



REGISTRATION FORM FOR EDUCATION CHANNEL ASSOCIATES
INSTITUTION'S PROFILE

1. Name of the Proposed Institution: _____

2. Name of the Managing Body: _____

3. Type of Institution: Trust Society Proprietor Partnership Firm
Company Government Organization Other _____

Institution includes both Government aided and unaided. Select the appropriate box. Kindly enclose
Registration Certificate and Resolution along with the Memorandum and Rules & Regulations of the
Society Trust Company.

4. Location of the Institute: Metro State Capital Distt. HQ Town
(Please tick whichever is applicable) Semi Urban Rural Backward Area

5. Full postal address with Pin code: _____

District: _____ State: _____
Pin Code: _____ STD Code: _____

6. Communications Connectivity: Telephone No.: _____ Fax: _____
Mobile No.: _____
Email: _____

DETAILS OF THE CHIEF EXECUTIVE OFFICER

1. Name of person who is the
CEO of the Institution :

2. Educational Qualification:

3. Full Residential Address:

Pin Code: _____ STD Code: _____

Landline Numbers: **Office:** _____

Residence: _____

4. Communications connectivity:

Phone No. _____

Mobile No. _____ Fax _____

eMail: _____

5. Date of Birth:

6. Professional Experience:

7. Residential Address Proof

(Kindly enclose the attested copy)



INFRASTRUCTURAL FACILITIES
(Kindly select the appropriate option. Enclose the details also)

1. The building of Institution is: Leased Rented Owned
2. Total carpet area of Institution: _____
3. Internet Connectivity: Leased Line Broadband Dial up Speed _____
4. Ready for Operations Yes Not yet
5. Institutional Facilities available:

Sr.	Type of Facility	No. of Rooms	Area / Seating Capacity
1.	Class Room		
2.	Computer laboratory		
3.	Library		
4.	Administration Area		
5.	Coordinator Room		
6.	Counseling area		
7.	Audio visual Room		
8.	Faculty Room		
9.	Service Area - Toilets etc.		
10.	Other _____		

6. Facilities in the laboratory:

Sr.	Type of Facility	Nos.	Configuration / Technical Details
1.	Desk Top Computer		
2.	Printer		
3.	Scanner		
4.	Power backup		
5.	UPS		
6.	Photocopier		
7.	Networking		
8.	Internet accessibility		
9.	CD / DVD Writer		

7. Details of software available:

Sr.	OS/COMPILER/PACKAGE/PROGRAMME / SOFTWARE	Version No.

8. Library:

Sr.	Type of Book	Numbers
1.	Reference books	
2.	Text/subject books	
3.	Periodicals subscribed	
4.	Journals subscribed	
5.	Newspapers subscribed	
6.	Course CDs	
7.	Course Audio/Video Cassettes	
8.	Books other than IT course books	

TIEUP WITH OTHER INSTITUTE

(If Tie-up with more than one Institution kindly use additional sheet)

1. Name of the Institute: _____
2. Address of the Institute: _____
3. Course Offered: _____
4. Recognized / Approved by: _____
5. Distance from Education Channel Associates: _____
6. Name of the Principal: _____

HUMAN RESOURCE DETAILS

Sr.	Name	Department	Designation	Qualification	Experience In Years	WOULD BE INVOLVED IN IIMT PROJECT AS

PROPOSED APPOINTMENTS FOR IIMT PROJECT IF ANY:

Sr.	Department	Designation	Qualification	Target Work Experience	Full / Part time

*Departments: Academics, Administrative, Accounts, Database, Support

IS THE EDUCATION CHANNEL ASSOCIATE RECOGNISED BY OTHER UNIVERSITY? _____
 IF ANSWER IS YES, THEN GIVE FOLLOWING DETAILS:

Sr.	Name and Address of Recognizing University	Recognized As

DETAILS OF REGISTRATION FEE REMITTANCE

Registration Fee for three years: Rs. _____ (Non-Refundable and Non-Adjustable) in favor of "INSTITUTE OF INTEGRATED MANAGEMENT & TECHNOLOGY" payable at VARANASI.

