

AFFIDAVIT OF AUTHORISED PERSON (CENTRE HEAD)

I Fr. Dr. Paulachan K.J S/o of Joseph K

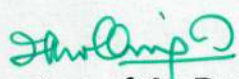
resident of Naipunya Institute of Management and Information

Technology, Pongam, Kerala

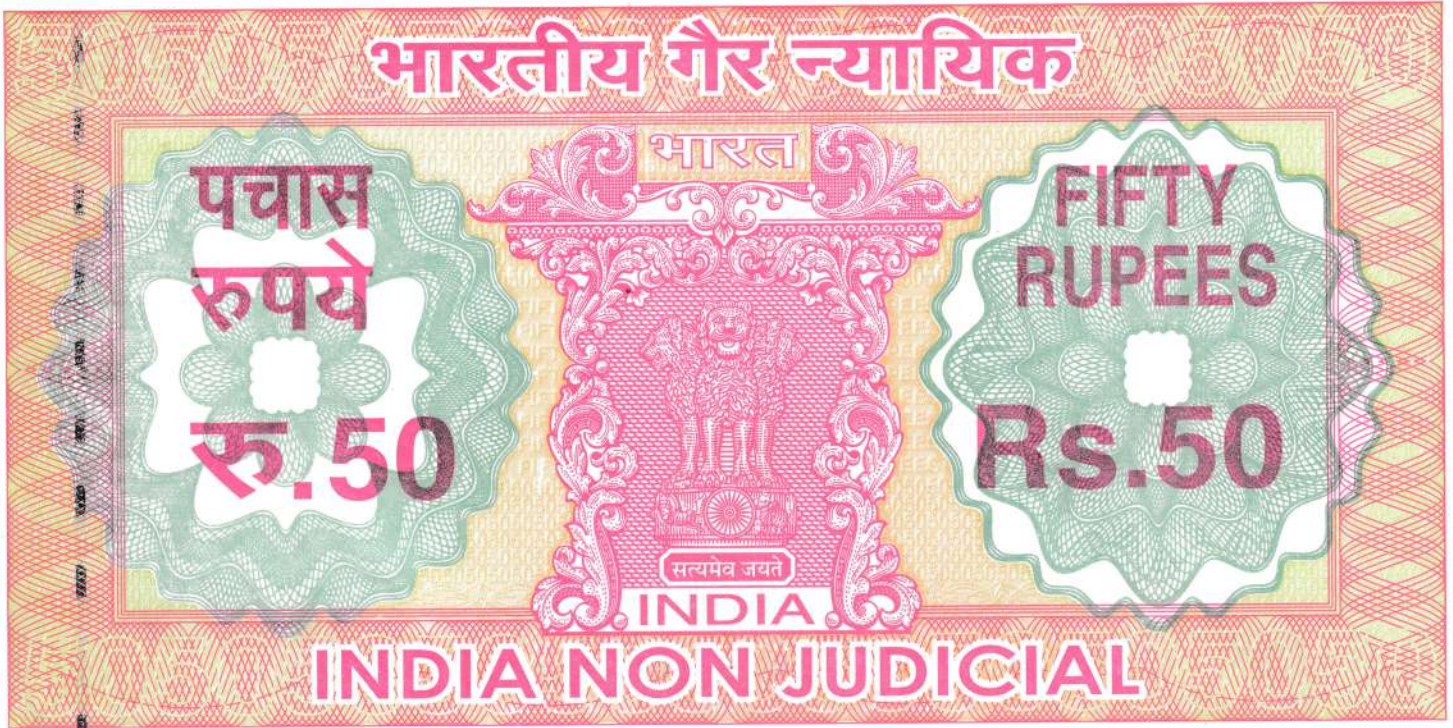
Lan Phone No. (with code): 0480 2730341, Mobile : 9961915050

Declare as under :

1. I am Fr. Dr. Paulachan K.J Director/Principal/Head of the (Centre name with address)
Naipunya Institute of Management and Information Technology NIMIT
Pongam, Kerala, Thiruvananthapuram - 680308
2. I hereby forwards a request for an authorised training centre from STED COUNCIL for my institute to run STED COUNCIL's training programme & for merit certification and I am fully satisfied about the courses approved by the STED COUNCIL and I know that all the courses approved by the STED COUNCIL are for self job and self employment only.
3. I will be a person abiding all the laws and principles of STED COUNCIL authority and I am liable & responsible to run my institution in accordance with your rules & regulations in time to time.
4. I shall not sell or transfer franchise to any other person/company/institutions.
5. I will be responsible for the maintenance of my office including the maintenance and salaries, building rent, advertisement charges, wages etc.,
6. I/We will not take admission with fake information regarding the certificate validity, approval etc.. and I assure that I should not propagate as the courses and certificate are directly from the government department/authority.
7. I/We only present students for examination after giving proper practical & theory classes by eminent faculties and make eligible before for final examination conducted by STED COUNCIL authority.
8. I am ready to conduct all examinations in the presence of an invigilating officer from STED COUNCIL
9. I agrees to pay all the expenses including TA, DA, Food & Accomodation of the Invigilators/ examiners from STED COUNCIL for all the day of examination like theory & practical conducted in my institution/ATC.
10. I never use STED COUNCIL ISO logo, accreditations logo, QR code, official seal, govt. emblems, trade mark etc. in any manner. (i.e. in my/our certificates, brochures, notice, posters, advertisements, marketing materials, letter heads, visiting card, name board or any other printable items etc..) and represent my institution as "Authorised Training Centre of STED COUNCIL" during their tenure as franchise.
11. I assure that I will not collect any additional type of charges/additional fees for any reason in the name of STED COUNCIL in any manner from the candidates in addition to registration or examination fees prescribed by STED COUNCIL. (Training/course fees are exempted).


