



Education Maximum (E-MAX)

E-MAX EDUCATION

(An I.T & Vocational Training Awareness Programme)

Initiated By: E-MAX INDIA I.T. & Vocational Educational Development (India)

An Autonomous National Organization for I.T, HRD & Literacy Works

An ISO 9001:2015 & ISO 29990:2010 & ISO 21001:2018 Certified

Certified/Licensed by Central Govt. of India Central Registration Center Certificate of Incorporation Vide License. No India/MCA/CIN/U80211HR2016PTC063741
SR Act License No. HRKKR201500328, Accredited Member of NBQP, Quality Council of India(QCI), MCI Department of Industrial Reg. No. 3583496 JN-1810-0

APPLICATION FOR INSTITUTE AUTHORIZATION

(Kindly fill the form in BLOCK Letters)

Photograph of
Centre Head

1. Name of Centre/Institutions/Organizations/NGO/Company _____

2. Name of Owner/President/Director _____

S/o, D/o, W/o _____ D.O.B _____ Gender M F

3. Address of Centre/Institutions/Organizations/NGO/Company:

Near _____

Village/Town/City _____ PO. _____

Tehsil/Taluka _____ Distt _____

State _____ Pin Code _____ Mob. _____

Alternate Cont. No. _____ Whatsapp Mobile No _____

Institute Email _____ Center Head Email _____

4. Correspondence/Postal Address of Institutions Same Different

Near _____ Village/Town/City _____ PO. _____

Tehsil/Taluka _____ Distt _____

State _____ Pin Code _____ Mob. _____

Alternate Cont. No. _____ Whatsapp Mobile No _____

5. Date Opening Centre/Institutions/Organizations/NGO/Company _____

6. Detail of Centre Infrastructure/Machinery/Equipment.

For Computer Institute

[A] No. of Computers/Machines (Required Min. 3 to 5) _____ [B] No. of Chairs (Required Min.10) _____

[C] Centre Area (Required Min. 100 Sq feet to 200 Sq feet) _____ [D] Toilet/Urinal available (Yes/No) _____

[E] Scanner(Y/N) _____ [F] Printer (color/B&W) _____ [G] Internet Connectivity (Y/N) _____ [H] UPS/Inverter

(Y/N) _____.

[A]Machines (Required Min. As Per Requirement) _____ [B] No. of Chairs _____

[C]Centre Area (Required Min. As Per Requirement) _____ [D] Toilet/Urinal available (Yes/No) _____

[E] Scanner(Y/N)_____ [F] Printer (color/B&W) _____ [G] Internet Connectivity (Y/N)_____ [H] UPS/Inverter (Y/N)_____.

7. Number of Faculty Members (Required Min-1).

Self

If other then Fill Detail

Sr. No.	Name	Qualification Detail

8. Applying for Centre Authorization of below Mentioned Zone/s (Tick on Require Zones)

Software Zone	Hardware Zone	Vocational Zone	Teacher Training Zone	All Zone + Free E-Max India Skill Development Course
Coaching Institute	E-Max Free Course Project (ESIW)			

9. Authorization Fee –Payment Details

Affiliation Fee	Payment Date	Paid by NEFT, Online/Mobile Banking/E-Max Website	Bank Name	Payment Slip No

10. Document:

Sr. No.	ID Name	ID Number
1.	Aadhar Card/Voter Card/DL	
2.	Pan Card	
3.	Other ID Name.	
4.	Other ID Name.	

11. Mode of Working:

Offline Mode

Online Mode

Online Mode with Offline Mode

12. Declaration by Centre Head/Owner/Partner

I/We.....S/o,D/o,W/o.....Aged.....R/o.....
.....Permanent Address.....
Pin Code.....Signature.....

13. Centre Head/Owner/Director/ Partner Profile:

A) Centre Head Name.....B) Father Name.....
C) Date of Birth.....D) Language Known.....
E) Centre Head Permanent Address (Street/Sector/Village....., Post Office..... Tehsil/ Taluka..
..... City/District..... State..... Pin Code.....
Qualifications (Attach Copies of Certificates).....
Experience (If any).....
Active Email-ID..... Home Mobile No.....
WhatsApp No 1. Tell about your Family/ Nominee Name
Nominee Age..... Relation..... Nominee Mobile Number.....
Nominee Qualification Detail _____

