



# N I C T E

## How to take Membership

**On receiving this offer, a prospective study centre should.**

- Apply with complete details of self, premises, available hardware, plan for business development in the formate of the data sheet attached at the end of this offer.
- Receipt of the application and data sheet at the controlling office of NICTE would be followed by personal interview with the Director NICTE and a visit by a team of NICTE professional at the prospective centre, if needed.

### Eligibility Criteria for NICTE Study Centre

**The NICTE Study Centre should satisfy the following criteria.**

- Should be in business (IT related or otherwise) or should be a professional with the required entrepreneurial acumen.
- Should be willing to invest required amount of money in setting up a centre with proper infrastructure and main power.
- Should have commitment for providing quality training to students.
- Should be willing to be a part of the NICTE team in accepting the terms and condition and procedures as laid down by NICTE.

### Infrastructure Requirement

SPECIFICATION	URBAN		RURAL	
	METRO CITY	NON-METRO CITY	TEHSIL	VILLAGE
(a) Aria (Sq.Ft.)	1200-1500	1000-1200	800-1000	800-1000
(b) No. of Class Rooms	2	2	2	2
(c) Sitting Capacity per Class Room	20	20	15	15
(d) Lab Room	1	1	1	1
(e) No. of Systems	10	8	6	5

### Hardware Requirements

- One Pentium server Nodes connected as per NICTE Site Specification.
- Necessary Hardware compatibility for Internet.
- Printer (Dot Matrix / Inkjet).
- UPS (500 VA) / Generator
- A.C. Unit

### Manpower Requirement

ASSETS	DESCRIPTION
Administrator/Manager	Knowledge of Computer Software Training, Experience, having Good Management Skills.
Faculty	Thorough knowledge of subject, disciplined, Student's problem solving capacity.
Counsellor/Receptionist	Pleasant personality with good communication skills, knowledge of computer courses, disciplined.
Marketing Executive	Experienced Hardworking, knowledge of computer courses, good communication skills.
Office Boys	Disciplined & Experience

### Profitability of Operations

The granting of study centre status would be possible after careful study of the market potential, number of students graduation form the relevant streams etc. The specifics in terms of operational economics will be discussed in person with each of the study centres. The study centres are required to make a study of the Engineering Colleges, Polytechnics and science college and other institutes of the area by way to the number of students passing out each year.

### Expectation From the Affiliated Study Centre

The study centre should be able to have a centre at a prime location of the city/town. The centre would have separate class rooms, Computer Lab and Reception / office room. The centre would have proper ventilation and proper lighting . The block and sub block level centres may not have the above infrastructure but should have



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generally clean surroundings.

### By way of Equipment and Facilities.....

Depending on the potential of the area and under consultation with NICTE, the study centre should have or should be in a position to acquire the number of computers, printers, equipment, tools and consumable and the proper software that would be required to effectively convey the course to the students. The study centre should have a well equipped library, housing books as prescribed by the NICTE central coordinating office. Further the study centre shall subscribe to periodicals as suggested and students should have easy access to both books and periodicals.

### In Operations.....

**Each study centre would be provided with a detailed operational manual which provide guidelines to various aspects like.**

- Internal systems and procedures.
- External Interface
- Co-ordinations
- Purchase of classes and practical.
- Examination procedure.
- Certificate issue procedures.

**The study centre should follow the steps outlined in the manual would be the key essence to the agreement with the study centres**

### In Function.....

**The NICTE study centre shall abide by the agreement and conditions followed by all NICTE centres.**

- The NICTE study centre shall have to conduct courses as per the rules and syllabi laid down by NICTE.
- The NICTE study centre shall deposit an advance non refundable affiliation fee as follows :-

S.NO	CENTRE	CATEGORY	AFFILIATION FEES	INSPECTION CHARGES	TOTAL
1.	A	Commissioner Head Quarter/Metro Towns	20000/-	2000/-	22000/-
2.	B	District Head Quarters	15000/-	2000/-	17000/-
3.	C	Block Head Quarters	10000/-	2000/-	12000/-
4.	D	Panchayat Centres	5000/-	2000/-	7000/-

**This amount shall be deposited at the time of signing the affiliation agreement.**

### NOTE:

- THE AFFILIATION FEES IS NON-REFUNDABLE.
- Renewal of the NICTE center shall be done every year before 31st march, on payment of Rs. 2000/- only.
- Affiliation form costs Rs. 200/-.



