



தமிழ்நாடு ஆசிரியர் கல்வியியல் பல்கலைக்கழகம்

TAMILNADU TEACHERS EDUCATION UNIVERSITY

Gangaiamman Koil Street, Karapakkam, Chennai - 600 097.

Phone No.044-28389040, 044-28389043, E-mail: registrar@tnteu.ac.in

No.TNTEU/R/DR-I/CPA-Online Appln - Circular/2021/1607

நாள்: 14.09.2021

முனைவர்.வை.பாலகிருஷ்ணன், பி.எச்.டி,
பதிவாளர் (பொ)

பெறுதல்

முதல்வர்கள்/செயலர்கள்
அனைத்து இணைவுப்பெற்ற கல்வியியல் கல்லூரிகள்,
தமிழ்நாடு ஆசிரியர் கல்வியியல் பல்கலைக்கழகம்.

ஐயா/அம்மையர்,

பொருள் TNTEU - இணைவு பெற்ற கல்வியியல் கல்லூரிகள் - 2022-2023ஆம் கல்வியாண்டிற்கு தொடர் இணைவு பெறுவதற்கு இணைவழி விண்ணப்பம் மற்றும் கட்டணம் சமர்ப்பித்தல் - சார்பு.

பார்வை 1. ஆட்சி மன்ற குழு தீர்மானம், நாள்: 29.01.2019.
2. இணைவுக் குழு தீர்மானம், நாள்: 12.08.2021.
3. இணைவுக் குழு தீர்மானம், நாள்: 14.09.2021.

மேற்காண் பார்வை 1-ல் குறிப்பிட்டுள்ளவாறு, தமிழ்நாடு ஆசிரியர் கல்வியியல் பல்கலைக்கழகத்தின் இணைவுப்பெற்ற அனைத்து கல்வியியல் கல்லூரிகள் பல்கலைக்கழக விதிப்படி, தங்கள் கல்லூரியில் பயிற்றுவிக்கப்படும் B.Ed/M.Ed/B.Sc.B.Ed/B.A.B.Ed/M.Phil படிப்புக்களுக்கான வருகின்ற 2022-2023ஆம் கல்வியாண்டிற்குரிய தொடர் இணைவினை பெறுவதற்கு, இவ்வாண்டு 2021 அக்டோபர் 31-ம் தேதிக்கு முன்னர் (without penalty) ரூ.75,500/- கட்டணம் மற்றும் உரிய ஆவணங்களுடன் விண்ணப்பிக்க வேண்டும் எனவும், 2021 டிசம்பர் 10-ம் தேதிக்கு முன்னர் (with penalty) ரூ.1,25,500/- கட்டணம் மற்றும் உரிய ஆவணங்களுடன் விண்ணப்பிக்க வேண்டும் எனத் தெரிவிக்கலாகிறது.

பல்வேறு கல்வியியல் கல்லூரிகளின் கோரிக்கைக்கு இணங்கவும், ஆட்சிமன்றக் குழு மற்றும் பல்கலைக்கழக இணைவுக் குழுவின் தீர்மானத்தின் படிவும், இந்த கல்வியாண்டு முதல் தொடர் இணைவு விண்ணப்பத்தினை இணைய வழியில் சமர்ப்பிப்பதற்கு பல்கலைக்கழகத்தால் வழிவகை செய்யப்பட்டுள்ளது. அதன்படி, இன்று முதல் (14.09.2021) கல்வியியல் கல்லூரிகள் தொடர் இணைவு விண்ணப்பத்தினை கீழ்க்குறிப்பிட்ட வழிமுறைகளை பின்பற்றி இணைய வழியில் சமர்ப்பிக்குமாறு கேட்டுக்கொள்ளப்படுகிறது.

இணைய வழி விண்ணப்பம் சமர்ப்பிப்பதற்கான வழிமுறைகள்:

- Step 1:** முதலில், பல்கலைக்கழக இணையதளத்தில் கொடுக்கப்பட்டுள்ள மாதிரி விண்ணப்பத்தினை (Model Application) பதிவிறக்கம் செய்து பூர்த்தி செய்து வைத்துக்கொள்ளவேண்டும்.
- Step 2:** விண்ணப்ப படிவத்தில் கேட்கப்பட்டுள்ள நடப்பாண்டிற்குரிய (Current period) சான்றிதழ்கள் மற்றும் ஆவணங்களை PDF format-ல் Scan செய்து தயார் நிலையில் வைத்துக்கொள்ளவேண்டும்.

