

# **GUIDELINES FOR IMPLEMENTATION OF OPEN BASIC EDUCATION PROGRAMME**



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## **GUIDELINES FOR IMPLEMENTATION OF OPEN BASIC EDUCATION PROGRAMME**

The Open Basic Education programme is being implemented by National Institute of Open Schooling (NIOS) with the aim of providing primary and upper primary level education through alternate means of open schooling to those who are not able to go to a formal school or have dropped out of school.

The Open Basic Education programme has been recognised by the Government of India as equivalent education to the formal school for purposes of higher education and employment. Different states have indicated their interest in the programme for their out of school children as well as for adults neo literates. The OBE is offered in some states as an Equivalency Programme under the Continuing Education (CE) scheme of the National Literacy Mission.

### **Target Group**

The target group consists of the following:

- School dropouts
- Dropouts of NFE programmes
- Neo literates of National Literacy Mission's Continuing Education Scheme
- Girls and women, marginalized groups, SC/ST, BPL groups, first generation learners
- Out of school children and adults

### **Age Group**

The programme is being conducted for adults in the following age groups:

- Adults of 14+ yrs. and above

### **Levels Offered under the OBE programme**

The OBE programme has three levels A, B and C, which are as follows

- Level A equivalent to standard III of the formal school system.
- Level B equivalent to standard V of the formal school system.
- Level C equivalent to standard VIII of the formal school system.

### **Openness and flexibility offered under OBE programme**

The Programme offers the following features of openness

- The registration period of each learner for each level is for a maximum of five years.
- A learner has a choice of Hindi, English or Regional Language as medium of study.
- There is no upper age limit for any learner.
- Children below the age of 6 however would not be registered in the programme.
- The learning package consists of Language(s), Maths, Science, Social Science as academic subjects and one vocational subject. A learner can choose the Vocational Subject from the given list offered by NIOS.
- The examination would be conducted two times a year as decided by the agency and NIOS. A learner can take the first examination for any level after one year of admission in the specified level. Subsequently the learner can take examinations till he/she is registered.

The feature of credit accumulation is available for OBE learners. A learner would be given a certificate only when he/she completes the entire level.

## **Scheme of Studies**

- Under the different levels, academic and vocational education would be offered .
  - Language can be Hindi, English, Urdu or regional language
  - AHPL/ one pre vocational skills for 6-14 age group and one vocational subject for adult age group are compulsory.
  - Learners can take upto a total of eight subjects of which 6 may be academic subjects
  - A completion certificate will be given when a learner passes the prescribed eligibility criteria for a subject.
- **Each subject has been given a subject code. The detailed list of subject codes is given in Annexure - I**

<b>Compulsory Subjects for different levels</b>			
<b>Eligibility Criteria for Admission</b>			
<b>Age Group</b>	<b>Level 'A'</b>	<b>Level 'B'</b>	<b>Level 'C'</b>
14+ years and above	1 language, EVS, Maths, Vocational Subject	1 Language, Maths, Science, Social Science, 1 Vocational Subject	1 Language, Maths, Science, Social Science, 1 Vocational Subject

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## **Curriculum and Materials**

- The curriculum for OBE is based on the National Curriculum Framework. The subjects taught include academic subjects and Vocational Subject. This has been done in order to introduce the learners to the world of work.
- Recognition of talent and virtues are also given a place.
- Sample learning materials have been developed by NIOS, which can be obtained from NIOS on request.
- AAs may use also state government text books .
- In case of vocational subjects, the agency must inform NIOS of the vocational subject so that an appropriate subject code can be generated for that subject by NIOS. No vocational subject unless it has a subject code would be considered eligible for certification.
- If required, NIOS would help in the development of learning materials for different local specific subjects.

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## **Study Time**

- The NIOS curriculum is based upon at least 100 hours of study time per subject. Of this 50 hours is to be at the study centre and 50 hours is as self-study. However in case of primary level, where children are the target group, the number of study hours at the study centre may be increased by the agency.
- Learners should be encouraged to develop self-study skills, which are important for life long learning.

## **Duration of the Course and Academic Calendar**

- The duration of each level A/B/C is for one year.
- Every agency would be required to draw up its academic calendar for the year clearly indicating the month (s) of admissions, teaching learning and examinations. **This calendar must be sent to NIOS at the beginning of the session.**
- Agencies may also decide on a common state wise calendar.

## **Conduct of Classes**

- The AA will arrange for classes at times according to the convenience of the learners.
- The teachers should be persons who fulfil the necessary qualifications for teaching at the prescribed level. In case classes are being organised at the Continuing Education Centre, then the prerak may be involved in the programme.

## **Training**

- Training of AA personnel would be undertaken by NIOS from time to time.
- This training would need based and would be done for all AAs over a specified period of time

## **Programme Implementation**

- In each state there would be one agency that would deal with the promotion of Open Basic Education. This would preferably be a government agency and all other agencies would be dealt by NIOS in all the matters through this body.
- The OBE programme would be run at district level through government or non-government agencies or organisations. These agencies have been designated as Accredited Agencies (AAs).
- ***Agency has to take approval from NIOS before opening a sub centre.*** Agency cannot run their sub centers in different districts or different states without prier permission from NIOS.
- All agencies desirous of being accredited to NIOS would be required to fill up the NIOS application form along with a non-refundable processing fee of Rs. 2500/-. NIOS would screen the applications as per norms and upon approval, provide each agency with an OBE number
- All AAs would be required to coordinate with NIOS through the state level agency.
- NIOS will also deal with AAs both directly and through the state level agency, either through its Regional Centers or at head quarters level.
- In case of an NGO, the Head of the Institution/agency shall be designated the Coordinator of the OBE programme. In case of government agency, the person designated by the state government shall be the Coordinator of the OBE programme.
- The state agency would monitor the OBE in the state for all aspects of the programme including conduct of teaching learning and examination.
- The regional centres of NIOS would also be responsible for monitoring the OBE programme in their jurisdiction.
- Advocacy for OBE at the field level would also be planned by NIOS.

## Admission Processes

### Admission Record

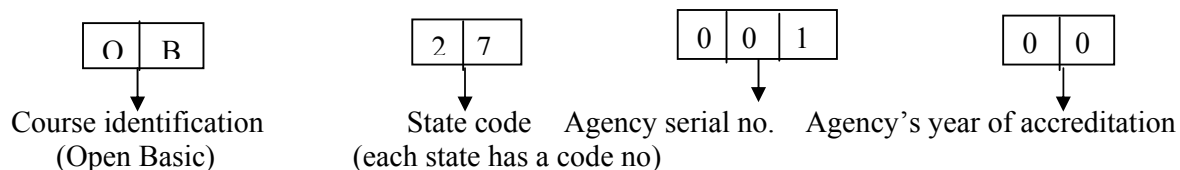
- Registration of learners must be done not more than two times a year (Semester).
- AAs will provide complete student admission record to NIOS in a computerised database as per format provided by NIOS.
- All matters relating to admission of students including issue of I- cards, printing and supply of study materials, counselling, conduct of examination, evaluation and computerized record maintenance must be done by the institution/agency at its own cost.
- The accredited agencies shall maintain registration records in the prescribed NIOS format.
- All admission forms must bear the photographs of the learner.
- All learners must be issued identity cards in the prescribed format provided by NIOS.
- NIOS will develop a standardised database format for all agencies.

### Agency Code

- Each AA will be given an agency code by NIOS
- An Agency code consists of 9 digits.
- Each code is unique and must be quoted as a reference number in all correspondence with NIOS.

*The agency code is derived as follows:*

If an Agency Code is OB2700100, then the digits stand for the following:

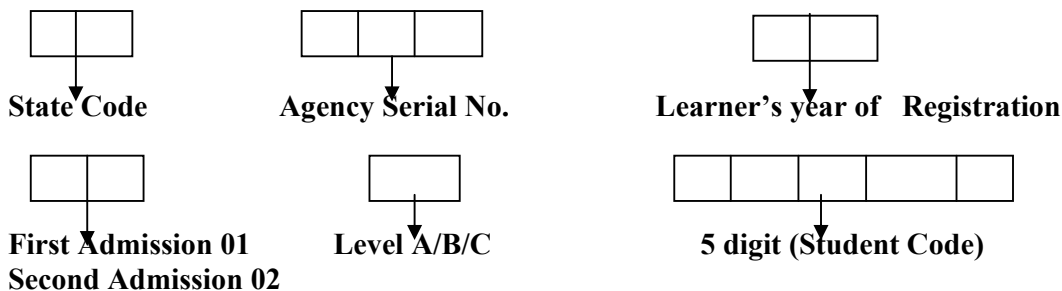


### Learner enrolment number

- Each OB agency is required to give an enrolment number to every learner enrolled with it.
- Each enrolment number is unique
- The enrolment number consists of 15 digits.
- The State code for each state is given in Annexure - II.

The method for giving the enrolment number is as follows:

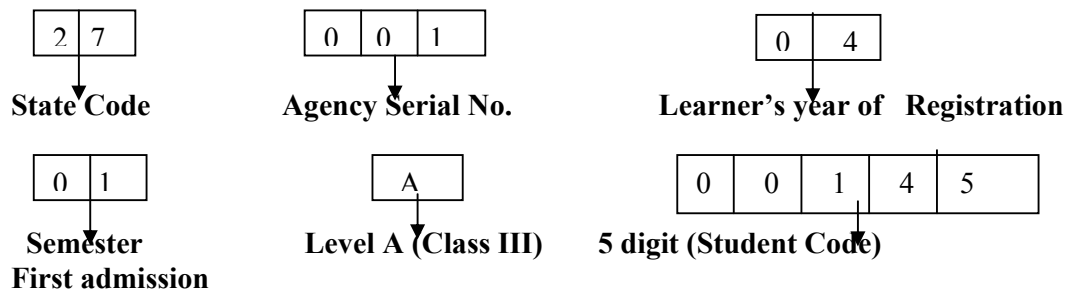
### Enrolment No.



*The enrolment no. is derived as follows:*

If the enrolment no. is 270010401A00145 then the digits stand for the following:

### Enrolment No.



### Admission Database Format

OBE agency code \_\_\_\_\_ Date of preparation by agency \_\_\_\_\_  
 Level \_\_\_\_\_

Enrolment No.	Name Of Candidate	Fathers Name	Mothers Name	*D.O.B	Sex	Complete Address

Sub 1 (Ac)	Sub 2 (Ac)	Sub 3(Ac)	Sub 4(Ac)	Sub (Ac)	Sub (Ac)	Sub 7(Voc)	Sub (Voc)8	Talent	Virtue

\* Agency has to write Name of the Academic and Vocational Subjects. AC (Academic Sub), Voc (Vocational Subject)

**Note:** For subject identification, code number must be filled. In case a subject being taught by an agency does not have a subject code number, the agency may request the NIOS to generate a subject code number for that subject.

### Evaluation Processes

- The evaluation will have three components - academic, qualities and talents.

- The academic components will be tested, where ever required, through written and oral examination
- The qualities and talents will be tested through activities carried out through the teaching – learning process.
- These activities will be graded as external assessment and the awards given on the final certificate.
- The details of evaluation grading and coding will be given separately by NIOS.

### **Eligibility Criteria for Certification**

- For obtaining pass in Level ‘A’ pass in 1 Language + 3 Subjects = 4 Subjects is necessary.
- For obtaining pass in Level ‘B’ pass in 1 Language + 4 Subjects = 5 Subjects is necessary.
- For obtaining pass in Level ‘C’ pass in 1 Language + 4 Subjects = 5 Subjects is necessary.
- For practical subjects, candidates will be considered pass if passed in total of Theory/Practical.

### **Development of Question Paper (QP)/ and Marking Scheme**

- The QP will be developed on the basis of the design and blue print developed by NIOS. The state level agency may take necessary decisions regarding whom to get the paper set from.
- The language of the question paper should be simple and as per the difficulty level prescribed for particular level.
- A new question paper is to be developed for each examination.
- The NIOS may conduct training workshops for development of QPs and Marking Scheme if requested for by the concerned agency.
- The persons selected by the concerned agency for development of the QP must fulfil the necessary qualifications for paper setters for each level.
- A copy of the question paper and marking scheme is to be sent to NIOS alongwith the design and blueprint.

### **Conduct of Examination**

- The state level agency designated by NIOS as the state-coordinating agency would be the monitoring agency for the OBE examination.
- The examination shall be conducted by the Accredited Agency at per the date and schedule set for the entire state in consultation with the state-coordinating agency and NIOS.
- Learners must register for the examination
- The agency must inform NIOS about date and number of registered examinees at least three months before the scheduled date of examination.
- NIOS may appoint observers to overview the examination.
- The papers will be based on the design and blue print approved by NIOS.
- Medium of examination may be Regional Language/ Hindi/ English.
- The examination papers for level A and B shall be 100 marks of two and half hours duration while that for Level C shall be for 3 hours and 100 marks. The detailed design would be provided by NIOS.
- The result is to be supplied by the AAs to NIOS in a computerised manner on the format provided by NIOS alongwith the printed result gazette.

- A joint certificate would be issued by the concerned Agency and National Institute of Open Schooling
- Since the OBE Certificate is a joint certificate, the AA must be willing to be joint signatories on the certificate and must provide details of the authorized signatory at the beginning of the session. Any change in the individual must be communicated to NIOS well in advance.
- The learner registering for the first time would be required to study for one year before he/she can appear for an examination. Subsequently the agency can hold examinations upto two times in a year for its learners.
- The NIOS allows the learners to accumulate credits by clearing one subject at a time within a period of 5 years. The agency would be required to keep result records of such learners who have part-passed in a computerized manner.
- **The AA shall distribute the OBE certificates free of cost to the students.**

### **Attendance Sheets**

- The concerned agency must ensure that computerised attendance sheet are developed and attendance is taken.
- Separate attendance sheets will be prepared for separate papers.
- Enrolment No of absentees are to be encircled in RED ink while signatures of Examinees must be obtained in BLUE ink.
- All attendance sheets must bear the signatures of the Centre Supt alongwith the official seal of the institution.
- **Attendance sheets showing attendance and absentees are to be sent to NIOS after each exam.**

### **Number of Examination Centres**

- The number of examination centres to be set up is dependent upon the number of the number of candidates from a particular area.
- The AA must prepare an area wise list of the candidates and set up examination centres accordingly.
- The decision about the number of exam centres that are to set is to be decided by the agency itself.
- However each examination centre must have a minimum staff and adequate space and light for conduct of the examination.

### **Appointment of Centre Supt.**

- Each examination centre is to have a centre Supt .
- The Centre Supt should be at least Head Master level. The coordinator/Principal/Incharge of AA shall be the Center Superintendent.
- The conduct of the examination will take place in his/her supervision
- The question papers and answer-books after examination shall be kept in safe custody duly sealed and locked till next examination.

### **Appointment of Invigilators**

- The invigilators are to be appointed by the Centre supt.
- They should be from the teaching staff.
- They must be vigilant and may be able to speak the local language.

### **Appointment of Practical/Oral Examiner**

- The OBE examination in some subjects has an oral component.
- The examination of oral component also has to be done at the centre on the same day as the written examination.
- If an invigilator/prerak is competent, he/she may be appointed as the Practical/Oral examiner.

### **Seating Plan Of The Candidates**

- Not more than 25 candidates be seated in a room
- One invigilator be provided for every 25 candidates.

### **QP and their handling**

- The QP should be preferably printed in such a manner that it serves as the answer script also.

### **Sealing and Packing of the paper**

- The papers will be sealed and packed immediately after the examination in the presence of the Centre Superintendent.
- They will be kept in safe custody till the On the Spot evaluation takes place.

### **Evaluation of the papers and preparation of the result**

- The state level agency/AA will appoint evaluators for checking of the papers. If necessary, these evaluators can be given training/orientation by NIOS.
- The evaluation will be done on The Spot. The number of papers to be examined per day may be fixed by the agency.
- The answer scripts will be checked as per marking scheme prepared by the paper setter(s).
- The format for the preparation of result will be provided by NIOS. All agency must follow this format.
- The result must be prepared on the computerised database format provided by NIOS.
- The result must be submitted in Hindi or English on CD alongwith a hard copy to NIOS.
- The result will be printed in Hindi/English as per the language provided by the agency.

### **Evaluation Norm for different levels**

<b>Grading Pattern</b>		
<b>Marks range (in %)</b>	<b>Grade</b>	<b>Description</b>
75-100	A	Excellent
60-74	B	Very Good
45-59	C	Good
33-44	D	Satisfactory
Below 33	E	Subject yet to be cleared

### **Result Gazette**

- *The Format for Filling up the Result Gazette is provided in **Annexure – II***

The Abbreviation for Filling in Result Gazette are as follows

- PP- Part Pass (if total number of subjects passed is less than the eligibility criteria)
- R- Reappear (if candidate secures grade E in a particular subject)
- Ab- Absent (if candidate is not present for the examination)

### **Preservation of Answer Books**

- The answer scripts of the OBE learners must be preserved by the agency for a minimum period of six months from the date of the examination.
- The answer books shall be open for inspection by the authorized personnel of NIOS Hqr/Regional Director.

### **Certificate**

- The Certificate will be printed by NIOS after checking of the result gazette submitted by the AA.
- The NIOS would declare the result in a period of two months from the date of submission of the result by the agency.
- The AA may be required to furnish a token amount towards printing costs of the certificate. This amount is to be decided by NIOS.

**Annexure – I**

**Subject Codes for OBE A, B and C level**

<b>Subject</b>	<b>Level A Code</b>	<b>Level B Code</b>	<b>Level C Code</b>
Hindi	001	051	101
English	002	052	102
Bengali	003	053	103
Marathi	004	054	104
Telugu	005	055	105
Urdu	006	056	106
Gujarati	007	057	107
Kannada	008	058	108
Sanskrit	009	059	109
Punjabi	010	060	110
Tamil	011	061	111
Oriya	012	062	112
Malayalam	013	063	113
Mathematics	021	071	121
Environment Studies	022	---	--
Science	----	072	122
Social Science	----	073	123
AHPL & Pre Vocational	023	074	124

**Note: Codes for Vocational Subjects would be given as and when a subject is introduced.**



**Result Gazette (based upon Admission Database Format)**

**Annexure- II**

**NAME OF AGENCY WITH FULL ADDRESS** \_\_\_\_\_

**OB NO.** \_\_\_\_\_

**YEAR OF EXAM. (Semester)** \_\_\_\_\_

**Level** \_\_\_\_\_

S. No.	Enrol.No.	Name of Candidate	Father's Name	Mother's Name	D.O.B	Sex	Complete address of Learners	(5) Academic Subjects with Name and Grade					(2)Vocational / pre Vocational Subjects with Name and Grade		Talent		Name of Virtue only one
								Sub 1	Sub 2	Sub 3	Sub 4	Sub 5	Sub Name	Sub Name	Talent	Grade	Name of Virtue
								Grade	Grade	Grade	Grade	Grade	Grade	Grade			

**STATE CODES FOR OPEN BASIC EDUCATION PROGRAMME (OBE)**

<i>Name of the State/Territories</i>	<i>Code No.</i>
<i>Andhra Pradesh</i>	<i>01</i>
<i>Assam</i>	<i>02</i>
<i>Bihar</i>	<i>03</i>
<i>Gujrat</i>	<i>04</i>
<i>Haryana</i>	<i>05</i>
<i>Himachal Pradesh</i>	<i>06</i>
<i>Jammu &amp; Kashmir</i>	<i>07</i>
<i>Karnataka</i>	<i>08</i>
<i>Kerala</i>	<i>09</i>
<i>Madhya Pradesh</i>	<i>10</i>
<i>Maharastra</i>	<i>11</i>
<i>Manipur</i>	<i>12</i>
<i>Maghalaya</i>	<i>13</i>
<i>Nagaland</i>	<i>14</i>
<i>Orissa</i>	<i>15</i>
<i>Punjab</i>	<i>16</i>
<i>Rajasthan</i>	<i>17</i>
<i>Sikkim</i>	<i>18</i>
<i>Tamil Nadu</i>	<i>19</i>
<i>-----</i>	<i>20</i>
<i>Uttar Pradesh</i>	<i>21</i>
<i>West Bengal</i>	<i>22</i>
<i>Andaman &amp; Nicobar</i>	<i>23</i>
<i>Arunachal Pradesh</i>	<i>24</i>
<i>Chandigarh</i>	<i>25</i>
<i>-----</i>	<i>26</i>
<i>Delhi</i>	<i>27</i>
<i>Goa</i>	<i>28</i>
<i>-----</i>	<i>29</i>

