

3. Norms and Procedure for Accreditation

3.1 Who can apply for Accreditation?

1. Following types of institutions/ schools, who have a sense of commitment and desire to contribute towards developing a learning society, can apply to become an Accredited Institution of NIOS, provided they satisfy the criteria laid down for accreditation:

- a) The Institution/school must be affiliated to a recognized State Board of School Education/CBSE/CISCE for Secondary/Senior Secondary level, or
- b) An NGO/ Registered Society of national repute, engaged in the education of the specially 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.

2. The eligible institution/school may submit the application for the following:-

- a) New Accreditation up to Secondary or Senior Secondary level or both,
- b) Up-gradation to Senior Secondary level, applicable in case of already accredited Institutions,
- c) Increase in number of seats, applicable in case of already accredited institutions
- d) Additional mediums of instruction, applicable in case of already accredited institutions

3.2 Criteria for Accreditation

a) Affiliated to a Recognized Board: The institution/school should be affiliated to a recognized State Board of School Education/CBSE/CISCE for Secondary/Senior Secondary level, for which accreditation is required.

or

Recognition with the Rehabilitation Council of India or Institutes Covered under PwD Act 1995: A Non Government Organisation (NGO)/Registered Society of national repute, engaged in the education of the specially able children and in philanthropic activities, and getting a grant from the Government. The institute must have recognition either with the Rehabilitation Council of India for running special courses or Institution which are covered under PwD Act 1995 having PwD Certificate from the concerned state Government for running Special Courses.

b) Registered Society/Trust: Such affiliated schools/institutions other than those run by the Government or Autonomous organization of the Government, must should be run by a registered society/trust engaged in educational development and is at least three years old. The Society should be registered under the Societies Registration Act 1860 of the Government of India or under Acts of the State Governments as educational, charitable or religious societies.

c) In case of schools located outside India, the concerned Embassy of India should recommend their names.

d) 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.

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

Essential

i. **School Building and Land:** The institution/school would require to have ownership or lease of requisite land in the name of the school or Society/Trust running the school.

ii. **Class Rooms:** The institution/school would require to 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.

iii. **Teaching Staff:** For the Secondary level, the institution/school requires to have at least one Trained Graduate Teacher in each subject. For Sr. Secondary level, the teaching staff would have to be Post Graduate and Trained (PGTs) in the respective subject.

iv. **Laboratories:**

It is essential that the school would have one multipurpose Science Laboratory to conduct practical work in Science at Secondary level.

For the Sr. Secondary level. The school would essentially have separate laboratories for Physics, Chemistry, Biology and Computer Science, respectively with appropriate apparatus and instruments for accreditation in all subjects.

v. **Library Facilities:** The school would also have a separate library room having at least 2000 books in different school subjects.

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NATIONAL INSTITUTE OF OPEN SCHOOLING

Application for Accreditation of Academic Courses for General Schools

(To be completed and forwarded to the concerned Regional Centre of NIOS)

☐ Fresh Accreditation ☐ Increase in No. of Seats ☐ Upgrade to Sr. Sec. ☐ Addition of Science Stream

Gender : ☐ Boys ☐ Girls ☐ Both

Medium : ☐ Hindi ☐ English ☐ Both (Hindi/English) ☐ Regional Medium

1. Name of the School : _____

2. Complete Address : _____

Block _____ District _____

State _____ Pin _____

3. Telephone Numbers (school : _____ Email : _____

4. 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) _____

5. Name of the Second signatory
(Vice Principal/PGT) : _____

6. Level of School ☐ Secondary ☐ Sr. Secondary ☐ Both (Please tick)

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

7. No. of students : Secondary _____ Senior Secondary _____

8. (a) Number of Class rooms : _____ (b) Number of Halls : _____

9. Library : ☐ Yes ☐ No (a) No. of Books in Library : _____

10. Number of Teachers (a) PGTs _____ (b) TGTs : _____

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 _____

14. Year of Registration _____ Registration No. _____ Period of Registration _____

15. a) Name of the Board with which affiliated : _____

b) Affiliation No. _____ d) Year of affiliation : _____

e) 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) in which affiliation given by recognized Board.

(copy of affiliation certificate to be enclosed)

16. Bank Details : A/C No. _____ Bank Name _____ IFSC Code _____

17. Bank Draft Details :
Amount _____ Bank Name _____ Draft No. _____ Date _____

DECLARATION

This to certify that all the above information furnished regarding the Institution/School 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.

