

Standard Operating Procedures (SOP)

For

Implementation of Project

“Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST& EWS(Women) Youth through Capacity Building and Skill Development in IECT”

Sponsored by MeitY

Implementing Agency:

**National Institute of Electronics and Information
Technology (NIELIT)**

**An Autonomous Scientific Society of Ministry of Electronics and Information Technology
Government of India**

Nodal Centre

NIELIT J&K

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I- Overview of the Project

i) Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST& EWS(Women) Youth through Capacity Building and Skill Development in IECT

The Project aims towards Capacity building/ Skill development of 72,000 SC/ST/EWS(Women) youth in IT and Electronics Sectors for enhancing their employability & livelihood in most SC/ST populous districts of States/UT (except NIELIT own Centers and District covered under Aspirational Districts project of MeitY).

ii) Administrative Approval:

MeitY approved the Project vide Administrative Approval No. L-14016/2/2022-HRD dated 12th October,2022. The total GIA of the project is Rs 90,92,83,839/- over a period of 3 years. Year wise distribution of GIA and Category Wise target is as follows:-

Year/Category Wise Target Distribution				
Year/Category	SC [40%]	ST [40%]	EWS-Women [20%]	Total
1st Year [20% of Total]	5760	5760	2880	14400
2nd Year [40% of Total]	11520	11520	5760	28800
3rd Year [40% of total]	11520	11520	5760	28800
Total	28800	28800	14400	72000

iii) Beneficiary States :

The total target of the Project is **72,000** which is distributed among 26 States/UT covering 100 districts over a period of 3 years. The list of districts is mentioned below :-

S No	State	Name Of Districts	No. of Districts
1	Uttar Pradesh	Sitapur, Allahabad, Hardoi, Azamgarh, Kheri, Rae Bareli, Agra, Jaunpur, Unnao	9

2	West Bengal	Bardhaman, South Twenty Four Parganas, North Twenty Four Parganas, Jalpaiguri, Paschim Medinipur, Nadia, Hugli, Bankura, Koch Bihar	9
3	Maharashtra	Thane, Nashik, Pune, Nagpur, Jalgaon, Ahmadnagar, Nanded, Amravati, Yavatmal	9
4	Rajasthan	Udaipur, Jaipur, Banswara, Dungarpur, Alwar, Dausa, Ganganagar, Jodhpur, Nagaur	9
5	Bihar	Samastipur, Pashchim Champaran, Vaishali, Purba Champaran, Darbhanga	5
6	Odisha	Mayurbhanj, Sundargarh, Kendujhar, Koraput, Nabarangapur	5
7	Tamilnadu	Viluppuram, Kancheepuram, Vellore, Thiruvallur, Chennai	5
8	Jharkhand	Dhanbad, Purbi Singhbhum, Bokaro, Palamu, Hazaribagh	5
9	Punjab	Ludhiana, Jalandhar	2
10	Haryana	Hissar, Sirsa	2
11	Kerala	Palakkad	1
12	Uttarakhand	Dehradun	1
13	Himachal Pradesh	Kangra	1
14	MADHYA PRADESH	Dhar, Barwani, Chhindwara, Khargone (West Nimar), Jhabua, Betul, Indore, Sagar, Jabalpur	9
15	ANDHRA PRADESH	Guntur, East Godavari, Krishna, Sri Potti Sriramulu Nellore, Visakhapatnam	5
16	KARNATKA	Bangalore, Bellary, Belgaum, Mysore, Raichur	5
17	GUJARAT	Dohad, Vadodara, Surat, Valsad, Ahmadabad	5
18	CHHATISGARH	Surguja, Raipur, Bilaspur, Bastar, Durg	5
19	TELANGANA	Bhadradi	1
20	Assam	Karbi Anglong, Nagaon	2
21	Meghalaya	East Khasi Hills	1
22	Tripura	West Tripura	1
23	Manipur & Nagaland	Ukhrul & Mon	1
24	DELHI	Except North West Delhi	1
25	JAMMU & KASHMIR	Rajouri	1

iv) Summary of Course Details & No of Candidates to be trained :-

The list of courses tabulated below are NSQF aligned courses of NIELIT in the area of IECT. Duration of these courses varies from 80 Hrs to 510 Hrs

Sr No	Qualification Name	Eligibility	NSQF Level	Duration (In Hrs)	Target No Of candidates to be certified	No of Batches with 30 Candidates	No of Batches per district	No of Candidates per District

SoP for “Skill Development of youths in Aspirational Districts in area of IECT leading to enhancement in Employability”

	A	B	C	D	E	F	G	H=G*30
1	Certificate course in	10th +ITI/	4	250	12000	400	4	120

SoP for “Skill Development of youths in Aspirational Districts in area of IECT leading to enhancement in Employability”

	IT-ITeS BPO, Soft Skills & Communicative English	12th with English as one of the subjects						
2	Advance Diploma in Computer Application Accounting and Publishing	Intermediate (10th +2)	4	200	6000	200	2	60
3	Certification Course in Data Entry and Office Automation	10+2 in any stream with Min 50 % Marks OR ITI Certificate (One Year) after class 10th with Min 50 % Marks	4	200	6000	200	2	60
4	O level (IT)*	Students from Institutes conducting accredited courses: 10+2 or ITI Certificate (One Year) after class 10 followed, in each case, by a NIELIT accredited 'O' Level course.	5	520	3000	100	1	30
5	NIELIT Certified Web Developer	Basic Computer Knowledge	4	200	6000	200	2	60
6	NIELIT Certified Multimedia Developer	12 th Pass	5	200	6000	200	2	60

SoP for “Skill Development of youths in Aspirational Districts in area of IECT leading to enhancement in Employability”

7	NIELIT Certified IoT Engineer	3rd Year Diploma in Electronics/ Electrical or B. Tech in	4	200	6000	200	2	60
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		Electrical/EI electronics/E EE/ECE/Co mputer Science from 2nd year onwards						
8	NIELIT Certified IoT Technical Associate	Diploma 2nd Year and above in Electrical, Electronic, Electrical and Electronics, Instrument ation and Computer Science Or B.Sc. Electronics	4	90	6000	200	2	60
9	Solar Power Installation, Operation and Maintenance	10+2, Diploma/ Any Graduates	4	80	6000	200	2	60

10	NIELIT Certified Artificial Intelligence Associate	Pursuing NIELIT A level (IT) Or NSQF Aligned L5 (AI/ML/ Data Science/ Data Analytics) or Final Year Polytechnic Diploma in Computer Science/ IT or 3rd	5	90	6000	200	2	60
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SoP for “Skill Development of youths in Aspirational Districts in area of IECT leading to enhancement in Employability”

		semester onward B.E/B. Tech in any discipline or PGDCA or 3rd semester onward MCA/MS(CS/IT)						
11	Assembly & Maintenance of Personal Computer	10 th /12 th / ITI/Polytechnic Diploma/ Graduation	3	240	6000	200	2	60
12	NIELIT Certified Cloud Computing and Virtualization Expert	3year diploma/Undergraduate with knowledge of any computer language, Internet Concepts and Network Concepts	6	210	3000	100	1	30
Total					72,000			

II- Selection of the Training Institutes

NIELIT Centers will publicize project in the districts under its jurisdiction so that both TP and beneficiaries get the information about the project. Those TP's who are already registered with NIELIT for any of the 12 NSQF courses under the project need not take affiliation for that course. However, if an institute which is not registered for NSQF aligned course with NIELIT want to start the project may take affiliation from NIELIT for the course as per procedure already defined & available at <http://www.nielit.gov.in/content/nsqf> for affiliation for NIELIT NSQF courses.

a) Shortlisting of TP :

A three member committee Chaired by Center Head or his representative, consisting of Nodal Officer and Investigator/Co-investigator will short list the TP based on the criteria below :

Sr. No.	Criteria	Max. Marks
1	No. of students admitted in any NIELIT NSQF course in last 2 years	40
2	Distance from Municipal body (Nagar Palika/Parishad etc.)	20
3	Date of Operations Education field (particularly in IT & Electronics courses)	10
4	Tie-up with industry and previous placement records	20
5	Training Facility availability	10
	Total	100

A copy of the agreement to be signed with the selected institute is placed at Annexure – II.

III- Selection of Candidates

A three-member committee comprising of Nodal officer from NIELIT center, head/authorized signatory of training partner and one members from Dept. of Social Welfare / Dept. of SC/ST development/ Dept. of Women and Child Development of the concerned State Government / Local employment exchange may select the candidates fulfilling minimum eligibility criteria for admission as per qualification file of the course and on merit basis. Candidates with higher qualifications may be preferred.

A student can take benefit under this project only once, i.e. one student can enroll for one course only during the entire project and only once. This will be the responsibility of TP to ensure that no student is enrolled multiple times in one course or in multiple courses under the project. Further, there will be provision also in the portal to check duplicity of student records.

IV- Implementation Strategy

(A) Mobilization & Selection of candidates:

- i) **Mobilization of Candidates:** Applications of interested candidates shall be invited through online portal/also along with other physical modes with a transparent process of publicity in regional or local dailies/ web-site/ direct counseling at educational institutions or names/list or data of candidates may be provided by Dept. of Social Welfare / Dept. of SC/ST Development/ Dept. of Women and Child Development of the concerned State Government / Local employment exchange etc. All these activities will be looked by Nodal Officer of respective NIELIT Center.
- ii) **Selection of candidates :** A three-member committee comprising of Nodal officer from NIELIT center, head/authorized signatory of training partner and one members preferably from Dept. of Social Welfare / Dept. of SC/ST development of the concerned State Government / Local employment exchange or any other Officer nominated by District Authority may select the candidates fulfilling minimum eligibility criteria for admission as per qualification file of the course and on merit basis.
- iii) **Registration Process:** Preliminary Registration for admission in any course will be done in online by candidates and TP will assist candidates in Registration. Admission in any course will be granted to registered students after due process of short listing / scrutiny by the three-member committee mentioned in Selection Criteria. Opening of registration in any course will be notified on website /portal of NIELIT well in advance and also TP and NIELIT RC will publicize the same.

While admitting a candidate training partner will thoroughly check caste/EWS certificate, educational qualification certificate, ID Proof and other necessary documents in person of every student in a batch. In case in later stage after admission of a candidate, document of beneficiary is found fake, then TP will not get any reimbursement of such beneficiary.

(B) Training & Assessment

Training Delivery Models:

The training can be conducted in online/blended mode by NIELIT Centres in collaboration with training partners. For this, we have following three models, Centre/TP may opt for anyone:

- i) **TP (Training Partners)** –Training will be conducted in-person at the NIELIT Centre /Training partners.
- ii) **LTP (Lab Training Partners)** - Training partner and NIELIT Centre will work in collaboration, training will be provided in blended mode, Training partner will be associated for providing only lab facility, theory classes will be conducted by NIELIT Centers in online mode.

