

## RENEWAL FOR AUTHORISED STUDY CENTRE - 2022

All the fields are compulsory. Kindly fill all the information.

Software  Hardware & Technical  Teacher's Training  School Project  Skill Development

Note : If a centre head possessing single centre code with multiple streams, renewal charges are applicable for each stream.

Centre Code  Last Renewal Year

No. of Regd. Students : 2020-21  2021-22

Website : ..... Date .....

Alma Email ID : .....

Affix here recent  
passport size  
coloured  
photograph

1. Name of Institute Head : .....

2. Name of the Institute : .....

3. Partner (If any) : .....

4. Date of Birth : ..... Date of Birth (Partner).....

5. Postal Address (Institute) : .....

District ..... State .....

Pin Code ..... Tel. No.: .....

Mob. No.: 1 ..... 2. ....

6. Postal Address (Residence) : .....

District ..... State .....

Pin Code ..... Tel. No.: .....

Mob. No.: 1 ..... 2. ....

7. Are you associated with any other brand/university apart from Alma? Give details : .....

8. Payment Details : .....

Bank Name & Draft No. : .....

DD in the favor of 'ALMA' payable at Indore (Madhya Pradesh) or deposit the amount in the Yes Bank A/c No. 047863300002157 'IFSC Code YESB0000478', Branch : MG Road, Indore (M.P.) of 'ALMA' towards the renewal fee.  
Renewal fee ₹ 3000/-

NOTE: 2. Kindly courier the hard copy of the original renewal form. Duplicate or Scan copy will not be accepted.  
2. Kindly send deposit receipt of renewal with form.

## This Renewal Application / Agreement Witnesses the Following:

### Proper and timely renewal under all applicable Rules & Regulations :-

1. **Constitute of the Centre:** The Education Centre must be legally constituted and registered in the respective state under State Society / Central Society / Corporation / Trust / Company / Proprietorship / Partnership Acts.
2. **Installation of Legal equipments & software:** The centre head shall use legal equipments & software in the centre. In case any illegal software is found by any authority, the whole responsibility will be on the part of the concerning centre and the centre head only.
3. **Staff:** The centre head will submit to the Alma H.O. the profile of the faculties to be engaged to conduct the courses at the authorized centre. The staff of the centre shall be expected to confirm the terms & conditions of Alma as per the agreement.
4. **Payments:** The centre head shall commence the centre operations only after the payment of appropriate Renewal Charges and the payable dues against the amount collected from the students against the registration, materials and courseware.
5. **Syllabus:** The centre head shall conduct only the course syllabus as per the guidelines mentioned in the Prospectus of Alma and should not violate the secrecy; altering or changing the schedule of fees, courses, duration, testing and evaluation criteria, standards or methodologies laid down by Alma from time to time and shall not reproduce any of the brochure, courseware CD and other material without any prior written permission from Alma HQ.
6. **Sign Board at the Centre:** A prescribed sign-board of Alma should be put at a prominent place at the centre. The design, layout and other instructions are mentioned in the Corporate Manual. In the sign board the centre should use only Alma registered trade mark without any alteration & modification.
7. **Place:** The centre head shall conduct the centre operations only at the approved place mentioned in the application. Any change of place shall be approved after the payment of fresh franchisee fee, as applicable and subject to the availability of the vacant place and previous deposited franchisee fee would be forfeited, due to failure in opening or running the centre in the allotted place.
8. **Target:** The Centre must achieve the set target allotted to and/or agreed upon.
9. **Brand:** Alma has established a high reputation as to the quality of the services available at various Education Centers and continues to be a unique benefit to all the centers would also maintain the same high reputation and goodwill.
10. **Rules & Regulations:** As issued, improved, corrected, revised or reformed from time to time will be applicable and fully binding upon the Centre Head and to his successors, assignees, administrators etc. In case of ignorance of the rules and the regulations of the MOU/ Agreement etc. the franchisee will liable to be cancelled immediately.
11. **Quarterly Audit System:** All Alma centres will have to follow the Quarterly Audit System of Alma that is mandatory involving detailed report about Enrollment, Registration of Students and changes in faculty quarterly term.
12. **Disputes and Differences:** All disputes and differences of whatsoever nature arising out of or concerning to this terms and condition whether during its terms or after expiry thereof or after or before is termination shall be referred to the Director of Alma headquarter, whose decision shall be final and binding on the Centre Head or its successors, heirs, assignees, administrator etc. All the disputes will be subject to Indore Jurisdiction / District Court/ High Court only.
13. **Quarterly Audit Systems of all centres are mandatory and all support would be provided after proper reports.**
14. **All rules and regulations of the agreement would be mandatory in present and future. Rules of renewal would be changed time to time.**
15. **All centre heads have to provide information regarding student registration, student inquiry and student placement timely.**
16. **The selection of faculties of centre has to be under the guidance of and sole cognition of the Alma HQ. Permission must be opted and details of the faculties must sent to Alma.**
17. **Centres have its own website with proper information and placement of Alma.**
18. **Renewal Committee has only discretion to finalise renewal of any centre.**
19. **If any centre found doing activities other than Alma then its centre would be sue moto cancelled.**
20. **Every centre has to conduct seminars and workshop on Computer Technology, Cyber Security Awareness and send reports to Alma HQ.**

### DECLARATION

I hereby VERIFY and CONFIRM that the particulars given by me are TRUE & CORRECT to the best of my knowledge and belief and nothing is concealed. I hereby take OATH and STATE that I will function in my allotted area by fully complying prevailing terms and conditions of the ALMA for the fulfillment of the purposes of the Company. I hereby AGREE that all the terms and conditions of the ALMA framed for the year 2019-20 are acceptable to me.

Seal & Signature  
(Institute Head)

Only for office use : - For Approval

Accountant

Renewal Head

Director, ALMA





Dear Centre Head,

You are requested to send following details about your centre. Kindly send us all details as soon as possible.

**NOTE: It is mandatory to send all the details below in the Excel Format.**

**From April , 2021 to March 31, 2022**

INQUIRY FOR STUDENTS

Date	No. of Inquires
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CONVERSION RATIO

No. of Inquiry	Conversion / Admission
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EXAMINATION

Course	Students Detail
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CERTIFICATE ISSUED

Course	Students Detail
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PLACEMENT OF STUDENT

No. of Students	Companies Detail
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MONTHLY ACTIVITIES

Activity Details	Month
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PROMOTIONAL ACTIVITIES

Activity Details	Month
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FACULTY DETAILS

Name	Qualification	Contact Detail
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1. Do you need support for EMAIL and SMS promotional services  Yes  No
2. Do you need support for Designing and Printing Support  Yes  No
3. Do you need Technical support  Yes  No
4. Do you need support for WEBSITE Development  Yes  No  
(According to Govt. norms it is mandatory to have a website for education)

Remarks / Suggestions

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