

**NORTHERN REGIONAL COMMITTEE
NATIONAL COUNCIL FOR TEACHER EDUCATION
JAIPUR**

**ESSENTIAL DATA SHEET TO BE SUBMITTED BY THE INSTIUTION AS PER
PROVISIONS OF CLAUSE 7(4) OF THE NCTE REGUALTIONS, 2009 DULY
SWORN BEFORE THE NOTARY PUBLIC/ADM/SDM OR FIRST CLASS
MAGISTRAGE**

**I. INFORMATION REGARDING MANAGEMENT OF THE INSTITUTION
AND DETAILS OF THE EXISTING & PROPOSED COURSES.**

(a) In case of the existing recognized teacher training institution:-

The Management namely **Rural Education Development Society** is a (society/trust or any other Govt. body/University etc.) which is running the following Pvt. (self financed)/Govt./University/University constituent college/govt. aided institution.

Sl.No.	Name of the recognized teacher training institution	Course	Approved intake	Recognition order No. & Date (copy to be annexed)
1.	Ambika C.O.E	B.Ed	200	NRC/NCTE/F-7/HR-1066/2008/43145
2.	Ambika C.O.E	D.Ed	50	NRC/NCTE/F-7/HR-1007/2008/43152

On behalf of the Management **Shri Kaushalya Devi President** (Name & designation) **Rural Education Development Society** is authorized person to make communication/correspondence on behalf of the recognized teacher training programme.

The latest list of members of the society/trust duly endorsed by the concerned Registrars of the Society/Trust with their designation are annexed as per Annexure_____.

The institution is having a Managing Committee as per provisions of the NCTE Regulations, 2009 and the Managing Committee is consisting of the following:-

Or

(b) In case of the proposed new institution:- N.A

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 ERC, NCTE for grant of recognition 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. The application of the institution has been submitted as per the provisions of the NCTE Regulation, 2009.

The latest list of members of the society/trust duly endorsed by the concerned Registrars of the Society/Trust with their designation are annexed as per Annexure _____.

The institution is having a Managing Committee as per provisions of the NCTE Regulations, 2009 and the Managing Committee is consisting of the following:-

II. The following details are required to be filled in by the Management of the Institutions running or proposing to run teacher education programme as per provisions of the NCTE Act, Rules & Regulations.

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.1001 dated 7 July 2001 (copy of certificate to this effect be enclosed).

Also in case the institution is a minority institution, the same is required to submit a certificate from the concerned State Govt/Central Govt. authority competent to issue the Minority Status Certificate with the following details:-
N.A

a) Name and address of the minority status issuing authority:

b) Order No. _____ date

2. That the society/trust is having PAN Card No. **AABTR2817H** (Copy enclosed).

3. That the institution is having the website No. **www.ambikacoe.com**. The institution undertake that the same has been developed as per clause 7 (10) of the NCTE Regulation, 2009. The same is reproduced below:-

“All the applicant institution 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 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:-

- 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.**

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 Management of the institution has displayed a copy of the affidavit as prescribed under clause 8(8) of the NCTE Regulations, 2009 on its official website **www.ambikacoe.com**. 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(9) of the NCTE Regulations, 2009.

(Yes)

2. That the Institution is having required land in the name / favour of **Ambika College of Education** (Society/ Trust/ Institute) vide **Gift deed No. 1916** (Sale deed/ **Gift Deed**/ Lease Deed from Govt. or govt. institution for a period of not less than 30 years duration) dt. **07/12/2009** executed by **Sanjay Kumar** and duly registered in the office of Registrar/Sub-Registrar **.Office of Sub-Registrar Barwla,Hisar** and actual location of the land is **Out side MC area 3 Km. Tohana Road, Barwala in Dhani Prem Nagar**

(Yes)

3. That the Institution has got the mutation of the land done by the competent land and revenue authority vide order No.**1916** dt.**07/12/2009** (copy enclosed).

(Yes/No).

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

(Yes).

