

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान

National Institute of Electronics and Information Technology (NIELIT)



Institute Manual of Online Accreditation Portal

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान

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About NIELIT

National Institute of Electronics Information Technology (NIELIT) is an Autonomous Scientific Society under the administrative control of Ministry of Electronics Information Technology (MeitY), Government of India and deemed to be university. The foremost objective of NIELIT is to generate quality manpower and develop skilled professionals in the area of Information, Electronics and Communications Technology (IECT) and allied verticals, by providing world class education training and accreditation services. NIELIT is engaged in both Formal Non-Formal Education in the area of IECT (i.e. IT; Electronics; Communication Technologies; Cyber Security; Artificial Intelligence, Robotics, Big Data Analytics, e-Governance; e-Learning related verticals) besides development of industry-oriented quality education and training programmes in the state-of-the-art areas. NIELIT is contributing towards building a Digital India, through its wide repertoire of courses, ranging from Digital Literacy, Short Term Long-Term Skill Development Programmes in non-formal sector, and Long-Term Formal courses in association with State Universities etc. In nut shell, the courses offered by NIELIT are aimed at capacity building and skill development on three scales viz. Primary, Secondary and Tertiary. NIELIT is an Accrediting Body, which accredits institutes/organizations for conducting courses in IT in the non-formal sector. NIELIT is also one of the National Examination Body which conducts Academic, Competitive and recruitment examinations for its own courses and various organisations/ stake-holders. NIELIT has endeavored to establish standards to be the country's premier institution for Examination and Certification.

As on date, NIELIT has fifty two (52) centers located at Agartala, Aizawl, Ajmer, Alawalpur, Aurangabad, Bhubaneswar, Bikaner, Buxar, Calicut, Chandigarh, Chennai, Chuchuyimlang, Churachandpur, Dimapur, Daman, Dehradun, Delhi, Dibrugarh, Gangtok, Gorakhpur, Guwahati, Haridwar, Hyderabad, Imphal, Itanagar, Jammu, Jorhat, Kohima, Kolkata, Kokrajhar, Kurukshetra, Lakhanpur, Leh, Lucknow, Lunglei, Majuli, Mandi, Muzaffarpur, Pasighat, Pali, Ranchi, Ropar, Senapati, Shillong, Shimla, Silchar, Srinagar, Tezpur, Tura, Kargil and Tezu with its Headquarters at New Delhi and University located at Ropar. It is also well networked throughout India with the presence of about 890+ accredited institutes and 6000+ facilitation Centre's.

1 General Information

Granting accreditation to institutes for conduct of training, registration of the candidates to NIELIT and fielding candidates for the examination of NIELIT O/A/B/C level of courses is the process that ensures the quality delivery of the courses to the candidates by the institutes. Such institutions however, would be required to be analysed periodically on certain parameters to ensure that the objectives are being met. This periodical review is an assurance that the institute meets established quality standards. However, the institutes that did not meet the criteria for renewal of permission will be withdrawn. Apart from this, institute may have an option to exit from the system that is; they can also apply for voluntary withdrawal, if they did not wish to continue as an accredited institute of NIELIT for the conduct of its O/A/B/C level of courses. However, institutes applying for voluntary withdrawal would be required to clear all the dues outstanding against it. Under the Accreditation Scheme of NIELIT, computer – training institutes

in the non-formal sector, meeting well-defined criteria, are granted accreditation for specific levels of NIELIT courses under viz. DLC (Digital literacy Courses), NSQF Courses, O(Foundation) Level, A (Advanced Diploma) Level, B Level (Equivalent to MCA) and C Level (Equivalent to M. Tech). The institutes desirous of getting Provisional Accreditation for any level of course under the NIELIT Scheme are required to apply online on the URL accreditation.nielit.gov.in

1.1 Required Documents for Institute Accreditation Registration

Below is the list of required documents for both new and existing institutes to submit during the accreditation registration process. Please ensure that all documents meet the specified type and size requirements:

S. No.	Documents	Type/Size
1	Authorized Signature	Jpg/100 kb
2	Authorized ID Proof	PDF/512 kb
3	Registration Certificate	PDF/512 kb
4	Photos of building	PDF/512 kb
5	Resolutions	PDF/512 kb
6	Ownership deed with NOC/Lease /Rent Agreement	PDF / 512 kb
7	Franchisees/Licensee	PDF/512 kb
8	Any other relevant	PDF/512 kb
9	Legal status relevant	PDF/512 kb
10	List of books with bills	PDF/512 kb
11	Hardware bills	PDF/512 kb
12	Software bills	PDF/512 kb
13	Updated Hardware and Software bills (if applicable)	PDF / 512 kb
14	Institute Pan card	PDF/512 kb
15	Affidavit	PDF/512 kb
16	Undertakings	PDF/512 kb
17	Cover letter	PDF/512 kb
18	Terms & Conditions	PDF/512 kb
19	Faculty documents	PDF/512 kb

2 Registration

When you click on the following link: <https://accreditation.nielit.gov.in/>, the home-screen will be displayed as shown below:

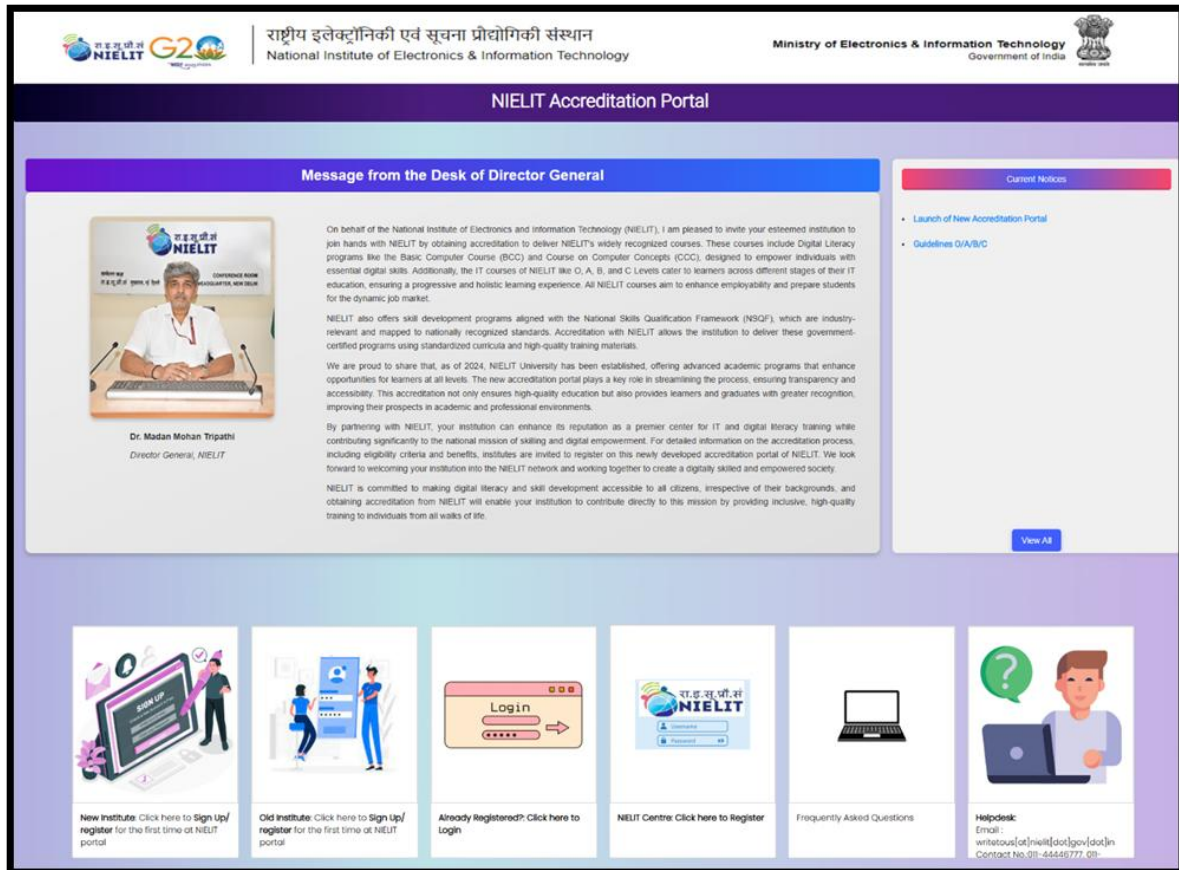


Figure 1: Home screen

2.1 Home Screen Overview of the NIELIT Accreditation Portal

When you visit the homescreen of the NIELIT Accreditation Portal, you will see 6 main options for registration and support:

a) **New Institute: Sign Up/Register for the First Time:**

Any institute which is approaching NIELIT for the first time for accreditation, shall be considered as new institute. Click here to register for the first time on the NIELIT portal if you are a new Institute. Simply fill out the required details to create your account.

b) **Old Institute: Sign Up/Register for the First Time:**

If you are an existing institute from the old portal, shall be considered as an old/existing institute. Old/Existing Institute that has not yet registered on this portal: Simply fill in the required details to set up your account, verify your mobile number via OTP, and set your password through the link sent to your email. Once registered, Institutes must log in to the accreditation portal using the credentials created during the initial registration process.

c) **Registered Institute:Login**

An institute that has verified its Mobile Number (by OTP) and mail ID (by setting password using the link sent on mail ID) shall be considered as registered institute. All registered institutes should login into the accreditation portal using the credentials set by institute after basis registration.

d) **NIELIT Centre: Click here to Register:**

Any NIELIT Centre applying for accreditation for the first time should click on the “**NIELIT Centre: Click here to Register**” menu to access the registration form. Fill in the required details, submit the form, and follow the provided instructions to complete your registration.

e) **Frequently Asked Questions (FAQ):**

Click here to access a comprehensive list of frequently asked questions (FAQs) and their corresponding answers. This resource is designed to help you gain a clear understanding of the entire accreditation process. It will also assist in resolving any issues or challenges you may face while navigating through the registration and accreditation procedures.

f) **Helpdesk:**

For any support, you can find the Helpdesk email and contact information here. This will provide you with the necessary resources to seek assistance or address any inquiries you may have during the accreditation process.

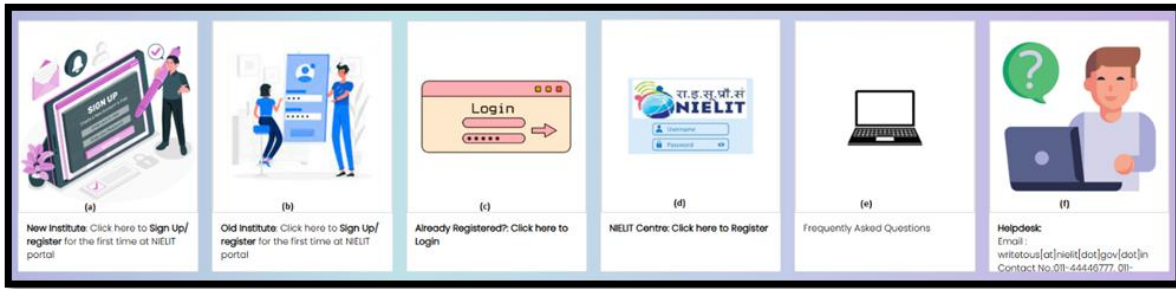


Figure 2: Home screen overview

Registration Process

This section explains how both new and existing institutes can register on the NIELIT Accreditation Portal in simple steps. It provides a clear guide on how to sign up, verify details like mobile number and email, and create a password for accessing the portal. The process ensures that all institutes, whether registering for the first time or updating old records, can easily complete their registration and start using the portal.

2.1.1 New Institute Registration

- Refer to Fig. 2 (a): If you are a new institute, click on the Sign Up/ Register option. This will redirect you to the registration form. Fill in all the required details accurately, ensuring that all mandatory fields (marked with *) are completed before proceeding:-

Figure 3: Institute Registration

☞ **Institute Type:**

Select the type of institute you belong to from the available options, such as Private, Government, Armed Force Welfare Center.

☞ **Institute Name:**

The institute detail should be at least 10 characters long. If you enter fewer than 10 characters, an error message will be displayed.

☞ **Mobile Number & Confirm Mobile Number:**

Enter the mobile number in the given field, and confirm it by re-entering the same mobile number in the confirmation field.

☞ **Email-ID & Confirm Email-ID:**

Enter the Email-ID in the given field, and confirm it by re-entering the same Email-ID in the confirmation field.

☞ **Security Question:**

After selecting the Security Question from the dropdown menu, write down your answer in the provided field.

☞ **Captcha:**

Enter the solution of the captcha in the given field to verify that you are not a robot. Make sure to type the characters exactly as they appear.

- After filling in all the details, click on the **Register** button. Once you click the Register button, a popup message “Institute Creation” will be displayed, confirming that the registration process has been initiated.



Figure 4: Institute Creation

- After successfully creating your account, verify mobile number. The OTP has been sent to the registered mobile number you provided during registration. Enter the OTP in the provided field and click ‘Submit’. If you do not receive the OTP, click ‘Resend OTP’ to request a new one.



Figure 5: Mobile OTP

- After clicking ‘Submit,’ you will be redirected to a page where you will be prompted to set your password.

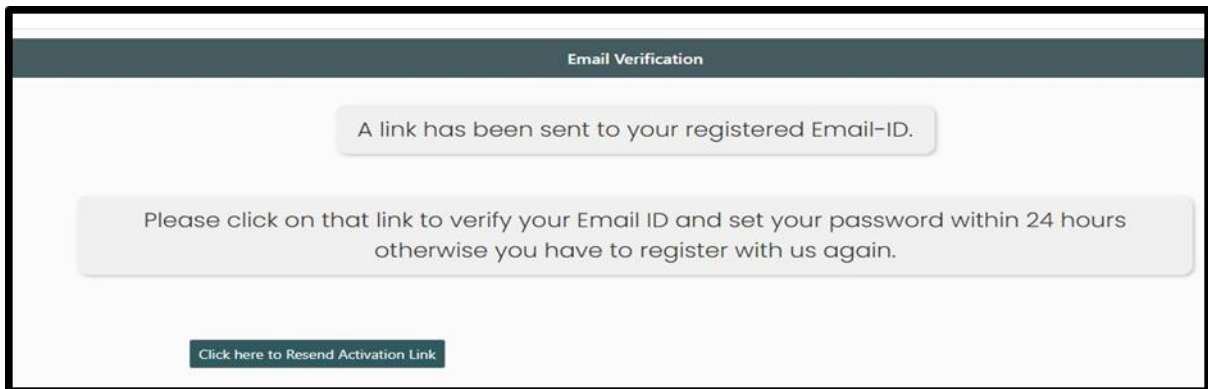


Figure 6: Password Link

- The activation link has been sent to your registered email ID. Click on the ‘Activate Account’ button or the provided link to set your password. Once you set your password, your account will be activated.

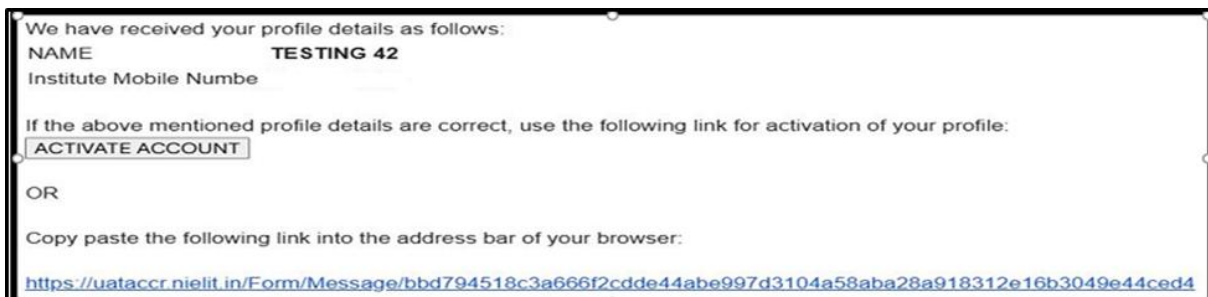


Figure 6.1: Activation Link

- The password must include at least one uppercase letter, one lowercase letter, one special character, and one numeric digit, and it must be a minimum of 8 characters long. After entering your password, click ‘Submit’ to create it.

Figure 7: Set Password

2.1.2 Login

- If you are already registered on the NIELIT Accreditation Portal, go to the home-screen and click on the “Already Registered: Click Here to Login” button, as shown in Fig – 2 (c). This will take you to the login page, where you need to enter your registered email ID and password. After entering your credentials, click on the “Login” button to access your account.

Figure 8: Login screen

On the Login page, the following options are mentioned:

- **New Institute:**

If you are not registered yet, click on the “**New Institute**” option on the home-screen to start the registration process. This will redirect you to the registration form, where you must enter all required details. After submitting the form, complete the verification process, which includes mobile OTP verification and email activation, to activate your account and set a secure password.

➤ **Forgot Password:**

If you have forgotten your password, click on the “Forgot Password” link available on the login page. Enter your registered email ID in the provided field and click on the “Set Password” button. You will receive a link to reset your password; follow the steps to create a new secure password and regain access to your account.

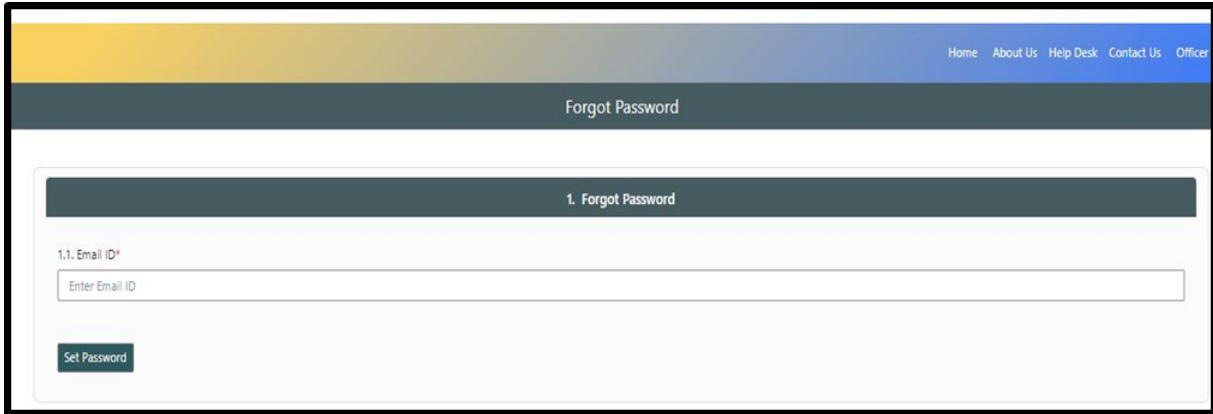


Figure 9: Reset the password

➤ After clicking the password reset link in your email, you will be directed to a screen where you can create a new password. Enter your new password, ensuring it meets the security requirements (e.g., a mix of uppercase, lowercase, numbers, and special characters), and confirm it by re-entering the same password in the confirmation field. Once completed, click the “Submit” button to save your new password and proceed to log in to your account.

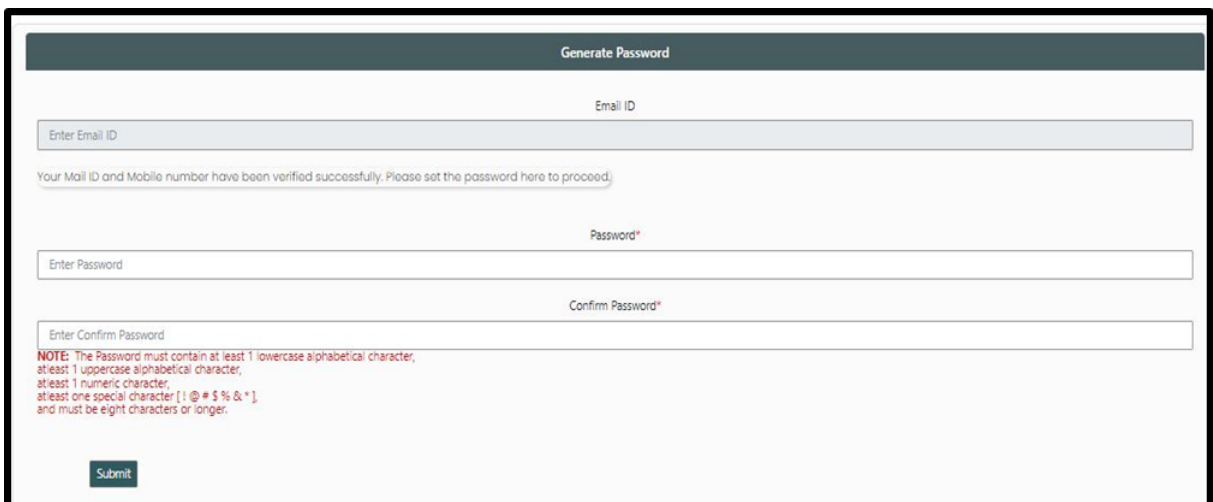


Figure 10: Create new

2.1.3 Registration Information Form

- After logging in, the following screen will be displayed. It consists of three main sections:

- ☞ **Registration Information:**

This is the first section you must complete. It contains the form for filling out all details about the institute, including institute details, head of the institute details, infrastructure and facilities, software and hardware details, faculty details, and document uploads. Completing this section is mandatory before proceeding further.

- ☞ **Activity:**

This section displays the Basic Detail Form, Dos and Don'ts, and the Registration Review Form. The Basic Detail Form collects essential information about the institute, while the Dos and Don'ts provide guidelines to ensure the correct completion of the registration process. The Registration Review Form allows you to review all the entered details before final submission.

- ☞ **Profile Management:**

This section allows you to change your password. You will be prompted to enter your current password, followed by the new password you wish to set. Make sure to choose a strong and secure password that meets the given specified requirements.

Figure 11: Basic information Consent Area

- When you click on Registration Information, you will be prompted to fill in all the required details. This includes:
 - a) **Institute Name:** Enter the official name of your institute.
 - b) **Country:** Pre-filled with “INDIA”
 - c) **Pin Code:** Enter your area’s pin code.
 - d) **State:** Select your state from the dropdown.
 - e) **District:** Select your district from the dropdown.
 - f) **Locality/PO:** Select locality or post office from the dropdown.
 - g) **Address:** Provide the complete address in both Address fields.

- h) **Year of Establishment:** Choose the establishment year from the dropdown.
- i) **Start Date of Computer Education:** Enter the date in the format dd/m-m/yyyy.
- j) **Working Hours (24-hour format):**
 - **From:** Enter start time (e.g., 09:00 for 9 AM)
 - **To:** Enter end time (e.g., 17:00 for 5 PM)
- k) **Working Days:** Specify working days (e.g., Monday-Friday).
- l) **Latitude and Longitude:**
 - Use Google Maps to find these coordinates.
 - Right-click on your institute’s location in Google Maps and copy the latitude and longitude in the format 00.000000

The screenshot shows a web form titled "Institute Details". The form contains the following fields and sections:

- Institute Name:** Text input field with "TESTING 42" entered.
- Country:** Dropdown menu with "INDIA" selected.
- Pin Code:** Text input field with placeholder "Enter the Pin Code".
- State:** Dropdown menu with "--select--" selected.
- District:** Dropdown menu with "--select--" selected.
- Locality/PO:** Dropdown menu with "--select--" selected.
- Address1 [5-100 characters]:** Text input field with placeholder "Enter Address".
- Address2 [5-100 characters]:** Text input field with placeholder "Enter Address".
- Year of Establishment of institute:** Dropdown menu with "Select" selected.
- Start Date Of Computer Education:** Text input field with placeholder "dd/mm/yyyy".
- Working Hours From (24hrs format):** Text input field with placeholder "HHMM".
- Working Hours To (24hrs format):** Text input field with placeholder "HHMM".
- Working Days:** Text input field.
- Latitude(00.000000):** Text input field with placeholder "Enter in this Format(00.000000)".
- Longitude(00.000000):** Text input field with placeholder "Enter in this Format(00.000000)".

Below the form, there is a red text box with the following instructions:

Steps for finding longitude and latitude.

On your computer, open Google maps. Right Click the place or area on the maps. This will open a pop-up window. You can find your latitude and longitude in decimal format at the top.

Figure 12: Institute Details

- After completing the Institute Details section, proceed to fill in the Institute Contact Details and Premise Type sections.
 - a) **STD Code:** Enter the area STD code.
 - b) **Landline No.:** Provide the landline number.
 - c) **Mobile No.:** Enter the official contact mobile number.
 - d) **Email ID:** Add the primary email ID.
 - e) **Alternate Email:** Provide a backup email address.
 - f) **Website:** Enter the official website URL (if any).
 - g) **Institute Premises Type:** Select the premises type (e.g., Owned, Rented). If you select Long-term Lease, it is necessary to fill in the Lease Validity Date.

Figure 13: Institute contact details and premise Type

Figure 14: Select Institute premise type (Long Term Lease)

- After completing the Institute contact details and premise type section, proceed to fill Head of the Institution details.
 - a) **Name of Head:** Enter the full name of the institution head.
 - b) **Designation:** Provide the designation (e.g., Principal, Director).
 - c) **Qualification:** Select the highest qualification from the dropdown.
 - d) **Experience (in years):** Enter the total experience in years.
 - e) **Address:** Provide the residential address (5–100 characters).
 - f) **Pin Code:** Enter the 6-digit residential pin code.
 - g) **State & District:** Select the respective state and district.
 - h) **Locality/PO:** Choose the locality or post office.
 - i) **STD Code:** Enter the residential STD code.
 - j) **Mobile No.:** Provide the contact mobile number.
 - k) **Landline No.:** Add a landline number (if applicable).
 - l) **Email ID:** Enter the email address.
 - m) **ID Proof:** Choose an ID proof type from the dropdown (e.g., Aadhar, PAN).
 - n) **ID Proof No.:** Enter the ID proof number.

