LBS SKILL CENTRE

FRANCHISEE PROPOSAL

For the selection of training centres to conduct various training courses under the auspices of

LBS CENTRE FOR SCIENCE AND TECHNOLOGY

LBS Centre for Science and Technology

Profile

The **LBS Centre for Science and Technology**, Thiruvananthapuram the premier institute of computer training and consultancy, registered under the Travancore- Cochin Literary, Scientific and Charitable Societies Registration Act XII of 1955 was established by Government of Kerala in 1976. The Centre was started by the Government of Kerala as an Autonomous body with the main objectives that the Centre would act as a link between the industries and technical institutions so as to benefit society through their mutual interactions.

The Centre is administered by a Governing Body and an Executive Committee. The Chief Minister, Government of Kerala is the Chairman of the Governing Body and the Minister for Higher Education is the Vice-Chairman. The Principal Secretary for Higher Education is the Chairman of the Executive Committee and the Director of Technical Education is its Vice-Chairman. The Director of the Centre is the Member Secretary of both the bodies.

LBS Centre has 4 Regional units and 14 Sub centres all over Kerala. In addition to this, One Engineering College exclusively for women, LBS Institute of Technology for Women at Poojappura and another one LBS College of Engineering, at Kasaragod is also there. LBS Model Degree College is also there located at Malappuram. As a part of social responsibility LBS Centre also runs Centre of Excellence for Disability Studies at Poojappura. At present 115 Franchisees are affiliated to LBS Skill Centre.

In addition to academic training programs, LBS Centre conducts entrance/ recruitment examinations for various Government/ Public Sector organizations like High Court of Kerala, Kerala House, SET Examination etc. Also undertakes the allotment to various courses like BSc. Nursing/ Paramedical courses/ MCA/ B.Tech Lateral Entry etc.

LBS FRANCHISEE MODEL.

*Welcome to LBS Franchisee Model.-**LBS Skill Centre***

The systems detailed here will enable you understand the proposed operating model of LBS Franchisees and also to set up and manage the LBS Franchisee Centre effectively and efficiently without undue heartaches and teething troubles. All that it requires is your committed adherence.
This manual will be regularly updated. These updates will be based on the collective feed backs and experiences during course of time.

1.0 Purpose

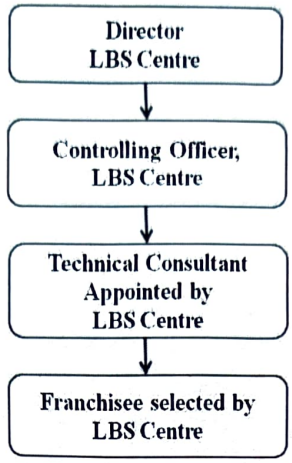
This gives a detailed picture on the working model and roles and responsibilities of all the stakeholders involved in the system and also helps to ensure a systematic approach to manage the operations of Franchisee, Consultant and Franchisor.

2.0 Scope

This procedure is applicable to all types of training offered at LBS Franchisees. This procedure covers the model, working pattern, roles, revenue generation, Centre operations, control mechanism, quality control etc.

3.0 Operations Structure.(TRIPARTITE MODEL)

The structure of the **Franchisee Management Team** shall be as follows:



4.0 ROLES AND RESPONSIBILITIES

LBS

Shall be as follows:

- Releases the Franchisee invitation notification at unrepresented areas (where existing centre is not there) along with the detailed franchisee proposal.
- LBS Team will conduct the site inspection for all franchisee applicants to ensure adherence to policy and guidelines regarding the centre infrastructure.
- Will allot he franchisees based on there commendations from the Executive Committee.
- Will announce the exam notifications in a timely manner to carry out the exams in all franchisee centres.
- Will constitute Supervisory team examination centres and ensure proper supervision of the exams.
- Will constitute a passing board for finalizing the results.
- Will publish the results and certificates to the franchisee centres in a timely manner.
- Will participate and arrange government sponsored training programmes and will be distributed among the franchisee centres
- Will facilitate PR ,brand promotional activities as part of the initiatives.

FRANCHISEE

- Franchisee, during the period of the agreement will carry on the Business in accordance to the reasonable satisfaction of LBS
- Will provide the necessary infrastructure for the smooth conduct of the programme
- Will recruit Trainers and other necessary staff as per the guidelines from LBS/Consultant.
- The Franchisee shall use only the Trade Marks in connection with the Services allowed by LBS.

