

# Veena Pani Institute Of Professional & Technical Studies(VIPTS)

Katinpara, Gopalpur, Ghatsila, East Singhbhum, Jharkhand

APPLICATION FOR ESTABLISHMENT OF NEW CENTRE

(1) Name of Counseling Centre .....

(2) Full address of Counseling Centre with Pin code .....

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(3) Telephone No ..... Office ..... Mob. No. ....

Residence No. .... Fax No. ....

E-mail Id ..... Website (if any) .....

(4) Detail of counseling centre governing body (Society/Trust/Individual/Ngo/Coaching Centre/ Other)

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Pl. enclose copy of Registration

(5) Full Address of Counseling Centre Governing body .....

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(6) Details of counseling centre in charge .....

(a) Name of Centre in charge with designation .....

(b) Ph. No. (Office) ..... (Residence) .....

Mobile ..... (Website) if any .....

(B) Education qualification details of counseling in charge:-

Degree/Diploma	University/Institution	Subject	Year of Passing

(C) Enclose Photo ID of Centre In charge

(D) Information of Counseling Centre Governing Body

Name of Governing	Business	Year of	Annual Turnover	No. of Employees

Part – 2 Information of Building of Counseling Centre

(A)	Total Area in Sq.Ft.	
(B)	Built up Area	
(C)	Area of Built up Storey	
(D)	No. of Rooms Available	
(E)	Light Availability	
(F)	No. of Computer	
(G)	Internet Facility	
(H)	Furniture Facility in Counseling Centre	
(I)	Attach map of counseling Centre	

6. Information of Available Building Attach the Documents

(A) Ownership/Rent Counseling centre Building Proof .....

7. Is Building Ready for Counseling Centre Use .....

(B) Use of Building at Present

8. Is your center Affiliated/Authorized from any other University or Organization if Yes, Provide Details .....

Place of counseling Centre

Nearest Airport ..... Name of City .....

Nearest Railway Station ..... Name of City .....

Nearest Bus Stand ..... Name of City .....

11. Visiting Card, Letter Pad, any other Information available .....

12 Details of courses interested .....

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Declaration:-

I/We declare I the facts mentioned are true to the best of my knowledge, If found incorrect centre may be cancelled without any prior information.

Date:-

Place: -

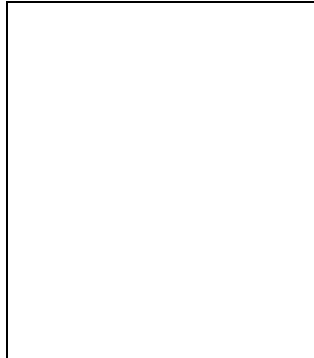
Signature

Details of Demand Draft

No. of Demand Draft ..... Demand Draft Date .....

Drawn on (Bank Name) ..... Rs. ....

Latest Photo Centre in Charge



How to Apply :-

Application form with all required documents filled up in own handwriting shall be sent to Veena Pani Institute Of Professional & Technical Studies (VIPTS), Katinpara, Gopalpur, Ghatsila, East Singhbhum, Jharkhand-832303

Note: - DD shall be in Favor of "**VIPTS Mohulia**"( Payable at NH-33, Galudih)

CHECK LIST REQUIRED:-

- 1) Proof of ownership of building/Rent Deed
- 2) One Photograph of Coordinator
- 3) Residence Proof of Centre Coordinator
- 4) Society/firm registration with bye-laws.
- 5) Resolution to run the centre from Society.