STED®
COUNCIL

INDIA's
NUMBER ONE

LEADING
AND
LARGEST

CERTIFICATION
BODY

Information Bullettin
& Application Form

DIGITAL INDIA

We Will build **Digital INDIA** by providing Digital Literacy Skills to all.

Digital India Power To Empower

GOVT. OF NCT OF DELHI
DEPARTMENT OF INFORMATION TECHNOLOGY

Shri Narendra Modi
Hon'ble Prime Minister

N·S·D·C
National Skill Development Corporation

Skill India
कौशल भारत - कुशल भारत

"We are a youthful nation. Our youth are our strength. The world and India need a skilled workforce."

Shri Rajiv Pratap Rudy
Minister of State (Independent Charge) for Skill Development and Entrepreneurship

Some of our honourable fellows who heartfully commented, blessed, supported, encouraged, appreciated and wished for great achievements and efforts in our path....

KALRAJ MISHRA
Minister of MSME
Government of India

JAGAT PRAKASH NADDA
Minister of Health & Family Welfare
Government of India

RAJIV PRATAP RUDY
Minister for Skill Development
Government of India

Prof. RICHARD HAY
Member of Parliament
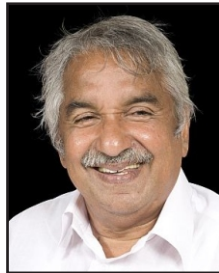Government of India

Dr. HARSH VARDHAN
Minister for Science & Technology
Government of India

Prof. P.J.KURIEN
Deputy Chairman, Rajya Sabha
Government of India

THAAWARCHAND GEHLOT
Minister of Social & Empowerment
Government of India

OOMMEN CHANDY
Honorable Ex. Chief Minister
Government of Kerala

E.T.MOHAMMED BASHEER
Ex. Education Minister
Government of Kerala

Logon - http://www.stedcouncil.com

A Government of India Registered an Autonomous Organization, New Delhi
GIVING CERTIFICATION FOR 400+ JOB ORIENTED COURSES SINCE 2005

STED COUNCIL®

A National Level Autonomous Body Registered Indian NGO Under
Govt. of N.C.T. New Delhi, Government of India
राष्ट्रीय राजधानी क्षेत्र नई दिल्ली, भारत सरकार

The ORGANISATION

We the STED COUNCIL (Scientific & Technical Education Development Council) is an Autonomous Body and a National Level Educational Organisation Since 2005 registered under Government of Kerala and Indian NGO under District Central, National Capital Territory (Govt. of N.C.T) New Delhi, Government of India certified and registered under Department of Labour, Delhi Recognized by Ministry of MSME, Government of India, New Delhi. Registered under NGO Partnership System, Planning Commission (Govt. of India). Regd. under TM Act-1999 Section 23(2) Rule 62(1) Class 41 by the Ministry of Commerce & Industry Department of Industrial Policy & Promotion Controller General Patents Designs and TM No. 1491711 dated 2006 under Govt. of India and also accredited as Facilitation Centre under NIELIT (formerly DOEACC) Dept. of Electronics & Information Technology (DeitY) Ministry of Communications & Information Technology, Government of India.

IAO's Full Accreditation Awarded to STED COUNCIL
The first ever certification body to earn a Prime Accreditation from IAO.
IAO is an international quality assurance agency, working to improve quality assurance standards of organizations all over the world. IAO's **Full Accreditation** is a proof that STED COUNCIL offers education & certification to its students that is on par with global education standards and that the organization is fully committed towards continuous improvement of its educational standards.

Our organization is appropriately registered and approved from the relevant State and Central Govt. bodies under membership of QCI-Quality Council of India an autonomous body setup by Govt of India and according to standard ISO 9001:2015 by QCert. international certification body Czech Republic Europe and accredited by AIAO-BAR USA which provide acceptance of worldwide and has been awarded an international graded quality assurance certification by the very well renowned international body DAC-Dubai Accreditation Centre (recognized in Middle East) & under Accredited unit JAS-ANZ (Govt. appointed joint accreditation system of Australia & New Zealand) & Universal Registrars, Euro American JAS.

