

Karnataka State Electronics Development Corporation Limited
No, 29/1 Race Course Road. Bangalore - 560 001

STANDARD INSTRUCTIONS MANUAL
2009

FOR

KEONICS
FRANCHISEE & YUVA.COM
TRAINING CENTRES

Issued By :
GENERAL MANAGER – ITES
KEONICS

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- ◆ Instructions are subject to changes and modifications issued time to time
- ◆ KEONICS reserves all the rights to change, modify or delete any time without prior intimation.
- ◆ Standard Operating Instructions are applicable to all KEONICS Franchisee and Yuva.Com Centers.
- ◆ These instructions will come into effect from 1st April 2009 and will remain in force till further Orders

1.0 General Instructions:

- 1.1 A valid agreement between KEONICS and the Franchisee must exist. Franchisee must contact KEONICS Head Office, three months in advance for renewal of the Franchisee agreement for smooth carry over of the Franchisee business without break, before expiry of the agreement.
- 1.2 The conditions of the Agreement and amendments to thereof should be followed
- 1.3 Franchisee Centre should have the infrastructure stipulated for the Centre and should ensure proper working condition (list enclosed – Annexure-1)
- 1.4 KEONICS Franchisee Center should display a Board, as per the Standard format at prominent place, visible from distance.(Format of Board enclosed – ref : Annexure 2)
- 1.5 KEONICS Franchisee Centers should function to the convenient of the trainees from morning 8 a.m to evening 8 p.m.
- 1.6 Center should be kept clean and tidy. Separate toilet facility for male and female trainees and drinking water facility be provided.
- 1.7 Center should display franchisee certificate and specimen certificate at appropriate place for the benefit of trainees.
- 1.8** Shifting of training Centre, transfer of Centre to other person/s or change in constitution of Proprietary/ Partnership etc. will be invalid without the written approval from Head Office, KEONICS

2.0 **Business:**

- 2.1 A separate help desk and effective counseling is required at Franchisee to counsel the customer
- 2.2 Franchisee to have literatures, brochures and other marketing materials always in stock
- 2.3 Franchisee to take publicity through conducting seminars, free camps, advertising through print and TV / cable media regularly
- 2.4 Center should adopt total professional approach in generating more and more business.
- 2.5 Center should display on Notice board the training courses undergoing, batch-wise with time slot and number of trainee. Course material to each trainee must be issued.
- 2.6 If there is a specific requirement of custom designed courses required by any department or the Franchisee wants to participate in local tender for Computer training, Franchisee to contact well in advance to Head Office KEONICS. Based on the requirement and necessity KEONICS will prepare proposal or provide approval with prices to participate in the local tender.
- 2.7 Franchisee should keep visiting all departments of Government, Educational Institutes, Industries, Business centres and other prospective customers explaining about KEONICS training programs and submit proposals after getting approval from Head Office, for corporate training.
- 2.8 KEONICS will assist Franchisee with suitable request letters to the department heads, wherever required , to obtain Corporate / Sponsor orders.
- 2.9 Franchisee may approach KEONICS for special fee structure for bulk or mass training (at least a batch of 25 or more) for approval. In no case fees are not to be reduced for an individual .
- 2.10 Center head explore the possibilities of running crash courses on free time slots.
- 2.11 All Government department , Corporate training **Orders** should be obtained in the name of **Karnataka State Electronics Development Corporation Limited** only.

- 2.12 All **Payments** from Government department , Corporate training Orders should be obtained in the name of **Karnataka State Electronics Development Corporation Limited** only and send to Head Office with details
- 2.13 Obtaining the training Orders and Payments, in the Franchisee name is illegal
- 2.14 If any Franchisee found to be violating clause (2.12) partially or fully will liable for cancellation of Franchisee, apart from initiating criminal proceedings.
- 2.15 If any such Orders obtained directly and being conducted without written approval of KEONICS, should intimate to Head Office immediately (within 20th April 2009).
- 2.16 Franchisee commission to KEONCIS is 20% on the course fees plus Service tax applicable, unless otherwise specifically indicated.
- 2.17 20% of the amount collected as fees by the Franchisee be remitted every month along with MIS. (Including on the fees collected by the drop outs)
- 2.18 Additional 10% Franchisee commission in addition to normal 20% will be charged for the training programs commenced without the prior approval of KEONICS.
- 2.19 Performance of the center is gauged on the total business done, number of trainees trained and placement provided to trainees during the financial year.
- 2.20 The payment/Cheque collected from Government department locally should be on KEONICS Bangalore. It should be sent to KEONICS for realization. Payments will be made to respective center , after deducting KEONICS share and dues if any after realization of cheque in KEONICS account.
- 2.21 Franchisee should use letter head indicating name of the franchisee as per the prescribed format (Annexure 3).
- 2.22 Franchisee name should not include the word KEONCIS in any form. If such name exists now, same is required to be changed suitably
- 2.23 Franchisee should not open any bank account which included the word KEONICS e.g. KEONICS Yuva.Com Centre, Belgaum.