14. Solemnly Affirm & Declare As Under:

1. That I/We, have established/opened Centre at _____
2. Name of my/our centre is _____
3. That I/We, have established/opened above mentioned Centre/Institute/NGO on (date) _____
4. . That I/We have fulfilled all requirements to run authorized (Software Zone/Hardware Zone/Teacher Training Zone/Vocational Zone/All Zone Courses) _____ Centre/s or Course/s under E-Max Education (An I.T & vocational Training Program me of E-Max India I.T & Educational Development -HR) in my/our centre/Institute/NGO/Company.
5. . That E-Max shall issue authorization to run abovementioned zone/s courses, for abovementioned single location/address of my/our centre & the same authorization shall not applicable to my/our franchise/branch at different locations, for this, I/we shall separately submit new application for centre authorization for that franchise/branch at different location/address, The Branch Should not deal with any other organization on behalf of itself
6. That I/We will not issue any certificate in the name of E-Max nor will I get any registration issued by any other institution/ Company/ Brand/ Govt./ NGO/ Society (nor in any other way) in the name of EMAX nor will I apply for any government scheme/Loan in the name of EMAX.
7. That I/We shall remain liable for every due towards E-Max in every circumstance.
8. That E-Max has no sharing in student Admission fee/tuition fee/exam fee & all said fees will be prescribed/decided by me/us in my/our centre as per investment, infrastructure facilities, student & teacher ratio, backwardness & geographical condition of my/our area. E-Max shall not be held responsible if any dispute arises for said fees & I/We shall be solely liable for the same. E-Max shall charge onetime nominal registration fee as per the duration of course/s per student/s.
9. That E-Max shall not invest/has not invested in my center/Institute set up, So all Investments, expenses and formalities relating to operation of my/our centre shall be managed & borne by me/us such as- computer systems, centre furniture, centre teacher's salary, centre building (rented/self owned, building related security, first aid kit & Fire & Safety Tools Etc), educational legal Software's, Centre Audit, Centre ITR, Centre Taxes (all types), local level NOC (Panchaayat, Municipality, State Govt. or any Education Department etc).
10. That I/We shall get student/s training certificate via post at my/our centre/postal address, which are certified/issued under I.T. Vocational Training programme of E-Max Education.
11. That all types of payments paid, to be paid to E-Max, shall not be refundable in any case, whatsoever. Any types of fee will not be refundable in any circumstances. if a student Leaves the class in the Middle his/her entire fee will be adjusted to the Next Student.
12. That E-Max shall not be liable for any commitment or any scheme or any advertisement or tie-up, with students, govt., corporate, universities, public & other organizations of same nature, which I/We run on my/our personal level in my/our centre.
13. That I/We found involve in any criminal, financial, social or any other offence then the authorization of my/our centre shall automatically come to an end.

14. That the authorization of my/our centre/Institute/NGO shall be valid from (Today Date) _____ & the same shall be renewed in the month of March every year (before 31st of said Month) if I/We fulfill the condition applied for the said renewal.

15. That E-Max shall have full right to update/modify/change/add, any rules & regulations pertaining to my/our centre association/authorization/activation with E-Max.

16. That I/We have read and understood the rules & regulations of the E-Max & accept the same. In case of infringement/non compliance by me/us, of any rules & regulations made in any application/form/document/file/webpage of emaxindia.in of E-Max, then, Director of E-Max shall have full right to take decision upon further activation/authorization of my/our centre & in this regard, his decision shall be acceptable to me/us. E-Max shall have full right to update/modify/change/add, any rules & regulations pertaining to my/our centre association/fee structure/authorization/activation with E-Max.

17. All the Data regarding the branch office should be sent on the E-Mail of the head office in excel sheet format before 1st of every month. All the Dues Should be submitted in the head office before 10th of every Month & . At least 30 Admission Should be done in a Financial Year and I/We agree with this.

18. ID-Cards are Compulsory for Teachers as well as for students.

19. That Any Center Head (Branch) will not create any page on social site in the Name of E-Max Education & Not Create any Website with the Name of E-Max Education/E-Max Computer/E-Max India/ E-Max Vocational/ E-MAX INSTITUTE/ E-MAX TUITION/E-MAX ACADEMY/E-MAX/ if any center found to be doing this then its franchise will be canceled & the law will be taken against his and I/We agree with this. That I will not steal/copy any data (photos, content, graphics, designing, plans, courses) from the E-Max website and not use it on my website or social media website. If I do so, E-MAX Can cancel my franchise without notice, and take legal action against me in accordance with the Copyright Act and the Trademark Act.

20. If any Person found guilty in any wrong doings in the branch, then Head of the Branch Head will be responsible for those wrong doings and head office will not take any responsibility for those offences.

21. That the teacher's documents will be submitted to the head office along with joining the latter. That the head office has every right to use my institute's photo and student's photo on its website social site for advertising purposes and the head office will also have full right to send SMS and email related to fees.

22. That the student document verification /student training fee/ student's complete information will be submitted by me at the time of admission & the exam copy will be submitted at the time of exam & I will be responsible for student's attendance, assessment, practical, study, exam & student document verification.

23. I confirm that all the courses run by E-Max are run for self employment. The validation of the Training Certificate depends on the rules and regulations of the concerned department.

24. That I shall submit the Monthly Report of my Study Center by the 1st of every month, If this is not done by me then e-max can take action as per its policy. that I am responsible for verifying my center, E-Max team can verify my center anytime during working hours.

25. That i confirm The Distance form One Institute to another will be 3 Kilometer inside the Village & 1 Kilometer in the Urban area. I confirm there are no Other Study Center in our area before sending the registration form/Renewal Form.

26. That Courses can be added or removed from the panel as per the marketing trends.

27. That E-Max can use the photo of its Study Center/Cente/Student/Center head for advertising purposes on the website Facebook and other social accounts. On which no study center can claim any kind (Copy Right/Trademark Etc), Neither at the time of registration of the center nor after the closure of the center.

Only after complete satisfaction, this declaration is being made which can be used for legal purposes as and when necessary against me/us. In the event of any dispute/matter, it will be settled by the committee appointed by the E-Max -HR & its decision will be binding on all concerned or at the court Kurukshetra (HR) & I/we will be liable to all the expenses.

Therefore, I/we _____ Hereby declare & accept that the information furnished in this Declaration from and the information furnished in the Application for Centre Authorization & Centre head Profile for running courses under I.T & Vocational Training Programme of E-Max are true to the best of my/our knowledge and belief and & will remain in force, binding & acceptable on me/us, my/our successor for the period of my/our center's association with the E-Max.

Signature of Centre Head	Left thumb Impression of Centre Head	Date of Declaration	Place

Attach center front photo with center code, center room/lab photo. (If the center is not ready, send the mentioned photo through email within one month from the date of center authorization.