

NATIONAL COUNCIL FOR TEACHER EDUCATION (NORMS AND CONDITIONS FOR RECOGNITION OF M.ED. FACE TO FACE AND M.ED. THROUGH DIS

111--\$EC. 41 THE GAZETTE OF .i.999 (MAqÄÆ.*4, 19-20) NATIONAL COUNCIL FOR TEACHER EDUCATION C-2/10, Safdarjung Development Area Sri Aurobind.o Marg, New Delhi-1100016 New Delhi, the 29th December 1998 F. No. exercise of the po- wers conferred under sub clauses (f) and (it) of sub- S t on 2 of Section 32 read with Section 14 and 15 Of National Council for Teacher Edu•cation Act, 1993 (No. 73 of 93) National Council foF •feachcr Education hereby makes the following regulations . l. Start Title and Commencement These regulations may be called the National Council for Teacher Education (Norms and Condi- tions for recognition of M.Ed. face to face and M.Ed through distanae education) Regulations, 1998

2. Applicability These regulations shall be applicable to insti- tutions including universities, open universities, constituents thereof and any other bodies called by whatever name and style and offering any of the courses specified in Para I above

3. Definition In these regulations unless the context other- wise requires:— 539 S. , A)plicatiQ11 (or.perm?ssipn\$o stgrt new. course .i@iüälp. (b) Wlere.- any. ..regogoied üustjiutiQ!1- any POW cogesoöqtfa.inigg.:ii! {tert in;Education hew äppliöatiön in.theifoqn obgqinab& fpm Regional Committee oflNOTE .on.p9ymment of price fixed by. NCTE from time to time the Regioaal• ddm'm'itt%e• cöhéernéd. Where äny recogniSed ase its :intakeof stddentS;bbYönd •tléléfihtake aPProved for* •stich *d-training, recognised institution shall appli- cation to the Regional ,zCommitteP of NCTE concerned. The äpplication• shall be submitted to the Regional Committee Gili •whöse •territdrial jurisdiction the institution is . located

6. Manner of making application.(a) (b) (c) (d) 4. (i) "Act" means National Council for Tea- Cher Education Act, 1993 (No. 73 of 1993). (ii) "New course or training in teacher edu- cation" means any course or training in teacher education which was not being off- ered by the institution at the time of reco- gnition but is proposed to be offered by the recognised institution. (iii) "Regional Cominittee" means a commi- ttee established under Section 20. (iv) All other tetms shall have the same mean- ing as contained in Section 2 of the Act. Application for Recognition (a) Every institution to offer a course or training in Master in Education Ptogramme shall make an application in the form obtainable from Regional Committee of NCTE on pay- tment of price fixed by NCTE from tilne to time for recognition under the Act. (b) The application shall be submitted to Regional Committee in whole territori jurisdiction the institution is located. Application for recognition shall be made to the RegionaL Committee of NCTE concerned. Application for permission to •start new course Or training ill Master in Education Programme or increase in intake approved shall be made by the redögnised institution to the Regional Committee • concerned. Application for. recognition of institutions shall be submitted in triplicate. Appliqation. for recognition of institution offering a course or training in teacher train- ing immediately before 17th August,1995, shall be submitted •directly to the Regional Committee concerned. Every institution intendings!o, Offer .a cou- rse •or training in teacher education h but not functioning immediately before 17th August, 1995 shall submit application for recognition with a "No Objection Certi- ficate" from the respective State Govt. or Union Territory administration in which the institution is located. Application for permission. to increase intake by recognised institutions under sub Regulation (b) of Regulation S above shall be submitted to the Regional Committee concerned with "No Objection Cértificate" from the State or Union Trritory in which the institution is located

7. Fees Application fog recognition.of the institution or permission to start new course or training or to THE GAZETTE OF INDIA\$ FEBRUARY 13, 540 increase the intake approved by recognise'd ins- titutions shall bo accompanied by fees for such application as indicated from time to time by Council and shall be in the form of Demand Draft dawn in favour of "Regional Commi- ttee, National Council for Teacher Education" payable at the place of location of the Reg- ional Committee concerned

8. Time limit for making applications (a) Every institution to offer a course or trai.ning in teacher education shall make an application so as to reach the concerned Regional Committee atleast four months before the scheduled date of commence- nient Of next academic session. (b) Application for permission to

start any new course or training in teacher education or increase in intake by recognised institution shall be submitted so as to reach the regional Committee concerned at least four months before the scheduled date of commencement of next academic session

9. Conditions for recognition (a) Regional Committee shall satisfy itself on the basis of scrutiny and verification of facts as contained in the application for recognition and inspection of the institution where considered necessary or any other manner deemed fit, that the institution has adequate financial resources, accommodation, library, qualified staff, laboratory and such other conditions required for the proper functioning of the institutions for the course or training in Master in Education Programme which are being offered or intending to offer. (b) Regional Committee shall ensure that every institution applying for recognition fulfil the norms and standards given in Appendix (I) and (11)

