



THE GLOBAL OPEN UNIVERSITY

(Established under the State Legislature and is empowered to award degrees as per UGC Act)
Recognized by Distance Education Council, Ministry of HRD, Govt. of India, New Delhi

NORMS FOR CREATION OF eLEARNING POINT

For effective and efficient functioning of an eLearning Point, it is of prime importance that the organization is owned and managed by professionals. The Institute should also have experience in conducting undergraduate and Post-graduate Programmes of Recognized Universities. The number of e-Learning Point to be created in a city will depend on the size of the city and number of students likely to be enrolled. However, as a guideline, another Point may not be created within five kilometers diameter on an existing eLearning Point for the same stream in a small township / rural area and within two kilometers diameter in a big city as far as possible. The following infrastructure is the guiding principle for approval of the e-Learning Point:

- a) Location of eLearning Point.
- b) Experience and Qualification of the Promoter / Management
- c) Carpet area of at least 1500-2500 sq. ft., suitable modified for labs and classrooms.
- d) At least 15 computers of P-IV (Dual Core) configuration with facility for printers, Internet, Network, and Scanning.
- e) Library facilities with at least 200-250 titles of books per Stream.
- f) Appropriate dust proofing and air-conditioning.
- g) Two classrooms with seating capacity of 50 each.
- h) eLearning Point Coordinator will be a Postgraduate (Preferably M.Phil. /Ph.D.) in the relevant stream and others Resource Faculty could be subject specialists as per UGC norms.
- i) Supporting Staff including lab assistants.
- j) Generators, Audio-Video facility, Hardware and Software.
- k) The eLearning Point should have high speed Broadband Internet connection and a reliable E-mail ID for day to day communication with the Learning Resource Provider and University

FOR ENGINEERING COURSES

A lab of any AICTE approved engineering college should be attached with the eLearning Point for requisite practical within 20km from eLearning Point. The eLearning Point should take consent from the college/Institution having infrastructure facilities and competent man power for imparting the practical trainings of the concerned subjects and issue Practical Training Attendance Certificate to all students.

Or

The eLearning Point must have at least two Ph.D. (Computers) / M.Tech. (IT/computer Science) / MS (IT/computer Science) or its equivalent as full-time Faculty. The remaining can be subject expert.

FOR PARAMEDICAL COURSES

Tie-up with hospital /nursing home with minimum 20 beds /tie-up with reputed diagnostic Point within 20km from eLearning Point. The eLearning Point should take consent from the college/Institution having infrastructure facilities and competent man power for imparting the practical trainings of the concerned subjects and issue Practical Training Attendance Certificate to all students

FOR HOTEL MANGEMENT COURSES

Tie-up with Hotel with minimum 20 Rooms /tie-up with reputed Restaurants within 20km from eLearning Point. The eLearning Point should take consent from the college/Institution having infrastructure facilities and competent man power for imparting the practical trainings of the concerned subjects and issue Practical Training Attendance Certificate to all students.

The above requirements will be for student strength of 100 for per stream. Additional infrastructure will be required as per the student strength fitting into the rules and norms stipulated by TGOU. The application for becoming eLearning Point Coordinator may kindly be forwarded through a registered Society / Trust.

Kindly enclose the following documents along with the application form for becoming e-Learning Point:

1. Registration Certificate of the Institute / Society / Trust / Company / Firm
2. Memorandum and Rule & Regulation of Society, Trust or Company or Partnership Deed or Affidavit of Proprietorship
3. Resolution for becoming the TGOU e-Learning Point to essentially provide advising and counseling services and related assistance to students registered with TGOU in its Online Education (e-Learning) Programmes. (As per Annexure – A)
4. Latest Colour Photograph of the Coordinator with PAN Card.
5. Lease Deed /Sale Deed / Rent Deed of the Building.
6. Floor Plan / Map of the Building.
7. Bio Data of the Coordinator, Resource Faculty Members and non-teaching staff with copy of their educational certificates attested by Notary Public.
8. Tie-up letter from associated Engineering College / Hospital / Hotel (As per Annexure – B).
9. Front and Inside Photograph of the Proposed eLearning Point. (Minimum Six Photographs).
10. Brief terms & condition acceptance Letter. (As per Annexure – C).