The screenshot shows a web form titled "Head of The Institution Details". The form is organized into several rows of input fields and dropdown menus. The fields are: "Name Of Head of the Institution*" (text input), "Designation*" (text input), "Qualification*" (dropdown menu), "Experience (In years)*" (text input), "Address*" (text area), "City*" (dropdown menu), "Pin Code*" (text input), "STD Code" (text input), "Landline No." (text input), "Mobile No.*" (text input), "Email*" (text input), "Fax No." (text input), "ID Proof*" (dropdown menu), and "ID Proof No.*" (text input). At the bottom of the form, there is a dropdown menu labeled "Authorized Signatory Details is same as Head Of The Institution Details".

Figure 15: Head of the institution details screen

- After completing all the details, proceed to the “Authorized Signatory Details” section.
- ❖ If the Authorized Signatory is the same as the Head of the Institution, select “**Yes**”. If the Authorized Signatory is different, select “**No**”
- ❖ When you choose “**No**”, you will need to fill in all the required details in the fields provided below:
 - a) **Authorized Signatory Name:**Enter the full name of the authorized signatory.
 - b) **Father’s Name:**Fill in the father’s name of the authorized signatory.
 - c) **Designation:**Provide the designation of the authorized signatory (e.g., Manager, Director).
 - d) **Qualification:**Select the highest qualification of the signatory from the dropdown.
 - e) **Experience (in years):**Enter the total years of professional experience.
 - f) **Address:**Fill in the complete address (5–100 characters). Ensure it matches the official address for correspondence.
 - g) **Pin Code:**Enter the 6-digit postal code.
 - h) **State:**Choose the relevant state from the dropdown menu.
 - i) **District:**Select the corresponding district from the dropdown.
 - j) **Locality/PO:**Choose the locality or post office from the options.
 - k) **STD Code:**Provide the standard telephone code of the area.
 - l) **Landline No.:**Enter the landline number (if applicable).
 - m) **Mobile No.:**Provide a valid mobile number.
 - n) **Email ID:**Add the email address for official communication.
 - o) **ID Proof:**Select the type of ID proof from the dropdown (e.g., Aadhar, PAN, Passport).

- p) **ID Proof No.:**Enter the corresponding ID proof number.
- q) **Upload Documents:**Once all the required fields are filled in, proceed to the Upload Documents.

Authorized Signatory Details

Authorized Signatory Name:

Father Name:

Designation:

Qualification:

Experience (In years):

Address [5-100 characters]:

Address[5-100 characters]:

Pin Code:

State:

District:

Locality/PO:

STD Code:

Landline No.:

Mobile No.:

Email ID:

ID Proof:

ID Proof No.:

Figure 16: Authorized signatory details screen

- When you click the Upload Document button, the corresponding upload section will appear below on the same page:

Upload Documents(All documents must be attested by Authorized Signatory)

*Document Name/ Description	*Upload File	*Allowed Document Type / Size
Authorized Signatory Signature	<input type="button" value="Choose File"/> No file chosen	JPG/JPEG Format/100 kb
Authorized ID Proof	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb

Total Rows Count: 2

Figure 16.1: Upload document screen

- After uploading the required documents, click the Save and Next button to proceed to the next step.

INFRASTRUCTURAL AND ACADEMIC FACILITIES			
Infrastructure	Minimum Requirement	Enter the availability at the institute	Remarks
Premises (Owned/ Lease period in months)	11	<input type="text"/>	<input type="text"/>
Carpet Area (in Sq.Mts)	30	<input type="text"/>	<input type="text"/>
No. of Classroom	1	<input type="text"/>	<input type="text"/>
Seating Capacity of all the room(s)	25	<input type="text"/>	<input type="text"/>
No. of Computer Labs	1	<input type="text"/>	<input type="text"/>
Reception Area (in Sq.Mts)	4	<input type="text"/>	<input type="text"/>
No. of Washrooms(Boys/ Girls)	2	<input type="text"/>	<input type="text"/>

Total Rows Count: 7

Figure 17: Infrastructural and academic facilities

2.1.4 Infrastructure Details

- Fill in all the necessary details regarding infrastructure and academic facilities below. The information should exceed the minimum requirements.
- After fill all the details, click on the “Save and Next” button.

2.1.5 Legal Status

- Select the legal status of the institute from the options provided.

Legal Details

Legal Status*

Figure 18: Legal status

- After selecting the legal status, click the “Get Details” button to proceed.
 - **Name as per registration certificate issued by Govt. of India:** Enter the Name of the Institute as in Registration Certificate in the space provided.
 - **Registration No.:** Enter the registration number exactly as mentioned in the registration certificate.

- **Date of Registration:** Provide the date of registration in the specified format.
- **Registration Valid Upto:** Fill the date until which the registration or certification remains valid.
- **No. of Members/Directors/Proprietor:** Enter the no. of members and then click on “Enter Member Details”.

LEGAL STATUS

Name as per registration certificate issued by Govt. of India* Registration No.*

Date Of Registration* Registration Valid Upto

No. of Members/Directors/Proprietor*

Figure 18.1: Legal Details

- When you click Enter Members details button, the corresponding details of the member section will appear below on the same page:
For example, if you enter 5 members, you must fill in the details for all 5 members.
- The Institute must provide the name and designation of each member.

No. of Members/Directors/Proprietor*

Details of Members/Directors/Proprietor	
Name	Designation
<input type="text"/>	--select--
<input type="text"/>	--select--
<input type="text"/>	--select--
<input type="text"/>	--select--
<input type="text"/>	--select--

Figure 18.2: Details of member/directors/proprietor

- **Affiliations:** If the institute is affiliated with any organization, please select “YES” and fill in the required details. If not, select “NO.”

The fields for entering the name of the organization, registration number, and validity period for affiliations are highlighted in the image below.

Affiliation with other universities

Yes

Affiliation with other universities			
Name of the Organisation	Registration No.	Valid Upto	Action
	Registration No.		

Add Row

Figure 18.3: Affiliation

- **Franchisee/ Licensee:** If the institute is a franchisee/licensee of another organization, select “YES” and fill in all the required details. If not, select the “NO” option.

When you select “YES,” please fill in all the required details:

- **Name of Franchisor/Licensor**
- **Address of Franchisor/Licensor**
- **Agreement Upto** (the expiration date of the agreement)
- **Duration of Franchise/License** (in months)
- **Support Provided by Franchisor/Licensor:** The support being provided by Franchisor/Licensor is to be indicated by clicking on the given options. In case any other support is provided that is not listed here, click on others.

Franchisee/Licensee

Yes

Franchisee/Licensee		
Name of Franchisor/Licensor	Address of Franchisor/Licensor	Agreement Upto
Name of Franchisor/Licensor	Address of Franchisor/Licensor	Agreement Upto
		Duration of Franchise/License(in month)
Support provided by Franchisor/Licensor		

Figure 18.4: Franchisee/ Licensee

Once all the details are filled in, you can proceed to upload the documents. Please ensure that all documents are attested by the authorized signatory.

➤ **Upload Documents:** Click on “Choose File” & upload the required documents.

Upload Documents(All documents must be attested by Authorized Signatory)		
*Document Name/ Description	*Upload File	*Allowed Document Type / Size
Registered affiliation letter/formation certificate	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Legal documents related to affiliation/formation of the institute/school/college by Govt. of State/Centre Govt.	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Any other Relevant Document	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
List of Board of Members/ Rules and reregulation and by laws of the concerned	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Authority letter from the management indicating the details of the authorized person with the authority/powers given to him/her.	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Ownership Deed with NOC/Lease/Rent Agreement	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
		Total Rows Count: 6

Figure 18.5: Upload documents

After uploading, click on the “Save and Next” button to proceed.

2.1.6 Hardware Details

➤ The page will open showing the hardware details below. If you wish to fill in the details, select “YES” and provide the following information:

- **Available** (hardware availability status)
- **Quantity** (number of units available)
- **Configuration** (technical specifications)
- **Manufacturer/Model** (brand and model of the hardware)
- **Date of Purchase/Date of Installation**

Hardware						
Hardware	Minimum Hardware Requirements	Available	Quantity	Configuration	Manufacturer/Model	Date of Purchase /(Date of installation, where purchase is not applicable)
Audio/ Visual Aids (OverHead Projectors, LCDs, etc.)	1	No <input type="button" value="v"/>	Enter the ql	<input type="text"/>	<input type="text"/>	<input type="text"/>
Internet Connectivity		No <input type="button" value="v"/>	Enter the ql	<input type="text"/>	<input type="text"/>	<input type="text"/>
Internet of Things devices	NodeMCU or equivalent open hardware, WiFi Access points, Raspberry Pi with 8GB RAM, SD	No <input type="button" value="v"/>	Enter the ql	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 19: Hardware details

- If there are more hardware, click on “Add row” & enter the details.

Add more hardware					
*Hardware	*Quantity	*Configuration	*Manufacturer/Model	*Date of Purchase/ Date of installation, where purchase is not applicable	Action
--select--					Remove

[Add Row](#)

Figure 19.1: add more Hardware

- Further, enter the number of servers and computers available.

Servers and Computers

Enter No. of Servers:

Enter No. of available PCs at the Institute:

[Back](#) [Save and next](#)

Figure 19.2: Servers and Computers

- After filling in all the details, click on the “Save and Next” button to proceed.
- Based on the number of PCs mentioned, the corresponding number of rows will be generated, as shown in the Figure:?
- Once the rows are generated, enter the details of the servers and PCs.

Server

*Configuration	Manufacturer/Model	Date of Purchase

Total Rows Count: 1

Details of PC

Configuration	Manufacturer/Model	Date of purchase	PC with same configuration	Action

Figure 19.3: servers and computers details

➤ Enter all the details and then, click on the “Save and Next” button.

2.1.7 Software details

- In this section, the process is the same as for hardware. If you wish to fill in the details, select “YES”; otherwise, select “NO.” If you select “YES,” fill in the following details:
- **Available:** (software availability status)
 - **Type of Software:** (Open / Licensed)
 - **Name of Software and Version:** (specific software name and version)
 - **Supplier:** (name of the software supplier)
 - **Date of Purchase/Date of Installation:** (if purchase is not applicable, provide the installation date)
 - **Institute Licenses/Copies Available/Installed on Computer:** (number of licenses or copies available, or the number of computers on which the software is installed)

Software							
Software	Document Name/Description	Available	Type of Software	Name of Software and version	Supplier	Date of Purchase / (Date of installation, where purchase is not applicable)	User Licenses/Copies available/Installed on Computer
Antivirus	Standard Antivirus package	No ▾	--select-- ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Browser	Any Standard web browser	No ▾	--select-- ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Office	MS Office/Open Office/Libre Office 6.0	No ▾	--select-- ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 20: Software details

➤ After this, if there are more software, click on “Add row” & enter the details.

Add more software						
*Software	*Type of Software	*Name of Software	Supplier	Date of Purchase /(Date of installation, where purchase is not applicable)	*User Licenses/Copies available/Installed on Computer	Action
<input type="button" value="Add Row"/>						
<input type="button" value="Back"/> <input type="button" value="Save and next"/>						

Figure 20.1: add more Software

➤ After completing the details, click on the “Save and Next” button to proceed.

2.1.8 Library

➤ Fill in all the details regarding the library as follows:

- **Minimum Requirement:** The standard requirement is already provided.
- **Available:** According to the minimum requirement, you can choose Yes/No option.
- **Available Quantity:** Provide the available quantity.

Library			
Library Criteria	Minimum Requirement	Available	Available quantity
Computer Magazines	Magazines of standard quality	--select--	<input type="text"/>
Journals	Journals of National/International Repute	--select--	<input type="text"/>
Record Maintenance	Registers for issue of books to be maintained.	--select--	<input type="text"/>

Total Rows Count: 3

Figure 21: Library

➤ After filling in the details, proceed to upload the required documents.

Upload Documents(All documents must be attested by Authorized Signatory)		
*Document Name/ Description	*Upload File	*Allowed Document Type / Size
List of books with bill in PDF form (Duly signed by Authority on Letterhead)	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Hardware Bills	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Software Bills	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
		Total Rows Count: 3

Figure 21.1: Upload document

- Further, click on the “Save and Next” button to proceed.

2.1.9 Faculty

- In this section, enter the number of faculty members available at the institute.
- After that Click on ‘Save and next’.

Faculty		
Faculty	No. Of Faculty	Working in the Institution
Total No of Faculties	<input type="text"/>	Not less than 3 months
		Total Rows Count: 1

Figure 22: Faculty

- After completing the previous process, on the same page, you need to enter the faculty details for the number of faculty members displayed in the previous step. Select the Type of Faculty and fill the all details of that particular faculty.
- You can fill in the following faculty basic details:
 - **Faculty Type:**Select the type of faculty (e.g., Full Time, part-time etc.).
 - **Name of Faculty:**Enter the full name of the faculty member.
 - **Mobile No:**Enter the faculty member’s contact number.
 - **ID Proof:**Select the type of ID proof (e.g., Aadhar card, PAN etc.).
 - **ID Proof No:**Enter the unique ID proof number.
 - **Upload ID Proof:**Upload a scanned copy or image of the ID proof.

- **Faculty Photograph:** Upload a recent photograph of the faculty member.
- **Upload Latest Salary Slip of Last 3 Months:** Upload salary slips from the last 3 months.

Figure 22.1: Faculty basic details

- Fill the details of the Highest Education Qualification, Highest Computer Qualification, and Details of Experience as outlined in Figures 21.2 and 21.3.

Figure 22.2: Qualification details

Figure 22.3: Experience details

- After completing all faculty details, click on the “Save and Next” button.

- The faculty details should be filled in the same manner as shown (refer to Fig - 21). For example, if you enter details for 2 faculty members, you must fill in the details for both faculty members. After completing the details for one faculty, you will be prompted to enter the details for the next faculty member.
 - After filling in the details for the other faculty members, click the "Save and Next" button to proceed.
- Note:** All faculty members' names will be displayed in the group above, and you can view their details by clicking on a faculty member's name.

Faculty	
Faculty Type	No. Of Faculty
Total No of Faculties	1

Faculty Details			
Faculty Type	Faculty Name	Education	Experience
Competent Faculty	RAM	asdasdsa,sadasdfs	sadasdsa

Faculty Basic Details		
Faculty Type*	Name of faculty*	Mobile No*
Competent Faculty		

Figure 22.4: Faculty details

2.1.10 Financial & Placement Status

- In this section, Yearly Business in Computer Training, Other activities for the last three financial years will be entered along with student placement figures for each year. Fill in the following details:
 - a) **Year:** Specify the year for which the financial data is being entered.
 - b) **Yearly Business in Computer Training (In Lakhs):** Enter the total annual revenue generated from computer training programs, in lakhs.
 - c) **Yearly Business in Other Activities (In Lakhs):** Enter the total annual revenue generated from other activities, in lakhs.
 - d) **Tax Exempted:** Indicate whether the institute is tax-exempt. Select "Yes" or "No."
 - e) **Remarks:** Provide any additional information or remarks related to the financials or placement details.
 - f) **No. of Students Placed:** Enter the number of students placed in jobs through the institute's placement services.

Financial And Placement Details Of The Institute						
Year	Yearly Business in Computer Training (In Lakhs)	Yearly Business Other Activites (In Lakhs)	Tax Exempted	Remarks	No. Of Students Placed	Action
--select--	In Lakhs	In Lakhs	--select			
<input type="button" value="Add Row"/>						
<input type="button" value="Back"/> <input type="button" value="Save and next"/>						

Figure 23: Financial and placement details

2.1.11 Declaration

- Carefully read all the declarations, and then tick the box that says, “I have read and agree to the terms and conditions stated above.”

Declaration	
S.NO.	Declaration
1	Provisional permission to conduct NIELIT O/ A/ B/ C/ DLC/NSQF level course will be granted at the first instance subject to meeting the prevailing norms.
2	Permission is given to the institute to conduct the course for a particular training address. For any change of address whether permanently or temporarily approval from NIELIT is a must.
3	Accreditation application performa shall be fully and accurately filled up and submitted with NIELIT. NIELIT reserves the right at its discretion to accept or reject any application without having to provide justification for acceptance or rejection.
4	A letter of provisional accreditation will be issued to the institute to serve the documentary proof of the same.
5	Institutes must comply with all local, state, and national laws and regulations that apply to their institute and shall not engage in any business practice or activity that could discredit or damage the image or reputation of NIELIT directly or indirectly.
6	This shall be the responsibility of the institute to get the latest information from NIELIT.
7	No institute shall submit false or misleading information to the NIELIT and to the candidates.
8	No institute shall do anything detrimental to the reputation and image of the NIELIT, its courses, its logo, and/or its name.
9	NIELIT shall have no liability in respect of any cost, damage, claims, demands, prosecutions, fines, penalties, and/or expense suffered by any institute directly or indirectly as a result of an act, omission, representation, or statement of any of the candidate(s), institute, and/or organization.
10	Institutes must comply with all the NIELIT rules of conduct, policies, and other rules and regulations and amendments or additions together with any procedures, recommendations, guidelines, or instructions which may be issued from time to time by NIELIT and which shall be the responsibility of the institute only.
11	Whenever there is any violation of the NIELIT rules under any rules and regulations and / or any procedures or directions issued by NIELIT, NIELIT may in its sole discretion take whatever actions or measures it deems necessary and appropriate.
12	Any changes in the telephone number(s), fax number(s), email address of the institute must be informed to NIELIT within one month of any such change.
13	Approval is required from NIELIT to change the address of the institute as per Guidelines.
14	Unauthorized use of terms like approved/accredited/recognized by Government or any similar expression, designed to mislead the public, will attract penal action besides any administrative action that NIELIT may take, as found fit. The institute or its branches/franchisee not specifically approved for conducting NIELIT course(s) misrepresenting NIELIT are liable for Penal/Criminal action, besides administrative actions.
15	Institute releasing unapproved advertisements may face withdrawal of their accreditation. The institutes are therefore advised to seek prior approval of advertisements carrying any reference of NIELIT courses of NIELIT and/or its association with various national agencies.
16	Institutes should not advertise either directly or by implication - any level of course(s) the accreditation of which is/are not granted to it, including level of course(s) the accreditation of which is/are under consideration or have expired or has been withdrawn.
17	Institutes should extend all cooperation to authorized representatives of NIELIT in monitoring visits/surprise visits to ensure maintenance of standards.
18	Government of India may in its absolute discretion, modify, terminate, suspend for specified periods, DOEACC scheme.
19	NIELIT does not bind, nor cause to bind, Government of India to provide any financial assistance, loan, provision of land or manpower or any other support to the institution (Only statement and no rules/regulation).
20	Documentation and records of NIELIT course or NIELIT will be distinctly separate from other courses being run by the institute.
21	Decision on all matters by NIELIT shall be final and binding.
22	The institute should not avail service/financial assistance from any personnel associated with DOEACC Scheme without prior approval from NIELIT.

Total Rows Count: 22

Code of Ethics	
S.NO	Document Name/ Description
1	NOT advertise anything which is liable to project a false impression of status of my/our institution.
2	NOT advertise either directly or by implication any level of courses the accreditation of which is not granted to me/us, including those courses the accreditation of which are under consideration or have expired or has been withdrawn.
3	NOT guarantee benefits to students that are actually false or not feasible.
4	NOT project price terms that are false, or misleading, that has been given to gain advantage over competition.
5	NOT distort statement of Govt. for our own gain.
6	NOT criticize action of Govt./Professional bodies or experts, without proper investigation.
7	NOT make statements offensive to the public, including advertisements that are against public/Government/National sentiments.
8	NOT make any statement/declaration/presentation/advertisement which is ambiguous nature and which presents a false picture in any stage/part of the scheme of accreditation hardware/software and/or which is sort of omissions/additions of any kind and/or which are half-truths.
9	NOT do comparative advertising.
10	NOT involve in any other matter/action repugnant to the spirit of ethical practices including behavior to by/our students, unauthorized use of copyrighted software etc.

Total Rows Count: 10

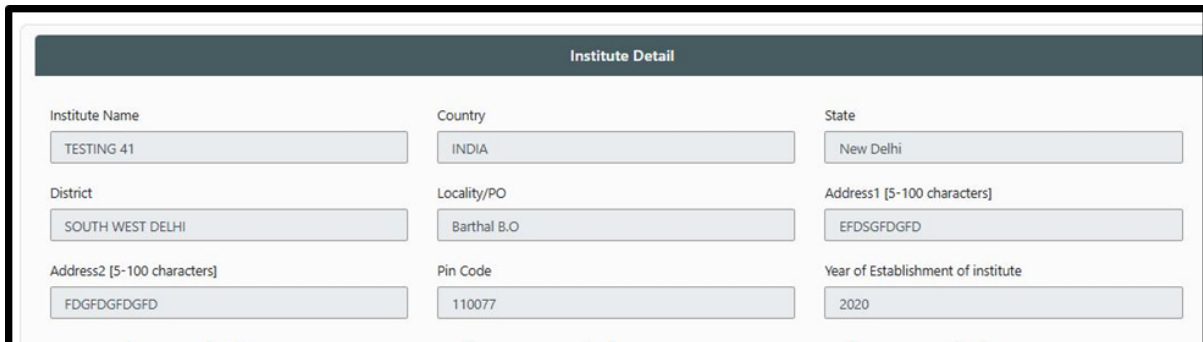
I have read and agree to the terms and conditions stated above.*

Figure 24: Declaration

- After entering all the details click, Save and next.

2.1.12 Review Form

- A complete form, filled by the institute, will be displayed for review. Please go through all the details carefully before submitting.



Institute Detail		
Institute Name	Country	State
TESTING 41	INDIA	New Delhi
District	Locality/PO	Address1 [5-100 characters]
SOUTH WEST DELHI	Barthal B.O	EFD SGFDGFD
Address2 [5-100 characters]	Pin Code	Year of Establishment of institute
FDGFDGFDGFD	110077	2020

Figure 25: Review form

- After reviewing all the details, click on the “Submit” button to complete the process.

2.1.13 Registration No. Generation:

- After clicking the ‘Submit’ button, the system will automatically allot a registration number and generate a PDF with the registration number.

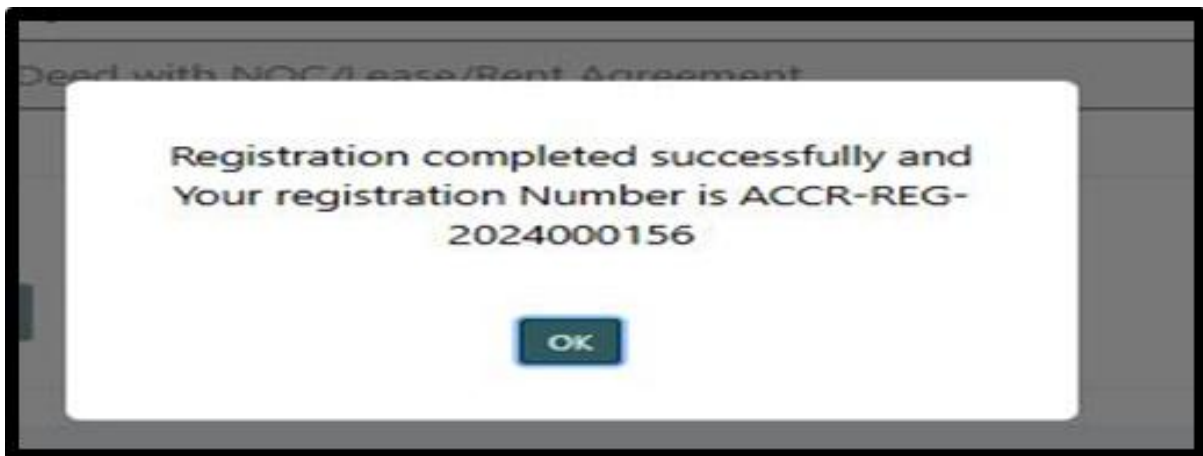


Figure 26: Registration No

An email will be sent automatically to the institute’s registered email ID upon successful submission.



Figure 26.1: Registration mail

3 Start applying for Provisional Accreditation

To apply for Provisional Accreditation, log in and navigate to the ‘Course Application’ page. Select the courses like O Level, A Level, or others as applicable to your institute. Provide the required details and upload the necessary documents. Review your submission carefully and proceed with the application.

3.1 Applying for course

- After submission, you will be redirected to the course application page. In this section, you can select the courses offered by the institute, such as A, B, C, O Level, BCC, DLC, CHMT- O level and renewal of CHMT- O level etc. Choose the relevant courses that apply to the institute’s offerings.

A screenshot of a web form titled "Start applying for Provisional Accreditation". It features two dropdown menus: "Select Course*" with "--select--" and "Authorized Signatory Different from Registration*" with "No". A "Check Eligibility" button is located to the right of the second dropdown.

Figure 27: Applying for course

- After applying for one course (completing payment and all), click on the menu below to apply for additional courses. This allows you to apply for multiple courses as needed.
 - Go to Accreditation Application Management and then click on Accreditation Application for a Course to proceed with the application for a course accreditation.

