

Conditions for approval Off-campus

1. All the Centres will be encouraged to have a uniform look and ambience, creating a brand image for Off-campus Centre of C-DIT institutions across the state.
2. (a) Each Centre will be separately affiliated to C-DIT for a period of one year for which a Registration fee will be payable by the Off-campus Centre of C-DIT to C-DIT. The registration fees will be Rs.1,00,000/- (Rupees one lakhs only). The registration fee is to be paid in full in one instalment. They will be permitted to run one course. For every additional course, the Off-campus Centre of C-DIT shall pay additional Rs. 50,000.00 (Rupees Fifty thousand only).
(b) The duration of the registration will be for one year. It should be renewed every year with a fee of Rs. 25,000.00 (Rupees twenty five thousand only) for every course they are running. In case of cancellation of registration, no refund will be allowed.
3. Off-campus Centre of C-DIT who gets registration will not be permitted to run sub-centres under the approved Off-campus Centre of C-DIT.
4. The curriculum, syllabus and scheme of evaluation for the courses shall be designed by C-DIT from time to time.
5. The students will be admitted by the Off-campus Centre of C-DIT directly as per the eligibility guidelines 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.
6. The revenue in terms of fees collected from the students will be shared in the proportion of 75:25 [75% for Off-campus Centre of C-DIT and 25% for C-DIT. State-wide campaign will be done by C-DIT through selected media. Local advertisements shall be done by Off-campus Centre of C-DIT as per the guidelines fixed by C-DIT].
7. For Centralized Corporate Training Programmes, 60% of the fees collected will be payable to the Off-campus Centre of C-DIT in the locality who provide the training and 40% will be retained by C-DIT.
8. Obligations of C-DIT
 - C-DIT shall provide the schedule, curriculum, text books and syllabus for conducting the Communication Training Programme Courses. Examination, evaluation and issuance of certificate shall be done by C-DIT.
 - C-DIT shall provide necessary orientation training to the faculty/instructors to conduct the courses.
 - C-DIT shall maintain on its website for the administrative and academic support information for Off-campus Centres of C-DIT.
 - C-DIT shall nominate one staff member from C-DIT as liaison officer who shall be the single contact point for Off-
9. Obligations of Off-campus Centre of C-DIT
 - Off-campus Centre of C-DIT shall provide sufficient space to the satisfaction of C-DIT. Off-campus Centre of C-DIT may take necessary insurance cover against theft and fire. The Off-campus Centre of C-DIT shall also enter into suitable annual maintenance contract for the upkeep of the systems, after the end of the warranty period of the suppliers. Off-campus Centre of C-DIT.
 - Off-campus Centre of C-DIT shall install and network the computers and peripherals within three weeks of the signing of the Agreement with C-DIT and maintain them in order.

Off-campus Centre of C-DIT shall provide required furniture of good quality to install and operate the computers, peripherals and accessories.

Off-campus Centre of C-DIT shall provide telephone connection for the purpose of data communication, with Internet

Off-campus Centre of C-DIT shall appoint faculty/trainers with prescribed qualification and experience for conducting the classes and deploy more number of trainers depending on the requirements of the courses.

Off-campus Centre of C-DIT shall provide one/two personnel having experience in system administration to run the systems and provide maintenance support on a full time basis.

The head of the institution, which is selected as the Off-campus Centre of C-DIT, shall be the person primarily responsible for all activities related to the training programmes. Or else, he/she shall assign the job to a suitably qualified person on full time basis, with written intimation to C-DIT.

Off-campus Centre of C-DIT shall ensure commencement of the training within the scheduled time and ensure that the services of the faculty are effectively utilized and the quality of training is up to the standards fixed by C-DIT.

Off-campus Centre of C-DIT shall meet the expenses for the remuneration of faculty/trainees/system administration and for maintenance of system.

Off-campus Centre of C-DIT shall arrange all the training related consumables like printer paper, printer ribbon, cartridge etc. during the training. Off-campus Centre of C-DIT may charge the students for these expenses, on advance notice and issuing specific receipts.

10. Hardware to be provided by the Off-campus Centre of C-DIT should be of industry standards.
11. Software are to be provided by the Off-campus Centre of C-DIT (Educational versions also acceptable) and should be licensed/authorized version.
12. Other Infrastructure Requirement to be provided by the Off-campus Centre of C-DIT specific to the requirement of the course/s as decided by the C-DIT
13. Qualification and Experience for Faculty
The qualification and experience of the faculty shall be fixed by the C-DIT from time to time and will be specific to the requirement of the course/s.
14. The first party shall be entitled to inspect any premises where the course designed by it is conducted and determine whether those premises hold a valid license issued by it.
15. The first party shall be at liberty to utilize the services of any persons/agency it may deem fit to inspect the premises where its courses are conducted, to verify the license granted by it.
16. If, on such inspection, it comes out that a premise where the courses of the first party are conducted does not hold a valid license granted by the first party, the first party may proceed legally against the second party and/or the owners of the Off-campus Centre of C-DIT conducting such courses. The first party may however compound such illegal act of conducting its courses without a valid license by imposing a registration fee five times that of the normal total registration fee and allow the premises to carry on conducting the courses, provided that the premises confirm to the parameters applied to verify the suitability of Off-campus Centre of C-DIT. If on such verification the premises fail to pass the list of suitability, the first party shall demand the such Off-campus Centre of C-DIT to stop forthwith conducting the courses designed by it and the second party shall with immediate effect stop the courses, remove any boards/bills proclaiming the name of the first party and pay the enhanced registration fee, if the second party opts to compound the act.
17. Any Off-campus Centre of C-DIT is found levying fees more than that prescribed by C-DIT or adopting any unfair means in fee collection shall be penalized. The penalty shall extend up to that specified in the clause 16 and or as decided by C-DIT
18. C-DIT shall not be responsible for any violation or infringement of copyright act or usage of unauthorized software by the Off-campus Centre of C-DIT.
19. The Off-campus Centre of C-DIT shall abide by the rules and regulations already informed and the rules and regulations laid down by C-DIT from time-time-time, which will be communicated to Off-campus Centre of C-DIT.

