



Plantica Foundation

Madhur Vihar Phase-2, Dehradun, Uttarakhand, - 248001, India
(Indian Academy of Rural Development- IARD)

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PLANTICA- IARD Extension Centre

Guideline for Establishment of Extension Center

An individual (Indian citizen), having the arrangement of basic infrastructure for class-rooms and laboratories, etc. may apply for PLANTICA- IARD Extension centre.

Eligibility: M. Sc. (Agriculture) with any Specialization

The specific prerequisites for PLANTICA- IARD Extension centre are as under:

Shall have the adequate infrastructure of Class Rooms with proper size and amenities, and adequate number of teaching and supporting staff. The center must have congenial and hygienic academic environment with essential facilities.

Area required for PLANTICA- IARD Extension Centre:

S.N.	Requirement	Size
1	Class Room – 01	With the seating capacity of minimum 25 students at ones
2	Room for Laboratory - 01	With the working capacity of minimum 15 students at ones
3	Office/ Staff Room - 01	Office for Centre Head and Other staff
4	Visitors Room-01	Waiting area for visitors
5	Washroom - 02	One for Male and One for Female
6	Agriculture Land	Minimum 0.5 Acre (2000 Mtr. Sqr.) or 02 Bigha

Memorandum of Understanding (MoU) for Establishment of IARD Extension Centre:

Once the application is recommended by the committee constituted for the purpose and approved by the Chairman- Plantica Foundation, the concerned applicant will have to sign an agreement with the Plantica Foundation through a Memorandum of Understanding (MoU) and it will have to abide by the terms and conditions as agreed upon and made part of the agreement. Any subsequent changes in the MoU signed with mutual-consent by both the parties will also form a part of the Memorandum of Understanding (MoU).

Right of Inspection:

The Plantica Foundation reserves its right of inspection of any **IARD Extension Centre** through its authorized team. The Extension Centre shall be under obligation to allow such an inspection.

Sharing of Revenue:

1. For the courses of One to Three years duration:

Revenue (Through the fee of Each Student)	Extension Centre Share	Plantica Foundation Share
Registration Fee	50%	50%
Tuition Fee	80%	20%
University Admission Fee	Nil	100%
Exam Fee	Nil	100%
Library and Student Welfare Fee	100%	Nil

2. For the courses of Short Term Trainings (02 Days, 07 Days, 03 Months and More than 03 Months duration):

Revenue (Through the fee of Each Student)	Extension Centre Share	Plantica Foundation Share
Registration & Training Fee	75%	25%

Other Conditions to be Followed by the Extension Centre:

In addition to the earlier guidelines, the Extension Centre will-

- Provide services to the candidates for the whole of the duration of the course.
- Not discontinue any course in the midway and if any course is discontinued in the midst of Programme, the legal action will be taken.
- Ensure that admission application registration forms of only those candidates are accepted who fulfill the requisite qualifications for the Programme to which the admission is being made and that the candidate has attached the required documents and has also paid the prescribed Fee.
- Be responsible for timely submission of admission registration form to the Plantica head office.
- Impart such other duties as assigned by the Plantica Foundation from time to time.

Functions of the Centre Head:

The Head of a centre shall be the principal functionary of the centre and he/she will be responsible for:

- All activities of the centre and shall supervise the academics.
- Maintaining of all records and registers in respect of the activities of the Extension Centre including academic administration.
- Supervising the work of other supporting staff.
- All communication from the extension centre and the Plantica Foundation.
- Arranging laboratory facility in case the course consists of laboratory work.
- The head will ensure that Extension Centre is kept open on the days fixed.
- Attendance of the students and submission of assignments.
- That necessary audio and video equipments and computers are available in the centre and this function properly

Settlements of Disputes:

All matters arising out the memorandum of understanding shall be subject to the exclusive jurisdiction of the Court at Dehradun (Uttarakhand) and parties will be subject to the jurisdiction of the courts within the

district of Dehradun (Uttarakhand). In the initial stage, efforts will be made to settle the dispute mutually and at the level of the Chairman- Plantica Foundation. However if the disputes remains unresolved, the parties may either prefer to go to a court of law or they may like to settle the matter through a arbitrator mutually agreed between both the parties.

Approval Process:

Step 1:	Visit website www.plantica.in , go to Extension Centre Page
Step 2:	<p>Fill up the online “Approval Application Form” completely and submit it.</p> <p>The following documents are to be enclosed with the approval application :</p> <ol style="list-style-type: none"> Processing fee: Fee of Rs. 25,000/- (Twenty Five Thousand only) shall be submitted to Plantica Foundation, Dehradun from any Nationalized Bank. <p>Out of which Rs. 15,000/- is Security Amount (Refundable) and Rs. 10,000/- is Annual Charges (Non-refundable)</p> <p>(Processing fee may transfer through NEFT or direct cash submission to A/c of Plantica Foundation as given: Plantica Foundation, A/c No.: 5578101001199, IFSC: CNRB0005578, Bank Name: Canara Bank, Branch: Banjarawala, Dehradun)</p> <ol style="list-style-type: none"> Copy of Aadhar card Photo of Applicant. Copy of M.Sc. (Agriculture), Degree and Final Year Marks sheet
Step 3:	Scrutinisatoin of application by the Approval Committee and inspection of the centre. Printed MOU will be sent to the centre with Approval. Centre can start the courses by placing advertisement.
Step 4:	Signed MOUs should be returned to Plantica office Dehradun, Uttarakhand
Step 5:	Approval Certificate of “Authorized PLANTICA-IARD Extension Centre” will be sent to the centre.
Step 6:	Signed MOU will be sent to the centre from Plantica.

Terms and Conditions

1.	Individual seeking permission to start extension centre should apply in the prescribed application form with all necessary enclosures. Apply through the website www.plantica.in
2.	Shifting of the existing extension centre premises should not be done without the consent of Plantica Foundation , Dehradun, Uttarakhand. Approval is purely valid for that premises only.
3.	The class room and laboratory/ practical work shop should have adequate space.

4.	Adequate toilet and urinal/water facilities should be provided.
5.	Under any circumstances, once fee paid to Plantica will not be refunded and adjusted.
6.	The powers to accept (or) reject the application for starting new extension centre shall exclusively rest with Plantica.
7.	Plantica MOU & Approval is valid for only one academic year. Each year extension centre approval should be renewed.
8.	Courses name and duration should not be changed by the extension centre.
9.	Based on the available extension centre infrastructure students can be admitted.
10.	Teaching staff must be properly qualified and trained. Detailed bio-data of teaching staff should be sent to Plantica Head Office, Dehradun , every year.
11.	Medium of instruction may be in English, Hindi or students mother language.
12.	The extension centre should maintain records of attendance of students and teaching staff.
13.	The Academic year should be from April to March each year.
14.	Adequate class hours and practical hours should be maintained in the extension centre
15.	Plantica Prescribes Syllabus for all the courses. Plantica syllabus should be strictly followed.
16.	For all certificate training courses (2 days, 7 days, 3 month) students can be admitted throughout the year.
17.	For all one to three years courses students can be admitted as per the University norms
18.	All Advertisements or Promotional activities must be approved by Plantica, Dehradun.
19.	Based on the student strength, necessary class rooms and teaching faculty should be provided by the centre.
20.	Renewal Fee of Rs. 10,000/- to be paid every year for normal approval.
21.	Minimum qualification for teaching staff should be Degree / Master Degree of concerned subject.
22.	Plantica is not giving any assurance to Government jobs for its courses. Providing jobs is based on concerned Government Discretion.