



An ISO Certified  
Institution

# NOVA Academy of Rural Education & Research

An Internationally Reputed and Recognized Autonomous Non-Commercial Voluntary Organization.  
Registered under incorporate with statutory status under the constitution of the National Education Policy Act XXI 1860, Under Government of India.

Kodaikanal, Tamilnadu.

## APPLICATION FOR AUTHORISED TRAINING CENTRE (ATC)

Specify Course / Package :

**New Authorized Training Centre -**

**Renewal of Existing Authorized Training Centre.....**

### I. Name and address of Training Centre

- a. Name of Training Centre :
- b. Short Name (if any) :
- c. Building Name/No. :
- d. Place :
- e. District and PIN Code :
- f. Phone (office) :
- g. Phone (mobile) :
- h. E-mail ID :
- i. Web :

### II. Name and address of Director(s)

III. SL. No.	Name	Address	E-mail ID	Mobile no.
1				
2				
3				
4				
5				

### Details

Sl. No.	Description	Name	Distance (km)
1.	Nearest Bus Station		
2.	Nearest Railway Station		
3.	Nearest Airport		
4.	Panchayath/ Municipality / Corporation		

5.	Land mark (if any)		
6.	Nearest Police Station		
7.	Nearest BVET Study centre, if any:		

**IV. Details of Other Affiliation other than NOVA Academy**

Sl. No.	Existing Affiliation Other than NOVA	No. of Students
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**V. Class Rooms**

- a. Number of Class Rooms : (a) Theory 1(b) Practical 1 (c) Lab 1  
b. Total area of Class Rooms :(a) Theory 600(sq. ft.)(b) Practical 800(sq. ft.)  
c. Lab Facilities: Total number of students could be accommodated at a time :20  
d. A/C  Y  N

**VI. Internet Connection Details**  Y  N

- a. Type of Connection :  
b. Service Provider :

**VII. Library**  Y  N

Item	Quantity
No. of Tables	
No. of Chairs	
No. of Books	

**VIII. Details of Faculty**

Sl. No.	Name	Qualification	Designation	Experience*
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

**IX. Attach Photograph of the following**

- a. Outside with Name Board
- b. Class Rooms
- c. Lab
- d. Montessori Lab (if any)
- e. Library
- f. Reception
- g. Staff Room
- h. Passport size photo of the Director(s)/Member

**FOR RENEWAL ONLY****X. Student admissions in the existing batches**

Sl. No.	Centre code	Course Name	No. of Students
1.			
2.			
3.			
4.			
5.			
6.			

**XI. Attachments Required**

- a. Photos as in X (a to f)
- b. Name and Address of Training Centre (Changes any)
- c. Name and Address of Directors(s)/Member(s) (Changes any)

**Declaration of the Director(s) of ATC**

I / We hereby declare that the information furnished in this application form is true, complete and correct to the best of my / our knowledge and belief.

Place :

Signature :.....

Date :

Name :.....

Designation :.....

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**Details of the Membership Fees / DD**

DD No. \_\_\_\_\_ Date \_\_\_\_\_ Name of the Bank \_\_\_\_\_ In favour of Indian Institute of Vocational Education & Technical Training, payable at Coonur, Amount Rs. 10000/-In words (Rupees Ten Thousand Only).

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**Nova Academy USE ONLY**

RegistrationNo: .....CentreCode: .....

MembershipNo: .....

Name of Centre: .....

Date of Registration: ..... Date of Renewal: .....

Remarks: .....

Verified by:

Administrative Officer:.....

Approved by:

Managing Director:.....

Place:

Date: