



Maulana Mazharul Haque Arabic & Persian University

مولانا مظہر الحق عربی و فارسی یونیورسٹی پٹنہ

Application & Guidelines for KRCs / Vocational College

Mithapur Farm Area, Mithapur, Patna-800 001 (Bihar)
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Price Rs.5,000/-



IDEAS AND IDEALS OF MAZHARUL HAQUE

"By an Indian Nationalist I mean one who has the sole good of his country at heart and who does not exclude anyone from the category of Indians because of the accidents of caste and creed. This idea has been the guiding spirit of my political life."

[Maulana Mazharul Haque, 1913 Kanpur]

Mazharul Haque supported universal and free primary education. He wished girls education to progress side by side with boys' education when it was being considered to dilute the provisions of girl's education in the Elementary Bill (1911) He declared that "If that (girl's education) goes then I shall lose half of my enthusiasm about.

[Maulana Mazharul Haque 1911 in Support of Gokhale's Bill]

"Every race and creed have its own particular features and characteristics developed in its own special way which in my opinion are the chief sources of its strength. It is when all combine and their individual characteristics into the common stock that they contribute their quota towards formation of a strong and united nation."

[Maulana Mazharul Haque 1915 –Bombay Congress]

"..... One objective in life is to raise the motherland in the scale of civilization to free her from alien aggression. to region her lost freedom and to make her respected by all the nations of the earth."

[Maulana Mazharul Haque as ascetics in politics]

"In their ignorance and false pride, they consider that all the sciences and knowledge of this world were contained in their own languages refuse to take advantage of facilities granted alike to all communities of India and in a body abstain from English education. They did worst. they sulk.

[Maulana Mazharul Haque on modern Education]

"Do not hold any demonstration on my account but ply the spinning wheel, weave and wear khaddar consolidate and maintain Hindu-Muslim unity. If my countrymen perform these acts earnestly, zealously and religiously, their freedom is not very far."

[Maulana Mazharul Haque,1922 Bankipure Jail]

"..... Sadaquat Ashram will revive the ancient glory of Indian thought and culture and will give new orientation to modern political activity imitated from West..... SadaqatAsharam will produce high souled patriots who will give up their all for the sake of country....."

[Maulana Mazharul Haque on Sadaqat Ashram 1915]



KNOWLEDGE RESOURCE CENTRE NETWORK

Concept, Preference and Operational Guidelines

(1) Background:

- (a) The Constitutions of Indian ensures equality, inclusiveness and pluralism while protecting the interest of all the Citizens in general and for the minority communities in particular. However, not only that the literacy rate among the rural population and specially the minority community is far below the National average, but that their enrolment in the institutions of higher learning also presents a dismal picture. It has been found that the relative shares of minority communities in higher education is significantly lower than even-that of SCs and STs. It has been observed that only one out of 25 under graduate students and one out of fifty post graduate students in the Institutions of Higher Education is a Muslim. Further the Sachar Committee observes that "we have convinced opinion that the backwardness both social and economic-actually emanates, from educational backwardness."
- (b) This requires a positive intervention by the Central Government, the State Government, the UGC and the University to increase
- (i) access and inclusion of the students belonging particularly to minority communities to the institution and courses specially those which will give access to the emerging areas of employment: and
 - (ii) innovation in educational programme implementation to increase outreach and to diversify student population so that suitable steps are taken to deal with the problem of the educational backwardness of minority community and their social and economic development through improved educational facilities is ensured.



(2) The Concept of Knowledge Resource Centre Network :

The concept of KNOWLEDGE RESOURCE CENTRE NETWORK (KRCN) has been developed and implemented in 2008. It is based on the realisation that inclusion of students in far flung areas specially in the Minority Concentration Districts (MCDs) should ensure operational flexibility, accountability and suitability of teaching economically disadvantaged communities having insufficient number or facility for job oriented higher education courses. The concept is based on the idea of taking regular Job oriented higher learning and training at the doorstep of the disadvantaged groups in far flung areas.

