



सूचना प्रौद्योगिकी विकास परिषद, भारत IT DEVELOPMENT COUNCIL OF INDIA

Work Related to Ministry of HRD, Communications & IT, Social Justice & Empowerment (Govt. of India)

Operative Manual-ITDCI **Education & Training Services**

Project Sponsored Under:

work Related to Ministry of HRD (Govt. of India)

Work Related to Ministry of Communications & IT (Govt. of India)

Work Related to Ministry of Social Justice & Empowerment (Govt. of India)

Membership Benefits, Privileges, Rights and Duties:-

Congratulation! On being a prestigious member of **Information Technology- Development Council of India- ITDC Family**. We all welcome you and your associates in the world of ITDCI Education & Training Services. We are pleased to inform you that you are authorized to conduct ITDCI Courses in the assigned location as per the terms & conditions of the Agreement. In order to facilitate your project operation, you are being provided with the required information and the relevant sales promotional materials. In the event of any issue / inquiry please call on/ contact with the personnel of IT-DCI.

On confirmation of the Membership, a **Unique Center Code** is generated for each member to commence further operations between the concerned center head and ITDCI. The Unique Center Code will be used for all the transactions and communications with the ITDCI–HQ. Use of Unique Center Code shall be effective for prompt and accurate output.

You shall be submitting the required Reports to ITDCI–HQ India as and when required. In order to facilitate your project operation, you are being provided with the required information and the relevant sales promotional materials.

We Offer

Center Head will be entitled for the appropriate Startup /Business Kit

1. Authorization Letter to commence PEC operations and conduct approved Job Oriented autonomous courses of IT-DCI.
2. CD- Containing Promotional Material Details
3. Training to counselor Online /HQ
4. Authorization Certificate & Member ID card
5. Certificate & Mark sheet Samples
6. Operational Manual & One books' set (5 books)
7. Sign Board of ITDCI with your center name prefixed
8. Threefold brochures Qty. 250
9. Prospectus Qty. 10 & Admissions Form Qty. 10 & Statement Sheet Qty. 10
10. Promotional Poster (Size-A3) Qty. 10
11. Black & White Pamphlets (Size- A8) Qty. 1000
12. Sample Student Bag (Optional)
13. Student Admission Card Qty 20
15. Student Fee Card Qty 20
16. Folder (Optional)

The members shall have privilege to receive quality promotional material and participate in the National campaign/activities. Professional & Organizational (Academic) Membership can opt to be part of Education & Training division. As the name suggests, such members shall be involved with the professional activities related to Quality Development and not to mix with membership of Council, the professional members will not have voting rights in the members' council.

The Center Head will run his Computer Education Center, with the prior permission of ITDCI, provided if he is having the sufficient infrastructure including computers and equipments required for the same as per the rules of the ITDCI. He will work within the radius area of 5 kilometer and all the rules and regulations will be applied as is being applied to other centers.

The ITDCI shall also supply the Courseware/CDs from time to time on payment to the IT-DCI. This amount shall be payable prior to delivery of the above said material and this amount shall under no circumstances be refundable.

The ITDCI have established a high reputation as to the quality of the services available at various Education Centers which said high reputation and goodwill has been and continues to be a unique benefit to all the centers and the State Head Coordinator. All Members would also maintain the same high reputation and goodwill. Further he will take appropriate precaution to extend his services to arrange computer education non-commercially available to the public at large.

The Center Head shall be wholly and exclusively responsible to operate the office in accordance with all the laws applicable such as Shops and Commercial Establishment Act, Labor Law, Health, Cleanliness, compensation and working condition etc. along with its proper and timely renewals under all applicable laws. Center Head will use legal software at their respective office/centers. The ITDCI shall not be called in question in any such matter. In case of any liability is imposed upon the Center Head agrees to indemnify the ITDCI on account of the liability imposed upon as well as the cost incurred by the ITDCI in contesting the litigation. ITDCI will not be responsible for any personal liability.

Be a proud member of IT-DCI- Select the worth in IT

As an esteemed member you are equipped with and/or entitled to...

