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

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

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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(Pre Revised Target*) 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).

(*) *Proposal was initially submitted to MeitY with target of 720 candidates per district in 100 districts. Since, course duration for most of the courses has increased, revised target of 523 candidates per district is expected for 100 districts making the revised target as 52,300 candidates.*

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 was as follows:-

Year/Category Wise Target Distribution (Pre Revised)				
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

Since, Structure of most of the courses mentioned in the proposal submitted to MeitY has now changed by NCVET in terms of number of hours and NSQF level and duration of many courses has increased. Also, one course has been dropped by NCVET. The revised Year wise distribution of GIA and Category Wise target shall be as follows:-

Year/Category Wise Target Distribution				
Year/Category	SC [40%]	ST [40%]	EWS-Women [20%]	Total
1st Year [20% of Total]	4184	4184	2092	10460
2nd Year [40% of Total]	8368	8368	4184	20920
3rd Year [40% of total]	8368	8368	4184	20920
Total	20920	20920	10460	52300

Beneficiary States :

The total target of the Project is **52,300** 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	Barddhaman, 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, PashchimChamparan, Vaishali, PurbaChamparan, Darbhanga	5
6	Odisha	Mayurbhanj, Sundargarh, Kendujhar, Koraput, Nabarangapur	5
7	Tamilnadu	Viluppuram, Kancheepuram, Vellore, Thiruvallur, Chennai	5
8	Jharkhand	Dhanbad, PurbiSinghbhum, 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 PottiSriramulu 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	KarbiAnglong, 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

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

The p r o p o s e d 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 Beneficiaries	No of Batches with 30 Candidates	No of Batches per district	No of Candidates per District
	A	B	C	D	E	F	G	H=G*30
1	Certificate course in IT-ITeS BPO, Soft Skills & Communicative English	10th +ITI/ 12th with English as one of the subjects	4	250	12000	400	4	120
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	12th Pass	5	200	6000	200	2	60
7	NIELIT Certified IoT Engineer	3rd Year Diploma in Electronics/ Electrical or B. Tech in	4	200	6000	200	2	60
		Electrical/Electronics/EEE/ECE/Computer Science from 2nd year Onwards						

8	NIELIT Certified IoT Technical Associate	Diploma 2nd Year and above in Electrical, Electronic, Electrical and Electronics, Instrumentation 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	Persuing 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

			semester onward B.E/B. Tech in any discipline or PGDCA or 3rd semester onward MCA/MSC(CS/IT)						
11	Assembly & Maintenance of Personal Computer	10th /12th / 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			

The proposed courses after revision are now mapped to new names & course duration as given below:-

	Proposed Name	Proposed Duration (Hrs)	Current Name	**Revised 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 IoTTechnical 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 Computingand VirtualizationExpert	210	-No Change-	210
	Total Hours of Training Proposed	**2590**	Revised Hours of Training	**3270**
			Net increase in Hours (26.25% increase)	**680**

The revised list of courses tabulated below are NSQF aligned courses of NIELIT in the area ofIECT. Duration of these courses varies from 80 Hrs to 540 Hrs

Sr No	Qualification Name	Eligibility	NSQF Level	Duration (In Hrs)	Target No Of Beneficiaries	No of Batches with 30 Candidates	No of Batches per district	No of Candidates per District
	A	B	C	D	E	F	G	H=G*30
1	Certificate Course in IT-ITeS BPO Soft Skills&Communicative English	10th +ITI/ 12th with English as one of the subjects	4	250	12000	400	4	120
2	Certified Computer Application Accounting and Publishing Assistant	10th Pass Or 8th Class Pass and pursuing continuous regular	3	360	6000	200	2	60

		schooling Or 8th Class Pass + 2 Years ITI in relevant field Or 8th Class Pass + 1 Year of Experience in relevant field						
3	Certified Data Entry and Office Assistant (Upskilling)	10th Pass Or 8th Class Pass and pursuing continuous regular schooling Or 8th Class Pass + 2 Years ITI in relevant field Or 8th Class Pass + 1 Year of Experience in relevant field	3	210	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.	4	540	2800	100	1	28
5	NIELIT Certified Web Developer	Basic Computer Knowledge	4	200	6000	200	2	60