- (a) KRCN will be set up through collaboration, sharing and optimizing the use of established infrastructure of institutions having adequate human and physical infrastructure facility and willing to conduct the regular academic programme on No-Profit-No Loss Basis.
- (b) Students will be admitted on Merit and equal opportunity policies will be adopted to ensure disadvantaged groups specially women and minority students are given preferential treatment in admission.
- (c) KRCN will also organise special programme such as add-on, remedial and bridge courses to enhance competency of disadvantaged groups admitted in the centre.
- (d) KRCN will ensure students mobility within the Jurisdiction of the University to ensure continuity flexibility required to reduce the dropout rate. Further a system of financial support will be ensured for the academically competent students by subsidising the programme free through grants from the State Welfare Department or through Loans from the banks.
- (e) The University will ensure and encourage opening of KRCN in MCD MCDs where number of educational Institutions are insufficient and inclusion of minority is not satisfactory. Further the University will establish KRCN and ensure their proper supervision and monitoring so that good quality of education is imparted to the students admitted in these centres. KRCN will be opened only for the **self-financed job-oriented courses in regular education mode.**



(3) Objective & Purpose:

- (a) As a mechanism for innovation in higher education the Knowledge Resource Centre Network (KRCN) will be established at different institutions/ districts and will be jointly administered by the University and the concerned institution. KRCN will be used for disseminating knowledge and will provide support services to the students of self-financed Job oriented courses. The performance of KRC will be monitored and evaluated independently to ensure its optimal performance and usefulness.
- (b) The KRC will be established for the purpose of furthering the objectives of the University U/S 4 (22) of the BSU Act 1976 without causing additional financial burden on the University or the State Government. These centres will be financed out of the fee collected from the self-financed courses. KRCN will increase the outreach of the University within its jurisdiction and benefit students with geographical and monetary disadvantages.
- (c) The main objective of such centres will be to create resources both human and physical or to utilize such existing resources for providing appropriate teaching and training programme at affordable cost. This is also in line with the current policy of the UGC and also the State Government to share resources and encourage **public private participation** for improving the quality, increasing outreach specially in unrepresented areas and to make vocational education affordable.

(4) KRCN-Preferences:

Preference in establishing these centers will be given to:

- (a) Districts with high concentration of minorities, women & backward communities or/ and where University administered institutions are not sufficient in number



- (b) Institutions having sufficient infrastructure both physical and human resource will be selected for starting such centers.
- (c) KRCN will be administrated in the interest of students who otherwise would not have been able to pursue job oriented vocational education.
- (d) Institutions (both public and private) ready to share resource and collaborate on no-profit basis for taking up the task of providing multidisciplinary teaching-learning through multimedia technology.
- (e) Independent performance evaluation will be taken up to the working of these centers to ensure sufficiency and adequacy of teaching-learning programme.

(5) Operational Guidelines:

- (a) The institutions opening KRCN will ensure strict standard of accountability with regard to teaching, learning and training programmes approved by the University through adequately qualified teaching faculty and physical infrastructure.
- (b) As most of the Academic programmes encourage inter-disciplinary approaches and employment orientation of curricular, the institutions will follow the guidelines issued by the University from time to time.
- (c) Academic merit must be the primary criteria for admission to the University approved courses. Selection test will be conducted by the institution whenever so directed or required. However equal opportunity must be ensured to the students who are economically, socially and geographically disadvantaged and this group be given preferential treatment in methodologies of admission.
- (d) KRCN will be opened in such institutions which are established by the State Government, University, registered public trusts and such other organizations which have adequate infrastructures and experience of conducting approved academic programmes. Such institutions having adequate facility and located in MCDs, will be given preference.



- (e) KRCN will ensure mobility of students as per their need and shall create sufficient student support facilities to ensure their retention and convenience.
- (f) In addition to the conduct of approved programme of teaching-learning the KRCN should be required to encourage extracurricular activities such as sports, cultural activities, debate, seminar, conference so as to develop their personality and broad world view among students and teachers.
- (g) The institutions must ensure that the KRCN is implementing the direction of the University with regards to academic and extra-curricular activities. The same must be closely supervised and monitored by the University. The University will be free to inspect such facilities and **in case of unsatisfactory performance of the Centre, the KRCN located in that institution will be closed and all the students enrolled will be transferred to other KRCN for which option will be invited from the students.** Student's view on performance will also be taken into consideration.



