



SHREE DEV COLLEGE OF GURUKUL INSTITUTION (SDCGI)

A Self-Financed Autonomous Institute Registered under Indian Trust act 1882 (Regd. 11IV2020) Govt of India
Registered National Carrer Service Ministry of Labour & Employment Reg. No. - S14G83-150358664526
National Insitute of Govt. of India & Regd. With Ministry of Micro Small & Medium Enterprises Govt. of India
International Association of Engineers (IAENG) Membership Number - 331448 & ISO 9001-2015 Certified
This Institute Registered Under Copy Right Act Ministry of HRD (Dept. of Secondary & Higher Education)



Authorised Study Centre (ASC) Form

Membership Fee's Transaction Number

Payment mode Transaction Date

Application Number

Director Name

Institute Name

Institute Address

Thana Post District

Pin Code State INDIA.

Shree Dev College Of Gurukul Institution (SDCGI)

Formally Shree Dev Group Of Institution

Head office - Premdeep Rajpurohit Niwas, Lochanganj Phulpur Prayagraj, 212402 UP India
Official Email - info@sdgi.in, verification@sdgi.in, shreevgroup3@gmail.com
Website - www.sdgi.in Helpline Number - +91 9369909548, 9451199598, 7880338800



श्री देव कॉलेज ऑफ़ गुरुकुल इंस्टीट्यूशन

SHREE DEV COLLEGE OF GURUKUL INSTITUTION

NCS Ministry of Labour & Employment regd. No.- S14G83- 150358664526 & Regd. - MSME Govt of India
A Self-Financed Autonomous Institute Registered under Indian Trust act 1882 (Regd. 11IV2020) Govt of India

Date -

Application Number - SDCGI-ATC.....

Application Form

Use Capital Letter and only Blue Pen

Form Fee's - 500/-

Information -

Location

Post District State Pin Code

Organization

Chairman / President / Director Name

Email ID Mobile No. Website

Registration status of the firm (Please attached registration copy of ticked option)

Government Organization	()	Public Limited	()
Semi Government Organization	()	Proprietorship	()
Trust / Society / NGO	()	RNI Registration	()
Private Limited	()	MNC	()

Authorization :- Shree Dev College of Gurukul Institution (SDCGI)

Honorable Membership	()	Individual Membership	()
Corporate Membership	()	State Coordinator	()
Regional Coordinator	()	District Coordinator	()
Zonal Coordinator	()	Study Centre	()
Counselling Centre	()	Application Collection Centre	()
Exam Centre	()	Associate Member	()

Membership Fee's Details

Type of membership (Metro / Semi Metro / City / Town / Tehsil / Village)

Associate Membership Fee's Mode of Payment

Associate Membership Fee's in word

Date Draft / Cheque / Account Transfer Details

Signature of Chairman
(SDCGI)

Signature of Applicant

Mailing Address – SHREE DEV GROUP – SHREE DEV COLLEGE OF GURUKUL INSTITUTION

Head Office – Rajpurohit Niwas, Lochanganj, Near Gomti Inter College, Phulpur Prayagraj – 212402, Uttar Pradesh India

Email – shreedevgroup3@gmail.com info@sdgi.in Verification@sdgi.in Website www.sdgi.in

MEMBERSHIP CONFIRMATION FORM

Aadhar Number	
Pan Card	

For Office Use Only

Membership Category				Affix here Passport size colored Photograph
Membership Code Allotted		Academic Centre		
Membership Date		Valid Up to		
SDCGI Email ID Allotted				
Location of Academic Centre				
	Pin Code		State	

Members Details

Name of the Applicant				
Father's / Spouse's Name				
Membership Applied				
Telephone Number		Mobile Number		
Date of Birth		Qualification		Experience (Yrs)
Website ID (If any)		Email ID		
Full Postal Address				
District		State		Pin Code

Institutional / Corporate / Academic Centre Details

Name of Institute				
Registered Office				
Tehsil	Thana	District	Pin Code	State
Location of Centre (Metro / City / Rural / Urban / Semi-urban / Slums)				
Phone No.	Mobile No.	Fax. No.	Email ID	

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Name of the Director / Principal of Institution	
Qualification of the Director / Principal	
Administrative Experience (In Year)	
Teaching Experience (In Year)	
In the Applying Institution only for boys / Girls or Co-educational	

Recommendation three reference of Members / Indian Citizens

Name	Address	Mobile No.	Signature

Particular of teaching staff with Name, Designation & Qualification.

