



ACCREDITATION SCHEME

FOR

**TRAINING PROVIDERS FOR MATHEMATICAL
ABILITY ENHANCEMENT THROUGH ABACUS**

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ABOUT QCI/NABET

Quality Council of India (QCI) was set up jointly by the Government of India and the Indian Industry represented by the three premier industry associations i.e. Associated Chambers of Commerce and Industry of India (ASSOCHAM), Confederation of Indian Industry (CII) and Federation of Indian Chambers of Commerce and Industry (FICCI), to establish and operate national accreditation structure and promote quality through National Quality Campaign. QCI is registered as a non-profit society with its own Memorandum of Association. QCI is governed by a Council of 38 members with equal representations of government, industry and consumers. Chairman of QCI is appointed by the Prime Minister on recommendation of the industry to the government. The Department of Industrial Policy & Promotion, Ministry of Commerce & Industry, is the nodal ministry for QCI.

It functions through the executive boards in the specific areas

- a. NABET
- b. NABH
- c. NABCB

In addition it has an exclusive Board for promotion of Quality.

National Accreditation Board for Education and Training (NABET), one of the constituent Boards of QCI, offers accreditation to the Training Courses/Course Providers in various areas including Quality Management Systems, Environment Management Systems, Occupational Health and Safety Auditors etc. NABET also accredits EIA Consultant Organisations, schools, Industrial Training Institutes and Vocational Training Providers.

NABET has mutual recognition arrangements with RABQSA-Australia, ANSI-USA and SQA-Scotland.

Contents

1.	ABBREVIATIONS.....	4
2.	GENERAL INFORMATION.....	5
2.1	BACKGROUND FOR THE SCHEME	5
2.2	OBJECTIVES OF THE SCHEME.....	6
3.	ACCREDITATION REQUIREMENTS AND PROCESS	6
3.1	ELIGIBILITY FOR TRAINING INSTITUTIONS.....	6
3.2	FACULTY	6
3.3	SCOPE OF ACCREDITATION AND EVALUATION CRITERIA.....	7
3.4	INFRASTRUCTURE	8
3.5	TRAINING QUALITY ASSURANCE SYSTEM (TQAS)	9
4.	ASSESSMENT AND ACCREDITATION PROCESS.....	10
4.1	APPLICATION PROCESS	10
4.2	ASSESSMENT PROCESS.....	10
4.3	ACCREDITATION CRITERIA.....	11
4.4	EXPANSION OF SCOPE.....	12
5.	TERMS & CONDITIONS TO MAINTAIN ACCREDITATION.....	12
5.1	COMPLIANCE TO THE CONDITIONS OF ACCREDITATION	12
5.2	SUSPENSION OR CANCELLATION OF ACCREDITATION.....	12
5.3	CODE OF CONDUCT	13
5.4	COMPLAINTS AND APPEALS.....	13
5.5	PAYMENT OF FEES	13
5.6	GOVERNANCE.....	14
5.7	CONFIDENTIALITY	14
5.8	USE OF QCI/NABET LOGO	14
6	FEE STRUCTURE	15
6.1	PAYMENT OF FEES	15
7	APPENDICES.....	16
	APPENDIX 2: BROAD GUIDELINES FOR DEVELOPING TRAINING QUALITY ASSURANCE SYSTEM (TQAS).....	16
	APPENDIX 3: ASSESSMENT PROCESS.....	18
8	ANNEXURES.....	19
	ANNEXURE 1: APPLICATION FORM	19
	ANNEXURE 2: DECLARATION OF ACCEPTING NABET'S CODE OF CONDUCT.....	24
	ANNEXURE 3: FACULTY RESUME FORMAT	25
	ANNEXURE 4: VISITING FACULTY MOU/AGREEMENT	27
	ANNEXURE 5: TRAINEES FEEDBACK FORM	28

1. ABBREVIATIONS

AC	Accreditation Committee
AI	Applicant Institution(s)
ASSOCHAM	Associated Chambers of Commerce and Industry of India
ATI	Accredited Training Institution
CAPA	Corrective Action & Preventive Action
CII	Confederation of Indian Industry
CV	Curriculum vitae
DA	Desktop Assessment
EMP	Empanelled
FICCI	Federation of Indian Chambers of Commerce and Industry
IA	Initial Assessment
IH	In- house
ISO	International Organization for Standardization
LA	Lead Assessor
MOU	Memorandum of Understanding
NABET	National Accreditation Board for Education & Training
NGO	Non-Government Organization
NC	Non- conformance
OA	Office Assessment
Obs.	Observations
PATI	Provisionally Accredited Training Institution
QCI	Quality Council of India
QMS	Quality Management System
RA	Re-Accreditation
SA	Surveillance Assessment
TA	Technical Assessor
TC	Technical Committee
TOR	Terms of Reference
TI	Training Institution
TQAS	Training Quality Assurance System
VF	Visiting Faculty

2. GENERAL INFORMATION

2.1 BACKGROUND FOR THE ABACUS

The word abacus is derived from the Greek word 'abax', meaning 'calculating board' or 'calculating table'. The abacus (plural abaci or abacuses), also called a counting frame, is a tool that is used for calculations that consists of beads which can be moved up and down on a series of rods within a frame. It is the first computer/calculator and it allows us to add, subtract, multiply and divide digits making the answer available right away.

It is believed that the constant use of the abacus stimulates brain cells resulting in developing the growth of brain. It is recommended that the course in today's world using this traditional tool in the modern era must have added features and activities which are available online and offline promoting digitalization and skill development in India.