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

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

If No, details including the distance between plot/khasra are as follows:-

5. 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)]
6. 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/khasra 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 _____.
7. That the institution undertake that the land and permanent building are at the same place as per provisions of the NCTE Act, Rules & Regulations. 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/khata/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:-

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
1.	<p>Name, Address/Khata/Khasra/Plot No. as per the <u>Regd. land documents</u></p> <p>Name:</p> <p>_____</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>_____</p>	<p>Land area (in sq. meter) _____</p> <p>Built up area (in sq. meter) _____ (if shown in the land documents)</p>
2.	<p>Name, Address/Khata/Khasra/Plot No. as per the <u>Conversion of the Land Use Certificate</u></p> <p>Name:</p> <p>_____</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>_____</p>	<p>Land area (in sq. meter) _____</p>
3.	<p>Name, Address/Khata/Khasra/Plot No. as per the <u>approved building plan</u></p> <p>Name:</p> <p>_____</p> <p>_____</p> <p>Address</p> <p>_____</p>	<p>Land area (in sq. meter) _____</p> <p>Built up area (in sq. meter) _____</p>

4.	Name, Address/Khata/Khasra/Plot No. as per the <u>building completion certificate</u> Name: _____ _____ Address _____ _____	Land area (in sq. meter) _____ Built up area (in sq. meter) _____
Note	1. 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.	

8. 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, 2009:

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, 2009 (the institution is	

required to fill up the information as per the applicability of the NCTE Regulations 2009 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.	Psychology Resource Centre	(i) Sq.ft. each	
6.	Art and Craft Resource Centre	(i) Sq.ft. each	
7.	Health and Physical Education Resource Centre	(i) Sq.ft. each	
8.	Science and Mathematics Resource Centre	(i) Sq.ft. each	
9.	Principal's office	(i) Sq.ft. each	
10.	Staff Room	(i) Sq.ft. each	
11.	Administrative Office	(i) Sq.ft. each	
12.	Girl's Common Room	(i) Sq.ft. each	
13.	Seminar Room	(i) Sq.ft. each	
14.	Canteen	(i) Sq.ft. each	
15.	Separate Toilet Facility for Boys and Girls	(i) Sq.ft. each	
16.	Parking Space	(i) Sq.ft. each	
17.	Store Room (two)	(i) Sq.ft. each	
		(ii) Sq.ft. each	
18.	Multi Purpose Play Field	(i) Sq.ft. each	
19.	Open space for additional accommodation		
20.	Total Build up area in the Building.....Sq.ft.		
21.	Provision of Hostel if any	yes/no	
		Residential/non-residential	

Infrastructure details of the existing Teacher education programme, if any (in the case of the existing teacher education institution) (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, 2009:

Course wise details to be filled in by the institution

Name & address of the existing teacher education institution :

Course:

Inake:_____

No. & Date of NRC Recognition order_____

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, 2009 (the institution is required to fill up the information as per the applicability of the NCTE Regulations 2009 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.	Psychology Resource Centre	(i) Sq.ft. each	
6.	Art and Craft Resource Centre	(i) Sq.ft. each	
7.	Health and Physical Education Resource Centre	(i) Sq.ft. each	
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11.	Administrative Office	(i) Sq.ft. each	
12.	Girl's Common Room	(i) Sq.ft. each	
13.	Seminar Room	(i) Sq.ft. each	
14.	Canteen	(i) Sq.ft. each	
15.	Separate Toilet Facility for Boys and Girls	(i) Sq.ft. each	
16.	Parking Space	(i) Sq.ft. each	
17.	Store Room (two)	(i) Sq.ft. each	
		(ii) Sq.ft. each	
18.	Multi Purpose Play Field	(i) Sq.ft. each	
19.	Open space for additional accommodation		
20.	Total Build up area in the Building.....Sq.ft.		
21.	Provision of Hostel if any	yes/no	

Note:

1. In case the institution is running more than one recognized teacher education programme, the infrastructure details as per above format is required to be filled in showing the exact infrastructure facilities provided/earmarked for the existing teacher education programme as per provisions of the NCTE Act, Rules & Regulations. It may be noted that the institutions while furnishing the above infrastructure details shall ensure that the same are as per the provisions of the NCTE Act, Rules & Regulations. Likewise for Instructional and other facilities the institution shall go through the provisions of the relevant NCTE Rules & Regulations and norms & standard there under and make arrangements accordingly.

9. Quality of construction

- Packa (RCC)
- (As per building standards)
- Kacha
- Asbestos
- Tin roof
- Plastering
- Painting
- Flooring
- Wood Work
- Ventilation
- Light
- Boundary wall

10. 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).

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

(Yes/No).

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

(Yes/No).

13. 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).

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

(Yes/No).

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

(Yes/No).

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

(Yes/No).

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

(Yes/No).

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

(Yes/No).

19. 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	

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

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

That the institution also sworn & undertake that it has obtained the required permission from the competent authority for running various other programmes in addition to the teacher training programme and the institution is having requisite land & built up area earmarked for running the existing/proposed teacher education programme is as per the provisions of the NCTE Act, Rules & Regulations.

Yes/No

IV. Information relating to appointment of requisite staff (in case of existing teacher education institutions)

- (i) The institution has appointed the requisite staff for the existing teacher education programme on the basis of recommendation of the Selection Committee constituted as per the policy of the UGC/the affiliating University/Affiliating Body.

Yes/No

- (ii) 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 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.

Yes/No

- (iii) 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.

Yes/No

- (iv) The requisite details of staff as per the prescribed format has been uploaded in the website of the institution

Yes/No

V. FINANCE

The details of the FDRs towards Endowment Fund & Reserve Fund are mentioned as under:-

Details of Endowment Fund

Derails of Reserve Fund

That the institution has uploaded the audited balance sheet/accounts of the institution in the website of the institution.

Yes/No

VI. LIST OF ENCLSOURES UPLOADED BY THE INSTITUTOIN IN SPPORT OF THE ABOVE STATEMENT

That the institution has uploaded the following requisite details in support of the details as asked at I to V above as per annexure given below in the website of the institution:-

Sl.No.	Name of the supporting document uploaded in the institution website.	Annexure No.
1.		

Note: The institution should mentioned the details and no. of requisite annexure as per the above format.

The institution also sworn and undertake that the status of the recognition of the NRC, NCTE (in the case of the existing teacher education institutions) for the existing approved teacher education programme stands as recognized as on date and there is no legal/withdrawal/appeal/section 17/section 13 case pending against the institution.

Yes/No

If not, please submit the latest status of the case and detailed reasons thereof.

UNDERTAKING

1. That the Management of the institution undertake to comply with the provisions of the clause 8(13) of the NCTE Regulations, 2009 which provide that **“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 institution not having land area as per the revised norms, shall not be allowed to expand by way of additional course or additional intake.”**
2. That the Management of the institution undertake to comply with the provisions of the clause 8(14) of the NCTE Regulation, 2009 which provide that **“the institution shall make the information or documents available to the NCTE or its authorized 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.”**
3. That the Management of the institution undertake to comply with the provisions of the clause 8(15) of the NCTE Regulation, 2009 which provide that **“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.”**
4. That the Management of the institution undertake to comply with the provisions of the clause 8(16) of the NCTE Regulation, 2009 which provide that **“the institution shall adhere to the mandatory disclosure in the prescribed format and display up-to-date information on its Official website.”**
5. The institution undertakes that it is fully aware to clause (1-B) of the NCTE Regulations, 2009 which provide that **“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.”**

Name & seal of 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	

The above statement of essential data sheet containing are to be duly sworn before the Notary Public/ADM/SDM or First Class Magistrate

**Signature with Seal of the
Notary Public/ADM/SDM or First Class
Magistrate**

Name of the Notary Public/ADM/SDM or First Class Magistrate	
Office Address	

Note: -

- (1) The information contained in the essential data format not concerned with the institution need not be filled in.**
- (2) As per the essential data format requirement the essential enclosures/ supportive documents must be submitted by the institution in original duly attested by the Notary Public**
- (3) While developing the resource centers, the institutions are advised to consult the ‘Manual for Teacher Education Institutions’ brought out by the NCTE.**