

501/B, Panna Chambers, 2nd Floor, Ghorpadi Peth, Swargate, Pune-42
Ph- (020)24481814 Visit us @ www.catindia.org

APPLICATION FORM FOR REGISTRATION / RENEWAL OF ATC

1. RO / AO / DLC Information

(to be filled by the RO/AO/DLC)

Name of the Executive/RO : _____

This form is issued to : _____ is _____
DD/MM/YYYY

Signature of RO / Authorized AO / RO : _____



2. Authorized Training Center Information

(to be filled by ATC desirous of Registering / Renewing)

Name of the ATC : _____

(This name will appear in all documents of CAT in future as its ATC, if approved/renewed)

a) Are you applying for : New Registration Renewal of old ATC Other

b) Type of Organization : Institute School Other

(If Other, Please Specify) : _____

3. Details of Contact Person

Name : Mr/Ms. : _____

First Name

Middle Name

Last Name(Surname)

Gender : _____ Date Of Birth : _____ PAN NO : _____

Qualifications : _____

Address of Correspondence : _____

Tehsil : _____ District : _____ State : _____ Pin: _____

Residential Address : _____

Tehsil : _____ District : _____ State : _____ Pin: _____

PHOTO

Telephone: Office No: Residence : STD Code : _____ No: _____

Mobile No : email _____

Mobile No : email _____

Seal & Signature of Competent Authority /Head/Owner of ATC

4. Infrastructure Resources of the proposed / existing ATC

I. Premises & General Infrastructure Resources

Premises : whether Owned/Rented/Leased
 (Please attach supporting documents) Total Area in Sq. Ft. _____

1. Counseling & Administration Area in Sq. Ft. : _____

2. Lecture Room Area in Sq. Ft. : _____ Number of seats : _____

3. Laboratory Room Area in Sq. Ft. : _____ Number of seats : _____

4. Staff Room Area in Sq. Ft. : _____

5. Library : No. of books on IT and allied subjects : _____

6. Other Infrastructure : _____

a. Display Facility in Lecture Room : _____

Writing Board : _____

c. Toilets : _____

b. Clean and Hygienic Drinking Water : _____

d. Pantry : _____ e. Other (please specify) : _____

7. Power Conditioning : _____

a) Uninterrupted Power Supply (UPS) KVA : _____ Back up time(in mins) : _____

II. Computing Facilities installed at the ATC

Existing / Proposed Hardware Configuration :

Sr. No	CPU Type	CPU Speed	RAM Capacity	CD ROM / Writer	HDD Capacity	Monitor (Size) Mono / Color	Printer / Scanner	LAN / Internet	Headphone /Speaker
1									
2									
3									
4									
5									
6									
7									

5. Payment Details :

Offer : I / II / Other

DD / Cheque No. : _____ Date : _____ Amount : _____

Name of Bank: . : _____

Seal & Signature of Competent Authority /Head/Owner of ATC

Declaration by Authorized Training Center :

I/We wish to apply to register / renew our center as the Authorized Training Center for CAT's Program at our above mentioned premises.

I/We have been provided with adequate training and orientation by my/our RO/AO/DLC: : _____

on the methodology of conducting CAT Program. I/We further undertake to implement the program in accordance with and complete adherence to CAT norms as decided from time and published on CAT's website (www.catindia.org).

I/We further undertake that I/We shall be responsible for all costs, consequences, expenses, liabilities, obligations, and damages brought against or suffered by CAT resulting from or arising out of or relating to any discrepancies, acts, omissions, negligence, misrepresentation, malpractice, whether directly or indirectly, committed by me/us, subsequent to registration/renewal as the Authorized Training Center (ATC).

Name of Competent Authority: : _____

Designation : _____

Place : _____ Date : _____

Seal & Signature of Competent Authority /Head/Owner of ATC

Recommendation and Declarations by the EXECUTIVE / RO :

1. We have scrutinized this application form carefully.
2. We have sought the necessary clarification from the ATC.
3. Our Mr./Ms. _____ has verified the proposed ATC, inspected the infrastructure and computing facilities at the ATC's premises mentioned herein, and it is found to be in working condition.
4. Based on our visit, inspection, interview and verification, it is found that the information furnished by the ATC is/ not correct and found to be in/not in adherence to CAT norms. The infrastructure, computing facilities and Human Resources at this ATC is/are not in accordance with CAT norms.
5. We, therefore, recommend that this Center may/may not be given CAT's authorization for conducting the course with effect from Month/Year _____
6. We further, undertake to indemnify and hold CAT harmless from and against all claims, losses, liabilities, obligations, damages and expenses brought against or suffered by CAT resulting from, arising out of or relating to any discrepancies, acts, omissions, negligence, misrepresentation, malpractice, whether directly or indirectly, committed by us in the process of security, recommendation and approval of this application.

