

MIC BRANCH MANAGER'S CONTRACT

This MIC Branch Manager's Contract ("Contract") is made and entered into effective as of March 1, 2017, by and between Mianz International College (MIC) and Mr / Ms _____ ("the Branch Manager")

RECITALS

MIC programs may be conducted in two different types of settings; MIC Outreach Centers (MIC ORC) and MIC Campuses

1. The In-Charge of MIC Campuses and MIC ORCs are referred to as Branch Managers
2. The In-Charge of YLE and English For Life programs are referred to as Coordinators when the aforementioned programs are run independently from an MIC Campus or MIC ORC

MIC Outreach Center (MIC ORC)

MIC ORC is a Mobile Learning Center (temporary branch) established temporarily to ensure MIC students are provided with the required infrastructure, facilities and resources to engage in MIC programs conducted at locations of interest.

Criteria for establishing and maintaining an MIC ORC

1. Minimum 50 students registered in MQA approved college courses
2. A building or a classroom dedicated to run MIC programs, where MIC will bear the rent in daily, hourly or monthly basis.
3. Qualified tutors or lectures available from the Island to conduct the intended programs
4. If the minimum enrolment at an MIC ORC cannot be reached and maintained at 50, over an **agreed time frame**, the temporary branch may be subject to closure or relocation as deemed appropriate
5. Herein the "agreed time frame" is defined as the term duration discussed and mutually agreed by the Branch Manager and MI College.

Criteria for establishing and maintaining an MIC Campus

1. Minimum 80 students registered in MQA approved MIC courses.
2. Campus building independently leased by MI College
3. Qualified tutors or lectures available from the Island to conduct the intended programs
4. If the minimum enrolment at an MIC Campus cannot be reached and maintained at 80, over an **agreed time frame**, the branch may be subject to loss of entitlement to "Campus Status" and associated benefits to the Branch and the Branch Manager as deemed appropriate by MI College

5. Herein the “agreed time frame” is defined as the term duration discussed and mutually agreed by the Branch Manager and MI College.

TERMS AND CONDITIONS

1. A Branch Manager is a **part time** employee who represents the MI College. The Branch Manager is expected to have;
 - o Teaching and educational background, with good communication skills in Dhivehi and in English
 - o Powerful leading skills, customer management skills, proven marketing skills and good interpersonal skills
 - o Established reputation in the community and known for honesty and integrity. They should be able to give time for College every day.
2. The Branch Manager is expected to give appropriate time for MIC program management on a daily basis and ready to work extra hours as per the need.
3. The Branch manager should not have any past criminal records, and should not be actively involved in any political party.
4. MIC branch should run throughout the year and one full time admin staff can be appointed to support the Manager.
5. Branch manager can employ additional part time staff (“Administrative Staff”) when student number exceeds 50 and above.
 - o Administrative Staff will be paid MVR 1800 and MVR 200 (telephone allowance)
 - o Administrative Staff is expected to collect fee, communicate with students and assist the Branch Manager in routine work at the MIC branch.
6. Branch Manager can hire a part time staff for daily cleaning and maintenance provided the minimum student number exceeds 50
 - o The part time cleaning staff will be paid MVR 1000.
7. That Branch Manager must not engage in ANY business activity, professional, personal, or other interest, including, but not limited to, the representation of other colleges and parties, that would conflict in any manner or degree with the business model of MI College. Examples of activities that the Branch Manager must not engage under this clause include;
 - o Conducting programs, academic, professional or technical, for other colleges
 - o Conducting self-owned programs, academic, professional or technical

TERMINATION OF THE CONTRACT

1. This agreement may be terminated by the Branch Manager or MI College on three (3) months advance written notice effective as of the expiration of the notice period. During the course of the notice period, the Branch Manager is held under obligation to facilitate smooth handover over the Branch as directed by MI College
2. MI College has right to terminate the Branch Manager’s contract without any advanced notice, if she/he is found involved in any activity described in clause 7 of “Terms and Conditions” .

3. MI College has right to terminate the Branch Manager’s contract without any advanced notice, if she/he is found involved in any activity considered unlawful or any activity that may tarnish the image of MI College.

