

## Guidelines for Franchise

### 1. Application for the Franchise

The interested institutes that fall under any of the category as fulfil the eligibility criteria may apply for the grant of franchise for the conduct of the IT/ Computer Literacy/ Skill Development Diploma/ courses of Good Learn IT Education along with the processing fee and the required documents.

### 2. Rejection of application

After scrutiny, if it is found that an institute that did not fulfil the eligibility criteria, the application of that institute shall be rejected. The processing fee submitted by the institute will be forfeited. Such institutes may apply again for obtaining the franchise.

### 3. Validity of the franchise granted to Institutes

After careful scrutiny of the application submitted by the institute, the Institutes that fulfil the eligibility criteria for the grant of franchise for initially granted franchise. The franchise that is initially granted to the institute would be valid for a period of 03 years from the date of issue of the authorized letter.

### 4. Process after expiry of validity:

After expiry of the validity, the franchise can be renewed, if an institute fulfil the laid out criteria for the renewal. The renewal of franchise granted to the institute shall be valid for 03 years.

### 5. Documentation:

Affiliation form, Renewal form, Courses, Franchise guidelines and all information related to franchise and students are available on official website of Good Learn IT Education. Web: [www.glite.co.in](http://www.glite.co.in)

## Eligibility Standards for Grant of Franchisee Centre

### 1. Premises:

The Institute must have own/hired premises. It should have a minimum carpet area of 30 Square Meters with at least one class room to seat 20 candidates, one computer laboratory with at least 05 PCs for hands on training, a library, reception area and proper washroom facilities.

### 2. Faculty:

Two qualified faculty members (1 Fulltime and other Full/Part-time) with at least 6 months experience.

### 3. Infrastructure:

Following infrastructure is the minimum requirement:

SR. No.	Description	Minimum Requirement
1	No. of class room(s)	1
2	Total Seating capacity of class room(s)	10
3	No. of computer lab	1
4	Library	1
5	No. of computer(s)	5

#### 4. Processing Fee Structure

Processing fee to be submitted while applying or renewal for franchise to Good Learn IT Education. The processing fee is non-refundable. Fee can be made only through NEFT / RTGS/ IMPS the details of fee are as under:

- (i) For URBAN Area Institute: [Processing fee: Rs. 3,000/-]
- (ii) For RURAL Area Institute: [Processing fee: Rs. 2,000/-]

#### DETAILS OF THE BANK ACCOUNT ARE GIVEN HERE UNDER

- Bank name: HDFC
- Account Holder: Good Learn IT Education Pvt. Ltd.
- A/c No. : 50200048653761
- A/c Type : Current Account
- IFSC Code : HDFC0004320

#### 5. Required Documents

Complete the application form with the requisite documents.

#### SEND THE BELOW MENTIONED DOCUMENTS

- Hardcopy of application form (properly filled)
- Processing fee deposit Transaction Details
- Covering letter, Terms & conditions (must be on institute's letter head)
- Affidavit on Rs. 10/- Non Judicial Paper Duly Attested by Notary Public
- ID & Address Proof & Faculties educational documents (Qualification Certificates & Experience Letter)

**Note:** Please submit all the above mentioned documents duly stamped and signed (each & every page) by authorized signatory. The institute needs to send the complete hard copy of application with attached documents at Head Office.

Head Office

**Good Learn IT Education Pvt. Ltd.**  
Teacher's Colony, Sadabad Road,  
Raya (Mathura) Uttar Pradesh Pin- 281204

**Note:** After receiving your application, the status of the same will be updated within 7 working days. You can check the status on the portal <https://glite.co.in> using the user id/password. User id/ password will be sending on your registered e-mail id.

**Director**  
Good Lean IT Education (P) Ltd



## Covering Letter

To be printed on the Letter head of the institute, under sign and official seal of the Authorized Signatory

To,

The Director  
Good Learn IT Education Pvt. Ltd.  
Teacher's Colony, Sadabad Road,  
Raya (Mathura) U.P India 281204

---

**Sub:** Application for grant of franchise centre

---

Sir/Madam,

The application of M/s **National Institute of Computer Education** to get status of franchise Centre to conduct IT/ computer Literacy/ skill development diploma/ courses is submitted herewith for consideration by Good Learn IT Education Pvt. Ltd.

