

Centre Code:
(for office use)



جامعہ اردو علی گڑھ

JAMIA URDU ALIGARH

Medical Road, Civil Lines, Aligarh-202001 (UP)

Recognised by Govt. of India | Member of COBSE

ESTD. 1939 (Established Under Article 30 of the Constitution of India & Section 2(g) of the NCMEI Act 2004)
Minority Institution Granted by National Commission for Minority Educational Institution, India (NCMEI)

APPLICATION FOR GRANT OF INFORMATION & GUIDANCE CENTRE OF JAMIA URDU ALIGARH

Application for : Fresh Accreditation

: Continuation of Old Study Centre

In case of continuation of old study centre:
Name of the Centre/ CentreCode _____

Complete Postal Address of the Centre

(To be filled by the Centre Incharge in **CAPITAL** Letters)

Information for Grant of Information and Guidance Centre Accreditation

General Instructions

1. All the columns must be filled in CAPITAL Letters /Typing. Incomplete application may be rejected.
2. Certified copies of all the relevant documents as per the check list given at the end of this form should be enclosed with the application form

A. GENERAL INFORMATION ABOUT THE INSTITUTE

Name of Institution: _____

Address of the Institution:

H. No./ Name of Building: _____

Road/ Street: _____

Colony/Area/Locality: _____

Post Office: _____

Police Station: _____

Landmark: _____

Place and Pin code: _____

District: _____

State: _____

Mobile No. (Wathsapp No.) _____

Email: _____



Name of Centre Incharge/ Principal/Academic Head: _____

Academic Qualification (minimum Graduate): _____

- Up to what level is the Institution / school imparting education? (Please Tick)

Middle Secondary Sr. Secondary

- Institution/ School is for boys Girls Co-educational

- Medium of instruction of Institution/ school Urdu English Both

B. INFORMATION ABOUT THE SOCIETY/ TRUST / COMPANY/ RUNNING THE INSTITUTION /SCHOOL

Name and address of Trust/ Society/ Company: _____

Is the Trust/Society/Company Registered (Yes/No): _____

If yes, under which Act: _____

Year of Registration: _____ Registration No. _____

Name & Designation of Secretary/ Manager/ President/ Chairman/ Chief Functionary
of the Society/ Trust/ Company: _____

Is there a Resolution of the management to get affiliation of information & guidance centre from Jamia Urdu
Aligarh. Yes No.

C. RECOGNITION AND AFFILIATION STATUS

Is the School/Institution Affiliated with any other Institution/Board/ University: Yes No.
If YES.

a) Name of the Affiliating body: _____

b) Affiliation No. & Year of Affiliation : _____

c) Duration of Affiliation (If Any): _____

D. SUITABILITY FOR CONDUCTING PUBLIC EXAMINATIONS (INFRASTRUCTURE)

Number of Rooms in the Institution	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
The Building of the institution is		Owned <input type="checkbox"/>	Rental	<input type="checkbox"/>
Is the Institution/school fit for conducting examinations?	Yes <input type="checkbox"/>		No.	<input type="checkbox"/>
Existence of boundary wall with gate	Yes <input type="checkbox"/>		No.	<input type="checkbox"/>
Institution is electrified and fitted with lights and fans	Yes <input type="checkbox"/>		No.	<input type="checkbox"/>
Availability of sufficient furniture	Yes <input type="checkbox"/>		No.	<input type="checkbox"/>
Availability of security arrangements	Yes <input type="checkbox"/>		No.	<input type="checkbox"/>
Availability of invigilator	Yes <input type="checkbox"/>		No.	<input type="checkbox"/>

DECLARATION

This to certify that all the above information furnished regarding the Institution/ School is correct and
authentic to the best of my knowledge.

Date:.....

Place:.....

Signature of the Centre Incharge

(Name with stamp)

CERTIFICATE OF ENDORSEMENT

(By Centre Incharge/ Secretary/ President/ Chairman/ Manager of the Institution/ Society/ Trust/ Organization)

In support of the application, I _____ as _____
certify that, having read the Norms and Procedure for accreditation of Jamia Urdu Aligarh, I undertake to ensure that the Institution will abide by the Rules and Regulations and terms and conditions, as are made applicable to the Accredited Institutions, from time to time. I further affirm that accreditation, if granted to the Institution, will not be used for commercial purpose, rather will be used to provide guidance to the students of Jamia Urdu Aligarh. I shall do what is in my power to ensure the smooth and proper functioning of the Institution.

Dated:.....

Signature of the Centre Incharge

CHECK LIST FOR ENCLOSURES

(Duly attested copies to be attached with the application form)

- 1- Application on Letter Head of the Institution from Centre Incharge to consider affiliation application.
- 2- Complete filled Application Form of Jamia Urdu Aligarh.
- 3- Copy of the Certificate of Registration of the Society/Trust & By laws of the Society/ Trust.
- 4- Resolution of the management of the Institution to get affiliation from Jamia Urdu Aligarh.
- 5- Copy of the letter of Affiliation from any Institution (If any).
- 6- List of Members of the Governing Body of the Society/Turst with their Designation.
- 7- Pictures of Building/ Premises (including complete building with board/ classes/ office).
- 8- Documents of Educational Qualification of the Centre Incharge (Minimum Graduate).
- 9- Three Passport size coloured photographs of Centre Incharge.
- 10- Affidavit on Rs.100 stamp paper. Points to mention on Affidavit.
 - a. We are an educational society/trust/company by the name of
and imparting education to the poor students.
 - b. We want to take the authorized Information & Study Centre of Jamia Urdu Aligarh.
 - c. We will abide by all the rules & regulations of Jamia Urdu Aligarh.
 - d. In case of any misconduct by us Jamia Urdu Aligarh have the complete authority to cancel our centre.

IMPORTANT NOTE:

**Please Submit the documents listed above along with the application form otherwise
the application may not be considered.**