राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING
आईएसओ 9001 : 2015 प्रमाणित/ISO 9001 : 2015 Certified
(स्कूल शिक्षा और साक्षरता विभाग, शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
(An autonomous Institution under Deptt. of SE&L, Ministry of Education (MoE), Govt. of India)

F-23-1-1/2024/NIOS/SSS/Accr./3683 Date :- 25th July, 2024

NOTIFICATION/ 46 /2024

In pursuance of the recommendations of the Core Committee constituted to prepare the Standard Operating Procedures (SOPs) in line with e-accreditation system in its meeting held on 7th February, 2024 and subsequent approval by the Executive Board of NOS Society in its 89th meeting held on 29th May, 2024, the "Bye-laws Governing Accreditation of Academic Institutions with National Institute of Open Schooling (NIOS) (Revised and Amended upto January, 2024)" will come into force w.e.f. the Block 1, 2024.

This issues with the approval of the Competent Authority.

(S. Vijaya Kumar)
Director (Student Support Services)

Distribution:

1. Heads of Departments, NIOS
2. Regional Directors, Regional Centres of NIOS
3. Deputy Director (Accounts), NIOS
4. SA/P for uploading the notification on the NIOS website and necessary amendments in the Accreditation Portal.
5. PA to CPO for kind information of Chairperson, NIOS
6. Rajbhasha Anubhag for translation in Hindi
7. Guard File

Bye-laws

Governing Accreditation of Institutions with National Institute of Open Schooling (NIOS)

(Revised and Amended upto January 2024)

विद्याधनं सर्वधनप्रधानम्

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान

NATIONAL INSTITUTE OF OPEN SCHOOLING

(An Autonomous Institution under the Department of School Education and Literacy, Ministry of Education, Government of India)

A-24-25, Institutional Area, Sector-62, NOIDA-201309

District Gautam Budh Nagar (Uttar Pradesh)

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THE CONSTITUTION OF INDIA

PREAMBLE

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a

[1]**[SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC]** and to secure to all its citizens:

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity; and to promote among them all

FRATERNITY assuring the dignity of the individual and the [2][unity and integrity of the Nation];

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do **HERE BY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.**

---

1. Subs. by the Constitution (Forty second Amendment) Act, 1976, s. 2 for "SOVEREIGN DEMOCRATIC REPUBLIC" (w.e.f. 3-1-1977)

2. Subs. by s. 2. ibid, for "unity of the Nation" (w.e.f. 3-1-1977).

FOREWORD

Since its inception in November 1989, the National Institute of Open Schooling (NIOS) has been marching ahead steadily to meet the challenges of School Education through Open and Distance Learning (ODL) mode. In its existence of more than three decades, NIOS has evolved through different priorities to contribute substantially to achieve universalization of school education. The main aim of NIOS is to "reach the unreached" through its various innovative programmes geared towards "promoting quality school education to all including marginalised population". The journey of NIOS during these years has been rewarding and we reached new heights of excellence by introducing many unique initiatives.

NIOS has been continuously striving for implementation of the National Education Policy (2020) at different levels of school education. In this endeavour, among other things, NIOS has been taking active co-operation, support and involvement of the Secondary and the Senior Secondary schools all over the country. In the past, NIOS identified and accredited several Secondary and the Senior Secondary schools affiliated to CBSE/State Boards of School Education for NIOS programme delivery. Gradually NIOS extended its scope to provide Elementary School Education also through its Open Basic Education (OBE) Programme for Children of age group 6-14 and adults of age group 14+ and above. Taking note of the success of the programmes of NIOS and felt need for education of certain other sections of the Society, NIOS expanded its scope to provide school level education programmes. These include programmes titled (i) Special Accredited Institutions for Education of the Divyangs (SAIEDs), (ii) Special Accredited Institutions for Academic and Skill Development (SAIASD), (iii) Accredited Institutions for Indian Knowledge Tradition (IKT) Courses, (iv) NIOS Education Project for the Indian Army (NEPIA), (v) NIOS Education Project for Jail Inmates, (vi) Special Educational Initiatives for Minorities, and (vii) NIOS Accredited Centres Abroad.

The Bye-laws for accreditation of different types of institutions were prepared from time to time. These documents/guidelines facilitated the prospective institutions to offer their services to NIOS for delivery of its school education programmes effectively.

It has been felt for quite some time that Bye-laws for accreditation of different types of institutions/ organisations by NIOS should be presented suitably in One Booklet in the interest of applicants/Institutions. The present document tilted "Bye-laws governing Accreditation of Institutions with NIOS" is a culmination of such efforts. It is a comprehensive and inclusive document about accreditation of institutions by NIOS.

I convey my gratitude to Shri S. Vijaya Kumar, Director, Department of Student Support Services and Mrs. Priya Gupta, Deputy Director (Admn.) and their team members for their arduous efforts to prepare this comprehensive document in the context of accreditation of institutions with NIOS for smooth delivery of its programmes.

It is my earnest request to all concerned to give their comments and suggestions inter alia for filling the gaps, if any, in this document.

Saroj Sharma

(Professor Saroj Sharma)
Chairperson, NIOS

PREFACE

The National Institute of Open Schooling (NIOS) involves various types of institutions for effective delivery of its programmes through Open and Distance mode to the learners. Presently SOP (Standard Operating Procedure) for accreditation of institutions were available in separate booklets in NIOS. In order to streamline and facilitate the process of accreditation, NIOS has prepared a consolidated document titled **"Bye-laws Governing Accreditation of Institutions with National Institute of Open Schooling (NIOS)."**

This document inter alia includes information about different types of institutions associated with NIOS for smooth delivery of its school level programmes; (i) Norms and Procedure for Accreditation, (ii) Procedure for screening of applications for accreditation, inspection of institutions for eligibility, and (iii) e-services etc.

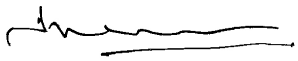
The details given in various chapters facilitate institutions to associate with NIOS to apply for accreditation by understanding easily the requirements to be fulfilled and submitting the Applications through online. The Guidelines included in this document are comprehensive and facilitative.

I hope that the institutions associated with NIOS would find this document helpful in discharging their roles and functions for delivery of NIOS programmes meticulously in a learners friendly way.

The prospective institutions desirous to associate themselves with NIOS should also take note of the requirements of accreditation and their roles and responsibilities for effective implementation of NIOS Programmes.

I place on record my gratitude to Ms. Priya Gupta, Deputy Director (Admn.), Ms. Yashoda Prasad, Section Officer and Shri Raj Kumar, Assistant and team of the Student Support Services Department, NIOS for preparation of the Bye-laws Governing Accreditation of Institutions with NIOS to make the process easy to understand and executed smoothly by the Institutions.

Comments and suggestions about this document are highly solicited.



(S. Vijaya Kumar)
Director (SSS), NIOS

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4. Proforma for Memorandum of Cooperation (MoC) to be executed between NIOS and the Accredited Agency (AA).
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ABBREVIATIONS

1.	AI	:	Academic Accredited Institution of NIOS
2.	AVI	:	Accredited Vocational Institution of NIOS
3.	AAs	:	Accredited Agencies of NIOS for conduct of Open Basic Education (OBE) Programme
4.	AAC	:	Accreditation Advisory Committee
5.	AEC	:	Army Education Corps
6.	BPL	:	Below Poverty Line
7.	CA	:	Competent Authority
8.	CBC	:	Capacity Building Cell of NIOS
9.	CBSE	:	Central Board of Secondary Education
10.	CE	:	Continuing Education
11.	CISCE	:	Council for the Indian School Certificate Examinations
12.	CP	:	Chairperson of NIOS
13.	CTS	:	Craftsmen Training Scheme
14.	DAB	:	Departmental Advisory Board
15.	DC	:	Deputy Commissioner
16.	DGT	:	Directorate General of Training
17.	DEO	:	District Education Officer
18.	DIET	:	District Institute of Education and Training
19.	EB	:	Executive Board
20.	EDEXCEL	:	Edexcel (Pearson), Education and Excellence
21.	EFA	:	Education for All
22.	IB	:	International Baccalaureate
23.	ICSE	:	Indian Certificate of Secondary Education
24.	ICT	:	Information Communication Technology
25.	IDC	:	Independent Degree/ Technical Colleges
26.	IKT	:	Indian Knowledge Tradition
27.	ITI	:	Industrial Training Institute
28.	JBTT	:	Junior Basic Teachers Training
29.	JNV	:	Jawahar Navodaya Vidyalaya
30.	KV	:	Kendriya Vidyalaya
31.	KVS	:	Kendriya Vidyalaya Samiti
32.	MOC	:	Memorandum of Cooperation
33.	NCVT	:	National Council of Vocational Training

34.	NEPIA	:	NIOS Education Project for the Indian Army
35.	NGO	:	Non-governmental Organization
36.	NLM	:	National Literacy Mission
37.	NIOS	:	National Institute of Open Schooling
38.	NGO	:	Non-Government Organization
39.	NSQF	:	National Skills Qualifications Framework
40.	NVS	:	Navodaya Vidyalaya Samiti
41.	OBE	:	Open Basic Education Programme of NIOS
42.	ODL	:	Open and Distance Learning
43.	ODE	:	On Demand Examination of NIOS
44.	PCP	:	Personal Contact Programmes
45.	PSTT	:	Primary School Teachers Training
46.	PWD ACT	:	Person with Disability Act (1995)
47.	RCI	:	Rehabilitation Council of India
48.	RD	:	Regional Director of NIOS
49.	SAIASD	:	Special Accredited Institutions for Academic and Skill Development
50.	SAIED	:	Special Accredited Institution for Education of Divyangs
51.	SCVT	:	State Council of Vocational Training
52.	SBC	:	Screening Board Committee
53.	SLM	:	Self Learning Material
54.	SC	:	Scheduled Castes
55.	ST	:	Scheduled Tribes
56.	SOP	:	Standard Operating Procedure
57.	SSA	:	Sarva Shiksha Abhiyan
58.	SSS	:	Student Support Services
59.	TMA	:	Tutor Marked Assignment
60.	TOC	:	Transfer of Credit
61.	UC	:	University of Cambridge
62.	UEE	:	Universalisation of Elementary Education
63.	UFM	:	Unfair Means Committee for dealing with malpractices reported in NIOS Examinations
64.	VE	:	Vocational Education

*****

1. Short Title and Definitions

1. Short Title and Definitions

1.1 Short Title

These Bye-laws shall be called Bye-laws Governing Accreditation of Institutions (AIs/AVIs/AAs) with the National Institute of Open Schooling (NIOS).

These Bye-laws shall come into force from the date as may be fixed/ approved by the Executive Board (EB)/ Competent Authority of the National Institute of Open Schooling (NIOS).

These Bye-laws should be read with modifications/amendments from time to time.

1.2 Definitions

In these Bye-laws, unless the context otherwise requires:

i. "NIOS" means the National Institute of Open Schooling.

ii. "Chairperson" means the Chairperson of the National Institute of Open Schooling.

iii. "Secretary" means the Secretary of the National Institute of Open Schooling.

iv. "Director (Academic)" means the Director (Academic) of the National Institute of Open Schooling.

v. "Director (SSS)" means the Director (Student Support Services) of the National Institute of Open Schooling.

vi. "Director (VE)" means the Director (Vocational Education) of the National Institute of Open Schooling.

vii. "GB" means General Body of National Open School Society (NOSS)

viii. "EB" means Executive Board of National Open School Society (NOSS)

ix. "FC" means Finance Committee of National Open School Society (NOSS)

x. "AI (Accredited Institution)" means a School/College/University/NGO or any other educational institution accredited by NIOS as an Accredited Institution for academic courses.

xi. "AVI (Accredited Vocational Institution)" means a School/Institution/College/ University/NGO/ Registered Society or any other educational institution accredited by NIOS as an Accredited Vocational Institution for running the NIOS Vocational Education Programmes.

xii. "AA (Accredited Agency)" means a School/Institution/NGO/Registered Society or any other educational institution accredited by NIOS as an Accredited Agency for running the NIOS Open Basic Education (OBE) Programme upto Class – VIII level courses.

xiii. "SAIASD" means ITI affiliated by NCVT accredited by NIOS as an Special Accredited Institution for Academic and Skill Development.

xiv. "SAIED" means an Institution/NGO/Registered Society accredited by the NIOS as Special Accredited Institutions for Education of the Divyangs to act as Study Centre for the learners with special needs.

xv. "Bhartiya Gyan Parampara" means the Indian Knowledge Tradition (IKT) Courses of NIOS.

xvi. "NEPIA" means NIOS Education Project for the Indian Army.

xvii. "Accreditation" means formal recognition of a school in the List of Approved Accredited Institutions of NIOS following prescribed procedure.

xviii. "Accreditation Fee" means charges payable by a school to NIOS in connection with processing of application for Accreditation.

xix. "Screening Board Committee" means Screening Board Committee of NIOS Regional Centre(s).

xx. "Accreditation Advisory Committee" means Accreditation Advisory Committee of NIOS.

xxi. "A Secondary School" means a school that has been granted permanent/temporary affiliation up to the Secondary level by a Board of School Education in India.

xxii. "A Senior Secondary School" means a school that has been granted permanent/temporary affiliation up to the Senior Secondary level by a Board of School Education in India.

xxiii. "Government Aided School" means a school receiving grant-in-aid from the Union Government/ Administration of Union Territory/State Government.

xxiv. "Government School" means a school run by the Department of Education of the concerned Union Territory/State Government.

xxv. "Grant-in-aid" means aid in the form of part-funding given to an institution by the Central Government or the State Government or the Local Authority or the Administration of the Union Territory, as the case may be.

xxvi. "Private Unaided School" means a school run by a Society/Trust duly constituted and registered under the provisions of the Central/or the State Acts not getting any regular grant-in-aid from any Government source(s).

xxvii. "Guidelines" means 'Guidelines as framed by the NIOS from time to time.

xxviii. "Head of Institution" means the Principal/Headmaster of a Senior Secondary School or a Secondary School affiliated with any Board of School Education in India.

xxix. "Inspection Committee" means Inspection Committee who carries out inspection of School/ Institution for grant of accreditation by NIOS.

xxx. "Jawahar Navodaya Vidyalaya" means a school run by the Navodaya Vidyalaya Samiti, an Autonomous Organisation under the Ministry of Education, Government of India.

xxxi. "Kendriya Vidyalaya" means a school run by the Kendriya Vidyalaya Sangathan, an Autonomous Organisation under the Ministry of Education, Government of India.

xxxii. "Examination" means examinations conducted by NIOS.

xxxiii. "On Demand Examination System (ODES)" means an examination system under which candidates can appear in examinations as per their wish subject to availability of seats.

xxxiv. "Prospectus" means a booklet containing detail instructions for admission and examinations for the particular year.

xxxv. "Regional Centre" means a Regional Centre of NIOS.

xxxvi. "Reserve Fund" means a fund created by the authority of the Accredited Institution as per requirement of NIOS in a Scheduled Bank in the joint names of the Secretary, NIOS and the Manager of the concerned institution.

xxxvii. "Rules" means 'Rules as framed by the NIOS from time to time.

xxxviii. "School Management Committee" means the committee managing the school.

xxxix. "SOP" means Standard Operating Procedure.

xl. "Teacher" means a person who is an employee of an institution affiliated with a Board of School Education in India for teaching purpose.

xli. "Unfair Means Committee" means the committee dealing with malpractices in NIOS examinations.

xlii. "Upgradation" means upgradation of an Accredited Institution (AI) from the Secondary stage to the Senior Secondary stage.

xliii. "Transfer of Credit (TOC)" means a facility provided by NIOS to carry forward the credits achieved by an Ex- Secondary/Senior Secondary learner of NIOS from other recognized Board of School Education approved by NIOS.

xliv. "Memorandum of Cooperation (MOC)" means terms of an agreement to be signed between the NIOS and Institution.

➤ Words importing the singular number also include the plural number and vice-versa.

➤ Words importing the masculine gender also include the feminine gender.

*****

2. Introduction

2.1 Backdrop

School education is seen as a necessary requirement for improving the quality of life, since it relates directly to population growth, health practices and economic productivity. This has been realized by our country and efforts have been made to provide 'education for all', leading to massive expansion of formal schooling facilities in the post-Independence period.

It becomes a serious concern for the Government to look for alternative modes of schooling so as to make educational opportunities accessible to all towards fulfilment of the Constitutional obligations of the country to its people.

Until recently, many of us believed that effective teaching and learning could not occur without face-to-face contact of the teacher and the learner in a classroom situation. However, with rapid developments in instructional design and information communication technology (ICT) in the later part of the twentieth century, it became possible to bring in a paradigm shift from teacher-led learning to own-time self-paced learning at a distance i.e., moving towards self-paced learning, which permits greater flexibility and openness in learning. This gave rise to 'alternative schooling', particularly the 'Open Schooling system'.

'The Open School**'** Project was started in India in 1979 as a project under the Central Board of Secondary Education (CBSE). The success of the Open School Project encouraged the Department of Education, Ministry of Human Resource Development, Government of India to establish in November 1989, the National Open School (NOS) as an Autonomous organization. In October 1990, the Government of India, vested NOS with the authority to examine and certify learners registered with it up to pre-degree level, through a Gazette Notification dated 20th October, 1990.

Looking into the viability of Open Schooling system in the country, the Government rechristened the National Open School as the National Institute of Open Schooling (NIOS) in 2002 to extend its scope and functioning.

NIOS provides relevant continuing education at school stage, up to pre-degree level, through Open and Distance Learning (ODL) system as an alternative to formal education system, in pursuance of the normative National Policy Documents and in response to the need assessment of the people, and through it to make its share of contribution to:

- ➤ Universalization of education.
- ➤ Greater equity and justice in the Society.
- ➤ Evolution of a learning society.
- ➤ Fulfillment of the objectives of the "Right to Education Act (2009)".

2.2 Vision and Mission of NIOS

- ➤ To provide sustainable inclusive learning with universal and flexible access to quality school education and skill development.

- ➤ To provide relevant, continuing and holistic education up to pre-degree level through Open and Distance Learning (ODL) System.
- ➤ To contribute towards universalisation of school education.
- ➤ To cater to the educational needs of the prioritized target groups for equity and social justice.

2.3 Management and Organizational Structure of NIOS

The policy perspective for NIOS is provided by the General Body (GB) of the Institution. The execution and monitoring of the programmes is planned and overseen by the Executive Board (EB) of the Institution. The authorities specified for management of the Institution are: (i) the General Body, (ii) the Executive Board, and (iii) the Finance Committee.

The Organisational Structure of NIOS includes five Departments, twenty Regional Centres and three NIOS Cells.

The Departments of NIOS are:

1. Academic Department
2. Vocational Education Department
3. Evaluation Department
4. Student Support Services Department
5. Administration Department

The Executive Board has set up the Academic Council, the Advisory Boards of the Departments, the Advisory Committees of the Regional Centres, the Research Advisory Committee, the Examination Committee, and the Establishment Committee for planning and implementation of the programmes and activities of NIOS.

2.4 Objectives

The major objectives of NIOS are:

- ➤ To provide opportunities for continuing and developmental education at the school stage.
- ➤ As an apex institution in the field of Open Schooling, to provide consultancy services to the Government of India and to different States of India.
- ➤ To serve as an agency for effective dissemination of information related to Open Learning System.
- ➤ To identify and promote standards of learning in Open and Distance Learning System.
- ➤ To exercise normative and coordinating functions while promoting standards in Open and Distance Learning system in the country.

2.5 Target Group of NIOS

Any person irrespective of caste, creed and location, can seek enrolment in the courses/programmes offered by NIOS. However, the prioritized client groups are:

- ➤ Rural people and Urban poor;
- ➤ Disadvantaged persons, viz., (i) Girls and women, (ii) Underprivileged sections of the society; (e.g., SC/ST), (iii) Disadvantaged persons of minority communities, (iv) Unemployed and partly employed personnel, (v) School drop outs and people with special needs viz., Girls and women, SC and ST, specially abled and Transgender learners and ex-service persons, are given fee concession.

2.6 Salient Features of NIOS

There are some special features of NIOS that make it unique in its functioning. The features related to the openness and flexibility provided to the learners are as follows:

2.6.1 Open entry with respect to age and qualification: NIOS does not lay down any upper age limit for taking admission in different courses. However, for admission, the minimum age of learner should be 14 years for the Secondary Course and 15 years for the Senior Secondary Course as on 31st July of the year of admission. A learner can seek admission at the Basic Education and at the Secondary Education level by submitting a 'self-certificate'. However, for admission to the Senior Secondary level, a Secondary School Certificate from a recognized Board of School Education is a necessary condition.

2.6.2 Open choice of Course/ Subjects of Study: NIOS offers both academic and vocational education courses. A learner is free to select any combination of subjects from a wide range of academic and vocational education courses. Choice of subjects lies with the learner who selects the subjects according to his/her needs and requirements. A learner has to select minimum five subjects, including one language, as a compulsory subject at the Secondary and the Senior Secondary levels and has to pass the same in order to get a Certificate. A maximum of two language subjects are permissible while choosing the five subjects.

2.6.3 Open Choice of Medium of Instruction: Apart from Hindi, a learner can choose any medium of instructions out of English, Urdu, Sanskrit, Assamese, Gujarati, Marathi, Tamil, Telugu, Malayalam, Kannada, Odia and Punjabi at the Secondary level and apart from Hindi, a learner can choose any medium of instructions out of Sanskrit, English, Urdu, Bengali, Gujarati and Odia at the Senior Secondary level.

2.7 Courses of Study

NIOS offers the following school education courses:

1. Open Basic Education (Elementary Level)
2. Secondary Education (Class 10th)
3. Senior Secondary Education (Class 12th)
4. Vocational Education

2.8 Admission in the Academic Courses

To cater to the needs of diverse groups of learners, NIOS has four Streams of Admission for the Academic Courses.

2.8.1 Admission in Stream-1 is open for all learners online (24x7) as per laid down criteria for the Secondary and the Senior Secondary levels. This stream of online admission is open round the year with the following cut off dates for the public examinations.

- First Block : 16th March to 15th September
  First Public Examination in April/May
- Second Block : 16th September to 15th March
  First Public Examination in October/November

2.8.2 Admissions in Stream-2 is open for learners wanting to appear in October- November Examinations: This stream for On-line admission is open for all those learners who had appeared

but could not clear the Public Examination, with Transfer of Credit (TOC) facility for upto two Pass Subjects or for learners who were eligible to appear after completing their study period but could not appear in examination. This stream of online admission gives immediate opportunity to all unsuccessful learners to appear in October-November NIOS examinations.

2.8.3 **Admission in Stream-3** is open round the year for all those learners who had appeared but could not clear the Public Examination at the Secondary level with Transfer of Credit (TOC) facility for upto two Pass Subjects, or for learners who were eligible to appear after completing their study period but could not appear in examinations, and want to appear through the On-Demand Examination System.

2.8.4 **Admission in Stream-4** is open round the year for all those learners who had appeared but could not clear the Public Examination at the Senior Secondary level with Transfer of Credit (TOC) facility for upto two Pass Subjects or for learners who were eligible to appear after completing their study period but could not appear in examination and want to appear through the On-Demand Examination System.

The facility of Transfer of Credits upto two Pass Subjects is applicable to all the streams of online admission as per NIOS norms.

For more details, visit NIOS Website **http://www.nios.ac.in**

2.9 Credit Accumulation

NIOS allows credits accumulation. If a learner passes in one or more subjects, the credits are kept till she/he fulfils eligibility conditions for the certificate through nine chances in term end examinations in five years period. This facility allows open pace of learning.

2.10 Transfer of Credit

NIOS allows transfer of credit from the recognized Boards of School Education. The learners can avail benefit of the transfer of credits, up to two subjects, to NIOS and can get a certificate by clearing the remaining subjects. The facility of Transfer of Credits up to four subjects is available to NIOS learners who have not been able to complete their courses during the last five years. To avail this facility, a learner has to re-register himself /herself with NIOS.

2.11 The Delivery Mechanism

- The instructional processes in NIOS have certain distinctive feature, which provide a wide range of learning skills. NIOS offers its courses through a multi-channel delivery mechanism which include:
- **Self-Learning Print Material (SLM)** to be studied by the learner at his/her own pace and time at home.
- **Supportive Audio and Video Materials** to be listened and viewed when broadcast or at the Study Centre. NIOS has started a Radio Channel named **"Mukt Vidya Vani"** which broadcasts programmes for benefit of learners on regular basis.
- **Personal Contact Programmes (PCPs)** at Study Centres to be attended for clearing doubts, solving problems, and receiving academic counselling.
- **Tutor Marked Assignments (TMA)**: Responses to the prescribed Assignments are required to be submitted by the learners as a part of continuous evaluation so that they could know their progress and attainment level and develop regular study habits.
- **Use of Information and Communication Technology (ICT)** to disseminate learners' related information.

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3. Accredited Institutions : A Network of Study Centres

3.0 NIOS serves its learners through a large network of Accredited Institutions (Study Centres) throughout the entire length and breadth of the country. These institutions provide individualized support to NIOS learners in order to facilitate their learning. At present, more than 10000 Study Centres of NIOS are functioning to cater to educational needs of learners all over the country. NIOS has also set up 28 Study Centres in foreign countries. These institutions are known as the Accredited Institutions (AIs), Accredited Vocational Institutions (AVIs), Accredited Agencies (AAs) for OBE Programme, Special Accredited Institutions for Education of the Divyangs (SAIEDs), Special Accredited Institutions for Academic and Skill Development (SAIASD), and Accreditation Institutions for 'Indian Knowledge Tradition' (IKT) Courses. The role and functions of the Schools/Institutions accredited by NIOS are as follows:

- ➤ To organise suitable learning support through Personal Contact Programmes (PCP).
- ➤ To assess Assignment's Responses submitted by learners. These are known as Tutor Marked Assignments (TMA).
- ➤ To provide 'hands on training' for skill development.

3.1 Accredited Institutions (AIs)

These Institutions are associated with NIOS as Study Centres for the Academic Courses. The Study Centres are affiliated schools for the Secondary and the Senior Secondary levels from recognised Boards of School Education. In exceptional cases, Registered Societies engaged in philanthropic work of high standard and well recognised societies are also given accreditation. At present, there are 5532 active **Accredited Institutions (AIs)** for academic courses.

3.2 Special Accredited Institutions for Education of the Divyangs (SAIEDs)

In addition to AIs and AVIs, NIOS has also accredited more than one hundred institutions to cater to the needs of special learners (Divyangs). This category of Study Centres is called Special Accredited Institutions for Education of the Divyangs (SAIEDs). The SAIEDs cater to a different but important target group of children and adults with physical and sensory disabilities.

3.3 Special Accredited Institutions for Academic and Skill Development (SAIASD)

In addition to AIs and AVIs, NIOS has accredited ITIs including the Central Institutes under the Directorate General of Training (DGT) for offering the scheme of Schooling for ITI learners to earn the Secondary Education and the Senior Secondary Education Certificates.

3.4 Accreditation of Institutions for 'Indian Knowledge Tradition' (IKT) Courses

The Institutions/ Schools/Gurukuls/Vidyapeeths/Educational Units run by NGOs, who have a sense of commitment and desire to contribute towards developing a learning society, can apply to become an Accredited Institution (AI) of NIOS. The Institution/School/ Gurukul/ Vidyapeeth must be affiliated to a recognized State Board of School Education/CBSE/CISCE/other recognized Education Board for the Secondary/Senior Secondary Education. A Registered Society/Trust/ Educational Units run by

an NGO of national repute, engaged in the education of the children and in philanthropic activities getting grant from the Government, is also eligible for accreditation by NIOS.

3.5 NIOS Education Project for the Indian Army (NEPIA)

NIOS has launched the Education Project for the Indian Army (NEPIA) in collaboration with the Army Education Corps (AEC) to upgrade educational qualifications and Human Resource Quotient of the Indian Army Troops.

3.6 NIOS Education Project for Jail Inmates

NIOS has accredited District Jails throughout the country to upgrade educational qualifications of inmates placed in these Jails.

3.7 Accredited Agencies (AAs) for Open Basic Education (OBE) Programme

NIOS has 1394 active Accredited Agencies for Open Basic Education (OBE) Programme for children and adults. The agencies include Voluntary Organisations, Non-Governmental Organisations (NGOs) and Government Agencies such as the Zila Saksharata Samitis and the Jan Shikshan Sansthans.

3.8 Accredited Vocational Institutions (AVIs)

More than 3789 active AVIs have been established as the Study Centres for imparting various Vocational Education Programmes. These institutions are accredited for various Vocational Education courses taking into consideration the suitability of infrastructure and faculty.

3.9 Special Educational Initiatives for Minority Institutions (Madrasas)

The National Policy on Education commits itself for upliftment of educationally backward minorities. NIOS has been identified by the Government of India, Ministry of Education (MOE) as a leading Institution to implement the programmes for mainstreaming learners from Madrasas. In this context, NIOS has taken initiative to increase the number of accredited institutions in remote areas as well as in Muslim dominated areas.

3.10 NIOS Accredited Study Centres Abroad

NIOS has accredited Study Centres in the UAE, Kuwait, Muscat, Saudi Arabia, Nepal, Qatar and the Kingdom of Bahrain to provide educational services to non-resident Indians and other nationals settled there.

3.11 Functions of the Study Centres

The Accredited Institutions are required to perform the following academic and administrative functions:

3.11.1 Academic Functions

1. To act as Study Centres for NIOS learners so that access to study through Open Schooling using distance mode is easy and within their reach.
2. To provide guidance to learners, particularly during the time of admission.
3. To arrange orientation programmes for learners to apprise them of the unique features of NIOS and fee structure, etc.
4. To inform learners about the important dates like the last date of submission of Application Form for enrollment with and without late fees, and registration dates for appearing in the Examinations, etc.

5. To arrange orientation of teachers and other staff engaged in NIOS activities at the Accredited Institutions.

6. To prepare a Time Table and organize Personal Contact Programmes and Practicals as per schedule on Sundays and Holidays and other days, as per convenience and need, in accordance with the curriculum requirement and as per guidelines issued by NIOS by involving available teachers of the institution as far as possible. Experienced and qualified working teachers and Instructors for vocational education courses of other institutions and retired teachers and instructors, if required, can also be engaged.

7. To organize other types of face-to-face interaction on regular basis to sustain motivation of the learners.

8. To facilitate and arrange practical classes for subjects involving practical work by making Laboratory facilities available to learners.

9. To provide Library facilities to learners.

10. To make available the Audio-Visual Aids available in the Institutions for learners and to use the Media Support Materials supplied by NIOS.

11. To ensure that the subject teachers of the Accredited Institutions (AIs) undertake continuous and comprehensive evaluation of the Assignments on time and provide feedback to the learners of the AIs. Such feedback on Assignments is popularly known as Tutor Marked Assignments (TMA).

12. To upload the TMA Marks/Grades to NIOS as per prescribed schedule.

13. To provide guidance and motivation to learners.

14. To prepare learners for examinations.

15. To act as Examination Centres in order to conduct public examinations of NIOS smoothly without allowing malpractices.

16. To provide feedback to NIOS for improving the learning materials, learner performance and other activities related to academic matters.

17. To maintain Attendance Registers of teachers and learners attending PCPs.

18. To ensure that the mandatory Contact Hours for Theory and Practicals for Vocational Education courses are completed as per schedule.

3.11.2 Administrative Functions

1. To open a Joint Savings Bank Account in the name of the Coordinator and one more signatory of the Study Centre to transact the funds received from and on behalf of the NIOS.

2. To receive study materials from NIOS keeping a full record of all receipts as directed by NIOS.

3. To distribute the study materials to the learners without any service charges and to ensure that adequate and right type of materials are available at the Study Centre and also keep full record of study materials etc., issued to the learners as directed by NIOS.

4. To maintain stock of materials, equipment and other items supplied by NIOS or purchased /acquired by the Study Centre out of funds provided by NIOS.

5. To issue Mark-Sheets and Certificates to the learners and maintain their complete record.

6. To function as Examination Centre of NIOS for its examinations as and when required.

7. To provide a separate Notice Board for learners where the Time Table, the Date-Sheet and other important information pertaining to NIOS could be displayed.
8. To put up a Board outside the institution, displaying it prominently as a Study Centre of NIOS, with the Code Number of Accreditation, for the information of public.
9. To maintain liaison between NIOS and learners for proper functioning of the Study Centre.
10. To follow directions/ advices/ suggestions issued by NIOS from time to time.

3.11.3 Assistance provided to an Accredited Institution (AI)

The Accredited Institution will associate the following persons for administrative and academic work on behalf of NIOS.

i)	Principal/Vice-Principal	-	Coordinator
ii)	Senior Teacher	-	Assistant Coordinator
iii)	Office Assistant	-	Assistant
iv)	Peon	-	Helper
v)	Respective Subject Teachers	-	PCP Teachers

NIOS will provide academic as well as administrative assistance to the Accredited Institutes in the following ways:

a) Academic Assistance will be provided through:

- ➤ Attachment of an Academic Facilitator who is an educationist with sufficient experience in the field.
- ➤ Training of the Coordinators about the open schooling system and working of NIOS.
- ➤ Training of PCP teachers in different subjects about conducting PCPs.
- ➤ Providing print as well as non-print resource material.

b) Financial Assistance

For certain essential services provided to learners like conduct of Personal Contact Programmes (PCPs) etc., payment as per NIOS criteria will be made to the AI, which includes honorarium for core staff, PCP teachers, and contingent expenditure. Once an institution is accredited, it is obliged to follow the norms and criteria laid down by NIOS for utilising the assistance.

3.11.4 NIOS has laid down Standard Operating Procedure (SOP) for guidance of the Co-ordinators and other staff engaged in systematic operationalisation of its various Programmes. The SOP is useful for the functionaries associated with operationalisation of the ODL programmes of NIOS at the NIOS Study Centres as well as for the faculty and staff of the constituents of NIOS Headquarters and its Regional Centres. The SOP is modified and updated from time to time as per the need and requirement. All the accredited institutions are expected to follow carefully the SOP in force.

Academic Admission Registration Portal:

https://sdmis.nios.ac.in

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4. Norms of Accreditation for Academic Courses

4.1 Accreditation for Academic Courses

An institution can apply for the following types of accreditation in academic courses:

a) New Accreditation up to the Secondary level or the Senior Secondary level, or both, in academic courses.

b) Up-gradation from the Secondary to the Senior Secondary level, applicable in case of already accredited Institutions.

c) Increase in number of seats, applicable in case of already accredited institutions.

d) Addition of mediums of instruction, applicable in case of already accredited institutions.

e) Addition of Science subjects (Science Stream) for both the Secondary and the Senior Secondary levels, applicable in case of already accredited institutions.

f) New accreditation for Special Accredited Institutions for Education of the Divyangs (SAIEDs).

g) New accreditation for "SAIASD" i.e., Special Accredited Institutions for Academic and Skill Development (ITIs affiliated by NCVT).

h) New accreditation for the 'Indian Knowledge Tradition' (IKT) Courses (Bhartiya Gyan Parampara).

i) New accreditation for NIOS Education Project for the Indian Army (NEPIA).

j) New accreditation for Jail Inmates.

k) New accreditation for Minority Institutions (Madrasas).

l) New accreditation for Schools/Institutions Abroad.

4.2 General Norms and Procedure for Accreditation of Institutions for Academic Courses.

4.2.1 Who can apply for Accreditation?

The following types of institutions/ schools that have a sense of commitment and desire to contribute towards developing a learning society can apply to become Accredited Institutions of NIOS, provided they satisfy the criteria laid down for accreditation. The Central Government Schools, the State Government Schools, Private/Non-Government Schools, Kendriya Vidyalayas, Navodaya Vidyalayas, other Education Institutes, NGOs and Jails etc., can also register for accreditation.

4.2.2 Details of norms for accreditation are given below:

a) **The institution/school** should be affiliated to a recognized State Board of School Education/CBSE/ CISCE/ICSE for the Secondary/the Senior Secondary levels.

b) **Registered Society/Trust**: Such affiliated schools/institutions, other than those run by the Government or Autonomous organizations of the Government, should be run by a registered Society/ Trust engaged in educational development and are at least three years old. The Society should be registered under the Societies Registration Act (1860) of the Government of India or under the Company Act 2013 under Clause 8 (1) (a) and Schedule VII (Section 135 ii) or under similar Acts of the State Governments as educational, charitable or religious societies.

c) Special Accredited Institutions for Education of the Divyangs (SAIEDs):

(i) **Requirements:** Recognition with the Rehabilitation Council of India **or** Institutes covered under PWD Act (1995): A Non-Government Organization (NGO)/Registered Society of national repute, engaged in education of the specially abled children and in philanthropic activities, and getting grant from the Government. The institute must have recognition either with the Rehabilitation Council of India for running special education courses **or** the Institution which are covered under PWD Act (1995) having PWD Certificate from the concerned State Government for running Special Education Courses.

(ii) List of special teachers/instructors (if applicable) available with the applicant institution with their qualification, designation and experience.

d) International Boards Across India: The Edexcel (Pearson), International Baccalaureate (IB), and the University of Cambridge recognized schools, and also having equivalency from the Association of Indian Universities (AIU) for the Secondary and the Senior Secondary Education for Academic, Vocational and other courses of NIOS can be considered for accreditation at par with the CBSE affiliated schools.

4.2.3 Non-proprietary character of the Trust or Society: The institute/school should have non-proprietary character of the Trust or Society who runs the school (to be shown by way of an Affidavit), verifiable via appropriate documents depending on the nature of the institution.

The following documents shall be uploaded/ provided along with the Online Application for Accreditation:

- **Private/Non-Government Schools**: The Resolution of the concerned Organization's Management to run the NIOS courses.
- **Kendriya Vidyalayas:** Approval of the concerned Deputy Commissioner, Kendriya Vidyalaya Sangathan.
- **Navodaya Vidyalayas:** Approval of the concerned Deputy Commissioner, Navodaya Vidyalaya Samiti.
- **Government Schools:** Approval of the State Directorate of Education.

4.3 Infrastructure Facilities required for Accreditation: General Schools/ Institutions/SAIED

The institution/school seeking accreditation with NIOS is required to have sufficient infrastructure facilities as mentioned below.

4.3.1 Essential Requirements

(i) School Building and Land: The institution/school should have ownership or on lease of requisite land in the name of the school or the Society/Trust running the school.

(ii) Class Rooms: The Institution/School should have properly ventilated and lighted class rooms to conduct Personal Contact Programmes (PCP) and examinations (if need arises). The size of each classroom should **NOT** be less than 300 sq.ft. i.e., 15x20 sq.ft. Photographs of class rooms should be uploaded/ submitted.

(iii) Teaching Staff: For the Secondary level, the institution/ school is required to have at least one Trained Graduate Teacher in each subject. For the Sr. Secondary level, the teaching staff should be trained Post Graduate Teachers (PGTs) in the respective subjects.

(iv) Laboratories:

For the Secondary level: It is essential that the school should have one composite Science and Mathematics Laboratory to conduct Practical work in Science and Mathematics at the Secondary level.

For the Sr. Secondary level: The school should have separate Laboratories for ***Physics, Chemistry, Biology and Computer Science*** with appropriate apparatus and instruments for accreditation in all subjects.

(v) Library Facilities: The school should have a Library with adequate number of books.

(vi) Furniture: Sufficient and suitable furniture should be available in all classrooms.

(vii) Public Facilities: The school/ institute should have separate washrooms/ toilets for girls and boys with proper and adequate sanitation.

(viii) Potable Water Facilities: The school/ institute should have potable water facilities for learners and staff.

4.3.2 Desirable Requirements

I. Geography and Home Science Laboratories: The school may have Laboratories for Geography and Home Science.

II. Digital Learning Facilities: The Applicant Institution must have facilities of Digital Learning as under:

- ➤ Web Cam
- ➤ Projector/ TV
- ➤ Broadband Internet Connection/Lease Line Internet
- ➤ CCTV with IP based technology

All the terms and conditions mentioned above are mandatory for Accreditation.

4.3.3 Number of Learners and the Categories of the Accredited Institutions

The feasibility and viability of the establishment of an Accredited Institution depends on the number of learners at the Study Centre, which should be neither too small nor too large. The following numbers have been fixed:

i) At least 33% learners in each session needs to be enrolled by the AI as per the number of learners allotted to them.

ii) The ideal number, which the NIOS expects in an AI, is 50% to effectively serve the learners and to be economically viable.

iii) At any cost, no AI will be allowed to enroll more that 500 learners in each academic session. However, the number of learners will depend on the category/type found suitable for the AI.

iv) The AI is liable to be terminated if the average enrolment consistently remains below the minimum level for about 2 to 3 years.

v) Decisions about medium-wise, gender-wise and course-wise enrolment of leaners at the AI will be taken jointly by NIOS and the Institution willing to function as a Study Centre. However, depending upon the status of the institution, available facilities and its location, the Study Centres of NIOS are categorized into three types viz., A, B and C.

4.3.4 For Accredited Institution (General Schools/ Institutions):

S.No.	Requirement	Category of General Schools/Institutions (AI)		
		Type A	Type B	Type C
1.	Maximum No. of learners allowed to enrol.	500	300	150
2.	No. of classrooms (300 sq.ft. i.e., 15x20 sq.ft.)	20	15	10
3.	*Minimum requirement of land area	2000 Sq.meters	1500 Sq.meters	1000 Sq.meters

***The condition of area of land will not be applicable in respect of CBSE affiliated Schools/ Institutions.**

4.3.5 For Special Accredited Institutions for Education of the Divyangs (SAIEDs):

S.No.	Requirement	Category of SAIED (AI)		
		Type A	Type B	Type C
1.	Maximum No. of learners allowed to enrol.	500	300	150
2.	No. of classrooms (300 sq.ft. i.e., 15x20 sq.ft.)	20	15	10

4.3.6 Checklist

Soft Copy (scanned) of following documents to be uploaded by the Institute for Accreditation as AI/SAIED

S.No.	Particulars of the Documents
1.	Application Form to be filled online on the Accreditation Portal.
2.	Processing Fee to be paid online on the Accreditation Portal (Rs.10,000/- + Rs.20,000/-). (*)
3.	Certificate of Registration of the Society/Trust. (*)
4.	Memorandum of Association and Rules and Regulations of the Society/Trust. (*)
5.	List of Members of the Governing Body of the Society/Trust with their occupations and addresses. (*)
6.	Resolution/ Approval depending on the nature of the institution, the following need to be provided along with the Application. - For Private/Non-Government Schools/Institute, Resolution of the Management of concerned Society/Trust to run NIOS Courses with signatures of all members. - For Kendriya Vidyalayas, approval of the concerned Deputy Commissioner, Kendriya Vidyalaya Sangathan, - For Navodaya Vidyalayas, approval of the concerned Deputy Commissioner, Navodaya Vidyalaya Samiti, - For Government Schools, approval of the State Directorate of Education.
7.	For general Schools/Institutions – Letter of Affiliation from a recognized Board (clearly mentioning Science Subjects, if applying for Science Stream at the Sr. Secondary Level). (not applicable for SAIED).
8.	For SAIED – Certificate from Rehabilitation Council of India and/or certificate under PwD Act (1995) from concerned state government.
9.	Audited Statement of Income and Expenditure of the Society for the last three years from the date of application (duly certified by a Chartered Accountant). (*)
10.	List of Teachers indicating their subjects of teaching, qualifications, designations, experience, and length of service in the institution. (Clearly mentioning Science Subjects, if applying for Science Stream at the Sr. Secondary Level). List of special teacher also in case of SAIED.
11.	Four photographs of the Laboratories and the Building of the School respectively.
12.	Documents pertaining to the Land of the School (lease/ ownership) with Layout of School Building (Clearly mentioning land area in Square Meters). (*)
13.	Affidavit (duly filled by the Principal with seal of School) on Rs.100/- Non-Judicial Stamp Paper.

14.	Proforma for Appointment the Co-ordinator and the Second Signatory.
15.	Memorandum of Cooperation (MOC) duly filled in and with Signatures and Official Stamp of the Principal (along with signatures of two witnesses).
16.	English translated copy of the documents duly attested by Notary (Public) along with copy in Regional Medium is required to be uploaded/ submitted. (Applicable if the documents are in Regional Language).
17.	Photograph and Signature of the Centre's Co-ordinator.
18.	Signature of the Second Signatory.
19.	Photographs of Washrooms, Toilets, Potable Water Facilities etc.

(*) Not applicable for Centre and State Govt. Schools

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4.4 Norms and Procedure for Accreditation of Special Accredited Institutions for Academic and Skill Development (SAIASD) : Application for Accreditation under ITI Scheme:

4.4.1 The Memorandum of Understanding (MOU) between the NIOS and the Directorate General of Training (DGT):

The National Institute of Open Schooling (NIOS) has signed a Memorandum of Understanding (MOU) with the Directorate General of Training (DGT) under the Ministry of Skill Development and Entrepreneurship (MSDE), Govt. of India.

Signing of such unique MOU will not only break barriers between school education and skill development but it will also open pathways for ITI students, enhance their employability and education progress and enable the National Council of Vocational Training (NCVT) certified ITI students to earn 10^{th}/12^{th} qualification.

The MOU has been signed to offer Courses through Distance Learning mode to attain the following objectives:

- ➤ Break the barriers between school education and skill development;
- ➤ Open pathways for ITI pass outs from regular course of Craftsmen Training Scheme (CTS) under NCVT for horizontal and vertical mobility;
- ➤ Enhance employability of NCVT certified ITI pass outs;
- ➤ Enhance NCVT certified ITI pass outs to move to appropriate academic courses/programmes (Senior Secondary/ Degree Courses);
- ➤ Accept subjects taught under CTS of NCVT at ITI for academic equivalence under credit transfer; and
- ➤ Enable NCVT certified ITI learners to earn Secondary/ Senior Secondary qualification.

