

To
The Director (SSS)
National Institute of Open Schooling
A-24/25, Institutional Area, Sector-62,
NOIDA-U.P.- 201309

Sir/Madam,

The application for(fresh accreditation/ up gradation/increase of number of seats)
of
.....
...

(Name of the institution or Society or Organization seeking accreditation)

is submitted for consideration by National Institute of Open Schooling. The required particulars, that have been provided in the following pages are authentic and valid.

On behalf of the institution, I affirm that I will abide by the Norms and Conditions specified and will carry out the responsibilities of Accredited Institution, which have been spelt out in the NIOS booklet and accept the conditions imposed. Specifically, I have noted and agreed that accreditation can be withdrawn by NIOS without assigning any reason and making us liable for any loss and damages. I further mention that the school has got the necessary infrastructure to function as the Study center by becoming an Accredited Institution of NIOS up to Secondary/Senior Secondary stage.

Yours sincerely

Date:
.....

Place:

(Signature of the Principal /Headmaster)

(Name In block letters.....)

Enclosure: Complete Proforma

Affix stamp duly initialled

National Institute of Open Schooling
INFORMATION FORM FOR GRANT OF ACCREDITATION

(To be completed by the applicant institution in all respect)

General Instructions

1. All the columns must be filled up in legible handwriting Incomplete applications may be rejected.
2. Certified copies of all the relevant documents as per the check list given at the end of this form should be enclosed with the application form.

Application for Fresh Accreditation/Up gradation a) Level : Secondary/Sr. Secondary b). Gender : boys/girls/ both c). Medium : Hindi/English/ Urdu/..... (regional medium)	For Office Use only Consideration No Processing Fee
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A. GENERAL INFORMATION ABOUT THE INSTITUTE

1. **Name of Institution** _____
2. **Postal Address**
 City/Place _____ Block/Tehsil _____
 District _____ Pin Code _____ State _____
3. **Phone No. with STD Code** _____ **Mobile No.** _____
4. **FAX No** _____ **Email** _____
5. Name of the Principal of Institution _____
6. Qualifications of the Principal _____
 Administrative Experience (in Years): _____ Teaching Experience (in Years): _____
7. **Location of School** (Rural /Urban/Semi-urban/Slums) _____

S.No.	Places	Name	Distance in km.
1.	Nearest Railway Station		
2.	Nearest Police Station		
3.	Nearest Nationalized Bank		

8. **Up to what level is the Institution / school imparting education?**
 Middle Secondary Sr. Secondary
9. **Is the Applying Institution / school only for boys / girls or Co-educational?** _____
10. **Medium of instruction in the applying Institution / school:**
 English Hindi Urdu Telugu Marathi Gujarati Any other

11. **Details of Processing Fee of Rs.5000/- to be paid through two Bank Drafts**
 (a) **Bank Draft of Rs.4000/-** No.DateName of the Bank

(b) **Bank Draft of Rs.1000/-** No.Date

Name of the Bank

12. Has the Institution ever applied to NIOS for accreditation anytime before? YES/NO

13. If YES, please furnish the following:

a. Year and date of applying _____ b. Consideration no. _____

B. INFORMATION ABOUT THE SOCIETY/TRUST RUNNING THE SCHOOL

14. **Name and address of Trust/ Society**

15. **Is the Trust/ Society Registered?** YES/NO

16. **If yes, under which Act ?**

17. **Year of Registration** _____ **Registration No.** _____

(Certified copy of the Certificate of Registration and Memorandum of the Society is to be enclosed. Enclosure -I)

18. **Period up to which Registration of Trust/ Society is valid** _____

19. **Whether the Trust/Society/Management is of non-proprietary character**

YES/NO

(List of members with their addresses stating how the members are related to each other to be enclosed. Enclosure-II)

20. **Name & official address of the Manager/President/Chairman of the School**

Name: _____

Designation: _____

Address:

Phone No. with STD Code:

21. **Is there a Resolution of the management to run NIOS scheme in the institution** (*Enclosure-III*)

YES/NO

C). RECOGNITION AND AFFILIATION STATUS

22. **Is the School Affiliated with any Recognized Board?** _____

23. **If YES, please mention the following:** (*Certified Copy of the affiliation letter to be enclosed.*

Enclosure- IV)

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

b). **Affiliation No.** _____ c). **Year of affiliation :** _____

d). **Is the affiliation permanent or temporary?** _____

e). **If the affiliation is temporary, up to what period?** _____

24. State if there is any conditions for affiliation?

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D). INFRASTRUCTURAL & ACADEMIC FACILITIES

25. Is the Institution / school located in a rented building or own building? _____

26. Physical Size (*Land documents to be enclosed. Enclosure-V*)

a). Area of school Campus _____ (in Acres.) _____ (in sq. Mtrs.)

b). Built up Area in (in sq. Mtrs.) _____

27. Infrastructure Details

a). Rooms, Library and Laboratories (*Lay out plan of the school to be enclosed. Enclosure-VI*)

S. No.	Item	Number of rooms	Size in square feet Length x breadth	Area in square feet
1.	Class Rooms (minimum 300sq.ft each)			
2.	Composite Science Lab			
3.	Physics Lab			
4.	Chemistry Lab			
5.	Biology Lab			
6.	Maths Lab			
7.	Computer Science Lab			
8.	Home Science Lab			
9.	Library			
10.	Other Rooms/Hall			
11.	Special Needs Workshops (for SAIED)			

28. Teaching Staff (*List of staff indicating qualifications, subject(s) taught & experience etc. to be enclosed. Enclosure - VII*)

S. No	Staff	No. of Permanent Teachers	No. of part time teachers	Total
1.	PRTs (Primary teachers)			
2.	TGTs (Trained Graduate Teachers)			
3.	PGTs (Post Graduate Teachers/ Lecturers)			
5.	Librarian			
6.	Vice Principal/Head Master/ Head Mistress			

29. Administrative support staff (*List indicating qualification experience, salary to be enclosed. Enclosure-VIII*)

S.No	Staff	Permanent	Not Permanent	Total
1.	Clerks			
2.	Lab Attendants			
3.	Accountant			
4.	Peons			

30. Other Facilities

- a) Facility of Toilets Available for Boys Available for Girls Not available
- b) Facility of Drinking Water Available Not available
- c) Is there a Certificate about health and sanitary conditions, drinking water and fire safety of the school, obtained from the competent authorities of the area.
YES/NO
- d) If yes please attach copy of same

31. Library Facilities

- a). Total No of Books _____ b). No. of Magazine _____
- c). No. of Dailies (newspapers) _____

32. Other Facilities available in the school

- Sports & Game Dance Room Gymnasium Music Room
- Hostel Health and Medical Check up

33. Is there electricity in the school?

YES/ NO

34. Audio-Video facilities available in the school

- Television VCR/VCP Audio Cassettes Tape Recorder
- Multimedia Computer (desirable)

35. Whether ventilation and lighting is enough in the classrooms and laboratories?

YES/NO

E. SUITABILITY FOR CONDUCTING PUBLIC EXAMINATION

36. Is the Institution / school fit for conducting public examinations?

YES/NO

37. If so, specify the following details

- a) Availability of sufficient furniture _____ b). Availability of security arrangements _____
- c). Availability of invigilators _____ d). Existence of boundary wall with gate _____

F. FINANCIAL STATUS OF THE INSTITUTION

38. Details of Income and Expenditure (Audited reports of last 3 years to be enclosed. Enclosure- IX)

S.No.	Year	Income (in Rs.)	Expenditure (in Rs.)	Sources of Income
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39. Does the applying Institution / school receive any grant from the Govt. of India /State Govt./Union Territory or any other source? YES /NO

40. Whether accounts are audited by CA/Govt. Auditors?

41. If so, please provide detailed information of the nature of grant and the granting agency

G. OTHER RELEVANT INFORMATION

42. What are the working hours of the Applying Institution / school?

43. Will the laboratories, library and other facilities be available to the NIOS learners as and when required?

44. When does the Applying Institution / school propose to hold NIOS contact classes?

45. Enrollment of the Students

S.No	Class	No. of Boys		No. of girls		Total
		Normal	Disabled	Normal	Disabled	
1.	IX					
2.	X					
3.	XI					
4.	XII					

46. Express in a few lines - Why does the applying Institution/school want to be associated with National Institute of Open Schooling?

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.....
.....

Part II

(Applicable to Special Needs schools only which are catering to the educational needs of the differently able and marginalized community)

47. Which category of learners with special needs is being dealt by the institution?

48. Is the applying institution recognized by **Rehabilitation Council of India?** (For SAIEDs)

YES /NO

49. If YES, please furnish the following: -

a. Registration number _____ b. Year of Registration

c. Year up to which Registration is valid

50. Total number of learners enrolled in the institution in last two year in the following categories:

a. Differently able

S. No.	Name of the Disability	No. of the learners During last two years		Total
1.	Orthopedically disabled			
2.	Hearing impaired			
3.	Visually impaired			
4.	Learning disabled			
5.	Mentally challenged			
6.	Multiple disabilities			
7.	Spastics			
8.	Any other(Please specify)			
	Total			

A. Marginalised Community

S. No.	Name of the Disability	No. of the learners During last two years		Total
1.	Street children/Beggars			
2.	Working adults			
3.	Rural women			
4.	Children from an Orphanage/Orphanaged and Poor Children			
5.	Riot victims			
6.	Prisoners			
7.	Prostitution Families			
8.	Any other (Please specify)			
	Total			

51. Total number of special needs workshops/Learning Resource Centres available in the institution? Please specify.

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52. Total number of special teachers/instructors available in the applying institution/school ?

.....
53. Would the applying institution enroll normal learners along with special needs learners for the purpose of inclusive education?

DECLARATION

This to certify that all the above information furnished regarding the Institution/ School is correct and authentic to the best of my knowledge.

Date:

.....
(Signature of the Principal/Headmaster)

Place

(Name with Rubber stamp)

CERTIFICATE OF ENDORSEMENT

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

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 Regulations 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 students. 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 Head of their respective Zones/ Regional Office

CHECK LIST FOR ENCLOSURES

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

S.No.	Particulars of the Document	Whether enclosed or not please tick	Remarks
1.	Processing fee of Rs. 5000/- (Five thousand five hundred only) in the form of two Bank Drafts - one Bank Draft of Rs.4000/- and other Bank Draft of Rs.1000/- drawn in favour of Secretary, National Institute of Open Schooling, payable at NOIDA		
2.	Copy of the Certificate of Registration of the Society		
3.	Copy of the Memorandum of Association and Rules and Regulations.		
4.	List of members of the Governing Body of the Society with their occupations and addresses.		
5.	Resolution of the Management for taking up Open Schooling courses.		
6.	Copy of the letter of affiliation from a recognized board		
7.	Copy of 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 Institution		
10.	Documents of Land of the school (lease /ownership)		
11.	Layout plan of the building of the school		
12.	Copy of recognition/approval from Rehabilitation Council of India, if applicable.		
13.	List of special teachers/instructors (if applicable) available in the applying institution with their qualification, designation and experience.		

NOTE: All the above-cited documents must be submitted along with the application otherwise the application may not be considered.