



National Institute of Open Schooling

Norms and Procedure for Accreditation

1.1 Who can apply for Accreditation?

1. Following types of institutions/ schools, who have a sense of commitment and desire to contribute towards developing a learning society, can apply to become an Accredited Institution of NIOS, provided they satisfy the criteria laid down for accreditation:
 - a) The Institution/school must be affiliated to a recognized State Board of School Education / CBSE / ICSE for Secondary/Senior Secondary level, or
 - b) An NGO/ Registered Society of national repute, engaged in the education of the specially able 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 respective areas of disability and objectives of the institution.
2. The eligible institution/school may submit the application for the following: -
 - a) New Accreditation up to Secondary or Senior Secondary level or both,
 - b) Up-gradation to Senior Secondary level, applicable in case of already accredited Institutions,
 - c) Increase in number of seats, applicable in case of already accredited institutions
 - d) Additional mediums of instruction applicable in case of already accredited institutions

1.2 Criteria for Accreditation

- a) **Affiliated to a Recognized Board:** The institute /school should be affiliated to a recognized State Board of School Education / CBSE / CISCE for Secondary/Senior Secondary level, for which accreditation is required.

or

Recognition with the Rehabilitation Council of India: A Non Government Organisation (NGO)/Registered Society of national repute, engaged in the education of the specially able children and in philanthropic activities, and getting a grant from the Government. The institute must have recognition with the Rehabilitation Council of India for running special courses.
- b) **Registered Society/Trust:** Such affiliated schools other than those run by the Government or Autonomous organization of the Government, must should be run by a registered society/trust engaged in educational development and is at least three years old. The Society should be registered under the Societies Registration Act 1860 of the Government of India or under Acts of the State Governments as educational, charitable or religious societies.
- c) In case of schools located outside India, the concerned Embassy of India should recommend their names.
- d) **Non-proprietary character of the Trust or Society:** The institute /school should have non-proprietary character of the Trust or Society running the school (to be shown by way of an affidavit), verifiable via appropriate documents.

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

Essential

- i. **School Building and Land:** The institute /school would require to have ownership or lease of requisite land in the name of the school or Society/Trust running the school.
- ii. **Class Rooms:** The school would require to have properly ventilated and lighted class rooms to conduct contact sessions and examinations (if need be). The *size of each classroom should not be less than 300 sq.ft.* i.e. 15x20 sq.ft.
- iii. **Teaching Staff:** For the Secondary level, the school requires to have at least one Trained Graduate Teacher in each subject. For Sr. Secondary level, the teaching staff would have to be Post Graduate and Trained (PGTs) in the respective subject.
- iv. **Laboratories:**
 - It is essential that the school would have one multipurpose Science Laboratory to conduct practical work in Science at Secondary level.
 - For the Sr. Secondary level, the school would essentially have separate laboratories for Physics, Chemistry, Biology, Computer Science, Geography and Home Science respectively with appropriate apparatus and instruments for accreditation in all subjects.
- v. **Library facilities:** The school would also have a separate library room having at least 2000 books in different school subjects.

Desirable

- i. **Audio/ Video facilities:** The school would have sufficient audio – video facilities like one colour Television, one CD/audio player, one video CD player.
- ii. **Furniture:** Sufficient and suitable furnitures would be available in all classrooms.

1.3 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:

- i). At least 50 learners in each session in each academic course permitted by NIOS at the AI.
- ii). The ideal number, which NIOS expects in an AI, is 300 to effectively serve the learners and to be economically viable.
- iii). At any cost no AI will be allowed to enrol more than 500 learners in each academic session. However, the number of learners will depend on the category/type found suitable for the AI.
- iv). The AI is liable to be terminated if the average enrolment consistently remains below the minimum level for about 2 to 3 years.
- v). Decisions about medium-wise, gender-wise and course-wise enrolment 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 two types viz. A and B as given below:

S. No.	Category	Type A	Type B
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1.	Max. No. of learners allowed to enrol	500	300
2.	No. of classrooms (Each of minimum 300sq. ft. area)	20	15
3.	Minimum area of school campus	6000sq. meter	4000sq. meter

1.4 General Instructions for Applying for Accreditation

A willing institution would require to apply 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 as Annexure -I**. This form is also available in the NIOS website www.nios.org or www.nios.ac.in to be downloaded for use. **Photocopies of the 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:

- (i) **On line application** for accreditation.
- (ii) **Off line application** on the **Application form** for accreditation.

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.
4. Depending on the nature of the institution, the following need to be provided along with the application;
 - a) For Private/Non Government Schools, the Resolution of the concerned Organisation Management to run NIOS courses
 - b) For Kendriya Vidyalayas, approval of Kendriya Vidyalaya Sangathan
 - c) For Navodaya Vidyalayas, the approval of Navodaya Vidyalaya Samiti
 - d) For Government Schools, approval of State Directorate of Education.
4. The Application Form ought to be accompanied with and processing fee of an amount of Rs5,000/- (Rupees five thousand only). **The processing fee is to be paid through two Bank Drafts - one for the amount of Rs.4,000/- (Rupees four thousand only) both and other for the amount of Rs.1000/- (Rupees One thousand only) drawn in favour of the Secretary, National Institute of Open Schooling, as processing fees.** Application forms without the processing fee will not be accepted.

1.5 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 for accreditation and the presence of the necessary documents.
2. The eligible schools/institutes are allotted a Consideration Number for future correspondence.
3. All short listed applications for accreditation are scrutinised 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.
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 poise 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.

1.6 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 | Coordinator |
| ii) | Sr. Teacher | Asstt. Coordinator |
| ii) | Office Assistant | Assistant |
| iii) | Peon | Helper |
| iv) | Respective Subject teachers | PCP Teachers |

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

a) 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.

b) Financial Assistance

For certain essential services provided to the learners like sale of prospectus for admission, conduct of Personal Contract Programme (PCP) 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 utilising this.

1.7 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 learners 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 learners for three consecutive years,
12. Non-fulfilment 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 misconducts 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 disaccredited. Such a decision by NIOS shall be final and binding.

To
The Director (SSS)
National Institute of Open Schooling
A-38, Kailash Colony,
New Delhi-110048

Sir/Madam,

The application for(fresh accreditation/ up gradation/increase of number of seats)
of

.....
...

(Name of the institution or Society or Organization seeking accreditation)

is submitted for consideration by National Institute of Open Schooling. The required particulars, that have been provided in the following pages are authentic and valid.

On behalf of the institution, I affirm that I will abide by the Norms and Conditions specified and will carry out the responsibilities of Accredited Institution, which have been spelt out in the NIOS booklet and accept the conditions imposed. Specifically, I have noted and agreed that accreditation can be withdrawn by NIOS without assigning any reason and making us liable for any loss and damages. I further mention that the school has got the necessary infrastructure to function as the Study center by becoming an Accredited Institution of NIOS up to Secondary/Senior Secondary stage.

Yours sincerely

Date:

.....

Place:

(Signature of the Principal /Headmaster)
(Name In block)

letters.....

Enclosure: Complete Proforma

Affix stamp duly initialled

National Institute of Open Schooling
INFORMATION FORM FOR GRANT OF ACCREDITATION

(To be completed by the applicant institution in all respect)

General Instructions

1. All the columns must be filled up in legible handwriting Incomplete applications may be rejected.
2. Certified copies of all the relevant documents as per the check list given at the end of this form should be enclosed with the application form.

Application for Fresh Accreditation/Up gradation a) Level : Secondary/Sr. Secondary b). Gender : boys/girls/ both c). Medium : Hindi/English/ Urdu/..... (regional medium)	For Office Use only Consideration No Processing Fee
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A. GENERAL INFORMATION ABOUT THE INSTITUTE

1. **Name of Institution** _____
2. **Postal Address**
 City/Place _____ Block/Tehsil _____
 District _____ Pin Code _____ State _____
3. **Phone No. with STD Code** _____ **Mobile No.** _____
4. **FAX No** _____ **Email** _____
5. **Name of the Principal of Institution** _____
6. **Qualifications of the Principal** _____
 Administrative Experience (in Years): _____ Teaching Experience (in Years): _____
7. **Location of School** (Rural /Urban/Semi-urban/Slums) _____

S.No.	Places	Name	Distance in km.
1.	Nearest Railway Station		
2.	Nearest Police Station		
3.	Nearest Nationalized Bank		

8. **Up to what level is the Institution / school imparting education?**
 Middle Secondary Sr. Secondary
9. **Is the Applying Institution / school only for boys / girls or Co-educational?** _____
10. **Medium of instruction in the applying Institution / school:**
 English Hindi Urdu Telugu Marathi Gujarati Any other

11. **Details of Processing Fee of Rs.5000/- to be paid through two Bank Drafts**
 (a) **Bank Draft of Rs.4000/-** No.DateName of the Bank

(b) **Bank Draft of Rs.1000/-** No.Date

Name of the Bank

12. Has the Institution ever applied to NIOS for accreditation anytime before? YES/NO

13. If YES, please furnish the following:

a. Year and date of applying _____ b. Consideration no. _____

B. INFORMATION ABOUT THE SOCIETY/TRUST RUNNING THE SCHOOL

14. **Name and address of Trust/ Society**

15. **Is the Trust/ Society Registered?** YES/NO

16. **If yes, under which Act ?**

17. **Year of Registration** _____ **Registration No.** _____

(Certified copy of the Certificate of Registration and Memorandum of the Society is to be enclosed. Enclosure -I)

18. **Period up to which Registration of Trust/ Society is valid** _____

19. **Whether the Trust/Society/Management is of non-proprietary character**

YES/NO

(List of members with their addresses stating how the members are related to each other to be enclosed. Enclosure-II)

20. **Name & official address of the Manager/President/Chairman of the School**

Name: _____

Designation: _____

Address:

Phone No. with STD Code:

21. **Is there a Resolution of the management to run NIOS scheme in the institution** (*Enclosure-III*)

YES/NO

C). RECOGNITION AND AFFILIATION STATUS

22. **Is the School Affiliated with any Recognized Board?** _____

23. **If YES, please mention the following:** (*Certified Copy of the affiliation letter to be enclosed. Enclosure- IV*)

a). Name of the Board with which affiliated: _____

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

d). Is the affiliation permanent or temporary? _____

e). If the affiliation is temporary, up to what period? _____

24. State if there is any conditions for affiliation?

.....

D). INFRASTRUCTURAL & ACADEMIC FACILITIES

25. Is the Institution / school located in a rented building or own building? _____

26. Physical Size (*Land documents to be enclosed. Enclosure-V*)

- a). Area of school Campus _____ (in Acres.) _____ (in sq. Mtrs.)
 b). Built up Area in (in sq. Mtrs.) _____

27. Infrastructure Details

a). Rooms, Library and Laboratories (*Lay out plan of the school to be enclosed. Enclosure-VI*)

S. No.	Item	Number of rooms	Size in square feet Length x breadth	Area in square feet
1.	Class Rooms (minimum 300sq.ft each)			
2.	Composite Science Lab			
3.	Physics Lab			
4.	Chemistry Lab			
5.	Biology Lab			
6.	Maths Lab			
7.	Computer Science Lab			
8.	Home Science Lab			
9.	Library			
10	Other Rooms/Hall			
11	Special Needs Workshops (for SAIED)			

28. Teaching Staff (*List of staff indicating qualifications, subject(s) taught & experience etc. to be enclosed. Enclosure - VII*)

S. No	Staff	No. of Permanent Teachers	No. of part time teachers	Total
1.	PRTs (Primary teachers)			
2.	TGTs (Trained Graduate Teachers)			
3.	PGTs (Post Graduate Teachers/ Lecturers)			
5.	Librarian			
6.	Vice Principal/Head Master/ Head Mistress			

29. Administrative support staff (*List indicating qualification experience, salary to be enclosed. Enclosure-VIII*)

S. No	Staff	Permanent	Not Permanent	Total
1.	Clerks			
2.	Lab Attendants			
3.	Accountant			
4.	Peons			

30. Other Facilities

- a) Facility of Toilets Available for Boys Available for Girls Not available
- b) Facility of Drinking Water Available Not available
- c) Is there a Certificate about health and sanitary conditions, drinking water and fire safety of the school, obtained from the competent authorities of the area.
YES/NO
- d) If yes please attach copy of same

31. Library Facilities

- a). Total No of Books _____ b). No. of Magazine _____
- c). No. of Dailies (newspapers) _____

32. Other Facilities available in the school

- Sports & Game Dance Room Gymnasium Music Room
- Hostel Health and Medical Check up

33. Is there electricity in the school?

YES/ NO

34. Audio-Video facilities available in the school

- Television VCR/VCP Audio Cassettes Tape Recorder
- Multimedia Computer (desirable)

