

**Form -For Granted M.Ed. College**

मा. शिक्षण संचालक  
उच्च शिक्षण  
शिक्षण संचालनालय,  
मध्यवर्ती इमारत, पुणे

राष्ट्रीय अध्यापक शिक्षा परिषद (एन.सी.टी.ई.) अधिनियम 2014 नुसार  
बी.एड., एम.एड., बी.पी.एड., एम.पी.एड., अभ्यासक्रमास शासनाचे सुधारीत ना  
हरकत प्रमाणपत्र देण्याबाबत निकषांची तपासणी.

मा. सहसंचालक  
उच्च शिक्षण,  
नागपूर विभाग, नागपूर

**NCTE Regulation 2014**  
**Verification of M.Ed. Colleges/Department**  
**Mode Face to Face**  
**(Granted/University Department)**

**-: 'A' Information of Department:-**

(i) Name of Department:- \_\_\_\_\_

Phone No- STD Code \_\_\_\_\_ Telephone No \_\_\_\_\_

FAX No \_\_\_\_\_ Mobile No of Principal/Head \_\_\_\_\_

Website address \_\_\_\_\_

Email id of college/Department \_\_\_\_\_

Email id of Principal/Head \_\_\_\_\_

(ii) Postal Address :- Village/ Town & Post Office \_\_\_\_\_

Plot No, Street Number \_\_\_\_\_

Land Mark \_\_\_\_\_

Taluka \_\_\_\_\_ District \_\_\_\_\_ Pin code \_\_\_\_\_

(iii) Date of Establishment of the College/Department \_\_\_\_\_

(iv) Whether the college is for (tick)

Boys  Girls  Co-Ed

(v) Type of Management (please tick out of the following)

a. University aided Department

b. Aided College

c. Aided -

(vii) Course- M.Ed. Unit \_\_\_\_\_ Medium of Instruction (1) -----

(viii) Affiliating University:- \_\_\_\_\_

**1 Authorized M.Ed. Basic Unit and Intake of Students approved by NCTE**

SN	Course & NCTE Code	Year	Basic Unit	Intake of Students
1		2014-2015		
2		2015-2016 (Batch 2015-2017) as per NCTE Regulation 2014		

**‘B’ Information of Trust/Society**

2.1. Name of Trust/ Society \_\_\_\_\_

2.2 Complete Postal Address of Trust/Society \_\_\_\_\_

Phone No- STD Code \_\_\_\_\_ Telephone No \_\_\_\_\_

FAX No \_\_\_\_\_ Mobile No of Principal \_\_\_\_\_

Website address \_\_\_\_\_

2.3 Attached the documents of Registration Certificate, Details of Managing Committee & byelaws of Trust/Society

**‘C’ Approved Teaching Staff (Academic Faculty) for One Basic Unit**

Academic Faculty:-

1) Your college/Department have the full time regular Approved Principal/Head (Yes/No)

2) Your college Department have the full time regular approved 2 Professor, 2 Associate Professor & 6 Assistant Professor for One Basic Unit. (Yes/No)

Attached the list in following format.

**‘C’ Approved Teaching Staff (Academic Faculty) for One Basic Unit**

Note:- Attached the List of Fulltime Regular and Approved Teaching Staff in the Following Format (Attached University Approval)

sn	Name of the Teacher	Designation	B.Ed. %	M.Ed. %	PG%	NET/SET Subject	Ph.D. Date Subject	Date of Appointm ent	Status Fulltime/ Regular & Approved only	Pay Scale	Experience		Photo
											College	School	
1													
2													
3													
4													
5													
6													
7													
8													
9													

If you have more Basic Unit you will attached another sheet also

Remarks

**‘C-i’ Approved Non- Teaching Staff (Administrative Staff) for One Basic Unit**

Note:- Attached the List of Fulltime Regular and Approved Staff in the Following Format

sn	Name of Staff	Designation	10 <sup>th</sup>	12 <sup>th</sup>	Graduation	Post Graduation	Any other Qualification	Date of Appointment	Status Fulltime/ Regular & Approved only	Experience	Pay Scale	Photo
1												
2												
3												
4												
5												
6												
7												
8												
9												

