

Guidelines for

“Grant of Provisional Accreditation”

to the Institutes

for the conduct of

NIELIT O / A / B/ C Level of Courses

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I INTRODUCTION

The DOEACC Scheme is the outcome of a National Working Group set up by the All India Council for Technical Education (AICTE) which is the statutory body in the field of technical education. Under the Scheme, computer training institutes/ organisations in the non - formal sector, subject to meeting well-defined norms and criteria, are granted accreditation for conducting specified levels of courses. These courses are, 'O' a Foundation Level course, 'A' an Advanced Diploma Level course, 'B' a MCA Level course and 'C' a M.Tech Level course in computer science.

Students can acquire any of these qualifications, if they undergo the particular Level of the accredited course in the institutions accredited for conducting the relevant course and pass the examinations conducted by the NIELIT. Working professionals can also appear in these examinations directly provided they possess the prescribed relevant experience for that particular Level. In either of the above cases, the candidates should have the requisite educational qualifications as indicated in the eligibility criteria given on the website at www.nielit.gov.in.

ACCREDITATION PARAMETERS UNDER AICTE

Accreditation is a mechanism evolved in the United States. In India, the term 'Accreditation' was referred to for the first time in the National Policy on Education, 1986. Subsequently, the AICTE set up a National Board of Accreditation (NBA) for initiating the process of accreditation in the formal higher education sector of technical discipline. The basic objectives of accreditation are :-

- To assist all the stake holders in technical education to identify those institutions and their specific programmes which meet the norms and standards prescribed by AICTE.
- To provide guidelines to technical institution for the improvement of existing programmes and also for the development of new programmes; and
- To simulate the process of continual improvement in technical education system in the country.

The AICTE criteria for accreditation can be divided into the following major Categories:-

- Academic parameters, like faculty, laboratory, learning process, R&D, Library, industry interaction. Support services like hostel, furniture, building, canteen, transport and medical facilities.
- Accreditation is granted by AICTE based on specified weightages for each parameter. Institutes governed under the accreditation procedure are all in the formal sector. Accordingly, the institutes are expected to admit only specific number of students and also follow specified programmes with regard to conduct of courses.

ACCREDITATION – CONCEPT UNDER NIELIT

The objective of the DOEACC Scheme is to develop quality manpower through non-formal sector in the field of IT, which consists of computer institutes mostly in the private sector. These institutes conduct computer courses, mostly, on part-time basis depending on many factors. It is also not possible for them to be governed by admission on fixed number of students, as the number would vary depending on places (metros/small towns) location of the industry etc. The imparting of training for NIELIT courses is open to organizations in the non-formal sector, including autonomous bodies as long as they meet the requisite criteria and obligations. Each level & location is treated as a separate entity.

Under the Accreditation norms, Institution is critically appraised by NIELIT Screening Committee to verify that the institute meets the Norms and Standards prescribed by the NIELIT under its Accreditation Scheme. Thus, Accreditation accorded by NIELIT ensures that the Institute conducting proposed course has the sufficient infrastructure, faculty, facilities etc., as per the Accreditation criteria to be able to deliver quality IT education & training. Accreditation is accorded for a course at an institute at a specified location and does not cover any other locations/Franchisees/Branches under any circumstances.

Scope of grant of Accreditation to institutes

Granting accreditation to institutes for conduct of training, registration of the candidates to NIELIT and fielding candidates for the examination of NIELIT O/A/B/C level of courses is the process that ensures the quality delivery of the courses to the candidates by the institutes. Such institutions however, would be required to be analysed periodically on certain parameters to ensure that the objectives are being met. This periodical review is an assurance that the institute meets established quality standards. However, the institutes that did not meet the criteria for renewal of permission will be withdrawn.

Apart from this, institute may have an option to exit from the system that is; they can also apply for voluntary withdrawal, if they did not wish to continue as an accredited institute of NIELIT for the conduct of its O/A/B/C level of courses. However, institutes applying for voluntary withdrawal would be required to clear all the dues outstanding against it.

