

Guidelines for Accreditation of Vocational Education Courses



National Institute of Open Schooling
Department of Vocational Education
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Website : www.nos.org , www.nios.ac.in

National Institute of Open Schooling

Guidelines for Accreditation of Vocational Education Courses

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

Types and categories of organizations eligible to submit application

1. Following types of organizations who have a vision for providing vocational education and training through Open Schooling, ensuring quality, credibility and sustenance, are eligible to submit their applications for accreditation to NIOS.
 - i) The organization which sets up and maintains the institution should be 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 should be functioning regularly, in the best interest of the public, for at least 3 years on the date of application.
 - ii) Any institution/school affiliated to a recognized State Board of Education/ CBSE/ ICSE for Secondary/Senior Secondary level.
 - iii) Any Govt. Industrial Training Institute or Private Industrial Training Centre affiliated to National Council for Vocational Training (NCVT) or State Council for Vocational Training (SCVT).
 - iv) A private or public limited company or a public sector undertaking provided that creation of such training facilities are within the scope of its objective as laid down in its Memorandum of Association or it sponsors a society or a trust as provided sub clause.
 - v) Govt. sponsored organizations like Jan Shikshan Sansthan (JSS) or Krishi Vigyan Kendras (KVKs) District Institute of Education and Training (DIET).

Provided that the application for accreditation from Govt. institutions shall be sent through the concerned Administrative Department of the Govt.

Procedure for submitting application

2. An institution applying for accreditation to the NIOS shall apply to the Director, Vocational Education Department in the prescribed form (copy enclosed) in duplicate accompanied by such processing fees as may be prescribed by the NIOS and shall satisfy the NIOS that it fulfills all the conditions prescribed for accreditation and the instructions issued by the NIOS from time to time.
3. Applications for accreditation of new institutions or for accreditation for an additional course or courses, in case of institutions already accredited, shall be made to the Director, Vocational Education Department not later than 31st August of the year preceding the year in which it is proposed to open the institutions /course.

Chairman, NIOS may entertain application for accreditation after the prescribed date, if the institution, shows sufficient reasons for its inability for not submitting the application by the prescribed date.

4. **Applying institutions are required to deposit a processing fee of Rs.20000/- in the form of Demand Draft drawn in favour of "Secretary, NIOS" payable at concerned Regional Centre of NIOS. If the applying institution is an AVI (Accredited Vocational Institution) of NIOS and applying for additional Vocational course, they are required to deposit Rs.5000/- per trade, as processing fee in the form of Demand Draft drawn in favour of "Secretary, NIOS" payable at concerned Regional Centre of NIOS.**
5. On receipt of such applications, a preliminary scrutiny shall be done in the Deptt. of Vocational Education to check whether the institution/applicant is eligible for considering accreditation and the necessary documents, viz. processing fee etc. is attached. The institutions found eligible shall be issued acknowledgment letter and issued a consideration number. Applications received without processing fess will be summarily rejected.
6. The applications so short-listed will be put up before a

Screening Committee constituted by Chairman, NIOS. The Screening Committee shall examine the adequacy of the 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 committee will short list the institutions, found suitable for carrying out inspection; and the institutions by whom the information provided is inadequate or is incomplete or not supported by required documents and needs further clarifications/additional documents.

Inspection

7. For the institutions recommended by the Screening Committee, inquiry and inspection shall be made, as the Chairman NIOS deems necessary, by a competent person or persons authorized on his behalf by the Chairman with regard to the fulfillment of conditions of accreditation and such other matters as he/she may think necessary and relevant.
8. 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.
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 'A'* .
11. 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.**
12. The Inspection Team, shall be required to submit their report on the prescribed format of Inspection Report

Consideration by Accreditation Advisory Committee.

13. The Accreditation Advisory Committee 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 have the laid down qualifications and other eligible criteria and who are in number required as per the 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 the setting up 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, the past trends of employments of the passed out trainees in that district/state/region, in its best judgment.

Provided that Accreditation Advisory Committee can decide to put on hold, accreditation of a new institute or for introduction of new courses in existing institutions in a state, district, region, if in the opinion of the committee the existing training facilities are adequate considering the scope for wage self employment, the trends of employment of passed out trainees or for any other reason considered appropriate in its best judgment.

- 14.** Where the accreditation is granted, it shall be intimated to the institute by the Secretary of the NIOS, along with such specific conditions, if any, which are required to be completed by the institution before the start of the training.

Provisional 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 the grant of affiliation shall apply mutatis mutandis to continuation of accreditation from time to time and for opening of new courses.
18. The Institution shall be required to provide signatories of the coordinator who would operate a 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 **Memorandum of Understanding** (MoU) with NIOS providing for the various terms and conditions to be fulfilled by the institution.

Withdrawal of Accreditation

20. Where misrepresentation or suppression of material facts and particulars, the NIOS may, after giving the Society/Trust of the Institution, as the case may be, a reasonable opportunity of showing 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 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 the learners as per prescribed norms fixed by NIOS.

