Standard Operating Procedures (SOP)

For

Implementation of Project

"Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST&EWS (Women) Youth through Capacity Building and Skill Development in IECT"

Sponsored by MeitY

Implementing Agency:

National Institute of Electronics and Information Technology (NIELIT)

An Autonomous Scientific Society of Ministry of Electronics and Information Technology
Government of India

Nodal Centre

NIELIT J&K

Table of Contents

SoP for "Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST & EWS (Women) Youth through Capacity Building and Skill Development in IECT"

Page **2** of **32**

1. Overview of the Project

i) Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST & EWS (Women) Youth through Capacity Building and Skill Development in IECT

The Employability Enhancement & Livelihood Training Program (EELTP) is an ambitious initiative designed to uplift 52,300 Scheduled Caste (SC), Scheduled Tribe (ST), and Economically Weaker Section (EWS) women youth across India. By focusing on capacity building and skill development in the Information and Electronics Technology (IECT) sector, the program aims to enhance their employability and create sustainable livelihood opportunities.

The EELTP targets 100 districts PAN India in 26 States/UTs with high SC/ST populations, excluding areas already served by NIELIT centres or included in the MeitY Aspirational Districts project. Initially proposed & approved for 720 candidates per district, the program has been revised to accommodate 523 candidates per district due to adjustments in course durations approved by the National Council for Vocational Education and Training (NCVET). This brings the total target to 52,300 beneficiaries for 100 districts.

ii) Administrative Approval

The initiative received administrative approval from the Ministry of Electronics and Information Technology (MeitY) vide Administrative Approval No. L-14016/2/2022- HRD dated 12th October, 2022. The total GIA of the project is Rs 90,92,83,839/- over a period of 3 years. Project implementation was scheduled to commence from the release of the first Grant-in-Aid (GIA) tranche i.e. 13th Sep 2023, as authorized in the Administrative Approval.

Addendum from 1st PRSG meeting held on 23rd Feb 2024, minutes of meeting dated 11-03-2024
- Revised target of 523 candidates per district totalling to 52,300 for 100 districts approved in the PRSG on the grounds of increase in original hours from 2590 to revised hours of 3270.
- Project duration from 01-10-2023 to 30-09-2026
- SC and ST interchangeability for 15+15 districts mentioned at Annexure-VII of this document permitted by the PRSG.

Year/Category wise distribution of target revised to 52,300 for 3 years is as under:

Year/Category Wise Target Distribution (Revised)				
Year/Category	SC [40%]	ST [40%]	EWS-Women [20%]	Total
1st Year [20% of Total]	4,184	4,184	2,092	10,460
2nd Year [40% of Total]	8,368	8,368	4,184	20,920
3rd Year [40% of total]	8,368	8,368	4,184	20,920
Total	**20,920**	**20,920**	**10,460**	**52,300**

iii)   Beneficiary States

The total target of the Project is 52,300 which is distributed among 26 States/UT covering 100 districts over a period of 3 years. The list of districts is mentioned below: -

S No	State	Name Of Districts	No. of Districts
1	Uttar Pradesh	Sitapur, Allahabad, Hardoi, Azamgarh, Kheri, Rae Bareli, Agra, Jaunpur, Unnao	9
2	West Bengal	Barddhaman, South Twenty FourParganas, North Twenty Four Parganas, Jalpaiguri, PaschimMedinipur, Nadia, Hugli, Bankura, Koch Bihar	9
3	Maharashtra	Thane, Nashik, Pune, Nagpur, Jalgaon, Ahmadnagar, Nanded, Amravati, Yavatmal	9
4	Rajasthan	Udaipur, Jaipur, Banswara, Dungarpur, Alwar, Dausa, Ganganagar, Jodhpur, Nagaur	9
5	Bihar	Samastipur, PashchimChamparan, Vaishali, PurbaChamparan, Darbhanga	5
6	Odisha	Mayurbhanj, Sundargarh, Kendujhar, Koraput, Nabarangapur	5
7	Tamilnadu	Viluppuram, Kancheepuram, Vellore, Thiruvallur, Chennai	5
8	Jharkhand	Dhanbad, PurbiSinghbhum, Bokaro, Palamu, Hazaribagh	5
9	Punjab	Ludhiana, Jalandhar	2
10	Haryana	Hissar,Sirsa	2
11	Kerala	Palakkad	1
12	Uttarakhand	Dehradun	1
13	Himachal Pradesh	Kangra	1
14	Madhya Pradesh	Dhar, Barwani, Chhindwara, Khargone (West Nimar), Jhabua, Betul, Indore, Sagar, Jabalpur	9
15	Andhra Pradesh	Guntur, East Godavari, Krishna, Sri PottiSriramulu Nellore, Visakhapatnam	5
16	Karnatka	Bangalore, Bellary, Belgaum, Mysore, Raichur	5
17	Gujarat	Dohad, Vadodara, Surat, Valsad, Ahmadabad	5
18	Chhatisgarh	Surguja, Raipur, Bilaspur, Bastar, Durg	5
19	Telangana	Bhadradi	1
20	Assam	KarbiAnglong, Nagaon	2
21	Meghalaya	East Khasi Hills	1
22	Tripura	West Tripura	1

23	Manipur & Nagaland	Ukhrul& Mon	1
24	Delhi	Except North West Delhi	1
25	Jammu & Kashmir	Rajouri	1

iv) Summary of Course Details & No of Candidates to be trained: -

The proposed lists of courses tabulated below are NSQF aligned courses of NIELIT in the area of IECT. Duration of these courses varies from 200 Hrs to 540 Hrs

S.No	Qualification Name	Eligibility	NSQF Level	Duration (Hrs)	Target No Of Beneficiaries	No of Batches with Maximum 30 Candidates	Maximum No of Batches per district	No of Candidates per District
	A	B	C	D	E	F	G	H
1	Certified Multimedia Developer	12th Pass	4	200	6000	200	2	60
2	Certificate Course in ITES BPO, Soft Skills & Communicative English	10th+ITI/ 12th with English as one of the subjects	4	250	12000	400	4	120
3	Certified Web Developer	Basic Computer Knowledge	3	210	6000	200	2	60
4	Certified Artificial Intelligence(AI) Associate "up skilling"	Pursuing final year BE/B.Tech/ MCA in any discipline Or BCA/ B.Sc. IT/ B.Sc. Electronics Or 3 Years Diploma after class10th in Electronics/ IT/ Electrical with 1 Years of Experience in IT Sector	4	240	2500	100	1	25

5	Assembly & Maintenance of Personal Computer	10th /12th / ITI/Polytechnic Diploma/ Graduation	3	300	3000	100	1	30
6	Certified Cloud Computing and Virtualization Expert	2nd Year B. Tech /BE in CS/IT/ Electronics/ ECE Or 2nd Year MCA Or Final Year students of 3 Year Diploma in CS/IT /ECE/ Electronics	4	210	2500	100	1	25
7	Certified Data Entry and Office Assistant (Upskilling)	10th Pass Or 8th Class Pass and pursuing continuous regular schooling Or 8th Class Pass + 2 Years ITI in relevant field Or 8th Class Pass + 1 Year of Experience in relevant field	3	210	6000	200	2	60
8	Certified Computer Application Accounting and Publishing Assistant	10th Pass or 8th Class Pass and pursuing continuous regular schooling or 8th Class Pass + 2 Years ITI in relevant field or 8th Class Pass + 1 Year of Experience in relevant field	3	360	6000	200	2	60

9	Internet of Things(IoT) Assistant	10th Pass/Grade 8th Pass with two year of (NTC/ NAC) after 8th Grade 8 pass and pursuing continuous schooling in regular school with vocational subject/8th Pass with 2 years relevant experience	3	300	3000	100	1	30
10	Internet of Things(IoT) Associate	12th grade pass/ Completed 2nd year of 3year diploma (after 10th) and pursuing regular diploma/ 10th grade pass plus 2-year NTC/ 10th grade pass plus 1-year NTC plus 1 year NAC	4	450	2500	100	1	25
11	O-Level(IT)	Students from Institutes conducting accredited courses: 10+2 or ITI Certificate (One Year) after class 10 followed, in each case, by a NIELIT accredited 'O' Level course.	4	540	2800	100	1	28
Total beneficiaries					52300			

2. Selection of the Training Institutes

NIELIT Regional Centers shall publicize project in the districts under their jurisdiction so that both TP and beneficiaries get the information about the project. Those TP's who are already registered with NIELIT for any of the 11 NSQF courses under the project need not take affiliation for that course. However, if an institute which is not registered for NSQF aligned course with NIELIT want to start the Project may take affiliation from NIELIT for the course as per procedure already defined & available at http://www.nielit.gov.in/content/nsqf for affiliation for NIELIT NSQF courses.

Each NIELIT centre will follow three step strategy for the selection of TPs:
1. Publish Expression of Interest in Local Newspaper and also upload EoI on the respective NIELIT Regional Centre website for inviting the Training Partners (TP) for accreditation for NSQF Courses (except O Level- IT)
2. Affiliate interested Training Institutes for NSQF Accreditation for EELTP courses (By following the procedure available at https://www.nielit.gov.in/content/nsqf
3. Eligible NSQF Accredited Institutes will be shortlisted for the EELTP project according to the criteria mentioned below at point III
4. To become TP for EELTP project, shortlisted NSQF Accredited Institutes will sign an agreement (**Annexure-V**) with NIELIT Regional Centre as per the districts allocated.
5. NIELIT Regional Centre shall issue work order to their respective NSQF Accredited Institutes (**Annexure-IV**)

3. Criteria for allocation of candidates to TPs

A three-member committee chaired by the NIELIT Regional Centre Head or his/her nominee shall evaluate the TPs based on the criteria below:

S. No.	Criteria	Marks Distribution	Max. Marks
1	No. of students trained during the last 3 years	0-49 = 2 50-99 = 4 100-249 = 8 250-299 = 12 300-499 = 17 500 & above = 20	20
2	No. of training centres in Districts/States	1 centre = 1 2 centres = 3 More than 2 centres = 5	5
3	No. of years existence in education field (particularly in IT & Electronics courses)	0-3 years = 2 3-5 years = 3 5 years and above = 5	5
4	Placement of trained candidates	Less than 25% placed = 2 25% to 50% = 6 Above 50% = 10	10
5	Experience in implementation of IECT and skill Development program funded by Government	Same District (more than 2 years' experience) = 10 Other parts of India (more than 2 years' experience) = 5 Any other (1-2 years) = 3	10
	Total		**50**

"The criteria listed in the above table will serve as the basis for ranking institutes. While there are no specific qualifying criteria, this ranking may become relevant in situations where there are more accredited institutes than candidates allotted for a particular course in a given year, potentially leading to unjustifiable distribution of candidates among the accredited institutes. The candidate allotment should be done in a manner from top rank downwards such that the top institute receives at least 8-10 candidates for a particular course. If the annual target for a particular course is less than 10 candidates, the top-ranking institute should be allotted all the candidates. If the top-ranking institute declines to train the candidates for a particular course, the offer to train the candidates shall be extended to the next ranking institute."