MAULANA MAZHARUL HAQUE ARABIC & PERSIAN UNIVERSITY

Mithapur Farm Area, Mithapur, Patna-800001

STATUTORY STATUS

Established by the Government of Bihar under section 3(L) of the Bihar State Universities Act. 1976 (Amendment up to date) recognized by the UGC, New Delhi Under Section 2(f) of the UGC Act, 1956 Member, Association of Indian Universities (AIU), New Delhi.

Courses to be offered:

Degree Courses	Duration	Eligibility
Bachelor of Business Administration (BBA) (Subject to AICTE approval)	03 Years	Intermediate or equivalent with 45% marks
Bachelor of Computer Application (BCA) (Subject to AICTE approval)	03 Years	Intermediate or equivalent with 45% marks
Bachelor of Journalism and Mass Communication (BJMC)	03 Years	Intermediate or equivalent with 45% marks
Bachelor of Library and Information Science (BLIS)	One Year	Graduate with 45% marks

Certificate Courses	Duration	Eligibility
Advance Certificate Course in Translation and Interpretation (Arabic-English and Vice-Versa)	11 Months	Intermediate or equivalent
Certificate in Telecom and Mobile Technology (CTMT)	06 Months	Intermediate or equivalent
Certificate Course in Hardware and Networking (CHN)	06 Months	Intermediate or equivalent
Certificate Course in House Hold Electrical Wiring	06 Months	Intermediate or equivalent
Certificate Course in Computer Fundamental	06 Months	Intermediate or equivalent
Certificate Course in Functional Arabic & Persian	06 Months	Intermediate or equivalent



Diploma Courses	Duration	Eligibility
Diploma in Functional Arabic	1 Year	Intermediate or equivalent
Diploma in Functional Persian	1 Year	Intermediate or equivalent
Diploma in Manuscript ology	1 Year	Intermediate or equivalent
Diploma in Oriental Librarianship	1 Year	Intermediate or equivalent
Diploma in Accountancy of Panchayati Raj Institution	1 Year	Intermediate or equivalent



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Guidelines to Set up a KRC (Knowledge Resource Centre)

(1) Eligible Institutions:

- (a) Government/ Private Institutions, Aided/ Self-financed institutions, Registered societies, Trusts etc. having the arrangement of competent faculty members, infrastructure for the required number of classrooms, laboratories, Computer lab, library and regular & visiting faculties, etc. may apply.
- (b) Unrepresented areas for setting up of a KRC will be preferred.
- (c) The proposed KRC must be situated in a minimum distance of 1 kms of existing KRCs.
- (d) The institutions submitting "Undertaking" to impart teaching in Arabic or Persian related courses by enrolling 10-15 students will be granted permission on priority basis.
- (e) The experience of operating the teaching institutions or programmes of study shall be preferred.

(2) Functions of the KRC Head/ Coordinator:

- (a) The Co-ordinator or In-Charge of a center shall be the principal functionary of the center and he/ she will be responsible for maintaining of all records and registers in respect of the activities of the center including academic and administrative.
- (b) Supervisions of the work of other supporting staff; Intimating students about the time and date for class session, Internal Assessment and University Examination.
- (c) Arranging laboratory facility in case the course consists of laboratory work;



- (d) The Coordinator will ensure the KRC is kept open on the days fixed for teaching;
- (e) The Co-ordinator will also ensure attendance of the students and submission of assignments;
- (f) Submission of quarterly report to Maulana Mazharul Haque Arabic and Persian University, Patna.
- (g) Maintenance of discipline/Dress Code in the center. Performing such other duties as assigned by the University.

