

Call for Interest

Establishing “Gomal University Distance Education Study Centers”

The Gomal University Dera Ismail Khan is calling for interested parties for the Establishment of “Gomal University Distance Education Study Centers” at various locations throughout Pakistan. The Study Centers will offer different degree programs through Distance Education, run under the supervision of the Directorate of Distance Education Gomal University, Dera Ismail Khan. The University in particular is interested in bids from sound parties / institutions / individuals to submit declarations of interest / Applications on prescribed Form. The following two years programs shall be allowed at the Study Center;

1. *MBA Executive.*
2. *MA Accounting & Finance.*
3. *B.Com (two year)*
4. *MA English.*
5. *MA Pakistan Study.*
6. *MA Political Science.*
7. *MA Mass Communication.*
8. *MA Urdu.*
9. *MA Islamic Studies.*
10. *MA Arabic.*
11. *MA Education.*
12. *B. Ed (1.5)year*
13. *M.Ed. One year.*
14. *Diploma in Project Management (One year)*
15. *Diploma in HRM (one year)*
16. *DPED (one year)*
17. *M.Sc. (Sports Science & Physical Education).*
18. *MSc. Economics.*
19. *M.Sc. Mathematics.*
20. *BA (Combined).*

Application Forms and detailed TORs can be obtained from the undersigned / Gomal University website (www.gu.edu.pk) / (www.degu.edu.pk)

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**GOMAL UNIVERSITY
DERA ISMAIL KHAN**

**APPLICATION FORM FOR ESTABLISHMENT OF
“GOMAL UNIVERSITY DISTANCE EDUCATION STUDY CENTER”
QUESTIONNAIRE
PART-I (GENERAL).**

i) *Name of study Center:* _____

ii) *Location and address:* _____

iii) *Telephone/Mobile/fax/E-mail:* _____

iv) *Year of Establishment:* _____

v) *Subject(s)/Course(s) requested to start at the Study Center:*

<i>S.No.</i>	<i>Discipline</i>	<i>Degree</i>	<i>Proposed year / Session from which the Study Center will start classes.</i>	<i>Remarks</i>

PART-II (MANAGEMENT).

Name of Controlling Agency: _____
(Date of notification) _____
List of members (if any) be attached _____
Name of In-charge Study Center _____
a. Academic Qualifications _____
b. Teaching Experience _____
c. Administrative Experience _____
d. Date of appointment _____
(With grade and pay etc.) _____

PART-III (FINANCES).

4. State the financial position of the Study Center and source of income to meet the expenses:

PART-IV (FEES STRUCTURE).

Class –wise rate of tuition fee to be charged from the students. Whether the fee will be collected monthly or on periodic basis.

What kind of fees / funds other than tuition fee will be charged from the students? Give detail:

1. _____
2. _____
3. _____
4. _____

Note: CV with full particulars along with attested copies of Educational / Experience / other relevant documents and proper appointment orders (MOU) / letters in respect of both teaching and non-teaching staff must be attached. If any staff member is an employee of govt. / semi govt. / university, NOC from their parent Departments must be accompanied with this questionnaire.

PART-VI (BUILDING).

Detail of building. The building must be with the area of 9600 sq.ft.

S.No.	Name	No. of rooms	Dimension / Size of each room	Accommodation capacity for students etc	Type of construction old or new
1.	Number of Class Rooms along				
2.	with size of each room				
3.	In-charge / Principal Office				
4.	Office for Administrative Staff				
5.	Library				
	Computer Lab. (with at least 10				
	Computer Systems along with Net				
	Working)				
6.	Common Room(Female students)				
7.	Common Room (Male Students)				
8.	Staff Room				
9.	Exam / Conference Hall.				
10.	Canteen				
11.	Toilets(separate for female)				
12.	Toilets(separate for male)				
13.	Toilets(separate for Staff)				
	Any other				

Details of space of class rooms, lecture theatre, common room, staff room, library, Computer Lab. offices, Exam /Conference Hall etc with dimensions and number of each room:

Is the above space properly fitted with the following?

