

Application No.



**TAMIL NADU TEACHERS EDUCATION UNIVERSITY
CHENNAI-600 097**

APPLICATION FORM

**FOR PROVISIONAL AFFILIATION FOR NEW B.ED/M.ED
COLLEGES FOR THE ACADEMIC YEAR**

**FOR CONTINUATION OF PROVISIONAL AFFILIATION
FOR THE ACADEMIC YEAR**

(PLEASE TICK (✓) THE APPLICABLE BOX)

ACADEMIC YEAR FOR WHICH THE AFFILIATION IS SOUGHT FOR	:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> -- <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Name of the Trust/Society	:	<input type="text"/>
Name of the College	:	<input type="text"/>
District	:	<input type="text"/>
Fresh Affiliation/ Continuation of Affiliation	:	<input type="text"/>
Date of Submission of Application	:	<input type="text"/> <input type="text"/> -- <input type="text"/> <input type="text"/> -- <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**The Last date for the receipt of the filled in Application Form
is 31st October of the preceding academic year**

Submitted to

**The Registrar, Tamil Nadu Teachers Education University,
Gangaiamma Koil Street, Karapakkam,
Chennai-600 097.**

APPLICATION FORM

FOR PROVISIONAL AFFILIATION FOR NEW B.ED/M.ED COLLEGES FOR THE ACADEMIC YEAR

FOR CONTINUATION OF PROVISIONAL AFFILIATION FOR THE ACADEMIC YEAR

(PLEASE TICK (✓) THE APPLICABLE BOX)

PAYMENT OF REGISTRATION FEE:

S.No.	Demand Draft No.	Demand Draft Date	Name and Place of the Bank	Amount (in Rs)

- ⇒ Registration Fee: Rs.25,000/- for new/Continuation B.Ed/B.Ed Addl./M.Ed/M.Ed Addl. Degree courses /optional subject.
- ⇒ Processing Fee: Rs 50,000/- for new/Continuation of Provisional Affiliation/ B.Ed Addl. /M.Ed/M.Ed Addl. Degree courses /optional subject.
- ⇒ Demand Draft in favour of "Registrar, Tamil Nadu Teachers Education University, Chennai" payable at Chennai should be enclosed.

01.

NAME AND ADDRESS OF THE TRUST/SOCIETY

Name of the Trust/Society	:							
Address of the Trust/Society	:							
Village/Town	:							
Taluk	:							
District	:							
Pin Code	:							
Phone	:	STD Code:				Phone No.		
Fax	:	STD Code:				Fax No.		
Mobile No.	:							
E-mail	:							
Web-site	:							

05.		DETAILS OF THE FINANCIAL STATUS OF THE TRUST			
S. No.	Description				Amount [*]
1.	Endowment Created with NCTE	:	YES / NO		
2.	Current/Savings Account	-			
	Name of the Bank	:			
	Branch	:			
	Account Number with Amount	:			
	Balance amount at the end of last financial year (Rs.)	:			
	Balance amount as on date (Rs.)	:			
3.	Long Term Deposits				
	Bank/Government/Government Recognized/ Financial Institutions	:			
	Branch	:			
	Amount (Rs.)	:			
	Date of Deposit	:			
	Period	:			
	Date of Maturity	:			
4.	Land Value	:			
5.	Building Value	:			
6.	Total investment on Library Books till date	:			
7.	Total Investment on Equipments till date	:			
8.	Expenditure on Salary	:			
9.	Annual Budget - Recurring	:			
10.	Annual Budget – Non-recurring	:			
11.	Audit Report (Income / Expenditure)	:			

06.		DETAILS OF BANK BALANCE AMOUNT			
Type of Account	Whether Account in the Name of Trust/College	Name and Place of Bank	Account Number	Balance as on Date	Amount (in Lakhs)
Current					
Savings					

