

# **Standard Operating Procedures**

*for*

**NEPIA**

**(NIOS Education Project  
for the Indian Army)**



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**NATIONAL INSTITUTE OF OPEN SCHOOLING**

A-24/25, Institutional Area, Sector-62, NOIDA

## **NIOS – An Introduction**

The National Open School (NOS) was set up by the Government of India, Ministry of Human Resource Department (MHRD) on 23<sup>rd</sup> November, 1989 with powers to offer school education courses upto pre degree level through open and distance learning (ODL) mode of education and examine and certify learners. NIOS inter alia offers educational opportunities to those who do not, or cannot, attend regular schools due to social, economic, physiological and psychological constraints or due to certain other reasons. Later on the name of the NOS was changed to the National Institute of Open Schooling (NIOS). Providing education to the learners, as it does, NIOS takes new initiatives from time to time for the benefit of learners. Some of these are:-

- ❖ Youth skilling initiative (taking a clue from Prime Minister’s 18<sup>th</sup> Man Ki Baat).
- ❖ Short-term skill training in communication and soft skills along with industry specific internship.
- ❖ Partnership with various agencies and organizations to offer short-term vocational training.
- ❖ Launching of Vocational stream at the Senior Secondary level from current session in domain areas such as Home Science, Agriculture & Animal Husbandry, IT/ITES, Electrical, Insurance, Financial Market, Retail, Ayurveda and Yoga.
- ❖ MOU signed with the Indian Army for NIOS Education Project for the Indian Army
- ❖ MOU signed with the Directorate General of Training under the Ministry of Skill Development and Entrepreneurship
- ❖ MOU Signed with the Ministry of textiles for providing education to weavers community.

NIOS with its headquarter at NOIDA, Uttar Pradesh has 20 Regional Centres and two Sub-Regional Centres. NIOS reaches out to its learners through a network of more than 6000 Study Centres for Secondary, Senior Secondary, Vocational/Skill training and Open Basic Education (OBE) Programmes spread all over the country and abroad.

In order to achieve its mission of providing “Education for all” and “Reaching the Unreached” the constituents of NIOS conduct various activities to facilitate learners to complete their studies.

## **Memorandum of Understanding (MoU) with the Indian Army**

A Memorandum of Understanding (MoU) has been signed on 14<sup>th</sup> of June 2016 between National Institute of Open Schooling (NIOS) and Army Educational Corps (AEC) Integrated Headquarters of Ministry of Defense (Army), whereby the Indian Army has undertaken a Joint Project known as **NIOS Education Project for Indian Army (NEPIA)** with NIOS, through Human Resource Development Centres (HRDCs) at its HQ Commands/corps/ Divisions/Areas/ Brigades/ Sub-Areas. The principal objectives of the MoU are as follows:

- a. To enhance the educational qualifications and Human Resource Quotient of Indian Army troops.
- b. To enable the troops serve the Indian Army more efficiently.
- c. To provide relevant knowledge, skills and values, through this educational effort.
- d. To develop relevant skills along with academic education.
- e. To enable them serve the society at large by becoming better equipped and seek gainful employment after retirement through improved exit level qualification.

### **The Aim**

The aim of NEPIA is to enhance Human Resource quotient of the personnel of Indian Army by enrolling them for Secondary (10<sup>th</sup>) & Sr.Secondary (12<sup>th</sup>) through educational Programmes offered by NIOS

### **Coordination and Contact Point**

<b>S. No.</b>	<b>Location</b>	<b>Army Command HQ</b>	<b>NIOS RC</b>
<b>1</b>	<b>Calcutta</b>	<b>HQ Eastern Command</b>	<b>RC, Kolkata</b>
<b>2</b>	<b>Chandimandir</b>	<b>HQ Western Command</b>	<b>RC, Chandigarh</b>
<b>3</b>	<b>Lucknow</b>	<b>HQ Central Command</b>	<b>RC, Allahabad</b>
<b>4</b>	<b>Pune</b>	<b>HQ Southern Command</b>	<b>RC, Pune</b>
<b>5</b>	<b>Udhampur</b>	<b>HQ Northern Command</b>	<b>RC, Chandigarh</b>
<b>6</b>	<b>Jaipur</b>	<b>HQ SW Command</b>	<b>RC, Jaipur</b>

## **Implementation**

- **DGMT/MT-14.NEPIA Cell, MT-14** will function at IHQ of MoD (Army) as central Nodal Agency
- Vetting and approval of all cases for opening of new Regional/Study Centre and liaison with NIOS
- Maintenance of database on Command HQ and NEPIA Study Centre
- Monitor Command HQ Functioning
- Formulation/modification of policies governing NEPIA
- Conduct of Orientation Programme and Training of Trainers to develop in-house expertise for undertaking NIOS programmes

## **Functions of NIOS HQ & Regional Centres**

- Introduction of 3 Army relevant subjects
  - Military Studies, Military History, Yoga and Physical Education
- Provide Prospectus, Application form, and study material
- Accredit Study Centres and approve list of tutors identified by the Indian Army
- Evaluation and certification of enrolled learners
- Setting up of Examination Centres
- Providing Norms and guidelines for various operations
- Ensuring counselling as per norms through its duly appointed Observers/Academic facilitators

## **Functions of HQ Commands**

- HQ Commands will function as Nodal Centre (NCs) and will act as resource centres of NIOS in respective regions
- NCs are centres for training coordinators/ counsellors/other functionaries
- Initiate cases for opening of new Study Centres and take up with MT-14
- Coordinate with MT-14 on policy matters
- Ensuring effective implementation of NEPIA in command zone
- Maintenance of database on Study Centres and educational activities through NEPIA in command zone
- Proposing List of Tutors to MT-14 for obtaining approval from NIOS

## **Functions of NEPIA Study Centres**

- NEPIA Centre will be notified as Study Centre of NIOS
- Issuing Prospectus and registration of learners
- Holding of Personal Contact Programmes (PCP)
- Evaluation of Tutor Marked Assignments (TMA)
- Accept application for change /additional subjects

- Informing deadlines for Admission, Payment of fees, examination schedule, etc.
- Study Centres will facilitate learners for online/offline submission of examination form and fees
- Conduct Practical Examination as per NIOS instructions/guidelines

### **NEPIA Accreditation with NIOS**

- To become Accredited Institution (Study Centre) of NIOS, each Army Education Centre has to apply to NIOS HQ in the prescribed one page Accreditation form also available on NIOS website
- The application for Accreditation must be endorsed by the concerned Command HQ
- NIOS will issue Accreditation letter with AI

### **Functions of Examination Centres**

- NEPIA learners will appear for examination at the centres established by NIOS
- Examination centre under NEPIA Scheme will be set by the NIOS
- Examination QP will be provided as per the requirement
- Fair and Smooth conduct of Examination

### **Admission Procedure for NEPIA**

- At NEPIA Centre through off-line process
- NIOS will be providing the Admission Brochure along with the admission form
- Admission Brochure can also be downloaded from NIOS website under NEPIA link
- NEPIA Centre will maintain the admission database in the excel format which is available at NIOS Website, [www.nios.ac.in](http://www.nios.ac.in) under NEPIA Link
- NEPIA Study Centre may issue acknowledgement receipt to learners

### **Documents required along with Admission form:**

- Admission form with photograph and signatures
- DoB proof (copy of birth certificate/original Transfer Certificate) - for Secondary (10<sup>th</sup>)
- Copy of 10th pass marksheet/certificate (for Senior Secondary (12th))
- The NEPIA centre will submit the following to NIOS Regional Centre:
  - Filled-in Admission form alongwith above documents and list of candidates duly signed by the coordinator of the NEPIA centre
  - Soft copy on CD/email of admission data
  - Consolidated Demand Draft drawn in favour of "Secretary, NIOS" Payable at the concerned Regional Centre or Online transfer to Secretary Account of the NIOS Regional Centre

### NEPIA Learners Enrolment Nos.

- **320101162501** for **Secondary**,
  - **320101163501** for **Senior Secondary**
  - **First two digits (32)** is code for **Army**
  - **Next 2 digits (01, 02, 03,....., 06)** are **command HQ code**
  - **Next 2 digits (01, 02, 03,....., )** are **NEPIA Centre of command HQ 3201**
  - **Next 2 digits (16)** are **year of registration**
  - **Next 1 digit (2/3)** is **2 for Secondary and 3 for Sr. Secondary**
  - **Next 3 digits (501, 502,.....,999)** are no. of a learner of **2<sup>nd</sup> Block** (001, 002,.....,500) is no. of a learner of **1<sup>st</sup> Block**
  
  - **Stream-I Block-II 2015-2016 (16<sup>th</sup> September 2016 – 15<sup>th</sup> March 2017)**
  - **320101162501 to 320101162999** for **Secondary**
  - **320101163501 to 320101163999** for **Sr. Secondary**
  - **Stream-I Block-I 2016-2017 (16<sup>th</sup> March 2017 – 15<sup>th</sup> September 2017)**
  - **320101172001 to 320101172500** for **Secondary**
  - **320101173001 to 320101173500** for **Sr. Secondary**
- Admission Brochure and Excel Format for Admission data are available on NIOS Website, [www.nios.ac.in](http://www.nios.ac.in) under NEPIA Link.
- For any query/clarification Please feel free to write to [nepia@nios.ac.in](mailto:nepia@nios.ac.in), or [skp@nios.ac.in](mailto:skp@nios.ac.in)