

GUIDELINE TO OPEN CEITRC CENTER

भारत सरकार पंजीकृत.

RULES TO START CEITRC AFFILIATED NEW STUDY CENTER

1. Application For Establishing Study Center Should Be Submitted Within The Date Stipulated In The Form.
2. The Application Should Be Submitted By Self Of The Institute Chairman/secretary / Principal Along With A Declaration On A Non Judicial Stamp Paper Worth Rs. 100.
3. If The Institute Is Registered, The Application Should Be Along With Certified Copy Of Registration.
4. The Application Should Be Self Attested.
5. The New Study Center/ Franchise Fees Should Be Make Neft/ Online Payment To "central Edu And It Research Committee". Franchise Fee Is Non Refundable.
6. Attached Photocopy Of Photo Id Proof Of Chairman/secretary /principal And Address Proof.

CONDITION FOR APPROVAL OF NEW CENTER

1. Generally Only One Center Will Be Approve However, If Necessary, More Than One Center Can Be Accepted.
2. According To The Ceitrc- India Rules Approval For Opening Of A New Center Will Be For Five Years But Second Year Approval Will Be Given After First Year Admission.
3. If The Centers Performance Is Satisfactory The Question Of Giving Extension For Recognizing It As A Permanent Center Can Be Considered For Five Years.
4. No Centers Are Entitled To Open A Sub Center Or A Branch Without Prior Approval From Ceitrc – India. The Jurisdiction Of A Study Center Will Be Strictly Permitted By The Ceitrc – India.

RIGHTS, RESPONSIBILITIES AND WORK

1. To Distribute Study And Teaching Material.
2. To Make Arrangements For The Exam And To Appoint To Invigilator And Examiners After Obtaining Approval From The Ceitrc- India.
3. Teachers Salary And Educational Institutes Rent Is Paid By The Center In Charge / Franchise.
4. For Successfully Running Of Courses All The Advertisement Expenses Will Be Born By Center In Charge/ Franchise.
5. Center In Charge Will Deposit Rs. 100 With A Fee (as Per Examination Fee Structure) Within A Week After Submission Of Online Admission.
6. Ceitrc – India Issue Online Student Id With Enrollment Number After Receiving Above Mentioned Fee.
7. To Prepare Statement Of Registered Students Coming For Study At The Center And Submit Same To The Ceitrc- India From Time To Time And Also To Furnish Required Documents For The Inspection Of The Ceitrc – India Representatives.



CEITRC
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केन्द्रिय शैक्षणिक एवम् तांत्रिक माहिती संशोधन समीती
Central Education & Information Technology Research Committee

- 8.To Make Arrangement Of Conducting The Exam Of The Students Transfere From Nother Centers By The Ceitrc – India.
- 9.The Center In Charge/ Franchise Has To Make Arrangements For The Practical Exams.
- 10.To Observe Scrupulously All Instruction/ Orders By Time To Time And Do Nothing Which May Violate Ceitrc – India Or Come In The Way Of The Code Of Conduct Laid Down By The Ceitrc– India.
- 11.For Any Query, The Center In Charge May Contact Head Office In Personal Or By Telephone On Any Working Day.
- 12.Hindi Is Recognized Language In Case Of Any Controversy English Is Just A Translation.
- 13.Any Center Violating The Rules Or Working Against The Prestige Will Run The Risk Of Its Registration Being Ceitrc– India Without Any Prior Notice And All Expanses There On Will Be Born By The Center Incharge/franchise Canceleed.
- 14.Any Type Of Fee Is Non Refundable If Admission Is Approved.
- 15.In The Event Of Any Controversy/ Dispute Amount Of Any Student/mebers/teachers /employees The Center/franchise Will Be Resolves By The Committee Appointed By Ceitrc – India. Direct Approach To The Court Will Not Be Permissible, The Decision Of The Committee Is Final.

RULES FOR REMUNERATION

Center In Charge/ Franchise Has The Right On Other Fees (admission Fee + Tuition Fee + Practical Fee) Charged From The Students (except Rs. 100 Registration Fee And Examination Fee As Per Fee Structure).

SPECIAL ATTENTION

- 1.Prospectus Cum Admission Form Will Be Issued By The Ceitrc – India At The Cost Of Rs. 100 /- The Mrp Of Prospectus Is Rs. 150.
- 2.Every Year Session Begins From July And The Final Examination Is Conducted In May/jun. The Exam Will Be Conducted In English. Question Papers Are Available In English.
- 3.Certificate And Mark Sheet Will Be Issued By “central Edu And It Research Committee”. After Fifteen Days Of Declaration Of Result.
- 4.Students Id Card, Syllabus, Answer Sheet And Questions Papers Will Be Provided Free Of Cost By Ceitrc– India.
- 5.All Study Books And Courier Is Supplied By Ceitrc – India On Mrp (rs. 50/- Per Kg Will Be Charge As Courier Expanses In Case The Parcels Are Delivered Through The Courier). This Is Optional.
- 6.Uniform, Bags And Study Material For The Students Has Been Issued By Ceitrc – India On Mrp (optional).

FEE STRUCTURE The Total Fee Of The Course Is Payable As Under

- 1.Registration Fees Rs. 100/- (Each Student)
- 2.Admission Fee Rs. (Self Decided)
- 3.Tution Fee Rs. (Self Decided)
- 4.Practical Fee Rs. (Self Decided)
5. Certificate Charges (Follow the Table)

DURATION OF CERTIFICATION	CERTIFICATION CHARGES Each Reg.	REGISTRATION CHARGES Each Reg.
03 Months	Rs. 400/-	Rs.100/-
06 Months	Rs. 600/-	Rs.100/-
12 Months	Rs.1200/-	Rs.100/-
24 Months	Rs.2400/-	Rs.100/-