

## Undertaking

I, \_\_\_\_\_ on behalf of **Behara College Behara**  
(Name) (Branch/Center/Trust/Society)

I am submitting an application for opening a computer education branch under Bhardwaj Foundation. I understand that the minimum norms for infrastructure required by Bhardwaj Foundation is 1000 sq. ft the detail of which is in close in the application I here by certify that within the allocated space proposed for branch of computer education and management course no other activity shall be performed, if branch is authorized by Bhardwaj Foundation the infrastructure proposed shall be exclusively used for the purposes of Bhardwaj Foundation computer education branch, Managed by BIT Computer & all right to dissection reserved by BIT Computer and computer related fund /rent supported to BIT Computer.

I here by undertake that if it is ever found that the branch is able to run as per norms, rules and procedures of computer center then trust shall be free to which draw authorization.

I do here by declare that all documents are attached here with are true to the best of my knowledge, belief & no material fact has been concealed if any information of found incorrect, the trust shall be free to take any action legal or otherwise against our computer branch/center/Trust/Society.

Date:

Deponent

## **Norms/Term & Condition**

1. Computer department of Bahera College manage under BIT Computer.
2. Center managed under College Campus.
3. Center pay rs.50 per student Development charge of every month on College.
4. Center should be given the opportunity to trained the collegiate's and outsiders.
5. All software maintenance managed by BIT Computer, and Hardware maintenance by College on Development charge.
6. Energy/Power maintenance by College Fund.
7. Advertisement maintenance by college fund.
8. Center will be run under the guidance of bahera college.
9. Other computer related works and opportunities will be done by BIT Computer.



# BHARDWAJ FOUNDATION

## ISO 9001:2008 Certified

BIRAUL, DARBHANGA

YEAR 2014

### APPLICATION FORM FOR ESTABLISHMENT OF NEW LEARNING CENTRE

STREM: IT & Mgmt.  NON IT  BRANCH NAME 

<u>BIT</u> Bahera
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1. APPLICANT PROFILE:

Annexure -1

TYPE OF ORGANIZATION : COMPUTER STUDY CENTER

CONTACT DETAIL:

NAME OF BRANCH/CENTER:

Computer Department of Bahera College

NAME OF PROPOSED LEARNING CENTER:

Behara

CORRESPONDING ADDRESS OF OFFICIAL RECORDS:

CITY

DARBHANGA

PIN

STATE

BIHAR

CONTACT DETAILS

FAX

E.MAIL

WEBSITE

CONTACT PERSON

DESIGNATION

MOBILE

PERSONAL DETAILS

TYPE OF AREA

RURAL

PREMISES & AVAILABILITY STATUS

College Campus

\* Attach copy of lease/rent/ownership deed

**2. EXPERIENCE:****Annexure-II****YEAR OF ESTABLISHMENT****EXPERIENCE IN EDUCATION PROFESSION**

S.NO	YEAR	PROJECTS	COURSES BEING OFFERD	STUDENT STRENGTH
1.	2014			
2.	2013			
3.	2012			

INFRASTRUCTURE DETAILS TOTAL AREA – 1000 In sq.ft

DETAILS OF AREA TO BE USED EXCLUSIVELY FOR COMPUTER STUDY CENTER

DESCRIPTION	UNITS	TOTAL AREA	SITTING CAPACITY
CLASSROOM			
LAB			
COUNSELING			
RECEPTION			
LIBRARY			
TOILET&CIRCULATION			
OFFICE			

**Annexure -III****INFRASTRUCTURE DETAILS TO BE USED FOR COMPUTER STUDY CENTER**

S.NO	EQUIPMENTS	QNT.	BRANDS
01.	DESKTOP		
02.	LAPTOP		
03.	PRINTER		
04.	GENERETAR		
05.	U.P.S		
06.	PHONE		
07.	SCANER		
08.	CAMERA		
09.	SPEAKER		
10.	HEADFONE		
11.	MUSIC SYSTEM (AMPLIFIAR,BOX,MIKE,HORN)		
12.	FAN		
13.	BIKE		
14.	CHAIR		
15.	BENCH-DESK		
16.	INVERTER		

17.	BATTERY		
18.	POWER SUPPLY		
19.	MOBILE		
20.	COUNTER		
21.	INTERNET		
22.	PROJECTER		
23.	WATER RESOURCE		
24.	OTHER		

**Annexure -IV**

**DETAILS OF CENTER HEAD (VERY IMPORTANT)**

NAME	QUALIFICATION	EXPERIENCE	SALLERY
			.....

- PLEASE ATTACH PROFILE OF CENTER HEAD.....

**COURSE APPLIED FOR & FEE DETAIL.**

FEE TYPE	AMOUNT	D.D NUMBER	DATE	BANK
PROCESSING FEE NONE REFUNDABLE				
AUTHORIZATION FEE				

**NOTE: Processing Fee shall not be refunded.**

**AUTHORIZED COURSE:**

**PROGRAMES OF STUDY**

1. DCA
2. DTP
3. TALLY
4. OTHER ACCOUNTING PACKAGE
5. DOA
6. ADCA
7. ADIT
8. ADCP
9. WEB DESIGNING
10. MULTIMEDIA
11. NETWORKING
12. HARDWARE
13. PROGRAMMING
14. COMPUTER TEACHER TRAINING(CTT)
15. B.C.A

PHOTO TO BE PASTED:

Front photograph of the center

**Front banner of the center**

**Photograph of classroom of the center**

**Photograph of computer room of the center**

**Photograph of library of the center**

**ANNEXURE'S/ENCLOSURES REQUIRED:**

<b>Annexure-I</b>	<b>Copy of Center Deed.</b>	
<b>Annexure-II</b>	<b>Copy of lease / Rent / Ownership Deed</b>	<b>NO</b>
<b>Annexure-III</b>	<b>Undertaking on paper</b>	<b>YES</b>
<b>Annexure-IV</b>	<b>Profile of center head</b>	
<b>Annexure-V</b>	<b>Photographs</b>	<b>YES</b>

**Any Other Documents Enclosed:**

- 1.
- 2.
- 3.
- 4.
- 5.

**STAMP & SIGNATURE**

