Visiting Team Report Proforma

for

Inspection of Institutions

Name of the Institution : _____

File / Code No. : _____

Name of the proposed course : _____

Date of Inspection : _____

University order No. & Date under which VT was constituted : _____

J.R. RAJASTHAN SANSKRIT UNIVERSITY, JAIPUR

Assessment Proforma for Inspection

Date of Inspection_____

1. **Name of the institution / Department**

_____

2. **Address of the Institution / Department (duly mentioning the Plot / Khasra / Khata No. /Street etc., location of the institution etc.etc.) (Where the proposed course is to be run)**

_____

_____

_____

_____

3. **Name of the Society / Trust / University** ***(If the university is applying)***

_____

4. **Address of the Society / Trust / University** ***(If the university is applying)***

_____

_____

_____

5. **Date and Registration No of establishment of the trust / society / University**

_____

Whether, the objectives in the Bye-laws of the Trust / Society allow to run the teacher education / Physical Education courses (Mention Yes / No) _____

6. **Address for communication**

_____

_____

_____

	Mode	Institute	Society	Managing Trustee/ Registrar
7.	Phone No. (with STD Code			

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8.	Fax No.			
9.	E Mail			
10.	Website			
11.	Latitude & Longitude of the location of the institution			

12. Institutions / Courses existing (including / College with other courses & other teacher education courses run in the premise) :

a) On the Campus:

1	2	3	4
Name of the course in full with Stage / Level	Duration	No. of Units	Intake

b) Outside the Campus :

1	2	3
Name of the course in full with Stage / Level	Duration	No. of Units/Intake

13. Teacher Education Course(s) Proposed

1	2	3	4	5
Name of the course in full with Stage / Level	Duration	Proposed Year of starting the course	No. of Units	Intake proposed

14 A. Name of the University/Examining Body to which the institution

_____

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14B. First Affiliation letter from University

Order No. -

Date -

14C. Last Year affiliation letter from University and NCTE for Two Unit i.e. 100 seat (copy attached)

_____

14D. Staff Selection Committee nominee name from University

_____

14E. Name of University representative in Management

_____

15. Land and Building (mention Yes No)

(a) Institution is in possession of its own land and building		
(b) Area of the land in possession (In sq. mtr)		
(c) Total area of the college/institution campus		
(d) Total built up / constructed area in the institution/Department exclusively for teacher education / physical education programme - in sq. mtr		
(e) Teacher Education Programme(s) of the Institution functioning from its own building. If yes, whether the building completion and building use for educational purpose certificates on the specified format submitted. Please attach the copy.	Yes	NO
(f)(i) Whether the land is obtained from the Government / Government institutions on long term lease (ii) If yes, the period of lease (iii) Is the Lease Deed registered? (iv) If yes, please mention the Registration No and date of the lease deed. (v) Whether the lease deed covers the building and land both		
(g) Institution building is shared for running other course's		

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	(h) Institution building is under construction for the proposed teacher education course. If No, please attach a copy of Building Completion Certified in the specified format.	
	(i) Title of the land is on free-hold ownership basis / Lease Certificate from the Government Title of land is in favour of institution/society (ownership/lease certificate from the Government)	

16. Human Resource Information, if any appointed by the institution

16.1 Appointment of Non-teaching Staff of the Institution / Department (MentionYes / No)

(a)	Institution / Department initiated the process of appointment of nonteaching staff	
(b)	Intends to use the non-teaching staff of attached school / college /department	
(c)	Appointments are made by the institution / Department of the nonteaching staff	
	If yes, then Number of Non Teaching Staff Appointed	
	(i) Regular	
	(ii) Contract Basis	

	Name of Staff	Appointed	No of Staff
(a)	Librarian		
(b)	Office-cum-Account Assistant		
(c)	Office Assistant-cum computer operator		
(d)	Store-Keeper		
(e)	Technical Assistant / computer assistant		
(f)	Lab Attendants/Helpers/Support staff		

16.2 Number of Non-Teaching Staff Appointed

(i) Regular	
(ii) Contract Basis	

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16.3 Whether the scale of pay offered to the staff is as per Central/State Govt./UGC guidelines (Mention Yes / No)

