

# APPLICATION FORM

Yes, I am interested in setting up a franchise center of LBS and am pleased to provide the following details:

**I** Organisation Name -----

**II** Address -----  
-----

Tel No: (O)----- Mob: -----

E-mail: ----- website -----

**III** Represented by -----Designation -----

**IV Personal Details (Representative)**

Name (in full and **BLOCK CAPITAL**):  
.....

Date of Birth: .....

Father's /Husband's Name: .....

Address:  
.....  
.....

Tel No: (O).....(R)..... Mob:  
.....

E-mail: .....

Please affix  
Your passport  
size photograph  
here

**V Qualifications**

Degree/Diploma/Cert.	University	Specialization	Year of Completion

**VI Business Experience** (if any, give all present and past involvement)

[My/ Firms experience in business activities so far...]

Nature of Involvement (Partner/ Director etc.)	Extent of Involvement (Amt. & % of Capital)	Name & Style of Organization	Year (From)	Year (To)	Turnover	Products	No. of employees

**VII Franchisee plans**

a) Preferred location of franchisee centre in order of preference

1) Location----- District -----

-  
**Corporation ( )      Town ( )      Municipality ( )**

b) Exact Address of the (1) location -----  
-----

Town -----District-----pin-----

Google location link -----

c) Available/ Proposed Floor Space (Sq. Ft) - **1000 – 1500** ( ), **1500 and above** ( ).

e) Floor space - **owned** ( ), **Rented** ( ).

f) How soon would you be able to invest - one **month** ( ), **three months** ( ), **Six months** ( ).

**VIII Organisation/Firms Experience**

Organization	Main Courses	Total Students trained	Started in the year	Total Staffs	Nature Of work	Turn over	Year

**IX.** Do you have any experience in the training industry?

If so, give details.

**X** Do you have any other govt bodies affiliation ?-----

**XI** Why LBS ?-----

The above particulars are true to the best of my knowledge. Kindly send me the programme details .I am enclosing a DD/ Online Receipt of 2360/- (Number -----, ----- bank) in favor of Director,LBS payable at Trivandrum.

Date: .....

.....

Place: .....

Signature

## REFERENCE LIST FORMAT

NAME	
LOCATION	

### REFERENCE LIST

*(Please list down the details of 6 references associated with you on a professional level)*

<b>REF 1.</b>	NAME _____
<i>(Preferably a Bank Manager)</i>	ADDRESS _____ <small><i>(complete postal address)</i></small>
	_____
	_____
TELEPHONE (R) (O) FAX :	_____

<b>REF 2.</b>	NAME _____
<i>(Preferably your C. A.)</i>	ADDRESS _____ <small><i>(complete postal address)</i></small>
	_____
	_____
TELEPHONE (R) (O) FAX :	_____

<b>REF 3.</b>	NAME _____
	ADDRESS _____ <small><i>(complete postal address)</i></small>
	_____
	_____
TELEPHONE (R) (O) FAX :	_____

## SITE DETAILS FORMAT

NAME	
LOCATION	

<b>SITE</b>	NAME OF THE OWNER _____
	ADDRESS _____ <small><i>(COMPLETE POSTAL ADDRESS)</i></small>
	_____
AREA : _____ SQ FT    RENT : RS.	PIN CODE :
<input type="checkbox"/> LEASED <i>or</i> <input type="checkbox"/> OWNED	LAND MARK(S) :
<input type="checkbox"/> FLEX. OF INTERIORS <input type="checkbox"/> GENSET <input type="checkbox"/> GLOW SIGN <input type="checkbox"/> ACCESSIBLE <input type="checkbox"/> APPROACHABLE <input type="checkbox"/> FRONTAGE <input type="checkbox"/> TELEPHONE ;    ELECTRICITY : _____ KVA	

**Affidavit**

I/ We, ..... (Name) .....(Address) hereby declare that the information furnished in the application form is correct to the best of our knowledge and belief. There is no case pending against us and we have never been black listed by any Govt./Semi Govt./Govt. undertaking or by any Autonomous Organization. We are aware that if any of the data furnished is found to be wrong, the franchisee agreement will remain terminated further and are liable for any kind of legal procedures undertaken by LBS Centre. We will be liable for compensating any kind of losses resulting due to such actions from our side.

