How to get Affiliation / How to Register !!

Who Can get affiliation / Register ?

Copy of IDENTITY Proof. (Attach any one of following)

- Any citizen of India.
- Trust.
- Society
- Company
- Propritorship firm.
- Organization.
- Partnership Firm.
- Public and Private Limited Company.

Types of Affiliation/Registration.

There are TWO types of Center Registration BUT center has to follow Both types. First center has to register ONLINE with requirement and then By filling HARD COPY OF AFFILIATION FORM with required documents and photographs.

Required Documents and Photographs for ONLINE Registration.

1. Aadhar card.
2. PAN card.
3. Center HEAD Passport Size Colour Photograph.
4. Center Outer Photo (Entry Gate)
5. Reception Room (Waiting Hall) Photographs.
6. Training Hall / Computer Lab Photograph.
7. Center HEAD cabin photograph.

Required Documents and Photographs for HARD COPY OF AFFILIATION FORM

DOCUMENTS :

1. **Copy of Address proof (Attach any one Document)**
   o Electricity Bill
   o Telephone Bill o
   ShopAct Licence
   o Licence of LOCAL authority

2. **Copy of IDENTITY Proof. (Attach any one of following)**
   o Driving Licence /Passport.
   o Bank Pass Book / Election
   Card o Aadhar Card / Pan card
   o Any Certificate of Identity Card provided by Government.

3. **Copy of Academic Qualification (Attach any one Document)**
   o Marksheet or Leaving certificate of Last Educational Qualification.

4. **Brief Information of CENTER HEAD.**
   o Resume / CV of Center HEAD.
   o Training/Study center Head Computer Certificate.(More than 6 Months)

5. **Registration certification : If they have : Trust, Society, Company, Propritorship firm. Organization, Partnership Firm, Public and Private Limited Company.**

(Note : Training Center has to Apply online first and then Offline Hard Copy of Affiliation Form)

PHOTOGRAPHS OF TRAINING /STUDY CENTER

- Outer Photo of Training Center (Entry Gate)
- Reception Room (Waiting Hall) Photo.
- Training Room / Computer Lab Photo.
- Center Head CABIN Photo.
- Photograph of Theory room
- Library photograph.

Eligibility Criteria for ICSM Study / Training Center

ICSM classified Study / Training Center into TWO Category.

1. **RURAL AREAS**
2. **URBAN AREAS**

Rural Area : The center is located under Grampanchayat Authority.

Urban Area: The center is located under Nagar-Panchayat, Nagar-Palika (Corporation) Cont;roment Board and Municipal Corporation.

Sr. No	Specification	Rural Area	Urban Area
1	Carpet area (Square feet)	500	1000
2	Total Computer	5	10
3	Total Classroon	1	2
4	Sitting capacity of students	10	20

Hardware Requirements :

- **Printer**
- **Scanner**
- **Internet connection (Broadband/2G/3G/other)**
- **Electricity**
- **AC/fan.**

Manpower Requirements :

Sr. No	Assets	Description
1	Administrator/Head	Knowledge of Computer Software Training, Experience, having Good Management Skills.
2	Faculty/Trainer	Thorough knowledge of subject, disciplined,capacityStuden.
3	Counselor / Receptionist	Pleasant personality with good communication skills, knowledge of computer courses, disciplined.
4	Marketing Executive	Experienced Hardworking, knowledge of computer courses, good communication skills.

Affiliation Fees / Registration Fees : Regular Fees Structure

Sr. No	Assets	Affiliation fees	Inspection Charge	Total Fees
1.	Rural area	20,000	0	20,000
2.	Urban area	35,000	0	35,000

NOTE:

• The affiliation fees is Non-refundable.
• Renewal of the ICSM Training / Study center shall be done every year.
• Renewal of Training Center must be done within 15 days from the last date of Affiliation.
• Renewal fees will be 2,000 Rs for Rural area and 4000 Rs for Urban areas.

Process of Payment Deposition :

There are FOUR ways to make payment of affiliation or center registration.

• NEFT (National Electronics Fund Transfer)
• Demand Draft.
• Cash Credit to Account.
• Credit Card / Debit Card / PayTM

What Material will get to Training /Study Center :

After registration training center will get following material.

• Affiliation Letter/ Registration Letter.
• Sample Center Banner (Soft Copy)
• ICSM Diary.
• ICSM Broucher.
• Sample Students Certificate.
• Sample Students Marksheet.
• ICSM Courses List
• ICSM Students registration Form
• Identity Card to Head..
• Pomplets Sample.
• Login Username and Password

Schedule for Affiliation :

The process of affiliation is Minimum one month Durational Process.

- After Successful Online Submission of Registration/ Affiliation form you will get provisional ID for reference (Within 5 Days from Registration and Payment)
- Our District Co-ordinator will visit your Training center /Study center (within the 15 days after getting ID.
- Our co-ordinator submitted the report to Head office and then you will provide Affiliation letter. (Within 10 days after co-ordinator Visit to training / Study center)
- Study and related material will be post to Training Center / Study center. (within 15 days After getting Affiliation Letter.)
- Center Login will be provided to the Training / Study center (Username & Password)