



UNIVERSAL COMPUTER INSTITUTE OF IT & MANAGEMENT COLLEGE



Universal Computer Institute Of IT & Management College THE CAMPUS OF PROFESSIONAL STUDY

(A Division of Universal Education & Welfare Society) - An ISO 9001:2008 Certified Institute
(Reg. By Govt. of U.P. & NIELIT (DOEACC SOCIETY) New Delhi)

Corporate/Admin Office: Welleseyanj, Ghas Ki Gali, Mirzapur, Uttar Pradesh-231001 (India)

Contact No: 09918348993, 08858339982 **Ph:-** 05442-253024

Web site: www.uciitmcmzp.com **Email:** uciitmcmzp@gmail.com, uciitmcmzp@yahoo.com

UCIITMC Franchisee Proposal: -

Franchisee Terms

- 1-Minimum 300-sq. ft area required.
- 2-Minimum 4-6 computers required.
- 3-Franchisee Fees: NILL.
- 4-Extra & Hidden Charges: NIL.
- 5-Get minimum 50,000/- to 1 Lac per month
- 6-You may start with any number of Courses.
- 7-We Provide Study Material (Students KIT)
- 8-We provide 3-6-12 /18 month course trainig like CCC (Operator/Office Assistant Training),Tally, DTP,DCA, ADCA,Internet,Web Designing course
- 9- We provide DOEACC COURSES like 'CCC', 'O' LEVEL & 'A' LEVEL

Eligibility

1. You should have minimum 300-sq. ft. Space.
2. You should have minimum 4 to 6 computers.
3. You should have any knowledge and experience in this field.
4. You should have well profile and having capacity for social work.
5. You should have good accommodation and reachable location.

STEPS OF FRANCHISE PROCEDURE

1. Franchisee sends request mail for study center to UCIITMC.
2. UCIITMC provide doc information sheet to Franchisee.
3. Study center delivers Franchisee Application form to UCIITMC with all Documents along with DD.
4. As UCIITMC receive Documents, our verification agency completes verification process with in 3-5 Days.
5. After completion of verification process UCIITMC will send application status mail.
6. UCIITMC ends agreement copy and T & C documents to Franchisee.
7. UCIITMC sends Flex,Pamphlet,Forms and Course-Brochure
8. UCIITMC sends Sample kit, Course Material, Student's Bag, Pen etc.

DETAIL OF FRANCHISE PROCEDURE

Step I – Submission of the Application Form

1. Any Person/Institute/Society/Trust/Organization can open Study Center without any franchise Charges.
2. Apply franchisee Application form with complete details of Applicant, premises, available hardware, plans for business development.

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Step II - Processing & approval

3. Please send franchisee form along with all required documents with DD as an **Processing & Charges Rs. 3,300 (Three Thousand Three Hundred only) by DD in favor of (Universal Computer Institute of IT & Management College)** PAYABLE at **Mirzapur** or You can Transfer/Deposited the amount in this Account:(Account No:-50200005899812 A/C Name:-**“Universal Computer Institute of IT & Management College”** IFSC CODE: - **HDFC0001912** Bank Name: - **HDFC BANK**) and send across to UCIITMC. The said processing and approval charges are non refundable after the date of approval. In case the proposed site is not found suitable then amount of DD will be refund.

4. ENTIRE PROCESS OF FRANCHISEE COMPLETE WITH IN 7 TO 10 DAYS.

Step III- Agreement

5. Once your franchisee application is approved, UCIITMC will send you agreement document it is valid for next 3 (TWO) years. In case if any required document is pending and we not receive it within a week of approval, your franchisee application will be rejected and processing and approval charges are non refundable after the date of approval. After signing the legal agreement, the new franchisee center would send the master faculty/counselor/centre manager to our HO/RO for training if required.

Step IV- Marketing Support

6. For the development and advertisement of your centre, UCIITMC Head Office will provide you guidance. For the initial advertisement of your center design of main flex, pamphlets & Poster will be provided FREE of cost to study center. UCIITMC do not force you for centralized expensive add, instead UCIITMC ask you to focus more on local newspaper advertisement as students from local 4-10 km area will join your centre.

