

(To be printed on Institutional Letter head)

Date:

To
The Program Director,
Jawaharlal Nehru Technical Education
Council of Skill Development
Hyderabad

SUB: Application for renewal of existing Authorised Training Center Code:
Name

Respected sir/Madam

We would like to renew our center located at.....for
the Academic year 202__to 202__. And enclosing payment of Rupees
..... (Rs.....) vide DD / Cheque drawn on bank in
favour of “**JNTE CSD**” payable at Hyderabad. We kindly request you to renew as an Authorised Training Centre
of JNTE CSD.

We hereby declare that we have not shifted our Office Premises and also submitting renewed
lease agreement copy (if applicable). The list of New Faculty Members is enclosed as per annexure-A.

Thanking You

Yours Sincerely

Center Director Sign with seal

ANNEXURE-A

Name of the ATC Director:

Name of the ATC:

Center code:

Year of Affiliation:

Name of the Sectors Allotted:

Existing Institution Contact Number:

Existing Institution email ID:

Communication Address: (If any change of the Premises please enclose the Rental/ Lease Agreement)

.....

.....

.....

New Faculty list for the year of 202_ to 202_ (Same format to be provided)

S.No.	Name of the Faculty	Subject	Qualification	Experience
1				
2				
3				
4				
5				
6				

Last Academic Year Enrollment Record

Total Enrolled Students	No. of Drop outs

Placement Report

No. of Wage-Employments	No of Self –Employments

Placements Report of the students

SNo	Name of the Student	Designation	Salary	Placed At
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Note: Please enclose the Appointment letters of Students and Resumes of new Faculty Members

(Rs 50 /- to be printed on Stamp Paper mandatory)

UNDERTAKING

On behalf of the Institute and on
my own behalf S/O or D/O

We do hereby declare that the particulars furnished above are correct to the best of my submission of the files and belief that we are prepared to undergo any punishment imposed on us if any the furnished particulars found false or mislead. We also further declare that we shall abide the conditions, rules and regulations imposed by the JNTE CSD.

We also understood and agreed that fees paid by us towards the affiliation/Renewal/ inspection/Examination fees will not be refundable or withdrawn by us and cannot be claimed any amount or compensation from the JNTE CSD. We shall update and inform the change of premises, periodically staff details and student details. (If applicable)

Date:

Signature
Director / Head of the Institution with seal