

Application No:



**TAMILNADU TEACHERS EDUCATION UNIVERSITY
CHENNAI-600 097**

**APPLICATION FOR
PROVISIONAL AFFILIATION**

Name of the College	
Code (if applicable)	
Date of Submission	

To

*The Registrar
Tamil Nadu Teachers Education University
Gangaiamman Koil Street
Karappakkam
Chennai-600 097.*



TAMILNADU TEACHERS EDUCATION UNIVERSITY

CHENNAI-600 097

APPLICATION FOR PROVISIONAL AFFILIATION

(Please Tick (✓) in the Applicable Box)

Submitted for Obtaining affiliation to		Fresh		Continuation of Provisional Affiliation			
For the academic year		From			To		
Course	B.Ed	B.Ed(Addil)	M.Ed	M.Ed(Addil)			
01.	Details of Payment of Fees for Affiliation						
	Registration Fee	Processing Fee	Application Fee	Penal Fee	Total		
02.	Details of the Trust/Society						
	Name						
	Reg.No/Date						
	Place of Registration						
	Address						
	Pin Code						
	Phone Number						
	Name of the Chairman with Mobile No.						
	Name of the Secretary with Mobile No.						
	Trust email.id						
03.	Details of Members/Trustees and their experience in Running Educational Institutions						
S.No	Name of the Members /Trustees		Designation	Qualification	Experience		
04.	Whether the Trust manages any other Institution(s) (if yes, give the details) (Separate Sheet also be used)		YES/NO				
			1.				
			2.				

05. DETAILS OF THE FINANCIAL STATUS OF THE TRUST	
a.	Type of Account - Savings/Current
	Name of the Bank :
	Branch :
	Account Number :
	Balance amount as on date (Rs.) :
b.	Details of the Long Term Deposits available
	Name o the Bank/Government/Government Recognized/ Financial Institutions :
	Branch :
	Amount (Rs.) :
	Date of Maturity :
c.	Copy of the Audit Report enclosed : Yes/No
06.	Name and Address of the Institution.
	Name
	Code(If applicable)
	Address as per NCTE order
	Taluk
	District
	Pin Code
	Phone Number
	Mobile. No-College
	Mobile. No-Principal
	Email .Id
	Website
07.	Category of the College (Government/Govt. Aided/Self Financing)
08.	Status of the College (if minority give details) Minority/Non Minority
09.	Type of Minority (if yes give details) Linguistic/ Religion
10.	Year of Establishment of the College of Education

11.	Details of the Programme(s) offered (Put (✓)Mark)	B.Ed <input type="text"/>		M.Ed <input type="text"/>			
	Details of Total Intake (as per NCTE-2014 Regulations)	B.Ed	M.Ed	Additional intake		Total Intake	
				B.Ed	M.Ed	B.Ed	M.Ed
12.	Details of the M.Phil/Ph.D.in Education Programmes offered						
13.	Details of the other programme's offered						
14.	Details of NCTE recognition (Mention Number/Date) (Copy should be enclosed)	Course	Year of First Order		Year of Continuation/Revised Order (As per NCTE-2014)		
		B.Ed					
		B.Ed(Additional)					
		M.Ed					
15.	Details of TNTEU Affiliation (Mention Number/Date) (Copy should be enclosed)	Course	TNTEU First Affiliation Order		Continuation of Provisional Affiliation Current Period		
		B.Ed					
		B.Ed(Additional)					
		M.Ed					
16.	Details of NAAC Accreditation (Mention Number/Date) (Copy should be enclosed)	Year of Accreditation					
		Period of Validity			Grade		
		From	To				
17.	Details of 12 B Status (Mention Number/Date) (Copy should be enclosed)	Yes	No				
18.	Details of 12 F Status (Mention Number/Date) (Copy should be enclosed)	Yes	No				
19.	Details of the Principal						
	Name				DOB		
	Nature of the Appointment	Temporary/Permanent			Age		
	Qualification				Total Years of Experience		
	Date of Appointment				Aadhar Number		
	TNTEU Approval No.& Date	(Copy should be enclosed)					
	Mobile.No						
Email.id							

20.	Whether the College appointed Qualified Physical Director (If yes give Details) (Copy of Qualification Approval Should be enclosed)	Yes/No			
		Name:		DOB	
		Qualification:		AGE	
		Approval No:			
		Aadhar No:			
21.	Whether the College appointed Qualified Librarian (If yes give Details) (Copy of Qualification Approval Should be enclosed)	Yes/No			
		Name:		DOB	
		Qualification:		AGE	
		Approval No:			
		Aadhar No:			

