

**APPLICATION FORM FOR REGISTRATION AS C-DIT EDUCATIONAL PARTNER**

**Instructions**

- a. Please refer the guidelines and instructions carefully.
- b. Fill all the relevant details in the sections below.

**1. Profile of the Applicant Institution**

1.1 Name of the Applicant.....

1.2 Permanent Address of the Applicant: .....

.....

.....

.....PIN Code .....

Phone (with STD Code) .....

1.3 Name of the Centre: .....

1.4 Address of the Centre:

a) Building Number ..... b) Building Name.....

c) Street..... d) Place.....

e) Post Office..... f) District .....

g) Village ..... h) Thaluk.....

i) PIN code.....

j) Phone 1 ..... Phone 2.....

(Code) (Number) (Code) (Number)

k) Fax ..... l) E-Mail.....

(Code) (Number)

1.5 Name of the local body where the institution is to be started.....

1.6 Type of Local Body:

(Use code: P - Grama Panchayat. M – Municipality. C - Corporation)

1.7 Type of Organisation (Tick against the appropriate choice)

Individual/Sole Proprietorship  Partnership  Public Ltd. Company

Private Ltd. Company  Co-operative  Registered Society

Trust  Self help group  
 Neighbourhood group

Others (Specify .....) )

1.8 Year in which the institution started functioning:

1.9 Rail/Road accessibility:

1.9.1 Nearest Railway Station:.....Distance km

1.9.2 Nearest Bus Stand:..... Distance km

1.9.3 Distance from district head Quarters: km

## 2. Major activities:

2.1 Rank Major Activities: (Please rank the following activities according to the priority of your institution and contribution of the activity to total income. Write "NA" wherever not applicable)

Sl. No.	Activity	Put tick mark to the activities undertaken	Rank (1, 2, 3...)
1	Software Development		
2	Software Training		
3	Software Consultancy		
4	Web Designing and Hosting		
5	Hardware Training		
6	Hardware Maintenance /Servicing		
7	Computer Assembling		
8	Hardware marketing		
9	Trading of Computer Consumables		
10	Internet Cafe/E-mail Services		
11	DTP/Job works		
12	Research/Development		
13	Others (Please Specify)		

2.2 Which is the major activity: .....  
(Choose one from the list of activities given in 2.1)

## 3. Total number of computers in the organisation.

Sl.No.	Processor type	HDD	RAM	Number
1.				
2.				
3.				
4.				

5.				
6.				

4. In case it is a training institute, total number of students trained annually:

1. Profil of the students (Give the average number of students in a year)

Sl.No.	Category	No.of Students	Percentage
1	Professionals		
2	College students		
3	Retired people		
4	Housewives		
5	Children		
6	Govt. servants		
7	Others (specify)		
	TOTAL		100%

6. Annual turnover of the firm (tic appropriate box)

<input type="checkbox"/>	Less than Rs. 2.5 lakhs	<input type="checkbox"/>	2.5-5 lakhs	.....	<input type="checkbox"/>	Rs. 5-10 lakhs
<input type="checkbox"/>	Rs. 10-25 lakhs	<input type="checkbox"/>	Rs. 25-50 lakhs		<input type="checkbox"/>	Above Rs. 50 lakhs

7. Capital investment: Write "NA" Wherever not applicable

Initial Capital expense		Proposed Expansion	
Item	Investment (Rs)	Item	Investment (Rs)
1. Land (ignore, if rented)		1. Computer hardware	
2. Building (ignore, if rented)		2. Computer software	
3. Furniture/interior designing		3. Training of staff	
4. Computer hardware		4. New equipment/ Machinery	
5. Computer software		5. Expansion of land/building	
6. Equipment/machinery		6. Starting new services	
7. Others (specify)		7. Other (specify)	

8. Yearly investment in infrastructure (Indicate the details from the year of starting till date).

Year	Investment (Amount in Rs.)	Percentage of the total investment
Before 1999		
1999 – 2000		
2000 – 2001		
2001 – 2002		
<b>Total</b>		<b>100%</b>

9. What is the average monthly expenditure that you incur the following heads? Write “NA” wherever not applicable.

Sl.No	Head	Amount (Rs.)
1	Hardware/Software maintenance	
2	Up gradation of hardware/software	
3	Rent	
4	Salary/wages for staff, faculty etc.	
5	Telephone/fax charges	
6	Electricity/water	
7	Office Stationery	
8	Books/magazines/journals	
9	Computer stationery	
10	Advertisements/publicity	
11	Training of staff	
12	Other expenses (Specify)	

10. Income: (Give the approximate break-up of your annual income from the various sources, Write “NA” Wherever not applicable)

Sl. No.	Activity	Amount (Rs. /Year)	Sl. No.	Activity	Amount Rs./Year

1	Software Development		8	Haedware marketing	
2	Software Training		9	Trading of Computer consumables	
3	Software Consultancy		10	Internet Cafe/E-mail Service	
4	Hardware Training		11	DTP/Job works	
5	Hardware Training		12	Research/Development	
6	Hardware Maintenance/Serviceing		13	Others (Please Specify)	
7	Computer Assembling				

11. Do you have any plans of expanding the existing IT infrastructure?

Yes  No

12. In what time period do you propose to go in for such expansion?

Immediately  3 months  6 months

1  Year 2  or more years

13. Information regarding infrastructure of existing/proposed centre (Please indicate “proposed” in the relevant column for facilities currently not available)

13.1 Is the institution functioning in its :

own building?

13.2 Plinth area of the building : .....Square Meters/.....Sq. feet

13.3 Details of Rooms:

Write NA wherever Not Applicable

Sl. No.	Details	Numbers	Approx.floor area (m <sup>2</sup> )
i)	Office use		
ii)	Staff rooms		
iii)	Lecture halls		
iv)	Computer labs		
v)	Library		
vi)	Meeting hall		
vii)	Reception		
viii)	DTP Room		

ix)	Assembling Room		
x)	Servicing Room		
xi)	Others (specify) ..... ..... .....		

## 13.4 Status of basic amenities

Sl.No	Details	Number
i)	Toilets	
ii)	Urinals	
iii)	Drinking Water tap	
iv)	Others (Specify) ..... .....	

## 14 Particulars of Power Supply available for the Centre:

14.1 What is the average voltage level available in your building?

a) at 10 AM  volts      b) at 7 PM  volts

14.2 What is the average frequency of power failures?

Daily    Weekly    Occasionally

14.3 Is UPS available for computer facility:    Yes     No 15. Library facilities15.1 Whether own facilities are available:    Yes     Yes 

15.2 If available, details of the books

Sl.No	Description	Number
i)	General Books	
ii)	Computer Books	
iii)	Electronics Books	
iv)	Other (Specify)	

## 15.3 Professional Journal, Computer/Electronic Magazines

Sl.No	Names of Magazines	Category	Language	Complimentary/ Subscription
i)				
ii)				
ii)				
iv)				
v)				

## 16. Internet Connection

16.1 Is there any problem in accessing Internet connection in your locality?

 Yes     No

If Yes, Specify the details

16.2 Does the institution have an Internet connection?

    

16.3 If yes, name of the Internet Service Provider

 VSNL        Leased        line    V-star            Cable Connection

## 17. Details of available Peripherals and Accessories

## 17.1 Printers

Sl. No	Type	Number
i)	Dot-matrix	
ii)	Inkjet	
iii)	Laser	

## 17.2 Other Peripherals

Sl. No	Type	Number
i)	Scanner	
ii)	Plotter	
iii)	Others (Specify)	

## 17.3 Modems

Sl.No	Type	Speed (Use code list 4)	Number
i)			
ii)			
iii)			

iv)			
v)			

## 17.4. UPS

Sl.No	Type (Use code: N-online, F-offline)	Power (in KVA)	Back-up (in minutes)	Number
i)				
ii)				

## 17.5 Generator, Step –up and Inverter (if any)

Item	Sl. No.	Power (in KVA)	Number
Generator	i)		
	ii)		
Step – up	i)		
	ii)		
Inverter	i)		
	ii)		

## 18. Details of Available Software

## 18.1. Available Operating Systems (Please tick and write the version in the respective columns)

Sl. No.	Name of OS	Availability (Please tick)	Version/Release Description	Quality	Licenced (Y) or not (N)
i)	Unix				
ii)	Linux				
iii)	Windows XP				
iv)	Windows 2000				
v)	Windows NT Server				
vi)	Windows NT				
vii)	Novell Netware				
viii)	Others (Please specify)				
x)					
xi)					

18.2. Available Programming/Scripting Languages (Please tick and write the version in the respective columns)

Sl. No.	<u>Name of Software</u>	Availability (Please tick)	Version/Release/Description	Quantity	Licensed (Y) or not (N)
i)	BASIC				
ii)	C				
iii)	C++				
iv)	C#				
v)	FoxPro				
vi)	Clipper				
vii)	Dbase				
viii)	Perl				
ix)	VC++				
x)	Java				
	Others (Please specify)				
xi)					
xii)					

