



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY

A Scientific Research and Education Institution Under Government of Kerala
Chitranjali Studio Complex, Thiruvallom, Thiruvananthapuram, Kerala, India

Instructions :

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

Serial No : Reg No : Date :

FOR OFFICE USE

1. Profile of the Applicant Institution

1.1 Applicant name |

1.2 Permanent Address of the Applicant |

HOUSE NAME |

STREET NAME |

CITY |

STATE | PIN CODE |

Phone numbers with STD Code |

1.3 Name of the Centre |

1.4 Address of the Centre |

BUILDING NUMBER | BUILDING NAME |

POST OFFICE | DISTRICT |

VILLAGE | THALUK |

STATE | PIN CODE |

Phone number 1 | Phone number 2 |

CODE / NUMBER CODE / NUMBER

1.5 Name of the District where the institution is to be started |

1.6 Type of Locality |

1.6 Type of Organisation | Tick against the appropriate choice

- | | |
|---|---|
| <input type="checkbox"/> Individual/Sole Partnership Public Ltd. Company | <input type="checkbox"/> Neighbour-hood group |
| <input type="checkbox"/> Proprietorship | <input type="checkbox"/> Others Specify |
| <input type="checkbox"/> Private Ltd. Company Co-operative Registered Society | |
| <input type="checkbox"/> Trust | |
| <input type="checkbox"/> Self help group | |

1.8 Year in which the institution started functioning | _____
DISTANCE / KILOMETER

1.9 Rail/Road accessibility | _____
DISTANCE / KILOMETER

1.9.2 Nearest Bus Stand | _____
KILOMETER

1.9.3 Distance from district head Quarters | _____

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) | Activity Put tick mark to the activities undertaken Rank (1, 2, 3...)

<input type="checkbox"/> Communication Training <input type="checkbox"/> Production House <input type="checkbox"/> Studio <input type="checkbox"/> Software training <input type="checkbox"/> Software Development <input type="checkbox"/> Others Specify	<input type="checkbox"/> Media consultancy <input type="checkbox"/> Media institute <input type="checkbox"/> Software Consultancy <input type="checkbox"/> Web Designing and Hosting <input type="checkbox"/> Media consultancy
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(Choose one from the list of activities given in 2.1)

2.2 Which is the major activity | _____

3. List of facilities in your organisation

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

(Add separate sheets if necessary)

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

1. Profile 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%	

5. Annual turnover of the firm | Tick Appropriate Box

- Less than Rs. 2.5 lakhs
- Rs. 2.5-5 lakhs
- Rs. 5-10 lakhs
- Rs. 10-25 lakhs
- Rs. 25-50 lakhs
- Above Rs. 50 lakhs

6. Capital investment | (Write "NA" Wherever not applicable)

Proposed Expansion Investment (Rs)
Item (Rs)

Investment

1. Land (ignore, if rented)
2. Building (ignore, if rented)
3. Computer software
4. Furniture/interior designing
5. Training of staff
6. Computer hardware
7. New equipment/
8. Computer software
9. Expansion of land/building
10. Equipment/machinery
- 11 Studio
- 12 Other production facilities (Please specify)
11. Starting new services
12. Others (specify)

(Attach separate sheets if necessary)

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

Year Investment (Amount in Rs.)	Percentage of the total	investment
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Total 100%

8. 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	Communication expenses	
6	Electricity/water	

Sl.No	Head	Amount (Rs.)
7	Office Stationery	_____
8	Books/magazines/journals	_____
9	Computer stationery	_____
10	Advertisements/publicity	_____
11	Training of staff	_____
12	Other expenses (Specify)	_____

9. Income: (Give the approximate break-up of your annual income from the various sources) | Attach Seperate sheets if necessary.

10. Do you have any plans of expanding the existing Media production/media training infrastructure? |

yes no

| Tick Appropriate Box

11. In what time period do you propose to go in for such expansion? | Tick Appropriate Box

<input type="checkbox"/> 3 months	<input type="checkbox"/> 1 Year
<input type="checkbox"/> 6 months	<input type="checkbox"/> 2 or more years

12. Information regarding infrastructure of existing/proposed centre | (Please indicate "proposed" in the relevant column for facilities currently not available)

13. Building Details

| Tick Appropriate Box

13.1 Is the institution functioning in its own building? | yes no

Square Meters |

13.2 Plinth area of the building Sq. feet |

13.3 Details of Rooms | Write NA wherever Not Applicable

Sl.No.	Details	Numbers	Approx. floor area (m2)
i)	Office use	_____	_____
ii)	Staff rooms	_____	_____
iii)	Lecture halls	_____	_____
iv)	Computer labs	_____	_____
v)	Library	_____	_____
vi)	Meeting hall	_____	_____
vii)	Reception	_____	_____
viii)	Production facility/studio	_____	_____
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 | Tick Appropriate Box

14.2 What is the average frequency of power failures? | Daily | Weekly | Occasionally | Tick Appropriate Box

14.3 Is UPS available for computer facility | Yes | No

15. Library facilities

15.1 Whether own facilities are available | Yes | No | Tick Appropriate Box

15.2 If available, details of the books |

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

| Attach separate sheets if necessary

15.3 Professional Journal, Computer/Electronic Magazines |

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

| Attach separate sheets if necessary

16. Details relating to employees

16.1. Number of employees: Media related Total |

16.2. Number of technical (media related) employees working for 3 or more years for last 3 years | for last 1 year/fresh Employees |

16.3. Summary of Employees |

Sl.	Number Category	Male/Female	Total
i)	Professional		
ii)	Technical		
iii)	Managerial		
iv)	Maintenance		
v)	Others		
	Total		

17. Details regarding activities of the institution (Kindly use appropriate table)

| Attach separate sheets if necessary



17.1 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 passed the course so far
Number of students passing the course each year

| Attach separate sheets if necessary

18. Contact person for future communication/interface

18.1 Name of contact person |

18.2 Locality |

18.3 House Name |

18.4 Ward/Building no |

18.5 Type of Local body Corporation Municipality Panchayat |

18.6 Post office |

18.7 District |

18.8 Telephone Number | Office |
Residence |

18.9 E-mail |

Place:
Date:

Authorised Seal

(Name and Signature of Authorised Signatory)

19. Presently C-DIT offers the following courses in off campus mode.

Please specify the Courses the Off Campus Centre wishes to run | Tick appropriate box

1. Diploma in Animation (one year)
 2. Diploma in Web Journalism (one year)
 3. Diploma in Web Design and Engineering (3 months)
 4. Diploma in Technical Writing (one year)
 5. Diploma in Digital Media Production (six months)
 6. Diploma in Sound Design and Engineering (one year)
 7. Certificate course in Digital Still Photography (5 weeks)
 8. Certificate course in Non-linear Editing (3 months)
 9. Certificate course in Radio production (3 months)
 10. Certificate course in Photojournalism (6 weeks)
 11. Certificate course in Videography (2 months)
 12. Certificate course in TV Anchoring and News Presentation (3 months)
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UNDERTAKING TO BE SUBMITTED BY THE INSTITUTION

A. We shall provide the following facilities to set up a Off-campus Centre of C-DIT with Centre for Development of Imaging Technology. (Kindly attach additional sheets, if necessary)

- 1. Building and adequate space furnished to accommodate the student strength (students admitted)
- 2. Adequate uninterrupted power supply for the training set up
- 3. Network cabling
- 4. 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. Faculty with the qualification/s specified by the C-DIT
- 2. Other faculty for teaching and providing tutorial/ practical assistance to the students.
- 3. 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.....