

**PROFORMA FOR INSPECTION OF COLLEGES OF EDUCATION (B. ED. 2 YEAR COURSE) FOR ONE
UNIT OF 50 SEATS**

Name of the College/Institute: _____

Telephone/FAX/ E-MAIL and Website _____

Name and PAN of the Society/Institute _____

Date on which Inspection Conducted: _____ [\[Upload 1\]](#)

NAAC accreditation _____ Grade _____ Inspected on _____, Applied for _____ [\[Upload 2\]](#)

Year of Establishment: _____

Courses and seats for which affiliation is/was granted by:

A. University Course _____ intake _____ course _____ intake _____

B. Other bodies*** Course _____ intake _____ course _____ intake _____

C. Bodies other than N.C.T.E. *** Course _____ intake _____ course _____ intake _____

		Description (requirement)	Required for 50 seats (one unit)	Available	Max. Marks	Marks securer
1	I	Academic Faculty				
		Principal	1		6	
		Assistant Professor	6*		18	
		Health and Physical Education / Fine Arts/ Performing Arts	3		6	
	II	Administration and Professional Staff				
	(i)	Librarian	1		3	
	(ii)	Lab Assistant (BCA)	1		1	
	(iii)	Office –cum –Account Assistant	1		1	
	(iv)	Office Assistant –cum / Computer Operator	1		1	
	(v)	Store Keeper	1		1	
	(vi)	Technical Assistant	1		1	
	(vii)	Lab Attendants /Helpers/ Support Staff	2		2	

*Perspectives in Education

Pedagogy subjects (Maths , Science , Social Science, Language)

Health and Physical Education

Fine Arts

Performing Arts (Music /Dance /Theatre

Two
Four
One
One
One

Shall be 16 for 2 units

***Course approved by NVTE but examining body is different e.g D.Ed

***Course approved by AICTE, CBSE , Haryana Board etc.

@ In case if there is no qualified Librarian, one Library Attendant may be appointed in addition to Laboratory Attendent for which one mark shall be awarded.

2	Infrastructure & Amenities					
		(i)	Land 2500 Sq. Mts. & Building 1500 Sq.Mts. (title in the name of Institute/College) a) Additional 500 Sq. Mts. for each course and 500 sq. mts. built up area for additional seats [Upload 3]			6
		(ii)	Class Rooms of adequate space (500 sq. ft. each with concrete flooring/concrete slab/ceiling etc.) and fully furnished a) and multiple for each course of one year in addition as well for additional seats [Upload 4]	2 Rooms for one Unit		4
		(iii)	Multipurpose Hall for 200 persons (2000 sq. ft) well furnished [Upload 5]			3
		(i)	Seminar Room (300 sq. ft.) [Upload 6]			1
		(ii)	Principal's Room (15x20 sq. ft) [Upload 7]			1
		(iii)	Staff Room (15x20 sq. ft) [Upload 8]			1
		(iv)	Administrative Office (15x20 sq. ft) [Upload 9]			1
		(v)	Playground and Multipurpose playfield [Upload 10]			1
		(vi)	Separate Common Rooms for boys & girls [Upload 11]			2
		(vii)	Hostel facility and some residential quarters desirable [Upload 12]			1
		(viii)	Safe Drinking Water [Upload 13]			1
		(ix)	Toilets - Separate for Male & Female Staff and Students/Physically Challenged [Upload 14]			3
		(x)	Canteen [Upload 15]			1
		(xi)	Visitor's Room [Upload 16]			1
		(xii)	Parking Space [Upload 17]			1
		(xiii)	Store Room [Upload 18]			1
		(xiv)	Open Space for Additional Accommodation [Upload 19]			
		(xv)	Safeguard against fire hazard to be provided in all parts of the building [Upload 20]			1
3			Instructional			
	I	(i)	Library-cum-Reading Room with seating capacity for 50% students equipped with minimum 1000 titles and 3000 books including text and reference books relevant to the study, educational encyclopedias, year books, electronic publications (CD-ROMs), online resources, and minimum with addition of 200 books per year.			11

			Internet in Computer Lab & Library [Upload 21]			
		(ii)	5 Journals with continuous acquisition of which at least one shall be an International Publication [Upload 22]			2
		(iii)	Photocopy facilities in the Library [Upload 23]			1
		(iv)	Magazines and 5 newspapers [Upload 24]			1
	II	(i)	ICT Resource Centre [Upload 25]			6
		(ii)	Curriculum Laboratory (Charts/Models/Equipments) Psychology Lab; Science Lab; Maths; Social Science Lab; Language Lab [Upload 26]			6
		(iii)	Art and Crafts Resource Centre [Upload 27]			1
		(iv)	Health and Physical Education Resource Centre (including yoga education) [Upload 28]			2
		(v)	Sufficient number of recognized secondary schools within reasonable distance for field work and practice teaching related activities of the students teachers and undertaking from the school which are willing to provide facilities for teaching practices. The State education administration may allot schools to different TEIs not more than 10 and 20 students teachers shall be attached with a school having pupil strength upto 1000 (one thousand) and 2000 (two thousand) respectively. [Upload 29]			Mandatory

(1) Academic and Administrative & Professional Staff=40; (2) Infrastructure & Amenities=30;

