

TERMS & GUIDELINES FOR CIO ASSOCIATE

CIO Associate is an individual or a group registered with Proactive Career Education for promoting CIO through direct approach to schools in specific geographical regions. Following rules are designed to be strictly followed by all CIO Associates. No deviation is allowed under any circumstances.

- Interested parties must fill up two separate Registration forms namely the Online Associate Registration Form available on www.cioindia.in AND a duly signed physical form.
- To download physical form, go to the CIO Process 2013-14 page on www.cioindia.in. Click on [Download Physical Associate Verification Form](#). Get the form in pdf format, Print it and Fill up the same as instructed with the recent photograph and other proofs as required and send the duly signed form for activation of Associate code.
- Once Registered, Associate can login using the login id provided and update daily reports pertaining to responsibilities and progress.

Major roles of an associate:

- CIO Associate Promotes CIO in various Schools by personally visiting and meeting concerned school authorities like Principal and /or Management representatives.
- Discuss and present the CIO plan through relevant presentations / official marketing material and get the School Verification Form filled. The duly filled and signed form must be submitted to Proactive H.O. for allotment of School Registration code required for further actions.
- Online School Registration is compulsory. Encourage the School to fill up online registration on www.cioindia.in. Else do the online school registration under Associate login.
- Make announcement of the CIO in all classes from Std. V to Std. X with help from School authorities and distribute Student registration forms among interested students.
- Ensure display of CIO Posters / banners as required within the school premises by getting required cooperation from School management.
- Coordinate with School to ensure timely collection of Student registration and CIO Fee as stipulated.

- Encourage the School to enroll all participants on online registration link on www.cioindia.in under the relevant school login. In case School cannot upload the students due to whatever reason, CIO Associate must upload all student admissions as per the procedure.
- Motivate and help schools to deposit the CIO Fees in designated Bank account either through online transfer OR Deposit of Cheque or DD to ensure timely activation of Student logins.
- Inform Schools to avoid Cash transactions. Instead let School make Demand Draft as per the guidelines OR a crossed cheque to avoid any accounting inconvenience. Proactive shall bear the cost, if any for making the DD.
- If due to some unavoidable circumstances, school wishes to pay the CIO Fees in CASH, it must be informed to Proactive H.O. by the CIO Associate. If CIO associate collects Cash, it must be collected on his / her risk by submitting a personal receipt and photo identity to school management. The cash collected must be submitted to proactive or deposited in the company account within a maximum of 24 hours. Proactive shall issue a final receipt and initiate student registration / login process only after realization of payment of Fees.
- Any cash collected from schools or any other party shall be solely the responsibility of the associate and Proactive shall in no way be liable for any losses or misplacements.
- CIO Associate expressly accepts that delayed payments or non-payment shall be considered as an act of default and without prejudice to any other rights, Proactive shall be entitled to take suitable action including penalty towards compensation or discontinuation of Associate status and or any action including legal, as deemed fit.
- All incidental expenses including travel / school visits must be incurred solely by the CIO Associate. Proactive shall bear the cost of promotional material, Registration forms, Conduction of Exams, Declaration of results, issue of Certificates, prizes and awards as per CIO guidelines.

CIO Associate also agrees that

- During or after the tenure of the CIO relationship, the Associate shall not make any claim to Trade marks or Trade name or to any part of the name of Proactive, CBITVT, CIO and /or other associates and certification bodies under any circumstances.
- All the rights and ownership of the technical know-how, information, copyright and logos of Proactive, CIO or any other person / body who have given similar rights to Proactive including the rights for CIO examination content shall remain property of Proactive at all times.
- Associate shall not award any merit certificate or credit to students other than the ones issued by CBITVT.

- CIO Associate shall solely be responsible for all and any consequences monetary or otherwise, due to and arising out of issues including financial transactions or any dispute between the Student(s) / school and the CIO Associate.
- Proactive shall provide all promotional material including color brochures, posters, Student registration slips and other documents including School Registration forms, additional art works / design for publicity material (posters, banners etc.) in soft copy / physical form as deemed fit.
- Proactive reserves the right to terminate the Associate in case of non adherence to the terms of this Guidelines document.
- CIO Associate notwithstanding termination due to any reason shall be liable to pay all the amounts due and payable to Proactive and shall also continue to discharge its obligations in respect of the unfinished commitments for CIO on the date.