Remarks : _____

Name of the Authorized Signatory: _____

Date : _____ Place : _____

Seal and Signature of Executive/RO

For Office Use Only

Registration No : _____ Registration Date : _____

DD / MM / YYYY

Address of Regional Office : _____

Remarks : _____



Authorized Signatory of CAT with Seal

**AGREEMENT
Between**

Center For Advanced Technologies, Pune (CAT. Pune)

(Party -1)

And

(Party -2)

(01 August 2009)

1. ATC must submit the all Enrolled Student Admission forms (even nil Admission Report) by the 15th of every Month through courier with physical forms(HO copy) & DD. The Admission forms with applicable fees must be sent personally or by courier to Regional Office (RO)
2. If there is 'No Admission Report' consecutively for 3 months, The ATC will be terminated permanently (without prior intimation).
3. The courseware of enrolled Students will be available for distribution by 30th to 5th of every month. The Courseware and other support materials shall be collected by ATCs from RO only, or have to pay applicable Packing & Forwarding Charges (or To Pay) at Institute address.
4. ATC must display all provided materials in the institute as per guidance of CAT.
5. ATC Meetings are held for mutual benefit (normally 4 times in a year). These meetings help in deciding future steps/activities like PROMOTIONS, IMPROVISING COURSES, INTRODUCTION OF NEW COURSES / SCHEMES & other such relevant aspects. Hence ATCs must attend all such meetings.
6. The Student's List who are appearing for EXAM, must reach to RO on or before last date as specified in Examination Calendar mentioned in every prospectus. The student will be allowed to appear for the Exam, who is registered with CAT. No Form will be accepted after Due Date.
7. ATC must depute at least one Faculty / Staff from the institute at the Exam Center for the convenience of their own Students. This will help Students feel confident and avoid misunderstandings, if any due to syllabus coverage / error in Question Paper etc.
8. The results are declared immediately after completion of Online Exam (within 7 days in case of written Exam), The Certificates are supplied within maximum of 15 days from date of declaration of results.
9. ATC must check the result sheet supplied to the Student for any Spelling errors / mistakes. The same must be immediately brought to the notice of RO for corrections, if any. This feedback must reach to RO within 7 days from the date of declaration of results on official letterhead or e-mail. RO / CAT shall not be responsible for any errors in final mark sheets / Certificates in case ATC fails to inform about the same as mentioned.
10. Interest @ 24% p.a. will be charged & legal action will be taken against non-payment / cheque bounce.
11. All the Communication from CAT will be done through e-mails/SMS only. Hence all ATCs must check their e-mails/SMS regularly. Please inform us regarding any change in your e-mail id/mobile no.to avoid any inconvenience.
12. In case of any offers, suggestions, circulars, announcements etc. the ATC must respond within seven days from the date of e-mail or else it will be concluded as accepted by all ATCs. Any such response shall be sent by e-mail only.
13. If any malpractice / non-registration of students is found, then legal action will be taken by CAT, Pune.

We hope the above mentioned rules would clarify all doubts in the minds of ATC and serve as ready reference for any activity pertaining to co-ordination and support.

Understood and agreed the above written terms

**Seal & Signature of Competent Authority Head/Owner of ATC Center For Advanced Technologies,
Pune**

Check List

- Registration Certificate / Shop Act / Grampanchayat NOC
- Rent Agreement / Own Place Proof
- Partnership Deed / Authority Letter
- PAN Card (Owner / Authorised Person)
- Residence Proof
- Photograph of Center head / Owner
- Photographs of Center - Front / Lab / Counseling / Lecture Room (to submit after displaying material provided by CAT)
- Bio-Data (with Educational Proof) Center Head
- Bio-Data (with Educational Proof)
- Faculty Name

1. _____
2. _____
3. _____
4. _____
5. _____

*** Xerox copies of all the documents to be submitted.**

