Last Date of Submission: 31st January 2024

Fee Rs.100/-

**MSCTE APPLICATION FORM**

**FOR**

**NEW/EXTENSION AFFILIATION OF COMPUTER INSTITUTES FOR DIPLOMA IN COMPUTER APPLICATION COURSE (DCA)**

**[Case A]** Diploma in Computer Application (DCA Semester I)

**[Case B]** Diploma in Computer Application (DCA Semester II)

Application for the Case of A/B//Both : Case\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Submission of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Affiliation (New/Extension):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Information about Institution
2. Name of the Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Full Address with pin code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Telephone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Date of Establishment :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. AMC Certificate (**Attach proof**):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Information about Principal/Director(Owner)
7. Name of the Principal/Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Mobile No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.3 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (**Attach photocopies of relevant educational certificates, EPIC, Residential & Tribal certificates of Principal/Director**)

1. Information about sponsoring Trust/Society/Controlling Agency(**if applicable**)
2. Name of the Trust/Society/Controlling agency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Nature of Trust/Society/Controlling Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Govt./Charitable/Autonomous/Voluntary/Private)

1. Date of Establishment (**Attach Society registration certificate**):\_\_\_\_\_\_\_\_\_\_\_\_
2. Full Address with pin code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name of the Chairman of the Trust/Society/Controlling Agency: \_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Mobile No. of Chairman: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Building Details
3. Is the building Owned/Rented(**Attach Rent agreement**): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Is the Building exclusive to the institution or is it being shared: \_\_\_\_\_\_\_\_\_\_\_\_
5. Total area in square feet occupied by the Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Quality of Building (Concrete/Semi-concrete):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Electrical Connection Certificate (**Attach electric bill proof**): \_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. *Details of Computers*
9. Provide the details as specified in Appendix- A Table A
10. *Details of LAN, Printer and other Peripherals*
11. Provide details as specified in Appendix –A Table B & Table C
12. *Details of Internet Connection*
13. Name of Service Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. Type of Account (Broadband/ISDN/Dial-up/Leased Line): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (**Attach Broadband bill proof**)

1. Details of Office space

 9.1 Provide details of office space as specified in Appendix-B

1. Details of Furniture and other infrastructure
	1. Provide details of furniture and other infrastructure as specified in Appendix-C.
2. Details of Faculty
	1. Provide details of Faculty as specified in Appendix-D.
3. Details of Software
	1. Provide details of Software as specified in Appendix-E.
4. Details of Library
	1. Provide details of Library as specified in Appendix-F.
5. Photograph of the Institute (Post Card Size)

 14.1 Provide printed copies of the Institute as specified in Appendix-G.

**Appendix – A**

**Computers: Provide details of Computers to be used in the Institution**

**Table-A**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.No.** | **Machine Type : Desktop/Laptop** | **Processor type** | **RAM & Hard disk capacity** | **Monitor Type (CRT/LCD/LED)** | **CD/DVD Drive** | **OS Type** | **Number of Computers** | **Remarks** |
| **1** |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |  |  |
| **13** |  |  |  |  |  |  |  |  |
| **14** |  |  |  |  |  |  |  |  |
| **15** |  |  |  |  |  |  |  |  |
| **16** |  |  |  |  |  |  |  |  |
| **17** |  |  |  |  |  |  |  |  |
| **18** |  |  |  |  |  |  |  |  |
| **19** |  |  |  |  |  |  |  |  |
| **20** |  |  |  |  |  |  |  |  |

**LAN: Provide details of LAN setup in the Institution**

**Table-B**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type Client Server/Peer-to-Peer** | **Network OS** | **Number of Computers on the LAN** | **Make of Switch/Hub** | **Number of Ports on the Switch/Hub** | **Speed of Switch/Hub** |
|  |  |  |  |  |  |

**Printers: Provide details of Printers used at the Institution**

**Table-C**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.No.** | **Printer Type (Inkjet/Laser/Dot Matrix)** | **Make** | **Model** | **Quantity** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |

**Other Devices: Provide details of other electronic devices.**

**Table-D**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.No.** | **Device Type** | **Details (Make ,Model etc)** | **Quantity** |
| **1** | **Power Back up system (UPS/Generator/Battery etc)** |  |  |
| **2** | **Scanner** |  |  |
| **3** | **Digital Camera** |  |  |
| **4** | **Copier/Xerox machine** |  |  |
| **5** | **Projector** |  |  |
| **6** | **Air conditioner** |  |  |
| **7** | **Television** |  |  |
| **8** | **Smart Board** |  |  |
| **9** | **CCTV System** |  |  |
| **10** | **Biometric System** |  |  |
| **11** | **Smart Card System** |  |  |
| **12** |  |  |  |
| **13** |  |  |  |