4.4.2 Admission for Academic Courses under NIOS – ITI Scheme Eligibility Criteria, Admission Procedure and Examination Schedule

a) Any one, who is either pursuing ITI regular course of two years Craftsmen Training Scheme (CTS) under NCVT, or has passed ITI two years Course earlier, can undertake NIOS-ITI Education course for completing the Secondary or the Senior Secondary qualification.

b) The learners who have already completed or are pursuing two years NSQF compliant courses from any ITI under CTS of NCVT would be eligible for admission with NIOS for the Secondary or the Senior Secondary certification.

c) NIOS will accept Credit Transfer up to three core subjects successfully completed by a trainee in any of the regular courses under 2 years of Craftsmen Training Scheme (CTS) of NCVT pursued in an ITI and will offer two or more courses in the following groups to complete the requirement for the Secondary/Senior Secondary Certification:

- One language subject of NIOS
- Any one of the other academic subjects offered by NIOS.

d) The learners would have to complete minimum five subjects for certification. The subject combination would be in the following manner:

S.No.	Group/Level	Subject combination	Study Hours
1	(A) ITI Trades/Courses	Three Papers (subjects) from a particular NSQF compliant trade of ITI. Marks of all three subjects to be transferred from ITI under Transfer of Credit (TOC) scheme.	Minimum 240 Hours per course (Total 720 Hours)
2	(B) Language	Any one Language from the group of Languages offered by NIOS at the Secondary and the Senior Secondary level respectively	240 hours
3	(C) Academic Subject	Any one academic subject offered by NIOS including course on employability skill and entrepreneurship at the Secondary and the Senior Secondary level respectively.	240 hours
1. For certification, five subjects are compulsory (one from Group B, one from Group C) and credits of three subjects/papers of ITI under CTS of NCVT (to be transferred to NIOS). 2. Learners may take two additional subjects from Group B or from Group C.			

4.4.3 Eligibility Criteria

a) For Secondary (Class 10th) Admission

The learners joining/completed the two year course in ITI under CTS of NCVT after class VIII would be eligible to enroll simultaneously with NIOS for the Secondary course with one Language and one academic subject being offered by NIOS.

b) For Senior Secondary (Class 12th) Admission

The learners joining/completed the two year course in ITI under CTS of NCVT after class X would be eligible to enroll simultaneously with NIOS for the Senior Secondary course with one Language and one academic subject being offered by NIOS.

4.4.4 Admission and Examination:

a) For ITI Pass Out Learners

The admission for such learners is open round the year online (24x7) at the Secondary and the Senior Secondary levels through NIOS Accredited Institutions (Study Centres) including NIOS Accredited ITIs, known as Special Accredited Institutions for Academic and Skill Development (SAIASD).

These learners are eligible to appear either in NIOS Public Examination or through on Demand Examination System (ODES), after confirmation of Admission.

b) For Learners Pursuing ITI Course

The admission at the Secondary and the Senior Secondary levels for learners pursuing ITI Course is open round the year online (24x7) through the NIOS Accredited ITIs (SAIASD) from where learners are pursuing ITI Course with the following cut off dates for the Public Examination.

- **First Block** : 16th March to 15th Sept. - First public examination in April/May
- **Second block** : 16th Sept. to 15th March - First public examination in October/November

4.4.5 Norms and Procedure for Accreditation:

4.4.5.1 Application for Accreditation under ITI Scheme

The ITIs affiliated by the National Council for Vocational Training (NCVT), offering two years National Skills Qualifications Framework (NSQF) compliant course with industry apprenticeship under the Craftsmen Training Scheme (CTS), may apply for Accreditation as SAIASD under the ITI Scheme. List of NSQF compliant ITI courses are given under para 4.4.7.

The eligible ITI may apply online for Accreditation up to the Secondary level or the Senior Secondary level or for both.

4.4.5.2 Criteria for Accreditation

An ITI applying for accreditation as SAIASD should be affiliated to the National Council for Vocational Training (NCVT), offering National Skills Qualifications Framework (NSQF) compliant courses with industry apprenticeship under Craftsmen Training Scheme (CTS).

4.4.5.3 Infrastructure Facilities

The ITI seeking accreditation with NIOS is required to have sufficient infrastructure facilities for NIOS Courses as mentioned below:

1. Essential Requirement

i. Building and Land: The ITI should have ownership or lease of requisite land in the name of the ITI or the Society/Trust running the institution.

ii. Class Rooms: The ITI should have properly ventilated and lighted class rooms to conduct Personal Contact Programmes, and Examinations (if needed).

iii. Teaching Staff: The ITI should have its own Teaching Staff or can arrange the services of experienced and retired teachers in the subjects offered to its learners to organise Personal Contact Programmes and Practicals as per Schedule.

iv. Laboratories: (Applicable to ITI offering Science subjects to its learners): One composite Science Laboratory to conduct Practical Work in Science at the Secondary level. Separate Laboratories for Physics, Chemistry, Biology and Computer Science, respectively, with appropriate apparatus and instruments for accreditation in all subjects at the Sr. Secondary level.

v. **Library Facilities:** The ITI should have a Library room with adequate number of books.

vi. **Furniture:** Sufficient and suitable furniture should be available in all classrooms.

vii. **Public Facilities:** The ITI should have separate washrooms/ toilets for girls and boys with proper and adequate sanitation.

viii. **Potable Water Facilities:** The ITI should have potable water facilities for learners and staff.

2. Desirable Requirement

i. **Geography and Home Science Laboratories:** The ITI may have Laboratories for Geography and Home Science.

ii. **Digital Learning Facilities:** The applicant ITI must have the facilities of Digital Learning as under:

- ➤ Web Cam
- ➤ Projector/ TV
- ➤ Broadband Internet Connection/Lease Line Internet
- ➤ CCTV with IP based technology

4.4.5.4 Number of Learners and the Categories of SAIASDs

i) At least 33% learners in each session in each academic course permitted by NIOS at the SAIASD.

ii) The ideal number, which the NIOS expects in SAIASD, is 50% to effectively serve the learners and to be economically viable.

iii) At any cost, no SAIASD will be allowed to enroll more that 500 learners in each academic session. However, the number of learners will depend on the category/type found suitable for the SAIASD.

iv) The SAIASD is liable to be terminated if the average enrolment consistently remains below the minimum level for about 2 to 3 years.

v) Decisions about medium-wise, gender-wise and course-wise enrolment of leaners at the SAIASD will be taken jointly by NIOS and the ITI willing to function as a Study Centre. However, depending upon the status of the institution, available facilities and its location, the Study Centres of NIOS are categorized into three types viz., A, B and C.

S. No.	Requirement	Category of SAIASDs		
		Type A	Type B	Type C
1.	Maximum No. of learners allowed to be enrolled.	500	300	150
2.	No. of classrooms	15	10	05

4.4.6 Checklist

Soft copy (scanned) of following documents to be uploaded by the Institute for Accreditation as SAIASD-ITI.

S.No.	Documents and other Requirements
1.	Application Form to be filled online on the Accreditation Portal.
2.	Processing Fee to be paid online on the Accreditation Portal (Rs.10,000/- + Rs.20,000/-).(*)
3.	Copy of the Certificate of Registration of the Society/Trust/Companies (*)
4.	Copy of the Memorandum of Association and Rules and Regulations of the Society/Trust (*)
5.	List of members of the Governing Body of the Society/Trust with their occupation and Addresses (*)
6.	Resolution/ Approval - Depending on the nature of the institution, the following need to be provided along with the application. - For Private/Non-Government ITIs, the Resolution of the Management of concerned Society/Trust to run NIOS Courses with signature of all members. - For Government ITIs, approval of Controlling Department of concerned State Govt.
7.	Copy of affiliation by the National Council for Vocational Training (NCVT), offering National Skills Qualifications Framework (NSQF) compliant courses with industry apprenticeship under the Craftsmen Training Scheme (CTS).
8.	List of Teachers with duly filled in Proforma for Tutors for PCP of SAIASD.
9.	Four photographs of the Laboratories and the Building of the ITI.
10.	Documents pertaining to the Land of the ITI (lease/ownership) with Layout of the Institute Building (clearly mentioning the Land Area in Square Meters).(*)
11.	Affidavit for SAIASD (duly filled by the Principal affixing the seal of Institute) on Rs.100/- Non-Judicial Stamp Paper.(*)
12.	Proforma for Appointment of the Co-ordinator for SAIASD.
13.	Memorandum of Cooperation (MOC) for SAIASD duly filled in and putting the Signatures and Official Stamp of the Principal (along with two witnesses).
14.	English translated copy of the Documents duly attested by a Notary (Public). A Copy in Regional Medium is also required to be uploaded/ submitted. (Applicable if the documents are in Regional Language).
15.	Photograph and signature of the Centre Co-ordinator.
16.	Signature of the Second Signatory.
17.	Photographs of Washrooms, Toilets, Potable Water Facilities.

(*) Not applicable for Govt. ITIs

4.4.7 List of NSQF compliant ITI courses with Subject Code for Learners of Academic Courses under NIOS – ITI Scheme

Group A			
ITI Trades/ Courses for Transfer of Credit in NIOS			
S.NO.	**ITI Trade**	**Component of the trade**	**Code**
For secondary Course			
1.	Wireman	Theory and Practical	101
		Workshop Calculation and Science	102
		Engineering Drawing	103
For Senior Secondary Course			
1.	Electrician	Theory and Practical	104
		Workshop Calculation and Science	105
		Engineering Drawing	106
2.	Electronic Mechanic	Theory and Practical	107
		Workshop Calculation and Science	108
		Engineering Drawing	109
3.	Fitter	Theory and Practical	110
		Workshop Calculation and Science	111
		Engineering Drawing	112
4.	Turner	Theory and Practical	113
		Workshop Calculation and Science	114
		Engineering Drawing	115
5.	Mechanic Motor Vehicle	Theory and Practical	116
		Workshop Calculation and Science	117
		Engineering Drawing	118
6.	Mechanic Agricultural Machinery	Theory and Practical	119
		Workshop Calculation and Science	120
		Engineering Drawing	121
7.	Draftsman (Mechanical)	Theory and Practical	122
		Workshop Calculation and Science	123
		Engineering Drawing	124

8.	Machinist	Theory and Practical	125
		Workshop Calculation and Science	126
		Engineering Drawing	127
9.	Machinist (Grinder)	Theory and Practical	128
		Workshop Calculation and Science	129
		Engineering Drawing	130
10.	Mechanic Machine Tool Maintenance	Theory and Practical	131
		Workshop Calculation and Science	132
		Engineering Drawing	133
11.	Tools And Die Maker (Dies And Moulds)	Theory and Practical	134
		Workshop Calculation and Science	135
		Engineering Drawing	136
12.	Tools And Die Maker (Press Tools And Jigs & Fixtures)	Theory and Practical	137
		Workshop Calculation and Science	138
		Engineering Drawing	139

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4.5 Norms and Procedure for Accreditation of Institution for the 'Indian Knowledge Tradition' (IKT) Courses:

4.5.1 Institutions : Type – 1 (Fresh Accreditation)

The following types of Institutions/ Schools/ Gurukuls/ Vidyapeeths/ Educational Units run by NGOs, who have a sense of commitment and desire to contribute towards developing a learned society, can apply to become Accredited Institution (AI) of NIOS for IKT courses, provided they satisfy the following criteria laid down for accreditation:

1. The Institution/school/ Gurukul/ Vidyapeeth must be affiliated to a recognized State Board of School Education/CBSE/CISCE for the Secondary/Senior Secondary level.

OR

2. Registered Society/Trust/ Educational Units run by an NGO of national repute, engaged in education of the especially abled children and in philanthropic activities getting grant from the Government. The institute should have recognition and accreditation with the Rehabilitation Council of India for running training programme and allied services in their perspective areas of disability and objectives of the institution, or institutions which are covered under the PwD Act (1995) having PwD Certificate from the concerned State Government.

4.5.1.1 Minimum Educational Qualification of the Teachers for Indian Knowledge Tradition (IKT) Courses:

The minimum educational qualifications of the teachers in Institutions/ Schools/ Gurukuls/Vidyapeeths/ Educational Units run by NGOs affiliated to recognized State Board of School Education/CBSE/CISCE for the Secondary/Senior Secondary level are as follows:

1. The Institution/School/Gurukul/Vidyapeeth is required to have at least 3 Trained Graduate Teachers (paid or honorary) in the Sanskrit subject for the Secondary level and 3 Post Graduate Teachers (PGTs) (paid or honorary) in Sanskrit subject for the Senior Secondary level including any one Certificate/Degree of the following:

    - Bachelor of Arts (Honors) Degree in Sanskrit subject or the Shastri Degree from a UGC recognized University.

    OR

    - Should have passed class 9 to class 12 from some Central/State recognized Sanskrit Education Board and should have Bachelor of Arts Degree in Sanskrit from a UGC recognized University.

    OR

    - Master of Arts in Sanskrit or the Acharya Degree from a UGC recognized University.

    OR

    - Bachelor of Arts Degree in Sanskrit from a UGC recognized University and should have Degree of the Shiksha Shastri (B.Ed) from a UGC recognized Sanskrit Vidyapeeth/ University.

4.5.2 Institutions : Type – 2 (Existing AIs / SAIEDs)

4.5.2.1 Existing Accredited Institutions AIs (Which are affiliated to a recognized State Board of School Education/CBSE/CISCE for the Secondary/Senior Secondary level) /SAIED Institutes of NIOS can provide/offer any one subject among the 'Indian Knowledge Tradition Courses' along with Sanskrit Language course at both the Secondary and the Sr. Secondary levels with the existing teachers.

4.5.2.2 Existing Accredited Institutions (AIs)/ SAIED Institutes of NIOS can provide/offer **all subjects** among the 'Indian Knowledge Tradition (IKT) courses' along with Sanskrit Language course at both the Secondary and the Sr. Secondary levels **provided they have teachers as described in section 4.5.1.1 above.** The AI should submit the list of those qualified teachers.

4.5.3 Institutions : Type – 3 (Fresh Accreditation)

In case of **Institute/Gurukul/ Vidyapeeth/ Educational Units run by NGO** which did not have affiliation to a recognized State Board of School Education/CBSE/CISCE for the Secondary/ the Senior Secondary level shall have to fulfil the following criteria:

1. The **Institute/Gurukul/ Vidyapeeth / Educational Unit run by NGO,** other than that run by the Government or Autonomous Organization of the Government, **must be a Registered Society or Trust** or it must be run by a **Registered Society/Trust** engaged in educational development and it should be at least three years old. The **Society/Trust/NGO** should be registered under the **Societies Registration Act (1860) of the Government of India** or **Indian Trusts Act (1882) or Company Act (2013) under Clause 8 (1) (a) and Schedule VII (Section 135 ii)** or under similar **Acts of the State Governments** as educational, charitable, philanthropic or religious societies.

2. The **Institute/Gurukul/Vidyapeeth/Educational Unit run by NGO** must have held the Board Meetings as per the rules of the Act under which they are registered.

3. The Accredited Institution as per the clause 4.5.3 (i.e. Type-3) must offer the subjects under the 'Indian Knowledge Tradition' (IKT) and other subjects in combination with them. However, it can't offer other subjects only without the subjects of 'Indian Knowledge Tradition' (IKT) course.

4. Notwithstanding anything said above in the clause 4.5.3, in some **exceptional and exigent circumstances** the authorities of NIOS may, at their discretion, consider a proposal to accredit an institute.

5. **Continuation** of accreditation will depend upon performance and consistency of the Institute/ Gurukul/Vidyapeeth/ Educational Unit run by NGO.

4.5.3.1 Minimum Educational Qualification/Experience of Teachers

The Institute/Gurukul/ Vidyapeeth/Educational Units run by NGO must have at least 3 teachers at each level (either paid or honorary) to guide and teach learners including any one of the following:

- 3 years teaching experience for the Secondary level and 5 years teaching experience for the Senior Secondary level in Sanskrit Language and Literature subjects in any Institute/Gurukul/Vidyapeeth registered as Trust or Society under Central or State Trust/Societies/ foundation Act or a unit run by NGO and have proficiency in speaking and writing Sanskrit Language.

OR

- Bachelor of Arts (Honors) Degree in Sanskrit subject or the Shastri Degree from a UGC recognized University with 2 years teaching experience for the Secondary level and 3 years teaching experience for the Senior Secondary level in Sanskrit Language and Literature subjects.

OR

- Should have passed class 9 to class 12 from a Central/State recognized Sanskrit Board and have Bachelor of Arts Degree in Sanskrit from a UGC recognized University with 2 years teaching experience for the Secondary level and 3 years teaching experience for the Senior Secondary level in Sanskrit Language and Literature subjects.

OR

- Master of Arts in Sanskrit or the Acharya Degree from a UGC recognized University with 2 years teaching experience for the Secondary level and 3 years teaching experience for the Senior Secondary level in Sanskrit Language and Literature subjects.

OR

- Should have passed any other degree equivalent to Graduation or Master Degree in the area of Sanskrit Language and Literature which is treated as a mark of scholarship by the Indian Knowledge Tradition.

OR

- Notwithstanding anything in this clause (i.e. 4.5.3), in some exceptional and exigent circumstance, the authorities of NIOS may at their discretion consider the qualification after duly scrutinizing it and placing it before the competent authority to take the final decision on it.

4.5.4 Infrastructure Facilities required for Accreditation

The institution/school seeking accreditation with NIOS is required to have sufficient infrastructure facilities as mentioned below.

4.5.4.1 Essential Requirement:

(i) **Non-proprietary character of the Trust or Society:** The Institute/School should have non-proprietary character of the Trust or the Society running the school (to be shown by way of an Affidavit), verifiable via appropriate documents.

(ii) **School Building and Land:** The Institution/School should have ownership or lease of requisite land in the name of the School or Society/Trust running the school.

(iii) **Class Rooms**: The Institution/School should have properly ventilated and lighted class rooms to conduct Personal Contact Programmes (PCP) and examinations (if need arises). The size of each classroom should **NOT** be less than 300 sq.ft. i.e., 15x20 sq.ft.

(iv) **Library Facilities:** The school/Institute should have a Library room with adequate number of books.

(v) **Furniture:** Sufficient and suitable furniture should be available in all classrooms.

(vi) **Public Facilities:** The School/ Institute should have separate washrooms/ toilets for girls and boys with proper and adequate sanitation.

(vii) Potable Water Facilities: The school/ institute should have potable water facilities for the learners and staff.

4.5.4.2 Desirable Requirement

i. Digital Learning Facilities: The applicant institutions must have the facilities of Digital Learning as under:

- Fully furnished Computer Lab
- Web Cam
- Projector/ TV
- Broadband Internet Connection/Lease Line Internet
- CCTV with IP based technology

All the terms and conditions mentioned are mandatory.

4.5.5 Number of Learners and the Category of the IKT AI:

The feasibility and viability of the establishment of an AI depends on the number of learners at the AI, which is neither too small nor too large. The following numbers have been fixed:

1. At least 33% learners of allotted seats may be filled in each session in each 'Indian Knowledge Tradition' course.
2. The ideal number, which NIOS expects in an AI, is 50% of allotted seats to effectively serve the learners and to be economically viable.
3. At any cost, no AI will be allowed to enroll more than 500 learners in each academic session. However, the number of learners will depend on the category/type found suitable for the AI.
4. The AI is liable to be terminated if the average enrolment consistently remains below the minimum level for about 2 to 3 years.
5. Decisions about medium-wise, gender-wise and course-wise enrolment of learners at the AI will be taken jointly by NIOS and the Institution willing to function as a Study Centre.

However, depending upon the status of the institution, available facilities and its location, IKT- AIs of NIOS are categorized into three types viz., A, B and C as given below:

S.No.	Requirement	Category of IKT AI		
		Type A	Type B	Type C
1.	Maximum No. of learners allowed to enrol	500	300	150
2.	No. of classrooms (Each of minimum 300 Sq. ft. area)	15	10	05
3.	Minimum area of school/institute campus	2000 sq.meters	1500 sq.meters	1000 sq.meters

4.5.6 Checklist

Soft copy (scanned) of following documents to be uploaded by the Institute for Accreditation for IKT Courses

S. No	Documents and other Requirements
1.	Application Form to be filled online on the Accreditation Portal.
2.	Processing Fee to be paid online on the Accreditation Portal (Rs.10,000/- + Rs.20,000/-).
3.	Certificate of Registration of the Society/Trust.
4.	Memorandum of Association and Rules and Regulations.
5.	List of Members of the Governing Body of the Society with their occupations and addresses.
6.	Resolution/ Approval depending on the nature of the institution, the following need to be provided along with the Application. - For Private/Non-Government Schools/Institute/Gurukul/ Vidyapeeth, the Resolution of the Management of concerned Society/Trust to run NIOS Courses with signature of all members. - For Kendriya Vidyalayas, approval of the concerned Deputy Commissioner, Kendriya Vidyalaya Sangathan, - For Navodaya Vidyalayas, approval of the concerned Deputy Commissioner, Navodaya Vidyalaya Samiti, - For Government Schools, approval of the State Directorate of Education.
7.	Letter of Affiliation from a recognized Board at Secondary/ Senior Secondary level. OR certificate of registration of Society/ Trust in case of Institute/Gurukul/Vidyapeeth/Educational Unit run by the NGO, other than run by Government or Autonomous Organisation of the Government. For SAIED: Certificate from Rehabilitation Council of India (RCI) or PwD Act (1995) Certificate from the concerned State Government.
8.	Audited Statement of Income and Expenditure of the Society for the last three years from the date of application (duly certified by a Chartered Accountant.
9.	List of Teachers indicating their subjects of teaching, qualifications, designations, experience, and length of service in the institution.
10.	Four photographs of the building of the school/Institute.
11.	Documents pertaining to the Land of the School/Institute (lease/ ownership) with layout of School/Institute Building (Clearly mentioning land area in Square Meters).
12.	Affidavit (duly filled by the Principal and seal of School/Institute) on Rs.100/- non-judicial stamp paper.
13.	Proforma for Appointment of the Co-ordinator.
14.	Memorandum of Cooperation (MOC) duly filled in with the Signature and Official Stamp of the Principal (along with two witnesses).
15.	English translated copy of the documents duly attested by a Notary (Public) along with a copy in Regional Medium is required to be uploaded/ submitted. (Applicable if the documents are in Regional Language).
16.	Photograph and Signature of the Centre's Co-ordinator.
17.	Signature of the Second Signatory.
18.	Photographs of Washrooms, Toilets, Potable Water Facilities.

4.6 Norms and Procedure for Accreditation of Army Education Centres with NIOS as NEPIA (AI)

4.6.1 General Norms

- ➤ To become an Accredited Institution (Study Centre) of NIOS, each Army Education Centre has to apply online through E-accreditation Portal **https://eaccr.nios.ac.in.** No accreditation fee is to be paid.
- ➤ The concerned **Command (HQ)** must **endorse** the Application for Accreditation.
- ➤ The condition of affiliation required from the Central/State Education Board for accreditation of the Secondary and the Senior Secondary level courses will not be applicable for NEPIA (AI).
- ➤ The following documents should be uploaded online:
  - i. Endorsement by the concerned Command HQ on the Application Form.
  - ii. List of Teachers with Subjects of teaching, qualifications and experience.
  - iii. Copy of the Letter of Affiliation from a Recognized Board (if applicable).
  - iv. Duly filled in and signed MOC.
  - v. Duly filled in Co-ordinator's Proforma
- ➤ After due processing, NIOS will issue Accreditation Letter with unique AI No. for each NEPIA (AI).

4.6.2 Coordination and Contact Point for each Army Command (HQ)

S. No.	Army Command HQ	NIOS Regional Centre(Contact Point)
1.	Eastern Command HQ	Regional Centre (NIOS), Kolkata
2.	Western Command HQ	Regional Centre (NIOS), Chandigarh
3.	Central Command HQ	Regional Centre (NIOS), Allahabad
4.	Southern Command HQ	Regional Centre (NIOS), Pune
5.	Northern Command HQ	Regional Centre (NIOS), Chandigarh
6.	South West Command HQ	Regional Centre (NIOS), Jaipur

4.6.3 Functions of NEPIA (AIs)/ Study Centres

A NEPIA Centre will be notified as a Study Centre of NIOS as per NIOS Norms for Grant of Accreditation.

- Facilitation of learners for admission and examinations etc.
- Holding of Personal Contact Programmes sessions (PCP).
- Evaluation of Assignments' responses by concerned Tutors (TMA).
- Facilitation of learners for change of subjects/additional subjects.
- Informing deadlines for Admission, Payment of fee, Examination Schedule etc.
- Facilitation of learners for online submission of Examination Form and fee etc.
- Conduct of Practical Examinations as per NIOS instructions/guidelines.

4.6.4 Allotment of Category to NEPIA (AI)

Depending upon the status of the Army Education Centre, available facilities and its location, a NEPIA of NIOS is categorized as given below:

S. No.	Requirement	Category of NEPIA AI		
		Type A	Type B	Type C
1.	Maximum No. of learners allowed to be enrolled.	500	300	150

4.6.5 Checklist

Soft copy (scanned) of following documents to be uploaded for Accreditation of the Army Education Centre as NEPIA.

S.No.	Particulars of the Documents
1.	Application Form to be filled online on the Accreditation Portal.
2.	Endorsement of Application by the concerned Command HQ.
3.	List of Teachers with Subjects of teaching, qualification and experience.
4.	Copy of Letter of Affiliation from a Recognized Board (if applicable).
5.	Duly filled in Co-ordinator's Proforma
6.	Duly filled in and signed Memorandum of Cooperation (MOC).

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4.7 Norms and Procedure for Accreditation of District JAILS with NIOS as Accredited Institutions (AIs)

4.7.1 General Norms

- To become an Accredited Institution (Study Centre) of NIOS, each District Jail has to apply online through E-Accreditation Portal **https://eaccr.nios.ac.in**. No accreditation fee is to be paid.
- The concerned **Jail Superintendent** must **endorse** the Application for Accreditation.
- The condition of affiliation required from the Central/State Education Board for accreditation of the Secondary and the Senior Secondary level courses will not be applicable for Jails.
- The Regional Director, NIOS would be the Nodal Officer for Jails in the region.
- The Assistant/Deputy/Joint Director (SSS) would be Nodal Officer for Jails at the NIOS HQ.
- The following documents should be uploaded online:
    i. List of Teachers with Subjects of teaching, qualifications and experience.
    ii. Duly filled in and signed Co-ordinator's Proforma.
    iii. Duly filled in and signed MOC.
    iv. Undertaking from the Jail Superintendent.
- After due processing, NIOS will issue Accreditation Letter with AI No. to the concerned authority of the District Jail.
- The concerned Jail will be notified as a Study Centre of NIOS as per NIOS Norms for grant of Accreditation.

4.7.2 Functions of JAIL AI/ Study Centres

- Facilitation of learners for admission and examinations etc.
- Holding of Personal Contact Programmes sessions (PCP).
- Evaluation of Assignment's responses by concerned Tutors (TMA).
- Facilitation of learners for change of subjects/additional subjects.
- Informing deadlines for Admission, Examinations, PCP, TMA etc.
- Submission of examination data of eligible learners to the concerned Regional Centre.
- Conduct of Practical Examinations/Theory Examinations as per NIOS instructions/ guidelines.

4.7.3 Allotment of Category to Jail (AI)

Depending upon the status of the JAIL, facilities available and its location, JAILS (AIs) of NIOS are categorized into three types viz., A, B and C as given below:

S.No.	Requirement	Category of JAIL AI		
		Type A	Type B	Type C
1.	Maximum No. of learners allowed to be enrolled	500	300	150

4.7.4 Checklist

Soft copy (scanned) of following documents to be uploaded by JAIL for Accreditation as AI

S.No.	Documents
1.	Application Form to be filled online on the Accreditation Portal.
2.	Endorsement of Application by the concerned Jail Superintendent.
3.	List of Teachers with subjects of teaching, qualifications and experience.
4.	Co-ordinator's Proforma duly filled in and signed.
5.	Duly filled in and signed Memorandum of Cooperation (MOC).
6.	Undertaking from Jail Superintendent.

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5. Norms and Procedure of Accreditation for Open Basic Education Programme

5.1 Introduction

The Open Basic Education (OBE) programme was initiated and implemented in June 1994 with the aim of providing the Primary and the Upper Primary Education through alternative mode of Open Schooling to adult neo-literates who are not able to take advantage of the Formal System of Schooling. It is an Equivalency Programme which provides three tier education under OBE programme viz., Level 'A' (equivalent to class 3), Level 'B' (equivalent to class 5) and Level 'C' (equivalent to class 8). In the year 2000, the programme was extended to cover children below 14 years age group with the help of Accredited Agencies (AAs). NIOS reaches out to marginalized groups of population who are unable to attend schools earlier, due to physical or social inaccessibility, by offering them an alternative channel through Open and Distance Learning (ODL) mode of education for the Primary Schooling. The flexibility of the open learning system will further ensure higher retention rate as well as increase in learning achievement as each learner would now be able to give pace to his/her learning. This exercise would provide high quality schooling to children with an aim to achieve Universalisation of Elementary Education (UEE). The Open Basic Education programme has been recognized by the Government of India as equivalent to that of the formal school system for purposes of further education and employment. Different States have indicated interest in the programme for out of school children as well as for adolescents and neo literate adults. The OBE is offered in some States as an Equivalency Programme under the Continuing Education (CE) scheme of the National Literacy Mission (NLM).

5.2 Objectives of the Open Basic Education Programme

- To provide an alternative education programme equivalent to the Formal Education system through Open Learning using Distance Education Mode (DEM).
- To provide a learning continuum based on a graded curriculum ensuring quality of education for neo-literates, school drop outs and individuals studying in any alternative system.
- To contribute to accomplishment of the Constitutional commitment to achieve the goal of Universal Elementary Education and to fulfill the requirement of Education for All (EFA).
- To promote Continuing Education with a view to develop a learning society.
- To reach the unreached by developing alternative models of basic education using the potentialities of Open and Distance Education Mode.
- To reduce disparities in access to education, especially with regard to girls/women and disadvantaged groups leading to democratization of education.

5.3 Courses Offered under the OBE Programme

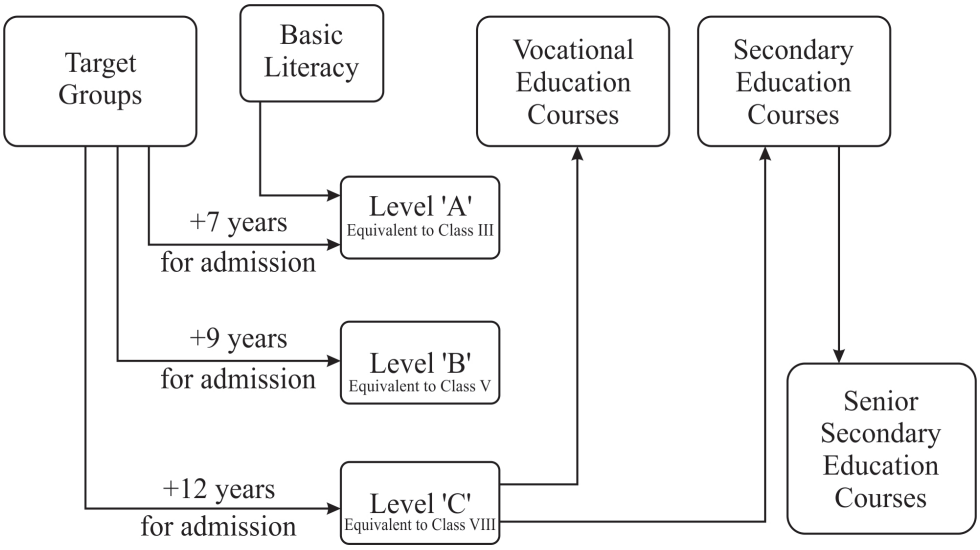
5.3.1 The OBE programme is offered at three levels viz. 'A', 'B' and 'C'

Level 'A'- Level 'A' is equivalent to standard III of the Formal School system

Level 'B'- Level 'B' is equivalent to standard V of the Formal School system

Level 'C'- Level 'C' is equivalent to standard VIII of the Formal School system

5.3.2 Multiple Entry System for OBE Programme



The minimum age for admission in the above mentioned courses will be determined as on 31st March of the year of admission.

5.3.3 Level wise Charges

- **Processing Charge Structure for Admission**

  The processing charge is charged for Registration, verification of admission, data processing, monitoring of examinations, processing of result data, preparation of Joint Certificates and sending them to AAs for issuing to learners. The level-wise charges are:

- **Level wise Processing Charges**

Level of OBE	Charges (in Rupees) per Learner	Purpose
'A'	300/-	Registration, verification of admission, data processing, providing exemplar Self Learning Material (SLM), designing/ preparing blue print and sample question papers, monitoring of examinations, sample checking of answer scripts, processing of result data, preparation of Joint Certificates and sending them to the Accredited Agency (AA) for issuance to learners.Processing charges does not include the price of Study Material as it is not provided by NIOS
'B'	500/-	
'C'	800/-	

- In addition to the above, Rs. 50/- will be admissible charge for every online transaction.
- The fee can be deposited online only through Credit Card/Debit Card/Net Banking, and available payment Gateways.

5.4 Cancellation of Admission

Learner's admission will be cancelled in case:

a. The processing charge paid is short,

b. The supporting documents are not appropriate,

c. False documents have been submitted, and if incorrect or wrong information has been given.

NOTE

- Admission once cancelled will not be re-considered.
- Processing charge once paid will not be refunded on any account.
- Processing charges does not include the price of Study Material as it is not provided by NIOS.

5.5 Target Group

The programme is being conducted for children of 6-14 years age group and adolescents/adults of 14^{+} years of age. The target group consists of following categories of learners.

5.5.1 Children below 14 Years

➤ School dropouts from Formal Education System.

➤ Left outs from Sarva Shiksha Abhiyan (SSA).

➤ Out of School children both Boys and Girls.

➤ Children, in particular girls, of marginalized groups such as Scheduled Castes (SCs), Scheduled Tribes(STs), Minorities, Migratory Population, Nomads and Below Poverty Line (BPL) persons.

5.5.2 Adolescents and Adults

➤ Dropouts from the Formal system of Education.

➤ Neo-literates of the National Literacy Mission's Continuing Education Scheme.

➤ Adults of marginalized groups, in particular women, such as Scheduled Castes (SCs), Scheduled Tribes (STs), Minorities, Below Poverty Line (BPL) persons, nomads, migratory population and first generation learners.

➤ Those who qualified the Basic Education Literacy Assessment of NLMA.

5.6 Openness and Flexibilities

5.6.1 Features and Flexibilities

1. Registration period is valid for a maximum period of five years for each level.

2. Flexibility of choosing any medium of instruction from Hindi, English, Sanskrit, Urdu or any Regional Language.

3. There is no upper age limit for learners

4. Children below the age of 7 years as on 31 March of the year of admission would not be registered for the OBE programme.

5. Minimum age for admission is seven (7) years as on 31 March of the year.

6. The learning package consists of minimum one Language, three to four academic subjects including one compulsory Pre-Vocational subject.

7. Assessment of learners will be done by the Accredited Agency (AA) as per Guidelines provided by NIOS. A learner can take the first examination at any level after at least nine months of admission in the specified level.

8. Assessment of learners by the Accredited Agencies (AAs) as per Guidelines provided by NIOS.

9. The facility of credit accumulation is available for OBE learners. A learner would be eligible for certificate only when he/she qualifies in all the subjects for the concerned level.

10. In the 6-14 age group, a child should have attained the age of at least 7 years for admission at Level 'A', 9 years for admission at Level 'B', and 12 years for admission at Level 'C' as on 31 March of the year of admission.

11. The minimum duration of study for each level A, B and C is one academic year.

5.7 Norms and Procedure for Accreditation under Open Basic Education (OBE) Programme of NIOS

5.7.1 General Instructions

➢ **100% Online:** E-Accreditation has been introduced through the Portal **https://eaccr.nios.ac.in**. The application for registration and the registration/processing fee is required to be submitted through online only.

➢ **U-DISE/Darpan ID:** As per Government directions, each Society/Trust registering for Accredited Agency (AA) must provide the Darpan ID of the Govt. of India through Darpan Portal.

5.7.2 Who can apply for Accreditation?

The following types of institutions/ schools, who have a sense of commitment and desire to contribute towards developing a learning society, can apply to become an Accredited Institution of NIOS, provided they satisfy the criteria laid down for accreditation. The Central Government Schools, State Government Schools, Private/Non-Government Schools, Kendriya Vidyalayas, Navodaya Vidyalayas, Educational Institutes, NGOs and Jails etc., can register for accreditation.

5.7.3 Norms to be followed before accreditation

1. The institutions, having a sense of commitment and desire to contribute towards developing a learning Society/Trust, can apply through online mode only to be the Accredited Agencies (AAs) of NIOS, provided they satisfy the following criteria laid down for accreditation:

2. The Institution/School must be run by a Registered Society/Trust and engaged in the educational developmental activities. Such affiliated school/institution, other than that run by the Government or Autonomous organization of the Government, should be run by a registered Society/Trust engaged in educational development and should be at least three years old. The Society should be registered under the Societies Registration Act (1860) of the Government of India or under the Company Act (2013) under Clause 8 (1) (a) and Schedule VII (Section 135 ii) or under the Acts of the concerned State Governments as educational, charitable or religious Society.

3. The Institution/School should have ownership or lease of requisite land in the name of the School or Society/Trust/NGO running the same:

4. The Institution/School should have proper ventilation and light in the Classrooms to conduct classes and examinations for learners of OBE. The size of each classroom should not be less than 300 sq.ft. i.e., 15x20 sq.ft. Photographs of the class rooms are required to be uploaded/submitted.

5. For the OBE Programme, the Institution/School should have at least two qualified teachers having the Junior Basic Teachers Training (JBTT) or the Primary School Teachers Training (PSTT) conducted by the State Institute of Education and Training/DIET/SCERT. In case of non-availability of trained teachers, retired teachers or Graduates can be engaged for the purpose. Trained Instructors from JSSs, ITIs and other Vocational Training Institutes can be engaged to teach the vocational subjects.

6. The Institution is also expected to have Library facility and Teaching Learning Aids.

5.7.4 Government Institution means a Institute that is 100% funded and owned by State/ Central Government.

For Special Accredited Institutions for Education of the Divyangs (SAIEDs): (i) Recognition with the Rehabilitation Council of India or Institutes covered under PWD Act (1995): A Non-Government Organization (NGO)/Registered Society of national repute, engaged in education of the especially abled children and in philanthropic activities, and getting a grant from the Government. The institute must have recognition either from the Rehabilitation Council of India (RCI) for running special education courses or Institution which is covered under PWD Act (1995) having PWD Certificate from the concerned State Government for running Special Education Courses.

(ii) The Institute should submit a List of Special Teachers/Instructors with their designations, qualifications, and experience.

Depending on the nature of the institution, the following documents should be uploaded along with the online Application for accreditation:

- **Private/Non-Government Schools**: The Resolution of the concerned Organization's Management to run NIOS courses.
- **Government Schools:** Approval of State Directorate of Education.
- **Non-proprietary Character of the Trust or Society**: The institute/school should have non proprietary character of the Trust or the Society running the School (to be shown by way of an Affidavit), verifiable via appropriate documents.

5.7.5 Essential Infrastructure Facilities required for Accreditation

The institution/school seeking accreditation with NIOS is required to have sufficient infrastructure facilities as mentioned below:

i. Building and Land:

The School/Institute should have ownership or lease of requisite Land in the name of the school or the Society/Trust/NGO running the same.

ii. Class Rooms:

The Institution/School should have proper ventilation and light in the ***Classrooms*** to conduct classes and examinations for learners of OBE. The size of each classroom should not be less than 300 sq.ft. i.e., 15x20 sq.ft.

iii. Library Facilities:

The school/Institute should have a Library room with adequate number of books.

iv. Furniture:

Sufficient and suitable furniture should be available in all classrooms.

v. Digital Learning:

The Applicant Institutions are required to have facilities of Digital Learning as under:

- Fully furnished Computer Lab
- Web Cam
- Projector
- Broadband Internet Connection/Lease Line Internet
- CCTV with IP based Technology

vi. Public Facilities:

The school/ institute should have separate washrooms/ toilets for girls and boys with proper and adequate sanitation.

vii. Potable Water Facilities:

The school/ institute should have potable water facilities for learners and staff.

5.7.6 Categories of Accredited Agencies under OBE Programme

In case the institution fulfils and satisfies the above criteria, it can apply online through E-accreditation Portal for accreditation under the OBE Programme of NIOS. However, depending upon the status of Institution's/Agency's available facilities and its location, AAs of NIOS have been categorized in three categories viz., A, B and C as given below:

S.No.	Requirement	Category of Accredited Agency (AA)		
		Type A	Type B	Type C
1	Maximum number of learners allowed to enroll in all Levels A,B and C.	500	300	150
2	Number of Classrooms	12	8	5
Accreditation for Open Basic Education (OBE) Programme for both the age groups i.e., 6-14 and above 14 years would be given to all Accredited Agencies (AA)s at three levels i.e., A, B & C level.				

5.7.7 Checklist

Soft copy (scanned) of following documents to be uploaded by the Institute for Accreditation of Open Basic Education (OBE) Programme

S.No.	Documents
1.	Application Form to be filled online on the Accreditation Portal.
2.	Processing Fee to be paid online on the Accreditation Portal (Rs.10,000/- + Rs.20,000/-).
3.	Copy of the Certificate of Registration of the Society/Trust/NGO
4.	Copy of the Memorandum of Association and Rules and Regulations/Deed
5.	List of Members of the Governing Body of the Society
6.	For SAIED: Certificate from Rehabilitation Council of India (RCI) or PwD Act (1995) Certificate from the concerned State Government.
7.	Resolution of the Management for taking up NIOS Study Centre with signature of all members.
8.	A letter narrating the brief history of the School/Society and its significant achievements
9.	Copy of Audited Statement of Accounts of the Society/School for the last three years (duly certified by a Chartered Accountant)
10.	A copy of the information regarding the sources of funds
11.	List of teachers indicating their qualifications, designations and experience
12.	Copy of document pertaining to the land of the school (Ownership/Rent/Deed)
13.	Four photographs of the Building and Infrastructure of the School
14.	Proforma for Appointment of Coordinator
15.	Memorandum of Cooperation (MOC) duly signed by the Principal of the Institute
16.	An Affidavit (duly filled by the Principal with seal of School) on Rs 100/- Non-Judicial Stamp Paper.
17.	English translated copy of the Documents duly attested by a Notary (Public). A Copy in Regional Medium is also required to be uploaded/ submitted. (Applicable if the documents are in Regional Language).
18.	Photograph and signature of the Centre Co-ordinator.
19.	Signature of the Second Signatory.
20.	Photographs of Washrooms, Toilets, Potable Water Facilities.

5.7.8 Terms and Conditions of OBE Programme:

1. In case of a Non-Government Organisation (NGO), the Head of the Institution/Agency shall be the Coordinator of the OBE Programme.

2. In case of a Government Agency, the person designated by the State Government shall be the Coordinator of the OBE Programme.

3. In case of Private Institution, the Principal/Manager/Director/ Secretary and in his/her absence Vice Principal/Senior Most Teacher /Dy. Director can be appointed as Co-ordinator.

4. In case of any change in the Name of Coordinator, Name of School, Name of Principal, Name of Society and increase in number of Seats, the Institution/School shall apply for change through e-service on the E-Accreditation Portal with the prescribed fee. Any change should be brought to the notice of NIOS immediately for necessary updating the records of the Study Centre. The change/ change(s) will be implemented only after approval by the competent authority of NIOS.

5. In case of change of Coordinator, obtaining approval of NIOS is mandatory for the Accredited Agency.

6. NIOS through its concerned Regional Centre or through its Headquarters will deal with the Accredited Agency both directly and through the State level agency.

7. NIOS has the right to appoint Observers for examinations conducted by the Accredited Agency and take appropriate action in case of a complaint against the Accredited Agency.

8. The AA shall conduct the examinations in a free and fair manner. Any deficiency in conduct of examinations noted by NIOS or any evidence of involvement of the Accredited Agency in abetting unfair means would render the Agency liable for disciplinary or legal action including termination of accreditation. The evaluation of learners will be done as per Guidelines provided by NIOS.

9. Since the OBE Certificate is a 'Joint Certificate', the Accredited Agency will be a Joint Signatory on the Certificate and must provide to NIOS specimen signatures of two authorized signatories.

10. NIOS will not provide any financial grant to the Accredited Agency (AA) for any physical or human resources for conducting the OBE programme.

11. The AA shall carry out assignments, projects and other academic activities related to learners as directed by NIOS from time to time.

12. The Accredited Agency shall allow inspection of the premises of its Study Centre for monitoring of the OBE programme and the work being done therein.

13. The Accredited Agency shall give full details called for by NIOS in a correct and truthful manner. Any false informational inputs would render the agency liable to de-accreditation.

14. While applying online, the institution needs to fill up and upload updated information of the Study Centre (in the prescribed Proforma) along with a copy of current Affiliation Letter issued either by CBSE/ICSE/CISCE/State Education Board (if any).

15. The particulars filled by the institutions will be verified by the concerned Regional Centre of NIOS along with its recommendations. The Regional Centre is required to check the validity of Affiliation Letter of the concerned Board and various other parameters viz., continuous admissions in the

Study Centre, low enrolment number, timely conduct of classes and smooth conduct of examinations etc.

16. After confirmation of fee receipt from the Accounts Section of NIOS, the Accreditation Section of NIOS will re-verify the Application for Renewal of Accreditation of the institution.

5.7.9 Advocacy and Publicity

NIOS will publicise the OBE Programme at the national level and at the regional level. The Accredited Agency will also popularise the OBE Programme at local level highlighting its flexibilities and openness etc.

5.7.10 Role and Responsibilities of OBE Accredited Agency

Every Accredited Agency is required to follow the Academic Calendar prepared by NIOS for various programmes and activities related to admission, conduct of classes, monitoring, Examination, evaluation of learners and certification.

OBE Programme Admission Registration Portal:

https://sdmis.nios.ac.in

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6. Norms and Procedure of Accreditation for Vocational Education Courses

6.0 Norms relating to the procedure for submitting and considering proposals for grant of Accreditation to the Institutions for Running Vocational Courses:

6.1 Types and categories of organizations eligible to submit application for Accreditation:

The following types of institutions/schools, who have a vision for providing vocational education and training through Open Schooling ensuring quality, credibility and sustenance, are eligible to submit their applications for accreditation through online portal only.

(i) The organization which sets up and maintains the institution should be registered as a society under the Society Registration Act (1860) or under the Company Act, 2013 under Clause 8 (1) (a) and Schedule VII (Section 135 ii) or a Public Trust constituted under the law in force for the time being and should be functioning regularly, in the best interest of the public, for at least 3 years on the date of application.

(ii) Any institution/school affiliated to a recognized State Board of School Education/CBSE/CISCE/ICSE/ Edexcel (Pearson)/ International Baccalaureate (IB) and University of Cambridge's recognized schools, and also having equivalency from the Association of Indian Universities (AIU) for the Secondary and the Senior Secondary levels.

(iii) Kendriya Vidyalaya/Jawahar Navodaya Vidyalaya/ Central Govt./State Govt. School/Institute.

