

**ONLINE INSPECTION PROFORMA based on Uniform Inspection Proforma issued by
DGHE**

For inspection of colleges of Education for granting Extension /continuation of provisional Affiliation to run
B.Ed. (Two Years) Regular Programme with affiliated Universities under jurisdiction of Haryana State

Annual Intake: _____ Session: _____ Date &Time of Inspection: _____

PART –A: GENERAL INFORMATION ABOUT THE COLLEGE/INSTITUTION

Sr. No.	Items	Observation/ Remarks
1.	Name of the College/Institution	
2.	Date and year of Establishment of the College/Institution	
3.	Complete Postal Address: Telephone/Contact Number: Fax no. Email: Website Address: Date of last updation of website:	
4.	Location of the College/ Institution with Surrounding: North: South: East: West: (Rural/Urban Semi-Urban)	
5.	Programme/ Course/ Subjects for which Inspection is being conducted:	
6.	Members of Inspection Committee: Convener: Member: Member: Any Other:	
7.	Has College/Institution got sanction /NOC from the State Government of the Programme/ Course being inspected i.e. B.Ed.? Yes/ No <i>(if yes, Upload sanction/NOC from the State Government of the Programme/Course)</i> Letter No: Date: Total Sanctioned Intake: [Upload 1]	
8.	Has College/ Institution got NCTE recognition of the Programme / Course being inspected i.e. B.Ed. Yes/ No <i>(If yes, Upload revised /latest letter of recognition)</i> Letter No: Date: Total Sanctioned Intake: [Upload 2]	
9.	Name &Address of the Affiliating University:	
10.	Has College/Institution got Provisional Affiliation for the last Session from the Affiliating University?	

	Yes/No <i>(If yes, Upload last letter of Affiliation)</i> Letter No Date: [Upload 3]	
11.	Whether the College/ Institution is NAAC Accredited? Yes/ No: <i>(If yes, Upload latest letter of Accreditation)</i> Letter No: Date: Grade & Validity period: [Upload 4]	
12.	Endowment Fund: Do College/ Institution possess the required amount of Endowment Fund for the Programme/ Course being inspected i.e. B.Ed.? Yes/ No <i>(Upload Proof)</i> [Upload 5]	
13.	Name of the different Programmes/ Courses running in the College/ Institution Premise along with the Programme/ Course under inspection i.e. B.Ed.: <i>(Upload certified list along with the sanctioned intake of all Programmes/ Courses)</i> [Upload 6]	

Part-B: INFORMATION ABOUT THE MANAGEMENT COMMITTEE

Sr.No.	Items	Observation / Remarks
1.	Management /Society/ Trust: Is the College/ Institution Management Committee/ Society/ Trust registered? Yes/ No <i>(Upload proof)</i> [Upload 7]	
2.	Name of the President/ Chairmen of the Management Committee/Society/ Trust: Phone / Mobile No.	
3.	Name, address post and phone / mobile numbers of the members of the Management Committee/ Society/ Trust: <i>(Upload a certified list)</i> [Upload 8]	
4.	Resolution of the Management Committee/ Society/ Trust to start the B.Ed. Programme: <i>(Upload proof)</i> [Upload 9]	
5.	Permanent Account Number (PAN/TAN) of the Management Committee/Society/Trust/ College/Institution: <i>(Upload proof)</i> [Upload 10]	

PART-C: INFORMATION ABOUT THE LAND AND BUILDING (The Infrastructure shall be in actual acquisition)