10. Conditions for grant or permission to recognised institutions to start new course or training or increase in intake. (a) Regional Committee shall satisfy itself on the basis of scrutiny and verification of facts as contained in the application of recognised institution for starting a new course or training in Master in Education Programme or increase in intake approved, and or inspection of the recognised institution where considered necessary or any other manner deemed fit, that institution has adequate financial resources, accommodation, library, qualified staff, laboratory and such other conditions required for offering the course or training or increase in intake. Regional Committee shall ensure that every recognised institution applying for permission to start a new course or training or increase in intake fulfil the norms and standards given in Appendix (J) and (11). SURENDRA SINGH Member-Secretary Appendix-I Masters In Education Programme (M.Ed.) Norms & Standards for a unit of upto 25 students 1. Preamble The Master's degree programme in Education (M.Ed.) is a professionally oriented and interdisciplinary programme of post-graduate studies in Education. Depending on the actual design and declared objectives, the programme provides opportunities for students to extend as well as deepen their knowledge and understanding of Education. specialize in selected areas including Teacher Education and also acquire related research skills. Presently M.Ed. is offered through various modes. full time, regular one-year programme; part-time vacation two years programme, two-years distance education/correspondence programme etc. Some institutions—Postgraduate Departments or Colleges of Education—conduct M.Ed (and/or other P.G. courses like M.A. (Education), M. Phil, Ph. D) only and some others conduct B.Ed also. The norms and standards laid down here relate specifically to the regular one-year M.Ed. and apply to both the situations. In the latter case, the resources are mutually shared between the programmes. As such, both the norms for the B.Ed and the M.Ed must be satisfied separately, particularly, with regard to some basic requirements of, e.g., numbers of teachers and classrooms, except that the Head/Principal will be one person. Hall, seminar room, labs, library, common rooms, toilets, hostel etc. facilities may be shared (with the B.Ed as well as others if the institution is part of a University or College). The M.Ed. programme would comprise theoretical courses including specialised courses in the discipline of education and related practical/field work. In addition, research work in the form of a dissertation would form an essential part of the programme. The norms and standards are applicable for recognition of institutions, permission or courses and consideration of additional intake of seats. The norms are stated as Essential and Desirable. The Essential refer to the minimum requirements that should be fulfilled in order to be eligible for recognition/permission and the Desirable indicate directions which institutions should strive to move towards in a reasonable period of time. The norms Human Resources 2.1. Teaching Staff Intake of students upto 25 THE GALEITE OF INDIA, FEBRUARY 1999 (MAGHA 24, 541 cover: Human Resources, Physical infrastructure, Academic input and Financial Provisions. The measurement of land, building, space, rooms, library etc. mentioned in the document under Physical Infrastructure as essential or desirable are to be treated as approximate and to serve as a guide. The main purpose is to ensure that the rooms etc. be of a size in which the teaching-learning of required number can be conducted conveniently and comfortably. Requirement 1.3

2. Faculty Head/Principal Readers Lecturers Total 1 Essential (in the rank of Professor) 5 Desirable 3 6 Qualifications As per UGC norms with Ph.D in Education As per UGC norms with P.G. Degree in Education with Ph.D in Education/ in an allied subject. As per UGC norms Note: One additional teacher for an additional intake or IO or part thereof. Maximum permissible intake-50. 2 a. Technical Support Staff Designation Librarian Technical Asstt. 2 .3. Administrative Staff Staff No. Essential Number

Desirable Area Library Science Psychology Laboratory and Media Qualifications Qualifications As per UGC norms and qualifications As per University/State Govt. prescribed qualifications

