

# BARAK VALLEY INSTITUTE OF TECHNOLOGY



An Institute of Computer Education  
An ISO 9001 : 2008 Certified Organization

## Franchise Require Form

Franchise Code					(for office use only)	<i>Photo</i>
<b>PERSONAL DETAILS</b>						
Prop. Name						
Father's Name						
Date of Birth		Sex		Religion		
Residential Address						
Land Mark						
P.O		P.S		Dist		
State				Pin		
Contact No	Land Line			Mobile		
E-mail						
<b>NOMINEE DETAILS</b>						
Name						
Relation						
Date of Birth		Sex		Religion		
Address						
<b>INSTITUTE DETAILS</b>						
Institute Name						
Affiliated Under						
Address / Location						
Land Mark						
P.O		P.S		Dist		
State				Pin		
Contact No	Land Line			Mobile		
E-mail						
<b>Room &amp; Other Details</b>						
Total Area of Room (In Sq. Ft)		No of Room		Number of Computer's		
Number of Faculties			Male	Female		
<b>Declaration</b>						
<p>I Mr. / Mrs. .... hereby declare that the particular given above are correct and complete. I acknowledge that I have read, understood and agreed to the Terms and Conditions.</p>						

*Date of Application:-*.....

*Signature of Applicant*

*Signature of Issuing Authority*

Continued

### **HOW TO TAKE MEMBERSHIP :-**

1. Any Company/ Firm/Association can apply to become a Franchisee [Preference will be given to academic experienced person/ existing Educational establishment].
2. Apply Online with complete details of self, premises, available hardware, plan for business development etc.
3. Receipt of the application and data sheet have to submit at the controlling office of BVIT would be followed by personal interview with the Director of BVIT and a visit by a team of BVIT professional at the prospective centre, if needed.

### **CRITERIA FOR BVIT STUDY CENTRE :-**

1. Should be in Computer related and other Educational Business.
2. Should be willing to invest required amount of money in setting up a centre with proper infrastructure.
3. Should have commitment for providing quality training to students.
4. Should be willing to be a part of the BVIT team in accepting the terms and condition and procedures as laid down by BVIT.

### **EXPECTATION FROM THE AFFILIATED STUDY CENTRE :-**

The study centre should be able to have a centre at a prime location of the Vill. / Town. The centre would have separate class rooms, Computer Lab and Reception / office room. The centre would have proper ventilation and proper lighting, and should have generally clean surroundings.

#### **By way of Equipment and Facilities.....**

Depending on the potential of the area and under consultation with BVIT, the study centre should have or should be in a position to acquire the number of computers, printers, equipment, tools and consumable and the proper software that would be required to effectively convey the course to the students. The study centre should have a well equipped library, housing books as prescribed by the BVIT co-ordinating office. Further the study centre shall subscribe to periodicals as suggested and students should have easy access to both books and periodicals.

#### **In Operations.....**

Each study centre would be provided with a detailed operational manual which provide guidelines to various aspects like.

1. Internal systems and procedures.
2. External Interface.
3. Co-ordinations.
4. Purchase of classes and practical.
5. Examination procedure.

The study centre should follow the steps outlined in the manual would be the key essence to the agreement with the study centre's.

#### **In Function.....**

1. All BVIT study centre should have to abide, the agreement and terms of conditions procedure laid down by BVIT Head Office.
2. The BVIT study centre shall have to conduct courses as per the rules and syllabus laid down by BVIT.
3. The BVIT study centre shall deposit an advance Non Refundable Affiliation Fee as follows :-
  - a) The affiliation fee costs Rs. 10,000/-.
  - b) All Franchisees have to pay 12.5% as per the BVIT guideline of Total Course Fees.
  - c) Franchisee have to pay Rs. 100/- as Student Registration fee.
  - d) Renewal of the BVIT Franchisees shall be done every year on payment of Rs. 1000/- only.
  - e) This amount shall be deposited at the time of signing the Affiliation agreement.

### **MANPOWER REQUIREMENT :-**

1. Administrator/Manager :- Knowledge of Computer Software Training, Experience, having Good, management Skills.
2. Faculty :- Thorough knowledge of subject, disciplined, Student's problem solving capacity.
3. Office Attendant :- Disciplined & Experience.

Signature of Application