

**INSTRUCTIONS AND PROCEDURE/ TERMS & CONDITIONS FOR FILING PAR
FOR ACADEMIC SESSION 2020-21**

A) General Instructions:

1. The applicants are requested to read the following instructions/documents carefully, before filling PAR: -
 - a) [NCTE Act 1993](#)
 - b) [NCTE Regulations, 2014 \(Recognition Norms and Procedures\), as amended from time to time](#)
 - c) [Public Notice related to Performance Appraisal Report \(PAR\)](#)
2. **Institutions who have been recognized w.e.f. session 2021-22 are not required to fill PAR for the session 2020-21.**
3. **Institute Registration:** - Institute shall register itself at the designated portal i.e. (www.ncte.gov.in/PAR) with the requisite information.
4. **Principal/Director/HOD/Trustee duly authorized by the Chairman/Secretary of the Trust/Society/Company of the applicant institution shall submit his/her authorization letter for filing of PAR.**
5. **Payment:** - Institutions shall do the required payment i.e., Rs. 5000/- for Govt. Institutions and Rs. 15000/- for other category Institutions.
6. **The PAR processing fees is not refundable.**
7. **Those institutions who have already filled up PAR for the academic session 2018-19 is also required to fill PAR again in the revised format for the academic session 2020-21. These institutions are not required to pay PAR processing fee as the PAR for the academic session 2018-19 could not be processed due to orders of the Hon'ble High Court. These institutions are required to reset their password using forgot password option to fill up the revised PAR.**
8. **The web link to fill up online PAR will remain active from 30/09/2021 to 29/01/2022 (till 11.59 p.m.). Institutions are advised to fill the online PAR well in time/advance, without waiting the last date of applying to avoid any network congestion/hassle. NCTE will not be responsible for any inconvenience caused due to network error.**
9. **Multiple registration is not permitted.**
10. Institute shall get the unique ID after registration for any further communication.
11. Applicants are required to provide valid Email ID and Mobile number as the automated messages will be sent to only valid Email ID and Mobile Number.

12. The Email ID and Mobile Number is also critical for resetting the Login Credentials including the Login Passwords.
13. **Applicants are advised to keep all relevant documents (including Society/Trust/Company Registration Certificate (If applicable), Registered Land Documents, Land Use Certificate, Building Plan, Non-Encumbrance Certificate, Building Completion Certificate and other documents ready before starting with the PAR filling process.**
14. Documents to be uploaded should be of **max size 2MB** and **in pdf format**, no other format is allowed. If in any case, applicant has more than one page for uploading in respect of any section, then it should be uploaded **by making single pdf of all pages**.
15. Institution concerned shall get registered its faculty that will lead into the unique number generation of its faculty. It will need of the updating all necessary relevant educational documents, service records, photograph, signature etc. It will be the sole responsibility of the institution to get registered of its faculty with the correct details.
16. **Geo-tagging:** - Institution shall follow the directions in Mobile application by downloading PAR mobile App.
17. **Financial Management:** - Institution shall upload the balance sheet, income and expenditure accounts statement, receipt, and payment account statement of the institutions for the financial year 2020 -21.
18. **Website Details:** - Institution shall fill the required information related to the institution website and upload the screen shot of the concerned page of the website.
19. Institute shall upload the photo of the institution's building (front view, rear view, multipurpose hall, library, labs, playground) and video of the institutions.
20. **Affidavit in the prescribed format is to be submitted by the authorized person of Teacher Education Institutions (TEIs) on a Non-Judicial Stamp Paper/ E-Stamp Paper of ₹100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner for filing PAR.**
21. NCTE will not be responsible for any payment failure due to the network congestion. Applicants are advised to initiate and submit it well in time.
22. There is no requirement of sending the hardcopy of the PAR.