

NORMS AND PROCEDURE FOR ACCREDITATION OF ACADEMIC STUDY CENTRE (AI)

‘INDIAN KNOWLEDGE TRADITION’ COURSES



National Institute of Open Schooling (NIOS)
A-24/25, Sector-62, Institutional Area,
NOIDA, U.P. – 201 309

Visit <http://www.nios.ac.in>

Contact: Toll Free LSC (18001809393)

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1. The NIOS

In pursuance of the provisos of the National Policy on Education (NPE-1986), the Government of India, Ministry of Human Resource Development (MHRD), setup on November, 1989 the National Open School (NOS) as an autonomous institution. NIOS is providing a number of Vocational, Life Enrichment and community oriented courses besides 'Indian Knowledge Tradition' Courses, General and Academic Courses at Secondary and Senior Secondary Level. It also offers Elementary level Courses through its Open Basic Education Programmes (OBE). Government of India through a gazette notification vested NIOS with the authority to examine and certify learners registered with it up to pre-degree level in the Area of Academic, Technical or Vocational education. Association of Indian Universities, vide letter No. EV/11(354)/91/ 25 July, 1991 issued Equivalence of Senior Secondary Certificate Examination of NIOS.

Vision

Sustainable inclusive learning with universal and flexible access to quality school education and skill development.

Mission

- Providing relevant, continuing and holistic education up to pre-degree level through Open and Distance Learning System.
- Contributing to the Universalisation of School Education.
- Catering to the educational needs of the prioritized target groups for equity and social justice

Quality Policy

We at National Institute of Open Schooling (NIOS) are committed to provide Excellent, Sustainable, Inclusive and Flexible Education up to Pre-Degree level through Open & Distance Learning (ODL) mode & Compliance of requirements to ensure satisfaction of Learners and continual improvement of our Quality Management System.

1.1 Objectives

The major objectives of NIOS are to:

- Provide opportunities for continuing and developmental education at the school stage;
- As an apex institution in the field of Open Schooling, provide consultancy services to the Government of India and States of India;
- Serve as an agency for effective dissemination of information related to distance education and open learning;
- Identify and promote standards of learning in distance education system and state open schools and
- Exercise normative and coordinating functions while promoting standards in distance and open learning system in the country.

1.2 Target Group of NIOS:

Any person irrespective of caste, creed and location can seek enrolment in the courses/programmes offered by NIOS. However, the prioritized client groups are:

- Learners interested in 'Indian Knowledge Tradition'.
- Learners studying at different Gurukuls/Vidyapeeths/Schools etc.
- Rural people/urban poor

- Girls and women
- Underprivileged section of society;- (e.g.,SC/ST)
- Unemployed and part employed
- School dropouts
- People with special needs i.e. physically and mentally challenged persons.

1.3 Admission for ‘Indian Knowledge Traditions’ (IKT) Courses

1.3.1 Admission in Stream 1

This stream is open for all the learners online (24x7) as per the laid down criteria for Secondary and Senior Secondary levels. This stream of online admission is open round the year with cut off dates for the public examination given as under:

Ist Block : 16th March to 15th Sept First public examination in April next year

IInd Block : 16th Sept. to 15th March First public examination in October Same year

1.3.2 Admissions in Stream-2 is open for learners wanting to appear in October-November Examinations:

This stream for On-line admission is open for all those learners who had appeared but could not clear the Public Examination with transfer of credit facility for up to two pass subjects or learners who were eligible to appear after completing their study period but could not appear. This stream of online admission gives an immediate opportunity to all unsuccessful learners to appear in October-November NIOS examination.

The facility of Transfer of Credit up to two pass subjects is applicable to all the streams of online admission as per NIOS norms.

1.3.3 Admission in Stream-3 is open round the year for all those learners who had appeared but could not clear the Public Examination at Secondary level with transfer of credit facility for upto two pass subjects or learners who were eligible to appear after completing their study period but could not appear and want to appear through On-Demand Examination. **1.3.4 Admission in Stream-4** is open round the year for all those learners who had appeared but could not clear the Public Examination at Sr.Secondary level with transfer of credit facility for upto two pass subjects or learners who were eligible to appear after completing their study period but could not appear and want to appear through On-Demand Examination. The facility of Transfer of Credit up to two pass subjects is applicable to all the streams of online admission as per NIOS norms.

1.3.4 Admission in Stream-4 is open round the year for all those learners who had appeared but could not clear the Public Examination at Sr. Secondary level with transfer of credit facility for upto two pass subjects or learners who were eligible to appear after completing their study period but could not appear and want to appear through On-Demand Examination. The facility of Transfer of Credit up to two pass subjects is applicable to all the streams of online admission as per NIOS norms.

1.4 Special Accredited Institutions for Education of the Disadvantaged (SAIEDs)

In addition to AIs and AVIS, NIOS has also accredited institutions to cater to the needs of special learners. This category of study centres called Special Accredited Institutions for Education of the Disadvantaged (SAIEDs), cater to a different but important target group of children and adults with physical and sensory disabilities as well as the socially and geographically disadvantaged. For more details visit NIOS Website <http://www.nios.ac.in>

2. ACCREDITED INSTITUTIONS - A NETWORK OF STUDY CENTRES

2.1 What is an Accredited Institution?

Although like any Open and Distance Learning System, NIOS expects the learners to be self-learners undergoing their learning from a package of self instructional materials, it does not completely do away with human support. In open and distance learning system, the learners need help and support from other people not only to be successful in their endeavour to continue learning but also in using the package effectively. With this view, NIOS provides planned human support in different ways from the time a learner joins the system till his/her successful completion of the courses.

To provide this support and facilitate its easy access, NIOS considered utilization of existing available resources to provide better services by accrediting institutions to be partners. It has more than 1800 such partner institutions called Accredited Institutions (AIs) all over the country. These AIs are usually recognized formal schools or other reputed agencies involved in social or educational activities. They assist NIOS in its various functions to reach out and to reach all.

2.2 What are the functions of the Accredited Institutions?

The Accredited Institutions are required to perform the following academic and administrative functions:

2.2.1 Academic Functions

1. To act as Study Centres for the NIOS learners so that the access to study through Open Schooling using distance mode is easy and within their reach.
2. To provide guidance to the learners particularly during the time of admission.
3. To arrange orientation programmes for learners to apprise them of the unique features of NIOS that they can avail of, and fee schedule, etc.
4. To inform learners about the important dates like the last date of submission of application forms, with and without late fees, and registration dates for appearing in the examinations etc.
5. To arrange the orientation of teachers and other staff engaged in National Institute of Open Schooling activities at the Accredited Institutions, in collaboration with NIOS.
6. To prepare a timetable and organize classes of Personal Contact Programmes as per schedule on Sunday and holidays, in accordance with the curriculum requirement and as per guidelines provided by NIOS by involving available teachers of the Institution as far as possible. Experienced retired teachers, if required, can also be engaged.

7. To organize other types of face-to-face interactive situations on regular basis to retain motivation of the learners.
8. To facilitate and arrange practical classes for subjects involving practical work like science based subjects by making laboratory facilities available to the learners.
9. To provide library facilities to the learners for referencing work.
10. To make available the audio-visual aids available in the Institution for learners to use the media support materials supplied by NIOS.
11. To ensure that the subject teachers of the Accredited Institution undergo continuous and comprehensive evaluation of the tutor Marked Assignments (TMAs) regularly on time and provide feedback to the learners attached to the AI.
12. To send the TMA marks/grades to NIOS as per prescribed schedule.
13. To provide correct guidance and motivations to learners.
14. To prepare the learners for examinations.
15. To act as examination centre in order to conduct public examinations of NIOS smoothly without allowing for any malpractices.
16. To provide positive feedback to NIOS with respect to improvement of the learning materials, learner performance and other related academic matters.

2.2.2 Administrative Functions

1. To publicize the various courses/programs offered by the National Institute of Open Schooling.
2. To receive the Prospectus from NIOS to sell the same to the prospective learners.
3. To register/enroll learners for NIOS courses as per the rules/guidelines for admission laid down by NIOS.
4. To receive prescribed fee for admission by way of Bank Draft.
5. To open a Joint Savings Bank Account in the name of Coordinator and one more signatory of the Accredited Institution in order to remit all receipts therein
6. To maintain complete record of registrants, duplicate copies of the admission form etc.
7. In case study materials are received then keep a full record of all receipts.
8. To distribute the study materials to the learners, without any service charges and to ensure that adequate and right type of materials are available at the Study Centre. Also to keep full record of study materials issued to the learners.
9. To receive and issue Identity Cards to the learners.
10. To receive examination fees and send the same through Bank Draft to NIOS.
11. To issue receipt for all payments received from the learners.
12. To maintain stock of materials, equipment and other items supplied by NIOS or purchased/acquired by the study centre out of funds authorised by NIOS.
13. To issue date sheets, mark-sheets and certificates to the learners and maintain their complete record.

14. To maintain attendance register of teachers and learners attending PCPs.
15. To function as examination centre of NIOS for its examinations as and when required.
16. To provide a separate Notice Board for learners where the timetable, date-sheet and other important information pertaining to NIOS could be displayed.
17. To put up a board outside the institution, displaying it as a study centre of the NIOS with the Code Number of Accreditation for the information of the public.
18. To maintain liaison between NIOS and learners necessary for the proper functioning of the Study Centre.

3. Norms and Procedure for Accreditation for ‘Indian Knowledge Tradition’ (IKT) Courses

3.1 Institutions – Type – 1 (Fresh Accreditation)

Following types of Institutions/ Schools/ Gurukuls/ Vidyapeeths/ Educational Units run by NGO, who have a sense of commitment and desire to contribute towards developing a learned society, can apply to become an Accredited Institution (AI) of NIOS, provided they satisfy the following criteria laid down for accreditation:

1. The Institution/school/ Gurukul/ Vidyapeeth must be affiliated to a recognized State Board of School Education/CBSE/CISCE for Secondary/Senior Secondary level

OR

2. Registered Society/Trust/ Educational Units run by NGO of national repute, engaged in the education of the especially abled children and in philanthropic activities getting grant from the Government. The institute should have recognition and accreditation with the Rehabilitation Council of India for running training programme and allied services in their perspective areas of disability and objectives of the institution, or institutions which are covered under the PwD Act, 1995 having PwD Certificate from the concerned state Government.

3.1.1 The minimum educational qualification of the teachers for ‘Indian Knowledge Tradition’ (IKT) Courses:

The minimum educational qualification of the teachers in Institutions/ schools/ Gurukuls/Vidyapeeths/Educational Units run by NGO affiliated to a recognized State Board of School Education/CBSE/CISCE for Secondary/Senior Secondary level:

1. The institution/school/Gurukul/Vidyapeeth requires to have at least 3 Trained Graduate Teachers paid or honorary in the Sanskrit subject for secondary level and 3 Post Graduate Teachers (PGTs) paid or honorary in Sanskrit subject for senior secondary level including any one certificate/degree of the followings:
 - Bachelor of Arts (Honors) Degree in Sanskrit subject or Shastri degree from UGC recognized university.

OR

- Should have passed class 9 to class 12 from Central/State recognized Sanskrit Education Board and have Bachelor of Arts Degree in Sanskrit from UGC recognized University.

OR

- Master of Arts in Sanskrit or Acharya degree from the UGC recognized University.

OR

- Bachelor of Arts Degree in Sanskrit from UGC recognized University and have degree of Shiksha Shastri (B.ed) from UGC recognized Sanskrit Vidyapeeth/ University.

3.2 Institutions – Type – 2 (Existing AI / SAIED)

1. Existing Accredited Institutes-AIs (Which are affiliated to a recognized State Board of School Education/CBSE/CISCE for Secondary/Senior Secondary level) /SAIED Institutes of NIOS can provide/offer any one subject among the ‘Indian Knowledge Tradition courses’ along with Sanskrit language course at both secondary and sr. secondary level with the existing teachers.
2. Existing Accredited Institutes (AIs)/ SAIED Institutes of NIOS can provide/offer **all subjects** among the ‘Indian Knowledge Tradition (IKT) courses’ along with Sanskrit language course at both secondary and sr. secondary level **provided they have the teachers as described in section 3.1.1 above**. The AI should submit the list of those qualified teachers.

3.3 Institutions – Type – 3 (Fresh Accreditation)

In case of **Institute/Gurukul/ Vidyapeeth/ Educational Units run by NGO** which did not have affiliation to a recognized State Board of School Education/CBSE/CISCE for Secondary/Senior Secondary level shall have to fulfill following criteria:

1. The **Institute/Gurukul/ Vidyapeeth / Educational Units run by NGO** other than those run by the Government or Autonomous organization of the Government, **must be a registered society or trust** or it must be run by a **registered society/trust** engaged in educational development and it should be at least three years old. The **Society/Trust/NGO** should be registered under the **Societies Registration Act 1860 of the Government of India** or **Indian Trusts Act 1882** under similar **Acts of the State Governments** as educational, charitable, philanthropic or religious societies.
2. The **Institute/Gurukul/Vidyapeeth/Educational Units run by NGO** must have held the board meetings as per the rules of the Act under which they are registered.
3. The Accredited Institute as per the clause 3.3 (i.e. type-3) must offer the subjects under ‘Indian Knowledge Tradition’ (IKT) and other subject in combination with them. However, it can’t offer other subjects only without the subjects of ‘Indian Knowledge Tradition’ (IKT) course.
4. Notwithstanding anything said above in the clause 3.3, in some **exceptional and exigent circumstance** the authorities of NIOS may at their discretion consider a proposal to accredit an institute.
5. **Continuation** of accreditation will depend upon performance and consistency of the Institute/Gurukul/Vidyapeeth/ Educational Units run by NGO.

3.3.1 The minimum educational qualification/experience of the teachers

The Institute/Gurukul/ Vidyapeeth/Educational Units run by NGO must have at least 3 teachers at each level either paid or honorary to guide and teach the learners including any one of the following:

- 3 years teaching experience for secondary level and 5 years teaching experience for senior secondary level in Sanskrit language and literature subjects in any Institute/Gurukul/Vidyapeeth registered as Trust or Society under Central or State Trust/Societies/ foundation Act or a unit run by NGO and have proficiency in speaking and writing Sanskrit Language.

OR

- Bachelor of Arts (Honors) Degree in Sanskrit subject or Shastri degree from UGC recognized University with 2 years teaching experience for secondary level and 3 years teaching experience for senior secondary level in Sanskrit language and literature subjects.

OR

- Should have passed class 9 to class12 from Central/State recognized Sanskrit Board and have Bachelor of Arts Degree in Sanskrit from UGC recognized University with 2 years teaching experience for secondary level and 3 years teaching experience for senior secondary level in Sanskrit language and literature subjects.

OR

- Master of Arts in Sanskrit or Acharya degree from the UGC recognized University with 2 years teaching experience for secondary level and 3 years teaching experience for Senior secondary level in Sanskrit language and literature subjects.

OR

- Should have passed any other degree equivalent to Graduation or Master degree in the area of Sanskrit language and literature which is treated as mark of scholarship by the Indian Knowledge tradition.

OR

- Notwithstanding anything in this clause (i.e. 3.3.1), in some exceptional and exigent circumstance the authorities of NIOS may at their discretion consider the qualification after duly scrutinizing it and place it before the competent authorities to take the final decision on it.

3.4 The eligible institution/school may submit the application for the following:

1. New Accreditation up to Secondary or Senior Secondary level or both,
2. Up-gradation to Senior Secondary level, applicable in case of already accredited Institutions
3. Increase in number of seats, applicable in case of already accredited institutions
4. Additional mediums of instruction, applicable in case of already accredited institutions.
5. In case of schools located outside India, the concerned Embassy of India should recommend their names.
6. Non-proprietary character of the Trust or Society: The institute/school should have non-proprietary character of the Trust of Society running the school (to be shown by way of an affidavit), verifiable via appropriate documents.

Infrastructure Facilities: The institution/school seeking accreditation with NIOS is required to have sufficient infrastructure facilities as mentioned below:

Essential

1. **Building and Land:** The institution/school would require having ownership or lease of requisite land in the name of the school or Society/Trust running the school.
2. **Class Rooms:** The institution/school would have properly ventilated and lighted class rooms to conduct contact sessions and examinations (if need be). The size of each classroom should be less than 300 sq.ft. i.e. 15x20 sq.ft.
3. **Library Facilities:** The school would also have a separate library room.

Desirable

4. **Audio/Video facilities:** The school would have sufficient audio – video facilities like one colour Television, one CD/audio player, one video CD player.
5. **Furniture:** Sufficient and suitable furniture's would be available in all classrooms.

3.5 Number of Learners and the Category of the Accredited Institution (AI)

It is found that the feasibility and viability of the establishment of an AI depend on the number of learners at the AI, which is neither too small nor too large. The following number has been fixed:

1. At least 05 learners in each session in each 'Indian Knowledge Tradition' course.
2. The ideal numbers, which NIOS expects in an AI, is 300 to effectively serve the learners and to be economically viable.
3. At any cost no AI will be allowed to enroll more than 500 learners in each academic session. However, the number of learners will depend on the category/type found suitable for the AI.
4. The AI is liable to be terminated if the average enrollment consistently remains below the minimum level for about 2 to 3 years.
5. Decisions about medium-wise, gender-wise and course-wise enrollment of learners at the AI will be taken jointly by NIOS and the Institution willing to function as a study centre.

However, depending upon the status of the institution, available facilities and its location, an AI of NIOS is categorized into three types viz. A, B and C as given below:

S.No.	Category	Type A	Type B	Type C
1.	Max. No. of learners allowed to enroll	500	300	150
2.	No. of classrooms (Each of minimum 200sq. ft. area)	15	10	05
3.	Minimum area of school/Institute campus	4000 sq.meter	2500 sq.meter	1000 sq. meter

4 General Instructions for Applying for Accreditation

4.1 A willing institution would require applying for accreditation to function as a study centre of NIOS on a prescribed Application Form to the Director (Student Support Services), NIOS. The copy of the Application Form is enclosed. This form is also available on the NIOS website www.nios.ac.in to be downloaded for use. Typed or photocopies Application form are not accepted.

An Institution/School can apply for accreditation to function as a study centre of NIOS in the following two ways:

1. On line application for accreditation.
2. Off line application on the Application form for accreditation.

Procedure

1. For off-line application, the Application Form duly filled in, providing correct information and substantiated by necessary attested documents as stipulated in the form would need to be submitted to ensure acceptance.
2. Incomplete application forms can lead to rejection.
3. The Application Form requires to be endorsed and certified by the Management of the Applying Institution and to be submitted with the following documents
 - i. Proforma for Appointing the Co-ordinator and second Signatory
 - ii. Affidavit
 - iii. Memorandum of Understanding (MOU)
4. Depending on the nature of the institution, the following need to be provided along with the application;
 - i. For Private/Non- Government Schools/Institute/Gurukul/ Vidyapeeth the Resolution of the concerned Organisation Management to run NIOS courses.
 - ii. For Kendriya Vidyalayas, approval of Regional Director of Kendriya Vidyalaya Sangathan,
 - iii. For Navodaya Vidyalayas, the approval of Regional Director of Navodaya Vidyalaya Samiti,
 - iv. For Government Schools, approval of State Directorate of Education.
5. The Application Form ought to be accompanied with Accreditation Fee * of an amount of Rs 20,000/- (Rupees Twenty Thousand only) apart from the Reserve Fund * of Rs.50,000/- for Category A, Rs.30,000/- for Category B and Rs.15,000/- for Category C. The fee is to be paid through Bank Drafts drawn in favour of the Secretary, National Institute of Open Schooling.. Application forms without the Accreditation fee will not be accepted.

* Revised Fee as per the Notification no 235/2015 dated 01st October, 2015

4.2 Address for Sending the Application form

S.No	Category	Address for sending the Application
1.	Institute/Gurukul/ Vidyapeeth/ Educational Units run by NGO which did not have affiliation to a recognized State Board of School Education/CBSE/CISCE for Secondary/Senior Secondary level	Director (SSS) National Institute of Schooling, A24/25 Institutional Area Sector 62 NOIDA, UP
2.	Schools affiliated to CBSE/CISCE or Minority Institutions	
3.	General Schools affiliated to State Board	
4.	Existing AIs/ SAIED Institutes of NIOS -Type-2*	To the Concerned Regional Centre

*Regional center will forward the application with requisite documents to Director (SSS), NIOS HQs, NOIDA,UP after verifying all the details of the Existing AIs/ SAIED Institutes of NIOS.

4.3 Procedure for Accreditation

The basic procedure for accreditation includes the following steps :

1. After receiving the application for accreditations, a preliminary screening is done to ensure eligibility of the school/institution for accreditation and the presence of the necessary documents.
2. The eligible schools/institutes/Gurukul/ Vidyapeeth/ Educational Units run by NGO are allotted a Consideration Number for future correspondence.
3. All short-listed applications for accreditation are scrutinized by the Screening Board (SB) as per the laid down criteria for accreditation.
4. The Institutions found suitable by the Screening Board are short listed for inspection by an Inspection Team constituted by the competent authority of NIOS. In case of CBSE and CISCE School the Inspection is not required.
5. The Inspection Team submits the report after inspecting the institution along with their recommendations.
6. The recommendation of the Inspection Report is considered by a committee in NIOS and if the recommendations are found suitable, the committee approves and grants provisional accreditation to the applicant institution.
7. After accreditation, the Institution is granted a special code number, which is used for all correspondence with NIOS and this is informed accordingly to the institution/school.
8. If accreditation is granted, the Institution is required to enter into a Memorandum of Understanding (MOU) with NIOS. The Memorandum of Understanding spells out the conditions for working as an Accredited Institution on the part of the institution and the NIOS.

These are not pose covenants but are obligations on the part of the Accredited Institution of NIOS to follow the functions and activities stated in accordance to the mission of NIOS.

9. If accreditation is granted, the Institution is also requested to provide signatories who would jointly operate a Bank Account that has to be opened by the institution to undergo all financial transactions in order to function on behalf of NIOS.

4.4 Assistance Provided to an Accredited Institution

The Accredited Institution will associate the following personal for administrative and academic work on behalf of NIOS.

- | | |
|--|-----------------------|
| i. Principal/Vice-Principal/Institute Head | Coordinator |
| ii. Senior Teacher | Assistant Coordinator |
| iii. Office Assistant | Assistant |
| iv. Peon | Helper |
| v. Respective Subject Teachers | PCP Teachers |

NIOS will provide academic as well as administrative assistance to the Accredited Institutes in the following way:

4.4.1 Academic Assistance will be provided through:

- Attachment of an Academic Facilitator who is an educationist with sufficient experience in the field.
- Training of the Coordinators about the open schooling system and working of NIOS
- Training of PCP teachers in different subjects about conducting PCPs.
- Providing point as well as non-print resource material.

4.4.2 Financial Assistance

For certain essential services provided to the learners like sale of prospectus for admission, conduct of Personal Contract Programme (PCPs) etc. payment as per NIOS criteria will be made to the AI, which includes honorarium for core staff, PCP teachers and contingent expenditure. Once an institution is accredited, it is obliged to follow the norms and criterion laid down by NIOS for utilizing this.

4.5 Procedure for Withdrawal of Accreditation

NIOS may initiate proceedings for withdrawal of accreditation in case, an Accredited Institution is found indulging in any of the following improprieties.

1. Failure to provide the necessary academic and administrative support to the learner as per schedule/norms fixed by NIOS.
2. Over charging the learners beyond the amount prescribed for fees by NIOS, like accepting extra money from the students towards service charges or for any other reasons.
3. Non-distribution of study materials supplied by NIOS to the AIs to the learners.
4. Charging additional money for distribution of NIOS study materials to the learners.
5. Non-maintenance of proper records of financial transactions and stocks issued by NIOS.
6. Financial irregularities relating to NIOS funds for purposes other than those laid down by NIOS.

7. Furthering interests of any sector, cast, religious group or political party or subscribe to objectives that go counter to the solidarity or unity of the country.
8. Deterioration of physical facilities and unwillingness to improve them to meet minimum requirements in terms of satisfactory classrooms, laboratory and library facilities.
9. Refusal to provide building and staff for the conduct of NIOS Examinations.
10. Inadequate supervision of the Examination Centre enabling learners to use unfair means/mass copying during the examination at the center.
11. Admission of less than 50 (25 in case of 'Indian Knowledge Tradition' courses) learners for three consecutive years.
12. Non-fulfillment of conditions of partnership as spelled out in Memorandum of Understanding (MOU) executed with NIOS.
13. Poor academic performance of the AI functioning as a study center for three consecutive years and not being able to keep the performance.
14. Any other misconduct in connection with the admission/Examination/any other area, which in the opinion of NIOS warrants immediate withdrawal of accreditation of the Institution.
15. NIOS shall provide adequate time and opportunity to the Accredited Institution served with a "Show Cause Notice" up to a maximum period of three months for adequate compliance/removal of defects failing which NIOS will declare the Institution discredited. Such a decision by NIOS shall be final and binding.



NATIONAL INSTITUTE OF OPEN SCHOOLING
Application for Accreditation of Indian Knowledge Tradition Courses
(To be completed and forwarded to the concerned Regional Centre of NIOS)

Fresh Accreditation-Type-1 Existing AI/SAIED-Type-2 Fresh Accreditation-Type-3
 Increase in no. of Seats Upgrade to Se. Secondary Addition of new stream/medium

Gender: Boys Girls Both

Medium: Sanskrit Hindi English All Three (Sanskrit/Hindi/English) Regional Medium

1 Name of the School/Institute : _____

2 Complete Address : _____

Block _____ District _____

State _____ Pin _____

Telephone Numbers (school : _____ Email : _____

3 Name of the Principal (as Co-ordinator) : _____

In case the Principal is not available

Name of the Vice Principal (as co-ordinator) : _____

Contact telephone numbers : (Res.) _____ (Mobile) _____

4 Name of the Second signatory
(Vice Principal/PG T) : _____

5 Level of School Secondary Sr. Secondary Both (Please tick)

In case of Sr Secondary or both (Please tick) With Science Without science

6 No. of students : Secondary _____ Senior Secondary _____

7 (a) Number of Class rooms : _____ (b) Number of Halls : _____

8 Library : Yes No (a) No. of Books in Library : _____

9 Number of Teachers (a) PGTs Level _____ (b) TGTs Level: _____

10 Number of Teachers In Sanskrit (a) PGTs Level _____ (b) TGTs Level: _____

11 Number of Computers : _____

12 Number of labs : _____

Composite lab

Physics lab

Chemistry lab

Biology lab

Math lab

Home Science lab

Computer lab

13 Name and address of Trust/Society /NGO _____

14 Year of Registration _____ Registration No. _____ Period of Registration _____

15 In case of Fresh Accreditation-Type-3, copy of the Registration of Trust/Society /NGO to be enclosed.

16 Name of the Board with which affiliated : _____

a. Affiliation No. _____ b) Year of affiliation : _____

c) Level up to which affiliated (Secondary/Sr. Secondary) _____

d) Is the affiliation permanent or temporary ? _____

e) If the affiliation is temporary, upto what period ? _____

f) Subject/Streams (Science/Commerce/Arts/ Indian Knowledge Tradition) in which affiliation given by recognized Board. (copy of affiliation certificate to be enclosed)

17 In case of Existing AI-Type-2, The AI should submit the list of qualified teachers as prescribed in clause 3.1.1 of "NORMS AND PROCEDURE FOR ACCREDITATION OF ACADEMIC STUDY CENTRE (AI)-INDIAN KNOWLEDGE TRADITION COURSES"

18 Bank Details : A/C No. _____ Bank Name _____ IFSC Code _____

19 Bank Draft Details :

Amount _____ Bank Name _____ Draft No. _____ Date _____

DECLARATION

This to certify that all the above information furnished regarding the Institution/
School/Gurukul/Vidyapeeth/Educational Units run by NGO is correct and authentic to the best of my
knowledge.

.....
(Signature of the Principal /Headmaster)
(Name with Rubber Stamp).....

(Signature of Second signatory)
Name and Designation
Phone No.

Date

Place.....

CERTIFICATE OF ENDORSEMENT

(by President/Chairman/Manager of the Institution/Society/Organization)

In support of the application, I certify that, having read the Norms and Procedure for accreditation of institutions, I undertake to ensure that the institution will abide by the Rules and Regulation and terms and conditions, as are made applicable to the Accredited Institutions, from time to time. I further affirm that accreditation, if granted to the institution, will not be used for commercial purpose, rather will be used to serve the needs of the National Institute of Open Schooling learners. I shall do what is in my power to ensure the smooth and proper functioning of the institution.

.....
(Signature of the President/Chairman/Manager of the applying institution/society) (Name of
the President/Chairman/Manager with Rubber
Stamp).....

Dated :

Note: The Delhi Govt. Schools/KVs/NVs while applying to NIOS for accreditation must forward their application through the Deputy Director (EDU) of their respective Zones/Regional Office.



NATIONAL INSTITUTE OF OPEN SCHOOLING
A-24/25, Institutional Area, Sector-62, Noida, U.P.
Proforma for appointing the Coordinator
To operate the account from the Institution

AI No. _____

Director (SSS)
 National Institute of Open Schooling
 (Govt. of India)
 A24/25, Institutional Area
 Sector-62,
 Noida, U.P.

Dear Sir/Madam

A) It is brought to your notice that Mr./Ms. _____ working as _____ has been appointed as the Coordinator of the AI/AVI from the academic session _____.

(Principal or Vice Principal can be appointed as Coordinator for AI)
 (Principal/Director/Head can be appointed as Coordinator for AVI)

B) Mr./Ms. _____ working as _____ has been nominated the second office to jointly open and operate the Bank account with the Coordinator for the AI/AVI.

(Vice-Principal or any other faculty of the school nominated by the Principal/Management for appointed as second signatory)

The specimen signatures of the Coordinator as well as second officer authorized to open and operate the joint bank account with their complete residential address and phone numbers duly attested are given below.

The specimen signatures of the Coordinator with complete residential address and phone numbers duly attested are given below.

A) Specimen Signature of the
the Coordinator

Specimen Signature of the
second signatory

1. _____

1. _____

2. _____

2. _____

Name and Designation

Name and Designation

ATTESTED

Signature _____
 Full Name _____
 Designation _____
 Residential Address of
 the attesting officer _____

B) The bank account will be opened in the name of :

“The Co-ordinator NIOS _____
(Name of the AI)

“The bank account is in _____
(Name of the Bank)

It will be operated jointly by the Coordinator and the second signatory only as mentioned in page 1.

Hereby our consent to collaborate with NIOS is also conveyed assuring that all academic and administrative services to students as listed in the document: Norms and procedure will be provided. Our undertaking to use the financial grant for purpose specified by the NIOS is also accorded.

Thanking you,

Yours faithfully,

Signature of the Principal/Director/Head
Name _____
With seal of the AI/AVI

Dated _____

Note :

1. All the schools from KVS, NVS & all Govt. schools, Principal can self attest the proforma.
2. The attestation of Coordinator proforma may be done by the Manager/Chairman/President etc. of the school or any other higher authority of school.
3. Principal/Vice Principal/Director/Head can be appointed as Coordinator.
4. Vice-Principal or any other faculty of the school nominated by the Principal/Management for appointed as second signatory.
5. Change in Coordinator should immediately be brought to the notice of NIOS for necessary updation in the list of study centre.

AFFIDAVIT

Format of Affidavit To Be Submitted By The Principal of the applicant School for Accreditation from NIOS on Rs.100/- Non-Judicial Stamp Paper to be sworn before the notary public.

**Photo of the
Principal**

I _____, Principal of _____, resident of _____ hereby solemnly affirm and declare that:

1. I have applied for the accreditation of NIOS for Academic Courses without any external intervention.
2. After accreditation, Study Centre of NIOS will function under my control & supervision.
3. I will also act as the Coordinator of the Study Centre without ant fear and favour.
4. If my school is fixed as an examination centre by the NIOS, I will act as the Centre Superintendent and ensure fair and smooth conduct of examinations of NIOS.
5. No outside person will be allowed to interfere in the functioning of the Study Centre.
6. In case, if I am relinquishing the charge of the Principal, I will inform the same to the NIOS in this regards.
7. I abide by my above statement and in case, at any time, it is observed by the NIOS that I am deviating from my above statement, NIOS may take action against me.

VERIFICATION

I, the above name deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

(Name, designation and Address of the Principal)
(Seal)

Place:-

Date:-

DEPONENT

CHECKLIST FOR ENCLOSURES (AI)

(Duly attested copies are to be attached by the applicant institution)

S. No.	Particulars of the documents
1.	The processing fee as per present NIOS norms has to be deposited in the form of Bank draft in favour of the Secretary, NIOS, payable at NOIDA.
2.	Copy of the Certificate of Registration of the Society/Trust/NGO
3.	Copy of the Memorandum of Association and Rules and Regulation.
4.	Copy of the List of Members of the Governing Body of the Society with their occupations and addresses
5.	Copy of the Resolution of the Management for taking up Open Schooling courses with Signature.
6.	Copy of the letter of affiliation from a recognized board (not applicable for SAIED)
7.	Copy of the Audited Statement of income and expenditure of the Society for the past three years.
8.	List of teachers indicating their qualifications, designations, experience, length of service in the institution
9.	Four photographs of the laboratories and the building of the school.
10.	Copy of Documents pertaining to the Land of the school (lease/ownership)
11.	Affidavit duly filled by the Principal of the applicant
12.	Proforma for appointment of co-ordinator
13.	MOU duly filled in
14.	Copy of recognition/approval from Rehabilitation Council of India/ or having certificate of Registration under persons with Disability (PWD) Act, 1995 (For SAIED Institution)
15.	List of special teacher/instructors (if applicable available in the applying Institution with their qualification, designation and Experience.
16.	English translated copy of the documents duly attested by Notary Public along with copy in Regional Medium.

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान (एनआईओएस)
National Institute of Open Schooling (NIOS)

ए-24-25, इंस्टीट्यूशनल एरिया, एनएच-24, सेक्टर - 62, नोएडा, जिला - गौतमबुद्ध नगर (उ.प्र.)
A24-25, Institutional Area, NH-24, Sector-62, Noida, Distt.-Gautam Budha Nagar (U.P.)

प्रथम पार्टी /First Party

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान (एनआईओएस)
ए-24-25, इंस्टीट्यूशनल एरिया, सेक्टर - 62, नोएडा
National Institute of Open Schooling (NIOS)
A24-25, Institutional Area, Sector-62, Noida

द्वितीय पार्टी /Second Party

(प्रत्यायित संस्था/अध्ययन केंद्र के नाम)
(Name of Accredited Institution/
Study Centre)

समझौता ज्ञापन (एमओयू) MEMORANDUM OF UNDERSTANDING (MOU)

1. प्रारंभ में, एक संस्था (एआई) अस्थायी तौर पर प्रत्यायित होगी। एनआईओएस समय-समय पर एआई के लिए निश्चित किए गए नियमों और शर्तों के निरंतर पालन और लागू करने पर यह अवधि बढ़ा सकता है।
Initially, an Institution (AI) would be accredited provisionally. This term can be extended by the NIOS on compliance of the terms & conditions laid down by the NIOS from time to time by the AI.
2. एनआईओएस द्वारा प्रत्यायित संस्था के प्राचार्य/प्रमुख ही अध्ययन केंद्र के समन्वयक होंगे और बिना किसी डर अथवा पक्षपात के कार्य करेंगे। यदि किसी स्थिति में प्राचार्य त्यागपत्र देते हैं अथवा उनके स्थान पर कोई अन्य व्यक्ति आता है, तो वह नया व्यक्ति प्रत्यायित संस्था (एआई) का समन्वयक होगा। समन्वयक की शक्तियाँ अहस्तांतरणीय हैं। प्राचार्य (समन्वयक) के परिवर्तन के बारे में एनआईओएस को तुरंत सूचित किया जाए जिससे नए व्यक्ति के समन्वयक के रूप में अनुमोदन की सूचना दी जा सके।
The Principal/Head of the Institution accredited by the National Institute of Open Schooling (NIOS) will be the Co-ordinator of the AI and will work without any fear and favour. In case the Principal resigns or is substituted by some other person, the new incumbent shall be the Co-ordinator of the Accredited Institution (AI). The powers of the Co-ordinator will not be transferable. The change of the Principal (Co-ordinator) should be intimated to the NIOS immediately so as to convey the approval of the new incumbent as the Co-ordinator.
3. प्रत्यायन के पश्चात, एनआईओएस का अध्ययन केंद्र एनआईओएस द्वारा नियुक्त समन्वयक के नियंत्रण में कार्य करेगा।
After accreditation, Study Centre of NIOS will function under the control of Co-ordinator appointed by NIOS.
4. एनआईओएस माध्यमिक एवं उच्चतर माध्यमिक पाठ्यक्रमों के लिए शिक्षार्थियों के प्रवेश निवास के प्रमाण के आधार पर ही किए जाएँ।
Admission of learners for NIOS secondary & Senior Secondary courses must be done on the basis of residence of proof.
5. कार्य की तात्कालिक आवश्यकताओं के अनुसार समय समय पर एनआईओएस द्वारा वांछित और संप्रेषित इस प्रकार के कार्यों और गतिविधियों के अतिरिक्त एआई एनआईओएस की ओर से निम्नलिखित कार्य करेगा:-
The Accredited Institution (AI) shall perform the following functions on behalf of the NIOS besides other acts, deeds and function as may be communicated by NIOS from time to time according to the exigencies of the work.

- 5.1 एआई के समन्वयक को विवरणिका में दिए गए नियमों एवं प्रावधानों को भलीभांति जान लेना चाहिए। एआई प्रसार कार्यक्रम के रूप में निःशुल्क पूर्व-प्रवेश परामर्श कार्यक्रम का आयोजन करेगा।
The Coordinator of the AI should be well conversant with all the rules and provisions given in the prospectus. The AI shall organize pre-admission counseling free of charge as part of the advocacy programme.
- 5.2 एनआईओएस ने नामांकन कराने वाले शिक्षार्थियों की सहायता के लिए ऑन-लाइन प्रवेश की सुविधा (मदरसा के लिए नहीं) आरंभ की है। शिक्षार्थियों की आवश्यकताओं के अनुरूप ऑन-लाइन प्रवेश के चार स्ट्रीम होंगे। इसलिए एआई को एनआईओएस में ऑन-लाइन प्रवेश लेने वालों और ऑन-लाइन प्रणाली द्वारा सुपुर्द किए गए एआई के शिक्षार्थियों की सहायता करनी होगी और उनको प्रवेश देना होगा।
NIOS has introduced the facility of on-line admission (Not for Madarsa) in order to facilitate the learners for registration. There would be four streams of on-line admission catering to the needs of the learners. As such, the AIs shall facilitate and enroll the learners who have taken on-line admissions in NIOS and have been allotted the AIs through on-line systems.
- 5.3 एआई अपने शिक्षार्थियों से अंकतालिका की दूसरी प्रति और अन्य दस्तावेजों के लिए लागू शुल्क के साथ साथ परीक्षा पंजीकरण शुल्क (डिमांड ड्राफ्ट) स्वीकार करेगा और समय सारिणी के अनुसार एनआईओएस को अग्रेषित करेगा।
The AI shall accept examination registration form with fee (Demand Draft) applicable for duplicate copy of marksheet and other documents from the learner of that AI & forward to NIOS as per schedule.
- 5.4 एआई अपने शिक्षार्थियों से उत्तर पुस्तिकाओं की पुनः जांच/पुनः मूल्यांकन, परिणाम की अनियमितता के मामले अथवा कोई अन्य आवेदन स्वीकार करेगा और समय सारिणी के अनुसार एनआईओएस को अग्रेषित करेगा।
The AI shall also accept application from the learner of that AI for rechecking/reevaluation of answer books, result discrepancy cases or any other application and forward to NIOS as per the schedule.
- 5.5 एनआईओएस द्वारा एआई को परिणाम गज़ट की एक प्रति प्रदान की जाएगी जिसे एआई रखेगा और उसका प्रयोग संबन्धित एआई के शिक्षार्थियों को परिणाम की सूचना देने के लिए करेगा।
One copy of the result gazettee will be provided by NIOS which may be maintained and used to inform the result to the learners of the AI concerned.
- 5.6 एक एआई का प्रत्यायन एक राज्य शिक्षा बोर्ड/राज्य मदरसा बोर्ड की मान्यता/संबद्धता के साथ जुड़ा हुआ है। इस प्रकार यदि स्कूल की मान्यता/संबद्धता रद्द होती है तो उस एआई का प्रत्यायन स्वतः ही समाप्त समझा जाएगा।
The accreditation of an AI is linked with recognition/affiliation to a State Board of Education/Madarsa State Board. As such, the accreditation of the AI shall automatically be deemed as withdrawn, in case the recognition/affiliation of the School is withdrawn.
- 5.7 यदि शिक्षार्थी एआई से सीधे संपर्क करता है तो एआई को एनआईओएस में ऑन-लाइन प्रवेश लेने के लिए शिक्षार्थी की सहायता करनी चाहिए। एआई के लिए उसकी आबंटित क्षमता/श्रेणी के अनुसार शिक्षार्थियों का नामांकन करना और एनआईओएस द्वारा ऑन-लाइन के माध्यम से आबंटित शिक्षार्थियों को प्रवेश कराना भी अनिवार्य है।
In case the learner approaches the AIs directly, AIs should facilitate the learner for seeking on-line admission to NIOS. It is mandatory for AIs to enroll the learners as per its allocated capacity/category and also admit learners allotted to it through on-line by NIOS.
- 5.8 केंद्रीय सतर्कता आयोग (सीवीसी) के निर्देशानुसार सभी एआई को अपने टेलीफोन नंबर और ई-मेल आईडी एक प्रमुख स्थान पर एक अलग बोर्ड पर प्रदर्शित करना होगा। पारदर्शिता और प्रभावशाली रूप से कार्य करने के उद्देश्य से उन्हें शिक्षार्थियों के प्रश्नों का उत्तर देना चाहिए। एनआईओएस के शिक्षार्थियों और एनआईओएस के साथ ई-मेल के माध्यम से पत्राचार को एआई को सदैव सक्रिय रूप से प्रोत्साहित करना चाहिए। कार्यालयी रिकॉर्ड के लिए ई-मेल की प्रति रखी जानी चाहिए।

As per the directions of the Central Vigilance Commission, the AIs are required to display the telephone numbers and E-mail IDs on a separate board at a prominent place. They should respond to the queries of the learners for the purpose of ensuring transparency and effective functioning. Correspondence through E-mail with NIOS and learners of NIOS should be effectively promoted by the AI at all times. Print out of e-mail should be retained for official records.

- 5.9 एआई एनआईओएस की गतिविधियों से संबंधित सभी रिकॉर्ड रखेगा और जब कभी एनआईओएस के लिए किसी कार्यालयी कार्य के लिए आवश्यकता होगी, उन्हें तत्काल उपलब्ध कराया जाएगा।
The AI shall maintain all records pertaining to NIOS activities and make them readily available as and when required for official work.
- 5.10. एआई के लिए मानक कार्य प्रणाली (SOP) इस समझौता ज्ञापन एमओयू का ही अंग है और नए एसओपी के सभी प्रावधान सभी एआई के लिए बाध्य हैं। सभी एवीआई नए एसओपी के अनुसार सारे कार्य करेंगे और सिद्धांत और व्यवहार दोनों दृष्टियों से इसका पालन करेंगे।
The Standard Operating Procedure (SOP) for AI forms the part of this MOU and all provisions of the SOP in force are binding on the AI. The AI shall discharge the functions, in view of the SOP and follow in letter and spirit.
- 5.11 शैक्षिक वर्ष के दौरान, एआई को प्रति विषय कम से कम 30 व्यक्तिगत संपर्क कार्यक्रम (पीसीपी) कक्षाएं और जिन विषयों में प्रयोग भी शामिल हैं उनमें 35 पीसीपी कक्षाएं (30 पीसीपी सिद्धांत के लिए और 5 पीसीपी प्रयोग के लिए) आयोजित करनी होंगी और शिक्षार्थियों को बिना कोई अतिरिक्त शुल्क लिए कक्षाओं में भाग लेने के लिए अनुमति देनी होगी।
During the academic year, the A.I. shall conduct at least thirty (30) Personal Contact Programmes PCPs per subject and thirty five (35) PCP classes (30 PCP of theory and 5 PCP for practical) in case of subjects having practical and would allow the learners to attend classes without any extra charge.
- 5.12 अध्ययन सामग्री/कोई अन्य सामग्री के अवितरित पैकेट संबंधित शिक्षार्थियों को उचित रूप से सौंपने के लिए संबंधित एआई को भेज दिए जाते हैं। एआई सुनिश्चित करेगा कि अध्ययन सामग्री/कोई अन्य सामग्री के ये पैकेट सही व्यक्ति को समय पर सौंपे गये हैं।
The undelivered packets of study material/any other material are sent to the respective AI by NIOS for proper delivery to the concerned learners. The AI shall ensure that such packets of study material/any other material are handed over to the right person on time.
- 5.13 एआई यह सुनिश्चित करे कि प्रत्येक विषय में एक अनुशिक्षक अंकित मूल्यांकन कार्य (टीएमए) अवश्य जमा किया जाए। एआई शिक्षार्थियों के निर्धारित संख्या में टीएमए का मूल्यांकन विद्यालय अथवा बाहर के सक्षम शिक्षकों से कराए और ग्रेड सूची/अंक सूची एनआईओएस के संबंधित क्षेत्रीय केंद्र को निर्धारित समय अवधि में अग्रेषित कर दे। टीएमए के मूल्यांकन की किसी शिकायत के मामले में एआई एनआईओएस से परामर्श करके उपयुक्त सुधारात्मक कार्रवाई करेगा।
The AI shall ensure compulsory submission of one Tutor Marked Assignment (TMA) in each subject. The AI shall get the TMA of learners evaluated by the competent teachers from the School or from outside, and to forward the grade list/award list to the concerned Regional Centre of NIOS within the stipulated time period. In case of any complaint regarding evaluation of TMA, the AI shall take appropriate remedial measures in consultation with NIOS.
- 5.14 आवश्यकता पड़ने पर, एआई एनआईओएस के निर्देशानुसार स्वतंत्र तथा निष्पक्ष तरीके से आवश्यक सुविधाएं, स्टाफ इत्यादि उपलब्ध कराकर एनआईओएस की बाह्य परीक्षा आयोजित करेगा और सभी आवश्यक गोपनीयता एवं दक्षता बनाए रखेगा। एआई के समन्वयक केंद्र अधीक्षक के रूप में कार्य करेंगे। यदि परीक्षा के आयोजन में कोई कमी पाई जाती है या परीक्षा आयोजन के दौरान परीक्षा केंद्र के अनुचित कार्यों में संलग्न होने का प्रमाण मिलता है तो उस एआई के विरुद्ध अनुशासनात्मक और कानूनी कार्रवाई की जायेगी जो एमओयू की समाप्ति के रूप में भी हो सकता है और एआई पर एसओपी के अनुसार दंड भी लगाया जा सकता है।

If need be, the AI shall conduct external examination of NIOS by providing necessary facilities, staff etc. in a free and fair manner and maintain all necessary confidentiality and efficiency as per the directions of NIOS. The Coordinator of AI will act as Centre Superintendent. Any deficiency in the conduct of examination or any evidence of the involvement of examination centre in unfair means during the conduct of examination would render the AI liable to disciplinary and legal action including termination of the MOU and a penalty as per the SOP.

- 5.15 एआई को एनआईओएस के उद्देश्यों के लिए कार्य करना होगा और अनपेक्षित लाभ पाने के लिए यह ना तो एनआईओएस के शिक्षार्थियों से, न ही किसी अन्य अधिकारियों से कोई लाभ उठाएगा। बाहर के किसी भी व्यक्ति को अध्ययन केंद्र की गतिविधियों में हस्तक्षेप करने की अनुमति नहीं दी जाएगी।

The AI shall work for the cause of NIOS and shall neither exploit the NIOS learners nor any other authority for gaining undue favour. No outside person will be allowed to interfere in the functioning the Study Centre.

- 5.16 एआई समय-समय पर उसे सूचित किए गए निर्देशों के अनुसार शिक्षार्थियों के लिए अपेक्षित सफाई, स्वच्छता, समुचित हवादार वातावरण और अन्य सुविधाओं से संबन्धित सभी आवश्यकताओं को पूरा करना सुनिश्चित करेगा।

The AI shall ensure provision of all requirements regarding sanitation, cleanliness, proper ventilation and other facilities required for the learners as communicated to the AI from time to time.

6. एनआईओएस के नियमानुसार एआई पीसीपी तथा अन्य आकस्मिक कार्यों के आयोजन के लिए समन्वयक और कोर स्टाफ (सहायक, चपरासी एवं ऐसे अन्य व्यक्ति जो एनआईओएस से मानदेय के हकदार हैं) के लिए भुगतान करेगा। एआई शेष राशि को सचिव, एनआईओएस, सेक्टर- 62, नोएडा (उ.प्र.) के पक्ष में देय बैंक ड्राफ्ट के माध्यम से लौटाएगा। एआई को एनआईओएस की निधि से किए गए भुगतान के प्रमाण एसओपी में दिए गए निर्देशों के अनुसार रखने होंगे।

The AI will pay to the Co-ordinator and the Core Staff (Assistants, Helpers and other such persons who are entitled for remuneration from NIOS) for conduct of PCP and other incidental services as per the norms of NIOS. The AI will return the balance amount to NIOS through Bank Draft drawn in favour of Secretary, NIOS Sector-62, NOIDA(UP). The payment proofs, made out of NIOS funds will be maintained and preserved by the AI as per the guidelines given in SOP.

7. एनआईओएस ने शैक्षिक सलाहकारों (अकेडमिक फैसिलिटेटर) द्वारा किए गए दौरों की प्रणाली को अपनाया है। एआई के समन्वयक शैक्षिक सलाहकार को एआई का दौरा करने देंगे और उन्हें आवश्यक सूचना एवं सुविधाएं प्रदान करेंगे।

NIOS has adopted the system of visits of AIs by the Academic Facilitators. The Coordinator of the AI should allow the visit of Academic Facilitator at the AI and provide him the required information and records etc.

8. एआई एनआईओएस के निर्देशों एवं शर्तों के अनुसार समुचित कक्षाओं, पुस्तकालय, प्रयोगशालाओं और अन्य सुविधाओं की व्यवस्था करेगा।

The AI shall provide and maintain proper classrooms, library, laboratories and other facilities as per the directions and conditions laid down by NIOS.

9. एआई को उन सभी शर्तों, निर्देशों और अनुदेशों का पालन करना होगा जिन्हें समय-समय पर एनआईओएस अपने मुक्त एवं दूरस्थ शिक्षा (ओडीएल) कार्यक्रम के लिए और मुक्त शिक्षा के लक्ष्य को संतोषजनक रूप से प्राप्त करने के लिए जारी करेगा।

The AI must comply with all such terms, directions and instructions which may be issued from time to time by NIOS for the purpose of Open and Distance Learning (ODL) programme and endeavour for achieving Open Learning objective satisfaction.

10. एआई एनआईओएस द्वारा गणित दलों द्वारा एआई/परीक्षा केंद्र के निरीक्षण करने में उन्हें सहयोग करेगा।

The AI will co-operate in the inspection of the AI/Examination Centre by the teams constituted by NIOS.

11. समन्वयक, “समन्वयक – एनआईओएस (_____) के

संस्था का नाम

नाम से एक बचत बैंक खाता खोलेगा और साथ ही कार्य कर रही ई-मेल आईडी भी रखेगा।

The Co-ordinator shall open and maintain a savings Bank Account entitled “Co-ordinator-NIOS (_____)” along with its operational E-mail ID.

(Name of the institution)

12. राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान शिक्षार्थियों के उपयोग के लिए ऑडियो और वीडियो कैसेटें/सीडी एआई को निःशुल्क प्रदान करने का प्रयास करेगा। एआई अपने वीडियो और टेलीविजन तथा ऑडियो कैसेट चलाने वाले उपकरणों का निःशुल्क प्रयोग एनआईओएस द्वारा दी गई ऑडियोवीडियो सामग्री के लिए करेगा। एआई शिक्षार्थियों के लाभार्थ मुक्त विद्या वाणी के प्रसारण हेतु कार्यक्रम में उचित समय का प्रावधान करेगा।
The National Institute of Open Schooling shall endeavour to provide Audio and Video Cassettes/CDs free of charge to the AI for the use of the learners. The AI will use its Video Player Television and Audio Cassettes playing equipments for making use of Audio/Video materials supplied by NIOS. However, the AIs will not be entitled for any amount on account of use of video, television and audio playing equipments. The AI should make provision of suitable slots in its programme for the broadcast of Mukta Vidya Vani for the benefit of learners.
13. समय-समय पर एनआईओएस द्वारा एआई के कार्यों की समीक्षा की जाएगी। एआई के कार्यों के आधार पर लागू प्रावधानों एवं प्रक्रिया के अनुसार प्रोत्साहन अथवा पुरस्कार के लिए मामले पर विचार किया जाएगा। उनके कार्यों के आधार पर प्रत्येक वर्ष एक सर्वश्रेष्ठ एआई को चुना जाएगा और उसे ट्रॉफी दी जाएगी।
The performance of AIs will be reviewed by NIOS from time to time. Based on the performance of the AI, the case may be considered for incentives or award as per the provisions and procedure in force. Depending upon their performance one best AI will be selected every year and the best AI trophy will be given to the best of these AI.
14. एनआईओएस के पास उसे और उसके शिक्षार्थियों को हुई वास्तविक क्षति के कारण प्रत्यायन वापस लेने/ रु. 15000/- (पंद्रह हजार रुपए केवल) का दंड लगाने का अधिकार सुरक्षित है। अप्राधिकृत कार्यों की सांकेतिक सूची जिन्हें करने पर दंड दिया जा सकता है, नीचे दी गई है:-
The NIOS reserves the right to withdraw Accreditation and/or impose penalty of Rs. 15000/- (Rs. Fifteen thousand) in terms of actual loss caused to NIOS & its learners. A suggestive list of unwarranted acts that may attract imposition of penalties are given below:
- 14.1 एनआईओएस द्वारा निर्धारित नियमों के अनुसार शिक्षार्थियों को आवश्यक शैक्षिक और प्रशासनिक सहायता न देना।
Failure to provide necessary academic and administrative support to the learners as per norms fixed by NIOS.
- 14.2 सेवा शुल्क अथवा अन्य कार्यों के लिए अतिरिक्त राशि स्वीकार करना।
Accepting extra money towards service charges or for any other tasks.
- 14.3 एसओपी में निर्दिष्ट किए अनुसार एनआईओएस से प्राप्त वित्तीय लेनदेन और स्टॉक का सही रिकॉर्ड बनाकर न रखना।
Non-maintenance of proper records of financial transactions and stocks received from NIOS, as mentioned in SOP.
- 14.4 एनआईओएस द्वारा दिए गए कार्यों के अतिरिक्त एनआईओएस निधि के उपयोग से संबंधित वित्तीय अनियमितताएं।
Financial irregularities relating to the use of NIOS funds for purposes other than those laid down by NIOS.

- 14.5 कोई ऐसे विचार या उद्देश्य को विकसित या प्रचारित करना जो देश की संप्रभुता, एकता और अखंडता के विरुद्ध हो।
Promoting and propagating an idea/objective that is against the solidarity, sovereignty and unity of the Country.
- 14.6 संतोषजनक कक्षाओं, प्रयोगशाला और पुस्तकालय इत्यादि मूलभूत सुविधाओं में गिरावट और न्यूनतम अपेक्षाओं की पूर्ति के लिए उन्हें सुधारने में अरुचि।
Deterioration of physical facilities and unwillingness to improve them to meet minimum requirements in terms of satisfactory classrooms, laboratory and library facilities.
- 14.7 एनआईओएस परीक्षाओं के संचालन के लिए भवन और कर्मचारी देने से मना करना।
Refusal to provide building and staff for the conduct of NIOS Examinations.
- 14.8 परीक्षा के दौरान अनुचित कार्यों को बढ़ावा देना।
Abetting unfair-means during the conduct of examination.
- 14.9 परीक्षा केंद्र का अपर्याप्त पर्यवेक्षण जिससे परीक्षा केंद्र पर परीक्षा के आयोजन के दौरान शिक्षार्थी अनुचित साधनों का उपयोग/सामूहिक नकल करते हैं।
Lack of supervision of the Examination Centre enabling learners to use unfair means/mass copying during the conduct of examination at the Examination centre.
- 14.10 लगातार दो वर्षों तक सत्रों में 10 से कम शिक्षार्थियों का प्रवेश लेना ।
Admission of less than 10 learners for sessions for two consecutive years.
- 14.11 एनआईओएस के साथ किए गए समझौता ज्ञापन (एमओयू) में दी गई भागीदारी की शर्तों को पूरा न करना।
Non-fulfillment of conditions of partnership as indicated in the Memorandum of Understanding (MOU) entered into with NIOS.
- 14.12 लगातार दो वर्षों तक एआई के खराब शैक्षिक प्रदर्शन और प्रदर्शन का स्तर सुधारने में समर्थ न होना।
Poor academic performance of the AI for two consecutive years and not being able to keep the level of performance.
- 14.13 प्रवेश, परीक्षा और अन्य दिए गए कार्यों से संबंधित कोई अन्य बुरा व्यवहार, जिससे एनआईओएस की दृष्टि में संस्था का प्रत्यायन तुरंत वापस ले लेना चाहिए ।
Any other misconduct in connection with the admission, examinations and other assigned tasks, which in the opinion of NIOS warrants immediate withdrawal of accreditation of the institution.
- 14.14 किसी ऐसी जानकारी का खुलासा न करना जिससे एआई शैक्षिक सत्र के दौरान बंद भी हो सकता है।
Non-disclosure of any information that leads to the closure of the AI during academic session.
- 14.15 एनआईओएस के नियमों के विरुद्ध अतिरिक्त शुल्क लेकर कोचिंग/सहायक कक्षाओं में शिक्षा प्रदान करने के लिए एनआईओएस सामग्री का व्यावसायिक उपयोग।
Commercial usage of NIOS material for imparting education in the coaching/remedial classes by charging any amount that is not prescribed in NIOS norms.
- 14.16 शिक्षार्थियों से प्रवेश या परीक्षा के लिए एनआईओएस द्वारा निर्धारित राशि से अधिक राशि लेना।
Charging an amount from the learners over and above the amount prescribed for admission or examination fee by NIOS.

- 14.17 एनआईओएस के एसओपी के संदर्भ में किसी नियम एवं शर्त का उल्लंघन करने और सुपुर्द कार्यों के बारे में एनआईओएस द्वारा दिए गए निर्देशों का पालन न करने पर, संस्था के प्रत्यायन को निलंबित अथवा रद्द करने का अधिकार एनआईओएस के पास सुरक्षित है।
In case of breach of any of the terms and conditions and non-compliance of directions/guidelines given by NIOS in the context of its SOP, the NIOS reserves the right to suspend or cancel the Accreditation of the institution.
- 14.18 ऑन-लाइन प्रणाली के माध्यम से एनआईओएस द्वारा दिए गए शिक्षार्थियों को नामांकन करने से मना करना ।
Refusal to enroll learners allotted to AI by NIOS through its online admission system.
- 14.19 किसी बाहरी एजेंसी को शिक्षार्थियों के विवरण का खुलासा करना ।
Disclosure of particulars of the learners to any external agency.
- 14.20 किसी भी कार्य दिवस पर एनआईओएस के प्राधिकृत कर्मचारी को एआई का निरीक्षण करने से मना करना।
Refusal to NIOS authorized official to inspect the AI on any working day.
- 14.21 एआई एनआईओएस की गतिविधियों से संबंधित सभी रिकॉर्ड तैयार रखेगा और जब भी सूचना का अधिकार के अंतर्गत अधिनियम के उद्देश्य से उसकी आवश्यकता होगी उसे एनआईओएस के लिए शीघ्र उपलब्ध कराएगा ।
The AI shall maintain all records pertaining to NIOS activities and keep readily available for NIOS whenever, the same is required for the purpose of providing information under Right to Information Act.
- 14.22 किसी नियम एवं शर्त के उल्लंघन करने और सुपुर्द कार्यों के बारे में एनआईओएस द्वारा दिए गए निर्देशों का पालन न करने पर, संस्था का प्रत्यायन निलंबित अथवा रद्द करने का अधिकार एनआईओएस के पास सुरक्षित है।
In case of breach of any terms and condition and non-compliance of directions/guidelines given by NIOS in the context of assigned tasks, the NIOS reserves the right to suspend or cancel the Accreditation of the institution.
- 14.23 एनआईओएस अपने कर्मचारियों के दल अथवा नियुक्त प्रतिनिधि द्वारा किसी भी कार्य दिवस पर किसी भी समय बिना कोई पूर्व सूचना दिए एआई के कार्यों, मूलभूत सुविधाओं, प्रशासनिक कार्यों आदि का निरीक्षण कर सकता है।
NIOS may at any point, inspect the working, infrastructure, administrative functioning etc. of the AI without prior notice on any working day at any time by a team comprising officials of NIOS / or a delegated official.
- 14.24 यदि एमओयू से उत्पन्न अथवा उसके संबंध में द्वितीय पार्टी और प्रथम पार्टी के बीच कोई विवाद होता है तो वह विवाद प्रथम पार्टी द्वारा नियुक्त एकमात्र मध्यस्थ को दिया जाएगा जिसका निर्णय द्वितीय पार्टी के लिए अंतिम और बाध्य होगा ।
In case of dispute arising between the party of the second part and party of the first part arising out of or in relation of the MOU, the dispute shall be referred to the sole arbitrator appointed by the party of the first part whose decision shall be final and binding on the party of the second part.
- 14.25 यदि दोनों पार्टियों के बीच में कोई विवाद होता है तो सभी मामले नोएडा के न्यायालय में निपटाए जायेंगे और क्षेत्राधिकार सिर्फ नोएडा (उ.प्र.) के न्यायालयों का होगा ।
In case of any dispute arising out of the relation between the parties, the jurisdiction of the Courts and Tribunals will be at the Court of Law, NOIDA (UP).
- 14.26 समन्वयक उपर्युक्त नियम एवं शर्तों का पालन करेगा और अगर किसी समय एनआईओएस उसे किसी भी नियम एवं शर्तों का उल्लंघन करते हुए पाता है तो एनआईओएस समन्वयक के विरुद्ध उचित कार्रवाई कर सकता है।
The Coordinator shall abide by the above terms and conditions and in case, at any time, it is observed by the NIOS that he/she is deviating from any of the terms and conditions, NIOS may take appropriate action against the Co-ordinator.

14.27 यदि उपर्युक्त नियम और शर्तें एआई को स्वीकार्य हैं तो अपनी स्वीकृति के लिए दिए गए स्थान पर वह हस्ताक्षर करे जिससे ऊपर उल्लिखित नियमों और शर्तों के अनुसार और भविष्य में लागू किए जाने वाले नियमों और शर्तों के अधीन एआई के रूप में कार्य करने के लिए विद्यालय/संस्था/मदरसा को अनुमति दी जा सके।

In case, the above stated terms and conditions are acceptable to the AI, the acceptance thereof be indicated by putting signatures in the space provided, so that the School/Institution/Madarsa may be allowed to act as an AI in accordance with the terms & conditions, stipulated herein above, and subject to such terms & conditions which may be enforced in future.

14.28 समझौता ज्ञापन पर हस्ताक्षर वाले दिन विभिन्न कोणों से लिए गए विद्यालय के भवन, एक कक्षा, प्रयोगशाला तथा पुस्तकालय के फोटो अवश्य जमा किए जाने चाहिए।

Photographs of the School from different angles of the building including one classroom, laboratory, and library must be submitted on the day of signing the MOU.

उपर्युक्त समझौता ज्ञापन में दिए गए नियमों और शर्तों पर हमारी स्वीकृति के रूप में _____ दिन _____ माह _____ सन _____ दो हजार को हस्ताक्षरकरते हैं।

We put our hands on this _____ day of _____ month Two Thousand _____ as a token of our accepting the terms and conditions as set forth in the above Memorandum of Understanding.

एनआईओएस के लिए और उसकी ओर से, प्रथम पार्टी
For and on behalf of NIOS

संस्थान के लिए और उसकी ओर से, द्वितीय पार्टी
For and on behalf of the Institution/Madarsa

हस्ताक्षर/Signature

हस्ताक्षर/Signature

नाम/Name

नाम/Name

सचिव (एनआईओएस)

पदनाम (प्राचार्य/

Secretary (NIOS)

Designation (Principal)

कार्यालयी मुहर/Official Stamp

कार्यालयी मुहर/Official Stamp

स्थान/Place

स्थान/Place

तिथि/Date:

तिथि/Date:

गवाह

गवाह

Witnesses

Witnesses

1. _____

1. _____

(हस्ताक्षर)

(हस्ताक्षर)

(Signature)

(Signature)

नाम और पता

नाम और पता

Name & Address

Name & Address

2. _____

2. _____

(हस्ताक्षर)

(हस्ताक्षर)

(Signature)

(Signature)

नाम और पता

नाम और पता

Name & Address

Name & Address

CHECKLIST FOR ENCLOSURES (AI & SAIED)

(Duly attested copies are to be attached by the applicant institution)

S. No.	Particulars of the documents
1.	The processing fee as per present NIOS norms has to be deposited in the form of Bank draft in favour of the Secretary, NIOS, payable at NOIDA.
2.	Copy of the Certificate of Registration of the Society
3.	Copy of the Memorandum of Association and Rules and Regulation.
4.	Copy of the List of Members of the Governing Body of the Society with their occupations and addresses
5.	Copy of the Resolution of the Management for taking up Open Schooling courses with Signature.
6.	Copy of the letter of affiliation from a recognized board (not applicable for SAIED)
7.	Copy of the Audited Statement of income and expenditure of the Society for the past three years.
8.	List of teachers indicating their qualifications, designations, experience, length of service in the institution
9.	Four photographs of the laboratories and the building of the school.
10.	Copy of Documents pertaining to the Land of the school (lease/ownership)
11.	Affidavit duly filled by the Principal of the applicant
12.	Proforma for appointment of co-ordinator
13.	MOU duly filled in
14.	Copy of recognition/approval from Rehabilitation Council of India/ or having certificate of Registration under persons with Disability (PWD) Act, 1995 (For SAIED Institution)
15.	List of special teacher/instructors (if applicable available in the applying Institution with their qualification, designation and Experience.
16.	English translated copy of the documents duly attested by Notary Public along with copy in Regional Medium.