The Bank account should be in the name of Franchise e.g. "Sharp Computer Training Institute"

- 2.24 Center must have e-mail id and same should be operated on day to day communications and follow ups. More thrust is given to communicate through e-mail as it is fast, economical and reduces much of the paper work.
- 2.25 Center should indicate annual requirement of Course material in advance for planning the procurement (monthly/quarterly consumption) KEONICS will maintain stock to fulfill the requirement of centers.
- 2.26 The Course material will be supplied against payment.
- 2.27 Center should ensure to keep legal software at their cost required to run courses at training center.
- 2.28 Center should purchase student application form from KEONICS Bangalore against payment. Copy of application with all details to be kept at center for verification.
- 2.29 Franchisee should have Service Tax registration and remit service tax regularly to the concerned authority.
- 2.30 Franchisee stands cancelled if the Franchisee is involved in any illegal activity or registered with criminal case.
- 2.31 Franchise should use the Letter Head stationary as per the format enclosed . Franchise should not use Letter Head resembling KEONICS Letter Head, to mis-lead the customers.
- 2.32 Franchisee if takes up any other business like maintenance of Computer hardware, Providing Technical Human resource services, supply of IT products and IT services, they should initially submit such proposal through KEONICS and further should take written Service Orders for executing such projects.

3.0 Training System and Procedures

- 3.1 Every trainee must fill the prescribed Application form obtained from KEONICS.
- 3.2 Applications may be obtained from KEONCIS on payment of Rs.10 each and minimum 100 applications at a time.
- 3.3 A registration register (Annexure-4) has to be maintained from 1st April 2009. All trainees registered for training must be given registration number starting with six digit centre code allotted followed by number serially from 0001. e.g. Badami Centre Code KYC001, hence first registration number is KYC001-0001 (Refer list of Centre code allotted – Annexure 5)
- 3.4 In case of batches from Sponsored or Corporate batch , Application of the trainee is not necessary (As we have separate application filled for selection process). But registration number is must for a batch. e.g. Badami Centre has registered so far 45 trainees, that means last registration number is KYC001-0045. Now for batch of 25 trainees from Social Welfare Department, we can show in the register KYC001-0046 to KYC001-0070
- 3.5 Courses should be conducted as per the prescribed fees, syllabus, duration, practical and theory.
- 3.6 Franchisee Centre should have sufficient, technically qualified, experienced faculty to deliver quality training. Profile of the faculty should be made available to KEONICS once in a year (indicating name of faculty, qualification, experience with Bio data)
- 3.7 Each trainee should be issued with Course Material at the beginning of the Course, immediately after registration. The cost of course materials is included in the fees.
- 3.8 Centre should have counseling for the prospective trainees and Placement assistance services for the trained Trainee
- 3.9 More thrust on practical need to be given for all training programs
- 3.10 Center head should take feedback from Trainee and maintain these records for verification. (format enclosed – Annexure 6)

