

Introduction

India has emerged as one of the top ten tourist destinations in the world. The India Tourism Development Corporation Ltd., ITDC, a Government of India undertaking, has been a pioneer towards the growth of tourism in the country. ITDC currently operates several star-category hotels, luxury resorts, lodges and restaurants across the country.

The National Institute of Open Schooling (NIOS), an autonomous organization under the Ministry of Human Resource Development (MHRD) with international recognition and presence, provides access to sustainable and learner-centric quality education, skill upgradation and training

through open and distance learning. NIOS is also an examining and certifying institution, with its certificates being recognized by all major boards and institutions for further education as well as for jobs.

As a part of social responsibility, and to bridge a wide gap between demand and supply of trained hospitality personnel, ITDC has made significant contribution to human resource development for the hospitality sector. It is presently handling multi-dimensional activities including hospitality related education and career oriented courses through Ashok Institute of Hospitality & Tourism Management, i.e. The HRD division of ITDC.

ITDC, in another pioneering effort, has partnered with NIOS to jointly create, administer and certify one year diploma courses in the following areas:

Sl. No.	Course Title	Eligibility	Duration of Course
1	Diploma in Food Production Management (Cookery)	10 th Pass	1 Year
2	Diploma in Food & Beverage Operations	10 th Pass	1 Year
3	Diploma in Housekeeping and Maintenance	10 th Pass	1 Year
4	Diploma in Front Office Operations	10 th Pass	1 Year
5	Diploma in Bakery & Confectionery	10 th Pass	1 Year

*Commencement of course only on fulfillment of minimum batch size.

Objectives of the Courses

1. These courses will help the students in getting latest knowledge and exposure of the Hotel Industry where ample opportunities can be tapped in for employment purposes.
2. These programmes have been designed keeping in view the requirements of the Indian Hospitality Industry.
3. Along with the theory classes, hands-on training will be provided in the Hotel Operational Areas.
4. The students will have the advantage of joint certification and recognition from the National Institute of Open Schooling and India Tourism Development Corporation, which will empower them to take challenging assignments.

A bright future awaits the successful students in India and abroad.

Duration of Course

Each of the Diploma course will be for duration of one year.

Course wise Details

1. Diploma in Food Production Management (Cookery)

Duration: 1Year

Total Fee for the year: ₹ 60,000 • Eligibility: 10th Pass

MAIN FEATURES

- What is Food Production? Its importance in Hotel Industry.
- Manual and Mechanical Kitchen Tools usage and upkeep.
- Mechanical Equipment used in Food Production
- Various sections of Kitchen and their functioning.
- Inter and Intra Departmental Co-ordination.
- Organizational Structure of Food Production Department in a large, medium and small Hotel.
- Job description and job specification of Kitchen Staff.
- Cookery terms-Name of Ingredients and Vegetables.
- What is Cooking? Define various methods of Cooking.
- Sauces: Basic Sauces with their Accompaniments and Derivatives
- Salads: Salad Dressings and Derivatives
- Soups: Various types of Soups. Name of National/ International famous Soups
- Stock: Definition of Stock. Basic things required to make Stock.
- Methods of Cooking: Their advantages and disadvantages.
- Records and Registers maintained in Kitchen.
- Food Preparation Standards and Cost Control.
- Importance of Pest Control in Food Production Areas



2. Diploma in Food & Beverage Operations

Duration: 1Year

Total Fee for the year: ₹ 36,000 • Eligibility: 10th Pass

MAIN FEATURES

- What is Food & Beverage Service? Its importance and significance in Hotel Industry.
- What are various outlets under Beverage Department Service? Give description.
- Hierarchy of Food & Beverage Department in a large, medium and small Hotel.
- Job description and job specification of Beverage Department Staff.
- Inter and Intra Departmental Coordination.
- Equipment (with picture) size and their usage (Crockery/Cutlery/Glassware/Service-ware-Hollowware and Flatware)
- Attributes of Food & Beverage Department personnel.
- Define Mise-en-Place and Mise-en-Scene in a Restaurant
- Menu classification- French classification menu. All courses with accompaniments, garnishes and crockery, cutlery required.
- Table Laying-step by step procedure. What is cover and its size. Things required while laying a cover.
- Various Napkin folds
- Necessary item at the side board.
- Types of Menu: 1. A la Carte 2. Table D Hote
- Types of Breakfast- English, American, Continental, Indian. Various Types of Tea and Coffee and their Service.
- Room Service Operations
- Bar and Bar Operations
- Menu Planning: points to be kept in mind while planning a Menu.
- What is Inventory Control? Its importance in Bar and Restaurant.
- Types of Banquet.
- Banquet Menu Planning