Signature of the Head of firm or  
Authorized signatory



## **LBS CENTRE FOR SCIENCE AND TECHNOLOGY**

(A Government of Kerala Undertaking)

Nandavanam, Palayam, Thiruvananthapuram - 695 033, Kerala

Phone: 0471 - 2324396, 2324148, 2324101; Fax: 0471 - 2337055

Email: [director.lbs@kerala.gov.in](mailto:director.lbs@kerala.gov.in); Website: [www.lbscentre.kerala.gov.in](http://www.lbscentre.kerala.gov.in)

B4/450/2024

20/02/2024

### **Instructions regarding the submission of Application form for Franchisee of LBS Skill Centre**

Kindly go through the attached set of documents to be understood and a set of formats to be filled and sent back to us.

The formats that need to be completed and sent to us by **15<sup>th</sup> March 2024** are:

- a) Franchisee application Form.
- b) Reference list.
- c) Site details.
- d) Affidavit on `Rs 200/- Stamp paper.

You should enclose a DD for ` Rs 3540/- taken in favor of **DIRECTOR, LBS**, payable at **Trivandrum** along with the completed documents. Payment can be also made in **online** mode through the website [www.lbscentre.kerala.gov.in](http://www.lbscentre.kerala.gov.in). Also include a note on your proposed plan for funding, setting-up and operating the proposed center.

On receipt of your documents along with the DD/ Receipt of online payment and your EOI is short listed by the technical committee, LBS officials will visit your proposed site for inspection. Based on their report the final allotment of franchisees will be decided. LBS reserve the right to accept or reject any application or amend the terms and conditions without assigning any reason whatsoever.

In case you are interested in more than one location, please make separate applications for each new location.

**Sd/-  
Director**

**LBS SKILL CENTRE**  
**FRANCHISEE PROPOSAL**  
**for the selection of training centres to conduct various training**  
**courses under the auspices of**  
**LBS CENTRE FOR SCIENCE AND TECHNOLOGY**

# **LBS Centre for Science and Technology**

## **Profile**

The **LBS Centre for Science and Technology**, Thiruvananthapuram the premier institute of computer training and consultancy, registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act XII of 1955 was established by Government of Kerala in 1976. The Centre was started by the Government of Kerala as an Autonomous body with the main objectives that the Centre would act as a link between the industries and technical institutions so as to benefit society through their mutual interactions.

The Centre is administered by a Governing Body and an Executive Committee. The Chief Minister, Government of Kerala is the Chairman of the Governing Body and the Minister for Higher Education is the Vice-Chairman. The Principal Secretary for Higher Education is the Chairman of the Executive Committee and the Director of Technical Education is its Vice-Chairman. The Director of the Centre is the Member Secretary of both the bodies.

LBS Centre has 4 Regional units and 15 Sub centres all over Kerala. In addition to this, One Engineering College exclusively for women, LBS Institute of Technology for Women at Poojappura and another one LBS College of Engineering, at Kasaragod is also there. LBS Model Degree College is also there located at Malappuram. As a part of social responsibility LBS Centre also runs Centre of Excellence for Disability Studies at Poojappura. At present 72 Franchisees are affiliated to LBS Skill Centre.

In addition to academic training programs, LBS Centre conducts entrance/ recruitment examinations for various Government/ Public Sector organizations like High Court of Kerala, Kerala House, SET Examination etc. Also undertakes the allotment to various courses like BSc. Nursing/ Paramedical courses/ MCA/ B.Tech Lateral Entry etc.

### **LBS FRANCHISEE MODEL.**

*Welcome to LBS Franchisee Model.-LBS Skill Centre*

The systems detailed here will enable you understand the proposed operating model of LBS Franchisees and also to set up and manage the LBS Franchisee Centre effectively and efficiently without undue heartaches and teething troubles. All that it requires is your committed adherence. This manual will be regularly updated. These updates will be based on the collective feedbacks and experiences during course of time.

### **1.0 Purpose**

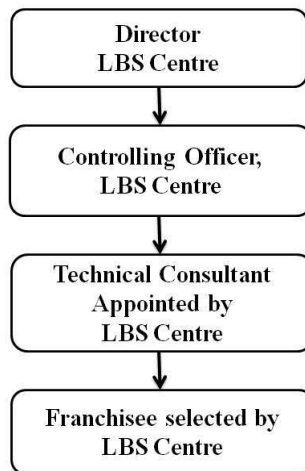
This gives a detailed picture on the working model and roles and responsibilities of all the stakeholders involved in the system and also helps to ensure a systematic approach to manage the operations of Franchisee, Consultant and Franchisor.

### **2.0 Scope**

This procedure is applicable to all types of training offered at LBS Franchisees. This procedure covers the model, working pattern, roles, revenue generation, Centre operations, control mechanism, quality control etc.

### 3.0 Operations Structure. (TRIPARTITE MODEL)

The structure of the **Franchisee Management Team** shall be as follows:



## 4.0 ROLES AND RESPONSIBILITIES

### 4.1 LBS

Shall be as follows:

- Releases the Franchisee invitation notification at unrepresented areas (where existing centre is not there) along with the detailed franchisee proposal.
- LBS Team will conduct the site inspection for all franchisee applicants to ensure adherence to policy and guidelines regarding the centre infrastructure.
- Will allot the franchisees based on the recommendations from the Executive Committee.
- Will announce the exam notifications in a timely manner to carry out the exams in all franchisee centres.
- Will send the invigilators to all exam centres for the proper supervision of the exams.
- Will constitute a passing board for finalizing the results.
- Will publish the results and certificates to the franchisee centres in a timely manner.
- Will participate and arrange government sponsored training programmes and will be distributed among the franchisee centres
- Will do the PR and common branding activities for LBS training courses
- Will do the brand promotional activities.

### 4.2 FRANCHISEE

- Franchisee, during the period of the agreement will carry on the Business in accordance to the reasonable satisfaction of LBS
- Will provide the necessary infrastructure for the smooth conduct of the programme
- Will recruit Trainers and other necessary staff as per the guidelines from LBS/Consultant.
- The Franchisee shall use only the Trade Marks in connection with the Services allowed by LBS.



- The Franchisee shall interact with the Consultant for the smooth conduct of the Business.
- Will have the overall responsibility for achieving the targets in terms of billing & Collection/goals of the organization.
- The students will be admitted by the franchisee as per the eligibility guidelines fixed by the Franchisor.

#### 4.3 TECHNICAL CONSULTANT

- To act as an intermediary between LBS Centre and the franchisee.
- To coordinate the activities of franchisee as per the regulations and guidelines of LBS Centre.

#### 5.0. Franchisee's financial obligations

5.1 The Franchisee shall pay to the Franchisor the following sums;

- Immediately upon signing this Agreement the franchisee fee amounting to **Rs.25,000/-** (Rupees Twenty five thousand only) plus GST , which is non refundable shall be remitted by the franchisee for the contract period of one year.
- Franchisee will pay renewal fees of Rs **15,000/-** plus GST on subsequent years based on satisfactory performance.
- A royalty share, i.e., **25%** of the total course fee to be collected from the student is payable to LBS. In case of Funded Govt projects, LBS will work out a different pattern in the ratio based on case to case basis.
- Apart from the above, an amount equal to **Rs 200/-** plus GST per semester for each course should be remitted by the Franchisee as examination fee in order to apply for writing the examination.

#### 6.0 INFRASTRUCTURE

The franchisee centre should have the following minimum infrastructure.

a) CENTRE REQUIREMENTS	AREA IN SQFT.
RECEPTION	50
COUNSELING	50
COMPUTER LAB	400
CLASS ROOM -1	200
CLASS ROOM -2	100
LIBRARY	50
FACULTY ROOM	100
CENTRE MANAGER	50

TOTAL

-----  
**1000 sqft**

#### MANPOWER REQUIREMENTS

**CENTRE MANAGER** Graduate with relevant experience in the field. Should manage the entire centre operations.

<b>Sr. FACULTY</b>	Professionals in relevant field with at least 3 years experience in teaching as well as in production field.
<b>Jr. FACULTY</b>	Professionals / Freshers with good communication and presentation skills.
<b>COUNSELOR</b>	Graduate from any background with a charming personality and a flair for selling. Experience in similar field or technical exposure would be an added merit.
<b>MARKETING EXECUTIVE</b>	Young graduates who are mobile. Need to be smart, enterprising and good sellers. Need to undertake all outdoor publicity activities.
<b>RECEPTIONIST</b>	Candidate with a pleasing personality and a flair for conversing. Should be able to handle all incoming calls as well as receive visitors and enquiries.

