

**राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)**  
**National Institute of Electronics and Information Technology (NIELIT)**

(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार  
 Ministry of Electronics and Information Technology, Government of India

**PUBLIC NOTICE**

File No. E-7068/I-19016/1/2021-O/o Accrediation


Date: 27<sup>th</sup> October 2021

NIELIT grants accreditation to the institutions in the non-formal sector for conducting O/A/B/C Level IT Courses, as per laid out norms and criteria. The prospective institution is critically examined by the Screening/Monitoring Committee constituted by NIELIT from a list of approved expert database. The committee verifies the availability of resources (area, hardware, software, faculty, etc.) as prescribed in the Standard Operating Procedure (SOP).

The Competent authority has approved the following 'Record retention schedule' with regard to the records pertaining to the accreditation for NIELIT O/A/B/C level (IT) courses. The weeding out of the records will be done as per the record retention schedule.

| S.No. | Records  | Proposed Retention Period  |
|-------|--|--|
| 1.    | Record of the institutes whose request for Provisional accreditation has been 'Closed' due to non-submission of documents within stipulated time period.   | Till 6 months from the date of issue of letter of premature closure  |
| 2.    | Records of the institutes whose request for Provisional accreditation has been 'Rejected' by the Screening Committee   | Till 6 months from the date of issue of letter of rejection          |
| 3.    | Records of the institutes whose request for Provisional accreditation has been 'Deferred' by the Screening Committee and the institute has not applied for revisit at the institute within stipulated time period.   | Till 6 months from the date of issue of letter of rejection          |
| 4.    | Records of the institutes whose accreditation has been Withdrawn due to following reasons:<br>a) As per recommendation of the Monitoring Committee.<br>b) Due to non-submission of fees and documents for extension of the accreditation period within stipulated time period.<br>c) Due to not meeting the performance criteria for further continuation of the accreditation<br>d) Voluntarily withdrawn institute<br>e) Any other reason as mentioned in item XXI (Withdrawal of Accreditation) of the SOP. | Till 6 months from the date of letter of withdrawal of accreditation |

The notification will be applicable with immediate effect.

  
 SHAMEEM KHAN  
 HOW (TECHNICAL)