Sr. No.	Items	Observation/Remarks
1.	Does the land in the name of the Management Committee/Society/Trust? (Upload proof) [Upload 11]	
2.	‘Resolution of the Management Committee Society/Trust to use the earmarked land exclusively for the Teacher’s Training Program(s) under NCTE/RCI’ (Upload proof) [Upload 12]	
3.	Total land in College/Institution exclusively for Teacher’s Training Program(s) under NCTE/RCI’ Programme (In Sqr. Mtrs): Is it as per requirements of NCTE and in accordance with the sanctioned intake of other Programmes Courses running in College/Institute? Yes/ No (Upload proof) [Upload 13]	
4.	CLU of the land: (If Yes Upload proof) [Upload 14]	
5.	Total Built up area(In Sqr. Mtrs.): Is it as per requirements of NCTE/RCI and in accordance with the sanctioned intake and other Programmes/Courses running in the College/Institute? Yes/No (Upload proof) [Upload 15]	
6.	Building Plan approved by the Competent Authority: Yes/No (Upload proof) [Upload 16]	
7.	Is the College/Institution on the same land & building on which NCTE/RCI has granted recognition? Yes/ No (Upload proof) Details, if required (in case of NO) [Upload 17]	
8.	Is the College Institution approachable? Yes/No Details, if required	
9.	Is the building Well furnished? Yes/No Maintained? Yes/No Neat & clean? Yes/No	

Sr. No.	Items	Observation/Remarks
1.	Details of Last Inspection of College/ Institution w.r.t. B.Ed. (Two Years/Programme) Date of Inspection:	

	Inspection for Session: Marks Secured in the Last Inspection: <i>(Upload proof)</i> [Upload 18]	
2.	Recommendations Shortcomings as listed by the Inspection w.r.t. the Recommendations/Shortcomings as listed by the Inspection Committee during the Last Inspection: <i>(Upload proof)</i> [Upload 19]	
3.	Action Taken Report (ATR) of the College/ Institution w.r.t. the Recommendations/Shortcomings as listed by the Inspection Committee during the Last Inspection. <i>(Upload proof)</i> [Upload 20]	
4.	Continuation & Programme Extension Fee of Current Session <i>(Upload proof)</i> [Upload 21]	

PART-E: TEACHING FACULTY

Sr. No.	Items	Observation/Remarks
1.	Do College/ Institution have an approved Principal in the College/Institute Yes/ No Name: Mobile No.	
2.	Number of approved Assistant Professors (for B.Ed. Programme) working in the College/Institution <i>(Upload certified list/ Profile of the Approved Teaching Faculty for B.Ed. Programme as per the attached Proforma)</i> [Upload 22]	
3.	Total admitted students in B.Ed. Programme: a. Haryana Domiciled: b. From Other States: <i>(Upload certified list of admitted students)</i> [Upload 23]	

Note:

- (a) The marks will be awarded only when the Teaching Staff is approved by respective affiliating University. Further the marks will only be awarded if the approved staff joined the College/institution – information sent to University. Teacher’s Return furnished well in time and the staff member is also on roll on college/institution at the time of inspection for any assessment session. 75% weight age shall be given to Principal/Assistant Professors when the proceedings of the selection committee got approved by the University. 100% weightage shall be awarded only if the Academic approval of the faculty was obtained.
 (b) Full credit to faculty will be given to the institution only if the teacher was on rolls of the institution at least One Year prior to the date of inspection. 75% credit will be given if teacher is appointed 09 months prior to the date of inspection. 50% credit if the teacher is appointed 06 months

- prior to the date of inspection and 25% credit will be given in teacher appointed less than 03 months prior to the date of inspection.
- Salary to teaching staff should be given through cheque/bank only.
 - The College/Institution should present/provide the sufficient proof of appointment (Terms and Conditions of Service) of Teaching Faculty, their qualification, salary in full grade, salary paid through cheque/bank, deduction of PF and Income Tax deducted at source, copy of the salary register with signature of employee, cash book and copy of bank pass etc. to the Inspection Committee to claim the marks for Teaching Faculty.

