

GUIDELINES FOR THE VISITING TEAM
AND
VISITING TEAM PROFORMA
FOR
Inspection of Institutions



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1. Submission of Report & Guidelines thereof

(a) Scrutiny/Verification of Documentary Evidence:

The VT members are expected to go through all the relevant documents i.e. application of the institution alongwith all essential documents viz Affidavit on Rs.100/- regarding land & building of the institution, land & building documents, land use certificate etc. as well as all infrastructure & instructional facilities, relevant regulations, norms & standards of the teacher education course for which inspection is to be conducted. They must check whether another affidavit has been submitted by the institution regarding the following of revised regulations, 2014. The VT should check the veracity of facts & figures as per application of the institution & documents submitted to the JRRSU by verifying original /authentic documents relating to infrastructure & instructional facilities as per provisions of the JRRSU Act, Rules & Regulations. After scrutiny & verifying the same the V.T. should submit its specific & detailed report based on records of the institution. The following are the important documents which are required to be invariably scrutinize & verify by the Visiting Team before making its report for perusal & suitable decision by the JRRSU, Jaipur

- (i) Registration Certification of the Society/Trust
- (ii) Memorandum of Association of the Society/Trust
- (iii) Composition of the Managing Committee and minutes of two meetings
- (iv) Original legally valid land document including Land Use Certificate (CLU), Non Encumbrance Certificate, Possession Certificate etc. as per provisions of the NCTE Regulation, 2014 and University Rules
- (v) Original approved Building plan, building completion certificate as per prescribed format, building safety & security certificate etc. as per provisions of the NCTE Act, Rules & Regulations, University Rules and State Government Rules.
- (vi) Site plan showing the location of the building as per the land & revenue records of the concerned authority.
- (vii) Original Bills of purchase of items.
- (viii) The Registration Certificate of the Society/trust and its bye-laws

- (ix) List of Recognized and Unrecognized programmes run by the Society on the campus demarcated for the TEI
- (x) Reports or communications received regarding earlier inspections, if any (existing institutions)
- (xi) PAN/TAN No. of the Society/Trust/Institution.
- (xii) Bank/Accounts Statement/Balance Sheet of the institution
- (xiii) Mode of payment of salary to staff.
- (xiv) Student attendance register (Last three years)
- (xv) Cash Book/Ledger (Last three years)
- (xvi) Stock register where the equipments / stocks have been properly accounted for and numbered.
- (xvii) Issue register of furniture etc.
- (xviii) Accession register of the library books in the Accession Register.
- (xix) The VT shall ensure that the furniture / equipment has been duly purchased by the institution and is not at hire.
- (xx) FDR of the Endowment and Reserve Fund as per revised regulations, 2014 i.e., FDR of the Endowment Fund of Rs. 5,00,000/- (Rs. Five lacs) and Reserve Fund of Rs. 3,00,000/- (Rs. Three lacs) + Rs. 4,00,000/- (Rs. Four lacs) and Endowment fund of university 1,25,000 (One Lac twenty Five Thousand).
- (xxi) In addition to the above, the Visiting Team shall scrutinize & verify all the relevant document which it deem fit for making its V.T. Report to the University as per provisions of the NCTE Act, Rules & Regulations, State Govt. rules and University Rules

The VT shall obtain & submit a certified/attested copy of all the important relevant documents scrutinized / checked /verified by the VT during inspection as per provisions of the NCTE Act, Rules & Regulations, State Govt. rules and University Rules

(b) Specific Guidelines for verification of infrastructure & instructional facilities created by the institution.

(i) Details of the Society/Trust responsible for running the institution

- VT shall compare the copy of the Registration Certificate of the **Society/Trust** with the original at the time of inspection. The principal/manager of the institution should certify that the copy supplied is a true copy of the original document.
- VT shall ensure that request of the institution is duly supported by a specific resolution of the Society.

