



Q. 1: WHAT IS DIGITAL LITRACY COURSE (DLC)?

Ans: Computer literacy in the current scenario is one of the most important skills a person can have in today's competitive environment. IT skills have become an essential tool for both the candidates and working professionals. Imparting basic IT skills to candidates is essential in academia, in the workforce, and in everyday activities. In order to promote IT literacy and make every individual in the country an e-literate individual, NIELIT is offering Digital Literacy Courses Viz. Awareness on Computer Concepts (ACC), Basic Computer Course (BCC), Course on Computer Concepts (CCC), Course on Computer Concepts Plus (CCC Plus) and Expert Computer Course (ECC).

Q. 2: What are the courses offered under DLC?

Ans: DLC is a bundle of courses under Digital Literacy program which includes 5 courses viz. ACC, BCC, CCC, CCC+ and ECC.

Q. 3: What is the Course detail and Eligibility criteria for ACC Course?

Ans: **Awareness Computer Concepts (ACC):** By undergoing the Awareness in Computer Concepts (ACC), one should be able to acquire basic knowledge on computer & its usage by understanding the following skills:

- How to operate the elements of a computer
- Perform basic operations on the computer
- Create, edit and format documents using a word processor
- Access the Internet and finding information of interest
- Register for a web-based e-mail account and using it, Opening of e-mail attachments
- Understanding Financial Literacy
- Digital Literacy to understand the concept of Online Banking
- Understanding the available e-Governance Services

The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government of India.

Eligibility: No minimum qualification is required for applying and appearing for the examination in Awareness in Computer Concepts (ACC).

Q. 4: What is the Course detail and Eligibility criteria for BCC Course?

Ans: **Basic Computer Course (BCC):** - The course is designed to aim at imparting a basic level appreciation program for the common man. After completing the course

- the incumbent will be able to use the computer for basic purposes of preparing his personnel / business letters
- Will be able to create data and basic operation with data using spreadsheet.
- Will be able to create and use basic presentation
- Will be able to view information on Internet (the web)
- Will be able to create email account and send / receive emails
- Will be able to use Digital Financial Services
- Will be able to use Social Media, e-Governance and their usage etc.

The course will allow common man or housewife to be part of computer users list by making them Digitally Literate. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology. The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government.

Q. 5: What is the Course detail and Eligibility criteria for CCC Course?

Ans: **Course on Computer Concepts (CCC):** - The course is designed to equip a person to use computers for professional as well as day to day use. It provides theoretical background as well as in depth knowledge of Software/ packages. After completing the course, the incumbent will be digitally literate and will be able to:

- Acquire confidence in using computers in Office and General Life;
- Will be able to identify the basic components of computers and terminology;
- Understand file management;
- Create documents using word processor, spreadsheet & presentation software;
- Understand computer networks, and browse the internet, content search, email and collaborate with peers;
- Use e-Governance applications; and use computer to improve existing skills and learn new skills
- Understanding Social Networking platform
- Using internet for Digital Financial services
- Develop knowledge about Future-skills

The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government

Q. 6 : What is the Course detail and Eligibility criteria for CCC+ Course?

Ans: Course on Computer Concepts plus (CCC Plus): The course is a certificate level course, with an aim to equip the workforce entering into / working in government sector with the vital skill set, that is, necessary to cope up with the ever-changing scenario in IT sphere. The course is designed in such a manner, so that, it not only educates an individual with the basic skill set but also enhances the ability of individual to easily grasp the new changes in the dynamic IT field. The course is aimed at skill development in masses, candidates, employees in professional sector at middle level. The course may also be considered as an ideal course for re-skilling of an individual and technological advancement. After going through the course, an individual is expected to be equipped with not only the office automation skills but also with the understanding of the latest technologies and e-Gov applications.

ELEGIBILITY: Class X passed

Q. 7: What is the Course detail and Eligibility criteria for ECC Course?

Ans: Expert Computer Course (ECC): The aim of ECC is to assist a prospective entrant into a professional stream with attaining the necessary skills and knowledge needed to complete in today's competitive scenario. The focus of the course is divided amongst the following four dimensions:

- Understanding Computer Hardware. Software and its maintenance
- Office Automation – Disposal of daily routine jobs using Office Automation Tools
- Exploring the wide world of Internet, and latest technologies in Online services and e-Gov applications
- Personality development with communication skills

The course emphasizes on skill development and latest advancements in the technological world that will help an individual to build up and upgrade skills thereby closing the technological gaps.