REMUNERATION AND OTHER BENEFITS

1. All due remuneration and other prescribed benefits for the Branch Manager will be paid ONLY after the monthly collection and the monthly collection reports are submitted and approved by the accounts department. The accounts department shall clear records with five working days of the submission of complete report. Incomplete reports may cause delays in the processing and releasing of remuneration and other prescribed benefits.
2. The monthly remuneration is paid as per the following criteria.
 - a. The student numbers, for the purpose of paying remunerations and benefits, will be based on the number of students who pays for the fees for the payable month
 - b. A monthly remuneration of MVR 5000 will be paid each month provided the number of students who pays for the month is 30 or above.
 - c. If the number of students who pay course fee for the month is less than 30, the Branch Manager will be paid ONLY at the rate of MVR 60 per student paid.
3. When the student number in a branch exceeds 50, for every additional student, the Branch Manager will receive an additional benefit of MVR 50, upon the settlement of dues and formalities as stipulated in clause (1) and clause (2a) above.
4. When the paid student number reaches above 70 INCLUSIVE, the Branch manager will be paid an additional MVR 1000 for the payable month

Example 1a: Branch Manager benefits for a scenario reaching paid student number to 65

Students who paid for the payable month:	70
Payable No. of students paid exceeding 50 mark:	15(65 – 50)
Monthly remuneration for “over 30 students pay”:	MVR 5000
Earned benefit for the additional 15 paid students:	MVR 750(15 × 50)
Total Remuneration and benefit package:	MVR 5750

Example 1b: Branch Manager benefits for a scenario reaching paid student number to 75

Students who paid for the payable month:	70
Payable No. of students paid exceeding 50 mark:	25 (75 – 50)
Monthly remuneration for “over 30 students pay”:	MVR 5000
Earned benefit for the additional 25 paid students:	MVR 1250 (25 × 50)
Earned benefit for exceeding paid student number over 70:	MVR 1000
Total Remuneration and benefit package:	MVR 7250

5. The Branch manager will be paid 10% of total fee collected for the first payable month ONLY (excluding admission fee) after commencement of any new course or batch. This benefit may be shared with the admin staff if the manager wishes

YOUNG LEARNERS OF ENGLISH (YLE) AND ENGLISH FOR LIFE

1. The In-Charge of YLE and English for Life is herein defined as the Coordinator
2. All due remuneration and other prescribed benefits for the Coordinator will be paid ONLY after the monthly collection and the monthly collection reports are submitted and approved by the accounts department. The accounts department shall clear records with five working days of the submission of complete report. Incomplete reports may cause delays in the processing and releasing of remuneration and other prescribed benefits.
3. The monthly remuneration is paid as per the following criteria.
 - a. The student numbers, for the purpose of paying remunerations and benefits, will be based on the number of students who pays for the fees for the payable month
 - b. A monthly remuneration of MVR 3000 will be paid each month provided the number of students who pays for the month is 50 or above.
 - c. If the number of students who pays course fee for the month is less than 50, the Branch Manager will receive a deduction of MVR 30 from the MVR 3000 per each student below the 50 mark.

For example if the number of students paid for the month payable month is 45, the receivable pay for the Branch manager will be $(3000 - (5 \times 30) = 3000 - 150 = \text{MVR } 2850$.

4. Thereafter the paid number of students cross the 70 students marks, the Coordinator is entitled to an “incremental pay” and “additional bonus per head pay” which is calculated based on “bands of paid student number increments” See table below.
5. Every increase of paid student number by 20 is considered a “band of paid student number increment”.
6. For every “20 paid student increment” the Coordinator is entitled as follows;
 - a. The remuneration of MVR 3000
 - b. An additional increment of MVR 600 for the payable band
 - c. An additional bonus of MVR 30 for each additional student paid in the payable band.

Example: Table showing the payable bands

Band	Range	Example	Pay
1	70 - 90	75	$(3000 + 1(600) + (5 \times 30) = 3000 + 600 + 150 =$

			<i>MVR 3750</i>
2	90 - 110	96	$(3000 + 2(600) + (6 \times 30) = 3000 + 1200 + 180 = MVR 4380$
3	110 - 130	115	$(3000 + 3(600) + (5 \times 30) = 3000 + 1800 + 150 = MVR 4950$
4	130 - 150	135	$(3000 + 4(600) + (5 \times 30) = 3000 + 2400 + 150 = MVR 5550$

BEST BRANCH MANAGER AWARD

The Best Branch Manager Award is meant to recognise managers who perform exceptionally well in realizing the MIC targets assigned and whose significant contribution help in the success of spreading the MIC Brand

Best Branch Manager will be assessed and evaluated against the following criteria;

- Cooperation,
- Maintaining assigned Target Numbers,
- Profit Percentage and by
- Student Feedback.

