Institute for Electronic Governance
Govt. of Andhra Pradesh
8th Floor, C-Block, Swarnajayanthi complex, Ameerpet, SR Nagar Post, Hyderabad- 500 038

College Registration Form – 2015-16

Please tick (√) the appropriate check box: **Renewal** ☐ **New Registration** ☐

College Name **Contact Details: Principal Name**		
Year of Establishment **Office :**		
College Code (Given by the University) **Residence :**		
College Status*(Govt/Aided/Un Aided College) **Mobile :**		
Society Name **E-mail id :**		
Affiliated to (Name of the University)*		
College postal address:	**College Contact Details:**	
Contact Details: Chairman Name :	**Contact No:**	
Phone Number :	**Fax No:**	
Mobile Number :	**E- Mail ID:**	
Fax Number :		
E-mail id :		
Contact Details: Secretary Name:		
Phone Number:		
Mobile Number:		
Fax Number:		
*SPOC (Placement Officer) Name :		
*Phone Number:		
*Mobile Number:		
*e-mail ID:		

Course Details:

Course Name	Year of Starting	Current Intake	Final Year Strength	No of Final Year Students Employed through Campus Placements

Registration fee details:

DD No: _____ **Date** _____ **Bank:** _____

<u>Declaration:</u>

I _____Principal of
_____College have gone through Annexure-I and state that the above facts are accurate. We are committed to continue of our support for successful training and placements of our students.

- I understand that the IEG - JKC registered students would get the employment opportunities provided and they check their profiles, keep them up to date on IEG Portal

Place:

Date: Principal **Signature with the college stamp**

<u>Annexure-I</u>

<u>Roles and Responsibilities of Colleges:</u>

- ➢ Collect the applications from the interested students and send the consolidated list, applications along with the total amount as Demand Draft in favor of "Institute for Electronic Governance", payable at Hyderabad.
- ➢ Provide all the facilities for conducting IEG- JKC Training by trainers.
- ➢ Support local hospitality for the visiting experts, guest trainers during the IEG- JKC Trainings.
- ➢ Collect IEG- JKC material, User name and Passwords from IEG -JKC Office and dispatch to your students and maintain student database
- ➢ See that all JKC registered students use their IEG- JKC ID and Password twice a month in order to refresh their knowledge about JKC drives and news.
- ➢ College has to send the IEG- JKC registered students to the IEG- JKC Recruitment Activities where ever Institute for Electronic Governance, Andhra Pradesh ,Hyderabad – IEG- JKC

organize and invite the students to attend Campus Placement Tests and Workshops arranged by Institute for Electronic Governance from time to time.

➢ Support the various programs of Institute for Electronic Governance, A.P like Online Assessment Tests
➢ Tracking the attendance of students for IEG- JKC Training Activities.
➢ To facilitate Online Assessment for IEG- JKC students (1 assessment test/ year)
➢ Terms & Conditions of the program are subjected to change as per the decision of the Executive council & Governing Council

Registration / Renewal Process:

• Institutes can fill the application form and send it along with the DD on or before **31ˢᵗ July 2015.**
• Institutes are requested to furnish exact details pertaining to communication Address, E-mail and Contact details of college and TPO.
• Application should be signed by the Principal along with the college seal
• DD to be drawn in any Nationalized Bank in favor of "**Institute for Electronic Governance**" payable at Hyderabad.

Filled in application forms can be mailed to the following address:

Institute for Electronic Governance,
Swarnajayanthi Commercial Complex,
C-Block, 8th floor,SR. Nagar Post
Ameerpet, Hyderabad.500 038
Ph: +91-40-23755673

Last Date for Renewal / New College Registration: 31ˢᵗ July 2015