



भारतीय माध्यमिक शिक्षा परिषद्, भारत INDIAN COUNCIL OF SECONDARY EDUCATION, INDIA

A Minority Educational Institution

AFFILIATION FORM

Following Documents to be attach with Application Form

S.No.	PARTICULARS	Tick
1.	Copy of Society rules and regulation and registration certificates or Trust deed, registration certificate.	
2.	If Private Limited Company please attach a copy of Memorandum of association and Article of Association and certificate of Incorporation.	
3.	Copy of PAN certificate of your trust/society/Company/Institute.	
4.	Copy of PAN certificate of the head of the Institute/President.	
5.	If your Premises is on rent, please attach rent or lease deed, if your premises is owned by you, please attach ownership/registry/allotment papers.	
6.	Please also attach a copy of head/owner's Voter ID/Passport/Driving License of owner/Director/Head.	
7.	Photograph of Director/President/Head of the Institution.	
8.	Map of Building (if any)	
9.	Institute's photographs in size A5 (minimum 2 photos)	
10.	Map, How to reach institute by Road.	
11.	List of Staff members.	

After the completion of all these formalities, within 20 days Centre will be declared.

To,

The President,

INDIAN COUNCIL OF SECONDARY EDUCATION, INDIA

Fatehullaganj, Thakurdwara

Moradabad (U.P.) 244601

SUBJECT : For Affiliation of Study Centre/Institution/School.

Respected Madam/Sir,

We intend to affiliate our school/college with INDIAN COUNCIL OF SECONDARY EDUCATION, INDIA
Therefore, we are submitting this application form along with all relevant documents and certify that we
have very well understood our responsibilities and the implications of the scheme. We also undertake to
follow all the instructions, regulations & terms and conditions issued by the Council from time to time and
provide quality education to fulfill the aims and objective of the council.

Name of Institution Society/Trust.....

Address :

City : District : State :

Phone with STD Code.....(if any)

Email ID :

Pin Code :

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Mobile No. :

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Signature with Seal

Head of the School /Institution / Authorized Person

**Note : This letter must be typed/ photocopies on the letterhead of the School Institution and
attach at the top of application form.**



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AFFILIATION FORM

DETAILS OF THE INSTITUTION

Name of the School/Institution:

Name of the Director/Chairman: Year of Establishment:

Address:

City: District: State:

Pin Code: Mobile No.

Phone/ Mobile No. with STD code:

E-mail ID:

Website address if any:

INFRA STRUCTURAL DETAILS OF THE INSTITUTION

Description of Rooms Area in sq. ft.

Office: Library and Reading room.....

Computer Laboratory:

Class Rooms:

1. 5.

2. 6.

3. 7.

4. 8.

No. Toilets for Boys/Girls :

Details of Computer, Peripherals and communication devices:

Number of Computers :.....

Number of Printers with Details of each :.....

Details of Internet Facilities : :.....

Details of Faculty (attach their CV) :.....

Details of Administrative staff :.....

Finances :

Source of Finances :.....

Declaration :

On behalf of this institute _____

I _____ Son/Daughter of _____

do hereby declare that the particulars furnished above are correct to the best of my knowledge and belief and that I am prepared to undergo any punishment imposed on me if any of the particulars furnished are found to be false misleading. I also further declare that I shall abide by the conditions, rules and regulative Measures imposed by INDIAN COUNCIL OF SECONDARY EDUCATION, INDIA from time to time for granting permission/affiliation to establish and run this institution. In future I shall never claim anywhere against council as I read out all the information related to council. If I do this shall disable me.

Signature with Seal

Head of the Institution/Authorized Person



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UNDER TAKING

We _____

Address _____

do hereby under take that there is no study centre of INDIAN COUNCIL OF SECONDARY EDUCATION, INDIA within the radius of 2.0 km from our School/Institute

The above statement given by us is true as per our knowledge. We will be held responsible if statement is found wrong and INDIAN COUNCIL OF SECONDARY EDUCATION, INDIA will take administrative/legal action against us. We understand and agree that fee paid by us with the application Form or on account of processing fee for conduct of inspection, for grant of approval of our application or any other fee or charges as prescribed for the council once paid, will be non refundable. Withdrawal of our proposal or rejection by the council at any stage for reason whatsoever shall not entitle us so claim any amount or compensation from the institute.

Signature.....

Name.....

Designation.....

Head of the Institution / Authorized Person with Seal

Study centre/School/ Institute Photos to be pasted here :-

Space for affixing

WIDE RANGE PHOTOGRAPHS SHOWING THE LOCALITY OF THE INSTITUTE