STED COUNCIL has emerged to be one of the Indias No.1 Leading & Largest Certification Body with its Registered Office at Pole No. 43, Najafgarh, New Delhi 110045 and Central Administrative Office located in the South Western tip of India, Thiruvananthapuram, is the capital city of the Indian State of Kerala, Today we have got very extensive and wide network and a leading Global Talent Development Organization with more than 500+ Authorised Training Centres spread all over 14 districts in Kerala and around in 20+ States and other parts of India & abroad, which is certified & licensed under the Act of Central Govt of India.

STED COUNCIL has had the unique good fortune as it have a succession of eminent directors to direct its destiny along with an extraordinary advisory board and educational experts in India, who are guiding STED COUNCIL and its students to the world of success.

STED COUNCIL is an esteemed organisation stood for a spectacular development for providing Computer, Technical, Management & Professional and all kind of 400+ job oriented courses with standardized syllabus designed and approved by STED COUNCIL authority for providing quality education and training all over the country at all social level which mobilize people to participate actively in the development programme of the Government. Legality, validity, utility of the course is strict conformity with the constitution of India and law of the land under Central Government act article 19(1)G, 29 & 30.

The courses run on the approved standard pattern of syllabus which maintains high academic standard and carries out numerous functional activities through its various local centres. We organizes scientifically planned training programmes in a very affordable cost.

Dear Student

Firstly we congratulate you for your wise decision to choose STED COUNCIL study centre for your future education.

We hope you will make full use of all the facilities and skills offered by STED COUNCIL study centre for advance your career.

In order to become really effective and to reap full benefits of the training, certain rules are to be followed by every student.

You are requested to read the rules thoroughly that should follow and strictly maintain these to upkeep your dignity and decorum of the institution.

HOW TO APPLY

This Information Bulletin & Application Form can be obtained from your study centre by cash payment of Rs.100/- (Rupees Hundred only) or from STED COUNCIL Central Admn. Office, Thiruvananthapuram.

Students has to submit application form (Attached in last page of this bulletin) duly fill up in capital letters by the applicant itself with a 2 recent passport size photos and also attach copy of relevant qualified certificates that should be attested by gazetted officer along with STED COUNCIL registration and certificate fees (as mentioned in this bulletin on basis of your course duration) are send to the STED COUNCIL Central Administrative Office through your study centre before the last date mentioned.

FEE STRUCTURE

Short term courses	Rs. 300 + Service Tax
6 months courses	Rs. 750 + Service Tax
12 months courses	Rs.1000 + Service Tax
and for above 1 yr courses	Rs.1000 per year

*Includes registration & certification fees

Above mentioned fees must be paid as DD drawn in favor of STED COUNCIL, Payable at Thiruvananthapuram.

Balance tuition fees should be payable in equal installments before first week of each month at STED COUNCIL authorised training centres.

Tuition fees concession allowed by STED COUNCIL training centres, only for SC/ST and physically handicapped students.

ATTENDANCE

Students will not be permitted to absent themselves without leave letter from parents or guardian. 80% attendance of the total number of actual working days will be regarded as satisfactory.

The respective ATC should certify the 80% attendance, those who have less than 80% of attendance will not be eligible for appearing the semester/final examination.

EXAMINATION

Internal, model, viva, semester and final examination will be conducted for each batch and controlled by the Central Board of Examinations, STED COUNCIL.

Date and time schedule of the examination for each batch can be obtained at the time of registration for the examination. The result will be published within 30 days from the examination. After publishing results the certificates are issued with in a short period of time from STED COUNCIL, Central Administrative Office, Thiruvananthapuram, Kerala.

Only three chances will be allowed to the student to sit for the final examination. For each attempt they have to pay additional exam fee.

