NORMS AND PROCEDURE

FOR ACCREDITATION OF ACADEMIC STUDY CENTRE (AI)

(with Application form for Accreditation)

National Institute of Open Schooling (NIOS)
A-24/25, Sector-62, Institutional Area, NOIDA,
U.P. – 201 309
Visit http://www.nios.ac.in
Contact : Toll Free LSC (18001809393)
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1. About NIOS

The National Institute of Open Schooling (NIOS) formerly known as National Open School (NOS) was set up in 1979 as a pioneering project titled “Open School” under the Central Board of Secondary Education (CBSE), New Delhi. In pursuance of the provisos of the National Policy on Education (NPE-1986), the Government of India, Ministry of Human Resource Development (MHRD), setup on November, 1989 the National Open School (NOS) as an autonomous institution. The Open School project of CBSE was amalgamated into National Open School (NOS). NIOS is providing a number of Vocational, Life Enrichment and community oriented courses besides General and Academic Courses at Secondary and Senior Secondary level. It also offers Elementary level Courses through its Open Basic Education Programmes (OBE). Government of India through a gazette notification vested NIOS with the authority to examine and certify learners registered with it upto pre degree level courses whether Academic, Technical or Vocational. Association of Indian Universities, vide letter No. EV/11(354)/91/25 July, 1991 issued Equivalence of Senior Secondary Certificate Examination of NIOS.

The National Open School (NOS) was renamed as the National Institute of Open Schooling (NIOS) by the Government of India in July 2002 in order to extend its scope and functioning.

Vision

Sustainable inclusive learning with universal and flexible access to quality school education and skill development.

Mission

Providing relevant, continuing and holistic education up to pre-degree level through Open and Distance Learning System.

Contributing to the Universalisation of School Education.

Catering to the educational needs of the prioritized target groups for equity and social justice

1.1 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, provide consultancy services to the Government of India and different States of India;
- Serve as an agency for effective dissemination of information related to distance education and open learning;
• Identify and promote standards of learning in distance education system and state open schools and
• Exercise normative and coordinating functions while promoting standards in distance and open learning system in the country.

1.2 **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/urban poor**
- **Disadvantaged groups, viz, Girls and women**
- **Underprivileged section of society; (e.g., SC/ST)**
- **Disadvantaged persons of minority communities**
- **Unemployed and part employed.**
- **School dropouts,**
- **People with special needs i.e. physically and mentally challenged persons.**

Girls and women, SC/ST, physically and mentally challenged learners and ex-service persons are given fee concession.

1.3 **Admission for Academic Courses**

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

1.3.1 **Admission in Stream 1** is open for all the learners online (24x7) as per the laid down criteria for Secondary and Senior Secondary levels. This stream of online admission is open round the year with cut off dates for the public examination given as under:

- **Ist Block** : 16th March to 15th Sept.  
  First public examination  
  In April next year
- **IInd block** : 16th Sept. to 15th March  
  First public examination  
  In October same year

1.3.2 **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 facility for upto two pass subjects or learners who were eligible to appear after completing their study period but
could not appear. This stream of online admission gives an immediate opportunity to all unsuccessful learners to appear in October-November NIOS examination.

1.3.3 Admission in Stream-3 is open round the year for all those learners who had appeared but could not clear the Public Examination at Secondary level with transfer of credit facility for upto two pass subjects or learners who were eligible to appear after completing their study period but could not appear and want to appear through On-Demand Examination.

1.3.4 Admission in Stream-4 is open round the year for all those learners who had appeared but could not clear the Public Examination at Sr.Secondary level with transfer of credit facility for upto two pass subjects or learners who were eligible to appear after completing their study period but could not appear and want to appear through On-Demand Examination.

The facility of Transfer of Credit up to two pass subjects is applicable to all the streams of online admission as per NIOS norms.

1.4 Special Accredited Institutions for Education of the Disadvantaged (SAIEDs)

In addition to AIs and AVIS, NIOS has also accredited institutions to cater to the needs of special learners. This category of study centres called Special Accredited Institutions for Education of the Disadvantaged (SAIEDs), cater to a different but important target group of children and adults with physical and sensory disabilities as well as the socially and geographically disadvantaged.

For more details visit NIOS Website [http://www.nios.ac.in](http://www.nios.ac.in)
2. ACCREDITED INSTITUTIONS - A NETWORK OF STUDY CENTRES

2.1 What is an Accredited Institution?

Although like any Open and Distance Learning System, NIOS expects the learners to be self-learners undergoing their learning from a package of self instructional materials, it does not completely do away with human support. In open and distance learning system, the learners need help and support from other people not only to be successful in their endeavour to continue learning but also in using the package effectively. With this view, NIOS provides planned human support in different ways from the time a learner joins the system till his/her successful completion of the courses.

To provide this support and facilitate its easy access, NIOS considered utilization of existing available resources to provide better services by accrediting institutions to be partners. It has more than 1800 such partner institutions called Accredited Institutions (AIs) all over the country. These AIs are usually recognized formal schools or other reputed agencies involved in social or educational activities. They assist NIOS in its various functions to reach out and to reach all.

2.2 What are the functions of the Accredited Institutions?

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

2.2.1 Academic Functions

1. To act as Study Centres for the NIOS learners so that the access to study through Open Schooling using distance mode is easy and within their reach.

2. To provide guidance to the learners particularly during the time of admission.

3. To arrange orientation programmes for learners to apprise them of the unique features of NIOS that they can avail of, and fee schedule, etc.

4. To inform learners about the important dates like the last date of submission of application forms, with and without late fees, and registration dates for appearing in the examinations etc.

5. To arrange the orientation of teachers and other staff engaged in National Institute of Open Schooling activities at the Accredited Institutions, in collaboration with NIOS.

6. To prepare a timetable and organize classes of Personal Contact Programmes as per schedule on Sunday and holidays, in accordance with the curriculum requirement and as per guidelines provided by NIOS by involving available teachers of the Institution as far as possible. Experienced retired teachers, if required, can also be engaged.
7. To organize other types of face-to-face interactive situations on regular basis to retain motivation of the learners.

8. To facilitate and arrange practical classes for subjects involving practical work like science based subjects by making laboratory facilities available to the learners.

9. To provide library facilities to the learners for referencing work.

10. To make available the audio-visual aids available in the Institution for learners to use the media support materials supplied by NIOS.

11. To ensure that the subject teachers of the Accredited Institution undergo continuous and comprehensive evaluation of the tutor Marked Assignments (TMAs) regularly on time and provide feedback to the learners attached to the AI.

12. To send the TMA marks/grades to NIOS as per prescribed schedule.

13. To provide correct guidance and motivations to learners.

14. To prepare the learners for examinations.

15. To act as examination centre in order to conduct public examinations of NIOS smoothly without allowing for any malpractices.

16. To provide positive feedback to NIOS with respect to improvement of the learning materials, learner performance and other related academic matters.

2.2.2 Administrative Functions

1. To publicise the various courses/programs offered by the National Institute of Open Schooling.

2. To receive the Prospectus from NIOS to sell the same to the prospective learners.

3. To register/enroll learners for NIOS courses as per the rules/guidelines for admission laid down by NIOS.

4. To receive prescribed fee for admission by way of Bank Draft.

5. To open a Joint Savings Bank Account in the name of Coordinator and one more signatory of the Accredited Institution in order to remit all receipts therein

6. To maintain complete record of registrants, duplicate copies of the admission form etc.

7. In case study materials are received then keep a full record of all receipts.
8. 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. Also to keep full record of study materials issued to the learners.

9. To receive and issue Identity Cards to the learners.

10. To receive examination fees and send the same through Bank Draft to NIOS.

11. To issue receipt for all payments received from the learners.

12. To maintain stock of materials, equipment and other items supplied by NIOS or purchased/acquired by the study centre out of funds authorised by NIOS.

13. To issue date sheets, mark-sheets and certificates to the learners and maintain their complete record.

14. To maintain attendance register of teachers and learners attending PCPs.

15. To function as examination centre of NIOS for its examinations as and when required.

16. To provide a separate Notice Board for learners where the timetable, date-sheet and other important information pertaining to NIOS could be displayed.

17. To put up a board outside the institution, displaying it as a study centre of the NIOS with the Code Number of Accreditation for the information of the public.

18. To maintain liaison between NIOS and learners necessary for the proper functioning of the Study Centre.
3. **Norms and Procedure for Accreditation**

3.1 **Who can apply for Accreditation?**

1. 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:

   a) The Institution/school must be affiliated to a recognized State Board of School Education/CBSE/CISCE for Secondary/Senior Secondary level, or

   b) An NGO/Registered Society of national repute, engaged in the education of the specially 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.

2. The eligible institution/school may submit the application for the following:-

   a) New Accreditation up to Secondary or Senior Secondary level or both,

   b) Up-gradation to 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

3.2 **Criteria for Accreditation**

a) Affiliated to a Recognized Board: The institution/school should be affiliated to a recognized State Board of School Education/CBSE/CISCE for Secondary/Senior Secondary level, for which accreditation is required.

   or

Recognition with the Rehabilitation Council of India: A Non Government Organisation (NGO)/Registered Society of national repute, engaged in the education of the specially able children and in philanthropic activities, and getting a grant from the Government. The institute must have recognition with the Rehabilitation Council of India for running special courses.

b) Registered Society/Trust: Such affiliated schools/institutions other than those run by the Government or Autonomous organization of the Government, must be run by a registered society/trust engaged in educational development and is at least three years old. The Society
should be registered under the Societies Registration Act 1860 of the Government of India or under Acts of the State Governments as educational, charitable or religious societies.

c) In case of schools located outside India, the concerned Embassy of India should recommend their names.

d) Non-proprietary character of the Trust or Society: The institute/school should have non-proprietary character of the Trust of Society running the school (to be shown by way of an affidavit), verifiable via appropriate documents.

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

**Essential**

i. School Building and Land: The institution/school would require to have ownership or lease of requisite land in the name of the school or Society/Trust running the school.

ii. Class Rooms: The institution/school would require to have properly ventilated and lighted class rooms to conduct contact sessions and examinations (if need be). The size of each classroom should bit be less than 300 sq.ft. i.e. 15x20 sq.ft.

iii. Teaching Staff: For the Secondary level, the institution/school requires to have at least one Trained Graduate Teacher in each subject. For Sr. Secondary level, the teaching staff would have to be Post Graduate and Trained (PGTs) in the respective subject.

iv. Laboratories:
   - It is essential that the school would have one multipurpose Science Laboratory to conduct practical work in Science at Secondary level.
   - For the Sr. Secondary level. The school would essentially have separate laboratories for Physics, Chemistry, Biology and Computer Science, respectively with appropriate apparatus and instruments for accreditation in all subjects.

v. Library Facilities: The school would also have a separate library room having at least 2000 books in different school subjects.

vi. Library Facilities: The school would also have a separate library room having at least 2000 books in different school subjects.

**Desirable**

i. Audio/Video facilities: The school would have sufficient audio – video facilities like one colour Television, one CD/audio player, one video CD player.

ii. Geography and Home Science Laboratories; The school would have laboratories for Geography and Home Science.

iii. Furniture: Sufficient and suitable furnitures would be available in all classrooms.
3.3 Number of Learners and the Category of the Accredited Institution (AI)

It is found that the feasibility and viability of the establishment of an AI depend on the number of learners at the AI, which is neither too small nor too large. The following number has been fixed:

i) At least 50 learners in each session in each academic course permitted by NIOS at the AI.

ii) The ideal numbers, which NIOS expects in an AI, is 300 to effectively serve the learners and to be economically viable.

iii) 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.

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 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, an AI of NIOS is categorized into three types viz. A, B and C as given below:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Category</th>
<th>Type A</th>
<th>Type B</th>
<th>Type C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Max. No. of learners allowed to enroll</td>
<td>500</td>
<td>300</td>
<td>150</td>
</tr>
<tr>
<td>2.</td>
<td>No. of classrooms</td>
<td>20</td>
<td>15</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Each of minimum 300sq. ft. area)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Minimum area of school campus</td>
<td>6000sq.meter</td>
<td>4500sq.meter</td>
<td>3000sq. meter</td>
</tr>
</tbody>
</table>
4 General Instructions for Applying for Accreditation

4.1 A willing institution would require to apply for accreditation to function as a study centre of NIOS on a prescribed Application Form to the Director (Student Support Services), NIOS. The copy of the Application Form is enclosed. This form is also available on the NIOS website www.nios.ac.in to be downloaded for use. Typed or photocopies Application form are not accepted.

An Institution/School can apply for accreditation to function as a study centre of NIOS in the following two ways:

(i) On line application for accreditation.
(ii) Off line application on the Application form for accreditation.

1. For off-line application, the Application Form duly filled in, providing correct information and substantiated by necessary attested documents as stipulated in the form would need to be submitted to ensure acceptance.
2. Incomplete application forms can lead to rejection.
3. The Application Form requires to be endorsed and certified by the Management of the Applying Institution and to be submitted with the following documents
   a. Proforma for Appointing the Co-ordinator and second Signatory
   b. Affidavit
   c. Memorandum of Understanding (MOU)

4. Depending on the nature of the institution, the following need to be provided along with the application;
   a) For Private/Non Government Schools, the Resolution of the concerned Organisation Management to run NIOS courses.
   b) For Kendriya Vidyalayas, approval of Regional Director of Kendriya Vidyalaya Sangathan,
   c) For Navodaya Vidyalayas, the approval of Regional Director of Navodaya Vidyalaya Samiti,
   d) For Government Schools, approval of State Directorate of Education.

5. The Application Form ought to be accompanied with and processing fee of an amount of Rs5,000/- (Rupees five thousand only). The processing fee is to be paid through two Bank Drafts – one for the amount of Rs.4,000/- (Rupees four thousand only) and other for the amount of Rs.1000/- (Rupees one thousands only), both drawn in favour of the Secretary, National Institute of Open Schooling, as processing fees. Application forms without the processing fee will not be accepted. The processing fee is not applicable for Madarsas which are affiliated to a recognized State Madarsa Board/Wakf Board for
Secondary/Sr. Secondary level or Madarsas who have been given minority status by NCMEI as per NIOS Notification No NIOS/SSS/2011 dated 25.02.2011.
4.2 Address for Sending the Application form

<table>
<thead>
<tr>
<th>S.No</th>
<th>Category</th>
<th>Address for sending the Application</th>
</tr>
</thead>
</table>
| 1.   | Schools affiliated to CBSE/CISCE or Minority Institutes | Director (SSS)  
A24/25 Institutional Area  
Sector 62 NOIDA  
UP                                                              |
| 2.   | General Schools affiliated to State Board           | To the Concerned Regional Centre                                    |

4.3 Procedure for Accreditation

The basic procedure for accreditation includes the following steps:

1. After receiving the application for accreditations, a preliminary screening is done to ensure eligibility of the school/institution for accreditation and the presence of the necessary documents.
2. The eligible schools/institutes are allotted a Consideration Number for future correspondence.
3. All short listed applications for accreditation are scrutinised by the Screening Board (SB) as per the laid down criteria for accreditation.
4. The Institutions found suitable by the Screening Board are short listed for inspection by an Inspection Team constituted by the competent authority of NIOS. In case of CBSE and CISCE School the Inspection is not required.
5. The Inspection Team submits the report after inspecting the institution along with their recommendations.
6. The recommendation of the Inspection Report is considered by a committee in NIOS and if the recommendations are found suitable, the committee approves and grants provisional accreditation to the applicant institution.
7. After accreditation, the Institution is granted a special code number, which is used for all correspondence with NIOS and this is informed accordingly to the institution/school.
8. If accreditation is granted, the Institution is required to enter into a Memorandum of Understanding (MOU) with NIOS. The Memorandum of Understanding spells out the conditions for working as an Accredited Institution on the part of the institution and the NIOS. These are not poise covenants but are obligations on the part of the Accredited Institution of NIOS to follow the functions and activities stated in accordance to the mission of NIOS.
9. If accreditation is granted, the Institution is also requested to provide signatories who would jointly operate a Bank Account that has to be opened by the institution to undergo all financial transactions in order to function on behalf of NIOS.

### 3.4 Assistance Provided to an Accredited Institution

The Accredited Institution will associate the following personal 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 way:

**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 point as well as non-print resource material.

**b) Financial Assistance**

for certain essential services provided to the learners like sale of prospectus for admission, conduct of Personal Contract Programme (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 criterion laid down by NIOS for utilizing this.

### 3.5 Procedure for Withdrawal of Accreditation

NIOS may initiate proceedings for withdrawal of accreditation in case, an Accredited Instauration is found indulging in any of the following improprieties.

1. Failure to provide the necessary academic and administrative support to the learner as per schedule/norms fixed by NIOS.
2. Over charging the learners beyond the amount prescribed for fees by NIOS, like accepting extra money from the students towards service charges or for any other reasons.

3. Non-distribution of study materials supplied by NIOS to the AIs to the learners.

4. Charging additional money for distribution of NIOS study materials to the learners.

5. Non-maintenance of proper recores of financial transactions and stocks issued by NIOS.

6. Financial irregularities relating to NIOS funds for purposes other than those laid down by NIOS.

7. Furthering interests of any sector, cast, religious group or political party or subscribe to objectives that go counter to the solidarity or unity of the country.

8. Deterioration of physical facilities and unwillingness to improve them to meet minimum requirements in terms of satisfactory classrooms, laboratory and library facilities.

9. Refusal to provide building and staff for the conduct of NIOS Examinations.

10. Inadequate supervision of the Examination Centre enabling learners to use unfair means/mass copying during the examination at the center.

11. Admission of less than 50 learners for three consecutive years.

12. Non-fulfilment of conditions of partnership as spelled out in Memorandum of Understanding (MOU) executed with NIOS.

13. Poor academic performance of the AI functioning as a study center for three consecutive years and not being able to keep the performance.

14. Any other misconducts in connection with the admission/Examination/any other area, which in the opinion of NIOS warrants immediate withdrawal of accreditation of the Institution.

15. NIOS shall provide adequate time the opportunity to the Accredited Institution served with a “Show Cause Notice” up to a maximum period of three months for adequate compliance/removal of defects failing which NIOS will declare the Institution disaccredited. Such a decision by NIOS shall be final and binding.
NATIONAL INSTITUTE OF OPEN SCHOOLING

Application for Accreditation of Academic Courses for General Schools
(To be completed and forwarded to the concerned Regional Centre of NIOS )

☐ Fresh Accreditation ☐ Increase in No. of Seats ☐ Upgrade to Sr. Sec. ☐ Addition of Science Stream

Gender : ☐ Boys ☐ Girls ☐ Both

Medium : ☐ Hindi ☐ English ☐ Both (Hindi/English) ☐ Regional Medium

1. Name of the School : ____________________________________________________________

2. Complete Address :

Block ___________________________ District ___________________________
State ___________________________ Pin ___________________________

3. Telephone Numbers (school} ___________________________ Email : ___________________________

4. Name of the Principal (as Co-ordinator) : _____________________________________________

In case the Principal is not available

Name of the Vice Principal (as co-ordinator) : _____________________________________________

Contact telephone numbers : (Res.) __________ (Mobile) __________

5. Name of the Second signatory

(Vice Principal/PGT) : _____________________________________________

6. Level of School ☐ Secondary ☐ Sr. Secondary ☐ Both (Please tick)

In case of Sr Secondary or both (Please tick) ☐ With Science ☐ Without science

7. No. of students :

Secondary _________ Senior Secondary _________

8. (a) Number of Class rooms : _________ (b) Number of Halls : _________

9. Library : ☐ Yes ☐ No (a) No. of Books in Library : _________

10. Number of Teachers (a) PGTs _________ (b) TGTs : _________

11. Number of Computers : _________

12. Number of labs :

☐ Composite lab ☐ Physics lab ☐ Chemistry lab ☐ Biology lab

☐ Math lab ☐ Home Science lab ☐ Computer lab

13. Name and address of Trust/Society ___________________________

14. Year of Registration __________ Registration No. _______ Period of Registration _________

15. a) Name of the Board with which affiliated : _____________________________________________

b) Affiliation No. _____________________________ d) Year of affiliation : _____________________________

e) Level up to which affiliated (Secondary/Sr. Secondary) _____________________________

d) Is the affiliation permanent or temporary ? _____________________________

e) If the affiliation is temporary, upto what period ? _____________________________

f) Subject/Streams (Science/Commerce/Arts) in which affiliation given by recognized Board.

(copy of affiliation certificate to be enclosed)

16. Bank Details : A/C No. __________ Bank Name __________________ IFSC Code _________

17. Bank Draft Details :

Amount _________ Bank Name __________________ Draft No. ___________ Date _________
DECLARATION

This to certify that all the above information furnished regarding the Institution/School is correct and authentic to the best of my knowledge.

.................................................................
(Signature of the Principal /Headmaster)
(Name with Rubber Stamp)..............................

(Signature of Second signatory)
Name and Designation
Phone No.

Date .........................
Place..............................

CERTIFICATE OF ENDORSEMENT

(by President/Chairman/Manager of the Institution/Society/Organization)

In support of the application, I certify that, having read the Norms and Procedure for accreditation of institutions, I undertake to ensure that the institution will abide by the Rules and Regulation and terms and conditions, as are made applicable to the Accredited Institutions, from time to time. I further affirm that accreditation, if granted to the institution, will not be used for commercial purpose, rather will be used to serve the needs of the National Institute of Open Schooling learners. I shall do what is in my power to ensure the smooth and proper functioning of the institution.

.................................................................
(Signature of the President/Chairman/Manager of the applying institution/society)
(Name of the President/Chairman/Manager with Rubber Stamp).............................................................

Dated : ..............................

Note: The Delhi Govt. Schools/KVs/NVs while applying to NIOS for accreditation must forward their application through the Deputy Director (EDU) of their respective Zones/Regional Office.
NATIONAL INSTITUTE OF OPEN SCHOOLLING
Application for Accreditation of Academic Courses for SAIED Institutions
(To be completed and forwarded to the concerned Regional Centre of NIOS)

☐ Fresh Accreditation ☐ Increase in No. of Seats ☐ Upgrade to Sr. Sec. ☐ Addition of Science Stream

Gender: ☐ Boys ☐ Girls ☐ Both

Medium: ☐ Hindi ☐ English ☐ Both (Hindi/English) ☐ Regional Medium

1. Name of the School: _____________________________________________

2. Complete Address: _____________________________________________

Block __________________________ District ____________________________
State __________________________ Pin _______________________________

3. Telephone Numbers (school: ___________ Email: ____________________

4. Name of the Principal (as Co-ordinator): ___________________________
In case the Principal is not available
Name of the Vice Principal (as co-ordinator): ___________________________
Contact telephone numbers: (Res) ___________ (Mobile) _____________

5. Name of the Second signatory
(Vice Principal/PGT): _____________________________________________

6. Level of School ☐ Secondary ☐ Sr. Secondary ☐ Both (Please tick)
In case of Sr Secondary or both (Please tick) ☐ With Science ☐ Without science

7. No. of students: Secondary _________ Senior Secondary _________

8. (a) Number of Class rooms: ___________ (b) Number of Halls: ___________

9. Library: ☐ Yes ☐ No (a) No. of Books in Library: ___________

10. Number of Teachers (a) PGTs ___________ (b) TGTs: ___________

11. Number of Computers: ___________

12. Number of labs:
☐ Composite lab ☐ Physics lab ☐ Chemistry lab ☐ Biology lab
☐ Math lab ☐ Home Science lab ☐ Computer lab

13. Name and address of Trust/Society ___________________________________

14. Year of Registration ___________ Registration No. _______ Period of Registration ___________

15. Which category of learners with special needs is being dealt by the institution?

16. Is the applying institution recognized by Rehabilitation Council of India? (For SAIEDs) Yes / No

17. If YES, please furnish the following:-
   a. Registration number ___________________________ b. Year of Registration ___________
   c. Year up to which Registration is valid _______ d. Course for which recognized ___________

18. Bank Details: A/C No. ___________ Bank Name __________________ IFSC Code ___________

19. Bank Draft Details:
   Amount ___________ Bank Name __________________ Draft No. ___________ Date _______
DECLARATION

This to certify that all the above information furnished regarding the Institution/School is correct and authentic to the best of my knowledge.

..............................................................
(Signature of the Principal /Headmaster)
(Name with Rubber Stamp)..........................

(Signature of Second signatory)
Name and Designation
Phone No.

Date ......................
Place..........................

CERTIFICATE OF ENDORSEMENT

(by President/Chairman/Manager of the Institution/Society/Organization)

In support of the application, I certify that, having read the Norms and Procedure for accreditation of institutions, I undertake to ensure that the institution will abide by the Rules and Regulation and terms and conditions, as are made applicable to the Accredited Institutions, from time to time. I further affirm that accreditation, if granted to the institution, will not be used for commercial purpose, rather will be used to serve the needs of the National Institute of Open Schooling learners. I shall do what is in my power to ensure the smooth and proper functioning of the institution.

..............................................................
(Signature of the President/Chairman/Manager of the applying institution/society)
(Name of the President/Chairman/Manager with Rubber Stamp)..........................................................

Dated : ..........................

Note: The Delhi Govt. Schools/KVs/NVs while applying to NIOS for accreditation must forward their application through the Deputy Director (EDU) of their respective Zones/Regional Office.
Proforma for appointing the Coordinator to operate the account from the Institution

Director (SSS)
National Institute of Open Schooling
(Govt. of India)
A24/25, Institutional Area
Sector-62,
Noida, U.P.

Dear Sir/Madam

A) It is brought to your notice that Mr./Ms. __________________ working as __________________ has been appointed as the Coordinator of the AI from the academic session _______________.

B) Mr./Ms. __________________ working as __________________ has been nominated the second office to jointly open and operate the Bank account with the Coordinator for the AI.

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

The specimen signatures of the Coordinator with complete residential address and phone numbers duly attested are given below.

A) Specimen Signature of the Coordinator
   1. ___________________________
   2. ___________________________

   Name and Designation
   ___________________________
   ___________________________

   ATTESTED
   ___________________________
   ___________________________
   ___________________________
   ___________________________

   Signature
   Full Name
   Designation
   Residential Address of the attesting officer

   ___________________________
   ___________________________
   ___________________________
   ___________________________
Complete address of the AI _______________________________________________________
______________________________________________________________________________
Phone No. (Official AI) __________________________ E-mail. _________________________
Fax No. ___________________________ STD 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 Coordinator and the second signatory only as mentioned in page 1.