# NICTE

NATIONAL INSTITUTE OF COMPUTER & TECHNICAL EDUCATION  
(Run by Swami Vivekanand NICTE Educational Society)

Corp. Off. Nahar Bagh, Tarang Road  
Niyawan, Faizabad-224001 (U.P.)  
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## APPLICATION FORM

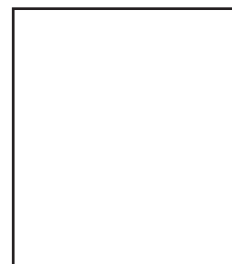
LOCATION..... APPLICATION NO.....DATE.....

### (A) ABOUT THE INSTITUTION

- 1- NAME OF THE INSTITUTION/ YEAR OF ESTABLISHMENT (use block letters only)  
.....
- 2- REGISTERED ADDRESS(with pincode ,district & state)( use block letters only)  
.....  
.....
- 3- POSTAL ADDRESS (with pincode ,district & state)( use block letters only)  
.....  
.....
- 4- PHONE/FAX/E-MAIL/MOB. NO. (with appropriate codes)  
.....
- 5- INSTITUTE CURRENT BANK A/C NO. WITH BANK NAME-  
.....
- 6- STATUS OF THE INSTITUTION (relevant documents to be attached)  
.....
- 7- PRIVATE INSTITUTION (trust/regd.societies/order to be specified)  
.....
- 8- AFFILIATED TO/RECOGNIZED BY UNIVERSITY/ANY OTHER BODY(specify)  
.....

### (B) ABOUT THE CENTER HEAD/PRINCIPAL/DIRECTOR OF THE INSTITUTE.

- 1- NAME .....
- 2- DESIGNATION/POSITION HELD.....
- 3- FULL PERMANENT ADDRESS.....  
.....
- 4- PHONE/MOB.NO. ....
- 5- BANK A/C NO. WITH BANK NAME .....  
.....
- 6- DATE OF BIRTH/AGE .....
- 7- EDUCATIONAL QUALIFICATION- .....
- 8- PROFESSIONAL QUALIFICATION/EXPERIENCE.....  
.....



SEAL

SIGNATURE

**(C) INFRA-STRUCTURE FACILITIES****1- FACILITIES AVAILABLE-**

PARTICULARS	NO. OF ROOMS	SEATING CAPACITY	TOTAL AREA(SQ.FT.)
STAFF ROOMS			
CLASS ROOMS			
LAB			
RECEPTION			
TOILETS			
ANY OTHER			

**(D)ABOUT FACULTY-(all faculties resumes to be attached)**

S. N.	NAME	DESIGNATION	QUALIFICATION	TEACHING EXP.	DATE OF APPOINTMENT	STATUS PART TIME/FULL TIME

**(E)DETAILS OF LAB**

NO. OF COMPUTERS	
MOTHERBOARD/PROCESSOR	
HDD	
RAM	
MONITER(TFT/LCD/LED/CRT)	
INTERNET	
PROJECTOR	
TOTAL COST OF PURCHASE	

**(F)LIBRARY DETAILS-**

NO. OF TEXT/SUBJECT BOOKS	
NO. OF REFERENCE BOOKS	
NO.JOURNALS	
NO. OF PERIODICALS	
NO. OF JOURNALS	
TOTAL COST OF LIBRARY	

I hereby declare that all the particulars stated in this application are true to the best of my knowledge and belief and have understood all the provisions as well as rules & regulations of the organization and swear to abide by them, failing which organization reserves the right to take any action.

PLACE-

DATE-

SEAL OF THE INSTITUTE

SIGNATURE HEAD OF THE INSTITUTE