

Scheme for Program Implementation Partner



National Accreditation Board for Education and Training
(Constituent board of Quality Council of India)

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Introduction

Education plays a vital role in shaping the future of individuals and societies. Schools strive to provide quality education by establishing effective education systems that meet their planned objectives. To ensure the efficiency and cost-effectiveness of these systems, many organizations have emerged as valuable partners, assisting schools in their quest for accreditation.

When it comes to establishing effective education systems, schools need the support of capable organizations that possess the expertise and experience required for success. The selection of such an organization is a critical decision that can greatly influence the outcomes achieved by the school. By partnering with the right organization, schools can benefit from their knowledge, resources, and guidance in developing and implementing educational programs that align with their goals.

A capable organization can bring fresh perspectives, innovative strategies, and proven methodologies to the table. They can assist schools in overcoming challenges, optimizing resources, and fostering a conducive learning environment. Furthermore, these organizations often have a deep understanding of accreditation requirements and can help schools navigate the complex process with ease. Their collaboration can significantly enhance the quality of education provided by the school.

Recognizing the importance of selecting capable organizations, the Program Implementation Partner (PIP) scheme was introduced to facilitate the accreditation process for schools. This scheme aims to certify the credentials of organizations, enabling schools to make informed decisions when choosing a PIP. By partnering with a certified PIP, schools can gain confidence in the organization's capabilities and ensure a streamlined implementation of their education systems.

The PIP scheme involves a rigorous evaluation process that assesses the qualifications, track record, and expertise of organization(s). It verifies their ability to meet the planned objectives efficiently and cost-effectively. By establishing a set of standards and criteria, the scheme ensures that only organizations meeting the highest quality benchmarks receive certification. This helps schools eliminate uncertainty and minimize risks associated with selecting an organization for their educational endeavors.

The PIP scheme offers unrestricted access to all applicants who meet the PIP requirements. It provides a framework for evaluating organizations based on their qualifications, track record, and expertise. The scheme's criteria, procedures, and fees are subject to revision by the scheme's governing body, NABET, to ensure its effectiveness and relevance.

While ensuring the confidentiality of information provided by applicants, NABET reserves the right to utilize this information for legal purposes, research, sharing with other IPC members, MoU signatories, or any other purposes deemed fit by NABET.

Pre-Requisites

The PIP certification is a valuable accreditation for organizations that wish to establish a strong presence in school accreditation ecosystem. Any organization aspiring to become PIP-certified must fulfill certain prerequisites before applying for the scheme. This accreditation holds significant importance for organizations looking to make a positive impact in the field of education. Before applying for the PIP scheme, organizations must fulfill specific prerequisites that demonstrate their commitment to maintaining a high-quality presence and upholding the standards set by the accreditation process.

The following is a list of the key documents and requirements:

- 1. Documented Organization Structure & Relationship with Certification Body:** Organizations need to provide detailed information about their organizational structure, including the hierarchy, roles, and responsibilities of key personnel. Additionally, any existing relationship with a certification body (certified by NABCB) should be documented and disclosed.
- 2. Policy and Procedure Manual:** Organizations must submit a comprehensive policy and procedure manual that outlines their approach to delivering services, maintaining quality standards, and adhering to the principles and guidelines set by the accreditation process. This manual serves as a reference for ensuring consistency and professionalism in the organization's operations.
- 3. Criteria for Selecting Experts:** Organizations should define clear criteria for selecting experts who will be involved in supporting schools during the accreditation process. The criteria should outline the qualifications, experience, and expertise required. Additionally, organizations must provide details of procedures for initial training, evaluation of performance, and review of experts.
- 4. List of Experts and Relevant Certificates:** Organizations are required to provide a comprehensive list of experts (min. 05) who meet the criteria mentioned in the PIP scheme. This list should include their CVs and relevant certificates to showcase their qualifications and expertise.
- 5. List of Associated Schools:** Organizations need to provide an updated list of schools they are associated with at the time of application. The list should include the school's name, address, principal's name, email address, phone number, date of association, and purpose of the association. This information helps assess the organization's engagement and impact in the school accreditation ecosystem.
- 6. Grievance Redressal Mechanism:** Organizations must have a well-defined grievance redressal mechanism in place to address any concerns or complaints raised by schools or other stakeholders. This mechanism ensures transparency, fairness, and effective resolution of issues.
- 7. Brochure:** Organizations are expected to submit a brochure that provides an overview of their services, expertise, and achievements. The brochure should highlight the

organization's unique selling points and value proposition, showcasing its capabilities to potential school partners.

