

General Instructions-

1. All the columns must be filled up in legible handwriting incomplete applications may be rejected.
2. Certified copies of all the relevant documents as per the check list given at the end of this form should be enclosed with the application form.

A. GENERAL INFORMATION ABOUT THE INSTITUTE-

1	Name of Institution			
2	Registered Office	District	State	Pin Code
3	Phone No.		Mobile No.	
4	Fax No.		E-mail Id	
5	Name of the Principal of Institution			
6	Qualifications of the Principal	Administrative Experience (in Years)	Teaching Experience (in Years)	
			(Rural /Urban/ Semi-urban/ Slums)	
7	Complete Address of Institute			

8	Upto what level is the Institute/School Imparting education? (Please Tick)		
	All type of School		Higher Education Institute
9	Is the Applying Institution / school only for boys / girls or Co-educational		

B. INFORMATION ABOUT THE SOCIETY/TRUST RUNNING THE INSTITUTE / SCHOOL

10	Name and address of Trust / Society			
11	Is the Trust / Society registered			
12	Year of Registration		Registration No	
(Certified copy of the Certificate of Registration and Memorandum of the Society is to be enclosed. Enclosure -I)				
13	Name & official address of the Manager/President/Chairman of the Society or Trust			
	Name			
	Designation			
	Address			
	Mobile No.			
14	Resolution of the management to run NSDC Courses in the School/ Institute (Enclosure-III)			

C. RECOGNITION AND AFFILIATION STATUS

15	Is the School/Institute Affiliated with any Recognized Board or University?	
16	If Yes, please mention the following: (Certified Copy of the affiliation letter to be enclosed. Enclosure- IV)	
a	Name of the Board/University with which affiliated:	
b	Affiliation No.	
c	Year of affiliation	
d	Is the affiliation permanent or temporary?	
e	If the affiliation is temporary, up to what period?	

3. SUITABILITY FOR CONDUCTING NSDC CLASSES & EXAMINATION-

17	Is the Institution / school fit for conducting NSDC Examinations?	YES		NO	
18	If so, specify the following details				
a	Availability of Sufficient Furniture				
b	Availability of Sufficient Class Room				
c	Availability of Sufficient Computer Labs				
d	Availability of Sufficient Science Labs				
e	Availability of Security Arrangements				
f	Availability of Teacher & Invigilators				
g	Existence of boundary wall with gate				
h	Attached Photographs of Building				

DECLARATION

This to certify that all the above information furnished regarding the Institution/ School is correct and authentic to the best of my knowledge.

Date:

(Signature of the Centre Head)

Place

(Name with Rubber stamp)

CHECK LIST FOR ENCLOSURES

(Duly attested copies are to be attached by an applicant institution)

S.No.	Particulars of the Document	Whether enclosed or not please tick	Remarks
1.	Copy of the Certificate of Registration of the Society/Trust		
2.	Copy of the Memorandum of Association and Rules and Regulations.		
3.	List of members of the Governing Body of the Society with their occupations and addresses.		
4.	Resolution of the Management for taking up NSDC courses.		
5.	Copy of the letter of affiliation from a recognized board/University		

NOTE: All the above-cited documents must be submitted along with the application & **Non-Refundable Demand Draft of Rs.15000/- in favour of GLOBAL EDUCATION & HEALTH COUNCIL** pay able at Nagina otherwise the applicant on may not be considered.