After starting the Center

1. After signing the legal agreement and completion of documentation process. The entire Technical and Marketing support required for establishing the training centre will be provided by UCIITMC Education Center NGO which will include set of the following as per rules but cost of local advertisement and marketing is borne by franchisee.

UCIITMC will provide below given advertising materials Design:

- a. Flex
- b. Brochure
- c. Pamphlet & Poster

Below given material with applicable Charges:

- d. Admission Form as per requirement
- e. Student Cards & Course Material
- f. Student Bag
- g. Sales Promotional Material Formats for Newspapers, Matter for Cable advertisements
- h. Set of student exercises for most of the courses.
- i. Job opportunities to Diploma holder in different parts of India with the help of Internet & corporate sector & Placement agency.
- j. Global Advertising and Marketing on our website.

UCIITMC OFFER FOUR CATEGORIES OF COURSES (GIVEN BELOW)

I. Free Computer Education Courses.

II. Payable Computer Education Courses.(Given Below)

III. Rural Area Computer Courses

IV. Professional Certificate & Diploma Courses.

V. Technical Certificate & Diploma Courses

VI. Self define courses design by Study Center

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An ISO 9001:2008 Certified Institute

Associate Branch Application Form

1. Application Form For: - _____

2. Name of the Applicant:- _____

3. a) Whether you are currently running the Institute Yes No

b) If yes, then name of the Institute _____

4. Address: - _____

Tahasil:- _____ District:- _____ State:- _____ Country:- _____

Pin Code:- _____ Email-ID:- _____ Website:- _____

Area: - Urban Semi Urban Rural Backward

4. Status of Institute: - Society Trust Partnership Proprietorship

5. Date of Incorporation/ Commencement Institute: - _____

6. Whether your Institute is Currently Associated /Franchisee/Partner of any Organization (If yes, Please Specify the Name of brand:- _____

7. Advertisement Expenses budget for one year:- _____

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8. Business Turnover of the previous Financial Year (IN INR):- _____

9. Courses Currently being Conducted at your Institute: Attach List of Such Courses

Details of the Head of Institute

S.N.	Name	Designation	Qualification	Experience
01.				
02.				
03.				

Details of the Faculty Staff

S.N.	Name	Designation	Qualification	Specialization	Experience
01.					
02.					
03.					
04.					
05.					

Infrastructure available

S.N.	Particulars	Size (In sq. ft.)	Carpet Area (In sq. ft.)	Number
01.	Reception Room			
02.	Theory Class Room			
03.	Computer Lab			
04.	Library			
05.	Visiting Zone/Open Space			
Total Area in Sq.Ft.:-				

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Details of Furniture & Fixtures available

S.N.	Particulars	Quantity(NOS)
01.	Computer Tables	
02.	Computer Chairs	
03.	Class room Chairs	
04.	White Board/Black Board	
05.	Projector	
06.	Other (Specify)	

Books Available in Library

S.N.	Name of Books	Author's Name	Syllabus Covered	Number of Copies
01.				
02.				
03.				
04.				
05.				
06.				
08.				
09.				
10.				

Computers & Peripherals

S.N.	Computer Type	Configuration of Type	Quantity
01.			
02.			
03.			
04.			
05.			
06.			
08.			
09.			

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10.			
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Printer: - Dot Matrix Printer Laser Printer All in One

Internet Connectivity: - BroadBand Wi-Fi Other

Software Available

S.N.	Name of Software	Versions
01.		
02.		
03.		
04.		
05.		

Personal Fact Sheet of the Centre Incharge

01. Name:- _____

02. Father's Name:- _____

03. Date of Birth:- _____

04. Residential Address:- _____

City:- _____ District:- _____ State:- _____ Country:- _____

Land Line No. (With STD Code):- _____ Mobile No:- _____

05. Nationality:- _____ Material Status:- Married Unmarried

07. Academic Qualification:- _____

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S.N.	Standard	Stream	Board/University	Year of Passing	Percentage
01.	High School				
02.	Intermediate				
03.	Graduation				
04.	Post Graduation				
05.	Other Specify				