



National Institute of Open Schooling (NIOS)

(An autonomous organization under MHRD, Govt. of India)

Regional Centre, Kochi

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Dear Learner,

We welcome you to the largest open schooling system in the world. Through this communication we would like to give you some important information hereunder, which will be of immense help to you while pursuing your studies.

Issue of Identity Card & Confirmation of admission.

Your Identity Card will be issued after confirmation your admission. Your admission is liable to be cancelled at any stage in case of any ambiguity in the documents submitted by you at the time of admission. Please note the 12 digit enrolment number printed in it. Do not forget to quote this number while making correspondence with your Accredited Institute (AI) ie Study Centre and your Regional Centre. You are also advised to always carry this Identity Card whenever you visit your AI or NIOS Regional Centre or to appear in NIOS examinations.

You are advised to go through the data mentioned in your Identity Card. In case you find any error or changes required to be made, please write to this Regional Centre immediately. Please note that correction if any must be carried out before appearing in the 1st examination or within 3 years of admission whichever is earlier.

Validity of Admission

Your admission is held under Stream- 1, Block-1, 2016-17 session. This admission is valid for 5 years. Within these 5 years, you can register by depositing examination fee for public examinations commencing from March - May, 2017 to March-May, 2021 and for On-demand examinations from June, 2017 to September, 2021.

Study Materials (Self Instructional Material)

You will be receiving/must have received your study materials by post on the address mentioned in your admission form. You are supposed to receive your study materials within 45 days from the last date of admission. In case of delay in receiving the materials, you should visit our website: www.nios.ac.in to know the dispatch status. Grievance if any, may be addressed to the Deputy Director, (MPDD), NIOS HQ by email mpdd@nios.ac.in with copy to the Regional Centre by email rckochi@nios.ac.in. For re-dispatch of undelivered parcel of study material, you shall be required to submit a request for re-dispatch of study material at your residence address, with a fee of Rs.100/- (Rupees One hundred only) in the form of Demand Draft, drawn in favour of the Secretary, NIOS, payable at Delhi to the Deputy Director, Material Distribution Unit, NIOS, C/o CWC, G.T. Karnal Road, R.P. Bagh, Delhi -110 033. However, NIOS at its discretion may re-direct all returned parcels to concerned AIs at the end of the dispatch. You may be aware that online course materials are available in NIOS's website www.nios.ac.in. You may reach it through links <http://www.nios.ac.in/online-course-material/secondary-courses.aspx> for Secondary and <http://www.nios.ac.in/online-course-material/sr-secondary-courses.aspx> for Sr.Secondary. Your course fee includes the price of the study materials. Do not pay any extra money for the same.

Accredited Institution (AI) or Study Centre and services provided by the AI.

You have been allotted an Accredited Institution (AI) as chosen by you at the time of admission. Your Accredited Institution (AI) will provide the following services without any additional charges:

- Counseling to solve your problems/queries related to the course.
- Holding of Personal contact Programmes (PCP).
- Evaluation of Tutor Marked Assignments (TMA) and provide feedback.
- Accepting the examination form and exam fees. (This can be submitted directly at the Regional Centre too.)
- Conduct of Practical examination.
- Display the dates of payment of fees, examination date sheet, examination centre and other important information in the notice board.
- Accept application for change of subject(s) or additional subject(s). (This can be submitted directly at the regional centre too.)

Personal Contact Programmes (PCPs)

Your AI conduct Personal Contact Programmes (PCPs)- up to a maximum of 30 classes for theory and 5 practical classes for subjects involving practical as per NIOS Norms. The learners should visit their Study Centre to know the PCP time table. PCP time table may be available in NIOS website www.nios.ac.in /under "Students Information Section "at home page itself. You get an opportunity to interact with your Academic Counselor (Tutor) to clarify your doubts relating to your studies in the Personal Contact Programmes. We strongly recommend you to attend these sessions to derive maximum benefit out of it. These contact classes are not meant for covering the curriculum. **DO NOT EXPECT FULL TIME CLASSROOM TEACHING** as in formal education system. The teachers are there to help and guide you with regard to your difficulties. It would be in your interest to attend all the contact classes. Attendance in five practical classes is compulsory. 70% to 75% attendance in PCP and practical counseling sessions will help you to perform well in your studies. **Do not pay any extra amount to the study centre for attending PCP classes.**

Learners may also ask to resolve their subject related queries through e-mail to: lsc@nios.ac.in.

