



THE GEORGE TELEGRAPH TRAINING INSTITUTE



Transforming the skill landscape

N.S.D.C – under The Ministry of Skill Development
& Entrepreneurship, Govt. of India.

The Heritage Scheme

For SMART CENTRE



N.S.D.C – under The Ministry of Skill Development & Entrepreneurship, Govt. of India.

TRAINING PARTNER



THE GEORGE TELEGRAPH TRAINING INSTITUTE

Administrative Office

31A Shyama Prasad Mukherjee Road, Kolkata – 700025 • www.georgetelegraph.org

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Main Training Centre

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From the Principal's Desk

Dear Partner in Progress,

We, The George Telegraph Training Institute are committed to the vision of our Founder, "To provide means of income generation to the youth of India." This philosophy has nourished three generations of Indians and we are proud that many of our present students are grandsons/granddaughters of our first alumnae.

Over a span of more than nine decades this Institute has established itself as the premier source of vocational training in a spectrum of job oriented courses designed to enable our students either to enter into employment as qualified professionals or to establish their own business units.

Our dedication to quality teaching since **1920** has earned for us widespread goodwill that we nurture through careful monitoring of standards and regular up gradation of our courseware. This was also recognized by the National Skill Development Corporation (NSDC), a Government of India Project, making us their Training Partner and affiliating all the courses run by GTTI.

A perusal of the succeeding pages will prominently present to you the benefits of entering this field. If you feel that you would like to establish a viable business in the noble profession of transforming the lives of young men and women to make them valuable members of our society we shall be pleased to welcome you to The George Telegraph Training Institute (GTTI) family.

With best wishes,

Principal



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HERITAGE

The George Telegraph Training Institute, one of the pioneers of education in India, was established on 16th May, 1920 in response to the potential gravity of the unemployment problem. It is a registered trust and a ISO 9001:2015 certified Institute dedicated to human resource development to meet the requirement of the Indian industries. The George Telegraph Training Institute is a training partner of National Skill Development Corporation (NSDC) which is under the Ministry of Skill Development and Entrepreneurship, Government of India. All the courses of all centers of the Institute are affiliated to N.S.D.C. Certificates of all courses shall also carry the logo of N.S.D.C. This certificate would give the students of the Institute an edge over others for securing government jobs and also skill related jobs in the private sector. Within a brief period of establishment, George Telegraph was recognized as a centre of excellence by diverse bodies such as the British Army, the British Railway Board, Ministry of Communications - Government of India, Department of Labour - Government of India, Railway Board, New Delhi, Maritime Authorities and various Chambers of Commerce. Today, it offers a most comprehensive range of certificate and diploma courses in the fields of electronics engineering, electrical engineering, mechanical engineering, civil engineering, commercial practice, communicative studies, media studies and computer software through a network of more than 70 centres in Eastern India.

The George Telegraph Training Institute is at present imparting training to more than 25,000 students located in West Bengal, Orissa, Assam & Tripura. The Main Centre is at 136, B. B. Ganguly Street, Kolkata - 700012 (Sealdaha). The George Telegraph Training Institute is dedicated in providing to the underprivileged youth relevant training that enables them to become economically independent. Our mission is to ensure that participants in our training programmes emerge with the ability to secure employment or to become self-employed in their respective fields.

CURRICULUM

We provide work-oriented training through more than 80 courses divided into ten disciplines:

1. Electronics Engineering
2. Electrical Engineering
3. Mechanical Engineering
4. Civil Engineering
5. Commercial Practice
6. Communicative Studies
7. Computer Software
8. Beauty & Wellness
9. Paramedical Science
10. Hotel Studies



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TRAINING

Our training is conducted through standardized syllabi, which are revised annually to keep pace with the changing technology. To enable this, we are associated with leading manufacturing companies of India, whose experts are empanelled as members of our Board of Studies.

ASSOCIATIONS & ACCREDITATIONS

- The George Telegraph Training Institute is an ISO 9001:2015 certified Institute.
- Our CRISIL SME rating is 'SME2' which is high level of creditworthiness, adjudged in relation to other SMEs.
- The Institute is a training partner of National Skill Development Corporation (NSDC). NSDC is under the Ministry of Skill Development & Entrepreneurship, Govt. Of India.
- The Institute is affiliated to Netaji Subhas Open University (Recognised By U.G.C.)
- Training partner of various Sector Skill Councils such as Indian Iron and Steel Sector Skill Council (IIS SSC), Power Sector Skill Council (PSSC), Telecom Sector Skill Council (TSSC), Automobile Skill Development Council (ASDC), Indian Plumbing Skill Council (IPSC) etc.
- It is affiliated to Paschim Banga Society for Skill Development (PBSSD) under Technical Education and Training Department, Govt. Of West Bengal. PBSSD has approved 32 centres of the Institute as Training Provider for implementing various Government Skill Development programmes in West Bengal.
- The Automobile Engineering Department is closely associated with the automobile giant Mahindra , for the implementation of their M-STEPS programme to keep pace with the advancement of technology.
- Aliah University in association with George Telegraph offers students of minority communities job-oriented courses at nominal cost.
- Corporate tie-ups, for training with 100% placement assurance with Eureka Forbes, Godrej, Voltas, IFB, Carrier Midea India, TVS Motors and Maruti Suzuki.
- Running short term vocational courses at various centres duly sponsored by the respective Municipality under the State Urban Development Agency (SUDA) Scheme.
- As a CSR Project, Texmaco has associated with George Telegraph to conduct courses on Electrical Technician, Mobile & Telephone Repairing Technician, Civil Construction Technology, Welding & Fabrication Technology, Mechanical Draughtsmanship with CAD and Computer Hardware.
- ONGC conducts courses at the Agartala Centre, as their CSR Project.



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- George Telegraph in association with Sahaj imparts training at numerous rural locations through e-learning.
- George Telegraph has tied up with Bosch on a joint venture for imparting training programmes on Automobile Engineering at the Sealdah Centre.
- George Telegraph, in collaboration with Daikin India, has started a new course- ‘Daikin Air-Conditioning Engineering’ at its Sealdah Centre.
- George Telegraph also undertakes various courses under the Pradhan Mantri Kaushal Vikas Yojana (PMKVY) Scheme of Ministry of Skill Development & Entrepreneurship, Govt. of India.
- West Bengal Minority Development & Finance Corporation Ltd. Or WBMDFC regularly awards training programmes to our institute for the skill development of Minority students.
- National Urban Livelihoods Mission (NSDC NULM) projects are also undertaken in various states.
- George Telegraph has undertaken CSR projects, in collaboration with Eastern Coal Fields Ltd at Durgapur and Asansol centres, with National Thermal Power Corporation Ltd at Burdwan and Farakka and in collaboration with Rural Electrification Corporation Ltd at Sealdah, Kalyani, Barasat and Siliguri centres.
- The Institute conducts many courses at multiple locations in different states of Eastern India under various Government projects and schemes belonging to Central and State Governments.
- The George Telegraph Smart Centre (Serampore) is associated with Narasinha Dutt College , Howrah .

BOARD OF STUIDES (BOS)

The Institute is well connected with Industries and Corporate Houses related to our field of studies. The Board of Studies consists of leading product manufacturers who advice and help in designing and updating the courses. They also help in post course training and recruitment.

The function of the Board of Studies is to provide us with assistance in the following areas:

1. Advice on the formulation of syllabus.
2. Conduct of Advance Technology Workshops for Faculty.
3. In-course training workshops for senior students.
4. Post-course training to students in service centres /offices.

PUBLIC RELATIONS

The George Telegraph Training Institute has a professionally managed Public Relations Department, which not only handles media communication but also comprises of a Corporate Communication Cell and a Placement Cell totally dedicated to their respective areas of service to the industry and students.



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CORPORATE COMMUNICATIONS CELL

This Cell is dedicated to interact with the industry on a regular basis to act as a bridge between the Industries related to our fields of study and the Institute and also to fulfill the human resource requirement of the industry.

PLACEMENT CELL

Placement activities are controlled by a Central Placement Cell, which maintains a computerised database of all registered candidates. In addition, each centre has its own Placement Cell. We provide the unique service of free and suitable placement assistance for all our former students throughout their working lives. The Central Placement Cell places more than 3000 students every year.