07.	NAME AND ADDRESS OF THE COLLEGE					
Name of the College	:					
Address of the College as approved by the NCTE	:					
Village/Town	:					
Taluk	:					
District	:					
Pin Code	:					
Nearest Landmark	:					
Phone	:	STD Code:		Phone No.		
Fax	:	STD Code:		Fax No.		
Mobile No.	:					
E-mail	:					
Web-site	:					
Is the College is functioning at the above said-approved site	:					
Year of establishment of the College	:					

08.		STATE THE COURSE(S) FOR WHICH AFFILIATION IS SOUGHT				
Year of establishment		:				
Criteria (Please tick the appropriate box)		:	<input type="radio"/> B.Ed FRESH AFFILIATION			
			<input type="radio"/> B.Ed. (Additional Affiliation)			
			<input type="radio"/> M.ED FRESH AFFILIATION			
			<input type="radio"/> CONTINUATION OF AFFILIATION			
			<input type="radio"/> M.Phil FRESH AFFILIATION			
Sl. No	Name of the courses offered			Number of seats sanctioned	Course commencement year	Approval for optional subject. State the Letter No. and date of approval of the University
	Degree - courses	(As per University's Syllabus)				
		Optional subjects	Elective subjects			

09.		TEACHERS APPOINTED FOR OPTIONAL SUBJECTS			
Sl. No	Name of the Teacher	Subject	Qualifications	Date of approval of qualification by the University	

(If space is not adequate, use a separate sheet)

Medium of Instruction							
NON-MINORITY	MINORITY <input type="checkbox"/> (please tick the appropriate box)					Others (Specify)	
<input type="checkbox"/>	Linguistic			Religious			<input type="checkbox"/>
	Malayalam	Telugu	Sourashtra	Christian	Muslim	Jain	

10.	EXISTING AFFILIATED PROGRAMMES					
A.	Details of the Existing Programmes					
S. No.	Degree	Nature of Affiliation (Permanent / Provisional)	Original Sanctioned Intake for the Programme conducted	Date on which Affiliation Granted	Additional Sanctioned Intake for the Programme conducted	Date on which Affiliation Granted

11.		Programmes for which Continuation of Provisional Affiliation is sought for the Academic Year					
S. No.	Degree	Whether affiliation is sought for the academic year					
		If Yes				If No, answer one of the following	
		Sanctioned Intake in the Academic Year	Additional Intake sought for the academic year	Total intake sought for the academic year	NCTE approved Intake for the academic year	Do you want to suspend the programme/ If yes, for how many years?	Do you want to phase out the Programme?

12.		DETAILS OF THE COURSES APPROVED BY NCTE			
S.No	Course Details	Regular	Full time/ Part time	Approved Intake	NCTE Approval Letter NO. & Date
1.	B.Ed				
2.	B.Ed. (Addl)				
3.	M.Ed				
4.	M.Ed. (Addl)				
5.	M.Phil				
Total Annual Intake					Not Applicable

13.		ENDOWMENT FUND CREATED BY THE TRUST WITH NCTE AND UNIVERSITY						
Sl. No.	Created with	Name and Place of Bank	Amount (in lakhs)	Deposited in the Bank (Name)	Branch	Period of Deposit	Instrument No. and Date	Date of Maturity
1.	NCTE							
2.	UNIVERSITY							

14.		DETAILS OF AVAILABILITY OF LAND AS PER NCTE NORMS					
Classification of the Permanent Site <i>(Please Tick on any one of the classification)</i>		: <input type="checkbox"/> Rural Area					
		<input type="checkbox"/> Other than Rural Area					
Ownership of Land		: <input type="checkbox"/> Government		<input type="checkbox"/> Govt. Leased			
		<input type="checkbox"/> Trust		<input type="checkbox"/> Owned			
		<input type="checkbox"/> Society					
Details of Land : Land - Wet <input type="checkbox"/> or Dry <input type="checkbox"/>							
<i>(The Survey No. with sub-division and extent of lands for each survey number to be indicated)</i>							
S.No.	Registration Document No.	Registration Date	Name of the Village	Survey No. with Sub-division	Extent of Lands (in acres)	Remarks	
TOTAL						--	
Legal Disputes		: On Land: <input type="checkbox"/> YES <input type="checkbox"/> NO		On Trust: <input type="checkbox"/> YES <input type="checkbox"/> NO			
		If Yes Details					

