



Plantica Foundation

Madhur Vihar Phase-2, Dehradun, Uttarakhand,- 248001, India

PLANTICA

Website: www.plantica.in E-mail: planticaddn@gmail.com Contact: +91 9548055290



Guideline for Establishment of Study Center

Registered societies, trusts, companies, or an individual (Indian citizen) etc., having the arrangement of basic infrastructure for class-rooms, laboratories, library, etc. may apply for study centre.

The specific prerequisites for Study Center are as under:

The Study Center shall have the adequate infrastructure of Class Rooms with proper size and amenities, library facility, computer and internet facility and adequate number of teaching and support staff. The center must have congenial and hygienic academic environment with essential facilities.

Area required for study centre:

S.N.	Requirement	Size
1	Class Room – 01	With the seating capacity of minimum 20 students at ones
2	Laboratory - 01	With the working capacity of minimum 10 students at ones
3	Library - 01	With the seating capacity of minimum 10 students at ones (Books/ Study material will be provided by Plantica Foundation for library)

Requirement of Minimum Admission to run a study centre:

1. For the courses of One to Two years duration: 10 Admission/ per year

Memorandum of Understanding (MoU) for Establishment of Study Centre:

Once the application is recommended by the committee constituted for the purpose and approved by the Chairman- Plantica Foundation, the concerned applicant will have to sign an agreement with the Plantica Foundation through a Memorandum of Understanding (MoU) on a non-judicial stamp paper of Rs.50/- and it will have to abide by the terms and conditions as agreed upon and made part of the agreement. Any subsequent changes in the MoU signed with mutual-consent by both the parties will also form a part of the Memorandum of Understanding (MoU).

Right of Inspection:

The Plantica Foundation reserves its right of inspection of any Study Centre through its authorized team. The Study Centre shall be under obligation to allow such an inspection.

Sharing of Revenue:

1. For the courses of One to Two years duration:

Revenue (Through the fee of Each Student)	Study Centre Share	Plantica Foundation Share
Tuition Fee	100%	Nil
Annual Registration Fee	Nil	100%
Enrolment Fee	Nil	100%
Exam Fee	Nil	100%
Library Fee	50%	50%
Student Welfare	50%	50%

2. For the courses of Short Term Trainings (2 Days, 7 Days and 3 Months duration):

Revenue (Through the fee of Each Student)	Study Centre Share	Plantica Foundation Share
Training Fee	80%	20%
Registration Fee	Nil	100%

Other Conditions to be Followed by the Study Centre:

In addition to the earlier guidelines, the Study Centre will-

- Provide services to the candidates for the whole of the duration of the course.
- Not discontinue any course in the midway and if any course is discontinued in the midst of Programme, the legal action will be taken.
- Ensure that admission application forms of only those candidates are accepted who fulfill the requisite qualifications for the Programme to which the admission is being made and that the candidate has attached the required documents and has also paid the prescribed Fee.
- Be responsible for timely submission of assignments and evaluation of assignments.
- Impart such other duties as assigned by the Plantica Foundation from time to time.

Functions of the Study Centre Coordinator:

The Coordinator of a centre shall be the principal functionary of the centre and he/she will be responsible for:

- All activities of the centre and shall supervise the academics.
- Maintaining of all records and registers in respect of the activities of the Study Centre including academic administration.
- Supervising the work of other supporting staff.
- All communication from the study centre and the Plantica Foundation.
- Arranging laboratory facility in case the course consists of laboratory work.
- The Coordinator will ensure that Study Centre is kept open on the days fixed.
- Attendance of the students and submission of assignments.
- That necessary audio and video equipments and computers are available in the centre and this function properly
- Distribution of study material to students

Settlements of Disputes:

All matters arising out the memorandum of understanding shall be subject to the exclusive jurisdiction of the Court at Dehradun (Uttarakhand) and parties will be subject to the jurisdiction of the courts within the district of Dehradun (Uttarakhand). In the initial stage, efforts will be made to settle the dispute mutually and at the level of the Chairman- Plantica Foundation. However if the disputes remains unresolved, the parties may either prefer to go to a court of law or they may like to settle the matter through a arbitrator mutually agreed between both the parties.

