

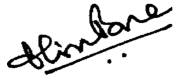
## **C-DAC ACETC Franchise Scheme w.e.f. 01.01.2025**

### **Terms and Conditions:-**

1. Allotment of Franchise Centre will be at the sole discretion of C-DAC, Thiruvananthapuram.
2. Detailed letter giving the relevant details of the Centre to be franchised has to be forwarded to The Head (Training), Software Training and Development Centre, C-DAC, Vellayambalam, Thiruvananthapuram – 695 010.
3. The proposed Centre should have a well-equipped lab with a minimum of 10 PCs and a minimum of two Classrooms for Theory in which 20 students can be accommodated. Produce free sketch of Building Plan along with application.
4. The Centre should have qualified Faculty Members to handle the various courses and the details relating to qualification & experience of the faculty members should be enclosed along with the letter mentioned under item 2.
5. A non-refundable fee of **Rs.5000/-** should be remitted to C-DAC, after short-listing the Centres, towards **Inspection Charges**. An expert committee from C-DAC will inspect the proposed centre to evaluate the facilities.
6. **The Franchise Registration Fee payable to C-DAC is Rs.60,000/- + applicable taxes**, which has to be remitted by a Demand Draft, payable at Thiruvananthapuram in favour of C-DAC / Online Payment mode at the time of execution of the Agreement. The License will be valid initially for a period of **TWO** years.
7. **The Annual Renewal Fee (after second year) payable to C-DAC is Rs.40,000/-** (inclusive of Tax), which has to be remitted by a Demand Draft payable at Thiruvananthapuram in favour of C-DAC / Online Payment mode.
8. Apart from the Franchise Fee, **20% of the Course Fee collected from each student + applicable tax** is payable to C-DAC, Thiruvananthapuram as Share of Fee. The Share of Fee can be remitted in two installments. 60% at the time of Registration of Students and 40% before publishing Results.
9. If the Share of Fee remitted annually by the Centre is One Lakh or above, **a special discount of Rs.5,000/-** will be given on the annual Renewal Fee.
10. No fees will be refunded.
11. The Course Fee for the various courses will be fixed by C-DAC and the Franchise shall not collect any additional amount from the students.
12. At present, there are 7 courses offered through Franchise Centres - Post Graduate Diploma in Computer Applications (PGDCA), Diploma in Computer Applications (DCA), Diploma in Financial Accounting (DFIN), Diploma in Office Management (DOM), MS Office and Internet (MSO), Diploma in Desk Top Publishing (DDTP), Data Entry and Console Operations (DECO).
13. **In normal case, no Franchise will be sanctioned within a distance of 3 Kms in Corporation areas, 6 Kms in Municipality areas and 10 Kms in Panchayat areas from another franchised centre.** A minimum of one Franchise will be sanctioned in each Panchayat with a minimum distance of 4 Kms between the Franchisees in adjacent Panchayats. However C-DAC reserves the right to change the policy at its discretion.
14. A Franchise of C-DAC is not permitted to be a Franchise of any other Institutions / Organizations conducting same nature of courses to avoid causing conflicts to our interest.
15. **Allotted Franchise is not transferrable.**
16. Normally ACETC Examinations are conducted in the months of January and July (w.e.f. January 2019) of every year. However Examinations for short-term courses (less than 6

months duration) will be conducted in October and May on request, provided a registration of minimum 20 students.

17. **Attendance Sheet of Students for each month (Course-wise) should be sent to C-DAC Thiruvananthapuram on or before 10<sup>th</sup> of next month.**
18. Examinations will be conducted directly by C-DAC, Thiruvananthapuram and Certificates will be issued to the qualified students.
19. The Franchise shall follow the syllabus specified by C-DAC for various courses.
20. C-DAC, Thiruvananthapuram reserves the right to change the rules, syllabus, fee, etc at its own discretion and the Franchise shall follow the same.
21. Service Tax applicable as per Govt. rule should be collected from the Students for C-DAC courses and remitted to appropriate authorities at the time of admission of the student.
22. The jurisdiction of disputes, if any, will be at Thiruvananthapuram.

A handwritten signature in black ink, appearing to read 'Hiron Bose', is positioned above the printed name.

**Hiron Bose**  
**Section Head (STDC)**