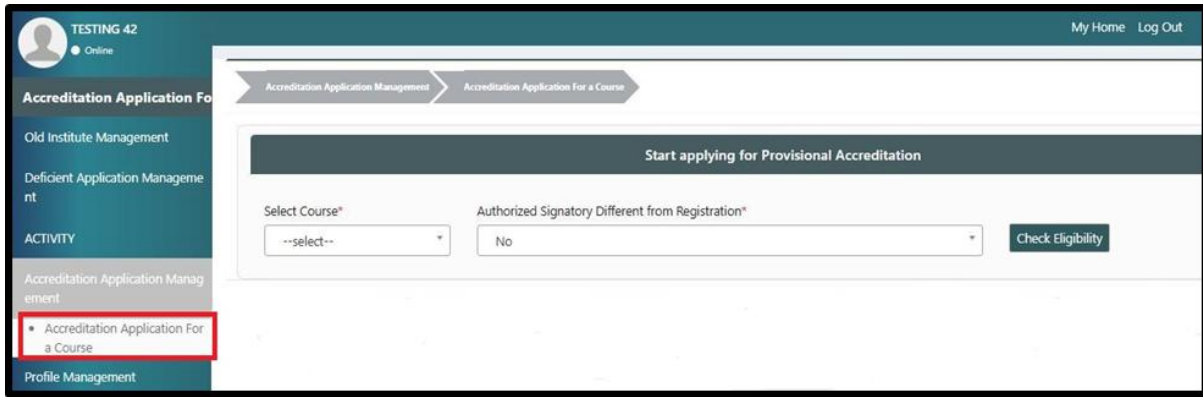


Figure 27.1: Applying for second time

- Select a course & click on “Check Eligibility”. According to the filled data, it will be displayed shortfall or requirements fulfilled.

Course Criteria Infrastructure			
Infrastructure type	Minimum Requirements	Institute Filled Data	Requirements Status
Premises (Owned/ Lease period in months)	36	33	Shortfall - 3
Carpet Area (in Sq.Mts)	90	33	Shortfall - 57
No. of Classroom	1	3	Requirements Fulfilled
Seating Capacity of all the room(s)	25	33	Requirements Fulfilled

Figure 27.2: Applying for provisional accreditation

Course Criteria Hardware		
Parameter	Minimum Requirement	Requirement Status
No. of Printer	1	Shortfall
Audio/ Visual Aids (Over-Head Projectors, LCDs, etc.)	1	Shortfall
Backup Facility (UPS/ Invertor/ Genset)		Shortfall
Internet Connectivity		Shortfall

Figure 27.3: Course criteria hardware

Course Criteria Software		
Parameters	Software Configuration	Requirement Status
Antivirus	Standard Antivirus package	Shortfall
Browser	Any Standard web browser	Shortfall
Graphics & Multimedia Tools	Standard multimedia tools	Shortfall
Internet of Things softwares	Arduino IDE	Shortfall

Figure 27.4: Course criteria software

Faculty Course Criteria			
Parameter	Minimum Requirements	Institute Filled Data	Requirements Status
faculty	3	1	Shortfall - 2

Faculty Criteria	
Faculty Type	Faculty Name
Competent Faculty	--select--
Support faculty	--select--

Total Rows Count: 2

Figure 27.5: Faculty course criteria

View Documents		
Click here to download		
Affidavit Form		
Undertakings		

Upload Documents(All documents must be attested by Authorized Signatory)		
*Document Name/ Description	*Upload File	*Allowed Document Type / Size
Institute Pan Card	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Affidavit Form	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Undertakings	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb

Figure 27.6: Upload document

- After uploading the documents, click on Review Details to proceed with the further process.

❖ **How to Update Details:**

- Based on the filled data, the system will display whether there is a shortfall or if the requirements have been fulfilled.
 - a) If there is a shortfall, click on the shortfall link and after that you can update the data according to the requirements provided and then update it.
 - b) If the data is correct, it will show that the requirements are fulfilled.

The steps for completing this process are explained in the image below:-

- The Shortfalls need to be updated according to the criteria, and the respective bills need to be uploaded.

UPDATE INFRASTRUCTURAL AND ACADEMIC FACILITIES			
Infrastructure	Minimum Requirement	Enter the availability at the institute	Remarks
Premises (Owned/ Lease period in months)	36	<input type="text" value="33"/>	<input type="text"/>
Carpet Area (in Sq.Mts)	90	<input type="text" value="33"/>	<input type="text"/>
			Total Rows Count: 2

Figure 28: Update Infrastructure

Networking Environment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Per Seat	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Microcontroller	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Upload Hardware Bill		
*Document Name/ Description	*Upload File	*Allowed Document Type / Size
Hardware Bills	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
		Total Rows Count:

Figure 28.1: Upload bill

Server		
*Configuration	Manufacturer/Model	Date of Purchase
fvdd	dsfdfsfd	20-01-2020
Total Rows Count: 1		

Details of PC				
Configuration	Manufacturer/Model	Date of purchase	PC with same configuration	Action
ryreyter	reyreyeye	20-01-2020	6	
<input type="button" value="Add Row"/>				

Figure 28.2: Update Server & PC

Graphics & Multimedia Tools	--select				
Jupyter	--select				
Internet of Things softwares	--select				
<input type="button" value="Add Row"/>					

Upload Software Bills		
*Document Name/ Description	*Upload File	*Allowed Document Type / Size
Software Bills	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Total Rows Cou		
<input type="button" value="UPDATE"/>		

Figure 28.3: Update software

3.2 Payment Details

In the previous section, review all the details carefully. Then click on the **Review Details** button to proceed to the next step and switch to the payment method.

After update, the profile redirects to “Payment details” Check the payment with respect to the course.

Applied Course Fees Details	
Parameter	Details
Course:	A LEVEL
Accreditation Fee (including GST):	59000.00
Security Fee (refundable) :	10000.00
GST (On accreditation fee):	9000.00
Total Fee:	69000.00

Back Proceed to Payment

Figure 29: Payment details

3.3 Payment Process (Bill desk)

- After click on “Proceed to Payment”, following page will be displayed.

Payment Methods Net Banking > Credit / Debit Cards > QR > UPI >	Internet Banking Popular Banks Select Bank <input type="text" value="== Select your Bank =="/>	Merchant name NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOG Order Id E2024770752 Payment Amount
--	--	---

Figure 30: Bill desk

- An email will be sent to the institute’s registered email ID after the payment is successfully completed.

Dear Institute,

You have successfully made a payment of amount: INR
 at: 2024-12-16 14:17:17.
Order ID: E2024689257
BillDesk Ref No: ZHD51UY08JF07F

Regards,

NIELIT
 NIELIT,
 PSP Pocket Plot No 3, Sector 8 Dwarka, Dwarka, New Delhi,
 Delhi 110077

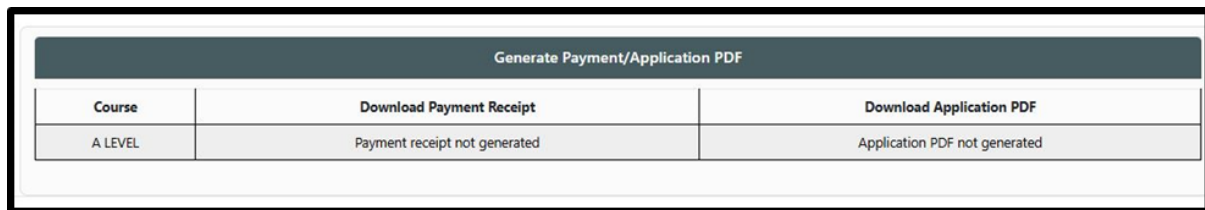
Figure 30.1: Payment mail

3.4 Payment status

- After successful payment, redirect to home page with updated status.
- The application status will be updated to **Payment Completed** once the payment is successfully processed.

3.5 Print complete form (PDF's)

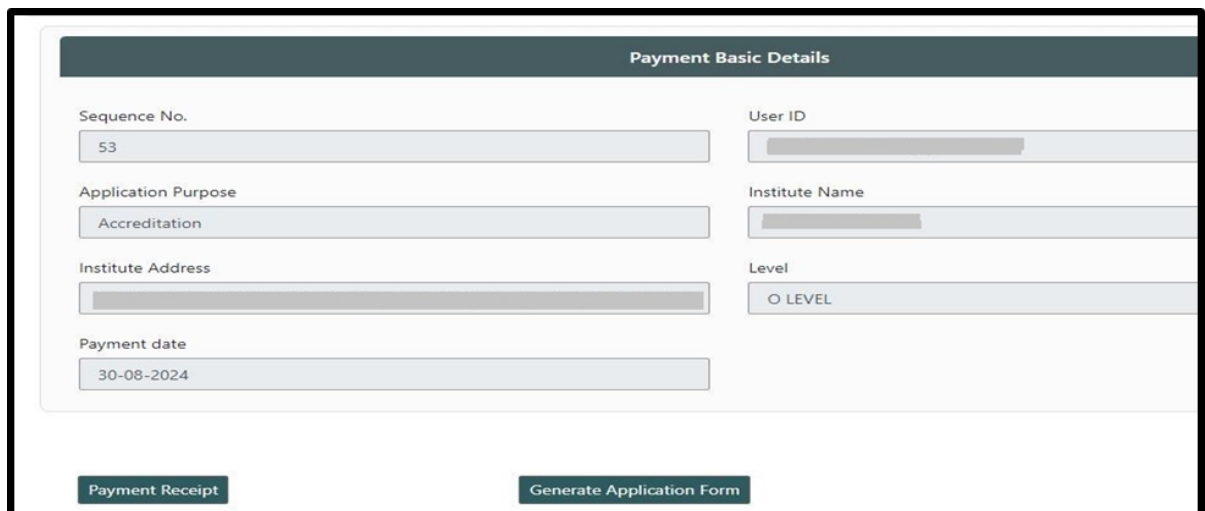
In this section, you can Download Payment Receipt and also Download Application PDF for your records.



Generate Payment/Application PDF		
Course	Download Payment Receipt	Download Application PDF
A LEVEL	Payment receipt not generated	Application PDF not generated

Figure 31: Generate payment/ application pdf

- Click on “Payment Receipt not generated”, redirect to “Payment Basic Details”. Click on “Payment Receipt”.



Payment Basic Details	
Sequence No. 53	User ID [REDACTED]
Application Purpose Accreditation	Institute Name [REDACTED]
Institute Address [REDACTED]	Level O LEVEL
Payment date 30-08-2024	
Payment Receipt	Generate Application Form

Figure 31.1: Payment Basic Details

1. PAYMENT DETAILS	
Sequence Number	53
Institute Type	CSC/VLE
Course	O LEVEL
Institute Name	FINAL TESTING 12
Institute Address	YHTDFGHJKDHJ KJHGFDDHJJDFGHJ District GHAZIPUR Ghazipur HO Uttar Pradesh Pincode - 233001
Application Purpose	Accreditation
Transaction No	ZHD5LQJ007HFLZ
Order ID	E2024396263
Accreditation Fee	2.00
GST ON Accreditation Fee	0.36
Security Fee (refundable)	1.00
Total Fee	3.36

Figure 31.2: Payment Receipt

- After that click on ‘Generate Application Form’.

1. GENERAL INFORMATION ABOUT THE INSTITUTE	
Name	FINAL TESTING 12
Address 1	YHTDFGHJKDHJ
Address 2	KJHGFDDHJJDFGHJ
Locality/ PO	Ghazipur HO
State	Uttar Pradesh
District	GHAZIPUR
Country	INDIA
Pincode	233001
Mobile No.	XXXXXXXXXX
Email ID	abc@gmail.com
Year Of Establishment	2020
Start Date of Computer Education	20-10-2020

Figure 31.3: Generate application form

4 Add Faculty/ Server & PC Details

- If you want to add extra Faculty or Server or PC details, then click on ‘Activity’ & select the option & fill in all the details.
- In Activity section, there are three options:
 - **Faculty:** Enter details of faculty.
 - **Payment Status:** Check the payment status to ensure it is marked as completed.
 - **Server and Computer Details:** Provide the number of servers and computers.

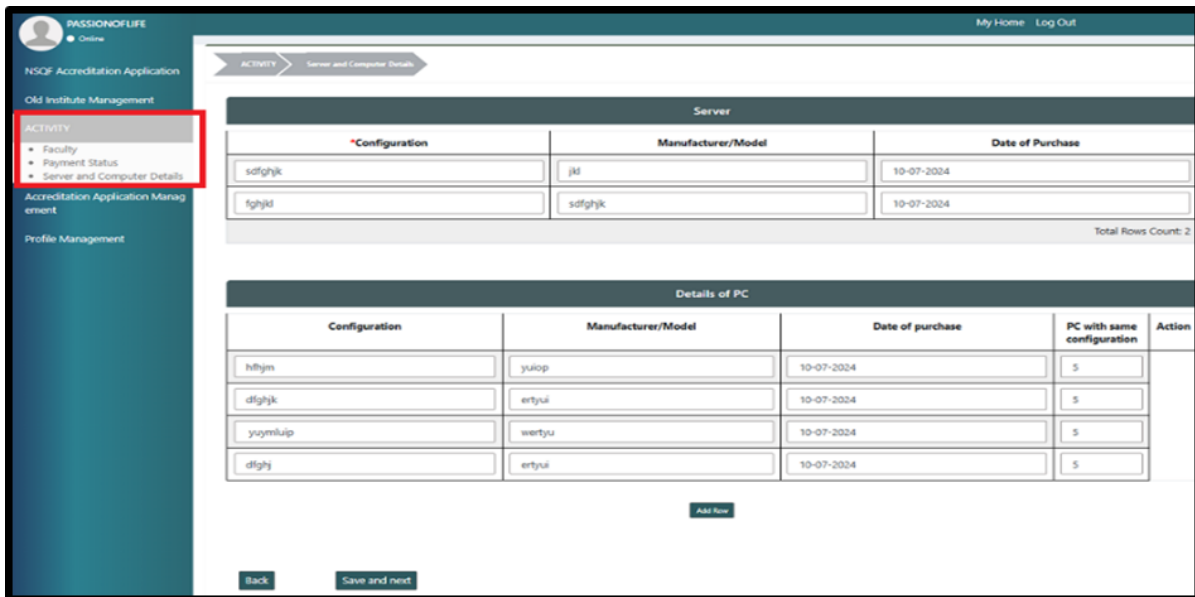


Figure 32: Activity list detail

5 Add Hardware/Software

- If you want to add extra hardware, click on “Activity”, then click on “Add Row”. After that, select the option and fill in all the details (Hardware, Quantity, Configuration, Manufacturer/Model, and Date of Purchase/Installation).
- After filling in all the details, click on the “Submit” button.

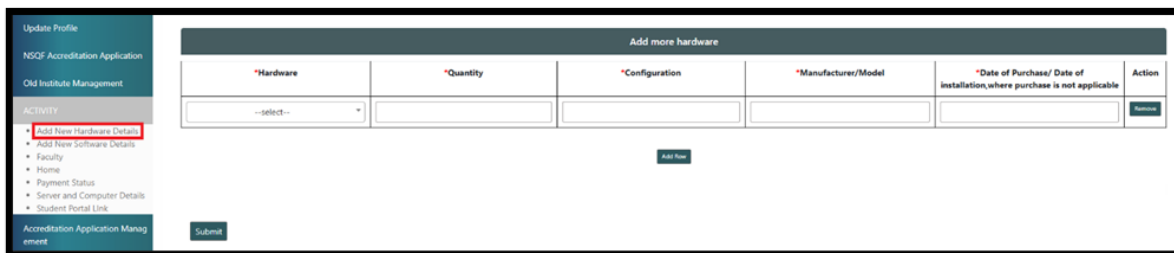


Figure 33: Add new Hardware details

- If you want to add extra software, click on “Activity”, then click on “Add Row”. After that, select the option and fill in all the required details such as Software, Type of Software (Open Source or Licensed), Name of Software, Supplier, Date of Purchase, and User Licenses/Copies Available.
- After filling in all the details, click on the “Submit” button.

*Software	*Type of Software	*Name of Software	Supplier	Date of Purchase / (Date of installation, where purchase is not applicable)	*User Licenses/Copies available/installed on Computer	Action
--select--	--select--					Remove

Open Source
Licensed

Figure 34: Add New Software Details

6 Profile Management

- If you want to change the own password, then click on 'Profile Management' & change the password.

Select Course* --select--

Authorized Signatory Different from Registration* No

Check Eligibility

Figure 35: Change password

7 Institute Dashboard

- After login, (Refer Fig-2 (c)) following screen (Home Screen) will be displayed.
- There are four sub parts:
 - **Registration Application Details** (such as Registration no, Institute type, Registration date, status and view PDF)
 - **Accreditation Application Details** (such as Sequence no, Course, Application date, Accreditation no, Accreditation date, valid till and status)
 - **Course wise Payment Details** (such as Payment type, Amount, Course, Initiation date, Reference no and status)
 - **Generate PDF's** (such as Payment receipt and Application PDF)

Registration Application Details				
Registration Number	Institute Type	Registration Date	Status	Click here to View Registration PDF
ACCR-REG-2024000152	Govt. Institute/School/College	2024-12-12	Registration Completed	Click here to View Registration PDF

Accreditation Application Details						
Sequence Number	Course	Application Date	Accreditation No.	Accreditation Date	Accreditation Valid Till	Application Status
257- Govt. Institute/School/College	A LEVEL	2024-12-12	-	-	-	Payment Completed

Course Wise payment Details					
Payment Type	Amount	Course	Initiation Date	Billdesk Reference No	Payment Status
Accreditation	2.18	A LEVEL	2024-12-12 00:00:00.0	ZHD5GV308A673G	Success

Generate Payment/Application PDF		
Course	Download Payment Receipt	Download Application PDF
A LEVEL	Payment Receipt	Application PDF

Figure 36: Home

- In the Generate Payment/Application PDF section, you can:
 - **Download Payment Receipt:** Access and download the receipt for your completed payment.
 - **Download Application PDF:** Download the entire application in PDF format for your records.
 - **Download Applied Courses:** Download the details of the courses you have applied for.

Generate Payment/Application PDF		
Course	Download Payment Receipt	Download Application PDF
A LEVEL	Payment Receipt	Application PDF

Figure 36.1: Generate payment/ application pdf

8 NSQF Accreditation Application

- After receiving the OABC accreditation number, the Institute can also apply for NSQF free courses.
- Navigate to “NSQF Accreditation Application”, then click on “NSQF Free Courses”.



Figure 37: NSQF Free Courses

- Select “Accredited Courses” from the dropdown menu, then select the “NSQF Free Courses” option and click on the “Submit” button.

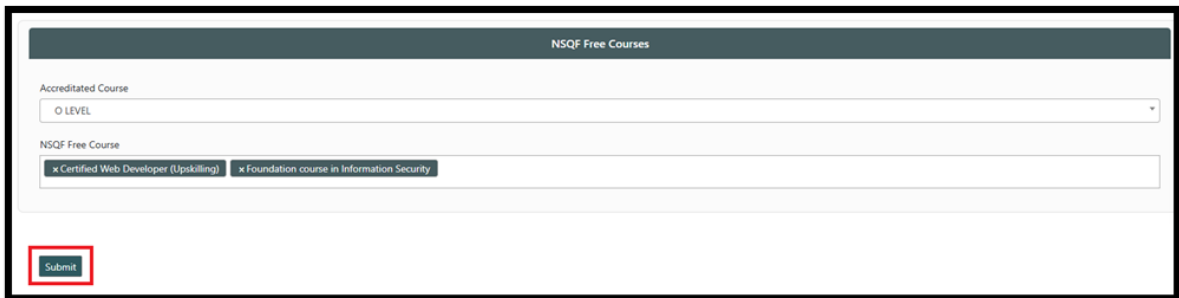
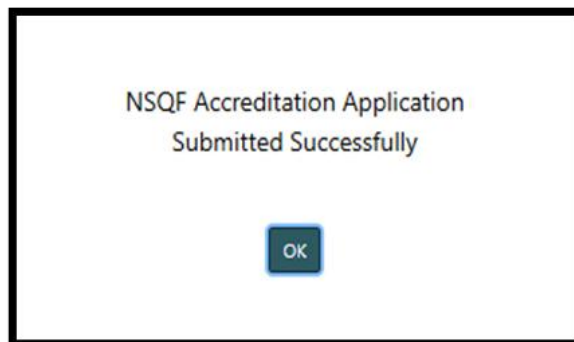


Figure 38: Apply for NSQF Free Courses

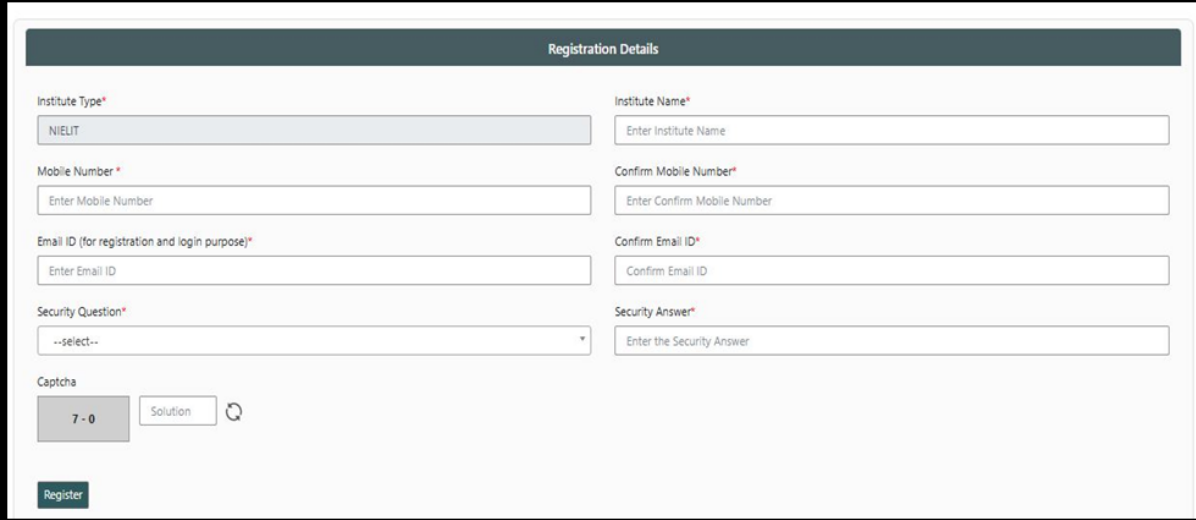
- NSQF Accreditation application submitted successfully.



9 NIELIT Registration

9.1 New Institute Registration

- Refer to Fig. 2 (d): If you are a new institute, click on the Sign Up/ Register option. This will redirect you to the registration form. Fill in all the required details accurately, ensuring that all mandatory fields (marked with *) are completed before proceeding:-



The screenshot shows a web form titled "Registration Details" with the following fields:

- Institute Type***: A dropdown menu with "NIELIT" selected.
- Institute Name***: A text input field with the placeholder "Enter Institute Name".
- Mobile Number ***: A text input field with the placeholder "Enter Mobile Number".
- Confirm Mobile Number***: A text input field with the placeholder "Enter Confirm Mobile Number".
- Email ID (for registration and login purpose)***: A text input field with the placeholder "Enter Email ID".
- Confirm Email ID***: A text input field with the placeholder "Confirm Email ID".
- Security Question***: A dropdown menu with "--select--" selected.
- Security Answer***: A text input field with the placeholder "Enter the Security Answer".
- Captcha**: A box showing "7 - 0" and a "Solution" button with a refresh icon.
- Register**: A dark green button at the bottom left.

Figure 39: Registration page

☞ **Institute Type:**

Select the type of institute you belong to from the available options, such as Private, Government, Armed Force Welfare Center.

☞ **Institute Name:**

The institute detail should be at least 10 characters long. If you enter fewer than 10 characters, an error message will be displayed.

☞ **Mobile Number & Confirm Mobile Number:**

Enter the mobile number in the given field, and confirm it by re-entering the same mobile number in the confirmation field.

☞ **Email-ID & Confirm Email-ID:**

Enter the Email-ID in the given field, and confirm it by re-entering the same Email-ID in the confirmation field.

☞ **Security Question:**

After selecting the Security Question from the dropdown menu, write down your answer in the provided field.

☞ **Captcha:**

Enter the solution of the captcha in the given field to verify that you are not a robot. Make sure to type the characters exactly as they appear.

- After filling in all the details, click on the **Register** button. Once you click the Register button, a popup message “Institute Creation” will be displayed, confirming that the registration process has been initiated.

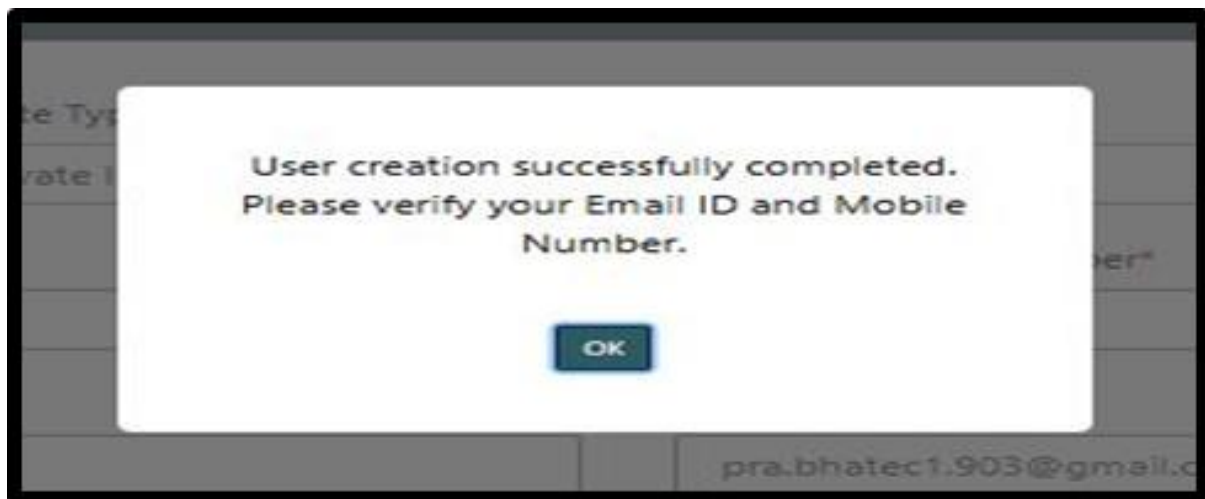


Figure 40: Institute Creation

- After successfully creating your account, verify mobile number. The OTP has been sent to the registered mobile number you provided during registration. Enter the OTP in the provided field and click ‘Submit’. If you do not receive the OTP, click ‘Resend OTP’ to request a new one.