ELEGIBILITY: Class XII Pass

Q. 8: What is the difference between Digital Literacy Courses and BCC, CCC?

Or

What is the duration of different courses covered in Digital Literacy Courses?

Ans: Earlier, only BCC and CCC Courses were being offered by NIELIT. However, to meet the need of computer literacy in different sectors NIELIT has introduced some new courses i.e. ACC, CCC+ and ECC and all the five courses put together are now being offered as Digital Literacy Courses by NIELIT. It is meant for a layman to gain knowledge in computers to handle his day-to-day activities independently and effectively. These courses are designed in such a way that one can upgrade his

skill from one level to the other level in a ladder pattern. The course duration varies from 20 hrs to 200 hrs as per details given below:

- (a) Awareness in Computers Concepts (ACC) – 20 Hours
- (b) Basic Computers Concepts (BCC) – 36 Hours
- (c) Course on Computer Concepts (CCC) – 80 Hours
- (d) CCC+ - 126 Hours
- (e) Expert Computer Course (ECC) – 200 Hours

Q. 9: Who can apply for DLC (Digital Literacy Courses)?

Or

What types of institutes are eligible for grant of status of Facilitation Centre?

Ans: The institutes are granted status of Facilitation Centre to conduct the Digital Literacy Courses on self-certification basis. The following categories of Institutes are eligible to apply for the status of Facilitation Centre to conduct DLC Courses as and when they desire (there is no last date or cut-off date to apply for the status of facilitation centre):

1. **Accredited institute for Software/ Hardware O/A/B/C level Courses of NIELIT:** These are institutions having valid accreditation for any of the O, A, B or C Level Software/ Hardware Course(s).
2. **Government recognized Schools/ Colleges/ Academic Institutes:** These are the Institutions/organisations, where the Central Govt. or the State Government ensures availability of the required infrastructure including faculty such as CICs in North East and J&K, Schools/Colleges/ Institutions/ Organisations affiliated to any Board/ University / Statutory Body of the State or Central government etc.
3. **NCPUL Centres:** The Institutes registered under NCPUL can apply under this category.
4. **Private Institutions:**
Following type of institute falls under this category:
 - i. Registered NGOs / Societies.
 - ii. Registered charitable trusts.
 - iii. Private training institutes registered under relevant statute.
 - iv. Registered welfare associations.
 - v. Registered under Companies Act.
 - vi. Partnership Firms.
 - vii. Individuals/Sole Proprietorship Firms registered under Proprietorship/ Shop & Establishment Act etc.
 - viii. In case the institute is not registered under any of the above category then, the institute must be registered under any other statute of State/Central Govt or any other competent authority.
5. **CSC Centres:** Centres/Institutes affiliated with CSC-SPV as Village Level Entrepreneur (VLE) fall under this category.

- 6. ITIs/ITCs (for the BCC course only):** The ITIs/ITCs approved by DGE&T/NCVT/SCVT are directed to provide training on BCC by the Ministry of Labour. Such institutes / centres are exempted to pay the processing fees for conducting BCC course only.

Q. 10: What are the eligibility standards for grant of status of Facilitation Centre?

Or

What are the requirements for grant of permission for Digital Literacy Courses?

Or

What are the Eligibility criteria for grant of permission for Digital Literacy Courses?

Ans: Below given are the eligibility criteria for different categories of organizations:

Premises:

The Institute must have own/hired premises. If hired, the tenancy should be for a minimum period of 11 months, with a reasonable assurance of continuity. It should have a minimum carpet area of 30 Square Meters with at least one class room to seat 25 candidates, one computer laboratory with at least 05 PCs for hands on training, a library, reception area and proper washroom facilities. This should vary upwards depending on the number of candidates.

