**(To be printed on Institution letter head, signed and stamped on each page and duly by Authorised Person of a Training Center)**

**Self Declaration for Authorised Training Center of AIISD**

I SUMAN JANA S/o, Amit Jana (Aadhaar No : 0000000000), (PAN : ABCDE1234F) Aged 32 Years, address : Vill :- Bankibheri, P.O. Bankibheri, Dist Purba Medinipur, State West Bengal, Pincode 777777 representing ABCD COMPUTER EDUCATION (Authorised Training Center) having Center ID WB20180055 of AIISD , in the official capacity of Chairman / Proprietor / owner of the above Training Center, do hereby state on solemn affirmation as under:

1. My Training Center ABCD COMPUTER EDUCATION, Training Center address at Vill :- Bankibheri, P.O. Bankibheri, Dist Purba Medinipur, State West Bengal, Pincode 777777 is empanelled as an Authorised Training Center of “ALL INDIA INSTITUTE OF SKILL DEVELOPMENT-(AIISD)” is a unit of Infonet Computer Education, An Autonomous Institute Regd under Govt. of W.B. TR Act 1882, based on Govt. of India, hereinafter referred to as **Authorised Training Center (ATC)**.
2. ROLE OF ATC
   1. Enrolling the students in the available courses on AIISD panel.
   2. Provide proper training to the students.
   3. Keeping records of all the students in your institutions.
   4. Training center must prepare the students before appearing for the Final Exam.
   5. Training center must provide support and assistance to the students after completion of the course.
3. I Shall DO
   1. Register only genuine students.
   2. Online students registration must be done (in our official website) on the same day of Admission.
   3. Maintain students register regularly (i.e. date of admission, course completion date, certificate details, etc)
   4. Fill the correct students details at the time of students admission / Exam Registration.
   5. Upload supporting documents (Aadhaar No, Qualification Marksheet, Certificate) of the students before appearing for the final exam.
   6. Training center must take class test, subject test, in regular basis.
   7. Ensure that students must complete their course before appearing for the final Exam.
   8. Ensure that the only registered and trained students should appear for any exam.
   9. Examination of the students must be done in front of Center Head / Center Incharge.
   10. Training Center must contact H.O. once in a month.
   11. Training Center can distribute / Sell our Video Content to your own students only.
4. I Shall not DO
   1. Don’t register any fake students or students from any other institutions.
   2. Don’t upload any fake documents during students registration.
   3. Don’t register students details only in offline mode.
   4. Students are not allowed to take exam before completion of course.
   5. Training Center strictly not to help the students at the time of examination.
   6. Don’t allow proxy students to attempt any examination.
   7. Training Center cannot distribute / Sell our Video Content other than own students.
5. I undertake that My Training Center is fulfilling AIISD infrastructure minimum requirements.
6. Training Center shall have a minimum of Two teaching faculty, with minimum qualifications of DCA or its equivalents.
7. I understand that its our responsibility to monitor the overall functioning of my Authorised Training Center.
8. I follow by the condition that authorisation given to our Training center is not transferrable to any other Institutions.
9. I undertake to pay all applicable fee made by AIISD which is non-refundable.
10. I follow by the condition that authorisation granted to us may be withdrawn, if it fails to fulfill the terms and conditions of AIISD.
11. I shall allow the AIISD appointed person to visit your Training Center and submit all supporting documents for inspection/ audit purpose.
12. I follow to the condition that the involvement of my Training Center in any fraudulent activities such as fake Students registrations, malpractices during Exams etc., would lead to blacklisting from AIISD in the future.
13. I am bring off this “Self Declaration” in my official capacity, as it is required by AIISD because I have been approved to becoming an “Authorised Training Center“ of AIISD.

**Verification:** That all the contents of the “Self Declaration” are true & correct to the best of my knowledge and belief.

Place :-

Date :-

(Signature & Stamp)

-----------------------------------------XXXXX-----------------------------------------

**Note : Do not print this page, only scan mentioned document along with self declaration document (in pdf)**

**Documents to be scan along with Self Declaration:-**

1. Passport size photo (2pc)

2. Xerox copy of Aadhaar card

3. Xerox copy of Pan Card

4. Xerox copy of Trade License / Shop or Establishment registration.

5. Photographs of Center Outside

6. Photographs of Computer Lab

7. Photographs of Theory Room.

8. Photographs of Receptions

All the documents along with “Self Declaration” must be Submitted within 30 days of Center Activation.