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National Council For Teacher Education

NEW Delhi

NOTIFICATION

Dated 31st August, 2009

No.F.51-1/2009-NCTE (N&S): In exercise of the powers conferred by sub-section (2) of section 32 of the National Council for Teacher Education Act, 1993, the National Council for Teacher Education in supersession of the National Council for Teacher Education [Recognition Norms and Procedure] Regulations, 2007 hereby makes the following regulations, namely: –

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1. **Short Title, Application and Commencement.-**

(1) These Regulations may be called the National Council for Teacher Education (Recognition Norms & Procedure) Regulations, 2009.

(2) They shall come into force with effect from the date of their publication in the Official Gazette.

2. **Definitions.-**

In these regulations, unless the context otherwise requires, all the words and expressions used herein and defined in the National Council for Teacher Education Act, 1993 (73 of 1993) shall have the same meaning respectively as assigned to them in the said Act.

3. **Applicability.-**

These Regulations shall be applicable to all matters relating to teacher education programmes covering norms and standards and procedures for recognition of institutions, commencement of new programmes and addition to sanctioned intake in existing programmes and other matters incidental thereto.

4. **Eligibility.-**

The following categories of institutions are eligible for consideration of their applications under these Regulations:-

(1) Institutions established by or under the authority of Central or State Government or Union Territory Administration;
(2) Institutions financed by Central or State Government or Union Territory Administration.
(3) All universities, including institutions deemed to be universities, so recognised or declared, as the case may be, under the University Grants Commission Act, 1956.
(4) Self financed educational institutions established and operated by 'not for profit' Societies and Trusts registered under the appropriate laws.

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5. **Manner of making application and Time Limit.-**

(1) An institution eligible under Regulation 4, desirous of running a teacher education programme may apply to the concerned Regional Committee of National Council for Teacher Education for recognition in the prescribed form in triplicate along with processing fee and requisite documents.

(2) The prescribed form may be downloaded from the website of the National Council for Teacher Education namely www.ncte-india.org.

(3) The application may be essentially submitted electronically through on-line mode available on the website of National Council for Teacher Education along with the processing fee. However, while submitting the application through on-line mode, the application and requisite documents in triplicate shall have to be submitted or send by registered post separately to the office of the Regional Committee concerned, immediately after on-line submission of the application.

(4) Duly completed applications in all respect may be submitted to the Regional Committee concerned during the period from the 1st day of September

till 31st day of October of the preceding year to the academic session for which recognition has been sought.

Provided further that the condition of last date for submission of application shall not apply to any innovative programme of teacher education, for which separate guidelines have been issued by National Council for Teacher Education.

(5) All applications received on-line on or before the 31st day of October of the year shall be processed for the next academic session and final decision, either recognition granted or refused, shall be communicated to the applicant on or before the 15th day of May of the succeeding year.

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6. **Processing Fees.-**

For processing of an application for grant of recognition to an institution to conduct a teacher education programme or addition to programme or intake in the existing programme, the processing fee as prescribed under the Rule 9 of the National Council for Teacher Education Rules, 1997 as amended from time to time, shall be paid by the applicant, payable in the form of a demand draft of any Nationalised Bank drawn in favour of the Member Secretary, National Council for Teacher Education payable at the city where the office of the Regional Committee concerned is situated. The applicants may also deposit the processing fee online to the designated banks to be notified by National Council for Teacher Education.

7. Processing of Applications.-

(1) The applicant institutions shall ensure on-line submission of applications complete in all respects along with hard copy of the application and other documents specified below. However, in case of any inadvertent omissions or deficiencies in the documents submitted, the office of the Regional Committee shall point out the deficiencies within 45 days of the receipt of the applications, which the applicants shall remove within 60 days from the date of receipt of

communication of deficiencies, if any. The on-line application with separate submission of the following documents only, shall be considered as complete application

i. Application in triplicate on the prescribed format.
ii. Processing Fees as provided under Rule 9 of the National Council for Teacher Education Rules, 1997 as amended from time to time
iii. Fixed Deposit Receipt for Rs. 5.00 lacs and 3.00 lacs of a Nationalised Bank towards Endowment and Reserve Funds, respectively.
iv. Certified copy of the registered land documents issued by the competent authority
v. Approved building plan by the competent civil authority.
vi. Notarized copy of Change of Land Use Certificate issued by the competent authority.
vii. Affidavit in the prescribed form on Rs. 100/- stamp paper duly attested by Oath Commissioner or Notary Public, stating the precise location of the land (village, district, state etc), the total area in possession, the permission of the competent authority to use the land for educational purposes and mode of possession i.e. ownership or lease.

(1-A) The application submitted on-line but not followed by dispatch, through registered post or by hand with the documents mentioned at (i) to (vii) above within 7 days shall be considered as incomplete and shall be summarily rejected with the reasons recorded in writing and returned to the applicant alongwith the processing fees within 30 days of the receipt of application.

(1-B) Furnishing any wrong information or concealment of facts in the application, which may have bearing on the decision making process or the decision pertaining to grant of recognition, shall result in withdrawal of recognition of the institution besides other legal action against its management; order of withdrawal of recognition shall be passed after affording reasonable opportunity of hearing through a show cause notice to the institution.

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(2) A written communication alongwith a copy of the application form submitted by the institution(s) shall be sent by the office of Regional Committees to the State Government or Union Territory Administration concerned within 30 days from the receipt of application, in chronological order of the receipt of the original application in the Regional Committee.

(3) On receipt of the communication, the State Government or Union Territory Administration concerned shall furnish its recommendations or comments on the applications to the office of the Regional Committee concerned within 45 days from the date of issue of the letter to the State Government or Union Territory. In case, the State Government or Union Territory Administration is not in favour of recognition, it shall provide detailed reasons or grounds thereof with necessary statistics, which shall be taken into consideration by the Regional Committee concerned while disposing of the application.

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(4) If the recommendation of the State Government is not received within a period of 45 days from the date of the issue of letter to the State Government, the Regional Committee concerned shall send a reminder to the State Government providing further time of another 30 days from the date of issue of the reminder letter to furnish their comments on the proposal. Thereafter, on expiry of this period, the matter shall be placed before the Regional Committee alongwith the recommendation of the State Government, if received. Placing the application before the Regional Committee shall not be deferred on account of non-receipt of comments or recommendation of the State Government. After consideration of the recommendation of the State Government or on its own merits, the Regional Committee concerned shall decide that institution shall be inspected by a team of experts called visiting team with a view to assess the level of preparedness of the institution to commence the course. Inspection shall not be subject to the consent of the institution, rather the decision of the Regional Committee to cause the inspection shall be communicated to the institution with the direction that the inspection shall be caused on any day after 10 days from the date of communication by the Regional Office. The Regional Committee shall ensure that inspection is conducted ordinarily within 30 days from the date of this

communication to the institution. The institution shall be required to provide details about the infrastructure etc. on the duly filled up proforma available on National Council for Teacher Education web-site to the visiting team, at the time of inspection along with building completion certificate issued by the competent civil authority, if not submitted earlier.

The Regional Committee shall organise such inspections strictly in chronological order of the receipt of application for the cases approved by the Regional Committee for Inspection.

The members of the visiting team for inspection shall be decided by the Regional Committee, out of the panel of experts approved by it, and in accordance with the visiting team policy of National Council for Teacher Education.

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(5) At the time of the visit of the team of experts to an institution, the institution concerned shall arrange for the inspection to be videographed in a manner that all important infrastructural and instructional facilities are videographed along with interaction with the management and the faculty, if available at the time of such visit. The visiting teams, as far as possible, shall finalise and courier their reports alongwith the video tapes on the same day:-

Provided that the videography should clearly establish the outer view of the building, its surroundings, access road and important infrastructure including classrooms, labs, resource rooms, multipurpose hall, library etc. The visiting team shall ensure that the videography is done in a continuous manner, the final unedited copy of the videography is handed over to them immediately after its recording and its conversion to a CD should be done in the presence of visiting team members:-

Provided further that at the time of inspection for new courses or enhancement of intake of the existing course, the visiting team shall verify the facilities for existing teacher education courses accorded recognition by National Council for Teacher Education and would ascertain the fulfillment

and maintenance of Regulations and Norms and Standards for the existing courses as well.

(6) The application and the report alongwith the video tapes or CDs etc of the visiting team shall be placed before the Regional Committee concerned for consideration and appropriate decision.

(7) The Regional Committee shall decide grant of recognition or permission to an institution only after satisfying itself that the institution fulfills all the conditions prescribed by the National Council for Teacher Education under the National Council for Teacher Education Act, Rules or Regulations, including, the norms and standards laid down for the relevant teacher education programme or course.

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(8) In the matter of grant of recognition, the Regional Committees shall strictly act within the ambit of the National Council for Teacher Education Act, 1993, the National Council for Teacher Education Rules, 1997 as amended from time to time and the Regulations made under the National Council for Teacher Education Act, 1993 including the norms and standards for various teacher education programmes and shall not make any relaxation thereto. The Regional Director, who is the convener of the Regional Committee, while putting up the proposals to the Regional Committee, shall ensure that the correct provisions in the National Council for Teacher Education Act, Rules and Regulations including Norms and Standards for various Teacher Education Programmes are brought to the notice of the Regional Committee to enable the Regional Committee to take appropriate decisions.

(9) The institution concerned shall be informed, through a letter of intent, regarding the decision for grant of recognition or permission subject to appointment of qualified faculty members before the commencement of the academic session. The letter of intent issued under this clause shall not be notified in the Gazette but would be sent to the institution and the affiliating body with the request that the process of appointment of qualified staff as per policy of State Government or University Grants Commission or University may be initiated

and the institution be provided all assistance to ensure that the staff or faculty is appointed as per National Council for Teacher Education norms within two months. The institution shall submit the list of the faculty, as approved by the affiliating body, to the Regional Committee.

(10) (i) All the applicant institutions shall launch their own website with hyperlink to National Council for Teacher Education and corresponding Regional Office website soon after the receipt of the letter of intent from the Regional Committee, as provided under sub-regulation (9) covering, inter alia, the details of the institution, its location, name of the course applied for with intake, availability of physical infrastructure such as land, building, office, classrooms, and other facilities or amenities, instructional facilities such as laboratory, library etc. and the particulars of their proposed teaching faculty with photograph and non-teaching staff etc. with photographs, permanent account number or unique identity number of the teacher educators, whenever issued by National Council for Teacher Education, for information of all concerned. The information with regard to the following shall also be made available on the website :-

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(a) Sanctioned programmes along with annual intake in the institution;

(b) Name of faculty and staff in full as mentioned in school certificate along with their qualifications, scale of pay and photograph;

(c) Name of faculty members who left or joined during the last quarter;

(d) Names of students admitted during the current session along with qualification, percentage of marks in the qualifying examination and in the entrance test, if any, date of admission, etc.;

(e) Fee charged from students;

(f) Available infrastructural facilities;

(g) Facilities added during the last quarter;

(h) Number of books in the library, journals subscribed to and additions, if any, in the last quarter;

(i) The institution shall be free to post additional relevant information, if it so desires

(ii) Any wrong or incomplete information on website shall render the institution liable for withdrawal of recognition

(11) The institution concerned, after appointing the requisite faculty or staff as per the provisions of sub-regulation (9) and after fulfilling the conditions under sub-regulation (10), shall formally inform the Regional Committee concerned that the faculty has been appointed as per National Council for Teacher Education norms and has been approved by the affiliating body. The letter granting approval for the Selection or appointment of faculty shall also be provided by the institution to the Regional Committee with the document establishing that the Fixed Deposit Receipt of Endowment Fund and Reserve Fund have been converted into a joint account. The Regional Committee concerned shall then issue a formal order of recognition which shall be notified as per provision of the National Council for Teacher Education Act.

(12) In cases, where the Regional Committee, after consideration of the report of the visiting team and other facts on record, is of the opinion that the institution does not fulfill the requirements for starting or conducting the course or for enhancement of intake, such an institution shall not be allowed any further opportunity for removal of deficiencies or inspection and the decision of the Regional Committee thereon shall be final, against which the institution may prefer an appeal under section 18 of the National Council for Teacher Education Act.

(13) The reports of inspection of the institutions along with the names of the visiting team experts shall be made available on the Official website of the Regional Committee concerned after the same have been considered by the Regional Committee.

8. **Conditions for grant of recognition.-**

(1) An institution must fulfill all the prescribed conditions pertaining to norms and standards as prescribed by the National Council for Teacher Education for conducting the course or training in teacher education. These

norms, inter alia, cover conditions relating to financial resources, accommodation, library, laboratory, other physical infrastructure, qualified staff including teaching and non-teaching personnel, etc.

(2) In the first instance, an institution shall be considered for grant of recognition of only one course for the basic unit as prescribed in the norms and standards for the particular teacher education programme.

(3) An institution can apply for one basic unit only of an additional course or for an additional unit of the existing recognised course after completion of three academic sessions of the respective course, for which the institution shall submit application before the cut off date prescribed for submission of applications in the year succeeding the completion of three academic sessions. Maximum intake capacity of an institution taking into consideration of all courses, alongwith additional intake, in any case, shall not exceed 300.

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(4) An institution shall be permitted to apply for new course of Master of Education and Master of Physical Education and enhancement of intake in – Bachelor of Education, Bachelor of Physical Education, Master of Education and Master of Physical Education Programme, after it has been accredited by the National Assessment and Accreditation Council (NAAC) with at least a letter Grade B developed by NAAC.

(5) An institution that has been granted additional intake in Bachelor of Education and Bachelor of Physical Education teacher training courses after promulgation of the Regulations, 2005 i.e. the 13th day of January 2006 shall have to get itself accredited by National Assessment and Accreditation Council (NAAC), with a Letter Grade B under the new grading system developed by NAAC, on or before the 1st day of April, 2010 failing which the additional intake granted shall stand withdrawn with effect from the academic session 2010-2011. Similarly, all institutions having a Master of Education and Master of Physical Education courses shall have to get NAAC Accreditation with at least a Letter Grade B on or before the 1st day of April, 2012, failing which Master of Education or Master of Physical Education recognition

granted to the institutions shall stand withdrawn with effect from the academic session 2012-2013.

(6) All the applications for Master of Education or Master of Physical Education courses and additional intake in Master of Education or Master of Physical Education received on or before the date of coming into force of these Regulations, shall be considered as per the provisions of the National Council for Teacher Education [Recognition Norms and Procedure] Regulations, 2007 dated 10th December, 2007. However, the provisions of sub-regulation (5) shall also be applicable to them.

(7) (i) No institution shall be granted recognition under these Regulations unless the institution or society sponsoring the institution is in possession of required land on the date of application. The land free from all encumbrances could be either on ownership basis or on lease from Government or Government institutions for a period of not less than 30 years. In cases where under relevant State or Union Territory laws the maximum permissible lease period is less than 30 years, the State Government or Union Territory Administration law shall prevail. However, no building shall be taken on lease for running any teacher training course.

(ii) The society sponsoring the institution shall have to ensure that proposed teacher education institution has a well demarcated land area as specified by the norms. The teacher education institution shall not be allowed to have any other institution within its demarcated area or building and shall not have any other course(s) in its building.

(iii) The physical education institution shall similarly be required to have a separate demarcated area or building and shall not house any other course including other teacher education courses.

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(iv) The society sponsoring the institution shall be required to transfer and vest the title of the land and building in the name of the institution within a period of six months from the date of issue of formal recognition order under sub-regulation (11) of Regulation 7. However, in case, the society fails to do so due to local laws or rules or bye-laws, it shall intimate in writing with documentary evidence, of its inability to do so. The Regional Office shall keep this information on record and place it before the Regional Committee for its approval.

(8) The institution or society shall furnish an affidavit on Rs. 100 stamp paper duly attested by Oath Commissioner or Notary Public stating the precise location of the land (khasra number, village, district, state, etc.), the total area in possession and the permission of the competent authority to use the land for educational purposes and mode of possession i.e. ownership or lease. In case of Government institutions, the said affidavit shall be furnished by the Principal or the Head of the Institution or any other higher authority. The affidavit shall be accompanied with the certified copy of land ownership or lease documents issued by the registering authority or civil authority, permission of the competent authority to use the land for educational purposes and approved building plan as per provision contained in Regulation 7 clause (vi) of sub-regulation (1) of these Regulations.

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(9) The copy of the affidavit shall be displayed by the institution on its Official website. In case, the contents of the affidavit are found to be incorrect or false, the society or trust or the institution concerned shall be liable for civil and criminal action under the relevant provisions of the Indian Penal Code and other relevant laws, and shall also be liable for withdrawal of recognition by the Regional Committee concerned.

(10) At the time of inspection, the building of the institution shall be complete in the form of a permanent structure on the land possessed by the institution in terms of sub-regulation (7) of Regulation 8, equipped with all

necessary amenities and fulfilling all such requirements as prescribed in the norms and standards. The applicant institution shall produce the original completion certificate issued by the competent Government Authority or local body authority, approved building plan in proof of the completion of building and built up area and other documents to the visiting team for verification. No temporary structure or asbestos roofing shall be allowed in the institution, even if it is in addition to the prescribed built up area.

Further, at the time of inspection for new course or enhancement of intake, visiting team shall also verify the facilities for existing teacher education courses already accorded recognition by National Council for Teacher Education and would ascertain the fulfillment and maintenance of Regulations and Norms and Standards for the existing courses as well.

(11) In case of change of premises, prior approval of the Regional Committee concerned shall be necessary, which could be accorded after due inspection of the institution at the new site. Application for change of premises, in triplicate, in the specified format along with other relevant documents shall be submitted by the Institution to the Regional Office for prior approval of change of premises. The change can be permitted to a site which, if applied initially, could have qualified for establishment of an institution as per specified norms of National Council for Teacher Education. The change shall be displayed on website thereafter. The application for change of premises shall be accompanied by a demand draft of Rs. 40,000 (or as revised from time to time) of a Nationalised Bank drawn in favour of the Member Secretary, National Council for Teacher Education and payable at the city where the Regional Committee is located. The fee may also be paid online at the bank designated by National Council for Teacher Education.

(12) The University or Examining body shall grant affiliation only after issue of the formal recognition order under sub-regulation (11) of Regulation 7 of these Regulations. Further, admissions by the institution shall be made only after affiliation by the University or Affiliating body and as per the State policy.

(13) Whenever there are changes in the norms and standards for a course or training programme in teacher education, the institution shall comply with the requirements laid down in the revised norms and standards immediately but not later than one year from the date of effect of the revised norms. However, the revised land area related norms shall not be applicable to the existing institutions if the same is not possible. But the required built up area shall have to be increased by them to conform to the revised norms. However, such institutions not having land area as per the revised norms, shall not be allowed to expand by way of additional courses or additional intake.

(14) The institution shall make the information or documents available to the National Council for Teacher Education or its authorised representatives as and when required by them. Failure to produce or show any of the required documents, shall be treated as a breach of the conditions of recognition.

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(15) The institution shall maintain records or registers and other documents etc., which are essential for running of an educational institution especially those prescribed in the relevant norms and standards and guidelines or instructions or rules etc. of the Central or State or Union Territory Governments, affiliating or examining bodies.

(16) The institution shall adhere to the mandatory disclosure in the prescribed format and display up-to-date information on its Official website.

9. The Norms and Standards for various teacher education courses, as specified in Appendices 1 to 13, as indicated hereinafter, shall have to be complied with by an institution offering the said courses as following, namely:-

(i)	Norms and Standards for Diploma in early childhood education programme leading to Diploma in Early Childhood Education (D.E.C.Ed.)	Appendix – 1
(ii)	Norms and Standards for elementary teacher education programme leading to Diploma in Elementary Education (D.El.Ed.).	Appendix – 2

(iii)	Norms and Standards for Bachelor of Elementary Teacher education programme leading to Bachelor of Elementary Education (B.El.Ed.) degree.	Appendix – 3
(iv)	Norms and Standards for Bachelor of education programme leading to Bachelor of Education (B.Ed.) degree.	Appendix - 4
(v)	Norms and Standards for Master of education programme leading to Master of Education (M.Ed.) degree.	Appendix - 5
(vi)	Norms and Standards for Diploma in Physical education programme leading to Diploma in Physical Education (D.P.Ed.)	Appendix - 6
(vii)	Norms and Standards for Bachelor of Physical education programme leading to Bachelor of Physical Education (B.P.Ed.) degree	Appendix - 7
(viii)	Norms and Standards for Masters of Physical education programme leading to Master of Physical Education (M.P.Ed.) degree	Appendix - 8
(ix)	Norms and Standards for Diploma in elementary education programme through Open and Distance Learning System leading to Diploma in Elementary Education (D.El.Ed.)	Appendix - 9
(x)	Norms and Standards for Bachelor of teacher education programme through Open and Distance Learning System leading to Bachelor of Education (B.Ed.) degree.	Appendix – 10
(xi)	Norms and Standards for Master of education programme through Open and Distance Learning System leading to Master of Education (M.Ed.) degree.	Appendix - 11
(xii)	Norms and Standards for Diploma in arts education (Visual Arts) programme leading to Diploma in Arts Education (Visual Arts)	Appendix – 12
(xiii)	Norms and Standards for Diploma in arts education (Performing Arts) programme leading to Diploma in Arts Education (Performing Arts)	Appendix - 13

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10. **Financial Management.-**

(1) In the case of self financed institutions including Government or Government aided institutions running a course on self-financing basis, there shall be an endowment fund of Rs. 5.00 lakh per course per unit and a reserve fund of Rs. 3.00 lakh per course per unit of approved intake, in the form of a Fixed Deposit of a duration of one year in a Scheduled bank, which shall be converted into a Fixed Deposit Receipt in the joint name of an authorised representative of the management and the Regional Director concerned, in case the letter of intent under sub-clause 9 of Regulation 7 is issued to the institution and the same shall be maintained perpetually by way of renewal of fixed deposit thereafter at the intervals of every five years.

(2) The academic and other staff of the institution shall be paid such salary as may be prescribed by the concerned Government or Board or affiliating body by account payee cheque or as per advice into the bank account of employee specially opened for the purpose. The institution shall maintain complete record of payment of salary to the employees, Employees Provident Fund, details of which may be given in the Self Appraisal Report and which may be verified at any time by National Council for Teacher Education or State Government or affiliating Body.

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(3) Following statements of Accounts, duly certified by a Chartered Accountant, shall be maintained and displayed on its Official website by every institution every financial year by the 30th day of September of the year:-

1. Balance Sheet as on the last date of the financial year.
2. Income and Expenditure Account for the financial year.
3. Receipt and Payment Account for the financial year.

11. **Academic Calendar.-**

(i) It shall be incumbent upon the affiliating body to regulate the process of admission in teacher education institutions by prescribing the schedule or academic calendar in respect of each of the courses listed in Appendix 1 to 13

of these Regulations by providing the following details, at least three months in advance of the commencement of each academic session and to give due publicity:-

(a) date for the publication of Notice inviting applications for admissions;
(b) last date of receipt of applications for admissions for each course;
(c) date of selection test or interview;
(d) date of publication of 1st, 2nd and 3rd list of candidates and last date of close of admissions.

(ii) The entire process shall be completed within a period of sixty days from the date of publication of the admission notice. The affiliating body shall strictly adhere to the schedule or academic calendar notified by it. After closure of the admission, each teacher training institution shall submit the list of students admitted in each course within two days from the last date of closure of admission to the respective affiliating or examining bodies and shall be made available on the web-site of the institution.

12. **Power to relax.-**

On the recommendations of State Government or Union Territory Administration concerned, or in cases for removal of any hardship caused in adhering to the provisions in these Regulations, keeping in view the circumstances peculiar to the said State or Union Territory it shall be open to the Chairperson, National Council for Teacher Education, for reasons to be recorded in writing, to relax any of the provisions of these Regulations, in respect of any class or category of institutions, in the concerned state or Union Territory, to such an extent and subject to such conditions, as may be specified in the order allowing relaxation. However, in exceptional cases and for reasons to be recorded in writing, the Chairperson, National Council for Teacher Education shall be competent to relax provisions of these Regulations and the related Norms and Standards subject to its ratification by the Council.

13. **Repeal of Regulations.-**

(1) The National Council for Teacher Education (Recognition Norms and Procedure) Regulations 2007 notified vide Notification No. F.51-1/2007/NCTE/ dated 27th November, 2007, published in the Gazette of India Extraordinary Part III – Section 4 as No. 231 on the 10th day of December, 2007 is hereby repealed.

(2) The National Council for Teacher Education (the criteria for relaxation in qualifications required for appointment to teaching posts in degree level teacher training courses) Regulations, 2005 notified vide Notification No. F.49-29/2005/NCTE(N&S) dated 28th December, 2005, published in the Gazette of India Extraordinary Part III – Section 4 as No. 12 on the 25th day of January, 2006 is hereby repealed.

(3) The repeal of the aforesaid Regulations shall not affect previous operation of any Regulations so repealed or anything duly done thereunder.

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(Hasib Ahmad)
Member Secretary

APPENDIX – 1

Norms and standards for Diploma in early childhood education programme leading to Diploma in Early Childhood Education (D.E.C.Ed)

1 Preamble

(1) Early Childhood Education ECE including Class 1 and 2 of the Primary Education is of crucial importance especially from the point of view of the development of child's language, intelligence and personality. It also provides a strong support to the child's elementary education during later years. ECE aims at total child development in a learning environment that is joyful, child-centered, play and activity based. It must be ensured at this stage that the 3 R's are not forced upon the children and that there are no textbooks, tests, interviews, homework, competitive sports and such other routine school-like activities.

(2) Applicability

The norms and standards that follow apply to institutions offering teacher education programmes exclusively for pre-primary or pre-school or nursery (as it is generally defined) levels.

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2 Duration and Working Days

(1) Duration

The Pre-school/Nursery teacher-education programme shall be of duration of two academic years.

(2) Working Days

(a) There shall be at least two hundred working days each year, exclusive of period of examination and admission etc, out of which, at least forty days shall be internship in pre-schools.

(b) The institution shall work for a minimum of thirty six hours in a week for five or six days, during which physical presence in the institution of teachers and student-teachers is necessary to ensure their availability for individual advice, guidance, dialogues and consultation as and when needed. The institution shall not run in shifts (morning or afternoon)

3 Intake, Eligibility and Admission Procedure

(1) Intake

(i) There shall be a basic unit of fifty students, for each year.

(2) Eligibility

(i) Candidates with at least fifty percent marks in the senior secondary (+2) or its equivalent examination are eligible for admission.

(ii) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government whichever is applicable. There shall be relaxation of five percent marks in favour of SC/ST/OBC and other categories of candidates.

(3) Admission Procedure

Admission shall be made on merit on the basis of marks obtained in the qualifying examination and/or in the entrance examination or any other selection process as per the policy of the State Government /UT Administration.

(4) Fees

The institution shall charge only such fee as prescribed by the affiliating body / State Govt concerned in accordance with provisions of NCTE (Guidelines for Regulations of tuition fees and other fees chargeable by unaided teacher education institutions) Regulations, 2002, as amended from time to time and shall not charge donations, capitation fee etc from the students.

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4 Staff

(I) Academic

(a) **Number**
(For a basic unit of fifty students i.e. one hundred students in two years)

Principal	-	One
Lecturers	-	Five

(b) For additional intake of fifty students, the additional staff shall comprise of five lecturers, one Assistant Librarian and one Office Assistant.

(II) Qualifications

(i) Principal:-

(a) Academic and professional qualification will be as prescribed for the post of lecturer as given below; and

(b) Five years' experience of teaching in Early Childhood teacher education institution.

(ii) Lecturer in ECE = Three Posts

A <u>Essential</u>

Post graduation in Child Development or Home Science with specialization in Child Development with at least fifty five percent marks.

OR

(i) Post-graduation in Education or in any School subject with at least fifty five percent marks.

And

(ii) Diploma/Degree in Early Childhood/ Nursery /Elementary Education, with at least fifty five percent marks

Desirable

Proficiency in the use of ICT for educational purposes.

(iii) Lecturer in Art (Fine Arts & Performing Arts) - One

Essential

Post graduation in Fine Arts or Music/dance or its equivalent qualification from a recognized institution with fifty five percent marks.

Desirable

Degree/Diploma in ECE/ Education

Health & Physical Education Instructor - One

Essential

Bachelors Degree in Physical Education (B.P.Ed) with fifty five percent marks.

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Desirable

Degree/Diploma in ECE/ Education

Note : At least one lecturer should possess formal qualification in computer application.

(III) Technical Support Staff

(a) Number

Librarian - One (Full time)

(b) Qualifications

Bachelor degree in Library Science with fifty percent marks

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(IV) Administrative staff

(a) Number

(i) UDC/Office Superintendent - One (Regular)
(ii) Computer Operator-cum Store keeper - One (Regular)
(iii) Helpers - Two (Regular)

(b) Qualifications

As prescribed by State Government/UT Administration concerned.

(V) Terms and conditions of service

a) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the Central/concerned State Government/Board whichever is applicable.

b) All appointments are to be made on full-time and regular basis.

c) Appointment of part-time instructors and other supporting staff shall be made as per norms of the concerned Government.

d) The academic and other staff of the institutions shall be paid such salary as may be prescribed by the concerned Government for

equivalent posts in the state education system by account payee cheque or as per advice into the bank account of the employee.

(e) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees.

(f) The age of superannuation of staff shall be determined by the policy of concerned Government.

(g) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government whichever is applicable.

5 Facilities

(1) Infrastructure

(a) The institutions shall possess 1500 sq. mtrs (one thousand five hundred square meters) of exclusive well demarcated land for the initial intake of fifty students out of which 1000 sq mts (one thousand square meters) shall be the built up area and the remaining space for lawns, playfields etc. For an additional intake of fifty students or part there of, it shall possess additional land of 500 sqm. (five hundred square meters). For the institutions established prior to this Regulation, for an additional intake of fifty, the built up area is to be increased by 500 sqm (five hundred square meters) and requirement of additional land may not apply to them. Total intake capacity of an institution taking into account all the teacher education courses together must not exceed three hundred.

(b) Built up Area for running other courses in combination with D.E.C.Ed programme shall be as under:-

	Built Up Area (in sqm)	**Land Area (in Sqm)**
D.E.C.Ed.	1000 Sq mts.	1500
D.E.C.Ed plus D.El.Ed	2500 sq. mts	3000
D.E.C.Ed plus B.Ed	2500 sq. mts	3000
D.E.C.Ed plus B.Ed plus M.Ed	3000 sq. mts	3500
D.El.Ed plus D.E.C.Ed Plus B.Ed plus M.Ed	4000 sq. mts	4000

Additional intake of one unit of D.E.C.Ed will require additional built up area of 500 sqm (five hundred square meters) each.

(c) The institution must have the following infrastructure:

(i) Two classrooms of minimum of 500 sq.ft (five hundred square feet) each
(ii) Multipurpose Hall with seating capacity of two hundred and a dias with total area of 2000 sq. ft. (two thousand square feet).
(iii) Library –cum-Reading Room
(iv) Resource Centre for ET/ICT
(v) Psychology Resource Centre.
(vi) Arts and Work Experience/Resource Centre (S)
(vii) Educational Toys Room
(viii) Health and Physical Education Room
(ix) Principal's office
(x) Staff Room
(xi) Administrative Office
(xii) Girl's Common Room
(xiii) Canteen
(xiv) Store Rooms (Two)
(xv) Separate Toilet facility for Boys and Girls
(xvi) Visitors rooms
(xvii) Parking space
(xviii) Open Space for lawns, gardening activities, etc.
(xix) Store Room and Multipurpose playfield

The size of instructional space shall not be less than 10 sq.ft. (ten square feet) per student. Each classroom should be of such size as to comfortably accommodate fifty student-teachers.

(d) Reasonable outdoor space and also facilities for indoor games shall be provided for physical education, sports and athletics. There shall be games facilities with playground.

(e) Safeguard against fire hazard be provided in all parts of the building.

(f) The institutional campus, building, furniture etc. should be barrier free.

(g) Hostel for boys and girls separately and some residential quarters are desirable.

(h) The institutional campus, building furniture etc should be disabled friendly.

(2) Instructional

(a) The institution shall have access to a cluster of nearby pre-school/ECE centers for field work and practice teaching related activities of student teachers. It is desirable that the institution has its own attached Nursery school. The institution shall furnish undertaking from the schools willing to provide facilities for Practice Teaching.

(b) The institution shall establish Learning Resource Centres as given in 5(1)(c) wherein teachers and students have access to a variety of materials and resources to support and enhance the teaching-learning process. These should include:

(i) Books, journals and magazines,
(ii) Children's books,
(iii) Audio-visual equipment – TV, DVD Player, OHP
(iv) Audio-visual aids, video – audio tapes, slides, films,
(v) Teaching aids – charts, pictures, models,
(vi) Developmental assessments check lists and measurement tools,
(vii) Photocopying machine,
(viii) Ten PCs along with UPS and Printer with internet connectivity,

NOTE : While developing the resource centres, the institutions are advised to consult the 'Manual for Teacher Education Institutions' brought out by NCTE.

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(c) Equipment and materials for different activities

(i) Teaching-Learning materials and Aids

The equipment and materials should be suitable and sufficient in quality and quantity for the variety of activities planned in the programme. These include the following :

Educational kits, models, play materials, simple books on different topics (songs, games, activities, work pages), puppets, picture books, photographs, blow-ups, charts, maps, flash cards, handbooks, pictures, pictorial representations of developmental characteristics of children.

(ii) Equipment, Tools, Raw material for aids, Play material and arts and crafts activities.

One set of wood working tools, one set of gardener's tools, raw materials and equipment required for toy making, doll making, tailoring, dress designing, puppetry, material for preparation of charts, models and other practical activities to be done by the student teacher – art material, waste material, stationery (chart paper, mount board etc.), tools like scissors, scales etc., cloth.

(iii) Audio Visual Equipment

As mentioned in 5.0(2)(b), Hardware for projection and duplication and educational software facilities including TV, VCR, Audio Cassette Recorder, slide projector, blank audio

video cassettes, video-audio tapes, slides, films, charts, pictures. ROT (Received Only Terminal) and SIT (Satellite Interlinking Terminal) would be desirable.

(iv) Musical Instruments

Simple musical instruments such as Harmonium, Tabla, Flute, Manjira and other indigenous instruments.

(v) Books, Journals and Magazines

A minimum of one thousand books including the books published and recommended by NCTE on relevant subjects should be available during the first year of establishment of the institution and one hundred standard books be added every year. The collection of books should include children's encyclopedias, dictionaries, reference books, books on professional education, teachers' handbooks, books on and for children (including comics, stories, picture books/albums, poems). The institution should subscribe to the journals published by NCTE and at least three other journals in the field of education.

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(vi) Games and Sports

Adequate games and sports equipment for common indoor and outdoor games should be available.

(3) Amenities

(i) Functional and appropriate furniture in required number for instructional and other purposes.

(ii) The institution shall provide separate common rooms for male and female teacher educators/students-teachers.

(iii) Sufficient number of toilets, separate for male and female, shall be made available for staff and students.

(iv) Arrangement may be made for parking of vehicles.

(v) Safe drinking water be provided in the institution.

(vi) Effective arrangement be made for regular cleaning of campus, water and toilet facilities, repair and replacement of furniture and other equipments.

(vii) The institution's campus, building, facilities etc should be disabled friendly.

6 Curriculum Transaction

Curricular transaction should emphasize approaches and methods like role playing, games, quiz, material preparation, project work, bal mela etc., by which prospective teachers can be trained to create joyful environment so that children of the Pre-School age may feel attracted towards school education.

7 Sharing of facilities and total intake

If one or more courses 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 equipments) and instructional space, can be shared. There shall be one Principal for the entire institution and Heads for different Teacher Education Programmes, offered in the institution. Maximum intake capacity taking all the courses together must not exceed three hundred students.

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8 Managing Committee

The institution shall have a Managing Committee constituted as per the rules of the concerned State Government, if any. In the absence of any such rule, the sponsoring society shall constitute the Managing Committee on its own. The Committee shall comprise representatives of the Managing Society/Trust, Educationists, Early Childhood Education Experts and Staff Representatives.

APPENDIX – 2

Norms and standards for diploma in elementary teacher education programme leading to Diploma in elementary education (D.El.Ed)

1 Preamble

(1) The aim of elementary education is to fulfill the basic learning needs of all children in an inclusive school environment bridging social and gender gaps with the active participation of the community The programme aims at preparing teachers for elementary stage of education that is Classes I to VII/VIII.

(2) The elementary teacher education programme carries different nomenclatures like BTC, Diploma in Education, TTC and so on. Both the duration of training and entry qualifications of the course are same, hence, nomenclature of the course shall be same (D.El.Ed) across all states.

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2 Duration and working days

(1) Duration

The elementary teacher education programme shall be of duration of two academic years.

(2) Working Days

a) There shall be at least two hundred working days each year exclusive of the period of examination and admission, out of which at least forty days shall be for practice teaching/skill development in nearby primary schools.

(b) The institution shall work for a minimum of thirty six hours in a week (five or six days), during which physical presence in the institution of all the teachers and student teachers is necessary to ensure their availability for individual advice, guidance, dialogues and consultation as and when needed.

3 Intake, Eligibility and Admission Procedure

(1) Intake

There shall be a basic unit of fifty students, for each year. However, the District Institute of Education & Training (DIETs)/ District Resource Centres (DRCs) sanctioned under the Centrally Sponsored Scheme on Teaching Education could be sanctioned a maximum intake of two hundred subject to fulfillment of other requirements.

(2) Eligibility

(a) Candidates with at least 50% marks in the senior secondary (+2) or its equivalent examination are eligible for admission.

(b) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable. There shall be relaxation of 5% marks in favour of SC/ST/OBC and other categories of candidates.

(3) Admission Procedure

Admission shall be made on merit on the basis of marks obtained in the qualifying examination and/or in the entrance examination or any other selection process as per the policy of the State Government /UT Administration.

(4) Fees

The institution shall charge only such fee as prescribed by the affiliating body / state government concerned in accordance with provisions of NCTE (Guidelines for Regulations of tuition fees and other fees chargeable by unaided teacher education institutions) Regulations, 2002, as amended from time to time and shall not charge donations, capitation fee etc from the students.

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4 Staff

(I) Academic

(i) **Number** (For a basic unit of fifty students or less with combined strength of one hundred or less for the two year course)

Principal	-	One
Lecturers	-	Six

(ii) For additional intake of fifty students, the additional staff shall comprise five full time lecturers, one Library Assistant and one Office Assistant. However on each occasion additional intake of one basic unit shall be considered and the total number of students combined for all teacher education courses shall not exceed three hundred.

(iii) Appointment of teachers shall be such as to ensure the availability of expertise for all methodology courses and foundation courses.

(II) Qualifications

(i) Principal

(a) Academic and professional qualification will be as prescribed for the post of lecturer; and

(b) Five years' experience of teaching in primary or elementary teacher education institution.

(ii) Lecturer

(a) Foundation Courses **One**

A Essential

M.Ed. /M.Ed (Elementary) with fifty five percent marks

OR

M.Ed./M.Ed.(Elementary) with fifty five percent marks

OR

M.A. in Education with fifty five percent marks and

Diploma/Degree in primary / Elementary Education with 55% marks

B Desirable

Proficiency in the use of ICT for educational purpose

(b) Methodology Courses Three

A Essential

Master's degree in any school teaching subject with Fifty five percent marks and Diploma/Degree in Education/Primary Education with fifty five percent marks.

B Desirable

(i) Diploma/Degree in Elementary Education shall be preferred.

(ii) Proficiency in the use of ICT for educational purpose

(c) Lecturer in Fine Arts/ Performing Arts One

A Essential

Post graduation in Fine Arts/ Music/Dance with fifty five percent marks.

B Desirable

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Degree/Diploma in Education

(d) Health & Physical Education Instructor- One

Essential

Masters degree in Physical Education (M.P.Ed) with fifty five percent marks.

Desirable

Degree in ECE/Education

At least one lecturer should possess formal qualification in computer science / Applications besides the prescribed academic and professional qualifications.

(e) Librarian - One (Full time)

Bachelor degree in Library and Information Science with fifty five percentage marks.

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(III) Administrative staff

(a) Number

(i)	UDC/Office Superintendent	-	One (Regular)
(ii)	Computer Operator-cum Store keeper	-	One (Regular)

(b) Qualifications

As prescribed by State Government/UT Administration concerned.

(IV) Terms and conditions of service

(a) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the Central/concerned State Government/Board whichever is applicable.

(b) All appointments are to be made on full-time and regular basis.

(c) Appointment of staff shall be made as per norms of the concerned Government.

(d) The academic and other staff of the institutions shall be paid such salary as may be prescribed by the concerned Government for equivalent posts in the state education system by account payee cheque or as per advice into the bank account of the employee, specially opened for the purpose.

(e) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees.

(f) The age of superannuation of staff shall be determined by the policy of concerned Government.

(g) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

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5 Facilities

(1) Infrastructure

(a) The institution shall possess 2500 sq mts (two thousand five hundred square meters) of exclusive well demarcated land for the initial intake of fifty students out of which 1500 sq mts (one thousand five hundred square meters) shall be the built up area and the remaining space for lawns, playfields etc. For an additional intake of fifty students or part thereof it shall possess additional land of 500 sqm. (five hundred square meters) For an annual intake beyond two hundred and upto three hundred, it shall possess land of 3000 sqm. (three thousand square meters). For the institutions established prior to this Regulation, for an additional intake of fifty, the built up area is to be increased by 500 sqm (five hundred square meters) and requirement of additional land may not apply to them. Total intake capacity of an institution taking into account all the teacher education courses together must not exceed three hundred. However, Physical teacher education courses are to be offered in a separate campus.

(b) Built up Area for running other courses in combination with D.El.Ed programme shall be as under:-

	Built Up Area (in sqm)	Land Area (in Sqm)
D.El.Ed	1500 Sq.mts.	2500
D.El.Ed plus B.Ed	3000 sq. mts	3000
D.E.C.Ed plus D.El.Ed	2500 sq. mts	3000
D.El.Ed plus B.Ed plus M.Ed	3500 sq. mts	3500
D.El.Ed plus D.E.C.Ed Plus B.Ed plus M.Ed	4000 sq. mts	4000

Additional intake of one unit of D.El.Ed will require additional built up area of 500 sqm. (five hundred square meters).

(c) The institution must have the following infrastructure:

(i) Two classrooms.
(ii) Multipurpose Hall with seating capacity of two hundred with a dias with total area of 2000 sq. ft (two thousand square feet).
(iii) Library –cum-Reading Room
(iv) Resource Centre for ET/ICT
(v) Psychology Resource Centre.
(vi) Arts and Craft Resource centre
(vii) Health and Physical Education Resource Centre
(viii) Science and Mathematics Resource Centre
(ix) Principal's Office
(x) Staff Room
(xi) Administrative Office
(xii) Store Rooms (Two)
(xiii) Girls Common Room
(xiv) Canteen
(xv) Visitors Room
(xvi) Separate Toilet Facility for Boys and Girls
(xvii) Parking Space
(xviii) Open space for lawns, gardening activities, etc.
(xix) Store Room
(xx) Multi purpose playfield

(d) There shall be games facilities with a playground. Alternatively, the playground available with the attached school or local body may be utilized exclusively for fixed periods. Where there is scarcity of space as in metropolitan towns/hilly regions, facilities for small court games, yoga and indoor games may be provided.

(e) Safeguard against fire hazard be provided in all parts of the building.

(f) The institutional campus, building, furniture etc. should be barrier free.

(g) Hostel for boys and girls separately and some residential quarters are desirable.

(h) The institutional campus, building furniture etc should be disabled friendly.

(2) Instructional

(a) The institution shall have easy access to sufficient number of recognized elementary schools for field work and practice teaching related activities of student teachers. It is desirable that it has an attached primary school of its own. The institution shall furnish undertaking from the schools willing to provide facilities for practice teaching.