Remarks

**1) Salary of Teaching/Non-Teaching Staff:**

- a) By Bank      B) By Check      c) By Cash      -----
- b) CPF of staff is deducted (Yes/No)      -----  
if yes attached the list
- c) TDS is deducted Every Month form Salary (Yes/No)      -----  
If yes attached the list
- d) Last year IT form No 16 was issued to Staff (Yes/No)      -----  
If yes attached it
- d) Quarterly returns filed by the college (Yes/No)      -----  
If yes attached the list
- e) Financial account is written (Yes/No)      -----  
if yes verify it
- f) Enclose audit report of last three years      \_\_\_\_\_
- g) Service Books of Staff is ready (Yes/No)      \_\_\_\_\_  
if yes verify it
- h) Scholarship is disburse properly (Yes/No)      -----  
if yes enclose the list

**‘D’ Infrastructure Facilities**

3. College Land is in the Name of College or Trust \_\_\_\_\_

3.1 College Land area in Sq. Met									
College Land area in Sq. Ft.									

3.1 Land available as per NCTE regulation 2014      Yes      NO

If yes enclosed Documents.

**3.2 Details of Building**

Description	Mentioned Details																
i) college is having Educational NA Land	Attached documents																
ii) Date of Approval of the Building Plan by the competent authority.	<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	D	D	M	M	Y	Y	Y	Y								
D	D	M	M	Y	Y	Y	Y										
iii) Date of Completion of Construction of the building, if already completed	<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	D	D	M	M	Y	Y	Y	Y								
D	D	M	M	Y	Y	Y	Y										
iv) If Construction is not complete, likely date of completion of building construction.	<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	D	D	M	M	Y	Y	Y	Y								
D	D	M	M	Y	Y	Y	Y										
v) Name & Address of the Competent Authority issued the certificate.																	
vi) Whether the Building Completion Certificate obtained from the competent authority.	<table border="1"> <tr> <td>YES</td><td>NO</td> </tr> </table>	YES	NO														
YES	NO																

vii) Whether fire safety norms are being followed	<table border="1" style="display: inline-table;"> <tr> <td style="width: 50px; height: 20px;">YES</td> <td style="width: 50px; height: 20px;">NO</td> </tr> </table>				YES	NO
YES	NO					
viii) total built up Area ( in Sq. Meter)  (in Sq. Ft.)						

A separate cabin for each faculty member with a functioning computer and storage spaces shall be provided.

### 3.3 The Institution must have the following infrastructure

sn		No of Room	Length in meter	Breadth in meter	Total Sq. Meter	Total Sq. Ft.	Remarks
1	Class Room 50 Sq. Mt.						
2	Class Room 50 Sq. Mt.						
3	Class Room 30 sq. mt. for tutorials and group discussions						
4	Class Room 30 sq. mt. for tutorials and group discussions Class Room						
5	Class Room 30 sq. mt. for tutorials and group discussions						
6	Seminar Room (100 Students Seating Capacity) 100 Sq. mts						
7	Faculty Room with a functioning computer and storage spaces						
8	Faculty Room with a functioning computer and storage spaces						
9	Faculty Room with a functioning computer and storage spaces						
10	Faculty Room with a functioning computer and storage spaces						
11	Faculty Room with a functioning computer and storage spaces						
12	Faculty Room with a functioning computer and storage spaces						
13	Faculty Room with a functioning computer and storage spaces						
14	Faculty Room with a functioning computer and storage spaces						
15	Faculty Room with a functioning computer and storage spaces						
16	Faculty Room with a functioning computer and storage spaces						
17	Administrative Office						
18	Boys Common Room						

19	Girls Common Room						
20	Visitor's Room						
21	Canteen						
22	Any other Room/Hall						
23	Toilets- Male						
24	Toilets – Female						
25	Toilets – Staff Male						
26	Toilets- Staff- female						
27	Toilets- for PWD						
A	Parking Space						
B	Store Room						
C	Open Space for Additional Accommodations						

### **‘E’ Instructional Facilities**

#### 1) Library

a) Total Area of Library	(Sq. Met)-----	(Sq.Ft.)-----	Seating Capacity of Reading Room
b) Reading Room	(Sq. Met)-----	(Sq.Ft.)-----	

i) Total No of Text Books	
ii) Total No of Reference Books	
iii) Total No of Encyclopedia	
iv) Total No of Journals/ Periodicals	
v) Total No of Educational CD.	

#### 2) Computer Laboratory

Size of Computer Lab in Sq. Ft.	
No of Computers	
Availability of Software's	
Computer connected with internet	

#### 3) Psychology Laboratory

Size of Psychology Lab in Sq. Ft.	
How many test available	
How many apparatus available	
Attached the list	

#### 4) Educational Technology Laboratory

Size of Educational Technology Lab in Sq. Ft.	
How many apparatus available	
Attached the list	



5) Sports Facility-

1	Indoor games	Yes	No	If yes attached list
2	Outdoor Games	Yes	No	If yes give the list of outdoor games

**i) Details of availability of playgrounds**

sn	Number of Playgrounds	Length in meter	Breadth in meter	Area in sq mt

ii) Games and Sports Material :

(Attached the list)

(Note:- if more than one programme in teacher education are run by the same institution in the same campus, the facilities of playground, Multipurpose hall, library and laboratory (with proportionate addition of books and equipment's) and instructional space can be shared. The institution shall have one Principal for the entire institution and Heads for different teacher education programmes offered in the institution.)

**‘F’ Instructional Facilities**

i) Safeguard against fire hazards : (Yes/No) \_\_\_\_\_

ii) Furniture and Fixtures available : enclosed list

iii) Availability of Safe Drinking water facility (Yes/No) -----

iv) Is CCTV is available in the college:- (Yes/No) -----

v) Biometric Machine (Yes/No) \_\_\_\_\_

vii) List of Desk, Bench, and other essential Furniture is available (Yes/No)

vii) Hostel

	Capacity of hostel
Boys	
Girls	

**‘G’ Fees and Funds**

1. College/Department Tuition Fees was approved by competent authority (Yes/No) -----

Attached the letter and Tuition Fees receipt.

## Undertaking

That I have read and understood the contents of the from and furnished the same which is true and correct on the basis of my personal knowledge and records of the college.

(i) Trust/Society will strictly follow all conditions and norms prescribed by NCTE from time to time , Conduct the programme in all earnestness and submit itself to inspection by the NCTE as required at any time.

(ii) In the event of non-compliance by the \_\_\_\_\_

\_\_\_\_\_ (Name of Society/Trustee/College/Institution etc.) with regard to the norms and standards and any other condition laid down/prescribed by the NCTE from time to time, the NCTE or a body or a person authorized by it will be free to take all necessary measures for effecting withdrawal of its recognition or permission, without consideration of any other issue, and that all liabilities arising out of such a withdrawal would solely be that of the Institution/Management.

**Place:**

**Date:**

**Seal**

**Signature**

**Name**

## Sworn Affidavit

I \_\_\_\_\_(Name of the authorized person)  
son of \_\_\_\_\_ and \_\_\_\_\_ of (Name of the College/  
Trust/Society) aged \_\_\_\_\_ years resident of \_\_\_\_\_  
am the authorized signatory of the application made to the Hon'ble Director, Higher  
Education, Central Building, Pune seeking grant of No Objection Certificate (NOC)  
from State Government of Maharashtra, for Conducting a Course in Teacher  
Education titled M.Ed. One Basic Unit intake of -----.

1. The College have fulltime regular University approved Principal/Head & -----  
Assistant Professor -----Associate Professor and -----Professor for One  
Basic Unit.

2. That the \_\_\_\_\_  
College is in possession of land as per the following description:-

2.1 Total Area (in Sq. Mt)

2.2 Built up Area ( in Sq. Mts.)

2.3 Address: \_\_\_\_\_  
\_\_\_\_\_

Plot No \_\_\_\_\_ Khasra No \_\_\_\_\_

Village/Twon/City \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_

Area in Square Meters: \_\_\_\_\_

Bounded by North:

South:

East:

West:

Registered in the office of \_\_\_\_\_

On \_\_\_\_\_

3. That the land is on ownership basis/lease basis for a minimum period of \_\_\_\_\_  
years.

4. That the land is free from all encumbrances.

5. That the land is exclusively meant for running the education institution (Land use) and the permission of the competent authority to this effect had been obtained vide letter No \_\_\_\_\_ dated \_\_\_\_\_ of the Communication.

6 That the said premises shall not be used for running any educational activity institution, other than the teacher education programme for which NOC is being sought.

7. College/Department is having Instructional Facilities as per NCTE Norms.

8. That the copy of the affidavit shall be displayed on the website of the institution for general public.

I do hereby swear that my declaration under Para's (1) to (8) are true and correct and that it conceals nothing and that no part of this is false. In case the contents of affidavit are found to be incorrect or false, I shall be liable for action under the relevant provision of the Indian Penal Code and other relevant laws.

Signature \_\_\_\_\_

Name of the Applicant \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

email address \_\_\_\_\_

Place:-

Date