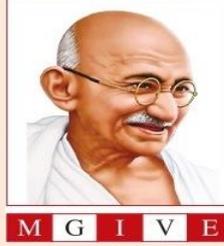


www.mgive.co.in

MAHATMA GANDHI INSTITUTE OF VOCATIONAL EDUCATION

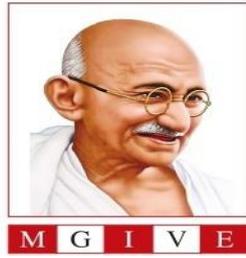


INVITING PROPOSAL FOR STUDY CENTRE TO SET UP VOCATIONAL EDUCATION CENTRE



“Mahatma Gandhi is an inspiration of millions of people all over the
world for his principles, vision & knowledge”

महात्मा गांधी राष्ट्रीय शिक्षा संस्थान
MAHATMA GANDHI INSTITUTE OF VOCATIONAL EDUCATION
An autonomous body, MGIVE establish by World Human Right Organization (2012)



**PROPOSAL FOR STUDY CENTRE OF
MAHATMA GANDHI INSTITUTE OF
VOCATIONAL EDUCATION**



Particulars to be furnished by the Management of the Institution seeking permission to conduct Vocational Training Courses on the Pattern of Self Employment Vocational Education Scheme Leading to Affiliation of MGIVE Vocational Education Council.



Mahatma Gandhi Institute of Vocational Education

On the occasion of 151st Birth Anniversary of Mahatma Gandhi, World Human Rights Organisation established Mahatma Gandhi Institute of Vocational Education to translate Honorable Prime Minister Shri Narendra Modiji's Dream Project on Vocational Education and Skill Development into reality through testing and certification of skills of the unorganized work force to put them into respectable position in the society. Honorable Prime Minister on many platforms of vocational education and skill development has stated that India can export skilled workforce to the world as India is having more than sixty five percent of its population below the age of thirty five years and India is youngest nation of the World as on day. Mahatma Gandhi Institute of vocational education is committed to test and certify the skills of those who are competent in their area of work but unfortunately they do not know how to read and write. Institute is also committed to test and certify a large number of workforces to strengthen their financial position in the society. The main objective of the Institute is to provide vocational education to the students, specially the weaker section of the society including girls' education.

Mahatma Gandhi Institute of Vocational Studies also plans to launch innovative projects for the betterment of everyday working and financial life of the disadvantaged and unorganized work force of the society through short term trainings and certifications. These training programmes and certifications have been designed and developed for those segment, who lack formal training and certification but they have acquired skills through unstructured learning. By providing training and certification we intend to enhance their employability and make the unstructured sector employable.

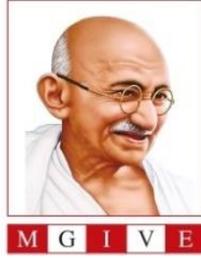
Mission:

Mahatma Gandhi Institute of Vocational Education has set a target to provide training and certificates to 2 lakh work force from the unorganized sector in the first year of its functioning. For the subsequent years, efforts will be made to multiply the target set for the first year of the institute.

Vision:

Mahatma Gandhi Institute of Vocational Education shall make available innovative, socially relevant educational provide unorganized sector is to be made a fountain source of quality work force in the country.

Application No



MAHATMA GANDHI INSTITUTE OF VOCATIONAL EDUCATION

(An autonomous body, MGIVE Vocational Education Institute, Established by WHRO Registered with MSME, Dept of Labour, Government of NCT, Delhi) NCERT, CBSE and NIOS granted permission to MGIVE to use study material are text books for skill and Vocational Education.

Address: Kasturba Balika Vidyalaya Campus, New Friends Colony, Ishwar Nagar,
Mathura Road New Delhi – 110065
Tel. : 911140392434, 8448027125

| 01. | Name of the Skill Development Centre | MGIVE |
|-----|--|-------|
| | Type of affiliation Franchise / Study Centre | |
| | a) Address | |
| | b) Village / Town | |
| | c) Post Office | |
| | d) District | |
| | e) Pincode | |
| | f) State | |
| | g) Phone No | |
| | h) Fax No. | |

| | | |
|---|--|------------|
| 07. | Buildings Plinth area of the building, No. of Rooms /sheds /laboratories /workshops With measurements Attach copy of sale/lease deed. | (Enclosed) |
| 08. | Equipment needed suiting to the Syllabus | (Enclosed) |
| 09. | Furniture: List of furniture required with details and Cost | (Enclosed) |
| 10. | Library Books | (Enclosed) |
| 11. | Staff Structure | (Enclosed) |
| 12. | Number of qualified Vocational Course Teaching Staff proposed with qualifications | (Enclosed) |
| 13. | Recruitment of Staff on permanent/part-time basis | (Enclosed) |
| <p>14. Details of Affiliation fee paid (Demand Draft) in favour of MAHATMA GANDHI INSTITUTE OF VOCATIONAL EDUCATION, Payable at New Delhi.</p> <p style="text-align: right;">D.D. No.....</p> <p style="text-align: right;">Dated.....</p> <p style="text-align: right;">Name of the Bank.....</p> | | |
| <p>15. (Please attach separate sheet wherever required)</p> <p style="text-align: right;">Signature of the Principal / Co-ordinator Centre coordinator of the Institution with Seal</p> | | |
| <p>16. Inspection by Three Men Committee:</p> <p>The Board of MGIVE shall arrange to conduct Inspection of the Proposed centre to examine its viability. The inspection committee shall consist of head co-ordinator and any person Appointed by the MGIVE.</p> | | |

