



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

**Application Form**

**Application to be filled in by the institution seeking grant of accreditation of Vocational courses of National Institute of Open Schooling (NIOS).**

**A. Details of the processing fees/DD.**

DD No. \_\_\_\_\_ Date \_\_\_\_\_ Name of the Bank \_\_\_\_\_ Amount Rs. \_\_\_\_\_.

1. Name and address of the Managing Society/ Agency/Trust owning the institution.

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

Fax \_\_\_\_\_ Ph. No. \_\_\_\_\_ E-mail \_\_\_\_\_

2. If registered, please mention:-

- a) Registration No. \_\_\_\_\_
- b) Date and year of registration \_\_\_\_\_
- c) Year of expiry \_\_\_\_\_

3. Details of the Members of the Society/Public Trust constituted under the Law

Sl. No.	Name	Profession	Educational qualifications

4. Name and complete address of the Institution (with PIN, State, District, Taluk etc.) for which accreditation is sought. Please specify whether the applied institution is Govt. /Public/Private School/NGO/Govt./Private Organization.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Pincode \_\_\_\_\_

Taluk \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_

Fax \_\_\_\_\_ Ph. No. \_\_\_\_\_ E-mail \_\_\_\_\_

5. Year of establishment of the institution (if already functioning) \_\_\_\_\_

6. Name of the nearest Railway Station/ main Bus Terminal & its distance from the institution \_\_\_\_\_

\_\_\_\_\_

7. Name and complete address (Residential) with Telephone No. of the Principal/ Director/Head of the Institution \_\_\_\_\_

\_\_\_\_\_

8. If an existing AVI/ AI of NIOS, please give following details

AVI / AI No. \_\_\_\_\_

Sl. No	Course for which Accreditation granted	Code	Year of Accreditation	Intake Allowed	Enrolment in last three years			Remarks

9. Has the institution applied earlier to NIOS for grant of accreditation of Vocational Courses? If yes, please mention:-  
 Date of submission of Application: \_\_\_\_\_  
 Reference No. of NIOS, if any: \_\_\_\_\_

10. Indicate the details of other institutions, if any, being run by the Managing Society.

Sl.	Name & Address of the	Area of Work	Name of the recognizing
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No.	Institutions		accrediting/ Affiliating/ Central/ State govt. agency/ others

11. Details of the Vocational Courses being conducted by the applicant Society in any other institution or in the same campus.

Sl. No.	Name of the Courses/Trade	Duration of the course	Entry level Qualification	Year of starting the courses	Intake capacity	Name of the recognizing accrediting/ Affiliating/ Central/ State govt. agency/ others

12. Name of the Vocational Courses of NIOS for which accreditation is being sought.

Sl. No.	Name of Course/ with NIOS course code no.	Proposed intake/No. of batches proposed
1.		
2.		

3.		
4.		
5.		

13. Justification Note -motivation factors indicating the reasons as to why you are keen to provide vocational education courses, proposed by you for the accreditation, for the people in your area. Indicate your experience in the field, kind of services/activities the society is currently engaged in, so as to acquaint NIOS with your sense of commitment to this work.

Please submit this on a separate sheet.

14. Whether the Management of the society has resolved to take up NIOS courses. If yes, please submit a copy of the Resolution of the society.

15. **Infrastructure (available for NIOS courses)**

Sl. No.	Schedule of Facilities available for proposed NIOS courses	No. of units with area of local unit	Total area
1.	Teaching classroom (Course wise)		
2.	Labs(Course wise)		
3.	Workshops		
4.	Library		
5.	Store		
6.	Administrative area		
7.	Audio Visual Room		
8.	Staff Room		
9.	Students Common Room		
10.	Common Facility		
11.	Staff Residence		
12.	Hostels		

Please attach the approved lay out plan of the building displaying each unit.

16. **Building details:**

- a) Whether the Institution is located in a rented building or own building. Please attach a copy of the Title Deed/Lease Deed \_\_\_\_\_.
- b) Institute located in the area, whether commercial/residential/institutional/others
- Commercial
  - Residential
  - Institutional
- (Please tick mark)*

- Others specify \_\_\_\_\_
- c) Date of occupation of premises \_\_\_\_\_.
- d) Date of lease & date of expiry \_\_\_\_\_.
- e) Whether the Institution has the facilities to conduct public examinations. If so, please specify details regarding Halls, rooms etc. \_\_\_\_\_.

**Power Supply**

- f) Date of connection \_\_\_\_\_
- g) Three phase/Single phase \_\_\_\_\_  
Connected sanctioned load KW \_\_\_\_\_

17. **Library Facilities:** Indicate the total number of titles available for Vocational Education. \_\_\_\_\_  
The number of Journals \_\_\_\_\_

18. **Tools & Equipments (course wise) for proposed courses**  
(To be submitted separately for each course)  
**Name of the Course** \_\_\_\_\_

Sl. No.	Name of the Tools/ Equipments	Specifications of the Tools/ Equipments	Quantity in stock	Date of purchase. (In case purchases have been made in different years, the years of first and last purchase)

19. Details of availability of General Audio-visual/Teaching aids available in the institute.

**20. Finances:**

- a) Details of the sources of finance of the institution
  - (i) Govt. Aid
  - (ii) Donation
  - (iii) Fees from students
  - (iv) Others
- b) Annual Budget & the total expenditure of last three years
- c) Details of yearly expenditure (minimum three years) on

- (i) Equipment
- (ii) Raw material/consumable
- (iii) Salary to the Faculty/Supporting Staff

21. **Human Resources**

**Teaching faculty:**

- (a) Name of the Principal/Head of the institution and his/her Acad./ Vocational/ Qualifications & experience. (In case of new institutions, details of Head/ Instructors course wise of the institute proposed to be appointed to be furnished)
- (b) Please give details of supporting staff working on regular or on part-time basis, or identified to be appointed (in case of new institutions).
- (c)

Sl. No.	Name and Designation	Acad./ Professional Qualifications	Experience (in years) as well as job description	Whether full time or Part time

**Note : Photo copy of testimonials of both academic and professional qualifications of faculty and other staff be enclosed with the application form.**

- (d) Supporting/ Administrative Staff:
  - 1. Clerks \_\_\_\_\_
  - 2. Accountant \_\_\_\_\_
  - 3. Lab Attendant \_\_\_\_\_
  - 4. Peons \_\_\_\_\_

22. **Any other information**

Any other relevant information/particulars which the applicant wishes to highlight in connection with the Accreditation of Vocational courses of NIOS.

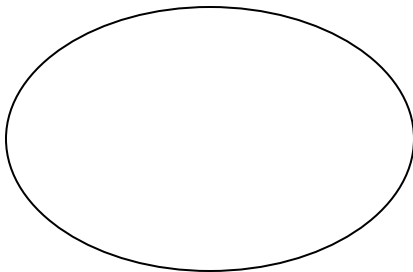
## Certificate

1. Certified that the institution (Name) \_\_\_\_\_  
\_\_\_\_\_ applying for Accreditation of Vocational  
Education Courses of NIOS is fully owned by \_\_\_\_\_  
\_\_\_\_\_ (Name of the Society/Trust)
2. Certified that the Society/Trust has obtained a certificate from competent local  
authority regarding the Health and Sanitary conditions of the building of the  
institution.
3. Certified that building housing the institution and other structure has been  
declared safe (including fire safety) by the competent local authority.
4. Certified that the information/particulars furnished above are Correct and  
authentic to the best of our knowledge.

Signature of the President/  
Secretary of the Society  
owning the institution

Name & Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rubber Seal of the Society



Date: \_\_\_\_\_

Place: \_\_\_\_\_

## List of Enclosures

(To be attached by an applicant institution duly attested)

Document No.	Particulars	Whether enclosed or not Please tick (√) or (X)
1.	Copy of the Memorandum of Association and Rules and Regulations	
2.	Copy of the Certificate of Registration	
3.	Justification Note	
4.	Resolution of the Management for taking up NIOS Courses	
5.	A copy of the Title Deed or rent/Lease Deed	
6.	Plan of the Building	
7.	List of Tools & Equipments/trade wise	
8.	Copy of audited Statement of Income and Expenditure of the Society for the Last three years	
9.	List of teachers/supporting staff and their particulars/trade wise with copy of their testimonials for Academic & Professional Qualification	
10.	Demand Draft of the requisite amount in favour of "Secretary, NIOS" payable at NOIDA.	
11.	Other Documents as required	
12.	Affiliation/Recognition letter if any, from Govt. and other statutory bodies	

*Note: All the above mentioned documents duly certified by the Secretary/President of the society may please be submitted along with the application without which the application may not be considered. All documentary proofs/certificates attached with application should be in English or Hindi and if they are in regional language it must be accompanied by translated version in English/Hindi and attested by the First Class Magistrate.*



### **3. Monitoring of Implementation of Vocational Education Programme in Study Centres ( AVIs ):**

- **Methods and follow up action of the Monitoring Report.**

#### **Vocational Education Facilitator (VEF):**

VEFs have been appointed to monitor the functioning of the AVIs. VEFs ensure that co-ordinator performs role and duties as assigned to them and carry out instructions issued by Regional Centres as well as Head Quarters of NIOS. VEF deals with the problem at his/her own level or report it to the respective Regional Centre or Head Quarter. Regional Directors can also visit AVIs on any complaint and can also act of their own. Officials at HQ also get involved if situation demands.

#### **Regional Directors :**

Regional Directors play an active role during the admission process and conduction of exams at various AVIs. It ensures that correct admission data are provided by AVIs in proper format to regional centre. Regional Director duly appoints OSDs to monitor the conduct of examination at various centres. Regional Director also ensures that evaluation of answer sheets is done as per the schedule.

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