

# Guidelines For RS-CIT Center Renewal Process 2012

## A >EOI application by ITGK

Link Location:

**ITGK Login → Channel Partner Network → View,Apply,Process Activity/Project/Course  
→ Submit EOI for Course/Project/Activity**

The screenshot displays the user interface of the ITGK Channel Partner Network. At the top, there is a navigation menu with options like 'Samvadini', 'Channel Partner Network', 'Admissions', 'Finance', 'Examinations', and 'Settings'. Below this, a breadcrumb trail shows the path: 'Channel Partner Network > View,Apply,Process Activity/Project/Course > Submit EOI for Course/Project/Activity'. The main content area is titled 'Offering And TP Selection' and includes a welcome message: 'Welcome to Network Partner Course Registration Process'. A table lists three offerings for selection:

S.No.	EOI Process	TP	Fees	Last Date of Application	Select EOI
1	SSC Practice Test 2011 Registration	--Select TP--	1000	Dec 15, 2011 12:00:00 AM	<input type="radio"/>
2	Center Renewal 2012 (MS-CIT)	--Select TP--	12500	Nov 22, 2011 12:00:00 AM	<input type="radio"/>
3	Center Renewal 2012 with TP change (MS-CIT)	--Select TP--	25500	Nov 22, 2011 12:00:00 AM	<input type="radio"/>

Below the table, there is a disclaimer: 'We, understand and agree that - we shall abide by the various guidelines, communications, norms issued and specified by MKCL from time to time.' and an 'I Agree, Continue...' button. On the left side of the page, there is a Google Calendar widget showing 'Nov 10' and a 'My dash board' link.

## B>PSA Recommendation

Link Location

**PSA Login → Channel Partner Network → View,Apply,Process Activity/Project/Course  
→Recommendation by PSA**

## C>Updation of ITGK Information

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Maharashtra Knowledge Corporation Ltd.  
|| Creating a Knowledge Lit World ||

Welcome, [\[User Name\]](#) as ALC! Home | Login History | Change Password | Site Map

Samvadini | Channel Partner Network | Admissions | Finance | Examinations | Settings

Channel Partner Network > View,Apply,Process Activity/Project/Course > View-Modify EOI Status

Select Process

- Select ---
- Select ---
- SSC Practice Test 2011 Registration
- Center Renewal 2012 (MS-CIT)**
- Annual Subscription to Adobe Courses under WAVE

Google Calendar Personalized

Nov 10

Select Process	Center Renewal 2012 (MS-CIT)	
+	Start	Nov 22, 2011 12:00:00 AM
○	TP Recommendation	Nov 23, 2011 12:00:00 AM
○	TP Recommendation (rej)	Nov 23, 2011 12:00:00 AM
○	Course/Project/Activity Location declaration	Nov 24, 2011 12:00:00 AM
○	Other IT Infrastructure declaration	Nov 24, 2011 12:00:00 AM
○	Human Resource Entry	Nov 24, 2011 12:00:00 AM
○	Exact Location marking on Google Map	Dec 31, 2011 12:00:00 AM
○	Hardware declaration using WORM	Nov 24, 2011 12:00:00 AM
○	Center Décor Video Uploading	Nov 24, 2011 12:00:00 AM
○	Business Plan Upload	Nov 24, 2011 12:00:00 AM
○	Registration Fee Payment	Nov 24, 2011 12:00:00 AM
○	Faculty registration for OnCeT	Nov 24, 2011 12:00:00 AM

- 1> Correction/addition of Location Details
- 2> Correction/addition of Infrastructure Details
- 3> Correction/addition of Human Resource Details
- 4> Correction/addition of Account Details
- 5> Center Mapping on Google Map

## D> Hardware Declaration by WORM Data

Download WORM software from following link

**ITGK Login → Setting → Downloads → WORM Software**

- 1> IT infrastructure configuration is available at [www.mkcl.org/mscit](http://www.mkcl.org/mscit)
- 2> Minimum 1 Server and 1 Client need to be upload

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## E>Center Renewal Payment

ITGK will transfer Renewal Fees through EPI or NEFT payment mode only.

Center Renewal Fees Rs. 2500/-

- Renewal Fees for ITGK is as follows
  - Renewal Fees : Rs. 2500/- (Refundable subject to rejection)
  - Processing Fee : Rs. 500/- (Non Refundable)
  -



## F>DLC Center Visit

DLC will check the following things at the time of Center Visit.

- Worm data
- Center Mapping on Google Map
- Distributed Classroom Setting Checking
- Center Setup
  - Scanner Setting
  - Printer Setting
  - Power backup
  - Server & Client
  - ITGK premise
  - ITGK Board
  - ITGK information updated status
    - Location
    - Contact details

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- Infrastructure Details
- Human Resource Details
- Account Details

○ LLC Approval - Location Details Entry	Dec 31, 2011 12:00:00 AM
○ LLC Approval - Location Details Entry (rej)	Dec 31, 2011 12:00:00 AM
○ Course/Project/Activity Location declaration	Nov 24, 2011 12:00:00 AM
○ LLC Approval - Premises Details Entry	Dec 31, 2011 12:00:00 AM
○ LLC Approval - Premises Details Entry (rej)	Dec 31, 2011 12:00:00 AM
○ Premises/Infrastructure details declaration	Dec 31, 2011 12:00:00 AM
○ LLC Approval - Infrastructure Details Entry	Dec 31, 2011 12:00:00 AM
○ LLC Approval - Infrastructure Details Entry (rej)	Dec 31, 2011 12:00:00 AM
○ Other IT Infrastructure declaration	Nov 24, 2011 12:00:00 AM
○ LLC Approval - Human Resource Entry	Dec 31, 2011 12:00:00 AM
○ LLC Approval - Human Resource Entry (rej)	Dec 31, 2011 12:00:00 AM
○ Human Resource Entry	Nov 24, 2011 12:00:00 AM
○ LLC Approval - Business Plan	Dec 31, 2011 12:00:00 AM
○ LLC Approval - Business Plan (rej)	Dec 31, 2011 12:00:00 AM
○ Business Plan Upload	Nov 24, 2011 12:00:00 AM
○ LLC Approval - Video	Dec 31, 2011 12:00:00 AM
○ LLC Approval - Video (rej)	Dec 31, 2011 12:00:00 AM
○ Center Décor Video Uploading	Nov 24, 2011 12:00:00 AM
○ Visit of LLC and their final recommendation	Dec 31, 2011 12:00:00 AM

## DLC should collect the following things at the time of Center Visit.

- I. Center Premise Document
  - a. If Owned : Owner Name & Relation
  - b. If Rented : Rent Agreement on stamp paper
  
- II. Center Coordinator ID proof any of the following
  - a. PAN Card
  - b. Voter ID Card
  - c. Driving License
  - d. Passport
  - e. Other
  
- III. Center Renewal Printout
- IV. Account details if applicable

## G>DLC Recommendation