शासकीय लघु उद्योग विकास महामंडळ
GOVERNMENT SMALL INDUSTRIES DEVELOPMENT CORPORATION
Affiliation Branch | संबद्धता विभाग

FORM: GSIDC/AFF-01

APPLICATION FOR AFFILIATION

Study Centre / Franchise / Training Institute – संबद्धता आवेदन पत्र

Fill in BLOCK letters. Fields 1–21 are the same, in the same order, as the online form at **gsidc.org.in/apply-franchise-**.

Affix recent passport-size colour photograph of the **Institute Owner**

(same as uploaded online)

Application / Centre No. (office use)	Student Series (Roll No. prefix) (allotted by GSIDC)	Online Submission Date

A. OWNER & INSTITUTE DETAILS

1. Name of Institute Owner
as on Aadhaar / PAN .....

2. Name of Institute .....

3. Qualification of Institute Head .....

4. Date of Birth of Owner
DD / MM / YYYY .....

5. PAN Number
10 characters, e.g. ABCDE1234F .....

6. Aadhaar Number
12 digits .....

7. Full Address of Institute
building, street, area, city .....

8. PIN Code ..... **9. State** ..... **10. District** .....

B. CONTACT DETAILS

11. Contact Number
10-digit mobile .....

12. WhatsApp Number .....

13. E-mail ID (Login ID)
used for login & all correspondence .....

Note: Contact Number and E-mail must not already be registered with GSIDC (checked online). **Do not write any password on this form** – set your password only on the online form.

C. INFRASTRUCTURE

14. Number of Staff	**15. Number of Class Rooms** .....
16. Total Computers	**17. Space of Computer Centre** in sq. ft. .....

Facility	Available	Facility	Available
18. Reception	☐ Yes ☐ No	**19.** Staff Room	☐ Yes ☐ No
20. Water Supply	☐ Yes ☐ No	**21.** Toilet	☐ Yes ☐ No

* Fields 22–29 are **additional details for inspection** (not on the online form) – as per the Affiliation Bye-laws / Affiliation FAQ.

22. Year of Establishment * ..... **23. Institute Website (mandatory disclosure) *** .....

24. Status of Institute *
Society / Trust / Company / Proprietorship – with Regd. No. .....

25. Total built-up area (sq. ft.) * .....

26. Laboratory size(s) *
min. 9 m × 6 m each .....

27. Boundary wall (about 6 ft) on all four sides *	☐ Yes ☐ No	**28.** Fire-safety equipment installed *	☐ Yes ☐ No

29. Skill sectors / courses proposed *
e.g. Health & Paramedical, IT, Beauty, Fire & Safety... .....

D. DOCUMENTS

D-1. Uploaded on the online form (attach self-attested copies with this form)

S.N.	Document	Online field	Uploaded online	Copy attached
1	Photograph of Institute Owner (required)	image	☐	☐
2	Aadhaar Card of Owner (required)	adhar	☐	☐
3	Signature of Owner (required)	signature	☐	☐
4	Institute / Centre Logo (if asked)	logo	☐	☐
5	Address Proof of Institute premises (optional online)	address_proof	☐	☐
6	Agreement (optional online)	agreement	☐	☐

D-2. Part A mandatory documents (as per Affiliation Bye-laws / Affiliation FAQ – scrutinised before Part B and inspection)

S.N.	Document	Issued by / No.	Valid up to	Attached
1	Recognition Certificate (not required for Govt. colleges / colleges abroad)			☐
2	Registration Certificate of Society / Trust, or Certificate of Incorporation of the Company running the institute			☐
3	Land Certificate (ownership / lease)			☐
4	Fire Safety Certificate (competent Govt. authority)			☐
5	Building Safety Certificate (competent Govt. authority or Govt.-empanelled engineer with licence copy)			☐
6	PAN Card of Owner / Organisation			☐

All certificates must be issued by the appropriate Government authority and be **valid on the date of final submission**. Data in all documents must match exactly.

