

Frequently Asked Questions on Accreditation

Q. Can we get affiliation/franchisee/study centre of NIELIT?

A. NIELIT accredits courses conducted by institutes/organizations particularly in the non-formal sector of IT Education & Training. As such, institutes/organizations can offer their own course whose curricula approximately maps with that of NIELIT Course against which accreditation is to be sought.

Q. Who can get accreditation?

A. Computer training institutes/organizations in the non-formal sector, meeting well-defined criteria, are granted accreditation for specified levels of courses offered under it viz. O (Foundation) Level, A (Advanced Diploma) Level, B (MCA) Level and C (M.Tech) Level.

Q. What are the criteria for getting accreditation?

A. An institute/organization seeking accreditation must be registered with Central/State Government & is required to have:

- own premises with minimum carpet area better than 90 square metres (or if hired, Lease must be on a long term basis that varies from level to level);
- faculty made up of both 'teaching' and 'support faculty';
- the necessary hardware as well as licensed software to conduct training as per syllabus of a particular level/course;
- a library with a good selection of books and periodicals of standard quality, and sound financial status of the institute/organization.
- should have conducted similar courses (computer/IT related) for at least two years prior to the date of submission of an application that must be accompanied with documentary evidence of the same

Q. How to apply for getting accreditation?

A. Institutes/organizations seeking provisional accreditations need to apply separately for each level/location. All the details are available in the Guidelines including Application Form and detailed norms as well as detailed criteria for accreditation for each O/A/B/C Level.

Q. What are the durations for which provisional accreditations are granted by NIELIT?

A. Initially, Provisional Accreditation is granted for a period of three years for O/A/C levels. For 'B' level, provisional accreditation is granted for five years.

Q. What are the requirements of Faculty, Hardware and Software for getting provisional accreditation?

A. All these details are available in the guidelines & Syllabus.

Q. How to fill the Application Form seeking provisional accreditations?

A. The online Application Form for Provisional Accreditation should be filled and submitted online. A copy of the same should be downloaded and submitted to NIELIT HQs along with all the supporting documents as listed in the guidelines as per "Checklist of Enclosures" and then numbered in reverse order. Accordingly, the last page (Item 23 of Checklist of Enclosures) be assigned page number 1. A Normal Double Punched "Cardboard Spring File Cover" may be used to properly docket all the above documents in it. Then a photocopy (Duplicate File) of the above file may be prepared & submitted along-with Original File to Accreditation Division of NIELIT, New

Delhi.

Q. When the accreditation is granted?

A. After all the documentation is complete, a Screening Committee constituted by NIELIT visits the Institute/organization seeking NIELIT Accredited Course(s) & on receipt of satisfactory report of the Screening Committee, accreditation is granted.

Q. If the validity of accreditation is over; can an Institute/organization conducting NIELIT Accredited Course(s) can continue sending Registration & Examination Forms to NIELIT?

A. After expiry of accreditation, suitable communications are sent to all the Institutes/organizations conducting NIELIT Accredited Course(s) for continuation/withdrawal of accreditation as the case may be. Till that time, an Institute/organization conducting NIELIT Accredited Course(s) can continue sending Registration & Examination Forms to NIELIT.

Q. What are the fees for accreditation?

A. The fee schedule for accredited courses is as under:

S. No.	Purpose	Amount in Rupees
1	Provisional Accreditation Fee for O, A & C Levels	31,000.00 + Service Tax as applicable
2	Provisional Accreditation Fee for 'B' Level	51,000.00+ Service Tax as applicable
3	Full Accreditation Fee for O & A Levels	60,000.00 + Service Tax as applicable
4	Re-convening Fee (Deferred Case)	10,000.00 + Service Tax as applicable
5	Re-convening Fee (Premises, Name, Franchisee/Licensee & Other Changes)	5,000.00 + Service Tax as applicable
6	Fee for Extension of Provisional Accreditation for O, A & C Levels for a period of two years	20,000.00+ Service Tax as applicable
7	Fee for Extension of Full Accreditation for O & A Levels for a period of three years	30,000.00+ Service Tax as applicable
8	Fee for Extension of Provisional Accreditation with Penalty (10% of the Accreditation Fee) for O,A,B and C Levels for a period of three years.	33,000.00 + Service Tax as applicable

Q. What are the formalities to be completed for change of name/premises/dropping of franchisee/licensee of an already accredited course?