The above criteria shall also be notified while publishing the EoI for accreditation purpose.

4. Selection of Candidates

A three-member committee comprising of Nodal officer from respective NIELIT Regional Centre, head/authorized signatory of training partner and one member from Dept. of Social Welfare / Dept. of SC/ST development/ Dept. of Women and Child Development of the concerned State Government / Local employment exchange may select the candidates fulfilling minimum eligibility criteria for admission as per qualification file of the course and on merit basis. Candidates with higher qualifications may be preferred.

It will be the responsibility of TP to ensure that no student is enrolled multiple times in one course. However, the student can pursue higher NSQF level courses under the project after having been certified in a lower level course. Further, there will be provision also in the portal to check duplicity of student records.

5. Implementation Strategy

(A) Mobilization & Selection of candidates:

 I. **Mobilization of candidates**: Applications of interested candidates shall be invited through online portal/also along with other physical modes with a transparent process of publicity in regional or local dailies/ web-site/ direct counselling at educational institutions or names/list or data of candidates may be provided by Dept. of Social Welfare / Dept. of SC/ST Development/ Dept. of Women and Child Development of the concerned State Government / Local employment exchange etc. All these activities will be looked after by the Nodal Officer of respective NIELIT Regional Centre along with head/authorized signatory of training partner.

 II. **Selection of candidates**: A three-member committee comprising of Nodal officer from respective NIELIT Regional Centre, head/authorized signatory of training partner and one member preferably from Dept. of Social Welfare / Dept. of SC/ST development of the concerned State Government /Local employment exchange or any other Officer nominated by the Authority may select the candidates fulfilling minimum eligibility criteria for admission as per qualification file of the course and on merit basis.

 III. **Registration Process**: Preliminary Registration for admission in any course will be done in online mode on the NIELIT student portal by the candidate and TP shall assist candidates in Registration process. Admission in any course will be granted to registered students after due process of short listing / scrutiny by the three-member committee mentioned in Selection Criteria above. Opening of registration in any course will be notified on website /portal of respective NIELIT Regional Centres well in advance and also TP and NIELIT RC shall publicize the same. Registration Fee of the candidate shall be borne by the TP for which there shall be no reimbursement.

While admitting & enrolling a candidate, training partner shall verify the Caste certificate, EWS certificate from the concerned authorities. Besides this, the TP shall also verify Educational

qualification certificate, ID Proof and other necessary documents in person of every student in a batch before uploading on NIELIT MIS portal. NIELIT Regional Centre shall also cross verify and counter sign the document submitted by the TP for enrolled candidates. If at the later stage, document(s) of beneficiary are found forged/fake, no reimbursement of such beneficiary shall be given to the TP.

(B) Training & Assessment

The training shall be conducted through NIELIT NSQF Aligned and Accredited training partner (TP) only. NIELIT own centres cannot conduct the trainings under this project.

Only those districts are covered under this project, where SC & ST population is maximum. Also, the districts covered under Aspirational District project are excluded.

Biometric Attendance should be maintained by the TP for all the candidates attending the courses.

i) Training:

All NIELIT Regional Centres shall enrol the Training Partners (TP's) for implementing the scheme. The revenue sharing model shall be as mentioned in payment terms under Post Certification Activities Section.

The training shall be imparted as per the prescribed syllabus and format mentioned in Qualification files of the 11 courses available at National Qualification Register (nqr.gov.in)

Training Partner (TP) shall maintain record of shortlisted candidates and biometric attendance of students during the training and provide to NIELIT Regional Centres for inspection. Promotion of project, study material and library facility shall be provided to students by training partner at no additional cost. The Training fee includes all these expenses. Training shall be conducted as per course curriculum mentioned in the qualification files.

ii) Assessment:

After completion of training, assessment shall be carried out by Exam Wing of NIELIT HQ as per the defined guidelines/norms of NIELIT.

iii) Monitoring Mechanism –
   a) TP may be asked to submit the CCTV footage/ Photographs/ of class sessions as and when asked by concerned authorities.
   b) Online interaction with students and faculty may be done by the respective Nodal Officer, RPCU or any associated NIELIT Official during the training sessions.

iv) Placement Assistance: NIELIT Regional Centre through TP of concerned District, may conduct Job fairs, tie-up with industry or conduct online remote interviews, to facilitate certified candidates to get suitable placements. NIELIT Regional Centre & TP shall be responsible for facilitating placement related activity for their assigned districts.

6. Impact Assessment or Project Implementation Review:

An impact assessment of the project would be carried out through third party like DTU, IIM / Recognised Universities etc. so that the learnings /mid-course corrections, if any, could be carried out during the balance period of implementation of the project.

If required, NIELIT may also take feedback from beneficiary or other stake holders at regular intervals, to review the implementation of project and make necessary changes through due procedure.

First Impact Assessment shall be carried out after 1st year of execution of the project and second Impact Assessment shall be carried out after 3rd year of execution.