(b) The institution shall establish Learning Resource Centres as given in 5.0(1)(b) wherein teachers and students have access to a variety of materials and resources to support and enhance the teaching-learning process. These should include:

(i) Books, journals and magazines,
(ii) Children's books,
(iii) Audio-visual equipment – TV, OHP, DVD Player,
(iv) Audio-visual aids, video – audio tapes, slides, films,
(v) Teaching aids – charts, pictures,
(vi) Developmental assessments check lists and measurement tools,
(vii) Photocopying machine.

Internet

NOTE : While developing the resource centres, the institutions are advised to consult the 'Manual for Teacher Education Institutions' brought out by NCTE.

(c) Equipment and Materials for different Activities

(i) Teaching-Learning Material and Aids

The equipment and materials should be suitable and sufficient in quality and quantity for the variety of activities planned in the programme. These include the following :

Educational kits, models, play materials, simple books on different topics (songs, games, activities, and worksheet), puppets, picture books, photographs, blow-ups, charts, maps, flash cards, handbooks, pictures, pictorial representations of developmental characteristics of children.

(d) Equipment, Tools, Raw Material for Teaching aids, Play Material and Arts and Crafts Activities.

One set of wood working tools, one set of gardener's tools, raw materials and equipment required for toy making, doll making, tailoring, dress designing, puppetry, material for preparation of charts, models and other practical activities to be done by the student teacher –

art material, waste material, stationery (chart paper, mount board etc.), tools like scissors, scales etc., cloth.

(e) Audio Visual Equipment

As mentioned in 5.0(1)(f), Hardware for projection and duplication and educational software facilities including TV, DVD Player, slide projector, blank audio video cassettes, video-audio tapes, slides, films, charts, pictures. ROT (Receive Only Terminal) and SIT (Satellite Interlinking Terminal) would be desirable.

(f) Musical Instruments

Simple musical instruments such as Harmonium, Tabla, Flute, Manjira and other indigenous instruments.

(g) Books, Journals and Magazines

A minimum of one thousand books on relevant subjects should be available during the first year of establishment of the institution and one hundred standard books be added every year. The collection of books should include children's encyclopedias, dictionaries, reference books, books on professional education, teachers' handbooks, books on and for children (including comics, stories, picture books/albums, and poems) and the books published and recommended by NCTE. The institution should subscribe to the journals published by NCTE at least three other journals in the field of Education.

(h) Games and Sports

Adequate games and sports equipment for common indoor and outdoor games should be available.

(3) Amenities

(i) Functional and appropriate furniture in required number for instructional and other purposes.

(ii) The institution shall provide separate common rooms for male and female teacher educators/students-teachers.

(iii) Sufficient number of toilets, separate for male and female, shall be made available for staff and students.

(iv) Arrangement may be made for parking of vehicles.

(v) Safe drinking water be provided in the institution.

(vi) Effective arrangement be made for regular cleaning of campus, water and toilet facilities, repair and replacement of furniture and other equipment.

(vii) The institution's campus, building, facility etc should be disabled friendly.

6 Curriculum Transaction

Apart from teaching of foundation subjects, there shall be provision for teaching of methods subjects relating to primary and upper primary curriculum, namely Regional Language/Mother Tongue, English, Mathematics, Science and Social Studies and environmental education etc.

7 (a) General

If more than one courses 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 equipments) 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.

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(b) Managing Committee

The institution shall have a Managing Committee constituted as per the rules, if any of the concerned State Government. In the absence of any such rule, the sponsoring society shall constitute the Managing Committee on its own. The Committee shall comprise representatives of the Managing Society/Trust, Educationists, Primary/Elementary Education Experts and Staff Representatives.

Appendix- 3

Norms and standards for Bachelor of elementary teacher education programme leading to Bachelor of Elementary Education (B.El.Ed.) degree

1 Preface

(1) The National Council for Teacher Education has now been vested with statutory authority to take all such steps as it may think fit for ensuring planned and coordinated development of teacher education and for the determination and maintenance of standards of teacher education including preparation for pre-primary, primary, secondary and senior secondary stages of school education. The formulation of norms and standards for teacher education institutions preparing teachers and teacher educators for different levels of school education is essential for a variety of reasons. Norms will help existing institutions offering teacher education programmes, to compare the provisions in their institutions with norms of the NCTE and take necessary action to correct deficiencies, if any. Norms will also help in proper planning of new institutions, programmes and courses of teacher education.

(2) **Here, the norms and standards specify the 'Conditions' required for recognition, permission, and additional intake of seats.**

This document specifies norms and standards approved by the NCTE for Bachelor of Elementary Education (B.EI.Ed.) Programme by the institutions offering four- year full-time integrated face to face instruction.

It is expected that this document will be used by planners and administrators of teacher education, and by government, autonomous and private managements of teacher education in planning, organizing and recognizing programmes of Bachelor of Elementary Teacher Education (B.EI.Ed.) Programme. The NCTE will be using these norms for professional recognition of institutions organising Bachelor of Elementary Teacher Education (B.EI.Ed.) Programmes. These norms will also be used for advising government, autonomous and private managements for taking suitable action for improving existing programmes and institutions.

2 Duration of the Course

(a) The integrated Elementary Teacher Education Degree Programme, henceforth, called the Bachelor of Elementary Education (B.EI.Ed.), shall be of a minimum duration of four academic years, including an Internship of a minimum of 16 working weeks in the fourth/final year of study.

(b) Candidates admitted in this Programme shall complete the final year examination within 6 years from the year of admission.

3 **Admission Criteria**

(a) Candidates seeking admission to the four-year degree programme in Elementary Teacher Education shall have to qualify in the prescribed Centralised Entrance Test (CET), especially designed to assess the candidate's potential.

The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government whichever is applicable. There shall be relaxation of five percent marks in favour of SC/ST/OBC and other categories of candidates.

(b) Qualification for admission

(i) The minimum qualification for admission to the B.EI.Ed. shall be a pass in the 10+2 Senior Secondary Examination or any other examination recognised as equivalent thereto with a minimum aggregate of fifty percent marks.

(ii) Candidate seeking admission to this programme must have completed the age of seventeen years on or before the commencement of admission as per University Calendar.

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4 **Intake and Migration**

(a) The intake of candidates in one unit shall not exceed thirty five in a class.

(b) The institutions may permit migration of students from one institution to another only once at the end of 1st year subject to the number of students not exceeding the permitted maximum intake with prior permission of the NCTE.

5 Course and Periods of Study

The institutions seeking recognition shall impart instructions in courses of Elementary Teacher Education. As an integral part of the teaching programme, each institution shall arrange for field tours and visits to centres of innovative activity in elementary school education. The institutions imparting instructions shall follow the Scheme of courses given below:

(a) Scheme of Courses for the Bachelor of Elementary Education (B.EI.Ed.)

The B.EI.Ed. programme should be designed to integrate the study of subject knowledge, human development, pedagogy and communication skills. The programme should offer both compulsory and optional theory courses; compulsory practicum courses and a compulsory comprehensive school

internship experience. Theory and Practicum courses should essentially cover the following:

Theory Courses

- Foundation Courses
- Core Courses
- Pedagogy Courses
- Liberal Courses
- Other options in Education

Practicum

- Performing and Fine Arts, Crafts and Physical Education
- Participatory Work
- Observing Children
- Self Development Workshop
- School Contact Programme
- School Internship
- Project Work
- Tutorials and Colloquia
- Academic Enrichment Activities

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(b) The theory and practicum courses may be classified in terms of knowledge areas as suggested in Table 1a and 1b.

Table 1(a) : Foundational Basis for Professional Education

Area of Study	***B.El.Ed. Course***
Subject Knowledge Base	**Core Courses :** C1.1 Nature of Language C1.2 Core Mathematics C1.3 Core Natural Science C1.4 Core Social Science **Two-level liberal discipline specific optional courses :** O2.X and O3.X in any one chosen discipline**.** **Foundation Course (multi-disciplinary) :** F1.2 Contemporary India.
Education	**Foundation Courses :** F3.6 Basic Concepts in Education

	F3.7 School Planning and Management F4.8 Curriculum Studies F4.9 Gender and Schooling
Child Study	**Foundation Courses :** F1.1 Child Development F2.3 Cognition and Learning F2.4 Language Acquisition

Table 1 (b) : Applied Courses in Professional Training

Area of Study	B.El.Ed. Courses
Child Study	**Practicum courses :** PR1.2 (a) School Contact Programme (b) Craft **PR2.3 Observing Children** P2.1 Language Across the Curriculum P3.2 Logico-Mathematics Education P 3.3 Pedagogy of Environmental Studies **One of the Optional PedagogyCourses :** OP4.1 Language OP4.2 Mathematics OP4.3 Natural Sciences OP4.4 Social Sciences **OR** **One of the Optional Liberal Courses Related to Education :** OL4.1 Computer Education OL4.2 Special Education **School Contact Programme :** SC 3.1 Classroom Management SC 3.2 Material Development and Evaluation
Development of Teachers and Skill Training	**Foundation Course :** F2.5 Human Relations and Communication **Practicum Courses :** PR1.1 Theatre PR1.2 Craft PR2.4 Self-development PR2.5 Physical Education Colloquia / Tutorials Academic Enrichment

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	Field- based projects / assignments
School Experience	SI School Internship Project

Note: Suggestive/illustrative details are given in Annexure A.

(c) Student Contact Hours

The minimum student contact hours year-wise may be as indicated in Table 2.

Table 2 : Year Wise Minimum Student Contact Hours Year of Study	**Student Contact Hours per day**	**Student Contact Hours per week**	**Total No. of Contact Hours**
I	6.7	33.5	837.5
II	5.3	26.5	662.5
III	5.4	27.0	675.0
IV	5.8	29.0	725.0
Total	23.2	116.0	2900.0

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Students Contact Hours to be read as contact periods. A period is usually of 50 min. duration. Average Student Contact Hours computed at 5 working days per week.

Total No. of Contact Hours computed for 25 working weeks in a year.

6 The Conduct of the B.EI.Ed. Programme

The institutions will have to meet the following specific demands of a professional programme of study :

(a) Integrate the B.EI.Ed. students with other institutions' academic as well as co-curricular, and for the use of all basic facilities such as computers, playground, library, auditorium, etc.

(b) Promote inter-disciplinary academic activities between various departments within the institutions

(c) Initiate discourse on education by organizing seminars, lectures and discussion groups for students and faculty.

(d) Professional assistance must be sought from within and outside the University/Institutions conducting specific of the programme (eg : theatre, craft, self- development workshops).

(e) The institution must initiate and sustain interaction with a cluster of at least six elementary schools. These schools shall form basic contact point for all practicum activities and related work throughout the programme of study.

(f) The institution must initiate placement services for the graduates in schools.

7 Examination, Standards and Qualification of Examiners

The following shall be integrated into the appropriate Ordinances of the University/Institution concerned which will make provisions through its Statutory Bodies for review as and when appropriate and in consultation with the NCTE.

(a) The University shall conduct the examination at the end of each year.

(b) Practicum courses may be assessed internally.

(c) A Moderation Board constituted by the concerned University/Institution shall monitor issues of quality and parity between Institutions for all Practicum Courses and the Internship Programme.

(d) The weightage of internal assessment for all theory courses may be thirty percent and for all practicum courses hundred percent.

(e) The minimum marks required to pass the examination may be forty percent in each written paper, forty five percent in the internal assessment, fifty percent in Practicum and fifty percent in the aggregate for each year.

(f) Only those candidates who have passed in the internal assessment shall be permitted to appear in the examination.

(g) Any candidate who has obtained not less than fifty percent in aggregate but has failed in one subject only, obtaining not less than twenty five percent in that subject may be provisionally allowed to proceed to the next year on the condition that she/he will appear for a compartment examination to be held on payment of fees as per University rules. If the candidate fails to pass or fails to present herself/himself at the compartment examination she/he will be reverted to the previous year.

(h) An examiner for any of the subjects of examination shall have a minimum of three years teaching/professional experience in his/her field of study,

8 Staff, Equipment and Training

(a) Academic Faculty

- Full -Time Faculty Strength : Fourteen
- Faculty -Student Ratio : 1 : 10
- Number of Students : 35 X 4 = 140
- Part-Time Faculty Strength : Three

(b) The institutions shall encourage the faculty members to involve in professional practice including research.

(c) The institutions shall encourage exchange of faculty members for academic programme.

(d) Administrative Staff

- Curriculum Laboratory attendant : One
- Resource Laboratory attendant : Two
- Steno typist : Two

(e) Nature of employment of staff

All staff should be appointed on full time and regular basis. Properly constituted Selection Committee will select the candidates for all positions. The salary structure of teaching staff should be as per UGC / Govt. Norms.

(f) Selection of Faculty

Faculty of the Department of Elementary Teacher Education shall have diverse specialisation (as indicated in Table 3) alongwith a postgraduate professional degree in education* or a research degree in education* or demonstrated experience / research in the field of education*.

***Preferably elementary education.**

Table 3: Profiles of Faculty Required for the Department of Elementary Education

Specialisation	No. of Posts	Essential Qualification	Special interest and Demonstrated Experience	Suggested B.El.Ed. Course to be Taught
1	2	3	4	5
Psychology/ Child Development	One	M.A. Psychology/Applied Psychology (with	Work with children/ Issues of how	Child Development

	plus One	specialisation in Child Development)/M.Sc. Child Development and Research Degree in Education M.A. Psychology/Applied Psychology (with specialisation in Clinical Psychology/Counselling) /MSW (with specialisation in Personality Development and Counselling) and P.G. Degree/ Research in Education	children learn, work undertaken with children Clinical psychology/ Counselling	Cognition and Learning Related Practicum Human /Relations and Communications Related Practicum
* Preferably elementary education.				
Mathematics	One	M.A. Maths/M.Sc. Maths and Post-graduate professional degree in Education	Creative teaching methods	Core Mathematics Logico- Math Education School Contact Pedagogy of Maths
Science Biological Sciences and Physical Sciences	One plus One	M.Sc. Biological Sciences and Post-graduate Professional degree in Education M.Sc. Physical Sciences and Post-graduate professional degree in Education	Psychology of learning, curricular issues, science teaching - do -	Core Natural Science Pedagogy of Environmental Studies School Contact Pedagogy of Natural Science
Social Science	One	M.A. Political Science (with specialisation in Developmental Studies/Political Economy/ M.A.	Integrated applications of social sciences, environmental	Core Social Science

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	plus One	Sociology (with specialisation in Developmental Studies/Political and Economic systems)/MA. History (with specialisation in Philosophy of Social Sciences and P.G. Degree/Research in Education M.A. Social Sciences and a Post-graduate professional degree in Education.	education, multi-disciplinary perspectives on contemporary Indian issues Pedagogic studies in social sciences, creative teaching methods	Contemporary India Pedagogy of Environmental Studies Pedagogy of Social Science
Linguistics	One	M.A. Linguistics/M.A. English/hindi with Diploma in Linguistics and Research in language development in children/P.G. degree in Education/Research in Education.	Language development in children, creative language teaching.	Nature of Language Language Acquisition
Language : Hindi or English	One	M.A. English/ Hindi and a Post-graduate professional degree in Education.	Development of curricula materials; teaching language through innovative methods; language pedagogy	Language Across the Curriculum Related Practicum Pedagogy of Language
Education	One plus	M.A. Philosophy and Post graduate degree in Education/Professional Degree in Education	Educational theory, philosophy and Policy	Basic Concepts in Education Child Development Curriculum

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	One	M.A. Social Science/M.Sc. Science and PG Professional Degree in Education	Curriculum issues, Practitioners perspective of school education.	Studies Curriculum Studies Relevant units of other courses School Planning and Management
Liberal Optional **(at least 4)**	Three *	Post-graduate degree in the relevant subject.	Inter-disciplinary perspectives	Liberal Optional offered
Part-time Faculty : **Theatre** **Craft** **Self Development** **Physical Education**	Three**	Training and Demonstrated experience in the relevant field : Theatre in Education Craft making/training Clinical/Counselling Practice/Training in groups Training and Practice in Physical Education	Capacity to use theatre for self development and in Education Skill in craft making and Capacity to train others Ability to conduct workshops in personal growth / counselling Capacity to integrate varying forms of physical movement with education	Performing and Fine Arts Craft, Participatory work Self Development Workshops Physical Education

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* These would be from cooperating departments of an Institution

** Equivalent of one full-time faculty (these would be specialized resource personnel from outside the Institution)

9 Other Facilities

The institutions shall provide facilities as follows:

Physical Facilities

The physical facilities to be provided in an institution offering the B.EI.Ed. can be classified under (i) Academic area, (ii) Administrative area, and (iii) Amenities area.

- Academic area will consist of Class Rooms, Curriculum Laboratory, Resource Laboratory, Conference Room, Workshop, Auditorium, Computer Room and Library.
- Administrative area will include Principals' Room, Faculty Rooms, Central Office, Conference Room, Record Room, Computer Room and Reception Lounge.
- Amenities area will comprise Students' Common Room, Staff Room, Hall, Sports/Recreation Centres, Canteen, Cooperative Stores, Dispensary and Security Services.

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10 Norms for Space

Where teacher education is provided through a Department/College as an integral part of a University/Institution having several Faculties and Departments of Studies, all Central facilities/amenities are to be shared between the Department of Elementary Education and other Departments. In the case of laboratories and workshops, necessary additional provisions need be made so that the B.EI.Ed. students can make use of them. Apart from the Central Library of the University/College, a Departmental Library may also be developed to cater to the special needs of the B.EI.Ed. students. The Resource Laboratory should be equipped with adequate reading material alongwith other equipment needed for Pedagogy-based practicum and other School Contact Programmes. Amenities such as Auditorium, Hall, Conference Rooms, etc. could be shared with other departments.

11 Specific Infrastructural Facilities for Students of B.EI.Ed.

(a) Curriculum Laboratory : One

The curriculum laboratory shall be the lab. area for conducting hands-on experience activity. The laboratory would serve this purpose for first year courses such as craft, core mathematics, core science and partly for core social science and for third year courses in logico-mathematics education, pedagogy of environmental studies and practicum on material development.

The lab. would contain science and mathematics related material such as apparatus, chemicals, kits, maps, globes, instruments and tools like hammer, pliers, scissors and wires. There should be work tables for small group activities. The furniture should be movable to allow for work area on the floor as well. The lab should also have provision for use of an overhead projector, notice boards and blackboard for holding classes.

(b) Resources Laboratory : One

The resources lab. shall serve the purpose of a laboratory-cum-departmental library. It should have a store and access to books, curriculum materials, children's literature, textbooks, reports and documents. These materials are essentially for use for the B.EI.Ed. courses of study. Materials should be available in sufficient numbers for use by students in schools as well. The Resource Laboratory may also have computer facility for use by the faculty and students. The laboratory should have sufficient space for student meetings, classes and group discussions and reading as well.

(c) Workshop Space : Two

The institution should provide separate space for conducting specific practicum activities such as theatre workshops, self-development workshops and physical education workshops. Such space should allow for free physical movement for a batch of 35-40 students.

12 Fee Structure and Scholarship

Essential

The fee structure should be as decided by the State Govt./University from time to time. In any case, the total fees and other charges collected from students should not exceed the per pupil recurring expenditure of the institution.

Desirable

Adequate free studentships may be provided for meritorious poor students. Provision for some scholarships on the basis of merit may also be made.

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Nature of Employment of Staff

All staff should be appointed on full time and regular basis. Properly constituted Selection Committee will select the candidates for all positions. The salary structure of teaching staff should be as per UGC/Govt. Norms.

SCHEME FOR FOUR YEAR BACHELOR OF ELEMENTARY EDUCATION PROGRAMME (B.El.Ed.)

Annexure A

Students will be admitted to this Programme after +2

Theory			Practium			Colloquia/Project		Encrichment	
	Examination Duration	Total Marks		Contact Hours per week	Total Marks		Contact hours per week	Total Marks	
1	2	3	4	5	6	7	8	9	10
Year I									
F1.1 Child Development	3	100	PR 1.1 per-formating & Fine Art	4	75				
F1.2 Contemporary India	3	100							
C1.1 Nature of Language	2	50	PR 1.2 Craft, Participatory Work	3	25	Colloquia Tutorial	1	50	Academic Encrichment Activities
C1.2 Core Mathematics	2	50							
C1.3 Core Natural Science	2	50							
C1.4 Core Social Sciences	2	50							
		400		7	100		1	50	
Year II									
F2.3 Cognition & Learning	3	100	PR2.3 Observing Children	2	75				
F2.4 Language Acquisition	2	50							
F2.5 Human Relations & Communication	2	50							

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P2.1 Language Across the Curriculum	2	50	PR 2.4 Self Development workshops	3	50	Colloquia Tutorial	1	50	Academic Encrichment Activities
			PR 2.5 Physical Education	2	25				
Liberal Course (Optional-I)	3	100							
02.1 English I									
02.2 Hindi I									
02.3 Maths I									
02.4 Phy. I									
02.5 Chem. I									
02.6 Bio. I									
02.7 Hist. I									
02.8 Pol. Sc. I									
02.9 Geog. I									
02.10 Eco. I		350		7	150		1	50	

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F: Foundation Course; C: Core Course: P: Pedagogy Courese; O: Optional Liberal Course; OP: Optional Pedagogy Course; OL: Optional Courses; PR: Practium; SC: School Contact Programme; SI: School Intership.

In the course nomenclature, the numeral immediately following letters (F, C, P etc.) denotes the year of the programme in which the course is to be taught. The second numeral denotes the serial number in a particular course type. For instance, F2-5 signifies that Human Relations and Communication is the 5th Foundation Course to be taught in the 2nd year of the Programme of study.

APPENDIX – 4

Norms and Standards for Bachelor of education programme leading to Bachelor of Education (B.Ed) degree

1 Preamble

The Bachelor of Education programme, generally known as B.Ed., is a professional course that prepares teachers for upper primary or middle level (classes VI-VIII), secondary (classes IX-X) and senior secondary (classes XI-XII) levels.

2 Duration and working days

(1) Duration

B.Ed. programme shall be of duration of at least one academic year or two semesters.

(2) Working Days

(a) There shall be at least two hundred working days each year exclusive of the period of examination and admission, out of which at least forty days shall be for practice teaching or skill development in nearby schools.

(b) The institution shall work for a minimum of thirty six hours in a week (five or six days), during which physical presence in the institution of all the teachers and student teachers is necessary to ensure their availability for individual advice, guidance, dialogues and consultation as and when needed.

