

A glimpse of SCOPE Programme

(to be distributed as QAC Kit)

Society for Creation of Opportunity through Proficiency in English

Society for Creation of Opportunity through Proficiency in English

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Society for Creation of Opportunity through Proficiency in English (SCOPE)

Why the need to learn English as a language?

English is a global language. English is a language to help in trade, travel, communication and success beyond national boundaries. It has become a yardstick to measure the performance of employees in many industries and a key element for employability in others. Why Gujarat should devoid of riding on the bandwagon of language proficiency when it is emerging as fastest growing state, signing MoUs worth thousand of crores of rupees and creating more employment opportunities for its youth. To avail of enormous opportunities these situations have generated, a need was felt for a state nodal agency to equip Gujarat youth with English language (listening, reading, speaking and grammar) along with other essential skills. The main spirit behind concept of SCOPE is “Neither dominance nor disinclination” for English.

Keeping in view the aforesaid mission, SCOPE (Society for Creation of Opportunity through Proficiency in English) has been setup by Government of Gujarat in February, 2007 and registered as a society under Societies Registration Act, 1860, to build English language proficiency in the youth of Gujarat and thereby creating employment opportunities for them. SCOPE, being a language flagship body of government focusing only on English language skill, has already tied up with University of Cambridge, UK for providing international certificate to its students. Since its inception, SCOPE has already witnessed an enrolment of more than 4,66,000 candidates (as on July, 2015).

Implementation modes of SCOPE Programme - PPP and OAS

SCOPE implements its programmes through two models – 1. PPP (Public Private Partnership) model, 2. ITP (Institutional Training Partner) through its OAS (Only Assessment Scheme) and assessment with training in DEL lab. It tries to bring in efficiency of the private sector with the wide reach and infrastructure of government. Many centres of SCOPE are already running in the premises of schools and colleges. It

also has a significant presence of private centres who deliver this programme from their own training centres. SCOPE has established a network of more than 425 centres through four Zonal Training Partners (ZTPs) across Gujarat for the purpose of providing English language training to candidates. SCOPE has its presence in all districts in Gujarat with significant presence in four major cities like Ahmedabad, Rajkot, Baroda and Surat. It is planned that Colleges under Commissionerate of Higher Education and Directorate of Technical Education will be SCOPE centres in due course of time.

International Assessment and Certification - Cambridge University

To enhance the employability and to showcase the proficiency of English, SCOPE has roped in Cambridge English Language Assessment, part of the University of Cambridge, UK as the assessment and certification partner. The Cambridge English examinations are recognized by various employers, universities & colleges, professional bodies, ministries & government organizations throughout the world including visa applications at UK.

The B level course offered by SCOPE (called BULATS Online) is now recognised for Tiers 1, 2 and 4 of the Points Based Immigration by the UK Border Agency for visa applications and for Partner Visas (please refer website www.bulats.org/Bulats/certificated-bulats-online.html).

What is the difference between CPT and BULATS - who should opt for CPT and who for BULATS while filling the examination form?

CPT is an online computer based online adaptive test with 'General English' context while BULATS is a computer based offline adaptive test with 'Business Language' context. BULATS test involves more business and commercial terminologies with sales, figures, graphs etc. It is a premium test having a wide validity and acceptability in many countries. Cambridge University has made BULATS equivalent to IELTS in the CEFR mapping.

In CPT, students can apply for any level from A1 to C2. Students aspiring to appear for B1 and above level in business language should apply for BULATS. However, result

after any of the above test can range from A1 to C2 depending on the performance of student.

Structure of Programme and Fee

The English Language Training programme is being developed on the Common European Framework of Reference which are mapped with ALTE levels. Six level of courses are offered :

Basic : A1, A2

Advanced : B1, B2

Proficient : C1, C2

To make the course assessable to all, the fee structure is fairly reasonable and affordable. Fees for levels A1 level is kept at Rs. 1550/- (taxes extra), B2 level is kept at Rs. 1800/- (taxes extra), while for C1 and C2 it is Rs. 2,200/-(taxes extra). Even at these levels, it has been ensured that it is profitable for the training centres as well as the Zonal Partners. This includes training, course materials, exam coordination, assessment and certification.