At the initial stage of a child, it is almost impossible to learn all the things in a flash. Abacus has this innate tendency to design the model for the good development of a child's brain. The children which have used abacus in their past could perform arithmetical calculations more quickly and comfortably when they are grownups.

Abacus helps in enhancing the child's qualities like photographic memory, listening skills, concentration, presentation, imagination, retaining power, creativity as well as their speed and accuracy if it is practiced regularly with Finger Calculation, Brain gym, Memory sharpening and right brain activation techniques. These features in the Abacus Education must promote Yoga and Meditation to be adopted along with self-development methods to maximise the results one can obtain with the help of Abacus.

Now a days, people are getting habitual of electronic calculator and are unable to calculate even small calculations. But if anyone use abacus and practice on it and become habitual to it, most probably they will not require pen/paper/calculator or any other electronic gadgets for calculations.

In India there are so many training institutes involved in it and they are having more than few 100 branches all over the country. So there are the chances of variation due to different course curriculum, trained and competent faculty, work and teaching environment facilities available in training provider's institutes, diff. methodologies. There is hardly any similarity in ABACUS courses by different training institutes. There is a confusion among the student participants and parents which institutes are good in ABACUS training. So there is a need in India to develop an accreditation scheme to harmonise and to make effective short term ABACUS training(s) for 4 to 14 years old children in India. NABET is proposing an accreditation scheme for the ABACUS training. It'll provide a list of competent resourceful and systematic oriented ABACUS training institutes in India.

ABACUS May be helpful in the following:

- Basic mathematical operation like addition, Subtraction, multiplication and division are solved by simple movement of beads in this instrument.
- Children who learn the abacus generally achieve higher academic performance not only in arithmetic but also in all subjects because of the concentration.
- The use of abacus is easy to understand for the new beginner and it also helps in developing the mind of the children

Scheme is dynamic in nature. Modifications and updation will take place from time to time, as it ought to be for continually improving the delivery and effectiveness of the training. In coming time if the need arise we may make similar scheme(s) for Vedic Math or other mental ability courses.

2.2 OBJECTIVES OF THE SCHEME

- a. To provide accreditation to institution capable of providing specialised ABACUS training programmes for persons involved in.
- b. To encourage progressive improvement in ABACUS training course content, pedagogy, teaching methodology and other innovative mechanisms.
- c. To ensure quality and effectiveness of ABACUS courses and training delivery system by the accredited Institutions.

3. ACCREDITATION REQUIREMENTS AND PROCESS

3.1 ELIGIBILITY FOR TRAINING INSTITUTIONS

Any legally identifiable institution/organisation engaged in the field of education/training/capacity building with requisite human resource and other facilities can apply for accreditation under the Scheme.

3.2 FACULTY

- There should be minimum one in-house coordinator with the Training Institutes.
- Training organiser (coordinator faculty in-house) shall be present during the complete training and should be responsible for organising, conducting, evaluating and for all other activities related to the training.
- List of the proposed faculty branch wise (with backup faculty if possible) with her/his identified competence for his/her qualification, experience and competence should be submitted along with the application form. Other than one in house training organiser (coordinator faculty), other faculty members may be in-house or empanelled/ visiting faculty with the applicant institution. For empanelled/ visiting faculty, there should be a written agreement/MOU between the institution and faculty members including the aspects mentioned in **Annexure 4**.
- Two faculty members must be available in the training area if participants are more than 15 in class room or during any exercise/case study/ group discussion etc.

i. Qualification

- a. Preferably graduate from a recognized university and must have gone through the master ABACUS course or equivalent ABACUS course
- b. Qualification for In-house coordinator is preferably graduate from a recognized university with excellent communication skills and working knowledge of ABACUS

ii. Experience

- a. A minimum of 3 years' experience out of which with minimum 2 years of experience of teaching students of class from 1st to 5th. Faculty having experience in ABACUS is highly desirable

3.3 SCOPE OF ACCREDITATION AND EVALUATION CRITERIA

An Applicant Institution (AI) is expected to satisfy the requirement of, faculty, course curriculum, training material, evaluations etc. in respect of the training programme for 4-14 years of children for which accreditation is sought.

- a. AI is required to choose training programme for accreditation depending on available resources and facilities available with them. AI may select any one and/or all the phases:
 - **Phase 1 : Elementary ABACUS** (With Level 1 and Level 2) / **or Similar**
 - **Phase 2 : Basic ABACUS** (With Level 3 and Level 4) / **or Similar**
 - **Phase 3 : Master ABACUS** (With Level 5 and Level 6) / **or Similar**

Each phase should be divided into two levels. The teaching duration of each level is of 24 hours. These 24 hours can be completed minimum in 6 days and a maximum of 3 months. Minimum content should be covered as per the below structure:

Phase and Level	Content of syllabus	Duration
Phase 1: Level 1	Basic mathematics of addition and subtraction with 8 formulas +, - of up to 2 digits	24 Hours (Min. 6 days and max. 3 months)
Level 2:	In addition to Level 1 there are another 18 formulas +, - of up to 2 digits	24 Hours (Min. 6 days and max. 3 months)
Phase 2: Level 3	Addition, subtraction and multiplication up to 2 digits +, -, * of 2 digits and 1 digit i.e. 2D*1D	24 Hours (Min. 6 days and max. 3 months)
Level 4:	Multiplication of 1 digit, 2 digits and 3 digits 3D*1D, 4D*1D, 2D*2D, 2D*3D, 3D*2D, 3D*3D	24 Hours (Min. 6 days and max. 3 months)
Phase 3:	Multiplication of 1 digit, 2 digits, 3 digits and 4 digits and mix mode calculations of addition, subtraction and multiplication	24 Hours (Min. 6 days and max. 3 months)

