

What do you need to have?

1. Money Matters:

SL	Affiliation and Course Approval Fees	Amount
1	For DIPTI Certified Professional Diploma, Certificate & Short Courses	<ol style="list-style-type: none">1. Tk. 5000 (Five Thousand only) is to be paid for application processing (non-refundable).2. Tk. 2, 50,000 (Two Lac. Fifty Thousand only) is to be deposited at DIPTI's account which is non-refundable in any circumstances3. Ability to invest initially at least Tk.30-40 Lacs
2	Advertisement Cost	<ol style="list-style-type: none">1. 20% advertisement bill is to be paid in every session within one month of advertisement
3	Royalty	<ol style="list-style-type: none">1. Tk. 3000 for Diploma, Tk.2000 for Certificate & Tk. 500 for Short course per student is to be paid within 2 months of admission
4	Certificate & Transcript fee	<ol style="list-style-type: none">1. Tk. 1000 (500+500) per student is to be paid before issuing certificate

Pls. note that DIPTI Head Office reserves the right for audit at franchise in anytime on a particular time interval.

2. Location & infrastructure:

To select the location DIPTI Consider the following Facts:

- 2.1. An establishment to conduct the Academy with a minimum area 3000 – 4500 sq. ft.
- 2.2. A good communication spot, where people can communicate from different places easily and less expensively.
- 2.3. The interior of the Academy is to be designed and decorated as specified by DIPTI.
- 2.4. DIPTI authority must be seen the location and building before agreement.
- 2.5. Car parking space near the building.
- 2.6. Building must be at commercial or residential area.

3. Academic Accommodation:

- 3.1. Front Desk
- 3.2. Manager room
- 3.3. Course coordinator room

- 3.4. Senior lecturer room
- 3.5. 2 counseling room
- 3.6. Class room
- 3.7. Lab room
- 3.8. Common room
- 3.9. Library
- 3.10. Separate fresh room for male and female

4. Requirements:

- 4.1. C.V of all H/R
- 4.2. Infrastructure:**
 - 4.2.1. Class rooms – Accommodation,
 - 4.2.2. Lab Rooms – No of PC, PC configuration
 - 4.2.3. Office rooms – Office decoration, Setup, A/C, OHP, Multimedia Projector etc.
 - 4.2.4. Library – Number of books, Journal, Magazine etc
 - 4.2.5. Hardware Lab – Lab configuration
- 4.3. Legal Documents:**
 - 4.3.1. Trade License
 - 4.3.2. Bank solvency certificate
 - 4.3.3. Reference with Contact Details (Renowned Personalities of your area)
 - 4.3.4. Campus Location (Map)
 - 4.3.5. Certificate of Incorporation (Incase of limited Company)
 - 4.3.6. VAT/TIN Certificate
- 4.4. Reports:**
 - 4.4.1. Short report on prospective market
 - 4.4.2. Short report on target people
 - 4.4.3. Business plan for next 2 years
 - 4.4.4. Marketing plan for rest of the months of this year
 - 4.4.5. Quality assurance procedure
 - 4.4.6. Organizational Organ gram
 - 4.4.7. Reporting systems (Who reports to whom)

5. Logistics:

- 5.1. Power supply,**
- 5.2. UPS,**
- 5.3. Generator,**
- 5.4. Water Supply,**
- 5.5. Security,**
- 5.6. Gas**

What you will get?

- 1. Company branding (using logo)**
- 2. Promotional/marketing assistance**
- 3. All academic support**
 - 3.1. Syllabus
 - 3.2. Lesson plan
 - 3.3. Teacher's manual
 - 3.4. Course curricular
 - 3.5. Admission form
 - 3.6. Exam Question
 - 3.7. Exam script checking
 - 3.8. Result sheet preparation and publish

- 4. All administrative support**
 - 4.1. Registration
 - 4.2. ID-Card
 - 4.3. Admit card
 - 4.4. E-mail
 - 4.5. Forum/chat
 - 4.6. Career counseling
 - 4.7. Internship
 - 4.8. Teachers training
 - 4.9. Marketing/counselor training
 - 4.10. Workshop
 - 4.11. Seminar etc.