For the college student who just want to assess their current level of English proficiency or who want to have a credible certification in their resume, SCOPE has devised a very innovative arrangement. Under OAS, fee for college students is only Rs. 350/- for A level course and Rs. 600/- for B level course. Out of it, SCOPE charges only Rs. 275/- for A level and Rs. 525/- per candidate for B & C level courses. Rest of the amount remains with the college for administration and incidental expenses but for every present candidate only. Under fat assessment scheme where training is provided to the students, fee is Rs. 750/- for A level and Rs. 1200/- for B & C level courses. It gives them a chance to benchmark themselves at the international standards in English language at a very nominal price.

For delivery of course a syllabus of international standards has been adopted and the materials for the same is used to train candidates. SCOPE also provides audio-visual

material for training. SCOPE has also provided infrastructural support in terms of LCD projector and computer to many of the centres for enhancing the quality of training.

Quality Assurance Cell

A QAC agency has been identified by SCOPE to grade the centres and keep a check and balance on the quality of deliverables. Based on various parameters and physical onsite visit by QAC personnels, centres are graded as A, B or C. Three consecutive attainment of grade C qualifies a centre to be deactivated by SCOPE authorities. Currently M/s Swayam Foundation, Ahmedabad has been entrusted the task of QAC. The QAC visits involve paper, photo and video documentation.

Environment Building and Dissemination

To create awareness of this programme among general public, SCOPE has played an active role in advertising courses and associated benefits through various modes of dissemination. Print media like newspaper, pamphlets, brochures, hoarding etc. has been used along with electronic media like cable Ads, radio jingles and lecture telecast through BISAG. The SCOPE's role has been in administering the advertisement campaign, assessment and certification, quality assurance activities and generating placement opportunities for pass outs. Private partners have to look after the delivery of training and enrolling candidates.

Assessment at doorstep

Normally SCOPE conducts exam at every fourth month i.e. 3 exam cycles in a year. The exam, now, has to be conducted in online mode only. It is conducted in multiple choice question formats. The exam is conducted even at the remote places of state so that candidates don't have to travel too far. 'B' level exam is now taken as computer based test (CBT), which is more comprehensive and adaptive test. Digital Education and Learning Labs established at various colleges are utilised to conduct this test. SCOPE has also started conducting online speaking test from January 2011 exam session. However, now it is conducted mandatorily for BULATS candidates only. If any candidate wants to

appear in speaking test, they can do so by indicating their choice separately in the examination form. Probably this is the first time in India that such a test is conducted on such a wide scale reaching out to the candidates at every nook and corner of the state.

SCOPE not only provides learning opportunities but also placement opportunities for its pass out candidates. The centres/colleges, who wish to conduct campus interview, should contact SCOPE provided they have at least 100 candidates ready to be interviewed.

Achievements:

- More than 4,60,000 candidates have taken part in SCOPE programme till May, 2015 since its inception. This includes learners from all districts and segments of the state. Students / Teachers / Government employees / Housewives / Entrepreneurs etc. have been enrolling themselves in these years.
- SCOPE has conducted Speaking test for more than 200,000 candidates in last 48 months (from January, 2011 to August, 2012). This is first time in India that a speaking test is conducted in online format on such a wide scale.
- SCOPE has made its B level test fully computer based from July 2009. It makes the assessment more comprehensive and adaptive. It serves as a model of assessment which can lead the way of online /computerised assessments in future for Education Department.
- SCOPE is providing training to the candidates registered with Employment department and in turn candidates receive skill vouchers from Employment department for learning English. It has trained thousands of unemployed under this arrangement.
- SCOPE has emerged as a trainer for English language at many of the Government departments and corporate houses. It has already trained employees at Commissionerate of Higher Education, District Collectorate Ahmedabad, All subsidiaries of Gujarat Electricity Board, District Institute of Education and Training (DIET), Gujarat Law University etc. SCOPE has delivered training in reputed companies like L&Y, Bombardier, Microlink etc.

- SCOPE has trained more than 1000 teachers and Students of ITI's at a subsidised rate of just Rs. 700/- per candidate.