Level 5	1D*4D, 2D*4D, 3D*4D, 4D*4D Mix of + - and * i.e. (+*-+*+*-+)	months)
Level 6:	Division up to 2 digits. Multiplication of 1 digit, 2 digits, 3 digits and 4 digits and mix mode calculations of addition, subtraction and multiplication 1D/1D, 2D/1D, 3D/1D, 4D/1D, 2D/2D. 3D/2D, 4D/2D Long mix sum i.e. (+*+*+*-+*+*-*) up to 3D and divide by 2D	24 Hours (Min. 6 days and max. 3 months)

- a. The Applicant Institutions (AIs) shall prepare the detailed curriculum, training material and submit along with application. The programme should be judicious mix of class room and exercises. Films, role play and other modes may also be adopted. Training materials must be provided at the start of the training if not sent in advance.
- b. While conducting the training programme care should be taken to ensure that each trainee is given the due attention. Evaluation of the trainees should be based on marks obtained during continuous evaluation and assessment at the end of training preferably in the following ratio –
 - a. Continuous evaluation (Internal Assessments) - 50%
 - b. Evaluation at the end of training (mix of subjective & objective) - 50%
- c. For successful completion of training, a trainee is required to secure a minimum average 60% of the total marks, provided a minimum of 50% marks are secured in both (i and ii) evaluations as specified above. All participants will get certificate of participation on last day of training phase wise. Merit certificate will be issued by institution to the successful trainees mentioning the marks obtained by the candidate.
- d. If a student could not clear the evaluation in first attempt he/she shall be allowed for the exam for one more attempt. If in second attempt he/she fails to clear the evaluation, participant should attend the course again.

3.4 INFRASTRUCTURE

Institution(s)/Organisation(s) wishing to apply for accreditation under this Scheme should have some of the following infrastructural facilities:

- a. Class room(s)/ lecture hall with comfortable and ergonomic seating and studying capacity of 10-15% extra than the enrolled candidates (adequate space for conducting the training, sitting for faculty/observers). Batch size should not be bigger than 15 students
- b. Hygienically maintained and equipped with safety tools class rooms, toilets, wash rooms and faculty room. Provision of drinking water. Safety and security of participants should be well addressed.
- c. One master ABACUS for the tutor and normal abacus for all the participants.
- d. If institute wants to conduct trainings at multi locations, these should be mentioned in application with details of faculty, infrastructure etc.

- e. Organisations using the infrastructure of other institute shall have MOU for infrastructure and agreement for NABET team to access these facilities
- f. In case of branches and/or centres, responsibility of selecting safe and suitable premises is the responsibility of applicant organization.

3.5 TRAINING QUALITY ASSURANCE SYSTEM (TQAS)

The applicant institution (AI) should have quality assurance system for continually improving the content, delivery and effectiveness of training. It could be based on Quality Management System (QMS) as prescribed in ISO 9001:2008/2015 standards, however TQAS of the organization should have the procedures prescribed below:

- i. Procedure for evaluating, selecting and appointing faculty members for the training
- ii. Procedure for evaluating, selecting and opening the training centres/branches.
- iii. Procedure for organizing and conducting training programme
- iv. Procedure for collecting feedback, analysis and evaluation of feedback for improving the content, delivery and effectiveness of future training programmes
- v. Procedure for addressing complaints, suggestions and conflict of interest.
- vi. Procedure for periodic reviewing the curriculum and training materials
- vii. Procedure for maintaining records and documents related to training.
- viii. Procedure of Internal assessment and documents related to training running at different branches/centres.
- ix. Procedure for ensuring the implementation of all the above procedures

Refer suggested guidelines - **Appendix 2**.

4. ASSESSMENT AND ACCREDITATION PROCESS

4.1 APPLICATION PROCESS

Details of the accreditation scheme and the Application Form (**Annexure 1**) are posted on the NABET/QCI website. Any institution desirous to get accredited under this scheme should carefully go through the requirements of the Scheme, processes and assess their own adequacy and take care of shortfalls, if any, before applying.

Application form complete in all respects giving relevant details of application fee can be sent in a soft copy, however, a hard copy of the same application form (Annexure 2 only) along with application fee should be sent to –

The Chief Executive Officer,
National Accreditation Board for Education & Training,
Quality Council of India, Institute of Town Planners India, 6th Floor,
4 A, Mahatma Gandhi Road (Ring Road), New Delhi - 110 002, India
Tel: +91 11 233 23 416 / 417 / 418 / 419 / 420 Fax: +91 11 233 23 415
nabet@qcin.org, hari@qcin.org, amit.nabet@qcin.org

Hard copy of any other document may have to be submitted if asked for by NABET, subsequently. NABET Secretariat will inform the AI of any clarification/additional information that may be required for completeness of the application.

4.2 ASSESSMENT PROCESS

Assessment Process comprises three parts:

1. Initial Assessment -

- a) **Application Completeness:** Submitted application shall be reviewed by NABET secretariat for its completeness. Inadequacies in application (if any) shall be informed to applicant institution. AI should submit complete response within 30 days. Only completed applications will be further processed.

Note 1: If inadequacies are found in the response, the same will be communicated with an additional time of 30 days. If AI fails to submit satisfactory response even after additional time then the application is made inactive.

Note 2: The inactive period will be for 60 days. The AI may submit satisfactory response in the given time. If the response is not satisfactory then the application will be treated as closed and the AI has to re-apply with full fees.

- b) **Desktop Assessment:** NABET assessor conducts adequacy assessment (application & technical assessments of documents submitted by AI). Observation(s) and NCs (if any) would be communicated by NABET secretariat. AI should submit complete response within 30 days. Decision regarding provisional accreditation would be communicated.

