

Norms and Standards for Pre-School Teacher Education Programme Leading to Certificate in Education (C.Ed.)

1.0 Preamble

1.1.1 Early childhood Education ECE (0-6 years) is of crucial importance especially from the point of view of the development of child's language, intelligence and personality. It also provides a strong support to the child's elementary education during later years. ECE aims at total child development in a learning environment that is joyful, child-centered, play and activity based. It must be ensured at this stage that the 3 R's are not forced upon the children and that there are no textbooks, tests, interviews, homework, competitive sports and such other routine school-like activities.

1.1.2 Existing arrangements and programmes for providing ECE cover a wide range – ICDS, ECE Centres, Balwadis and Day-care Centres run by voluntary organizations, Pre-primary schools run by governmental and non-governmental agencies (Montessori, Kindergarten, Nursery schools) and material and child health services through primary health centers. The provisions are distributed among government, private and NGO sectors with government intervention largely confined to ICDS.

1.2 Applicability

The norms and standards that follow apply to institutions offering teacher education programmes exclusively for pre-primary or pre-school or nursery (as it is generally defined) levels.

2.0 Duration and Working Days**2.1 Duration**

The Pre-school/Nursery teacher-education programme shall be of duration of one academic year.

2.2 Working Days

(a) There shall be at least 180 working days each year, exclusive of period of examination and admission etc., out of which at least 40 days shall be for internship in nearby pre-schools.

(b) A working day shall be of a minimum of 6 hours in a six-day week, during which physical presence in the institution of teachers and student-teachers

is necessary to ensure their availability for individual advice, guidance, dialogues and consultation as and when needed.

3.0 Intake, Eligibility and Admission Procedure

3.1 Intake

3.1.1 There shall be a basic unit of 50 students, for each year.

3.2 Eligibility

3.2.1 Candidates who have completed class XII with not less than 50% marks are eligible for admission.

3.2.2. The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government whichever is applicable. There shall be relaxation of 5% marks in favour of SC/ST/OBC and other categories of candidates.

3.3 Admission Procedure

Admission shall be made on merit on the basis of marks obtained in the qualifying examination and/or in the entrance examination or any other selection process as per the policy of the State Government /UT Administration.

4.0 Staff

4.1 Academic

4.1.1 (a)(i) **Number** (For a basic unit of 50 students)

Principal	-	1
Lecturers	-	4

4.1.1. (a)(ii) For additional intake which will be in the multiple of 50 student, the number of full time teacher educators shall be increased by three. However on each occasion additional intake of one basic unit shall be considered.

4.1.1 (b) Qualifications

(i) Principal:-

- (a) Academic and professional qualification will be as prescribed for the post of lecturer; and
- (b) Five years' experience of teaching in a Nursery/Pre-school / Pre-primary teacher education institution.

(ii) Lecturer/Teacher: -

Graduate with Diploma (certificate) in Pre-school Teacher Education.

OR

B.Ed. (Nursery)

OR

Graduate with Psychology /B.Sc. (Home Science), with a specialization in Child Development.

Note: - Candidates having B.Ed (Nursery) degree of two years duration shall be given special weightage.

4.1.2 Technical Support Staff

(a) Number

- Librarian - 1 (Full time)
- Art (Fine Arts/Performing Art/music) - 1 (Part-time)
- Health & Physical Education - 1 (Part time)

(b) Qualifications

As prescribed by State Government/UT Administration concerned.

4.1.3. Administrative staff

(a) Number

- (i) UDC/Office Superintendent - 1 (Regular)
- (ii) Computer Operator-cum Store keeper - 1 (Regular)
- (iii) Helpers - 2 (Regular)

(b) Qualifications

As prescribed by State Government/UT Administration concerned.

4.2 Terms and conditions of service

- (a) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the Central/concerned State Government/Board whichever is applicable.

- (b) All appointments are to be made on full-time and regular basis excepting those specified as part-time.
- (c) Appointment of part-time instructors and other supporting staff shall be made as per norms of the concerned Government.
- (d) The academic and other staff of the institutions shall be paid such salary as may be prescribed by the concerned Government by account payee cheque or as per advice into the bank account of the employee.
- (e) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees.
- (f) The age of superannuation of staff shall be determined by the policy of concerned Government.
- (g) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government whichever is applicable.

5.0 Facilities

5.1 Infrastructure

- 5.1.1** The institution must have at least 1000 sq. mts. land whereupon built-up area consisting of classrooms etc. shall not be less than 500 sq. mts. Space in each instructional room shall be 10 sq.ft. per student.
- 5.1.2** There shall be provision for two classrooms, one large multi-purpose hall, one spacious learning resource centre, seminar/tutorial rooms, resource room for education of the children with disability, separate rooms for the Principal, faculty members, office for the administrative staff and a store. Activities related to Music, Art, Drama, craft, material production and education technology may be conducted in multi-purpose hall. The size of instructional space shall not be less than 10 sq.ft. per student. Each classroom should be of such size as to comfortably accommodate 50 student-teachers. The Multi-Purpose Hall shall have the seating capacity for 150 persons.
- 5.1.3** Reasonable outdoor space and also facilities for indoor games shall be provided for physical education, sports and athletics. There shall be games facilities with playground. Alternatively, the playground available with the attached school or local body may be utilized and where there is scarcity of space as in metropolitan towns/hilly regions, facilities for yoga, indoor games may be provided.

- 5.1.4 Safeguard against fire hazard be provided in all parts of the building.
- 5.1.5 The institutional campus, building, furniture etc. should be barrier free.
- 5.1.6 Hostel for boys and girls separately and some residential quarters are desirable.

5.2. Instructional

- 5.2.1. The institution shall have access to a cluster of nearby pre-school/ECE centers for field work and practice teaching related activities of student teachers. A list of such schools shall be prepared. It is desirable that the institution has its own attached Nursery school.
- 5.2.2 The institution shall establish a composite Learning Resource Centre to provide a setting wherein teachers and students have access to a variety of materials and resources to support and enhance the teaching-learning process. These should include:
- Books, journals and magazines
 - Children's books
 - Audio-visual equipment – TV, VCR, tape recorder, slide projector
 - Audio-visual aids, video – audio tapes, slides, films.
 - Teaching aids – charts, pictures
 - Developmental assessment check lists and measurement tools.
 - Computer, Xerox machine.

5.2.3. Equipment and materials for different activities

5.2.3.1 Teaching-Learning materials and Aids

The equipment and materials should be suitable and sufficient in quality and quantity for the variety of activities planned in the programme. These include the following :

Educational kits, models, play materials, simple books on different topics (songs, games, activities, work pages), puppets, picture books, photographs, blow-ups, charts, maps, flash cards, handbooks, pictures, pictorial representations of developmental characteristics of children.

5.2.3.2 Equipment, Tools, Raw material for aids, Play material and arts and crafts activities.

One set of wood working tools, one set of gardener's tools, raw materials and equipment required for toy making, doll making, tailoring, dress designing, puppetry, material for preparation of charts, models and other practical activities to be done by the student teacher – art material, waste material, stationery (chart paper, mount board etc.), tools like scissors, scales etc., cloth.

5.2.3.3 Audio Visual Equipment

As mentioned in 5.2.2, Hardware for projection and duplication and educational software facilities including TV, VCR, Audio Cassette Recorder, slide projector, blank audio video cassettes, video-audio tapes, slides, films, charts, pictures. ROT (Received Only Terminal) and SIT (Satellite Interlinking Terminal) would be desirable.

5.2.3.4 Music and Movement

Simple musical instruments such as Harmonium, Tabla, Flute, Manjira and other indigenous instruments.

5.2.3.5 Books, Journals and Magazines

A minimum of 1000 books on relevant subjects should be available during the first year of establishment of the institution and 100 standard books be added every year. The collection of books should include children's encyclopedias, dictionaries, reference books, books on professional education, teachers' handbooks, books on and for children (including comics, stories, picture books/albums, poems). The institution should subscribe to at least three journals of which at least one should be on professional education.

5.2.3.6 Games and Sports

Adequate games and sports equipment for common indoor and outdoor games should be available.

5.3 Amenities

5.3.1 Functional and appropriate furniture in required number for instructional and other purposes.

5.3.2. The institution shall provide *separate* common rooms for male and female teacher educators/students-teachers.

- 5.3.3. Sufficient number of toilets, separate for male and female, shall be made available for staff and students.
- 5.3.4. Arrangement may be made for parking of vehicles.
- 5.3.5 Safe drinking water be provided in the institution.
- 5.3.6 Effective arrangement be made for regular cleaning of campus, water and toilet facilities, repair and replacement of furniture and other equipments.

6.0 Curriculum Transaction

Curricular transaction should emphasize approaches and methods like role playing, games, quiz, material preparation, project work, bal mela etc., by which prospective teachers can be trained to create joyful environment so that children of the age group of 4-6 years may have attraction towards school education.

7.0 General

If one or more courses in teacher education are run by the same institution in the same building, the facilities of playground, multipurpose hall, library and laboratory (with proportionate addition of books and equipments) and instructional space, can be shared.

Norms and Standards for Elementary Teacher Education Programme leading to Diploma in Education (D.Ed.)

1.0 Preamble

1.1.1 Free and compulsory elementary education (6-14 years) is the fundamental right of every child in our country. The aim of elementary education is to fulfill the basic learning needs of all children in an inclusive school environment bridging social and gender gaps with the active participation of the community.

1.1.2 The objectives of elementary education are to enable the child to develop skills of literacy, numeracy, communication and problem solving and acquire knowledge and understanding of the physical and social world around and attitudes and skills related to enhancing productivity and quality of life.

1.1.3 The elementary stage of education marks the beginning of formal introduction of the child to the 3R's gradually moving on to the study of the disciplines. It should provide for a learning environment for children that promote joyful, activity based and participatory teaching and learning.

1.1.4 The elementary teacher education programme carries different nomenclatures like BTC, Diploma in Education, TTC and so on. Both the duration of training and entry qualifications differ across states. The course is offered in elementary teacher education institutions and in DIETs. The programme is aimed at preparing teachers for Ist to VIIIth level of education.

2.0 Duration and working days**2.1 Duration**

The elementary teacher education programme shall be of duration of two academic years.

2.2 Working Days

- (a) There shall be at least 180 working days each year exclusive of the period of examination and admission, out of which at least 40 days shall be for practice teaching/skill development in nearby elementary schools.

- (b) A working day shall be of a minimum of 6 hours in a six day week, during which physical presence in the institution of all the teachers and student teachers is necessary to ensure their availability for individual advice, guidance, dialogues and consultation as and when needed.

3.0 Intake, Eligibility and Admission Procedure

3.1 Intake

There shall be a basic unit of 50 students, for each year. However, the District Institute of Education & Technology(DIETs)/District Resource Centres(DRCs) sanctioned under the Centrally Sponsored Scheme on Teaching Education could be sanctioned a maximum intake of 200 subject to fulfillment of other requirements.

3.2 Eligibility

3.2.2 Candidates with at least 50% marks in the senior secondary examination (+2) or its equivalent are eligible for admission.

3.2.2 The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable. There shall be relaxation of 5% marks in favour of SC/ST/OBC and other categories of candidates.

3.3 Admission Procedure

Admission shall be made on merit on the basis of marks obtained in the qualifying examination and/or in the entrance examination or any other selection process as per the policy of the State Government /UT Administration.

4.0 Staff

4.1 Academic

4.1.a (i) **Number** (For a basic unit of 50 students or less with combined strength of 100 or less for the 2 year course)

Principal	-	1
Lecturers	-	5

4.1.a (ii) For additional intake which will be in the multiple of 50 student, the number of full time teacher educators shall be increased by three. However on each occasion additional intake of one basic unit shall be considered.

4.1.a (iii) Appointment of teachers shall be such as to ensure the availability of expertise for all methodology courses and foundation courses.

4.1. (b) Qualifications

(i) Principal

- (a) Academic and professional qualification will be as prescribed for the post of lecturer; and
- (b) 5 years' experience of teaching in an elementary teacher education institution.

(ii) Lecturer

M.Ed.

OR

M.A. (Education) with either B.Ed. or B.El.Ed. with 55% marks

OR

Masters degree in any subject with either D.Ed or B.El.Ed. with 55% of marks

Note: - Candidates having B.Ed degree of two years duration shall be given special weightage.