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

Thanking you,

Yours faithfully,

Signature of the Principal
Name _______________
With seal of the AI

Dated ______________________

Note :

a) All the schools from KVS, NVS & Delhi Govt. Principal can self attest the proforma.
b) For schools other than KVS, NVS & Delhi Govt. the attestation be done by the president
of the school’s Management with seal.
c) As per current policy of NIOS, only the Principal or in his/her absence Vice-Principal can
be appointed as Co-ordinator.
d) If the Principal of the school is nominated as Co-ordinator the Vice-Principal/Senior
Most Teacher will be nominated a second signatory.
e) All the proposals for the appointment of Co-ordinator and second signatory of Govt.
schools should be countersigned from the DEO or higher authority.
f) Change in Coordinator should immediately be brought to the notice of NIOS for
necessary updating in the list of study centre.
AFFIDAVIT

Format of Affidavit 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 first class magistrate.

I __________________________ , Principal of ____________________, resident of __________________________________ hereby solemnly affirm and declare that:

1. I have applied for the accreditation of NIOS for Academic Courses without any external intervention.
2. After accreditation, Study Centre of NIOS will function under my control & 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 the 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 the functioning of the Study Centre.
6. In case, if I am relinquishing the charge of the Principal, I will inform the same to the NIOS in this regards.
7. I abide by my above statement and in case, at any time, it is observed by the 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 there from.

(Name, designation and Address of the Principal)
(Seal)

Place:
Date:  DEPONENT
Memorandum of Understanding (MOU)

1. प्रारंभ में, एक संस्था (ए.आई) अस्थायी तौर पर प्रत्यावर्तित होगी। एनआईओएस समय-समय पर एआई के लिए निर्धित किए गए नियमों और शर्तों के निर्देश पालन और लागू करने पर यह अवधि बढ़ा सकता है।

Initially, an Institution (AI) would be accredited provisionally. This term can be extended by the NIOS on compliance of the terms & conditions laid down by the NIOS from time to time by the AI.

2. एनआईओएस द्वारा प्रत्यावर्तित संस्था के प्राचार्य/प्रमुख ही अध्ययन केंद्र के समन्वयक होंगे और विना किसी अन्य अन्य उपकरण पर कार्य करेंगे। यदि किसी नियम में प्राचार्य त्यागपत्र देते हैं अथवा उनके स्थान पर कोई अन्य व्यक्ति आता है, तो वह नया व्यक्ति प्रत्यावर्तित संस्था (एआई) का समन्वयक होगा। समन्वयक की शक्तियाँ अहसंभवताएँ हैं। प्राचार्य (समन्वयक) के परिवर्तन के बारे में एनआईओएस को तुरंत सूचित किया जा सके।

The Principal/Head of the Institution accredited by the National Institute of Open Schooling (NIOS) will be the Co-ordinator of the AI and will work without any fear and favour. In case the Principal resigns or is substituted by some other person, the new incumbent shall be the Co-ordinator of the Accredited Institution (AI). The powers of the Co-ordinator will not be transferable. The change of the Principal (Co-ordinator) should be intimated to the NIOS immediately so as to convey the approval of the new incumbent as the Co-ordinator.

3. प्रत्यायन के पश्चात, एनआईओएस का अध्ययन केंद्र एनआईओएस द्वारा नियुक्त समन्वयक के नियंत्रण में कार्य करेगा।

After accreditation, Study Centre of NIOS will function under the control of Co-ordinator appointed by NIOS.

4. एनआईओएस माध्यमिक एवं उच्चतर माध्यमिक पाठ्यक्रमों के लिए शिक्षाविधियों के प्रवेश निःसंदेह के प्रमाण के आधार पर ही किए जाएं।

Admission of learners for NIOS secondary & Senior Secondary courses must be done on the basis of residence of proof.

5. कार्य की तत्कालिक आवश्यकताओं के अनुसार समय समय पर एनआईओएस द्वारा बांटित और संचरित इस प्रकार के कार्यों और गतिविधियों के अतिरिक्त एआई एनआईओएस की ओर से निम्नलिखित कार्य करेंगे।

The Accredited Institution (AI) shall perform the following functions on behalf of the NIOS besides other acts, deeds and function as may be communicated by NIOS from time to time according to the exigencies of the work.
5.1 In case the learner approaches the AIs directly, AIs should facilitate the learner for seeking examination registration form with fee (Demand Draft) applicable for duplicate copy of marksheet and other documents from the learner of that AI & forward to NIOS as per schedule.

5.2 The AI shall accept application from the learner of that AI for rechecking/reevaluation of answer books, result discrepancy cases or any other application and forward to NIOS as per schedule.

5.3 One copy of the result gazette will be provided by NIOS which may be maintained and used to inform the result to the learners of the AI concerned.

5.4 The AI shall also accept application from the learner of that AI for rechecking/reevaluation of answer books, result discrepancy cases or any other application and forward to NIOS as per the schedule.

5.5 The accreditation of an AI is linked with recognition/affiliation to a State Board of Education/Madarsa State Board. As such, the accreditation of the AI shall automatically be deemed as withdrawn, in case the recognition/affiliation of the School is withdrawn.

5.6 If in case the learner approaches the AIs directly, AIs should facilitate the learner for seeking on-line admission to NIOS. It is mandatory for AIs to enroll the learners as per its allocated capacity/category and also admit learners allotted to it through on-line systems.

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5.8 The Coordinator of the AI should be well conversant with all the rules and provisions given in the prospectus. The AI shall organize pre-admission counseling free of charge as part of the advocacy programme.