Figure 41: Mobile OTP

- After clicking ‘Submit,’ you will be redirected to a page where you will be prompted to set your password.

Figure 42: Password Link

- The activation link has been sent to your registered email ID. Click on the ‘Activate Account’ button or the provided link to set your password. Once you set your password, your account will be activated.

Figure 42.1: Activation Link

- The password must include at least one uppercase letter, one lowercase letter, one special character, and one numeric digit, and it must be a minimum of 8 characters long. After entering your password, click ‘Submit’ to create it.

Figure 43: Set Password

9.2 Login

- If you are already registered on the NIELIT Accreditation Portal, go to the home-page and click on the “Already Registered: Click Here to Login” button, as shown in Fig – 2 (c). This will take you to the login page, where you need to enter your registered email ID and password. After entering your credentials, click on the “Login” button to access your account.

Figure 44: Login screen

- After completing the registration process, click on ‘Login’ to proceed.
- When you log in, the page will be displayed as shown below.
- After filling in all the details, including Institute Details, Institute Contact Details, Premise Type, Head of the Institution Details, and uploading the required documents, click the ‘Save and Next’ button to proceed further.

NIELIT PALI

● Online

My Home Log Out

ACTIVITY > Basic Detail Form

Basic Detail Form

ACTIVITY

Institute Details

Institute Name

Country

Pin Code*

State

District

Locality/PO*

Address1 [5-100 characters]*

Address2 [5-100 characters]

Year of Establishment of Institute*

Start Date Of Computer Education*

Working Hours From (24hrs format)*

Working Hours To (24hrs format)*

Working Days*

Latitude(00.XXXXXXX)*

Longitude(00.XXXXXXX)*

Steps for finding longitude and latitude.

On your computer, open Google maps. Right Click the place or area on the maps. This will open a pop-up window. You can find your latitude and longitude in decimal format at the top.

Institute Contact Details and Premise Type

STD Code

Landline No.

Mobile No*

Email ID*

Alternate Email

Website*

Alternate Mobile No.

Institute Premises Type*

Head of The Institution Details

Name of Head of the Institution*

Father Name*

Designation*

Qualification*

Experience (In years)*

Address [5-100 characters]*

Address [5-100 characters]

Pin Code*

State

District

Locality/PO*

Landline No.

STD Code

Mobile No. *

Email*

ID Proof*

ID Proof No.*

Authorized Signatory Details is same as Head Of The Institution Details

View Documents

Click here to download the documents

Affidavit

undertaking

Upload Documents(All documents must be attested by Authorized Signatory)

Document Name/ Description	*Upload File	*Allowed Document Type / Size
Affidavit	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Undertaking	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Ownership Deed with NOC/ Lease/ Rent Agreement	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Approval of setting Nielit Centres	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Signature of Authorized Signatory	<input type="button" value="Choose File"/> No file chosen	JPG/JPEG Format/100 kb
Undertaking(Hardware/Software/Infrastructure)	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb

Total Rows Count: 6

Figure 45: Basic Detail Form Page

- Read all the declarations and check the box that says ‘I have read and agree to the terms and conditions stated above.’ Then, click on ‘Save & Next’ to be redirected to the review page of the application.

The screenshot shows the NIELIT Declaration form. The header includes 'NIELIT PALI Online' and 'My Home Log Out'. The left sidebar shows 'Nielit Declaration' and 'ACTIVITY'. The main content area is divided into two sections:

Declaration	
S.NO.	Declaration
1	Provisional permission to conduct NIELIT O/ A/ B/ C/ DLC/NSQF level course will be granted at the first instance subject to meeting the prevailing norms.
2	Permission is given to the institute to conduct the course for a particular training address. For any change of address whether permanently or temporarily approval from NIELIT is a must.
3	Accreditation application forms shall be fully and accurately filled up and submitted with NIELIT. NIELIT reserves the right at its discretion to accept or reject any application without having to provide justification for acceptance or rejection.
4	A letter of provisional accreditation will be issued to the institute to serve the documentary proof of the same.
5	Institutes must comply with all local, state, and national laws and regulations that apply to their institute and shall not engage in any business practice or activity that could discredit or damage the image or reputation of NIELIT directly or indirectly.
6	This shall be the responsibility of the institute to get the latest information from NIELIT.
7	No Institute shall submit false or misleading information to the NIELIT and to the candidates.
8	No institute shall do anything detrimental to the reputation and image of the NIELIT, its courses, its logo, and/or its name.
9	NIELIT shall have no liability to any institute in respect of any cost, damage, claims, demands, prosecutions, fines, penalties, and/or expense suffered by any institute directly or indirectly as a result of an act, omission, representation, or statement of any of the candidate(s), institute, and/or organization.
10	Institutes must comply with all the NIELIT rules of conduct, policies, and other rules and regulations and amendments or additions together with any procedures, recommendations, guidelines, or instructions which may be issued from time to time by NIELIT and which shall be the responsibility of the institute only.
11	Whenever there is any violation of the NIELIT rules under any rules and regulations and / or any procedures or directions issued by NIELIT, NIELIT may in its sole discretion take whatever actions or measures it deems necessary and appropriate.
12	Any changes in the telephone number(s), fax number(s), email address of the institute must be informed to NIELIT within one month of any such change.
13	Approval is required from NIELIT to change the address of the institute as per Guidelines.
14	Unauthorized use of terms like approved/accredited/recognized by Government or any similar expression, designed to mislead the public, will attract penal action besides any administrative action that NIELIT may take, as found fit. The institute or its branches/franchisee not specifically approved for conducting NIELIT course(s) misrepresenting NIELIT are liable for Penal/Criminal action, besides administrative actions.
15	Institute releasing unapproved advertisements may face withdrawal of their accreditation. The institutes are therefore advised to seek prior approval of advertisements carrying any reference of NIELIT courses of NIELIT and/or its association with various national agencies.
16	Institutes should not advertise either directly or by implication - any level of course(s) the accreditation of which is/are not granted to it, including level of course(s) the accreditation of which is/are under consideration or have expired or has been withdrawn.
17	Institutes should extend all cooperation to authorized representatives of NIELIT in monitoring visits/surprise visits to ensure maintenance of standards.
18	Government of India may in its absolute discretion, modify, terminate, suspend for specified periods, DOEACC scheme.
19	NIELIT does not bind, nor cause to bind, Government of India to provide any financial assistance, loan, provision of land or manpower or any other support to the institution (Only statement and no rules/regulations).
20	Documentation and records of NIELIT course or NIELIT will be distinctly separate from other courses being run by the institute.
21	Decision on all matters by NIELIT shall be final and binding.
22	The institute should not avail service/financial assistance from any personnel associated with DOEACC Scheme without prior approval from NIELIT.

Total Rows Count: 22

Code of Ethics	
S.NO	Document Name/ Description
1	NOT advertise anything which is liable to project a false impression of status of my/our institution.
2	NOT advertise either directly or by implication any level of courses the accreditation of which is not granted to me/us, including those courses the accreditation of which are under consideration or have expired or has been withdrawn.
3	NOT guarantee benefits to students that are actually false or not feasible.
4	NOT project price terms that are false, or misleading, that has been given to gain advantage over competition.
5	NOT distort statement of Govt. for our own gain.
6	NOT criticize action of Gov/Professional bodies or experts, without proper investigation.
7	NOT make statements offensive to the public, including advertisements that are against public/Government/National sentiments.
8	NOT make any statement/declaration/presentation/advertisement which is ambiguous nature and which presents a false picture in any stage/part of the scheme of accreditation hardware/software and/or which is sort of omissions/additions of any kind and/or which are half-truths.
9	NOT do comparative advertising.
10	NOT involve in any other matter/action repugnant to the spirit of ethical practices including behavior to by/our students, unauthorized use of copyrighted software etc.

Total Rows Count: 10


I have read and agree to the terms and conditions stated above.

Buttons: Back, Save and next

Figure 46: Declaration form

9.3 Review Form

- A complete form, filled by the institute, will be displayed for review. Please go through all the details carefully before submitting.
- After reviewing the details, click on the 'Submit' button to complete the process.



NIELIT PALI
Online

My Home Log Out

Nielit Institute Review Form

ACTIVITY > Nielit Institute Review Form

ACTIVITY

1. Institute Detail

Institute Name	Country	State
<input type="text"/>	<input type="text"/>	<input type="text"/>
District	Locality/PO	Address1 [5-100 characters]
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address2 [5-100 characters]	Pin Code	Year of Establishment of institute
<input type="text"/>	<input type="text"/>	<input type="text"/>
Start Date Of Computer Education	Working Hours From (24hrs format)	Working Hours To (24hrs format)
<input type="text" value="10-07-2022"/>	<input type="text" value="09:00"/>	<input type="text" value="22:00"/>
Working Days	Latitude(DD.XXXXXXX)	Longitude(DD.XXXXXXX)
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Institute Contact Details

STD Code	Landline No.	Mobile No
<input type="text" value="STD Code"/>	<input type="text" value="Enter Landline No."/>	<input type="text"/>
Email ID	Alternate Email	Website
<input type="text"/>	<input type="text" value="Enter Alternate Email"/>	<input type="text"/>
Alternate Mobile No.		
<input type="text" value="Enter Mobile No."/>		

Premises Type

Infrastructure	Premise Validity	Premise Type
Premises		

Total Rows Count: 1

3. Head of The Institution Details

Name of Head of the Institution	Father Name	Designation
<input type="text"/>	<input type="text"/>	<input type="text"/>
Qualification	Experience (in years)	Address [5-100 characters]
<input type="text"/>	<input type="text"/>	<input type="text" value="vdfdfgfb"/>
Address[5-100 characters]	Locality/PO	Pin Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
STD Code	Landline No.	Mobile No.
<input type="text" value="Enter STD Code"/>	<input type="text" value="Enter Phono No."/>	<input type="text"/>
Email ID	ID Proof	ID Proof No.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Upload Documents(All documents must be attested by Authorized Signatory)

Document Name	Uploaded Document Name
Affidavit	<input type="text"/>
Undertaking	<input type="text"/>
Ownership Deed with NOC/ Lease/ Rent Agreement	<input type="text"/>
Approval of setting Nielit Centres	<input type="text"/>
Signature of Authorized Signatory	<input type="text"/>
Undertaking(Hardware/Software/infrastructure)	<input type="text"/>

Back
Submit

Figure 47: Review form details

- After clicking on “Submit”, a registration No. will be generated automatically.

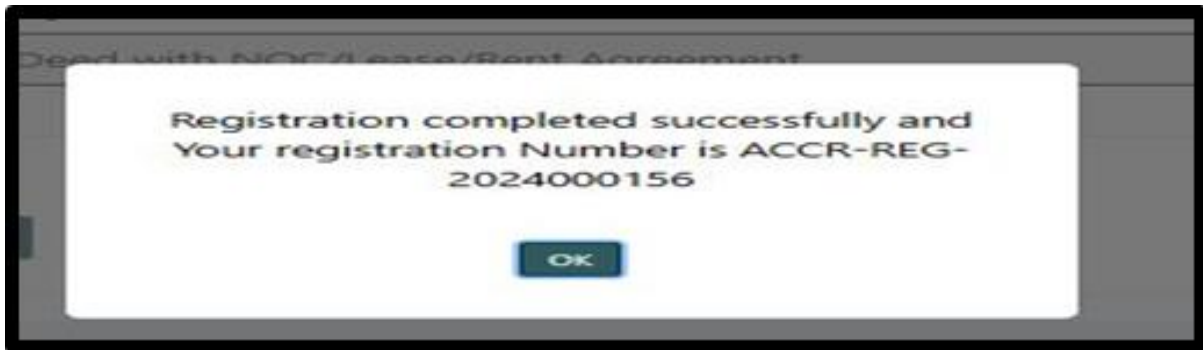


Figure 48: Registration successfully

10 Start applying for Provisional Accreditation

- After submission, you will be redirected to the course application page. In this section, you can select the courses offered by the institute, such as A, B, C, O level, BCC, DLC, etc. Choose the relevant courses that apply to the institute’s offerings.
- Select a course, and if the Authorized Signatory is different, choose ‘Yes’; otherwise, select ‘No.’ then, click on ‘Check Eligibility’ to proceed with the next steps.

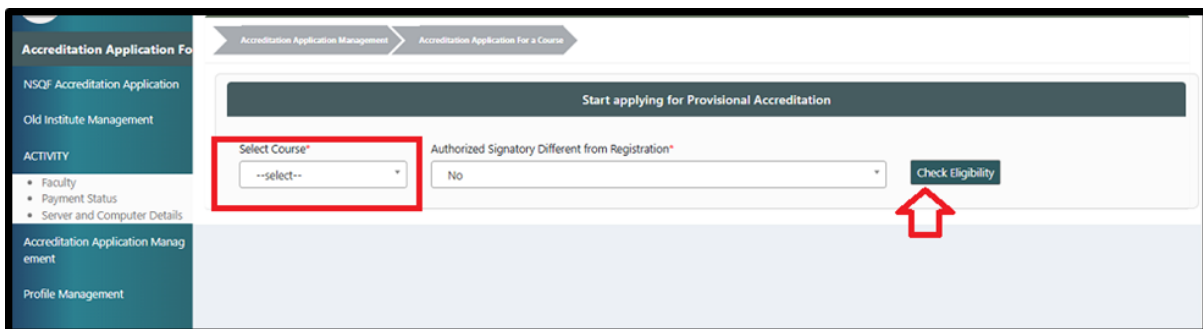


Figure 49: Applying courses page

- After completing the previous steps, the following page will be displayed.

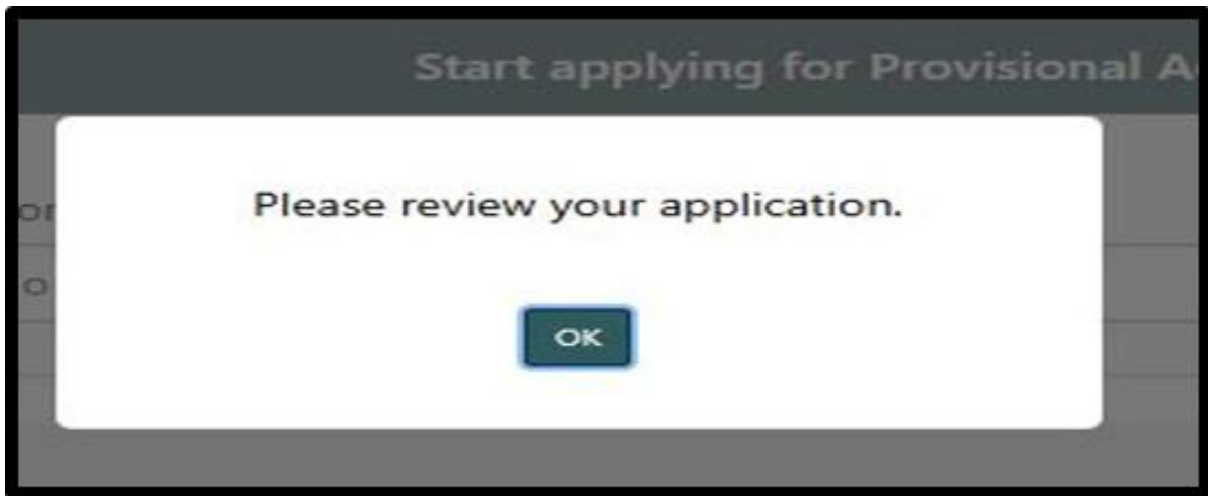


Figure 50: Review

- When you click 'OK,' you will be redirected to the 'NIELIT Centre Details' page.

A screenshot of the "Nielit Centre Details" page. It features a dark header with the title "Nielit Centre Details". Below the header, there are three input fields: "Institute Name" with the value "NIELIT PALI", "Institute Address" with the value "HJKHKJHKJH JKHKJHKJK", and "Level" with the value "DLC". A blue "PrintApplication" button is located to the right of the "Level" field.

Figure 51: Details page

- When you click the 'Print Application' button, the PDF will be downloaded.
Note: Payment is exempted for the NIELIT Center.

10.1 Login

- After logging in (Refer Fig -2 (c)), the following screen (Application details Page) will be displayed.
- There are four sub-parts.
 - **Registration Application Details** (such as Registration no, Institute type, Registration date, status and view PDF)
 - **Accreditation Application Details** (such as Sequence no, Course, Application date, Accreditation no, Accreditation date, valid till and status)
 - **Course wise Payment Details** (such as Payment type, Amount, Course, Initiation date, Reference no and status)
 - **Generate PDF's** (such as Payment receipt and Application PDF)

The screenshot displays the 'Application details page' for NIELIT PALI. The user is logged in as 'NIELIT PALI' and is online. The page is divided into a sidebar and a main content area. The sidebar includes links for 'Home', 'NSQF Accreditation Application', 'Old Institute Management', 'ACTIVITY', 'Accreditation Application Management', and 'Profile Management'. The main content area is organized into three sections:

- Registration Application Details:** A table with columns: Registration Number, Institute Type, Registration Date, Status, and Click here to View Registration PDF. The status is 'Registration Completed'.
- Accreditation Application Details:** A table with columns: Sequence Number, Course, Application Date, Accreditation No., Accreditation Date, Accreditation Valid Till, and Application Status. It lists three entries for NIELIT Centre (26, 27, 28).
- Course Wise payment Details:** A section indicating 'No Payment History'.
- Generate Payment/Application PDF:** A table with columns: Course, Download Payment Receipt, and Download Application PDF. It lists 'C LEVEL' and 'B LEVEL' courses.

Figure 52: Application details page

- To download the payment receipt and application PDF, follow these steps:
 - **Download Payment Receipt:** Click on the ‘Download Payment Receipt’ option to save a copy of your payment receipt for your records.
 - **Download Application PDF:** Click on the ‘Download Application PDF’ option to save a PDF version of your completed application form.
- After applying for one course, click on ‘Accreditation Application Management’ to apply for **additional courses**. This feature allows you to apply for multiple courses as needed. This process of applying a second time.

Existing/Old Institute

If an institute has an accreditation number on the old portal, it will be considered an existing or old institute. The institute must first port to this new portal. Ensure that all accreditation numbers associated with the institute are ported to the new portal. To port the accreditation number to this portal, follow these steps:

11 Existing Institute Registration

- Navigate to the URL and click on 'Old Institute' (refer to Fig. 2(b)). If you are an existing Institute, click on the 'Sign Up/Register' option to proceed.
- The following page will appear. Enter the Accreditation Number that needs to be ported.

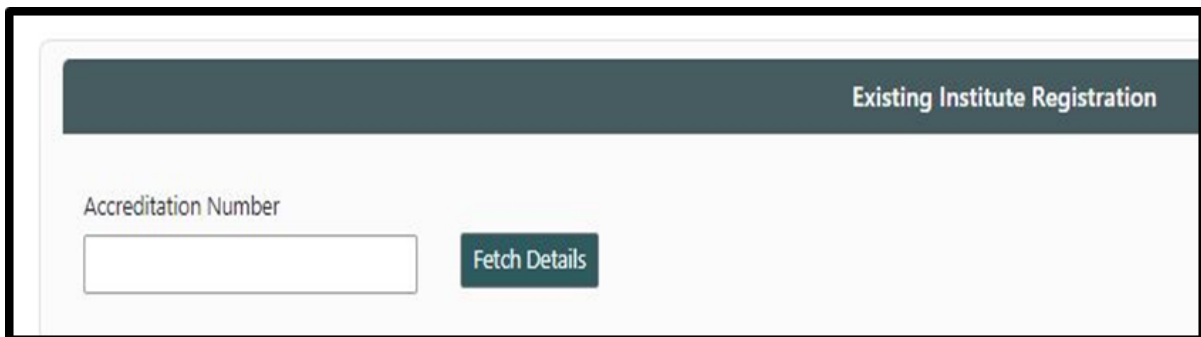


Figure 53: Registration

- Based on the Accreditation Number, the registration form will open. The page will appear as shown below, with three possible cases:
 - a) O/A/B/C/NSQF courses (Refer to Fig 67)
 - b) NIELIT Center (Refer to Fig 68)

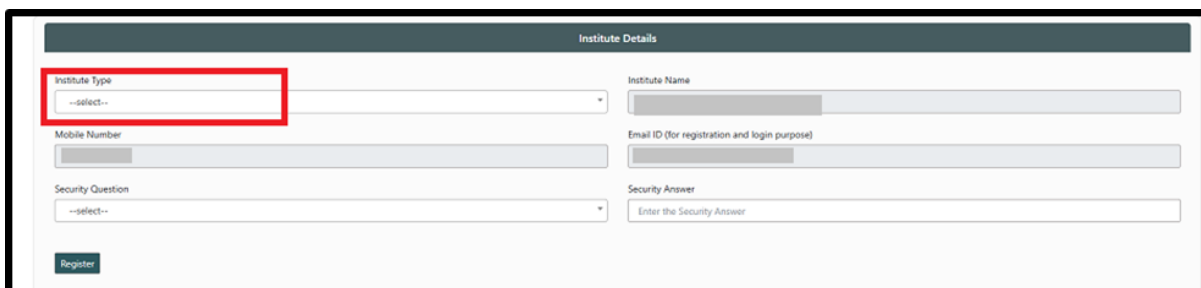


Figure 54: Other courses

Figure 55: NIELIT Centre

The institute name, mobile number, and email ID should be pre-filled in all cases. Select the institute type (Exclude NIELIT Centre) and choose a security question. Enter the security answer, and then click on ‘Register.’

1. **Basic registration:** An OTP will be sent to the registered mobile number. Once you receive the OTP, enter it and click on "Submit." After verification, a link will be sent to the registered email ID to create a password. Once the password is created, you can log in as the registered institute.

S.No	NOTICE	MODIFIED_ON
1	Launch of New Accreditation Portal	11-12-2020

Figure 56: Login

2. **Registration details same as new institute:** Based on the Accreditation Number, the registration form will open. The page will appear as shown below, with three possible cases:
 - a) Only DLC (In this case, refer to pages 41 to 53 for step-by-step instructions on filling out the form.)
 - b) O/A/B/C/NSQF courses (In this case, refer to pages 7 to 30 for step-by-step instructions on filling out the form.)
 - c) NIELIT Center (In this case, refer to pages 54 to 56 for step-by-step instructions on filling out the form.)
Fill in all the details according to courses.
3. **Home :** The following screen will be displayed, showing all the registration details. Additionally, a downloadable PDF containing all the registration details will be

Registration Application Details				
Registration Number	Institute Type	Registration Date	Status	Click here to View Registration PDF
ACCR-REG-2024000078	Govt. Institute/School/College	2024-09-02	Registration Completed	Click here to View Registration PDF

Figure 57: Dashboard

available for your records. You can review the information and ensure everything is accurate before proceeding.

- After that Existing Accreditation application details will be displayed.

Accreditation Application Details						
Sequence Number	Course	Application Date	Accreditation No.	Accreditation Date	Accreditation Valid Till	Application Status
57	A LEVEL	2024-09-02	ACCR-O3246	2020-09-01	2023-08-31	Course Application Initiated
58	A LEVEL	2024-09-02	ACCR-O3246	2023-09-01	2026-08-31	Course Application Initiated

Figure 58: Application details

Course Wise payment Details	

Figure 59: Payment details

- Complete the entire process step by step, ensuring that each stage is carefully followed to ensure accurate registration and successful submission.
- If you have multiple accreditation numbers, click on “Old Institute Management,” and then select “Porting Existing Accreditation” to proceed with the further process.

NSQF Accreditation Application

Old Institute Management

- Porting Existing Accreditation

ACTIVITY

Accreditation Application Management

Profile Management

My Home Log Out

Old Institute Management Porting Existing Accreditation

Other Accreditation Number

Existing Accreditation Number [Get Details](#)

Other Accreditation Details

Institute Name	Courses	Accr no	Accreditation from	Accreditation

Verify Mobile no.

Mobile Number [Get Mobile OTP](#) OTP on Mobile [Verify Mobile](#)

Verify Mail ID

Mail Id [Get Mail OTP](#) OTP on Email [Verify Mail](#)

[Submit](#)

Figure 60: Porting Existing Accreditation

- The following page will be displayed in which you will enter other existing ACCR no. & click on Get details.

Other Accreditation Number

Existing Accreditation Number [Get Details](#)

Figure 61: Enter ACCR no.

- Other accreditation details will be displayed.

Existing Accreditation Details				
Institute Name	Courses	Accr no	Accreditation from	Accreditation Upto
CREATIVE NETWORKS	Basic Computer Course	88005200	2019-02-21	2025-02-20
CREATIVE NETWORKS	Course on Computer Concepts	88005200	2019-02-21	2025-02-20
CREATIVE NETWORKS	MoPR-Basic Computer Course	88005200	2019-02-21	2019-02-21
CREATIVE NETWORKS	CCC Plus	88005200	2019-02-21	2025-02-20
CREATIVE NETWORKS	ECC	88005200	2019-02-21	2025-02-20
CREATIVE NETWORKS	Awareness in Computer Concepts	88005200	2019-02-21	2025-02-20

Figure 62: Existing details

- After clicking “Get Mobile OTP”, OTP should be received on Mobile No. After entering the OTP, click on “Verify Mobile”.
- After clicking “Get Mail OTP”, OTP should be received on Mail- ID. After entering the OTP, click on “Verify Mail”.

Verify Mobile no.