Faculty:

Two Faculty members (1 Fulltime and other Full/Part-time) with the below given educational qualification and experience are required:

<u>Qualification</u>	<u>Experience</u>	<u>Full Time</u>	<u>Part time</u>
MCA / M. Sc (Computer Science) / BE / B. Tech / NIELIT O/A/B/C Qualifier / BCA / B.Sc (Computer Science) / PGDCA / Graduate in any Stream plus Diploma in computers of at least six months duration. Further, Polytechnic Diploma (after 12th class only) in Computer Science/Information Technology/relevant computer related field may also be considered. Further, BE/B. Tech. in any stream may also be considered. Graduation plus ITI/ITC in Computer/IT and computer related field may also be accepted.	Minimum 6 months in computer teaching(software)	01	01

Infrastructure:

Following infrastructure is the minimum requirement:

Sl. No.	Description	Minimum requirement
1.	Carpet Area (in Sq. M)	30 Sq. M
2	No. of class room(s)	1
3	Total Seating capacity of class room(s)	25
4	No. of computer lab	1
5	Library	1
6	No. of computer(s)	5

Software:

Sl. No.	Description	Minimum Requirement
1	Operating system	As required to conduct ECC course (Please refer the syllabus of ECC.) Open-source software are allowed.
2	Office Automation Software	
3	Web browser	
4	Antivirus	
5	Internet Connectivity (Name of the Internet Service Provider)	
6	Other teaching aids (Preferable)	Overhead/ Data Projector, TV with DVD player etc.

Q. 11: What are the documents to be submitted for grant of status of Facilitation Centre?

Ans: Once the online portal is fully loaded with features, supporting Documents will be uploaded during filing up the online application. All categories of institute will upload supporting document pertaining to the Legal status of the business entity. They will also upload copy of the possession of the premises by uploading either sale-deed or rent/ lease agreement, as applicable. **Till then, the institutes will submit hardcopy of the said documents.**

The institute should upload/submit hardcopy of the following document according to its category:

Accredited Institutes for Software/ Hardware courses (O/A/B/C level): Permission letter issued to the institute for the course concerned by NIELIT.

NCPUL Centres: Registration certificate in support of NCPUL.

Government recognized Schools/Colleges etc.: Registration certificate in support of government recognition.

Private Institutions:

- (a) Individuals/Sole Proprietors – Registration Certificate issued under Shops & Establishment Act/MSME/ Municipal Corporation/District Industrial Centre etc.
- (b) Partnership Firms – Partnership Deed and Registration Certificate issued by the Registrar of Firms, etc.
- (c) Societies – Registration Certificate issued by Registrar of Societies of Central Govt./State Govt. along with Memorandum and bye-laws of Society.
- (d) Companies – Certificate of Incorporation under Companies Act and the bye-laws/Articles of Association and Memorandum of the Company.
- (e) Trust – Trust Deed along with the latest certificate issued by the Competent Authority as Registrar of Trust etc.

CSC/VLE: Certificate in support of CSC/VLE from CSC-SPV.

ITIs/ITCs: Registration certificate in support of ITI/ITC from DGE&T.

Q. 12: what is the process for applying for getting status of Facilitation Centre?

Ans: Institutions that fulfill the laid-out criteria can apply to NIELIT for grant of permission to conduct DLC on self-certification basis. For the purpose, such Institutes shall apply online at <http://dlcaccr.nielit.gov.in>

Following are the steps to apply online for getting status of DLC Facilitation Centers:

- i. Create user-id and password in above mentioned URL.
- ii. Login by using your credential through the 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 Centers
- 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 on institute's letter head with complete detail)

- Affidavit (with correct and complete details as per the format available at <https://dlcaccr.nielit.gov.in/Procedure for Fresh Application DLC 17032022.pdf>)
- Institute registration/legal status details (please refer the procedure at <https://dlcaccr.nielit.gov.in/Procedure for Fresh Application DLC 17032022.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/ M.Sc (Computer Science) /BE / B. Tech. / NIELIT O/A/B/C Qualifier/ BCA/B. Sc (Computer Science)/ PGDCA/ Graduation in any stream + diploma in computers of at list six months duration/ Polytechnic Diploma (after 12th class only) in Computer Science/ Information Technology/ Graduation plus ITI/ITC in Computer /IT and computer related field may be accepted)
- Experience certificates of both the faculties (min. of 6 months & must be in computer teaching field)

Note: - 1. Please submit all the above-mentioned documents duly stamped and signed (each & every page) by authorized signatory.
 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. Fee can be made only through NEFT or RTGS, the details of fee are as under:

- (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**

vii. Send the hard copy to: **Accreditation Section (DLC), 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.

Q. 13: Where to send the application?

Ans: The institute needs to send the complete application at:

**Accreditation Section (DLC)
NIELIT Bhawan,
Plot No. 3, PSP Pocket,
Institutional Area Sector-8,
Dwarka, New Delhi-110077**

Q. 14: What is the procedure for applying for more than one institute under single organization?

Ans. If any Private Organization is registered its multiple institutes with NIELIT as DLC Facilitation Centre, then it has to apply individually for each institutes, No concession in processing fee or documents will be given.