Signature of the Deponent
Fr.Dr. PAULACHAN.K.J





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DB 178809

CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT is prepared and entered on this **31st December 2024** between **M/s SCIENTIFIC AND TECHNICAL EDUCATION DEVELOPMENT COUNCIL (STED COUNCIL)**; its Central Administrative Office at 1st Floor, SB Tower, Sreemoolam Road, Mele Thampamnoor, Thiruvananthapuram 695001, Kerala State, South India as the first party represented by its Chairman. **AND.....**

Fr.Dr. PAULACHAN.K.J, M/s. NAIPUNNYA INSTITUTE OF MANAGEMENT & INFORMATION TECHNOLOGY, PONGAM, KORATTY, THRISSUR DISTRICT, KERALA STATE being the second party, hereby enter into a contractual agreement whereby both the parties are to abide by the charter and bylaws given hereinafter to run an associate deed.

WHERE AS the second-party has been conducting various job oriented courses which have to be approved and permitted by first party, which has been granting Authorised Training Center (ATC) to various other institutions as ATC of the first party.

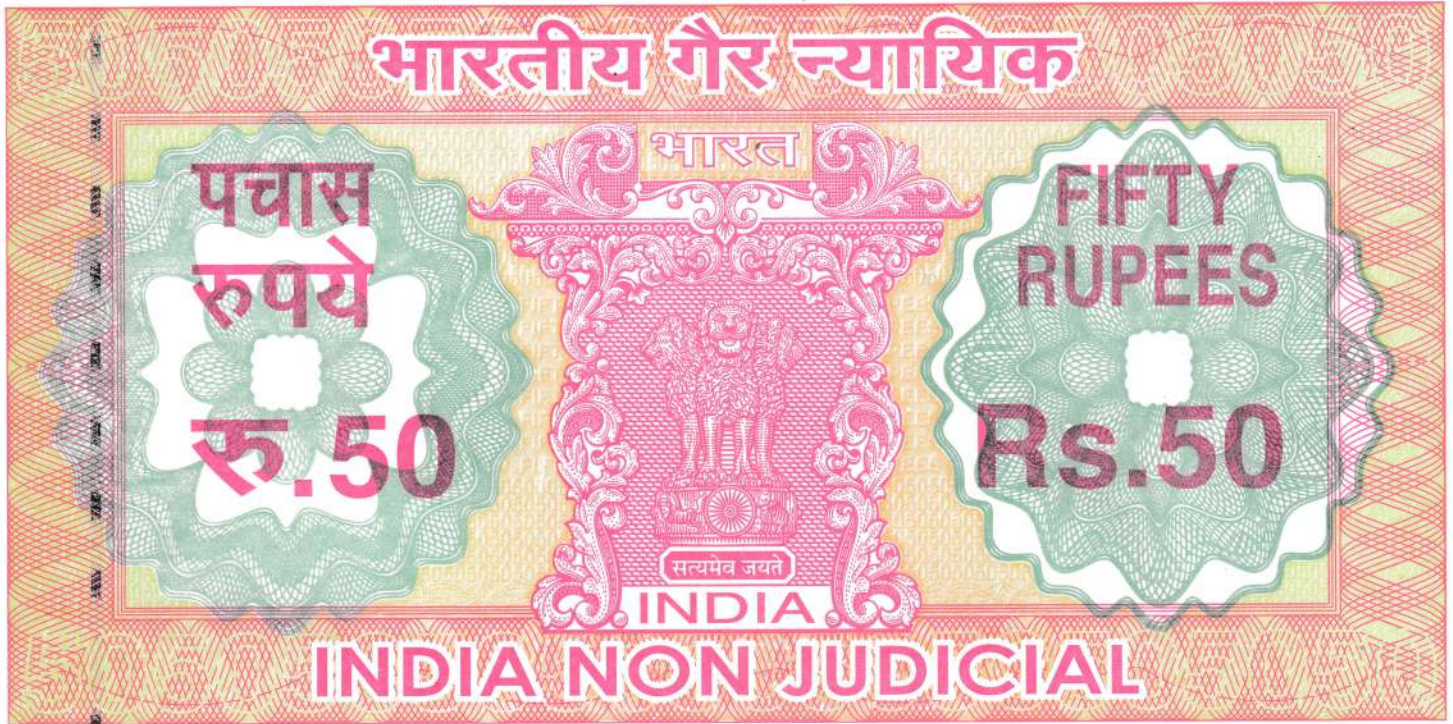
AND WHEREAS the first party has been fixing the standards in the mode of teaching by its ATC and accrediting the same skill nurturing the students and granting certificates to the students who successfully complete the various courses from ATC.

[Signature]
1st Party CHAIRMAN
STED COUNCIL

[Signature]
2nd Party (Fr.Dr. PAULACHAN.K.J)
ATC Head

W 2128 / 13. 12 2024
ALPHONSA VARGHESE
VENDOR NO :
FR. DR. PAULACHAN K.J
NAIPUNNYA INSTITUTE OF MANAGEMENT
AND INFORMATION TECHNOLOGY
PUNGAN





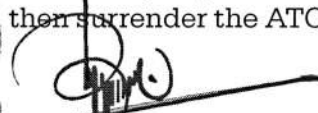
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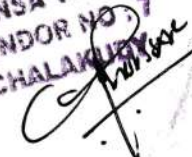
AND WHEREAS the first party clarifies that, it is only a certification body which conducts examination for the students who have been successfully trained under the ATC. We are an autonomous educational trust/organisation and have no any concern with any similar organisation or governmental bodies. The first party is not responsible for the tuition fees collected by the second party and also having no share from the tuition fees. It is specially mentioned that after course completion the right to conduct the examination is vested only on the first party and the second party must arrange all the facilities to conduct the examination confidentially. Those students who have completed the course in regular basis is only eligible for appearing the exam conducted by the first party.

