

6. Administration and Accounts

The Administration Department of NIOS, headed by Secretary, looks after the matters related to (i) Memorandum of Association of NOS Society, (ii) Constitution of various committees of NIOS and organization of meetings of apex committees (iii) matters related to personnel, (iv) legal matters, (v) budget/Accounts, (vi) production and distribution of materials, (vii) purchase and supply of equipment, (viii) maintenance, (ix) promotion of Hindi (Raj Bhasha), (x) Annual Report, (xi) Parliament Questions etc. The programmes and activities of the Administration Department of NIOS during the year 2006-07 are as follows:

Personnel

Meeting of Apex Committees / Conferences

Based on inputs received from the Constituents of NIOS, meeting of the apex committees of NOSS, like the General Body, Executive Board and Finance Committee were organized and follow up action was taken based upon the minutes of meetings. Besides these organizational arrangements were made for National and International Conferences organized by NIOS.

Amendment of Recruitment Rules

During the year 2006-07, General Rules of Recruitment & Promotion of Academic and Non-

Academic Staff of NIOS (Part I & II) were amended after approval by Executive Board. These Rules were notified w.e.f. 12-03-07.

Appointments

Smt Meenakshi Saxena was appointed as Academic Officer (Sanskrit) on deputation basis w.e.f. 20-03-2007.

Promotions

Smt. Sandhya Kumar, Academic Officer (Home Science) was promoted to the post of Assistant Director (Acad) on adhoc basis w.e.f. 28-03-2006 (A/N).

Resignation

Smt. Nayana Das Gupta, Academic Officer (History) tendered her resignation w.e.f. 06-06-2006.

Retirement

Shri V.J.Williams, Director (Evaluation) retired from the service of NIOS on attaining the age of superannuation w.e.f. 30-09-2006.

Repatriation

During the year 2006-2007, the following Officers/ Officials were repatriated to their Parent Departments:

S.No.	Name	Designation	Date of Repatriation
1.	Shri M.Santosh Kumar	Deputy Director	30-06-06
2.	Shri V.D.Sevekar	Joint Director	18-08-06
3.	Smt. Mamta Rani	Deputy Director	21-08-06
4.	Shri N.P.Narain	Deputy Director	13-10-06
5.	Shri V.Ravi Kumar	Section Officer	02-02-07
6.	Shri Ramesh Kumar Sharma	Assistant Director	15-03-07
7.	Shri Rajendra Kumar	Section Officer	30-03-07

Parliament Unit

Parliament Unit coordinated with different Departments of NIOS in order to provide information related to NIOS during the Parliament Session. To ensure prompt, correct and timely information, Nodal Officers were designated within each Department.

During the year 2006-07, responses/replies were submitted by National Institute of Open Schooling in respect of 19 Parliament Questions.

Coordination with MHRD/International Agencies

The Coordination work related MHRD was handled by Personnel Section. Queries raised w.r.t. NIOS were responded to by this section in a timely manner.

The Secretary, Head of Administration coordinated for the collaboration with different international agencies such as UNESCO, UNFPA, COL as well as with various Ministries for a number of programmes. During this period, necessary support the following projects was provided:

- 1 Administration Department
 - Literacy Initiative for Empowerment (LIFE) – UNESCO, New Delhi

- Models of Equivalency Programme Phase-I with UNESCO-APPEAL, Bangkok
- Models of Equivalency Programme Phase-II with UNESCO-APPEAL, Bangkok

- 2 SSS Department
National Open Science Project – Ministry of Science and Technology
- 3 Academic Department
Adolescence Education Programme (AEP) – MHRD, UNFPA
- 4 Media Unit
Training Needs and Training Strategies for NIOS functionaries – COL, Vancouver
- 5 PME Unit
AKSHAT - MHRD

Legal Matters

During the year, the Legal Unit drafted various deeds regarding Agreement, Memorandum of Understanding and prepared Show Cause Notices. The Legal Unit rendered opinion on various issues regarding accreditation, examination, and general administration. The Legal Unit replied to the legal notices and redressed the grievances of learners and defended NIOS at various Forums/Courts.



Advisory Board Meeting

Departmental Advisory Board of Administration Department meeting was held on 28th March 2007. Some of the issues taken up were launching of publicity campaign for under privileged sections of society including SC/ST/Women and Minorities, Staff Training Programmes, single window student redressal mechanism at Regional Centres, effective use of website in discharge of regulatory information.

Opening of Sub-Centre

Sub-Centre for NIOS Dehradun started functioning w.e.f. 18-08-2006 at 24/1-2, Circular Road, Delanwala, Dehradun (for Uttranchal, Meerut Commissionery, except Noida, Saharanpur and Moradabad).