- 8. Functional Website:** Organizations should have a functional and user-friendly website that provides relevant information about their services, expertise, and contact details. The website serves as an essential platform for schools to learn more about the organization and its offerings.

By fulfilling these document requirements and demonstrating their adherence to the specified criteria, organizations can enhance their chances of obtaining PIP certification and further establish themselves as trusted partners in the school accreditation ecosystem.

Section-1: Criteria for Applicant Organization to become Program Implementation Partner

To become a Program Implementation Partner (PIP), organizations must fulfill certain criteria and meet specific requirements. This section outlines the key factors that an applicant organization needs to consider when seeking to become a PIP. It is important to understand and adhere to these criteria to enhance your chances of becoming a successful PIP.

- 1.1. Legal Status:** The first criterion for organizations aspiring to become a PIP is their legal status. PIP applicants should be legal entities, including proprietary firms, partnership firms or companies (Pvt. & Public Limited), NGOs, and other similar entities recognized by the relevant authorities.
- 1.2. Experts:** Another vital aspect is having an adequate number of well-qualified experts who can support the scope of services offered by the organization. These experts can be full-time, part-time, or on the panel of the organization.

Individual experts working with the organization should have successfully completed specific training courses, including "Preparing Schools for Accreditation" and the "Training Course for School Assessors." These courses ensure that experts possess the necessary knowledge and skills to fulfill their roles effectively.

Once selected, experts should also undergo further training, such as training to check the readiness of schools for accreditation and any other relevant training deemed necessary.

- 1.3. Administration of PIPs:** The effective administration of the PIP is crucial for the success of the organization. The applicant organization should develop and maintain documented procedures that govern the administration of the PIP. These procedures should include (but not limited to):
 - a. **Details of Associated Schools:** The organization should maintain a comprehensive record of the associated schools that they are working with. This information helps in identifying the schools' specific requirements and aligning the services accordingly.
 - b. **Criteria for selecting experts:** The organization must establish clear criteria for selecting experts. The selection process should be robust and transparent. Furthermore, the organization should define the procedures for the initial training, evaluate their delivery, and conduct performance reviews.
 - c. **Security and Confidentiality of Schools' Documents:** Maintaining the security and confidentiality of schools' documents is of utmost importance. The organization should have proper protocols and measures in place to protect the sensitive information provided by the schools.
 - d. **Notifying NABET of Significant Changes:** The organization is responsible for promptly notifying NABET of any significant changes before implementing them. This ensures transparency and enables NABET to assess and review the impact of these changes.
 - e. **Complaints and Appeals:** The organization should establish a structured mechanism to address complaints and appeals raised by schools or stakeholders.

Having a well-defined process to handle such matters, helps maintain transparency and resolve any issues in a fair and timely manner.

1.4. Records: Maintaining comprehensive records is essential to demonstrate conformance to the NABET requirements. The organization should keep detailed records in the English language, which can be in various forms, including hard copy or electronic media.

These records should be preserved for a minimum of three years and be readily available to NABET upon request. They serve as evidence of the organization's adherence to the prescribed standards and guidelines.

1.5. Confidentiality: Safeguarding the confidentiality of information provided by clients, including schools, is crucial. The organization should establish and maintain adequate arrangements consistent with applicable laws to ensure the confidentiality of such information. These arrangements should extend to individuals acting on behalf of the organization and its representatives.

Unless explicitly required, the organization should refrain from disclosing information about a school to third parties without the written consent of the school

1.6. Changes: The applicant organization must notify NABET of any changes made in its quality manual, documents, experts, locations, or any other relevant aspect. It is essential to keep NABET informed to maintain transparency and ensure that all modifications align with the prescribed standards.