AND WHEREAS second party has applied to the first party to render them the above assistance which is agreed by the first party subject to the observances of following terms and conditions. This agreement shall be effective from the day of **31st December 2024 to 31st December 2025.** (i.e. 1 year)

1. Be sharp on ATC renewal procedure to avoid unnecessary termination of ATC. Please renew your agreement within 30 days after expiry, otherwise you have to pay fine to continue as ATC.
2. On the expiry of this agreement the parties shall be in liberty to enter into a fresh agreement. It can be renewed yearly on the basis of second party's performance and interaction with the first party.
3. If the 2nd party wants to discontinue the business within the stipulated period i.e. 1 year then surrender the ATC only to the first party, not to any other institution/person.

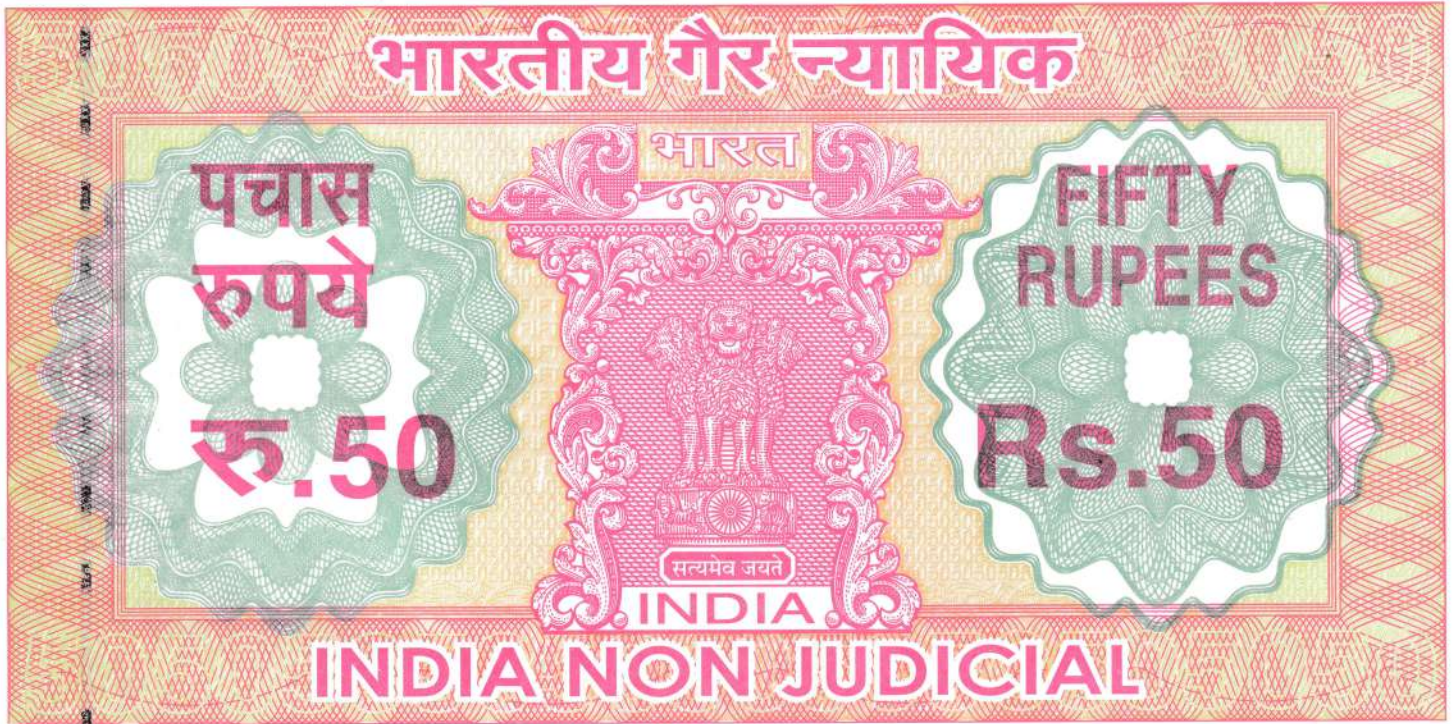

1st Party CHAIRMAN
STED COUNCIL


2nd Party (Fr. Dr. PAULACHAN K.J)
ATC Head

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VENDOR NO 7
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FR. DR. PAULACHAN, K.J, PRINCIPAL
NAIDUNNYA INSTITUTE OF MANAGEMENT
AND INFORMATION TECHNOLOGY, PONNAN






