GUIDELINES AND NORMS FOR REGISTRATION OF INSTITUTES AS "FACILITATION CENTRES" FOR CONDUCT OF TRAINING and FIELDING CANDIDATES FOR COURSE ON COMPUTER CONCEPTS (CCC) AND BASIC COMPUTER COURSE (BCC) ON SELF-CERTIFICATION BASIS

A. TYPES OF INSTITUTIONS ELIGIBLE TO APPLY FOR REGISTRATION AS FACILITATION CENTRES FOR CONDUCT OF TRAINING AND FIELDING CANDIDATES FOR CCC AND BCC ON SELF-CERTIFICATION BASIS:

1. All schools, which are affiliated to any recognized board in any part of the country.
2. All colleges, which are affiliated to any recognized university in any part of the country.
3. All societies, which are registered under Societies Registration Act 1860.
4. All registered NGOs.
5. All registered charitable trusts.
6. Registered Private training institutes.
7. Registered welfare associations.
8. Panchayats.

B. CRITERIA FOR REGISTRATION OF INSTITUTIONS AS FACILITATION CENTRES FOR TRAINING AND FIELDING CANDIDATES FOR CCC AND BCC ON SELF CERTIFICATION BASIS:

The institutions seeking registration as Facilitation Centres for conduct of training and fielding candidates for CCC and BCC on self-certification basis are required to have sufficient infrastructure facilities as mentioned below:

Building:

Must have own premises, if hired, on a long-term lease, of a minimum period of 11 months, with a reasonable assurance of continuity.

Minimum carpet area should be better than 30 Square meters, to cater to at least one class room to seat 25 students, one computer laboratory with at least 05 PCs for hands on training, a library, reception area and proper and adequate washroom facilities, this should vary upwards depending on number of students.

Faculty:

The Faculty members should posses the qualification and experience as per below;

Qualification	Experience	Full Time	Part time
MCA / M.Sc (Computer Science) / BE / B.Tech / DOEACC O/A/B/C Qualifier / BCA / B.Sc (Computer Science) / PGDCA / Graduate in any Stream plus Diploma in computers of at least six months duration.	Minimum 6 months to 1 year experience is required	01	01

Licensed Hardware and Software:

1. Should possess its own hardware and software at site as per the specifications given in the Syllabus.
2. All software should be licensed keeping in view the national/international norms for Intellectual Property Rights.

Computer Laboratory:

1. Only one student per computer should be followed
2. Should have modern teaching aids like Overhead Projectors, Video Projections, Audio-Visual aids etc.
3. Must have internet connection preferably broadband.
4. Lab must have a printer, a scanner and power backup facility.

Library facilities:

1. Library should have a good selection of Books, CDs, DVDs and subscription to periodicals of Standard Quality, apart from lending, should have reference facilities, as evident from the List of Library Books, Registers for issue of Books and usage of Library Books by the Students;
2. Copies of the course syllabus.

C.   GENERAL INSTRUCTIONS FOR APPLYING FOR REGISTRATION AS FACILITATION CENTRE BY AN INSTITUTION

A willing institution would require to apply for registration as "Facilitation Centre for training and fielding candidates for NIELIT's CCC and BCC on self-certification basis" on a prescribed Application Form along with Cover letter to the Controller of Examinations (CCC and BCC), NIELIT. The copy of the Cover Letter is enclosed at Annexure – I and Application Form is enclosed as Annexure-II.