Inauguration of NIOS Campus at NOIDA

The newly constructed building of NIOS at A-31, Sector 62, NOIDA was inaugurated by Hon'ble Minister of HRD Shri Arjun Singh on 25-09-2006 in the presence of Shri Champak Chatterji, Secretary, School Education and Literacy, MHRD, Govt. of India and other dignitaries.

Strengthening of the Public Grievances Redressal Machinery

In keeping with the directives of the Department of Administrative Reforms & Public Grievances (DARPG) to make the administration more responsive to the needs of the citizens, NIOS has set up a Public Grievances Redressal Cell (PGR Cell). The responsibility of this cell is to redress the grievances received from the general public as well as NIOS learners.

NIOS has nominated Secretary as Director (Public Grievances), with following functions & powers –

- i) The Director (Public Grievances) will be actively involved in the process of dealing with grievances.
- ii) The Director (Public Grievances) is vested with power to call for files/papers connected with grievances pending for more than three months and to take a decision thereon with the approval of the Chairman, NIOS. He may also communicate the final decision to the aggrieved party.
- iii) The Director (Public Grievances) shall interact directly with the line-functionaries in the matter



of grievances pending in the concerned department and report directly to the Chairman, NIOS.

- iv) The Director (Public Grievances) will also function as the Nodal Officer for Citizens' Charter.

Redressal of Staff Grievances

In pursuance of directives of Department of Administrative Reforms & Public Grievances, Ministry of PPG&P, Govt. of India and emphasizing the need for setting up of Staff Grievance Redressal Mechanism for staff, Deputy Director (Pers) has been appointed as Staff Grievance Officer (SGO) for redressal of staff grievances.

Vigilance Administration

In order to implementation of directives of the Central Vigilance Commission, the following major activities were carried out during the year 2006-07.

1. Observation of Vigilance Awareness Week – This was observed as per the guidelines of CVC.
2. Improving vigilance administration by leveraging technology – In keeping with the directives of CVC to bring greater transparency and accountability in the discharge of regulatory, enforcement and other public dealing, NIOS has made extensive use of technology through official website. It has provided complete information regarding the rules and procedures. Arrangements have been put in place to ensure all application forms/proformas are available on the NIOS websites in a downloadable form. In order to move in the direction of e-governance, e-mail IDs of all Accredited Institutions have been obtained and placed on the website for easy communication and learner support. Tender notifications and documents are also available on the website.

Public Relations Unit

- Consistent efforts were made to spread awareness about NIOS programmes through educational supplements, T.V. channels, magazines as well as regional dailies.
- As a part of efforts to popularize NIOS programmes and activities, interviews of the Chairman & Secretary, NIOS were carried in prominent dailies.
- The Public Relations Unit of NIOS interacted with the public at large especially with prospective client groups, gave necessary information, Minority groups in different parts of country about various courses and programmes of the NIOS.
- Liaison was maintained with the National and Regional Press with proper follow up, thereby ensuring that all activities of NIOS appeared in Print/Electronic media was in conformity with the NIOS image. Press releases were given from time to time.
- Admission dates and procedures, examination and fee schedules, registration of direct candidates for the NIOS examinations etc. were notified through the national and regional dailies. Efforts were made to choose smaller, vernacular newspapers also.
- The policy of placing advertisements in major Urdu News Paper e.g. Admission Notices and other activities were published in leading National Urdu Dailies.
- Mass Sensitization Programmes, Meetings and Exhibitions etc. for education of Minorities and general public were organized time to time at National level.
- A Documentary film and Audio/Video spots for Minority Education are in progress.
- Press releases were given both in English and Hindi to highlight the achievements programmes, and activities of the NIOS.
- Student-friendly staff was provided at NIOS Reception Counter.

ACCOUNTS

Income Generated by the NIOS

The funds generated by way of collection of admission and examination fees, and sale of publications etc., during the year 2006-07 were to the tune of Rs. 5972.80 lakh as against Rs. 5328.19 lakh during 2005-06. The increase of 12.10% in the revenue was due to (a) increase in the number of students enrolled and increase in the number of students who appeared for examinations, (b) increase in receipt of miscellaneous fee, and (c) receipt of interest on term deposit from bank. Income of NIOS during 2006-07 was Rs. 5972.80 lakhs. The trend of NIOS generated income from 1997-98 onwards is at **Annexure-IV**.