A. For change of name/premises/dropping of franchisee/licensee, following documents (whichever applicable) & fee are to be submitted:

1. Attested Copy of the Title Deed of ownership/Proof of long Lease/Rent Agreement of premises in the name of the institute. If the Title Deed/Lease/Rent Agreement is in the Regional Language, the English Translation of the same duly attested by a Gazetted Officer, as "Exact Translation";
2. Layout Map/Plan duly approved by an architect;
3. Faculty Profile (in the prescribed proforma available in Guidelines);
4. Hardware Availability (in the prescribed proforma available in Guidelines);

5. Software Scenario (in the prescribed proforma available in Guidelines);
6. List(s) of Books & Magazines available in the Library;
7. Request for change of name/premises/dropping of franchisee/licensee duly signed by all the Directors/Partners/Trustees/Stake Holders;
8. No Objection Certificate from Franchisor/Licensor;
9. Revised Registration Certificate in the new name;
10. Requisite fee of Rs. 5,000/- + Service Tax as applicable in the form of DD drawn in favour of "NIELIT" payable at "New Delhi" for Re-Convening of Screening Committee for each of the above change for each Level.

Q. How the changes of name/premises/dropping of franchisee/licensee of an already accredited course are implemented?

A. After submission of requisite fee & documents towards above changes, a Monitoring Committee constituted by NIELIT visits the Institute/organization conducting NIELIT Accredited Course(s) & on receipt of satisfactory report of the Monitoring Committee, above changes are incorporated/implemented.

Q. Are the fee(s) paid to NIELIT refundable?

A. The fee(s) are not refundable under any condition as per Annexure IV of guidelines under the title "Accreditation Fees".

Q. To whom one should contact for any other queries relating to Accreditation of O, A, B & C Level Courses?

A. Institutions /Organizations seeking accreditation can contact/address their queries to:
011-24363330/1/2 Extension Numbers :425, 426 / accr@nielit.gov.in

Institutions/Organizations conducting NIELIT Accredited Course(s) can contact/address their queries to:
011-24363330/1/2 Extension Numbers : 425, 426 / postaccr@nielit.gov.in

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 and so forth.

Must show financial stability and sincerity of the purpose.
Should have conducted similar course for at least two years.

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 relevant Prospectus.

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.

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.

The institute should also possess modern teaching aids such as overhead projector or video projector or audiovisuals 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;

☒ Should NOT knowingly, advertise in a way which is liable to project a false impression of competence of the Institution.

☒ Should NOT advertise, either directly or by Implication, accreditation of aspects / course(s) for which specific approval has not been granted. This also covers the cases which are under consideration or expired or withdrawn;

☒ Should NOT exaggerate, to gain unfair advantage, the contents of the course(s) for which accreditation has been granted;

☒ Should NOT mention connection with foreign collaboration directly or indirectly to gain advantage, unless there is indisputable proof of such connection.

☒ Should NOT guarantee benefits to student that is actually false or not feasible.

☒ Should NOT project price terms that are false, or misleading, to gain advantage over competition.

☒ Should NOT disparage competition, even obliquely.

☒ Should NOT project insufficiently supported claims of excellence in connection with employment.

☒ Should NOT distort statement of Government for own gain.

☒ Should NOT criticize action of Government / professional bodies or experts, without proper investigation.

☒ Should NOT make statement offensive to the public. This includes release of advertisements that are "Off-Color."

☒ Should NOT make statements of an ambiguous nature presenting a false picture in any stage /part of the scheme of accreditation including hardware / software as also omissions and half-truth.

☒ should NOT do comparative advertising

☒ Should 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

☒ 'O' Level - Rs. 31,000/- + Service Tax as applicable

☒ 'A' Level - Rs. 31,000/- + Service Tax as applicable

☒ 'B' Level - Rs. 51,000/- + Service Tax as applicable

☒ 'C' Level - Rs. 31,000/- + Service Tax as applicable

* Accreditation Fee is not refundable.

i) 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.

☒ 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 it fails to adhere to the norms or for other specified reasons of accreditation.

❏ Observers who are experts in the field are requested to visit the concerned institutes and send their reports when complaints about the functioning of the institutes are to be investigated or deficiencies in their yearly reports are to be looked into.

❏ 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.