



Dear Prospective Associate,

It is indeed a pleasure in sharing with you our vision for quality education that results in a successful career for the students of our country.

IIMT Group of Institute helps students attain outstanding careers. This is the basis on which we founded our Group, many years ago, breaking new grounds in the Education. It's still the core of our business and it continues to define and drive us every day.

Working with us leads to results, not reports; to maximum returns, not incremental improvements. It means focusing on your administrative skill, our technical know-how and your trust in IIMT Group of Institute yielding clear and imaginative thinking and creative growth.

It delivers a full 360-degree view of your marketplace through a practical plan of action in your town using the Flexible Education Model (FEM) as Education Channel Associates.

Today, an integrated network of IIMT Group of Institute Education Channel Associates across the India enables us to work in concert with our market i.e. 'Industry' to design and implement Competency based International Degree courses that greatly improve performance, increase market value and enhance all of our capabilities, locally, regionally and globally.

Passionate, accomplished and entrepreneurial people work along with us as IIMT Group of Institute They care about their Institute's and Student's success as much as their own business, and are not content until the desired impact and result are achieved, this is the sole reason for our sustained growth that is surely going to take us to the No.1 position in Distance and Online education Scenario in India very soon.

By nature, we are drawn towards relationships where we can provide real benefits to all those who come in touch with our local centers of IIMT Group of Institute. In fact, we measure our performance by your results. In every situation, we team up with you in a process that you control and achieve regional superiority and success in this new venture with local centers concept.

Dr. S. M. Dubey

President, Managing Committee

Dr. Shashank R M

Managing Director

E-Mail: director@iimtvaranasi.ac.in

About Institute of Integrated Management & Technology (IIMT Group of Institutions)

Institute of Integrated Management & Technology (IIMT) was established with admission "To shoulder the noble Responsibility" of producing young & dynamic hardware & software professionals, ready to face the challenges and demands of the highly changing IT industry. IIMT is a concern of the J B Groups which is currently working in many fields like Consultancy, IT solution provider, Legal consultancy Export / Import, BPO, etc & have a Joint venture with USA based Immaculate Solutions LLC for Real Estate Industry. The IIMT focuses on nourishing your energy and aptitude to make you a complete winner. You are moving towards a career of immense pride, professionalism and prudence.

IIMT Affiliation & Membership:

IIMT (Department of Newport University CED, Latvia, European Union, in India), Regional Office of NWMD University South Africa, for Asian Continent), & Regional Coordinator of MS institute, Kangra Himachal Pradesh, (for North-East India, West India, & U.P., Bihar) is an ISO 9001 : 2008 Certified Autonomous Management Institute & Institutional Member of Lucknow Management Association (Affiliated LMA of All India Management Association) established in the year 2007 by J B Groups, (A Unit of MMES Ltd) an organization registered by Govt. of India. J B Groups is dedicated for the cause of social and educational development. IIMT Group of Institutions offers BBA, BSC, B.Com, MBA, MSC, M.Com, Diploma, B.Tech, M.Tech, BCA & MCA, Doctorate / Research, (PhD, DBA), M. Phil, Aviation, Engineering, Paramedical and many more courses in association with different universities.

Institute of Integrated Management & Technology, Varanasi (IIMT) (Now A Department of Newport University CED, India) is an ISO 9001:2008 Certified Autonomous Management Institute & Institutional Member of Lucknow Management Association (Affiliated LMA of All India Management Association), established in the year 2007 by J B Groups, (A sub. unit of MMES PVT LTD, A company Registered Under Companies Act 1956 as PVT LTD Company) an organization registered by Govt. of India. J B Groups is dedicated for the cause of social and educational development. IIMT is offering MBA in many special Specializations like Retail Management, Real Estate Management, Supply Chain Management, Disaster Management etc. IIMT is Offering DEC & AICTE Approved MBA from EILM University, Sikkim, & MBA in Real Estate Management and many other professional courses in association with MS Institute Kangra, Periyar University, Manav Bharti University Himachal Pradesh, National Institute for Education & Research, New Delhi, Manonmaniam Sundaranar University, Tirunelveli, Newport University CED Latvia EU, NWMD International University, South Africa, London School of Business & Finance (LSBF) UK, & West Coast University Panama, Central America. IIMT also offers Programs of International Institute of Real Estate Investment & Finance UK, Morpheus Global University London, Princely International University, Lebanon, Victoria Global University, Turks & Caicos.

IIMT is also offering Polytechnic, Diploma In Engineering, B.Tech, M.Tech in many Specializations with support of Govt Approved / UGC Recognized Manav Bharti University Himachal Pradesh, and Karnataka State Open University Mysore, has its Campus / office in India.

IIMT offers other professional courses like BS, MS, Associate Degree, Master Degree, Management Development Programs (MDP), Faculty Development Programs (FDP), Training & Development, HRD, Project Management Programs (PMP) & many more in association with different universities & professional bodies, Corporate & leading Institutions. IIMT has a network of affiliates over 30 countries being operated for the entire programs of IIMT.

