

TECHNOLOGY
EXTENSION
DIVISION

PROSPECTUS



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PROSPECTUS



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY
(Under Government of Kerala)

TECHNOLOGY EXTENSION DIVISION

Ground Floor, TC 26 / 33 (3), Chittezham Lavanya,
Behind SMSM Institute, Statue, Thiruvananthapuram-695 001
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CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY
(Under Government of Kerala)

The Organization - C-DIT

Government of Kerala established Centre for Development of Imaging Technology (C-DIT) in the year 1988 with a vision for advancement of research, development and training in imaging technology with an implied role in socially relevant science and development communication. C-DIT is situated in the picturesque campus in Chithranjali Hills, beside the Kerala State Film Development Corporation Studio. Uniqueness of C-DIT comes from the rare combination of its human resources - a co-existence of the talented pool of creative personnel with technological work force. In its 32 years of existence, C-DIT has successfully completed many prestigious projects of the Government of Kerala. Over the years, C-DIT has evolved into a centre of convergence, communication technology and imaging offers a large number of services covering a wide range of information applications and deploying varied media formats.

The Mission Statement

“To become the leading service provider and product innovator in new media information technology systems, tools, applications and content development with thrust on deployment of sustainable and appropriate imaging and technology for science and development communication.” The mission statement of C-DIT has been a guiding light in the successful history of the organization. The organization has always stood by the guidelines that the mission statement provides.

Activities

C-DIT is well known for its professional execution of many projects and initiatives. C-DIT has Divisions / Departments working under four functional Groups, relentlessly working to achieve the organizational goals.

ORGANIZATION STRUCTURE

Centre for Development of Imaging Technology (C-DIT) is a unique organization working in the area of convergence and beyond of Information and Communications Technologies (ICT), Optical Image Processing, Content development and dissemination in multi-media formats. C-DIT is proud of having a talented pool of creative personnel working in close collaboration with qualified and experienced technological work force.

Service Span and Ideology

C-DIT has reorganized its activities through four functional Groups, each specializing in a core area, viz. Communication Group, Technology Group, Education & Training Group and Management Services Group. C-DIT has been functioning as a Total Solutions Provider to the departments and agencies under the Government of Kerala in the areas of ICT applications and in supply of Holography based security products.

Communication Group focused on activities related to multimedia production, and other communication programmes of Government of Kerala, Design and implementation of communication and advertisement plans for various other agencies, post production processes such as editing, recording and technical support & hardware maintenance, video/Digital Archives, Visual Design, Graphics & Animation, Research, Designing and Content Development for websites/portals and all other allied functions. Communication Group consists of three divisions viz. Production Division, Design & Content Development Division, Technical Support & Post Production Division. Besides this, the 'Production Logistics and Accounting Department' which is part of the Operations Group is functionally attached to the Communication Group and provides logistics, administrative and accounting activities related to video and web based production and post-production activities in the Group.

Technology Group includes activities related to Informatics, Software Engineering, Software Development, Web Programming, Software Quality Testing, Web Design, Government Computerization including Software Requirement Specifications finalization, Providing IT Solutions, System Administration and Technical Support in E-Governance projects, Indian Language Computational Linguistics, Optical Image Processing, Holography, Web Hosting, Cyber Security, Research & Development and related areas of technical nature. Technology Group comprised of four divisions viz. Informatics, E-Governance Implementation, Optical Image Processing & Security Products and Research & Development Division.

Education and Training Group is responsible for conducting courses on Animation, Multimedia, Digital Photography, Editing etc. The group also concentrates on short term/ long term training programmes in visual and multimedia communication, corporate training, IT based training, technology extension and C-DIT educational partnership programmes, online education & training programmes. Cybersri and other collaborative training programmes, Advanced ICT training programmes, training for skill upgradation of employees of C-DIT and other academic activities come under the purview of this group. Two divisions namely Communication Courses Division and Technology Extension Division come under this group.

Management Services Group delve on HR, General Administration, Establishment and Service matters, Financial Management, Accounts, Budgeting, Project Management, Corporate Planning, Project Monitoring, Expediting, System Study and User Requirement Document Finalization, Governance, Business modeling components and marketing for other groups. The group consists of three divisions: Corporate Operations Division, Finance & Accounts Division and Management Services Division.

Centre for Development of Imaging Technology had set before itself the principal objective of bringing the latest technologies into the service of smooth governance and to empower the people for the end use of these technologies to the betterment of their own lives.

C-DIT, one of the most trusted solution providers, is a name with a long history that powers itself into new ventures. This trust extends to a series of products, services and solutions that cover diverse activities - from electronics, optonics to cutting-edge information technology. As we enter the fourth decade, our identity has evolved with our services, adapting for enhancing the scope and reach of government activities.