Conclusion

Few are some of the benefits which can be reaped by candidates who wish to enrol themselves with SCOPE:

1. Nominally priced as it is a subsidised programme.
2. International certification (University of Cambridge, UK)
3. BULATS equivalency to IELTS and other international tests.
4. Assessing self proficiency in language against international standards. It helps in preparation of other international tests also.
5. Entrepreneurship opportunity for trainers who want to venture into field of English training
6. Placement opportunity
7. Attractive schemes for college students
8. Opportunity to become Accredited Cambridge oral examiner for assessing speaking tests.
9. Secure, Integral and adaptive examination
10. Computer Based Test – This improves IT skills as well.

Reach SCOPE

@

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Exam Agency of SCOPE (for requesting and submitting Candidate Registration Forms, requesting hall ticket, exam schedule, certificates) :

Concepts Eduserv Pvt. Ltd., 409, Advait complex, Behind Sandesh Press, Vastrapur.
Ahmedabad . PH : 079-26763458, 40030058
Email : dhinal.rajguru@gmail.com

**Common European Framework of Reference: Learning, Teaching, Assessment,
Proficiency Levels**

Proficient	C2	Can understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.
User	C1	Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.
Independent	B2	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
User	B1	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.
Basic	A2	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
User	A1	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.

Source: http://www.coe.int/t/DG4/Portfolio/?L=E&M=/main_pages/levels.html

English Language Teaching Qualifications from University of Cambridge, ENGLISH Examinations

Teaching Knowledge Test (TKT) is a test that focuses on the teaching knowledge needed by teachers of primary, secondary or adult learners of English, anywhere in the world.

Overview

TKT is divided into separate modules. You can take them all, or just choose the ones that meet your needs. You have total flexibility in how and when you take the modules and receive a certificate for each one completed.

Core modules

- Module 1 – Background to language teaching
- Module 2 – Planning for language teaching
- Module 3 – Classroom management

Teaching Knowledge Test (TKT) has been developed for people who:

- are already teaching, but would like to take an internationally recognised qualification to gain formal recognition for their experience
- want to enhance their career opportunities by broadening their teaching experience into specialist areas
- want to keep their teaching skills up to date.

Preparing for *TKT* will help you grow in confidence as a teacher and give you the knowledge and skills that will help you develop your career as an ELT professional. You can take *TKT* whatever your background and teaching experience.

Special Test Date

We are organizing a **Special Test date** for the English Language Teachers and Trainers associated with SCOPE

Test Date: in the month of October 2015

Price : The test is normally priced at Rs. 3600/- but Concepts is offering a **special price** of Rs. 3200/- per module. The candidates can register for any or all of the modules.

All the candidates will get **FREE**:

- Access to an e-learning site which will facilitate their preparation for the test.

Last date for registration: 30th September, 2015

Excerpts from DELL Guidelines

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.

Other instructions are :

- The Principal/College authority is responsible for the continuous and judicious usage of the DELL throughout the year.
- 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 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 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 tie up 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.
- 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.
- 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.
- 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 English from time to time.
- The colleges will be eligible to have a listing along with their logo on the SCOPE website

Feedback Sheet

Please take a few minutes to complete this evaluation sheet. Your feedback and comments will help us to improve and analyse SCOPE programmes.

Name: _____ Gender (M/F): _____ Date of Birth :

Candidate No: _____ Address :

Center Code: _____ Center Name: _____ ZTP Name

Trainer Name _____ Trainer Qualification (include SCOPE level)

Training attended from: _____ to _____

Educational Qualification: Xth / XIIth / Graduate / Post Graduate

SCOPE English level passed: Nil /Pre A1 /A1 /A2 /B1 /B2 /C1 /C2

If passed, mention the year of passing : _____

Medium of Study: English / Gujarati / Hindi

How did you come to know about the SCOPE programme:

Newspaper/Hoarding/Pamphlet/Training centre/Word of mouth/Cine slide/Cable
Ad/Exhibition/ any other mode (please specify)

1) Was the aim/objective of attending the programme served: Yes No

• Was the Training interesting Yes No

• Do you think the activities in the training were relevant to your needs Yes No

4) Was the duration of the training appropriate Too long About right Too short

- 5) Which course material was provided to you: Language in use / World Link/Nothing/Other
- 6) Did you find the course material appropriate: Yes/ No
- 7) The level for which you were trained was appropriate Yes/No
- 8) Would you like to enrol for next level of SCOPE programme: Yes/No
- 9) Did you appear for both the exams (Listening and Reading, Speaking) : Yes/No
- 10) Do you know about CBCS (Choice Based Credit System) : Yes/No

