

ELIGIBILITY STANDARDS

What are the eligibility standards?

Computer training institutes desirous of conducting NIELIT accredited course(s) are obliged to meet the following requirements/standards:

a) Status and Identity

- The institution/organization should be registered under any act of law e.g. in the case of a company, it must be registered with the Registrar of Companies, in case of a Society, it must be Registered with Registrar of Societies and so on an so forth.
- Must show financial stability and sincerity of the purpose.
- Should have conducted similar course for at least six months.

b) Infrastructure - Building and Space

- Should have its own premises.
- In the event of the premises being hired, it should be on a long-term lease. The lease term, in such cases is specific to the Level for which accreditation is sought and the same is defined in the Guidelines.
- Minimum carpet area should be better than 90 sq. meters consisting of at least;
 - one class room to seat 25 students
 - one lab to seat 15 students.
 - Library
 - reception area, etc.

c) Infrastructure - Equipment

- State-of-the-art Hardware should be available with the institute and the same should be provided to the students for the training of the relevant NIELIT Courses. The institute also needs to ensure that the students are allotted at least half of the duration of a subject for "hands-on" experience. 'Thin Clients' are also allowed.
- The minimum number of computer systems required should be commensurate with the number of students being trained by the institute and also the geographical location of the institute, subject to at least eight computer systems.

- ❏ Not more than two students should work on a single terminal or one PC.
- ❏ All software should be licensed as understood within the terms of Intellectual Property Rights (IPR). Software required for the conduct of NIELIT Course(s) has been prescribed in the relevant Syllabus. Open Source Software are also allowed.
- ❏ The institute should also possess modern teaching aids such as overhead projector or video projector or audio visual teaching aids etc.

d) Faculty

- ❏ The teaching faculty should consist of at least three permanent incumbents who should have been with the institute for not less than six months.
- ❏ The ratio of full time to part time (normalized) should at least be 4:1, i.e., within the institute, for every four full time faculties, the institute is permitted to engage one part-time faculty.
- ❏ The ratio of full time + part time (normalized) to students should at least be 1:25, i.e., for every batch of 25 students, the institute should employ one faculty subject to a minimum of three permanent incumbents.
- ❏ Competent faculty should have the requisite qualifications and experience (a minimum of two years) as has been detailed in Prospectus of respective Levels. The names and qualification including the experience of the faculties are required to be provided within the accreditation application form.

e) Library

- ❏ The institute should maintain a Library.
- ❏ The Library should have a good selection of books and should also subscribe to popular periodicals. Sufficient number of books, which are listed in the NIELIT syllabus, should be also maintained in the Library.
- ❏ Sufficient number of copies of NIELIT Syllabi and also other NIELIT publications should be maintained in the Library and the same should be made available to all concerned.

f) Code of Ethics

Institutes granted permission to conduct the NIELIT course (s) are required to follow the following Code of Ethics:

- ❏ NOT advertise anything which is liable to project a false impression of status of my/our Institution;
- ❏ NOT advertise either directly or by implication any level of courses the accreditation of which is not granted to me/us, including those courses the accreditation of which are under consideration or have expired or has been withdrawn;
- ❏ NOT exaggerate the contents of the courses for which accreditation has been granted to gain any unfair advantage;
- ❏ NOT guarantee benefits to students that are actually false and/or not feasible.
- ❏ NOT project price terms that are false, or misleading and has been given to gain advantage over competition.
- ❏ NOT distort any statement of Government for our own gain;
- ❏ NOT criticize action of Government/Professional bodies or experts concerned with NIELIT directly or indirectly without proper investigation.
- ❏ NOT makes statement offensive to the public; including advertisements that are against public/Government/National sentiments.
- ❏ NOT make any statement/declaration/presentation/advertisement which is of ambiguous nature and which presents a false picture in any stage/part of the scheme of accreditation with regard to hardware/software and / or which is sort of omissions/additions of any kind and/or which are half – truths.
- ❏ NOT do comparative advertising and
- ❏ NOT involve in any other matter/action repugnant to the spirit of ethical practices including behavior to by/our students; unauthorized use of copyrighted software etc.

g) Student Admission and Administration

- ❏ At least 50% of the enrolment should be on the basis of merit.
- ❏ Student administration should be of high order.
- ❏ Separate record of admission, registration, aptitude test and selection norms should be maintained.

h) Accreditation Fee

| S. No. | Purpose | Amount (in Rupees) |
|--------|---|--|
| 1 | Provisional Accreditation Fee for O, A & C Levels | 30,000 + Service Tax (as applicable) + 10,000 (Security deposit (refundable)) |
| 2 | Provisional Accreditation Fee for B Level | 50,000 + Service Tax (as applicable) + 10,000 (Security deposit (refundable)) |
| 3 | Full Accreditation Fee for O & A Levels | 60,000 + Service Tax (as applicable) |
| 4 | Re-convening Fee (Deferred Case) | 10,000 + Service Tax (as applicable) |
| 5 | Re-convening Fee (Premises, Name, Franchisee/Licensee & Other Changes) | 5,000 + Service Tax (as applicable) |
| 6 | Fee for Extension of Provisional Accreditation for O, A & C Levels for a period of two years | 20,000 + Service Tax (as applicable) |
| 7 | Fee for Extension of Full Accreditation for O & A Levels for a period of three years | 30,000 + Service Tax (as applicable) |
| 8 | Fee for Extension of Provisional Accreditation with Penalty (10% on Accreditation Fee) for O, A, B and C levels for a period of three years | 33,000 + Service Tax (as applicable) |

h) Points to consider after accreditation

- Accreditation is for the NIELIT computer courses and the institute is not accredited as such. It is applicable for the course at the specified location only.
- The Screening visits of the Observers who are experts in the field will be surprise.
- Accreditation given in the name of an institute is not automatically applicable to its branches / centres / head office/franchises/licensees etc. Each centre is required to have independent accreditation for each level.
- Provisional Accreditation is granted for a period of three years for O/A/C levels and five years for B level.
- Accreditation is a continuous process and new institutes get accredited from time to time. Accreditation granted to an existing institute may be withdrawn if its fails to adhere to the norms or for other specified reasons of accreditation.
- The performance of an institute is reviewed through the yearly reports submitted by the institute, the Observer's report on the functioning of the institute and by the

performance of candidates appearing in NIELIT examinations from the institute. This also includes the number of candidates sent by the institute for such examinations.

📌 Institutes are allowed to run number of courses/batches in commensuration with the qualified faculty and existing infrastructure. Based on this, the maximum number of students which the institute can train for each level is decided.