



APPLICATION FOR COLLABORATION

ORGANISATION PROFILE



1. Name of the Organization:

2. Year of Establishment:

3. Type of Organization:

4. Full Postal Address:.....

.....

District:.....State:.....

Country:.....Pin Code:.....

5. Official Communication:

Phone No:.....Mobile No:.....

Email:.....

6. Premises Details:.....

7. Total Carpet Area of Organization (Sq. Ft.).....

8. Total Site Area of Organization (Sq. Ft.).....

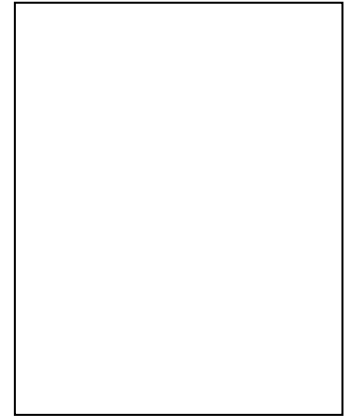
9. Infrastructure Details:

Sr.N	Other Infrastructure for Training Program	Units	Area (Sq.Ft.)	Seating Capacity
1	Class Rooms			
2	Lab			
3	Library (Total Books:.....)			
4	Reading Room/ Conference Room			
5	Administrative Area			
6	Trainer Room			
7	Service Area – Toilets etc.			
8	Other			

COORDINATOR PROFILE

- 1. Name:
- 2. Designation:
- 3. Sex:
- 4. Qualification:
- 5. Photo ID Proof:

(Kindly enclose the copy)



DECLARATION

We certify that the particulars furnished above or in the preceding page are true to our best of our knowledge and express our willingness for an inspection to assess the infrastructural facilities, qualified staff etc. We declare that the organization will abide by all the rules and directions of SviiT given from time to time. In case of any information furnished by us is found wrong or incomplete in any regard, we shall be the responsible for any decision taken by SviiT. I hereby confirm that I will regularly visit SviiT website and any information relevant will be received by me from SviiT website. Further, I will never claim any information officially or unofficially in hard copy and email. Therefore, only I will be responsible for all types of consequences, if I don't visit SviiT website.

Date

.....
Specimen Signature of the Proposed Coordinator

.....
Seal & Signature of the Head of the Organization

LIST OF DOCUMENTS

NOTE: The study Centre is also required to submit the following documents/details/information with the application form:

- Resolution of the Society/Trust for starting the Study Centre
- List of faculty (bio-data with photograph, nature of appointment, qualification, teaching experience, date of joining at this centre).
- List of Non-Teaching Staff with designation, responsibilities, qualifications, experience, date of joining at this centre, salary etc.
- Detail of Time-Table of Theory and Practical (if already running some courses)
- List and bills of licensed Software/ Hardware (Computers, Printers, Photostat Machine, Fax Machine)
- List of Equipments in the Laboratories and their bills
- MOU / Agreements in case there are tie ups for the Laboratories and other facilities
- Detail and Bills of Library Books, Journals, Magazines and Newspapers.
- Building documents: Registry (in case of own building)/Rent Deed or Lease Deed (in case on Rent)
- Proof of Experience of Running Study Centre or in the similar line.
- Photocopy of Pan Card of the Society/Individual/Study Centre as the case may be.

- Proof in support of Financial Position
- Detail of Bank Account showing recent balance in the account.
- Building Drawings/map with exact measurement in sq feet's.
- List of Proposed Sub Centers (if Applicable) with address.

- Certificate in case of SC/ST/Ex-serviceman/Physically Handicapped (Minimum 80% handicapped) (if rebate is claimed under these categories).
- Undertaking (on a non-judicial stamp paper of Rs. 10.00) – as per specimen attached.