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3 Intake, Eligibility and Admission Procedure

(1) Intake

There shall be a basic unit of one hundred students divided into two sections of fifty each for general sessions and not more than twenty five students per teacher for a school subject for methods courses and other practical activities of the programme to facilitate participatory teaching and learning.

(2) Eligibility

(a) Candidates with at least fifty percent marks either in the Bachelor's Degree and/or in the Master's degree or any other qualification equivalent thereto, are eligible for admission to the programme.

(b) The reservation in seats and relaxation in the qualifying marks in favour of the reserved categories shall be as per the rules of the concerned Government,

(3) Admission Procedure

Admission shall be made on merit on the basis of marks obtained in the qualifying examination and/or in the entrance examination or any other selection process as per the policy of the State Government/U.T. Administration and the University.

(4) Fees

The institution shall charge only such fee as prescribed by the affiliating body / State Govt. concerned in accordance with provisions of National Council for Teacher Education (Guidelines for Regulations of tuition fees and other fees chargeable by unaided teacher education institutions) Regulations, 2002, as amended from time to time and shall not charge donations, capitation fee etc from the students.

4 Staff

(I) Academic

(i) Number (For a basic unit of one hundred students)

Principal/Head	-	One
Lecturers	-	Seven

(ii) For additional intake will be in the multiple of one hundred and the number of full time teacher educators shall be increased by seven for each increase in the basic unit. However on each occasion additional intake of one basic unit shall be considered. Also, maximum intake capacity of a teacher training institution taking all teacher education courses together shall not exceed three hundred.

(iii) Appointment of teachers shall be such as to ensure the availability of expertise for teaching all foundation and methodology courses

(II) Qualifications

(i) Principal/Head (in multi-faculty institution) :-

(a) Academic and professional qualification will be as prescribed for the post of lecturer; and
(b) Ph.D in Education
(c) Ten years teaching experience out of which at least five years teaching experience in a Secondary Teacher Education Institution.

Note:- In the event of non-availability of eligible and suitable candidates for appointment as Principal/Head as per above eligibility criteria, it would be permissible to appoint retired Professor/Head in Education on contract basis for a period not exceeding one year at a time till such time the candidates complete 65 years of age.

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(ii) Lecturer

(a) Foundation Courses One

(i) Master's Degree in science/humanities/arts with fifty percent marks
(ii) M.Ed. with at least fifty five percent marks or its equivalent grade and
(iii) Any other stipulation prescribed by the UGC / affiliating body / State Govt. from time to time for the positions of principal and lecturers shall be mandatory

OR

(i) M.A. in Education with fifty five percent marks or its equivalent grade
(ii) B.Ed. with at least fifty five percent marks and
(iii) Any other stipulation prescribed by the UGC / affiliating body / State Govt. from time to time for the positions of principal and lecturers shall be mandatory

(b) Methodology Courses Six

(i) Master's degree in a school subject with fifty percent marks
(ii) M.Ed. degree with at least fifty five percent marks or its equivalent grade and
(iii) Any other stipulation prescribed by the UGC / affiliating body / State Govt. from time to time for the positions of principal and lecturers shall be mandatory

(c) Lecturers in Art Education - One (Part Time)
(Fine Arts / Performing Art)

Master's degree in Fine Arts / Music fifty five percent marks.

(d) Director of Physical Education (D.P.E) - One (Part Time)

Master's Degree in Physical Education with fifty five percent marks

Note (1) At least one lecturer should have specialization in ICT and another in the special education.

(III) Technical Support Staff

(a) Librarian One

Bachelor's Degree in Library and Information Science (with fifty five percent marks).

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(IV) Supporting Staff

(a) Number

(i)	Office-cum-Account Assistant	-	One
(ii)	Office Assistant-cum computer operator	-	One
(iii)	Store-Keeper	-	One
(iv)	Technical Assistant / computer assistant	-	One
(v)	Lab Attendants/Helpers/Support staff	-	Two

(b) Qualifications

As prescribed by State Government/UT Administration concerned.

(V) Terms and conditions of service

(a) The appointment to these positions shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the UGC/ the Affiliating University / Affiliating Body.

(b) All appointments are to be made on full-time and regular basis excepting those specified as part-time.

(c) Appointment of part-time instructors and other supporting staff shall be made as per norms of the concerned University/UGC.

(d) The academic staff of the institution (including part-time staff) shall be paid such salary in such scale of pay as may be prescribed by the UGC/University from time to time, through account payee cheque or as per advice into the bank account of employee specially opened for the purpose. The supporting staff shall be paid as per the UGC/State Government/Central Government pay scale structure.

(e) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees.

(f) The age of superannuation of staff shall be determined by the policy of concerned Government.

(g) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

5 Facilities

(1) Infrastructure

(i) The institutions shall possess 2500 sq mts (two thousand five hundred square meters) of exclusive well demarcated land for the initial intake of one hundred students out of which 1500 sq mts (one thousand five hundred square meters) shall be the built up area and the remaining space for lawns, playfields etc. For an additional intake of one hundred students or part there of it shall possess additional land of 500

sqm. (five hundred square meters). For an annual intake beyond two hundred and upto three hundred, it shall possess land of 3500 sqm. (three thousand five hundred square meters). For the institutions established prior to this Regulations, for an additional intake of one hundred students, built up area is to be increased by 500 sqm (five hundred square meters) and the requirement of additional land may not apply to them. Total intake capacity of an institution taking into account all the teacher education courses together must not exceed three hundred students. Separate land and built up area is required for physical teacher education courses.

(ii) Built up Area for running other courses in combination with B.Ed programme shall be as under:-

	Built Up Area (in sqm)	**Land Area (in Sqm)**
B.Ed	1500 Sq.mts.	2500
D.E.C.Ed plus B.Ed	2500 sq. mts	3000
D.El.Ed plus B.Ed	3000 sq. mts	3000
B.Ed plus M.Ed	2000 sq. mts	3000
D.E.C.Ed plus B.Ed plus M.Ed	3000 sq. mts	3500
D.El.Ed plus B.Ed plus M.Ed	3500 sq. mts	3500
D.El.Ed plus D.E.C.Ed Plus B.Ed plus M.Ed	4000 sq. mts	4000

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Additional intake of one unit of B.Ed will require additional built up area of 500 sqm. (five hundred square meters)

(iii) Facilities

The institution must have the following infrastructure:

(a) Two classrooms
(b) Multipurpose Hall with seating capacity of 200 and a dias (2000 sq. ft)
(c) Library –cum-Reading Room
(d) ICT Resource Centre
(e) Psychology Resource Centre
(f) Art and Craft Resource Centre
(g) Health and Physical Education Resource Centre
(h) Science and Mathematics Resource Centre
(i) Principal's Office
(j) Staff Room
(k) Administrative Office
(l) Visitors Room
(m) Girl's Common Room
(n) Seminar Room
(o) Canteen
(p) Separate Toilet facility for Boys and Girls
(q) Parking Space

(r) Store Rooms (Two)
(s) Multipurpose Playfield
(t) Open space for Additional Accommodation

(iv) There shall be games facilities with a playground. Where there is scarcity of space as in the metropolitan towns/hilly regions, facilities for yoga, small court and indoor games may be provided.

(v) Safeguard against fire hazard be provided in all parts of the building.

(vi) The institution campus, buildings, furniture etc. should be barrier free.

(vii) Hostel for boys and girls separately and some residential quarters are desirable.

(2) Instructional

(a) The institution shall have easy access to sufficient number of recognized secondary schools within reasonable distance for field work and practice teaching related activities of the student teachers. The institution shall furnish undertaking from the schools that they are willing to provide facilities for practice teaching. Not more than ten and twenty students teachers shall be attached with a school having pupil strength up to 1000 (one thousand) and 2000 (two thousand) respectively. It is desirable that the institution has an attached school under its control.

(b) There shall be a library-cum-reading room with seating capacity for at least fifty percent students equipped with minimum 1000 (one thousand) titles and 3000 (three thousand) books including text and reference books relevant to the course of study, educational encyclopedias, year books, electronic publications (CD- ROMs) and minimum five journals of education and subscription to five others in related disciplines. The library holdings shall be augmented with addition of two hundred titles annually including books and journals published and recommended by NCTE. The library shall have photocopying facility and computer with internet facility for the use of faculty and student- teachers. Except in the case of textbooks and reference books there shall not more than there multiple copies of each titles.

(c) There shall be a Teaching Learning Resource Centre for Science and mathematics. It shall have multiple sets of science apparatus required to perform and demonstrate the experiments prescribed in the syllabus for secondary/senior secondary classes. Chemicals, etc. should be provided in the required quantity.

(d) There shall be a Psychology Resource Centre with apparatus for simple experiments related to educational psychology.

(e) There shall be ICT facilities with hardware and software including computers, TV, Camera. The ICT equipment like ROT (Receive Only Terminal), SIT (Satellite Interlinking Terminal) etc.

(f) There shall be a fully furnished Teaching Learning Resource Centre for Arts and Work Experience.

(g) Games and sports equipments for common indoor and out door games should be available.

NOTE : While developing the resource centres, the institutions are advised to consult the 'Manual for Teacher Education Institutions' brought out by NCTE.

(3) Amenities

(a) functional and appropriate furniture in required number for instructional and other purposes;

(b) the institution shall provide separate common rooms for male and female teacher educators/students-teachers;

(c) sufficient number of toilets, separate for male and female, shall be made available for staff and students;

(d) arrangement may be made for parking of vehicles;

(e) safe drinking water be provided in the institution;

(f) effective arrangement be made for regular cleaning of campus, water and toilet facilities, repair and replacement of furniture and other equipments.

6 Curriculum Transaction

(a) Practical work to be performed by each student

	Item	**Essential (Numbers)**
a	Lesson planning and teaching in real school situation including internship	Thirty lessons - fifteen lessons in each teaching subject
b	Lesson planning and teaching in simulated situation	Ten lessons- five lessons in each teaching subject
c	Observation of lessons taught by fellow students	Ten lessons – five lessons in each teaching subject
d	Action Research Project	1(one)
e	Stand alone experience of school organisation	Two days
f	Field-specific community experience	Five days

(B) Supervision of Practice lesson

Out of prescribed practice teaching lessons atleast fifty percent lessons would be supervised fully by the teacher educators and feedback given to the students orally as well as comments in writing. Record of lesson planning, teaching and supervision would be maintained.

7 (a) General

If more than one courses 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 equipments) and instructional space can be shared. The institution shall have only one Principal of the entire institution and Heads for different teacher education programmes offered in the institution.

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(b) Managing Committee

The institution shall have a Managing Committee constituted as per the rules, if any of the affiliating University/concerned State Government. In the absence of such rules, the institution shall constitute the Managing Committee on its own. The Committee shall comprise representatives of the sponsoring society/trust, Educationists and Teacher Educators, representatives of the affiliating university and of the staff.

APPENDIX – 5

Norms and Standards for Master in education programme leading to Master of Education (M.Ed) degree

1 Preamble

(1) The Master of Education (M.Ed.) programme is meant for candidates desirous of pursuing post-graduate programme in education. Besides preparing teacher educators, it also aims at preparing educational administrators, supervisors and researchers.

(2) The M.Ed. programme would comprise theoretical courses including specialized courses in the discipline of education and related practical/field work including exposure to and training in a teacher education institution. In addition, research work in the form of a dissertation would form an essential part of the programme. Depending on the actual design and declared objectives, the programme provides opportunities for students to extend as well as deepen their knowledge and understanding of Education, specialize in selected areas including Teacher Education and also acquire related research skills.

(3) Only institutions running B.Ed. programme are eligible to offer M.Ed. course except University Departments which may not be directly running a B.Ed. programme.

Indiacode

2 Duration and working days

(1) Duration

The M.Ed. programme shall be of a duration of one academic year.

(2) Working Days

(a) There shall be at least two hundred working days exclusive of periods of examination and admission etc., for instruction, field work for dissertation and internship in a teacher education institution.

(b) The institution shall function for a minimum thirty six hours in a week (five or six days). The teacher educators are expected to be available for individual attention, guidance and counseling for the student & teacher throughout the working hours.

3 Intake, Eligibility and Admission Procedure

(1) Intake

(a) There shall be a basic unit of twenty five students.

Intake upto total fifty students shall be sanctioned to such proven institutions where the quality of infrastructure, both physical and human are of high degree which can be vouched.

(2) Eligibility

(i) Candidates who have obtained at least 55% Marks in the B.Ed. degree are eligible for admission.

(ii) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable. There shall be relaxation of five percent marks in favour of SC/ST/OBC and other categories of candidates.

(3) Admission Procedure

Admission shall be made on merit on the basis of marks obtained in the qualifying examination and/or in the entrance examination or any other selection process as per the policy of the State Government/U.T. Administration and the University.

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(4) Fees

The institution shall charge only such fee as prescribed by the affiliating body / State Govt concerned in accordance with provisions of NCTE (Guidelines for Regulations of tuition fees and other fees chargeable by unaided teacher education institutions) Regulations, 2002, as amended from time to time and shall not charge donations, capitation fee etc from the students.

4 Staff

(I) Academic

(i) **Number** (For a basic unit of 25 students)

Professor / Head	One
Reader / Associate Professor	One
Lecturer / Asst Professor	Three

(ii) For an additional intake of one unit, the faculty position shall be increased proportionately as above.

(II) Qualifications

Professor / Head

(i) Master's Degree in Arts/ Humanities/ Sciences/Commerce and M.Ed. each with a minimum of fifty five percent marks

OR

M.A. (Education) with fifty five percent marks and B.Ed each with a minimum of fifty five percent marks

(ii) Ph.D. in Education and

(iii) At least twelve years of teaching experience in University department of education or College of Education of which a minimum of five years at the M.Ed. level with published work in the area of his specialization.

Note: - In the event of non-availability of eligible and suitable candidates for appointment as Professor/HOD/Reader as per above eligibility criteria, it would be permissible to appoint retired Professor/HOD/Reader in Education on contract basis for a period not exceeding one year at a time till such time the candidates complete sixty five years of age.

Reader / Associate Professor

(i) Master's Degree in Arts/ Humanities/ Sciences/Commerce and M.Ed. each with a minimum of fifty five percent marks or its equivalent grade

OR

M.A. (Education) and B.Ed each with a minimum of fifty five percent marks

(ii) Ph.D. in Education and

(iii) At least eight years of teaching experience in University department of education or College of Education of which a minimum of three years at the M.Ed. level and published work in his area of specialization.

Lecturer / Assistant Professor

(i) Master's Degree in Arts/ Humanities/ Sciences/Commerce and M.Ed. each with a minimum of fifty five percent marks or its equivalent grade.

OR

M.A. (Education) and B.Ed each with a minimum of fifty five percent marks and

(ii) Any other stipulation prescribed by the UGC / Affiliating Body / State Govt from time to time for the positions of Principal and Lecturers shall be mandatory.

Note: - It is desirable that one faculty member possesses Master's Degree in Psychology and another member in Philosophy/Sociology besides M.Ed.

(III) Technical Support Staff

(i) **Number:**

As per the norms prescribed by the University/State Government.

(IV) Administrative staff

(i) Number:

As per the norms prescribed by the University/State Government.

(V) Terms and conditions of service

(a) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the UGC/Affiliating University.

(b) All appointments are to be made on full-time and regular basis.

(c) Appointment of supporting staff shall be made as per norms of the UGC/ University concerned.

(d) The academic and other staff of the institution (including part time staff) shall be paid such salary in such scale of pay as may be prescribed by the UGC/ University concerned from time to time through account payee cheque or as per advice into the Bank account of employee.

(e) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees.

(f) The age of superannuation of staff shall be determined by the policy of concerned Government.

(g) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

5 Facilities

(1) Infrastructure

(a) The institution must have at least 3000 sq. mts. (three thousand square meters) of exclusive well demarcated land whereupon built-up area consisting of classrooms etc. shall not be less than 2000 sq. mts (two thousand square meters) inclusive of the space meant for one Unit of B.Ed Classes. Space in each instructional room shall be 10 sq.ft. (ten square feet) per student. In addition to the infrastructure prescribed for the B.Ed programme, for an intake of one hundred or two hundred students the institution must have one classroom, one seminar room and separate rooms/ cabins for the academic faculty.

In case of University Departments of Education, not offering a B.Ed course adequate land with a built up area of 500 sqm (five hundred

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square meters) exclusively earmarked for the M.Ed course shall be necessary.

(b) Built up Area for running other courses in combination with M.Ed programme shall be as under:-

	Built Up Area (in sqm)	**Land Area (in Sqm)**
B.Ed plus M.Ed	2000 sq. mts	3000
D.E.C.Ed plus B.Ed plus M.Ed	3000 sq. mts	3500
D.El.Ed plus B.Ed plus M.Ed	3500 sq. mts	3500
D.El.Ed plus D.E.C.Ed Plus B.Ed plus M.Ed	4000 sq. mts	4000

Additional intake of one unit of M.Ed will require additional built up area of 200 sqm. (two hundred square meters).

(c) For an intake of 25 students, there shall be provision for at least one classroom, one hall/seminar room, laboratories for conducting instructional activities, separate rooms for the Professor/Head, for faculty members to accommodate seven to eight students, office for the administrative staff and a store.

(d) Safeguard against fire hazard be provided in all parts of the building.

(e) The institutional campus, buildings, furniture etc. should be barrier free.

(f) Hostel for boys and girls separately and some residential quarters are desirable.

(g) The institutional campus, building furniture etc should be disabled friendly

(2) Instructional

(a) There shall be a library equipped with a minimum two thousand titles (there shall not be more than five copies on any one title) besides text and reference books related to all courses of study, educational encyclopedias, electronic publications (CD ROMs) and minimum five professional research journals of which at least one shall be an international publication and internet connectivity. 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 a 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. It is also desirable that every institution has a website of its own.

(b) There shall be a well-equipped educational technology and media laboratory, with T.V. Camera and LCD for projection and software including DVDs and CDs.

(c) ICT equipments like ROT (Receive Only Terminal), SIT (Satellite Interlinking Terminal) required for using digital resources in teacher education shall be desirable.

(d) There shall be a psychology laboratory with equipments for performing experiments listed in the curriculum.

(3) Amenities

(a) Functional and appropriate furniture in required number shall be provided for instructional and other purposes, including desks, chairs and tables, bookshelves, for students and teachers, in classrooms, halls, laboratories.
(b) The institution shall provide separate common rooms for male and female teacher educators/students-teachers.
(c) Sufficient number of toilets, separate for men and women, shall be provided for staff and students.
(d) Safe drinking water be provided in the institution.
(e) Arrangement shall be made for a canteen, telephone facility and parking of vehicles.

(f) Effective arrangements shall be made for regular cleaning of the campus, water and toilet facilities, necessary repairs and replenishment of furniture and other equipments.

6 Curriculum Transaction

(i) Submission of a Dissertation on an approved topic shall be compulsory.
(ii) Not more than five M.Ed. students shall be assigned to a teacher educator for dissertation guidance.
(iii) Supervision of lessons delivered by B.Ed. /D.Ed. students.
(iv) Presenting instructional design and delivering at 5 practice lecturers in B.Ed / D.Ed classes.
(v) Preparation of Case study of a teacher education institution.
(vi) Audio scripting and recording video scripting and shooting, digital lesson designing, web designing.

7 General

If more than one course in teacher education are run in the same institution in the same campus, the facilities of playground, multipurpose hall, library, laboratory and instructional space may be shared (with proportionate increase in number or space in terms of books, equipment and necessary infrastructure) by all the courses. There shall be only one Principal for the entire institution and Heads for different teacher

education programmes offered in the institution. The Principal of a college offering M.Ed programme shall have to be in the professor's scale and should possess the qualifications prescribed for the post of Professor in this Regulations.

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APPENDIX – 6

Norms and standards for Diploma in physical education programme leading to Diploma in Physical Education (D.P.Ed) degree.

1 Preamble

The Diploma in Physical Education (D.P.Ed.) is a professional programme meant for preparing physical education teachers for elementary stage of school education i.e. Primary & Upper Primary

2 Duration and working days

(1) Duration

The Diploma in Physical Education programme shall be of a duration of two academic years

(2) Working Days

There shall be at least 200 working days exclusive of period of admission and examination with at least 36 working hours in a week.

3 Intake, Eligibility and Admission Procedure

(1) Intake

There shall be a basic unit of 50 students, for each year.

(2) Eligibility

(a) Senior Secondary School (+2) or its equivalent examination passed with at least fifty percent marks. However, five percent relaxation be given to those who have at least participated in international/ national/SGFI/Sports Competition or Position holders in Inter-Zonal sports competitions.

(b) The relaxation in the percentage of marks in the qualifying examination and in the reservation of seats for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.

(3) Admission Procedure

Admission shall be made on merit on the basis of marks obtained in the entrance examination (sports proficiency test, physical fitness test, and marks obtained in qualifying examination) or any other selection process as per the policy of the State Government.

(4) Fees

The institution shall charge only such fee as prescribed by the affiliating body / State Govt concerned in accordance with provisions of NCTE (Guidelines for Regulations of tuition fees and other fees chargeable by unaided teacher education institutions) Regulations, 2002, as amended from time to time and shall not charge donations, capitation fee etc from the students.

4 Staff

(I) Academic

(i) Number (For a basic unit of fifty students or less with combined strength of one hundred or less for the two year course)

Principal /Head	–	One
Lecturer	–	Six

(ii) For additional intake which will be in the multiple of fifty students, the number of full time teacher educators shall be increased by six per additional unit. On each occasion additional intake of one basic unit shall be considered. However, maximum intake capacity of a physical teacher education institution taking all physical teacher education courses together will not exceed three hundred. Physical teacher education courses are not to be run with other general teacher education courses.

Intranode

(iii) Appointment of teachers shall be so distributed as to ensure the required nature and level of expertise for teaching courses/subjects and activities related to physical education.

Apart from permanent Lecturers specialized sports trainers coaches for imparting training in at least four different games/sports shall be appointed.

(II) Qualifications:

Principal: -

(i) Academic and Professional Qualifications will be as prescribed for the post of lecturer.