Approval Process:

Step 1:	Download approval application form from website www.plantica.in
Step 2:	<p>Fill up the Application completely and send it to Plantica Foundation, Madhur Vihar Phase-2, Lane NO.-3, Near Bangali Kothi, Ajabpur Khurd, Dehradun- 248001, Uttarakhand, India</p> <p>The following documents are to be enclosed with the approval application :</p> <ol style="list-style-type: none">Processing fee: Demand Draft of Rs. 11,000/- (Eleven Thousand only) in favour of Plantica Foundation, Dehradun from any Nationalized Bank. <p>(Processing fee may transfer through NEFT or direct cash submission to A/c of Plantica Foundation as given: Plantica Foundation, A/c No.: 5578101001199, IFSC: CNRB0005578, Bank Name: Canara Bank, Branch: Banjarawala, Dehradun)</p> <ol style="list-style-type: none">Fifty Rupees stamp paper (2 Nos.) with Applicant name for Memorandum of Understanding (MOU).Photo of Applicant (2 Copies).
Step 3:	Scrutinisation of application by the Approval Committee and inspection of the centre. Printed MOU will be sent to the centre with Approval. Centre can start the courses by placing advertisement.
Step 4:	Signed MOUs should be returned to Plantica office Dehradun, Uttarakhand
Step 5:	Approval Certificate will be sent to the centre.
Step 6:	Signed MOU will be sent to the centre from Plantica.

What to do After Approval?

Stage 1	Inform the total number of students admitted in the centre to Plantica Foundation, Dehradun . Based on this information, registration and examination forms will be sent to the centre.
Stage 2	Register the students at Plantica by filling up the Registration and Examination forms sent by Plantica, along with the fees, in the form of DD, in favour of " Plantica Foundation " payable at Dehradun. Amount for all students can be taken as a single DD. Amount may transfer through NEFT or direct cash submission to A/c of Plantica Foundation as given: Plantica Foundation, A/c No.: 5578101001199, IFSC: CNRB0005578, Bank Name: Canara Bank, Branch: Banjarawala, Dehradun)
Stage 3	Record Notes, Answer Booklets, Students Assessment form etc. will be delivered to the centre.
Stage 4	Question papers will be send to centre by Plantica.
Stage 5	Examination should be conducted normally, in the centre itself.
Stage 6	All answer booklets should be packed perfectly (student wise) and sent to Plantica Office Dehradun, India after completion of all the examinations.
Stage 7	Examination Result will be announced in the month of June. Certificates and mark sheets will be sent to the centre.
Stage 8	All Certificates and mark sheets should be thoroughly checked by the centre authority before distributing it to the students.

Terms and Conditions

1.	Individual seeking permission to start centre should apply in the prescribed application form with all necessary enclosures. Application can be printed from the website www.plantica.in
2.	Shifting of the existing centre premises should not be done without the consent of Plantica Foundation , Dehradun, Uttarakhand. Approval is purely valid for that premises only.
3.	The class room and laboratory/ practical work shop should have adequate space.
4.	Adequate toilet and urinal/water facilities should be provided.
5.	Proper and adequate ventilation, lighting should be provided for theory and practical class rooms.
6.	Under any circumstances, once fee paid to Plantica will not be refunded and adjusted.
7.	The powers to accept (or) reject the application for starting new centre shall exclusively rest with Plantica.
8.	Plantica MOU & Approval is valid for only one academic year. Each year centre

	approval should be renewed.
9.	Courses name and duration should not be changed by the centre.
10	Based on the available centre infrastructure students can be admitted.
11	Teaching staff must be properly qualified and trained. Detailed bio-data of teaching staff should be sent to Plantica Office Dehradun , every year.
12	Medium of instruction may be in English, Hindi or students mother language.
13	The centre should maintain records of attendance of students and teaching staff.
14	The Academic year should be from June to April each year. But new centre can be started upto October 30.
15	Adequate class hours and practical hours should be maintained in the centre.
16	Plantica Prescribes Syllabus for all the courses. Plantica syllabus should be strictly followed.
17	Examination will be normally conducted in the centre where approval was granted.
18	For all certificate training courses (2 days, 7 days, 3 month) students can be admitted throughout the year.
19	All Advertisements or Promotional activities must be approved by Plantica, Dehradun.
20	Based on the student strength, necessary class rooms and teaching faculty should be provided by the centre.
21	Renewal Fee Rs. 10,000/- to be paid every year for normal approval.
22	Minimum qualification for teaching staff should be Degree / Master Degree of concerned subject.
23.	Plantica is not giving any assurance to Government jobs for its courses. Providing jobs is based on concerned Government Discretion.