NABET reserves the right to carry out a reassessment of the changes before granting approval. The expenses associated with the reassessment shall be borne by the organization.

By fulfilling the criteria mentioned above, an organization can position itself as a strong candidate to become a Program Implementation Partner. However, it's crucial to understand that these criteria are not the only factors influencing the selection process.

To increase the chances of success, organizations should also focus on building a strong reputation, demonstrating their expertise, and showcasing their commitment to quality education and accreditation. A comprehensive understanding of the accreditation process and a clear vision for supporting schools' improvement are also advantageous.

Section-2: Process of empanelment

Empanelment with NABET provides organizations with a unique opportunity to become recognized providers of quality assurance services in the field of education. Through a rigorous assessment process, organizations that meet the required criteria and demonstrate competence are granted empanelment status.

The empanelment process involves various stages, including application completeness review, document review, virtual interaction, approval by the committee, and issuance of the Certificate of Empanelment. Once empanelled, organizations must adhere to the terms and conditions outlined by NABET, fulfilling their roles and responsibilities to maintain the empanelment status.

Empanelment with NABET brings numerous benefits, such as enhanced credibility, access to new opportunities, and the ability to collaborate with peers. Additionally, PIPs are allocated exclusive regions within which they can mobilize schools for accreditation, ensuring focused efforts and preventing overlap with other PIPs.

Overall, empanelment with NABET serves as a mark of excellence and expertise in the education sector, enabling organizations to make a significant impact on the quality of education provided by schools. It is an opportunity to contribute to the nation's educational landscape and drive positive change for the benefit of students, educators, and the society as a whole.

The process of empanelment is detailed below:

- 2.1. Language:** To ensure effective communication and seamless documentation, it is imperative for organizations seeking empanelment to conduct all their communications, documentation, and records in the English language. This requirement is crucial for maintaining clarity, consistency, and understanding throughout the empanelment process.
- 2.2. Initial Assessment (IA):** The initial assessment serves as a vital step in the empanelment process, enabling organizations to showcase their capabilities and readiness to provide the desired services. The following sub-sections outline the key components of the initial assessment.
 - a. **Application Completeness:** Before applying for the empanelment process, it is essential for applicants to thoroughly review and ensure they possess all the prerequisites mentioned on page 3 of the scheme. The submitted application will undergo a comprehensive review by the NABET secretariat to assess its completeness.

Only after the confirmation of application completeness and intimation by NABET, the organization will proceed with the payment of the requisite fee. The applicant organization will be given a period of 07 working days to complete the fee payment.

- b. **Document Review:** Following the application completeness review, the NABET secretariat will conduct a thorough assessment of the submitted application and associated documents. Within 07 working days, any observations¹ or gaps² identified during the review will be communicated to the organization. It is the organization's responsibility to address these observations and submit a complete response within 15 days.

During the document review, NABET will evaluate the organization's documented system, which includes criteria for selecting experts, procedures for assessing their performance, a current list of experts and individual professionals, and their resumes. Additionally, the office administration documents will also be evaluated.

Note 1: In case inadequacies are found in the response, the organization will be granted an additional 10 days to address them. However, failure to submit a satisfactory response within the given timeline will result in the application being deemed inactive. To continue with the empanelment process, the organization will then have to re-apply with the full fees.

Note 2: The closure of identified gaps and observations submitted by the organization will be verified by the NABET secretariat, following the timeline mentioned in Note 1.

2.3. Assessment of Expertise through Virtual Interaction: Upon successful review of the application and associated documents, as well as the resolution of any identified gaps, NABET will conduct one-to-one virtual interactions with all the proposed experts put forth by the organization. These interactions will be facilitated by NABET assessors. The experts will undergo a thorough assessment of their expertise in their respective domains. This assessment may include written tests, interviews, or practical evaluations.

The assessment process aims to validate the technical competence, experience, and proficiency of the experts in delivering the required services. NABET will assess the performance of the experts and make a final decision on their approval based on the results.