7. Coordination & Roles & Responsibilities:

a) **NIELIT J&K:**

NIELIT J&K shall be Nodal Centre for the implementation of the project with following designated staff.

- Chief Investigator
- Co Chief Investigator -1
- Co Chief Investigator -2
- Project Coordination/ Monitoring Unit (PMU)

NIELIT HQ Project Section would be responsible for the overall management of the Project and will be supported by the NIELIT J&K and NIELIT Centres.

b) **Project Monitoring Unit (PMU)**

Considering the involvement of multiple Centres/ training partners and other stakeholders in the implementation of project and the need for overall aggregation and integration at the national level, it is appropriate to implement project, with well-defined roles & responsibilities of each concerned involved, and to create an appropriate project management structure.

Following table shows the levels and unit responsible for management of the Progress of training work force:

Level	Unit Name	No.'s
NIELIT HQ	Project Coordination & Monitoring Unit (PMU)	One Unit - One RP and Two EA at HQ Level
NIELIT J&K	Project Coordination & Monitoring Unit (PMU)	One Unit - Comprising of One CRP (Chief Resource Person), Two RP Technical cum Management, One RP Admin and Finance, and One Executive Assistant (EA) at Nodal Centre J&K
NIELIT Centre Level	Nodal Officer	One at each NIELIT Regional Centre responsible for all trainings in his/her jurisdiction.

Role of Project Monitoring Unit (PMU) at NIELIT J&K & HQ Level

SoP for "Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST & EWS (Women) Youth through Capacity Building and Skill Development in IECT"

A project monitoring Unit shall be setup to monitor the project for imparting training to 52300 beneficiaries. PMU & Nodal Officers of the Centres/Centre Heads will meet over Video conferencing (VC) to review the progress of project every month. Representatives from Ministry, NIELIT HQ, NIELIT J&K, Centre Level Nodal Officers, will meet to review through VC or physically and analyse reports prepared by PMU. The Unit will report to Chief Investigator and Co-Investigator at NIELIT J&K and will play roles for:

➢ Assist/ support MeitY in coordination/ monitoring/ PRSG etc.
➢ Develop MIS for monitoring performance/ progress of the project.
➢ Advice on Implementation Models.
➢ Guidance in Capacity Building.
➢ Strategic Control.
➢ Support in Project Monitoring and advice.
➢ To review the target achieved during the said period.
➢ To discuss the issues raised during review meeting and suggesting appropriate action.
➢ To review the status of funds given and its utilization.
➢ Collecting UC's from all participating NIELIT centres and further submission to HQ for processing.
➢ Monthly Submission of Project Status to HQ and MeitY.
➢ To review the target set and target achieved.
➢ Overall coordination of the project.

The responsibilities of this unit are:

Awareness and Communication: As this unit is responsible for implementing the strategy to achieve objective of training 52,300 candidates, therefore it becomes important that information and guidelines in implementing the programme must be made aware to all the concerned centres. The information may be in the form of courses to conduct, add/ de-list any course, objective of the project and target to be achieved in particular year.

Progress Assessment: The unit shall review the progress of the programme in a meet to be held twice in a year. The unit shall also decide on action to be taken in case some issue arises in terms of mismatch of target and achievement in consultation with CI and Co-CIs.

Strategic and Operational Issues: The committee shall resolve the strategic and operational issues encountered during the implementation of programme.

Monitoring and Evaluation: A comprehensive MIS will be developed to keep track and evaluate targets met, financial results i.e. availing and utilizing the funds. These MIS reports would be discussed in the annual meetings of the unit. Some of the MIS reports are listed below.

i   Summary of the target set and achieved during the said period
ii Centre wise, no of candidates trained
iii Category wise number of candidates trained
iv State wise number of candidates trained
v   Statement of expenditure incurred
vi Feedback report
vii List of issues to be discussed related with strategy, policy and the relevant
viii Operational matters

c)   **Role of NIELIT Regional Centres and Nodal Officer**

One Nodal Officer at each NIELIT Regional Centre has been nominated for this project. Centre Head of each NIELIT Regional Centre would be responsible for the management of the project in the states of their region.

The role of Nodal Officer is to oversee the implementation of the project at the regional centre level.

The responsibilities of Nodal Officer are:

i   Affiliation of Training Partners.
ii Allocation of targets to affiliated training partners.
iii Collaboration with Social Welfare Department of respective State/Employment Exchanges and other organizations for getting list of eligible list of candidates.
iv Placement and counselling support to the successful candidates.
v   Providing all financial details of the project from the Finance wing of the respective NIELIT Regional Centre to the PMU for the purpose of compilation and onward submission to HQ.
vi Responsible for providing Utilization Certificates for submission to NIELIT HQ through NIELIT J&K as and when required.
vii Monthly progress report shall be submitted by the Nodal officer of the NIELIT Regional Centres to PMU at NIELIT J&K for onward submission to HRD division of MeitY through NIELIT HQ.

d)   **Role of TP**

The TP selected by NIELIT Regional Center after following the due process to implement the project in their respective district, shall have following roles:

i   To promote the project/program at District Level.
ii Shall play active role in selection of beneficiary/candidate to be certified in the ratio as mentioned in the work order.
iii To conduct training of candidates as per Qualification File of courses, strictly as per NSQF norms and support in conduction of examinations.
iv To guide students and help them in training & certification related matters.
v   To submit invoices in proper format along with all requisite documents to NIELIT Regional Center.
vi To comply with all the guidelines laid down by respective NIELIT Regional Centre.

