



F. No. 01-24005(03)/10/2023-HO - Khelo India Division

Dated: 20.11.2023

SUB:Standard Operating Procedure (SOP) for Accreditation and De-accreditation of Khelo India Accredited Academies (KIAA)

1. **Introduction** The Khelo India Accredited Academy (KIAA) program is committed to maintaining the highest standards of athlete development, coaching, and support services. To uphold these standards, it is essential to have a systematic and transparent process for the accreditation or de-accreditation of KIAAs that meet the program's requirements or fail to maintain the expected quality of training and support. This SOP outlines the procedure for the accreditation and de-accreditation of KIAAs, ensuring fairness and accountability in the process.

Under the Khelo India Talent Development (KITD) vertical, already established academies are accredited by inviting proposals against the Expression of Interest (EOI) issued for this purpose. **The detailed step for accreditation is also elaborated under the EOI document.** (<https://kheloindia.gov.in/uploads/expression-of-interest-1645680519.pdf>)

Under "Khelo India Centres & Sports Academies" Rs. 6,28,400/- per annum per athletes (KIA) is provided to the KIA academy for training purposes including funding for Coaching/Sports science/management, diet charges, lodging charges, Kitting, Insurance & Medical Expense, if he/she opt to trained in an accredited Khelo India academy. Currently a total of 296 academies have been accredited for training of athletes identified under the Khelo India Scheme.

2. **Purpose** The purpose of this SOP is to define the process and criteria for the accreditation and de-accreditation of Khelo India Accredited Academies (KIAAs)
3. **Scope** This SOP applies to all KIAAs registered under the Khelo India program and the authorities responsible for accreditation and de-accreditation decisions. It encompasses the entire accreditation and de-accreditation process, from the submission of EOI document, approval of KIAA, identification of non-compliance to the formal de-accreditation decision.
4. **Definitions**
- **KIAA** : Academies accredited under Khelo India Scheme are called Khelo India Accredited Academies.
 - **Accreditation**: Accreditation is a formal notification that a facility is accredited (permissible/associated) with the Khelo India Scheme.
 - **De- Accreditation** : De-accreditation is a formal notification that a facility is no longer accredited (permissible/associated) with the Khelo India Scheme.
 - **KIA** : Khelo India Athlete, a talented athlete identified under the Khelo India program.
5. **Gudielines for Accreditation**
- 5.1. **Rules & Regulations:**

i. **The Sports to be covered:**

The Academy Accreditation process would entail inviting proposals/ expressions of interest from all academies across India for the following sporting disciplines:

- Archery
- Badminton
- Boxing
- Fencing
- Gymnastics
- Judo
- Kabaddi
- Shooting
- Table Tennis
- Weightlifting
- Athletics
- Basketball
- Cycling
- Football
- Hockey
- Tennis
- Rowing
- Swimming
- Volleyball
- Wrestling

ii. **Who can Apply:**

An academy ("Academy") established by any of the following entities (hereinafter referred to as the "Applicant") striving to achieve excellence in global sports arena and intending to nurture the Khelo India Athlete (KIA) may apply:

- Individual;
- Companies/LLP's;
- Trust / NGO's Philanthropic institutions/Society;
- Central/ State Government/ PSUs/Autonomous bodies/ Sports Academies, National Sports Federations, sports training centres, sports stadia recognized by Government;
- Consortium/ Joint Ventures of any of the above-mentioned entities.

iii. **How to apply:**

The completed EOI needs to be downloaded and filled up and sent via email at khelo.academies@gmail.com. Queries if any may be referred in writing to the same email id Non-refundable fees of Rs 10,000.00 is also to be deposited by way of RTGS/NEFT transfer to the following bank.

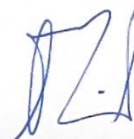
Government or government supported Academies are not required to deposit the above-mentioned fees.

