



National Institute of Electronics and Information Technology Agartala

An Autonomous Scientific Society of Deity,
Ministry of Communications and IT, Govt. of India

Expression of Interest (EOI)

Last Date of Submission Extended upto: 15/07/2015 at 5pm

NIELIT Agartala invites EOI for Empanelment of Training partner (referred as Participating Institute) to implement Skill Development Program in “**Electronics System Design & Manufacturing (ESDM)**” funded by Dept. of Electronics and Information Technology, Ministry of Communications and IT, Govt. of India, from institutes falling under any of these categories:

- NIELIT Hardware (CHM-O/A Level) accredited.
- Institutions approved by councils under Central Government like AICTE/State Government
- Colleges/Institutes/ITIs/Polytechnics affiliated to a university set by Central or State/UT Government or recognized by UGC.
- Schools/Institutes/ITIs/Polytechnics approved by Central or State Boards of Secondary Education (or equivalent) or Boards of Technical Education or NCVT.
- Training institutions set up by private companies in Electronics field.

Institute shall be a society registered under the Registration of Societies Act 1860 through the chairman or secretary/A Trust under the charitable Trusts Act 1950 or any other relevant Acts through the Chairman or Secretary of the Trust/A Company established under section 25 of Companies Act 1956 by Central or State Government or by a Society or Trust registered by them. Those who are interested may download the EOI document, formats etc. from our below mentioned website and submit the duly completed proposal on or before last date of submission at following address:

NIELIT Agartala Centre, DIT Campus, ITI Road, Indranagar, Agartala - 799006

Website: www.agartala.nielit.gov.in, email: dir-agartala@nielit.gov.in,

Advt. No - 13/2015

Contact: 0381-2350010, Fax: 0381-2350039



**Expression of Interest (EOI)
For
Empanelment of Training Partners for the implementation of Skill
Development Scheme in Electronics System Design and Manufacturing
(ESDM) Sector**

LAST DATE OF SUBMISSION: 15th July 2015

NIELIT Agartala

(An autonomous scientific society of Department of Electronics and Information Technology,
Ministry of Communications and Information Technology, Government of India)

DIT Campus, ITI Road, Indranagar, Agartala- 799006

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1. Introduction

National Institute of Electronics & Information Technology (NIELIT), (erstwhile DOEACC Society), an Autonomous Scientific Society under the administrative control of Department of Electronics & Information Technology (DeitY), Ministry of Communications and Information Technology (MCIT), Government of India, was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT). NIELIT is engaged both in Formal & Non-Formal Education in the area of IECT besides development of industry oriented quality education and training programmes in the state-of-the-art areas. NIELIT has endeavoured to establish standards to be the country's premier institution for Examination and Certification in the field of IECT. It is also one of the National Examination Body, which accredits institutes/organizations for conducting courses in IT/HW in the non-formal sector.

The National Institute of Electronics & Information Technology–Agartala Centre (Formerly RIELIT-Agartala) is the 11th Centre of NIELIT in the country and the 5th in the North-Eastern Region.

NIELIT Agartala Centre is aimed to facilitate the youth of Tripura to have easy access to education and training in the field of Information, Electronics & Communications Technology (IECT) in a well-equipped state-of-the-art training infrastructure with qualified & trained faculty members, resulting in generation of quality and employable manpower.

This is an Expression of Interest for Empanelment of Training Partners in Tripura for the implementation of Skill Development Scheme in Electronics System Design and Manufacturing (ESDM) sector funded by Department of Electronics and Information Technology, Govt. of India.

2. Objectives:

The ESDM scheme aims to enhance the human resource availability in the ESDM sector focusing on students/unemployed youth at 9-10th standard onwards, ITI, Diploma, Non-engineering graduates etc. to increase their employability to work in “Electronics Manufacturing” and “Service Support” functions. Major Industry Verticals covered under ESDM are Industrial Electronics, Medical Electronics, Consumer Electronics, Telecom, Office Automation & IT, Industrial Automation, Automotive Electronics etc. Complete details of the scheme along with course details and fees to be paid to the **Training Partner** is at **Annexure-I**.

Target Group: Students/Unemployed youths of Tripura.

Project Duration: Four Years

3. Schedule:

Sl. No.	Name of the activity	Date & Time
1.	Opening of advertisement in newspaper & website.	30-04-2015
2.	Last date for submission of EOI	15-07-2015, 5 PM
3.	EOI Opening	16-07-2015, 10 AM

4. Invitation for EOI:

4.1 NIELIT Agartala invites Expression of Interest (EOI) from organizations/institutions to participate in Empanelment / Identification of training partners to conduct skill development programs as per the requirement of funding agency and NIELIT.

4.2 Interested applicants may download the format and other documents related to EOI from the website www.agartala.nielit.gov.in

4.3 Interested applicants at the time of submission of response to the EOI, should submit **nonrefundable demand draft of Rs 3,000/- (Rupees Three Thousand only) in-favor of “NIELIT Agartala” payable at Agartala.** Failure to do so will result in rejection of the EOI.

4.4 The Expression of Interest must be delivered to the below address by 5 pm of 18-05-2015 in an envelope super-scribed as “EOI for Empanelment of Training Partners for the implementation of Skill Development Scheme in Electronics System Design and Manufacturing (ESDM) Sector”.

<p>NIELIT Agartala DIT campus, ITI Road, Indranagar, Agartala- 799006</p>
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5. Terms and Conditions:

- I. The selected Training Partner (hereinafter referred as “**Participating Institute**”) shall conduct Training Programs in ESDM Sector as identified.
- II. **Participating Institute** should approach the concerned Electronic Industry for placement of candidates for a particular course. A recommendation letter from minimum one electronic industry is mandatory before an order is issued to the Participating Institute for conduct of training. Recommendation letter must include the commitment of placement of successful candidates for a particular batch and particular course. Participating Institute can send recommendation letter at the time of submission of EOI or thereafter. NIELIT will issue an order for a batch of trainee maximum up to size of 25 candidates for a particular course **at a time** at one location. Order for further batches will be given only after meeting the performance criterion.
- III. **Participating Institute** shall not start any training without formal order is issued for the same from **NIELIT**.
- IV. **Participating Institute** shall start training program within one month of date of issue of order for a particular batch. In case, training is not started within one month of issue of order, then order may be cancelled and batch may be allotted to other participating institute.
- V. The complete infrastructure like Classroom, Lab for Training Modules, Projector, Audio/Visual training aids etc. required for training will be provided by **Participating Institute**.
- VI. **Participating Institute** will ensure admission of the candidates through proper counseling of the candidates. The target given in order has to be met by the Participating Institute. It is responsibility of the Participating Institute that target is achieved in terms of successful candidates passing the examination conducted by **NIELIT**.
- VII. **Participating Institute** will tie up with relevant Industries for providing employment opportunities to the trainees.
- VIII. A database of the trainees will be maintained by **Participating Institute** along with UID (Aadhar Number). Aadhar Number is mandatory for registration of the candidate. This information will be passed to NIELIT, Agartala from time to time.

- IX. The Training Program shall be conducted as per syllabus designed and developed by **NIELIT** and approved by DeitY.
- X. **NIELIT reserves** its right to update the training program by adding new courses or modifying existing courses.
- XI. Fees as prescribed at Annexure-I will be collected from General candidates by the **Participating Institute** and provide the receipt of the same.
- XII. **Participating Institute** shall take the attendance of trainees on physical register and Biometric machine both. 80% attendance is mandatory for candidates to appear in examination. Month wise report has to be sent by Participating Institute.
- XIII. **Participating Institute** shall make a time-table for a particular batch. Copy of the same has to be sent to **NIELIT**.
- XIV. **NIELIT** shall be entitled to evaluate the performance of the students and facilities available at the **Participating Institute** from time to time and shall also have the right to demand correction/up gradation if any degradation of standard norms prescribed are noticed during such evaluation.
- XV. Examination will be conducted by **NIELIT**. Schedule of the Examination will be intimated by **NIELIT** to the **Participating Institute**.
- XVI. **NIELIT** shall award certificates to all candidates successfully completing the course.
- XVII. **Participating Institute** will ensure placement of 70% of successful candidates. This will be treated as major performance criterion for payment release and allotment of future batches.
- XVIII. **Responsibilities:**
- a. **Responsibilities of NIELIT:**
 - i. Overall coordination for project implementation.
 - ii. Regular Monitoring, Administrative and Technical support to **Participating Institute** for smooth conduct of training.
 - iii. Shall provide the required syllabus for each course.
 - iv. Shall organize evaluation of trainees and issue certificates to the successful candidates.
 - b. **Responsibilities of Participating Institute:**
 - i. The Participating Institute has to put in personal efforts to invite students for the ESDM skill development courses. Participating Institute shall select the list of candidates to be trained from the applicants as per the reservation guidelines set for the same.
 - ii. Shall provide space for training facility.
 - iii. Shall provide lab facility including required equipments for training for the courses in which interest has been shown through this EOI.
 - iv. Shall provide classroom to accommodate at least 25 Trainees with required infrastructure.
 - v. Shall provide required trained faculty as per the requirement of the course.
 - vi. Shall ensure placement of minimum 70% of the successful candidates.
 - vii. Shall ensure one placement officer to be nominated for coordinating with Industry.
 - viii. Shall also provide required space for office room, Faculty room/ Library, Purified drinking water and wash rooms for use of faculty members and Trainees.
 - ix. Supporting Staff, Sweeper/ Cleaners/ peons and Local Management services shall be provided.
 - x. Standby power arrangement shall be provided for smooth conduct of training.
 - xi. Internet Facility to be provided.
 - xii. An Agreement will be signed with Participating Institute for the implementation of training and certification scheme in Electronics System Design and Manufacturing

(ESDM) sector funded by Department of Electronics and Information Technology, Govt. of India. Terms of the Agreement will be as per details given in this EOI. However NIELIT may alter/modify the terms and conditions as per requirement of successful & timely completion of work.

- xiii. The Director In - Charge, NIELIT Agartala **reserves** the right to accept/reject any or all EOI without assigning any reason and also will not be responsible for postal delays.

6. Evaluation of Proposals

All offers received in response to this EOI will be thoroughly scrutinized based on the information and documents provided by concerned agency. An expert committee constituted for this purpose will review proposals and the following criteria will be used for evaluation:

- The extent to which the Participating Institute demonstrates prior understanding of and experience in providing training in the ESDM Sector.
- The extent to which Participating Institute demonstrates its ability for successful placement of the candidates.
- Performance Criteria depends upon experience of course conducted and placement of the candidates.
- The extent to which participating Institute satisfies the minimum requirement of Infrastructure and Manpower for conduction of courses in ESDM sector.

7. Payment Terms:

- I. 80% Payment will be given on successful completion of a batch upon submission of Bill on the basis of no of candidates successfully passed the examination after adjustment of the fees collected by the **Participating Institute** for General Candidates. Bill should be forwarded by concerned Participating Institute along with attendance of candidates and trainers, Result sheet and Placement details.
- II. 20% Payment will be given after 2 months of the placement of candidates.
- III. Payment will be made subject to deduction of all taxes such as service tax etc. as per Govt. norms.

8. Guidelines for submission:

The following conditions should be observed while submitting the quotation:

- i. The EOI should be submitted as per Annexure-II (Covering Letter) & Annexure-III (Application Performa). The agency should seal the EOI Documents in envelop duly super scribed and sealed. Envelop should also be duly super scribed: **“EOI for Empanelment of Training Partners for the implementation of Skill Development Scheme in Electronics System Design and Manufacturing (ESDM) Sector”**.
- ii. Canvassing in any form, direct or indirect, on part of agency will render the tender liable for exclusion from consideration.
- iii. Incomplete or late EOI will not be considered. NIELIT Agartala will not be responsible for any postal delays.
- iv. EOI complete in all respects, should be submitted at following address before last date & time: THE DIRECTOR IN CHARGE, NIELIT Agartala, DIT Campus, ITI Road, Indranagar, Agartala-799006.

Details of Training to be provided under ESDM Scheme

1. Under ESDM Scheme following courses has been approved by DeitY, Govt of India at this stage. Out of these courses, Participating Institute can choose any number of courses which can be run and placement of the candidates can be provided:

S.N	Course	Level	Duration	Eligibility
1	Installation and Maintenance of Photo copiers and Printers	L1-L2	3 months (200 Hrs)	8th Pass/ITI
2	Certificate Course in Electronic Product Testing	L3	6 months (360 Hrs)	10th Pass with Science
3	Repair and Maintenance of Power Supply, Inverter and UPS	L3	6 months (350 Hrs)	10th Pass / ITI
4	Repair and Maintenance of Imaging Equipments (X-Ray and Ultrasound)	L3	6 months (350 Hrs)	10th Pass
5	Repair & Maintenance of Dental equipment	L3	6 months (350 Hrs)	10th Pass
6	Repair and maintenance of ECG and ICCU Equipments	L3	6 months (350 Hrs)	10th Pass
7	Diploma in Installation and Repair of Consumer Electronics Products	L4	6 months (350 Hrs)	12th Pass / ITI
8	Post Diploma in Repair and Maintenance of Hospital Equipments	L5	6 months (400 Hrs)	B.Sc. / Diploma

Detailed syllabus of these courses is available at NIELIT Agartala web site www.agartala.nielit.gov.in

2. Fees Distribution and share of NIELIT and Participating Institute for each Level of the Course is given as under:

Level	Un-skilled (L1-L2)	Semi-skilled (L3)	Supervisor (L4)	Master Technician (L5)
Course fee	Rs 5000/-	Rs 10,000/-	Rs 12,000/-	Rs 15,000/-
Course Fee – Share of The Participating Institute	Rs 4000/-	Rs 8000/-	Rs 9600/-	Rs 12000/-
Course Fee- Share of NIELIT	Rs. 1000/-	Rs. 2000/-	Rs. 2400/-	Rs. 3000/-

3. Reservation Criteria:

SC: 15%

ST: 7.5%

Economically Weaker Section (EWS): 17.5%

General: 60%

Criterion for EWS is that the annual family income should not be more than Rs 2 Lakhs.

4. **Financial Assistance and Fees to be paid by candidate:**
A) For SC/ST/EWS Candidates:

Level	Un-skilled (L1-L2)	Semi-skilled (L3)	Supervisor (L4)	Master Technician (L5)
Course fee	Rs 5000/-	Rs 10,000/-	Rs 12,000/-	Rs 15,000/-
Financial Assistance by Government in Percentage	100%	100%	100%	100%
Course Fees to be paid by Candidate	Nil	Nil	Nil	Nil

B) For General Candidates:

Level	Un-skilled (L1-L2)	Semi-skilled (L3)	Supervisor (L4)	Master Technician (L5)
Course fee	Rs 5000/-	Rs 10,000/-	Rs 12,000/-	Rs 15,000/-
Financial Assistance by Government in Percentage	75%	75%	75%	75%
Course Fees to be paid by Candidate	1250/-	2500/-	3000/-	3750/-

5. **Examination and Certification:** NIELIT will conduct the examination and Certificate will be issued to successful candidates.

Covering Letter Format

Format for covering letter (To be submitted on the Letter head of the applicant institution)

To,

**The Director In Charge
NIELIT Agartala
DIT Campus
ITI Road, Indranagar,
Agartala – 799006**

Sub: EOI for Empanelment of Participating Institutes in ESDM Sector

Dear Sir,

1. I/We having examined the EOI document, we, the undersigned hereby submit our response to your EOI for Empanelment of Training Institutes in ESDM Sector.
2. I/We have read the provisions of the EOI document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our EOI shall not be given effect to.
3. I/We would like to declare that we are not involved in any litigation with any Government (Central/State) in India and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
4. I/We hereby declare that all the information and statements made in this EOI are true and accept that any misrepresentation or hiding of facts in any form contained in it may lead to our disqualification.
5. I/We understand that NIELIT Agartala is not bound to short-list / accept any proposal received in response to this EOI.
6. I/We understand that Empanelment with NIELIT Agartala does not guarantee that every /any of the applicants invited to EOI for, will be awarded any order under ESDM Project.

Our correspondence details / authorized person to deal with regard to this EOI is:

S.No.	Information	Details
1.	Name of the Contact Person	
2.	Designation and contact address of the person to whom all references shall be made regarding this EOI	

I/We hereby undertake that I/we accept all terms and conditions of the EOI unconditionally.

Signature of Authorized Signatory with Seal

Place:

(Name and Designation)

Date:

ANNEXURE-III**Application Performa for Expression of Interest for Empanelment of Training Institutes for ESDM Scheme**

(Instructions: This is Format of Application Performa. Use separate sheet wherever required. Please attach documentary evidence of the information being provided.)