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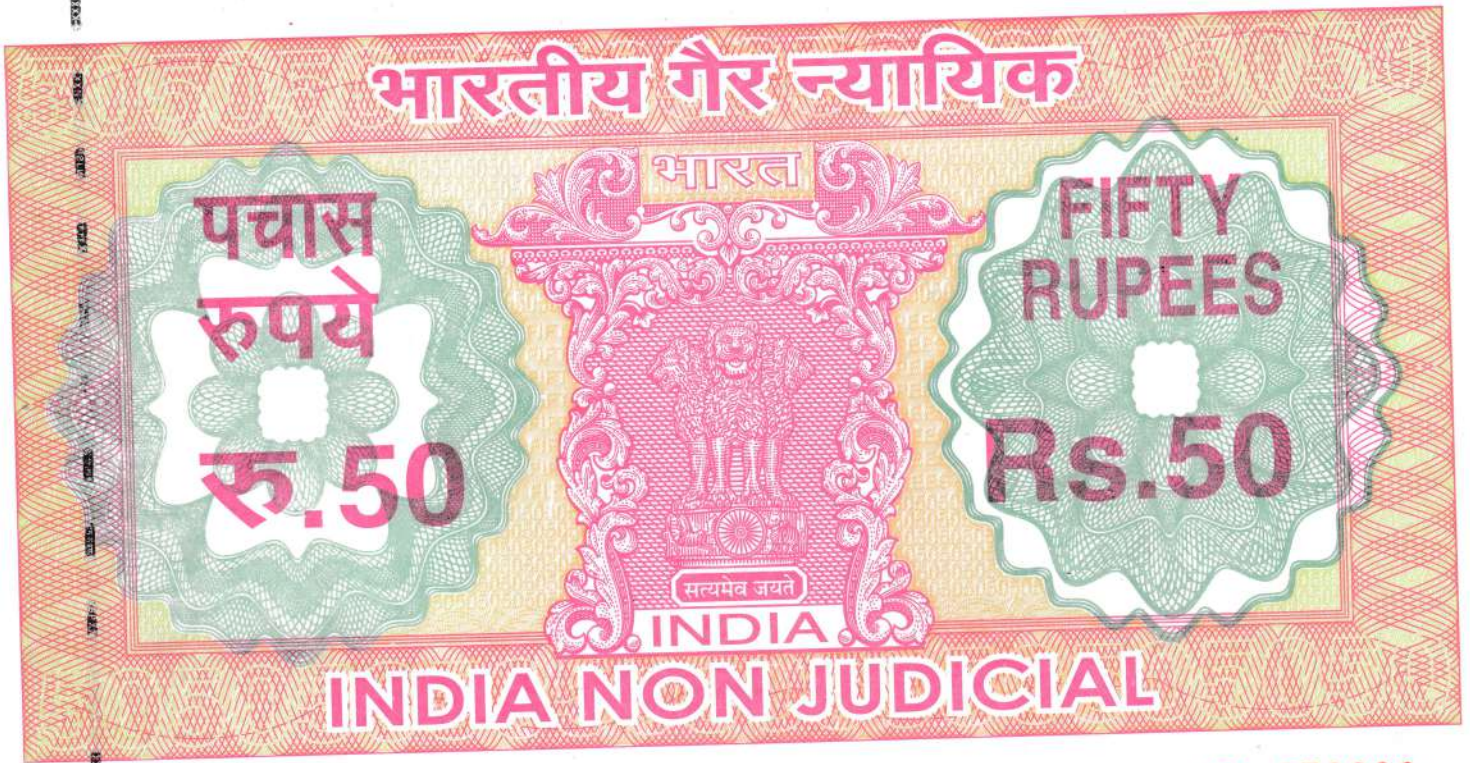
4. After receiving the original contractual agreement (Stamp Paper deed) with the first party, the ATC head has to sign the document and must send back to the first party head office within 7 days of time. The ATC procedures with the concerned second party will be done only after receiving the signed original document.
5. If an institution does not have a minimum of fifty numbers (50 nos) admissions for each approved course in a year the same course will be offered to any centre nearby without any permission or prior notice to the second party.
6. Second party could take admission at any time during the academic year and conduct examination under the supervision of first party.
7. The ATC must renew the license within 30 days after expiry. If the ATC fails to renew the license within the period, STED COUNCIL will assign another institution to conduct the same course in same area. The ATC will not have any right to question the authority of STED COUNCIL for the concerned matter.
8. ATC's must register 50 students for each highly demanded courses. If not STED COUNCIL will have the authority to give approval for such courses to the needy institution without considering the minimum distance of 5 km from the existing institution.
9. First party will provide services to the second party as per the terms and conditions.
10. Second party should represent themselves as ATC of the first party during their tenure.


 1st Party CHAIRMAN
 STED COUNCIL


 2nd Party (Fr.Dr. PAULACHAN, K.J.)
 ATC Head

NO: 23126 / 13 12. 2024, 1850
 FR. DR. PAULACHAN, K.J., PRINCIPAL
 NAIPUNNYA INSTITUTE OF MANAGEMENT
 AND INFORMATION TECHNOLOGY, PUNJAN,






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11. The second party shall not be entitled to use the first party's ISO logos, accreditations, govt. emblems, QR code, official seal and trademark etc... on their institution display name board, visiting cards, certificates, brochures, website, advertisements, marketing materials, letter pad etc... in any manner without permission, and can use logos & emblems specified & permitted by the first party.
12. Second party is not permitted to use the Name, Emblems, ISO Logos of STED COUNCIL on their own course certificate issued to the student who has undergone the course, same time they are permitted to use the only Logos & Name of STED COUNCIL on the Brochure, Sign Board, Notice, Poster, ID card, Visting Card etc.
13. Warning : All data, contents, documents, designs, official logos, creative works, slogans, emblems, certificates, marklist, images, QR codes etc., of the first party has been completely licensed and protected under section 13 of the Indian copyright act 1957, Indian design act of 2000 (sec 47), Trade Mark act 1999 (section 46), Privacy & IT act 2000 (section 43 A) and Data Protection act of 1998 copying, reproducing, distributing or using in any manner is a punishable offense with imprisonment of upto 3 years.
14. Only first party's brand name & official logos can be used for marketing, advertisement and promotional purpose.
15. A name board designed by the first party having 8 x 4 feet size must compulsorily placed in front of the training centre. (sample attached in approval mail) and ATC must place the name board within 7 days of receipt of approval.