3. Designation Clerk. Typist Helper Physical Infrastructure As per University/State Govt. norms As per University/State Govt. norms The institution should be • in a noise-free and pollution free atmosphere. There should be good transportation and • c navigation facilities and availability of water and electricity. The land area chosen must provide for future expansion and adequate open space for organizing games and sports. 542 THE GAZETTE OF INDIA, FEBRUARY 13, 1999 (MAGHA24;1920) 3.1. Built-in Space For a unit of 25 students, the following built-in space is prescribed as the minimum. (i) Class rooms (ii) Hall (iii) Seminar Room (iv) Special Rooms (a) Library-cum-reading room (b) Laboratories (i) Psychology lab (ii) ET Media Lab (v) Rooms (a) Head (b) Faculty (c) Office-cum-store (d) Canteen (Yi) Separate toilets for girls, boys and teachers/staff Essential (Depending upon total number of groups/specialities) 1 1 1 1 2 (two-seat room) 3 Desirable 4 for each teacher) 5 Area 60 sq. m 125 sq. m 100 sq. m 100 sq. m 50 sq. m 50 sq. m 25 sq. m 20 sq. m 40 sq. m Appropriate Size 25 sq. each (vii) Provision for drinking water facilities in at least two places with drinking water available at all times during working hours, 3 a. Play Ground Essential Desirable 3.3. Hostel Indoor games facilities. Adequate & varied Play ground for outdoor games It is desirable to have suitable, decent, well maintained and efficiently run hostels for men and women, particularly, if there are many outstation students. 3 04. Furniture (i) Students' desks & seats (ii) Hall (iii) Chairs and tables for teachers (iv) Work tables for laboratory (v) Book shelves for library. books (vi) Reading tables with chairs for 30 students in reading room, Number One for each student Well furnished As required (i) for each) 2 large size As required 30 Chairs Desirable a few extra a few extra 40 Area 125 sq. m. (1 .25.<0.9) we---szc. 4] THE GAZETTE OF INDIA, FEBRUARY 13, 1999 1920) 543 3 Equipment 3,5€1. Books & Journals Essential Desirable 5000 10 4.3 Curriculum Transaction i) (a) Number of working days per year/session (b) Admission Essential Desirable 200 days 210 days 1200 Hours 1260 5 days (i) Books including text, reference and research literature. (ii) Journals-Professional including Research 2000 5 All admission work must be initiated before beginning of the session and shall be completed within 5 working days after reopening of the institution. Teaching days including field 190 days At least 200 books be added every year. This may include additional and multiple copies Of text books and reference books. 3.5.2. Educational Technology Media Lab Essential' OHP, Filmstrip/Slide Projector, TV & VCR, Audio Recorder/Player, computer system along with print media materials and audio- 4. c) d) c) ii) iii) iv) 5. 5.1 5. 5. work Examination days 5 days A working day shall be of a minimum of 6 hours duration, for a six day week. For a 5 day-week proportionate number of hours (7.2 hours). Dissertations/research guidance: not more than 5 students Per teacher Curriculum transaction modes- lecture, discussion, paper writing, seminars re- view Of literature. Evaluation - continuous; internal, as much as feasible Financial Provisions Endowment and Reserve Fund video cassette library. Desirable Internet facilities, Still Camera-l 3.5.3. Psychology lab Camera-l, Vidéo Apparatus for experiments related to educational Psychology. Intelligence Tests (Performance, non-verbal, verbal), Aptitude Tests, Creativity Tests, Personality Scales, Attitude Tests and Interest Inventories, according to curricular requirements. Academic Inputs 4.1. Admission .1. Eligibility Candidates possessing at least 45% marks in the aggregate' in the Bachelor's degree/Master's degree examination of a recognized University and' 50% marks in the B.Ed. Reservation of seats may be provided in accordance with the constitutional/legislative provisions. 4.2 Selection Procedure Candidates will be selected for admission on the basis of merit. Merit shall be determined by the performance at qualifying examination and/ or by a selection test and/or interview to be conducted by an agency the Institution itself/ a University/National level/State level-approve by the NCTE. 2 3 5.4 The Teacher Education institutions offering M.E.d'. Programme should possess sufficient fund to meet the recurring and non-recurring expenses. The Govt./Local Self Govt./University maintained institutions should, as far as possible, have an undertaking to provide adequate finance to meet the expenses of the institutions. The institutions under private management should have an endowment fund of rupees 5 lakhs or an amount required by the University or State Govt. norms. Besides, they should have a reserve fund adequate to meet three months salary of all their staff. Financial Management Adequate provision should be made in the annual budget of the institution. The funds of the institution should be deposited in a Nationalized Bank/State Bank of its subsidiaries. The institution must adopt financial procedures prescribed 'by the: University/State' Government concerned: Salary Structure The institution should adopt the salary structure prescribed by

the University/Central/State Govt. as the case may be for its teaching and non-teaching staff. Cost of Instructional Material Psychology and Education Educational Technology/ Media Games and Sports Books and Journals Contingencies Essential Desirable Equipments & Books 5.5 Fee Structure 5.5. i Admission test fee Rs. 1000/- per student Rs. 1500/- per student Essential Desirable 1.00 lakh 2.00 lakhs The fee charged for the Admission Test, if any should be in consonance with the estimated expenditure involved in conducting the same. Any surplus amount saved out of such fee must be used to promote academic activities in the teacher education institutions and/or. for the welfare of the students. 5.5.2 Tuition and other fees The fee structure fixed by the institution should conform to the norms prescribed by the Govt. from time to time. In any case the total annual receipts from students fees should not exceed the total recurring expenditure of the institution for the course. It is desirable to provide some free studentships for meritorious poor students

6. More than One Course in the Same Institution If one or more courses in teacher education are run by the same institution in the same building/complex, the facilities in terms of building, hall, library, hostels, canteen, fields etc. may be shared in a reasonable manner.

APPENDIX IT NORMS AND STANDARDS FOR TEACHER EDUCATION INSTITUTIONS [M.Ed. DISTANCE EDUCATION INCLUDING CORRESPONDENCE];

1. Preamble The NCTE accepts distance education as a useful and viable for training teachers and teacher educators presently serving in the educational systems of the country. This document presents the norms and standards to M.Ed. degree through Distance Mode including correspondence for teachers/researchers/ administrative staff etc. The norms apply to all institutions offering distance M.Ed. programme either as an exclusive educational programme or as one of several other training programmes. In the latter case, the buildings and other physical facilities may be shared with the other programmes with the condition that they do not detract from the quality of the course. The standards specify the details of the conditions to be satisfied for recognition, permission and additional intake of students for the M.Ed. programme. The M.Ed. programme would comprise theoretical courses including specialised courses in the discipline of education and related practical/field work. In addition, research work in the form of a dissertation would form an essential part of the programme. The norms are stated under two categories/levels i.e. (i) essential norms are the minimum requirements that all institutions should fulfill in order to be eligible for recognition/ permission and additional intake of seats and (ii) desirable norms indicate directions, which institutions should strive to move towards in a reasonably short period of time. The measurement of land, buildings, space, rooms, library, etc. mentioned in the document under Physical infrastructure as essential or desirable are to be treated as approximate and to serve as a guide; The main purpose is to ensure that the rooms, hall etc. should be of a size in which the teaching-learning of required numbers can be conducted conveniently and comfortably.

1. I. Guidelines For M.Ed. Programme Through Distance Education Including Correspondence Mode -A Summary Course Title—M. Ed. through Distance Education Mode. 2. Jurisdiction—Each University will admit only those candidates who are currently working in school systems located in the territorial jurisdiction assigned to it by the Act or State Union Government. THE GAZETTE OF INDIA, FEBRUARY 13, 1999 (MAGHA 24, 1920) [PART 111Zsc

4. Entry Qualifications—only those candidates possessing at least 45% marks at graduate/post graduate degree level, along with atleast marks in aggregate in B.Ed. or its equivalent, having at least two years experience as a full time regular teacher educator/researcher/policy planner/teacher/ educational administrator, located within the jurisdiction of the university/institution. Admission will be considered on the basis of length of service in the education system, qualifying marks at the B.Ed. examination or its equivalent, easy access to the study centres, Preference is to be given to candidates working in the education system. Number maximum number of seats shall be determined every time by consultation between the university and the Govt. concerned, taking the following parameters into consideration. Jurisdiction. 0 Human resource development requirements. Organizational capacity including that of the study centre(s) of the university. Study centre—Maximum 25 students per study centre(s). The following conditions must be met by the study centre : 0 Maximum number of students in a study centre shall not exceed 25 per batch. 0 Capacity of conventional teacher education system to support the delivery of programme. Only those teacher education institutions which are offering B.Ed., M.Ed. Programme and are recognized by the NCTE shall be designated as study centres. Duration of the Course—24 months excluding the time taken for admission. The maximum period to complete the

Programme shall not exceed four years. Fees—Fee shall be limited to cover the operational cost of running the programme as determined by the University and the concerned Government. Programme Components

0 0 0 Adequate amount of self-learning printed course-material in distance education format. Sample evaluation of material will be conducted by a Committee set up by the NCTE. Provision for adequate number of audio-video packages facilities such as teleconferencing will be desirable. Regular assignments which are full J evaluated within stipulated time. There would be two assignments in each of the papers/courses offered. Minimum 360 hours of compulsory contact programme including dissertation guidance not exceeding a maximum of 6 hours per day, spread over 12 weeks. These will be conducted by qualified teacher educators from the university departments/Colleges of education with emphasis on group work. individual and collective reflection, experiential learning. and direct and mediated experiences of field using small groups. Evaluation shall be comprehensive and continuous, with a minimum of 25 % as internal evaluation and 75% external. Staff—minimum 5 teachers for an intake of upto 250 students at the Headquarters Nodal Centre. Every study centre will have an additional 5 part time teachers including one co-ordinator for 25 students. Examinations will be conducted on specified dates, outside the period assigned to the contact programmes. A minimum of 80 per cent attendance in contact programmes would be necessary.

q 11 PART III—SEC 4] Human Resources 2.1. staff THE GAZETTE OF INDIA, 13, 1999 (MAGHA 24, 1920) 545 (a) Staff for Headquarters/Nodal Centre The M.Ed programme through Distance Education mode includes a number of activities like course designing, counselling, dissertation guidance, course development, checking student's assignments, monitoring self corrective learning materials. organizing contact programmes, orientation of the staff at study centres, etc. The faculty at the Headquarters/Nodal centres will ensure proper implementation in respect of all these. It is essential that facilities and expertise be made available both at the university headquarters as well as study centres. The Headquarters/Nodal Centre would not only act as an administrative body but also act as active resource centre. It is essential to appoint full-time well qualified staff at Headquarters/Nodal Centre

Addi- (b) tional part-time faculty should also be made available as per the needs of the students. There shall be faculty strength of atleast five members including one Professor, two Readers and two. lectures at the Headquarters/Nodal Centre for an intake of up to 250 students to co-ordinate programme delivery, course maintenance and revision. For every additional 100 students or part thereof there shall be one additional faculty member. Staff for Study centre At the study centre there shall be at least one teacher educator who will be acting as a coordinator and at least four other teacher educators on part-time basis for an intake of twenty five students. Requisite number of additional part-time faculty shall be hired for dissertation guidance, workshops and contact programmes as per the requirements, 2.2. Teaching staff Designation Director (Professor's Rank). ader in E VIC Iti0'.1 Number Essential Required Desirable One Two Two should Specialization Education do do Qualification & Experience As laid down by UGC/Government Norms; Ph. D. in Education with Masters Degree with first/second Class and 10 years of experience in teaching and/ or research or administration in educational institutions/management development of instructional materials. As laid down by UGC/Government Norms; Ph.D. in Education with Masters degree in Education and five years experience in teaching/research and/or additional qualification in distance education. As laid down by UGC/Government Norms Ph.D. in Education with Masters Degree in Education. Lecturer in Education

Note : While appointing 2.3. Technical Support .Designation Assistant Librarian Technical Assistant Computer Operators staff care staff be taken to cover as many foundation as well as elective subjects as possible. 2.4. Administrative Staff and Helpers* Designation Omce Assistant-cum-Typist Accounts Asstt.-cumtClerk Helpers AR/ Office Superintendent/Section Officer *Note : In case any other teacher-education in proportion to the work load Essential 1 2 Essential 1 7 3 37 programme is by appointing Desirable 2 2 3 Desirable UDC-I LDC-Account-I, Typist-I 5 Qualification Diploma in Library Science ITI Certificate/Diploma HSC with training in A-V, B.Sc.. Diploma in Computer Education. Qualification As per University [Central/State Govt. norms already operational then the administrative staff additional staff, Do. Do. may be shared s" 2.5. Nature of Employment. of Staff The core teaching staff shall be appointed on full •time and •Yggirt4F basis. Suppoftiqg •academic, administrative and technical staff may. bp.appginted on temporary/adhoc/part- ip begi91ihg. In all cases properly constituted selection committee as, per -UGC/University/Government wÄii The salary structure of teaching staff should be as per the Government/UGC Norms.