35. Whether ventilation and lighting is enough in the classrooms and laboratories?

YES/NO

E. SUITABILITY FOR CONDUCTING PUBLIC EXAMINATION

36. Is the Institution / school fit for conducting public examinations?

YES/NO

37. If so, specify the following details

- a) Availability of sufficient furniture _____ b). Availability of security arrangements _____
- c). Availability of invigilators _____ d). Existence of boundary wall with gate _____

F. FINANCIAL STATUS OF THE INSTITUTION

38. Details of Income and Expenditure (Audited reports of last 3 years to be enclosed. Enclosure- IX)

S.No.	Year	Income (in Rs.)	Expenditure (in Rs.)	Sources of Income
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39. Does the applying Institution / school receive any grant from the Govt. of India /State Govt./Union Territory or any other source? YES /NO

40. Whether accounts are audited by CA/Govt. Auditors?

41. If so, please provide detailed information of the nature of grant and the granting agency

G. OTHER RELEVANT INFORMATION

42. What are the working hours of the Applying Institution / school?

43. Will the laboratories, library and other facilities be available to the NIOS learners as and when required?

44. When does the Applying Institution / school propose to hold NIOS contact classes?

45. Enrollment of the Students

S.No	Class	No. of Boys		No. of girls		Total
		Normal	Disabled	Normal	Disabled	
1.	IX					
2.	X					
3.	XI					
4.	XII					

46. Express in a few lines - Why does the applying Institution/school want to be associated with National Institute of Open Schooling?

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Part II

(Applicable to Special Needs schools only which are catering to the educational needs of the differently able and marginalized community)

47. Which category of learners with special needs is being dealt by the institution?

48. Is the applying institution recognized by **Rehabilitation Council of India?** (For SAIEDs)

YES /NO

49. If YES, please furnish the following: -

a. Registration number _____ b. Year of Registration

c. Year up to which Registration is valid

50. Total number of learners enrolled in the institution in last two year in the following categories:

a. Differently able

S. No.	Name of the Disability	No. of the learners During last two years		Total
1.	Orthopedically disabled			
2.	Hearing impaired			
3.	Visually impaired			
4.	Learning disabled			
5.	Mentally challenged			
6.	Multiple disabilities			
7.	Spastics			
8.	Any other(Please specify)			
	Total			

A. Marginalised Community

S. No.	Name of the Disability	No. of the learners During last two years		Total
1.	Street children/Beggars			
2.	Working adults			
3.	Rural women			
4.	Children from an Orphanage/Orphanaged and Poor Children			
5.	Riot victims			
6.	Prisoners			
7.	Prostitution Families			
8.	Any other (Please specify)			
	Total			

51. Total number of special needs workshops/Learning Resource Centres available in the institution? Please specify.

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52. Total number of special teachers/instructors available in the applying institution/school ?

.....
53. Would the applying institution enroll normal learners along with special needs learners for the purpose of inclusive education?

DECLARATION

This to certify that all the above information furnished regarding the Institution/ School is correct and authentic to the best of my knowledge.

Date:

.....
(Signature of the Principal/Headmaster)

Place

(Name with Rubber stamp)

CERTIFICATE OF ENDORSEMENT

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

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 Regulations 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 students. 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 Head of their respective Zones/ Regional Office

CHECK LIST FOR ENCLOSURES

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

S.No.	Particulars of the Document	Whether enclosed or not please tick	Remarks
1.	Processing fee of Rs. 5000/- (Five thousand five hundred only) in the form of two Bank Drafts - one Bank Draft of Rs.4000/- and other Bank Draft of Rs.1000/- drawn in favour of Secretary, National Institute of Open Schooling, payable at New Delhi		
2.	Copy of the Certificate of Registration of the Society		
3.	Copy of the Memorandum of Association and Rules and Regulations.		
4.	List of members of the Governing Body of the Society with their occupations and addresses.		
5.	Resolution of the Management for taking up Open Schooling courses.		
6.	Copy of the letter of affiliation from a recognized board		
7.	Copy of 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 Institution		
10.	Documents of Land of the school (lease /ownership)		
11.	Layout plan of the building of the school		
12.	Copy of recognition/approval from Rehabilitation Council of India, if applicable.		
13.	List of special teachers/instructors (if applicable) available in the applying institution with their qualification, designation and experience.		

NOTE: All the above-cited documents must be submitted along with the application otherwise the application may not be considered.