(ii) Location and identity of the Institution

The VT shall specifically point out the **location of the institution** which should be same as per the name & address/plot no./khasra no. Etc as mentioned in the land & building documents submitted by the institution and the same should be matched to each other. If the same are different the same should be specifically reported in the V.T. report. In order to ensure this, VT may check the details of the institution as given in the application and other documents submitted alongwith the application and made available by the universtiy to the VT, especially with regard to the following:

- Address as specified in the University file/papers given to the VT
- Sign-board of the institution
- Khasra/Survey number/Plot No./Site No. of the records
- Name of the institution as given in the original application for the course(s)

(iii) Land Documents

- VT shall compare the copy of land document with the original at the time of inspection and get the same certified by the principal/manager that it is a true copy of the original document.

- The VT shall indicate the details in relevant columns of the inspection report on the basis of original documents obtained at the time of inspection.
- It shall be duly verified by the VT. The documents and signed by an official/ public representative duly authorized by the State Government.

(iv) Building Plan : VT shall obtain the original building plan and indicate in the report

- Whether it is approved by the competent authority ?
- Name of issuing authority.
- Date of issue.
- Whether valid resolution of the Panchayat/Zila Parishad is available (in case the Panchayat/Zila Parishad is the competent authority to approve the building plan)?
- Whether the approved building plan indicates (i) name of owner of the land/building, (ii) the purpose of the building (iii) area of the plot (iv) survey/Khasra/Plot/Site numbers.
- Whether dimensions of classrooms, laboratories, library, multipurpose hall, floor-wise area, total area, etc. are properly indicated in the approved building plan ?
- Whether details given in the approved building plan match with building completion certificate and land documents of the building ?
- Whether construction of the building as per the approved building plan is complete in all respects ?
- Whether the area meant for existing and/or proposed teacher education programme (s) is demarcated in the building plan?
- It shall be duly verified by the VT. The documents and signed by an official / public representative duly authorized by the State Government.

(v) Infrastructure

VT shall verify information with regard to the following and indicate it in the report :

(a) Total Land Area (in Sq.m.) for TE -----Sq.m

(b) Details of built-up area

(i) Instructional carpet area -----Sq. m.

(ii) Administrative carpet area -----Sq. m.

(iii) Other area -----Sq. m.

Total built up area ----- Sq.m.

(c) Quality of construction (rate in terms of Very Good/Good/Satisfactory/Poor)in respect of

- Roofing -----
- Plastering -----
- Plainting -----
- Flooring -----
- Wood work -----
- Ventilation -----
- Lighting -----

(d) Sharing of built-up space

Assessment of the VT to be indicated in the report with regard to the following:

- Whether the built-up space is being shared with any other programmes (teacher education and other than teacher education, including school) in the premises and, if so, whether the built-up space for the proposed

teacher education programme in the institution is adequate and has been clearly demarcated.

(e) *Barrier – free Environment and Safety Provisions are essential and shall be inspected. No clearance shall be given for an institution whereas not disabled friendly.*

- Whether the institutional campus is disabled friendly.
- Whether safety provisions, including for fire and other calamities, have been provided in the institution. If satisfactory provisions are not available, no clearance will be given by the university to the applicant.

(vi) *Instructional Facilities : Resource Centres*

VT shall verify the instructional facilities available in Curriculum laboratory, ICT, Art and Craft, Health and Physical Education Resource Centres and Library. VT shall also indicate the facilities which are not available but should have been provided. Further, it should be certified that the facilities have not been hired temporarily for the purpose of inspection:

(vii) *Human Resources*

VT shall find out if proper procedure for the selection of staff has been followed such as issue of advertisement, nomination of expert by the affiliating body, meetings of the selection committee, eligibility of selected staff as per prescribed norms, offer letter containing terms and conditions, etc.

(viii) *Financial Status*

Endowment Fund : The VT shall find out if endowment fund of 05 Lakh per programme per unit has been deposited at the time of submission of the application. A photocopy of the FDR(s) shall be obtained.

Security fund : The VT shall find out if security fund of 03 Lakh + 04 Lakh (Total 07 Lakh) per programme per unit has been deposited in NCTE, Also Endowment fund in University 1,25,000. A photocopy of the FDR(s) shall be obtained.

Maintenance of Accounts : The VT shall ascertain whether accounts of the institution for the last 3 years were audited ? Comments of the auditors in regard to the maintenance of accounts to be obtained.

(ix) Managing Committee

Composition

Information regarding composition of the Managing Committee (MC) is to be obtained. Does the MC include representatives of the affiliation body and the faculty and also some Teacher Education Experts.

Periodicity of Meetings

Information regarding periodicity of meetings of MC is to be obtained. Minutes of the last two meetings may be obtained.

- (c) Deficiencies noticed with respect to the NCTE, State Govt. and University norms for the programme shall precisely recorded in the section on overall assessment.
- (d) The digitalized assessment proforma comprises of focused queries on various aspects of functioning of a teacher training institution. The responses / data should be recorded in consonance with the query. There should not be any contradiction in the VTR, tabular format, overall assessment and documents submitted along with the application of the institution.
- (e) For recording in the assessment proforma, management should be asked to make available all relevant original /authentic documents to the V.T.
- (f) If the inspection team feels that there are some more facts, over and above the information provided in the assessment proforma, that needs to be brought to the notice of the Regional Committee, it may record it on the observation sheet provided with the assessment proforma.
- (g) The duly authenticated copies of all important documents are required to be submitted by the V.T. in support of their report viz documents relating to infrastructure & instructional facilities, endowment and reserve funds etc. The same should be obtained from the principal/management and be attached alongwith the inspection report. The institution's management should certify the copies of these documents.

- (h) Inspection report is a confidential document. Its contents should not be shared with the institution. Each page of the filled in proforma should be signed by the Head of the institution or an authorized representative of the Management of the institution, clearly mentioning the name and designation.
- (i) In addition to all relevant/important documents as prescribed above, the V.T. should specifically obtain the following:-
- Building completion certificate (as per format at Annexure-I)
 - Particulars of staff as per format at Annexure-II
- (j) Suggested details of Video graph of the Institution at the time of inspection:-

Every applicant institution is require to arrange for videograph of the inspection. The cassette should not be edited under any circumstances. The video shoot should contain the following items:-

		Time	Total Time
1.	Location of the building from the main road and also in comparison to a few landmarks in the vicinity	30 Sec.	30 Sec.
2.	Frontal view of the building indicating name board etc.	20Sec.	20 Sec.
3.	Classrooms and lecture halls including furniture provided	15 sec per room x 3	45
4.	Library including furniture and arrangement books	30 Sec.	30 Sec.
5.	Laboratories et up including arrangements of the furniture and provision of the materials	30 sec each x 4	120 sec.
6.	Multipurpose hall including furniture etc.	60 Sec.	60 Sec.
7.	Principals room, office room, staff room, student rest room	10 sec. each	40 sec
8.	Gymnasium (in respect of physical education course only)	120 Sec.	120 Sec.

9.	Rear view of the building in its full perspective	20 Sec.	20 Sec.
10.	Playground and facilities available thereof	60 Sec.	60 Sec.
11.	Interaction with the staff members, if available	180 Sec.	180 Sec.
12.	Interaction with the Managing Committee at least 2-3 office bearers	180 Sec.	180 Sec.
13.	Interaction with the students	180 Sec.	180 Sec.
		Total	19 Mts.

2. Confidential Information

The VTs may bring it to the notice of the University if any pressure was exerted on them or any canvassing was done by the Management or on its behalf to get favourable report. The information may be submitted separately in a sealed cover with the instruction on the envelope '**to be opened by the Chairman of the Regional Committee**'.

The VTRs are important documents for taking decision by the University. They should be written seriously and not in a casual manner. If the NRC find the VT had a casual approach, the members will be removed for the list of VT members and their present employees, if any, will be mentioned.

8. Miscellaneous

1. As TA/DA claim of the inspection team will be reimbursed by the University, the VT members shall not accept honorarium, gifts, free accommodation or any other kind of hospitality from the concerned TEIs.
2. Reports alongwith TA/DA claims (attached with bills & vouchers of expenditure incurred) should be sent by post the very same day of inspection.