- ✓ **Provide World Class education**
- ✓ **Conduct Overseas courses**
- ✓ **Guide national & international career options**
- ✓ **Organize Placement in-campus & off-campus**
- ✓ **Array of courses & study options to choose from**
- ✓ **Multiple membership options**
- ✓ **Conduct innovative programs at Institutes**

- ✓ **Units with the State-of-the-art infrastructure**
- ✓ **Lucrative revenue offers available to the associates**
- ✓ **Free legal counseling**
- ✓ **Centralized Quality Support System**
- ✓ **Awards for national & international IT competitions**
- ✓ **Customized courseware for PEC**
- ✓ **Free entry passes to attend conferences**
- ✓ **Conduct sponsored seminars/workshops**
- ✓ **Certifications to the qualified participants**

IT-DCI the Leading Association of IT

1. IT-DCI organizes seminars of experts to provide a forum and facilities for the exchange share the information and experience.
2. IT-DCI promotes the development of IT enabled services
3. IT-DCI encourages and takes part in survey and research studies in the IT& ITES fields. .

Some More benefits are like...

1. IT-DCI shall Broadcast IT news flash periodically to all the members
2. IT-DCI shall conduct awareness Camps, Seminars, Workshops and Meetings to update on IT Legal Rights
3. IT-DCI shall conduct Awards Ceremony at National & International Competition forums.
4. IT-DCI logo can be used for recognition of status after becoming the member of IT-DCI.
5. We can provide you a designation also on- state level, District level or Zone level.

IT-DCI facilitates a higher chance of success:-

1. Shorter Time to Commence the PEC Authorized Opening
2. Initial know-how, Training and Ongoing Support
3. Lower Costs through Group Purchasing
4. Use of an Established Business Model
5. National and Regional Advertising Campaigns/Competitions
6. Customer Lead Generation through Websites and Call Centers
7. Provide Advice and Moral Support through a Council Intranet, Annual Conferences, and Center Associations.

Any assistance you need will never be far away.

Benefits

Certification – Enrichment of Skills and Knowledge

Certifications are an important part of the IT universe. To advance in your career, you'll probably need to be certified in specific areas. In addition to certifications, many employers require real-world experience relevant to those certifications. You can expand your experience to match your new certifications.

The right certifications not only showcase your skills and knowledge; they can open the door to many new and lucrative opportunities. Knowing what's available and which certifications are best for you will help to guide your certification path for a long and successful IT career.

Salient Benefits to PEC-Members

1. Brand Loyalty Advantage
2. Customized marketing assistance/promotional aids
3. Center initiation Kit
4. **Annual Conference, Schemes & Compleitive exam - National Level**

IT-DCI is known for launching schemes/offers throughout the year which will attract and increase intake of students for the courses to benefit the centers. Some of the associations are with leading players in the industries. Our associates' extent more new avenues with umpteen opportunities to excel in the market and be part of the wining team.

5. Technical Assistance

Training Programs /Faculty Manual Training / Update Courses
Ongoing strategic guidance and related information & Course Materials

6. Placement Cell
7. Examination and Certification
8. Pre-Established Supply Chain
9. A Built-In Help System
10. Charted Course Services- Customization course approval with Mutual Consent

Student Admission

To register & Enroll in Fast Track Professional Course Certification-IT-DCI

Just follow the Standard Operative Steps >>>

Submit complete bio data through ITDCI Members OR Online for appraisal and after ascertainment, get approval from ITDCI assessment team of experts, APPLY....

Apply for ITDCI “Fast Track Certification Program”

Submit the details in the prescribed format along with the due payments & the attested Photo copies of previous qualification and/ or work experience.

ITDCI shall provide: The syllabus, list of recommended books for studying (library facility is also available on demand) and model question papers for different subjects certification.

Study and prepare for the examination within 3 months and solve the question papers at your convenient time and place.

Send the solved answer papers to IT-DCI within 3-6 months by post

After receiving the answer papers, the result will be declared within 30 working days and the corresponding certificate with the mark sheet will be sent to you by registered post.