S.N.	Name	Designation	Qualification
1.			
2.			
3.			
4.			
5.			

Course list (Enclose a separate sheet listing Course Name, Duration, Eligibility with Syllabus for getting approval)

S.N.	Course Name	Eligibility	Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

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Note - Each ATC/Institute will get approval only for 10 Courses under **Shree Dev College Of Gurukul Institution (SDCGI)**. If needs to add additional courses it can be done through a payment of Rs. 1000/- (One Thousand Only) for each 5 Courses. It's compulsory to display the Courses Approval Certificate in front office.

S.N.	Course Name	Eligibility	Duration
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Requirement to Established the Centre of Shree Dev College of Gurukul Institution

S.N.	Requirements	Features	Number
1.	Computer System	Core i3	
2.	Printer	Laser / Ink tank / Inkjet Printer	
3.	Counselor Table	With Reception Area	
4.	Director Cabin	Need Based	
5.	Computer Lab	Work Station	
6.	Telephone / Mobile	With Broadband Connection	
7.	Carpet Area	Minimum of 400 Sq. Ft.	
8.	Class Room	Minimum 1 Class room	
9.	Library	Need Based	
10.	Yoga Classroom	Need Based	
11.	Faculty Profile	Bio Data	
12.	Counselor Profile	Bio Data	
13.	Peon	For office cleaning & other	
14.	Marketing & Sales Officer	Need Based	
15.	Hardware		
16.	Available Software		

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DECLARATION

I hereby certify that the context stated above are correct and true to my knowledge and belief and hereby confirm that our institution / Centre is free from any legal / official disputes whatsoever. I accept that any facts stated above, if found incorrect will automatically result in cancellation for nominations associate.

- 1) I / We certify that the Authorized Person / Centre head or any of its office bearers is not involved in any criminal case and or no case is pending against him/her.
- 2) I / We undertake to verify and certify the forms of the candidates forwarded by us to the **Shree Dev College of Gurukul Institution (SDCGI)** that they are eligible in all respects as per eligibility conditions laid down by **Shree Dev College of Gurukul Institution (SDCGI)**
- 3) I certify that I am the competent authority, by virtue of the administrative and financial power vested in me of the above mentioned institute / organization to furnish the above information and to undertake the above stated commitment on behalf on my / our institution.
- 4) Understood rules & regulations as of now & amended in future applicable to the institute conducting **Shree Dev College of Gurukul Institution (SDCGI)** or its collaborative partners courses explained in the franchise proposal for franchise and agreed to abide by the same.
- 5) We promise to abide the rules & regulation amended from time to time. We also understand that if we do not abide the norms set by the **Shree Dev College of Gurukul Institution (SDCGI)**, our membership / franchiseeship may be withdrawn and there will be no refunding of processing or other fees.
- 6) I am aware that in case any information given by me is false or misleading, **Shree Dev College of Gurukul Institution (SDCGI)** may in its sole discretion can take whatever actions or measures it deems necessary and appropriate and the institute would be debarred from the franchise.
- 7) In case of any information furnished by me / us is found wrong or incomplete, I / we declare that the institute may be derecognized and is also open to any action as per law.
- 8) I agree to abide the rules & regulation and the decisions taken by the management of **Shree Dev College of Gurukul Institution (SDCGI)** from time to time.
- 9) I / we understand that **Shree Dev College of Gurukul Institution (SDCGI)** authority reserve the right to reject the application without assigning any reason.
- 10) However I will have no right whatever to fight / challenge legally against the judgment in any court of law. All disputes are subject to Prayagraj Jurisdiction only.

Place

.....

Date

Seal & Signature of auth. Person

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Form to be filled by study Centre data sheet for Website

Centre's Director Name

Study Centre Name

.....

Centre Address

.....

City

District

Pin Code

State

Mobile No. 1. 2.

Fax

Email ID-

I here by declare that the above information given by is true to best my knowledge & bellow.

**Signature & Seal
Centre Director**

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Contact Person for future communication & Document Courier

Name of the contact Person

Contact Number Email ID

Address

Post Thana District

Pin Code State INDIA.