Note 3: Closure of NCs and observations submitted by AI will be verified by NABET assessor.

Note 1 & 2 given under a) will be followed for timelines.

- c) **Office and Witness Assessment:** On-site office and witness assessment includes interaction with each faculty (in house and visiting) /in-house coordinator, concerned administrative staff etc., verification of infrastructure, implementation of training quality assurance system, witness of course delivery and trainees/parents feedback. On the basis of 100% internal assessment, the sample size of the branches to be witnessed will be square root of total no. of branches. Assessment report [findings like observation(s) and NCs (if any)] would be reported by NABET assessors to NABET secretariat and in turn communicated to AI. Corrective measures shall be submitted by AI within 30 days. Decision regarding grant/denial of accreditation would be communicated.

Note 4: Closure of NCs and observations submitted by AI will be verified by NABET assessor.

2. **Surveillance Assessment** – If there is no change in faculty, course curriculum, quality manual, infrastructure, scope etc. then ATI shall pay surveillance fee and inform NABET for due surveillance, ATI need not to submit new application. On the basis of 100% internal assessment, the sample size of the branches to be witnessed will be square root of total no. of branches. If there is any change in faculty, course curriculum, quality manual, infrastructure, modification of scope etc. then new application with updated details and applicable fee shall be submitted and same process as above will be followed. SA will be conducted with particular emphasis on performance, quality of training delivery, implementation of TQAS, compliance to conditions of accreditation. SA to be carried out between 15-18 months from the date of provisional accreditation.
3. **Re-Accreditation** – Process will be similar as initial assessment, with particular emphasis on performance, feedback by trainees, continual improvement, TQAS etc. in three years from the date of provisional accreditation. On the basis of 100% internal assessment, the sample size of the branches to be witnessed will be square root of total no. of branches. RA application shall be submitted 3 months prior to RA due date. RA process shall be completed before the expiry of accreditation to avoid any discontinuation of accreditation **(Appendix 3)**

4.3 ACCREDITATION CRITERIA

Accreditation under this criterion will be completed in two phases:

1. **Phase I** – On the basis of desktop assessment (DA), report by assessor(s) and satisfactory closure of NCs and observations, if any, the cases shall be compiled and circulated to the Accreditation Committee (AC). On approval by the AC, a provisional accreditation shall be granted. Provisionally Accredited Training Institution (PATI) may announce training programme as per provisionally accredited scope and shall inform NABET the commencement date of the first programme to enable NABET to arrange the witness assessment by NABET assessor(s). The first training programme subsequent to provisional accreditation will be subjected to office and witness assessment by the assessor(s) deputed by NABET. Number and Duration of office and witness assessment depend upon the scope of the provisional accreditation and the nature of training programme.
2. **Phase II** - Based on office and witness assessment report, NCs and observation, if any, shall be communicated to the AI for the compliance. AI shall submit evidence based compliance of NCs and observations at the earliest but not later than a month. If required additional office and witness assessment may be required for verification of closures. The case then shall be placed before AC for converting provisional accreditation into final accreditation. Accreditation period of three years will be counted from the date of provisional accreditation; however, this validity period is subject to satisfactory SA.

4.4 EXPANSION OF SCOPE

Any expansion in scope can be made by making a written request to NABET secretariat at any time. PATI/ATI must submit a complete application with required fee for seeking expansion including additional improvements, resources, facilities now implemented based on which expansion is sought. Addition of the new branch/centres, new faculty, new phase of the training module.

5. TERMS & CONDITIONS TO MAINTAIN ACCREDITATION

5.1 COMPLIANCE TO THE CONDITIONS OF ACCREDITATION

- a) Accreditation period of three years shall be counted from the date of provisional accreditation; however, this validity period is subject to satisfactory SA.
- b) ATI shall submit complete SA/RA application three months prior to due date (18/36 months from the date of provisional accreditation) to maintain the accreditation continuity.
- c) Accreditation shall expire at the end of its validity unless renewal is sought in time.
- d) All payments shall be made in advance.
- e) Franchising, licensing, subcontracting, merger, acquisition of NABET accredited programme(s) is NOT permissible.
- f) ATI shall inform NABET with a copy of programme just after the programme announcement, name of the training programme, dates, names of faculty, venue, expected number of participants, study material, presentations etc.
- g) ATI shall submit to NABET a soft copy of registered participants on the first day of the programme start and a copy of successful candidates with certificate number after the result announcement.
- h) Any change in faculty, employment status, curriculum etc. shall be informed to NABET within 15 days with relevant documents.
- i) ATI just after accreditation shall sign the 'Code of Conduct' (Annexure 3) and send it to NABET Secretariat.
- j) The ATI shall maintain relevant records of all trainings conducted including the following in hard or soft format –
 - i. Name of the training programme, dates, names of faculty, venue, study material, training photos etc.
 - ii. List of participants, signed attendance sheet, marks obtained in evaluation, feedback of participants and its analyses by ATI.

