



AKASH GROUP OF INSTITUTION

FORM

**Application for Diploma course of Computer Education to be offered
ADCA, DCA, MS. OFFICE, TALLY & ACCOUNTING, DTP**

1. Organization Profile

1. Name of the Organization: _____

2. Year of Establishment: _____

3. Full postal address:

4. District: _____ 5. State: _____

6. Pin Code:

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2. Official Communication

1. Mobile No.

+91										
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2. Email: _____

Date-

Applicant's signature & Seal

3. Assessment of the Centre with respect to location:

1. Location prime/ On road etc _____.

2. Rural/ urban _____.

4. Fill the following and enclose proper Proof

1. Please enclose a copy of proof & Fill The Following

Premise detailed Self On rent Lease Other

2. Total Carpet Area of Organization (Sq.Ft.): _____,

3. Nearest PostOffice _____

5. General Infrastructures of Centre

(a) No. of Computer are available- _____.

(b) You have ups _____.

(c) Internet connection & specify type _____.

(d) Educational CD available _____.

(e) No of printers _____.

(f) Sitting Capacity of classroom _____.

(g) Generator availability _____.

Date-

Applicant's signature & Seal

19. Educational Qualification

Exam Passed	Board/University	Subject	Year	Obtained marks	Maximum Marks

20. **Profession & Experience:** (Use separate sheet, if, necessary)-(Starting form present and fill last 3 professions, if, applicable)

*Kindly enclose a copy of photo ID and Address Proof.

I declare that all the information given by me is complete and correct to the best of my knowledge. I further declare that I shall be working **AKASH Group of Institution** and I shall abide by all the rules and directions there of.

Date-

Applicant's signature & Seal

Specification for IT Stream:

1. Detailed of Computer lab

Type	Processor	RAM	HDD	Network (Y/N)	Internet (Y/N)
Server Computers					
Client Computers					

2. No. of printer.....

3. No. of scanners.....

4 . Specification for Marketing Detail:

Sr.No.	Description	Total No. of Institute in your area
1	Primary/ Nursery	
2	Junior High school	
3	High school	
4	Intermediate	
5	Graduate college	
6	Coaching centre	

Date-

Applicant's signature & Seal

Types of Promotion	Amount
Poster	
Pamphlet	
Banner	
News paper/ Hand bills	
Event activity	

Please Paste a Institute front photograph

Date-

Applicant's signature & Seal

DECLARATION

1. I/We certify that all information in this application form and on any attachments is true and accurate to the best of my knowledge. I/We authorize the AGI representative to verify any information from whatever source it deems appropriate. I/We understand that any misrepresentative in this statement may result in rejection of this application.
2. I/We certify that we will abide by all decision taken by the AGI Representative from time to time which are related to the programs such as publicity norms, conduct of programs and procedures to be followed.
3. I/We undertake to verify and certify that students registered for AGI 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. I/We also certify that we shall possess all required and necessary statutory sanctions to run the new Centre as prescribed by the AGI Representative, the Government (both Central & State) (Regulatory), AKASH Group of Institution rules and regulations from time to time.
5. All communication by the AGI will be done online, either through email or announcement on website. Aspirants are required to check their email and the AGI website regularly for remaining updated with the announcement / information from the AGI on daily basis.
6. In case of any disputes or for any unforeseen issue(s) or issues not covered in the guidelines, specifications and other information published by the AGI for setting up of the study centre at proposed of the AGI shall be final and binding on me and all other concerned.
7. I agree that the AKASH Group of Institution reserves the right to withdraw any location for centre or any discipline/ Programme or its nomenclature at any time without assigning any reason and to make modifications in any information published anywhere for setting up of centre whenever deemed necessary.

Academic Controller' Signature

Administrative Controller' Signature

Date:

Place: