

Mentor-Mentee

Blended Training Programme

(A skill development initiative of NIELIT Haridwar)

For

NSQF ALIGNED COURSES
(EXCLUDING O/A/B/C LEVEL-COURSES)

Standard Operating Procedure (SOP)

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National Institute of Electronics and Information Technology (NIELIT) Haridwar

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Since 2017, NIELIT Haridwar has played a pivotal role in fostering skill development across Uttarakhand. The institution has provided training in IT and Electronics, covering a wide spectrum from basic digital literacy to advanced courses in Cyber Security, Blockchain, Artificial Intelligence, Big Data, and many more emerging areas. Additionally, it has organized various workshops and webinars to raise awareness on critical topics such as Cyber Security, Artificial Intelligence, and e-Governance Services.

NIELIT Haridwar has also conducted training of bank employees to enhance Cyber Security in the financial sector and has significantly contributed to skill development among students of Kendriya Vidyalayas and Navodaya Vidyalayas through various projects sponsored by the Ministry of Electronics and Information Technology (MeitY) and other ministries. NIELIT Haridwar ensures that its training programs remain industry-relevant, offering hands-on experience and equipping learners with the necessary technical proficiency.

To extend its outreach, NIELIT Haridwar has introduced the Mentor-Mentee Program, a collaborative learning ecosystem designed to promote digital skilling and enhance employability in the state. By engaging industry experts, academic professionals, and trainers from NIELIT-accredited centres as mentors, for delivering the programs aligned with the National Skills Qualifications Framework (NSQF) to ensure industry-recognized, certification-based training.

Given Uttarakhand's challenging geography and socio-economic constraints, this program aims to bridge the educational divide, particularly in remote and hilly regions. It offers accessible, structured skill development through blended learning, combining both online and offline resources.

The main objectives of the Mentor-Mentee Program are:

- Expanding the training ecosystem by engaging experts from academia, research, and industry in skill development programs.
- Using multiple modes of training delivery including onsite/online/blended training programs so that IT skilling reaches to the youth living in every corner of Uttarakhand.

- Providing an opportunity for **earn-while-you-learn** for research scholars, students, alumni, and volunteers willing to contribute as mentors.
- Enhancing employability by skilling, reskilling, and upskilling youth in Information, Electronics, and Communication Technologies (IECT).

2. Mentor Mentee Program Overview

2.1. Who is a Mentor?

A Mentor is an individual who provides guidance, support, and expertise to learners participating in a training program either offline, online or in a blended mode training. The responsibilities of a Mentor include:

- **Training and Support:** Providing training to Mentees, assisting them in navigating learning materials, setting objectives, and managing time effectively.
- **Facilitation of In-Person Sessions:** Ensuring a comprehensive understanding of content in blended learning sessions.
- **Individualized Feedback:** Assessing learner progress, addressing challenges, and offering improvement suggestions.
- **Communication and Collaboration:** Encouraging discussions, facilitating group activities, and fostering knowledge sharing.
- **Motivation and Encouragement:** Inspiring learners to stay engaged, persevere through challenges, and maintain enthusiasm.
- **Subject Matter Expertise:** Having in-depth knowledge of the subject matter to guide learners effectively.
- **Continuous Improvement:** Adapting teaching methods based on learner feedback and staying updated on industry trends.

To support this initiative, NIELIT Haridwar is building a database of subject experts from academia, industry, private institutions, NIELIT-accredited centers, research scholars, and alumni to serve as mentors in skill development programs.

2.1.1. Who Can Become a Mentor?

Individuals from the following categories may apply:

- **Academia:** Faculty from universities, colleges, government recognized training institutions, NIELIT Training Partners, or institutions with experience in government-sponsored training programs.

- **Industry Professionals:** Experts employed in industries with a passion for teaching or mentoring.
- **Research Scholars:** Individuals engaged in research who wish to gain teaching experience by lecturing on their areas of expertise.
- **NIELIT Alumni:** Former faculty or students of NIELIT's long-term courses.
- **Student Volunteers:** College students willing to participate in basic-level training programs under an earn-while-you-learn model.
- **Members from organizations** such as the Computer Society of India (CSI), Institution of Engineers (IEI), IEEE, or other reputed institutions.

2.1.2. How to Apply for Mentor?

Individuals interested in joining this initiative for digital skilling may apply through the NIELIT Haridwar portal, where an online application form will be available. Alternatively, applicants may submit a completed form through their college, institution, or an accredited NIELIT center.

2.2. Who is a Mentee?

A **Mentee** is a learner seeking to acquire digital skills for knowledge enhancement, career advancement, or skill upgradation for self-employment. Mentees can come from various backgrounds, including:

- **Students:** School, college, or university students looking to enhance their learning or career prospects.
- **Unemployed Youth:** Young individuals seeking mentorship to develop skills and improve employability. This initiative aims to reduce migration from Uttarakhand's hilly regions by enabling youth to work from their native places.
- **Working Professionals:** Employees from government or private sectors who wish to upgrade their digital skills for workplace efficiency and career growth.
- **Elderly Persons, Women, and other Citizens:** The program aims to bridge the digital divide by offering educational workshops for elderly individuals, housewives, panchayat functionaries, and anganwadi workers, aligning with the vision of **Digital India**.

2.3. Mentor Categories:

The Mentor-Mentee Program shall be implemented through a multi-category approach to ensure that the experts across the state get chance to contribute to the digital skilling of the people. The proposed categories of mentors are as follows:

- **Category A: Individual Mentor** – Engineering graduates, postgraduates, research scholars, NIELIT alumni, industry experts, and professionals working in IT, Electronics, or related fields.
- **Category B: Institutional Mentor** – Faculty members from schools, colleges, universities, government-recognized training institutes, or institutions with experience in central or state government-sponsored training programs.
- **Category C: Mentor from NIELIT Accredited Training Partner (NATP Mentor)** – Trainers from NIELIT-accredited centers, facilitation centres, ESDM & other Training Partners of NIELIT who can offer localized, skill-based learning, and enhance outreach to the underserved areas.

NOTE:

No mentor or training facilitator is permitted to use the NIELIT name, logo, or branding in any manner that implies an official partnership, collaboration, or joint training initiative. NIELIT Haridwar grants permission only for conducting training to complete designated batch(es) under its established guidelines. Mentors must not promote or advertise any program in a way that misrepresents their association with NIELIT. Any misuse of the NIELIT name for marketing, promotional activities, or unauthorized claims of affiliation will result in strict action as per the applicable rules and regulations and may lead to the termination of the training program.

3. Scheme Implementation Methodology

Schemes shall be implemented for NSQF-aligned courses, excluding O/A/B/C level-courses. The category wise details are given in Sub-Sections as under:

Mentorship Categories	Sub-Section
Category A: Individual Mentorship	3.1
Category B: Institutional Mentorship	3.2
Category C: Mentor from NIELIT Accredited Training Partner (NATP Mentor)	3.3

3.1. Category-A: Individual Mentorship

3.1.1. Registration of Mentor

Individuals interested in participating in this digital skilling initiative can apply through the NIELIT Haridwar portal (<https://nielit.gov.in/haridwar/content/mentor-mentee>), where an online application form will be available.

Upon receiving the applications, NIELIT Haridwar will review them based on the candidates' qualifications and experience. Selected applicants will undergo a Training of Trainers (ToT) or onboarding session as per requirement, after which they may be engaged as mentors for conducting training sessions.

3.1.2. Registration of Mentee

- **Application Form Submission**

Interested Candidate can collect the application form from the NIELIT Haridwar centre or NIELIT Dehradun Study Centre to take admission. The completed form must be submitted to the respective receiving centre along with self-attested copies of their educational qualification mark sheets and caste certificate (if required) through post/online or in person. Mentors may also act as mobilizers and may assist in filling/submission of forms at the above centres.

- **Document Verification**

At the time of submission, students may be required to present their original documents, including mark sheets, certificates, and caste certificates as may be required for verification.

- **Fee Collection :**

The registration fee will be borne by the candidate as applicable. The training fee for NSQF courses will be applicable to General and OBC students as per the norms of NIELIT Haridwar, however, SC/ST students are exempt from paying the training fee under the MeitY SCSP/TSP fee reimbursement scheme.

If the MeitY reimbursement scheme is discontinued, SC/ST students will be required to pay the applicable course fee as per the prevailing norms of NIELIT Haridwar. Any revisions to the fee structure will be communicated in accordance with NIELIT guidelines.

- **Biometric Capturing & Registration on Portal:**

Students are required to complete the biometric authentication and online registration process after submitting their application form and fee. **This step is compulsory, and admission will not be confirmed without it.**

3.1.3. Course Delivery

Once the registration process is completed, NIELIT Haridwar can proceed with the training program according to the chosen mode, whether it is online, offline or blended. Here's an overview of the steps involved in conducting of the training programme:

- ***Theory Sessions***

NIELIT Haridwar will work out the training schedule, including dates, timings, and session durations. Training will be conducted by mentors in either online, offline, or blended mode, as determined by NIELIT Haridwar. Additionally, some sessions may be conducted by NIELIT experts or guest faculties if required.

The theory classes will be structured into multiple interactive activities to ensure a comprehensive learning process. Instruction will be delivered through the following methods:

- i. Instructor-Led Sessions

- At the premises of NIELIT Haridwar or NIELIT Dehradun Study Centre
 - Online Mode
 - Offline locations arranged by NIELIT Haridwar

- ii. E-Content-Based Learning

- Video Lectures
 - PowerPoint Presentations
 - Assignments

- **Lab Sessions**

Students will participate in lab sessions under the guidance of their mentor, who will provide support throughout the practical exercises. These sessions will take place at locations designated by NIELIT Haridwar, which may include NIELIT's

own centre, or a facility hired specifically for training. To make it more flexible, a mentee can perform exercise at his/her own place however Mentor will monitor the performance to his/her satisfaction so that student gets maximum practical exposure.

To enhance practical learning, the following additional resources may be made available as required time-to-time:

- i. Work-from-Home Exercises
 - Exercises given by NIELIT/Mentor.
- ii. Virtual Lab Facility
 - Arranged by NIELIT for remote access.
 - Physical lab facilities at locations identified by NIELIT Haridwar.

- **Attendance**

Mentors will be responsible for taking regular attendance. After marking attendance, the mentor will verify it and submit it to the NIELIT Haridwar training division for documentation.

- **Monitoring of Training**

NIELIT Haridwar will monitor the progress of training, quality of delivery, effectiveness and learning outcomes through feedback. This can be done through assessments, quizzes, surveys, or periodic evaluations to gauge the mentees' understanding and satisfaction with the training.

Besides this, NIELIT Haridwar may nominate a Nodal officer to monitor all activities, including communication with mentors and mentees, collecting caste certificates (mandatory for SC/ST students) and other relevant documents, managing content, and overseeing certification.

3.1.4. Assessment & Certification

- **Exam Application form submission**

Upon successfully completing the training programs, candidates must submit the examination form for NSQF courses as per NIELIT's guidelines. The number of theory and practical papers will be as per applicable norms of a particular course.

- **Exam Fee Collection**

The examination fee shall be paid by the student.

For NSQF course, the examination fee of SC/ST students may be reimbursed as per norms (up to a maximum ceiling of ₹1500) subject to the condition that the candidate clears the exam in the first attempt. The reimbursement will be made only after the successful certification. This offer will be applicable only till the scheme continues. No reimbursement will be made for second or subsequent attempts, if any.

- **Certification**

Student will be awarded certificate upon successfully completing the training and passing the examination.

3.1.5. Feedback Submission

NIELIT Haridwar will collect feedback from the students to evaluate the effectiveness of the training program. This feedback will be instrumental in identifying areas for improvement and enhancing learning outcomes in future sessions. Additionally, student performance will serve as a key factor in assessing the mentor's effectiveness and overall contribution to the program

3.1.6. Honorarium to Mentor

NIELIT Haridwar shall make payment of an honorarium to the mentors. The honorarium shall be processed only after clearing the examination or certification of the students. The payment of honorarium shall be performance-based, taking into account factors such as student success rates, feedback quality, and overall contribution to the training program.

3.2. Category-B: Institutional Mentorship

Under this category, the training shall be conducted in collaboration with the colleges or universities to deliver training programmes. The institutional mentors will play a key role in the training of students at their respective institutions, ensuring quality education and effective program implementation.

3.2.1. Registration of Institutional Mentor

Colleges and universities will nominate subject experts to serve as mentors. These experts can register themselves through the NIELIT Haridwar portal (<https://nielit.gov.in/haridwar/content/mentor-mentee>). Alternatively, institutions may forward the names of selected experts to NIELIT Haridwar for enrolment as mentors. If necessary, NIELIT Haridwar may conduct a Training of Trainers (ToT) or onboarding session to familiarize them with the program structure and training methodology.

3.2.2. Registration of Mentee

- **Application Form Submission**

Candidates will collect the application form from NIELIT Haridwar's website or from their respective institute and may submit duly filled form along with self-attested documents to the Nodal Officer appointed by the institute. The Nodal officer will extend support to the students in filling and submission of application forms.

- **Document Verification**

At the time of application form submission, students must present their original documents, including mark sheets, certificates, and caste certificates, for verification by the Nodal Officer. The verified documents will then be forwarded to NIELIT Haridwar for further processing towards admission. After receiving the forms, the NIELIT Haridwar Training Division will scrutinize them and send a list of eligible students to the Nodal Officer for confirmation.

- **Fee Collection:**

The registration fee will be paid by the candidate.

The training fee for NSQF courses will be applicable to General and OBC students as per the norms of NIELIT Haridwar. However, SC/ST students are

exempt from paying the training fee under the MeitY SC-SP/TSP fee reimbursement scheme.

If the MeitY reimbursement scheme is discontinued, SC/ST students will be required to pay the applicable course fee as per the prevailing norms of NIELIT Haridwar. Any revisions to the fee structure will be communicated in accordance with NIELIT guidelines.

- **Biometric Capturing & Registration on Portal:**

Students are required to complete the biometric authentication and online registration process after submitting their application form and fee. This step is compulsory, and admission will not be confirmed without it.

3.2.3. Course Delivery

Once the registration process is complete, the training program will begin as scheduled by the Nodal Officer of the College/University in coordination with NIELIT Haridwar.

- **Theory Sessions**

The Nodal Officer of the College/University will prepare a timetable using their in-house faculty and will be fully responsible for execution of training. Faculties/Mentors may adopt following methods to deliver the content effectively:

- i. Instructor-Led Sessions
 - Offline sessions by engaging their own faculty or subject experts
 - Online sessions by engaging their own faculty or subject experts
- ii. Special Expert Classes
 - Guest Lectures by industry/academia
- iii. E-Learning
 - Video-based learning
 - Presentations
 - Assignments and self-paced activities
 - Group discussions and peer learning

NIELIT Haridwar may also extend support in identification of suitable subject expert if the institute finds difficulty in engaging its own faculty or subject expert from outside.

• **Lab Sessions**

Practical sessions will be conducted in the college/university lab under the supervision of experts from the college. These experts will guide candidates in completing lab tasks, while the Nodal Officer will ensure that all assignments are properly completed. The college/university will be responsible for arranging the necessary infrastructure, including computer systems, power backup, and internet connectivity, as required for the practical sessions.

The practical training may be conducted through the following methods:

- i. Offline Lab Sessions
 - To be conducted at the institute's lab under the supervision of faculty or experts.
 - Assignments given by the Subject Expert or NIELIT Haridwar
- ii. Virtual Lab Facility
 - Online access to virtual lab resources can be arranged by NIELIT Haridwar if required.

This structured approach ensures that students receive comprehensive practical training with both physical and virtual resources.

• **Attendance**

The Nodal Officer will ensure that the attendance of the sessions are taken properly and will submit to NIELIT Haridwar after due verification.

• **Training Monitoring & Quality Assurance**

Both the Nodal Officer of the college and NIELIT Haridwar will be responsible for monitoring the quality of training, including the mentor's delivery methodology and the mentees' learning progress. This will be done through online or offline feedback. Both parties may provide recommendations to enhance training effectiveness. Experts may propose assessments, quizzes, surveys, or

periodic evaluations to measure the mentees' understanding and satisfaction with the training.

3.2.4. Assessment & Certification

- **Exam Application form submission**

Upon successfully completing the training programs, candidates must submit the examination form for NSQF courses as per NIELIT's guidelines. The number of theory and practical papers will be as per applicable norms of a particular course.

- **Exam Fee Collection**

The examination fee shall be paid by the student.

For NSQF course, the examination fee of SC/ST students may be reimbursed as per norms (up to a maximum ceiling of ₹1500) subject to the condition that the candidate clears the exam in the first attempt. The reimbursement will be made only after the successful certification. This offer will be applicable only till the scheme continues. No reimbursement will be made for second or subsequent attempts, if any.

- **Certification**

Student will be awarded certificate upon successfully completing the training and passing the examination.

3.2.5. Feedback Submission

NIELIT Haridwar will collect feedback from the students to evaluate the effectiveness of the training program. This feedback will be instrumental in identifying areas for improvement and enhancing learning outcomes in future sessions. Additionally, student performance will serve as a key factor in assessing the mentor's effectiveness and overall contribution to the program.

3.2.6. Honorarium to Mentor

NIELIT Haridwar shall make payment of an honorarium to the mentors. The honorarium shall be processed only after clearing the examination or certification of the students. The payment of honorarium shall be performance-based, taking into account factors such as student success rates, feedback quality, and overall contribution to the training program.

3.3. Category-C: Mentor from NIELIT Accredited Training Partner (NATP Mentor)

Under this category NIELIT Haridwar may invite Trainers from NIELIT-accredited centres, facilitation centres, ESDM & other Training Partners of NIELIT to offer localized, skill-based learning, ensuring outreach to underserved areas. These mentors may be engaged for a specific program based on their expertise and program requirements.

3.3.1. Registration of NATP Mentor

In this category, NATP will provide subject matter experts to serve as mentors. These experts can register themselves through the NIELIT Haridwar portal (<https://nielit.gov.in/haridwar/content/mentor-mentee>). Alternatively, NATPs may submit the resumes of Mentors to NIELIT Haridwar and may assist them to enrol through the portal.

The selection of Mentor for a training program will depend on his/her expertise, experience, and content delivery skills. NIELIT Haridwar may conduct a formal interview or interaction (offline/online) with mentor before assigning any program, if felt necessary. The expert may also be required to undergo a Training of Trainers (ToT) or onboarding session conducted by NIELIT Haridwar if required. This session will familiarize them with the program structure and training methodology.

3.3.2. Registration of Mentee

- **Application Form Submission**

NATP shall be responsible for distribution of application forms to students and will also assist students in filling the form based on the eligibility criteria. The mentor will explain and check the eligibility requirements, guide students through the form-filling process, and ensure that all necessary details are correctly entered before submission.

- **Document Verification**

At the time of application form submission, students must present their original documents, including mark sheets, certificates, and caste certificates, for verification by the NATP. The duly verified documents will then be forwarded to NIELIT Haridwar for further processing towards admission. After receiving the

forms, the NIELIT Haridwar Training Division will scrutinize them to confirm the admission.

- **Fee Collection:**

The registration fee will be paid by the candidate.

The training fee for NSQF courses will be applicable to General and OBC students as per the norms of NIELIT Haridwar. The Training Fee of SC/ST students are exempt from paying the training fee under the MeitY SCSP/TSP fee reimbursement scheme.

If the MeitY reimbursement scheme is discontinued, SC/ST students will be required to pay the applicable course fee as per the prevailing norms of NIELIT Haridwar. Any revisions to the fee structure will be communicated in accordance with NIELIT guidelines.

- **Biometric Capturing & Registration on Portal:**

Students are required to complete the biometric authentication and online registration process after submitting their application form and fee. This step is compulsory, and admission will not be confirmed without it.

The NATP will assist in the entire registration and verification process, ensuring compliance with NIELIT guidelines.

3.3.3. Course Delivery

Once the registration process is complete, the training program will commence as per the schedule decided by NIELIT Haridwar in coordination with the NATP.

- **Theory Sessions**

The Mentor of NATP will be responsible for conducting theory classes and ensuring the completion of the syllabus as per the guidelines set by NIELIT Haridwar. To facilitate effective learning, the following instructional methods may be employed:

- i. Instructor-Led Sessions
 - Offline sessions by NATP Mentor
- ii. Special Expert Classes

- Guest Lectures by industry/academia or NIELIT Faculty
- iii. E-Learning
 - Video-based learning
 - Presentations
 - Assignments and self-paced activities
 - Selected e-content shared by NIELIT Haridwar

The Training Partner (TP) will provide the necessary infrastructure to ensure an effective learning environment for all modes of delivery.

• **Lab Sessions**

Practical sessions will be conducted at the NATP's lab under the supervision of the mentor. The mentor will guide candidates in completing lab tasks. NATP shall ensure that all the assignments are completed properly.

The practical training will be conducted through the following methods:

- 1. Offline Lab Sessions** (Conducted at the NATP's lab under the supervision of NATP mentor)
- 2. Work-from-Home Exercises**
 - A list of assignments will be given by NIELIT and NATP that student shall carry out. NATP mentor shall ensure that candidate performs the assignments.

This structured approach shall ensure a comprehensive and well-rounded learning experience, integrating theoretical knowledge with hands-on practical training.

• **Attendance & Photographs**

The Mentor will take attendance and class photo regularly and submit it to NIELIT Haridwar. However, the TP Head or authorized signatory will be responsible for verifying and officially submitting the attendance to NIELIT Haridwar.

- **Training Monitoring & Quality Assurance**

NATP & NIELIT Haridwar shall monitor the quality of training, including the mentor's delivery methodology and the mentees' learning progress. This will be done through online or offline feedback. Both parties may provide recommendations to enhance training effectiveness. Experts may propose assessments, quizzes, surveys, or periodic evaluations to measure the mentees' understanding and satisfaction with the training.

3.3.4. Exams

- **Exam Application form submission**

The Head or Authorized Signatory of the NATP shall ensure their necessary guidance and assistance is provided to candidates in filling the exam application forms. The number of theory and practical papers will be as per the requirement of the course, and the examination mode may vary based on subject requirements.

- **Exam Fee Collection**

The examination fee shall be paid by the student.

For NSQF course, the examination fee of SC/ST students may be reimbursed as per norms (up to a maximum ceiling of ₹1500) subject to the condition that the candidate clears the exam in the first attempt. The reimbursement will be made only after the successful certification. This offer will be applicable only till the scheme continues. No reimbursement will be made for second or subsequent attempts, if any. The examination fee may be reimbursed to the institute if it submits proof that it has submitted the fee on behalf of the student.

- **Certification**

Student will be awarded certificate upon successfully completing the training and passing the examination.

3.3.5. Feedback Submission

NIELIT Haridwar will collect feedback from the students to evaluate the effectiveness of the training program. This feedback will be instrumental in identifying areas for improvement and enhancing learning outcomes in future sessions. Additionally, student performance will serve as a key factor in assessing the mentor's effectiveness and overall contribution to the program.

3.3.6. Honorarium to Mentor

NIELIT Haridwar shall make payment of an honorarium to the NATP. The honorarium shall be processed only after clearing the examination or certification of the students. The payment of honorarium shall be performance-based, taking into account factors such as student success rates, feedback quality, and overall contribution to the training program.

4. Payment of Honorarium & Terms & Conditions

Payment will be made based on the category and the level of infrastructure and manpower involved.

