

Dated :

To

The Director
All India Computer Technical Education
Ghaziabad – 201005 (NCR New Delhi)

Sub: Establishment New Authorized Training Centre at Town / City
TehsilDistrict.....State.....Pin.....

Respected Sir,

I am running a computer training institute named
.....since.....
I haveclass room andcomputersregular students. I have
necessary infrastructure for the students, like computer's, Internet, inverter / generator, drinking
water & other all study tools. We havecomputer teachers, which are teaching all
subjects to the students. I am educationist & already working in the field of education. Now I want to
start Information technology & distance education programs under the management of
All India Computer Technical Education Trust, New Delhi. I am submitted
Rs.....(.....) Ref No
as Authorized Training Centre Affiliation fees (non refundable / non adjustable) to
All India Computer Technical Education Trust, New Delhi. I will submit per student, per annum,
admission / exam fees (Regular / Correspondence) to the secretary within seven days of admission
of the students in the shape of **D.D. in favor of related Institute / University.** I will follow all the
rules & regulations / instructions of All India Computer Technical Education Trust, New Delhi.

Passport Size Photo of the Director of Institute	Mobile NoMobile No..... Email id Website..... Complete Address with near land mark
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Yours Sincerely

Signature & Seal
of Director of Institute

Enclosed:

- Attach a copy of the Institute Registration Certificate & Centre Head Aadhar Card.
- Attach one set of Visiting Card, Letter Head & Profile of your Institute.
- Attach Reception, Office, Computer Lab., Theory Room & Outside Board Photograph.
- If your Centre is already associated with any other Institute / University give the details.

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UNDERTAKING BY THE ADMISSION & COUNSELLING CENTRE

COUNSELLOR NAME

INSTITUTE NAME & ADDRESS

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WHATSAPP NO.**MOBILE NO.**.....

EMAIL ID

CENTRE CODE..... **COURSES OFFERED**

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I am interested to work with your prestigious institute and collaborative university shall assist the students with the admission procedure of the institute and collaborative university, give them all the details relating to the programs offered and help the students secure admission.

I ensure that I shall not harm the image of the institute and university by any means.

I shall not be involved in any negative or misleading promotions for the institute and university.

I shall strictly follow the instructions of the institute and university. Whatever information will be shared by the institute and university on the website will be treated as final and authentic.

I shall have no objection to the sharing percentage as fixed by the institute and university.

I shall abide by the policy for the non-transfer of the Centre for re-registration cases.

I shall not disclose any data or any information related to the institute and university to anyone.

I shall have no objection to getting and giving all the services in digital mode.

I shall not misuse the online deliverables by the institute and university in any case.

I assure to forward the queries for the regular courses to the university.

I shall have no objection to changing the sharing percentage on non-achieving of the target given to me by the institute and university.

I shall always fulfil its obligations with honesty and integrity and shall not act in any manner detrimental to the interests and goodwill of the institute and university. In case of any discrepancy, the decision of the university will be considered the final and shall never take any legal action against the institute and university for any matter.

Signature & Seal

For Office Use

Targeted Admission

Cycle

Sharing