(iv) Any Govt. Industrial Training Institute or Private Industrial Training Centre affiliated to the National Council for Vocational Training (NCVT) or the State Council for Vocational Training (SCVT).

(v) A Private or Public Limited Company or a Public Sector Undertaking provided that creation of such training facilities are within the scope of its objective as laid down in its Memorandum of Association or it sponsors a Society or a Trust as provided in such clause.

(vi) Govt. sponsored organizations like Jan Shikshan Sansthans (JSS) or Krishi Vigyan Kendras (KVKs), District Institutes of Education and Training (DIETs).

(vii) **Special Accredited Institutions for Education of the Divyangs (SAIEDs)**: The institute should have recognition and accreditation with the Rehabilitation Council of India for running training programme and allied services in respective areas of disability and in consonance with the objectives of the institution, or institutions which are covered under the PwD Act (1995) having PwD Certificate from the concerned State Government.

6.2 Documents/ Infrastructure Facilities required for Accreditation

The institution/school seeking accreditation with NIOS for Vocational Education Courses is required to have sufficient infrastructure facilities as mentioned below, and the Institute should upload/submit these at the time of registration.

6.2.1 Essential Requirement

(i) Registration with NGO/Trust/Society/ Company Act, 2013 under Clause 8 (1) (a) and Schedule VII (Section 135 ii)

For General Institutes:

Affiliated schools/institutions, other than those run by the Government or Autonomous organizations of the Government, must be run by a registered Society/Trust. The institute should be engaged in educational development and should be **at least three years old**. The Society should be registered under the Societies Registration Act (1860) of the Government of India or under the Act(s) of the State Government as educational, charitable or religious Society or the Company Act, 2013 under Clause 8 (1) (a) and Schedule VII (Section 135 ii).

For Special Accredited Institutions for Education of the Divyangs (SAIEDs):

(I) Recognition with the Rehabilitation Council of India or the Institutes covered under PWD Act (1995): A Non-Government Organization (NGO)/Registered Society of national repute, engaged in education of the specially abled children and in philanthropic activities, and getting grant from the Government. The institute must have recognition either with the Rehabilitation Council of India for running special education courses or the Institution covered under PWD Act (1995) having PWD Certificate from the concerned State Government for running Special Education Courses.

(II) List of special teachers/instructors (if applicable) available with the applicant institution with their qualification, designation and experience must be provided.

(ii) Memorandum of Association (MOA) of NGO/ Society/Trust/Company Act

A Copy of the Memorandum of Association with the list of members and rules and regulations of the NGO/Society/Trust/Company Act, 2013 under Clause 8 (1) (a) and Schedule VII (Section 135 ii) along with Ownership/Rent Deed/Lease Deed/ Building Map.

(iii) List of Members of the Governing Body of the NGO/Society/Trust/ Company Act, 2013 under Clause 8 (1) (a) and Schedule VII (Section 135 ii)

The School/Institution must upload the List of Members of the Governing Body of the NGO/Society/ Trust/Company Act with their occupations and addresses.

(iv) Resolution/ Approval

- **Private/Non-Government Schools**: The School/Institution must upload a copy of the Resolution of the Management for taking up NIOS Vocational Education courses duly signed by all the members of the Society.
- **Kendriya Vidyalayas:** Approval of the concerned Deputy Commissioner, Kendriya Vidyalaya Sangathan.
- **Navodaya Vidyalayas:** Approval of the concerned Deputy Commissioner, Navodaya Vidyalaya Samiti.
- **Government Schools/Institutes:** Approval of the State Directorate of Education/DIET.

(v) Audited Statement: A copy of the Audited Statement of Income and Expenditure of the NGO/ Society/Trust for the last three years vetted by a Chartered Accountant.

(vi) Requirement of Infrastructure:

- **Building and Land:** The institution/school should have ownership or lease of requisite land in the name of the School or the Society/Trust running the School.
- **Class Rooms**: The Institution/School should have properly ventilated and lighted class rooms to conduct classes. Photographs of class rooms should be uploaded/ submitted.
- **Tools and Equipments:** The required tools and equipments must be available in the Institute/ School as per the norms of the particular trade applied by the School/Institute.
- **Laboratories:** The Laboratories as per need of the applied trade must be available in the Institute/ School.
- **Library Facilities:** The school should have a Library with adequate number of books.
- **Faculty (Trade wise):** As per norms of particular Trade, a List of Teachers with their their professional qualifications, indicating their teaching subjects, designations, experience, length of service in the Institute/School.
- **Furniture:** Sufficient and suitable furniture should be available in all classrooms.
- **Public Facilities:** The school/ institute should have separate washrooms/ toilets for girls and boys with proper and adequate sanitation.
- **Potable Water Facilities:** The school/ institute should have potable water facilities for learners and staff.

6.2.2 Desirable Requirement

I. Laboratories: The school may have laboratories for Geography and Home Science.

II. Digital Learning Facilities: The Applicant Institution must have facilities of Digital Learning as under:

- Fully furnished Computer Lab
- Web Cam
- Projector/ TV
- Broadband Internet Connection/Lease Line Internet
- CCTV with IP based technology

6.3 General Standards for Accreditation of Institutions/Programmes:

S. No.	Parameter	Explanation
1.	Name and Address of the Applicant	• Name and address should be as per the Registration Certificate of the Society/Trust/ Company Act.
2.	Proof of Registration of the Applicant Society/ Trust, and Memorandum of Association	• The Registration should be genuine and valid. The Society must be registered for at least three years on the date of application. • The Trust/ Society should be authorized to operate in the State as per registration of Memorandum of Association.
3.	Background of Members/ Trustees of the Society/Trust	• Experience of Members/Trustees in industry or in vocational education at Senior levels or in management of educational institutions is desirable. • Reputation of the Society/Trust in the society/beneficiaries.
4.	Track record of Society/ Trust in the field of Vocational Education	• Experience of establishment and management of educational institutions is desirable. • Conduct of any unauthorized illegal educational activity would be a disqualification.
5.	Detailed Plan for establishment of the Institution and its growth	• This should be assessed from the justification for selection of courses, space and financial requirements, equipments, strategy for ensuring quality in education etc.
6.	Head of the Institute and Faculty	• The Society should have an Academic Advisory Committee of professionals to guide its activities. • The institution should be headed by a qualified and experienced person. There should be a group of professionals for teaching/ training of students.
7.	Declaration by the Trust/ Society that it is not involved in any Court case or dispute which can affect smooth running of the institution. In case there are court cases of disputes, details should be submitted.	• The Trust/Society should ideally not have a Court case against any statutory body concerned in any area of professional education. In case there is one, the same would be considered for its effect on accreditation to be accorded. • The properties or finances of the Society/Trust should not be under any dispute, or their use constrained under Court's direction. • There should also be no existing or likely legal hurdle for smooth functioning of the Institution.
8.	Infrastructure for accreditation (building, equipment, furniture, furnishings, support facilities, etc.)	The institute should have required space, equipments, furniture, furnishings, and support facilities etc. for running the course applied for accreditation as per laid down norms.
9.	Management of funds of the Society/Trust.	• Audit Certificates for last three years are required. • Income Tax Clearance Certificates are required.
10.	Location details of the building from which the institution is functioning	• Location should be: i. in a hygienic and non-congested area ii. conducive for conduct of education in a proper atmosphere. iii. easily accessible by public transport to students and staff.
11.	Features of Building(s) from which the institution is functioning.	• Provided with safe staircases or lifts. • Airy with sufficient natural light in the classrooms, laboratories and workshops. • Structurally sound and of good quality construction. Legally constructed with completion and fire safety certificates obtained.

	• Provided with legal water and electricity connections. • Provided with proper and adequate sanitation. • Provided with water purifiers (not filters) and water coolers of adequate capacity for students and staff. • Provided with a stand-by generator of appropriate capacity for operating laboratory and workshop equipment and for fans, light, etc. • Permitted for use as an educational institution. • If rented, rent lease deed should be available. • If owned, registration papers for both the buildings and the Land should indicate legal possession by the Society/Trust.

6.4 Categories of the Accredited Vocational Institutions

NIOS offers a large number of Vocational Education Programmes in different sectors. Decision for grant of the medium and the batch size (Number of students X Number of batches) for particular Trade/Course will be taken jointly by NIOS on the basis of the inspection report, feasibility and viability of the Vocational Institution offering medium and batch size.

Vocational Education Admission Registration Portal:

https://voc.nios.ac.in

6.5 Checklist

Soft copy (scanned) of following documents to be uploaded by the Institute for Accreditation as Accredited Vocational Institution (AVI)

S.No.	Particulars of the Documents
1.	Application Form to be filled online on the Accreditation Portal.
2.	Processing Fee to be paid online on the Accreditation Portal (Rs.10,000/- + Rs.20,000/-).
3.	Certificate of Registration of the Society/Trust.
4.	Memorandum of Association (MoA) and Rules and Regulations of Society/Trust.
5.	List of Members of the Governing Body of the Society with their occupations and addresses.
6.	Resolution of the Management for taking up Open Schooling Courses with Signature's of all members of the Society/Trust/ Approval from the concerned authority (in case of Govt. institute).
7.	For SAIED - Certificate of Recognition with Rehabilitation council of India (RCI) or the PwD Cetificate under PwD Act 1995 from the concerned state for running Special Education courses
8.	Audited Statement of Income and Expenditure of the Society for the last three years from the date of application (duly certified by a Chartered Accountant).

9.	List of Faculty (Trade-wise) indicating their subjects of teaching, qualifications, designations, experience, and length of service in the institution.
10.	Documents pertaining to the Land of the School (lease/ ownership) with Layout of School Building (Clearly mentioning Land Area in Square Meters).
11.	Four photographs of the Laboratories and the Building of the School.
12.	List of required Tools and Equipments (Trade wise) (as per norms of the particular Trade).
13.	Affidavit (duly filled by the Head/Principal and seal of School/Institute) on Rs.100/- Non-Judicial Stamp Paper.
14.	Proforma for Appointment the Co-ordinator and the Second Signatory.
15.	Memorandum of Cooperation (MOC) duly filled in with Signatures and Official Stamp of the Principal (along with signatures of two witnesses).
16.	English translated copy of the Documents duly attested by a Notary (Public) along with a copy in Regional Medium is required to be uploaded/ submitted. (Applicable if the Documents are in Regional Language).
17.	Photograph and Signature of the Centre Co-ordinator.
18.	Signature of the Second Signatory.
19.	Photographs of Toilets, Washrooms, Potable Water Facilities.

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7. Norms and Procedure of Accreditation for Minority Institutions (Madrasas)

7.1 General Norms

1. The following types of Madrasas/Darul-Ulooms can apply to become Accredited Institutions:

   a) The Madrasa must be affiliated to a recognized Madrasa Board/Wakf Board for the Secondary/ the Senior Secondary level; or all such Madrasas who have been given minority status by NCMEI and have required infrastructural facilities to run the Secondary and the Senior Secondary courses as per rules of NIOS.

2. For accreditation of Academic Course (Class-X and Class-XII), the following types of Madrasas are also considered:

   Madrasa/Darul-U-loom having independent standing and offering Maulvi, Alim and Fazil courses and fulfilling the following conditions: -

   i. Madrasa having adequate residential facilities.

   ii. Having a minimum three years old Registered Society or Trust.

   iii. Possessing minimum required infrastructure to offer NIOS courses (i.e., Labs, Library etc.) as fixed by NIOS for Minority Institutions, except that the desired number of classrooms could be 50% of the norms for General Category institutions.

   iv. Its courses are recognized by the Govt.

3. The eligible Institution/School/Madrasa may apply online for accreditation:

   a) New Accreditation upto the Secondary level or the Senior Secondary level or both.

   b) Up-gradation to the Senior Secondary level: applicable in case of already accredited Institutions.

   c) Increase in number of seats: applicable in case of already accredited institutions.

   d) Additional mediums of instruction: applicable in case of already accredited institutions.

7.2 Infrastructure Requirements:

The Madrasa seeking accreditation with NIOS is required to have sufficient infrastructure facilities as mentioned below:

7.2.1 Essential Requirement:

i. **Building and Land**: The Madrasa should have ownership or lease of requisite land in the name of the Madrasa or the Society/Trust running the Madrasa.

ii. **Class Rooms:** The Madrasa is required to have properly ventilated and lighted class rooms to conduct Contact Sessions, and Examinations (if need be). The size of each classroom should not be less than 300 sq. ft. i.e., (15x20 Sq.ft).

iii. **Teaching Staff:** For the Secondary level, the Madrasa is required to have at least one Trained Graduate Teacher (TGT) in each subject. For the Senior Secondary level, the teaching staff should be Trained Post Graduate Teachers (PGTs) in the respective subjects.

iv. **Laboratories:**

- It is essential that the Madrasa should have one multipurpose Science Laboratory to conduct Practical Work in Science at the Secondary level; and separate Labs for Physics, Chemistry and Biology at the Senior Secondary level.
- In case, if Science Lab is not available, the Madrasa should submit an undertaking from the nearby recognized school having facility of Science Lab that the NIOS learners registered in this Madrasa can perform their Practical Work in that recognized School.

v. **Furniture:** Sufficient and suitable furniture should be available in all classrooms.

vi. **Library Facilities:** The school should have a Library with adequate number of books.

vii. **Public Facilities:** The Madrasa should have separate washrooms/ toilets for girls and boys.

7.2.2 Desirable Requirement

I. Geography and Home Science Laboratories: The school may have Laboratories for Geography and Home Science.

II. Digital Learning Facilities: The applicant institution must have facilities of Digital Learning as under:

- ✦ Fully furnished Computer Lab
- ✦ Web Cam
- ✦ Projector/ TV
- ✦ Broadband Internet Connection/Lease Line Internet
- ✦ CCTV with IP based technology

7.3 Relaxations given by NIOS

With a view to provide quality modern education to Muslim Minority learners, some of the relaxations given by NIOS are as follows: -

a) Accreditation norms for minority institutions have been relaxed.

b) The courses FOKANIA and MAULVI offered by five State Madrasa Education Boards (Bihar, West Bengal, Chhattisgarh, Madhya Pradesh and Uttar Pradesh) have been notified at par with the Secondary and the Senior Secondary courses respectively offered by NIOS.

7.4 Categories of Accreditation

Depending upon the status of the Madrasa, available facilities and its location, Madrasa (AIs) of NIOS are categorized in three types viz., A, B and C as given below:

S.No.	Requirement	Category of Madrasa AI		
		Type A	Type B	Type C
1.	Maximum No. of learners allowed to enroll	500	300	150
2.	No. of classrooms	20	15	10

7.5 Checklist

Soft copy (scanned) of following documents to be uploaded by the Institute for Accreditation as Minority Institution (Madrasa).

S.No.	Particulars of the Documents
1.	Application Form to be filled online on the Accreditation Portal.
2.	Processing Fee to be paid online on the Accreditation Portal (Rs.10,000/-+ Rs.20,000/-).
3.	Certificate of Registration of the Society/Trust.
4.	Memorandum of Association and Rules and Regulation.
5.	List of Members of the Governing Body of the Society with their occupations and addresses.
6.	Resolution of the Management for taking up Open Schooling courses with Signature of all members of the Society/ Trust.
7.	Copy of the Letter of Affiliation from the State Madrasa Board/ Wakf Board/ Minority Status issued by NCMEI.
8.	Layout Plan of the building of the Madrasa.
9.	List of Teachers indicating their qualifications, designations, experience, length of service in the Madrasa.
10.	List of Administrative Staff.
11.	Audited Statement of Income and Expenditure of the Society for the last three years from the date of application (duly certified by a Chartered Accountant).

12.	Four photographs of the Laboratories and the Building of the Madrasa.
13.	Undertaking from a neighbouring school for conduct of Practicals (if such facility is not available in the Madrasa).
14.	Affidavit (duly filled by the Principal with seal of the School) on Rs.100/- Non-Judicial Stamp Paper.
15.	Proforma for Appointment of Co-ordinator.
16	Memorandum of Cooperation (MOC) duly filled in and with the Signature and official Stamp of the Principal (along with two witnesses).
17	English translated copy of the documents duly attested by a Notary (Public) along with copy in Regional Medium is required to be uploaded/ submitted. (Applicable if the documents are in Regional Language).
18	Photograph and Signature of the Centre Co-ordinator.
19	Signature of the Second Signatory.
20	Photographs of Washrooms, Toilets, Potable Water Facilities.

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8. Norms and Procedure of Accreditation for Schools/Institutions Abroad

8. Norms for Accreditation

8.1 Institutions/schools situated outside India can also apply for accreditation of NIOS through online mode. In addition to the norms required for accreditation of Academic, Vocational and OBE Programmes, the following norms are also mandatory for grant of accreditation.

(i) 'No Objection Certificate' from the concerned Embassy of India.

(ii) Professional License issued by the concerned Government.

(iii) Bipartite Agreement to be executed with NIOS.

8.2 An Institute situated abroad is required to submit the hard copy of application alongwith requisite documents through the Embassy concerned to the Department of School Education and Literacy, Ministry of Education, Govt. of India, Shastri Bhawan, New Delhi – 110001.

8.3 After fulfilment of eligibility criteria of accreditation, NIOS Headquarters will request the Embassy concerned through Ministry of Education, Govt. of India for nomination of inspection committee of two members not below the rank of First Secretary/Second Secretary for carrying out inspection of the institute.

8.4 The inspection committee is expected to inspect the institute and assess availability of infrastructure, faculty and essential academic facilities for running the NIOS courses.

8.5 After inspection, the Inspection Committee shall submit its Report alongwith recommendations to NIOS Headquarters, NOIDA.

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9. Procedure of Application for Accreditation

9.1 Online Procedure – An Introduction

The entire process for getting accreditation of an Institution from NIOS is 100% online. The Online Portal for accreditation will be having end to end solution for Accreditation. This system will facilitate processing of Applications for Accreditation from registration to verification, re-verification, accreditation, renewal, de-accreditation, re-accreditation and both ways of communication between the study centres and NIOS.

9.2 General instructions and Basic Requirements

- **100% Online:** E-Accreditation has been introduced through the Portal **https://eaccr.nios.ac.in**. The application for registration and processing fee is required to be submitted through online mode only.
- **Time Period:** The Portal for registration shall be opened twice a year for two months in each cycle as per requirements of NIOS. NIOS has discretion not to open the Portal in any of the two cycles.
- **U-DISE Code:** As per Government directions, the school registering for AI must provide the U-DISE code allotted to the school by the concerned authority (Not applicable in case of SAIED, SAIASD, IKT, NEPIA, Jail).
- **Darpan ID:** The Society/ Trust registering for Accredited Agency must provide the Darpan ID provided by the Govt. of India through the Darpan Portal.
- **Email ID:** The School/ Institution should have a valid email ID required for registration and validation.
- **Mobile No.**: The School/ Institution should have a valid Mobile Number for registration and validation.
- **Digital Mode of Learning:** An applying Institution must have the following facilities for Digital Learning.
  - Fully furnished Computer Lab.
  - Web Cam
  - Projector
  - Broadband connection
  - CCTV with IP based Technology (with IC Technology)

9.3 Online Registration Process

Before applying for accreditation of the Institution as the Study Centre (Academic, Vocational, OBE) the applicant school/ institute shall read the norms, guidelines and checklist of documents required to be submitted/uploaded for registration.

1. Visit the NIOS E-Accreditation Portal **https://eaccr.nios.ac.in** and select the appropriate menu for AI, AVI, AA.

2. Read the norms and procedure carefully and see the processing fee, then click on Apply Online.

3. Select the type of registration like Academic (General School, SAIED, NEPIA, IKT, SAIASD-ITI, JAIL, Madrasa etc), Vocational (AVI) or Open Basic Education (AA).

4. Fill in the basic details like Level of School, Study Medium, Gender, With Science, Number of Seats etc.

5. Enter details of the School like Name of School, Name of the Principal and the Vice Principal, Mobile Number, Email ID, Geo Coordinates etc.

6. Generate OTPs on registered Mobile and email address. These will be used for communications.

7. Enter address of the School, and Trust/Society details.

8. Enter School Infrastructure details, Classroom details, Lab details etc.

9. If registering for AI, enter affiliation details like the Board with which affiliated, Affiliation No. and Year of Affiliation.

10. If registering for AVI/AA/SAIED, enter NGO's/Institute's details etc.

11. For a Institute registering from overseas, enter License No. and upload "No Objection Certificate" (NOC) letter from the concerned Indian Embassy.

12. Upload the required supporting documents as per checklist.

13. Review the complete Form and click on 'Pay Now' to pay Registration Fee. To make payment later, click on Pay Later.

14. To make the payment later, Log in by using the User IDs and Password sent to your email ID.

15. All communications from NIOS will be sent to your Dashboard on **https://eaccr.nios.ac.in**.

Most Important : Incomplete application/incomplete documents and false information can lead to rejection of application and fee will be forfeited.

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10. Screening Board Committee (SBC)

10.1 Screening of Applications

1. A preliminary screening of the Applications received on the e-accreditation Portal for Fresh Accreditation/ Increase of number of seats/ Up-gradation/ addition of Science Stream/ Change of address of the Institution is to be done by the Regional Centre concerned of NIOS to ensure eligibility of institutions and essential documents.

2. The Applications checked by the Regional Centre concerned and re-verified by the NIOS Headquarters and fulfilling the following criteria will be placed before the Screening Board Committee for further recommendation for inspection:

   ✓ Re-verified by the Accreditation Section.

   ✓ Payment of final registration fee by the institute.

   ✓ Final Registration fee verified by the Accounts Section, NIOS (HQ).

3. The Applications found suitable by the Screening Board Committee (SBC) are short-listed for inspection of the concerned institutions.

4. Upload the Minutes of SBC on E-accreditation Portal.

10.2 Constitution of Screening Board Committee (SBC)

S. No.	Committee Members	
1.	Regional Director, NIOS	In Chair
2.	Two external experts from the following group	
	(a) Deputy Commissioner of KVS/NVS or representative of KVS/NVS	Member
	(b) Regional Officer of CBSE or representative of the Regional Centre of CBSE	Member
	(c) Officer of Group 'A' or Group 'B' as member from the State Education Department	Member
3.	Section Officer/Dealing Official, Regional Centre, NIOS	Member Convenor

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11. Inspection Of Institutions For Grant Of Accreditation

11.1 Inspection of Institutions

- The institutions deemed suitable by the Screening Board Committee (SBC) are eligible for physical inspection.
- Physical Inspection is not required for institutions affiliated with the Central Board of Secondary Education (CBSE) as CBSE follows strict norms while granting affiliation to schools.
- Schools recognized by the Council of Indian School Certificate Examination (CISCE), the Indian Certificate of Secondary Education (ICSE), the Edexcel (Pearson), the International Baccalaureate (IB), and the University of Cambridge and also holding equivalency from the Association of Indian Universities (AIU) for the Secondary and the Senior Secondary for Academic, Vocational, Open Basic Education, and other courses of NIOS, would be accredited at par with CBSE affiliated schools.
- Jails, Kendriya Vidyalayas, Jawahar Navodaya Vidyalayas, Central Govt. Schools or Institutions, and State Govt. Schools are also exempted from Inspection.

