



KNOWLEDGE GURU COMPUTER INSTITUTE

HEAD OFFICE : MAIN THANA CHAURAHA ,MAUDAHA (HAMIRPUR)- 210507

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Franchise Proposal

Authorised Study Centre under KGCI Banner, the centre must have fulfill the below requirements.....

1. Pay sum of rupees 15000/- (Fifteen Thousand only) for District City. And pay 10000/- (Ten thousand only) for Tehsil /block/Village as a processing fee through NEFT (National Electronic Fund Transfer) on the name of **KNOWLEDGE GURU EDUCATIONAL ORGANIZATION** or Bank Draft in favor of **KNOWLEDGE GURU EDUCATIONAL ORGANIZATION** Payable at Delhi. The affiliation fee is none - refundable.
- 2.Theory Class Room, Lab Class Room with a minimum of 6(six) computers and Separate office for counseling with Internet Connection.
3. Centre director has to submit two faculty educational document
4. Centre director has to submit a photo copy of PAN Card or Driving License or Voter ID
5. Two latest colour photographs of yourself.
6. Goods provided by KGCI against Franchisee Fee:-

Particulars	Pieces
Flex Board 6/3 (without frame)	1 Pc
Operation manual Book	1 Pc
Admission Receipt Book	5 Pcs
Brochures	100 Pcs
Admission Form	100 Pcs
Letter pad	1 Pcs
Pen	10 Pc
Cover File	10 Pcs
Bag	1 Pc
Course File	1 Pcs
Centre Registration & Authorization Name on Website	
Online Student Registration	
ASC Login ID & Password on website.	
Authorization Certificate.	

AGREEMENT / TERMS AND CONDITIONS WITH AUTHORISATION FOR KGCI

1. Renewal of authorization for the next year will be made FREE on the account of admission of at least 50(fifty)students (KGCI courses) in a year otherwise. **renewal of authorization fee worth Rs. 1500/- (Two Thousand Five Hundred only) will be chargeable.**
2. Registration form of each and every student must reach Head office/Regional office within maximum 15 days of admission of the student.
3. Centre director has to pay a royalty of course fee share (see the attachment link KGCI fee Structure) to the head office.
4. Submit of admission form without H.O's share not to be considered under any circumstances and any kinds of Issue duplicate copy of any kinds of kits provided by our organization without the consent of Head office is strictly prohibited.
5. The organization reserves its right to make any additions or alteration in its terms and conditions/ renewal fee/Royalty fee without any prior notice.
6. Any types of fee will not be refundable in any circumstances.
7. No liabilities regarding the staff salaries, taxes, computers, computer's software & your official problems will be borne by H.O. office KGCI Maudaha and sending material expenses like a kits sending expenses.

ELIGIBILITY CRITERIA FOR KGCI STUDY CENTRE.

Should be willing to invest required amount of money in setting up a centre with proper infrastructure and main power.

Should have commitment for providing quality training to students.

Should be willing to be a part of the KGCI team in accepting the terms and conditions and procedures as laid down by KGCI.

INFRASTRUCTURE REQUIREMENT

KGCI SPECIFICATION KGCI URBAN & KGCI RURAL

Sl	Particulars	Metro City	Non Metro City	Tehsil/Village/Block
1	Area (Sq. Ft.)	500	300	250
2	No. of class	3	2	1
3	Sitting capacity as per	25	20	15
4	Lab room	2	1	1
5	No. of systems	15	8	5

HARDWARE REQUIREMENTS

Necessary Hardware compatibility for Internet

Printer (Dot Matrix / Inkjet)

UPS (500 VA) / Generator

MANPOWER REQUIREMENT

Administrator / Manager Knowledge of Computer Software Training, Experience, having Good Management Skills.

Faculty Thought knowledge of subject, disciplined, Student's problem solving capacity.

Counselor / Receptionist Pleasant personality with good communication skills, knowledge of computer

courses, disciplined.

Marketing Executive

Experienced Hardworking, knowledge of computer courses, good communication skills.

Office Boys

Disciplined & Experience.

EXPECTATION FROM THE AFFILIATED STUDY CENTRE

The study centre should be able to have a centre at a prime location of the city/town. The centre would have separate class rooms, Computer Lab and Reception / office room. The centre would have proper ventilation and proper lighting. The block and sub block level centres may not have the above infrastructure but should have generally clean surroundings.

The KGCI study centre shall abide by the agreement and conditions followed by all KGCI centre. The KGCI study centre shall have to conduct courses as per the rules and syllabi laid down by KGCI. The KGCI study centre shall deposit an advance non refundable affiliation fee as follows.

This amount shall be deposited at the time of signing the affiliation agreement.

NOTE:

Renewal of the KGCI center shall be done every year before 31st march, on payment of Rs. 1500/-only. Application for Affiliation form cost Rs. 150/- (one hundred fifty only)