5.2 SUSPENSION OR CANCELLATION OF ACCREDITATION

NABET shall suspend or cancel an accreditation on account of any or more grounds during accreditation process or after, but not limited, to the following:

- a) Non-compliance, violation of the NABET requirements, conditions of Accreditation
- b) Deviation from facts as stated in application and enclosures
- c) Submission of false or misleading information in the application or in subsequent submissions
- d) Improper use of NABET Accreditation mark.
- e) Carrying out changes in faculty members/ course content without NABET's approval
- f) Failure to report any major legal (mandatory compliance) changes
- g) Using fraudulent practices by the accredited training institution (ATI) in respect of its submission/ interaction with NABET which would include, but not limited to, deliberate

- concealment and/or submission of false or misleading information, suppression of information, falsification of records or data, unauthorized use of accreditation, and non-reporting of complaints against training institutions to NABET.
- h) Non- payment of applicable fees in time to NABET.
 - i) Not submitting SA/RA application in time.
 - j) Franchising, licensing or subcontracting of course/ programmes
 - k) Any other condition deemed appropriate by NABET

5.3 CODE OF CONDUCT

All ATIs are obliged to improve the standing of the profession by rigorously observing the Code of Conduct. Failure to do so may result in the suspension or cancellation of accreditation.

The ATI undertakes:

- a. To act professionally, accurately and in an unbiased manner.
- b. To be truthful, accurate and fair to the assigned work, without any fear or favour.
- c. To judiciously use the information provided by or acquired from the applicant and to maintain the confidentiality of information received or acquired in connection with the assignment.
- d. To avoid and / or declare any conflict of interest that may affect the work to be carried out.
- e. Not to act in a manner detrimental to the reputation of any of the stakeholders including NABET and the trainee.
- f. To co-operate fully in any formal enquiry procedure of NABET
- g. No sharing of the contact details of Trainees with other laboratory/ organisation/company.

5.4 COMPLAINTS AND APPEALS

- i. The ATI shall establish documented procedures for handling and disposal of complaints and appeals within a reasonable time. The documented procedure shall include provision for :
 - a) Providing information regarding complaint handling process / appeals to all interested parties
 - b) Acknowledgement of complaints/appeals
 - c) Complaint analysis/ investigation for redressal of complaint/appeals.
 - d) Communication with the complainant/appellate for satisfactory closure of the complaint/appeal.
 - e) Involvement of NABET in unresolved complaints or appeals if any.
- ii. The ATI shall maintain records of all complaints and appeals and their resolutions including actions taken.
- iii. All complaints and appeal to be assessable to NABET assessment.

5.5 PAYMENT OF FEES

Details of fee structure are given in Section 6.

- a. The fees are to be paid by a Demand Draft payable at Delhi or a local Cheque of Delhi in favour of "Quality Council of India".
- b. Application fee has to be sent along with the application. Applications not accompanied by the application fee will not be processed further.
- c. Any pending fee payments must be made before finalising the date of assessment.
- d. Annual Accreditation shall be paid every year (from the date of provisional accreditation).
- e. No SA, re- accreditation, issuance of certificate etc. if dues are pending.
- f. The fees are not refundable
- g. Service Tax – extra as applicable.

5.6 GOVERNANCE

QCI-NABET reserves the rights with respect to training modules development, implementation, coordination, management of these Training programmes through Training Institutions. QCI-NABET will have following functions (but not limited to):

- a. Development and Implementation of Training Modules through Training Institutions
- b. Changing/ modifying the criteria/ guidelines/ fee structure
- c. Suspension/cancelling of accreditation in case of violation of any clause of the Scheme
- d. Surprise visits/ extra witness assessments

5.7 CONFIDENTIALITY

- a. All information, documents submitted by an applicant to NABET shall be used by NABET (including NABET Assessors and Members of Accreditation Committee) for the purpose of assessment & accreditation only. These may also be used for research purpose or sharing with any ministry, HRD and other members of the International Personnel Certification Association. However, the identity of the accredited training institutions would be protected for sensitive information related to business whenever it is called for/ appropriate. In case an AI/TI wants the information to be kept confidential, a communication shall be sent to NABET citing reasons for the same. NABET reserves the right to take decision in this regard.
- b. ATI shall have adequate arrangements consistent with applicable laws to safeguard confidentiality of all information provided by stakeholders.
- c. The accredited institution should maintain confidentiality of their trainees related information like marks, evaluations, question paper, feedback form, answer sheets, personal details etc.

5.8 USE OF QCI/NABET LOGO

NABET Logo can be used by Accredited Institutions and is restricted only to the training course (s) accredited by NABET.

NABET logo can be used by ATI only at following places:

- a) On promotional material and study material stating that the course is accredited by NABET, certificate for successful trainees, and mentioning course accreditation number.
- b) On letter head and visiting cards mentioning that the organization is accredited by NABET for the specific training modules.
- c) On certificate issued to candidates clearly stating the course accreditation number.
- d) ATI should ensure that NABET logo should not be used to the courses until accredited by NABET.
- e) On suspension, withdrawal, after expiry of accreditation validity, earlier accredited institution must not use NABET logo. It may attract legal implications.

6 FEE STRUCTURE

Fees will be charged to the AI under the following heads:

Phase wise distribution	Application fee for accreditation or Re-accreditation (Rs.)	Assessment Fee	Annual Fee per year (Rs.) (3 fee in 3 years)	Surveillance Fee (Rs.) (15-18 months)
Any 1 Phase	20000	30000 + if more than one branch 20000 * Square root (No. of Branches)	20000+ 1000 * per students (If pass out students are more than 90)	30000 + if more than one branch 20000 * Square root (No. of Branches)
Any 2 Phase	30000		30000+ 1000 * per students (If pass out students are more than 90)	
Any 3 Phase	40000		40000 + 1000 * per students (If pass out students are more than 90)	

- Travels by air economy class or 2T AC (if no air connection), Three to Four star hotel boarding and lodging charges (to be borne by the AI at actual). If any deviation, then with the consent of AI.
- If closure of NCs/Observations require extra office/ witness assessment or for any additional verification visit that will be charged extra Rs. 10000/ Per person day
- Expansion of scope or modification of scope in SA, conducting more training then above fee will be applicable.
- Any change in certificate with respect to scope, premises, faculty, address etc. will be charged Rs. 2000/-.

