



ALL INDIA IT ASSOCIATION®
अखिल भारतीय सूचना प्रौद्योगिकी संगठन

Registered Under MCA, Act 1956 Section 25 (Govt. of India), ISO 9001:2008 Organization

To be filled by the prospective associates initially for
Confirmation form

Date.....

Entrepreneurship - R&D - Skill Development
(IT Literacy, Cyber Security & Process Outsourcing)
(An Autonomous Organization)

Centre Code

Information:

Location..... State Distt.
Name of Institute.....
Name of Member.....
Email Mob.

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

Proprietorship Partnership Private Limited KPO / BPO
 Public Limited Society / Trust Education Institute Government Organization

Authorization :- All India IT Association :

Honorable Membership Individual Membership
 Corporate Membership Study Centre
 District Co-ordinator Regional Co-ordinator
 State Co-ordinator Zonal Co-ordinator

Associate Membership Fees :

Metro Semi Metro City Town Tehsil Village

Prescribed Associate Membership fee

Associate Membership Amount.....

Mode of Payment

Due Amount, if anyDate.....payable within 1 month.

Signature of
Member

Dr. Rajeev Shrivatav
Secretary
All India IT Association

Santosh Shukla
Supreme Court, Advocate
President, AIITA



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MEMBERSHIP CONFIRMATION FORM 2017-18

FOR OFFICE USE ONLY

Membership Category	Please tick	<input type="checkbox"/> Personal	<input type="checkbox"/> Institutional	<input type="checkbox"/> Corporate	<input type="checkbox"/> Study Centre
Membership Code Allotted		Academic Centre	Yes	No	
Location of Academic Centre					
Membership Date		Valid up to			
AIITA E-mail Id Allotted					

Affix here recent
passport size
coloured
photograph

MEMBER DETAILS

Name of the applicant					
Father's / Spouse's Name					
Membership Applied	<input type="checkbox"/> Personal	<input type="checkbox"/> Institutional	<input type="checkbox"/> Corporate	<input type="checkbox"/> Study Centre	
Full Postal Address					
			PIN		
Telephone No.		Mobile No./s.			
Date of Birth		Qualifications		Experience	Yrs.
Website ID (If any)		E-mail ID			

INSTITUTIONAL DETAILS

Authorised Person/ Designation	
*Year of Establishment/ Profile	

CORPORATE DETAILS

Authorised Person/ Designation	
*Year of Establishment/ Profile	

ACADEMIC CENTRE DETAILS

Authorised Person/ Designation	
*Year of Establishment/ Profile	

PAYMENT DETAILS

Bank-draft no. dated.....fordrawn on Bank.....payable
at INDORE, issued in favour of "AIITA".

Amount in Words.....

*Attach extra sheet if need be.

RECOMMENDATION: TWO REFERENCES OF MEMBERS/INDIAN CITIZENS

Name	Address	Mobile No.	Signature

CODE OF ETHICS :

DECLARATION

I/We..... AFFIRM that as an Association Member, I/We, shall abide by the Code of Ethics of the Association and I FURTHER UNDERTAKE that we shall uphold the fair name of the AIITA by maintaining high standards of integrity and professionalism. I/We, am/are aware that my breach of the Code of Ethics may lead to disciplinary action against me under the bylaws and rules of the AIITA. We hereby CONFIRM that I shall be bounded by any decision taken by the Association on such matters.

I / we have thoroughly studied about your business proposal and we agreed to follow rules and regulations. As we know well that Association Membership Fee (of any amount) is non-refundable, after that we fill-up this confirmation form.

Place :

.....

Date :

Seal & Signature

ENCLOSURE DOCUMENTS		
S.No.	Particulars	Status
1.	Duly filled signed application form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Copy of Institute name registration as Company / Trust / Society / Partnership / Proprietorship Firm	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Sale Deed / Rent Agreement / Partnership Deed / Memorandum of Articles.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Infrastructure details / Centre Photographs / Floor plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Bio-data / Profile of the authorised person.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Owner ID & Address Proof.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Faculty details / resumes of faculties with credentials / photographs (2).	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	2 Stamp papers of Rs. 100 or 500 each for the agreement on the prescribed stamp papers.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Bank statement / PAN Number / Service Tax Number of Firm.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Hardware details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Police Verification Report.	<input type="checkbox"/> Yes <input type="checkbox"/> No

ALL INDIA IT ASSOCIATION (AIITA)

18/3, Pardeshipura, Near Electronic Complex, Indore - 452003 (M.P.) INDIA
 Tel.: 0731-4222242, 4055551, 4225505, 4222252 | Fax : 0731-2573779
 E-mail : info@aiita.org | Web: www.aiita.org, www.aitanews.in





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अखिल भारतीय सूचना प्रौद्योगिकी संगठन

AFFIDAVIT BEFORE THE NOTARY PUBLIC

I, the deponent state true on oath / solemnly affirm that:

Name:

Father's Name:

Age : Occupation :

Residence of :

