



Karnataka State Open University

In Partnership with

Osteen
A C A D E M Y

APPLICATION FORM

(STUDY CENTER – DOMESTIC)

Application for Courses:

- | | |
|----------------------------------|--------------------------|
| Diploma in Hotel Management | <input type="checkbox"/> |
| Diploma in Fashion Design | <input type="checkbox"/> |
| Diploma in Interior Decoration | <input type="checkbox"/> |
| Certificate in Retail Management | <input type="checkbox"/> |

(Please fill this Form in Block Letters and attach required supporting Documents)

1. Name of the Trust/Society/Registered Institution: (Please attach Deed)

2. Registration Number and State where Registered:

3. Postal Address for Communication:

City _____ PIN _____

4. Email _____ Web _____

5. Contact Numbers with STD Code:

Off _____ Res _____

Mob _____ Fax _____



6. Institution Name under the Trust/Society where training will be imparted:

7. Postal Address for Communication:

City _____ PIN _____

8. Email _____ Web _____

9. Contact Numbers with STD Code:

Off _____ Res _____

Mob _____ Fax _____

10. Name of the Head of the Institution:

11. Work Experience of Management:

12. Assessment of the Center with respect to Location:

• Location (Prime / On Road etc.) _____

• Commercial / Residential _____

• Owned / On Lease / Rent etc. _____

(Attach Lease / Rent Agreement)

• Visibility from Road _____

• Parking Space _____

• Familiarity of the Location _____

13. Total Carpet Area (Attach Layout Plan) _____

14. Center Infrastructure:

• No. of Class Rooms _____

• Seating capacity with furniture _____

• Computer based Classroom _____



- Total no. of students who can be trained at a time

- Air Conditioning
- Training Aids (OHP/Board)
- No. of Counseling Rooms
- Conference / Meeting Room
- Internet Connection and Type
- Generator for Power backup
- Staff Room / Other Facilities

15. Support Staff Details:

16. Library (Attach List of Books):

- No. of Books
- No. of Newspapers/Periodicals etc
- Library seating capacity
- No. of Librarians

17. Any collaboration / proposed collaboration with any other University:

- University name

- University Address

- Programs



KSOU & OSTEEN ACADEMY Study Center Infrastructure Requirements:

(Please fill in actual details of your existing available Infrastructure)

PARTICULARS	MINIMUM REQUIREMENTS	ACTUALS
Premises (Area)	Minimum Carpet Area – 1000 Sft	
Class Rooms and Furniture	2 Classrooms 25 seats per Class Room	
Basic Facility	Conference Room Staff Rooms	
Air Conditioning	Preferred	
Training Aids	LCD/OHP Computers Internet Broadband Printers & Copiers Library	
Administrative Needs	Office Setup Telephone / Fax Email	
Manpower	1 Counselor for 4 Programs Counselor Student ratio 1:50 Students – 100	

All STUDY CENTERS are hereby advised to strictly adhere to above mentioned Infrastructure Guidelines, failing which they will be de-listed as recognized Study Center of KSOU and OSTEEN ACADEMY.

Authorised Signatory
KSOU

Authorised Signatory
OSTEEN ACADEMY



DECLARATION

1. We agree that all advertisements will be centrally controlled by KSOU and Osteen Academy and we undertake not to do any advertisement of our own in print/electronic media without the express permission of KSOU and Osteen academy.
2. We certify that we will abide by all decisions taken by KSOU and Osteen Academy from time to time which are related to the programs such as publicity norms, conduct of programs and procedures to be followed.
3. We undertake to verify and certify that students registered for University programs are eligible in all respect as per the eligibility condition laid and will arrange to produce all original certificate/documents to prove their eligibility as and when required.
4. We hereby certify that we shall remain the applicants and if there is any change in the composition of applicants before signing of agreement or opening of Study Center, we hereby agree to get the new applicants as well as the new form of organization approved by KSOU and Osteen Academy. We agree to the rejection of this application if KSOU and Osteen Academy does not approve the changes.
5. We hereby undertake, if selected to start the Study Center within stipulated time period as may be defined by KSOU and Osteen Academy from time to time from date of Approval of this application, failing which we agree to the rejection of this application.
6. We certify that all information in this Application Form and on any attachments is true and accurately represents our current and continuing financial conditions. We authorize KSOU and Osteen Academy to verify any information from whatever source it deems appropriate. We understand that any misinterpretation in this statement may result in rejection of this application.
7. We also certify that we shall possess all required and necessary statutory sanctions to run the Study Center as prescribed by KSOU and Osteen academy, the Government (both Central and State Regulatory), Universities rules and regulations from time to time.

(NAME OF APPLICANT)

(SIGNATURE)

(DATE)



ATTACHMENTS

(Please attach the following documents along with the Application Form)

A. INSTITUTION

1. Copy of the Incorporation Certificate
2. Copy of the MOU/Partnership Agreement/Trust Deed duly attested by a Gazette Officer
3. Last financial year's Form 16 or Tax Certificate
4. Last 6 months Bank Statement attested by the Bank Manager

B. HEAD / PARTNERS / BOARD OF DIRECTORS/ TRUSTEES OF THE INSTITUTION

1. Detailed Resumes of all members of the Management
2. Residential Proof (PAN Card, Ration card, passport etc.)
3. Name and Address of Bank
4. Last 6 months Bank statement attested by the Bank Manager