

For office use

Code No. _____ Year _____

_____ Regional Committee

Date of Application _____

Course _____

Category: New Institution/New Course/Additional Intake

Type of Management _____

Affiliating Body _____

**Form of Application for Grant of Recognition to Institutions including Permission
for Conducting a New Course/Additional Intake in Teacher Education Programme
under Section 14/15 the NCTE Act, 1993**



गुरुर्गुरुतमो वास
NCTE

National Council for Teacher Education
Address of the Regional Committee concerned
with address of the Website/e-mail/Telephone/Fax

Price Rs. 1000/-

Application for Grant of Recognition/Permission to Institutions for conducting a New Course/Enhancement of Intake under Section 14/15 of the NCTE Act, 1993

NOTE: Please refer to the instructions at page-14 before submitting the application.

DATE OF SUBMISSION _____ **APPLICATION ID** _____

1. Particulars of the authorized applicant

- 1.1 Name of the Applicant _____
- 1.2 Father's/Husband's Name _____
- 1.3 Occupation _____
- 1.4 Official Position in the Governing Body of the Society/Trust _____

2. Particulars of applicant Society/Trust/Body

2.1 Name of the applicant Society/Trust/Body

2.2 Whether a copy of Certificate of Registration and MOA/ Bye-laws attached. Yes No
(Applicable in case the institution is managed by Society/Trust)

2.3 Complete Postal Address of the applicant Body.
(Strike out/ Leave blank any of the following which is not applicable)

Door/Plot Number _____

Street Number _____

Village/Town _____

Post office _____

Tehsil/Taluka _____ Town/City _____

District _____ Pin Code _____

State _____ STD Code _____

Telephone No. _____ Mobile No. _____

Fax No. _____ E-Mail ID _____

Website Address _____

2.4 Permanent Account Number of Society/Trust/Body: - _____

3. Details about the programme/course applied for

(i)	Nature of proposal (Please tick only one choice)	- First Time Recognition - Enhancement of Intake - Additional Course	
(ii)	Name of the Course applied for		
(iii)	Level of the Course applied for		
(iv)	Medium of Instruction		
(v)	Whether Course Curriculum fulfills the duration stipulated by NCTE norms and standards		
(vi)	Mode	Distance/ Face to Face	
(vii)	Intake proposed		
(viii)	Affiliating Body/University	Name	
		Address	
		Telephone No.	
(ix)	Normal month of commencement of the course		

4. Particulars of the applicant institution

4.1 Name of the Institution
(in capital letters)

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4.2 Complete Postal Address [As mentioned in the Affidavit]
(Strike out/ Leave blank any of the following which is not applicable)

Land Identification (Plot/Khasra No.) _____

Address of the Land _____

Door/Plot Number _____

Street Number _____

Village/Town _____

Post office _____

Tehsil/Taluka _____ Town/City _____

District _____ Pin Code _____

State _____ STD Code _____

Telephone No. _____ Mobile No. _____

Fax No. _____ E-Mail ID _____

Website Address _____

4.3 Whether the institution is for (tick in the box)

Boys Girls Co-Ed

4.4 Whether the Institution is a Minority institution Yes No
(Attach documentary proof issued by the Govt. concerned)

4.5 Type of Management (Please tick only one out of the following)

- (i) A Govt. institution
- (ii) A Govt.-aided institution
- (iii) A university department
- (iv) A deemed to be university Pvt/ Govt.
- (v) A self- financing private institution
- (vi) Any other, please specify.

(Please attach supporting documents. In case of institutions financed by Central Govt./State Govt./UT Admn. to the extent of not less than 50% of their recurring cost, a certificate to this effect from the Government concerned.)

4.6 Details of the existing Teacher Education Programmes/courses run by the same applicant Society/Trust/ Body.

Sl. No	Name of the institution	Name of the programme	Academic session from which commenced	Existing approved intake	Regional Committee		Name of Affiliating Body	
					Recognition Order Number	Date	Name	Date of Affiliation

4.7 Details of courses other than Teacher Education Programme if any, run by the same applicant Society/ Trust/ Body.

Sl. No.	Name of the institution	Name of the course/programme	Level of the course	Duration of the course	Year of starting of the course	Affiliating Body	
						Name	Date of Affiliation

4.8 Details of the application(s) for teacher education programme(s)/course(s) already submitted by the same applicant society/trust/body which is/are pending for final decision

Sl. No	Name of the institution	Date of application	Code No.	Name of the programme	Academic session for which applied	Proposed intake	Regional Committee to whom applied	Status

5. Fees and Funds

5.1 Details of cost of application form of Rs. 1000/- (not applicable in case of application submitted online)

Draft Number	
Date	
Name of the Nationalized Bank	
Name of the Branch	
Address	
Receipt Number, if purchased	

5.2. Details of Processing Fee of Rs. 40,000/- only

Draft Number			
Date			
Name of the Nationalized Bank			
Name of the Branch			
Address			
Has the DD will enclosed in original	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; text-align: center;">Y</td> <td style="width: 20px; text-align: center;">N</td> </tr> </table>	Y	N
Y	N		

(Please see Rule 9 of NCTE Rules, 1997 in terms of which Government Institutions are exempt from payment of processing fee)

5.3 Details of the Endowment fund (self-financed institutions/programmes)?
(Please see Clause 10 (1) of the NCTE (Recognition Norms and Procedure) Regulations, 2007 published on 10.12.2007)

(i) Particulars of the Endowment fund (to be filled in the case of self-financed institutions/ programmes)?

Amount of Endowment Fund			
Fixed Deposit Receipt Number			
Duration of the FDR (Minimum five years)			
Date of issue			
Name of the Nationalized Bank			
Full address			
Phone numbers.			
Has the FDR been enclosed in original	<table border="1"> <tr> <td>Y</td> <td>N</td> </tr> </table>	Y	N
Y	N		

- (ii) Particulars of the reserve fund (to be filled in the case of self-financed institutions/ programmes)?

Amount of Reserve Fund			
Fixed Deposit Receipt Number			
Duration of the FDR (Minimum five years)			
Date of issue			
Name of the Nationalized Bank			
Full address			
Phone numbers.			
Has the FDR been enclosed in original	<table border="1"> <tr> <td>Y</td> <td>N</td> </tr> </table>	Y	N
Y	N		

6. Details of Infrastructural Facilities available for proposed programme/course

- (i) Area of the land in possession (in sq. mts.)

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- (ii) Built up area earmarked for the course (in sq. mts.)

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- (iii) Whether an affidavit on Rs. 100/- stamp paper duly attested by Notary / Oath Commissioner on the prescribed format as required under Clause 8(8) of the NCTE Regulations, 2007 has been submitted.

Yes	No
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- (iv) Whether certified copies of land ownership/lease documents are enclosed as per Regulation 8(8) of the Regulations, 2007

Yes	No
-----	----

- (v) Whether English Version of Land Ownership/Lease Documents, duly Notarized are enclosed

Yes	No
-----	----
- (vi) Whether copy of approved building plan is enclosed.

Yes	No
-----	----
- (vii) Whether copy of building completion certificate is enclosed, in case building is constructed

Yes	No
-----	----
- (viii) Whether the building constructed is proposed to be constructed in the same land as indicated in col. 4.2

Yes	No
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6.1 Building

(Please refer to Clause 8 of NCTE (Recognition Norms and Procedure) Regulations, 2007

Description	To be filled in by Institution																
i) Date of approval of the Building plan by the competent authority/State Govt.	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>	D	D	M	M	Y	Y	Y	Y								
D	D	M	M	Y	Y	Y	Y										
ii) Date of completion of construction of the building, if already completed	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>	D	D	M	M	Y	Y	Y	Y								
D	D	M	M	Y	Y	Y	Y										
iii) If construction of the building is not complete, the likely date of completion of construction	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>	D	D	M	M	Y	Y	Y	Y								
D	D	M	M	Y	Y	Y	Y										
iv) Name and address of the competent authority for approval of building plan and issue of completion certificate																	
v) Whether completion certificate obtained from the competent authority	Y/ N																
vi) Whether Bldg. disabled –friendly as per relevant laws.	Y/ N																
vii) Whether fire safety norms are being followed.	Y/ N																
viii) Total Built up Area (in sq. meter) (in sq.ft.)	<table border="1" style="width: 100%; text-align: center;"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>																