IIMT is backed by leading corporate like Procon International, NWMD International University SA, Princely International University, Victoria Global University, National Institute for Education & Research New Delhi, West Coast University Central America, Newport University CED Latvia, Morpheus Global University, London, Lucknow Management Association, Lucknow & J B Groups (Which has an association with International Institute of Real Estate, Investment, & Finance for Real Estate Related Courses). IIREIF is a unit of Immaculate Ltd known as Immaculate Solutions LLC in USA. J B Groups & Immaculate Group have business dealings with Fortune 500 Companies & have business interest in 22 countries such as India, USA, UK, UAE, Singapore, Canada etc.

IIMT Group of Institutions offers BBA, BSC, MSC, Diploma, Engineering, MBA, BCA & MCA, Doctorate, Research, M.Phil, Online MBA, Online BBA & many more courses with association of different universities. IIMT also offers other professional courses like BS, MS, Associate Degree, Master Degree, Management Development Programs (MDP), Faculty Development Programs (FDP), Training & Development, Human Resource Development.

Why IIMT:

The IIMT management programs are more flexible, more innovative and much less expensive than the traditional, old Pattern and long programs of other institutions. Through our short term integrated compact courses IIMT Programs give unparalleled exposure to contemporary knowledge which is all The more essential in the fast changing dynamic business spectrum in the country.

Let me brief you about us.

Institutional Member of Lucknow Management Association (LMA of All India Management Association) and few accreditation Councils like EILM University, Sikkim (Approved by Joint Committee of AICTE-UGC-DEC), IIREIF, Immaculate LLC USA, Zaskin College UK, West Coast University Panama, Central America, & many more.

Who are we (Institute of Integrated Management & Technology)

We are Concern of J B Groups a 11-year-old fast growing corporate house of India, which has strong presence in the fields of Telecom, Finance, IT, BPO, KPO, Real Estate, & Education Sector. It have business dealings with a number of Fortune 500 Companies. Immaculate & J B Groups have business interest in 22 countries such as India, U.K., USA, UAE, Singapore, etc. Presently we have different projects as Air Hostess Training Academy, Pilot Training Academy, Maritime Institution, Hotel Management Retail Management Institute, Real Estate Management, Financial Management, Human Resources Job Portal, Academics Consultancy, Legal Consultancy, Security Training, Private Equity, Real Estate Consultancy, and IT / BPO / KPO / LPO services sectors.

- We are a 04-year-old Varanasi based private and independent Management institute governed by (J B Groups) a fast growing corporate house of India.

- We are one of the Fast Growing Institute in the meadow of International standard Education. IIMT is an ISO 9001 : 2008 Certified **Autonomous Management Institute** & Institutional Member of Lucknow Management Association (Affiliated LMA of AIMA) established in the year 2007 by J B Groups, (A Unit of MMES Ltd) registered by Govt. of India. J B Groups is dedicated for the cause of social and educational development.
- All our courses are offered through Off-campus and On-campus.
- We offer the largest number of Management specialisation in the world. Our courses range from MBA, MCA etc.
- Our fourth batch of 75 management graduate students have passed out and joined the industry mostly through our placement assistance.
- Our total students have touched 380 in the year 2010

Our objective

Our objective is to sharpen your edges by enhancing your potential to touch the highest standards of excellence. IIMT conduct management programmes through Full time Regular Education & Distance Learning Mode. IIMT aims to provide quality education in basic/specialized/advance areas of **Real Estate Management, Commerce, Trade & Management** including Foreign Trade, Marketing, Sales, **Tourism, Pharmaceutical Marketing, Finance, Human Resource Development, Software Marketing, Hospital Management, Drug Store Management, Insurance Management, Banking, Operations, IT, Retail Management, Supply Chain Management, Hotel management etc.**

The courses are designed to develop business leaders by nurturing knowledge, skills, attitudes and behavior. IIMT offers comprehensive autonomous educational programmes to train a new generation of managers and entrepreneurs to face with confidence the fluid global challenges of national/international market and get them intellectually enriched. IIMT courses have earned high recognition of corporate sector/industry.

Our Vision

- § To be top ranked business school in the world for Quality Education.
- § Provide management education to maximum working professionals and other citizens.
- § Dynamic demands of all professions and IIMT foresees the need for management education for everyone.
- § IIMT an institute where one can learn management flexibly from anywhere - was conceived as a not for profit organization.

We will provide the following:

- Authorisation certificate.
- Design of all banners, brochures and leaflets in CDR / PDF format by email.
(You can also purchase all items from our end at discounted price)
- Joint promotional share as and when required.
- Diversion of corporate enquiry to be followed up at your end.
- Study materials, Prospectus, other items required for the students.

Your benefit:

- You are authorised to collect additional administrative fees for the amount as per your choice from the students. (For giving extra support & backup to students, if provided)
- Corporate sales enquiry
- Incentive on the sale of prospectus 25% on each prospectus.
- An exam fee of 50% per semester per student for conducting the exams.

