



University of Kashmir



Hazratbal Srinagar, Kashmir

NAAC Accredited Grade 'A+' University



Check List of Minimum Requirements

For

Grant of Temporary Affiliation

To

B. Ed Colleges

In The

Union Territory of J & K

Guidelines and Minimum Requirements

For

Grant of Temporary Affiliation to B. Ed College

Conditions for Grant of Affiliation

1. New Teacher Education Institution shall be located in composite institutions and the existing TEIs shall continue to function as stand-alone institutions and gradually move towards becoming composite institutions.
2. An institution which has been recognized by the NCTE shall obtain accreditation from an accrediting agency approved by the council within five years of such recognition.
3. No institution shall be granted affiliation unless the sponsoring society/ trust is in possession of required land on the date of application.
4. The land free from all encumbrances could be either on ownership or on lease from Govt or Govt. institutions for a period of not less than 30 years.
5. The society or trust sponsoring the institution shall be required to transfer and vest the title of the land and buildings in the name of the institution on the date of application..
6. To new institutions, the university shall grant affiliation only after issue of the formal order of recognition by the NCTE.
7. There shall be an endowment fund of five lakh rupees per programme per unit and a reserve fund of seven lakh rupees per programme, per unit in the joint name of the Registrar, university of Kashmir in the form of fixed deposit in a scheduled bank.
8. Every institution shall display on its official website every financial year its statement of accounts viz; Balance Sheet, Statement of Income & Expenditure and Statement of Receipts & Payments, duly certified by a Chartered Accountant.

A: General Details:

- Name of the College (*Attach Brief Profile of the College*) :- _____
- Name of the Principal (*Attach CV*): _____
- Programme/s offered or to be Offered: _____
- Essentiality Certificate from the Govt. for the Course / College / Institution: (*Attach as Appendix*).
- Whether recognized by National Council for Technical Education? (*Attach Copy of Recognition*)-----
- Approved/ proposed intake per batch / per programme: _____
- Whether entered into an agreement with Recognized Schools for Practice of Teaching? (Give details as Appendix):
- Duly audited financial statements of the last financial year viz; Balance Sheet, Statement of Income & Expenditure & Statement of Receipts & Payments (*Attach These Statements*)
- Monthly salary statements along with monthly bank statements of individual staff members (*Attach statement as appendix*)
- Current and previous years revenue budget of the college (*Attach budget copies as appendix*)
- Constitution of student grievance committee, ICC & other Statutory Committees (*Attach as Appendix*)
- Constitution of teaching & non-teaching grievance committee (*Attach as Appendix*)
- Constitution of College Management Committee as the prescribed constitution of the committee (*Attach the constitution of the committee as Appendix*)
- Any other Details the college would like to highlight:

Note: Constitution of College Management Committee

• Three Representatives of Sponsoring Society/ Trust
• Two Educationists of Repute
• Two Prominent Teacher Educators
• Representative of the Affiliating University
• Principal of the College
• Two Senior Faculty Members of the college in order of seniority

Note: The term of the members of the College Management Committee shall be three years except for the representatives of sponsoring society/trust and nominee of the Affiliating University.

B: Physical Infrastructural Facilities

S. No.	Infrastructural Facilities	Minimum Requirement for Physical Infrastructure	Infrastructure Available	Deficiency If Any	Remarks
1.	<p>Land (For Two Units)</p> <ul style="list-style-type: none"> • Land has to be in the name of the trust or society. • Land use certificate is mandatory • Land shall have a boundary wall from all sides with at least one well designed/ Built entry gate. • Requisite green cover is must • Well laid roads within the college campus is must. • Proper landscaping of the main lawns of the college is must <p>(Give details of each of the above items on a separate sheet. Besides attach Land Revenue Documents)</p>	08 Kanals			
2.	<p>College Built up Area for One Unit</p> <ul style="list-style-type: none"> • College can be in a rented/leased building only for the first two years • Parking space for vehicles shall be available • Benches shall be placed at requisite places for students in the college lawns. • Every Building shall have ramps • Campus Building & furniture shall have to be disabled friendly • For additional unit built up is to be increased by 500 Sq mts. • For an annual intake beyond 200 students & up to 300, the college shall possess land of 3500 Sq Mts. 	1500 sq.mts			