Please rate your assessment about the Trainer and Training (1 being the poor , 5 being the excellent):

10) EXCELLENT	POOR				
1) The trainer's presentation style	1	2	3	4	5
2) The quality of reading material/ visual aids	1	2	3	4	5
3) The trainer's general manner when dealing with the group	1	2	3	4	5
4) The availability and use of additional reading materials	1	2	3	4	5
5) The use of ICT facilities by the Trainer	1	2	3	4	5
6) How well the trainer answered any questions that were asked	1	2	3	4	5
7) Whether the trainer allowed enough time for discussion/ questions	1	2	3	4	5
8) Whether the trainer was able to involve you in session discussions/ activities	1	2	3	4	5

Date :

Signature

Place :

Important Instructions for filling up Candidate Registration Form

- Always use the latest form only. Please be in touch with your ZTP for the latest format of form. Old forms to be discarded.
- Please give the complete postal address as the forms and the certificates will be couriered to the given address only.
- Please provide the correct and working mobile no. and email id of the candidate as the information would be used by SCOPE for informing candidate about exam schedule or any change thereto.
- No sections of the form should be left incomplete.
- The form can be filled and submitted to your ZTP in time. Late submission would not be accepted.
- You can demand CRF from your ZTP or from the Exam agency. Exam agency information is :
 - Concepts Institute of Education. 409-412, Advait Complex, Nr. Sandesh Press, Vastrapur, Ahmedabad – 380054, Phone – 079 40030058.
- For any information, you can contact SCOPE office - Society for Creation of Opportunity through Proficiency in English, "Prajna Puram" KCG Campus, Opp.PRL, Administrative Block, First Floor, Nr. L D Engineering College, Navrangpura, Ahmedabad 380015
- Website : www.scopegujarat.org.

Revised QAC Parameters

S.No.	Parameter	Weightage	Description
1.	Trainer Certification	25%	The trainer should have at least B1 certification and should be at least 2 levels of English language proficiency above the candidates that he/she is training.
2.	Enrollment more than 20 per session	15%	The centre should have registered at least 20 candidates for examination in the session preceding the QAC visit.
3.	Passing Percentage more than 70%	25%	At least 70% of the candidates registered for the examination should have passed with the same or a higher level of proficiency for which they had registered.
4.	Promotional Events	5%	The centre should have conducted at least 15 promotional events/visits in the quarter preceding the QAC visit.
5.	Trainer's Material	5%	The trainer should have the training manual and the video CDs to show in the classrooms.
6.	Candidate Material	10%	The candidate should have received the course book, work book and the audio CDs and the centre should have maintained the record of the same.
7.	Feedback	5%	The centre should collect feedback from the participants, preserve its records and also analyze the findings from the feedback.
8.	Placement test	10%	The centre should conduct placement test and should also preserve records of the test and its results.
Total		100	

Based on the weightage scored by a centre as per above criteria, the centre grades will be allocated as below :

Score of a Centre	Grade of the Centre
80 % to 100 %	A
50 % to 79 %	B
0 % to 49 %	C



Digital Education and Learning Laboratory (DELL) – QAC

Date:

QAC Representative code:

(A) Institute Profile

Name of college :	
Name of Group / Trust, if any	
Postal Address:	
Name of Principal: ● Cell: ● Email:	
Name of College Co-ordinator: ● Cell: ● Email:	
Name of DELL Coordinator From Educomp: ● Cell: ● Email:	

- Please tick mark the disciplines applying to your college

<input type="checkbox"/> Arts	<input type="checkbox"/> Law
<input type="checkbox"/> Commerce	<input type="checkbox"/> Home Science
<input type="checkbox"/> Science	<input type="checkbox"/> Others
<input type="checkbox"/> Education	

(B) Usage of Lab

Y/N (Ans)

Does somebody check/monitor the usage of computers and Internet connections and maintain log in the DELL? (Log book)	
How many hours do the students use DELL per week (approx).	

