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Ref No: 43(1)2014/NIELIT/58   23-02-2016

Office Memorandum

Subject: Launch of Centralised Registration of 65 standardised Short Term Courses

The committee constituted under the chairmanship of Dr. A K D Dwivedi, Director Gorakhpur has standardized 65 short term courses as per the attached list as Annexure-1. It has decided that registration of students in these 65 courses shall be done in a centralised manner which will help in better MIS. The student portal has already been modified according to the above requirements. It has been decided that the centralised registration may start from 1st Mar, 2016 onwards. The following guidelines may please be noted:

1. The scheme is to be rolled out in phase wise manner. In the phase-1 of implementation of scheme, short term courses shall be launched at NIELIT Centres only and subsequently, in phase-2, it may be extended to accredited institutes and facilitation Centres.

2. The NIELIT Centres are free to run any number of courses according to its thrust area and it is not compulsory that all the 65 courses are run by all the NIELIT Centres. However, for a group of courses we have identified nodal centres, keeping in view that in phase-2, nodal centre will be responsible for Question Bank and revision of syllabus and the NIELIT Centre will function as Regional centre for online examination.

3. The candidate will register online for any short term course. He/She will be having an option to choose the NIELIT Centre where he/she wants to attend the course. At this stage the candidate is not going to pay the registration fee rather, the online information furnished by him/her shall serve as an enquiry for the course.
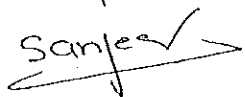
4. After filling the online registration form, the candidate may approach personally to the opted NIELIT Centre for further enquiries/taking admission. In case the candidate has shown the interest in taking admission and the NIELIT Centre is also willing to give admission keeping in view of feasibility like batch size, timings, faculty, other resources etc then the candidate can deposit the registration fee along with the tuition fee at the centre. We shall also put up a disclaimer that registration does not guarantee admission. Also, Fee once paid cannot be refunded. The registration fee to be charged from students according to approved SOP of Registration.

5. After the submission of registration fee along with the tuition fee by the candidate, the NIELIT Centre has to ensure that the candidate should be verified online in all respects within 5 days of taking the admission. The Centres may remit the consolidated registration fee to HQ in the available payment mode (Billdesk, NEFT, CSC) for confirmation of registration and allocation of registration number.

6. In phase-2, when the scheme may be extended to Accredited/Facilitation centres, the nodal Centre shall be responsible for development of question bank, revision of Syllabus, duration of course. Also, NIELIT Centre will function as Regional centre for conduct of online examination. The certificates shall be awarded at Centre level as per the standard certificate.

This bears the approval of Competent Authority.

Sanjeev

(Dr. Sanjeev Kumar Gupta)
Additional Director (Tech.)

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   i.   Directors/Directors-in-Charge of all NIELIT Centres
   ii.   Registrar, NIELIT
   iii. CFO, NIELIT
   iv.   Controller of Exams, NIELIT
   v.   Head, Registration Section, NIELIT HQ

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