3. Diploma in Housekeeping and Maintenance

Duration: 1Year

Total Fee for the year: ₹ 36,000 • Eligibility: 10th Pass

MAIN FEATURES

- Housekeeping - Introduction and its importance. What is Cleaning?
- Briefing: Do's and Don'ts in Housekeeping. Personal Grooming. Schedule and duty roaster of various shifts in Housekeeping.
- Hierarchy of Housekeeping Department in a large, medium and small Hotel.
- Job Description, job specification and activity flow chart of Housekeeping staff. Inter and Intra Departmental Coordination.
- Equipment used in Housekeeping -Manual and Mechanical. (With Picture) their proper use and maintenance.
- Different Cleaning Agents and their use.
- Sections of Housekeeping (CHK, floor, public area, linen room, Laundry) and their functioning
- Records and Registers maintained at CHK, floors, public areas, and linen room.
- Linen Room: functions of linen room, types of linen, standard size of linen. Storage of linen.
- Par stock, condemnation of linen.
- What is Inventory Control? Its importance.
- Step by step procedure of cleaning of a room and bathroom (departure/occupied/DND).
- Bed making procedure and evening service.
- Flower Arrangement: Different types of flowers and their use. Different shapes.
- Key Control: Different types of keys used in Housekeeping. Importance of Key Control. Safety of Keys.
- Pest Control. Various Pests in Hotels and their Control



4. Diploma in Front Office Operations

Duration: 1Year

Total Fee for the year: ₹ 36,000 • Eligibility: 10th Pass

MAIN FEATURES

- Front Office-Meaning, importance and significance.
- Sections of Front Office and their functions. (Reception, Reservation, Lobby Manager Desk, Telephone, Front Office Cashier.
- Inter and Intra Departmental Co-ordination.
- Organizational Structure of Front Office Department in large, medium and small Hotel.
- Job Description and Job Specification of Front Office Staff and Activity Flow Chart.
- Attributes of Front Office Personnel. Do's and Don'ts at Front Office.
- Duties of various shifts at Front Office.
- Different Forms and Formats used at Front Office
- Different Types of Rooms.
- Different types of Tariff Plans used in Hotels.
- Telephone Etiquettes. Handling of various situations.
- Handling Check-in for FIT'S and Groups
- Step by Step procedure of taking the check-in (Registration) and Rooming the Guest.
- Duties of Front Office Department before Guest arrival, during Stay, at the time of check-out and after check-out.
- Define Night Auditing. Functions, duties and responsibilities of Night Auditor.
- Use of Computer at various sections of Front Office.
- C' Form. Passport and VISA formalities.
- Foreign Exchange Handling. Payment from cash and credit.
- What is Traveller's Cheque?



5. Diploma in Bakery & Confectionery

Duration: 1Year

Total Fee for the year: ₹ 60,000 • Eligibility: 10th Pass

MAIN FEATURES

- What do you mean by Bakery & Confectionery? What are the basics of Bakery & Confectionery?
- Classification of Bakery Products.
- What are dough, pastes and icings?
- Bakery Terminology.
- Hierarchy of Bakery Department.
- What are various types of Pastries?
- Decoration of food, mixing food, preparing creams, glazes, sugar paste and short paste items, puff paste items, breads, buns and other yeast based items, choux paste items, pancakes and fritters, different types of cakes.
- Various food items and their storage temperature.

Age limit

There is no upper age limit for admission in any of the courses. However minimum age limit for getting admission is 15 years as on 31st January of the particular year.

Selection criteria

Students meeting criteria of Age and Qualification will be considered for admission on 'First Come First Serve' basis as per availability of seats per course.

Procedure for Admission

- The application form and prospectus may be downloaded from the website www.nios.ac.in or www.theashokgroup.com. It can also be purchased from the concerned Accredited Vocational Institute on payment of ₹ 100 through Demand Draft. A receipt for the payment will be given, which the students should retain and attach with the form later.
- Application for admission must be filled in the prescribed form as given in the Annexure C.
- Duly filled in application form along with the fee and documents mentioned below, is to be deposited at the Ashok Institute of Hospitality & Tourism Management, C-12/A, Qutab Institutional Area, New Delhi or at the respective training institute.
- If the form is downloaded from the website then a Demand Draft of ₹ 100 towards the cost of Prospectus drawn in favour of "ITDC unit AIHTM", MPDC payable at New Delhi, should be attached with the form.

Note: In case the prospectus is purchased in person from any Accredited Vocational Institute, cost of prospectus will have to be paid only once at the time of purchase of prospectus.