1. That, I am associated with All India IT Association and i am authorised as a centre head and depositing associate fee in given time.
2. That, all the rules, regulations and bye-laws of the All India IT Association are acceptable to me and I would always make its regular compliance.
3. That, on there having to be made the non-compliance / violation of the terms and conditions of rules / bye-laws of the agreement of All India IT Association may terminate me for which all the responsibilities and liabilities would be of mine.
4. That, I will be personally responsible for my centre and my all the students and liable to rules and regulations from time to time.
5. That, I know the associate membership fees will be non-refundable and All India IT Association (AIITA) is autonomous organization. I will abide by all rules and regulations of AIITA and if i found to be involved in against the guidelines of AIITA than my membership will be automatically cancelled at that point.
6. That, I am fully aware of the discretionary power of AIITA would be final and i will abide by that of instructions. AIITA will have all power to Guide, Monitor and Execute its guidelines.

Deponent

Dated :

Signature

VERIFICATION

I, the deponent above named, solemnly state on oath and verify that all the contents of this affidavit in paras 1 to 4 aforesaid are true to the best of my knowledge and belief. Nothing has been concealed therein and no part of it is untrue.

Verified this Affidavit at Indore (M.P.) on the date.....

Indore,

Advocate & Notary

Dated :

Deponent

Essentials to be an All India IT Association Centre

Constitute of the Centre: The Education Centre must be legally constituted and registered in the respective state under State Society / Centre Society / Corporation / Trust / Company / Proprietorship / Partnership Acts.

Installation of Legal equipments & software: The centre head shall use legal equipments & software in the centre. In case any illegal software is found by any authority, the whole responsibility will be on the part of the concerning centre and the centre head only.

Infrastructure: The mandatory requirements to establish the Computer Centre of All India IT Association follow:

S.No.	Requirements	Feature	No.
1.	Computer System	Dual Core / Core I3	6
2.	Printer	Laser Printer	1
3.	Counselor Table	With Reception Area	1
4.	Director Cabin	Need based	1
5.	Computer Lab	Work Station	1
6.	Telephone	With Broadband Connection	1
7.	Carpet Area	Minimum of 500 Sq. Ft.	1
8.	Centre Map	Location	1
9.	Faculty Profile	Bio data	1

Staff: The centre head will submit to the aiita H.O. the profile of the faculties to be engaged to conduct the courses at the authorised centre. The staff of the centre shall be expected to confirm the terms of All India IT Association as per the agreement. The basic requirement is as under:

Post	No.
Faculty	2
Counselor	1
Peon	1

Payments: The centre head shall commence the centre operations only after the payment of appropriate one time Associate Membership Fee and subsequent Renewal Charges. The centre head shall pay the amount collected from the students against the registration, materials and courseware.

Syllabus: The centre head shall conduct only the course syllabus as per the guidelines mentioned in the Prospectus of aiita. For convenience of the centre head the courses are made available at the website www.aiita.org.

Sign Board at the Centre: A prescribed sign-board of All India IT Association should be put at a prominent place at the centre. The design, layout and other instructions are mentioned in the Corporate Manual. In the sign board the centre should use only All India IT Association registered trade mark without any alteration & modification.

Place: The centre head shall conduct the centre operations only at the approved place mentioned in the application. Any change of place shall be approved after the payment of fresh Associate Membership Fee, as applicable and subject to the availability of the vacant place and previous deposited Associate Membership fee would be forfeited, due to failure in opening or running the centre in the allotted place.

Performance: The Centre Head shall achieve the targets set by All India IT Association H.O. In case of non-performance the franchisee agreement shall be terminated of the concerned centre.

The confirmation shall be followed by the Agreement on prescribed ₹ 100 stamp papers.

Signature of Member

Date :

RECOMMENDATION: TWO REFERENCES OF MEMBERS/INDIAN CITIZENS

Name	Address	Mobile No.	Signature

CODE OF ETHICS :

UNDERTAKING

I/We..... AFFIRM that as an Association Member, I/We, shall abide by the Code of Ethics of the Association and I FURTHER UNDERTAKE that we shall uphold the fair name of the AIITA by maintaining high standards of integrity and professionalism. I/We, am/are aware that my breach of the Code of Ethics may lead to disciplinary action against me under the bylaws and rules of the AIITA. We hereby CONFIRM that I shall be bounded by any decision taken by the Association on such matters.

Place :

Date :

.....

Seal & Signature

Enclosure Check List (Tick ✓ whichever is applicable)

- Filled & Signed Application Form
- Copies of Institute Name Registration as Company, Trust, Proprietorship, Firm or Society etc.
- Partnership Deed/ Memorandum of Articles/ Association
- Rent Agreement/ Address Proof of the Academic Centre/Institute
- Personal ID & Address Proof
- Passport sized Photographs - Member/Authorised Person/Faculty
- Bio-data/Profile of the Authorised Person/Faculty
- 2 Stamp Papers of Rs 100 each for the Agreement on the prescribed stamp papers
- Photographs of Establishment - Exteriors & Interiors
- Others - Please Specify, if any

Note : Certificate of Membership will be provided on receipt of the complete documents required.

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