COMMERCIALS, ADMISSION CAMPAIGN & BUSINESS DEVELOPMENT

eLearning Point Processing Fees (Non-refundable):

One Time Processing Fee: Rs.17,500/- (DD in favour of "Apex eLearning Technologies Pvt.Ltd". Payable at Bangalore)

eLearning Point Authorization Fees (Non-refundable):

Choose any two or more Streamx

□1	For M.Phil. Program	-	12,500/- (DD in Favour of "The Global Open University" Payable at Dimapur)
2	For Engineering Program	-	12,500/- (DD in Favour of "The Global Open University" Payable at Dimapur)
3	For IT Program	-	12,500/- (DD in Favour of "The Global Open University" Payable at Dimapur)
4	For Management Program	-	12,500/- (DD in Favour of "The Global Open University" Payable at Dimapur)
5	For Paramedical Program	-	12,500/- (DD in Favour of "The Global Open University" Payable at Dimapur)
6	For Aviation, Hospitality & Travel Management	-	12,500/- (DD in Favour of "The Global Open University" Payable at Dimapur)
7	For Fashion Designing	-	12,500/- (DD in Favour of "The Global Open University" Payable at Dimapur)
8	For Journalism & Mass Communication	-	12,500/- (DD in Favour of "The Global Open University" Payable at Dimapur)
9	For Arts, Commerce & Science	-	12,500/- (DD in Favour of "The Global Open University" Payable at Dimapur)
10.	For Hotel Management	-	12,500/- (DD in Favour of "The Global Open University" Payable at Dimapur)

Note: This appointment is initially valid for 03 (three) years only subject to annual inspection of your eLearning Point. University and Online Virtual Campus shall review your appointment after 12 months subject to annual inspection and submit complete documents.

Fee Sharing: eLearning Point is authorized to collect Training Fees directly from the student in the name of the eLearning Point as per fee structure. Learning Resource Provider will also pay 20% of the online tuition fee to the e-Learning Point for providing Student Support Services, web services and conduct online examinations.

ADMISSION CAMPAIGN

eLearning Point will be responsible at their own cost for proper local marketing and publicity of the courses through various publicity modes. **The Regional Office will also provide regional level Newspaper publicity on sharing basis from time to time.** However, **Online Virtual Campus** will also arrange for national publicity free of cost from time to time. The advertisement policy and number of advertisements is on the decision of Online Virtual Campus and under any circumstances can't be claimed as the matter of right

BUSINESS DEVELOPMENT

The Online Virtual Campus gives guidelines and coordinates with the eLearning Point for enhancement of the business. The Online Virtual Campus Marketing Support personnel visit the eLearning Point and assist eLearning Point management and staff to enhance the productivity, business and improve quality. Point will get assistance in following areas:

1. Recruitment and training of staff members
2. Batch Management and launch
3. Quality Check
4. Feed back from the students
5. Marketing Scheme and effective implementation
6. Management Information System (MIS)

For More Detail Contact, Mr. C.A. Anatha

Online Virtual Campus

#41, 1st Cross, 1st Stage, KHB, Near Pavithra Paradise Circle,

Basaveshwaranagar, Bangalore- 560079 (India)

Tele 080-23482138, 2348213 Fax: 42060334

Email: tgouonline@gmail.com Website: www.tgouonline.com

(Note: This Declaration should be obtained from the concerned College / Institution on their Letter Head, duly signed by the Head of the College/Institution and President / Secretary of Management committee. If it is a private Institution, then proof of its affiliation to any recognized AICTE/ Technical Board or University, duly attested by Head of the Institution, should be attached. In case the affiliation document is in a language other than English, then a True Translation of the same, duly attested by Notary Public, should also be attached)

DECLARATION

We do hereby declare that our management agree to permit to utilize the infrastructure of our institution for Student Support Services such as conducting of Practical Training and Practical Examination by the Coordinator of the Proposed eLearning Point of The Global Open University situated at

Our Institute is issue Practical Training Attendance Certificate to all students, who attend practical training classes in our institute as per University norms and guidelines.

Our Institute is approved by _____ vide letter no. _____ Dated

Seal & Signature of President / Secretary

Seal & Signature of Head of Institute

(To be printed on the Letter Head of the Society / Trust)

RESOLUTION NO.

TRUE COPY OF THE RESOLUTION PASSED IN THE GOVERNING BODY / BOARD OF DIRECTORS / BOARD OF TRUSTEES MEETING OF AT HELD ON

By Present:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Resolved unanimously that:

As provided under Rules of Memorandum of the Society/Trust, the Society/Trust shall establish an “eLearning Point” of “The Global Open University” at

Further resolved that *Dr./Mr./Ms./ Prof.* designation, be and is hereby appointed **Coordinator** of the above mentioned “eLearning Point” and he/she is authorized to do all things necessary and incidental thereto, for establishing the said “eLearning Point”. He/She would be fully responsible for running the day to day affairs of the said “eLearning Point”.