Processing Fee

10	For any purpose	Madarsas under SPQEM	Nil	
11	Reaccreditation after De-accreditation for violation of NIOS rules	Independent School / Request under MOU/SAIED	50,000	
✓ 12	Fresh accreditation	Independent School	US \$ 1500	Abroad
13	Extension of accreditation after completion of every five years		US \$ 500	
14	Increase in number of seats C → B → A		US \$ 500	
15	Change in name of AI		US \$ 500	
16	Shifting of AI		US \$ 1500	
17	Upgradation Sec. to Sr. Sec.		US \$ 500	
18	Introduction of additional subjects after accreditation		US \$ 250 per subject	
19	For additional Medium/ Gender		US \$ 250 per Medium	
20	For any purpose	Govt./KVS/ JNV /State Govt.	Nil	
21	Reaccreditation after De-accreditation for violation of NIOS rules	Independent School / Request under MOU/SAIED	US \$ 2,500	

(B) Accreditation fees for Accredited Vocational Institutions (AVIs)

S. No.	Purpose	Type of Management	Revised Fees (Rs.)	Location
1	Fresh accreditation for up to 5 trades	Any eligible Institution	20,000 (for 5 years)	

CHECKLIST FOR ENCLOSURES (AI & SAIED)

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

S. No.	Particulars of the documents
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
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) <i>Copy of the Professional Licence - (For Abroad)</i>
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 <i>Bipartite Agreement</i>
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.



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

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 from the academic
session _____.

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

Specimen Signature of the
the Coordinator

Residential Address

1. _____

2. _____

Name and Designation

Phone (Res.)

ATTESTED

Signature

Full Name

Designation

Residential Address of

The attesting officer

Phone No. (Official AI) _____

Fax No. _____

STD No. _____

E-mail. _____

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 purpose specified by the NIOS is also accorded.

Thanking you,

Yours faithfully,

Signature of the Principal
Name _____
With seal of the AI

Dated _____

Note :

- a) The attestation should be done by the President/Vice-President of the school Management.
- b) As per current policy of NIOS, only the Principal or in his/her absence Vice Principal can be appointed as Co-ordinator.
- c) Change in Coordinator should immediately be brought to the notice of NIOS for ratification and necessary updating in the list of study centre.



NATIONAL INSTITUTE OF OPEN SCHOOLING
A-24/25, Institutional Area, Sector-62, Noida, U.P.

**BIPARTITE AGREEMENT BETWEEN
AND NATIONAL INSTITUTE OF OPEN SCHOOLING, NEW DELHI**

This Bipartite Agreement hereinafter referred to as "Agreement" is signed on the day of by parties to the Agreement, (here-in after referred to as "
* of the first part which expression shall include its successors and permitted assigns).

AND

National Institute of Open Schooling, A-24/25, Institutional Area, Sector-62, Noida, U.P. (hereinafter referred to as "NIOS", of the second part which expression shall include its legal successors and permitted assigns).

Whereas NIOS has agreed to launch its programmes in
* Under the Distance Education and Open Learning Project.

Whereas has agreed to execute the project in as a partner institution of NIOS. Now both the parties agreed to the commencement of the Distance Education and Open Learning Project on terms and conditions appearing hereinafter.

The agreement entered herein shall be for the terms indicated in Appendix A attached to and forming part of the agreement.

SECTION A

1. Obligations of

1.1. Will identify and indicate appropriate NIOS programmes needed by the students of

Note:



Name of the Institute
Territory (area)