15.		DETAILS ABOUT THE BUILDING OF THE INSTITUTION AT THE PERMANENT SITE		
Whether the Building Plan is approved by the Competent Authority		:	0 Yes	0 No
If YES, then				
Name of the Authority approved the building plan		:		
Designation of the Authority approved the building plan		:		
Date of Approval		:		
Proceedings Number issued by the Authority		:		
B.Ed Degree Programme				
Sl. No.	Details	Required Area	Available Area	Deficiency
1.	Land (26910 Sq.ft)	2500 sq.mt		
2.	Constructed Area (16145 Sq.ft)	1500 sq.mt		
3.	Land for Additional Intake (32290 Sq.ft)	3000 sq.mt		
4.	Land for Intake beyond 200 upto 300 (37673 Sq.ft)	3500 sq.mt		
M.Ed Degree Programme				
Sl. No.	Details	Required Area	Available Area	Deficiency
1.	Land (32290 Sq.ft)	3000 sq.mt		
2.	Built up Area (inclusive of requirement for Unit of B.Ed Classroom) (21527 Sq.ft)	2000 sq.mt		
3.	Space of Instructional Room	10 sq.ft per student		
4.	For Intake about 100 to 200 students	Class Room : 1		
		Seminar Room: 1		
		Separate Room for each Academic Faculty		

(Authenticated Photographs for the above must be enclosed)

In case of temporary premises all the documents should be submitted for verification to the Commission apart from enclosing a set of xerox copies

18.		FACULTY AND STAFF REQUIREMENTS		
		B.ED DEGREE PROGRAMME		
Sl. No.	Discipline	Sanct. Intake	Available	Deficiency
1	Foundation Course	1		
2.	Methodology Courses	6		
3.	Lecturer in Arts Education	1		
4.	Physical Director	1		
5.	Librarian	1		
i	TOTAL STAFF AVAILABLE (ON THE PAY ROLL)		:	
6.	Principal		:	
7.	Librarian		:	
8.	Physical Education Director		:	
9.	Non-Teaching Staff		:	
10.	Number of Ministerial Staff		:	
11.	Number of Basic Servants		:	
12.	Whether UGC Pay Scales Implemented			YES / NO

		M.ED DEGREE PROGRAMME		
Sl. No.	Discipline	Sanct. Intake	Available	Deficiency
1	Professor	1		
2.	Reader/Associate Professor	1		
3.	Assistant Professors	3		
TOTAL				

23.		NAME AND ADDRESS OF THE MEMBERS OF THE GOVERNING BODY					
Sl. No.	Name	Position	Qualification	Present Professional Position/ Occupation	Phone Numbers	E-mail	Address
01.		Chairman / Correspondent					
02.		Secretary					
03.		Members					
04.							
05.							
06.							
07.							
08.							
09.							
10.							

24.		NAME AND ADDRESS OF THE MEMBERS OF THE ANTI-RAGGING COMMITTEE AS PER THE UGC NORMS					
Sl. No.	Name	Position	Qualification	Present Professional Position/ Occupation	Phone Number	E-mail	Address
01.							
02.							
03.							
04.							
05.							