1st Party 
CHAIRMAN
STED COUNCIL


2nd Party (Fr.Dr. PAULACHAN K.J)
ATC Head

no 23122 / 13. 12. 2024 BSO
 FR. DR. PAULACHAN, K.J, PRINCIPAL
 NAIPUNNYA INSTITUTE OF MANAGEMENT
 AND INFORMATION TECHNOLOGY
 BUNYAD.



16. TIE-UP Contractual Agreement in between the ATC and with the associated institution or industry showing they are willing to allow the ATC to conduct practical classes at their premise without any hesitation and the period of consent, in a Rs.100 stamp paper.
17. The name of the training centre under the first party should be suffixed with academy/institute/college/school/centre.
18. First party is not charging any deposit and franchise/license fee from the second party to become their designated ATC.
19. ATC is non-transferable and non-exclusive.
20. The second party should not sub-license the ATC to any other institutions.
21. The agreement with the ATC is valid only for a single institution and should not mention the address of second party's annexe and sister concerns in advertisements as our franchise.
22. First party shall have the right to terminate the agreement forthwith if such an instance comes to notice and immediately initiate legal action against the second party.
23. Second party should not open a bank account in the name of STED COUNCIL (Scientific & Technical Education Development Council) by the centre director or anybody else. The second party shall run its own account in the personal name of the centre director himself/herself, opening of the illegal bank account shall immediately render the ATC liable for cancellation of ATC agreement and legal action In all such matters the decision of Chairman/Board of Directors of STED COUNCIL would be final binding.
24. Second party must purchase minimum 10 application forms at a time and can get it for Rs. 75/- from head office, and can issue to students for Rs.100. (Xerox copy of application form is not accepted)
25. The information bulletin issued by the first party must be given to the student for getting details of examination fees (fees based on duration) of their prescribed course.
26. Filled registration form (i.e. ATC copy) shall be kept into 2nd party's custody for further reference atleast for 3 years.
27. Second party has to register each student with the first party, by remitting following amount towards examination & certification Fees (based on the duration of the courses) along with the registration form.

for short term courses	Rs. 300/student + CGST & SGST
6 months courses	Rs. 750/student + CGST & SGST
above 6 to 12 months courses	Rs.1000/student + CGST & SGST
and for above 1 year courses	Rs.1000 per year + CGST & SGST

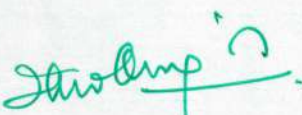
Note I : GST is payable by ATC/Student when it is compulsorily demanded by the government.

Note II : Fees for duplicate/correction on certificate Rs. 250 & for duplicate markist Rs.100/sheet as fine.

Note III : Special catagory students (Blind/Deaf/Physically Handicaped/Widows) are exempted from paying 50% of examination fees. (Must attach copy of disability certificate attested by a gazetted officer)


1st Party CHAIRMAN
STED COUNCIL




2nd Party (Fr.Dr. PAULACHAN.K.J)
ATC Head

28. Registration form (i.e. Head office copy, in the last page of information bulletin) issued by the first party shall be compulsorily and completely filled by the student without any mistake and which should be verified & checked thoroughly and must duly signed and sealed by the centre head/counsellor and sent back to the head office along with examination fees within 30 days after admission.
29. The ATC must register all students within 30 days after the class begins. The students will receive their certificates only after completing the duration of the particular course.
30. Application for registration must be filled and signed by the candidates themselves.
31. The second party shall remit the examination/certificate fees of the students directly to the first party.
32. 2nd party should teach every one without any discrimination on caste/age/income basis.
33. Registration/Approval/ATC certificate (Soft copy can be downloaded within two days from your official mail id, after returning the original signed MOU to the STED COUNCIL. Downloaded ATC certificate & laminated specimen copy of merit certificate issued by the first party should be placed compulsorily in the front office and must produce before any kind of enquiry from a superior officer/office.) and should shown to the students for getting more information about the first party or for the transparency of all matters. Students should be made aware of first party's official website "www.stedcouncil.com" before getting into admission/enrolment.
34. It is compulsory that the students should be aware of all the details of the first party about the examination, merit certificate validity & marklist that are getting after the completion of the prescribed course, with 40% marks as aggregate and must abide by the rules & regulations prescribed by the 1st party.
35. First party must be having updation delay in changing or replacing their website contents, logos, approvals, accreditations, brochures, certificate model etc... due to technical support. So the second party must be aware to convince the students and they themselves in the time bound latest changes, before the process of taking admission.
36. The board of examination has taken the decision that marks and grades of the exam must be in the following **classification of grades/marks format.**

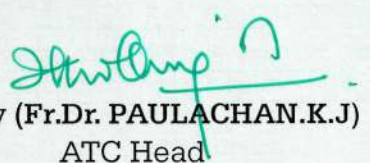
CLASSIFICATION OF GRADES		
Percentage of marks	Grade	Rating
80% & above	A+	First Class with Distinction
60% & above	A	First Class
50% & above	B	Second Class
40% & above	C	Third Class

The centers should keep Answer Sheets & Result of final examination of each student for a period of 3 years and should be able to present the answer sheets if a higher authority demands for a special scrutiny.

