National Institute of Electronics & IT (NIELIT), HQ New Delhi

Procedure for Fresh Application for NIELIT Facilitation Center for conducting Digital Literacy Courses (DLC).

You can register as Facilitation Center of NIELIT for conducting Digital Literacy Courses. The Digital Literacy Course (DLC) includes ACC, BCC, CCC, CCC+ and ECC courses of NIELIT.

Please go through the guidelines available at URL http://dlcaccr.nielit.gov.in/. Below given is the process for applying for accreditation for DLC courses:

i. Create user-id and password in above mentioned URL.

ii. Login again by using your credential through a link received on your registered E-mail.

iii. Select the type of institute from the given below list:-

- Accredited institute
- ITI/ITC
- Govt School/Colleges
- CSC/VLE
- Private/Other Institutes
- NCPUL Centre

iv. Complete the online application and download the same along with the requisite documents mentioned in point (v).

v. Send the below mentioned documents:-

- Hardcopy of online application form (properly filled infrastructure, software & declaration)
- Covering letter, Terms & conditions (must be in institute’s letter head)
- Affidavit (with correct and complete details)
- Institute registration details (please refer the FAQ at http://dlcaccr.nielit.gov.in/uploads/DLC_FAQ.pdf)
- Resolution in favor of institute name, address & authorized signatory (not applicable for NCPUL, Government, ITI/ITC category)
- Premises document- rent or lease deed/ownership (rent/lease deed must be in the name of institute with min. of 11 months duration valid from grant of NIELIT Facilitation Center status to the institute)
- Faculties educational documents (eligibility criteria- MCA/ BCA/ B.Sc(IT) /M.Sc(IT)/ B.Tech/ B.E/Graduation + diploma of min. 6 months in software)
- Experience certificates of both the faculties (min. of 6 months & must be in computer teaching)
Note: 1. Please submit all the above mentioned documents duly stamped and signed (each & every page) by authorized signatory. **Format for Affidavit, Covering Letter, Terms & Conditions are attached below.**
2. For accreditation category, there is no need to submit faculty documents, institute registration details & resolution in favor of institute name, address & authorized signatory (concession in documents is given to them as they are accredited institute for O/A/B/C Level).

vi. Deposit fee through NEFT or RTGS.
   Please submit fee:

   (i) **For O/A/B/C Level Accredited Center =>**
   Rs.5,900/- [Rs.5,000 processing fee + 900 (@18%GST)]

   (ii) **For Non Accredited Centers =>**
   Rs.11,800/- [Rs.10,000 processing fee + 1800 (@18%GST)]

   (iii) There is no registration fee for ITI/ITC for BCC.

   *GST may vary from time to time as per Govt. norms.

Details of the bank account are given here under:
- **Bank name:** Bank of India
- **Account Holder:** NIELIT
- **A/c No:** 604820100000012
- **A/c Type:** Current Account
- **IFSC Code:** BKID0006048
- **MICR Code:** 110013052

*The Processing Fees once paid will not be refunded or adjusted against any other fees/dues.*

vii. Send the hard copy to the following address:-

National Institute of Electronics & Information Technology (NIELIT)
Accreditation Section (DLC Facilitation Division)
NIELIT Bhawan, Plot No. 3, PSP Pocket,
Institutional Area Sector-8, Dwarka,
New Delhi-110077
viii. You can check the status of your application in the same portal using the user id/password created by you. After receiving your application, the status of the same will be updated within 15 working days.

ix. Your institute will be registered as a facilitation centre for DLC Courses, if all documents are found in order.

** For any query you can write to us at ccc.accr@nielit.gov.in or call at 011-25308351, 011-25308350.

Note: Institute which is interested to apply as NIELIT DLC Facilitation Center through Master organization like CSC-SPV etc. should contact the respective Master Organization.
To,

The Head (Accreditation)
National Institute of Electronics and Information Technology (NIELIT)
NIELIT Bhawan, Plot No. 3, PSP Pocket,
Institutional Area Sector-8, Dwarka,
New Delhi-110077,

Sub: Application for grant of status of Facilitation Centre to conduct Digital Literacy Courses.

