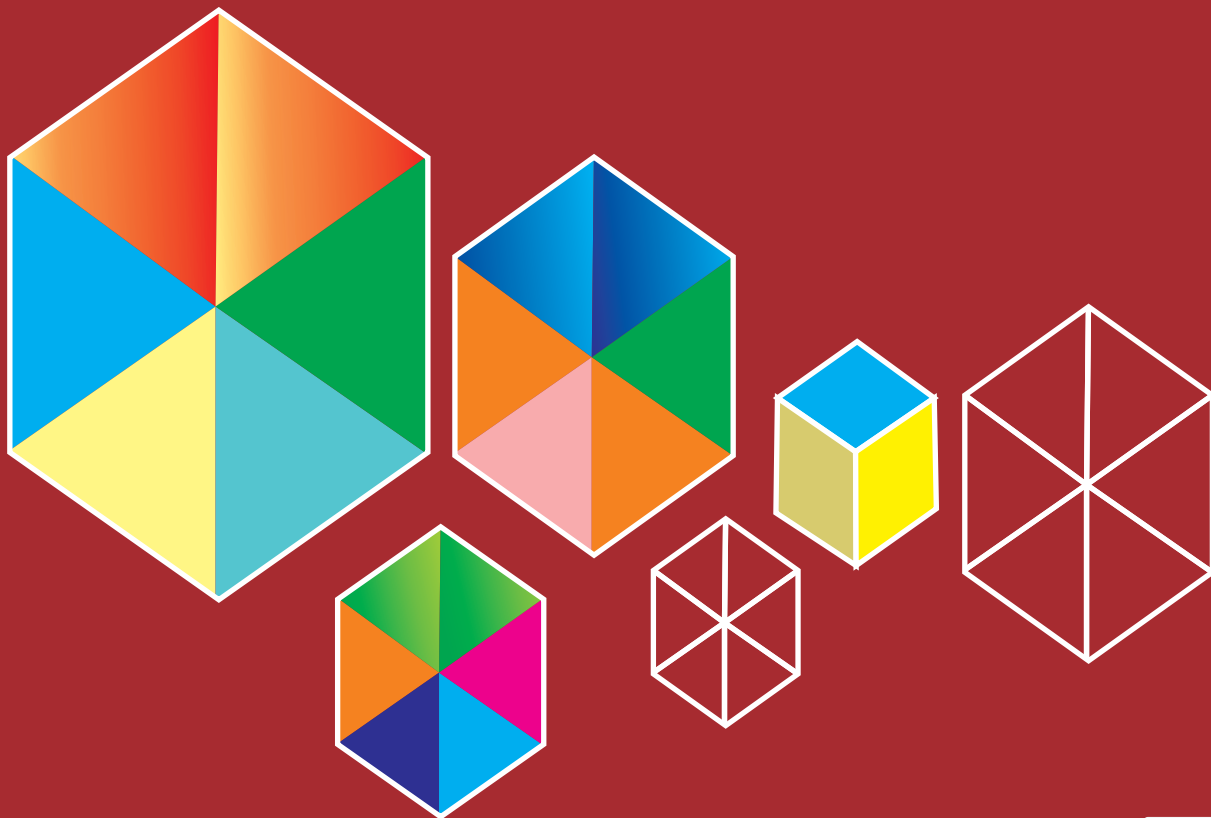


Accreditation of Vocational Institutions as Study Centres of NIOS (AVIs)

Guidelines and Procedures



**National Institute of
Open Schooling**
(An Autonomous Institution under MHRD,
Govt. of India)

**Accreditation of
Vocational Institutions
as
Study Centres of NIOS (AVIs)**

GUIDELINES AND PROCEDURES



National Institute of Open Schooling (NIOS)

**A-24/25, Institutional Area, Sector-62, NOIDA
Distt. Gautam Budh Nagar, Uttar Pradesh-201309**

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FOREWORD

The National Institute of Open Schooling (NIOS) provides academic and vocational education courses up to pre degree level. The Vocational Educational and Training (VET) Courses provide excellent opportunities for skill development of learners. The focus of the courses is not simply to make the learners job seeker but mainly to make them entrepreneurs. Some of the VET courses of NIOS are offered as one of the subjects at the Secondary and the Senior Secondary levels also.

NIOS is partnering with a large number of institutions/organisations for programme delivery of academic courses and vocational education courses. The institutions accredited by NIOS for academic courses are known as Accredited Institutions (AIs) and for Vocational Education Courses as Accredited Vocational Institutions (AVIs).

NIOS has developed norms for accreditations of institutions as its Study Centres for *rigorous scrutiny*, particularly to ensure quality in programme delivery. In this document Guidelines and Procedure for Accreditation of Vocational Institutions as Study Centres of NIOS (AVIs) have been mentioned in detail. These are useful for the Applicant Institutions applying for accreditation as also for those that have been given responsibility by NIOS for processing of applications at various levels.

A list of Vocational Education and Training (VET) courses that are currently being offered by NIOS is given in Chapter 3 of this document. The VET courses of NIOS are in the major areas of (i) Agriculture and Animal Husbandry (ii) Business and Commerce, (iii) Computer Science and Information Technology, (iv) Health and Paramedical Sciences, (v) Engineering and Technology, (vi) Home Science & Hospitality, (vii) Library and Information Science, (viii) Safety and Security Services, (ix) Teacher Training and (x) General and Life Enrichment Courses. Besides VET courses in these major areas, NIOS would like that institutions/ organisations may come forward to offer certain other relevant and need based courses to satisfy the educational needs of areas specific clientele. Among others, need based VET courses for differently abled persons may also be suggested. Proposals for courses in the above mentioned major areas and certain new areas may be suggested for processing by NIOS. Skill development of multifarious clientele is the major agenda for operationalisation by NIOS. The Application Form for applying for VET Courses (except Paramedical Courses) is given in Chapter 5. However, keeping in view the specific nature of Paramedical Courses, the Application Form and Guidelines have been given separately in Chapter-6.

I appreciate the efforts made by Dr. Sanyam Bhardwaj, Director, Department of Student Support Services, Sh. S.K. Anand, Former Joint Director, Department of Student Support Services, Dr. Manju Gupta, Deputy Director, Department of Vocational Education and Dr. Mamta Shrivastava, Deputy Director, Department of Vocational Education for completion of this document meticulously.

We would appreciate comments and suggestions on this document.

November, 2014

J. Alam
Joint Secretary, MHRD
& Chairman, NIOS

PREFACE

The Vocational Education Programme of the National Institute of Open Schooling (NIOS) aims at development of skills of the learners and enhance their employability through diversified courses to meet the skilled manpower requirement of the society. At present a large number of Vocational Education courses in the major areas of Agriculture and Animal Husbandry, Business and Commerce, Computer Science and Information Technology, Engineering and Technology, Home Science and Hospitality Services, Health and Paramedical Sciences, Library and Information Sciences, Safety and Security Services, Teacher Training, General and Life Enrichment courses are being offered by NIOS. These courses are of a period from 6 months to two years duration.

NIOS offers the Vocational Education Courses through a network of study centers. At present, there are about 1303 Vocational Study Centres of NIOS throughout India. The Study Centres of NIOS are called Accredited Vocational Institutions (AVIs).

This document interalia includes Guidelines and Procedure for accreditation of Vocational Institutions as Study Centres of NIOS. Details about role and functions of AVIs are given in Chapter 4. In Chapter 5, the guidelines for accreditation, information about types of institutions eligible for accreditation, procedure of submitting application and processing mechanism of applications at NIOS Headquarters has been included. The institutions/organizations applying for accreditation to become Study Centres of NIOS are advised to go through meticulously the contents of this Handbook, with particular reference to the accreditation Application Form and 'Guidelines' mentioned above. In case the requisite documents are submitted along with the 'Application' with full particulars, it will facilitate the NIOS Headquarters to process the request speedily.

Sanyam Bhardwaj
Director Department of
Students Support Services,
NIOS

November, 2014

CONTENT

1.	National Institute of Open Schooling: Introduction	1
2.	Vocational Education Programme of NIOS	3
3.	Vocational Education Courses offered by NIOS	5
4.	Accredited Vocational Institutions: A Network of Study Centres of NIOS	14
5.	Guidelines for Accreditation Vocational Education Institutions as Study Centres of NIOS	17
6.	Guidelines for Accreditation of Medical/Paramedical Institutions as Study Centres of NIOS	23
ANNEXURES		
Annexure-I	General Standards for Accreditation	26
Annexure-II	List of Regional Centres of NIOS	28



NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS)

INTRODUCTION

1.1 What is NIOS?

The National Institute of Open Schooling (NIOS) was set up by the Ministry of Human Resource Development, Government of India as an autonomous organization in 1989 by amalgamating “Open School Project” of CBSE started in 1979. It was known as National Open School (NOS) till 2002. In July 2002, the National Open School (NOS) was rechristened as the National Institute of Open Schooling (NIOS).

NIOS provides educational opportunities to the persons who wish to study and qualify for a better tomorrow. The Mission of NIOS is to provide *education for all* with special concern for girls and women, rural youth, working people, SC, ST, physically and mentally challenged and other disadvantaged people.

1.2 What does NIOS do?

The National Institute of Open Schooling (NIOS) provides educational opportunities to interested learners by making available the following Courses/Programmes of Study through Open and Distance Learning (ODL) mode of education.

- ◆ Open Basic Education (OBE) Programme at A, B and C levels that are equivalent to classes III, V and VIII of the formal school system.
- ◆ Secondary Education Course
- ◆ Senior Secondary Education Course
- ◆ Vocational Education Courses/Programmes
- ◆ Life Enrichment Programmes

At the Secondary and Senior Secondary levels, NIOS provides flexibility in the choice of subjects/courses, place and pace of learning, and transfer of credits (from CBSE, some Boards of School Education and State Open Schools) to enable learners continue their studies. A learner is provided up to nine chances to appear in public examinations spread over a period of five years. The credits gained are accumulated till the learner clears the required number of credits for certification. The learning strategies include: learning through printed self-instructional material, audio and video programmes, and Personal Contact Programme (PCP) etc.

