

Keshav Ram

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राष्ट्रीय ओपन स्कूल

(भारत सरकार के शिक्षा विभाग के अधीन एक स्वायत्त संगठन)

बी-35, कैलाश कॉलोनी, नई दिल्ली-110048

Sh. Keshav Ram Lothia

Director

Manav Kalyan Seva Samittee

~~Kavari Tejpal~~ Chopal

Distt. Shimla,

H.P. 171211.



NATIONAL OPEN SCHOOL

(An Autonomous Organisation of the
Deptt. of Education, Government of India)

B-35, Kailash Colony, New Delhi-110048

Ref. : JD/VE/AVIs/95/NC/56/02

Dated : 13.9.95

Subject: **Accreditation of Institutions for Vocational Courses as Study-cum-Training/
Work Centre.**

Dear Sir/Madam,

I am pleased to inform you that in response to your application, dated 23.12.92., your institution has been chosen to be among the provisional Accredited Vocational Institutions (AVIs) of NOS from the Academic Session September - October-1995.

2. The main functions of the Accredited Vocational Institute will be:

- i) To enrol students for Vocational Courses as per the NOS criteria prescribed, modalities issued from time to time and in accordance with the approved Pattern of NOS Courses. (See manual of vocational courses)
- ii) To distribute material to students, if any, attached with the Centre and to other students from the neighbouring areas, who are attached by NOS to your institution in certain special circumstances or otherwise asked by NOS to do so.
- iii) To impart Theoretical & Practical skill Training to students admitted by you for the Vocational Courses as per norms, conditions & syllabi & courses prescribed by NOS. This will include provision of adequate tools, equipment, machines, labs, infrastructure, instructors, shop-floor & on-the-job Training, etc.
- iv) To register candidates for examination of NOS and to send the forms well in time for the External Examination as per instructions from Examination Deptt. of NOS and to distribute marks sheet & certificate to pass outs after these are received from NOS.
- v) To provide counselling and other services which are necessary for better student achievement, skill development and a training of standard and quality.

3. Accreditation of your institution will be subject to the following conditions:

- i) The institutions will observe code of professional ethics and will not engage in for profit making.
- ii) Will only charge reasonable and moderate fee for the Courses.
- iii) Will provide facilities for conduct of Vocational practicals during Training period and Examination.
- iv) Will not resort to unfair means in the admission of students.
- v) Will ensure that the prioritised clients of the NOS are given all types of help which they need for pursuing their studies and training.
- vi) Will not make profit from the publications and material which are sent to you for distribution among students.
- vii) In short, on the condition, that you observe all the norms and conditions applicable to accredited institutions running the Vocational Courses as well as Academic & other courses and to follow all general & specific Rules and Regulations of NOS.

viii) Will provide facilities for the conduct of examination e.g. availability of furniture and staff for invigilation and any other examination related work, including provision of labs, tools equipment and examination materials, etc.

4. The extension of Accreditation of your Institution will be subject to its need (number of students) performance and quality of services rendered to the NOS students and its viability otherwise.
5. NOS reserves the right to discredit/cancel your Institute at any time if it is found unsuitable on any account.
6. Accreditation number of your Institution is 5602 which may please be quoted in all future correspondence. This number is valid only to run the Vocational Course(s), as an Accredited Vocational Institute (AVI). In case you wish to run academic courses of NOS in your Institution/Centre separate accreditation may be sought.
7. A Booklet titled 'Manual of Vocational Courses' is enclosed for your guidance. You are permitted to run/introduce only those courses for which you have the capability, availability and infrastructure in terms of qualified & experienced Instructors, Tools & Equipment, buildings, labs, workshops/workplaces and other relevant and related facility for each vocational course/programme/subject. Please send your requirement for the syllabus & course material of the courses you introduce to the Incharge, Material Distribution Unit and in respect of admission matters to Incharge (Admission), National Open School, B-31-B, Kailash Colony, New Delhi-110048.. The Head/Principal/Director of your Institute will be the coordinator of NOS programmes, whose particulars may please be immediately communicated to the undersigned in the enclosed proforma.

Certificate

Thanking you,


Yours faithfully,



(S.S. SANGAL)
Director (Acad.)

Encl. : As above.

- Copy to :
1. Chairman's office, NOS
 2. Director (Academic), NOS
 3. Controller of Exams, NOS
 4. Secretary, NOS
 5. Incharge (Admission)
 6. Incharge (Academic Accreditation)
 7. Incharge (Material Distribution)
 8. SAP.



(S.S. SANGAL)
Director (Acad.)

You are allowed to offer the following Courses
Cutting Tailoring and Dress Making (Bothe Six-month & One Year
Secretarial Practise (PA/PS) (Hindi/English)