



# Lalit Kala Kendra

Group of Fine Art & Craft

Guwahati, Assam

Registered Under Assam Govt.

## For Office Use Only

The Institution of Fine Art .....

Address.....

Name of the Head- .....

has been recognised temporarily for 3 (three) years.

Recognition Number- ..... Year: .....

Filled by-.....

Date- .....

Office Seal-

Signature of the Controller

Lalit Kala Kendra

## Application for the Recognition of Examination Centre

To

The Director of  
Lalit Kala Kendra, Guwahati, Assam.

Sir,

With due respect, I would like to inform you that the art institution stated below is going to run from the year of ..... / has been running well since ....., where I am working as the Head of the institution currently.

Now sir,

1. I want your recognition for the institution.
2. I want to run your course of Fine Art in my institution.
3. I want to hold the examinations under the group Lalit Kala Kendra.
4. I want to have the Marksheet, Certificate, Diploma or other documents for the successful candidates from Lalit Kala Kendra.

Yours faithfully

Date

Signature of the Applicant

## Details of the Art Institution to be Recognised

1. Name of the Institution: .....

.....

2. Full Address: .....

P.O.-....., P.S.- .....

Dist.- ....., State- .....

Pin:..... Phone- .....

3. No. of Students-..... 4. No. of Faculty .....

5. Whether there is any society/organisation/ trust to manage the institution:-

If 'YES', Name of the Group-.....

*(Please, enclose a copy of memorandum and a copy of the resolution that the institution wants the recognition under Lalit Kala Kendra, Guwahati, Assam)*

6. Purpose of opening the institution- .....

.....

.....

Date-

Signature of the Head of the Institution

## Details of the Head of the Art Institution

1. Name of the Head- .....
2. Correspondence Address- .....  
 P.O.- ..... P.S.- .....  
 Dist.- ..... ..State- .....  
 Pin- ..... Phone- .....
3. Qualification- .....
4. Date of Birth- ..... 5. Age (on the date of application).....
6. Sex- .....

*I hereby declare that all of the above information furnished are correct to the best of my knowledge. I am aware that in case I have given any wrong information, the recognition of the stated institution may be cancelled at any time and I Sri/ Smt..... shall be solely at fault for any problem to be created afterward.*

Date-

Office Seal of the institution

Seal &amp; Signature of the Head

### To be filled by the Introducer

(The Introducer must be a Member of the group, Lalit Kala Kendra)

Name of Introducer.....

Membership Registration Number-.....

Date-.....

Place- .....

Signature of Introducer

### Rules and Regulations

1. We issue recognition to the institution of Fine Art everywhere in the North-East.
2. The Head of the Fine Art Institution must be a B.F.A. in minimum qualification.
3. The institution must have one faculty for every 25 students.
4. Exam Centre has to apply for the recognition at a fee of ₹ 1000/- for registration.
5. The recognition must be renewed after every three years.
6. The examination fee as per cited in the fee notice must be given at the time of submission of the form.
7. A certain percentage of the total amount will be returned to the Examination Centre on account of the cost related to the examination. The centre may collect a little more amount from the students if necessary.
8. The amount received once will not be refunded or carried over to subsequent Exam Centre.

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