OTHER ACTIVITIES

Along with its role as a provider of human resource, the Institute is a leading provider of training and assessment services to public and private sector organisations. Some of the organisations served in the recent past are:

- | | | |
|-------------------------------|----------------------------------|---------------------------------------|
| ✧ ABC India | ✧ Airports Authority of India | ✧ Akai |
| ✧ Amtrex Hitachi | ✧ BPL | ✧ Bank of Tokyo Mitsubishi |
| ✧ Bajaj Auto | ✧ Blue Star | ✧ Botanical Survey of India |
| ✧ Birla Tyres | ✧ Burn Standard | ✧ Carrier Aircon |
| ✧ Consulate of the USA | ✧ Department of Posts | ✧ Eicher |
| ✧ Electrolux | ✧ Enfield India | ✧ Escorts |
| ✧ French Motor Car Company | ✧ Frieb's Stre | ✧ Gassin Pierre |
| ✧ GATI | ✧ Global Telesystems | ✧ Godrej Appliances |
| ✧ HCL Infosystems | ✧ Hero Honda | ✧ Hindalco Industries |
| ✧ Hindustan Motors | ✧ Incorporated Engineers Limited | ✧ IIM |
| ✧ IMRB | ✧ Indian Railways | ✧ ITI |
| ✧ Jet Airways | ✧ Kotak Mahindra | ✧ LG Electronics |
| ✧ M.N. Dastur | ✧ Magma Marketing | ✧ Mahindra & Mahindra |
| ✧ Maruti Udyog | ✧ Millennium Infosystems | ✧ Modi Xerox |
| ✧ National Open School | ✧ National Panasonic | ✧ National Council of Science Museums |
| ✧ National Telecom of India | ✧ Needs | ✧ Neosa Electronics |
| ✧ Ocean International | ✧ ORG MARG | ✧ Onida |
| ✧ Philips India | ✧ Phoenix | ✧ Power Grid Corporation |
| ✧ Royal Consulate of Thailand | ✧ Reserve Bank of India | ✧ Sahara India |
| ✧ SEBI | ✧ Samsung | ✧ School Circle |
| ✧ Sinclair & Company | ✧ Sony India | ✧ State Trading Corporation of India |
| ✧ T & I Limited | ✧ TALE | ✧ Tata Elxsi |
| ✧ Tata Motors | ✧ Tempcon | ✧ The Ramakrishna Mission Institute |
| ✧ Titan | ✧ Thomson Consumer Electronics | ✧ USIS |
| ✧ Videocon International | ✧ Webel Nicco | ✧ Zenith Computers |
| ✧ Seacom Marine College | ✧ Modern Latex(India)Ltd. | ✧ Lexus Motors |
| ✧ Reliance Communication | ✧ HP | ✧ Hita Tech. Pvt. Ltd |
| ✧ CMC infosystem Pvt. Ltd. | ✧ Sharp | ✧ Neosa Electronics Pvt. Ltd. |
| ✧ ENSO Secutrack Ltd. | ✧ Hindustan Cargo Ltd. | ✧ Eureka Forbes Ltd. |
| ✧ Merlin Projects Ltd. | ✧ CMRI | ✧ Columbia Asia |



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THE PARTNERSHIP INITIATIVE

THE OBJECTIVE

Throughout its existence of more than nine decades the Institute has strived to eliminate the problem of unemployment by providing job-oriented training to young men and women, thereby empowering them towards a successful career.

In this, the policy of the Institute has always been to concentrate on the underprivileged youth of average merit. Over the years the Institute has built on its formidable reputation and widespread goodwill to reach out to an ever wider population by opening new centres in other state capitals and district towns.

The rapidly evolving industrial economy of modern India is generating and increasing demand for skilled human resource and the Institute has decided to increase its services to the nation by accelerating its process of reaching out to the masses.

In order to achieve this objective, the Institute has resolved to license the use of its name, its self-developed courses and pedagogical methods to committed individuals, groups or companies who wish to contribute to the welfare of our youth.