A) General Information:

S. No.	Information	Details
(1)	Name of The Institute	
(2)	Full Address With Phone/Fax/E-Mail	
(3)	Date / Year of Establishment	
(4)	Legal Status / Registered Under: (Attach Documentary Proof)	
(5)	Details of Registration fees Paid	Amount: Rs.3000/- DD No: Date: Bank Name:
(6)	Service Tax No: (Attach Documentary Proof)	
(7)	PAN No: (Attach Documentary Proof)	

B) List of Offices/Centres along with the interest of the courses for which participation is sought etc. as per below given format:

S. No.	District Name	Name of contact person, Institute Local Address, Mobile, Email Address	No. of staff available/d eputed including field staff*	Infrastructural facilities available (in brief)*	Name of the Courses in which participation is sought (Complete List is given At Annexure-I)
1.					
2.					
3.					
4.					

*Attach separate sheet wherever required

C) Financial Strength & Turnover for the previous three years (Attach Documentary proof certified by CA):

S. No.	Financial Year	Total Income/Turnover (Rs.) *
1.	2010- 2011	
2.	2011- 2012	
3.	2012- 2013	

*Attach separate sheet wherever required

D) Details of Available Trainer/ Instructor*

S. No.	Name of the Trainer/ Instructor	Educational Qualification	Brief Experience

***Attach separate sheet wherever required**

E) Details of Available Infrastructure* :

Requirement/ Level	L1	L2	L3	L4
Class Room (Approx. Size in Sq m)				
Lab/Workshop (Approx. Size in Sq m)				
Admin Space				
Amenities				
Parking area				

***Attach separate sheet wherever required**

F) Tie-Up With Industry for Placement*:

S. No.	Name of the Industry	Course for which placement may be provided to successful candidates	No of Candidates which may be placed	Location where candidates may be placed	Recommend ation Letter from Industry received(Yes /No)

***Attach separate sheet wherever required**

G) Placement History*:

S. No.	Name of the Industry	Course for which placement has been provided	No of Candidates which has been placed

***Attach separate sheet wherever required**

Signature of Authorized Signatory with Seal

Place:

(Name and Designation)

Date:

Handbook of Accreditation for the Government of India Schemes of Skill Development in ESDM Sector

1. INTRODUCTION

The purpose of the handbook is to provide guidelines that may be helpful to the Institute applying for accreditation of under ESDM Scheme.

2. OBJECTIVES OF THE ESDM SCHEMES

The Government of India launched the 'Scheme for financial assistance to select states for skill development in ESDM sector' in November 2013. The scheme was aimed at enhancing the skilling capacities in ESDM Sector through public and private sector for students/unemployed youth belonging to other disciplines. The objectives of the scheme was to provide financial assistance to select 8 states for facilitating skill development for 90,000 persons in ESDM sector for improving their employability.

Subsequently in December 2014 the Government of India enhanced the scope of the scheme (with minor variations in fund flow) to the rest of the country. The new scheme envisaged as 'Scheme for skill development in ESDM for Digital India' aims to skill 3,28,000 candidates. Both the schemes will run concurrently and gives a cumulative target of training 4,18,000 candidates in the next 04 years for gainful employment in ESDM Sector.

Level-wise Eligibility, Targets & Fees

Level	Lower level skills		Middle level skills	Higher level skills
	Un-skilled (L1-L2)	Semi-skilled (L3)	Supervisor (L4)	Master technician/ Trainer (L5)
Equivalence	IX-X std.	ITI	Diploma	Post-Diploma
Entry at	8 th pass	10 th pass	10 th + ITI, 12 th pass, Other graduates (non-Science)	Diploma, BSc.
Course duration	3 months (~200-250 hrs)*	6 month (~350 hrs.)*	6 month (~350 hrs.)*	6 month (~400 hrs.)*
Target (No. of candidates) Scheme-I	22,500	22,500	31,500	13,500
Target (No. of candidates) Scheme-II	82,000	82,000	1,14,800	49,200

