

An ISO 9001:2015 Certified Computer Education Center

# INDIAN STANDARD COMPUTER EDUCATION



Registered Under Ministry of Human Resource Development (MHRD), Govt. of India  
An Autonomous Institute Under the Public Trust Act-Govt. of West Bengal

**HEAD OFFICE**

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New Delhi-110068

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**Website: [www.isce.in](http://www.isce.in)**

# Indian Standard Computer Education

## AGREEMENT OF AFFILIATION FOR YEAR-2017 -2018

AGREEMENT FOR AFFILIATION M/S \_\_\_\_\_

WITH ISCE, FOR RUNNING ALL THE COURSES RUNNED UNDER ISCE RELATED TO COMPUTER SOFTWARE, HARDWARE & NETWORKING, ACCOUNTS, IT AND ITES, SKILL DEVELOPMENT AND DIFFERENT OTHER SECTORS, AT \_\_\_\_\_

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This agreement is made between the Indian Standard Computer Education (ISCE) represented by its Director Shri B. Das his successors and assignees as and M/s.

\_\_\_\_\_ represented by

Shri \_\_\_\_\_ S/o. \_\_\_\_\_

Date of Birth \_\_\_\_\_ Resident \_\_\_\_\_

\_\_\_\_\_ his/her successor and assignees.

Where as ISCE is a registered Society/Trust engaged in Popularization of Electronics / Computer and New technology, Vocational Training, Skill Development, Consultancy and Publication and whereas Shri \_\_\_\_\_ has applied for affiliating with ISCE as proprietor

of M/s. \_\_\_\_\_ This agreement is being made for running a ISCE Affiliated Study Centre (herein after called Authorized Study Centre- ISCE) at \_\_\_\_\_

\_\_\_\_\_ by the name of \_\_\_\_\_ on the basis of the following terms and condition.

1- Shri \_\_\_\_\_ will be authorized by ISCE to established \_\_\_\_\_ to \_\_\_\_\_ on the basis of the terms of conditions as laid out in this agreement and as per the "Offer of Affiliation" given by ISCE, which may be suitably modified form time to time.

2- Shri \_\_\_\_\_ will be designated as Centre Director, ASC- ISCE \_\_\_\_\_ (here in after called as Centre Director), and shall have the following responsibilities :

- a) Conduction of Computer Software/Hardware, Vocational Courses, Skill Development, and any other course as allotted by ISCE and under the authorization of ISCE from time to time in the designated area, as per the norms of ISCE.
- b) Conduction of Data Processing, Software development Service of equipment and any activities

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under the authorization of ISCE.

- c) Conduction of computer Literacy programme in schools, if allotted by ISCE as per a separate agreement signed between ASC ISCE and ISCE H.O.
  - d) Conduction of ISCE's state level or national level project as may be allotted to him/her from time to time by ISCE.
  - e) To follow the syllabus, course material, Fees Structure Pattern of examination, certificate issue and other procedures as prescribed by ISCE from time to time.
  - f) **To arrange & use all legal software's at branch ISCE-ASC. All legal matters arising out of non-compliance of this issue will be at the risk of ASC's.** (Plz send Xerox copy of software's bill to ISCE-H.O.)
  - g) To conduct ISCE course and activities, kept under his/ her supervision with utmost care and to the satisfaction of students/ customers, keeping in view ISCE's name and standards as also his/her own prestige and viability.
  - h) To enroll new students in various ISCE courses, session wise & fulfill the annual target decided by ISCE H.O. ISCE H.O. has decided the following target for the single session, which is compulsorily achieved by the centre.  
(a) District / Tahsil Level -100 New Registration (b) Urban / Panchayat Level-60 New Registration
  - i) To select suitable premises, faculty and hardware as per the category of the centre in consultation with ISCE H.O. and to make payments for them regularly and in time.
  - j) To make all payments pertaining to proper operation of the centre like rent of the premises, salary to staff, electricity and water bill and such other expenses in time. Any liability created by the Center Director in this regard and in regard to any other expenses will be exclusively his own and will not be carried forward to the ISCE H.O. in any case.
3. The payment of co-ordination charge to ISCE H.O. would be made by Center Director ASC-ISCE along with the statement of account certified by the Center Director. The ISCE H.O. retains its right to demand any other document in this regard from the ASC-ISCE if the co-ordination charge payment to the ISCE H.O. are not made by the ASC-ISCE in time, the ISCE H.O. may decide to cancel this agreement even with the period of validity. In all such matters the decision of secretary ISCE will be final and binding. ISCE H.O. may also decide on some other mode and frequency of co-ordination charges payment by the ASC's (ISCE) which may be binding on all affiliated centers.
4. Depending on the technical and managerial capability of the ASC-ISCE the ISCE H.O. would implement its state level, national level projects through the ISCE. Similarly consultancy, market survey and other assignment may also be handed over to the ASC-ISCE by ISCE H.O. based on the expertise available in the ASC-ISCE. However, in all such cases the remuneration to be paid to the ASC-ISCE will be exclusively decided by the ISCE H.O. and the allocation of work to ASC-ISCE will be the exclusive right of ISCE H.O.
5. The ASC-ISCE shall be responsible for activities in .....district/City. However ISCE H.O. retains its right to change, increase or decrease the geographical area of operation of the ASC-ISCE or to open new branches/centre in the area already allotted to ASC-ISCE in all such matters the decision of secretary, ISCE would be final and binding.