4.2 Technical Support Staff

(a) Number

- Librarian - 1 (full time)
- Art (Fine Arts/performing Art/music) - 1 (Part-time)
- Health & Physical Education - 1 (Part time)
- Work experience - 1 (Part time)

(b) Qualifications

As prescribed by State Government/UT Administration concerned.

4.3. Administrative staff

(a) Number

- (i) UDC/Office Superintendent - 1 (Regular)

- (ii) Computer Operator-cum-Store keeper - 1 (Regular)
- (iii) Helpers - 2 (Regular)

(b) Qualifications

As prescribed by State Government/UT Administration concerned.

4.4 Terms and conditions of service

- (h) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the Central/concerned State Government/Board whichever is applicable.
- (i) All appointments are to be made on full-time and regular basis excepting those specified as part-time.
- (j) Appointment of part-time instructors and other supporting staff shall be made as per norms of the concerned Government.
- (k) The academic and other staff of the institutions shall be paid such salary as may be prescribed by the concerned Government by account payee cheque or as per advice into the bank account of the employee, specially opened for the purpose.
- (l) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees.
- (m) The age of superannuation of staff shall be determined by the policy of concerned Government.
- (n) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

5.0 Facilities

5.1 Infrastructure

- 5.1.1** The institution must have at least 1500 sq. mts. land whereupon built-up area consisting of classrooms etc. shall not be less than 1000 sq. mts. Space in each instructional room shall be 10 sq.ft. per student.

Built up Area for running other courses in combination with D.Ed programme shall be as under:-

Only D.Ed. - 1000 Sq mts.

B.Ed. plus D.Ed. - 2500 Sq.mts.

B.Ed. plus D.Ed. and M.Ed. - 3000 Sq.mts.

- 5.1.2** There shall be provision for two classrooms, one multi-purpose hall, one multi-purpose laboratory, seminar/tutorial rooms, resource room for education of children with disability, separate rooms for the Principal, for the faculty members, for the office and for the administrative staff and a store. Appropriate space shall be provided for Music, Art, Drama, Work Experience activities. For every instructional room like class rooms, laboratory, library etc. space shall not be less than 10 sq.ft. per student. Multi-purpose hall shall have the seating capacity for 150 persons.
- 5.1.3.** There shall be games facilities with a playground. Alternatively, the playground available with the attached school or local body may be utilized exclusively for fixed periods. Where there is scarcity of space as in metropolitan towns/hilly regions, facilities for small court games, yoga and indoor games may be provided.
- 5.1.4.** Safeguard against fire hazard be provided in all parts of the building.
- 5.1.5.** The institutional campus, building, furniture etc. should be barrier free.
- 5.1.6.** Hostel for boys and girls separately and some residential quarters are desirable.

5.2. Instructional

- (a) The institution shall have easy access to sufficient number (5-10) of recognized schools for practice teaching. The school should be within the radius of 10 kms. of recognized elementary schools for field work and practice teaching related activities of student teachers. A list of such schools shall be prepared. It is desirable that it has an attached elementary school of its own.
- (b) There shall be a multi-purpose educational laboratory with psychology and science sections, and a workshop attached to it.
- (c) The science section shall have the apparatus required to demonstrate all the experiments as per the syllabus of elementary schools.
- (d) The psychology section shall have facilities for observation of children, counseling & guidance, Personality and Interest Inventories.

- (e) There shall be hardware and software facilities for language learning.
- (f) There shall be an Educational Technology laboratory with hardware for projection and duplication and educational software, required for imparting Information Technology (IT) literacy, including TV, Camera etc.
- (g) ROT (Received Only Terminal) and SIT (Satellite Interlinking Terminal) shall be desirable.
- (h) There shall be a library equipped with minimum 2000 titles including text and reference books related to the prescribed course of study, educational encyclopedias, year books, electronic publications (CD Roms) and five educational journals on elementary education and related subjects. It should be augmented with addition of 200 titles annually. The library shall have photocopying facility and computers with internet facility for the use of faculty and student – teachers.
- (i) There shall be an Art and Music section, equipped with art paper, boards, brushes, colours etc. for visual art, simple musical instruments such as harmonium, tabla, flute, mridanga, other local popular instruments, costumes and accessories for staging dance and drama performance, curtains and other accessories.

5.3. Amenities

- 5.3.1** Functional and appropriate furniture in required number for instructional and other purposes.
- 5.3.2** The institution shall provide *separate* common rooms for male and female teacher educators/students-teachers.
- 5.3.3** Sufficient number of toilets, separate for male and female, shall be made available for staff and students.
- 5.3.4** Arrangement may be made for parking of vehicles.
- 5.3.5** Safe drinking water be provided in the institution.
- 5.3.6** Effective arrangement be made for regular cleaning of campus, water and toilet facilities, repair and replacement of furniture and other equipment.

6.0 Curriculum Transaction

Apart from teaching of foundation subjects, there shall be provision for teaching of methods subjects relating to primary and upper primary curriculum, namely Regional

Language/Mother Tongue, English, Mathematics, Science and Social Studies and environmental education etc.

7.0 General

If one or more courses in teacher education are run by the same institution in the same building, the facilities of playground, multipurpose hall, library and laboratory (with proportionate addition of books and equipments) and instructional space can be shared.

Norms and Standards for Bachelor of Elementary Teacher Education Programme (B.El.Ed.)

Preface

The National Council for Teacher Education has now been vested with statutory authority to take all such steps as it may think fit for ensuring planned and coordinated development of teacher education and for the determination and maintenance of standards of teacher education including preparation for pre-primary, primary, secondary and senior secondary stages of school education. The formulation of norms and standards for teacher education institutions preparing teachers and teacher educators for different levels of school education is essential for a variety of reasons. Norms will help existing institutions offering teacher education programmes, to compare the provisions in their institutions with norms of the NCTE and take necessary action to correct deficiencies, if any. Norms will also help in proper planning of new institutions, programmes and courses of teacher education.

Here, the norms and standards specify the ‘Conditions’ required for recognition, permission, and additional intake of seats.

This document specifies norms and standards approved by the NCTE for Bachelor of Elementary Education (B.El.Ed.) Programme by the institutions offering four- year full-time integrated face to face instruction.

It is expected that this document will be used by planners and administrators of teacher education, and by government, autonomous and private managements of teacher education in planning, organizing and recognizing programmes of Bachelor of Elementary Teacher Education (B.El.Ed.) Programme. The NCTE will be using these norms for professional recognition of institutions organising Bachelor of Elementary Teacher Education (B.El.Ed.) Programmes. These norms will also be used for advising government, autonomous and private managements for taking suitable action for improving existing programmes and institutions.

1. Duration of the Course

- (a) The integrated Elementary Teacher Education Degree Programme, henceforth, called the Bachelor of Elementary Education (B.El.Ed.), shall be of a minimum duration of four academic years, including an Internship of a minimum of 16 working weeks in the fourth/final year of study.
- (b) *Candidates admitted in this Programme shall complete the final year examination within 6 years from the year of admission.*

2. Admission Criteria

- (a) Candidates seeking admission to the four-year degree programme in Elementary Teacher Education shall have to qualify in the prescribed Centralised Entrance Test (CET), especially designed to assess the candidate’s potential.

The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government whichever is applicable. There shall be relaxation of 5% marks in favour of SC/ST/OBC and other categories of candidates.

- (b) *Qualification for admission*
- (i) *The minimum qualification for admission to the B.El.Ed. shall be a pass in the 10+2 Senior Secondary Examination or any other examination recognised as equivalent thereto with a minimum aggregate of 50% marks.*
- (ii) *Candidate seeking admission to this programme must have completed the age of 17 years on or before the commencement of admission as per University Calendar.*

3. Intake and Migration

- (a) *The intake of candidates in one unit shall not exceed 35 in a class.*
- (b) *The institutions may permit migration of students from one institution to another only once at the end of 1st year subject to the number of students not exceeding the permitted maximum intake with prior permission of the NCTE.*

4. Course and Periods of Study

The institutions seeking recognition shall impart instructions in courses of Elementary Teacher Education. As an integral part of the teaching programme, each institution shall arrange for field tours and visits to centres of innovative activity in elementary school education. The institutions imparting instructions shall follow the Scheme of courses given below:

- (a) *Scheme of Courses for the Bachelor of Elementary Education (B.El.Ed.)*

The B.El.Ed. programme should be designed to integrate the study of subject knowledge, human development, pedagogy and communication skills. The programme should offer both compulsory and optional theory courses; compulsory practicum courses and a compulsory comprehensive school internship experience. Theory and Practicum courses should essentially cover the following:

Theory Courses

- *Foundation Courses*
- *Core Courses*
- *Pedagogy Courses*
- *Liberal Courses*
- *Other options in Education*

Practicum

- *Performing and Fine Arts, Crafts and Physical Education*
- *Participatory Work*
- *Observing Children*
- *Self Development Workshop*
- *School Contact Programme*
- *School Internship*
- *Project Work*
- *Tutorials and Colloquia*
- *Academic Enrichment Activities*

(b) The theory and practicum courses may be classified in terms of knowledge areas as suggested in Table 1a and 1b.

Table 1(a) : Foundational Basis for Professional Education

Area of Study	B.El.Ed. Course
Subject Knowledge Base	<p>Core Courses : C1.1 Nature of Language C1.2 Core Mathematics C1.3 Core Natural Science C1.4 Core Social Science</p> <p>Two-level liberal discipline specific optional courses : O2.X and O3.X in any one chosen discipline.</p> <p>Foundation Course (multi-disciplinary) : F1.2 Contemporary India.</p>
Education	<p>Foundation Courses : F3.6 Basic Concepts in Education F3.7 School Planning and Management F4.8 Curriculum Studies F4.9 Gender and Schooling</p>
Child Study	<p>Foundation Courses : F1.1 Child Development F2.3 Cognition and Learning F2.4 Language Acquisition</p>

Table 1 (b) : Applied Courses in Professional Training

Area of Study	B.El.Ed. Courses
Child Study	<p>Practicum courses : PR1.2 (a) School Contact Programme (b) Craft</p> <p>PR2.3 Observing Children P2.1 Language Across the Curriculum P3.2 Logico-Mathematics Education P 3.3 Pedagogy of Environmental Studies</p>

	<p>One of the Optional Pedagogy Courses : OP4.1 Language OP4.2 Mathematics OP4.3 Natural Sciences OP4.4 Social Sciences</p> <p>OR</p> <p>One of the Optional Liberal Courses Related to Education : OL4.1 Computer Education OL4.2 Special Education</p> <p>School Contact Programme : SC 3.1 Classroom Management SC 3.2 Material Development and Evaluation</p>
Development of Teachers and Skill Training	<p>Foundation Course : F2.5 Human Relations and Communication</p> <p>Practicum Courses : PR1.1 Theatre PR1.2 Craft PR2.4 Self-development PR2.5 Physical Education Colloquia / Tutorials Academic Enrichment Field- based projects / assignments</p>
School Experience	SI School Internship Project

Note: Suggestive/illustrative details are given in Annexure A.

(c) Student Contact Hours

The minimum student contact hours year-wise may be as indicated in Table 2.

Table 2 : Year Wise Minimum Student Contact Hours Year of Study	Student Contact Hours per day	Student Contact Hours per week	Total No. of Contact Hours
I	6.7	33.5	837.5
II	5.3	26.5	662.5

III	5.4	27.0	675.0
IV	5.8	29.0	725.0
Total	23.2	116.0	2900.0

Students Contact Hours to be read as contact periods. A period is usually of 50 min. duration. Average Student Contact Hours computed at 5 working days per week.

Total No. of Contact Hours computed for 25 working weeks in a year.