[P.T.O]

Step:3: பிறகு, Online Payment Link -கிற்கு சென்று கேட்கப்பட்டுள்ள கல்லூரி சார்ந்த தகவல்களை பதிவு செய்து Rupay Debit Card அல்லது Credit Card ஆகியவற்றை பயன்படுத்தி உரிய கட்டணத்தை செலுத்தி, அதற்கான இரசீதை Print Out எடுத்து வைத்து கொள்ள வேண்டும்.

Step:4: இணையதள விண்ணப்பத்தில் கோரப்பட்டுள்ள அனைத்து தகவல்களையும் பிழையின்றி டைப் செய்து உரிய ஆவணங்களை Upload செய்யவும்.

Step:5: அனைத்து ஆவணங்களையும் Upload செய்த பிறகு, Save மெனுவை Click செய்து, பூர்த்தி செய்த விண்ணப்பத்தினை Print out எடுத்து கட்டண இரசீது நகலுடன். கல்லூரி Letter Head கடிதத்துடன் registrar@tnteu.ac.in. என்ற மின்னஞ்சலுக்கு சமர்ப்பித்திட வேண்டும் என தெரிவிக்கலாகிறது.

மேலும், 2022 – 2023 ஆம் கல்வியாண்டிற்குரிய, தொடர் இணைவினை பெறுவதற்கு, ஏற்கனவே, சில கல்லூரிகள் உரிய கட்டணத்துடன் ஆவணங்களை இணைத்து விண்ணப்பங்களை சமர்ப்பித்துள்ளன. அவ்விண்ணப்பங்கள் பல்கலைக்கழகத்தால் பரிசீலனைக்கு ஏற்றுக்கொள்ளப்படும் எனவும், இனிவரும் காலங்களில் இணைய வழியில் மட்டுமே விண்ணப்பங்களையும், கட்டணங்களையும் சமர்ப்பித்திட வேண்டும் எனத் தெரிவிக்கலாகிறது.

எனவே, கல்லூரி முதல்வர்கள்/செயலர்கள் பல்கலைக்கழகத்தால் அறிமுகப்படுத்தப்பட்டுள்ள இணைவழி விண்ணப்பத்தினை முழுமையாக செயல்படுத்தி தங்களின் மேலான ஒத்துழைப்பினை நல்கிமாறு அன்புடன் கேட்டுக்கொள்ளப்படுகிறது. இணையவழி விண்ணப்பம் சமர்ப்பிப்பதில் ஏதாவது சிரமம் இருப்பின், தொடர்பு கொள்ள வேண்டிய தொலைபேசி எண்கள்: திரு.L.விஷ்ணுராம் – Assistant Registrar – 9894708850 மற்றும் திரு.S.விஷ்ணுபாரதி – System Analyst – 8778096548.


பதிவாளர் (பொ) 19/9/21

Sample Application form



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: | | | |

| 22. 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. | | | | | | | |

| 23. 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. | | | | | | |
| 24. 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 | | |
| | | | | | | |

| 25. | 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) | | | | |
| 26. | State whether the College has sufficient endowment fund with NCTE (If yes enclose the copy) | YES/NO | Amount: | | |
| | | Date : | Bank: | | |
| | | Place: | | | |
| | | 27. | 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: | | | | | |
| 28. 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) | | | YES/NO | Account Number: |
| | | 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) | | | |
| 29. | 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 | | | |

| 30 | | 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 | | | | |
| 31. | | 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 | | | | |
| 32. | | DETAILS OF PHYSICAL EDUCATION FACILITY | | | |
| a. | Play Field (in Sq.feet) | | | | |
| b. | Outdoor games | | | | |
| c. | Indoor games | | | | |
| d. | Equipments | | | | |
| e. | Instruments | | | | |

| 33. | 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 | | |
| 34. | 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 | | | |
| 35 | 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 | | |

| 36. 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 | | |
| 37. 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 | | |

| | | |
|--|---|-----------------------------------|
| 38. | 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. | |