C-DIT OFFICES

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INTRODUCTION

C-DIT understands the necessity of extending technology to tap the vast human resource of the State and to help them translate their potential to bring about larger benefits for the State. The Technology Extension Division under Education and Training Group provides avenues to meet this requirement of the youth in the State. Offering a rich gamut of courses in association with C-DIT Educational Partners (CEPs) spread across all the districts is one of the major functional areas of this Division. With the CEPs numbering about 300, this Division holds the record of having the largest number of educational partners under any similar Government institution in the State. It has been conducting and administering as many as 14 IT Courses approved by State Government of Kerala (GO(P)No. 24/2011/P&ARD dated 11-08-2011 & GO(P) No. 25/2011/P&ARD dated 19-08-2011). The certificates issued by C-DIT are suitable for the appointments in public services. C-DIT also conduct courses in advanced programming technologies. As a part of fulfilling huge demand at trained accounting professionals, C-DIT in association with Tally Education Pvt. Ltd. is offering Tally Certification Programmes. The TED is also entrusted with the corporate training programmes for the specific target groups with the financial assistance of Govt. of India and other State Govt. departments. More details can be had from www.tet.cdit.org.

Courses at a Glance

POST GRADUATE & ADVANCED DIPLOMA COURSES:

NAME OF COURSE	DURATION	ELIGIBILITY	FEE*
✓ Post Graduate Diploma in Computer Application (PGDCA)	One Year	Any Degree	16000
✓ Advanced Diploma in Computer Hardware and Network Engineering (ADCHNE)	One Year	Plus Two	12000
✓ Advanced Diploma in Computer Training for Teachers (ADCTT)	One Year	Plus Two	12000

DIPLOMA COURSES:

NAME OF COURSE	DURATION	ELIGIBILITY	FEE*
✓ Diploma in Multimedia (DIM)	6 Months	10 th Pass	7000
✓ Diploma in Office Automation (DOA)	6 Months	10 th Pass	7000
✓ Diploma in Computerized Financial Management (DCFM)	6 Months	10 th Pass	7000
✓ Diploma in Desktop Publishing (DDTP)	6 Months	10 th Pass	7000
✓ Diploma in Computer Application (DCA)	6 Months	10 th Pass	7000
Diploma in PC Hardware and Network Maintenance (DHNM)	1 year	10 th Pass	12000
Diploma in Foreign Accounting (DFA)	6 months	Plus Two	12000

- Candidates whose eligibility is Plus two or equivalent and have successfully completed Certificate in Computersied Accounting (CCA) or Diploma in Computerized Financial Management (DCFM) courses of C-DIT are permitted for lateral entry to Diploma in Foreign Accounting (DFA) course with 3 months course duration.

CERTIFICATE COURSES:

NAME OF COURSE	DURATIO N	ELIGIBILITY	FEE*
✓ Certificate in Web Design (CWD)	3 Months	10 th Pass	4000
✓ Certificate in CAD Technology (CCAD)	3 Months	10 th Pass	4000
✓ Certificate in Desktop Publishing (CDTP)	3 Months	10 th Pass	4000
✓ Certificate in Computerized Accounting (CCA)	3 Months	10 th Pass	4000
✓ Certificate in Electronic Office (CEO)	3 Months	10 th Pass	4000
✓ Certificate in Data Entry and Console Operation (CDECO)	3 Months	10 th Pass	4000

Certificate in PHP (CPHP)	3 Months	Plus two or equivalent /3 yr Diploma in Engineering	8000
Certificate in JAVA (CJP)	3 Months	Plus two or equivalent /3 yr Diploma in Engineering	8000
Certificate in .NET (CNP)	3 Months	Plus two or equivalent /3 yr Diploma in Engineering	8000
Certificate in Malayalam Computing (CMC)	1 month	10 th Pass	3000
Certificate in Indian and Foreign Accounting (CIFA)	3 months	Pass in 10 th and any Accounting course	7000
Certificate in Python Programming (CIP)	3 months	10 th Pass	8000
IT Applications in Daily Life (ADL)	25 hours	10 th Pass	1000

TALLY CERTIFICATION COURSES:

NAME OF COURSE	DURATION	ELIGIBILITY	FEE*
Tally Essential Comprehensive	106 hrs	Plus Two	8500
Tally Essential Level 1	35 hrs	Plus Two	3000
Tally Essential Level 2	35 hrs	Plus Two	3000
Tally Essential Level 3	36 hrs	Plus Two	3000
GCC VAT Using Tally	35 hrs	Plus Two	4000
TDS Using Tally	7 hrs	Plus Two	2000
Prime Bridge Course upgrade	5 hrs	TallyACE/TallyPRO Certified (from C-DIT)	1200

* Applicable Taxes Extra

- ✓ Courses are approved by State Government of Kerala (GO (P)No.24/2011/P&ARD dated 11-08-2011 & GO (P) No. 25/2011/P&ARD dated 19-08-2011).

