

April, 2024

Student Guidelines for Online Courses

Admission Procedure:

1. The candidates are advised to visit the website <https://nielit.gov.in/haridwar/index.php> in 'Online Courses' section of 'Training Tab' for pursuing the desired course.
2. The admission process for all the Online Certificate Courses/Summer Training/Internship Programmes shall be in online mode only.
3. Candidates are advised to check syllabus, duration, eligibility, time slot and course fee etc. before applying for admission in the desired course from the website <https://nielit.gov.in/haridwar/content/online-courses>.
4. The payment of course fee can be made through online mode using Internet/Mobile Banking / UPI before the registration process. The Screenshot having UTR No./Transaction ID of the transaction done, will be uploaded in the Registration Form during registration process. The details of online payment (Screenshot / Transaction ID) shall be retained by the candidates at all times, for future references. The course fee has to be deposited in the below mentioned account.

Account Holder Name : NIELIT Haridwar
Account No : 12922122001331
Bank Name : Punjab National Bank
Branch : SIDCUL Haridwar
IFS Code : PUNB0129210
UPI ID : hdw.nielit@pnb

5. After completion of the transaction as given in para-4 above, Candidate may visit <https://nielit.gov.in/haridwar/content/online-courses> link and click on **Register** Button for taking admission in any particular course. This Button will redirect the candidate to Online "Registration Form- Online Courses".
6. Candidate is advised to upload the scanned copy of payment receipt, eligibility documents, photograph and signature while filling the online Registration Form.
7. Candidates are advised to re-check their information before final submission of the Registration Form.
8. The successfully registered candidates will receive an Email/SMS for further details about the schedule of batch start date and timings of the course generally one day before start of the course. In case, the candidate does not receive any information/alert, candidate may either email at haridwar@nielit.gov.in or call at 9368349990 before the commencement of course.

Terms and Conditions:

1. All updates / announcements / information about the course will be sent to the registered mobile no. / E-mail of the candidate provided at the time of admission.
2. If any of the information provided by the registered candidate is found false/incorrect or any discrepancy is found in the information furnished online with the uploaded documents, it may lead to cancellation of admission. No fee shall be refunded in such case.
3. NIELIT Haridwar reserves the rights to cancel/reschedule any course or to cancel the candidature of any candidate without assigning any reason thereof.
4. The students must maintain minimum 75% attendance to be eligible for appearing in the final assessment test. NIELIT Haridwar reserves the rights to disallow the student from appearing in assessment test if he/she does not meet the attendance criteria.

Fee Refund

1. The fee, once paid, is Non-Transferable and Non-Refundable.
2. The fee will be refunded only in case when NIELIT Haridwar doesn't start the course. Candidate may submit the "Application Form for Fee Refund" (download).
3. NIELIT Haridwar may reschedule a course to start from a future date in case sufficient number of students do not enroll or due to some other administrative reasons. In such case, information of the rescheduling will be shared through the website/email/SMS. If any registered candidate wants to get refund, in such case he/she may fill the "Application Form for Fee Refund" (download) and send through email at haridwar@nielit.gov.in within 03 days after the original scheduled date.

[Example: "If a batch was originally scheduled to start from 05th day of the month and is rescheduled by NIELIT Haridwar to start from 25th of the same month, the candidate may submit "Application Form for Fee Refund" latest by 7th of the same month. No refund shall be given if application is received after 03 days of originally scheduled start date.]

Batch Transfer

1. If any student wishes to transfer to another (future) batch due to any circumstances, the student shall be required to submit an application for batch transfer within 03 days after start of batch.
[Example - If a batch started on 5th day of the month, student must submit the application for batch transfer latest by the 7th of the same month.]
2. Student may download the application form for batch transfer from the link <https://nielit.gov.in/haridwar/node/14650> and submit along with batch transfer fee of Rs. 500 to NIELIT Haridwar.
3. After making necessary payment and submission of 'Batch Transfer Application Form', the student is required to send an email to haridwar@nielit.gov.in mentioning the reason for batch transfer.
4. If the fees of the course of that batch in which candidates want to transfer got revised, the balance amount of fee has to be paid by the candidate.

NOTE:

“Batch transfer of a candidate is the sole discretion of NIELIT Haridwar, subject to availability of suitable batch, seats and administrative provision. Merely submission of batch transfer application form does not entitle a student to get transferred to another batch. Only batch transfer fee (without GST) will be refunded to the candidate if his/her application for batch transfer is rejected.”

Course Transfer

1. If any student wishes to transfer to a different course due to any circumstances, he/she must submit an application for course transfer at least 3 days before the commencement of the batch in which he registered. (For e.g. - If a course is scheduled to start on the 5th day of the month, student must submit an application for course transfer latest by the 2nd of the same month.)
2. The application form for course transfer can be downloaded from the following link: <https://nielit.gov.in/haridwar/node/14650>
3. A course transfer fee of Rs. 500 to be paid by the candidate in the account of NIELIT Haridwar
4. After getting approval from NIELIT Haridwar student will fill the registration form for new course and submit the proof of payment of balance fee if the fee of new course is more than the fee of previously enrolled course deposited by candidate. If the course fee of new course is lesser than the fee of previously enrolled course, no refund of difference amount shall be paid by NIELIT Haridwar.
5. Please ensure the application form is submitted within the specified timeframe.

NOTE:

“Course transfer of a candidate is the sole discretion of NIELIT Haridwar, subject to availability of suitable batch of the course, seats and administrative provision. Merely submission of course transfer application form does not entitle a student to get transferred to another course. Only course transfer fee (without GST) will be refunded to the candidate if his/her application for course transfer is rejected.”

Certificate

1. Digitally signed e-Certificate will be issued to each participant after successful completion of the training.
2. Candidates can request for hard copy of certificate by completing the following steps:
 - Deposit Rs. 200/- through Internet/Mobile Banking to NIELIT Haridwar account towards printing, postage and handling cost.
 - Fill the Registration Form via the following link: **Registration Form -> Student Zone -> Certificate -> Request for Printed Certificate.**
 - After submission of the form, the candidate must email to haridwar@nielit.gov.in giving details of postal address, copy of e-certificate and proof of payment for certificate.

Working Hours & Holidays

The Center is open/operational from Monday to Friday each week. Additionally, the schedule of holidays as per Government of India is followed at the Centre.