16.4 Whether the institution has arrangements for teaching following subjects (Mention Yes/ No). **(Only for educational courses)**

(i) Physical & Health Education	
(ii) Art & Craft	
(iii) Work Experience (SUPW)	
(iv) IT Literacy	

17. Infrastructural Facilities.

17.1 Instructional Space Earmarked for the proposed course only

Has the institution made provision for the following (mention Yes / No)

17.1.1	Number of Class Room	
17.1.2	Size of Class Room (1) (mention size in sq.meters)	
17.1.3	Size of Class Room (2) (-do-)	
17.1.4	Size of Multipurpose Hall (-do)	
17.1.5	Size of Seminar Room	
17.1.6	No. of halls	
17.1.7	Number of Laboratories	
	Type of Laboratories	
	1. Curriculum Laboratory (Science and Maths Kits, Maps, Globes, Chemicals, science kits, tests etc.)	
	2. ICT Resource Centre	
	3. Art & Craft Resource Centre	
	4. Health & Physical Education Resource Centre	
	5. Computer Lab	

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17.1.8	Whether the provision has been made for separate amenities for staff / students (male and female)		
17.1.9	Whether the instructional space is as per NCTE norms (mention Yes / No)		
	If no, then mention the deficiencies	1. 2. 3. 4.	
17.1.10	Whether the place of the college is connected with the Bus / Railway Service.		
17.1.11	Whether the place of the college is reachable through pucca road		
17.1.12	Whether the institution has made provision for safety measures during exigency.		
17.1.13	Whether the instructional space is as per NCTE Norms.		

17.2 Has the institution made provision for the following accommodation? (Mention yes / no)

(a)	Principal Room	
(b)	Faculty Rooms	
(c)	Office Room	
(d)	Store Room	
(e)	Common Room	
(f)	Visitors Room	
(g)	Canteen	

17.3 Sports Facilities (only for teacher education courses) (Mention Yes / No)

Institution has :-

(a)	Outdoor Playground (football/hockey etc.)	

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(b)	Outdoor Playground (football/hockey etc.) of another institution on sharing basis. If so, name of the institution _____	

18. Instructional Facilities *(Mention Yes / No)*

Has the institution created facilities for :-

18.1 Curriculum Laboratory

a)	Lab is being shared with attached school/college. If so, names of the institution, schools, colleges _____ _____	

(b)	Lab as per the relevant level of school curriculum	
	(i) Whether equipments / consumables, etc are available for	
	Physics	
	Chemistry	
	Biology	
	(ii) Whether suitable teaching learning resources (kits) for mathematics education are available.	
	(iii) Whether other resources like psychological tests, maps, globe, charts etc. are available	
c)	Chemicals and the biological specimens in the requiredquantity have been procured.	
d)	Other facilities in the lab (such as working tables, water arrangements etc) are adequate.	
e)	Whether vouchers and payment receipts in respect of equipments and articles indicating proof of purchase available?	

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f)	Whether the facilities / equipments provided in the lab is as per the Manual of Teacher Education Institutions published by NCTE.	
g)	Whether entries have been made in the stock register ? (VT members to kindly affix their signatures on the last page of Stock Register and indicate the position).	

18.2 ICT Resource Centre (Mention Yes / No)

a)	ICT Lab being shared with attached school/college. If so, names of the institution / schools / colleges _____ _____	
b)	Access to Internet	
c)	Availability of OHP	
d)	Availability of TV	
e)	Availability of VCR	
f)	Availability of Projector	
g)	Availability of camera	
h)	Availability of ROT (Receive only Terminal)	
i)	i) Availability of SIT (Satellite Interlinking Terminal)	
	ii) Availability of Wi-Fi facility in the campus	
j)	No of computer terminals (PCs (available to be indicated)	
k)	No of UPS available	
l)	Terminal – Student ratio	
m)	Hardware Specification (P4 programme)	

