

# AUTHORIZED SMART COACHING CENTRE (ASCC) UNDERTAKING

(For Odia Medium Students of Class VIII to X & +2 Science Students)

This **Undertaking Agreement** is made between: **Odisha Knowledge Corporation Limited (OKCL)**, hereinafter referred to as "OKCL", and **Authorized Smart Coaching Centre (ASCC)**, hereinafter referred to as "Centre" or "ASCC".

The eSchool Business through Authorized Smart Coaching Centers (ASCCs) aims to provide high-quality, structured coaching for Odia Medium Students (Class VIII to X & +2 Science). ASCCs will operate as franchise partners, delivering syllabus-based and value-added learning using Online Classes, digital content, expert guidance, and interactive teaching methodologies. OKCL will provide an Online Coaching Platform, ensuring seamless live classes, assessments, and content access for students. ASCCs will be responsible for student enrollment, fee collection, and maintaining a quality learning environment, adhering to OKCL's operational guidelines.

By signing this document, the ASCC agrees to adhere to all **terms, conditions, responsibilities, and obligations** as outlined below for the effective implementation and operation of the **OKCL eSchool Program**.

## SECTION 1: GENERAL INFORMATION

1. **Name of Applicant:**
2. **Name of Establishment:**
3. **Address:**
  - District: \_\_\_\_\_
  - Block: \_\_\_\_\_
  - Address for Correspondence: \_\_\_\_\_

\_\_\_\_\_
4. **Status of ASCC (Proprietorship/Partnership/Company/Trust, etc.):**
5. **Capacity (Proprietor/Partner/Director/Trustee, etc.):**
6. **Date of Birth of Applicant:**
7. **PAN Number of Applicant / Organization :**
8. **Aadhaar Card Number of Applicant / Organization :**

By signing this document, the applicant agrees to comply with the rules and regulations set forth by OKCL for the operation of an **Authorized Smart Coaching Centre (ASCC)** under the **OKCL eSchool Program**.

# SECTION 2: ROLES & RESPONSIBILITIES OF ASCC

## 2.1 GENERAL RESPONSIBILITIES

- The ASCC shall **strictly follow the guidelines, communications, and policies** issued by OKCL from time to time.
- The ASCC shall **establish and maintain a high-quality learning environment**, ensuring the provision of **infrastructure, digital tools, faculty, and student support**.
- The ASCC shall **invest in capital expenditure** for setting up infrastructure, equipment, digital learning tools, and operational costs.
- The ASCC shall **abide by the program curriculum, assessment protocols, and digital content delivery standards prescribed by OKCL**.
- The ASCC shall **appoint qualified faculty and staff**, ensuring the smooth delivery of coaching programs to students.

## 2.2 INFRASTRUCTURE & COMPUTING RESOURCES

The ASCC shall establish and maintain the following **minimum infrastructure requirements**:

### ◆ Smart Classroom (Compulsory)

- **1 Flat Panel / Smart Panel / Projector** for interactive learning.
- **1 Laptop/Desktop / OPS (Open Pluggable Specification)** connected to the projection system.
- **Mic, Speaker, Camera** for Live Classroom Setup.
- **6 Computers (Server-Client Model)** to support digital learning.
- **1 Blackboard / Whiteboard** for visual teaching aids.
- **Proper wiring and networking setup** for seamless operations.

### ◆ Counselling Area (Compulsory)

- **Counselling Table & Chair** for student guidance.
- **Notice / Display Board** for academic updates.
- **Enquiry Register** to maintain student inquiries.

### ◆ Lecture Room (Compulsory)

- **Adequate seating and ventilation arrangements** for students.
- **Use of digital learning aids** for better engagement.

### ◆ Computer Laboratory (Compulsory)

- **Fully equipped digital learning lab with a minimum of 6 computers**.
- **High-speed internet connectivity for seamless online learning**.

- **UPS & power backup facilities** to avoid interruptions in learning.

#### ◆ **Miscellaneous Facilities**

The ASCC shall provide:

- ✓ **Clean Toilets**
- ✓ **Drinking Water Facility**
- ✓ **Suggestion Box**
- ✓ **Library (Optional)**
- ✓ **Parking (Optional)**
- ✓ **Fire Extinguisher (Compulsory for safety compliance)**

### **2.3 STUDENT ENROLLMENT & ACADEMIC MANAGEMENT**

The ASCC shall:

- ✓ Ensure **timely student admissions, batch allocations, and record maintenance.**
- ✓ **Facilitate structured academic programs** aligned with the **prescribed courses of studies and syllabus.**
- ✓ Conduct **periodic tests, quizzes, and assessments** to track student progress.
- ✓ Provide **academic counselling and remedial learning support** to students.
- ✓ Ensure **faculty training and continuous learning process updates** as per OKCL standards.

### **2.4 USE OF SOFTWARE & DIGITAL RESOURCES**

- The ASCC shall ensure that **all software used is legally licensed.**
- The ASCC shall **comply with all software licensing terms**, ensuring the integrity and security of digital platforms.
- The ASCC shall **not use pirated or unauthorized software** on its systems.
- The ASCC shall ensure **proper maintenance of digital learning tools and technical infrastructure.**

### **2.5 FINANCIAL OBLIGATIONS & FEE STRUCTURE**

The ASCC shall:

- ✓ **Pay the prescribed eSchool New Center Registration (eSchool NCR) Fee** as per the OKCL fee structure.
- ✓ Ensure **timely payment of the Annual Registration Fee** to maintain operational authorization.
- ✓ Adhere to the **Revenue Sharing Model**, ensuring proper remittance to OKCL.

### **2.6 MONITORING, COMPLIANCE & REPORTING**

- The ASCC shall **submit periodic reports** regarding student progress, faculty performance, and infrastructure maintenance.
- The ASCC shall **comply with monitoring visits** by OKCL representatives without prior notice.
- The ASCC shall **maintain confidentiality of student records, financial data, and institutional reports.**

## SECTION 3: CODE OF CONDUCT & TERMINATION POLICY

- ✓ The ASCC shall maintain **professionalism and ethical conduct** in all its operations.
- ✓ The ASCC shall **not engage in any activity that damages OKCL's reputation**.
- ✓ The ASCC shall **not promote any unauthorized courses or third-party services** without prior approval from OKCL.
- ✓ In case of **violation of OKCL's policies**, the ASCC's authorization may be **terminated without prior notice**.
- ✓ If an ASCC voluntarily chooses to discontinue operations, it must **inform OKCL in writing and complete the required exit formalities**.

## SECTION 4: DECLARATION & AGREEMENT

I, **[Name of Applicant]**, the undersigned, hereby declare that:

1. I have **read, understood, and agree** to abide by the terms and conditions set forth in this document.
2. I shall **ensure full compliance** with all **OKCL policies, regulations, and operational guidelines**.
3. I understand that **failure to adhere to these guidelines may result in the termination of my ASCC authorization**.
4. I undertake to **maintain transparency, quality, and integrity** in all activities conducted at my ASCC.

### SIGNATORY DETAILS

- **Name of ASCC:** \_\_\_\_\_
- **Authorized Signatory Name:** \_\_\_\_\_
- **Designation:** \_\_\_\_\_
- **Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_
- **Seal & Stamp of ASCC:** \_\_\_\_\_