25.		PHYSICAL INFRASTRUCTURE – COMPLETE DETAILS OF BUILT-UP AREA			
S.No.	Built-up Area	B.ED			
		Type of Structure (RCC/ACC)	Required Area (sq.m)	Available Area (sq.m)	Deficiency
a.	Instructional area (INA)				
b.	Administrative area (ADA)				
c.	Amenities area (AMA)				
d.	Circulation area (CIA)				
(INA+ADA+AMA+CIA)]		TOTAL AREA:			

PHYSICAL INFRASTRUCTURE – B.ED			
Sl. No.	Required	Available	Deficiency
I. INSTRUCTIONAL AND AMENITIES AREA			
1.	Two Classrooms		
2.	Multipurpose Hall with seating capacity of 200 and with a total area of (2000sq.ft)		
3.	Library-cum-Reading Room		
4.	Resource Centre for ICT/ET		
5.	Psychology Resource Centre (Lab)		
6.	Language Lab		
6(A)	Audio-visual Education facilities		
7.	Art and Craft Resource Centre		
8.	Health and Physical Education Resource Centre		
9.	Science and Mathematics Resource Centre (Lab)		
10.	Girl's Common Room		
11.	Boy's Common Room		

Sl. No.	Required	Available	Deficiency
12.	Seminar Room		
13.	Canteen		
14.	Separate Toilet Facility for Boys and Girls		
15.	Parking Space		
16.	Store Rooms (Two)		
17.	Multipurpose Playfields		
18.	Open Space for Additional Accommodation		
19.	Safeguard against fire hazard be provided in all parts of the building		
20.	Institution, campus, buildings, furniture, etc., should be barrier free		
21.	There shall be games facilities with a playground (where there is scarcity of space as in the metropolitan towns/hilly regions, facilities for yoga, small court and indoor games may be provided		
22.	Hostel for boys and girls separately and some residential quarters are desirable		
II. ADMINISTRATIVE AREA			
23.	Principal Office		
24.	Board Room		
25.	Administrative Office		
26.	Staff Room		
27.	Visitors Room		
28.	Central Stores		
29.	Maintenance		
30.	Security		
31.	House Keeping		
32.	Pantry for Staff		
33.	Exam Office		

(Authenticated Photographs for the above must be enclosed)

26.		COMPUTER CENTRE – COMPUTERS, SOFTWARE, INTERNET AND PRINTERS			
Sl. No.	Computer Facilities	Sanctioned Intake	Number of Terminals		
			Required	Available	Deficiency
1.	Computers		3		
2.	Multimedia Computers – Library/ Internet Surfing in Reading Room				
3.	Computers – for Faculty Members				
4.	Computers – For Administrative Office		1		
5.	Printers	---	1		
6.	Internet Facility	---			
7.	UPS	Number of UPS:			
		Capacity			
8.	Computer Table/Chair	No. of Computer Tables:			
		No. of Computer Chairs:			
9.	Air Conditioners	YES / NO:			
10.	Central Xerox Facility	YES / NO			
11.	Computer Specifications (General, in brief)				

27.		ACADEMIC INFRASTRUCTURE										
S. No	Category	AREA (sq.m)			Details to be provided whichever necessary							
		Required	Available	Size (l x b)	Capacity	Work Table (Nos)	Furniture (Nos)	Teaching Aids (BB/OHP/LCD)	No. of Lights	No. of Fans	Ventilation (Y/N)	Power Connection (Y/N)
1.	Classroom – 1											
2.	Classroom – 2											
3.	Multipurpose Hall with seating capacity of 200 and with a total area of (2000sq.ft)											
4.	Library-cum-Reading Room											
5.	Resource Centre for ICT/ET											
6.	Psychology Resource Centre											
7.	Art and Craft Resource Centre											
8.	Health and Physical Education Resource Centre											
9.	Science and Mathematics Resource Centre											
10.	Girl's Common Room											
11.	Seminar Room											
12.	Canteen											
13.	Separate Toilet Facility for Girls											
14.	Parking Space											
15.	Store Rooms (Two)											
16.	Multipurpose Playfields											
17.	Open Space for Additional Accommodation											
18.	Safeguard against fire hazard be provided in all parts of the building											
19.	Institution, campus, buildings, furniture, etc., should be barrier free											
20.	There shall be games facilities with a playground (where there is scarcity of space as in the metropolitan towns/hilly regions, facilities for yoga, small court and indoor games may be provided											
21.	Hostel for boys and girls separately and some residential quarters are desirable											
22.	Principal Office											
23.	Board Room											
24.	Administrative Office											
25.	Staff Room											
		AREA			Details to be provided whichever							

