

APPLICATION FORM

Form No. _____

(Authorised Signatory)
Incharge, Education & Training
Updesco

आवश्यक सूचना

आवेदनकर्ता यूपीडेस्को से यह फार्म प्राप्त करने के उपरान्त यह सुनिश्चित कर लें कि इस फार्म पर ऊपर फार्म नम्बर तथा यूपीडेस्को के प्रतिनिधि के मूल हस्ताक्षर अवश्य अंकित हों। आवेदनकर्ता को यही फार्म मूल रूप से जमा करना होगा तथा इसकी फोटो कापी इत्यादि स्वीकार नहीं होगी।

DETAILS OF RS. 5000/-
DEPOSIT

(A) Cash Receipt/Draft/
Cheque No.

.....

(B) Dated



Updesco

EDUCATION AND TRAININD DIVISION

This document consists of 15 printed pages and one cover page

Document Price:Rs. 5000/- (Non-refundable)

Last date for submission of application is 13th August, 2010 till 5 pm

The complete set of application in original dully filled, signed and stamped on each page (total 15 printed pages + 1 cover page) shall be submitted (addressed to) INCHARGE, Education & Training Division, Uttar Pradesh Development Systems Corporation Ltd., UPTRON Building, 2nd Floor, Near Gomti Barrage, Gomti Nagar, Lucknow 226010 in sealed envelop clearly marked 'Application for Franchisee'.

UTTAR PRADESH DEVELOPMENT SYSTEMS CORPORATION LIMITED

(A. U.P. Government undertaking)

UPTRON BUILDING, 2nd Floor, Near Gomti Barrage, Gomti Nagar,
Lucknow 226010 Phone: 0522-2304710, Mob. 9335075953

TERM & CONDITION

1. The franchisee Centres will be known as Updesco-Authorised Education Centres (UPDESCO-AEC) and shall be given license for running career courses, corporate training and Government sponsored training on behalf of Updesco. However Updesco does not guarantee any training work allotment to its franchisees. Thus to become a franchisee of updesco has no link with training work. Updesco has the right to offer/reject training work to franchisee.
2. The Licensee will not use any other methodology or schedule for various courses without obtaining written consent of licensor.
3. Licensee or any of their employee are not authorized to issue any course related diploma or certificate to the students of UPDESCO-AEC.
4. Licensor may at any time and without assigning any reason , appoint or nominate one or more of its employees or agents or representatives to oversee control or supervise the licensee's compliance with such procedure and processes as prescribed by Licensor
5. All the courses conducted in the said UPDESCO-AEC shall carry standard fees and discount structure, if any, as stipulated, from time to time by UPDESCO and no deviation or variation therefrom shall be made or effected without the prior written approval. The course fee collection pattern., such as installment plan, if any as may be prescribed by UPDESCO shall be strictly adhered to and the FRANCHISEE shall not deviate from or change any such prescribed patterns.
6. The course fee payable by students in any course shall be collected by franchisee. The royalty part shall be sent to UPDESCO in form of bank draft in the name of U.P. Development Systems Corporation Limited payable at Lucknow along with fee details. , However as regard to corporate training, the draft/cheque of the client department should be payable in favour U. P. Development Systems Corporation Ltd., Lucknow
7. Any Course fee revision that may be decided by the UPDESCO from time to time shall be implemented by the FRANCHISEE. The franchisee shall not initiate any course fee concession or variation on its own, without the prior approval in writing from UPDESCO..
8. The royalty payable by the FRANCHISEE to UPDESCO will be 20% (Twenty Percent) of total fee collected from students pursuing in Career Courses, Corporate Training and other training etc. & Service Tax shall be payable extra as applicable from time to time. Currently the rate is 10.30%.
9. In case, applicant is approved for becoming the franchisee, he has to sign an agreement with UPDESCO for running the UPDESCO-AEC for at least 3 years by paying license fees annually.
10. The Corporation reserves the right to issue franchisee ship to any institute in any district or can empanel for future association or can reject any or all without assigning any reason.
- 11 The Franchisee shall be entitle to run the following Programs
 - a. Career Courses
 - b. Corporate Training
 - c. Government Sponsored Training
 - d. BCA, B Tech & MCA/M Tech Project Guidance & Training
 - e. Other Scheme as applicable
- 12 Training work is not a guarantee from UPDESCO, no claim for Computer Training under Kaushal Vriddhi Yojana of Samaj Kalyan is to be made by applicant agency at any time. The current process is only for empanelling the centres as franchisee in Updesco. By becoming a franchisee, the centre should not expect the training under Kaushal Vriddhi Yojna. The process is for making franchisee only.
- 13 The franchisee shall be deemed to be of a particular district for which he has been approved. He shall not act as a Business Associate/Business Partner/Master Franchisee etc. of the Corporation

