

# 1. Introduction

The National Institute of Open Schooling (NIOS), formerly known as the National Open School (NOS), was established by the Department of Education, Ministry of Human Resource Development, Government of India, in November, 1989 as an autonomous organisation (in pursuance of the National Policy on Education, 1986) and registered under the Societies Registration Act of 1860.

NIOS occupies an important place in the national system of education and it has its own distinct character.

The main objectives of the NIOS are :

- to provide opportunities for continuing and developmental education at the school stage;
- to provide consultancy services to the Government of India and States;
- to serve as an agency for effective dissemination of information related to distance education and open learning;
- to identify and promote standards of learning in distance education system and state open schools; and
- to exercise normative and coordinating functions while promoting standards in distance and open learning system in the country.

In order to fulfil its mission of (i) universalising education, (ii) enhancing social equity and justice, and (iii) creating a learning society, the NIOS has been endeavouring for education of the marginalised groups, namely, rural youth, girls and women, scheduled castes, scheduled tribes, handicapped and ex-servicemen, among others.

NIOS was vested, in October 1990, with the authority to examine and certify students registered with it up to pre-degree level courses. The NIOS conducted its first Secondary and Senior Secondary Examinations in January, 1991. Certificates issued by NIOS are recognized by the Association of Indian Universities,

the University Grants Commission (UGC), several Universities and Institutes of Higher Learning, several Boards of Education, the Ministry of Human Resource Development (MHRD) and the Ministry of Labour and Employment.

NIOS offers academic, vocational and life-enrichment courses. The academic courses offered include Open Basic Education (OBE), Secondary and Senior Secondary Courses. NIOS is developing course materials for the Open Basic Education at A, B and C levels that are equivalent to classes III, V and VIII respectively. As regards, academic courses, students are given freedom to select subjects according to their needs, interests and abilities. Students are also encouraged to choose vocational subjects, which is something unique recognizing the value of work and skills at par with knowledge.

The NIOS network of study centres consists of accredited institutions (AIs) for academic courses and Accredited Vocational Institutions (AVIs) for vocational education courses. Several Special Accredited Institutions for the Education of the Disadvantaged (SAIED) have been recognised as study centres of NIOS to meet the educational needs of the differently abled and other disadvantaged children. The accredited institutions of NIOS are located in various States of the country. At the close of the twentieth century, the NIOS took a major initiative of launching the Open Basic Education (OBE) programme in partnership with dedicated and experienced NGOs and Zila Saksharta Samitis (ZSSs). This programme is meant for children below 14 years and adults above 14 years with separate focus. Starting of Open Basic education programme completes the chain of Open Schooling system from primary to pre-degree level.

## 1.1 Management and Organisational Structure

The policy perspective for the National Institute of Open Schooling is provided by the General Body of the organisation. The execution and monitoring of programmes is overviewed by the Executive Board

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of the Organisation. The constitution, roles and functions of the apex bodies of NIOS are as follows:

The authorities specified for the management of the National Open School Society are (i) the General Body; (ii) the Executive Board, and (iii) the Finance Committee.

◆ **General Body of the NOS Society**

This apex body, vested with the responsibility to assist the society by providing sound and professional advice and counsel, generates a vision and gives broad policy directions. It ensures that the Organisation remains publicly accountable, exercising its powers and functions in consonance with the mission and objectives of the Society. The Union Minister for Human Resource Development is the President of the Society who chairs the General Body meetings. In his absence, the Minister of State of HRD, who is the Vice President of the society, chairs the General Body meetings. The Secretary of the National Institute of Open Schooling is the ex-officio member Secretary of the General Body of the Society.

A list of members of the General body as on 31<sup>st</sup> March 2007 is given in **Appendix-A**.

◆ **Executive Board of the NOS Society**

In general, the Executive Board has been vested with all the powers of the Society to manage its affairs enabling it to function smoothly and effectively. Specifically the Executive Board does forward planning for preparation of policies and programme of action, takes appropriate decisions to ensure effective implementation of the programmes and exercises review function. The Chairman NIOS, is the Chairman of the Executive Board of NIOS and the Secretary NIOS is its Member Secretary.