MuktaVidya Vani- NIOS Web Radio: NIOS telecast various programmes including tutoring through MuktaVidya Vani. Please visit NIOS website and listen these useful programmes

Tutor Marked Assignments (TMA)

TMA is one of such tools which play a very important role in learning process through Open and Distance Education System. TMA help learners to know their progress and attainment level and develop regular study habits. TMA also help in designing diagnostic and remedial teaching strategy during Personal Contact Programmes (PCPs). There is only one assignment in each subject which will be in booklet form. TMA question can be downloaded from NIOS's website too. The subject teacher in the AI/Study Centre will correct/evaluate these assignments and provide you feedback and suggestions for improvement.

The Awards of the TMAs at Secondary/Senior Secondary Courses will be considered for overall weightage in the Public Examinations.

- TMA should be submitted before appearing in the Public Examinations of the particular subject.

You will be required to submit your Assignments at your AI as per Schedule given below and obtain a receipt in lieu thereof. However, in case the AI is not functioning or closed due to administrative reasons, you will be required to submit your TMA at this Regional Centre.

Examinations	By the Learners to AIs	Feedback by the Teacher to the Learners
October-November	31 st January	15 th February
March-April	31 st July	15 th August

Subject Combination, Change of Subject/ Additional Subject.

Although NIOS do not prescribe any subject combination, the Government of Kerala has prescribed the following condition on subject combination

- English, Malayalam, Mathematics, Science and Social Science or Psychology compulsory for Secondary Course.
- Two languages and three elective subjects for Sr. Secondary.
- If you wish to follow above conditions, or for any other purpose, you may seek additional subject or change of subject. You may submit application with a fee of Rs. 600/- per subject for secondary and Rs.600/- per subject for Sr. Secondary. No change/addition will be allowed for the first public examination. Last date prescribed for this will be 1st January to 15th April for September-November, 2017 examination and from 1st July to 15th October for March- May, 2018 examination.
- **Registration for examination and deposit of form & fee for appearing in public examinations.**

You may register for public examination as per schedule given below. Filled in form and fee in the form of bank draft drawn in favor of the Secretary, NIOS, payable at Kochi may be deposited at the AI or at the Regional Centre. Cash will not be accepted. Alternatively, fee can be remitted online through debit card/credit card/net banking. In case of online payment, no need to submit the hard copy of the form.

Schedule for registering for Public Examinations.

March - May Examination	1 st December to 31 st December, 2016 (without late fee), 1 st January to 10 th January, 2017 (with late fee of Rs.100/- per subject) and 11 th January to 20 th January, 2017 (with consolidated late fee of Rs.1500/-)
September - November Examination	1 st June to 30 th June, 2017 (without late fee), 1 st July to 10 th July, 2017 (with late fee of Rs.100/- per subject) and 11 th July to 20 th July, 2017 (with consolidated late fee of Rs.1500/-)

Conduct of Practical examination by AI.

Practical examinations are conducted at the respective AI during a prescribed period before commencement of Theory examinations as notified by NIOS. You will be allotted a specific time and date by the AI. Practical examinations pertaining to the March- May public examination will be held in the Month of March and the practical examinations pertaining to the September- November public Examination will be held in September. If you have deposited examination fee and eligible for the public examination, you may report to your AI for practical examination with your identity card. Hall ticket is not mandatory for appearing in the practical examination. There is a chance of allocating a different AI for your practical examination due to less number of students at your AI or AI not functioning. Change if any, in your case may be ascertained from your AI or from the Regional Centre in advance.

Conduct of Theory examination at the allotted Examination Centre.

Theory examinations are conducted strictly as per schedule notified by NIOS at the examination centre specified in the Hall Ticket. Please note that you will have practical and theory examinations in different Centres. Hall ticket for theory examination will be made available in NIOS website www.nios.ac.in well in advance which may be downloaded and produced along with identity card for entering in the examination hall. Examination usually commences from 2.30 pm every day. Electronic equipments like Mobile phone, Calculator etc are not permitted in the examination hall.