Your performance Target:

A flat minimum student enrolment target of 15 enrolments (MBA / EMBA / Dual Degree) per Semester.

After 2 months of operations. The achievement of target is mandatory

Requirements:

- A total space of at least 500 sq. ft. for complete setup.
- Computers, printers Fax machine, Internet connection and scanners
- At least 1 counsellor / tele caller
- At least 2 sales executive for corporate and direct sales.

OTHER REQUIREMENTS: Appropriate infrastructure for MCA course if offered. Incase you wish to offer the courses through part-time / full time mode, then do revert back to me.

Corporate Programs Highlights*:

- Online submission of assignments
- e-Mentoring by expert faculty by email
- Exams conducted at corporate premises.
- Enrolment only through HR department.
- Corporate Logo incorporated in the Transcript
- Dedicated facilitator
- Facility to debar from exams the candidate if the student resigns from service.

Course Highlights:

- Advance and revised syllabus. Common curriculum in over 18 countries. Over 60 different specialisations. Credit based assessment
- Free foreign Language Study* Flexible study options. Affordable fees. Industry based Project work.
- 100% Job assistance with leading job portals like naukri.com & International reputation & other job portals.

What you are expected to do:

- Sell course prospectus printed by us
- Handle corporate inquiries.
- Counsel and guide students.
- Enrol the applicants for the courses offered.
- Coordinate all matters with us on their behalf (study material dispatch, test etc)
- Conduct Examinations
- Conduct Practical course of MCA / PGDCA courses.
- Conduct part-time evening lectures for Management courses in case of availability of infrastructure.

The IIMT Education Channel Associates support includes:-

Business ORIENTATION

A 03 day orientation program will be held for training the Education Channel Associates and their key personnel. The orientation aims at helping the Education Channel Associates understand the various management programs, career options and transferring the knowledge gathered by the Franchisor.

Sales / Marketing training

Training modules for sales and sales support staff on admission prospecting. This training is imparted on a need basis at HO / RO throughout the year.

Manuals

Education Channel Associates will be provided with ambience manual- which will help to construct the IIMT - Education Channel Associates as per the standardized design template and the standard operating procedures manual for conduct of the IIMT-ECA centers.

Specification of communication infrastructure

IIMT will provide the required specifications for communication infrastructure (Software & Hardware) as per the requirements of IIMT. (Cost is to be borne by the Education Channel Associates) average cost of communication infrastructure, depending on the location / size of the centre. Franchisor will provide the IIMT-ECA with the basic startup material which includes one set of course ware & marketing collaterals. IIMT-ECA will also receive all the marketing & technical presentation, video films and artworks for all activities on time to time basis.

Courseware

The courseware will be provided in the printed format at the actual printing cost.

IIMT strives to provide the best teaching / reference material to their Students and hence does not retain any margins for profits to make it Economically more profitable for Education Channel Associates.

SCHEDULE OF EVENTS

- Submission of Application form
- Tele-conference with Franchise Manager
- Personal meeting and discussions
- Sign MOU and remit Education Channel Associates fees
- Identify suitable sites / Modify or renovate existing
- Obtain approval for site
- Release of Interiors manual for design of IIMT-ECA
- Prepare the Interiors at approved location as per manual
- Recruitment of staff.
- Attend Business Orientation
- Release of standard operating procedures manuals
- Training for Technical / Sales / Marketing staff
- Commencement of operations

Continuous support

Continuous support of research and development will be transferred to the Education Channel Associates to keep abreast of the curriculum / technology development.

Marketing support

The franchisor will provide requisite marketing support to propagate the various programs at IIMT-ECA through regional / national platforms. Sales & Marketing tools (brochures, leaflets, posters, audio visual aids) as and when developed will be sent as per policy.

INFRASTRUCTURE COST

Phase 1 - Rs. 02 lacs for Basic infrastructure, Education Channel Associates fee and technical knowhow.

Phase 2 - Rs. 05 lacs for Communication infrastructure, Operations and expansion.

Institutional Networking With

- NAMAN INSTITUTE OF BUSINESS MANAGEMENT (NIBM)
- NAMAN ACADEMY OF SECURITY AWARENESS (NASA)
- NAMAN INSTITUTE OF JOURNALISM & MASS COMMUNICATION (NIJMC)
- NAMAN ACADEMY OF FLYING & AVIATION (NAFA)
- NAMAN INTERNATIONAL MARITIME ACADEMY (NIMA)
- NAMAN INSTITUTE OF HOTEL MANAGEMENT (NIHM)
- NAMAN INSTITUTE OF FAISHION DESIGNING (NIFD)
- NAMAN AIRHOSTESS TRAINING ACADEMY

Research Groups / Units

- Management Research Group
- Education Research unit
- Economics Research Unit
- Centre for Small & Medium Business Enterprises
- Centre for Management Development
- Centre for Industrial Relations Studies

Professional Departments

- Academic Registry & Student Services
- Finance and Planning
- Marketing and External Relations
- Personnel and Staff Development
- Educational Council

WHY DISTANCE EDUCATION

What is distance learning?