- 3.11 Centre should explore local employment opportunities and interact with local business and industries to provide more and more employment opportunities to our trainees locally.
- 3.12 Center should maintain following registers and documents :
- Register for registration of the trainees (Format-Annexure-4)
 - Attendance register for trainees batch wise
 - Attendance register for faculty
 - Test and evaluation reports batch wise
 - Inspection register
 - Fees collection register
 - Stipend disbursement register (wherever required)
 - Application along with trainee photograph and signature.
- 3.13 Monthly MIS should be regularly sent to Manager(Ites) KEONICS Bangalore as per the format before 5th of every month by email. (Format is enclosed – Annexure 7)
- 3.14 Center should maintain the database (in M S Access) of all trainees who have undergone and who are undergoing. The database should provide complete information about Trainee i.e. right from the registration to placement services provided and mailed to Manager(Ites) KEONICS Bangalore, once in a month along with monthly MIS. (Database with field Sl.no, Student id, course duration, course name, dt of start, dt of completion, grade, remarks) Center head and faculty should maintain good relation with Trainee. Any complaint from Trainee/public will be viewed very seriously.
- 3.15 Center should maintain cash receipt register with details of installment paid by Trainee and should be available at the time inspection.
- 3.16 Trainee must be given a proper signed receipt for each payment received. (sample copy is enclosed – Annexure 8)

4.0 GOVERNMENT SPONSORED COURSES :

- 4.1 KEONICS will be in touch with Central and State departments to get different training programmes.
- 4.2 Selection list: Center head should select 20 Trainees per batch with 5 Trainees in waiting list in association with sponsored officials. Such list has to be approved by GM-ITES, KEONICS before commencement of training.
- 4.3 Training Schedule: Center head should announce the selection list on notice board duly approved by GM – ITES and sponsor organization if required and prepare training schedule indicating the date of start, duration, date of completion of each batch with specific number.
- 4.4 Training under sponsorship program shall be given only once to one Trainee. Center should ensure that no trainee is provided training more than once under sponsor program.
- 4.5 Stipend Disbursement – As decided by the Sponsoring department. Acquittance having disbursed stipend duly signed by the trainee should be submitted to KEONICS periodically
- 4.6 Attendance – Separate register for sponsored trainees be maintained. Trainee has to sign the register on each day he/she attends. 'P' for present and 'A' for absent in the register is not acceptable
- 4.7 Drop outs and alternate action:
 - 4.7.1 When selected Trainee remain irregular – i.e. less than 10 days of attendance in consecutive 3 months such trainee may be discontinued.
 - 4.7.2 Center is allowed to start new batch as a replacement, by inviting Trainees in waiting list if number of dropout Trainee is more than 20 subject to approvals of the Manager – ITES and availability of grant/fund.
 - 4.7.3 If there are no waiting list Trainees, center has to once again advertise and follow above system with approval from Manager-ITES.

5.0 TEST, EVALUATION AND CERTIFICATION:

- 5.1 Trainee who have
 - 5.1.1 completed course successfully
 - 5.1.2 attended minimum 85% of the classes & practical
 - 5.1.3 attended module tests
 - 5.1.4 and passed the final examination, as per guidelines are eligible for certificates.
- 5.2 Franchisee to conduct tests after each module and appropriate records should be maintained for verification
- 5.3 Final examination consisting of theory – 20 marks, practical – 30 marks, viva- 20 and project -30 marks
- 5.4 Final examination will be conducted by KEONICS or a Third Party in nearest centres periodically. Hence advance intimation of trainees taking up examination be conveyed 15 days in advance
- 5.5 Center head should send details of such Trainees, who are completing the course with details, 15 days before completion of course, so as to accommodate the trainee for the scheduled examination.
- 5.6 Certificates for trainees to be indented within 30 days of completion of training program. Any requests put up beyond reasonable time will not be considered.
- 5.7 Centre should details of successfully training completed trainees in the prescribed form , in the form of soft copy either through email or by hand in memory stick.
- 5.8 Certificate will be issued from KEONICS BANGALORE only after necessary verification and against franchisee commission payment only.
- 5.9 Center head should maintain record of all certificates issued to successful Trainee in a separate register and preserve answer scripts of the Trainee for verification if required.
- 5.10 No duplicate certificate will be issued. Only against specific request with a reason from Center Head on payment of Rs.500/-

- 5.11 District Co-Ordinator to inspect and certify for issue of certificates.
- 5.12 KEONICS may third party agency for conducting test, evaluation and certification
- 5.13 Center head should send student details in the following format while claiming certificate (See Annexure – 5)
- 5.14 Trainees should get **ONLY KEONICS Certificates**; those are certified & issued by KEONICS.
- 5.15 Issue of Certificate from Franchisee in any form to trainees or sponsoring department either in the name of KEONICS or in the name of Institute directly/ indirectly is an **OFFENCE**. If any center found involved in such an illegal act will invite cancellation of Centre apart from initiating Criminal action directly on Centre Head, irrespective of who on his / her behalf fake certificate/s are issued.