RESULT AND ISSUE OF CERTIFICATE, MARK LISTS

All enquiries regarding examination, publication of result, issue of certificate & mark list, candidate will have to contact the STED COUNCIL Central Administrative/Regional Office, Thiruvananthapuram, Kerala.

Final certificate & mark sheets will be issued by STED COUNCIL only after it verifies and duly certified by the centre that the students has passed all the relevant examinations, has met the minimum requirements related to internal tests/evaluations & to attendance and has paid all dues. Students should claim their certificates/mark sheets within 30 days from completion.

CERTIFICATION

Those students who pass out the final examination with 40% marks will be eligible to get ISO 9001:2015 certified course completion merit certificates with mark list which are internationally designed with high security press by using imported papers and having lots of security features like unique identification number to check the authentication, dynamic QR bar code, guilloche pattern/void pantograph and a special kind of hologram with punched stamp golden foil to avoid duplication and tampering..

The merit certificates issued by STED COUNCIL are accredited and recognized by globally renowned consultants, institutions and quality management, international accreditation organisations making our certificate valid across the world and creating immense opportunities for each and every passing out student in the world job market. Our course/merit certificate is registered under C.R Act 1957, MHRD, Department of Higher Education, Government of India and under TM Registry, Chennai. Employment Exchange registration all over india on behalf of STED COUNCIL certificate.

Certificate holder can apply for public/private sector job in India & abroad. For already qualified/employed person, this certification boosts their chances for better private/ govt. jobs and skill based jobs. Our certificates have got high credibility among employers in India and abroad, especially in Middle East and other parts of the world. All certificates issued by STED COUNCIL can be attested by Ministry of External Affairs-Government of India and by the embassies of almost all countries.

REAL-TIME ONLINE AUTHENTICITY VERIFICATION

Any government, private or public sector organization hiring candidates based on certificate issued by STED COUNCIL can verify details online after updation in real time from our official website **"www.stedcouncil.com"** by typing registration/serial number of the certificate in the box provided for online verification. If it is a genuine certificate awarded by STED COUNCIL, all the information about the certificate will appear on screen within seconds.

RULES AND REGULATIONS FOR STUDENTS

- Each and every students should check and satisfy necessary information about STED COUNCIL courses & certificate validity before entering into admmision.

- Under any circumstances, once fee paid to STED COUNCIL by DD, MO, cheque (or) cash will not be refunded and adjusted.

- The Institute/STED COUNCIL offer self job oriented / self employment courses only and not give any guarantee for further educational use or any job. Advised to success candidate that try to best self job.

- Students must be neat & discipline.

- If any document found bogus the admission and result should be cancelled automatically without any notice.

- Students must obey all instructions given by the study centre whether oral or written.

- Mobile phones are strictly not allowed inside STED COUNCIL training centre permise.

- Note Books/assignments and log books should be submitted in time and get corrected.

- Course materials, ID cards will be provided by the study centre. (*conditions apply)

- Students must be paid their tution fees on or before the due date of every month and obtain fee receipts from the study centre.

- Regular and punctual attendance is compulsory. Absentees must submit the leave letter to the concerned.

- Installment procedures are allowed only for tution/training fees.

- Students must collect their receipts for DD/Cash/Cheque (Registration & Certification fees) issued by STED COUNCIL from the study centre for future reference.

- NO DUES CERTIFICATE should be obtained before final examination.

- Students can collect his/her respective certificate from centre director, after the period of 30 days from the date of examination completion.

- While missing or loosing the original certificate, the student has to pay Rs.250/- for duplicate certificate, Rs.100/- for duplicate marklist to the STED COUNCIL along with a declaration prepared by the study centre director.

- Downgrading of course is strictly not permitted.

- Upgrading of course is allowed. For example, a student pursuing 3 months course can upgrade to 6 months/1year course, so on.

- Any change of the rules & regulation by the exam body will be applicable to all students.

- Students who registered under STED COUNCIL can make their suggestions, opinions or complaints against the centre through the Central Administrative Office without any hesitation.

