



PUNJAB TECHNICAL UNIVERSITY

Directorate of Distance Education

GUIDELINES & APPLICATION FORM FOR CHANGE OF ADDRESS OF LEARNING CENTRE

GUIDELINES

1. A Fee of ₹10,000/- (Rupees Ten Thousand only), in the form of a demand draft favouring "Registrar, Punjab Technical University", payable at Jalandhar, must be submitted along with this application form.
2. New/proposed address of the Learning Centre must be within the same City where the earlier approval was given.
3. ***The new/proposed address/location must be at least 3 KMs away (in case of IT & Management Courses) and at least 5 KMs away (in case of Applied Technology Courses) from the nearest (existing) Learning Centre offering the same programmes of PTU.***
4. The old/existing address of the LC cannot be used for conduct of PTU Courses, once the new address is approved.
5. Attested copy of resolution by the Board/Managing Committee of the Society/Trust of the Learning Centre, mentioning the decision for change of address, must be attached with this Form.
6. Attested Copy of Rent/Ownership documents of the new/proposed premises must be attached with this Form
7. The new/proposed address must fulfill the minimum norms for infrastructure & student facilities etc. as prescribed by the University as on date.

APPLICATION FORM

PART A:

RC CODE: _____ LC CODE: _____

LC NAME: _____

EXISTING ADDRESS: _____

_____ City: _____

NEW (PROPOSED) ADDRESS: _____

_____ City: _____

TELEPHONE: _____ MOBILE: _____ FAX: _____

COURSES APPROVED: _____



PART B:

REASONS FOR CHANGE OF ADDRESS:

PART C:

DETAILS OF NEAREST PTU LEARNING CENTRE (from the new/proposed location):

Name of LC: _____

LC Code: _____ Courses: _____

Distance (in KMs) from the new/proposed location: _____

PART D:

DETAILS OF INFRASTRUCTURE (at new/proposed location) dedicated for PTU Courses ONLY:

S. No.	Section	Units	AREA (in Sq. Ft.)
1	RECEPTION		
2	COUNSELLING ROOM		
3	CLASSROOMS		
4	LIBRARY		
5	LABS		
6	A/V ROOM		
7	CENTRE HEAD ROOM		
8	STAFF ROOM		
9	SERVICE AREA + TOILET		
10	Other (please specify)		
	TOTAL		



PART E:

PHOTOGRAPHS:

Attach the following photographs of the new/proposed address ON A SEPARATE SHEET:

1. Front Elevation
2. Reception
3. Counselling Room
4. Classrooms
5. Library
6. Computer Lab
7. Other Laboratories (in case of Applied Technology courses, attach photos of relevant labs)
8. Centre Head Room
9. Staff Room

PART E:

Declaration by Learning Centre:

I have read & understood the guidelines mentioned in the Form. I also understand that the new premises must be in accordance to the current minimum norms of a Learning Centre of PTU. The information provided in this application is true to the best of my knowledge and I understand & agree that if any of the information provided here-in is found to be false, punitive action may be taken against this Learning Centre as decided by the Dean-DDE.

DATE: _____

CENTRE HEAD SIGN & SEAL

Declaration by Regional Centre:

The information mentioned in this Form has been physically verified and we recommend the change of address.

DATE: _____

REGIONAL CENTRE SIGN & SEAL

CHECKLIST:

- Demand Draft Rent/Lease Documents Copy All Photographs Copy of Resolution

FOR OFFICE USE ONLY

APPROVED

SIGN: _____

NOT APPROVED

DATE: _____