5. The Conduct of the B.El.Ed. Programme

The institutions will have to meet the following specific demands of a professional programme of study :

- (a) Integrate the B.El.Ed. students with other institutions' academic as well as co-curricular, and for the use of all basic facilities such as computers, playground, library, auditorium, etc.
- (b) *Promote inter-disciplinary academic activities between various departments within the institutions*
- (c) *Initiate discourse on education by organizing seminars, lectures and discussion groups for students and faculty.*
- (d) *Professional assistance must be sought from within and outside the University/Institutions conducting specific of the programme (eg : theatre, craft, self- development workshops).*
- (e) *The institution must initiate and sustain interaction with a cluster of at least six elementary schools. These schools shall form basic contact point for all practicum activities and related work throughout the programme of study.*
- (f) *The institution must initiate placement services for the graduates in schools.*

6. Examination, Standards and Qualification of Examiners

The following shall be integrated into the appropriate Ordinances of the University/Institution concerned which will make provisions through its Statutory Bodies for review as and when appropriate and in consultation with the NCTE.

- (a) *The University shall conduct the examination at the end of each year.*
- (b) *Practicum courses may be assessed internally.*
- (c) *A Moderation Board constituted by the concerned University/Institution shall monitor issues of quality and parity between Institutions for all Practicum Courses and the Internship Programme.*
- (d) *The weightage of internal assessment for all theory courses may be 30% and for all practicum courses 100%.*
- (e) *The minimum marks required to pass the examination may be 40% in each written paper, 45% in the internal assessment, 50% in Practicum and 50% in the aggregate for each year.*
- (f) *Only those candidates who have passed in the internal assessment shall be permitted to appear in the examination.*

- (g) Any candidate who has obtained not less than 50% in aggregate but has failed in one subject only, obtaining not less than 25% in that subject may be provisionally allowed to proceed to the next year on the condition that she/he will appear for a compartment examination to be held on payment of fees as per University rules. If the candidate fails to pass or fails to present herself/himself at the compartment examination she/he will be reverted to the previous year.
- (h) An examiner for any of the subjects of examination shall have a minimum of 3 years teaching/professional experience in his/her field of study,

7. Staff, Equipment and Training

(a) Academic Faculty

- Full -Time Faculty Strength : 14
- Faculty -Student Ratio : 1 : 10
- Number of Students : $35 \times 4 = 140$
- Part-Time Faculty Strength : 3

(b) The institutions shall encourage the faculty members to involve in professional practice including research.

(c) The institutions shall encourage exchange of faculty members for academic programme.

(d) Administrative Staff

- Curriculum Laboratory attendant : 1
- Resource Laboratory attendant : 1
- Steno typist : 2

(e) Nature of employment of staff

All staff should be appointed on full time and regular basis. Properly constituted Selection Committee will select the candidates for all positions. The salary structure of teaching staff should be as per UGC / Govt. Norms.

(f) Selection of Faculty

Faculty of the Department of Elementary Teacher Education shall have diverse specialisation (as indicated in Table 3) alongwith a postgraduate professional degree in education* or a research degree in education* or demonstrated experience / research in the field of education*.

***Preferably elementary education.**

Table 3: Profiles of Faculty Required for the Department of Elementary Education

Specialisation	No. of Posts	Essential Qualification	Special interest and Demonstrated Experience	Suggested B.El.Ed. Course to be Taught
1	2	3	4	5
Psychology/ Child Development	One	M.A. Psychology/Applied Psychology (with specialisation in Child Development)/M.Sc. Child Development <u>and</u> Research Degree in Education	Work with children/ Issues of how children learn, work undertaken with children	Child Development Cognition and Learning Related Practicum
	plus One	M.A. Psychology/Applied Psychology (with specialisation in Clinical Psychology/Counselling) /MSW (with specialisation in Personality Development and Counselling) <u>and</u> P.G. Degree/ Research in Education	Clinical psychology/ Counselling	Human /Relations and Communications Related Practicum
* Preferably elementary education.				
Mathematics	One	M.A. Maths/M.Sc. Maths <u>and</u> Post-graduate professional degree in Education	Creative teaching methods	Core Mathematics Logico- Math Education School Contact Pedagogy of Maths
Science	One	M.Sc. Biological	Psychology of	Core Natural

Language : Hindi or English	One	M.A. English/ Hindi <u>and</u> a Post-graduate professional degree in Education.	Development of curricula materials; teaching language through innovative methods; language pedagogy	Language Across the Curriculum Related Practicum Pedagogy of Language
Education	One plus One	M.A. Philosophy and Post graduate degree in Education/Professional Degree in Education M.A. Social Science/M.Sc. Science and PG Professional Degree in Education	Educational theory, philosophy and Policy Curriculum issues, Practitioners perspective of school education.	Basic Concepts in Education Child Development Curriculum Studies Curriculum Studies Relevant units of other courses School Planning and Management
Liberal Optional (at least 4)	Three *	Post-graduate degree in the relevant subject.	Inter- disciplinary perspectives	Liberal Optional offered
Part-time Faculty : Theatre Craft	Three**	Training and Demonstrated experience in the relevant field : Theatre in Education Craft making/training	Capacity to use theatre for self development and in Education Skill in craft	Performing and Fine Arts Craft, Participatory work

<p>Self Development</p>		<p>Clinical/Counselling Practice/Training in groups</p>	<p>making and Capacity to train others</p> <p>Ability to conduct workshops in personal growth / counselling</p> <p>Capacity to integrate varying forms of physical movement with education</p>	<p>Self Development Workshops</p> <p>Physical Education</p>
<p>Physical Education</p>		<p>Training and Practice in Physical Education</p>		

* These would be from cooperating departments of an Institution

** Equivalent of one full-time faculty (these would be specialised resource personnel from outside the Institution)

8. Other Facilities

The institutions shall provide facilities as follows:

Physical Facilities

The physical facilities to be provided in an institution offering the B.El.Ed. can be classified under (i) Academic area, (ii) Administrative area, and (iii) Amenities area.

- Academic area will consist of Class Rooms, Curriculum Laboratory, Resource Laboratory, Conference Room, Workshop, Auditorium, Computer Room and Library.
- *Administrative area will include Principals' Room, Faculty Rooms, Central Office, Conference Room, Record Room, Computer Room and Reception Lounge.*
- *Amenities area will comprise Students' Common Room, Staff Room, Hall, Sports/Recreation Centres, Canteen, Cooperative Stores, Dispensary and Security Services.*

9. Norms for Space

Where teacher education is provided through a Department/College as an integral part of a University/Institution having several Faculties and Departments of Studies, all Central facilities/amenities are to be shared between the Department of Elementary Education and other Departments. In the case of laboratories and workshops,

necessary additional provisions need be made so that the B.El.Ed. students can make use of them. Apart from the Central Library of the University/College, a Departmental Library may also be developed to cater to the special needs of the B.El.Ed. students. The Resource Laboratory should be equipped with adequate reading material along with other equipment needed for Pedagogy-based practicum and other School Contact Programmes. Amenities such as Auditorium, Hall, Conference Rooms, etc. could be shared with other departments.

10. Specific Infrastructural Facilities for Students of B.El.Ed.

(a) Curriculum Laboratory : One

The curriculum laboratory shall be the lab. area for conducting hands-on experience activity. The laboratory would serve this purpose for first year courses such as craft, core mathematics, core science and partly for core social science and for third year courses in logico-mathematics education, pedagogy of environmental studies and practicum on material development.

The lab. would contain science and mathematics related material such as apparatus, chemicals, kits, maps, globes, instruments and tools like hammer, pliers, scissors and wires. There should be work tables for small group activities. The furniture should be movable to allow for work area on the floor as well. The lab should also have provision for use of an overhead projector, notice boards and blackboard for holding classes.

(b) Resources Laboratory : One

The resources lab. shall serve the purpose of a laboratory-cum-departmental library. It should have a store and access to books, curriculum materials, children's literature, textbooks, reports and documents. These materials are essentially for use for the B.El.Ed. courses of study. Materials should be available in sufficient numbers for use by students in schools as well. The Resource Laboratory may also have computer facility for use by the faculty and students. The laboratory should have sufficient space for student meetings, classes and group discussions and reading as well.

(c) Workshop Space : Two

The institution should provide separate space for conducting specific practicum activities such as theatre workshops, self-development workshops and physical education workshops. Such space should allow for free physical movement for a batch of 35-40 students.

11. Fee Structure and Scholarship

Essential

The fee structure should be as decided by the State Govt./University from time to time. In any case, the total fees and other charges collected from students should not exceed the per pupil recurring expenditure of the institution.

Desirable

Adequate free studentships may be provided for meritorious poor students. Provision for some scholarships on the basis of merit may also be made.

Nature of Employment of Staff

02.4 Phy. I											
02.5 Chem. I											
02.6 Bio. I											
02.7 Hist. I											
02.8 Pol. Sc. I											
02.9 Geog. I											
02.10 Eco. I		350		7	150		1	50			550

F: Foundation Course; C: Core Course; P: Pedagogy Course; O: Optional Liberal Course; OP: Optional Pedagogy Course; OL: Optional Courses; PR: Practium; SC: School Contact Programme; SI: School Intership.

In the course nomenclature, the numeral immediately following letters (F, C, P etc.) denotes the year of the programme in which the course is to be taught. The second numeral denotes the serial number in a particular course type. For instance, F2-5 signifies that Human Relations and Communication is the 5th Foundation Course to be taught in the 2nd year of the Programme of study.

<p style="text-align: center;">Norms and Standards for Secondary Teacher Education Programme leading to Bachelor of Education (B.Ed.) Degree</p>

2.0 Preamble

Teacher preparation course for secondary education, generally known as B.Ed., is a professional course that prepares teachers for upper primary/middle level (classes VI-VIII), secondary (classes IX-X) and senior secondary (classes XI-XII) levels.

3.0 Duration and working days

2.1 Duration

B.Ed. programme shall be of a duration of at least one academic year.

2.2 Working Days

- (a) There shall be at least 180 working days exclusive of period of examination and admission etc., out of which at least 40 days shall be for practice teaching in about ten schools at upper primary/secondary/senior secondary level.
- (b) A working day shall be of a minimum of 6 hours in a six-day week, during which physical presence in the institution of teachers and student-teachers is necessary to ensure their availability for individual advice, guidance, dialogues and consultation as and when needed.

4.0 Intake, Eligibility and Admission Procedure

3.1 Intake

There shall be a basic unit of 100 students divided into two sections of 50 each for general sessions and not more than 25 students per teacher for a school subject for methods courses and other practical activities of the programme to facilitate participatory teaching and learning.

3.2 Eligibility

3.2.1 Candidates with at least 45% marks either in the Bachelor's Degree and/or in the Master's degree or any other qualification equivalent thereto, are eligible for admission to the programme.

3.2.2. The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable. There shall be relaxation of 5% marks in favour of SC/ST/OBC and other categories of candidates.

3.3 Admission Procedure

Admission shall be made on merit on the basis of marks obtained in the qualifying examination and/or in the entrance examination or any other selection process as per the policy of the State Government/U.T. Administration and the University.

5.0 Staff

4.1 Academic

4.1 a (i) Number (For a basic unit of 100 students)

Principal/Head	-	1
Lecturers	-	7

4.1 a. (ii) For additional intake will be in the multiple of 100 and the number of full time teacher educators shall be increased by seven for each increase in the basic unit. However on each occasion additional intake of one basic unit shall be considered.

4.1.a. (iii) Appointment of teachers shall be such as to ensure the availability of expertise for teaching all foundation and methodology courses i.e. Arts, Science and Commerce stream.

4.1.b. Qualifications

(i) Principal/Head (in multi-faculty institution) :-

- (a) Academic and professional qualification will be as prescribed for the post of lecturer; and
- (b) Five years experience of teaching in a Secondary Level Teacher Training Institution.

Note:- In the event of non-availability of eligible and suitable candidates for appointment as Principal/Head as per above eligibility criteria, it would be permissible to appoint retired Professor/Head in Education on contract basis for a period not exceeding one year at a time till such time the candidates complete 65 years of age.

(ii) Lecturer :-

Master' s Degree with M.Ed

OR

Master's Degree with B.Ed (having 55% marks)

Note:-

- (i) Ph.D./M.Phil (preferably Ph.D. in Education/ Educational Planning and Management) shall be given special weight age.
- (ii) Candidates having B.Ed degree of two years duration shall be given special weightage.

4.2 Technical Support Staff

(a) **Number**

Full time Teachers

- (i) Art Education
- (ii) Health and Physical Education
- (iii) Work Experience
- (iv) ICT
- (v) Librarian -
- (vi) Technical Assistant -

In the event of inadequate work it would be permissible to appoint part time teachers against

Full Time
Full Time

(b) **Qualifications**

As prescribed by State Government/UT Administration concerned.

