



Chandigarh ETC Services Pvt. Ltd.

An Autonomous Organization, ISO 9001 Certified, Regd. under Ministry of Corporate Affairs Regd. No. U72900CH2009PTC031886
Office : CITC, Landran Road, Kharar (Above Gurdas Motors-Near Bus Stand, Kharar-Mohali, Punjab) 140301
Contact No. : +91-9914592610, 01605000870 Website : www.citcchandigarh.com

Ref. No. CITC/2020/

Date :

'Agreement'

I **Sanjeet Kumari** (MD) representative of **CITC-The Hub of IT**, a venture of Chandigarh ETC Services Pvt. Ltd. Address : CITC, Landran Road, Kharar (Above Bajaj Motor Cycle Agency-Near Bus Stand, Kharar-Mohali) Punjab hereinafter called party of **First Part**

AND

..... Study Centre Name:
(Centre Code: CITC-RC0.....) Address:
Distt., State - hereinafter called to be party of **Second Part**, hereby agrees upon following Terms and agreement for valid authorization for providing Computer Education & other value added Services of the Institute/Company:

1. That party of second part is authorized as **Regional Center (RC)** for the State of only.
2. That party of second part is strictly directed to open the centre at such place where the Govt. Authority / MC or Local Public has no Objection.
3. That party of second part is not authorized to use the name of Institute/ Company for any other purpose in spite of providing **Computer Education** & other value added services authorized by CITC. Such Practices will be treated as illegal activity.
4. **CITC Name & Logo** can be used by RC/MF/Franchise for any **branding/promotional** purpose only for the authorized entity. Other Logos/Names like **NIELIT, Microsoft, MSME, ICDL, CSC** etc. which are associated with CITC, **cannot be used** if centre name is different from CITC.
5. That party of second part will give their undertaking that they will keep the secrets of the Institute/ Company & will not publish any article or statement, deliver any lecture or broadcast, make any communication to the Press (Including Magazines and Publications) relating to any matter with which the Institute / Company may be concerned unless so Authorized in writing by the Institute.
6. That RC has to maintain at least **10 active Franchise** throughout the year by itself. If failed to do so, its status of Regional Centre will be **Terminated** however Royalty benefits as **Master Franchise** will be continued as per the payment slabs revised time to time. **Royalty benefits**

of RC will be in effect only after Registration of minimum **5 Franchise**. **New RC** can be opened in that state in case of **termination** of previous **RC**.

7. That **Master Franchise** registered directly or under **RC**, has to maintain at least **3 active Franchise** throughout the year by itself. If failed to do so, its status of MF will be **switched to normal Franchise** & normal students fees payable to Head office will be applicable. **Royalty benefits** of MF will be in effect only after Registration of minimum **3 Franchise**.
8. That if any MF is regd. under RC, Royalty benefits to MF will be shared from the RC royalty.
9. That the RC can open Franchise/centres anywhere in his/her assigned State. However if any centre insists not to open new centre in his range which affects his business i.e. 2 KM away in Urban area & 5 KM in case of Rural Area. Then ask him/her to give **commitment of 100 students in every year** & Advance payment of Rs. 15,000/- which will be credited to respective e-wallet to be adjusted with students.
10. That RC has to cater all the required services of CITC to Franchise/Master Franchise in your state. If any Franchise/Master Franchise is **not satisfied** with your services, that centre can be kept directly under CITC & no Royalty will be paid to RC/MF for that.
11. That party of second part will pay the fixed amount in Advance as Certification / Documentation Charge & Registration Fees at the time of Registration to Head Office per Student. **The fees may vary according to course. See Annex. 1** given below. All the RC/MF/Franchise to note that from 1st January, 2020 onward, Lateral Entry Fees will be charged **in Addition to actual Course** Fee of any CITC Course as **+Rs. 500/- for current year, +Rs. 1000/- for previous year, +Rs. 1500/- for 3rd year** if any. No lateral admissions will be accepted more than 3 years earlier. Inconvenience deeply regretted. Fees related details are mentioned in Franchise Proposal given at website. If any student of franchise is regd. & certified under CITC Head office or under other CITC centres, Certification charges will be Rs. 1000/- upto 3 month courses, Rs. 1500/- upto 6 month courses & Rs. 2000/- upto 12 month courses.
12. Normal Fee will be applicable till the Registration of minimum **5 Franchise by RC**.
13. In some cases where any discount in **Needy Students Fees** to be paid to CITC is settled, an affidavit on Rs. **10 Stamp Paper** must be furnished by **the parents** of students which will be applicable only for max. of **10%** of the total students registered in particular year. Also **Rs. 100/-** for that will be paid to CITC as Registration charges.
14. RC has the rights to register & support normal Franchise as well as Master Franchise within that particular State. RC will get 30% on Activation of Franchise/Master Franchise in his/her recommended state. If any recommendation from any other state, only 30% of Authorization fees will be provided. There is no provision of royalty in fees of students from other State. In case of any Master Franchise is registered by any RC, then royalty benefits from students fees of the centers recommended by Master Franchise will be shared from RC Royalty as per guidelines from CITC.
15. If the Franchise or Master Franchise is registered/suggested by Head Office, then full authorization fees will be paid to Head Office, however 50% of royalty share from students fees will be applicable to RC of Franchise Students & 20% of remaining share in case of Master Franchise. The same will be followed by Master Franchise.

