

GUIDELINES

C-DIT EDUCATIONAL PARTNERSHIP SCHEME

Centre for Development of Imaging Technology (C-DIT) is an autonomous institution set up by the Government of Kerala under the Chairmanship of Honourable Chief Minister.

One of the objectives of C-DIT is to increase computer literacy among the public and provide quality education in the field of IT. For achieving this objective, it has been decided that a selected number of institutions which fulfill certain minimum requirements with regard to facilities, faculty etc may be approved as C-DIT Educational Partners (CEP) for conducting courses approved by C-DIT.

The following general guidelines and terms and conditions will be applicable for this scheme.

1. There will be 5 approved CEP Centres in Corporation areas, 3 Centres in Municipal areas and 1 in Panchayath areas, in all the districts of the State (The number may be increased in exceptional cases, at C-DIT's sole discretion).

IT training institutions already offering such courses may be considered individually or collectively, if they are willing to set apart exclusive facilities for C-DIT approved courses. Preference will be also given to new entrepreneurs, as far as possible.

CEP who gets registration for a Centre will not be permitted to run Sub-Centres under the approved Centre.

2. Each Partner institutions shall provide the space and facilities for starting the IT education centre. Tentatively, the requirement will be as follows for the Centres to be set up in the respective local body limits:-

Grama Panchayat limits: 1 server+5 PCs + 1 printer + UPS & approx. 600 sqft floor area

Municipality limits: 1 Server + 10 PCs+ 1 Printer + UPS & approx. 1000 sqft area Corporation

limits: 1 Server + 10+1-2 PCs +1-2 printers + UPS & approx. 1000-2000 sqft area

3. All the Centres will be encouraged to have a uniform look and ambience, creating a brand image for C-DIT's Educational Partner (CEP) institutions across the state.
4. The investment for setting up the Centre should come from the CEP.
5. (a) Each centre will be separately affiliated to C-DIT for which a Registration fees will be payable by the CEP to C-DIT. The registration fees will be Rs. 95,000/- for Centres in the Corporation areas, Rs. 70, 000/- in Municipalities and Rs. 45,000/- in Panchayaths. The registration fees can be paid in two equal installments. Those who pay the registration fees in full in one installment initially will be eligible to get a discount of Rs. 15,000., Rs. 10,000, Rs. 4,000 in Corporation, Municipality and Panchayath areas respectively.

The Registration fees can be paid in two installments as follows:

Installment	Panchanayath	Municipality	Corporation
First, at the time of Registration.	Rs. 22,000	Rs. 35,000	Rs. 47,500
Second, before the commencement of second year.	Rs. 22,000	Rs. 35,000	Rs. 47,500

- (b) The duration of the registration will be four years; however the same will be subject to renewal every year based on the performance of previous year as per the guidelines to be issued separately by C-DIT. No additional fees will be payable for renewal. In case of cancellation, of registration in between, pro-rata amount will be refunded to the CEP institution, after deducting 25% of the balance amount due as administrative expense, subject to a minimum of Rs. 10,000/-.
6. The curriculum, syllabus and scheme of evaluation for the courses will be announced separately.
 7. The students will be admitted by the CEPs directly as per the eligibility guidelines to be fixed by C-DIT. The advertisement to be released for admission shall conform to a common format approved by C-DIT. The admitted students will be re-registered with C-DIT and will be allotted a registration number by C-DIT. A direct communication will be sent to the students from C-DIT mentioning about the details of registration, course and evaluation etc.
 8. The revenue in terms of fees collected from the students will be shared in the proportion of 75:25 [75% for CEP, 25% for C-DIT. Local advertisements shall be done by CEP on their own as per the guidelines fixed by C-DIT].
 9. For Centralised Corporate Training Programmes, 50% of the fees collected will be payable to the Partners in the locality who provide the training and 50% will be retained by C-DIT.
 10. The obligations of C-DIT under the scheme are briefly given in Annexure-1. The tentative details of the infrastructure (hardware/software/other items) to be arranged at the Centres and the qualifications for faculty and technical staff are given in Annexure – 2 and Annexure-3 respectively.
 11. Applications for registration have to be submitted in the prescribed format. Detailed application forms can be downloaded from the CEP link of the website www.cdit.org. Application forms can be also collected from the following address: State Co-ordinator (CEP), Centre for Development of Imaging Technology (C-DIT), Chithranjali Hills, Thiruvalem P.O., Thiruvananthapuram – 695 027, in person or by post against request accompanied by a DD for Rs. 200/- in favour of C-DIT payable at Thiruvananthapuram and a self-addressed envelope of size 30x25 cm.
 12. A processing fee Rs. 1000/- will be payable along with the completed application forms.