



Education Carefully Institute

(An IT, Vocational, Culture & Art Training Awareness Program)

An Autonomous Body Registered Under The Govt. Of India Educational T.R Act, 1882 (Section 60 & 69) Registration No.- IV-190200034/2024. Registered Center Under Ministry of MSME Govt. Of India. Registration No.- UDYAM-WB-14-0113636 & Registered under NITI Aayog, Government of India. Darpan Registration No.- WB/2024/0391226. Registered Training Center of West Bengal Municipal Corporation Act, 2006 [Section 141] W.B Trade Lenience Registration No. 0917P167246767. Authorization of ICV/EGAC/UKAC/BQC.

An ISO 9001:2015 and ISO 29990:2010 Certified Organization

APPLICATION FOR INSTITUTE AUTHORIZATION

(KINDLY FILL THE FORM IN BLOCK LETTERS)

<p>1. Name of center/Institutions/Organization/NGO/Company _____</p> <p>_____</p>	<p>Photograph of Center Head</p>
<p>2. Name of Owner/President/Director _____</p> <p>S/o, D/o, w/o _____ D.O.B _____ Gender <input type="checkbox"/> M <input type="checkbox"/> F</p>	
<p>3. Address of Center/Institution/organizations/NGO/Company:</p> <p>Near _____</p> <p>Village/Town/City _____ P.O _____</p> <p>Tehsil/Taluka _____ Distt _____</p> <p>State _____ Pincode _____ Mob _____</p> <p>Alternate cont. No. _____ WhatsApp Mobile No _____</p> <p>Institute Email _____ Center Head Email _____</p>	
<p>4. Correspondence/Postal Address of Institutions <input type="checkbox"/> Same <input type="checkbox"/> Different</p> <p>Near _____ Village/Town/City _____ P.O _____</p> <p>Tehsil/Taluka _____ Distt _____</p> <p>State _____ Pincode _____ Mob _____</p> <p>Alternate cont. No. _____ WhatsApp Mobile No _____</p>	
<p>5. Date Operating</p> <p>Center/Instutions/Organazations/NGO/Company _____</p>	
<p>6. Detail of Center Infrastructure/Machinery/Equipment. <input type="checkbox"/> For Computer Institute</p> <p>[A]No. of Computers/Machines (Required Min. 3 to 5) _____ [B] No. of Chairs(Required Min. 10) _____ [C]Center Area (Required Min. 100 Sq. feet to 200 Sq. feet) _____ [D] Toilet/Urinal available (Yes/No) _____ [E] Scanner(Y/N) _____ [F] Printer (color/B&W) _____ [G] Internet Connectivity (Y/N) _____ [H] UPS/Inverter (Y/N) _____.</p>	

For Other Institute Vocational/Other Training

[A]Machines (Required Min. As Per Requirement) _____ [B] No. of Chairs _____

[C]Center Area (Required Min. As Per Requirement) _____ [D] Toilet/Urinal available (Yes/No) _____

[E] Scanner(Y/N) _____ [F] Printer (color/B&W) _____ [G] Internet Connectivity (Y/N) _____ [H] UPS/Inverter (Y/N) _____

7. Number of Faculty Members (Required Min-1).

Self

If other then Fill Detail

Sr. No.	Name	Qualification Detail

8. Applying for Centre Authorization of below Mentioned Zone/s (Tick on Require Zones)

Software Zone	Hardware Zone	Vocational Zone	Drawing Center	Dance Center
Coaching Institute	Beauty Center	Spoken English Center	All Course	

9. Authorization Free – Payment Details

Affiliation Fee	Payment Date	Pain by NEET, Online, Mobile Banking, Cash	Bank Name	Payment Slip No

10. Document

Sr. No.	ID Name	ID Number

11. Mode of Working:

Offline Mode

Online Mode

Online Mode with Offline Mode

12. Declaration by Centre Head/Owner/Partner

I/We.....S/o,D/o,W/o.....Aged.....
R/O.....Permanent Address
..... Pin CodeSignature