Distance learning with IIMT takes place by correspondence. It is a form of education designed to be as flexible as possible to meet the training needs and requirements of both you, as an individual, and the organisation you represent.

Flexibility of place - means that study is not confined to any particular location. You can study anywhere in the world because you are not required to meet your teachers face-to-face.

Flexibility of time - enables you to study at the most convenient times of the day or week, so you can remain in your job or study full-time some other course.

Flexibility of content - means that you can devise your own programme of study based on the range of modules available.

Flexibility of pace - allows you to control the rate at which you study, and to concentrate on particular areas of interest.

In other words, distance learning with IIMT gives you, the learner, more control over what you learn, and where and how you learn it. This does not mean that our programmes are not structured. In fact, quite the opposite is true. Learning takes place within the planned framework of modules. Each module comprises a series of units which further define the focus of your study.

This approach will be of particular interest to you if you are unable to take time away from your work to undertake a full-time residential course, or if you and your employer (or sponsor) wishes to save on the cost of travelling and living at the any University or if you wish to gain an additional qualification with your current studies.

CORPORATE PROGRAMS

Employers contact us for sponsoring their employees or nominating their dependents for the courses. They may claim deductions in taxes as per the prevalent laws. Many organisations have benefited from this initiative. The benefits that the company accrues by working proactively in improving employee education rather than being a passive reimburse of expense after the employee incurs the same to upgrade their education level or by sending them to workshops of extremely short-term duration, this translates into Higher employee morale and loyalty. Lower employee turnover Increased productivity.

The executive programs are based on issues which students are likely to face in their working life such as thinking strategically, gaining and keeping a competitive advantage, linking strategic and operating goals, implementing new initiatives, understanding organizational behavior etc. The methodology of the similar as a course, but the Organization has the option of customizing the modules to be undertaken based on the specific needs. So the organization gets the advantage of a flexible program by choosing 5 elective modules amongst the modules of any of the course. The project work and survey is held under the guidance of the person from within the organization, this ensures confidentiality of the company's intellectual property and also augments the knowledge pool. On full sponsoring of minimum 15 students or part (50%) sponsoring of minimum 30 students the logo of the company is inserted on the mark sheet / course transcript. The students may be sponsored for different group of electives. Provisions exist to restrict students from appearing for exams if they leave the service of the sponsoring organisation during the course duration of 1 year. This has been an effective tool for employee retention programs for HR managers especially in industries where attrition rate is high amongst different employee levels. The courses are also used to supplement the induction / up gradation programs Example: An employee with no relevant qualification in the stores department can be sponsored for a course in Stores and logistics management etc.

Credit transfer facility also available for students of other university who may have cleared other subjects from other universities

1. Eligibility criteria's:

Any educational or training institute e.g. school, college, coaching classes, computer classes etc. as well as any individual can enroll for the Education Channel Associates.

2. Infrastructure required: Following infrastructure shall be required:

(a) Office area of at least 500 sq. ft. (Super Built-up) is required at prime business location. Within the office, one class-room of atleast 200 sq. ft. (carpet area) is required so as to expediently accommodate atleast 15 students at a time. Apart from that, area for administration office should not be less than 100 sq. feet.

(b) The premises should be owned by the Education Channel Associates. If the premises is hired on rent, atleast three years agreement is required to be executed with the owner of the premises. The Education Channel Associates shall furnish a copy of the rent agreement executed with the owner of the premises as evidence.

(c) A class room should be equipped with 15 chairs with writing desks, one white board of 5'x3' size, a stage of 6'x2.5'x0.5' size, an audio system, a permanent marker pen and a duster, a fire extinguisher, a first-aid box, There should be a proper electrification in the class-room consisting of sufficient numbers of fans and tubelights.

(d) Basic amenities like drinking water and washroom should be made available on the premises.

(e) Office premises should have adequate parking place and the same should be available for course participants.

(f) Other infrastructures as considered necessary by IIMT from time to time.

3. DURATION OF THE Education Channel Associates AGREEMENT

Duration of the Education Channel Associates agreement shall be of three years. It shall be extended for further period if decided mutually between parties.

4. SCOPE OF THE Education Channel Associates AGREEMENT

At the initial stage, Education Channel Associates can conduct two courses namely "Management Programs" and "IT Core Programs". Other courses shall be permitted on satisfactory performance of the Education Channel Associates agreement.

5. ADVERTISEMENT & PROMOTION BY THE Education Channel Associates:

The Education Channel Associates shall spend atleast 10-20% of annual gross fees collected towards advertisement and promotion of service. Advertisement and promotion should be done in the name of "IIMT". Mode of advertisement shall be as follows;

- Newspapers
- Cable
- Handbills
- Hoardings
- Local radio
- Exhibition

Any other mode as considered appropriate by the Education Channel Associates.

6. EMPLOYMENT OF STAFF - Education Channel Associates shall employ following peoples;

- One full time centre manager
- One full time office boy
- One full time receptionist cum counselor
- One full time or two part time faculties

7. TRAINING TO STAFF

Education Channel Associates can request IIMT to train and educate the faculty / faculties appointed by the Education Channel Associates. On such request, IIMT shall impart training to faculty/ faculties by charging fee.

8. ADMISSION & OTHER PROCEDURES TO BE FOLLOWED BY Education Channel Associates

Education Channel Associates shall comply with following policies, procedures and requirements as well as changes therein from time to time pertaining to admission, administration and management of educational courses.

1. Genuine inquiries should be generated through various modes of advertisements.
2. Inquiries should be handled carefully and prospective participants should be counseled well to join courses with full transparency.
 - 2.1 After counseling, prospectus of the institute should be given to prospective participant by charging the cost of prospectus Rs. 500.00/-
 - 2.2 Admission should be granted against payment of Rs. 11,000/-. One quarter should be granted as period to participants so as to judge merits of the course. After that, the remaining fees should be recovered from the course participants.
 - 2.3 All the course participants should be well treated so as to reflect professional image of the institution.
 - 2.4 The study material should be given to the participants only on receipt of 100% course fees.
 - 2.5 Authenticated receipts should be issued to the participants on receipt of course fees.
 - 2.6 Maximum 30 students should be enrolled per batch.
 - 2.7 Attendance register of participants should be maintained and should be updated on day to day basis.
03. Inquiry register should be maintained and updated on regular basis in prescribed format as follows;

Sr.No.	Name of inquirer	Course inquired	Contact details	Source	Remark
1	Ms. Ragini Khanna	B.Tech	01165478547	Internet	

04. The Education Channel Associates shall display sign board at prominent inner and outer side of the premises so as to easily visible.
05. The Education Channel Associates shall use logo of the IIMT without any modification therein.
06. **Batch Timings:**
Morning and evening batches are preferred. Duration of a batch should be of one hour. Batches should be on weekdays i.e. Monday to Friday.
07. Late admission should be permitted upto 25 days from the commencement of the respective batch. In case of late admission, missed syllables should be compensated through extra batch.
08. The courses must be completed well within the stipulated timeframe.
09. Effective revision of syllabus should be done.
10. On completion of course, examinations should be conducted.
11. Question papers and answer sheets will be supplied by the IIMT.
12. Answer sheets shall be evaluated by the IIMT and results shall be declared.
13. On successful completion of course, certificates shall be awarded to participants by the IIMT.
14. Convocation function shall be organized by the Education Channel Associates. Photography and Videography of the convocation function should be organized by the Education Channel Associates as well as proper records of the same should be maintained.

9. TO COMPLY WITH THE REQUIREMENTS OF ISO 9001 STANDARD

Education Channel Associates shall comply with all the requirements of ISO 9001 standard as well as revision therein from time to time. For this purpose, Education Channel Associates shall fully co-operate with the IIMT Group of Institutions and /or consultant appointed by them to perform internal audit, surveillance audit and certificating audit.

10. FEES TO BE CHARGED BY IIMT Group of Institutions AS Education Channel Associates FEES

The IIMT shall charge Education Channel Associates Fees as decided by Committee from time to time. Course wise existing Education Channel Associates Fee structure is as follows:

In India (Any State / Region):-

1. “Any Programs Management / I. T. Programs or Both Course” → Rs. 1,00,000/-
2. “Other Streams Like Engineering / Traditional / Teaching / BPO / KPO Training → Rs. 25,000/- Extra

Out Side India (Any Country):-

Any Programs Management / I. T. Programs or Both Course” → US\$ 3,750.00 / EURO 2550.00 (Including Processing Fee)

Note: For transferring US\$ to our account SWIFT Code is AXISINBB287

11. Fees as quoted above are exclusive of Service Tax. Service Tax shall be charged on gross fees amount as mentioned above at the rate applicable from time to time (currently 10.3%). The aforesaid fees for the first year shall be payable immediately at the time of execution of this Education Channel Associates agreement. Thereafter, the next Education Channel Associates Fees as above shall be payable within two week from the end of 03rd Year.

12. COST OF STUDY MATERIAL & OTHER STATIONERY

IIMT shall supply study material and other stationeries as required by Education Channel Associates from time to time against advance payment towards cost of such items as applicable from time to time.

13. FEES FOR EXAMINATION & CERTIFICATION

The IIMT shall charge Rs.750/- per student towards Examination Fees. Service Tax as applicable from time to time (currently 10.3%) shall be charged extra on aforesaid amount. Aforesaid amount is subject to revision from time to time. Revision in Examination Fees shall be communicated to Education Channel Associates by IIMT in writing. The said Examination Fees shall be charged towards cost of question papers, answer sheets supplied by IIMT, verification charges and cost of certificate issued to participants. Question papers and answer sheets shall be supplied to Education Channel Associates only on receipt of full payment towards Examination Fees.

