



# **RASHTRIYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT**

**Run By:-**

**Aaradhya Education (Trust) Regd. By J&K Govt. under ITA 1882 .Govt. of India**

**Rashtriya Educational Society Regd , Under , Govt. of J&k**

**Incorporated Under The Legislation Of Govt. of India**

**Establishment Recognised By :- Labour Ministry Govt. Of India**

**Regd . By Under: CR – ACT – 1957 Ministry of Commerce & Industries (Formerly MHRD) Govt. of India**

**Affiliated To: - MSME (Ministry of Micro, Small and Medium Enterprises) Act of 2006, Govt of India**

**AN ISO 9001: 2015 & 29993 : 2017 Certified Organization**

## **Year-2025**

**(1-Jan-2025 to 31 December 2025)**

### **AGREEMENT OF AFFILIATION**

**Centre Code .....**

**Receipt /D.D. No. ....**

**Amount.....Date.....**

**Bank.....**

**HEAD OFFICE , SUI ,NEAR POLICE LINE UDHAMPUR , J&K 18210 Mobile No. 8082385188,8825088673**

**,Website .[www.rashtriyainstitute.in](http://www.rashtriyainstitute.in) E -mail.[instituterashtriya@gmail.com](mailto:instituterashtriya@gmail.com)**

# RASHTRIYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

## AGREEMENT OF AFFILIATION FOR YEAR-2023

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Agreement for affiliation M/S \_\_\_\_\_

with RITM, for running all the courses under RITM related to computer software,

hardware & networking, accounts, IT and IT-es, skill development and different other sectors,

at \_\_\_\_\_

\_\_\_\_\_ This agreement is made between the Rashtriya Institute of Technology & Management (RITM) represented by its Director his/her successors and assignees as and

M/s. \_\_\_\_\_ represented by

Shri \_\_\_\_\_ S/o. \_\_\_\_\_ Date

of Birth \_\_\_\_\_ Resident of \_\_\_\_\_

\_\_\_\_\_ his/her successor and assignees.

Where as RITM is a registered Society/Trust engaged in Popularisation of Electronics / Computer and New technology, Vocational Training, Skill Development, Consultancy and Publication and whereas

Shri \_\_\_\_\_ has applied for affiliating with RITM as proprietor of

M/s. \_\_\_\_\_ This agreement is being made for running a RITM Affiliated

Study Centre (herein after called Authorised Study Centre-RITM) at \_\_\_\_\_

\_\_\_\_\_ by the name of \_\_\_\_\_ on the

basis of the following terms and condition.

- 1- Shri \_\_\_\_\_ will be authorised by RITM to establish the centre from \_\_\_\_\_ to \_\_\_\_\_ on the basis of the terms of conditions as laid out in this agreement and as per the "Offer of Affiliation" given by RITM, which may be suitably modified form time to time.
- 2- Shri \_\_\_\_\_ will be designated as Centre Director, ASC RITM \_\_\_\_\_ (here in after called as Centre Director), and shall have the following responsibilities :
- 3- a) Conduction of Computer Software/Hardware, Vocational Courses, Skill Development, and any other course as allotted by RITM and under the authorisation of RITM from time to time in the designated area, as per the norms of RITM.
- 4- b) Conduction of Data Processing, Software development Service of equipment and any activities under the authorisation of RITM Self Attested Pasport Size Photo must be fix here

