

**A HANDBOOK
FOR
FREQUENTLY
ASKED QUESTIONS
(FAQs)
About NIOS and
Its Programmes**



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

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FOREWORD

With gradual and steady evolution since its inception on 23 November, 1989, the National Institute of Open Schooling (NIOS) has made its presence felt not only throughout the length and breadth of the country but also in the international arena. It provides a wider choice of the courses of study upto pre-degree level through Open and Distance Learning (ODL) mode of education. There are more than 6000 study centres of NIOS in India for delivery of its programmes like Open Basic Education, Secondary Education, Senior Secondary Education and Vocational Education. Some study centres of NIOS are in foreign countries also. In order to cater to the educational needs of varied clientele, NIOS has planned to set up quite a large number of study centres in India and foreign countries.

With such a vast organizational frame of NIOS, it is natural that prospective students and students enrolled in NIOS make various types of queries about admission, courses of study, support services and examination system at different levels. The institutions/ organization applying for accreditation from NIOS as study centres seek various types of information from time to time.

Although, NIOS has set up a user friendly Learner Support Centre (LSC) through which callers can get details about NIOS programmes and activities, yet it has been observed that many queries continue to be replied/ clarified by the constituents of NIOS. Dr. Sanyam Bhardwaj, Director, Department of Student Support Services, NIOS took a significant initiative to compile a Handbook on Frequently Asked Questions about NIOS and its programmes. He has consulted all Departments and Units of NIOS in this endeavour. I also appreciate Sh. U.N. Khaware, Former Secretary, Sh. C. Dharuman, Secretary & Director (Evaluation), Dr. Kuldeep Agarwal, Director (Academic) and officials of Vocational Education Department for supporting this initiative of Department of Student Support Services.

I feel that this Handbook will prove very useful for NIOS constituents, present and prospective study centres and general public. This document will be placed on NIOS website also for wider dissemination and use of its content.

I appreciate the efforts made by Dr. Sanyam Bhardwaj and his staff in compiling this Handbook. Comments and suggestions about this document are welcome.

November, 2014

**J. Alam
Joint Secretary, MHRD
& Chairman, NIOS**

PREFACE

The Open and Distance Learning (ODL) mode of education to serve the educational needs of varied clientele is in the process of taking firm roots in India. The National Institute of Open Schooling (NIOS) has been endeavouring to place the Open Schooling System on a sound pedestal. In consonance with the philosophy of the ODL mode of education, NIOS has introduced several innovative features that are not generally available in the formal schooling system. Some such features are :-

- ❖ Freedom to learn at one's own place and pace.
- ❖ Flexibility including (i) round the year admission, (ii) wider choice of courses, (iii) examination when learner wants (nine chances to appear in examination with facility of credit accumulation), and (iv) facility of On Demand Examination.
- ❖ Relevance of Vocational Education courses as these are functional and useful in daily life and set the pathway for the world of work.
- ❖ Option of choosing Vocational subjects with Academic courses.
- ❖ Credit accumulation facility.
- ❖ Transfer of Credits facility from other Boards of School Education.
- ❖ Personal Contact Programme (PCP)
- ❖ Tutor Marked Assignments (TMA)
- ❖ ICT and Media support to learners.
- ❖ Support services in the constituents of NIOS and in the Study Centres.

It is but natural that when several innovative features become part of a new system of education, the prospective clientele would like to seek certain clarifications and relevant informational inputs. A frequently asked query relates to recognition of certificates of NIOS. In this connection, it may be stated that NIOS (an organization under the Government of India, Ministry of Human Resource Development) has been vested with the authority to enroll, examine and certify students in school education courses upto the pre-degree level. Now it is well known that NIOS, like CBSE and CISCE, acts as a national level Board of school education. The students who successfully complete their courses of study from NIOS are not in a disadvantageous position in matters such as applying for competitive examinations and seeking admission in higher education courses etc.

In early years of working of NIOS, the queries from general public, students and institutions about it were being attended generally by the concerned Departments. With setting up of the Department of Student Support Services in July, 2002, this new department has been equipped with facilities to respond to most of the queries pertaining to the programmes and activities of NIOS. Now in addition to the email id of the Regional Centres, the learners can contact the Learner Support Centre of NIOS at lsc@nios.ac.in. It is a one call- User Friendly Learner Support Centre through which callers can have response to their queries by interacting with the executives from 9:30 am to 5:30 pm; and from 5:30 pm to 9:30 am through IVRS. Besides this, most of the informational inputs about NIOS are available on its website www.nios.ac.in.

It has been felt for quite some time that we may bring out a "Handbook on Frequently Asked Questions (FAQs) about NIOS and its Programmes". The Department of Student Support Services has compiled a Handbook based on the information available in various documents as also by taking more informational inputs from the constituents of NIOS. I hope that this Handbook will empower all officers and members of the staff to respond to queries of various types such as courses of study, flexibilities of the system, examination and certification, accreditation, minority education, ICT and media support, and support services at Regional Centres. With this Handbook in one's possession, any of the officer or the staff member would be able to satisfy the visitors or callers about the information sought by them.

We invite comments and suggestions on the content and usefulness of this Handbook.

November, 2014

Dr. Sanyam Bhardwaj
Director, Department of Student
Support Services, NIOS

Chapter- 1

NIOS –AN OPEN SCHOOLING SYSTEM

1.	What is NIOS? Ans: The National Institute of Open Schooling (NIOS) is an educational organisation which imparts education through Open and Distance Learning Mode and also conducts examinations for grant of certificates upto pre-degree level at par with other National Boards viz. the Central Board of Secondary Education (CBSE) and Council for the Indian School Certificate Examination (CISCE).
2.	What is Open and Distance Learning system? Ans: Open and Distance learning (ODL) is an innovative approach of providing opportunity of learning through Self Learning Material (SLM) and certain other strategies in a flexible manner at the pace of learners. In this mode, the learner is also provided academic support in the form of PCP and TMA in addition to SLM.
3.	What is the difference between Open Schooling and Regular Schooling? Ans: Regular Schooling is a traditional method of face to face learning in a formal set-up of class room situation with a rigid time-table; whereas Open Schooling is a flexible method of providing self learning and its evaluation to a learner according to his/her own schedule. The Open learning system is very helpful to learners who could not avail the facility of formal schooling on account of economic, social or geographical considerations or they want to continue their study while working in some gainful employment.
4.	How different is NIOS from any other Institution for providing Education? Ans: The NIOS follows learner centric approach of teaching through Open and Distance Learning (ODL) Mode. It offers a wide range of subjects in comparison to any other formal schooling programme. The learners are free to choose subject combination as per their needs and goals. The learners study at their own pace with the help of specially designed Self Learning Materials (SLM). Learning is supplemented by audio-video and face to face contact classes which are held at the study centres on holidays and weekends. The learners have freedom to appear in examination in their subjects as per their preparation.
5.	What are the Courses offered by NIOS? NIOS offers the following programmes /courses:- Open Basic Education (OBE) Programme, which includes following three levels courses (i) OBE 'A' Level Course -Equivalent to class III (ii) OBE 'B' Level Course -Equivalent to class V (iii) OBE 'C' Level Course -Equivalent to class VIII a) Academic Courses (i) Secondary Course-Equivalent to class X (ii) Senior Secondary Course-Equivalent to class XII b) Vocational Education Courses c) Life Enrichment Programmes

6.	<p>Whether Secondary/Senior Secondary School Certificates obtained from NIOS have the same recognition as of other Boards?</p> <p>Ans: Yes. The Secondary/Senior Secondary certificates obtained from NIOS have the same recognition as certificates issued by other Boards. NIOS is vested with the authority to conduct Public Examinations at Secondary and Senior Secondary level vide Govt. of India's resolution dated 14 September 1990. Further, all the Boards either National or State including NIOS are following the National Curriculum Framework (2005). Thus, the Secondary and the Senior Secondary Certificates of NIOS are equivalent and at par to the Secondary and the Senior Secondary Certificate of other Boards.</p>
7.	<p>What is the organisational set-up of NIOS?</p> <p>Ans: The Headquarter of NIOS is situated at A-24-25, Institutional Area, Sector-62, NOIDA, (UP). The organizational structure includes five departments at the Headquarter, nineteen Regional Centres, two Sub-Regional Centres and one Cell located in different states/parts of the country. The departments of NIOS are (i) Academic (ii) Vocational Education (iii) Evaluation (iv) Student Support Services and (v) Administration.</p>
8.	<p>How can I get information about the working of NIOS?</p> <p>Ans: You can visit NIOS website www.nios.ac.in or contact on Phone at EPABX: 120-4089800, Toll Free No. 18001809393</p>
9.	<p>By which resolution, NIOS has been vested with the authority to conduct examination at school level and for certification thereof?</p> <p>Ans: The Government of India vide resolution no. F5.24/90Sch.3 dated 14th September, 1990 published in part-I section no. 42 of the Gazette of India on 20th October, 1990 vested in NIOS the authority to conduct examinations at school level and for certification thereof.</p>
10.	<p>Has the Association of Indian Universities granted equivalency to NIOS Certificates?</p> <p>Ans: Yes, the Association of Indian Universities vide its letter no. EV11/(354)/91 dated 25th July, 1991 has granted equivalency of courses of NIOS with those of other examinations of recognised Boards for purpose of admission to higher studies in Indian Universities.</p>
11.	<p>Whether a candidate passing the Secondary Examination from NIOS can take admission in class XI of any other Board?</p> <p>Ans: Yes. As all the Boards whether National or of States including NIOS are following the National Curriculum Framework -2005 brought out by NCERT, hence, the NIOS students who have passed the Secondary examination from it are eligible to seek admission in Class XI of any other Board.</p>
12.	<p>Whether a candidate passing the Senior Secondary examination from NIOS is eligible for admission in Universities and Professional Colleges?</p> <p>Yes. NIOS learners are eligible to seek admission in any university and professional college if otherwise fulfilling the eligibility criteria of that particular university/professional college.</p>

