

MCA process document for schools

Process

Formation of the Club

- Intimating the School management about MCA.
- Club registration on the <http://www.niit-mca.com/> site, on paying Rs 2000. This DD needs to be in favor of NIIT, Ltd, Gurgaon. The address where it needs to be send is
Manish Tiwari, NIIT Ltd, Plot Number 85, Sector 32, Gurgaon 1.
- Forming the club.
- Identifying the mentor (a school teacher), champion or captain(a school student), club secretary (a student).
- Orientation program for the mentors thru IGNOU
- Enroll club members details under the school login in the above site

The Next step

- The secretary maintains all communications through emails.
- The secretary under the guidance of the mentor, plans out the primary training.
- The secretary also plans out the intra school matches
- The champion plans out the intra school tournament and completes it by the stipulated timelines
- The mentor ensures they play enough matches on board and over the net to attain a standard.
- The club mentor ensures there are more people in the club. He encourages to solve puzzles and participate in other initiative of the club.
- The club follows the session plan and moves forward.
- In case students are interested for certification, they will register on paying Rs 600 and providing certificate from school principal . This DD needs to be in favor of NIIT, Ltd, Gurgaon. The address hwere it needs to be send is Manish Tiwari, NIIT Ltd, Plot Number 85, Sector 32, Gurgaon 1.

Laws

Clause 1

The name of the club shall be **The NIIT MindChampions' Academy Club** of.....School.

Clause 2

The purpose of the club is to motivate students to take up chess as a hobby and use it as a tool to develop their intellectual skill

The goal of the club is to:

1. Sharpen the analytical and logical thinking skills
2. Develop competitive spirit and sportsmanship
3. Develop decision-making, concentration and perseverance skills

Clause 3

A board of program coordinators shall give guidance and direction to The NIIT MindChampions Academy, which in turn will guide the Chess Club.

Clause 4

Any student belonging to the school can become member of the Club. He or she shall need approval of the Club Mentor or Club Champion.

Membership may be terminated for causes as determined by the club Mentor.

Clause 5

The Club shall meet a minimum of four times per month at a time and date suited to convenience of the club members.

Clause 6

The officers of the club shall be Club Champion(s) and Club Secretary or any other as provided in the by-laws.

The Governing body of the club shall be composed of the Club Mentor (NIIT Faculty if the agreement between NIIT and school have this provision), Club member and Club Secretary.

Clause 7

The club shall be responsible for planning, organizing tutorial classes on Chess for its members and shall encourage them to use chess CBTs and software.

The club shall organize Intra School Chess matches for its club members through out the year, as decided by the Club mentor. The score from these matches will identify the School Champion.

Clause 8

There shall be no fee charged to the students for joining the club.

Clause 9

Each member of the club by accepting the membership of the club, accepts the principles of MCA as expressed in its objective and goals and agrees to comply with all the rules and by-laws of the club.

Clause 10

The club shall exist to function as long as it continues to function in accordance with the provision of this constitution or until it is terminated by:

1. The School
2. NIIT

Upon termination of this club, all rights and privileges relating to **The NIIT MindChampions' Academy**, shall be relinquished by the club and its members.

Clause 11

The constitution may be amended by NIIT and this club shall adapt all amendments.

Clause 12

In no event shall NIIT Ltd. or its representatives be liable for any damages whatsoever arising out of the use or inability to use the products supplied to the Chess Club in the school.

Clause 13

The school cannot rent, lease or license the Chess Software Tutorial supplied by **The NIIT MindChampions' Academy**.

Chess Club By-laws

Club Formation:

- The school management shall form the club by announcing it among the students

Offers' appointment:

- The school Principal shall appoint a school chess teacher as the Mentor of the club . In case of non availability the NIIT IT faculty will be the Club Mentor. In case the product taken from NIIT do not have Faculty provision then the school shall provide the mentor.
- The Mentor shall identify a class or invite application from students and shall select club members.
- The club mentor shall select the club secretary (ideally the school's sports captain)

Duties of Officers:

- **Mentor:** The Mentor shall supervise the functioning of the club. In case of any dispute among club members, he shall solve it in consultation with NIIT faculty. He shall select members for the among the students.
- Shall preside at all the club meetings. He shall maintain smooth functioning of the club. He shall decide the agenda for the club meetings. He shall make sure that all the members learn and practice chess. Shall keep the school management informed regarding the activities of the club quarterly
- He shall allot computer slots to members

Club Secretary

- The secretary shall maintain the MCA Club score sheets and shall record minutes of all the club meetings.

Sessions

- The club mentor shall ensure at least 150 kids learn the game of chess.
- The club secretary shall ensure each player gave played 50 matches and the result sheets for the club is available.
- The club member shall ensure members engage themselves in solving puzzles available in the content.

Amendments:

- The school may amend these by-laws provided such amendment is approved by NIIT.
- Nothing in these laws shall contravene any provision of the constitution of this club.

Club Officers and Their Responsibilities

A) Chess club Mentor

1. Monitor Club meetings and activities
2. Interact with NIIT faculty
3. Manage school-specific requirements
4. Assist students in conducting activities
5. Participate in club Programs
6. Invite chess experts to interact and play with members
7. Scout for prize and event sponsorship.
8. Use MCA CBTs, Tutorials at least once for new members
9. Lead the Club members to establish Club goals for the school academic year
10. Plan and maintain a regular sessions
11. Share received information with all club members
12. Conduct club-learning classes for new members
13. Preside all club meetings
14. Make sure that all club members get sufficient time on machine to learn practice and play
15. Motivate the club members to practice
16. Monitor the progress of each member
17. Must ensure that all club activities are in conformity with the school discipline
18. Keep the school management informed with all the club activities

B) Chess Club Secretary:

1. Maintain an attendance register
2. Maintain a member progress register
3. Record attendance at Club meetings
4. Keep notes of progress on puzzle solving. Create user id for each puzzle solver.
5. Create a Club member contact list, including phone numbers and email addresses
6. Provide reports to club mentor
7. Scheduling of computer slots for the members along with the club mentor

Chess Club members:

- Participate in all club learning and playing sessions
- Teach chess to new members
- Participate in club matches. You may be selected to play with Anand.
- Maintain the discipline of the club