Placements: 100% Placement Assistance*

Candidate Profile

Do you have an entrepreneurial spirit and passion for independence, business excellence and delivering top-notch customer service? If so, then IT-DCI IT is the perfect business opportunity for you. Many of our franchise owners were once IT directors, CPAs, chief operating officers, sales and marketing executives, business development managers, engineers and technology consultants. Today, they use their business acumen and industry knowledge in combination with IT-DCI IT's four operating systems to advance toward their dream of independence. You can too.

All it takes is ambition, the will to work hard and the exceptional franchise foundation of IT-DCI IT to get you on your way towards realizing your dream of owning your own business.

Professional Education Center- Business Profile

More & more business owners need assistance with their IT needs and the business will go-to place for their ongoing computer services. These business owners want to talk with businesspeople about their needs, not with technicians and that's the IT-DCI difference! Our offices are run by businesspeople who understand the business side of IT. They're not technicians who just fix things.

As an IT-DCI member get a concrete system to follow with tools and strategies to help make the business a success.

IT-DCI Offers

1. The right mix of products and services to meet the demands of the local market.
2. Access to current technology trends pertinent to the Students of PEC.
3. A unique, custom-designed proactive managed services system that serves as a source of recurring revenue from remote areas
4. Sales, marketing and business plan support to keep the business growing.

Scholarship

Promote Computer Literacy and special vocational courses of the Council for Physically Challenged & Under Privileged Students interested in IT Education.

By implementing Approved courses prepared specially for ST/SC, under employed personnel, under privileged women, elders and children on non-commercial basis at minimum affordable fee at 40% of the declared Registration Fee to General category.

Provide free computer education to the Physically Challenged Students. Concerned student need to submit the related document for approval of the Board of ITDC

ITDCI- Computer & IT Books

ITDCI- Computer & IT books are available for the knowledge and study to appear in the examination conducted at the authorized Professional Education center.

PEC Head may contact the ITDCI HQ for the details and the procedure to conduct the classes at the respective center for the registered students. The contents of the published books can be downloaded from the website of the council.

1. Computer & IT Basic
2. Fundamentals of Computers & IT
3. Financial Accounting
4. Office Automation
5. Computer Programming
6. Computer Graphic
7. PC Hardware & A+ Handbook
8. Mobile Repairing & Maintenance

Course

1. Post Graduate Diploma Course, ITDCI
2. Master Diploma Courses, ITDCI
3. Advance Diploma Course, ITDCI
4. Diploma Courses, ITDCI
5. Certificate Courses, ITDCI
6. Vocational Courses, ITDCI
7. Information Technology Courses, Canada
8. International Management Courses, Canada
9. MobTck (Mobile Training/Service/ Sales)
10. Canada International Interior Designing 3D+ Courses
11. National & International Outsourced Courses
12. Approved Courses

For more information please mail admin@itdci.org

Supported by the Government of India as well as the state governments, the country is home to both public and private universities. In addition, there are many private universities that are supported by different societies and bodies. Universities in India are controlled and recognized by the UGC.

Universities in India

Universities in India are controlled and recognized by the UGC or University Grants Commission. Over and above, there are sixteen professional councils monitoring various aspects of coordination and accreditation. Universities are judged in terms of recognition, ambience, infrastructure, placement assistance etc. Your marks are also a determining factor when it comes to seek admission in universities of India.

There are three kinds of universities that the students can opt from while planning their higher education. Universities can be divided into three categories, namely: Central, Deemed and Open universities.

1. Central Universities are the ones that are set up by the Department of Higher Education, usually through the act of the Parliament.
2. A Deemed University on the other hand has an autonomous status and is granted by the Union Human Resource Development Ministry's Department of Higher Education. Autonomy means the university will have full freedom to chalk out its own syllabus, eligibility for admission, fees and other rules and regulations for the students.
3. Open Universities are the ones that facilitate distance learning for students. Both undergraduate as well as postgraduate degrees are offered by these universities.

Under Graduation Degree

Distance learning has become a suitable alternative, if not a replacement for the traditional forms of education. This format has found a lot of favor with teachers and students alike due to the convenience as well as the flexibility that it offers to the both the parties. Prestigious universities throughout India as well as abroad are catching on with the trend and introducing distance learning courses in their curriculum to facilitate students from far and wide to gain knowledge outside the classroom. As this form of education does not require the students to attend full fledged lectures in classrooms, working professionals can get themselves enrolled for the courses without having to quit their current jobs. An internet connection is all that the student requires and commitment towards the subject for the successful completion of the courses.

