

F.NRC/NCTE/F-7/EXPERTS/PB-433+527+528+277/2007

25058-59

Date:

18/8/07

To,

Dr. Sohan Lal Pandey Reader, 87, Chhatrasal Nagar, Malviya Nagar, Jaipur (Raj.) Phone: 0141-2755095/9414457029	Dr. D. P. Ashija, College Campus, Sohan Lal College of Education, Ambala City, Haryana. Phone: 09812044512
--	--

**Sub: Inspection of Institution.**

Sir,

You are aware that NCTE has been constituted under an Act of the Parliament with a view to achieve planned and coordinated development of teacher education. As a part of this overall objective, consideration of application for the purpose of grant of recognition to conduct teacher education courses is an important activity of the NCTE.

2. In order to grant recognition to teacher education courses, it is necessary that the assessment of institution is undertaken based on the norms and standards as laid down by the NCTE.

3. Given your valuable contribution in the field of teacher education, you were requested telephonically to undertake the inspection. We thank you for having given your consent for the task of assessment.

4. The name and address of the institution to be evaluated bases on norms and standards laid by NCTE along with the teacher education course for which recognition is being sought for are given below:

5. Before starting this important task, you are kindly requested to consider the following points carefully and accordingly proceed for further action.

6. As per the instructions contained in the new regulations of NCTE Notified on 13<sup>th</sup> Jan 06, Video recording of the facilities need to be made when the members are present in the premises for the purpose of inspection (A tentative guideline prepared for this purpose indication the items to be covered and the time duration for each is also enclosed).

**7. KEY POINTS TO BE KEPT IN MIND WHILE UNDER TAKING ASSESSMENT;**

- (i) Before Initiating the assessment process please read the Norms and Standards laid down by NCTE and carries out the assessment strictly according to Norms and Regulation of NCTE.

Cont...02



- (ii) As the first step, kindly verify the submissions made by the applicant institution in the application form (copies enclosed) as well as the checklist submitted by the institution along with the consent for inspection (Copy may be taken from the institution).
- (iii) In case of photocopies of documents enclosed along with the application and check list, the same needs to be verified with the original documents available with the institution /management. Wherever discrepancies are noted, the same needs to be recorded either at the appropriate column of the Inspection Report or at the space earmarked for comments. Please do not get the signatures of Principal or any other representative on the assessment Proforma. However, please get signatures with seal of the institution of whatever information/detail is given by them.
- (iv) Since the land is to be free from any encumbrances, an affidavit to this effect is to be submitted by the management verifying.
- (a) Actual location of the institution including khasra No./Plot No. etc., where the proposed course will be run by the institution.
- (b) That land building of the institution for running the proposed course is free from all encumbrances. In case, the same is not submitted along with the checklist, the same may please be obtained.
- (v) **In case the institutions seeking additional intake/course, they are required to submit documentary proof and show additional facilities created with clear demarcation to the V.T.**
- (vi) In case the institution proposes to conduct the course in a leased building, the Committee has to verify 30 years lease deed of the building as per new NCTE Regulations dated 13<sup>th</sup> Jan 06.
- (vii) Assessment is strictly confidential. Therefore please fill in the proforma yourself only.
- (viii) Please don't give a copy of assessment proforma to the institution or any other representative of the institution or to any other person.
- (ix) Please fill in the requisite information in each column of assessment Proforma and check list on the basis of record submitted by the institution and position found on the ground. Attested photocopies of each document submitted before inspection team in support of facts made available may be obtained from the institution. The objective of assessment shall not be achieved if the desired information is not filled in and proof thereof is not obtained.