4.3. Administrative staff

(a) **Number**

- (i) Office-cum-Account Assistant - 1 (Regular)
- (ii) Office Assistant-cum Typist - 1 (Regular)
- (iii) Store-Keeper - 1 (Regular)
- (iv) Attendants/Helpers/Support staff - 2 (Regular)

(b) **Qualifications**

As prescribed by State Government/UT Administration concerned.

4.4 Terms and conditions of service

- (a) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the UGC/Affiliating University.
- (b) All appointments are to be made on full-time and regular basis excepting those specified as part-time.
- (c) Appointment of part-time instructors and other supporting staff shall be made as per norms of the concerned University/UGC.
- (d) The academic staff of the institutions (including part-time staff) shall be paid such salary in such scale of pay as may be prescribed by the UGC/University from

time to time, through account payee cheque or as per advice into the bank account of employee specially opened for the purpose. The supporting staff shall be paid as per the UGC/State Government/Central Government pay scale structure.

- (e) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees.
- (f) The age of superannuation of staff shall be determined by the policy of concerned Government.
- (g) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

5.0 Facilities

5.1 Infrastructure

5.1.1 The institution must have at least 2500 sq. mts. land whereupon built-up area consisting of classrooms etc. shall not be less than 1500 sq. mts. Space in each instructional room shall be 10 sq.ft. per student.

Built up Area for running other courses in combination with B.Ed programme shall be as under:-

Only B.Ed.	-	1500 Sq mts.
B.Ed. plus M.Ed.	-	2000 Sq.mts.
B.Ed. plus D.Ed.	-	2500 Sq.mts.
B.Ed. plus D.Ed. and M.Ed.	-	3000 Sq.mts.

5.1.2. There shall be provision for not less than two classrooms, one multipurpose hall, three laboratories for conducting instructional activities for approved intake of 100 students, seminar/tutorial rooms, resource room for the education of children with disability, separate rooms for the Principal, for the faculty members, for the office and the administrative staff and a store. In every instructional room like classrooms, laboratories, library etc. space shall not be less than 10 sq.ft. per student. One classroom shall comfortably accommodate 50 student teachers. The Multi-purpose Hall shall have a seating capacity for 150 persons. For additional intake proportional increase in the number of classrooms, tutorial rooms, etc.

- 5.1.3** There shall be games facilities with a playground. Alternatively, the playground available with the attached school/college may be utilized and where there is scarcity of space as in the metropolitan towns/hilly regions, facilities for yoga, small court and indoor games may be provided.
- 5.1.4** Safeguard against fire hazard be provided in all parts of the building.
- 5.1.5** The institution campus, buildings, furniture etc. should be barrier free.
- 5.1.6** Hostel for boys and girls separately and some residential quarters are desirable.

5.2. Instructional

- (a) The institution shall have easy access to sufficient number of recognized secondary schools within reasonable distance for field work and practice teaching related activities of the student teachers. A list of such schools shall be prepared. It is desirable that the institution has an attached school under its control.
- (b) There shall be a library-cum-reading room with seating capacity for at least 25% students equipped with minimum 1000 titles and 3000 books including text and reference books relevant to the course of study, educational encyclopedias, year books, electronic publications (CD Roms) and minimum five journals of teacher education and subscription to five others in related disciplines. The library holdings shall be augmented with addition of 200 titles annually. The library shall have photocopying facility and computer with internet facility for the use of faculty and student- teachers.
- (c) There shall be a science laboratory. The laboratory shall have multiple sets of science apparatus required to perform and demonstrate the experiments prescribed in the syllabus for secondary/senior secondary classes. Chemicals, etc. should be provided in the required quantity.
- (d) There shall be a Psychology Laboratory with apparatus for simple experiments related to educational psychology.
- (e) There shall be hardware and software facilities for language learning.
- (f) There shall be Educational Technology facilities with hardware and software including computers, TV, Camera.
- (g) The ICT equipment like ROT (Received Only Terminal), SIT (Satellite Interlinking Terminal) etc. shall be desirable.

(h) There shall be a fully furnished work experience room.

5.3. Amenities

- 5.3.1 Functional and appropriate furniture in required number for instructional and other purposes.
- 5.3.2. The institution shall provide *separate* common rooms for male and female teacher educators/students-teachers.
- 5.3.3. Sufficient number of toilets, separate for male and female, shall be made available for staff and students.
- 5.3.4. Arrangement may be made for parking of vehicles.
- 5.3.5 Safe drinking water be provided in the institution.
- 5.3.6 Effective arrangement be made for regular cleaning of campus, water and toilet facilities, repair and replacement of furniture and other equipments.

6.0 Curriculum Transaction

(A) Practical work to be performed by each student

<u>Item</u>	<u>Essential (Numbers)</u>
a) Lesson planning and teaching in real school situation	40(forty)
b) Observation of lessons taught by fellow students	20(twenty)
c) Observation of Demonstration lessons	2

- | | |
|--|---|
| d) Construction of Test items/ Unit test and examination question paper in each method subject as per pattern prescribed by the State/Board of Secondary Education | 1 |
| e) Tutorial Essay | 3 |
| f) Preparation of teaching aid | 2 |

(B) Supervision of Practice lesson

Out of prescribed practice teaching lessons atleast 50 percent lessons would be supervised fully by the teacher educators and feedback given to the students orally as well as comments in writing. Record of lesson planning, teaching and supervision would be maintained.

7.0 General

If more than one courses in teacher education are run by the same institution in the same or adjacent building, the facilities of playground, multipurpose hall, library and laboratory (with proportionate addition of books and equipments) and instructional space can be shared.

Norms and Standards for Master of Education Programme leading to Master of Education (M.Ed.) Degree

1.0 Preamble

1.1.1 The Master of Education (M.Ed.) programme, which may be general or specialized, is meant for candidates desirous of pursuing post-graduate programme in education, on full-time basis, and for preparing a professional cadre of teacher educators, educational researchers, curriculum developers, textbook writers, evaluation experts, guidance and counseling specialists etc.

1.1.2. The M.Ed. programme would comprise theoretical courses including specialized courses in the discipline of education and related practical/field work including exposure to and training in a teacher education institution. In addition, research work in the form of a dissertation would form an essential part of the programme. Depending on the actual design and declared objectives, the programme provides opportunities for students to extend as well as deepen their knowledge and understanding of Education, specialize in selected areas including Teacher Education and also acquire related research skills.

1.1.3. Only institutions running B.Ed. programme are eligible to offer M.Ed. course except University Departments which may not be directly running a B.Ed. programme.

2.0 Duration and working days

2.1 Duration

The M.Ed. programme shall be of a duration of one academic year.

2.2 Working Days

- (a) There shall be at least 180 working days exclusive of periods of examination and admission etc., for instruction, field work for dissertation and internship in a teacher education institution.
- (b) A Working Day shall be of a minimum of 6 hours in a six-day week, during which physical presence of all teachers and student shall be ensured to facilitate individual attention, guidance, advice and counseling.

3.0 Intake, Eligibility and Admission Procedure

3.1 Intake

- (a) There shall be a basic unit of 25 students.

- (b) Intake upto total 50 students shall be sanctioned to such proven institutions where the quality of infrastructure, both physical and human are of high degree which can be vouched.

3.2 Eligibility

- 3.2.1 Candidates who have obtained at least 55% Marks in the B.Ed. degree are eligible for admission.
- 3.2.2 The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable. There shall be relaxation of 5% marks in favour of SC/ST/OBC and other categories of candidates.

3.3 Admission Procedure

Admission shall be made on merit on the basis of marks obtained in the qualifying examination and/or in the entrance examination or any other selection process as per the policy of the State Government/U.T. Administration and the University.

4.0 Staff

4.1 Academic

4.1.a. (i) Number (For a basic unit of 25 students)

Professor/HOD	-	one
Reader	-	one
Lecturers	-	three

- 4.1.a. (ii) For an intake of additional unit, the faculty position shall be increased proportionately as above.

4.1.b. Qualifications

Professor/HOD

- (i) As prescribed for Lecturer below with ten years of experience in teacher education institution at Post Graduate level.

Note: - In the event of non-availability of eligible and suitable candidates for appointment as Professor/HOD/Reader as per above eligibility criteria, it would be permissible to appoint retired Professor/HOD/Reader in Education on contract basis for a period not exceeding one year at a time till such time the candidates complete 65 years of age.

Reader

- (i) As prescribed for Lecturer below with five years of experience in teacher education institution at Post Graduate level or ten years of experience at Graduate level.

Lecturer

- (i) Master's degree and M.Ed. each with minimum 50% marks
- (ii) Ph.D. in any discipline.
(Ph.D. in Education/ Educational Planning & Management shall be given special weightage.)

4.2 Technical Support Staff

- (i) **Number:**
As per the norms prescribed by the University/State Government.

4.3 Administrative staff

- (i) **Number:**
As per the norms prescribed by the University/State Government.

4.4. Terms and conditions of service

- (h) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the UGC/Affiliating University.
- (i) All appointments are to be made on full-time and regular basis excepting those specified as part-time.
- (j) Appointment of part-time teachers and other supporting staff shall be made as per norms of the concerned University/UGC.
- (k) The academic staff of the institutions (including part-time staff) shall be paid such salary in such scale of pay as may be prescribed by the UGC/University from time to time, through account payee cheque or as per advice into the bank account of employee specially opened for the purpose. The supporting staff shall be paid as per the UGC/State Government/Central Government pay scale structure.
- (l) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees.

- (m) The age of superannuation of staff shall be determined by the policy of concerned Government.
- (n) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

5.0 Facilities

5.1 Infrastructure

5.1.1 The institution must have at least 2500 sq. mts. land whereupon built-up area consisting of classrooms etc. shall not be less than 2000 sq. mts inclusive of the space meant for B.Ed Classes. Space in each instructional room shall be 10 sq.ft. per student.

Built up Area for running other courses in combination with M.Ed programme shall be as under:-

B.Ed. plus M.Ed - 2000 Sq.mts.

B.Ed. plus D.Ed. and M.Ed. - 3000 Sq.mts.

5.1.2 For an intake of 25 students, there shall be provision for at least one classroom, one hall/seminar room, laboratories for conducting instructional activities, separate rooms for the Professor/Head, for faculty members to accommodate seven to eight students, office for the administrative staff and a store.

5.1.3. Safeguard against fire hazard be provided in all parts of the building.

5.1.4 The institutional campus, buildings, furniture etc. should be barrier free.

5.1.5 Hostel for boys and girls separately and some residential quarters are desirable.

5.2. Instructional

(a) There shall be a library-cum-reading room facility for at least 10 students and equipped with minimum 2000 titles including text and reference books related to all courses of study, educational encyclopedias, electronic publications (CD Roms) and minimum five professional research journals, internet connectivity. At least 100 quality books will be added in the library every year. The library shall have photocopying facility and computer with internet facility for the use of faculty and student teachers.

(b) There shall be a well-equipped educational technology and media laboratory, with hardware for projection and for duplication and software including TV, Camera.

- (c) The ICT equipments like ROT (Received Only Terminal), SIT (Satellite Interlinking Terminal) required for imparting Information Technology (IT) literacy and for using digital resources in teacher education shall be desirable.
- (d) There shall be a psychology laboratory with equipment for performing experiments as listed in the curriculum.

5.3 Amenities

- 5.3.1** Functional and appropriate furniture in required number shall be provided for instructional and other purposes, including desks, chairs and tables, bookshelves, for students and teachers, in classrooms, halls, laboratories.
- 5.3.2** The institution shall provide separate common rooms for male and female teacher educators/students-teachers.
- 5.3.3** Sufficient number of toilets, separate for men and women, shall be provided for staff and students.
- 5.3.4** Safe drinking water be provided in the institution.
- 5.3.5** Arrangement shall be made for a canteen, telephone facility and parking of vehicles.
- 5.3.6** Effective arrangements shall be made for regular cleaning of the campus, water and toilet facilities, necessary repairs and replenishment of furniture and other equipments.

6.0 Curriculum Transaction

- (i) Dissertation and internship in school shall be compulsory component.**
- (ii) Each M.Ed. student will be associated with the internship programme of B.Ed. students for observation of classroom practice learning sessions.
- (ii) Not more than seven students shall be assigned to a teacher educator.
- (iv) Each M.Ed. student will be required to develop a research proposal as an integral research methodology course and shall be required to submit the same for formal approval under the practicum.

7.0 General

If more than one courses in teacher education are run by the same institution in the same or adjacent building, the facilities of playground, multipurpose hall, library and laboratory (with proportionate addition of books and equipments) and instructional space can be shared.



**Norms and Standards for Master of Education Programme
(Part Time) leading to Master of Education (M.Ed.) (Part Time)
Degree**

1.0 Preamble

- a) Master of Education (M.Ed.) (Part Time) is an in-service professional programme open to in-service teachers and educational functionaries.
- b) Only University Departments of Education and Institutes of Advanced Studies in Education (IASEs) and CTEs, which run face to face M.Ed. programme, are eligible to offer M.Ed. (Part Time) programme.

2.0 Duration and Working Days

- a) The M.Ed. (Part Time) Programme shall be of a duration of two academic years, each year being of 180 days with 3 hours per day in a six-day week.

3.0 Intake and Eligibility

3.1 Intake

The intake of students in one year shall not exceed 50. The basic unit shall be of 25 students.

3.2 Eligibility

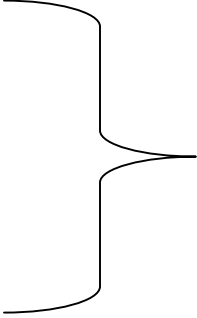
Teachers and educational administrators and other functionaries connected with administration, research, curriculum material development, policy making, teacher education etc. with atleast two years of service are eligible for admission.

3.3 Admission Procedure

On the basis of marks obtained in B.Ed. and/or in an entrance test or as per the policy of the University.

4.0 Staff

5.0 Infrastructural Facilities



Norms in respect of these aspects as prescribed for the full time M.Ed. Programme shall apply mutatis mutandis for M.Ed. (Part time) programme as well.



Norms and Standards for Certificate in Physical Education Programme leading to Certificate in Physical Education (C.P.Ed.)

1.0 Preamble

The Certificate in Physical Education (C.P.Ed.) programme is meant for preparing teachers in Physical Education for elementary schools (Primary and Upper Primary/Middle).

2.0 Duration and working days

2.1 Duration

The Certificate in Physical Education programme shall be of a duration of two academic years.

2.2 Working Days

There shall be at least 180 working days exclusive of period of admission and examination and each working day being of 6 hours in a 6-day week.

3.0 Intake, Eligibility and Admission Procedure

3.1 Intake

There shall be a basic unit of 50 students, for each year.

3.2 Eligibility

- (a) Candidates who have passed the senior secondary examination (+2) or its equivalent and have participated in sports/games at least school/college/district level are eligible for admission
- (b) Additional weightage to be given to those candidates who participated in State/National Level sports/games.
- (c) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable. There shall be relaxation of 5% marks in favour of SC/ST/OBC and other categories of candidates.

3.3 Admission Procedure

Admission shall be made on merit on the basis of marks obtained in the entrance examination (written test, sports proficiency test, physical fitness test, interview and marks obtained in qualifying examination) or any other selection process as per the policy of the State Government.

4.0 Staff

4.1 Academic

4.1.1(a) (i) Number (For a basic unit of 50 students or less with combined strength of 100 or less for the 2 year course)

Principal /Head – 1

Lecturer – 6

4.1.1(a)(ii) For additional intake which will be in the multiple of 50 students, the number of full time teacher educators shall be increased by four per additional unit. (Teacher Students Ratio – 1:12). However on each occasion additional intake of one basic unit shall be considered

4.1.1(a)(iii) *Appointment of teachers shall be so distributed as to ensure the required nature and level of expertise for teaching courses/subjects and activities related to physical education.*

4.1.1(b) Qualifications:

Principal: -

- (i) Academic and Professional Qualifications will be as prescribed for the post of lecturer.**
- (ii) At least Five years experience as Lecturer in a physical education training institution.**

Head:-

- (i) Academic and Professional Qualifications will be as prescribed for the post of lecturer.**
- (ii) At least three years experience as Lecturer in a physical education training institution**

Lecturer :-

M.P.Ed.

OR

B.P.Ed with 3 years' experience as Physical Instructor or any other nomenclature at school level in recognized elementary school.

OR

C.P.Ed with 5 years' experience as Physical Instructor or any other nomenclature at school level in recognized elementary school.

4.1.2 Technical Support Staff

(a) Number

Librarian	– One (Regular)
Coaches for specializations	– Number as needed
Offered	(Part time)
Medical Officer	– Part time (One)
Ground Men/Markers/Helpers	– Regular (Two)
Aerobic Teacher	– Part time
Music	– Part time
ICT	– Part time

(b) Qualifications –

As prescribed by concerned State Government/UT Administration.

4.1.3 Administrative Staff

(a) Number

(i) Office-cum-Accounts Assistant	– 1 (Regular)
(ii) Office Assistant-cum Typist	– 1 (Regular)
(iii) Store Keeper	– 1 (Regular)
(iv) Helpers/attendants	– 2 (Regular)
(v) Technical Assistant (Computer)	– 1 (Regular)

(b) Qualifications –

As prescribed by concerned State Government/UT Administration.

4.2.1 Terms and Conditions of Service

- (a) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the Central/concerned State Government/ Board whichever is applicable.

- (b) All appointments are to be made on full-time and regular excepting those specified as part-time.
- (c) Appointment of part-time coaches and other supporting staff can be made as per norms of the Government/Board.
- (d) The academic and other staff of the institutions shall be paid such salary as may be prescribed by the concerned Government/Board by account payee cheque or as per Advice into the bank account of employee specially opened for the purpose.
- (e) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees.
- (f) The age of superannuation of staff shall be determined by the policy of concerned Government.
- (g) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

5.0 Facilities

5.1 Infrastructure

- 5.1.1 There shall be provision of two class rooms per unit intake, one multi-purpose hall, one multi-purpose laboratory, seminar/tutorial rooms, separate rooms for the principal, faculty members, office for the administrative staff and a store. For every instructional room like classrooms, laboratory, library etc. space shall not be less than 10 sq.ft. per student. Multi-Purpose Hall shall have the seating capacity for 150 persons.
- 5.1.2 There shall be a multi-purpose field for outdoor sports, at least 200 meter track and a hall for gymnastic and indoor games and sports. In hilly regions, where availability of open space is constrained, it can be shared with other institution.
- 5.1.3 To provide these facilities, the Management/Institution shall at the time of making application, have in its possession a minimum of 5 acre of land/land and building either on ownership basis or on lease for as per the relevant regulations.
- 5.1.4 Safeguard against fire hazard be provided in all parts of the building.
- 5.1.5 The institutional campus, building, furniture etc. should be disabled-friendly.

5.1.6 Hostel for boys and girls separately and some residential quarters are desirable.

5.2 Instructional

5.2.1 The institution must have at least 5 acres of land which shall provide enough space for institutional building and for future expansion and open space for organizing games & sports. Built up area consisting of class rooms etc. shall not be less than 12000 sq. ft. This must be ensured even in Hilly Regions where the total land may be less than the required 5 acres.

Note: The existing recognized institutions will have to upgrade the infrastructural requirement as per present norms before 1st April, 2010.

5.2.2 There shall be a library equipped with minimum 2000 titles and reference books related to the prescribed courses of study, educational encyclopedias, year books, electronic publications (CD-ROMs) and at least five journals on physical education and related subjects. The library shall have photocopying facility and Computer with Internet facility for the use of faculty and students teachers.

5.2.3 Laboratories

5.2.3.1 Education Technology lab equipment

Hardware for projection and duplication and educational Software required for imparting ICT literacy including the following:

Public Address System, Tape Recorder, T.V. Set, LCD Projector, One Epidiascope, Display Boards (three) and Movie Camera.

5.2.3.2 Anatomy, Physiology and Health Education Laboratory

- | | | |
|--|------|-----|
| ➤ Human Skeleton | - 1 | |
| ➤ A lever weighing machine | - 1 | |
| ➤ An anthropometric Kit | | - 1 |
| ➤ Growth charts and body system charts | - 10 | |
| ➤ Desirable weight and height tables | | - 2 |
| ➤ Skinfold calipers | - 2 | |
| ➤ Spirometer | - 2 | |
| ➤ Haemoglobino meter | | - 1 |

- Sports-Psychology lab with some tests and apparatus

5.3 Sports Equipments

5.3.1 Athletic

➤	Hurdles		
	- 30		
➤	Starting Clapper		- 2
➤	Measuring tape (steel) 15 Meter		- 1
➤	Measuring tape (steel) 30 Meter		- 1
➤	Measuring tape (steel) 50 Meter		- 1
➤	Wire for marking the track (100 Meter)		- 1
➤	Stop watches		
	- 8		
➤	Starting block		
	- 8		
➤	High jump stands		- 1
pair			
➤	Cross Bar (High Jump)		- 6
➤	Discus-Men & Women		-
6 each			
➤	Hammers 4 Kg., 5 Kg.		- 2
each			
➤	Stop boards		- 2
➤	Mattress		
	- 6		
➤	Stands for judges at finish		- 2
➤	Flag pole		-
20			
➤	Javelin Men & Women (including two aluminum)		
	- 6		
➤	Take off board		
	- 2		

5.3.2 Games

➤	The basketball board and rings		- 1 (full set), balls-1
➤	Basket net		- 6 pairs
➤	Volleyball posts		- 4,
balls-12			

➤	Equipment for cricket, softball,	- 2throw ba
(Sets each)		
➤	Table tennis 2 set table	- 5 dozen
balls and 6- bat.		
➤	Football goal posts with net	- 2
pairs, 12 balls		
➤	Posts with flags	- 4
No.		
➤	Hand ball posts	- 2
pairs, balls-6		
➤	Net	- 2 pairs
➤	Badminton posts	- 4
➤	Badminton Rackets	- 24
➤	Badminton Shuttle Cock	- 10
Barrels		
➤	Hockey goal posts with nets	- 1
pair		
➤	Hockey sticks and balls	- 3
dozen,		
➤	Kho-Kho Poles	- 2
set		

5.3.3 Equipment for indigenous activities

➤	Lezium	-
50 No.		
➤	Dumbbells	- 50 pairs
➤	Indian Clubs	- 50 pairs
➤	Flags, hoops rings and light apparatus	- 50 each
for physical activities demonstration		

5.3.4 Gymnastic Equipments

➤	Beat Board	- 2
➤	Parallel bars	- 1 Set
➤	Horizontal bar	- 1
Set		
➤	Climbing ropes	- 6
➤	Mats	- 1 doz. coir+1 c
rubber		
➤	Balance beams (adjustable sets)	- 1 Set
➤	Vaulting Table	- 1
➤	Weightlifting set/power lifting set	- 1

5.4 Cultural Activities

Suitable and adequate instruments, as and when needed for various activities shall be provided.

5.5 Miscellaneous

Other equipment required for major games, minor games, recreational games, relays and combative games.

5.6 Amenities

5.6.1 Functional and appropriate furniture in required number for instructional and other purposes.

5.6.2. The institution shall provide *separate* common rooms for male and female teacher educators/students-teachers.

5.6.3. Sufficient number of toilets, separate for male and female, shall be made available for staff and students.

5.6.4. Arrangement may be made for parking of vehicles.

5.6.5 Safe drinking water be provided in the institution

5.6.6 Effective arrangement be made for regular cleaning of campus, water and toilet facilities, repair and replacement of furniture and other equipments.

6.0 General

In case, one or more courses in teacher education are run by the same institution in the same building the facilities of multipurpose hall, playground, library and laboratory (with proportionate addition of books and equipments) and instructional space may be shared.

Appendix-8

Norms and Standards for Bachelor of Physical Education Programme leading to Bachelor of Physical Education (B.P.Ed.) Degree

1.0 Preamble

The Bachelor of Physical Education (B.P.Ed.) programme is meant for preparing trained graduate teachers in Physical Education for Secondary/Senior Secondary Schools.

2.0 Duration and working days

2.1 Duration

The B.P.Ed. Programme shall be of a duration of one academic year or of two Semesters.

2.2 Working Days

There shall be at least 180 working days exclusive of period of examination and admission etc A working day shall be of a minimum of 6 hours in a six-day week.

3.0 Intake, Eligibility and Admission Procedure

3.1 Intake

3.1.1 There shall be a basic unit of 50 students.

3.2 Eligibility

3.2.1 Graduates in Physical Education with 40% marks.

OR

Graduate with physical education as an elective subject with 40% marks.

OR

Graduate having participated in National/State/Inter-University sports/games/athletics/SGFI.

OR

Any Graduate who participated School, Inter collegiate in Sports/Games OR passed NCC 'C' Certificate.

OR

For Deputed/In service candidates (trained Physical Education teachers/ coaches) Graduate with 40% marks.

The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable. There shall be relaxation of 5% marks in favour of SC/ST/OBC and other categories of candidates.

3.3 Admission Procedure

Admission shall be made on merit on the basis of marks obtained in the entrance test (written test, sports proficiency test, physical fitness test and marks obtained in the qualifying examination) or any other selection process as per the policy of the University/ State Government with due weightage for physical fitness/ proficiency, as per the policy of the University/State Government.

4.0 Staff

4.1 Academic

4.1.a(i) Number (For a basic unit of 50 students)

Principal/Head	- 1
Lectures	- 5

4.1.a(ii) For an additional intake of 50 students or part there of, the number of full time teacher educators shall be increased by four per additional unit (1:12). However on each occasion additional intake of one basic unit shall be considered

4.1.a(iii) Appointment of teachers shall be such as to ensure the availability of expertise for teaching courses/subjects and activities related to physical education.

4.1.b Qualifications

Principal

(iii) Academic and Professional Qualifications will be as prescribed for the post of lecturer

(iv) 10 years' experience of teaching including five years' teaching in physical education training institution.

Head

(i) Academic and Professional Qualifications will be as prescribed for the post of lecturer

(ii) 7 years' experience of teaching including five years' teaching in physical education training institution.

Note:-

- (i) PhD (Physical Education) or equivalent published work shall be given special weightage.
- (ii) In the event of non-availability of eligible and suitable candidates for appointment as Principal/Head as per above eligibility criteria, it would be permissible to appoint retired Principal/Head in Physical Education on contract basis for a period non exceeding one year at a time till such time the candidates complete 65 years of age.

Lecturer

M.P.Ed.

OR

B.P.Ed with 5 years' in physical education training institution.

4.1.c Technical Support Staffs

- (a) Coaches for activities - Number as needed (Part-time)
- Librarian - One (Regular)
- Medical Officer - Part time (One)
- Ground Men/markers/Helpers - Regular (Two)
- Aerobic Teacher - Part time (One)
- Music - Part time (One)
- ICT - Part time (One)

(B) Qualifications

As prescribed by concerned State Government, affiliating University/UGC.

4.1.d Administrative Staff

- | | <u>Number</u> |
|------------------------------------|---------------|
| (i) Office-cum-Accounts Assistant | - 1 (Regular) |
| (ii) Office Assistant-cum Typist | - 1 (Regular) |
| (iii) Store-Keeper | - 1 (Regular) |
| (iv) Helpers/attendants | - 1 (Regular) |
| (v) Technical Assistant (Computer) | - 1 (Regular) |

4.1.e Qualifications

As prescribed by concerned State Govt./affiliating University/UGC.

4.2 Terms and conditions of service

- (a) The appointment shall be made on the basis of recommendations of the Selection Committees constituted as per the policy of the Central/concerned State Government/Affiliating University/Board whichever is applicable.
- (b) All appointments shall be made on full-time and regular basis excepting those specified as part-time.
- (c) Appointment of part-time coaches and other supporting staff shall be made as per norms of the concerned Government/University/UGC.
- (d) The academic and other staff of the institutions including part-time staff shall be paid such salary as may be prescribed by the concerned Government/University from time to time by account payee cheque or as per Advice into the Bank account of employee, especially opened for the purpose.
- (e) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund etc. for its employees.
- (f) The age of superannuation of staff shall be determined by the policy of concerned Government/University.
- (g) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

5.0 Facilities

5.1 Infrastructure

- 5.1.1** There shall be provision for two classrooms, one multi-purpose hall, seminar/tutorial rooms, separate rooms for the Principal and faculty members, office for the administrative staff and a store. For every instructional room like class room, laboratories, libraries etc. spaces shall not be less than 10 sq. ft. per student. Multi-purpose Hall, shall have the seating capacity for 150 persons.
- 5.1.2** There shall be a multi-purpose play field for outdoor sports, a 400 meter track, gymnasium and a hall for indoor games and sports. In metropolitan towns/hilly regions, where availability of open space is constrained, it can be shared with other institution.
- 5.1.3** To provide these facilities, the Management/Institution shall at the time of making application, have in its possession a minimum of 8 acres of land/land and building free from all encumbrances as per the relevant regulations.

- 5.1.4 Safeguard against fire hazard be provided in all parts of the building.
- 5.1.5 Hostel for boys and girls separately and some residential quarters are desirable.

Note: The existing recognized institutions will have to upgrade the infrastructural requirement as per present norms before 1st April, 2010.

5.2 Instructional

- 5.2.1 The institution must have at least 8 acres of land which shall provide enough space for institutional building and open space for organizing games & sports keeping in view future expansion. Built up area consisting of class rooms etc. shall not be less than 12000 sq.ft. This must be ensured even in Hilly Regions where the total land may be less than the required 8 acres.
- 5.2.2 The institution shall have easy access to sufficient number (5-10) recognized secondary schools within reasonable distance for field work and practice teaching related activities of the student teachers. A list of such schools should be prepared. It is desirable that the institution has an attached school under its control.
- 5.2.3 There shall be a library-cum-reading room, equipped with minimum 2000 titles and reference books related to the prescribed course of study, educational encyclopedias, year books, electronic publications (CD Roms) and minimum five journals on physical education and related subjects. The library shall have photocopying facility and computer with internet facility for the use of faculty and student-teachers.
- 5.2.4 The institution shall have equipments & facilities for indoor sports, outdoor sports and physical activities, sports medicine laboratory, Educational Technology laboratory, Sports Psychology laboratory, Anatomy, Physiology and Health Education laboratory, Athletics, Sports and field equipment for athletics and games as prescribed by concerned University and suggested below.

5.2.4.1 Laboratories

Sports Medicine Lab equipment:- Diagnostic table, Infra-red lamp, Sterilizing unit, First Aid box, B.P. apparatus, Stethoscope, Goniometer, Stopwatch, Oral thermometer, Icebox, Vibrators-2, Exerciser (bicycle), Ultrasound therapy unit, Shortwave therapy unit, Wheel chair, a pair of Crutches, Weighing machine, Electronic bicycle ergometer (for measuring oxygen uptake capacity), peakflow meter, Dry spirometer.

5.2.4.2 Education Technology lab equipment

Hardware for projection and duplication and educational Software including the following:

Public address system, Slide projection, Tape recorder, T.V. Set, Overhead projector, Display Boards (three) and Video cassette recorder, Vide Cameras, One Cinematic projector, Movie Camera.

5.2.4.3 Anatomy, Physiology and Health Education Laboratory

Essential :-

- Human Skeleton - 1
- A lever weighing machine - 1
- An anthropometric kit - 1
- Set
- Body System Charts and Growth Charts - At least 10
- Desirable weight and height tables - 2
- Skinfold calipers - 2
- Spirometer - 2
- Haemoglobinometer - 1
- Vision Test (Snellon's) - 1
- Models

5.2.4.4 Desirable: Sports Psychology laboratory

- At least 10 psychological tests and instruments for testing psychological characteristics. (With rating scales and manuals).

5.2.5 Sports and field equipment

5.2.5.1 Athletics

- Hurdles -
- 30
- Starting Clapper - 2
- Measuring tape (steel) 15 meter - 1
- Measuring tape (steel) 30 meter - 2
- Measuring tape (steel) 50 meter - 1
- Measuring tape (steel) 100 meter - 1
- Wire for marking the track (50 meter) - 1
- Stop watches - 6
- Starting block - 6
- High jump stands (one pair & six cross bars) - 1 pair
- Vaulting box - 1

➤	Discuss – Men & Women	- 12
	each	
➤	Shotput – Men & Women	- 6 each
➤	Hammers (for men & women)	- 6
➤	Stop board	- 2
➤	Stands, for judges at finish	- 2
➤	Flag pole	- 6
➤	Javelin – Men & Women (including two aluminum)	- 6
	each	
➤	Take off board	- 2
➤	Mattress	-
	10	
➤	Weight Training Set (Mats)	- 1
➤	Landing for High Jump	- 1

5.2.5.2 Games

➤	Badminton posts	- 2 set
➤	Badminton net	- 6
➤	Shuttle Cock	- 10 barrels
➤	Basketball Stand and board	- 2 set
➤	Basketball balls	- 1 dozen
➤	Basketball net	- 4 pairs
➤	Cricket batting pad	- 3 sets
➤	Cricket Batting Gloves	- 3 sets
➤	Abdominal Guard	- 3
➤	Helmet	- 3
➤	Wicket Keeping Gloves	- 2 pairs
➤	Wicket Keepers leg guard	- 2 pairs
➤	Stumps	- 12 nos.
➤	Bails	- 10 nos.
➤	Ball	- 10 dozens
➤	Football post	- 2 set,
➤	Football balls	- 1 dozen
➤	Football Net	- 4 sets
➤	Posts with flags	- 8
➤	Gymnastics Apparatus (Men)	- 1 set
➤	Beat Board	- 2
➤	Parallel Bar	- 1
➤	Horizontal Bar	- 1 set
➤	Roman Rings	- 1 pair
➤	Pummeled Horse	- 1
➤	Gymnastics Apparatus (Women)	- 1 set
➤	Uneven Bar	- 1 set
➤	Balance Beam (Adjustable)	- 1
➤	Gymnastics Mattresses	- 24
➤	Handball posts	- 2 set
➤	Handball - Balls	- 1 dozen

➤	Handball - Net	- 4 pairs
➤	Hockey posts	- 2 set
➤	Hockey- balls	- 10 doz.
➤	Hockey Stick	- 30
➤	Hockey Goal keeping kit	- 1
➤	Kho-Kho Pole	- 2 set
➤	Lawn Tennis Posts	- 2
➤	Balls	- 10 dozens
➤	Softball clubs	- 6
➤	Balls	- 1 dozen
➤	Table Tennis table	- 4
➤	Racket	- 12
➤	Balls	- 10 dozen
➤	Volleyball Posts	- 2 set
➤	Balls	- 20
➤	Net	- 4
➤	Antenna	- 4
➤	Weight Training Rods	- 10
➤	Weight Plates 2.5 Kg.,5 Kg.,10 Kg.,15 Kg.,20 Kg.	- 10 each
➤	Collars	- 20
➤	Benches	- 4
➤	Weight stand	- 2
➤	One Multi-gym or separate station wise (at least 10 station)	

5.2.5.3 Equipment for indigenous activities

➤	Lezium	- 50 pair
➤	Dumbles	- 50 pairs
➤	Indian Clubs	- 50 pairs
➤	Flags, hoops, and light apparatus for physical activities	
➤	Demonstration/Display	
➤	Equipment for marshal arts	

5.2.5.4 Gymnastic Apparatus

➤	Parallel bars	- 1 set
➤	Uneven parallel bars	- 1 set
➤	Horizontal bar	- 1 set
➤	Two roman rings	- 1 set
➤	Climbing ropes (Manila)	- 6
➤	Mats	- 12 rubber, 12 coir
➤	Balance beam (adjustable sets)	- 1 set
➤	One Pummeled Horse	- 1 set
➤	Multigym (12 stationed)	- 1 set
➤	Vaulting Table	- 1 set
➤	Beat board	- 2 nos.
➤	Crash mats	- 1

5.2.6 Cultural activities

Suitable and adequate instruments should be provided as and when needed for various activities.

5.2.7 Miscellaneous

Other equipment required for minor games, recreational games, relays and combatives.