Q. 15: What is the validity of the permission granted to institutes?

Ans: Validity of the status of Facilitation Centre granted to institute is for a period of 3 years.

Q. 16: What is process for renewal of status of Facilitation Centre granted to institutes after expiry of validity?

Ans: After expiry of the validity, the permission can be renewed, if the institute fulfills the laid-out criteria for renewal. It will be the responsibility of the concerned institute to apply for renewal after expiry of validity, after confirming its eligibility for renewal from NIELIT. If an institute does not apply for renewal within 6 months of expiry of validity, then NIELIT may withdraw its DLC FC status. The renewal of permission granted to the institute shall be valid for 3 years.

After expiry of the validity, in case the institute did not fulfill the laid-out criteria for the renewal, the permission of the institute will be withdrawn. Such institute may submit fresh

application for grant of Status of Facilitation Centre to conduct Digital Literacy Courses (DLC) after two month's from the date of issue of this letter.

Q. 17: What is procedure for renewal of status of Facilitation Center granted to institutes after expiry of validity?

Ans. Please refer the procedure available at <https://dlcaccr.nielit.gov.in/Procedure for Renewal DLC 08032022.pdf>

Q. 18: What are the criteria for renewal of permission granted to institutes?

Ans: The renewal process usually initiated before 3 months of the validity of an institution to expire. Eligibility criteria for renewal of permission are tabulated below:

DLC status of an institute can be renewed, if at least one candidate admitted by the institute clears the Exam/Certified in any of the five courses under DLC i.e. ACC, BCC, CCC, CCC+ & ECC for which Exam is conducted by NIELIT.

It will be the responsibility of the concerned institute to apply for renewal after expiry of validity, after confirming its eligibility for renewal from NIELIT. If an institute does not apply for renewal within 6 months of expiry of validity, then NIELIT may withdraw its DLC FC status.

The performance of institute to check its eligibility for renewal is to be considered for a period of 2.5 years (will be referred as performance period) from the date of start of validity of institute, however the validity of permission will be for three years.

Q. 19: What is process for voluntarily withdrawal?

Ans: Institute may apply for voluntary withdrawal of permission at its own discretion. Such institutes are required to apply for voluntary withdrawal on institute letter head ensuring liability arises due to the withdrawal will be borne by the institute concerned.

Q. 20: What is the process to change name/address/management of the institute?

Ans: A formal request on Official letterhead of the institute is required to be sent to NIELIT Hq with supporting documents which certifies the changes in any data like for Name (Registration Document and resolution passed by Governing Body of Institute)/ Premises (Rent/Lease/Ownership document and address proof)/ Management (Resolution passed by Members of Society/ Resolution passed by Board of Director etc.). The procedure of name/address/management is available at <https://dlcaccr.nielit.gov.in/Procedure for change Name Address DLC 20102021.pdf>

The fee for changing any of the above info. is as follows:

Sr. No.	Change	Fee
1	Name	Rs. 2360/- [Rs. 2000 Processing Fee + Rs. 360 GST*(@18%)]
2	Premises	Rs. 2360/- [Rs. 2000 Processing Fee + Rs. 360 GST*(@18%)]
3	Management	Rs. 2360/- [Rs. 2000 Processing Fee + Rs. 360 GST*(@18%)]

* 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**

Q. 21: What is the premises requirement for getting Facilitation Centre for DLC?

Ans: Premises must be owned or if rented, it must be long term lease or minimum 11 months' agreement and there should be washrooms for both male and female and a reception should be maintained. Minimum 30 square meter carpet area required for getting status of Facilitation Centre. **The rent/lease agreement must be signed in the name of the institute.**

Q. 22: What is the Software Requirement?

Ans: Software as required to conduct ECC course (Please refer the syllabus of ECC at <https://www.nielit.gov.in/content/digital-literacy-courses>). However, open-source software are also allowed.