Particulars	Honorarium Amount per Hour (In Rs.)
Resource Person (Theory)	200
Resource Person (Practical)	100
Infrastructure Utilization*	50
Nodal Officer*	30
Admin Support*	15

**Applicable for Category B & C only*

NOTE: The Honorarium to functionaries mentioned above, shall be payable subject to condition that minimum 30% of SC/ST students pass exam in first attempt, else, no payment shall be made either to mentor or mentoring institute.

- Each batch must consist of a minimum of 20-25 candidates, with minimum 30% SC/ST candidates.
- Biometric authentication of 100% enrolled candidates is compulsory, else, no payment shall be made.
- Training Fee of a course shall be as per the norms of NIELIT Haridwar.
- Candidates from General/OBC categories may be given a concession of 50% on training fee, as may be decided by NIELIT Haridwar.
- No Training Fee shall be charged by the Mentor or Mentoring institute from SC/ST candidates.
- Examination and registration fees shall be paid by the candidates or the Mentor/Mentoring Institute.
- The Examination Fee of SC/ST candidates shall be reimbursed after the result declaration, as under:
 - 100% of exam fee of successful candidates. (max. upto ₹1500)
 - 30% of exam fee of the candidates who appeared in exam but does not pass.
 - The above reimbursement is applicable only for the first attempt. No reimbursement shall be made for subsequent attempts.
- All candidates must maintain a minimum of 70% attendance during the training.
- In Category 'A', payment will be made only for Resource Person(s) for Theory or

Practical or both, as applicable.

- In Categories 'B' & 'C', payment will be made to the functionaries provided by the mentoring institute except those that are arranged by NIELIT Haridwar.
- If any Resource Person leaves during the training period, the mentoring institute must provide an immediate replacement. Delay in replacement may result in non-payment of honorarium and discontinuation of training as decided by NIELIT Haridwar.
- The reimbursement of SC/ST candidates is subject to the availability of the SCSP/TSP scheme. No claims shall be entertained if the scheme is discontinued by MeitY.

5. GENERAL TERMS AND CONDITIONS

A. For Mentors

- Mentors shall coordinate with the designated Nodal Officer of NIELIT Haridwar to ensure smooth implementation of the training program.
- Mentors are responsible for delivering training sessions (theory and practical), maintaining attendance records, and ensuring student engagement through assignments, assessments, and feedback mechanisms.
- Mentors shall assist candidates in registration, form submission, and guiding them in completing biometric verification and examination-related processes as per NIELIT Haridwar's norms.
- Mentors must not use the NIELIT name, logo, or branding in any promotional material, digital content, or third-party communication without written permission from NIELIT Haridwar.
- Honorarium to mentors will be processed post-training completion and certification of students.
- Any breach of responsibilities or misuse of branding by the mentor may lead to immediate discontinuation from the program, as determined by NIELIT Haridwar.
- Mentors are encouraged to maintain regular communication with their assigned Nodal Officer(s) at NIELIT Haridwar for clarification, guidance, or resolution of issues, if any.

B. For Mentoring Institutes (Institution/NATP)

- The Mentoring Institute shall designate a Nodal Officer to coordinate with the Nodal Officer of the Mentor-Mentee Programme of NIELIT Haridwar.
- The Mentoring Institute shall ensure timely creation of training batches, candidate registrations, submission of reports, exam documentation, and certification processes.
- Institutes shall collect applicable training and examination fees from General/OBC candidates and remit the same to NIELIT Haridwar in accordance with prescribed procedures. No training fee shall be collected from SC/ST candidates under the MeitY scheme.
- The Mentoring Institute is responsible for verifying student documents including academic records and identity proofs.

- The Institute shall provide adequate infrastructure such as computers, internet connectivity, power backup, and labs necessary for smooth training delivery.
- NIELIT Haridwar shall regularly evaluate the training programs and may conduct visits to the Mentoring Institute for this purpose.
- Unauthorized usage of NIELIT's branding, name, or logo for advertising or any public communication by the institute shall attract strict disciplinary actions including possible termination of training under this scheme.
- In case of default or non-compliance, NIELIT Haridwar reserves the right to terminate the institute's involvement without prior notice. However, ongoing training may be allowed to continue without disruption until reassigned.
- In case of any dispute, the matter shall be resolved amicably by Nodal Officers. In case of non-resolution of the issue, the decision of the Director, NIELIT Haridwar, shall be final and acceptable to both parties.

