Training Partner's Handbook

for

Accreditation of NIELIT's NSQF Aligned Courses

National Institute of Electronics and Information Technology
(Ministry of Electronics and Information Technology, GoI)
Website: www.nielit.gov.in

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1. Introduction

The purpose of the handbook is to provide guidelines that would be helpful to the Institute applying for accreditation towards running NSQF Aligned Courses of NIELIT and provide complete insight into the process.

2. National Institute of Electronics and Information Technology

National Institute of Electronics & Information Technology (NIELIT), (erstwhile DOEACC Society), an Autonomous Scientific Society under the administrative control of Ministry of Electronics & Information Technology (MeitY), 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 endeavored 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 in the non-formal sector.

As on date, NIELIT has forty three (43) Centres located at Agartala, Aizawl, Ajmer, Alawalpur, Aurangabad, Bhubaneswar, Calicut, Chandigarh, Chennai, Chuchuyimlang, Churachandpur, Delhi, Dibrugarh, Gangtok, Gorakhpur, Guwahati, Haridwar, Imphal, Itanagar, Jammu, Jorhat, Kohima, Kolkata, Kokrajhar, Kurukshetra, Lakhanpur, Leh, Lucknow, Lunglei, Majuli, Mandi, Pasighat, Patna, Pali, Ranchi, Senapati, Shillong, Shimla, Silchar, Srinagar, Tezpur, Tura and Tezu with its Headquarters at New Delhi. It is also well networked throughout India with the presence of about 900+ Accredited Institutes and 7300+ Facilitation Centres.

Over the last two decades, NIELIT has acquired very good expertise in IT training, through its wide repertoire of causes, ranging from 'O' Level (Foundation), 'A' Level (Advance Diploma), 'B' Level (MCA equivalent), 'C' Level (M-Tech level), IT literacy courses such as CCC (Course on Computer Concept), BCC (Basic Computer Course) and other such long term and short term course in the non-formal sector like courses on Information Security, ITeS-BPO(Customer Care/Banking), Computer Hardware Maintenance (CHM-O/A level), Bio-Informatics(BI-O/A/B level), a wide variety of courses under ESDM sector etc, besides, high end courses offered by NIELIT Centres at Post-Graduate level (M.Tech) in Electronics Design & Technology, Embedded Systems etc. which are normally not offered by Universities/ Institutions in the formal sector, in association with the respective state Universities. NIELIT is leading with courses aligned with NSQF and over 8 courses have been aligned so far in IECT area.

The basket of activities of NIELIT is further augmented by the wide range of projects that it undertakes. NIELIT has demonstrated its capability and capacity to undertake R&D projects, consultancy services, turnkey projects in office automation, software development, website development etc. NIELIT has also been engaged in providing complete IT Solutions to various Govt. Departments and handling large projects of Govt. Departments in different sectors.

2.1 National Skill Qualification Framework (NSQF)

In order to facilitate mobility from vocational to general education, and vice-versa, a qualification framework for India i.e. the National Skill Qualification Framework (NSQF) came into effect in pursuance of the decision of the Cabinet Committee on Skill Development in its meeting held on

19th December 2013. NSQF has been notified by Government of India vide Gazette notification number 6/8/2013 dated 27th December, 2013.

NSQF is a competency-based framework that organizes all qualifications according to a series of levels of knowledge, skills and aptitude with recognition of prior learning & also promotes lifelong learning. NSQF is the next logical step to create a dual system which will, unlike the current system, include more youth than it excludes. Presently, more than 100 countries have, or are in the process of developing National Qualification Frameworks. NSQF resolve the issues associated with lack of uniformity in qualifications and/or equivalence of Degrees/ Diplomas/ Certificates, which impacts the employability and mobility of students. NSQF helps in attaining desired competencies & provide returns for additional skills to further upgrade competencies resulting more employment and entrepreneurship opportunities.

2.2 NIELIT & Skill India Mission

NIELIT is effectively playing its role in **Skill India Mission** of the Government. To achieve its objective, NIELIT have aligned several Skill Development Courses in the field of Electronics and Information Technology under National Skills Qualifications Framework (NSQF) spanning from Level 2 to Level 8. The basket of NSQF aligned courses includes courses on emerging technologies like Internet of Things, Virtual reality, Big Data, Cloud Computing, Cyber Forensic, Data Analytics, Blockchain Technology, Network Specialist, Robotics, Embedded System Design, VLSI Design & Technology, Real Time Systems, Electronic Product Testing, Solar-LED products, Multimedia, Web Technologies, Office Automation, DTP, Financial Accounting etc.

