

MANDATORY INSTRUCTIONS FOR ATC APPROVAL

1. Please use the 7th file of the Franchise Proposal "CHECKLIST" can be used as a guideline to arrange all the document required for the STED approval.
2. Authorization/Approval will be given only for **REGULAR/OFFLINE COURSES**.
3. Training centres should have independent training division with Reception Area, Theory Class, Well Equipped Practical Lab with Qualified and Experienced Faculties.
4. Before associating with STED COUNCIL the director or authorised person should contact the office in charge of STED COUNCIL and make himself aware of the inspection, advance payment of inspection fees, processing fees, signing of MOU, registration of students, conduction of examination, validity of the certificate and the process of renewal.
5. The training centre who are not ready to undergo inspection within 15 days after receiving the proposal must verify the availability of getting approval with STED COUNCIL Office before sending the request for inspection.
6. Before intimating that the centre was ready for inspection, make sure that all the documents which are mentioned in CHECK LIST are complete and ready for verification.
7. The training centre make sure that all documents mentioned in "CHECK-LIST" must have the seal and dated signature of the Inspection Officer before sending for approval.
8. It is compulsory that the authorised person and all faculty members must be present at the time of inspection.
9. Training centres has to pay inspection fees through QR, UPI payment or Net Banking just before they are getting ready for physical inspection.
10. Inspection is for checking whether the training center is eligible for getting approval or not, as such if the centre is approved or not, the inspection fee will not be refunded under any circumstances.
11. If the center doesn't get the approval after inspection they will have no right to claim the inspection fee.
12. The training centre must take the inspection with utmost seriousness. Once the approval is rejected after inspection they have to undergo for another inspection and have to pay the inspection fee again.
13. An amount of $(10,000+3750+18\% \text{ GST})=\text{Rs.}16,225/-$ towards franchise processing, documentation and 50 nos prospectus cum application form charge should be remitted only after getting the confirmation of approval from STED COUNCIL.
14. 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.
15. The approval process will be done only after receiving complete documents and payment listed.
16. The entire franchise process will be completed within 15 working days.
17. Processing and approval charges are non-refundable after the date of approval.
18. On approval the ATC's are eligible to get 10 courses if they are having proper facilities and faculties. They could add any number of courses by paying Rs.1000 for each 5 courses along with this 10, if they have right faculties and proper infrastructure. This approval will expires with the agreement period. On renewal they could add the same if they needed.
19. For your kind attention that a training centre have to register minimum 50 students in a year for continuing franchiseship.
20. ATC could take admission at any time during the academic year and conduct offline examinations under the supervision of STED COUNCIL.

DOCUMENTS SUBMISSION CHECKLIST

01. Request Letter for Franchise in Institution Letter Head with seal & sign (with full details)
02. Filled Franchise Application Form (Download 8th file - 4 pages attached)
03. Resume of Authorised person with passport size photo and copy of Aadhaar Card.
04. A sepearte sheet listing Course No., Course Names (mentioned in application form), Duration, Eligibility with detailed syllabus for scrutinising.
05. Faculties list with their Bio-data/Resume with photo and copy of academic/experience certificates & details of handling subjects/courses.
06. Indian Non-Judicial Stamp Paper worth Rs. 100 x 2 nos (in the name of Director/Institution).
07. Latest Colour Photographs of Institution.
(Main Board View/Building, Reception, Lab, Theory Room, Practical Workshop etc...).
08. Floor Plan/Layout Plan of the Institution in A4 size paper.
09. Copy of Latest Rent agreement/Ownership deed (Consent Letter) of the building.

Affix a round seal in the name of institution on all relavant documents.

If needed-submit Tie-Up contractual agreement and consent letter at the time of inspection.
(Attached sample format as File No.12 in Franchise Proposal)

**After arranging all documents for inspection, do contact the concerned officer
(+91 94471 32311) for further proceedings.**

Inspection Fee (Should be paid before inspection)

* Inspection Fee is not refundable

Submit all the documents which are mentioned in Check List along with the filled application form to the Inspecting Officer on the day of inspection as hard copy.

After inspection all verified documents must be sent to the following address within 2 days. For more clarification dial only on +91 94471 32311, +91 0471-2323743.

STED COUNCIL, Ist Floor, Central Administrative Office, SB Tower, Sreemoolam Road, Mele Thampanoor, Thiruvananthapuram, Kerala 695 001. Mob : +91 79078 21713.

Processing & Documentation charge for approval	Rs. 10,000.00
Prospectus Fee (50 Nos)	Rs. 3,750.00
GST 18%	Rs. 2,475.00
Total (Pay after inspection)	Rs. 16,225.00

Payment can be done through QR UPI payment or as DD/NEFT/Net Banking.



Scan this QR code for remitting payment

Name : STED COUNCIL
Bank : KARUR VYSYA BANK
Current A/c No : 1502115000005414
Branch : THIRUVANANTHAPURAM MAIN
IFSC : KVBL0001502
MICR Code : 695053002