RECENT INITIATIVES

The Institute has always maintained a close liaison with government, non-government and private organisations to ensure the industrial relevancy of its courses. New measures have been initiated within its Continuous Development Process to guarantee that students graduating from our courses are of a quality above that of any comparable institute. Some of these initiatives are:

1. Continuing education for organisational personnel in new and emerging technology and communication processes.
2. Ensuring academic up gradation of faculty members through workshops and seminars.
3. Compulsory concurrent training of all students of long term courses in English Language and Personality Development.
4. Development and Maintenance of academic bodies in India and abroad for access to evolving methodologies.
5. Development and maintenance of associations with manufacturing and service companies to access leading edge technological training.
6. Industrial consultancy for recruitment and testing of staff.



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THE HERITAGE OFFER

OUR COMMITMENT

- We shall provide you the license to use our heritage, status and goodwill.
- We shall license the use of our self-developed course and standardized training methodology
- We shall advise on the procedure for establishment, planned development and growth of the Smart Centre.
- We shall monitor the operations of the Smart Centre, in both academic conduct and administrative procedures, to ensure adherence to standardized norms.
- We shall conduct the final assessment and provide the necessary certification to successful trainees.
- We shall permit the registration of the successful trainees for placement through our Centralized Placement Cell.
- We shall train your Centre Head after recruitment.

YOUR RESPONSIBILITY

- You will arrange for the space of suitable dimensions, as per our external specifications, for the establishment of a training centre.
- You will provide the investment required.
- You will provide the infrastructure and training equipment required for the operation of a Smart Centre.
- You will employ the necessary staff and faculty for the operation of a Smart Centre.



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BENEFITS OF A SMART CENTRE

- 1) **Low Investment –**
Formation of a Smart Centre involves nominal funds.
- 2) **Less Risk involved -**
Due to involvement of nominal funds, this is a less risky venture.
- 3) **Low Working Capital -**
Working capital for daily requirement is also low.
- 4) **Easy Human Resource Management -**
Less number of human resources required.
- 5) **Good and Early Returns –**
Due to low investment, returns are good and quick.
- 6) **Cost incurred for Human Resources -**
So cost of procurement, retention and motivating the human resources is also low.
- 7) **Easy to Start -**
Entry barriers are low to start this business.
- 8) **Chance to Upgrade the business -**
This venture can give you a chance to try yourself in the education business. If you realize that it is your forte, you always have the chance to take up a full fledged ATC in the future.



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REQUIREMENTS FOR HERITAGE SMART CENTRE

1. Possession of an establishment, either self-owned or leased, with an approximate carpet area of 1500 - 2000 sq.ft. preferably in a central location, on a main road, easily accessible by public transport.
2. Capability to invest an initial amount of Rs. 14 -15 Lacs (approximately). This will include expenses on preparing basic infrastructure, purchase of training equipment, training in technical know-how, registration fees and other miscellaneous expenses.
3. Registration Fees (Non refundable) – For a Smart Centre – Rs 4,00,000 (One Time) – Non refundable

DETAILS OF RUNNING SMART CENTRE WITH MOBILE TECHNOLOGY COURSES

INVESTMENT DETAILS

Sl No	Particulars	Year 1	Year 2	Year 3	Amount (Rs.)
1	Registration Fee (Non refundable)	400000	0	0	400000
2	Training Equipments	780837	0	0	780837
3	Centre Infrastructure	120000	0	0	120000
4	Class Room & Workshop Furniture	30000	0	0	30000
6	Branding and PR Exercise	80000	0	0	80000
TOTAL		1410837	0	0	1410837

Note: Investment required is based on our experience and is indicative only



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REVENUE PROJECTION

SL No.	Course Name	Duration	Course Fees (Rs.)	1 st Yr	2 nd Yr.	3 rd Yr.
				Approx (20 Adm)	Approx (28 Adm)	Approx (32 Adm)
				Revenue Approx	Revenue Approx	Revenue Approx
1	Chip Level Laptop	6 Months	19200	384000	537600	614400
2	Certificate Course in Smart Phone Repairing (Jr.)	3 + 3 Months	12000 / 12900	258000	361200	412800
3	CCTV Installation Technician	3 Months	12000	240000	336000	384000
4	Certificate Professional Accountant	6 Months	16900	338000	473200	540800
5	Advanced Excel	3 Months	5300	106000	148400	169600
6	Tally GST	3 Months	7800	156000	218400	249600
7	Professional Retailing Skill	3 Months	8000	160000	224000	256000
8	Spoken English & Personally Grooming	3 Months	7100	142000	198800	227200
9	Computer Aided Drafting	6 Months	11900	238000	333200	380800
10	Compuer Application	6 Months	7700	154000	215600	246400
Approx Total Revenue				2176000	3046400	3481600

Note: Revenue projections are based on our experience and does not constitute any guarantee on our part.