(ii) At least Five years experience as Lecturer in a physical education training institution.

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Head:-

(i) Academic and Professional Qualifications will be as prescribed for the post of lecturer.

(ii) At least five years experience as Lecturer in a physical education training institution

Lecturer :-

M.P.Ed. with at least fifty five percentmarks

OR

B.P.Ed with at least fifty five percent marks and eight years' experience as Physical Instructor or any other nomenclature at school level in recognized elementary school.

Sports Trainers (Part-Time) Bachelor's degree in physical education with a specialization in at least one game/sport.

(III) Technical Support Staff

(a) Number

(i)	Librarian	–	One
(ii)	Physiotherapist	–	One
(iii)	Ground Men/Markers/ Helpers	–	Two
(iv)	Music Teacher/Band master	–	One Part time

(v) ICT Instructor – One Part time

(vi) Technical Asst - One part-time

(b) Qualifications –

As prescribed by the concerned State Government/UT Administration.

(IV) Administrative Staff

(a) Number

(i) Office Assistant – One with knowledge of working with computers

(ii) Office Assistant - One

(iii) Store Keeper – One

(iv) Helpers/attendants– Two

(v) Technical Assistant - One (Computer)

(b) Qualifications –

As prescribed by concerned State Government/UT Administration.

(V) Terms and Conditions of Service

a. The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the Central/concerned State Government/ Board whichever is applicable.

b. All appointments are to be made on full-time and regular excepting those specified as part-time.

c. Appointment of part-time coaches and other supporting staff can be made as per norms of the Government/Board.

d. The academic and other staff of the institutions shall be paid such salary as may be prescribed by the concerned Government/Board by account payee cheque or as per Advice into the bank account of employee specially opened for the purpose.

e. The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees.

f. The age of superannuation of staff shall be determined by the policy of concerned Government.

g. The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

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5 Facilities

(1) Infrastructure

(a) To provide these facilities, the Management/Institution shall at the time of making application, have in its possession a minimum of five acre of exclusive well demarcated land either on ownership basis or on lease from Govt. and building constructed thereupon.

(b) There shall be provision of two class rooms per unit intake, one multi-purpose hall, one multi-purpose laboratory, seminar/tutorial rooms, separate rooms for the principal, faculty members, office for the administrative staff and a store. For every instructional room like classrooms, laboratory, library etc. space shall not be less than 10 sq.ft. (ten square feet) per student. Multi-Purpose Hall shall have the seating capacity for two hundred persons with a dias having a total area of 2000 sq.ft. (two thousand square feet).

(c) There shall be a multi-purpose field for outdoor sports, at least two hundred meter track and a hall for gymnastic and indoor games and sports. In hilly regions, where availability of open space is constrained, it can be shared with other institution.

(d) Safeguard against fire hazard be provided in all parts of the building.

(e) The institutional campus, building, furniture etc. should be disabled-friendly.

(f) Hostel for boys and girls separately and some residential quarters are desirable.

(2) Instructional

(a) The institution must have at least five acres of land with proper fencing which shall provide enough space for institutional building and for future expansion and open space for organizing games & sports. Built up area consisting of class rooms etc. shall not be less than 1200 sqm (one thousand two hundred square meter). This must be ensured even in Hilly Regions where the total land may be less than the required 5 acres.

Built up Area for running other courses in combination with D.P.Ed programme shall be as under:-

Only D.P.Ed.	- 1200 Sq mts. (One thousand two humdred square

meters).

D.P.Ed. plus B.P.Ed. - 2700 Sq.mts. (Two thousand seven hundred square meters.)

B.P.Ed plus D.P.Ed plus M.P.Ed - 3900 Sq.mts. (Three Hundred Nine Hundred Square Meters.)

Additional intake of one unit of D.P.Ed will require additional built up area of 500 sqm (five hundred square meters).

(b) There shall be a library equipped with minimum two thousand titles and reference books related to the prescribed courses of study, educational encyclopedias, year books, electronic publications (CD-ROMs) and at least five journals on physical education and related subjects including those books and journals published and recommended by NCTE. The library shall have photocopying facility and Computer with Internet facility for the use of faculty and students teachers.

(c) Laboratories

(d) Education Technology lab equipment

Hardware for projection and duplication and educational Software required for imparting ICT literacy including the following:

Public Address System, Tape Recorder, T.V. Set, LCD Projector, One Epidiascope, Display Boards (three), Movie Camera and minimum of ten Pcs with internet connectivity.

ROT (Received only Terminal), SIT (Satellite Interlinking Terminal), Slide Projector, Photocopies machine, CDs/DVDs/ROM (20) (twenty) for various Sports/Games/ Skill teaching.

(e) Anatomy, Physiology and Health Education Laboratory

Human Skeleton(one articulated and two disarticulated

A Lever type weighing machine- one
Anthropometric Kit- one
Growth charts and body system charts - ten
Desirable weight and height tables - two
Skinfold calipers- two
Spirometer - two
Haemoglobino meter - one

Grip dynamometer - two
Giniometer – two
Pedometer – two
Harvard step test benches – two
Metronome - two
B.P. apparatus, (Sphygmomanometers & Stethoscopes & Stop Watches- two

(3) Sports and Field Equipments

The Sports and Field equipments will be classified in following categories :-

(a) Athletics

Hurdles, Starting Clapper, measuring tape (Steel) fifteen meter, Measuring tape (steel) thirty meter, Measuring tape (steel) fifty meter, Measuring tape (steel) one hundred meter, Wire for marking the track (fifty meter), Stop watches, Starting block, High jump stands (one pair and six cross bars), Vaulting box, Discuss – men & women, Shop-put – Men & Women, Hammers (for men & women), Stop board, Stands, for judges at finish, Flag pole, Javelin – Men & Women (including two aluminium), Take off board, Mattress, Weight Training Set (Mats), Landing for High Jump.

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(b) Games

Badminton posts, Badminton net, Badminton Racket, Shuttle Cock, Basketball Stand and Board, Basketball balls, Basketball net, Cricket batting pad, Cricket Batting Gloves, Abdominal Guard, helmet, Wicket Keeping Gloves, Wicket Keepers leg guard, Stumps, Bails, Cricket Ball, Football post, Footballs, Football Goal post Net, Posts with flags, Gymnastics Apparatus (Men), Vaulting Table / Horse, Beat Board, Parallel Bar, Horizontal Bar, Roman Rings, Pummeled Horse, Gymnastics Apparatus (Women), Uneven Bar, Balance Beam (Adjustable), Gymnastics Apparatus (Women), Uneven Bar, Balance Beam (Adjustable), Gymnastics Mattresses, Handball posts, Handball – Balls, Handball goad post net, hocket posts, Hocket –balls, Hockey Stick, Hockey Goal keeping kit, Kho-Kho Pole, Lawn Tennis Posts, Tennis Balls, Tennis Racket, Table Tennis Balls, Volleyball Posts, Volleyballs, Volleyball Net, Volleyball Antenna, Weight Training Rods, Weight Plates 2.5 Kg, five Kg, ten Kg, fifteen Kg, twenty Kg, Collars, Benches, Weight Stand, One Multi-gym or separate station wise (at least ten station), Weight Belts and Weight Jackets.

(c) Equipment for indigenous activities / mass demonstration

Lezium - Fifty No., Dumbbells- fifty pairs, Indian Clubs- fifty pairs, Flags, hoops, Wands, Balls, Umbrella, Skipping Ropes etc. Physical Activities/ Demonstration/ Display Equipment for marshal arts,

(d) Gymnastic Equipments

Beat Board, Parallel Bars, Horizontal Bars, Climbing ropes (6), Balance beams (adjustable sets), Vaulting Horse; Mats (1 doz. Coir + 1 doz rubber), Weightlifting sets/ Power – lifting set.

Note : All the sports equipments should meet the specified norms and laid down by its National Sports Federation or International Sports Federations.

(4) Cultural Activities

Suitable and adequate instruments, as and when needed for various activities shall be provided.

(5) Miscellaneous

Other equipment required for major games, minor games, recreational games, relays and combative games.

(6) Amenities

(i) Functional and appropriate furniture in required number for instructional and other purposes.

(ii) The institution shall provide separate common rooms for male and female teacher educators/students-teachers.

(iii) Sufficient number of toilets, separate for male and female, shall be made available for staff and students.

(iv) Arrangement may be made for parking of vehicles.

(v) Safe drinking water be provided in the institution

(vi) Effective arrangement be made for regular cleaning of campus, water and toilet facilities, repair and replacement of furniture and other equipments.

6 (a) General

In case, one or more courses in teacher education are run by the same institution in the same building the facilities of multipurpose hall, playground, library and laboratory (with proportionate addition of books and equipments) and instructional space may be shared. There shall be one Principal for the entire institution and Heads for other programmes.

(b) Managing Committee

The institution shall have a Managing committee constituted as per the rules of the concerned State Government, if any. In the absence of such rules, the institution shall constitute the Managing committee on its own. The committee shall comprise representatives of the sponsoring society / Trust, educationists'

physical education experts, representatives of the State Governments and of the staff.

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APPENDIX – 7

Norms and standards for Bachelor of physical education programme leading to Bachelor of Physical Education (B.P.Ed) degree.

1 Preamble

The Bachelor of Physical Education (B.P.Ed) programme is a professional course meant for preparing Trained Graduate Teachers in Physical Education mainly for upper primary/ (Class VI-VIII) and secondary (IX-X) Classes.

2 Duration and working days

(1) Duration

The B.P.Ed. Programme shall be of duration of one academic year or of two Semesters.

(2) Working Days

There shall be at least two hundred working days exclusive of period of examination and admission etc. The institution shall work for a minimum of thirty six hours in a week (five or six days)

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3 Intake, Eligibility and Admission Procedure

(1) Intake

There shall be a basic unit of one hundred students with two sections of fifty each.

(2) Eligibility

Bachelor's Degree in Physical Education with fifty percent marks.

Or

Bachelor's Degree with Physical Education as an elective subject with fifty percent marks.

Or

Bachelor's Degree in Physical education with forty five percent marks or Bachelors Degree with physical education as an elective subject with forty five percent marks and participation in National / All India Inter-university/ Inter-university competitions in sports recognized by AIU or IOA.

Or

For deputed (in-service candidates i.e trained physical education teachers / coaches) Graduate with forty five percent marks, and at least three years of teaching experience.

The reservation in seats and relaxation in the qualifying marks for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.

(3) Admission Procedure

Admission shall be made on merit on the basis of marks obtained in the entrance test (written test, sports proficiency test, physical fitness test and marks obtained in the qualifying examination) or any other selection process as per the policy of the University/ State Government with due weightage for physical fitness/ proficiency, as per the policy of the University/State Government.

(4) Fees

The institution shall charge only such fee as prescribed by the affiliating body / State Govt concerned in accordance with provisions of NCTE (Guidelines for Regulations of tuition fees and other fees chargeable by unaided teacher education institutions) Regulations, 2002, as amended from time to time and shall not charge donations, capitation fee etc from the students.

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4 Staff

(I) Academic

(i) Number (for a basic unit of one hundred students)

Principal - One
Lecturers / Asst Professor - Eight (One lecturer should either be with MBBS degree or Master's degree in Anatomy, physiotherapy or Health Education and the remaining seven lecturers should be in Physical education.

Sports Trainers- Three (Part-Time)

Note : 4.0(1)(i) For an additional intake of one hundred students, the number of full time teacher educators shall be increased by eight lecturers in physical education.

(ii) Appointment of teachers in physical education shall be such as to ensures the availability of expertise for teaching all courses / subjects and activities related to physical education.

(iii) At least three part-time specialized persons having undertaken a specialization sport in graduate or post graduate physical education degrees, for training of competitive sports.

(II) Qualifications

Principal/Head

(i) Master's degree in Physical Education with fifty five percent marks or its equivalent grade i.e. B in the seven point scale of letter grades O, A, B, C, D, E, F.

(ii) Ph. D in Physical Education or equivalent published work in Physical education

(iii) Ten years teaching experience out of which five years experience in a college of Physical education.

Note:-

In the event of non-availability of eligible and suitable candidates for appointment as Principal/Head as per above eligibility criteria, it would be permissible to appoint retired Principal/Head in Physical Education on contract basis for a period non exceeding one year at a time till such time the candidates complete 65 years of age.

Lecturer / Assistant Professor

(i) M.P.Ed. degree with at least 55 % marks or its equivalent grade and
(ii) Any other stipulation prescribed by UGC / Affiliating Body / State Govt from time to time for the positions of Principal, Lecturers shall be mandatory.

Sports Trainers:- Essential

Bachelor degree in physical education (B.P.Ed., B.Sc. (PEHES) with specialization in at least in one of the specified sport or game.

Desirable

Diploma in Coaching will be desirable.

(III) Technical Support Staff

(a)

(i)	Librarian	- One
(ii)	Physiotherapist	- One
(iii)	Ground Men/markers/ Helpers	-Two
(iv)	Music Teacher / Band master	- One (Part-Time)
(v)	ICT Instructor	- One (Part -Time)
(vi)	Technical Assistant	- One (Part-Time)

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(b) Qualifications

As prescribed by concerned State Government, affiliating University/UGC.

(IV) Administrative Staff

(i) Accounts Assistant - One
(ii)Office Assistant - One
(iii) Store-Keeper - One
(iv) Helpers/attendants - Two

(V) Qualifications

As prescribed by concerned State Govt./affiliating University/UGC.

(VI) Terms and conditions of service

(a) The appointment shall be made on the basis of recommendations of the Selection Committees constituted as per the policy of the Central/concerned State Government/Affiliating University/Board whichever is applicable.

(b) All appointments shall be made on full-time and regular basis excepting those specified as part-time.

(c) Appointment of part-time coaches and other supporting staff shall be made as per norms of the concerned Government/University/UGC.

(d) The academic and other staff of the institutions including part-time staff shall be paid such salary as may be prescribed by the concerned Government/University from time to time by account payee cheque or as per Advice into the Bank account of employee, especially opened for the purpose.

(e) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund etc. for its employees.

(f) The age of superannuation of staff shall be determined by the policy of concerned Government/University.

(g) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

5 Facilities

(1) Infrastructure

(a) There shall be provision for at least two class rooms, one multi-purpose hall, one seminar room / ten tutorial specialization class rooms, separate rooms for the Principal, faculty members, medical facility room, office for the administrative staff and a store. For every instructional room like class room, laboratories, and libraries etc. spaces shall not be less than 10 sq. ft. (ten square feet) per student. Multi-purpose Hall shall have the seating capacity for at least two hundred persons with total built up area inclusive of dias as 2000 sq. mts (two thousand square meters).

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(b) Built up Area for running other courses in combination with B.P.Ed programme shall be as under:-

Only B.P.Ed.	- 1500 Sq mts.
B.P.Ed. plus M.P.Ed.	- 2700 Sq.mts.
B.P.Ed plus D.P.Ed plus M.P.Ed	- 3900 Sq.mts.

Additional intake of one unit of B.P.Ed will require additional built up area of 500 sqm. (five hundred square meters).

(c) There shall be a multi-purpose play field for outdoor sports, a 400 meter (four hundred meter) athletic track (may be 200 meter (two hundred meter) in metro cities), gymnasium and a hall for indoor games and sports.

(d) The institution campus, building, furniture etc. should be disabled friendly.

(e) Safeguard against fire hazard be provided in all parts of the building.

(f) Separate hostels for boys and girls for outstation students.

Note: The existing recognized institutions will have to upgrade the infrastructural requirement as per present norms before 1st April, 2012.

(2) Instructional

(a) The institution must have at least 8 acres of land with proper fencing which shall provide enough space for institutional building and for future expansion and open space for organizing games and sports. Built up area consisting of classrooms etc, shall not be less than 1500 sq.mtr. (one thousand five hundred square meter). This must be ensured even in Hilly Regions where the total land may be at least two acres for administrative building and three acres for sports/game facilities. For additional unit the built up area is to be increased by 3000 sq. ft. (three thousand square feet). The maximum intake capacity of an institution shall remain three hundred students taking all physical education courses together. Physical education courses are not to be run with other teacher education courses. Eight acres of land is sufficient for all physical education courses up to an intake capacity of three hundred students. However, built up area is to be increased for each additional intake by 3000 sq. ft. (three thousand square feet). Labs, Gym, Library, Sports facilities can be shared with other physical education courses being run in same campus.

(b) The institution shall have easy access to sufficient number (five - ten) of recognized secondary schools in the nearby area, for field work and practice teaching related activities of the student teachers. An undertaking in the prescribed format should be obtained from such institutions. It is desirable that the institution has an attached school under its own control.

(c) There shall be a library-cum-reading room, equipped with minimum two thousand titles and reference books related to the prescribed course of study, educational encyclopedias, year books, electronic publications (CD Roms) and minimum five journals on physical education and related subjects. The library shall have photocopying facility and computer with internet facility for the use of faculty and student- teachers.

(d) The institution shall have equipments & facilities for indoor sports, outdoor sports and physical activities, sports medicine laboratory, Educational Technology laboratory, Sports Psychology laboratory, Anatomy, Physiology and Health Education laboratory, Athletics, Sports and field equipment for athletics and games as prescribed by concerned University and suggested below.

(e) Laboratories

The institution shall have equipments and facilities for various additional laboratories as in the following paragraphs:-

(f) ICT and Educational Technology Lab

Digital Camera, Plasma T.V., DVD Recorder & Player, ROT(Received Only Terminal), SIT(Satellite Interlinking Terminal), Slide Projector, Photo Copier Machine, CDs/DVDs/ ROM for various Sports/Game/Skills Teaching (Preferably one in each sport activity), Media Projector, Video Camera (Handy Cam Digital), Desk Tops (TFT), Colour Printer, Public Address System, Display Boards (3x2), Computer Laboratory with fifteen desktops (TFT) & internet , Lap Tops for Teaching Faculty Member.

(g) Laboratory Equipments

The institution shall have equipments and facilities given below for the following laboratories:-

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(i) Anatomy, Physiology and Health Education Laboratory

Hemoglobin Meter-one
Respirometer (wet) – two
Human Skeleton -one
Weighing Machine - one
Human Body System Charts displaying all systems (at least one separate chart for each body systems) – At least ten.
Human Body organ/ System Models
Food Nutrient Charts
Communicable & Non-Communicable Diseases Charts
Road Safety Devices Charts
First Aid Box (Preliminary & Advanced), Height & Weight charts.

(ii) Human Performance Laboratory

Peak Flow Meters, Dry Spirometers, Pedometers, Hear Rate Monitor, Stop Watches (Electronic measuring time up to $1/100^{th}$ of a second), Grip Dynamometers, Back and leg Dynamometer, Goniometer, Anthropometer Rods, Sliding Calipers, Skinfold Calipers, Steel Tapes, B.P. Apparatuses (Sphygmomanometers & Stethoscope), Harvard Step Test Benches, Wall Thermometer & Barometer, Metronome, Flexomeasure, Finger Dexterity Test, Reaction Time Apparatus (Visual & Audio), Food & Hand Reaction Time Apparatus, Vibrators.

(iii) Athletic Care & Rehabilitation Laboratory

Infra red Lamp, Diagnostic Table, Sterilizing Unit, First Aid Box (Preliminary & Advanced), B.P. Apparatus (Sphygmomanometer & Stethoscope), Thermometer (Clinical), Ultrasound Therapy Unit, Wheel Chair, Vision Chart, Clutches, Weighing Machine, Ice Box, Stretcher.

(iv) Desirable: Sports Psychology laboratory

At least ten psychological tests and instruments for testing psychological characteristics. (With rating scales and manuals).

(h) Sports and field equipment

(i) Athletics

Hurdles (thirty), Starting Clapper (two), measuring tape (Steel) fifteen meter(one), Measuring tape (steel) thirty meter(two), Measuring tape (steel) fifty meter(one), Measuring tape (steel) one hundred meter(one), Wire for marking the track (fifty meter)(one), Stop watches (with Ten lap memory (six), Starting blocks (twenty), High jump stands (one pair and six cross bars)(one pair), Vaulting box(one), Discuss – men & women (six each), Shot-put – Men & Women (six each), Hammers (for men & women) (three each), Stop boards (two), Stands, for judges at finish (two), Flag poles (six), Javelin – Men & Women (five each including two aluminium), Take off boards (two), Mattress (forty), Weight Lifting Set (Olympic set), Landing for High Jump and Relay Baton (twelve).

(ii) Games

Badminton posts(two set), Badminton net(six), Badminton Racket, Shuttle Cock(ten barrels), Basketball Stand and Board (two set), Basketball balls(one dozen), Basketball net(four pairs), Cricket batting pad (three sets), Cricket Batting Gloves (three sets), Abdominal Guard (three), helmet (three), Wicket Keeping Gloves (two pairs), Wicket Keepers leg guard (two pairs), Stumps (twelve nos.), Bails (ten nos), Cricket Ball, Football post(two set), Footballs, Football Net(four sets), Posts with flags(eight), Handball posts(two set); Handball – Balls(one dozen), Handball – Net(four pairs), Hockey posts(two set), Hockey – balls(ten doz.), Hockey Stick (thirty), Hockey Goal keeping kit (one), Kho-Kho Pole (two set), Lawn Tennis Posts(two), Tennis Balls, Tennis racket, Table Tennis Balls(ten doz.); Volleyball Posts(two set), Volleyballs(twenty), Volleyball Net(four), Antenna (four), Weight Training Rods(ten), Weight Plates 2.5 Kg, five Kg, ten Kg, fifteen Kg, twenty Kg (ten each), Collars(twenty), Benches (four), Weight

Stand (two), Squat Stand, One Multi-gym or separate station wise (at least ten station), Weight Jackets and Weight Belts.

(iii) Equipment for indigenous activities

Leziums(fifty pair) , Dumbles(fifty pair), Indian Clubs (fifty pair), Flags, hoops, and light apparatus for physical activities Demonstration/ Display Equipment for marshal arts as per need.

(iv) Gymnastic Apparatus

Parallel Bars(one set), Uneven parallel bars(one set), Horizontal bar(one set), Two roman rings(one set), Climbing ropes (Manila)(six), Mats(twelve rubber, twelve coir), Balance beam (adjustable sets) (one set), One Pummeled Horse(one set), Multigym (twelve stationed) (one set), Vaulting Table (one set), Beat board (two nos.), Crash mat (one)

(v) Cultural activities

Suitable and adequate instruments should be provided as and when needed for various activities. Other equipment required for minor games, recreational games, relays and combative sport be procured on need and specialization basis.