6.1 PAYMENT OF FEES

- The fees are to be paid by a Demand Draft payable at Delhi or a local Cheque of Delhi in favour of "Quality Council of India".
- Application fee has to be sent along with the application. Applications not accompanied by the application fee will not be processed further.
- Any pending fee payments must be made before finalising the date of assessment.
- Annual Accreditation fee shall be paid every year (from the date of provisional accreditation).
- No SA or renewal of accreditation if dues are pending.
- The application fees are not refundable
- Service Tax – extra as applicable.

7 APPENDICES

APPENDIX 2: BROAD GUIDELINES FOR DEVELOPING TRAINING QUALITY ASSURANCE SYSTEM (TQAS)

The applicant organization must develop and maintain a Quality Management System (QMS) based on ISO 9001:2008 standards. It is, however, not mandatory that organization should be ISO 9001:2008 certified. The QMS of the organization must address specific requirements of this accreditation process.

- i. Procedure for evaluating, selecting and appointing faculty members for the training
- ii. Procedure for evaluating, selecting and opening the training centres/branches.
- iii. Procedure for organizing and conducting training programme
- iv. Procedure for collecting feedback, analysis and evaluation of feedback for improving the content, delivery and effectiveness of future training programmes
- v. Procedure for addressing complaints, suggestions and conflict of interest.
- vi. Procedure for periodic reviewing the curriculum and training materials
- vii. Procedure for maintaining records and documents related to training.
- viii. Procedure of Internal assessment and documents related to training running at different branches/centres.
- ix. Procedure for ensuring the implementation of all the above procedures

Some broad guidelines on issues to be addressed for each of the above items are given below:

- I. **Procedure for evaluating, selecting, appointing faculty members** – should give procedures for
 - a. Prescribing qualifications and experience requirements for faculty/resource persons (internal/ external)
 - b. Assessing performance of a candidate for faculty/resource person prior to appointment.
 - c. Assessing performance of a faculty/resource person after appointment
 - d. Identifying training areas of improvements for faculty/resource person
 - e. Fixing Terms of Reference for retention and guidelines for a) Imparting training b) Code of conduct and Conflict of Interest

- II. **Procedure for evaluating, selecting and opening the training centres/branches.** – should give procedures for
 - a) Lease/Legal documents should be as per the legal requirements.
 - b) Branch/centres should be suitable and safe access
 - c) Class rooms should have all the facilities (Safety and Security)
 - d) Provision of the toilets and classroom should be there
 - e) Emergency preparedness plan
 - f) Procedure for handling the emergency during class

- III. **Procedure for organizing and conducting training programme:** should give procedures for
 - a. Organizing a Training Programme including announcing the programme, defining minimum infrastructure requirements in terms of Conference space, seating, projectors, study material etc.
 - b. Defining roles and responsibilities of the Programme Coordinator and support system to coordinator
 - c. Continuous evaluation of trainees and test papers to be used at the end of the programme

- d. Online portal giving information about a) Brief coverage of concerned training programme covered, b) Faculty, c) Dates of Course, d) Facilities (Food/ residential/ non-residential etc.), e) Fees
 - e. Developing the Course Materials, it must include the relevant training programme.
- IV. Procedure for Feedback collection, evaluation and improvements – giving procedures for**
- a. Inviting feedback on Training imparted from participants/parents in specific formats to assess faculty competence, mode of delivery, effectiveness etc.
 - b. Evaluating the feedback for areas of strengths and improvements in respect of arrangements/facilities and quality of training
 - c. Corrective & preventive actions for gaps on arrangements/facilities
 - d. Action to be taken to close the gap on quality of training including changing the concerned faculty, if required
 - e. Updating the test papers, as necessary
- V. Procedure for addressing complaints, suggestions and conflict of interest –Applicable to training institution**
- a. Informing the stakeholders about the provision of complaints, appeals and conflict of interest
 - b. Accepting complaints/ appeals
 - c. Handling and disposal (including authority and responsibility) of the same within reasonable time
 - d. Maintaining records of complaints/ appeals
 - e. Ensuring implementation of preventive/ corrective actions
- VI. Procedure for maintaining records and documents including training material:**
- a. Approving documents prior to issue
 - b. Up-dation of documents, as required
 - c. Ensuring quick availability of relevant revision of the document
 - d. Maintaining course specific records of venue, date, promotional literature, faculty/resource persons involved, identification of the test papers used, name, contact details & test results of each participant, unique number of certificates issued
 - e. Storage, protection, retrieval and disposal of documents
- VII. Procedure for periodic reviewing the curriculum and training materials**
- a. Review of actions pending from last review
 - b. Action on feedback from stakeholders to update course curriculum
 - c. Updating of amendments in rules/laws, new case studies, latest scenario
 - d. Updating as per new environmental aspects and impacts
 - e. Administrative issues including future programmes.
- VIII. Procedure of Internal assessment and documents related to training running at different branches/centres:**
- a. Applicant institute must have a procedure of assessing the internal assessment of all running branches.
 - b. Procedure of internal assessment of all branches(100%) must be available with applicant institute before office assessment
 - c. Procedure of addressing the NC/Observation of all branches
 - d. All branches must have their QATS and its implementation
 - e. Procedure of monitoring of all the branches by applicant training providers
- IX. Procedure for ensuring the implementation of above all procedures**

APPENDIX 3: ASSESSMENT PROCESS

Assessment Process comprises three parts:

- **Desktop/Initial/Office/Witness Assessment** – completeness of application, technical assessments of documents submitted and office assessment including interaction with faculty and concerned administrative staff. Witness of course delivery
- **Surveillance Assessment** – Same as above, with particular emphasis on performance, quality of training, compliance to conditions of accreditation, carried out between 12-18 months after initial accreditation.
- **Re-Accreditation** – same as 1st assessment, with particular emphasis on performance during the accreditation cycle including feedback by trainees, after 3 years of initial accreditation.

