



Do you have Sufficient Infrastructure to train 20 to 100 students per session, if allotted by ZAC-AIMO in CTTC, SW, HW, Multimedia and Animation Courses	Yes/No
<b>Details of Infrastructure:</b>	
Is your premises Rented/Owned	
Area (in sqfts).	
No.of Class Rooms	
No.of Computers	
No. of Staff (Technical/Non Technical)	
Internet facility available?      Yes/No	
DO you have Branches any where in A.P If yes, where is it located.?	Yes/No
Do you currently have any other Franchise? Yes/No If Yes, give details of other Franchise	
So far, How many students are trained at your centre.	
Are you running any other Business/Programs in same premises. If Yes, give details of other business	Yes/No

**For Office Use Only: (by ZAC-AIMO Authorities)**

<b>Executive</b>	<b>Name:</b> _____
<b>Date:</b> _____	
<b>Is Infrastructure Sufficient as per the norms of ZAC-AIMO :</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Centre Premises Inspected :</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Is the Centre is eligible for ZAC-AIMO ATC approval:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Final Assessment :</b>	



## **RULES TO CONDUCT ALL LEVEL COMPUTER EXAMS**

### **Rule No. I Conducting of ALL LEVEL EXAMS**

- 1.** Permission is given to the ATC selected LEVEL category for a particular training address. For any change of address, whether permanently or temporarily, approval from ZAC- is required.
- 2.** It is the responsibility of the "Applicant Institute" to complete the application Performa fully and accurately and submit to the ZAC-. ZAC- reserves the right at its sole discretion, to accept or reject any Application, without having to provide justification for acceptance or rejection.
- 3.** A letter of provisional permission will be issued to the institute allotting the Centre Code number to serve the documentary proof of the same.
- 4.** An institute is permitted to conduct ATC Selected level courses when its application is accepted by ZAC- and remain permitted to conduct exam if it holds a valid accreditation of any or all of ZAC- other courses. Fee is payable to ZAC- for granting and renewal of such permission. Permission continues subject to renewal every year from the date of allotment of ATC Approval until resignation by the institute or other termination of the institute. Yearly renewal is based on annual report submitted by the institute to the ZAC- and other measures, ZAC- reserves the right at its sole discretion, to permit or reject any renewal or rejection.
- 5.** ATC centre is whole and sole responsible to give computer training without any complaints from the candidates. No correspondence or complaints of students are entertained to ZAC-
- 6.** ATC centre must be purchased legal software & computer machines by his own and should have the licensed software of all the copies of the packages used in the courses.
- 7.** ATC centre release any type of advertisement material on its own without taking written permission of ZAC- for this reason, ZAC- will not be held responsible under any circumstances and whatever liability will be arise hence the ATC centre will be liable.
- 8.** ATC centre doesn't have any right to print and issue the certificate on behalf of ZAC-'S Name & Logo
- 9.** ZAC- has right to make inspection of programmed and details of networking at any time with ATC centre.
- 10.** This agreement shall be countered as having been executed in the city of Nanded and courts of Nanded alone shall have exclusive jurisdiction to deal with the same or with any other matter of complication arising out of this agreement.

### **Rule No. II Institute Conduct**

- 1.** Institutes must comply with all local, state and national laws and regulations that apply to their institute and shall not engage in any business practice or activity that could discredit or damage the image or reputation of ZAC-.
- 2.** All presentation of ZAC- information must be complete and truthful, including but not limited to, instructions for filling of application forms, rules of passing all computer examination, rules for reappearing in examination.
- 3.** This is the responsibility of the institute to get the latest information from ZAC-.
- 4.** No institute shall knowingly submit false or misleading information to the ZAC- and to the candidates.
- 5.** No institute shall do anything detrimental to the reputation and image of the ZAC-, its courses, its logo and / or its name.
- 6.** ZAC- shall have no liability to any institute in respect of any cost, loss, damage, claims, demands, prosecutions, fines, penalties and/or organization.
- 7.** Institutes must comply with all ZAC- rules of conduct, policies and other rules and regulations and any amendments or additions together with any procedures, recommendations, guidelines or instructions which may be issued from time to time by ZAC-.
- 8.** Whenever there is any violation of the ZAC- rules of conduct or any other rules and regulations and/or an procedures or directions issued by ZAC- and may in its sole discretion take whatever actions or measures it deems necessary and appropriate, including but not limited to, suspension of the permission to conduct AICIT course, monetary fines or deletion or termination of the permission to conduct AICIT course and/or termination of accreditation for any or all other courses.
- 9.** Any change in the telephone number(s), fax number(s), e-mail address of the institute must be informed to ZAC- immediately.
- 10.** Approval is required from ZAC- to change the address of the institute.

Signature of Witness:

Name:

Designation:

Date:

Address:

Seal of the organization

Please affix a clear  
passport size photograph  
of the applicant, with  
crossed signature

Signature of Owner:

Name :

Designation:

Date:

Address:

Seal of the organization

Please affix a clear  
passport size photograph  
of the applicant, with  
crossed signature