ADMISSION

A candidate can enrol for C-DIT courses through the authorised study centres spread in 14 districts of Kerala. Details of study centres are available in www.tet.cdit.org

Eligibility

Nationality : Indian

Age limit : No age limit for general courses

Minimum qualifications required

Post Graduate Diploma courses*	-	Any Degree*
Advanced Diploma courses	-	Plus Two
Diploma and Certificate courses	-	Pass in 10 th or equivalent course
.Net, Java, PHP certificate courses	-	Plus two or equivalent/ 3 yr Diploma in Engineering
Tally Certificate Courses^	-	Plus Two
Diploma in Foreign Accounting (DFA)	-	Plus two or equivalent

*Candidates who are appearing for Degree Final Examination can also join the course. However, their results will be published only after submitting the Qualification certificate. In this case, an undertaking is to be given by the candidate, countersigned by the Guardian along with the application form for admission.

^ Prime Bridge Course upgrade is designed for those students who have successfully completed Tally ACE / Tally PRO course of C-DIT

Submission of Application for admission

Candidates shall fill and submit the enclosed application form to their study centre at the time of admission. The CEP centre shall submit the details of student in the online portal of C-DIT for student registration.

Submission of documents on Admission

Copy of the following documents verified and attested by CEP centre authority are required to be submitted with the printed application form:

- SSLC certificate
- Eligibility / Qualification Certificate
- Community Certificate (For SC/ST only)
- Proof of Ration card Priority (if applicable)
- Differentially abled candidates should produce the medical certificate issued by the district medical board or higher authorities along with the application form.

Course Fee Payment

- 1.0 Course fee, in full with applicable Taxes should be paid to corresponding C-DIT Educational Partner.
- 2.0 A fee concession of 25% will be given to the SC/ST students. These candidates shall submit attested copy of SSLC in proof of community. The 25% fee concession will also be given to students belonging to Ration Card priority category. These students shall submit attested copy of the page showing card priority in the Ration Card. There is no fee concession for Tally Certification courses.
- 3.0 Course fees paid will not be refunded or adjusted under any circumstances.

On receipt of application forms and relevant documents, C-DIT will verify the online registration of the student done by CEP and give approval for admission. Incomplete application and the forms not attached with the copies of relevant certificates and payment of course fees will be summarily rejected.

Validity of Registration

- The validity period of registration is considered from the date of joining.
- 3 months courses: Registration will be valid for 2 years by assuring consecutive 4 chances of examinations.
- 6 months courses: Registration will be valid for 3 years by assuring consecutive 6 chances of examinations.
- 1 year courses: Each semester will be considered to be a 6 month course, for the above purpose.
- Fee for Tally Certification is applicable for single appearance of examination.

Change of Study centre

Student, who desire to change their CEPs, due to unavoidable reasons, have to submit an application along with non-objection certificates from the current CEP and proposed new CEPs. C-DIT has the right to accept the application, provided by the verification of fee paid.

All Correspondence shall be addressed to:

**THE HEAD OF DEPARTMENT
C-DIT TECHNOLOGY EXTENSION DIVISION
Ground Floor, TC 26/ 33 (3), Chittezhm Lavanya,
Behind SMSM Institute, Statue, Thiruvananthapuram-695 001.
Phone: 0471 - 2321360 / 2322100
Email: tet@cdit.org Website: www.tet.cdit.org**

EXAMINATION

Examinations will be normally conducted during the following months.

- ❖ February
- ❖ June
- ❖ October

Students, who have registered and have attended the classes for the courses in the stipulated period, till the previous month of examination can appear for the corresponding examination. Examinations will be conducted in the prescribed examination centres in different location in Kerala fixed by C-DIT. C-DIT has the right to assign any student to any of the examination centres in the state. Normally nearest examination centre of the corresponding CEP will be allotted.

Pattern of Examination:

Examination and the evaluation for each course will be done as per the norms fixed by C-DIT. The results will be announced by C-DIT and certificates will be awarded to successful candidates.

The theory examinations will be conducted normally as two sessions per day. The duration of each session will be three hours.

Question pattern:

Part I - Objective type questions - To answer 10 questions carrying 1 mark each

Part II - Descriptive type questions - To answer any 10 out of 13 questions carrying 4 marks each.

Part III - Descriptive type questions - To answer any 5 out of 7 questions carrying 10 marks each.