Initial Accreditation

Aspects to be considered and their weightage:

For Provisional Accreditation –

1	Course Curriculum/ desktop assessment/Faculty no., competence of faculty available with Applicant Institution	20%
2	Infrastructural facilities of Applicant Institution	10%
3	Training Quality Assurance System	15%
4	Criteria of evaluation of participant	5%

For full Accreditation –

(Observing conduction of minimum 1 training programme)

1	Coverage of the course curriculum submitted with application to NABET	15%
2	Quality of the content of the training	10%
3	Quality of case studies/ exercises	10%
4	Observation of the TQAS	5%
5	Feedback from Trainees	10%

8 ANNEXURES

ANNEXURE 1: APPLICATION FORM

**APPLICATION FORM
FOR
ACCREDITATION SCHEME FOR
TRAINING PROVIDERS FOR MATHEMATICAL ABILITY
ENHANCEMENT THROUGH ABACUS**

Name of the Training Institution: _____

Scope: Phase1 Phase 2 Phase 3

Application Submitted to

National Accreditation Board for Education and Training

Quality Council of India

Institute of Town Planners India, 6th Floor

4 A, Mahatma Gandhi Road (Ring Road)

New Delhi - 110 002, India

Tel +91 11 23323416 – 20, Fax +91 11 23323415

GENERAL INSTRUCTIONS

- All columns of application form must be filled up in legible handwriting, typed or printed.
- Copies of all the relevant documents should be sent with the application

A. General information about the Training Institution

1. Name of Training Institute _____

2. Postal Address _____

_____ City _____

Pin Code _____ State _____

Phone No. with STD Code: _____

Fax No. : _____ Email: _____

3. Year of Establishment -

4. Name of the Head of the Institution -

5. Contact person -

Name: _____

Address: _____

Tel No. _____ Mobile _____

Email _____



6. Year of Institution's Establishment

7. Other services provided by Institution / activities of the institution (if any)

B. Details of Training Institution's Governance and affiliation

8. Status of Institution / Organization/ Company Government

Society

Pvt.

Trust

Other

9. Is the Applicant Organization is legally identifiable institute/organisation? YES/NO

10. Year of Registration _____ Registration No. _____

11. Name & official address of the Registrar/ Director/ Owner/
President/Chairman/Trustees/Partners of the Institution / Organization

Name: _____

Designation: _____

Address: _____

Phone No. with STD Code: _____

Email address _____

(Note: Attach Registration Certificate as Enclosure -1)

(Note: Attach affiliation certificate as Enclosure-2)

12.2 Organization structure (with details of locations/ associates etc.) **(As Enclosure-3)**

C. Details of Infrastructural & Academic Facilities

13. Infrastructure Details -

a. Physical Facilities (Rooms, Library, Laboratories, etc.)

S.No.	Item	Number of Rooms	Approx. Area (in sq. mts)
i.	Classrooms with seating capacity of minimum 15 students*		
ii.	Staff Rooms*		
iii.	Library*		
iv.	Power Backup		

***Attach photographs/video from different angles covering the facilities (As enclosure 4)**

****Provide the details of your lab or details of associated lab (having MOU/agreement)**

14. Academic Facilities –

14.1 Summary of personnel involved in training programme –

- i. In house Coordinator –
- ii. Empanelled/ Visiting Faculty –
- iii. Administrative staff -

(Note: Attach list of proposed faculty with their CV as per format IV in application)

Sl. No.	Name	IH/ Emp.	Educational Qualification	Training Certificates, if any	Testing experience (Years)	Experience as faculty (Years)	Industry Experience (Years)

Kindly ensure that the proposed faculty meets the qualification and experience requirements as prescribed in the Appendix 1 of the Scheme.

15. Do the Institution /Organization comply with regulatory norms for health and sanitary conditions, drinking water and fire safety? YES/NO
(Pl attach relevant documents – **Enclosure 6**)

E. Other Relevant Information

16. Does the Institution receive any grant from Govt. of India / State Government / Union Territory or any other source?
(Attach – Enclosure -7: Details of grants received in last 3 years;
Enclosure 8: Summary of Audited financial reports of last 3 years)
- 17 Have you developed a Quality Manual meeting the requirements TQAS of the Scheme as mentioned in Appendix 2) Yes/ No
(Attach Training Quality Assurance System (TQAS), Institution Brochure and Associated Documents as Enclosure- 9 A, 9 B respectively.)

18 Declaration

I hereby declare the above information is true and correct as per my knowledge.

