

10. Nearest Railway Station :..... Distance KM
11. Nearest Bus Station :..... Distance KM
12. Distance From District Head Quarters :..... Distance KM
13. Total Number of Computers in your Organization (Please use the code list).

Sl.No.	Processor Type	HDD	RAM	Number
1.				
2.				
3.				
4.				
5.				
TOTAL				

14. Total number of students trained annually :

15. Annual turnover of the firm (tick appropriate box)

- Less than Rs. 2.5 lakhs Rs. 2.5-5 lakhs Rs. 5-10 lakhs
- Rs. 10-25 lakhs Rs. 25-50 lakhs Rs. Above Rs. 50 lakhs

16. Details of Rooms : Write NA wherever Not Applicable

Sl.No.	Details	Numbers	Approx floor Area (m ²)
1)	Office use		
2)	Staff Rooms		
3)	Lecture halls		
4)	Computer labs		
5)	Other (specify)		

17. Library facilities

17.1 Whether own facilities are available Yes No

17.2 If available, details of the books

Sl.No.	Description	Number
i)	Computer Books	
ii)	Electronics Books	
iii)	Management books	
iv)	Other	

18. Details of available Peripherals and Accessories

Sl.No.	Peripheral	Number
1	Printer	
2	UPS	
3	Modems	
4	Scanner	
5	Others (specify)	

19. Details of available Software :

19.1 Available Operating Systems (Please tick and write the version in the respective columns)

Sl.No	Name of OS	Version/Release/ Description	Licensed (Y) or not (N)
i)			
ii)			
iii)			
iv)			

20. Details relating to employees

20.1 Number of employees Computer related Total

21. Year Established

22. Major Activities of the Insitution (1)
 (2)
 (3)

23. Do you teach yourself ? Yes No

24. Do you have any affiliation ? Yes No
 If Yes, Details Specify)

25. Do you follow any common syllabus of exam ? Yes No
 (If yes, give details)

TERMS AND CONDITIONS

1. Any Private computer Institute can be a member of Indian Computer Education Society those who full fill the following
 - a) The applicant should posses a computer training Institute.
 - b) The applicant should procure prospectus and application form from office on payment of Rs.250/
 - c) The applicant should submit the filled up application form with a DD. of Rs 11000 (i.e. 10000 as one time membership fee and 1000 as yearly subscription)
2. The affiliation is valid for a minimum period of one year. However the membership expires on 31st March of every year, and the members shall renew the membership on or before 15th April for the next year. The defaulters may be removed from the ICES roll. If they want to rejoin they have to submit fresh application and remit the fee like new members.
3. The members shall not claim for refund in part or full if any fees or payment towards membership fees or renewal fees.
4. The affiliation for members only for one location.
5. The affiliation is non-transferable and non-exclusive.
6. The members should not sub license the affiliation to any other institution.
7. ICES name and logo will be used only for the ICES courses, approved by Apex Body /Governing Body.
8. The members should purchase books, log books and other course materials from ICES from time to time against payment by DD. drawn in favuor of ICES Ernakulam.
9. The members should keep proper and correct academic and professional qualification of the faculties and inform the same to ICES office.

10. INFRA STRUCTURE:- Total space 500 sqft.

- (a) Front Office - Reception
- (b) Lab -To Accommodate 10 students
- (c) Administration- 150 sqft

SYSTEM

- (a) Lab -5 (computers)
- (b) Class Room -1 computer
- (c) Legal Software
- (d) Faculty -Graduate with PGDCA and above

- 11. The institutional members shall ensure that the examination and other schedules are strictly followed under the supervision and guidance of Apex / Governing Body.
- 12. The members shall be responsible for exam invigilation work, evaluation of answer books/ Practical exam. So the member should send adequate staff for exam work where ever and whenever necessary.
- 13. Every member should ensure the satisfactory completion of the project work by the students.
- 14. The institutional members can launch individual or chapter level campaign and advertising in consultation with ICES for which the expense should be borne by the members and the members should ensure the approval of ICES for the layout (Matter)
- 15. The institutional members shall in consultation with ICES for periodical inspection of all institution member’s premises to point out deficiencies if any fix up time for rectifying the same. The member’s shall bear the expenditure on TA&DA of ICES Apex / Governing Body members as per ICES rules.
- 16. The members maintain close relation with the chapter authority and ICES office to ensure quality and standard in the education and training.
- 17. Members may hold workshop or seminars regularly, identify problems faced by members and convey them to ICES Governing Body’s attention.
- 18. Any dispute between chapter members shall as far as possible settled by mutual negotiations in the presence of chapter Chairman/Secretary /member and their decision shall be final and binding on both the organization.
However any dispute could not be resolve mutually shall be referred to the General Secretary of ICES. The decisions of the President by the approval of Governing Body shall be final and binding on both the parties.
- 19. Members those who violate any rules of ICES may terminate from the ICES as per the by law.
- 20. The ICES will not award membership to centers all ready affiliated to Government or Private organizations engaged in similar activity as that of ICES. However center’s having accreditation of DOE examinations are exempted, as the students apply and appear for the examination directly.
- 21. Existing ICES members having affiliation with other organizations shall forfeit their rights to become a member of the Apex /Governing body. By this decision ICES expects greater contributions for its growth.
- 22. Software Facilities: If the member is using patented/licensed versions of software, then proper licenses shall be obtained/ procured by the member and not by the ICES.The ICES shall not be held responsible for any liabilities on damages arising out of patent/intellectual property right (IPR) violations there of.

I.....hereby request that I may be enrolled as a member of Indian Computer Education Society. I am enclosing a DD drawn in favour of ICES Kochi, payable at Kochi for Rs...../- as admission and annual subscription for the period 1st April to 31st March. I do hereby agree all the above points in the Terms & Conditions and I hereby undertake that I shall abide by the Society’s rules from time to time. Details given above are true to the best of my knowledge.

Place : _____

Date : _____ **Signature**

Receipt No.....

Date

Inspected By.....

Membership No.....

Approved by Governing body on.....

Period of Membership.....

Place

Date

President