37. The second party shall provide all necessary infrastructure including teaching staff/ non-teaching staff to conduct the class in accordance with the syllabus.
38. Teaching staff must be properly qualified and trained. Detailed bio-data of all teaching staff should be sent to the first party, every year.
39. After completion of paper valuation by the first party the tabulation sheet will be sent to the ATC. After scrutinising the marks with answer sheets, if no complaints the result must sent to the first party on their letter head with authorised seal and signature of the second party or in charge. ATC should compulsorily conduct examination just after 30 days of course completion and within a period of 45 days of time paper valuation shall be completed and result must be published. Violating this condition may be punished with a fine of Rs.100 for each student. No excuses will be entertained for this.


1st Party CHAIRMAN
STED COUNCIL




2nd Party (Fr.Dr. PAULACHAN.K.J)
ATC Head

40. Minimum qualification for teaching staff should be Diploma/ Degree/ Master's Degree of concerned subject.
41. Adequate theory and practical hours should be maintained in the institution, as per the course curriculum.
42. The Institute should maintain records of attendance of students and teaching staff.
43. Number of students in one batch should not exceed 20.
44. Students faculty ratio shouldn't be more than 20:1.
45. ATC's conducting Paramedical/Ayurvedic and Medicine related courses, must keep the copy of consent letter of the concerned faculties (Doctors, Nurses, other professionals) all through the academic year, if faculty changes occurs inform STED COUNCIL immediately and compulsorily send the consent copy of the newly appointed. Resignation of existing faculties should be notified to the STED COUNCIL by mail. Within 7 days of the appointment of new faculties the ATC must send their copy of qualifying certificates, experience certificates and resume with photo with a covering letter to the STEDCOUNCIL.
46. Based on the student strength, necessary class rooms and teaching faculty and facilities should be provided by the second party.
47. The class room and practical workshop should be at least in the R.C building with asbestos roof or concrete roof and it should have adequate space, proper ventilation and lighting.
48. Adequate drinking water and sanitation facilities should be provided at the institute by the second party.
49. First party's vigilance committee will inspect the facilities which are made available to the students at the institute, at any time and first party have the right to inspect the second party without any prior notice. The facilities that Second Party (ATC's) are having at the time of inspection must be there in all the time throughout the period. If they are arranged only temporarily for the purpose of inspection and if it was known to first party, immediate action like termination of second parties approval will be done without any prior notice.
50. If the Institute is not having hospital, laboratories and other kind of workshop for imparting practical training to the students, they should make tie-up with existing hospitals, laboratories and other kind of workshop and the details of the same should be submitted along with the renewal forms.
51. If the second party is in touch with any institution/industry for practical classes ATC is required to present their tie-up contractual agreement's copy and consent letter which must be duly signed by the authorised person. It is to be noted that for every renewal, tie-up contractual agreement and consent letter must be submitted along with renewal documents.
52. The first party has the right to have discussion or conversation with the faculties of the second party in connection with the training/classes or all other matters allied to teaching and training.
53. If any disagreement or dispute occurs between the ATC and TIE-UP institution/industry, full responsibility will be vested only on these two parties. STED COUNCIL will have no responsibility over the issues.
54. Any advertisement using state or central government emblems and giving false information to public is punishable. It will lead to the cancellation of the approval of the institution without prior notice.

1st Party CHAIRMAN
STED COUNCIL



2nd Party (Fr.Dr. PAULACHAN.K.J)
ATC Head

55. Second party should not propagate as the course and certificate are from direct government and giving or taking admission with fake information regarding the certificate validity (PSC approval) and with 100% placement assurance is restricted. And make students aware that the certificate issued by STED Council is only a merit/course completion certificate.
56. Second party should not guarantee the NORKA (Home), Saudi Arabia, Qatar & some other selected countries embassies attestations to the students before getting into admission.
57. Examination will be normally conducted by first party in the institute/study centre where approval was granted.
58. The ATC must inform the exam date one month in advance and issue hall tickets to the students.
59. Do not allow any student to attend the examination without hall ticket.
60. STED COUNCIL will issue question papers for all examinations. The ATC must collect the question papers before the examination.
61. All examinations must be conducted in the presence of an invigilating officer from STED COUNCIL. ATC have to meet all expenses (transportation, food, accommodation etc..) and daily remuneration.
62. Examinations, valuation & certification of the students will be controlled by the first party.
63. Final Examination of ATC/2nd party must be conducted in the presence of an invigilators/examinators from STED COUNCIL, for this the ATC have to pay all the expenses including TA, DA, Food & Accomodation charge and facilitate the centre for conducting exam properly.
64. Second party should not conduct any kind of examination practical/viva through online mode.
65. Issuing combination of 2 courses in a single certificate is restricted by first party.
66. Second party can design any new job oriented course with standardised syllabus and curriculum but it can be conducted only after getting approval from first party as per the rules & regulations stipulated by the authority.
67. STED COUNCIL if needed will conduct re-inspection when adding an additional course in addition to the approved courses and ATC have to bear all the expenses allied to that.
68. Final certificate will be issued by the first party only after getting the NO DUES certificate from the second party and a consent letter that the student have sufficient attendance, has passed all the relevant examinations and has met minimum required marks related to internal tests/evaluation.
69. Medium of instruction may be in English, Hindi or students mother language.
70. The registration, examination & certificate fees already paid by students will not be returned or adjusted under any circumstances. The second party has to make a request to the first party for uploading the student's certificates to first party's website for verification.
71. The collection of tuition/course/training fees from students shall be the full responsibility of the second party.
72. Correction of certificate or mark list must be done within 30 days of receipt of the certificate.
73. Any kind of correction in certificate/mark list can be done without payment only within 30 days of receipt of the certificates from STED COUNCIL. if it is from the part of STED COUNCIL, subsequent corrections will be subject to pay fine even if it is from the part of STED COUNCIL.
74. The courses shall not be stopped midway by the second party. If it happens they should make alternative arrangement for the completion of course.
75. Second party is expected to adhere to the time span for each course and shall be obliged to complete the course within the stipulated time.