Documents to be attached with the Form

1. School Leaving Certificate
2. Attested copy of 10th class Mark Sheet.
3. Medical Fitness Certificate as per format given on Annexure D from a Government Hospital or a registered Medical Practitioner.
4. Requisite fee/demand draft drawn in favour of "ITDC unit AIHTM", MPDC payable at New Delhi should be submitted to the AIH&TM, ITDC, New Delhi.
5. A receipt of ₹ 100/- paid towards the Cost of Prospectus.
6. Address proof, Voter's ID/Aadhar Card/License etc.

Application forms will NOT be accepted by NIOS directly either at its counter or by post or any of the Regional Centres.

Fee Structure

Sl. No.	Course Title	Total Fee for the year
1	Diploma in Food Production Management (Cookery)	₹ 60,000
2	Diploma in Food & Beverage Operations	₹ 36,000
3	Diploma in Housekeeping and Maintenance	₹ 36,000
4	Diploma in Front Office Operations	₹ 36,000
5	Diploma in Bakery & Confectionery	₹ 60,000

HOW TO DEPOSIT COURSE FEE

- Students will be required to pay the fee one time or half yearly basis as per convenience in the beginning to AIH&TM through Demand draft drawn in favour of “ITDC unit AIHTM”, MPDC payable at New Delhi.
- In case the fee is paid half yearly, the balance amount will have to be paid after 5 months after commencement of the course. The fee submission dates will be announced later by AIH&TM.

DATES FOR ADMISSION

- The last date for submission of application forms along with all required documents at each centre will be as indicated in the advertisement.
- The classes for the students enrolled in all the courses will begin as per the date informed by each centre.

RULES FOR REFUND OF COURSE FEE

- Institute reserves the right to extend/postpone/cancel any course without giving prior notice/reason for cancellation of course.
- The fee shall be refunded 100% to the candidate in case of cancellation of the course.
- The course fee once deposited shall not be refunded under any circumstances except in case of cancellation/postponement of the course.
- However, 75% of the fee will be refunded in case the candidate gives an application for withdrawal within 10 days of admission on or before commencement of course.

IMPORTANT DATES TO REMEMBER

- The last date for submission of application forms along with all required documents at each centre will be as indicated in the advertisement.
- Starting date of classes for students enrolled in all the courses will be informed by each centre to the students by written communication.

ATTENDANCE

Minimum attendance of 65% is required for all courses as eligibility criteria for sitting in the final examinations. In case of illness, medical certificate from a Government Hospital has to be submitted.

MINIMUM PASSING PERCENTAGE

Minimum passing percentage is 40% for Theory and 50% for Practical for all the courses.

ASSESSMENT

- Considering the practical nature of these vocational courses, more emphasis is on evaluation of skills acquired during the course of study. The component of internal assessment has also been introduced to ensure continuous evaluation. Thus, there will be three components of evaluation:
- Theory Examination - 30%
- Practical Examination - 70%
- Internal Assessment - Internal Assessment will be a part of practical and 30% weightage will be given to internal assessment



EXAMINATION FEE

1. All candidates will have to pay the examination fee. The fee will have to be paid through a Demand draft of ₹ 300 drawn in favour of Secretary, National Institute of Open Schooling, payable at New Delhi.
2. A student will get total four chances within two years to clear the exams conducted by NIOS. The examination fee has to be paid for every chance taken.

GENERAL INSTRUCTIONS

1. Apply for admission only on the forms available in the Prospectus (or downloaded from the NIOS or ITDC website).
2. Ensure your eligibility before filling up the form. You will not get admission in case any of the eligibility criteria is not fulfilled and fee will be forfeited without any intimation.
3. Fill in the form legibly in CAPITAL letters. Avoid overwriting.
4. Leave space between parts of Name, Father's Name, etc. Do not write Mr., Mrs., Shri, Kum., etc. before any name.
5. List of available courses and centres are given in annexure A and B along with their code numbers. Fill up the course code and centre code carefully.
6. Incomplete admission forms without supporting documents will be rejected.

ANNEXURE A

COURSES OFFERED

Sl. No.	List of Courses Offered	Code No.
1.	Diploma in Food Production Management (Cookery)	725
2.	Diploma in Food & Beverage Operations	726
3.	Diploma in Housekeeping and Maintenance	727
4.	Diploma in Front Office Operations	728
5.	Diploma in Bakery & Confectionery	729

ANNEXURE B

ACCREDITED CENTRE OF NIOS

Ashok Institute of Hospitality & Tourism Management
C-12A, Qutab Institutional Area, New Delhi 110 016

Code No.
990271

APPLICATION FORM

Sl.No.

