

IIMT

ADVANCE DISTANCE

EDUCATION INSTITUTION

(A STATUTORY BODY OF IIMT MCH AGRA)

34, GANESH NAGAR, LAWYER'S COLONY, BYE PASS ROAD, AGRA-05(U.P.)

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PERMISSION OF DISTANCE EDUCATION PROGRAMS

Permission for run the distance education program to IIMT INSTITUTION (UNDERSIGNED DISTANCE EDUCATION COUNCIL GOVT. OF INDIA, NEW DELHI, D.E.C.) Permitted / Approved by the Hon'ble HIGH COURT, ALLAHABAD vide his order dated 16.6.2010 & 18.6.2010

NORMS & PROCEDURES / GUIDELINES FOR STUDY CENTRES CONDUCTING "I.I.M.T. DISTANCE EDUCATION" PROGRAMMES

Other institutions of IIMT GROUP OF COLLEGES, AGRA

(Just only for the knowledge of the study centre that we are also running the below mentioned institutions)

1. I.I.M.T. MEDICAL COLLEGE & HOSPITAL, AGRA.
2. I.I.M.T. COLLEGE OF HOTEL MANAGEMENT, AGRA.
3. I.I.M.T. COLLEGE OF I.T. & MANAGEMENT, AGRA.
4. I.I.M.T. COLLEGE OF PARAMEDICAL EDUCATION, AGRA.
5. I.I.M.T. COLLEGE OF PHARMACY, AGRA.
6. I.I.M.T. SCHOOL OF NURSING, AGRA.

RECOMMENDATION:

1. After the application is received for grant of authorization to their study centre by the "I.I.M.T. Advance Distance Education Institution, Agra" (A Statutory Body Of IIMT MCH, Agra). The "I.I.M.T. Advance Distance Education Institution, Agra" shall satisfy themselves of the bonafide of its applicant society/trust/corporate and its office-bearers.
2. The applicant has sufficient infrastructural facilities such as proper building, class rooms, library, laboratory, and also qualified teaching faculty, a known-to-all-concerned e-mail id of the centre, internet connection, telephone, and fax. Such applications should also be accompanied by photographs showing in details of all infrastructures.

REQUIREMENT:

3. The study centre of "I.I.M.T. Advance Distance Education Institution, Agra" is required to function under a Trust / Society / Corporate. The "I.I.M.T. Advance Distance Education Institution, Agra" should submit the following documents with the Application cum Self Assessment Form of their proposed centre: Page (1) of Page (8)

- a) Copy of Registration of Trust / Society / Corporate obtained from Registrar of Societies / Concerned Authority.
 - b) (i) Address proof of the Society / Trust/ Corporate along with Lease Agreement / Title Deed / Rent Agreement.
(ii) Website address, if any.
(iii) E-mail ID.
 - c) Particulars of all the Members / Trustees/Board of Directors
4. A minimum of 800-1,000 sq. ft. covered area or more depending upon the programme(s) being conducted and sufficient open space (owned or rented) is essential for a study centre.

INFRASTRUCTURE:

5. The study centre should provide all essential infrastructures like reception desk, class rooms, labs, workshops, computer-room with a minimum configuration of Pentium-IV computers with UPS, teaching-aids, furniture, fixtures and other equipments as per the need of the course(s). (Photographs to be submitted along with Self Assessment Form).
6. Properly established administrative office.
- a) Adequate basic facilities like generator / computers, drinking water, fans, lights, parking place, toilets, security etc.
 - b) Contact classes, theory as well as practicals, as per syllabus.
 - c) A known to all: centre's e-mail id and the contact person, Internet connection, Telephone and fax numbers.

ADMINISTRATIVE SET-UP:

7. The study centre should have Incharge / Co-ordinator / Controller and full time faculty members, having requisite qualifications. Others may be qualified visiting or part-time faculty or subject specialist as per the programmes conducted at the centre.