PIP shall use the services of the approved experts only. In the event that the number of approved experts falls below 05, the PIP will be given 30 working days to increase the expert pool.

Note 3: The responsibility of increasing the pool of experts, their training, and related activities lies with the organization. NABET will provide guidance and support throughout the process, but the organization is responsible for ensuring an adequate number of qualified experts are available for empanelment.

2.4. Empanelment Decision: Following the completion of the initial assessment, NABET will review all the gathered information, including the application, documents and expert assessments results.

¹ Observation : Any point which may lead to a gap if not addressed

² Gap: Deviation from the said norm or non-fulfilment of the requirement/s of the scheme

The case will be presented to the NABET Committee. This committee consists of knowledgeable individuals who review and make decisions regarding empanelment. They will carefully consider the expert's feedback, the organization's performance, and its adherence to NABET standards.

Once the committee has evaluated the case, a decision regarding the grant of empanelment will be made. The organization will be notified of the committee's decision within 07 days from the date of the meeting in which the case was discussed. This communication will inform the organization whether their empanelment has been approved or if any further steps or requirements need to be fulfilled. The decision can be one of the following:

- a. **Empanelment Approval:** If the organization successfully meets all the requirements and criteria, it will be granted empanelment approval. The organization will then be included in the empaneled list of service providers and will be eligible to provide the specified services.
- b. **Empanelment Approval with Conditions:** In some cases, NABET may grant empanelment approval with certain conditions that the organization needs to fulfill within a specified timeline. These conditions may involve addressing minor gaps or providing additional documentation.
- c. **Empanelment Disapproval:** If the organization fails to meet the necessary requirements or criteria, it will receive empanelment disapproval. The organization will be provided with feedback on the areas that need improvement, and it can reapply for empanelment after addressing the identified shortcomings.

2.5. Region Allocated to PIP: As part of the empanelment process, NABET allocates a specific region to each empaneled organization, known as the "Region Allocated to PIP." This allocation defines the geographical area within which the organization can mobilize schools for accreditation purposes. The allocation of region in relation to the number of experts is an important aspect of the empanelment process with NABET. The allocation of region(s) is determined by the following:

- a. **Assessment of Expertise:** During the empanelment process, NABET assesses the expertise and capacity of an organization to deliver quality assurance services in the field of education. This assessment includes evaluating the organization's human resources, including the number of experts available.
- b. **Determining the Number of Experts Required:** Based on the assessment, NABET determines the number of experts required for effective coverage of the allocated region. The number of experts allocated to each region may vary depending on factors such as the population density of schools, geographical spread, and the anticipated workload.
- c. **Equitable Allocation:** NABET aims to ensure equitable allocation of experts across different regions to maintain a balance and ensure that each region receives adequate support. The allocation takes into consideration the number of

schools in the region, the complexity of the accreditation process, and the expected workload.

By carefully considering the expertise of organizations and the number of experts required, NABET aims to ensure a well-balanced allocation of resources across regions. This approach helps in maintaining the quality and effectiveness of the accreditation process, ultimately benefiting the schools, students, and the education system as a whole.

2.6. Certificate of Empanelment: The organization will be empaneled as a PIP only after approval by the committee. Once approved, a certificate of empanelment will be issued to the PIP, valid for a period of three years. However, the empanelment's validity is contingent upon the PIP's continued compliance with the scheme, surveillance requirements, and the annual payment of applicable fees.

2.7. Validity and Renewal: The empanelment granted to an organization remains valid for a period of three years, provided they fulfill the ongoing requirements. The organization must demonstrate a commitment to maintaining the highest standards of service delivery, implementing a robust Quality Assurance System, and complying with the conditions outlined in the PIP scheme.

Renewal of the certificate is contingent upon various factors, which include the performance of the empaneled organization, feedback from clients, and the implementation of a comprehensive Quality Assurance System. The approved experts associated with the organization also play a crucial role in the renewal process.

Note 4: In the event that a complaint is received against the organization, it may lead to disqualification from the empanelment as a PIP.

