Sl.No.
Cost of application Rs. 100/-

STATE INSTITUTE OF VOCATIONAL EDUCATION
O/O THE DIRECTOR OF INTERMEDIATE EDUCATION
ANDHRA PRADESH: HYDERABAD
Pin code: 500001

APPLICATION FOR RECOGNITION OF INSTITUTIONS/NGO'S FOR STARTING OF SHORT TERM CERTIFICATE COURSES

1. **Name of the proposed Institution / NGO's complete Postal Address with pin code & Telephone Nos. with STD Code Category of the Institution**

2. **District / Mandal /Town**

3. **Name and address of the Institution and Registration Number of Society/NGO (Copy may be enclosed)**

4. **[a] Brief history of the society, its activities and by-laws [copy to be enclosed].**

   [b] List of the members & true extract of the resolution of the society for Starting Short Term Vocational Courses [Copy to be enclosed].

5. **Name and address of the Secretary / Correspondent with Qualifications. (Attach the passport Size Photograph)**

6. **Name and address of the Principal With Qualification**

7. **Details of Vocational Courses at +2 Level already sanctioned if any.**

8. Details of the present activities of the Institution /NGO

9. Details of Vocational Short term Certificate Courses Proposed to be offered

Sl.No.	Name of the course	Duration

10. Infrastructural facilities for the courses proposed

a) Class Room accommodation

[Land & Plinth Area]
[A copy of registered lease deed for at least three years & approved building plan to be enclosed].

b) On the Job Training Facility
Name of the Training Establishment with which MOU is entered [copy of MOU to be enclosed].

C] Facilities provided for Training.

D] Equipment.

11. Details of faculty for each course

[a] Theory

[b] On the job Training

[List of faculty & appointment letters should be enclosed].

12. [a] Justify the need to open these Short Term Courses and its usefulness to the community

[b] Collaborative arrangements with the organizations for placement of trainees. [Names of the organizations may be mentioned]

13. Details of Inspection Fee paid (Demand Draft) in favour of The Secretary, Board of Intermediate Education, Andhra Pradesh, Hyderabad

An amount of Rs.500/- [Rural – MandalLevel] & 1,000/- [Urban – Municipalities & Others] D.D. No. Dated Name of the Bank & Branch

The Management/Organisation may indicate the resources available, suitability of infrastructural facilities existing/proposed, training and placement arrangements to pass outs etc., [Please attach separate sheet wherever required].

DECLARATION

I _____ [Name & Designation] of _____ Society / Institution hereby declare that the details given above are true and correct to the best of my knowledge.

I also understand that in case of particulars are found incorrect at any stage, the

sanction accorded is liable to be withdrawn without giving any reasons therefore.

Signature of the Correspondent /
Secretary of the institution / Society

NOTE:

1. The filled in Application Form should be submitted in Duplicate to the District Vocational Educational Officer concerned.

2. Rs. 100/- in the form of Demand Draft in favour of Secretary, Board of Intermediate Education, Andhra Pradesh, Hyderabad has to be enclosed towards the cost of application, if the Application Form is down loaded from the Web site.