

## BUSINESS PROPOSAL

### How to get Franchise?

To open a study centre of MCC Academy a prospective study centre should.

- Apply with complete details of self, premises, available hardware, plan for business development in the prescribed format along with a DD of Rs. 2,000/- (Two thousand only) as application fees.
- Receipt of the application and data sheet at the controlling office of MCC Academy would be followed by personal interview with the Director and a visit by a team of MCC Academy professional at the prospective centre, if needed.

### Eligibility Criteria for Study Centre

The Study Centre should satisfy the following criteria.

- Should be in business (IT related or otherwise) or should be a professional with the required entrepreneurial acumen.
- 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 MCC Academy team in accepting the terms and condition and procedures as laid down by MCC Academy.

### Infrastructure Requirement

SPECIFICATION	METRO CITY	MAJOR CITY	BLOCK
(a) Area (Sq.Ft.)	2000-2500	1200-1500	1000-1200
(b) No. of Class Rooms	2	2	1
(c) Sitting Capacity per Class Room	30	20	15
(d) Lab Room	2	2	1
(e) No. of Systems	20	15	5
(f) Other rooms also required such as counseling, Library, Front office and director,s chamber.			

### Hardware Requirements

- Computers of Latest configuration/minimum p4 configuration.
- Necessary Hardware compatibility for Internet.
- Printer (Dot Matrix / Inkjet/Laser).
- UPS (500 VA) / Generator
- A.C. for LAB

### Manpower Requirement

ASSETS	DESCRIPTION
Administrator/Manager	Knowledge of Computer Software Training, Experience, having Good Management Skills.
Faculty	Thorough 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.

## Franchise Fees

S.NO	CENTRE	CATEGORY	AFFILIATION FEES	INSPECTION CHARGES	TOTAL
1.	A	METRO	10,000/-	2,000/-	12,000/-
2.	B	MAJOR CITY	10,000/-	2,000/-	12,000/-
3.	C	Block Head Quarters	10,000/-	2,000/-	12,000/-

**This amount is be deposited at the time of signing the agreement. For CMJ University Study Centre Rs.30,000/- is to be deposited extra.**

## Role of study centre

- ✓ Maintaining the confidentiality of official documents.
- ✓ Market promotion.
- ✓ Proper counseling.
- ✓ Selling applications and prospectus.
- ✓ Student registration.
- ✓ Facilitating lab and theory classes.
- ✓ DD Drawn in favour of Mindmart Computer Centre Pvt. Ltd, Payable at Bhubaneswar.
- ✓ Proper maintenance of all official documents.
- ✓ Submission of monthly reports to the coordinators.
- ✓ Maintaining the quality of education.

## Responsibility of study centre

- ✓ Taking student admissions.
- ✓ Collecting student fee.
- ✓ Supplying course materials and other relevant materials in time.
- ✓ Solving student's problems with the assistance of coordinators.
- ✓ Proper conduction of classes and lab sessions.
- ✓ Proper conduction of examinations.
- ✓ Overall, successful completion of the project.

## What we provide?

01. Authorisation Certificate.
02. 100% share of paper advertisement (common for all centres).
03. Course material.
04. Certificate of course completion
05. Stationary
06. Course break-up
07. Free staff/manager/marketing executive training.
08. MCC guidelines for management and marketing.
09. All Advertisement materials like Poster, Handbills etc.
10. Question papers for the students.

## NOTE:

- THE FRANCHISE FEES IS NON-REFUNDABLE.
- Renewal of the MCC Academy center shall be done every year without any renewal fees.

## CONCLUSION

If you have gone through our complete broucher and decided that its a golden opportunity coming your way, please proceed with the following for immedia teprocessing from our side :

For becoming a bonafied partner institution for running our Education Centre you have to fulfill the following norms :

1. Agreement of franchise (1 years ) for running our Education Centre by depositing a non-refundable franchise fees.

In case of DD, that should be drawn in favour MINDMART COMPUTER CENTRE (Pvt.) Ltd, payable at Bhubaneswar.  
Applicant can also transfer/deposit cash directly in company's account.

### Account Details :

**Company Name** : MINDMART COMPUTER CENTRE PVT. LTD.  
**Name of the bank** : STATE BANK OF INDIA  
**Branch** : EVENING BRANCH , JEYPORE  
**Account No** : 30314836945  
**IFS Code** : SBIN0006909  
**Branch Code** : 6909

2. Signing an agreement for running the Education Centre for full duration.
3. Visit the Corporate Office/ Head Office with your complete building lease agreement, partnership deeds (if a p p l i c a b l e) and other relevant document (if any).

### NOTE:

PLEASE PAY YOUR FRACHISEE ,STUDY MATERIAL FEES ONLY IN SHAPE OF DEMAND DRAFT(DD) DRAWN IN FAVOUR OF MINDMART COMPUTER CENTRE PRIVATE LIMITED PAYABLE AT BHUBANESWAR . HEAD OFFICE /CORPORATE OFFICE WILL NOT BE RESPONSIBLE IF ANY AEC PAYS IN CASH.