1.3 What are the Salient Features of NIOS?

The salient features of NIOS, which make it unique in its functioning, are related to the following openness and flexibility provided to the learner. These features are as follows:

- i. **Open entry with respect to age and qualification:** NIOS does not lay down any upper age limit for taking admission in different courses. However, for admission the minimum age of the learner should be 14 years for the Secondary education courses and 15 years for the Senior Secondary course as on 31st July of the admission year. A learner can seek admission at the secondary level by submitting a self-certificate regarding his/her background of schooling. However, for the Senior Secondary level, a Secondary School Certificate from a recognized Board of School Education including NIOS is required.

- ii. **Open choice of courses/subjects of study:** A learner is free to select any combination of subjects from a wide range of academic and vocational education courses. Choice of subjects lies with the learner who selects the subjects according to his/her needs and requirements. A learner has to select a minimum of five subjects including one language at the Secondary and the Senior Secondary levels and has to pass the same in order to get a certificate. A maximum of two languages are permissible while choosing five subjects.
- iii. **Open choice of medium of instruction:** Learners can choose the medium of instruction for studying a course, which can be Hindi, English, Urdu, Telugu, Malayalam, Marathi, Gujarati and Oriya at the Secondary level and Hindi, English and Urdu at the Senior Secondary level. More mediums of study are available with the State Open Schools.
- iv. **Flexible scheme of examinations:** The Public Examinations of NIOS are conducted twice a year. A learner can appear in any of the examinations in one or more subjects at one time depending on her/his preparedness. To increase further in the dimension of flexibility, the **On-Demand-Examination System (ODES)** has been introduced at the Secondary and the Senior Secondary levels where assessment takes place when the individual learner is ready to take it. ODES is not only time independent but it also allows the learners to improve their performance till they are satisfied with their performance. Thus, ODES adds another dimension of openness in the Open Schooling system where examination is self-paced and degree of performance is controlled by the learner.
- v. **Credit Accumulation:** NIOS allows credit accumulation. If a learner passes in one or more subjects, the credits are kept till she/he fulfils eligibility conditions for certification availing up to nine chances in Term End examinations in five years period. This facility allows openness pace of learning.
- vi. **Re-Checking:** NIOS allows the facility of re-checking of the answer scripts, where the subject experts do re-totalling of the marks and ensure that no answer is left unchecked.
- vii. **Transfer of Credits:** NIOS allows Transfer of Credits (TOC) from CBSC/CISCE/State Open Schools and some selected State Boards of School Education. The learners can take benefits of the Transfer of Credit (TOC) of up to two subjects passed from the above mentioned Boards to NIOS and can get a certificate by clearing the remaining subjects. The facility of Transfer of Credits up to four subjects is also available to NIOS learners who have not been able to complete their course during the last five years.

These features make the Open schooling system a **learner-centered system** where recognition is given to the sovereignty of the learner.

VOCATIONAL EDUCATION PROGRAMME OF NIOS

- 2.1 Vocational Education aims at development of skills of the individuals and enhance their employability through diversified courses to meet the need of skilled manpower requirement of the society. Emphasis of the vocational education programmes is on development of cadre of skilled persons.

VOCATIONAL EDUCATION COURSES

- 2.2 To create employment opportunities by providing need based programmes of Vocational Education and Training (VET) and responding to the growing demand of skilled manpower, NIOS offers various vocational education courses in new areas.

A wide range of courses pertaining to different trades and vocations are offered. At present, approximately 59 vocational subjects in the following areas are available through a strong network of Accredited Vocational Institutions (AVIs) all over the country.

- ❖ Agriculture and Animal Husbandry
- ❖ Business and Commerce
- ❖ Computer Science and Information Technology
- ❖ Engineering and Technology
- ❖ General and Life Enrichment Courses
- ❖ Home Science and Hospitality Services
- ❖ Health and Paramedical Sciences
- ❖ Library and Information Sciences
- ❖ Safety and Security Services
- ❖ Teachers Training

With the notification of National Skills Qualification Framework (NSQF) in December 2013, NIOS has started aligning its courses as per the levels prescribed. The NSQF compliant courses will appear in the list of courses as and when they are ready and separate notification will be issued.

2.3 Programme Delivery

The methodology of instruction in the Open and Distance Learning (ODL) mode of education is different from that of the conventional system. The Open Learning System is more learner-oriented and the learner is an active participant in overall learning process.

2.4 Course Fee

NIOS has prescribed fees for various vocational education courses. The course fee includes the share of AVIs as well as of NIOS. However, it is to be noted that AVIs are free to charge less than the amount of AVIs share at their discretion. In no case students

should be charged extra fee. AVIs are also free to charge their share of fee in convenient instalments.

2.5 Learning System:

NIOS follows a multi-media approach for instruction. It inter alia comprises the following:

2.5.1 Self Instructional Print Material: Study materials are written in self-learning style for both theory and practical components of each programme. Practicals/training sessions are conducted for learners at the AVIs. Self-learning materials (SLM) are available in Hindi/English. Students enrolled with NIOS for vocational education courses are provided SLM by accredited Vocational Institutes. Cost of study material is included in registration and course fee. Thus learners are not required to pay for the study material separately.

2.5.2 Audio-Visual Aids:

The audio-video learning package which contains audio-video CDs/cassettes produced by NIOS for better clarification and enhancement of understanding of the course material is available with AVIs.

2.5.3 Personal Contact Programmes (PCP): Contact classes for theory and practicals are arranged in AVIs. Facilities of library laboratory, workshop, tools and equipment for practical training for students are provided by the AVI itself. AVI needs to ensure that candidates complete the necessary contact hours of theory and practical classes as laid down by NIOS before he or she is eligible to appear in examination.



VOCATIONAL EDUCATION COURSES OFFERED BY NIOS

3.1 NIOS OFFERS VOCATIONAL EDUCATION COURSES IN THE FOLLOWING MAJOR AREAS:

- ◆ Agriculture and Animal Husbandry
- ◆ Business and Commerce
- ◆ Computer Science and Information Technology
- ◆ Engineering and Technology
- ◆ General and Life Enrichment Courses
- ◆ Home Science and Hospitality Services
- ◆ Health and Paramedical Sciences
- ◆ Library and Information Sciences
- ◆ Safety and Security Services
- ◆ Teachers Training

3.2 A list of courses being offered under the above mentioned major areas is as follows. It provides information about (i) Title of the course, (ii) Duration, (iii) Eligibility, (iv) Fee and (v) Availability of particular courses in combination with the Academic Courses at the Secondary and the Senior Secondary levels.

LIST OF VOCATIONAL EDUCATION COURSES

TABLE I : COURSES OFFERED BY VOCATIONAL EDUCATION DEPARTMENT

Sl. No.	Name of the Course <i>Medium & Batch Size</i> (Number of students × Number of batches)	Modules/Subjects	Course Code	Essential Contact HrsLevel		Entry (in Rs.)	Course Fee (AVI Share+ NIOS Share)
				Theory	Practical		
1. Agriculture & Animal Husbandry							
I.	Six Months Certificate Courses						
1.	Mushroom Production (English/Hindi/Urdu) (25 × 2)		618	100	200	8 th pass	600 (500+100)
2.	Bee Keeping (Hindi) (25 × 2)		619	60	140	8 th pass	400 (300+100)
3.	Vermicomposting (Hindi/English/Urdu) (25×2)		621	100	200	Literate	800 (600+200)
II.	One Year Stand Alone Certificate Courses						
	Secondary Level Courses (10th Standard)						
4.	Jute Production, (English/Hindi/Urdu) (25 × 2)		251	100	200	8 th pass	300 (200 + 100)
	Senior Secondary Level Courses (12th Standard)						
5.	Plant Protection (Hindi & English) (30 × 2)		351	100	200	10 th pass	700 (600 + 100)
6.	Water Management for Crop Production (Hindi & English) (30 × 2)		352	100	200	10 th pass	700 (600 + 100)
7.	Oyster Mushroom Production (Hindi & English) (30 × 2)		353	100	200	10 th pass	700 (600 + 100)
8.	Poultry Farming (Hindi/English/Urdu) (30 × 2)		361	100	200	10 th pass	700 (600 + 100)
9.	Soil and Fertilizer Management (Hindi & English) (30 × 2)		362	100	200	10 th pass	700 (600 + 100)
2. Business and Commerce							
I.	One Year Certificate & Diploma Courses						
10.	Diploma in Modern Secretarial Practice (English) (25 × 2)	(i) Secretarial Procedure (ii) Computer Applications in Office (iii) Business Communication (iv) Shorthand Writing	412 413 414 415	40 50 40 50	20 100 --- 100	12 th pass	4500 (3500+1000)

Sl. No.	Name of the Course <i>Medium & Batch Size</i> (Number of students × Number of batches)	Modules/Subjects	Course Code	Essential Contact Hrs		Entry Level	Course Fee (in Rs.) (AVI Share+ NIOS Share)
				Theory	Practical		
11.	Secretarial Practice (PA/PS) <i>English/Hindi</i> (25 × 2)	(i) e-Typewriting (Hindi) Or	483	20	100	10 th pass	3500 (3000+500)
		e-Typewriting (English)	484	20	100		
		(ii) Stenography (Hindi) Or	424	30	100		
		Stenography (English)	425	30	100		
		(iii) Secretarial Practice	426	50	20		
12.	Diploma in Insurance Services (English/Hindi)(25x2)	(i) Business environment	456	60	40	12th Pass	5500 (4400 + 1100)
		(ii) Principles of Insurance	457	60	40		
		(iii) Practice of life insurance	458	60	40		
		(iv) Practice of General Insurance	459	60	40		
		(v) Legal Framework	460	70	30		
II.	One Year Stand Alone Certificate Courses						
	Secondary Level Courses (10th Standard)						
13.	Typewriting (<i>Hindi</i>) (20 × 5)217	20	80		8th Pass	1000(800+200)	
14.	Typewriting (<i>English</i>) (20 × 5) 218	20	80		8th Pass	1000(800+200)	
15.	Typewriting (<i>Urdu</i>)(20 × 5) 218 221	20	80		8th Pass	1000(800+200)	
	Senior Secondary Level Courses (12th Standard)						
16.	e-Typewriting (<i>Hindi</i>) (20 × 5)(<i>New</i>)	383	20	100	10th Pass	2500(2000+500)	
17.	e-Typewriting (<i>English</i>) (20 × 5)(<i>New</i>)	384	20	20	10th Pass	2500(2000+500)	
18.	Typewriting (<i>Hindi</i>) (20 × 3)322	100			10th Pass	1400 (1200+ 200)	
19.	Typewriting (<i>English</i>) (20 × 3) 323	20	100		10th Pass	1400 (1200+ 200)	
20.	Typewriting (<i>Urdu</i>) (20 × 5)364	100			10th Pass	1400 (1200+ 200)	
21.	Secretarial Practice (<i>Hindi & English</i>) (20 × 5)	326	50	20	10th Pass	1400 (1200+ 200)	
22.	Stenography (<i>Hindi</i>) (20 × 5) 324	30	100		10th Pass	1400 (1200+ 200)	
23.	Stenography (<i>English</i>) (20 × 5) 325	30	100		10th Pass	1400 (1200+ 200)	
24.	Stenography (<i>Urdu</i>) (20 × 5) 329	30	100		10th Pass	1400 (1200+ 200)	
3. Computer and Information Technology							
I.	Six Months Certificate Courses						
26.	Basic Computing (<i>English/Hindi/Urdu</i>) (25 × 2)	608	40	100	Literate	1200 (1000+200)	
27.	Desk Top Publishing (DTP) (<i>English</i>) (10 × 2)	613	40	100	10 th Pass	2500 (2000 + 500)	
28.	Computer Hardware Assembly 616 and Maintenance (CHAM) (<i>English</i>) (10 × 3)	60	100		10 th Pass	2500 (2000 + 500)	
29.	Web Designing (CWD) (<i>English</i>) (10 × 2)	622	60	100	10 th Pass	4000 (3000 + 1000)	
30.	Computer & Office Applications 631 (<i>English</i>) (10 × 2)	40	100		10+2 Pass or CCA from NIOS	3000 (2500+500)	
31.	Data Entry Operations <i>English</i> (25x2)	632	30	70	10 th pass	3000 (2500+500)	

Sl. No.	Name of the Course <i>Medium & Batch Size</i> (Number of students × Number of batches)	Modules/Subjects	Course Code	Essential Contact Hrs		Entry Level	Course Fee (in Rs.) (AVI Share+ NIOS Share)
				Theory	Practical		
32.	Advanced Web Designing (English) (10 × 2)	633	60	100	10+2	5000 pass or Certificate in Web Designing from NIOS	(4000+1000)
33.	IT Essentials: PC Hardware and Software in collaboration with CISCO(<i>On-line Course</i>) (English)		651	40	80	10 th pass	4000 (3200+800)
II. One Year Certificate Course							
34.	Certificate in Computer Applications (CCA) (English) (20×3)	(i) Basic Computing Skills (ii) Computer Applications	711 712	80 80	160 160	10 th pass	3500 (3000+500)
4. Engineering and Technology							
I. Six Months Certificate Courses							
35.	House Wiring and Electrical Appliance Repairing (Hindi/English) (25 × 2)		601	100	400	10 th pass or 8 th pass with 2 year experience in relevant area	2000 (1750+250)
36.	Motor and Transformer Rewinding (Hindi/English) (25 × 2)		602	100	300		2000 (1750+250)
37.	Radio and Tape Recorder Repairing (Hindi/English/Urdu) (25 × 2)		603	100	200		2000 (1750+ 250)
38.	TV Repairing (Hindi/English / Urdu) (25 × 2)		604	100	400		2000 (1750+ 250)
39.	Plumbing (English/Urdu/Hindi) (20 × 2)		611	100	200	8 th Pass	1000 (800+200)
40.	Construction Supervision (Civil)620 (English/Hindi) (25×2)		6 0	240	10 th Class	12,500 Pass	(10,000+2500)
41.	Fourwheeler Chassis Mechanism (Hindi/English/Urdu) (25 × 2)		623	100	300	8 th class pass	2000 (1800 + 200)
42.	Fourwheeler Engine Mechanism (Hindi/English/Urdu) (25 × 2)		624	100	300	8 th class pass	2000 (1800+ 200)
II. One Year Package Courses							
43.	Electrical Technician Hindi/English (25 × 2)	(i) House Wiring & Electrical Appliances Repairing (ii) Motor and Transformer Rewinding	701 702	100 100	400 300	10 th pass or 8 th with 2 years experience in relevant area	4000 (3500+500)
44.	Radio and T.V. Technician Hindi/English/Urdu (25 × 2)	(i) Radio and Tape Recorder Repairing (ii) TV Repairing	703 704	100 100	200 400	10 th pass or 8 th pass with 2 years experience in Radio and TV repair 10 th	4000 (3500+500)

Sl. No.	Name of the Course <i>Medium & Batch Size</i> (Number of students × Number of batches)	Modules/Subjects	Course Code	Essential Contact Hrs		Entry Level	Course Fee (in Rs.) (AVI Share+ NIOS Share)
				Theory	Practical		
45.	Refrigeration and Air Conditioning <i>Hindi/English</i> (25 × 2)	(i) Refrigeration (ii) Air Conditioning	709	100	300	8 th Pass with 2 yrs. experience in relevant area	4000 (3500+500)
			710	100	400		
46.	Certificate in Two Wheeler Mechanism <i>English/Hindi/Urdu</i> (25 × 2) (Revised)	Two Wheeler Mechanism	713	100	300	5 th Pass	2000 (1800+200)
47.	Certificate in Footwear Design and Production (CFDP) <i>English & Hindi</i> (10 × 2)	Footwear Design and Production	716	200	600	10 th class pass	12500 (12000+500)
48.	Certificate in Four Wheeler Mechanism <i>Hindi/English/Urdu</i> (25 × 2)	(i) Four Wheeler Chassis Mechanism (ii) Four Wheeler Engine Mechanism	723	100	300	8 th pass	4000 (3600+400)
			724	100	300		
III. One Year Stand Alone Certificate Courses							
Secondary Level (10th Standard)							
49.	Carpentry (<i>English / Hindi</i>) (25 × 2)		252	100	200	8 th pass	1400(1200+200)
50.	Solar Energy Technician (<i>English & Hindi</i>) (25 × 2)		253	100	200	8 th pass	800 (600 + 200)
51.	Bio-Gas Energy Technician (<i>English & Hindi</i>) (25 × 2)		254	100	200	8 th pass	800 (600 + 200)
52.	Welding Technology (<i>English/ Hindi / Urdu</i>) (25×2)		257	100	200	8 th pass	3000(2600 + 400)
Senior Secondary Level (12th Standard)							
53.	Furniture and Cabinet Making (<i>Hindi / English</i>) (30 × 2)		354	100	200	10 th pass	1400 (1200+ 200)
54.	Electroplating (<i>Hindi & English</i>) (30 × 2)		355	100	200	10 th pass	1200 (1000+ 200)
5. Health and Paramedical Sciences							
I. Six Months Certificate Courses							
55.	Yog (<i>Hindi / English</i>) (50 × 2)		614	50	150	8 th pass	1000 (800+ 200)
II. One Year Certificate Courses							
56.	Rural Health for Women (Gram Sakhi) <i>Hindi/Urdu</i> (25 × 1)	(i) Basics of Health Care	401	90	48	5 th pass	3500 (2800+700)
		(ii) Health and Environment	402	55	64		
		(iii) Health Education	403	40	16		
		(iv) Health Extension	404	50	176		
			Activities				
57.	Advanced Certificate in Rural Health for Women (Gram Sahyogini) <i>(Marathi)</i>	(i) Communication skills in Health Education	405	Passed Gram Sakhi Course Currently offered in AVI 610010 only in Pune			
		(ii) Medical, Clinical and Diagnostic skills	406				
		(iii) Health Management	407				
		(iv) Emerging Issues in Health Care	408				
58.	Care of Elderly (CCE) <i>English & Hindi</i> (25 × 2)	(i) Basic Life Sciences	445	25	75	10 th pass or 8 th pass with two years experience	3500 (3000+500)
		(ii) Aspects of Aging	446	25	75		
		(iii) General Care and Specific Needs of Elderly	447	25	75		
		(iv) Yog for Elderly	448	25	75		
59.	Community Health <i>English/ Hindi</i> (25 × 2)	i) Basic Life Sciences	449	34	100	10 th pass	5000 (4000+1000)
		ii) Maternal and Child Health Care	450	33	100		
		iii) Prevention & Management of Diseases & Emergency	451	33	100		

Sl. No.	Name of the Course <i>Medium & Batch Size</i> (Number of students × Number of batches)	Modules/Subjects	Course Code	Essential Contact Hrs		Entry Level	Course Fee (In Rs.) (AVI Share+ NIOS Share)
				Theory	Practical		
60.	Homeopathic Dispensing <i>Hindi/English/Urdu</i> (25 × 2)	(i) Introduction to Homeopathy (ii) Introduction Homeopathy Dispensing	718 719	260	100	10 th pass	6000 (5500+500)
61.	Ayurvedic Therapy <i>English/Hindi</i> (25 × 2)	(i) Introduction to Fundamentals of Ayurveda (ii) Introduction to different therapies in Ayurveda	721 722	50 70	80 100	12th pass	10,000 (9,000+ 1000)
III. Two Year Diploma Course							
62.	Diploma in Radiography <i>English</i> (10 × 1)	(First Year) (i) Orientation to X-ray Department (ii) Radiation Physics (iii) Human Anatomy and Physiology (Second Year) (iv) Dark Room Layout and Practices (v) Regional Radiography and Contrast Media (vi) Advanced Imaging and Special Diagnostic Procedures	430 431 432 433 434 435	90 120 120 80 90 100	110 80 80 120 110 100	12th pass	14000 (For two years) 11500+2500)
63.	Diploma in Medical Imaging Technology <i>(English)</i> (25 X 2) (In Collaboration with Indian Medical Association)	(i) Basic Human Anatomy and Physiology Orientation to X-ray Department Dark, Room Procedures Regional Radiography (ii) Basic and radiation physics Radiation Hazards and protection contrast Media (iii) Recent advance Imaging Special Diagnostic Procedures	471 472 473	100 300 200	300 340 240	12th Pass with 40%	25000 (17500 + 3750 +3750)
64.	Diploma in Medical Laboratory Technology <i>(English)</i> (25 X 2) (In Collaboration with Indian Medical Association)	(i) Hematology & Blood Bank Techniques (ii) Histology and Cytology (iii) Microbiology (iv) Biochemistry	474 475 476 477	100 100 100 100	300 300 300 300	12th pass with 40%	25000 (17500 + 3750 + 3750)
6. Home Science & Hospitality							
I. Six Months Certificate Course							
65.	Cutting and Tailoring <i>(Hindi/English/Urdu)</i> (25 × 2)		605	40	160	Literate	1000 (850+150)
66.	Dress Making <i>(Hindi/English/Urdu)</i> (30 × 2)		606	40	160	Literate	1000 (850+150)
67.	Beauty Culture and Hair Care <i>(Hindi/English/Urdu)</i> (20×2)		612	100	270	8 th pass	1000 (800 + 200)
68.	Certificate in Indian Embroidery <i>(English/Hindi/Urdu)</i> (25x 2)		628	60	100	8 th pass	800 (600+200)

Sl. No.	Name of the Course <i>Medium & Batch Size</i> (Number of students × Number of batches)	Modules/Subjects	Course Code	Essential Contact Hrs		Entry Level	Course Fee (in Rs.) (AVI Share+ NIOS Share)
				Theory	Practical		
II. One Year Package Course							
69.	Cutting, Tailoring and Dress Making <i>Hindi/English/Urdu</i> (25 × 2)	(i) Cutting and Tailoring (ii) Dress Making	705 706	40 40	160 160	Literate	2000 (1700+300)
70.	Certificate in Children's Wear <i>Hindi/English</i> (25 × 2)	(i) Basic Stching Skills (ii) Children's Wear	461 462	40 40	160 160	8th Pass	2000 (1700+300)
71.	Certificate in Ladies Wear <i>Hindi/English</i> (25×2)	(i) Basic Stching Skills (ii) Ladies Wear	461 463	40 40	160 160	8th Pass	2000 (1700+300)
72.	Certificate in Men's Wear <i>Hindi/English</i> (25 × 2)	(i) Basic Stching Skills (ii) Men's Wear	461 464	40 40	160 160	8th Pass	2000 (1700+300)
III. One Year Stand Alone Certificate Courses							
Secondary Level (10th Standard)							
73.	Laundry Services (<i>English / Hindi</i>) (25 × 2)		255	40	260	8th Pass	400 (300 + 100)
74.	Bakery and Confectionery (<i>English/Hindi/Urdu</i>) (25 × 2)		256	80	320	8th Pass	3500(3000+500)
Senior Secondary Level (12th Standard)							
75.	House-Keeping (<i>Hindi/English/Urdu</i>) (30 × 2)		356	40	260	10th Pass	1500 (1200+ 300)
76.	Catering Management (<i>Hindi/English/Urdu</i>) (30 × 2)		357	40	260	10th Pass	2000 (1500+ 500)
77.	Food Processing (<i>Hindi/English/Urdu</i>) (30 × 2)		358	40	260		1500 (1200+ 300)
78.	Hotel Front Office Operations (<i>Hindi & English</i>) (30 × 2)		360	40	260	10th Pass	2000 (1500+ 500)
79.	Preservation of Fruits and Vegetables (<i>Hindi/English/Urdu</i>) (30 × 2)		363	40	260		3000 (2500+ 500)
IV. Two Year Diploma Course							
80.	Diploma in Dress Designing* (<i>English/Hindi</i>) (25 X 2) (<i>New Course</i>)	i) Basic Stching Skills ii) Children's Wear iii) Ladies Wear iv) Men's Wear	461 462 463 464	40 40 40 40	160 160 160 160	8th Pass	2000 (1600+400) 2000 (1600+400) 2000 (1600+400) 2000 (1600+400)
7. Teachers Training							
I. One Year Certificate Courses							
81.	Certificate in Early Childhood Care and Education (ECCE) <i>English/Hindi/Urdu</i> (25 × 2)	(i) Understanding the Child (ii) Early Childhood Care and Education : Principles and Processes (iii) Organising and Managing an Early Childhood Care and Education Centre	439 440 441	190 190 220	110 110 80	10 th pass	3000 (2500 + 500)

Sl. No.	Name of the Course <i>Medium & Batch Size</i> (Number of students × Number of batches)	Modules/Subjects	Course Code	Essential Contact Hrs		Entry Level	Course Fee (in Rs.) (AVI Share+ NIOS Share)
				Theory	Practical		
II. One Year Stand Alone Certificate Courses							
Senior Secondary Level (12th Standard)							
82.	Play Centre Management <i>English, Hindi & Urdu (25 × 2)</i>	359	80	320	10th Pass	2000 (1500 + 500)	
8. Miscellaneous Courses							
I. Six Months Certificate Courses							
83.	Library Attendant (25 × 2)	607	60	140	8 th pass	700 (500+200)	
84.	Hindustani Music (English/Hindi) (10 × 2)		609	60	140	8 th pass	2000 (1600 + 400)
85.	Security Service (English/Hindi) (50 × 4)		615	100	200	8 th pass	600 (500+100)
86.	Jeevan Vigyan (Hindi) (25 × 2)	617	120	180	10 th pass	600(400+200)	
87.	Dance Course		610	60	140	8 th pass	2000 (1600 + 400)
88.	Sarala Sangeeta Shiksha – Carnatic Music		625	60	140	8 th pass	2000 (1600 + 400)
89.	Fire Prevention and Industrial Safety <i>(English/Hindi) (25 × 2)</i>		626	90	210	8 th pass	7000 (6000+1000)
II. One Year Package Courses							
90.	Certificate in Library Science (CLS) <i>English/Hindi/Urdu (25 × 4)</i>	(i) Libraries: Functions and Services	436	50	50	10 th class pass	1500 (1100 + 400)
		(ii) Organisation of Library Materials	437	50	50		
		(iii) Records of Library	438	50	50		
91.	Library Clerk <i>(25 × 4)</i>	(i) Library and Society, and Library Organisation	707	60	100	10 th class pass	1100 (800+300)
		(ii) Classification, Cataloguing and Library Organisation	708	70	70		
III. Two Year Diploma Course							
92.	Diploma in Basic Rural Technology <i>(English/Hindi) (25 × 2)</i>	First Year	452	50	80	8 th class Pass	4000 (3500+500)
		i) Our Health	453	70	100		
		ii) Agriculture & Animal Husbandry					
		Second Year	454	50	100		
		iv) Our Home Environment	455	50	100		
9. Life-Enrichment Courses							
93.	Paripurna Mahila (Hindi)		801		--	8 th pass	800 (600+200)
94.	Yog(Hindi & English)		803		--		
95.	Hindustani Music (Hindi & English)		805		--	10 th pass	
96..	Jeevan Vigyan (Hindi)		806				

Collaborative courses with ITDC*

1	Diploma in Food Productions and Management	10 th Pass	1 Year	60,000
2	Diploma in Food and Beverage Operations	10 th Pass	1 Year	36,000
3	Diploma in Housekeeping and Maintenance.	10 th Pass	1 Year	36,000
4	Diploma in Front Officer Operations.	10 th Pass	1 Year	36,000
5	Diploma in Bakery and Confectionary	10 th Pass	1 Year	60,000

*A separate prospectus is available for these collaborative courses at Ashok Institute of Hospitality and Tourism Management, C-12/A Qutab Institutional Area, Delhi-110016

AVIs are free to charge less than the amount prescribed as AVI's share, at their discretion, but in no case student should be charged extra. AVIs are also free to charge this amount in convenient installments at their discretion.

4

ACCREDITED VOCATIONAL INSTITUTIONS: A NETWORK OF STUDY CENTRES OF NIOS

4.1 WHAT IS AN ACCREDITED VOCATIONAL INSTITUTE (AVI)?

Although in an Open and Distance learning (ODL) system, NIOS expects its learners to be self-learners undergoing learning from a package of self instructional materials, it does not completely do away with human support. In ODL system, 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. Keeping this in view, NIOS provides planned institutional support in different ways from the time a learner joins the system till his/her successful completion of the course. In this context, NIOS considers utilization of existing available resources in formal schools and in certain other institutions by accrediting selected institutions to be its partners. As on 31st May 2013, NIOS has 1749 such partner institutions called Accredited Vocational Institutions (AVIs) all over the country. They assist NIOS in its various functions.

4.2 What are the functions of an Accredited Vocational Institution?

An Accredited Vocational Institution is required to perform the following academic and administrative functions:

4.2.1 Academic Functions

1. To act as a Study Centre for NIOS learners so that access to study through open schooling using distance education mode becomes easy and within their reach.
2. To provide guidance to learners particularly during the time of admission to apprise them of the unique features and facilities of NIOS that they can avail, such as choice of subjects, fees structure, etc.
3. To inform learners about the important dates like the last date of submission of application forms and last date of registration for appearing in examinations with or without late fees.
4. To arrange orientation of teachers and other staff engaged in the programmes and activities of the National Institute of Open Schooling (NIOS) at the Accreditation Vocational Institution (AVI) in collaboration with NIOS.
5. To prepare time table and organize Personal Contact Programmes (PCP) and Training sessions in accordance with the curriculum requirement and as per the guidelines provided by NIOS, by involving available teachers of the Institution as far as possible. Experienced retired teachers and instructors, if required, can also be engaged.
6. To organize other types of face-to-face interactive sessions as per need to motivate learners and sustain their interest in open schooling programmes.

7. To facilitate and arrange practical classes for courses by making available laboratory/workshop facilities of the institution to the learners.
8. To provide library facilities to the learners for reference work etc.
9. To make available the audio-visual gadgets of the Institution to learners for making use of the media support materials supplied by NIOS.
10. To submit the Internal Marks/Grades to NIOS as per prescribed schedule.
11. To prepare learners for examinations.
12. To act as examination centre in order to conduct public examinations of NIOS smoothly without any malpractices.
13. To provide feedback to NIOS in respect of the learning materials, learner's performance and other related academic matters.
14. To improve the teaching learning quality by empowering its staff through capacity building activities.
15. To meet the needs of the individual learners, schedule for PCP/ Practical Training Programme (PTP) classes are to be planned.
16. To participate in all academic activities like conferences, workshops as and when planned by NIOS.

4.2.2 Administrative Functions

1. To publicise various vocational courses/programmes offered by the National Institute of Open Schooling.
2. To receive copies of the Prospectus from NIOS and sell them to the prospective learners at the prescribed cost.
3. To register/enrol learners in NIOS courses as per rules/guidelines for admission laid down by NIOS.
4. To receive prescribed fee for admission through Bank Draft or cash.
5. To open a Joint Savings Bank Account in the name of Coordinator and one more signatory of the Accredited Vocational Institution and remit to NIOS its share of fee due through a Bank Draft drawn in favour of the Secretary, NIOS payable at the respective Regional Centre at the close of admission session.
6. To maintain complete record of registrants and duplicate copies of the admission forms, etc.
7. To receive examination fees and remit the same to NIOS through Bank Draft in favour of the Secretary, NIOS payable at the respective Regional Centre.
8. To issue receipts of all payments received from learners.
9. To maintain stock of materials, equipment and other items supplied by NIOS or purchased/acquired by the study centre out of funds provided /allocated by NIOS.

10. To issue date sheets, mark sheets and certificates to the learners and maintain their complete record.
11. To provide a separate Notice Board for learners to display time table, date sheets and other important information pertaining to NIOS.
12. To put up a board outside the institution displaying the institution as the Study Centre of NIOS mentioning the Code Number of the Accredited Vocational Institution for information of public.
13. To maintain liaison with NIOS and learners for proper functioning of the Study Centre.
14. To facilitate placement of successful learners and maintain their placement records.

GUIDELINES FOR ACCREDITATION OF VOCATIONAL EDUCATION INSTITUTIONS AS STUDY CENTRES OF NIOS

Norms and procedure for submitting and considering proposals for grant of Accreditation to the Institutions

I. Types and Categories of Organizations eligible to submit Applications for Accreditation

1. Following types of organizations that have a vision for providing vocational education and training through Open Schooling, ensuring quality, credibility and sustenance, are eligible to submit their applications for accreditation as AVIs to NIOS.
 - i) The organization which has set up of an established institution and registered as a society under the Societies Registration Act 1860; or a Public Trust constituted under the law in force for the time being and functioning regularly, in the welfare of the public, for at least last 3 years on the date of submitting the application.
 - ii) Any institution/school affiliated to a recognized State Board of Education/CBSE/ ICSE for Secondary/Senior Secondary level.
 - iii) Any Govt. Industrial Training Institute (ITI) or Private Industrial Training Centre or Vocational Institute affiliated to the National Council for Vocational Training (NCVT) or to the State Council for Vocational Training (SCVT).
 - iv) A private or public limited company or a public sector undertaking provided the creation of such training facilities are within the scope of its objective as laid down in its Memorandum of Association or it sponsors a society or a trust as provided in a sub clause.
 - v) A Govt. sponsored organization like Jan Shikshan Sansthan (JSS), Krishi Vigyan Kendra (KVKs), District Institute of Education and Training (DIET).
 - vi) Minority institutions having an established set up for running a Vocational Course.

Applications for accreditation from the Govt. institutions shall be sent through the concerned Administrative Department of the Government.

II. PROCEDURE FOR SUBMITTING THE APPLICATION

1. An institution applying for accreditation to NIOS shall apply to the concerned Regional Centre, NIOS (Annexure II) in the prescribed form (Copy enclosed) in duplicate accompanied by such processing fees as may be prescribed by NIOS and shall satisfy the NIOS that it fulfils all the conditions prescribed for accreditation and the instructions issued by the NIOS from time to time.

Minority Institutions shall apply directly to the Director (SSS), in the prescribed form.

2. An Institute may apply for a maximum of 5 courses at one time and later on it may apply for additional courses in the subsequent years. However, in special cases this may be relaxed on the recommendation of the Screening Board/Accreditation committee as deemed necessary with the approval of the competent authority.
3. An institution applying for accreditation is required to deposit a processing fee of Rs.5000/-. The processing fees* may be sent in the form of two Demand Drafts, one for Rs.4000/- and other for Rs.1000/- in favour of "Secretary, NIOS" payable at the concerned Regional Centre. If the applying institution is already an AVI (Accredited Vocational Institution) of NIOS and is now applying for additional Vocational courses, it is required to deposit Rs.2500/- as processing fees in the form of two Demand Drafts one for Rs.1500/- and the other Rs.1000/-. An amount of Rs.4000/- and Rs.1500/- respectively will be refunded to the institutions which are not found fit for inspection by the Screening Board.

* See Notification/ Office Order in case of Madrsas, available on the NIOS website.

The applicants from abroad are required to deposit an accreditation fee total 1000 USD which will be charged from schools outside India on account of processing fees for accreditation with NIOS. The fees will be charged in two parts which will be non refundable.

- a) 500 USD will be charged as processing fee for accreditation of schools or training institutes as per NIOS norms outside India alongwith the application for accreditation.
 - b) After school/agency is recommended by the Screening Board for inspection, 2nd instalment of 500 USD will be charged from the school/institution for inspection purpose.
4. On receipt of such applications, a preliminary scrutiny shall be done in the Regional Centre to check whether the applicant/institution is eligible for consideration for accreditation and necessary documents along with the processing fee are attached. The institutions found eligible shall be issued an acknowledgment letter and a 'Consideration Number'. Applications received without processing fees will be summarily rejected.
 5. The applications so short-listed will be put up before the Screening Board constituted by the concerned Regional Director, NIOS. The Screening Committee shall be headed by the Regional Director and assisted by two outside experts in the concerned field of Vocational Education and also one Officer from the Regional Office of the level of the Assistant Director/ Section Officer. The Screening Board shall examine the adequacy of infrastructure, academic and **allied facilities vis-à-vis the general and specific norms prescribed for the courses applied, based on the information/documents supplied with the application and the authenticity of such documents**. The Screening Board will shortlist the institutions found suitable for carrying out inspection. The institutions which are found deficient in providing necessary information or documents may be considered asked for providing the required clarifications/documents.
 6. For the institutions recommended by the Screening Board, inquiry and inspection shall be made by an Inspection Team appointed by the Regional Director with regard to the fulfilment of conditions of accreditation and such other matters as he/she may think necessary and relevant.
 7. **The norms laid down for accreditation may be relaxed by the competent authority for the Minority Institutions**

III. INSPECTION OF VOCATIONAL INSTITUTION

8. The Inspection Team constituted by the Regional Director would be provided a copy of the Application and supporting documents submitted by the applicant. The team would

be required to verify all the details and documents from original sources during 'on the spot' inspection. Any discrepancy shall be recorded specifically with their own observations.

9. The team would assess the suitability of the institution on the basis of parameters laid down for different aspects.
10. General Standards for Accreditation of Institution shall be as per *Annexure-III* .
11. Specific Guidelines for each course shall be applicable as prescribed from time to time. There are separate Accreditation norms **detailing equipments, tools and infrastructure required for each trade.**
12. The Inspection Team shall be required to submit its report in the prescribed format of Inspection Report

IV. Consideration by the Accreditation Advisory Committee (AAC)

13. The Accreditation Advisory Committee (AAC) of NIOS shall consider the recommendations of the Inspection Committee. No Institution shall be considered for granting accreditation unless:
 - i) it actually has suitable and adequate physical facilities in terms of space, accommodation, sanitation, laboratories and workshop, equipment, library and reading room, furniture and other infrastructural facilities as specified by NIOS from time to time for maintenance of requisite standards as mentioned in the guidelines.
 - ii) It has teachers/instructors and other support staff as per the requirement of the particular course and other criteria as per NIOS norms.
 - iii) It has adequate financial resources to ensure its financial stability, continued maintenance and functioning.
 - iv) The Accreditation Advisory Committee is satisfied about the need of accreditation of the institution for running such courses as are proposed to be introduced, taking into consideration the existing training facilities, scope for wage/self employment, past trends of employment of the passed out trainees in that district/state/region, in its best judgment.
14. Where the accreditation is granted, it shall be intimated to the institute by the Director, Student Support Services, NIOS along with such specific conditions, if any, which are required to be complied by the institution before start of the training.

V. Accreditation

15. Accreditation granted initially to an institution shall be provisional in nature and shall be required to be renewed after two years.
16. It shall be open to the NIOS to reject a request for accreditation in part or in whole mentioning the courses of study and the number of students to be admitted and also impose such other conditions, if any, as it may deem fit.
17. The procedure followed for grant of affiliation shall apply mutatis mutandis for continuation of accreditation from time to time and for opening of new courses.

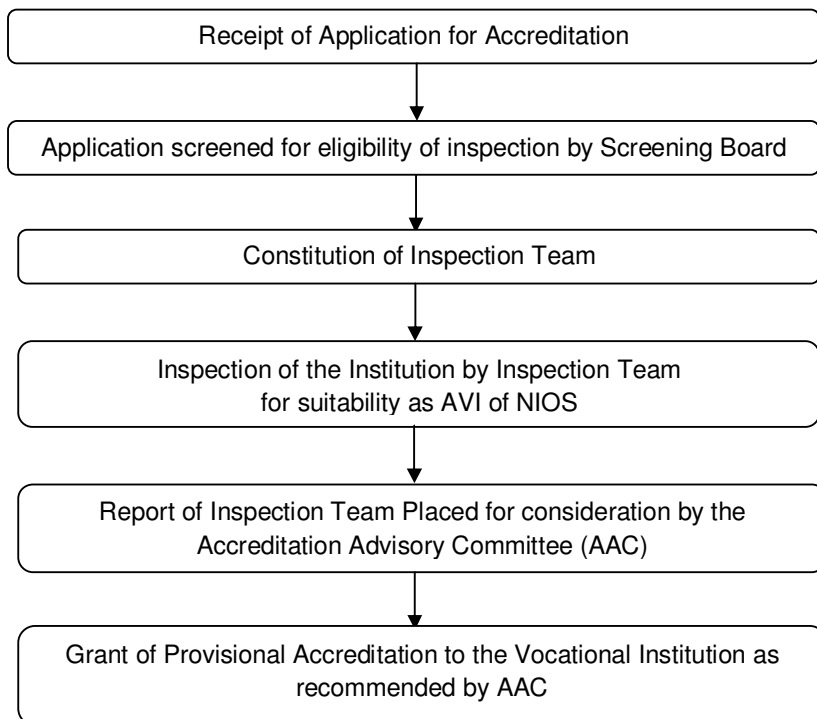
18. The Institution shall be required to provide signatures of the Coordinator who would operate the Bank Account that has to be opened by Institution to undergo all financial transactions in order to function on behalf of NIOS.
19. The institutions shall be further required to enter into a Memorandum of Understanding (MOU) with NIOS providing for the various terms and conditions to be fulfilled by the institution. The proforma for MOU is at Annexure-I.

VI. WITHDRAWAL OF ACCREDITATION

20. Where misrepresentation or suppression of material facts and particulars is found, the NIOS may, after giving the Society/Trust of the Institution, as the case may be, a reasonable opportunity of show cause against the proposed action, in addition to any other action under any other law, withdraw the accreditation granted to the institution, as the case may be.
21. In case of breach of any terms and conditions and/or 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 with or without any notice. The liability of transfer of learners etc. after the closure will be that of the AVI. Among other things, the NIOS reserves the right to withdraw accreditation and/ or impose a penalty of Rs.15,000/- (Rs. Fifteen thousand only) in case the AVI is found indulging in any of the following improprieties/irregularities:
 - A. Failure to provide necessary academic and administrative support to learners as per prescribed norms fixed by NIOS.
 - B. Charging from the learners over and above the amount of fee prescribed by NIOS.
 - C. Accepting extra money towards service charges or for any other items/tasks.
 - D. Charging additional money for distribution of NIOS learning materials to the learners.
 - E. Non-maintenance of Records of attendance of PCP and Progress Card of each student.
 - F. Non-maintenance of proper records of financial transactions and stocks received from NIOS.
 - G. Financial irregularities relating to use of NIOS funds for purposes other than those laid down by it.
 - H. Promoting and propagating an idea/objective which is against the solidarity, sovereignty or unity of the country.
 - I. Deterioration of physical facilities and unwillingness to improve them to meet minimum requirements in terms of satisfactory classrooms, laboratory, workshops, work centres, and library facilities.
 - J. Refusal to provide building and staff for the conduct of NIOS Examinations.
 - K. Abetting unfair means in examination.
 - L. Inadequate supervision of the Examination Centre enabling learners to use unfair means/mass copying during the examination at the centre.
 - M. Admission of less than 10 learners for two consecutive years in a particular course/subject.

- N. Non-fulfilment of conditions of partnership as spelled out in the Memorandum of Understanding (MOU) executed with NIOS.
- O. Poor academic performance of the AVI functioning for two consecutive years and not being able to keep the desired performance.
- P. Any other misconduct in connection with the admission, examination and other assigned tasks which in the opinion of NIOS warrants immediate withdrawal of accreditation of the institution.
- Q. Non-disclosure of any region-specific information which may lead to the closure of the **AVI** during the academic session.
- R. Usage of NIOS material for imparting education in the remedial classes conducted by AVI by charging an amount which is not prescribed in NIOS norms.
- S. Enrolling learners beyond the capacity (number) allotted by NIOS to it.
- T. If the Institute/Centre is black listed by any Govt./ or any other agency.

VI. PROCESS OF ACCREDITATION OF VOCATIONAL INSTITUTIONS AS STUDY CENTRE OF NIOS (AVIs)





GUIDELINES FOR ACCREDITATION OF MEDICAL/PARAMEDICAL INSTITUTIONS AS STUDY CENTRES OF NIOS FOR PARAMEDICAL COURSES

INTRODUCTION

NIOS is also offering Paramedical Courses which are in collaboration with the Indian Medical Association (IMA). Two courses are being offered to the learners, namely: 1. Diploma in Medical Laboratory Technology, 2. Diploma in Medical Imaging Technology. These are specialised courses and their norms have been developed separately.

Norms relating to the procedure for submission and consideration of proposals for grant of Accreditation to the Institutions:

6.1 Types and Categories of organizations eligible to submit applications:

1. The following types of organizations which have a vision for providing vocational education and training in Health and Paramedical area, ensuring quality, credibility and sustenance are eligible to submit their applications for accreditation as Study Centres of NIOS.
 - a. Government/ Private Medical Colleges/ Medical Institutions with minimum of 75 beds in it or in an affiliated hospital
 - b. Government/ Private Paramedical Institutes with 75 beds in it or in an affiliated hospital

6.2 Procedure for submitting the application for accreditation

1. An Institution applying for accreditation to the NIOS shall apply in the prescribed form accompanied by a processing fee of Rs. 22,000/- (one DD for Rs. 20000/- refundable (if found not suitable), second DD Rs. 2000/- (Non-refundable) to be sent in the form of Demand Draft in favour of "Secretary, NIOS" payable at Noida and shall satisfy all the conditions prescribed for accreditation and the Instructions issued by the NIOS from time to time.
2. **The application shall be submitted to the Director, Department of Student Support Services, National Institute of Open Schooling, A-24/25, Institutional area, Noida, District Gautam Budh Nagar Uttar Pradesh-201309.**
3. On receipt of such applications, a preliminary scrutiny shall be done in the Department of Student Support Services to check whether the institution/applicant is eligible for considering accreditation and the necessary documents, viz., processing fee (draft) etc., are attached. The institution found eligible shall be issued an Acknowledgement Letter and a Consideration Number. **Applications received without processing fees will be summarily rejected.**

4. The applications short-listed will be put up before a Screening Board in the Department of Student Support Services constituted by Chairman, NIOS. The Screening Board shall examine the adequacy of the infrastructure, academic and allied facilities vis-a-vis the general and specific norms prescribed for the courses applied, based on the information/ documents supplied with the application and the authenticity of such documents. The Screening Board will shortlist (i) the institutions found suitable for carrying out inspection, and (ii) the institutions by whom the information provided is inadequate or is incomplete or not supported by required documents and needs further clarifications/additional documents.
5. For the institutions recommended by the Screening Board, inquiry and physical inspection shall be made, by committee constituted by Competent Authority, consisting of competent person or persons authorized on behalf of Competent Authority.

6.3 Inspection

1. The inspection team would comprise of two members, one representative of NIOS and other that of IMA.
2. The inspection team would be given a copy of the Application and supporting documents submitted by the applicant. The team would be required to verify all the details and documents from original sources. Any discrepancy shall be recorded specifically with their own observations.
3. The team would assess the suitability of the institution on the basis of parameters laid down for different aspects.
4. Standard guidelines for Accreditation of institutions shall be as per Annexure "III.
5. Specific guidelines for each course shall be such as prescribed from time to time. There is a separate booklet consisting of details of equipments, tools and infrastructure required for each trade.

IV. Consideration by the Accreditation Advisory Committee (AAC)

1. The Accreditation Advisory Committee (AAC) of NIOS shall consider the recommendations of the Inspection Committee. No Institution shall be considered for granting accreditation unless:
 - i) It actually has suitable and adequate physical facilities in terms of space, accommodation, sanitation, laboratories and workshop, equipment, library and reading room, furniture and other infrastructural facilities as specified by NIOS from time to time for maintenance of requisite standards as mentioned in the guidelines.
 - ii) There are teachers and other employees who possess the laid down qualifications and other eligible criteria and who are in sufficient number required as per norms laid down by NIOS from time to time.
 - iii) It has adequate financial resources to ensure its financial stability, continued maintenance and functioning.
 - iv) The Accreditation Advisory Committee is satisfied about the need of accreditation of the institution for running such courses as are proposed to be introduced, taking into consideration the existing training facilities, scope for wage/self employment, past trends of employment of the passed out trainees in that district/state/region, in its best judgment.

2. Where the accreditation is granted, it shall be intimated to the institute by the Director, Student Support Services, NIOS along with such specific conditions, if any, which are required to be complied by the institution before start of the training.

V. Accreditation

1. Accreditation granted initially to an institution shall be provisional in nature and shall be required to be renewed after two years.
2. It shall be open to the NIOS to reject a request for accreditation in part or in whole mentioning the courses of study and the number of students to be admitted and also impose such other conditions, if any, as it may deem fit.
3. The procedure followed for grant of affiliation shall apply mutatis mutandis for continuation of accreditation from time to time and for opening of new courses.
4. The Institution shall be required to provide signatures of the Coordinator who would operate the Bank Account that has to be opened by Institution to undergo all financial transactions in order to function on behalf of NIOS.

NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS)
Standard Guidelines for Accreditation Institution

S.No.	Parameter	Explanation
1.	Name and Address of the Applicant	<ul style="list-style-type: none"> Name and address should be as per the registration certificate of the Society/Trust
2.	Proof of registration of the Applicant Society/ Trust and Memorandum of Association	<ul style="list-style-type: none"> Registration should be genuine and valid. The Society must be registered for at least last three years on the date of application. Trust/Society should be authorised as per Registration on Memorandum of Association to operate in the State.
3.	Background of Members/Trustees of the Society/ Trust	<ul style="list-style-type: none"> Experience of members/trustees in industry or vocational education at senior levels or in management of educational institutions is desirable. Reputation of the Society/Trust in the community.
4.	Track record of Society/ Trust in the field of Vocational Education	<ul style="list-style-type: none"> Experience of establishment and management of educational institutions is desirable. Conduct of any unauthorized/illegal educational activity would be a disqualification.
5.	Detailed Plan for establishment of the Institution and its growth	<ul style="list-style-type: none"> This should be assessed from the justification for selection of courses, space and physical infrastructure, financial implications, equipments, strategy for ensuring quality in education, etc.
6.	Head of the Institution and Faculty	<ul style="list-style-type: none"> The Society should have an Academic Advisory Committee of professionals to guide its activities. The institution should be headed by a qualified and experienced person. There should be a group of professionals for teaching/training of students. The teacher/faculty should possess the laid down qualifications as prescribed by NIOS for each Vocational Education course.
7.	Declaration by the Trust/ Society that it is not involved in any court case or dispute which can affect smooth running of the institution. In case there are court cases of disputes, details should be submitted.	<ul style="list-style-type: none"> The Trust/Society should ideally not have a court case against any statutory body concerned in any area of professional education. In case there is one, the same would be considered for its effect on accreditation to be accorded. The properties or finances of the Society/Trust should not be under any dispute or their use constrained under court direction. There should also be no existing or likely legal hurdle to smooth functioning of the institution.
8.	Infrastructure for accreditation (building, equipments, furniture, furnishings, support facilities, etc.)	<ul style="list-style-type: none"> The institution should have required physical infrastructure space, equipments, furniture, furnishings, and support facilities etc., for running the course applied for accreditation as per laid down norms.
9.	Management of Funds of the Society/Trust.	<ul style="list-style-type: none"> Audit certificates for last two years are required. Income Tax clearance certificate is required.

10.	Location details of the building where the institution is functioning	Location should be: <ul style="list-style-type: none"> • in a hygienic and non-congested area • conducive to conduct of education in a proper atmosphere, and • easily accessible by public transport to students and staff.
11.	Features of the building(s) where the Institution is functioning.	<ul style="list-style-type: none"> • Provided with safe staircases, lifts/ramp. • Ventilated with sufficient natural light in the classrooms, laboratories and workshops. • Should have structurally sound construction. • Should possess completion and NOC in respect of fire safety and civic from authorised local bodies. • Provided with legal water and electricity connections. • Provided with proper and adequate sanitation. • Provided with water purifiers (not filters) and water coolers of adequate capacity for the students and staff. • Provided with a Stand by Generator of appropriate capacity for operating laboratory and workshop equipments and for fans, light, etc. • Permitted for use as an educational institution. • If rented, Rent Lease Deed should be available. • If owned, registration papers for both the buildings and land should indicate legal possession by the Society/Trust.

**LIST OF NATIONAL INSTITUTE OF OPEN SCHOOLING
REGIONAL CENTRES AND STATES COVERED
UNDER EACH REGIONAL CENTRE**

Name of the Region	Name and Address of Head of the Regional Centre	States Covered
ALLAHABAD	National Institute of Open Schooling Regional Centre 19/17, Kasturba Gandhi Marg, Kachahari Road Allahabad - 211002 (Uttar Pradesh) Ph.: (O) 0532-2548154 (Fax) 0532-2548149 e-mail: rcallahabad@nios.ac.in	Uttar Pradesh
BENGALURU	National Institute of Open Schooling Regional Centre Office of the Director (Vocational Education) 3rd Floor, PUE Bhawan, 18th Cross Sampige Road, Malleswaram, Bangluru - 560012, Karnataka Ph.: 23464223 Fax: 23464222 Email: rcbengaluru@nios.ac.in	Karnataka
BHOPAL	National Institute of Open Schooling Regional Centre Manas Bhawan, Shyamla Hills, Bhopal - 462002 (M.P.) Ph.: 0755-2661842, 2660331 Fax : 0755-2661842 e-mail: rcbhopal@nios.ac.in	Madhya Pradesh
BHUBANESHWAR	National Institute of Open Schooling Regional Centre ELTI Campus Maitrivihar, Chandrashekhar Pur, Bhubaneswar – 751023 Ph. no. 0674-2302688 Email.: rcbbsr@nios.ac.in	Orissa
CHANDIGARH	National Institute of Open Schooling Regional Centre YMCA Complex, Sector-11C, Chandigarh-160 001 Ph.:(O) 0172-2744915, 3950979 Fax : 0172-2744952 e-mail: rcchandigarh@nios.ac.in	Haryana (Excluding gurgaon, Faridabad & Jhajjar) Punjab, Jammu & Kashmir and Chandigarh
CHENNAI	National Institute of Open Schooling Regional Centre Govt. Model Higher Secondary School, Triplacane,, Chennai Ph. no. 044-28445565 e-mail: rcchennai@nios.ac.in	Tamil Nadu, Pondicherry
DEHRADUN	National Institute of Open Schooling Regional Centre 69/106, Niranjanpur, Opp. ITI Dehradun Dehradun - 248001 Ph.: (O) 0135-2629166, 2623929; Fax : 0135-2629166 e-mail: rcdehradun@nios.ac.in	Uttarakhand, Meerut, Bagpat Saharanpur , Muzaffar Nagar, Moradabad and J.P. Nagar (Amroha) districts of U.P.

Name of the Region	Name and Address of Head of the Regional Centre	States Covered
DELHI	National Institute of Open Schooling Regional Centre A-31, Institutional Area, NH-24, Sector-62, NOIDA- 201309 Distt. - Gautam Buddha Nagar (U.P.) Ph: (O) 0120-2404914-15, Fax : 0120-2404916 e-mail: rcdelhi@nios.ac.in	NCT of Delhi and bordering Distts. of NCT in Uttar Pradesh and Haryana comprising of Distts. of Gautam Buddh Nagar (Noida and Greater Noida), Ghaziabad, Gurgaon Faridabad and Jhajjar.
DHARAMSHALA	National Institute of Open Schooling Regional Centre 2nd Floor, Chamunda Complex, (Near Income tax Office) Dari Road, Dharamshala, Distt. Kangra, Himachal Pradesh-176057 Ph. (O) 001892-222251 e-mail: rcdharamshala@nios.ac.in	Himachal Pradesh
GANDHI NAGAR	National Institute of Open Schooling Regional Centre Office of Gujarat Secondary & Higher Secondary Education Board, IIInd Floor, Sector-10/B, Near Old Sachivalaya, Gandhi Nagar-382010, Gujarat Ph.: 079-23220410, Fax: 079-23220411 Email: rcgandhinagar@nios.ac.in	Gujarat
GUWAHATI	National Institute of Open Schooling Regional Centre Building of Assam Publication Board, (Near Assam Board of Secondary Education) Ist Floor, Bamunimaidan, Guwahati-781021 (Assam) Ph. (O): 0361-2650541, 2651201 (Fax) 0361-2650542 e-mail: rcguwahati@nios.ac.in	Nagaland, Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram and Tripura
HYDERABAD	National Institute of Open Schooling Regional Centre House No. 17-26, Sree Nagar Colony, Rd. No. 5 Dilsukh Nagar, Hyderabad - 500039, Andhra Pradesh Ph.: (O) 040-24162859, Fax : 040-24060712	Andhra Pradesh except the districts Vishakhapatnam, Srikakulam, Vizianagram, East & West Godavari, Krishana and Khammam
JAIPUR	National Institute of Open Schooling Regional Centre D-11-12 Roop Vihar Colony, Mohan Marg, Opp. Karoli Garden, New Sangamer Road, Sodala, Jaipur (Rajasthan) – 302019 Ph.: (O) 0141-2292818, 2290057 Fax.: 0141-2292819 e-mail: rcjaipur@nios.ac.in	Rajasthan
KOCHI	National Institute of Open Schooling Regional Centre 34/2740 Mamangalam, P.O. - Palarivatton, Kochi-682025 (Kerala) Ph.: 0484-2335714, (T/F) 0484-2335533 e-mail: rckochi@nios.ac.in	Kerala

Name of the Region	Name and Address of Head of the Regional Centre	States Covered
KOLKATA	National Institute of Open Schooling Regional Centre 10/1/H, Diamond Harbour Road, Kolkata – 700027 (W.B.) Ph.: (O) 033-24797714, Fax : 033-24797707 e-mail: rckolkata@nios.ac.in	Sikkim, West Bengal and Andaman and Nikobar Island
PATNA	National Institute of Open Schooling Regional Centre Lalit Bhawan, Ground Floor, Jawahar Lal Nehru Marg, Bailey Road, Patna - 800001 (Bihar) Ph.: (O) 0612-2545051, 0612-2545470 e-mail: rcpatna@nios.ac.in	Bihar
SUB-CENTRE DARBHANGA	Moh- Khan Chowk Near Main Khan Chowk PO Lal Bagh Distt. Darbhanga-846004 Phone : 0627-2250628	
PUNE	National Institute of Open Schooling Regional Centre C/o Indian Institute of Education Campus, 128/2 JP Naik Road, Sriniketan Society, (Near Solaris Club) Kothrud, Pune-411029 (Maharashtra) Ph. (O) 020-25444667, 25439763 (Fax) 020-25444667 e-mail: rcpune@nios.ac.in	Maharashtra, Goa and Daman & Diu
RANCHI	National Institute of Open Schooling Regional Centre Schooling, Hostel Premises, Amar shahid Thakur Vishavanath Shahdev Zila School, Zill School Parishad, Ranchi e-mail: rcranchi@nios.ac.in	Jharkhand
RAIPUR	National Institute of Open Schooling Regional Centre B.T.I Ground, DIET Campus, Shankar Nagar Ph: (O) 0771-2442147, 2442167 Raipur-492001, Chhatisgarh e-mail: chhatisgarh@nios.ac.in	Chhatisgarh
VISAKAPATNAM	National Institute of Open Schooling Regional Centre Sub-Regional Centre - Vishakhapatnam 5th Floor, B Block, VUDA Complex, Siripuram, Visakapatanam, Andhra Pradesh Ph.: 0891-2564584, E-mail : srcvisakhapatnam@nios.ac.in	Siripuram, Visakhapatnam, Andhra Pradesh Vishakhapatnam, Srikakulam, Vizianagram, East & West Godavari, Krishana and Khammam Districts of Andhra Pradesh

**NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS)
Department of Vocational Education**

APPLICATION FORM

FOR ACCREDITATION OF VOCATIONAL INSTITUTION AS STUDY CENTRE OF NIOS (AVI)

Application to be filled in by the institution seeking grant of accreditation of Vocational courses of National Institute of Open Schooling (NIOS)

A. Details of the DD for Processing Fee*.

DD No. _____ Date _____ Name of the Bank _____ Amount Rs. _____.

1. Name and Address of the Managing Society/Agency/Trust owning the Institution.

Fax _____ Ph. No. _____ E-mail _____

2. If registered, please mention:

a) Registration No. _____

b) Date and Year of Registration _____

c) Year of Expiry of Registration _____

3. Details of the Members of the Society/Public Trust constituted under the Law

S. No.	Name	Address	Profession	Educational Qualifications

* See Office Order in case of Madrasa

4. Name and complete address of the Institution (with PIN, State, District, Taluk etc.) for which accreditation is being sought.

_____ Pincode _____

Taluk _____ District _____ State _____

Fax _____ Ph. No. _____ E-mail _____

4.1 Please specify whether the applicant institution is Govt. /Public/Private School/NGO/Govt./Private Organization.

5. Year of establishment of the Institution _____

6. Name of the nearest Railway Station/main Bus Terminal and its distance from the institution _____

7. Name and complete address (Residential) with Telephone No. of the Principal/

Director/Head of the Institution _____

8. Name and Complete Address (Residential) with Telephone No. of the proposed Coordinator

9. If an existing AVI/AI of NIOS, please give following details

AVI /AI No. _____

S. No	Course for which Accreditation has been granted	Code	Year of Accreditation	Intake Allowed	Enrolment in last three Years			Remarks

10. Has the institution applied earlier to NIOS for grant of accreditation of Vocational Courses? If yes, please mention:-

Date of submission of Application: _____

Reference No. of NIOS, if any: _____

11. Mention the details of other Institutions, if any, being run by the Managing Society

S. No.	Name and Address of the Institutions	Area of Work	Name of the recognizing Accrediting/Affiliating Agency of/Central or State Govt. /Others

12. Details of the Vocational Education Courses being conducted by the Applicant Society in any other institution or in the same campus

S. No.	Name of the Course/Trade	Duration of the Course	Entry Level Qualification	Year of starting the Course	Intake capacity	Name of the Recognizing Accrediting/Affiliating agency of/ Central or State Govt. /other

13. Names of the Vocational Education Courses of NIOS for which Accreditation is being sought

S. No.	Name of Course	NIOS Course Code No.	Proposed Intake/No. of batches proposed
2.			
3.			
4.			
5.			
6.			

14. Justification Note - Motivation factors indicating the reasons as to why you are keen to provide vocational education courses, proposed by you for the accreditation, for the people in your area. Indicate your experience in the field, kind of services/activities the society is currently engaged, so as to acquaint NIOS with your sense of commitment to this work. Please submit the **justification on a separate sheet, if the space is not sufficient.**

15. Whether the Management of the Society has resolved to take up NIOS Vocational Education Courses. If yes, please submit a copy of the Resolution of the Society.

16. **Infrastructure (available for NIOS courses)***

S. No.	Details of Facilities available for the proposed NIOS Courses	No. of Units with area of each Unit	Total area
1.	Teaching classrooms		
2.	Labs(Course wise)		
3.	Workshops		
4.	Library		
5.	Store		
6.	Administrative / Office/room		
7.	Audio Visual Room		
8.	Staff Room		
9.	Students Common Room (Separate for Boys and Girls)		
10.	Toilets (Separate for Boys and Girls)		
11.	Any other		

*Please attach the approved Lay Out Plan of the Building displaying each unit.

17. **Building details:**

- a) Whether the Institution is located in a rented building or in its own building. Please attach a copy of the Title Deed/Lease Deed _____.

b) Institute located in the area, whether commercial/residential/institutional/others please tick (/)

- Commercial ()
- Residential ()
- Institutional ()
- Others () (specify) _____

c) Date of occupation of the premises _____.

d) Date of lease and date of expiry: Date of Lease _____ Date of Expiry Year _____

e) Whether the Institution has the facilities to conduct public examinations. If so, please specify details regarding Halls, Rooms etc. _____.

Power Supply

f) Date of connection _____

g) Three Phase/Single Phase _____

Connected Sanctioned Load in KW _____

18. **Library Facilities:** Mention the total number of titles available for Vocational Education. _____ Number of Journals on Vocational Education _____

19. **Tools and Equipments (course wise) for proposed Courses**

(To be submitted separately for each course)

Name of the Course _____.

S. No.	Names of the Tools/ Equipments	Specifications of the Tools/ Equipments	Quantity in stock	Date of Purchase. (In case purchases have been made in different years, the years of first and last purchase)

20. Details of availability of General Audio-Visual/Teaching Aids available in the Institution.

21. **Finances:**

- a) Details of the sources of finance of the institution
 - (i) Govt. Aid
 - (ii) Donation
 - (iii) Fees from students
 - (iv) Others
- b) Please attach Annual Budget and Total Expenditure of last Three Years
- c) Details of Yearly Expenditure (minimum three years) on:
 - (i) Equipments
 - (ii) Raw Material Consumables
 - (iii) Salary to the Faculty/Supporting Staff

22. **Human Resources**

Teaching faculty:

- (a) Please give details about Name of the Principal/Head of the institution and his/her Academic/ Vocational Qualifications and experience in the following proforma.
- (b) Please give details of Teaching faculty/ Instructors working on regular or on part-time basis in the following proforma.
- (c) In case of a new institution, please give the details of the Principal/Head of the institution, teaching faculty/ Instructors for various courses identified to be appointed in the same proforma. (Attach a separate sheet, as per the proforma)

PROFORMA

S. No.	Name and Designation	Academic/ Professional Qualifications certificates are to be verified in original at the time of inspection	Experience (in years) as well as job description	Whether Full Time or Part time

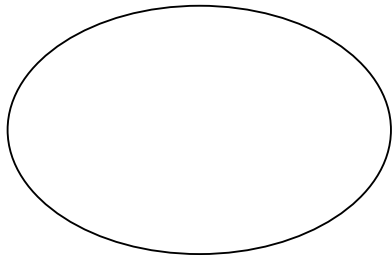
CERTIFICATE

1. Certified that the institution (Name) _____
_____ applying for Accreditation of Vocational Education Courses
of NIOS is fully owned by _____ (Name of the Society/Trust)
2. Certified that the Society/Trust has obtained a Certificate from competent local
authority regarding the Health and Sanitary conditions of the building of the Institution.
3. Certified that building housing the Institution and other structure has been declared
safe (including fire safety) by the competent local authority.
4. Certified that the information/particulars furnished above are correct and authentic to
the best of our knowledge.

Signature of the President/Secretary of the Society owning the institution

Name & Address _____

Rubber Seal of the Society



Date: _____

Place: _____

LIST OF ENCLOSURES

(To be attached by the Applicant Institution duly attested)

Document No.	Particulars	Whether enclosed or not Please tick (✓) or (X)
1.	Copy of the Memorandum of Association and Rules and Regulations	
2.	Copy of the Certificate of Registration	
3.	Justification Note	
4.	Resolution of the Management for taking up NIOS Courses	
5.	A copy of the Title Deed or Rent/Lease Deed	
6.	Plan of the Building	
7.	List of Tools and Equipments (trade wise)	
8.	Copy of audited Statement of Income and Expenditure of the Society for the last three years	
9.	List of teachers/ Instructors with their particulars (trade wise) in the given proforma and list of supporting staff	
10.	Demand Draft of the requisite amount in favour of "Secretary, NIOS" payable at NOIDA.	
11.	Affiliation/Recognition Letter if any, from Govt. and other statutory bodies	
12.	Any other document in support of the case	

Note : All the above mentioned documents duly certified by the Secretary/President of the Society may, please, be submitted along with the Application without which the Application may not be considered. All documentary proofs/certificates attached with Application should be in English or in Hindi; and if they are in regional language, it must be accompanied by translated version in English/Hindi.



National Institute of Open Schooling

(An Autonomous Institution under MHRD, Govt. of India)

A-24-25, Institutional Area, Sector-62, Noida, UP

Website: www.nios.ac.in • Toll free Number 1800 180 9393