



## FRANCHISE AGREEMENT FOR ADMISSION SERVICES

(Dr. B.R. Ambedkar Institute of Computer Sciences)

This agreement is made and entered into on this \_\_\_\_\_ (DD/MM/YYYY), by and between:

1. Dr. B.R. Ambedkar Institute of Computer Sciences, having its registered office at VILL+P.O- Kunor, P.S- Kaliyaganj, Dist.-Uttar Dinajpur, State-West Bengal, Pin-733129 and

2. \_\_\_\_\_ (**Centre Name**) having its office at.....

The agreement outlines the protocols and responsibilities for managing admissions to Open Boards and Distance & Online Universities under the authorization of Dr. B.R. Ambedkar Institute of Computer Sciences.

### TERMS AND CONDITIONS

#### 1. Scope of Authorization

- The Franchise Center is authorized to facilitate admissions for programs under Open Boards and Distance & Online Universities approved by the Institute.
- The Franchise Center is strictly prohibited from enrolling students into any programs without prior written approval or authorization from the Institute.

#### 2. Admission Protocol

The Franchise Center shall follow the admission protocols outlined below:

1. Verification of Documents: Ensure all student documents (e.g., identity proof, educational qualifications) are verified as per university and board requirements.
2. Online Application Submission: Submit student applications through the respective login panel provided by the Institute.
3. Fee Collection and Deposit: Collect admission fees as prescribed by the Institute and deposit them into the designated bank account within the specified timeline.
4. Record Maintenance: Maintain a record of all admissions and share monthly reports with the Institute.
5. Student Assistance: Provide students with proper guidance on courses, fee structures, and timelines.

#### 3. Responsibilities of the Franchise Center

- Ensure compliance with all guidelines issued by the Institute.
- Conduct promotional activities for admissions ethically, without any false or misleading information.
- Safeguard the Institute's reputation by maintaining professional and legal standards.
- Ensure that admission services are conducted only within the valid term of the affiliation.

#### 4. Agreement Validity

- This agreement is valid for a term of **ONE** years, commencing from the date of signing.
- Renewal is subject to mutual agreement and performance review by the Institute.

#### 5. Termination Clause

The Institute reserves the right to terminate this agreement if the Franchise Center:

Sign. —

- Fails to comply with the protocols outlined in this agreement.
- Engages in fraudulent activities or misrepresentation.
- Breaches any terms or conditions mentioned herein.



#### 6. Financial Liabilities

- The Franchise Center shall be solely responsible for any financial or legal liabilities arising out of unauthorized or unethical admissions.

#### 7. Confidentiality

The Franchise Center agrees to maintain confidentiality of all proprietary information, including student data, login credentials, and other official documents, shared by the Institute.

#### DECLARATION

By signing this agreement, both parties agree to abide by the terms and conditions mentioned above. Any violation shall be subject to legal action as per the jurisdiction of Uttar Dinajpur, West Bengal.

Signed on this \_\_\_\_\_ (DD/MM/YYYY) .

For Dr. B.R. Ambedkar Institute of Computer Sciences

Name: BISWAJIT ROY

Designation: Chairman

For \_\_\_\_\_ (Centre Name)

Name: \_\_\_\_\_

Designation: Centre Director

Signature with Seal : \_\_\_\_\_

**CHAIRMAN**  
DR. B. R. AMBEDKAR INSTITUTE  
OF COMPUTER SCIENCES  
AT. KUNOR, KALIYAGANJ, U/D, WB-733129

Sign. —