How to Be a Coordinator?

Apply with complete details of self, premises, available hardware, plan for business development in the format available at our website www.aiycsmindia.org.

Receipt of the application form and data sheet at the controlling office of AIYCSM would be followed by personal interview with the Director AIYCSM and a visit by a team of AIYCSM professional at the prospective centre, if needed and if they get satisfied with the infrastructure, position, hardware, etc of the centre, the institute will be a collaborative training provider of AIYCSM.

Eligibility Criteria for AIYCSM Coordinator

The AIYCSM Coordinator should satisfy the following criteria.
- Should be in business (IT related or otherwise) or should be a professional with the required entrepreneurial acumen.
- Should have good communication skill and marketing ability.
- Should have efficiency to invest.
- Should be willing to invest required amount of money in setting up a centre with proper infrastructure and main power.
- Should have commitment for providing quality training to students.
- Should be willing to be a part of the AIYCSM team in accepting the terms and condition and procedures as laid down by AIYCSM.

Infrastructure Requirement

Specification	Urban		Rural	
	Metro City	Non Metro Ciry	Tehsil	Village
1. Aria (Sq.Ft.)	1000	800	500-1000	500-1000
2. Office Room	1	1	1	1
3. No. of Class Rooms	2	2	2	2
4. Sitting Capacity per Class Room	15	15	10	10
5. Lab Room	1	1	1	1
6. No. of Computer	15	15	10	5
7. Scanner & Printer	1	1	1	1
8. Internet Connection	1	1	1	1

Hardware Requirements

- One Pentium server Nodes connected as per AIYCSM Site Specification.
- Necessary Hardware compatibility for Internet.
- Printer (Dot Matrix / Inkjet).
- UPS (500 VA) / Generator
- A.C. Unit

Why AIYCSM

An ISO 9001: 2008 Certified Organization.

Registered under Government NCT of Delhi of India.

A Globally Famous Organization.

Government Approved Courses.

Free Study material kit.

Online Study Material.

Online Video Classes

Online Registration and Examination.

Simple Criteria of Admission.

25+ Courses Available.

Interactive Education System.

Highly Qualified Teaching Stuff.

Regular Quality Check-Up.

Internet Facility.

Online Verification and Result.

Special Offers & Rebates For Physically Challenged Students.

Special Discount for SC, ST, OBC Students

100% Job Oriented Courses.

Monthly Award To The Centre.

Centre Development support.

Types of coordinator

Type A District Coordinator

- ❖ Only one District Coordinator (DC) will work in a district.
- ❖ All new centres in that district will be under that DC.
- ❖ DC will get 25% of total Business Value from every centres in that District.
- ❖ AIYCSM will not be able to open any Centre in the district without acknowledgement of DC.
- ❖ DC may work without starting study centres for first year.
- ❖ DC will have to Start/recruit at least one centre in every 2 months for the next 2 years.
- ❖ And at least one centre in every 4 months for the next 3 years.
- ❖ No Centre can be opened without Affiliation Fee and Renewal Fee.
- ❖ Affiliation Fee is payable through Demand Draft in favour of All India Yuva Computer Saksharata Mission, Payable at Kolkata.
- ❖ Complete filled affiliation form, Proof of Address, Proof of Identity along with the demand draft should be deposited at the AIYCSM office.
- ❖ AIYCSM will Provide Advertisement Materials (Locally and Centrally) like Paper Add, Leaflet, Poster, Brochure etc for promotion.
- ❖ DC will be paid 25% of the registration fee collected by AIYCSM as Commission for the Certificate and Diploma Courses.
- ❖ DC will collect the examination fee from the centres for the students of Certificate and Diploma Courses.
- ❖ DC will be liable to conduct examinations(Both theoretical and Practical) in the study centres with the help of AIYCSM team (AIYCSM will supply the questions and answer sheets) and to evaluate the answer papers with the help of the faculties of the centres within the district.