With the involvement of NIELIT in the Skill Education, Digital Services and E-Governance initiatives of Central and various State governments, the complete population of the country gets benefitted. NIELIT is empowering people across the country through its various Skill Oriented and NSQF aligned courses in the field of Information Technology and Electronics thus providing them the requisite skills to use Technology for their benefits.

3. Objective

NIELIT grants accreditation of its NSQF aligned courses to meet the objectives of Skill India Mission and improve the quality of Skill Education in the country and matching it with the International Standards. These courses are of various durations and levels and all the courses are listed on **National Qualification Register, www.*nqr.gov.in***. Any institute / College may apply and get the accreditation for these courses and run the program at their campus. Being Awarding as well as Assessment Agency, NIELIT conducts examination and provides certification for such programs.

4. List of NSQF aligned courses available for accreditation

The List of NSQF aligned courses available for accreditation is updated regularly based on the technological demand of the sector and feasibility. List of active courses are available at Section-B link (*dynamic web page*).

5. Category of Institutes

NIELIT's accreditation for conducting NSQF aligned courses is a Quality Assurance Scheme for Skilling in Electronics and Information Technology and providing better employment opportunity. NIELIT will consider institutes in the following categories:

(i) **Category – A:** Valid Existing Training Partners (ETP) of NIELIT i.e. Accredited Training Centres (NIELIT Non-Formal courses, NSQF Courses, ESDM TPs) and other associated TPs (like NCPUL etc.).

(ii) **Category – B:** Government / AICTE approved Polytechnics & Engineering colleges / Institutes running BCA / BSc (CS /IT/Electronics) or higher courses.

(iii) **Category – C:** New Training Partner (TP) who do not fall under any of the above-mentioned categories.

6. Legal Status

The institute should be registered under the any of the following categories-

a. PROPRIETORSHIP CONCERN
An institute with legal status "Proprietorship" can be registered under the following:
 i. Registration/ Certificate from any Government authority as given for the Industrial / Business units such as Shop & Establishment Act.
 ii. Registration with Registrar / Sub-Registrar.
 iii. Registration with GST Tax or any other tax authority.

Documents required for establishing the necessary links of the ownership of the proprietorship concern.
 i. Any one of the registration certificates as mentioned above. (In case document does not show the name of the proprietor, then an additional document which shows the name of the proprietor is required (such as certificate from the bank).
 ii. The institute has to submit the authority letter from proprietor indicating the details of the authorized person, if any, with the authority / powers given to him to deal with NIELIT.

b. PARTNERSHIP
An institute with legal status Partnership firm has to submit the following:
 i. Registered Partnership Deed
 ii. Registration Certificate from Registrar of firms with the documents showing the names of the partners.
 iii. The institute has to submit the authority letter from partners indicating the details of the authorized person with the authority / powers given to him to deal with NIELIT.

c. SOCIETY / NGO
An institute with legal status "Society" has to submit the following:
 i. Certificate from the Registrar of Society
 ii. Rules and Regulations / MoA

     iii.   Resolution to nominate the authorised person (as per the terms of the Rules & Regulations/ Bye Laws/ MoA specifically mentioning that the authorized person has been authorized to deal with NIELIT).

d. TRUST
An institute with legal status "Trust" has to submit the following documents:
     i.   Trust Deed
     ii.   Certificate of Registration of Trust
     iii.   Resolution to nominate the authorized person (as per the terms of the Trust Deed / Settlement Deed specifically mentioning that the authorized person has been authorized to deal with NIELIT)

e. COMPANY
An institute with legal status "Company" has to submit the following documents:
     i.   Certificate of Incorporation
     ii.   Memorandum of Association
     iii.   Board Resolution specifically authorizing the authorized person to deal with NIELIT.