ANNEXURE C



NATIONAL INSTITUTE OF OPEN SCHOOLING

(An autonomous organization under MHRD, Government of India)

AND

ASHOK INSTITUTE OF HOSPITALITY & TOURISM MANAGEMENT

(A Division of India Tourism Development Corporation, Ministry of Tourism, Govt. of India)



APPLICATION FORM

(To be filled in by the Candidate)

Enrolment No. (to be given by AVI)									

PLEASE FILL THE FORM IN CAPITAL LETTERS

1. NAME OF THE COURSE.....
2. COURSE CODE
3. DURATION OF THE COURSE..... YEAR
4. CENTRE CODE NO.....

Please affix one
passport size photograph
(attested by a
Gazetted Officer)

PROFILE OF CANDIDATE

5. NAME OF THE CANDIDATE.....
6. NAME OF THE FATHER
7. NAME OF THE MOTHER.....
8. DATE OF BIRTH

DD	MM	YEAR				

Signature of the Student

9. AGE SEX(MALE/FEMALE).....

10. PERMANENT ADDRESS.....

TELEPHONE / MOBILE NO.

11. PRESENT ADDRESS (If other than above).....

TELEPHONE / MOBILE NO. PIN CODE.....

12. NATIONALITY.....

FATHER'S /GUARDIAN'S PARTICULARS

- A) NAME.....
- B) OCCUPATION
- C) NATIONALITY
- D) ANNUAL HOUSEHOLD INCOME.....
- E) SIGNATURE OF FATHER/MOTHER / GUARDIAN

ACADEMIC RECORD OF THE CANDIDATE

EXAM	BOARD	YEAR OF PASSING	SUBJECTS	MARKS OBTAINED	%AGE OF MARKS

13. PROFESSIONAL QUALIFICATIONS (if any)

14. PRESENT OCCUPATION (if employed, give details of the employer as mentioned below)

15. NAME OF THE COMPANY.....

16. ADDRESS

17. TELEPHONE NO.....

18. CONTACT PERSON PHONE.....

19. WHETHER SPONSORED BY THE EMPLOYER (PLEASE TICK) YES/ NO

20. IF YES, (please get signatures & seal of sponsoring authority)

NAME	SIGNATURE	SEAL OF THE COMPANY
.....

21. DETAILS OF FEE

DEMAND DRAFT NO DATE AMOUNT.....

22. DRAWN ON BANK (Name and Branch of the Bank)

DECLARATION BY APPLICANT

I, hereby declare that all the above details furnished by me, are true in all respects. In case any information is found to be incorrect, my admission is liable to be rejected by the institution.

DATE

PLACE

.....
(SIGNATURE OF THE CANDIDATE)

FORM OF MEDICAL CERTIFICATE

ANNEXURE D



**NATIONAL INSTITUTE OF OPEN SCHOOLING
AND
ASHOK INSTITUTE OF HOSPITALITY & TOURISM MANAGEMENT**



FORM OF MEDICAL CERTIFICATE

(To be submitted at the time of Admission)

I certify that I have carefully examined Mr. / Ms. / Mrs.
son/ daughter/ wife of Mr..... whose signature is given below.
As a result of his/ her examination I certify that nothing has been found which may disqualify him/ her from submission to a course in a Technical Institute. I have to further report that:

- His/ her eyes appear to be
- His/ her heart and lungs are clear.....
- His/ her chest measurement is normal expanded.....
- His/ her weight is
- His/ her height is
- He/ she wears glasses/ does not wear glasses vision
- He/ she has no disease, mental and physical, which makes him/ her unfit in the near future for an active life and studies as well as practical.
- He/ she does not suffer from:
 - Infectious skin diseases
 - Psoriasis follicles
 - Tuberculosis
 - Trachoma
 - STD
 - Epilepsy
 - Leucoderma/ Leprosy

.....
Medical Practitioner's Signature & Stamp

Mark of Identification.....

Signature of the Candidate.....

Registration No

Address

.....
Telephone No



**NATIONAL INSTITUTE OF OPEN SCHOOLING
AND
ASHOK INSTITUTE OF HOSPITALITY & TOURISM MANAGEMENT**



FORM OF APPEARING IN VOCATIONAL EXAMINATION OF NIOS

(To be submitted in the Study Centre along with the requisite fee)

Only Cash/Bank Drafts from Nationalised Banks are acceptable. Please fill correctly the subjects in which you desire to appear in the Examination.
Cheques/Indian postal Orders are not acceptable.

Code No.	Subject
1. <input type="text"/> <input type="text"/> <input type="text"/>

1. Enrolment No.

2. Name in full (in Block Letters)

3. Address

.....
.....
.....

Exam. fee ₹ 300/- per Subject

PIN CODE

(Signature of the Candidate)

- Application form will not be accepted after the prescribed date.
- Student may contact his/her AVI or NIOS for information regarding his/her examination centre. If a candidate appears from an examination centre other than the one allotted to him on his own, his result will be withheld.
- Examination form with incomplete/wrong information shall be rejected.
- Please see Annexure A for course code

RECEIPT (TO BE ISSUED TO THE STUDENT)

Received examination form along with fee of ₹..... from
Enrolment No..... for the Vocational Examination
of National Institute of Open Schooling in the following subject Codes :

Date:.....

Signature.....

Coordinator.....

AVI No.....



NATIONAL INSTITUTE OF OPEN SCHOOLING
(An autonomous organization under MHRD, GOVERNMENT OF INDIA)

AND

ASHOK INSTITUTE OF HOSPITALITY & TOURISM MANAGEMENT

(Division of India Tourism Development Corporation, Ministry of Tourism, Govt. of India)



APPLICATION FORM FOR OBTAINING DUPLICATE CERTIFICATE/ MARKS STATEMENT ETC.

1. Enrolment No.
2. Name of the Student (in CAPITAL letters)
3. Father's/Mother's Name
4. Name of Certificate Required
5. Name and Year of Exam
6. Result
7. Mode of Payment : Cash/Bank Draft

B.D. No.....Amount..... Date.....

Bank

(N.B.: Bank Draft must be drawn in favour of Secretary, NIOS, NOIDA, payable at NOIDA.)

8. Address (in CAPITAL letters)

.....(PIN CODE).....

Place :

Date:

Signature of the Student

FOR OFFICE USE ONLY

Enrolment No.....

Name of the Student

Marks Obtained.....

	Subject Code	TH	PR	INT	Total
1.
2.
3.

RESULT :

Signature of D.A.

IMPORTANT NOTES

1. Read the Instructions carefully before filling the form
2. Use separate form for each certificate.
3. The application for duplicate certificate must be accompanied with an affidavit executed in front of a Ist Class Magistrate in the format given below.
4. Triplicate copy of the passing certificate shall not be issued unless the Director (Eva.) is satisfied that duplicate copy has been actually lost/destroyed.
5. The documents applied for will ordinarily be issued after two weeks (excluding holidays) from the date of receipt of the application form and fee, provided the application is found complete in all respects. In case the documents is not collected by the applicant within three months from the date of depositing the fee it will be sent by ordinary post at the address given. In case the address is not given the documents will be cancelled and the student will have to apply afresh.
6. All Certificates will be delivered on the production of receipt of payment with Enrolment No. between 3.00 P.M. to 5.00 P.M. on working days. The fee can be deposited between 10.00 A.M. to 4.00 P.M. on all working days.

Fee prescribed for various certificates are as follows:

Duplicate copy of Certificate	: ₹ 100.00
Duplicate copy of the Statement of Marks	: ₹ 100.00
Postal Charges (if the document is required by Regd. post)	: ₹ 40.00

Note: Prescribed fee for the issue of urgent Duplicate Marksheet is ₹ 200/- and these documents will be issued within 48 hours from the date of receipt of application.

Form of Affidavit to be executed on Non-judicial Stamp Paper of ₹ 2.00 (For Candidate applying for duplicate copy of qualifying certificate). The affidavit attested by Oath Commissioner/Notary is not acceptable.

I Son/Daughter of
 declare on oath that my certificate of having passed the Exam. of May/Nov.
 from National Institute of Open Schooling, (Formerly National Open School) Delhi, has been lost/destroyed.
 it is certified that the fact stated above is true to the best of my knowledge and belief.

Roll No. Signature of the Student.

Address.

.....

.....