Mobile Number

OTP on Mobile

Get Mobile OTP
Verify Mobile

Verify Mail ID

Mail Id

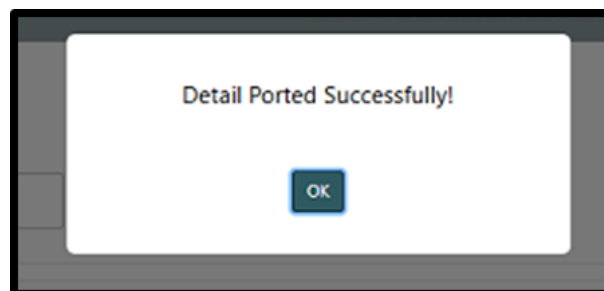
OTP on Email

Get Mail OTP
Verify Mail

Submit

Figure 63: Verification Process

- Click on the ‘Submit’ button. A popup message will be displayed like that ‘Detail ported successfully’



11.1 Course wise Porting Status

Institutes that have not ported all courses can navigate to Activity and click on Course Wise Porting Status to check which courses have been ported and which are not ported.

1. Course Wise Porting Status							
Select Orientation		Portrait					
							Search: <input type="text"/>
Name	Course	Accreditation Number	Valid From	Valid Upto	Accreditation Status	Porting Status	
NIELIT DELHI	Office Automation, Accounting and Publishing Assistant	IT/00359-10	01-08-2023	28-03-2026	Provisional	Ported	
NIELIT DELHI	CHM- T(Computer Hardware Maintenance- Technician) O-Level	EU/06121-10	30-05-2023	28-07-2025	Full	Ported	
NIELIT DELHI	Cyber Security Assistant	ITES/00350-10	01-11-2023	29-03-2026	Provisional	Ported	

Figure 64: Course wise porting status

National Skills Qualification Framework (NSQF)

- Institute wants to apply for NSQF courses. There are three scenarios:
 - If the institute has an accreditation number on old portal but it has not been ported to this portal, it must first port the accreditation number to the portal, and then apply for NSQF courses.
 - If the institute has already applied for fresh accreditation for O/A/B/C courses on this portal, it can log in to the portal using its credentials and apply for NSQF courses.
 - If an institute wants to apply only for NSQF courses, they should go to fresh registration on this portal and select 'No' when asked 'Are you only applying for DLC/BCC Accreditation?' After completing the form, they can proceed to apply for NSQF courses.”

12 NSQF Registration :

- There are two ways to register on portal:
 - a) Fresh Registration
 - b) Already Registered
- a) **Fresh Registration :** The 'Institute Creation' process is the same as the 'New Institute Registration Process' (refer to section 2.1.1), which includes verifying the mobile number, verifying the email, and creating a password.

The screenshot shows a web form for 'New Institute Registration'. The form is titled 'Registration Details' and is divided into two columns. The left column contains: 'Institute Type' (dropdown menu with '--select--'), 'Mobile Number' (text input), 'Email ID (for registration and login purpose)' (text input), 'Security Question' (dropdown menu with '--select--'), and a 'Captcha' section with a '4 + 7' image and a 'Solution' input field. The right column contains: 'Institute Name' (text input), 'Confirm Mobile Number' (text input), 'Confirm Email ID' (text input), and 'Security Answer' (text input). A 'Register' button is located at the bottom left of the form.

Figure 65: Registration detail page

- After that click on “Already Registered”. Enter the credentials & click on “Login”

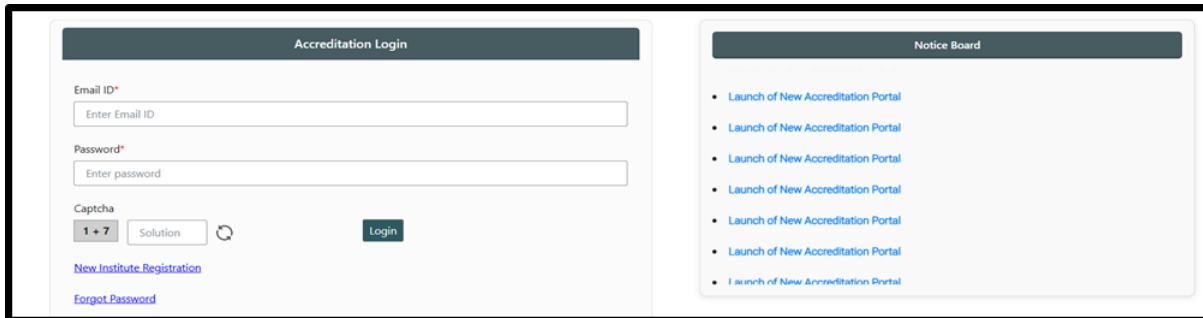


Figure 66: Login page

- Once you complete the registration process, you will receive a registration number. After this, log in with your credentials to proceed with the next step.
- Once you log in, the following page will be displayed.

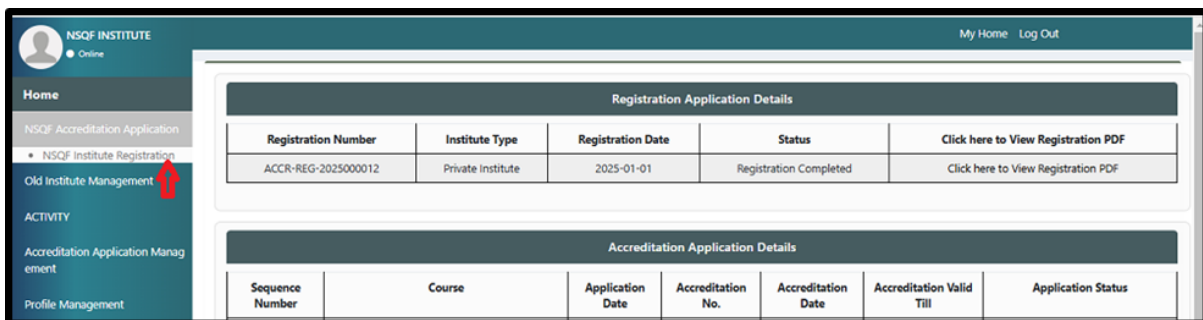


Figure 67: Home page

- Click on “NSQF Accreditation Application”, then select “NSQF Institute Registration” to proceed.
- The NSQF registration page will be displayed below (Refer Fig-80), where you can select multiple NSQF courses from the dropdown menu. If the institute wants to add more NSQF courses, click on “Add More” and then click on “Submit”.

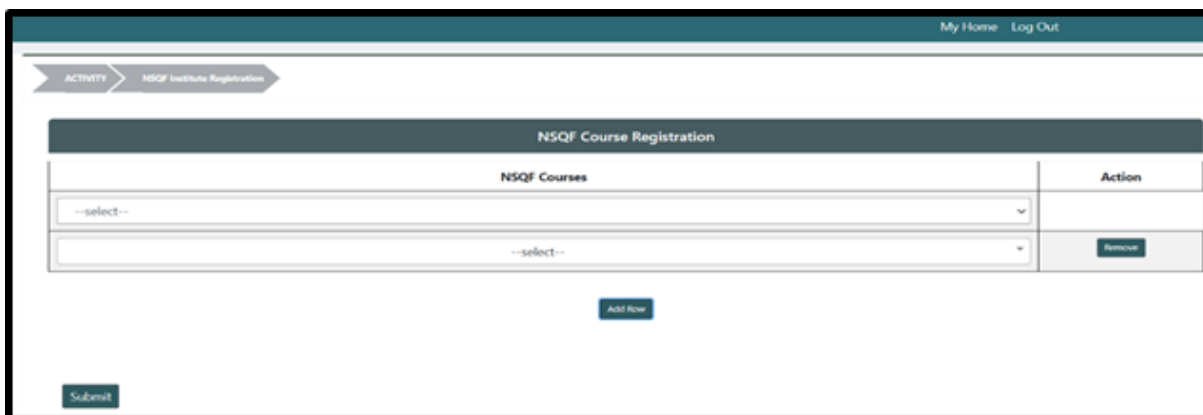


Figure 68: NSQF course Registration page

- After submitting the application, the following page will be displayed. The status will change to ‘Application Submitted without Payment.’

Note: The details of the NSQF courses will be sent to the respective regional center for verification. Once the verification is completed, the status will update to ‘Application accepted accreditation Conveyed.’

Registration Application Details				
Registration Number	Institute Type	Registration Date	Status	Click here to View Registration PDF
ACCR-REG-2024000167	Private Institute	2024-12-19	Registration Completed	Click here to View Registration PDF

Accreditation Application Details						
Sequence Number	Course	Application Date	Accreditation No.	Accreditation Date	Accreditation Valid Till	Application Status
329- Private Institute	NSQF1	2024-12-20	-	-	-	Application Submitted Without Payment

Figure 69: Application details page

- b) **Already Accredited :** If the institute has an Accreditation number for O/A/B/C course, they can log in to the portal using their credentials.

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान
National Institute of Electronics & Information Technology

Ministry of Electronics & Information Technology
Government of India

Home About Us Help Desk Contact Us Operator Login Office

Accreditation Login

Email ID*
Enter Email ID

Password*
Enter your password

Captcha
9 + 1

[New User](#)
[Forgot Password](#)

Notice Board

S.No	NOTICE	MODIFIED_ON
1	Launch of New Accreditation Portal	11-12-2020

Figure 70: Login page

- Once you log in, the following page will be displayed:

NSQF INSTITUTE
● Online

My Home Log Out

Home

- NSQF Accreditation Application
 - NSQF Institute Registration
 - Old Institute Management
- ACTIVITY
 - Accreditation Application Management
 - Profile Management

Registration Application Details				
Registration Number	Institute Type	Registration Date	Status	Click here to View Registration PDF
ACCR-REG-2025000012	Private Institute	2025-01-01	Registration Completed	Click here to View Registration PDF

Accreditation Application Details						
Sequence Number	Course	Application Date	Accreditation No.	Accreditation Date	Accreditation Valid Till	Application Status

Figure 71: NSQF Accreditation Application

- Click on “NSQF Accreditation Application”, then select ”NSQF Institute Registration” to proceed.
- NSQF registration page will be displayed. Select the NSQF courses from the dropdown & click on “Add more” (if institute have more NSQF courses) and click on “Submit”.

Figure 72: NSQF course Registration

- After submitting the application, the following page will be displayed. The status will change to ‘Application Submitted without Payment.’

Note: The details of the NSQF courses will be sent to the respective regional center for verification. Once the verification is completed, the status will update to ‘Application accepted accreditation Conveyed.’

Registration Application Details				
Registration Number	Institute Type	Registration Date	Status	Click here to View Registration PDF
ACCR-REG-2024000167	Private Institute	2024-12-19	Registration Completed	Click here to View Registration PDF

Accreditation Application Details						
Sequence Number	Course	Application Date	Accreditation No.	Accreditation Date	Accreditation Valid Till	Application Status
329- Private Institute	NSQF1	2024-12-20	-	-	-	Application Submitted Without Payment

Figure 73: Application details page

13 Profile Update for DLC, O/A/B/C, NSQF and NIELIT Center

- Click on the **Update Profile** button. The system will display three options:
 - a) Update Details
 - b) Update Profile Dashboard
 - c) Update Profile Payment Status

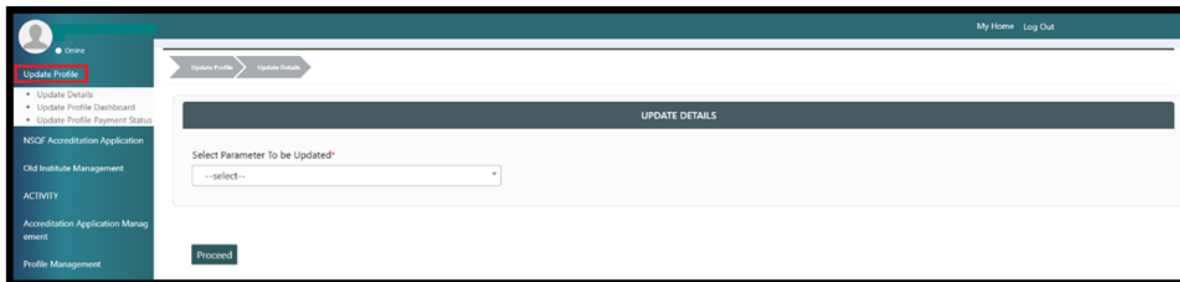


Figure 74: Update profile

13.1 Update Details

In the “Update Details” section, you may update any information or parameter that needs to be changed.

- **Click on Update Details and select the parameter you want to update from the dropdown menu. The following screen will be displayed with four available options:**
 - i. Institute Address
 - ii. Management
 - iii. Institute Name
 - iv. Franchise/License

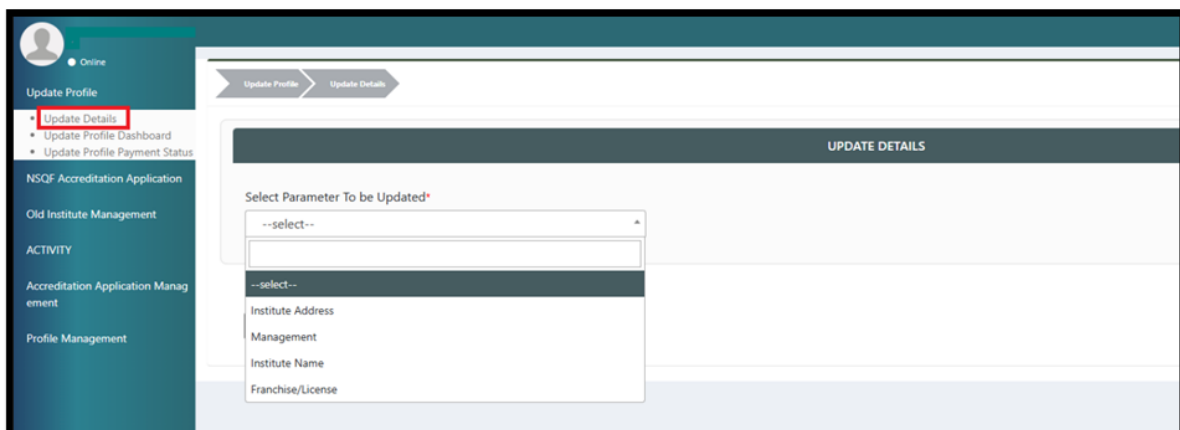
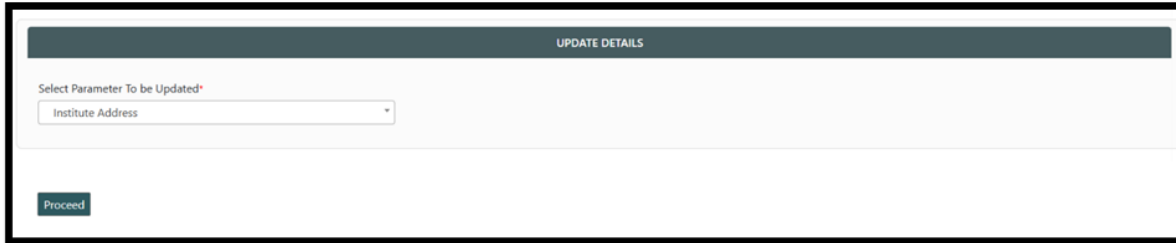


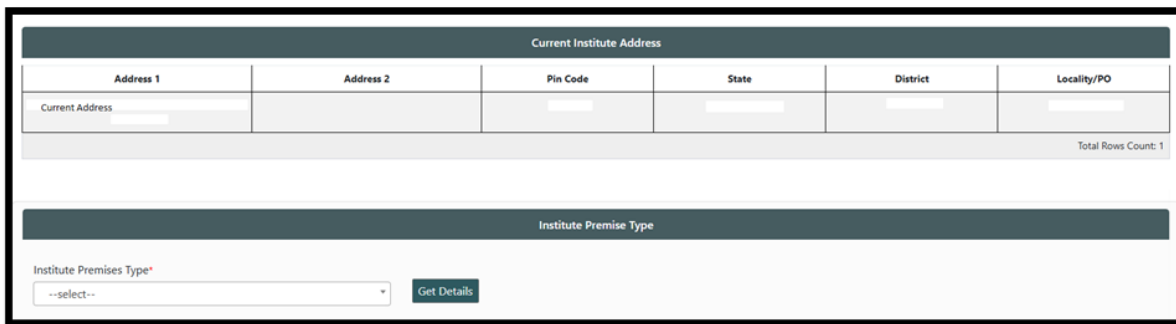
Figure 75: Update Details

- i. **Institute Address:** Select “Institute Address” from the dropdown menu to update the institute’s address. Once “Institute Address” is selected from the dropdown, click on the “Proceed” button to move to the next step. After clicking “Proceed”, the next page will be displayed as shown below.



The screenshot shows a form titled "UPDATE DETAILS". At the top, there is a dark header bar with the text "UPDATE DETAILS". Below the header, there is a label "Select Parameter To be Updated*" followed by a dropdown menu. The dropdown menu is open, and "Institute Address" is selected. At the bottom left of the form, there is a green button labeled "Proceed".

Figure 76: Institute Address



The screenshot shows two sections. The top section is titled "Current Institute Address" and contains a table with the following columns: Address 1, Address 2, Pin Code, State, District, and Locality/PO. The table has one row labeled "Current Address" with input fields for each column. Below the table, it says "Total Rows Count: 1". The bottom section is titled "Institute Premise Type" and contains a label "Institute Premises Type*" followed by a dropdown menu showing "--select--". To the right of the dropdown is a green button labeled "Get Details".

Figure 77: Institute Premises type

- Select the **Institute Premises Type** from the available options:
- a) **Own:** If the premises are owned by the institute.
 - b) **Long-term Lease/Rent:** If the premises are acquired on lease or rent for an extended period.
- i. When “**Own**” is selected as the Institute Premises Type, fill in all the required fields, upload the necessary documents, and click on the **Save and Next** button.

Current Institute Address					
Address 1	Address 2	Pin Code	State	District	Locality/PO
Current Address					Total Rows Count

Institute Premise Type	
Institute Premises Type*	<input type="text" value="Own"/> <input type="button" value="Get Details"/>

Address to be Updated					
Address [5-100 characters]*		Address[5-100 characters]			
<input type="text" value="Test Address"/>		<input type="text" value="Test Address"/>			
Pin Code*	State*	Pin Code*		District*	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
Locality/PO*					
<input type="text"/>					

Undertaking Document Format		

Upload Documents		
Document Name/ Description	Upload File	Allowed Document Type / Size
Sale Deed with NOC	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Undertaking	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Layout Map	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Registration Certificate from any Government authority	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Resolution For Change of Premises	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Any other Relevant Document	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Total Rows Count		

<input type="button" value="Save and next"/>				
--	--	--	--	--

Accreditation Details				
Level	Accreditation Number	Accr From Date	Accr To Date	Accreditation granted from

Figure 78: Institute premise type: - Own

- You will be redirected to the declaration screen. Click on the checkbox and then click on the “Save and Next” button.

Declaration	
S.NO.	Declaration
1	Provisional permission to conduct NIELIT O/ A/ B/ C/ DL/NSQF level course will be granted at the first instance subject to meeting the prevailing norms.
2	Permission is given to the institute to conduct the course for a particular training address. For any change of address whether permanently or temporarily approval from NIELIT is a must.
3	Accreditation application performa shall be fully and accurately filled up and submitted with NIELIT. NIELIT reserves the right at its discretion to accept or reject any application without having to provide justification for acceptance or rejection.
4	A letter of provisional accreditation will be issued to the institute to serve the documentary proof of the same.
5	Institutes must comply with all local, state, and national laws and regulations that apply to their institute and shall not engage in any business practice or activity that could discredit or damage the image or reputation of NIELIT directly or indirectly.
6	This shall be the responsibility of the institute to get the latest information from NIELIT.
7	No Institute shall submit false or misleading information to the NIELIT and to the candidates.
8	No institute shall do anything detrimental to the reputation and image of the NIELIT, its courses, its logo, and/or its name.
9	NIELIT shall have no liability to any institute in respect of any cost, damage, claims, demands, prosecutions, fines, penalties, and/or expense suffered by any institute directly or indirectly as a result of an act, omission, representation, or statement of any of the candidate(s), institute, and/or organization.
10	Institutes must comply with all the NIELIT rules of conduct, policies, and other rules and regulations and amendments or additions together with any procedures, recommendations, guidelines, or instructions which may be issued from time to time by NIELIT and which shall be the responsibility of the institute only.
11	Whenever there is any violation of the NIELIT rules under any rules and regulations and / or any procedures or directions issued by NIELIT, NIELIT may in its sole discretion take whatever actions or measures it deems necessary and appropriate.
12	Any changes in the telephone number(s), fax number(s), email address of the institute must be informed to NIELIT within one month of any such change.
13	Approval is required from NIELIT to change the address of the institute as per Guidelines.
14	Unauthorized use of terms like approved/accredited/recognized by Government or any similar expression, designed to mislead the public, will attract penal action besides any administrative action that NIELIT may take, as found fit. The institute or its branches/franchisee not specifically approved for conducting NIELIT course(s) misrepresenting NIELIT are liable for Penal/Criminal action, besides administrative actions.
15	Institute releasing unapproved advertisements may face withdrawal of their accreditation. The institutes are therefore advised to seek prior approval of advertisements carrying any reference of NIELIT courses of NIELIT and/or its association with various national agencies.
16	Institutes should not advertise either directly or by implication - any level of course(s) the accreditation of which is/are not granted to it, including level of course(s) the accreditation of which is/are under consideration or have expired or has been withdrawn.
17	Institutes should extend all cooperation to authorized representatives of NIELIT in monitoring visits/surprise visits to ensure maintenance of standards.
18	Government of India may in its absolute discretion, modify, terminate, suspend for specified periods, DOEACC scheme.
19	NIELIT does not bind, nor cause to bind, Government of India to provide any financial assistance, loan, provision of land or manpower or any other support to the institution (Only statement and no rules/regulation).
20	Documentation and records of NIELIT course or NIELIT will be distinctly separate from other courses being run by the institute.
21	Decision on all matters by NIELIT shall be final and binding.
22	The institute should not avail service/financial assistance from any personnel associated with DOEACC Scheme without prior approval from NIELIT.
Total Rows Count: 22	

Code of Ethics	
S.NO	Document Name/ Description
1	NOT advertise anything which is liable to project a false impression of status of my/our Institution.
2	NOT advertise either directly or by implication any level of courses the accreditation of which is not granted to me/us, including those courses the accreditation of which are under consideration or have expired or has been withdrawn.
3	NOT guarantee benefits to students that are actually false or not feasible.
4	NOT project price terms that are false, or misleading, that has been given to gain advantage over competition.
5	NOT distort statement of Govt. for our own gain.
6	NOT criticize action of Govt/Professional bodies or experts, without proper investigation.
7	NOT make statements offensive to the public, including advertisements that are against public/Government/National sentiments.
8	NOT make any statement/declaration/presentation/advertisement which is ambiguous nature and which presents a false picture in any stage/part of the scheme of accreditation hardware/software and/or which is sort of omissions/additions of any kind and/or which are half-truths.
9	NOT do comparative advertising.
10	NOT involve in any other matter/action repugnant to the spirit of ethical practices including behavior to by/our students, unauthorized use of copyrighted software etc.
Total Rows Count: 10	

I have read and agree to the terms and conditions stated above.*

Figure 79: Declaration

➤ After reviewing this screen, click the 'Proceed to Pay' button.

Thank you for accepting terms and conditions. Please review your complete application.

OK

Figure 80: Terms & conditions

Current Institute Address					
Address 1	Address 2	Pin Code	State	District	Locality/PO
Current Address					
Total Rows Count					

Institute Premise Type
Own

Preview for Update Address					
Address [5-100 characters]					
Test Address					
Address[5-100 characters]					
Test Address					
Pin Code	State	District			
Locality/PO					

Uploaded Documents Preview	
Document Name/ Description	Upload File
Sale Deed with NOC	Choose File No file chosen click to view
Undertaking	Choose File No file chosen click to view
Layout Map	Choose File No file chosen click to view
Registration Certificate from any Government authority	Choose File No file chosen click to view
Resolution For Change of Premises	Choose File No file chosen click to view
Any other Relevant Document	Choose File No file chosen click to view
Total Rows Count	

Payment	
Parameter	Details
Update Request For	Institute Address
Update address	
GST ON Update address	
Total Fee:	

Back Proceed to Pay

Figure 81: Review screen

- After complete the payment process (refer Figure: 104). An email will be sent to the institute’s registered email ID after the payment is successfully completed.
- ii. When “**Long Term Lease/Rent**” is selected, enter the lease validity date and click on “Get Details”. Then, enter the updated address in the “Address to be Updated” field and upload the supporting document. Click on “Save and Next” to proceed.

Current Institute Address					
Address 1	Address 2	Pin Code	State	District	Locality/PO
Current Address					
Total Rows Count					

Institute Premise Type	
Institute Premises Type*	Lease Validity Date*
Long Term Lease/Rent	01-01-2030
Get Details	

Address to be Updated	
Address [5-100 characters]*	Address[5-100 characters]
Test Address	Test Address
Pin Code*	State*
Locality/PO*	District*

Upload Documents		
Document Name/ Description	Upload File	Allowed Document Type / Size
Sale Deed with NOC	Choose File No file chosen	PDF Format/512 kb
Undertaking	Choose File No file chosen	PDF Format/512 kb
Layout Map	Choose File No file chosen	PDF Format/512 kb
Registration Certificate from any Government authority	Choose File No file chosen	PDF Format/512 kb
Resolution For Change of Premises	Choose File No file chosen	PDF Format/512 kb
Any other Relevant Document	Choose File No file chosen	PDF Format/512 kb
Total Rows Count		

[Save and next](#)

Accreditation Details				
Level	Accreditation Number	Accr From Date	Accr To Date	Accreditation granted from

Figure 82: Institute premise type: - Long Term Lease/ Rent

- You will be redirected to the deceleration screen. clicking on the check box and click on ”Save and Next” button.

