



Application FORM

Assam State Open School
Assam Higher Secondary
Education Council

Application Form for requesting Accreditation for Study Centre of Assam State
Open School under Assam Higher Secondary Education Council

ASC
APPLICATION
FORM

**ASSAM STATE OPEN SCHOOL
ASSAM HIGHER SECONDARY EDUCATION COUNCIL
BAMUNIMAIDAM : GUWAHATI – 781 021**

Consideration No.....

To

**The Secretary
Assam Higher Secondary Education Council, (ASOS)
Bamunimaidam, Guwahati-21**

Sir,

The application requesting Accreditation for study centre in the name of

.....H S School/ Jr. College/ College

is submitted for consideration by Assam State Open School, Assam Higher Secondary Education Council. The required particulars, which have been provided in the following pages, are authentic and valid.

On behalf of the institution, I affirm that I will abide by the Norms and Conditions specified and will carry out the responsibilities of Accredited Study Centre, which have been spelt out and accept the conditions imposed. I, further, mention that the H S School / Jr. College/ College has got the necessary infrastructure to function as the Study Centre by becoming an **Accredited Study Centre** of Assam State Open School of H S Course.

Enclo: Complete Pro-forma

Yours faithfully

Date:

.....

(Signature of the Principal)

Place:

.....

(Name of the Principal in Block Letters)

STATEMENT TO BE INCORPORATED BY THE APPLICANT

1. Name of the Institution-.....

2. Whether the Institution is Permitted by the Assam Higher Secondary Education Council:

Yes No Please Tick

(a) Year of getting Recognition / Permission.(B) Stream

AHSEC order No.

3. Medium of Instruction :

Both

Assamese

4. Whether the Institution can handle more than one medium of Instruction? Yes No

5. Number of learners admitted in the current session in the +2 stage regular course of AHSEC into the institution:

Course	Arts	Science	Commerce	Total
H.S. Course				
Vocational				

6. Subjects offered by the Institution in the Regular Course:

Language:

1.2.....3.....4.....

Elective Subject(s): 1..... 2..... 3.....

4.....5.....6..... 7.....

8.....9.....10..... 11.....

7. Whether the institution has already approved study centre of other Distance/ Open Learning Courses, if yes ,then since how long and under which Organisation?

.....

8. Whether the institution has already approved study centre of other Distance/ Open Learning Courses, if yes ,then since how long and under which Organisation?

.....

9. How many Halls/ Class rooms are there in the Institution/school ?

.....

10. Is there up to date Library Facility in the Institution/school?

(a) If yes, what is the total number of curriculum related titles are available there?

.....

11. Whether the laboratory facility is well equipped in the institution/school?

(a) If yes, Mention the name of the subjects for which Laboratory facilities are available?

.....

.....

12. Will the laboratory and library facilities be available to the ASOS learners as and when required?

.....

13. Whether the Institution/school has acted as venue/ centre for holding any Public Examination by any Board/ Council/ University? If yes, since when?

.....

14. What are the working hours of the Applying Institution/ school?

.....

15. When does the Institution propose to hold Personal Contact Programme (PCP)?

.....

STAFF STRENGTH

1. Name of the Principal :

Mobile No. :

2. Qualification :

3. Experience : **Teaching** years ; **Administrative** years

4. No. Subject Teachers:

5. Whether the Subject Teachers are interested to conduct Personal Contact Programmes?
:

6. Whether the Subject Experts are locally available (in case unavailable in the Institute/school) to conduct PCP classes for the subjects offered by ASOS but not available in the institute/school?
:.....

7. Can the institution/ school arrange to PCP for such subjects?.....

8. Submission of Processing Fee @ 5000/-

Draft No.

Date:.....

Name of the Bank:.....

(Amount is to be deposited through DD drawn in favour of **Secretary, Open Schooling, AHSEC**, payable at Guwahati)

9. Express in a few lines about your view on the courses offered through Open and Distance Learning mode and its importance in the present scenario with special attention to your locality.

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P.T.O.

Certificate of Endorsement by President/ Chairman of the Institution:

This is to certify that that all the above information furnished regarding the institution/school is correct and authentic to the best of my knowledge.

Date :

Place :

.....
(Signature of the Principal with Seal)

.....
Name of the Principal

In support of the application, I certify that, having read the Norms and Procedure for accreditation of institutions, I undertake to ensure that the Institution/ school will abide by the rules and Regulations and terms and conditions, as are made applicable to the Accredited Study Centres, from time to time. I further affirm that accreditation, if granted to the institution/school, will not be used for **commercial purpose**, rather will be used to serve the needs of the featured category of the ASOS students. I shall do what is in my power to ensure the smooth and proper functioning of the institution/School.

Date:

Place:

.....
**(Signature of the President/ Chairman of the
Governing Body with Seal)**

.....
Name of the President/ Chairman of the Governing Body

Document to be Enclosed with the Application by the Applicant Institution/ School

1. **Copy of getting Permission/ Recognition/affiliation by Assam Higher Secondary Education Council.**
2. **Demand Draft of Rs 5000/- in favour of Secretary, Open Schooling, AHSEC.**
3. **Copy of Resolution of Governing Body regarding opening of the Accredited Study Centre of ASOS.**
4. **List of teachers with qualification and experience who will be involved in conducting the Personal Contact Programmes.**
5. **Photograph of the Institution showing signboard and Boundary wall.**

Note: Application without the requisites enclosures & Draft will not be entertained.

*** Draft should be drawn from any Nationalised Bank.**

Receipt No.
(office copy)

**ASSAM STATE OPEN SCHOOL
ASSAM HIGHER SECONDARY EDUCATION COUNCIL
BAMUNIMAIDAM : GUWAHATI – 781 021**

*Received with thanks an Application on as per format with
requisite fee and annexure from the Principal, School/Jr.
College/ College requesting to grant an Accredited Study Centre of ASOS to them.*

Demand Draft No. date:

Name of the bank:

Date:

SEAL

Signature of the receiver

(Name :)

Receipt No.

(Applicant's copy)

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