Date

Place

Court Seal : Sworn before me Ist Class Magistrate

List of Regional Centres of NIOS

Sl. No.	Name of the Regional Centre	Address of the Regional Centre	States Covered
01.	Regional Centre - Delhi - I	Sh. S.K. Misra Regional Director A 31, Institutional Area, NH 24, Sector - 62, NOIDA Distt - Gautam Budh Nagar, Uttar Pradesh Ph(O) : 0120-2404915, 2404914 Fax : 0120-2404916 E-mail : rcdelhi@nios.ac.in	East Delhi, North Delhi, North East Delhi, North West Delhi, Jhajjar, Gautam Budh Nagar, Ghaziabad
02.	Regional Centre - Delhi -II	Sh. S.K. Misra Regional Director A 31, Institutional Area, Sector - 62, NOIDA Distt - Gautam Budh Nagar, Uttar Pradesh Ph(O) : 0120-2404915, 2404914 Fax : 0120-2404916 E-mail : rcdelhi@nios.ac.in	South Delhi, West Delhi, South West Delhi, Central Delhi, New Delhi, Gurgaon, Faridabad
03.	Regional Centre - Hyderabad	Regional Director House No. 17-26, Sree Nagar Colony Road No. 5, Dilsukh Nagar Hyderabad (AP) Ph(O) : 040-24162859 Fax : 091-040-24060712 E-mail : rchyderabad@nios.ac.in	Andhra Pradesh except the districts Visakhapatnam Srikakulam Vizianagram, East & West Godavari, Krishana and Khammam
03a.	Sub-Regional Centre - Visakhapatnam	Sh. Badagala Vara Prasada Rao Regional Director, 5th Floor, B Block, VUDA Complex, Siripuram, Visakhapatnam Andhra Pradesh Ph : 0891-2564584 Fax : 0891-2792713 E-mail : srcvisakhapatnam@nios.ac.in	Visakhapatnam, Srikakulam Vizianagram, East & West Godavari, Krishana and Khammam Districts of Andhra Pradesh
04.	Regional Centre - Guwahati	Sh. K.L Gupta Regional Director Building of Assam Publication Board, I Floor Near Board of Secondary Education Assam Bamunimaidam, Guwahati-781021 (Assam) Ph(O) : 0361-2650541, 2651201 Fax : 0361-2650542 E-mail : rcguwahati@nios.ac.in	Nagaland, Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram and Tripura
05.	Regional Centre - Pune	Sh. Sanjay Sinha Regional Director C/o. Indian Institute of Education 128/2, J.P. Naik Road, Kothrud Pune-411029 (Maharashtra) Ph(O) : 020-25444667, 25439763 Fax : 020-25444667 E-mail : rcpune@nios.ac.in	Maharashtra, Goa and Daman & Diu

List of Regional Centres of NIOS			
Sl. No.	Name of the Regional Centre	Address of the Regional Centre	States Covered
06.	Regional Centre - Chandigarh	Dr. Rajesh Kumar Regional Director YMCA Complex, Sector-11C Chandigarh - 160011 Ph(O) : 0172-2744915, 3950979 Fax : 0172-2744952 E-mail : rcchandigarh@nios.ac.in	Dr. Rajesh Kumar Regional Director YMCA Complex, Sector-11C Chandigarh - 160011. Ph.: (O) 0172-2744915, 3950979, Fax : 0172-2744952 E-mail: rcchandigarh@nios.ac.in
07.	Regional Centre - Kolkata	Sh. Aditi Ranjan Rout Regional Director 10/1/H, Diamond Harbour Road Kolkata -700027 (WB) Ph(O) : 033-24797714 Fax : 033-24797707 E-mail: rckolkata@nios.ac.in	Sikkim, West Bengal and Andaman & Nicobar Islands
08.	Regional Centre - Bhubaneswar	Sh. Rushi Kumar Rath Regional Director, Adivasi Exhibition Ground Unit 1, Bhubaneswar -751 009, Odisha Ph : 0674-2740208 Fax : 0674-2597287 E-mail : rcbbsr@nios.ac.in	Odisha
09.	Regional Centre - Patna	Dr. T.N. Giri Regional Director Lalit Bhawan, Ground Floor, Patna - 800001 (Bihar) Ph(O) : 0612-2545051 Fax: 0612-2545470 E-mail : rcpatna@nios.ac.in	Bihar and Jharkhand
09a.	Sub Centre Darbhanga	Regional Centre Moh-Khan Chowk, Near Main Khan Chowk PO Lal Bagh, Distt. Darbhanga - 846004 Ph : 0627-2250628	North Bihar
10.	Regional Centre - Kochi	Sh V.S. Raveendran Regional Director 34/2470 C, 2nd floor, Mamangalam Palarivattom PO, Kochi- 682025 Kerala Ph(O) : 0484-2335714 Fax: 0484-2335533 E-mail : rckochi@nios.ac.in	Tamilnadu, Kerala and Puducherry
11.	Regional Centre - Jaipur	Smt. Bhawna Dhyani Regional Director D-11,12, Roop Vihar colony, Mohan Marg Opp. Karali Garden, New Sangner Road Sodala, Jaipur, Rajasthan - 302006 Ph(O) : 0141 - 2292818, 2290057 Fax : 0141-2292819 E-mail : rcjaipur@nios.ac.in	Rajasthan