Q. 23: How many faculties are required and what are the eligibility criteria?

Ans: Two Faculty members (1 Fulltime and one Full/part-time faculty) with the below given educational qualification and experience are required:

<u>Qualification</u>	<u>Experience</u>	<u>Full Time</u>	<u>Part time</u>
MCA / M. Sc (Computer Science) / BE / B. Tech / NIELIT O/A/B/C Qualifier / BCA / B.Sc (Computer Science) / PGDCA / Graduate in any Stream plus Diploma in computers of at least six months duration. Further, Polytechnic Diploma (after 12th class only) in Computer Science/Information Technology/relevant computer related field may also be considered. Further,	Minimum 6 months in computer teaching(software)	01	01

BE/B. Tech. in any stream may also be considered. Graduation plus ITI/ITC in Computer/IT and computer related field may also be accepted.			
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Q. 24: What is the fee structure for different activities for DLC?

Ans: The fee structure (non-refundable) for Non-Accredited Institute Category is given below:

Sl. No.	Category	Time Period	Amount *
1	Fresh Application/ New Facilitation Centre for Digital Literacy Courses- Non-Accredited Institutes	For 3 yrs	10,000/- + GST
2	Existing Facilitation Centre (CCC/BCC courses) for ACC, CCC+ and ECC Courses	validity expiring in 1 yr	2,000/- + GST
		validity expiring in 2 yrs	3,000/- + GST
		validity expiring in 3 yrs	4,000/- + GST
3	Renewal of validity: Facilitation Centre for digital literacy courses	Renewal (for 3 yrs)	5,000/- + GST
4.	Change in the structure of the institute (Name/ Premises/ Management)	One time, for each change	2,000/- + GST

* At present the GST is applicable @18 %. GST rates may vary from time to time as per Govt. norms.

Note: Fees for Accreditation Category (the Institutes which are already accredited for O, A, B & C Level Courses) will be half of the processing fees for Facilitation Centers for Digital Literacy Course. However, Fees for Change in the structure of the Institute will be applicable as it is.

Q. 25: How to pay fee or what is the mode of payment of fee?

Ans: Requisite Fee for the concerned activity is to be paid through online mode only (NEFT/RTGS).

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

Q.26: Whether Processing Fees paid for Digital Literacy Courses refundable?

Ans. No. The Processing Fees once paid will not be refunded or adjusted against any other fees/dues.

Q. 27: What is the helpline number of NIELIT?

Ans: NIELIT has Launched a Helpline No.011-25308303 for extending help to its Students, institutes or other stake holders. For any Query Students may call on this number between 9AM to 5:30PM. If required, Students/Stakeholders may also write email for any Query to ccc.accr@nielit.gov.in .

Q. 28: How to contact NIELIT for DLC courses.

Ans: One can write to ccc.accr@nielit.gov.in for grant of status of Facilitation Centre related issues and for renewal status you can write to dlc.renewal@nielit.gov.in. Alternatively, one may contact over the phone number: **011-25308350**.

Q. 29: In case, the accreditation in O/A/B OR C Level granted by NIELIT is withdrawn, will the Facilitation Centre Status for the same institute continue?

Ans: In case the status of Facilitation Centre is based on the accreditation in O/A/B OR C Level, then the Facilitation Centre status granted to the institute by NIELIT will also be withdrawn automatically. The Institute can apply fresh applications under the appropriate category for grant of status of Facilitation Centre if it so desires.

Q. 30: If accreditation is withdrawn by NIELIT, how the existing registered students with the Facilitation Centre will be dealt?

Ans: In case the status of Facilitation Centre is withdrawn by NIELIT, the existing students of that institute can do all formalities as in case of a Direct Candidate.

Q. 31: What are the facilities available at the Facilitation Centre (for students) through NIELIT website?

Ans: The following facilities are being provided to the students through Facilitation Centre:

- i. Online Registration/ Admissions
- ii. Online examination application form submission
- iii. Online course materials
- iv. Other Student Services like issue of Identity Card/ Admit Card/ Results sheet / Certificate etc.

Q. 32: What is LEGAL STATUS?

Ans: Legal status of an institute/ a business entity is the status by virtue of which the institute/ business entity establishes its Type of Institute. It depends on the nature of the business venture, which in turn can determine what government regulations would be applicable to it, like it may be a Society, Trust, Company, Partnership firm, Proprietorship firm, Shop etc.

Q. 33: Does any ITI/ITC need to pay any fee to conduct BCC course only?

Ans: No, ITC/ITI is exempted from paying the processing fees, for BCC course only.