11.2 Constitution of Inspection Committee

The Inspection Committee shall consist of the following four members:

S. No.	Committee Member
1.	One expert to be nominated by NIOS HQ.
2.	Two external experts, either working or retired, not below the level of Group-A (Not exceeding the age of 65 years) are to be nominated by the Regional Director, NIOS from the following groups:
(a)	Principal or Vice Principal of Kendriya Vidyalaya, Jawahar Navodaya Vidyalaya, Central or State Govt. Schools or reputed CBSE affiliated Schools.
(b)	Academician, Professor/Assistant Professor, Administrator from Central or State Government Universities, Colleges, Institutions, Boards or Directorate of Education.
(c)	Head, Professional or Technical experts from relevant field from a reputed Central or State Govt. Institution or Organisation, possessing technical knowledge and expertise in an academic, vocational or professional fields.
3.	One member from the concerned Regional Centre (internal staff) such as Assistant Director, Section Officer, Superintendent, EDP Supervisor or Assistant.

- Regional Director or Regional Director (I/c) will not be part of Inspection Committee.
- An Assistant Director working under Regional Director (JD/DD) can be nominated as a member of the Inspection Committee.
- In the case of an Inspection of a Minority Institution, a representative member from the same Minority community should be included in the Inspection Committee.
- In the case of an Inspection of a Vocational Institution, a representative from the field of Vocational Education should be included in the Inspection Committee.
- No school or institute shall be inspected by an inspection committee with fewer than three members. The committee must include a nominee from HQ/RCAC members in the Inspection Committee.
- The concerned Regional Director shall ensure to nominate external experts from outside the District of the Institution.
- Expert nominated by the NIOS Headquarter/RCAC member shall serve as the Primary Member of the Inspection Committee.
- The Inspection Committee will not carry out more than two inspections in a day.

11.3 Instructions for Regional Centres:

- A Data Base of Inspection Committee be created through the Portal – https://eaccr.nios.ac.in
- The Inspection Committee for each School/ Institute to be inspected should be created by the Regional Centre from their Dash Board.
- The Regional Centre shall register the Mobile Number of the Inspection Committee.
- The concerned Regional Centre will assign Schools/Institutes through online to the Inspection Committee for inspection.
- The concerned Regional Centre will issue an Inspection Letter to the Inspection Committee.
- The concerned Regional Centre will assign member nominated from NIOS HQ as Primary Member of the Inspection Committee.
- The Primary Member shall be the user of NIOS Inspection Mobile **Niयमन App.**
- The concerned Regional Centre will facilitate the Inspection Committee in downloading and installing the **Niयमन App**.
- An internal staff member of Inspection Committee shall assist the Inspection Committee in using the **Niयमन App**.
- The concerned Regional Centre will provide the Inspection Committee with Pre-printed Inspection Report Proforma (generated online through E-accreditation Portal), a checklist, Guidelines for Inspection, and a User Manual of NIOS Inspection Mobile **Niयमन App.**
- The photographs uploaded by the Inspection Committee on the portal can be viewed by the concerned Regional Centre and the NIOS HQ.
- **The concerned Regional Director/Regional Director (I/c) shall also provide his/her Recommendations on the Original Inspection Report submitted by the Inspection Committee.**

They will keep the original Inspection Report and Video recording of the Inspection in their custody and records, and provide them to the NIOS HQ as and when required.

- The concerned Regional Director/Regional Director (I/c) shall upload the soft copy of Inspection Report (in pdf format) online through their Dashboard.

11.4 General Instructions for the Inspection Committee:

- The members of the Inspection Committee are required to fill up the information in the Inspection Report Proforma themselves, without seeking any assistance from the school/institute being inspected.
- The NIOS has designed and developed an **Inspection Mobile App (Niयमन App)** specifically inspecting Schools/ Institutes especially for obtaining the original photographs of the Infrastructure available in the School. **The Inspection Committee shall use the 'Niयमन App' during the inspection of schools/institutes.**

The broad criteria to be considered during inspection by the Inspection Committee include:

- The availability of infrastructure facilities as per checklist.
- Actual number of teachers and their qualifications.
- Books of Accounts of the Society/Trust running the school to ensure that the school maintains its accounts separately.
- Provisions related to the safety and security of learners.
- Interaction with various members of the Schools, including the Principal/Co-ordinator, etc., to gather information during the inspection process.
- Any other areas specifically mentioned by NIOS that need to be considered during the inspection.
- Inspection of schools is a confidential assignment and all information provided to the members is in fiduciary capacity. The members are required to handle all information with utmost care.
- The members are expected to go through the provisions contained in the Byelaws of accreditation and other instructions of NIOS to understand the requirement of Accreditation.
- The members of the Inspection Committee are required to refrain from divulging the information provided to them to any unauthorised person.
- The members can visit the school for inspection on a day when classes are in session.
- The members shall contact the school in advance, and inform them about the inspection allowing them to make necessary arrangements.
- The members shall ensure that the log-in credentials provided to them are not shared with anyone.
- The members must verify all documents uploaded or submitted by the school during registration and provide their comments on the pre-filled Proforma generated from the Accreditation Portal.
- **Video coverage/recording is required during inspection. The applicant institute will bear the cost of video coverage/recording.**
- Videography is crucial during inspection. The Inspection Committee members must ensure that all necessary areas including infrastructure, the main entrance of school/institute building, Sign Boards

displaying the School/Institute's name, boundary walls, classrooms, laboratories, library, drinking water facilities and toilets, etc., are covered in the video footage.

- ➤ The members of the Inspection Committee must exercise caution and make recommendations in the Final Report after thoroughly considering all infrastructure and administrative issues.
- ➤ The members must complete the assignment as soon as possible but not later than the time period mentioned in the letter issued by the concerned Regional Centre.
- ➤ ***The Inspection Committee should provide clear recommendations after the inspection (Recommended/ Not Recommended). Conditional recommendations will not be considered.***
- ➤ **The Inspection Committee should upload the scanned copy of the Inspection Report (signed by all the members) on the Portal through 'Niयमन App' within the specified timeline.**
- ➤ The Inspection Committee must submit the original Inspection Report along with Video Recording of Inspection (in a Pen Drive) to the concerned Regional Centre within three days from the Inspection date.
- ➤ The members of the Inspection Committee must maintain high standards of ethics, morality and integrity. They should refrain from accepting any kind of offers or hospitality from the school.

11.5 NIOS Inspection Mobile App

The User Manual for operating NIOS Inspection Mobile App is available at Annexure 4.1.

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12. Submission of Inspection Report and Grant Of Accreditation

12.1 Conduct of AAC: Norms and Procedure

After inspection of the institutions, the Inspection Reports are to be uploaded on the Portal by the Inspection Committee/Regional Centre concerned.

The screening of the Inspection Reports and requisite documents will be done by the Accreditation Section at the NIOS Headquarters. Thereafter, an Agenda Item for the applications complete in all aspects is prepared and placed before the Accreditation Advisory Committee (AAC). The mandate of the Accreditation Advisory Committee is to consider the feasibility and eligibility of the institution for becoming the Study Centre of NIOS.

The Accreditation Advisory Committee deals with policy matters and other matters related to accredited institutions of NIOS.

The recommendation of the Inspection Report is considered by Accreditation Advisory Committee. After due consideration in the matter, the Accreditation Advisory Committee (AAC) gives its recommendation for accreditation, or otherwise, of the concerned institution. The recommendations of the Accreditation Advisory Committee (AAC) are submitted to the Chairperson, NIOS for further consideration.

12.2 Constitution of the Accreditation Advisory Committee (AAC)

1.	Director (SSS), NIOS	-	Chairperson
2.	Secretary, NIOS or his nominee	-	Member
3.	Director (Academic), NIOS or his nominee	-	Member
4.	Director (Evaluation), NIOS or his nominee	-	Member
5.	Director (VE), NIOS or his nominee	-	Member
6.	System Analyst and Programmer (SA/P), NIOS	-	Member
7.	Two outside experts (Nominated by the Chairperson, NIOS)	-	Members
8.	Deputy Director, SSS Department, NIOS	-	Member Secretary

12.3 Grant of Accreditation

After approval of the Chairperson, NIOS on the recommendations of the Accreditation Advisory Committee, accreditation is granted to the institution concerned. Every institution, depending upon the type of course (Academic, Vocational and Open Basic Education Programme), is given a unique Study Centre Code No. for all future correspondence with NIOS.

Hindi and English mediums invariably will be allotted to all institutions. The Regional medium will be allotted as per request of institute subject to availability of Self Learning Material in NIOS. The institute invariably will be allotted both the Genders (Boys and Girls) unless either of the gender is specifically sought by the institute.

The accreditation cases in respect of CBSE, ICSE, CISCE, Edexcel (Pearson), International Baccalaureate (IB), and the University of Cambridge affiliated schools and also having equivalency from the Association of Indian Universities (AIU) are processed by the Department of Student Support Services (SSS) for obtaining the approval of the Director (SSS) as per NIOS norms. Thereafter, cases duly approved are reported in the AAC and incorporated in the Minutes of AAC for obtaining approval of the Chairperson, NIOS.

After accreditation of the institution, credentials (User ID and Password) are issued by NIOS on their registered email ID for operating their individual Dashboard on the Portal.

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13. Renewal of Accreditation

13.1 Renewal of Accreditation after completion of every Five Years

NIOS grants provisional accreditation to an institution initially for a period of five years. Before three months from completion of every five years of accreditation, the Study Centre is required to apply for extension of NIOS accreditation by paying the renewal fee of Rs.15,000/- through online mode via its Dashboard.

Provision of payment of fee for extension of accreditation after completion of five years has been made vide Notification No.– 235/2015:

- For Private Schools/Institutions - Rs.15000/-
- For Institutions located outside India - US$ 500
- For KVS/NVS/State Govt. Schools/ Central Govt. Institutions/Jails - Nil

13.2 Imposition of Late Fee for Non-Submission of Renewal Fee in time by AIs/AVIs/ AAs

After approval of the Executive Board of NOS Society in its 83rd Meeting held on 26.08.2022, the following provisions for imposing late fee have been made vide notification No.44/2022 dated 28.10.2022.

S. No.	Timeline of Late Fee Submission	Late Fee for Institution in India	Late Fee for Institution located Outside India
1.	Within 30 days from expiry of Accreditation	Rs.1,000/-	US $ 50
2.	Within 60 days from expiry of Accreditation	Rs.2,000/-	US $ 75
3.	Within 90 days from expiry of Accreditation	Rs.4,000/-	US $ 100
4.	Within 180 days from expiry of Accreditation	Rs.8,000/-	US $ 200
The above late fee are in addition to the accreditation renewal fee of Rs.15,000/- for Institution located in India, and US $ 500 for Institutions located Outside India			

- **If the Study Centre who fails to pay the Renewal fee as per prescribed schedule, the Study Centre concerned will be made INACTIVE immediately for a duration of six months and thereafter the Study Centre will be de-accredited.**
- **After de-accreditation, the Institute has to apply again for accreditation as per norms.**
- While applying online for renewal, the institution is required to upload the current affiliation letter issued by CBSE/ICSE/CISCE/State Education Board/other Recognized Education Board in case of AI, Certificate of Registration of Society/Trust/NGO in case of AA/AVI and Certificate of recognition

from the Rehabilitation Council of India (RCI) and/or Certificate of Persons with Disability (PwD) Act (1995) from the concerned State Government.

- The concerned Regional Centre will check validity of the Affiliation Letter of the concerned Board/ other documents, and various other parameters viz., continuous admissions in the Study Centre, timely conduct of Personnel Contact Programmes (PCPs), uploading of Tutor Marked Assignments (TMA) marks, and smooth conduct of examinations etc.
- After verification of fee from the Accounts Section, the Accreditation Section, NIOS HQ will re-verify the Renewal Application of the institution.
- The renewal of accreditation of the Institute will be approved by the Competent Authority.

13.3 Issue of Renewal Letter

After approval of the Competent Authority, the Accreditation Renewal Letter will be generated on the e-accreditation Portal and simultaneously notified on the Portal for dissemination among the stakeholders.

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14. De-Accreditation/ Withdrawal Of Accreditation And Re-Accreditation

14.1 De-accreditation of Study Centre

NIOS may initiate proceedings for ***De-accreditation*** of an accredited school/institute if found indulging in the following ways:

1. Encouraging or tolerating hate among different sections of the society.
2. Non fulfillment of conditions laid down for deficiencies to be removed, even after due notice.
3. Non abiding of terms and conditions of accreditation after receiving warning letters.
4. Hindrance in smooth functioning of the NIOS programme due to dispute between members of the school management.
5. Low admission during 2 to 3 consecutive years.
6. Violation of any clause of the Memorandum of Cooperation (MOC).
7. NIOS shall de-accredit the school on establishment of serious irregularities which tantamount to cheating causing embarrassment to NIOS.
8. Any other reason found fit as decided by NIOS.
9. On recommendation of the Regional Director of NIOS Regional Centre.
10. Non payment of Renewal fee.
11. Found indulged in Unfair Means, mal-practices, resorting to mass copying and other kinds of irregularities during conduct of Public Examinations of NIOS.
12. Before de-accreditation, the study centre will be made INACTIVE on NIOS portal immediately. Thereafter, the process of de-accreditation will be initiated as per norms.
13. The NIOS shall provide adequate time and opportunity to the school served with a "Show Cause Notice" up to a maximum period of three months for giving reply/ adequate compliance/ removal of discrepancies. Decision of NIOS shall be final if the reply is not found satisfactory.

14.2 Withdrawal of Accreditation

A School/Institution accredited with NIOS may be allowed to withdraw accreditation on its own request after following the procedure given below:

1. The request for closure of the Study Centre will be considered only after one year of accreditation.
2. A resolution passed and duly signed by minimum three or one third members of the Society/Trust running the School/ Institute mentioning the reasons of closure.

14.3 Re-accreditation

1. The School/ Institute earlier accredited with the NIOS and de-accredited due to involvement in Unfair Means (UFM) in examination or withdrawal of accreditation on its own request can apply for **Re-accreditation.**

2. The School/Institute de-accredited due to involvement in UFM can apply for ***Re-accreditation*** with NIOS after five years of de-accreditation.

3. The School/Institute de-accredited/ closed due to its own request can apply for ***Re-accreditation*** only after one year from the date of de-accreditation.

4. The School/ Institute should apply afresh for re-accreditation as per existing norms of accreditation.

5. The School/ Institute is required to pay requisite fee for accreditation as per existing norms.

6. Re-accreditation will be considered once only.

7. Re-accreditation will be considered only after following due procedure.

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15. E-Services

15.0 Existing Study Centres (AIs/AVIs/AAs) shall apply online through their Dashboards for the following E-services:

15.1 Types of E-Services:

S. No.	Type of E-Services	Fee (India)	Fee (abroad)	Eligibility and required Documents (to be uploaded online)
1.	Correction/ Change in the name of the Coordinator	Rs.1000/-	US$125	• Co-ordinator Proforma duly filled and attested.
2.	Correction/ Change in the name of the Second Signatory	Rs.1000/-	US$125	• Co-ordinator Proforma duly filled and attested.
3.	Correction/Change in the Registered Email Id	Rs.1000/-	US$125	• Request of the Principal/ Co-ordinator on the Letter Head of the School.
4.	Correction/ Change in the Registered Mobile Number	Rs.1000/-	US$125	• Request of the Principal/ Co-ordinator on Letter Head of the School.
5.	Change in the Bank Details	Rs.1000/-	US$125	• Request of the Principal/ Co-ordinator on the Letter Head of the School. • Copy of Bank Passbook.
6.	Change in the Photograph of the Coordinator	Rs.1000/-	US$125	• Current Photograph of the Co-ordinator. • Request of the Principal/ Co-ordinator on the Letter Head of the School with attested photograph.
7.	Addition/change in the Affiliation details	Rs.1000/-	US$125	• Current Affiliation Letter of the concerned Board.
8.	Addition/change in the Geo-coordinates	Rs.1000/-	US$125	• Screen shot of the current geo-coordinates.
9.	Correction/ Change in the Society/ Trust Details	Rs.1000/-	US$125	• Request of the Principal/ Co-ordinator on the Letter Head of the School. • Copy of current Society Certificate/ Trust Deed. • List of Members of the Society/ Trust.
10.	Correction/ Change in the Type of the Study Centre	Rs.1000/-	US$125	• Current Affiliation Letter of the concerned Board.
11.	Correction in the Name of the Institute	Rs.2000/-	US$250	• Current Affiliation Letter of the concerned Board.
12.	Correction in the Address of the Institute	Rs.1000/-	US$125	• Current Affiliation Letter of the concerned Board.
13.	Duplicate Identity Card of the Coordinator	Rs.1000/-	US$125	• Attested photograph. • Govt. ID Proof.
14.	Addition of Gender	Rs.2000/- per Gender	US$250 per Gender	• Request of the Principal/ Co-ordinator on the Letter Head of the School.
15.	Additional/Change of the Study Medium	Rs.2000/- per medium	US$250 per medium	• Request of the Principal/ Co-ordinator on the Letter Head of the School. • Current Affiliation Letter of the concerned Board.

Sl. No.	Type of E-Services	Fee (India)	Fee (abroad)	Eligibility and required Documents (to be uploaded online)
16.	Change in the Name of the Institute	Rs.5000/-	US$500	• Resolution duly signed by all members of the Society/ Trust. • Current Affiliation Letter of the concerned Board.
17.	Addition of Science Stream (for AI only)	Rs.15000/-	US$750	• School/ Institution already accredited with NIOS for Academic Secondary and Senior Secondary courses and interested in Science Stream (Physics, Chemistry, Biology) can apply for addition of subjects through online mode only. • Resolution of Society/ Trust for addition of Science Stream. • Current Affiliation Letter of the concerned Board mentioning Science Stream. • Undertaking on school letter head stating that school is having affiliation of science stream from concerned Board of School Education. • The School should have separate Laboratories for Physics, Chemistry and Biology with appropriate apparatus and instruments for accreditation in Science subjects. • List of teachers indicating subjects of teaching with their qualifications, designations, experience and length of service in the institution including the name of the Principal and the Vice Principal of the school. • Photographs of the Physics, Chemistry, Biology Laboratories.
18.	Change in the Institutes Address (Shifting of Institute)	Rs.20000/-	US$1500	• School/ Institution is already accredited with NIOS for Academic/Vocational/OBE courses and has shifted to another location should apply for Change in the School/ Institution address. • Resolution duly signed by all Members of Society/ Trust. • Current Affiliation Letter of concerned Board mentioning new address for AI. • Certificate of Registration of Society/Trust/ NGO in case of AA/AVI and Certificate of recognition from Rehabilitation Council of India (RCI)/Persons with Disability (PWD) Act (1995) from the concerned State Government in case of SAIED. • Land document (Owned or Lease Deed) in the name of Society/ School.

S.No.	Type of E-Services	Fee (India)	Fee (abroad)	Eligibility and required Documents (to be uploaded online)
19.	Increase in Number of Seats C-B-A (for AI only)	Rs.10000/-	US$500	• School/ Institution already accredited with NIOS for Academic Secondary and Senior Secondary courses having capacity of 150 (Type C) or 300 (Type B) seats and has **utilized 100% capacity in two consecutive admission sessions can apply** for increase in the number of seats. • **Requirement of classrooms:** The size of each classroom should not be less than 300 Sq. ft. i.e. 15 x 20 Sq. ft. (i) Minimum 15 Classrooms for Type B (300 seats). (ii) Minimum 20 Classrooms for Type A (500 seats). • Resolution of the Management for increase in number of seats (duly signed by all members of Management). • Copy of Current Affiliation letter from the Concerned Board of Education. • Copy of the documents pertaining to the Land of the school (lease/ownership). • Layout Plan of the Building of the school/ institute (clearly showing classrooms).
20.	Up-gradation from Secondary to Sr. Secondary. (for AI only)	Rs.15000/-	US$500	• School/ Institution already accredited with NIOS for Academic at the Secondary level and interested for accreditation at the Sr. Secondary level can apply for Up-gradation from the Secondary to the Sr. Secondary. • **Requirement of Classrooms:** The size of each classroom should not be less than 300 Sq. ft. i.e., 15 x 20 Sq. ft. • **Current affiliation letter of concerned Board.** • For obtaining Science accreditation at the Sr. Secondary level, the School should have separate Laboratories for Physics, Chemistry and Biology with appropriate apparatus and instruments. • Resolution duly signed by all the Members of the Society/Trust for up-gradation from the Secondary to the Sr. Secondary. • List of teachers indicating their teaching subjects along with their qualifications, designations (PGT/TGT), experience and length of service in the institution including the name of the Principal and the Vice Principal of the school. • Photographs of all the Laboratories.

S.No.	Type of E-Services	Fee (India)	Fee (abroad)	Eligibility and required Documents (to be uploaded online)
21.	Renewal Fee Payment (Extension of accreditation after completion of every five years).	Rs.15000/-	US$500	Refer Chapter No.13
22.#	Re-accreditation after De-accreditation	Rs.50000/-	US$2500	Refer Chapter No.14
23.	Addition of Trade/ Course (for AVI only)	Rs.5000/- Per Trade/ Course	US$500	• Resolution of the Society/ Trust. • Co-ordinator Proforma (in case of Institute is accredited for more than 5 years). • List of Faculties as per applied Trade/ Course. • List of Tools and Equipments as per applied Trade/ Course. • Photographs of Laboratories as per applied Trade/ Course.
24.	Increase of Batch size (for AVIs only)	Rs.10000/-	US$500	• Resolution of Society/ Trust • List of Faculty as per applied Trade/ Course. • List of Tools and Equipments as per applied Trade/ Course. • Photographs of the Laboratories as per applied Trade/ Course.
25.	Increase of Seats (AAs only)	Rs.10000/-	US$500	• Schools/ Institutions already accredited with NIOS for Open Basic Education courses can apply for increase in seats. • **Requirement of classrooms:** The size of each classroom should not be less than 300 Sq. ft. i.e. 15 x 20 Sq. ft.(i) Minimum 8 Classrooms are required for 300 seats.(ii) Minimum 12 Classrooms are required for 500 seats. • Resolution of the Management for increase in the number of seats (duly signed by all the members of Management). • Copy of the documents pertaining to the Land of the School (lease/ownership). • Layout Plan of the building of the School/ Institute (clearly showing classrooms).

In case of Study Centre de-accredited due to indulging in UFM during conduct of NIOS Public exams.

15.2 General instructions

i. A willing Study Centre can apply for above E-Services through online mode only.

ii. Visit NIOS Portal **https://sdmis.nios.ac.in in case of AI/AA and https://voc.nios.ac.in in case of AVI.**

iii. Log in with their Dash Board with existing AI/AVI/AA credentials.

iv. Use E-service.

v. Apply for desired E-services

vi. Upload the required documents.

vii. Make requisite payments through online mode.

(No need to submit hard copy of the application and the documents at RC or at NIOS HQ)

15.3 Procedure for Processing of Applications

15.3.1 Regional Centre level:

i. The Regional Centre shall ensure the eligibility of the study centre for applying via E-services.

ii. Verify Online Application found eligible as per norms.

iii. Reject ineligible Application.

iv. The Regional Centre shall constitute the Inspection Committee as per norms and carry out inspection of the eligible cases of **Addition of Science Stream, Change in Institute's Address (Shifting of Institute), Increase in Number of Seats, Up-gradation from the Secondary to the Sr. Secondary (for Academic Courses), Addition of Trade/Course, Increase of Batch sizes (for Vocational Education) and Increase in number of seats (for OBE).**

v. The Inspection Committee shall carry out inspection of the applicant Institution and submit the Inspection Report along with Video Recording to concerned Regional Centre.

vi. The Inspection Committee/Regional Centre concerned will upload the scanned copy of Inspection Report on E-accreditation portal and keep the original inspection report along with Video Recording in their safe custody.

vii. No inspection is required for other E-service request.

