

DELL Guidelines

The guidelines have been divided into three parts :

- I. General Instructions**
- II. Agreement to be signed by Principals and responsibilities defined**
- III. Incentive scheme (benefit sharing arrangement)**

General Instructions :

- 1) These Guidelines to be put on public display outside the DELL
- 2) DELL is a knowledge center established by the Department of Higher Education, Government of Gujarat for the Students and Faculty members.
- 3) DELLs will have to remain open from
 - a. College opening time to
 - b. College closing time
 - c. Any other time during the day if any other course is running beyond college hours or students want to practice so that it can be used optimally.
- 4) Internet should be available on all the computers through the server at all times, maybe through a proxy/firewall or similar arrangement.
- 5) DELLs can run any course under any government initiative. For example, the following courses:
 - a. SCOPE/CHE programme:
 - i. Only assessment
 - ii. Assessment with Training
 - b. Other Courses like:
 - i. GKS
 - ii. Accounting packages
 - iii. Any other courses as deemed appropriate by the College and approved by the Principal.
 - iv. Any other skill development courses as intimated by SCOPE/CHE
 - v. TEL material developed for CBCS (Choice Based Credit System).

- 6) Safety and security of equipments, cleanliness and hygiene are to be maintained at all times in the DELL for which the College and all users are responsible.
- 7) Users will have to adhere to all the rules framed by the Principal and the DELL coordinator.
- 8) DELLs will be graded/accredited every year and college should know the performance criteria for each grade – A, B or C. DELLs in A grade will get opportunities to upgrade.
- 9) Colleges are required to give audited statement of accounts for the fee collected on behalf of running SCOPE courses. It is suggested to open/maintain a separate/new bank account for this.

Terms of agreement with College and Principal

- The Principal/College authority are responsible for the continuous and judicious usage of the DELL throughout the year.
- The Principal/College authority will strive to fulfill the vision and objectives of DELL.
- The Principal/College authority will ensure that the infrastructure provided for DELL in the form of 25 PC's and software will be used appropriately for the benefit of the student and teacher community. Students of UDISHA- Placement clubs – can be allowed to use DELL to develop employability skills.
- Necessary steps will be taken in those cases where DELLs fall under C or D grade.
- The college has to comply with the PBG requirement of SCOPE.
- The ownership and responsibilities with respect to the DELL's are as follows:
 - The ownership of the computers and all other ICT materials will rest with Govt. of Gujarat.
 - The ownership of the furniture and fixtures will rest with Govt. of Gujarat.
 - The Principal/college authority will be responsible to ensure that all issues related to malfunction in hardware/software are reported to the concerned agency as per the processes defined by them.
 - The Principal will also be responsible for intimating SCOPE regarding any

lack of response by the maintenance agency.

- The Principal/College authority will have to update information on the MIS provided by SCOPE in coordination with the Special Administrative Agency (SAA) appointed by SCOPE.
- The Principal/College authority will be responsible to maintain the security of the MIS.
- On installation the Principal/College will have to provide a photograph as well as a video showing all the facilities of the DELL.
- The Principal/College authority will be responsible for the following:
 - To spare one room of minimum 25x25 feet dedicated for the DELL
 - To ensure that the necessary electric (with separate electricity meter), internet connections and other support for the functioning of DELL are provided.
- The Principal/College authority has to nominate a responsible person as the DELL coordinator, send them for training programmes as and when required and bear all expenditure for the same.
 - The Principal/College authority can nominate any other trainer to take the training sessions as long as the trainer fulfills the criteria decided by SCOPE.
 - The Principal/College can also tieup with the Zonal Training Partners of SCOPE as long as the fees charged from the students does not exceed the fees decided by SCOPE for DELL's.
 - If the required level of coordination is not sought from the coordinator, SCOPE would ask Principal to replace the same with another person and it has to be complied with.
- Minimum enrollments to be provided to SCOPE:
 - 100 candidates per examination session
 - Three sessions per year
 - July, October and February
 - Cumulative 300 candidates per academic year is permissible or 75% of total strength of college
- Fees for any other training programmes to be conducted in the DELL's can be

collected only with the prior approval of SCOPE, in turn with endorsement of CHE.

- Maximum fee for the SCOPE programme is as follows:

- For Only assessment scheme:

- Rs. 200/- per candidate for A level
- Rs. 300/- candidate for B level

(Rs. 75/- to be retained out of the above by the college towards administrative costs and rest to be paid to SCOPE on submission of registration forms)

- For Training and Assessment scheme:

- Rs. 600/- per candidate for A level
- Rs. 900/- per candidate for B level

(College to pay SCOPE assessment fees as applicable in Only Assessment Scheme the rest to be retained by college towards training and administrative expenses)

- SCOPE will provide a list of endorsed training materials and details of how that material can be procured.
- All communications sent by SCOPE/CHE regarding enrollments and examinations should be communicated to all the students of the college and a separate display board should be assigned for the same.
- The DELL's should be kept open for inspections, visits and examination's as communicated by SCOPE/CHE from time to time.
 - Topmost priority should be awarded to SCOPE/CHE examination and the DELL's should be provided for examination purpose overriding any other usage.
 - During examination days the DELL should be kept open during the hours specified by SCOPE/CHE.
 - All administrative support required for the conduct of the examination should be provided by the College.
 - During examinations the DELL's will be under the total control of the agency nominated by SCOPE for conducting the examination. A 3-key lock

arrangement should be in place with 1 key with principal, 1 with lab coordinator and 1 with SCOPE office.

- The agency will have all rights to install/modify any software as required for the examination.
- At the end of the examination the DELL will be handed over to the college after restoring it to the original condition.
- DELL's should be kept open for QAC visits/inspection's and the DELL coordinator should remain present during such visits/inspections.
- The visit report should be signed by the Principal and the DELL coordinator.

SCOPE/CHE will provide the following incentives to the Principal/College authority:

- Rs. 75/- per enrolled candidate to be retained by the College towards administrative and incidental expenses for A and B levels under OAS scheme. Under Assessment with Training scheme, Rs. 475/- and Rs. 675/- for A and B level respectively can be retained by the college towards administrative and incidental expenses.
- The College will be provided a Computer and a LCD projector on enrollment of more than 300 candidates in an academic year.
- Three Principals and lab coordinators/trainers of the colleges enrolling the maximum number of candidates in each examination session will be felicitated by the Commissioner Higher Education and CEO, SCOPE.
- Principals will also be felicitated by the Commissioner Higher Education under the AAA scheme.
- AZURE (premier BPO) may visit and recruit from those colleges who have more than 100 candidates who have passed the SCOPE examinations at any level. These candidates will directly appear in the 2nd round of interviews.
- Trainers will be invited to workshops and training sessions organized by SCOPE/CHE and Cambridge ESOL from time to time.
- The colleges will be eligible to have a listing along with their logo on the

SCOPE website