Conduct of On-demand examination at the Regional Centre.

NIOS conduct on-demand examination after every public examinations at the Regional Centre– Theory papers on every Tuesday, Wednesday and Thursday and practical examination on every Friday. You will also become eligible to participate in on-demand examination after 1st public examination. Registration for a particular month will be commencing from 1st working day at 1 pm of corresponding previous month. Registration is possible only when seats are available. There will be no registration in March, April, September and October as there will not be ODE held during public examination in April, May, October and November. You may book online at NIOS website www.nios.ac.in - On demand examinations or link http://onlinecd.nios.ac.in/niosodes_region/regform01.aspx

Declaration of Result and Distribution of Mark Statement/Certificates:

Result of Public examinations September-November and March-May will be declared tentatively by 10th December and 10th June respectively. Result of On-demand examinations held in the 1st Fortnight and 2nd Fortnight of each month will be declared separately within one month from the end of each Fortnight. You will be able to take print out of your result from NIOS website immediately on declaration of result. Students who had successfully completed the course will be issued Mark Statement, Migration Certificate & Provisional Certificate will be speed posted directly to you from this Regional Centre. Dispatch of these documents will be commenced within 3-4 weeks of declaration of result. An original Pass certificate will be issued to them later within six months. Unsuccessful students and students who had improved their performances will be issued a Mark Statement only.

Examination fee rates.

Public examination	Rs.250/- per subject, for subject which have no practical & Rs.370/- per subject for subject which have practical also
On-demand examination	Rs.500/- per subject for subject which have no practical & Rs.700/- per subject for subject which have practical also.

Re-checking and Re-evaluation of Answer books: You should apply in your own hand writing in the prescribed form within 15 days of declaration of result in the website. Provision of re-evaluation is restricted to Senior Secondary only. Fee prescribed for Re-checking is Rs.300/- per subject. For re-evaluation, Rs.800/- per subject for public examination and Rs.1000/- per subject for on-demand examination.

Notes:

If last date so specified happens to be a public holiday/Saturday/Sunday, the next working day will automatically be treated as last date for the purpose. *NIOS is committed to ensure quality education. As a learner, you have an important role to play. We suggest you to avoid taking help of middlemen at any stage and getting exploited. Being an NIOS learner, you are precious to us and we assure you a quick response from our end in case of any inconvenience.* NIOS try to place all information in its website. To know more flexibilities, latest changes and up-to-date information on admission, examination, result, academic & administrative aspects etc, you are advised to frequently visit NIOS website: www.nios.ac.in . Website of the Regional Centre, Kochi is <http://rckochi.nios.ac.in/> . In case of any academic and administrative problem, you may contact your AI. You are also welcome to write or email your difficulties/queries to us. Norms/Dates/Rates of fee etc. may be revised by NIOS and communicated through the new prospectus/ notification which will automatically be applied to all. Information on such revision will be available in NIOS's website.

NIOS is the largest open schooling system in the world. Through NIOS any person can upgrade his/her qualification from Literacy level to +2. NIOS provide A, B and C level classes which are equivalent to Class-2, Class-4 and Class-7 respectively. As you know, NIOS provide Secondary and Sr. Secondary courses which are equivalent to Class-X and +2. NIOS offer so many Vocational Courses of six months, one year and 2 year durations. Basic Computing, a certificate course of six months duration has been recognized by government of Kerala for Assistant post. We have Beauty Culture, Early Childhood Care and Education, Certificate in Computer Application, Homeopathy, Community Health, Ayurvedic Therapy, Medical Imaging Technology, Medical Lab Technology, Radiography, Cutting, Tailoring & Dress Making, and so many other courses which are very useful for day-to-day life and for earning lively hood. NIOS also offers Diploma in ICT and Diploma in Rural Technology under Virtual open schooling. If you wish, you can study few courses during same period of your Class-X/ Class-XII. Also, one can study only few subjects at Secondary/Sr.Secondary level for higher study/promotion/employment. We can update our school level qualification for current and future need. Please take maximum benefit of NIOS and also tell your friends and relatives about NIOS.

With best wishes,

Sd/-
Regional Director