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(3) Amenities

(i) Functional and appropriate furniture in required number for instructional and other purposes.

(ii) The institution shall provide separate common rooms for male and female teacher educators/students-teachers.

(iii) Sufficient number of toilets, separate for male and female, shall be made available for staff and students.

(iv) Arrangement may be made for parking of vehicles.

(v) Safe drinking water be provided in the institution.

(vi) Effective arrangement be made for regular cleaning of campus, water and toilet facilities, repair and replacement of furniture and other equipment.

6 General

(a) In case, one or more courses in teacher education are run by the same institution in the same building, the facilities of multipurpose hall, playground, library and laboratory with proportionate addition of books, equipments and instructional space may be shared.

(b) Managing Committee

The Institution shall have a Managing Committee constituted as per the rules of the affiliating University/Concerned State Government, if any. In the absence of such rules, the institution shall constitute the Managing Committee on its own. The committee shall comprise representatives of the sponsoring society/trust, Educationists, Physical Education experts, representatives of the affiliating university and of the staff.

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APPENDIX – 8

Norms and standards for Masters of physical education programme leading to Master of Physical Education (M.P.Ed) degree.

1 Preamble

(1) The Master of Physical Education (M.P.Ed.) is a professional physical education teacher education course meant for preparing teacher for senior secondary level as well as lecturers/directors/sports officers in colleges, teacher educators in Colleges of Physical Education and University Departments of Physical Education.

(2) Only University Departments or institutions offering B.P.Ed. programme are eligible to offer this Course.

2 Duration and working days

(1) Duration

The M.P.Ed. programme shall be of a duration of two academic years or Four Semesters.

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(2) Working Days

There shall be at least two hundred working days in each academic year / one hundred working days in each Semester exclusive of period of examination and admission etc. The institution shall work for a minimum of thirty six hours in a week (five or six days).

3 Intake, Eligibility and Admission Procedure

(1) Intake

There shall be a basic unit of forty students for each year.

(2) Eligibility

(a) Candidates who have obtained at least fifty five percent marks in the B.P.Ed. degree/ or B.Sc. degree in Physical Education, Health Education and sports / are eligible for admission.

(b) The reservation in seats and relaxation in the qualifying marks for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.

(3) Admission Procedure

Admission shall be made on merit on the basis of marks obtained in the entrance examination (written test, fitness test, interview and percentage in

qualifying examination) or any other selection process as per the policy of the State Government/University.

(4) Fees

The institution shall charge only such fee as prescribed by the affiliating body / State Govt concerned in accordance with provisions of NCTE (Guidelines for Regulations of tuition fees and other fees chargeable by unaided teacher education institutions) Regulations, 2002, as amended from time to time and shall not charge donations, capitation fee etc from the students.

4 Staff

(I) Academic

(a) Number (For a basic unit of forty students with combined strength of eighty for the two year course.)

Professor - one
Associate Professor /Readers - three
Lecturers - five
Sports Trainers - three (part time)

The qualifications of teachers will be in the areas of study like foundation courses such as Sports psychology, Exercise Physiology, Biomechanics, Athletics Care & Rehabilitation, Sports management, measurement-evaluation, sports training, professional preparation or any other subject included in the curriculum alongwith any one of the following sports specializations

(i) Athletics
(ii) Gymnastics
(iii) Team Game
(iv) Individual game

(II) Qualifications

(I) Professor

(i) Master's degree in Physical Education with fifty five percent marks or its equivalent grade.
(ii) Ph.D in Physical Education Or equivalent published work.
(iii) At least ten years teaching/research experience in a department / college of physical education out of which at least five years in the post graduate institution/University department.

(II) Associate Professor / Reader

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(i) Masters degree in Physical Education or any relevant subject with fifty five percent marks or an equivalent grade

(ii) At least five years teaching/research experience in a department / college of physical education out of which at least three years at the post graduate level.

(iii) Ph.D in Physical Education Or equivalent published work.

Note :-
In the event of non-availability of eligible and suitable candidates for appointment as Professor/Reader as per above eligibility criteria, it would be permissible to appoint retired Professor/Readers in Education on contract basis for a period not exceeding one year at a time till such time the candidates complete 65 years of post-retirement contract service.

Lecturer / Asst Professor

(i) Master's degree in Physical Education with at least fifty five percent marks or an equivalent grade and

(ii) Any other stipulation prescribed by the UGC / Affiliating Body / State Govt from time to time for the position of lecturers shall be mandatory.

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Sports Trainers

(i) Essential

Degree in Physical Education (B.P.Ed.) /B.Sc.(PEHES) with specified games / sports.

Desirable

Diploma in coaching

(III) Technical Support Staff

(a) In addition to the staff required for B.P.Ed., the following staff will be required.

(i) Technical Assistants - Two
(Handle stores and labs other than the computer lab)
(ii) Computer Assistant - One
(iii) Helper / Ground Men / Marker-Two
(iv)Lab Attendants - Two

(b) *Qualifications*

As per the norms prescribed by the concerned affiliating University/ State Government/UGC.

(IV) Terms and conditions of service:

(a) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the Central/ concerned State Government/Affiliating University whichever is applicable.

(b) All appointments except those specified as part-time are to be made on full-time and regular basis.

(c) Appointment of Technical & Administrative staff can be made as per norms of the concerned Government/University/UGC.

(d) The academic and other staff of the institution (including part-time staff) shall be paid such salary as may be prescribed by the concerned Government/University from time to time by account payee cheque or by advice into the Bank account of employees opened specially for the purpose.

(e) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees.

(f) The age of superannuation of staff shall be determined by the policy of concerned Government/University.

(g) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

5 Facilities

(1) Infrastructure

(a) There shall be provision for four classrooms (two each for M.P.Ed 1st and 2nd year students) to accommodate twenty students each and one multi-purpose hall to accommodate two hundred persons having total area of 2000 sq.ft (two thousand square feet) inclusive of dias, four small rooms for fifteen students to conduct specialization classes, seminar/tutorial rooms, separate rooms for the Professor/Head, faculty members, office for the administrative staff and a store. For every instructional room like class room, laboratory, library etc. spaces shall not be less than 10 sq.ft. (ten square feet) per student.

Built up Area for running other courses in combination with M.P.Ed programme shall be as under:-

B.P.Ed. plus M.P.Ed.	- 2700 Sq.mts.
B.P.Ed plus D.P.Ed plus M.P.Ed	- 3900 Sq.mts.

Additional intake of one unit of M.P.Ed will require additional built up area of 400 sqm (four hundred square meter) respectively.

(b) There shall be a multi-purpose hall/gymnasium for indoor sports and facilities for outdoor sports.

(c) The institution campus, building, furniture etc. should be disabled friendly.

(d) Safeguard against fire hazard be provided in all parts of the building.

(e) Hostel for boys and girls separately and some residential quarters are desirable.

Note: The existing recognized institutions will have to upgrade the infrastructural requirement as per present norms before 1st April, 2012.

(2) Instructional

(a) The institution must have at least 8 acres of land which shall provide enough space for institutional building and for future expansion and open space for organizing games & sports. Built up area consisting of classrooms etc. shall not be less than 1200 sq. mtr. (one thousand two hundred square meter). This must be ensured even in Hilly Regions where the total land may be at least (two acres for administrative building & three acres for sports/game facilities)

(b) There shall be a library with reading rooms facility and equipped with minimum two thousand titles and reference books related to all specializations and courses, educational encyclopedias, electronic publications (CD ROMs) and at least five journals and internet connectivity. At least one hundred quality books will be added in the library every year. The library shall have photocopying facility and computer with internet facility for the use of faculty and students.

(c) Laboratory Equipments

In addition to the laboratories mentioned under the B.P.Ed programme, the institution offering M.P.Ed Programme shall have equipments & facilities specified for the laboratories mentioned in the succeeding paragraphs :-

(d) Exercise Physiology Laboratory

Lactate Analyzer, Body Composition Analyzer, Metabolic Analyzer, Pedometer, B.P. Apparatus (Manual), B.P. Apparatus (Electronic), Skin fold Caliper, Dry Spiro meter (5), Heart Rate Monitor, Multi Function pedometer (10), Computerized Tread Mill.

(e) Sports Psychology Laboratory

Emg Biofeedback, Questionnaires on Personality, Anxiety, Group Cohesion, Aggression, Motivation, Mental Toughness, Self-esteem, Locus of Control and such other questionnaires as per the requirement of the contents of the syllabus, Depth Perception Apparatus, Anticipation Assessment Apparatus, Finger Dexterity Test

(f) Sports Bio-Mechanics Laboratories

Force Plate (Latest Module Complete Set), Electronic Gonimeter (Latest Module), Gait Analysis System for any time, any where alternatively pressure plate.

(g) Measurement & Sports Training Laboratory

Digital Back / Legl Dynamometer, Digital Hand Grip Dynamometer (Adult and Children), Skin fold Capilar, Anthropometry Kit (Computer) sliding & spreading, Caliper, Girth Measures – Gonimeter; Steel Taps; Flexomeasure, Hear Rate Monitor, Weighing Machine, Reaction Time Apparatus (Visual & Audio), Food & Hand Reaction Time Apparatus Vibrators.

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6 Amenities

(i) Functional and appropriate furniture in required number for instructional and other purposes.

(ii) The institution shall provide separate common rooms for male and female teacher educators/students-teachers.

(iii) Sufficient number of toilets, separate for male and female, shall be made available for staff and students.

(iv) Arrangement may be made for parking of vehicles.

(v) Safe drinking water be provided in the institution

(vi) Effective arrangement be made for regular cleaning of campus, water and toilet facilities, repair and replacement of furniture and other equipment.

7 General

(a) In case, one or more courses in teacher education are run by the same institution in the same building, the facilities of multipurpose hall, playground, library and laboratory (with proportionate addition of books and equipments) and instructional space may be shared. There shall be one Principal for the entire institution and heads for other departments.

(b) Managing Committee

The institution shall have a Managing Committee constituted as per the rules of the affiliating university/concerned State Government, if any. In the absence of such rules, the institution shall constitute the Managing Committee on its own. The committee shall comprise representatives of the sponsoring society/Trust, Educationists, Physical Education experts, representatives of the affiliating university and of the staff.

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APPENDIX – 9

Norms and standards for Diploma in elementary education programme through Open and Distance Learning System leading to Diploma in elementary education (D.El.Ed)

1. Preamble

The elementary teacher education programme through Open and Distance Learning System is intended primarily for upgrading the professional competence of working teachers in the elementary schools (primary and upper primary/middle). It also envisages bringing into its fold those teachers who have entered the profession without formal teacher training.

(i) The NCTE accepts open and distance learning (ODL) system as a useful and viable mode for the training of teachers presently serving in the elementary schools. This mode is useful for providing additional education support to the teachers and several other educational functionaries working in the school system.

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2 Condition of offering the course

The institutions or academic units specially established for offering ODL programmes like the National Open University, State Open Universities and the Directorates / School of Open and Distance Learning in the Central or State Universities shall be eligible to offer teacher education programmes (The Deemed to be Universities, Agricultural or Technical Universities, which specialize in a field other than teacher education and other discipline specific Universities / Institutions are not eligible to offer teacher education programme through ODL).

3 Territorial Jurisdiction

The University offering teacher education programme through ODL will have territorial jurisdiction as defined in the Act of the University.

The Study Centres of the University shall also be located in the territorial jurisdiction of the University.

4 Duration

The duration of the programme shall be of two academic sessions / years (four semesters). The commencement and completion of the programme shall be so regulated that two long spells of vacation (summer / winter / staggered) are available to the learners for guided / supervised instruction and face to face contact sessions. Sand-witching the programme between two summer vacation will be an ideal proposition.

5 INTAKE, ELIGIBILITY AND ADMISSION PROCEDURE

(1) INTAKE

The basic unit of intake for the D.El.Ed. programme shall be five hundred students subject to the condition that one Study Centre shall enroll not more than one hundred students in a given session. The request for additional unit in any programme shall be examined by the NCTE on the basis of the availability of required facilities in respect of study centres and related support in the territorial jurisdiction of the university.

(2) ELIGIBILITY

(i) Senior Secondary (Clas XII) or equivalent examination passed with fifty percent marks.

(ii) Two years teaching experience in a Government or Government recognized primary / elementary school.

(3) ADMISSION PROCEDURE

(i) The State Government shall develop a suitable procedure for the selection of candidates.

(ii) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable. There shall be a relaxation of five percent marks in favour of SC/ST/OBC and other categories of candidates.

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6 FACULTY AT THE HEADQUARTERS AND STUDY CENTRES LEVEL.

(a) Details of Faculty / Staff at the Headquarters of the institution conducting the programme

(i) The institution / University offering this teacher education programme through ODL system shall have an exclusive core full time faculty of six members with expertise in all relevant disciplines like Education, Science, Mathematics, Social Sciences and two languages English and Regional Language.

The break up of the faculty will be as follows:-

Professor	– One
Reader / Associate Professor	- One
Lecturers / Asst Professor	– Four

(ii) The faculty shall be responsible for course designing, material development, assessment of assignments, orientation of academic staff of the Study Centres, monitoring and supervision of the Study Centres, maintenance / renewal of the courses and other activities.

(iii) The faculty strength shall be increased by one for every additional unit of five hundred or part thereof of this programme.

(iv) One faculty member shall be designated as 'Programme Co-ordinator' for each programme.

(v) Teacher Educator / Supervisor engaged for various activities at the Study Centre shall be fully qualified as per NCTE norms.

(b) The details of staff required at a Study Centre shall be as follows:

Coordinator	-	One
Assistant Coordinator	-	One
Part time Academic counselors	–	

Resource persons to be engaged as per need of the programme which may preferably be in the ratio of 1:50

7 QUALIFICATIONS OF TEACHING AND ADMINISTRATIVE STAFF

(a) Teaching Staff

The academic and professional qualifications of the academic staff shall be the same as prescribed in the case of the corresponding programmes offered through the face -to-face mode. In addition, the faculty with qualifications/experience in the ODL system shall be preferred.

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(b) Non –Teaching/Support Staff/Administrative Staff for H.Q.

The administrative and other support staff may be provided as per the norms outlined below:

Software Specialist/Professional	-One
Incharge Assessment and Evaluation	-One
Computer Operator for Maintaining Database	-One
Office Assistant	-One
Helper for the dispatch of study material	-One

8 Terms and conditions of service of Employees

(a) The appointment shall be made on the basis of recommendation of the Selection Committee constituted as per the policy of the Central/concerned State Government/Board whichever is applicable.

(b) All appointments are to be made on full-time and regular basis excepting those specified as part-time.

(c) Appointment of part-time instructors and other supporting staff shall be made as per norms of the concerned Government.

(d) The academic and other staff of the institutions shall be paid such salary as may be prescribed by the concerned Government for the corresponding post in Government by account payee cheque or as per advice into the bank account of the employee, specially opened for the purpose.

(e) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees.

(f) The age of superannuation of staff shall be determined by the policy of concerned Government.

(g) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

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9 Eligibility and Conditions for a Study Centre

(a) Only following category of institutions shall qualify to become the Study Centre :-

Existing Teacher Training institutions recognized by NCTE for offering the same programme in face to face mode and having all the requisite infrastructure and staff as per NCTE norms. Institutions having offered the relevant teacher education course for at least five years durations
Institutions declared as Study Centre for one course / programme by University shall not be the Study Centre for any other programme of the same or any other University / institution.

(b) (i) The number of students allotted to a Study Centre shall not exceed one hundred.
(ii) The Study Centre shall provide to the distance learners allocated to it access to its library and other physical facilities.
(iii) The Headquarters of the ODL institution may also function as a Study Centre at least for one hundred students.

(c) Teacher educators/ supervisors engaged for various activities of the Study Centre shall be fully qualified as per the NCTE norms.

(d) All the functionaries associated with the activities of the Study Centres must be oriented by the open university / institution in the practice of the ODL system from time to time.

(e) The request for additional unit of intake in any programme shall be examined by the NCTE on the basis of availability of required facilities in respect of study centers and related support in the territorial jurisdiction of the university. Laid down procedure shall be followed for seeking recognition for additional intake.

10 PHYSICAL INFRASTRUCTURE

(a) At Headquarter Level: Adequate number of classrooms and cubical for faculty members, an office room with photocopiers, a large room for computer operators for maintaining database of students, another room for production/processing of learning materials, a store for the storing and dispatch of learning materials and equipped with an audio-video studio for recording of lessons and production of CDs and a large Conference Room for conducting meetings/teleconferencing.

(b) AT Study Center Level: Science and psychology laboratories, workshop for practical work, sufficient number of rooms for individual guidance of trainees in methodology subjects, availability of an elementary practicing school, sufficient number of rooms for organizing contact classes. Other needed facilities like telephone, fax, photocopier machine, internet connection, computers, audio-video players, interactive multi media CD, Edusat receive only (ROT) Satellite, or interactive terminal (SIT), LCD etc.

Irrelevant

11 LIBRARY

(a) Headquarter Library: There shall be a well-equipped library with adequate number of textbooks and reference books of school and elementary teacher education. Educational Technology Library, ICT Library, Psychological Equipment, CDs Encyclopedias, Journals of Elementary Teacher Education and Distance Education. In addition, Self-instructional material in sufficient quantity shall be available in English/Hindi/Regional Language.

(b) Study Centre Library: The libraries, laboratories and workshops of the institutions where study centers are located shall be used by the trainees during contact sessions.

12 ACADEMIC INPUTS

(a) Self-learning materials: The programme shall be conducted with full professional expertise. The self-learning material, both print and non print must be based on the pedagogy of self learning and be duly approved by the DEC. A blended learning approach (integration of methods and media) should be applied. The study materials shall be made available to the learners in the beginning of the session itself either in one go or in a phased manner as per the requirement of the programme.

(b) Contact programme: In a programme of two years' duration, the personal contact programme must be conducted at the Headquarters/ Study Centres

convenient to the learners for a minimum of three hundred contact hours. The personal contact programmes should be conducted in the following forms:

(c) Academic counseling: Academic counseling sessions shall be spread over the entire duration of the programme and be conducted on a regular basis depending on the needs and convenience of the learners. The academic and personal problems related to the course shall be discussed in the counseling sessions. The counseling sessions shall be utilized for providing personalized guidance to the learners regarding fieldwork, teaching practice, projects, assignments, dissertation, time management, study skills, etc. A minimum of 144 study hours spread over two years shall be devoted to the counseling sessions. The counseling sessions shall be organized in the form of tutorials and not as teaching sessions as the learning materials provided to the learners shall perform the teaching function.

(d) Workshops: In the workshops the learners shall acquire competencies and skill required by a teacher or teacher educator. Therefore they shall be engaged in certain activities as individuals or in groups. The Study Centres shall also make arrangement for practice teaching in classroom and simulated situations. The learners shall also be provided training in the preparation and use of ICT by involving them in the preparation of teaching aids, research tools, worksheets, scrapbooks, etc. The learners shall be given sufficient opportunities to practice what they have learnt from the theory courses and what they are supposed to do in the classrooms. There shall be two workshops (one each year) of 12 days' duration each. Thus in a two-year programme total 24 days (six study hours a day excluding the time for interval, lunch, etc.) a minimum 144 study hours shall be devoted to the workshops.

(e) School-based activities: The learners pursuing teacher education courses through ODL system shall be involved in activities which a teacher is supposed to perform in the school/college. The learners shall interact with a faculty member (a senior and experienced teacher/principal/faculty of the school/college where the learner is working) to work on school-based activities. Thus a learner shall be supervised/guided by the mentor for a minimum of 15 study hours.

(f) Teaching practice: The learners enrolled in D.El.Ed programmes shall plan and deliver 40 lessons (20 in each subject in case of B.Ed. and as per the requirement of other programmes) over a period of forty days. In other words, the learners shall not deliver more than one lesson in a day. After each lesson, the learner shall be provided constructive feedback on his/her performance (strengths and weakness) by the supervisors/teacher educators. Thus, the learner shall discuss with supervisors/teacher educators the preparation of the lesson plans, delivery of lessons and feedback on the lessons delivered. Thus each learner shall receive personal supervision on teaching practice for a minimum 80 study hours (two hours per lesson) in the entire duration of the programme.

13 EVALUATION

(a) Evaluation and feedback

A two-tier evaluation shall be used by the institution: continuous and comprehensive evaluation and term-end examinations. Due weightage shall be given to continuous and comprehensive evaluation including for participation and performance in the workshop. Assignments/project reports submitted by the learners shall be evaluated in a given time frame and returned to them along with constructive comments and suggestions so that they can improve their performance. The primary function of the evaluation of the assignments/projects should be to provide timely feedback to the learners to sustain their motivation. Evaluation of assignments, workshop-based activities, school-based activities and teaching practice should be conducted on a continuous basis. The external evaluation shall encompass questions on all the Units of syllabus and shall be assessed through Objective Type/Short Answer Type/Long Answer Type question. These questions will be decided/finalized by a Board of Examiners appointed by the examining body. The weightage for internal and external evaluation shall be in the ration of 30.:70.

(b) MONITORING AND SURPERVISION

A systematic monitoring mechanism must be in place in the distance teacher education institution. Various strategies for monitoring, such as periodic field visits by the faculty, collection of regular feedback from both the learners and the Study Centre coordinators, interaction with learners through ICT etc., and maintaining specified record by the institutions shall be applied. A suitable procedure for the appraisal of the Study Centres shall be evolved by the institution on a regular basis.

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14 FEE STRUCTURE

The fees to be charged from each trainee student will be as per the decision of the University/State Government.

15 SYLLABUS AND SELF-LEARNING MATERIALS

(a) Syllabus: Syllabus of D.El.Ed for regular classes shall be transformed into distance mode consisting of Blocks/Units. The Self-learning materials developed by the institution shall be approved by the DEC.

(b) Audio Video Programme: Available uplinking facility of the State Resource Centres and IGNOU shall be used.