3.	<p>Class Rooms:</p> <ul style="list-style-type: none"> • One classroom for every 50 students. • Fully equipped with White Boards and LCD projectors • Well furnished and well ventilated. • Atleast one Smart - Virtual Classroom • Preferably Gallery type class rooms • Proper light arrangement, fans/coolers/ Split ACs, <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	04 rooms			
4.	<p>Computer Lab.</p> <ul style="list-style-type: none"> • One browsing centre having Student – Computer Ratio of 3: 1 • Linked with high speed internet. • Well furnished and suitably ventilated • Proper lighting arrangement, fans/coolers/ Split ACs, 	1			
5.	<p>Seminar Room :</p> <ul style="list-style-type: none"> • Space sufficient enough to accommodate more than 100 persons • Well furnished with push back comfortable chairs. • LCD projector facility shall be available • Public address facility shall be available • Attached toilet with wash basin facility shall be available • Well ventilated and with proper lightening facility fans/coolers/ Split ACs. 	1			
6.	<p>Curriculum Laboratory:</p> <ul style="list-style-type: none"> • With materials and resources relating to different areas of school curriculum 				

7.	Principal Chamber <ul style="list-style-type: none"> • With attached toilet • Provision for visitor's room. • Independent telephone and intercom facility linked to the administration and hostel. 				
8.	Faculty Room <ul style="list-style-type: none"> • One faculty room should accommodate 2 teachers only • Separate toilet with hand washing facility for male and female faculty members separately shall be available. • Each faculty member be provided with dedicated computer with printer and internet facility • Proper light arrangement, fans/coolers/ Split ACs, 	As Per the Faculty Strength			
9.	Medical Facility Room <ul style="list-style-type: none"> • Having atleast two beds with portable Oxygen facility. • All emergency medicines shall be available 	1			
10.	Administrative Office <ul style="list-style-type: none"> • Spacious enough space to accommodate the entire office staff with separate cabins for each official shall be available. • Each official's cabin shall be adequately furnished with items like table, chairs, cupboards with built-in racks & shelves and file cabinets. • Desktops with printers and intercom facility shall be made available wherever required. • Office should be well ventilated and fitted with fans/coolers/ Split ACs, • Drinking water and toilet facilities shall be available <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	1			

11.	<p>Common Room:</p> <ul style="list-style-type: none"> • Fully furnished Separate rooms for male & female students shall be available. • Having attached toilets and wash basin facility. • Proper lighting and fans/coolers/ Split ACs shall be available. 	2			
12.	<p>Library-Cum Reading Room</p> <ul style="list-style-type: none"> • There shall be a minimum of one thousand titles and three thousand books including text & reference books related to the prescribed course of study, educational encyclopedias, and yearbooks. • Each title should have atleast 50 books • For reference books, atleast 4 books per title • The number of books for each title should be raised to 75 within a period of 5 years. • At least five subject journals should be subscribed by the library. • ICT/ browsing facility for online material shall be available. • Photocopying facility shall be available. • Proper requisite Book Racks, Book selves, and Display Racks shall be available. • Reading room with proper furniture with seating capacity for 50% of the total strength of the students shall be available. • Separate budget for the Library. • Cabin for Librarian with intercom facility. • Proper light, fans/coolers/ Split ACs, drinking water and toilet facilities shall be available. 	10 sq.ft per student			

	(Give details of each of the above items., Wherever required give information on a separate sheet)				
13.	Store Room <ul style="list-style-type: none"> Built in Shelves, Racks, Cabinets, Fire proof steel almirahs for keeping student records shall be available. (Give details of each of the above items., Wherever required give information on a separate sheet)	02			
14.	Art and Craft Resource Centre <ul style="list-style-type: none"> One fully furnished teaching learning resource centre for arts and work experience shall be available. 	01			
15.	ICT Resource Centre <ul style="list-style-type: none"> Fully equipped with hardware and software including computers, internet, camera, ICT equipments like ROT (Receive only Terminal), SIT (Satellite interlinking terminal) etc. 	01			
16.	Health and Physical Education Resource Centre <ul style="list-style-type: none"> Having yoga and gymnasium facility 	01			
17.	Multi Purpose Hall <ul style="list-style-type: none"> Built Up Area inclusive of Dias of 2000 Sq.ft Seating Capacity With proper stage & green room facilities, well ventilated and proper lightening system shall be available. There shall be arrangements for the use of all kinds of basic and advanced audio-visuals aids Provided with requisite fans/coolers/ Split ACs, drinking water and toilet facilities 	2000 sq.ft 200 Seating Capacity			