3. Physical Infrastructure hhd Buildings 3.1. Headquarters/Nodal Centre Nqdal Centre will be the universities/institutions that. will *rtake the responsibility of running the course. Nodal entre will (a). design, plan, and develop course material (b) THE GAZETTE OF INDIA, FEBRUARY 43, 1999 [ÉÅRT511t=SBC. 4 plan and produce audio-videq gadgets (c) personal contact programme (d) make all necessary , arraqggnegts got study centres, field practicutp Centres ond .(e). rupd, guide, supervise and evaluate all programme components. 3.1 .f. Lahd Area and Löcation Adequate land area in the raqgg of, approx. 1000 sq. m. to 1500 sq. m. has to be provided for various academic and administrative functions. Adequacy of land area will depend upon the socio-economig conditions of • the region, curricular requirements, staff strengt>• etc. The instiwtieq ke a noise and ppuuqqn frgee@gnment. There sh0Add-ug ggÖd trans- portatiop and cotAü14Qigagian f4cÅ(tiqs. drinking wat?r and regular electqiejty shoplđ be av4ilaWq. Toilet fqilities for stqff, men v_oqngn >tudents shoul4 also be avail*We. 3.1.2 Building Space Rooms I. 2. 3. 4. 5. 6. 7. 8

9. Head's roqtn (i) Faculty RoomS (2) Materia! Production Centre* Store Room (General) (1). Stoge Room for-storing produced omce Rooms (l) Library* * (1) Computer Room (1) Confecence Room or Committee ROOPI (1) Furniture Chairs-6; Table-I ; Almirah-I Chairs and Tables one each, Some extra chairs/ seats, Almirah—one each Filing cabinets, Almirahs as needed Filing cabinets, Almirahs Tables, Chairs as needed Tables and Chairs for 30 persons Catalogue cabinet, Book Shelves as needed Computer Table-I, Chair-I, Chair for console-I Long Table-I, Chairs-25 Tables and Chairs—25 each Floor Area 20 sq. m. 8 x 20 sq.m• -80 Sq. m. 25 sq. m. 50 sq. m. sq. m. 80 sq. m. 20 sq. m. 60 sq. m. *Material Production Centre-production Wing Distance Education institutions produce and use train- ing, teaching, learning and evaluation materials. The strength of the programme lies in the quality, quantity and variety of these materials. It is desirable to have equipment like DTP with laser printer, dot matrix, Xerox machine, electronic typewriter and printing facility and well equipped, audio and video produc- tion centres. The audio production centre require audio recording machines, audio cassettes for reproduction of multiple copies of high quality, sound dubbing equipment and editing machines. The video production centre having equipments like video cameras, light and sound equipment, VCRs, editing equipment, may be added for producing video materials. "Library It is essential that the Headquarters/ Nodal centre has a well equipped library with a minimum of 1000 books in various branches of education in addition to standard re- ference handbooks, encyclopedias and at least 12 professional journals. There should be a provision of addition of at least 100 recently titles every year. 3.1.3. Staf Quarters Desirable Principal's/Director's residence may be provided on the campus. Residential quarters for at least 50% of the teaching staff may also be provided. Residential accommodation for all staff (both teaching and non-teaching) may be provided in those areas where housing is an acute problem. 3.2. Study Centres The study centres could be spread, over. different. teacher. education institutions/ colleges affiliated to the university, Only those teacher education institutions offering B:Ed'./ M.Ed. programme which are recognised by the NCTE shall be designated as study centres provided that only one study centre shall be hosted by one such institution. Adequate space and facilities should be available for organising tuto- rials, counselling, group discussions, individual studies and' display of assignments and response materials of • students etc. It should be ensured by the Headquarter/Nodal Centre that the institutions as study centre will' provide requisite facilities for smooth running of-the MEd. Distance education programme. 3.2.1. Building Space and Facilities The following builtin space is prescribed as the minimum essential: (i) Classropm Number Area 20 sq mi 1 60 sq m. (ii) Multipurpose room 125 sq (iii) Hall PART'.ii1--Sge,Å1 THBGA%EfiÉ OF INDIA, FEBRUAKY .13, 1999 (MAGRA ä4i 1520) (iv) Multipurpose Laboratories for 1 Computer, - Psychology Practicals, ETLabetc. (v) Library cum reading room for at least 25 students (Yi) Principal's room with attached toief facilities (vii) Staff room (viii) Office room (ix) Store room (x) Common room with adequate space for women students (xi) Separate toilets for girls, boys and techers/staff Approx sq m; +45 sq m. for storage space 50 sq m. including storage space 25 sq. m. 40 sq m. 40 sq m. 25 sq m. 25 sq m. (b) Educational Technology Laboratory A laboratory for housing adequate audio-visual, multiamedia equipment mild be available for practical work by ler groups. The staff of the institLMe mayalso use this lab for the purpose of materials. 3.2.3. Equipment for Course-Sepzcific : Laborato±Y 1 I I I (xii) Provision for drinking water facilities in at least two places with drinking water available at all times during working hours. (a) (b) Desirable (i) Seminar room (ii) Separate laboratories for Science section Education psychology, Educational Technology (iii) Smalt group work roQms (iv.)• Separate:room for teachers W)

Canteen, if possible on co-operative basis 1 75 sq. m. for 25 students. Each 75 sq. m. with Psychology Laboratory Equipment Apparatus for experiments related to psychology experiments, Intelligence Tests (performance, non-verbal and verbal), Aptitude Tests, Personality Tests and Interest Inventories. Desirable Multiple sets of the above tests, sensory, motor tests. Educational Technology Essential Audio Cassette recorder player (Two-in-one), Slide-cum-film-strip projector, 16/35 mm. Camera, TV, VCR, Audio/ Video Cassettes and Art materials for preparation of charts and transparencies and slides. Personal Computer (PC), Radio, VCR, Amplifier, Loudspeakers, Microphone, Video Camera. Desirable Internet, E-Mail. 24 15 Sq. m. for storage 25 sq. m. 20 sq. m. Two measurements mentioned, as essential or desirable serve as a guide. It is to be ensured that the rooms etc. should be of a size in which the teaching-learning of the required can be conducted conveniently and comfortably.

3.2.2, Multi-purpose Laboratory A, multi-purpose laboratory may include Psychology Laboratory Institutions of, Distance Teacher Education should have a Psychology for educational and psychological tests and other instruments. A separate Lab having adequate accommodation for storing/exhibiting equipment, and other materials is desirable.

NATURE OF FURNITURE 3.2.4. Books and Journals Essential The library at the study centre should have initially plenty of self-instructional modular materials and text books. A minimum of five sets of instructional modular materials may be made available. Apart from this, there should be at least 2000 books including textbooks and reference books. The study centre should subscribe to a minimum of two professional journals, national and international. It is essential to add at least 100 new titles every year. Desirable At least 5000 books including text books and reference books, with a provision of adding at least 130 new titles. It should subscribe to at least professional journals. 3.2.5. Furniture All rooms in the study centre should have adequate and appropriate furniture. The norms for furniture in different rooms of the institution are as follows: NORMS ESSENTIAL 3 25 sets for each class room. 1 set (2) 5m x 1m x 1m One 2, For counselling sessions 1 set for each student Chair for teacher and others: For Seminars etc. DESIRABLE 4 30 sets Appropriate size Two An Adequate number to 35 students and 10 x 540' 1 Table WGAZEITE OF INDIA, FEBRUARY 13, 1999 (MARCH 4, 1920) [PART IIIC-SEC. 2 3. Hall for reference room with Dais: (One) 4 Chairs 4. Multi purpose Laboratory: (Science, Psychology, Educational Technology) work 0.9x0.1 Stools (0.6 ht.) Demonstration Table & Chair, Steel Almirah, *Orange racks 5. Principal/Head/Director's Room Table, Steel Almirah, Book Rack, Filing Cabinet, Telephone /Fax Chairs 6. Teachers' Room 4 Almirahs, Cabinets, Tables & Chairs 7. Office Room Chair & Table, Extra Chairs, Steel Almirah/Filing Cabinet, Filing Racks Notice Board, Stools 8. Store Room Steel Almirah. Storage Rack, etc

9. Student Common Room Chairs, Long Tables etc. 2 in each laboratory 25 in each lab 1 in each lab 1 in each lab 2 in each lab One each 10 One One or two adequately furnished Three in each store room 3-Well Furnished and to accommodate 100-150 people. 5 in each lab 50 in each lab 2 in each lab 2 in each lab 4 in each lab One each 15 Four or Five in each store room To accommodate 40 students

3.3 Personal Contact Programme Centres Personal Contact Programme is to be organized at the study centres. These centres will be equipped with adequate AV equipment. Staff at these centres may include one coordinator, at least four teacher educators and requisite technical support personnel on part-time basis. Part-time teachers may be selected depending upon the requirements of electives offered. Adequate facilities for Coordinator's room, rooms for counselling, display of Audio-video gadgets, library books and other learning materials and stores etc. should also be made available