S. No	Category	(sq.m)				necessary						
		Required	Available	Size (l x b)	Capacity	Work Table (Nos)	Furniture (Nos)	Teaching Aids (BB/OHP/LCD)	No. of Lights	No. of Fans	Ventilation (Y/N)	Power Connection (Y/N)
26.	Visitors Room											
27.	Central Stores											
28.	Maintenance											
29.	Security											
30.	House Keeping											
31.	Pantry for Staff											
32.	Exam Office											
33.	Language Laboratory											
34.	First Aid cum Sick Room											
35.	Stationary Store & Reprography											
36.	Separate Toilet Facility for Boys											
37.	Cafeteria											
TOTAL:												

28.		BOOKS, JOURNALS AND LIBRARY FACILITIES			
Sl. No.	Description	No. of Divisions	Required	Available	Deficiency
1.	Number of Titles				
2.	Number of Volumes (Subjectwise)				
3.	No. of National Journals				
	(a) Regional				
	(b) National				
	(c) International				
4.	Digital Library Facility	YES / NO			
5.	Document Scanning Facility	YES / NO			
6.	Document Printing Facility	YES / NO			
7.	Internet	YES / NO			
8.	Multimedia Facilities	YES / NO			

29.		ESSENTIAL AND DESIRED REQUIREMENTS			
Sl. No.	Description	Availability (YES / NO)	Details to be Provided (Number if so required)	Required	Deficiency
1.	Water Supply				
2.	Electric Supply				
3.	Generator Facility				
4.	Sewage Disposal				
5.	Telephone and Fax				
6.	First Aid Facility				
7.	Vehicle Parking				
8.	Institution Web-site (<i>Website address to be provided</i>)				
9.	Barrier free built environment for differently-abled and elderly persons including availability of specially designed toilets for ladies and gents separately				
10.	General Insurance provided for assets against fire, burglary and other calamities				
11.	All weather approach road				
12.	General Notice Board and Departmental Notice Boards				
13.	Medical and Counseling Facilities				
14.	Security arrangement (Day/Night)				
15.	Sufficient halls for examination				
16.	Public announcement system at strategic locations for general announcements/paging and announcements in emergency				
17.	Transport, if necessary				
18.	LCD (or similar) projectors in classrooms				
19.	Group Insurance to be provided for the employees				
20.	Auditorium / Amphi Theatre				
21.	Hostel for boys and girls separately, if necessary				

32.		DETAILS OF STUDENTS PRESENTLY STUDYING IN ALL THE COURSES																																
S. No.	Degree	Total Students												Number of Students – Religion wise												Number of students – Community Wise						No. of Students - Nationality		
														Hindus												Muslim	Indian	NRI	Foreign					
		Hindus			Muslims			Christians			Others			SC		SC (A)		ST		MBC / DNC		BC		OC		BC (M)								
	B	G	T	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G									

B – Boys, G – Girls, T – Total

33.		TEACHING PRACTICE ARRANGEMENTS			
In case of applying for Continuation of Provisional Affiliation					
Furnish the details of students who have undergone teaching practice for the last three years					
Year	Details of Batches of Students who have undergone Teaching Practice in last three years	Names and Details of the Schools and Students as recommended by CEO	Period of Teaching Practice		Remarks
			From	To	

(Copies of the letters from CEO approving the schools and the names of the students to undergo teaching practice should be submitted to the Inspection Commission)

34.	DOCUMENTS, REGISTERS AND RECORDS	
<i>The following Documents, Registers and Records should be maintained/available in the Institution and it should be produced for verification at the time of inspection to the Inspection Commission Members</i>		
Sl. No.	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	
5.	Delivery Book	
6.	Term 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.	Acquittance Register	
11.	Students Attendance Register	
12.	Service Register for Teaching and Non-Teaching Staff	
13.	Teachers Provident Fund Register	
14.	Leave Register	
15.	Late Attendance/Permission Register	
II. Finance Related Registers		
16.	Receipt Book	
17.	Bank Chalan	
18.	Pass Book	

Sl. No.	Name of Register / Record	Maintained / Available (YES / NO)
II. Finance Related Registers		
19.	Cheque Book	
20.	Cash Book	
21.	Ledger for Individuals Accounts	
22.	Voucher file for all accounts	
23.	Asset Register for Movable and Immovable Property	
24.	Furniture Stock Register	
25.	Audio Visual Stock Register	
26.	Computer Lab Stock Register	
27.	Science lab Stock Register	
28.	Psychology Lab Stock Register	
29.	Games or Sports Stock Register	
30.	Language Lab Stock Register	
III. Academic Related Registers		
31.	College Calendar	
32.	Magazine/Newsletter	
33.	Minutes Books	
34.	Circular Note Book	
35.	Register for Registering Letters	
36.	Time Table File	
37.	Workload Register	

Sl. No.	Name of Register / Record	Maintained / Available (YES / NO)
IV. Library Related Registers		
38.	Stock Register	
39.	Journal Register	
40.	Grant Related Files	
41.	Circulation Register	
42.	Members Register	
43.	Purchase Register	
44.	Book Bank Register	
45.	Daily Library User's Register	
V. Student Related Registers		
46.	Admission Register	
47.	Students Attendance Register	
48.	Students Late Attendance Register	
49.	Register of the following.	
	A. Internal Marks	
	B. Practical Component	
	C. Teaching Practice-Allotment of Student to each School	
	D. DEO/CEO Permission Letter	
50.	Examination Register	
51.	Sports/Activity Register	
VI. Meeting Related Registers		
52.	Circular Note Book	
53.	Minutes Book	
54.	Attendance Register	
55.	Minutes of the meetings of the Governing Council of the College	
56.	Minutes of the meeting of the Registered Trust / Society of the College	

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 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 admission to the course will be made only after recognition is granted by the NCTE and affiliation is granted by the Tamil Nadu Teachers Education University, Chennai.
- iii. That the admission of students, satisfying the eligibility conditions will be made on the basis of marks obtained in the qualifying examinations or as per the guidelines prescribed in the Government Order / University issued for the respective academic year.
- iv. That there shall be reservation of seats for SC/ST/BC/MBC/other categories as per the guidelines of the Government of Tamil Nadu issued from time to time.
- v. That the tuition and other fees will be charged at rates prescribed by the State Government.
- vi. 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.
- vii. That the management shall discharge the statutory obligations relating to provident fund, pension, gratuity, etc., in respect of all its employees.
- viii. That the management will make adequate funds available for providing satisfactory facilities and for proper programme implementation announced from time to time.
- ix. 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.
- x. 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.
- xi. In the event of non-compliance by 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 concerned authorized authority will be free to take all necessary measures for effecting withdrawal of its 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.
- xii. That the institution shall take all our efforts to eradicate ragging and NCTE/State Government/UGC rules and regulation on ragging will be strictly enforced.
- xiii. 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 authorities.
- xiv. That we are aware of the fact that monitoring and enforcement of academic discipline in our campus shall be as required by regulations of NCTE/State Government/University.
- xv. 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.
- xvi. 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.

Principal

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

Name:

Name:

Note: A notarized undertaking in Rs.100 stamp paper duly signed by the Principal and the authorized signatory of the Trust is to be enclosed.

ENDORSEMENT OF THE PRINCIPAL

I, Thiru. / Tmt Son / Daughter of
Thiru. on behalf of the **(College Name)**
..... hereby
declare that the particulars furnished in the application are correct to the best of my knowledge.

PRINCIPAL
(Name in Capital Letters)

SEAL

Place:

Date:

DECLARATION BY THE MANAGEMENT

I, Thiru. / Tmt Son / Daughter of
Thiru. On behalf of the Trust, viz.,
..... hereby
declare that the particulars furnished in the application are correct to the best of my knowledge.
No Programme(s) will be started without the prior approval of the NCTE and Grant of affiliation
by Tamil Nadu Teachers Education University, Chennai for the academic year concerned and
all the original documents related to the particulars given in the application will be produced at
the time of inspection and whenever called for.

CHAIRMAN/SECRETARY
(Name in Capital Letters)

SEAL

Place:

Date:

DOCUMENTS REQUIRED FOR GRANT OF PROVISIONAL AFFILIATION / CONTINUATION OF AFFILIATION		Available (YES / NO)
1.	Order of the National Council for Teacher Education, Bangalore to start B.Ed, B.Ed (Additional Intake) & M.Ed. Courses.	
2.	Copy of 1 st Affiliation Order issued by concerned University	
3.	Copy of the Accreditation (minimum at B level) Certificate issued by the NAAC.	
4.	Irrevocable Trust/Society/Section 25 Company Registration Deed/Bye Laws/Memorandum of Association and Articles of Association of the Management of the College.	
5.	Land document for verifying lands exclusively earmarked by the college along with the Deed must be enclosed.	
6.	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)	
7.	Land Continuity Certificate issued by VAO	
8.	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).	
9.	Building Completion Certificate issued by competent authority.	
10.	Building License issued by Tahsildar.	
11.	Land Use Certificate from Collector / Tahsildar	
12.	Encumbrance Certificate for Land.	
13.	Legal Opinion from not below the rank of the Government Pleader on the ownership of land and extent of coverage.	
14.	Sanitary Certificate issued by competent authority.	
15.	Pollution Control Certificate from concerned authority	
16.	Structural Soundness Certificate (for the current Period) issued by the PWD Engineer (Not below the rank of EE)	
17.	Certificate from concerned authority from the traffic point of view. If it is located in the Municipal / Corporation area.	
18.	Fire Prevention Certificate/NOC Certificate from the competent authority regarding safety measures provided for fire prevention and fire fighting (for the current period).	
19.	Documents of qualification of the Principal and other teaching staff members including Minutes of Selection Committee along with the Appointment Order and Joining Report.	

DOCUMENTS REQUIRED FOR GRANT OF PROVISIONAL AFFILIATION / CONTINUATION OF AFFILIATION		Available (YES / NO)
20.	Titles & Books and Journals available in the Library (in a C.D.)	
21.	Purchase Bills and other documents (in a C.D.)	
22.	Sketch showing the Class Room / Lab Arrangements.	
23.	List of Teaching Office Equipment / proposed to purchase [Duplicating, Xeroxing Facilities, Electronics Boards, TV / VCR / VCP etc]	
24.	List of Co-Curricular and Cultural activities for which facilities are available.	
25.	A notarized undertaking in Rs.100 stamp paper duly signed by the Principal and the authorized signatory of the Trust is to be enclosed.	
26.	Latest Audited Financial Statement of the College.	
27.	Documents for having remitted fixed deposit in the joint account of NCTE & the Trust/College.	
28.	Documents for having remitted fixed deposit in the joint account of Affiliated University & the Trust/College	
29.	Salary Acquittance (in a C.D)	
30.	Academic Calender	
31.	List of Teaching Aids – Hardware and Software	
<i>Conditions laid down by the Government to be fulfilled</i>		
32.	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.	
33.	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.	
34.	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.	

Note: 1. If “Yes” necessary copies of documents should be enclosed along with the application.

2. Application can be had from the Office of the Registrar on payment of Rs.500/- by means of Demand Draft drawn in favour of “The Registrar, Tamil Nadu Teachers Education University” together with the requisition letter on the letter head of Trust/Society.