16. Details of Teaching faculty currently working in the college-For B.Ed							
Sl. No	Name of the Teacher & Aadhar Number	Designation	Subject	Qualifications	Date of Birth & Age	Date of approval of qualification by the TNTEU	Mobile Number
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							

17. Details of Teaching faculty currently working in the college-For M.Ed						
Sl. No	Name of the Teacher& Aadhar Number	Designation	Qualifications		Date of approval of qualification by the TNTEU	Mobile Number
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
18. LAND DETAILS				DESCRIPTIVE REMARKS WHEREVER NECESSARY (Available/Not Available)		
a.	Ownership of the Land (Please mention) Government/Govt.Leased/Trust/Society/Lease/Owned)					
b.	Details of Land Deed			Reg. Number:		
				Date of Registration:		
				Place of Registration:		
c.	Survey No and Patta.No					
d.	Topographical Sketch of the Land along with Surrounding survey No.'s Signed by VAO(College Land Should Colored in Sketch)					
e.	Latest Encumbrance Certificate					
f.	Legal opinion from not below the rank of the Government Pleader on the ownership of land and extend of land coverage in Rs.100 Stamp paper					
g.	Land use certificate from the Tasildhar/Collector					
h.	Land Contiguity Certificate stating the College Name with extent in Area. (signed by VAO)					
i.	State the Whether Land Area is Wet or Dry (Certificate from the Collector should be enclosed)					
j.	The Certificate under Section 37(B) of Tamil Nadu Land Reforms (Land fixation and Ceiling) Act, 1961					
k.	State whether the College Land has any other Legal Disputes (if yes, give details briefly in separate sheet)			Yes/No		

19.	BUILDING DETAILS	DESCRIPTIVE REMARKS WHEREVER NECESSARY			
a.	Whether the College is Located in Permanent /Temporary Building				
b.	Whether the College has Availability of Building requirement as per NCTE norms. (Mention Total Area in Sq.mts)	For B.Ed	For M.Ed		
c.	Building Plan(Enclose a copy)				
d.	Building Stability Certificate(Enclose a copy)				
e.	Building Completion Certificate (Enclose a copy)				
f.	Building License for Current Period (Enclose a copy)				
20.	State whether the College has sufficient endowment fund with NCTE (If yes enclose the copy)	YES/NO	Amount:		
		Date :	Bank:		
		Place:			
		21.	State whether the College has 10 Laks endowment fund with TNTEU (If yes enclose the copy)	YES/NO	Date of Deposit:
				Date of Maturity:	Bank Name :
Place:					
22.	Details of Financial Status				
				I.	State whether the Educational institution has adequate Financial Resources (If yes give Details-Copy of the Latest Audit Statement Should be enclosed)
Bank Name :	Place:				
II.	State whether the College paid the Salary to the Staff through Bank Transactions	YES/NO(If yes give Details- Copy of Bank Account Statement Should be enclosed)			
23.	Details of Library	DESCRIPTIVE REMARKS WHEREVER NECESSARY			
a.	Area of Library (in Sq.mts)				
b.	Seating Capacity of the Library				
c.	Books available –Number of Volumes				
d.	Books available –Number of Titles				
e.	Journalsavailable				
	(a) No. of .Regional				
	(b) No. of .National				
	(c) No. of .International				
f.	Digital Library Facility	YES / NO			
g.	Document Scanning Facility	YES / NO			
h.	Document Printing Facility	YES / NO			
i.	Internet	YES / NO			
j.	Multimedia Facilities	YES / NO			

24		Details of Computer Lab Facilities		DESCRIPTIVE REMARKS WHEREVER NECESSARY	
a.	No.of. Computers-For Students				
b.	Multimedia Computers – Library/ Internet Surfing in Reading Room				
c.	Computers – for Faculty Members				
d.	Computers – For Admin Office				
e.	Printers				
f.	Internet Facility Website address				
g.	Number of UPS				
h.	Capacity				
i.	No. of Computer Tables				
j.	No. of Computer Chairs				
k.	Air Conditioners	YES / NO			
l.	Central Xerox Facility	YES / NO			
m.	Computer Specifications (<i>General, in brief</i>)				
n.	Others if any				
25.		LABORATORY FACILITIES		DESCRIPTIVE REMARKS WHEREVER NECESSARY(Sufficient/Not Sufficient)	
Name of the Lab		Area	Equipments Available (List should be enclosed)	Remarks	
a.	Educational Technology Lab				
b.	Psychology Lab				
c.	Language Lab				
d.	Physical Science Lab				
e.	Biological Science Lab				
f.	Any other Laboratories				
26.		DETAILS OF PHYSICAL EDUCATION FACILITY			
a.	Play Field (in Sq.feet)				
b.	Outdoor games				
c.	Indoor games				
d.	Equipments				
e.	Instruments				

