

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



National Institute of Electronics and Information Technology

PATNA

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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

	Lower level skills		Middle level skills	Higher level skills
Level	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 (~200250 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 Registrationcum-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, Uttarakhand*, 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
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- **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 Centres (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/Gol 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)

	L1 – L2	L3 – L4 – L5
Faculty	01 B.Tech/M. Tech. or equivalent	02 B.Tech/M. Tech. or equivalent
Lab Support Staff	1 Diploma/CHM-O/A Level/ ITI or equivalent.	2 Diploma/CHM-O/A Level/ ITI or equivalent.

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

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 dully 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.

National Institute of Electronics and Information Technology



**FORMAT FOR APPLYING ESDM ACCREDITATION
(FOR PROVISIONAL ACCREDITATION)**

Date: _____

To

**The Director,
NIELIT < Name of the Regional Centre >
Address of NIELIT Regional Centre**

Subject : Application for ESDM PROVISIONAL ACCREDITATION

Dear sir,

My institute named _____ (herein after called "the institute") is coming under Class-A (NIELIT CHM-O/A level ACCR No. -----)/Class-B Institution as defined in clause 4(i) and 4(ii) of this handbook and I am the "Organization Head" of the institute.

I have personally ensured that the institute fulfils the norms for accreditation and has run for the adequate sessions as mentioned in this document.

I wish to apply for accreditation of the following ESDM Courses:

S.No.	Name of Course*	Course Code	Vertical
1			
2			
3			
4			

*- Details of Courses are available on the ESDM Portal and on www.deity.gov.in/esdm/hrd .

Before submitting this application, I have personally ensured that my institute has adequate Building, infra-structure, support staff and faculty to undertake the course. I have also ensured that the institute has linkages with the industry for placement of the candidates after successfully completion of their training. The fee for the desired courses for **two years** is as under:

For Class A

NIELIT CHM-O/A level ACCR No. _____ valid
upto _____

ESDM Accreditation Registration fee: Rs. 6000/-

Course Accreditation fee: Rs. 4000/- × (____ courses) Rs. _____/-

Institute Inspection fee: Rs. 10000/-

Service Tax: Rs.

Total Rs. _____/-

For Class B

Type of Institution	Government / Private
ESDM Accreditation Registration fee:	
For Government Institutions	Rs. 6000/-
For Private Institutes:	Rs. 12,000/-
Course Accreditation fee: Rs. 4000/- × (____ courses)	Rs. _____/-
Institute Inspection fee:	Rs. 10000/-
Service Tax:	Rs.
	Total Rs. _____/-

**Please strike out whichever is not applicable.*

The non-refundable fee for processing of accreditation Rs. _____ is enclosed in the form of Demand Draft No..... dated..... issued by _____ bank in the name of "Director - NIELIT, <Place of Centre> payable at _____ is enclosed.

I am aware that In the event of deliberate nondisclosure/misrepresentation of vital information or supplying misleading information by default/mistake/blunder may result in cancellation of accreditation or accreditation process instantly along with forfeiture of the fee deposited and possible punitive action as per the decision and discretion of NIELIT. Kindly, initiate the process of provision accreditation of the institute.

With regards,

Signature: _____

Name: _____

Address: _____

Phone: _____ e-mail: _____

Seal

Institute Basic Details

S. No.	Particulars	Details				
1.	Type of Applicant Institute	Government		Private		
2.	Institute Operational Area (Establishment)	Rural		Urban		
3.	Name of the Institution					
4.	Parent Company Name (if different)					
5.	Nature of legal entity (i.e. Company, Trust, Society, Partnership, Proprietorship etc.)	Company	Trust	Society	Partnership	Proprietorship
6.	Date of Establishment					
7.	Institute Address	Address				
		City		Pin Code		
		District		State		
8.	Institute Telephone Number					
9.	Institute Mobile					
10.	Institute Email Address					
11.	Institute Website URL					
12.	Current status of affiliation/ recognition/Accreditation etc.: (if any)	Granting Body: Programs Affiliated: Date valid from: Date Valid To:				

Institute's Contact Persons Details

1.	Head of the Institute	Name	
		Designation	
		Residence Address with pin code	
		Phone Number	
		Mobile No.	
		Email id	
2.	Authorized Person to Deal with NIELIT	Name	
		Residence Address with pin code	
		Designation	
		Phone Number	
		Mobile No.	
		Email id	

Legal Status of the Institute (Attach supportive Document Copies)

S. No	Particulars	Details	Copies Submitted (Yes/No)
1.	Certificate of Registration OR Article of Incorporation OR Society/ NGO Registration Certificate OR Certificate from Bank showing details of Proprietor OR Any Other. (Please Specify) _____ _____		
2.	MoA/Rules and Regulations OR Trust Deed OR Partnership Registration Deed OR Any Other. (Please Specify) ----- -----		
3.	Accreditation / Affiliation/ Recognition with NIELIT / AICTE/ State Technical Board/ University etc., if any. (Attach valid Certificate of Accreditation / Affiliation/ Recognition)		
4.	Number of proprietor / partners / Directors / Trustee, etc. (Attach detailed List)		
5.	Permanent Income Tax Account Number (PAN)		
6.	GST Registration		
7.	Authorization Letter mentioning details of authorized signatory of the institution along with and Signature to deal with NIELIT issued by the management of the institution		