- a. Water supply : _____
- b. Arrangement of drinking water/Electric Water Cooler. _____
- c. Electricity both lighting & power connection & fans/AC _____
- d. Gas Supply _____
- e. Sanitary fittings. _____
- f. Ventilators _____

- g. Any other item _____
h. Detail of deficiencies if any .Comments on the deficiencies, how do you propose to remove them and when these will be removed.

A brief note about the surroundings of the institutions: _____

PART-VII (PLAY GROUND).

1. Does the study Center have any play ground? _____
2. Is there any provision for the students to participate in these games?
3. Has the Study Center a physical instructor? If so, what are his qualifications & experience? If not, is there any plan for keeping one in the near future _____.
4. Has the Study Center a Medical Doctor? If so, his qualification, experience and emoluments to be furnished is he / she _____
5. Whether Full Time _____ or Part Time or Casual basis. _____

PART-VIII (LIBRARY)

1. What is the total number of books in the Library? _____
2. What is the number of books in each subject? _____
3. Whether reference books are adequate? _____
4. Whether text books are available in each subject? If so, Number of each text book may be given: _____
5. Proposed expenditure for the next year. _____

Note: Discipline/ Subject wise list of books on a separate sheet must be attached.

PART-IX (MISCELLANEOUS).

1. Whether the following registers are maintained?
 - a. Register of admissions. _____
 - b. Attendance Register for all theory and practical classes for calculating percentage of lecturers delivered by each teacher and attended by each student. _____
 - c. Daily cash book for entering income and expenditures. _____
2. Any other matter regarding the Study Center. _____

Dated _____

Signature

Name _____

GU-DESC _____

***Rules/Regulations, Terms and Conditions & Fee structure for Establishment of
“Gomal University Distance Education Study Center”(GU-DESC).
2016 (amended 2017)***

On Establishing of Gomal University Distance Education Study Center, the following Terms and Conditions will be followed strictly by the applicant.

- 1. The In-charge Study Center will be designated as Center In-charge having the qualification at least of Master degree from a recognized University.*
- 2. The Study Center will follow all the rules / regulations of Directorate of Distance Education pertaining to Admission Criteria, Curriculum, Schedule of classes / Workshop, Examination and any other directives time to time issued by the University.*
- 3. (a) The Study Centers can be opened / allowed at any District where-ever feasible and justified excluding District Dera Ismail Khan.*

(b) The Study Center (GU-DESC) shall be opened only where the center fulfills the requirement of the building according to specification given in Section 8 (Building).
- 4. The application Form shall be obtained and submitted along with requisite application fee (non-refundable) to the University affiliation Section.*
- 5. Any such application must be submitted well before the announcement of admissions of Directorate of Distance Education.*
- 6. The application shall be scrutinized by the sub-committee constituted for the purpose (at least one member of University Affiliation Committee) Director Distance Education and Director Quality Enhancement Cell.*
- 7. The Study Center shall start its functioning at any Building of Government / public / private School or College or in a private building suitable for establishment of said Center. However, any kind of Banner/Sign Board in the name of private party/institution or person will not be allowed except title as “Gomal University Distance Education Study Center”.*
- 8. **BUILDING:***

*The building must be with **the area of 9600 sq. ft.***
 - i) Class Room: (At least six class rooms with the capacity of accommodation of 50 students in each class room with proper / standard furniture)*
 - ii) Office for Principal/In-charge Study Center.*

- iii) *Office for Administrative staff.*
- iv) *Female Common Room*
- v) *Male Common Room*
- vi) *Staff Room*
- vii) *Computer Lab with minimum
10 computer system and Net working*
- viii) *Library*
- ix) *03 Separate toilet for Female Student*
- x) *03 Separate toilet for Male Student*
- xi) *02 Toilet for Staff / Faculty*
- xii) *Canteen*

Attested Map of the building is must to attach with the documents.