Sr. No	Academic Faculty	Minimum Requirement for an Annual intake					Maximum Marks					Avai lable	Marks Secured
		1 Basic Unit Total 100*	2 Basic Unit Total 200*	3 Basic Unit Total 300*	4 Basic Unit Total 400*	6 Basic Unit Total 600*	1 Basic Unit Total 100*	2 Basic Unit Total 200*	3 Basic Unit Total 300*	4 Basic Unit Total 400*	6 Basic Unit Total 600*		
1.	Principal	1	1	1	1	1	50	50	50	50	50		
2.	<u>Assistant Professors</u> Perspective in Education	2	4	6	8	12	40 (20 marks for each)	80 (20 marks for each)	120 (20 marks for each)	160 (20 marks for each)	240 (20 marks for each)		
3.	<u>Assistant Professors</u> Perspective in Pedagogy	4	8	12	16	24	80 (20 marks for each)	160 (20 marks for each)	240 (20 marks for each)	320 (20 marks for each)	480 (20 marks for each)		
4.	<u>Assistant Professors</u> Health & Physical Education, Fine Arts, Performing Arts(Music/ Dance/Theatre)	3	3	3	3	3	60 (20 marks for each)	60 (20 marks for each)	60 (20 marks for each)	60 (20 marks for each)	60 (20 marks for each)		
5.	Terms and Conditions of Service	1+9	1+15	1+21	1+27	1+39	10 (1 marks for each)	16 (1 marks for each)	22 (1 marks for each)	28 (1 marks for each)	40 (1 marks for each)		
6.	Salary in full Grade	1+9	1+15	1+21	1+27	1+39	20 (2 marks for each)	132 (2 marks for each)	44 (2 marks for each)	56 (2 marks for each)	80 (2 marks for each)		
7.	Salary Through Cheque/Bank	1+9	1+15	1+21	1+27	1+39	10 (1 marks for each)	16 (1 marks for each)	22 (1 marks for each)	28 (1 marks for each)	40 (1 marks for each)		
8.	Provident Fund	1+9	1+15	1+21	1+27	1+39	5 (0.5 marks for each)	8 (0.5 marks for each)	11 (0.5 marks for each)	14 (0.5 marks for each)	20 (0.5 marks for each)		
9.	Income Tax Deductions at Source	1+9	1+15	1+21	1+27	1+39	5 (0.5 marks for each)	8 (0.5 marks for each)	11 (0.5 marks for each)	14 (0.5 marks for each)	20 (0.5 marks for each)		
Total							280	430	580	730	1030		

*Since almost of Institutions have at least 02 units prescribed by the NCTE of intake of 50+50=100 seat, hence 01 unit is composed of 02 NCTE units and like wise.

*Please see Appendix – 4 of NCTE Regulation 2014 before filling up the Proforma

PART-F: ADMINISTRATIVE & PROFESSIONAL STAFF

Note:

1. Salary to Administrative & Professional Staff should be given through cheque/bank only.
2. The College/Institution should present/provide the sufficient proof of appointment (Terms and Conditions of Service) of Administrative & Professional Staff, their qualification, salary, salary paid through cheque/bank, deduction of PF and Income Tax deducted at source, copy of salary register with signature of the employee, cash book and copy of pass book etc. to the Inspection Committee to claim the marks.
3. The qualification and selection criteria in case of Administrative & Professional Staff shall be applicable as prescribed by the affiliating University.

