



<b>B</b>	<b>INFRASTRUCTURE &amp; AMENITIES(See Note-2)</b>					
		a) Land 3000 Sq. Mts.(title in the name of Institute/college) and built up area 2000 sq. mts. + increasing 500 sq. mts. with every course for every unit of the course Land for B.Ed. + M.Ed. + D.Ed.= 3500 sq. mts. Built up area=3000 sq. mts.			5	
		Class Rooms of adequate space (10 sq. ft. per student with concrete flooring/concrete slab/ceiling etc. )	1		2	
		Multipurpose Hall for 150 persons (1500 sq.ft) well furnished	1		3	
		Seminar/Tutorial Room (10 sq. ft. per student)	1		2	
		Separate rooms/cabins for academic faculty	5		5	
		Principal's Room (15x20 Sq.ft)	1		1	
		Administrative Office (20 x 20 Sq.ft)	1		1	
		Play Ground (Indoor and outdoor)Safeguard against fire			1	
		Separate Common Rooms for boys/girls/staff (male/female furnished	-		1	
		Hostel facility for boys and girls separately	-		1	
		Safe Drinking Water	-		1	
		Toilets-Separate for Male/Female Staff and students	-		1	
		Canteen	-		1	
<b>C</b>	<b>Academic Requirements (see note 3 &amp; 4)</b>					
	i)	Library with 2000 books (there shall not be more than 5 copies for any one title) beside text and reference books relating to all courses of study in addition to requirement for B.Ed.			8	
		Educational Encyclopedia			1	
		Electronic publications (CD Rom)			1	
	ii)	Journals minimum 5 professional research journals of which atleast one shall be an International Publication and internet connectivity			5	

		Space for reading and reference in the library with 10 persons accommodation			1	
		Photocopy facilities in the library			1	
		Internet/FAX/Land line telephone in the name of the institute			1	
		Educational Technology and Media laboratory with TV camera and LCD for projection and software including DVDs and CDs			2	
		ICT equipment like ROT, SIT, required for using digital resources in teacher education.			2	
		Psychology Lab with tests			3	

(A) Teaching & Non Teaching staff =50, (B) Infrastructure & Amenities=25, (C) Academic Requirement =25

Marks obtained = \_\_\_\_\_

%age of Marks \_\_\_\_\_

Separately

Overall Category: As per Note 5 & 10 :-

Convener

Member

Member

**DETAILED REPORT AND DESCRIPTIVE OBSERVATION:**

Name of the College \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

**RECOMMENDATION:**

Convener

Member

Member

## NOTE

1. The marks will be awarded only when the teaching and non-teaching staff is appointed through a proper Selection Committee and as also approved by M.D. University (three subject experts, i.e. not less than a Professor, one may be a Associate Professor with 5 years experience in addition to the Principal and Management person i.e. President/Secretary) and as per NCTE qualifications. However, marks shall be awarded if after the approval of the proceedings of the Selection Committee by the University, the selected candidates have joined and its information has been sent to the University in the form of Teacher's Return every year at the time of commencement of the session. Moreover, such a teacher must obtain approval of the university in its individual capacity by submitting verification reports of concerned board/university within a year from his/her date of joining. From the next academic session, unapproved teachers shall not be awarded marks. The inspection committee will verify the proof of qualifications, salary in full grade including the basic pay+DA+HRA, salary paid through cheque, deduction of P.F., income tax deducted at source, copy of the salary register with signature of employee, the cash-book, copy of the bank pass book, so that the salaries of all the employees can be verified by a reconciliation of cash-book with pass book. The teaching and non-teaching staff should be in the working position on the date from which the classes were started. If the College does not fulfill the above conditions/norms, the marks allotted in the proforma for teaching and non-teaching staff shall not be awarded. In case of non-teaching staff the qualifications and selection criteria shall be as prescribed by the University.
2. The infrastructure and amenities shall be in actual acquisition. The land and building should be in the name of the institution and not in the name of a person. The building should be well furnished. In no case the marks shall be awarded if there is shortage of land or/and built up area. There shall be no course permissible on the same land and building other than NCTE courses including schools and courses of Technical Education. The college shall be on the same land & building on which NCTE has granted them recognition. Intkal (Khatoni)/mutation may be submitted by the institute. Any change of site must be first allowed by NCTE.
3. The books purchased in the library should be with a minimum two thousand books (there shall not be more than five copies on any one title) besides text and reference books related to all courses of study. The Library must have educational encyclopedias, electronic publications (CD ROMs) and minimum six professional research journals of which at least one shall be an international publication. Library resources will include books and journals published and recommended by NCTE. There shall also be provision of space for reading and reference in the library that can accommodate at least ten persons at a time. At least two hundred quality books will be added in the library every year. The library shall have photocopier and computer with internet facility for the use of faculty and students. It is also desirable that every institution has a website of its own. There should be bills for books purchased and paid for it. Payments to various firms/shops must be verified through cash-book, cheque book and pass-book of the Society/Trust or institution. The inspection committee must bring the proof thereof. Otherwise no marks will be given for books and journals.
4. The equipments purchased by the Society/Trust for College and laboratories (such as furniture, photocopier machine, internet/Fax/Land Line Telephone, Psychology Lab tests, computers, printers licensed software for language learning, colour TV, Camera, material for experience room and the apparatus for science lab.) should be in the name of Society/Trust/College with bills and paid for it. The above mentioned purchased/donated equipments and material should be entered into stock-register. If equipments/material are donated a receipt should be issued by the Society/Trust. Payments against the bills made to various firms/shops must be verified through cash-book, cheque book and pass book of the Society/Trust. The Inspection Committee will bring the photo copy of the stock register, bills, cash book and pass book. If the Society/Trust fails to submit the above documents to the inspection committee no marks will be given.

5. It would be necessary to secure 71% and above marks in each of the three facilities (Teaching & Non-teaching staff, infrastructure & Amenities, Academic requirements) separately, to be categorized in 'A' Category else the institute/College would slide downward as per lower score. If the College secures 51% and upto 70% in each of the three facilities, separately it is to be categorized in 'B' category otherwise will be categorized in 'C' category.
6. If the College is running the other courses, other than B.Ed course, the inspection committee should exclude the facilities required for that course while allotting the marks to the B.Ed. Course.
7. Details of teaching and non-teaching staff alongwith photo, qualifications, pay scale etc. be updated on Website of the College with a link on University's Website ([www.mdurohtak.com](http://www.mdurohtak.com))
8. Appointed staff's testimonials/certificates/degrees shall be handed over to the inspection committee or to Colleges Branch for verification.

### **REMEDIAL CLAUSES**

9. Notices for 'B Category Colleges shall be served to comply with the deficiencies within a year before the next academic session.

Notices for disaffiliation process shall be initiated for Colleges/Institutes falling under 'C' category.

10. Categorization of Colleges shall be as under:

71% and above	in each of the three facilities	'A'
From 51% and upto 70%	in each of the three facilities	'B'
Upto 50%	in each of the three facilities	'C'