Other members of the Executive Board include the Heads of the Departments of NIOS; nominees of the Department of Education, Ministry of Human Resource Development and

its Finance Division; and one specialist from each of the following areas:

- Distance Education
- Developmental Education
- Industry
- Media
- Technology
- Vocational/Technical Education

The Executive Board was reconstituted in February, 2004 by the Ministry of Human Resource Development (Department of Education). A list of members of the Executive Board, as on 31<sup>st</sup> March, 2007, is given in **Appendix – B**.

- ◆ **Finance Committee** The Finance Committee of the NIOS scrutinizes the accounts and budget estimates and makes recommendations on proposals for new financial outlays and other financial matters. The Chairman, NIOS is the Chairperson of the Finance Committee. The Secretary, NIOS is the Member Secretary of the Committee.

The Finance Committee is composed of the Heads of the Departments of NIOS, nominees of the Department of Education and its integrated Finance Division and financial and management experts.

A list of members of the Finance Committee as on 31<sup>st</sup> March, 2007, is given in **Appendix-C**.

◆ **Organizational Structure**

The Chairman of the National Institute of Open Schooling appointed by the Government of India is the Chief Executive of the Organisation. He is assisted by five Heads of Departments, namely, Director (Vocational Education), Director (Academic), Director (Student Support Services), Director (Evaluation and Secretary, NIOS. The Organizational Structure of NIOS is depicted in Diagram.

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A Statement showing the category-wise sanctioned staff strength of the NIOS as on 31.03.07 is given in **Appendix-E**.

## **1.2 Meetings of General Body, Executive Board and Finance Committee of NIOS held during the year 2006-07.**

### **(a) General Body**

The 13<sup>th</sup> Meeting of General Body was held on 13<sup>th</sup> December, 2006.

### **(b) Executive Board**

The 40<sup>th</sup> meeting of Executive Board was held on 25<sup>th</sup> August, 2006

The 41<sup>st</sup> meeting was held on 5<sup>th</sup> December, 2006

The 42<sup>nd</sup> meeting of Executive Board was held on 9<sup>th</sup> March 2007