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- c) Conduction of computer Literacy programme in schools, if allotted by RITM as per a separate agreement signed between ASC RITM and RITM H.O.
- d) Conduction of RITM's state level or national level project as may be allotted to him/her from to time by RITM.
- e) To follow the syllabus, course material, Fees Structure Pattern of examination, certificate issue and other procedures as prescribed by RITM from time to time.
- f) To arrange & use all legal softwares at branch RITM -ASC. All legal matters arising out of non-compliance of this issue will be at the risk of ASC's. (Plz send Zerox copy of software's bill to RITM -H.O.)
- g) To conduct RITM course and activities, kept under his/ her supervision with utmost care and to the satisfaction of students/ customers, keeping in view RITM 's name and standards as also his/her own prestige and viability.
- h) To enroll new students in various RITM courses, session wise & fulfill the annual target decided by RITM H.O. RITM H.O. has decided the following target for the single session, which is to be compulsorily achieved by the centre.
- (a) Urban/District Level -75 New Registrations (b) Rural/Tehsil/Panchayat Level-50 New Registrations
- i) To select suitable premises, faculty, hardware and other infrustructure as per the requirement and category of the centre in consultation with RITM H.O. and to make payments for them regularly and in time.
- j) To arrange all the legal permissions /licenses needed from the local govt./authority to run the study centre.
- k) To make all the payments pertaining to proper operation of the centre like rent of the premises, salary to staff, electricity, water bill and such other expenses in time. To arrange for fire other safety equipments and trainings for their uses in the centre premises. Any liability created by the Center Director by not following any of the rules & regulations stated in the agreement, and in regard to any other expenses will be exclusively his/her own and will not be carried forward to the RITM Head Office in any case.

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3. The payment of co-ordination charge to RITM H.O. would be made by Center Director ASC- RITM along with the statement of account certified by the Center Director. The RITM H.O. retains its right to demand any other document in this regard from the ASC-RITM if the co-ordination charge payment to the RITM H.O. are not made by the ASC-RITM in time, the RITM H.O. may decide to cancel this agreement even with the period of validity. In all such matters the decision of Director RITM will be final and binding. RITM H.O. may also decide on some other mode and frequency of co-ordination charges payment by the ASC's (RITM) which may be binding on all affiliated centres.

4. Depending on the technical and managerial capability of the ASC-RITM the RITM H.O. would implement its state level, national level projects through the RITM . Similarly consultancy, market survey and other assignment may also be handed over to the ASC- RITM by RITM H.O. based on the expertise available in the ASC-RITM. However, in all such cases the remuneration to be paid to the ASC-RITM will be exclusively decided by the RITM H.O. and the allocation of work to ASC-RITM will be the exclusive right of RITM H.O.

5. The ASC-RITM shall be responsible for activities in .....district/City. However RITM H.O. retains its right to change, increase or decrease the geographical area of operation of the ASC- RITM or to open new branches/centre in the area already allotted to ASC-RITM in all such matters the decision of Director, RITM would be final and binding.

6. The Center Director of the ASC- RITM shall maintain receipt book, bill book, certificate issue register, fixed assets register, cash book, ledger, attendance register of staff and students, salary register, expense voucher and minute book. All such record would be open to inspection by Director RITM or any of his/ her authorised representatives at any point of time.

7) . No account should be open as name of RITM at ASC-RITM by Centre Director. The ASC- RITM shall run its account in the nationalised Bank in the personal name of the Center Director himself/herself opening of the illegal bank account shall immediately render the ASC-RITM liable for cancellation of branch agreement. In all such matters the decision of Director/President RITM would be final and binding.

8) The RITM H.O. retains the right to affect any changes in the above clauses for better operation of RITM organisation and of ASC- RITM, even within the period of validity of this agreement. This will be binding on all ASC'S.

9) . The affiliation fees once paid by the ASC-RITM to the H.O. will be non refundable

10 ) An ASC- RITM is non transferable. If a Center Director decides to transfer it to some another person/ organisation exclusive permission will have to be taken from the secretary RITM and transfer fees fixed by RITM H.O. will have to be paid and a fresh agreement will have to be signed.

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11). If Rashtriya Institute of Technology & Management (RITM) is working with any govt. project / scheme, it is mandatory that ASC RITM will work in that project / scheme. In case ASC RITM does not take interest in running the scheme, then RITE H.O. would be free to affiliate any other RITM ASC in same area. ASC RITM has to abide all the rules and regulation of the concerned govt. authority. In case of violation of any of the rules and regulations of the concerned govt. authority, RITM H.O. as well as concerned govt. authority would be free to cancel the affiliation of ASC RITM, and/or impose financial or legal action as deemed to fit.