Take a look at the list below to have a better idea regarding the distance education courses offered by the universities in India:

Post Graduation Degree

The reason why distance learning has become so popular is the fact that it provides the option of education without being confined within the four walls of the classrooms. In case there are working individuals who are interested in going for higher studies and want to carry on with their professional lives as well, distance learning is the perfect choice they can make. Take a look at the table below that provides information about the various open universities in India and the Post Graduate degrees they offer.

A post graduation degree (M.A, M.Com, M.Sc, M.B.A and M.C.A, M.Phil, and PhD) in any subject can be pursued only after the students have completed the graduation or B.A degrees in the relevant subjects. Opting for a post graduation course is definitely a good idea because it adds to the knowledge base of the students besides giving them an added advantage in the job market. PG courses are available for Arts, Commerce as well as the Science subjects and they can be pursued through traditional forms of education as well as distance learning.

Universities-Proposed Associates to select from

1. **Eastern Institute for Integrated Learning in Management (EILM)**
2. **Chandra Mohan Jha University (CMJ)**
3. **Jaipur National University (JNU)**
4. **Karnataka State Open University (KSOU)**
5. **Manonmaniam Sunderanar University (MSU)**
6. **Singhania University**
7. **Mahatma Gandhi University (MGU)**
8. **Maharishi Mahesh Yogi Vedic University, Jabalpur –MP**

Methodology: It's time for change >

Blended Learning

Blended Learning refers to a mixing of different learning environments. The phrase has many specific meanings based upon the context in which it is used. Blended learning gives learners and teachers a potential environment to learn and teach more effectively.

Whether a course should be proposed as a face-to-face interaction, an online course or a blended course depends on the analysis of the competences at stake, the nature and location of the audience, and the resources available. Depending on the cross-analysis of these 3 parameters, the course designer will opt for one of the 3 options. In his course scenario he/she will then have to decide which parts are online, which parts are offline? A basic example of this is a course of English as a second language where the instructor reaches the conclusion that all audio-based activities (listening comprehension, oral expression) will take place in the classroom where all text-based activities will take place online.

Outdoor education

Outdoor education usually refers to organized learning that takes place in the outdoors. Outdoor education programs sometimes involve residential or journey-based experiences in which students participate in a variety of adventurous challenges in the form of outdoor activities such as hiking, climbing, canoeing, ropes courses, and group games. Outdoor education draws upon the philosophy, theory, and practices of experiential education and environmental education.

Outdoor education can be simply defined as experiential learning in, for, or about the outdoors. The term 'outdoor education', however, is used quite broadly to refer to a range of organized activities which take place in a variety of ways in predominantly outdoor environments. Common definitions of outdoor education are difficult to achieve because interpretations vary according to culture, philosophy, and local conditions.

Outdoor education is often referred to as synonymous with adventure education, adventure programming, and outdoor learning, outdoor school, adventure therapy, adventure recreation, adventure tourism, expeditionary learning, challenge education, experiential education, environmental education, Forest schools and wilderness education.

Consensuses about the meaning of these terms are also difficult to achieve. However, outdoor education often uses or draws upon these related elements and/or informs these areas. The hallmark of outdoor education is its focus on the “outdoor” side of this education; whereas adventure education would focus on the adventure side and environmental education would focus on environmental.

ITDCI Academic Center helps Students/Professionals to advance their career prospects and stay on top of the latest from IT experts and peers. We welcome educators/IT professional from around the world to become an ITDCI member with built-in Help & Business system and run a profitable venture of Professional Education Center- ITDCI at the proposed location in the city. Professional Education Centre Head- IT-DCI

PEC Head- Role:

The Professional Education Centre Head can begin a course with a well-structured introductory lesson in the classroom, and then proceed with follow-up materials online. Blended learning can also be applied to the integration of e-learning with a Learning Management System using computers in a physical classroom, along with face-to-face instruction. Guidance is suggested early in the process, to be used more sparingly as learners gain expertise.