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n)	Relevant legal software (system software and application software)	
o)	Peripherals (ratio of printer to computer available to be indicated)	
p)	Availability of radio and television	
q)	Availability of public-address system	
r)	Number of computers with supporting accessories	
s)	Number of Electronic Publications (CD-ROMs) (only educational)	
t)	Number of Colour Printers	
u)	The other facilities in the ICT lab (such as printer, scanner etc) 1. ..... 2. ..... 3. ..... 4.	
v)	Whether vouchers and payment receipts in respect of equipments and articles indicating proof of purchase available?	
w)	Whether the facilities / equipments provided in the lab is as per the Manual of Teacher Education Institutions published by NCTE/University	
x)	Whether entries have been made in the stock register ? (VT members to kindly affix their signatures on the last page of Stock Register and indicate the position)	
y)	Whether the computer centre is fully furnished?	
z)	Whether computer facilities for the proposed institution are being shared with other institution / programmes. If so, give details	

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18.3 Art & Craft Resource Centre

a)	Art & Resource Centre is being shared with attached school/college. If so, names of the institution / schools / colleges _____ _____	
b)	Space, equipments and material for the same has been made available for the Centre.	
c)	Furniture in the Art & Resource Centre has been made available as per the Manual of Teacher Education Institutions published by NCTE/University.	
d)	Whether the tools, equipments and raw materials have been provided as per the Manual of Teacher Education Institutions published by NCTE/ University.	
e)	Whether vouchers and payment receipts in respect of equipments and articles indicating proof of purchase available?	
f)	Whether the facilities / equipments provided in the lab is as per the Manual of Teacher Education Institutions published by NCTE/University.	
g)	Whether entries have been made in the stock register? (VT members to kindly affix their signatures on the last page of Stock Register and indicate the position).	

18.4 Health and Physical Resource Centre (Including Yoga)

a)	Health and Physical Resource Centre is being shared with attached school/college. If so, names of the institution / schools/colleges _____ _____	
b)	Space, equipments and material for the same has been made available for the Centre	

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c)	Furniture in the Health and Physical Resource Centre has been made available as per the Manual of Teacher Education Institutions published by NCTE/University	
d)	Whether the tools, equipments and raw materials have been provided as per the Manual of Teacher Education Institutions published by NCTE/University	
e)	Whether vouchers and payment receipts in respect of equipments and articles indicating proof of purchase available?	
f)	Whether the facilities / equipments provided in the lab is as per the Manual of Teacher Education Institutions published by NCTE/University.	
g)	Whether entries have been made in the stock register ? (VT members to kindly affix their signatures on the last page of Stock Register and indicate the position).	

18.5 Library resources

(a)	Has the institution created separate library facilities for the proposed course (Yes / No)	
(b)	Total number of titles in the library	
(c)	Total Number of Books in the library	
(d)	Total Number of educational journals being subscribed	
(e)	Total numbers of referred research journals being subscribed	
(f)	Total Number of international research journals being subscribed	
(g)	Number of titles of encyclopedia available in the library	
(h)	Number of titles available in the reference section of the library	

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(i)	Total seating capacity in the library	
	(i) Is the library being shared with other courses run by the institution / department *(Mention Yes /No)* If Yes, give details of the following :-	
	Courses :- 1. _____ 2. _____ 3. _____ **Name of the School/College :-** 1. _____ 2. _____ 3. _____ 4. _____ **Total number of beneficiaries** _____	
	(ii) Total No of titles related to the proposed course.	
	(iii) Total no of the books related to the proposed course.	
	(iv) Total no of the titles in the reference section of the library.	
	(v) Number of copies of policy documents.	
	(vi) Number of copies of education commission reports	
	(vii) Number of copies of relevant curriculum documents (NCT, NCFTE, National and State Level surveys)	
	(viii) Number of copies of other educational reports	
(j)	**In case of University /PG institution**	
	No of dissertations	
	No of the thesis related to the proposed course	
	No of the project reports available related to proposed course.	