12 ) In case of a Government project or a university program or any other such co-ordinated programme, in which ASC-RITM takes part, the losses Caused by the change in policy by the Government or by the university or by any such sponsoring organisation, will in no way be transferred to the RITM H.O. and the RITM H.O. will not be held responsible for any act of ASC-RITM.

13) RITM H.O. will only be responsible for registration fees/ Exam fees and its related services.

14 ) RITM H.O. will not responsible for services related to tuition fees/any other fees collected by ASC-RITM from students.

15 ) . Liabilities created by the fault or negligence of any ASC-RITM in the consumer forum or any other such body will be exclusively of the ASC-RITM and will not be carried forward to the RITM H.O.

16 ). If you are working with RITM's Organization, We do not allow you to work with any other similar organization and business, without prior permission of RITM H.O., If you were found to work with any other similar organization, the RITM can cancel your affiliation immediately.

17 ) RITM H.O. has a right to dissolve this agreement, if annual new students registration target will not be fulfilled by ASC RITM, without prior information or in case of breach of this agreement.

#### **FINANCIAL TERMS FOR FRANCHISE**

**, ATC has to achieve the said target of earlier month compulsory.**

**2. ATC Fees and prices ( subjected to change at any time )**

**3. ATC License fee and security deposited / centralized fund are as follows**

**4 . Membership Fee (Non – refundable) 35000,**

**Validity : Life Time Franchise Fee : Rs . 35000/**

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### **Renewal Policy :'**

The agreement can be renewed purely on the performance and achievement of the target students in one year , if RITM identifies ATC as low performance ATC , the license will be cancelled . The ATC has to put requisition for renewal at least 60 days before the expiry date to RITM for approval.

The ATC shall be renewed free of cost only on achieving the specified students target set by RITM else the agreement can be renewed on payment of 25 % or free renewal per year issued 100 students Admission , of the actual no – refundable license free as per the latest ATC program Description of RITM.

**18) Validity of Student Registration:** -Student's registration would be valid for two year from the date of registration, i.e, the students has to complete his/her course successfully within two years of date of registration.

19 ) Concerned Centre Director would be responsible to carry all the legal proceedings against any person or organisation involved in fraudulent activities in name of our organisation "Rashtriya Institute of Technology & Management Education (RITM)" or using the name of our organisation or its courses unauthorized without the permission of RITM Head Office, Udhampur ,Jammu and Kashmir in your area. Head Office would cooperate fully in this regards.

**20 ) Any dispute arising out of the above agreement would be settled only at the court at Udhampur (Jammu & Kashmir)**

21 ) In respect to affiliation of ASC- RITM, The application form filled by me, includes all the adequate and absolute informations. If any information in the form is found incorrect or unreliable then application should be immediately cancelled and I would have no objection regarding it.

**22 ) In respect to affiliation of ASC-RITM, The application form filled by me, includes all the adequate and absolute informations. If any information in the form is found incorrect, misleading or unreliable, then application would be immediately cancelled and I would have no objection regarding it.**

I accept and agree to the above condition given in clauses (1) to (22) above and to any other text or annexures forming part of this agreement. I also declare that I am the authorised signatory of the ASC- RITM and my signatures, as given below are my true signatures.

Signed on this day \_\_\_\_\_ of \_\_\_\_\_ year \_\_\_\_\_

Name and Signature of the Center Director of the ASC- RITM

( Authorised Signatory )

Director

with rubber Stamp

Name : .....

Witness1- Signature .....

Witness 2- Signature .....

(Name : .....)

(Name : .....)

Centre's Address (in English) :

Centre's Address (in Hindi) :

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Phone/Mobile : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Residential Address (in English) :

Residential Address (in Hindi) :

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\_\_\_\_\_ Pin Code \_\_\_\_\_

Phone/Mobile : \_\_\_\_\_

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