15.3.2 NIOS Headquarter's level:

i. The Accreditation Section of NIOS will re-check and re-verify the Online Application.

ii. The Accreditation Section will re-verify the Inspection Report (in case the inspection is required).

iii. The Competent Authority will approve/ reject the Application.

iv. Generate online letters to the Institutions.

v. To report cases to the AAC.

*****

16. Accreditation Fee

16.1 Fee Structure

1. The Fee for Academic, Vocational and OBE accreditation is Rs.30,000/- (Rupees Thirty Thousand only). In addition to above, Rs.50/- for each online transaction will be charged along with the accreditation fee.

2. Existing accreditation fee for the foreign School/Institution is US$ 1500.

3. Kendriya Vidyalayas/ Jawahar Navodaya Vidyalayas/ Central Govt. Schools or Institutions/ State Govt. Schools/ Jails are exempted from paying the Registration Fee for accreditation.

16.2 Schedule of Payment of Fee

Total Accreditation Fee	Initial Fee Payment at the time of registering the Application	Final Fee Payment after scrutiny of Documents
Rs.30,000/-	Rs.10,000/-	Rs.20,000/-

16.3 Penalty for delay in final payment of accreditation fee of Rs.20,000/-

Up to 10 days - NIL

Up to 20 days - Rs.5,000/-

Up to 30 days - Rs.10,000/-

- The Registration shall stand cancelled on non-payment of remaining accreditation fee of Rs. 20,000/- beyond 30 days.
- The fee should be paid via online mode through the Accreditation Portal of NIOS only.
- Online registration of application will not be accepted without the Accreditation fee.
- Application once rejected will not be re-considered and fee paid will not be refunded under any circumstances.

*****

17. Retention and Disposal of Accreditation Files/Records

The Accreditation Section of NIOS processes a large number of applications for accreditation for Academic, Vocational and OBE Programmes every year. The following types of applications/ cases cannot be retained for a long period. Depending upon the requirement of such materials, the policy for specific time period for retention and disposal has been framed as mentioned below:

S.No.	Kind of Material	Retention Period	Disposal Policy
1.	Application along with documents Not recommended by the Screening Board Committee (SBC).	One Year from the date of SBC.	The Regional Director concerned may initiate steps for disposal of material after following due procedure.
2.	Application of State Education Board Institute along with documents not recommended by the Accreditation Advisory Committee (AAC).	One Year from the date of AAC.	The Accreditation Section of NIOS may initiate steps for disposal of material after following due procedure.
3.	Application of CBSE Institute along with documents not recommended by the Competent Authority	One Year from the date of "Not Recommended"	
4.	Study Centre accreditation File De-accredited due to involvement in Unfair Means Cases in NIOS examinations.	Five Years from the date of de-accreditation.	
5.	Study Centre Accreditation File de-accredited on its own request.	Two Years from the date of de-accreditation.	
6.	Non functional Study Centre made inactive (as per request of the Regional Director)	Two Years from the date it was made Inactive.	
7.	Study Centre made Inactive/ de-accredited due to non submission of renewal fee.	Two Years from the date it was made Inactive/ de-accreditation.	
8.	Close down accreditation applications (with documents) due to non submission of required documents/ fee etc.	One Year from the date of close down.	
9.	Other applications/ letters/ records not processed due to incomplete documents/ information	One Year from the date of receipt.	

*****

18. Refund Policy

18.1 The accreditation fee or other accreditation related fee will not be refunded in any case to the School/Institute, who have applied for accreditation of NIOS.

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19. Interpretation

19.1 The decision of the Chairperson, NIOS shall be final on any question as to the interpretation of any provision of 'Bye-laws Governing Accreditation of Institutions with NIOS'.

*****

20. Amendments And Revision

20.1 The Accreditation Advisory Committee (AAC) of NIOS is competent to make from time to time amendments and revision in the Bye-laws Governing Accreditation and to implement them after approval of the Chairperson, NIOS.

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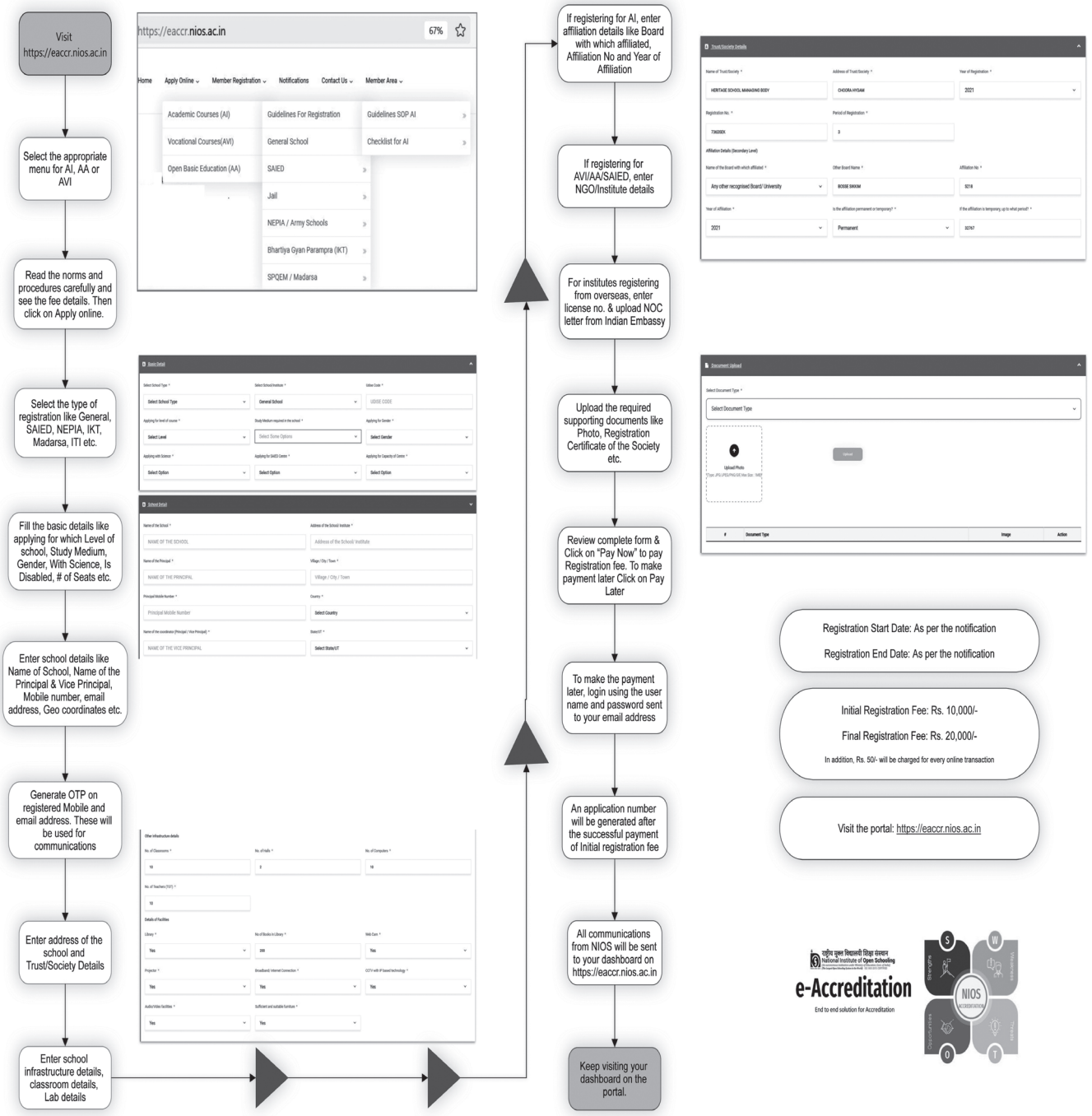
21. JURISDICTION

21.1 The legal Jurisdiction for the suits to be filed against NIOS, if any, on matters concerning these Bye-laws shall be the Courts of Gautam Budh Nagar, Noida, Uttar Pradesh.

21.2 The Secretary, NIOS shall be the legal person/authority in whose name NIOS may sue and be sued.

*****

REGISTRATION FOR ACCREDITATION - PROCESS FLOW DIAGRAM



ANNEXURE - 2

PROFORMA FOR AFFIDAVIT BY THE PRINCIPAL OF THE INSTITUTION APPLYING FOR ACCREDITATION

To be submitted By the Principal of the Applicant School for Accreditation from NIOS on Rs. 100/ Non Judicial Stamp Paper to be sworn before the Notary (Public).

Photograph of the Principal

I, _____, Principal of _____

resident of _____

hereby solemnly affirm and declare that:

1. I have applied for accreditation of my school/institute with NIOS for _____ (Academic/ Vocational/OBE Programme) without any external intervention.
2. After accreditation, the Study Centre of NIOS will function under my control and supervision.
3. I will also act as the Coordinator of the Study Centre without ant fear and favour.
4. If my school is fixed as an Examination Centre by NIOS, I will act as the Centre Superintendent and ensure fair and smooth conduct of Examinations of NIOS.
5. No outside person will be allowed to interfere in functioning of the Study Centre.
6. In case, I relinquish the charge of the Principal, I will inform the same to NIOS in this regard.
7. I shall abide by my above statement and in case, at any time, it is observed by NIOS that I am deviating from my above statement, NIOS may take action against me.

VERIFICATION

I, the above name deponent, do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed therefrom.

(Signature)
(Name, designation, Address of the Principal with Seal)

Place:
Date:

DEPONENT

ANNEXURE - 3.1

PROFORMA FOR APPOINTING THE CO-ORDINATOR AND THE SECOND SIGNATORY FOR AI/AVI

NATIONAL INSTITUTE OF OPEN SCHOOLING

A-24-25, Institutional Area, Sector-62, NOIDA, Uttar Pradesh-201309

Proforma for appointment of the Coordinator

To operate the Account from the Institution

AI No./AVI No. _____

To,

The Director
Department of Student Support Services
National Institute of Open Schooling
A-24-25, Institutional Area, Sector-62, NOIDA, Uttar Pradesh-201309

Sir/Madam

A) It is brought to your notice that Shri/Smt. _____ working as _____ has been appointed as the Coordinator of the AI/AVI from the academic session _____.
(Principal or Vice Principal can be appointed as Coordinator for AI)
(Principal/Director/Head can be appointed as Coordinator for AVI)

B) Shri/Smt. _____ working as _____ has been nominated as the Second Officer to jointly open and operate the Bank Account with the Coordinator for the AI/AVI.

(Vice-Principal or any other faculty or Administrative Staff of the school can be nominated by the Principal/ Management for appointment as the Second Signatory)

The specimen signatures of the Coordinator as well as the Second Officer authorized to open and operate the joint bank account with their complete residential address and phone numbers duly attested are given below.

A) Specimen Signature of the the Coordinator	B) Specimen Signature of the Second Signatory
1. _____	1. _____
2. _____	2. _____
Name and Designation	Name and Designation
Residential Address	Residential Address
_____	_____
_____	_____
_____	_____
Telephone No. _____	Telephone No. _____

ATTESTED

Signature _____
Full Name _____
Designation _____
Residential Address of _____
the Attesting Officer _____
Telephone No. _____

B) The Bank Account will be opened in the name of:
"The Co-ordinator, NIOS, _____
(Name of the AI)
"The Bank Account is in _____
(Name of the Bank)

It will be operated jointly be the Coordintor and the Second Signatory only as mentioned in previous page.

Our consent to collaborate with NIOS is also conveyed assuring that all academic and administrative services to students as listed in Norms and Procedure will be provided. Our undertaking to use the financial grant for purposes specified by the NIOS is also accorded.

Thanking you,

Yours faithfully,

Signature of the Principal
Name _____
With seal of the AI/AVI

Place _____
Date _____

Note :

1. In case of Kendriya Vidyalaya, Jawahar Navodaya Vidyalaya and Government's Institutions, the Principal can self attest the Proforma.
2. In other cases, attestation of the Coordinator's Proforma may be done by the Manager/Chairman/ President etc., of the school or any other higher authority of the school.
   - 2.1 Principal/Vice-Principal/Director/Head can be appointed as Coordinator.
   - 2.2 Vice-Principal or any other faculty or Administrative Staff of the school can be nominated by the Principal/Management for appointment as the Second Signatory.
   - 2.3 Change of the Coordinator should be brought to the notice of NIOS immediately for necessary updation in the List of Study Centres and in other records.

ANNEXURE - 3.2

PROFORMA FOR APPOINTING THE CO-ORDINATOR FOR THE ACCREDITED AGENCY (AA)

NATIONAL INSTITUTE OF OPEN SCHOOLING

A-24-25, Institutional Area, Sector -62, NOIDA, Uttar Pradesh-201309

Proforma for Appointment of the Co-ordinator for Open Basic Education (OBE) Programme

AA No._____

The Director
Department of Student Support Services
National Institute of Open schooling
A-24/25, Institutional Area
Sector -62, NOIDA, Uttar Pradesh-201309

Sir/Madam,

It is brought to your notice that Shri/Smt._____ working as _____ has been appointed as the Coordinator of the Accredited Agency (AA) from the academic session_____.

Specimen Signature's of the Coordinator

1. _____
2. _____

Name and Designation

_____

Address _____

_____

_____

Telephone No. _____

(To be ATTESTED By the Governing Authority of the Society)

Signature _____
Full Name _____
Designation _____
Address _____
Telephone No. _____

Complete Address of School/Madrasa _____

Phone No._____Mobile No._____Email Ids _____

Our consent to collaborate with NIOS is also conveyed assuring that all academic and administrative services to students as listed in Norms and Procedure will be provided.

Yours faithfully,

Signature of the Principal
Name_____
(With Official Seal)

Place : _____
Date : _____

Note:

1. In case of Kendriya Vidyalayas, Jawahar Navodaya Vidyalayas and Government's Institutions, the Principal can self attest the Proforma.
2. In other cases attestation of the Coordinators Proforma may be done by the Manager/Chairman/ President etc., of the school or any other higher authority of the school.

2.1 Principal/Vice-Principal/Director/Head can be appointed as the Coordinator.

2.2 Vice-Principal or any other faculty or Administrative Staff of the school can be nominated by the Principal/Management for appointment as the Second Signatory.

2.3 Change of the Coordinator should be brought to the notice of NIOS immediately for necessary updation in the List of Study Centres and in other records.

User Manual for operating NIOS Inspection Mobile App 'Niयमन'

NIOS has launched a new **Mobile App 'Niयमन'** (**Inspection Mobile App**) on 24th April, 2024 especially designed and developed for inspection of Schools/Institutes. This App allows the Inspection Committee to capture and upload photographs of the infrastructure/ documents of the School/Institute. This App facilitates live reporting during inspection and captures real–time images and Geo-coordinates of School/Institute seeking accreditation. This App will improve the accuracy and transparency of inspections for accreditation in NIOS.

The Primary Member (Nominated by NIOS, NOIDA) of the Inspection Committee will be the user of the Inspection Mobile App.

➤ ***Downloading of Mobile App***

The Mobile app will be available on the Google Play Store for Android devices and the Apple Store for Apple devices. It can also be downloaded from the dashboard of the Primary Member of the Inspection Committee or the Regional Director, NIOS.

➤ ***Login:***

The Primary Member of the Inspection Committee should log into the Mobile App using the Mobile Number registered with NIOS.

➤ ***Verification:***

An OTP will be sent to the registered Mobile Number. Upon successful login, the dashboard will appear.

➤ ***Dashboard:***

The dashboard will display all the Schools/Institutes assigned for inspection by the Regional Centre to the Inspection Committee. It will also show the application number and name of School/Institute to be inspected.

➤ ***Capturing the Images:***

Read the instructions carefully before capturing and uploading Photo(s):

(i) The images should not be blurry.

(ii) The images should clearly show the School's infrastructure including buildings, classrooms, laboratories, library, toilets, etc., as specified in the category.

(iii) Check all options before uploading and ensure that photo(s) are correct.

(iv) Multiple photo(s) can be captured for each category mentioned in the mobile app.

(v) Uploaded photo(s) cannot be changed after submission.

The Inspection Committee will need to capture and upload the relevant photo(s) in the following categories as displayed in the Mobile App.

1. ***Inspection Committee Member(s) Selfie:***

   A Selfie (one or multiple) with all Inspection Committee Members must be taken from the front of the School/Institute building clearly showing the signboard with the name of the School/Institute.

2. ***School Building Photos:***

   The Inspection Committee will need to capture and upload multiple photo(s) of the School/Institute building from the following angles:

   a. Front Side

   b. Back Side

   c. Boundary wall

   d. Play ground/ Surrounding area of school

3. ***Classroom(s) Photos:***

   The Inspection committee is required to capture and upload minimum four photographs of different classrooms with teachers and students:

4. ***Laboratories Photos:***

   The Inspection Committee should capture and upload photos of the following laboratories:

   a. For Secondary course:

      i. Composite Lab

   b. For Sr. Secondary course:

      i. Physics Lab

      ii. Chemistry Lab

      iii. Biology Lab

      iv. Computer Lab

   c. For Vocational Course

      i. Trade wise Laboratories(s)

      ii. Tools and equipments

5. ***Library Photos:***

   The Inspection Committee should capture and upload multiple photo(s) of the School/Institute's Library.

6. ***Public Facilities Photos:***

   The Inspection Committee should capture and upload at least three photos of the public facilities:

   a. Potable Water

   b. Boys Washroom

   c. Girls Washroom

7. Documents Photos:

The Inspection Committee should capture and upload multiple photos of the following **original** document(s):

a. Affiliation Letter from the concerned Board for the Secondary and the Senior Secondary courses.

b. Certification from the Rehabilitation Council of India and/ or Certificate under Person with Disabilities (PwD) Act (1995) from concerned State Government (in case of Special Accredited Institutions for Education of the Divyangs (SAIEDs).

c. Certificate of Registration of the Society/Trust especially in the case accreditation of the Open Basic Education Programme and the Vocational Courses.

d. Other relevant document, if any.

8. Inspection Report:

The Inspection Committee must capture and upload photos of each page of the pre-filled Inspection Report, with all the members of the Inspection Committee duly signing each page.

9. Logout:

After successful uploading all the photographs and the Inspection Report, the Inspection Committee can view the photographs and then **logout** from the Mobile App.

10. Technical Support:

For any technical issue related to the Inspection Mobile app, users can send an email or call using the **"Support Icon"** available within the **App**.

*****

ANNEXURE - 4.2

PROFORMA OF INSPECTION REPORT FOR ACCREDITED INSTITUTION (AI)

NATIONAL INSTITUTE OF OPEN SCHOOLING
(Department of Student Support Services)

INSPECTION REPORT OF THE SCHOOL/ INSTITUTE FOR GRANT OF ACCREDITATION FOR ACADEMIC COURSES

General Instructions

1. Please read and follow the guidelines/ instructions for inspection.
2. Please check the documents of the institute as per the checklist.
3. Please submit the original Inspection Report and Video recording of inspection to the concerned Regional Centre of NIOS in a sealed envelope marked 'CONFIDENTIAL'.

Basic Details	Application No.	

1. Applied for Academic Courses (AI):				
(i)	School/ Institute (Govt./ Non Govt./ Private School :			
(ii)	Level of School:		(xiii) Medium of Study :	
(iii)	Gender:		(xiv) Applied with Science:	
(iv)	Divyang:		(xv) Seat Type:	
(v)	Name of the Institute:			
(vi)	Complete Address:			
(vii)	District:		(xvi) Pin Code:	
(viii)	State/UT:		(xvii) Country :	
(ix)	Telephone No. (School):		(xviii) Mobile No.:	
(x)	Email Id:			
(xi)	Name of the Principal/ Vice Principal (as co-ordinator) :		(xix) Mobile No.:	
(xii)	Name of the Second Signatory:		(xx) Mobile No.:	

The following Infrastructure/Documents are to be checked by the Inspection Team during inspection of the School/ Institute.

2. Trust/ Society Details:	**Data/ Information**	**Verified (Yes/No)**	**Remarks (if not verified)**
(i) Name of the Trust/ Society			
(ii) Address of the Trust/Society			
(iii) Registration No.			
(iv) Year of Registration			
(v) Period of Registration			
(vi) Validity Expired (Yes/ No)			
3. Affiliation Details:			
a. Secondary/ High School			
(i) Name of the Affiliating Board of School Education			
(ii) Affiliation No.			
(iii) Year of affiliation			
(iv) Is the affiliation Permanent/ Temporary?			
(v) If the affiliation is temporary, upto what Period?			
(vi) (Recognised Board/Non-Recognised Board)			
(vii) Validity of affiliation Expired (Yes/ No)			
b. Sr. Secondary/ Pre-University/ Junior College			
(i) Name of the Affiliating Board of School Education			
(ii) Affiliation No.			
(iii) Year of affiliation			
(iv) Is the affiliation Permanent/ Temporary?			
(v) If the affiliation is temporary, upto what Period?			
(vi) Subject/Streams(Science/Commerce/Arts) for which affiliation has been given by the Board			
(vii) (Recognised/Non-Recognised) Board			
(viii) Validity of affiliation Expired (Yes/ No)			

4. For SAIED			
(i) Approval from the Rehabilitation Council of India (Yes/ No)			
(ii) Registration under Persons with Disability Act, (1995) (Yes/ No)			
(iii) Registration for Persons with Disability under State Govt. Act (Yes/ No) If yes, name of the Authority			

5. Number of Students			
(i) Secondary:			
(ii) Sr. Secondary:			
6. School Building and Land			
(i) Area of land (in Square Meters)			
(ii) Ownership/On lease/On Rent			
(iii) Basic Land Document			
(iv) Name of the Owner			
7. Verification of Other Infrastructure			
(i) Number of Classrooms			
(ii) Number of Halls			
(iii) Number of PGTs			
(iv) Number of TGTs			
(v) Number of Computers			
(vi) Availability of Library			
(vii) Number of Labs: 1.			
2.			
3.			
4.			
5.			
6.			
7.			

8. Whether the applying Institution/School receives any grant from the Govt. of India/State Govt./Union Territory or from any other source? Yes/ No _____ If yes, State the source _____

9. Whether accounts have been audited by CA/Govt. Auditors? Yes/ No _____

10. Whether the Institution/school is fit for conducting Public Examinations? Yes/No _____

11. **Recommendations of the Inspection Committee:**

The Inspection Committee has inspected the above School/ Institute on _____ (date of inspection). The Physical infrastructure and documents of the Institute have been verified by the Committee.

a) Recommended or Not Recommended _____

b) If Recommended, indicate the following vis-à-vis your recommendations.

Dimensions	**Variants**	**Recommendation of the Team**
Level	Secondary/Sr.Secondary/Both	
Science Stream	With or without Science for Sr.Secondary	
Category	Number of Classrooms – 20 : Type -A (500)	
	Number of Classrooms – 15 : Type -B (300)	
	Number of Classrooms – 10 : Type-C (150)	

c) In case the school is not recommended for accreditation, give specific reasons thereof:

_____

_____

_____

_____

	Member (Internal Staff)	**Member**	**Member**	**Member (Primary)**
Signature				
Name				
Designation				
Address				
Mobile No.				
Date				

12. **Certificate of the Regional Director, NIOS**

It is certified that the Inspection Committee has carried out inspection on _____ (Date). The Inspection Report has been checked and verified in all aspects. The aforesaid Institute _____ (Name of the School/ Institute) is _____ (Recommended/ Not Recommended) for grant of accreditation as the Accredited Institution of NIOS.