Level-wise Course fee per candidate	Rs. 5,000/-	Rs. 10,000/-	Rs. 12,000/-	Rs. 15,000/-
Level-wise Registration-cum-Certification cost	Rs. 500/-	Rs. 1000/-	Rs. 1500/-	Rs. 2000/-

State-wise Target of the Scheme

All the states and UTs *have* been categorized into 3 categories viz. Large State, Medium State and Small State & accordingly targets were allocated:

Large States	Medium States	Small States
Target 15000 Candidates	Target 8000 Candidates	Target 2000 Candidates
Uttar Pradesh, Maharashtra, Tamil Nadu, Andhra Pradesh*, Karnataka, Rajasthan, Bihar, West Bengal, Madhya Pradesh, Gujarat, Haryana, Odisha, Kerala*, Punjab, Delhi, Assam, Jammu and Kashmir, Uttrakhand*, Jharkhand, Chhatisgarh, Himachal Pradesh, Telengana*	Manipur, Chandigarh, Meghalaya, Tripura, Puducherry, Arunachal Pradesh, Goa, Nagaland, Mizoram, Sikkim	Andaman & Nicobar Islands, Dadra & Nagar Haveli, Daman & Diu, Lakshadweep

- **The states of Andhra Pradesh, Kerala, Telengana and Uttarakhand which were covered under the earlier Scheme with lesser targets will now be assigned additional targets(subject to above ceilings) in the instant Scheme to bring them at par with other similarly placed states*
- *Flexibility would be provided to reward the States/UTs who are able to achieve their targets by enhancing their targets after reducing the same from other lesser-performing States/UTs (with in the overall targets/budget outlay).*

3. WHO CAN APPLY FOR ACCREDITATION

Education plays a vital role in the development of any nation. Therefore, there is a premium on both quantity (increased access) and quality (relevance and excellence of academics programs offered) of higher education. Like in any other domain, the method to improve quality remains the same that is, finding and recognizing new needs and satisfying them with products and services of HIGH standards.

NIELIT ESDM accreditation is a quality assurance scheme for technical education. It is open to all AICTE/NCVT approved Institutions and those centers which are already empanelled/accredited by NIELIT and all others which provide technical education to students.

Taking into consideration the large network of technical education in the country, NIELIT will offer accreditation at two levels at par with each other. Under **Class A** accreditation existing NIELIT Hardware (CHM-O/A Level) recognized Institutions will be approved for ESDM courses. Under Class B accreditation the existing AICTE/Central/State Govt./ Technical Board/Polytechnic/ITIs / NCVT approved Institutions will be approved for the ESDM courses on a self-accreditation model. Besides, under **Class B** accreditation, NON - NIELIT Hardware accredited Private Training Institutions or the already approved NIELIT Centers (Software – O/A/B/C Level) will be accredited for the ESDM courses they wish to take on for training the students.

4. TYPE OF ACCREDITATION

- i. **Class A:** Existing NIELIT Hardware (CHM-O/A Level) recognized Institutions independently operating in Vocational Space are eligible to conduct the ESDM courses. The Institute must ensure availability of infrastructure commensurate with the courses they wish to apply for. Self-certification to this effect with detailed list of infrastructure available should be submitted along with the application. Accreditation will be subject to a physical verification of premises as well as related infrastructure.
- ii. **Class B:** Existing AICTE/Central/State Government/Technical Board/Polytechnic/ITIs / NCVT and other private Institutions can take up the Class B accreditation. The Institutions falling under this category will be required to submit Self-Certification documents and Statements. A sudden and uninformed visit may take place for the purpose of verification.

5. REQUIREMENTS AND ELIGIBILITY OF THE INSTITUTIONS

- i. Institutions should fall under any of these categories:
 - a. NIELIT Hardware (CHM-O/A Level) accredited
 - b. Institutions approved by Councils under Central Government like AICTE
 - c. College/Institutes/ITIs/Polytechnics affiliated to a University set by Central or State/ UT Government or recognized by UGC
 - d. Schools/Institutes/ ITIs/Polytechnics approved by Central or State Boards of Secondary Education (or equivalent) or Boards of Technical Education or NCVT.
 - e. Any other institute set up by Central or State/ UT government.
 - f. Other training Institutions operating in the field of Electronics.
 - g. Training institutions set up by private companies to meet the skilled manpower requirement for in-house needs or for the Electronics sector.
- ii. Institutions should be in operation for at least last two years.
- iii. Institute shall be set up under one of the following :
 - a. A Society registered under the Registration of Societies Act 1860 through the Chairman or Secretary of society or
 - b. A Trust registered under the Charitable Trusts Act 1950 or any other relevant Acts through the Chairman or Secretary of the trust or
 - c. A company established under Section 25 of Companies Act 1956.
 - d. Central or State Government / UT Administration or by a Society or a Trust registered by them.