Sr. No	Academic Faculty	Minimum Requirement for an Annual intake					Maximum Marks					Avai lable	Marks Secured
		1 Basic Unit Total 100*	2 Basic Unit Total 200*	3 Basic Unit Total 300*	4 Basic Unit Total 400*	6 Basic Unit Total 600*	1 Basic Unit Total 100*	2 Basic Unit Total 200*	3 Basic Unit Total 300*	4 Basic Unit Total 400*	6 Basic Unit Total 600*		
1.	Librarian	1	1	1	1	1	10	10	10	10	10		
2.	Lab. Assistant	1	1	1	1	1	10	10	10	10	10		
3.	Office-cum- Account Assistant	1	1	1	1	1	10	10	10	10	10		
4.	Office Assistant- cum- Computer Operator	1	1	1	1	1	10	10	10	10	10		
5.	Store- Keeper	1	1	1	1	1	10	10	10	10	10		
6.	Technical Assistant	1	1	1	1	1	10	10	10	10	10		
7.	Lab. Attendants/ Helpers/ Support Staff	2	2	2	2	2	10 (05 for each)	10 (05 for each)	10 (05 for each)	10 (05 for each)	10 (05 for each)		
8.	Terms and Conditions of Service	8	8	8	8	8	04 (0.5 for each)	04 (0.5 for each)	04 (0.5 for each)	04 (0.5 for each)	04 (0.5 for each)		
9.	Salary in full grade	8	8	8	8	8	08 (01 for each)	08 (01 for each)	08 (01 for each)	08 (01 for each)	08 (01 for each)		
10	Salary Through Cheque/ Bank	8	8	8	8	8	08 (01 for each)	08 (01 for each)	08 (01 for each)	08 (01 for each)	08 (01 for each)		
11	Provident Fund	8	8	8	8	8	6	6	6	6	6		
							100	100	100	100	100		

*Please see Appendix-4 of NCTE Regulation 2014 before filling up the Proforma

PART-G: ACADEMIC SUPPORT & GROWTH OF STAFF

Sr. No.	Activity	Allotted Marks	Marks Secured
1.	Academic Calendar of all Activities (Academic Calendar prepared and approved by the Staff Council of the College/Institution at the start of academic session required (Upload proof) [Upload 24]	06	
2.	School Internship Programme (SIP): The College/Institution shall have easy access to sufficient number of recognized schools within reasonable distance for field work and practice teaching related activities of the student teachers. The institution shall furnish undertaking from the schools that they are willing to provide facilities for practice teaching. The approval letter of the District Education Authorities required(Not more than ten and twenty student-teachers shall be allotted with a school having pupil strength up to 1000 and 2000 respectively) (Upload proof) [Upload 25]	10 (01 mark for each school)	
3.	Curriculum Transaction: Copy of Time-Table, Case-Studies, Problem-Solving, Discussion on Reflective Journals in Colloquia and Observation Records etc. maintained by Student-Teachers (Upload proof) [Upload 26]	06 (01 mark for each)	
4.	Academic Discourse: Organisation of Periodic Seminars, Debates, Lectures, Group-Discussions etc. for students and faculties in the College/ Institutions (Upload proof) [Upload 27]	06 (01 mark for each)	
5.	Interaction Programmes: Interaction with faculty from parent disciplines, invited lecturers, extension/guest lecturers by experts in the field, feedback from school teacher's/discipline experts (Upload proof) [Upload 28]	08 (02 mark for each)	
6.	Mentor-Mentee Mechanism developed by the College/Institution (Upload proof) [Upload 29]	06	
7.	Number of teachers attended Orientation/Refresher Courses (Attach a certified copy of proof) [Upload 30]	12 (04 marks for each subject to maximum of 12 marks)	
8.	Number of teachers presented paper in International/National/Regional Conference, Seminar, Workshop (Upload proof) [Upload 31]	10 (02 marks for each subject to maximum of 10 marks)	
9.	Organization of International/National/Regional Conference, Seminar, Workshop in the College (Upload proof) [Upload 32]	10 (05 marks for each National/Regional Level Organization and 10 marks for	

		International Level Organization subject to maximum of 10 marks)	
10.	Number of teachers Published Paper/Book in International/National (Journal/Publisher) (<i>Upload proof</i>) [Upload 33]	10 (02 marks for each subject to maximum of 10 marks)	
11.	Grievance Redress Mechanism of the College/Institution (<i>Upload proof</i>) [Upload 34]	06	
12.	Student present on the day of Inspection (<i>Upload proof</i>) [Upload 35]	10 (01 mark for 10% presence of students)	
TOTAL		100	
PERCENTAGE			

