



# 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**

## A: Brief Profile of the College/ Institution

- Name of the College ( *Attach Brief Profile of the College* ) :- \_\_\_\_\_
- Name of the Principal with Qualification ( *Attach CV* ): \_\_\_\_\_
- Programme/s offered: \_\_\_\_\_
- NOC of Govt. for the course / College / Institution: ( *Attach as Appendix* ).
- Whether recognized by National Council for Technical Education? ( *Attach Copy of Recognition* )-----
- Proposed intake per batch / per programme by the College: \_\_\_\_\_
- 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* )
- Names of the members of student grievance committee( *Attach as Appendix* )
- Names of the members of teaching & non-teaching grievance cell ( *Attach as Appendix* )
- Whether constituted College Management Committee as the prescribed constitution of the committee ( *Attach the constitution of the committee as Appendix* )
- Any other Particulars:

### 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
• To 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><b>Land</b></p> <ul style="list-style-type: none"> <li>• Land has to be in the name of the trust or society.</li> <li>• Land use certificate mandatory</li> <li>• Land should have a boundary wall from all sides with at least one well designed/ Built entry gate.</li> <li>• Requisite green cover must</li> <li>• Well laid roads within the college campus.</li> <li>• Proper landscaping of the main lawns of the college must</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>	08 Kanals			
2.	<p><b>College Built up Area</b></p> <ul style="list-style-type: none"> <li>• College can be in a rented/leased building only for the first two years</li> <li>• Parking space for vehicles must</li> <li>• Benches placed at requisite places for students in the college lawns.</li> <li>• Every Building should have ramps</li> </ul>	1500 sq.mts			
3.	<p><b>Class Rooms:</b></p> <ul style="list-style-type: none"> <li>• Space Sufficient enough to accommodate 50 students.</li> <li>• Fully equipped with White Boards and LCDs</li> <li>• Well furnished and ventilated.</li> </ul>	04 rooms			

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

	<ul style="list-style-type: none"> <li>• Provision for visitor's room.</li> <li>• Independent telephone and intercom facility linked to the administration and hostel.</li> </ul>				
8.	<p><b>Faculty Room</b></p> <ul style="list-style-type: none"> <li>• One faculty room should accommodate 2 teachers only</li> <li>• Separate toilet with hand washing facility for male and female faculty members separately.</li> <li>• Each faculty member provided with dedicated computer with printer and internet facility</li> <li>• Proper light arrangement, fans/coolers/ Split ACs,</li> </ul>	As Per the Faculty Strength			
9.	<p><b>Medical Facility Room</b></p> <ul style="list-style-type: none"> <li>• Having atleast two beds with Oxygen facility.</li> <li>• All critical medicines and diagnostic equipments available</li> </ul>	1			
10.	<p><b>Administrative Office</b></p> <ul style="list-style-type: none"> <li>• Separate office room for the administrative staff with adequate toilet facility.</li> <li>• Spacious enough space to accommodate the entire office staff with separate work stations/cabins for each official.</li> <li>• Each work station/cabin adequately furnished with items like tables, chairs, cupboards, built-in racks and shelves filling cabinets and book cases.</li> <li>• Provision for computers and telephone wherever needed.</li> <li>• Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>	1			

11.	<p><b>Common Room:</b></p> <ul style="list-style-type: none"> <li>• Separate for male &amp; female students.</li> <li>• Fully furnished with attached toilets and wash basin facility.</li> <li>• Proper lighting arrangement, fans/coolers/ Split ACs,</li> </ul>	2			
12.	<p><b>Library-Cum Reading Room</b></p> <ul style="list-style-type: none"> <li>• With minimum two thousand books including text &amp; reference books related to the prescribed course of study, educational encyclopedias, and yearbooks.</li> <li>• Each title should have atleast 50 books</li> <li>• For reference books, atleast 4 books</li> <li>• The number of books for each title should be raised to 75 within a period of 5 years.</li> <li>• At least two subject journals should be subscribed by the library.</li> <li>• The UGC journals, if any in the subjects concerned should be subscribed.</li> <li>• Subscription to atleast five other journals related to disciplines</li> <li>• ICT/ browsing facility for online material.</li> <li>• Photocopying facility</li> <li>• Proper requisite Book Racks, Book shelves, Display Racks and Proper records system</li> <li>• Reading room with proper furniture with seating capacity for 20% of the total strength of the students.</li> <li>• Separate budget for the Library.</li> <li>• Cabin for Librarian with intercom facility.</li> <li>• Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul>	10 sq.ft per student			

	<b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b>				
13.	<b>Store Room</b> <ul style="list-style-type: none"> <li>Built in Shelves, Racks, Cabinets, Fire proof steel almirahs for keeping student records.</li> </ul> <b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b>	01			
14.	<b>Art and Craft Resource Centre</b> <ul style="list-style-type: none"> <li>One fully furnished teaching learning resource centre for arts and work experience</li> </ul>				
15.	<b>ICT Resource Centre</b> <ul style="list-style-type: none"> <li>Fully equipped with hardware and software including computers, internet, camera, ICT equipments like ROT (Receive only Terminal), SIT (Satellite interlinking terminal) etc.</li> </ul>	01			
16.	<b>Computer Lab.</b> <ul style="list-style-type: none"> <li>One browsing centre having Student –Computer Ratio of 3: 1</li> <li>Linked with high speed internet.</li> <li>Well furnished and appropriately ventilated</li> <li>Proper lighting arrangement, fans/coolers/ Split ACs</li> </ul>	01			
17.	<b>Health and Physical Resource Centre</b> <ul style="list-style-type: none"> <li>Having yoga and gymnasium facility</li> </ul>				
18.	<b>Multi Purpose Hall</b> <ul style="list-style-type: none"> <li>Built Up Area inclusive of Dias of 2000 Sq.Mts</li> <li>Seating Capacity</li> </ul>	2000 sq. mtrs 250 Seating			



	<ul style="list-style-type: none"> <li>• With proper stage &amp; green room facilities, well ventilated and proper lightening system</li> <li>• There should be arrangements for the use of all kinds of basic and advanced audio-visuals aids</li> <li>• Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul>	Capacity			
19.	<b>Fully Developed Multi Purpose Play Field for:</b> <ul style="list-style-type: none"> <li>• Cricket</li> <li>• Football</li> <li>• Volleyball</li> <li>• Badminton</li> </ul>	400 meter			
20.	<b>Hall for Indoor Games</b>	01			
21.	<b>Canteen</b>	01			
22.	<b>Essential Services</b> <ul style="list-style-type: none"> <li>• Adequate facilities for essential services of safe drinking water, toilets, wash basins, electricity and sewerage facilities be provided to all the buildings</li> </ul>				
23.	<b>Other Facilities</b> <ul style="list-style-type: none"> <li>• Ramps be provided in the buildings for physically handicapped</li> <li>• Separate common rooms for girls and boys be provided in co-educational colleges.</li> <li>• Separate toilets for girls.</li> <li>• Garage for 50 seater bus</li> <li>• Fire extinguishers (adequate provision for extinguishing fire should be available as per the local bye-laws)</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>				

## C: Hostel Block

S. No.	Infrastructural Facilities	Minimum Requirement As Per Bar Council of India	Infrastructure Available	Deficiency If Any	Remarks
1.	<b>Hostel Block for 90 students</b> <ul style="list-style-type: none"> <li>Separate hostel for the male and female students</li> </ul>	25,000 sq.ft			
2.	<b>Single Room/ Double Room</b> <ul style="list-style-type: none"> <li>Hostel facility be created within 5<sup>th</sup> year of the establishment of the college</li> <li>Ideally for 2 students provided with adequate furniture like beds, reading tables, chairs and cupboards..                             <ul style="list-style-type: none"> <li>Single Seater</li> <li>Double Seater</li> <li>Three Seater</li> </ul> </li> <li>Proper lighting arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul> <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.	<b>Sanitary</b> <ul style="list-style-type: none"> <li>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.</li> <li>Geysers in bathroom and wash basins</li> </ul>	500 sq.ft			

	<p>should also be provided.</p> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>				
4.	<p><b>Visitors Room</b></p> <ul style="list-style-type: none"> <li>• There should be a visitor room in the hostel with comfortable seating, lightening and toilet facilities.</li> <li>• Proper light arrangement, fans/coolers/ Split ACs,</li> </ul>	500 sq.ft			
5.	<p><b>Reading Room</b></p>	250 sq.ft			
7.	<p><b>Recreation Room</b></p> <ul style="list-style-type: none"> <li>• Provisions for T.V should be there.</li> <li>• Facilities for indoor games</li> </ul> <p><b>(Give details of each of the above items., Wherever required give information on a separate sheet )</b></p>	500 sqft			
8.	<p><b>Dining Hall</b></p> <ul style="list-style-type: none"> <li>• To seat at least 80% of the total strength of the Hostel at one time with adequate furniture</li> <li>• Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul>	3000 sq.ft			
9.	<p><b>Kitchen</b> (Hygienic with proper ventilation)</p>	1000 sq.ft			

10.	<b>Pantry</b> <ul style="list-style-type: none"> <li>• One Pantry on each floor should be provided. It should have water cooler and heating arrangements.</li> </ul>	01			
11.	<b>Washing &amp; Ironing Room</b> <ul style="list-style-type: none"> <li>• Facility for drying and ironing clothes should be provided in each floor</li> </ul>	01			
	<b>Sick Room</b> <ul style="list-style-type: none"> <li>• Having atleast two beds with Oxygen facility.</li> <li>• Provided with first aid and emergency medicines</li> </ul> <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.			
	<b>Room for Cooks &amp; Room Attendants</b> <ul style="list-style-type: none"> <li>• 1 room of 9.60 sq. m. with WC and bathrooms</li> <li>• Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities</li> </ul>	1			
	<b>Store</b>	01			
	<b>Boundary Wall</b> around the hostel, if necessary				

## D: Teaching Faculty

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

### Note:

- i. Faculty Appointments shall have to be on permanent basis.
- ii. Faculty on contractual basis or on Academic Arrangement basis only to the extent of 25% of the total faculty positions prescribed for the programme
- iii. Paid salary 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 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 with minimum 55% marks
- OR
- i. M.A 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 with minimum 55% marks

### **Health and Physical Education:**

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

### **Fine Arts:**

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

### **Performing Arts (Music/Dance/Theatre**

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

## E: Administrative and Supporting Staff

S. No.	Post	Minimum Requirement As Per J&K Paramedical Council	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.	Librarian	01							
6.	Peons	02							
7.	Sweepers	01							
8.	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 25% of the total staff positions prescribed for the college
- iii. Essential qualifications as per the qualifications prescribed by the state Govt or affiliating university for the above posts.
- iv. Pay scales 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	Date of Establishment	Amount As on Date	
1	Endowment Fund	Rs 5 Lakhs			
2	Contingency Fund	Rs. 7 Lakhs			

## 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