

INSTRUCTIONS AND PROCEDURE/ TERMS & CONDITIONS

FOR ON-LINE APPLICATION FORM

National Council for Teacher Education [NCTE] welcome all Teacher Education Institutes and related organisations to the newly developed Online e-Governance Platform to Grant Recognition or Permission for Teacher Education Programme/Courses. As a part of our continuous effort, the new online platform has been conceptualised to provide real-time services to the Teacher Education Institutes (TEIs) and related stakeholders in a speedy, convenient, efficient and transparent manner. We hope the integrated design and delivery approach shall improve the user experience across structural functional and areas.

General Instructions:

1. The applicant institutions are requested to read the following instructions/documents carefully, before filling online application: -

- NCTE Act 1993
- NCTE Regulations, 2014 (Recognition Norms and Procedures), as amended from time to time
- NCTE (Recognition Norms and Procedure) (Amendment) Regulation, (09/06/2017).
- Public Notice Related to Grant Recognition or Permission for all Teacher Education Programme functioning in the UTs of Jammu Kashmir and Ladakh.
- General Instructions/ Terms and Conditions
- The following category of institutes, as per NCTE Regulations, 2014, as amended from time to time are only eligible for Online Registration. If the interested institutes are not meeting the given below eligibility criteria, they may contact the NCTE Helpline before registering themselves:
 - Institutes established by or under the authority of the Central or State Government or Union Territory Administrations;
 - Institutions financed by the Central or State Government or Union Territory Administrations;
 - All universities/institutions/deemed to be universities, so recognized or declared as such, under the University Grants Commission Act, 1956 (3 of 1956);
 - Self-financed educational institutions established and operated by 'not-for-profit' societies and trusts registered under the appropriate laws or a company incorporated under Companies Act, 2013 (18 of 2013)
- **No user can register more than once on the site.** Please note that once you register yourself on the NCTE site, you are deemed to have agreed to the terms and conditions set forth below. If you do not agree with all these terms and conditions, you must not transact on this Website. **Once you have clicked the 'I Agree' buttons at the bottom of these Terms and**

Conditions page you have entered into a formal agreement with NCTE for the purpose of transactions on this website.

- In case of self-financed educational institutions established and operated by "not for profit" societies and trusts, registered under the appropriate laws or a company incorporated under the Companies Act, 2013, will register themselves under the respective Societies/Trusts/Companies and not as an Independent Institute. The same Society/Trusts/Companies might have more than one operational institutes, the details of such institutions will be captured in the next module "Online Recognition Module".
- For independent educational institutes or universities, established or financed by Government (including institutions deemed to be universities) they will get registered as institutes/universities, as the case may be.
- Before filling up the online Registration Form applicants are advised to read carefully the related Notification/ Advertisement available in the Website and also ensure that Institute is eligible in terms of the conditions/provisions mentioned in the Public Notice/ Notification.
- Before filling up the online form, the applicants are advised to go through the instructions carefully, which are available at the link "**Instructions for Online Registration**" on "Home Page of Recognition module".
- Please follow the STEPS determined for filing Online Application.
- The web link to fill up online application will remain active from 11th Dec, 2020 to 07th Feb, 2020 (till 11.59 P.M.). Applicants are advised to fill up the online application well in advance, without waiting for the last date, to avoid the last minute hassle.
- Applicants institute are advised to fill the correct and complete details, as these information's will recorded and that shall be used for further evaluation, communication and references.
- Applicant Institutions are advised to keep all relevant documents (including Society/Trust/Company Registration Certificate (If applicable), copy/copies of NOC of affiliating body (If applicable), Land Details Certificate and Building Completion Certificate etc., ready before starting with the form filling process.
- Applicants are advised to connect their computing devices to a proper network with stable internet bandwidth/by moving to a better Wi-Fi spot, if using a mobile computing device.
- The registration process is a one time activity and the system will not allow for multiple registration with the same credentials. If attempted for getting registered for the same Trust/ Society/Institute, the system will reply "User Already Exist" to be noted.
- When the applicant clicks on "**Online Application Process**" tab, available at the home page, he/she will be redirected to a new page having "**Terms and Conditions**". On Accepting the Terms and Conditions it will redirected to the "**Online Registration**" Page.

- Spaces (fields) in online forms are of two types: One, in which the applicant can enter the information manually, and another, in which the applicant can select one or more of the available options.
- Selective fields are of three types - some fields are to be selected from Dropdown Menu, some are to be selected by clicking on the Radio Button/Box and for entering the date, select Year, Month & Date one by one. In addition there are fields for uploading scanned document.
- While filling up the online application form, applicant may press Tab button or use Mouse click to move to the next column/field in the application form.
- The online information submitted by the Applicant Institution will be verified by the NCTE
- 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.
- Post verification and approval of the online Registration Form, the applicant will be communicated in their Registered Email ID and Mobile Number. However, change of Email id & Mobile No. shall not be entertained further.
- The Email ID and Mobile Number is also critical for resetting the Login Credentials including the Login Passwords.
- Applications which are not in conformity with the requirements laid down in the, NCTE Regulations, Notifications and applications which are incomplete or improperly filled in or are not accompanied by relevant documents etc. shall be summarily rejected.
- Document to be uploaded should be of max size 2MB and in pdf format, no other format is permitted. 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.
- **Application shall be treated as incomplete and rejected, and application fees paid shall be forfeited if institution fails to submit print out of the applications made online, along with the land documents as required under sub-regulation (4) of Regulation 5 of NCTE Regulations, 2014, within 15 days of the submission of the online application to the Northern Regional Committee, in line with the provisions of section 7(2)(b) of NCTE Regulations, 2014.**
- **In addition, institution is required to attach all necessary documents uploaded on the online application while sending the hard copy of the same.**
- For any kind of help/query, please contact NCTE helpline **011-20893267, 20892155** or mail to **recognition@ncte-india.org (For technical help)** and **regulation@ncte-india.org**.