

Application Procedure

AICOE offers non-formal educational programmes under its internal academic framework through a network of authorized Coordinators and Centres across the country.

Admission Steps:

1. **Admission Session:** Admissions are open throughout the year. Examinations are generally held in April and October each year. On-demand examinations may be conducted under special approval.
2. **Application Submission:** Interested students may submit their application either online or offline, through official Centres or Coordinators.
3. **Payment of Fees:** Applicable course fees must be paid at the time of registration. Fees are non-refundable under any circumstance.
4. **Syllabus Distribution:** After admission confirmation, the syllabus will be provided to students. Courses follow a self-learning model.
5. **Study Material:** Students are responsible for acquiring books from the open market or online sources based on the provided syllabus. AICOE does not supply printed books directly.
4. **Hall Ticket & Examination:** Eligible students will receive Hall Tickets prior to the scheduled examination. Hall Tickets and valid ID must be presented on the day of the exam.
7. **Certification:** Upon successful completion of the course and examination, AICOE will issue a Course Completion Certificate, Statement of Marks, and where applicable, an Academic Program Transfer Certificate.

Legal Notice & Disclaimer

All courses offered by the All India Council for Open Education (AICOE) are conducted under its non-formal, autonomous educational structure.

These programs are not affiliated to or recognized by any Government Board, Council, or University. Certificates are awarded for the purposes of self-learning, personal development, and self-employment awareness only.

AICOE does not claim any guarantee for formal education admission, government job placement, or official equivalence.

Students and guardians must thoroughly read and understand this disclaimer prior to enrollment.

Data Responsibility & Centre Liability

All responsibilities related to the collection, safekeeping, and handling of student documents, admission records, fee receipts, examination data, and other paperwork lie solely with the authorized Study Centres and Coordinators of AICOE.

Although AICOE encourages complete data retention, there may be instances where Centres fail to maintain full student documentation. In such cases:

- AICOE shall not be held legally responsible for loss, delay, or incomplete records.
- The concerned Study Centre or Coordinator shall bear full responsibility for any such issues.
- Students are advised to retain personal copies of all important documents, including forms, receipts, and

In case of any dispute, procedural lapse, or negligence, resolution will be the

responsibility of the concerned Centre under the internal committee of AICOE. No direct legal liability shall fall on the central organization.