Type B Normal Coordinator

- ❖ Normal Coordinator (NC) will work in any place in India.
- ❖ NC may recruit Study Centres at any where satisfying the rules of AIYCSM.
- ❖ NC will get 25% of total Business Value from every centre he recruited.
- ❖ AIYCSM may open any Centre in the city/town/area/district without acknowledgement/discussion/permission of NC.
- ❖ After recruitment of a DC in a District NC cannot recruit any new centre in that district.
- ❖ NC may work without starting/recruiting study centres.
- ❖ AIYCSM will Provide Advertisement Materials (Locally and Centrally) like Paper Add, Leaflet, Poster, Brochure etc for promotion as per requirement and service & performance of NC.
- ❖ No Centre can be opened without Affiliation Fee and Renewal Fee.

- ❖ Affiliation Fee is payable through Demand Draft in favour of All India Yuva Computer Saksharata Mission, Payable at Kolkata.
- ❖ Complete filled affiliation form, Proof of Address, Proof of Identity along with the demand draft should be deposited at the AIYCSM office.
- ❖ NC will be paid 25% of the registration fee collected by AIYCSM as Commission for the Certificate and Diploma Courses.
- ❖ NC will collect the examination fee from the centres for the students of Certificate and Diploma Courses.
- ❖ NC will be liable to conduct examinations(Both theoretical and Practical) in the study centres with the help of AIYCSM team (AIYCSM will supply the questions and answer sheets) and to evaluate the answer papers with the help of the faculties of the centres within the district.

Benefits of a Coordinator

1. 25 % Share on every payment made by subordinate centres.
2. Promotional Advertisement for the coordinator
3. Extra page on AIYCSM FB Page
4. Authority to provide employment for promotion

Investment
(NC)Initial investment Rs.25000/
(DC) Initial investment Rs.50000/

NC/DC will get

		Click the link to view
		http://aiycsmindia.org/assets/download_image/1444633270.pdf
Brochure 16 Page	20	
Brochure 4 Page	100	
Large Flex 10ft X 6ft	3	
Medium Flex 6ftX 4 ft	5	
Normal Banner	30	
Leaflet	5000	
Sample Marksheet	5	
Sample Result	5	
Forms	250	http://aiycsmindia.org/assets/download_image/1444633803.pdf
Visiting Card	200	
Identity Card	200	
Stamp		
Authorisation Certificate		
The Coordinator will get these benefits after full payment mentioned above.		

Down Load the Affiliation Form Here

http://aiycsmindia.org/assets/download_image/1444633391.pdf

All India Yuva Computer Saksharata Mission

APPLICATION FORM FOR THE CREATION OF NEW STUDY CENTRE
(This form must be filled in CAPITAL LETTERS only)

1 Name of the Institute / Centre: _____

2. Postal Address with Pin Code (Kindly mention the nearest land mark also)
_____
City / Town:_____
State: _____Pin Code: _____

3.Telephone Nos. Office
Land line : _____Mobile:_____
Fax: _____Email id: _____

Website:_____

4. Pan No: _____

5. Name of the Registered Society / Trust (Enclose copy of registration) with Complete Address
_____
_____
_____

6. Name of The District applied for:_____
State: _____

7. Name of President / Chairman/ Trustee/ Proprietor of the Society Trust / Centre:
_____

7.1. Applying for (Please Tick):   Study Centre   ☐
                                          Normal Coordinator ☐
                                          District Coordinator ☐
8. Profile and educational details of the individual as stated above:

QUALIFICATION	BOARD/UNIVERSITY	YEAR OF PASSING	SUBJECTS

9. Nominated Coordinator / Representative:_____

9a.Telephone Nos. Office of nominee:

Landline : _____ Mobile: _____

Fax: _____Email id: _____

10. Current Infrastructure details that is available with you for educational purpose

Details of Premises (Attach Relevant Documentary Proof):

S.No.	Type of Facility	No. of Rooms	Area (Sq. Ft.)	Seating Capacity	Count
a	Class Room				
b	Library				
c	Director's Room				
d	Staff Room				
e	lab				
f	No. of computers available				
g	Printer & Scanner				

11. Faculty Details :

Sl. No.	Name	Designation	Qualification	Teaching Experience (in years)	Subjects Taught By Him / Her
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

12. List of Licensed Softwares:

S.No.	Name of The Software	Date of Purchase	Date of Expiry	Quantity	Remarks
1.					
2.					
3.					

Kindly enclose the detailed Bio Data and Self Attested copies of educational certificates of the Faculties. The Institution (AIYCSM) may insist on meeting any/all faculty member and / or inspection of their appointment /contract / engagement orders.

13. Type of Internet Facility :

Broadband ☐   Dialup ☐   Modem ☐

14. (a) Whether the land & building are owned by the Center.   Yes ☐   No ☐

    (b) If the building is rented, enclose the lease deed of the Society / Institution.

15. Whether the premises is ready for use if yes what it is currently used for:

_____
_____

16. If your centre is also associated with any other Institution . (Give Details)

_____
_____

17. Programs applied for authorization:

_____
_____

18. Location of the Centre:

(a) Remote Area: Yes ☐   No ☐
(b) Easily accessible   Yes ☐   No ☐
(c) Residential Area   Yes ☐   No ☐
(d) Commercial Area   Yes ☐   No ☐
(e) Within the City   Yes ☐   No ☐
(f) Rural Area   Yes ☐   No ☐

(g) Nearest Airport: _____Name of the City:_____
(h) Distance from Railway Station: _____Name of the City:_____
(i) Distance from Bus Stop: _____Name of the Area:_____

19. Latest Stamp Size Photograph of Chairman   Latest Stamp Size Photograph of the Director

20. Signature & Seal of President of Society / Trust   Signature & seal of Director/
                                              Proprietor of Institute

DECLARATION:

1. I / we hereby declare that the details provided by me / us herein above are true to best of my / our Knowledge and the Soft ware's that are used in my Training Centre are all licensed.

2. I / We declare that our institute will abide by all the rules and directions of AIYCSM given time to time.

3. I / We declare that I / We am / are authorized to sign on behalf of my organization and that my directors and shareholders / members (where relevant) are in total agreement of my /our application.

4. In case of any information furnished by me/us is found wrong or incomplete, I/ We declare that our institute may be derecognized and is also open to take any action as per law.

5. I / We undertake not to do any advertisement of our own in print/electronic media without the prior written permission of AIYCSM.

6. I shall declare about the attendance in Theory and Practical classes of the students to AIYCSM and never allow any student in the evaluation if his / her percentage of attendance is less than 80%.

7. I / We hereby undertake that if it is ever found that Institution is not able to run as per the norms, rules and procedures lay down by AIYCSM, AIYCSM shall be free to withdraw the study centre recognition.

8. I / We shall bound to verify all the original documents of the students and certify that the students who will be registered or will fill the examination form at my/ our study centre for AIYCSM programs are eligible in all respect as per the eligibility norms of AIYCSM. I / We shall produce the original documents of the students as and when required by AIYCSM.

9. I / We understand that AIYCSM reserves the right to terminate the study centre registration if it is found that I / We have knowingly made a false declaration in the form and are using any Pirated Server.

10. I / We understand that the approval of my/our institution as Study Centre shall be done as per the Aims & Objectives of AIYCSM.

11. I declare that there will be sufficient arrangement of drinking water, safety from fire, first aid and toilet facility at our Study Centre.

12. I declare that All India Yuva Computer Saksharata Mission can use my Study Centre Premises at any time for the Propagation of Education, Campaigning, Demonstration, Seminar, Tours,

   Educational Program, and Implementation of Government Projects on Literacy.

13. I / We understand that AIYCSM shall be free to reserve the right to reject the application without assigning any reason.

14. I will (For Coordinator only) not recommend any institute to be a AIYCSM Study Centre without physically verifying its infrastructure and faculty/stuff pattern and being satisfied that the centre has the ability to conduct the AIYCSM Courses.

Date : …….….....……………

Place : ………………………..

....
Signature
Head of the Institution with Seal

Note : Filling up the above application form does not indicate that the applicant has given the authorization to open the AIYCSM Study Centre, its on the sole discretion of AIYCSM after the verification if done by AIYCSM officials.

Please provide the following:

   a. A copy of the Driving License / Voter Id Card / Passport/ PAN Card.

   b. One set of Visiting Card, Letter Head & Profile of your Institute

DD Details:

DD.No.: _____DD. Date: _____

Drawn on (Bank and Branch: _____

Amount (in figures) Rs:_____

Amount (in words) Rs:_____

19. Signature & Seal of The Associated Coordinator

Signature & seal of Director/ Proprietor of Institute