(3) Infrastructure/ Library/Equipment/ Labs/ Academic Requirements

(a) Required Infrastructure: BBA, BCA, BJMC and other approved courses from AICTE

Premises	Owned/ Rental/ Leased/ Other			
	Number of Rooms Required	Carpet Area in 66 sqm per Room		
		BBA	BCA	BJMC
Class rooms	9	3	3	3
Tutorial room	6	2	2	2
Computer lab	4	2	1	1
Seminar hall	1			
Library room	1	1	1	1

(b) Required Infrastructure: BLIS and other approved courses from the University

Premises	Owned/ Rental/ Leased/ Other			
	Number of Rooms Required	Carpet Area in 66 sqm per Room		
		BLIS	Diploma Courses	Certificate Courses
Class rooms	4	2	1	1
Tutorial room	2	1	1	
Computer lab	1*	1		
Seminar hall	1*			
Library room	1*			

* Common for AICTE approved courses and University approved courses



(c) Provision of space in the institution for Amenities Area will be as follows(Carpet Area in sqm):

S.No.	Carpet Area in sqm per Room	Carpet Area in sqm per Room	Number of rooms required for Existing/New institution
1	Coordinator	30	1
2	Coordinator's office	20	1
3	Conference hall	100	1
4	Main office	150	1
5	Administrative	10	1
6	Placement	10	1
7	Faculty	60	
8	Reception	20	
9	Reprographic	10	
10	Maintenance, Estate office & Store	10	

(d) Norms for Library Facility:

Category	Count
Reference Books	Master Programme: - Min 7 to 10 titles Bachelor Programme: - Min 5 to 7 titles
Text/ Subject books	Essential
Periodicals Subscription	Essential
Journal	Essential
Three Daily News papers Subscription	One - related to Business Two - related to sanctioned programme
Educational CDs/ DVDs	Essential
E- Books for reference	Essential
Magazines	Essential

(e) Laboratory Equipment and Experiments:

1	Total numbers of Titles and Volumes shall be increased in continuation till 15 years, which shall be the minimum stock of Books. Institutions shall have to add annual increment of Books based on the changes in Curriculum and Syllabus from time to time by the Affiliating University
2	Books shall also include subjects of Science and Humanities
3	Digital Library facility with multimedia facility is essential.



4	Reprographic facility in the Library is essential.
5	Document scanning facility in the Library is essential.
6	Availability of NPTEL facility at the Library is essential
7	Library Books/non-Books classification as per standard classification methods is essential.
8	Computerized indexing with bar coded/RF tagged Book handling is desirable.
9	50% of total number of Titles and Volumes each can be in the form of e-books with intranet access.
10	Institution should be a member of National Digital Library.

(f) Required Additional Equipment:

Equipment	Count
Interactive Flat Display Panel with Video Conferencing facility	One Essential
LED Projector	Desirable
Fax/ Photocopier/ Printer	Essential
External Hard Disk	Essential

(g) Norms of Computer Lab:

Particulars	Minimum Requirement	
No. of Computer Lab	One	
No. of Computer in Lab	20 (BBA, BCA & BJMC), 10 (BLIS)	
Configuration of Computers	i5 & above, 1 GB, RAM-16 GB, Graphic-1 GB, etc.	
Software	Windows 10/Windows 11 (As per requirement)	
Type of Networking in Computer lab	CAT- 6	
Internet Connectivity	Compulsory	
Internet speed required for the Institution	Approved Intake	Internet Speed
	Up to 300	100 Mps
	301-600	100 Mps
	601-900	100 Mps



	901-1500	200 Mps
	> 1500	200 Mps
At least 4Mbps Wi-Fi connectivity at 4 or 5 hotspots shall be made available.		

Arrangement to view NPTEL/SWAYAM etc. shall be made available.

- (a) Utilization of Open-Source Software shall be encouraged.
- (b) Secured Wi-Fi facility is highly recommended.
- (c) Purchase of most recent hardware is desired.
- (d) Library. Administrative Offices and Faculty members shall be provided with exclusive computing facilities along with LAN and Internet. This shall be considered as over and above the requirement meant for PCs to student's ratio.
- (e) Adequate number of software licenses is required
- (f) Central Xeroxing facility for students is preferred
- (g) PC shall also include Laptop in the inventory of the Institution

(All the details to be mentioned as per the check-list)

(4) Academic Requirements: -

4.1 **Management Programme:** Sufficient number of faculty members with Master's Degree in Business Management/ Administration/ other relevant management related discipline with some teaching experience. Faculties of this programme will have requisite qualification prescribed by the UGC to teach Vocational/ Professional Courses.

4.2 **Computer related Programmes:**

4.2.1 **BCA:** Adequate number of faculty members from the fields of Computer Science/ Engineering/ Technology or equivalent of M. Tech or M.C.A. degree or equivalent.