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(k)	Is the Facility of photocopying available?	
(l)	Number of electronic publications (CD Roms)	
	i) Encyclopedia	
	ii) Re-faience books	
	iii) Journals	
(m)	Is the Computer(s) with internet facility available in the library? If yes, Number of computers	
(n)	Is the library computerized?	
(0)	Whether on line resources are available in the library	
(p)	Whether vouchers and payment receipts in respect of equipments and articles indicating proof of purchase available?	
(q)	Whether entries have been made in the Accession register? (VT members to kindly affix their signatures on the last page of Accession Register and indicate the position).	

19. Practice Teaching

(Mention Yes /No)

(a)	The Institute has made arrangements for practice teaching	
(b)	The Number of schools where practice teaching is proposed to be conducted (on the basis of certification of the schools)	
(c)	Is the distance of practice teaching schools within approachable limits.	

19. FINANCES (Mention Yes / No)

(a)	Whether Salaries are paid in cash	
(b)	Whether Salaries are paid through account payee cheque / account transfer	

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20.

(a)	Amount of Endowment fund (Rs. 5 lacs)	
(b)	FDR Number	
(c)	Details of the Bank Issuing the FDR	
(d)	Amount of Reserve fund (i) Rs. 3 lacs (ii) Rs. 4 lacs	
(e)	FDR Number (i) Rs. 3 lacs (ii) Rs. 4 lacs	
(f)	Details of the Bank Issuing the FDR	
(g)	Amount of Endowment fund of University (Rs. 1.25 lacs)	
(h)	FDR Number	
(i)	Details of the Bank Issuing the FDR	
(j)	Apart from the above, Latest amount deposited in the account of the society / institution	

21. Information furnished above has been provided on the basis of *(Mention Yes / No)*:-

(a)	The scrutiny of the records made available to the inspection team.	
(b)	The information given by the management of the institution without providing relevant records to the inspection team.	
(c)	Partly by the scrutiny of the records and partly by the information given by the management without providing relevant records to the inspection team.	

22 (a) Whether the institution has submitted an Affidavit on Rs. 100/- Stamp paper duly attested by Oath Commissioner / Notary Public as per para 8(5) of the New Regulation dated 1st September, 2014.	

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22(b)	Whether the institution has submitted an Affidavit of Teaching Staff including Librarian on Rs. 10/- stamp paper in case the Appointments are made	

23 Details of Website of the institution

a)	Name of the URL	www.
b)	The information submitted on the Website by the institution is according to New Regulations of NCTE dated 01.12.2014 and University as browsed by the Visiting Team. Please attach a copy of the home page which is downloaded and printed on the date of inspection.	

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The observation/remarks of the V.T. on the essential data format submitted by the institutions are as follows:-

(I) INFORMATION REGARDING MANAGEMENT OF THE INSTITUTION AND DETAILS OF THE EXISTING COURSES.

The Management namely _____ is a (society/trust or any other Govt. body/University etc.) which is proposing to run teacher training institution namely _____ _____under Pvt. (self financed)/Govt./University/University constituent college/govt. aided institution.

The management of the institution has authorized Shri_____ _____(Name & designation)_____ _____ vide society/trust resolution/order No._____ dt._____ (copy enclosed) to make an application to the University for grant of affiliation of _____ (course) with an intake/additional intake of _____under _____ (self finance scheme or under Govt. scheme) and all concerned have read all the provisions of the NCTE Act, Rules & Regulations/University Rules. The application of the institution has been submitted as per the provisions of the NCTE Regulation, 2014/University Rules

The remarks/observation of the VT
(as to whether the above details are
found to be correct or not) Yes/No
Details if any VT required to submit_____

_____

_____

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(II) The details regarding the Management of the Institutions running or proposing to run teacher education programme as per provisions of the NCTE Act, Rules & Regulations/ University Rules

1. As per the certificate submitted by the society/trust, it has been established and operated by 'not for profit' registered under the appropriate laws. The same has been registered vide Registrar of Societies/Trust vide Regd. No._____ dated _____ (copy of certificate to this effect be enclosed).

The remarks/observation of the VT
(as to whether the above details are
found to be correct or not) **Yes/No**
Details if any VT required to submit_____

_____

_____

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(III) General Information relating to Infrastructural & Instructional facilities created by the institution to be filled in by all existing & proposed teacher education institutions

1. That the institution is having the website No._____. _____The institution undertake that the same has been developed as per clause 8(14) of the NCTE Regulation, 2014/University Rules.

