

PROFORMA FOR INSPECTION OF COLLEGES OF EDUCATION (B.Ed. Course)

Name of the College/Institute: _____

Telephone/FAX/E-Mail and Website _____

Name and PAN of the Society/Institution: _____

Date on which Inspection Conducted: _____

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

A. University Course _____ intake _____ course _____ intake _____

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

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

		Description (requirement)	Required for 100 seats (one unit)	Available	Max. Marks	Marks secured	
1	I	Teaching Staff staff (Please see Note-I)					
		Principal	1		8		
		Lecturer	7(14*)		35		
	II	Non-teaching Staff(Please See Note-1)					
		i)	Librarian	1		2	
		ii)	Technical Asstt./Computer Operator	1		1	
		iii)	Office-cum-Account Assistant/ Clerk-cum-Typist	1		1	
		iv)	Attendant (Lib/Lab) [@]	1 or 2		1 or 2	
		v)	Safai Karamchari	1		1	
		vi)	Peon	1		1	

* Two and half marks for each teacher when seats are 200 and further reducing downward proportionately.

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

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

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

2		INFRASTRUCTURE & AMENITIES(Please See Note-2)				
	i)	Land.2500 Sq. Mts. & Building 1500 Sq.Mts.(title in the name of Institute/college) a) Additional 500 Sq Mts. For each course and 500 sq. mts. built up area for additional seats.			7	
	ii)	Class Rooms of adequate space (500 sq. ft. each with concrete flooring/concrete slab/ceiling etc.) a) and multiple for each course of one year in addition as well for additional seats.	2		4	
	iii)	Multipurpose Hall for 200 persons (2000 sq.ft) well furnished	1		3	
		Tutorial Room (300 sq. ft.))	2		2	
		Principal's Room (15x20 Sq.ft)	1		1	
		Staff room (15 x 20 Sq. Ft)	1		1	
		Administrative Office (15 x 20 Sq.ft)	1		1	
		Play Ground			1	
	i)	Separate Common Rooms for boys & girls	-		1	
	ii)	Hostel facility	-		1	
	iii)	Safe Drinking Water	-		1	
	iv)	Toilets-Separate for Male & Female Staff and students	-		1	
	v)	Canteen	-		1	
3		Academic Requirements (Please see note 3 & 4)				
I	i)	Library with 3000 books including prescribed list with addition of 200 books per year			7	
	ii)	Journals with continuous acquisition	6		3	
	iii)	Photocopy facilities in the Library	1		1	
	iv)	Internet in Computer Lab & Library	-		1	
	v)	Magazines and 5 news papers			2	
II	i)	Science Laboratory(1300 Sq. ft. furnished)including multiple sets of Science apparatus and 10 Models	1		3	
	ii)	Psychology Lab. (300 Sq. ft. furnished) with 10 tests and 5 equipments	1		3	
	iii)	Educational Technology Lab (300 Sq. ft. furnished) with 5 computers with software, 2 printers, Colour TV , Camera, LCD Projector		With 0.5 marks for every article mentioned	5	

(1) Teaching & Non Teaching staff =50; (2) Infrastructure & Amenities=25 ; (3) Academic Requirements =25

Marks obtained = /50 /25 /25

And

%age of Marks

Overall Category: As per Note 5:

Convener

Member

Member

DETAILED REPORT AND DESCRIPTIVE OBSERVATIONS:

Name of the College _____

RECOMMENDATION:

Convener

Member

Member

NOTE

1. The marks will be awarded only when the teaching and non-teaching staff is approved by M.D. University. However, marks shall be awarded only when after the approval of the appointment 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. The inspection committee will verify the proof of qualifications, salary in full grade, 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 and copy of the bank pass book. In case of non-teaching staff also the qualifications and selection criteria as prescribed by the University shall be applicable.
2. The infrastructure and amenities shall be in actual acquisition. The land and building should be in the name of the institution and not in the name of a person. The building should be well furnished. In no case the marks shall be awarded if there is shortage of land or/and built up area. There shall be no course permissible on the same land and building other than NCTE courses. Schools and courses of Technical Education e.g. Diploma in Art and Craft, Nursery Training, Electrical etc. can not share the same land and building. The college shall be on the same land & building on which NCTE has granted them recognition. Intkal (Khatoni)/mutation should be submitted by the institute for verification. Any change of site must be first allowed by NCTE. If the college is running other courses, other than B.Ed course, the inspection committee should exclude the facilities required for that course while allotting the marks to the B.Ed. Course. For Example D.Ed. and B.Ed. courses in the same institute shall have 500 square meters extra land and building like B.Ed. with D.Ed. = 3000 sq. mts. land, 2000 sq.mts. built up area.
3. The books in the library should be with a minimum three thousand books (there shall not be more than five copies on any one title) besides text and reference books related to all courses of study. The Library must have educational encyclopedias, electronic publications (CD ROMs) and minimum 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. Every institution should have a website of its own. All the books and journals should be accessed into and stamped. For every course and extra unit the number of books shall be proportionate.
4. The 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 and the apparatus for science lab etc.) should be in the stock of the College. The above mentioned purchased/donated equipments and material should be entered into stock-register. The Inspection Committee will verify the stock register, bills, cash book and pass book. If the Society/Trust fails to present the above documents to the inspection committee no marks will be given.
5. It would be necessary to secure 71% and above marks in each of the three facilities (1) Teaching & Non-teaching staff, (2) infrastructure & Amenities and (3) Academic requirements) separately, to 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 . If the college secures 50% or below in any of the three facilities, it will come in 'C' category.

Categorization of Colleges shall be as under:

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

REMEDIAL CLAUSES

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