13. Centre Head/Owner/Director/Partner Profile:

A) Centre Head Name..... B) Father Name
C) Date of Birth..... D) Language Known.....
E) Center Head Permanent Address (Street/Sector/Village , Post Office
Tehsil/Taluka City/District
State Pin Code
Qualifications(Attach Copies of Certificates)
Experience (If any)
Active Email-ID Home Mobile No
WhatsApp No 1. Tell about your Family/Nominee Name
Nominee AgeRelation..... Nominee Mobile Number
Nominee Qualification Details _____

14. Solemnly Affirm & Declare As Under:

1. That I/We, have established/ opened Centre at _____
2. Name of my/our center is _____
3. That I/We, have established/opened above mentioned Center/Institute/NGO on (date) _____
4. That I/We have fulfilled all requirements to run authorized (Software Zone/Hardware Zone/Vocational Zone/Drawing Center/ Coaching Institute/Beauty Center/Spoken English Center/All Course) _____
Centre/s under **Education Carefully Institute** (An I.T & Vocational Training Program – WB) in my /our center/ Institute/NGO/ Company .
5. That **Education Carefully Institute** shall issue authorization to run abovementioned zone/s courses, for above mentioned single location/address of my/our center & the same authorization shall not applicable to my/our franchise/ branch at different locations, for this I/ we shall separately submit new application for center authorization for that franchise/ branch at different location/ address, The Branch should not deal with any other organization on behalf of itself .
6. That I /We will not issue any certificate in the name of **Education Carefully Institute** nor will I get any registration issued by any other institution/ Company/ Brand/ Govt./ NGO/ Society (nor in any other way) in the name of **Education Carefully Institute** nor will I apply for any government scheme/ Loan in the name of **Education Carefully Institute**.
7. That I/ We shall remain liable for every due towards **Education Carefully Institute** in every circumstance.
8. That **Education Carefully Institute** has no sharing in student Admission fee/ tuition fee/ exam fee & all said fees will be prescribed/ decided by me/ our center as per investment, infrastructure facilities, student & teacher ratio, back wardness & geographical condition of my/ our area. **Education Carefully Institute** shall not be held responsible if any dispute arises for said fees & I/ We shall be solely liable for the same. **Education Carefully Institute** shall charge one time nominal registration fee as per the duration of course/s per student/s.
9. That **Education Carefully Institute** shall not invest/has not invested in my center/Institute set up, So all Investments, expenses and formalities relating to operation of my/our center shall be managed & borne by me/us such as- computer systems, center furniture, center teacher's salary, center building (rented/self owned, building related security, first aid kit & Fire & Safety Tools Etc.), educational legal Software's Center Audit, Center ITR, Center Taxes (all types), local level NOC (panchayat, Municipality, state Govt. or any Education Department etc.).
10. That I/we shall get student/s training certificate via post at my/our center/postal center/ postal address, which are certified/issued under I.T Vocational Training Program of **Education Carefully Institute**.
11. That all types of payments paid, to be paid to **Education Carefully Institute**, shall not be refundable in any case, whatsoever. Any types of fee will not be refundable in any circumstances. If a student leaves the class in the Middle his/her entire fee will be adjusted to the Next Student.
12. That **Education Carefully Institute** shall not be liable for any commitment or any advertisement or tie-up, with students, govt., corporate, universities, public & other organizations of same nature, which I/ We run on my/our personal level in my/our center.
13. That I/We found involve in any criminal, financial, social or any other offence then the authorization of my/our center shall automatically come to an end.