- The Franchisee shall interact with the Consultant for the smooth conduct of the Business.
- Will have the overall responsibility for achieving the targets in terms of billing & Collection/goals of the organization.
- The students will be admitted by the franchisee as per the eligibility guide lines fixed by the Franchisor.

TECHNICALCONSULTANT

- To serve as an intermediary between the LBS Centre and the franchisee.
- To coordinate the activities of franchisee as per the regulation sand guidelines of LBS Centre.

5.0 Franchisee's financial obligations

The Franchisee shall pay to the Franchisor the following sums;

a. Immediately upon signing this Agreement the franchisee fee amounting to **Rs.30,000/-** (Rupees Thirty thousand only) plus GST , which is non refundable shall be remitted by the franchisee for the contract period of one year.

b. Franchisee will pay renewal fees of Rs **20,000/-** plus GST on subsequent years based on satisfactory performance.

c. A royalty share, i.e., **25% + GST** of the total course fee to be collected from the student is payable to LBS. In case of Funded Govt projects, LBS will work out a different pattern in the ratio based on case to case basis.

d. Apart from the above, an amount equal to **Rs 200/-** plus GST per semester for each course should be remitted by the Franchisee as examination fee per student in order to apply for writing the examination.

6.0 INFRASTRUCTURE

The franchisee centre should have the following minimum infrastructure.

a)	**CENTRE REQUIREMENTS**	**AREA IN SQFT.**
	RECEPTION	50
	COUNSELING	50
	COMPUTER LAB	400
	CLASSROOM-1	200
	CLASSROOM-2	100
	LIBRARY	50
	FACULTYROOM	100
	CENTRE MANAGER	50
	TOTAL	**1000 sqft**

MANPOWE REQUIREMENTS

CENTRE MANAGER Graduate with relevant experience in the field. Should manage the entire centre operations.

Sr. FACULTY	Professionals in relevant field with at least 3 years experience in teaching as well as in production field.
Jr. FACULTY	Professionals / Freshers with good communication and presentation skills.
COUNSELOR	Graduate from any background with a charming personality for selling. Experience in similar field or technical exposure would be an added merit.
MARKETING EXECUTIVE	Young graduates who are mobile. Need to be smart, enterprising and good sellers. Need to undertake all outdoor publicity activities.
RECEPTIONIST	Candidate with a pleasing personality and a flair for conversing. Should be able to handle all incoming calls as well as receive visitors and enquiries.

Termsand Conditions

1. LBS Centre will allot franchisee throughout Kerala after inspection and verification.
2. All existing training institutions already offering courses may be considered, if they are willing to set up facilities for LBS approved courses. Franchisees who get registration for a centre will not be permitted to run any other sub centre.
3. Each Partner institutions shall provide the space and facilities as mentioned. All the Centers will be encouraged to have a uniform look and must put a NAME BOARD, creating a brand image for LBS institutions across the state. The investment for setting up the Centre should come from the franchisee.
4. The curriculum, syllabus and scheme of evaluation for the courses will be announced separately.
5. The students will be admitted by the Franchisee centres directly as per the eligibility criteria fixed by LBS. The admitted students will be issued a registration number from LBS.
6. The revenue in terms of fees collected from the students will be shared in the proportion of 75:25 (Franchisee: LBS).Local advertisements shall be done by franchisee on their own as per the guidelines fixed by LBS.
7. The registration fees collected from the students should be deposited to the LBS account with in the stipulated time frame mentioned, then only LBS will issue the hall tickets and permanent registration number.
8. All centres will be given fixed targets both in business as well in quality.
9. The contract of centres that fail to meet the desired standards in both cases shall not be renewed. LBS Centre reserves the right to terminate the agreement at any time if the centre violates any of the terms and conditions prescribed by LBS Centre..
10. LBS will set the question paper and make arrangements for the delivery of the question papers in sealed packets on the date of examination. There shall be a uniform pattern in the matter of conducting exams, regarding the course and date of examination throughout the Centres, as prescribed by LBS. The examination hall shall be equipped with a CCTV surveillance system, with access provided to the LBS authorities.
11. Director, LBS reserves the right to accept or reject any application or amend the terms and conditions without assigning any reason whatsoever.
12. Acceptance of Franchisees near to the location of existing LBS Centre units will be done only after detailed analysis.

Dr.Jayamohan J
Director