- B. Charging from the learners over and above the amount prescribed by NIOS.
- C. Accepting extra money towards service charges or for any other items/tasks.
- D. Non-distribution of learning materials supplied by NIOS to learners within stipulated time.
- E. Charging additional money for distribution of NIOS learning materials to the learners.
- F. Non-maintenance of Records of attendance of Practical hours and progress card of each students.
- G. Non-maintenance of proper records of financial transactions, and stocks received from NIOS.
- H. Financial irregularities relating to use of NIOS funds for purposes other than those laid down by NIOS.
- I. Promoting and propagating an idea/objective which is against the solidarity, sovereignty or unity of the country.
- J. 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.
- K. Refusal to provide building and staff for the conduct of NIOS Examinations.
- L. Abetting unfair means in examination.
- M. Inadequate supervision of the Examination Centre enabling learners to use unfair means/mass copying during the examination at the centre.
- N. Admission of less than 10 learners for two

consecutive years.

- O. Non-fulfillment of conditions of partnership as spelled out in Memorandum of Understanding (MoU) executed with NIOS.
- P. Poor academic performance of the AVI functioning for two consecutive years and not being able to keep the desired performance.
- Q. Any other misconduct in connection with the admission, examination and other assigned tasks which in the opinion of NIOS warrant immediate withdrawal of accreditation of the institution.
- R. Non-disclosure of any region-specific information which may lead to the closure of the AVI during the academic session.
- S. Usage of NIOS material for imparting education in the coaching/remedial classes by charging any amount which is not prescribed in NIOS norms.
- T. Enrolling learners beyond the accreditation allotted by NIOS to it.

**National Institute of Open Schooling
Department of Vocational Education**

General Standards for Accreditation Institution/Programmes

| Sl. 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 on 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 three years on the date of application. • Trust/Society should be authorize 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 society/beneficiaries. |
| 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 financial requirements, equipments, strategy for ensuring quality in education, etc. |
| 6. | Head of the Institute and Faculty | <ul style="list-style-type: none"> • The Society should have an Academic Advisory Committee of professional to guide its activities. • The institution should be headed by a qualified and experienced person. There should be a group of professional for teaching/training of students. |

| | | |
|-----|---|---|
| 7. | Declaration by the Trust/Society that it is not involved in any court case or dispute which can affect smooth running of the institution. In case there are court cases of disputes, details should be submitted. | <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, equipment, furniture, furnishings, support facilities, etc.) | <ul style="list-style-type: none"> • The institute should have required space, equipments, furniture, furnishings, and support facilities etc. for running the course applied for accreditation as per laid down norms. |
| 9. | Management of funds of the Society/Trust. | <ul style="list-style-type: none"> • Audit certificates for last two years required. • Income tax clearance certificate required. |
| 10. | Location details of the building from which the institution is functioning | <ul style="list-style-type: none"> • 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. • easily accessible by public transport to students and staff. |
| 11. | Features of building(s) from which the institution is functioning. | <ul style="list-style-type: none"> • Provided with safe staircases or lifts. • Airy with sufficient natural light in the classrooms, laboratories and workshops. • Structurally sound and of good quality construction. • Legally constructed with completion and |

| | | |
|--|--|--|
| | | <p>fire safety certificates obtained.</p> <ul style="list-style-type: none"> • 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 student and staff. • Provided with a stand by generator of appropriate capacity of operating laboratory and workshop equipment and for fans, light, etc. • Permitted for use as an educational institution. • If rented, rent lease deed should be available. • If owned, registration papers for both the buildings and land should indicate legal possession by the Society/Trust. |
|--|--|--|

**National Institute of Open Schooling
Vocational Education Department**

Application Form

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 processing fees/DD.

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 _____

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

| Sl. No. | Name | Profession | Educational qualifications |
|---------|------|------------|----------------------------|
| | | | |

4. Name and complete address of the Institution (with PIN, State, District, Taluk etc.) for which accreditation is sought. Please specify whether the applied institution is Govt. /Public/Private School/NGO/Govt./Private Organization.

_____ Pincode _____

Taluk _____ District _____ State _____

Fax _____ Ph. No. _____ E-mail _____

5. Year of establishment of the institution (if already functioning) _____

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

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

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

AVI / AI No. _____

| Sl. No | Course for which Accreditation granted | Code | Year of Accreditation | Intake Allowed | Enrolment in last three years | | | Remarks |
|--------|--|------|-----------------------|----------------|-------------------------------|--|--|---------|
| | | | | | | | | |
| | | | | | | | | |

9. 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: _____

10. Indicate the details of other institutions, if any, being run by the Managing Society.

| Sl. No. | Name & Address of the Institutions | Area of Work | Name of the recognizing accrediting/ Affiliating/ Central/ State govt. agency/ others |
|---------|------------------------------------|--------------|---|
| | | | |

11. Details of the Vocational Courses being conducted by the applicant Society in any other institution or in the same campus.

| Sl. No. | Name of the Courses/Trade | Duration of the course | Entry level Qualification | Year of starting the courses | Intake capacity | Name of the recognizing accrediting/ Affiliating/ Central/ State govt. agency/ others |
|---------|---------------------------|------------------------|---------------------------|------------------------------|-----------------|---|
| | | | | | | |

12. Name of the Vocational Courses of NIOS for which accreditation is being sought.

| Sl. No. | Name of Course/ with NIOS course code no. | Proposed intake/No. of batches proposed |
|---------|---|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

| | | |
|----|--|--|
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10 | | |
| 11 | | |
| 12 | | |

13. 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 in, so as to acquaint NIOS with your sense of commitment to this work.

Please submit this on a separate sheet.

14. Whether the Management of the society has resolved to take up NIOS courses. If yes, please submit a copy of the Resolution of the society.

15. Infrastructure (available for NIOS courses)

| Sl. No. | Schedule of Facilities available for proposed NIOS courses | No. of units with area of local unit | Total area |
|---------|--|--------------------------------------|------------|
| 1. | Teaching classroom (Course wise) | | |
| 2. | Labs(Course wise) | | |
| 3. | Workshops | | |
| 4. | Library | | |
| 5. | Store | | |
| 6. | Administrative area | | |
| 7. | Audio Visual Room | | |
| 8. | Staff Room | | |
| 9. | Students Common Room | | |
| 10. | Common Facility | | |
| 11. | Staff Residence | | |
| 12. | Hostels | | |

Please attach the approved lay out plan of the building displaying each unit.

16. **Building details:**

- a) Whether the Institution is located in a rented building or own building. Please attach a copy of the Title Deed/Lease Deed _____.
- b) Institute located in the area, whether commercial/residential/institutional/others
 - Commercial
 - Residential *(Please tick mark)*
 - Institutional
 - Others specify _____
- c) Date of occupation of premises _____.
- d) Date of lease & date of expiry _____.
- 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 KW _____

17. **Library Facilities:** Indicate the total number of titles available for Vocational Education. _____
The number of Journals _____

18. **Tools & Equipments (course wise) for proposed courses**
(To be submitted separately for each course)
Name of the Course _____

| Sl. No. | Name 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) |
|---------|-------------------------------|---|-------------------|---|
| | | | | |

19. Details of availability of General Audio-visual/Teaching aids available in the institute.

20. **Finances:**

- a) Details of the sources of finance of the institution
 - (i) Govt. Aid
 - (ii) Donation
 - (iii) Fees from students
 - (iv) Others

- b) Annual Budget & the total expenditure of last three years

- c) Details of yearly expenditure (minimum three years) on
 - (i) Equipment
 - (ii) Raw material/consumable
 - (iii) Salary to the Faculty/Supporting Staff

21. **Human Resources**

Teaching faculty:

- (a) Name of the Principal/Head of the institution and his/her Acad./ Vocational/ Qualifications & experience. (In case of new institutions, details of Head/ Instructors course wise of the institute proposed to be appointed to be furnished)

- (b) Please give details of supporting staff working on regular or on part-time basis, or identified to be appointed (in case of new institutions).

- (c)

| Sl. No. | Name and Designation | Acad./ Professional Qualifications | Experience (in years) as well as job description | Whether full time or Part time |
|---------|----------------------|------------------------------------|--|--------------------------------|
| | | | | |

Note : Photo copy of testimonials of both academic and professional qualifications of faculty and other staff be enclosed with the application form.

(d) Supporting/ Administrative Staff:

1. Clerks _____
2. Accountant _____
3. Lab Attendant _____
4. Peons _____

22. **Any other information**

Any other relevant information/particulars which the applicant wishes to highlight in connection with the Accreditation of Vocational courses of NIOS.

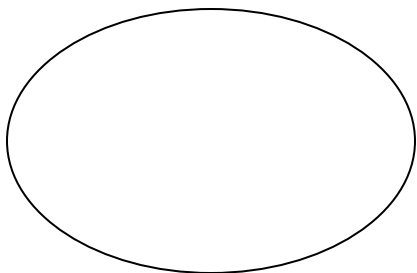
Certificate

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 an 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 & Equipments/trade wise | |
| 8. | Copy of audited Statement of Income and Expenditure of the Society for the Last three years | |
| 9. | List of teachers/supporting staff and their particulars/trade wise with copy of their testimonials for Academic & Professional Qualification | |
| 10. | Demand Draft of the requisite amount in favour of "Secretary, NIOS" payable at NOIDA. | |
| 11. | Other Documents as required | |
| 12. | Affiliation/Recognition letter if any, from Govt. and other statutory bodies | |

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 Hindi and if they are in regional language it must be accompanied by translated version in English/Hindi and attested by the First Class Magistrate.