1st Party CHAIRMAN
STED COUNCIL



2nd Party (Fr.Dr. PAULACHAN.K.J)
ATC Head

76. The powers to accept or reject the application for starting new course/ new institute shall exclusively rest with first party. This agreement further can be terminated on failure of observance of any directions issued by the first party to the second party. The second party will not have any right to add a new course as they want. They can conduct only those courses which gained approval from STED COUNCIL through the process like verification, inspection and so on. By violating the clauses mentioned in the MOU if the second party commences a new course without seeking the permission of STED COUNCIL. The first party will have the complete and absolute right to cancel the affiliation or to take any disciplinary action against the second party without prior information.
77. The second party shall not canvas any matter or publish any article which is in any manner derogatory to the interest of first party or in any way harm the reputation of first party and affect its business. First party will be at liberty to terminate the contract with the second party without prior notice in case the second party has acted derogatory to the interest of first party or misuse the secrets of the organization.
78. The first party has full authority to cancel the approval/contract/recognition without any prior notice, if the franchise is guilty or of any deviation from the rules or impropriety of any of the first party terms and conditions.
79. Seek approval or permission from STED COUNCIL for all kinds of advertisements before publishing in any media.
80. Record Book and ID card are compulsory and should be issued by the second party who registered and undergoing courses of the first party.
81. Second party must finish the course on prescribed syllabus and period.
82. The periodical/model/internal examination and continuous evaluation will be the responsibility of the second party and its compulsory to keep a copy of your all students certificate & mark list issued to you by STED COUNCIL for future verification or for any kind of enquiry.
83. The course certificate, mark list and other concerned certificates to the student shall be issued by the first party on the strict observance of the periodic directions issued by the first party.
84. The second party should disburse only the certificates & marklists issued by first party and restricted to issue duplicates.
85. The second party shall abide by all directions and principles provided by first party time to time for the proper and smooth functioning of franchise. The mentioned directions shall become a part and parcel of this agreement.
86. The second party shall conduct their institution up to their best effort for the common good of the students therein and the first party shall not be liable for any act of the second party towards their students and to a third party. It is specially made clear that the second party is only a franchise of the first party conducting their institution using the goodwill and general assistance of the first party. The second party is not an agent of the first party nor does this agreement intend to create an agency. The second party is not allowed to act as an agent of first party and the second party hereby indemnifies themselves to recoup any loss resulted to first due to any of their act without the concurrence of the first party.
87. The second party shall not disclose the business secrets in any manner to any third party.

1st Party CHAIRMAN
STED COUNCIL



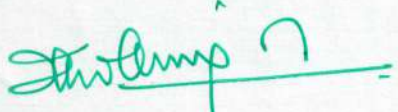
2nd Party (Fr.Dr. PAULACHAN.K.J)
ATC Head

88. First party may choose 3 institutions from the second parties for giving best performance award, "An award to our best performing ATC" The award criteria may depend upon the strength of an academic year of a training centre. The award category will be on three levels 5 star, 4 star & 3 star.
89. Second party are required to have a minimum admission (50 Nos/year) in an academic year other wise the association will be terminated.
90. STEDCOUNCIL will be collecting the feed back or declaration of the students at any time during the academic period without the knowledge/consent of the ATC.
91. First party has the right to take feedback from any students of the second party about the courses and the centre at any time.
92. In case of default of any of the conditions of this agreement the defaulting party is liable to compensate the aggrieved party with cost for any loss resulted thereby.
93. If any dispute arises, it will be subjected to decision of the arbitrator appointed by first party and can also be redressed within the legal jurisdiction of Thiruvananthapuram, Kerala.
94. If second party is conducting 6 months, one year & two years diploma courses should compulsorily attach the following document along with their request/result for obtaining certificate & mark list.
 - a) Affidavit of centre head. (sample copy obtained from STED COUNCIL)
 - b) Qualifying, relevant certificates of the student must be attested by a gazetted officer.
95. a) Second party doesn't have the right to make changes in the course title, course content, duration & direction of the course approved and given by first party.
 - b) Request for transfer to another course must be made in writing before the commencement of the course and is subjected to the approval of the first party.
96. The second party must keep the xerox copy of all Certificates & Marklist issued by the first party before disbursing to the students. It is compulsory that if the students request for duplicates, the ATC must produce the particular copy.
97. Request for transfer to another course must be made in writing before the commencement of the course and is subjected to the approval of the first party.
98. Date of commencement of classes will be announced by the second party. The first party decision of all matters pertaining to rules & regulation shall be final.
99. That the students securing less than 80% attendance shall not be eligible to appear for final examination conducted by the first party.
100. First party has the right to give ATC approvals for new centres in a particular distance areas under certain circumstances without any prior notice and franchise have no right to question.
101. Second party if violates any rules of first party may be terminated from the first party's ATC's as per the by-law without any prior notice.
102. Second Party raises any issues against first party (legal or local issues) will not be eligible to continue in the status of the first party's Authorized Training Centre.
103. Any kind of misbehaviour from the second party will be viable to take disciplinary actions from the first party which may include immediate termination of the second party.
104. First party and Board members will not be responsible at any cost, of the legal disputes, court issues, police cases and such issues against the Authorised Training Centre or the Authorised Person/s of the particular training centre.
105. All legal disputes are subject under Thiruvananthapuram Jurisdiction only.