ENCLOSURE DOCUMENTS

S.N.	Particulars	Status
1.	Duly filled signed application form.	Yes / No
2.	Copy of Institute name registration as Company / trust / Society / Others.	Yes / No
3.	Sale deed / Rent Agreement / Partnership Deed / Memorandum of Articles	Yes / No
4.	Infrastructure Details / Centre Photographs.	Yes / No
5.	Bio-Data / Profile of Authorized Person.	Yes / No
6.	Owner ID & Address Proof.	Yes / No
7.	Faculty Details / resumes of faculties with credentials / Photographs (2).	Yes / No
8.	2 Stamp Papers of Rs.100 for the agreement on the Prescribed stamp Papers.	Yes / No
9.	PAN Card / Service Tax Number of Firm	Yes / No
10.	Bank Statement / Details (For Payout Transfer)	Yes / No
11.	MSME Certificate	Yes / No
12.	Hardware Details	Yes / No

Note - All the above-cited documents must be submitted along with the application otherwise the application may not be considered.

Centre is approved for ONE Year only, subject to subsequent renewal.

Separate application & processing fee must be used for each institutional branch or centre.

This application and all related documents should be submitted to inspection officer send.

SHREE DEV COLLEGE OF GURUKUL INSTITUTION

Head Office - Premdeep Rajpurohit Niwas, Ruhatta Kadim, Phulpur Prayagraj - 212402 Uttar Pradesh, India
Helpline - 9369909548, 7880338800 Official Email - info@sdgi.in , Verification@sdgi.in Website - www.sdgi.in

Place

Date

Seal & Signature of auth. Person

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AGREEMENT OF AFFILIATION FOR YEAR - 20.....

Agreement for Affiliation M/S

With SDCGI for running all the courses runned under SDCGI related to computer software, hardware & Networking, Account, Yoga, Teacher Training, IT and ITES, Skill Development other sectors, at

This agreement is made between the Shree Dev College of Gurukul Institution (SDCGI) represented by in Chairman Shree Er. Devesh Mishra Advocate his successors and assignees as and M/s.

Represented by Shri

S/o or D/o Date of Birth

Aadhar No. Pan Number

Resident

..... His/her successor and assignees.

Where as SDCGI is a registered Society/Trust engaged in Popularization of Electronics / Computer and New technology, Vocational Training, Skill Development, Consultancy and Publication and whereas Shri..... has applied for affiliating with SDCGI as proprietor of M/s. This agreement is being made for running a SDCGI Affiliated Study Centre (herein after called Authorized Study Centre- SDCGI) at

..... by the name of on the basis of the following terms and condition.

1. Shri will be authorized by SDCGI to establish authorized study Centre for session To on the basis of the terms of conditions as laid out in this agreement and as per the "Offer of Affiliation" given by SDCGI, which may be suitably modified form time to time.
2. Shri will be designated as Centre Director, ASC-SDCGI (here in after called as Centre Director), and shall have the following responsibilities :
 - a. Conduction of Computer Software/Hardware, Vocational Courses, Skill Development, and any other course as allotted by SDCGI and under the authorization of SDCGI from time to time in the designated area, as per the norms of SDCGI.
 - b. Conduction of Data Processing, Software development Service of equipment and any activities under the authorization of SDCGI.
 - c. Conduction of computer Literacy programme in schools, if allotted by SDCGI as per a separate agreement signed between ASC SDCGI and SDCGI H.O.
 - d. Conduction of SDCGI's state level or national level project as may be allotted to him/her from to time by SDCGI.
 - e. To follow the syllabus, course material, Fees Structure Pattern of examination, certificate issue and other procedures as prescribed by SDCGI from time to time.
 - f. **To arrange & use all legal software's at branch SDCGI-ASC. All legal matters arising out of non-compliance of this issue will be at the risk of ASC's.** (Plz send Xerox copy of software's bill to SDCGI-H.O.)
 - g. To conduct SDCGI course and activities, kept under his/ her supervision with utmost care and to the satisfaction of students/ customers, keeping in view SDCGI's name and standards as also his/her own prestige and viability.
 - h. To enroll new students in various SDCGI courses, session wise & fulfill the annual target decided by SDCGI H.O. SDCGI H.O. has decided the following target for the single session, which is compulsorily achieved by the centre.
 - (a) Urban / District Level -100 New Registration (b) Rural / Tahsil / Panchayat Level-60 New Registration

