

Application No:



TAMIL NADU TEACHERS EDUCATION UNIVERSITY
CHENNAI-600 097

APPLICATION FOR PERMANENT AFFILIATION

Name of the College	
Code	
Date of Submission	

To

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

CONDITIONS FOR GRANT OF PERMANENT AFFILIATION

(The Colleges of Education should fulfill all the Conditions below.)

- ❖ *Should have completed 10 years of continuous affiliation with Tamil Nadu Teachers Education University.*
- ❖ *Should have accredited by NAAC with a minimum of 'B' grade with validity for the Current Period.*
- ❖ *The applications for permanent affiliation shall not be entertained if there is any court case pending disposal with regard to any matter relating to affiliation or civil or criminal proceedings on any other matter.*
- ❖ *Should have created the prescribed Endowment funds with NCTE and TNTEU.*
- ❖ *Should remit a sum of Rs.75,500/- towards Cost of application, Registration fee (non refundable) and Processing fee in the form of Demand Draft drawn in favour of "The Registrar, Tamil Nadu Teachers Education University, Chennai", payable at Chennai.*
- ❖ *Should remit a sum of Rs.5,00,000/- towards Permanent affiliation fee (non refundable) in the form of Demand Draft drawn in favour of "The Registrar, Tamil Nadu Teachers Education University, Chennai", payable at Chennai.*
- ❖ *Should fulfill all the regulations and norms prescribed by the NCTE/Government of Tamil Nadu and TNTEU in respect of student's admission, Eligibility, Students attendance, Examinations and appointment of teaching and non teaching Staff.*
- ❖ *Should fulfill all the necessary infrastructure facilities prescribed by the NCTE.*
- ❖ *Should have appointed the qualified Principal on regular basis and required number of teaching faculty including administrative and professional staff as per NCTE norms.*
- ❖ *Should have necessary library facilities as per the NCTE /TNTEU norms.*
- ❖ *Building plan (Blue Print) approved by the Authorities viz.: CMDA/Town and Country Planning (College name and Survey number should be stated).*
- ❖ *Should have permanent R.C.C. buildings in their permanent locations approved by NCTE and TNTEU.*
- ❖ *Should pay **Salary of the Staff** by ECS method only, the members of the teaching and non-teaching staff shall be **regularly and fully paid** as per the pay scales prescribed by the State Government / UGC.*
- ❖ *Hostel accommodation and Staff quarters shall be provided based on the necessity.*
- ❖ *Should also have fulfilled other conditions for grant of permanent affiliation as prescribed by **Act and Statutes of Tamil Nadu Teachers Education University, 2015.***



TAMIL NADU TEACHERS EDUCATION UNIVERSITY
CHENNAI-600 097

APPLICATION FOR PERMANENT AFFILIATION
FROM THE ACADEMIC YEAR: 20 - 20

01.	Name and Address of the Institution									
	Name									
	Code									
	Address									
	Taluk									
	District									
	Pin Code									
	Telephone Number									
	Mobile No									
	Email Id									
Website										
02.	Date of Submission of Application for Permanent Affiliation									
	DETAILS OF PAYMENT OF FEE FOR PERMANENT AFFILIATION									
	Amount. Rs:		Demand Draft No		Date		Name and Place of the Bank			
03.	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.										
04.	Whether the Trust manages any other Educational Institution(s) (if yes, give the details) (Separate Sheet also be used)				YES/NO					

05	Category of the College (Government/Govt.Aided / Self Financing)								
06	Status of the College (Minority/Non Minority) (if minority give details)								
07.	Year of Establishment of the College of Education								
08.	Details of the Programme(s) offered (Put (√)Mark)	B.Ed <input type="checkbox"/>		M.Ed <input type="checkbox"/>		B.Sc.B.Ed <input type="checkbox"/>			
	Details of Total Intake (as per NCTE-2014 Regulations)	B.Ed	M.Ed	B.Sc. B.Ed	Additional intake			Total Intake	
				B.Ed	M.Ed	B.Sc. B.Ed	B.Ed	M.Ed	B.Sc.B.Ed
09.	Details of the M.Phil/Ph.D in Education Programmes offered								
10.	Details of NCTE recognition (Mention Number/Date) (Copy should be enclosed)	Course	First Order			Revised Order (As per NCTE-2014)			
		B.Ed							
		B.Ed(Additional)							
		M.Ed							
		M.Ed(Additional)							
	B.Sc. B.Ed								
11.	Details of TNTEU Affiliation (Mention Number/Date) (Copy should be enclosed)	Course	First Affiliation Order			Continuation of Provisional Affiliation for Current Period			
		B.Ed							
		B.Sc.B.Ed							
		M.Ed							
		M.Phil.							
	Ph.D								
12.	Details of NAAC Accreditation (Mention Number/Date) (Copy should be enclosed)	Year of Accreditation							
		Period of Validity				Grade	Score		
		From		To					
13.	Details of the Principal								
	Name					DOB			
	Qualification					AGE			
	Date of Appointment (enclose the appointment order)					Total Years of Teaching Experience in Teacher Education Institution			
	TNTEU Approval No.& Date	(Copy should be enclosed)							
	Mobile No								
Email id									

