NIELIT Calicut Policies on Short Term Courses

I. Admission formality

1. A Candidate must submit the following certificates in original along with one self attested copy during admission counseling. Originals shall be returned after verification

   a. 10th standard certificate with age / Birth Certificate to verify age

   b. Qualifying certificate (Degree / Provisional as per the eligibility criteria for respective courses) or Consolidated final Mark list / Mark list of all semesters.

   c. Community certificate in English or Hindi issued by an Officer not below the rank of Tehsildar to avail the concession. (*applicable to SC/ST students availing fee concession. – 2 copies to be submitted*)

   d. Photo ID Card original and one photo copy (Aadhar mandatory for SC/ST candidates availing fee concession)   with Address proof

   e. One passport size photograph and one stamp size photograph for identity card.

2. Candidate should pay the fee as applicable during registration and at the time of admission.

II. Admission Procedure

The students on reaching the Institute are required to meet the Front Office Councilor (FOC). The FOC then directs the student to the Course Coordinator. The student gets the certificates and enrollment form verified by the Course Coordinator and then meets the FOC who shall direct the student to the Accounts for payment of fees. A student is thus admitted, attested copies of all documents shall be handed over to the Course Coordinator

All students shall fill in their details needed for the issue of Identity Card in the Training Software, within two days of admission

III. Award of Certificate

1. Candidates not having qualifying degree (Degree/Diploma) at the time of completion of PG/Advanced Diploma courses at NIELIT Calciut, shall be awarded "Certificate Course in XX " by Training Officer in NIELIT letter head.

2. In case of PG Diploma Courses the following conditions apply

   a. BTech candidates appearing for qualifying exam before course end date at NIELIT and passing the same at any later date shall be awarded P G Diploma Certificate on production of degree/provisional certificate along with proof of having written the qualifying exam before date of completion of the course at NIELIT.

   b. BTech candidates appearing for qualifying exam after course end date at NIELIT and passing the same at any later date shall be awarded Advanced Diploma Certificate only.

c. Diploma candidates attending PG Diploma courses (as per approved course eligibility), will be awarded only advanced Diploma certificate. Diploma candidates with back papers shall not be admitted for PG Diploma courses.

3. In case of Advanced Diploma Courses, following are the conditions
    a. BTech candidates appearing for qualifying exam before or after course end date at NIELIT and passing at any later date shall be awarded Advanced Diploma Certificate.

    b. Diploma candidates appearing for qualifying exam before course end date at NIELIT and passing the same at any later date shall be awarded Advanced Diploma Certificate on production of diploma certificate along with proof of having written the qualifying exam before date of completion of the course at NIELIT.

    c. Diploma candidates appearing for qualifying exam after course end date at NIELIT and passing the same at any later date shall be awarded Diploma Certificate only.

N.B. PG / Advanced Diploma / Diploma shall be awarded only
    i) on returning the Certificate awarded in letter head at the time of course completion and
    ii) on production of the proof of passing the degree/diploma course.

IV. Successful Completion of Course
1. A student will be considered as successfully completed the course, for the award of certificate, only if he/she has
    a. Completed all the modules of the course with 80% attendance
    b. Passed the exams conducted by the Centre with at least 40% marks (E grade)
    c. Cleared all the dues as applicable
    d. Filled in the online feedback form

V. Discontinuing the Course
1. No fees (including the caution/security deposit) under any circumstances, shall be refunded in the event of a student discontinuing the course. No certificate shall be issued for the classes attended.

2. A student can however, be eligible for module certificates (applicable only for courses which provide modular admission) which he/she has successfully completed provided, he/she has paid the entire course fees. For SC/ST candidates availing fee concession, the security deposit will not be refunded under such case.
3. Due to any unfortunate event, if a student cannot continue the course, shall be allowed break and allowed to continue the same course in future batches.

VI. Refund of security deposit to SC/ST candidates
1. The amount paid as security deposit will be refunded only on successful completion of the course for which the candidate was admitted.

VII. Eligibility for fee concession

1. SC/ST students who have availed fee concession for a course shall not be eligible for another free course in the same financial year unless the second course sought is of a higher level than the earlier course undertaken and has secured above 60% marks in the first training.

VIII. Spot Admission

1. Candidates admitted through spot admission will have to compensate for the missed classes themselves. No request shall be entertained for the conduct of special classes / lab sessions or extension of course.

IX. Fee Payment

1. Candidate shall pay all the fee installments within the due date specified. Late payments shall be accepted only with fine. No candidate will be allowed to continue the course after the third week from the due date. Percentage of fine and due dates shall be as fixed by the Centre from time to time.

X. Placement Assistance

As part of placement support for all our short term courses, we normally take the following steps:-

(i) Invite companies for campus placement / Arrange off campus interviews.

(ii) Forward student's resume to various companies for consideration.

(iii) Interact with our alumni working in good companies / self employed, for job opportunities and direct our students to them.

(iv) Allow the previous batch non-placed students to attend campus programs along with our current batch subject to conditions.

(v) Register all candidates with the National Career Service (NCS) Portal of Ministry of Labour and Employment, Govt. of India

(vi) Write to industries, Govt. departments and other organizations to consider NIELIT students.

The eligibility criteria, if any, to attend the campus / off campus interviews by various companies, will be the sole decision of the respective company.

Two best students of each course (Advanced PG Diploma and PG Diploma courses only) may get internship offer at NIELIT Calicut for six months.

XI. Hostel and Canteen

1. Hostel Facility is available for boys and girls on monthly or daily chargeable basis, subject to vacancy. Students are required to pay the hostel fees for the duration of the course for which they are seeking admission, at the time of joining the course. Hostel rent varies depending on the type of accommodation.

2. Joining Mess on monthly payable basis is mandatory for all students staying in hostel.

3. Mess charges and boarding rules are revised from time to time and monitored by a Canteen/Hostel Committee.

XII.   Rules and Regulations

1. All students are required to provide undertaking to avail wifi and other facilities.

2. Candidate shall abide by all rules and regulations of the Centre as given in the student guidelines and hostel/canteen/mess rules.

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