14. That the authorization of my/our center/Institute/NGO shall be valid from (Today Date) _____ & the same shall be renewed in the month of March every year (before 31st of said Month) if I/we fulfil the condition applied for the said renewal.
15. That **Education Carefully Institute** shall have full right to update/modify/change/add, any rules & regulations pertaining to my/our center association/authorization/activation with **Education Carefully Institute**
16. That I/We have read and understood the rules & regulations of the **Education Carefully Institute** & accept the same. In case of infringement/noncompliance by me /us, of any rules & regulations made in any application/from/document/file/webpages of **www.roni.co.in** . In of **Education Carefully Institute** shall have full right to take decision upon further activation/authorization of my/our center & in this regard, his decision shall be acceptable to me/us. **Education Carefully Institute** shall have full right to updates/modify/change/add, any rules & regulations pertaining to my/our center association/fee structure/authorization/activation with **Education Carefully Institute**.
17. All the Data regarding the branch office should be send on the **Education Carefully Institute** of the head office in excel sheet format before 1st of every month. All the Dues should be submitted in the head office before 10th of every month & At least 30 Admission Should be done in financial year and I/we agree with this.
18. ID-Cards are Compulsory for Teachers as well as for students.
19. That Any Center Head (Branch) will not create any page on social site in the Name of **Education Carefully Institute / EDUCARE & Not Create any Website with the Name of Education Carefully Institute / EDUCARE Computer / EDUCARE India / Education Carefully Institute Vocational / Educare Institute / Educare Tuition / Education Carefully Academy / EDUCARE /** if any center found to be doing this then its franchise will be canceled & the law will be taken against his and I/We agree with this. That I will not steel / copy any data (photos, content, graphics, designing, plans, courses) from the **Education Carefully Institute** website and not use it on my website or social media website. If I do so **Education Carefully Institute** Can cancel my franchise without notice, and take legal action against me in accordance with the Copyright Act and the Trademark Act.
20. If any person found guilty in any wrong doing in the branch, then Head of the Branch Head will be responsible for those wrong doing and head office will not take any responsibility for those offences.
21. That the teacher's documents will be submitted to the head office along with joining the latter. That the head office has every right to use my institute's photo on its website social site for advertising purposes and the head office will also have full right to send SMS and email related to fees.
22. That the student document verification /student training fee/ student's complete information will be submitted by me at the time of exam & I will be responsible for student's attendance, assessment, practical, study, exam & student document verification.
23. I confirm that all the courses run by **Education Carefully Institute** are run for self employment. The validation of the Training Certificate depends on the rules and regulations of the concerned department.
24. That I shall submit the Monthly Report of my Study Center by the 1st of every month, If this is not done by me then **Education Carefully Institute** can take action as per its policy. that I am responsible for verifying my center, **Education Carefully Institute** team can verify my center anytime during working hours.
25. That I confirm The Distance from One Institute to another will be 3 Kilometer inside the Village & 1 Kilometer in the Urban area. I confirm there are no Other Study Center in our area before sending the registration form/Renewal Form.
26. That Courses can be added or removed from the panel as per the marketing trends.
27. That **Education Carefully Institute** can use the photo of its Study Center/Center Student/Center head for advertising purposes on the website Facebook and other social accounts. On which no study center can claim any kind (Copy Right/Trademrk Etc), Neither at the time of registration of the center nor after the closure of the center.

Only after complete satisfaction this declaration is being made which can be used for legal purpose as and when necessary against me/us In the event of any dispute/matter, it will be settled by the committee appointed by the **Education Carefully Institute** & its decision will be binding on all concerned or at the court West Bengal (WB) & I/we will be liable to all the expenses.

Therefore, I/we _____ Hereby declare & accept that the information furnished in the this Declaration from and the information furnished in the Application for Center Authorization & Center head Profile for running courses under I.T, Vocational, Art and Culture Training programmer of **Education Carefully Institute** are true to the best of my/our knowledge and belief and & will remain in force, binding & acceptable on me/ us, my/ our center's association with the **Education Carefully Institute**.

Signature of Centre Head	Left thumb impression of Centre Head	Date of Declaration	Place

Attach center front photo with center code, center room/lab photo. (if the center is not ready, send the mentioned photo through email within one month from the date of center authorization.