Chapter- 2

ADMISSION

13.	What is the procedure for taking admission in NIOS? Ans: NIOS has introduced 100% On-line admission at the Secondary and the Senior Secondary level in order to facilitate learners in registering themselves with it. Under this scheme, learners have three options: (i) They can register themselves on-line directly by visiting the website of NIOS i.e., www.nios.ac.in (ii) They may visit their nearest AI (Study Centre)/Facilitation Centre and take their help for On-line registration. (iii) They may visit their Regional Centres and take their help for on line registration. (iv) Candidates can also use the Services of Common Services Centres of Govt. of India for On-line registration throughout the Country.
14.	What is the eligibility criteria for admission to Secondary Course? Ans: A person who has passed class VIII and has valid proof of attaining 14 years of age can apply for registration to a Secondary Course. A self certificate "I have studied enough to be able to pursue Secondary course" is also eligible for admission to the Secondary course. A person who had studied at Secondary level can also seek admission in NIOS either to complete his course or to improve his performance.
15.	What is the valid proof of date of birth? Ans. The certificate of date of birth issued by a Municipal Corporation, a Municipal body, a village Panchayat or any other body' authorised by Registrar, Birth and Death, Government of India is a valid proof. However, in case of orphans, street children etc., a medical certificate in respect of age issued by Government Hospital is also acceptable as valid proof.
16.	What is the validity period of admission? Ans: Admission once registered is valid up to next 5 years.
17.	Does NIOS allow any fees concession? Ans: Fee concession is provided to female and SC/ST/Ex-Servicemen and the differently abled candidates as per NIOS norms.
18.	Can any learner take direct admission in the Senior Secondary courses? Ans: No. To take admission in the Senior Secondary course, the candidate must have passed the Secondary course from a recognised Board.
19.	What is minimum age to take admission in the Senior Secondary Course? Ans: The minimum age to take admission in the Senior Secondary Course is 15 years, as on 31 st July of the year of admission.
20.	What are the mediums of studies available in NIOS? Ans: The NIOS offers the Secondary courses in English, Hindi, Urdu, Marathi, Telugu, Gujarati, Malayalam and Odia mediums; and the Senior Secondary courses in English, Hindi, Urdu and Bengali mediums.

21.	<p>What are the subjects available for the Secondary Course (Class-X)?</p> <p>Ans.English, Urdu, Sanskrit, Bengali, Marathi, Telugu, Gujarati, Kannada, Punjabi, Assamese, Nepali, Malayalam, Odia, Arabic, Persian, Tamil, Mathematics, Science and Technology, Social Science, Economics, Business Studies, Home Science; Psychology, Indian Culture and Heritage, Painting, Data Entry Operations.</p>
22.	<p>What are the subjects available for the Senior Secondary Course (Class-XII)?</p> <p>Ans: Hindi, English, Bengali, Tamil, Urdu, Sanskrit, Mathematics, Physics, Chemistry, Biology, History, Geography, Political Science, Economics, Business Studies, Accountancy, Home Science, Psychology, Computer Science, Sociology, Painting, Environmental Science, Mass Communication, Data Entry Operations. In this regard, please check the latest Academic Prospectus.</p>
23.	<p>Can I change my subjects during the validity period of my admission?</p> <p>Ans: Yes, you can change one or more subjects, provided the total number of subjects does not exceed seven. However, such a change is permissible within four years of your registration, so that you can appear in Public Examination within the validity period of admission. No change/addition of subjects will be allowed in the first examination. Subjects already passed cannot be changed.</p>
24.	<p>How many subjects are required to be taken for obtaining the pass certificate of Class-X?</p> <p>Ans: For obtaining a pass certificate at the Secondary level, a learner is required to pass in a minimum of five subjects including one or maximum two languages.</p>
25.	<p>Can I seek admission in additional subjects also?</p> <p>Ans: Yes, you can opt upto two additional subjects. Thus, in all you can choose a maximum of seven subjects.</p>
26.	<p>What is the admission fee for registration and examination fees?</p> <p>Ans: The latest fee structure for registration and examination is given on NIOS website and in the prospectus.</p>
27.	<p>Can a student take admission in Secondary/Senior Secondary Course of NIOS after passing the Secondary/Senior Secondary course from a formal board?</p> <p>Ans: Yes, if you have completed the Secondary/Senior Secondary Course from any National/State Board of Education and want to take admission in NIOS for the same course, you will be allowed to take admission in NIOS in upto four subjects. On successful completion, you will get only the mark sheet. No certificate is issued under dual/part admission scheme.</p>
28.	<p>Can a learner pursuing the academic stream opt for subjects of vocational stream also?</p> <p>Ans: Yes, it is permissible.</p>
29.	<p>How do I get confirmation of my admission?</p> <p>Ans: Admission to a particular course is normally confirmed by NIOS by issuing an identity card having your admission particulars as per the records available with NIOS. On confirmation of admission, enrolment number is also informed to the candidate.</p>

30.	<p>How do I get the self-instructional material?</p> <p>Ans: The specially designed printed Self Learning Material for different subjects alongwith other support material will be provided to you through post at your home address. You are therefore expected to give your correct and complete home address.</p>
31.	<p>How can I procure myself study material in case my parcel is not delivered?</p> <p>Ans: In case of undelivered parcel of study material, you shall be required to pay Rs. 100/- (Rupees one hundred only) by way of Demand Draft in favour of Secretary, NIOS, Payable at NOIDA (U.P.) for re-despatch of study material at your residence to the Dy. Director, Material Distribution Unit, C/o CWC, G T Karnal Road, Rana Pratap Bagh, Delhi-110033</p>
32.	<p>Is there any provision for correction in admission record?</p> <p>Ans: Yes, in case any particulars such as name, fathers name, mothers name, date of birth, address and photo etc., are not correctly entered at the time of admission, the learner may request for correction of the same by producing supporting documents to the concerned Regional Centre. Guidelines in this regard are also hosted on NIOS website.</p>
33.	<p>Can a learner change a subject or take additional subjects?</p> <p>Ans: A learner can change his/her subject or can add any additional subject after taking admission, on payment of requisite fee.</p>
34.	<p>Do NIOS issue duplicate identity card?</p> <p>Ans: Yes, In case of loss of Identity card, a duplicate Identity card can be issued after lodging an FIR with the concerned police station by the candidate. Then one should apply on plain paper to the concerned Regional Centre of NIOS along with the copy of FIR, the bank draft of requisite fee and two photographs. Detailed guidelines can be seen on website in this regard.</p>
35.	<p>Can a learner choose any subject combination?</p> <p>Ans: A learner can choose subjects of his/her choice from the list provided at NIOS website and prospectus keeping in view the passing criteria and Certification criteria, as also the requirement of other Boards/University for further education.</p>
36.	<p>Can a learner take vocational subjects along with academic courses at Secondary and the Senior Secondary level?</p> <p>Ans: Yes, in order to make NIOS courses more meaningful, vocational courses are offered independently or in combination with academic subjects at the Secondary and the Senior Secondary level.</p>
37.	<p>Are the Common Services Centres (CSC) of Government of India authorised to act as NIOS facilitation centres?</p> <p>Ans: Yes, NIOS has entered into an MOU with CSC e-Governance India Ltd., Ministry of Information and Technology, Government of India. Under this MOU, all the Common Services Centres throughout the country will be acting as facilitation Centres of NIOS where any prospective candidates can avail various on-line facilities of NIOS at the prescribed rates. These rates are given at page 7 to 9 of the Handbook.</p> <p>The amount as per these rates is to be paid by the candidate to the facilitation centre and will be in addition to the registration fee of NIOS.</p>

38. What are the names of these, Common Services Centres in the different states?

Ans: The details are as follows :