9. *The building must be well furnished with necessary furniture, Electricity, ceiling fans, water supply and all other relevant facilities required for an institution.*
10. *In case of rented building, agreement (on judicial stamp paper worth Rs. 200/- duly attested by the Magistrate) between two parties for a period not less than five year must be provided.*
11. ***TEACHING STAFF.*** *Qualified Teaching Faculty/Tutors for the relevant programs must be engaged with the approval of Gomal University Affiliation Committee duly recommended by the Directorate of Distance Education.*
12. ***ADMISSIONS:*** *The Center shall make admissions in accordance with the schedule of admission of Directorate of Distance Education, Gomal University.*
13. *The Admissions shall be offered on all Pakistan bases with proper advertisement.*
14. *The candidates shall be allowed admissions subject to the checking / verification of original documents and eligibility by the Committee constituted for the purpose, on closure of admissions, at Directorate of Distance Education.*
15. *The admission shall be confirmed subject to the verification/checking of documents and submission of Migration certificate.*
16. *The Classes shall be held on Sunday and work shop on Monday / Tuesday (Evening) according to the course work plan/contact hours, and the schedule issued by the Directorate of Distance Education.*
17. *The General Scheme of studies, medium of instruction and examination, shall be governed according to Gomal University Directorate of Distance Education program.*

18. Admissions.
(Substituted Section -18)

The programs shall be allowed subject to the minimum of 25 students instead of 10 and maximum one hundred students in each discipline subject to availability of infra-structure (class rooms and capacity to accommodate students) with effect from the session 2017 (fall).

Conversion / change in Discipline:

Conversion / change in subjects will be allowed only if there are no admissions in previous session and subject to deposit of Rs. 5000/- per discipline and fulfillment of other requirement according to rules.

Additional Discipline:

Additional disciplines shall be allowed subject to the condition that study center will apply on prescribed Application Form (Questionnaire) along with deposition of prescribed inspection fee of Rs. 80,000/-, if any center has extra space in the building and fulfills the other requirements. The Committee will visit the center and check the infra-structure and other facilities. If found feasible and recommended for additional programs, the University Affiliation Committee according to rules will decide and in that case the study center will deposit Rs. 5000/- per program.

Additional Seats or 2nd Section

Additional Seats or 2nd section shall be allowed subject to deposition of prescribed inspection fee of Rs. 80,000/- before visit. The Committee will visit the college and check the feasibility and if the Center has space to accommodate up to 100 students in one hall or manage 2nd section for 50 students (or as the case may be e.g. 50+50) or extra seats. If found feasible and recommended for additional Seats or 2nd section, the affiliation Committee will decide the case according to rules and in that case study center will have to deposit Rs. 20,000/- per subject for 2nd section or additional seats.

19. **EXAMINATIONS.** *The examination schedule of the Directorate of Distance Education and Study centers shall remain the same unless withdrawn for un-avoidable circumstances/reasons.*

20. *The examination based on term system. 80% external evaluation and 20% internal evaluation including test and assignment marks for each course according to the approved curriculum of the program.*

21. *The Examination Centers shall not be allowed if there are less than fifty students at the center. Otherwise these students will be adjusted at nearest center for examination.*

(Substituted Section 21).

If there is no reasonable place at GU DESCs for Examination, it will be conducted at Public Sector University of the area, Government College or Government School where the facility is available. It will be the responsibility of the Study Center to arrange the examination center and obtain permission from the concerned authority for conduct of examination at the institution under the Controller of Examinations, Gomal University. The Supervisory staff will be provided by the University according to rules.

22. **SUBJECT OFFERED.**

Presently the following two years programs shall be offered at the Centers:

1. *MBA Executive.*
2. *MA accounting & Finance.*
3. *B.Com (two year)*
4. *MA English.*
5. *MA Pakistan Study.*
6. *MA Political Science.*
7. *MA Mass Communication.*
8. *MA Urdu.*
9. *MA Islamic Studies.*
10. *MA Arabic.*
11. *MA Education.*
12. *B. Ed (1.5)year*
13. *M.Ed. One year.*
14. *Diploma in Project Management (One year)*
15. *Diploma in HRM (one year)*
16. *DPED (one year)*
17. *M.Sc. (Sports Science & Physical Education).*
18. *MSc. Economics.*
19. *M.Sc. Mathematics.*
20. *BA (Combined).*

However, other programs shall also be allowed under Distance Education System by the University according to policy.

