

**Guidelines and Standard Operating Procedure
for Implementation of
OPEN BASIC EDUCATION PROGRAMME
2015 (Revised)
(Bye-Laws Governing Examinations and Certification)**

**Approved by the Executive Board of NIOS in its
69th Meeting held on 11th September, 2015**



NATIONAL INSTITUTE OF OPEN SCHOOLING
ISO 9001 : 2008 Certified
(An Autonomous Institution under Department of School Education and Literacy,
Ministry of HRD, Govt. of India)
A-24/25, Institutional Area, Sector-62, NOIDA, UP

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CONTENTS

1.	Introduction	1
2.	Objectives	1
3.	Courses offered under Open Basic Education Programme	2
4.	Level wise Charges	3
5.	Target Group	4
6.	Openness and Flexibilities	5
7.	Role of Academic Department, NIOS	6
8.	Norms and Procedure for Accreditation under Open Basic Education (OBE) Programme of NIOS	8
8.1	Norms to be followed before accreditation	
8.2	Necessary documents to be attached with Application for Accreditation	
8.3	Terms and Conditions of OBE Programme	
9.	Scheme of Studies	12
10.	Advocacy and Publicity	12
11.	Roles and Responsibilities of Stakeholders	13
12.	Coordinators' Meet	14
13.	Admission	15
13.1	Academic Calendar	
13.2	Admission Procedure	
13.3	Learners Enrollment Number	
13.4	Admission Data Base Format	
14.	Curriculum and its Transaction	18
14.1	Curriculum	
14.2	Subjects offered at Different Levels of the OBE Programme	
14.3	Study Hours under OBE Programme	
15.	Evaluation Process	20
15.1	Components of Evaluation	
15.2	Development of Question Papers and Marking Scheme	
15.3	Conduct of Examinations	
15.4	Attendance Sheets for Examinations	
15.5	Examination Centres	
15.6	Appointment of Centre Superintendents	
15.7	Appointment of Invigilators	
15.8	Appointment of Practical/Oral Examiners	
15.9	Seating Plan for the Learners	
15.10	Question Papers and its Handling	

15.11	Sealing and Packing of Answer Sheets	
15.12	Evaluation of Answer Sheets and Preparation of Result	
15.13	Passing Criteria	
15.14	Evaluation Norms for Different Levels (Grading Pattern)	
15.15	Result Data	
15.16	Preservation of Answer Sheets	
15.17	Certification	
16.	Correction in Records	26
16.1	Correction in Admission Data	
16.2	Correction in Certificates	
16.3	Issuance of Duplicate Certificates	
17.	Verification of Certificates	26
18.	Review of OBE Programme	26
	Annexures	
	Annexure – I: Subject Codes	27
	Annexure – II: State Codes	28
	Annexure – III: Application Form for Admission	29
	Annexure – IV: Format for Admission and Result Data	31

1. Introduction

- 1.1 The Open Basic Education (OBE) programme was initiated and implemented in June 1994 with the aim of providing the primary and upper primary education through alternative means of open schooling to adult neo-literates who are not able to take advantage of the formal system of schooling. It is an equivalency programme and provides three tier education under OBE programme i.e. Level 'A' (equivalent to class 3), Level 'B' (equivalent to class 5) and Level 'C' (equivalent to class 8). In the year 2000, the programme was extended to cover children below 14 years age group with the help of Accredited Agencies (AAs).
- 1.2 NIOS reaches out to marginalized groups who may have been unable to attend school earlier, due to physical or social inaccessibility, by offering them an alternative channel through open and distance learning (ODL) mode of education for primary schooling. The flexibility of the open learning system will further ensure higher retention rate as well as an increase in the learning achievement as learner would now be able to give pace to his/her learning. This exercise would provide high quality schooling to children with an aim to achieve universalisation of elementary education.
- 1.3 The Open Basic Education programme has been recognised by the Government of India as equivalent education to that of the formal school, for purposes of further education and employment. Different States have indicated interest in the programme for out of school children as well as for adolescents and neo literate adults. The OBE is offered in some states as an Equivalency Programme under the Continuing Education (CE) scheme of the National Literacy Mission (NLM).

2. Objectives

- 2.1 To provide an alternative education programme equivalent to the formal education system through Open Learning using Distance Education Mode (DEM).
- 2.2 To provide learning continuum based on a graded curriculum ensuring quality of education for neo-literates, school dropouts and individuals studying in any alternative system.
- 2.3 To contribute to accomplishment of the constitutional commitment to achieve the goal of universal elementary education and to fulfill the requirement of Education for All (EFA).
- 2.4 To promote Continuing Education with a view to develop a learning society.
- 2.5 To reach the unreached by developing alternative models of basic education using the potentialities of Distance Education Mode (DEM).
- 2.6 To reduce disparities in access to education, especially with regard to girls/women and disadvantaged groups leading to democratization of education.

3. Courses Offered under OBE Programme

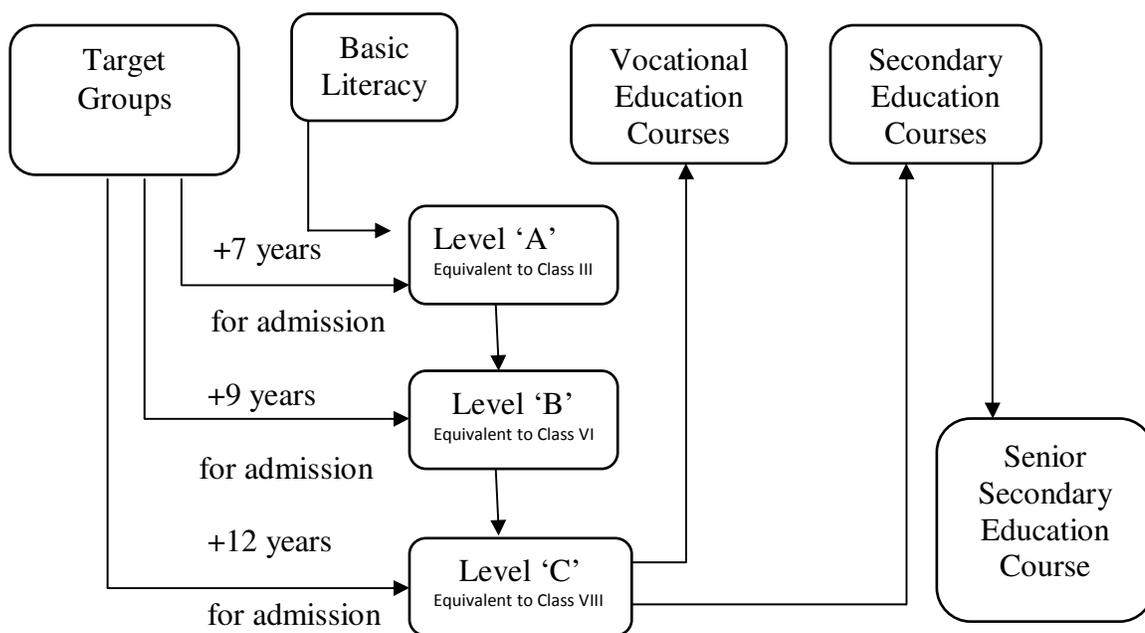
3.1 The OBE programme is offered at three levels 'A', 'B' and 'C'