- iii) **Lab & Online Training Partner (L&OTP)-** TP will not only provide Lab facility but will also provide classroom facility where provision of TV/Desktops/Laptops etc. will be made through which students will attend online training conducted by RC.

Attendance of candidates will be maintained through Aadhaar Enabled Biometric Attendance System (AEBAS) wherever possible.

Eligibility Criteria of LTP and L&OTP :

- i) For LTP :
- Institute having requisite lab facility as per qualification file for respective course for which the institute is interested to collaborate with NIELIT.
 - Must have qualified lab faculty for conducting lab sessions. Also, it must have IP based camera facility in labs through which respective RC will be able to monitor the practical classes conducted by the training partner. Lab should be sufficiently spacious so that social distancing norms may be ensured.
- ii) For L&OTP :
- In addition to requirement for LTP, the Training partner must have classroom with proper technical facility through which the students can attend online classes conducted by RC remotely. These must have IP based camera facility through which respective RC will be able to monitor the attendance conducted by the training partner. Classroom should be sufficiently spacious so that social distancing norms may be ensured.

LTP and L&OTP will be selected by RC after ensuring that the training institutes have qualified lab faculty and have requisite lab facility and infrastructure for conducting the practical for particular course for which it is applying for tie-up with NIELIT. In case of L&OTP registration RC will also check and confirm that the institute have requisite facility of classroom TV/Computer, CCTV for monitoring etc. facility from where candidates will attend online theory classes conducted by NIELIT Center remotely. the RC will do an agreement with institute interested to affiliate as LTP under the project. Further, RC will also submit an undertaking to NIELIT HQ that it has verified all details of institute regarding faculty and infrastructure availability at institutes which are affiliated as LTP. RC will be solely responsible for any issue/grievance related to LTP encountered any time.

Roles of LTP :

- i) LTP will nominate a Coordinator who will be contact person and in-charge for all activities that are to be performed by LTP under the project.
- ii) LTP will be responsible for selection and admission of student in its district as per candidate

selection criteria mentioned in existing SoP. LTP will provide full assistance to Nodal Officer of concerned RC. LTP will do the preliminary registration of interested students through online forms under the supervision of Nodal officer from NIELIT Center.

- iii) LTP will conduct practical for the courses in line with Qualification File of the corresponding course. LTP must have faculty & lab instructor who can conduct practical classes as per course requirement.
- iv) LTP will maintain requisite monitoring provisions in its labs like IP based camera etc. through which NIELIT Center/Nodal Officer can monitor the ongoing practical classes live and also students can ask queries if any from the NIELIT Faculty.
- v) LTP will maintain recording of all practical classes date-wise which can be asked by NIELIT/MeitY any time for verification.

Roles of L&OTP: In addition to roles performed by LTP, the L&OTP must have classroom with proper technical facility through which the students can attend online classes conducted by NIELIT Centers remotely. These must have IP based camera facility through which respective NIELIT Center will be able to monitor the attendance conducted by the training partner. Classroom should be sufficiently spacious so that social distancing norms may be ensured.

Activities to be performed and revenue sharing under the 3 models of training will be as mentioned below :

Sr. No.	Activity	Model		
		NSQF TP Model	LTP Model	L&OTP Model
1	Accreditation process	By RC	By RC	By RC
2	Candidate Enrolment	By TP	By LTP	By L&OTP
3	Theory Lecture Delivery	By TP	By NIELIT Center in online mode, student will attend from his/her home through mobile/laptop/computer etc.	By NIELIT Center but L&OTP will provide classroom facility along with TV/Computer from where student will attend the online class. Institute will also have to make provision for monitoring of class through IP based camera etc.
4	Lab Session Delivery	By TP	By LTP	By L&OTP
5	Assessment of students	By NIELIT HQ	By NIELIT HQ	By NIELIT HQ

6	Payment Model	Reimbursement will be made to TP@75% payment for total Course fee as per NSQF rates. RC will keep 25% for conducting FDP for Faculty & Lab Instructors of TP and meeting various expenditures towards implementation of the project. For eg. Refer Annexure -1.	Reimbursement will be made to LTP @75 % of per hour rate for the duration of <u>practical component</u> of the course. RC will keep the remaining 25 % for duration of practical component for Faculty Development Program of faculty and Lab instructor at LTP. Since, theory component of training will be conducted by RC, entire remuneration for theory component will be kept by RC. For eg. Refer Annexure -1.	Reimbursement will be made to L&OTP @75 % of per hour rate for the duration of <u>practical component</u> of the course. RC will keep the remaining 25 % for duration of practical component for Faculty Development Program of faculty and Lab instructor at LTP. Since, theory component of training will be conducted by RC and L&OTP will provide classroom and other facility, 75% remuneration for theory component will be kept by RC and remaining 25% share will be given to L&OTP. For eg. Refer Annexure -III.
7	Benefits of Model		Will ensure quality of training as it will be conducted by NIELIT Center itself. Further, there will be uniformity of content delivered to the students.	Will ensure quality of training as it will be conducted by NIELIT Center itself. Further, there will be uniformity of content delivered to the students. Those students which do not have Smartphone/laptop /computer at home will also be able to attend online theory classes at their nearby institute in their district itself and thus will take benefit from the project.

