



An ISO 9001:2015 & ISO 21001:2018 Certified Educational Organization

INSTITUTE OF INFORMATION TECHNOLOGY AND SKILL DEVELOPMENT

A Unit of COMPUTER SHIKSHA ABHIYAN

A Venture of IITSD, Regd. Under Ministry of Corporate Affairs
Corporate ID. No. U85499WB2026NPL286297, MCA Govt. of India.

Renewal Form (ASC)

(fill the form in block letter)

To
The Chairman
Institute of Information Technology and Skill Development (IITSD)
Baguiati, North 24 Parganas, West Bengal – 700159

Subject : Application for Renewal to conduct Training Programs under IITSD

Allotted Courses : Computer Software, Hardware Courses,.....

Respected Sir,

I, _____, Centre Director of

_____, bearing existing ASC Code _____,

hereby apply for Renewal to conduct Training Programs Membership under IITSD

My institute address is _____ Pincode _____,

District _____, State _____.

The Authorized Study Centre(ASC) was valid up to ____ / ____ / _____, and I request, renewal to conduct Training

Programs under IITSD, for the period of ____ / ____ / _____ to ____ / ____ / _____.

☐ I hereby confirm that our institute continues to maintain the required infrastructure, including classrooms, computer laboratory, internet facilities, faculty members, washroom facilities, and other academic arrangements as prescribed by IITSD. We are regularly conducting computer education and skill development programs and are willing to continue the same under the guidelines of IITSD.

☐ I further declare that all information submitted by us is true and correct to the best of my knowledge and belief. I understand that IITSD is an independent educational and skill development organization and that renewal of ASC authorization is subject to verification, inspection, and approval by the competent authority of IITSD.

☐ I undertake to:

- Follow all rules, regulations, policies, and academic guidelines issued by IITSD from time to time.
- Maintain transparency in student's admission, registration, examination, and student Data Base
- Use the name, logo, certificates, and study materials of IITSD only in the manner authorized by the Head Office.
- Cooperate fully with any inspection, verification, audit, or document review conducted by IITSD authorities.
- Ensure that no false, misleading, or unauthorized claim regarding government affiliation, university recognition, UGC approval, or employment guarantee is made by the centre.

☐ I therefore request you to kindly renew our Authorized Study Centre (ASC) authorization and permit us to continue the academic activities of IITSD for the above-mentioned renewal period.

Thank you for your kind consideration.

Yours faithfully,

Place:

Date: ____ / ____ / _____

Signature of the Centre Director with the Institute Seal



An ISO 9001:2015 & ISO 21001:2018 Certified Educational Organization

INSTITUTE OF INFORMATION TECHNOLOGY AND SKILL DEVELOPMENT

A Unit of COMPUTER SHIKSHA ABHIYAN
A Venture of IITSD, Regd. Under Ministry of Corporate Affairs
Corporate ID. No. U85499WB2026NPL286297, MCA Govt. of India.

Institute Information

(fill the form in block letter)

Present Infrastructure of the Institute

- A) No. of Class Room-Theory Room & Number of Seating Capacity _____
- B) No. of Practical Room & Number of Seating Capacity _____
- C) No. of Computers _____
- D) No. of Washroom _____
- E) Institute area (Office, Theory, Practical room & Washroom)(Sq.ft.) _____
- F) How many faculty members in the institute _____
- G) Trade License Number of the Institute _____
- H) Property Type _____ Lease Property / Own Property
- I) Details of any Licensed Software : (Yes / No) _____
- If Yes then write down _____

Present Faculty Members of the Institute

Sl. No.	Name	Designation	Last Qualification	Date of Joining

Any other members in the institute _____

Signature of the Centre Director with the Institute Seal

Required documents attached along with this form: Aadhaar Card, PAN Card, Voter Card, Trade License, MSME Registration Certificate(if available), Registration Certificate of Society / Public Trust (if applicable), Electricity bill or property tax receipt (if own property), Lease Agreement of the institute (if the property is on lease), Institute photographs(Inside & Outside with Washroom) with the app "GPS Map Camera".

For Head Office Use Only

Application Received On: ____ / ____ / ____

Verification Status: Approved / Rejected / Hold

Renewal Valid From: ____ / ____ / ____ to ____ / ____ / ____

Processing Fees: _____/- rs.

Receive via: Cheque /Online Pay

Authorized Signature with Seal