Name of Account : "Secretary, SAI, Khelo India"
Bank Name : Union Bank of India
Bank Address : J.L.N. Stadium Complex, Lodi Road, New Delhi-110003
Account No. : 108510100037232
IFSC Code : UBIN0810851

NOTE:

- Applications received without or with inadequate EOI processing fees may be rejected.
- In case it is observed by the requisite Committee that there is deficiency in documents or incomplete information is provided by the Applicant, the Committee may give equal opportunity to each Applicant to rectify such deficiencies.

iv. **Other Conditions:**



a) SAI is seeking to admit players to the sports academies having tie up with educational institutes so that there is perfect integration of sports with education. Hence, it is desirable that there should be accessibility to colleges/schools. It is clarified that SAI envisages excellence in sports alongside formal education as a matter of policy.

b) Separate accreditation for residential & non-residential academy would be done. The Khelo India Talent will be given option of being day boarder even if he/she gets admission to residential academy. The suitability of location of academy in terms of accommodation & school/college location is also important factor for accreditation of the residential academy.

c) A Memorandum of Understanding (MOU) stating the terms and conditions to be entered into between SAI and the accredited Academy is placed at Annexure 'A'

d) The core objective being "excellence in sports" can be achieved with a perfect blend of scientific sports coaching, support of sports science, proper nutrition, strength and conditioning etc. Hence, the capabilities in all these front needs to be taken to the level where excellence in sports at the international level (in the senior category) can be achieved. Hence, there may be variations in the funding within accredited academies based on the quality of the services to an athlete. The Institute/Academies will be required to keep themselves abreast with such needs and adopt best practices which are followed worldwide.

e) Each academy will have to take a minimum intake (to be decided in mutual consultation) under Khelo India every year from across the country to receive accreditation.

f) As part of the process, SAI will form a panel of experts to assess various facilities, systems & processes of each applying academy. They will oversee the pre-accreditation selection of the academies. However, for multi-sports discipline academies, HPC may form a combined panel for the assessment of common amenities.

g) The Academy shall be solely responsible for the safety and security of players at all times and shall keep SAI indemnified in this regard.

h) The Academy shall not be allowed to assign and/or outsource its responsibilities in any circumstances whatsoever.

5.2. Pre-Qualification Criteria:

Subject to the exceptions mentioned in Clause 10 of the EOI, each Academy should meet the following basic criteria as a pre-requisite to be considered in the application process of the EOI:

i. **Legal Entity:** The Applicant must be validly incorporated under the relevant provisions/ Acts in India. The Applicant has to be necessarily registered and existing in India. Consortium/ Joint Venture is also allowed. Within a Consortium, it shall be necessary for at least one Member of the Consortium/Joint Venture to fulfil all the Pre-Qualification Conditions in Clause 6.1 while the remaining members of the consortium shall have to fulfill sub-heading (a) and (d) of the Eligibility Criteria enumerated under this Clause.

ii. The Academy must be a well-established sports academy in the applied sporting discipline in the same name for last 3 (three) years.

iii. **Technical Ability:** The Academy, its Play field and Field of Play ("FOP") must match the standard training norms. The Academy should have all necessary sports specific equipment required for training.

iv. The Applicant must be a "Fit and Proper Person". With regard to a consortium, this term would apply to all members of the consortium. For the purpose of determining whether Applicant is a 'Fit and Proper Person', SAI may take the indicative criteria mentioned below:

- financial integrity of the Applicant;
- ability of the Applicant to undertake all obligations set out under the in this EOI;
- absence of convictions or civil liabilities against the Applicant;

- absence of any previous debarment of the Applicant, in accordance with the General Financial Rules, 2017, provided such debarment is still existing;

- absence of any disqualification as specified below:
- Conviction of the Applicant or any of its respective directors, partners, executives or key managerial personnel by any judicial body for any offence involving moral turpitude, economic offence, securities laws or fraud or any offence under the Prevention of Corruption Act, 1988 or the Indian Penal Code, or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract;

- Admission of an application for winding up or liquidation under Applicable Laws against the Applicant or any of its or their respective directors and partners;

- Any action or proceeding being initiated under the Insolvency and Bankruptcy Laws under the Applicable Law, including but not limited to declaration of Insolvency or Bankruptcy, disqualification or de-recognition by any professional body being initiated against the Applicant;

- Current or previous banning of the Applicant or its respective directors, partners, executives or key managerial personnel by the governing body of any sport from involvement in the administration of or any form of participation in such sport, for any reason;

- Default by The Applicant or any of its or their respective directors and of any of its obligations to a financial institution or has defaulted on any of its obligations to a financial institution in the last 3 (three) financial years;

- Black listing of the Applicant by any government or semi- government body.