Expenditure

The Non-Plan expenditure during the year 2006-07 was Rs. 4339.34 lakh as compared to Rs. 4079.25 lakh during previous year. The Plan expenditure during the year 2006-07 was Rs. 817.66 lakh as compared to Rs. 1051.97 lakh during previous year. An expenditure of Rs. 10.20 lakh was also incurred during the year under report for NER. Diagrammatic presentation of the NIOS Non-Plan and Plan expenditure from 1997-98 onwards are at **Annexures V and VI**.

Budgetary Support to NIOS

The budgetary support to NIOS from the MHRD during 2006-07 was Rs. 405 lakh + Rs. 10 lakh (for NER) under plan only. A diagrammatic presentation of Budgetary Support to NIOS from the MHRD since 1997-98 is at **Annexure-VII**.

Fee Concession to Prioritized Groups

During 2006-07, subsidy aggregating to Rs. 440.96 lakh was given in the form of concessions in admission fee to the students belonging to weaker sections of society comprising women, scheduled castes, scheduled tribes, ex-servicemen and handicapped. This subsidy was solely met from NIOS

generated funds. The number of beneficiaries availing subsidy during the year was 1,28,666 SCs; 36599 STs; 21029 Ex-Servicemen; 434 Handicapped; 1587 Women; 69,017 (excluding SC/ST Women).

The rate of subsidy ranged between Rs. 75 to Rs. 300 per student depending on the courses of study and gender. A diagrammatic presentation of year-wise subsidies given from 1997-98 to 2006-07 is at **Annexure-VIII**.

During the year 2006-07:

- In order to comply with accrual system of accounting, first time depreciation was charged on fixed Assets of NIOS from 1989-90 to 2006-07. This has been done in house and long pending audit para has been settled.
- Efficient management of working capital was effected with the help of cash flow and fund flow statement.
- Effective control was exercised on fixed assets by way of preparing fixed assets schedule in proper proforma.
- Activities in respect of reconciliation of admission, examination, and miscellaneous fee have been initiated in all the Regional Centres of NIOS.
- The annual accounts of NIOS were prepared on accrual basis in uniform format as applicable to all central autonomous bodies and prescribed by the Ministry of Finance, Government of India.
- The computerisation of Accounts in all the Regional Centres of NIOS was undertaken.
- The certification audit of accounts of NIOS for the years 2006-07 was got conducted by DGCAR from 20.8.07 to 27.8.07
- Audit certificate of annual accounts for the year 2005-2006 was obtained and sent for laying in the Parliament.

Material Production and Distribution

Material Production

NIOS is one of the biggest Government Publishing House in India. Printed instructional materials written in self-learning style is the main source of learning for learners of NIOS. NIOS prints lakhs of copies of several hundred books/titles developed by NIOS for its various courses of study. It really needs meticulous planning and huge managerial skills to procure paper products, their adequate warehousing and proper stocking. NIOS purchase paper for printing its Self Instructional Material (SIM). NIOS publications have wide variety of subjects. Once the paper is purchased, next the most challenging task comes printing the materials pertaining to all subjects, courses and mediums within a stipulated time frame.

The success of any Distance Mode of Learning System largely depends on timely printing, transportation and distribution of study materials to the learners scattered all over the country. NIOS have been doing all these tasks timely, efficiently and satisfactorily. Materials produced by NIOS is well prepared and quality of printing has been highly appreciated by all and sundry in formal schooling system, as well as by large number of users. NIOS prints Self Instructional Materials (SIM) for its learners from various printers on NIOS panel.

About NIOS Publications

NIOS prints learning materials of different subjects, courses, and mediums. Majority of the subjects are in 2 to 3 parts. NIOS books are user friendly and self explanatory in approach. During the year 2006-07, NIOS printed approx. 46 lakh copies (combined despatches) of Secondary, Sr. Secondary and Vocational courses. Study materials in Hindi, English, Telugu, Marathi, Malayalam, Gujarati and Urdu were also got printed. NIOS printed and supplied study materials for the students of the Rajasthan State Open School.

The expenditure incurred on paper and printing of the instructional materials during 2006-07 was approx. Rs. 1513.69 lakhs. During 2006-07 NIOS purchased good quality paper from Hindustan Paper Corporation, a Govt. of India undertaking through open tendering. This further added quality of printing of the NIOS publications.

Some of the unique features of NIOS publications meant for students are as under :

- Unique layout - in A4 size - following International standardization of sizes.
- Using 10-12 pt. type for text and leaving enough white space so as to make the reading catchy and providing enough space to students for writing notes etc.
- Using Graphics in between the text to make the reading catchy.
- Using 60 G.S.M. — NIOS Water marked paper for printing of text and 180 GSM Pulp Board (MG) for printing of multi-color cover of the Books.
- Perfect binding and Side stitching of books making it more convenient while using and withstand rough handling by students.
- Polethene packing of books to avoid any damage during transportation.