7. Authorized Person

The owner or the person appointed by the management can be described as Owner/ Authorised Person from the Management, such as in the case of a company, a Director having authority from the Board or in the case of a Society a person so defined under the Rules / Bye Laws / MoA with a resolution as per the Rules/ Bye Laws/ MoA. If the management wants to change any such Authorised Person, it should be intimated to NIELIT in accordance with their rules, if any.

    i.   That the Owner/ Authorized person from the Management is the person who is working in the capacity and signing in the capacity as the owner or the Management and all the declarations as required by the NIELIT at the time of the accrediting or any other important documents or applications are required to be signed by him.

    ii.   On the other hand, there can be another person who is not the owner but is running the day to day business of the institute since the owner or the management may or may not be in a position to do day to day business of the institute. The person be called the authorized employee of the institute to deal with NIELIT. His signatures and other particulars like his position should be taken from the institute. This person can be changed at any time since he is only an employee but whenever this person is changed, NIELIT should be communicated with the signatures and other particulars of this person.

8. Premises

The institute must have own premises, if hired, the lease should be at least for a minimum period of eleven months (minimum 6 months remaining at the time of applying) with a reasonable assurance of continuity.

9. Space

Minimum carpet area should be more than 90 sq. meters to cater to at least one classroom to seat 25 students, well equipped laboratory (as per course requirement) for hands on training,

reception area / admin area and clean and hygienic washrooms preferably separate for boys and girl, electricity connection with power backup solutions to take care of power outages.

10. Accreditation & Inspection Fees

The category wise accreditation fee is as given below:

Category	Accreditation Fee (in Rs.)	Inspection Fee (in Rs.) per visit per location
A	Base fee*: ₹10,000/- Fee: ₹5000/- per course + GST (as applicable)	₹ 20,000/- + GST (as applicable) Inspection fee is not Applicable for the courses exempted from Inspection listed in Section-C available at link (*dynamic web page*).
B	Base fee*: ₹10,000/- Fee: ₹5000/- per course + GST (as applicable)	₹ 20,000/- + GST (as applicable) Inspection fee is Not Applicable for the courses exempted from Inspection listed in Section-C available at link (*dynamic web page*).
C	Base fee*: ₹10,000/- Fee: ₹5000/- per course + GST (as applicable)	₹ 20,000/- + GST (as applicable)

*Base fee is the minimum fee paid by the institute desires to be the NIELIT Training Partner(TP). Accreditation of one course will be given for Base Fee.

Note:
  i.   All the payment should be made to the respective NIELIT Regional Centre.
  ii. Fee once paid is not refundable under any circumstances.
  iii. Selected courses are exempted from inspection for Category 'A' and 'B' Institutes. The list is attached at Section-C (*dynamic web page*).
  iv. Accreditation & Inspection fee is waived off only for State and Central Government institutions exclusively for Government Funded project. In this case, such institutions can only run the affiliated NSQF Courses for sponsored candidates only.
  v.   Any Existing NSQF Training Partner applying for additional courses, will have to apply as per Section-A to the respective regional NIELIT Centres. Details of NIELIT Regional Centres and the Nodal Officer is available at Section-D (*dynamic web page*).

11. Additional requirements for all categories of institutions

a) Hardware, software, faculty and other infrastructure requirement of each course is different. Details of such requirement are available at Section-C at link (*dynamic web page*). The institute must comply the laid down norms for the courses in which accreditation is requested.
b) The institute shall have preferably broadband Internet connection of minimum 5 Mbps.
c) Institute shall have proper furniture for all the classrooms/labs/ staff rooms etc. to run a batch of minimum of 20 students.
d) Institute has to submit documents mentioning tie-up with at least two relevant industries with the applied Qualification.
e) Sustainability of the institution financially, technically, infrastructure-wise and growth-wise.

12. Procedure for Application Submission

i. All the perspective training partners are advised to do arrangements of required documents, Hardware & Software, Infrastructure, Faculties, Fees etc. before applying for accreditation.

ii. Details of various documents, Fees etc. are given in this handbook.

iii. Details of Hardware & Software infrastructure, Faculty arrangements, Exemption from inspection etc. are specified under Section-C available at link (*dynamic web page*).

iv. The institutes, which are interested in accreditation for the valid NSQF aligned courses have to submit their application on format available at Section-A available at link along with the relevant documents.

v. The application will be on **self-certification basis** by the authorized signatory of the institute. The application shall be addressed and submitted to the concerned NIELIT Regional centre. Details of NIELIT Regional centre are available at Section-D available at link (*dynamic web page*).

vi. All pages of Accreditation Application form and related documents shall be duly signed by Authorized signatory of the institute and must contain seal of the Institute.

vii. List of documents to be submitted by the institute as under:

Type of Institute	Documents required to be submitted along with application form (attested by the authorized signatory of the institute along with seal)
Category A	i. Copy of the valid Accreditation letter issued by NIELIT ii. Documents with regard to registration of the Institute (Certificate of Registration OR Article of Incorporation OR Society/ NGO Registration Certificate OR Certificate from Bank showing details of Proprietor etc.) iii. Documents with regard to legal status of the institute (MoA/Rules and Regulations OR Trust Deed OR Partnership Registration Deed etc.) iv. Corporate Structure of the Institute - Name(s), Address(s), Mobile number(s), Email(s) of proprietor / partners / Directors /Trustee, etc. v. Document pertaining to the nomination of the authorized signatory of the institution to deal with NIELIT issued by the management of the institution having the Signature of the nominated authorized signatory vi. Documents with regard to premises (lease agreement / ownership deed) vii. Building layout along with Photographs of Labs, Class Rooms, Library and other facilities viii. Copy of PAN Card and GST Certificate of the Institute ix. Copy of GST Certificate of the Institute x. List of books and magazines available at the institute. xi. Resume, Photograph and Identification document of the faculties xii. Self-declaration of the Licensed / Open Source/ Freeware Software's owned by the meeting the minimum requirement of the Course(s) applied for Accreditation xiii. Self-declaration of the IT/ Electronics / Hardware infrastructure owned by the Institute meeting the minimum requirement of the Course(s) applied for Accreditation xiv. Copy of latest Internet bill

Category B	i.	Copy of the Valid Affiliation letter issued by the respective approving body of the institution.
	ii.	Documents with regard to registration of the Institute (Certificate of Registration OR Article of Incorporation OR Society/ NGO Registration Certificate OR Certificate from Bank showing details of Proprietor etc.)
	iii.	Documents with regard to legal status of the institute (MoA/Rules and Regulations OR Trust Deed OR Partnership Registration Deed etc.)
	iv.	Corporate Structure of the Institute - Name(s), Address(s), Mobile number(s), Email(s) of proprietor / partners / Directors /Trustee, etc.
	v.	Document pertaining to the nomination of the authorized signatory of the institution to deal with NIELIT issued by the management of the institution having the Signature of the nominated authorized signatory
	vi.	Documents with regard to premises (lease agreement / ownership deed)
	vii.	Building layout along with Photographs of Labs, Class Rooms, Library and other facilities
	viii.	Copy of PAN Card and GST Certificate of the Institute
	ix.	Copy of GST Certificate of the Institute
	x.	List of books and magazines available at the institute.
	xi.	Resume, Photograph and Identification document of the faculties
	xii.	Self-declaration of the Licensed / Open Source/ Freeware Software's owned by the meeting the minimum requirement of the Course(s) applied for Accreditation
	xiii.	Self-declaration of the IT/ Electronics / Hardware infrastructure owned by the Institute meeting the minimum requirement of the Course(s) applied for Accreditation
	xiv.	Copy of latest Internet bill
Category C	i.	Documents with regard to registration of the Institute (Certificate of Registration OR Article of Incorporation OR Society/ NGO Registration Certificate OR Certificate from Bank showing details of Proprietor etc.)
	ii.	Documents with regard to legal status of the institute (MoA/Rules and Regulations OR Trust Deed OR Partnership Registration Deed etc.)
	iii.	Corporate Structure of the Institute - Name(s), Address(s), Mobile number(s), Email(s) of proprietor / partners / Directors /Trustee, etc.
	iv.	Document pertaining to the nomination of the authorized signatory of the institution to deal with NIELIT issued by the management of the institution having the Signature of the nominated authorized signatory
	v.	Documents with regard to premises (lease agreement / ownership deed)
	vi.	Building layout along with Photographs of Labs, Class Rooms, Library and other facilities
	vii.	Copy of PAN Card and GST Certificate of the Institute
	viii.	Copy of GST Certificate of the Institute
	ix.	List of books and magazines available at the institute.

	x. Resume, Photograph and Identification document of the faculties
	xi. Self-declaration of the Licensed / Open Source/ Freeware Software's owned by the meeting the minimum requirement of the Course(s) applied for Accreditation
	xii. Self-declaration of the IT/ Electronics / Hardware infrastructure owned by the Institute meeting the minimum requirement of the Course(s) applied for Accreditation
	xiii. Copy of latest Internet bill

13. Screening, Processing & Granting Accreditation

13.1 Screening for All Categories of Institutes

i. After receiving the application for accreditation by the NIELIT Regional Centre, a preliminary screening will be done to ensure eligibility for accreditation and necessary documents attached. Additional information may be asked for, if necessary, from the institute vide deficiency letter / email. The total time period given to the institute for compliance of the **shortcomings is 45 days**. Incomplete Accreditation application forms and inability to supply additional information may lead to rejection of the application.

ii. If the institute does not comply with the deficiencies in a time period of 45 days, then, the institute will be issued 1st reminder through e-mail to the applicant's email ID. If the institute does not reply within 5 days from the date of 1st reminder the institute will be issued 2nd reminder. If the institute still does not respond within 5 days from the date of 2nd reminder, the application of the institute will be rejected without any further communication and the Letter of Premature Closure of the case due to non-submission of the documents will be sent to the institute. Such cases will be treated as 'CLOSED' and all fees deposited will be forfeited and no further communication in this regard will be entertained.

13.2 Inspection Process, as applicable

13.2.1 For Category 'A' and 'B' (for exempted courses)

i. The institutes falling under **Category 'A' and 'B',** selected courses are exempted from inspection for Category 'A' and 'B' Institutes. Couse wise list of institutes exempted from inspection are given under Section-C available at link (*dynamic web page*). If institute has applied for such courses, no inspection is required.

ii. If **Category 'A' and 'B'** institute has applied for the courses which requires inspection**,** an inspection will be conducted to the institute and the inspection fee as mentioned will be applicable to the institute.

13.2.2 For Category 'A', 'B' and 'C' (for non-exempted courses)

i. On completion of the Preliminary Screening, the eligible institutes will be informed by letter / email that an Inspection Team constituted by the respective **NIELIT Regional centre**, will visit the institute any day **within 30 days** and will verify the information provided by the institute along with the application for accreditation for NIELIT's NSQF aligned courses, according to the laid down criteria for accreditation.

ii. The Inspection Team will check that all criteria laid down are fulfilled. The committee may examine the following:
   ➢ Compliance of all norms set out above and defined in this handbook along with requirements of each individual course.

> ➤ Actual competence of the teaching staff, over and above the paper qualifications submitted.

iii. Institute, if not found suitable after the 1st visit by the Inspection team, will be given the chance to improve in lacking area as mentioned by Inspection Team within 7 days. If required, 2nd inspection will be carried out by the inspection team and for all such cases, the concerned institute has to pay Inspection fees again.

iv. Even after the 2nd inspection, if the institute is not fulfilling the norms of course accreditation, the application of the institute would be rejected & all the payment made by the institute would be forfeited.

13.3 Granting Accreditation

i. On receipt of the final inspection report, **if applicable,** the application will be further processed.

ii. The eligible institutions will be granted Accreditation and Letter of Accreditation will be issued after approval of the Competent authority of respective NIELIT Regional Centre preferably within 15 days.

iii. Accreditation to conduct NSQF courses is granted to the institute at the specified location only. Affiliation given in the name of an institute is not automatically applicable to its branches/centers/head offices/ franchises/licensees etc. Each institute is required to have independent accreditation for each course.

iv. 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 Inspection team, will be given the chance to improve in lacking area as mentioned by Inspection Team within 10 days. If institute fails to do so, its accreditation will be cancelled and payment made by the institute would be forfeited. Such institute shall not be allowed for fresh application for one year.

14. Validity of Accreditation

i. Accreditation granted would be valid for **TWO YEARS** only or till the validity of the Qualification File (Course) listed on NQR (National Qualification Register at website: **www.nqr.gov.in**), or till the validity of the condition(s) on the basis of which the institute has been considered in a particular category of institute, whichever is earlier.

ii. The Accredited Training Partner will not be allowed to claim any amount paid by him even if the course accreditation is withdrawn due to de-listing of Qualification File.

15. Candidate Registration, Examination & Certification

Once a Training Partner is accredited for conducting NSQF aligned courses, Training Partner will receive Letter of Accreditation from respective NIELIT Regional Centre followed by Login Credentials (through email) from NIELIT. The details of the Courses Accredited along with particulars of the institute will also be updated on NIELIT website.