RECORDS:

8. The study centre should necessarily maintain the following records in its premises and produce the same on demand to the "I.I.M.T. Advance Distance Education Institution" whenever required:
- a) Attendance record of students at various levels.
 - b) Sessional and practical works assessment report of each student.
 - c) Details of the documents received from the "I.I.M.T. Advance Distance Education Institution" and their issue to the students concerned (Mark sheets / Certificates / Exam Schedules / Training / Practical Schedules / Admit Cards / Hall Tickets / Enrolment Nos. / any other relevant documents meant for distribution).

- d) Complete details of academic activities such as conduct of contact classes, practical classes, guest lectures etc. Attendance register of students who are being provided contact classes (theory & practical) should also be separately maintained.
9. That on receipt of application, together, with the requisite inspection-cum-processing fee, shall be inspected by a team appointed by the "I.I.M.T. Advance Distance Education Institution". On receipt of the report of inspection team, deficiency (ies), if any, indicated in the report shall be communicated to the applicant. If the proposed centre removes the deficiency (ies) within the stipulated time and submits evidence duly supplemented by more photographs and CD, to the satisfaction of the "I.I.M.T. Advance Distance Education Institution".
10. The Study Centre once authorized by the "I.I.M.T. Advance Distance Education Institution, Agra", does not have the power to sublet, underlet the programmes of "I.I.M.T. Advance Distance Education Institution, Agra" under any terms and conditions or part thereof to any other Study Centre under any circumstances.
11. As per the "I.I.M.T. Advance Distance Education Institution, Agra" rules, the centre can neither be transferred nor sold / leased / sublet from one body to the other.

Authorization

12. Registration / Authorization Fee for the approval of the Study Centre is total Rs.10,000/- (non refundable in any circumstances) for all group (Group A + Group B + Group C). Or for Group A is- 5,000/-,Group B is- 5,000/- & Group C is- 5,000/-. Processing cum Inspection fee is Rs.5,000/- (non– refundable and non-adjustable) should be enclosed with the Self Assessment Form. Therefore a DD of Rs.5,000/- + Group fees (according to selection) should be enclosed with the Self Assessment Form. Only after the authorization the centre shall be permitted to run/conduct the approved programmes. Centre is not permitted to admit students without obtaining prior approval of the "I.I.M.T. Advance Distance Education Institution, Agra". The Study centre shall enroll students only on receipt of the authorization letter from the "I.I.M.T. Advance Distance Education Institution, Agra".
13. Information uploaded on the website shall be deemed informed and applicable to all concerned. The study centres must follow the norms, procedures and parameters of the "I.I.M.T. Advance Distance Education Institution, Agra" at all times which may be amended by the "I.I.M.T. Advance Distance Education Institution, Agra", with or without notice.

RENEWAL:

14. A yearly authorization renewal fee of Rs. 5,000/- per centre, should be deposited by the Study Centre to the "I.I.M.T. Advance Distance Education Institution, Agra" before the due dates.
15. In case of default by not paying inspection-cum-renewal fee on time, following norms shall be adhered to supplement the condition:
- a) Within 30 days, an amount of 1000/- will be charged as penalty.
- b) Within 60 days, an amount of 3000/- will be charged as penalty.

- c) After 60 days, no request for renewal shall be entertained and the authorization shall stand automatically cancelled and the arrears amount shall be debited to the account of the Study Centre.

ADVERTISEMENT:

16. That all advertisements released for publication by the Study Centre should invariably be got approved in writing from the "I.I.M.T. Advance Distance Education Institution, Agra".

