NATIONAL INSTITUTE OF OPEN SCHOOLING

(DEPARTMENT OF STUDENT SUPPORT SERVICES)
A-24/25, Institutional Area, Sector-62,
NOIDA, U. P.

NO.26.3/2014/NIOS/SSS/PA

Dated : 15.05.2014

OFFICE ORDER-6/2014

STANDANDARD OPERATING PROCEDURES FOR TRANSFER OF CREDIT

The National Institute of Open Schooling (NIOS) offers Transfer of Credit (TOC) facilities to the ex-students of NIOS and of certain other Boards of School Education. The other Boards are those that have signed Memorandum of Understanding with NIOS to verify the correctness of the marks/ results of the students. Those who wish to avail the facility of Transfer of Credit in the NIOS as they could not qualify in Secondary/ Senior Secondary examination from their parent Boards are requested to go through these guidelines. The facility of TOC is given in all the four streams under which admissions are made in NIOS. The list of such Boards is at **Annexure-I.**

The Standard Operating Procedures (SOP) to implement the scheme of "Transfer of Credit" are as follows:

1. Eligibility

(a) **Ex-Students of NIOS**

Ex-Secondary/Senior Secondary students of NIOS, who have completed their validity period of five years of admission but could not complete the Course, are eligible to take re-admission in NIOS. The credit of the subjects passed (maximum four subjects) in the previous admission will be transferred to the fresh admission, if these subjects are passed during the last ten years. Please note that the Re-admission is not allowed to the students of NIOS whose admission is still valid meaning thereby that five years validity period has not yet been completed.

(b) **Ex-Students of other Boards**

Ex-Secondary/Senior Secondary students of other Boards (Annexure-I), who have passed in at least one subject but have not qualified in the course, can get their credit transferred. Credit transfer up to two subjects is provided with the condition that these subjects are passed in the last five years. The credits will be given only in those subjects, which are included in NIOS scheme of studies as per the scheme of examination.

2. GENERAL RULES AND PROCEDURES FOR GRANTING TOC IN STREAM-I & STREAM-II

Candidates are advised to exercise the option of Transfer of Credit at the time of registration in NIOS. However, looking into the interest of the students, requests can also be considered later that is after declaration of result.

When option is exercised at the time of registration:-

2.1. Option of Transfer of Credit (TOC) must be exercised at the time of admission/re-admission (Ex NIOS students). Option once exercised will be treated as final and no change in option for further addition, modification will be permissible under any circumstances.

2.2. Credit of four passed subjects from NIOS and credit of maximum two subjects passed from eligible parent Boards will be valid for transfer.

2.3. The subjects (s) for which "Transfer of Credit" is sought should be such subjects which exist in NIOS curriculum or are identical.

2.4. **If the subjects opted for transfer of credit involve no practical/theory and the corresponding subjects existing in NIOS involves both theory and practical or vice versa, these subjects will not be treated as identical.**

2.5. If the weightage proportion between theory and **practical differs from the** corresponding weightage as per NIOS Scheme of Examination then the transfer of credit may be awarded by adjusting the difference of marks in theory/practical as per the discretion of the NIOS authorities.

2.6. Transfer of Credit will be allowed only once **on the basis of the original Mark-Sheets** only including that of compartment examination from the same parent Board.

2.7. The credit to be transferred should have been attained by the candidate within the past five years of re-admission.

2.8. No **improvement will be allowed in the credit transferred.** If a student appears in a subject which was opted by him/her for credit transfer, the result of the examination appeared in that particular credited subject will not be declared.

2.9. If any student from the eligible Boards has opted for Transfer of Credit in more than two subjects, best of the two credits will be transferred without considering any other aspects.

2.10. If any candidate is found guilty of availing Transfer of Credit facility on false statement/documents, he/she will be debarred for taking admission in NIOS and NIOS reserves the right to take legal action against such candidates including cancellation of result.

2.11. Other than TOC subjects, all the remaining subjects will have to be cleared by the candidate as per criteria laid down by NIOS from time to time.

2.12. In no case, TOC will be granted to the pass students.

When option is exercised after declaration of results:

2.13. Request for Transfer of Credit with valid reasons be made to the concerned Regional Centre of NIOS from where candidate has appeared in NIOS examination.

2.14. While submitting request for TOC, the candidate will also **enclose the original Mark-Sheet** issued by the parent Board, **an attested photocopy of the Mark-Sheet** and all the original documents issued by NIOS.

2.15. Such request can only be considered within three years from the year in which the candidate has appeared in the examination conducted by the parent Board.

2.16. Remaining rules will remain the same as in case of the option exercise at the time of registration.

3. ACTION ON THE PART OF STUDENTS

When option is exercised at the time of registration:

3.1 Candidates who wish to avail the facility of TOC will be required to fill in the desired details in Application Form for Admission (online or offline as the case may be) and will attach **the original mark-sheet** from which credits are to be transferred and an attested photocopy of the same.

3.2 An applicable fee is to be paid as per the modes made available by the NIOS for paying the fee when registration is made online.

When option is exercised after declaration of results:

3.3 Candidates are required to apply to the concerned Regional Centre of NIOS on the prescribed Proforma (**Annexure-II**) by filling in the desired details. They are also required to attach **the original mark-sheet** from which credits are to be transferred and an attested photocopy of the same along with the original documents issued by the NIOS.

3.4 The applicable fee need to be paid in the form of Demand Draft in favour of the Secretary, NIOS payable at the station of the concerned Regional Centre of NIOS or as per the instructions issued from time to time.

4. **ACTION ON THE PART OF REGIONAL CENTRE**

Upon receipt of the application for Transfer of Credits (TOC), the Regional Centre of NIOS is required to check the following:

4.1 Check the admission form and ensure that the particulars in the form are correctly filled.

4.2 Check the particulars of the credit transfer subjects with the original mark sheet of the candidate.

4.3 Check whether the TOC fee has been received or not.

4.4 The verification of TOC particulars, in case of eligible Boards, may be done electronically with the help of the result obtained from the concerned Board. In case the verification of TOC particulars is not done with the result CD, the concerned Regional Centre will get it verified from the concerned Board. **Without verification in no case TOC will be granted.**

4.5 The Regional Director will ensure the availability of data from the concerned Board (s) and also keep this record safely.

4.6 A committee comprising of the following officials will be constituted by the Regional Director with prior approval of the Director, Department of Student Support Services, NIOS:-

1) Regional Director of the Regional Centre – Chairman.
2) Officials looking after examination work not less than the level of Assistant Secretary from all the Boards (Formal Board and the State Open Schools) falling under the jurisdiction of the Regional Centre.
3) Two serving or retired experts in the field of education.
4) Officials of the level of Assistant Secretary from the Education Department of the states falling under the jurisdiction of Regional Centre.
5) Nominee (non-official) of NIOS Headquarters.
6) Official looking after examination work in NIOS Regional Centre - Convener

4.7 The term of TOC Committee will be three years.

4.8 The terms of reference of the TOC committee will be as follows:-
   i) Check the genuinity of the documents enclosed by the candidates.
   ii) Verify the correctness of the marks punched.
   iii) Verify the marks from the data/ record of the concerned Board.
   iv) Verify the marks awarded proportionally.
   v) Verification on the Mark- Sheet by putting signature by the concerned official of the Board.
   vi) Any other action which may deem fit for the correctness of the TOC.

4.9 The data of the Re-admission cases will be punched separately and the check-list will be checked thoroughly.

4.10 If TOC is not granted to a candidate, he/she should be informed accordingly by the Regional Centre well before the commencement of the next examination i.e., April-May exam. or October/ November exam., and be allowed to take additional subject as special case. Such students may also be allowed to deposit the exam fee for next exam. The difference of the TOC fee and the registration fee for one subject will also be paid by the candidate if it is applicable.

4.11 TOC is allowed in only those subjects which are as per the scheme of studies and scheme of examination of NIOS. It has been observed that in some Boards the bifurcation of theory and practical marks is not given in the marksheet. Such cases should not be considered for TOC until the bifurcation of theory and practical marks is obtained. The student should also to be informed accordingly.

4.12 The Regional Director will ensure the availability of data from the concerned Board in advance and also ensure its safe custody for future.

4.13 In case the request for the Transfer of Credit is from the other Board than that of the jurisdiction of the concerned Regional Centre, the soft copy of the result will be obtained from the concerned Regional Centre for completing the desired action.

4.14 All Regional Directors will collect the soft copy of the results from the Boards under their jurisdiction and provide a CD of the same to the NIOS Headquarters also for processing the TOC cases in Stream-III and Stream-IV.

4.15 The Regional Centre will take the action on the request of TOC based on the Calendar of Activities for Transfer of Credit(**Annexure-III**).

4.16 The formats in which reports of the TOC committee are to be sent to be NIOS Headquarter is given **at Annexure-IV and V**.

4.17 Director (SSS), NIOS is the Competent Authority to approve the TOC Cases.

5.   **CONSTITUTION OF TOC COMMITTEE AT NIOS HEADQUARTER FOR STREAM- III and STREAM- IV**

The cases of TOC in Stream –III and Stream-IV are processed by the Admission Cell of SSS Department. The TOC Committee will be as follows:

(a) JD/DD- Chairman
(b) Representative of CBSE well versed with the examination and at least of the level of Assistant Secretary.
(c) Representative of KVS or NVS well versed with the examination and at least of the level of Assistant Secretary.
(d) Assistant Director (Admission), SSS.
(e) Two retired Principals nominated by Director (SSS).
(f) Section Officer (Admission, SSS), NIOS- Convener.

In case, there is any variation from the guidelines, the issue may be brought to the notice of the Director (SSS) for approval and in no case the Regional Director will take any decision beyond the above guidelines. All the Regional Centres will propose the names of the officials to be included in the committee within 10 days from the receipt of the guidelines for constitution of the committee.

This issues with the approval of the Chairman, NIOS.

Director
Department of Student Support Services,
National Institute of Open Schooling

Copy to :
1) PS to Chairman for information of the Chairman.
2) All Heads of Departments.
3) Joint Director(SSS).
4) Assistant Director(Admission) SSS.
5) SAP with the request to make all necessary updation on website about system & Notification.
6) All Regional Directors (They may please bring the above to the notice of all Coordinators of AIs under their jurisdiction for information, guidance and compliance).
7) All Officers of the level of Section Officer and above.
8) Hindi Adhikari for translation.
9) Officer Order File.

LIST OF THE ELIGIBLE BOARDS WHO HAVE ENTERED INTO MOU WITH THE NIOS FOR TRANFER OF CREDIT

1) Andhra Pradesh Open School, Hyderabad
2) Assam Higher Secondary Education Council, Guwahati
3) Bihar Intermediate Education Council, Patna
4) Bihar School Examination Board, Patna
5) Gujrat Secondary & Higher Secondary Education Board, Gandhinagar
6) Haryana Open School, Bhiwani, Haryana
7) Himachal Pradesh Board of School Education, Dharamshala
8) J & K State Open School, Srinagar
9) Karnataka Open School, Mysore, Karnataka
10) Kerala State Open School, Triruvananthapuram
11) Madhya Pradesh Board of Secondary Education, Bhopal
12) M.P. State Open, Bhopal
13) Maharashtra State Board of Secondary and Higher Secondary Education, Pune
14) Meghalaya Board of School Education, Meghalaya
15) Punjab School Education Board, Mohali
16) Punjab Open School, Punjab
17) Madhyamik Shiksha Board, Ajmer, Rajasthan
18) Rajasthan State Open School, Jaipur
19) Tripura Board of Secondary Education, Agartala, Tripura West
20) Uttar Pradesh Board of Secondary Education, Allahabad, U.P.
21) West Bengal Board of Secondary Education, Kolkata
22) West Bengal Council of higher Secondary Education, Kolkata
23) West Bengal Council for Ravindra Open Schooling
24) Jharkhand Academic Council, Ranchi
25) Goa Board of Secondary and Higher Secondary Education, Goa
26) Uttarakhand Board of Examination, Nainital
27) International Baccalaureate – Asia Pacific

(I)

NATIONAL INSTITUTE OF OPEN SCHOOLING

Application form for Transfer of Credit (TOC) to be submitted by the Learner to the concerned Regional Centre of NIOS

1. Name of the Learner   :   _____
2. Mother's Name   :   _____
3. Father's Name   :   _____
4. NIOS Enrolment No.   :   _____
5. Reason for not apply   :   _____
   TOC at the time of
   Registration

6. General details for Transfer of Credit
   a) Enrolment / Roll No. of Parent Board _____
   b) Year of Exam _____
   c) Name & Code of the Parent Board _____
      (Write the code as per instructions mentioned at back of the Application)

7. Details of Subjects passed for which transfer of credit is opted

S. No	Subject (s)	Subject code of the same subject in NIOS	Marks Obtained		
			Theory	Practical	Total

8. Fee (Rs.) _____ Bank Draft No. _____ Date of Bank Draft _____
   Name of the Bank & Place of issuing Bank Draft _____

Signature of the Candidate

Date:

To,
The Regional Director
NIOS Regional Centre _____

_____

_____

Names and Codes of the Board

Code No.   Name of the Board

Code No.	Name of the Board
0103	Andhra Pradesh Open School Society, Hyderabad, Andhra Pradesh
0201	Assam Higher Secondary Education Council, Guwahati, Assam
0301	Bihar Intermediate Education Council, Patna, Bihar
0302	Bihar School Examination Board, Patna, Bihar
0401	Gujarat Secondary & Higher Secondary Education Board, Gandhinagar, Gujarat
0502	Haryana Open School, Bhiwani, Haryana
0601	Himachal Pardesh Board of School Education, Dharmasala
0702	J&K State Open School, Srinagar
0803	Karnataka Open School, Mysore, Karnataka
0903	Kerala State Open School, Thiruvananthapuram
1001	Madhya Pradesh Board of Secondary Education, Bhopal, Madhya Pradesh
1002	M.P. State Open School, Bhopal, Madhya Pradesh
1101	Maharashtra State Board of Secondary and Higher Secondary Education, Pune
1301	Meghalaya Board of School Education, Meghalaya
1601	Punjab School Education Board, Mohali, Punjab
1602	Punjab Open School, Punjab
1701	Madhyamik Shiksha Board, Ajmer, Rajasthan
1702	Rajasthan State Open School, Jaipur, Rajasthan
2001	Tripura Board of Secondary Education, Agartala, Tripura West
2101	UP Board of Secondary Education, Allahabad, Uttar Pradesh
2201	W.B. Board of Secondary Education, Kolkata, West Bengal
2202	West Bengal Council of higher Secondary Education, Kolkata, West Bengal
2203	West Bengal Council for Ravindra Open Schooling
2601	Jharkhand Academic Council, Ranchi, Jharkhand
2801	Goa Board of Secondary and Higher Secondry Education, Goa
3401	Uttarakhand Board of Examination, Nainital, Uttarakhand
9809	International Baccalaureate - Asia Pacific
9901	National Institute of Open Schooling (National Open School) (See Section 2.5)
9902	Central Board of Secondary Education (CBSE), Delhi
9903	Council for the Indian School Certificate Examinations (CISCE), Delhi

Calendar of Activities for Transfer of Credit

Stream –I (Block I & II)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
S. No	Examination	Confirmation of Admission (both offline & Online)	TOC meeting	Date of communication to non-eligible candidates	Proposal to NIOS Headquarter for approval of TOC	Details to SAP, NIOS for inclusion in mother data
1.	April-May Examination	By 15th October	By 07th November	By 15th November	By 10th December	By 30th December
2.	Oct-Nov. Examination	By 15th April	By 7th May	By 15th May	By 10th June	By 30th June

Stream –II

(1)	(2)	(3)	(4)	(5)	(6)	(7)
S. No	Examination	Confirmation of Admission (both offline & Online)	TOC meeting	Date of communication to non-eligible candidates	Proposal to NIOS Headquarter for approval of TOC	Details to SAP, NIOS for inclusion in mother data
1.	Oct-Nov. Examination	By 20th August	By 30th August	By 10th September	15th September	By 30th September

Calendar of Activities for Transfer of Credit

Stream – III & IV

(1)	(2)	(3)	(4)	(5)	(6)
S. No	Examination	Confirmation of Admission (both offline & Online)	TOC meeting	Date of communication to non-eligible candidates	Details to SAP, NIC for inclusion in mother data
1.	January	Within one week from receipt of form	Within one week from receipt of form	By 10th January	By 15th January
2.	February	Within one week from receipt of form	Within one week from receipt of form	By 10th February	By 15th February
3	March	Within one week from receipt of form	Within one week from receipt of form	By 10th March	By 15th March
4	June	Within one week from receipt of form	Within one week from receipt of form	By 10th June	By 15th June
5	July	Within one week from receipt of form	Within one week from receipt of form	By 10th July	By 15th July
6	August	Within one week from receipt of form	Within one week from receipt of form	By 10th August	By 15th August
7	September	Within one week from receipt of form	Within one week from receipt of form	By 10th September	By 15th September
8	December	Within one week from receipt of form	Within one week from receipt of form	By 10th December	By 15th December

National Institute of Open Schooling

List of Learners who have Applied for TOC for Admission Stream _____ Block _____ Session 20___ - 20___

Sr. No.	Name and Enrolment No.	Transfer of Credit Subject												Name /Code of the Board	Previous Roll No.	Year of Exam.
		Subject-1			Subject-2			Subject-3			Subject-4					
		Th	Pr	Tot	Th	Pr	Tot	Th	Pr	Tot	Th	Pr	Tot			

(Regional Director)　　　　(Member from Board)　　　　(Expert Member)

(Member from State Edu. Dept)　　　　(NIOS Headquarters' Nominee)　　　　(Expert Member)

(Convener)

National Institute of Open Schooling

List of Learners who have not applied for TOC at the time of Admission

S. No.	Name and Enrolment No.	Transfer of Credit Subject												Name /Code of the Board	Previous Roll No.	Year of Exam
		Subject-1			Subject-2			Subject-3			Subject-4					
		Th	Pr	Tot	Th	Pr	Tot	Th	Pr	Tot	Th	Pr	Tot			

(Regional Director)   (Member from Board)   (Expert Member)

(Member from State Edu. Dept)   (NIOS Headquarters' Nominee)   (Expert Member)

                                                                                Convener