5.3. Documents to be submitted

PRE QUALIFICATION DOCUMENTS		
S.No,	Pre Qualification Criteria	Supporting Documents to be submitted online



1	Incorporation / Registration certificate	<p>Scanned copy of Certificate of Incorporation / Registration Certificate /</p> <p>Articles and Memorandum of Association</p> <p>or aims/ objectives of the Applicant.</p> <p>In addition to the above, all consortium members must provide the necessary documents that are required as per the pre-qualification conditions mentioned</p>
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PRE QUALIFICATION DOCUMENTS

S. No.	Pre Qualification Criteria	Supporting Documents to be submitted online
		herein and as per their constitution. Consortium is also required to furnish an agreement executed amongst all the members.
2	PAN Card	Scanned copy of the PAN Card
3	GST Reg . Certificate	Scanned copy of the GST Registration certificate
4	EOI Documents	Signed and scanned copy of the EOI, corrigendum and clarification issued by SAI to this EOI, if any, duly signed and stamped on each page by the authorized signatory of the Applicant as a mark of acceptance of all conditions of the EOI
5	Authorized Signatory	Scanned copy of Power of Attorney in favor of Authorized signatory of Bidding Documents as per FORMAT "11"
6	Financial Status	<p>Signed and scanned copy of certificate from a Chartered Accountant stating the following:</p> <p>a. The bidder is abiding by all statutory laws/ rules/ regulations/ guidelines as applicable from time to time including submission of Income Tax return etc.</p> <p>b. Signed and scanned copy of audited statement of accounts of the applicant and annual report for the last 03 preceding fiscal years(calculated from the year of application). In case audit of the applicant for the last fiscal</p>



		<p>year is pending, provisional accounts certified by CA may be considered.</p> <p>c. Scanned copy of Income Tax Return of the past 3 years (calculated from the year of application)</p>
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PRE-QUALIFICATION DOCUMENTS		
s.No	Pre Qualification Criteria	Supporting Documents to be submitted online
7	Sports Academy Accreditation Form	Signed and Scanned copy of FORMAT "1"
8	Details of the Academy	Signed and Scanned copy of FORMAT "2"
9	Technical Ability: The Academy, its Play field and Field Of Play ("FOP") must match the standard training norms. The Academy should have all necessary sports specific equipment required for training	Signed and Scanned copy of FORMAT "3"
10	Sport Science support on payroll	Signed and scanned copy as per "FORMAT 4"
11	Residential Facilities available at the Academy	Signed and scanned copy as per "FORMAT 5"
12	Education Facilities available at the Academy	Signed and scanned copy as per "FORMAT 6"
13	Coaching/ Staff Ratio at the academy	Signed and scanned copy as per "FORMAT 7"
14	Performance/ Results at the Academy	Signed and scanned copy as per "FORMAT 8"
15	Additional Information	Signed and scanned copy as per "FORMAT 9"
16	Declaration	Signed and scanned copy as per "FORMAT 10"
17	Fit and Proper Person (For a consortium, this term would apply to all members of the consortium).	Undertaking of Fit and Proper Person as per the Proforma given "FORMAT 12" and no

		involvement in criminal activity on a stamp paper to be furnished.
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5.4. Accreditation Methodology:

- i. Subject to the exceptions mentioned in Clause 10 of the EOI, the Academies will be processed/assessed based on the accreditation methodology mentioned below:
- Academies are required to submit their documents before the due date in the above-mentioned e-mail id. The documents shall be scrutinized by a designated Pre-Qualification Committee. After scrutinizing the documents, a duly constituted physical verification "Central Team" will inspect the Academy and submit their report as per the Evaluation Matrix given in Section I of the EOI.
 - There are three sections of the Evaluation Matrix. Section I deals with the technical part, Section II relates to general and residential facilities of the academy and Section III refers to the bonus points. The physical assessment of the Academies will be conducted by adopting a uniform point system as detailed in the Evaluation Matrix. Academies securing a minimum of 50 (fifty) points in Section I and 25 (twenty- five) points in Section II will only be considered for the process of accreditation. Section III refers to bonus points scored by the Academy on account of exceptional facilities as mentioned in the Evaluation Matrix. In order to provide assistance to the designated Central Team, an Assessment Manual has also been attached with the EOI in order to get a clear understanding of the evaluation process.
 - Based on the points obtained by the Academies, gradation will be done under the 4 (four) categories, viz. A, B, C and D denoting Excellent, Good, Adequate and Inadequate. The key aspects for such gradation will be determined based on the demand of each sport, base facilities and points obtained. The required number of academies will thus be accredited and will become available for the admission of talented athletes and for holding camps at regular intervals.

5.5. Venue & Deadline for submission of proposal

Proposal, in its complete form in all respects as specified in the EOI, must be submitted online and a copy of original be sent to the office of KITD within 90 days of submission of EOI. Post 90 days, the offer of accreditation shall be treated as void. However, the accreditation of Academies is an ongoing process.

Email to submit documents: kits.khelindia@gmail.com

KITD office address (Physical copy to be sent via registered mail): Ramp number 04, Jawaharlal Nehru stadium, near Gate number 10, Pragati Vihar, Delhi-110003.

5.6. Validity of Offer:

The offer for EOI as per this document shall be valid for a period of six (3) months initially which may be extended further if required by SAI.

The applicants are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Applicant's risk and may result in rejection of the proposal.

5.7. Exceptions:

1. Subject to the approval of HPC, conditions of the EOI may be relaxed for accreditation of Academies in the following cases:

i. Profiling of the talented athletes selected under the scheme would be done to gather information about existing training centers. If there are sufficient numbers of talented athletes/ proven talent from a particular Academy and absorption of the proven talent cannot happen in existing academies, SAI may award accreditation to the said Academy.

ii. If an Academy is run by any Eminent Sportsperson himself or in partnership, SAI may award accreditation to such an Academy. The combination of infrastructure belonging to respective State/SAI while academy being run by eminent sports persons and financial support provided in the form of CSR will be encouraged. For the purpose of this EOI, "Eminent Sportspersons" shall refer to the following:

- Eminent Athletes who have represented India in different international sporting events;
 - Eminent Coaches who have received Dronacharya award;
 - Any other eminent athlete/ coach as decided by HPC.
- iii. SAI may award accreditation to academies where "coaching or sports science" facilities is of exceptionally good quality and standard;

Iv. SAI may award accreditation to academies where the quality of infrastructure is exceptionally good and is at par with international standards for the applied sporting discipline;

v. SAI academies will be awarded accreditation under Khelo India irrespective of this accreditation procedure. Further, SAI also plans to establish new academies under the scheme in the existing SAI centers. However, once accredited, all the norms will have to be followed for getting funds under Khelo India.

2. HPC, while granting exception, will record reasons in writing. It is to be noted that an Academy seeking any of the above-mentioned exception will be granted provisional accreditation for a period of 1 (one) year subject to the biannual review by the designated Committee/official. If upon review, the performance of the Academy is found satisfactory, then the Academy may be granted accreditation as per the terms and conditions of the MOU.

5.8. Response:

i. All the documents are to be mandatorily uploaded online and sent via email at khelo.academies@gmail.com.

ii. Applicants must ensure that their application is submitted as per the formats attached with this document.

iii. The Proposal must be indexed and page numbered with the subject as "EOI for Accreditation of Academies: (Name of the Academy) for (Sporting Discipline/s)"

iv. Proposal, in its complete form in all respects as specified in the EOI, must be submitted online and a copy of original be sent to the office of KITD within 90 days of submission of EOI.

v. Document deficiency, if exists shall be communicated by the office of KITD. Academy shall address the deficiency and submit the required documents within 90 days of submission of original EOI.

vi. Post 90 days, the offer of accreditation shall be treated as void. However, the accreditation of Academies is an ongoing process.

Email to submit documents: kits.kheloindia@gmail.com

KITD office address (Physical copy to be sent via registered mail): Ramp number 04, Jawaharlal Nehru stadium, near Gate number 10, Pragati Vihar, Delhi-110003.

5.9. Conflict of Interest:

i. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Applicant to inform SAI, detailing the conflict in writing as an attachment to this application.

ii. SAI will be the final arbiter in cases of potential conflicts of interest. Failure to notify SAI of any potential conflict of interest will invalidate any verbal or written agreement.

iii. A Conflict of Interest is where a person, who is involved in the accreditation, has or may be perceived to have a personal interest in ensuring that a particular applicant is successful. Actual and potential conflicts of interest must be declared by a person involved in the process.

5.10. Condition under which EOI is issued:

The EOI is not an offer and is issued with no commitment. SAI reserves the right to withdraw EOI and or vary any part thereof at any stage. SAI further reserves the right to disqualify any applicant, should it be so necessary at any stage.

6. Guidelines for De - Accreditation

6.1. An Academy can be De-accreditation for the following:

A. **Non-availability of KIAs:** As per the decision taken in the 15th High Powered Committee (HPC) an academy will be De-accredited if there are no admissions of KIAs within 02 years of accreditation.

B. **Gaps” after performance evaluation/review:** if the Academy fails to fulfil the minimum benchmark, the Academy shall be given reasonable time to address the gaps, so that the Academy complies with the terms and conditions or the Operational Guidelines as provided by SAI. After the expiry of the said reasonable time, if the Academy fails to perform its obligations based on the review/evaluation or performs its obligations after the said reasonable time, SAI reserves the right to terminate this present MOU, without any liabilities, by giving written notice of 60 (sixty) days.

C. Conditions of Termination as specified in MoU:

- i. If the performance of the Academy is below expectations/benchmark as provided by SAI
- ii. If the Academy has failed to maintain proper records and books of accounts regarding the utilization of funds and/or
- iii. If the Academy has failed to abide by the terms & conditions of this present MOU and/or if the Academy has failed to abide by any of the Operational Guidelines laid down by SAI and/or if the Academy has failed to abide by any of the updates/modifications made by SAI with respect to any matter dealt with under this present MOU and/or
- iv. If it is discovered that the Academy has not adhered to the quality standards required in respect of infrastructure, training, diet, kitting & other services etc provided by the Academy and/or
- v. Any other reason as deemed fit.

6.2. An Academy may also **apply for De-accreditation** by terminating the MOU by giving a written notice of 2 (two) months to SAI. The conditions laid down in the MOU for accreditation shall be applicable in such cases

6.3. Evaluation and Approval




1. Based upon the above points the evaluation of the accredited academies is done by the concerned officials of the Khelo India Talent Development (KITD) division with support from Regional Khelo India nodal officers.
2. The approval for the proposal of De-accreditation of the academies is taken in the High Powered Committee (HPC) meeting.
3. Based on the evaluation/recommendations, the HPC may decide to approve or deny the proposal of de-accreditation.

6.4. Communication of Approval

If the proposal of de-accreditation is approved by HPC, the concerned official of KITD shall communicate the approval to the concerned academy

6.5. Responsibilities

- **Concerned officials of KITD :**
 1. Responsible for initiating proposal for De-accreditation as per the norms.
 2. Responsible for evaluating requests, coordinating access, and monitoring progress with support from the Khelo India nodal officer in the Regional centre concerned
 3. Responsible for preparing agenda for de-accreditation to be put before HPC
- **Concerned Khelo India Nodal Officer in Regional Centre:**
 1. Provide support to KITD officials as and when required
- **High Powered Committee :** Responsible for approving or denying the proposal of de-accreditation.


(Sibamanda Mishra)
Deputy Director (KI)

To,

1. All Khelo India Accredited Academies

Copy to:

1. DD to DG SAI
2. PS to DDG (KI), SAI
3. Heads of all SAI Regional Centres / Academic Institutions with a request to circulate among all officers in their jurisdiction for compliance
4. Director, IT Division for uploading on www.sportsauthorityofindia.nic.in
5. Rajbhasha division for Hindi translation
6. KITD to circulate to all Khelo India Accredited Academies
7. Guard File