



# KERALA STATE RUTRONIX

J-12, Janvilla Lane, Sasthamangalam P.O., Thiruvananthapuram- 695 010.

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## APPLICATION FOR AUTHORISED TRAINING CENTER (ATC)

IT KERALA PROJECT ☐ AIMS ☐ SURABHI MULTIMEDIA ☐

(Fill up in CAPITAL letters only)

☐ New ATC

☐ Renewal of existing ATC ATC Code

### 1.Name & Address of Training Centre

- i. Name of Training Centre :  
ii. Short Name (if any) :  
iii. Building Name/No :  
iv. Place :  
v. Post Office :  
vi. District & PIN Code :  
vii. Phone (Off) & Mobile :  
viii. E-mail id :

Photo  
of  
Director/  
Owner

### II.Name & Address of Owner/Director/Partner(s)

- I. Name :  
ii. House Name/No :  
iii. Place :  
iv. Post Office :  
v. District & PIN Code :  
vi. Phone (Land) & Mobile :  
vii. E-mail id :

### III. Location Details

| Sl.No | Description  | Name | Distance (km) |
|-------|--|------|---------------|
| 1     | Nearest <b>KERALA STATE RUTRONIX</b><br>Authorised Training Center (ATC) |      |               |
| 2     | Nearest Bus Station  |      |               |
| 3     | Nearest Railway Station  |      |               |
| 4     | Panchayath / Municipality / Corporation                                  |      |               |
| 5     | Nearest District Head Quarters   |      |               |

**IV. Detail of Existing Affiliations other than RUTRONIX**

| SL.NO | DEPT                 | Yes | No | No. of Students |
|-------|----------------------|-----|----|-----------------|
| 1     | C-DIT                |     |    |                 |
| 2     | KELTRON              |     |    |                 |
| 3     | UNIVERSITY           |     |    |                 |
| 4     | NCVT                 |     |    |                 |
| 5     | C-DAC                |     |    |                 |
| 6     | IHRDE                |     |    |                 |
| 7     | LBS                  |     |    |                 |
| 8     | Others(Give details) |     |    |                 |

**V. Internet Connection Details**Yes ☐No ☐

I. Type of Connection : Broad Band

ii. Service Provider : BSNL/VSNL/ASIANET/RELIANCE/Others

**VI. (a) Details of Computer Lab**i. Number of Computers:  ii. Number of Seats \*:  iii. Number of Lab Assistants: 

(\* A seat means 1 Table/Desk + 1 Chair +1 Computer or Computer Terminal)

**VI.(b) Class Rooms**I. Number of Class Rooms: ii. Total area of Class Rooms:  sqftiii. Total number of students could be accommodated at a time: **VII. Details of Peripherals & Accessories**

| Sl.No. | Peripherals   | Type       | Quantity | Capacity |
|--------|---------------|------------|----------|----------|
| 1      | Printer       | Dot matrix |          |          |
|        |               | Laser      |          |          |
|        |               | Color      |          |          |
| 2      | Scanner       |            |          |          |
| 3      | UPS           |            |          |          |
| 4      | Stabilizer    |            |          |          |
| 5      | Web Camera    |            |          |          |
| 6      | CD/DVD Writer | Built in   |          |          |
|        |               | External   |          |          |

**VIII. Library**Exists ☐Does not Exist ☐

if Exists,

I. Number of Tables: ii. Number of Chairs: iii. Number of Fans: iv. Number of Books: 

(Attach list &amp; details of computer books available in your library)

**IX. Faculty Details**

| Sl.No. | Designation              | Name | Qualification (Computer)* | Date of Joining | Subjects Handling |
|--------|--------------------------|------|---------------------------|-----------------|-------------------|
| 1      | Academic co-ordinator    |      |                           |                 |                   |
| 2      | Academic counselor       |      |                           |                 |                   |
| 3      | Chief. Faculty member    |      |                           |                 |                   |
| 4      | Dy Chief. Faculty member |      |                           |                 |                   |

\* Attach Photocopy of certificates

## X. Summary of Faculty Members

| Sl.No | Qualification  | Number |
|-------|----------------|--------|
| 1)    | B-Tech/ M-Tech |        |
| 2)    | MCA            |        |
| 3)    | PGDCA          |        |
| 4)    | DCA            |        |
| 5)    | Tally          |        |
| 6)    | Autocad        |        |
| 7)    | Degree         |        |
| 8)    | Others         |        |

## XI. Audio Visual Equipment

| Sl.No | Item             | Number of Items |
|-------|------------------|-----------------|
| 1)    | PA System        |                 |
| 2)    | OHP              |                 |
| 3)    | LCD Projector    |                 |
| 4)    | White Board      |                 |
| 5)    | Black Board      |                 |
| 6)    | Time Table Board |                 |
| 7)    | Notice Board     |                 |
| 8)    | Name Board       |                 |

## XII. Attach Photographs of the followings

- (1). Photos of the Building
- Outside with Name Board
  - Class Rooms
  - Computer Labs
  - Library
  - Reception
  - Staff Room
- (2). Passport size photo of the Director/ Owner

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### For Renewal only

## XIII. Student admissions in the existing batches

| Sl.No | Course | No.of Students |
|-------|--------|----------------|
| 1     |        |                |
| 2     |        |                |
| 3     |        |                |
| 4     |        |                |
| 5     |        |                |
| 6     |        |                |
| 7     |        |                |
| 8     |        |                |
| 9     |        |                |
| 10    |        |                |

| Sl.No | Course | No.of Students |
|-------|--------|----------------|
| 11    |        |                |
| 12    |        |                |
| 13    |        |                |
| 14    |        |                |
| 15    |        |                |
| 16    |        |                |
| 17    |        |                |
| 18    |        |                |
| 19    |        |                |
| 20    |        |                |

| Sl.No | Course | No.of Students |
|-------|--------|----------------|
| 21    |        |                |
| 22    |        |                |
| 23    |        |                |
| 24    |        |                |
| 25    |        |                |
| 26    |        |                |
| 27    |        |                |
| 28    |        |                |
| 29    |        |                |
| 30    |        |                |