COURSE FEE ETC:

17. That the course fee, examination fee and any other fee for the various programs shall be fixed by the "I.I.M.T. Advance Distance Education Institution, Agra" which shall be binding and deemed applicable on all the study centres of "I.I.M.T. Advance Distance Education Institution, Agra". The Study Centre shall ensure that a sum of 35% of the Course fees should be deposited to the "I.I.M.T. Advance Distance Education Institution, Agra" and all other applicable fees like study material fees, examination fees, Diploma / Certificates fees is deposited in full with the "I.I.M.T. Advance Distance Education Institution, Agra".
18. If there is no facility of practical training in some of the courses at the study centre , then the study centre Incharge / Coordinator / Director can send those students to "I.I.M.T. Advance Distance Education Institution, Agra" for practical training, In that case practical fees according to candidate will be submitted to "I.I.M.T. Advance Distance Education Institution, Agra".
19. That the "**I.I.M.T. Advance Distance Education Institution, Agra**" shall issue necessary marks-sheet and final Diploma/ Certificates to those students only who:
- a) Complete their courses successfully as per the norms of the "**I.I.M.T. Advance Distance Education Institution, Agra**".
- b) Fulfill all the norms and procedures of the "I.I.M.T. Advance Distance Education Institution, Agra".

MISCELLANEOUS:

20. The Study Centre will be solely responsible for all the financial liabilities such as salaries of its employees, cost of additional infrastructure and its maintenance, and repayment of loans etc. "I.I.M.T. Advance Distance Education Institution, Agra" will not be responsible for any financial liability of the centre whether previous, present, or future. The Study Centre will not make any financial commitments on behalf of "I.I.M.T. Advance Distance Education Institution, Agra".
21. Study centre will be responsible for sale of prospectus, admission form/ collection of admission / re- registration forms, other applicable fees and costs as specified in the latest prospectus (no cash will be accepted).
22. All admission forms / re-registration forms / due paper forms must be forwarded to the "I.I.M.T. Advance Distance Education Institution, Agra" after being duly signed by the Centre Coordinator with its office stamp. The study centre will verify all the eligibility certificates of the students with the originals and submit the self attested and duly notarized photocopies of each certificate / document along with the forms. The "I.I.M.T. Advance Distance Education Institution, Agra" has the right to reject any admission

form in case of non-eligibility / incomplete form in any respect, or without assigning any reasons thereof. However, the acknowledgement of receipt of application form, along with the requisite fees, is not an acceptance , as such, or grant of admission, because that is based strictly on the outcome of the verification of documents and fulfilling the eligibility conditions.

23. All payments will be made in advance only in the form of A/C payee Demand Draft favouring in the name of **"Director I.I.M.T. Advance Distance Education Institution, Agra"** payable at **"AGRA"**.
24. That the study centre of "I.I.M.T. Advance Distance Education Institution, Agra" shall not be closed down without prior intimation & permission of the "I.I.M.T. Advance Distance Education Institution, Agra".
25. The centre disqualified /closed will have no legal right to use the name of the "I.I.M.T. Advance Distance Education Institution, Agra" or its signboard at the centre.
26. In case of closure of the centre no money will be refunded under any circumstances to the study centre of "I.I.M.T. Advance Distance Education Institution, Agra".
27. The Study Centre shall not use the "I.I.M.T. Advance Distance Education Institution, Agra" logo on their exclusive letter heads. The Study Centre shall ensure that the term **"Authorized Study Center"** only shall be used. No other words such as affiliation, recognized, franchisee will be used by them.
28. In case of any dispute, the decision of the Chairman of the "I.I.M.T. Advance Distance Education Institution" will be final and binding to the centre of the "I.I.M.T. Advance Distance Education Institution". However candidates admitted to any program during the period of validity of the agreement will be entitled to complete their programmes of study from any closest study centre of the "I.I.M.T. Advance Distance Education Institution" and appear in all the relevant examinations as per rules.
29. The Courts of Agra District, Uttar Pradesh will have exclusive jurisdiction in case of any dispute.
30. Any other such facility that may be required for providing satisfactory quality education and / or made mandatory under D.E.C. rules and guidelines