PART-H: INFRASTRUCTURAL FACILITIES (The Infrastructure & Amenities shall be in actual acquisition) (Each item to include facilitation for PWD)

Note:

Land area and built-up area for running course in combination shall be as under:

- The institutions shall possess 2500 sq. Mtrs. (two thousand five hundred square meters) of exclusive well demarcated land for the initial intake of fifty students out of which 1500 sq. Mtrs. (one thousand five hundred square meters) shall be built up area and the remaining space for lawns, playfields, etc. For an additional intake of fifty students out of which 1500 sq. Mtrs. (one thousand five hundred square meters) shall be the built up area and the remaining space for lawns, playfields, etc. For an additional intake of fifty students, it shall possess additional land of 500 Sq. Mtrs. (five hundred square meters). For an annual intake beyond two hundred and up to three hundred, it shall possess land of 3500 Sq. Mtrs.(Three thousand five hundred square meters). For the institutions established prior to NCTE Regulations (2014), for an additional intake of one hundred students, built up area is to be increased by 500 Sq. Mtrs. (Five hundred square meters) and the requirement of additional land may not apply to them.

Built up area for running other teacher education programmes in combination with B.ED programme shall be as under (as per NCTE Regulations, 2014):

Sr. No.	Course (s)	Built up Area (in Sq. Mtrs.)	Land Area (in Sq. Mtrs.)
1.	B.Ed (Two years Programme)	1500	2500
2.	M.Ed. (Two Years Programme) plus M.Ed. (Two Years Programme)	2000	3000

- The College/ Institution Should be in actual possession of land & built-up area and other amenities & resources (human & physical)as per the revised /latest norms/ guidelines of NCTE enforced time to time w.r.t. the B.ED. Pogramme.
- If the College is running some other Programme(s)/ Course(s) in addition to B.Ed. Programme in the same building, then the College/Institution should have separately earmarked the land, built- up area, other amenities and resources that are exclusively for B.Ed. Programme.

- There shall be no course permissible on the same land and building other than NCTE/RCI Program (s) (Course(s). Schools and courses of Technical Education e.g. Diploma in Art and Craft. Nursery Training Electrical etc. cannot share the same land and building. The College/ Institute shall be on the same land & building on which NCTE/RCI has granted them recognition. Any change of site must be first allowed by the central body i.e. NCTE/RCI. If the College/ Institute is running other courses, other than B.Ed. Program, the Inspection Committee should exclude the facilities required for that Course while allotting the marks to the B.Ed. Course/ Program. For example D.E.I.Ed. and B.ED cours (s) / Program(s) =4000 sq. mts. land, 2000 sq. Mts. build up area.
- Inspection Committee should exclude the facilities required and earmarked for other programme(s)/ course(s) while allotting the marks to the B.Ed. Programme. However, some of the facilities such as playground. multipurpose hall, library and laboratory (with proportionate addition of books and equipments) and instructional space can be shared by the students of all the programme(s)/ course(s) provided no inconvenience is caused to the students.
- The College/ institution will show all the records relating to purchase, maintenance and record keeping of all equipment/resources/amenities (furniture in laboratories, library, office computer section college etc.) – stock register, bills, cash book, pass book etc. If the Management Committee/Society/Trust/ College/ Institution fails to present the above documents/ proofs to the Inspection Committee, then no marks will be given.

Sr. No	Facility	Allotted Marks	Marks Secured
1.	Land area and built –up area for running course (As per requirements specified by NCTE	05	
2.	Approved Building Plan	05	
3.	Multipurpose Hall with seating capacity and arrangement (2000 Sq. ft.) (As per the total intake) and a dais	05	
4.	Principle’s Office with Attached Toilet facility	05	
5.	Staff Room	05	
6.	Administrative Office	05	
7.	Visitor’s Room	05	
8.	Store Room (2)	05 (2.5 marks for each)	
9.	Multipurpose play filed	05	
10.	Safeguard against fire hazard be provided in all part of the Building (Upload proof)	05	
		[Upload 36]	
11.	Institution campus, building etc. should be barrier free	05	
12.	Open space for additional accommodation	05	
	TOTAL	60	
	PERCENTAGE		