(2) Marks obtained = /40

(3) Resource Centre=30

-----/30-----

And

%age of Marks -----

Overall category: As per Note 5:

Convener

Member

Member

DETAILED REPORT AND DESCRIPTIVE OBSERVATIONS:

Name of the College -----

RECOMMENDATION:

Convener

Member

Member

Note

The marks will be awarded only when the academic, administrative and professional wall approved by MD University. However, marks shall be awarded only when after the approval of appointment by the University. the selected candidates have joined and its information has been sent to the University on the form of Teacher's Return every year at the time of commencement of the session. The inspection antics will verify the proof of qualifications, salary in full grade, salary paid through cheque, deduction of PI name tax deducted at source, copy of the salary register with signature of employee, the cash-book and copy the bank pass book. In case of non-teaching staff also the qualifications and selection criteria prescribed by the University shall be applicable

2 The infrastructure and amenities shall be in actual acquisition. The land and building should be in the name of the institution and not in the name of a person. The building should be well furnished in no case the marks shall be awarded if there is shortage of land or/and built-up area. There shall be no course permissible on the same land and building other than NCTE courses. Schools and courses of Technical Education Diploma in Art and Craft, Nursery Training, Electrical etc. cannot share the share land anal building the college shall be on the same land & building on which NCTE has granted them recognition. Intkal (Khatom mutation should be submitted by the institute for verification. Any change of site must he first allowed by NCT) If the college is running other courses, other than B. Ed course, the inspection committee should exclude the facilities required for that course while allotting the marks to the B.Ed. Course. For Example, D.EL. Ed and B. shall have 500 square meters extra land and building like B.Ed. with D.EL Ed =1000 sq. mts. land, 2000 sq mts. built up area

3. The books in the library should be with a minimum three thousand books (there shall not be more than five copies on any one title) besides text and reference books related to all courses of study. The library must have educational encyclopedias, electronic publications (CD ROMs) and minimum five professional research journals of which at least one shall be an international publication Library resources will include books and journals published and recommended by NCTE. There shall also be provision of space hue reading and reference in the library that can accommodate at least ten persons at a time. At least two hundred quality books will be added in the library every year. The library shall have photocopier and computer with internet facility for the use of faculty and students. Every institution should have a website of its own. All the books and journals should be accessed into and stamped. For every course and extra unit, the number of books shall be proportionate.

4. The equipment's purchased by the Society/Trust for College and laboratories such as furniture, photocopier machine, internet/Fax/Land Line Telephone. Psychology Lab tests, computers printers licensed software for language learning, colour TV, Camera and the apparatus for science lab etc.) should be in the stock of the College. The above mentioned purchased/donated equipment and material should be entered into stock-register. The Inspection Committee will verify the stock register, bills, cash book and pass hook. If the Society/Trust fails to present the above documents to the inspection committee no marks will be given

5. It would be necessary to secure 71% and above marks in each of the three facilities (1) Teaching & Non-teaching staff, (2) infrastructure & Amenities and (3) Academic requirements separately, to the categorized in 'A' Category else the institute/College would slide downward as per lower score. If the College secures 51% and up to 70% in each of the three facilities, separately it is to be categorized in 'B' category. If the college secures 50% or below in any of the three facilities, it will come in 'C' category.

Categorization of Colleges shall be as under:

71% and above	in each of the three facilities	'A'
From 51% and up to 70%	in each of the three facilities	'B'
Up to 50%	in any of the three facilities	'C'

REMEDIAL CLAUSES

6. Notice for the colleges coming under II Category shall be served to comply with the deficiencies before the next academic session.
7. Notices for disaffiliation process shall be initiated for Colleges/Institutes falling under “C” category.

		Name of the Document		Mandatory	
Upload 1		Last Inspection Report			
Upload 2		NAAC Accreditation Status Report			
Infrastructure & Amenities					
	Picture Name/Document Name	Mandatory	GPS Location	Photo	
Upload 3	Land and Building Ownership Document				
Upload 4	Classroom Dimension and Layout Report				
Upload 5	Multipurpose Hall				
Upload 6	Seminar Room				
Upload 7	Principal’s Room				
Upload 8	Staff Room				
Upload 9	Administrative Office				
Upload 10	Playground and Multipurpose playfield				
Upload 11	Separate Common Rooms for boys & girls				
Upload 12	Hostel facility and residential quarters				
Upload 13	Drinking Water				
Upload 14	Toilets				
Upload 15	Canteen				
Upload 16	Visitor’s Room				
Upload 17	Parking Space				
Upload 18	Store Room				
Upload 19	Open Space for Additional Accommodation				
Upload 20	Safeguard against fire hazard to be provided in all parts of the building				
Instructional					
	Name of the Document				Mandatory
Upload 21	Library Compliance Document and Internet Facility Proof				
Upload 22	Journal Subscription Proof				
Upload 23	Library Photocopy Facility Proof				
Upload 24	Magazine and Newspaper Subscription Proof				
Upload 25	ICT Resource Centre Document				

Upload 26	Curriculum Laboratory Setup Proof	
Upload 27	Art and Craft Centre Proof	
Upload 28	Health and Physical Education Resource Document	
Upload 29	Teaching Practice School Undertaking	