Accreditation Parameters

The accreditation parameters of the NIELIT programme are tuned to give weightage on the following:-

- Institute must be registered;
- The institute should have conducted IT/Computer related courses for at least six months preceding the date of application.
- must have own premises, if hired, on a long term lease;
- the library should have a good selection of books and subscribe to periodicals of standard quality;
- faculty should be made up of both teaching and support faculty and must meet the numbers and qualifications/ experience as specified for the concerned Level of course;
- should have the necessary hardware as well as software to conduct training as per syllabus of the concerned level of NIELIT course.
- Hands on Training should form at least one-half of the allocated time;
- all software are to be licensed as understood in terms of intellectual Property Rights; Open Source software are also allowed.
- Financial status of the organisation should be sound
- Industry support should involve interaction with the industry.
- There is no restriction with regard to number of levels & sequence/order of levels (viz. O, A, B, C) for which an institute can seek accreditation. In case, the institute is granted accreditation for higher level of courses (B or A level) and if interested, for lower level accreditation (A or O level), then the Screening visit at the institute will be waived off, if the institute applies within 6 months from the grant of higher level accreditation. However, the procedure for applying for grant of accreditation will be same. However, if the institute is accredited for lower level of courses and applies for higher level, there is no change in the procedure.

GUIDELINES FOR ACCREDITATION

1. **Accreditation Fees:** Institutes seeking accreditation will have to apply online for provisional accreditation in the first instance by registering the institute in the web portal www.onlineaccr.nielit.gov.in. After registering, the institute has to login and apply for accreditation. The fees for provisional Accreditation for each of O/A/B/C level are given on the online portal and is also mentioned below. Besides, a refundable "Security Deposit" of Rs. 10,000/- has also to be submitted along with the provisional accreditation fee, online. The **Security Deposit** shall be refunded without any interest after the withdrawal of accreditation / Rejection of application for Provisional Accreditation, if the institute applies for the same within 6 months from the date of withdrawal / date of Rejection. However, outstanding amount against institute, if any, shall be deducted from the Security Deposit. Also, if there is any complaint by the institute against the Screening Committee / Monitoring Committee which visited the institute, if the complaint is found to be wrong then the expenses incurred for the visit of the inspection committee to that institute will be deducted from the Security deposit.

ACCREDITATION FEES*

PROVISIONAL ACCREDITATION FOR (LEVEL/PERIOD)	FEES (Rs.)**	EXTENSION OF ACCREDITATION PERIOD WITH PROV STATUS WITHOUT PENALTY (Rs.) (If the Performance criteria is met)**	EXTENSION OF ACCREDITATION PERIOD WITH PROV STATUS / STATUS REVERT FROM FULL TO PROVISIONAL STATUS (Rs.) (If the Performance Criteria is not met)**	EXTENSION OF ACCREDITATION PERIOD WITH FULL STATUS (Rs.)**	RECONVENING FEES IN CASE OF (Rs.)**	
					DEFERRED / CHANGE OF ADDRESS / FRANCHISEE DROP	CHANGE OF MANAGEMENT / CHANGE OF NAME OF INSTITUTE
'O'/3 YEARS	30,000/- +Service Tax (as applicable) + 10,000/- (Security Deposit)	NOT APPLICABLE	30,000/- + Service Tax (as applicable) + PENALTY (@ 10% OF ACCREDITATION FEE)	30,000/- + Service Tax (as applicable)	10,000/- + Service Tax (as applicable)	5,000/- + Service Tax (as applicable)
'A'/3 YEARS	30,000/- +Service Tax (as applicable) + 10,000/- (Security Deposit)	30,000/- + Service Tax (as applicable)				
'B'/5 YEARS	50,000/- +Service Tax (as applicable) + 10,000/- (Security Deposit)					
'C'/3 YEARS	30,000/- +Service Tax (as applicable) + 10,000/- (Security Deposit)					

NOTE: In addition to the Accreditation Fee the institute has to deposit a '**SECURITY DEPOSIT**' of **Rs. 10,000/-** (Refundable) at the time of applying for the Provisional Accreditation. The Security Deposit shall be refunded without any interest after the withdrawal of accreditation / Rejection of application for Provisional Accreditation, if the institute applies for the same within 6 months from the date of withdrawal / date of Rejection. However, outstanding amount against institute, if any, shall be deducted from the Security Deposit. Also, if there is any complaint by the institute against the Screening Committee / Monitoring Committee which visited the institute, if the complaint is found to be wrong then the expenses incurred for the visit of the inspection committee to that institute will be deducted from the Security deposit.

