



DOCUMENTS SUBMISSION CHECKLIST

Training centres should have independent training division with Reception Area, Theory Class, Well Equipped Practical Lab with Qualified and Experienced Faculties.

Please use this checklist as a guide to arrange the documents to meet STED COUNCIL requirements. Authorization will be given only for **REGULAR/OFFLINE COURSES**. The approval process will be done only after receiving complete documents and payment listed.

01. Request Letter for Franchise in Institution Letter Head (With full details)
02. Filled Franchise Application Form (Downloaded Copy)
03. Resume of Authorised person with passport size photo and copy of Aadhaar Card.
04. A separate sheet listing Course Name, Duration, Eligibility with detailed Syllabus for approval.
05. Faculties list with their CV and copy of certificates & details of handling subjects/courses.
06. Indian Non-Judicial Stamp Paper worth Rs.100 (In the name of Director/Institution).
07. A round stamp seal in the name of institution to affix seal on Inspection Report & relevant documents.
08. Latest Colour Photographs of Institution.
(Main Board View/Building, Reception, Lab, Theory Room, Practical Workshop etc...).
09. Copy of Latest Rent agreement/Ownership deed of the building.
10. An amount of **Rs.10,000/- (Inspection, Processing & Documentation charge) and Rs. 3,750 (for 50 Nos Prospectus/Application Form). ie; 10,000 + 3,750 + 2,475 (18% GST) = Rs.16,225** as Demand Draft in favor of STED COUNCIL payable at Thiruvananthapuram 695001). shall submitted to the Inspecting Officer along with all documents.
11. Submit Tie-Up contractual agreement and consent letter at the time of inspection if needed.
(Attached sample format as File No. 12 in Franchise Proposal)

CONDITIONS >>

Before intimating that the centre was ready for inspection make sure that all the documents which are mentioned in check list are complete.

There will be an inspection on the Tie-Up premise on the same day of the ATC inspection. ATC must arrange the facilities to inspect the concerned training centre or industry and to take photos along with a personal meeting with the authorised person of the particular institution/industry.

It is compulsory that the authorised person and all faculty members must be present at the time of inspection.

Processing and approval charges are non-refundable after the date of approval.

If the inspection is not complete and satisfiable there will be a reinspection and it will be charged Rs. 3,000.

In case the proposed centre facility and infrastructure are found not suitable for getting approval the institution will be eligible to get only Rs. 7,000 as refund after deducting the inspection fee of Rs. 3,000.

The entire franchise process will be completed within 15 working days.



For related query, Please feel free to call

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