6.2 Specification of Rooms and other infrastructural facilities

S.No.	Description	Room No.	Length In meter	Breadth In meter	Carpet area in sq. meter
1	2	3	4	5	6
1	Class Room				
2	Class Room				
3	Multipurpose Hall				
4	Multipurpose Room				
5	Seminar room/tutorial room				
6	Library				
7	Principal Room				
8	Administrative office				
9	Store Room				
10	Sports Store Room				
11	Girls Common Room				
12	Boys Common Room				
13	Art & Crafts Room				
14	Music Room				
15	Socially Useful Productive Work (SUPW) Room				
16	Science Lab1				
17	Science Lab2				
18	Psychology lab				
19	Educational Technology (ET) /ICT Lab				
20	Workshop				

S.No.	Description	Room No.	Length In meter	Breadth In meter	Carpet area in sq. meter
1	2	3	4	5	6
21	Any other Room/Hall				
22	Toilets				
	(i) Male				
	(ii) Female				
23	Any other facility may be specified				

7. Instructional Facilities

7.1 Library
Total number of Books

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7.2 Manpower

7.2.1 Academic and Non-Academic Staff (Applicable for existing institutions)

7.2.1.1 Details of Academic Posts available at present

Name of the Post	Number of Post	Pay Scale	No. of Filled Posts	No. of Vacant Posts

7.2.1.2 Details of Non-Academic Staff available at present

Name of the Post	Number of Post	Pay Scale	No. of Filled Posts	No. of Vacant Posts

8. **Arrangement for Games and Sports**

8.1 Details of availability of playgrounds

Sl. No.	Number of Playgrounds	Length in meter	Breadth in meter	Area in sq mt.

(Signature of the authorized designated authority giving undertaking alongwith his/her official position and office Seal)

Undertaking

That I have read and understood the contents of the application and the same are true and correct on the basis of my personal knowledge and on the basis of records of the institution.

2. In connection with my/our application for grant of recognition/permission of (Name of the Institution) to conduct _____ course with _____ intake/additional intake, and hereby undertake to comply with the following:-

- (i) That infrastructural, instructional and other facilities has been/shall be provided as per the NCTE norms, standards and guidelines prescribed from time to time.

- (ii) That admission to the Course will be made only after recognition is granted by the concerned Regional Committee of the NCTE and affiliation is granted by the concerned University/Affiliating Body.
- (iii) That admission of students, satisfying the eligibility conditions will be made either on the basis of marks obtained in the qualifying examination or in the entrance examination conducted by the State Govt./University as per its policy.
- (iv) That there shall be reservation of seats for SC/ST/OBC/other categories etc. as per the Policy of State Govt.
- (v) That the supporting and other staff will be appointed as per the guidelines of the State Govt./the affiliating University.
- (vi) That the tuition and other fees will be charged at rates prescribed by the concerned state Govt./affiliating University.
- (vii) That the academic and other staff of the institution (including part time staff) shall be paid such salary as may be prescribed by the concerned State Govt./University from time to time.
- (viii) That the Management shall discharge the statutory obligations relating to provident fund, pension, gratuity etc. in respect of all its employees.
- (ix) That the Management will make adequate funds available for providing satisfactory facilities and for proper programme implementation.
- (x) That the accounts of the institution will be properly maintained and audited annually by the audit authorities or a Chartered Accountant, and will be open for inspection.
- (xi) That the Management will strictly follow all conditions and norms prescribed by NCTE from time to time, conduct the programme in all earnestness, and submit itself to inspection by the NCTE.
- (xii) In the event of non-compliance by the(Name of the Society/Trustee/College/ Institution etc.) with regard to the norms and standards and any other condition laid down/prescribed by the NCTE from time to time, the NCTE or a body or a person authorized by it will be free to take all necessary measures for effecting withdrawal of its recognition or permission, without consideration of any other issue, and that all liabilities arising out of such a withdrawal would solely be that of the Institution/Management.
- (xiii) That the Management will not cause or allow discontinuation of the Course in any year or for any batch after grant of recognition, and that where compelled to do so, it will seek the concurrence of NCTE for discontinuation on the completion of the year/batch.