Declaration	
S.NO.	Declaration
1	Provisional permission to conduct NIELIT Of A/ B/ C/ DLC/NSQF level course will be granted at the first instance subject to meeting the prevailing norms.
2	Permission is given to the institute to conduct the course for a particular training address. For any change of address whether permanently or temporarily approval from NIELIT is a must.
3	Accreditation application performa shall be fully and accurately filled up and submitted with NIELIT. NIELIT reserves the right at its discretion to accept or reject any application without having to provide justification for acceptance or rejection.
4	A letter of provisional accreditation will be issued to the institute to serve the documentary proof of the same.
5	Institutes must comply with all local, state, and national laws and regulations that apply to their institute and shall not engage in any business practice or activity that could discredit or damage the image or reputation of NIELIT directly or indirectly.
6	This shall be the responsibility of the institute to get the latest information from NIELIT.
7	No Institute shall submit false or misleading information to the NIELIT and to the candidates.
8	No institute shall do anything detrimental to the reputation and image of the NIELIT, its courses, its logo, and/or its name.
9	NIELIT shall have no liability to any institute in respect of any cost, damage, claims, demands, prosecutions, fines, penalties, and/or expense suffered by any institute directly or indirectly as a result of an act, omission, representation, or statement of any of the candidate(s), institute, and/or organization.
10	Institutes must comply with all the NIELIT rules of conduct, policies, and other rules and regulations and amendments or additions together with any procedures, recommendations, guidelines, or instructions which may be issued from time to time by NIELIT and which shall be the responsibility of the institute only.
11	Whenever there is any violation of the NIELIT rules under any rules and regulations and / or any procedures or directions issued by NIELIT, NIELIT may in its sole discretion take whatever actions or measures it deems necessary and appropriate.
12	Any changes in the telephone number(s), fax number(s), email address of the institute must be informed to NIELIT within one month of any such change.
13	Approval is required from NIELIT to change the address of the institute as per Guidelines.
14	Unauthorized use of terms like approved/accredited/recognized by Government or any similar expression, designed to mislead the public, will attract penal action besides any administrative action that NIELIT may take, as found fit. The institute or its branches/franchisee not specifically approved for conducting NIELIT course(s) misrepresenting NIELIT are liable for Penal/Criminal action, besides administrative actions.
15	Institute releasing unapproved advertisements may face withdrawal of their accreditation. The institutes are therefore advised to seek prior approval of advertisements carrying any reference of NIELIT courses of NIELIT and/or its association with various national agencies.
16	Institutes should not advertise either directly or by implication - any level of course(s) the accreditation of which is/are not granted to it, including level of course(s) the accreditation of which is/are under consideration or have expired or has been withdrawn.
17	Institutes should extend all cooperation to authorized representatives of NIELIT in monitoring visits/surprise visits to ensure maintenance of standards.
18	Government of India may in its absolute discretion, modify, terminate, suspend for specified periods, DOEACC scheme.
19	NIELIT does not bind, nor cause to bind, Government of India to provide any financial assistance, loan, provision of land or manpower or any other support to the institution (Only statement and no rules/regulation).
20	Documentation and records of NIELIT course or NIELIT will be distinctly separate from other courses being run by the institute.
21	Decision on all matters by NIELIT shall be final and binding.
22	The institute should not avail service/financial assistance from any personnel associated with DOEACC Scheme without prior approval from NIELIT.
Total Rows Count: 22	

Code of Ethics	
S.NO	Document Name/ Description
1	NOT advertise anything which is liable to project a false impression of status of my/our Institution.
2	NOT advertise either directly or by implication any level of courses the accreditation of which is not granted to me/us, including those courses the accreditation of which are under consideration or have expired or has been withdrawn.
3	NOT guarantee benefits to students that are actually false or not feasible.
4	NOT project price terms that are false, or misleading, that has been given to gain advantage over competition.
5	NOT distort statement of Govt. for our own gain.
6	NOT criticize action of Govt/Professional bodies or experts, without proper investigation.
7	NOT make statements offensive to the public, including advertisements that are against public/Government/National sentiments.
8	NOT make any statement/declaration/presentation/advertisement which is ambiguous nature and which presents a false picture in any stage/part of the scheme of accreditation hardware/software and/or which is sort of omissions/additions of any kind and/or which are half-truths.
9	NOT do comparative advertising.
10	NOT involve in any other matter/action repugnant to the spirit of ethical practices including behavior to by/our students, unauthorized use of copyrighted software etc.
Total Rows Count: 10	

I have read and agree to the terms and conditions stated above.*

Figure 83: Declaration

➤ After reviewing this screen, click the “Proceed to Pay” button.

Current Institute Address					
Address 1	Address 2	Pin Code	State	District	Locality/PO
Current Address					
Total Rows Count					

Institute Premise Type	
Institute Premises Type	Lease Validity Date*
Long Term Lease/Rent	01-01-2030

Preview Address					
Address [5-100 characters]					
Update Address					
Address[5-100 characters]					
Update Address					
Pin Code	State	District		Locality/PO	

Uploaded Documents Preview	
Document Name/ Description	Upload File
Lease/ Rent agreement/ ownership deed with NOC	Choose File No file chosen click to view
Registration Certificate from any Government authority	Choose File No file chosen click to view
Resolution For Change of Premises	Choose File No file chosen click to view
Undertaking	Choose File No file chosen click to view
Layout Map	Choose File No file chosen click to view
Total Rows Count	

Payment	
Parameter	Details
Update Request For	Institute Address
Update address	
GST ON /Update address	
Total Fee:	

Figure 84: Review screen

➤ Click on the “Proceed to Pay” button to continue with the payment process.

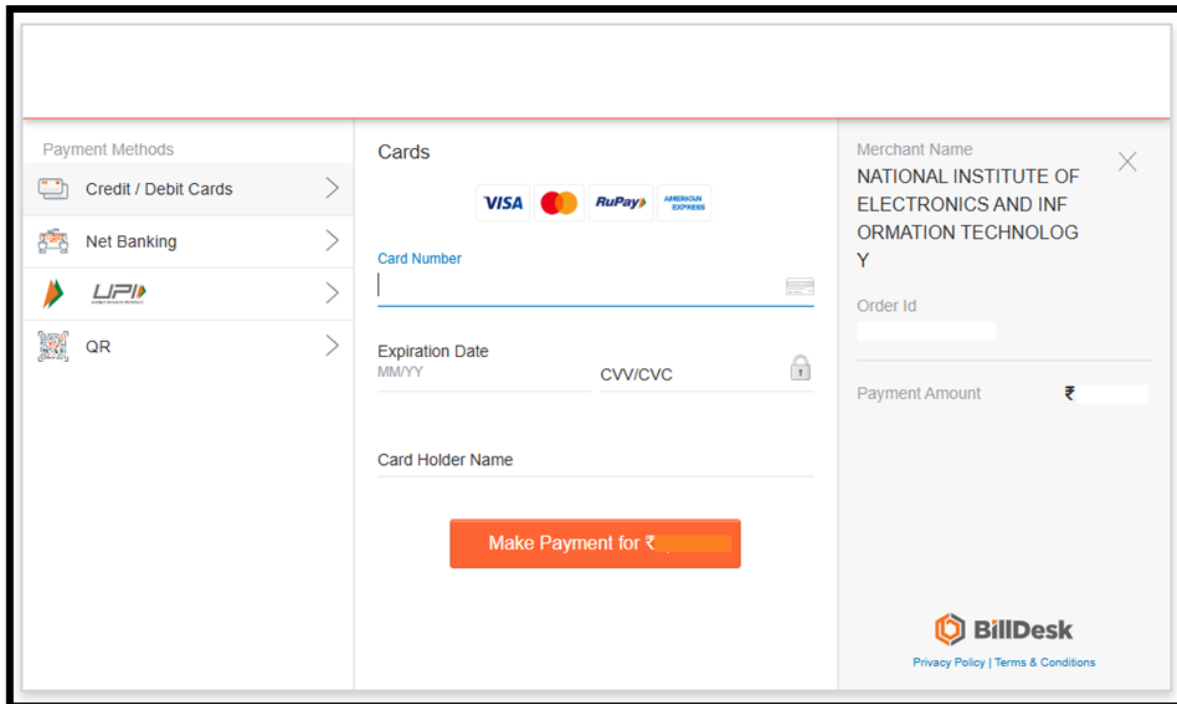


Figure 85: Payment screen

- An email will be sent to the institute’s registered email ID after the payment is successfully completed.
 - ii. **Management:** Navigate to “Update Profile”, click on “Update Details”, select “Management” from the dropdown menu, and click on “Proceed” to continue. (The subsequent steps have been explained earlier. Follow them accordingly.)
- Select “Management” from the dropdown to update the management details. Once the “Management” option has been selected, click on the “Proceed” button to move to the next step. After clicking “Proceed”, the next page will be displayed as shown below.
- ❖ If the legal status is **Society / NGO:**
- Click on “Get Details”. Enter the number of Members/Directors/Proprietors, and then click on “Enter Member Details”.

The screenshot shows a web form with three main sections:

- Legal Details:** A dropdown menu for "Legal Status*" is set to "SOCIETY/ NGO". A "GET DETAILS" button is to the right.
- Current Management Details:** A table with two columns: "Name" and "Designation". The table is currently empty, and a "Total Rows Count: 0" is displayed at the bottom right.
- Legal Status:** A section for "No. of Members/Directors/Proprietor" with a text input field containing "No. of Members" and an "Enter Members details" button.

Figure 86: Legal Status-Society/NGO

- Complete all the required details, upload the necessary documents, and then click on “Save and Next” to proceed.

Legal Details

Legal Status*
 GET DETAILS

Current Management Details

Name	Designation
Total Rows Count: 0	

Legal Status

No. of Members/Directors/Proprietor
 Enter Members details

Details of Members/Directors/Proprietor

Designation	Name
MANAGER	<input type="text" value="Test Name One"/>
MEMBER	<input type="text" value="Test Name Two"/>
Total Rows Count: 2	

Undertaking Document Format

Upload Documents

Document Name/ Description	Upload File	Allowed Document Type / Size
Applicable Legal Documents like Rules and Regulations/Memorandum Bylaws etc	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Registration Certificate from any Government authority	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
List of Board of Members/ Rules and reregulation and by laws of the concerned	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Any other Relevant Document	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Resolution	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Total Rows Count: 5		

Save and next






Figure 87: Update member detail and upload document

- You will be redirected to the declaration screen. Click on the checkbox and then click on the “Save and Next” button. The following page will appear. Review the details carefully.

Current Management Details	
Name	Designation
Total Rows Count: 0	

Preview mgmt	
No. of Members/Directors/Proprietor	
2	

Preview mgmt data	
Name	Designation
MANAGER	Test name one
MEMBER	Test name two
Total Rows Count: 2	

Uploaded Documents Preview	
Document Name/ Description	Upload File
Applicable Legal Documents like Rules and Regulations/Memorandum Bylaws etc	Choose File No file chosen  click to view
Registration Certificate from any Government authority	Choose File No file chosen  click to view
List of Board of Members/ Rules and reregulation and by laws of the concerned	Choose File No file chosen  click to view
Any other Relevant Document	Choose File No file chosen  click to view
Resolution	Choose File No file chosen  click to view
Total Rows Count: 5	

Payment	
Parameter	Details
Update Request For	Management
Update Management Name	
GST ON :Update Management Name	
Total Fee:	

Figure 88: Review society/NGO

- Click on the “Proceed to Pay” button to continue with the payment process. An email will be sent to the institute’s registered email ID after the payment is successfully completed.
- ❖ If the legal status is **Trust**:
- Click on “Get Details”. Enter the number of Members/Directors/Proprietors, and then click on “Enter Member Details”.

Legal Details

Legal Status*
 GET DETAILS

Current Management Details

Name	Designation
Total Rows Count: 0	

Legal Status

No. of Members/Directors/Proprietor
 Enter Members details

Figure 89: Legal Status-Trust

- Complete all the required details, upload the necessary documents, and then click on “Save and Next” to proceed.

Legal Details

Legal Status*
 GET DETAILS

Current Management Details

Name	Designation
Total Rows Count: 0	

Legal Status

No. of Members/Directors/Proprietor
 Enter Members details

Details of Members/Directors/Proprietor

Designation	Name
<input type="text" value="MEMBER"/>	<input type="text" value="Test Name"/>
<input type="text" value="CHAIRMAN"/>	<input type="text" value="Test name two"/>
Total Rows Count: 2	

Undertaking Document Format

Upload Documents

Document Name/ Description	Upload File	Allowed Document Type / Size
Trust Deed	<input type="text" value="Choose File No file chosen"/>	PDF Format/512 kb
Resolution	<input type="text" value="Choose File No file chosen"/>	PDF Format/512 kb
Any other Relevant Document	<input type="text" value="Choose File No file chosen"/>	PDF Format/512 kb
Total Rows Count: 3		

Save and next




Figure 90: Update member detail and upload document

- You will be redirected to the declaration screen. Click on the checkbox and then click on the “Save and Next” button. The following page will appear. Review the details carefully.

Current Management Details	
Name	Designation
Total Rows Count: 0	

Preview mgmt	
No. of Members/Directors/Proprietor	
<input type="text" value="2"/>	

Preview mgmt data	
Name	Designation
MEMBER	Test Name
CHAIRMAN	Test name two
Total Rows Count: 2	

Uploaded Documents Preview	
Document Name/ Description	Upload File
Trust Deed	<input type="text" value="Choose File"/> No file chosen  click to view
Resolution	<input type="text" value="Choose File"/> No file chosen  click to view
Any other Relevant Document	<input type="text" value="Choose File"/> No file chosen  click to view
Total Rows Count: 3	

Payment	
Parameter	Details
Update Request For	Management
Update Management Name	<input type="text"/>
GST ON :Update Management Name	<input type="text"/>
Total Fee:	<input type="text"/>

Figure 91: Review Trust

- Click on the “Proceed to Pay” button to continue with the payment process. An email will be sent to the institute’s registered email ID after the payment is successfully completed.
- ❖ If the legal status is **Company**:
- Click on “Get Details”. Enter the number of Members/Directors/Proprietors, and then click on “Enter Member Details”.

Legal Details

Legal Status*

GET DETAILS

Current Management Details

Name	Designation

Total Rows Count: 0

Legal Status

No. of Members/Directors/Proprietor

Enter Members details

Accreditation Details

Level	Accreditation Number	Accr From Date	Accr To Date	Accreditation granted from

Figure 92: Legal Status- Company

- Complete all the required details, upload the necessary documents, and then click on “Save and Next” to proceed.

Legal Details

Legal Status*
 GET DETAILS

Current Management Details

Name	Designation
Total Rows Count: 0	

Legal Status

No. of Members/Directors/Proprietor
 Enter Members details

Details of Members/Directors/Proprietor

Designation	Name
MEMBER	Test name one
Total Rows Count: 1	

Undertaking Document Format

Upload Documents

Document Name/ Description	Upload File	Allowed Document Type / Size
Certificate of incorporation	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Memorandum of association	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Board Resolution specifically authorizing the authorized person to deal with NIELIT including applying for accreditation	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Form 32	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Any other Relevant Document	<input type="button" value="Choose File"/> No file chosen	PDF Format/512 kb
Total Rows Count: 5		

Save and next

Figure 93: Update member detail and upload document

- You will be redirected to the declaration screen. Click on the checkbox and then click on the “Save and Next” button. The following page will appear. Review the details carefully.

Current Management Details	
Name	Designation
Total Rows Count:	

Preview mgmt	
No. of Members/Directors/Proprietor	
1	

Preview mgmt data	
Name	Designation
MEMBER	Test name one
Total Rows Count:	

Uploaded Documents Preview	
Document Name/ Description	Upload File
Certificate of incorporation	Choose File No file chosen click to view
Memorandum of association	Choose File No file chosen click to view
Board Resolution specifically authorizing the authorized person to deal with NIELIT including applying for accreditation	Choose File No file chosen click to view
Form 32	Choose File No file chosen click to view
Total Rows Count:	

Payment	
Parameter	Details
Update Request For	Management
Update Management Name	
GST ON :Update Management Name	
Total Fee:	

Figure 94: Review Company

- Click on the “Proceed to Pay” button to continue with the payment process. An email will be sent to the institute’s registered email ID after the payment is successfully completed.
- ❖ If the legal status is **Partnership Firm**:
- Click on “Get Details”. Enter the number of Members/Directors/Proprietors, and then click on “Enter Member Details”.

Legal Details

Legal Status*

GET DETAILS

Current Management Details

Name	Designation
Total Rows Count: 0	

Legal Status

No. of Members/Directors/Proprietor

Enter Members details

Figure 95: Legal Status - Partnership firm

- Complete all the required details, upload the necessary documents, and then click on “Save and Next” to proceed.

Legal Details

Legal Status*

GET DETAILS

Current Management Details

Name	Designation
Total Rows Count: 0	

Legal Status

No. of Members/Directors/Proprietor

Enter Members details

Details of Members/Directors/Proprietor

Designation	Name
CHIEF EXECUTIVE OFFICER (CEO)	Testing name
Total Rows Count: 1	

Undertaking Document Format

Upload Documents

Document Name/ Description	Upload File	Allowed Document Type / Size
Registration certificayed from registrar of firms with the documents showing the names of partners.	<input style="width: 100%;" type="text" value="Choose File"/> No file chosen	PDF Format/512 kb
Registered Partnership deed	<input style="width: 100%;" type="text" value="Choose File"/> No file chosen	PDF Format/512 kb
Partnership Chain Document	<input style="width: 100%;" type="text" value="Choose File"/> No file chosen	PDF Format/512 kb
Any other Relevant Document	<input style="width: 100%;" type="text" value="Choose File"/> No file chosen	PDF Format/512 kb
Total Rows Count: 4		

Save and next

Figure 96: Update member detail and upload document

- You will be redirected to the declaration screen. Click on the checkbox and then click on the “Save and Next” button. The following page will appear. Review the details carefully.

Current Management Details	
Name	Designation
Total Rows Count: 0	

Preview mgmt	
No. of Members/Directors/Proprietor	
1	

Preview mgmt data	
Name	Designation
CHIEF EXECUTIVE OFFICER (CEO)	Testing name
Total Rows Count: 1	

Uploaded Documents Preview	
Document Name/ Description	Upload File
Registration certificayed from registrar of firms with the documents showing the names of partners.	Choose File: No file chosen click to view
Registered Partnerships deed	Choose File: No file chosen click to view
Partnership Chain Document	Choose File: No file chosen click to view
Total Rows Count: 3	

Payment	
Parameter	Details
Update Request For	Management
Update Management Name	
GST ON :Update Management Name	
Total Fee:	

Figure 97: Review Partnership Firm

- Click on the “Proceed to Pay” button to continue the payment process. An email will be sent to the institute’s registered email ID after the payment is successfully completed.
- ❖ If the legal status is **Private**:
- Click on “Get Details”. Enter the number of Members/Directors/Proprietors, and then click on “Enter Member Details”.

The screenshot shows a web form with three main sections:

- Legal Details:** A dropdown menu for 'Legal Status' is set to 'PRIVATE'. A 'GET DETAILS' button is located to the right.
- Current Management Details:** A table with two columns: 'Name' and 'Designation'. The table is currently empty, and a 'Total Rows Count: 0' is displayed at the bottom right.
- Legal Status:** A section for 'No. of Members/Directors/Proprietor' with a text input field containing 'No. of Members' and an 'Enter Members details' button.

Figure 98: Legal status – Private

- Complete all the required details, upload the necessary documents, and then click on “Save and Next” to proceed.

Legal Details

Legal Status*
 GET DETAILS

Current Management Details

Name	Designation
ram	EXECUTIVE DIRECTOR
sam	CHAIRMAN

Total Rows Count:

Legal Status

No. of Members/Directors/Proprietor
 Enter Members details

Details of Members/Directors/Proprietor

Designation	Name
<input type="text" value="CHIEF FINANCIAL OFFICER (CFO)"/>	<input type="text" value="Test one"/>
<input type="text" value="CHIEF EXECUTIVE OFFICER (CEO)"/>	<input type="text" value="test"/>

Total Rows Count:

Undertaking Document Format

Upload Documents

Document Name/ Description	Upload File	Allowed Document Type / Size
List of Board of Members/ Rules and reregulation and by laws of the concerned	<input type="text" value="Choose File"/>	PDF Format/512 kb
Registration Certificate from any Government authority	<input type="text" value="Choose File"/>	PDF Format/512 kb
Resolution	<input type="text" value="Choose File"/>	PDF Format/512 kb
Any other Relevant Document	<input type="text" value="Choose File"/>	PDF Format/512 kb

Total Rows Count:

Save and next

Accreditation Details

Level	Accreditation Number	Accr From Date	Accr To Date	Accreditation granted from

Figure 99: Update member detail and upload document

- You will be redirected to the declaration screen. Click on the checkbox and then click on the “Save and Next” button. The following page will appear. Review the details carefully.

Current Management Details	
Name	Designation
Total Rows Count: 0	

Preview mgmt	
No. of Members/Directors/Proprietor	
<input type="text" value="2"/>	

Preview mgmt data	
Name	Designation
CHAIRMAN	Testing one
CHAIRMAN	Testing two
Total Rows Count: 2	

Uploaded Documents Preview	
Document Name/ Description	Upload File
List of Board of Members/ Rules and reregulation and by laws of the concerned	<input type="text" value="Choose File No file chosen"/> <input type="button" value="click to view"/>
Registration Certificate from any Government authority	<input type="text" value="Choose File No file chosen"/> <input type="button" value="click to view"/>
Resolution	<input type="text" value="Choose File No file chosen"/> <input type="button" value="click to view"/>
Any other Relevant Document	<input type="text" value="Choose File No file chosen"/> <input type="button" value="click to view"/>
Total Rows Count: 4	

Payment	
Parameter	Details
Update Request For	Management
Update Management Name	
GST ON :Update Management Name	
Total Fee:	

Figure 100: Review Private

- Click on the “Proceed to Pay” button to continue the payment process. An email will be sent to the institute’s registered email ID after the payment is successfully completed.
- iii. **Institute Name:** Navigate to “Update Profile”, click on “Update Details”, select “Institute Name” from the dropdown menu, and click on “Proceed” to continue. (The subsequent steps have been explained earlier. Follow them accordingly.)
- Enter the “Institute Name to be updated” that you wish to change, and upload all the relevant documents. After that, click on the “Save and Next” button to proceed.

Preview Institute Name

Current Institute Name

Institute Name to be Updated

Uploaded Documents Preview

Document Name/ Description	Upload File
Undertaking	<input type="text" value="Choose File No file chosen"/> <input type="button" value="click to view"/>
Resolution For Change of Name	<input type="text" value="Choose File No file chosen"/> <input type="button" value="click to view"/>
Registration Certificate from any Government authority	<input type="text" value="Choose File No file chosen"/> <input type="button" value="click to view"/>

Total Rows Count: 3

Payment

Parameter	Details
Update Request For	Institute Name
Update Institute Name	
GST ON :Update Institute Name	
Total Fee:	

Figure 101: Institute name for update

- You will be redirected to the declaration screen. Click on the checkbox and then click on the “Save and Next” button. The following page will appear. Review the details carefully.
- Click on the “Proceed to Pay” button to continue with the payment process. An email will be sent to the institute’s registered email ID after the payment is successfully completed.

Preview Institute Name

Current Institute Name

Institute Name to be Updated

Uploaded Documents Preview

Document Name/ Description	Upload File
Undertaking	<input type="text" value="Choose File No file chosen"/> click to view
Resolution For Change of Name	<input type="text" value="Choose File No file chosen"/> click to view
Registration Certificate from any Government authority	<input type="text" value="Choose File No file chosen"/> click to view

Total Rows Count: 3

Payment

Parameter	Details
Update Request For	Institute Name
Update Institute Name	
GST ON :Update Institute Name	
Total Fee:	

[Back](#)
[Proceed to Pay](#)

Figure 102: Preview for name change

- iv. **Franchise/License:** Navigate to “Update Profile”, click on “Update Details”, select “Franchise Name” from the dropdown menu, and click on “Proceed” to continue. (The subsequent steps have been explained earlier. Follow them accordingly.)
- In the “Franchise/License for Update” section, fill in the required details and upload all the relevant documents. Also select the support provided by the Franchise/License. After that, click on the “Save and Next” button to proceed.

Current Franchise/License				
Name of Franchisor/Licensor	Address of Franchisor/Licensor	Agreement Upto	Duration of Franchise/License(in month)	Support provided by Franchisor/Licensor
Total Rows Count: 0				
Franchise/License for Update				
Name of Franchisor/Licensor Franchise Name	Address of Franchisor/Licensor Franchise Address	Agreement Upto 01-01-2030	Duration of Franchise/License(in month) 36	Support provided by Franchisor/Licensor <input checked="" type="checkbox"/> Faculty <input checked="" type="checkbox"/> Course <input checked="" type="checkbox"/> Others
Undertaking Document Format				
Upload Documents				
Document Name/ Description	Upload File		Allowed Document Type / Size	
NOC from Franchisor/Licensor for Applying for Accreditation	<input type="button" value="Choose File"/> No file chosen		PDF Format/512 kb	
Board Resolution/ Decision with regard to the dropping of franchisee/ Licensee	<input type="button" value="Choose File"/> No file chosen		PDF Format/512 kb	
Any other Relevant Document	<input type="button" value="Choose File"/> No file chosen		PDF Format/512 kb	
Total Rows Count: 3				
<input type="button" value="Save and next"/>				

Figure 103: Franchise/License for Update

- You will be redirected to the declaration screen. Click on the checkbox and then click on the “Save and Next” button.

