

NATIONAL COUNCIL FOR TEACHER EDUCATION (PROCEDURE TO BE FOLLOWED BY THE REGIONAL COMMITTEES) REGULATIONS 1995

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2. I q-EZ(TCTä5 75 7fi 15 20 60 -R z,fi 1996(1917) 75 16 20 60' *tiFÄIFT 50 t I 60 60 25 1 50 3-2-2-2 75 1.5 60 1 20 q-a-t- i- * mtr æi-öft on t-e-tT q-T | (q) final 24 , 1996 1917) 3.5.'2 I str\$ 2829 25 40 25 40 40 I qrq- Zä!ä Gi(-i- 3 • 5 a-iät 3-5. 1 qfi I 20 fi-q-q t, tifi I 1 0 20 200 1 50 150 qä 120 85 45 50% 1 000 I 1 200 0 4 . O ÜqvFR, 2830 24, 1995 1917) 1500 I 150 I qi-q- 5000 Q t'tÄ 35 qi qi *xr, q: *tvx , qq qor. t. I RffrT 1 2 3 3.5 456) 41 1 f•996i (FER 5+ IMO) 2 2 1.0 5 1 20 20 (O. 3Ä) 1 Aft 2 3 10 5 5. 6. 60 5 1 1 4 1(3. 5 fiox r. O \$r,o) 4000 202 1 7. 8. äfG 9. EFT -eTfäfi-« («rFS, .1917) 2 2000 fiqt,1 5 1 1 1 1 12 3 fro 1 5 1 1 1 1 20 20 24, 1996' 5.0 5.1 (g+60 1 9:17) go (frT7T)l fig-TT (frTRT)/ fgit qfro 3 qq•T f<ft (120 (120 (120 (* 60 GO fttq 6 (120 (Rüfi 120 120 t, Q30 frT7T ftTÜ 160 1/2 1 ; 10 5.2 fqq 5.3 60 Oft)• I q-rq-rq t 6 . 0 -€-rq--dt 1 1 (VTo=60 3=1+1+1 1 1 ftT4Tr (VTo=60 3—1+1+1 f9â7)- 10 zrr f#ft 10 afro 3TNo 50 50 100 100 50 50 150 600 100 75 150 125 60 75 200 75 860 14] 7 • 0 qra--q:--g ft-q-r 150 10 7 . 2 tapr 5 i-q-r 24, 18147) fiqq fq-qzr 10 5 20+ 1+ 1 1 3 2+2 2 ä-qrrr 10 20 5 q-rä 10 2 6—479 GI/95 15 24 16 4 E5T 20 qTö qvF(T 25 crTö t) Wch¯JF 24, 8.2 Tar «r- dNT ft-q (FÄ 189+7) q-qfq I 3 € . 3rt(2 qfi (G qq- 9 . 3 , 4<-T-qkT 0838 THÉ OF INDIA, FEBRUARY104, 1996 (PHALGUNASSR19ifi) NATIONAL COUNCIL FOR TEACHER EDUCATION New Delhi, the 26th December 1995 No. F.28—4/95-NCTE.—in exercise of the powers con- fgrred by sub-section (I) and clause (0) of sub-section (2) of section 32 read with sub-section (7) of section 70 of the National Council for Teacher Education Act, 1993 (73 of 1993), the Council hereby makes the following regulations for the procedure to be followed .by the Regional Colilmittees of the National Council for Teacher Education 1. Short Title and Commencement . (i) These regulations will be calied the Ntional Council for Teacher Education (procedure to be followed by the Regional Committees) Regulations, 1995; (ii) They • shall come into force on the date of their publication in the official Gazette. 2, Applicability These regulations shall be applicable to the matters rela- ting to (a) consideration of applications for recognition under the Act from institutions offering courses or train- ing in teacher education immediately before the ap- pointed day; (b) consideration of applications for recognition from institutions intending to offer a course for training in teacher education; (c) consideration of applications for increase in the intake of students to the courses already included while granting recognition; (d) consideration of applications from recognised insti- tutions for permission to start any new course or training in teacher education; (e) issues which fall under section 17 of the Act; (f) such other functions as may be assigned by the Council from time to time

3. Definition In those regulations unless the context otherwise .requires: (a) "Act means, National Council for Teacher Educa- lion Act 1993" (73 of 1993); (b) "Appointed day" means the date of establishment of the National Council for Teacher Education under sub-section (1) of section 3; (c) "Chairperson" means the Chairperson of the Coun- cil appointed under clause (a) of sub-section (4) of section 3; (d) "Regional Committee" means a committee established under section 20; (e) "Convenor" shall mean an officer of the National Council for Teacher Education nominated as Con- venor of the meetings of the Regional Committee; (f) "Member" of the Council shall mean member nomi- nated by the Council to the Regional Committee undet clause (a) of sub-section 3 of section. 20 of the Act; (g) "Chairperson" of the Regional Committee shall mean a Chairperson nominated by the Council under sub-section 4 of section 2() of the Act as Chairper- son of the Regional Committee; (h) All other words and expressions. used herein and not defined but defined in the National Council for Teacher Education Act 1093 (73 of 1993) shall have the meaning respectively assigned to them in the said Act

4. The- Member Secretary of the Council shall nominate the Convenor for the meetings Of the Regional Committee.The Convenor shall function under the overall supervision "and guidance of the Chairman of the Regional Committee in so far as matters relätng.'to convening,' preparation of agenda and preparation of the minutes of the meetings of the Regional Committee

5. Every ithe R"ional Committe 'Shall be con- vened by a letter in writing issued.by the Convenor. Notice convening meeting •the Reiiönäl COMmittee-e shall be issued to all Members of the Regional Committw 15 days prior to the datetQf , the: meeting indicating. •date, time. a,gd•; venue of the meeting

6. Chairman Régi61141 Committee Swail' fix the time, date and venue of •the meeting, Qf• the •ReÉiöl@a12 Committee

7. The Convenor •Of the méetinės Regional• mittee shall draw up the minutes of the meeting of the Re- gional Committees whenever held and after obtaining ap- proval to (he draft of the minutes shall circulate the same to all members of the Regional Committee.In case any comments/modifreationsj/öbjeetiöns. are receiv- ed for the minutes. the samé• shaly be placed before the Chairman of the Regional Committee and together with his/ her views, if any, the-minutes shall be pl'ae&before the gub- sequent meeting .of the Regional Committees for confirma- tion. In the event. objections to the record of the minutes, the same shälf be resolved •in Subsequient meeting Of the Regional Committee subject to sthe provisions in respect of objections./points 'raised- by the member nominated by the Council and would- be' dealt as per provisions indicated in Regulation 8 below

8. Procedure (a) (b) (c) The Regional Committee shall decide issues by con- census after taking into account the view point of members present in light of rational presented in support thereof.In the event of difference of opinion in the meeting on the interpretation of eligibility conditions for recognition and application of norms and standards laid down by the Council, the matter shall be re- ferred to the Council by the convenor of the Re- gional Committee. On receipt of reference in pursuance of clause (b) above, the matter shall be put up to the Chairper- SOR of the Council for clarification /decision. Pro vided, however, the Chairperson may place the matter before the appropriate forum as deemed fit by the Chairperson

9. The Chairperson NCTE shall nominate any other mem- ber of the Council to be its nominee, in the event of the appointed nominees of the Council being unable to attend any particular meeting • or during any particular perio& in:the meeting(s) of the Regional Committee.SURENDRA SINGH Member Seeretaty National' Council for Teacher Education New Delhi, the 10th January 1996 No. F. 28-5 /95-NCTE.—In exercises of the powers con- ferred in clause (a) of sub-section (2) of• Section 32 read with sub-section (I) of Section 7 of the National Council for Teacher Education (NCTE) Act, 1993 (No. 73 bf 1993), the National Council for Teacher Education hereby makes the following regulations, viz. I. Short title and commencement Theso regulations may be called 'the National Council for Teacher Education (procedure relating to meetings of the Council and quorum for such meetings) Regulations, 1995. They shall come into force on the date of •their publication in the official Gazette

2. Definitions In these regulations, unless the context otherwise requir- es:—(a) "Act" means the National Council for Teacher Education (NCTE) Act, 1993 (No. 73 ef 1993). THE GAZETTE OF INDIA, 'FEBRUARY, 24; i956 (b) "Council" means the National Council for ' Teacher (c) (d) (e) Education. "Chailperson.'" means the Chairperson of the' Coun- cil. "Vice Chairperson" nicans the Vice Chairperson of the Council. "Member Secretary" means the Member Secretary the Councils 3. Meetings of the Council (1) The Council shall meet as often as may be necessary to transact its business but shall meet atleast once in a calendar year. (2) The Chairperson shall fix the date, time and place of the meeting of the Council and approve the agenda for the meeting. (3) A member shall attend all the metings of the Coun- cil,• save where -leave of absence has been granted by the Chairperson in • writing, and shall sign the meetings book kept for such meetings

4. Notice of meeting and list of business (1) A written notice for every meeting of the Council shall be given by the Member Secretary to all the members atleast fifteen days before the date fixed for the m.eeting. (2) The notice shall state the place, date and time of the meeting and shall specify the business proposed to be tran- sacted thereat. (3) A separate agenda for the meetiog shall be prepared and dispatched to all the members alongwith the notice or immediately thereafter. (4) No business which is not on the agenda shall be con- sidered at the meeting without the permission of the Chair- person or in his absence the Vice Chairperson or the other presiding member, as the case may be

5. Quorum (I Y At every meeting of the Council at least one--third of the Members excluding the number of vacancies.shall form the quorum. (2) If at any meeting the quorum is not available for any reason, the presiding member shall, after waiting for thirty minutes, adjourn the meeting to such hour on the same day or the following day or some other day as he may think fit and the notice of such adjournment shall be given to the members present, as well as affixed on the Notice Board of the Notice Board of the Council and business which was to have been brought before the original meeting, had there been a quorum, shall be brought before the adjourned meet- ing and may be disposed off irrespective of the quorum

6. Emergent Meetings (a) The Chairperson may call an emergent meeting of the Council at any time reducing the period of notice at his discretion to deal with any urgent matter requiring its attention. (b) The Chairperson shall call an emergent meeting at his discretion on the merits of urgency if he receives a requisition in writing signed by not fewer than seven members and stating the purpose for which they desire the meeting to be called

7. Minutes of the meeting (1) Immediately after each meeting of the Council, the Member Secretary shall draw up the minutes of the meeting and submit the same to the Chairperson, Vice Chairperson or the other presiding member, as the case may be, for his approval for taking further necessary action. The minutes so approved shall be circulated to all the members of the Council for inviting comments, if any. (2) The minutes circulated under sub-regulation (1) of Regulation 7 shall be placed before the Council for confirmation, and subject to such modifications, if any, as the Council may deem fit to be made therein. The minutes so approved shall be signed by the Chairperson or in his absence, the Vice Chairperson or the presiding member, as the case may be, and may be placed in the register maintained by the Member Secretary National Council, New Delhi; the National Council for Teacher Education (application for recognition the manner for submission, determination of conditions of institutions and permission to start new course or training) Regulations, 1995

2. Definition In these regulations unless the context otherwise requires (i) "Act" means National Council for Teacher Education Act, 1993 (No. 73 of 1993). (ii) "New course or training in teacher education" means any course or training in teacher education which was not being offered by the institution at the time of recognition but is proposed to be offered by the recognised institution. (iii) All other terms shall have the same meaning as contained in section 2 of the Act. A application for recognition 3. 4. 5. (a) (b) (c) (d) Every institution offering a course or training in teacher education immediately before the 17th August, 1995 shall make an application for recognition under the Act to the Regional Committee in the form given in Appendix I to these Regulations. Every institution intending to offer a course or training in teacher education shall make an application for recognition under the Act in the form given in Appendix-I to these Regulations. The application shall be submitted to the Regional Committee in whose territorial jurisdiction the institution is located. Territorial jurisdiction of the Regional Committee is given in Appendix-II to these Regulations. Application for permission to start new course or training or increase in intake (a) (b) (c) (d) Where any recognised institution intends to start any new course or training in teacher education it shall make an application to the Regional Committee concerned in Appendix-I to these Regulations. Where any recognised institution intends to increase its intake of students beyond the intake approved for such course or training, the recognised institution shall make an application to the Regional Committee concerned in Appendix-I to these Regulations. The application shall be submitted to the Regional Committee in whose territorial jurisdiction the institution is located. Territorial jurisdiction of the Regional Committee is given in Appendix-II to these Regulations. Manner of making application (n) Application for recognition in the Form given in Appendix I shall be made to the Regional Committee concerned. (a) Application for permission to start new course or training in teacher education shall be made by the recognised institution in the Form given in Appendix-I to the Regional Committee concerned. (c) Application for recognition of institution shall be submitted in triplicate. (d) Application for recognition of institution offering a course or training in teacher training immediately before 17th August, 1995, shall be submitted directly to the Regional Committee concerned. (e) Every institution intending to offer a course or training in teacher education but was not functioning immediately before 17th August, 1995, shall submit application for recognition with a no objection certificate from the State or Union Territory in which the institution is located. (f) Application for permission to start new course or training and/or to increase intake by recognised institutions under Regulation 4 above shall be submitted to the Regional Committee concerned with no objection certificate from the State or Union Territory in which the institution is located

6. Fees Application for recognition of the institution or permission to start new course or training by recognised institution shall be accompanied by fees for such application as indicated from time to time by

the Council and shall be in the form of Demand Draft drawn in favour of "Regional Committee, National Council for Teacher Education" payable at the place of the Regional Committee concerned

7. Time limit for making applications (a) Every institution offering a course or training in teacher education immediately before the 17th August, 1995 shall make an application so as to reach the concerned Regional Committee within a period of six months i.e. 16th February, 1996. (b) Every institution intending to offer a course or training in teacher education shall make an application so as to reach the concerned Regional Committee by the 31st December every year for commencement of course or training from the next academic session. (c) Application for permission to start any new course or training in teacher education by recognised institutions shall be submitted in the form 'in Appendix-I, so as to reach the Regional Committee concerned before 31st December of the calendar year for the course or training in teacher education proposed to be offered in the next academic year. APPENDIX-I 8. 9. 10. 11

12. Condition for recognition (a) Regional Committee shall satisfy, itself on the basis of facts ascertained in the application for recognition and or recognition of the institution when considered, in 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 teacher education which are being offered or intending; for Offer. (b) Regional Committee shall ensure, that every institution applying for recognition fulfil the conditions given in Appendix-III. Conditions for grant of permission to recognised institutions to start new course or training. (a) Regional Committee, shall; satisfy itself on the basis of 'scrutiny and Verification of facts as contained in the application of 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. (b) Regional ensure that every recognised institution applying for permission to start a new course or training fulfil the conditions given in Appendix. Regional Committee shall follow the provisions of the Act under section 14 in the matter of consideration of application for recognition before passing orders on the application of institutions. Regional Committee shall, follow the provisions of the Act under section 15 in the matter of consideration of applications from recognised institutions for permission to start a new, course or training in teacher education. Applications for recognition of institutions offering a course or training in teacher education of innovative nature and or different in terms of course content, methodology, duration; etc. shall be dealt by the regional Committee concerned in such manner as may be determined by the Council either by general or special order National Council TEACHER EDUCATION INSTITUTIONS (RECOGNITION/PERMISSION) PROFORMA NATIONAL COUNCIL FOR TEACHER EDUCATION NEW DELHI 1995 RECOGNITION/PERMISSION FOR TEACHER EDUCATION INSTITUTIONS/COURSES APPLYING FOR Hand I direction For YES answer, kindly insert tick (V); and for NO answer, kindly insert cross SURENDRA, A. SINGH Member, a Secretary for Teacher Education NEW DELHI 1. 2. (x) in the respective box. Use relevant response option(s) RECOGNITION OF INSTITUTION ARE YOU APPLYING FOR a. RECOGNITION OF OLD INSTITUTION EXISTING Yes THE GAZETTE OF INDIA, PERMISSION TO START NEW COURSE(S) c. ADDITIONAL INTAKE EXISTING COURSE(S): Please write name of the Course(s) Teacher Education Course(s) a. C. NEW COURSE(S) PROPOSED • Teacher Education Course(s) a. C. Duration in Year(s) Duration in Year(s) Seats Proposed Seats Proposed Additional Seats Additional Seats write the OTHER (NON-TEACHER EDUCATION) COURSE(S), IN THE INSTITUTION c if any (Please yes Yes name Yes of the Course) PROPOSED COURSE(S) TO BE LOCATED IN THE EXISTING CAMPUS (write name of the course) APPLICATION PROFORMA FOR RECOGNITION OF TEACHER EDUCATION INSTITUTIONS! PERMISSION TO START NEW COURSE OR TRAINING BY RECOGNISED INSTITUTION You may refer to, relevant regulations, norms and standards prepared by the NCTE. For YES answer, kindly insert tick ✓; and for NO answer, kindly insert cross ✗ I kindly in the place 1.0 GENERAL INFORMATION 1. 1. 1. 1.9 1, 1. 1. 1 2 3 4 6 7 8 Name of Institution Postal Address— Post Office— District— State— Telephone No. of Head of Institution— Telegraphic Address— Nearest Railway Station— — — If in rural area, nearest town Nearest Bus Stand- Its distance from Institution Pin .distance— distance— Kms. —Kms. Kms. Transport Facility available from Institution to town (Please tick/cross) Bus Auto Rickshaw C] Cycle Rickshaw C) Pinse tick/cross the facilities available in the

institution Electricity Water Supply Telephone No. of participating schools available (within 10 kms) — of Sections available for field work — (Enclose letters of consent from heads of schools indicating Section(s) offered) 1. GATE OF INDIA, 04, 1996 1.11 Distance of institution from nearest Teacher Balwadies Elementary Any other MANAGEMENT Nursery Kms. . Kms. Kms 2.0 3.0 2.1 2.2 2.3 2.4 2.5 2.6 2.7 2.8 2.9 The Institution is managed by (Please tick/cross) Central Government Local Self Government Any other (please specify) UT/State Government Registered Society/ Trust If managed by registered Society/ Trust, do you receive grant-in-aid from Government? If managed by registered Society/ Trust, when was it registered Please enclose the following: (Check one, if enclosed) Certificate of registration Memorandum of Association/By-Laws If managed by Board, enclose Sanction order of the Board If managed by Government, enclose Sanction order of the Government Academic year of starting the Course Is it recognised by State Government? Please enclose letter of recognition. Is this application submitted for — (Check one) Permission for starting a new Course () Recognition of existing Course(s) by NCTE Additional intake for existing Course(s) Kms. Yes Yes Yes Yes Yes No Starting Date — Closing Date — Yes Yes Yes Yes Yes Yes Yes Yes If a new course, have obtained permission of Central/State Government for starting the Course(s)? Yes () No () — sq. mts. sq. mts. Yes () No () LAND AND BUILDINGS 3.1 Please state the land area possessed by the institution — (Have you attached registered document as proof of ownership) Registered documents as proof of ownership. Please enclose copy of 3.1.1 Is land area in one plot? 3. 1.2 If in more than one plot, what is the distance between them — Mode of conveyance — (Attach sketch showing location of plot/plots) 3.2 Total floor area of existing buildings of the institution — Floor area available for the proposed course(s) — (Attach approved plan or plan of Utilization) 3.2 Give details of rooms and their in the existing building of the institution for the use of: Room Classroom Library Laboratories Workshop Art Room Music Room Assembly Hall Principal's Room, Office Staff Room Boys' Room 00111 Store Room Toilets Any other (specify) Number of Rooms Floor Area sq. mts. • Proposed Extension • Floor Area sq. mts 3 • 4 If a new building is being constructed/will be constructed for the (i) (ii) (iii) (iv) (v) Site plan of the building Approved floor plan of the building Date of starting the construction Likely date of completion of construction Indicate floor area given in the plan for the following — Number of Rooms Yes () No () Month Floor Area Room Classroom Library Laboratories Workshop Art Room Music Assembly - 1.11 Principal's Room Office Staff Room Boys' Common Room Store Room Toilets Any other (specify) 3.5 Do you have hostels for students? 3.5.1 If you have, give the following details Hostel Student capacity Yes Number of rooms for students Total floor area • Girls' Hostel Boys' Hostel 3.5.2 Hostel Girls, Hostel Boys, Hostel If you do not have hostels, do you have any future plan to construct buildings for hostels? Student capacity Floor area sq. mts, Likely date of completion 3.5.3 What other arrangement have you made for the accommodation of outstation 3.6 Give details of existing and proposed staff quarters : students Proposed Existing Number Quarters Principal Teachers Other Administrative Staff Helper(s) Any other 7—479 GI/95 Floor Area Number Floor Area 3.1 Please give details of play-ground of the institution.; Playground Football Hockey Cricket Volleyball Basketball Badminton -Kho Kho Kabaddi Any other (Specify) Number area 4.0 4.1 Books EQUIPMENT, BOOKS AND FURNITURE Please give details of books magazines and journals in the library: Cost of books/equipment to be procured in next two years Item Existing number (Approx Cost) First Year from now Second Year 4.2 Give details of equipment available and to be procured : Item Psychology-cum-Guidance lab Science lab Edu. Technology lab. Work Experience lab Teaching-cum-Computer lab Library-cum-Reading room Special Sciences-cum-small Language lab Games & Sports Arts/Music Any other Cost of equipment to be procured Number of sets Existing First Year Equipment Cost Second Year 4.3 Please give estimated cost of furniture to be procured for the institution (excluding hostels) Cost of Furniture to be procured in next two years Cost of existing First Year Second Year furniture Furniture for Students Teacher Educators Principal & Office Lab/Workshop Any other Total seats 5.0 NORMS FOR STAFF kindly fill in the relevant block (only). 5.1(a) QP and details of for institution (Nursery) teacher education Officers, if applicable Staff Principal GENERAL TEACHER EDUCATORS PGT (subject-wise) UDT/TGT SPECIALIST TEACHER EDUCATORS Work-experience Teacher Educator Arts Teacher Educator Music Teacher Educator Physical Education/Games Teacher Educator Librarian Technical Assistant/Lib. Asstt. Office Superintendent UDC IDC/Typist Helper(s) Any other Number Employed Part Time Full Time Scale of Pay Enclose list Of teaching staff giving their qualifications and experience. 5.1(b) Please give