27.	Details of Administrative Facilities	No of Rooms available	Total Area in Sq.Feet
a.	Management Board Room		
b.	Principal Office		
c.	Administrative Office		
d.	No.of. class rooms		
e.	Staff Room- For Gents & Ladies		
f.	Common Waiting Room- For Boys & Girls		
g.	Resource Center for ICT & ET Lab		
h.	Art and Craft Resource Center		
i.	Visitors Room		
j.	Safeguard against Fire Hazard be Provided in All parts of the Building		
k.	Canteen		
l.	Transport		
m.	Hostel –For Men & Women		
n.	Store Room		
o.	Toilets-For Men & Women		
p.	First aid and Medical Facilities		
28.	Details of committees		
a.	Students Grievance Cell		
b.	Anti-ragging Committee/Display Boards		
c.	Internal Compliance Committee -Dealing with Sexual Compliance(give details)		
Note: Authenticated Photographs for the above must be enclosed			
29.	Details of Administrative / Technical / Supporting Staff	No.of. Staff available	
a.	Administrative Staff		
b.	Technical Supporting Staff		
c.	Supporting Staff-Lab Assistants		
d.	Office Assistants		
e.	Sweeper		
f.	Scavenger		
g.	Security /Others		

30. OTHER ESSENTIAL REQUIREMENTS AS PER NCTE NORMS			
	Parameters	Descriptive remarks wherever necessary (Sufficient/Insufficient/Yes/No)	
a.	Drinking Water Supply in all parts of the Building		
b.	Ventilation and Lighting Supply		
c.	Generator Facility		
d.	Sewage Disposal		
e.	Telephone and Fax		
f.	Vehicle Parking		
g.	Barrier free environment for Physically Challenged and elderly persons including availability of specially designed toilets for ladies and gents separately		
h.	General Insurance provided for assets against fire, burglary and other calamities		
i.	All weather approach road		
j.	General Notice Board and Departmental Notice Boards		
k.	Medical and Counseling Facilities		
l.	Security arrangement (Day/Night)		
m.	Sufficient halls for examination		
n.	Public announcement system /paging and announcements in emergency		
o.	LCD (or similar) projectors in classrooms		
p.	Group Insurance to be provided for the employees		
31. VERIFICATION OF INFRASTRUCTURE FACILITIES			
	Parameters	No.of Rooms	Total area in Sq.Ft
1.	Multipurpose Hall with seating capacity of 200 and with a total area of (2000sq.ft)		
2.	Library-cum-Reading Room		
3.	Resource Centre for ICT/ET		
4.	Psychology Resource Centre (Lab)		
5.	Language Lab		
6.	Audio-visual Education facilities		
	Art and Craft Resource Centre		
7.	Health and Physical Education Resource Centre		
8.	Science and Mathematics Resource Centre (Lab)		
9.	Seminar Room		
10.	Parking Space		
11.	Multipurpose Playfields For Yoga		
12.	Multipurpose Playfields For Indoor Games		
13.	Multipurpose Playfields For Outer Games		
14.	Open Space for Additional Accommodation		
15.	Safeguard against fire hazard be provided in all parts of the building		
16.	Institution, campus, buildings, furniture, etc., should be barrier free		
17.	Printing/Photo Copies Facilities		

32.	Details of Registers/Records available (<i>The following Documents, Registers and Records should be maintained and it should be produced for verification at the time of inspection</i>)	
	Name of Register / Record	Maintained / Available (YES / NO)
I. Administration Related Registers		
1.	Fees Receipt Book Register	
2.	Admission Register	
3.	T.C. Book	
4.	Postage Register	
II. Administration Related Registers		
5.	Delivery Book	
6.	Fee Register	
7.	Attendance Register for Teaching Staff	
8.	Attendance Register for Non-Teaching Staff	
9.	On Duty Register for Teaching and Non-Teaching	
10.	Salary by Bank Transactions	
11.	Service Register for Teaching and Non-Teaching Staff	
12.	Teachers Provident Fund Register	
13.	Leave Register	
III. Finance/Academic Related Registers		
14.	Late Attendance/Permission Register	
15.	Receipt Book	
16.	Bank Chelan	
17.	Pass Book	
IV. Finance/Academic Related Registers		
18.	Cheque Book	
19.	Cash Book	
20.	Ledger for Individuals Accounts	
21.	Voucher file for all accounts	
22.	Furniture Stock Register	
23.	Audio Visual Stock Register	
24.	Computer Lab Stock Register	
25.	Science lab Stock Register	
26.	Psychology Lab Stock Register	
27.	Games or Sports Stock Register	
28.	Language Lab Stock Register	
29.	College Academic Calendar	
30.	Magazine/Newsletter	
31.	Minutes Books	
32.	Circular Note Book	
33.	Register for Registering Letters	
34.	Time Table File	
35.	Workload Register	
36.	Library Stock Register	

V. Library Related Registers		
37.	Library Accession Register	
38.	Journal Register	
39.	Lending Books Register	
40.	Members Register	
41.	Purchase Register	
42.	Book Bank Register	
43.	Daily Library User's Register	
VI. Student Related Registers		
44.	Students Attendance Register	
45.	Students Late Attendance Register	
46.	Exam/Teaching Practice Related Registers	
	Internal Marks	
	Practical Component	
	Teaching Practice-Allotment of Students to each School	
	DEO/CEO Permission Letter	
47.	Examination Register	
48.	Sports/Activity Register	
VII. Meeting Related Registers (Both Faculty/Management)		
49.	Circular Note Book	
50.	Attendance Register-Teaching & Non Teaching	
51.	Minutes of the meetings of the Governing Council of the College	
52.	Minutes of the meeting of the Registered Trust / Society of the College	

**THE INSPECTION COMMISSION SHALL OBTAIN AN UNDERTAKING AS DETAILED BELOW
FROM THE CHAIRMAN OF THE COLLEGE WITH COLLEGE SEAL**

UNDERTAKING

I have read and understood the contents of the application and the details filled in are true and correct to the best of my personal knowledge and on the basis of the records of the institution.

In connection with my/our application for the grant of Permanent affiliation (Name of the Institution) to conduct Courses with Sanctioned intake, and hereby undertake to comply with the following.

- i. That infrastructural, instructional and other facilities are provided as per the Norms, Standards and Guidelines prescribed by the NCTE / Tamil Nadu Teachers Education University from time to time.
- ii. That the guidelines prescribed in the Government of Tamilnadu/ University from time to time with regard to minimum percentage of marks required for admission of students, age limit, reservation of seats for SC/ST/BC/MBC/other categories and percentage of seats among optional subjects, Examinations, working days shall be followed.
- iii. That the tuition and other fees will be charged at rates prescribed by the State Government and No donations shall be collected from the students seeking admission to any course of study in the College.
- iv. That there shall be teaching and non-teaching staff appointed as per the guidelines of the NCTE/State Government/University. The staff will be paid salary as may be prescribed by the NCTE/UGC/State Government from time to time through the Bank Transactions.
- v. That the management will make adequate funds available for providing satisfactory facilities and for proper programme implementation.
- vi. That the accounts of the institution will be properly maintained and audited annually by the audit authorities or chartered accountant and will be open for inspection.
- vii. That the institution will involve all the eligible staff members in the invigilation work, evaluation work and any other academic assignments prescribed by the University from time to time.
- viii. In the event of compliance on the (Name of the Trust/Society/College, etc.) with regard to the norms and standards of any other conditions laid down/prescribed by the NCTE/State Government/University from time to time, the University authorities will be free to take all necessary measures for effecting withdrawal of its permanent affiliation, without consideration of any other issue and that all liabilities arising out of such a withdrawal would solely be that of the Institution/Management.
- ix. That the institution shall take all efforts to eradicate ragging as per UGC /State Governmentrules and regulation on ragging will be strictly enforced.

- x. That the management strictly follows the leave rules prescribed by the State government for the teaching and non teaching staff of the College.
- xi. That the management shall appoint the Principal and other teaching faculties by the recommendations of the selection committee duly constituted as per the norms of UGC/NCTE/State government with prior approval from the University.
- xii. That the existing NCTE/State Government/University regulations and the new regulations announced from time to time will be strictly enforced and intimated to the University authorities.
- xiii. That we are aware of the fact that monitoring and enforcement of academic discipline in the College campus shall be as required by regulations of NCTE/State Government/University.
- xiv. That we will not allow any disputes among the member of the Governing Body/the Trust and in the event of any disputes we will surrender the affiliation.
- xv. That we will not implead the University as Party/Respondent in all Legal Proceeding, Court Cases/Civil Suits in disputes among Trust Members or internal affairs of the college between the Trust Members.
- xvi. That the management of thecollege of education also be fulfilled other conditions for grant of permanent affiliation as prescribed by **Act and Statutes of TamilNadu Teachers Education University** in the chapter XIII- Clause 41& 42.

Principal

**Chairman/Secretary/
any other authorized signatory**

DOCUMENTS TO BE ENCLOSED ALONG WITH THE APPLICATION		Whether enclosed in this report (Yes or No)
1.	First order of the National Council for Teacher Education, Bangalore To start B.Ed, B.Ed (Additional Intake)& M.Ed. Courses.	
2.	Revised order as per NCTE-2014 Norms -For B.Ed, B.Ed (Additional Intake)& M.Ed. Courses	
3.	Copy of 1st Affiliation Order issued by concerned University	
4.	Copy of 1st Affiliation Order issued by TNTEU	
5.	Copy of Continuous of Provisional Affiliation Order issued by TNTEU-Upto Current Periods	
6.	Copy of the Accreditation (minimum at B level) Certificate issued by the NAAC.	
7.	Irrevocable Trust/Society/Section 25 Company Registration Deed/Bye Laws/Memorandum of Association and Articles of Association of the Management of the College.-Trust Deed	
8.	Land document for verifying lands exclusively earmarked by the college along with the Deed must be enclosed.	
9.	Latest Encumbrance Certificate for Land.	
10.	Topographical Sketch of the land along with surrounding area with Survey Nos. signed by Village Administrative Officer (College land should be coloured in the sketch)	
11.	Land Use Certificate from Collector / Tahsildar	
12.	Land Continuity Certificate issued by VAO	
13.	Legal Opinion from not below the rank of the Government Pleader on the ownership of land and extent of coverage in Rs 100 Stamp paper	
14.	Building plan (Blue Print) approved by the Authorities viz.: CMDA/Town and Country Planning after payment of infrastructure and amenities charges (proposed college name and survey number should be stated).	
15.	Building Completion Certificate issued by competent authority.	
16.	Building License issued by Tahsildar. (To be renewed for every 3 years)	
17.	Structural Soundness Certificate for the current Period issued by the PWD Engineer, not below the rank of EE / Empanelled Engineer approved by the District Collector. (To be renewed for every 3 years)	
18.	Sanitary Certificate issued by competent authority.(To be renewed for every year)	
19.	Fire Prevention Certificate/NOC Certificate from the competent authority regarding safety measures provided for fire prevention and fire fighting (for the current period). (To be renewed for every year)	

20.	Pollution Control Certificate from authority concerned	
DOCUMENTS TO BE ENCLOSED ALONG WITH THE APPLICATION		Whether enclosed in this report (Yes or No)
21.	Sketch showing the Class Room / Lab Arrangements.	
22.	List of Teaching Office Equipment / proposed to purchase [Duplicating, Xeroxing Facilities, Electronics Boards, TV / VCR / VCP etc]	
23.	List of Teaching Aids – Hardware and Software	
24.	Documents for having remitted fixed deposit in the joint account of NCTE & the Trust/College.	
25.	Documents for having remitted fixed deposit in the joint account of Affiliated University & the Trust/College	
26.	Academic Calendar	
27.	Latest Audited Financial Statement of the College.	
28.	A notarized undertaking in Rs.100 stamp paper duly signed by the Principal and the authorized signatory of the Trust is to be enclosed.	
<i>Conditions laid down by the Government to be fulfilled</i>		
29.	Land Area, If it is wet land, wet land conversion issued by Directorate of Town and Country Planning as per the new section 47(A) of the Tamil Nadu Town and Country planning Act 1971 as notified in the Tamil Nadu Government Gazette dated 01.01.2011 shall be furnished.	
30.	Certificate under Section 37(B) of Tamil Nadu Land Reforms (Land fixation and Ceiling) Act, 1961, vide notification in the Tamil Nadu Government Gazette dated 10.06.2010.	
31.	Documentary evidence for payment of Infrastructure and amenity charges as per Tamil Nadu Gazette Notification regarding Levy of Infrastructure and Amenities Charges Rules 2008, vide notification in the Tamil Nadu Government Gazette dated 26.01.2008.	