NIOS has introduced the facility of on-line admission (Not for Madarsa) in order to facilitate the learners for registration. There would be four streams of on-line admission catering to the needs of the learners. As such, the AIs shall facilitate and enroll the learners who have taken on-line admissions in NIOS and have been allotted the AIs through on-line systems.
As per the directions of the Central Vigilance Commission, the AIs are required to display the telephone numbers and E-mail IDs on a separate board at a prominent place. They should respond to the queries of the learners for the purpose of ensuring transparency and effective functioning. Correspondence through E-mail with NIOS and learners of NIOS should be effectively promoted by the AI at all times. Print out of e-mail should be retained for official records.

5.9 The AI shall maintain all records pertaining to NIOS activities and make them readily available as and when required for official work.

5.10. The undelivered packets of study material/any other material are sent to the respective AI by NIOS for proper delivery to the concerned learners. The AI shall ensure that such packets of study material/any other material are handed over to the right person on time.

5.11 The Standard Operating Procedure (SOP) for AI forms the part of this MOU and all provisions of the SOP in force are binding on the AI. The AI shall discharge the functions, in view of the SOP and follow in letter and spirit.

5.12 During the academic year, the A.I. shall conduct at least thirty (30) Personal Contact Programmes PCPs per subject and thirty five (35) PCP classes (30 PCP of theory and 5 PCP for practical) in case of subjects having practical and would allow the learners to attend classes without any extra charge.

5.13 The A.I. shall get the TMA of learners evaluated by the competent teachers from the School or from outside, and to forward the grade list/award list to the concerned Regional Centre of NIOS within the stipulated time period. In case of any complaint regarding evaluation of TMA, the AI shall take appropriate remedial measures in consultation with NIOS.

5.14 The AI shall ensure compulsory submission of one Tutor Marked Assignment (TMA) in each subject. The AI shall get the TMA of learners evaluated by the competent teachers from the School or from outside, and to forward the grade list/award list to the concerned Regional Centre of NIOS within the stipulated time period. In case of any complaint regarding evaluation of TMA, the AI shall take appropriate remedial measures in consultation with NIOS.
The AI shall ensure provision of all requirements regarding sanitation, cleanliness, proper ventilation and other facilities required for the learners as communicated to the AI from time to time by NIOS for the purpose of Open and Distance Learning (ODL) programme and for achieving Open Learning objective satisfaction.

The AI shall work for the cause of NIOS and shall neither exploit the NIOS learners nor any other authority for gaining undue favour. No outside person will be allowed to interfere in the functioning of the Study Centre.

The AI shall ensure provision of all requirements regarding sanitation, cleanliness, proper ventilation and other facilities required for the learners as communicated to the AI from time to time.

The AI shall pay to the Coordinator and the Core Staff (Assistants, Helpers and other such persons who are entitled for remuneration from NIOS) for conduct of PCP and other incidental services as per the norms of NIOS.

The payment proofs, made out of NIOS funds will be maintained and preserved by the AI as per the guidelines given in SOP.

NIOS has adopted the system of visits of AIs by the Academic Facilitators. The Coordinator of the AI should allow the visit of Academic Facilitator at the AI and provide him the required information and records etc.

The AI shall provide and maintain proper classrooms, library, laboratories and other facilities as per the directions and conditions laid down by NIOS.

The AI shall cooperate in the inspection of the AI/Examination Centre by the teams constituted by NIOS.
11. Name of the institution

The Co-ordinator shall open and maintain a savings Bank Account entitled “Co-ordinator-
NIOS ________________________________” along with its operational E-mail ID.

(Name of the institution)

12. The National Institute of Open Schooling shall endeavour to provide Audio and Video
Cassettes/CDs free of charge to the AI for the use of the learners. The AI will use its Video
Player Television and Audio Cassettes playing equipments for making use of Audio/Video
materials supplied by NIOS. However, the AIs will not be entitled for any amount on
account of use of video, television and audio playing equipments. The AI should make
provision of suitable slots in its programme for the broadcast of Mukt Vidya Vani for the
benefit of learners.

13. The performance of AIs will be reviewed by NIOS from time to time. Based on the
performance of the AI, the case may be considered for incentives or award as per the
provisions and procedure in force. Depending upon their performance one best AI will be
selected every year and the best AI trophy will be given to the best of these AI.

14. The performance of AIs will be reviewed by NIOS from time to time. Based on the
performance of the AI, the case may be considered for incentives or award as per the
provisions and procedure in force. Depending upon their performance one best AI will be
selected every year and the best AI trophy will be given to the best of these AI.

14.1 Failure to provide necessary academic and administrative support to the learners as per
norms fixed by NIOS.

14.2 Accepting extra money towards service charges or for any other tasks.

14.3 Non-maintenance of proper records of financial transactions and stocks received from
NIOS, as mentioned in SOP.

14.4 Financial irregularities relating to the use of NIOS funds for purposes other than those laid
down by NIOS.

14.5 Promoting and propagating an idea/objective that is against the solidarity, sovereignty and
unity of the Country.
14.6 Deterioration of physical facilities and unwillingness to improve them to meet minimum requirements in terms of satisfactory classrooms, laboratory and library facilities.

14.7 Refusal to provide building and staff for the conduct of NIOS Examinations.

14.8 Abetting unfair-means during the conduct of examination.

14.9 Lack of supervision of the Examination Centre enabling learners to use unfair means/mass copying during the conduct of examination at the Examination centre.

14.10 Admission of less than 10 learners for sessions for two consecutive years.

14.11 Non-fulfillment of conditions of partnership as indicated in the Memorandum of Understanding (MOU) entered into with NIOS.