6.0. COURSES, DURATION , SYLLABUS AND PRICES

DETAILS ARE ENCLOSED SEPARATELY

7.0 **CONTACT**

1. For all Franchisee Business Transactions –
◆ Sri Shivakumar Karadkal
Manager -ITES
Email : skkardkal@keonics.com
Mob : 98455 67308

2. For Issue of Applications & Course Material
Certificates, Syllabus, Fess -
◆ Sri. G R Channappa
Manager –ITES
Email : channappa@keonics.com
Mob : 9008411255

3. For Special prices for Corporate and
Sponsored programs
◆ Sri. Shivakumar K
Manager -ITES
Email : skkardkal@keonics.com
Mob : 98455 67308

4. Any specific issues -
◆ Sri Bandu G Sasalatti
General Manager – ITES & HR
Email : bandu@keonics.com
Mob : 98451 75635

5. Concerned **District Co-Coordinator** –

For all local proposal, discussions with Government departments,
arranging for test, evaluation and examination, certification for issue
of certificates, follow up with Head Office and any other functions
related to ITES division.

WEB SITE : [www. Keonic.com](http://www.Keonic.com)

Email : ites@keonics.com

Land lines : 080 -22282477, 080- 22372579

Annexure – 1

Minimum Infrastructure Requirements of KEONICS Training Franchisees

SI	Parameter	District Place	Taluk Place	Hobli Place
1	Location	Within 500 meters of Main Bus Stand / Rly Station and need to be on Main Road. Ideal and Peaceful place	Within 500 meters of Main Bus Stand / Rly Station and need to be on Main Road. Ideal and Peaceful place	Within 500 meters of Main Bus Stand / Rly Station and need to be on Main Road. Ideal and Peaceful place
2	Building	Own / Leased for Minimum 3 years	Own / Leased for Minimum 3 years	Own / Leased for Minimum 3 years
3	Minimum Area of Center	1000 SFT	750 SFT	750 SFT
4	Commercial Power	5 HP	5 HP	3 HP
5	Center Partition for each activity	1. One Lab 2. One Class Room 3. Counseling Place 4. Office place	1. One Lab 2. One Class Room 3. Counseling Place 4. Office place	1. One Lab 2. One Class Room 3. Office place
5	Infrastructure Minimum	1. Computer P4 –10 with Col Mon 2. Networked 3. UPS back up	4. Computer P4 –7 with Col Mon 5. Networked 6. UPS back up	1. Computer P4 – 5 with Col Mon 2. Networked 3. UPS back up
6	Legal Software	Should have legal software as per course requirement	Should have legal software as per course requirement	Should have legal software as per course requirement
7	Faculty	<ul style="list-style-type: none"> • Minimum Graduate • Computer Certificate holder in respective area. • Flair for Teaching. • Good Communication skills 	<ul style="list-style-type: none"> • Minimum Graduate • Computer Certificate holder in respective area. • Flair for Teaching. • Good Communication skills 	<ul style="list-style-type: none"> • Minimum Graduate • Computer Certificate holder in respective area. • Flair for Teaching. • Good Communication skills
8	Furniture	Computer Table and Chairs both in Lab and Class Room are required	Computer Table and Chairs both in Lab and Class Room are required	Computer Table and Chairs both in Lab and Class Room are required

Annexure – 2

Name Board

Size of board: 6ft X 4ft

Display arrangement: Properly visible to Public

Lighting: Proper lighting provision to make visible at night

BANGALORE
THE IT CAPITAL OF INDIA

ಯುವ.ಕಂ
IT EDUCATION & SERVICES

KEONICS
ISO 9000-2001

Franchisee:

HITASHREE
TECHNOLOGIES

44, 1st Floor, Anglo Indian Block, Austin Town,
Bangalore - 560 047, Email: pskumar@vsnl.net
Tel. 51128435, 25567681, Fax : 25911484
Mobile : 9844408413, 9845044658, 8341210176

