

## GUIDELINES FOR THE PARTICIPATING SCHOOLS

Participating Schools are requested to strictly follow the guidelines for smooth conduct & transparency to avoid any inconvenience to the Students, Schools & Proactive team.

### SCHOOL REGISTRATION PROCESS

1. The compulsory online School registration is done to safeguard the interest of the participating Schools. Student records can only be managed & viewed under your school code. Schools can do self-registration by visiting [www.cioindia.in](http://www.cioindia.in) OR shall inform Proactive team to do the online registration.
2. Physical School Verification Form, duly signed by the Principal or concerned authority is mandatory. The properly filled form can be given to the Proactive representative or sent to Proactive H.O. for validation & processing of online registration.
3. The school will be intimated regarding successful registration through email along with login id & password for further student registration process.

### STUDENT REGISTRATION PROCESS

4. The School must announce the CIO in each class through different media like repeated Announcements, Display of CIO Posters in the School premises & distribution of Student Registration Slips in the classrooms.
5. Duly filled Registration slips & the CIO fees shall be collected by the designated activity in-charge (preferably a Computer Teacher OR Class Teacher) or any other responsible person/s as decided by the School.
6. Under the School login page, School can register all the interested students on [www.cioindia.in](http://www.cioindia.in). Subsequently the School shall hand over all the Student Registration Slips to the Proactive representative for further process.
7. The CIO fees can either be transferred through Online banking (NEFT / RTGS) or deposited directly into designated bank account of PROACTIVE CAREER EDUCATION by crossed cheque / Demand Draft favoring “Proactive Career Education” payable at Mumbai OR Cash. The crossed cheque / DD can also be sent to Proactive H.O. *(Please confirm Bank account details from Proactive office for initiating online payments)*

In case, School decides to hand over the CIO Fees in CASH to the Proactive associate, it shall be handed over strictly against a duly signed Receipt along with the photo identity proof of the person receiving such amount. Also it is a must that school verifies the credentials of the person claiming the cash from Proactive head office before any such cash transaction in own interest.

8. The School must inform the Proactive H.O. through e-mail or telephone regarding the payment of fee in any form with relevant details to get speedy support.
9. In case School uploads the Student Registrations on the website by adding single name or through bulk uploading as per the link & details provided on school login panel. Subsequently the final list may be downloaded by school in Excel format from the website for records.

### THE QUALIFYING ROUND @ SCHOOL

10. The qualifying round at school is the first step of CIO. Computer based test can be conducted on any day at any time subject to prior intimation to Proactive H.O. for student logins.
11. Participating Schools shall decide the schedule as per their convenience based on number of computers, Internet connectivity & other factors.
12. The exam language & mode of exam must be informed by the school in the physical school registration form.

#### ALTERNATELY

If it is not possible to conduct School championship at school premises for whatever reason, the School shall clarify the same in advance. In such a case, the Proactive associate shall arrange the exam at Local Proactive Learning Centre or other computer institute to conduct the exams.

13. The participants will get their results, certificates & other benefits as per CIO brochure & school winners will be intimated through the School about the next level of CIO.

### COMPUTING INTELLIGENCE OLYMPIAD <sup>TM</sup>

14. Regional competition is proposed from 25<sup>th</sup> Dec. 2015 onwards. All school champs from a region will visit the venue on scheduled date & time to participate.
15. Final CIO for 2015-16 is scheduled for 7<sup>th</sup> February 2016 & will be organized at a common location where all regional winners shall assemble & compete.
16. The final winners will be declared. All participants will get their respective medals, certificates & awards in an award ceremony to be held on the same day during second half.



**P.S.:** The Proposed schedules may change in case of any unavoidable circumstances & CBITVT shall have the right to take final decision.