(Yes/No).

2. That the Management of the institution has displayed a copy of the affidavit as prescribed under clause 8(5) of the NCTE Regulations, 2014 on its official website _____. The management is aware that 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 as per clause 8(6) of the NCTE Regulations, 2014/University Rules.

(Yes/No).

3. That the Institution is having required land in the name / favour of .....(Society/Trust/ Institute) vide ..... (Sale deed/ Gift Deed/ Lease Deed from Govt. or govt. institution for a period of not less than 30 years duration) dt. ..... executed by ..... and duly registered in the office of Registrar/Sub-Registrar .... and actual location of the land is .....

(Yes/No).

4. That the Institution has got the mutation of the land done by the competent land and revenue authority vide order No._____ dt._____(copy enclosed).

(Yes/No).

5. That the land as per land documents and affidavit is in a single well demarcated piece of land

(Yes/No).

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In case of more than one plot, all the plots are adjacent to each other

(Yes/No).

If yes a copy of the approved site plan giving clear picture to this effect from the Competent authority attached.

If not, details including the distance between plot/khasra are as follows:-

_____

_____

_____

6. That the permission of the competent authority to use the land exclusively for teacher education purposes has been obtained by the society/Institution trust from the office of ..... vide letter/order/ Memo No ..... dt..... (copy enclosed)]

7. That the institution has got the conversion of the land use done from the competent authority. A Notarized Copy of conversion/change of land use certificate (CLU) for Plot No./Khata/khesra No. ..... and area ..... as per the affidavit and land documents registered by ..... Dt. ..... is enclosed. The institution undertake that the issuing authority who issued the CLU i.e. _____ is empowered by the State Govt. for issuance of CLU under the rule/clause of the State Govt. Act namely _____.

8. That the institution undertake that the land and permanent building are at the same place as per provisions of the NCTE Act, Rules & Regulations/University Rules. The building plan has been approved by ..... (Competent authority) and Countersigned by..... for Plot No./ ./Khata/khasra No. ..... reflecting total land area ..... Total Built up area is ..... The address/khasta/khasra/plot no. are matching with the Regd. Land documents, CLU, Mutation Certificate etc. as submitted by the institution to the NRC, NCTE and there is not at all any variation whatsoever in the land & building documents. Thus the same are elaborated as under:-

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Sl. No.	Details regarding land & building documents	Land area/built up area as mentioned in the land & building documents, as applications as per provisions of the NCTE Act, Rules & Regulations/University Rules
1.	Name, Address/Khata/Khasra/Plot No. as per the **Regd. land documents** **Name:** _____ **Address** _____ _____	Land Area ____ in sq. meter Built up area in sq. meter
2.	Name, Address/Khata/ Khasra/Plot No. as per the **Conversion of the Land Use Certificate** **Name:** _____ **Address** _____ _____	Land Area ____ in sq. meter
3.	Name, Address/Khata/Khasra/Plot No. as per the **approved building plan** **Name:** _____ **Address** _____ _____	Land Area ____ in sq. meter Built up area in sq. meter
4.	Name, Address/Khata/Khasra/Plot No. as per the **building completion certificate** **Name:** _____ **Address** _____ _____	Land Area ____ in sq. meter Built up area in sq. meter
Note	If the land area is shown in the land/building documents in different measurements i.e. bigha/hectare/acre etc. the same should be converted into sq.meter and reflected in the above statement.	

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9. Infrastructure facilities :

The institution has created the infrastructure facilities as per the infrastructure details given below which is also shown in the building plan approved by ..... on ..... Counter signed by ..... for plot no. ..... and indicating total area ..... and built up area ..... The Building plan has been approved by the competent authority.

(Yes/No).