Q. 34: What is the name of the Regional Centre and what is its jurisdiction?

Ans: Territorial Jurisdiction of NIELIT Centers with their Phone Number, Email Id's, Address and Jurisdiction is available at: <http://nielit.gov.in/content/course-computer-concepts-ccc>

Q. 35: What is the next process after allocation of E-Provisional Number ?

or

How can the Institute enroll the students?

Ans: After allocation of E-Provisional Number, the Institute can start enrolling students. The Guidelines to enroll students is available on the <http://student.nielit.in> portal. Please follow the tabs as given below:

Certification Courses → Course on Computer Concepts (CCC) → Step by Step Instruction

Q.36: Can the Facilitation Centre be examination centre for conducting Online DLC examination?

Ans: The grant of status of Facilitation Centre does not necessarily mean that it will also be made examination centre for conduct of online DLC examination.

Q. 37: What if a institute does not receives letter sent to it by NIELIT ?

If letter (Grant letter/Renewal letter/Change in Name or Address or Management etc.) sent by NIELIT to institute is not delivered to the institute due to any reason, then the institute may contact on official email ID/Mobile No./Landline no. of DLC Section for follow-up.

Letter will be resent on request of institute in proper format (on letter head of institute) along with supporting documents (address proof etc.) to the address submitted in online application by the institute. However, for resending the letter, the institute will have to deposit a processing fee of Rs. 250/- + GST to NIELIT through online mode along with address proof of the

institute. In case the letter is received undelivered to NIELIT then photo copy of letter may be sent to the institute.

In case if the institute informs that its address is changed then the institute has to apply for address change as per SoP and new letter with updated address will be sent to the institute.

Q. 38: What is the maximum time limit for submission of all the requisite documents by institutes to complete the application for new DLC Facilitation Center or renewal of existing status ?

An institute may be given maximum 6 months' time from the date of submission of online application by the institute in case of fresh application and from the date of submission of offline application in case of renewal or Change in name/address/management or any other request.

After the due date the application of the institute may be rejected and fee deposited by the institute may be forfeited. The institute cannot claim refund or adjustment of fee for processing of its applications after the due date i.e. after 6 months from the date of online/offline application form submitted by the institute.

Q. 39: Can an institute after getting NIELIT DLC Facilitation Center Status, use NIELIT Logo for promotional activities? If yes, what is the guideline for the same?

Ans: Yes, NIELIT Logo can be used after getting NIELIT Facilitation Center Status.

The guidelines for using NIELIT Logo are as follows:

The Logo of NIELIT consists of two parts: the graphic element and the text element.



Institutes approved by NIELIT as Facilitation Centre to conduct Digital Literacy courses can use the logo in the advertisement / publications that are exclusive to Digital Literacy Courses. The use of logo will be governed by the following guidelines.

Do's

1. Institutes approved by NIELIT for its Digital Literacy courses viz. ACC, BCC, CCC, CCC+ and ECC can use the logo to promote the NIELIT's "Digital Literacy courses". A sample template for advertisement is available in this guideline for reference.
2. The logo of the NIELIT used by the approved institutes in their publications should have the same specifications with respect to color, text and design.
3. Requests for use of NIELIT's logo and name outside described Scope/template: Requests for use of the NIELIT's logo and name other than the template provided are to be brought to the attention of the NIELIT. No publication, other than the advertisement in accordance to the template provided to the approved institute, can be released with the logo and name of the NIELIT without obtaining written approval from the NIELIT.

Don'ts


1. The logo of NIELIT should not be modified with respect to color, text and design.
2. Institute should not publish any false or misleading information with respect to NIELIT or its courses in its publications.
3. Institute should not do anything detrimental to the reputation and image of the NIELIT, its courses/ logo and / or name.
4. Institute should not publish advertisement in template, other than the one recommended/approved with the logo and name of the NIELIT, without obtaining

written approval from the NIELIT.

- Institute should not use the logo and name of the NIELIT for promoting other courses that are offered by the institute are not related or belongs to NIELIT.

Guidelines for publications to be released by approved institutes

For publications and related promotional activities, Facilitation centers can use the below given advertisement template. The Do's and Don'ts with respect to the purpose are also to be strictly adhered to.

 <p>रा.इ.सू.प्रौ.सं NIELIT</p>	<p>Approved Facilitation Centre of National Institute of Electronics and Information Technology (NIELIT), (An autonomous Scientific Society of MeitY, Govt. of India)</p>	<p>Place for logo of the permitted institute.</p>
<p>Name & Address of the Institute</p>		
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