NIOS mainly prints study materials for its learners of the following courses :

- Open Basic Education books — This material is generally printed in four colours so as to make it catchy for the students.
- Books for Secondary Courses
- Books for Senior Secondary Courses
- Books for Vocational Education Courses

Publications printed during 2006-07 by NIOS

1. Secondary Courses 29 subject books
2. Senior Secondary Course 26 subject books
3. Vocational Subject 53 books
4. Regional medium 17 books
5. Examination related material 6 materials
6. Admission related material 5 materials
7. Other prestigious publication 7
8. Book in Bengali medium under OBE programme
9. Miscellenous items for other departments (Administration, Evaluation, SSS, Vocational, Academic Departments and Regional Centres)
10. Report of various seminars/conference

The details is as under:-

1. Secondary Course

Code	Subjects
201	Hindi
202	English
203	Bengali
204	Marathi
205	Telugu
206	Urdu
207	Gujarati
208	Kannada
209	Sanskrit
210	Punjabi
228	Assamese
231	Nepali
232	Malayalam
233	Oriya
235	Arabic
211	Mathematics (Hindi & English)
212	Science and Technology (Hindi & English)
212	Science and Technology (Urdu)
213	Social Science (Hindi & English)
214	Economics (Hindi & English)
214	Economics (Urdu)
215	Business Studies (Hindi & English)
216	Home Science (Hindi & English)
217	Typewriting (H)
218	Typewriting (E)
219	Word Processing (E)
221	Typewriting (Urdu)
222	Psychology (Hindi & English)
223	Indian Culture and Heritage (Hindi & English)

2. Senior Secondary Course

Code	Subjects
301	Hindi
302	English
306	Urdu
311	Mathematics (Hindi & English)
312	Physics (Hindi & English)
313	Chemistry (Hindi & English)
314	Biology (Hindi & English)
315	History (Hindi & English)
316	Geography (Hindi & English)
317	Political Science (Hindi & English)
318	Economics (Hindi & English)
319	Commerce / Business Studies (Hindi & English)
320	Accountancy (Hindi & English)
321	Home Science (Hindi & English)
322	Typewriting (H)
323	Typewriting (E)
327	Word Processing (E)
324	Stenography (H)
325	Stenography (E)
329	Stenography (Urdu)
326	Secretarial Practice (Hindi & English)
328	Psychology (Hindi & English)
330	Computer Science (English/Urdu)
331	Sociology (Hindi & English)
332	Painting (Hindi & English)
364	Typewriting (Urdu)

3. Vocational subjects

Code	Subjects
252	बढ़ईगिरी
255	Laundry Services (H)
256	Bakery & Confectionary (E)
257	Welding Technology (H)
351	पादप सुरक्षा भाग 1-2
351	Plant Protection (E) Part 1-2
353	Oyster Mushroom Production (H)
353	-do- (E)
354	Furniture & Cabinet (H)
355	Electroplating (H)
356	House Keeping (H)
358	खाद्य संसाधन 1-3
358	Food Processing (E) Part 1-3
361	कुक्कट पालन 1-2
361	Poultry Farming (E) Combined 1-2
362	मृदा एवं उर्वरक
362	Soil & Fertilizer Management (E)
369	फल एवं सब्जियों का परिरक्षण
369	Preservation of Fruits & Veg. (E)
409-411	CCE
416-418	Certificate in Toy Making & Joyful Learning (E)
419-421	Certificate in Footwear Design & Production
430-435	Diploma in Radiography (E)
439-441	Early Care Childhood Education (E)
608	Certificate in Basic Computing (E)
610	Certificate Plumbing & Sanitation
612	ब्यूटी कल्चर
612	Beauty Culture (E)
613	Desk Top Publishing (E)
701/702	विद्युत तकनीशियन
701/702	Electrical Technician (E)
703/704	Radio & T.V. (H)
703/704	Radio & T.V. (E)
705/606	सिलाई और कढ़ाई
705/606	Cutting & Tailoring Dress Making (E)
709/710	Refrigeration & A.C. (E)
713	Certificate in Two Wheeler Mechanism
801	परिपूर्ण महिला (हिंदी)
802	जन स्वास्थ्य (हिंदी)
-	Mushroom Production (E)
-	Certificate Course in Jeevan Vigyan
-	Vermi Composing (E)
-	Computer Science (Urdu)
-	Web Designing (E)
-	Four Wheeler Mechanism (E)
-	Early Care Childhood Education (439-441) (H)
-	Computer Hardware Assembly and Maintenance 616 (E)
-	Certificate Course in Computer Application 711-712 (E)
-	Yoga 614 (H)
-	Certificate in Library Science 436-438 (H)
-	Refrigeration and A.C. 709-710 (H)
-	Diploma in Modern Secret. Practice 412-415 (E)
-	Certificate in Security Services 615 (H)
4. Regional Medium Books	
212	Science and Technology (Marathi)
213	Social Science (Marathi)