14. SHARE OF THE IIMT Group of Institutions UNDER THE Educational Channel Associate AGREEMENT

IIMT is entitled to recover royalty amount from Education Channel Associates under this agreement as follows:

Every Year (Recurring) → 30% of the total decided fees (Excluding University fee)

Fees for this purpose shall be gross fees charged without considering Service Tax element. Service Tax as applicable from time to time (currently 10.3%) shall be charged extra. Education Channel Associates shall make payment of royalty amount immediately on confirmation of admission. For this purpose, confirmation of admission shall be considered, once course fees are received from the participant.

15. COST TOWARDS ISO 9001 COMPLIANCE

Cost incurred by the IIMT towards ISO compliance audit shall be recovered from Education Channel Associates. The Education Channel Associates shall be solely responsible to comply with the requirements of ISO 9001 standard as applicable from time to time. Cost incurred towards compliance of ISO 9001 standard requirements shall be borne by Education Channel Associates without recourse to recover the same from IIMT.

16. INTEREST FREE REFUNDABLE SECURITY DEPOSIT

Security Deposit of Rs. 5000/- shall be collected from the Education Channel Associates at the time of execution of Education Channel Associates agreement. No interest shall be payable on such deposit. Amount of Security Deposit, can be adjusted against amount due to Franchisor in case of default in payment on the part of Education Channel Associates.

17. MODE OF PAYMENT:

The payment to be made within seven days from the Date of MOU vide a demand draft or Account Payee Cheque payable at Varanasi in favor of “IIMT Group of Institutions”, or by direct fund transfer in Account of IIMT Group of Institutions..

18. Jurisdiction:

All disputes to be subject to jurisdiction under Varanasi courts.

INFRASTRUCTURE REQUIREMENTS FOR IT PROGRAMS

Education Channel Associates should provide for:

- a. At least 3-5 Computers of Core 2 Duo with 2 GB RAM, 160 GB Hard Disk configurations with facility for Laser Printers, Broadband Internet, Web Cam, Wi-Fi Network and Scanning.
- b. An aesthetic look, both from inside and outside, worthy of a quality educational set up.
- c. The entry points with display of the signboard clearly indicating that the Institute associated with Institute of Integrated Management & Technology. (IIMT Group of Institutions)
- d. A Minimum of 500-8,00 sq. ft. covered area or more depending upon the program(s) being conducted and sufficient open space (owned or long lease) is essential for an Education Channel Associates.
- e. Not less than two Lecture Rooms, accommodating 15 candidates, provide an area of 6 sq. ft/student.
- f. Essential infrastructure like Reception Desk, Labs, Workshops, Computer-room, UPS (power back up), Internet Connection, Teaching-Aids, Furniture, Fixtures and other equipments as per the need of the course(s). (Photographs and CDs are to be submitted along with Education Channel Associates Registration Form separately).
- g. A well laid out Library, sufficient to accommodate at least 15% of the enrolled candidates at a time. The Library should have adequate number of books including reference books of all courses being conducted at the Independent Institute, a minimum Of 10 reference books per course for an Education Channel Associates having minimum 50 - 100 students.
- h. Education Channel Associates Head / CEO will be a Postgraduate (Preferably M.Phil. /Ph.D.) and others Resource Faculty could be subject specialists as per IIMT norms.
- i. Supporting Staff including lab assistants.
- j. UPS, Power Backup (Generator / Invertors as per load), Audio-Video facility, Parking space and Canteen.
- k. Should follow the norms of Government for Technical Institute / Research Centre to offer engineering / management program.
- l. **Class Rooms Requirements**
 - *White Board in each class rooms*
 - *Minimum capacity of 25 in each class rooms*
 - *Comfortable chairs & tables*
 - *Air Cooled preferred but not mandatory.*
- m. (i) Website address, if any.
(ii) One e-Mail ID for day to day Communication. (Compulsory)
(iii) One Mobile Number for SMS Alert (Compulsory)

Education Channel Associates should maintain:

- a. Students Enquiry Register and International Catalog Distribution Register
- b. Roster of candidates at various levels,
- c. Time Table (To be displayed at the Notice Board)
- d. Attendance Register of students who are being provided training classes (theory & practical) should be separately maintained.