details of staff existing/proposed for institution for ELEMENTARY teacher education courses, if applicable. Staff Number Employed seat/E Pay Full Time Part Time Principal Teachers in Pedagogy Teachers-in Methodology Physical Education Teacher Work-experience Teacher Art/Music Teacher Office Assistants (including Typists) Helper(S) Any other Enclose list of teaching staff giving and experience. 5.1(c) Please give details of staff existing/proposed for institution for SECONDARY teacher education courses, if applicable. Staff Full Time Principal Professor Reader Lecturers in Education Lecturers in Physical Education Work Experience Teachers Art Teachers Music Teachers Librarian Technical Assistant Office Assistants Helper(s) Any other Number employed Visiting Part Time Kindly enclose list Of teaching staff giving their names, qualifications and experience. Scale of Pay b 11 2846 GLAZEerrB OF INDIA; (Pi-iALGtjNXkSViá)n- 5.2 Please indicate your plan for recruitment of required or additional staff. Designation Number Year to beget 5.3 Please state the constitution of the Selection Committee for teaching staff. 6.0 ADMISSION OF STUDENTS 6.1 Kindly give course-wise annual intake of students. 6.2 What is the minimum qualification for admission to the relevant Teacher Education Course ? Qualification High School Certificate Higher Secondary Graduate Any other MihimuzqAggregate. Marks Prescribed 6.3 How are students selected for admission ? (Please Tick/cross) e O o c Through State admission test Through admission test of institution On the basis of aggregate mark of HSC exam On the basis of aggregate marks of Degree level exam Through interview by a Selection Committee Yes Yes Yes Yes Yes Selected by merit Any other (specify) 'by reservation 6.4 Please state the students fees charged' add scholarships/free-studentships, given if any. Annual Tuition Fees per Student Other Annual Fees ScholarshipS Amount Course Name for • Admission NO O No O Free Studentships Number € Number Yes O 6.5 6.6 Is the fee structure uniform for all students ? If not, give details of fees charged from different categories of students. TAE aÜÉfrE oÉ INDiÁ; ÉÉBRÜARQU, -1996 •6.7 Are you following State approved Fee structure? 7.0 FINANCE Yeso 7.1 7.2 7.3 7.4 Sl. 2 3 4 5 6 Total If managed by Government/Local Government/Board, give budget provisions for the 'institution on itemslike 'i (i) Salaries & Allowances (ii) Equipment, Furniture & Books (iii) All Other items— (iv) Total Annual Budget If managed by private body, give details of : (i) the amount of endowment fund (ii) the amount of reserve fund (is it adequate to cover three months' salaries ?) (i i i) Latest annual : (Attach certificate from bank indicating the present balance in the funds and abstract of the latest budget) Mention other sources of income, if any. Please state how the deficit, if any, between income and expenditure is met/proposed to be met. Source of income Annual Income 8.0 OTHER TEACHER EDUCATION COURSES 8.1 If the institution is offering instruction in Teacher Education Courses other than the one for which this application is made give details for each one of those. BalwadiesCJ (i) Course NurseryÜ ElementaryÜ Secondaryü (ii) Title (iii) Duration (iv) Intake .(v) Year of Commencement \$.2 P_resent Intake of Students in the relevant course(s) Proposed increase of intake, if any— TERRITORIAL JURISDICTION OF REGIONAL COMMITTEES OF NATIONAL COUNCIL FOR TEACHER EDUCATION Eastern -Bhubaneswar Arunachal Pradesh 2 • Assam Bihar -3. Manipur 4 Meghalaya Mizoram 6. Nagaland 7. Orissa 8. Sikkim 9

10. West Bengal 11. Tripura 12. -A & N Islands Western-Bhopal 1. Goa 2. Gujarat 3. Madhya Pradesh 4. Maharashtra 5. Haveli

6. Daman & Diu Northern Haryana 1. Himachal Pradesh 2

3. Punjab Rajasthan 4

5. Uttar Pradesh 6. Chandigarh 7. Delhi 1. 2. 3. 4. 5

6. Southern -Bangalore Andhra Pradesh Karnataka Kerala Tamil Nadu Laksha Dweep Pondicherry THEdGAZBT51EiOF FEBRUARY Address of the office Of the Regional Committees are given below : 1. Regional Director Western -Regional Committee, NCRe Manas Bhawan (near A.I.R.) Shyamla Hills Bhopal-462002

2. Regional Director Eastern Regional Committee, NCPE Jana Sikshya Bhawan, Unit-V Bhubaneswar-751001

3. Regional Director Northern Regional Committee, NCRe Directorate of Adult Education Campus Gopi Nath Marg, Panch Batti Jaipur-302001.(Rai.) 4. Regional Director Southern Regional Committee, NCTE No. 66, 6th Main 4th Block Rajaji Nagar Bangalore-560010. • I. 1996 down. by the NCEE V from. time) to. tiUP2condycW the progra- mme in all earnestness. and Subinit• itéelfßt& inspection by the

NCTE as required at any time. the 'e'ent -of iby. (name of Society/Trust/Mandal/College/Institution etc.) with regard to guidelines;M0tmsÅahd' Conditiõs) laid down/ prescribed by the.NCIE€\$rogvtime te.timqcthe;NCTE or a body or a,,person authorized by it-will be. free'.tö, take mea- sures for withdrawal of *its. apfio€äl or permis- Withöut• éöfS19deTätiöff'df ätiSi! Other(ßsuey and that all liabilities Vourd sorely • be that of the 12. the Management will not cause or allow disconti- nUation Of-the cöufSe in any yéär or a-ny batch, and that where compelled it will seek the concurrence of the NCIE for discontinuation' 'OH Che Cohißeileiioft•dffthe year/ batch. 13. Thåt' the Management fias Aseen, Sfädied and understood the norms and conditions stipulated by the NCTE for the type of institution/course proposed. and feels that they are satisfied, or can be satisfied by the timetof, inspection, failing which it would be willing •to accept an unfavourable dééciön

14. The (College/Institution) by virtue of the approval given by the NCTE .shall rnotÆutomaticallpbeecome cl*imanttrto any financial grant or assistance from the Central or State Govern. ment. or support from the NCTE. You may. use additional sheets if required **UNDERTAKING ON NON-JUDICIAL STAMP PAPER TO (BE SUBMIr1TED BY A COMPETENT FUNCTIONARY REPRESENTING THE MANAGEMENT,/INSTITUTION of the Trustee/Ch•airman/ Principal/Director/Head [Registrar/Correspondent) of the— (Name of the College/ Institution/ Mandal/ Trust/Society, etc.) hereby undertake to comply with the following in connection with my/our application for starting/ Place . Dãte : Witnesses : 2. APPENDIX-II(A) (Name Of the authorised perSbn giving undertaking aloilg with his/her Official position and Office Seal) stabilizing/ limiting intake of institution) from the session (name of course/ (academic year)**

1. That the Management includin'g the Governing Body / Council of the (Institute]College) will be constituted and the Chairman/Secretary of the Body/Council shall be appointed as per the guidelines of the NCTE

2. That infrastructural,instructional, and other facilities will be provided as per the NCE norms, standards and guidelines prescrü)ed from time to time

3. That admission will be made as per norms and guide- lines adopted by the State Government/ Union Territory of and the NCTE from time to time

4. That admission to the course(s) will be made only after the minimum requisite/ prescribed facilities are created and the affiliating University/ Board has considered/given permi- ssion to start the course

5. That the Faculty/Teaching Staff will be recruited through reasonably wide advertisement and open selection as per pro- cedure, qualifications and experience etc.prescribed by the NCTE from time to time, subject to Government stipulations on reservations. State based selection will be made for cate- gories of permissible posts for which the State Government prescribes "State-based Selection" as a general policy

6. The tuition and other fees will be charged as prescribed by the State Governmen!/UT Administration within the overall norms and guidelines prescribed by the NCTE from time to time.No capitation fee or donation Will be charged from the student/guardians of the student or others acting on their behalf, in åny form

7. That the Management will make adequate funds availa- ble for providing satisfactory facilities and for proper pro- gramme implementation, and maintain reserve funds ade- quate to meet the recurring expenses and run the institution/ course without difliculty for six months

8. That the account of the institution will be properly maintained and audited annually by audit authorities or a chartered accountant, and will be open for inspection by the NCIE or persons authorised by it

9. That the teaching and other staff will be selected accord- ing to procedures, qualifications, and experience prescribed by the NCIE from time to time

10. That the Management will strictly follow all conditions å2d norms, including restriction on intake as may be laid NORMS AND STANDARDS FOR TEACHER EDUCATION INSTIFUTIONS PRE-PRIMARY NATIONAL COUNCIL foR TÉÁCÉER EDUCATION NEW DELHI 1995

1.INTRODUCTION Pre-primary Teacher Education Programme (PTEP) and Nursery Teacher EdtiCätiön Programme (NTEP) emphasize child-centered, activity, play based, development•öriented edu- cation of children. Consistent with •the thrust of National Policy of Education, ffiéSé Vfögrmiin•es häve to be

qualitatively, and quantitatively strengthened, both in the government and non-governmental teacher education programmes. There is need to formulate certain norms and standards which would exist within the diversities with respect of different aspects, of a programme. Here, the norms and standards specify the details related to 'Conditions' required for recognition, permission, and additional intake of seats for any course or training in teacher education. These norms and standards could be applied to other pre-primary teacher education programmes holding alternate nomenclatures. Norms have been specified while keeping in mind the contextual realities of our country where the 'minimum' has been specified as 'essential', the 'desirable' levels have also been suggested provision of which will certainly enhance the quality of any PTEP programme. These norms and standards apply for independent PTEP institutions, as well as for all those institutions which are already running other teacher education programmes

2. REQUIREMENTS FOR PRE-PRIMARY TEACHER EDUCATION INSTITUTIONS

2.1 General

(All cost [expenditure for all item will be calculated at 1994 price level). Item students [1 & 11 year] Teaching Staff Essential 80 students 80(40 -First year -9 40 Second Year). 1 Principal 8 Lecturers/PGTs (Full time) 1 Library assistant. Desirable for 160 students 160 80 First year +80 Second year) : Class unit size is 40 students 1 Principal 16 Lecturers/PGTs (Full time) 1 Library assistant. 1:10 10,000 -sq. mts 1600 sq. mts 10 sq. mts 6 3. NORMS FOR SPACE REQUIREMENT. 3.1 Land Area & Location : The minimum land space, required for a PTEP Institution is determined by space required for institution. building and ground. It is desirable that provision be made for quarters for staff and hostel for students. Normally, plinth can be 1.4 times of the floor area. Land Area Minimum Desirable 5,000 sq. mts 10,000 sq. mts Staff:Student 1 : 10 (for 80 Ratio students) Total Land Area 5000 sq. mts Floor Area 800 sq. mts Institution Floor Area per Student Total-number of administrative & other staff 10 sq. mts 3 The institutional area should be located in a relatively noise-free and pollution free area. There should be good transportation and communication facilities and availability of water, electricity and toilets. 3.2 Norms of Instructional Area Institutional building should have provision for, theory classrooms, rooms for indoor games, psychology lab, library, art room, music room, work experience room. Theory classes may have maximum of 60 trainees in a section but preferably 40 trainees. It is desirable to have a pre-primary school (attached to the institution. 3.2.1 Theory Classroom and Hall-cum-minor Room There should be one half-cum-lecture room, additional classroom and work as suggested below. Note : Part time/full time TGT staff for music and dance, physical education, work experience, library, etc. can be engaged. These part time staff members cannot be considered for calculating prescribed teacher student ratio. 3.2.2 Non-recurring costs Item Institutional Building (excluding hostel staff quarters) Equipment & Furniture (For Institution only) Essential Desirable (for 80 Students) (for 160 Students) (160X 3000 sq. mts) Rs. 48 lakhs Rs. 2 lakhs Rs. 2 lakhs Item Hall Class Rooms Art and Music Education Technology/ Library Material Production Room Minimum (Sq. mts) One-100 Three-45 One-75 One-75 Computer lab One-75 sq. mts) Rs. 24 lakhs 1 lakh Rs. 1 lakh Rs. (Science/Psychology)/ Work Experience Games/Physical Education Multipurpose Hall (One) One-45 NIL Desirable (Sq. mts) One-150 Four-60 each One +One-75 each One +One -50 -F 75 One-60 One-60 One-120 Reserved Fund : The institution shall maintain a reserve fund of Rs. one lakh or as per State norms. 2.3 Recurring Costs : (Items Salaries For 80 Students For 160 students As per UGC/ Govt. norms Other Recurring 0.60 lakh * (including materials) Costs *Other recurring Rs. 750/- cost per student a year As per UGC/ Govt. norms 1.6 lakh* Rs. 1000/- 3.2.2 Workshop-cum-Science lab. A workshop of floor area 75 sq. mts is essential for work-experience. 3.2.3 Art Room A room of floor area of 75 sq. mts is essential for art education. 3.2.4 Educational Technology-cum-Library Room. A room of floor area 75 sq. mts with adequate audio-visual and mass media equipment should be used for practical work by the students. An additional room of floor area 50 sq. mts with a personal computer with necessary accessories will be desirable in the institution. 2850 THE GAZETTE OF INDIA, FEBRUARY 24, 1996 3.3 Building Space for Administrative Block Room Principal's Room Teacher's Common Room Office Room Store Room Essential Desirable (Sq. mts) (Sq. mts) 20 40 20 20 25 75 30 30 3.4 Building space for Amenities It is essential to have a common room for women students having floor area of minimum 50 sq. mts. It is desirable to have a common room for men-students also with floor area of 50 sq. mts. It is essential to have three separate toilet rooms minimum 15 sq. mts. each, one for women trainees and the other for men trainees. It is desirable to have an additional and separate toilet for staff. It is essential to provide drinking water facilities at least at two

places with drinking water available at all times during working hours. It is desirable to provide water coolers for this purpose. It is also desirable to have desert coolers one each for Principal's room, staff room, library, common room, etc. 3.5 Building Space for Residential Area 3.5.1 Students Hostel It is essential to have a hostel for women students. A hostel for men-students is also necessary if the students come from outside the municipal area. The hostels should have single seated or two seated rooms. The students' hostel room should have a floor area of 8 sq. mts—per student, kitchen and dining area of 1.5 sq. mts per student and toilet and other space of 0.5 sq. mts. per student. For 30 students the floor area of the hostel may be of 300 sq. mts. 3.5.2 Staff Quarters Desirable : Quarters may be provided for at least 50% teaching staff apart from that of the Principal's accommodation! Non-teaching staff whose services are required at odd times should also be provided quarters near the campus. In those areas, where there is a scarcity of private rented accommodation, quarters should be provided for all the staff. 3.5.2.1 Area Norms for Staff Quarters Rooms for Academic Staff Principal Lecturer/PGT UDT Administrative Staff Helpers 3.6 Play Fields • Essential (Sq. mts) 100 85 70 60 45 Desirable (Sq. mts) 120 120 100 85 70 Essential :—The Institution shall have play fields to engage at least 50% of the students in active outdoor games. There should be provision for volley ball, basket ball, badminton, kho kho, kabaddi, and other Indian games. A minimum of 1000 sq. mts area should be provided for play fields and activities of physical education. •Desirable 314t is, 'xdesirable tea ball, hockey, cricket and athletics A minimum of 10,000 sq. mtg •space will 'be This purpose

4. NORMS FOR EQUIPMENT, BOOKS AND FURNITURE 4.1 Equipment for Psychology Laboratory Essential —Sensory-motor tests, Intelligence tests both performance verbal and nonverbal. Cognitive capabilities and observation tests • should be procured. Desirable sets of the-above mentioned (tests) may be procured •for administration; scoring and interpretation by the students, 4.2 Equipment for Educational Technology : Essential. •---TV, Audio Cassette. Recorder-I, 16 mm. and 35 mm Projectors. Overhead Projector-I, Blank audio Cassettes- 20. Material for preparation of charts, Models. Desirable :—VCR and Computer 'With other accessories. Slide [films /projector. 4.3 Equipment for Workshop and Work-Experience Essential :—One set of wood working tools, one set of gardeners tools, equipment required for work experience activities, work experience activities may be tailoring, doll making, toy making, book binding, dress designing, pup. petry etc. Desirable :—Multiple sets of hand tools. sewing machines, typewriters etc. 4.4 Equipment for Art Room Essential :—Art paper, board, brushes, Colours, etc. Desirable :—Material for different • types of painting- like nib painting, screen painting, fabric. oil painting, etc. 4.5 Equipment for Music Room : Essential :—Simple music equipments such as Harmonium. Tabla, Dholak, Flute, Manjira, other indigenous •instruments, etc. Desirable Tanpura, •Guitar, Jaltarang & pango, etc 4.6 Equipment for Games and Sports : Essential games, and sports equipment for outdoor games should be available. Materials and equipment required for training in athletics should also be procured. Desirable than one set of materials for games and body building. 4.7 Books, Journals and Magazines Essential :—A minimum of 1000 books of relevant subject should be available during the first year of the establishment of the institution, and at least 50 standard books be added to this every year. The collection of books should include children's encyclopaedias, dictionaries, reference books, book on professional education, teachers' handbooks. books on and for children (including comics, stories) picture books albums, poems). The institution should subscribe to at least three journals of which at least one should be on professional education. Desirable :—The institution should have 2000 volumes It should books initially and add 75 books every year. subscribe to at least five journals of which at least should belong to that profession. (yen-Fl) 4] frHEGAZETrE OF .INDIAy FEBRUARY 24, 1996 (PHALGUNA 5, 1917) 4.8 Norms for Furniture : All rooms in the institutional building should have adequate and appropriate furniture. The norms for furniture in different rooms of the institution are I. 2

4. Room 1 Classroom Hull-cutn-Seminar Workshop Ebrary Bqok Shelves Tables and Chairs Periodical Rack Catalogue Cabinet Furniture for Librarian Notice Board Bulletin Board 5. Art Room Table Chair Stool S, Music Room 7. Psychology Laboratory 8. Principal's Room Table Chairs Steel Almirah Book Rack Filing binet 9. Teacher's Common Room Tables Chairs 3—479G1/95 Essential for 80'tudents 2 In each Classroom- Student desks— 0 Teacher's chair— 1 Teacher's table— 1 Black board of 2.5mt x 1 lit—I Dais of size 6mtx3mt X 0 Smt ht.—01 Students chair —160 (80 for Students and 80 for guests) Teachers'chair— 20 Work Benches of 1.25mt x2mtx •075mt '5 for each Workshop;.. Stools-O.6mt lit—20 Teacher's 1 Teacher's chair— 1 Almirah(Preferably Steel)— 1 Adequate for 1000 books One set of

table and -chairs Tor each readerlas per the capacity of reading room. One Four card .trays to hold 1500 cards each One working table Two chairs One Filing cabinet One Two One table for teacher Fotir tables of size 1.25mtx 0.9mt for students One for each art teacher Twenty for students One Dari of room size One coir mat Covered racks for music •instruments as per requirement One table One chair Stools & tables for 20 students One almirah Four tables-(1.25 X 0.9mt) One table Five chairs One steel almirah One bock rack One filing cabinet One for each teacher One for each teacher Desirable for 80 stu\$en# 3 Same as esentialL Same as essential and an addition of 100 chairs WB/T--8 Same as essential Steel almirahs—2 Adequate for 2(00 kooks Same as essential Two Four card trays to hold 3000 cards each One additional table Four chairs Two filingacabinets One Four +2 +10 Sameas essential Two Six tables of xo.9mt One Five On One One Same as essential THE GAZETTE OF INDIA, FEBRUARY 24, 1996 (PHY3U±éuA917) 2852 IO. 11. 12. 1 Office Room Chair Table Steel Almirah Filing Cabinet Filing Racks Notice Boards Stools Store Roo •n Steel Almirah Storage racks Students Common Room Chairs Long Tables 2 One for each member of staff One for each member of staff One One Two Two One for;each Helper One Three For each Common Room adequate for 20 chairs 3 Two One Four Two One for each Helper One Three For each Common Room 20 adequate for 20 chairs 5. NORMS FOR STAFF 5.1 Teaching Staff : The teacher student ratio 1 : 10. teacher. for an intake of 60 students, the Designation quired—Principal and 5 Teachers and for 90 students intake the number of •teachers should be 1+6 at least. rank Principal is also a teaching staff re- Essential and qualification follows : Principal* Post Graduate Teachers/Lecturer time TGT/PGT / (3) .—full time Librarian (1) (1) M.Ed or M.Sc. I-Iome Science (CD) and 5 ynrs teaching experience plus ECCE specialization M. Ed./ MA Education with 3 years teaching experience (Language / Music /MSW/Psychology/ Science) Diploma in Arts [Crafts {Music [Physical Education/ experience in respective area/ Training of• Principal and Teachers will be as Desirable M.Ed. M.Sc. Home sciéhéeé (Cb)jâ PTEP/Zl elementary and Master's Degree in any subject or Ph.B. in Education with five years teaching experience. M.E d/MA Education a M. Sc. Home Science (CD) teaching experience PG in Home Science +B.Ed./+ECCE specialization with three years training (5) MA Drawing with three years teaching experience and diploma/degtee in the area with years teaching e xperience ET Expert with relevant PG qualification (I) Certificate/Diploma in Library Science NB* All teachers should have suitable specialization in PTEP and experience in early childhood education. All general/ basic teaching staff should be appointed on full time regular basis after selection .by a duly 5.2 Administrative Staff M. Lib. Sc. with three years teaching experience. constituted selection committee. Specialist may work on part time basis. The pay scale should be the same as for PTG's/TGTs of equivalent rank in State Government/Central Government institutions, 1. 2. 3. 4

5. Designation Office Superintendent UDC LDC/Typist Helpers Tech/Lib Asstt./Store Keeper Essential 1 1 1 2 1 D)5irable .1 2 2 2 1+1 *Salaries will as per the norms of Central/State Government institutions, 4] THE GAZETTE OF FEBRUARY 24, 1'99& (?HßâGUNA 54 Bh7) .2853 6. NORMS FOR RECURRING COSTS Adequate provision should be made in the annual budget of the institution for all essential recurring costs. Thesaxorms for recurring costs are as follows Salaries As perUGC/ Govt approved pay scales and other benefits Items ScienceActivities Education / Psychology & ET Art, Music and Work Experience Games Contingency Total of Salaries of all staff including allowances;and benefits Asper UGC/Govt approved pay scaleSand Other benefits Cost/Student/Year (Rs.) Essential 40 50 150 50 10 Depending on the number of the students the cost of re. curring. expenditure, can be estimated for the institution

7. NORMS REGARDING ADMISSION CRITERIA AND FEES 7.1 Admission : Eligibility Essential :—Minimum qualification for admission PTEP is HSC (10+2) with 45% marks. Desirable :—Graduates. 7.2 Selection Producer Students should be selected for admission on the basis merit as determined by selection tests and interview to conducted by a recognized agency (approved by NCTE). 7.3 Fee Structure and Scholarship for of be Essential :—The fee structure should be as decided by the State Government from time to time. In any case the total fees and other charges collected from a student should not exceed the per pupil recurring expenditure of the institution. Desirable free-studentship may be provided for meritorious poor students. Adequate scholarship may be provided purely on merit. 8.0 NORMS REGARDING CURRICULUM TRANSAC TION 8.1 Working Days and Hours of Instructions . Total number of Working days per year=220 to be distributed as follows For completing all admission Working days (after reopening of Institution) No. of Teaching Days Working days (after reopening of Institution)

Supervised Practice Teaching in Schools Working days (after reopening of Institution) Examination Days Working days (after reopening of Institution) 10 160 30 10 There may be six hours of scheduled work (including tea- ching-learning, and all kinds of a•ctivities and games of relevance) a day, and about 30 hrs. a week. 8.2 Norms of practical work, including Practice Teaching to be performed by each student. Each Student should under guidance and supervision pelform the following practi- cal work in each year of the course . Preparation of teaching aids md activity materials—30 items. Operation of AV Equipments—as available. Demonstration lessons/ Critisim lessons—2. Observation of Pre-primary School sessions Total number of lesson/session to be conducted—45. Desirable 50 60 200 60 30 (Language Arithmetiq/arts/inusic/games/ &isitor qxplörb- tions or picnic/ physidal health educatiân/cdilectiöns; albums, etc.—10 items. Work experience—i0 items. 8.3 Supervised Practice Teaching Not more than two students should be engaged ill ' the same section of a class' in a pre-primary school. A Student should take two periods per day and observe' •twp sessions of other teachers. All sessionSshould be supervised by teachers of the institution and feedbâck given to the; Student. Ä sitideht should teach a minimum of 10 lessons in each of •three subject areas and arrange 2 to 4 sessions •on the other areas (includ- ing organized play, free play, *OCial act, appreciation sessions, explorations, constructive work. etc.) about .20 to increase in the quantum and range of practical activities, -and continual guidance making for steady improvement and ac!uq— lization of potentialS. Personal qualities, relations, and interactions, special identification and relationship with, other treatment of children should be duly emphasized. Appendix-II(B) NORMS AND STANDARDS FOR TEACHER EDUCATION INSTITUTIONS ELEMENTARY NATIONAL COUNCIL FOR TEACHER EDUCATION NEW DELHI 1995 PREFACE The National Council for Teacher Education has pen vested with statutory authority •to take all• such steps' âSÂiÜ nhâs; think fit for ensuring planned and . coordinated devêloptliérít of •teacher education and , for the determining and maintenance of standards of teacher education including pr*pgratipn for, pre-primary. Primary, setondary and senior secondary . stages of school education. The formulation of norms and standards for teacher education institutions preparing teachers and teacher educators for different levels of school education is essential for a variety of reosons. Norms will •help exist. ing institutions offering teacher education programmes, to compare the provisions in their institutions with norms of the NCTE and take necessary action to correct deficiencies, if any. Norms will also help in proper planning of new institutions, programmes and courses of teacher education. Here, the norms and standards specify the details of 'Conditions' required for recognition, permission, and addi- tional intake of seats for any course or training in teacher education. This document specifies norms and standards approo,ed by the NCFE for elementary teacher education. institutions offering two yead. full14ime face ito face instruction. Thé norms have been stated under two categories. 2854 THE GAZETTE OF INDIA, FEBRUARY 241 (i) Essential norms are those which should be fulfilled by all institutions to become eligible for recognition/ permission by NCIE; and (ii) Desirable norms, are those which go beyond the essential criteria. and contribute. to. the quality. of It is ex1Ected that, institutions teacher education. Will gradually fulfil the desirable norms and become eligible for recognitiON/.permissioi•r of their. courses and training. it is expected that this document will be used by planners and administrators of teacher education, and by governments autonomous and private managements of teachéf edüéáfioh in-•planning; orgafiizing•eaffd• récogiliilnk élé- - tav all necessary steps to Byeñent commerciali- mentary teacher education. The NCÆ Will be using these norms for professional recognition of institutions organizing- elementary teacher education programmes. norms will also be used for advising governâlént, autonomous and private managements for taking suitable action for improving existing programmes and institutions. 1.0 INTRODUCTION 1.1 The National Policy on Education 1986 states that the new thrust •in elementary education will emphasize two aspectS : (i) universal enrolment/universal retention of chil- dren upto 14 years of age, and (ii) a substantial improvement in the quality of, education. The- improvement Of quality of elementary education will to a large extent depend on the quality of teacher education; for this purpoSe the policy docu- ment envisages establishment of District Institutes •of Educa- tion and Training (DIETs) to organize pre-service and in-service courses for elementary school teachers. As DIET's get established, sub-standard teacher education institutions will either be upgraded or phased out. 1.2 In December 1993, through Act No. 73 of 1993 of the Parliament, •the National Council for Teacher Education was established and vested with statutory authority for ' achieving planned and coordinated development of the teacher educa- tion system throughout the country, the regulation and proper maintenance of norms and standards in the teacher

education Some of the system and for matters connected therewith." functions of the NCTE relating to maintenance of standards as listed in the Act are . to lay down norms for any specified category of courses or training in teacher education. including minimum eligibility criteria for admission thereof, and the method of selection Of candidates, duration of the course, course contents, and mode of curricu- lum to lay down guidelines for compliance by recognized institutions for starting new courses or training, and for providing physical and instructional facilities, 1996 (PHAL.qUNA/5,, lil—Sc, 4 to lay fees: to examine peridâiéally 'â'é0imBfémenta- tioxi of: •the norms, and standards laid down by the Council, and to suitably advise the g-ecognize&institutions. to evolve suitable •amtâisal systems. norms and mechanisñ on recognized institutions. zdtiön df• teacher education, down specified conditions called different stages and programmes Ofo ,'.tea'chü educâtibâ.e this document; norms and standards for regular institytional programmes Of two years duration preparing teache€•efö'r elementary séhools are presented. A two elementary teacher education was recommended by tiw erst- while' NCIE in •the; Cürriiciüm\ Franâework 'for Teacher.E&â- cation.: In some States, therera?re regular institutipnal±ipYou grammes of one year duration fog preparagon of elementap• schööl teachers. Théo NCTE Will tak& *déciéiöii, about such institutional programmes. 1.4 The norms are presented under Lévels : (i) essen- ital norms which are the minimum that all institutions should fulfil in order to be eligible foi statutory reéogniti0li Of dhéir institutions/ permission of courses by NCFE and desira- ble standards which institutions should strive to achieve in a reasonably short period of time. The -recognition of the programmes of institutions by the NCTE will <epend on the extend of their fulfilment Of essential norn#s, atâd th'e fulfil- ment of other performance criteria. 1.5 The minimum viable intake of an institution for ele- mentary teacher education may be 100. Since this is a coures of two years duration there will be a minimum of 50 students in first year and 50 students(in second year,. making a 'total of 100 students. Minimum ,teaching staff; other staff and instructional facilities as laid down in the norms If the numbëW of stu- should be provided for this intake. dents in the institution; increaseS, staff and instructional faci- litieS should be pi•oportionately increased

2. REQUIREMENTS FOR PLEMENTARY TEACHER EDUCATION IYSiITÜTION (Finar.cial of
all items has to be worked out with •the price level of 1994) staffing pattern and staff qualifications. Item
Minimum intake in First & Second Year Teaching Staff Staff-Student Ratio Total Land Area Floor Area
of Institution (Excluding hostel & staff quarters) Floor Area per Student Number of Administrative and
other staff 2.1 General Minimum strength 1 Principal+8 Teachers 1:12 5000 sq. mts 1000 sq. mts (*In
areas where there is need of training institutions bul the area is having adequate number of schools for
practice 10 sq. mts 3 teaching) 2.2 Non-recurring Item Jn•stitution Building (excluding hosteu± staff-
quarters) Equipment and Books Furniture (for institution only) Any other Minimum (for 100 students) 30
lakhs (1000 sq. mtsx Rs 1 lakh 0.50 lakh 3000) • Desireable strength 100+100=200 1 Principat4-
OTeacheks' 1;10 150P0,sq. mts 1500 sq. mts 10 sq. mts 6 Costs Desirable (for 200 stUdents) 45 lakhs
(1500 mts X Rs .3000), 1.5 ,lakhs O. 75 lâkh In addition, under private m?nagement éhould nave ,ati
endOw-mtiii at least 5.00 lakh' agd a réserve fund to cover three months' salary of all staff (1.5 lakhs). 2.3
Recurring Costs (Cost will be worked Out 1994 •item Salaries Othei' Recurring Costs Other recurring
cost.. pet student 3.0 NORMS FOR SPACE AND mJILDINGS '3.1 Land, Area andr Location (for 50+50
students) As per UGC/State/Ccfital Governmenti'orms 0.3 lakhs for 100 students Rs 300 per studelit per
year 0.8 lakhs foW200 students Rs 400 pe5-stydent per year The: minimum• essential Space required for
an Element- ary Teacher Education: Institution represents administrative wing academic wing, and play
grounds. A quarter for principal 'should also be • provided. It would als& be desirable •to provide hostel
for students separately for men • _women, to Cover about 50% Of the stüdents and quarters for 2 staff.
Hostels are particularly necessary for outstation students. 3.2.6 Games Room A room with a fl005 of 50
sq. mts: y_ould ,.bo essen- tial for storing equipmehtß â;kd mâtéfiâls pbr- sical education and gamef.& 3.3
Building Séâce 'for \ AdministrÄtivé block Each administrative blöck • have the föläog&ing Land Area
Essential 5,000 sq. mts. Delsirable 10,000 sq mts rooms . Rooms Principal's Room Teacherls Common
Röom Office Room Store Room Floor Area (sq. mgs.) Éssential 30 60 50 50 The institution should be.
located in a relativley noise- free -and pollution free zone, having adequate supply of drinking water and
electricity. It should have good con- veyance and communication facilities with the nearest town. 3.2
NormS for Instructional Area The institutional building should have provision for class- rooms, asSembly
hall, library, psychology laboratory, psychology and educational technology, science lab, work- shdp -for

Work-experience. art and music room, play & games room. The following norms are desirable for each category.

3.2.1 Classroom and Assembly Hall There should be a minimum of three classrooms each of 60 sq. mts. It is desirable to have four classrooms. The first and second year classes will need two rooms each, so that simultaneously two methodology classes are held. The assembly hall should have a minimum floor area of 100 sq. mts. but preferably 150 sq. mts. The hall can be used for multiple purposes such as holding of meetings, for demonstration teaching, for cultural programmes, etc.

3.2.2 Library-cum-Reading Room The floor area for library-cum-reading room should be at least 100 sq. mts. while desirable area should be 150 sq. mts. Of this at least 25 sq. mts. should be for storage of books and rest for reading space for students. Open shelf system along with provision to take materials out should be practised.

3.2.3 Laboratories . The curriculum upto elementary stage is compulsory for all the students. All the trainees are supposed to have adequate training in all the labs. There should be at least one combined laboratory having a floor area of 75 sq. mts. for science (environmental studies), psychology and educational technology, of which 25 sq. mts. should be for storage of equipment and apparatus and the rest of the space for practical work by students in batches of 16 to 20. It is desirable to have two laboratories, each of 75 sq. mts. one for science and psychology and the other for educational technology.

3.2.4 Workshop A workshop of floor area, of 75 sq. mts. would be required essentially for 'work-experience'.

3.2.5 Art and Music Room A room with a floor area of 60 sq. mts. is essential for Art Education. It can also be used for Music Education.

3.4 Building Space for Other Amenities A Common Room for women-students, having a floor area of at least 50 sq. mts. is essential. It would be desirable to have a Mensa Common Room with a floor area of 50 sq. mts. It is essential to have two separate toilets each for women and men. In addition, it is desirable to have a separate toilet for Principal and teachers. Each toilet should have a floor area of at least 25 sq. mts. and be usable by five persons at a time. There should be facilities for drinking water (preferably water-cooler) at two places.

3.5 Building Space for Residential Area

3.5.1 Students' Hostel : It is essential to have a hostel for all women-students. A hostel for men-students is also necessary if students come from outside the municipal area of the institution. Hostels should be single-seated or two-seated rooms. Rooms should have a floor area of 8 sq. mts, kitchen and dining area 1.3 sq. mts per student and toilet and other spaces of 0.5 sq. mts per student. Thus the hostel will have a area of 10 sq. mts. per student. For 100 students the floor area of the hostel(s) will be 1000 sq mts.

3.5.2. Staff Quarters . Essential quarter should be provided within the campus or very near the campus of the institution. Desirable :—Quarters may be provided for at least 50% of the teaching staff. Non-teaching staff whose services are required at odd hours should also be provided with quarters near the campus. In those areas where there is scarcity of private rented houses, quarters should be provided for all the staff members.

Floor Area norms for staff quarters

Room for Academic Staff	Principal	Lecturer	Junior Lecturer	Administrative Staff	Helpers	Area for staff quarters (sq. mts.)
	120	85	70	60	5	2856

Desirable' 3.6 Play Fields two

3.6.1 Audio Essential :—Institution should have play fields to engage one OHP. at a time 'at least 50% of the students in active outdoor

4.4 Equipment- for Workshop -E : games. There should be provision for outdoor games like hockey, football, volley ball, basket ball, badminton, kho kho, Essential •Of habd •GOIS, pone set. kabaddi, and other Indian games. A minimum of 1000 sq. of gardener's tools, •other essential equipment required for mts. should be provided for play fields' and physical education. work-experience -activities may be in the institution. The institution may also provide facilities in tailoring .—It is desirable to have playgrounds for cricket Desirable type-writing. electricity and electronic for which necessary and athletics track. A minimum of 1000 sq. mts. space equipment should be provided. will be needed for. this purpose.

4.0 NORMS FOR EQUIPMENT, BOOKS AND FURNITURE

4.5 Equipment

4.5.1 Equipment for • Science Laboratory . items such as harmonium, tabla, flutes; drums. •and other local, instruments etc. should also be provided. Essential :—The Institution should have at least one set of Science apparatus required to demonstrate all the experiments

4.6 Equipment for Games and Sports indicated in the syllabus of primary and middle school classes. All required chemicals for performing these experiments Essential :—Adequate games playing equipment should also be available. They should be replenished on a materials for all the outdoor games and should be available. Materials and equipment required for training in athletics and body building should also be provided, Desirable :—Multiple sets of apparatus would be desirable

4.7 Books and Journals : so that

more than one student can simultaneously perform the same experiment. All apparatus and material required Essential •.—A minimum of 1500 books should be available to perform experiments related to the syllabi of elementary during the first year of the institution and at least 100 books school •classes should also be provided. be added every year. The collection of books should include encyclopedias, dictionaries,, reference books, books on professional education Viteachers handbookS, on all school Essential :—Sensory-motor Tests, Intelligence Tests (per- subjects, •and supplementary books ally; subjects. The institution should subscribe to at least three journals of which formance, verbal and. non-verbal), Aptitude Tests and Inte- at least one should be on professional éducationi. rest Inventories should be available. Desirable : The institution should have 3000 books 'initially I> desirable sets of the above-mentioned tests may and 100 books be added each year. } It should subscribe to be purchased for testing, administration, and scoring by the Equipment and •materials for concept formation, atleast five journals of which at least 'two •Should be profes- students, sional. learning may also be procured. 4.3 Equipment for Educational Technology . 4.8 Norms for Furniture . All rooms in the institutional' hilding should have. adequate Essential :—One TV, One 'Audio Cassette Recorder, one and .appropriate furniture for students, say 100. The norms Slide-cum-Film strip projector, adequate number of blank for furniture in different rooms Of the institution are as audio cassettes, Art materials for preparation of charts, One Radio/transistor set. follows . I. 2. 3. 4

5. Room 1 Classroom Assembly Hall Laboratory Workshop Library Essential 2 In each classroom—

Student desks (100 seats) Teacher's chair (One) Teacher's table (One) Black board of 2.5mt x 1 mt (One) Dais of size 6mt x 3mt x 0.5mt ht (One) Students' Seats (100) Teachers' chair (20) Guest chairs (5) Tables of size 1.25mt x 2mt x 0.9mt of ht. in each lab (5) High stools (20) (0.6 mt ht.) Teacher's table (One) Teacher's chair (One) Almirah (One) (preferably steel) Work benches of size 1.25mt X 2mt x 0.75mt (5) Stools (of ht. 0.6 mt) (20) Teacher's table (One) Teacher's chair (One) Almirah (preferably Steel) (One) B 30k si121ve; for 2000 books Periodical rack (One) Catalogue cabinets each with 4 card trays adequate to hold 2000 cards. Librarian's table (One) Desirable 3 Same as essential for 100 students of better quality Same as essential Same as essential Almirah (Steel) (One) Same as essential Almirahs Steel (Two) Shelves for 3000. books Catalogue Cabinets to hold 3000 cards PART III---Sac. 4] THE GAZETTE OF FEBRUARY 124, 1996 2 Chairt (Two) Long Table with 50 Student's Chairs 6. 7. S. 9. IO. 1 Principal's Room Teacher's Room Office Store Room Students' Common Room Notice Board (one) Table size 2mt x 1.25mt X 0.45mt (one) Cane Chairs (Five) Steel Almirah (One) Book Rack (One) One long table and chairs for 12 persons Chair (One) for each teacher Table (One) Chair (One) for each administrative staff Steel almirah (One) Filing rack (One) Notice boards (Two) Stools (Two) Almirah (Oae) Racks (Two) Long Table (One) Students' Chairs (20) Same. as ssential Bulletin Board (1) Same essential+ one sofa Teachers' Cabins/Rooms Same as essential+ Chairs (Two) Almirah Steel (Two) Racks (Three) Same as essential 5.0 NORMS FOR STAFF 5.1 Teaching Staf Suggested teacher-student ratio is 1: 12. ne Principal is counted as an additional teacher. For an intake of 100 stu- dents (50 in first year class and 50 in second year) the teaching staff required would be 1 Principal and 8 teachers. If students' intake is more, the number of teachers should be increased on the basis of the teacher-student ratio 1:12 Part-time teachers will not be counted for this purpose. Teachers should be so selected that there should be at least one teacher with knowledge of the subject-content and its methodology in each of the followingft : Eggl9h, Yother Tongue (or State language), Mathematics, Science, Social Studies. There should be one or more teachers to teach Foundations of Education. In addition, there s:hould be one teacher for each of the following areas : Health Education, Art, Work-experience.. The number -of- ateachers required will depend on subject wise theory work-load, and work-load of supervision of practice teaching and o!herqrac- tical work. The rank and qualifications of the Principal and teachers will be as follows . Designation Headmaster* Principal* One Teacher Educator in Pedagogy* Teacher Educator in Methodology Teacher Educator in Physical Education Teacher Educator in Art/Music Teach Educator in Essential Rank: Lecturer Qualification: M.Ed./M.A. Education with 5 years teaching experience as lecturer teacher educator Rank: PG Teacher M.Ed./M.A. in Education Rank: PG Teacher M.Ed./M.A. in Education Rank: PG Teacher Qualification: M.Ph.Ed. Rank: Secondary School Teacher Higher Secondary plus Degree/Diploma in Art/Music Rank: Sscondary School Teacher Higher Secondary plus Diploma/Certificate in Craft IOS Desirable Rank : Reader Master's Degree in school foundation subject plus Master" Degree in Education With five years teaching experience in the rank of lecturer or as teacher

educator Rank: Lecturer in Education, M.Ed./M.A. in Education and Master's Degree in other subject Rank: Lecturer M.Ed./M.A. in Education and Master's Degree in relevant subject Rank: PG Teacher M.Ph.Ed. Rank: Secondary School Teacher/Diploma in Art/Music Rank: Secondary School Teacher plus Diploma/ Certificate in Craft

54. THE OF INDIA, FEBRUARY 04, All teachers should have at least three years teaching experience in elementary school and some specialisation in in-service school education. All teaching staff in academic and pedagogic subjects should be appointed on a regular and full-time basis, after selection by a duly constituted Selection Committee. Salary Scales should be the same as for teachers of equivalent rank in Government institutions. Part-time teachers may be appointed in art, music, and work-experience, depending on the teaching work load. These part time teachers will not be considered while calculating student-teacher ratio. 4:1 ratio.

5.2 Technical Support Staff Designation Librarian Asstt. Librarian Essential One (with Diploma One (with degree in Library Science) Library Science 5.3 Administrative Staff Essential Designation Office Assistant Accounts Assistant Typist: word processor Helpers One One One Three experience in library automation One (with Diploma in Library Science) Desirable One One One Five Depending on the number of students enrolled, recurring expenditure can be estimated of the institution.

7.0 NORMS REGARDING ADMISSION CRITERIA AND FEES

7.1 Admission Criteria Essential : Minimum essential qualification to the course of elementary teachers be pass, in Higher Secondary (+2) School Certificate Examination with a minimum of 50% marks in the aggregate. Reservation of seats will be in accordance with the States/UTs. 7.2 Selection Procedure . Students should be selected for admission on the basis of merit as determined by a written selection test to be conducted by agencies/organizations approved by NCTE. 7.3 Fee Structure & Scholarship . Essential : "The fee structure should be as decided by the State Government from time to time, In any case the total fees and other charges collected from a student should not exceed the per pupil recurring expenditure of the institution. Desirable : Some scholarships and free studentship may be provided for meritorious but poor students, scholarships may be provided purely on the basis merit. Loan arrangements for purchase of books are desirable.

8.0 NORMS REGARDING CURRICULUM TRANSACTION

8.1 Working Days & Hours of Instruction Total number of Working days—226 per year to be distributed as follows . For completing all admission—10 Working days. (after reopening of Institution) Teaching Days per Working days (after opening of institution) Supervised Practice—40. Working days (after reopening of Institution) Teaching in Schools Examination—Days—10 Working days (after reopening of Institution) 8.2 Norms of practical work (other than Practical Teaching) to be performed by each student, Each Student should perform under Supervision Supervising practical work in each year Of the course

6.0 NORMS FOR RECURRING COSTS Adequate provision should be made in the annual, budget of the institution for all essential recurring costs. The norms for recurring costs are as follows . A. B. Total expenditure on salaries of all staff members will include expenditure on regular pay scales and all other benefits as per State/Central Govt. Purchase of Instructional Materials Other cost per Student (Rs.) per year Cost per Student (Rs.) per year Essential Desirable Item Science Experiments Preparation of teaching aids Administering & scoring of tests Operation of audio-visual equipments Observation of demonstration lessons Observation of lessons of other teachers & trainees Participation in games & sports Participation in Work-experience C4se Study/Action research/other project observation of participation in school activities/natures

8.3 Supervised Practice Teaching Number 10 5 3 all available equipments 10 in each subject 15 in each subject *hour each day. 1/2 hour each day. One Item Science Education, Psychology and Educational Technology Art/Music & Work-experience Games and Sports Books and Journals Contingencies 50 50 50 50 50 50 75 75 75 75 100 100 Not more than two students should teach the same section of a class in a school. A student teacher should teach two periods per day and observe two lessons of other peer student teacher/teachers. All lessons should be fully supervised by teachers of the institution and feedback given to the student. A student should teach a minimum of 15 lessons in each of three subjects, If micro-teaching is followed, each cycle of micro-teaching (plan-teach-replan-reteach) may be counted one practice teaching lesson, INDIA, FEBRUARY 24, The institution should have working arrangement with adequate number of elementary schools for practice - teaching. It may preferably have one practising school attached to it.

APPENDIX-11 (C) NORMS AND STANDARDS FOR TEACHER EDUCATION INSTITUTION SECONDARY NATIONAL COUNCIL FOR TEACHER EDUCATION NEW DELHI 1995

1. INTRODUCION 1.1 The role of teacher is central in any programme of education. We should

have well-qualified teachers who have not only academic and professional competencies of a high order. but also earnest responsibility and commitment to strive constantly to raise student learning, capability and achievement and make them increasingly autonomous and self actualizing persons. Without such good teachers, it is not possible to improve education. The National Policy on Education, 1986 states : "The status of the teacher reflects the socio-cultural ethos of a society; it is said that no people can be above the level of their teachers." 1.2 In December, 1993, through Act No. 73 of 1993 of the Parliament. National Council for Teacher Education was vested with statutory authority for "achieving planned and co-ordinated development of the teacher education system the country the regulation and proper maintenance of norms and standards in the teacher education system and for matters connected therewith." Some the functions of NCTE relating to maintenance of norms and standards are to lay down norms for any specified category of course or training in teacher education including minimum eligibility criteria for admission thereof, and the method of selection of candidates, duration of the course, course contents and mode of certification; to lay down guidelines regarding tuition fee and other fees chargeable by recognized institutions; to examine and review periodically the implementation of the norms, guidelines and standards laid down by the Council and to suitably advise the recognized institutions; to evolve suitable performance appraisal systems, norms and mechanisms for enforcing accountability on recognized institutions; to take all necessary steps to prevent commercialization of teacher education. In order to meet the norms and standards for different of teacher education. Here, the details related to Conditions required for permission and additional intake of Seats for any course of training in teacher education in this document. the norms and standards for secondary teacher education programmes of B.Ed. degree are presented. These norms to all institutions offering regular institutional • secondary teacher education programme irrespective of the fact that this is the only educational programme of the institution or is one of several other teacher education programmes offered by the Institution. These norms and standards are applicable for recognition of institutions. permission of courses and (for consideration of additional intake of seats. The norms are stated under two categories : (i) essential norms which are the minimum that all institutions should fulfill in order to be eligible for recognition/permission of their institution [course by NCTE, and (ii) desirable norms which institutions should strive to achieve in a reasonably short period of time. The formal recognition of institutions for courses by the NCTE/RCs will depend upon the extent of fulfilment of desirable norms apart from fulfillment of performance criteria. The minimum intake for permission of the course or recognition of a secondary training institution may be 60 students (as one section for general theory) for which minimum teaching staff and instructional facilities as stated in the norms should be provided. The additional intake will be permitted in terms of complete units consisting of 60 seats, Theory classes will be organised in sections having not more than 60 students. As the seats increase, the teaching and other staff as well as instructional facilities should also be increased as specified in the norms. Wherever suitable ratios with respect to student strength have been provided to calculate the requirement of staff and instructional facilities. These norms are applicable for secondary teacher education programmes of one academic year full-time duration leading to B.Ed. degree while following the curricular guidelines of the NCTE. The NCTE may revise the norms, if necessary, to accommodate any change in the nature of the curriculum recommended or in the duration of the teacher education programme. The financial estimates of all items have to be worked out with the price level of 1994. These norms do not apply to those secondary teacher education programmes which are following modes of instruction other than regular face-to-face instruction of one academic year duration offered in a recognized institution

2. SALIENT FEATURES OF AN INSTITUTION or SECONDARY TEACHER EDUCATION of teacher education. Item Minimum intake of students Areas (School subject of specialization) Minimum Strength of teaching staff Reader and/or lecturers of which one teacher for each methodology subject (for 60 students) Staff-student ratio Floor area per student Floor area of institution (excluding hostel and staff quarters) Teaching Staff Technical staff Administrative and other staff (Three persons for 60 students) 9—47901/55 Essential 60 Two school subjects 1. Principal+other 6 teachers 1:10 12.5 sq. mts 60 X 12.5—750 sq. mts. 70+6) (1 Principal and 6 teachers) 2 3 Desirable 120(60+60) All school subjects IP-F 12 teachers 1:10 15 sq. mts. 120 x 15—1800 sq. mts. 1 P and 12 Teachers) 4 6 2gto't TRYGAZETTV OF INDIA; FEBRUARY -24iÄ few in art, craft, music, physical education, library science,' etc. • may be appointed on full time or part time basis, as desired/necessary. 2.1 Non-recurring Costs 2.1. I Suitable and

adequate institutional building having academic wing, administrative wing, hostels, and staff quarters, •contribute to qualitative teacher education; program- mesc Academic.wiQR, Day grovnds. and administrative wing are essential components of the institutional building required for the recognition of teacher education institution 1996 - for the course. The adequacy and the desirable pail of the .ihâfitutimal? 'bifildihg de+ terminated by the NCTE appointed expert' group. While considering the cage, the expert group will consider the State and/or university norms. The desirable institutional ing should -aââuate Qiay {fiéTd, (indé& and facilities for other éo:curfieâfar {dfivities. The 1994 mice level cost of essential: and desirable norms is illustrated in a few cases. Institutional building (excluding hostel and staff quarters) 2.1..2 Equipment and books Furniture Essential 22.50 (Rs. in lakhs) (750 sq. mts x Rs 300) 1.00 lakh 1.00 lakh Desirable 54.00 (F. in (ISOOsq. mfs xRS. 300) lakhs 2.00 lakhs institutions under private management 2.1.3 Besides, should have an endowment fund of Rupees five lakhs along with a reserve fund adequate to cover 3 months' salary of all their staff. The funds should be deposited "in a Nation- alised •Bank/State 'Bank of • (or its• subsidiaries. 2.2 Recurring, Costs Salaries Minimum 12 Desirable As per UGC/State/Central Govern- ment Norms Other-recurring Costs lakh 1.0 lakh (for 60 students) (for 120 students) Other recurring Cost Rs. 800/- per year per Student 3. NORMS FOR SPACE AND BUILDINGS 3.1 Land Area and Location . The minimum space . required for• an . institution of tea- cher education •includes space ,for institutional building and space for playgrounds. • Adequateness • of land area for hostels and staff quarters is dependent upon the socio-econo- mic. conditions of the region, curricular requirements, staff strength, etc. Land Area Essential 5000 {q. mts (0.5 hectare) Desirable 20000 sq. mts (2 hectares) The institution should be located in a noise-free atmos- phere. It should be relatively pollution free. There should be good transportation and communication facilities and availability of water and electricity. 3.2 Norms for Institutional Area. Depending upon the nature of curriculum, the institutional building should have provision for classrooms, rooms for seminars, tutorials, hall, library, science laboratory, psycho- logy laboratory, work lab, computer lab and an educational lab. "The tillit of one class shall of 60 theoretical practical classes for consist Science, Psychology, Workshop, Educational Techno!og.v. and other labs may be organised in batches of 20 students. Thus, each theory class section may be divided into three or four in different laborato- 3.2.1 Theory Classroom, Seminar Room and Hall There should be a minimum, of two theory { each of minimum area of 160 sq. mts. This is required for each of the standard unit of 60 students. If, by any reason, the student strength is not in the multiples of 60, -the additional students will form the new section and will require a new classroom. The institution inap judiciously form the grouping. However, no class will accommodate more than 60 students. Number of classrooms, each of -area 60 •sq. mts. • required is to be (determined by (total number of students)/60 to be rounded off to the nearest integer. This is minimum essential requirement. Besides this, there should be one Seminar Room of area 100 Sq. mts. for 120 students. There should be a hall, of 125 sq.mts. for multi- purpose use. (One theory class may • be conducted here). 3.2.2 Laboratories Quality of -teacher education the variety, quantity and Quality of facilities: Depending upon the nature of the course applied for and required intake, the expert team will examine the requirement of lab. There will be two-types of labs i.e. general lab and Course-specific labs. The general labs are : Psychology Lab; Educational Technology lab, etc. The nature of course-specific lab, such as, Science lab, Social Science lab. Language lab. Computer lab; Work-Experience etc. will be considered essential depending upon the requirement of the requested course. Suppose one applies for recognition for course of 'language teachers', then the essential norms of having general lab and the course-specific language lab, if any, will become a mandatory requirement; there is no need to have science lab for such an institution which is applying for a course of (language teachers'. There is a possibility that innovative courses having requirements, of new type of labs may be emerging with times. The NCTE appointed expert committee' will prescribe the nature and substance of such labs. 3.2.2.1 General Laboratories (a) Psychology Laboratory The Institution of Teacher Education should have a Psychology Laboratory of area 75 sq. mts of which 15 sq. mts. will be store room for tests and other instruments, of educational and psychological measurements. The remaining space of 60 sq mts will be used for practical work for Students in groups of 20 Each group will work for two hours every week in this laboratory. In smaller institutions with student enrolment of less than 60, instead of full Psychology- cum-Guidance & Counselling Laboratory, a small store room for psychology materials may be provided and practical work can be done in other Laboratory. A separate Psycho- logy Laboratory is, however, desirable. (b) Work

Experience Lab . may have an optimum size, wovgéihop:. A Work experience lab of floor area 75 sq. mts. should be size of to 30 students. provided in the institution for conducting practicals in the GAZETTE OF FEBRUARY 24 1994 *the area of work experience The work experience lab should be equipped with the required tools and equipments related to the work concerned with the experience for which it is provided in the institution. (c) Educational Technology Laboratory A room of floor area 60 sq. mts with adequate audio-visual equipment should be used for practical work by students in groups of 20. Students may also use this lab for the preparation of teaching aids. (d) Computer Lab A room of floor area 50 sq. mts. with at least five personal computers will be required for this lab. With such a facility, the students can learn theory and practicals of Computers in Education, It is desirable for general students but essential lab for those who opt for computer teacher education. (e) Library-cum-Reading Room A library-cum-reading room of floor area 75 sq. mts is essential for each institution. It should have reading room space of 60 sq. mts for 60 students and 25 sq. mts storage space for books. Institution with enrolment of 120 students or more should preferably have library-cum-reading room of area 150 sq. mts. 3.2.2.2 Course Specific Labs (a) Science Laboratory There should be a science laboratory of area 75 sq. mts, Of which about 15 sq. mts will be for apparatus and chemicals and 60 sq. mts will be for practical work. There should be five work tables, each table providing space for practical work for four students. Each batch of 20 students will work for at least two hours every week in the Science laboratory. During the time of non-occupancy, the Science lab can be used for other activities of method pedagogy. (b) Language Laboratory Language laboratory should be housed in a duly accousted and noise free room. Language lab should have facilities of recording and audio player equipments, master cassettes, printed and recorded software. Language learning facilities should be available for individual as well as for groups of at least eight students at a time. (c) Social Sciences-cum-Small Group Labs The teacher education institutions specialising in the areas of social sciences for developing understanding issues of importance to society, social sensitivity, value education, and social skill development required for negotiating the social sciences-cum-small realities, should possess their group laboratory. Facilities for conducting case studies, psychological testing, interaction analysis, and specific observation tools may be arranged for effective operation of this lab. 3.3 Building Space for Administrative Areas Each Institution should have the following rooms . It is essential to have two separate toilet cum 25 sq. mts each, one for women students and the other for men students, and an additional toilet for staff. It is essential to provide drinking water tap places with drinking water available at working hours. It is desirable to provide water-coolers for this purpose. 3.5 Building Space for Residential Areas 3.5.1 Students' Hostel The size of the hostel will depend on the number of such students in the institution. A hostel for 20 students may be provided. Some provision for hostel accommodation is essential for all students. It is essential to provide a Women's Hostel for all, outstation women students. Additional wing may be added as and when the enrolment of women students increases; The hostel should have students rooms of floor area, 8 sq. mts. per student; Kitchen & dining area of 1.5 sq. mts per student, and other space of 0.5 sq. mts per student. Thus, total floor area of hostel will be 10 sq. mts per student. The minimum floor area for hostel for 20 students is 200 sq. mts. It is desirable to have a hostel for men students. Capacity of the hostel will depend on the number of such students. The total floor area of the hostel will be 10 sq. mts per student. (Rented building may be used for hostel 3.5.2 Staff Quarters Standard accommodation norms, for each category of staff, can be used by respective Government for determining the suitability. Essential : Principal's Quarter should be provided on or near the campus of the institution. Standard norms used for Government accommodation for each category of staff can be applied for determining the suitability. Desirable : It is desirable to provide quarters for at least 50% of the teaching staff. Quarters for all staff (both teaching and non-teaching) may be provided in those areas where housing is an acute problem. Staff Quarters: Principal (of Professor's Rank) Professor Reader Lecturer Administrative & Technical Support Staff Helper Any other 3.6 Play Fields Floor Area 150 Sq. mts 150 Sq. mts 120 Sq. mts 85 Sq. mts 60 sq. 45 Sq. mts Item Principal's Room Staff Room(s) Office Room(s) Store Room(s) Essential 25 sq. mts 60 sq. mts 40 sq. mts 25 sq. mts Floor Area Desirable 40 sq. mts 100 sq. mts 50 sq. mts 40 sq. mts 3.4 Building Space for Amenities . It is essential to have a common room with adequate toilet for women students. It is desirable to have a youth adequate playground. Essential : The Institution should have play fields to engage at least 50% of the students in active outdoor games. There should be provision for playing volley ball, basket ball, badminton, kho kho,

kabaddi and other Indian games. About 1000 sq. mts space will be the minimum requirement for this purpose. Desirable : It is desirable that the institution has play fields for football, hockey, cricket and an athletics track. The area required for this will be 2000 sq. mts (may be: shared with other institutions, if necessary).

4.0 NORMS FOR EQUIPMENT, BOOKS AND FURNITURE

4.1 Equipment for Science Laboratory . Essential . The institution should have at least one set of all Science apparatus required to perform and demonstrate the experiments prescribed in the Secondary and Senior Secondary Classes. All required chemicals should be available (may be shared with an attached school or the management owned school, if nearby).

• GAZETTE 1996 Desirable Multiple sets of core apparatus will be procured so that more than one student can perform the same experiment at the same time. Some apparatus to perform innovative and higher level experiments may also be provided.

4.2 Equipment for Psychology Laboratory : Essential . Apparatus for simple experiments related to educational psychology • Intelligence Tests (performance, nonverbal and verbal) Aptitude Tests, Creativity Tests, Personality Scales, Attitude Tests and Interest Inventories. Desirable Multiple sets of the above tests, sensory-motor tests. (acuity, discrimination, coordination and distraction, materials for the experiments on learning concept formation etc.).

4.3 Equipment for Educational Technology • Essential : One Radio, One TV, One Audio Cassette Recorder, one Slide-Cum-Film-Strip projector of 35 mm, one Overhead Projector, one Still Camera, ten Blank Audio Cassettes; Art materials for preparation of Charts and Slides, materials for transparencies. Desirable : One VCR, one Amplifier, two Loudspeakers, two Microphones, two Video Cameras, six Video Cassettes, one Computer PC.