Please mention the vocation and professional courses/programmes/self learning modules being run in DELL (e.g. 1.Personality development, 2.business communication, 3.Internet and computer skills, 4.accounting, 5.Spoken tutorials, 6.various e-resources and open source software's, 7.entrepreneurship, 8.time management and 9. online evaluation etc.)	
How many hours do the faculty use DELL per week (approx.)	
Purpose of using DELL (General and special requirement of faculty) (e.g. Research, course related, web search, PAS, knowledge enhancement, email and Internet surfing, online evaluation, administrative tasks etc.)	
Has QAC visit ever been conducted by SCOPE team in your lab (Yes/No) & when	
Would DELL coordinator be interested in playing a mentoring role in maintenance of DELL in his/ her district and carrying out various surveys and status reports (Yes/No)	

● What is the plan (in brief) of college to sustain the DELL :

Please fill the table for existing usage of the lab

	Potential Usages	No. of hrs. in a week used by students	No. of hrs. in a week used by faculty	No. of hrs. in a week used by outsiders
1.	IT related courses			
2.	Internet based library			
3.	On line Examination			
4.	Other			

(Use extra sheets if required)

(C) Technical and Physical of status

- Year of establishment of DELL _____
- How many computers are there in your DELL (including server) _____
- How many Internet connections are in the lab? _____
- What is the speed of Internet Connection? _____
- How many computers in your DELL are functioning _____

➔ If not all, What is the problem (please tick again the issues):

- a) Local Area Network (LAN) / Cabling
- b) Switch / Router
- c) Operating System / Server system
- d) Globearena Software
- e) Router/Modem
- f) Anti-virus
- g) Internet Connections
- h) Furniture
- i) **Dilapidated** Condition of the DELL room
- j) Power fluctuation / power shortages / backup availability
- k) We don't know how to diagnose problem
- l) Others:

- Does your college has Internet connections? Yes/No_____
- If yes, Total number of connections given to the college till date _____
- Under NMEICT scheme implemented by Commissioner of Higher Education_____, Bandwidth: _____ kbps by UGC/other schemes other than state govt. _____, Bandwidth: _____ kbps
- Is there a notice board outside the lab mentioning DELL purpose? (Yes/No) :_____ . If not, by when can you put notice board?

- Is your DELL lab considered as Exam centre? (Yes/No) : _____
- Are you willing to consider your lab as exam center (Yes/No): _____

- Are the students willing to pay a small users fee for the use of IT services in the centre so that the maintenance expenditures are covered; how much per course?

- Any suggestion to make the centre run effectively? Who should be made in-charge?

- How would you rate your DELL on a score of 1 to 5 (1 Very Poor, 2 Poor, 3 Avg, 4 Good, 5 very good) on the following parameters.

Pre Visit

	1	2	3	4	5
→ Maintenance of Room	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
➤ Cleanliness	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
➤ Lightning	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
➤ Air Conditioning	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
➤ Maintenance of Computer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
→ Anti-virus in the computers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
→ Opening and closing timing of DELL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
→ Usage of lab for at least 6 hours per day	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
→ Relevancy of DELL to the college	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
→ Educomp lab Co-ordinator Performance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is your college registered for DELL / only assessment? Please mention code.	
Make & Model of Computers	

(HCL / ACER / ZENITH), please specify	
Establishment Year	
Display type	LCD <input type="checkbox"/> Monitor <input type="checkbox"/> TV <input type="checkbox"/>
Working numbers of Head phones / Microphone	
Any other type of course (s) running at your College?	
SCOP's online learning App (Flinnt) being used for self- learning	Yes No
Course material 30- CD set available	Yes No
Does college faculty need any kind of training or Assessment from the SCOPE?	Yes No
Has faculty appeared for SCOPE assessment? Please mention the Grade	Yes No
Do you wish to upgrade the hardware?	Yes No
Is college enrolling for the SCOPE regularly?	Yes No
Approximate figure of enrollment for the current year	
In case of non Enrollment, specify reason	
Reimbursement received for SCOPE examination. If not, then mention the pending amount & exam session	Yes No Pending amount: _____ Exam Session: _____
Is this lab a regular exam center?	Yes No
How many candidates are trained in lab? - For English language	
- For other classified programs	
Expectation from SCOPE :	

1. For DELL 2. Other Software's	
Have you sent the photograph of your lab to SCOPE? When?	Yes No When ? _____
BISAG telecast functional?	Yes No

(D) Feedback / Suggestions

- Co-ordinator Feedback

- Students' feedback (at least 20 students per college or 10% of the total strength whichever is less)