Infrastructure details of the proposed Teacher education programme (pl. ensure that the dimensions of classrooms, laboratories, library, multipurpose hall, floor wise area, total area etc are properly indicated in the approved building plan as per provisions of the NCTE Regulation, 2014

Total land area earmarked for the proposed teacher training programme.			.....Sqm
Total built up area			.....Sqm
Infrastructure details as per provisions of the NCTE Regulations, 2014 (the institution is required to fill up the information as per the applicability of the NCTE Regulations 2014 and norms & standards there under:-			
1.	Class Room No.	(i) ..... Sq.ft. each	(iii) ..... Sq.ft. each
		(ii) ..... Sq.ft. each	(iv) ..... Sq.ft. each
2.	Multipurpose Hall	(i) ..... Sq.ft. each	
3.	Library-cum-Reading room	(i) ..... Sq.ft. each	
4.	ICT Resource Centre	(i) ..... Sq.ft. each	
5.	Art and Craft Resource Centre	(i) ..... Sq.ft. each	
6.	Health and Physical Education Resource Centre	(i) ..... Sq.ft. each	
7.	Curriculum laboratory	(i) ..... Sq.ft. each	
8.	Principal's office	(i) ..... Sq.ft. each	
9.	Staff Room	(i) ..... Sq.ft. each	

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10.	Administrative Office	(i) ..... Sq.ft. each	
11.	Girl's Common Room	(i) ..... Sq.ft. each	
12.	Seminar Room	(i) ..... Sq.ft. each	
13.	Canteen	(i) ..... Sq.ft. each	
14.	Separate Toilet Facility for Boys and Girls	(i) ..... Sq.ft. each	
15.	Parking Space	(i) ..... Sq.ft. each	
16.	Store Room	(i) ..... Sq.ft. each (ii) ..... Sq.ft. each	
17.	Multi Purpose Play Field	(i) ..... Sq.ft. each	
18.	Open space for additional accommodation		
19.	**Total Build up area in the Building.....Sq.ft.**		
20.	**Provision of Hostel if any** **yes/no** Residential/non-residential		

10. Quality of construction

Packa (RCC) .....

(As per building standards)

Kacha .....

Asbestos .....

Tin roof .....

Plastering .....

Painting .....

Flooring .....

Wood Work .....

Ventilation .....

Light .....

Boundary wall.....

11. The hostel facilities for Girls and Boys provided by the institution along with the staff residential quarters are not included in the area for the institution. These facilities are separate

(Yes/No).

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12. The building completion certificate issued by..... (Competent Authority) Counter signed by ..... for Plot No./khata No./ khesra No. .....reflecting total land area ..... Total Built up area..... The building is complete in the form of a permanent structure

(Yes/No).

13. There is no temporary structure or asbestoses roofing, even in case of structure in addition to the prescribed built up area.

(Yes/No).

14. The institution undertake that the building of the institution has been constructed in view the provision of the standard by-laws of the building construction as per the Bureau of Indian Standards and the same is fully safe and structurally sound having load bearing capacity as per latest Indian Building standards and the same is safe & secure to run the teacher training course. (copy of the certificate is enclosed).

(Yes/No).

15. The safeguard against fire hazard has been provided in all parts of the building.

(Yes/No).

16. Electricity and safe drinking water facility has been provided by the institution.

(Yes/No).

17. The institution is having instructional facilities as per provision of the NCTE/University Regulations & norms & standards there under. The labs (1), Curriculum laboratory (2) Arts and Craft Resource Centre (3) Information and Communication Technology Resource Centre (4) Health and Physical Education Resource Centre etc. have been created as per manual for the teacher education institution and teacher educators.

(Yes/No).

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18. The institution is having adequate no. of furniture facilities for running various infrastructure & instructional facilities as per provisions of the NCTE/University Regulations and norms & standards there under.

(Yes/No).

19. The institutional campus, building, furniture etc. is barrier free.

(Yes/No).

20. The institutional campus, building furniture is disabled friendly as per the persons with disability (PWD) and of the Govt of India

(Yes/No).

21. That the institution undertaken that the no other institution/school is running in the institution building meant for running teacher education programme

(Yes/No).

