

GOVT. OF NCT OF DELHI
NIOS PROJECT
DIRECTORATE OF EDUCATION,
ROOM NO. 05, OLD SECTT., DELHI - 110054

Ref. No.: NIOS/P/2023-24/1287

Dated:- 22.11.2023

CIRCULAR

INSTRUCTIONS FOR THE HOS OF NIOS STUDY CENTRES

Students studying in NIOS Study Centres are those students who could not – for various socio economic reasons – keep up with their counterparts in Govt. schools. They are our own students – from our own schools and after clearing class X through NIOS, they are supposed to return to the mainstream Govt. schools. Therefore, it is our collective responsibility to provide them quality education and good academic environment so that they do not drop out of the schooling system and they can pass class X and join their parent Govt. school with the choice of their stream in class XI. It is with this Mission that the NIOS branch entrusts these students to the Heads of Schools where NIOS Study Centres have been set up.

Looking at it from this humanitarian angle, the HoS of the school where NIOS Study Centre is running has a great responsibility to fulfill.

The most prominent among these responsibilities include:-

1. To make a Time Table for all students assigned to the NIOS Study Centre.
2. To make sure that studies are conducted punctually & effectively as per the Time Table.
3. To arrange extra classes wherever required.
4. To provide proper infrastructure e.g. clean classrooms, clean desks, black boards, potable water & clean toilets etc. to the students.
5. Wherever Guest Teacher is not available to teach a particular subject, regular teacher from the school faculty should be given, at least, three periods per week to teach the students of the NIOS study centre.
6. To ensure that proper homework is given and the same is regularly checked by concerned teacher.
7. To provide sufficient Teaching Learning Material to these teachers.
8. To maintain day to day Attendance Record of Teachers & Students.
9. To apprise parents about the progress of students enrolled.
10. To be in touch with Heads of Parents schools on a regular basis for the betterment of their children.
11. To upload online the record of students' & teachers attendance on daily basis. In this connection, a form has been created/uploaded (Annexure "A") on Directorate's website which can be accessed by following this path:-

Homepage (edudel.nic.in)>>>> Student Login (Enter School ID and Password)>>> NIOS>>> Daily Consolidated Report of NIOS Centre.

12. To make Online Entry of Marks of TMA/SA/FA etc.
13. To collect Mark Sheets, Certificates, Provisional & Migration Certificates from NIOS and hand these over to the HoS of Parent school against acknowledgement.
14. To provide complete information to the visiting Officers/Officials of NIOS Branch for the Inspection Proforma.

Thus, the HoS of the school with NIOS Study Centre is as much responsible for the education of NIOS students as for the other students of his/her school.

In short, the NIOS Study Centre must be treated as an essential part of the school and not as an additionality.

On the other hand, Heads of Parents schools are Not Absolved of any responsibility once their students get enrolled with NIOS Study Centre in a nearby school. They continue to be the original guardian of these students.

Heads of Parent Schools are responsible for:-

1. Sharing all the correct details & documents in r/o their students with the NIOS centre school.
2. Visiting the NIOS Study Centre at least, once a month personally and meet all students of their school enrolled at the NIOS Study Centre & enquire from them about the progress of their studies in different subjects.
3. Monitor their attendance and inform their parents about any irregularity.
4. To fully cooperate with the HoS of NIOS Study Centre who is taking the extra load/responsibility of the students of the Parent school.
5. Share Resources of the Parent School with the NIOS Study Centre, wherever required.
6. Deliver Mark sheets, Certificates, Provisional & Migration Certificates to the NIOS students.
7. Finally, readmit the students if she/he is eligible as per DoE norms.

The Officers in NIOS Branch must visit the NIOS Study Centres on a regular basis and submit information in the Inspection Proforma enclosed as Annexure "B".

Both the HoSs must appreciate that until yesterday these NIOS students were our regular students. It is our combined responsibility to see it that after passing class X, they join back their parent school and complete their schooling as regular candidates.

Enclosed: Annexure "A" & "B"



(VIKAS KALIA)

REGIONAL DIRECTOR OF EDUCATION (NIOS PROJECT)

Ref. No.:- NIOS/P/2023-24/

Dated:-

Copy to:-

1. P.S. to Secretary (Education)
2. P.S. to Director (Education)
3. P.A. to Addl. DE (Schools)
4. All RDEs
5. ALL DDEs (Distts./Zones)
6. S.O. (IT) with the direction to upload on website
7. Guard File.