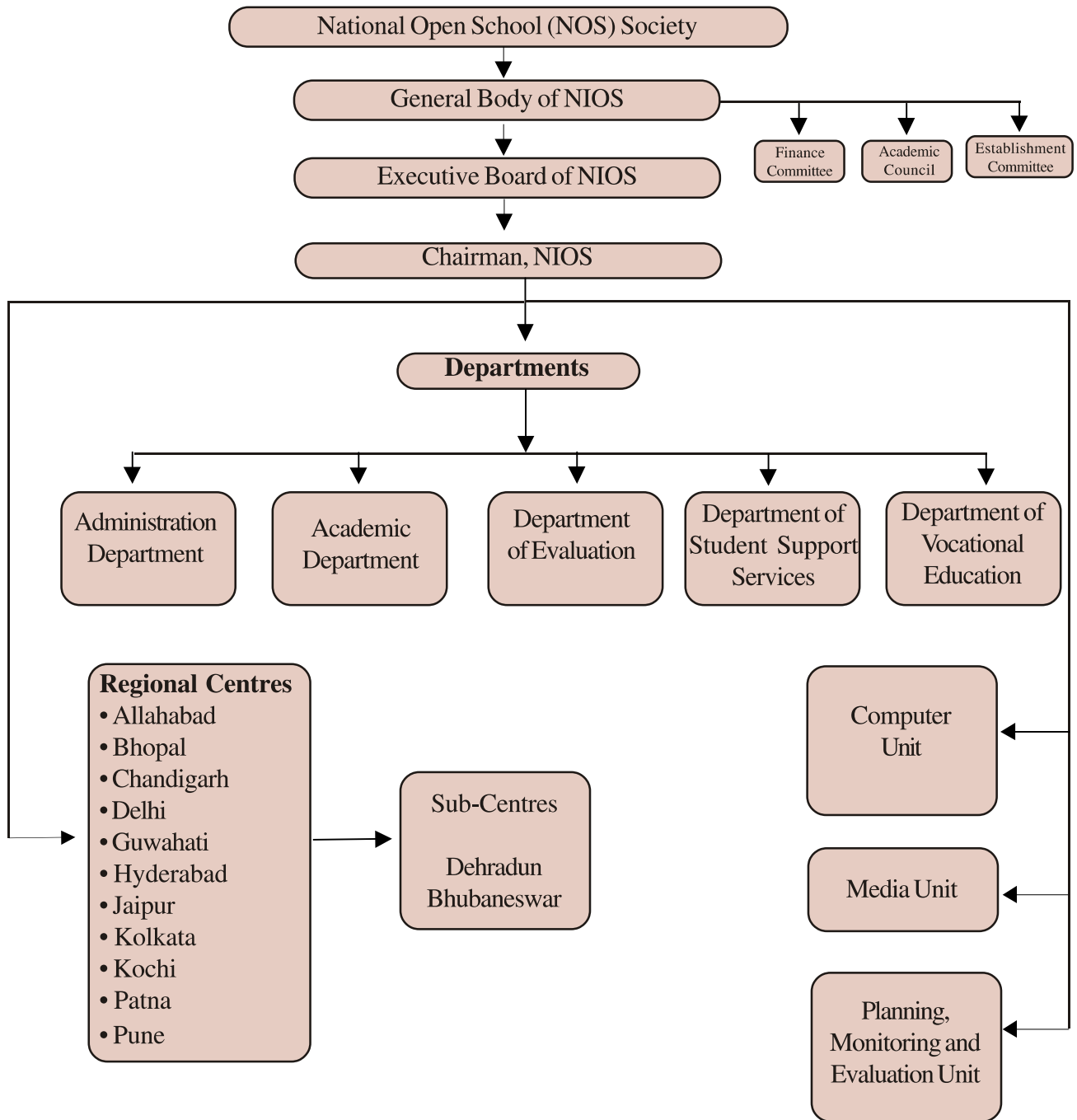
### **(c) Finance Committee**

The 27<sup>th</sup> meeting of Finance Committee was held on through circulation in July 2006 and 28<sup>th</sup> meeting of the finance was held on 26<sup>th</sup> October, 2006.

### **◆ Regional Centres**

For effective implementation of the NIOS programmes throughout the country, eleven Regional Centres have been established at Kolkata, Pune, Hyderabad, Guwahati, Kochi, Chandigarh, Allahabad, Patna, Jaipur, Bhopal and Delhi. Two Sub-Centres of the Regional Centres have been set up at Dehradun and Bhubaneswar.

## *Organisational Structure of National Institute of Open Schooling*



# ORGANISATIONAL SET UP OF NIOS

(with Role and Functions of the Constituents of NIOS)