| ADDITIONAL ACCOMMODATION | | (in Sq.ft) |
|---------------------------------|--|-------------------|
| 17. | Principal's Room / Head coordinator room | |
| 18. | Office Room (if available) | |
| 19. | Staff Room | |
| 20. | Library and Reading Room (if available) | |
| 21. | Common class rooms | |
| 22. | Practical Rooms & Cabs | |
| 23. | Toilets with flushing ... For Boys 1... For Girls 1..... For Staff 1 | |
| 24. | Water facility with sump, overhead tank and pump. | |
| 25. | Drinking water facility with proper storage. | |

| TEACHING AND NON TEACHING STAFF | | | | |
|--|---------------------------------|------------|--------------------|----------------------|
| S. No. | Name of the Staff Member | Age | Designation | Qualification |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| DECLARATION |
|--|
| <p>I hereby declare that we will abide the Rules and Regulations/ Instructions prescribed by MGIVE Vocational Educational Council then and there for the conduct of VEC. If any deviation is noticed in my Vocational Education Centre in the following the norms prescribed, I accept the Cancellation of Recognition at any time.</p> <p>Place:</p> <p>Date:</p> |

Signature of the Principal /Co-ordinator
Centre Co-coordinator of the Institution with Seal

LIST OF ENCLOSURES

1. Affiliation Process fee Rs.25, 000/- demand draft.
 - ❖ Due to pandemic we will charge only Rs. 10,000/- for this session.

(DD in favor of **Mahatma Gandhi Institute of Vocational Education**, payable at New Delhi)
2. Centre co-coordinator's (VEC) resume with Passport size photo-5,
3. Centre photos (lab, class room, reception, cabin & front view of the centre photos)
4. Copy of the certificate of registration, trust deed, society, Pvt. ltd company act.
5. List of books in library with relevant sector, if any.
6. Tools and requirements details about relevant sector, if any.
7. Copy of full time and part time staff with relevant details.
8. Title deed of the property or proof of lease or building agreement.
9. Permanent account number under income tax act provision, if any.
10. Power of attorney in case of partnership firm or board resolution in case of company/ trust.
11. Other activities and annul report about your existing students, if any.
12. Electricity Consumption bill (Recent one) for Institution.
13. Institution building stability with planning details.
14. Fire and safety certificate in the name of Institution.
15. Health and sanitary Certificate in the name of Institution.

16. Agreement & Terms and Conditions for operating Study Centre of Mahatma Gandhi Institute of Vocational Education

1. The study centre shall co-ordinate with MGIVE, Delhi for its betterment.
2. The study centre will enroll students for diploma / certificate courses in two blocks upto the last date as noted against each:

| Block | | Last Date |
|---------------------------|-------------------|------------|
| a) I st Block | June / July | 30.04.20XX |
| b) II nd Block | December/ January | 15.12.20XX |

3. The student who enrolls for certificate courses given their exam after 3 months.

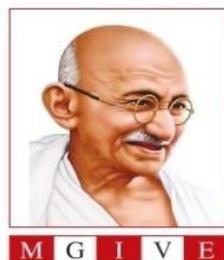
4. Prescribed fee shall be charged from the students only through Demand Draft in favour of MGIVE payable at New Delhi and no extra amount shall be charged from the students under any circumstances.
- 3 months certificate courses fees is 5000/-
- 12 months diploma courses fees in 12000/-
5. The study centre will collect all Admission forms duly filled in complete in all respect along with prescribed fee through demand draft in favor of MGIVE at New Delhi.
6. The fee deposited by study centre and students will not be refundable and cannot be claimed at any point of time.
7. After maintaining proper records and verification of admission forms from original documents separately, the study centre shall send all these forms along with demand drafts to MGIVE, Delhi.
8. MGIVE will offer 50 percent /- per admission as share of study centre.
9. MGIVE, Delhi will issue Admit Cards of the students before the start of examination.
10. The study centre can issue advertisements for admission/ enrollment after prior approval of the text of advertisements from MGIVE at their own level & expenses.
11. The study centre shall be responsible for maintaining all the records/registers etc. and will ensure provision of class rooms, staff as Invigilator, Almirah for safe custody of Admission forms/ Answer sheets etc. and other facilities for conduct of examination and if not available, the study centre will provide consent letter of other Institute having such facilities.
12. The study centre will also ensure that proper examination be made and after examination all answer sheets will be collected with proper signature & name of the Invigilator on each answer sheet.
13. The study centre will send all Answer Sheets to MGIVE with proper list prepared separately under sealed cover, after the completion of examination.
14. The study centre shall follow all the rules/regulations and orders issued by MGIVE, Delhi from time to time and if any dispute happens it shall come under the Jurisdiction of Delhi Courts only.

15. If any study centre of MGIVE is not functioning properly or found any irregularity and complaint from the side of students/ parents, the study centre affiliation shall be cancelled without notice and the enrolled students shall be transferred to any other nearby study centre of MGIVE.
16. MGIVE will provide Study materials of the syllabus in which student enrolled.
17. We will give only one study centre on distance of 250 meters approximately.

Authorized Signature of MGIVE

ADDRESS FOR THE PROPOSAL TO BE SEND

The hard copy of this proposal can send by registered post/Courier to below mentioned address.



MAHATMA GANDHI INSTITUTE OF VOCATIONAL EDUCATION

Kasturba Balika Vidyalaya Campus, New Friends Colony, Ishwar Nagar, Mathura Road, New Delhi- 110065

Email Id: info.mgive@gmail.com Website: www.mgive.co.in

Mob: +91 8448027125, Landline: +91 1140392434