Level 'A'- Level 'A' is equivalent to standard III of the formal school system

Level 'B'- Level 'B' is equivalent to standard V of the formal school system

Level 'C'- Level 'C' is equivalent to standard VIII of the formal school system

3.2 **Multiple Entry System for OBE Programme**



The minimum age for admission in the above mentioned courses will be determined as on 31st March.

4. Level wise Charges

The charges pertain to meeting the expenditure on admission, preparing blue print and sample question papers, sample checking of Answer Scripts, data processing, monitoring and issue of certificates. The charges per learner are required to be paid to the National Institute of Open Schooling by Accredited Agency at the time of submission of Admission Data through Demand Draft drawn on any Nationalised Bank in favour of Secretary, NIOS payable at NOIDA.

Table 4.1 Level wise charges per learner

S.No.	Level	Charges per learner	Purpose
1	'A'	Rs. 300/- (Rs. Three Hundred)	Registration, verification of admission, data processing, providing exemplar Self Learning Material (SLM), designing/preparing blue print and sample question papers, monitoring of examinations, sample checking of answer scripts, processing of result data, preparation of Joint Certificates and sending them to Accredited Agencies (AAs) for issuance to learners.
2	'B'	Rs. 500/- (Rs. Five Hundred)	
3	'C'	Rs.800/- (Rs. Eight Hundred)	

5. Target Group

The programme is being conducted for children below the age of 14 years and adolescents/adults of 14 years and above. The target group consists of the following categories of learners:

5.1 Children below 14

- 5.1.1 School dropouts from formal education system
- 5.1.2 Left outs from Sarva Shiksha Abhiyan (SSA)
- 5.1.3 Out of school children both boys and girls
- 5.1.4 Children, in particular girls, of marginalized groups such as Scheduled Castes (SCs), Scheduled Tribes (STs), minorities, migratory population, nomads and Below Poverty Line (BPL) persons
- 5.1.5 Children with special needs

5.2 Adolescents and Adults above 14

- 5.2.1 Dropouts from formal system of education
- 5.2.2 Neo-literates of the National Literacy Mission's Continuing Education Scheme
- 5.2.3 The adults of marginalized groups, in particular women such as Scheduled Castes (SCs), Scheduled Tribes (STs), minority, Below Poverty Line (BPL) persons, nomads, migratory population and first generation learners
- 5.2.4 Those who qualified the Basic Education Literacy Assessment of NIOS-NLMA programme under Saakshar Bharat Mission, Government of India.

6. Openness and Flexibilities

The OBE Programme has the following features of openness and flexibilities:

- 6.1 The registration period of each learner for each level is valid for a maximum period of five years.
- 6.2 A learner has to choose one of the following languages as one of the mediums of study:
Hindi, English, Urdu, Regional Language
- 6.3 There is no upper age limit for learners.
- 6.4 Children below the age of 7 years as on 31st March of the year of admission would not be registered for the OBE programme.
- 6.5 The learning package consists of minimum one Language, 3/4 academic subjects including one compulsory pre-vocational subject.
- 6.6 The assessment will be done by the Accredited Agencies (AAs) as per guidelines provided by NIOS. A learner can take the first examination at any level after at least nine months of admission in the specified level.
- 6.7 The facility of credit accumulation is available for OBE learners. A learner would be eligible for certificate only when he/she qualifies in all the subjects of the concerned level.
- 6.8 In the 6-14 age group, a child should have attained the age of at least 7 years for admission at Level 'A', 9 years for admission at Level 'B' and 12 years for admission at Level 'C' as on 31st March of the year of admission.
- 6.9 The minimum duration of study for each level (A, B and C) is one academic year.

7. Role of Academic Department, NIOS

The Academic Department of NIOS looks after the following academic activities of Open Basic Education Programme at Level 'A', Level 'B' and Level 'C':

7.1 Curriculum Development:

The curricula in different subjects of Academic and Vocational stream at different levels are based on the National Curriculum Framework- 2005, developed by National Council of Educational Research and Training (NCERT). The curriculum gives opportunity to learners to think about life related issues. It also talks about National concerns and issues related to society including social harmony and national integration, peace and values. The curricula also recognize talent and virtues of OBE learners.

7.2 Devising Scheme of Studies

The Learner Centric Competency based curricula have been developed for the following subjects:

Level 'A' and Level 'B':

- a) **Academic Subjects:** Hindi, Urdu, (or any other one language) Environmental Studies, Mathematics and Basic Computer Skills
- b) **Vocational Subjects:** Cutting, Tailoring and Dress Making, Beauty Culture or any other vocational subject as per local requirement.

Level 'C'

- a) **Academic Subjects:** Hindi, Urdu, (or any other one language) Science, Social Science, Mathematics and Basic Computer Skill
- b) **Vocational Subjects:** Cutting, Tailoring and Dress Making, Beauty Culture or any other vocational subject as per local requirement.

7.3 **Choice of Medium to Learn:** Any scheduled language can be used as medium to learn.

7.4 **Development of Self Learning Materials and support materials-**This includes Audio and video programmes for all subjects with following features:

- 7.4.1 Activity based learning
- 7.4.2 Self Learning
- 7.4.3 Simple Language
- 7.4.4 Comprehensive
- 7.4.5 Illustrative
- 7.4.6 Self Evaluative
- 7.4.7 Attractive
- 7.4.8 Easy to Learn

Accredited Agency can adapt, adopt and develop locally specific learning materials based on NIOS Curricula.