Madam,

The application of M/s **Maa Durga Educational Society** to get status of Facilitation Centre to conduct Digital Literacy Courses on self-certification basis is submitted herewith for consideration by National Institute of Electronics and Information Technology (NIELIT).

On behalf of institution, I being the Authorized Signatory of the institute, state that, I will abide by the Terms and Conditions and will carry out the responsibilities of Facilitation Centre. Specifically, I have noted and agreed that the status of Facilitation Centre of the institute can be withdrawn by NIELIT without assigning any reason and making us liable for any loss and damages. I further state that, the institute has got the necessary infrastructure and resources to function as a Facilitation Centre.

Yours faithfully,

Date: ______________

Place:_______________

(Sign of the Authorized Signatory with Date)

(Name in Block Letters__________________)

Seal of the Institute: ........................................
TERMS AND CONDITIONS

Please read these Terms and Conditions carefully. NIELIT reserves the right to change these Terms and Conditions as and when required, due to change in policy or any other reason. Your continuation as Facilitation Centre will signify your acceptance to these terms.

1. GENERAL CONDITIONS

1.1 The institute would comply with all Local, State and National Laws and Regulations that applies to the institute and shall not engage in any business practice or activity detrimental to the reputation and image of NIELIT, its Courses, Logo or its Name.

1.2 All presentation of NIELIT information must be complete and truthful.

1.3 This is the responsibility of the institute to get the latest information from NIELIT.

1.4 No institute shall submit false, incorrect or misleading information to NIELIT and/or to the candidates, failing which, NIELIT may in its sole discretion take whatever action(s) it deems necessary & appropriate. Also Accreditation/ Facilitation Centre status granted for any or all of its courses might be withdrawn.

1.5 Unauthorized use of term or expression, designed to mislead the public, will attract penal action beside any administrative action that NIELIT may take, as found fit.

1.6 The institute would conduct the specifically approved course(s) only. Misinterpreting or misrepresenting the name and courses of NIELIT are liable for Penal/legal action, besides administrative measures.

1.7 NIELIT shall have no liability to any institute in respect of any cost, loss, damage, claims, demands, prosecutions, fines, penalties and/or expense suffered by the institute, directly or indirectly as a result of any act, omission, representation or statement of any of the candidate(s), institute and/or organization.

1.8 The institute would comply with policies, procedures, recommendations, guidelines or instructions, as well as other rules and regulations along with amendments or additions, which may be issued from time to time by NIELIT and the compliance shall be the responsibility of the institute only.

1.9 Any change in the Name, Management, Address or Contact details of the institute must be informed to NIELIT immediately and follow the relevant process.

1.10 The institute must complete all formalities related to activities pertaining to conduct of Digital Literacy Courses as per the schedule of events.

1.11 The institute will has to provide Infrastructure, support and other resources to NIELIT, as and when required.

2. CONDUCT OF DIGITAL LITERACY COURSES

2.1 The institute would be granted status of Facilitation Centre to conduct Digital Literacy Courses (DLC) on self-certification basis valid for a specified period, if it fulfils laid out criteria and its application is accepted by NIELIT.

2.2 It is the responsibility of the ‘Applicant Institute’ to submit the application form complete in all respect to NIELIT. NIELIT reserves the right at its sole discretion, to accept or reject any application, without having to provide justification for the same.
2.3 NIELIT may conduct inspection of the institute either before or after grant of status of Facilitation Centre. If the facilities and resources at the institute are found inadequate or any irregularity is found, the status of Facilitation Centre would be withdrawn.

2.4 The status of Facilitation Centre of the institute is valid for the conduct of DLC for a particular location at a specified address. For any change in the address, whether permanent or temporary, prior approval from NIELIT is required.