## Chairman

Chairman's Secretariat

### Administration Department (Secretary)

### Academic Department (Director)

<ol style="list-style-type: none"> <li>1. <b>General Administration</b> <ol style="list-style-type: none"> <li>1.1 Memorandum of Association, Rules and Regulations</li> <li>1.2 Constitution of (i) General Body, (ii) Executive Board, (iii) Finance Committee and other Committees; organisation of their meetings and taking follow up action.</li> <li>1.3 Matters related to NIOS Personnel</li> <li>1.4 Legal matters</li> </ol> </li> <li>2. Matters related to Land and Buildings</li> <li>3. Purchase and supply of Equipment etc.</li> <li>4. Accounts</li> <li>5. Publication of Materials</li> <li>6. Distribution of Materials</li> <li>7. Maintenance</li> <li>8. Public Relations</li> <li>9. Promotion of Hindi (Raj Bhasha)</li> <li>10. Matters related to Accreditation of Institutions as Study Centres of NIOS</li> <li>11. Administration Coordination</li> <li>12. Malpractice Cell</li> <li>13. Miscellaneous matters related to Administration</li> <li>14. Minority Cell and Accreditation of Minority Institutions</li> <li>15. Material Production and Distribution Division               <ul style="list-style-type: none"> <li>– Printing of Material related to courses of study, Programme Delivery, Examinations, Conferences/Seminars, Journals, Magazines, News Bulletins etc.</li> <li>– Typesetting (DTP) of various manuscripts of the constituents of NIOS.</li> <li>– Distribution of Materials to the clientele of NIOS.</li> <li>– Maintenance of Inventory of Paper purchased and used for publication of materials</li> <li>– Fixation of Price of NIOS Publications and maintenance of Inventory of publications</li> <li>– Sale of Books to authorised dealers.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Planning and Policy Perspectives               <ol style="list-style-type: none"> <li>1.1 Preparation of Long Term, Medium Term and Annual Plans of NIOS related to academic work.</li> <li>1.2 Constitution of Academic Committee</li> <li>1.3 Organisation of meetings of Academic Committee for consideration of the Academic Programmes of the constituents of NIOS and dissemination of the minutes of the meetings</li> <li>1.4 Monitoring of implementation of Academic Programmes of the Academic Department</li> <li>1.5 Research and Surveys</li> </ol> </li> <li>2. Curriculum and Learning Materials (Secondary and Sr. Secondary)               <ol style="list-style-type: none"> <li>2.1 Identification of courses of study and development of Curriculum and Learning Materials</li> <li>2.2 Preparation of Question Paper Designs Blue Prints, Marking Schemes etc.</li> <li>2.3 Graphics</li> <li>2.4 Evaluation of Curriculum and Learning Materials etc.</li> <li>2.5 Population and Development Education</li> <li>2.6 Education of Differently Abled and Disadvantaged Learners</li> </ol> </li> <li>3. Open Basic Education Programme               <ol style="list-style-type: none"> <li>3.1 Development of Curriculum and Learning Materials</li> <li>3.2 Identification and Accreditation of Agencies as partners of NIOS Open Basic Education Programme</li> <li>3.3 Development and Dissemination of Standards in Open Basic Education</li> <li>3.4 Joint Certification (NIOS-Accredited Agencies collaboration)</li> <li>3.5 Monitoring of implementation of Open Basic Education Programme</li> <li>3.6 Education of Child Labour Programme</li> </ol> </li> <li>4. Regional Language Programme               <ol style="list-style-type: none"> <li>4.1 Offering Regional Languages as subjects and mediums</li> <li>4.2 Development /translation of materials in Regional Languages</li> </ol> </li> <li>5. Media Support to Open Schooling Programmes               <ol style="list-style-type: none"> <li>5.1 Development and dissemination of audio and video programmes</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>6. Life Enrichment Programmes               <ol style="list-style-type: none"> <li>6.1 Bharatiya Culture and Heritage</li> <li>6.2 Education in Human Values</li> <li>6.3 Peoples of India</li> <li>6.4 Lives of Great Personalities of India</li> <li>6.5 Performing Arts (Music, Dance, Painting)</li> </ol> </li> <li>7. Human Resource Development               <ol style="list-style-type: none"> <li>7.1 Setting up and operationalisation of International Centre for Training in Open Schooling (ICTOS)</li> <li>7.2 Development of Training Packages</li> <li>7.3 Organisation of short term and long term training programmes for Open Schooling functionaries at national and international level.</li> </ol> </li> <li>8. National Consortium for Open Schooling (NCOS)               <ol style="list-style-type: none"> <li>8.1 Constitution and operationalisation of NCOS</li> <li>8.2 Promotion of Open Schooling in States</li> <li>8.3 Consultancy and assistance to States for setting up/upscaling of State Open Schools (SOSs)</li> <li>8.4 Coordination and clearing house functions related to promotion of Open Schooling</li> <li>8.5 Organisation of meetings of NCOS and follow up action</li> </ol> </li> <li>9. International Relations               <ol style="list-style-type: none"> <li>9.1 Interaction/Liaison with international agencies like UNESCO, COL, UNICEF, UNDP, World Bank in the context of Open Schooling Programmes.</li> <li>9.2 Interaction, liaison with other countries in the context of Open Schooling Programmes</li> <li>9.3 Operationalisation of Open Schooling Association of Commonwealth (OSAC)</li> <li>9.4 Advocacy/consultancy programmes for promotion of Open Schooling in other countries</li> </ol> </li> <li>10. Journals, Magazines and News Bulletins               <ol style="list-style-type: none"> <li>10.1 OSAC Journal of Open Schooling</li> <li>10.2 Open Learning (Magazine)</li> <li>10.3 NIOS News Bulletin "Open Schooling"</li> <li>10.4 Preparation of other Journals, Magazines and News Bulletins as per need</li> </ol> </li> <li>11. Vigilance and Grievances</li> <li>12. Coordination and Clearing House Functions</li> <li>13. Library and Documentation</li> </ol>
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# ORGANISATIONAL SET UP OF NIOS (Continued)

## Department of Vocational Education (Director)

1. Planning and Policy Perspective in Vocational Education
  - 1.1 Preparation of Long Term, Medium Term and Annual Plans in Vocational Education.
  - 1.2 Networking in the context of Vocational Education programmes.
  - 1.3 Monitoring of implementation of Vocational Education Programmes
  - 1.4 Research and Surveys
  - 1.5 Matters related to maintenance of quality in Vocational Education
2. Curriculum and Learning Materials
  - 2.1 Identification of courses of study
  - 2.2 Development of Curriculum and Learning Materials
  - 2.3 Preparation of Question Paper Designs, Blue Prints and Marking Schemes
  - 2.4 Development of Media support to Vocational Education Programmes
  - 2.5 Development of Vocational Education courses in Regional languages as per needs and demand
  - 2.6 Evaluation of curriculum and learning materials etc.
  - 2.7 Development of modes and models to offer Vocational Education Programmes, and matters related to recognition and equivalence
3. Accreditation of Institutions
  - 3.1 Identification and accreditation of Institutions for implementation of Vocational Education Programmes
  - 3.2 Identification and accreditation of Rural Community Workshops within the framework of Vocational Education Programme of NIOS
4. Admission
  - 4.1 Preparation of Prospectus for Vocational Education and dissemination
  - 4.2 Organisational matters related to admission in Vocational Education courses.
5. Examinations
  - 5.1 Preparation of Examination Framework for Vocational Education courses and its operationalisation
  - 5.2 Monitoring of implementation of Examinations
  - 5.3 Follow up of Vocational Education pass outs
6. Training
  - 6.1 Development of Training packages
  - 6.2 Organisation of Orientation/Training Programmes for functionaries handling Open Vocational Education Programmes
7. Advocacy
  - 7.1 Organising advocacy programmes in Vocational Education
  - 7.2 Publicity to Vocational Education Programmes
8. Coordination and clearing house functions in the area of Vocational Education

# ORGANISATIONAL SET UP OF NIOS (Continued)

## Department of Evaluation (Director)

## Department Student Support Services (Director)

### Role & Functions of Evaluations

#### 1. Matters related to Examinations

##### 1.1 Pre-Examination activities

- Preparation of Question Papers and Answer Booklets
- Preparation and maintenance of Examination Data
- Preparation and notification of date sheet for Examination
- Coordination with Regional Centres of NIOS in the context of NIOS Examinations
- Identification and fixation of Examination Centres
- Appointment of Nodal Officers/Observers and other Inspection Teams
- Preparation and dissemination of Guidelines for Center Superintendents and other functionaries for NIOS Examinations.
- Approval to the appointment of external examiners for Practical Examination
- Approval to the appointment of Team Leaders/Evaluators for Spot Evaluation
- Appointment of Chief Secrecy Officers, Secrecy Officers and S.O.-in-Chief for H.Q.

##### 1.2 Activities related to conduct of Examinations

- Preparation of guidelines for Center Supdt. for theory and practical Examination
- Preparation of guidelines for Spot Evaluation
- Preparation of guidelines for Secrecy work
- Monitoring of law and order during Examination through Police Authorities

##### 1.3 Evaluation and Certification

- Evaluation of Answer Scripts
- Organisation of meetings of Evaluation Committee
- Preparation and declaration of results
- Processing of Unfair means Cases
- Preparation and issue of Marksheets, Provisional Certificates, Migration Certificates etc

##### 1.4 Activities related to Post Conduct Examination

- Use of Internet for result declaration
- Use of Internet for Marking Schemes and questions asked in the Examination
- Holding Press Conferences relating to Examination

#### 2. Policy perspectives related to Measurement and Evaluation

- 2.1 Research studies related to Measurement and Evaluation
- 2.2 preparation and implementation of Examination Frameworks

- 2.3 Maintenance of Statistical Data related to Examinations

#### 3. Implementation of On Demand Examination System

#### 4. Matters related to Examination in Regional Languages

#### 5. Matters related to Evaluation and Certification under Open Basic Education Programme

#### 6. Coordination and Clearing House Functions

#### 7. Miscellaneous work related to NIOS Examinations.

#### 1. Planning and Policy Perspective

- 1.1. Preparation of Long Term, Medium Term and Annual Plans and Policy Perspectives related to Students Support Services
- 1.2. Research studies and maintenance of statistical data

#### 2. Accreditation of Institutions

- 2.1 Identification and accreditation of institutions through Accreditation Advisory Committee (AAC) following due process

#### 3. Students' Registration

- 3.1 Preparation and dissemination of Prospectus for Academic Courses
- 3.2 Publicity / Advertisements about admission etc.
- 3.3 Matters related to admissions in Accredited Institutions (AIs) and for direct admissions in Regional Centres of NIOS
- 3.4 Handling requests for (1) change of Date of Birth (2) change of subjects / additional subjects, and (3) transfer of credits (TOC)

#### 4. Monitoring and Coordination

- 4.1 Liaison with State Governments/NGOs /Private Organisations
- 4.2 Development and operationalisation of mechanism for responding to needs and grievances of students.

#### 5. Equivalence /recognition of NIOS Academic Programmes from Boards of Education, Universities and other statutory and Employment Agencies

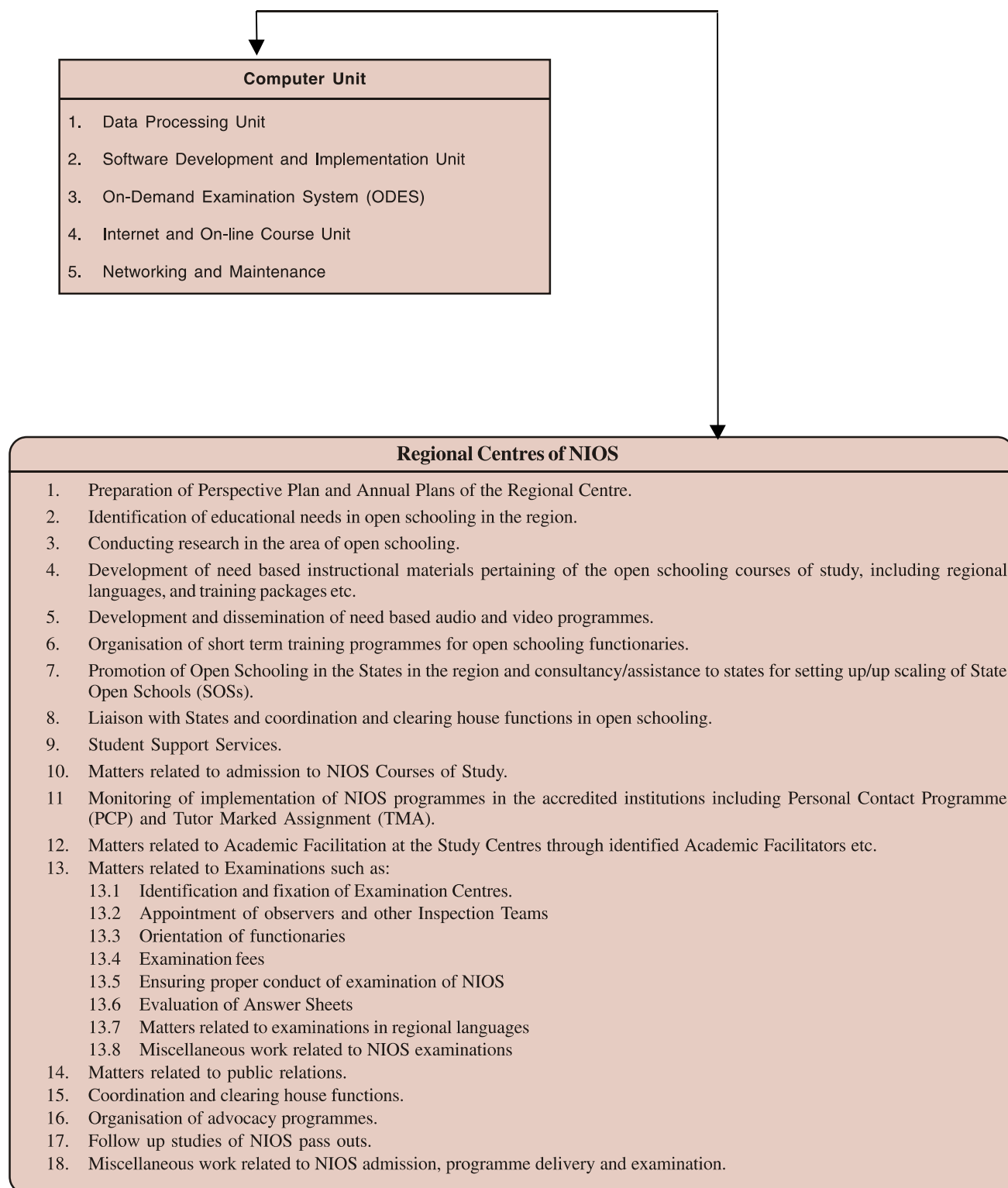
#### 6. SOP for various activities of the Regional Centres of NIOS and for the Students Support Services Department.

#### 7. PCP, TMA and Facilitation

- 7.1 Matters related to Personal Contact Programme (PCP)
- 7.2 Matters related to preparation and implementation of Tutor Marked Assignment (TMA)
- 7.3 Matters related to Academic Facilitation through identified Academic Facilitators.

#### 8. Coordination and clearing house functions

## ORGANISATIONAL SET UP OF NIOS (Continued)





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### 1.3 Planning, Implementation, and Monitoring of Open Schooling Programme

Realization the need for preparation of a long term perspective of the Open Schooling programme of NIOS a “Vision 2020 Document” was prepared.

In order to implement the Vision Plan of NIOS, long term, medium term, and short term plans have been prepared.

The NIOS has formulated a detailed programme processing mechanism. The Programme Processing Committees are as follows.

- (i) Open Schooling State Coordination Committee (OSSCC) to identify educational needs of states requiring inputs from NIOS.  
Chairperson: State Education Secretary  
Convener : Head, Regional Centre, NIOS
- (ii) Advisory Committees of the Regional Centres, NIOS (RCACs)  
Convener : Head, Regional Centre, NIOS
- (iii) Advisory Boards of the Departments of NIOS (DAB)  
Chairperson: Head of the Department  
Convener : One faculty member
- (iv) Research Advisory Committee (RAC)  
Chairperson: Chairman, NIOS  
Convener : Director (Academic), NIOS

- (v) Academic Council  
Chairperson: Chairman, NIOS  
Convener : Director (Academic), NIOS

The following Programme Processing Committees have already been constituted.

(i) Academic Council (AC).

(ii) Advisory Boards (DABs) of the following Departments.

- Academic Department
- Department of Vocational Education
- Department of Evaluation
- Administration Department
- Department of Student Support Services

The Departments organized meetings of the DABs during December 2006 to March 2007

(iii) **Advisory Committees of the Regional Centres (RCACs):** The Regional Centres have organized meetings of RACs during 2006-07.

(iv) The Research Advisory Committee (RAC)

The Open Schooling State Coordination Committees (OSSCCs) have not so far been set up. The Education Secretary of each State has been requested to agree to become the Chairperson of OSSCC. The process is going on.

The Programmes recommended by the Advisory Boards and the Advisory Committee were considered and approved by the Academic Council in its Seventh Meeting held on 25<sup>th</sup> August 2006.

A diagrammatic presentation of the Programmes Processing Mechanism of NIOS is as follows.

### Diagrammatic Presentation of Programmes Formulation and Processing Mechanism in NIOS

