

# Operational Procedure to be followed for DR.RMLCSM -STAR Scheme

## 1. General Eligibility Criteria for any student enrolling under dr.rmlcsm-STAR Scheme:

- a. Student should have Aadhaar Number for sure. If Aadhaar Number is not there at the time of registration, process should start immediately and by the time of Assessment, Aadhaar number should be generated. Money transfer to student's account will not happen without Aadhaar number.
- b. Student should provide ONLY SBI bank account details with IFSC code which will be captured as a mandatory field at the time of registration. Scholarship money shall be transferred directly in this account only, on successful assessment.
- c. Educational Qualifications should be according to that specified against each job role.

## 2. Registration of Students:

- a. Dr.rmlcsm Center will register students for a particular course, as per eligibility criteria defined for each job role.
- b. Registration for all courses will happen strictly online and no offline registrations shall be taken. (All registrations will be routed only through the Branch Manager).
- c. Registration will happen on the portal [www.drmlcsm.org.in](http://www.drmlcsm.org.in). The candidate registration will be allowed through the login id of the Branch Manager only. Registration link for all courses shall be provided on the portal only.
- d. All fields of the Registration Form need to be filled properly for successful enrolment.
- e. 2 copies of pre-filled Undertaking Forms on the Dr.rmlcsm letterhead (format as shared by HO) will need to be signed by each student at the time of registration, stating that he is enrolling for this course on credit from Dr.rmlcsm and has no objection in sharing of monetary incentive with training center. (All money values will be prefilled)
- f. Branch Manager can register any fresh/ employed student in these courses. Students pursuing any other course (DCA/PGDCA/BCA/BA etc.) can also be registered for these courses simultaneously. For example, existing students of DCA/ PGDCA etc. can be registered for Data Entry Operator course as an additional module. In addition, IT faculty, Branch Managers and other in service professionals can also register.
- g. You can admit students for any course (after approval from HO), as long as you have the required infrastructure and faculty for that course. These would be inspected and recorded by Dr.rmlcsm and NSDC. A reference material of lab requirement and faculty requirement for each sector and course will be uploaded on the portal [www.drmlcsm.org.in](http://www.drmlcsm.org.in).
- h. **Submission of Documents to HO:** 1 Copy of Undertaking Form duly filled and signed by student, Supporting Documents for proof of eligibility and the DD. These need to be send to Miss. Vittan dwivedi from the Dr.rmlcsm department.
- i. Each training center can register as many students as allowed by the capacity of the center, given the batch size of 20 for each course. However, as the target allotted to Dr.rmlcsm for any particular course gets over, Dr.rmlcsm will stop taking registrations for that course from centers.

## 3. Registration schedule and batch formation:

- a. There is no fixed time schedule for registration under this scheme. As soon as a course is made available on website for registration, information shall be shared with centers and after that, registrations can be done every day and will be ongoing till the scheme is open. (October 2014).

- b. However, Dr.rmlcsm will forward students only in batches. Minimum batch size for any course should be 20. As soon as 20 students are registered for any course, Dr.rmlcsm shall forward that batch to NSDC. After this, branch manager can continue registrations and next 20 students will form the second batch and so on. (Minimum batch size is 20 and maximum is 30).
- c. Batch start date, batch end date and assessment date will be defined by Dr.rmlcsm as per information received from NSDC after successful uploading of students. (Typically, assessment date will be 40 days from date of registration of the complete batch of candidates).

#### **4. Payment of fees:**

- a. Registration fees for each course, as defined in the course list and fees structure, need to be paid at the time of registration only. Student will not be activated and forwarded unless the COMPLETE registration fee is received. This is also because Dr.rmlcsm has to pay the assessment fees of each student in every batch at the beginning of training to ensure successful registration. (Eg., In the Data Entry course, the course fee defined by Dr.rmlcsm is Rs.7500. A candidate has to deposit Rs 1875 to register with Dr.rmlcsm, which includes the assessment fee and H.O. fees).

#### **5. Conduction of Training:**

- a. Training has to be conducted within the training duration defined for each course. (Minimum one month)
- b. Training needs to be provided as per the syllabus defined for each course. Syllabus for each course shall be uploaded on our portal [www.drmlcsm.org.in](http://www.drmlcsm.org.in). for easy reference.
- c. Course material shall be provided by Dr.rmlcsm, wherever available in online form only. However, branch managers can use their own course material/ notes also for supplementary teaching.
- d. The quality of training provided should be very good, as the outcome of scholarship money and monetary incentive is dependent on the candidate passing the assessment successfully.

#### **6. Assessments:**

##### **a. Assessment by Center:**

- i. One assessment shall be conducted by the Branch Manager itself and CRF shall be submitted to Dr.rmlcsm Head Office, as per the existing procedure, so that each candidate can get at least one Dr.rmlcsm certificate.

##### **b. Assessment by Neutral Agency:**

- i. Assessment shall be scheduled batch-wise for each course, which shall be conducted by a neutral third party strictly. The approximate date of this assessment shall be defined at the beginning of batch only and will be known to students. (Approximately, 40 days from batch registration).
- ii. As far as possible, assessment shall happen at the location of training center itself. Lab/ material required for assessment shall be arranged by the center.
- iii. Assessment type will depend on the sector. For IT sector, assessment will happen completely online. For other sectors, it will be a mix of offline + online. Details provided on [www.drmlcsm.org.in](http://www.drmlcsm.org.in).
- iv. Assessment scheme and theory practical break up will be shared with all centers and students beforehand. Sample assessment scheme shall be uploaded on the portal [www.drmlcsm.org.in](http://www.drmlcsm.org.in). for reference. Dr.rmlcsm will try and upload question bank for some of the courses for help in preparing for assessments.

- v. Assessment Agency will inform NSDC about the successful and unsuccessful candidates to take the process forward.

**7. Release of Scholarship Money and Monetary Incentive:**

- a. For all successful candidates, NSDC shall trigger the fund release directly into the account of students.
- b. From the accounts of students, Dr.rmlcsm and Branch Manager's share shall be auto-debited after 3 days and will be credited in Dr.rmlcsm's account. Balance amount in candidate's account is his scholarship money. (during the 3 days, the candidate cannot withdraw the money.)
- c. After receiving this share, Dr.rmlcsm will transfer the share of Branch Manager to their accounts. This share is the monetary incentive of Branch Manager for successful candidates.
- d. Registration fee paid for unsuccessful candidates is non-refundable. However, based on Center's assessment and submitted CRF, each candidate will get one certificate for sure.
- e. A successful candidate who has received the scholarship money once cannot be registered again in any course under this scheme.
- f. An unsuccessful candidate can register again for any course under this scheme, by paying the registration fees again.

**8. Final Benefit to successful candidates:**

- a. Certificate stamped by Government of India, NSDC as well as the Sector Skill Council.
- b. Greater chances of recruitment and promotions in good companies as the above certificate will have very good value in the industry.
- c. Dr.rmlcsm Certification