Self-Attested
Passport Size
photo must be
fix here

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- i. To select suitable premises, faculty and hardware as per the category of the centre in consultation with SDCGI H.O. and to make payments for them regularly and in time.
- j. To arrange all the legal permissions/licenses needed from the local govt./authority to run the study centre.
- k. To make all payments pertaining to proper operation of the centre like rent of the premises, salary to staff, electricity and water bill and such other expenses in time. To arrange for fire & other Safety equipment's and training for their usage in the centre premises.

Any liability created by the Center Director by not following any of the rules and regulations stated in this agreement, and in regard to any other expenses will be exclusively his/her own and will not be carried forward to the SDCGI H.O. in any case.

3. The payment of co-ordination charge to SDCGI H.O. would be made by Center Director ASC-SDCGI along with the statement of account certified by the Center Director. The SDCGI H.O. retains its right to demand any other document in this regard from the ASC-SDCGI if the co-ordination charge payment to the SDCGI H.O. are not made by the ASC-SDCGI in time, the SDCGI H.O. may decide to cancel this agreement even with the period of validity. In all such matters the decision of secretary SDCGI will be final and binding. SDCGI H.O. may also decide on some other mode and frequency of co-ordination charges payment by the ASC's (SDCGI) which may be binding on all affiliated centers.
4. Depending on the technical and managerial capability of the ASC-SDCGI the SDCGI H.O. would implement its state level, national level projects through the SDCGI. Similarly consultancy, market survey and other assignment may also be handed over to the ASC-SDCGI by SDCGI H.O. based on the expertise available in the ASC-SDCGI. However, in all such cases the remuneration to be paid to the ASC-SDCGI will be exclusively decided by the SDCGI H.O. and the allocation of work to ASC-SDCGI will be the exclusive right of SDCGI H.O.
5. The ASC-SDCGI shall be responsible for activities indistrict/City. However SDCGI H.O. retains its right to change, increase or decrease the geographical area of operation of the ASC-SDCGI or to open new branches/centre in the area already allotted to ASC-SDCGI in all such matters the decision of secretary, SDCGI would be final and binding.
6. The Center Director of the ASC-SDCGI shall maintain receipt book, bill book, certificate issue register, fixed assets register, cash book, ledger, attendance register of staff and students, salary register, expense voucher and minute book. All such record would be open to inspection by Chairman/President SDCGI or any of his authorized representatives at any point of time.
7. No account should be open as name of SDCGI at ASC-SDCGI by Centre Director. The ASC-SDCGI shall run its account in the nationalized Bank in the personal name of the Center Director himself/herself opening of the illegal bank account shall immediately render the ASC-SDCGI liable for cancellation of branch agreement. In all such matters the decision of Director/President SDCGI would be final and binding.
8. The SDCGI H.O. retains the right to affect any changes in the above clauses for better operation of SDCGI organization and of ASC-SDCGI, even within the period of validity of this agreement. This will be binding on all ASC'S.
9. The affiliation fees once paid by the ASC-SDCGI to the H.O. will be nonrefundable.
10. An ASC-SDCGI is non transferable. If a Center Director decides to transfer it to some another person/ organization exclusive permission will have to be taken from the secretary SDCGI and transfer fees fixed by SDCGI H.O. will have to be paid and a fresh agreement will have to be signed.
11. If Shree Dev College of Gurukul Institution is working with any govt. project / scheme, it is mandatory that ASC SDCGI will work in that project / scheme. In case ASC SDCGI does not take interest in running the scheme, then SDCGI H.O. would be free to affiliate any other SDCGI ASC in same area. ASC SDCGI has to abide all the rules and regulation of the concerned govt. authority. In case of violation of any of the rules and regulations of the concerned govt. authority, SDCGI H.O. as well as concerned govt. authority would be free to cancel the affiliation of ASC SDCGI.
12. ASC SDCGI can run CCC / BCC courses of NIELIT according to their rules and guidelines. In case ASC SDCGI get objected from NIELIT to violate their rules and guidelines, then SDCGI H.O. shall cancel the affiliation of ASC SDCGI.
13. In case of a Government project or a university program or NIELIT (DOEACC) "O"A"B' Level course or any other such coordinated programme, in which ASC-SDCGI takes part, the losses Caused by the change in policy by the Government or by the university or by any such sponsoring organization, will in no way be transferred to the SDCGI H.O. and the SDCGI H.O. will not be held responsible for any act of ASC-SDCGI
14. SDCGI H.O. will only be responsible for registration fees/ Exam fees and its related services.