S. No.	State	CSC Name
1.	Andhra Pradesh	Rajiv Citizen Service Centre
2.	Andaman and Nicobar	eDweep
3.	Arunachal Pradesh	Common Services Centre (CSC)
4.	Assam	Arunodoy Kendra
5.	Bihar	Vasudha
6.	Chandigarh	Gram Sampark Centre
7.	Chhattisgarh	Grameen Choice Centre
8.	Delhi	Jeevan Centre
9.	Goa	Lok Seva Kendra
10.	Gujarat	e-Gram
11.	Haryana	e-Disha
12.	Himachal Pradesh	Lok Mitra Kendra
13.	J &K	Khidmat Centre
14.	Jharkhand	Pragya Kendra
15.	Karnataka	Nemmadi Kendra
16.	Kerala	Akshaya Centre
17.	Lakshadweep	Aashraya
18.	Madhya Pradesh	Nagrik Suvidha Kendra
19.	Maharashtra	Maha e Seva Kendra
20.	Manipur	Common Service Centre
21.	Meghalaya	Rainbow Centre
22.	Mizoram	Mizoram Online Centre (MOC)
23.	Nagaland	Nagaland One, Common Service Centre
24.	Odisha	Common Services Centre
25.	Puducherry	Common Services Centre
26.	Punjab	Gram Suvidha
27.	Rajasthan	e-Mitra
28.	Sikkim	Common Services Centre
29.	Tamil Nadu	People's Computer Centre
30.	Tripura	e-Pariseva Kendra
31.	Uttar Pradesh	Jan Seva Kendra
32.	Uttarakhand	e-Uttara
33.	West Bengal	Tathya Mitra Kendra

Rates / Charges of Common Services Centres(CSCs)/PCTIES for providing facility of ONLINE SERVICES

(A)

Cost for Student ADMISSION FORM SUBMISSION			
S.No.	Name of Service	Type of Services	Amount in Rs.
1	Application form download, registration and online form filling	Essential	10
2	Submission and print of confirmation of registration receipt and address sheet @Rs. 5/- Per page	Essential	15
3	Actual Cost for Form Submission	Essential	25
4	Service Margin		8
I	Total Cost for Online Form Submission Only (Fee collection is not included)	Essential	33
5	Payment gateway charges for course fee*	Optional	10
6	Photo attachment and signature scan @Rs. 5/- Per soft copy of photo @ Rs. 2 per scan	Optional	7
7	Actual cost for online submission	Optional	42
8	Service Margin	Optional	13
II	Total Cost for Online Submission (Including fee collection)	Optional	55
9	Photocopy of supporting Documents (4 pages) @Rs. 1/- Per page	Optional	4
10	Actual cost for offline submission	Optional	39
11	Service margin	Optional	12
12	Envelope and Postal Charges**	Optional	~20
III	Total Cost for Offline Submission (Including fee collection and dispatch of registration form)	Optional	71

(B)

Rates of CSC/PCTIES for EXAMINATION FORM SUBMISSION to be charged from learners			
No	Service	Type of Services	Amount in Rs.
1	Application Examination Form Download, Registration and On-line Form Filling	Essential	5
2	Printing of Acknowledgement Receipt	Essential	5
	Service Margin		3
I	Total Cost for Examination for Submission and Printing of Acknowledgement Receipt only	Essential	13
3	Payment Gateway Charges for Examination Fee*	Optional	10
4	Printing of Acknowledgement Receipt @Rs. 5/- Per page	Optional	5
5	Download/ Printing of Exam Admit Card @Rs. 5/- Per page	Optional	5
	Actual Cost for Examination Form Submission		30
	Service Margin	Optional	9
II	Total Cost to the Candidate for Online Submission of Examination Form		39

* Actual examination fee to be paid to the CSC/PCTIES Operator by the candidate

** Actual postal charges to be paid by the candidate

(C)

Rates of CSC/PCTIES for Result Declaration and Printing of Marksheet to be charged from learners			
No	Service	Type of Service	Amount
1	Download of marksheet	Optional	5
2	Printing of marksheet @Rs. 5/- Per page	Optional	5
	Actual Cost for Result Declaration		10
	Service Margin		3
	Total Cost to the Candidate for Results		13

(D)

Other rates of CSC/PCTIES for NIOS Related Services to be charged from learners			
No	Service	Type of Service	Amount in Rs.
1	For any status enquiry/ application tracking	Optional	5
2	Digital photography and printing of passport size photograph	Optional	10
3	Printing of student identity card in colour @Rs. 10/- Per page	Optional	10
4	Lamination of student identity card @Rs. 10/- Per page	Optional	10
5	For any black and white printing @Rs. 5/- Per page	Optional	5
6	For any colour printing @Rs. 10/- Per page	Optional	10

Chapter- 3

ACADEMIC SUPPORT

39.	What is Transfer of Credit (TOC)? Ans: Ex-Secondary/Senior Secondary students of other recognised Boards of School Education who have passed in at least one subject, but have not qualified in the course, may seek admission in the respective course at NIOS and avail facility of Transfer of Credit (TOC) whereby marks of any two subjects passed from Parent Board are transferred to NIOS for Certification.
40.	When one should apply for TOC? Ans: A learner should seek Transfer of Credit (TOC) at the time of admission in the subjects which are included in NIOS scheme of studies. The original mark sheet of the previous Board has to be submitted along with the admission form.
41.	Whether subject(s) already cleared from any other Board/NIOS are allowed to be transferred and credited at the NIOS Secondary/Senior Secondary Course? Ans: Yes, NIOS provides the facility of transfer of credit (TOC) to a maximum of 4 subjects to NIOS learners and maximum of 2 subjects to the candidates of other Boards, if passed in the last 5 years provided these subjects are available in NIOS scheme of studies also.
42.	What is the instructional process in NIOS? Ans. The instructional process comprises of using self-instructional print materials, listening and viewing audio and video programmes, attending Personal Contract Programmes(PCPs) at the Study Centre, interaction through Web-radio i.e. Mukta Vidya Vani, and doing Tutor Marked Assignments(TMA) etc.
43.	How do learners study in NIOS? Ans: In NIOS, learners learn at their own pace and convenience. The learners of NIOS are self learners.
44.	How many contact sessions do learners get? Ans: Maximum of 30 Personal Contact Programme (PCP) sessions as per NIOS norms are organized per subject for theory and 5 additional practical sessions for a subject having practical on face to face basis, generally on weekends and holidays, in the first year of admission, by AIs (Study Centres). Guidelines in this regard are also hosted on website.
45.	What is Tutor Marked Assignment (TMA)? Ans: Tutor Marked Assignments (TMA) are meant to help learners as they provide practice in writing answers to questions and get feedback. It is a kind of open book exams. Learner has unlimited time to provide answer. Guidelines in this regard are also hosted on website.
46.	How is TMA helpful to a learner? Ans: The TMA will help learners to ensure their progress and revision in studies.
47.	How many Assignments are to be submitted in each subject? Ans: One assignment per subject is to be submitted as per the schedule given in the guidelines.

48.	Is submission of TMA applicable to all the learners of NIOS? Ans: No, the TMA is only applicable for the learners admitted under Stream-I of NIOS. It is not applicable for admissions under Streams-II, III and IV.
49.	Can a learner whose result of final examination makes him/her eligible to qualify for entrance to a professional course, appear at its competitive examination? Ans: Yes, a learner can appear at the entrance examination of a professional course in anticipation of the outcome of the examination he/she is due to get in NIOS. However, it is mandatory to fulfil the eligibility criteria of the competitive examination.
50.	Is it compulsory to do TMA? Ans: Assessment of TMA is an important part of 'continuous and comprehensive evaluation' and hence it is advised to treat it 'compulsory' as a learning exercise. However, a candidate may be allowed to appear in the external examination even if he/she could not submit the TMA in a subject. The learner shall be awarded 'zero' mark for 'TMA' part of internal assessment.
51.	Can I change my Study Centre/A.I.? Ans: The learner must choose his/her Study Centre/A.I. very carefully at the time of admission. In case a learner wants transfer of his/her Study Centre from one to another, then after giving valid reasons and submitting proper documents in support of request alongwith a fee of Rs. 300/- (Three hundred only) he/she may apply to the concerned Regional Centre, NIOS, with a Bank Draft drawn in favour of Secretary, NIOS, payable at concerned Regional Centre. The Director (SSS) will be competent authority to decide the case.
52.	What is Personal Contact Programme (PCP)? Ans. The PCP is a well structured remedial session for learning that facilitates learners in solving their subject related problems which he/she faces during study.
53.	What is the importance of PCP? Ans: PCP is important for learners as it gives them opportunity to clarify their difficulties in learning. The learners also meet and share their experiences in peer group.
54.	Is PCP meant for all learners ? Ans. No, PCP is meant only for the learners of NIOS enrolled under Stream-I.
55.	How many PCPs are compulsory to attend? Ans. 10 PCPs out of 30 are compulsory to attend. As during PCPs, various activities will be organised and evaluated, hence, learners are advised to attend all PCP sessions.
56.	What will be the duration of PCP sessions? Ans. The duration of each PCP session is 40 minutes.
57.	If a learner has not attended the minimum number of PCPs, would he/she be permitted to appear in examination. Ans. Yes
58.	Who will prepare the schedule of PCP? Ans. The AI will prepare schedule of PCP and inform the concerned learners and Regional Centre and SSS Department, NIOS.
59.	Where will the PCP be conducted? Ans. The PCP sessions will be held at the concerned Study Centre/AI.
60.	What is the required qualification for tutors? Ans. Trained Graduate Teacher for Secondary course and Post Graduate Teacher for Senior Secondary course are eligible to be tutors.

61.	If a learner has submitted TMA but not succeeded in public examination and re-appeared in examination, is he/she required to submit TMA again? Ans. No need to submit TMA again. Marks of TMA will be carried over.
62.	If a learner fails in few subjects in the public examination and opts for On Demand Examination System (ODES) in that particular subject, will his/her marks for TMA be added? Ans. Yes.
63.	Where would he/she submit the TMA? Ans. A learner can submit TMAs at following places: All TMAs are to be submitted by learners at the allotted Study Centres. In case, a Study Centre is non functional, TMA can be submitted at the concerned Regional Centre and the same may be got evaluated by RC. In case any Study Centre is closed because of some reasons, TMA will be submitted at the newly allotted Study Centre. Evaluation will also be done by the same Study Centre.
64.	If a learner does not submit TMA before examination will he/she be allowed to appear in examination. Ans. Yes. The learner will be allowed to appear in the examination. However, it will put the learner at disadvantageous position. He/She will get zero marks in TMA. Hence, it is advisable to submit TMA.
65.	If a learner does not get passing marks in TMA, what will be the consequences? Ans. The result will be declared on the basis of marks obtained in public examination. Separate passing marks are not essential in TMAs.
66.	Resubmission of TMA within the same cycle of examination is possible or not. Ans. No
67.	Can the comments and marks of TMA be shown to learner? Ans. Yes, the evaluated answer script of TMA can be shown to learners. The tutor may also discuss with them to improve their performance. For this purpose, 5 days during PCP sessions have been assigned.
68.	Can a learner apply for re-evaluation of TMA? Ans. No. Re-evaluation of TMA is not allowed.
69.	Marks once awarded in TMA are final or not? Ans. The data once provided by AI will be accepted as final data and can not be changed over a period of time.
70.	If a learner has submitted TMA of a specific subject but does not pass in theory what will be the final result? Ans. Separate passing marks in theory are essential to pass the examination. In that case learner will be declared failed in the public examination.
71.	If a learner succeeds in public examination but fails in TMA, will his/her result be declared or not? Ans. There are no minimum marks for passing in TMA. However, one has to obtain at least 33% marks in the external examination and 33% in aggregate to pass. Current information may be checked from NIOS website.
72.	Is there any provision for providing guidance during PCP to assist learner in solving his TMA. Ans. Learner can seek guidance from the tutors to answer the TMAs during PCP.

Chapter- 4

EVALUATION AND CERTIFICATION

73.	What is the examination pattern in NIOS? Ans: The public examinations are held twice a year in the months of April-May and October-November on the dates fixed by the NIOS. However, if one is already a registered learner of NIOS at the Secondary or the Senior Secondary level, he/she can avail the facility of On Demand Examination. Internal assessment is an integral component of evaluation. Practical examinations in the relevant subjects are conducted at the Study Centre.
74.	Does exam fee have to be paid before every exam? Ans. Yes, to appear for the NIOS exams, a candidate has to fill the examination form on-line and also need to pay prescribed examination fee.
75.	Can exam fee be paid online? Ans. The exam fee can be paid online through debit card, credit card, net banking and other modes as made available on NIOS website.
76.	How can exam fee be paid offline? Ans. The exam fee can also be paid offline through bank draft, drawn in favour of "Secretary, NIOS" payable at concerned Regional Centre. Duly filled-in exam form along with Demand Draft may be submitted at the Regional Centre concerned before start of examination.
77.	Is there any provision for payment of late fee for exam? Ans. Yes, after the prescribed dates, a candidate can pay examination fee along with late fee or consolidated late fee within the prescribed schedule as per norms. This payment is accepted through bank draft, drawn in favour of "Secretary NIOS" payable at concerned Regional Centre. The application with consolidated fee can only be accepted at the Regional Centre concerned and not in the AI.
78.	How does a learner know about the schedule of examination? Ans. The schedule of examination is made available on the NIOS web site about a month before the commencement of examination. The schedule of examination is displayed on the notice Boards of AIs also.
79.	Can a learner appear for Senior Secondary exam if Secondary certificate has been awarded in the previous year? Ans. Yes, the candidate is allowed to sit in the exam maximum upto 04 subjects and a two year gap is essential after passing the Secondary examination to be eligible to get registered for the 05 th subject required for certification. A learner can appear maximum in 04 subjects during first year.
80.	How exam fee is to be paid if AI stands cancelled? Ans. In case the AI stands cancelled/ non-functional, fee may paid in the prescribed form at the concerned Regional Centre of the area.
81.	Where are the Practical examinations held? Ans: Practical examinations for public examination are held at the respective AIs, where the learner got enrolled. In some cases, if the students are less in number in an AI, then practical examination may be shifted to nearby AI of NIOS or any other institution as per the decision of NIOS.

82.	<p>Where is the examination centre for theory examination fixed?</p> <p>Ans: The Centre for theory examination is allotted to learners in nearby area of their study centre/AI as per the availability of the school for conduct of theory examination after they register for theory examinations by submitting the examination form and fees.</p>
83.	<p>Can an exam centre be changed?</p> <p>Ans. Yes, as per the norms and guidelines of NIOS. However, the change of centre within a district is not allowed.</p>
84.	<p>What are the relaxations allowed to differently abled persons during examinations?</p> <p>Ans: Following relaxations are allowed to differently abled persons during examinations.</p> <ul style="list-style-type: none"> ◆ Provision of an Amanuensis (writer). ◆ Maximum one hour additional to visually impaired or differently abled persons or spastic candidates. ◆ Relaxations for candidates suffering from sudden illness/accident. ◆ Separate sitting arrangement. ◆ Disability-wise relaxations to candidates with locomotor /orthopaedic disability, visually and hearing impaired. ◆ Multiple disability/Cerebral Palsy, Mentally Retarded and Leprosy-cured. ◆ The relaxations are available in theory examination only, and not in practicals.
85.	<p>How can a differently abled person apply for relaxation in exam?</p> <p>Ans. The differently abled person can apply by a written request to the concerned Regional Centre along with Medical certificate indicating the nature and extent of disability from a Govt. hospital.</p>
86.	<p>Is extra time allotted for differently abled persons? If yes, how much?</p> <p>Ans. Yes, extra time as per norms is given to visually impaired and differently abled persons. 20 minutes per hour additional time is given.</p>
87.	<p>What happens in case a learner appears for exam at an exam centre other than that allotted?</p> <p>Ans. A learner is permitted to appear only at the allotted examination centre. In case a learner appears exam at an exam centre other than that allotted, then the result will not be declared and case will be treated as having resorted to unfair means.</p>
88.	<p>How do the learners find examination results?</p> <p>Ans. Results are made available on NIOS website and on mobile phone through SMS as well as at the AI. On successful completion of the course as per certification criteria, a learner is provided Mark sheet, Migration Certificate and Provisional Certificate directly at the address given in the application form.</p>
89.	<p>If learner fails in one or two subjects, does he/she have to appear in all subjects again?</p> <p>Ans. No, the learner is only required to appear in subjects yet to clear (SYC).</p>

90.	<p>At the Senior secondary level, if one fails in theory but passes in practical, is he/she required to appear in practical again?</p> <p>Ans. No, If learner passes in practical but fails in the theory of a subject, his/her practical marks will be retained and he/she can appear again only in theory papers.</p>
91.	<p>Can performance in any subject be improved?</p> <p>Ans. Yes, it can be improved only once in public examination and as many times as he/she wants through On Demand Exam during the validity of his/her registration.</p>
92.	<p>How do learners receive their result documents – Mark-sheet/ Certificate etc.?</p> <p>Ans. The Mark-sheet and other documents are dispatched at the mailing address of the individual learners by the concerned Regional Centre.</p>
93.	<p>What is the credibility of Certificate issued by NIOS?</p> <p>Ans: All the Boards of school of education whether National or State including NIOS are following National Curriculum Framework brought out by NCERT. Hence the acceptability of Certificates issued by NIOS is the same as that of the certificates issued by other Boards of School Education. The Secondary and the Senior Secondary certificates of NIOS are at par to the Secondary and the Senior Secondary certificates of other National and State Boards.</p>
94.	<p>What is the procedure for obtaining duplicate Marksheet/ Certificate?</p> <p>Ans. For obtaining duplicate copy of Marksheet/ Certificate, download the application form from NIOS website or obtain it from concerned Regional Centres and thereafter apply to Marks and Migration Section, NIOS, Noida along with prescribed fee through Demand Draft, in favour of the Secretary, NIOS payable at NOIDA (U.P.)</p>
95.	<p>What is the procedure for correction in result?</p> <p>Ans. The learner may apply for correction to the Regional Director of his/her region within 30 days of declaration of results, if any discrepancy is found in the result. The proforma for application for correction in the record is available on NIOS website under Student Information Section.</p>
96.	<p>Is there any provision for re-checking of answer scripts?</p> <p>Ans: Yes, NIOS provides an opportunity for re-checking of answer scripts in which re-totalling and evaluation of left out part is done. The learner has to apply for re-checking within 15 days from the declaration of results with prescribed fee of Rs.200/- (Rupees two hundred only) per subject through bank draft, drawn in favour of Secretary, NIOS.</p>
97.	<p>Is there any provision for re-evaluation of answer scripts?</p> <p>Ans. Yes. The re-evaluation of answer-scripts is available at the Senior Secondary level in theory papers only. The learner has to apply for re-evaluation in any subject, within 15 days from the date of declaration of result, on a plain paper or in a prescribed proforma with the processing fee of Rs.500/- per subject (for public examinations) through bank draft drawn in favour of the Secretary, NIOS at the city of concerned Regional Centre. The proforma for re-evaluation is available at website.</p>
98.	<p>What is Unfair Means (UFM)?</p> <p>Ans. UFM stands for unfair means activity in the examination. The examination of the learner booked under UFM case will be cancelled as per rules and may be debarred from appearing in the future examinations. Even the admission can also be cancelled.</p>

99.	<p>Is re-checking and re-evaluation are conducted for Practical also? Ans. No, the re-checking and re-evaluation are conducted only in theory papers.</p>
100.	<p>When the results of re-checking and re-evaluation are declared? Ans. Within 45 days time after the last date of application.</p>
101.	<p>When the Result Withheld (RW) cases are decided and how to know the status? Ans. RW cases are decided after 40 to 60 days time from the declaration of the main result. The decision is displayed on NIOS website and a communication goes to the learners concerned.</p>
102.	<p>Is any relaxation given to differently abled persons in Practical exam also? Ans. No. It is only considered for theory examinations.</p>

Chapter- 5

OPEN BASIC EDUCATION

103.	What is OBE? Ans: The Open Basic Education (OBE) programme provides Elementary Education for school drop-outs, neo-literates and out of school learners. NIOS provides education at three levels- Level 'A', Level 'B' and Level 'C' which are equivalent to Classes-III, V and VIII respectively of the formal schooling system.
104.	What are the courses offered under OBE? Ans: The courses offered under OBE programme include one language Maths, Environmental Science, Social Science (Please see Answer No. 110).
105.	What are Accredited Agencies under OBE programme? Ans: OBE programme is being implemented in collaboration with the Agencies accredited by NIOS popularly known as the Accredited Agencies. The Accredited Agencies offer the courses as per NIOS guidelines and conduct examination.
106.	Who can take admission under OBE? Ans: The OBE Programme is being conducted basically for two target groups, (1) 6-14 years of age, and (2) 14+ years of age. Children below the age of 6 are not registered under this programme. The school dropouts, the dropouts of NFE programmes, Neo-literates of National Literacy Mission's Continuing Education Scheme, girls and women, marginalized groups, SC/ST, BPL groups, first generation learners, out of school children and adults can take admission under OBE programme as per their age.
107.	What is the duration of studies under OBE? Ans: The duration of each level A/B/C is one year.
108.	What is the eligibility criteria for Certification under OBE programme? Ans. For obtaining pass certificate at Level A, pass in one language subject and three other subjects is necessary. Similarly, pass in one language subject and four other subjects is necessary for OBE B and C level of studies.
109.	Which institution does issue the certificate under OBE programme? Ans. A joint certificate is issued by the NIOS and the concerned Accredited Agency.

<p>110.</p>	<p>What are the subjects offered under OBE?</p> <p>Ans: Subjects offered under OBE programme are as follows:</p> <table border="1" data-bbox="349 252 1364 609"> <thead> <tr> <th colspan="2">Level 'A'</th> <th colspan="2">Level 'B'</th> <th colspan="2">Level 'C'</th> </tr> <tr> <th>6 to 14 yrs</th> <th>14+ yrs</th> <th>6 to 14 yrs</th> <th>14+ yrs</th> <th>6 to 14 yrs</th> <th>14+ yrs</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> ◆ One Language ◆ Mathematics ◆ Environ. Studies ◆ Life Skills </td> <td> <ul style="list-style-type: none"> ◆ One language ◆ Environmental Studies (EVS) ◆ Mathematics ◆ Basic Computer skill ◆ One Vocational Subject </td> <td> <ul style="list-style-type: none"> ◆ One Language ◆ Mathematics ◆ Environ. Studies ◆ Life Skills </td> <td> <ul style="list-style-type: none"> ◆ One / Two language ◆ Environmental Studies (EVS) ◆ Mathematics ◆ Basic Computer skill ◆ One Vocational Subject </td> <td> <ul style="list-style-type: none"> ◆ One Language ◆ Mathematics ◆ Science ◆ Social Science ◆ Basic Computer skills/pre-vocational courses </td> <td> <ul style="list-style-type: none"> ◆ One/Two language ◆ Science ◆ Social Science ◆ Mathematics ◆ Basic Computer skill ◆ One Vocational Subject </td> </tr> </tbody> </table> <p>*Life skill include the other curricular areas such as Art Education, Health and Physical Education, work and education, education for peace.</p> <p>Language can be Hindi, English, Urdu or regional language, one pre vocational skill course for 6-14 age groups and one vocational subject for adult age group are compulsory.</p>	Level 'A'		Level 'B'		Level 'C'		6 to 14 yrs	14+ yrs	6 to 14 yrs	14+ yrs	6 to 14 yrs	14+ yrs	<ul style="list-style-type: none"> ◆ One Language ◆ Mathematics ◆ Environ. Studies ◆ Life Skills 	<ul style="list-style-type: none"> ◆ One language ◆ Environmental Studies (EVS) ◆ Mathematics ◆ Basic Computer skill ◆ One Vocational Subject 	<ul style="list-style-type: none"> ◆ One Language ◆ Mathematics ◆ Environ. Studies ◆ Life Skills 	<ul style="list-style-type: none"> ◆ One / Two language ◆ Environmental Studies (EVS) ◆ Mathematics ◆ Basic Computer skill ◆ One Vocational Subject 	<ul style="list-style-type: none"> ◆ One Language ◆ Mathematics ◆ Science ◆ Social Science ◆ Basic Computer skills/pre-vocational courses 	<ul style="list-style-type: none"> ◆ One/Two language ◆ Science ◆ Social Science ◆ Mathematics ◆ Basic Computer skill ◆ One Vocational Subject
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<p>111.</p>	<p>What is the study time of under OBE Programme?</p> <p>Ans: The curriculum is based upon at least 100 hours of study time per subject. Of this, 50 hours are to be at the study centre and 50 hours are for self-study.</p> <p>However, in case of primary level, where 6-14 year age group learners are the target, the number of study hours may be increased by Accredited Agency (AA).</p>																		
<p>112.</p>	<p>Who will conduct the examination of A/B/C levels under OBE Programme?</p> <p>Ans: The examination will to conducted by the Accredited Agency (AA) After the examination is over, AA sends the result to NIOS for printing of joint certificates.</p>																		

Chapter- 6

VOCATIONAL EDUCATION

113.	What is the minimum and maximum age for admission in vocational education course? Ans. The minimum age for enrolment in a vocational course is 14 years at the Secondary level and 15 years at the Senior Secondary level and 18 years for some other specific courses. There is no maximum age limit.
114.	What documents need to be submitted along with admission form? Ans. The documents required for admission are the Secondary and the Senior Secondary certificate issued by a recognized board of education, age proof and proof of permanent address.
115.	What is the validity period of admission in a Vocational Course? Ans. The validity period of admission for learners in a vocational course is 5 years from the date of enrolment.
116.	What are the cut off dates for admissions in vocational courses? Ans: The admissions take place throughout the year. But to regulate the eligibility for the purpose of examination, the cut off dates are 30 th June and 31 st December every year.
117.	What does registration fee include? Ans. The registration fee for vocational courses includes charges for registration, identity card, cost of study material, contact classes, practical training etc.
118.	What is the duration of vocational course? Ans: The duration of vocational courses vary from six months to two years depending on the nature of vocational course.
119.	Will a learner get any learning material? Ans. Yes, self learning material is provided by the NIOS. The learner has to collect learning material and identity card from his/her Accredited Vocational Institute (AVI).
120.	Where do learners go for practical training? Ans. The Study Centre organizes practical training programme for the learners either in its institution or nearby work place.
121.	Can vocational subject be combined with academic subjects? Ans. Yes. Vocational subject can be combined with academic subjects.
122.	When the practical and theory examinations of vocational course are conducted? Ans. Both the practical and theory examinations are conducted twice in a year in April-May and October-November.

123.	<p>Where the practical examinations held?</p> <p>Ans. The practical examinations are conducted in the respective AVIs which are selected by the learners.</p>
124.	<p>When the learner has to register for examination?</p> <p>Ans. For April-May examination: upto 15th January and for October-November examination: upto 15th July are the cut off dates.</p>
125.	<p>What is fee for examination in vocational courses?</p> <p>Ans: The examination fee for vocational course is Rs 150/- per subject or per module. This fee includes the fee for theory, practical and internal assessment.</p>
126.	<p>Whether audio-video programmes are also available for different vocational courses?</p> <p>Ans: Yes. NIOS produces several audio-video programmes to supplement the studies. NIOS programmes are being telecast nation wide on DD-1 on every Friday at 5.00 a.m. and also educational channel Gyan Darshan every day at 6.30 p.m. and also on web radio (Mukt Vidya Vani).</p>

Chapter- 7

ON DEMAND EXAMINATION

127.	What is ODES? Ans: On Demand Examination System (ODES) is an examination facility provided by NIOS to its learners other than public examinations. A learner can appear under the ODES as and when ready for the examination after first public examination. A learner can apply online for ODES and can choose a date of examination as per convenience. ODES examinations are conducted in all Regional Centres on monthly basis and as per number of seats available.
128.	How is On demand examination (ODE) different from the traditional public examinations. Ans: In public examinations, the Board of School Education decides the date of examination and the subject to be examined on that date; but In ODE, the learner decides the date and the subject in which he/she wants to appear on that date.
129.	Can a person who is not registered as learners with NIOS, appear for ODE? Ans: No. If you are already a registered learner of NIOS at the Secondary and the Senior Secondary level, then you have the option to appear for ODE. However, under Stream-III and Stream-IV, you can directly register for ODE.
130.	What are the subjects available in ODE? Ans: Secondary Course (13 subjects): Hindi(201), English(202), Sanskrit (209), Mathematics(211), Science and Technology(212), Social Science (213), Economics(214), Business Studies(215), Home Science(216), Word Processing(219), Psychology(222), Indian Culture and Heritage (223) and Painting (225). Senior Secondary Course(19 subjects): Hindi(301), English(302), Sanskrit(309), Mathematics(311), Physics(312), Chemistry(313), Biology(314), History(315), Geography(316), Political Sc.(317), Economics(318), Business Studies(319), Accountancy(320), Home Science(321), Psychology(328), Sociology(331), Painting(332), Environmental Sc.(333) and Data entry Operations (336).
131.	Can ODE answer script be re-evaluated? Ans. Yes. The re-evaluation of ODE answer scripts is only available at the Senior Secondary level. The learner has to apply for re-evaluation in any subject within 15 days from the date of declaration of result with the prescribed fee of Rs.700/- per subject through a bank draft drawn in favour of the Secretary, NIOS to the Regional Director of concerned Regional Centre on a plain paper or on a prescribed proforma. The re-evaluation is done in theory papers only.
132.	Will the marksheet of ODE be different than that of Public exam of NIOS? Ans. No, the marksheet of ODE is not different from the marksheet of Public examination of NIOS. It is the similar.
133.	Can one appear more than once in a subject in one month in ODE? Ans. No, the learner cannot appear in ODE in a particular subject twice in the same month.

134.	<p>What is the fee for appearing in On Demand Examinations?</p> <p>Ans. Rs. 250/- per subject for Theory Examination and additional fee of Rs. 100/- (Rupees one hundred only) for Practical exam per subject.</p>
135.	<p>Can I appear in two subjects through On Demand Examinations and three subjects through public examinations?</p> <p>Ans. Yes. You can select subjects for On Demand and public examination as per your convenience.</p>
136.	<p>I have already passed the Senior Secondary examination from State Board of Education. Can I appear in five subjects through ODE and get the certificate?</p> <p>Ans. No. You are only permitted for 'part admission' upto four subjects. You will be provided only Marksheet. No Certificate will be provided.</p>
137.	<p>I have passed three subjects from CBSE. Can I appear in rest two subjects through ODE of NIOS and get the certificates?</p> <p>Ans: No. You can opt for transfer of credit of two pass subjects from CBSE to NIOS and appear in rest of three subjects so that on successful completion, you would get the certificate from NIOS.</p>
138.	<p>What is the procedure to registration for ODE?</p> <p>Ans: The registration for On Demand Examination is done only through online at www.nios.ac.in</p>
139.	<p>Where to submit the On Demand Examination forms?</p> <p>Ans: The On Demand Examination forms alongwith the requisite examination fee (if submitted by the Demand Draft) is to be sent to the Incharge, Online Admission, National Institute of Open Schooling, A-24/25, Institutional Area, Sector-62, Noida.</p>
140.	<p>Can I get question papers in regional medium in On Demand Examinations (ODE)?</p> <p>Ans: No, the Question Papers are available only in English and Hindi medium in ODE.</p>
141.	<p>What would be my year of examination if I appeared and successfully passed all the subjects in the month of June?</p> <p>Ans: For the purpose of Mark Sheets and certification, all the candidates appearing during May till October will be considered under April Examination of that year. And all the candidates appearing during November till April will be considered under preceding October Examination.</p>
142.	<p>I have passed Secondary examination from State Board of Education. Can I give direct examination through ODE and get the certificate of Senior Secondary Examinations.</p> <p>Ans: No, On Demand examination under stream-IV is available only for those learners who have already passed Senior Secondary or above from any recognized Board/University and want to take part admission in one subject or up to 4 subjects for updating their qualifications or learners who had appeared but could not clear or who were eligible but could not appear at the Public examination of Senior Secondary level from any recognized Board in the same subject combination in which they had appeared and want to appear through On Demand Examination System of NIOS at Senior Secondary level.</p>

143.	<p>When and where the practical will be held in OD examinations?</p> <p>Ans: The practical examinations under On Demand examination system are held in the same week in which the learners appeared in the theory examinations as per the venue fixed by the concerned Regional Centre of NIOS. The intimation of practical exams is provided to the learners on the day of the theory exams at the Regional Centre.</p>
144.	<p>How will I get mark sheet of On Demand Examinations?</p> <p>Ans: You can get the marksheet of ODE from the concerned Regional Centre for overall examination in case you have successfully cleared the subjects for certification. Otherwise, it can only be obtained on written request with requisite fee.</p>
145.	<p>Can I apply offline for On Demand Examinations?</p> <p>Ans: No, the registration process is done only through on-line.</p>
146.	<p>What are the days and time of On Demand Examinations?</p> <p>Ans: Tuesday, Wednesday and Thursday (For all the Regional Centres except Delhi) and Tuesday, Wednesday, Thursday and Friday for Regional Centre, Delhi, at A-31, Sector-62 NIOS Headquarter. NOIDA from 2.00 pm to 5.00 pm.</p>

Chapter- 8

ICT AND MEDIA SUPPORT

147.	What is the helpline number of NIOS? Ans: The helpline number of NIOS is 1800 180 9393 (Toll-Free). It is an 'one call - User Friendly Learner Support Centre' through which callers can get all details about NIOS by interacting with the executive from 9:30 AM to 5:30 PM and from 05:30 PM to 9:30 AM through IVRS.
148.	Is there any email address through which the learners can directly contact NIOS. Ans: Yes, In addition to the email id of Regional Centres, the learners can contact the learner support centre of NIOS at lsc@nios.ac.in .
149.	Can I get access to the online course material of NIOS? Ans. Yes, you can get the access to the NIOS online course materials available at www.nios.ac.in . You can read the materials and also download the materials from NIOS website.
150.	What are the facilities available to the learners through NIOS website? Ans. The following facilities are being provided to the learners through online: i. Online admissions ii. Online examination fee submission iii. Access to Online course materials, TMA, PCP schedule, previous years question papers. iv. Status of despatch of course materials, Identity cards, mark sheets and certificates v. Books, journals and magazines available at NIOS library vi. All type of forms, prospectus and application, can be downloaded from NIOS website. vii. Information about Students Study Centres, Regional Centres, courses available at NIOS etc. viii. Results /Information (Hall ticket). ix. Download /verification of certificate. x. Registration for On-Demand Examination.
151.	What is the schedule of NIOS programme in national Channel - DD-I? Ans: The schedule of NIOS Programme for telecast on DD-I is from 05.02 a.m. to 05.25 a.m. on every Friday
152.	What is the schedule of NIOS programme in Gyan Darshan Channel ? Ans: The schedule of NIOS Programme for telecast on Gyan Darshan is every day from 6.30 p.m. to 7.00 p.m
153.	What is the schedule of NIOS programme in FM Channel- Gyan Vani? Ans: The NIOS programmes are broadcast in Gyanvani-105.6 MHz FM channel on every Friday, Saturday and Sunday from 8:30 a.m. to 9:00 am and repeat broadcast from 3:30 pm to 4:00 pm

154.	<p>What services are available to a learner at his/her allotted AI?</p> <p>Ans: The AI/study centre chosen by the learner at the time of admission will provide the following services without any additional charges:</p> <ol style="list-style-type: none"> Issuing prospectus at the prescribed cost. Accepting the examination form and examination fee. Holding upto 30 PCPs as per NIOS norms and practical sessions as prescribed by NIOS. Evaluation of Tutor Marked Assignments. Counselling, solving problems/quarries related to course. Accepting application for change of subject(s) or additional subject(s) and forwarding the same to the Regional Centre of NIOS. Informing the dates of payment of fees, examination date sheet, examination centre and other important information. Display of results of public examination.
155.	<p>What is Mukta Vidya Vani?</p> <p>Ans.: Mukta Vidya Vani is a web based interactive online Personal Contact Programme.</p>
156.	<p>What is the schedule of Mukta Vidya Vani?</p> <p>Ans.: Mukta Vidya Vani-PCP starts at 2:00-5:00 PM live on weekdays and at 10:30-12:30 PM on Saturday and Sunday.</p>
157.	<p>Can I ask question on Mukta Vidya Vani? If Yes, what are the contact numbers?</p> <p>Ans.: Yes, You can call on 18001802543(Toll-free) and 0120-4626949.</p>
158.	<p>Can I purchase the DVDs of Video programme?</p> <p>Ans.: Yes, Video programmes on Mathematics subject at the Secondary and the Senior Secondary level are available for sale Rs. 100/- per DVD.</p> <p>For further details, contact on 0120 4089898 or email at jdmedia@nios.ac.in</p>

Chapter- 9

ACCREDITATION

159.	What kinds of institutions are accredited by NIOS? Ans: NIOS is granting accreditation to the institutions who wish to offer NIOS Open Basic Education (OBE) programme, Vocational education programmes and Academic Programmes.
160.	What is the eligibility criteria for the institutions that wish to get accredited by NIOS to offer OBE programme? Ans: Any NGO / Registered Society /Trust engaged in education and is 3 years old can apply for becoming Study Centre of NIOS for offering OBE programme. The study centres offering OBE programme are known as Accredited Agencies (AAs).
161.	What is the eligibility criteria for the institutions that wish to get accredited by NIOS to offer Vocational Education programme? Ans: Any NGO / Registered Society /Trust engaged in vocational education and 3 years old can apply for becoming study centre of NIOS for offering Vocational Education programmes. The study centres offering Vocational Education Programme are known as Accredited Vocational Institutions (AVIs).
162.	What is the eligibility criteria for the institutions that wish to get accredited by NIOS to offer Academic programmes? Ans: Any School which is affiliated with any national / state board can apply for becoming the study centre of NIOS for offering Academic programmes at Secondary and Senior Secondary levels. The study centres offering Academic programmes are known as Accredited Institutions (AIs).
163.	What fee is required for accreditation? Ans: Rs. 5000/- is the accreditation fee which is to be paid in the form of two Demand Drafts i.e., Rs. 4000/- and Rs. 1000/- in favour of Secretary, NIOS payable at the respective Regional Centre of NIOS.
164.	How to apply for accreditation? Ans: Institutions desirous to seek accreditation from NIOS may apply online or offline to the concerned Regional Centre of NIOS. Online application for accreditation can be made through NIOS website. Institutions can submit the details online and thereafter take the computer generated printout and send the same to the concerned Regional Centre after enclosing desired documents and processing fee. For offline submission of application, institutions can take the printout of the application form from the website or collect the application form from the Regional Centre office or Headquarter of NIOS. After filling the application form, needful may be done as in case of online submission of application form.
165.	Can an institution located abroad apply for accreditation from NIOS? Ans: Yes, the institution can apply on the prescribed form through the concerned Indian Embassy alongwith the requisite fee.

166.	<p>At which address application for accreditation is to be sent?</p> <p>Ans: The institutions seeking accreditation need to send their applications to the respective Regional Centres. However, if applicant institution is affiliated to CBSE and the institutions situated abroad, application may be sent to Director(SSS), National Institute of Open Schooling, A-24/25, Sector-62, Noida.</p>
167.	<p>How CBSE affiliated school can apply for accreditation?</p> <p>Ans: The method of applying for accreditation is same for the CBSE affiliated schools as in case of other institutions. However, they can send their applications to the Director (SSS), National Institute of Open Schooling, A-24/25, Sector-62, Noida.</p>
168.	<p>If school is affiliated upto the Secondary level with any Board of School of Education, can NIOS grant accreditation to offer the Senior Secondary course of NIOS?</p> <p>Ans: No. NIOS is granting accreditation to the applicant institutions for the same class to which it is affiliated with the parent board. Meaning thereby, that if school is affiliated upto Secondary with the parent Board, then NIOS will also grant accreditation for offering Secondary course only.</p>
169.	<p>A School which is not offering Science Subject for the students of parent Board, can offer Science Subject in NIOS?</p> <p>Ans: No. NIOS is granting accreditation for the similar courses for which the school is affiliated with the parent Board.</p>
170.	<p>For how many students, accreditation is granted by NIOS to the applicant institution?</p> <p>Ans: Based on the infrastructure available in the applicant institution, accreditation is granted for 150(Category C), 300 (Category B), 500 (Category A) seats for academic programmes.</p>
171.	<p>What is the validity period of accreditation granting to an institution?</p> <p>Ans: The grant of accreditation to an institution is provisional which can be renewed from time to time.</p>
172.	<p>In case, the affiliation of the study centres of NIOS is withdrawn by the parent board, will accreditation of NIOS continue?</p> <p>Ans: No. In case affiliation has been withdrawn by the affiliating board, the accreditation granted by NIOS will cease automatically. It will be the responsibility of the coordinator of the study centre to inform the same to the NIOS and take appropriate action as per NIOS norms.</p>
173.	<p>If accreditation is withdrawn by the NIOS, what will be the fate of existing registered learners with this study centre?</p> <p>Ans: In case accreditation is withdrawn by the NIOS, the learners registered with the study centre will be shifted to nearby study centre.</p>

Chapter- 10

NIOS AND MINORITY EDUCATION

174.	<p>Is there any special arrangement to look after the interests of minorities in NIOS?</p> <p>Ans: As per decision taken by the Government of India to form Minority Cell in all Departments and Autonomous Bodies of the MHRD, the NIOS has established a Minority Cell in the year 2006 in its Student Support Services Department to pay special attention to educational needs of minority communities.</p>
175.	<p>What are the objectives of the Minority Cell, NIOS?</p> <p>Ans: The objective of the Minority Cell is to expand the reach and impact of NIOS programmes and policies amongst the minority communities especially the Muslim community by undertaking active advocacy programmes to establish linkages with existing Minority Education Institutions.</p>
176.	<p>What are the functions of the Minority Cell, NIOS?</p> <p>Ans: Following are the functions of the Minority Cell :</p> <ul style="list-style-type: none">❖ To expand the reach and impact of NIOS programmes and policies amongst the Minority Communities.❖ To undertake active advocacy programmes by establishing linkages with existing Minority Educational Institutions.❖ To accredit Madarsa/Dar-ul-uloom and make them link with the mainstream of education.❖ To conduct advocacy programmes/ orientation programmes/ workshops for the promotion of Minority Institutions.❖ To constitute inspection teams for conduct of inspections to the eligible institutions.❖ To collect inspection reports from the inspection teams and from Regional Centres.❖ To convene Accreditation Advisory Committee meetings to finalise the inspection reports/recommendations.❖ To issue notification with regard to the newly accredited Academic, Vocational and Open Basic Education Minority Institutions.❖ To collect data of learners from those accredited centres of NIOS which are covered under SPQEM scheme and forward to MHRD for claim purposes.
177.	<p>What educational Initiatives for Minorities have been taken by NIOS?</p> <p>Ans: Access, Equity and Quality are hallmarks of NIOS programmes and activities. This concern is reflected in all the courses/programmes offered by NIOS. Although the courses/programmes of NIOS are meant for all sections of the society, yet its prioritized (disadvantaged) client groups include Scheduled Castes (SCs), Scheduled Tribes (STs), Minorities (Muslims, Christians, Sikhs, Jains, Buddhists), girls and women, differently abled, people living in difficult contexts, and ex-servicemen.</p>

178. What special relaxations have been given by NIOS for Minority Community?

Ans: With a view to provide quality modern education to the Muslim minority, several exemptions have been given by NIOS for the purpose of accreditation to Madarasas. Some of the major relaxations are as follows:-

- ◆ NIOS has exempted Madrasas and Maktabs from paying Rs.5000/- as accreditation fee and relaxed the norms for accreditation vide circular no. NIOS/SECY/SSS/2010 dated 12.04.2010.
- ◆ To operationalise the SPQEM scheme, a circular vide No. NIOS/Secy/57th EB/2010 dated 30.11.2010 have been issued giving full exemption of fees to Muslim students enrolled through Madrasas into the NIOS courses.
- ◆ Accreditation norms for minority institutions have also been relaxed.
- ◆ In Inspection Committee of Madrasas, one expert from the minority community is appointed.
- ◆ The courses FOKANIA and MAULVI offered by various State Madrasa Education Boards have been notified at par with the Secondary and the Senior Secondary courses respectively offered by NIOS.
- ◆ Under the SPQEM scheme, Madrasas/Maktabs/Darul-uloom can opt to become accredited study centres with the NIOS for offering Secondary/Senior Secondary level programmes. Madrasas which have been in existence for at least three years and registered under the Central or the State Governments Acts or Madrasa Board or with Wakf Boards or NIOS shall be eligible to apply for assistance under this programme. As there are only 8 Madarsa Boards, hence to extend the facility to the Madarsas of the other states where Madarsa Board does not exist, the institutions accorded minority status by the NCMEI are also considered for the accreditation as per the decision taken in the meeting of the Grant-in-Aid Committee.
- ◆ Urdu medium is made available for better understanding.
- ◆ Prospectus is also printed in Urdu for better communication of instructions.
- ◆ Details of Minority Cell are made available on NIOS website. This section also contains all vital information about accreditation status, Frequently Asked Questions etc.
- ◆ All important Notices are published in the Urdu News Papers.
- ◆ Special Accredited Advisory Committee meetings are organized to expedite the accreditation process of Minority Institutions.
- ◆ Status of accreditation is hosted on website for latest updation to the applicant Institutions/ Madarasas.
- ◆ Frequently Asked Questions have been hosted on website for candidates and Institutions.
- ◆ A notification No.F-24/10-4/NIOS/SSS-MCell/SPQEM dated 26.03.2013 regarding waiving off processing fee of Rs.5000/- to the Madarasas which are having minority status granted by NCMEI has also been issued.
- ◆ Looking into the time taken in the conversion of offline forms as applicable in case of the learners of Madarsa and thus probable delay in supply of the study material, NIOS has decided to supply the study material to such learners through their Madarasas with the direction to handover the study material to registered learners. A notification No. 26.3/NIOS/SSS/PA dated 24.12.2013 has been issued in this regard.

179.	<p>What role NIOS is playing in SPQEM?</p> <p>Ans: The Scheme of Providing Quality Education in Madarsa (SPQEM) was launched on 26th February 2009 at MHRD through NIOS. The first meeting of the Central Grant-In-Aid Committee of SPQEM for the year 2010-11 held on 21st September, 2010 under the Chairmanship of the Secretary, SE and L, MHRD, Govt of India discussed issues related to the NIOS intervention on SPQEM programme and agreed in principle the following:</p> <ul style="list-style-type: none"> ◆ NIOS will grant accreditation to those Madrasas as its Accredited Institutions if the Madrasas are affiliated to State Madrasas Board/Wakf Board of the state and have the minimum infrastructural facilities to run the NIOS courses at the level of Class X and XII. ◆ No one time accreditation fee shall be charged from these Madrasas as per the decision taken by NIOS. ◆ NIOS will not charge any admission fee or examination fee from the learners enrolled through these Madrasas. NIOS will put up expenditure incurred by putting up claim for reimbursement to MHRD twice in a year in two different cycles of admission of NIOS.
180.	<p>What kinds of institutions are accredited by NIOS?</p> <p>Ans: NIOS is granting accreditation to the institutions who wish to offer NIOS Open Basic Education (OBE) programme, vocational education programmes and Academic programmes.</p>
181.	<p>What is the eligibility criteria for the institutions that wish to get accredited by NIOS to offer OBE programme ?</p> <p>Ans: Any NGO / Registered Society /Trust is engaged in education and is 3 years old can apply for becoming study centre of NIOS for offering OBE programme. The study centres offering OBE programme are known as Accredited Agencies (AAs).</p>
182.	<p>What is the eligibility criteria for the institutions that wish to get accredited by NIOS to offer Vocational Education programme?</p> <p>Ans: Any NGO / Registered Society /Trust engaged in vocational education and is 3 years old can apply for becoming study centre of NIOS for offering Vocational Education programmes. The study centres offering Vocational Education Programme are known as Accredited Vocational Institutions (AVIs).</p>
183.	<p>What is the eligibility criteria for the institutions that wish to get accredited by NIOS to offer Academic programmes?</p> <p>Ans: Any School which is affiliated with any national / state board can apply for becoming studies centre of NIOS for offering Academic programmes at Secondary and Senior Secondary. The study centres offering Academic programmes are known as Accredited Institutions (AIs).</p>
184.	<p>Is NIOS granting accreditation to the Madarsas also?</p> <p>Ans: Yes. NIOS under the Scheme for Providing Quality Education in Madarsas (SPQEM) is granting accreditation to the Madarsas also.</p>
185.	<p>What are the eligibility criteria for Madarsas to get the accreditation from NIOS?</p> <p>Ans: Under the SPQEM scheme, Madrassas/ Maktabas/ Darul-uloom can opt to become accredited study centres of NIOS for offering Secondary/Senior Secondary level programmes.</p>

	<ul style="list-style-type: none"> (i) Madrasas which have been in existence for at least three years and affiliated to the Madrassa Board or with Wakf Boards shall be eligible to become the study centres. (ii) As there are only 8 Madarsa Boards, hence to extend the facility to the Madarasas of the other states where Madarsa Board does not exist, the institutions accorded minority status by the National Commission for Minority Education Institutions (NCMEI) are also considered for accreditation. (iii) Also, the Madarasas fulfilling following may also considered for accreditation: <ul style="list-style-type: none"> (a) Madrasas/ Darul Uloom having independent standing and offering Maulvi, Aazim and Fazil courses. (b) Having residential facilities. (c) Having three year old registered society or Trust. (d) Possessing minimum infrastructure to offer the NIOS courses (i.e., Labs, library etc.) as fixed by NIOS for minority institutions, except that the desired number of class rooms could be 50% of the norms for General Category Institutions. (e) Its courses are recognized by other institutions of higher learning.
186.	<p>For seeking accreditation by any minority institution including Madarsa, application is to be sent at which address?</p> <p>Ans: Application is to be sent to Director(SSS), National Institute of Open Schooling, A-24/25, Sector-62, Noida (U.P.).</p>

Chapter- 11

SUPPORT SERVICES AT REGIONAL CENTRES AND STUDY CENTRE

187.	What is AI? Ans: Accredited Institutes (AIs) or study centres are those institutes/schools which are authorised by NIOS to provide Support Services.
188.	What are the facilities provided in AIs? Ans: Accredited Institutes provide various support services to learners related to admission, examination and study material etc. AIs also hold Personal Contact Programme (PCP) as per NIOS norms. <ol style="list-style-type: none">Issuing prospectus at the prescribed cost.Holding upto 30 PCPs as per NIOS norms and practical sessions as prescribed by NIOS.Evaluation of Tutor Marked Assignments(TMA).Counselling to solve problems/queries related to course.Accepting applications for change of subject (s) or additional subject(s) and forwarding the same to the Regional Centre of NIOS.Informing the dates of payment of fees, examination date sheet, examination centres and other important information.Display of results of public examinations.Accepting the examination form and examination fee.
189.	Is it mandatory to select the study centre at the time of admission? Ans. Yes. It is mandatory to select the study centre of NIOS at the time of admission to get various support services.
190.	Can I change my study centre? Ans. Yes, a study centre can be changed after giving valid reasons and submitting valid documents and payment of requisite fee as per NIOS norms to concerned Regional Centre.
191.	What are the facilities provided by the NIOS Regional Centres to the learners? Ans: The followings facilities are being provided by the NIOS Regional Centres: <ol style="list-style-type: none">Receiving applications for admission and confirmation of admission;Issue of Identity cards to eligible students.Receiving the exam form and fee for the public examinations.Conduct of public examination as well as On demand examinations as per schedule.Distribution of mark sheets and certificates to the learners.Processing of request for change of subjects, change of study centres as well as exam centres, receiving of request for issue of duplicate documents, processing of grievances of the learners etc.

Chapter- 12

DOS AND DON'TS

192.	Do not fill up the Application Form for Admission without careful reading of the instructions.
193.	Do not leave any column blank in the Application Form for Admission.
194.	Do not submit Application Form for Admission without the supporting documents.
195.	Do not get influenced by unauthorized agencies who falsely guarantee your success.
196.	Do not pay extra amount for admission and examination over and above the prescribed fee as mentioned in the Application Form for Admission to anyone.
197.	Do not miss out the Personal Contact Programmes (PCPs) in each subject which all AIs have to provide on compulsory basis.
198.	Do not indulge in any unfair means such as copying, impersonation etc. during examination.
199.	Do provide your valid E-mail ID and the mobile number for SMS alerts while submitting your application.
200.	Submit the Tutor Marked Assignments in time at your study centre and get the feedback from your subject teachers.
201.	Read the welcome letter sent to you by the Regional Centre/NIOS Headquarter while sending Identity Cards.

Chapter- 13

COUNSELLING FOR HIGHER STUDIES

202.	<p>Can I go for higher studies after completing the Senior Secondary Course?</p> <p>Ans: If you wish to use NIOS certificate for higher studies, it is in your own interest that you keep in mind the requirements of the Boards/ Universities you wish to join after passing Secondary/ Senior Secondary course from NIOS. Some Boards / Universities require specific subject combinations for admission to the Institutions affiliated to them as given in the NIOS prospectus. For example, for medical course, eligibility criteria are that you should have passed +2 with Chemistry, Physics and Biology/Biotechnology along with English as core subject. The learners who wish to join formal school Board in class XI after passing NIOS examination of class X may opt for subject combinations (in 5 or 6 subjects as the case may be) which are acceptable in class XI by such formal school Board, without prejudice to the rights of NIOS. However, NIOS Certificates are valid, recognised and at par with other National and State Boards of School Education.</p>
203.	<p>Can certified learners appear for various Competitive Examinations?</p> <p>Ans. They can. NIOS learners do appear and compete in various competitive examinations. However, the eligibility criteria, such as age, requirements of specific subjects, minimum percentage of marks etc., must be fulfilled by the learners.</p>



KNOW MORE

NIOS is very keen to provide the desired and correct information to its learners and other stakeholders. Accordingly, based on the questions asked by learners and other stakeholders, booklet of Frequently Asked Questions has been prepared. This can only be updated in future based on the information received from all concerned.

Thus, any concerned if wanted to know information in addition to the information given in this booklet, following form may be filled in and sent to the Director (Student Support Services) at the address given below:

Name of the person:	
Address:	
Information desired:	



Address for Communication:

Director
(DEPARTMENT OF STUDENT SUPPORT SERVICES)
National Institute of Open Schooling
A-24-15, Sector-62, Noida 201309,
Gautam Budh Nagar, Uttar Pradesh



National Institute of Open Schooling

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

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