

Annexure VIII

Broad Check list for Accreditation

(All clauses referred as per Annexure A-Training Partners Handbook for NIELIT's
NSQF Aligned Courses)

Sl. No.	Description	Requirement	Status Documents /	Proof attached (Yes/No)	Verified (by NIELIT)
1	Category of Institution	As per clause 4.	Category 'A' / Category 'B' / Category 'C'	n/a	
2	Documents pertaining to the nomination of authorized signatory to deal with NIELIT, issued by the management of the institution	As per clause 5(b)	n/a	Yes/No	
Sl. No. 2 to 10, applicable to category 'C' institutions only					
2	Institution registration and legal status.	As per clause 6(b)	Proprietorship/P partnership/ Society/Trust/ Company	n/a	
3	Documents with regard to registration and legal status	As per clause 5(a) & 6(b)	Registration certificate, bye-laws, rules and regulations, MoA, board resolutions etc.	Yes/No	
4	Documents with regard to premises	As per clause 5(c) & 6(c)	Lease agreement / ownership deed	Yes/No	
5	Corporate structure / details of the institute	As per clause 5(d)	List of proprietor / partners / Directors / Trustee etc.	Yes/No	
6	PAN Card and GST Certificate of the Institute	As per clause 5(e)	n/a	Yes/No	
7	Well equipped library with sufficient number of books and magazines related to the courses	As per clause 5(f)	List of books and magazines available at the institute	Yes/No	
8	Photograph and	As per clause 5(g)	n/a	Yes/No	

	Unique Identification document of the faculty				
9	Signature of the authorized signatory of the institute	As per clause 5(h)	n/a	Yes/No	
10	Institute must have experience in running course in related field for at least six months	As per clause 6(a)	n/a	Yes/No	
8	Space – class room, lab, reception/admin area	As per clause 6(d)	Yes/No	n/a	
9	Separate clean and hygienic washrooms for boys & girls	As per clause 6(d)	Yes/No	n/a	
10	Electricity connection with power backup	As per clause 6(d)	Yes/No	n/a	
Other requirements for all categories of institutions					
11	Well equipped labs (availability of Hardware and Software as per course requirement)	As per clause 7(a)	Yes/No	n/a	
12	Availability of qualified and experienced faculty	As per clause 7(b)	Yes/No	n/a	
13	Availability of qualified and experienced Lab support staff	As per clause 7(b)	Yes/No	n/a	
14	Furniture for all class rooms, labs, AV room, library, staff rooms etc	As per clause 7(c)	Yes/No	n/a	
15	Tie up with industry for placement support	Should have as per clause 7(h) & 14(x)	Yes/No	n/a	
16	TPs/Accredited Centres are not authorized to outsource the training to a third party or to conduct at any other location other than the registered location	Should comply as per clause 14(vi)	Yes./No		
17	Availability of Biometric Attendance	Should have as per clause 14(vii)	Yes/No	n/a	

	System				
18	Smart Class Room and VC facility	Should have as per clause 14(ix)	Yes/No	n/a	
19	Requirement of training for trainers	As per clause 14(iv)	Yes/No	n/a	
20	Facilities to conduct theory and practical examinations	Should provide free of cost for candidates from other institutes also, if required	Yes/No	n/a	
21	Faculty to student ratio	1: 25	Yes/No	n/a	
22	Student to PC ratio	1:1	Yes/No	n/a	
23	Drinking water	Should have	Yes/No	n/a	
Other documents / details to be attached					
24	Application form	-	Annexure II	Yes/No	
25	Payment transaction details	-	-	Yes/No	
26	All the pages of accreditation handbook and supporting documents numbered, signed and stamped by the authorized signatory of the institute	Yes	-	Yes/No	

Signature :

Institute Head

NIELIT