KARNATAKA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD.
ಕರ್ನಾಟಕ ರಾಜ್ಯ ವಿದ್ಯುನ್ಮಾನ ಅಭಿವೃದ್ಧಿ ನಿಗಮ ನಿಯಮಿತ
(A GOVERNMENT OF KARNATAKA ENTERPRISE)
REGD.OFFICE: NO.29/1,RACECOURSE ROAD,BANGALORE-560001
PH: 080-22282477 FAX:22200165

Note : FRANCHISEE CENTRES THOSE ARE NOT YUVA.COM CENTRES CAN USE NAME KEONICS WRITTEN IN KANNADA IN THE SAME SIZE AND FONT.

FONT, COLOUR AND SIZE SHOULD NOT BE ALTERED

FOR EXACT COLOURS YOU CAN DOWN LOAD THE SAMPLE FROM OUR WEBSITE www.keonics.com

Annexure – 3

Your
Centre logo

Samant Computer Education Centre

No. 1762, Akshaya Complex, Chanakya Road, Jamkhandi- 587301

Phone : 08353-221185, Mob : 9442695995

A Franchisee of:



**KARNATAKA STATE ELECTRONICS DEVELOPMENT
CORPORATION LIMITED (A Government of Karnataka Undertaking)**

Regd. Office :No. 29/1 Race Course Road, Bangalore – 560 001

Annexure – 5

CENTRE CODES

Sl No.	District	Place	Type	Code
1	Bagalkot	Badami	KYC	001
2	Bagalkot	Bagalkot	KYC	002
3	Bagalkot	Bilgi	KYC	003
4	Bagalkot	Ilkal	KYC	004
5	Bagalkot	Jamkhandi	KYC	005
6	Bagalkot	Mudhol	KYC	006
7	Bagalkot	Amingada	KYC	007
8	Bagalkot	Navanagar	KFC	001
9	Bagalkot	Guledgudda	KFC	002
10	Bidar	Aurad	KFC	003
11	Bidar	Kamalnagar	KYC	008
12	Bidar	Basavakalyan	KYC	009
13	Bidar	Bhalki	KYC	010
14	Bidar	Bidar	KFC	004
15	Bidar	Humanabad	KYC	011
16	Bidar	Hulsor	KYC	012
17	Bijapur	B. Bagewadi	KYC	013
18	Bijapur	Bijapur	KYC	014
19	Bijapur	Bijapur	KFC	005
20	Bijapur	Indi	KYC	006
21	Bijapur	Muddebehal	KFC	006
22	Bijapur	Sindgi	KYC	016
23	Bijapur	Balloli	KYC	017
24	Bijapur	Nidugundi	KYC	018
25	Bijapur	Tikota	KYC	019
26	Bijapur	Talikota	KYC	020
27	Gulbaraga	Afzalpur	KYC	021
28	Gulbaraga	Chincholi	KYC	022
29	Gulbaraga	Chitapur	KYC	023
30	Gulbaraga	Gulbarga	KFC	007
31	Gulbaraga	Jewargi	KFC	008
32	Gulbaraga	Sedam	KYC	024
33	Gulbaraga	Shahpur	KFC	009