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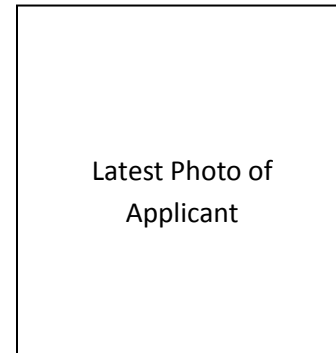
Study Center Application Form

Note:

- This form has to be filled by only the authorized person committed to the operations of the Study Centre.
- Applicant has to submit a processing fee of Rs.11,000/- (non-refundable) along with this application in the form of a DD payable to the Plantica Foundation, Dehradun or **may transfer through NEFT or direct cash submission to A/c of Plantica Foundation** as given: Plantica Foundation, A/c No.: 5578101001199, IFSC: CNRB0005578, Bank Name: Canara Bank, Branch: Banjarawala, Dehradun)

1. Name and Address of the Applicant:

2. Address of the proposed Study Centre with Pin Code



3. Phone No. with STD Code or Mobile No.

E-Mail I.D:

4. Name and address of the Contact person:

5. Type of Applicant:

1. Registered societies, trusts, companies: Yes / No

2. Individual (Indian citizen): Yes / No

6. Details of the Applicant

If Registered societies, trusts, companies (please attach relevant documents): MOA, Bye Laws/ Trust Deed/ Registration certificate etc.

If Individual (Indian citizen): Copy of the following documents (Self Attested)

- i. Aadhar card
- ii. PAN card
- iii. Mark sheet and Degree/ Certificate of Highest Qualification achieved by Applicant

7. Details of class rooms available:

S.N.	Number of Class Room Available	Seating Capacity

8. Details of Laboratory rooms available:

S.N.	Number of Laboratory Room Available	Seating Capacity

9. Details of Library rooms available:

S.N.	Number of Library Room Available	Seating Capacity

Declaration

1. I certify that all the information given above and in the preceding pages signed by me complete and correct.
2. I declare that the center will abide by all the rules and directions of Plantica Foundation, Dehradun from time to time.
3. In case of any information furnished by me is found wrong or incomplete, I declare that the centre may be derecognized and is also open to any action as per law
4. I undertake not to do any advertisement of our own in print/electronic media without the prior written permission of Plantica Foundation, Dehradun.
5. I hereby undertake that if it is ever found that the centre is not able to run as per the norms, rules and procedures laid down by Plantica Foundation, Dehradun, the Plantica Foundation, Dehradun shall be free to withdraw the study centre recognition.
6. I shall verify all the original documents of the students and certify that the students registered at my study centre for Plantica Foundation, Dehradun programs are eligible in all respects as per the eligibility norms of Plantica Foundation, Dehradun. I shall produce the original documents of the students as and when required by Plantica Foundation, Dehradun.
7. I understand that Plantica Foundation, Dehradun reserves the right to terminate the study centre registration if it is found that I have knowingly made a false declaration in the form.
8. I understand that the approval of my Study Centre shall be done as per the norms of the Plantica Foundation, Dehradun.
9. I understand that Plantica Foundation, Dehradun reserves the right to reject the application without assigning any reason.

Place:

Date:

(Signature with Name)

SELF DECLARATION
(To be typed on Rs.10/- Indian Non-Judicial Stamp Paper)

I hereby apply for my Study Centre for Session, of Plantica Foundation, Dehradun. I hereby undertake as under:

1. To pay all the outstanding dues
2. To pay all the fees as per the Plantica Foundation Norms.
3. Not to charge any Extra fees from the students apart from the fees prescribed in the prospectus.
4. To have the format of my advertisement approved by the Plantica Foundation, Dehradun, before I release in to the media.
5. To submit all the applications to the Plantica Foundation through the Registrar within the prescribed time limit.
6. To individually verify all the documents enclosed with the students application forms with the originals.
7. To take full responsibility of all the documents/correspondences signed by me/authorized person.
8. To abide by all the rules and regulations of the Plantica Foundation as promulgated from time to time.
9. Not to indulge in any sort of criminal/immoral/illegal activity.
10. I further acknowledge that if at any point of time the Plantica Foundation, Dehradun, finds any deficiency in infrastructure or in the support services to the students or if I am found involved in any sort of unlawful activities, then the Plantica Foundation, Dehradun will have the full right to terminate my study centre authorization without seeking any clarifications.

Name and Signature of the Applicant

Attested by Notary
with Seal and date