



COLLEGE OF MANAGEMENT & INFORMATION SCIENCE

(Affiliated/ Associated to: *Vinayaka Missions University, Salem, (Tamilnadu)*
IASE University, Sardarshahar, Raj. & The Global Open University, Nagaland)

APPLICATION FORM FOR SETTING UP OF BRANCH OFFICE/ INFORMATION CENTER

1. Name of the Branch Office/ Information Centre
(Registered Society / Trust)
 - a. Details of affiliation and recognition by the local Universities / Board / Government along with the certificate (copy)
2. Registered Address (Give Full Address with Telephone and e-mail address)
3. Head of the Institution (Owned by)
4. Branch Office/ Information Centre Address
(Give Full Address with Telephone and e-mail address)
5. Name of the Centre Incharge/ Co-Ordinator
6. What are the programmes, the Branch Office/ Information centre applying for?
7. Infra Structure facilities based on the programs selected as above.

(a). No. of Class Rooms (specify the area in Sqft):

(b). Library (specify the area in Sqft) :

(c). Number of laboratories available (specify the area in Sqft) programmewise:

(d). Area of the Administrative Office (in Sqft.):

(e). Details of Administrative Staff with qualification and experience:

Sl. No.	Name of the Staff	Academic Qualification	Experience	Position held	Salary

(f). List of Information and Communication Technology (ICT) facilities:

(g). Is the Branch office/ Information Center has all necessary infrastructure facilities including laboratories with all specified equipments for the programmes selected above. (YES / NO).

If YES, provide all details.

(h). Is the Branch office/ Information Center has arrangement for teaching / sharing infrastructure facilities with nearby recognized school or affiliated college of the local universities (YES / NO) depending on the programmes.

If YES, provide all details including Agreement or MOU with the recognized school / college / local university

(i). Provide all communication infrastructure available in the administrative Office.

(j). Enclose photograph for all the above details with certification by the Head of the Institution.

8. Academic facilities available for the programmes selected above.

9. Teaching faculties Full-time (FT) / Part-time (PT) and visiting (V) programmewise.

Sl.no	Name of the faculty	Academic qualification	Teaching Experience	Position held	Salary	T/PT/V

10. Non-Teaching faculties (Full-time (FT)/ Part-time (PT) and visiting (V)).

Sl.no	Name of the Staff	Academic Qualification	Administrative Experience	Position held	Salary	T/PT/V

11. List of Library Books / Journals.

Table 11a.

Sl.No.	Name of the Programs	No. of titles / books	No. of Journals (both National and International)

Table 11 b.

Sl.No.	Name of the Title (Both referred books and journals)	Name of the Author	No. of Volumes

12. List of Audio Visual cassettes / CD-ROMs available – programmewise.

Note:

1. Before filling up the application form please refer to the guidelines.
2. DD should be made in favor of “College of Management & Information Science”
Payable at Muzaffarnagar.
3. It will be under the direct powers of the CMIS to alter or modify the application for setting up a Branch Office/ Information Center from time to time.
4. Refer checklist in the Annexure – I.

Annexure - I
Check list (tick against each item as √)

1. Registration / Recognition / Affiliation of the Educational institutions (Copies)
2. Tie-up agreement with local school / colleges / university – programmewise
3. List of equipments and books? Programmewise.
4. List of Qualified and experienced teachers – programmewise.
5. List of Non-teaching staffs.
6. Infrastructure facilities as per the program selected.
7. Computer facilities as per the standard list
8. Is this Branch Office/ Information Center is an existing study Centre of any
Other university - YES / NO
9. Registration Fee Rs./-1000/-
10. A Non-Refundable deposit of Rs.50,000/- or 30,000/-
11. Inspection Fee – 5000/-
13. Signed copy of MOU with nearby recognized school or affiliated college of a
Local University.
14. List of Audio Visual cassettes or CD-ROM programmewise
15. CMIS Guidelines received. YES / NO.
16. Filled Application form will be sent to

College of Management & Information Science
NH-58, Shahbuddinpur Chowk, Roorkee Road,
Muzaffarnagar-251001(UP), INDIA

Signature of Center Incharge/ Co-Ordinator with Centre Seal