4.2.2 **Journalism and Mass Communication:** It is essential to **engage** Post Graduate Degree in Media/ graphics/ Animation/MJMC with minimum 1 yrs. of teaching experience. The number shall increase as the year of study progresses.



4.2.3 The qualifications of the faculty members must be at par with UGC norms.

4.3 **Library & Information Science Courses: -**

4.3.1 Sufficient number of faculty members having the qualification of M.LIS or equivalent prescribed under the UGC norms should be engaged to impart teaching in Library Science (BLIS course).

4.3.2 For practical purposes it is essential to hold 10 sets of Demy Dewy Classification (DDC) (19th Ed.) and 20 sets of Colon Classification (CC) 6th Ed.

4.3.3 Sufficient number of textual books according to the prescribed syllabus. List of neighboring Govt. Libraries or Private owned libraries in regular function is to be enclosed.

4.3.4 Diploma and Certificate Courses:
Adequate number of faculty members from the concerned fields or subjects should be engaged. Qualifications of the faculty members should conform to the guidelines and norms approved by the UGC.

(5) Norms for Essential and Desirable requirements for Vocational Colleges/ Institution:

1	Standalone Language Laboratory.	Essential
2	Potable Water supply and outlets for drinking water at strategic locations.	Essential
3	Electric Supply.	Essential
4	Sewage Disposal System.	Essential
5	Telephone.	Essential
6	Vehicle Parking.	Essential
7	Display of information submitted to affiliating institution (including the accreditation status and Board of Management) along with mandatory disclosures in the Web site of the Institution.	Essential
8	Copies of approvals to run courses obtained since inception of the Institution till date shall be placed in the Web site of the Institution.	Essential
9	Digital payment for all financial transactions as per MHRD/ state govt. directives.	Essential
10	Provision to watch MOOC'S Course(s) through Swayam.	Essential
11	Feedback facility of students and Faculty available in the Web Portal.	Essential



12	Barrier Free Built Environment for disabled and elderly persons.	Essential
13	Safety and Security measures in the Campus.	Essential
14	Safety provisions including fire and other calamities.	Essential
15	Implementing Food Safety and Standards Act, 2006 in the Institution.	Essential
16	General Insurance provided for assets against fire, burglary and other calamities.	Essential
17	Road suitable for use by Motor Vehicle-Motorized Road	Essential
18	General Notice Board and Departmental Notice Boards.	Essential
19	First aid, Medical and Counseling Facilities.	Essential
20	Appointment of Student Counsellor	Essential
21	Group Insurance to be provided for the employees	Essential
22	Insurance for Students	Essential
23	Institution-Industry Cell	Essential
24	Placement Cell	Essential
25	Applied for membership of National Digital Library	Essential
26	Establishment of Online Grievance Redressal Mechanism	Essential
27	Establishment of Anti Ragging Committee	Essential
28	Establishment of Grievance Redressal Committee in the Institution	Essential
29	Establishment of Internal Complaint Committee (ICC) (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in institutions) as per UGC directive	Essential

* Appointment of Committees should be made before commencement of the session; however, an Affidavit to that effect needs to be submitted by the new Institution at the time of inspection by Expert Visit Committee.

1	Implementation of the schemes announced	Desirable
2	Offering of Skill development Courses approved by the UGC	Desirable
3	Participation in the National Institutional Ranking Framework (NIRF)	Desirable
4	Fabrication facility Laboratory (FABLAB) / Tinkering Laboratory/ Innovation Laboratory	Desirable
5	Backup Electric Supply	Desirable
6	Rain Water Harvesting and installation of grid connected solar rooftops/ Power systems	Desirable
7	Waste Management and environment improvement measures to ensure a sustainable Green Campus.	Desirable



8	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency.	Desirable
9	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction Desirable	Desirable
10	Transport	Desirable
11	Post Office, Banking Facility/ATM	Desirable
12	LCD (or similar) projectors in Classroom Desirable	Desirable
13	Display of Course (s) and “Approved Intake” in the Institution at the entrance of the Institution.	Desirable
14	Implementation of Startup Policy.	Desirable
15	Intellectual Property Right Cell	Desirable
16	19 Implementation of Unnat Bharat Abhiyan/ Sansad Adarsh Gram Yojana (SAGY)	Desirable
17	Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environment friendly disposal of used sanitary napkin through sanitary napkin incinerator.	Desirable