14 Those applicants who are downloading the application form should enclose a draft of Rs. 5000/- otherwise the application form will be rejected. The draft should be in favour UP Development Systems Corporation Ltd., payable at Lucknow

15. **Categories of the Centres, License Fee & Security Deposit Detail**

(a) **Categories of the Centres in U.P. :** The categories of centres are-

- Cat.-A Kanpur, Lucknow, Agra, Varanasi, Allahabad, Bareilly, Gorakhpur, Meerut, Ghaziabad & Noida (Gautambuddh Nagar)
Cat.-B Moradabad, Aligarh, Jhansi, Saharanpur, Mathura, Rampur, Shahjahanpur, Mirzapur, Faizabad, Firozabad, Muzaffarnagar, & Farrukhabad
Cat.-C All District Headquarters except of category 'A' & 'B' given above
Cat.-D All Tehsils of the State

(b) **Category wise License Fee & Security Deposit in U.P. & other States:**

| Category | Annual License Fees | Security Deposit (Refundable) |
|----------|---------------------|-------------------------------|
| A | Rs. 40,000.00 | Rs. 40,000.00 |
| B | Rs 30,000.00 | Rs. 30,000.00 |
| C | Rs. 20,000.00 | Rs. 20,000.00 |
| D | Rs. 15,000.00 | Rs. 15,000.00 |

I/We agree to abide by the above terms & Conditions and the decision of management of the UPDESCO in respect of my/our application for consideration of centres

Signature of Application: _____

Name:

Designation:

Date:

Address: _____

Seal of Organisation

The complete set of application in original dully filled, signed and stamped on each page (total 15 printed pages + 1 cover page) shall be submitted (addressed to) INCHARGE, Education & Training Division, Uttar Pradesh Development Systems Corporation Ltd., UPTRON BUILDING, 2nd Floor, Near Gomti Barrage, Gomti Nagar, Lucknow 226010 in sealed envelop clearly marked ' Application for Franchisee'

OFFER for UPDESCO-AEC
(AUTHORISED EDUCATION CENTRE)

To,
The Managing Director,
U.P. Development Systems Corporation Ltd.,
UPTRON BUILDING, 2nd Floor, Near Gomti Barrage,
Gomti Nagar, Lucknow 226010

Sir,

We wish to be updesco franchisee for conducting education and training program under the franchisee network system of UPDESCO.

The application is enclosed herewith for kind consideration.

Thanking you,

Your's Faithfully,

Signature of the Applicant

Date: _____

Name: _____

Designation: _____

Address: _____

APPLICATION FORM

FOR UPDESCO - AEC

GUIDELINES FOR FILLING IN THIS FORM

1. Please TYPE or write in block letters.
2. In case the space provided is insufficient, please use extra sheets and mark each sheet.
3. If possible answer all questions. However, if any particular question is not applicable kindly indicate 'N.A.'
4. In case of questions with multiple options, please tick (3) the appropriate answer.
5. Please refer brochure for relevant information.
6. Please sign and stamp at the bottom of each page of the application

Kindly indicate Mr. / Mrs. / Miss. wherever a name is asked for.

=====

1. In which city do you plan to set up the UPDESCO – AEC in order of

2. *Category of centre for first opted diste/city (A/B/C/D) :*

3. (a) NAME OF THE FIRM FOR FIRST OPTION:

- (b) Details of the firm: (Nation/State/ level-Details of Centres in Country/ State) (may enclose separate sheet if necessary)

4 ADDRESS: _____

_____ PIN : _____

PHONE : _____ FAX : _____

MOBILE: _____

5. Name of the chief executive of the firm
(if applicable)
Address: _____
_____ Phone: _____
6. Whether individual / Pvt. Co. / Public Co. / HUF / Partnership (Details of partners/promoters/directors as per Annexure-B to be given if applicable)
7. Period of Existence of the firm (in no. of years)
(Business details to be given as per Annexure-C)
8. Sources of fund:
(details to be given as per annexure-A)
9. Prior experience in computer education field, if any.
if yes, give details of business performance for last three years.
10. If you are engaged in activities other than computer education, give details of business performance
11. Why have you decided to go in for Education Business?
12. Site to be used for this venture :
Address: _____