IN WITNESSES THERE OF the parties here in put their respective signature on this agreement on the day and year mentioned above.


 1st Party CHAIRMAN
 STED COUNCIL




 2nd Party (Fr.Dr. PAULACHAN.K.J)
 ATC Head

MANDATORY

Recovery of issued Certificates or Marksheets copy from 1st party is not possible in any manner, so it is mandatory to keep all certificates or marksheets xerox copy of all students before disbursing it to the students of the 2nd party.

INSTRUCTIONS >>

- It is compulsory that the student must fill the application form by him/her self and it must be thoroughly verified by the 2nd Party before sending to 1st Party.
- Ensure the name of the student, course name, duration etc... as entered in the yellow colour application form as correct by the 1st party. As 2nd party will not verify the name from any other documents like SSLC certificate, Passport, Aadhaar etc.
- Student name, course name etc...will be printed in the final certificate as same as given in the yellow colour application form.
- Any correction occurs due to wrong entry in the application or change after printing certificate, 1st party will be charged Rs. 250 for certificate and Rs.100 for per marksheet.
- 1st party is not responsible for the delay of courier/post and transportation damage of documents.
- Certification process will start after receiving the result in prescribed format from 2nd party and 2nd party could receive the certificate within 10 working days.
- The second party must be aware about the circular/notice released from the first party time to time through mail.

Approval of Courses

Second party is limited to conduct 10 courses at a time under STED COUNCIL. If the second party needs to add courses it can be done through a payment of Rs.1000/- upto 5 courses. It is compulsory to display the approval course list in front office.

Change of Institution Name

After getting approval the second party needs to change their name & address, they have to pay Rs.1000 along with a Stamp Paper of Rs.100x2 Nos. with a request. Without prior notice to 1st party 2nd party cannot change their institution address.

1st party will have sole authority to cancel approval/affiliation of 2nd party if they failed to inform the address change/relocation to a new permise/area.

Approval of the 2nd party shall be subject to physical inspection in case of relocation.

On address change/relocation the 2nd party must be aware that the 1st party will consider the minimum distance for the same course conducting in an existing institution before approving the new ATC (Address Changing Institution alias the affirmed 2nd party)

Re-Examination

For conducting re-examination for failed students, each one has to pay Rs.250.

Renewal


Renew the license of second party before 15 days of expiry as mentioned in the ATC certificate by paying Rs. 2000 + 18% GST as renewal fee along with a Stamp Paper of Rs.100 x 2 Nos. Failed to renew the franchise license before expiry a fine of Rs. 500 will be charge additionally. For each month of delay respectively. There will be no automatic renewal of License.

Courses approved by STED COUNCIL

As per the request of the second party the first party has undergone a thorough examination of the courses mentioned in the franchisee application form and STED COUNCIL approves to conduct the following courses (online/regular) in the second party's centre/institute/organisation as per the approved eligiblity, duration & syllabus.


1st Party CHAIRMAN
STED COUNCIL




2nd Party (Fr.Dr. PAULACHAN.K.J)
ATC Head

The Board of STED COUNCIL grants the license to conduct only the courses that are listed below in **REGULAR/OFFLINE MODE ONLY** with approved syllabus, duration & eligibility and the STED COUNCIL acknowledges the willingness to certify these courses only.

Sl.	Approved Course List for REGULAR/OFFLINE MODE	Dur.	Qual.
01.	Certificate in Introduction to Business Analytics	30 Hours	Plus 2
02.	Certificate in History of English Language & Literature	30 Hours	Plus 2
03.	Certificate in English Language Enrichment	30 Hours	Plus 2
04.	Certificate in Python Programming	35 Hours	SSLC/+2
05.	Certificate in Image Processing & Introduction to Machine Learning	35 Hours	Basic Python
06.	Certificate in Competency Enhancement Programme	40 Hours	Degree
07.	Certificate in Data Analytics & Visualization	40 Hours	Plus 2
08.	Certificate in Java Full Stack Development	60 Hours	Plus 2
09.	Certificate in Skill Enrichment Programme	75 Hours	Plus 2
10.	Certificate for Craftsmanship in Bakery & Confectionary	180 Hours	SSLC
11.	Certificate in English Language Content Writing	1 Month	Plus 2
12.	Certificate in Basic Design Concepts	2 Months	Plus 2
13.	Certificate in Digital Marketing	3 Months	Plus 2
14.	Certificate in Event Management	3 Months	Plus 2
15.	Certificate in Hospitality Communication Essentials	3 Months	Plus 2
16.	Certificate in Professional English Fluency	3 Months	Plus 2
17.	Certificate in Communication Skills Enrichment	3 Months	Plus 2
18.	Certificate in Business English Expertise	3 Months	Plus 2
19.	Certificate in Artificial Intelligence & Machine Learning	3 Months	Plus 2
20.	Diploma in Logistics & Supply Chain Management	6 Months	Plus 2
21.	Diploma in Hotel & Catering Management	1 Year	SSLC

Any correction/modification or writing made by second party in this MOU will make this agreement invalid or void.

1st Party **CHAIRMAN**
STED COUNCIL



2nd Party (Fr. Dr. PAULACHAN.K.J)

ATC Head