

NIELIT Chennai Centre

No.25, ISTE Complex, Gandhi Mandapam Road

Name of the applicant institution:

S. NO.	Description	Observation
1	(a) Original Application format supplied is not used or attached.	
	(b) Pages of Application and supporting documents are not numbered in order.	
	(c) Not properly filed and /or Index not attached.	
2	(a) Name of the franchise/ Licensee organization (Sl.No. 1 of application) cannot be the same as that the Franchiser/ Licensor. Hence, you are required to give the name of your own organisation; you may however, append the name of the Franchiser/ Licensor company to the name of your organisation, Franchiseship/ Licenseeship agreement should also accordingly be in the name of the Franchisee/ Licensee organisation.	
	(b) Copy of terms of the current Franchise/ Licensee agreement is not sent/ or expired.	
	(c) Applicant must submit Self Certification in form of Affidavit on Stamp Paper dully notarized.	
	(d) CV of Chief Executive/ Director not enclosed.	
3	Full Time Faculty:	
	(a) List of full time, Part time, and supporting/ visiting faculty with mentioned qualification etc. as specified in the prospectus not given. (Photocopy of Degree/ Diploma should be attached)	
	(b) Inadequate/ Should have at least three full time faculty per course with Govt. recognized qualification as per the Accreditation criteria.	
	(c) Faculty should have post qualification experience as per Accreditation criteria and should be with the Institute for at least a period of six months.	
	(d) Send attested photocopies of qualifications only and experience certificate, of the eligible faculty to establish that the requirements of (b) & (c) above met.	

	(e)	Documents to evidence the above faculty members are on regular rolls of the institute; (Appointment letters, Joining Report, Current and six month old Pay slips, Attendance Sheet, etc.) are not sent.			
	(f)	Bio-data & photograph of the faculty is not attached.			
	(g)	Faculty is not permanent and not appointed as a faculty of the training center.			
4		Hardware:			
	(a)	List as per requirement for the course			
	(b)	IMPORT ANT-	(i)	All should be owned by the institute with supporting documents.	
			(ii)	Hired or having access/ rights to use other's infrastructure not acceptable.	
			(iii)	Must have proper maintenance arrangement.	
			(iv)	There should be UPS system or any other similar one to ensure uninterrupted power supply.	
	(c)	Proof of purchase of own hardware is not attached.			
		Software:			
	(a)	List as per requirement for the course			
	(b)	Proof of license not provided.			
5	(a)	Agreement with other institute for theory/ practicals is not submitted for accreditation option 2/ 3.			
	(b)	Agreement is not according to the format provided/ incomplete.			
6		Legal Status :			
	(a)	Copy of Certificate of registration of the institution/ company (Sl. No. 1 of Application) not submitted.			
	(b)	Please send document to establish " _____ "is a unit/ division of " _____ ".			
	(c)	Application from individual (sole proprietorship) without certificate of Registration of the company from the concerned authorities is not acceptable.			

	(d)	As per the certificate of Registration and M.O.A., the name registered is _____, whereas the name and address of the Registered Office are different in the application (Sr. No. 1) namely _____. Documents must be consistent.	
	(e)	Translation Attested as exact translation in English of 'Certificate of Registration' of the Institute not sent, applicable in case of Registration certificate is in regional language.	
	(f)	Signatory's Authorization/ Appointment Certificate/ Forms of Office bearer through Competent Authority not sent.	
	(g)	Partnership deed registered with competent Authority not sent.	
	(h)	Attested Photocopy of original Memorandum of Understanding/ Association not attached.	
7		Financial Profile :	
		Financial Statement (balance sheet, profit & loss a/c, etc), Certified by CA not sent.	
8		Address :	
	(a)	Should be that of the premises where training is conducted.	
	(b)	Should be complete; Give No; street, road, pin code; topography like near/ opposite.	
	(c)	Send photocopy of Title deed of ownership/ proof of Long Lease/ Rent Agreement of Premises Where the course is conducted.	
	(d)	In case if Deed/ Lease/ Agreement is Regional Languages, Send English Translation of Title deed of ownership attested as "Exact Translation".	
	(e)	Premises lease deed has expired/ should be of longer duration. Send copy of renewal/ extension agreement.	
	(f)	The address in the lease agreement of premises is different from that of the application.	
	(g)	The lease agreement of premises should be in the name of the institution and registered with the Competent Authority.	
9		Proof of payment of Income tax or Exemption thereof or Income Tax Return not sent.	
10	(a)	Code of Ethics not sent.	
	(b)	Name of signatory/ address of witness/ date not given in the Code of Ethics.	

11		Undertaking :	
	(a)	Not sent/ not photocopied as per the instruction.	
	(b)	Not signed by Applicant & witness & both.	
	(c)	Undertaking signed by person _____ different from the one giving the endorsement	
	(d)	Proof of Affiliation of Institute / Organization with Industry for research / training /job placement etc	
	(e)	Undertaking to ensure placement of minimum 70% of the successful candidates	
12		Library :	
	(a)	List of books is not attached.	
	(b)	List of technical journals/ magazines which are subscribed is not provided.	
13		Mapping of utilization of resources like space, faculty (w.r.t. subjects), computer lab, required for all proposed courses including if conducting, size of batch and number of batches are not given/ Not as per the format given in the prospectus.	
14		Infrastructure: Give in terms of sq. mtrs. with breakups as specified; and layout map.	
15	(a)	Signature/ Designation/ date/ address of witness not given.	
	(b)	Signature in the application and all attachments/ enclosures should be that of the CEO/ authorized person of the institution.	
16	(a)	Provisional Accreditation Fees not sent.	
	(b)	DD for the application fee should be only in favour of "NIELIT CHENNAI" _____ Centre payable _____.	
	(c)	DD No./ Date/ Amount/ Bank Name not entered in the application.	
	(d)	DD Date has expired/ is going to expire. Please revalidate the same.	
	(e)	Awareness Creation Fund is not paid.	

17		Your application is returned , even though it could have been rejected and forfeited the fees paid. You may send two copies of the application in proper file covers along with documents to establish that the observations have been met as suggested above, quoting the reference no. of this letter. In case if application is not submitted in proper file covers and without supporting documents of meeting the observations, your application will be rejected and application fee submitted will be forfeited. No further communication will be sent to you in this regard.	
18		Your application is retained. You may send the documents in duplicate in file covers, to establish that the observations have been met within 20 days from the date of issue of this letter, otherwise your application will be rejected and the Accreditation Fees submitted by you will be forfeited.	
19		You are further advised to carefully go through the YES observations also, taking them as guidelines, to ensure that all requirements are met, before sending the shortcomings/application again. Document of Application should be sent in file cover with covering letter. Loose papers received without file cover and covering letter may not be considered.	

Member 1

Name: Shri S Girirajan
 Designation: Scientist - B
 Signature:

Member 2

Name: Shri D Noble Raj
 Designation: Scientist - B
 Signature:

Member 3

Name: Shri Suresh Babu J R
 Designation: Scientist - B
 Signature: