

## Annexure-I

### **POLICY WITH REGARD TO ISSUE OF NO OBJECTION CERTIFICATE FOR THE INTRODUCTION OF B.ED COURSES ON REGULAR BASIS IN THE PRIVATE SECTOR IN THE STATE OF H.P.**

New Education policy 1986 was arrived at after a considerable debate and consensus. New Education Policy has amongst other areas, laid down policy in the area of vocational technical and management education programme of action required for implementing New Education Policy call for:

1. Making the education relevant to meet the needs of the society.
2. Providing educational opportunities to weaker section of the population.
3. Providing continued education opportunities to working population for skill and occupational up gradation and for promoting vertical mobility.
4. Quantitative expansion in technical Education to provide trained manpower in emerging areas of technology in organized sector.
5. Designing education system to provide technical education and vocational training for unorganized sector, woman and rural population.
6. Setting up institutions of excellence thus promoting qualitative improvement in the educational process.
7. Offering suitably designed curricula to motivate the potential students to become self-employed and entrepreneurs.

Keeping the above ultimate requirements in-view, the privately managed institutions are making modest beginning by offering B.Ed. course and the need has been felt to develop norms and standards in respect of providing physical, infrastructure and instructional facilities, staffing pattern, qualifications of the staff, appointment and fee structure etc. in respect of privately managed B.Ed. Colleges in the State. The norms/guidelines for the purpose will be as under:-

#### **1. Infrastructure**

**(1.1)** The institute should be located in a noise free atmosphere and it should be relatively pollution free zone, having adequate supply of drinking water, and electricity. It should have good conveyance and communication facilities with the nearest town.

**(1.2)** The land area chosen must provide enough space for institutional building and for future expansion and adequate open space for institutional building and for future expansion and adequate open space for organizing games and sports. The minimum essential space required for B.Ed. Institute, represents administrative wing, academic wing and playgrounds. Residence for Principal should also be provided. It would also be essential to provide hostel for students separately for girls and boys and **residential quarters** for teaching and non teaching staff, be provided as per requirement of the institution. The institution should have two separate hostels for men and women with a provision of common rooms and separate toilet facilities each for men and women. Hostels

should be single seated or two seated rooms and there should be facilities for drinking water (preferably water cooler) at two places.

Rooms should have a floor area of 8 sq. mtrs., kitchen and dining area 1.5 sq. mtrs. per student and toilet and other spaces of 0.5 sq. mtrs. per student. Thus the hostels will have a floor area of 10 sq. mtrs. per student. The hostel facility should be available minimum 50% of the students in the college.

Besides, the essential and desirable norms in respect of the land area required for the institution are as under:-

Land Area	<u>Essential</u>	<u>Desirable</u>
	5000 sq.meters	10,000 sq.meters

To provide these facilities the management/institute shall at the time of making application for the issuance of No Objection Certificates, have in its possession adequate land and building on ownership basis free from all the encumbrances. Govt. land acquired on long-term lease as per the law prevailing in HP will be considered valid for the purpose.

**(1.3)** There shall be provision of adequate number of classrooms, assembly hall and multiple sets of science apparatus required to perform and demonstrate all the experiments prescribed in the secondary and senior Secondary classes, chemicals etc should be available in the required quantity.

**(1.4)** There shall be separate rooms for the Principal and faculty members, office of the administrative staff and a store. There should be adequate books and journals in the library and must have at least one room of 50 sq. meters for this purpose with the college.

<u>Books and journals</u>	<u>Essential</u>	<u>Desirable</u>
Books including text and Reference books	3000	5000
Professional journals	5	10

At least 200 books shall be added every year. This may include additional and multiple copies of textbooks.

**(1.5) Built in Space/Area**

For a unit of 100 students, building space consisting of class rooms, library, laboratory and administrative wing should be provided as follows:-

<u>Essential</u>	<u>Number</u>	<u>Area</u>
Classrooms	3	60 sq. m. each
Multipurpose Room	1	100 sq. m.
Hall	1	125 sq. m.
Multipurpose Laboratory for Computer, Psychology and Science practical	1	Approx. 100 sq. m + 45 sq.m. for storage space.
Library room with reading facilities for atleast 30 students	1	50 sq.m. including storage space

Work Experience Room	1	60 sq. m.
Principal room with attached toilet facilities	1	15 sq. m.
Staff Room	1	60 sq. m.
Office Room	1	40 sq.m.
Store Room	1	25 sq. m.
Common room with adequate space for women students separate toilets for girls boys and teachers/staff	1	25 sq. m.

Provision for drinking water facilities in atleast two places with drinking water available at all times during working hours.

**Desirable**

Seminar Room	1	100 sq. mtrs. for 50 persons
Separate laboratories for Science, Psychology & educational technology	1 each	75 sq.m. + 15 sq.m. for storage
Small group work rooms	2	25 sq. m.
A large multipurpose hall	1	150 sq. m.
Separate room for teachers	1	30 sq.m. each
Canteen, if possible on co-operative basis	1	20 sq.m.

**(1.6) Play Ground:**

**Essential**

Small open space for Athletics, Badminton, Volleyball, basketball and Throw ball etc. 500 sq. m.

**Desirable**

Playground for big outdoor games  
Football & Cricket etc. 1000 sq. mtrs.

Indoor games

**(1.7) Residential Area**

**Desirable**

There should be a provision for Principal's residence and staff quarters facilities.

### **(1.8) Furniture**

#### **Students desks and seats**

	<b>Essential</b>	<b>Desirable</b>
Chairs	as per approved units	Some Extra
Desks	-----do-----	-----do-----
Chairs and Tables for the Principal, as needed in all rooms Teachers, Librarian and office staff		
Work Tables for Laboratory	2 big size 1.25 mtr x 0.9 sqm.	3 bigger size
Bookshelves for 3000 books		
Reading Table with chairs for 50 Students in all reading rooms	50 chairs	60 Chairs
Blackboards for classrooms and Laboratory	1 each 2.5 mtr. X 1 mtr.	1 additional Board in each class (3.5 mtr x 1 mtr)
Steel Almira/ Cabinet/locker	one for each teacher	A central long table in Addition
Storage Racks	As needed	
For the Librarian –filling cabinet	1	

### **(1.9) Equipment**

#### **Science Laboratory**

##### **Essential**

The Institution should have multiple sets of Science apparatus required to perform and demonstrate all the experiments prescribed in the secondary and senior secondary classes. Chemical etc. should be available in the required quantity. The purpose is to train the students –teacher for efficiently conducting classes in Science practical in schools.

#### **Psychology Laboratory**

##### **Essential**

Apparatus for simple experiments related to educational psychology- intelligence tests (performance non-verbal, verbal) aptitude tests, creativity tests, personality scales, attitude tests and interest inventories etc.

### **(1.10) ICT (Education) Facilities**

Arrangement for ICT Education in the ratio of 1 computer for 10 students should be made available.

**2. Human Resources**  
**Teaching Staff**

As per Teacher student ratio of 1:10

**(2.1) Specialisation and qualifications of Teaching staff**

<u>Designation</u>	<u>Number</u>	<u>Specialisation</u>	<u>Qualifications</u>
Principal	1	Education	a) i) Academic and professional qualification will be as prescribed for the post of lecturer. ii) Ten year's experience of which atleast five year's should be in a Secondary Teacher Education Institution.
Lecturer	10	Education	b) Good academic record with M.Ed./ MA (Education) with 55% marks. Good academic record with Master's Degree with 55% marks in the relevant school subject and M.Ed./MA (Education) with 50% marks. (UGC Norms) OR Good academic record with Master's Degree with 55% marks in the relevant school subject and a B.Ed. Degree with 55% marks, with five year's teaching experience in a recognised secondary/ senior secondary school. c) A relaxation of 5 % may be provided from 55% to 50% of the marks, at the Master's level for the SC/ST category. d) Apart from the qualifications prescribed at (a) and (b) above, the candidates shall be required to have such other qualifications as may be prescribed by other regulatory bodies like the University Grants Commission (UGC), etc. e) Qualifications for other academic staff for teaching Physical Education, Art, Work Experience, Information Technology Literacy, etc. shall be as prescribed by the concerned affiliating University/UGC.
Instructor in work experience	1	Agricultural Industrial of other crafts	
Instructor in Art Music and Performing Art	1	Fine Arts, Music and Performing Art.	Degree/diploma/Certificate in fine arts/ Music performing Arts.

## **(2.2) Technical Support Staff**

Library Asstt.	1	UGC norms and prescribed qualifications.
Professional Asstt.	1	UGC norms and prescribed qualifications.
Technical Asstt.	1	University/State Govt prescribed qualifications.

## **(2.3) Administrative Staff**

Office Supdt./Asstt.	1	As per University/State Govt. Norms.
Accountant/Accounts Clerk	1	-do-
Typist/Clerk	1	-do-
Healper	3	Desirable to have one person with computer skills. As per State Govt. norms.

**(2.4) Mode of appointment of staff** The core teaching staff shall be appointed on fulltime and regular/contract basis. Supporting academic administrative; and technical staff may be appointed on part time basis in the beginning. In all cases properly constituted selection committees as per UGC/University/Government rules will select the candidates.

## **(2.5) Selection Procedure**

Candidates will be selected for admission on the basis of merit. Merit shall be determined by the performance at the qualifying examination/ entrance test conducted by the University. It is desirable that the selection test where held may include a test of knowledge of social subject, general knowledge, general awareness and communication ability and skills.

## **(2.6) Academic in-put**

Work / study days and work load of each institution / staff member must be strictly in accordance with the N.C.T.E. norms.

## **(2.7) Salary Structure**

The Institution should adopt salary structure of the staff prescribed by the UGC/Central/State Government as the case may be for teaching and Non-teaching staff.

## **(2.8) Terms and Conditions of Staff.**

- a) The appointments shall be made on the basis of recommendations of the Selection Committee constituted as per policy of the State Government.
- b) All appointments are to be made on full time and regular / contract basis.
- c) The academic and other staff shall be paid such salary as may be prescribed by the State Government from time to time.
- d) The management of the institution shall discharge the statutory obligation relating to pension, gratuity and provident fund.

**THE INSTITUTION SHALL NOT BE ENTITLED FOR ANY TYPE OF GRANT IN AID FROM THE GOVT.**

### **3. Financial Status**

The institute should have reserve fund of Rs. 10,00,000/- which may be adequate to meet three months salary of all the staff. Besides adequate provision shall be made in the annual budget of the institution for all committed liabilities including salaries. The funds of the institution should be deposited in a Nationalized Bank/ State Bank of India or its subsidiaries.

### **4. HOW TO MAKE AN APPLICATION**

The application/ request to start B.ED Course in the private sector must be made on the prescribed application forms. The format of application form, land title certificate and undertaking to be furnished on Non-Judicial Stamp Paper is proposed at Annexure-II, III & IV.

The applications for the issuance of No Objection Certificate to set up B.ED institution in the private sector should be submitted to the Director of Secondary Education, Himachal Pradesh Shimla-171001 before 31st Dec. of the preceding year academic session of B.ED Course from which the applicant wants to start the institute in the said course.

#### **(4.1) Application fee**

All application for the issuance of No Objection Certificate to set up a B.ED institute in the private sector on the prescribed format must be accompanied with an application fee of Rs. 5000/- (non-refundable) in the form of crossed Demand Draft payable to Director of Secondary Education Himachal Pradesh Shimla of any Nationalised Bank. Before making an application by the intending institute, it will furnish information with regard to infrastructure facilities available.

Besides above, copies of valid land documents along with land title certificate to be issued by a local practicing advocate must be attached. Copy of approved building plan alongwith fixed deposit receipt in original of Rs. 3.00 lacs towards endowment fund, certificate of registration, memorandum of association, and bye-laws are required to attach with the application. The Endowment Fund shall be pledged in the name of Director, Secondary Education, HP and shall be treated as Security. It can be forfeited by the Director at any time for violation of any of the provisions of this Policy, or instructions of the State Government. A sworn affidavit verifying the contents given in the application form and the documents attached therewith.

#### **Note**

- a) If the application is found incomplete i.e. without all the essential documents the institution may be asked to remove shortcomings in the application on or before the last date prescribed in the Policy/Regulations.
- b) In such cases as referred at (a) above, only provisional NOC would be issued. A grace period of six months would be provided for removing shortcomings/ deficiencies. Inspection committee would physically inspect the institute on the expiry of the grace period and the final NOC will be considered for issuance thereafter only if all the stipulations provided in the policy are complied with. If the institute has not complied with then the provisional NOC would be withdrawn. The final NOC will be considered for issuance as per the inspection report submitted by an Inspection Committee Constituted for the purpose by the Govt.
- c) The NOC will be deemed to have lapsed if the institution fails to get the recognition from the Regional Committee of NCTE within three years from the date of its issue.+

## **5. INSPECTION BY THE INSPECTION COMMITTEE:**

a) After receipt of application on the prescribed application format alongwith application fee and other documents as referred to at the application format, the committee duly constituted by the Government for the purpose will conduct an Inspection of the proposed Institution and send its report / recommendations to the Government for consideration of the issue of Provisional NOC or Final NOC as the case may be, alongwith all related documents as prescribed in the application format. There will be Inspection Fee of Rs. 10,000/- (Ten Thousand) for each Inspection.

b) Each Institute after its establishment will be inspected once in each year by the committee constituted by the Government. The Govt. will have the right to get the Institute inspected at any time either by an Inspection Committee constituted for the purpose or by any other team of officers constituted for the purpose, if there is any complaint in respect of the Institution concerned to whom NOC has been granted by the Government, NOC will be withdrawn by the Govt. if required.

### **(5.1) Eligibility:**

The minimum educational qualifications required for selection to B.ED. Course will be the same as prescribed by the N.C.T.E./ H.P.U/ H.P. Government from time to time

### **(5.2) Fee Structure:**

The fee structure shall be as decided by the State Govt. from time to time. In no case the total annual receipts from student fee should exceed the total recurring expenditure of the institution for the course plus a reasonable amount for future expansion or improvements. It is desirable to provide some free studentship for meritorious poor students.

If one or more courses in teacher education are to be run by the same institution in the same building / complex, the facilities in terms of building, hall, library, hostel, equipment and play field etc. may be shared in a reasonable manner.

### **(5.3) Job Guarantee**

Issuance of NOC does not impose any obligation on the State Government to provide any employment to the candidates trained by the concerned Institution.

### **(5.4) Relaxation /Amendment of the norms for issuing NOC**

**The Government of Himachal Pradesh reserve the right to add/delete amend any clause prescribed for the issuance of No Objection Certificate to start a new B. ED. Institute without assigning any reason thereof.**

### **(5.5) Issuance of NOC**

The Govt. reserves the right for issuance of NOC, considering the trained manpower addition and future requirements.

**DEPARTMENT OF EDUCATION**

**FORM OF APPLICATION FOR GRANT OF NO OBJECTION CERTIFICATE TO START  
NEW B.Ed. COLLEGE**

**A. GENERAL PARTICULAR/INFORMATION**

1. Name of the Institution
2. Postal Address in full  
(including PinCode)
3. Telephone No./FAX No./ Email
4. Nearest Town with Distance in Kms.  
If located in rural area.
5. Nearest Railway Station with Distance in Kms.
6. Name of the Programme
7. No. of Units/Intake proposed  
(indicate whether it is for new  
programme or for additional intake  
in a recognized programme)
8. Academic year (indicating the month)  
from which the programme is proposed
9. Type of affiliating/examining body Himachal Pradesh University
10. Type of Institution (Boys/Girls/Co-Education)
11. Detail of application fee
  - a) Amount
  - b) Draft No. & date
  - c) Name of the Bank

**B. Type of Management**

1. Indicate if the Institution is to be  
managed by the Society/ Trust/ Board.  
(A copy each of the certificate of Registration,  
Memorandum of Association/ Bye-laws/etc.  
Should be attached)

**C. Infrastructural Facilities**

1. Indicate if land is available in the  
name of the Institution either on

ownership or on long term lease basis.

2. If the course is proposed to be started in a building already constructed following details/documents may be furnished:-
  - a) Approved building plan with the details of area floor/ room wise
  - b) Total plinth area
  - c) completion certificate from the local authority
3. If a building is yet to be constructed, the following details/ documents should be furnished:-
  - a) Site Plan
  - b) Approved building plan with details of area floor/room wise
  - c) Date of commencement of construction
  - d) Likely date of completion of construction
4. Pending construction of own building, details of building (s) identified for starting the course
5. If more than one building has been identified, distance from one building to the other be given.
6. Usable area of the building(s) in sq. mtrs.
7. Are water, electricity and toilet facilities available?
8. Location of the building-whether residential or non-residential?
9. Following specific details of accommodation may be furnished:-

No. of Rooms

Area in sq. mtr.

Classrooms

Activity

Principal Room

Faculty Room

Library

Learning Resource Center

Office Room

Store Room

Hall

Common Room

Canteen

Laboratories

Hostel (Separate for boys & girls)

10. Give details of space available for outdoor (Play ground etc.)/indoor games.
11. Give full details of furniture available etc.

#### **D. Curriculum Transaction:**

1. Details of full time teaching staff/non-teaching staff as per NCTE Norms i.e. 1:10, if already appointed/ selected/identified (A separate statement giving name date of Birth, educational and professional qualification with year of passing and date of joining to be enclosed).
2. Indicate the steps that are being taken for recruiting teaching staff and non-teaching staff for the course (give the procedure of recruitment and composition of selection committee).
3. Names of Primary schools/Lower Primary schools/Elementary schools/Secondary schools/ Senior Secondary Schools identified for practice teaching/ internship and their distance from the Institution.

#### **E. Instructional Facilities:**

1. Details of laboratory facilities such as Science laboratory/ Psychology laboratory/ education technology and media laboratory along with available equipment and software and hardware facilities may be given:
  - a) Science Laboratory
  - b) Psychology laboratory
  - c) Education technology and media laboratory
2. Give details of Laboratory equipment, Computer Hardware and Software and other teaching aids.
3. Following details may be furnished
  - a) Details of play fields/ multipurpose hall / gymnasium for indoor sports.
  - b) Details of various equipment for games and sports.
  - c) Facilities of health education and anatomy and psychology lab alongwith the details of equipment.
4. Give details of books, magazines, journals, audio visual aids, teaching aids and play materials.

#### **F. Finance**

1. Indicate the sources of finance and funds available for running the Institution/ Programme.
2. Has the Institution provided endowment and reserve funds? Original Fixed Deposit Receipts towards endowment fund amounting to Rs. 5.00 lacs and Rs. 10.00 lacs as reserve fund be enclosed which will be converted for joint operation after recognition.



**LAND TITLE CERTIFICATE**

(To be issued by a revenue officer not below the rank of the Tehsildar)

Form

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To

The Principal Secretary (Education) to the  
Govt. of Himachal Pradesh, Shimla-171002.

Subject:

**Land Title Certificate**

On the request of \_\_\_\_\_

Trust/ Institution/ Society /Board, I have examined the various land documents/ records pertaining to the following land:

- 1) Address \_\_\_\_\_
- 2) Location \_\_\_\_\_
- 3) Area/ Measurement \_\_\_\_\_

After careful examination of the documents and satisfying myself, I certify that the above mentioned land is presently in the Name / Title of \_\_\_\_\_ Society/ Trust/ Institution / Board.

Further it is clarified that there are no restrictions for construction of building to be used for Teacher Education Course.

Place:

Name

Date:

Address

**(Undertaking on Non-Judicial Stamp Paper to be submitted by a competent / authorized functionary representing the Management/ Institution after attestation by a Executive Magistrate, Ist Class)**

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I / We \_\_\_\_\_ ( Name of the Trustee/ Chairman/ Principal / Director/ Head/ Registrar / Correspondent ) of the \_\_\_\_\_ (Name of the College / Institution / Trust/ Society, etc.) hereby undertake to comply with the following in connection with my / our application for grant of No objection certificate to start a new B.Ed institute or for increasing the intake of seats in r/o B.Ed course from the session \_\_\_\_\_ (Academic year).

1. The infrastructural, instructional and other facilities will be provided as per the policy of the state Govt. NCTE norms, standards and guidelines prescribed from time to time.
2. That admission of students, satisfying the eligibility conditions will be made on the basis of marks obtained in the qualifying examination/ entrance examination conducted by the H.P. University.
3. That there shall be reservation of seats for SC/ ST / OBC/ Handicapped / other reserved categories etc. as per policy of State Govt.
4. That admission to the course will be made only after recognition is granted by the Concerned Regional Committee of the N.C.T.E.
5. (a) That the full time staff will be appointed on regular basis through a vide advertisement and open selection. In all cases properly constituted selection committee as per UGC/ University/ Govt. rules will select the candidates.  
(b) That the part time staff will be appointed as per the guidelines of the State Govt./ the affiliating University.
6. That the tuition and other fees will be charged at rates prescribed and approved by the State Govt. from time to time.
7. That the academic and other staff of the institution (including part time staff) shall be paid such salary as may be prescribed by the UGC/ Central / State Govt. as the case may be.
8. That the management shall discharge the statutory obligations relating to provident fund, pension, gratuity etc. in respect of all its employees.
9. That the management will make adequate funds available for providing satisfactory facilities and for proper programme implementation.
10. That the Management shall maintain an endowment fund of Rs 5.00 lacs and a reserve fund amounting to Rs 10.00 lacs equivalent to three month salary of the staff.
11. That the accounts of the institution will be properly maintained and audited annually by the audit authorities or a chartered accountant and will be open for inspection.
12. That the management will strictly follow all conditions and norms prescribed by the NCTE from time to time, conduct the programme in all earnestness and submit itself to inspection by Government /NCTE as required at any time.
13. In the event of non-compliance by the \_\_\_\_\_ (Name of the Society / Trustee/ Institution / Board etc.) with regard to the norms and standards and any other condition laid down/ prescribed by the NCTE / State Govt. from time to time, or a body or a person authorised by them, it will be free to take all necessary measures for effecting withdrawal of its NOC / recognition or permission or affiliation without consideration of any other issue, and that all liabilities arising out of such a withdrawal would solely be that of the institutions/ management.
14. That the management will not cause or allow discontinuation of the course in any year or for any batch, and that where compelled, it will seek the concurrence of the NCTE/ State Government for discontinuation on the completion of the year/ batch.

15. That the management has seen , studied and understood the norms and conditions stipulated by the NCTE / State Government of Himachal Pradesh for grant of NOC/ recognition/permission to the programme proposed and feels that they are satisfied , or can be satisfied by the time of inspection, failing which it would be willing to accept an unfavorable decision.
16. The College / institution by virtue of the approval given by the NCTE shall not automatically become claimant of any financial grant of assistance from the Central or State Govt. or support from the NCTE.

(Signature of the authorised designated authority giving undertaking along with his/ her official position and office Seal)

NAME IN BLOCK LETTERS

PLACE

DATE

Witnesses

1. \_\_\_\_\_

2. \_\_\_\_\_

**LIST OF ESSENTIAL DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FOR THE ISSUANCE OF N.O.C.**

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- (i) Prescribed Application fee of Rs 5000/- (Non-refundable) in the form of a crossed Demand Draft payable to the Director Secondary Education, Himachal Pradesh Shimla-1
- (ii) Copies of valid land documents along with a 'Land Title Certificate' as per the format given in Annexure-II to be issued by a revenue officer not below the rank of the Tehsildar.
- (iii) Copy of Approved Building Plan
- (iv) Fixed deposit receipt in original for Rs. 5.00 lacs (Rupees five lacs only) as Endowment fund and Rs. 10.00 lacs as reserve fund.
- (v) A copy each of the Certificate of Registration, Memorandum of Association and Bye laws in case the institution is managed by a Society/ Trust/ Board.
- (vi) Undertaking in Non-Judicial Stamp Paper as per the format given in Annexure-IV.
- (vii) A sworn affidavit verifying the contents given in the application form and the documents attached therewith. The affidavit must be attested through a First Class Magistrate/ SDM / ADM.

**Note:**

- (a) If the application is found incomplete i.e. without all the essential documents, the institution may be asked to make good deficiencies in the application on or before the last date prescribed in the regulations.
- (b) The normal validity period for the application for the issuance of N.O.C. will be ONE year in the event of failure of the institution to remove the deficiencies in the application of N.O.C. within this period, the Government may at the request of the institution allow the application of institution to be carried forward for consideration for the subsequent academic year i.e. for the course that would be offered one year later.