Note: C-DIT reserves the right to change the pattern of questions at its sole discretion

The Question paper will be in English only. The student can write the answer either in English or Malayalam.

There is no examination fee for the first appearance. Candidates are advised to clear their papers in the first appearance itself. Failed Candidates should pay a fee of Rs.200/- (Rupees Two Hundred only) to C-DIT per subject (except practical) for the subsequent appearance, at the time of examination registration. Candidates should have acquired not less than 75% attendance for appearing in the examination.

Examinations shall be conducted as per the schedule fixed by C-DIT. The schedule will be intimated to Study centres of C-DIT and will be also available in website www.tet.cdit.org. Examination registration of the students has to be done online by the study centre on or before the prescribed dates.

Assessment of candidate:

Assessment of performance will be based on:

- a) Attendance
- b) Percentage in Class Test and Exercises (Continuous assessments)
- c) Final Examination
- d) Completion of project, if any

Marks for Theory Examination:

- Candidates should have secured a minimum sessional marks of 50% for continuous assessment in each subject to pass the examination.
- Total marks for each subject shall be 150 (50 for Internal + 100 for Final)
- Pass Percentage shall be 50% for internal and 40% for Final evaluations, and **an aggregate of 50 % for both Internal and Final (i.e 75 / 150)**

Marks for Practical examination:

- Total marks for each subject shall be 150 (50 for Internal and 100 for Final)
- Pass Percentage shall be 50% for both Internal and Final evaluations (i.e 75 / 150)

Criteria for awarding class are given below:

- Aggregate marks 75% and above - First Class with Distinction
- Aggregate marks below 75% and not less than 60% - First class
- Aggregate marks below 60% and not less than 50% - Second class
- *Note: Minimum aggregate pass percentage is 50%*

Online examination/ objective offline examination will be conducted for the following courses:

1. Certificate in Java
2. Certificate in PHP
3. Certificate in .NET
4. Certificate in Python Programming
5. Certificate in Malayalam Computing
6. IT Applications in Daily Life
7. Tally Certification

No additional fee is charged for attending online examination. For Tally Certification examination fee will be payable as fixed.

The above courses except Tally Certification have grading system of evaluation.

The evaluation scheme for these courses shall contain two parts:

a) Internal Assessment

b) External Evaluation

20% weight shall be given to the internal evaluation. The remaining 80% weight shall be for the external evaluation

Following procedure will be followed for the evaluation of these courses.

Grading System (Theory & Practical)

A+ Grade from 80% and above.

A Grade from 60% to 79%.

B+ Grade from 50% to 59%

Minimum pass percentage is 50% in Theory & 50% in Practical

Candidate has to pass both Theory & Practical

Pass Conditions

Maximum Marks: Theory-80, Practical-80, Internal-20.

Minimum pass mark for Theory: Separate minimum 40% for external and 50% for internal and an aggregated 50%.

Minimum pass mark for Lab/Project (optional for SI.No.1,2,3 & 4): 50% for external and internal

Tally certification courses are conducted in collaboration with Tally Education Pvt Ltd (TEPL) and hence the evaluation system of Tally Certification programmes is as fixed by TEPL.

Announcement of Results:

The results will be published in the website www.tet.cdit.org. The candidates shall enter their Register Number and Date of Birth to view their results. Study centre can login to their registration site to view the results.

Re-assessment of published result:

CEP centre shall submit application for revaluation, if any, through online registration portal of C-DIT, within 15 days of the date of publication of results along with a revaluation fee of Rs. 200/- (Rupees Two Hundred only) per subject.

Award of Certificates:

On successful completion of the course, the candidates will be awarded Certificate and Marklist by C-DIT.

General Instructions:

- Study Centre - CEP reserves the right to make appropriate changes in the panel of teaching staff, class schedule and to take disciplinary action including dismissal against a student for misconduct and for breach of CEP's rules and regulations.
- Candidates shall abide by the rules and regulations of C-DIT, which are already informed to CEP and any additional guidelines and instruction given by C-DIT from time to time, which will be communicated to CEP.
- Penalty will be charged for any wilful damage of the equipment.

