
District Co-ordinator Proposal

Dear Candidate,

I thank you for your Expression of Interest in our offer to work as the District Coordinator / representative of the Association. Your experience and enthusiasm will certainly be of a great help to develop Association Network in your district / taluka. You may start your role and responsibilities as District co-ordinator (DC) which shall be as under and also may get further extended as per need.

- Be the Friend / Philosopher / Guide / Leader and Supporter of all the members of our association and for all those who are from the training community. Resolve all the problems faced by members in consultation with Organizational Hierarchy / Head Office.
 - Create / Make as many members, collect filled in membership forms and membership fees (by way of DD / net banking) from prospective members. Promote the cause and principles of association. Spread news; meet more and more people and increase supporters / members / well-wishers in every possible way.
 - Gather and collect information related to the association work and send it to head office.
 - Organize and implement programs and policies decided by the Managing and Executive committee of the association.
 - Promote CICE – ATC brand name by way of different activities, news, articles events etc.
 - To visit all existing training centers in above said district / talukas, collect database in prescribed format. Make each of them a member and convince them to take association's authorization.
 - Visit Associations members and ATCs, at least once in Two months for inspection or otherwise. Check display board, admission records, fee collection records, student attendance records, students receipts, training quality, other courses and fee collection, if any, students overall progress and teaching standards, centre set-up, cleanliness etc. and make necessary suggestions to the centre and also to make necessary reports to C-ICE Head office.
 - Collect and send monthly authorized fee reports with demand drafts payable to head office.
 - Increase turnover of authorized fee collection and number of centers based on the potential of your district.
 - Achieve Course Authorization Fees Turnover Targets set for your districts / talukas in one year.
 - To collect renewal license fees and get done CICE ATC agreements from ATCs every year.
 - Report competitor's activities and computer and other training related news, events, roomers, advertisements etc. in district / talukas.
 - To coordinate and monitor final examination at different centers. As per the lists of students received from centers, Pune office will send question papers to the examiners. The exam shall be conducted at suitable location by them consisting of Theory, practical and Viva, give marks, send evaluated papers to Pune office with oral exam and internal marks. Minimum 15 students are required for one exam; two center's students can be clubbed at one place. DC should monitor examiners activities.
 - To locate vacant places and promote new centers. Target number of CICE ATCs in above said Dist is
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minimum 20 to maximum 50 centers.

- To promote CCC centers in above said district.
- Explain centre operation systems and do counseling to new Centers.
- To support all centers in marketing and promotion, plan and implement media plan in consultation with centers and head office, conduct seminars in colleges as per request of centers.
- Help centers in conducting faculty interviews and training.
- Liaison between students, centers, examiners and Head office.
- Conduct bi-monthly ATC meetings at suitable location. Discuss policies, plan marketing and advertisement strategies. Collect reports, communicate meeting dates, record problems etc.
- Overall responsible and prudent representative for smooth and developmental operations.
- The potential is huge. The better is the performance the more reward you will get. All expenses are to be incurred by you within the share you get.

Association of Training Centers, Centre For Implementing Computer Education - CICE-ATC,							
Proposed Offer for District Co-ordinator for 2013							
	Avg. Fees per Group	No of ATC	Admissions per ATC	Total Students	Total Collection	Total Share = 15%	DC Share 16.66 % Total share
Group 1 –Introductory and Promotional Courses	1000	20	15	300	300,000.00	45,000.00	7,500.00
Group 2 –Modular Courses	1000	20	20	400	400,000.00	60,000.00	10,000.00
Group 3 –Certificate Courses	2500	20	15	300	750,000.00	112,500.00	18,750.00
Group 4 –Diploma & Advance Diploma Courses	7000	20	10	200	1,400,000.00	210,000.00	35,000.00
Group 5 –Career Courses – Available in Selected ATCs.	14000	5	10	50	700,000.00	105,000.00	17,500.00
Group 6 –Hardware and Networking Courses	7000	5	10	50	350,000.00	52,500.00	8,750.00
			80	1300	3,900,000.00	585,000.00	97,500.00
ATC License Fees = Rs. 2,000.00	2000	20	500		DC Share @ Rs. 500.00		10,000.00
CCC DC Share Rs. 50 per Student.	50	10	100	1000			50,000.00
Examination Remuneration Payable to DC - Average Cost Rs 65 per Student.		20	80	1000			65,000.00
Total Earning a DC Can make in One Year – Rs.							2,22,500/-