Assessment:

After completion of training assessment will be carried out by Exam Wing NIELIT HQ as per the defined guidelines/norms of NIELIT.

i) Training:

In first year Training will be delivered in 26 districts through NIELIT centre. All NIELIT Centres will cover its jurisdiction either by setting up temporary facilities or by enrolling Training Partners (TP's). If training partners are involved, the revenue model will be decided by NIELIT based on the responsibilities extended to Training Partners in running a course.

The training shall be imparted as per the prescribed syllabus and format mentioned in Qualification files of the 12 courses available at <https://nqr.gov.in/>. In first year efforts will be

made by NIELIT Regional Centers to tie up with the Government institutes with required infrastructure / resource to conduct the training and private institutes will also be mobilized to get accreditation of NIELIT NSQF aligned courses so as training in other districts on these courses can be conducted.

Training Partner (TP) will maintain records of Student preliminary registration, shortlisted Student (for training by committee) records and attendance and provide to NIELIT Official for inspection. Promotion of project, Study material and Library will be provided to students by Training partner and no additional cost will be claimed by TP for these purposes (Training fee includes all these expenditure). Training will be conducted as per course details mentioned in qualification files of these course.

Monitoring Mechanism –

- a) TP may be asked to submit the CCTV footage of classroom on random basis.
Or
- b) Flying squad surprise visit.
Or
- c) Sudden video call by Nodal Officer, RPCU or any NIELIT Official.

ii) Placement Assistance:

NIELIT Centre through RPCU & TP of concerned TP/District may conduct Job fair at NIELIT Center/tie-up with industry/online remote interview if possible to facilitate certified candidates to get suitable job. RPCU & TP will be responsible for facilitating placement related activity.

iii) Impact Assessment or Project Implementation Review:

An impact assessment of the project would be carried out through third party like DTU, IIM etc. so that the learnings /mid-course corrections, if any, could be carried out during the balance period of implementation of the project.

If required, NIELIT may also take feedback from beneficiary or other stake holders at regular intervals to review the implementation of project and make necessary changes through due procedure.

iv) Coordination & Roles & Responsibilities:

a) NIELIT J&K:

- Joint Director
- Deputy Director

- STO
- Project Coordination Unit (PCU)

Director General, NIELIT would be responsible for overall management of the Project and will be supported by the coordination team at NIELIT HQs and NIELIT J&K.

b) NIELIT Centres:

- One Nodal Officer at each NIELIT Centre has been nominated for this project.

Directors of each Centre would be responsible for the management of the project in the states of their region.

c) Project Coordination Unit (PCU), Nodal Officer at NIELIT Center:

Further, considering the involvement of multiple Centres/ training partners and other stakeholders in the implementation of project and the need for overall aggregation and integration at the national level, it is appropriate to implement project, with well-defined roles & responsibilities of each concerned involved, and to create an appropriate project management structure.

Following table shows the levels and proposed unit responsible for management of the progress of training work force:

Level	Unit Name	No.'s
NIELIT J&K	Project Coordination Unit (PCU)	1
NIELIT Centre Level	Nodal Officer	One at each NIELIT Centre that will be responsible for all trainings in its jurisdiction.

Following teams will work for the coordination of the project.

c-1. Role of Project Coordination Unit (PCU) at NIELIT J&K Level

A Project Coordination Unit (PCU) will be setup to monitor the project of training of 72,000 beneficiaries. PCU & Nodal Officers of the Centres/Centre Heads will meet over Video conferencing (VC) to review the progress of project every month. Representatives from Ministry, NIELIT HQ, NIELIT J&K, Centre Level Nodal Officers, will meet to review through VC or physically and analyze reports prepared by PCU. The Unit will report to Chief Investigator and Co-Investigator at NIELIT HQ/NIELIT J&K will play roles for:

- Assist/ support MeitY in coordination/ monitoring/ PRSG etc.
- Develop MIS for monitoring performance/ progress of the project

- Advice on Implementation Models
- Guidance in Capacity Building
- Strategic Control
- Support in Project Monitoring and advice
- To review the target achieved during the said period.
- To discuss the issues raised during review meeting and suggesting the appropriate action.
- To review the status of funds given and their utilization.
- To review the target set and achieved
- Overall coordination of the project.

The responsibilities of this unit are:

- **Awareness and Communication:** As this unit is responsible for implementing the strategy to achieve objective of training 72,000 candidates, therefore it becomes important that information and guidelines in implementing the programme must be made aware to all the concerned centres and branch. The information may be in the form of courses to conduct, add/ de-list any course, technology to be used, objective of the project and target to be achieved in particular year.
- **Assessment of result:** The unit will review the progress of the programme in a meet to be held twice in a year. The unit will also decide on action to be taken in case some issue arises in terms of mismatch of target and achievement.
- **Strategic and Operational Issues:** The committee will resolve the strategic and operational issues encountered during the implementation of programme.
- **Monitoring and Evaluation:** A comprehensive MIS will be developed to keep track and evaluate targets met, financial results i.e. availing and utilizing the funds. These MIS reports would be discussed in the annual meetings of the unit. Some of the MIS reports are listed below.
 - Summary of the target set and achieved during the said period
 - Centre wise, no of candidates trained
 - Category wise number of candidates trained
 - State wise number of candidates trained
 - Statement of expenditure incurred
 - Feedback report

- List of issues to be discussed related with strategy, policy and the relevant operational matters.