Data will be obtained from January to November of each month and the Branch Manager who achieves the highest point will be awarded with two way air ticket to India or Sri Lanka in economy class plus USD 200 will be paid as a pocket money.

1. Cooperation

(35 points)

Cooperation percentage will be calculated as follows

- 1.1. Managing SMART school (20 points)
 - Fee entry
 - Student attendance
 - Student academic records
- 1.2. Sending financial reports and depositing collections weekly (10 points)
- 1.3. Sending Academic Reports to Deans, Course commencing forms and documents related to graduation to the registrar (5 points)

2. Maintaining assigned Target Number

(20 points)

- 1.1. Completion of population projection form per every intake (5 points)
- 1.2. Maintaining existing student numbers in the on-going batches (5 points)

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| 1.3. Collecting expected fees per month | (10 points) |
| 3. Profit percentage | (30 points) |
| 3.1. Efficiency in managing administrative tasks | (15 points) |
| 3.2. Effectiveness in managing resources | (15 points) |
| 4. Student feedback | (15 points) |
| 4.1. Random evaluation by MIC | (5 points) |
| 4.2. Student feedback form | (10 points) |

BASIC RESPONSIBILITIES OF A BRANCH MANAGER

This is not an exhaustive list of responsibilities. The Branch Manager is expected to familiarize himself/herself with various policies of MIC and ensure they are implemented appropriately.

Managing Fee Collection and Expenses;

1. Deposit monthly fee **weekly** to MIC account. Islands without bank facilities will deposit the collection as per the instruction from accounts department.
2. Send **Student Fee Entry Form** with the attached **Student Attendance Sheet**
3. Email the copy of Student Attendance Sheets to the respective Faculty Dean
4. Ensure student pays course fee on time, remind students to pay fee on time and take the necessary actions such as withholding results, to ensure students pay their course fee on timely basis.
5. Process student fee through SMART School, ensure students can view their fee paid and pending through SMART School.
6. All expenses **should** be claimed via **Expense Claim Form**.
 - The form and supporting documents should be e-mailed on or before **5th of every upcoming month**, to **accounts@micollege.edu.mv** and cc administrator, DVR and CEO
 - All expense claims should have the detailed form and **Invoices/Receipts attached**, where there is no receipt/invoice please use the manual receipt format.
 - Submit Salary sheets with Teacher **Signing Sheets** and assignments marking slips attached.

Marketing;

1. Conduct marketing activities and maintain the given target student numbers throughout the year.
2. Request for marketing materials to marketing department through mail.

Establish MIC Rules and Regulation;

3. Ensure MIC policies and regulations are followed and implemented.
4. Monitor and check SMART school, Mail, Google drive and respond promptly.
5. Follow the Admission Process and upload student application forms to SMART school, and inform the Registrar via text message

Managing Student Enrolment;

1. Ensure New Batch Request Form is submitted in not less than 8 to 6 weeks before the next admission season
2. Ensure that Course Eligibility Letter, and Confirmation Letter are sent to the students via Marketing Department
3. Ensure students are informed of the status of their application within a week and help follow the Admission Process Policy
4. Before the orientation of any new course, send **Batch Commencing Form to the Registrar**.
5. Ensure the students complete the Registration Form before the specified deadline stated in the Confirmation Letter
6. Ensure students are awarded the Enrolment Letter within a week of Registration Completion.
7. Before commencing the course send the **Academic Calendar**(format uploaded in the Google drive) to the respective dean. Notify if there are any changes in the Assessments dates.

Managing Student Graduation;

1. Three months before completion of a batch, the Branch Manager must ensure all formalities for Graduation are begun and ensure precise implementation of the Graduation Policy.

Supervision and Maintaining Quality;

1. Quality of MIC courses should be ensured and the Branch manager is expected to;
 - a) Supervise lecture sessions and ensure review sessions are conducted by the lecturers with the respective Subject Coordinators of the respective Faculties.
 - b) Get student feedback forms semester wise through student MIC feedback forms. In case of YLE get student and parent feedback in writing.
 - c) Conduct weekly coordination meetings.
 - d) Establish regular communication with Deans

- e) Meet the students and teachers on a monthly basis and provide needed guidance. In case of YLE meet parents and give feedback weekly.
- f) Maintain records such as students' academic records (student letters, student attendance, assessment records etc..) , administrative records (lectures contract, signing sheets, bills and other financial documents etc).

Branch Manager

On behalf of MI College

Name:
National ID:
Contact:
Date:

Name:
Designation:
Contact:
Date: