

PROFORMA FOR INSPECTION OF COLLEGES OF EDUCATION (M.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 35 students (one unit)**	Available	Max. Marks	Marks secured
1	I Teaching Staff (Please see Note-1)				
	Principal(Qualified & in Professor Grade)*	1		12	
	or				
	Professor/Head (if Principal is not in Professor's Grade				
	Reader/Associate Professor	1		11	
	Lecturer/Assistant Professor(Qualified)	2		18	
	II Non-Teaching Staff(See Note-1)				
	i) Librarian	1		2	
	ii) Technical Asstt./Computer Operator	1		1	
	iii) Office Clerk/Data Entry Operator	2		3	
iv) Library/Lab Attendant @	1		1		
v) Safai Karamchari	1		1		
vi) Peon	1		1		

* The marks shall be awarded for M.Ed. course only when the Principal fulfills the qualifications of a Professor of Education and has been placed in Professor Grade (i.e. with 12 years experience as Asstt. Professor of Education out of which 5 years should be at PG (Education classes) level.

** The requirement shall be proportionate to number of units.

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

**** e.g. 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(See Note-2)				
		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 and Female Staff and students	-		1
		Canteen	-		1
3	Academic Requirements (see note 3 & 4)				
	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

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.