



All Study Centres
The Director

National Co-ordination Office :
Plot No. 9, Sector-10,
Opp. DDA Sports Complex,
Dwarka, New Delhi - 110075
Ph. +91-11-45526153 / 54
Fax. +91-11-45526149 / 56
dde@iaseuniversity.org.in
www.iaseuniversity.org.in

CIRCULAR

Sub:- Important points to be followed by all Study Centres.

Dear Sir,

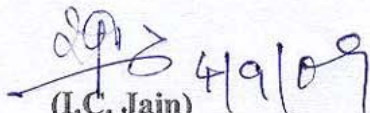
All the Study Centres are hereby instructed to adhere to the points mentioned below:

1. The centre must provide the requisite infrastructure, labs, library and faculty for advising, counselling and rendering all relevant services to impart quality education to our students enrolled in the authorised streams. **Centre must be upgraded from time to time according to students' strength and stream(s) authorised for.**
2. The full amount of all financial out-standings – renewal, inspection fees etc., if not already deposited, **should be positively deposited, not later than 31st October 2009,** for further processing of admission forms and continuation of the centre.
3. All courses conducted under the streams Fashion, Hotel Management, Science and Vocational and BRIT, DRIT & CRIT courses under paramedical stream are being **discontinued from session July 2009 – Dec. 2009.** The students already enrolled in above courses will continue till they complete their course.
4. The new format of Self Assessment Form(SAF), which will be dispatched very shortly should also reach this office before Oct. 31, 2009.
5. In any of the columns of SAF or any other form, the Study Centre shall not mention – 'Already provided / submitted' but shall provide the information asked for.
6. A minimum of **10 new admissions** in each authorized stream and no less than **50 new admissions** in totality / combined in all streams every semester / year must be enrolled.
7. Photocopies of the documents establishing the eligibility of each candidate must be submitted duly notarized / attested by gazetted officer and self attested by the candidate. The same must also be verified, stamped and counter-signed by the Centre Head. **(The eligibility documents with original signatures and attestation should only be forwarded).**
8. Only **individual Demand Drafts**, one each for every candidate for **100% fees**, shall only be accepted by the University.
9. The student must fill the admission form in person, legibly, without leaving any column blank, enclosing all requisite documents and individual DD. **Forms, incomplete in any respect, shall be rejected and Rs. 500/- per form shall be deducted towards processing fee.**

10. The Study Centre should forward the admission forms along with a covering note and **enclose a complete statement of list of students** admitted in respective courses and individual demand draft as per sample enclosed. No correction and overwriting shall be entertained in the form. **The details filled in by the student shall be treated as final.**
11. Forms/Documents received after the last date, shall automatically be processed for the next session. No copy(ies) of document(s) received over fax shall be entertained.
12. The centre will format all forms only through the main merged **single study centre code** which has been allotted to the centre.
13. All forms forwarded to the university should be of **authorised courses and streams only**. Any form submitted for any unauthorised stream or of unapproved course from the study centre shall be penalized by Rs. 1000/- per form.
14. All photocopies of certificates, diplomas and degrees forwarded to the University issued by **recognised university / board / institution and not of private organisations will only be accepted**. The onus of proving the authenticity of the degree / diploma / certificate being forwarded to the University shall lie on the student and / or study centre.
15. The Study Centre shall not release advertisements in any media **without written approval from** Co-ordination Office, New Delhi. Also, the Study Centre shall not combine its advertisements with any other university for which it may be an authorised centre or related to it in any way.
16. Centres must immediately inform regarding change of address, name of institute, director, co-ordinator, telephone nos., mobile nos, e-mail ID etc. as per norms, along with all requisite documents and enclosures to our Co-ordination Office, New Delhi.
17. You are directed to check the Website of the IASE Deemed University from time to time, and make sure that you keep yourself abreast with the latest developments. Information posted on the Website shall be deemed to have been communicated to you individually.
18. The terms and conditions, as applicable in accordance with the rules and bye-laws of the University and the concerned statutory bodies, will be applicable.
19. Please note that **non-compliance of any of the terms and conditions**, mentioned above and/or in the University prospectus and its website, as modified from time to time, **shall debar your Centre from the said authorisation** and, thereby, from entertaining any candidate for ensuing as well as subsequent sessions. The study centre shall be entirely responsible for all the consequences resulting out of this.

For further queries, if any, you may contact our Co-ordination Office, New Delhi.

Yours sincerely,


(I.C. Jain)
Addl. Director - DE