18.3. Available Front End Tools (Please tick and write the version in the respective columns)

Sl. No.	Name of Software	Available (Please tick)	Version/Release/Description	Quantity	Licensed (Y) or not (N)
i)	Delphi				
ii)	Power Builder				
iii)	Visual Basic				
iv)	Visual C++				
v)	Visual FoxPro				
vi)	Visual J++				
vii)	Others (Please specify)				
viii)					

## 18.4. Available RDBMS (Please tick and write the version in the respective columns)

Sl. No	Name of Software	Whether available (Please tick)	Version/Release/ Description	Quantity	Licensed (Y) or not (N)
i)	DB2				
ii)	Informix				
iii)	Ingress				
iv)	Oracle				
v)	SQL Server				
vi)	Others (Please Specify)				
vii)					
viii)					
ix)					

## 18.5 Application Packages (Please tick and write the version in the respective columns)

Sl. No.	Type of Software	Name of Software	Operating system	Licensed
i)	Educational	1.		
		2.		
		3.		
ii)	Engineering Design	1.		
		2.		
		3.		
iii)	Financial	1.		
		2.		
		3.		
iv)	Geographical Information System	1.		
		2.		
		3.		
v)	Human Resources	1.		
		2.		
		3.		

vi)	Management Information System	1.		
		2.		
		3.		
vii)	Manufacturing	1.		
		2.		
		3.		
viii)	Office Automation	1.		
		2.		
		3.		
ix	Others (Please Specify)	1.		
		2.		
		3.		

**19. Details relating to employees**

19.1. Number of employees: Computer related  Total

19.2. Number of technical (computer-related) employees working

| for 3 or more years  for last 3 years

| for last 1 year  fresh  Employees

19.3. Summary of Employees

Sl. No.	Category	Number		
		Male	Female	Total
i)	Professional			
ii)	Technical			
iii)	Managerial			
iv)	Maintenance			
v)	Others			
Total				





## 20.2 Training courses run by the institution:

Name of course	Period (Number of months)	Entry qualification of students	Number of Students	Fees (Rs.)	Institution to which affiliated/Course approved by	Total Students admitted so far	Total students ho passed the course so	number of students passing the course

## 20.3 Details regarding Computer Assembling, if applicable (Please give details of the standard configuration)

Sl. No.	Processor	Hard disk capacity in GB	RAM in MB	Average numbers sold per month	Rate/unit

**20.4 Details regarding Computer Servicing jobs done, if applicable**

Sl. No.	Type of Machines/peripheral	Annual Maintenance Charge	No. of Computers/peripherals supported



**UNDERTAKING TO BE SUBMITTED BY THE INSTITUTION**

- A. We shall provide the following facilities to set up an IT Education Centre in partnership with Centre for Development of Imaging Technology. (Kindly attach additional sheets, if necessary)
1. One server class computer and 6/11/21 numbers of desktop computes, as the case may be, installed in a building of adequate space
  2. Furniture to install 6/11/21 computers and other accessories
  3. Electrical power supply including sufficient plug points and standard earthing.
  4. Adequate uninterrupted power supply for the training set up
  5. Network cabling
  6. Telephone connectivity to the training centre.
- B. We shall offer following technical and academic support for the training programme. (Kindly attach additional sheets, if necessary)
1. Lab personnel at the level of Diploma Engineering who could be dedicated for the system administration.
  2. Lab in charge at the level of Graduate/3- year Diploma with programming knowledge, dedicated for facilities management (if required)
  3. Other faculty for teaching and providing tutorial/ practical assistance to the students.
  4. Academic quality control mechanisms, on voluntary basis

Place:

Date:

Signature  
Head of the Institution

(Office Seal)

Remarks of the Evaluation Committee members:

Signature with Name

- 1..... 2.....
- 3..... 4.....

## **Obligations of C-DIT and Educational Partner institutions**

### **Obligations of C-DIT**

- C-DIT shall provide the schedule, curriculum and syllabus for conducting the Computer training programmes and other IT Courses.
- C-DIT shall provide approved reference material, textbooks and course material or arrange for supply of the same for conducting the training programmes/courses.
- C-DIT shall provide necessary orientation training to the faculty/instructors to conduct the courses.