- 12b. Whether site already selected, If yes,
◆ Ownership - title pledge, Hypothecated, Lien
◆ Rent etc. - Period of Lease,
◆ Lease Deed (Copy) to be attached
- 12c. Whether well connected by normal means of transport (Y/N)
- 12d. Whether situated in commercial Area. (Y/N)
- 12e. Area in Sq. Mts. / Sq. Ft.
- 12f. Details of the city in which site is located as per Annexure-D
13. If Public Company attach memorandum and article of association of the firm
14. Whether full time attention / involvement will be ensured by self.
15. whether income tax payee ?
(If yes, attach a copy of last return)

16. Details of infrastructure:

(To be filled in by those who are having requisite infrastructure for education and training.)

16a. Hardware availability (as per Annexure -E.)

16b Software availability (as per Annexure- F)

16c. Faculty availability (as per Annexure -G.)

16d. Infrastructure availability (as per Annexure -H)

I/We have read terms and conditions of the scheme as stipulated in the brochure for becoming UPDESCO-CCCET and agree to abide by the rules, procedures, criteria, norms of the scheme.

I/We agree to abide by the decision of the Management of the UPDESCO in respect of my/our application for the above scheme.

Signature of Applicant: _____

Name:

Designation:

Date:

Address: _____

Seal of Organisaion

ANNEXURE ' A '

Sources of Fund

1. Source of Funds (Own Funds to be at least 1/3 of total Funds)

Promoters :

Term Loan :

Total :

2. Details of Financial Assistance from Financial institutions :

Name of the financial institution

Amount to be borrowed

Rate of interest

Collateral

Type of Collateral

(Copy to be enclosed)

Details of Loan / Overdraft scheme

(Attach separate sheet if necessary)

Terms of Payment

ANNEXURE 'B'
Name, Occupation, Designation and Address of Promoters /
Partners/Directors.
(As Applicable)

| SL NO | Name | Occupation | Designation | Address |
|-------|------|------------|-------------|---------|
| | | | | |

ANNEXURE 'D'
DETAILS OF THE CITY

1. Area
2. Status
(Nagar Nigam , Nagar Palika Zila Parishad or other)
3. Total Population
 - a. Urban Population of the city
 - b. Rural population of the district in which the city is situated.
4. Literacy (%age)
5. Number of Educational Institutes
 - a. University (ies) if any.
 - b. Post Graduate College(s)
 - c. Degree College(s)
 - d. Inter College(s)
 - e. Professional institutions
6. Details of Govt. Departments / Offices
 - a. Central Govt.
 - b. State Govt. (Give Approx. Nos.)
7. Private Organisations
 - a. Offices
 - b. Industries
 - c. Business Houses
8. Potential of Computer Education in your opinion in next 5 years (Year wise)
 - (a) First Year
 - (b) Second Year
 - (c) Third year
 - (d) Fourth Year
 - (e) Fifth Year

What percentage you can share ?

9. In case the population of your city is more than 5 lacs, please define the territory
In which you would be operational.

A map of the city with clear demarcation should be attached.

ANNEXURE 'E'
HARDWARE AVAILABILITY IN THE INSTITUTE

Existing as on date of application

| SL. NO. | PC/MF | MAKE MODEL | CONFIGURATION | QNTY. | SUPPLIER | DATE OF PURCHASE |
|---------|-------|------------|---------------|-------|----------|------------------|
| | | | | | | |

Note: Kindly attach the proof of purchase.

Date:

Signature:

Place:

Designation:

Seal of Organisation

ANNEXURE 'F'
SOFTWARE AVAILABILITY

Existing as on date of application

| SL. NO | OS/COMPLIER /PACKAGE | VER. NO. | SUPPLIER | AUTHORITY | DATE OF PURCHASE |
|--------|----------------------|----------|----------|-----------|------------------|
| | | | | | |

Note: Kindly attach the proof of purchase.

Certified that all software is licensed. We are aware of the meaning of the term "Licensed".

