



KITCO LIMITED

Issue No. / Date: 02/01.11.2016
Revn. No. / Date: 00

APPLICATION FOR AFFILIATION

QMS/HR/VC/F/72
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KITCO Ltd

TC. 4/1687,42, Belhaven Gardens, Kowdiar P O, Thiruvananthapuram - 695 003

PRELIMINARY APPLICATION FOR AFFILIATION OF TRAINING CENTERS

Name of Training Centre :

Address of Training centre :
.....
.....

Phone No(s) :

Mobile No(s) :

Email ID :

Fax No. :

Nature of Incorporation of the Institute :
(Partnership/Trust/Society/Company)
Affiliations of the institute (At present) :

Details of building at which the courses :
are conducted.(Own building/leased)
Name of Promoter/Owner/Director :

Contact No :


Name of Contact person/Coordinator of
Institute (Preferably head of the institute):

Designation :

Contact No :

Suggested courses for Certification : 1) Office Assistant
(Put (✓) mark) 2) Secretary

Sector / Skill Council : Management and Entrepreneurship
& Professional Skills Council (MEPSC)

| | | |
|---|---------------------------------|-----------------------------|
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Infrastructure availability to conduct the suggested courses:

| Room | Area | Seating capacity | AC / Non AC |
|--------------|------|------------------|-------------|
| Class Room 1 | | | |
| Class Room 2 | | | |
| Class Room 3 | | | |
| Lab 1 | | | |
| Lab 2 | | | |
| Staff Room | | | |
| Library | | | |

Office area : Counselling Room area :

Toilet and wash rooms for Gents : Available / Not available

Separate toilets for Ladies : Available / Not available

Drinking water facility : Available/ Not available

List other infrastructure facilities available in Training Centre in addition to the above:

Equipment available:

Fire extinguishers : Available / Not available | LCD projectors : Available / Not available

Internet Connectivity : Available / Not available | Printer/Photocopy/Scanner : Available / Not available

No of Computer systems available in the Lab :

No of trainers in the Training Centre :

No of office staffs :

(The following details are to be furnished as annexure):

| | | |
|----|---|------------|
| 1. | A Brief Profile of Institute | Annexure 1 |
| 2. | At least 5 photographs (Class rooms / Lab / Office Room / Outside view) | Annexure 2 |

(All sheets are to be signed by Owner/Promoter/ Head of the Institute.)

Signature of Co-coordinator
Date :

(Seal of Institute)

Signature of Promoter
(Head of the Institute)