7 Other Guidelines:

7.1 Recognition fee(Non-Refundable)

7.1.1 BLIS including Diploma and Certificate Courses- Rs 2 Lakhs

7.1.2 BCA – Additional 1 Lakh

7.1.3 BBA and/or BJMC- Additional 1 lakh

7.2 Inspection including processing fee- Rs Fifty thousand only

7.3 Application Form – Rs Five Thousand only

7.4 Library & Resource Centre:

KRCs should have a separate library and Resource Centre facilities for the use of the learners and faculty members. The library should have the minimum number of relevant books for each programme fixed by the University.

7.5 Undertaking for establishment of KRC:

Once the application is recommended by the committee and approved by the University, the concerned applicant will have to give an undertaking on a non-judicial stamp paper of Rs.



100/- mentioning that their center shall abide by the terms & conditions of the undertaking.

7.6 **Advertisement for Admission:**

The KRCs shall be free to give advertisements on their own at their own cost inviting prospective candidates for admission. However, the contents of such advertisements shall be approved by the University. In special circumstances the University may share the advertisements with the KRCs as per mutually decided terms and conditions.

By the order of the Vice Chancellor

Sd/-

Registrar



No: -

Maulana Mazharul Haque Arabic and Persian University



APPLICATION FORM

- 1 **Name of the Institution** :
- 2 Address:
- Contact No.
- 3 **Head of the Institution** :
- Name :
- Educational Qualification :
- Profession :
- 4 **Geographical Location of the Institution** :
- 5 **Whether recognized by UGC/State Govt./AICTE** :
- 6 **Whether Established by Society/ Trust** :
- a) **Name of the Society/Trust** :
- b) **Registration No.with year & Jurisdiction** :
- 7 **Nearest KRCs of MMHA&P University, Patna** :

S. No	Name	Distance



8 Physical Infrastructural facilities:

Academic Area:

Premises	Number of Rooms Required	Existing
Owned/ Rental/ Leased/ Other		
Required no. of class rooms	Four	
Each class room	66sqm	
Library room	33sqm	
Faculty room	33sqm	
Computer lab	10 computers with adequate seating arrangement	
Office room	Min 150 sq. ft	
Storage area with adequate furniture	16.5 sqm	
Student common room	33sqm	
Toilet, Corridor, Staircases, Common area etc., separate toilets for girls	Essential	

9 Library facilities:

Category	Required	Existing
Reference Books	Bachelor Programme: - Min 5 to 7 titles	
Text/ Subject books	Essential	
Periodicals Subscribe	Essential	
Journal	Essential	
Three Daily Newspapers Subscribed	One = related to Business Two = related to Sanctioned programme	
Educational CDs/ DVDs	Essential	
E- Books for reference	Essential	
Magazines	Essential	

10 Additional Equipment:

Equipment	Required	Existing
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Interactive Flat Display Panel with Video Conferencing facility	One Essential	
Fax/ Photocopier/ Printer	Essential	
CD	Essential	
DVD Player with T.V.	One	
LED Project	One	

11 Requirement for Computer Lab: (BCA Course)

Particulars	Required	Existing
No. of Computer Lab	One as per the above specification	
No. of Computers in Lab	20	
Configuration of Computers	i5 & above, 1 GB, RAM-16 GB, Graphic-1 GB, etc.	
Software	Windows 10/Windows 11 (As per requirement)	
Type of Networking in Computer lab	CAT- 6	
Internet Connectivity	Compulsory	
Power Backup	1 KVA with 1 hour	

12 Academic Requirements:

Programmes	Faculty	Books	Staff
1. Management			
2. BCA			
3. Journalism & Mass Communication			
4. Library Info. Science			
5. Diploma/ Certificate			

13 Library and Information Science (Required for Practical Purposes):



Required	Availability
1. 10 sets of DDC (19 th Ed.)	
2. 20 sets of Colon Classification (CC) 6 th Ed.	
3. Sufficient No. of Text Books	
4. Faculty with MLIS Qualification	
6. Arabic/ Persian Courses	

