



An ISO 9001 : 2015 Certified Org.

अखिल भारतीय कम्प्यूटर शिक्षा परिषद्

All India Council of Computer Education

(भारत सरकार के पब्लिक ट्रस्ट एक्ट के तहत पंजीकृत एक स्वायत्तशासी संस्थान)



**Application form & Scheme of Affiliation
for
Software Study Centre**

Director's Message

Information technology today is recognized as frontier area of knowledge and also a critical enabling tool for assimilating, processing and productivising all other spheres of knowledge. India has achieved tremendous growth in this area and is now being considered as a potential I.T. super power in the world. It is also recognised world over, that information Technology is going to change every facet of human existence and will usher in a knowledge based society in the 21 st century.

Information Technology education requires high quality Competence & good Infrastructure in order to make a competitive I.T. professional. AICCE has been running under Shri Rajeev Gandhi Computer Saksharta Society, New Delhi. The main motive behind the establishment of this society was to provide Computer Education to every corner of the Country.

Through this Computer literacy Programme, we ensure that our students learn more and become a dynamic human being. Our strong infrastructure, efficient, energetic, dedicated and capable officers urge the students to move forward. The academic rigour propels them to acquire greater professional competence. They have also been exposed to training and real world projects.

I am sure our students can meet any demand & challenges that the employer may pose on them. I wish them great success in all their endeavours and quest for a better tomorrow, for themselves and for the mankind.

Director

About AICCE

All India Council of Computer Education Trust has been registered under the Public Charitable Trust Act 1882 under section 17 vide Reg. No.3662/IV from Govt. of India N.C.T., Delhi, working in different fields of Programme & Commercial training conducted by the State Government & Central Government to approach every class of the society. Trust is also certified by ISO 9001:2015 Org.

Our Trust decided to work in "Information & Technology for all" given the slogan by the Indian Govt. For formulating the dream of Indian Govt. and fulfil the requirement of employment of 22 Lac as I.T. Technologists and more than other 10 Lac ancillary requirements of computer operator / specialist in industrial development, small scale industries, our Trust make an important role in the Council.

The main function of the Council is to provide higher technical education in nominal charges for every group of society of Urban & Rural areas all over India and get success in computer revolution which is the main dream of Indian Govt.

In present time, some big Institutions are running their one-year or more than one-year programme in higher charges. Due to which the middle class families of our Council cannot afford the load of their charges. Our Council studied their theme properly and decided to provide better higher technical education in computer.

Infrastructure Requirements For AICCE Centre

Specification	Urban		Rural	
	Metro City	Non -Metro City	Tehsil	Village
a) Area (Sq. Ft.)	1500	1000-1200	800-1000	800-1000
b) No. of Class Rooms	2	2	2	2
c) Sitting Capacity per Class Room	20	20	15	15
d) Lab Room	1	1	1	1
e) No. of Systems	10	8	6	5

Hardware Requirements

- ★ One Pentium server-Nodes Connected as per AICCE Site Specification.
- ★ Necessary Hardware compatibility for internet
- ★ Printer (Dot Matrix/Inkjet)
- ★ UPS (500 VA)/ Generator
- ★ A.C. Unit

Manpower Requirement

Administrator/ Manager	: Knowledge of Computer Software Training, Experience, having Good Management Skills
Faculty	: Thorough Knowledge of subject, disciplined, Student's problem solving capacity,
Counsellor/ Receptionist	: Pleasant personality with good communication skills ,knowledge of computer courses, disciplined.
Marketing Executive	: Experienced Hardworking, knowledge of Computer courses, good communication skills.
Office Boys	: Disciplined & Experience.

How to take a Membership

On receiving this offer, a prospective study centre should.

- *Apply with complete details of self, premises, available hardware, plan for business development in the format of the data sheet attached at the end of this offer.*
- *Receipt of the application and data sheet at the controlling office of AICCE would be followed by personal interview with the Director AICCE and a visit by a team of AICCE professional at the prospective centre, if needed.*

Eligibility Criteria for AICCE Study Centre

The AICCE Study Centre should satisfy the following criteria.

- *Should be in business (IT related or otherwise) or should be a professional with the required entrepreneurial acumen.*
- *Should be willing to invest required amount of money in setting up a centre with proper infrastructure and manpower.*
- *Should have commitment for providing quality training to students.*
- *Should be willing to be a part of the AICCE team in accepting the terms and conditions and procedures as laid down by AICCE.*

Profitability of Operations

The granting of study centre status would be possible after careful study of the market potential, number of students graduation from the relevant streams etc.

The specifics in terms of operational economics will be discussed in person with each of the study centres.

The study centres are required to make a study of the Engineering Colleges, Polytechnics and science college and other institutes of the area by way to the number of students passing out each year.

Expectation From the Affiliated Study Centre

*The study centre should be able to have a centre at a prime location of the city/town. The centre would have **separate class rooms, Computer Lab and Reception / office room**. The centre would have proper ventilation and proper lighting. The block and sub block level centres may not have the above infrastructure but should have generally clean surroundings.*

By way of Equipment and Facilities.....

Depending on the potential of the area and under consultation with AICCE, the study centre should have or should be in a position to acquire the number of computers, printers, equipment, tools and consumable and the proper software that would be required to effectively convey the course to the students. The study centre should have a well equipped library, housing books as prescribed by the AICCE central coordinating office. Further the study centre shall subscribe to periodicals as suggested and students should have easy access to both books and periodicals.

In Operations.....

Each study centre would be provided with a detailed operational manual which provide guidelines to various aspects like.

- Internal systems and procedures.
- External Interface
- Co-ordinations
- Purchase of classes and practical.
- Examination procedure.
- Certificate issue procedures.