5.3 Amenities

5.3.1 Functional and appropriate furniture in required number for instructional and other purposes.

5.3.2 The institution shall provide separate common rooms for male and female teacher educators/students-teachers.

5.3.3 Sufficient number of toilets, separate for male and female, shall be made available for staff and students.

5.3.4 Arrangement may be made for parking of vehicles.

5.3.5 Safe drinking water be provided in the institution.

5.3.6 Effective arrangement be made for regular cleaning of campus, water and toilet facilities, repair and replacement of furniture and other equipment.

6.0 General

In case, one or more courses in teacher education are run by the same institution in the same building, the facilities of multipurpose hall, playground, library and laboratory with proportionate addition of books, equipments and instructional space may be shared.

Appendix-9

Norms and Standards for Master of Physical Education Programme leading to Master of Physical Education (M.P.Ed.)Degree

1.0 Preamble

- a) *The Master of Physical Education (M.P.Ed./MPE) programme is meant for candidates desirous of pursuing post-graduate programme in physical education, and for preparing a professional cadre of physical education teachers at the senior secondary level as well teacher educators in Colleges of Physical Education and University Departments of Physical Education.*
- b) Only University Departments or institutions offering BPED (Integrated)/B.P.Ed. Programme are eligible to offer M.P.Ed Course.

2.0 Duration and working days

2.1 Duration

The M.P.Ed. programme shall be of a duration of two academic years or Four Semesters.

2.2 Working Days

There shall be at least 180 working days in each academic year/90 working days in each Semester exclusive of period of examination and admission etc., and each working day being of 6 hours in a 6-day week.

3.0 Intake, Eligibility and Admission Procedure

3.1 Intake

There shall be a basic unit of 30 students for each year.

3.2 Eligibility

- (a) Candidates who have obtained at least 50% marks in the B.P.Ed. degree/B.P.Ed (Integrated) 4 years professional degree are eligible for admission.
- (b) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable. There shall be relaxation of 5% marks in favour of SC/ST/OBC and other categories of candidates.

3.3. Admission Procedure

Admission shall be made on merit on the basis of marks obtained in the entrance examination (written test, fitness test, interview and percentage in qualifying examination) or any other selection process as per the policy of the State Government/University.

4.0 Staff

4.1 Academic

4.1.1 Number **(For a basic unit of 30 students or less with combined strength of 60 or less for the 2 year course.)**

Professor	- 1
Reader (2)/Lecturers (3)	-5

4.1.2 For an intake of additional number of 10 students, one additional lecturer shall be appointed.

Qualifications

(a) Professor

- (i) Academic and Professional Qualifications will be as prescribed for the post of lecturer.
- (ii) At least ten years experience in M.P.Ed. training college.

(b) Reader

- (i) Academic and Professional Qualifications will be as prescribed for the post of lecturer.
- (ii) At least five years experience in M.P.Ed. training college.

Note :-

- (i) In the event of non-availability of eligible and suitable candidates for appointment as Professor/Reader as per above eligibility criteria, it would be permissible to appoint retired Professor/Readers in Education on contract basis for a period not exceeding one year at a time till such time the candidates complete 65 years of post-retirement contract service.

(c) Lecturer

- (i) M.P.Ed.
- (ii) Ph.D. in Physical Education

4.1.3 Technical Support Staff

In addition to the staff required for B.P.Ed., the following staff will be required.

Number

- (iv) Technical Assistants - Two (Regular)
- (v) Helpers - One (Regular)

Qualifications

As per the norms prescribed by the concerned affiliating University/ State Government/UGC.

4.2 Terms and conditions of service :

- (a) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the Central/ concerned State Government/Affiliating University whichever is applicable.
- (b) All appointments except those specified as part-time are to be made on full-time and regular basis.
- (c) Appointment of Technical & Administrative staff can be made as per norms of the concerned Government/University/UGC.
- (d) The academic and other staff of the institution (including part-time staff) shall be paid such salary as may be prescribed by the concerned Government/University from time to time by account payee cheque or by advice into the Bank account of employees opened specially for the purpose.
- (e) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees.
- (f) The age of superannuation of staff shall be determined by the policy of concerned Government/University.
- (g) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

5.0 Facilities

5.1 Infrastructure

- 5.1.1 There shall be provision for two classrooms to accommodate 30 students each and one multi-purpose hall to accommodate 100 persons, seminar/tutorial rooms, separate rooms for the Professor/Head, faculty members, office for the administrative staff and

a store. For every instructional room like class room, laboratory, library etc. spaces shall not be less than 10 sq.ft. per student.

5.1.2 There shall be a multi-purpose hall/gymnasium for indoor sports and facilities for outdoor sports.

5.1.3 To provide these facilities, the Management/Institution shall at the time of making application, have in its possession 8 acres of land/ land and building either on ownership basis or on lease as per the provisions of the prevalent Regulations

5.1.4 Safeguard against fire hazard be provided in all parts of the building.

5.1.5 Hostel for boys and girls separately and some residential quarters are desirable.

Note: The existing recognized institutions will have to upgrade the infrastructural requirement as per present norms before 1st April, 2010.

5.2 Instructional

5.2.1 The institution must have at least 8 acres of land which shall provide enough space for institutional building and for future expansion and open space for organizing games & sports. Built up area consisting of classrooms etc. shall not be less than 12000 sq. ft. This must be ensured even Hilly Regions where the total land may be less than the required 8 acres.

5.2.2 The size of instructional spaces shall not be less than 10 sq. ft. per student.

5.2.3 There shall be a library with reading rooms facility and equipped with minimum 2000 titles and reference books related to all specializations and courses, educational encyclopedias, electronic publications (CD Roms) and at least 5 journals, internet connectivity. At least 100 quality books will be added in the library every year. The library shall have photocopying facility and computer with internet facility for the used of faculty and students teachers.

5.2.4 There shall be adequate equipments for various indoor and outdoor sports and games.

5.2.5 Laboratories for conducting instructional activities for approved intake of 60 students (two years),

5.2.5.1 There shall be a Health Education, Physiotherapy and Sports Medicine laboratory with the following equipments:

- (i) A standard weighing machine
- (ii) An anthropometer/height stand
- (iii) Desirable weight and height tables.

- (iv) Infrared Lamp
- (v) Ultraviolet lamp
- (vi) Short Wave diathermy
- (vii) Motorized tread mill
- (viii) Bicycle Ergometer
- (ix) B.P. Apparatus
- (x) Harward step test equipment

5.2.5.2 There shall be a Psychology Laboratory with at least 10 apparatuses for simple experiments related to educational and sports psychology.

5.2.5.3 There shall be Anatomy and Physiology Laboratory with the following equipment.

- (i) Human Skeleton –1
- (ii) Metronomes – 1
- (iii) Models and charts of various body systems– At least 10
- (iv) Stopwatches-5
- (v) Spirometers-2
- (vi) Electronic barometer - 1
- (vii) Weighing machines-2
- (viii) Peak flow meter – 2
- (ix) Goniometer – 2
- (x) Dynamometers (hand, leg back) – 1 each

5.2.5.4 There shall be an Education Technology and media laboratory with hardware for projection and duplication and educational software required for I.C.T. laboratory including T.V., Camera.

6.0 Amenities

- 6.1 Functional and appropriate furniture in required number for instructional and other purposes.
- 6.2 The institution shall provide separate common rooms for male and female teacher educators/students-teachers.
- 6.3 Sufficient number of toilets, separate for male and female, shall be made available for staff and students.
- 6.4 Arrangement may be made for parking of vehicles.
- 6.5 Safe drinking water be provided in the institution.
- 6.6 Effective arrangement be made for regular cleaning of campus, water and toilet facilities, repair and replacement of furniture and other equipment.

7.0 General

In case, one or more courses in teacher education are run by the same institution in the same building, the facilities of multipurpose hall, playground, library and laboratory (with proportionate addition of books and equipments) and instructional space may be shared.

Appendix-10

Norms and Standards for Bachelor of Physical Education Four Years B.P.Ed. Programme (Integrated)

1.0 Preamble

The Bachelor of Physical Education Four Years B.P.Ed. programme (Integrated) is primarily meant for preparing professional Physical Education Teachers for Secondary and Senior Secondary Schools.

2.0 Duration and working days

2.1 Duration

The B.P.Ed. (Four years Integrated) Programme shall be of four academic years.

2.2 Working Days

There shall be at least 180 working days per year exclusive of period of examination and admission etc A working day shall be of a minimum of 6 hours in a six-day week.

3.0 Intake, Eligibility and Admission Procedure

3.1 Intake

3.1.1 For effective curriculum transaction and ensuring optimum utilization of physical and instructional infrastructure and expertise of teaching staff, there shall be a basic unit of 50 students.

3.2 Eligibility

3.2.1 Candidates with at least 45% marks in the senior secondary examination (+2) or its equivalent, are eligible for admission. For those who have participated in State or National or Inter-university level in games/sports, the minimum percentage of marks in the Senior Secondary Examination (+2) shall be at least 40%.

3.2.2 The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable. There shall be relaxation of 5% marks in favour of SC/ST/OBC and other categories of candidates.

3.3 Admission Procedure

Admission shall be made on merit on the basis of marks obtained in the entrance test (written test, sports proficiency test, physical fitness test and marks obtained in the qualifying examination) or any other selection process as per the policy of the University/ State Government.

4.0 Staff

4.1 Academic

4.1.a(i) **Number** (For a basic unit of 50 students)
Principal/Head - 1
Lectures - 5

4.1.a(ii) For an intake of additional number of 50 students or part there of, the number of full time teacher educators shall be increased by four per additional unit (1:12).

4.1.a(iii) Appointment of teachers shall be such as to ensure the availability of expertise for teaching courses/subjects and activities related to physical education.

4.1.b Qualifications

Principal –

- (v) Academic and Professional Qualifications will be as prescribed for the post of lecturer**
- (vi) 10 years' experience of teaching including five years' teaching in physical education training institution.**

Head:-

- (i) Academic and Professional Qualifications will be as prescribed for the post of lecturer**
- (ii) 7 years' experience of teaching including five years' teaching in physical education training institution.**

Note:-

- (i) PhD (Physical Education) or equivalent published work shall be given special weightage.**
- (ii) In the event of non-availability of eligible and suitable candidates for appointment as Principal/Head as per above eligibility criteria, it would be permissible to appoint retired Principal/Head in Physical Education on contract basis for a period non exceeding**

one year at a time till such time the candidates complete 65 years of post-retirement contract service.

Lecturer :-

M.P.Ed.

OR

B.P.Ed with 5 years' in physical education training institution.

4.1.c Technical Support Staffs

(a)	Teachers/Coaches for activities	- Number as needed (Part-time)
	Librarian	- One (Regular)
	Medical Officer	- Part time (One)
	Ground Men/markers/Helpers	- Regular (Two)
	Aerobic Teacher	- Part time (One)
	Fitness Expert	- Part time (One)
	Music	- Part time (One)
	ICT	- <i>Part time (One)</i>

(b) Qualifications

As prescribed by concerned State Government, affiliating University/UGC.

4.1.d Administrative Staff

		Number
(i)	Office-cum-Accounts Assistant	- 1 (Regular)
(ii)	Office Assistant-cum Typist	- 1 (Regular)
(iii)	Lab Assistant	- 1 (Regular)
(iii)	Store-Keeper	- 1 (Regular)
(iv)	Helpers/Attendants	- 1 (Regular)
(v)	Technical Assistant (Computer)	- 1 (Regular)

4.1(e) Qualifications

As prescribed by concerned State Govt./affiliating University/UGC.

4.2 Terms and conditions of service

- (a) The appointment shall be made on the basis of recommendations of the Selection Committees constituted as per the policy of the Central/concerned State Government/Affiliating University/Board whichever is applicable.