FEE STRUCTURE.

The following fee is prescribed which should be deposited in University account (944-1 National Bank Gomal University Branch D.I.Khan (Bank Code 1373) within due time otherwise the examination of the students shall not be conducted by the University, and in-charge of the Center shall be responsible for any loss to the students. The recovery of outstanding and penalty against the students shall be the responsibility of the Center In-charge and will be also assume as outstanding against the center.

(I). **University dues.**

a) Security. (once will be deposited after approval the center) Rs.1,00,000/-
(Original amount shall be refunded at the time of closure of Center after deduction of outstanding, if any).

b) Application processing fee for Establishment of a Center. Rs. 5,000/-
(Non-refundable)(once)

c) Inspection Fee.(Once) Rs. 80,000/-

d) Change of Building/Inspection fee. Rs. 80,000/-

e) Registration of the Study Center. Rs. 50,000/-
(after approval of the Center by UAC)(once)

f) Annual Renewal. Rs. 40,000/-

g) Fee for applying program/allotment of discipline. (Per program).(once) Rs. 5,000/-

a) Endowment fund. (once) Rs. 1,00,000/-
Amount will be deposited in two easy installment (@ Rs. 50,000/- before the start of coming two semesters).
(Applicable to all GU-DESC already in function or to be functional in future).

i) Fee for Conversion of program (per program) Rs. 5,000/-

ii) Fee for conversion of seats.(per program) Rs. 3,000/-

iii) Additional Subjects (per program) Rs. 5,000/-

iv) Additional Seats or 2nd Section(Per program) Rs. 20,000/-

v) Inspection fee for Additional subject/Seats/2nd section. Rs. 80,000/-

h) The Center will pay **50% of the fee to the University** (on per student per term basis) before the start of each term, as per fee structure of the relevant program of Gomal University Directorate of Distance Education.

Note: All the above mentioned fee will be deposited in the Gomal University affiliation account No. 944-1(National Bank Gomal University Branch D.I.Khan Bank Code 1373) within prescribed time.

(II) Examination Dues.

- a) *Registration fee per student (as per University Registration fee) shall be charged from those students who are not already registered with Gomal University.*
- b) *Examination fee shall be charged as prescribed by the university for the students of Directorate of Distance Education, with the examination forms according to schedule and rates.*
- c) *DMC / PC / Original Degrees will be issued to the students subject to deposit of prescribed fee through the study center with clearance certificate issued by the said Center.*

Note: The above said examination fee will be deposited in the University examination Account 596-2 (National Bank Gomal University Branch D.I.Khan Bank Code 1373) within prescribed time

- d) *On conduct of examinations, TA /DA (except night charges / hoteling) will be paid to supervisory staff / inspectors / practical / Defense & viva voce examiner by the University. However, accommodation will be the responsibility of concerned Study Center.*
- e) *On surprise visit / monitoring of University team, TA/DA shall be paid to them by the University according to rules.*
- f) *If the University revises its fee structure, it shall equally apply to the Study Centers.*
- g) *All expenditure incurred on Opening of Study Center / purchase of Furniture and other requirement, payment to teaching / administrative staff /tutors, etc. should be borne by the Center In-charge and not the University.*
- h) *All the correspondence related to the students should be made through Center In-charge, and no individual application etc should be entertained.*

Inspection Committee for checking of infra-structure, monitoring / evaluation and other facilities required for establishment of Study Centers.

- | | |
|---|-------------------|
| 1. Director Distance Education. | Chairman. |
| 2. The Controller of Examinations. | Member. |
| 3. At least two members of University Affiliation Committee including Director QEC. | Member. |
| 4. The Deputy Registrar (Affiliation). | Member/Secretary. |

Sd/-
Deputy Registrar (Affiliation/DDE)
Gomal University
Dera Ismail Khan.