Role of Centre level Nodal Officer

Each of the NIELIT centres will have a Nodal Officer to oversee the implementation of the project at the centre level.

The responsibilities of this unit are:

- Affiliation of Training Partners.
- Allocation of targets to affiliated training partners.
- Collaboration with Social Welfare Department of respective State / Employment Exchanges and other organizations for getting list of eligible list of candidates.
- Placement and counselling support to the successful candidates.
- Will be responsible for all financial matters of the project, will explain and clarify various financial aspects of the project to finance wing of concerned NIELIT Center.
- Responsible for timely preparation of Utilization Certificates and submission to NIELIT HQs when required.

✓ **Monthly Report:**

Monthly progress report will be submitted by NIELIT Centres to PCU at NIELITJ&K for onward submission to HRD division of MeitY.

Role of TP

The TP registered by NIELIT Center after due process to implement the project in a respective district will have following roles:

- To promote the project/program at District Level.
- Will play active role in selection of beneficiary/candidate to be certified.
- To conduct training of candidates as per Qualification File of courses and support in conduction of examinations.
- To guide students and help them in training & certification related matters.
- To submit invoices in proper format along with all requisite documents to NIELIT Center.
- Any other activity not covered above as felt in future by NIELIT Center/RPCU/PCU/NIELITHQ.

d) Examination & Certification System:

Examination would be conducted by NIELIT HQ in line with the syllabus prescribed in Qualification file of the course.

- **Examination:**

Examination would be conducted through online mode by Examination Section NIELIT HQ,

at the end of the course for assessing the overall knowledge of the participants along with NSQF Course Exams.

- **Certificate:**

All the successful participants would be issued Digital Certificate as in case of NIELIT NSQF courses.

V. Post Certification Activities

i) Raising invoice by Training Partner (TP):

After completion of training and certification of a batch, invoice will be generated from online portal by the TP. TP will verify the invoice online, upload attendance of students and other necessary documents in that batch after due attestation and forward it to Nodal Officer of the NIELIT Center in the corresponding state. Nodal Officer will further verify these details, take approval of Director and payment will be done to TP by Center.

VI. Grievance Handling

All grievances of training partner and students will be addressed by concerned NIELIT Center. Head of NIELIT Center will be solely responsible for smooth conduction of training in districts under the jurisdiction of concerned NIELIT Center.

Matters related to changes in policy/implementation strategy of the project will be dealt by NIELIT HQ.

List of Districts

Table-1

State where NIELIT Centers are present (only those districts are covered where SC & ST population is maximum and NIELIT own Center are not present, districts covered under Aspirational District project are also excluded)

S. N.	Name of State	No. of Districts covered		Name of District	No. of NIELIT Accredited Centres	No. of Candidates to be trained per district	Total Target
1	UTTAR PRADESH	9	1	Sitapur	3	720	6480
			2	Allahabad	15	720	
			3	Hardoi	3	720	
			4	Azamgarh	11	720	
			5	Kheri	0	720	
			6	Rae Bareli	3	720	
			7	Agra	8	720	
			8	Jaunpur	9	720	
			9	Unnao	4	720	
2	WEST BENGAL	9	10	Bardhaman	0	720	6480
			11	South Twenty Four Parganas	0	720	
			12	North Twenty Four Parganas	3	720	
			13	Jalpaiguri	1	720	
			14	Paschim Medinipur	0	720	
			15	Nadia	0	720	
			16	Hugli	2	720	
			17	Bankura	0	720	
			18	Koch Bihar	0	720	
3	MAHARASHTRA	9	19	Thane	0	720	6480
			20	Nashik	1	720	
			21	Pune	2	720	
			22	Nagpur	2	720	
			23	Jalgaon	0	720	
			24	Ahmadnagar	0	720	
			25	Nanded	0	720	
			26	Amravati	0	720	

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			27	Yavatmal	0	720	
			28	Udaipur	3	720	
			29	Jaipur	7	720	
			30	Banswara	0	720	
			31	Dungarpur	3	720	
			32	Alwar	1	720	
			33	Dausa	0	720	
			34	Ganganagar	0	720	
			35	Jodhpur	7	720	
4	RAJASTHAN	9	36	Nagaur	0	720	6480
			37	Samastipur	0	720	
			38	Pashchim Champaran	0	720	
			39	Vaishali	0	720	
			40	PurbaChamparan	0	720	
5	BIHAR	5	41	Darbhanga	1	720	3600
			42	Mayurbhanj	0	720	
			43	Sundargarh	1	720	
			44	Kendujhar	0	720	
			45	Koraput	0	720	
6	ODISHA	5	46	Nabarangapur	0	720	3600
			47	Viluppuram	0	720	
			48	Kancheepuram	0	720	
			49	Vellore	0	720	
			50	Thiruvallur	0	720	
7	TAMIL NADU	5	51	Chennai	1	720	3600
			52	Dhanbad	2	720	
			53	PurbiSinghbhum	0	720	
			54	Bokaro	1	720	
			55	Palamu	0	720	
8	JHARKHAND	5	56	Hazaribagh	0	720	3600
			57	Ludhiana	2	720	
9	PUNJAB	2	58	Jalandhar	2	720	1440
			59	Hisar	4	720	
10	HARYANA	2	60	Sirsa	1	720	1440
11	KERALA	1	61	Palakkad	1	720	720
12	UTTRAKHAND	1	62	Dehradun	4	720	720
13	HIMACHAL PRADESH	1	63	Kangra	5	720	720
Total							45360

