

AMERICAN INSTITUTE

(FRANCHISE PROJECT OFFER)

✧ Planning

□ Stage –I

(No. of Classrooms – 1, Invest. Req. – Rs.1,00,000/-, Space Req.– 200 Sq. ft.)

□ Stage –II

(No. of Classrooms – 2 , Invest. Req. – Rs. 1,25,000/- Space Req.– 350 Sq. ft.)

□ Stage –III

(No. of Classrooms – 3, Invest Req.– Rs. 1,50,000/- , Space Req.– 450 Sq.ft.)

✧ Startup

✧ Marketing Concepts

✧ Teaching Concepts

✧ Functioning

✧ Management of Staff

✧ Running Requirements

✧ Terms & Conditions

✧ Technical Documents

OUR (HEAD OFFICE) SUPPORT

✧ Start up

Our Franchise project includes both admin & technical support at all level.

(A) Administrative Support

- Project Consultation
- Resourcing for staff (Design of Advertisement for manpower)
- Marketing Concepts

(B) Technical Support

- 📁 Functioning of center in relation to Technical aspects.
- 📁 Technical Documentation - Course Material, Notes & Assignments
(As per running requirements charges).

✧ Center Visit (As per running requirement charges)

(A) Technical Consultation

- 📁 Training of teaching concepts to new English Teachers
- 📁 Training for Students/Enquiry handling related problem

(B) Administration Support

- Interviews, Selection & Appointment of Staff
- Training of Administrative work – Management of Staff, Job Responsibility Allocation, Enquiry Handling, etc.
- Supply & Training / Handling of Other Administrative aspects
 - 1) Class Schedule Design
 - 2) List of Books
 - 3) Library Chart of Books/ CDs
 - 4) Enquiry Schedule
 - 5) Enrollment Form
 - 6) Certificate Sample
 - 7) Fee/ Validity Reminder
 - 8) Student Feedback Form & Complaint / Suggestion Form
 - 9) Course Material Issue Record
 - 10) Students Progress Record
 - 11) Receipt Books & Office Charts

(C) Admin Software Support (Optional)

Complete Tailor-made Admin Software for day to day working of Institute like Enquiries, Admissions, Fee Reminders, Receipts, Accounts and Salary all activities can be coordinated by single Admin Person in few minutes only.

✧ Running Requirements for your Center

- **Assignments** – Rs. 5,000/- each copy
- **Personality Development Presentations** – Rs. 2,000/- each (Soft Copy)
- **JRRR Manual & Contract Terms** – Rs. 5000/-
- **Technical Consultation – 3 Hours (Teaching Concepts & Faculty/ Staff Training)** – Rs. 3,000/- per visit *

- **Administrative Consultation – 4 Hours (Management of Staff, Business Enhancement Concepts, Staff Selection)** - Rs. 4,000/- per visit *

*Plus to & fro conveyance charges (Rs.5/-per Km. for driving distances) in case of outstation.

✧ **Project Cost (Project file +Technical documentation + Franchise fee)**

The **project cost with Technical documentation & Franchise fee for stage-I project is Rs. One lakh and stage-II project is Rs. One lakh Twenty five thousand & for stage-III Rs. One lakh fifty thousand only.** The Franchise fee allows you to use the name AMERICAN INSTITUTE (exclusively for One year only) for all purpose as defined in the project or permitted by us.

✧ **Setup Support (Optional)**

- Preparation of complete site including Electrification, Woodwork.
- Installation & Testing of complete setup.
- Manpower – Trained Faculties from our Centers.
- Library Books & Stationary items from Nai Sadak at wholesale rate.
- Furniture – Twenty / Forty Chairs, One Corner Table, Reception Table, Owner's/ Counselor's Chair, Two Reception Chairs, Four Stools, Two Benches, One Partition, One Almirah (Iron/ Wood), Notice Board.
- General Req.– AC , Water Dispenser, Two Wall Clocks, One Telephone connection with an additional cable (20 – 30 ft.) for modem, Emergency Light & Sign Board.
- Stationery – Four Registers, Two Attendance registers, Ten A4 size Folders, Five Files, Two Big Folders, Receipt Book (initially 2), Rubber stamps – Office Address & Proprietor, Five hundred Envelopes, Hundred Student Folders, One hundred Certificates, Five Hundred Letter Heads, Two Hundred Cards (Enrollment), Two hundred Visiting Cards (Proprietor's).
- All documents / files related to business – Course File, Enquiry File, Enrollment Forms File, Bio data (Students) File, Syllabus File, Bio data (Staff / Faculties) file, General Incoming File, Competitors Information file, Shopping Informer File, Placement file & Advertisement file etc.