Part –I INSTRUCTIONAL FACILITIES

(Each item to include facilitation for PWD)

Sr. no	Facility	Allotted Marks	Marks Secured
1.	One Classroom for every 50 students (Marks to be allotted proportionately w.r.t. available classrooms & required classrooms as per the total intake of the College/ institution and also taking into consideration the requirement of classrooms for other running course in the College/ Institution, if any)	12	

	(For Annual intake of 01 Unit i.e. Total Intake 100:02 classroom required) For Annual intake of 02 Unit i.e. Total Intake 200:04 classroom required) (For Annual intake of 03 Unit i.e. Total Intake 300:06 classroom required) For Annual intake of 04 Unit i.e. Total Intake 400:08 classroom required) For Annual intake of 06 Unit i.e. Total Intake 600:12 classroom required)	06 marks for each 01classroom in case of Total Intake of 100) (03 marks for each 01 classroom in case of Total intake of 200) (02 marks for each 01 classroom in case of Total intake of 300) (1.5 marks for each 01 classroom in case of Total intake of 400) (1 marks for each 01 classroom in case of Total intake of 600)	
2.	Library-cum-Reading Room (with seating capacity for at least fifty Percent students as per total intake (i) Library equipped with a minimum 1000(One thousand) Titles and 3000(Three thousand Books including text and reference books relevant to the course of study and curriculum enforced (Except in the case of test books and reference books there shall not more than three multiple copies of each title) (Upload proof) [Upload 37]	08 15	
	(ii) Library holdings shall be augmented with addition of 200 titles annually including books and journals) (Upload proof) [Upload 38]	5	
	Psychological test Laboratory with minimum 5 test (1 marks for each test) -5marks		
	(iii) Educational Encyclopaedias, Yearbooks, Electronic publications (CD- ROMS), Online Resources (01marks for each) ((Upload proof) [Upload 39]	05	
	(iv) Journals (5 refereed journals on Education and 5other in related disciplines) (01 marks for each) (Upload proof) [Upload 40]	05+05=10	
	(v) Photocopying facility in the Library	05	
	(vi) Computers with Internet Facility in the Library for the use of faculty and student-teachers (Upload proof) [Upload 41]	05	

3.	ICT Facilities with hardware and software including computers, internet, TV, Camera ICT Equipments like ROT(Receive only terminal), SIT (Satellite Interlinking Terminal) etc. (01 marks for each) <i>(Upload proof)</i>	05	
	[Upload 42]		
4.	Curriculum Laboratory (with materials and resources relating to different areas of school curriculum)	05	
5.	Teaching – Learning Resources Centre for Arts and work Experience	05	
6.	Games and Sports Equipments for common indoors and out door games (01 marks for each)	05	
7.	Simple Musical Instruments such as Harmonium, Table, Manjira and other indigenous instruments (01 marks for each)	05	
8.	Seminar Room	05	
TOTAL		100	
PERCENTAGE			

***I unit have is equal to 2 units of NCTE of intake of 50+50=100 seats**

PART-J: OTHER AMENITIES
(Each Item to include facilitation for PWD)

Sr. No.	Facility	Allotted Marks	Marks Secured
1.	Functional and appropriate furniture in required number for instructional and other purpose	10	
2.	Separate Common Room for Male & Female Students	06 (03 for each)	
3.	Canteen	03	
4.	Separate Toilet facility for male and female students, for staff and for PWD	08 (02 for each)	
5.	Arrangement for parking of vehicles	02	
6.	Access to Safe Drinking Water provided in the institution	04	
7.	Cleanliness of Campus	04	
8.	First-Aid Room	03	
TOTAL		40	
PERCENTAGE			