16. In some cases where any discount in Students Fees to be paid to CITC is settled, the Royalty to Master Franchise or RC will be depreciated accordingly.
17. That the party of First Part reserves the right to change the above said charges/fees if required.
18. The Franchise & Students Kit which are sent in advance to RC/MF, will be paid immediately to CITC whenever any new Franchise/Students is registered.
19. Student Kit include: Brochure, ID card, Notepad, Pen, Leaflet (Books Cost Extra if required). Kit will not be issued for any courses where fees is less than Rs. 150/-. Books cost extra if required. However study material will be available in all regd. Students login panel. That Student Kits as per courses can be procured in advance by paying 50% fees of required course.
20. All the centres to note that as per agreement, centre will be considered as Inactive/Suspended if no Students are registered for more than **6 Months**. Also it is mandatory for all the Centres to Register at least **20 Students** in a year in any course otherwise their Authorization may be Cancelled. Centre must have to pay the amount equivalent to **20 Students** Course fee (3 months or above courses) to continue for next year. If any Learning Center remains **discontinued** for more than 6 Month without any Prior notice, Its Service from CITC will be suspended. **Rs. 5000/-** Activation Charge will be taken for Renewal of the Services if Suspended.
21. That the course fees will be decided by the Study Centre as per requirement of their Area.
22. That the said agreement is valid for **ONE YEAR** from the date of issue. **Rs. 500/-** as renewal charges will be applicable or as revised for next year. But the party of second part is liable to pay full payment of selected Slab as Renewal Charge if discontinued the centre more than 6 Months without any prior notice.
23. That all the dues should be paid well on Time by the party of second part.
24. That all the Certificates / Diplomas are **valid** only which are issued from Corporate Office, Chandigarh. **Centres can neither issue nor sign/seal any course certificate to students on name of CITC by itself.** Such practices will be treated as fraudulent activities & legal actions will be taken against them.
25. Certificates /Diplomas will be awarded only to those Students who will be Registered Online with us by the Study Centre. Exam mode can be Online/Offline both.
26. That merely the Certification for Computers either by the Study Centre or Head Office, Chandigarh does not mean any Guarantee of any Kind of Job.
27. That authorization can be **terminated** any time without any prior Notice if any **Fraudulent** or False information furnished by the party of second part without any kind of Refund.
28. That party of First part will ensure that the franchisee will be continued for at least one year uninterrupted and without unnecessary interference in the forking of party of Second part.

