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Skill Assessment and Certification by NIELIT Kolkata for students trained by Institutes in Tier2/Tier3 cities in the state of West Bengal

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Objective: NIELIT Kolkata invites interested institutes to conduct Training in different Skill Development Courses as per information attached herewith. NIELIT Kolkata will maneuver the entire process through registration, evaluation and certification. The details of the roles and responsibilities of the stakeholders are as follows:

- **Stakeholder 1:NIELIT Kolkata**

Roles and responsibility- Registration, Evaluation and Certification

- **Stakeholder 2:** NIELIT accredited, Affiliated, ESDM Training Partner Webel Training Partner and CSCs and the institutes or individuals already involved in IT park

Responsibilities of Stake Holder -1

Registration: Students will be registered by the institutes with NIELIT Kolkata as per guideline provided by the NIELIT Kolkata from time to time. For registration – appropriate Registration Fees + GST per course will be charged by NIELIT Kolkata. NIELIT Kolkata will process the registration on fortnightly basis.

Skill assessment process: The Skill will be judged by NIELIT Kolkata through its own mechanism. Key skill will be evaluated through practical and viva examination. Practical will be a combination of different testing of the knowledge they have acquired while undergoing the training program. The assessment will also reflect the market demand so that a demand versus availability may be mapped. For Examination and Certification – appropriate Examination fees + GST per paper will be charged by NIELIT Kolkata.

Certification: Certificates will be issued by NIELIT Kolkata to successful (passed) candidates only. In case if a candidate fails to clear the examination he can reappear by making the payment for each appearance.

Responsibilities of Stake Holder -2

Mobilization, Registration and Admission of the students – Concerned Institute/individual will mobilize and register students with NIELIT Kolkata as per guideline provided by the NIELIT Kolkata from time to time. The training fees taken by the institutes from the candidates are fixed. For eligibility of the candidates and course fees in different courses refer Table 1.

Training Conduction: The training will be provided by the identified/selected institutes for the courses specified by NIELIT Kolkata. Minimum no of candidates required for conducting examination is minimum 50 for institutes located within 200 km and min 100 for institutes located above 200 km

Faculty Development program: NIELIT Kolkata will assess the qualities of the faculties deployed or to be deployed with respect to the courses to be implemented. In case the faculties are not up to the required standards but can be groomed than they will be trained by NIELIT Kolkata as per convenience of both the stakeholders.

Infrastructure:

i) Hardware:

- a) Minimum 10 number of Computer Systems (for a batch size of minimum 20 and will increase proportionately) having latest configurations (Dual Core and above, Minimum of 1GB RAM, 20 GB Free hard disk space) or appropriate infrastructure as per the course being offered.

- b) Internet Connectivity: 1 Mbps line/ Broad Band
- c) Projector: Minimum 1
- d) Printer: Minimum 1 Printer
- e) Scanner: At least 1
- f) UPS Power supply – adequate as per system requirement
- g) Webcam, Speaker

ii) Software:

- a) Windows 7 or Above
- b) Antivirus
- c) Tally Package
- d) AUTOCAD Package
- e) Multimedia Course related Software
- f) Any other software related to the course

Faculty Member quality:

Quality of faculties would be according to the following

Computer Oriented Courses –

- a) Faculty – Science Graduate with A Level cleared / B Level / MCA / B.E/ B.Tech / M.Sc in Computer Science / M.Sc with Diploma on Computer Courses or higher, B. Com/ M.Com candidates with experience in teaching Financial Accounting related Subject.
- b) Lab Instructor – BCA / Diploma in computer Science or higher
- c) Expertise in respective subject will be preferred

Electronics Oriented Courses –

- a) Faculty - B.E / B.Tech/ Diploma/ ITI in Computer Science, Electrical or Electronics & communication, Instrumentation for Hardware Course

Lab Instructor –

- a) ITI / Diploma Computer Science, Electrical or Electronics & communication, Instrumentation for Hardware Course

Table -1

SL.NO	COURSE NAME	Course	Eligibility	Registra	Examin	Training
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		Duration		tion Fees (GST Additional)	ation Fees (GST Additional)	Fees
1	Certificate Course in Advance JAVA	80hrs	XII	500	500	2500
2	Certificate Course in "C" Language	80hrs	XII	500	500	2500
3	Certificate Course in C++	80hrs	XII	500	500	2500
4	Certificate Course in Auto-Cad	80hrs	XII	500	500	2500
5	Certificate Course in Desktop Publishing.	80hrs	X	500	500	2500
6	Certificate Course in DOT NET Technology(With ASP, C#)	120hrs	XII	500	500	3000
7	Certificate Course in Financial Accounting with GST	80 hrs	XII	500	500	2500
8	Certificate Course in Office Tools	40hrs	VII	250	250	2000
9	Diploma Hardware and Networking	120hrs	X	500	500	3000
10	DCA/Advance Diploma	120hrs	XII	500	500	3000
11	Certificate Course in Website Designing	40hrs	XII	250	250	2000
12	Certificate Course in Soft Skill and Communicative English	40hrs	X	250	250	2000
13	Certificate Course in Oracle DBA	80hrs	XII	500	500	2500
14	Certificate Course in LINUX	80hrs	XII	500	500	2500
15	Certificate Course in Advance Development Using PHP	40hrs	XII	250	250	2000
16	Certificate Course in Course in Core Java	40hrs	XII	250	250	2000
17	Certificate Course in 2D Animation using Flash	40hrs	XII	250	250	2000
18	Certificate Course in PC Hardware & Networking	40hrs	X	250	250	2000
19	Certificate Course in CAD, Drafting and 3D Modelling	40hrs	XII	250	250	2000
20	Advanced Diploma in PLC/SCADA/ DRIVES Engineer	120hrs	XII	500	500	3000

All correspondence should be addressed to the Director, NIELIT, Kolkata Centre, Jadavpur University Campus, Kolkata – 700032.

APPLICATION FORM

1	Training Center name	
2	Training Center Location	District: City/Village: Address: Contact No:
3	Full details of Centre In Charge a) Name b) Centre Address c) Telephone No. d) Mobile No. e) Fax No. f) NIELIT Accreditation No: or ESDM TP ID: or NIELIT Facilitation No: or WIL Registration No: or CSC Number:	
4	Complete Address of the Centre with brief description of location	
5	Experience in conducting NIELIT courses (Mention the Course names etc.)	
6	Hardware Availability	As per EOI
7	Software Availability	As per EOI
10	Faculty Profile	As per EOI

DECLARATION:

- i. I,.....son/
daughter/wife of.....have read and understood the
GUIDELINES / INSTRUCTIONS FOR CONDUCTING THE COURSE and agree
to abide by the same.
- ii. I certify that I am the competent authority, by virtue of the administrative and
financial powers vested in me by to furnish the above
information and to undertake the above stated commitment on behalf of the
organization referred above.
- iii. I am aware that in case any information given by me is found false or misleading
my organization would be debarred from the conduction of the course besides being
subjected to any other action that may be deemed fit by NIELIT, Kolkata.
- iv. The details furnished with regard to faculty and infrastructure is correct to the best
of my knowledge and belief and we will ensure availability of these facilities on a
continued basis till we continue to offer candidates the courses applied for.
- v. I agree to abide by the decisions of the NIELIT, Kolkata in respect of my
application for evaluation and certification of students by NIELIT, Kolkata
- vi. I agree to all terms & conditions mentioned in the EOI Ref no:_____ dated

Signature of the Witness:

Name:

Designation:

Date:

Address:

Seal of the organization

Signature of the

Authorized Signatory:

Name:

Designation:

Date:

Address:

Seal of the organization