15.1 Registration:
Candidates can register in the NSQF courses run by the Training Partner through the NIELIT student portal.

a) While registering, candidate must select the respective Training Partner, on submission of registration form successfully; the candidate will receive login credentials.

b) The Training Partner will verify the candidates using the credential assigned to the accredited training partner.

c) After processing and verification, registration number will be generated. Candidates may use their credential to login into his/her student account. Candidates can apply for the examination using the same credentials.

d) The registration will be valid for a fixed duration only. As these are skill-based courses, there is no provision of Re-registration.

e) It is important for the Training Partner to verify the candidates using Training Partner's credential for different activities.

f) Details regarding registration are available under Registration para of Section-E available at link (*dynamic web page*).

15.2 Examination:
NIELIT conducts periodic examinations for NSQF aligned courses as per predefined schedules.

a. Candidates can apply in active examination cycle visible to him under his/her dashboard.

b. Examination of candidates will be conducted at the venue as decided by NIELIT from time to time.

c. If examination is conducted at the Training Partner (TP) location, the TP has to provide the following facilities for conduct of examinations,

    i. 12 Desktops with Good Internet connectivity along with WebCam for conduct of Online Examination.

    ii. A good quality Scanner, a Laser/ Inkjet Printer and a Desktop for examination work to the Examination Staff.

    iii. Internet connection and Ethernet LAN with at least 2 Mbps connectivity.

    iv. Technical manpower to function as Exam Superintendent/ Examiner and support staff for invigilation for online theory examination and practical assessment/ project presentation etc.

    v. Arrange Power Backup facility such as UPS, Generator for uninterrupted & smooth conduct of examination for about 4 hours.

    vi. Arrange for CCTV/ Videography of the whole examination activity (continuous streaming) as and when required.

    vii. Accredited Training partners will not get any Payment/ reimbursement for conduct of examination at their location.

d. Required details regarding Examination are available under Examination para of Section-E available at link (*dynamic web page*).

15.3 Certification
Qualified Candidates can download the certificate from NIELIT portal: http://certificate.nielit.gov.in/ and the same will be linked with their DigiLocker. Details regarding Certification are available under Certification para of Section-E available at link (*dynamic web page*).

15.4 Feedback
Every candidate has to fill the online feedback form at the day of examination, just before the starting of the examination.

16. Key Responsibilities of the Training Partners

i. The Training Partner has to initiate admission process and conduct classes for the NSQF Aligned courses in consultation with respective **NIELIT Centre** after getting Accreditation.

ii. Training partner should get its faculty certified from NIELIT in the course(s) he/she will teach. Training for the faculties will be conducted by the NIELIT RCs, if needed.

iii. Fee charged from the candidates should not exceed the prescribed rates in common norms. Common norms and its amendments are available at https://www.nielit.gov.in/content/nsqf

iv. Batch size should be proper and must be as per available classroom / lab size and other infrastructure & facilities.

v. The institute must also plan a comprehensive record keeping of admission, registration, selection norms, attendance, internal assessment, Project work etc.

vi. Placement of candidate is an important part of the scheme. Hence, the tie-ups with the concerned Industries in the local area is very important for the placement of the successful candidates. Training partners who have placed maximum number of candidates in a financial year may be given the 'Certificate of Appreciation' by the respective NIELIT Centre.

17. Process for change in Corporate Structure of Training Partner

The Training Partner conducting NSQF aligned courses of NIELIT, should intimate changes in its Management, Name, Address, Owner etc. preferably two months in advance, for any such changes, the institute shall apply along with supporting documents, requisite fee etc to the Respective NIELIT Regional Centre.

18. Change of Premises

The institute has to apply for 'Change of Premises' to the Concerned NIELIT Regional Centre along the following documents and has to pay Rs. 15,000/- + GST (as applicable) (as applicable) per visit of inspection committee, as fee for change of premises:

i. Documents with regard to premises (lease agreement / ownership deed) with Layout.

ii. Revised Registration certificate in the new premises (if the registered address and the address of training centre is same)

iii. Board resolution / No Objection Certificate (in case of Partnership Firm) with regard to the change of premises of the institute.

Such change will be approved by the **NIELIT** for the purpose of continuing the accreditation after an inspection committee visits the institute and endorses the changes as per valid documents submitted by the institute. In such cases, the inspection committee needs to verify that facility available at earlier premises has been shifted to new premises and the new premises is meeting the accreditation criteria.

19. Change of Management

The institute has to apply for 'Change of Management' to the Concerned NIELIT Regional Centre along the following documents and has to pay Rs. 5,000/- + GST (as applicable), as fee for change of management:

i. Corporate structure / details of the institute (list of proprietor / partners / directors, etc.).

ii. In case of a company, the institute has to submit the Form 32, while in case of partnership firm, the Registration Certificate of the institute with Form A and Form B.

iii. Board resolution with regard to the change of management.