NAME OF PROGRAMMES & FEES DETAILS

GROUP - A **PARA MEDICAL DIPLOMA COURSES**

S.No	Short Name	Full Name of Courses	Duration	Eligibility	Fees Per Sem.
1.	DPT	Diploma in Physiotherapy	2 Years	10+2	6500/-
2.	DMLT	Diploma in Medical Laboratory Technician	2 Years	10+2	6500/-
3.	DMT	Diploma in MRI Technician	2 Years	10+2	8500/-
4.	DMRT	Diploma in Medial X-Ray Technician	2 Years	10+2	6500/-
5.	DDM	Diploma in Dental Mechanic Technician	2 Years	10+2	8500/-
6.	DDH	Diploma in Dental Hygiene Technician	2 Years	10+2	8500/-
7.	DOTT	Diploma in Operation Theater Technician	2 Years	10+2	6500/-
8.	DDNT	Diploma in Dialysis Technician	2 Years	10+2	8500/-
9.	DATT	Diploma in Anaesthesia Technician	2 Years	10+2	6500/-
10.	DHAM	Dip. in Hospital Administration & Management.	2 Years	10+2	6500/-
11.	DOPT	Diploma in Orthopedic Technician	2 Years	10+2	6500/-
12.	DET	Diploma in E.C.G. Technician.	2 Years	10+2	6500/-
13.	DUST	Diploma in Ultrasound Technician	2 Years	10+2	6500/-
14.	DBBT	Diploma in Blood Band Technician.	2 Years	10+2	6500/-
15.	DDT	Diploma in Dental Technician	2 Years	10+2	8500/-
16.	DNA	Diploma in Nursing Administration	2 Years	10+2	6500/-
17.	DCST	Diploma in Cat Scan Technician	2 Years	10+2	8500/-
18.	DLSA	Diploma in Laproscopic Technician	2 Years	10+2	8500/-
19.	DEST	Diploma in Endoscopy Technician	2 Years	10+2	6500/-
20.	DEET	Diploma in E.E.G. Technician.	2 Years	10+2	6500/-
21.	DTMT	Diploma in TMT Technician.	2 Years	10+2	6500/-
22.	DITT	Diploma in ICCU (Cardiac) Technician.	2 Years	10+2	6500/-
23.	DETC	Dip in Emergency & Trauma Care Technician.	2 Years	10+2	6500/-
24.	DPK	Diploma in Panch Karma Technician	2 Years	10+2	6500/-
25.	DPM	Diploma in Pharma Sales Management (M.R.) (Medical Representative)	2 Years	10+2	6500/-
26.	DOpt.T	Diploma in Optometry Technician	2 Years	10+2	6500/-
27.	DVT	Diploma in Ventilator Technician	2 Years	10+2	6500/-

Practical Fees Rs. 3500/- Per Semester Study Material Fees Rs. 500/- Per Sem.
Examination Fees Rs. 500/- Per Semester. Diploma/Certificate Fees Rs. 500/-