OVERALL ASSESSMENT

Sr. No.	PART	Maximum Marks	Marks Secured	Percentage
1.	E: TEACHING FACULTY			
2.	F: ADMINISTRATVE & PROFESSIONAL STAFF			
3.	G: ACADMIC SUPPORT & GROWTH OF STAFF			
4.	H: INFRASTRUCTURAL FACILITIES			
5.	I: INSTRUCTIONAL FACILITIES			
6.	J: OTHER AMENITIES			
	TOTAL			

OVERALL (AGGREGATE) PRCENTAGE		
CATEGORY ALLOTTMENT (on the basis of overall assessment by Inspection Committee) Category-A: If a College/Institution secure 70% & above in all parts (i.e. part E,F,G,H,I & J) separately and also in aggregate (i.e. Overall) Category-B: If a College/Institution secure 50% or more& less than 70% above in all parts (i.e. part E,F,G,H,I & J) Separately and also in aggregate (i.e. Overall)		Category
Category - C: if a College/ Institution secure less than 50% in any Parts (i.e. part E, F, G, H, I & J) Separately and/or in aggregate (i.e. Overall)		

AFFILIATION CRITERIA:

1. Concealment & misinformation of facts on part of Management Committee/Society/ Trust/College/ Institution may lead to disaffiliation of the College/ Institution by the University and invite legal action on the responsible authorities of the College/Institution.
2. Minimum 50% in all parts (i.e. part E, F, G, H, I & J) separately and also in aggregate (i.e. Overall) is required for getting affiliation to run B.ED. (Two Years Course).
3. Below 50% (in any part)-No Affiliation.
4. The College/ Institution securing less than 50% in any parts E/F/G/H/I/J or all of the above-mentioned Part/s or in Aggregate will be given only one chance further to make up its deficiencies shortcomings with in a period of three months from the date of dispatch of last Inspection Report (to the College/ Institution). The College/Institution have to deposit a penalty of Rs.1,00,000/-(One lakh Rupees) Plus GST as applicable in the University and make a request in the office of Dean of College for Re-Inspection. The Re-Inspection will be conducted by the same committee (as and when reappointed by the University) that conducted the last Inspection in which the College/Institution fails to secure 50% in all Parts(i.e. Part E, F, G, H, I & J) separately and also in aggregate (i.e. Overall) even in Re-Inspection also then Disaffiliation proceeding will be initiated against that College/ Institution with intimation to the NCTE.
5. If a College/ institution obtain/ secure 70% or more regularly for three consecutive sessions in all parts (i.e. part E, F, G, H, I, & J) separately and also in aggregate (i.e. Overall), then the college/ institution may apply for permanent affiliation to the affiliating University (as per provisions/ conditions of the affiliating University and fulfilling them as per the prescribed procedures). After getting permanent affiliation, the college/ institution will be inspected after every five years.

RECOMMENDATIONS OF THE INSPECTION COMMITTEE: (Attach separate sheet if required)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Convener Prof/Dr_____ Member Prof/Dr _____ Member Prof/Dr _____

1. The inspection Committee will bring a list of available working Teaching Faculty including Principal and Non-Teaching Staff (Administrative & Professional Staff) in the prescribed proforma as:

Sr. No	Name & full Address (including Aadhar No PPP No.)	Designation	Qualification	Letter No.& Date of University Approval	Date of Joining	ID No ./ Academic Approval	Pay Scale	Photo	Signature

(With supporting documents)
(Inspection Committee will check the details given and meet the staff in person)

2. College /Institution will submit the following Undertaking:

UNDERTAKING

Session:

It is certified

1. That (Name of the College) has been running since(Years) on the site and in the building duly approved by the NCTE and(Name of the Affiliating University).
2. That all information about the college is available on the College websiteand being continuously updated by10th of every month.