Declaration	
S.NO.	Declaration
1	Provisional permission to conduct NIELIT O/ A/ B/ C/ DL/NSQF level course will be granted at the first instance subject to meeting the prevailing norms.
2	Permission is given to the institute to conduct the course for a particular training address. For any change of address whether permanently or temporarily approval from NIELIT is a must.
3	Accreditation application performa shall be fully and accurately filled up and submitted with NIELIT. NIELIT reserves the right at its discretion to accept or reject any application without having to provide justification for acceptance or rejection.
4	A letter of provisional accreditation will be issued to the institute to serve the documentary proof of the same.
5	Institutes must comply with all local, state, and national laws and regulations that apply to their institute and shall not engage in any business practice or activity that could discredit or damage the image or reputation of NIELIT directly or indirectly.
6	This shall be the responsibility of the institute to get the latest information from NIELIT.
7	No Institute shall submit false or misleading information to the NIELIT and to the candidates.
8	No institute shall do anything detrimental to the reputation and image of the NIELIT, its courses, its logo, and/or its name.
9	NIELIT shall have no liability to any institute in respect of any cost, damage, claims, demands, prosecutions, fines, penalties, and/or expense suffered by any institute directly or indirectly as a result of an act, omission, representation, or statement of any of the candidate(s), institute, and/or organization.
10	Institutes must comply with all the NIELIT rules of conduct, policies, and other rules and regulations and amendments or additions together with any procedures, recommendations, guidelines, or instructions which may be issued from time to time by NIELIT and which shall be the responsibility of the institute only.
11	Whenever there is any violation of the NIELIT rules under any rules and regulations and / or any procedures or directions issued by NIELIT, NIELIT may in its sole discretion take whatever actions or measures it deems necessary and appropriate.
12	Any changes in the telephone number(s), fax number(s), email address of the institute must be informed to NIELIT within one month of any such change.
13	Approval is required from NIELIT to change the address of the institute as per Guidelines.
14	Unauthorized use of terms like approved/accredited/recognized by Government or any similar expression, designed to mislead the public, will attract penal action besides any administrative action that NIELIT may take, as found fit. The institutes/branches/franchisee not specifically approved for conducting NIELIT course(s) misrepresenting NIELIT are liable for Penal/Criminal action, besides administrative actions.
15	Institute releasing unapproved advertisements may face withdrawal of their accreditation. The institutes are therefore advised to seek prior approval of advertisements carrying any reference of NIELIT courses of NIELIT and/or its associated various national agencies.
16	Institutes should not advertise either directly or by implication - any level of course(s) the accreditation of which is/are not granted to it, including level of course(s) the accreditation of which is/are under consideration or have expired or has been withdrawn.
17	Institutes should extend all cooperation to authorized representatives of NIELIT in monitoring visits/surprise visits to ensure maintenance of standards.
18	Government of India may in its absolute discretion, modify, terminate, suspend for specified periods, DOEACC scheme.
19	NIELIT does not bind, nor cause to bind, Government of India to provide any financial assistance, loan, provision of land or manpower or any other support to the institution (Only statement and no rules/regulation).
20	Documentation and records of NIELIT course or NIELIT will be distinctly separate from other courses being run by the institute.
21	Decision on all matters by NIELIT shall be final and binding.
22	The institute should not avail service/financial assistance from any personnel associated with DOEACC Scheme without prior approval from NIELIT.
Total Rows Count: 22	

Code of Ethics	
S.NO	Document Name/ Description
1	NOT advertise anything which is liable to project a false impression of status of my/our Institution.
2	NOT advertise either directly or by implication any level of courses the accreditation of which is not granted to me/us, including those courses the accreditation of which are under consideration or have expired or has been withdrawn.
3	NOT guarantee benefits to students that are actually false or not feasible.
4	NOT project price terms that are false, or misleading, that has been given to gain advantage over competition.
5	NOT distort statement of Govt. for our own gain.
6	NOT criticize action of Govt/Professional bodies or experts, without proper investigation.
7	NOT make statements offensive to the public, including advertisements that are against public/Government/National sentiments.
8	NOT make any statement/declaration/presentation/advertisement which is ambiguous nature and which presents a false picture in any stage/part of the scheme of accreditation hardware/software and/or which is sort of omissions/additions kind and/or which are half-truths.
9	NOT do comparative advertising.
10	NOT involve in any other matter/action repugnant to the spirit of ethical practices including behavior to by/our students, unauthorized use of copyrighted software etc.
Total Rows Count: 10	

I have read and agree to the terms and conditions stated above.*

Figure 104: Declaration

- After reviewing the details carefully, click on the “Proceed to Pay” button to continue with the payment process.

Current Franchise/License				
Name of Franchisor/Licensor	Address of Franchisor/Licensor	Agreement Upto	Duration of Franchise/License(in month)	Support provided by Franchisor/Licensor
				Total Rows Count:

Preview Franchise/License		
Name of Franchisor/Licensor Franchise Name	Address of Franchisor/Licensor Franchise Address	Agreement Upto 01-01-2030
		Duration of Franchise/License(in month) 36
Support provided by Franchisor/Licensor		
<input type="button" value="Faculty"/> <input type="button" value="Course"/> <input type="button" value="Others"/>		

Payment	
Parameter	Details
Update Request For	Franchise/License
Update Franchisee/Licensee	
GST ON :Update Franchisee/Licensee	
Total Fee:	

Uploaded Documents Preview	
Document Name/ Description	Upload File
NOC from Franchisor/Licensor for Applying for Accreditation	<input type="button" value="Choose File"/> No file chosen <input type="button" value="click to view"/>
Board Resolution/ Decision with regard to the dropping of franchisee/ Licensee	<input type="button" value="Choose File"/> No file chosen <input type="button" value="click to view"/>
Any other Relevant Document	<input type="button" value="Choose File"/> No file chosen <input type="button" value="click to view"/>
Total Rows Count:	

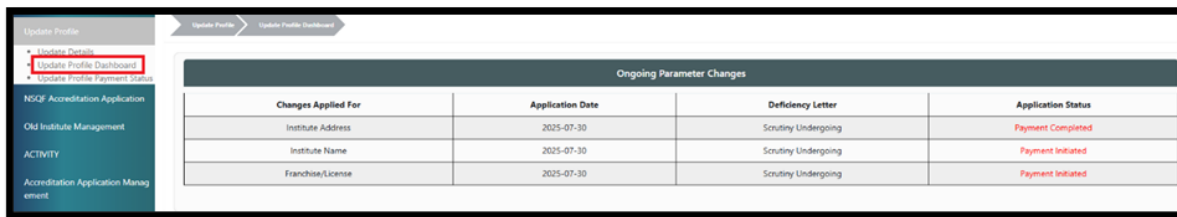
Figure 105: Preview of Franchise/License

Note: Fee-Exempt Profile Updates for Registered Institutes Without ACCR Number or NIELIT Centers

1. If an institute has only registered and wishes to update any of the parameters mentioned above, it can apply to update any of the above details without paying any fees.
2. If an institute has registered and has applied for a course but has not yet received the ACCR Number, and wishes to change any of the parameters mentioned above, it can apply to update any of the above details without paying any fees.
3. If an institute is a NIELIT Center and wishes to change any of the parameters mentioned above, it can apply to update any of the above details without paying any fees.

13.2 Update Profile Dashboard

Details of update applications submitted along with their status.



The screenshot shows the 'Update Profile Dashboard' with a table titled 'Ongoing Parameter Changes'. The table has four columns: 'Changes Applied For', 'Application Date', 'Deficiency Letter', and 'Application Status'. There are three rows of data.

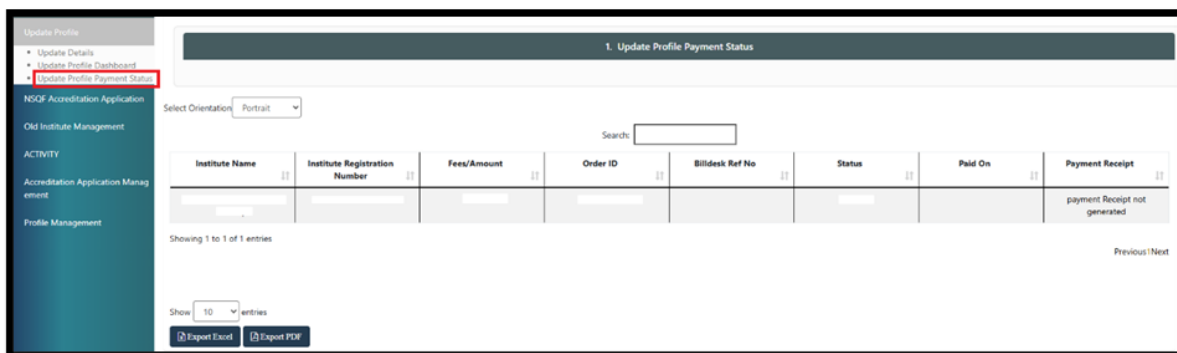
Changes Applied For	Application Date	Deficiency Letter	Application Status
Institute Address	2025-07-30	Scrutiny Undergoing	Payment Completed
Institute Name	2025-07-30	Scrutiny Undergoing	Payment Initiated
Franchise/License	2025-07-30	Scrutiny Undergoing	Payment Initiated

Figure 106: Update profile dashboard

13.3 Update Profile Payment Status

Payment details, including Order ID, amount, payment status, and other related information for the profile update will be shown here.

- Click the *Payment Receipt not generated* link to download the payment PDF.

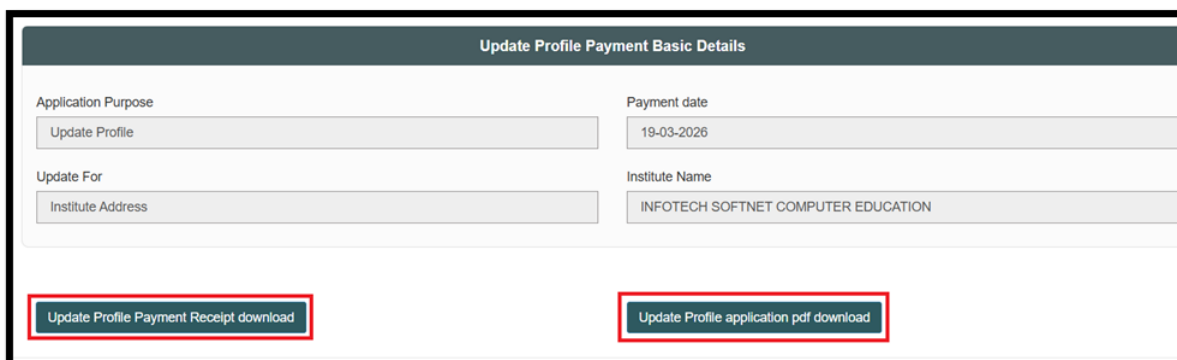


The screenshot shows the 'Update Profile Payment Status' page. It features a table with columns: 'Institute Name', 'Institute Registration Number', 'Fees/Amount', 'Order ID', 'Billdesk Ref No', 'Status', 'Paid On', and 'Payment Receipt'. The 'Payment Receipt' column contains the text 'payment Receipt not generated'. Below the table, there are navigation options like 'Previous/Next' and 'Export Excel', 'Export PDF'.

Institute Name	Institute Registration Number	Fees/Amount	Order ID	Billdesk Ref No	Status	Paid On	Payment Receipt
							payment Receipt not generated

Figure 107: Update profile payment status

- The screen below will be displayed. After that, click on “Update Profile Application PDF Download” and “Update Profile Payment PDF Download.”.



The screenshot shows the 'Update Profile Payment Basic Details' form. It has two columns of input fields. The left column contains 'Application Purpose' (Update Profile) and 'Update For' (Institute Address). The right column contains 'Payment date' (19-03-2026) and 'Institute Name' (INFOTECH SOFTNET COMPUTER EDUCATION). At the bottom, there are two buttons: 'Update Profile Payment Receipt download' and 'Update Profile application pdf download', both highlighted with red boxes.

Application Purpose	Payment date
Update Profile	19-03-2026
Update For	Institute Name
Institute Address	INFOTECH SOFTNET COMPUTER EDUCATION

[Update Profile Payment Receipt download](#) [Update Profile application pdf download](#)

Figure 108: PDF Download

13.4 Self Update

On successful Institute login, the Institute can self-update through Profile Management. Under Profile Management, the Institute will have access to the following functions:

- Update Email ID
- Update Mobile Number

Note: The above details can be updated by the Institute directly (these do not require verification from NIELIT HQ).

The screenshot displays a web interface for Profile Management. On the left is a navigation menu with options like 'Home', 'Update Profile', 'NSQF Accreditation Application', 'Old Institute Management', 'ACTIVITY', 'Accreditation Application Management', and 'Profile Management' (highlighted with a red box). Under 'Profile Management', there are sub-options: 'Change Password', 'Update Email ID', and 'Update Mobile No'. The main content area is divided into several sections:

- Registration Application Details:** A table with columns: Registration Number, Institute Type, Registration Date, Status, and a link to 'Click here to View Registration PDF'.
- Ongoing Accreditation Application:** A table with columns: Sequence Number, Course, Application Date, Deficiency Letter, and Application Status.
- Accreditation Details:** A section with an 'Action' button and a message: 'Accreditation number is not generated yet.'
- Course Wise payment Details:** A table with columns: Payment Type, Amount, Course, Initiation Date, Billdesk Reference No, and Payment Status.
- Generate Payment/Application PDF:** A section with a 'Course' column and two buttons: 'Download Payment Receipt' and 'Download Application PDF'.

Figure 109: Profile Management

• **Update Email ID:** In this section, click on “Update Email ID”. The following screen will appear. The existing email ID will be displayed automatically. Enter the new email ID and click on “Send OTP”. After receiving the OTP on your new email address, enter the OTP and click on “Verify OTP”.

The screenshot shows the 'Update Email ID' process. The left navigation menu is the same as in Figure 109, with 'Update Email ID' highlighted in red. The main content area is titled 'Email Details' and contains:

- Existing Email ID:** A text input field containing 'Test@gmail.com'.
- New Email ID:** A text input field for entering the new email address.
- Send OTP:** A button to initiate the OTP process.

Below this is the 'Verify Email ID' section:

- A message: 'OTP has been sent on New Email Address. Please enter the same.'
- A text input field for entering the received OTP.
- Resend OTP:** A button to request a new OTP.
- Verify OTP:** A button to confirm the new email ID.

Figure 110: Update email ID

- After verifying the OTP, the email address will be changed successfully.

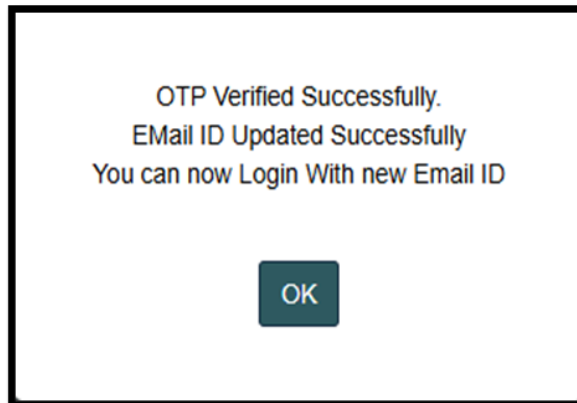


Figure 111: Email ID updated successfully

- An email will be sent automatically to the institute's registered email ID confirming the update request has been updated successfully.

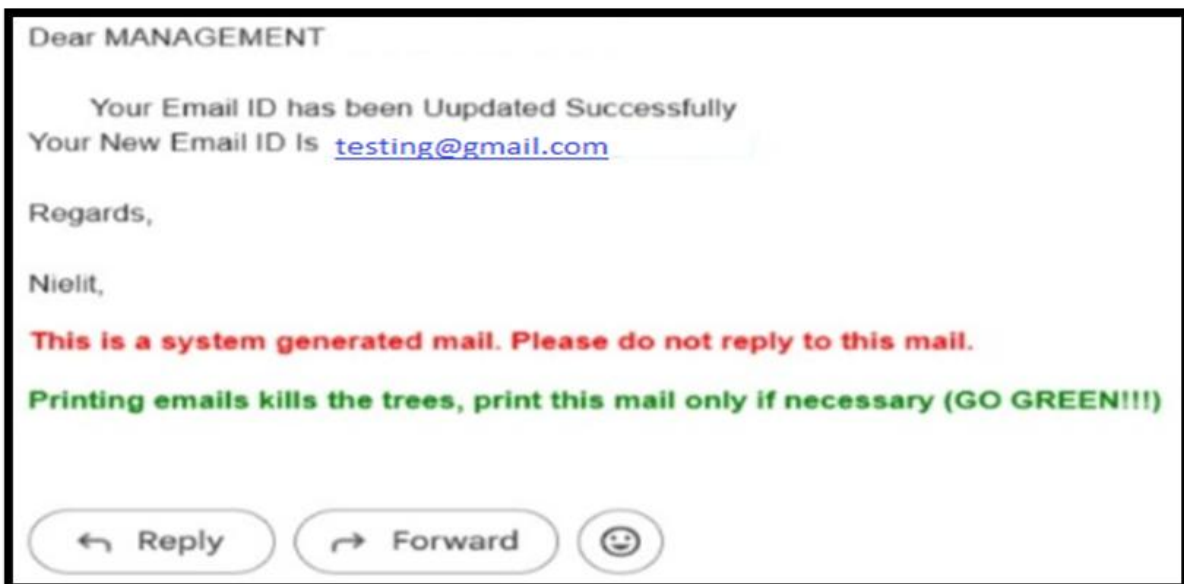


Figure 112: confirmation email

- **Update Mobile No.:** In this section, click on "Update Mobile No.". The following screen will appear. The existing mobile number will be displayed automatically. Enter the new mobile number and click on "Send OTP".

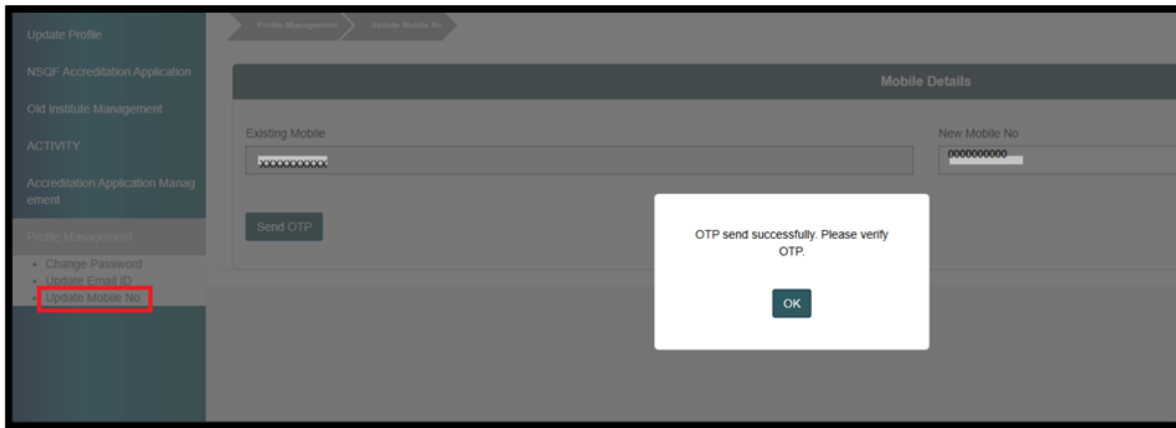


Figure 113: Update Mobile No.

- After entering the OTP, click on “Verify OTP”.

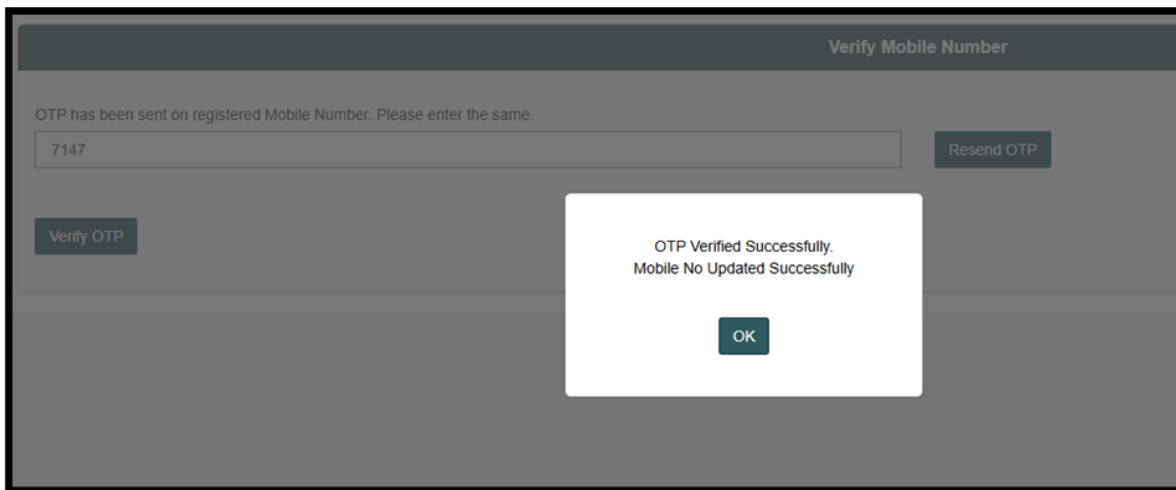


Figure 114: Verify OTP

- An email will be sent automatically to the institute’s registered email ID confirming the update request has been updated successfully.

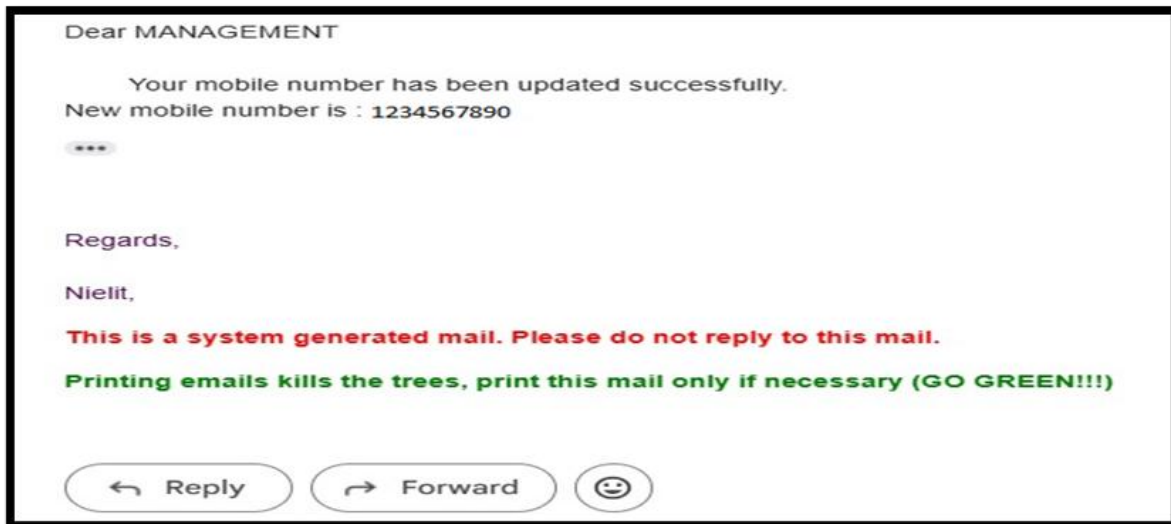


Figure 115: confirmation mail

13.5 Update Profile Payment Fails

- **Update Profile Dashboard:** All payment-related transactions, including successful and failed payments, are displayed on the Update Profile Dashboard.

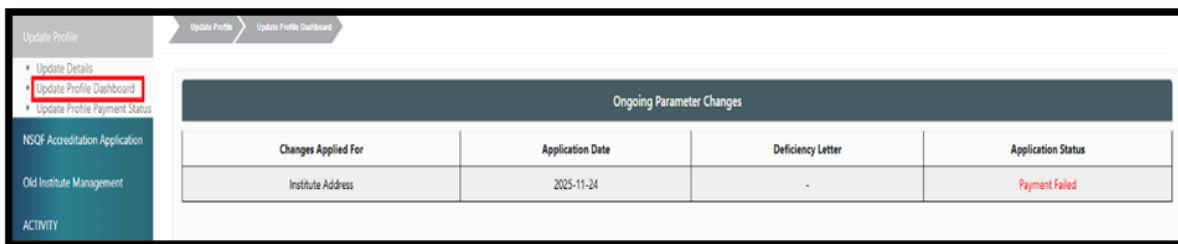


Figure 116: Payment Status

- click on the “Payment Failed” option available on the dashboard and retry the payment process.

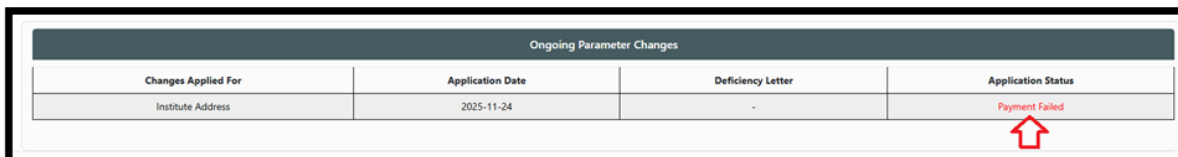


Figure 117: Payment Failed

- This screen will be displayed. Subsequently, click on the “Proceed to Pay” button.