4.4 Equipment for Work-Experience Lab : Equipments in these labs for multi-purpose activities will be required. Two sets of gardener's tools, tools and equipment for carpentry to the area. The expenses details. Essential Four sets of working hand tools, four sets tools, other essential equipment required for work activities provided in the institution area. Desirable: Multiple sets of hand tools of importance for additional work-experience activities.

4.5 Equipment for Games & Sports ; • Essential The institution should have adequate game equipment and materials for all outdoor games.

4.6 Norms for Books and Journals Essential The library should have initially 1500 books including text books and reference books. At least 150 books may be added every year, of which some may be duplicate, or triplicate copies of essential textbooks. Institution should subscribe to minimum of five journals Of which three should be professional educational journals. Desirable • At least 5000 books including textbooks, and reference books. It should subscribe to 10 journals of which five should be professional and educational journals.

4.7 Norms for Furniture • All rooms in the institutional building should have adequate and appropriate furniture. The norms for furniture in different rooms of the institution are as follows:-

NORMS NATURE OF FURNITURE

1. Classroom: Students' desk & seat Teacher table and chair Blackboard
2. Seminar Room: Tables Students' chairs Teachers' chairs
3. Hall: Dais Chairs
4. Laboratory Work Tables (Science, Psychology, Educational Technology and other labs) Teacher's table Teacher's chair Steel almirah Storage racks

ESSENTIAL

1. 1 set for each student x 60 (60 sets for each classroom)
- 1 set for teacher in each classroom
- 1 of-Size 2.5mt x 1mt in each classroom
- Adequate, appropriately arrangeable in seminar format
- 40 2 Ono (3mt x 6mt and 1.0 mt high)
- 5 dais-chairs-H20 floor chairs
- 4 Tables of Size 1.25 mt x 0.9 mt in each laboratory
- 4 Stools (of 0.6 mt ht.)/chairs for each table (20 in each lab)
- 1 per Lab 1 per Lab 1 per Lab 2 Lab

DESIRABLE

- 3 60 seats(good quality)
- Additional teacher table 1 additional board of size 3.5mt 1mt in each classroom
- 60 5 10 dais-chairs+150 door chairs
- 5 tables 1 per Lab 1 per Lab 2 per Lab
- 4 per Lab OF iron; 1

5. Workshop (Furniture for each workshop) work benches/Stools Teacher's table Teacher's chair Steel almirah Storage racks Blackboard

- 2 'Work benches of-size 1.5 mt x 2 mt x 0.75 mt) 20 (0.5 mt ht.)
- 1 per lab 1 per lab 1 per lab 2 per lab
- 1 (3.5mt x 1.0 mt) (Active interaction and linkage with relevant and near by workcentres)

6. Library Book shelves Reader's table and chairs Periodical rack Catalogue cabinets Furniture for librarian Notice board Bulletin board Library automation Adequate for 2000 books One set per reader as per capacity of reading room. One Each with 4 cataloguing trays to hold 2000 cards. One table, Two chairs, One Filing cabinet

- One One 1 5 1 1 1 One for each teacher One for each teacher One set for each member of staff
- 3 sets One One Two Two One for each Helper
- ORC Three For each Common Room 20 Adequate for 12 chairs
- 6 work benches 1 per lab 1 per lab per lab 4 per lab (3 .53mt x 1 .0 mt) Adequate for 4000 books
- Same as essential One Double the essential same as essential One Two per

7. Principal's room

8

9. Table Chairs Sofa set Steel almirah Book rack Filing cabinet Teacher's (Staff) Room Tables Chairs Almirahs/Cabinets Office room Chair+ table Extra chairs Steel almirah Filing cabinet Filing

racks Notice boards Stools/chairs Id. Store room Steel almirah Storage racks IL. Students' Common Room Chairs Long tables Computer furniture and one PC CD-ROM 1 5 1 1 1 1 Same as essential Shared steel cabinets One for each member of staf One for each member of 'taf Two One Four Two One for each Helper Two Five For each Common Room 20 Adequate for 20 chairi ÅZEITE/OF INDIA, 5.0 NORMS' FOR -STAFF 5.1 Teaching Staff (N=60 students) Designation Ptincipal/Head Reader in Education Lecturer in Education Lecturer in Physical Education Instructor in Work-experience Instructor in Art and Music Essential Reader's Rank (One) Minimum oi 6 for every unit of 60 students 1 (for every unit of 120 students) 1 (for 120 students) 1 (for 120 students) Number Required Désirable Professor's Rank (one) 1 (föf every 60 students) .6 for every 60_students 1 (for every unit of 120 students) 1 (for every 120 students) 1 (for every 120 students) Specialization Education Education Atleast one for each methodology; one for each pedagogy Physical Education Agricultural, Industrial or other craft Fine Arts, Music, & Performing Arts Expénenqe Ph..b:. Edu. firs./\$ecönd- classe ten years experl\$nce ih teaching and/or re- search -For administratiöh Ph. in or ip first/ second class pein rev evant school subject} 5 ye#rs ßé9cYing- • and/or research•experience after B.Ed./M.Ed. First/Second Class MEd. with Master's Degree in a school s.sub- jet, preterably M. Phil or Ph. D. and 3 years experience'.in teaching (school, collégc) Master's. Degree in PhySical Education at least B.P. Ed. Certificate/Diploma in Craft Diploma/Certificate in Fine Arts [Note : The total number of teachers (Reader or Lecturer) in Education (excluding Principal) is .given the formula $S/60 \times 6$ where S is the number of students, subject to the con- dition that if $S/60$ is a fraction, any fraction above $1/2$ is. raised to the next integer. Alternatively, 1 student ratio may be followed]. 5.2 Technical Support Saff 10 teacher- Designation Librarian Assistant Librarian Technical Assistants 5.3 Administrative & Helper Designation Administrative Staff and Helper(s) Essential 1 Staff for a unit of 60 students Essential for (N=60 students) $3=1+1+1$ DeSirable 1 2 (for Workshops & Edn. Tech.) Qualifications Master's Degree in Lib. Sc. with IC years experience in library/teaching or Master's Degree in any Subject and a Bachelor's Degree in Lib., Sc. with IO years teaching Bachelor's' Degree/Diploma in Lib. Science ITI Certificate/Diploma;t with training in A.V. Edn./Video production (staff . strength will increase in proportion to' students). Desirable for (N=60 students) $3=1+1 + L$ with additional and updated automation skills Qualific#tiqns, as per relevant Govt. rule, and office automation skills 6. 5.4 Natuye of Employment of Staff All. staff shall be appointed On full time and regular. basis. Properly constituted SélSction Committee -Will select the can- didates for all positions. In the Selection Committee v yor teaching staff there should be ohe nominee of thé and at least one Of the University/the, Government as requi- red by local füles: The salary structure of teaching staff should be as per UGC Norms, 6.0 NORMS FOR RECURRING COSTS The norms recurring expenditure ofran• institution of •secon- dary teacher edjeation will be as •follows : Adequate provision should be made in the annual budget of' the Institution. 1 Operation:of audio-visuqlr equipApnts Preparation (apart from preparatory training lessons) Preparation.•ofunitänd Resource plans Observation of lessons taught by good teachers in each method- subject. Observation of demönstration lessons in each methOd subject Construction of test items, unit and examination question paper each method subject Case study/action research/ other project 2 equipments equipments .10 (yotip woik) 10 5 (group work) io 10 30+2+2 2 (A) Salaries (B) Purchase of instruc- tional material for Science Experiments & Activities Psychology & Education Educational Technology Workshop & Work- experience Art & Music Games & Sports Books & Journals (C) Contingencies Total Total salaries of all staff including allowances and benefits Essential (Rs. per student) 50 50 100 100 50 50 150 50 600 Desirable (Rs. per student) 1.00 75 150 125 60 75 200 75 860 Depending upon he number of students enrolled, total resurring expenditure can be estimated for the institu- tioa. 7.0 NORMS REGARDING CURRICULUM TRANSAC- TION 7.1 Number of working dayg to be distributed as fol- lows 210 per year/ session. All admissions should be completed within IO working days (after reopening of Institution) Teaching days in the institution Supervised practice Teaching/other assignments Examination days 150 working days 40 working days 10 working days. 7.2 During teaching days, there should be 5 to 6 hours ot instruction per day, of which 3 to 4 hours per day may be devoted to theoretical instruction the, rest to practical work. Students may do practical work in groups. While one group does Science practicals, another does Psychology practiéal, and a third group works in workshop or Educa- tional Technology, and a fourth one works in methodology groups. 7.3 Norms of Practical Work to be performed by each Student. Items 1 Science experiments relevant to school syllabus Preparation of Teaching Aids Administration of Psv. Tesis, scoring & interpretation Essential 2 10 20 5 Desirable 3 24 8

7.4 Supervised/Practice Teaching Depending on class/sections available for practice teaching in a school, students may be deputed at the rate of not more than two students per section. A student should teach/ two periods per day and observe two lessons of other teachers. All lessons should be supervised by institutional teachers and school teachers and feedback given to students. Each student should teach 20 lessons in each method subject and maintain record thereof (Desirable is 25 lessons in each method). Preferably, students may be placed in a school for a block period of 4 weeks to work as intern-teacher so that in addition to practice teaching, they take part in other activities of the school. The training institution should also preferably have a practising school attached to it.

8.0 NORMS REGARDING ADMISSION CRITERIA AND FEES

8.1 Admission criteria Essential The standard of future teacher will depend on the standard of the students admitted to the institution of teacher education. The admission criteria to B. Ed. or Master's Degree courses will have to be progressively upgraded. To begin with the admission criteria may be fixed as at least 45% marks on the aggregate at the Bachelor's degree examination of a recognized University provided the applicant has offered subjects relating to school education at the first or second degree level. The relaxation for SC/ST and other candidates will operate as per respective State rules. Desirable It is desirable to fix admission criteria as 50% of aggregate marks at the degree examination with two school subjects or one broad curricular area.

8.2 Selection Procedure Essential All students should be selected for admission on the basis of merit. Merit shall be determined by a selection test to be conducted by a national, state level or other agency approved by NCTE.

8.3 Fee Structure and Scholarship Essential The fee structure should be as decided by State Government, University, from time to time, subject to the condition that the total annual receipts from students does not exceed the total recurring expenditure of the institution for the course and that the individual fee doesn't exceed the per student recurring expenditure as estimated by NCTE.

GAZETTE OF INDIA 1294 Desirable Provision of some free-studentship for meritorious poor students. Provision of some scholarships on the basis of merit.

9.0 NORMS REGARDING MANAGEMENT AND FINANCE : 9.1 There should be a broad based Management Committee, with Chairman and members as suggested by the NCIE, and with the Principal and two staff representatives on it. 9.2 The institution should be financially sound and viable. Government [Local Self-Government/University institutions should give undertaking to provide adequate finance from time to time. Private institutions should have an endowment fund of Rs. 3 lakh's and a reserve fund of Rs. 2 lakhs (unless full grant-in-aid is available and assured). 9.3 The institution must adopt proper budgeting, expenditure functioning, accounting and auditing procedures/systems; the annual audit should be done by a Chartered Accountant and duly reported to the authorities.

UNJAB No. 38/6/Vol 14. govt through the Punjab Wakf Board in exercise of the powers conferred under Section 42 of the Wakf Act, 1954 KHDOOMZADA NISAR AHMAD US Ni s/o Late Sh. RAIVAHMÄDQ USMANI, resident Sahdariyan (Ansariyan) Mazaffar Nagar,, (Chogan) functionary-ag__ 'duties of the Mutawalli of Dargah; Pin -Sahib,' ani>at. It is clarified that it will be the duty of Mutawalli to abide by and follow all the Wakf Act, 1954 with a special reference to Section 3 of the said Act and Rules and Regulations framed thereunder. D. S. Y. QURAISHI I.A.S., Administrator, Punjab Wakf Board, Ambala Cantt,