

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

**Circular**

**20<sup>th</sup> Dec. 2011**

**Subject:** Request for application to get Accreditation to run six months vocational course  
**"Certificate in Retail Sales Service"**

National Institute of Open Schooling (NIOS) in collaboration with *SPSA* (McGraw Hill Education Services Ltd) is launching a new course on **"Certificate in Retail Sales Service"**, keeping in view the growth in retail sector in India. Objective of the course is to cater to growing demand and employment avenues in the retail sector. After completion of the course, learners will be provided Placement Assistance by McGraw Hill Education Services Ltd., to take up jobs in the retail industry.

**Details of the course are as follows:**

1. Duration : six months
2. Entry qualification : 12<sup>th</sup> Pass
3. Course Fee : 7500/- (Rs. 4500 AVI share & Rs. 1100 NIOS share)
  
- 4 Teaching hrs. : 100 hrs i.e. Either 2.5 hrs a day & 2 days a week  
Or  
5 hrs a day, 1 day a week

Institutions willing to become Accredited Vocational institutes(AVI) of NIOS to run this course, are requested to apply to get accreditation of NIOS .

The Accreditation norms & form are available on the NIOS website ([www.nios.ac.in](http://www.nios.ac.in)). Application form with the demand draft of Rs. 2500 in case of existing AVI's & Rs. 5000 in case of institutions applying for the first time, in favour of Secretary, NIOS payable at concerned regional centre may be submitted.

# Retail Sales and Services

The institution having the following requisite infrastructure, may apply for accreditation:

**A. Class Room:**

Class room for 25 students (minimum area 250 sq. ft.) should have proper ventilation, well-illuminated black board/white board and availability of adequate furniture and ceiling fans.

**B. Computer Lab**

A computer Lab for 25 students is required with minimum 5 computers and availability of adequate lighting, exhaust & ceiling fans.

For a batch size of 25 students, the following requirements are there :

**Hardware Requirement :**

- Five computers (Pentium IV) with at least one CD writer
- One Printer -Inkjet or Laser Jet
- Internet connection and UPS
- LCD projector
- Sound card and speakers for audio-video learning

**Software Requirement :** Licensed versions of following Software

- Window 98/XP or higher version
- MS Office
- Antivirus

**C. Qualification of Faculty:** Two permanent faculty is required for taking theory as well as practical class. Following is the essential qualification for the faculty.

MBA/M.Com from recognized University/Institute. Proficiency in written and spoken English

Or

PGDM or equivalent with one year experience from any recognized University or institute. Proficiency in written and spoken English.

**In Addition , following Qualification is desired:**

- o Should have at least 2-3 years of experience in training and development
- o Should have experience training soft skills related training modules
- o Should have experience giving coaching and feedback
- o Should have basic computer knowledge
- o Excellent communication skills

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D. **Batch size** : A center will admit 25 students in a batch and maximum intake should be 2 batches.

E. **Size of class room** : The institute should have three class rooms one for practical – audio visual and two for theory. Rooms should be well ventilated and properly lighted. The size of practical room should be 225sq. feet and theory room should be 250 sq. feet.

❖ **Classroom Equipments : LCD projector with screen and 1 computer**

The training course require frequent use of audio-visual aids to facilitate knowledge dissemination. Therefore, the classroom must be equipped with an LCD projector, screen and one computer for PowerPoint presentations and other demonstrations.