7.5 Monitoring of Personal Contact Programmes run by Accredited Agencies (AAs).

7.6 Devising Scheme of Evaluation

7.6.1 Development and Revision of Question Paper Design and Blue Print in all subjects at Levels 'A', 'B' and 'C'.

7.6.2 Development of Sample Question Paper and Marking Scheme in all subjects at Levels 'A', 'B' and 'C'.

7.7 Development of Training Manual

7.8 Training of Stakeholders—Coordinators, Master Trainers, Tutors etc. for transaction of Curricula in different subjects at different levels.

7.9 Feedback Analysis, Performance Analysis and Research work based on OBE Programme.

8. Norms and Procedure for Accreditation under Open Basic Education (OBE) Programme of NIOS

8.1 Norms to be followed before accreditation

The institutions, having a sense of commitment and desire to contribute towards developing a learning society, can apply to be the Accredited Agencies (AAs) of NIOS, provided they satisfy the following criteria laid down for accreditation:

- 8.1.1. The Institution/School must be run by a Registered Society/Trust and engaged in the educational developmental activities.
- 8.1.2. The Society should be registered under the Societies Registration Act 1860 of the Government of India or under the Acts of the State Governments as educational, charitable or religious societies.
- 8.1.3. The Institution/School would require having ownership or lease of requisite land in the name of the school or Society/Trust running the same.
- 8.1.4. The Institution/School would require to have proper ventilation and light in the classrooms to conduct classes and examinations for learners of OBE.
- 8.1.5. For the OBE Programme, the Institution/School would require to qualified teachers having Junior Basic Teachers Training (JBTT) and Primary School Teachers Training (PSTT) conducted by State Institute of Education and Training, DIET and SCERT. In case of non-availability of trained teachers, retired teachers or graduates can be engaged for the purpose. Trained Instructors from JSSs, ITIs and other Vocational Training Institutes can teach the vocational subjects.
- 8.1.6. The Institution is also expected to have library, books and teaching learning aids.
- 8.1.7. Government Institution means 100% funded and owned by State/Central Government.

In case institution fulfills and satisfies the above criteria, can apply for accreditation under the OBE Programme of NIOS. However, depending upon the status of Institution's/Agency's available facilities and its location, an AA of NIOS has been categorized in 3 categories viz., A, B and C as given below:

Table 8.1 Categories of Accredited Agencies under OBE Programme

S. No.	Category	Type A	Type B	Type C
1	Maximum number of learners allowed to enroll (Taking all three levels together)	500	300	150
2	No. of Classrooms	12	08	05

8.2 Necessary Documents to be attached with Application Form for Accreditation:

- 8.2.1. The application submitted by the institution for accreditation will be accepted only on the prescribed proforma of NIOS and should be completed in all respect. Incomplete applications will be rejected by the Screening Committee and will be returned back to the concerned Institution.
- 8.2.2. All documentary proofs/certificates attached with the application should be either in Hindi or in English. In case, these are in regional language, it must be accompanied by translated version in English/Hindi and attested by the Notary Public.
- 8.2.3. Details of accreditation fees are as follows:

Table 8.2: Accreditation fee for Accredited Agency

S. No.	Type of Management	Purpose	Accreditation fee(Rs.)	Location
1	Any eligible Institution	Fresh accreditation for one centre	20,000	In India
2	Any eligible Institution	Extension of accreditation after completion of every 5 years	15,000	
3	Any eligible Institution	Change in name of AA	5,000	
4	Any eligible Institution	Shifting of AA	20,000	
5	Central Govt./ KVS/ JNV /State Govt.	For any purpose	NIL	
6	Madarsas etc. under SPQEM	For any purpose	NIL	
7	Any eligible Institution	Re-accreditation, after Dis-accreditation due to violation of NIOS rules	50,000	
8	Any eligible Institution	Fresh accreditation for one centre	US \$ 1500	Abroad
9	Any eligible Institution	Accreditation of one sub-centre	US \$ 500	
10	Any eligible Institution	Extension of accreditation after completion of every 5 years	US \$ 500	
11	Any eligible Institution	Change in name of AA	US \$ 500	
12	Any eligible Institution	Shifting of AA	US \$ 1500	
13	Central Govt./ KVS/ JNV /State Govt.	For any purpose	NIL	
14	Any eligible Institution	Re-accreditation, after De-accreditation due to violation of NIOS rules	US \$ 2500	

- 8.2.4. The agency will attach copy of registration certificate of the Society.
- 8.2.5. In case validity period is not mentioned clearly, a certificate showing the validity period of the registration of society should be attached.
- 8.2.6. A letter narrating the brief history of the agency should be attached.

- 8.2.7. A copy of the resolution passed by the management committee to get the accreditation should be enclosed.
- 8.2.8. A copy of the Memorandum of Association with the list of members and rules and regulations of the society should be enclosed.
- 8.2.9. Status of the Building, along with lease deed and the Photographs, use of building and other related papers should be attached.
- 8.2.10. A write up of the significant achievement of the society should also be furnished.
- 8.2.11. List of enrolment of candidates with all particulars such as name, father's/husband's name, date of birth etc., should be attached with the application.
- 8.2.12. The agency/institution can also apply online for grant of accreditation through NIOS website: www.nios.ac.in.

8.3 Terms and Conditions of OBE Programme

- 8.3.1 The Accredited Agency after becoming the NIOS Study Centre (AA) should maintain a reserve fund in the joint name of the Manager of the Study Centre(AA) concerned and the Secretary of the NIOS with a Scheduled Bank. The details of reserve fund are given below:

8.3 Reserved Fund for Accredited Agency

S. No.	Type of Management	Purpose	Amount of Reserve fund (in Rs.)	Location
1	Any eligible Institution	Fresh accreditation for one centre	10,000	In India
2	Central Govt./ KVS/ JNV /State Govt.	-	Nil	
3	Madarsas etc. under SPQEM	-	Nil	
4	Any eligible Institution	For one Centre	US \$ 500	Abroad
5	Central Govt./ KVS/ JNV /State Govt.	-	Nil	

- 8.3.2 In case of a Non-Government Organisation (NGO), the Head of Institution /Agency shall be the Coordinator of the OBE programme.
- 8.3.3 In case of a Government Agency, the person designated by the State Government shall be the Coordinator of the OBE programme.
- 8.3.4 In case of any change of Coordinator, obtaining the approval of NIOS is mandatory for the Accredited Agency.

- 8.3.5 NIOS through its concerned Regional Centre or through the Headquarters will deal with Accredited Agency both directly and through the State level agency.
- 8.3.6 NIOS has the right to appoint observers for the examinations conducted by Accredited Agency and take appropriate action in case of complaint against the Accredited Agency.
- 8.3.7 The AA shall conduct the examination in a free and fair manner. Any deficiency in the conduct of examination noted by NIOS or any evidence of involvement of the Accredited Agency in abetting unfair means would render the Agency liable for disciplinary, legal action including termination of the accreditation. The evaluation of learners will be done as per guidelines provided by NIOS.
- 8.3.8 Since the OBE Certificate is a 'Joint Certificate', the Accredited Agency will be a joint signatory on the certificate and must provide to NIOS specimen signatures of two authorized signatories.
- 8.3.9 NIOS will not provide any financial grant to the Accredited Agency(AA) for any physical or human resources for conducting the OBE programme.
- 8.3.10 The AA shall carry out assignment, projects and other academic activities related to learners as directed by NIOS from time to time.
- 8.3.11 The Accredited Agency shall allow inspection of the premises of its Study Centre for monitoring of the OBE programme and the work being done.
- 8.3.12 The AA shall give full details about in a correct and truthful manner. Any false informational inputs would render the agency liable to dis-accreditation.

9. Scheme of Studies

- 9.1 Academic and Pre-Vocational Education subjects are offered at different levels of OBE Programme viz., A, B and C for children. In the case of learners of above 14 years, there will be vocational subjects, instead of Pre-vocational subjects.
- 9.2 The medium of instruction would be Hindi or English or Urdu or regional language.
- 9.3 Learners can choose one additional language also if it is offered by NIOS and AAs.
- 9.4 One Pre-Vocational subject for children and one Vocational subject for adolescents and adults are compulsory. Learners can choose Pre-Vocational or Vocational subjects that are offered by NIOS. (**Refer Annexure-I**)
- 9.5 A learner can take upto seven subjects including minimum one language or more. A learner has the freedom to opt for one additional Pre-Vocational or Vocational subject at levels 'B' and 'C' depending upon the availability of subjects with the Accredited Agency (AA).
- 9.6 A completion certificate will be given to the learner on satisfying the prescribed qualifying criteria for subjects mentioned in **Table 14.1**.
- 9.7 The Accredited Agency (AA) is required to assess the eligibility of learners before admission at every level (A or B or C).

10. Advocacy and Publicity

NIOS will publicize the OBE programme at National level and at Regional level. The Accredited Agency will also popularize the OBE programme at local level highlighting its flexibility and openness.

11. Roles and Responsibilities of Stakeholders

- 11.1 Every Accredited Agency is required to follow the *academic calendar* developed by NIOS for various programmes and activities related to admission, conduct of classes, monitoring, evaluation of learners and certification.
- 11.2 The *Admission Data* is required to be submitted by Accredited Agency to the concerned Regional Centre of NIOS in computerised form in May. The *Result Data* must be submitted by Accredited Agency to Regional Centre after one month of examination/evaluation. The joint certificate by NIOS and concerned AA will be issued within 60 days after receipt of correct result data from AA.

Table 11.1 Role and Responsibility of Accredited Agencies and NIOS

S. No.	Activity	Time schedule for Accredited Agency (AA)	Time schedule for NIOS
1.	Admission	April to May at AA	<ul style="list-style-type: none"> • Submission of Admission Data in June by AA to RC • Processing of Admission Data by RC during June to July and submission to SSS Dept., NIOS HQs., NOIDA in July
2.	Conduct of Classes	July to January	
3.	Development of Question Papers	Preparation of Question Papers of A, B and C levels	NIOS to provide Question Paper Design, Sample Question Papers (through NIOS website)
4.	Intimation of Exam. schedule	Intimation of exam. Schedule by AA to concerned RC in December	
5.	Conduct of Examinations	February of next year	
6.	Monitoring of Examinations	AAs to ensure smooth conduct of examinations.	NIOS and concerned RC to monitor the examinations
7.	Evaluation and preparation of result data	AA will submit for scrutiny the result data in MS Access format to the concerned Regional Centre of NIOS along with sample of evaluated Answer Scripts immediately after “On the Spot Evaluation” of all Answer Scripts.	The Regional Centre will check the Examination Data and thereafter transfer it to the Evaluation Dept. of NIOS Headquarters for certification.

8.	Processing of Examination Data		The Computer Unit of NIOS will check the examination data of Levels A, B and C as provided by Evaluation Dept and prepare Certificates. The Computer Unit of NIOS will further check the result before preparation of the Result Gazette. These Certificates will be sent to the Evaluation Dept., NIOS Headquarters.
9.	Distribution of Certificate		Evaluation Dept., of NIOS Headquarters will send the jointly signed Certificates to the concerned AA for distribution to the learners.

12. Coordinators' Meet

NIOS will organize Coordinators' Meet of the Accredited Agencies annually, if required, to brief about the operationalisation of the OBE Programme and examination related issues.

13. Admission

13.1 Academic Calendar for Open Basic Education Programme:

Table 13.1 Academic Calendar for Open Basic Education Programme

S. No.	Title of the Programme / Activity	Months												
		April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	
1.	Admission	By AA												
2.	Submission of Admission Data		By AA to RC in Hard and Soft copy											
3.	Processing of Admission Data by RC and Submission to SSS Dept., NIOS			By RC to SSS Dept										
4.	Conduct of Classes						By AA							
5.	Development of Question Papers								By AA					
6.	Intimation of Examination Schedule to NIOS								By AA					
7.	Conduct of Examination												By AA	
8.	Monitoring of Examinations												By NIOS HQ/ RCs	
9.	Evaluation, preparation of result data and submission to NIOS along with 10 percent answer scripts for sample checking in prescribed format in soft and hard copies													Submission of result data etc., by AA to RC
10.	Processing of result data and submission to Evaluation Dept.	By RC												By RC
11.	Forwarding for Printing of Certificates and dispatch of printed certificates to respective AAs with information to RC		By Evaluation Dept. to Computer Unit											
12.	Distribution of Certificates		By AA											
13.	Sample Checking of Answer Sheets			By RCs										
14.	Review of Design and Blue Print				By NIOS									
15.	Verification and Correction in Certificates												By NIOS	