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EQUIPMENT COST (20 STUDENT PER BATCH)

SL No	NAMES OF COURSES	TOTAL PRICE	DURATION	BUDGET YEAR WISE		
				1 st Year	2 nd Year	3 rd Year
				(in Rs.)	(in Rs.)	(in Rs.)
1	Chip Level Laptop	207711	6 Months	207711	NIL	NIL
2	Certificate Course in Smart Phone Repairing (Jr.+Sr.)	102564	3+3 Months	102564	NIL	NIL
3	CCTV Installation Technician	90540	3 Months	90540	NIL	NIL
4	Certificate Professional Accountant	352760	6 Months	352760	NIL	NIL
5	Advanced Excel		3 Months			
6	Tally GST		3 Months			
7	Professional Retailing Skill	27262	3 Months	27262	NIL	NIL
8	Spoken English & Personally Grooming		3 Months		NIL	NIL
Grand Total				780837	NIL	NIL

Note: Revenue projections are based on our experience and does not constitute any guarantee on our part.



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HUMAN RESOURCE COSTS (ACADEMIC & ADMINISTRATION)

Sl. No.	Designation	Approx Salary	Year 1	Year 2	Year 3	Total
		(Rs./Month)	(Rs./Annum)	(Rs./Annum)	(Rs./Annum)	(Rs.)
1	Administrative in Charge	17,000	204000	224400	246840	675240
2	Counselor	12,000	144000	158400	174240	476640
3	Marketing Executive	10,000	120000	132000	145200	397200
4	Group D	7,000	84000	92400	101640	278040
5	Trainer 1 Chip Level	12,000	144000	158400	174240	476640
6	Trainer 2 Smart Phone	11,000	132000	145200	159720	436920
7	Trainer 3 CCTV	10,000	120000	132000	145200	397200
8	Trainer 4 Computer	10,000	120000	132000	145200	397200
9	Trainer 5 Retail & Spoken English	10,000	120000	132000	145200	397200
TOTAL			1188000	1306800	1437480	3932280

Note: Costs as above are dependent on location and are indicative only



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PROFIT & LOSS PROJECTION

Sl No	Particulars	Year 1	Year 2	Year 3
A.	Revenue (Course Fees)	2176000	3046400	3481600
B.	Expense : Direct			
1	AMC	0	25000	25000
2	Depreciation	0	80,000	90,000
3	Royalty 25% p.a	544000	761600	870400
	Sub Total: B	544000	866600	985400
	A - B = C	1632000	2179800	2496200
D.	Expense : Indirect			
1	Staff Salaries (Administrative + Training)	1188000	1306800	1437480
2	Rent Allowance @ Rs.20,000 p.m.	240000	240000	240000
3	Telephone & Internet Charges @ 600 p.m	7200	7200	7200
4	Electricity Charges @ Rs.7000 p.m	84,000	84,000	84,000
5	Local Promotional Expenses @ Rs.5000 p.m	60000	60000	60000
	Sub Total: D	1579200	1698000	1828680
	Net Surplus (C – D)=E	52800	481800	667520

Note: Profit & Loss Projections are based on our experience and do not constitute any guarantee on our part.



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The Heritage Scheme

Application Form for Smart Course



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TRAINING PARTNER



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The information required in this form should be typed or written in block letters by the interested individual or the major shareholder or the authorised signatory of the proposed franchisee.

This form should be completed in all respects and returned at the earliest to Director: Finance, The George Telegraph Training Institute, 31A, Shyama Prasad Mukherjee Road, Kolkata – 700025. Incomplete forms are liable to be rejected. Please use additional sheets, if required.