- e. The above bodies as mentioned in a, b, c may be a body formed under Public Private Partnership (PPP) or under Board of Trustees mode through an officer authorized by Central or State Government / UT Administration.
- iv. The applicants shall not use name of the technical Institution in such a way that the abbreviated form of the name of the technical Institution becomes IIM/IIT/IISc/NIT/IIIT or a statutory body such as AICTE/UGC/MHRD/GoI or NIELIT. The applicant shall also not use the word(s) Government, India, Indian, National, All India, All India council, Commission anywhere in the name of the technical Institution and other names as prohibited under the Emblems And Names (Prevention of Improper Use) Act, 1950. Provided that the restrictions mentioned above shall not be applicable, if the technical Institution is established by Government of India or its name is approved by the Government of India.
- v. The Institute should have ownership or lease of requisite land/building in its name.
- vi. Institution should have the basic facilities like permanent structure for class rooms and laboratories.
- vii. Well ventilated classrooms and laboratories of size at least 40 sq mt each, the basic amenities like drinking water, toilets (separate for men and women), well equipped labs (as per course requirements), electricity connection with power backup solutions to take care of power outages.
- viii. Furniture for all the classrooms/labs/A-V room/library/ staff rooms etc.
- ix. Area Requirements for one batch of 25 students (minimum)

Requirement/Level	L 1	L2	L3	L4	L5
Classroom (approx size)	40 sqm	40 sqm	40 sqm	40 sqm	40 sqm
Lab/workshop(approx size)	40 sqm	40 sqm	40 sqm	40 sqm	40 sqm
Admin space	Adequate	Adequate	Adequate	Adequate	Adequate
Amenities	Adequate	Adequate	Adequate	Adequate	Adequate
Parking area	Adequate	Adequate	Adequate	Adequate	Adequate

- x. Faculty Requirements for one batch of 25 students (minimum)

	L 1	L2	L3	L4	L5
Faculty	01 B.Tech/M. Tech. or eq.		02 B.Tech/ M. Tech. or eq.		
Lab support staff	1 Diploma/CHM-O/A Level/ ITI or eq.		2 Diploma/ CHM-O/A Level /ITI or eq.		

- a. Equivalent qualification as defined by AICTE/UGC/AIU or other competent authority.
 - b. With increase in intake the faculty to student ratio should not be less than 1:30.
 - c. Faculties must have relevant experience in the courses applied.
- xi. Well equipped library with sufficient number of books related to the courses should be maintained.
- xii. The Institute shall provide the following facilities for conduct of examinations :
- a. Provides PCs for the entire batch with Good Internet connectivity for conduct of Online Examination.
 - b. Provide a good quality Scanner, a Laser Printer and Computer with Internet connection for examination work to the Examination Staff.
 - c. Provide two Technical manpower and all the required support for Server Setup and Lab setup etc. for Online Examination.
 - d. Provide two support staff for both Online examination and Practical Assessment.
 - e. Arrange Power Backup facility such as UPS, Generator for uninterrupted & smooth conduct of examination.
 - f. Make arrangements for Videography of the whole examination activity (continuous streaming) as and when required.
 - g. Provide UIDAI approved biometric devices for authentication and authorization purposes.

6. **PROCEDURE FOR ESDM ACCREDITATION: Class A & Class B**

The basic procedure for accreditation will include the following:

- i. **For Class A:** Institute (NIELIT Accredited CHM-O/A level) can apply to NIELIT using the Application Form given at Annexure-I.