**XIV . Attachments Required:**

**1) Photos as in XII (1) and XII (2)**

**2) List of Books as in VIII**

**3) A sketch of the building showing size and location of various rooms.**

(see **SAMPLE PLAN** for guidance)

**Declaration of the Director/Owner of ATC**

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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:

Designation :

Name :

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**For Office use only (CTDC/AIMS/SHRD)**

Students Registration Details : Batch I..... Batch II.....  
Batch III..... Total.....

Application Received on (Date) :

Payment Details :

DD Number :

(DD should be drawn in favor of President, CTDC/AIMS/SHRD payable at Thiruvananthapuram)

Recommended by :-

CTDC/AIMS/SHRD

Date:

Renewal Details:-

Renewal on :

Valid from :

To:

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**For Office use only (RUTRONIX)**

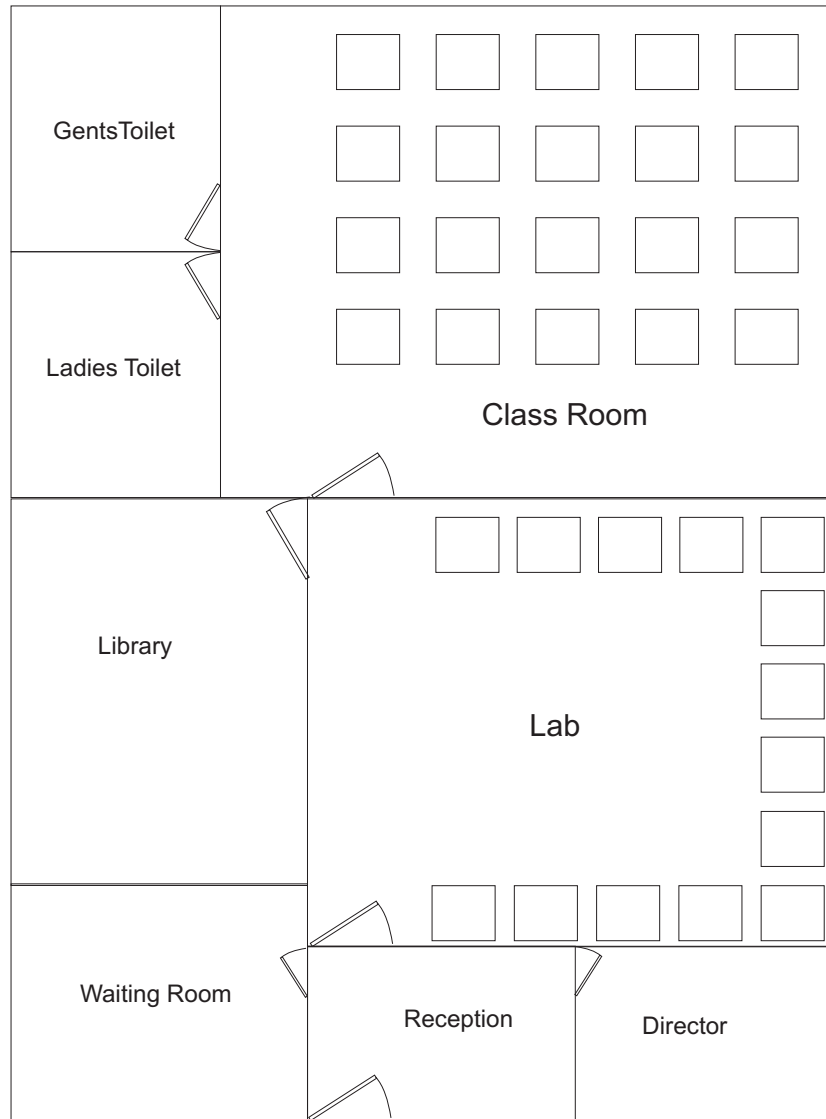
Approved by:-

RUTRONIX:

# SAMPLE PLAN (കൈകൊണ്ടു വരാലും മതി)

പ്ലാൻ എങ്ങിനെ വരയ്ക്കണമെന്ന് കാണിക്കുവാൻ വേണ്ടി മാത്രമാണിത് ഈ കെട്ടിടത്തിന്റെ ലേഔട്ട് ഒരു മാതൃകയായി കണക്കാക്കേണ്ടതില്ല.

Plan of Ground Floor



| Room No | Room Name     | Size(feet) | Area(sq.ft) | No.of Seats | No.of ceiling Fans |
|---------|---------------|------------|-------------|-------------|--------------------|
| Room 1  | Library       | 20 x 20    | 400         | x           | 1                  |
| Room 2  | Waiting Room  | 10 x 20    | 200         | x           | 1                  |
| Room 3  | Director      | 8 x 10     | 80          | x           | 1                  |
| Room 4  | Reception     | 8 x 10     | 80          | x           | 1                  |
| Room 5  | Lab           | 30 x 20    | 600         | 12Terminals | a/c                |
| Room 6  | Class Room    | 24 x 24    | 576         | 20 Seats    | 4                  |
| Room 7  | Ladies Toilet | 8 x 4      | 32          | x           | x                  |
| Room 8  | Gents Toilet  | 8 x 4      | 32          | x           | x                  |
| TOTAL   |               |            | 2000        |             |                    |