### **Obligations of CEP**

- CEP shall provide sufficient space and install 6/11/21 computers, peripherals and accessories. The space shall be dust-free, moisture-free and shall have proper locking arrangements CEP may take necessary insurance cover against theft and fire. The CEP shall also enter into suitable annual maintenance contract for the upkeep of the systems, after the end of the warranty period of the suppliers.
- CEP shall install and network the computers and peripherals within three weeks of the signing of the Agreement with C-DIT or other dates stipulated by C-DIT and maintain them in order.
- CEP shall provide required furniture of good quality to install and operate the computers, peripherals and accessories. One no. of 60 cm x 80cm computer table/PC and 2-5 nos. of 120 cm x 60 cm ordinary table and 6/11/21 computer chairs are preferred.
- CEP shall provide 1-phase or 3 phase power supply as per the load requirement. The Centres shall ensure proper earthing for this and provide UPS backup to run the computer lab.
- CEP shall provide telephone connection for the purpose of data communication, with internet facility
- CEP shall appoint minimum 4 nos. of faculty/trainers for conducting the classes and deploy more number of trainers depending on the requirements of the courses.
- CEP shall provide on/two personnel having experience in system administration to run the computer lab and provide maintenance support on a full time basis
- The head of the institution which is selected as the CEP shall be the person primarily responsible for all activities related to the training programmes. Or else, he/she shall assign the job to a suitably qualified person on full time basis, with written intimation to C-DIT
- CEP shall ensure commencement of the training within the Scheduled time and ensure that the services of the faculty are effectively utilised and the quality of training is up to the standards fixed by C-DIT.
- CEP shall meet the expenses for the remuneration of faculty/trainees/system administration and for maintenance of system.

- CEP shall arrange all the training related consumables like printer paper, printer ribbon, cartridge etc. during the training. CEP may charge the students for these expenses.

## Annexure -2

**Infrastructure requirement for Panchayath/Municipality/Corporation level CEP Centres**

A. Hardware (minor variations in the configuration may be permitted)

Specifications (Minimum)	Quantity		
	Panchayat	Municipality	Corporation
<u>SERVER</u> PIV 1.6 GHz or equivalent, 256 MB RAM, 20/40 GB Hard Disk, 100 MBPS Ethernet Card, CD-Combo (Write 4 x, read 24x) 15" Colour Monitor etc.	1	1	1
<u>CLIENTS</u> Pentium III 450 MHz or equivalent, 64 MB RAM, 1.44 MB FDD, 48 x CD drives, 10 GB Hard Disk, 10/100 Ethernet Card, AGP, 14"/15" Colour Monitor etc.	5	10	10-20
Hub, Dual speed	12/16 port-1 no.	12/16 port – 1 no.	24 port-1 no.
Dot Matrix Printer, 132 column, 24 pin, 300 cps	1	1	1
Dial up Modern 56 Kbps	1	1	1

B. Software (Educational Versions also acceptable- the list the only tentative. More software has to be added as per course requirement later)

Particulars	Quantity		
	Panchayat	Municipality	Corporation
MS Windows NT/2000 Professional	5	10	10-20
MS Office 2000 Standard Edition with 5/10/20 user license	1	1	1
ISM office network version (optional)	1	1	1
Anti virus software	1	1	1

### C. Other Infrastructural Requirements

Particulars	Quantity		
	Panchayat	Municipality	Corporation
Space for installing computers	600 sq.ft.	1000-1200 sq.ft.	1200-2000 sq.ft.
UPS	3KVA	5KVA	2x 5 KVA
Furniture (Computer tables, Computer chairs, Steel Shelf/Almirah (72" height) with lock	6 8 1	10 11 13	10-20 11-21 2
Electrical wiring with proper earthing	As required	As required	As required
Networking with Hub, Cabling etc.	As required	As required	As required
Telephone connectivity with internet	1 no.	1 no.	1 no.

**Qualification and Experience for Faculty (preferable)**

A minimum qualification of degree with any of the following computer related qualifications is preferred for faculty engaged for the courses of duration more than one month.

- Engineering Degree in Computer Science or Electronics; or
- MCA or M.Sc Computer Science/Electronics from a recognised university: or
- PGDCA from a recognized university or from an institute recognised by the Technical Education Department or approved by the Government of Kerala: or
- PGDCA from any research/training institute under the Department of Electronics, Government of India: or
- B.Sc Computer Science or BCA from a recognised university.

**Work Experience (preferred)**

- Minimum 1 year experience in teaching Computer Subjects.

**Qualification for System/Network Administrators**

- Diploma Engineering in Computer hardware maintenance, from an institute recognised by Kerala Technical Education department or approved by Govt. of Kerala.