4. Academic Inputs 4.1 Eligibility Only those Candidates possessing 45% mark at graduate/ post graduate degree level, along with 50% marks in aggregate in B.Ed. or its equivalent having at least two years experience as full time regular teacher educator, re-teacher and administrator, searcher, policy planner, located within the jurisdiction of the University/ institution. Reservation of seats may be provided in accordance With the constitutional/ Legislative provisions. 4.2 Selection Procedure Candidates will be selected for admission on the basis of merit. Merit shall be determined by the length of service in the education system, performance at qualifying examination (B. Ed.) or its equivalent, easy access to study centres and/or by a selection test and/or interview to be conducted -by an agency—a University/ National level, State level or the Institution itself- approved by NCTE Preference may be given to those Working in teacher education institutions, -DITs etc, (a) (b) (c) 4.4. 4.3 Materials Adequate amount of self-learning printed course material in distance education format, for which sample based evaluation of the printed materials may be done by a Committee to be set up by NCTE. Adequate provision for Audio and Video

packages in each course/paper. Regular Assignments which should be duly evaluated within stipulated time. There would be two assignments in each of the papers/courses offered. Contact Programmes Minimum 360 hours of compulsory contact programmes including dissertation guidance not exceeding the rate of a maximum of 6 hours per day, spread over 12 weeks. These will be conducted by qualified teacher educators from the university departments/Colleges of Education with emphasis on group work, individual; and collective reflection, experiential learning, and direct and mediated experiences of field using small groups. There will be a minimum of 360 hours of compulsory contact programmes which will be utilized for following instructional/academic/research activities . theory, practical, group discussion, dissertation, internship in teacher education institutions. 4.5. Evaluation Formative and summative evaluation will be conducted in all curricular and co-curricular areas of the courses. The University/Examining bodies will ensure continuous and comprehensive evaluation as per the guidelines. The written practical; oral, -and other innovative forms -of evaluation played as and when necessary. The: institution PART III—SEC. 4] TEE GAZETTE OF INDIA, FEBRUARY 13, 1999 (MAGHA 24, 1920) 549 will ensure continuity of feedback on the evaluation of, assignments, practical, and other activities. Formative (internal) evaluation shall have a minimum of 25 for theory courses. There shall be separate pass marks for both formative (internal) and summative (external) evaluation for each paper course. The weightage for internal evaluation and external evaluation for the dissertation/project work shall 50% each. 5. • Financial Provisions 5.1. Endowment and Reserve Funds The institution running the MEd. Distance Mode should be financially sound and .viable. Government/ Local Self Government/ University institution should undertake to provide adequate Maintenance from time to time. Non-Government institutions should have an endowment fund of Rs. five lakh and a reserve fund of an amount equal to three months salaries of staff (unless full grant-in-aid is assured). 5.2. Auditing The institution must adopt coursewise budgeting expenditure sanctioning, accounting and auditing procedure/systems. The annual accounts should be audited by authorities including duly approved Chartered Accountant. 5.3. Cost 5.3.1. Non-Recurring Cost Nodal Centre Suitable institutional building with adequate space and fittings for (a) academic wing, (b) administrative (c) resource wing alongwith Study Centres and Personal Contact Programme Centres (PCP). Adequate cost estimation of non-recurring items like buildings, books, furniture endowment funds, etc. shall not be less than Rs. 40 lakh 5.3.2 Recurring Cost library, hostels, facilities in terms of building, hall, equipment play fields etc. may be shared in a reasonable manner. F. 28-t exercise of the Powers conferred under clause (f) and (g) of sub-section (2) of the Section 32 read with Section 14 and 15 of the (NCTE. Act, 73 1993), the National Council for Teacher Education hereby makes the following Regulations to amend the. NC re (application for recognition, the manner for submission, determination of conditions for recognition of institution and _ permission to start new course or training) Regulations, 1995 issued vide F. 28-11/95-NCTE dated December 29, 1995. t. These Regulations may be called the National Council for Teacher Education (application for recognition, the manner for submission determination of conditions for recognition of institutions and permission to start new course or training (Amendment) Regulations, 1998

3. Sub-para (b) & (c) of para 7 (Time Limit for Making Applications) of the National Council for Teacher Education (application for recognition, the manner for submission determination of conditions for recognition of institutions and permission to start new course or training) Regulations 1995 are hereby amended and stand substituted with the following (b) (c) Salaries (for regular faculty/ staff) Other recurring costs Expenditure on library Books and Journals etc.As per UGC/Government norms @Rs.3000/- per year per student @Rs. 200 per year per student Every institution intending to offer a course or training in teacher education shall make an application so as to reach the concerned Regional Committee atleast four months before the scheduled date of commencement of the next academic session. Application by recognized institutions for permission to start any new course or training in teacher education or increase the intake approved, shall be submitted so as to reach the Regional Committee atleast four months before the scheduled date of commencement Of the next academic session. SURENDRA SINGH Member Secretary 6. More than One Course in the Same Institution If one or more courses in teacher education are run by the Same institution in the same building complex, the PRINTED BY THE MANAGER, , q-tfTX 1 99 GOVERNMENT OF INDIA PRESS. FARIDABAD. AND PUBLISHED BY THE CONTROLLER OF PUBLICATIONS, DELHI, 1999 PART III—SEC. 4]5.0 Financial Provisions THE GAZETTE OF INDIA, MARCH 27, 1999

(CHAITRA 6,-1921) 5.1 5.2 5.3 5.4 5.5 i) ii) Endowment and Reserve Fund The Secondary Teacher Education institutions should possess sufficient funds to meet • the recurring and non-recurring expenses. The Govt./Local self Govt./University main- tained institutions should have an undertaking to Provide adequate finance to meet the expen- ses of the institutions. The institutions under private management should have an endowment fund of rupees five lakhs or an amount as required by the Uni- versity or Government norms. Besides they should have a reserve fund adequate to meet three months' salary of all the staff. Financial Management Adequate provision should be made in the annual budget of the institution. The funds of the institution should be deposited in a Nationalized Bank/State Bank of India or its subsidiaries. The institution must adopt financial procedu- res prescribed by the Central/State Govern- ment concerned. Salary Structure The institution should adopt the salary struct- ure prescribed by the U.G.C./Central/State Govt. as the case may be for its teaching and non-teaching staff. Funds for Instructional Material for the following Science Experiments and Activities/ Psychology and Education Educational Technology Workshop and Work Experience vide some free student-Ship⁹ for . meritorious poor students. More than one course run by the same institution 6.0 If one or more courses in teacher education •are run by the same institution in the same [juildiilg/complex, the facilities in terms of building, hail; library, hos- tels, equipment, play fields etc. may .be shared in a reasonable manner, 0 4FICE OF THE ADMINISTRATOR, PUNJAB KF BOARD, AMBALA CANTT. 24th February, 1999 No wakf / LI '.:1 DC. Syed Zafar Mahmo , Administrator, Punjab Wakf Board, Ambala Cantt. in exercise of the power conferred under section 27 of the W kf Act, 1995, hereby celegate the following pow- ers to Sh. M. K. Khan, Chief Executive Officer, Punjab Wakf Boar with effect from 26-12-1998 Art and Music Games and Sports Books and Journals Contingencies Essential Desirable Rs. 600/- per student Rs. 900/- per student Equipment & Books Essential Desirable 1 .00 lakh 2.00 lakhs. Fee Structure Admission lest fee The fee charged for the Admission Test, if any, should be in consonance with the estimated expenditure involved in conducting the same. Any surplus amount saved out of cush fee must be used to promote academic activities in teac- her education institutions and/or for the wel- fare of the students. Tuition and other fee The fee structure followed by the institution should cot-respond to the norms prescribed by the Central/State Government/University from time to time. In any case, the total ann- ual receipts from student fees should notal ex- eecd the total recurring expenditure of the ins- titution for the course. It is desirable to pro- 3. 4. 5. 6. 7. 8

9. To ex mine the report of Wakf Commissioner and publis in the official Gazette the list ot Wakf(s) as per Wa f Rules framed under the Wakf Act. To sue a d defend cases on behalf of the Board in Civil, Cr ninal, Revenue Courts and before any au- thorityby ngaging advocates for the same and to take proper leg steps concerning N,vakf Properties. To institute nd defend writ petitions, appeals, revi- sions, review and execute applicationS in Courts or before any authority • To call for sucl returns, statistics, accounts and other i nformation fro n the Mutwall;s ili -respect of Wakf Properties as ma be found necessary or as the Board tine require. may from tine t To ?nsp2et elus the inspEtion of accounts, record s, velating to any of the'j d -e Wakf. the proceedings or other record To allow inspection of the Burd and to is CD2ies of the same oa pay- ment of prescribed f ' as persection 30 of the Wakf Act, 1995 certifying tha the same is required under section 76 of the Indiat Evidence Act. To extreise powers and •rform the functions o! the BDard to issue copies of th same on payuqtS of the the maintenance of the Wakf disputed cases and i Register of Wakfs under s tion 30(1). To cause registration of Wak and to amend the Re- gister of Wakfs under section 36(1) of the Wakf Act, 1995. (a) To examine and provision' lly sanction the Bude whose ncome does not ex- get of Mutwallis eeed Rs. 5,000! : per annu in each case. (b) To pass orders on audit r rt undev section 48 (1) of the Wakf Act, 1995 of the Accounts of Wakfs, whose income doesnot exceed Rs. 5,000/0 per annum. (e) To lake mnsutes for recovery roper• lies of any Wakf. Mill 41 fk?€r t fkPr fr (qtrqr) 20 26—2-1999 I (qü4TT) f«€r 26-2-1999 5-3-99 501— 5—3-99 26-2-99 qr I 37 5/— 5251— 300/— 3001— 3001— 2251- 3001— 600/— 3501- 27 5/— 350/- #ü-5 600/- FITg=-a 13, 1999 24, 1920) 521 1964 ('tr" (tro 1986 1988 \$80 qr«ttr 750'- ft gfür RTT<, €r- 2/ 1 0, gf«T 1 1 0016 29 1998 28-2/98— 99 32 2 B) (q) 1993 (1993 73) 14 15 7ü, qftqg frT4Tr qftfrsz-l fqär, 29 1998 28-2198—99 tro 32 2 6) (q) fqr4Tr 1993 (1993 78) 14 .15 frT7T 522 13, ßTtT 1999 24, i920Y (qqo two) frTKT vrä) 1996 ffqT O, I 3. (1) (2) (3) (4) '3.Tftxfrrqq" t frT4Tr 1993 (73) I frT7r Rfr«ur" frRT\$tr 20 OTT (3) frT4Tr (q) OTT 3TTTfr frT%T Is OTT I 1995 qt, 17 1995 qT, vq-#ä 5 OTT, ttqr (G 24, 192b) 523 OTT (-qTff, OTT (I) (11) 10. (q) OTT qftfræ (1) (ii) 25 fiü, frTäTT fiü, (frTQT) frä-q 13', fi«r), f*tr ggo it frT4Tr OTT I fä•g I

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