PART I: LOCATION

1.	The town/city of the proposed Smart Centre	
2.	State wherein the town/city is located	
3.	Distance from the state capital	
4.	Location of the proposed Smart Centre premises	<i>(please tick as many as applicable)</i>
a.i	In centre of town/city	
a.ii	Within 1km of town/city centre	
a.iii	Within 3km of town/city centre	
a.iv	More than 3km from town/city centre	
b.i	In a business area	
b.ii	In an academic area	
b.iii	In a residential area	
c.i	On a main road	
c.ii	On a secondary road	
c.iii	In a by lane	

Date	
Place	Full Signature of the Applicant



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PART II: BUSINESS INFORMATION

1.	Investment Details	
a.	Personal financial commitment	
b.	Corporate loan	
c.	Loan from financial institutions	
d.	Other sources (please specify)	
2.	Status of proposed centre premises	<i>(please tick from selection and attach proof)</i>
a.	Self-owned	
b.	Leased (specify period of lease)	
c.	Rented (specify period of rent to date)	
d.	To be purchased	
e.	Other (please specify)	
3.	Space availability	<i>(please enter relevant information)</i>
a.	Total built-up area (in sq.ft.)	
b.	Total interior carpet area (in sq.ft.)	
c.	Number of rooms	
d.	Number of washrooms/ restrooms	
4.	Expected commencement of centre operations	<i>(please tick from selection)</i>
a.	Within 3 months	
b.	Within 6 months	
c.	Within 12 months	



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Date	
Place	Full Signature of the Applicant

PART III: PERSONAL INFORMATION

1.	Full name	
2.	Date of birth	
3.	Postal address	
	Town/City	
	PIN Code	
	Cell Phone	
	Telephone	
	Fax	
	E-mail	
4.	Academic qualification/s	
5.	Professional qualification/s	
6.	Occupation	
	In service	
	In business	
	Self employed	
	Retired/ Others (please specify)	
7.	Years of work experience	
8.	Years of teaching/academic experience	
9.	Net Income After Tax	
	3 years' turnover per annum, if in	



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	business	
	Personal income per annum, if not in business	

Date	
Place	Full Signature of the Applicant

PART IV: MARKET SURVEY

1.	Approximate population of proposed location	
2.	Surrounding area information	<i>(enter town names; distance)</i>
	Nearby towns	
	Nearby industrial areas	
	Nearby tourist spots of repute	
3.	Academic environment	
	Number of vernacular secondary schools	
	Number of English medium secondary schools	
	Number of vernacular higher secondary schools	
	Number of English medium higher secondary schools	
	Number of undergraduate colleges	
4.	Media information	<i>(enter names of publications/channels)</i>
	Number of regional vernacular newspapers	
	Number of regional English language	



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	newspapers	
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Date	
Place	Full Signature of the Applicant

HERITAGE CENTRE ESTABLISHMENT COURSE OF ACTION

1. Signing Deed of Agreement.
2. Bank Account, Trade License and other statutory formalities.
3. Set up of Information / Admission office
4. Set up of Class Rooms, Laboratories and other infrastructural facilities.
5. Designing of External Branding (Signage and glow sign boards outside the Centre) and Internal Branding (Promotional Posters and signage)
6. Designing of ATL and BTL publicity like Newspaper Advt. Posters, Inserts Hoardings etc.
7. Designing of Information Brochure, Course Leaflets, Information Folders etc.
8. Interview and Appointment of Centre Head and Academic Counsellor
9. Training of Centre Head and Academic counsellor
10. Installation of all branding materials
11. Affiliations, Associations and Recognitions.
12. Commence operation of Admission Office with all admission aids (Admission Particulars with course and course fees, Information Brochure, Course leaflets, Enquiry forms, Admission forms, Money receipts, Student Identity cards etc).