Current Institute Address

Address 1	Address 2	Pin Code	State	District	Locality/PO	Premise Type	Lease Validity Date
			Hydrabad			Long Term Lease/Rent	2020-05-26

Total Rows Count: 1

Institute Premise Type

Institute Premise Type: Long Term Lease/Rent | Lease Validity State: 01-09-2025

Provide For Update Address

Address (A-100) (characters):

Address (E-100 characters):

Pin Code: | State: | District:

Locality/PO: | Latitude(00.000000): | Longitude(00.000000):

Server and PC Details

Configuration	Manufacture/Model	Date of purchase	PC with same configuration
Intel Atom E3-1225 V2 3.2 GHz QUAD CORE PROCESSOR 8 MB CACHE 32 MB 1TB HDD	DELL POWEREDGE T20 TOWER SERVER	19-09-2015	
Intel Atom E3-1225 V2 3.2 GHz QUAD CORE PROCESSOR 8 MB CACHE 32 MB 1TB HDD	DELL POWEREDGE T20 TOWER SERVER	19-09-2015	
Intel Core i5-4770 Processor 3.70 GHz 4 GB Ram 1TB HD 1TB	DELL	27-12-2015	A
Intel Core i5-4770 Processor 3.70 GHz 4 GB Ram 1TB HD 1TB	DELL	27-12-2015	15
TYSON T510T with 4 USB 2.0 PORT, LOCAL PRINTING SUPPORT	OUTWARD OF THE T510 T510T	19-03-2015	15
Intel Core i5-4770 Processor 3.70 GHz 4 GB Ram 1TB HD 1TB	DELL	27-12-2015	A

Infrastructural Details

Criteria type	Maximum requirements	Available	Institute Remarks
Plumbing (Water)/ Sewer (sewer in ground)	15	45	None
Carpet Area (sq.Mtr)	20	8000	50 FEET
No. of Classrooms	1	2	NONE
Seating Capacity of all the rooms	25	120	NONE
No. of Computer Labs	1	2	NONE
Reception Area (sq.ft/mtr)	4	NA	NONE
No. of Washrooms/Toilet/ Shower	2	4	NONE A OR B SPEAK

Faculty Details

Faculty Type	Faculty Name
Full Time Faculty	VISHAL URJUMBAVI
Full Time Faculty	BARBA SHARADA
Full Time Faculty	SHANMUGA SINGH

Library Details

Library Criteria	Reference Requirement	Available	Availability at the institute
Computer Magazines	Magazines of standard quality	Yes	15
Journals	Journals of National/International Standard	Yes	4
Recent Magazines	Magazines for books to be maintained	Yes	2

Total Rows Count: 3

Upload/Download Documents Preview

Document Name/ Description	Upload File
Entry Form Agreement/ membership form with NCH	<input type="text"/> View Back to view
Registration Certificate from any Government authority	<input type="text"/> View Back to view
Resolution for change of Address	<input type="text"/> View Back to view
No. Student Undertaking	<input type="text"/> View Back to view
Entry Form	<input type="text"/> View Back to view
NTB/NT	<input type="text"/> View Back to view
Undertaking for admission number of candidates	<input type="text"/> View Back to view
List of books with bill in PDF form (Study signed by Authority on Letterhead)	<input type="text"/> View Back to view
Software Bill	<input type="text"/> View Back to view
Hardware Bill	<input type="text"/> View Back to view
Any other relevant Document	<input type="text"/> View Back to view

Total Rows Count: 11

Payment

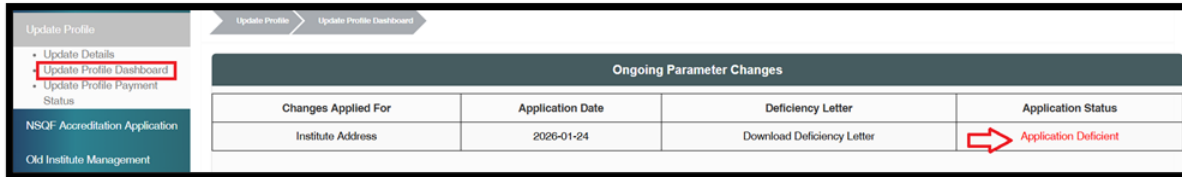
Parameter	Details
Update Request Fee	Institute Address
Update address	
GET OR Update address	
Total Fee	

[Back](#)
[Proceed to Pay](#)

Figure 118: Review screen

13.6 Update Profile Deficiency

- Any deficiency, if observed, will be displayed here. Click on **Application Deficient**.



The screenshot shows a web interface for 'Update Profile'. On the left is a navigation menu with 'Update Profile Dashboard' highlighted. The main content area is titled 'Ongoing Parameter Changes' and contains a table with the following data:

Changes Applied For	Application Date	Deficiency Letter	Application Status
Institute Address	2020-01-24	Download Deficiency Letter	➔ Application Deficient

Figure 119: Application Deficient

- After clicking on the **Application Deficient** button, this screen will be displayed, as shown in the figure below.

The image shows a screenshot of a web-based application form. The form is divided into several sections:

- Section 1:** Personal information fields including name, address, and contact details.
- Section 2:** Academic information fields, including institution name and dates.
- Section 3:** A large table with multiple columns and rows, likely for listing academic records or deficiencies. The table has a header row and several data rows.
- Section 4:** Additional text fields and checkboxes at the bottom of the form.

The form is titled "Application Deficient" and contains various fields for personal information, academic details, and a large table at the bottom.

Figure 120: Application Deficient

- If the institute receives any deficiency related to deficient faculty, it can resubmit the application from here.



Deficient Faculty		
Faculty Name	Deficiency Reason	Action
PRAKHAR KUMAR SRIVASTAVA	Qualification documents not signed and stamped by the authorized signatory of the Institute. The experience certificate shows an address mismatch with address change of request and is also not signed and stamped by the authorized signatory of the Institute.	Faculty details updated
ADITYA VERMA	As per records earlier faculty was Sh. Ashish Srivastava. However, now the accreditation application and the documents have been uploaded i.r.o Sh. Aditya Verma. The centre is advised to upload change of faculty request on institute letter head. Qualification documents not signed and stamped by the authorized signatory of the Institute. The experience certificate shows an address mismatch with address change in request and is also not signed and stamped by the authorized signatory of the Institute.	Faculty details updated
ASHISH KUMAR SRIVASTAVA	The B.A. degree has not been uploaded. The experience certificate shows an address mismatch with the address change request, and the educational document is not stamped by the authorized signatory of the institute.	Faculty details updated

Figure 121: Deficient Faculty

- The institute can upload the required documents in the **Uploaded Deficient Document** section. After that, click on the **Submit** button to be redirected to the Review screen. Then, click on the **Submit** button again to complete the submission process.

Software Details						
Software	Document Name/Description	Software Type	Name of Software	Supplier	Date of Purchase	Other Licenses/Types Available
Adobe	Workshop Adobe package	Commercial	Quick Time Total Security Version 22.00	Go Computer India	14-01-2020	3
Google	Any Windows based browser	Open Source	Google Chrome Version 100.0	Google Foundation	01-01-2020	4
Operating System	Any software/Open Source or Windows/Linux/Ubuntu or	Open Source	Ubuntu 20.04.01	Canonical Ltd	01-01-2020	2
Python	Python 3.8 or later	Open Source	Python 3.8.10	Python Software Foundation	14-01-2020	2
MSOFT	QuickMS, Screen/Word	Sub				
Software Package/ Microsoft Office	Any software word processing/presentation presentation like Libre Office 6.4	Open Source	LibreOffice 6.4.5	The Document Foundation	01-01-2020	4
Accounting & Financial Tools	Tally ERP 9 or any	Sub				
Database Technologies	Microsoft SQL Server, MySQL, Oracle	Sub				
Development Tools & Libraries	Python 3.8 or later	Sub				
Full Stack Web Development	PHP, JavaScript, CSS	Sub				
Graphics & Multimedia Tools	Workshop multimedia tools	Sub				
Java	JDK/JRE/JSP/JSP/JSP	Sub				
Linux OS/Books (Print, Epub and PDF)		Open Source	Ubuntu 20.04.1 LTS (Humble Hare)	Canonical Ltd	01-01-2020	4
Microsoft Office/LibreOffice/Windows 10/Ubuntu		License	Windows 10 Pro	Original Equipment Manufacturer	14-01-2020	1
MS Windows Server/Ubuntu Server/Windows Server/Ubuntu		Sub				
MSN	Linux	Sub				
Other teaching/Reference/Books		Sub				
PC Upgrade Software/PC Doctor		Sub				
Software/Testing Tools	Robotium or JUnit or Mockito	Sub				
Other Tools	Microsoft Visual Studio Test	Sub				
Total Rows/Count: 2						

Library Details			
Library Criteria	Reference Requirement	Available	Availability at the Institute
Computer Magazines	Magazines of standard quality	Yes	1
Journals	Journals of National/International Repute	Yes	1
Periodic Publications	Magazines for latest of books to be published	Yes	1
Total Rows/Count: 3			

Preview Document			
Document Name/Description	Upload File	Deficiency Reason	Institute Response
Book - Python with MSN	<input type="button" value="Upload File"/> No file chosen  Click to upload	This is not the appropriate document	
Lab - Python (understanding)	<input type="button" value="Upload File"/> No file chosen  Click to upload	This is not the appropriate document	
Total Rows/Count: 2			

Back
Submit

Figure 122: Uploaded Deficient Document

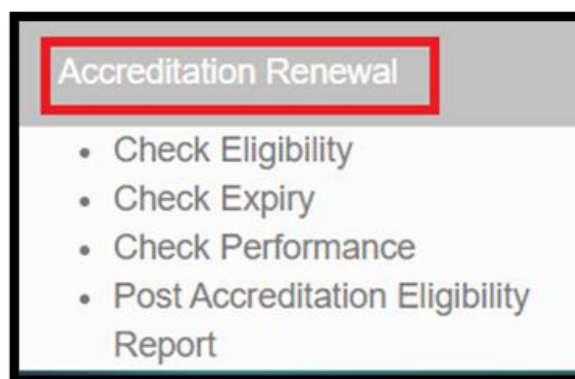
14 Accreditation Renewal

14.1 Self Eligibility:

For Accreditation Renewal, the institute must first verify its eligibility through the Eligibility Check module. If the institute fulfills the prescribed criteria, it will become eligible to apply for renewal accordingly.

➤ Accreditation Renewal

- Check Eligibility
- Check Expiry
- Check Performance
- Post Accreditation Eligibility Report



➤ **Check Expiry:** This section displays information about the expiry dates of accreditation for institutes. It helps track when the accreditation is set to expire and when renewal or revalidation is required.

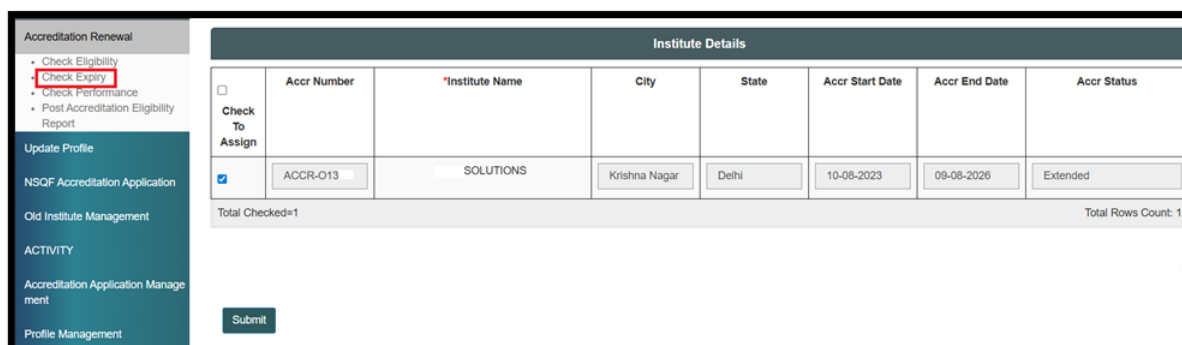


Figure 123: Check Expiry

➤ Once the below screen is displayed, tick the checkbox and click on the **Submit** button.

Institute Details							
<input type="checkbox"/> Check To Assign	Accr Number	*Institute Name	City	State	Accr Start Date	Accr End Date	Accr Status
<input checked="" type="checkbox"/>	ACCR-013	SOLUTIONS	Krishna Nagar	Delhi	10-08-2023	09-08-2026	Extended
Total Checked=1						Total Rows Count: 1	

Figure 124: Institute Details

- After clicking on **Submit**, the following page will appear.

Expiry details are saved successfully

- **Check Performance:** After clicking ‘**OK**’, the following page will appear. Alternatively, the institute can navigate to **Accreditation Renewal** and then click on **Check Performance**.

Accreditation Renewal

- Check Eligibility
- Check Expiry
- Check Performance
- Post Accreditation Eligibility Report

Update Profile

Check Performance

Select Accr Number*

Select Level*

Figure 125: Check Performance

- Select the ACCR Number and level from the dropdown menus, then click on ‘**Generate Performance**’.

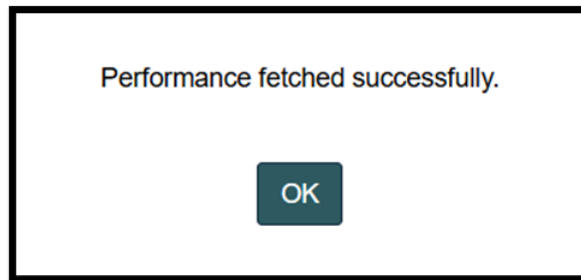
Check Performance

Select Accr Number*

Select Level*

Figure 126: Generate Performance

- After the performance is fetched successfully, a confirmation message ‘Performance fetched successfully.’ will appear on the screen. Click on the **OK** button to proceed.



- **Check Eligibility** : In this section, the institute can check its eligibility based on the selected parameters. Navigate to the **Accreditation Renewal** menu and click on **Check Eligibility**.

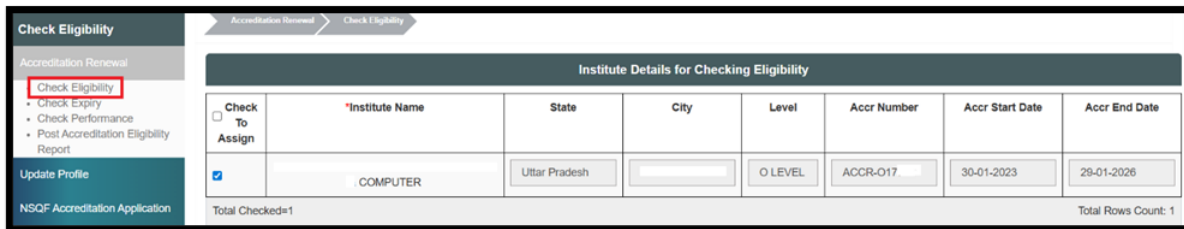


Figure 127: Check Eligibility

- Click the ‘**Check to Assign**’ button after that click on check eligibility.

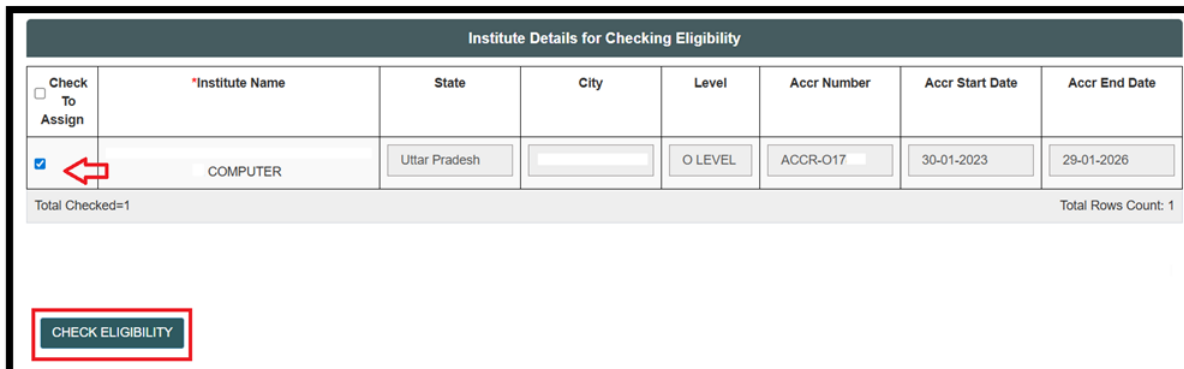
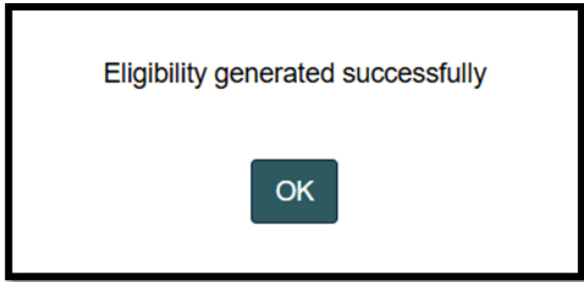


Figure 128: Institute details for checking eligibility

- A confirmation message ‘Eligibility generated successfully’ will appear. Click on the **OK** button to continue.



- After clicking **OK**, the system will redirect to the following screen. Alternatively, the institute can navigate to the **Accreditation Renewal** menu and click on **Post Accreditation Eligibility Report**.
- Click on the institute name or any other clickable field to proceed with the next step.

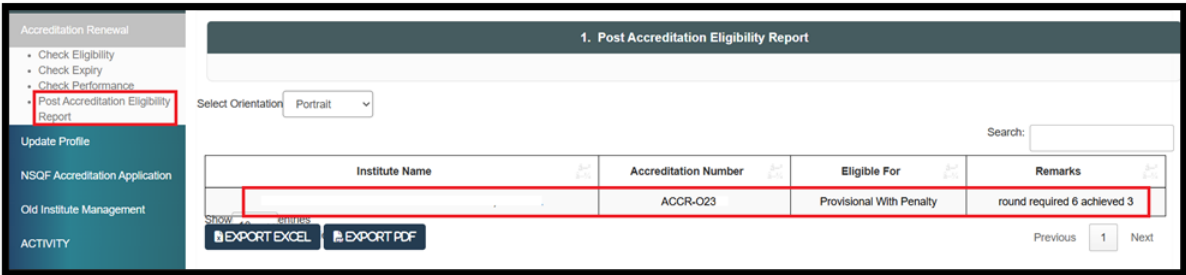


Figure 129: Eligibility Report

- After redirecting to this screen, click on the **Send Eligibility** button.

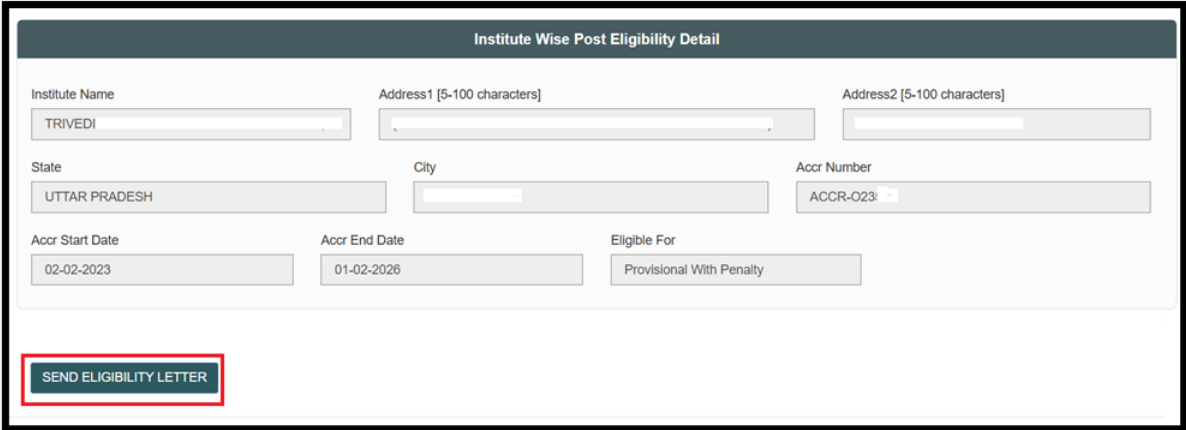
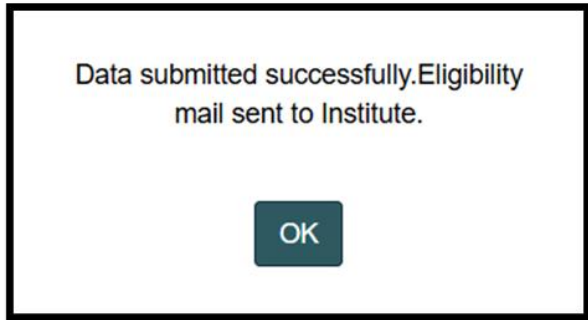


Figure 130: Send Eligibility Report

- A confirmation message 'Data submitted successfully. Eligibility mail sent to the institute.' will appear on the screen. Click on **OK**. The eligibility letter will be automatically downloaded.



Note: Self-eligibility can be generated only for O/A/B/C and DLC courses. This facility is available only to those institutes whose eligibility letter has not yet been generated.

14.2 Renewal of Accreditation for NSQF Courses

- For NSQF renewal, the institute can apply for renewal within **180 days** before expiry (refer page no.63)

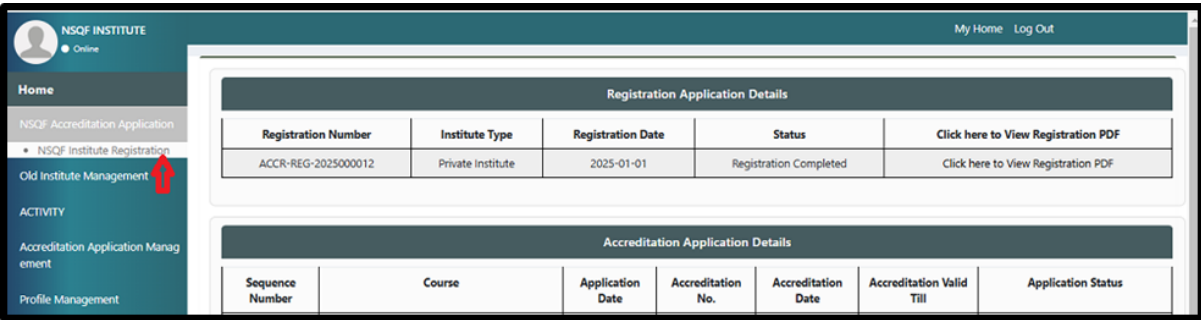


Figure 131: Renewal for NSQF Courses

14.3 Renewal of Accreditation for O/A/B/C, DLC

- Renewal of accreditation involves extending the validity of an institute’s existing accreditation by submitting a renewal application along with the required documents and fees.
- After logging in, this screen will be displayed. To apply for accreditation for a particular course, the user needs to click on the “Click here to apply for Renew Accreditation Application” option.
- Upon clicking the link, the user will be redirected to the “Apply Course” screen (refer to page no. 34).

Registration Application Details				
Registration Number	Institute Type	Registration Date	Status	Click here to View Registration PDF
	Private Institute	2025-02-05	Registration Completed	Click here to View Registration PDF

Extended Accreditation Application Details						
Sequence Number	Course	Application Date	Deficiency Letter	Eligibility Letter	Eligible For	Application Status
	O LEVEL	2025-08-01	-	Click here	Full	Click here to apply for Renew Accreditation Application

Figure 132: Renew accreditation application

15 Activity

15.1 Grant Letter Report

- If the institute does not receive the grant letter after its initial issuance by NIELIT HQ for any reason, it may re-apply for O/A/B/C and DLC courses through this module.

1. Grant Letter Report				
Select Orientation: Portrait				
Search:				
Sequence No.	Name	Course	Click here	
498	NATIONAL COMPUTER ACADEMY	O LEVEL	Click	

Figure 133: Grant Letter Report

- All fields are clickable. The Institute may click on Sequence No., Name, Course, or the **Click Here** link to proceed further.

1. Grant Letter Report			
Select Orientation: Portrait			
Search:			
Sequence No.	Name	Course	Click here
44	NATIONAL	O LEVEL	Click

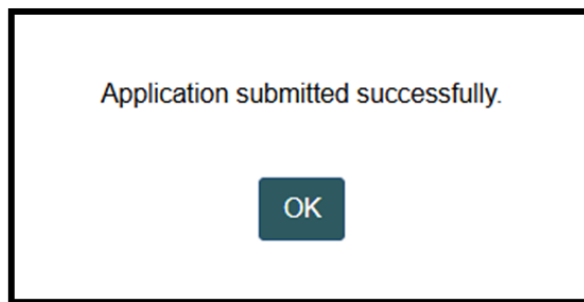
EXPORT EXCEL EXPORT PDF Previous 1 Next

Figure 134: Grant Letter Report

- Enter the **Application reason**, **Upload the supporting document**, and then click on the **Submit** button.

Figure 135: Grant Letter Application

- After submission, the message **Application Submitted Successfully** will be displayed.



- After clicking OK, scroll down to view the Institute Details, followed by the Payment Details. Then, click on the **Proceed to Payment** button.

Parameter	Details
Course:	O LEVEL
Resend Grant Letter:	250.00
GST (On accreditation/ Renewal fee):	45.00
Total Fee:	295

Figure 136: Payment Details

- After clicking OK. The Institute will be redirected to the Payment Gateway. Please make the payment only after reviewing the details.









<p>Payment Methods</p> <ul style="list-style-type: none">Credit / Debit Cards >Net Banking > UPI > QR >	<p>Cards</p> <p>   </p> <p>Card Number</p> <p><input type="text"/></p> <p>Expiration Date MM/YY</p> <p>CVV/CVC </p> <p>Card Holder Name</p> <p><input type="text"/></p> <p>Make Payment for ₹</p>	<p>Merchant Name ×</p> <p>NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY</p> <p>Order Id</p> <p><input type="text"/></p> <p>Payment Amount ₹ <input type="text"/></p> <p> BillDesk</p> <p>Privacy Policy Terms & Conditions</p>
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Figure 137: Payment screen