

For office use only

Centre code.	
Certificate no.	
Signature & date	



**APPLICATION FORM FOR INFORMATION CENTRE**  
**For Counseling & Academic Support Services**

**Important Guidelines (Annexure "A")**

Photo of Head  
of the Institution

**A. DETAILS OF LOCATION:**

Name of the City	District	State	Nearest Bus stand (Approx. Distance)	Population of City (Approx.)

**B. DETAILS OF THE INSTITUTION:**

Name of the Institution (Write in BLOCK Letters)	
Name of the Parent Body (Trust/Society/Company etc.)	
Registration No. Year of Establishment	
Correspondence Address with Pin-code	
Head of the Institution Designation	
Telephone/ Mobile No. (Office Phone No.)	
Email ID Website Address	
Total Carpet Area (In Sq.ft.)	
No Class room & Lab	
No of Computer in Lab	

**C. DETAILS OF THE ACADEMIC:**

<b>Course you offers</b>	
<b>Faculty details (Name &amp; Qualification)</b>	

<b>SPACE FOR AFFIXING</b> <b>“FRONT PHOTOGRAPH OF THE INSTITUTION”</b>
---

**Annexure “B”****Important Guidelines****Important Instructions:**

1. Institutions, already existing or yet to be established, may submit their Application in the Prescribed Format.
2. The Institute reserves the right to set up multiple Information Centres in the same city for the same discipline/ programmes at its discretion at any time according to the geographical & population size of the state. Acceptance or rejection of the proposals shall be solely at the discretion of the Institute. Exemption from any prescribed requirements may be granted by the Institute as and if deemed appropriate.
3. In case of any disputes or for any unforeseen issues or issues not covered in the guidelines, specifications and other information published by the Institute for setting up of Information Centres, the decision of the Institute shall be final and binding on the aspirant and all other concerned.

**Processing Fee:**

The Non-Refundable Processing fee of Rs. 5100/- in favor of “**Tekriwal Educations Pvt. Ltd**”, payable Varanasi to be paid along with of Application Form.

**Note:** Fee once submitted will not be refunded by the Institute under any circumstances.

---

**Head of Institute**  
(With Name & Institute Seal)

Head Office: 2nd floor, Shakumbhari Complex, Bhelupur, Varanasi-221005 (U.P.)

[www.tekriwaledu.com](http://www.tekriwaledu.com), e-mail: [info@bicarts.org](mailto:info@bicarts.org)

---

**Director-BICA**