NATIONAL INSTITUTE OF OPEN SCHOOLING

VOCATIONAL EDUCATION DEPARTMENT

Accreditation Norms for Vocational Stream (Secondary & Senior Secondary)

National Institute of Open Schooling (NIOS) has a unique feature of allowing learners to combine vocational and skill based programme with academic programmes for their Secondary and Senior Secondary courses. In the similar line, NIOS is taking a leap and making available Vocational Stream where concentrated efforts will be on skill training. There could be many combinations of the subjects, however, initially, the vocational stream at the Senior Secondary level will be offered in the selected areas of Agriculture and Animal Husbandry, Beauty & wellness, IT & ITES, Ayurveda and Yoga. The Accreditation norms for vocational stream (Secondary & senior secondary)

Secondary Level

I.   Agriculture and Animal Husbandry

PADDY FARMING

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

Essential Requirements

• Infrastructure Facilities with lecture hall with intake capacity of 30 students with requisite audio- video aids.

• Well established Farm with good irrigation and other facilities.

• Basic tools, implements & machineries for the routine field activities to be performed by the students regularly for practice and acquiring adequate practical experience.

Minimum Qualification for counselors/coordinator at AVI-

• Graduate in Agriculture with minimum 55% marks from a recognized university/institution with 2 years experience in teaching or work experience in Agriculture related industry OR Masters degree in Agriculture related discipline from a recognized university/ institution with minimum 55% marks.

Batch Size: Maximum 30 students in one batch.

Note: An institution can run maximum 2 batches for this course

POULTRY FARMING

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

a) **Essential Requirements**

- Infrastructure Facilities for 30 students (minimum area 250 sq. ft.) with requisite audio- video aids.

- Well established Poultry Farm with good facilities (layer/broiler).

- Equipments required for demonstration of vaccination, deworming, fumigation, debeaking, delicing, spraying, feeding, watering, brooding, record keeping.

b) **Additional (Optional) Requirements**

- Visit to adjoining units of feed mixing plants / broiler farm/ layer farm.

Minimum Qualification for counselors/coordinator at AVI-

Graduation with minimum 2 years of experience in Poultry Farming or 12th class with minimum 3 years of experience in Poultry Farming

Batch Size: Maximum 30 students in one batch.

Note: An institution can run maximum 2 batches for this course.

BEEKEEPING

(1) Infrastructure required at AVI

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

a) **Essential Requirements**

- Class room for 25 students (minimum area 400 sq. ft.) with requisite audio-video aids.

- Well established Beekeeping Farm with a minimum of 10 boxes/ beehives.

- Equipments: Honey extractor for Indian and European bee, apiary (Indian and European), Comb foundation wax sheet and machine, Hive tool, beeveil, gloves, hammer, swarm bag, processing container, pollen trap, propolis strip, royal jelly kit and bee venom collector etc.

(2) Additional (Optional) Requirements

- Industry tie ups.

Minimum Qualification for counsellors/coordinator at AVI

- BSc (Agri.)/ B.Sc. + 2 years experience in Beekeeping / Certificate or Diploma in Beekeeping

<center>Or</center>

- Approved beekeeper/ NGO staff by Government agency

Batch size – Maximum 25 students per batch.

Note: An institution can run maximum 2 batches for this course at a time.

II.   Beauty and Wellness

A. **Classroom**:

- A class room of 14 feet x12 feet size with black/white board, 20 study chairs for students and one table and chair for trainer.

- There should also be provision for power backup in case of power failure.

B. **Lab:**

The institute should have a well equipped laboratory with provision of running water (Hot and Cold).

C. **Faculty:**

The instructors should have a "Diploma in Beauty Culture" and Basic/Advance Certificate from NCVT or a Beauticians Diploma of repute with two year experience.

D.   For a batch size of 20 students, following equipment are required:

List of Tools and Equipment

Tools	Quantity
Equipment Trolleys - Beauty	4
Sterilizer / boiler	1-2
Manicure/Pedicure set Manicure Bowl, Pedicure Bowl, Pedicure Stool, Manicure Stool, Manicure Table, Wooden Scrapper, Metal Scrapper, Hand Stone, Pumice stone, big toe nail cutter, Cuticle Clipper, Nail Brush, Orange Wood Stick, Cuticle Pusher, Toe Separator, Towels, Ammonia, Shampoo, Cuticle Oil, Cuticle cleaner cream, Nail Whitener, Nail Strengthener, Base Coat, Nail Polish, Top Coat, Nail Polish Remover, Cotton etc.	4
Threading/Waxing/Bleaching Thread 40 No. Eye brow shaping scissors, tweezers, Talcum Powder, Cotton , Head band, Mirror, Chair , Astringent, Moisturizer, Wax heater, Waxing knife/Spatula, Bleaching Brush, Bleach Cream, Hydrogen Peroxide, Ammonia, Powder Bleach, Ice Pack, Cold Water, Towel, Couch	4

Skin Care and Make up Kit	2
Couch, Head band, Drape, Towels, Cleansing lotion, Cotton, Water, Scrub, Sponges, Gel and Cream Toner, Mask, Ice Pack, Face Pack, Brush, Plastic Bowl, Moisturisers, Steamer, Black head remover. Astringent, Foundation, Make Up Brushes and Sponges, Face Powder, Rose Water, Eye Brow Pencil, Eye Liner, Eye Shadow, Lipsticks, Lip Liner, Mascara, Blushers, Shimmers, Bindi, Concealers, pancake, highlighteners etc.	
Hair care, Cutting and Styling	2
Cutting/Styling Chair, Cutting Sheet, Spray Bottle, Combs, Scissor, Set of hair brushes, Dryer, Sectioning Clips, Shampoo Basin, Towels, Shampoo, Conditioner, Oil, Cotton, Plastic Bowl etc. Curling Rod, Rollers, Setting Gel, Setting Lotion, Hair Pins, Hair Spray, Artificial Aids, Decorative Jewellery etc.	
Technical Books	30
Models	4-5
Printer/ Photocopy/ Scanner Facility	1

E) Batch size---Maximum of two batches with 20 students per batch

Senior Secondary Level

III. IT & ITES

i. Computer Hardware Assembly and Maintenance - (Level 4)

For a batch size of 10 students, the following requirements and tools are required:

A. Hardware Requirement:

- Ten Computers (Pentium IV or above) with at least one CD/DVD writer
- One Printer Inkjet / Laser Jet
- Five sets – components of computers
- Assembly tool kits
- Two multimeters
- Internet connection
- UPS
- First Aid box

B. Software Requirement: Licensed versions of following software

- Windows 7 or higher version
- Linux Operating system (Eg. UBUNTU)
- Troubleshooting software
- Antivirus software package

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

Graduate in Computer Science / IT/ Electronics or Graduate with Diploma in Hardware maintenance OR equivalent with one year experience from any recognized university or institute.

D. Batch size: A center will admit 10 students in a batch and maximum intake will be 3 batches

E. Space requirements: The institute should have two class rooms one for practical and one for theory. Rooms should be well ventilated and properly lighted. The size of practical room should be 225sq.feet and theory room should be 200sq.feet.

F: Library: minimum of 50 books on the subjects are essential.

ii. Web Development (Level 3)

Basic infrastructure required for a batch of minimum 10 students.

A. Hardware Requirement:

- 10 computers latest Pentium Series having 4GB RAM and 256GB HDD, with multimedia features and at least one CD/DVD writer.
- Internet connection to all machines
- Printer Inkjet /LaserJet
- Scanner
- UPS

B. Software Requirement: Licensed versions of following software

- Windows 7 or higher version
- Macromedia Flash 8, Adobe Photoshop CS6 and Dreamweaver (Latest version)
- Open Office
- Antivirus

C. Qualification of Faculty:

At least two (one permanent) faculty is required for taking theory as well as practical class. **Following is the essential qualification for the faculty:**

- MCA/B.Tech/M.Sc (Computer Science) from any recognized University or Institute

<div align="center">Or</div>

- B.Sc or BCA with Diploma in IT/PGDCA or equivalent from any recognized University or Institute with two year teaching/industry experience.

D. Batch Size: A centre will admit 10 students in a batch in one session of admission and maximum of 3 batches.

E. Space requirements: The institute should have two class rooms one for practical and one for theory. Rooms should be well ventilated and properly lighted, having sufficient space to accommodate the 10 students in theory and practical. Air Conditioning for the Computer Lab would be required as per the local conditions. Toilet facilities at centre are also essential separately for boys and girls. The size of practical room should be 225 sq. Feet and theory room should be 200 sq. Feet.

F. Library: Minimum of 50 books on the subjects are essential.

iii. Customer Relationship Management - Domestic BPO -(Level 4)

For a batch size of 10 students, the following requirements and tools are required:

1. Hardware Requirement:

- Computers (minimum Pentium 5)
- Speakers
- Sound card enabled
- Windows Media player
- Headset
- Internet Connection

2. Software Requirement: Licensed versions of following software

- Windows 10

3. Qualification of Faculty: At least one permanent faculty is required for taking theory as well as practical class. Following is the essential qualification for the faculty:

Post graduate in English or Communication Or Graduate in English Honours with certificate or diploma in Computers/ Information Technology from any recognized university or institute.

4. Batch size: A centre will admit 10 students in a batch and maximum intake will be 2 batches

5. Space requirements: The institute should have two class rooms one for practical and one for theory. Rooms should be well ventilated and properly lighted. The size of practical room should be 225sq.feet and theory room should be 200sq.feet.

6. Library: Minimum of 50 books on the subjects are essential.

IV. **Ayurveda and Yoga**

Ayurveda Assistant, Panchakarma Assistant, Yoga Assistant - Accreditation Norms

The institute /clinic which are having the following infrastructure may apply for an accreditation to conduct the course under the NIOS.

a) **Infrastructure**

1. Class room – A minimum area of 225 sq ft room for conducting theory and practical classes. Should have an Audio-Visual facility, black /white board, sitting arrangement with adequate lighting and ventilation.

2. For Yoga course conduction, a hall of 35x 40 ft along with male and female toilet facility. A terrace of same measurement may also be considered.

b) **Library –**

Library should have minimum 20 books related to Ayurveda and yoga subjects, CD/DVD's of Ayurveda, yoga & Naturopathy.

The following books are suggested

Panchakarma, Charak Samhita, Sushrut Samhita, Dravyaguna, Bhaishajya kalpana, Svasthavrittha. Patanjali Yoga Sutra, Hatha Yoga Pradipika, Gherand Samhita, Pranayam, Meditation

c) **Equipment-**

The relevant equipment to conduct panchakarma and yoga practicals shall be provided by the centre.

Kharal, Dhroni (panchakarma table), Shrirodhara patra with stand, Matra vasti syringe, various Vasti yantra, Nadi sveda yantra, steam chamber, Yoga mat, Jala Neti pots, Sutra Neti, Instrument for Tratak

d)   Faculty and supporting staff

S.No	Faculty and supporting staff	Educational /Professional qualification	Number
1	Co-ordinator	Graduate	1
2	Instructor a) Ayurveda b) Yoga	a) B.A.M.S b) Should have a course completed in Yoga with one year minimum duration from a recognised institute	1 1
3	Technical Assistant a) Ayurveda b) Yoga	a) Certificate/ Diploma in Ayurvedic therapy/Pancha- karma or Working experience of minimum 2 years in Ayurvedic Therapy /Panchakarma b) Practical knowledge of Yoga demonstration of minimum two years duration	1 1
4	Receptionist Cum Clerk	Relevant to the job	1

e) **Batch size**---Maximum of two batches with 25 students per batch