13.2 Admission Procedure

- 13.2.1 There will be one admission session in April to May each year. The AA will submit the admission data to the RC concerned by 30th June of each year positively. Admission data received after 30th June will not be entertained.
- 13.2.2 Registration of learners will be done by AA as per Academic Calendar. The Registration Form is given in **Annexure – III**.
- 13.2.3 AAs will use the standardized Database Format developed by NIOS.
- 13.2.4 The AAs shall maintain record of Registration in the prescribed format. The format is available at NIOS website www.nios.ac.in.
- 13.2.5 All entries in Admission Form must have the Photograph of learner along with signatures. Other required documents should be attached.
- 13.2.6 The Date of Birth of the candidates will be verified from the following documents:
- (i) Attested copy of Birth Certificate issued by the Municipal Authority or the District Office of the Registrar of Birth and Deaths for those born on or after 26.01.1989. In the absence of Birth Certificate, a statement attested by the Village Sarpanch should be attached.
 - (ii) Transfer Certificate/School Leaving Certificate, showing the date of birth of the applicant, issued by the last school attended. In case of Govt. schools, the transfer certificate/school leaving certificate should be signed by the Principal while in the case of Private schools, it should also be countersigned by the competent education authority of the State/ District Education Officer.
 - (iii) Aadhaar Card, if complete Date of Birth is mentioned.
 - (iv) In case of Orphan/Juvenile/Street Children, the Medico Legal Certificate may be provided as a proof of Date of Birth.
- 13.2.7 **Proof of Residence:** Ration Card /Aadhaar Card or appointment letter from the employer on the Letter Head or water/telephone/electricity bill/statement of running bank account or income tax assessment order or Election Commission's Voter Identity Card, Passport of Parents in case of Minor or Rent Agreement. In case of Orphan/Juvenile/Street Children/Slum Dwellers, a Self Certificate may be produced, countersigned by the sponsoring NGO/Orphan Home or attested by a Government Officer of Panchayat or of Nagar Nigam.

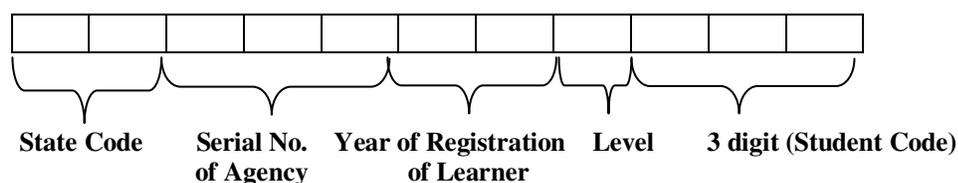
13.2.8 Points to be remembered

- (i) All matters related to admission of learners, including issue of Identity Cards, printing and supply of study materials, counseling, conduct of examination, evaluation and computerized record maintenance must be done by the AA at its own cost.

- (ii) All learners must be issued Identity Cards by the concerned AA.
- (iii) The AA shall provide complete admission record to NIOS in a computerized data base as per format provided by NIOS.
- (iv) Admission is valid for a period of five years only.
- (v) The Accredited Agency must preserve the Admission Form along with supporting documents till the validity of admission of learner.

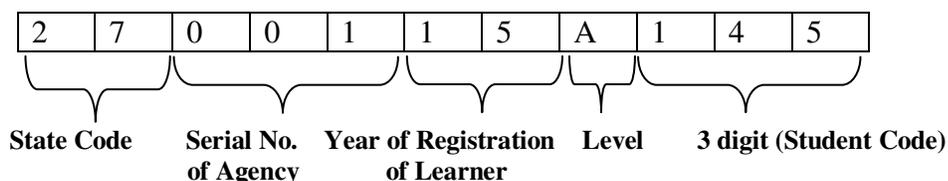
13.3 Learners' Enrollment Number

- 13.3.1 Each AA is required to give an enrolment number to every learner enrolled with it.
- 13.3.2 Each enrolment number is unique.
- 13.3.3 The enrolment number consists of 11 digits.
- 13.3.4 The State code for each state is given in **Annexure - II**.
- 13.3.5 The method for giving the enrolment number is as follows:



Example:

If the enrolment No. is 2700115A145 then the digits stand for the following:



13.4 Admission Database Format

- 13.4.1 NIOS has developed a format to prepare admission data base in **MS Access** format. The format is available at NIOS website. (www.nios.ac.in). It is appended at **Annexure IV**. The Accredited Agency has to write Names of the Academic and Vocational Subjects: **AC** for Academic Subjects and **Voc** for Vocational Subjects.
- 13.4.2 The Agency must ensure to submit year-wise admission data for current year and previous year (of unsuccessful candidates /learners who continued at same level) respectively.

Note: For subject identification, subject code number must be filled as per **Annexure -I**. In case, a subject being taught by an agency does not have a subject code number, the agency may request the NIOS to generate a subject code number for that subject.

14. Curriculum and its Transaction

14.1 Curriculum

- 14.1.1 The curriculum for OBE developed by NIOS is based on the National Curriculum Framework. The subjects include Academic Subjects and Vocational Subjects. This has been done in order to introduce the learners to the world of work.
- 14.1.2 The curriculum gives opportunity to learners to think about life related issues. It also talks about National concerns and issues related to societal concerns, social harmony, national integration, peace and values.
- 14.1.3 Efforts have been made to make it an activity based learning.
- 14.1.4 The curriculum also recognises talent and virtues of OBE learners.
- 14.1.5 Sample learning materials for OBE (Adults) have been developed by NIOS. These can be obtained from NIOS on request.
- 14.1.6 AAs may also use the textbooks developed by the State Government or other national level Board of School Education.
- 14.1.7 In case of vocational subjects, the agency must inform NIOS of the vocational subjects for which subject codes are not mentioned; NIOS will generate codes for such subjects.
- 14.1.8 No vocational subject, unless it has a subject code, would be considered for certification.
- 14.1.9 If requested, NIOS would help the Accredited Agency in development of locale specific learning materials.