Table 2							
UT where NIELIT Centers are present (only those districts are covered where SC & ST population is maximum and NIELIT own Center are not present, districts covered under Aspirational District project are also excluded)							
S. N.	Name of State	No. of Districts covered		Name of District	No. of NIELIT Accredited Centres	No. of Candidates to be trained per district	Total Target
1	DELHI	1	64	Except North West Delhi	61	720	720
2	J&K	1	65	Rajouri	1	720	720
Total							1440

Table 3							
State where NIELIT Centers are not present (districts covered under Aspirational District project are also excluded)							
S. N.	Name of State	No. of Districts covered		Name of District	No. of NIELIT Accredited Centres	No. of Candidates to be trained per district	Total Target
1	MADHYA PRADESH	9	66	Dhar	0	720	6480
			67	Barwani	0	720	
			68	Chhindwara	0	720	
			69	Khargone (West Nimar)	0	720	
			70	Jhabua	0	720	
			71	Betul	0	720	
			72	Indore	4	720	
			73	Sagar	0	720	
			74	Jabalpur	4	720	
2	ANDHRA PRADESH	5	75	Guntur	0	720	3600
			76	East Godavari	0	720	
			77	Krishna	0	720	
			78	Sri PottiSriramulu Nellore	0	720	
			79	Visakhapatnam	0	720	
3	KARNATAKA	5	80	Bangalore	2	720	3600
			81	Bellary	0	720	
			82	Belgaum	0	720	

			83	Mysore	0	720	
			84	Raichur	1	720	
4	GUJARAT	5	85	Dohad	0	720	3600
			86	Vadodara	1	720	
			87	Surat	2	720	
			88	Valsad	0	720	
			89	Ahmadabad	1	720	
5	CHHATISGARH	5	90	Surguja	0	720	3600
			91	Raipur	0	720	
			92	Bilaspur	1	720	
			93	Bastar	0	720	
			94	Durg	1	720	
6	Telangana	1	95	Bhadradi	0	720	720
Total							21600

Table-4

State where NIELIT Centers are present (only those districts are covered where SC & ST population is maximum and NIELIT own Center are not present, districts covered under Aspirational District project are also excluded)

S. N.	Name of State	No. of Districts covered		Name of District	No. of NIELIT Accredited Centers	No. of Candidates to be trained per district	Total Target
1	Assam	2	96	KarbiAnglong	0	720	1440
			97	Nagaon	1	720	
2	Meghalaya	1	98	East Khasi Hills	0	720	720
3	Tripura	1	99	West Tripura	0	720	720
4 [#]	Manipur & Nagaland	1	100	Ukhrul& Mon	0	720	720
Total							3600

Note :-

1. No. of courses may be added/deleted by NIELIT based on demand in technology/region, subject to maintaining overall Financial capping of the project.
2. # Manipur and Nagaland will train total 720 candidates jointly in the districts of Ukhrul and Mon which are most SC/ST populous district of these states.

Annexure-II

Format of Agreement (on Rs. 100/- stamp paper)

This agreement entered into on this.....day of between **NIELIT CENTRE name** (a unit of **NIELIT Society**, which is an autonomous scientific society of Ministry of Electronics & Information Technology, Government of India), <.....ADDRESS OF NIELIT CENTRE.....> (hereinafter referred to as **First Party** which term and expression shall mean and include its successors and assignees) represented by its Head/Director on the **ONE PART**:

AND

The <.....Training Partner.....> (hereinafter referred to as **SECOND PARTY** which expression shall include its successors and assignees) and represented by authorized signatory Mr XXX, Head /Director on the **OTHER PART**:

WHEREAS First Party invited applications for providing training for <Project title> with assistance of MeitY, Govt. of India and whereas the SECOND PARTY tendered to provide the same.

AND WHEREAS **FIRST PARTY** awarded the contract for the said training to SECOND PARTY, after due process of Shortlisting the training partner.

AND WHEREAS **SECOND PARTY** has a security deposit in favor of **FIRST PARTY**

for the due fulfillment of his obligation under this deed – Deposit amount of `XXXX/- being 5 percent of the training fee for batch of 30 candidates for the course <Course Name> (in the form of DD or Bank Guarantee No. _____)
Dated _____)

WHEREAS **FIRST PARTY** and **SECOND PARTY** desire to mutually associate with each other to commence the **training program in <Project title>** through its training centres in the said district of said state.

Now it is hereby agreed by and between the two parties hereto as follows:

1. SCOPE: SECOND PARTY will conduct training program in <Project title>through its centre in <District & State name>for the course <Course Name>
Training program: <Project title>as per details strictly as per NIELIT NSQF norms, Qualification file of the course and project guidelines.

SECOND PARTY through its respective district coordinators will ensure the availability of necessary infrastructure and qualified and trained faculty suitable for conducting the respective training programs at the respective training centre.

- 1.3 The maximum number of candidates to be trained in the district of <District & State name> for the course <Course Name> is 30 per batch.

2. OBLIGATION OF SECOND PARTY:

<Project title> for the <District name> for the course <Course name>,

SECOND PARTY proposing to conduct the training program shall furnish an undertaking that it fulfils all the necessary requirements in terms of infrastructure, hardware, software, faculty and library if applicable, etc for conducting the training programs and shall allow the **FIRST PARTY** personnel or its representatives for inspections of the training centre if they so desire.

