

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)

(An ISO 9001 : 2015 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

Ref. No. I-35/13/2022-Finance/945

Dated 30.11.2022

OFFICE MEMORANDUM

Subject: Standard Operating Procedure (SoP) for opening of NIELIT Study Centre(s)

National Institute of Electronics & Information Technology (NIELIT), is a premier Institution of Training, Examination and Certification in IECT Area (under the Administrative control of Ministry of Electronics & Information Technology (MeitY), Government of India) and is carrying out Capacity Building and Skill Development activities nation wide through a network of its own Centres/Extension Centres at 47 Location and wide network of 900+ Accredited Institutes and 10000 facilitation Centres.

2. For setting up NIELIT Study Centres to cater to the needs of the youths of every nook and corner of the country, especially from the areas of North Eastern India, Hilly Terrains, Islands and geographically challenging locations etc. on need basis preferably in Schools/Colleges/Universities for the fruitful implementation of sponsored and providing training at door step, the following Standard Operating Procedure (SoP) for opening up of Study Centre(s) of existing NIELIT Centre(s) has been approved by the Competent Authority:-

1. **Name of Document:** Standard Operating Procedure (SOP) for Opening up of Study Centre(s) of existing NIELIT Centre(s).

2. **Purpose:** For setting up Study Centres to cater to the needs of the youths of every nook and corner of the country, especially from the areas of North-Eastern India, Hilly Terrains, Islands and geographically challenging locations etc. on need basis preferably in Schools/Colleges/Universities for the fruitful implementation of sponsored and providing training at door step.

3. **Applicability:** The SoP shall be applied to and complied with by all the NIELIT centers under which the study center(s) shall be opened.

4. **Definitions:**

- i. **NIELIT Centre:** Already functional NIELIT Centre or as defined in policy mentioned in para 3
- ii. **NIELIT Extension Centre:** Already functional NIELIT Extension Centre of one of the NIELIT Centre.
- iii. **Study Centre:** NIELIT facility apart from existing NIELIT center/Extension Center in areas of North-Eastern India, Hilly Terrains, Islands and geographically challenging locations or any other location on need basis. The study center shall be under the direct control of center head of its controlling center.

Contd/-

Controlling Centre: A NIELIT Centre under which the study center(s) is being established and shall extend all support & expertise to the study Centre to be established.

Proposal: A proposal prepared to open and run the study Centre to be established including academic, financial, operational aspects, sustainability etc.

Competent Authority: Director General for approval of proposal from NIELIT Funds solely as per Delegation of Power.

- i. **Ownership:** The study centre shall function under its controlling center and the controlling center shall be responsible for all operational, administrative and finance matters of the study centers.
- i. **Space:** The study centers are to be opened preferably on rent-free built-up spaces as per need within any Government department, Government Colleges/ Universities / Schools/Institution etc. in the location.

In case no rent-free built-up space as per need is available, controlling center may also explore possibilities of establishment of study center with private partners, duly ensuring sustainability and operational feasibility.

Selection of space shall be done following the due process.

7. **Tenure:** The study centers shall be temporary in nature and shall function only when specific need for such center arises in the region. No permanent establishments are to be made for study centers. Quarterly review of study centers has to be conducted by the respective Controlling Center(s) and the report shall be submitted to the Competent Authority at Headquarters.
8. **Population:** Population of the region/area/location etc. shall not be considered while opening study centers as these establishment are temporary in nature and for specific purposes. However, feasibility, potential population and sustainability are always taken into the account by controlling centers while proposing for the study center.
9. **Procedures:**
 - i. The controlling center shall submit a detailed proposal to NIELIT HQ for opening up of study centers under its jurisdiction duly including academic, financial, operational aspects, sustainability.
 - ii. Upon the approval of Competent Authority, the Controlling Centre shall take up the matter without delay for establishment of the study centers.

Contd/-



- iii. Controlling Centre shall undertake all operational, administrative and finance activities of the study centers.
- iv. Controlling Centre shall make the budget provision for the newly to be established study Centre.

10. Infrastructure or Labs:

- i. Controlling centre shall as far as possible try to look for a free computer lab with Internet connectivity, LAN and power backup facility through an online like UPS & DG Set.
- ii. In case free infrastructure is not available or the infrastructure available is not suitable, the controlling centre may include detailed report of the same in the proposal. After approval of the Competent Authority, the controlling centre may go for procurement of the essential infrastructure viz. lab, classroom etc. by following the laid down procedure or may tie-up for the same with third party. Sustainability and cost recovery parameters to be strictly looked into wherever investments from NIELIT side are involved.
- iii. In case investment by NIELIT is required, maximum one time investment is to be made and the investment should not be more than 50% of the expected realizable revenue generation from training in one year (eg. if the expected income is Rs. 2 Lakh, the investment/expenditure should not be more than Rs. 1 Lakh).
- iv. No investments are to be done where cost recovery cannot be expected/materialized.

11. Faculty member: Faculty members shall be deputed by the NIELIT controlling centre. In case of non-availability of suitable staff, the controlling centre may engage guest faculty on an hourly basis only for the course period.

12. Review: Performance of the study centre shall be reviewed every financial year and based on the performance only, the study centres shall be continued/discontinued. The decision of DG, NIELIT shall be final in this regard.

13. Role Responsibilities

i. HQ responsibilities

- a. HQ shall examine the Proposal submitted by the Controlling Centre first and put on the channel of soliciting approval of the Competent Authority.
- b. To ensure yearly monitoring of the study center by controlling center.
- c. In case of financial crunch at Controlling Center, HQ shall release the funds required for functioning of the study centre excluding manpower cost to Controlling Centre

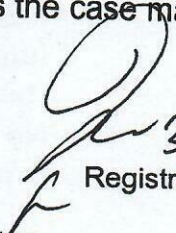
for initially six months only as loan based upon the demand of Controlling Centre as mentioned in Proposal.

- d. HQ shall process the proposal received from center and convey the final decision of the Competent Authority within 15 days from the receipt of the proposal at HQ.

ii. **Controlling Centre Role & Responsibility**

- a. Controlling Centre shall provide all technical, financial & administrative expertise & support to the Study Centre to be established.
- b. Controlling Centre shall submit a status report yearly to HQ in respect of the study center.
- c. Controlling center shall be responsible for all the activities and overall management of the study centers.
- d. Quarterly monitoring the performance of the study center and submitting the report of the same to the Competent Authority.

14. **Sanctity:** These SoP are issued with the approval of Competent Authority and is in supersession of procedures/guidelines/directions as the case may be, conveyed through earlier office orders.


30/11/2022
Registrar

To:-

- (i) The Executive Director/Director/Director-in-Charge of NIELIT Centres
- (ii) The Head of Technical Wing, NIELIT (HQ)
- (iii) Webmaster, NIELIT (HQrs)- for uploading on NILEIT's website

Copy for information to:-

- (i) PS to Minister (E&IT) & Chairperson, Governing Council, NIELIT
- (ii) PS to MoS (E&IT) & Deputy Chairperson, Governing Council, NIELIT
- (iii) OSD to Secretary, MeitY & Chairperson, Management Board, NIELIT
- (iv) The Joint Secretary & Group Coordinator(HRD), MeitY

Copy also to:-

- (i) TSO to Director General, NIELIT
- (ii) Chief Vigilance Officer, NIELIT