(xiv) The (College/Institution) by virtue of the approval given by the NCTE shall not automatically become claimant of any financial grant or assistance from the Central or State Govt., or support from the NCTE.

(Signature of the authorized designated authority alongwith his/her official position and office Seal)

Place: _____

NAME IN BLOCK LETTERS

Date: _____

(Format of affidavit to be given on Rs. 100 Non-Judicial stamp paper duly attested by Oath Commissioner/ Notary Public)

(In terms of provision of NCTE (Recognition Norms and Procedure) Regulation 2007 as amended to time to time)

AFFIDAVIT

I, _____ (Name of the authorized person)
son of _____ and _____ of the
_____ (name of the College / Institution /
Trust / Society, etc.) aged about _____ years, resident of

_____, am the authorized signatory of the application made to
the Regional Committee of the National Council for Teacher Education at
Bhopal/Bhubaneshwar/Jaipur/Bangalore seeking grant of recognition / permission for
conducting a course in Teacher Education titled _____ with
intake/additional intake of _____.

2. That the _____ Society / Trust / Institution /
College (strike out whichever is not applicable) is in possession of land as per the following
description: -

2.1 Total Area of the land (in sqr. Mts.)

2.2 Address:

Plot No:

Khasra No:

Village/Town/City:

District:

State:

Bounded by

North:

South:

East:

West:

Registered in the office of: _____

on _____

3. That the land is on ownership basis / lease from Govt. for a minimum period
of _____ years (in figures and words) (Strike out whichever is not applicable).

4. That the land is free from all encumbrances.

5. That the land is exclusively meant for running the educational institution and the permission of the Competent Authority to this effect has been obtained vide letter No. _____ dated _____ and a copy thereof is enclosed.

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

7. That the copy of the affidavit shall be displayed on the website of the Institution for general public.

8. I do hereby swear that my declaration under Para's(1) to (6) are true and correct and that it conceals nothing and that no part of this is false. In case the contents of affidavit are found to be incorrect or false, I shall be liable for action under the relevant provision of the Indian Penal Code and other relevant laws.

Signature: _____

Name of the Applicant: _____

Address: _____

Tel : _____

E-mail address : _____

Website address : _____

Place: _____

Date: _____

Attachments with the application

Application for grant of recognition including permission for additional intake or new course should be submitted in Triplicate in the format as prescribed to the concerned Regional Committee alongwith the following essential documents: -

Processing Fee

Demand draft of Rs. 40,000/-(forty thousand) from a Nationalized Bank drawn in favour of the Member Secretary, NCTE payable at the city where the Regional Committee is located.

Essential Documents (only application alongwith these essential documents would be deemed to be complete application within the meaning of Regulation 5(5) of the NCTE (Recognition Norms & Procedure) Regulations, 2007 notified on 10th December, 2007)

1. An affidavit on Rs. 100 Non-Judicial Stamp Paper attested by Notary Public/Oath Commissioner stating the precise location of the land, total area, permission of the competent authority to use the land for educational purpose, that the land is free from all encumbrances and the mode of possession etc.
2. Certified copies of land documents relating to ownership/lease taken from Govt.
3. In case of self-financed institutions/courses, Fixed Deposit Receipt of Rupees five lakh towards Endowment fund, and Rupees three lakhs for Reserve Fund in original, from a Nationalized Bank of a duration of & above 5 years.
4. Approved building plan and also completion certificate from the concerned competent authority of the State Govt. etc., if the building has already been constructed.
5. A copy each of the Certificate of Registration, Memorandum of Association and Bye-laws in case the institution is managed by a Society/Trust.

Note:- No column in the application form be left blank. The column in respect of which there is no information to furnish or which is not applicable may accordingly be indicated.

Please refer to the relevant Regulations for any clarification. The Regulations are available on the Website of NCTE (<http://www.ncte-india.org>)