E. DECLARATION BY THE APPLICANT

I, ..., Owner / Head of ....., hereby declare that:

1. All information given in this form and in the online application is true and complete, and the documents submitted are genuine.
2. I have read the GSIDC Affiliation Bye-laws, Affiliation Manual and circulars, and the institute fulfils all mandatory requirements.
3. The application is submitted directly by the institute and **not through any third party / consultant**.
4. The institute will maintain its own website with mandatory public disclosure, and will allow physical / virtual inspection on the date fixed by the Corporation.
5. I understand that if any information is found false, or the inspection is not allowed, the application / affiliation may be rejected or withdrawn and a penalty may be imposed as per rules.

Place & Date	Seal of the Institute	Signature of Institute Owner (same as uploaded online)

F. FOR OFFICE USE ONLY

Centre Number		**Student Series**	
Part A scrutiny	☐ Cleared ☐ Query	**Part B received on**	
Inspection date & mode	☐ Physical ☐ Virtual	**Inspection Committee**	
Decision	☐ Approved ☐ Rejected	**Certificate issue date**	
Affiliation valid up to		**Login activated on**	

Dealing Assistant: _____ Affiliation In-charge (sign & seal): _____

INSTRUCTIONS & AFFILIATION PROCESS

संबद्धता प्रक्रिया एवं निर्देश

1. Part A	2. Scrutiny	3. Part B & Inspection	4. Affiliation
Online pre-registration (fields 1–21) + mandatory documents	Documents checked; status shown in the progress panel	Two-member committee; physical or virtual	Valid for 5 years; Centre login & certificate issued

1. **Apply online first** at **https://gsidc.org.in/apply-franchise-**. Fill in this printed form with exactly the same details as entered online, so that the records match.
2. The **Student Series** (roll-number prefix) is generated automatically from the initials of the institute name and the year (e.g. *ABC*26000). Write it here after online submission.
3. The Contact Number and E-mail ID must be unique – an online application with a number / e-mail already registered with GSIDC will not be accepted.
4. Upload clear scans (JPG, PNG, WEBP or PDF) of the photograph, Aadhaar card and signature; the address proof and agreement are recommended.
5. Keep the Part A mandatory certificates (Section D-2) ready – they are verified before Part B and during inspection.
6. The optimum class size is 20 students per section; laboratories should be at least 9 m × 6 m; a boundary wall of about 6 ft is required.
7. If the institute fails to allow inspection on the scheduled date, a penalty of Rs. 15,200/- is charged; the application is rejected after three missed opportunities.
8. Fees, timelines and extension rules are as per the circulars on the website and Appendix I of the Affiliation Bye-laws.
9. Send the signed form with self-attested documents to: **Affiliation Branch, Government Small Industries Development Corporation, Aishwari Society, Zingabai Takli, Godhani Road, Nagpur – 440011**.

Field mapping – Printed form ↔ Online form ↔ GSIDC record

No.	Online form label	GSIDC record field
1	Institute Owner Name	name
2	Institute Name	institute_name
3	Qualification of Institute Head	qualification_of_center_head
4	Date of Birth	dob
5	PAN Number	pan_number
6	Aadhar Number	aadhar_number
7	Institute Full Address	center_full_address
8	Pincode	pincode
9	Select State	state_id
10	Select District	city_id
11	Contact Number	contact_number

No.	Online form label	GSIDC record field
12	Whatsapp Number	whatsapp_number
13	E-Mail ID	email
14	Number of Staff	no_of_computer_operator
15	Number of Class Rooms	no_of_class_room
16	Total Computers	total_computer
17	Space of Computer Center	space_of_computer_center
18	Reception (Yes/No)	reception
19	Staff Room (Yes/No)	staff_room
20	Water Supply (Yes/No)	water_supply
21	Toilet (Yes/No)	toilet

Help desk: **Toll Free 1800-889-1134** | **info@gsidc.org.in** | Read the **Affiliation FAQ** at gsidc.org.in/affiliation-faq