Date: _____

Signature and Seal of the Regional Director, NIOS

PROFORMA OF INSPECTION REPORT FOR ACCREDITED VOCATIONAL INSTITUTION (AVI)

NATIONAL INSTITUTE OF OPEN SCHOOLING
(Department of Student Support Services)

INSPECTION REPORT OF THE SCHOOL/ INSTITUTE FOR GRANT OF ACCREDITATION FOR VOCATIONAL EDUCATION COURSES/AVI

General Instructions

1. Please read and follow the guidelines/ instructions for inspection.
2. Physically inspect the institution and academic facilities as mentioned by the Institute in the Application Form.
3. Discuss with the Principal/Coordinator/Management representatives of the Institute on the vision/commitment of the institute.
4. Discuss with the faculty to assess their aptitude and ability to run the vocational education courses.
5. Discuss with students (if the institute is already running some programme of NIOS or of other agencies).
6. Please check the documents of the Institute as per the Checklist.
7. The Inspection Team, if finds any discrepancy with the information submitted in the Application Form, should record the same in the Inspection Report.
8. The Team should not carry out inspection for the courses not mentioned in the schedule for inspection.
9. Please submit the original Inspection Report and Video Recording of inspection to the concerned Regional Centre of NIOS in a sealed envelope marked 'CONFIDENTIAL'.

Basic Details	Application No.

1. Applied for Vocational Education Courses (AVI):			
(i)	School/ Institute (Govt./ Non Govt./ Private School/NGO/SAIED :		
(ii)	Divyang:		
(iii)	Medium of Study :		
(iv)	Name of the School/Institute		
(v)	Complete Address		
(vi)	Village/ City/ Town		
(vii)	District	(viii) Pin Code :	
(ix)	State/ UT	(x) Country :	
(xi)	Telephone No. (School)	(xii) Mobile No. :	
(xiii)	Email Id		
(xiv)	Name of the Principal/ Vice Principal (as Coordinator)	(xv) Mobile No. :	
(xvi)	Name of the Second Signatory	(xvii) Mobile No. :	

2. Trade and Seats Details

Name of the applied Trade/ Course	Seats	Name of the applied Trade/ Course	Seats

The following Infrastructure/Documents are to be checked by the Inspection Team during inspection of the School/ Institute

3. Trust/ Society Details:	**Data/ Information**	**Verified (Yes/ No)**	**Remarks (if not verified)**
(i) Name of the Trust/ Society			
(ii) Address of the Trust/Society			
(iii) Registration No.			
(iv) Year of Registration			
(v) Period of Registration			
(vi) Validity of Registration Expired (Yes/No)			

4. Institute Building and Land Details:			
(i) Ownership/ On lease/ On Rent			
(ii) Basic land document			
(iii) Name of the owner			
5. Verification of Other Infrastructure:			
(i) Number of Classrooms			
(ii) Number of Halls			
(iii) No. of Computers			
(iv) Availability of Library			
6. No. of Students in the School/Institute:			
(i) No. of boys			
(ii) No. of girls			
(iii) Total			
7. No. of Teaching Staff of School/Institute:			
(i) Number of Teachers (TGTs)			
(ii) Number of Teachers (PGTs)			
(iii) Special Educator (if any)			

	Data/ Information	**Verified (Yes/ No)**	**Remarks(if not verified)**
8. Other details to be filled by the Inspection Committee (if any)			
a. Accreditation Details:			
(i) Is Institute accredited with NIOS (Yes/ No)			
(ii) If Yes, please mention AI/AVI/AA No.			
b. Board's Affiliation Details (Secondary):			
(i) Name of the affiliating Board of School Education			
(ii) Affiliation No.			
(iii) Year of affiliation			
(iv) Is the affiliation Permanent/ Temporary?			
(v) If the affiliation is temporary, upto what Period?			
(vi) (Recognised Board/Non-Recognised Board)			
(vii) Validity of affiliation Expired (Yes/ No)			
c. Board's Affiliation Details (Sr. Secondary):			
(i) Name of the Affiliating Board of School Education			
(ii) Affiliation No.			
(iii) Year of affiliation			
(iv) Is the affiliation Permanent/ Temporary?			
(v) If the affiliation is temporary, upto what Period?			
(vi) Subject/Streams (Science/Commerce/Arts) for which affiliation has been given by the Board			
(vii) Recognised/Non-Recognised Board			
(viii) Validity of affiliation Expired (Yes/ No)			
d. For SAIED/ Disabled learners Institute (if any)			
(i) Approval from the Rehabilitation Council of India (Yes/ No)			
(ii) Registration under Persons with Disability Act, (1995) (Yes/ No)			
(iii) Registration of Persons with Disability under State Govt. Act (Yes/ No). If yes, name of the Authority			

9. Grading of the various parameters as observed by the Inspection committee: (Excellent/ Very Good/ Good/ Average/Below Average)

I. Parameters

S. No.	General Standard	Guiding Factors	Grading by the Inspection Committee
1.	Background of the Chairman/President and Executive Secretary	Eminent Educationist, Professional Technologist, Administrators should be given weightage.	
2.	Background of other members	-do-	
3.	Track Record/Reputation of Society/ Trust	Higher weightage to be given to reputed Societies running similar programmes.	
4.	Financial Position of the Society/Trust	Assets and liabilities should be taken into consideration	
5.	Building in possession	Weightage to be given after considering the following: i. Own land ii. Rented building iii. Independently to be utilized for running the programme(s) iv. Location details i.e. ambience of the area. v. Support facilities like water, electricity, communication, canteen etc. vi. Conducive to conduct of education in a proper atmosphere vii. Easy accessibility by public transport to students and staff.	
6.	Profile of Target Groups	Disadvantaged groups, women, rural people, people from slums, tribal, differently-abled person may be given higher weightage.	
II. Specific Standards for the Proposed Programmes			
1.	Theory Rooms, lecture halls, tutorials, laboratories and workshops (Please verify and indicate the numbers and also enclose the layout plan)	Intake of students, adequacy, ventilation, natural light, size, state of the Art furniture, Rooms size should be considered.	
2.	Tools and equipments (Please Verify and enclose a list of available Tools Trade wise with number)	Availability of the course related tools and equipments, their model, working condition, number of equipments and tools.	
3.	General Office infrastructure, availability of modern gadgets and Installation of CCTV, Internet etc.	Availability and working conditions of official gadgets.	
4.	Availability of Teaching Aids	Availability of modern Teaching Aids such as computers, software TV, OHP, use of LCD, Multimedia and teaching aids relevant to the trade etc. may be considered.	
5.	Library a. Accommodation b. Availability of books, journals etc.	Whether independent or shared, availability and quality of furniture, library management details etc., easy access to students. Number of books, volumes relevant to the programmes; titles, Number of National/International Journals.	
6.	Head and Faculty (a). Profile of Director/ Principal of the Institution (b). Profile of the faculty (Please enclose details of the faculty with their qualifications.	For (a) (b) Qualification, experience, whether part time of full time, salary/honorarium, understanding of open and distance learning, interest and enthusiasm etc., to be considered.	
7.	Provision of extra curricular and co-curricular activities, play ground, Auditorium, Seminar/ Committee Rooms etc.	Available facilities should be taken into consideration.	
III. Vision of the institute/industry-interaction etc.			
1.	Profile of growth/vision of the Institute	To be analyzed based on discussion with the Management.	
2.	Liaison or interaction with industry initiated or finalized or planned.		
3.	Feedback details of pass out students and their placement (in case of institution already functioning)		

10. Recommendations of the Inspection Committee:

a) General observations of the inspection committee.

_____

_____

_____

_____

b) Specific recommendations for accreditation of Trade/ Course.

S. No.	Name of the Trade/Course	Code No.	Batch Size *(No. of Students X No. of batches)*	Medium of the Course	Remarks

c) Courses not recommended (give the specific reasons)

S. No.	Name of the Trade/Course	Reasons/ Remarks

- **Please recommend Batch Size within the limit given in the Prospectus.**
- **Please do not recommend any course that is not assigned for inspection.**

11. Certificate by the Inspection Committee:

Certified that the aforesaid inspection has been carried out on _____ (Date of Inspection) and recommendations have been made after duly verifying/ observing the facts during personal visit of the School/Institute/Society/Agency/NGO.

	Member (Internal Staff)	Member	Member	Member (Primary)
Signature				
Name				
Designation				
Address				
Mobile No.				
Date				

12. Certificate by the Regional Director, NIOS

It is certified that the Inspection Committee has carried out inspection on _____ (Date). The Inspection Report has been checked and verified in all aspects. The aforesaid Institute _____ (Name of the School/ Institute) is _____ (Recommended/ Not Recommended) for grant of accreditation as the Accredited Vocational Institute of NIOS.

Date: _____

Signature and seal of the Regional Director, NIOS

PROFORMA OF INSPECTION REPORT FOR ACCREDITED AGENCY (AA)

NATIONAL INSTITUTE OF OPEN SCHOOLING
(Department of Student Support Services)

INSPECTION REPORT OF THE SCHOOL/ INSTITUTE FOR GRANT OF ACCREDITATION FOR OPEN BASIC EDUCATION (OBE) PROGRAMME

General Instructions

1. Please read and follow the guidelines/ instructions for inspection.
2. Please check the documents of the institute as per the checklist.
3. Please submit the original Inspection Report and Video recording of inspection to the concerned Regional Centre of NIOS in a sealed envelope marked 'CONFIDENTIAL'.

Basic Details	Application No.	

1. Applied for Open Basic Education (OBE) Programme :			
(i) School/ Institute (Govt./ Non Govt./ Private School/NGO/SAIED :			
(ii) Divyang		(iii) Medium of Study	:
(iv) Seat Type		(v) Gender	:
(vi) Name of the Institute			
(vii) Complete Address			
(viii) District		(ix) Pin Code	:
(x) State/UT		(xi) Country	:
(xii) Telephone No. (School)		(xiii) Mobile No.	:
(xiv) Email Id			
(xv) Name of the Principal/ Vice Principal (as Coordinator)		(xvi) Mobile No.	:
(xvii) Name of the Second Signatory		(xviii) Mobile No.	:

The following Infrastructure/Documents are to be checked by the Inspection Team during inspection of the School/ Institute:

2. Trust/ Society Details:	**Data/ Information**	**Verified(Yes/ No)**	**Remarks (if not verified)**
(i) Name of the Trust/ Society			
(ii) Address of the Trust/Society			
(iii) Registration No.			
(iv) Year of Registration			
(v) Period of Registration			
(vi) Validity of Registration Expired (Yes/No)			
3. Institute Building and Land Details:			
(i) Ownership/ On Lease/ on Rent			
(ii) Basic land document			
(iii) Name of the owner			
4. Verification of other Infrastructure			
(i) Number of Classrooms			
(ii) Number of Halls			
(iii) No. of Computers			
(iv) Availability of Library			
5. No. of Students in the School/Institute:			
(i) No. of boys in Class I			
(ii) No. of girls in Class I			
(iii) No. of boys in Class II			
(iv) No. of girls in Class II			
(v) No. of boys in Class III			
(vi) No. of girls in Class III			
(vii) No. of boys in Class IV			
(viii) No. of girls in Class IV			

(ix)	No. of boys in Class V			
(x)	No. of girls in Class V			
(xi)	No. of boys in Class VI			
(xii)	No. of girls in Class VI			
(xiii)	No. of boys in Class VII			
(xiv)	No. of girls in Class VII			
(xv)	No. of boys in Class VIII			
(xvi)	No. of girls in Class VIII			
6.	**No. of Teaching Staff of School/Institute:**			
(i)	Number of Teachers for Primary			
(ii)	Number of Teachers for Middle			
(iii)	Special Educator (if any)			
7.	**Other details to be filled by the Inspection Committee (if any)**			
a.	**Accreditation Details:**			
(i)	Is Institute accredited with NIOS (Yes/ No)			
(ii)	If Yes, please mention AI/AVI No.			
b. Board's Affiliation Details (Secondary):				
(i)	Name of the affiliating Board			
(ii)	Affiliation No.			
(iii)	Year of affiliation			
(iv)	Is the affiliation Permanent/ Temporary?			
(v)	If the affiliation is temporary, upto what Period?			
(vi)	(Recognised Board/Non-Recognised Board)			
(vii)	Validity Expired (Yes/ No)			
c. Board's Affiliation Details (Sr. Secondary):				
(i)	Name of the affiliating Board			
(ii)	Affiliation No.			
(iii)	Year of affiliation			
(iv)	Is the affiliation Permanent/ Temporary?			
(v)	If the affiliation is temporary, upto what Period?			
(vi)	Subjects/Streams (Science/Commerce/Arts) for which affiliation has been given by Board			
(vii)	(Recognised/Non-Recognised)			
(viii)	Validity Expired (Yes/ No)			
d. For SAIED/ Disabled learners Institute				
(i)	Approval from Rehabilitation Council of India (Yes/ No)			
(ii)	Registration under the Persons with Disability Act, (1995) (Yes/ No)			
(iii)	Registration of Persons with Disability under State Govt. Act (Yes/ No). If yes, name of the Authority			

8. Recommendations of the Inspection Committee:

a) Recommended or Not Recommended to become the Accredited Agency of NIOS _____

b) If Recommended, indicate the following in support of your Recommendations.

Dimensions	Variants	Recommendations of the Inspection Committee (Please tick)
Level	A – equivalent to class III	
	B – equivalent to class V	
	C – equivalent to class VIII	
Category	Number of Classrooms – 12 : Type -A (500)	
	Number of Classrooms – 8 : Type -B (300)	
	Number of Classrooms – 5 : Type-C (150)	

(c) In case the school is not recommended, give specific reasons thereof:

_____

_____

_____

Certificate by the Inspection Committee: Certified that the aforesaid inspection was carried out on _____ (Date of Inspection) and recommendations have been made after duly verifying/ observing the facts during personal visit of the School/Institute/ Society/Agency/NGO.

	Member (Internal Staff)	Member	Member	Member (Primary)
Signature				
Name				
Designation				
Address				
Mobile No.				
Date				

9. Certificate by the Regional Director, NIOS

It is certified that the Inspection Committee has carried out inspection on _____ (Date). The Inspection Report has been checked and verified in all aspects. The aforesaid Institute _____ (Name of the School/ Institute) is _____ (Recommended/ Not Recommended) for grant of accreditation as the Accredited Agency of NIOS.

Date: _____

Signature and seal of the Regional Director, NIOS

SAMPLE OF NOTICE BOARD (DISPLAY BOARD) FOR NIOS STUDY CENTRES
(SIZE - 3'X2')



ACCREDITED STUDY CENTRE OF
NATIONAL INSITITUTE OF OPEN SCHOOLING
(The Largest Open Schooling System in the World under
Ministry of Education (MoE), Govt. of India)

Name of the Study Centre _____

NIOS Study Centre Code No._____

NIOS Courses offered_____

Telephone No._____Visiting time_____

E-mail Address_____

The respective Study Centres may display the NIOS Notice Board in their Regional Languages also.

LIST OF REGIONAL CENTRES OF NIOS

Name of the Region	Address of the Regional Centre	Jurisdiction
1. Bengaluru	**National Institute of Open Schooling** **Regional Centre** Office of the Director (Vocational Education) 3rd Floor, PUE Bhawan, 18th Cross Sampige Road, Malleswaram, Bengaluru - 560012, Karnataka Ph.: 23464223, Fax: 23464222 Email: rcbengaluru@nios.ac.in	Karnataka
2. Bhopal	**National Institute of Open Schooling** **Regional Centre** Manas Bhawan, Shyamla Hills Bhopal - 462002 (Madhya Pradesh) Ph.: 0755-2661842, 2660331 Fax : 0755-2661842 Email: rcbhopal@nios.ac.in	Madhya Pradesh
3. Bhubaneswar	**National Institute of Open Schooling** **Regional Centre** ELTI Campus, Maitri Vihar, Chandrashekhar Pur, Bhubaneswar-751023 Ph. No. 0674-2302688 Email: rcbbsr@nios.ac.in	Odisha
4. Chandigarh	**National Institute of Open Schooling** **Regional Centre** YMCA Complex, Sector-11C, Chandigarh-160 001 Ph.: (O) 0172-2744915, 3950979 Email: rcchandigarh@nios.ac.in	Haryana (Excluding Gurgaon, Faridabad Palwal & Jhajjar) Punjab and Chandigarh Himachal Pradesh
5. Chennai	**National Institute of Open Schooling** **Regional Centre** Lady Willington Campus, Kamrajar Salai, Triplicane, Chennai-600005 (Tamilnadu) Ph. No. 044-28442237 Email: rcchennai@nios.ac.in	Tamil Nadu and Puducherry
6. Dehradun	**National Institute of Open Schooling** **Regional Centre** BSNL Telephone Exchange Building, Turner Road, Clement Town, Dehradun - 248002, Uttarakhand Ph.: (O) 0135- 2532566; 2532592; Email: rcdehradun@nios.ac.in	Uttrakhand, Meerut, Baghpat Saharanpur, Muzaffar Nagar, Moradabad and J.P. Nagar (Amroha) Districts of Uttar Pradesh

7. Delhi	**National Institute of Open Schooling** **Regional Centre** A-31, Institutional Area, NH-24, Sector-62, NOIDA- 201309, District - Gautam Buddha Nagar (Uttar Pradesh) Ph: (O) 0120-2404914-15, Email: rcdelhi@nios.ac.in	NCT of Delhi and bordering Districts of NCT in Uttar Pradesh and Haryana comprising of District of Gautam Buddh Nagar (NOIDA and Greater NOIDA), Ghaziabad, Gurgaon, Palwal, Faridabad and Jhajjar.
8. Gandhinagar	**National Institute of Open Schooling** **Regional Centre** Multi Storied Building, D Wing, 7th Floor, Sector-11, Near Pathikaashram, Gandhinagar-3820011, Gujarat, Ph.: 079-23220410 Email: rcgandhinagar@nios.ac.in	Gujarat
9. Gangtok	**National Institute of Open Schooling** **Regional Centre** Teachers' Guest House, Syari Gangtok - East Sikkim-737102 Ph.: (O) 03592-291089, 9475654336 Email: rcgangtok@nios.ac.in	Sikkim and Bordering Districts of West Bengal Comprising of Districts Silliguri and Darjling
10. Guwahati	**National Institute of Open Schooling** **Regional Centre** Building of Assam Publication Board, (Near Assam Board of Secondary Education) Ist Floor, Bamunimaidan, Guwahati-781021 (Assam) Ph. (O): 0361-2650541, 2651201 Email: rcguwahati@nios.ac.in	Nagaland, Arunachal Pradesh, Assam, Manipur, Mizoram, Meghalaya and Tripura
11. Hyderabad	**National Institute of Open Schooling** **Regional Centre** IV Floor, Sri Krishna Devaraya, Telugu Basha Nilayam, Trust, No 4-4-8, Sultan Bazar, Hyderabad - 500095. Ph.: (O) 040-24162859, Email: rchyderabad@nios.ac.in	Telangana and Andhra Pradesh
12. Jaipur	**National Institute of Open Schooling** **Regional Centre** 'Sri Krishnam' 5-6, Padmavati Colony, Mansarovar Metro Station, Kings Road, Nirman Nagar, Jaipur (Rajasthan) – 302006 Ph.: (O) 0141-2812418 Email: rcjaipur@nios.ac.in	Rajasthan
13. Jammu	**National Institute of Open Schooling** **Regional Centre** 105, Karan Nagar, Opposite Trikuta Yatri Niwas, Ved Mandir Road, Ambphala, Jammu-180005 Ph.: (O) 0191-2574646, 9419244053 Email: rcjammu@nios.ac.in	Jammu & Kashmir and Ladakh

14. Kochi	**National Institute of Open Schooling** **Regional Centre** 6th Floor, Kerala State Housing Board Building, Panampilly Nagar, Kochi-682036 Ph.: 0484-2310032, 4035540, 2310033 Email: rckochi@nios.ac.in	Kerala and Lakshadweep
15. Kolkata	**National Institute of Open Schooling** **Regional Centre** CL-18A, Sector-2, Salt Lake City, (Near C.K. Market, Tank No. 9 and Karunamoyee Bus Stand) Kolkata-700 091 (West Bengal) Ph.: (O) 033-24797714, Email: rckolkata@nios.ac.in	West Bengal (Excluding Silliguri and Darjling) and Andaman and Nicobar Islands
16. Patna	**National Institute of Open Schooling** **Regional Centre** Lalit Bhawan, Ground Floor, Jawahar Lal Nehru Marg, Bailey Road Patna - 800001 (Bihar) Ph.: (O) 0612-2545051, 0612-2545470 Email: rcpatna@nios.ac.in	Bihar
17. Prayagraj	**National Institute of Open Schooling** **Regional Centre** 19/17, Kasturba Gandhi Marg, Kutchery Road, Prayagraj - 211002 (Uttar Pradesh) Ph.: (O) 0532-2548154 Email: rcallahabad@nios.ac.in	Uttar Pradesh
18. Pune	**National Institute of Open Schooling** **Regional Centre** C/o Indian Institute of Education Campus, 128/2 JP Naik Road, Sriniketan Society, (Near Solaris Club) Kothrud, Pune-411029 (Maharashtra) Ph. (O) 020-25444667, 25439763 Email: rcpune@nios.ac.in	Maharashtra, Goa Daman & Diu and Dadra and Nagar Haveli
19. Raipur	**National Institute of Open Schooling** **Regional Centre** B.T.I Ground, DIET Campus, Shankar Nagar, Raipur-492001, Chhattisgarh Ph: (O) 0771-2442147, 2442167 Email: chhatisgarh@nios.ac.in	Chhattisgarh
20. Ranchi	**National Institute of Open Schooling** **Regional Centre** Old B.Ed. Building (Ground Floor) Zila School Campus, Near Shaheed Chowk, Ranchi – 834001 (Jharkhand) Ph. No.: 0651-2217030 Email: rcranchi@nios.ac.in	Jharkhand

NIOS Cells

1. Darbhanga	**NIOS Cell Darbhanga** Mohalla Kadirabad, Near Bus Stand (West of Pashu Palan Vibhag) Beside Churi Market District Darbhanga-846004, Bihar	Bihar
2. Shillong	**NIOS Cell Shillong** Directorate of Educational Research & Training (DERT) Campus, Laithumkhram, Shillong, Meghalaya-793011	Meghalaya
3. Port Blair	**NIOS Cell Port Blair** Adult Education in the Directorate Andaman and Nicobar Administration Shiksha Sadan, Andaman and Nicobar Islands, Port Blair Ph: (O) 039192-242276 Email: nioscellportblair@nios.ac.in	Andaman and Nicobar Islands

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Important Notes

1. In the event of some doubt arising in interpretation of provisions, practices and rules, and in the Accreditation Bye-laws, the decision of the Chairperson, NIOS will be final.

2. NIOS reserves the right to amend, modify or alter any of these rules and bring them into effect through a notification. Amendments once notified, the modified rules would come into force.

3. If the last date specified happens to be a public holiday, Saturday/Sunday, the next working day will automatically be treated as the last date for the purpose.

4. Every care has been taken to print correct information to the possible level. However, NIOS is not responsible for any inadvertent error that may have crept in during print and publication of the Bye-laws Governing Accreditation of Institutions with NIOS.

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