2.8. Surveillance for continuation of empanelment: Surveillance is an integral part of the Certificate of Empanelment process, facilitating ongoing monitoring, assessment, and improvement.

NABET will conduct virtual surveillance every year. The process will involve assessing approved experts, performance of PIP, quality of delivery, client's feedback, implementation of Quality Assurance System, compliance to conditions of PIP scheme and complaints, etc.

2.9. Suspension and Withdrawal of Empanelment (Ensuring Compliance and Integrity): NABET reserves the right to suspend or withdraw empanelment in the event of non-compliance or violations of NABET's requirements and conditions. It is crucial for PIP to uphold the highest standards of integrity and honesty throughout the empanelment process and beyond. The following grounds, but not limited to these, may lead to suspension or withdrawal:

- a. Non-compliance or violation of NABET requirements and conditions of empanelment is a serious concern. PIP is expected to adhere to the guidelines set

forth by NABET to ensure consistency and integrity within the accreditation process.

- b. Any deviation from the facts as stated in the application and its accompanying enclosures can be deemed as a breach of trust. PIP should provide accurate and reliable information to NABET to maintain transparency.
- c. Submission of false or misleading information in the application or subsequent submissions is strictly prohibited. PIP must provide truthful and accurate data to avoid any misrepresentation.
- d. Carrying out changes in experts or professionals without obtaining prior approval from NABET is a violation of the empanelment conditions. PIP should ensure that any modifications in the personnel engaged in the accreditation process are communicated and approved by NABET.
- e. Publishing or using material in any form without the explicit approval of NABET is a violation of intellectual property rights and can compromise the credibility of the accreditation process. PIP must obtain proper authorization before sharing or circulating any materials.
- f. Engaging in fraudulent practices, such as deliberate concealment of information, submission of false or misleading data, suppression of information, falsification of records or data, unauthorized use of empanelment, unauthorized use of the NABET logo, and failure to report complaints, will result in legal implications and cancellation of empanelment. PIP is expected to operate with the utmost integrity and professionalism, avoiding any deceptive practices.
- g. Receipt of complaints from schools regarding substandard services, overcharging, misleading information, or any other misconduct concerning PIP or its experts may lead to suspension or withdrawal of empanelment. PIP should strive to provide exceptional services and address any concerns promptly and effectively.
- h. The conversion rate, which refers to the percentage of successful accreditations and surveillances, falling below 50% raises concerns regarding the quality and effectiveness of PIP's services. PIP should ensure a satisfactory conversion rate to maintain the credibility of the accreditation process.
- i. Timely payment of applicable fees to NABET is crucial for the smooth functioning of the accreditation process. Non-payment or delayed payment may result in suspension or withdrawal of empanelment. PIP should fulfill its financial obligations promptly and responsibly.
- j. Franchising, licensing, or subcontracting of accreditation services is strictly prohibited. PIP should operate within the authorized scope of its empanelment and refrain from engaging in any activities that compromise the integrity or independence of the accreditation process.

- k. Any other conditions deemed appropriate by NABET may also contribute to the suspension or withdrawal of empanelment. NABET has the authority to evaluate additional factors that may impact the accreditation process and take necessary actions accordingly.

Note 5: Approval Process for Suspension/Withdrawal: The decision regarding the suspension or withdrawal of empanelment requires the approval of the NABET committee, ensuring a fair and unbiased evaluation.

2.10.Fee: The fee for empanelment is INR 50,000/- per year (exclusive of taxes).

- a. The fee is not refundable.
- b. Service Tax/GST- as applicable to be paid by organization.

In case, PIP wants to increase the pool of approved experts, the same shall be done after payment of INR 6000/- per proposed expert, interaction and due approval from the competent authority.

Note 6: In case, there are no gaps/observations, the entire process will take 60 working days.

Section-3: Terms and Conditions for PIP (but not limited to)

Please note that the following section provides detailed information regarding the "Terms and Conditions for PIP" to ensure compliance and effective school accreditation activities. These terms and conditions encompass various criteria, responsibilities, and obligations that experts engaged in the school accreditation process must adhere to. By understanding and implementing these guidelines, PIP can enhance its accreditation services and maintain a strong partnership with NABET.