16 PRACTICE TEACHING IN CURRICULUM ARES

The Headquarter staff shall develop curriculum, self-learning materials, model lesson plans and A.V. materials for use at the Study Centres. At the end of First and Second years, External examinations will be conducted by a Board of Examiners to be appointed by

the Examining Body. Study Centres located in the Teacher Education Institutions (TEIs) shall-conduct examination of practice teaching and work experience components by appointing examiners – internal and external.

17 PRE REQUISITE FOR APPLYING FOR GRANT OF RECOGNITION OF THE PROGRAMME.

i. Before applying to the NCTE for recognition of a teacher education programme, an ODL institution shall ensure the following tasks;

ii. Preparation of the project document with details about the scope of the programme, fee structure, enrolment, faculty requirement, of Study Centres, estimated expenditure for development and implementation of the programme, norms of payment to development and implementation of the programme, norms of payment to Study Centres and resources persons, additional faculties, resources to be provided to Study Centres , etc.

iii. Approval of the appropriate university bodies for launching the programme.

iv. Preparation of curriculum (course–wise and unit-wise structure) including scheme of evaluation/examination and support services, duly approved by the University.

v. Preparation of the self-learning material in print and non-print, duly certified by the DEC.

vi. Undertaking from the identified Study Centers in a prescribed format ensuring strict observation of norms for the study centres.

vii. Staff selection process be initiated such as advertising, screening, interviewing and offering appointment to the selected candidates.

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APPENDIX - 10

Norms and standards for Bachelor of teacher education programme through Open and Distance Learning System leading to Bachelor of education (B.Ed) degree

1 Preamble

The aim of B.Ed Programme through Open and Distance Learning System is to provide an opportunity to serving teachers to pursue B.Ed course for professional development.

2 Condition of offering the course

The institutions or academic unit specially established for offering ODL programmes like the National Open University, State Open Universities and the Directorates / School of Open and Distance Learning in the Central or State Universities shall be eligible to offer teacher education programmes (The Deemed to be Universities, Agricultural or Technical Universities, which specialize in a field other than teacher education and other discipline specific Universities / Institutions like language Universities / institutions etc are not eligible to offer teacher education programme through ODL).

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3 Territorial Jurisdiction

The University offering teacher education programme through ODL will have territorial jurisdiction as defined in the Act of the University.

The Study Centres of the University shall also be located in the territorial jurisdiction of the University.

4 Duration

The duration of the programme should be of two academic sessions / years (four semesters). The commencement and completion of the programme should be so regulated that two long spells of vacation (summer / winter / staggered) are available to the learners for guided / supervised instruction and face to face contact sessions. Sand witching the programme between two summer vacation will be an ideal proposition.

5 Intake, Eligibility and Admission Procedure

(1) Intake

The basic unit of intake for the B.Ed. (ODL) programme shall be 500 students subject to the condition that a Study Centre shall enroll not more than one hundred students in a given session. The application for additional unit in any programme shall be examined by the NCTE on the basis of the availability of

required facilities in respect of study centres and related support in the territorial jurisdiction of the university.

(2) Eligibility

(a)

(i) Graduation / Post- Graduation Degree with fifty five percent marks.

(ii) Two years teaching experience in a Government or Government recognized school.

(b) A State University will admit only those candidates who are working in schools located in the territorial jurisdiction assigned to it by the University Act.

(3) Admission Procedure

(a) The University/Institute shall develop a suitable procedure for the selection of candidates.

(b) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable. There shall be relaxation of five percent marks in favour of SC/ST/OBC and other categories of candidates.

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6 Headquarters Level

(1) Academic Staff at Headquarters

The institution / University offering their teacher education programme through ODL system shall have an exclusive core full time faculty of six members with expertise in all relevant disciplines like Education, Science, Mathematics, Social Sciences and two languages English and Regional Language.

(a) The break up of the faculty shall be as follows :-

Professor	**– One**
Reader / Associate Prof	- One
Lecturers / Asst Prof	– Four

(b) The faculty shall be responsible for course designing, material development, assessment of assignments, orientation of academic staff of the Study Centres, monitoring and supervision of the Study Centres, maintenance / renewal of the courses and other activities.

(c) The faculty strength shall be increased by one for every additional unit of five hundred or part thereof of the same or another programme.

(d) One faculty member shall be designated as 'Programme Co-ordinator' for each programme.

(2) QUALIFICATION OF THE ACADEMIC STAFF

The academic and professional qualification of the academic staff shall be the same as prescribed in the case of the corresponding programmes offered through the face -to-face mode. In addition, the faculty with qualifications/experience in the ODL system should be preferred.

(3) Non –Teaching/Support Staff/Administrative Staff for H.Q.

The administrative and other support staff may be provided as per the norms outlined below:

Software Specialist/Professional	-One	
Incharge Assessment and Evaluation	-One	
Computer Operator for Maintaining Database	-One	
Office Assistant		-One
Helper for the dispatch of study material.	-One	

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7 Terms and conditions of service

(a) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the Central/concerned State Government/Board whichever is applicable.

(b) All appointments are to be made on full-time and regular basis excepting those specified as part-time.

(c) Appointment of part-time instructors and other supporting staff shall be made as per norms of the concerned Government.

(d) The academic and other staff of the institutions shall be paid such salary as may be prescribed by the concerned Government by account payee cheque or as per advice into the bank account of the employee, specially opened for the purpose.

(e) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees.

(f) The age of superannuation of staff shall be determined by the policy of concerned Government.

(g) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

8 Zonal /Cluster level

(a) For monitoring purposes Zonal/Cluster Coordinators shall be appointed on full time basis. One Zonal/cluster Coordinator would be in-charge of ten study centers. Zonal/Cluster Coordinator should have the qualifications prescribed for Professor/Reader/Lecturer. He or she may be a retired person. Retired Principals of senior secondary/secondary schools could also be appointed as Zonal/cluster Coordinators.

(b) Eligibility and Conditions for a Study Centre

(I) Only following category of institutions shall qualify to become the Study Centre :-

Existing Teacher Training institutions recognized by NCTE for offering the same programme in face to face mode and having all the requisite infrastructure and staff as per NCTE norms. Institutions having offered the relevant teacher training course for at least five years durations Institutions declared as Study Centre for one course / programme of a University shall not be the Study Centre for any other programme of the same or any other University.

(II)
(i) The number of students allotted to a Study Centre shall not exceed one hundred.
(ii) The Study Centre shall provide to the distance learners allocated to it access to its library and other physical facilities.
(iii) The Headquarters of the ODL institution may also function as a Study Centre at least for one hundred learners.
(iv) The Study Centre shall be equipped with needed facilities such as telephone, fax, photocopy machine, internet connection, computers, audio-video players, interactive multimedia CDs, EduSat receive or interactive terminal, LCD etc.

(III) Teacher educators/ supervisors engaged for various activities of the Study Centre shall be fully qualified as per the NCTE norms.

(IV) All the functionaries associated with the activities of the Study Centres must be oriented by the open university in the practice of the ODL system from time to time.

(V) The request for additional unit in any programmer shall be examined by the NCTE on the basis of availability of required facilities in respect of study centers and related support in the territorial jurisdiction of the university.

9 PHYSICAL INFRASTRUCTURE

(a) At Headquarter Level: Adequate number of classrooms and cubical for faculty members, an office room with photocopiers, a large room for computer operators for maintaining database of students, another room for production/processing of learning materials, a store for the storing and dispatch of learning materials and equipped with an audio-video studio for recording of lessons and production of CDs and a large Conference Room for conducting meetings/teleconferencing.

(b) AT Study Center Level: Science and psychology laboratories, workshop for practical work, sufficient number of rooms for individual guidance of trainees in methodology subjects, availability of an elementary practicing school, sufficient number of rooms for organizing contact classes. Other needed facilities like telephone, fax, photocopiers

machine, internet connection, computers, audio-video players, interactive multi media CD, Edusat receive only (ROT) Satellite, or interactive terminal (SIT), LCD etc.

10 LIBRARY

(a) Headquarter Library: There shall be a well-equipped library with adequate number of textbooks and reference books of school and elementary teacher education including the journals and books published and recommended by NCTE. Educational Technology Library, ICT Library, Psychological Equipment, CDs Encyclopedias, Journals of Elementary Teacher Education and Distance Education. In addition, Self-instructional material in sufficient quantity shall be available in English/Hindi/Regional Language.

(b) Study Centre Library: The libraries, laboratories and workshops of the institutions where study centers are located shall be used by the trainees during contact sessions.

11 ACADEMIC INPUTS

(a) Self-learning materials: The programme needs to be conducted with full professional expertise. The self-learning material, both print and non print shall be based on the pedagogy of self learning and be duly approved by the DEC. A blended learning approach (integration of methods and media) shall be applied. The study materials shall be made available to the learners in the beginning of the session itself either in one go or in a phased manner as per the requirement of the programme.

(b) Contact programme: In a programme of two years' duration, the personal contact programme shall be conducted at the Headquarters/ Study Centres convenient to the learners for a minimum of three hundred contact hours. The personal contact programmes shall be conducted in the following forms:

(c) Academic counseling: Academic counseling sessions shall be spread over the entire duration of the programme and be conducted on a regular basis depending on the needs and convenience of the learners. The academic and personal problems related to the course shall be discussed in the counseling sessions. The counseling sessions shall be utilized for providing personalized guidance to the learners regarding fieldwork, teaching practice, projects, assignments, dissertation, time management, study skills, etc. A minimum of 144 study hours spread over two years shall be devoted to the counseling sessions. The counseling sessions shall be organized in the form of tutorials and not as teaching sessions as the learning materials provided to the learners shall perform the teaching function.

(d) Workshops: In the workshops the learners shall acquire competencies and skill required by a teacher or teacher educator. Therefore they shall be engaged in certain activities as individuals or in groups. The Study Centres shall also make arrangement for practice teaching in classroom and simulated situations. The learners shall also be provided training in the preparation and use of ICT by involving them in the preparation of teaching aids, research tools, worksheets, scrapbooks, etc. The learners shall be given sufficient

opportunities to practice what they have learnt from the theory courses and what they are supposed to do in the classrooms. There shall be two workshops (one each year) of 12 days' duration each. Thus in a two-year programme total 24 days (six study hours a day excluding the time for interval, lunch, etc.) a minimum 144 study hours shall be devoted to the workshops.

(e) School-based activities: The learners pursuing teacher education courses through ODL system shall be involved in activities which a teacher is supposed to perform in the school/college. The learners shall interact with a faculty member (a senior and experienced teacher/principal/faculty of the school/college where the learner is working) to work on school-based activities. Thus a learner shall be supervised/guided by the mentor for a minimum of 15 study hours.

(f) Teaching practice: The learners enrolled in B.Ed. programmes shall plan and deliver forty lessons (twenty in each subject in case of B.Ed. and as per the requirement of other programmes) over a period of forty days. In other words, the learners shall not deliver more than one lesson in a day. After each lesson, the learner shall be provided constructive feedback on his/her performance (strengths and weakness) by the supervisors/teacher educators. Thus, the learner shall discuss with supervisors/teacher educators the preparation of the lesson plans, delivery of lessons and feedback on the lessons delivered. Thus each learner shall receive personal supervision on teaching practice for a minimum 80 study hours (two hours per lesson) in the entire duration of the programme.

The Headquarter staff shall develop curriculum, self-learning materials, model lesson plans and A.V. materials for use at the Study Centres. At the end of First and Second years, External examinations will be conducted by a Board of Examiners to be appointed by the Examining Body. Study Centres located in the Teacher Education Institutions (TEIs) shall-conduct examination of practice teaching and work experience components by appointing examiners – internal and external.

(g) Evaluation and feedback: A two-tier evaluation shall be used by the institution: continuous and comprehensive evaluation and term-end examinations. Due weightage shall be given to continuous and comprehensive evaluation including for participation and performance in the workshop. Assignments/project reports submitted by the learners shall be evaluated in a given time frame and returned to them along with constructive comments and suggestions so that they can improve their performance. The primary function of the evaluation of the assignments/projects should be to provide timely feedback to the learners to sustain their motivation. Evaluation of assignments, workshop-based activities, school-based activities and teaching practice should be conducted on a continuous basis. The external evaluation shall encompass questions on all the Units of syllabus and shall be assessed through Objective Type/Short Answer Type/Long Answer Type question. These questions will be decided/finalized by a Board of Examiners appointed by the examining body. The weightage for internal and external evaluation shall be in the ration of 30.:70.

12 PRACTICE TEACHING IN CURRICULUM AREAS

The Headquarter staff shall develop curriculum, self-learning materials, model lesson plans and A.V. materials for use at the Study Centres. At the end of First and Second years, External examinations will be conducted by a Board of Examiners to be appointed by the Examining Body. Study Centres located in the Teacher Education Institutions (TEIs) shall-conduct examination of practice teaching and work experience components by appointing examiners – internal and external.

13 Student Support System

Full use of library of the University/Zonal/Cluster/institutional Study Centre/ shall be made available to the students of the course, as available to all regular face-to-face students. Facilities for accessing non-print learning materials such as internet/television/VCR/OHP etc. shall be made available at the Study Centres.

Mentoring support to the students shall be provided at the Study Centres.

Audio Video Programme: Available uplinking facility of the State Resource Centres and IGNOU shall be used.

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14 Monitoring And Surpervision

A systematic monitoring mechanism must be in place in the distance teacher education institution. Various strategies for monitoring, such as periodic field visits by the faculty, collection of regular feedback from both the learners and the Study Centre coordinators, interaction with learners through ICT etc., and maintaining specified record by the institutions shall be applied. A suitable procedure for the appraisal of the Study Centres shall be evolved by the institution on a regular basis.

15 Fee Structure

The fee shall be charged as prescribed by the University.

16 PRE REQUISITE FOR APPLYING FOR GRANT OF RECOGNITION OF THE PROGRAMME.

i. Before applying to the NCTE for recognition of a teacher education programme an ODL institution shall ensure the following tasks;

ii. Preparation of the project document with details about the scope of the programme, fee structure, enrolment, faculty requirement, of Study Centres, estimated expenditure for development and implementation of the programme, norms of payment to development and implementation of the programme, norms of payment to Study Centres and resources persons, additional faculties, resources to be provided to Study Centres , etc.

iii. Approval of the appropriate university bodies for launching the programme.

iv. Preparation of curriculum (course–wise and unit-wise structure) including scheme of evaluation/examination and support services, duly approved by the University.

v. Preparation of the self-learning material in print and non-print, duly certified by the DEC.

vi. Undertaking from the identified Study Centers in a prescribed format ensuring strict observation of norms for the study centres.

vii. Staff selection processes be initiated such as advertising, screening, interviewing and offering appointment to the selected candidates.

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APPENDIX – 11

Norms and standards for Master of education programme through Open and Distance Learning System leading to Master in Education (M.Ed) degree

1 Preamble

The aim of the M.Ed. programme through Open and Distance Learning System is to provide an opportunity to serving teachers, teacher educators, policy makers, educational administrators, educational researchers, curriculum and material developers and others in educational system to pursue M.Ed. course for professional development.

2 Course Title

Master of Education (M.Ed.)

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3 Condition of offering the course

(1) Institution :-

The institutions or academic units specially established for offering ODL programmes should be eligible for offering teacher education programmes through ODL system. Thus, the National Open University and State Open Universities and the Directorates / School of Open and Distance Learning in the Central or State Universities shall be eligible to offer teacher education programmes. The Deemed to be Universities shall not be eligible to offer teacher education programmes through Distance Mode. Likewise, Agricultural or Technical Universities and subject / disciple specific universities / institutions such as Hindi, Telgu, Sanskrit etc shall not be eligible to offer teacher education programmes through ODL system.

(2) Jurisdiction

A State University is established through an Act of the concerned State Legislature, while a Central University is established through an Act of Parliament. A State University is permitted to admit students from within the territorial jurisdiction assigned to it by the Act. A Central University may have jurisdiction over more than one States, if its Act has specific provisions regarding its territorial jurisdiction. The Study Centres of the University shall also be located in the territorial jurisdiction of the University.

4 Duration

The duration of the programme shall be of two academic sessions / years (four semesters). The commencement and completion of the programme should be so regulated that two long spells of vacation (summer / winter / staggered) are available to the learners for guided / supervised instruction and face to face contact sessions. Sandwitching the programme between two summer vacation will be an ideal proportion.

5 Intake, Eligibility and Admission Procedure

(1) Intake

The basic unit for the programme shall be two hundred fifty subject to the condition that a Study Centre shall not enroll more than twenty five students in a given year. The completion of dissertation is a compulsory requirement for the M.Ed. ODL, as it is in the case of face-to-face M.Ed. programme. Application for Additional unit in this programme shall be examined by the NCTE on the basis of the availability of required facilities in respect of study centres and related support in the territorial jurisdiction of the university. The unit of additional intake in this programme shall be twenty five students only.

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(2) Eligibility

B.Ed with fifty five percent Marks. Two years teaching / professional experience after completion of B.Ed programme in a Government / Government recognized school / NCTE recognized teacher education / research institution in education.

(3) Admission Procedure

i) The Institution/University shall develop a suitable procedure for selection of the candidates.

ii) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable. There shall be relaxation of 5% marks in favour of SC/ST/OBC and other categories of candidates.

6 Facilities in the Headquarters

(1) The M.Ed. programme through Distance Education mode includes a number of activities like course designing, counseling, dissertation guidance, course development, checking students' assignments, monitoring self corrective learning materials, organizing contact programmes, orientation of the staff at study centers, etc. The faculty at the Headquarters/Nodal centers will ensure proper implementation in respect of all these. It is essential that facilities and expertise be made available both at the university head-quarters as well as study centres. The Headquarters/Nodal centre would not only act as an administrative body but also act as active resource centre. It is essential to appoint full-time well qualified staff at Headquarters/nodal centre. Additional part-time faculty should also be made available as per the needs of the students.

(2) Staff

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(i) The institution / University offering this teacher education programmes through ODL system shall have an exclusive core of full time faculty of six members.

(ii) The break up of the faculty shall be as follows :-

Professor	-	One
Reader / Associate Professor	-	One
Lecturers / Asst Professor	-	Four

(iii) The faculty shall be responsible for course designing, material development, assessment of assignments, orientation of academic staff of the Study Centres, monitoring and supervision of the Study Centres, maintenance / renewal of the courses and other activities.

(iv) The faculty strength shall be increased by one Professor / Reader for every additional unit of twenty five students in this programme.

(v) One faculty member should be designated as 'Programme Co-ordinator' for each programme.

(3) Qualification of the Academic Staff

The academic and professional qualification of the academic staff shall be the same as prescribed in the case of the corresponding programmes offered through the face -to-face mode. In addition, the faculty with qualifications/experience in the ODL system should be preferred.

(4) Physical Infrastructure

Rooms/cabins for faculty members, computer room, material production centre, store, office rooms, conference room, hardware and software and facilities such as audio-video studio for courseware development should be provided.

(5) Instructional Infrastructure

(i) Library

There shall be a library equipped with text and reference books on teacher education, educational encyclopedias, year-books, electronic publications, CD ROMs and research journals on teacher education, distance education etc.

7 Terms and conditions of service

(a) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the Central/concerned State Government/Board whichever is applicable.
(b) All appointments are to be made on full-time and regular basis excepting those specified as part-time.
(c) Appointment of part-time instructors and other supporting staff shall be made as per norms of the concerned Government.
(d) The academic and other staff of the institutions shall be paid such salary as may be prescribed by the concerned Government by account payee cheque or as per advice into the bank account of the employee, specially opened for the purpose.
(e) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees.
(f) The age of superannuation of staff shall be determined by the policy of concerned Government.
(g) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

8 Eligibility and Conditions for a Study Centre

(1) Only following category of institutions shall qualify to become the Study Centre :-

Existing Teacher Training institutions recognized by NCTE for offering the same programme / course a study on face to face mode and having all the requisite infrastructure and staff as per NCTE norms. Institutions having offered the relevant teacher training course for at least five years durations Institutions declared as Study Centre for one course / programme by

University shall not be the Study Centre for any other programme by the same or any other University.

(2) (i) The number of students allotted to a Study Centre shall not exceed twenty five.

(ii) The Study Centre shall provide to the distance learners allocated to it access to its library and other physical facilities.

(iii) The Headquarters of the ODL institution may also function as a Study Centre at least for twenty five learners.

(3) Teacher educators/ supervisors engaged for various activities of the Study Centre shall be fully qualified as per the NCTE norms.

(4) All the functionaries associated with the activities of the Study Centres must be oriented by the open university in the practice of the ODL system from time to time.

(5) The request for additional unit in any programmer shall be examined by the NCTE on the basis of availability of required facilities in respect of study centers and related support in the territorial jurisdiction of the university.

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9 Academic Inputs

(1) Self-learning materials: The programme needs to be conducted with full professional expertise. The self-learning material, both print and non print must be based on the pedagogy of self learning and be duly approved by the DEC. A blended learning approach (integration of methods and media) should be applied. The study materials should be made available to the learners in the beginning of the session itself either in one go or in a phased manner as per the requirement of the programme.

(2) Contact programme: In a programme of two years' duration, the personal contact programme must be conducted at the Headquarters/ Study Centres convenient to the learners for a minimum of three hundred contact hours. The personal contact programmes should be conducted in the following forms:

(i) Academic counseling: Academic counseling sessions shall be spread over the entire duration of the programme and be conducted on a regular basis depending on the needs and convenience of the learners. The academic and personal problems related to the course shall be discussed in the counseling sessions. The counseling sessions shall be utilized for providing personalized guidance to the learners regarding fieldwork, teaching practice, projects, assignments, dissertation, time management, study skills, etc. A minimum of one hundred forty four study hours spread over two years shall be devoted to the counseling sessions. The counseling sessions shall be organized in the form of tutorials and not as teaching sessions as the learning materials provided to the learners shall perform the teaching function.

(ii) Workshops: In the workshops the learners shall acquire competencies and skill required by a teacher or teacher educator. Therefore they shall be engaged in certain activities as individuals or in groups. The Study Centres shall also make arrangement for practice teaching in classroom and simulated situations. The learners shall also be provided training in the preparation and use of ICT by involving them in the preparation of teaching aids, research tools, worksheets, scrapbooks, etc. The learners shall be given sufficient opportunities to practice what they have learnt from the theory courses and what they are supposed to do in the classrooms. There shall be two workshops (one each year) of twelve days' duration each. Thus in a two-year programme total twenty four days (six study hours a day excluding the time for interval, lunch, etc.) a minimum one hundred forty four study hours shall be devoted to the workshops.

(iii) School-based activities: The learners pursuing teacher education courses through ODL system shall be involved in activities which a teacher is supposed to perform in the school/college. The learners shall interact with a member (a senior and experienced teacher/principal/faculty of the school/college where the learner is working) to work on school-based activities. Thus a learner shall be supervised/guided by the mentor for a minimum of fifteen study hours.

(iv) Teaching practice: The learners enrolled in D.El.Ed. programmes shall plan and deliver forty lessons (twenty in each subject in case of B.Ed. and as per the requirement of other programmes) over a period of forty days. In other words, the learners shall not deliver more than one lesson in a day. After each lesson, the learner shall be provided constructive feedback on his/her performance (strengths and weakness) by the supervisors/teacher educators. Thus, the learner shall discuss with supervisors/teacher educators the preparation of the lesson plans, delivery of lessons and feedback on the lessons delivered. Thus each learner shall receive personal supervision on teaching practice for a minimum eighty study hours (two hours per lesson) in the entire duration of the programme.

10.

(a) Evaluation and feedback:

A two-tier evaluation should be used by the institution: continuous and comprehensive evaluation and term-end examinations. Due weightage shall be given to continuous and comprehensive evaluation including for participation and performance in the workshop. Assignments/project reports submitted by the learners shall be evaluated in a given time frame and returned to them along with constructive comments and suggestions so that they can improve their performance. The primary function of the evaluation of the assignments/projects should be to provide timely feedback to the learners to sustain their motivation. Evaluation of assignments, workshop-based activities, school-based activities and teaching

practice should be conducted on a continuous basis. The external evaluation shall encompass questions on all the Units of syllabus and shall be assessed through Objective Type/Short Answer Type/Long Answer Type question. These questions will be decided/finalized by a Board of Examiners appointed by the examining body. The weightage for internal and external evaluation shall be in the ration of 30.:70.

(b) Student Support Services

i) Use of library of the University and its affiliated teacher education institutions will be made available to the students of the course.
ii) Facilities for accessing non-print learning materials such as Internet/television/VCR/CD PLAYER/OHP etc. shall be made available at the Study Centres.
iii) Mentoring support to the students shall be provided at the Study Centres.

(c) Monitoring and Supervision

A systematic monitoring mechanism must be in place in the distance teacher institution. Various strategies for monitoring, such as periodic field visits by the faculty, collection of regular feedback from both the learners and the Study Centre coordinators, interaction with learners through ICT etc., and maintaining specified record by the institutions should be applied. A suitable procedure for the appraisal of the Study Centres should be evolved by the institution on a regular basis.

11 Fee Structure

The fee shall be charged as prescribed by the University. .

12 PRE REQUISITE FOR APPLYING FOR GRANT OF RECOGNITION OF THE PROGRAMME.

i. Before applying to the NCTE for recognition of a teacher education programme, An ODL institution shall ensure the following tasks before applying to NCTE for recognition of a teacher education programmes ;

ii. Preparation of the project document with details about the scope of the programme, fee structure, enrolment, faculty requirement, of Study Centres, estimated expenditure for development and implementation of the programme, norms of payment to development and implementation of the programme, norms of payment to Study Centres and resources persons, additional faculties, resources to be provided to Study Centres , etc.

iii. Approval of the appropriate university bodies for launching the programme.

iv. Preparation of curriculum (course–wise and unit-wise structure) including scheme of evaluation/examination and support services, duly approved by the University.

v. Preparation of the self-learning material in print and non-print, duly certified by the DEC.

vi. Undertaking from the identified Study Centers in a prescribed format ensuring strict observation of norms for the study centres.

vii. Staff selection processes be initiated such as advertising, screening, interviewing and offering appointment to the selected candidates.

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APPENDIX – 12

Norms and Standards for Diploma in arts education (Visual Arts) programme leading to Diploma in Arts Education (Visual Arts)

1 PREAMBLE

On the pattern of all other elementary teacher education programmes, the Diploma in Art Education (Visual Arts or performing Arts) should be offered after senior secondary and should have a duration of two years. The products of the programme should be eligible to teach visual Arts of performing arts upto the end of elementary stage, that is, class VII or VIII.

2 DURATION AND WORKING DAYS

(1) Duration

The duration of the programme shall be two years.

(2) Working Days

(a) There shall be at least two hundred working days each year exclusive of the period of examination and admission, out of which at least forty days shall be for practice teaching/skill development in elementary schools.

(b) The institution shall work for a minimum of thirty six hours in a week (five or six days).

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3 INSTITUTIONS ELIGIBLE FOR OFFERING THE PROGRAMME

(I) Art education institutions
(ii) Arts and crafts teacher education institutions
(iii) Secondary teacher education institutions (B.Ed.) offering arts education as a school teaching subject.

4 INTAKE, ELIGIBILITY AND ADMISSION PROCEDURE

(1) Intake

There shall be a basic unit of fifty students (painting/drawing, etc), for each year, with two sections of twenty five students each.

(2) Eligibility

Candidates with at least fifty percent marks in the senior secondary examination (+2) or its equivalent and who studied visual arts (painting/drawing, etc), as elective subject(s) at the senior secondary stage are eligible for admission.

The students who did not study visual arts at the senior secondary stage could also be considered for admission on the basis of their performance in the aptitude cum skill teat organized by the institution/examining body.

The reservation in seats and relaxation in the qualifying marks in favour of the reserved categories shall be as per the rules of the concerned State Government.

(3) Admission Procedure

Admission shall be made on merit on the basis of marks obtained in the qualifying examination and/or in the entrance examination or any other selection process as per the policy of the State Government /UT Administration.

(4) Fee

The institution shall charge only such fee as prescribed by the affiliating body/state government concerned in accordance with provision of NCTE (Guidelines for Regulation of tuition fees and other fees chargeable by unaided teacher education institution) Regulations, 2002, as amended form time to time and shall not charge donations, capitation fee, etc. from the students.

India Book

(5) STAFF

(I) Academic Faculty

(i) Number

For a basic unit of fifty students or less with combined strength of one hundred or less for the two year course.

Principal	-	One
Lecturers	-	Six

(II) Qualifications

Principal

- Academic and professional qualification will be as prescribed for the post of lecturer; and
- Five years experience of teaching in arts teacher education or elementary/secondary teacher education institution.

Lecturer **Five**

Lecturer in Education **One**

Essential

M.Ed. /M.Ed. (Elementary) with fifty percent marks

OR

(i) M.A. in Education with fifty percent marks
(ii) Diploma/Degree in art education/Elementary Education /secondary education with fifty percent marks.

Desirable

Proficiency in the use of computer for educational purpose.

(ii) Arts subjects Three

(a) Drawing and painting One
(b) Sculpture One
(c) Applied Arts One

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Essential

Master's degree in fine arts (visual arts) with fifty five percent marks and specialization in the concerned subject as mentioned above.

Desirable

Degree/Diploma in education with 50% marks and proficiency in the use of computer for educational purpose.

Health and Physical Education -Instructor One

Essential

Post-graduation in Physical Education (M.P.Ed.) with fifty five percent marks.

Desirable

Proficiency in the use of computer for educational purpose.

Lecturer in Literature

(i) Post graduate in English or Regional language with fifty five percent marks
(ii) Degree/Diploma in education with fifty percent marks

(iii) Art and craft Instructor **One**

Essential

Bachelor in fine arts with fifty percent marks

Or

Diploma in art education of two years duration with fifty five percent marks.

Desirable

Proficiency in the use of computer for art education purpose.

(iv) Librarian **One**

Bachelor degree in Library and Information Science with fifty percent marks.

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(III) ADMINISTRATIVE STAFF

(a) Number

(i)	UDC/Office Superintendent	-	One
(ii)	Computer Operator	-	One

(b) Qualifications

As prescribed by State Government/UT Administration concerned.

Note:

For additional intake of fifty students, the additional staff shall comprise five full time lecturers, one Library Assistant and one Office Assistant.

(IV) Terms and conditions of service

The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the State Government concerned.

All appointments are to be made on full-time and regular basis excepting those specified as part-time.

Appointment of part-time instructors and other supporting staff shall be made as per norms of the concerned Government.

The academic and other staff of the institutions shall be paid such salary as may be prescribed by the concerned Government for equivalent posts in the state education system by account payee cheque or as per advice into the bank account of the employee.

The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees.

The age of superannuation of staff shall be determined by the policy of the concerned Government.

The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

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6 FACILITIES

(I) Infrastructure

(a) The institutions shall posses 2500 sq. mts. (two thousand five hundred square meters) land for the initial intake of one hundred students out of which 1500 sq mts (one thousand five hundred square meters) shall be the built up area and the remaining space for lawns, playfields etc. For an additional intake of one hundred students or part thereof it shall posses additional land of 500 sq mts (five hundred square meters) out of which 300 sq mts (three hundred square meters) shall be the built up area. For an annual intake of beyond two hundred and up to three hundred, it shall posses land of 3500 sq. mts (three thousand five hundred square meters) out of which 2100 sq. mts (two thousand one hundred square meters) shall be the built up.

(b) The institution must have the following infrastructure:

(i) Two classrooms.
(ii) Multipurpose Hall with seating capacity of two hundred and a dias
(iii) Library –cum-Reading Room
(iv) Resource Centre for ET/ICT/Psychology
(v) Arts studio for painting with facilities for fifty students.
(vi) Applied arts studio with facilities for fifty students.
(vii) Sculpture studio with facilities for fifty students.

(viii) Health and physical education resourse centre.
(ix) Principal's Office
(x) Staff Room
(xi) Administrative Office
(xii) Store rooms for storing arts materials (Two)
(xiii) Girls' Common Room
(xiv) Canteen
(xv) Visitors Room
(xvi) Separate Toilet Facility for Boys and Girls
(xvii) Parking Space
(xviii) Open space for lawns, gardening activities, etc.
(xix) Store Room
(xx) Multi purpose playfield

(c) The institutional campus, building, furniture etc should be disabled friendly.

(II) Instructional

(i) The institution shall have easy access to sufficient number of recognized elementary schools for field work and practice teaching related activities of student teachers. It is desirable that it has an attached elementary school of its own. The institution shall furnish undertaking from the schools willing to provide facilities for practice teaching. Not more than ten student teachers shall be attached with each school.

(ii) The institution shall establish studios and Resource Centers as given in 6(I) wherein teachers and students have access to a variety of materials and resources to support and enhance the teaching-learning process. These should include:

Books on arts and crafts, journals and magazines
Children's books
Audio-visual equipment – TV, OHP, DVD Player
Audio-visual aids, video – audio tapes, slides, films.
Teaching aids – charts, pictures
Motivational materials such as children's art works, work of well-known artists and master craft persons
Developmental assessments check lists and measurement tools.
Photocopying machine

Note:
While developing ICT/Psychology/Health and Physical education resource centres, the institutions are advised to consult the manual for teacher education institutions brought out by the NCTE.

(III) Equipment and Materials for different Activities

Easels, drawing boards, canvases, paper, colours, brushes, sculpture specific toolkit, craft specific toolkit, applied arts kit and raw materials sufficient for fifty students

(IV) Teaching and Learning Material/Aids

The equipment and materials should be suitable and sufficient in quality and quantity for the variety of activities planned in the programme. These include the following:

Collection of slides on different arts, documentaries on the methods and procedures in different fields of arts, art education kits, models, play materials, books on art subjects, puppets, photographs, blow-ups, charts, flash cards handbooks, pictures, pictorial representation of children.

(V) Audio Visual Equipment

Hardware for projection and duplication and educational software facilities including TV, DVD Player, slide projector, blank audio video cassettes, video-audio tapes, slides, films, charts, pictures. ROT (Receive Only Terminal) and SIT (Satellite Interlinking Terminal) would be desirable.

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(VI) Musical Instruments

Simple musical instruments such as Harmonium, Tabla, Flute, mridangam, veena, Manjira and other regional indigenous musical instruments.

(VII) Books, Journals and Magazines

A minimum of one thousand books on relevant subjects should be available during the first year of establishment of the institution and one hundred standard books be added every year. The collection of books should include children's encyclopedias, dictionaries, and reference books, books on professional education, teachers' handbooks, and books on and for children (including comics, stories, picture books/albums, and poems). The institution should subscribe to at least three journals of which at least one should be on art education.

(VIII) Games and Sports

Sports equipment for common indoor and outdoor games should be available.

7 (a) MANAGING COMMITTEE

The institution shall have a Managing Committee constituted as per the rules, if any, of the concerned State Government. In the absence of any such rule, the sponsoring society shall constitute the Managing Committee on its own. The Committee shall comprise representatives of the Managing Society/Trust, Educationists, Primary/Elementary Education Experts and Staff Representatives.

(b) GENERAL

If more than one courses 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 equipments) 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.

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APPENDIX – 13

Norms and Standards for Diploma in arts education (Performing Arts) programme leading to Diploma in Arts Education (Performing Arts)

1 PREAMBLE

The programme aims at preparing performing arts teachers for elementary stage of education, that is, classes I to VIII.

2 DURATION AND WORKING DAYS

(1) Duration

The duration of arts teacher education programme shall be two academic years.

(2) Working Days

(a) There shall be at least two hundred working days each year exclusive of the period of examination and admission, out of which at least forty days shall be for practice teaching/skill development in elementary schools.

(b) The institution shall work for a minimum of thirty six hours in a week (five or six days).

3 INSTITUTIONS ELIGIBLE FOR OFFERING THE PROGRAMME

(i) Arts and crafts teacher education institutions
(ii) Secondary teacher education institutions (B.Ed.) offering performing arts education as a school teaching subject.
(iii) Elementary teacher education institutions.

4 INTAKE, ELIGIBILITY AND ADMISSION PROCEDURE

(1) Intake

There shall be a basic unit of fifty students for each year, with two sections of twenty five students each.

(2) Eligibility

Candidates with at least fifty percent marks in the senior secondary examination (+2) with music/dance as elective subject(s) at the senior secondary stage or who possess equivalent qualifications in music dance/theatre arts from recognised professional bodies are eligible for admission.

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The reservation in seats and relaxation in the qualifying marks in favour of the reserved categories shall be as per the rules of the concerned State Government.

(3) Admission Procedure

Admission shall be made on merit on the basis of marks obtained in the qualifying examination and/or in the entrance examination or any other selection process as per the policy of the State Government /UT Administration.

(4) Fee

The institution shall charge only such fee as prescribed by the affiliating body/state government concerned in accordance with provision of NCTE (Guideline for Regulation of tuition fees and other fees chargeable by unaided teacher education institution) Regulations, 2002, as amended from time to time and shall not charge donations, capitation fee, etc. from the students.

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5 STAFF

(I) Academic Faculty

(i) Number

For a basic unit of fifty students or less with combined strength of one hundred or less for the two year course

Principal	-	One
Lecturers	-	Six

(ii) Qualifications

(a) Principal

Academic and professional qualification will be as prescribed for the post of lecturer; and

Five years experience of teaching in arts teacher education or elementary/secondary teacher education institution, or institutions of performing arts.

Lecturer	**Five**
(b) Lecturer in Education	**One**

Essential

M.Ed. /M.Ed(Elementary) with fifty percent marks

OR

(i) M.A. in Education with fifty five percent marks
(ii) Diploma/Degree in art education/Elementary Education /secondary education with fifty percent marks

Desirable

Proficiency in the use of computer for educational purpose.

(c) Performing Arts Three

(a) Vocal Music One
(b) Instrumental Music One
(c) Dance/Theatre Arts One

Essential

Master's degree in music/dance/theatre arts with fifty percent marks with specialization in the concerned discipline as mentioned above.

Desirable

Degree/diploma in education and proficiency in the use of computer for educational purpose.

Note:

The services of local artists and/or eminent artists may be availed from time to time as guest faculty.

(d) Health and Physical Education -Instructor One

Essential

Post-graduation in Physical Education (M.P.Ed.) with fifty five percent marks.

Desirable

Proficiency in the use of computer for educational purpose.

(e) Lecturer in Literature

(a) Post-graduate degree in English/Regional language with fifty five percent marks
(b) Degree/Diploma in education with fifty percent marks

(iii) Tabla Accompanist One

Essential

Bachelor in instrumental music (tabla) with fifty percent marks.

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Or

Bachelor degree with diploma in performing arts education with fifty percent marks.

Desirable

Proficiency in the use of computer for educational purpose.

(iv) Librarian One

Bachelor degree in Library and Information Science with fifty percent marks.

(II) ADMINISTRATIVE STAFF

(i) Number

(a)	UDC/Office Superintendent	-	one
(b)	Computer Operator	-	one

(ii) Qualifications

As prescribed by State Government/UT Administration concerned.

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Note:

For additional intake of fifty students, the additional staff shall comprise five full time lecturers, one Library Assistant and one Office Assistant.

(III) Terms and conditions of service

(a) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the State Government concerned.

(b) All appointments are to be made on full-time and regular basis excepting those specified as part-time.

(c) Appointment of part-time instructors and other supporting staff shall be made as per norms of the concerned Government.

(d) The academic and other staff of the institutions shall be paid such salary as may be prescribed by the concerned Government for equivalent posts in the state education system by account payee cheque or as per advice into the bank account of the employee.

(e) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees.

(f) The age of superannuation of staff shall be determined by the policy of the concerned Government.

(g) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

6 FACILITIES

(1) Infrastructure

(a) The institutions shall posses 2500 sq. mts. (two thousand five hundred square meters) land for the initial intake of 100 students out of which 1500 sq mts (one thousand five hundred square meters) shall be the built up area and the remaining space for lawns, playfields etc. For an additional intake of one hundred students or part there it shall possess additional land of 500 sq mts (five hundred square meters), out of which 300 sq mts (three hundred square meters) shall be the built up area. For an annual intake of beyond two hundred and up to three hundred, it shall posses land of 3500 sq. mts (three thousand five hundred square meters) out of which 2100 sq. mts (two thousand one hundred square meters) shall be the built up area.

(b) The institution must have the following infrastructure:

(i) Two classrooms.
(ii) Multipurpose Hall with seating capacity of two hundred and a dias
(iii) Library –cum-Reading Room
(iv) Resource Centre for ET/ICT/Psychology
(v) Performing arts resource centre with proper, with mirrors.
(vi) Instrumental music room with mirrors.
(vii) Vocal music room with mirrors.
(viii) Health and physical education resourse centre.
(ix) Principal's Office
(x) Staff Room
(xi) Administrative Office
(xii) Store rooms for storing arts materials (Two)
(xiii) Girl's Common Room
(xiv) Canteen
(xv) Visitors Room
(xvi) Separate Toilet Facility for Boys and Girls
(xvii) Parking Space
(xviii) Open space for lawns, gardening activities, etc.
(xix) Store Room
(xx) Multi purpose playfield

Note:
The music rooms could be used as dressing rooms during stage shows.

(c) The institutional campus, building, furniture etc should be disabled friendly.

(2) Instructional

(a) The institution shall have easy access to sufficient number of recognized elementary schools for field work and practice teaching related activities of student teachers. It is desirable that it has an attached elementary school of its own. The institution shall furnish undertaking from the schools willing to

provide facilities for practice teaching. Not more than 10 student teachers shall be attached with each school.

(b) The institution shall establish music rooms and Resource Centres as given in 6(1) wherein teachers and students have access to a variety of materials and resources to support and enhance the teaching-learning process. These should include:

Books on music/dance/theatre arts, journals and magazines.
Children's books.
Audio-visual equipment – TV, OHP, DVD Player.
Audio-visual aids, video – audio tapes, slides, films.
Teaching aids – charts, pictures.
CDs on both performing and visual arts.
Developmental assessments check lists and measurement tools.
Computers with internet facility.
Photocopying machine

Note:

While developing ICT/Psychology/Health and Physical education resourse centres, the institutions are advised to consult the manual for teacher education institutions brought out by NCTE.

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(3) Equipment and Materials for different Activities

(a)

(i) Basic musical instruments-harmonium, keyboard tabla, dholak/Naal, Tanpura, Hammer.
(ii) Costumes, jewellery used in various dance forms and theatrical forms.
(iii) Instruments used in hindustani and carnatak music, like sitar, Veena, Mtidangam/Pakhawaj.
(iv) Regional musical instruments.
(v) Make up material.
(vi) Costume ward.
(vii) Showcase for storing musical instruments.
(viii) Carpets, durries.

(b) Teaching and Learning Material/Aids

The equipment and materials should be suitable and sufficient in quality and quantity for the variety of activities planned in the programme. These include the following:

Collection of CDs and DVDs, documentaries on the methods and procedures in different fields of arts, art education kits, models, play materials, books on art subjects, puppets, photographs, blow-ups, charts, flash cards handbooks, pictures, etc.

(c) Audio Visual Equipment

Hardware for projection and duplication and educational software facilities including TV, DVD Player, slide projector, blank audio video cassettes, video-audio

tapes, slides, films, charts, pictures. ROT (Receive Only Terminal) and SIT (Satellite Interlinking Terminal) would be desirable, microphones, headphones.

(d) Books, Journals and Magazines

A minimum of one thousand books on relevant subjects should be available during the first year of establishment of the institution and one hundred standard books be added every year. The collection of books should include children's encyclopedias, dictionaries, and reference books, books on professional education, teachers' handbooks, and books on and for children (including comics, stories, picture books/albums, and poems). The institution should subscribe to at least three journals of which at least one should be on art education.

(e) Games and Sports

Sports equipment for common indoor and outdoor games should be available.

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7 (a) MANAGING COMMITTEE

The institution shall have a Managing Committee constituted as per the rules, if any of the concerned State Government. In the absence of any such rule, the sponsoring society shall constitute the Managing Committee on its own. The Committee shall comprise representatives of the Managing Society/Trust, Educationists, Primary/Elementary Education Experts and Staff Representatives.

(b) GENERAL

If more than one courses 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 equipments) 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.