



Recognised By Govt. of INDIA

SUNDARBAN RURAL COMPUTER LITERACY DRIVE & VOCATIONAL TRAINING CENTRE

COMPLETE COMPUTER LITERACY MISSION OF INDIA

Mobile: 9378180038, www.srclid.website.org, E-mail: srclid@rediffmail.com

TERMS AND CONDITIONS

I) General

- Institution/ Trust/ Society/ Organisation seeking permission to initiate the SRCLD & VTC courses in their unit should apply in the prescribed application form with all the necessary enclosures.
- Institute already recognized by SRCLD & VTC, if applies for any new category/ new courses in the same category or renewal should enclose the copy / copies of the authorized certificate already obtained from SRCLD & VTC.
- The powers to accept or reject the application for starting new course/ new institute shall exclusively rest with SRCLD & VTC.
- SRCLD & VTC Expression of Expression (EOI) and approval is valid for only one academic year (1st April to 31st March) Approval of the institute should be renewed each year, before 28th February at SRCLD & VTC, Kakdwip, South 24 Parganas, West Bengal, 743347.
- The Trainees admitted to the course and the institute should follow all the terms and conditions prescribed by the SRCLD & VTC from time to time regarding the conduct of the approved courses.
- The SRCLD & VTC have full authority to cancel the Affiliation/Recognition without any prior notice if the affiliated centre/Institute shall be found guilty of any deviation or impropriety of any of the SRCLD & VTC terms and conditions.
- This EOI and approval is valid up to forth coming year i.e., 31st March.
- All legal matters will be under the Kolkata jurisdiction. Any disputes between the parties will be settled through Arbitration having served prior intimation notice of 15 days.
- No centres will function within 7 KM. of radius.

II) Infrastructure and Building

- Minimum infrastructure facilities as prescribed by SRCLD & VTC are essential for running SRCLD & VTC courses. The Institute infrastructure should be enhanced as per the student's strength and requirements.
- Approval from SRCLD & VTC is valid for the premises for which the approval is sought. Shifting of the existing premises of the institute should be done only with the consent of the SRCLD & VTC, Kakdwip, South 24 Parganas, West Bengal, 743347. Shifting should be made on prior approval by SRCLD & VTC without affecting the students of the Institute. Separate application by submitting the required fee, should be obtained from SRCLD & VTC Office, Kakdwip, South 24 Parganas, west Bengal, 743347. If the institute is shifted to another premise.
- The name of the Institute should be suffixed with Academy/Institute/Centre/ Institution.
- The class room/ practical workshop should be at least in the R.C.Building/Building with asbestos roof and it should have adequate space.
- Proper and adequate ventilation, lighting should be provided for theory and practical class rooms.
- Adequate drinking, water and sanitation facilities should be provided at the institute.
- SRCLD & VTC vigilance Committee will inspect the facilities which are made available to the students at the Institute, at any time without Prior Notice.

III) Fees & Payment Structure

- The Institute can charge Course fees within the Maximum & Minimum fees limit prescribed by SRCLD & VTC per student/per course.
- Fees once remitted to SRCLD & VTC will not be refunded under any circumstances.
- The course fees charged- by the institute should be commensurate with the facilities provided to the students. Tuition fees and other charges may be collected on a monthly, quarterly or annual basis.
- Registration fees is presently scheduled Rs.150/- per student per course when registration / admission on a course.
- On the prescribed Course, supply of course materials prices should be remitted office of SRCLD & VTC within 45 days of his/her registration/admission.
- 15% Royalty will pay on prescribe course fees on SRCLD & VTC current year Prospectus after when finished examination by Cash or Demand Draft.
- The Affiliated/Recognised "Community Development & Training Centre" will be presently entitled to pay an annual registration fee of Rs.00000/-(Rupees_____ thousand only) (non-refundable), spent on collective promotional & development expenses for the current financial year.

IV) Staff Pattern

- a) Minimum qualification for teaching staff should be Diploma/ Bachelor Degree/ Master Degree of concerned subject.
- b) Teaching staff must be properly qualified and trained. Detailed bio-data of teaching staff should be sent to SRCLD & VTC, Kakdwip at the time of approval/renewal or as required.
- c) Every year or if any value-added & trainers training programmes conducted by SRCLD & VTC, the faculties, staff from the Community Training & Development Centre are advised to undergo compulsory participation in the said programmes & to bear their own expenses, which will be held on cost to cost basis.

V) Curriculum

- a) The Community Development & Training Centre only after getting the written approval from SRCLD & VTC should conduct the classes as per the SRCLD & VTC norms.
- b) Course name, eligibility and duration should not be changed by the Institute.
- c) Medium of instruction may be English, Hindi or Mother tongue of the students.
- d) Adequate theory and practical hours should be maintained in the Institute, as per the course curriculum.
- e) If the Institute is not having own workshop for imparting practical training to the students, they should make tie-up with existing reputed institutions and the details of the same should be submitted along with the application forms.
- f) SRCLD & VTC prescribes syllabus for all the courses. This syllabus should be strictly followed and are subject to revision whenever necessary and as desired by SRCLD & VTC.

VI) Management Approvals

- a) Any advertisement using **Sundarban Rural Computer Literacy Drive & Vocational Training Centre** (SRCLD & VTC) Emblem, giving false information to public must be avoided & will be punishable. It will even lead to the cancellation of the approval of the centre.
- b) No parallel classes/ sections shall be conducted in any complex/building other than the premises for which approval was granted.
- c) The Institute should maintain records of attendance of students, class progress report and teaching staff.
- d) Number of students in one batch should not exceed 25.
- e) For all courses students can be admitted throughout the year. ,
- f) All advertisements or promotional activities on SRCLD & VTC must be formally approved prior to release.
- g) Record note, ID card are compulsory to all students. It is also compulsory those who are undergoing short term courses.
- h) Examination will be normally conducted in the Institute where approval was granted. SRCLD & VTC will nominate the examiners. Examination will be conducted as per the uniform procedures & practices to be advised from time to time.
- i) The examination results of the students undergoing the courses will be stand final as per the assessment of SRCLD & VTC Re-assessment will be considered on special cases.

The terms & Conditions agreed by the both the institutes.

Name :

Name :

Designation :

Designation :

Signature :

Signature :

Seal :

Seal :

Date :

Date :