DD No.	Date	Bank	Payable at

DETAILS OF TECHNOLOGY FEE REMITTANCE

Processing Fee for one year: Rs. _____ (Non-Refundable) in favor of "INSTITUTE OF INTEGRATED MANAGEMENT & TECHNOLOGY" payable at VARANASI

DD No.	Date	Bank	Payable at

Kindly fill-up the detail of courses that you are interested to offer through Education Channel Associate Institution, in following table.

Sr. No.	Proposed Course	Sr. No.	Proposed Course	Sr. No.	Proposed Course	Sr. No.	Proposed Course
1.		5.		9.		13.	
2.		6.		10.		14.	
3.		7.		11.		15.	
4.		8.		12.		16.	

UNDERTAKING

Certified that all the information given above and in the preceding pages are complete and correct. I declare that the institute will abide by all the rules and regulations of IIMT Group of Institutions and the direction given under it. I am ready to work under the supervision of the Management of the IIMT Group of Institutions and their Regional Office. I am aware that IIMT incorporated in the Varanasi, Uttar Pradesh India under the provisions of companies Act, to undertake activities as an International Education and Training Provider in field of IT & Management education i.e. B-School / Management Institute, and having membership / affiliation with different international and prestigious organization. I am satisfied from the IIMT Group of Institutions legal status and acceptable to me. In case of any information furnished by me is found wrong or incomplete, I declare that the institute may be derecognized and is also open to any action as per law.

Signature of the CEO of the Institute

Name: _____

Designation: _____

Address: _____

Date: _____

Seal & Signature of the Head of Management

Name: _____

Designation: _____

Address: _____

Date: _____

PHOTOS TO BE PASTED:

Space for Affixing
'FRONT PHOTOGRAPH OF THE EDUCATION CHANNEL ASSOCIATES'

Space for Affixing
'WIDE RANGE PHOTOGRAPH SHOWING THE LOCALITY OF THE EDUCATION CHANNEL ASSOCIATES'

Space for Affixing
'PHOTOGRAPH OF RECEPTION AREA OF THE EDUCATION CHANNEL ASSOCIATES'

Space for Affixing
'PHOTOGRAPH OF LECTURE ROOM OF THE EDUCATION CHANNEL ASSOCIATES'

Space for Affixing

'PHOTOGRAPH OF COMPUTER LAB OF THE EDUCATION CHANNEL ASSOCIATES'

Space for Affixing

'PHOTOGRAPH OF LIBRARY BOOKSHELF'

Space for Affixing
'PHOTOGRAPH OF LIBRARY SITTING ARRANGEMENT'

Space for Affixing
'PHOTOGRAPH OF THE POWER BACKUP FACILITY ARRANGEMENT'

Education Channel Associates: Terms & Conditions

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 tube light.
- (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.

Signature of Director of Education Channel Associates

Authorized Signatory (IIMT)

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 from Traditional or Management or I. T. Programs or Any Two Course” → **Rs. 1,25,000/-**
2. “Other Streams like Engineering / BPO / KPO / Merchant Navy / Fire & Safety Training → **Rs. 35,000/-** Extra

Out Side India (Any Country):-

Any Programs Management / I. T. Programs or Both Course” → **US\$ 4,750.00 / EURO 3550.00 (Including Processing Fee)**

Note: For transferring **US\$** to our account **SWIFT** Code is **AXISINBB287 | Service Tax Extra (As Applicable)**

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 per exam) towards Examination Fees. Service Tax as applicable from time to time (currently 12.3%) 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 12.3%) 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. 25000/- 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 “Institute of Integrated Management & Technology”, or by direct fund transfer in Account of IIMT Group of Institutions.

18. Jurisdiction:

All disputes to be subject to jurisdiction under Varanasi courts.

Signature of Director of Education Channel Associates

Authorized Signatory (IIMT)

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.
2. 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.
3. 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.

Signature of Director of Education Channel Associates

Authorized Signatory (IIMT)

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 only.

Seal & Signature of Director of Education Channel Associates

Authorized Signatory (IIMT)