14.2 Subjects offered at different Levels of the Open Basic Education Programme

Age Group	Subject offered		
	Level 'A'	Level 'B'	Level 'C'
Children below 14 years	One Language + 3 subjects (EVS, Maths, Basic Computer Skills, Pre-Vocational Subject) <i>any three including 1 compulsory Pre-Vocational Subject</i>	One language + 3 subjects (EVS, Maths, Basic Computer Skills, Pre-Vocational Subject) <i>any three including 1 compulsory Pre-Vocational Subject</i>	One language + 4 subjects (Science, Social Science, Maths, Basic Computer Skills, Pre-Vocational Subject) <i>any four including 1 compulsory Pre-Vocational Subject</i>
Adolescent/ Adults above 14 years	One language + 3 subjects (EVS, Maths, Basic Computer Skills, One Vocational Subject) <i>any three including 1 compulsory Vocational Subject</i>	One language + 3 subjects (EVS, Maths, Basic Computer Skills, One Vocational subject) <i>any three including 1 compulsory Vocational Subject</i>	One language + 4 subjects (Science, Social Science, Maths, Basic Computer Skills, One Vocational Subject) <i>any four including 1 compulsory Vocational Subject</i>

Note: Each subject has been given a subject code. List of subject codes is given in Annexure - I

14.3 Study Hours under OBE Programme

14.3.1 The Curriculum of OBE Programme requires minimum 100 hours of study time per subject. However, in case of a vocational subject, additional time of 50 hours should be given for practical work (total 150 hours for one Vocational subject.) The Study Hours per Subject are as follows:

Table 14.2 Study Hours

Level	Subject	Total Hrs.	Study Hrs. at Study Centre	Study Hrs. for self Study
A/B	• One Language	100	50	50
	• Three Academic Subjects	300	150	150
	• One Vocational Subject	150	30 (Theory) +70 (Practical)	20 (Theory) +30 (Practical)
Total	Total subjects= 5	550	300	250
C	At Level C, one additional Academic Subject (EVS subject will be distributed into two subjects: Science and Social Science)	100	50	50
Total	Total Subjects = 6	650	350	300

Learners may be encouraged and motivated to develop habit of self and independent learning. This will help in mainstreaming them and continuation in their life long learning.

15. Evaluation Process

15.1 Components of Evaluation

- 15.1.1 The evaluation will be continuous and comprehensive including both scholastic as well as non-scholastic (knowledge and skill), personal qualities and talent.
- 15.1.1 The scholastic component will be assessed through written as well as oral examinations.
- 15.1.2 Personal qualities and talents will be assured through activities carried out during teaching learning process in contact hours.
- 15.1.3 These activities will be graded and the awards will be mentioned in the final certificate.
- 15.1.4 The details of evaluation grading and coding will be given separately by NIOS.

15.2 Development of Question Papers and Marking Scheme

- 15.2.1 The Question Papers for levels A, B and C examinations will be developed on the basis of *design and blue print developed by NIOS*. The Accredited Agency may take necessary action regarding setting up of the Question Papers. The persons selected by the concerned agency for development of the Question Papers must fulfill the necessary qualifications for paper setters for each level. The AA will select paper setters from Junior Basic Teachers Training (JBTT) and Primary School Teachers Training (PSTT) conducted by State Institute of Education and Training, DIET and SCERT. In case of non-availability of trained teachers, retired teachers or graduates can be engaged for the purpose. Trained Instructors from JSSs, ITIs and other Vocational Training Institutes may teach the vocational subjects..
- 15.2.2 The language of the question papers should be simple, unambiguous, direct and as per the difficulty level prescribed for particular levels.
- 15.2.3 A new question paper is to be developed for each examination.
- 15.2.4 A copy of each Question Paper and Marking Scheme is to be sent to concerned RC, NIOS along with ten percent of Answer Script and design and blueprint in given format.

15.3 Conduct of Examinations

- 15.3.1 The AA will have to complete the evaluation process in a month's time and make available the result data at NIOS in the prescribed format latest by 31st March each year. The result data received after 31st March will not be accepted.

- 15.3.2 The examination at Levels 'A', 'B' and 'C' shall be conducted by the Accredited Agency as per the month/s fixed by NIOS. AA will make necessary arrangements for smooth conduct of examinations.
- 15.3.3 Date sheets of the examination must be communicated to concerned RC, NIOS at least one month before the examination, so that monitoring of examination can be arranged.
- 15.3.4 Only those learners can appear in Examination whose admission data has been submitted to RC, NIOS.
- 15.3.5 RC or NIOS may appoint Observers to monitor the examination.
- 15.3.6 The papers will be based on the design and blue print developed by NIOS.
- 15.3.7 The medium of examination may be Regional Language/ Hindi/ English/Urdu.
- 15.3.8 The examination papers for levels 'A' and 'B' shall be of 100 marks of two and half hours duration; while that for Level 'C' shall be of 3 hours and of 100 marks. The detailed design would be provided by NIOS.
- 15.3.9 The computerised result would be supplied by the AA to RC, NIOS in the prescribed format provided by NIOS along with the printed Result Data. The Format of Result Gazette is given in *Annexure – IV*. The soft copy of the format in MS Access is available at NIOS website : www.nios.ac.in.
- 15.3.10 A Joint Certificate would be issued to the pass learners signed by the concerned Accredited Agency and the National Institute of Open Schooling (NIOS).
- 15.3.11 Since the OBE Certificate is a joint certificate, the AA must be a joint signatory on the certificate and must provide details of the authorized signatory to NIOS at the beginning of the session. Any change in the individual signatory must be communicated to NIOS well in advance.
- 15.3.12 A learner registered for the first time would be required to study for one year before he/she can appear for an examination.

15.4 Attendance Sheets for Examinations

- 15.4.1 The concerned agency would ensure that computerised Attendance Sheets are developed and attendance is taken in each paper. The format of Attendance Sheets shall be provided by NIOS.
- 15.4.2 Separate attendance sheet will be prepared for separate papers.

- 15.4.3 On the Attendance sheet, Enrolment Number of absentees is to be encircled in RED ink while signatures of Examinees must be obtained in BLUE ink.
- 15.4.4 All Attendance sheets must bear the signatures of the Centre Superintendent along with the official seal of the institution.
- 15.4.5 **Attendance sheets showing attendance and names of absentees should be sent to concerned RC, NIOS within a week after each examination.**

15.5 Examination Centres

- 15.5.1 The number of examination centres to be set up would depend on the number of learners from a particular area.
- 15.5.2 The AA must prepare an area wise list of the learners and set up Examination Centres accordingly.
- 15.5.3 The decision about the number of Examination Centres that are to be set up is to be taken by the Accredited Agency itself.
- 15.5.4 However, each Examination Centre must have sufficient staff and adequate space and light for conduct of the examination.
- 15.5.5 Prior information about the Examination Centres must be sent to concerned RC, NIOS.