Name of Principal:
Address:
Date

PRINCIPAL
(with Office Seal/Stamp)

Proofs

	Name of the Document	Mandatory
PART –A: GENERAL INFORMATION ABOUT THE COLLEGE/INSTITUTION		
Upload 1	Sanction/NOC from the State Government of the Programme/Course	Yes/No
Upload 2	Revised /latest letter of recognition	
Upload 3	Letter of Affiliation	
Upload 4	Latest letter of Accreditation	
Upload 5	Supporting Document of Endowment Fund	
Upload 6	Certified list along with the sanctioned intake of all Programmes/ Courses	
Part-B: INFORMATION ABOUT THE MANAGEMENT COMMITTEE		
Upload 7	Society/Trust Registration Certificate	
Upload 8	List of Management Committee Members	
Upload 9	Supporting Document of Resolution passed by the Management Committee / Society / Trus	
Upload 10	Permanent Account Number (PAN/TAN) of the Management Committee/Society/Trust	
PART-C: INFORMATION ABOUT THE LAND AND BUILDING (The Infrastructure shall be in actual acquisition)		
Upload 11	Supporting Document of ownership of land	
Upload 12	Supporting Document of Resolution of the Management Committee / Society / Trust to use the earmarked land exclusively for the Teacher’s Training Programme(s) under NCTE/RCI’	

Upload 13	Supporting Document of total land area exclusively earmarked for Teacher Education Programme(s)			
Upload 14	Proof of CLU approval			
Upload 15	Total Built-up Area Certificate / Architect’s Area Statement			
Upload 16	Approved Building Plan / Sanction Letter by Competent Authority			
Upload 17	NCTE/RCI Recognition Letter with Site Plan / Land & Building Matching Proof			
PART-D:				
Upload 18	Last Inspection Report / Score Sheet issued by University			
Upload 19	Last Inspection Committee Recommendations/Shortcomings Report			
Upload 20	Action Taken Report w.r.t recommendations/Shortcomings as listed by the inspection committee			
Upload 21	Fee Receipt / Payment Proof for Continuation & Programme Extension			
PART-E: TEACHING FACULTY				
Upload 22	Approved Assistant Professors List & Profiles			
Upload 23	List of Admitted Students			
PART-G: ACADEMIC SUPPORT & GROWTH OF STAFF				
Upload 24	Approved Academic Calendar prepared and approved by the Staff Council of the College/Institution			
Upload 25	MoUs with Schools & DEO Approval Letter for Practice Teaching			
Upload 26	Curriculum Transaction Records			
Upload 27	Academic Discourse Activities Record			
Upload 28	Interaction / Guest Lecture Record			
Upload 29	Mentor-Mentee System Record			
Upload 30	Orientation / Refresher Course Certificates			
Upload 31	Conference/Seminar Paper Presentation Certificates			
Upload 32	Conference/Seminar Organization Proof (Brochure/Report/Photos)			
Upload 33	Published Papers/Books with Journal Details			
Upload 34	Grievance Redressal Policy & Committee Details			
Upload 35	Student Attendance Report on Inspection Day			
PHOTO OF INSTITUTE’S BUILDING				
	Picture Name	Mandatory	GPS Location	Photo
Upload 36	Multipurpose Hall			
Upload 37	Principle’s Office			

Upload 38	Staff Room			
Upload 39	Administrative Office			
Upload 40	Visitor’s Office			
Upload 41	Store Room1			
Upload 42	Store Room 2			
Upload 43	Multipurpose play filed			
Upload 44	Fire Safety Certificate / NOC from Fire Department			
Upload 45	Institution Campus Building			
Upload 46	Open Space for Additional accommodation			
Part –I INSTRUCTIONAL FACILITIES				
Upload 47	Library Inventory Report			
Upload 48	Annual Library Addition Report			
Upload 49	Educational Encyclopedias, Yearbooks, Electronic publications (CD- ROMS), Online Resources			
Upload 50	Journals (Education & Allied Fields)			
Upload 51	Computers with Internet Facility in the Library for the use of faculty and student-teachers			
Upload 52	Library Internet Access & Computer Availability Report			