Frequently Asked Questions on Accreditation

Q.1 **Who can get accreditation?**
Ans: Computer training institutes/organizations in the non-formal sector, meeting well-defined criteria, are granted accreditation for specified levels of NIELIT courses viz. O (Foundation) Level, A (Advanced Diploma) Level, B (MCA) Level and C (M.Tech) Level.

Q.2 **What are the criteria for getting accreditation?**
Ans: 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; Open Source Software and Thin Clients are also allowed.
- 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 six months prior to the date of submission of an application that must be accompanied with documentary evidence of the same.

Q.3 **How to apply for getting accreditation?**
Ans: Institutes/organizations seeking provisional accreditations need to apply separately for each level/location. To apply kindly visit the URL onlineaccr.nielit.gov.in

Q.4 **What are the durations for which provisional accreditations are granted by NIELIT?**
Ans: 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.5 **What are the requirements of Faculty, Hardware and Software for getting provisional accreditation?**
Ans: All the details regarding Faculty, Hardware and Software required are available in ‘Guidelines for Accreditation’ available at URL onlineaccr.nielit.gov.in

Q.6 **When is the accreditation granted?**
Ans: After the completion of the scrutiny of application, 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.7 **If the validity of accreditation is over; can an Institute/organization conducting NIELIT Accredited Course(s) can continue sending Registration & Examination Forms to NIELIT?**
Ans: 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.8 What are the fees for accreditation?
Ans: The fee schedule for accredited courses is as under:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Purpose</th>
<th>Amount (in Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Provisional Accreditation Fee for O, A &amp; C Levels</td>
<td>30,000 + GST (as applicable) + 10,000 (Security deposit )</td>
</tr>
<tr>
<td>2</td>
<td>Provisional Accreditation Fee for B Level</td>
<td>50,000 + GST (as applicable) + 10,000 (Security deposit)</td>
</tr>
<tr>
<td>3</td>
<td>Full Accreditation Fee for O &amp; A Levels</td>
<td>60,000 + GST (as applicable)</td>
</tr>
<tr>
<td>4</td>
<td>Re-convening Fee (Deferred Case)</td>
<td>10,000 + GST (as applicable)</td>
</tr>
<tr>
<td>5</td>
<td>Re-convening Fee (Premises, Name, Franchisee/Licensee &amp; Other Changes)</td>
<td>5,000 + GST (as applicable)</td>
</tr>
<tr>
<td>6</td>
<td>Fee for Extension of Provisional Accreditation for O, A &amp; C Levels for a period of two years</td>
<td>20,000 + GST (as applicable)</td>
</tr>
<tr>
<td>7</td>
<td>Fee for Extension of Full Accreditation for O &amp; A Levels for a period of three years</td>
<td>30,000 + GST (as applicable)</td>
</tr>
<tr>
<td>8</td>
<td>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</td>
<td>33,000 + GST (as applicable)</td>
</tr>
</tbody>
</table>

Q.9 What are the formalities to be completed for change of name/premises/dropping of franchisee/licensee of an already accredited course?
Ans: For change of name/premises/dropping of franchisee/licensee, following documents (whichever applicable) & fee are to be submitted:

- 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”;
- Layout Map/Plan duly approved by an architect;
- Faculty Profile (in the prescribed proforma available in Prospectus);
- Hardware Availability (in the prescribed proforma available in Prospectus);
- Software Scenario (in the prescribed proforma available in Prospectus);
- List(s) of Books & Magazines available in the Library;
- Request for change of name/premises/dropping of franchisee/licensee duly signed by all the Directors/Partners/Trustees/Stake Holders;
- No Objection Certificate from Franchisor/Licensor;
- Revised Registration Certificate in the new name;
- Requisite fee of Rs. 5,000/- 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.10 How the changes of name/premises/dropping of franchisee/licensee of an already accredited course are implemented?**

**Ans:** 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.11 Are the fee(s) paid to NIELIT refundable?**

**Ans:** The fee(s) are not refundable under any condition. However, the Security fee deposited (if any) 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.

**Q.12 To whom one should contact for any other queries relating to Accreditation of O, A, B & C Level Courses?**

**Ans:** Institutions/Organizations seeking accreditation can contact/address their queries to:
   - Extension Numbers: 421, 425, 426 / accr@nielit.gov.in / postaccr@nielit.gov.in