22. If the institution is running other programme/school in the same building meant for running teacher education programme, the course wise details be given as under:-

(i) Land & built up area details

Sl. No.	**Details required to be submitted**	**Area in sq. meters**
1.	Total land area available with the institution	
2.	Total built up area of the institution	
3.	Land area available for teacher education programme	
4.	Built up area available for teacher education programme	
5.	Land area available for other programme being run by the institution	
6.	Built up area available for other programme being run by the institution	

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(ii) Course/programme wise details to be submitted by the institution

Sl. No.	Name of the programme/school	Land area	Built up area

Before making the overall assessment of the institution, the VT certify that it has scrutinized & verified the following original documents and affix their signatures on each of the records maintained by the institution and submit a copy of all the important documents alongwith the VT Report for perusal of the UNIVERSITY

	Yes	No
The VT has gone through the application of the institution submitted by it to the University for the Affiliation		
The VT has gone through all the essential documents submitted by the institution alongwith the application of the institution for the course.		
The VT has gone through all the relevant regulations, norms & standards of the proposed teacher education course as per provisions of the NCTE/University Act, Rules & Regulations		
Copies of the NOC / State Govt reference, if endorsed to institution		

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	Yes	No
Copy of Registration Certificate of the Trust / Society		
Bye-laws of the society / trust		
Certificate from the relevant department of the government certifying that the society is not for profit / charitable trust / society.		
Copy of the resolution by the management / governing body / concerned department for opening the institution / conducting the course.		
Original legally valid land document including Land Use Certificate (CLU), Non Encumbrance Certificate, Possession Certificate etc. as per provisions of the NCTE/University Rules.		
Original approved Building plan, building completion certificate as per prescribed format, building safety & security certificate etc. as per provisions of the NCTE / University Rules.		
Permission to construct the building from the competent authority		
Building use certificate for teacher education purposes		
Site plan showing the location of the building as per the land & revenue records of the concerned authority.		
Details of Teaching/Non-teaching / Administrative Staff with copy of their qualification / experience certificates (in case of the existing teacher education institutions as per the prescribed format)		
Copies of Fixed Deposit Receipt towards Reserve Fund & Endowment Fund (attested by management only)		

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	Yes	No
Latest Bank Statement		
The V.T. is required to browse the website of the institution as per provisions of the NCTE Act,. Rules & Regulations/ University Norms		
Stamped receipt of purchase of equipments, furniture, books, computer etc alongwith the copy of stock register / accession register maintained in the institution (Last page of stock register / accession register is to be signed by VT Members)		
The VT Members will affix their signature of the stock register /accession Register maintained in the institution and also submit a copy of the same with the VTR.		
Copy of the cash book and ledger register, which reflects the purchase of equipments, furniture, books etc and other expenditure for the proposed course.		
Trust / Society's Audited accounts of the last year		
Certified list of teaching staff course wise of the Educational institutes run by the trust / society on the campus and outside the campus.		
Names of primary schools/lower primary schools/elementary schools/secondary schools/senior secondary schools identified for practice teaching/internship and their distance from the institution.		
Video CD prepared at the time of inspection. The Visiting Team must check and test the VCD before submission **(having actual audio and video without editing)**		

Signatures

VT Member VT Member VT Member

The V.T. shall enlist the name of important documents being attached by it with the V.T. Report and details thereof be given as under:-

S. No.	Name of documents being attached with the VT Report duly certified/ attested by the Management of the Institution	Annexure No.	Page No. of the VT Report
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Note: If more documents are to be attached by the Visiting Team with the V.T. report the same shall also be enclosed giving the details thereof as per the above format.

Signatures

VT Member VT Member VT Member

26. Overall assessment of the Institution

(Please Note that this Overall assessment must not be shared and signed with anyone as well as the management / institution except VT Members.

The inspection team may record their overall observation on the preparedness of the management with regard to availability of human resources, infrastructural facilities and instructional facilities as prescribed in the NCTE norms as per provisions of the NCTE Act, Rules & Regulations/University Rules after due scrutiny & verification of all essential documents relating to infrastructure & **instructional facilities of the institution as for the proper conduct of the teacher-training programme in the space given below. (If the space is insufficient additional sheet may be attached)**

Remarks / Adverse remarks, if any

Signatures

VT Member VT Member VT Member