmit the application forms with complete particulars to SKVV;
- ❖ ensure that adequate staff i.e. counselors, computer operators are available in the center;
- ❖ further ensure that all the counselors are duly qualified and their status is approved by SKVV;
- ❖ ensure to arrange prescribed number of teaching/counseling sessions in each course/programs;
- ❖ maintain a register for conducting of counseling sessions;
- ❖ be responsible for timely submission of assignments and evaluation of assignments;
- ❖ prescribe and notify the days of counseling well in advance;
- ❖ impart such other duties as assigned by SKVV from time to time;

In case of closure of study center during the currency of programme, SKVV may impose suitable fine or penalty as is considered necessary for safeguard of the students registered with that center. The share of the study-center is in view of providing infrastructural facilities and services like class- rooms, computer labs, counseling, library, postage and stationary etc.

Functions of the Study Center Coordinator

The Co-coordinator of a center shall be the principal functionary of the center and he/she will be responsible for

- ✚ all activities of the center and shall supervise the individual counselors and counseling;
- ✚ maintaining of all records and registers in respect of the activities of the study center including academic administration;
- ✚ supervising the work of other supporting staff;
- ✚ all communication from the regional center/agents and SKVV;
- ✚ intimating students about the time and date for counseling/examination session;
- ✚ arranging laboratory facility in case the course consists of laboratory work;
- ✚ The Coordinator will ensure that study center is kept open on the days fixed;
- ✚ The Co-coordinator will also ensure attendance of the students (Online login) and submission of assignments;
- ✚ that necessary audio and video equipment and computers are available in the center and this function properly;
- ✚ distribution of study material to students;

- ✚ submission of monthly and quarterly report to SKVV; maintenance of discipline in the study center and will
- ✚ Perform such other duties as assigned by SKVV.

Settlements of disputes

All matters arising out the agreement shall be subject to the exclusive jurisdiction of the High Court at Madurai and parties will be subject to the jurisdiction of the courts within the district of Kanyakumari. In the initial stage, efforts will be made to settle the dispute mutually and at the level of the Chairman. However if the disputes remains unresolved, the parties may either prefer to go to a court of law or they may like to settle the matter through a arbitrator mutually agreed between both the parties.