18.	Fully Developed Multi Purpose Play Field for: <ul style="list-style-type: none"> • Cricket • Football • Volleyball • Badminton 				
19.	Hall for Indoor Games	01			
20.	Canteen	01			
21.	Essential Services <ul style="list-style-type: none"> • Adequate facilities for essential services of safe drinking water, toilets, wash basins, electricity and sewerage facilities be provided to all the buildings 				
22.	Other Facilities <ul style="list-style-type: none"> • Ramps be provided in the buildings for physically handicapped • Separate toilets for girls. • Garage for 50 seater bus • Fire extinguishers shall be available as per the local bye-laws) (Give details of each of the above items., Wherever required give information on a separate sheet)				

C: Hostel Block

S. No.	Infrastructural Facilities	Minimum Requirement As Per NCTE	Infrastructure Available	Deficiency If Any	Remarks
1.	Hostel Block <ul style="list-style-type: none"> Separate hostel for the male and female students 	25,000 sq.ft			
2.	Single Room/ Double Room <ul style="list-style-type: none"> Hostel facility be created within 5 years of the establishment of the college Ideally 2 students in one room with adequate furniture like beds, reading tables, chairs and cupboards.. <ul style="list-style-type: none"> Single Seater Double Seater Three Seater Proper lighting arrangement, fans/coolers/ Split ACs, drinking water and toilet facilities <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	8-9 Sq. Mts. per student 7.5 to 8 Sq. Mts. per student 7 to 7.5 Sq. Mts. per student			
3.	Sanitary <ul style="list-style-type: none"> Toilet and bathroom facilities should be provided on each floor of the student's hostel @ of one toilet and one bathroom for 2-6 students. Geysers in bathroom and wash basins should also be provided. <p>(Give details of each of the above items., Wherever required give information on a</p>	500 sq.ft			

	separate sheet)				
4.	Visitors Room <ul style="list-style-type: none"> • There should be a visitor room in the hostel with comfortable seating, lighting and toilet facilities. 	500 sq.ft			
5.	Reading Room	250 sq.ft			
7.	Recreation Room <ul style="list-style-type: none"> • Provided with T.V and Cable Connection. • Facilities for indoor games (Give details of each of the above items., Wherever required give information on a separate sheet)	500 sqft			
8.	Dining Hall <ul style="list-style-type: none"> • To seat at least 80% of the total strength of the Hostel at one point of time with adequate furniture • Having requisite proper furniture, lighting arrangement, fans/coolers/ Split ACs, drinking water and washbasin facilities (Give details of each of the above items., Wherever required give information on a separate sheet)	3000 sq.ft			
9.	Kitchen (Hygienic with proper ventilation)	1000 sq.ft			
10.	Pantry <ul style="list-style-type: none"> • One Pantry on each floor should be provided. It should have water cooler 	01			

	and heating arrangements.				
11.	Washing & Ironing Room <ul style="list-style-type: none"> • Facility for drying and ironing of clothes should be provided on each floor 	01			
12.	Sick Room <ul style="list-style-type: none"> • Having atleast two beds with portable Oxygen facility. • Provided with first aid and emergency medicines <p>(Give details for each of the above items., Wherever required give information on a separate sheet)</p>	01 room of 9.60 Sq.m.			
13.	Room for Cooks & Room Attendants <ul style="list-style-type: none"> • One room of 9.60 sq. m. with WC and bathrooms • Having proper lighting arrangement, fans/coolers/ Split ACs, drinking water and toilet facilities 	1			
14.	Store: <ul style="list-style-type: none"> • There shall be a store to store food and other items equipped with built in racks, almirahs and cabinets. 	01			
15.	Boundary Wall: There shall be a boundary wall around the hostel, if necessary.				