6	NIELIT Certified Multimedia Developer	12th Pass	5	200	6000	200	2	60
7	Internet of Things (IoT) Assistant	10th Pass/Grade 8th Pass with two year of (NTC/ NAC) after 8th Grade 8 pass and pursuing continuous schooling in regular school with vocational subject/8th Pass with 2 years relevant experience	3	300	3000	100	1	30
8	Internet of Things (IoT) Associate	12th grade pass/ Completed 2nd year of 3-year diploma (after 10th) and pursuing regular diploma/ 10th grade pass plus 2-year NTC/ 10th grade pass plus 1-year NTC plus 1 year NAC	4	450	2500	100	1	25
9	Certified Artificial Intelligence (AI) Associate "Upskilling"	Pursuing final year BE/BTech/ MCA in any discipline Or BCA/ B.Sc. IT/ B.Sc. Electronics Or 3 Years Diploma after class	4	240	2500	100	1	25

		10th in Electronics/ IT/ Electrical with 1 Years of Experience in IT Sector						
10	Assembly & Maintenance of Personal Computer	10th /12th / ITI/Polytechnic Diploma/ Graduation	3	300	3000	100	1	30
11	NIELIT Certified Cloud Computing and Virtualization Expert	2nd Year B.Tech /BE in CS/IT/ Electronics/ ECE Or 2nd Year MCA Or Final Year students of 3 Year Diploma in CS/IT /ECE/ Electronics	4	210	2500	100	1	25
Total beneficiaries					**52300**			

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 11 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/her nominee will short list the TPs based on the criteria below :

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

It will be the responsibility of TP to ensure that no student is enrolled multiple times in one course. However, the student can pursue higher NSQF level courses under the project after having been certified in a lower level course. 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 member 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

The training can be conducted in-person by NIELIT Centres themselves or through TP's, wherever suitable TP's are not available, NIELIT Centre can identify/set-up temporary facilities to complete the training targets and also decide upon revenue sharing financial modalities thereof.

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

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:

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 11 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 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. NIELIT Centre & 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.

First Impact Assessment shall be carried out after 1st year of execution of the project and second Impact Assessment shall be carried out after 3rd year of execution.

iv) Coordination & Roles & Responsibilities:

a) NIELIT J&K:

- Chief Investigator
- Co Chief Investigator -1
- Co Chief Investigator -2
- 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 52,300 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 J&K and 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 52,300 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 otherorganizations 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 HQ through NIELIT J&K as and 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 through NIELIT Hqrs.

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/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 prepared by the TP along with 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.

Annexure I

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	523	4707
			2	Allahabad	15	523	
			3	Hardoi	3	523	
			4	Azamgarh	11	523	
			5	Kheri	0	523	
			6	Rae Bareli	3	523	
			7	Agra	8	523	
			8	Jaunpur	9	523	
			9	Unnao	4	523	
2	WEST BENGAL	9	10	Barddhaman	0	523	4707
			11	South Twenty Four Parganas	0	523	
			12	North Twenty Four Parganas	3	523	
			13	Jalpaiguri	1	523	
			14	Paschim Medinipur	0	523	
			15	Nadia	0	523	
			16	Hugli	2	523	
			17	Bankura	0	523	
			18	Koch Bihar	0	523	
3	MAHARASHTRA	9	19	Thane	0	523	4707
			20	Nashik	1	523	
			21	Pune	2	523	
			22	Nagpur	2	523	
			23	Jalgaon	0	523	
			24	Ahmadnagar	0	523	
			25	Nanded	0	523	
			26	Amravati	0	523	