COURSE DETAILS

POST GRADUATE DIPLOMA COURSES

1. POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS - PGDCA

Eligibility	: Degree
Duration	: 12 Months
Fee	: Rs.16,000+ Tax as applicable (Two equal Instalments allowed)

SCHEME OF STUDY

Semester - 1

PGDCA 101 - Introduction to IT

PGDCA 102 - Operating System

PGDCA 103 - Computer Architecture

PGDCA 104 - Objected Oriented Programming using C++

PGDCA 105 - Lab I - C++ programming

PGDCA 106 - Lab II - Web Technologies

Semester - 2

PGDCA 201 - RDBMS

PGDCA 202 - Java Programming

PGDCA 203 - Software Engineering and Project Management

PGDCA 204 - Introduction to .NET Technologies

PGDCA 205 - Lab I - Java Programming

PGDCA 206 - Lab II - RDBMS

PGDCA 207 - Lab III - Visual Studio.NET

PGDCA 208 - Project

ADVANCED DIPLOMA COURSES

2. ADVANCED DIPLOMA IN COMPUTER HARDWARE AND NETWORK ENGINEERING - ADCHNE

Eligibility	: Plus Two or equivalent
Duration	: 12 months
Fee	: Rs. 12,000 + Tax as applicable

SCHEME OF STUDY

Semester - 1

ADCHNE 101 - Digital Electronics

ADCHNE 102 - Computer Architecture

ADCHNE 103 - System Hardware (Assembling and Troubleshooting)

ADCHNE 104 - Lab I - PC Maintenance Lab (Hardware Assembling)

Semester - 2

ADCHNE 201 - Network Operating System
ADCHNE 202 - Introduction to Wireless Technology
ADCHNE 203 - Data Communication and Computer Networks
ADCHNE 204 - Lab I - Network - Part I
ADCHNE 205 - Lab II - Network - Part II

3. ADVANCED DIPLOMA IN COMPUTER TEACHERS TRAINING - ADCTT

Eligibility : Plus Two or equivalent
Duration : 12 months
Fee : Rs. 12,000 + Tax as applicable

SCHEME OF STUDY

Semester - 1

ADCTT 101 - PC Software
ADCTT 102 - IT Education and Internet
ADCTT 103 - Introduction to Programming
ADCTT 104 - Lab I - PC Software
ADCTT 105 - Lab II - C Programming

Semester - 2

ADCTT 201 - Introduction to Multimedia Technology
ADCTT 202 - Information and Communication Technology (ICT) in Education
ADCTT 203 - Objected Oriented Programming using C++
ADCTT 204 - Lab I - C++ Programming

DIPLOMA COURSES

4. DIPLOMA IN MULTIMEDIA - DIM

Eligibility : 10th Pass
Duration : 6 months
Fee : Rs. 7,000 + Tax as applicable

SCHEME OF STUDY

DIM 101 - PC Software
DIM 102 - Internet and Web Technologies
DIM 103 - Image Editing
DIM 104 - Introduction To 3D Max
DIM 105 - Lab I - Image Editing
DIM 106 - Lab II - Multimedia

5. DIPLOMA IN OFFICE AUTOMATION - DOA

Eligibility	: 10th Pass
Duration	: 6 Months
Fee	: Rs. 7,000 + Tax as applicable

SCHEME OF STUDY

DOA 101 - PC Software
DOA 102 - Operating System
DOA 103 - Introduction to Web Technologies
DOA 104 - Office Management
DOA 105 - Lab I - PC Software
DOA 106 - Lab II - Applications of Office Management

6. DIPLOMA IN COMPUTERISED FINANCIAL MANAGEMENT - DCFM

Eligibility	: 10th Pass
Duration	: 6 Months
Fee	: Rs. 7,000 + Tax as applicable

SCHEME OF STUDY

DCFm 101 - PC Software
DCFm 102 - Introduction to Accounting Packages
DCFm 103 - Introduction to Financial Accounting
DCFm 104 - Internet and E-Commerce
DCFm 105 - Lab I - Accounting Packages
DCFm 106 - Lab II - PC Software

7. DIPLOMA IN DESK TOP PUBLISHING - DDTP

Eligibility	: 10th Pass
Duration	: 6 months
Fee	: Rs. 7,000 + Tax as applicable

SCHEME OF STUDY

DDTP 101 - PC Software
DDTP 102 - DTP Image
DDTP 103 - Introduction to Web Technologies
DDTP 104 - DTP Tools
DDTP 105 - Lab I - DTP (Image Tools)
DDTP 106 - Lab II - DTP (Text Tools)

8. DIPLOMA IN COMPUTER APPLICATION - DCA

Eligibility	: 10th Pass
Duration	: 6 months
Fee	: Rs. 7,000 + Tax as applicable

SCHEME OF STUDY

DCA 101 - PC Software
DCA 102 - Introduction to IT
DCA 103 - Introduction to Programming
DCA 104 - RDBMS
DCA 105 - Lab I - Malayalam Computing & PC Software
DCA 106 - Lab II - Programming in C

9. DIPLOMA IN PC HARDWARE AND NETWORK MAINTENANCE -DHNM

Eligibility	: 10th pass
Duration	: 12 months
Fee	: Rs. 12,000 + Tax as applicable