The Professional Education Centre Head can combine two or more methods of teaching method. A typical example of Blended Learning Methodology would be a combination of technology-based materials and face-to-face sessions to present content.

Role of the Professional Education Centre Head instructor is critical as this requires a transformation process to that of learning facilitator. Quite often, with the increase of baby boomers going back to school and pursuing higher education the skills required for technology use are limited. Instructors then find themselves more in the role of assisting students with computer skills and applications, helping them access the internet, and encouraging them to be independent learners. Blended learning takes time for both the instructor and learner to adapt to this relatively new instructional concept.

Presently Three principal types of membership will be operated. There will be different categories of membership under each type with different fee structure.

- 1. Professional Membership- Academic/ Non-Academic**
- 2. Organizational Membership- Academic/ Non-Academic**
- 3. Honorary / NGO Membership [Under control of ITDCI Board]**

Examinations and Certification

Examinations and Certification of the students/professionals will be controlled by the Board appointed by ITDCI – India. ITDCI- Board & the Regulatory Body observe & control the rules and regulations deployed by the Examination Committee of ITDCI.

Examination & Certification Procedure

After the completion of the course, as per ITDCI prescribed syllabus in the stipulated duration. The PEC center Head shall organize the concerned Examination as scheduled. The authorized Center Head would take the required tests and the final examination and submit the Statement Sheets (down-load from the www.itdci.org) of all the students appeared in the exam and facilitate the process of Certification of ITDCI. ***The requested Certificate, Diploma, Master Diploma & PG Diploma and Mark-Sheet will be forwarded to the PEC center Head within a period of one month from the date of receipt of the documents.***

Instructions:

Inform the ITDCI Headquarter about the schedule dates of Examinations at least 60 days before conduction the examination. After receiving the details of students appearing for examination, ITDCI shall send PEC the Roll Numbers of the students.

To order extra supplies (books / brochure / loose forms etc) you are required to mail your ***request at admin@itdci.org***

All the materials except the start up kit would be chargeable

1. **Prospectus Charge:** Rs 20/- per prospectus inclusive of an Admission Form to be charged from the concerned student.
2. **Admission Form Charge:** Rs 5/- each.
3. **Flex (Size 10x3):** We shall provide you only one Flex free-of-charge, duly mentioning the name of your institution; however, any subsequent quantity would be chargeable @ ` 450/- each.
Student Registration fee: For IT-DCI courses students are requested to submit the prescribed registration & examination fees only.
5. **Tuition Fees:** We shall not claim any part or contribution from the tuition fees.
6. **Examination Fee:** Applicable Exam Fee Shall Be Charged.
7. **No Royalty:** No royalty shall be charged on your institutional tuition fees.

Documents:

1. List of the students and the course applied
2. Get the students enrolled at ITDCI HQ (submit admission form & registration fee)
3. Ensure Roll No. , Proper name, course and duration
4. Time Table and the Examiners details
5. Request quantity of Question Papers & Answer Sheets
6. Registration Fee payment to ITDCI as per the List of students
7. Submit the Mark-sheets for certification award
8. ITDCI shall process the issuance of certificate and send them in 10 to 15 day

A team of corporate sales, marketing, and operations support personnel available for guidance and support whenever you need them.

Begin & advance IT career

Proceed with IT- DCI Certificate Courses to begin or advance your IT career >

Certifications make student stand out in the resume stack and the workplace.

We provide current, reliable and clearly organized information about the hottest IT certifications from industry leaders.

IT certifications validate your ability to use a specific technology or perform a particular IT job role.



INFORMATION TECHNOLOGY DEVELOPMENT COUNCIL OF INDIA

Delhi NCR Office : R-186, Railway Enclave, Pratap Vihar, Sector-12, Gaziabad, Delhi NCR, INDIA

Hyderabad Office: 206, II Floor Bhavani Plaza, Opp. ECIL Bus Complex, ECIL Hyderabad-Andhra Pradesh India

Indore Office : 2, Alok Apartment, 21/2 Manoramaganj, Indore-452001 (M.P.) INDIA

Email : president@itdci.org | **Tel. :** 0731 4245904 | **Helpline. :** 7879992267 | **Website :** www.itdci.org