34	Gulbaraga	Shorapur	KFC	010
35	Gulbaraga	Shabad	KFC	011
36	Gulbaraga	Gurumitkal	KFC	012
37	Gulbaraga	Yadgir	KYC	025
38	Gulbaraga	Alanda	KFC	013
39	Raichur	Deodurga	KYC	026
40	Raichur	Lingasur	KYC	027
41	Raichur	Manvi	KYC	028
42	Raichur	Raichur	KFC	014
43	Raichur	Raichur	KYC	029
44	Raichur	Sindhanoor	KYC	030
45	Raichur	Maski	KFC	005
46	Raichur	Hatti	KFC	016
47	Shimoga	Bhadravathi	KYC	031
48	Shimoga	Ripponpet	KFC	017
49	Shimoga	Sagar	KYC	032
50	Shimoga	Shimoga	KYC	033
51	Shimoga	Shimoga	KTC	001
52	Shimoga	Thirthahalli	KYC	034
53	Shimoga	Holehonnur	KYC	035
54	Shimoga	Shikaripura	KFC	018
55	Shimoga	Shiralakoppa	KFC	019
56	Chamarajanagar	Chamarajanagar	KFC	020
57	Chamarajanagar	Chamarajnagar	KYC	036
58	Chamarajanagar	Gundlupet	KYC	037
59	Chamarajanagar	Kollegal	KYC	038
60	Chamarajanagar	Yelandur	KYC	039
61	Chamarajanagar	Hanur	KYC	040
62	Kolar	Bangarpet	KYC	041
63	Kolar	Chikkabalapur	KYC	042
64	Kolar	Chintamani	KYC	043
65	Kolar	Gowribidanur	KYC	044
66	Kolar	Kolar	KYC	045
67	Kolar	srinivasapur	KFC	021
68	Kolar	Bethamangala	KFC	022
69	Kolar	Mulbagal	KYC	046
70	Kolar	Sidhalghatta	KYC	047
71	Kolar	K.G.F	KYC	048
72	Kolar	Kolar	KFC	023
73	Mandya	K.R.Pet	KYC	049
74	Mandya	Maddur	KYC	050
75	Mandya	Malavalli	KYC	051

76	Mandya	Mandya	KYC	052
77	Mandya	Mandya	KTC	002
78	Mandya	Bellur	KFC	024
79	Mandya	Nagamangala	KYC	053
80	Mandya	Pandavapura	KYC	054
81	Mandya	Srirangapatna	KYC	055
82	Mandya	Kiragaval	KYC	056
83	Mysore	H.D.Kote	KYC	057
84	Mysore	Hunsur	KYC	058
85	Mysore	K R Nagar	KYC	059
86	Mysore	Mysore	KTC	003
87	Mysore	Nanjangud	KYC	060
88	Mysore	Periapatna	KYC	061
89	Mysore	T. Narasipura	KYC	062
90	Mysore	Bannur	KYC	063
91	Mysore	Chamaraj	KYC	064
92	Mysore	Chamundeshwari	KYC	065
93	Mysore	Narasimharaja	KYC	066
94	Belgaum	Athani	KYC	067
95	Belgaum	Bailohongal	KYC	068
96	Belgaum	Belgaum	KTC	004
97	Belgaum	Chikkodi	KYC	069
98	Belgaum	Gokak	KYC	070
99	Belgaum	Hukkeri	KYC	071
100	Belgaum	Harogeri	KFC	025
101	Belgaum	Khanapur	KYC	072
102	Belgaum	Raibagh	KYC	073
103	Belgaum	Ramdurga	KYC	074
104	Belgaum	Soudatti	KYC	075
105	Belgaum	Ghataprabha	KFC	026
106	Belgaum	Kagwad	KYC	076
107	Belgaum	Nippani	KYC	077
108	Belgaum	Sadalga	KYC	078
109	Belgaum	Sankeswar	KYC	079
110	Belgaum	Uchagoan	KYC	080
111	Dharwar	Dharwar	KFC	027
112	Dharwar	Hubli	KTC	005
113	Dharwar	Kalghatghi	KYC	081
114	Dharwar	Navalgund	KYC	082
115	Dharwar	Pinto rd hubli	KYC	083
116	Dharwar	vidya Hubli	KYC	084
117	Dharwar	Kundgol	KFC	028
118	Gadag	Gadag	KYC	085
119	Gadag	Gadag	KFC	029