			27	Yavatmal	0	523	
			28	Udaipur	3	523	
			29	Jaipur	7	523	
			30	Banswara	0	523	
			31	Dungarpur	3	523	
			32	Alwar	1	523	
			33	Dausa	0	523	
			34	Ganganagar	0	523	
			35	Jodhpur	7	523	
4	RAJASTHAN	9	36	Nagaur	0	523	4707
			37	Samastipur	0	523	
			38	Pashchim Champaran	0	523	
			39	Vaishali	0	523	
			40	PurbaChamparan	0	523	
5	BIHAR	5	41	Darbhanga	1	523	2615
			42	Mayurbhanj	0	523	
			43	Sundargarh	1	523	
			44	Kendujhar	0	523	
			45	Koraput	0	523	
6	ODISHA	5	46	Nabarangapur	0	523	2615
			47	Viluppuram	0	523	
			48	Kancheepuram	0	523	
			49	Vellore	0	523	
			50	Thiruvallur	0	523	
7	TAMIL NADU	5	51	Chennai	1	523	2615
			52	Dhanbad	2	523	
			53	PurbiSinghbhum	0	523	
			54	Bokaro	1	523	
			55	Palamu	0	523	
8	JHARKHAND	5	56	Hazaribagh	0	523	2615
			57	Ludhiana	2	523	
9	PUNJAB	2	58	Jalandhar	2	523	1046
			59	Hisar	4	523	
10	HARYANA	2	60	Sirsa	1	523	1046
11	KERALA	1	61	Palakkad	1	523	523
12	UTTRAKHAND	1	62	Dehradun	4	523	523
13	HIMACHAL PRADESH	1	63	Kangra	5	523	523
Total							32949

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	523	523
2	J&K	1	65	Rajouri	1	523	523
				Total			1046

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	523	4707
			67	Barwani	0	523	
			68	Chhindwara	0	523	
			69	Khargone (West Nimar)	0	523	
			70	Jhabua	0	523	
			71	Betul	0	523	
			72	Indore	4	523	
			73	Sagar	0	523	
			74	Jabalpur	4	523	
2	ANDHRA PRADESH	5	75	Guntur	0	523	2615
			76	East Godavari	0	523	
			77	Krishna	0	523	
			78	Sri PottiSriramulu Nellore	0	523	
			79	Visakhapatnam	0	523	
3	KARNATAKA	5	80	Bangalore	2	523	2615

			81	Bellary	0	523	
			82	Belgaum	0	523	
			83	Mysore	0	523	
			84	Raichur	1	523	
4	GUJARAT	5	85	Dohad	0	523	2615
			86	Vadodara	1	523	
			87	Surat	2	523	
			88	Valsad	0	523	
			89	Ahmadabad	1	523	
5	CHHATISGARH	5	90	Surguja	0	523	2615
			91	Raipur	0	523	
			92	Bilaspur	1	523	
			93	Bastar	0	523	
			94	Durg	1	523	
6	Telangana	1	95	Bhadradi	0	523	523
Total							**15690**

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	523	1046
			97	Nagaon	1	523	
2	Meghalaya	1	98	East Khasi Hills	0	523	523
3	Tripura	1	99	West Tripura	0	523	523
4#	Manipur & Nagaland	1	100	Ukhrul& Mon	0	523	523
Total							2615

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 523 candidates jointly in the districts of Ukhrul and Mon whichare most SC/ST populous district of these states.

Annexure-II

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**

Course Wise District Wise Training & Cost Estimates
Courses Detailed along with REVISED training & assessment cost

Sr. No.	Course Name	Rate/ Hour	Revised Hours	Total Cost per unit/districts (in Rs.) (Trg + Assessment)	Revised Tution Fee	Revised Exam Fee	Total Fee	Total Fee With GST	Revised Cand/per district	Budget for District
1	Certificate course in IT-ITeS BPO, Soft Skills & Communicative English	42	250	1670880	10500	1300	11800	13924	120	1670880
2	Advance Diploma in Computer Application Accounting and Publishing	42	360	651360	15120	1300	16420	19376	60	1162560
3	Certification Course in Data Entry and Office Automation	42	210	651360	8820	800	9620	11352	60	681120
4	O level (IT)*	42	540	889950	22680	4100	26780	31600	28	884800
5	NIELIT Certified Web Developer	42	210	651360	8820	800	9620	11352	60	681120
6	NIELIT Certified Multimedia Developer	42	200	651360	8400	800	9200	10856	60	651360
7	NIELIT Certified IoT Engineer	49	300	750480	14700	800	15500	18290	30	548700
8	NIELIT Certified IoT Technical Associate	49	450	750480	22050	800	22850	26963	25	674075
9	NIELIT Certified Artificial Intelligence Associate	42	240	324240	10080	800	10880	12838	25	320950
10	Assembly & Maintenance of Personal Computer	42	300	805680	12600	1300	13900	16402	30	492060
11	NIELIT Certified Cloud Computing and Virtualization Expert	42	210	358260	8820	1300	10120	11942	25	298550