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15. SDCGI H.O. will not responsible for services related to tuition fees/any other fees collected by ASC-SDCGI from students.
16. Liabilities created by the fault or negligence of any ASC-SDCGI in the consumer forum or any other such body will be exclusively of the ASC-SDCGI and will not be carried forward to the SDCGI H.O.
17. SDCGI H.O. has a right to dissolve this agreement if annual new students registration target will not be fulfilled by ASC SDCGI, without prior information.
18. **Validity of Student Registration:** Student's registration would be valid for two year from the date of registration, i.e, the students has to complete his/her course successfully within two years of date of registration.
19. Concerned Centre Director would be responsible to carry all the legal proceedings against any person or organization involved in fraudulent activities in name of our organization "**Shree Dev College Of Gurukul Institution (SDCGI)**" or using the name of our organization or its courses unauthorized without the permission of SDCGI Head Office, Prayagraj in your area. SDCGI Head Office would cooperate fully in this regards.
20. **If you are working with SDCGI's Organization ,We do not allow you to work with any other similar organization without prior permission of SDCGI H.O., If you were found to work with any other similar organization then SDCGI can cancel your affiliation immediately .**
21. **Any dispute arising out of the above agreement would be settled only at the court at Prayagraj (UP).**
22. **In respect to affiliation of ASC-SDCGI, The application form filled by me, includes all the adequate and absolute information's. If any information in the form is found incorrect or unreliable then application should be immediately cancelled and I would have no objection regarding it.**
23. This agreement is valid upto....., after this date the agreement can be renewed with the mutual consent and after the payment of annual license fee as applicable, by the ASC-SDCGI to the SDCGI H.O.

I accept and agree to the above condition given in clauses (1) to (23) above and to any other text or annexures forming part of this agreement. I also declare that I am the authorized signatory of the ASC-SDCGI and my signatures, as given below are my true signatures

Signed on this day Of Year

Name and signature of the centre director of the ASC-SDCGI

(Authorised Signatory)
with rubber Stamp

(Dr. K.P. SINGH)
Chairman

Name :

Witness1- Signature

Witness 2- Signature

(Name :))

(Name :))

Centre's Address (in English) :

Centre's Address (in Hindi) :

_____ Pin Code _____

_____ Pin Code _____

Phone/Mobile : E-mail Address:

Place

.....

Date

Seal & Signature of auth. Person

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Fee's details for franchisee Holder

Franchisee Form Fee's - 500rs for All Type Membership

SDCGI offer 4 type of membership

1. Personal Membership

Personal Membership Honorable Membership / Associate Membership / Individual Membership
Membership Fee's - 3500 (Pan India Membership)

2. Institute / College Membership

Under Institute / College Membership Counselling Centre / Exam Centre

Affiliation Fee's - 10000/-

Inspection Fee's - 5000/-

3. Corporate Membership

Under Corporate Membership State / Regional / District / Zonal Coordinator

Affiliation Fee's - 25000/-

Inspection Fee's - 8000/-

4. Study Centre Membership

Under Study Centre Membership Counselling Centre / Application Collection Centre

Affiliation Fee's - 7000/-

Inspection Fee's - 3000/-

Extra Charges for study Centre / Institute or College Membership

Metro Membership - 8000/-

Semi Metro Membership - 7000/-

City Membership - 5000/-

Town Membership - 3000/-

Tehsil Membership - 2000/-

Village Membership - 1000/-

Sharing In University Fee's

1. Individual Membership 10% Sharing University Courses
2. Institute / College Membership 20% Sharing University Courses
3. Corporate Membership 40% Sharing University Courses
4. Study Centre Membership 25% Sharing University Courses

Institute Course Sharing as per SDCGI norms

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