120	Gadag	Naragund	KYC	086
121	Gadag	Ron	KFC	030
122	Gadag	Shiratti(Laxmeshawar)	KFC	031
123	Gadag	Mundargi		
124	Haveri	Byadgi	KYC	087
125	Haveri	Hangal	KYC	088
126	Haveri	Haveri	KYC	089
127	Haveri	Hirekerur	KYC	090
128	Haveri	Ranibennur	KYC	091
129	Haveri	Savanur	KYC	092
130	Haveri	Shiggaov	KYC	093
131	Koppal	Gangavathi	KYC	094
132	Koppal	Koppal	KYC	095
133	Koppal	Kushtagi	KYC	096
134	Koppal	Yelburga	KYC	097
135	Koppal	Kanakagiri	KYC	098
136	Koppal	Koppal fc	KFC	032
137	Chickmagalur	Chikmagalur	KTC	006
138	Chickmagalur	Chikmagalur	KYC	099
139	Chickmagalur	Mudigere	KYC	100
140	Chickmagalur	Birur	KYC	101
141	Chickmagalur	Kadur	KYC	102
142	Chickmagalur	Tarikere	KYC	103
143	Chickmagalur	Sringeri	KYC	104
144	Chickmagalur	Kalasa	KFC	033
145	Dakshin Kannada	Mangalore	KTC	007
146	Dakshin Kannada	Puttur	KYC	105
147	Dakshin Kannada	Moodabidri	KYC	106
148	Dakshin Kannada	Thokkattu	KYC	107
149	Dakshin Kannada	B C Road	KYC	108
150	Dakshin Kannada	Vittal	KFC	034
151	Dakshin Kannada	Mudipu	KFC	035
152	Dakshin Kannada	Belthangadi	KYC	109
153	Dakshin Kannada	Bantaval	KYC	110
154	Dakshin Kannada	Sulya	KYC	111
155	Dakshin Kannada	Surathkal	KYC	112
156	Madikeri	Kushalnagar	KYC	113
157	Madikeri	Virajpet	KYC	114
158	Madikeri	Somwarpet	KFC	036
159	Madikeri	Shanivarsanthe	KYC	115
160	Madikeri	Madikeri	KFC	037
161	Madikeri	Gonikoppa	KYC	116
162	Uttar Kannada	Mundgod	KYC	117
163	Uttar Kannada	Bhatkal	KYC	118

164	Uttar Kannada	Bhatkal	KFC	038
165	Uttar Kannada	Honnavar	KYC	119
166	Uttar Kannada	Kumta	KYC	120
167	Uttar Kannada	Dandelli	KFC	039
168	Uttar Kannada	Haliyal	KFC	040
169	Uttar Kannada	Sirsi	KFC	041
170	Uttar Kannada	Sirsi	KYC	121
171	Udupi	Udupi	KFC	042
172	Udupi	Brahmavar	KYC	122
173	Udupi	Byndoor	KYC	123
174	Udupi	Kundapur	KFC	043
175	Udupi	Kundapur	KYC	124
176	Udupi	Kaup	KYC	125
177	Udupi	karkala	KYC	126
178	Udupi	Siddapura	KFC	044
179	Bangalore Urban	Anekal	KYC	127
180	Bangalore Urban	Basavan Gudi KTC	KTC	008
181	Bangalore Urban	Rajajinagar KTC	KTC	009
182	Bangalore Urban	HO KTC	KTC	010
183	Bangalore Urban	Malleswaram KTC	KTC	011
184	Bangalore Urban	Jpnagar	KFC	045
185	Bangalore Urban	Ganganagar	KFC	046
186	Bangalore Urban	Uttarhalli	KYC	128
187	Bangalore Urban	shivajinagar	KYC	129
188	Bangalore Urban	Rajajinagar	KYC	130
189	Bangalore Urban	Binnipet	KYC	131
190	Bangalore Urban	Chickpeth	KYC	132
191	Bangalore Urban	Shantinagar	KYC	133
192	Bangalore Urban	Chamarajpet	KFC	047
193	Bangalore Urban	Chamarajpet	KYC	134
194	Bangalore Urban	Jayanagar	KFC	048
195	Bangalore Urban	Nagarbhavi	KFC	049
196	Bangalore Urban	Yelahanka	KYC	135
197	Bangalore Urban	Bannerughatta	KFC	050
198	Bangalore Rural	Chennapatna	KYC	136
199	Bangalore Rural	Devanahalli	KFC	051
200	Bangalore Rural	Doddaballapura	KYC	137
201	Bangalore Rural	Hosakote	KYC	138
202	Bangalore Rural	Kanakapura	KYC	139
203	Bangalore Rural	Magadi	KYC	140
204	Bangalore Rural	Nelamangala	KYC	141
205	Bangalore Rural	Ramanagar	KYC	142
206	Bangalore Rural	Anglo Indian consti	KYC	143
207	Bangalore Rural	Bidadi	KFC	052