The study centre should follow the steps outlined in the manual would be the key essence to the agreement with the study centres.

In Function.....

- The AICCE study centre shall abide by the agreement and conditions followed by all AICCE centres.
- The AICCE study centre shall have to conduct courses as per the rules and syllabi laid down by AICCE.
- The AICCE study centre shall deposit an advance non refundable affiliation fee as follows :-

S.No.	Centre	Category	Affiliation Fees
1-	A	District Head Quarters	37,000
2-	B	Block Head Quarters & Panchayat Centres	27,000

- This amount shall be deposited at the time of signing the affiliation agreement.
- THE AFFILIATION FEES IS NON-REFUNDABLE.

Renewel Fees

Renewal of the AICCE center shall be done every year on payment of Rs. 2000/- only.

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COURSES OFFERED

S. No.	Courses	Course Code
1.	Advance Diploma in Computer Application (ADCA)	CO-301
2.	Advance Dip. in Office Appli. & Publication (ADOAP)	CO-303
3.	Diploma in Secretarial Practice & Publishing (DSPP)	OT-201
4.	Advance Diploma in Computer Programming (ADCP)	CO-302
5.	Diploma in Computer Hardware (DCH)	HD-201
6.	Advance Diploma in Computer Hardware & Networking (ADCHN)	HD-301
7.	Professional Diploma in Fashion Designing (PDFD)	OT-301
8.	Diploma in Computer Application (DCA)	CO-202
9.	Advance Diploma in Professional Computer Accounting (ADPCA)	AC-301
10.	Diploma in Multimedia Operation (DMO)	CO-205
11.	Computer Teacher Training Course (CTTC)	TT-301
12.	Advance Diploma in Computer Application & Web Design (ADCA-WEB)	CO-304
13.	Dip. in Office Auto. & Comp. Programming (DOACP)	CO-201
14.	Diploma in Computer Application & Designing (DCAD)	CO-203
15.	Certificate Course in Web Technology (CCWT)	CO-105
16.	Diploma in Professional Computer Accounting (DPCA)	AC-201
17.	Diploma in Beautician (DIB)	OT-202
18.	Advance Certificate in Computer Application (ACCA)	CO-101
19.	Diploma in Computer Programming (DCP)	CO-204
20.	Certificate in Computer Accounting (CCA)	AC-101
21.	Certificate Course in Web Designing (CCWD)	CO-104
22.	Certificate Course in Computer Awareness (CCCA)	CO-102
23.	Diploma in Mobile Maintenance (DMM)	HD-202
24.	Certificate Course in E-Commerce (CCEC)	CO-103
CERTIFICATE & PROFESSIONAL COURSES :-		
25.	Certificate in Animation	CO-106
26.	Certificate in AutoCAD	CO-107
27.	Certificate in C Language	CO-108
28.	Certificate in C++	CO-109
29.	Certificate in DTP	CO-110
30.	Certificate in Java	CO-111
31.	Certificate in Multimedia	CO-112
32.	Certificate in Tally	AC-102
33.	Certificate in Beautician	OT-101
34.	Certificate in Fashion Designing	OT-102
35.	Easy English-Spoken English Course	EG-101
36.	Other Certificate Courses	

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(An Autonomous Institution Registered under Public Trust Act-Govt. of India, N.C.T. New Delhi)

Head Office : H-1-5, 6,IT Park, I.P.Industrial Area, Road No.- 4, Jhalawar Road, KOTA (Rajasthan) India - 324005

Mob.: 09309088903, Website : www.aicce.co.in, E-mail : director@aicce.co.in

Application Form

Application No..... Date.....

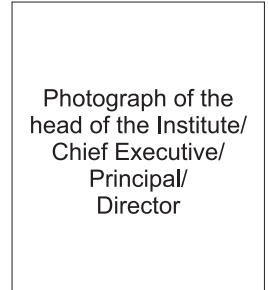
1. Information About The Institution

- 1.1- Name of the Institution : _____
(Use Block Letters only)
- 1.2- PostalAddress : _____
(With Pincode, District & State)
(Use Block Letters only) : _____
: _____

2. Information about the Chief Executive/ Principal/ Director of the Institute.

- 2.1- Name : _____
- 2.2- Designation/Position held : _____
- 2.3- PostalAddress : _____

- 2.4- Phone/ Mobile /Fax/E-Mail : _____
- 2.5- Date of Birth & Age : _____
- 2.6- Educational Qualification : _____
- 2.7- Professional Experience : _____
(Subject Related Experience)



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Seal

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Signature Head of the Institute

3- Infrastructural Facilities :

3.1 Facilities Available

PARTICULARS	NO. OF ROOMS	SEATING CAPACITY	TOTAL AREA (SQ. FT.)
Staff Rooms			
Class Rooms			
Laboratories			
Reception			
Toilets			
Any Other			

4- Information about Faculty (as on date of proposal)

S. No.	Name	Designation	Qualification	Teaching Experience	Date of Appointment	Status Full Time/ Part Time

5- Details of Laboratory (if necessary additional sheets may be used)

5.1-COMPUTER FACILITIES

S. No.	Computers with Configuration	No. of terminals Available	Year of Purchase	Cost	Software Facilities	Other Attaching

6- Library Facilities :

No. of Text / Subject Books	
No. of Reference Books	
No. of Periodicals	
No. of Journals	
No. of CD's	
Total cost invested on library	

Other (Specify) _____

Centre's Address (In English)

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Centre's Address (In Hindi)

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Residential Address (In English)

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Residential Address (In Hindi)

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The above information given by me are find correct & sign under by me.

SEAL OF THE INSTITUTE

SIGNATURE

HEAD OF THE INSTITUTE

Rs. 200/-



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