

An ISO 9001:2015 Certified Organization

NATIONAL COMPUTER EDUCATION CENTRE



www.ncecskillindia.in

Year - 20 - 20

AGREEMENT OF AFFILIATION

Centre Code: NCEC

Centre Name: _____

Corporate / Admin Office

Vill & P.O – Parbatidanga, P.S – Habibpur, Dist – Malda, Pin – 732138, West Bengal.

Help Line : 9733101017 / 7478619292 / 7478619393

Website: www.ncecskillindia.in

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NATIONAL COMPUTER EDUCATION CENTRE

H.O. : Vill & P.O – Parbatidanga, P.S – Habibpur, Dist – Malda, Pin – 732138, West Bengal.

AGREEMENT OF AFFILIATION FOR YEAR – 20 – 20

Agreement For Affiliation M/s _____

With National Computer Education Centre, for running all the courses
runned under NCEC related to Computer Software, Hardware, Networking,
Accounts, DTP, Information Technology, Skill Development and different
Other sector's Courses, at _____

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This agreement is made between the **National Computer Education Centre (NCEC)**
Represented by its Chairman / President Sri Biswajit Adhikary his successors and assignees as and
M/s. _____ represented by
Sri _____ S/o. _____
Date of Birth _____ Resident at _____
_____ his/her successor and assignees.

Where as NCEC is a registered trust engaged in Popularization of Electronics / Computer and New
Technology, Vocational Training, Skill Development, Consultancy and Publication and whereas
Sri _____
has applied for affiliating with NCEC as proprietor of M/s. _____
_____. This agreement is being made for running a NCEC Affiliated Study
Centre (herein after called Authorized Study Centre-NCEC) at _____
_____ by the name of _____ on
the basis of the following terms and condition.

1) Sri _____ will be authorized
by NCEC to established _____ to _____ on the basis of the
Terms of conditions as lay out in this agreement and as per the "Offer of Affiliation" given by
NCEC, which may be suitably, modified form time to time.

2) Sri _____ will be designated
as Centre Director, ASCNCEC _____ (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 NCEC and under the authorization of NCEC from time to
time in the designated area, as per the norms of NCEC.

b) Conduction of Data Processing, Software development Service of equipment and any
activities under the authorization of NCEC.

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Authorized Signatory

- c) Conduction of computer Literacy programmed in schools, if allotted by NCEC as per a Separate agreement signed between ASC NCEC and NCEC H.O.
- d) Conduction of NCEC's state level or national level project as may be allotted to him/her from to time by NCEC.
- e) To follow the syllabus, course material, Fees Structure Pattern of examination, certificate issue and other procedures as prescribed by NCEC from time to time.
- f) To arrange & use all legal software's at branch NCEC-ASC. All legal matters arising out of Non-compliance of this issue will be at the risk of ASC's. (Please send Xerox copy of software's bill to NCEC-H.O.)
- g) To conduct NCEC course and activities, kept under his/ her supervision with utmost care and to the satisfaction of students/ customers, keeping in view NCEC's name and standards as also his/her own prestige and viability.
- h) To enroll new students in various NCEC courses, session wise & fulfill the annual target decided by NCEC H.O. NCEC H.O. has decided the following target for the single session, which is compulsorily achieved by the centre.
- (a) Municipality Level - 60 New Registration,
(b) Panchayat Level - 30 New Registration.
- i) To select suitable premises, faculty and hardware as per the category of the centre in consultation with NCEC 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 NCEC H.O. in any case.
- 3) The payment of co-ordination charge to NCEC H.O. would be made by Center Director ASCNCEC along with the statement of account certified by the Center Director. The NCEC H.O. retains its right to demand any other document in this regard form the ASC-NCEC if the coordination charge payment to the NCEC H.O. are not made by the ASC-NCEC in time, the NCEC H.O. may decide to cancel this agreement even with the period of validity. In all such matters the decision of secretary NCEC will be final and binding. NCEC H.O. may also decide on some other mode and frequency of co-ordination charges payment by the ASC's (NCEC) which may be binding on all affiliated centre's.
- 4) Depending on the technical and managerial capability of the ASC-NCEC the NCEC H.O. would implement its state level, national level projects through the NCEC. Similarly consultancy, market survey and other assignment may also be handed over to the ASC-NCEC by NCEC H.O. based on the expertise available in the ASC-NCEC. However, in all such cases the remuneration to be paid to the ASC-NCEC will be exclusively decided by the NCEC H.O. and the allocation of work to ASC-NCEC will be the exclusive right of NCEC H.O.

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5) The ASC-NCEC shall be responsible for activities in _____ district/City. However NCEC H.O. retains its right to change, increase or decrease the geographical area of operation of the ASC-NCEC or to open new branches/centre in the area already allotted to ASCNCEC in all such matters the decision of secretary, NCEC would be final and binding.

6) The Center Director of the ASC-NCEC 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 Chairman/President NCEC or any of his authorized representatives at any point of time.

7) No account should be open as name of National Computer Education Centre at ASC-NCEC by Centre Director. The ASC-NCEC 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-NCEC liable for cancellation of branch agreement. In all such matters the decision of Director/President NCEC would be final and binding.

8) The NCEC H.O. retains the right to affect any changes in the above clauses for better operation of NCEC organization and of ASC-NCEC, 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-NCEC to the H.O. will be nonrefundable.

10) An ASC-NCEC 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 NCEC and transfer fees fixed by NCEC H.O. will have to be paid and a fresh agreement will have to be signed.

11) If National Computer Education Centre is working with any Govt. Project / Scheme, it is mandatory that ASC NCEC will work in that project / scheme. In case ASC NCEC does not take interest in running the scheme, then NCEC H.O. would be free to affiliate any other NCEC ASC in same area.

12) In case of a Government project or an university program or any other such co-ordinate programme, in which ASC-NCEC takes part, the losses Caused by the change in policy by the Government or by the university or by any such sponsoring organization, will in no way be transferred to the NCEC H.O. and the NCEC H.O. will not be held responsible for any act of ASCNCEC.

13) NCEC H.O. will only be responsible for registration fees/ Exam fees and its related services.

14) NCEC H.O. will not responsible for services related to tuition fees/any other fees collected by ASC-NCEC from students.

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15) Liabilities created by the fault or negligence of any ASC-NCEC in the consumer forum or any other such body will be exclusively of the ASC-NCEC and will not be carried forward to the NCEC H.O.

16) NCEC H.O. has a right to dissolve this agreement if annual new students registration target will not be fulfilled by ASC NCEC, without prior information.

17) Any dispute arising out of the above agreement would be settled only at the court at Malda (West Bengal).

18) In respect to affiliation of ASC-NCEC, The application form filled by me, includes all the adequate and absolute information. 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.

19) This agreement is valid up to 31st March 20____ after which this date it can be renewed with the mutual consent and after the payment of annual license fee of Rs. _____ by the ASC-NCEC to the NCEC H.O.

I accept and agree to the above condition given in clauses (1) to (18) above and to any other text or annexure forming part of this agreement. I also declare that I am the authorized signatory of the ASC-NCEC 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-NCEC.

(Authorized Signatory)
with rubber Stamp

(Sri Biswajit Adhikary)
Chairman of NCEC

Name : _____

Witness 1 :
Signature _____

Witness 2 :
Signature _____