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13. Media Plan and Budget

14. Start of Publicity / Marketing campaign:

- a. Hoardings at strategic locations
- b. Posters
- c. Newspaper inserts
- d. Kiosks
- e. Sunpack
- f. Auto / Bus Back
- g. Tableau with Announcements
- h. SMS blast
- i. Electronic Media (TV commercials, TV Tickers, FM radio, Metro TV etc)
- j. Digital Media Marketing
- k. Print advertisements
- l. School / College / Tutorial Home marketing
- m. Advetorials & free write ups in leading newspapers

15. Generation of Enquiries and commencement of Admissions

16. Purchase of Equipments, Tools etc

17. Interview and Appointment of Faculty and Support staff.

18. Inauguration with Media conference

19. Commencement of training.

20. Appointment of PR Executive for Industry tie ups and Student Placement.



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SUPPORT FROM THE INSTITUTE

1. Free advice on architectural, civil engineering, electrical work and interior decoration at the time of establishment.
2. Monitoring of establishment as per our norms. Directives issued in these matters require mandatory compliance by the SMART CENTRE
3. Training of staff and teachers at our administrative and training headquarters. *Such training will be free of cost but travel, accommodation, boarding and conveyance costs of trainees, as required, will be borne by the Smart Centre.*
4. Guidance and monitoring of publicity strategy will be done by us.
5. All appointments, whether administrative or academic, and training of staffs.
6. Formulation of centre curriculum, training structure and course fees.
7. Supply of stationery relating to admission of students such as:
 - a. Admission Forms *free of charge*
 - b. Career Profiles *free of charge*
 - c. Identity Cards *free of charge*
 - d. Declaration Forms *free of charge*
 - e. Money Receipts for all payment schemes *free of charge*
 - f. Acknowledgement Cards *free of charge*
 - g. Prospectus *on payment*
 - h. Student Files *on payment*

No paper, form or literature, other than the Information Brochure, concerning the Institute may be distributed, sold or otherwise removed from the premises of the centre by unauthorised personnel.
8. Periodic scrutiny of all admission related records including those related to fees payments.
9. Supply of all course related technology specifications such as course structures, syllabi, equipment lists, book lists and evaluation methodology, free of charge.
10. Monitoring and evaluation of training procedures as per our norms.
11. Evaluation procedures such as formulation of question papers, scrutiny of answer scripts, tabulation of marks and subsequent certification of all successful trainees.



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12. Placement assistance to all successful trainees after registration through our Central Placement Cell.

DUTIES AND OBLIGATIONS OF AN AUTHORISED TRAINING CENTRE

1. Compliance with advice on architectural, civil engineering, electrical work and interior decoration at the time of establishment.
2. Compliance with norms of the Institute for all publicity material and media.
3. Compliance to the norms of the Institute in all administrative and academic matters.
4. The Franchisee will pay the Royalty 25% of the total monthly collection of every month within the first week (within 7th) of next month.
5. Maintenance of records as specified by the Institute in all administrative, financial and academic matters.
6. Cooperation with representatives of the Institute in all inspection, advisory or other visits to the Smart Centre; permitting the scrutiny of all admission related records including those related to fee payments and all training records.
7. Regular reporting to the Institute vide daily and weekly reports on total enquiries, total admissions, total collections and all other information as may be specified from time to time in specific format.
8. Payment in advance to the Institute for any support material which is not specified as being free of cost. Such material include: Information Brochures @Rs.120/- (Rupees One Hundred only) per copy, to be sold by the ATC @Rs.150/- (Rupees One Hundred Fifty only) per copy.
9. Completion of training in courses as per the specified time schedule.
10. Conduct of examinations as per schedule issued by the Controller of Examinations, complying to all examination norms as specified from time to time.
11. Issue of results, mark sheets and certificates to successful trainees and assisting them in placement. *Such alumnae may also be referred for enrolment in our Central Placement Cell as specified from time to time.*



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12. The collected revenue must be deposited to a bank on daily basis in favour of GTTI & Smart Centre joint account. All support will be withdrawn and name of the franchisee shall be excluded from all publicity in case of failure of payment of royalty and other payments within the stipulated time.
13. If there is any discrepancy regarding students affairs, accounting matters etc. then the management of GTTI will have absolute authority to take action as deemed fit and proper. Their decision will be final and binding.
14. Registration fees will not be refundable under any circumstances.
15. All training equipments required to conduct the courses must be bought and all facilities and infrastructural facilities must exist in the Centre before its commencement.
16. Proper publicity of the centre has to be done as advised by GTTI's management to generate sufficient enquiries.
17. Proper quality of staff and faculty has to be recruited. All recruitments must have the approval of GTTI's management.