Dear Sir/Madam,

Greetings from Sam Higginbottom Institute Agricultural, Technology & Sciences (SHIATS) - Deemed University, Allahabad. SHIATS- Deemed University is providing you an opportunity to become the Coordinator of **Students Counseling & Facilitation Center (SCFC)** to generate more revenue with the optimum utilization of your available resources.

**About us**
SHIATS- Deemed University is 104 year old institution which was established in 1910 and spread over in about 600 acres of land. The University is running Distance Education Programmes from last 14 Years. Presently SHIATS-Deemed University is having 650 **Students Counseling & Facilitation Center (SCFC)** across the India to run its Distance Education Programme, out of which 175 SCFC are located in the Uttar Pradesh (UP) SHIATS- Deemed University is having approximately 1 lac satisfied students and most of the students are place in good companies and corporate houses.

**About Directorate of Distance Education**
The University has established a well equipped Directorate for Distance Education. The Directorate has following different wings.
1- Call Center for Student Support
2- Study Material Development & Dispatch
3- Online Student Information System
4- Online Learning Mgt. System.
5- Examination
6- Student Admission & Registration.

**Programmes offered**
SHIATS- Deemed University is offering programmes category in two groups

- **Group-1 Management & Information Technology Programmes**
- **Group-2 Humanities & Commerce Programmes**

(Annexure)

**Approval Status**
All the programmes offering by the SHIATS-Deemed University are approved by UGC - Distance Education Bureau - New Delhi. Earlier when approval was done by Joint Committee (UGC, DEC & AICTE) all the programme was approved by Joint Committee and after the decision of Ministry of HRD, Govt. of India to conduct the Distance Education Programme under the UGC, now all programmes are approved by UGC-Distance Education Bureau – New Delhi

**Role of Students Counseling & Facilitation Center.**
- To become the Students Counseling & Facilitation Center (SCFC) there should be at least 4 class rooms, 1 computer Lab with min. 20 computers, there should be counseling room, Coordinator’s room, Faculty members/staff room.
- The SCFC shall be responsible to collect the duly filled Application forms from eligible candidates with prescribed semester/annual programme fees.
- SCFC shall distribute the study materials & ID cards to the students which will be send by the University after student’s registration.
- SCFC shall provide quality academic & laboratory (if any) service to the students.
- The coordinator of SCFC shall follow all the guidelines issue by the University from time to time.
- The SCFC shall strictly follow all the rules & regulations for conducting the Examination.
Role of University
To Support Coordinators of SCFC - SHIATS-Deemed University publishes the Advertisement in the leading newspapers to support our SCFC for taking admissions in different programmes offered by the University. University frequently publishes advertisements in Hindi newspapers like Dainik Jagran, Amar Ujala, Hindustan and also in leading English newspapers like Hindustan Times and Times of India and Regional Newspapers if any. The cost of advertisement will be born by the University.

Other support by the University
- Study Materials to all enrolled students at free of cost.
- ID Cards
- Online Student Information System
- Online Learning Mgt. System
- Examination
- Any other technical support if required by SCFC.

Revenue Sharing
There are 3 types of fees which a student has to pay at the time of admission
- Programme Fee
- Registration Fee
- Exam Fee

SCFC will get the 50% sharing for the programme fees only.

Projected Revenue
This projection is based on the 50 No’s of IT & Mgt. Students and 100 No’s of Humanities & Commerce students in one academic year subsequently for next 3 years. Average fees of IT & Management programme Rs.10000 per sem or Rs. 20000 per year Average fees of Humanities and commerce programme Rs. 5000 per year

<table>
<thead>
<tr>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
</tr>
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<tbody>
<tr>
<td>IT &amp; Mgt</td>
<td>Humanities &amp; Commerce</td>
<td>IT &amp; Mgt</td>
</tr>
<tr>
<td>New Admission</td>
<td>New Admission</td>
<td>New Admission</td>
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<tr>
<td>10 lacs</td>
<td>5 lacs</td>
<td>10 lacs</td>
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<tr>
<td>Total Revenue - 15 lacs</td>
<td>Total Revenue - 30 lacs</td>
<td>Total Revenue - 45 lacs</td>
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<tr>
<td>SCFC Share - 7.5 lacs</td>
<td>SCFC Share - 15 lacs</td>
<td>SCFC Share - 22.5 lacs</td>
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Hope the above mentioned information will help you in looking forward to take positive decision in this regard. If you are interested kindly find & fill the attached Application Form and send back to us at the following address:

SHIATS (City Office) 7 –Rambagh Sewa Samiti Campus Rambagh, Allahabad -211003.

For further query Please feel Free to contact us at -7800256256, 7800257257, 7800259259
You may also call at Toll Free no- 1800 123 1023 in between 9:30 am to 6:00 pm
You can also mail us at – shiatscoordinator@gmail.com
In anticipation for an early positive response.

With lot of Thanks & Regards