215	Business Studies (Marathi)
216	Home Science (Marathi)
212	Science and Technology (Malayalam)
213	Social Science (Malayalam)
214	Economics (Malayalam)
215	Business Studies (Malayalam)
216	Home Science (Malayalam)
222	Psychology (Malayalam)
211	Mathematics (Gujarati)
216	Home Science (Gujarati)
212	Science and Technology (Gujarati)
213	Social Science (Gujarati)
215	Business Studies (Gujarati)
215	Business Studies (Telugu)
223	Indian Culture and Heritage (Telugu)

6. Examinations related materials

- Answer Books for Oct./Nov., 2006 and April/May, 2007 examinations.
- Date sheets for Academic and Vocational courses for October/November, 2006 and April-May, 2007 Exams.
- Miscellaneous items required for Eval. Deptt. for Examinations.
- Guidelines for Centre Supdt. for Academic and Vocational Exams.
- Certificates for Academic and Vocational for Secondary and Senior Secondary for October/November, 2005 exams. and April-May, 2006
- Mark sheets, Provisional Certificates and Migration Certificates for Secondary, Senior Secondary and Vocational Exams. for April-May, 2006 exams. and for October/November, 2006 examinations.

7. Admission related materials

- Academic Prospectus, 2006-07
- Vocational Prospectus, 2006-07
- Academic Prospectuses in Telegu, Urdu, Gujarati, Marathi, Malayalam were also got printed. In addition of this prospectuses for AIs, in Nepal and AIs in Gulf and Quwait were also got printed.
- Administrative Guidelines for Academic and Vocational courses.

8. Other prestigious Publications of NIOS

- NIOS at a Glance, 2006
 - OSAC Journal, December, 2005
 - Open Schooling, Quarterly News Bulletin : January-March, 2006, April-June, 2006, July-September, 2006
 - Annual Report 2005-2006
 - Annual Audit 2005-2006
 - Recruitment Rules as amended upto March, 2007
 - A curriculam frame work - Vocational Education through Open Distance Learning
9. In addition of the above during 2006-2007 NIOS got printed books in Bengali mediums under Open Basic Education Programme. NIOS also got printed miscellaneous items for almost all Departments and constituents of NIOS like Administration, Evaluation, Student Support Services, Vocational and Academic Departments including Regional Centres.
10. Reports of various Seminars and Conferences were also got printed.

DTP Unit

NIOS have a in-house DTP Unit. All important and prestigious publications like Prospectus, Annual Report, Certificate, Marksheet, Annual Account, NIOS at a Glance, Answer Books, Open Learning, Open Schooling, Examination related materials and various Reports of Seminars and Conferences were also got typeset in the DTP unit.

Material Distribution

The success of Open and Distance Learning (ODL) programme largely depends on timely supply of instructional materials to the students to enable them to learn at their own pace. The instructional materials are provided to the students. The students of NIOS were given instructional materials duly packed in polythene for each subject.

The study material is made available to the students through the Accredited Institutions. The material was supplied to them in bulk at their door steps through road transport. In certain special cases, the study material was sent directly to the enrolled students.

The main aim of NIOS is to serve the people at large. NIOS makes sure that study materials are supplied to learners at the time of Admissions or immediately after the admissions are over. To achieve this target, NIOS utilizes the services of efficient, reliable and professional mailer/transporter for despatch of NIOS study materials all over the country. The mailer/transporter is selected through proper tendering and taking all related precautionary measures into consideration.

During 2006-07, NIOS despatched Study Material to 1896 Accredited Institution. A diagrammatic presentation of number of despatch centres of NIOS since 1997-98 is at **Annexure IX**.

Since most of the students enrolled with NIOS, particularly those hailing from rural areas, belong to poor and backward classes, the cost of printed books is subsidised as a part of the wider social objective (to keep the cost of printed material as cheap as possible). With this social objective in mind, only the actual cost of printed material is charged from the students and this cost is included in the total charges recovered from students at the time of admission. In this way NIOS supply printed material to students at highly subsidized rates.