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D: Teaching Faculty (For Two Units)

S. No.	Posts	Minimum Requirement of Teaching Faculty	Faculty in Place	Deficiency If Any	Nature of Appointment	Qualification of Appointee	Pay Scales	Remarks
1.	Principal/HOD	1						
2.	Perspective in Education	4						
3.	Pedagogy Subjects (Math, Science, Social Science, Language)	8						
4.	Health and Physical Education	1						
5.	Fine Arts	1						
6.	Performing Arts (Music/Dance/Theatre	1						

Note:

- i. Faculty Appointments shall have to be on permanent basis.
- ii. Faculty on contractual basis or on Academic Arrangement basis shall be only to the extent of 15% of the total faculty positions prescribed for the programme for maximum period of six months only.
- iii. Salary scales shall be as per the UGC scales or the scales prescribed by the state Govt. or Affiliating University
- iv. Selection committee shall be as per the constitution prescribed by the Affiliating University.

- v. Age of superannuation and other benefits shall be same as that of the state government / Affiliating University

Essential Qualification for Faculty Positions

Principal:

- i. P.G in Arts/Sciences/Humanities/ Commerce with minimum 55% marks and
- ii. M. Ed degree with minimum 55% marks and
- iii. Ph. D in Education or any Pedagogic subject offered in the institution; and
- iv. Eight Years of teaching Experience in Secondary Teacher Education Institution.
- v. **Desirable:** Diploma/Degree in Educational Administration or Educational Leadership.

Assistant Professor in Perspectives in Education:

- i. Postgraduate degree in Social Sciences with minimum 55% marks and
 - ii. M. Ed degree with minimum 55% marks
- OR
- i. M.A degree in Education and
B. Ed/B.El.Ed. degree with minimum 55% marks

Pedagogy Subjects (Math, Science, Social Science, Language:

- i. Postgraduate degree in Sciences/Mathematics/ Social Sciences/ Languages with minimum 55% marks and
- ii. M. Ed degree with minimum 55% marks

Health and Physical Education:

- i. Postgraduate degree in Physical Education with minimum 55% marks and
- ii. M. Ed degree with minimum 55% marks

Fine Arts:

- i. Postgraduate degree in Fine Arts with minimum 55% marks and
- ii. M. Ed degree with minimum 55% marks

Performing Arts (Music/Dance/Theatre

- i. Postgraduate degree in Performing Arts with minimum 55% marks and
- ii. M. Ed degree with minimum 55% marks

E: Administrative and Supporting Staff

S. No.	Post	Minimum Requirement As Per NCTE	Staff Available	Deficiency If Any	Prescribed Qualification	Qualification of Appointee	Nature Of Appointment	Pay Scale	Remarks
1.	Administrative Officer	01							
2.	Clerk / Accountant	01							
3.	Store Keeper	01							
4.	Computer Assistant	01							
5.	Technical Assistant	01							
6.	Librarian	01							
7.	Peons	02							
8.	Sweepers	01							
9.	Gardener	01							

F: Staff for the Hostel

S. No.	Post	Minimum Requirement of Hostel Staff	Staff Available	Deficiency If Any	Nature Of Appointment	Pay Scale	Remarks
1.	Warden	01					
2.	Cook	One For Every 50 Students For Each Shift					
3.	Kitchen & Dining Room Helper	One For Every 50 Students For Each Shift					
4.	Sweeper	01					
5.	Security Guard/ Chowkidar	01					

Note:

- i. Staff Appointments shall have to be on permanent basis.
- ii. Non- teaching staff on contractual basis or on casual basis only to the extent of 15% of the total staff positions prescribed for the college shall be allowed on temporary basis for a period of six months only.
- iii. Essential qualifications shall be as per the qualifications prescribed by the state Govt. or affiliating university for the above posts.
- iv. Pay scales shall be as per the scales prescribed by the state Govt. or Affiliating University from time to time.
- v. Selection committee shall be as per the constitution prescribed by the Affiliating University for such positions.
- vi. Age of superannuation and other benefits shall be same as that of the state government / Affiliating University norm

F: Restricted Funds

S. No	Name Of The Fund	Minimum Amount Prescribed By The Affiliating University/ NCTE per Unit	Date of Establishment	Amount As on Date	Remarks
1	Endowment Fund	Rs 5 Lakhs per programme per unit			
2	Contingency/Reserve Fund	Rs. 7 Lakhs per programme per unit			

G: Budgets:

There has to be separate budget for every department and service centre like:

- Salary, pension and other benefits.
- Office contingencies
- Labs
- Library
- Sports