(A)	**District Wise Actual estimate with course at Sno 8 duration taken as 200 Hrs as approved**	**8449950**			**Revised District Estimate of Trainees & Expenditure**		**523**	**8066175**
(B)	**District Wise estimate in original proposal with Couse at Sno 8 taken as 90 Hrs**	**8068338#**						
(A-B)	Cost Underestimated Per District	**381612**						

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 authorizedsignatory 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 thecourse <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 asper NIELITNSQF 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 ratesper 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;Dateof 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 allrelevant documents of the beneficiary like educational qualification, caste certificate etc.

SECOND PARTY shall print and distribute the necessary Course material/handoutsfor 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 placementassistance for the candidates.

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

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

SECOND PARTY shall not sub-contract the whole or part of the contract or assignthe 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 nearesttraining centre of the **SECOND PARTY.**

Payment terms: Payment shall be made on completion of the courses and further certification of minimum 80% candidates based on the actual number of candidates certified on receipt of invoice along with relevant documents 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. <u>Breach of Terms of this Agreement</u>

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 partythe 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. <u>Termination of contract</u>

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. <u>Jurisdiction</u>

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 **FIRST PARTY (NIELIT Centre)**>

8. <u>Arbitration or Mediation</u>

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. <u>Modifications</u>

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

10. <u>IPR</u>

All Intellectual Property, including, but not limited to, copyrights, software and database rights, patents, trade secrets, trademarks, rights in designs and all other Intellectual Property or other proprietary rights ("Intellectual Property") owned by one Party prior to the date of this MOU will continue to be owned by that party. All Intellectual Property rights made available by one Party to the other Party in connection with this MOU, or otherwise, will remain the sole property of, and vest in, the first Party or its licensors. Neither Party will gain, by virtue of this MOU, any rights in or to any Intellectual Property rights owned by the other Party. Any Intellectual Property rights created by one Party without use of or reference to the Intellectual Property rights or Confidential Information of the other Party will be and will remain the sole and exclusive property of the first Party.

11. The application, submitted documents by **SECOND PARTY to FIRST 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 beexecuted 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 &stamp)

(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:   Witness 2:

Signature…………………………………..   Signature…………………………..

Name ………………………………….…   Name …………………………………

Address……………………………………   Address…………………………….

Contact No. …………………………………….   Contact No. …………………………………….

S. No.	Activities	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14
	10. Activity Chart [Activity given for each quarter]														
1	Issue of Administrative Approval and release of GIA from MeitY [Day-1 of Q-1].	▓													
2	Finalization of SoP for implementation of Project	▓													
3	Designating Nodal Officers	▓													
4	Formation of PMU	▓													
5	Procurement of items for PMU	▓													
6	Tie with identified TPs as per SoP for 1st year target, Advertisement & Awareness of program	▓													
7	MIS & Registration Portal / dashboard development	▓													
8	Commencement & completion of training, Assessment and certification for 1st year allocated target		▓	▓	▓										

No	Activity													
9	Mid Term evaluation of project after 1st year					▓								
10	Tie with identified TPs as per SoP, for 2nd year target				▓									
11	Commencement & completion of training, Assessment and certification for 2nd year allocated target					▓	▓	▓	▓					
12	Tie with identified TPs as per SoP, for 3rd year target								▓					
13	Commencement & completion of training, Assessment and certification for 3rd year allocated target									▓	▓	▓		
14	Impact Assessment												▓	
15	Final Submission of Report to MeitY													▓
													[Q=Quarter]	