15.6 Appointment of Centre Superintendents

- 15.6.1 Each Examination Centre is to have a Centre Superintendent.
- 15.6.2 The Centre Superintendent should be of at least Head Master's level. The Coordinator/Principal/In-charge of AA shall be the Center Superintendent.
- 15.6.3 The conduct of the examination will take place under the supervision of the Centre Superintendent.
- 15.6.4 The question papers and Answer-Books after examination shall be kept in safe custody duly sealed and locked till the next examination.

15.7 Appointment of Invigilators

- 15.7.1 The invigilators are to be appointed by the Centre Superintendent.
- 15.7.2 They should be from the teaching staff and have minimum TGT Level qualification.
- 15.7.3 They must be vigilant and should be able to communicate in the local language.

15.8 Appointment of Practical/Oral Examiner

- 15.8.1 The OBE examination in some subjects has an oral component.
- 15.8.2 The examination of oral component also has to be done at the Examination Centre on the same day i.e., on the date of the written examination.
- 15.8.3 If an invigilator/prerak is competent, he/she may be appointed as the Practical/Oral examiner.

15.9 Seating Plan for the learners

- 15.9.1 Not more than 25 learners may be seated in a room.
- 15.9.2 One invigilator may be provided for every 25 candidates.

15.10 Question Papers and their Handling

- 13.10.1 The Question Papers should preferably be printed in such a manner that these serve as the answer scripts also.

15.11 Sealing and Packing of the Answer Sheets

- 15.11.1 The Answer Sheets of examinations will be sealed and packed immediately after the examination in presence of the Centre Superintendent.
- 15.11.2 The Answer Sheets should be kept in safe custody till 'On the Spot Evaluation' is conducted by the Centre Superintendent.

15.12 Evaluation of the Answer Sheets and preparation of Result

- 15.12.1 The Accredited Agency will appoint evaluators for checking of the Answer Scripts of examinations.
- 15.12.2 The evaluation will be done on the Spot. The number of papers to be examined per day may be fixed by the Accredited Agency.
- 15.12.3 The Answer Scripts will be checked as per the Marking Scheme prepared by the Paper Setter(s).
- 15.12.4 The format for the preparation of result will be provided by NIOS. All Accredited Agencies must follow this format. The format in MS Access is appended at **Annexure IV** and also available at NIOS website: www.nios.ac.in.
- 15.12.5 The result must be prepared in the computerised database format provided by NIOS.

15.12.6 The result must be submitted in Hindi or English on CD along with a signed hard copy to NIOS.

15.12.7 The result will be printed in Hindi/English (in any one language) as per the language provided by the Agency.

15.13 Passing Criteria for Open Basic Education Examinations

Table 15.1: Subjects at different levels of Open Basic Education Programme

Age Group	Level 'A'	Level 'B'	Level 'C'
6-14 years	One Language + 3 subjects (EVS, Maths, Basic Computer Skills, Pre-Vocational Subject) <i>any three including 1 compulsory Pre-Vocational Subject</i>	One language + 3 subjects (EVS, Maths, Basic Computer Skills, Pre-Vocational Subject) <i>any three including 1 compulsory Pre-Vocational Subject</i>	One language + 4 subjects (Science, Social Science, Maths, Basic Computer Skills, Pre-Vocational Subject) <i>any four including 1 compulsory Pre-Vocational Subject</i>
Above 14 years	One language + 3 subjects (EVS, Maths, Basic Computer Skills, One Vocational Subjects) <i>any three including 1 compulsory Vocational Subject</i>	One language + 3 subjects (EVS, Maths, Basic Computer Skills, One Vocational subjects) <i>any three including 1 compulsory Vocational Subject</i>	One language + 4 subjects (Science, Social Science, Maths, Basic Computer Skills, One Vocational Subject) <i>any four including 1 compulsory Vocational Subject</i>

15.14 Evaluation Norms for Different Levels (Grading Pattern)

Marks Range (in %)	Grade	Description
75-100	A	Excellent
60-74	B	Very Good
45-59	C	Good
33-44	D	Satisfactory
Below 33	E	Subject yet to be (SYC) cleared

Table 15.2 Grading Pattern

15.15 Result Data

15.15.1 The Format for Filling up the Result Gazette of examination in MS-Access format is given in **Annexure – IV**. The Abbreviations for the same are as follows:

- i. PP- Part Pass (if total number of subjects passed is less than the eligibility criteria)
- ii. R- Reappear (if learner secures grade E in a particular subject)
- iii. Ab- Absent (if learner is not present for the examination)

- 15.15.2 The Agency must ensure to submit the year wise result data of learners.
- 15.15.3 The details of failed and absent learners should also be informed separately.

15.16 Preservation of Answer Sheets

- 15.16.1 The Answer Sheets of the OBE examinations of Levels A and B must be preserved by the Accredited Agency for a minimum period of **six months** from the date of examination.
- 15.16.2 The answer Sheets shall be open for inspection by the authorized personnel from the NIOS Headquarters or from the Regional Centre of NIOS. It is mandatory for the Accredited Agency to send every 10th Answer Sheet to concerned Regional Centre for sample checking along with the result data.
- 15.16.3 In case evaluation of Answer Sheets by Accredited Agency is not found satisfactory, the result gazette will be withheld.

15.17 Certification

- 15.17.1 The Certificates will be printed by NIOS after checking of the Result Gazette submitted by the Accredited Agency in respect of examinations of Levels A, B and C.
- 15.17.2 The NIOS would declare the result within a period of two months from the date of submission of the error free result data by the Accredited Agency.

16. Correction in Records

16.1 Correction in Admission Data

16.1.1 The Accredited Agency must ensure that all particulars are true and correct before submitting to RC, NIOS.

16.1.2 In case of any change in admission data, the Agency has to submit the application along with required supporting documents by 31st December of the respective session to SSS Department, NIOS through concerned RC.

16.2 Correction in Certificates

The procedure followed for correction in certificates at Secondary level will be applicable to OBE Programme for correction of data, the fee will be payable as per NIOS norms. For more details, please visit www.nios.ac.in.

16.3 Issuance of Duplicate Certificate

The procedure for issuing Duplicate Certificates at Secondary level will be applied for OBE Programme for issue of Duplicate certificate fees will be payable as per NIOS Norms. . For more details, please visit www.nios.ac.in.

17. Verification of Certificate

17.1 The application for verification of issued certificates at Levels A, B and C should be submitted to Evaluation Department, NIOS Headquarters.