8. Examination & Certification System:

Examination would be conducted by NIELIT HQ in line with the syllabus prescribed in Qualification file of the course.

i)   Examination

Examination would be conducted through online mode by Examination Section NIELIT HQ, at the end of the course for assessing the overall knowledge of the participants along with NSQF Course Exams.

ii) **Certificate**

All the successful participants would be issued Online Certificate downloadable from NIELIT student portal.

9. Post Certification Activities

i. **Raising invoice by Training Partner (TP):**

After completion of training and certification of a batch, invoice will be prepared by the TP along with biometric attendance of students and other necessary documents in that batch after due attestation and forward it to Nodal Officer of the respective NIELIT Regional Center. Nodal Officer shall verify these details, process the payments after due approval of competent authority.

ii. **Payment Terms**

Reimbursement will be made to TP @75% of Course fee per certified candidate as per norms. NIELIT Regional Center share shall be the balance 25% of the Course fee.

10. Grievance Handling

All grievances of training partner and students will be addressed by concerned NIELIT Regional Center. Head of NIELIT Regional Center will be solely responsible for smooth conduction of training in districts under the jurisdiction of concerned NIELIT Regional Center.

Matters related to changes in policy/implementation strategy of the project will be dealt by NIELIT HQ.

SoP for "Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST & EWS (Women) Youth through Capacity Building and Skill Development in IECT"

Annexure I

List of Districts

			Table-1				
			State where NIELIT Centers are present (only those districts are covered where SC & ST population is maximum and NIELIT own Center are not present, & the districts covered under Aspirational District project are also excluded)				
S. N.	Name of State	No. of Districts covered		Name of District	No. of NIELIT Accredited Centres	No. of Candidates to be trained per district	Total Target
1	UTTAR PRADESH	9	1	Sitapur	3	523	4707
			2	Allahabad	15	523	
			3	Hardoi	3	523	
			4	Azamgarh	11	523	
			5	Kheri	0	523	
			6	Rae Bareli	3	523	
			7	Agra	8	523	
			8	Jaunpur	9	523	
			9	Unnao	4	523	
2	WEST BENGAL	9	10	Barddhaman	0	523	4707
			11	South Twenty Four Parganas	0	523	
			12	North Twenty Four Parganas	3	523	
			13	Jalpaiguri	1	523	
			14	PaschimMedinipur	0	523	
			15	Nadia	0	523	
			16	Hugli	2	523	
			17	Bankura	0	523	
			18	Koch Bihar	0	523	
3	MAHARASHTRA	9	19	Thane	0	523	4707
			20	Nashik	1	523	
			21	Pune	2	523	
			22	Nagpur	2	523	
			23	Jalgaon	0	523	
			24	Ahmadnagar	0	523	
			25	Nanded	0	523	

			26	Amravati	0	523	
			27	Yavatmal	0	523	
			28	Udaipur	3	523	
			29	Jaipur	7	523	
			30	Banswara	0	523	
			31	Dungarpur	3	523	
			32	Alwar	1	523	
			33	Dausa	0	523	
			34	Ganganagar	0	523	
			35	Jodhpur	7	523	
4	RAJASTHAN	9	36	Nagaur	0	523	4707
			37	Samastipur	0	523	
			38	PashchimChamparan	0	523	
			39	Vaishali	0	523	
			40	PurbaChamparan	0	523	
5	BIHAR	5	41	Darbhanga	1	523	2615
			42	Mayurbhanj	0	523	
			43	Sundargarh	1	523	
			44	Kendujhar	0	523	
			45	Koraput	0	523	
6	ODISHA	5	46	Nabarangapur	0	523	2615
			47	Viluppuram	0	523	
			48	Kancheepuram	0	523	
			49	Vellore	0	523	
			50	Thiruvallur	0	523	
7	TAMIL NADU	5	51	Chennai	1	523	2615
			52	Dhanbad	2	523	
			53	PurbiSinghbhum	0	523	
			54	Bokaro	1	523	
			55	Palamu	0	523	
8	JHARKHAND	5	56	Hazaribagh	0	523	2615

S. N.	Name of State	No. of Districts covered		Name of District	No. of NIELIT Accredited Centres	No. of Candidates to be trained per district	Total Target
9	PUNJAB	2	57	Ludhiana	2	523	1046
			58	Jalandhar	2	523	
10	HARYANA	2	59	Hisar	4	523	1046
			60	Sirsa	1	523	
11	KERALA	1	61	Palakkad	1	523	523
12	UTTRAKHAND	1	62	Dehradun	4	523	523
13	HIMACHAL PRADESH	1	63	Kangra	5	523	523
Total							32949

Table 2

UT where NIELIT Centers are present (only those districts are covered where SC & ST population is maximum and NIELIT own Center are not present, districts covered under Aspirational District project are also excluded)

S. N.	Name of State	No. of Districts covered		Name of District	No. of NIELIT Accredited Centres	No. of Candidates to be trained per district	Total Target
1	DELHI	1	64	Except North West Delhi	61	523	523
2	J&K	1	65	Rajouri	1	523	523
Total							1046

Table 3

State where NIELIT Centers are not present (districts covered under Aspirational District project are also excluded)