ROLES AND RESPONSIBILITIES OF THE EDUCATION CHANNEL ASSOCIATES

- 1. Educational Marketing:** Working in partnership with appropriate organizations, promote the cause of the IIMT Group of Institutions, Promotional activities involve working with Chamber of Commerce, NGOs, Local administration and others in organizing events, making publicity through various media, getting sponsorships for such events and publicity mechanism etc.
- IIMT Group of Institutions, subject to the terms and conditions, shall provide advice, assistance, information and material to the Education Channel Associates to establish, maintain and operate the said development and promotional activity.
- The Independent Institute is bound to promote and achieve the minimum functioning necessities defined by IIMT Group of Institutions for the stipulated period regarding enrolling students and their education.
- 4. Distribution of International Catalog and Student Registration Form:** As the IIMT Group of Institutions has two cycles of admission (i.e. Interim Session admission; Jan - June of the year and Regular Session admission; July - December of the year). Distribution of International Catalog is a continuous process. The Education Channel Associates therefore must be proactive in maintaining stock of the required forms, etc.
- 5. Collection of duly filled Student Registration Form along with required enclosures:** Proper arrangement will have to be made for the receipt of and an acknowledgement thereof, duly filled up application forms along with required enclosures and the prescribed Application Processing fee only in the shape of Bank Drafts.
- 6. Submission of Student Registration Form:** The Education Channel Associates must create database in the prescribed format of the filled application forms received from the Students. A soft copy and hard copy of the database and a summary statement from the database along with the filled applications forms, enclosures and Bank Drafts must be sent to the IIMT Group of Institutions on regular basis, i.e. 15th and 30th of every month, if these dates fall on holidays, the dispatch may be made on the preceding/following day. Simultaneously, an email of the summary statement must also be sent to the IIMT Group of Institutions.
- 7. Collection of Student Fees:** Proper arrangement will have to be made for the receipt of and an acknowledgement thereof, prescribed fee only in the shape of Bank Drafts.
- 8. Distribution of Student ID Cards/Login ID and Password:** On getting the ID cards, Login ID, Password and other materials from the IIMT Group of Institutions through Regional office, the Education Channel Associates is required to supply them to the Students. For this purpose, the Independent Institute has to maintain stock registers with entries pertaining to the issuance of ID cards and materials with student details including Name, Enrollment Number, communication address etc. The register should be made available to the IIMT Group of Institutions or University authorized offices therein as and when required.
- 9. Interactive Training Program Sessions (Theory):** On the basis of the schedule indicating the possible dates of Interactive Learning Program sessions for theory Courses with possible number of hours per Course issued by the University, the Education Channel Associates have to arrange for Interactive Training Program for the students through the approved faculties. However, if students so willing sessions could be conducted during weekends or Part time in the evenings or as per the agreement reached with the students and Independent Institute. A report of the sessions thus arranged with the names of the Faculty and as well as names and enrollment of students who attended the sessions must be submitted to the IIMT Group of Institutions at the end of each Interactive Training Program cycle the duration of which varies.

10. **Interactive Training Program sessions (Practical):** If Courses so required, practical sessions must be arranged on the basis of the instruction given to the Education Channel Associates from time to time. A report of the sessions thus arranged with the names of the approved Faculty and as well as names and enrollment of students who attended the sessions must be submitted to the IIMT Group of Institutions at the end of each practical session cycle the duration of which varies.
11. **Assignments:** The Education Channel Associates has to make arrangements for the collection of assignment-responses received from the students and evaluation internal assignment marks by their Head of Departments and Faculties (if requires). The Education Channel Associates is require to submit the total evaluation reports to the IIMT Group of Institutions in a prescribed format available on website www.iimtvaranasi.ac.in periodically and as per the given instructions.
12. **Examinations:** The Education Channel Associates is to issue examination application forms received from the Universities through IIMT Group of Institutions to the Students, collect the filled up Forms with crossed Demand Drafts towards the examination fees and forward them with a summary statement to the IIMT Group of Institutions, Varanasi / Pune Office. Simultaneously, an e-mail of the summary statement must also be sent to the Administrative Office.
13. **Conduct of Examinations:** The Education Channel Associates is to assist the IIMT Group of Institutions and University in identifying venues and other related elements, as per the University requirements / instructions, for the conduct of examinations.
14. **Database Maintenance:** The Education Channel Associates is required to maintain the database (with complete bio-data) of the Faculty working in the Education Channel Associates. It should also maintain the database of Education Channel Associates students, Admission-wise and Course-wise. The databases must be made available to the University as per the prescribed directions. In any case, a soft copy of the up-to-date database must be given to the IIMT Group of Institutions - as and when required.
15. Education Channel Associates shall, as may be required by IIMT Group of Institutions from time to time, depute its personnel for the purpose of receiving training on all or any aspect pertaining to the program or for attending any conference. All the costs and expenses related thereto shall be borne by Education Channel Associates.
16. The Independent Institute will act as a coordinating member with the INDIVIDUAL Student and University for smooth operation of academic and promotional activities.
17. The Independent Institute will not be having any claim on copyright, syllabus, courses, know-how and other related material and sources provided by IIMT Group of Institutions.
18. The duty of the Education Channel Associates is to implement the policies, programs and instructions pertaining to students from time to time of IIMT Group of Institutions.
19. All activities carried out by the Education Channel Associates shall have to be got approved from University. In case of any false, misleading, illegal, detrimental activity or unapproved activity etc. carried out by the Education Channel Associates during its tenure; it shall solely be responsible for the same and bear all consequences thereof, individually.
20. Education Channel Associates will work under the supervision of such officers as may be decided by the IIMT Management, from time to time. The Education Channel Associates will diligently and satisfactorily carry out instructions given by IIMT Group of Institutions in connection with the assigned work to the best of its ability.
21. All obligations and responsibilities of Independent Institute in terms of this Authority letter and communication issued from time to time including those specified in the website, shall be fully and exclusively, discharged by Education Channel Associates.
22. The Education Channel Associates will ensure that the infrastructure therein is operative during all hours prescribed by the IIMT Group of Institutions, from time to time.