### **Terms and Conditions**

1. LBS Centre will allot franchisee throughout Kerala after inspection and verification.
2. All existing training institutions already offering courses may be considered, if they are willing to set up facilities for LBS approved courses. Franchisees who get registration for a centre will not be permitted to run any other sub centre.
3. Each Partner institutions shall provide the space and facilities as mentioned. All the Centers will be encouraged to have a uniform look and must put a NAME BOARD, creating a brand image for LBS institutions across the state. The investment for setting up the Centre should come from the franchisee.
4. The curriculum, syllabus and scheme of evaluation for the courses will be announced separately.
5. The students will be admitted by the Franchisee centres directly as per the eligibility criteria fixed by LBS. The admitted students will be issued a registration number from LBS.
6. The revenue in terms of fees collected from the students will be shared in the proportion of 75:25 (Franchisee : LBS). Local advertisements shall be done by franchisee on their own as per the guidelines fixed by LBS.
7. The registration fees collected from the students should be deposited to the LBS account within the stipulated time frame mentioned, then only LBS will issue the hall tickets and permanent registration number.
8. All centres will be given fixed targets both in business as well in quality.
9. The contract of the centres who are not meeting the desired level in both cases will not be renewed and LBS can terminate the agreement at any point of time if the centre is violating any terms fixed by LBS.
10. LBS will set the question paper and make arrangements for the delivery of the question papers in sealed packets on the date of examination. There shall be a uniform pattern in the matter of conducting exams, regarding the course and date of examination throughout the Centres, as prescribed by LBS.
11. Director, LBS reserves the right to accept or reject any application or amend the terms and conditions without assigning any reason whatsoever.
12. Acceptance of Franchisees near to the location of existing LBS Centre units will be done only after detailed analysis.

**Director**



## **LBS CENTRE FOR SCIENCE AND TECHNOLOGY**

(A Government of Kerala Undertaking)

Nandavanam, Palayam, Thiruvananthapuram - 695 033, Kerala

Phone: 0471 - 2324396, 2324148, 2324101; Fax: 0471 - 2337055

Email: [director.lbs@kerala.gov.in](mailto:director.lbs@kerala.gov.in); Website: [www.lbscentre.kerala.gov.in](http://www.lbscentre.kerala.gov.in)

No. B4/450/2024

19-02-2024

### **NOTIFICATION**

#### **Selection of Franchisees to conduct various LBS Training Courses on Franchisee basis under LBS Centre all over Kerala and Lakshadweep**

1. LBS Centre invites applications from Companies/Firms/Personals to conduct various LBS approved Courses on franchisee basis under the auspices of this centre in the unrepresented areas under LBS Skill Centre -various Taluk/District Head Quarters and Major Towns in Kerala and Lakshadweep.

Note:1)Representation of LBS Centre: LBS Has 19 own training centres and 72 Franchisees under LBS Skill Centre, details can be obtained from the website [www.lbscentre.kerala.gov.in](http://www.lbscentre.kerala.gov.in) and [www.lbsskillcentre.com](http://www.lbsskillcentre.com)).

2) Applicants from Lakshadweep should get permission for operation from the Administration of U.T. Administration of Lakshadweep once they got selected as the franchisee of LBS Centre.

2. Details of Proposed Courses (Annexure A)
3. The franchisee fee for one year **Rs. 25,000/-plus GST** should be remitted with the final agreement if selected and which is non refundable.
4. The courses should be conducted as per the directions and guidelines of LBS Centre.
5. The selected franchisee centre has to remit **25%** of Course fee as royalty share to LBS immediately after the receipt of fee from the students.
6. The local marketing has to be carried out by the franchisee.
7. Interested parties shall fill up the following details:
  - a. Franchisee Application form
  - b. Reference list.
  - c. Site details.
  - d. Affidavit on `Rs 200/- Stamp paper.
  - e. Application fee `Rs 3540/- (Rupees Three thousand Five hundred and Forty only) non refundable through *online mode/ DD in favour of Director, LBS, Thiruvananthapuram.*

*Payment can be done in online mode through the website of LBS Centre*  
[www.lbscentre.kerala.gov.in](http://www.lbscentre.kerala.gov.in).

8. The completed application form with fee (Receipt of online Payment or DD) should be send to the following address on or before **15<sup>th</sup> March 2024**.

The Director,  
LBS Centre for Science and Technology  
Nandavanam, Palayam,  
Thiruvananthapuram – 695033.

9. The last date of submitting the filled in application form is **15<sup>th</sup> March 2024 up to 5 pm**.
10. On receipt of all the documents along with the DD/ Online payment receipt and first level screening, LBS officials will visit the proposed site for inspection. Based on their report the final allotment of franchisees will be decided. LBS reserve the right to accept or reject any application or amend the terms and conditions without assigning any reason whatsoever.



**Dr M Abdul Rahiman**  
**Director**