S. N.	Name of State	No. of Districts covered		Name of District	No. of NIELIT Accredited Centres	No. of Candidates to be trained per district	Total Target
1	MADHYA PRADESH	9	66	Dhar	0	523	4707
			67	Barwani	0	523	
			68	Chhindwara	0	523	
			69	Khargone (West Nimar)	0	523	
			70	Jhabua	0	523	

			71	Betul	0	523	
			72	Indore	4	523	
			73	Sagar	0	523	
			74	Jabalpur	4	523	
2	ANDHRA PRADESH	5	75	Guntur	0	523	2615
			76	East Godavari	0	523	
			77	Krishna	0	523	
			78	Sri PottiSriramulu Nellore	0	523	
			79	Visakhapatnam	0	523	
3	KARNATAKA	5	80	Bangalore	2	523	2615
			81	Bellary	0	523	
			82	Belgaum	0	523	
			83	Mysore	0	523	
			84	Raichur	1	523	
4	GUJARAT	5	85	Dohad	0	523	2615
			86	Vadodara	1	523	
			87	Surat	2	523	
			88	Valsad	0	523	
			89	Ahmadabad	1	523	
5	CHHATISGARH	5	90	Surguja	0	523	2615
			91	Raipur	0	523	
			92	Bilaspur	1	523	
			93	Bastar	0	523	
			94	Durg	1	523	
6	Telangana	1	95	Bhadradi	0	523	523
Total							15690

Table-4

State where NIELIT Centers are present (only those districts are covered where SC & ST population is maximum and NIELIT own Center are not present, districts covered under Aspirational District project are also excluded)

S. N.	Name of State	No. of Districts covered		Name of District	No. of NIELIT Accredited Centers	No. of Candidates to be trained per district	Total Target
1	Assam	2	96	KarbiAnglong	0	523	1046
			97	Nagaon	1	523	

SoP for "Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST & EWS (Women) Youth through Capacity Building and Skill Development in IECT"

2	Meghalaya	1	98	East Khasi Hills	0	523	523
3	Tripura	1	99	West Tripura	0	523	523
4#	Manipur & Nagaland	1	100	Ukhrul& Mon	0	523	523
Total							2615

Note:-

1) No. of courses may be added/deleted by NIELIT based on demand in technology/region, subject to maintaining overall Financial capping of the project.
2) # Manipur and Nagaland will train total 523 candidates jointly in the districts of Ukhrul and Mon which are most SC/ST populous district of these states.

Annexure III

Ref. No.   Date:

<Name and Address of Training Institute>

Subject: Accreditation for conducting NIELIT's NSQF Aligned Courses

(Ref: Your application for Accreditation of NSQF Aligned Courses)

NIELIT is pleased to inform you that your institute " <**Name and address of Institute**> " is hereby approved for Accreditation for the following NIELIT Courses aligned with NSQF:

S. No.	Course Code	Course Name	Level	Course ID

[The Accreditation is valid for TWO YEARS only from the date of issue of this letter or till the validity of the Qualification File (Course) listing on NQR (National Qualification Register at website: www.nqr.gov.in), whichever is earlier].

The Institute has also been allotted the Accreditation No: **ACCR NO.** _____ that has to be used in all correspondence with NIELIT. Omission to write ACCR No. appropriately may lead to problems such as delay in dealing with the correspondence, performance evaluation of the institute, etc. Please note that this accreditation is location specific & cannot be used for any of your branches/franchisees/centres etc. at any location other than at " <**Name & Address of Institute**> "

It may please be noted that the existing students pursuing any of your courses will not be the students of NIELIT and pursuing NSQF aligned courses until they are registered with NIELIT. It may be further noted that the students, registered with NIELIT, will be issued a "Certificate" of passing by NIELIT only after they have passed the examinations conducted by the NIELIT including Practical & Project, wherever applicable for the particular NSQF Aligned Course subject to other rules and regulations of the NIELIT.

Please note that your organization shall:

- Adhere to the **NSQF Common Norms** and its amendments issued from time to time by Ministry of Skill Development and Entrepreneurship, Govt. of India wherever applicable.

- use the term NSQF Aligned Courses of NIELIT Accredited by NIELIT at the address given above for a period of two years with effect from the date if issue of this letter or till the validity of the Qualification File (Course) listing on NQR, whichever is earlier in all promotional material.

- be monitored by teams of NIELIT to ensure that all the criteria are, in fact, being observed;

- Maintain the criteria laid down in the Accreditation Guidelines of NIELIT. Non-adherence may lead to withdrawal of Accreditation.

- forward copies of the proposed advertisements and amendments to your "Brochure" as and when they occur and use such advertisements/amend brochure only after approval by the NIELIT;

- Display photocopy of this Accreditation Letter in a prominent place at your Institute as proof of accreditation.
- Keep documents and records pertaining to NIELIT Course distinctly separate from other courses running at the premises?

- Strictly adhere to "Code of Ethics" & Undertaking submitted by you, "Rules & Regulations/Guidelines" stipulated in the "Accreditation handbook & Application form" and/or any other guidelines as laid down by NIELIT from time to time.
- Not conduct the examination & issue a "Certificate" of passing NSQF Aligned courses to any student whether registered or not registered with the NIELIT.

Yours Faithfully,

<Name>

<Designation of issuing authority>

Email: _____

NOTE:

This letter/certificate is not to be read in isolation and is subject to rules and regulations of NIELIT.