Since change of management is simply a change in the administrative structure of institute, appraisal of the institute by an Inspection Team will be waived-off.

20. Change of Name of Institute

The institute has to apply for 'Change of Nam of the Institute' to the Concerned NIELIT Regional Centre along the following documents and has to pay Rs. 5,000/- + GST (as applicable), as fee for change of name:

i. Revised Registration Certificate in the new name
ii. Board resolution / No Objection Certificate (in case of Partnership Firm) with regard to the change of name of the institute.

Since change of name is simply a re-designation, appraisal of the institute by an Inspection Team shall be waived-off.

21. Change of Ownership

Change in the legal status on account of change of ownership is not permitted. As such, affiliation shall be withdrawn in case of change of ownership.

22. Extension of Accreditation

i. Initially, The Training partners will be given accreditation for a period of 2 years for Qualification(s).
ii. Post the completion of the said duration, the training partner shall apply for fast track renewal, which if approved would extend the accreditation for another 2 years from the expiry of existing accreditation, subject to the valid listing of the Qualification on nqr.gov.in
iii. The renewal will be based on the performance of the training partner as per the performance indicator mentioned available at link.
iv. Post completion of the total tenure of 4 years of accreditation for a particular Qualification, Accredited training partner would be required to submit afresh application for seeking accreditation for the Qualifications.
v. Fee for Renewal / Extension of Accreditation will be ₹5000/- for one Qualification. All Fees will be paid to the respective NIELIT Regional Centre.
vi. Accredited Training Partner should apply for Renewal / Extension of Accreditation at least 30 days before the expiry of Accreditation of the particular Qualification to the Respective NIELIT Regional Centre on Application form available at Section-A at link (*dynamic web page*). along with supporting documents. Institute cannot apply for renew of the accreditation in a particular qualification after 30 days of expiry of the previous accreditation for a Qualification.

23. General Terms and Conditions

i. Maximum number of Qualifications offered for Accreditation per Institute is limited to 12.
ii. There will be student feedback mechanism to monitor the performance of Accredited Training Partners. Feedback forms should be filled by the students at the end of each module. Further, the feedback may be taken at the time of examination or during the surprise visits made to the Training Partner location or at any time as decided by NIELIT.
iii. NIELIT will do the inspection of Accredited Training Partner on random basis to monitor the performance and to ensure the training quality.

iv. Training of Trainers programmes will be organized by Nodal NIELIT Centres (for respective NSQF aligned Qualifications) based on the request from Training Partners. The financials for the same will be decided by the respective NIELIT Centre and the same has to be paid by the Accredited Training Partner additionally.

v. Evaluation based on the Performance Indicator mentioned under Section-F available at link (*dynamic web page*) will be considered for renewal of accreditation to the Qualifications.

vi. Accredited Training Partner are not authorized to outsource the training to a third party or to conduct at any other location other than the registered training location

vii. Declaration from Accredited Training Partner is required regarding student's qualification, attendance, total training hours completed etc.

viii. Training Partners shall arrange for Smart class room with VC facility for on line classes and interaction.

ix. Accredited Training Partner should have tie ups with industries for placement support. Documents for 2 Industry tie-ups has to be submitted at the time of fresh as well as extension of accreditation application.

x. It is possible that during the Tenure of Accreditation, the course Title, Level, Candidate Eligibility, Syllabus, Faculty, Hardware/Software and various other requirements may get revised/ updated by NSDA/NSDC/NCVET/NIELIT. In such cases, the Accredited Training Partner has to comply with the revised curriculum/ norms/ requirements to continue their Accreditation.

xi. Accredited Training Partner shall comply with the Norms of NIELIT, NCVET, NSDA/NSDC, if any, as applicable to Training Partner for NSQF Aligned Courses from Time to Time. The same is given under Section-G available at link (*dynamic web page*).

xii. Accredited Training Partner shall comply with the Norms of Local/ District / State Administration as applicable to Training Institutes from Time to Time.

24. Grievances and Representations

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 **Executive Director / Director / Director In-charge** of respective **NIELIT Regional Centre** within a period of 30 days of the decision.

25. Miscellaneous

Any issues/conditions/criteria not covered in this Handbook, the Nodal officer at NIELIT Regional Centres should be communicated.