Authorised Signatory

Name: _____

Date:

Designation: _____

Place:

19. Please find enclosed the Demand Draft/ Cheque (Delhi only) no..... for RS..... dated drawn on.....in **favour of Quality Council of India**, payable at New Delhi towards the application fees (**Enclosure 10**)

List of Enclosures (to check)**Enclosed**

- | | |
|---|-------|
| 1. Registration Certificate of Trust/ Society | Y/ N |
| 2. Copy of Affiliation Certificate | Y/ N |
| 3. Organization chart | Y/ N |
| 4. Course Curriculum developed for each module | Y/N |
| 5. List and resumes of Teaching Staff (indicating qualification &Experience) | Y/ N |
| 6. Admin. Support Staff (indicating qualification and Experience) | Y / N |
| 7. Details of Grants received in last 3 years, if any | Y/ N |
| 8. Summary of Audited Financial Reports of last 3 years | Y/ N |
| 9. Training Quality Assurance System, Institution Brochure and Associated Documents | Y/ N |
| 10. Application Fee (as applicable) | Y/N |
| 11. Required Infrastructure Details | Y/N |

ANNEXURE 2: DECLARATION OF ACCEPTING NABET'S CODE OF CONDUCT

DECLARATION OF ACCEPTING NABET'S CODE OF CONDUCT

By

Registrar/C.E.O./ Head of Applicant/ Accredited Institution

This is to confirm that I, working as Registrar/ CEO/ Head ofagree with the Code of Conduct (Section 10 of Scheme), conditions of accreditation of NABET and give an undertaking that I would abide by the stated conditions for all activities pertaining to Training Activity.

I also understand that awarding/ continuation of accreditation of my organization is subject to continual compliance to conditions of accreditation.

Name
Designation
Date
Signature

To submit your application or for further details contact:

Chief Executive Officer
National Accreditation Board for Education and Training
Quality Council of India

Institute of Town Planners India
6th Floor, 4 - A, Ring Road, I P Estate,
New Delhi – 110002

Tel: +91 11 233 23 416 / 417 / 418 / 419 / 420 Fax: +91 11 233 23 415

Email: nabet@qcin.org, hari@qcin.org, amit.nabet@gcn.org

ANNEXURE 3: FACULTY RESUME FORMAT

Resume Format
(For Faculty)

Affix
Passport
Size

Mr./Ms./Mrs.

(First Name) (Middle Name) (Last Name)

1. Status in the Organization: In-house Full Time Employee Visiting Faculty
Applied for Scope 1 Scope 2 Scope 3

2. Date of Birth _____

3. Home Address _____

_____ Pin Code _____

4. Tel. No. _____ 5. Fax No. _____

6. Email address _____

7. Office address _____

_____ Pin Code _____

8. Tel. No. _____ 9. Fax No. _____

10. Email address _____

11. Mailing address Home Office

12. General Education (Senior Secondary)

Period (Year)	Board	Qualification	Educational Institution & Address	Subjects	Grade

13. Technical Education (Graduation & above):

Period (Year)	Institution Name & Address	Qualification	Subjects	Grade / % Marks

14. Registered / recognized training courses attended:

S.No.	Title of the Course	Conducted / Organized by (Name & Address)	Dates		Result
			From	To	

15. Experience (Please write in chronological order with present experience listed first):

A. General:

Period (Month and Year)	Organization with address	Department	Designation	*Role/Duties/ Responsibilities

B. ABACUS Experience:

Period (Month and Year)	Organization with address	Department	Designation	*Role/Duties/ Responsibilities

17. Declaration by the applicant

I attest that the above information relating to my education and experience is correct. I do understand that any incorrect information will result in the disqualification of self and the organizational accreditation with NABET.

Signature _____ Date ____/____/____

18. Declaration by the Institute

The above information in relation to Dr. /Mr. /Ms. has been verified and found to be correct.

I understand in case the information is found to be incorrect it may result in the rejection/ suspension of this application for the accreditation of LMS Training Institution.

Attested By _____
Authorized Signatory: _____
Name _____
Designation _____

ANNEXURE 4: VISITING FACULTY MOU/AGREEMENT

MOU/AGREEMENT WITH VISITING FACULTY

Written MOU/Agreement shall be signed between the institution and visiting/empanelled faculty whose services are used for conducting training modules. Such MOU/Agreement should include:

- i. Name of the faculty & institution
- ii. Name of selected modules, disciplines, lecture
- iii. Scope of services covered
- iv. Duration of association
- v. Specific roles & responsibilities and acceptance of visiting faculty

ANNEXURE 5: TRAINEES/PARENTS FEEDBACK FORM

FEEDBACK FROM TRAINEES/PARENTS

a. General

Name of Trainee and Name of organisation	
Qualification	
Training attended	
Dates of Training	
Name of Accredited Training Provider	
Venue of Training (Address)	

b. Feedback

S. No.	Aspect	P/Avg./G (Poor/Average/Good)	Remarks with Example
1	Availability of adequate infrastructure in terms of:		
	a. Adequate seating capacity		
	b. Study environment		
	c. Course & Study Material		
	d. Facilities (Projector/ Internet/ Lab/ Flip charts etc.)		
	e. Food, Hygiene & other arrangements		
2	Whether training covered all aspects of Training Module prescribed by standard		
3	Whether the Training was focused on relevant subject		
4	Whether case study exercises conducted were relevant & useful		
5	Whether specific queries of participants during the training course/case study exercises/on other issues were addressed		
6	Whether the Test paper used for evaluation of trainees was relevant & did justice to the programme		

c. Rating to Training Programme in a scale of 5 (1-Poor, 5-Excellent) for

- Facilities, course material
- Quality, relevance & usefulness of training imparted
- Arrangements

d. Conclusion

Positive points of Training and learning (3 points)	Negative points of Training, if any, and improvements suggested (3 points)

Signature of Trainee with Date

For further details contact:

Chief Executive Officer

National Accreditation Board for Education and Training (NABET)

Quality Council of India

Institute of Town Planners India

6th Floor, 4 - A, Ring Road, I P Estate,

New Delhi – 110002

Tel: +91 11 233 23 416 / 417 / 418 / 419 / 420 Fax: +91 11 233 23 415

Email: nabet@qcin.org, hari@qcin.org, amit.nabet@qcin.org