SoP for "Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST & EWS (Women) Youth through Capacity Building and Skill Development in IECT"

Annexure IV

Ref. No.   Date:

<Name and Address of Training Institute>

Sub: Allocation of seats under the Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST& EWS(Women) Youth through Capacity Building and Skill Development in IECT in_____District of_____State/UT

Sir/Madam,

   With reference to the subject mentioned above, we are pleased to inform that <Name of the Training Institute> -< Address> is identified as Training Partner to impart Skill training for empowering SC/ST/EWS(Women) candidates in _____ District of _____ State/UT under the project **Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST& EWS(Women) Youth through Capacity Building and Skill Development in IECT** as per the terms and conditions given in the Standard Operating Procedure (SoP) and the Agreement signed with the NIELIT Regional Centre <Name>

The details of the initial training target allocated under the project are as below-

S. No.	Name of NSQF Course [Code]	No. of Batches	Total Candidates	Course Duration

As per SoP of the project, a candidate is allowed to take training in only one of the courses under the scheme which has to be ensured by the Training Partner.

Kindly acknowledge the receipt of this communication and confirm your acceptance.

Thanking You,

<Name>

<Designation of issuing authority>

Format of Agreement
(on Rs.100/-stamp paper)

This agreement entered into on this…………day of………………between **NIELIT CENTRE name** (a unit of **NIELIT Society,** which is an autonomous scientific society of Ministry of Electronics & Information Technology, Government of India), <........ADDRESS OF NIELIT CENTRE.......> (hereinafter referred to as **First Party** which term and expression shall mean and include its successors and assignees) represented by its Head/Director on the **ONE PART**:

 AND

The<.......Training Partner.........> (here in after referred to as **SECOND PARTY** which expression shall include its successors and assignees) and represented by authorized signatory Mr XXX, Head/Director on the **OTHER PART**:

WHEREAS First Party invited applications for providing training for <Project title>with assistance of MeitY, Govt. of India and whereas the SECOND PARTY tendered to provide the same.

AND WHEREAS **FIRST PARTY** awarded the contract for the said training to SECONDP ARTY, after due process of short listing the training partner.

WHEREAS **FIRST PARTY** and **SECOND PARTY** desire to mutually associate with each other to commence the **training program in<Project title>**through its training centres in the said district of said state.

Now it is hereby agreed by and between the two parties here to as follows:

1. SCOPE: SECOND PARTY will conduct training program in <Project title> through its centre in <District & State name> for the course<Course Name>.

    Training program: <Project title>as per details strictly as per NIELIT NSQF norms, Qualification file of the course and project guidelines.

    SECOND PARTY through its respective district coordinators will ensure the availability of necessary infrastructure and qualified and trained faculty suitable for conducting the respective training programs at the respective training centre.

    The maximum number of candidates to be trained in the district of <District& State name>for the course<Course Name> is 30 per batch.

2. OBLIGATION OF SECOND PARTY:

<Project title>for the<District name>for the course<Course name>,

SECOND PARTY proposing to conduct the training program shall furnish an undertaking that it fulfils all the necessary requirements in terms of infrastructure, hardware, software, faculty and library if applicable, etc. for conducting the training programs and shall allow the **FIRST PARTY** personnel or its representatives for inspections of the training centre if they so desire.

If the training is not carried out to the satisfaction of **FIRST PARTY**/end user and if the behaviour or character or conduct of the personnel engaged by the **SECOND PARTY** are found to be unsatisfactory at any time during the period of operation of the contract, **FIRST PARTY** reserves the right to terminate the contract with one month's notice and if the contract is so terminated the **SECOND PARTY** shall not have any claim whatsoever for compensation for the remaining period of contract.

SECOND PARTY or its district office shall monitor and coordinate the training programs conducted through its training centre and ensure that the training programs are conducted as per the criteria mentioned in Qualification File (QF) of the courses available at National Qualification Register https://nqr.gov.in/,NIELITNSQF norms, and project implementation SoP/norms.

SECOND PARTY shall ensure that the persons employed for training possess the minimum essential qualification(s) and maintain a trainee: PC/lab practical training instruments ratio of 2:1 to ensure quality of the program

SECOND PARTYs Training charges for the Courses (includes GST and other applicable overhead charges) as per NSQF training fee rates per candidate which covers cost of publicity & study material also.

SECOND PARTY shall maintain a Student Registration Register, a Student Record Register and Student Biometric Attendance as given below.

(a) **Student Registration Register:** Student Registration Register shall contain details like Serial No.; Student Name & Address; StudentID Number; Date of Admission; Course Name, Course Code & Duration; BatchCode, Start Date & End Date, Sex, date of birth, caste, community details

   (b) **Student Record Register:** Student Record Register shall contain details like Serial No.; Student Name; Student ID; Course Name; Period of Study; Assignment/Test paper/Model Exam Nos.& marks/Grades awarded.

   (c) **Biometric Attendance Report:** Shall be submitted by TP with the sign and stamp of authorized signatory on monthly basis.

   (d) **SECOND PARTY** will be responsible for the verification and maintaining record of all relevant documents of the beneficiary like educational qualification, caste

certificate etc.

SECOND PARTY will ensure the quality of the training programme by implementing a Two-Tier Evaluation Project: (1) Continuous evaluation by means of Assignments & Class Tests and (2) Final Evaluation by NIELIT as per Examination for NIELIT NSQF aligned courses.

