

# **Guidelines and Norms for Accreditation of Vocational Education Courses**



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## From the desk of Chairman

With the changing economic scenario and global competitiveness, there is a yawning mismatch between the skilled manpower required and skilled manpower available. Every year we churn out millions of graduates who do not have the specific skill. The most pressing need of the country today is to create a pool of qualified and knowledgeable skills to reduce the mis-match between demand and supply of skilled manpower.

Vocationalisation of Education is the need of hour and should be promoted in a big way. We fully endorse the fact that education should have utilitarian aim that enables our youths to make financial ends meet.

In backdrop of this, NIOS offers various vocational courses in broad areas such as Agriculture, Technology, Health and paramedical, Home Science, Business and Commerce, Computer Science and IT and Teacher Training.

Prime objective of vocational courses of NIOS is to impart affordable and relevant vocational training to varied section of the society particularly for those who are socio-economically deprived and marginalized. In view of this, we extend accreditation to institutions that share our vision and have objectives consistent with our mission and goal. I am convinced that with vocational aim in forefront, education will be more purposeful and conducive to learning.

We understand that accreditation is a process of assuring an acceptable institutional quality. The process intends to improve and sustain the quality and relevance of education that will go a long way in improving the marketability and employability of learners.

To meet these objectives, NIOS has meticulously laid down norms of accreditation which are comprehensive, periodic and aims at improving the quality and effectiveness of vocational training. An institution keen to seek accreditation as well as institutions which are already accredited must unfailingly adhere to the norms as laid down for various vocational courses in this manual. I am sure that this manual will be extremely useful to the institutions undergoing the accreditation process to prepare itself accordingly.

D.S. Bist  
Chairman

# Part - I

# 1. Introduction

## Vocational Education

Vocational Education aims at development of skills of the individuals and enhances their employability through diversified courses to meet the need of skilled man-power requirement of the society. Emphasis of the vocational education programmes is on development of cadre of skilled persons.

To create employment opportunities by providing need-based programmes of vocational training and respond to the growing demands NIOS has introduced varied vocational courses in new areas.

## Vocational Education Courses

Under the vocational stream a wide range of courses pertaining to different trades and vocations are offered. As at present, approx 86 vocational subjects in the following areas are available through a strong network of our Accredited Vocational Institutions all over the country.

- Engineering and Technology
- Agriculture and Rural Development
- Business and Commerce
- Home Science and Hospitality Services
- Health and Para-medical
- Computer Science & Information Technology
- Library & Information Science
- General & Life Enrichment Courses.

## Programme Delivery

The methodology of instruction in the Open Learning mode is different from that of the conventional institutions. The Open Learning System is more learner-oriented and the learner is an active participant in overall learning process.

## Course Fee

NIOS has prescribed the fees for various vocational courses. Course fee includes the share of AVIs as well as NIOS. However, it is to be noted that AVIs are free to charge less than the amount prescribed as AVIs share at their discretion, but in no case students should be charged extra. Also, AVIs are free to charge this amount in convenient installments at their discretion.

**Approach for instruction:**

NIOS follows a multi-media approach for instruction. It comprises:

- a) Self Instructional Print Material: Printed Study materials are written in self-instructional style for both theory and practical components of each programme. Practicals/training sessions are conducted at the AVIs. Self-instructional materials (SIM) are available in Hindi/English and other regional mediums. Students enrolled with NIOS for vocational courses are provided SIM by Accredited Vocational Institutes AVIs. Cost of study material is included in registration and course fee. Thereby , students are not required to pay for study material separately
- b) Audio-Visual Aids: The learning package contains audio-video CD/cassettes produced by NIOS for better classification and enhancement of understanding of the course material.
- c) Personal Contact Programmes (PCP): Contact classes for theory & practicals are arranged in AVIs. Facilities of library Laboratory, workshop, tools and equipment for practical training for students are provided by the AVIs itself. AVIs needs to ensure that candidates complete the necessary contact hours of theory and practical classes as laid down by NIOS before he or she is eligible to appears for the exam.

## 2. Accreditation of Institutions as Study Centres( AVIs)

### Norms relating to the procedure for submitting and considering proposals for grant of Accreditation to the Institutions:

#### Types and categories of organizations eligible to submit application

1. Following types of organizations who have a vision for providing vocational education and training through Open Schooling, ensuring quality, credibility and sustenance, are eligible to submit their applications for accreditation to NIOS.
  - i) The organization which sets up and maintains the institution should be registered as a society under the Societies Registration Act 1860 or a Public Trust constituted under the law in force for the time being and should be functioning regularly, in the best interest of the public, for at least 3 years on the date of application.
  - ii) Any institution/school affiliated to a recognized State Board of Education/ CBSE/ ICSE for Secondary/Senior Secondary level.
  - iii) Any Govt. Industrial Training Institute or Private Industrial Training Centre affiliated to National Council for Vocational Training (NCVT) or State Council for Vocational Training (SCVT).
  - iv) A private or public limited company or a public sector undertaking provided that creation of such training facilities are within the scope of its objective as laid down in its Memorandum of Association or it sponsors a society or a trust as provided sub clause.
  - v) Govt. sponsored organizations like Jan Shikshan Sansthan (JSS) or Krishi Vigyan Kendras (KVKs) District Institute of Education and Training (DIET).

**Provided that the application for accreditation from Govt. institutions shall be sent through the concerned Administrative Department of the Govt.**

**Procedure for submitting application**

2. An institution applying for accreditation to the NIOS shall apply to the Director, Vocational Education Department in the prescribed form (copy enclosed) in duplicate accompanied by such processing fees as may be prescribed by the NIOS and shall satisfy the NIOS that it fulfills all the conditions prescribed for accreditation and the instructions issued by the NIOS from time to time.
3. Applications for accreditation of new institutions or for accreditation for an additional course or courses, in case of institutions already accredited, shall be made to the Director, Vocational Education Department not later than 31st August of the year proceeding the year in which it is proposed to open the institutions /course.

Chairman, NIOS may entertain application for accreditation after the prescribed date, if the institution, shows sufficient reasons for its inability for not submitting the application by the prescribed date.

4. **Applying institutions are required to deposit a processing fees of Rs.5000/-. Processing fees may be sent in the form of two Demand Drafts for Rs.4000/- and Rs.1000/- in favour of "Secretary, NIOS" payable at NOIDA. If the applying institution is an AVI (Accredited Vocational Institution) of NIOS and applying for additional Vocational courses. They are required to deposit Rs.2500/- as processing fees in the form of two Demand Drafts for Rs.1500/- and Rs.1000/- . An amount of Rs.4000/- and Rs.1500/- respectively will be refunded to those institutions which are not found fit for inspection by the Screening Committee.**
5. On receipt of such applications, a preliminary scrutiny shall be done in the Deptt. of Vocational Education to check whether the institution/applicant is eligible for considering accreditation and the necessary documents, viz. processing fee etc. is attached. The institutions found eligible shall be issued acknowledgment letter and issued a consideration number. Applications received without processing fess will be summarily rejected.

6. The applications so short-listed will be put up before a Screening Committee constituted by Chairman, NIOS. The Screening Committee shall examine the adequacy of the infrastructure, academic and **allied facilities vis-à-vis the general and specific norms prescribed for the courses applied, based on the information/documents supplied with the application and the authenticity of such documents.** The committee will short list the institutions, found suitable for carrying out inspection; and the institutions by whom the information provided is inadequate or is incomplete or not supported by required documents and needs further clarifications/additional documents.
7. For the institutions recommended by the Screening Committee, inquiry and inspection shall be made, as the Chairman NIOS deems necessary, by a competent person or persons authorized on his behalf by the Chairman with regard to the fulfillment of conditions of accreditation and such other matters as he/she may think necessary and relevant.

## Inspection

8. The Inspection Team, would be given a copy of the application and supporting documents submitted by the applicant. The team would be required to verify all the details and documents from original sources. Any discrepancy shall be recorded specifically with their own observations.
9. The team would assess the suitability of the institution on the basis of parameters laid down for different aspects.
10. General standards for Accreditation of Institution shall be as per *Annexure 'A'* .
11. Specific guidelines for each course shall be such as prescribed from time to time. There is a separate **booklet consisting of details of equipments, tools and infrastructure required for each trade.**
12. The Inspection Team, shall be required to submit their report on the prescribed format of Inspection Report

**Consideration by  
Accreditation Advisory  
Committee.**

13. The Accreditation Advisory Committee of NIOS shall consider the recommendations of the Inspection Committee. No Institution shall be considered for granting accreditation unless:
- i) it actually has suitable and adequate physical facilities in terms of space, accommodation, sanitation, laboratories and workshop, equipment, library and reading room, furniture and other infrastructural facilities as specified by NIOS from time to time, for maintenance of requisite standards as mentioned in the guidelines.
  - ii) there are teachers and other employees who have the laid down qualifications and other eligible criteria and who are in number required as per the norms laid down by NIOS from time to time.
  - iii) it has adequate financial resources to ensure its financial stability, continued maintenance and functioning.
  - iv) the Accreditation Advisory Committee is satisfied about the need of the setting up of the institution for running such courses as are proposed to be introduced, taking into consideration the existing training facilities, scope for wage/self employment, the past trends of employments of the passed out trainees in that district/state/region, in its best judgment.

Provided that Accreditation Advisory Committee can decide to put on hold, accreditation of a new institute or for introduction of new courses in existing institutions in a state, district, region, if in the opinion of the committee the existing training facilities are adequate considering the scope for wage self employment, the trends of employment of passed out trainees or for any other reason considered appropriate in its best judgment.

14. Where the accreditation is granted, it shall be intimated to the institute by the Secretary of the NIOS, along with such specific conditions, if any, which are required to be completed by the institution before the start of the training.

## **Provisional Accreditation**

15. Accreditation granted initially to an institution shall be provisional in nature and shall be required to be renewed after two years.
16. It shall be open to the NIOS to reject a request for accreditation in part or in whole mentioning the courses of study and the number of students to be admitted and also impose such other conditions, if any, as it may deem fit.
17. The procedure followed for the grant of affiliation shall apply mutatis mutandis to continuation of accreditation from time to time and for opening of new courses.
18. The Institution shall be required to provide signatories of the coordinator who would operate a Bank Account that has to be opened by Institution to undergo all financial transactions in order to function on behalf of NIOS.
19. The institutions shall be further required to enter into **Memorandum of Understanding** (MoU) with NIOS providing for the various terms and conditions to be fulfilled by the institution.

## **Withdrawal of Accreditation**

20. Where misrepresentation or suppression of material facts and particulars, the NIOS may, after giving the Society/Trust of the Institution, as the case may be, a reasonable opportunity of showing cause against the proposed action, in addition to any other action under any other law, withdraw the accreditation granted to the institution, as the case may be.
21. In case of breach of any terms and conditions and/or 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 with or without any notice. The liability of transfer of learners etc. after the closure will be that of the AVI. Among other things, the NIOS reserves the right to withdraw accreditation and or impose penalty of Rs.15,000/- (Rs. Fifteen thousand only) in case the AVI is found indulging in any of the following improprieties/irregularities:
  - A. Failure to provide necessary academic and administrative support to the learners as per prescribed norms fixed by NIOS.

- B. Charging from the learners over and above the amount prescribed by NIOS.
- C. Accepting extra money towards service charges or for any other items/tasks.
- D. Non-distribution of learning materials supplied by NIOS to learners within stipulated time.
- E. Charging additional money for distribution of NIOS learning materials to the learners.
- F. Non-maintenance of Records of attendance of Practical hours and progress card of each students.
- G. Non-maintenance of proper records of financial transactions, and stocks received from NIOS.
- H. Financial irregularities relating to use of NIOS funds for purposes other than those laid down by NIOS.
- I. Promoting and propagating an idea/objective which is against the solidarity, sovereignty or unity of the country.
- J. Deterioration of physical facilities and unwillingness to improve them to meet minimum requirements in terms of satisfactory classrooms, laboratory, workshops, work centres, and library facilities.
- K. Refusal to provide building and staff for the conduct of NIOS Examinations.
- L. Abetting unfair means in examination.
- M. Inadequate supervision of the Examination Centre enabling learners to use unfair means/mass copying during the examination at the centre.
- N. Admission of less than 10 learners for two consecutive years.

- O. Non-fulfillment of conditions of partnership as spelled out in Memorandum of Understanding (MoU) executed with NIOS.
- P. Poor academic performance of the AVI functioning for two consecutive years and not being able to keep the desired performance.
- Q. Any other misconduct in connection with the admission, examination and other assigned tasks which in the opinion of NIOS warrant immediate withdrawal of accreditation of the institution.
- R. Non-disclosure of any region-specific information which may lead to the closure of the AVI during the academic session.
- S. Usage of NIOS material for imparting education in the coaching/remedial classes by charging any amount which is not prescribed in NIOS norms.
- T. Enrolling learners beyond the accreditation allotted by NIOS to it.

**National Institute of Open Schooling  
Department of Vocational Education**

**General Standards for Accreditation Institution/Programmes**

<b>Sl. No.</b>	<b>Parameter</b>	<b>Explanation</b>
1.	Name and Address of the Applicant	<ul style="list-style-type: none"> <li>• Name and address should be as per the registration certificate of the Society/Trust</li> </ul>
2.	Proof of registration on the applicant Society/ Trust and Memorandum of Association	<ul style="list-style-type: none"> <li>• Registration should be genuine and valid. The Society must be registered for at least three years on the date of application.</li> <li>• Trust/Society should be authorize as per registration on Memorandum of Association to operate in the State.</li> </ul>
3.	Background of members/ trustees of the Society/ Trust	<ul style="list-style-type: none"> <li>• Experience of members/trustees in industry or vocational education at senior levels or in management of educational institutions is desirable.</li> <li>• Reputation of the Society/Trust in the society/beneficiaries.</li> </ul>
4.	Track record of Society/ Trust in the field of vocational education	<ul style="list-style-type: none"> <li>• Experience of establishment and management of educational institutions is desirable.</li> <li>• Conduct of any unauthorized/illegal educational activity would be a disqualification.</li> </ul>
5.	Detailed plan for establishment of the institution and its growth	<ul style="list-style-type: none"> <li>• This should be assessed from the justification for selection of courses, space and financial requirements, equipments, strategy for ensuring quality in education, etc.</li> </ul>
6.	Head of the Institute and Faculty	<ul style="list-style-type: none"> <li>• The Society should have an Academic Advisory Committee of professional to guide its activities.</li> </ul>

		<ul style="list-style-type: none"> <li>The institution should be headed by a qualified and experienced person. There should be a group of professional for teaching/training of students.</li> </ul>
7.	Declaration by the Trust/Society that it is not involved in any court case or dispute which can affect smooth running of the institution. In case there are court cases of disputes, details should be submitted.	<ul style="list-style-type: none"> <li>The Trust/Society should ideally not have a court case against any statutory body concerned in any area of professional education. In case there is one, the same would be considered for its effect on accreditation to be accorded.</li> <li>The properties or finances of the Society/Trust should not be under any dispute or their use constrained under court direction.</li> <li>There should also be no existing or likely legal hurdle to smooth functioning of the institution.</li> </ul>
8.	Infrastructure for accreditation (building, equipment, furniture, furnishings, support facilities, etc.)	<ul style="list-style-type: none"> <li>The institute should have required space, equipments, furniture, furnishings, and support facilities etc. for running the course applied for accreditation as per laid down norms.</li> </ul>
9.	Management of funds of the Society/Trust.	<ul style="list-style-type: none"> <li>Audit certificates for last two years required.</li> <li>Income tax clearance certificate required.</li> </ul>
10.	Location details of the building from which the institution is functioning	<ul style="list-style-type: none"> <li>Location should be: <ul style="list-style-type: none"> <li>in a hygienic and non-congested area</li> <li>conducive to conduct of education in a proper atmosphere.</li> <li>easily accessible by public transport to students and staff.</li> </ul> </li> </ul>
11.	Features of building(s) from which the institution is functioning.	<ul style="list-style-type: none"> <li>Provided with safe staircases or lifts.</li> <li>Airy with sufficient natural light in the classrooms, laboratories and workshops.</li> </ul>

		<ul style="list-style-type: none"><li>• Structurally sound and of good quality construction.</li><li>• Legally constructed with completion and fire safety certificates obtained.</li><li>• Provided with legal water and electricity connections.</li><li>• Provided with proper and adequate sanitation.</li><li>• Provided with water purifiers (not filters) and water coolers of adequate capacity for the student and staff.</li><li>• Provided with a stand by generator of appropriate capacity of operating laboratory and workshop equipment and for fans, light, etc.</li><li>• Permitted for use as an educational institution.</li><li>• If rented, rent lease deed should be available.</li><li>• If owned, registration papers for both the buildings and land should indicate legal possession by the Society/Trust.</li></ul>
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