SCHEME OF STUDY

Semester - 1

DHNM 101 - PC Software
DHNM 102 - PC Assembly & Maintenance
DHNM 103 - Basics of Electronics & Microprocessor
DHNM 104 - Lab I - PC Software
DHNM 105 - Lab II - HW & PC Assembly

Semester - 2

DHNM 201 - Computer Networks & Security Aspects
DHNM 202 - Computer Architecture
DHNM 203 - Introduction to Wireless Technology
DHNM 204 - Lab I - Server Installation and Configuration
DHNM 205 - Lab I - Establish client server communication

10. DIPLOMA IN FOREIGN ACCOUNTING -DFA

Eligibility	: Plus Two
Duration	: 6 Months
Fee	: Rs. 12,000 + Tax as applicable

SCHEME OF STUDY

DFA 101 - PC Software

DFA 102 - Introduction to Financial Accounting

DFA 103 - Introduction to Indian & Foreign Accounting

DFA 104 - Advanced Implementation of Foreign Accounting Packages

DFA 105 - Lab I - PC Software

DFA 106 - Lab II - Foreign Accounting Packages

Candidates whose eligibility is Plus two or equivalent and have successfully completed Certificate in Computersied Accounting (CCA) or Diploma in Computerized Financial Management (DCFM) courses of C-DIT are permitted for lateral entry to this course with 3 months course duration. In such case, papers DFA 101 - PC Software, DFA 102- Introduction to Financial Accounting, and DFA 105 - Lab I - PC Software are exempted. Course Fees for DFA(Lateral Entry) is Rs.9,000 + Tax as applicable

CERTIFICATE COURSES

11. CERTIFICATE IN WEB DESIGNING- CWD

Eligibility	: 10th Pass
Duration	: 3 months
Fee	: Rs. 4,000 + Tax as applicable

SCHEME OF STUDY

CWD 101 - Fundamentals of Web Programming

CWD 102 - Internet and Web Technologies

CWD 103 - Lab I - Web Technologies

12. CERTIFICATE IN CAD TECHNOLOGY - CCAD

Eligibility	: 10th Pass
Duration	: 3 months
Fee	: Rs. 4,000 + Tax as applicable

SCHEME OF STUDY

CCAD 101 - PC Software

CCAD 102 - CAD and Tools

CCAD 103 - Lab I - CAD and Tools (Including 2D and 3D Drawings)

13. CERTIFICATE IN DESK TOP PUBLISHING - CDTP

Eligibility	: 10th Pass
Duration	: 3 months
Fee	: Rs. 4,000 + Tax as applicable

SCHEME OF STUDY

CDTP 101 - PC Software

CDTP 102 - DTP Image

CDTP 103 - Lab I - DTP

14. CERTIFICATE IN COMPUTERIZED ACCOUNTING - CCA

Eligibility : 10th Pass
Duration : 3 months
Fee : Rs. 4,000 + Tax as applicable

SCHEME OF STUDY

CCA 101 - PC Software

CCA 102 - Introduction to Accounting Packages

CCA 103 - Lab I - Accounting packages

15. CERTIFICATE IN ELECTRONIC OFFICE - CEO

Eligibility : 10th Pass
Duration : 3 months
Fee : Rs. 4,000 + Tax as applicable

SCHEME OF STUDY

CEO 101 - PC Software

CEO 102 - Introduction to Web Technologies

CEO 103 - Lab I - PC Software

16. CERTIFICATE IN DATA ENTRY AND CONSOLE OPERATION - CDECO

Eligibility : 10th Pass
Duration : 3 months
Fee : Rs. 4,000 + Tax as applicable

SCHEME OF STUDY

CDECO 101 - PC Software

CDECO 102 - Digital Keying and Type faces

CDECO 103 - Lab I - PC Software and Type face

17. CERTIFICATE IN PHP PROGRAMMING - CPHP

Eligibility : Plus two or equivalent / 3yrs Diploma in Engineering
Duration : 3 months
Fee : Rs. 8,000 + Tax as applicable

SCHEME OF STUDY

CPHP 101 - Principles of Programming

CPHP 102 - Programming in PHP

CPHP 103 - PHP Lab

18. CERTIFICATE IN JAVA PROGRAMMING - CJP

Eligibility	: Plus two or equivalent / 3year Diploma in Engineering
Duration	: 3 months
Fee	: Rs. 8,000 + Tax as applicable

SCHEME OF STUDY

CJP 101 - Principles of Programming
CJP 102 - Programming in Java
CJP 103 - Java Lab

19. CERTIFICATE IN .NET PROGRAMMING -CNP

Eligibility	: Plus two or equivalent / 3year Diploma in Engineering
Duration	: 3 months
Fee	: Rs. 8,000 + Tax as applicable

