



COUNCIL FOR TECHNICAL EDUCATION

ISO 9001-2008 CERTIFIED ORGANIZATION

(A National level Autonomous Body Registered Indian NGO Under Govt. of NCT Delhi, Govt. Of India)

Web: www.cteindia.edu.in, www.cfteindia.com, email: info@cfteindia.com

email: councilfortechnicaleducation@gmail.com

INSTITUTIONAL MEMBERSHIP

A. INSTITUTION PROFILE

1. Name of the Institution (Block Letters) :

2. Postal Address :

3. Registered Address :

4. Phone (With STD Code) :
Fax :
Mobile :
Email :

5. Location of the Centre :

Remote Area Yes No Easily accessible Yes No

Residential area Yes No Commercial area Yes No

Within the city Yes No Outskirts of the city Yes No

Nearest airport Kms Name of the city

Distance from Railway Stn. Kms Name of the city

Distance from bus stop Kms. Name of the area

6. Year of Establishment :

7. Status of Institution :

8. Type of Institution : _____
 Govt (Central/State/U.T)
 Trust/Society/Private (Please
 attach MOA& Registration of
 the society with registration
 certificate)
9. Course being conducted
 presently are recognized by : _____
10. No. of Students at present : _____

B. INFORMATION ABOUT THE HEAD OF INSTITUTION

1. Name :
2. Designation :
3. Postal Address :
4. Phone (with STD Code) :
 Fax (with STD Code) :
 Mobile :
 Email :
5. Date of the Birth & Age : Years
6. Educational Qualifications :
7. Professional Experience : Years

C. EXISTING INFRASTRUCTURE

1. BUILDING

Name of Building	Owned/Rented/Lease	Class Room Area	Lab Area

2. Building Facilities Available

Particulars	No.of Rooms	Seating Capacity	Total Area (Sq.ft)
Class Rooms			
Labs			
Computer Lab			
Library			
Reception			
Admin.Block			
Any other			

UNDERTAKING TO BE SIGNED BY THE HEAD

Declarations :

I hereby certify that the context stated above are correct and true to my knowledge and belief and hereby confirm that our institution/ centre is free from any legal /official disputes whatsoever. I accept that any facts stated above. If found incorrect will automatically result in cancellation for nominations associate.

- a) We certify that the executive head or any of its office bearers is not involved in any criminal case and or no case is pending against him/her.
- b) We undertake to verify and certify the forms of the candidates forwarded by us to the Council For Technical Education that they are eligible in all respects as per eligibility conditions laid by Council For Technical Education.
- c) I certify that I am the competent authority. by virtue of the administrative and financial powers vested in me of the above mentioned institute/organization to furnish the above informations and to undertake the above stated commitment on behalf or my/our institution.
- d) Understood rule & regulations as of now & amended in future applicable to the institute conducting Council For Technical Education or its collaborative partners courses explained in the franchise proposal for franchise and agreed to abide by the same.
- e) We promise to abide the rules & regulation amended from time to time. We also understand that if we do not abide the norms set by the Council For Technical Education our membership/ franchiseeship may be withdrawn and there will be no refunding of processing or other fees.
- f) I am aware that in case any information given by me is false or misleading, Council For Technical Education may in its sole discretion can take whatever actions or measures it deems necessary and appropriate and the institute would be debarred from the franchise.
- g) In case of any information furnished by me/us is found wrong or incomplete, I/We declare that the institute may be derecognized and is also open to any action as per law.
- h) I agree to abide the rules & regulations and the decisions taken by the management of Council For Technical Education from time to time.
- i) I/We understand that Council For Technical Education authority reserve the right to reject the application without assigning any reason.
- j) However I will have no right whatsoever to fight/challenge legally against the judgment in any court of law. All disputes are subject to Delhi jurisdiction only.

Note :-

Centre is approved for ONE year only, subject to subsequent renewal.

Separate application & processing fee must be used for each institutional branch or centre.

Photo of Head
of the
Management

Photo of
Academic Head
of Institute

Signature with Seal of
Head of Management

Signature with Seal of
Academic Head of Institute

DDs(DD No _____ Date _____)

Amount (in figures) 10,000/- Amount (in words) ten thousand only)

NOTE- In case of non approval of Institutional Membership after inspection, the fee submitted by the institute will be returned after deducting.

FOR OFFICE USE OF CFTE

Received with thanks duly filled in Application Form for Institutional Membership (Students' Chapter) along with DD No.....for Rs. 10,000/- in favour of the Council For Technical Education. Payable at Delhi towards Membership Fee and Subscription Fee (Annual Membership Fee. Rs. 5000/- Inspection Fee: Rs. 5000/- & Subscription Fee (Annual): Rs. 5000/-

Authorised Signatory
Council For Technical Education

Approval to the Membership

Membership No.....

Chairman/ Secretary
Council For Technical Education

Next Annual Subscription is due on.....

SELF DECLARATION FORM

(To be typed in Rs. 100/- Indian Non-Judicial Stamp Paper)

I / We hereby apply for my/our Study Centre for Council For Technical Education. I/We hereby undertake as under.

1. To pay all the outstanding dues.
2. To pay all the fees as per the Council For Technical Education Norms.
3. Not to charge any Extra fees from the students itpart from the fees prescribed in the prospectus.
4. To have the format of my/our advertisement approved by the Council For Technical Education before I/ We release it to the media.
5. To submit all the applications to the Council For Technical Education through Partner Institution within the prescribed time limit.
6. To deliver of counseling/practical's as per the norms of the Council For Technical Education.
7. To individually verify all the documents enclosed with the students application forms with the originals.
8. To take full responsibility of all the documents correspondences signed by me/authorised person.
9. To abide by all the rules and regulations of the Council For Technical Education as promulgated from time to time.
10. Not to indulge into any sort of criminal/immoral/ illegal acitivity.

I/We further acknowledge that if at any point of time the Council For Technical Education finds any deficiency in my/our infrastructure or in the support services to the students or if/Se am/are found involved in any sort of unlawful activities then the Council For Technical Education will have the full right to terminate my/our study centre authorization without seeking any clarifications.

Signature of the Study Centre Head
with Seal/ Stamp with date

Attested by Notary with
seal and date

Check list for Submission of Application Form

S.No.	Particulars	Yes	No
1.	Memorandum		
2.	Resolution for becoming Study Centre		
3.	Address proof of Institution (Lease Deed/Rent Agreement/ State Deed/ Ownership Documents)		
4.	Audited Balance Sheet of previous two years		
5.	PAN Number of the Institution		
6.	Floor Pan/ Layout Map of the Institution		
7.	Photograph of the Institution, Classrooms, Lab, Library, Reception		
8.	Photo ID Proof of Head of Management		
9.	PAN Number of Head of Management		
10.	One Coloured Photograph of Head of Management		
11.	List of Computers with Configuration Details		
12.	Bio-data of Study Centre Co-ordinator		
13.	Bio-data of Academic Faculties along with the copy of their self attested Educational certificates.		
14.	Self Declaration Forms (to be typed in Rs. 100/- Indian Non-Judicial Stamp paper) duly signed by Notary		