

**PROFORMA FOR OBTAINING AUTHORISATION OF
NATIONAL YOUTH COMPUTER LITERACY DRIVE**
(A Nationwide Mission organized by PC-TECH)

1. Details of the Applicant / Proposed Authorised Person :

1.1. Name of the Applicant / Proposed Authorised Person.

1.2. Complete Postal Address of the Applicant along with Pin Code, Phone Numbers and e-mail ID.

1.3. Academic Qualification (Enclose Documents)

1.4. Technical Qualification (Enclose Documents)

1.5. Total Experience in the field of Education / Training and HR Management.

2. Institutional Details :

2.1. Name / Proposed name of the Institution.

2.2. Postal Address, Pin Code, Phone Numbers and e-mail ID of the Institution.

2.3. Type of the Institution (Registered Society / Firm or Unregistered). If Registered, please enclose the documents of registration of Society / Firm.

2.4. Activities of the Institution.

2.5. Whether the applying Society / Firm / Institution has any Court case? If so, please give a brief report.

2.6. Details of the Courses currently conducted by the Institution.

Name of the Course	Duration	Subjects	Fee

2.7. Course-wise current Students strength.

Course Name	Number of Students

2.8. List of the Books, Journals, Library Equipments of the Institution.

3. Details of Building / Institutional Premises :

- 3.1. If the Institution is set up in rented / lease hold premises, copy of the agreement to be furnished.

- 3.2. State Number and Size of Class Rooms, Laboratories, Counseling Room and Toilets (with Dimensioned Layout).

Room	Numbers	Size
Class Room		
Laboratory		
Counseling Room		
Toilets		

4. Details of Staffs :

- 4.1. How many posts of Teachers, Technical and other supporting staffs are filled up?

Category of Staff	Number of Post
Teacher / Faculty	
Lab Instructor	
Non-Teaching Staff / Counselor	
Office Assistant / Peon	

- 4.2. Furnish List of Staffs appointed with Qualification and Experience.

Sl. No.	Name of the Staff	Category	Qualification	Experience

5. Equipments, Tools, Instruments, Machines

- 5.1. State the Major Machines, Equipments, etc. available.

Department	Equipments	Number	Remarks

5.2. Supporting Equipments of the Institution.

Equipments	Number	Remarks

6. Finance :

6.1. Availability of funds in the name of Society / Firm / Institution as a working capital for the proposed Institution.

6.2. Please provide three years Annual Turn-over as per Balance Sheet.

Year	Annual Turn-Over

DECLARATION

I declare that all the information given above is true to the best of my knowledge. If the organisation finds any discrepancy on the same during verification the organisation may reject my proposal and I shall not make any claim of the same in future.

Name of the Applicant / Authorised Person : _____

Date :

Place :

Signature

**REQUIRED DOCUMENTS TO BE SUBMITTED ALONG WITH THE
APPLICATION FORM AND PROFORMA**

- 1) Photo Identity Proof of the Applicant / Proposed Authorised Person (Voter ID Card / PAN Card / Driving License).
- 2) Residential Proof of the Applicant / Proposed Authorised Person (Electric Bill / Telephone Bill / Ration Card).
- 3) Xerox copy of Academic and Technical Qualification.
- 4) Xerox copy of the agreement of Rental / Lease holding of the proposed Institutional premises.
- 5) Dimensioned Layout Drawing of the proposed Institution.
- 6) Balance Sheet of Last three years (if available).
- 7) Current Bank Statement (if available).
- 8) Xerox copy of valid Registration documents (if available).
- 9) Xerox copy of valid Trade License.
- 10) Bio-Data of the available Staff Members.