



LBS CENTRE FOR SCIENCE AND TECHNOLOGY

(A Government of Kerala Undertaking)

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LBSSC: POLICY ON RENEWAL OF FRANCHISEE

ELIGIBILITY FOR RENEWAL

1. For ensuring a fair renewal process, the following criteria will be implemented prospectively.

The renewal will be based on point system. The qualifying bench mark is 30 points rewarded in 11 months from the date of signing up/last renewal. For each career programme registration, ONE point will be rewarded. FOUR certificate programme registrations will be considered equivalent to ONE career programme registration. Each centre accumulating 30 points or/and above shall only be eligible for renewal.

PROCESS OF RENEWAL

2. All skill centres are to initiate the renewal process one month in advance to the cessation of current franchisee period by paying the amount as notified by LBS as franchisee renewal fees. Franchisee renewal will be effective from the next day of expiry of current/valid agreement period. E-stamp paper to be obtained well in advance before the expiry of current franchisee period as the date of renewal cannot be executed on a date prior to the issue of e-stamp paper.
3. In the event of non renewal of Franchisee till the expiry of current Franchisee period, Franchisee renewal can be done upto one month grace period from the date of expiry of current franchisee period by paying the renewal fees as notified by LBS.
4. If the franchise agreement is not renewed within three months from the expiry of current agreement period (or from two months on expiry of the grace period), NO renewal will be undertaken and centre will be deemed to be terminated. Renewal fees remittance done after the grace period would be with a fine of Rs. 10,000/- plus GST in addition to the prescribed renewal fees.
5. No break period even for a single day shall be entertained between two agreement periods other than the cases mentioned in Para 2, 3 and 4 above.
6. All renewals will be prospective in nature from the date of execution. NO renewal shall be entertained on backdate.
7. Any admission undertaken by centres during the non-agreement period shall not be entertained by LBS and all the onus on such admissions rests purely on that centre only.
8. In the event of non renewal the concerned centres can apply for franchisee afresh as new centre by paying the prescribed fees as and when notified by LBS. In such cases the clauses mentioned in para 6 and para 7 above shall apply.

9. Renewal shall be processed only after the centre clears all pending dues, fees, and statutory payments payable to LBS Centre.
10. To safeguard the interests of all students, LBS Centre mandates that partner organisations shall ensure uninterrupted completion of the full course delivery—including classes, examinations, and availability of required laboratory and practical facilities—for every student admitted during the valid period of the agreement, even if the course duration extends beyond its expiry. This ensures that no student admitted in good faith is disadvantaged due to the organisation's non-renewal or delay in renewal. Any admission undertaken without a valid agreement or without formally reporting such enrolments during the agreement period will be treated as unauthorised, and the concerned organisation shall bear full responsibility for providing training, conducting examinations, and addressing all academic and administrative obligations for such students, as LBS Centre cannot assume liability in these cases. Any liability arising to LBS Centre or to students due to such unauthorised admissions shall be entirely borne by the concerned organization.

ADDENDUM TO POLICY ON APPLYING FOR NEW FRANCHISEE

11. An individual can apply for new franchisee subject to a maximum of three LBSSC against his name. This includes the existing skill centres, if any, against his name.
12. No internal agreements between franchisees will be entertained as there is no concept of sub-franchisee for LBSSC.

A handwritten signature in red ink, appearing to be 'Dr M. Abdul Rahiman', is written over a diagonal red line.

Dr M. Abdul Rahiman
Director