

APPLICATION NO: 

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राष्ट्रीय टैकनोलजी एवं ट्रेनिंग परिषद्  
National Council for Technology and Training  
(An autonomous organization recognized by Govt. of India-New Delhi)

## APPLICATION FOR AFFILIATION

### GENERALPROFILE

Name of the Institution			
Address with Post office, Pin code			
District, State, Country			
Land phone No			
Mobile phone No			
Website address			
E-mail ID			
PAN card No			
Whether registered as Public or Private Trust/ Company/Society/Partnership/Individual firm			
Registration No & Date			
Name of the Director/Proprietor/Owner			
Communication details of the Director/Owner	Mobile/Land Phone No	E-mail ID	
<b>Branch/Division details</b>			
#	Branch/Division Name &Location	Coordinator Name	Contact information
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

### STAFFPROFILE

#	Name of the employee	Department/Section	Highest Educational qualification	Experience
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### INFRASTRUCTURE PROFILE

Whether the Regd building is own or rental	
Total space of the building (In Sq. Ft)	
Total No. of Class rooms/Training rooms	
Total No. of Practical Labs& Workshops	
Machinery/Equipmentusedfor training	
Whether the Institution is providing On job/Onsite training for enrolled students	
Whether the Institution is providing Job Placement support for enrolled students	

### COURSES APPLIED FOR APPROVAL

#	Course Title	Duration	Course Code (To be entered by Nactet)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

### BANK ACCOUNT DETAILS

Account Name	
Bank Name & Branch	
Account No:	
IFSC Code	

### DOCUMENT CHECK LIST

#	Document Name	Y/N
1	Formal request letter for affiliation in Institution letter pad with official seal	
2	Registration / Incorporation / Deed / Memorandum certificate of the Organization	
3	PAN card copy	
4	Updated CV of the faculty members	
5	Syllabus of the courses applied for affiliation	
6	Space allocation (floor plan layout) of the Head office / Registered office	
7	Indian Non Judicial Stamp paper worth Rs.200 purchased in Institution name/Director name)	

**Declaration:** I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. I will abide the rules and regulations / Instructions prescribed by NACTET and there for the conduct of ATC. If any deviation is noticed in my ATC in following the norms prescribed, I accept the cancellation of Affiliation at any time. I am also aware that, all the fees paid for affiliation is non-refundable under any circumstances.

Place:

Date:

Signature

Office Seal

## INSPECTION REVIEW

Date:	_____	_____
	Name of Inspection Officer	Inspection Officer    Signature

## OFFICE COORDINATOR REVIEW

#	Particulars	Amount (INR)	Receipt No & Date	Transaction type & ID	Signature
1	Application form	100			
2	Inspection Fee - Kerala	2500			
3	Inspection Fee – Outside Kerala	5000			
4	Affiliation Fee	10000			

## REGIONAL MANAGER REVIEW

Date:	_____	_____
	Name of Regional Manager	Signature

## BOARD OF DIRECTORS REVIEW

Date:	_____
	Signature

## ATC DETAILS

<b>Affiliation Date</b>	
<b>ATC Code</b>	
<b>ATC coordinator Name &amp; Mobile No</b>	