29. That party of Second part will not be responsible for any fraudulent activity of party of First part.
30. That party of First part will be liable to refund the amount taken from party of second part if franchise is cancelled within One Year by the First party without any specific Reason.
31. That party of First part will be bound to furnish the certificates of the students within 45 days after party of Second part furnish all the information of the student to the party of First part. In case it is not done so, the expenses done to satisfy/pacify the student will have to be paid by the party of First part.
32. That party on Second part will be fixing the fees as per the paying capacity of the students and prevailing competition in market.
33. That party of First part will be displaying the name of party of Second part on its website and other advertisements as their franchisee without any costs however for any Advertising campaign, party of First Part may charge with the consent of party on Second part.
34. That all matters subjects to Chandigarh Jurisdiction only.

This agreement is being executed on this Day of, 2020.

Sign of Party of First Part

Sign of Party of Second Part

Witness No. 1

Witness No. 2

Annexure 1
CITC Computer Courses
Fee Chart

| Course Type | CITC Fee | M Fr. Royalty per Student | RC Royalty per Student |
|---------------------------|-----------------|--------------------------------------|-----------------------------------|
| Short Term Courses* | 300/- | 50/- | 80/- |
| 90 Hours Courses | 300/- | 50/- | 80/- |
| 180 Hours Courses | 500/- | 100/- | 150/- |
| 365 Hours Courses | 600/- | 100/- | 150/- |
| 720 Hours Course | 1500/- | 300/- | 400/- |
| Advanced Excel (30 Hours) | 300/- | 50/- | 80/- |
| PGDCA | 1000/- | 100/- | 200/- |

* No kits will be issued to students for some Short term courses (where Fees is Rs. 150/-) , only certificate. You may pay the Fee Half at the time of Registration & remaining half before Examination. Fees vary for some specific courses.

For Industrial Training/Project Work

| Course Type | Duration | CITC Fee | M Fr. Royalty per Student | RC Royalty per Student |
|------------------------------------|-----------------|---------------------|--|---------------------------------------|
| C/C++/ HTML/ CSS* | 6 Weeks | 500/- | 100/- | 150/- |
| C/C++/ HTML/ CSS/ PHP/JAVA/Python* | 6 Months | 1,500/- | 300/- | 400/- |
| Digital Marketing | 45 Hours | 500/- | 100/- | 150/- |
| SEO | 30 Hours | 500/- | 100/- | 150/- |
| Social Media Marketing | 15 Hours | 500/- | 100/- | 150/- |
| Google Adwords/Ads | 15 Hours | 500/- | 100/- | 150/- |
| Diploma in Web-Designing | 180 Hours | 500/- | 100/- | 150/- |
| App Development | 90 Hours | 500/- | 100/- | 150/- |
| Spoken English | 180 Hours | 500/- | 100/- | 150/- |
| IELTS | 90 Hours | 15000/- | 1000/- | 1500/- |

*Applicable for any one language.

CITC Vocational Courses

| <i>Course Type</i> | <i>Duration</i> | <i>CITC Fee</i> | <i>M Fr. Royalty per Student</i> | <i>RC Royalty per Student</i> |
|-------------------------------------|-----------------|-----------------|----------------------------------|-------------------------------|
| Diploma In Fashion Designing | 6 Months | 1,000/- | 200/- | 300/- |
| Diploma in Interior Design | 6 Months | 1,000/- | 200/- | 300/- |
| Diploma in Fine Arts | 1 Year | 1,500/- | 300/- | 400/- |
| Diploma In Textile Design | 1 Year | 1,500/- | 300/- | 400/- |
| Diploma In Fashion Technology | 1 Year | 1,500/- | 300/- | 400/- |
| Diploma in Nursery Teacher Training | 1 Year | 1,500/- | 300/- | 400/- |
| Diploma In Robotics And Automation | 1 Year | 2,000/- | 350/- | 450/- |
| Diploma in Leadership & Management | 1 Year | 1,500/- | 300/- | 400/- |
| Diploma in Textile Technology | 1.5 Year | 2,000/- | 350/- | 450/- |