REQUIREMENT FOR ESTABLISHMENT OF GU-DESC FOR INSPECTION

Name of Gomal University Distance Education Study Center _____

Location & Address. _____

Telephone & Cell No. _____

Name of In-charge Study Center. _____

Name of owner/trustee _____

Name of programs offered:

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

7. _____ 8. _____ 9. _____

10. _____ 11. _____ 12. _____

13. _____ 14. _____ 15. _____

16. _____ 17. _____ 18. _____

Detail of infra-structure and other facilities required for Establishment of Study Center.

1. Whether the building is feasible for Establishment of GU-DESC. _____
2. Whether the building is according to section-8 of the rules and regulations (i.e. area of the building 9600 sq.ft) _____
3. Is it fit for Educational point of view _____
4. The building Is fitted with Electricity & lighting _____
5. Water supply / drinking water and Electric Water Cooler/Gas _____
6. Sanitary fitting _____
7. How much Class rooms are available _____
8. Is class rooms are sufficient to accommodate 50 students in each class room _____
9. Furniture for students/teacher is available and are sufficient in each class _____
10. Ceiling fans are available and are in working conditions or not _____
11. Whether Office for In-charge S/Center is available _____

12. Office with the facility of Computer System _____
13. Telephone and internet facility is available or not _____
14. Library _____ Name of Librarian _____
15. Examination/Conference Hall _____
16. Computer Lab. _____
17. How many computer systems have been arranged in the Lab. _____
18. What are the condition of computer systems _____
19. Whether Networking system is available in computer Lab. _____
20. Common room for female students is available or not _____
21. Common room for male students is available or _not _____
22. Common room for staff is available or not _____
23. Total numbers of separate toilets for female students _____
24. Total numbers of separate toilets for male students _____
25. Total number of toilets for staff _____
26. Canteen (inside study center is available or not) _____
27. Cleanliness of the building _____
28. Posting of Sweeper and Cleanliness system _____
29. What about Security System/ measures _____
30. Whether any Security Guards / Chowkidar and other security staff is posted or available at the building _____ How many _____
31. **Detail of Administrative Staff:**
 - i) Superintendent / Office Assistant / Accountant / Computer Operator and their names/Cell # _____
 - ii) Name of Peon and his Cell # _____
 - iii) Name of Mali and Cell# _____
 - iv) Name of Chowkidar and his Cell # _____
 - v) Name of Security Guard and his name/Cell # _____

MA Political Science

S.No	Name	Designation	Address/phone	Qualification with division & marks	Area of specialization	Teaching experience.	Length of service .	Appointed on contract / fixed pay / honorarium/Visiting or on per Class (Attach appointment orders)
1.								
2.								
3.								

37. Agreement for Rent of Building.

Agreement between Incharge Study Center and owner of the building on judicial stamp paper of Rs. 200/- duly signed by the judicial judge must be furnished . It will be clearly mentioned that the building will be used for Gomal Univerity Distance Education Programs. Other terms and conditions regarding use of Furniture /Electricity /Gas & Water Supply etc and payment for utility bills etc will be fixed. There will be no liablities on the part of Gomal University.

Those Incharge who are going to Establish Centers at the Governmnet School or College Buildings, they must provide NOC from their relevent bodies/authority that they have no objection on Establishment of Gomal University Distance Education Study Center at Government School/College Building on some term and conditions if any.



**DIRECTORATE OF ACADEMICS, GOMAL UNIVERSITY, D.I.KHAN
AFFILIATION SECTION**

Phone :0966-750079/0966-750424-9/122/197

A G R E E M E N T (M O U)

This agreement (MOU) is made between In-charge Gomal University Distance Education Study Center (first party)_____ and Gomal University Dera Ismail Khan (second party) for Establishment of GU-DESC in different programs.