2.5 A letter granting status of “Facilitation Centre” will be issued to the institute by allotting a unique number.

3. WITHDRAWAL OF STATUS OF FACILITATION CENTRE

3.1 NIELIT may initiate proceedings for withdrawal status of Facilitation Centre, in case the Facilitation Centre is found indulging in any of the following improprieties:

3.1.1 Failure to provide necessary academic and/or administrative support to the students as per schedule/norms fixed by NIELIT and/or furnishing false information to NIELIT.

3.1.2 Over charging the students beyond any amount prescribed by NIELIT, or, charging additional money for distribution of any document issued free of cost by NIELIT viz. admit card/result sheet/certificate etc.

3.1.3 Furthering interests of any sector, caste, religious group or political party or subscribe to objectives that go counter to the solidarity or unity of the country.

3.1.4 Deterioration or unwillingness to improve, to meet the minimum requirements in terms of infrastructure, facilities, faculties and other resources, as prescribed by NIELIT.

3.1.5 Any unsolicited activity like misappropriation/ misconduct/ illegality/ unethical practice at the centre or by the persons attached with the centre in connection with conduct of DLC, which in the opinion of NIELIT warrants immediate withdrawal of status of Facilitation Centre of the institute.

3.2 NIELIT shall provide adequate time and opportunity to the Facilitation Centre where any improprieties is observed and served with a "Show Cause Notice” for compliance/removal of defects; failing which NIELIT will withdraw the status of Facilitation Centre. Decision of NIELIT in this regard shall be final and binding.

4. DISPUTES AND LEGALITIES

4.1 Under no circumstances, NIELIT will be a party to any legality arising due to the business process of the Facilitation Centre.

4.2 Decision on all matters by NIELIT shall be final and binding.

4.3 All disputes are subject to Delhi jurisdiction.

I, [Name of the Authorized signatory] Son/ Daughter/ Wife of Shri. [Name of Father/Husband] the Authorized Signatory of M/s [Name of the Institute] do hereby state that, I shall abide by these Terms and Conditions in words and spirit and shall be responsible for the same on behalf of the institute. I shall be liable for action under the relevant provision of the Indian Penal Code and other relevant laws, in case of any deviation to it.

Date: ________________
Place: ________________

(Sign of the Authorized Signatory with Date)

(Name in Block Letters________________________________)

Seal of the Institute: ________________________________
I, (Name of the Authorized Signatory) ________________________, Son/ Daughter/ Wife of Shri. (Name of Father/Husband) __________ about _____ years old, do hereby solemn affirms and declare as under:

1. That I am the Authorized Signatory of M/s ______________________ located at ______________________ and has been authorized to sign the present affidavit on behalf of the institute.

2. That the institute is a ______________________ established under ______________________

3. That the information / contents provided in the application form for grant of status of Facilitation Centre to conduct “Digital Literacy Courses” and the documents submitted with it are true and correct and that it conceals nothing and that no part of this is false.

4. That the institute undertakes that it will abide by the Terms and Conditions of NIELIT and would also abide by the guidelines as issued by NIELIT from time to time.

5. That the institute undertakes that it will indemnify NIELIT for any liability that might arise during the continuance of the status of Facilitation Centre to conduct Digital Literacy Courses or even after withdrawal of such status of Facilitation Centre by NIELIT due to any reason.

6. That in case the contents of this Affidavit are found to be incorrect or false, I shall be liable for action under the relevant provision of law. Besides any action that may be taken against the institute such as withdrawal of Accreditation and/or status of Facilitation Centre or imposing any penalty amongst others.

(Signature of the Applicant/ Deponent)

Verification: Verified at (Place of execution of affidavit) on this (Date of execution) that the contents of my above affidavit are true and correct of my knowledge and nothing has been concealed there from.

(Signature of the Applicant/ Deponent)