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6. The Center Director of the ASC-ISCE shall maintain receipt book, bill book, certificate issue register, fixed assets register, cash book, ledger, attendance register of staff and students, salary register, expense voucher and minute book. All such record would be open to inspection by Director ISCE or any of his authorized representatives at any point of time.
7. No account should be open as name of ISCE at ASC-ISCE by Centre Director. The ASC-ISCE shall run its account in the nationalized Bank in the personal name of the Center Director himself/herself opening of the illegal bank account shall immediately render the ASC-ISCE liable for cancellation of branch agreement. In all such matters the decision of Director/President ISCE would be final and binding.
8. The ISCE H.O. retains the right to affect any changes in the above clauses for better operation of ISCE organization and of ASC-ISCE, even within the period of validity of this agreement. This will be binding on all ASC'S.
9. The affiliation fees once paid by the ASC-ISCE to the H.O. will be nonrefundable.
10. An ASC-ISCE is non transferable. If a Center Director decides to transfer it to some another person/ organization exclusive permission will have to be taken from the secretary ISCE and transfer fees fixed by ISCE H.O. will have to be paid and a fresh agreement will have to be signed.
11. If All India Council of Computer Education is working with any govt. project / scheme, it is mandatory that ASC ISCE will work in that project / scheme. In case ASC ISCE does not take interest in running the scheme, then ISCE H.O. would be free to affiliate any other ISCE ASC in same area. ASC ISCE has to abide all the rules and regulation of the concerned govt. authority. In case of violation of any of the rules and regulations of the concerned govt. authority, ISCE H.O. as well as concerned govt. authority would be free to cancel the affiliation of ASC ISCE.
12. ASC ISCE can run CCC / BCC courses of NIELIT according to their rules and guidelines. In case ASC ISCE get objected from NIELIT to violate their rules and guidelines, then ISCE H.O. shall cancel the affiliation of ASC ISCE.
13. ISCE H.O. will only be responsible for registration fees/ Exam fees and its related services.
14. ISCE H.O. will not responsible for services related to tuition fees/any other fees collected by ASC-ISCE from students.
15. Liabilities created by the fault or negligence of any ASC-ISCE in the consumer forum or any other such body will be exclusively of the ASC-ISCE and will not be carried forward to the ISCE H.O.
16. ISCE H.O. has a right to dissolve this agreement if annual new students registration target will not be fulfilled by ASC ISCE, without prior information.
17. **Any dispute arising out of the above agreement would be settled only at the court at HOWRAH (W.B.)**
18. **In respect to affiliation of ASC-ISCE, The application form filled by me, includes all the adequate and absolute information's. If any information in the form is found incorrect or unreliable then application should be immediately cancelled and I would have no objection regarding it.**

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19. This agreement is valid up to **31st March 2018** after which this date it can be renewed with the mutual consent and after the payment of annual license fee of **Rs. 1000/-** by the ASC-ISCE to the ISCE H.O.

I accept and agree to the above condition given in clauses (1) to (20) above and to any other text or annexure forming part of this agreement. I also declare that I am the authorised signatory of the ASC-ISCE and my signatures, as given below are my true signatures

Signed on this day \_\_\_\_\_ of \_\_\_\_\_ year \_\_\_\_\_

Name and Signature of the Center Director of the ASC-ISCE

(Authorized Signatory)  
with rubber Stamp

Director

Name : .....

Witness1- Signature .....

(Name : .....) )

Witness 2- Signature .....

(Name : .....) )

Centre's Address (in English) :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin Code \_\_\_\_\_

Centre's Address (in Bengali/ Hindi)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin Code \_\_\_\_\_

Phone/Mobile : \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

Residential Address (in English) :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin Code \_\_\_\_\_

Residential Address (in Bengali /Hindi) :

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\_\_\_\_\_  
\_\_\_\_\_ Pin Code \_\_\_\_\_

Phone/Mobile : \_\_\_\_\_

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