



**8.2: BUILDING:**

NAME OF THE BUILDING	OWNED/RENTED /LEASED	CARPET AREA	NAME OF LANDLORD	PERIOD OF AGREEMENT

**8.3 BUILDING FACILITIES AVAILABLE:**

PARTICULARS	NO. OF ROOMS	SITTING CAPACITY	TOTAL AREA (sq.ft)

**9. STATUS OF THE TOWN :** DISTRICT  SUB-DIVISION   
 BLOCK  OTHER  ( to be mentioned .....)

**9.1** NO. OF CONSTITUENT COLLEGES (P.G. & GRADUATION STANDARD) : .....

**9.2** NO. OF 10+2 STANDARD COLLEGES / H.S.SCHOOLS /HIGH SCHOOLS : .....

**9.3** APPROXIMATE NO. OF COMPUTER INSTITUTE : .....

**9.4 ABOUT LEADING COMPUTER INSTITUTES IN THE TOWN / PLACE:**

INSTITUTE NAME	WORKING SINCE (YEAR)	APPROX. STRENGTH

**10. DETAILS OF APPLICANT / CHIEF PROMOTER / EXECUTIVE:**

**10.1 EDUCATIONAL QUALIFICATION(Academic/Technical/Professional )**

DEGREE/DIPLOMA	UNIVERSITY /INSTITUTE	PASSING YEAR	MAIN SUBJECTS

**10.2 PREVIOUS EXPERIENCE IN THE SAME / RELATED FIELD :**

.....  
 .....

**10.3 DETAILS OF PRESENT OCCUPATION /ENGAGEMENT (If Any) :**

.....  
 .....

**10.4** NAME OF JOB / MODE OF BUSINESS (if any) : .....

.....

**11. ABOUT CENTRE** (IF APPLICANT IS RUNNING A COMPUTER /OTHER INSTITUTE):

**11.1** NAME OF THE INSTITUTE: .....

**11.2 COURSE (S) EXISTING:**

Sr. No.	Stream (s)	Course (s)

**11.3** TOILET:  URINAL   
DRINKING WATER  GENSET  Capacity ..... kva

**11.4 EQUIPMENT DETAILS:**

DEPARTMENT	EQUIPMENT	MADE	CONFIGURATION	WORKING CONDITION

Note : Please attach separate sheet, if required.

**11.5 : STAFF MEMBERS DETAILS:**

NAME OF STAFF MEMBERS	DESIGNATION	EDUCATIONAL QUALIFICATION	WORKING EXPERIENCE	FULL / PART TIME

Note : Please attach separate sheet, if required.

**11.7 BOOKS AND JOURNALS AVAILABLE :**

PARTICULARS		QUANTITY
SUBJECT BOOKS	SOFTWARE	
	HARDWARE	
	ACCOUNTING	
	MANAGEMENT	
CDs/VHS/AUDIO CASSETTES		
OTHER (Please specify)		
<b>TOTAL</b>		

**12. NAME & ADDRESS OF TWO KNOWN PERSONS FOR REFERENCE:**

**(I)** NAME : ..... OCCUPATION : .....

ADDRESS .....

TEL. NO. ....

**(II)** NAME : ..... OCCUPATION : .....

ADDRESS .....

TEL. NO. ....

**DECLARATION**

I hereby declare that the above given Statements are true to the best of my / our Knowledge.

**ENCLOSURES:**

1. Bio data of Chief executive /Promoter
2. Two Passport size photograph of Chief Executive ( One pasted on form, other attached )
3. Photocopy of Residential Certificate of chief Promoter
4. Photocopy of Registration & bi-laws of company
5. Photocopy of proof of ownership of Premises / Rent /lease Agreement
6. Inspection /Documentation Charge Rs. 1,100/= drawn in favour of "National Educational Council" payable at Patna.

**DATE:** ...../ ...../ 20....      **PLACE:** .....

**FULL SIGNATURE:** ..... **INITIAL SIGNATURE :** .....