14.	Whether the College has appointed Qualified Physical Director (If yes give Details) (enclose copy of Qualification Approval)			Yes/No					
				Name:		DOB			
				Qualification:		AGE			
				Approval No:					
15.	Whether the College has appointed Qualified Librarian (If yes give Details) (Enclose copy of Qualification Approval)			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	D.O.B	Designation	Perspective /Pedagogy Subject	Educational Qualifications	Date of approval of qualification by the TNTEU	Email Id		
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									

***Note:** Furnish the details of teaching faculty excluding Principal and Physical Director.

17. Details of Teaching faculty currently working in the college-For M.Ed							
Sl. No	Name of the Teacher & Aadhar Number	D.O.B	Designation	PG Major Subject	Qualification in Education M.Ed/NET/Ph.d	Date of approval of qualification by the TNTEU	Email Id
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
18. *Details of Teaching faculty currently working in the college-For B.Sc.B.Ed							
Sl. No	Name of the Teacher & Aadhar Number	D.O.B	Designation	Perspective/ Pedagogy Subject	Educational Qualifications	Date of approval of qualification by the TNTEU	Email ID
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

9							
10							
11							
12							
13							
14							

***Note:** Furnish the details of teaching faculty excluding Principal and Physical Director.

19. LAND DETAILS		DESCRIPTIVE REMARKS WHEREVER NECESSARY (Available/Not Available)
a.	Ownership of the Land (Please mention) Government/Govt. Leased/Trust/Society	
b.	Details of Land Deed	Reg. Number: Date of Registration: Place of Registration:
c.	Whether the College has adequate land as per NCTE norms. (Mention Total Area in Sq.mts)	B.Ed <input type="checkbox"/> M.Ed <input type="checkbox"/> B.Sc.B.Ed <input type="checkbox"/> Area :
d.	Survey No and Patta.No	
e.	Topographical Sketch of the Land along with Surrounding survey number signed by VAO (College Land Should be Colored in Sketch)	
f.	Land Continuity Certificate indicating the College Name with extent in Area. (signed by VAO)	
g.	Land use certificate from Tasildhar/Collector	
h.	Latest Encumbrance Certificate	
i.	Legal opinion from not below the rank of the Government Pleader on the ownership of land and extent of land coverage in Rs.100 Stamp paper	
j.	State whether the College Land has any other Legal Dispute (if yes, give details briefly in separate sheet)	Yes/No
k.	The Certificate under Section 37(B) of Tamil Nadu Land Reforms (Land fixation and Ceiling) Act, 1961	
l.	State the Whether Land Area is Wet or Dry 47(A) (Certificate from the Collector should be enclosed)	

20.	BUILDING DETAILS	DESCRIPTIVE REMARKS WHEREVER NECESSARY
a.	Whether the College is located in Permanent /Temporary Buildings	
b.	Whether the College has adequate building as per NCTE norms. (Mention Total Build up Area in Sq.mts) (Please tick the courses offered)	B.Ed <input type="checkbox"/> M.Ed <input type="checkbox"/> B.Sc.B.Ed <input type="checkbox"/> Area :
c.	Approved Building Plan	
d.	Building Completion Certificate (Enclose a copy)	
e.	Building Stability Certificate(Enclose a copy)	
f.	Building License for Current Period (Enclose a copy)	
g.	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.	
h.	Sanitary Certificate issued by competent authority (current period).	
i.	Fire Prevention Certificate/NOC Certificate from the competent authority (current period).	
j.	Pollution Control Certificate from authority concerned (current period).	
21. ENDOWMENT FUND		
a.	State whether the College has created prescribed endowment fund with SRC-NCTE	YES/NO
		Amount:
		Date :
		Bank:
		Place:
b.	State whether the College has created prescribed endowment fund with TNTEU	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)	YES/NO
		Account Number:
		Bank Name :
		Place:
II.	State whether the College pays the Salary to the Staff by ECS method.	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 Titles			
d.	Number of Reference Books available			
e.	Journals available			
	(a) No. of Regional journals			
	(b) No. of National journals			
	(c) No. of International journals			
f.	Digital Library facility	YES / NO		
g.	Document Scanning facility	YES / NO		
h.	Document Photocopying facility	YES / NO		
i.	Internet facility in library / reading room	YES / NO		
24	Details of Computer Lab Facilities	DESCRIPTIVE REMARKS WHEREVER NECESSARY		
a.	No. of Computers - For Students			
b.	Printers			
c.	Internet Facility and Website address			
d.	No. of Computer Tables			
e.	No. of Computer Chairs			
f.	Computer Specifications <i>(General, in brief)</i>			
g.	Others if any			
25.	LABORATORY FACILITIES	DESCRIPTIVE REMARKS WHEREVER NECESSARY		
Name of the Lab		Area	Equipment 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.	Playfield (in Sq.feet)			
b.	Outdoor games			
c.	Indoor games			
d.	Equipment			
e.	Instruments			
27.	INFRASTRUCTURE FACILITY AVAILABLE		Yes/No	
a.	One classroom for every 50 students			
b.	Multipurpose Hall with seating capacity of 200 and with a total area of (2000sq.ft)			
c.	Library-cum-Reading Room			
d.	ICT Resource Centre			
e.	Curriculum Laboratory			
f.	Art and Craft Resource Centre			
g.	Health and Physical Education Resource Centre (including yoga education)			
h.	Principal's Office			
i.	Staff Room			
j.	Administrative Office			
k.	Visitor's Room			
l.	Separate Common Room for male and female students			
m.	Seminar Room			
n.	Canteen			
o.	Separate Toilet facility for male and female students, for staff, and for PWD			
p.	Parking Space			
q.	Store Rooms (two)			
r.	Multipurpose Playfield			
s.	Open space for Additional Accommodation			

28. Details of committees												
a.	Career / Placement Cell											
b.	Students Grievance Cell (give details)											
c.	Anti-ragging Committee (give details)											
d.	Internal Compliance Committee-Dealing with Sexual Compliance(give details)											
29. Details of Students presently studying in all the Courses(for Current Academic year)												
Course	I – Year			II – Year			III - Year			IV - Year		
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
B.Ed												
M.Ed												
B.Sc. B.Ed												
M.Phil												
Ph.D												
30. Details of B.Ed Students Teaching Practice (For the Last 3 years)												
Batch	Dates		Date of CEO order				No.of.Schools					
	From	To	(Copy should be enclosed)				Govt	Aided	Private	Total		
31.	Details of Administrative / Professional Staff (as per NCTE norms)						DESCRIPTIVE REMARKS WHEREVER NECESSARY					
a.	Lab Assistant (BCA with 55% marks) – 1											
b.	Office-cum-Account Assistant – 1											
c.	Office-Assistant-cumComputer Operator-1											
d.	Store-Keeper – 1											
e.	Technical Assistant – 1											
f.	Lab Attendants/Helpers/Support Staff – 2											
32	OTHER ESSENTIAL REQUIREMENTS						Yes/No					
a.	Drinking Water Supply in all parts of the Building											
b.	Rain water harvesting arrangement											
c.	General Insurance provided for assets against fire, burglary and other calamities											
d.	General Notice Board and Departmental Notice Boards											

e.	Medical and Counseling Facilities	
f.	No. of halls for examination	
g.	Public announcement system / paging and announcements in emergency	
h.	LCD (or similar) projectors	
33.	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 (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.	Attendance Register for Teaching Staff	
7.	Attendance Register for Non-Teaching Staff	
8.	On Duty Register for Teaching and Non-Teaching	
9.	Salary by ECS Method	
10.	Service Registers for Teaching and Non-Teaching Staff	
11.	Teachers Provident Fund Register	
12.	Late Attendance/Permission Register /Leave Register (Casual, Duty, Medical, EL, etc.)	
III.	Finance/Academic Related Registers	Maintained (YES / NO)
13.	Ledger for Individuals Accounts	
14.	Voucher file for all accounts	
15.	Furniture Stock Register	
16.	Audio Visual Stock Register	
17.	Computer Lab Stock Register	
18.	Science lab Stock Register	
19.	Psychology Lab Stock Register	
20.	Games or Sports Stock Register	
21.	Language Lab Stock Register	
22.	College Academic Calendar	
23.	Minutes Books	
24.	Circular Notebook	
25.	Inward / Outward letters Registers	

IV. Library Related Registers		Maintained (YES / NO)
26.	Library Accession Register	
27.	Journal Register	
28.	Lending Books Register	
29.	Members Register	
31.	Purchase Register	
32.	Book Bank Register	
33.	Daily Library User's Register	
34.	Magazine/Newsletter Register	
IV. Student Related Registers		Maintained (YES / NO)
35.	Student's Attendance Register	
36.	Student's Late Attendance Register	
37.	Exam/Teaching Practice Related Registers	
	Internal Marks	
	Practical Component	
	Teaching Practice-Allotment of Students to each School	
	DEO/CEO Permission Letter	
38.	Examination Register	
39.	Sports/Activity Register	
40.	Circular Note Book	
41.	Minutes of the meetings of the Governing Council 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 programme with Sanctioned intake, and hereby undertake to comply with the following.

- i. That infrastructure, 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 pedagogical school subjects, Examinations, working days shall be followed.
- iii. All Candidates to be admitted in B.Ed/M.Ed Degree course shall (a) satisfy the eligibility conditions prescribed in the Regulations and the guidelines of the Government of Tamil Nadu (b) obtain approval from the University for the students admitted to B.Ed/M.Ed degree course as per prescribed norms (c) earn required attendance prescribed by the University for appearing for the University Examinations.
- iv. The guidelines prescribed by the Government of Tamil Nadu from time to time with regard to minimum percentage of marks required for admission to B.Ed/M.Ed degree course, age limit, reservation rules and percentage of seats among optional(Pedagogical) subjects shall be followed.
- v. The Management of College shall not discontinue any existing course without prior permission from the University which should be intimated before commencement of every academic year.
- vi. No teacher shall be appointed, if he has not fulfilled the qualifications as laid down by the University/U.G.C/NCTE/State Government from time to time.
- vii. An agreement shall be entered into with each teacher to be appointed as per the requirements of the University/Tamil Nadu Private Colleges (Regulation) Act and rules there under.
- viii. The College shall comply with and implement each and every one of the recommendations of the Inspection Commission.
- ix. Admission to the courses shall be made based on the eligibility certificate issued by the University.
- x. No teacher shall be appointed or shall be continued in service, who has attained the age of superannuation as per the norms Tamil Nadu Government.
- xi. The Regulations and Syllabus prescribed by the Tamil Nadu Teachers Education University for B.Ed/M.Ed / B.Sc.B.Ed./ M.Phil. Degree courses shall be followed.
- xii. The maximum number of students who may be admitted to each of the course shall not exceed the strength sanctioned by the University/NCTE.

- xiii. Shall not collect either directly or through any of its associated trust, society etc. any capitation fee or donation from any of its students or employees, except the fee and other charges as prescribed by the Government of Tamil Nadu.
- xiv. 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 ECS method.
- xv. That the management will make adequate funds available for providing satisfactory facilities and for proper programme implementation.
- xvi. 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.
- xvii. 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.
- xviii. 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 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.
- xix. That the institution shall take all efforts to eradicate ragging as per UGC /State Government rules and regulation on ragging will be strictly enforced.
- xx. That the management strictly follows the leave rules prescribed by the State government for the teaching and non-teaching staff of the College.
- xxi. 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.
- xxii. 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.
- xxiii. 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.
- xxiv. Appointment of Principal and other Teaching Staff shall be done by the Selection Committee duly constituted as per the norms of UGC/State Government/University with prior approval from the University.
- xxv. The posts of teacher wherever required for the proposed course shall be filled up before starting the course. The vacancies arise in teaching posts due to retirement/transfer/resignation shall be filled immediately after obtaining permission from the University.

- xxvi. The teacher shall be paid as per scales of pay of UGC/State Government Norms and their salary shall be paid through Banks, by means of Cheques. This will be verified by the University /State Government authorities from time to time by Inspection Commissions.
- xxvii. If the conditions are not complied with the permanent affiliation shall cease automatically.
- xxviii. 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.
- xxix. 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.
- xxx. That the management of thecollege of education has fulfilled other norms / conditions for grant of permanent affiliation as prescribed by **Act and Statutes of Tamil Nadu Teachers Education University** in the chapter XIII-No.41&42 and shall also fulfil other norms conditions to be effected in the amendment from time to time.

Principal

Chairman/Managing Trustee/Secretary