It is certified that the above resolution has been passed at the duly convened Governing Body / Board of Directors / Board of Trustees Meeting of the Society / Trust and has been recorded in the Minute’s Book.

Seal of the Society / Trust

For (name of Society / Trust)

(Signature of Chairperson)
Name of Chairperson
Designation of Chairperson

BRIEF TERMS & CONDITIONS

eLearning Point Coordinator will be responsible to conduct Theory Classes and manage necessary practical & project work as prescribed.

eLearning Point Coordinator shall be responsible for payment of all taxes, duties, levies, fees and other similar costs arising because of or in connection with transactions contemplated under this arrangement.

It is understood that the arrangement between the parties contemplated by this proposal shall be on a principal-to-principal basis. None of the provisions of this proposal will be deemed to constitute a joint venture, agency, a partnership or principal-agent relationship between parties hereto and neither party, by virtue of this proposal, shall have the right, power or authority to act or create any obligation, express or implied, on behalf of the other party.

eLearning Point Coordinator shall be responsible for implementing the policies, programs, and instructions of The Global Open University and Learning Resource Provider, pertaining to your Point from time to time.

If any provision of this arrangement, shall, for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this arrangement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. Any invalid or unenforceable provision of this arrangement shall be replaced with a provision that is valid and enforceable and most nearly gives effect to the original intent of the invalid/unenforceable provision.

The provisions of the said services by you to The Global Open University and Learning Resource Providers shall be on an exclusive basis, wherein you shall not be entitled during the term of your association with us to provide such or similar services to any other University / Institute or individual.

The eLearning Point Coordinator shall be solely responsible to bear all the legal expenses relating to any dispute between the student and the University due to negligence of services by coordinator and eLearning Point, such as failure to providing the Internet facility, conduct the classes or delivering the course material to the students or transmit fee to the university.

The Learning Resource Provider will formulate a sound mechanism to receive feedback from students & parents, to assess the performance of the Coordinator and eLearning Point.

The eLearning Point Coordinator shall be responsible:

- *To bear the expenses relating to advertisement and publicity for promoting online education programme issued by The Global Open University.*
- *To bear the administrative expenses relating to management of the eLearning Point.*
- *To bear expenses relating to conduct online examination, download the study Material such as sending communication to the students, rent for the classrooms, lecture/practical class remuneration etc.*
- *To bear expenditure relating to payment of Guidance Fee to Research Guide.*

The total fees, incentive payable to you for the Student Support Services would be as per the University policy from time to time subject to deduction of all applicable taxes. The LEARNING RESORUCE PROVIDER may increase / decrease or modify the fees payable for the Student Support Services provided and the same shall be intimated to you from time to time. The modified rates shall become effective from the date as intimated. The fees provided herein are inclusive of all taxes (including service or any other applicable taxes) charges, cess or levies and the Learning Resource Provider shall not be liable to pay any amount in addition to the amount specified in the Annexure hereto. Notwithstanding anything contained herein, any and all amounts payable, expressed in this proposal, whether separately or in combination, shall be subject to the provisions of the Act and the regulation prescribed by the University, if any. Where the introduction, imposition or variation of any law, order, regulation or official directive or where any change in the interpretation or application thereof renders it unlawful or impractical for the LEARNING RESORUCE PROVIDER to pay any sums as intimated, without breaching such law, order regulation or official directive hereto, the LEARNING RESORUCE PROVIDER shall only pay sums, and in such manner, as in the Learning Resource Provider's absolute discretion are necessary or appropriate to conform to such law, order, regulation or official directive.

All disputes between the LEARNING RESORUCE PROVIDER and the eLearning Point Coordinator will be subject to the jurisdiction of Bangalore only.

I accept all the above terms & conditions.

Date: _____

Seal & Signature of the Proposed Coordinator



THE GLOBAL OPEN UNIVERSITY

(Established under The Global Open University Nagaland Act 2006, Government of Nagaland)

Interim Headquarter: Dimapur- 797 112 Nagaland (India)

www.tgouonline.com

APPLICATION FOR THE COORDINATOR

(Important Note: Kindly provide all the details as stated in the application form. Kindly put your signature on each page)

PERSONAL PROFILE:

1. Name of the Applicant:

2. Father Name:

3. Date of Birth:

4. Sex :

5. Nationality:

6. Full postal address with Pin code:

Latest
Photograph
of the
Coordinator

District:

State:

Pin Code:

STD Code:

7. Communications Connectivity:

Telephone No. :

Fax:

Mobile No.:

Email:

8. Educational qualification:

(Kindly enclose the copy)

Degree	Subject	University	Division

9. Experience:

10. PAN Number (Kindly enclose the copy):

Certified that all the information given above and in the preceding pages signed by me is complete and correct. I declare that I will abide by all the rules of TGOU and the direction given under it.