ESDM Accreditation Registration fee:	Rs. 6000/-
Course Accreditation fee:	Rs. 2000/- per course per annum
Institute Inspection fee:	Rs. 10000/-

(e.g. For an institute to run three courses for two years, the fee would be Rs. 28000/-)

For Class B: Any institute that fulfils the accreditation norms for this class, prescribed above, may apply to NIELIT using the application given at Annexure-I. The accreditation fee structure is as under

ESDM Accreditation Registration fee:	
For Government Institutions	Rs. 6000/-
For Private Institutes:	Rs. 12,000/-
Course Accreditation fee:	Rs. 2000/- per course per annum
Institute Inspection fee:	Rs. 10000/-

Note:

- a) *All the payment should be made by Demand Draft in favour of respective NIELIT Regional Centre.*

b) Service Taxes as applicable will be extra and should be paid along with requisite fees.

- ii. Applicant must submit Self Certification in form of Affidavit on Stamp Paper duly notarized, supporting documents for classifying them as Class A/ Class B, Govt. technical institution, Institute setup documents (Certificate of Registration), Documents relating to Financial Position, copy of PAN, TAN, VAT, Service Tax registration etc.
- iii. All the pages of this handbook, supporting documents must be numbered, signed and stamped by the owner of the institute and should be submitted along with the application and requisite fees in form of demand draft.
- iv. After receiving the application for accreditations, a preliminary screening will be done to ensure eligibility for accreditation and necessary documents attached.
- v. All the eligible applications will be scrutinized by a Team constituted by the respective NIELIT RC for ESDM Courses according to the laid down criteria for accreditation.
- vi. The eligible Institutions will be allocated unique/special code number called the **Temp ESDM ID** by the concerned NIELIT Regional Centre (RC). All Govt. technical institutions and NIELIT CHM-O/A level accredited institutes would be provisionally accredited based on self-certification method. However, for private institutions, Inspection team will do a site-visit before awarding accreditation.
- vii. A sudden and uninformed visit to any institute may be made to verify the self certification or to ascertain the quality of training. Institute, if not found suitable after sudden and uninformed visit by the Inspection team, will be given the chance to improve in lacking area as mentioned by Inspection Team within 01 Week Time. If institute fails to do so, its accreditation will be cancelled and payment made by the institute would be forfeited. However, for all such cases the concerned institute has to pay inspection fees again.
- viii. The Inspection Team will submit its report and recommendations to the NIELIT Regional Centre.
- ix. The recommendations of the Inspection Team will be considered by the NIELIT Regional Director and if found appropriate, provisional accreditation would be granted to the applicant institution.
- x. After provisional accreditation, the Institution is granted '**ESDM Training Partner ID' (E-TPi)**, which will be used in all future correspondence.
- xi. Once provisional accreditation is granted either in Class-A or in Class-B, the Institution is required to enter into a Memorandum of Understanding (MoU) with NIELIT Regional Center. The MoU will list out the terms & conditions for implementation of ESDM Courses an ESDM Accredited Institute for NIELIT.
- xii. *Accreditation would be valid for **TWO YEARS** only. Institutes have to apply for renewal of ESDM Accreditation one month before the expiry of existing ESDM Accreditation with inspection fee and course accreditation fees.*

7. KEY RESPONSIBILITIES OF AN ACCREDITED INSTITUTE

- i. An accredited Institute can initiate admission process and classes for the validated ESDM Courses in consultation with NIELIT and State Implementing Agency(SIA).
- ii. The Accredited Institutes are expected to closely follow the guidelines set under the Notifications (Notification number: F.No.1(17)/2012-HRD(Vol. II) Dated 31.10.2013 and No. L-14011/23/2014-HRD Dated 09.12.2014) of Govt of India for the ESDM Scheme and subsequent Orders & Amendments issued in connection with the scheme.
- iii. As per the Notification of ESDM Scheme, 70% placement of candidate is an important part of the scheme. Hence, the interaction with the concerned Industries in the local areas is very important for the placement of the passouts. The training partners are expected to ensure maximum employment of their passouts.
- iv. The subsequent admissions and reimbursements of grants, if any, would be dependent upon the placement of the candidates.
- v. To conduct free and fair examinations as and when assigned.

8. GRIEVANCES AND REPRESENTATION, IF ANY

In case the applicant institute is not satisfied with the decision of NIELIT regarding its accreditation, or has some grievance towards the process of accreditation, the head of the institute may represent before the **Competent Authority, NIELIT RC** within a period of 30 days of the decision.