

GUIDELINES
for the selection of
SRC EDUCATIONAL PARTNER/ STUDY CENTRE
FOR DCA PROGRAMME

State Resource Centre, Kerala is an institution working under the Ministry of Human Resource Development, Government of India and managed by General Education Department, Government of Kerala. Secretary, General Education Department, Government of Kerala is the chairman of SRC.

SRC Community College (SRCCC) aims to empower individuals through appropriate skill development leading to gainful employment in collaboration with the local industry and the community. Community Colleges offer local specific and tailor made programmes to meet the local needs of the community by using approaches that will be most acceptable to workers in the given community.

State Resource Centre Kerala (SRC) is an institution set up by MHRD, Govt of India for providing Non-formal, adult and lifelong education to the marginalized. For achieving this objective, it has been decided that along with lifelong learning they have to be imparted with skills for livelihood support. As such, a selected number of institutions which fulfil certain minimum requirements with regard to facilities, faculty etc. may be approved as SRC Educational Partners (SRCEP) for conducting courses approved by SRCCC.

The following general guidelines and terms and conditions will be applicable for this scheme.

1. There will be approved Nodal Agencies / study Centres in Corporation / in Municipalities as well as Panchayat areas, in selected districts of the State. IT training institutions already offering such courses may be considered individually or collectively.

Nodal Agencies who get registration will not be permitted to run Study Centres/ Sub-Centres under the Approved Centre.

2. Each Partner institutions shall provide the space and facilities for starting the centre. Tentatively, the requirement will be as follows for the Centres to best up in the respective local body limits:-

1 server+5 PCs + 1 printer + UPS & approx. 400 sqft floor area
3. All the Centres will be encouraged to have a uniform look and ambience, creating a brand image for SRC's Nodal Agency/Study centre across the state.

4. (a) Each centre will be separately affiliated to SRC for which a Registration fees will be payable by the centre to SRC. The registration fees will be Rs. 25,000/- for Study Centres. The registration fees shall be paid through single instalment.

After the affiliation process SRC will intimate your agency and you will be advised to pay Rs. 25,000/- as registration fee.

- (b) The duration of the registration will be two years; however the same will be subject to renewal every year based on the performance of previous year. In case of cancellation, of registration in between, pro-rata amount will be refunded to the institution, after deducting 25% of the balance amount due as administrative expense.
5. The students will be admitted by the centres directly as per the eligibility guidelines to be fixed by SRCCC. The advertisement to be released for admission shall conform to common format approved by SRC. A direct communication will be sent to the students from SRC mentioning the details of registration, course and evaluation etc.
8. The revenue in terms of fees collected from the students will be shared in the proportion of 70:30 [70% for Study Centre/Nodal Agency, 30% for SRCCC). Local advertisements shall be done by the Centre/Nodal Agency on their own cost as per the guidelines fixed by SRC.
9. The details of the infrastructure (hardware/ software/ other items) to be arranged at the Centres and the qualifications for faculty and technical staff are given in Annexure-1 and Annexure-2 respectively. The Study Centre should display a board in front of the centre as per the specifications given by SRC.
10. Applications for registration have to be submitted in the prescribed format. Application forms can be downloaded from the website www.src.kerala.gov.in & www.srccc.in Application forms can be also collected from the following address: Person or by post against request accompanied by a Demand Draft for Rs. 200/- in favour of "Director, SRC" payable at Thiruvananthapuram and a self-addressed envelope of size 30x25 cm.
12. A processing fee Rs. 1000/- will be payable along with the completed application forms.

Annexure1

Qualification of the Faculty members

Sl.No	Qualification
1	B-Tech/M-Tech/MCA
2	PGDCA/DCA
3	Tally/ Autocad
4	PG/Degree
5	Others

Study Centre should ensure any of the above said qualifications

Annexure 2

Details of Infrastructure

Sl.No	Item	Minimum Number of Items
1	Server	1
2	PC	5
3	Printer	1
4	UPS	1
5	LCD Projector	1
6	White Board	1
7	Black Board	1
8	Time Table Board	1
9	Notice Board	1
10	Name Board	1