For International Courses (ICDL)

| <i>Course Type</i> | <i>CITC Fee</i> | <i>M Fr. Royalty per Student</i> | <i>RC Royalty per Student</i> |
|--------------------|-----------------|----------------------------------|-------------------------------|
| Basic Excel | 3,000/- | 300/- | 400/- |
| Advanced Excel | 5,000/- | 400/- | 500/- |
| Digital Marketing | 6,000/- | 500/- | 600/- |

NIELIT Course Fees

| Sr. No. | Courses | Batch | Duration | Eligibility | Reg. Fees (Rs.) To be paid by CITC centres | Fees if Online Classes taken by CITC | M Fr. Royalty per Student | RC Royalty per Student |
|---------|----------------------------------|-------|-----------|-------------------------|--|--------------------------------------|---------------------------|------------------------|
| 1. | Awareness in Computer Concepts | ACC | 20 Hours | NA | 600/- | 1,000/- | 50/- | 100/- |
| 2. | Basic Computer Course | BCC | 36 Hours | NA | 800/- | 1,500/- | 100/- | 150/- |
| 3. | Course on Computer Concepts | CCC | 80 Hours | NA | 1,000/- | 2,000/- | 150/- | 200/- |
| 4. | Course on Computer Concepts Plus | CCC+ | 126 Hours | 10 th onward | 1,000/- | 2,000/- | 150/- | 200/- |
| 5. | Expert Computer Course | ECC | 200 Hours | 12 th onward | 1,200/- | 2,500/- | 150/- | 200/- |

Note : Exam Centre for above said NIELIT Courses will be allotted by NIELIT in your nearest Location or in Districts you select.

| Course Fee if taught online by CITC Faculty | | | | | | | |
|---|---------------|----------|-----------|--------|--------------------------------|-----------|-----------|
| S. No. | Course Name | Duration | Fee (Rs.) | S. No. | Course Name | Duration | Fee (Rs.) |
| 1 | MS Word | 20 Hours | 500/- | 17 | Core Java | 90 Hours | 4,000/- |
| 2 | MS Excel | 20 Hours | 500/ | 18 | Advanced Java | 90 Hours | 5,000/- |
| 3 | MS PowerPoint | 20 Hours | 500/ | 19 | PHP Basic | 45 Hours | 3,000/- |
| 4 | MS Access | 20 Hours | 500/ | 20 | PHP Core | 90 Hours | 3,000/- |
| 5 | Advance Excel | 30 Hours | 1,500/- | 21 | MySQL Basic | 45 Hours | 3,000/- |
| 6 | C Language | 30 Hours | 1,500/- | 22 | Android App (including JAVA) | 60 Hours | 8,000/- |
| 7 | C++ Language | 30 Hours | 1,800/- | 23 | iOS App | 60 Hours | 10,000/- |
| 8 | C, C++ (Both) | 45 Hours | 2,500/- | 24 | Wordpress Theme | 15 Hours | 2,000/- |
| 9 | Corel Draw | 30 Hours | 2,000/- | 25 | Laravel Theme | 30 Hours | 5,000/- |
| 10 | Photoshop | 30 Hours | 2,000/- | 26 | Manual Accounting | 30 Hours | 2,000/- |
| 11 | HTML | 30 Hours | 2,000/- | 27 | Tally with GST | 45 Hours | 3,500/- |
| 12 | CSS | 30 Hours | 2,000/- | 28 | Digital Marketing | 45 Hours | 5,000/- |
| 13 | Bootstrap | 30 Hours | 2,000/- | 29 | Basic Cyber Security Course | 45 Hours | 1,500/- |
| 14 | Flash Basic | 30 Hours | 1,500/- | 30 | Advanced Cyber Security Course | 180 Hours | 5,000/- |
| 15 | JQuery | 45 Hours | 2,500/- | 31 | Python | 90 Hours | 6,000/- |
| 16 | Java Script | 45 Hours | 2,500/- | | | | |

Note : CITC certification fees is separate from above online courses. This fee is for individual student online class. If any group of 5+ students, This may be reduced to 50%.