The following term and conditions and the Rules & Regulations/Fee Structure mentioned in Gomal University Notification No. 823-31/Affil./GU, dated 8th November, 2016, subject to time to time revision, for Establishing / Registering GU-DESC

today _____ both the parties agreed that:

- 1. The Center shall be allowed for its establishment subject to furnishing an agreement on stamp paper with the owner of Building for at least five years.*
- 2. The Center will follow rules and regulations as prescribed in “Rules Regulations, Term and Conditions and Fee structure for Establishment of Gomal University Distance Education Study Center 2016” in letter and spirit.*
- 3. The Center will observe all the pre-requisites for admissions according to Distance Education Rules. The admissions shall be confirmed subject to the verification of original documents from the concerned Board /University through In-charge Study Center for which verification fee shall be paid by the student concerned.*
- 4. The Center will follow admission criteria /schedule, course work, curriculum, medium of instructions, time table, classes schedule, workshops, and examination policy /schedule according to Distance Education program, Gomal University.*
- 5. The Registration of students will be made according to the procedure of Examination Section. NOC/Migration Certificate is must to furnish along with Registration Form/Fee. On late submission of Migration, double or triple fee (as the case may be) will be charged as per rules.*
- 6. The Center will establish Board of Studies in each program to improve the Academic Standard.*
- 7. The Center in-charge will ensure the regularity and punctuality of the students in attending the classes. He will properly maintain all the attendance record of the students through Registers. 75% attendance of the students must be ensured and record like quiz, and other academic activities. Student teachers interaction / learning must be encouraged which all will help to*

maintain quality of education. The Center will must send monthly performance report in detail regarding student teachers attendance and other academics activities.

- 8. The Center will also follow test and assignment schedule according to Directorate of Distance Education System and maintain all the record pertaining to time table /date sheet test and assignment, question papers, examination answer sheets, award lists and results in proper manner and in custody of Center. The test & assignment and answer sheet record will be auctioned after five years, after taking proper approval from the University authorities, if on hard copies.*
- 9. The Center will not be allowed to admit over and above admissions beyond the allocated seats.*
- 10. The Faculty and Administrative Staff shall be qualified and well experienced for recruitment purpose. There shall be no compromise on quality of education.*
- 11. The Center will be granted renewal every year from the academic year subject to submission of application including the names of disciplines and deposit of prescribed fee.*
- 12. Any change in building shall be reported to the university which will be allowed subject to satisfaction report of inspection committee and deposit of requisite fee.*
- 13. All the payment as prescribed in TORs shall be deposited in University account well in time otherwise the examination will not be conducted, and the Center In- charge shall be responsible regarding any loss to the students. Roll Number slips shall be issued subject to furnishing of dues clearance certificate issued by the affiliation section.*
- 14. The students shall be allowed in next term e.g. 3rd term papers with coming 3rd term examination subject to clearance of all the dues by the In-charge Study Center.*
- 15. No student shall be allowed to appear in the examination without original identity card and Roll Number slip.*
- 16. If, during examination, any case of impersonation is found, the student will be debarred from the University forever from any examination and his registration will be cancelled and the Center In-charge will pay his full program fee.*
- 17. Any change/ amendment in the rules & regulations/revision in fee made from time to time by the University shall be implemented by the Center accordingly.*
- 18. If the Center (on report of Monitoring/inspection team) is found violating rules & regulations, or found that the classes are not held according to the Schedule or students are not attending the classes properly, the Center shall be closed by the University authority.*
- 19. The In-charge Study Center or owner / investor will not be allowed to sublet it to any other person / party on any cost.*

20. This agreement is effective from the session 2016 admissions, and the contents of this MOU (Agreement) may be revised mutually if deemed necessary.

Deputy Registrar (Affiliations)
Gomal University

In-charge Study Center (Name & Address) / NIC #

Director Distance Education,
Gomal University.

Owner/Investor.(Name Address) /NIC#

COUNTERSIGNED

VICE-CHANCELLOR
GOMAL UNIVERSITY, D.I.KHAN