17.2 The verification of OBE certificates is free for the Central Government and the State Government organizations.

17.3 For Private institutions, individual applicant and the learner himself /herself, the fees will be payable as per NIOS norms. The charges may be submitted through a Demand Draft drawn on any Nationalised Bank in favour of Secretary, NIOS payable at NOIDA.

18. Review of OBE Programme

The Programme would be reviewed by NIOS on regular basis normally once in two years.

National Institute of Open Schooling
Open Basic Education Programme

Subject Codes

S. No.	Subject	Code		
		Level 'A'	Level 'B'	Level 'C'
1.	Hindi	A101	B101	C101
2.	Environmental Studies	A102	B102	-
3.	Mathematics	A103	B103	C103
4.	Social Science	-	-	C102
5.	Basic Computer Skills	A104	B104	C104
6.	Science	-	-	C105
7.	Cutting, Tailoring and Dress Making	A106	B106	C106
8.	Beauty Culture	A107	B107	C107
9.	Food Processing	A108	B108	C108
10.	English	A109	B109	C109
11.	Bengali	A110	B110	C110
12.	Marathi	A111	B111	C111
13.	Telugu	A112	B112	C112
14.	Urdu	A113	B113	C113
15.	Gujarati	A114	B114	C114
16.	Kannada	A115	B115	C115
17.	Sanskrit	A116	B116	C116
18.	Punjabi	A117	B117	C117
19.	Tamil	A118	B118	C118
20.	Oriya	A119	B119	C119
21.	Malayalam	A120	B120	C120
22.	Assamese	A121	B121	C121
23.	Kashmiri	A122	B122	C122
24.	Konkani	A123	B123	C123
25.	Dogari	A124	B124	C124
26.	Nepali	A125	B125	C125
27.	Bodo	A126	B126	C126
28.	Manipuri	A127	B127	C127
29.	Maithili	A128	B128	C128
30.	Santhali	A129	B129	C129
31.	Sindhi	A130	B130	C130
32.	Toy Making	A131	B131	C131
33.	Painting	A132	B132	C132
34.	Bee Keeping	A133	B133	C133
35.	Art and Craft	A134	B134	C134
36.	Furniture Making	A135	B135	C135
37.	Bamboo Craft	A136	B136	C136
38.	Vermi Culture	A137	B137	C137
39.	Agriculture	A138	B138	C138
40.	Bakery	A139	B139	C139
41.	All other Pre-Vocational Subjects	A140	B140	C140

Note: Codes for other Vocational Subjects would be given as and when a subject is introduced. If a Vocational Subject is not mentioned in the above list, the AA can mention the specific subject name and can use the code at Sl. No. 41.

**National Institute of Open Schooling
Open Basic Education Programme**

STATE CODES

S. No.	Name of the State/Union Territory	Code No.
1.	Andhra Pradesh	01
2.	Assam	02
3.	Bihar	03
4.	Gujarat	04
5.	Haryana	05
6.	Himachal Pradesh	06
7.	Jammu & Kashmir	07
8.	Karnataka	08
9.	Kerala	09
10.	Madhya Pradesh	10
11.	Maharastra	11
12.	Manipur	12
13.	Maghalaya	13
14.	Nagaland	14
15.	Orissa	15
16.	Punjab	16
17.	Rajasthan	17
18.	Sikkim	18
19.	Tamil Nadu	19
20.	Chhatisgarh	20
21.	Uttar Pradesh	21
22.	West Bengal	22
23.	Andaman & Nicobar Islands	23
24.	Arunachal Pradesh	24
25.	Chandigarh	25
26.	Jharkhand	26
27.	Delhi	27
28.	Goa	28
29.	Tripura	29
30.	Uttarakhand	30
31.	Telangana	32
32.	Pondicherry (Pudducherry)	33
33.	Lakshdweep	34
34.	Dadra and Nagar Haveli	35

National Institute of Open Schooling

Open Basic Education (OBE) Programme

Application Form for Admission

(Please fill in the Application Form in Capital Letters)

Level of OBE Programme in which admission has been sought
(Levels are A/B/C). Please write in the Box

Paste here recent
photograph of
learner signed by
learner and duly
attested

1. Name of Learner: -----
2. Father's Name: -----
3. Mother's Name -----
4. Guardian's Name: -----
5. Postal Address with Pin Code.: -----

Telephone No. -----

6. Previous Qualification (if any): -----
7. Date of Birth(dd/mm/yyyy): -----
(The supporting documents for Date of Birth are mentioned overleaf)
8. Aadhaar Card Number (if available)-----

9. Gender (Male/Female) Please tick:() Boy/Man Girl/Woman Any other
specify

10. Religion: -----

11. Category: GEN/SC/ST/OBC/PH: -----

12. Subjects opted: 1.----- 2.-----
3.----- 4.-----
5.----- 6.-----

Signature of Candidate

Open Basic Education Programme

Supporting documents for Date of Birth

The Date of Birth of the candidates will be verified from the following documents:

- (i) Attested copy of Birth Certificate issued by the Municipal Authority or the District Office of the Registrar of Birth and Deaths for those born on or after 26.01.1989. In the absence of Birth Certificate, a statement attested by the Village Sarpanch should be attached.
- (ii) Transfer Certificate/School Leaving Certificate, showing the date of birth of the applicant, issued by the last school attended. In case of Govt. schools, the transfer certificate/school leaving certificate should be signed by the Principal while in the case of Private schools, it should also be countersigned by the competent education authority of the State/ District Education Officer.
- (iii) Aadhaar Card, if complete Date of Birth is mentioned.
- (iv) In case of Orphan/Juvenile/Street Children, the Medico Legal Certificate may be provided as a proof of Date of Birth.

**National Institute of Open Schooling
Open Basic Education Programme**

Format for Admission and Result Data

Annexure-IV

Enrolment No							
OBE Code No							
OBE Programme							
Exam							
Month Pass							
Year Pass							
Name of Candidate							
Father's Name							
Mother's Name							
DOB							
Sex							
Category							
Rural/Urban							
Address 1							
Address 2							
Address 3							
District							
State							
level							
Sub 1							
Mark 1							
Sub 2							
Marks 2							
Sub 3							
Marks 3							
Sub 4							
Marks 4							
Sub 5							
Marks 5							
Sub 6							
Marks 6							
VOC Sub 1							
VOC Sub mark 1							
VOC Sub 2							
VOC Sub mark 2							
VOC Sub 3							
VOC Sub mark 3							
Talent 1							
Talent 1 Grade							
Talent 2							
Talent 2 Grade							
Virtues							
Result							