National Institute of Electronics and information Technology Chandigarh
Website: http://nielit.gov.in/chandigarh

Permanent Campus at Ropar	**Facility at Chandigarh**
Birla Farms, BadaPhull,	Plot No. M925, IETE Building,
Ropar,Punjab	Sector 30-B, Chandigarh.
Phone: 01881-257005,257006	Phone: 0172-2650121

Procedure for Joining Live Online Courses

1. **Admission:**
The candidate is advised to visit the website www.nielit.gov.in/chandigarh/content/online courses for requisite details. Click on the link, "Enroll under Online course", Register for the Course of your choice and pay fee online.

2. **Last Date:** The candidate must deposit the online fee on or before the start date of the course. The candidate would be allowed to join the course only if he/she completes the registration process and deposits the prescribed fee.

3. **Start of the Course:** The successfully registered candidates will receive an email describing further details on the course coordinator, faculty, strategy and schedule of the live online course.

4. **Documents Required:** After registration, the candidate shall submit the following scanned copies of the by email to the course coordinator.
    i.   Self-Attested 10th Class Certificate
    ii.   One passport size photograph
    iii.   Self-Attested Aadhaar Card Copy
    iv.   Result/Detailed sheet of the highest qualification achieved. If the candidate is undergoing education in Semester Mode, he/she may also submit the mark sheet of the last completed semester.
    v.   Correspondence Address to be intimated where it is intended that the certificate be dispatched as per the format given below:

    Address Line 1: _____
    Address Line 2: _____
    City   : _____
    PinCode   : _____
    State   : _____

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5. **Attendance:** 80% attendance of the candidate is mandatory for award of participation certificate.

6. **Certification:** The enrolled candidates would be issued a participation certificate of the course on successfully attending the course. NIELIT Chandigarh shall issue and dispatch a physical certificate to the candidate. The format of the certificate is given in Annexure – I. However, the participation certificate would be issued only after receipt of the documents and meeting the laid down criteria.

7. **Not joining/Discontinuing the Course:** No fees under any circumstances shall be refunded in the event of a student not joining or discontinuing the course. No certificate shall be issued in this case.

8. **Course Cancellation:** A course may be cancelled by the competent authority without sighting any reason. In such cases, if the candidate intends to shift to some other course, the fee would be accordingly adjusted, else it would be refunded.

9. **Teaching Strategy:**
    i.   The live classes would be conducted through different delivery modes like online interaction, presentation, free cloud based collaborative Programming platform and the live demonstration.
    ii.   Regular interactions with student will be done in online and offline mode
    iii.   Use of case studies and project as per syllabus will be discussed

10. **Other Terms and Conditions**
    - Any Govt. Taxes / Levies/ Cess/ etc. levied from time to time, shall be extra. Presently, GST is being charged extra @ 18%.

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Annexure-I

Certificate No. : _____

Roll No. : _____

रा.इ.सू.प्रौ.सं
NIELIT

NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY, CHANDIGARH

An Autonomous Scientific Society of Ministry of Electronics & Information Technology, Govt of India

Ropar : Birla Farms, Bada Phull, Rupnagar

Chandigarh : Plot No. M925, IETE Building, Sector 30-B, Chandigarh

Certificate

This is to certify that _____

_____ has successfully completed a

course of _____ week(s) duration from _____ to _____

on _____

conducted at _____

Course Curriculum

_____

Training Head

Director

Date of Issue : ....