(Please use extra sheets, if required)

(Sign of the principal)
with official stamp

Sign: coordinator

SCOPE's Centre - QAC

Date:

QAC Representative Code:

1.0 Centre's Profile

1.1	Name of Centre :
1.2	Postal Address :
1.3	Centre Manager :
1.4	Centre Head :
1.5	Contact No. of Centre :

2.0 Instructional Material

2.1 Are the records of Placement test maintained for later reference : Y/N	
2.2 Are records of feedback forms available : Y/N	
2.3 Are course book, Work book, CDs/DVDs provided to all students: Y/N	
2.4 Are teachers book, Audio/Video material available : Y/N	
2.5 Are LCD & Projectors available in working condition : Y/N	
2.6 LCD projector Brand	
2.7 LCD projector Sl. No.	
2.8 Computer Brand	
2.9 Computer Sl. No.	
2.10 Training Manual followed: Y/N	
2.11 Training Videos shown: Y/N	
2.12 Is record showing receipt and issue of training material to all candidates available: Y/N (attach photocopy as sample)	
2.13 Is Skype or any other video conferencing software functional at centre: Y/N	

3. Result Analysis

Exam Session	Enrolled A Level	Pass A1	Pass A2	Pre A1	Absent	Enrolled B level	Pass B1	Pass B2	Absent	Sponsored Candidates Out of Enrolled Candidates

4.0 Enrollment Expectations (Next three exam sessions)

Exam Session	A1	A2	B1	B2	Total

4.1 Any other USP of the Centre or Activity (other than enrollment) which helps in promoting SCOPE's objectives.

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5. Trainer's Certification:

Sr. no .	Name	Basic Qualification	Range of English Exam Passed	Level Achieved	Year of Completion	Enrollment_No ./ Cand_No.	No. of Batches/ Students Currently Being Trained

6. Audio Documentation Details (to be recorded by the QAC representative):

.....

7. Video Documentation Details (to be recorded by the QAC representative):

.....

8.0 Is trainer working with centre: (Y/N)	
8.1 Was trainer present at the centre: (Y/N)	
8.2 Trainer’s contact number	
8.3 Is trainer associated with any other centre (Pls. mention)	
8.4 Trainer’s e-mail id	
8.5 Does the trainer need any kind of training and certification from SCOPE: (Y/N)	
8.6 Has the trainer attended any training or seminar organized by the ZTP: (Y/N)	
8.7 Has the ZTP provide the trainer with enough support and information: (Y/N)	
8.8 Does the trainer has any worksheet or new material for students: (Y/N)	
8.9 Is the SCOPE online course Flinnt being used: (Y/N)	
8.10 Is the SCOPE CD set available: (Y/N)	

9. Promotional Events:

Date	Particulars

10. What assistance do you expect from SCOPE to improve enrollments?

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11. Previous grade of centre: _____ (to be confirmed with Concepts Eduserv Pvt. Ltd. –Former QAC Agency)

12. Why do candidates enroll for the SCOPE Program?

- Most Professional require a good level of English
- Career & the professional development
- Developing effective communication skills
- Boosting self confidence
- Placing the learner better in peer group
- Increment and promotion at work place
- Self Assessment
- Preparing for highly competitive exams
- Helping homework of kids
- Understanding of any English Novel/ article
- Watching English movies/ documentation
- Any Other

13.0 What opportunities available to the candidates after training?

- a)
- b)
- c)

13.1 Do you have any mechanism to contact candidates after they complete training?

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14.0 Was the batch in progress during visit: Y/N

14.1 If Yes then:

a) No. of students present

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b) Name of the trainer

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c) Quality rating of the session

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14.2 If No then:

a) What are the batch timings?

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b) When was the last batch completed?

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c) Has the batch been registered in MIS?

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d) How many days have elapsed since registration?

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15. Any complain or suggestions regarding your ZTP?

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16.0 Remarks:

16.1 Does the Centre has fair knowledge of SCOPE activities: Y/N

16.2 Have you explained the SCOPE activities to the Centre: Y/N

16.3 Does the Centre know about MIS registration, Batch registration & other Administration process of SCOPE necessary for quality check & smooth examination: Y/N

Date:..... Seal & sign of Centre.....

Seal & Sign. of QAC Representative: