

# **NORMS AND PROCEDURE FOR ACCREDITATION OF ACADEMIC STUDY CENTRE (AI)**

## **‘INDIAN KNOWLEDGE TRADITION’ COURSES**



**National Institute of Open Schooling (NIOS)**  
A-24/25, Sector-62, Institutional Area,  
NOIDA, U.P. – 201 309

Visit <http://www.nios.ac.in>

**Contact: Toll Free LSC (18001809393)**

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# 1. The NIOS

In pursuance of the provisos of the National Policy on Education (NPE-1986), the Government of India, Ministry of Human Resource Development (MHRD), setup on November, 1989 the National Open School (NOS) as an autonomous institution. NIOS is providing a number of Vocational, Life Enrichment and community oriented courses besides 'Indian Knowledge Tradition' Courses, General and Academic Courses at Secondary and Senior Secondary Level. It also offers Elementary level Courses through its Open Basic Education Programmes (OBE). Government of India through a gazette notification vested NIOS with the authority to examine and certify learners registered with it up to pre-degree level in the Area of Academic, Technical or Vocational education. Association of Indian Universities, vide letter No. EV/11(354)/91/ 25 July, 1991 issued Equivalence of Senior Secondary Certificate Examination of NIOS.

## **Vision**

Sustainable inclusive learning with universal and flexible access to quality school education and skill development.

## **Mission**

- Providing relevant, continuing and holistic education up to pre-degree level through Open and Distance Learning System.
- Contributing to the Universalisation of School Education.
- Catering to the educational needs of the prioritized target groups for equity and social justice

## **Quality Policy**

We at National Institute of Open Schooling (NIOS) are committed to provide Excellent, Sustainable, Inclusive and Flexible Education up to Pre-Degree level through Open & Distance Learning (ODL) mode & Compliance of requirements to ensure satisfaction of Learners and continual improvement of our Quality Management System.

## 1.1 Objectives

The major objectives of NIOS are to:

- Provide opportunities for continuing and developmental education at the school stage;
- As an apex institution in the field of Open Schooling, provide consultancy services to the Government of India and States of India;
- Serve as an agency for effective dissemination of information related to distance education and open learning;
- Identify and promote standards of learning in distance education system and state open schools and
- Exercise normative and coordinating functions while promoting standards in distance and open learning system in the country.

## 1.2 Target Group of NIOS:

Any person irrespective of caste, creed and location can seek enrolment in the courses/programmes offered by NIOS. However, the prioritized client groups are:

- Learners interested in 'Indian Knowledge Tradition'.
- Learners studying at different Gurukuls/Vidyapeeths/Schools etc.
- Rural people/urban poor

- Girls and women
- Underprivileged section of society;- (e.g.,SC/ST)
- Unemployed and part employed
- School dropouts
- People with special needs i.e. physically and mentally challenged persons.

## **1.3 Admission for ‘Indian Knowledge Traditions’ (IKT) Courses**

### **1.3.1 Admission in Stream 1**

This stream is open for all the learners online (24x7) as per the laid down criteria for Secondary and Senior Secondary levels. This stream of online admission is open round the year with cut off dates for the public examination given as under:

**Ist Block** : 16<sup>th</sup> March to 15<sup>th</sup> Sept First public examination in April next year

**IInd Block** : 16<sup>th</sup> Sept. to 15<sup>th</sup> March First public examination in October Same year

### **1.3.2 Admissions in Stream-2 is open for learners wanting to appear in October-November Examinations:**

This stream for On-line admission is open for all those learners who had appeared but could not clear the Public Examination with transfer of credit facility for up to two pass subjects or learners who were eligible to appear after completing their study period but could not appear. This stream of online admission gives an immediate opportunity to all unsuccessful learners to appear in October-November NIOS examination.

The facility of Transfer of Credit up to two pass subjects is applicable to all the streams of online admission as per NIOS norms.

**1.3.3 Admission in Stream-3** is open round the year for all those learners who had appeared but could not clear the Public Examination at Secondary level with transfer of credit facility for upto two pass subjects or learners who were eligible to appear after completing their study period but could not appear and want to appear through On-Demand Examination. **1.3.4 Admission in Stream-4** is open round the year for all those learners who had appeared but could not clear the Public Examination at Sr.Secondary level with transfer of credit facility for upto two pass subjects or learners who were eligible to appear after completing their study period but could not appear and want to appear through On-Demand Examination. The facility of Transfer of Credit up to two pass subjects is applicable to all the streams of online admission as per NIOS norms.

**1.3.4 Admission in Stream-4** is open round the year for all those learners who had appeared but could not clear the Public Examination at Sr. Secondary level with transfer of credit facility for upto two pass subjects or learners who were eligible to appear after completing their study period but could not appear and want to appear through On-Demand Examination. The facility of Transfer of Credit up to two pass subjects is applicable to all the streams of online admission as per NIOS norms.

## **1.4 Special Accredited Institutions for Education of the Disadvantaged (SAIEDs)**

In addition to AIs and AVIS, NIOS has also accredited institutions to cater to the needs of special learners. This category of study centres called Special Accredited Institutions for Education of the Disadvantaged (SAIEDs), cater to a different but important target group of children and adults with physical and sensory disabilities as well as the socially and geographically disadvantaged. For more details visit NIOS Website <http://www.nios.ac.in>

## **2. ACCREDITED INSTITUTIONS - A NETWORK OF STUDY CENTRES**

### **2.1 What is an Accredited Institution?**

Although like any Open and Distance Learning System, NIOS expects the learners to be self-learners undergoing their learning from a package of self instructional materials, it does not completely do away with human support. In open and distance learning system, the learners need help and support from other people not only to be successful in their endeavour to continue learning but also in using the package effectively. With this view, NIOS provides planned human support in different ways from the time a learner joins the system till his/her successful completion of the courses.

To provide this support and facilitate its easy access, NIOS considered utilization of existing available resources to provide better services by accrediting institutions to be partners. It has more than 1800 such partner institutions called Accredited Institutions (AIs) all over the country. These AIs are usually recognized formal schools or other reputed agencies involved in social or educational activities. They assist NIOS in its various functions to reach out and to reach all.

### **2.2 What are the functions of the Accredited Institutions?**

**The Accredited Institutions are required to perform the following academic and administrative functions:**

#### **2.2.1 Academic Functions**

1. To act as Study Centres for the NIOS learners so that the access to study through Open Schooling using distance mode is easy and within their reach.
2. To provide guidance to the learners particularly during the time of admission.
3. To arrange orientation programmes for learners to apprise them of the unique features of NIOS that they can avail of, and fee schedule, etc.
4. To inform learners about the important dates like the last date of submission of application forms, with and without late fees, and registration dates for appearing in the examinations etc.
5. To arrange the orientation of teachers and other staff engaged in National Institute of Open Schooling activities at the Accredited Institutions, in collaboration with NIOS.
6. To prepare a timetable and organize classes of Personal Contact Programmes as per schedule on Sunday and holidays, in accordance with the curriculum requirement and as per guidelines provided by NIOS by involving available teachers of the Institution as far as possible. Experienced retired teachers, if required, can also be engaged.

7. To organize other types of face-to-face interactive situations on regular basis to retain motivation of the learners.
8. To facilitate and arrange practical classes for subjects involving practical work like science based subjects by making laboratory facilities available to the learners.
9. To provide library facilities to the learners for referencing work.
10. To make available the audio-visual aids available in the Institution for learners to use the media support materials supplied by NIOS.
11. To ensure that the subject teachers of the Accredited Institution undergo continuous and comprehensive evaluation of the tutor Marked Assignments (TMAs) regularly on time and provide feedback to the learners attached to the AI.
12. To send the TMA marks/grades to NIOS as per prescribed schedule.
13. To provide correct guidance and motivations to learners.
14. To prepare the learners for examinations.
15. To act as examination centre in order to conduct public examinations of NIOS smoothly without allowing for any malpractices.
16. To provide positive feedback to NIOS with respect to improvement of the learning materials, learner performance and other related academic matters.

### **2.2.2 Administrative Functions**

1. To publicize the various courses/programs offered by the National Institute of Open Schooling.
2. To receive the Prospectus from NIOS to sell the same to the prospective learners.
3. To register/enroll learners for NIOS courses as per the rules/guidelines for admission laid down by NIOS.
4. To receive prescribed fee for admission by way of Bank Draft.
5. To open a Joint Savings Bank Account in the name of Coordinator and one more signatory of the Accredited Institution in order to remit all receipts therein
6. To maintain complete record of registrants, duplicate copies of the admission form etc.
7. In case study materials are received then keep a full record of all receipts.
8. To distribute the study materials to the learners, without any service charges and to ensure that adequate and right type of materials are available at the Study Centre. Also to keep full record of study materials issued to the learners.
9. To receive and issue Identity Cards to the learners.
10. To receive examination fees and send the same through Bank Draft to NIOS.
11. To issue receipt for all payments received from the learners.
12. To maintain stock of materials, equipment and other items supplied by NIOS or purchased/acquired by the study centre out of funds authorised by NIOS.
13. To issue date sheets, mark-sheets and certificates to the learners and maintain their complete record.

14. To maintain attendance register of teachers and learners attending PCPs.
15. To function as examination centre of NIOS for its examinations as and when required.
16. To provide a separate Notice Board for learners where the timetable, date-sheet and other important information pertaining to NIOS could be displayed.
17. To put up a board outside the institution, displaying it as a study centre of the NIOS with the Code Number of Accreditation for the information of the public.
18. To maintain liaison between NIOS and learners necessary for the proper functioning of the Study Centre.

### **3. Norms and Procedure for Accreditation for ‘Indian Knowledge Tradition’ (IKT) Courses**

#### **3.1 Institutions – Type – 1 (Fresh Accreditation)**

Following types of Institutions/ Schools/ Gurukuls/ Vidyapeeths/ Educational Units run by NGO, who have a sense of commitment and desire to contribute towards developing a learned society, can apply to become an Accredited Institution (AI) of NIOS, provided they satisfy the following criteria laid down for accreditation:

1. The Institution/school/ Gurukul/ Vidyapeeth must be affiliated to a recognized State Board of School Education/CBSE/CISCE for Secondary/Senior Secondary level

OR

2. Registered Society/Trust/ Educational Units run by NGO of national repute, engaged in the education of the especially abled 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 perspective areas of disability and objectives of the institution, or institutions which are covered under the PwD Act, 1995 having PwD Certificate from the concerned state Government.

#### **3.1.1 The minimum educational qualification of the teachers for ‘Indian Knowledge Tradition’ (IKT) Courses:**

The minimum educational qualification of the teachers in Institutions/ schools/ Gurukuls/Vidyapeeths/Educational Units run by NGO affiliated to a recognized State Board of School Education/CBSE/CISCE for Secondary/Senior Secondary level:

1. The institution/school/Gurukul/Vidyapeeth requires to have at least 3 Trained Graduate Teachers paid or honorary in the Sanskrit subject for secondary level and 3 Post Graduate Teachers (PGTs) paid or honorary in Sanskrit subject for senior secondary level including any one certificate/degree of the followings:
  - Bachelor of Arts (Honors) Degree in Sanskrit subject or Shastri degree from UGC recognized university.

OR

- Should have passed class 9 to class12 from Central/State recognized Sanskrit Education Board and have Bachelor of Arts Degree in Sanskrit from UGC recognized University.

OR

- Master of Arts in Sanskrit or Acharya degree from the UGC recognized University.

OR

- Bachelor of Arts Degree in Sanskrit from UGC recognized University and have degree of Shiksha Shastri (B.ed ) from UGC recognized Sanskrit Vidyapeeth/ University.

### 3.2 Institutions – Type – 2 (Existing AI / SAIED)

1. Existing Accredited Institutes-AIs (Which are affiliated to a recognized State Board of School Education/CBSE/CISCE for Secondary/Senior Secondary level) /SAIED Institutes of NIOS can provide/offer any one subject among the ‘Indian Knowledge Tradition courses’ along with Sanskrit language course at both secondary and sr. secondary level with the existing teachers.
2. Existing Accredited Institutes (AIs)/ SAIED Institutes of NIOS can provide/offer **all subjects** among the ‘Indian Knowledge Tradition (IKT) courses’ along with Sanskrit language course at both secondary and sr. secondary level **provided they have the teachers as described in section 3.1.1 above**. The AI should submit the list of those qualified teachers.

### 3.3 Institutions – Type – 3 (Fresh Accreditation)

In case of **Institute/Gurukul/ Vidyapeeth/ Educational Units run by NGO** which did not have affiliation to a recognized State Board of School Education/CBSE/CISCE for Secondary/Senior Secondary level shall have to fulfill following criteria:

1. The **Institute/Gurukul/ Vidyapeeth / Educational Units run by NGO** other than those run by the Government or Autonomous organization of the Government, **must be a registered society or trust** or it must be run by a **registered society/trust** engaged in educational development and it should be at least three years old. The **Society/Trust/NGO** should be registered under the **Societies Registration Act 1860 of the Government of India** or **Indian Trusts Act 1882** under similar **Acts of the State Governments** as educational, charitable, philanthropic or religious societies.
2. The **Institute/Gurukul/Vidyapeeth/Educational Units run by NGO** must have held the board meetings as per the rules of the Act under which they are registered.
3. The Accredited Institute as per the clause 3.3 (i.e. type-3) must offer the subjects under ‘Indian Knowledge Tradition’ (IKT) and other subject in combination with them. However, it can’t offer other subjects only without the subjects of ‘Indian Knowledge Tradition’ (IKT) course.
4. Notwithstanding anything said above in the clause 3.3, in some **exceptional and exigent circumstance** the authorities of NIOS may at their discretion consider a proposal to accredit an institute.
5. **Continuation** of accreditation will depend upon performance and consistency of the Institute/Gurukul/Vidyapeeth/ Educational Units run by NGO.

#### 3.3.1 The minimum educational qualification/experience of the teachers

The Institute/Gurukul/ Vidyapeeth/Educational Units run by NGO must have at least 3 teachers at each level either paid or honorary to guide and teach the learners including any one of the following:



- 3 years teaching experience for secondary level and 5 years teaching experience for senior secondary level in Sanskrit language and literature subjects in any Institute/Gurukul/Vidyapeeth registered as Trust or Society under Central or State Trust/Societies/ foundation Act or a unit run by NGO and have proficiency in speaking and writing Sanskrit Language.

OR

- Bachelor of Arts (Honors) Degree in Sanskrit subject or Shastri degree from UGC recognized University with 2 years teaching experience for secondary level and 3 years teaching experience for senior secondary level in Sanskrit language and literature subjects.

OR

- Should have passed class 9 to class12 from Central/State recognized Sanskrit Board and have Bachelor of Arts Degree in Sanskrit from UGC recognized University with 2 years teaching experience for secondary level and 3 years teaching experience for senior secondary level in Sanskrit language and literature subjects.

OR

- Master of Arts in Sanskrit or Acharya degree from the UGC recognized University with 2 years teaching experience for secondary level and 3 years teaching experience for Senior secondary level in Sanskrit language and literature subjects.

OR

- Should have passed any other degree equivalent to Graduation or Master degree in the area of Sanskrit language and literature which is treated as mark of scholarship by the Indian Knowledge tradition.

OR

- Notwithstanding anything in this clause (i.e. 3.3.1), in some exceptional and exigent circumstance the authorities of NIOS may at their discretion consider the qualification after duly scrutinizing it and place it before the competent authorities to take the final decision on it.

### **3.4 The eligible institution/school may submit the application for the following:**

1. New Accreditation up to Secondary or Senior Secondary level or both,
2. Up-gradation to Senior Secondary level, applicable in case of already accredited Institutions
3. Increase in number of seats, applicable in case of already accredited institutions
4. Additional mediums of instruction, applicable in case of already accredited institutions.
5. In case of schools located outside India, the concerned Embassy of India should recommend their names.
6. Non-proprietary character of the Trust or Society: The institute/school should have non-proprietary character of the Trust of Society running the school (to be shown by way of an affidavit), verifiable via appropriate documents.

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

## Essential

1. **Building and Land:** The institution/school would require having ownership or lease of requisite land in the name of the school or Society/Trust running the school.
2. **Class Rooms:** The institution/school would have properly ventilated and lighted class rooms to conduct contact sessions and examinations (if need be). The size of each classroom should be less than 300 sq.ft. i.e. 15x20 sq.ft.
3. **Library Facilities:** The school would also have a separate library room.

## Desirable

4. **Audio/Video facilities:** The school would have sufficient audio – video facilities like one colour Television, one CD/audio player, one video CD player.
5. **Furniture:** Sufficient and suitable furniture's would be available in all classrooms.

### 3.5 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:

1. At least 05 learners in each session in each 'Indian Knowledge Tradition' course.
2. The ideal numbers, which NIOS expects in an AI, is 300 to effectively serve the learners and to be economically viable.
3. At any cost no AI will be allowed to enroll more than 500 learners in each academic session. However, the number of learners will depend on the category/type found suitable for the AI.
4. The AI is liable to be terminated if the average enrollment consistently remains below the minimum level for about 2 to 3 years.
5. Decisions about medium-wise, gender-wise and course-wise enrollment 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 three types viz. A, B and C as given below:

S.No.	Category	Type A	Type B	Type C
1.	Max. No. of learners allowed to enroll	500	300	150
2.	No. of classrooms (Each of minimum 200sq. ft. area)	15	10	05
3.	Minimum area of school/Institute campus	4000 sq.meter	2500 sq.meter	1000 sq. meter

## 4 General Instructions for Applying for Accreditation

**4.1** A willing institution would require applying 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. This form is also available on the NIOS website [www.nios.ac.in](http://www.nios.ac.in) to be downloaded for use. Typed or photocopies 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:

1. On line application for accreditation.
2. Off line application on the Application form for accreditation.

### Procedure

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 and to be submitted with the following documents
  - i. Proforma for Appointing the Co-ordinator and second Signatory
  - ii. Affidavit
  - iii. Memorandum of Understanding (MOU)
4. Depending on the nature of the institution, the following need to be provided along with the application;
  - i. For Private/Non- Government Schools/Institute/Gurukul/ Vidyapeeth the Resolution of the concerned Organisation Management to run NIOS courses.
  - ii. For Kendriya Vidyalayas, approval of Regional Director of Kendriya Vidyalaya Sangathan,
  - iii. For Navodaya Vidyalayas, the approval of Regional Director of Navodaya Vidyalaya Samiti,
  - iv. For Government Schools, approval of State Directorate of Education.
5. The Application Form ought to be accompanied with Accreditation Fee \* of an amount of Rs 20,000/- (Rupees Twenty Thousand only) apart from the Reserve Fund \* of Rs.50,000/- for Category A, Rs.30,000/- for Category B and Rs.15,000/- for Category C. The fee is to be paid through Bank Drafts drawn in favour of the Secretary, National Institute of Open Schooling.. Application forms without the Accreditation fee will not be accepted.

**\* Revised Fee as per the Notification no 235/2015 dated 01<sup>st</sup> October, 2015**

## 4.2 Address for Sending the Application form

S.No	Category	Address for sending the Application
1.	Institute/Gurukul/ Vidyapeeth/ Educational Units run by NGO which did not have affiliation to a recognized State Board of School Education/CBSE/CISCE for Secondary/Senior Secondary level	To the Regional Centre concerned
2.	Schools affiliated to CBSE/CISCE or Minority Institutions	
3.	General Schools affiliated to State Board	
4.	<b>Existing AIs/ SAIED Institutes of NIOS -Type-2</b>	

Regional center will forward inspection report alongwith the application with requisite documents to Director (SSS), NIOS HQs, NOIDA,UP after verifying all the details.

## 4.3 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 of the school/institution for accreditation and the presence of the necessary documents.
2. The eligible schools/institutes/Gurukul/ Vidyapeeth/ Educational Units run by NGO are allotted a Consideration Number for future correspondence.
3. All short-listed applications for accreditation are scrutinized 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. In case of CBSE and CISCE School the Inspection is not required.
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.

## 4.4 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/Institute Head | Coordinator           |
| ii. Senior Teacher                         | Assistant Coordinator |
| iii. Office Assistant                      | Assistant             |
| iv. Peon                                   | Helper                |
| v. Respective Subject Teachers             | PCP Teachers          |

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

### 4.4.1 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.
- Providing point as well as non-print resource material.

### 4.4.2 Financial Assistance

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

## 4.5 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 learner 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 (25 in case of 'Indian Knowledge Tradition' courses) learners for three consecutive years.
12. Non-fulfillment 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 misconduct 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.



## NATIONAL INSTITUTE OF OPEN SCHOOLING

### Application for Accreditation of Indian Knowledge Tradition Courses (To be completed and forwarded to the concerned Regional Centre of NIOS )

Fresh Accreditation-Type-1  Existing AI/SAIED-Type-2  Fresh Accreditation-Type-3

Increase in no. of Seats  Upgrade to Se. Secondary  Addition of new stream/medium

Gender:  Boys  Girls  Both

Medium:  Sanskrit  Hindi  English  All Three (Sanskrit/Hindi/English)  Regional Medium

1 Name of the School/Institute : \_\_\_\_\_

2 Complete Address : \_\_\_\_\_  
\_\_\_\_\_

Block \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_ Pin \_\_\_\_\_

Telephone Numbers (school : \_\_\_\_\_ Email : \_\_\_\_\_

3 Name of the Principal (as Co-ordinator) : \_\_\_\_\_

In case the Principal is not available

Name of the Vice Principal (as co-ordinator) : \_\_\_\_\_

Contact telephone numbers : (Res.) \_\_\_\_\_ (Mobile) \_\_\_\_\_

4 Name of the Second signatory  
(Vice Principal/PGT) : \_\_\_\_\_

5 Level of School  Secondary  Sr. Secondary  Both (Please tick)

In case of Sr Secondary or both (Please tick)  With Science  Without science

6 No. of students : Secondary \_\_\_\_\_ Senior Secondary \_\_\_\_\_

- 7 (a) Number of Class rooms : \_\_\_\_\_ (b) Number of Halls : \_\_\_\_\_
- 8 Library :  Yes  No (a) No. of Books in Library : \_\_\_\_\_
- 9 Number of Teachers (a) PGTs Level \_\_\_\_\_ (b) TGTs Level: \_\_\_\_\_
- 10 Number of Teachers In Sanskrit (a) PGTs Level \_\_\_\_\_ (b) TGTs Level: \_\_\_\_\_
- 11 Number of Computers : \_\_\_\_\_
- 12 Number of labs : \_\_\_\_\_

- Composite lab  Physics lab  Chemistry lab  Biology lab
- Math lab  Home Science lab  Computer lab

13 Name and address of Trust/Society /NGO \_\_\_\_\_  
\_\_\_\_\_

14 Year of Registration \_\_\_\_\_ Registration No. \_\_\_\_\_ Period of Registration \_\_\_\_\_

15 In case of Fresh Accreditation-Type-3, copy of the Registration of Trust/Society /NGO to be enclosed.

16 Name of the Board with which affiliated : \_\_\_\_\_

a. Affiliation No. \_\_\_\_\_ b) Year of affiliation : \_\_\_\_\_

c) Level up to which affiliated (Secondary/Sr. Secondary) \_\_\_\_\_

d) Is the affiliation permanent or temporary ? \_\_\_\_\_

e) If the affiliation is temporary, upto what period ? \_\_\_\_\_

f) Subject/Streams (Science/Commerce/Arts/ Indian Knowledge Tradition) in which affiliation given by recognized Board. (copy of affiliation certificate to be enclosed)

17 In case of Existing AI-Type-2, The AI should submit the list of qualified teachers as prescribed in clause 3.1.1 of "NORMS AND PROCEDURE FOR ACCREDITATION OF ACADEMIC STUDY CENTRE (AI)-INDIAN KNOWLEDGE TRADITION COURSES"

18 Bank Details : A/C No. \_\_\_\_\_ Bank Name \_\_\_\_\_ IFSC Code \_\_\_\_\_

19 Bank Draft Details :

Amount \_\_\_\_\_ Bank Name \_\_\_\_\_ Draft No. \_\_\_\_\_ Date \_\_\_\_\_



## DECLARATION

This to certify that all the above information furnished regarding the Institution/  
School/Gurukul/Vidyapeeth/Educational Units run by NGO is correct and authentic to the best of my  
knowledge.

.....  
(Signature of the Principal /Headmaster)  
(Name with Rubber Stamp).....

(Signature of Second signatory)

Name and Designation

Phone No.

Date .....

Place.....

## CERTIFICATE OF ENDORSEMENT

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

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 Regulation 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 learners. 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 Deputy Director (EDU) of their respective Zones/Regional Office.



**NATIONAL INSTITUTE OF OPEN SCHOOLING**  
**A-24/25, Institutional Area, Sector-62, Noida, U.P.**  
**Proforma for appointing the Coordinator**  
**To operate the account from the Institution**

AI No. \_\_\_\_\_

Director (SSS)  
 National Institute of Open Schooling  
 (Govt. of India)  
 A24/25, Institutional Area  
 Sector-62,  
 Noida, U.P.

Dear Sir/Madam

A) It is brought to your notice that Mr./Ms. \_\_\_\_\_ working as \_\_\_\_\_ has been appointed as the Coordinator of the AI/AVI from the academic session \_\_\_\_\_.

(Principal or Vice Principal can be appointed as Coordinator for AI)  
 (Principal/Director/Head can be appointed as Coordinator for AVI)

B) Mr./Ms. \_\_\_\_\_ working as \_\_\_\_\_ has been nominated the second office to jointly open and operate the Bank account with the Coordinator for the AI/AVI.

(Vice-Principal or any other faculty of the school nominated by the Principal/Management for appointed as second signatory)

The specimen signatures of the Coordinator as well as second officer authorized to open and operate the joint bank account with their complete residential address and phone numbers duly attested are given below.

The specimen signatures of the Coordinator with complete residential address and phone numbers duly attested are given below.

A) Specimen Signature of the  
 the Coordinator

Specimen Signature of the  
 second signatory

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

Name and Designation

Name and Designation

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**ATTESTED**

Signature \_\_\_\_\_  
 Full Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Residential Address of \_\_\_\_\_  
 the attesting officer \_\_\_\_\_

B) The bank account will be opened in the name of :

“The Co-ordinator NIOS \_\_\_\_\_  
(Name of the AI)

“The bank account is in \_\_\_\_\_  
(Name of the Bank)

It will be operated jointly by the Coordinator and the second signatory only as mentioned in page 1.

Hereby our consent to collaborate with NIOS is also conveyed assuring that all academic and administrative services to students as listed in the document: Norms and procedure will be provided. Our undertaking to use the financial grant for purpose specified by the NIOS is also accorded.

Thanking you,

Yours faithfully,

Signature of the Principal/Director/Head  
Name \_\_\_\_\_  
With seal of the AI/AVI

Dated \_\_\_\_\_

Note :

1. All the schools from KVS, NVS & all Govt. schools, Principal can self attest the proforma.
2. The attestation of Coordinator proforma may be done by the Manager/Chairman/President etc. of the school or any other higher authority of school.
3. Principal/Vice Principal/Director/Head can be appointed as Coordinator.
4. Vice-Principal or any other faculty of the school nominated by the Principal/Management for appointed as second signatory.
5. Change in Coordinator should immediately be brought to the notice of NIOS for necessary updation in the list of study centre.

## AFFIDAVIT

**Format of Affidavit To Be Submitted By The Principal of the applicant School for Accreditation from NIOS on Rs.100/- Non-Judicial Stamp Paper to be sworn before the notary public.**

**Photo of the  
Principal**

I \_\_\_\_\_, Principal of \_\_\_\_\_, resident of \_\_\_\_\_ hereby solemnly affirm and declare that:

1. I have applied for the accreditation of NIOS for Academic Courses without any external intervention.
2. After accreditation, Study Centre of NIOS will function under my control & supervision.
3. I will also act as the Coordinator of the Study Centre without any fear and favour.
4. If my school is fixed as an examination centre by the NIOS, I will act as the Centre Superintendent and ensure fair and smooth conduct of examinations of NIOS.
5. No outside person will be allowed to interfere in the functioning of the Study Centre.
6. In case, if I am relinquishing the charge of the Principal, I will inform the same to the NIOS in this regards.
7. I abide by my above statement and in case, at any time, it is observed by the NIOS that I am deviating from my above statement, NIOS may take action against me.

### VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

(Name, designation and Address of the Principal)  
(Seal)

Place:-

Date:-

DEPONENT

**CHECKLIST FOR ENCLOSURES (AI)**

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

<b>S. No.</b>	<b>Particulars of the documents</b>
1.	The processing fee as per present NIOS norms has to be deposited in the form of Bank draft in favour of the Secretary, NIOS, payable at NOIDA.
2.	Copy of the Certificate of Registration of the Society/Trust/NGO
3.	Copy of the Memorandum of Association and Rules and Regulation.
4.	Copy of the List of Members of the Governing Body of the Society with their occupations and addresses
5.	Copy of the Resolution of the Management for taking up Open Schooling courses with Signature.
6.	Copy of the letter of affiliation from a recognized board (not applicable for SAIED)
7.	Copy of the 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 school.
10.	Copy of Documents pertaining to the Land of the school (lease/ownership)
11.	Affidavit duly filled by the Principal of the applicant
12.	Proforma for appointment of co-ordinator
13.	MOU duly filled in
14.	Copy of recognition/approval from Rehabilitation Council of India/ or having certificate of Registration under persons with Disability (PWD) Act, 1995 (For SAIED Institution)
15.	List of special teacher/instructors (if applicable available in the applying Institution with their qualification, designation and Experience.
16.	English translated copy of the documents duly attested by Notary Public along with copy in Regional Medium.