If the training is not carried out to the satisfaction of **FIRST PARTY**/end user and if the behavior or character or conduct of the personnel engaged by the **SECOND PARTY** are found to be unsatisfactory at any time during the period of operation of the contract, **FIRST PARTY** reserves the right to terminate the contract with one month's notice and if the contract is so terminated the **SECOND PARTY** shall not have any claim whatsoever for compensation for the remaining period of contract. The security deposit of the **SECOND PARTY** shall be forfeited in such cases.

SECOND PARTY or its district office shall monitor and coordinate the training programs conducted through its training centre and ensure that the training programs are conducted as per the criteria mentioned in Qualification File (QF) of the courses available at National Qualification Register <https://nqr.gov.in/>, NIELIT NSQF norms, and project implementation SoP/norms.

SECOND PARTY shall ensure that the persons employed for training possess the minimum essential qualification(s) and maintain a trainee: PC/lab practical training instruments ratio of 2:1 to ensure quality of the program

SECOND PARTYS Training charges for the Courses (includes GST and other applicable overhead charges) as per NSQF training fee rates per candidate which covers cost of publicity & study material also.

SECOND PARTY shall maintain a Student Registration Register, a Student Record Register and Student Attendance Register as given below.

- (a) **Student Registration Register:** Student Registration Register shall contain details like Serial No.; Student Name & Address; Student ID Number; Date of Admission; Course Name, Course Code & Duration; Batch Code, Start Date & End Date, Sex, date of birth, caste, community details
- (b) **Student Record Register:** Student Record Register shall contain details like Serial No.; Student Name; Student ID; Course Name; Period of Study; Assignment/Test

paper/Model Exam Nos. & marks/Grades awarded.

- (c) **Attendance Register:** with signatures of the candidates for each of the day's attendance

SECOND PARTY will be responsible for the verification and maintaining record of all relevant documents of the beneficiary like educational qualification, caste certificate etc.

SECOND PARTY shall print and distribute the necessary Course material/handouts for the program as per the syllabus/course material mentioned in QF.

SECOND PARTY will ensure the quality of the training programme by implementing a Two-Tier Evaluation Project: (1) Continuous evaluation by means of Assignments & Class Tests and (2) Final Evaluation by NIELIT as per Examination for NIELIT NSQF aligned courses.

SECOND PARTY shall tie-up with the local industries for providing placement assistance for the candidates.

SECOND PARTY shall provide any other reports or information required by **FIRST PARTY** in connection with this training program.

SECOND PARTY shall nominate a **Co-ordinator/authorized contact person** for this project.

SECOND PARTY shall not sub-contract the whole or part of the contract or assign the contract or any part thereof to any other third Party

3. OBLIGATION OF FIRST PARTY:

FIRST PARTY shall coordinate the selection of the candidates based on the applications received and the candidates will be allocated to the nearest training centre of the **SECOND PARTY**.

Payment terms: Payment shall be made on completion of the courses and further certification of candidates based on the actual number of candidates certified on receipt of invoice along with relevant documents online through portal to **SECOND PARTY**.

4. Tenure /Renewal of the Agreement

This agreement shall come into force when duly signed by the representatives of both the parties and shall be valid for a period of **One Year** from the date of such signing. On the expiry of One year, parties hereto shall be entitled to renew by mutual consent on such terms as may be then be agreed upon. If not renewed,

SECOND PARTY shall be entitled to stop conducting the training program for the candidates in this project. Before such action, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued. This agreement shall not be terminated until successful completion of any pending Course.

5. Breach of Terms of this Agreement

If either party commits breach of any of the terms of this agreement, the other party may bring the fact of breach to the notice of the former and the former shall immediately take steps to rectify the breach and in case he fails to do so and the breach continues for a period of 1 Month, the aggrieved party may treat this agreement as repudiated by the other party and forthwith serve a notice of termination and the aggrieved party will have the right to claim from the other party the damages in respect of losses already sustained by him for the unexpired period of the agreement on account of such termination of the agreement. The agreement will automatically be terminated within 1 month after the receipt of such notice, subject to the liability and arbitration clause. In the event of breach of any of the terms and conditions of the agreement signed by the **SECOND PARTY**, the security deposit will also be forfeited.

In case of any such termination of this agreement, in the middle of a Course, which has already been started, both the parties should take sufficient steps so as to complete the Course, already started. Termination of the agreement should be implemented in such a way that the future of the students/trainees is not affected by the termination. In case of such termination of the agreement, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued.

6. Termination of contract

The contract is liable to be terminated by either side on one month's notice. Abrupt termination or breach of the contract by the **SECOND PARTY** for reasons attributable to the **SECOND PARTY** will entail forfeiture of the Security Deposit of the **SECOND PARTY**.

If the **SECOND PARTY** (a) abandons the contract or has failed to proceed with the work or does not adhere to the committed schedules or technological requirements due to negligence or the progress on any particular item or items is slow (b) has failed to execute the work in accordance with the terms and conditions of the contract, (c) is persistently or frequently neglecting to carry out their obligation under the contract, then **FIRST PARTY** shall be competent to terminate the contract unilaterally at its discretion at any time without notice and without paying any compensation or any other amounts and to proceed with the balance of the work through any other agencies and the **SECOND PARTY** is liable to compensate **FIRST PARTY** for losses incurred by it in such cases. In such termination of the contract, the Security Deposit made by the **SECOND PARTY** shall

also be forfeited

7. Jurisdiction

This Agreement shall be governed by the Laws of Indian Union in force. Both the parties here in agree that all disputes between them shall be subject to the jurisdiction of courts in <District of Office of **SECOND PARTY** >

8. Arbitration or Mediation

Any dispute arising between the parties if not resolved between them shall be referred after mutual consent of both the parties to an arbitrator or mediator. The selection of the arbitrator shall be decided by the above parties mutually.