14 **Faculty strength** (Enclose separate sheet):

S.No	Name	Nature of Employee Fulltime/ part time institution	Highest Qualification	No. of year of experience	Additional Experience
1					
2					

15 **Support staff (Co-ordinator and others):**

S.No	Name	Designation/ Qualification
1		
2		

16 Is the institution already offering any Vocational/ General Academic Programmes for students? (if yes):

S.No	Nature of Course/Programme	Affiliated institutions	Year of launching the programme	No. of students Enrolled at present
1				
2				
3				



4				
5				

Note :

1. Before filling up the application form refer MMHAPU guidelines to set up a KRC
2. DD must be made in favor of Registrar, Maulana Mazharul Haque Arabic and Persian University, Payable at Patna.
3. Online payment will be accepted in Indian Bank Account No.6119700518, IFSC Code IDIB000A653. The payment process for four common online payment methods—Direct Debit, bank transfer, credit and debit.
4. It will be under the direct powers of the MMHAP University, Patna to alter or modify the application for starting a KRC from time to time.
5. Refer checklist in the Annexure-I. Incomplete application form will be rejected.
6. All correspondence be made to Registrar, Maulana Mazharul Haque Arabic and Persian University payable at Mithapur Farm Area, Mithapur Patna.
7. All disputes will be subject to Patna Jurisdiction.

Date

Place:

**Signature & Seal of the
Head/ Secretary of the Institution**



Annexure: - I

CHECK LIST

(tick against each item)

- 1 Registration/ Recognition/ Affiliation of the Educational institutions (Copies)
- 2 List of Programmes applied.
- 3 Tie-up agreement with college (Local University affiliated) / Hospital etc.
Programme wise covering with theory and practical.
- 4 List of equipment and books Programme wise.
- 5 List of Qualified and experienced teachers Programmewise.
- 6 List of Non-teaching staffs.
- 7 Infrastructure facilities as per the program selected.
- 8 Computer facilities as per the standard list
- 9 Distance of the existing KRC is more than 1 kilometers.
- 10 Processing Fee Rs. 5000/-
- 11 Inspection Fee Rs. 50000/-
- 12 Signed copy of MoU with nearby recognized school or affiliated college of a local university.
- 13 List of Audio-Visual cassettes or CD-ROM Programmewise.
- 14 Guidelines received has been read and understood by me.

Date

**Signature of Head/ Coordinator
with Institution Seal**



समक्ष,

लेख्य प्रमाणक (नोटरी)

.....
.....

शपथ—पत्र

मैं पिता श्री

निवासी जिला

..... (बिहार) शपथ—पत्र पर निष्ठापूर्वक घोषित करता हूँ।

- 1 यह कि मैं जिलाका सचिव/ प्रधानाचार्य/ प्रभारी हूँ तथा शपथ—पत्र दाखिल करने हेतु अधिकृत व्यक्ति हूँ।
- 2 यह कि मौलाना मज़हरूल हक अरबी एवं फारसी विश्वविद्यालय, पटना से संस्थान/ कॉलेज के मान्यता/ सम्बंधन हेतु मेरे द्वारा जमा किए गये तमाम कागज़ात एवं उसमें दी गई सारी सूचनायें सही एवं सत्य है।
- 3 यह कि उपरोक्त तमाम बातें सही एवं सत्य है एवं इसके गलत पाए जाने पर मैं कानूनी दंड का भागी बनेँगा।
- 4 यह कि मैं/ मेरी संस्थान मौलाना मज़हरूल हक अरबी एवं फारसी विश्वविद्यालय द्वारा निर्धारित सभी शर्तों/ निर्देशों का अनुपालन सुनिश्चित करूँगा।
- 5 यह कि किसी भी विवाद के निबटारे हेतु सभी मामले पटना के न्यायालयों में ही निष्पादित होंगे।

पहचानकर्ता

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..... अधिवक्ता

उपरोक्त शपथकर्ता ने लेख्य का निष्पादन किया जिनकी पहचान

..... अधिवक्ता ने की।

शपथकर्ता का हस्ताक्षर

लेख्य प्रमाणक (नोटरी)

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