List of Regional Centres of NIOS			
Sl. No.	Name of the Regional Centre	Address of the Regional Centre	States Covered
12.	Regional Centre - Bhopal	Dr. A.K. Sharma Regional Director Manas Bhavan, Shamla Hills Bhopal, Madhya Pradesh Ph : 0755-2660331, 2661842 Fax : 0755-2661842 E-mail : rcbhopal@nios.ac.in	Madhya Pradesh, Chhattisgarh
13.	Regional Centre - Allahabad	Sh. Anil Kumar Regional Director 19/17 Kasturba Gandhi Marg Allahabad - 211002 Ph(O) : 0532-2548154 Fax : 0532-2548149 E-mail : rcallahabad@nios.ac.in	Uttar Pradesh
14.	Regional Centre - Dehradun	Regional Director 69/106, Niranjapur, Opp. I.T.I Dehradun - 248001 Ph : 0135-2629166, 2623929 E-mail : rcdehradun@nios.ac.in	Uttarakhand, Meerut, Bagpat, Saharanpur, Muzaffarnagar, Moradabad & JP Nagar (Amroha), Distt. of UP
15.	Regional Centre - Gandhi Nagar	Sh. Pradeep Kumar Office of the Gujarat Secondary & Higher Secondary Education Board, 2nd Floor Sector 10/B, Near Old Sachivalaya Gandhi Nagar -382010, Gujarat Ph(O) : 079-23220410 Fax : 079-23220411 E-mail : rcgandhinagar@nios.ac.in	Gujarat
16.	Regional Centre - Bengaluru	Sh. S. Chandra Sekhar Regional Director Office of the Director (Vocational Education) 3rd Floor, PUE Bhawan, 18th Cross, Sampige Road, Malleswaram, Bengaluru Karnataka -560012 Ph(O) : 080-23464223 Telefax : 080-23464222 E-mail : rcbengaluru@nios.ac.in	Karnataka

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
(Department of Education)
New Delhi, the 14th September, 1990



RESOLUTION

Subject: A Vesting of Authority in the National Open School Society for holding certain examinations through distance and open learning system at the school stage and for certification thereof.

No. F5.24/90 Sch.3 -The Government of India had set up the National Open School Society, an autonomous and registered body on 23rd November, 1989 to cater to the educational needs of school dropouts, working adults, housewives and socially disadvantaged sections, through distance education at the school stage. The Society runs the management of the National Open School which, through distance and open learning system, has been offering courses, preparing students for the Secondary and Senior Secondary School Examinations and also offers Bridge (Preparatory) Courses.

It has now been decided that in pursuance of Section 3 (ii) of the Memorandum of Association of the National Open School Society, the Society shall conduct the above examinations at the school stage of education up to pre degree level, whether academic, technical or vocational, which are developed either by the National Open School itself or in collaboration with other agencies, subject to the approval of the Society's Executive Board or as it may be called upon to conduct by the Government of India, Ministry of Human Resource Development, Department of Education. The Society shall also be the certifying authority for such courses and programmes and do such acts ancillary to these objects as may be necessary. The Central Board of Secondary Education which was the certifying and examining authority on behalf of the National Open School Society, will cease to be so with effect from the date of issue of this Notification in the Gazette of India.

ORDER

Ordered that a copy of the Resolution be sent to all State Governments, Union Territory Administrations, all Ministries Departments of the Government of India, University Grants Commission, Prime Minister's Office, National Council of Educational Research and Training, Council of Boards of Secondary Education, Association of Indian Universities, Central Board of Secondary Education, Council for the Indian School Certificate Examinations and the State Boards of Education. Ordered also that the Resolution be published in the Gazette of India for general information.

D.M.DE. REBELLO
Jt. Secy.

Published in part I Sec. OF No. 42 of the Gazette of India on Saturday, the 20th October, 1990

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
New Delhi – 110 002

Website :- www.ugc.ac.in

December 2011

EPABX Nos.: 3236735/9437/5733/2701/7721/2317/4116/6351/0813/2485/1854

PUBLIC NOTICE

Having responsibility of maintaining standards in Higher Education in the country, the mushroom growth of unrecognized/ fake Universities/Institutions is a matter of great concern of the University Grants Commission. It has come to the notice of the UGC from time to time that some unrecognized Universities/Institutions are offering undergraduate/post-graduate courses in various subjects without the proper approval of the concerned Statutory Councils.

As per the UGC Act, 1956, the right of conferring or granting degrees shall be exercised only by a University established or incorporated by or under either a Central Act or a State Act or an institution deemed to be University or an institution especially empowered by an Act of Parliament to confer or grant degrees. Similarly, no institution other than a University established or incorporated by under a Central Act or a State Act shall be entitled to have a word "University" associated with its name in any matter whatsoever. The UGC has identified, so far, the following 21 self-styled, unrecognized institutions in nine states which are functioning in contravention of the provisions of the UGC Act. All these institutions have been declared as fake and do not have any right to confer or grant degrees.

