



RAJEEV GANDHI YOUTH COMPUTER INSTITUTE

An ISO : 2015 QMS Certified Organization

A National Programme of Information Technology Education & Development
An Autonomous Institution Registered Under the Public Trust Act. W.B. Govt. Act. 1962,
Reg No. 190303688 / 2019 Registered Under CVC, NHRC, NGO Darpan,
Enrolled in C.R. Act-1962, Dipp : GOVT. OF INDIA

Head Office :

Kumra, Habra, North 24 Parganas, PIN : 743271,
West Bengal

Website : www.rgyci.org
Contact : +91 7318992100
E-mail : ho@rgyci.org

AFFILIATION AGREEMENT DEED

New Deed

Renewal Deed

Name of Centre :

Authorized Director Name :

Centre Address :

Rural Urban

PIN Code : State :

Mobile No. 1 : Mobile No. 2 :

Whats App No. : E-mail ID :

Require Documents :

1. Aadhar Card
2. PAN Card
3. Voter ID
4. Passport Size Photo (3 copy)
5. Trade Licence
6. Education Qualification.

Head Office Use Only

Centre Code : Payable Amount :

Payment Method : Cheque / NEFT / Net Banking / GPay / PhonePe

Memorandum of Understanding



This memorandum of understanding signed on this day of 20 at Habra, Kumra, 24 PGS (N), PIN : 743271, W.B.

Rajeev Gandhi Youth Computer Institute (RGYCI) a registered Institute having its West Bengal Head Office at, Habra, Kumra, North 24 Parganas, hereinafter to as the The First Party. (Which expression shall include its successors assigns)

With

Mr./Mrs./Miss S/O, D/O, W/O
Mobile No.: Residing at

Carrying on Business under the name of Rajeev Gandhi Youth Computer Institute (RGYCI). Whereas the First party is engaged in the business of imparting Computer training and has gained a high reputation for the quality of the training services provided.

And Whereas the first party has offered to grant to the Second Party a Franchise right of the First Party to carry on the Computer Training Business under the same name and style of Rajeev Gandhi Youth Computer Institute (RGYCI) at

..... and the Second Party has agreed to become a Francise of the First Party. It is now agreed to and between the parties.

Duration/Terms of Agreement :

- i. This agreement is valid from/...../20..... to 31st December 20.....
- ii. The same agreement can be renewed for another one year subject to the availability/ continuation

General Terms & Condition :

- a. That the Computer Training Institute shall strictly follow the contents / structure of training programs duly provide by Head Office as per the guidelines.
- b. That the Computer Training Institute shall not have any right to transfer its rights to any other person or body in any manner whatsoever except as said above.
- c. That the distance between two centres must be surround approx 5km total 20km approx, if another centre will open between this distances then the permission of nearest centre must be taken. Their decision should be granted.
- d. That Head Office shall provide e-books / Hard Copy Books and e-papers / Exam Paper Hard Copy as docs.
- e. Annual Fees, Certification fees, Exam Fees must be clear in time otherwise issuer of certificate will be delayed.
- f. That the Computer Training Institute has the right to cancel the registration if the candidate is not regular in the training program or on the grounds of indiscipline, non-compliance of rules and regulations etc.
- g. That the Second Party undertakes to pay the prescribed royalty and any kind of fees or transaction to the A/c on the name of RGYCI, Which is non-Refundable.
- h. That all Technical procedures and activities of the Second Party shall be open to audit and inspection by the First Party and the Second Party shall Send Periodical Reports to the First Party about the operation of the Centre.

- i. That all disputes and difference if any, arising out of this Memorandum of Understanding shall be referred to the sole arbitration of the Chairman and Secretary of the First Party whose decision shall be final and binding on every matter arising hereunder.
- j. During the continuance of this Agreement the Second Party cannot surrender/transfer the franchise right to any other party or any other person, without the approval of the First Party. The Second Party will have to obtain No Objection Certificate from the First Party before finalizing the transfer of Franchise right to any Party.

Head Office Share

| Registraion Fess | Course Duration |
|---------------------------|--------------------------------------|
| Rs. 360 + Posting Charges | 3 - 6 Months |
| Rs. 500 + Posting Charges | 9 - 12 Months |
| Rs. 800 + Posting Charges | PGDCA + ADCHNE + Professional Course |

Annexture - 1

Process Flowchart for Head Office with Authorised Centre :

| Act | Activity | Responsibility | Timeline |
|-----|--|--------------------|---|
| 1. | Student's Registration for the respective Courses at the Centre location | Training Institute | Registration before 2 day's the start day of training |
| 2. | Collect the scheme amount part/full form the Trainees and provide money receipt to the students | Training Institute | On the last day of Registration |
| 3. | Collect the Registration details & scheme amount (Part/full) from all TC's & Transfer the student registration details/documents and full scheme amount to Head Office Provider. | Training Institute | Same day students Registration |
| 4. | Royalty should have to pay as the list ** | Training Institute | Within 30 day's of from students admission |

** A chart of royalty is attached with this page. TC has to follow the chart strictly.

Special Notes :

- We would not provide any certificate and marksheet without registration before 3 months from the issue date of certificate and marksheet.
- If you need any urgent certificate then it will be selected as an emergency case and TC will be responsible for the marks and examination.
- On any case of Emergency certificate or marksheet you have to pay double amount from the normal case.

| | |
|---|---|
| For Mr./Mrs./Miss | Head Office Use Only |
| Signature (Authorised Institute Director) | For Rajeev Gandhi Youth Computer Institute (RGYCI) |
| Name : | Signature |
| Witness | Name : Laxman Bairagi |
| Signature : _____ | Designation : RGYCI Chairman |
| | Witness |
| | Name : _____ |
| | Designation : _____ |