SCHEME OF STUDY

CNP 101 - Principles of Programming
CNP 102 - Programming in .NET
CNP 103 - .NET Lab

20. CERTIFICATE IN MALAYALAM COMPUTING -CMC

Eligibility	: 10th Pass
Duration	: 1 month
Fee	: Rs. 3,000 + Tax as applicable

SCHEME OF STUDY

CMC 101 - Malayalam Computing
CMC 102 - Open Office Packages

21. CERTIFICATE IN INDIAN & FOREIGN ACCOUNTING -CIFA

Eligibility	: Pass in 10th and any Accounting Course
Duration	: 3 Months
Fee	: Rs.7,000 + Tax as applicable

SCHEME OF STUDY

CIFA 101 - Introduction to Indian & Foreign Accounting
CIFA 102 - Advanced Implementation of Foreign Accounting Packages
CIFA 103 - Lab I - Foreign Accounting Packages

22. CERTIFICATE IN PYTHON PROGRAMMING-CIP

Eligibility	: 10th Pass
Duration	: 3 months
Fee	: Rs. 8,000 + Tax as applicable

SCHEME OF STUDY

CIP 101 – Principles of Programming
CIP 102 – Programming in Python
CIP 103 – Python Lab + 1 week GUI based project

23. IT APPLICATIONS IN DAILY LIFE –ADL

Eligibility	: 10th Pass
Duration	: 25 Hrs
Fee	: Rs. 1,000 + Tax as applicable

SCHEME OF STUDY

ADL 101 – IT Applications in Daily Life

TALLY CERTIFICATION COURSES

24. TALLY ESSENTIAL COMPREHENSIVE – TEC

Eligibility	: PLUS TWO or Equivalent
Duration	: 106 Hrs
Fee	: Rs. 8,500 + Tax as applicable

SCHEME OF STUDY

Online Assessment : 90 Mins duration.

25. TALLY ESSENTIAL LEVEL 1 – TEL1

Eligibility	: PLUS TWO or Equivalent
Duration	: 35 Hrs
Fee	: Rs. 3000 + Tax as applicable

SCHEME OF STUDY

Online Assessment : 45 Mins duration.

26. TALLY ESSENTIAL LEVEL 2 – TEL2

Eligibility	: PLUS TWO or Equivalent
Duration	: 35 Hrs
Fee	: Rs. 3000 + Tax as applicable

SCHEME OF STUDY

Online Assessment : 45 Mins duration.

27. TALLY ESSENTIAL LEVEL 3 - TEL3

Eligibility	: PLUS TWO or Equivalent
Duration	: 36 Hrs
Fee	: Rs. 3000 + Tax as applicable

SCHEME OF STUDY

Online Assessment : 45 Mins duration.

28. GCC VAT USING TALLY - GCCV

Eligibility	: PLUS TWO or Equivalent
Duration	: 35 Hrs
Fee	: Rs. 4000 + Tax as applicable

SCHEME OF STUDY

Online Assessment : 90 Mins duration.

29. TDS USING TALLY- TDST

Eligibility	: PLUS TWO or Equivalent
Duration	: 07 Hrs
Fee	: Rs. 2000 + Tax as applicable

SCHEME OF STUDY

Online Assessment : 60 Mins duration.

30. PRIME BRIDGE COURSE UPGRADE - PBCU

Eligibility	: TallyACE/TallyPRO Certified (from C-DIT)
Duration	: 05 Hrs
Fee	: Rs. 1200 + Tax as applicable

SCHEME OF STUDY

Online Assessment : 60 Mins duration.

Note:

- Tax will be payable at the actual rate as applicable on the date of payment of fees.
- ✓ Courses are approved by State Government of Kerala (GO(P)No.24/2011/P&ARD dated 11-08-2011 & GO(P) No. 25/2011/P&ARD dated 19-08-2011).

e-Learning @ C-DIT

C-DIT implements Online platform for providing training in its IT courses. You can login to <https://elearning.cdit.org/> to register for C-DIT online courses. The platform offers an easy access to learn variety of courses including government recognized courses in a professional manner.

Online certificate is issued to successful candidates. You can join for only one course at a time.

Available courses:

a) Course Name: IT Applications in Daily Life (ADL)

This course is designed to give a basic awareness in Information technology and familiarise the students with the latest applications of technology in our day to day life.

