

National Institute of Open Schooling

Regional Centre, Kolkata

10/1/H, Diamond Harbour Road, Kolkata – 700027

e-mail: rckolkata@nios.ac.in, websites: <http://rckol.nios.ac.in>, <http://www.nios.ac.in>, Tel: 2479 7714, Fax: 2479 7707

Dear Learner,

We welcome you to the largest open schooling system in the world. Through this communication we would like to familiarise you with the open schooling system and give you some important information hereunder, which would be helpful to you while pursuing your studies.

1. The Student Identity Card which is attached herewith contains your enrolment number and other detail information about your admission in NIOS.
 2. Please check the information given in your Identity Card and in case you find any error or changes required to be made, please write to this Regional Centre for necessary correction within 30 days of receipt of the identity card.
 3. You are advised to always carry the Student Identity Card whenever you visit your Study Centre or NIOS Regional Centre or to appear in the NIOS examinations.
 4. Please contact the Material Distribution Unit (MDU) of NIOS, C/o CWC, G.T. Karnal Road, R.P. Bagh, Delhi -110 033 for non-receipt of study material. The MDU can also be contacted at mpdd@nios.ac.in or 011-27416329, fax-011-27240012 in case of non-receipt of study materials.
 5. Please check the address of the sender, as mentioned above, at the time of receiving the parcel and do not accept any parcel if the price of the study material is demanded at the time of delivery.
 6. The online Study materials, Syllabus, Sample Question Papers & Marking Scheme, previous years' question papers, TMAs are available at www.nios.ac.in.
 7. The allotted Accredited Institute (i.e., the Study Centre) chosen by you at the time of admission would provide the following services without asking for any additional charges:
 - Accepting the exam form and exam fee;
 - Holding Personal Contact Programmes (PCPs) as per NIOS Norms;
 - Counseling to solve your problems/queries related to the course;
 - Accepting application for change or additional subject(s);
 - Informing the dates of payment of fees, examination date sheet, examination centre and other important information.
 8. Please collect the PCP timetable from the study centre or visit us at www.nios.ac.in to get the same and attend the classes at your study centre (AI) as per PCP timetable.
 9. Do not pay any extra amount to the study centre for attending PCP classes.
 10. During PCP, please DO NOT EXPECT FULL TIME CLASSROOM TEACHING as in the formal education system. The subject teachers are there to help and guide you with regard to your difficulties. Attendance in five practical classes is compulsory.
 11. From the year 2013-14, submission of Tutor Marked Assignment (TMA) has been made compulsory prior to appear in the Public Examination. Those who do not submit their TMA, may not be allowed to sit in Public Examination and/or their result may not be declared.
 12. The TMA in Secondary / Senior Secondary examination will carry 20% weightage in the external examination and these marks will be shown separately in the marks sheet along with the external examination paper which will carry 80 marks in each subject.
 13. There is only one Tutor Marked Assignment in each subject which should be submitted at your study centre before 31 January for March-May exams and before 31 July for Sept-Nov exams.
 14. Your admission in NIOS is valid for 5 years from the Session (Block) of admission. It is provisional and is liable to be cancelled at any stage in case of any ambiguity found in the documents submitted by you at the time of admission.
 15. During the period of five years of your admission you will get nine chances to appear in public examinations to be held in the month of March-May and September-November.
 16. To register for appearing in the public examinations you are requested to fill up the examination form and deposit the requisite fees from 1st December to 31st December for March-May Examinations and from 1st June to 30th June for September-November Examinations.
 17. The On Demand Examination (ODE) facility is also available in selected subjects at Regional Centre. The registration for ODE is available only through online and the process starts on the first working day of each month for the examinations to be held on the next month. The ODE facility is not available during the month of April, May, October and November.
 18. A minimum of 33% marks in the aggregate in each subject (Theory & Practical wherever applicable) for Secondary course and A minimum of 33% marks in the aggregate as well as separately in each subject in theory and practicals for Senior Secondary course is required to pass the subject.
 19. To get the pass certificate, pass in FIVE subjects including at least one but not more than two languages is required.
 20. NIOS provides you an opportunity for re-checking and re-evaluation of answer script in any subject for which you may apply within the scheduled time with the prescribed fees of Rs. 200/- and Rs. 500/- (Rs. 700/- for On Demand exam) respectively. The re-evaluation facility is only available for senior secondary subjects.
 21. After declaration of the result of public examinations you shall receive Mark sheet from NIOS. The Provisional Certificate and Migration Certificate will be issued only to the successful candidates. The passing certificate will be issued in about six months after declaration of the result.
 22. Please apply for change of subject or additional subject from 1 July to 15 Oct for March-May Exam; & from 1 Jan to 15 April for Sept-Nov Exam.
 23. For issue of Duplicate Identity Card, you are requested to apply to the Regional Centre by paying bank draft of Rs. 100/- along with the copy of FIR and two photographs out of which one photograph and your specimen signatures should be duly attested by the Coordinator of Accredited Institute (AI). To obtain duplicate copy of Mark sheet and Certificate, download the application form from NIOS website and apply to the Marks and Migration Section, A24/25, Sector-62, NOIDA-201309 along with the requisite fee.
 24. Please make payments in Demand Drafts or through online. No Cash transaction is held at Study Centre or Regional centre for submission of fee.
 25. Please visit us at <http://www.nios.iradioindia.com> to listen the NIOS radio programmes - MUKTA VIDYAVANI.
 26. The NIOS video programmes are available at on DD-I from 05.02 am to 05.25 am on every Friday and on Educational Channel – GYAN DARSHAN on every day from 6.30 pm to 7.00 pm.
 27. The NIOS audio programmes are available on Gyanvani – 105.6 MHz FM channel every Friday Saturday and Sunday from 8:30 to 9:00 am and repeat broadcast from 3:30 pm to 4:00 pm.
 28. NIOS also provides Life Enrichment programmes and courses on Vocational Education. One stand alone vocational subject can be combined with academic courses at Secondary level and Senior Secondary level for certification.
- To know more flexibilities and updated information, you are advised to frequently visit our websites <http://www.nios.ac.in> and/or <http://rckol.nios.ac.in>. Also refer to current year's prospectus to get latest information. In case of any academic and administrative problem, you may first contact your study centre. You are also welcome to write to us or email your difficulties / queries.

With best wishes,

Regional Director
NIOS, Regional Centre, Kolkata