ANNEUXRE-I

BUILDING COMPLETION CERTIFICATE

I _____ hereby certify that that the institution
namely _____

_____ situated at _____

_____ have
personally inspected the land and building mentioned in the
statement below and the same is based on the registered documents,
data measurements and specifications found in the site.

1.	Name of the society/trust i.e. Management of the institution	
2.	The society/trust i.e. management of the institution is having the PAN/TAN No.	Copy enclosed: Yes/No
3.	Name of the institution	
4.	<p>A certificate from the competent authority to the effect that the society sponsoring the instruction has transferred and vest the title of the land and building in the name of the institution as per clause 8.4 (iii) of the NCTE Regulations, 2014, State Govt. and University</p> <p>Note: Clause 8.4(iii) of the NCTE Regulation, 2014 provides that "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 for s six months from the date of issue of formal recognition order under sub-</p>	<p>A copy of the certificate is required to be enclosed by all recognized institutions within a period of six months from the date of issue of formal recognition order under sub- regulation (16) of Regulation 7 of the NCTE Regulation, 2014, State Govt. and University</p> <p>Copy enclosed: Yes/No</p>

	regulation (16) 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."	
5.	Location with khata/khasra/Street No./ Ward No., Name of the Place, Corporation/Municipality/Panchayat.	
6.	Date of Registration of Land	
7.	Registered in the office of Sub-Registrar/Tehsildar with address	
8.	The location of the land of the institution is in a single plot or different plots	
9.	If the location of the land of the institution is not in a single plot the distance of different plots be mentioned.	
10.	Type of ownership of land	
11.	Building plan approved by (address of Corporation /Municipality/ Panchayat/ any other Govt. Agency	
12.	Year of completion of construction of the building	
13.	Purpose for which the building is being used /proposed to be used	
14.	Electricity connection No.	
	Telephone connection No.	
	Water connection No.	
15.	Total land area of the institution	
	Total built up area of the institution	
16.	Total land area earmarked for particular teacher training programme alongwith name of the course	

	Total built up area earmarked for particular teacher training programme alongwith name of the course			
17.	Details of construction of building (Roofing – pl. mention RCC /Asbestos / Tiled / any other pl. Specify) <ul style="list-style-type: none"> (the column to be filled up in case the building of the institution is of more than one floor) 		Area	Roofing
		Ground Floor	Sq. ft.	
		First Floor*	Sq. ft.	
		Second Floor	Sq. ft.	
		Third Floor*	Sq. ft.	
		Total Built up Area		
18.	Details of Land Use Certificate for Educational purposes from the concerned Govt. authorities/any other govt. local body details thereof. (*	Date of issue of Certificate Issued by : Provisions of the law under which the concerned issuing authority is empowered for issuance of CLU_____		

On verification of the above on site, I hereby certify that:-

- i. The land & building of the institution is exclusively meant for running teacher training programme. The institution campus, building, furniture etc. is barrier free. There is no temporary structure, asbestos/tin sheet sheds available in the building. Safeguard against fire hazard has been provided in all parts of the building.
- ii. The building of the institution is constructed keeping in view the provisions and bye-laws of the building construction as per the Bureau of Indian

Standards and the same is structural safe and secure to run the teacher training course.

- iii. The construction of the building is completed in all respects and the building is structurally sound to be used for Educational purposes and having the load bearing capacity as per the latest Indian Standards.

Signature with Seal

Name of the approved / authorised Engineer/ Architect	
Designation	
Office Address	

Certified by the competent govt. authority/local govt. body

Signature with Seal

Name of the Competent Authority	
Designation	
Office Address	

Countersigned by the authorized representative of the management of the institution.

Signature with Seal

Name of the authorized representative of the society/trust running the teacher training programme.	
Designation	
Name of the Society/Trust	
Office Address	

Annexure II

FORMAT FOR PARTICULAR OF STAFF TO BE SUBMITTED TO NRC, NCTE, JAIPUR PARTICULARS OF STAFF

Session _____

Name and address of the Institution: _____

Course: _____

S. No.	Name with Date of Birth Age	Attested photograph of the appointed staff	Whether SC/ST/OBC / other	Designation	B.Ed., Yes/No	M.Ed., Yes/No	M.A. (Education) Yes/No	PG in school subject / cognate discipline philosophy/ sociology /fine arts / physical education etc. Yes/No	Subject of Teaching	Ph. D. (Education/ other subject Specify) Yes/No	Passed UGC NET or equivalent Yes/No	Teaching Experience in Years	Teaching Experience in Recognized School/B.Ed. College (Enclose experience certificate from the Principal)	Date of initial appointment	Joining Date
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1.	DETAILS OF TEACHING STAFF														
I(A)	PRINCIPAL/HOD														
I															

II	LECTURES/TEACHING STAFF (AS PER NCTE NORMS)														
1.															
2.															
3.															
4.															
5.															
6.															
7.															
III	PART TIME TEACHING STAFF (AS PER NCTE NORMS)														
1.															
2.															
3.															

The above appointment have been made on the basis of recommendations of the Selection Committee constituted as per the policy of the UGC/the affiliating University/Affiliating Body.

Name & Signature of the
Authorized Representative of the Institution
Date _____

Name & Counter Signature with Seal of the
Registrar/Competent Authority of the Affiliating Body*

- Note: The institution shall submit the above list as per the provisions of the NCTE Regulations, 2014 indicating qualification , percentage of marks, teaching experience etc. alongwith attested copy of professional qualification & experience certificate and attested photographs of staff duly countersigned by the competent authority of the affiliating body or endorsement of the same by submitting a written approval of the competent authority of the affiliating body as per the above format.

CERTIFICATE FROM THE MANAGEMENT

- (i) All appointments are on full-time and regular basis except those specified as part-time as per the NCTE norms. The academic staff of the institution (including part-time staff) is/shall be paid salary in such scale of pay as prescribed by the UGC/University/affiliating body from time to time through account payee cheque or as per advice into the bank account of employee specially opened for the propose. The supporting staff shall be paid as per the UGC/State Government/Central Government pay scale structure.
- (ii) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc for its employees. The institution shall follow all the norms of the NCTE as amended from time to time.

**Name & Signature of the
Authorized Representative of the Institution**

Date _____

- It may be noted by the teacher education institution that in case of self finance institutions run by the pvt. Managements under **society/trust**, the above details shall be signed by the **Secretary/President/Chairman** of the concerned Management. In case of the Govt./University/aided institution the same shall be signed by the **Registrar/Director/Principal/HOD** of the institution.

UNDERTAKING

We the following V.T. Members hereby undertakes that:-

- (1) That we have been appointed as a member of the Visiting Team to visit the _____ Institute (name and address of the Institute) _____
for scrutinizing/verifying the facts & figures as submitted by the applicant as per their application alongwith all relevant records of the institution for recognition/permission for running the teacher training course for _____ degree/diploma/certificate course.
- (2) We certify that we visited the Institute on _____. The report submitted by us under our signature is based on our actual visit to the Institute, scrutiny & verification of all the essential documents, infrastructure & instructional facility created by the institution and interaction with the Management/Principal and staff members as per the VT guidelines supplied to us. There is nothing in our report which is contradictory to the facts.
- (3) That the videography has been done in the Institute on _____ and the videotapes have been submitted along with the report in a closed envelope signed by us.
- (4) That we certify that the contents of the above report are based on physical verification of the institution which are true and correct to the best of our knowledge and on the basis of all essential original/authentic documents required to be scrutinized/verified as per provisions of the NCTE Act, Rules & Regulations.
- (5) It is further certified that neither we nor any member of our family has any kind of personal interest or stake in the management of the institution.
- (6) In the event of any part of my report is found to be incorrect or deliberately distorted to mislead the Northern Regional Committee, we shall be personally responsible for that and the Northern Regional Committee/Council may take suitable action including blacklisting our name for inclusion in the future Visiting Teams.

Signature of Visiting Team Members (Including nominee of the State Govt. / affiliating body, if noted by the State Govt./affiliating body)

	Name, Designation and complete address of the V.T. Member	Signature with Date
1.		
2.		
3.		