**Appendix – B**

**Office Space: Provide details of Office/Lecture halls in the institution.**

**Table-A**

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of Computer Lab** | **Dimension of Lab (in ft)** | **Area in Sq. ft.** | **Student Capacity** |
| **Classroom 1** |  |  |  |
| **Classroom 2** |  |  |  |
| **Lab 1** |  |  |  |
| **Lab 2** |  |  |  |

**Total Area = \_\_\_\_\_\_\_**

**Table-B**

|  |  |  |
| --- | --- | --- |
| **Other** | **Dimensions (in ft)** | **Area in Sq. ft.** |
| **Reception room** |  |  |
| **Office room** |  |  |
| **Faculty room** |  |  |
| **Toilet** |  |  |
| **Library** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Total Area = \_\_\_\_\_\_\_\_**

 **Grand Total of Table A + Table B = \_\_\_\_\_\_\_**

**Appendix – C**

 **Furniture/Fixtures: Provide details of Furniture/fixtures used in the Institution**

**Table-A**

|  |  |  |
| --- | --- | --- |
| **Sr.No.** | **Furniture Items** | **Number** |
| **1** | **Tables** |  |
| **2** | **Chairs** |  |
| **3** | **Cup-boards** |  |
| **4** | **Tube-lights** |  |
| **5** | **Fans** |  |
| **6** | **Fire extinguisher** |  |
| **7** | **Water filter** |  |
| **8** | **Whiteboard/black board (with size)** |  |
| **9** | **Notice Board**  |  |
| **10** |  |  |
| **11** |  |  |
| **12** |  |  |
| **13** |  |  |
| **14** |  |  |
| **15** |  |  |
| **16** |  |  |
| **17** |  |  |
| **18** |  |  |
| **19** |  |  |
| **20** |  |  |

**Appendix – D**

**Faculty: Provide details of Faculty in the Institution.**

**(Attach self attested relevant educational certificates with one copy of self attested photograph)**

**No Permanent Faculty should be found to be engaged in more than one institution even if it is a branch of the same institute)**

**Table-A**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr.No.** | **Name of Faculty** | **Regular or Visiting** | **Educational Qualifications**  | **Number of years employed** | **Contact Number** | **Address for Correspondence** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |
| **13** |  |  |  |  |  |  |
| **14** |  |  |  |  |  |  |
| **15** |  |  |  |  |  |  |

**Appendix – E**

**Software: Provide details of Software used in the Institution**

**Table-A**

|  |  |  |
| --- | --- | --- |
| **Sr.No.** | **Name of Software** | **Version/Specification** |
| **1** | **Windows** |  |
| **2** | **MS Office** |  |
| **3** | **Page Maker** |  |
| **4** | **Adobe Photoshop** |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |
| **11** |  |  |
| **12** |  |  |
| **13** |  |  |
| **14** |  |  |
| **15** |  |  |

**Appendix – F**

**Books: Provide the list of Books in the Library**

 **(List may be extended as per requirement)**

**Table-A**

|  |  |  |
| --- | --- | --- |
| **Sr.No.** | **Name of the Books** | **No. of Copies** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |

**Magazines: Provide details of Magazines and journals subscribed by the Library**

**Table-B**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.No.** | **Name of the Magazines** | **Period of subscription (monthly/annual)** | **No. of Copies** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |

**Appendix – G**

|  |  |
| --- | --- |
| **Sr. No.** | **Printed photographs of the Institute**  |
| **1** | **Front View (Entrance displaying institute’s name board)** |
| **2** | **Computer Laboratory** |
| **3** | **Classroom** |
| **4** | **Library/Book rack** |
| **5** | **Office Room** |
| **6.** | **Other photos if any which will convey the facilities available at the institute** |

**IMPORTANT INSTRUCTIONS**

1. Each application form cost Rs.100/- (Rupees Hundred) which must be submitted at the time of submitting the application form.
2. The form should be filled up in all respects wherever applicable.
3. The form should be filled up in clear legible handwriting and use capital letters wherever possible.
4. Complete address of the institute and contact number must be provided.
5. All required documents should be attached and duly attested.
6. Each page of the form must be signed by Principal/Director with date.
7. All appendices/tables should be duly filled up wherever applicable.
8. Printed copies of photographs must be attached.
9. Applicable inspection fees of Rs. 2000/- for Aizawl town and Rs. 3000/- for others to be deposited at the time of submission of the application fee without which inspection will not be carried out for further action.
10. **Application form submitted without all the above requirements shall not be accepted nor processed for further action.**
11. **Application form must be submitted on or before last date of submission. Form submitted after the last date will not be considered for further action.**
12. For any query contact Office of Technical Wing Chaltlang, Aizawl:

 Ph: 0389-2340603

 Email: dhtemizoram@gmail.com