Bihar

1. Maithili University/Vishwavidyalaya, Darbhanga, Bihar.

Delhi

2. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (UP) / Jagatpuri, Delhi.
3. Commercial University Ltd., Daryaganj, Delhi.
4. United Nations University, Delhi.
5. Vocational University, Delhi.
6. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi – 110 008.
7. Indian Institute of Science and Engineering, New Delhi.

Karnataka

8. Badaganvi Sarkar World Open University Education Society, Gokak, Belgaum (Karnataka)

Kerala

9. St. John's University, Kishanattam, Kerala

Madhya Pradesh

10. Keserwani Vidyapith, Jabalpur (M.P.)

Maharashtra

11. Raja Arabic University, Nagpur

Tamil Nadu

12. D.D.B. Sanskrit University, Putur, Trichi, Tamil Nadu.

West Bengal

13. Indian Institute of Alternative Medicine, Kolkata

Uttar Pradesh

14. Mahila Gram Vidyapith/Vishwavidyalaya, (Women's University) Prayag, Allahabad (U.P.)
15. Gandhi Hindi Vidyapith, Prayag, Allahabad (U.P.)
16. National University of Electro Complex Homeopathy, Kanpur.
17. Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh (U.P.)
18. Uttar Pradesh Vishwavidyalaya, Kosi Kalan, Mathura (U.P.)
19. Maharana Partap Shiksha Niketan Vishwavidyalaya, Pratapgarh (U.P.)
20. Indraprastha Shiksha Parishad, Institutional Area, Khoda, Makaanpur, Noida, Phase- II, (U.P.)
21. Gurukul Vishwavidyalaya Vrindavan, Mathura, (U.P.)

*** Bhartiya Shiksha Parishad, Lucknow, U.P. - the matter is subjudice before the District Judge – Lucknow.**

All such self-styled unrecognized and unapproved institutions are hereby cautioned that running of under-graduate or post-graduate courses and giving misleading advertisements shall attract severe action under the provisions of appropriate laws (UGC Act, IPC etc).

It is for general information that aspiring students are advised/cautioned not to pursue higher education courses with such self-styled, unrecognized and unapproved institutions. Anyone dealing with such institutions for pursuing academic studies for degrees, shall be doing so at his/her own risk and responsibility.

Students seeking admission in foreign universities should satisfy themselves of the reputation and standing as well as accreditation of the University before taking admission. Such students are also advised to refer to the website of Association of Indian Universities (<http://www.aiuweb.org>) for information and accreditation of the foreign universities and the courses conducted by them.

Students, their parents and the general public are, therefore, advised to refer to the websites of UGC (www.ugc.ac.in), the AICTE (www.aicte.ernet.in) and DEC (www.dec.ac.in) to verify and satisfy themselves of the list of the recognized Indian Universities/Institutions before joining or taking admission in various courses. They are also requested to bring any such illegal and unrecognized Universities/Institutions to the notice of UGC or other appropriate statutory regulatory bodies/councils.

(Niloufer Adil Kazmi)
Secretary

Contact Addresses for Grievances/Problems/Complaints

We sincerely believe and hope that during your studies at NIOS, you will not face any problem or grievance. However, in case you do face a problem, you may contact the following:

For Suggestion or Clarification to Vocational Education Programme

1. Regional Director (list available at Annexure G)
2. For any Information, contact on Toll Free No. 1800 180 9393

For non-receipt of I-Card

Your AVI will issue the I-Card. If the AVI does not respond then contact the concerned Regional Centre.

For Date Sheet and Examination Intimation Card

Your AVI will provide you information about the Examination Schedule and the Examination Centre. In case of no response from it, you may contact the concerned Regional Director.

For issue of Marks Statement and Certificate

Your AVI will issue the marks statement and the certificate. For obtaining duplicate copy of marks statement or the certificate, please apply on the prescribed form (available at Annexure F) with requisite fee to:

The Section Officer (M&M)
Evaluation Department
National Institute of Open Schooling
A-24/25, Institutional Area, Sector-62
NOIDA - 201309 (U.P.)





In case any of your problem/grievance is not redressed
related to Vocational Courses,
please write to:

Director
Student Support Services (SSS)
National Institute of Open Schooling
A-24/25, Institutional Area, Sector-62, NOIDA - 201309 (Uttar Pradesh)
E-mail: dirsss@nios.ac.in • Ph: 0120-4089895
Fax: 0120-4089858

**Most of the information you may need during course of your
studies is available on our Website. Please make full use
of the same at: www.nios.ac.in**