On behalf of institution, I being the Authorized Signatory of the institute, state that, I will abide by the Terms and Conditions and will carry out the responsibilities of Franchise Centre. Specifically, I have noted and agreed that the status of franchise Centre of the institute can be withdrawn by GLITE without assigning any reason and making us liable for any loss and damages. I further state that, the institute has got the necessary infrastructure and resources to function as a franchise Centre.

Yours faithfully

Date: \_\_\_\_\_

Place: \_\_\_\_\_

(Sign of the Authorized Signatory with Seal)

\_\_\_\_\_

## Terms Conditions

To be printed on the Letter head of the institute, under sign and official seal of the Authorized Signatory

### TERMS AND CONDITIONS

Please read these Terms and Conditions carefully.

GLITE reserves the right to change these Terms and Conditions as and when required

#### 1. GENERAL CONDITIONS

- 1.1. The institute would comply with all Local, State and National Laws and Regulations that applies to the institute and shall not engage in any business practice or activity detrimental to the reputation and image of GLITE, its Courses, Logo or its Name.
- 1.2. All presentation information must be complete and truthful.
- 1.3. This is the responsibility of the institute to get the latest information from GLITE.
- 1.4. The institute would conduct the specifically approved course(s) only. Misinterpreting or misrepresenting the name and courses of GLITE are liable for Penal/legal action, besides administrative measures.
- 1.5. GLITE shall have no liability to any institute in respect of any cost, loss, damage, claims, demands, prosecutions, fines, penalties and expense suffered by the institute.
- 1.6. The institute would comply with policies, procedures, recommendations, guidelines or instructions, as well as other rules and regulations along with amendments or additions, which may be issued from time to time by GLITE and the compliance shall be the responsibility of the institute only.
- 1.7. Any change in the Name, Address or Contact details of the institute must be informed to GLITE immediately and follow the relevant process.

#### 2. DISPUTES AND LEGALITIES

- 2.1. Under no circumstances, GLITE will be a party to any legality arising due to the business process of the Franchisee Centre.
- 2.2. Decision on all matters by GLITE shall be final and binding.
- 2.3. All disputes are subject to Mathura jurisdiction.

I, **Ram Kumar Sharma (Director)**, Son/ Daughter/ Wife of Mr. **Mahendra Kumar Sharma** the Authorized Signatory of M/s **National Institute of Computer Education** do hereby state that, I shall abide by these Terms and Conditions in words and spirit and shall be responsible for the same on behalf of the institute. I shall be liable for action under the relevant provision of the Indian Penal Code and other relevant laws, in case of any deviation to it.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

(Sign of the Authorized Signatory with Seal)

\_\_\_\_\_

## Format of Affidavit

To be printed on the Rs. 10/- Non Judicial Paper Duly Attested by Notary Public

### Affidavit

I, **Ram Kumar Sharma (Director)** (name of authorized signatory with designation) S/o **Mahendra Kumar Sharma** R/O **Laxmi Nagar, Mathura U.P 281006** aged about **25** years do hereby solemnly affirm and declare as under:-

1. That I am the authorized signatory of **National Institute of Computer Education** (Hereinafter referred to as "the institute") located at **Laxmi Nagar, Mathura U.P 281006** and has been authorized by the institute by way of **Member of Association** and as such is competent to sign the present affidavit on behalf of the institute.
2. That the information / contents provided in the "Application Form for grant of franchise to Conduct IT/ Computer Literacy/ Skills Development Program and the attached documents submitted by me are true and correct and that it conceals nothing and that no part of this is false.
3. That the institute undertakes that it will abide by the rules and regulations of Good Learn It Education Pvt. Ltd. and would also abide by the guidelines as issued by organization from time to time for the smooth conduct of IT/ Computer Literacy/ Skills Development Program and otherwise also.
4. That the institute undertakes that it will indemnify Good Learn It Education Pvt. Ltd. from any liability arising out of any liability that might arise during the continuance of IT/ Computer Literacy/ Skills Development Program during the time when the permission is given by Good Learn It Education Pvt. Ltd. for conduct of IT/ Computer Literacy/ Skills Development Program to the institute of even after withdrawal of such permission by Good Learn It Education Pvt. Ltd. due to any reason.
5. That in case the contents of this Affidavit are found to be incorrect or false, I shall be liable for action under the relevant provision of law. Besides any action that may be taken against the institute such as withdrawal of accreditation or imposing any penalty amongst others.

**Verification:** Verified at **(Mathura)** on this **(01-Apr-2020)** that the contents of my above affidavit are true and correct of my knowledge and nothing has been concealed there from.

(Signature of the Applicant)