6. Implementation Methodology at a Glance

Particular	Individual	Institutional	NATP Mentor
Section A : Application Form Receiving and Registration			
Application Form Receiving & Submission	AT NIELIT Haridwar/ Dehradun Study Centre	At Institute	AT NATP
Verification of Self Attested Document & Cast Certificate	At NIELIT Haridwar	At Institute	AT NATP
Online Registration (for NSQF Course)	From Anywhere/ AT NIELIT	From Anywhere/ Through Institute	From Anywhere/ From Institute
Registration Fee Payment	Paid By Candidate	Paid By Candidate	Paid By Candidate
Biometric Authentication	By NIELIT Haridwar	By NIELIT Haridwar	By NIELIT Haridwar
Section B: Implantation of Training Activity			
Training Fee	General and OBC students must pay the training fee as per NIELIT Haridwar norms, while SC/ST students are exempt under the MeitY SC-SP/TSP scheme.		
Theory Classes	<ol style="list-style-type: none"> 1. Instructor LED Session <ul style="list-style-type: none"> • Office at NIELIT Haridwar/NIELIT Dehradun Study Centre • Online Mode • Offline at Location Arranged by NIELIT Haridwar 2. Through E-content 	<ol style="list-style-type: none"> 1. Instructor-Led Sessions <ul style="list-style-type: none"> • Offline sessions conducted by Institute Faculty • College may arrange online sessions with subject experts 2. Special Expert Classes <ul style="list-style-type: none"> • May arrange by NIELIT Faculty 	<ol style="list-style-type: none"> 1. Instructor-Led Sessions <ul style="list-style-type: none"> • Offline sessions conducted by NATP faculty 2. Expert Classes <ul style="list-style-type: none"> • Conducted at regular intervals by NIELIT Haridwar faculty 3. E-Learning Methods <ul style="list-style-type: none"> • Video-based learning

	<ul style="list-style-type: none"> • Using Video • Power Point Presentation • Assignments 	3. E-Learning Methods <ul style="list-style-type: none"> • Video-based learning • Assignments and self-paced activities • Group discussions and peer learning 	<ul style="list-style-type: none"> • Assignments and self-paced activities • Group discussions and peer learning • Selected e-content shared by NIELIT for specific chapters
Lab	<ol style="list-style-type: none"> 1. Work from Home Exercises <ul style="list-style-type: none"> • List will be provided BY NIELIT & some will be prepared by Mentor 2. Virtual Lab Facility <ul style="list-style-type: none"> • Arranged By NIELIT • Lab at location arranged by NIELIT Haridwar 	<ol style="list-style-type: none"> 1. Offline at the Lab of Institute <ul style="list-style-type: none"> • List of assignment will be provided BY NIELIT & some will be prepared by Institute Faculty 2. Virtual Lab Facility 	<ol style="list-style-type: none"> 1. Offline Lab Sessions (Conducted at the TP's lab under the supervision of NATP faculty) 2. Work-from-Home Exercises <ul style="list-style-type: none"> • A list of assignments will be provided by NIELIT and NATP
Attendance	Responsibility of Mentor	Responsibility of Institute	Responsibility of NATP
Monitoring	By NIELIT Haridwar	By NIELIT Haridwar	By NIELIT Haridwar
Section C: Exam and Certification			
Exam Mode	Online	Online	Online
Exam Fee for NSQF Programmes	The examination fee is payable by students. Exam Fee of successful SC/ST candidates who clear the exam in first attempt, shall be reimbursed in full or ₹1500, whichever is lower, subject to availability of scheme.		
Collection of Feedback	Mentor will take and submit to NIELIT Haridwar	Faculty will take and submit to NIELIT Haridwar through Nodal Coordinator of Institute	Faculty will take and submit to NIELIT Haridwar through NATP