SECOND PARTY shall tie-up with the local industries for providing placement assistance for the candidates.

SECOND PARTY shall provide any other reports or information required by **FIRST PARTY** in connection with this training program.

SECOND PARTY shall nominate a **Co-ordinator/authorized contact person** for this project.

SECOND PARTY shall not sub-contract the whole or part of the contractor assign the contractor any part thereof to any other third Party

3. OBLIGATION OF FIRST PARTY:

   FIRST PARTY shall coordinate the selection of the candidates based on the applications received and the candidates will be allocated to the nearest training centre of the **SECOND PARTY.**

4. **Payment terms:** Payment shall be made on completion of the courses and further certification of candidates based on the actual number of certified candidates on receipt of invoice along with relevant documents.

5. **Tenure /Renewal of the Agreement**

   This agreement shall come into force when duly signed by the representatives of both the parties and shall be valid for a period of **One Year** from the date of such signing. On the expiry of One year, parties hereto shall be entitled to renew by mutual consent on such terms as may be then be agreed upon. If not renewed, **SECOND PARTY** shall be entitled to stop conducting the training program for the candidates in this project. Before such action, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued. This agreement shall not be terminated until successful completion of any pending Course.

6. **Breach of Terms of this Agreement**

   If either party commits breach of any of the terms of this agreement, the other party may bring the fact of breach to the notice of the former and the former shall immediately take steps to rectify the breach and in case he fails to do so and the breach continues for a period of one Month, the aggrieved party may treat this agreement as repudiated by the other party and forth with serve a notice of termination and the aggrieved party will have

the right to claim from the other party the damages in respect of losses already sustained by him for the unexpired period of the agreement on account of such termination of the agreement. The agreement will automatically be terminated within one month after the receipt of such notice, subject to the liability and arbitration clause. In the event of breach of any of the terms and conditions of the agreement signed by the **SECOND PARTY**, the security deposits will also be forfeited.

In case of any such termination of this agreement, in the middle of a Course, which has already been started, both the parties should take sufficient steps so as to complete the Course, already started. Termination of the agreement should be implemented in such a way that the future of the students/trainees is not affected by the termination. In case of such termination of the agreement, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued.

7. Termination of contract

If the **SECOND PARTY**(a) abandons the contractor has failed to proceed with the work or does not adhere to the committed schedules or technological requirements due to negligence or the progress on any particular item or items is slow(b) has failed to execute the work in accordance with the terms and conditions of the contract, (c) is persistently or frequently neglecting to carry out their obligation under the contract, then **FIRST PARTY** shall be competent to terminate the contract unilaterally at its discretion at any time without notice and without paying any compensation or any other amounts and to proceed with the balance of the work through any other agencies and the **SECOND PARTY** is liable to compensate **FIRSTPARTY** for losses incurred by it in such cases.

8. Jurisdiction

This Agreement shall be governed by the Laws of Indian Union in force. Both the parties here in agree that all disputes between them shall be subject to the jurisdiction of courts in <District of Office of **SECOND PARTY** >

9. Arbitration or Mediation

Any dispute arising between the parties if not resolved between them shall be referred after mutual consent of both the parties to an arbitrator or mediator. The selection of the arbitrator shall be decided by the above parties mutually.

In case of termination of this agreement, in the middle of a Course, which has already been started, both the parties should take sufficient steps so as to complete the Course, already started. Termination of the agreement should be implemented in such a way that the future of the students/trainees is not affected by the termination. In case of such termination of the agreement, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued.

10. Modifications

The modifications in the Agreement can be done with the mutual consent of both the parties but strictly in line with the project guidelines.

11. The application, submitted documents by **FIRST PARTY to SECOND** PARTY and the record of the negotiation meeting held between **FIRST PARTY** and **SECONDPARTY** also form part and parcel of this agreement.

12. IPR

All Intellectual Property, including, but not limited to, copyrights, software and database rights, patents, trade secrets, trademarks, rights in designs and all other Intellectual Property or other proprietary rights ("Intellectual Property") owned by one Party prior to the date of this MOU will continue to be owned by that party. All Intellectual Property rights made available by one Party to the other Party in connection with this MOU, or otherwise, will remain the sole property of, and vest in, the first Party or its licensors. Neither Party will gain, by virtue of this MOU, any rights in or to any Intellectual Property rights owned by the other Party. Any Intellectual Property rights created by one Party without use of or reference to the Intellectual Property rights or Confidential Information of the other Party will be and will remain the sole and exclusive property of the first Party.

IN WITNESS WHERE OF, the parties here to have caused this AGREEMENT to be executed in duplicate on the day and the year first above written

AGREED:
For (**FIRSTPARTY**)   For(**SECONDPARTY**)

(Institute Head signature & stamp)   (Institute Head signature & stamp)

(Name in Block Letters)   (Name in Block Letters)

Name of **FIRST PARTY**	Name of **second PARTY**
Address	Address
Contact Details	Contact Details
E-mail ID	E-mail ID
Web	Web

Witness1:   Witness2:

Signature…………………………   Signature………………………….

Name (in Block Capital Letters)   Name (in Block Capital letters)

……………………………………   ………………………………………….

Address……………………………   Address……………………………………

……………………………………   ……………………………………….……

……………………………………   ……..……………………….……….

Contact No.…………………………   Contact No.……………………