23. Education Channel Associates shall always fulfill its obligation with honesty and integrity and shall not act in any manner which is detrimental to the interest and goodwill of the IIMT Group of Institutions.
24. Education Channel Associates will maintain all information / documents / material gathered from IIMT Group of Institutions - Learning Resource Provider and University strictly confidential.
25. Head of the Education Channel Associates will coordinate the day to day management and operations of the Education Channel Associates and will be solely responsible for all the operations.
26. Head of the Education Channel Associates shall be fully responsible for all the costs (Capital, Revenue and Operational), related to the Education Channel Associates.
27. Head of the Education Channel Associates will monitor the progress of the admissions of Students at Education Channel Associates regularly and submit the report to the IIMT Group of Institutions - Learning Resource Provider.
28. Education Channel Associates will organize necessary training for the Students and Counselors. Education Channel Associates shall itself ascertain the financial viability of the entire project and shall fund all cost overruns, if any.
29. Education Channel Associates shall be responsible for the payment of all taxes, duties, levies, fees and similar costs arising as a result of; or in connection with the transactions contemplated under this Authority Letter.
30. The Independent Institute shall not and is not empowered to, make any financial commitment on behalf of IIMT Group of Institutions also will not enter into any commitment, contracts, agreement that binds IIMT Group of Institutions in any manner whatsoever.
31. The Education Channel Associates is bound to give 6 Months prior notice in the circumstances of surrender permission to teach and need to handover all the database and belongings of University.
32. In the event of any irregularities; dissatisfaction or lapses found in service rendered by you; IIMT Group of Institutions shall terminate this service contract with a written notice of 15 days.
33. IIMT Group of Institutions reserve sole rights to inspect Independent Institute from time to time without intimation on any working days.
34. Education Channel Associates will collect feedback forms from the students before each examination and same forward to IIMT Group of Institutions - Learning Resource Provider directly.
35. Education Channel Associates will not enter into agreement/ contract/ arrangement with other parties for same courses.
36. Education Channel Associates will submit monthly report to IIMT Group of Institutions - Learning Resource Provider of their work and services stating their achievement, if any; along with their observations and suggestions on or before 7th of every month.
37. The Education Channel Associates will not enter into any monetary transactions with any Student on behalf of IIMT Group of Institutions / University and shall not misuse his / her position for personal gains.
38. The Education Channel Associates will be bound to follow any decision taken by IIMT Group of Institutions and University, in any matter, from time to time.
39. The Education Channel Associates is to arrange for IIMT meetings, audio/visual, technology- mediated classes, etc. from time to time as per the schedule of the IIMT. The Education Channel Associates is to carry out the tasks assigned by the University from time to time, as and when exigencies arise.
40. In case of any dispute; the matter shall be resolved only under the jurisdiction of the courts of Varanasi / Pune only.

If you possess the above you too can be part of this rewarding experience by becoming a IIMT Education Channel Associates.

We Purpose you for possible Collaboration & affiliation with IIMT for other professional courses like **BS, MS, Associate Degree, Master Degree, Management Development Programs (MDP), Faculty Development Programs (FDP), Training & Development, HRD, Project Management Programs (PMP)** & many more like Degree, Diploma, BS, MS, MBA, EMBA & MCA, DBA, PhD, & many other Courses in association with **different universities & professional bodies, Corporate & leading Institutions**. IIMT has a network of affiliates over 30 countries being operated for the entire programs of IIMT. You can run the courses you are running currently apart from that you can start course affiliated to us. This would bring more popularity to you and business benefits too with further Development. Together we reach those students in need of international courses.

I am looking forward to your positive response to my proposal.

I greatly appreciate your time; if there is any other information that I may be able to assist you with please do not hesitate to contact me. For more details please visit our Website: <http://www.iimtvaranasi.ac.in> for Education Channel Associates related query.

For more details about Admission Dates, Fee details, & course please contact to IIMT office @ **0542-6457269** or **020-64018400** or you may visit us at www.iimtvaranasi.ac.in or you may write us on franchisee@iimtvaranasi.ac.in / info@iimtvaranasi.ac.in

Regards

Ms. Neetu S M

Asst. Director (ECA / Partner Institutes)

IIMT Group of Institutions

Submit Filled Registration Form at:
IIMT Group of Institutions
(Education Channel Associates Division)
Plot No. 2, Jaiswal School Road
MughalSarai, Dist. Chandauli (U.P.)
Ph: 0542-6457269

You may send your Application Form to ECA Office also.

Dr. Shashank R M

Managing Director / CEO

IIMT Group of Institutions

Submit Filled Registration Form at:
IIMT Group of Institutions
(Education Channel Associates Division)
501, A Wing, Kapil Capital, Ambegaon Budrak
Pune - 411026, Maharastra
Ph: 020-64018400