Date:

Signature of the Applicant

INSTITUTION PROFILE

1. NAME OF THE INSTITUTION:

2. TYPE OF INSTITUTION:

Trust Society Proprietor Partnership Firm Company Other

Institution includes both aided and unaided. Select the appropriate box. Kindly enclose **Registration Certificate** And **Resolution** along with the **Memorandum** and **Rules & Regulations** of the Society / Trust / Company.

3. LOCATION OF THE INSTITUTE (Pls. tick which ever is applicable)

Metro State Capital Distt. HQ Town Semi-Urban
Rural Backward Area Remote Hilly Region Tribal Area

4. FULL POSTAL ADDRESS WITH PIN CODE:

STD Code

Numbers

5. COMMUNICATIONS CONNECTIVITY:

Phones

Fax

Email:

6. INSTITUTION IS RECOGNIZED BY:

(Please enclose proof)

DETAILS OF THE HEAD OF INSTITUTION

1. Name of person who is the Head of the Management:

2. Designation of the Head:

3. Full Postal address with pin code:

STD Code

Landline Numbers: **Office:**

Residence:

4. Communications connectivity of Head:

Phone

Mobile No.

Fax

Email:

5. Date of Birth of Head of Institution:

6. Educational qualification:

7. Profession and experience:

8. PAN Number (Kindly enclose the copy)

9. Residence Proof (Kindly enclose the copy)

8. Library:

SL. NO.	TYPE OF BOOK	NUMBERS
1.	Reference books	
2.	Text/subject books	
3.	Periodicals subscribed	
4.	Journals subscribed	
5.	Newspapers subscribed	
6.	Course CDs	
7.	Course Audio/Video Cassettes	
8.	Books other than IT course books	

TIEUP INSTITUTION

1. **Name of the Institution:**
2. **Address of the Institution:**
3. **Course Offered:**
4. **Recognized / Approved by:**
5. **Distance from eLearning Point:**
6. **Name of the Principal:**

HUMAN RESOURCE DETAILS

S. NO.	NAME	Department*	Designation	QUALIFICATION	EXPERIENCE IN YEARS	WOULD BE INVOLVED IN TGOU OPERATIONS (YES/NO)

PROPOSED APPOINTMENTS FOR TGOU PROJECT IF ANY:

S. NO.	Department*	Designation	QUALIFICATION	TARGET WORK EXPERIENCE	FULL TIME / PART TIME

**Departments: Academics, Administrative, Accounts, Database, Support*

IS THE INSTITUTION RECOGNISED AS LEARNING CENTRE OF ANY OTHER UNIVERSITY?

IF ANSWER IS YES, THEN GIVE FOLLOWING DETAILS:

SL. NO.	NAME AND ADDRESS OF RECOGNIZING UNIVERSITY	RECOGNIZED AS

DETAILS OF REMITTANCE OF AUTHORIZATION FEE

Processing Fee (One Time): Rs. 5000/- in favour of "THE GLOBAL OPEN UNIVERSITY" PAYABLE AT DIMAPUR

DD No.	Date	Bank	Payable at

Amount Remitted: Rs. 12,500/- per stream in favour of "THE GLOBAL OPEN UNIVERSITY" PAYABLE AT DIMAPUR (For Different Streams Centers are advised to make separate DD)

Stream	Amount	DD No.	Date	Bank	Payable at

Certified that all the information given above and in the preceding pages signed by me is complete and correct. I declare that the institute will abide by all the rules of TGOU and the direction given under it. I am ready to work under the supervision of the Learning Resource Provider of the TGOU and their Regional Coordinator. In case of any information furnished by me is found wrong or incomplete, I declare that the institute may be derecognized and is also open to any action as per law.

Signature of the Proposed Coordinator

Name:

Designation:

Address:

Seal & Signature of Head of Management

Name:

Designation:

Address:

Date:

Date:

PHOTOS TO BE PASTED:

**Space for Affixing
'FRONT PHOTOGRAPH OF THE CENTER'**

**Space for Affixing
'WIDE RANGE PHOTOGRAPH SHOWING THE LOCALITY OF THE CENTER'**

**Space for Affixing
'PHOTOGRAPH OF RECEPTION AREA OF THE CENTER'**

**Space for Affixing
'PHOTOGRAPH OF LECTURE ROOM OF THE CENTER'**

Space for Affixing
'PHOTOGRAPH OF COMPUTER LAB OF THE CENTER'

Space for Affixing
'PHOTOGRAPH OF LIBRARY