DR. SAVITA YADAV
OSD (NIOS PROJECT)

DAILY ONLINE REPORT OF NIOS STUDY CENTRE

DATE:

NAME OF SCHOOL STUDY CENTRE WITH SCHOOL ID:

NAME OF HOS OF STUDY CENTRE:

CONTACT NO. OF HOS OF STUDY CENTRE:

NO. OF GUEST TEACHERS DEPLOYED AT NIOS STUDY CENTRE:

NO. OF GUEST TEACHERS PRESENT ON THE DAY:

TOTAL NO. OF STUDENTS ALLOCATED TO NIOS STUDY CENTRE:

ATTENDANCE DETAILS (OF STUDENTS ATTENDING CLASSES AT NIOS STUDY CENTRE):

S. NO.	NAME OF PARENT SCHOOL	NO. OF TOTAL STUDENTS ALLOTTED	NO. OF STUDENTS PRESENT

SUBJECT OF WHICH PERIODS ARE NOT CONDUCTED TODAY WITH REASON:

1

2

3

4

5

REMARKS (IF ANY):

INSPECTION PROFORMA IN R/O NIOS STUDY CENTRE

1.	SCHOOL NAME & ID	
2.	NAME OF HOS WHERE STUDY CENTRE IS RUNNING	
3.	NAME & DESIGNATION OF VISITING OFFICER	
4.	DATE OF VISIT	
5.	TOTAL NO. OF STUDENTS ENROLLED UNDER NIOS STUDY CENTRE	
6.	NO. OF STUDENTS PRESENT ON THE DAY OF VISIT	
7.	NO. OF STUDENTS ABSENT ON THE DAY OF VISIT	
8.	STEPS TAKEN TO IMPROVE ATTENDANCE	
9.	NO. OF ROOMS ALLOTTED FOR NIOS CLASSES	
10.	CLASSROOMS ADEQUATE OR NOT. IF NO, THEN REASON	
11.	NO. OF NIOS TEACHERS PRESENT ON THE DAY OF VISIT	
12.	NO. OF NIOS TEACHERS ABSENT ON THE DAY OF VISIT	
13.	WHETHER ALL NIOS POSTS ARE FILLED (IF NO, NO. OF VACANT POSTS)	
14.	NAME OF SUBJECTS AGAINST WHICH POSTS ARE VACANT	
15.	WHETHER ATTENDANCE REGISTERS OF ALL NIOS CLASSES ARE MAINTAINED SEPARATELY BY TEACHERS	
16.	WHETHER TEACHERS DIARY MAINTAINED PROPERLY	
17.	WHETHER SYLLABUS IS WRITTEN IN TEACHERS DIARY	
18.	WHETHER TEST RECORDS MAINTAINED IN TEACHERS DIARY	
19.	IDENTIFICATION AND PLAN OF ACTION FOR LOW ACHEIVERS	

20.	IDENTIFICATION AND PLAN OF ACTION FOR HIGH ACHIEVERS	
21.	PERCENTAGE OF SYLLABUS COVERED IN EACH SUBJECT	
22.	SUBJECTS IN WHICH SYLLABUS COVERAGE IS LAGGING; REASONS THEREOF	
23.	WHETHER CLASSWORK AND HOMEWORK CHECKED THOROUGHLY AND CORRECTION MARKED	
24.	INNOVATIVE TEACHING PRACTICES USED BY TEACHERS	
25.	STUDENTS FEEDBACK I. AWARENESS OF SYLLABUS COVERED	
	II. WRITTEN ASSIGNMENTS ARE GIVEN BY THE TEACHER	
	III. TESTS CHECKED REGULARLY AND SHOWN TO THE STUDENTS	
26.	WHETHER THE HOS HAS BEEN VISITING THE NIOS CLASSES	
27.	STRENGTHS AND AREAS WHICH NEED IMPROVEMENT	

VISITING TEAM SIGNATURE:

NIOS OFFICIAL 1-

NIOS OFFICIAL 2-

HOS SIGNATURE & STAMP