Prior Experience in Training Activities, if any

Year	Name of the courses Offered	Number of batches trained	No. of Candidates Enrolled	No. of Candidates Certified	No. of Candidates placed	Name of the Employers, where candidates were placed

Faculty Details

Name	Designation	Qualification	DoB	Date of Joining the Institute	Total Experience	Details of ID type / ID No	Attach Resume, Photograph and Copy of ID (Yes/No)

Building Infrastructure Details (Attach Copies/ Photographs)

S. No	Particulars	Details	Details/ Photos Submitted (Yes/No)
1.	Rent/ Lease agreement, Specify date of validity		
2.	Title Deed of the premises, if Owned premises		
3.	Total institute Area (in Square Meters)		
4.	Total number of Class Rooms		
5.	Class Room Seating Capacity		
6.	Total number of Labs		
7.	Lab Seating Capacity		
8.	Washroom for Male		
9.	Washroom for Female		
10.	Reception/ Common Room		
11.	Library, Number of Books & Magazines in Library (Attach List)		

Technical& Other Infrastructure Details

S. No	Particulars	Details	Details/ Copies Submitted (Yes/No)
1.	Internet Bandwidth /telephone (Attach latest bill, not older than 3 months)		
2.	Multimedia Projector		
3.	Power backup/UPS		
4.	Self-declaration of the IT/ Electronics / Hardware infrastructure owned by the Institute (This shall meet the minimum requirement of the Courses applied for.		
5.	Self-declaration of the Licensed / Open Source/ Freeware Software's owned by the Institute (This shall meet the minimum requirement of the Courses applied for Accreditation)		
6.	Printer		
7.	Scanner		
8.	Webcams		
9.	Mic/Headphone		

Institute Category for Accreditation Purpose

CATEGORY 'A'

Sl. no	Course accredited for	Accr number / TP ID	Validity of accreditation
1.	NIELIT Software (O /A/ B/C Level) and Hardware (CHM-O/A Level) accredited		
2.	ESDM Accredited Institute		
3.	NSQF Training Partner		
4.	Other NIELIT Affiliated Institutes- NCPUL/.....		

CATEGORY 'B'

	COURSE ACCREDITED FOR	NAME OF APPROVING BODY	VALIDITY OF AFFILIATION AND AFFILIATION NO. (IF ANY)
1.	Engineering Colleges/ Technical Institutions approved by Councils under Central Government like AICTE		
2.	Polytechnics approved by Central or State Boards of Technical Education or NCVET.		
3.	Institutes running BCA / BSc (CS / IT/ Electronics) or higher courses under Universities		

Institute/ Contact details to be updated on NIELIT Portal

Sl. No.	Particulars	Details
1.	Name of Institute	
2.	Contact Person Name	
3.	Contact Person Designation	
4.	STD Code	
5.	Phone 1	
6.	Phone 2	
7.	Mobile	
8.	Fax	
9.	Email1	
10.	Email2	
11.	Institute Website	
12.	Address 1	
13.	Address 2	
14.	Address 3	
15.	City	
16.	State	
17.	District	
18.	City Name	
19.	Pin Code	

Authorization Statement of the Institute

I, on behalf of the institute _____, hereby undertake and confirm that the Institute:

- have adequate Building, infra-structure, support staff and faculty to conduct the above courses. The institute also has the tie-ups with the industry for placement of the candidates after successful completion of the training.
- will arrange any Hardware / Software/ Faculty etc. required in due course of time to meet the Training & related activities of the accredited courses. iii. will comply with the Norms of NIELIT, NCVET, NSDA/NSDC, if any, as applicable to Training Partner for NSQF Aligned Courses from Time to Time.
- will comply with the Norms of Local/ District / State Administration as applicable to Training Institutes from Time to Time.
- fulfills the norms for accreditation as mentioned in this document.
- that neither the institute nor I have linkages with other organizations or individuals which might constitute a conflict of interest.
- that the information contained in this application and all supporting documents is correct and accurate, the property of the institute and that it reflects the institute's business practice to the best of my knowledge.

I am aware that in the event of deliberate non-disclosure/misrepresentation of vital information or supplying misleading information by the institute may result in rejection of accreditation / cancellation of the accreditation granted, along with forfeiture of the fee and possible punitive action as per the decision and discretion of NIELIT may be taken.

With regards,

Signature with date: ____

Name:

Designation in the Institute:

Address:

E-mail ID:

Mobile number:

Seal of the Institute

Note:

- **This application Form shall be filled (preferably typed) and submitted along with relevant documents and applicable fees to the concerned NIELIT Regional Centre.**
- **All the pages of the application as well as the relevant documents shall be numbered, dully signed by authorized signatory and must of seal of the institute.**