20. The Off-campus Centre of C-DIT shall maintain separate bound and numbered Registers for the following:
 - a. Register showing the names of students, separate for each course.
 - b. Register of Attendance of students, separate for each course.
 - c. Register showing the receipt of fees and structure of fees, separate for each course.
 - d. Register showing the Names, Age, Educational Qualification, Experience, and Date of joining of the Faculty.
 - e. Register of Attendance of the Faculty
 - f. Attested copies of the Qualifications and Experience of the faculty. and for maintenance of system.
21. Second party shall maintain the above registers and records up to date and shall make available all the above registers and records for the inspection of authorized personnel of the first party.
22. The first party or anyone authorised by it shall be entitled to conduct inspection of the above records as well as the premises of the second party at any normal working hours without any prior intimation to the second party.
23. The second party shall submit a statement depicting the Name of the course, Date of commencement, Names of faculty, Number of students, Total fees levied and Apportionment of fees, within 7 days of the commencement of each course.
24. First party shall set the question paper and make arrangements for the delivery of the Question papers in sealed packets on the date of examination. There shall be a uniform pattern in the matter of conducting exams, regarding the course and date of examination throughout the Off-campus Centre of C-DIT, as prescribed by the first party.
25. The second party shall ensure disciplined procedures in conducting the examination and provide trained faculty, as directed by the first party.
26. The first party shall be free to depute such persons, it may deem fit to invigilate the examination and do such acts that are incidental to the proper conduct of examinations.
27. The second party shall co-operate and extend all possible assistance to the first party in their endeavor to keep the purity of examinations.
28. The first party shall appoint and depute Examination Supervisors at every Off-campus Centre of C-DIT and all examination Centres shall be under the control and supervision of such authorized Supervisors deputed by the first party.
29. The Answer Sheets shall be collected as directed by the deputed Supervisor of the first party.
30. The second party shall provide the necessary system requirements and array them as per the specifications provided by the first party.
31. The first party shall value the answer papers, assess the practical, evaluate the projects, declare the results, prepare the marklists/grades and issue the certificates.
32. The letter pad, emblem, logo, signature, seal and all official stationeries of C-DIT shall be used only for the purpose of conducting courses. They shall not be used for any other purposes of the Off-campus Centre of C-DIT such as advertisement for job opportunities etc. All the advertisement and offers shall be got approved at C-DIT, related to Off-campus Centre of C-DIT, before releasing it. Violation of any of these will attract cancellation of registration and penalty as described in clause 19 of this agreement.
33. The Office, Lab, Class Room and premises of Off-campus Centre of C-DIT shall be at the address, which is specified in the Application Form and this MoU. Change of address or ownership, if any, shall be communicated to C-DIT, in writing, immediately. Violation of this will also attract cancellation of registration and penalty as described in clause 19 of this agreement.
34. **FORCE MAJEURE**

Neither party shall be liable to the other for any delay or failure on its part in performing any of its obligations under this agreement, resulting from any cause beyond its control, including but not limited to strikes, fires, floods, earthquakes, explosions, riots, acts of God, Governments, war or enemy action, political changes.

35. **ARBITRATION**
Disputes arising out of this agreement shall as far as possible be settled by the parties directly. In case of disagreement, the same shall be subjected to the jurisdiction and decree of the proper courts of Thiruvananthapuram.
36. **JURISDICTION**
The parties to this agreement hereby declare that the courts in Thiruvananthapuram alone are competent to deal with disputes if any, arising out of this agreement.
37. **COPY RIGHT AND IPR**
C-DIT and Off-campus Centre of C-DIT acknowledge and agree that the ownership and intellectual property rights of development methodology and processes that shall be used for the development of courses and content shall belong exclusively to C-DIT. This clause shall survive the termination of the agreement.
38. This agreement shall be valid initially for a period of three years and may be extended further on mutual satisfaction and agreement.

COURSES OFFERED

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

1. Diploma in Animation (one year)
2. Diploma in Web Design and Development (3 months)
3. Diploma in Web Journalism (one year)
4. Diploma in Digital Media Production (six months)
5. Diploma in Sound Design and Engineering (one year)
6. Diploma in Technical writing (one year)
7. Certificate course in Digital Still Photography (five weeks)
8. Certificate course in Non-linear Editing (three months)
9. Certificate course in Radio production (three months)
10. Certificate course in Photojournalism (six weeks)
11. Certificate course in videography (six weeks)
12. Certificate course in TV Anchoring and News Presentation (three months)