In case of termination of this agreement, in the middle of a Course, which has already been started, both the parties should take sufficient steps so as to complete the Course, already started. Termination of the agreement should be implemented in such a way that the future of the students/trainees is not affected by the termination. In case of such termination of the agreement, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued.

9. Modifications

The modifications in the Agreement can be done with the mutual consent of both the parties but strictly in line with the project guidelines.

10. The application, submitted documents by **FIRST PARTY to SECOND PARTY** and the record of the negotiation meeting held between **FIRST PARTY** and **SECOND PARTY** also form part and parcel of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed in duplicate on the day and the year first above written

AGREED:

For (**FIRST PARTY**)

For (**SECOND PARTY**)

(Institute Head signature & stamp)

(Institute Head signature &

(Name in Block Letters)

(Name in Block Letters)

Name of FIRST PARTY	Name of SECOND PARTY
Address	Address
Contact Details	Contact Details
E-mail ID	E-mail ID
Web	Web

Witness 1:

Signature.....

Name (in Block Capital Letters)

Address.....

Witness 2:

Signature.....

Name (in Block Capital Letters)

Address.....

Contact No.

Contact No.

Annexure-III

Example for revenue sharing model for the project "EELTP"

Suppose there is a course of total duration 100 hrs consisting of 40 hrs theory session and 60 hrs of practical session. Let NSQF rates (including GST) per hour is Rs. 40 then the **total course fee** will be Rs. 4000/- (100*40). Out of the total course fee 40% fee i.e. Rs. 1600/- (40*40) will be **theory component fee** & 60% fee i.e. Rs. 2,400/- (60*40) will be **practical component fee**.

The revenue sharing under the three models NSQF TP, LTP, L&OTP in case of above example will be as follows:

Activity	Model		
	NSQF TP Model	LTP Model	L&OTP Model
Revenue sharing/ Payment Model	Reimbursement will be made to TP @75% payment for total Course fee as per NSQF rates & RC will keep remaining 25%. In above case, TP will be given 75% of total course fee of Rs. 4000/-, i.e. Rs. 3000/- and RC will keep remaining 25% i.e. Rs. 1000/-.	Reimbursement will be made to LTP, @75 % of per hour rate for the duration of <u>practical component</u> of the course. RC will keep the remaining 25 % for duration of practical component for Faculty Development Program of faculty and Lab instructor at LTP. Since, theory component of training will be conducted by RC, entire remuneration for theory component will be kept by RC. In above case, TP will get 75% of Practical Component of Rs. 2400/- i.e. Rs. 1800/- and remaining 25% i.e. Rs. 600/- will be kept by RC. RC will keep 100% of theory component i.e. Rs. 1600/-.	Reimbursement will be made to L&OTP, @75 % of per hour rate for the duration of <u>practical component</u> of the course. RC will keep the remaining 25 % for duration of practical component for Faculty Development Program of faculty and Lab instructor at LTP. Since, theory component of training will be conducted by RC and L&OTP will provide classroom and other facility, 75% remuneration for theory component will be kept by RC and remaining 25% share will be given to L&OTP. In above case, TP will get 75% of Practical Component of Rs. 2400/- i.e. Rs. 1800/- and remaining 25% i.e. Rs. 600/- will be kept by RC. Further, TP will also get 25% of theory component of Rs. 1600/- i.e. Rs. 400/-.

Annexure-IV

Mapping of Courses in Original Proposal vis a vis Current Scenario

	Proposed Course Name	Proposed Duration (Hrs)	Current Name	Current Duration (Hrs)
1	Certificate Course in IT-ITeS BPO, Soft Skills & Communicative English	250	-No Change-	250
2	Advance Diploma in Computer Application Accounting and Publishing	200	Certified Computer Application Accounting and Publishing Assistant	360
3	Certification Course in Data Entry and Office Automation	200	Certified Data Entry and Office Assistant (Upskilling)	210
4	O level (IT)	520	O level (IT)	540
5	NIELIT Certified Web Developer	200	-No Change-	210
6	NIELIT Certified Multimedia Developer	200	-No Change-	200
7	NIELIT Certified IoT Engineer	200	Internet of Things (IoT) Assistant	300
8	NIELIT Certified IoT Technical Associate (*)(in calculations taken as 90 Hrs in proposal submitted to MeitY)	200 (*)	Internet of Things (IoT) Associate	450
9	Solar Power Installation, Operation and Maintenance	80	Course Dropped	
10	NIELIT Certified Artificial Intelligence Associate	90	Certified Artificial Intelligence (AI) Associate "Upskilling"	240
11	Assembly & Maintenance of Personal Computer	240	-No Change-	300
12	NIELIT Certified Cloud Computing and Virtualization Expert	210	-No Change-	210
	Total Hours of Training Proposed	2590	Revised Hours of Training	3270
			Net increase in Hours (26.25% increase)	680