* Fee is Subject to change and will be at the discretion of NIELIT.

** Fee once paid for Provisional Accreditation / Extension of Accreditation Period with Provisional status/ Extension of Accreditation Period with Full Status/ Revisit on account of Deferred Case or changes as mentioned above are not refundable under any condition.

VAF Variable Accreditation Fee for each level @ Rs. 6,000/- for every additional 25 candidates or part thereof fielded in every examination for the first time. For the first 25 candidates, institutes need not pay any Variable Accreditation fees. **The fee has to be paid at the time of submission of the examination application forms.**

2. **Processing of Application:** There will be partial online scrutiny of the application by validation checks, as per the norms of accreditation, at the time of submission of the online application. Minimum criteria for submission of the application are mandatory and the institutes who do not meet the minimum criteria will not be able to submit the online application. The application will be on **self certification basis** by the authorised signatory of the institute. Following documents (self attested by the authorized signatory) has to be uploaded by the institute along with the online application:

- a) Documents with regard to registration and the legal status of the institute (registration certificate, bye-laws, rules and regulations, memorandum, board resolutions etc.)
- b) Documents with regard to premises (lease agreement / ownership deed)
- c) Corporate structure / details of the institute (list of proprietor / partners / directors /Trustee, etc.)
- d) Documents with regard to franchise / license terms (Franchiseeship / Licenseeship agreement, NOC from licensor / franchisor), if applicable.
- e) PAN Card of the Institute
- f) List of books and magazines available at the institute
- g) Photograph and Unique Identification document of the faculty
- h) Signature of the authorized signatory of the institute

3. **THE MINIMUM LAID OUT CRITERIA FOR ACCREDITATION:**

a) **Legal Status:** The institute should be registered under the categories:

➤ **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 Sales Tax / Service Tax or any other tax authority.

Documents required for establishing the necessary links of the ownership of the proprietorship concern.

1) Any one of the registration certificate 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)).

2) The institute has to upload the authority letter from proprietor indicating the details of the authorized person with the authority / powers given to him

➤ **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 upload the authority letter from partners indicating the details of the authorized person with the authority / powers given to him
- **SOCIETY / NGO :** An institute with legal status "Society" has to submit the following documents
- (i) Certificate from the Registrar of Society
 - (ii) Rules and Regulations / Memorandum
 - (iii) Resolution to nominate the authorised person (as per the terms of the Rules & Regulations/Bye Laws/Memorandum specifically mentioning that the authorized person has been authorized to deal with NIELIT including applying for accreditation).
- **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 authorised person (as per the terms of the Trust Deed / Settlement Deed specifically mentioning that the authorised person has been authorised to deal with NIELIT including applying for accreditation)
- **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 including applying for accreditation.
- 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 / Memorandum with a resolution as per the Rules/ Bye Laws/ Memorandum. If the management wants to change any such Authorised Person, it should be intimated to NIELIT in accordance with their rules, if any.
 - That the Owner/ Authorised 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.
 - 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.

- b) The institute should be in computer education and training field for at least **last six months**.
- c) **Premises:** The institute must have own premises, if hired, the lease should be at least for a minimum period of eleven months for each of O/A Levels, three years for 'B' Level & two years for 'C' Level with a reasonable assurance of continuity;
- d) **Space:** Minimum carpet area should be more than 90 sq. metres (if the institute is already accredited for one level, additional 30 sq.mtr. area is required) to cater to at least one classroom to seat 25 students, one laboratory for hands on training, a library, reception area (min. 4 sq.mtr.) and clean and hygienic washrooms preferably separate for boys and girls.
- e) **Software:** The institute should comply with the norms on software as laid down in the Annexure II. All the Softwares must be licensed; **Open source software is also accepted.**
- f) **Faculty:** The institute should comply with the norms on faculty as laid down in the Annexure I. Faculty must consist of at least 2 competent faculty and one support faculty (Minimum 3 faculty should be there). Faculty should have been with the institution for not less than three months; Should possess qualifications and experience referred at Annexure I.
- g) **Hardware:** The number of computer required is either 8 PCs or one Server plus 7 terminals with as far as latest configuration to support all the Student Terminals. **Thin Clients (N Computing devices) / Client Server Architecture are also accepted.** The ratio of Number of students for each terminal or PC should be 2:1. Hands on time should be given to students; Availability of teaching aids like overhead projectors, video projection, audio visuals etc at the institute.
- h) **Library:** Library to have a good selection of relevant books and should subscribe to standard periodicals; should have reference facilities; as evident from the List of Library Books, Registers for issue of books and usage of library by students.
- i) Fee charged should be reasonable, justifiable and commensurate with infrastructure and facilities offered
- j) At least 50% of the enrolment of students in the computer course shall be on the basis of merit, with a specified percentage for SC/ST candidates as per norms prescribed by the Government from time to time;
- k) Sustainability of the institution financially, technically, infrastructure-wise and growth-wise.
- l) Student administration should be of high order
- m) The institute should plan periodic interactions with the industry for the placement of the candidates
- n) Feedback forms should be filled by the students at the end of each module. The institute must also plan a comprehensive record keeping of admission, registration, aptitude test, selection norms, candidates selected, attendance, internal evaluation, Project work etc.