Course highlights :

- Basic Awareness in Information Technology
- E-commerce and internet banking
- Payment of utility bills and related transactions
- Familiarisation of mobile applications
- e-learning platforms
- Awareness about Cyber security

General Features & Mode of operation:

- The candidates can join with self-enrolment. Valid email ID and mobile number are mandatory.
- The course will be available only for 30 days from the date of joining.
- C-DIT will depute a faculty/co-ordinator for each course.
- The entire course is divided into 22 sessions under 2 parts. The candidate is permitted to go higher sessions, only after completing the previous sessions.
- Study materials such as inbuilt text, downloadable pdf documents, audio and video lectures are incorporated.

- Assignments and assessments are scheduled in each and every session. The candidate should submit the assignments and should undergo assessment tests.
- The candidate should get the minimum pass mark (40%) in the assessment tests. Three attempts are given for assessments. If a candidate fails in those attempts, he/she can contact the faculty / co-ordinator through email for getting further chances.
- The faculty / coordinator will evaluate the assignments and put appropriate grades.
- An Online participation certificate will be issued to the successful candidates and can be downloaded from the portal.
- There will be a live session for doubt clearance once in 15 days.
- The QR coded certificate also has a facility for online verification.
- Those who need practical assistance can approach their nearest C-DIT Educational Partner by paying Rs.600/- plus GST. Details of training centres are available in <https://tet.cdit.org/860-2/>
- For technical support, e-mail to elarning@cdit.org

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY

(Under Government of Kerala)

Ground Floor, TC 26 / 33 (3), Chittezhham Lavanya, Behind SMSM Institute, Statue,
Thiruvananthapuram-695 001, Phone: 0471- 2321310 / 2321360 / 2322100

Email : tet@cdit.org Website : www.tet.cdit.org

APPLICATION FORM FOR ADMISSION

Scheme	2010 / 2018	Batch. No		Enrl. No: <small>(For Office Use only)</small>					
Course Applied for					Please affix your recent passport size photo here. Don't Staple.				
Name of CEP									
Place									
1. Name <small>(In Block Letters)</small>									
2. Date of Birth <small>(Attested copy of Proof of age is to be attached)</small>	D	D	M	M		Y	Y	Y	Y
3. Sex	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>					
4. Date of Joining	D	D	M	M	Y	Y	Y	Y	
5. Name of Father/ Guardian									
6. Permanent Address									
	PIN :								
7. Address for Communication									
	PIN :								
8. Mobile Number									
9. E-Mail									
10. SSLC Reg No. & Year <small>(Attach attested copy of SSLC Book)</small>									
11. Whether belongs to SC/ST <small>(Attach attested copy of proof)</small>									
12. Ration Card Priority if any <small>(Attach attested copy of page showing priority & Name)</small>									

(To be Kept at CEP)

12. Educational Qualification (Attested Copies of Certificates are to be attached)

Examination Passed	University / Board	Year of Passing	Class	% of Marks

DECLARATION

I.....do hereby declare that the particulars given above are true and I shall abide by the rules and regulations of C-DIT.

Place:

Date :

Signature of the Candidate

(If any of the particulars furnished above are found to be false, the admission is liable to be cancelled)

FOR OFFICE USE OF CEP ONLY

Fee Paid Rs..... (Rupees.....
.....)

Reference No.....Dated.....Bank.....

Branch.....

Office Seal of CEP

Signature of CEP

(To be Kept at CEP)



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY
(Under Government of Kerala)

APPLICATION FORM (FOR GENERAL PURPOSES)

1. Name of Applicant (in block letters) :
2. Date of Birth :
3. Address for Communication :
-PIN.....
4. Contact Number :
5. E-mail :
6. Name of CEP :
- Place.....District.....

7. **Name Correction / Duplicate Certificate / Duplicate Mark List / Confidential Mark List**
(Fees @ Rs. 200/- for individual purposes. Shall be remitted via SB Collect facility only)

Purpose (write specifically the requirement as mentioned in Sl. No. 7 above.)	
Name of Course	
Enrollment No.	
Exam Register No.	
Month & year of Passing	
Additional Details / Enclosures (attach copy of SSLC for name correction)	

DECLARATION

I do hereby declare that the above particulars are true and correct to the best of my knowledge and belief.

Place :

Date :

Signature of the Applicant

FOR OFFICE USE OF CEP ONLY

Fee Paid Rs..... (Rupees.....)

Reference No.....Dated.....Bank.....

Branch.....

Office Seal of CEP

Signature of CEP



TECHNOLOGY EXTENSION DIVISION

**CENTRE FOR DEVELOPMENT OF
IMAGING TECHNOLOGY (UNDER GOVT. OF KERALA)**

Head Office :

Chithranjali Hills, Thiruvallom. P.O.,
Thiruvananthapuram-695 027

Phone : 0471-2380910, 2380912

Email : cdit@cdit.org Web site : www.cdit.org

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