208	Bangalore Rural	Kudur	KFC	053
209	Bellary	Bellary	KFC	054
210	Bellary	Hadagali	KYC	144
211	Bellary	Hagari Bommanhalli	KYC	145
212	Bellary	Hospet	KYC	146
213	Bellary	Kottur	KYC	147
214	Bellary	Sandur	KYC	148
215	Bellary	Siruguppa	KYC	149
216	Bellary	Bellary	KYC	150
217	Bellary	Kudligi	KFC	055
218	Chitradurga	Challakere	KYC	151
219	Chitradurga	Chitradurga	KYC	152
220	Chitradurga	Chitradurga	KTC	012
221	Chitradurga	Hiriyur	KYC	153
222	Chitradurga	Holalkere	KFC	056
223	Chitradurga	Hosadurga	KYC	154
224	Chitradurga	Molakalmuru	KYC	155
225	Davanagere	Chennagiri	KYC	156
226	Davanagere	Davanagere	KTC	013
227	Davanagere	Harapanahalli	KYC	157
228	Davanagere	Honnali	KFC	057
229	Davanagere	Harihar	KYC	158
230	Hassan	Alur	KYC	159
231	Hassan	Arakalgud	KYC	160
232	Hassan	Arasikere	KYC	161
233	Hassan	Belur	KFC	058
234	Hassan	Belur	KYC	162
235	Hassan	Channaraypatna	KFC	059
236	Hassan	Channaraypatna	KYC	163
237	Hassan	Hassan	KTC	014
238	Hassan	Hassan	KYC	164
239	Hassan	Holenarasipur	KYC	165
240	Hassan	Sakaleshpur	KYC	166
241	Hassan	Ramanathpur	KFC	060
242	Hassan	Gandasi	KYC	167
243	Hassan	Javagal	KFC	061
244	Hassan	Bhanwar	KFC	062
245	Tumkur	Chikkanayakanahalli	KYC	168
246	Tumkur	Gubbi	KYC	169
247	Tumkur	Koratagere	KYC	170
248	Tumkur	Kunigal	KYC	171
249	Tumkur	Madhugiri	KYC	172
250	Tumkur	Pavgada	KYC	173
251	Tumkur	Sira	KYC	174

252	Tumkur	Tiptur	KYC	175
253	Tumkur	Tumkur	KTC	015
254	Tumkur	Tumkur	KYC	176
255	Tumkur	Turnvekere	KYC	177
256	Tumkur	Huliyurdurga	KYC	178
257	Tumkur	Kallembella (Huliyar)	KYC	179

Annexure – 6

Feed back Report

Request to spare few minutes to fill up this report and your valuable feedback will

	Please Tick (✓) in suitable column	V.GOOD	GOOD	Moderate	Poor	V.Poor
		5	4	3	2	1
1	Training methods					
2	Faculty Knowledge					
3	Computer Facility					
4	Presentation of subject (Theory)					
5	Handling Practical					
6	Course Coverage					
7	Course Material					
8	Punctuality of Faculty					
9	Behavior of Officers					
10	Clearing Doubts					
11	Cleanliness					
12	Test Conducted					
13	<u>Suggestions (if any)</u>					
14	Name of the trainee:					
15	Course Attended:					
16	Signature of Trainee:					
17	Date:					
18	Training Center: (Name of the place)					

help us to improve quality of training.

Annexure – 8

YOUR CENTER NAME
(A KEONICS FRANCHISEE CENTER)
CASH RECEIPT

Date:

No:

RECEIVED with thanks from (in block letters).....

.....Application No.....

a sum of Rupees (in words).....

by cash/DD/Cheque towards (Course name).....

SI no	Particulars	Amount							
		Ps		Rs					
1	Training fees								
2	Course Material								
3	Application fees								
4	Examination fees								
5	Certificate charges								
6								
7									
8									
9									
10	Others								
11	Total								

Yours center seal

E & OE _____
NOTE: Please preserve this receipt
 Annexure – 4

Center Head
(Authorised Signature)

Annexure – 9

Name of the center:

No of certificates claimed:

SI No	Student Name	Course name	Dt of Start	Dt of complete	G R A D E	Details of Payment Made to KEONICS

**Center Head
(Authorised Signature)**