1. All experts and professionals engaged in school accreditation activities under PIP must fulfill the criteria set by NABET. This includes possessing relevant experience, qualifications, and expertise necessary for effective accreditation assessments.
2. Additionally, all experts and professionals associated with PIP are required to attend and successfully complete the trainings specified under 1.2. These trainings aim to enhance their knowledge and skills in carrying out accreditation evaluations.
3. PIP is responsible for maintaining a minimum pool of at least 05 experts. This ensures a diverse range of expertise and an adequate number of professionals to meet the demands of the accreditation process.
4. Experts and professionals should only be employed by PIP after receiving approval from NABET. This ensures that individuals engaged in accreditation activities meet the required standards and qualifications.
5. The PIP should establish and maintain strong relationships with schools in their region. They should serve as a point of contact for schools, addressing their queries, providing guidance, and assisting them throughout the accreditation journey. PIP shall charge handholding fee as mentioned in annexure-I.
6. All the timelines with respect to submission of documents, closure actions and visits (final/surveillance) shall be adhered to by the school as per the scheme. In case, the school does not qualify for accreditation, PIP shall be required to handhold school without charging any fee.
7. The PIP is responsible for ensuring that a minimum of 05 participants per school associated with them attend the "Preparing Schools for Accreditation" workshop conducted by NABET. This workshop equips participants with the necessary knowledge and understanding of the accreditation process. No school associated with PIP shall be allowed to enter accreditation process without attending the above-mentioned workshop
8. PIP is obligated to share details regarding schools associated with their accreditation activities with NABET. This includes providing information on the names of experts and professionals mapped to each school. Sharing this information fosters transparency and enables NABET to maintain accurate records.

9. School(s) associated with PIP shall provide consent for voluntary accreditation by NABET as well as its association with respective PIP.
10. Furthermore, PIP is required to share comprehensive details about all experts, including their linkages with any school, to NABET. This ensures that NABET is aware of all affiliations and can assess potential conflicts of interest.
11. PIP must seek approval from NABET before circulating or publishing any promotional or consultancy materials. All materials prepared by PIP for such purposes should be shared with NABET for review and approval. This step is crucial in maintaining consistency and ensuring that all information provided to schools aligns with NABET's guidelines.
12. Regular monthly reports must be submitted by PIP to NABET. These reports should detail the number of experts, professionals, and schools associated with PIP's accreditation activities. Additionally, the reports should highlight the progress made by each school. Failure to share this information may result in the cancellation of PIP's empanelment.
13. PIP is required to share information about schools on a quarterly basis. This includes providing details about schools in the pipeline, schools currently undergoing the accreditation process, and schools ready for accreditation. Sharing this information enables NABET to have a comprehensive overview of PIP's activities and facilitates effective coordination.
14. Once a school is ready for accreditation, PIP is responsible for assisting the school in filling out the application. PIP should also notify NABET about the school's readiness to undergo accreditation. Effective collaboration and communication between PIP and NABET at this stage streamline the process and ensure timely evaluations.
15. PIP is obligated to share any complaints received against experts or professionals with NABET. In addition to sharing the complaints, PIP should also provide details of the actions taken to address the issues. This reporting mechanism helps maintain transparency and ensures that any concerns are appropriately resolved.
16. Any changes in the employment status, scope, or qualifications of experts engaged by PIP must be promptly communicated to NABET. PIP should inform NABET within 07 days of any changes and provide relevant documents as necessary. This ensures that NABET has up-to-date information and can assess the impact of these changes on the accreditation process.
17. The region allocated to a PIP is exclusive to that organization, meaning that no other PIP is allowed to interfere or operate within the same region. This exclusivity ensures that each organization has a defined area to focus on and prevents any overlap or conflict of interest among PIPs. To maintain the integrity of the allocated regions, it is essential for PIPs to respect the boundaries set by NABET. Interference in other PIPs' allocated regions is strictly prohibited, as it can lead to conflicts and unfair competition.