- o) It is mandatory for every institute authorized to conduct NIELIT accredited course (s) to contribute in the Awareness creation programme, depending upon the number of candidates fielded in for the first time by institutes at each level in every examination. The rate of contribution shall be @ Rs. 2,000/- per 25 candidates or part thereof. The contribution has to be paid at the time of submission of the examination application forms.

Number of Candidates	Contribution (Amount in Rs.)
0-25	2,000/-
25-50	4,000/-
51-75	6,000/-
76-100	8,000/- and so on

PROCEDURE FOR ACCREDITATION OF THE O/A/B/C LEVEL COURSES

- a) Provisional accreditation to conduct a course will be granted at the first instance.
- b) The application received along with the uploaded documents will be screened for completeness and additional information may be asked for, if necessary, from the institute vide online deficiency letter / email. **The total time period given to the institute for compliance of the shortcomings is 180 days (from the date of receiving of the initial application on the NIELIT web portal).** Incomplete forms and inability to supply additional information may lead to rejection of the application.
- c) On completion of the documents, the institute will be issued a letter online / by email, informing that their documentation is over and the screening committee will visit their institute any day within minimum one month from the date of intimation of completion of documents.
- d) The Screening Committee will check that all criteria laid down above are fulfilled. The committee will examine all of the following:
- Compliance of all norms set out above.
 - Actual competence of the teaching staff, over and above the paper qualifications submitted;
 - Progress of students;
 - Teaching methodologies;
 - Management attitudes, plans, approach etc.
 - Past results;
 - Student feedback on usefulness teaching standards, criticisms, praise etc; Placement of trainees;

- e) Institutes fulfilling the criteria laid down above, for the respective Level, as reflected by the report of the Screening Committee will be granted provisional accreditation for 3 years in case of O/A/C Level and 5 years in case of 'B' level course to conduct the NIELIT Course. A letter of provisional accreditation will be issued to the institute along with the unique Accreditation number (generated after the completion of the documents) to serve as the documentary proof of the same.
- f) In case when the Screening Committee visits the institute and the institute shows its non-preparedness, it will be considered that the institute is not interested & hence treated as a DEFERRED case.
- g) Also, If the Screening Committee is convinced of the potential of the institution, but feels that there are flaws which need rectification and which may be rectified within six months, may recommend deferment of accreditation. Deferment does not result in forfeiture of the initial fees of accreditation.
- h) In case of deferment of accreditation, institute is informed about deferment of application by letter, the institute may confirm to the NIELIT within a period of six months from the date of issue of deferment letter that the deficiencies pointed out have been rectified and remit the fee of Rs. 10,000/- + Service Tax (as applicable) online. The institute will be revisited by the Screening Committee and based on their report; the NIELIT will take appropriate action. In case of non-compliance or non-receipt of a reply, a notice of rejection / letter of rejection (as applicable), is issued to the institute by NIELIT.
- i) Rejection of accreditation which results in forfeiture of the initial fees of accreditation may be recommended if it is felt that in the interest of the students, it will not be advisable to grant accreditation or even to defer accreditation due to the failure on the part of the institute to meet the criteria. Such institute whose request for accreditation is rejected by the **NIELIT**, will not be revisited till three months elapse and the institute apply afresh thereafter with the prescribed fees.