- If any student/member /teachers/employees of a center/institute have any dispute with the STED COUNCIL or training centre it will be resolved through the committee appointed by STED COUNCIL authority under India Arbitration Act 1940.

- The decision of the arbitrator shall be final and binding on all parties, direct court will not be permissible.

SCIENTIFIC AND TECHNICAL
EDUCATION DEVELOPMENT COUNCIL

सैन्टिफिक आन्ट टेकनिक्कल
एजुकेशन डेवलपमेन्ट कौणसिल

A Government of India Registered an Autonomous Organization, New Delhi

No.

ATC COPY

Permanent Register No.

Date

Course Name

SAME AS CERTIFICATE

Duration

Paste one Photo here

APPLICATION FOR ADMISSION
(FILL IN BLOCK LETTERS)

Student Name   SAME AS CERTIFICATE

Date of Birth   Age   Sex

Address

Pin code

Telephone No.   Email

Mobile Nos

Father/Guardian's Name

Relation with the student   Mob No.

Occupation/Profession of Parent/Guardian

Whether SC/ST/widow/physically handicapped
(if YES attach proof for fees relaxation)

Eligibility
    (a) Academic qualification

    (b) Technical & Professional

DECLARATION

I .... (student name) hereby solemnly declare that the above information provided by me are true to the best of my knowledge and belief. I shall obey the rules and regulation of STED COUNCIL study centre. Now in force and as amended or altered from time to time. I accept all decision of the STED COUNCIL authorities in all matters of training conducted discipline are no right of question them in any court of law.

Signature of the applicant..

ATC USE ONLY

Remarks   ....

....

....

....

A Government of India Registered an Autonomous Organization, New Delhi

No.

Permanent Register No.

(for office use only)

Study Centre

Location

District

Course Name

SAME AS CERTIFICATE

Duration

APPLICATION FOR REGISTRATION
(FILL IN BLOCK LETTERS)

Paste one Photo here

Student Name

SAME AS CERTIFICATE

Date of Birth

Age

Sex

Address

Pin code

Telephone No.

Email

Mobile Nos

Father/Guardian's Name

Relation with the student		Mob No.	

Occupation/profession of parent/guardian

Academic qualification

DECLARATION

I .... (student name) hereby solemnly declare that the above information provided by me are true to the best of my knowledge and belief. I shall obey the rules and regulation of STED COUNCIL study centre. Now in force and as amended or altered from time to time. I accept all decision of the STED COUNCIL authorities in all matters of training conducted discipline are no right of question them in any court of law.

Date

Signature of the applicant

This form must be accompanied by a DD/Cash/Cheque of Rs .... as (Registration & Certification Fee) drawn in favour of **STED COUNCIL, Payable at Thiruvananthapuram.**

DD No......................... Date......................... Bank...

Centre Seal

Counselor's Signature
(Application verified by Centre)

Registration & Certification fees

Short term courses	Rs. 300 + Service Tax
6 months courses	Rs. 750 + Service Tax
12 months courses	Rs.1000 + Service Tax
and for above 1 yr courses	Rs.1000 per year

HEAD OFFICE USE ONLY

Remarks ....

....

11/2016 (0001-5000)   *Xerox copy of this application is not accepted*

All of us do not have equal **TALENT**.

But all of us have an equal opportunity
to develop our **TALENTS**...

Dr. A.P.J Abdul Kalam
Avul Pakir Jainulabdeen Abdul Kalam

INNOVATION

SUCCESS

CREATIVITY

STED COUNCIL®

सैन्टिफिक आन्ट टेकनिक्कल एजुकेशन डेवलपमेन्ट कौणसिल

stedcouncil@gmail.com
www.stedcouncil.com
facebook.com/stedcouncil

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112016   № 0001-5000

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Central Administrative Office
SB Tower, Sreemoolam Road,
Mele Thampanoor, Thiruvananthapuram, Kerala 695001.