Each organization must focus solely on their allocated region and strive to maximize their impact and success within that specific area.

18. PIP is strictly prohibited from marketing any other products or services within the schools they are assisting with accreditation. The focus should solely be on providing high-quality accreditation services without any conflicts of interest or distractions.
19. PIP must refrain from directly contacting NABET assessors. If there is a need for any linkages or collaboration with NABET assessors, such arrangements should be shared with NABET prior to association. This ensures transparency and avoids any potential conflicts of interest.
20. During visits by NABET for accreditation assessments, PIP experts or professionals should not be present at the school. It is essential to respect the accreditation process and allow NABET assessors to conduct their evaluations independently. Any interference in the process can compromise its integrity and impartiality.
21. The decision regarding the grant of accreditation lies solely with NABET. PIP should not attempt to interfere with or advocate for any specific outcome. It is crucial to maintain objectivity and respect NABET's authority in the accreditation process.
22. PIP is not permitted to use the name or logo of NABET in any form without prior authorization. PIP should comply with the code of conduct established by NABET, which includes respecting intellectual property rights and maintaining professional standards.
23. In the event of the expiry of PIP's certificate and its subsequent non-renewal, all activities undertaken by PIP in relation to accreditation must be discontinued. It is essential to adhere to the validity period of the certificate and ensure timely renewal to continue providing accreditation services.
24. PIP should understand that the renewal of the certificate is not an automatic right. It is subject to NABET's evaluation and approval based on the performance and adherence to the terms and conditions outlined.
25. Franchising, licensing, and subcontracting are strictly prohibited under PIP's terms and conditions. PIP should solely operate within its authorized capacity and not engage in any activities that compromise the integrity or independence of the accreditation process.
26. NABET shall display scope of work of PIP, process, list of empanelled PIP along with approved experts, fee structure for PIP and grievance/ feedback mechanism on its website
27. Upon empanelment, PIP is required to sign the 'Code of Conduct' and submit it to the NABET Secretariat. This code of conduct serves as a commitment to upholding ethical standards, maintaining professionalism, and adhering to the terms and conditions specified by NABET.

Empanelment is a significant milestone for organizations seeking recognition and opportunities in their respective industries. The initial assessment process, including application completeness, document review, virtual interactions, expertise assessment, and office infrastructure assessment, plays a crucial role in determining the empanelment decision.

Successful empanelment provides organizations with a platform to showcase their expertise, expand their client base, and contribute to their industry's growth. It signifies a recognition of their capabilities and a validation of their commitment to delivering high-quality services.

NABET, as the governing body, ensures a fair and transparent empanelment process, providing guidance and support to organizations throughout the assessment phase. Empanelment with NABET opens doors to new possibilities, enabling organizations to thrive in the competitive business landscape and contribute to the overall development of their sectors.

Code of Conduct

All PIPs are obliged to improve the standing of the profession by rigorously observing the Code of Conduct. Failure to do so may result in suspension or withdrawal of empanelment.

PIP undertaking:

- a. To act professionally, accurately and in unbiased manner. Be truthful, accurate and fair to the assigned work, without any fear or favour.
- b. To judiciously use information provided by or acquired from the client in developing the systems and maintain confidentiality of information received/acquired in connection with the assignment.
- c. To avoid and or/ declare any conflict of interest that may affect the work to be carried out.
- d. Not to accept any gift or any other favour from the clients, or their representatives and also not to allow colleagues to do so.
- e. Not to act in a manner detrimental to the reputation of any of the stakeholders including NABET and the client.
- f. To co-operate fully in any formal enquiry procedure of NABET as per appeals procedure.
- g. Comply with all applicable regulatory and statutory requirements.

Annexure-I

PIP can charge INR 80,000 to INR 1,50,000/- per school for handholding. The fee structure is given below:

S.No.	Activity	Percentage
1.	After school attends PSA workshop and give consent	25%
2.	After conduct of virtual readiness visit and sharing of report	45%
3.	After Grant of Accreditation	30%