GROUP - B

PARA MEDICAL CERTIFICATE COURSES

S.No	Short Name	Full Name of Courses	Duration	Eligibility	Fees Per Sem.
1.	CPT	Certificate in Physiotherapy	1 Year	10 th	6500/-
2.	CMLT	Certificate in Medical Laboratory Technician	1 Year	10 th	6500/-
3.	CMT	Certificate in MRI Technician.	1 Year	10 th	8500/-
4.	CMRT	Certificate in Medical Radiology Technician	1 Year	10 th	6500/-
5.	COTT	Certificate in Operation Theater Technician.	1 Year	10 th	6500/-
6.	CDNT	Certificate in Dialysis Technician	1 Year	10 th	8500/-
7.	CATT	Certificate in Anaesthesia Technician.	1 Year	10 th	6500/-
8.	CHAM	Certi. in Hospital Administration & Management.	1 Year	10 th	6500/-
9.	COPT	Certificate in Orthopedic Technician.	1 Year	10 th	6500/-
10.	CET	Certificate in E.C.G. Technician.	1 Year	10 th	6500/-
11.	CUST	Certificate in Ultrasound Technician.	1 Year	10 th	6500/-
12.	CBBT	Certificate in Blood Bank Technician.	1 Year	10 th	6500/-
13.	CDT	Certificate in Dental Technician.	1 Year	10 th	8500/-
14.	CNA	Certificate in Nursing Administration	1 Year	10 th	6500/-
15.	CCST	Certificate in Cat Scan Technician.	1 Year	10 th	8500/-
16.	CLSA	Certificate in Laproscopic Technician.	1 Year	10 th	8500/-
17.	CEST	Certificate in Endoscopy Technician.	1 Year	10 th	6500/-
18.	CEET	Certificate in E.E.G. Technician.	1 Year	10 th	6500/-
19.	CTMT	Certificate in TMT Technician.	1 Year	10 th	6500/-
20.	CITT	Certificate in ICCU (Cardiac) Technician.	1 Year	10 th	6500/-
21.	CETC	Certi. in Emergency & Trauma Care Technician.	1 Year	10 th	6500/-
22.	CPK	Certificate in Panch Karma	1 Year	10 th	6500/-
23.	CPM	Certificate in Pharma Sales Management (M.R.) (Medical Representative)	1 Year	10 th	6500/-
24.	Copt.T	Certificate in Optometry Technician.	1 Year	10 th	6500/-

Practical Fees	Rs. 3500/- Per Semester	Diploma/Certificate Fees	Rs. 500/-
Examination Fees	Rs. 500/- Per Semester.	Study Material Fees	Rs. 500/- Per Sem.

GROUP - C

COMPUTER DIPLOMA COURSES

S.No	Short Name	Full Name of Courses	Duration	Eligibility	Fees Per Sem.
1.	DCA	Diploma in Computer Application	1 Year	10+2	6500/-
2.	DIT	Diploma in Information Technology	1 Year	10+2	6500/-
3.	DCHN	Diploma in Computer Hardware & Networking	1 Year	10+2	6500/-
4.	DMA	Diploma in Multi Media & Animation	1 Year	10+2	6500/-

DIPLOMA COURSES

1.	DBM	Diploma in Business Management	1 Year	10+2	6500/-
2.	DMOM	Diploma in Managerial Office Management	1 Year	10+2	6500/-
3.	DOM	Diploma in Office Management	1 Year	10+2	6500/-
4.	DPD	Diploma in Personality Development	1 Year	10+2	6500/-
5.	DFA	Advance Diploma in Financial Accounting	1 Year	10+2	6500/-
6.	DMFA	Advance Diploma in Financial Accounting	1 Year	10+2	6500/-
7.	DMM	Diploma in Marketing Management	1 Year	10+2	6500/-
8.	DIM	Diploma in Industrial Management	1 Year	10+2	6500/-
9.	DISM	Diploma in Industrial Safety Management	1 Year	10+2	6500/-
10.	DFSM	Diploma in Fire Fighting & Safety Management	1 Year	10+2	6500/-
11.	DSEM	Diploma in Solar Energy Technician	1 Year	10+2PCM	6500/-
12.	DATM	Diploma in Air Ticketing Management	1 Year	10+2	6500/-
13.	DTTM	Diploma in Tour & Traveling Management	1 Year	10+2	6500/-
14.	DHM	Diploma in Hotel Management	1 Year	10+2	6500/-
15.	DMOM	Diploma in Tourist Guide Management	1 Year	10+2	6500/-
16.	DAH	Diploma in Air Hostess (Cabin Crew)	1 Year	10+2	6500/-
17.	DFD	Diploma in Fashion Designing	1 Year	10+2	6500/-
18.	DID	Diploma in Interior Designing.	1 Year	10+2	6500/-
19.	NTT	Diploma in Nursing Teachers Training	1 Year	10+2	6500/-

Practical Fees (If Applicable) Rs. 3500/- Per Semester Study Material Fees Rs. 500/- Per Sem.
Examination Fees Rs. 500/- Per Semester. Diploma/Certificate Fees Rs. 500/-