Date:

Signature:

Place:

Designation:

Seal of Organisation

Annexure 'G'
Faculty Profile

Existing as on date of application

| Sl. No. | Name | Designation | Educational Qualification | Professional Qualification | Date of Joining | Computer Teaching Experience (yy/mm) | FT/PT |
|---------|------|-------------|---------------------------|----------------------------|-----------------|--------------------------------------|-------|
| | | | | | | | |

Date:

Signature:

Place:

Designation:

Seal of Organisation

*FT: Full Time Faculty

*PT: Part Time Faculty

ANNEXURE 'H'
Infrastructural Details

Existing as on date of application

| Sl. No. | Item | Availability/Specification |
|---------|------------------------------------------------------------|----------------------------|
| 1 | Computer Labs Details* Whether air conditioned (Y/N) | |
| 2 | Details of lecture rooms* Whether air conditioned (Y/N) | |
| 3 | OHP | |
| 4 | VGA to PAL converter | |
| 5 | 21"/29" color TV | |
| 6 | Black Board | |
| 7 | Reception Area* | |
| 8 | Centre Director's room/Manager's room | |
| 9 | Common room* | |
| 10 | Library* | |
| 11 | Ladies Toilet* | |
| 12 | Gents Toilet* | |
| 13 | Store* | |
| 14 | Pantry* | |
| 15 | Corridor* | |
| 16 | Total Area of the Centre* | |

Date:

Signature:

Place:

Designation:

Seal of Organisation

Annesire-I Infrastructure Required

| Sl. NO. | ITEMS | MIN. REQUIREMENTS (CENTRE CATEGORY WISE) | | | |
|---------|------------------------------|------------------------------------------|-------|-------|-------|
| | | A | B | C | D |
| I | <u>COMPUTER LAB</u> | 2 | 1 | 1 | 1 |
| A | NOS. | | | | |
| II | <u>COMPUTER LAB</u> | | | | |
| A | NO. OF SERVERS | 1 | 1 | 1 | 1 |
| B | NO. OF PC | 16 | 11 | 9 | 7 |
| C | PRINTERS:A:DMP B; DESK JET | 1+1 | 1 DMP | 1 DMP | 1 DMP |
| D | UPS@2 KVA) | 1 | 1 | 1 | 1 |
| III | <u>FACULTY (NO.)</u> | | | | |
| A | SR. FACULTY | 1 | 1 | 1 | 1 |
| B | JR. FACULTY | 2 | 1 | 1 | 1 |
| C | LAB ASSISTANT | 1 | 1 | 1 | 1 |
| IV | <u>ADMN. STAFF (NO.)</u> | | | | |
| A | CENTRE MANAGER | 1 | 1 | 1 | 1 |
| B | COUNSELLOR | 1 | 1 | 1 | 1 |
| C | RECEPTIONIST | 1 | 1 | 1 | 1 |
| D | PEON | 1 | 1 | 1 | 1 |
| V | <u>INFRASTRUTUE DETAILS</u> | | | | |
| A | LAB AREA | 400 | 350 | 270 | 200 |
| B | LECTURE ROOM AREA | 370 | 270 | 240 | 200 |
| C | RECEPTION | 170 | 170 | 150 | 120 |
| D | LIBRARY | 180 | 180 | 120 | 120 |
| E | STAFF ROOM | 100 | 100 | 80 | 80 |
| F | TOILET AREA | 40 | 40 | 40 | 40 |
| G | STORE AREA | 130 | 130 | 100 | 80 |
| H | OTHER AREA | 360 | 360 | 300 | 160 |
| I | TOTAL CARPET AREA | 1750 | 1600 | 1300 | 1000 |
| VI | <u>SERVICE AVAILABLE</u> | PLEASE GIVE DETAILS IN YES/NO | | | |
| A | TELEPHONE | YES/NO | | | |
| B | FAX | YES/NO | | | |
| C | INTERNET | YES/NO | | | |
| D | GENERATOR | YES/NO | | | |
| E | AC IN LAB (NOS) | YES/NO | | | |
| F | AC IN CLASS ROOM (NOS) | YES/NO | | | |
| G | PARDING SPACE | YES/NO | | | |
| VII | <u>ANY OTHER INFORMATION</u> | | | | |

updesco

**UTTAR PRADESH DEVELOPMENT
SYSTEMS CORPORATION LIMITED**

(U.P. Government undertaking)

UPTRON BUILDING, 2nd Floor,
Near Gomti Barrage, Gomti Nagar,
Lucknow 226010