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- 1.2 Will take steps to enable the students to enroll for NIOS programmes and finalise admissions of the students thus enrolled based on the eligibility criteria prescribed by NIOS.
- 1.3 Will send to NIOS a copy of all the original application forms of the students registered for different programmes to enable NIOS to ratify the admissions made.
- 1.4 Will render all logistic support to all the registered students and coordinate all programme related work in and for this purpose a Coordinator will be appointed by
- 1.5 Will provide all pre-admissions and post-admissions services to the students on the basis of specific requirements of each programme as settled through exchange of roles between the and the NIOS.
- 1.6 Will provide all the necessary infrastructure for the visiting NIOS officials and academics and also make all arrangements for the conduct of orientation programmes for the counselors of NIOS in Nepal, by NIOS resource persons.
- 1.7 Will select and engage local Counsellors/Tutors in consultation with NIOS and will also identify gaps in the availability of local counseling support and take necessary steps to remedy such gaps.
- 1.8 Will pay the academic counselors the stipulated honorarium for the counseling work undertaken by them and all other payments to be made in connection with the conduct of examination and any other work.
- 1.9 Will provide all administrative support necessary for implementing the project and offering the identified NIOS programmes including assistance in holding examinations.
- 1.10 Will bear all examination related expenses in respect of their students.
- 1.11 Will function as examination centre of NIOS, if required by NIOS.
- 1.12 Will remit the agreed amount of fees and other payments due to NIOS by way of a Demand Draft within 30 days of collection from the students.

- 1.13 Will provide all infrastructural facility that may include class room, tables, chairs, over-head projectors, TV, VCR, Computers etc.
- 1.14 Will create the Fax and E-mail facility in the institution to facilitate rapid communication with NIOS.
- 1.15 Will bear all expenses including air travel for visits of NIOS Officers/Academics if invited by For supplementary the local counseling support for the programmes.
- 1.16 Will seek approval of NIOS for all the publicity material developed by to be displayed in different media.

SECTION B

2. Obligations of NIOS

- 2.1 Will ratify the admissions made by (subject to the fulfilling of the eligibility conditions) and enroll the students for the programmes mutually agreed upon.
- 2.2 Will assist in developing the nucleus of a resource base for delivering distance education programmes to the students of
- 2.3 Will provide the application forms, information guides, bulletins, etc. for the above programmes.
- 2.4 Will provide all learning materials audio-video cassettes, training and orientation of resource persons (academics and administrative support staff) and review, revise or modify the courses whenever necessary.
- 2.5 Will dispatch all the materials as per the arrangements finalized with
- 2.6 Will provide academic, professional and technical consultancy services for the execution of the project on specific request from and on terms and conditions agreed between NIOS and
- 2.7 Will assist in the arrangements for the conduct of tests and examinations, evaluate the answer scripts, announce the results and award certificate/degrees to students who have successfully completed the programmes.

- 2.8 Will provide guidelines for various physical facilities required and the qualifications and experience required of personal to be engaged for the implementation of the project.
- 2.9 Where academic counselors are locally available, NIOS will undertake to conduct orientation programmes for them in
- a) the curriculum of NIOS
 - b) distance education methodology
 - c) practicals and work experience.

3. General

3.1 Force Majeure

If due to "Force Majeure" like riots, political disturbance or any other similar reason. It becomes advisable or necessary in the agreed opinion of and NIOS to terminate the project under this agreement, the agreement may be terminated at any time by mutual consent in writing and in cases the parties do not agree, the Agreement may under the said circumstances be terminated by any of the parties by giving 30 days notice in writing to the other parties. Such termination will be effective in the manner specified in the said notice and will be without prejudice to the claims which any of the parties may have against the other the termination of this Agreement in the manner aforesaid.

3.2 Duration and Termination of Agreement

This agreement will be valid for a period of three years and would be effective from During the period, the Agreement is under operation, it would be terminable on a month's notice with the written consent of both the parties. However, students admitted to any programme during the period of validity of this agreement will be enabled to complete their programmes of study and appear in the relevant examinations, and the obligations of the respective parties will continue to be in force during such period irrespective of termination of the agreement.

3.3 Amendment to the Agreement

The obligations of and NIOS have been outlined in this Agreement. However, during the operation of the Agreement, circumstances may arise which call for alternation or modification of this Agreement. These modifications/alternations will be mutually discussed and agreed upon in writing.

3.4 The agreement will be subject to jurisdiction of courts at Delhi/New Delhi (India).

This agreement is signed on the date appended herein before at

FOR AND ON BEHALF OF

FOR AND ON BEHALF OF

Signature
Name
Secretary (NIOS)
Official Stamp
Place:
Date

Signature
Name
Designation (Principal/Head/Manager)
Official Stamp
Place:
Date

Witnesses

1. Signature _____
with name _____
& address _____

2. Signature _____
with name _____
& address _____

Witnesses

Signature _____
with name _____
& address _____

Signature _____
with name _____
& address _____

Note:

⊙ Name of the Institute
* Territory (area)