14.12 Poor academic performance of the AI for two consecutive years and not being able to keep the level of performance.

14.13 Any other misconduct in connection with the admission, examinations and other assigned tasks, which in the opinion of NIOS warrants immediate withdrawal of accreditation of the institution.

14.14 Non-disclosure of any information that leads to the closure of the AI during academic session.

14.15 Commercial usage of NIOS material for imparting education in the coaching/remedial classes by charging any amount that is not prescribed in NIOS norms.

14.16 Charging an amount from the learners over and above the amount prescribed for admission or examination fee by NIOS.

14.17 Charging an amount from the learners over and above the amount prescribed for admission or examination fee by NIOS.
In case of breach of any of the terms and conditions and non-compliance of directions/guidelines given by NIOS in the context of its SOP, the NIOS reserves the right to suspend or cancel the Accreditation of the institution.

14.18 Refusal to enroll learners allotted to AI by NIOS through its online admission system.

14.19 Disclosure of particulars of the learners to any external agency.

14.20 Refusal to NIOS authorized official to inspect the AI on any working day.

14.21 The AI shall maintain all records pertaining to NIOS activities and keep readily available for NIOS whenever, the same is required for the purpose of providing information under Right to Information Act.

14.22 In case of breach of any terms and condition and non-compliance of directions/guidelines given by NIOS in the context of assigned tasks, the NIOS reserves the right to suspend or cancel the Accreditation of the institution.

14.23 In case of breach of any terms and condition and non-compliance of directions/guidelines given by NIOS in the context of its SOP, the NIOS reserves the right to suspend or cancel the Accreditation of the institution.

14.24 In case of dispute arising between the party of the second part and party of the first part arising out of or in relation of the MOU, the dispute shall be referred to the sole arbitrator appointed by the party of the first part whose decision shall be final and binding on the party of the second part.

14.25 In case of any dispute arising out of the relation between the parties, the jurisdiction of the Courts and Tribunals will be at the Court of Law, NOIDA (UP).

14.26 The Coordinator shall abide by the above terms and conditions and in case, at any time, it is observed by the NIOS that he/she is deviating from any of the terms and conditions, NIOS may take appropriate action against the Co-ordinator.

14.27 In case, the above stated terms and conditions are acceptable to the AI, the acceptance thereof be indicated by putting signatures in the space provided, so that the
School/Institution/Madarsa may be allowed to act as an AI in accordance with the terms & conditions, stipulated herein above, and subject to such terms & conditions which may be enforced in future.

14.28 विद्यालय के बाहर विद्यालय के बाहर से लिए गए विद्यालय के भवन, एक कक्षा, प्रयोगशाला तथा पुस्तकालय के फोटो अवश्य जमा करें जाने चाहिए।

Photographs of the School from different angles of the building including one classroom, laboratory, and library must be submitted on the day of signing the MOU.

We put our hands on this _______________________ day of ____________________ month Two Thousand _____________ as a token of our accepting the terms and conditions as set forth in the above Memorandum of Understanding.

For and on behalf of NIOS

For and on behalf of the Institution/Madarsa

Name & Address

Name & Address

Name & Address

Name & Address

Witnesses

Witnesses

Witnesses

Witnesses

1. ______________________  1. _____________________
   (Signature)       (Signature)

2. ______________________  2. _____________________
   (Signature)       (Signature)

Name & Address

Name & Address

Name & Address

Name & Address
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particulars of the documents</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>The processing fee Rs. 5000/- (Five thousand only) has to be deposited in the form of two bank drafts, one bank draft of amount Rs. 4,000/- and another bank draft of amount Rs. 1,000/- both drawn in favour of the Secretary, NIOS, payable at NOIDA.</td>
</tr>
<tr>
<td>2.</td>
<td>Copy of the Certificate of Registration of the Society</td>
</tr>
<tr>
<td>3.</td>
<td>Copy of the Memorandum of Association and Rules and Regulation.</td>
</tr>
<tr>
<td>4.</td>
<td>Copy of the List of Members of the Governing Body of the Society with their occupations and addresses</td>
</tr>
<tr>
<td>5.</td>
<td>Copy of the Resolution of the Management for taking up Open Schooling courses with Signature.</td>
</tr>
<tr>
<td>6.</td>
<td>Copy of the letter of affiliation from a recognized board</td>
</tr>
<tr>
<td>7.</td>
<td>Copy of the Audited Statement of income and expenditure of the Society for the past three years.</td>
</tr>
<tr>
<td>8.</td>
<td>List of teachers indicating their qualifications, designations, experience, length of service in the institution</td>
</tr>
<tr>
<td>9.</td>
<td>Four photographs of the laboratories and the building of the school.</td>
</tr>
<tr>
<td>10.</td>
<td>Copy of Documents pertaining to the Land of the school (lease/ownership)</td>
</tr>
<tr>
<td>11.</td>
<td>Affidavit duly filled by the Principal of the applicant</td>
</tr>
<tr>
<td>12.</td>
<td>Proforma for appointment of co-ordinator</td>
</tr>
<tr>
<td>13.</td>
<td>MOU duly filled in</td>
</tr>
<tr>
<td>14.</td>
<td>Copy of recognition/approval from Rehabilitation Council of India, applicable for institutions applying under SAIED Category.</td>
</tr>
<tr>
<td>15.</td>
<td>List of special teacher/instructors available in the applying institution with their qualification, designation and Experience. (Applicable for institutions applying under SAIED Category)</td>
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