- (b) All appointments shall be made on full-time and regular basis excepting those specified as part-time.
- (c) Appointment of part-time teachers and other supporting staff shall be made as per norms of the concerned Government/University/UGC.
- (d) The academic and other staff of the institutions including part-time staff shall be paid such salary as may be prescribed by the concerned Government/University from time to time by account payee cheque or as per Advice into the Bank account of employee, especially opened for the purpose.
- (e) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund etc. for its employees.
 - a. The age of superannuation of staff shall be determined by the policy of concerned Government/University.
 - b. The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

5.0 Facilities

5.1 Infrastructure

- 5.1.1 There shall be provision for two classrooms, one multi-purpose hall, seminar/tutorial rooms, separate rooms for the Principal and faculty members, office for the administrative staff and a store. For every instructional room like class room, laboratories, libraries etc. spaces shall not be less than 10 sq. ft. per student. Multi-purpose Hall, shall have the seating capacity for 150 persons.
- 5.1.2 There shall be a multi-purpose play field for outdoor sports, a 400 meter track, gymnasium and a hall for indoor games and sports. In hilly regions, where availability of open space is constrained, it can be shared with other institution.
- 5.1.3 To provide these facilities, the Management/Institution shall at the time of making application, have in its possession a minimum of 8 acres of land/land and building free from all encumbrances as per the relevant regulations.
- 5.1.4 Safeguard against fire hazard be provided in all parts of the building.
- 5.1.5 Hostel for boys and girls separately and some residential quarters are desirable.

5.2 Instructional

- 5.2.1 The institution must have at least 8 acres of land which shall provide enough space for institutional building and open space for organizing games & sports keeping in view future expansion. Built up area consisting of class rooms etc. shall not be less than 12000 sq.ft. This must be ensured even in Hilly Regions where the total land may be less than the required 8 acres.
- 5.2.2 The institution shall have easy access to sufficient number (5-10) recognized secondary schools within reasonable distance for field work and practice teaching related activities of the student teachers. A list of such schools should be prepared. It is desirable that the institution has an attached school under its control.
- 5.2.3 There shall be a library-cum-reading room, equipped with minimum 2000 titles and reference books related to the prescribed course of study, educational encyclopedias, year books, electronic publications (CD Roms) and minimum five journals on physical education and related subjects. The library shall have photocopying facility and computer with internet facility for the use of faculty and student-teachers.
- 5.2.4 The institution shall have equipments & facilities for indoor sports, outdoor sports and physical activities, sports medicine laboratory, Educational Technology laboratory, Sports Psychology laboratory, Anatomy, Physiology and Health Education laboratory as suggested below.

5.2.4.1 Laboratories

Sports Medicine Lab equipment:- Diagnostic table, Infra-red lamp, Sterilizing unit, First Aid box, B.P. apparatus, Stethoscope, Goniometer, Stopwatch, Oral thermometer, Icebox, Vibrators-2, Exerciser (bicycle), Ultrasound therapy unit, Shortwave therapy unit, Wheel chair, a pair of Crutches, Weighing machine, Electronic bicycle ergometer (for measuring oxygen uptake capacity), peakflow meter, Wax Bath, Dry spirometer.

5.2.4.2 Education Technology lab equipment

Hardware for projection and duplication and educational Software including the following:

Public address system, Slide projection, Tape recorder, T.V. Set, Overhead projector, one Epidiascope, Display Boards

(three) and Video cassette recorder, Video Camera, One Cinematic projector, Movie Camera.

5.2.4.3 Anatomy, Physiology and Health Education Laboratory Essential :-

➤	Human Skeleton	- 1
➤	A lever weighing machine	- 1
➤	An anthropometric kit	- 1 Set
➤	Body System Charts and Growth Charts - At least 10	
➤	Models of Body organs and systems	- 1 set each
➤	Sphygmomanometer	- 6
➤	Desirable weight and height tables	- 2
➤	Skinfold calipers	- 2
➤	Respirometer	- 2
➤	Haemoglobinometer	- 1
➤	Vision Test (Snellon's)	- 1

5.2.4.4 Sports Psychology laboratory

- Different Verbal and non-verbal tests to measure I.Q., E.Q., Personality, Motivation, Attitudes, Anxiety, Interests and Stress.
- Different equipment to measure – Reaction Time, Maze learning, Depth Perception, Eye-Hand Coordination and Pain Tolerance.

Note: A maximum variation of 10% in apparatus/equipment may be tolerated keeping serviceability and administrative consideration in mind.

5.2.5 Sports and field equipment

5.2.5.1 Athletics

➤	Hurdles	-
30		
➤	Starting Clapper	- 2
➤	Measuring tape (steel) 15 meter	- 1
➤	Measuring tape (steel) 30 meter	- 2
➤	Measuring tape (steel) 50 meter	- 1
➤	Measuring tape (steel) 100 meter	- 1
➤	Wire for marking the track (50 meter)	- 1
➤	Stop watches	- 6
➤	Starting block	- 6
➤	High jump stands (one pair & six cross bars)	- 1 pair
➤	Vaulting box	- 1
➤	Discuss – Men & Women	- 6 each

➤ Shotput – Men & Women	- 6 each
➤ Hammers (for men & women)	- 3 each
➤ Stop board	- 2
➤ Stands, for judges at finish	- 2
➤ Flag pole	- 6
➤ Javelin – Men & Women (including two aluminum)	- 6 each
➤ Take off board	- 2
➤ Mattress	- 10
➤ Weight Training Set (Mats)	- 1
➤ Landing for High Jump	- 1

5.2.5.2 Games

➤ Badminton posts	- 2 set
➤ Badminton net	- 6
➤ Shuttle Cock	- 10 barrels
➤ Basketball Stand and board	- 2 set
➤ Basketball balls	- 1 dozen
➤ Basketball net	- 4 pairs
➤ Cricket batting pad	- 3 sets
➤ Cricket Batting Gloves	- 3 sets
➤ Abdominal Guard	- 3
➤ Helmet	- 3
➤ Wicket Keeping Gloves	- 2 pairs
➤ Wicket Keepers leg guard	- 2 pairs
➤ Stumps	- 12 nos.
➤ Bails	- 10 nos.
➤ Ball	- 10 dozens
➤ Football post	- 2 set,
➤ Football balls	- 1 dozen
➤ Football Net	- 4 sets
➤ Posts with flags	- 8
➤ Gymnastics Apparatus (Men)	- 1 set
➤ Vaulting Table/Horse	- 1
➤ Beat Board	- 2
➤ Parallel Bar	- 1
➤ Horizontal Bar	- 1 set
➤ Roman Rings	- 1 pair
➤ Pumbed Horse	- 1
➤ Gymnastics Apparatus (Women)	- 1 set
➤ Uneven Bar	- 1 set
➤ Balance Beam (Adjustable)	- 1
➤ Gymnastics Mattresses	- 24
➤ Handball posts	- 2 set
➤ Handball - Balls	- 1 dozen
➤ Handball - Net	- 4 pairs
➤ Hockey posts	- 2 set
➤ Hockey- balls	- 10 doz.

- Hockey Stick - 30
- Hockey Goal keeping kit - 1
- Kho-Kho Pole - 2 set
- Lawn Tennis Posts - 2
- Balls - 10 dozens
- *Softball clubs* - 6
- *Balls* - 1 dozen
- *Table Tennis table* - 4
- *Racket* - 12
- *Balls* - 10 dozen
- *Volleyball Posts* - 2 set
- *Balls* - 20
- *Net* - 4
- *Antenna* - 4
- *Weight Training Rods* - 10
- *Weight Plates 2.5Kg., 5Kg., 10Kg., 15Kg., 20Kg.* -10each
- *Collars* - 20
- *Benches* - 4
- *Weight stand* - 2
- *One Multi-gym or separate station wise (at least 10 station)*

5.2.5.3 Equipment for indigenous activities/Mass Demonstration

- Lezium - 50 pair
- Dumbbells - 50 pairs
- Indian Clubs - 50 pairs
- Flags, hoops, Wands, Balls, Umbrella, Skipping Ropes etc. Physical Activities/Demonstration/ Display - 50 each
- Equipment for marshal arts

Note: A maximum variation of 10% in items/equipment may be tolerated keeping serviceability and administrative consideration in mind.

5.2.6 Cultural activities

Suitable and adequate instruments should be provided as and when needed for various activities.

5.2.7 Miscellaneous

Other equipment required for minor games, recreational games, relays and combatives.

5.3 Amenities

- 5.3.1 Functional and appropriate furniture in required number for instructional and other purposes.

- 5.3.2. The institution shall provide *separate* common rooms for male and female teacher educators/students-teachers.
- 5.3.3. Sufficient number of toilets, separate for male and female, shall be made available for staff and students.
- 5.3.4. Arrangement may be made for parking of vehicles.
- 5.3.5. Safe drinking water be provided in the institution.
- 5.3.6. Effective arrangement be made for regular cleaning of campus, water and toilet facilities, repair and replacement of furniture and other equipment.

6.0 General

In case, one or more courses in teacher education are run by the same institution in the same building, the facilities of multipurpose hall, playground, library and laboratory with proportionate addition of books, equipments and instructional space may be shared.

**Norms and Standards for Elementary Teacher Education
Programme through Open and Distance Learning System
leading to Diploma in Education (D.Ed)**

1. PREAMBLE

The elementary teacher education programme through Open and Distance Learning System is intended primarily for upgrading the professional competence of working teachers in the elementary schools (primary and upper primary/middle). It also envisages bringing into its fold those teachers who have entered the profession without formal teacher training.

1.1 The NCTE accepts open and distance learning (ODL) system as a useful and viable mode for the training of teachers presently serving in the elementary schools. This mode is useful for providing additional education support to the teachers and several other educational functionaries working in the school system.

2. DURATION

The duration for the completion of Diploma in Education (D.Ed.) course through distance mode will be a minimum of two years and a maximum of four years. In each year, two Contact Programmes (CP) shall be conducted for a duration of one month, ensuring 180 hours of interaction (6hours of interactive sessions and practical work each day). The contact programmes shall consist of course transaction in theory, micro level simulated skill acquisition sessions, community-based practicum, field experiences and closely supported intensive teaching sessions.

3. INTAKE, ELIGIBILITY AND ADMISSION PROCEDURE

3.1 INTAKE

There shall be intake of hundred per study center.

3.2 ELIGIBILITY

Those untrained teachers who have passed class XII Examination or its equivalent examination and also put in two years of teaching experience at the elementary stage or in the elementary session of a recognized secondary school shall be eligible for admission.

3.2 ADMISSION PROCEDURE

3.3.1 The State Government shall develop a suitable procedure for the selection of candidates.

3.3.2 The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable. There shall be relaxation of 5% marks in favour of SC/ST/OBC and other categories of candidates.

4. FACULTY AT THE HEADQUARTERS AND STUDY CENTRE LEVEL

4.1 The details of staff at the Headquarters of the Institution conducting the programme and for the study center shall be as under:

- **Director/Head/Principal** - **01**
- **Reader/Senior lecturer** - **02**
- **Lecturer** - **05**

The Headquarter of D.Ed.(DE) shall be located either at a national /State Open University or Directorate of Distance Education of conventional universities, SCERT or any state level apex organization working for the upgradation of elementary education. The HQ of the concerned institution shall establish a number of Study Centres at the level of DIETs/BTIs/Higher Secondary Schools etc. for arranging contact programmes and other need-based counseling services to be rendered to the trainees.

4.2 The details of staff required at a Study Centre level shall be as follows:

- **Coordinator** - **01**
- **Assistant Coordinator** - **01**
- **Part time Academic counsellors** - **Resource persons to be engaged as per need of the programme which may preferably be in the ratio of 1:50**

5. QUALIFICATIONS OF TEACHING AND ADMINISTRATIVE STAFF

5.1 Teaching Staff

- (a) **Director/Head/Principal**

- (i) **Academic and professional qualifications shall be as prescribed for the post of a Lecturer.**
- (ii) **At least five year's teaching experience at Elementary Teacher Education Institute, Secondary College of Teacher Education, or different stages of school education.**
- (b) Reader/Senior Lecturer
- (i) **Academic and professional qualifications shall be the same as prescribed for the post of Lecturer .**
- (ii) **At least three years' teaching experience as lecturer in an elementary teacher education or in any other capacity at the school level.**
- (iii) **Ph.D. in Education or in a school subject or equivalent published research work or professional papers will be a desirable requirement.**
- (c) Lecturer and other Academic Staff
- (i) **Good academic record with M.Ed./M.A (Education) preferably with specialization in elementary education. Candidates with M.Ed.(Elementary Education) degree with 55% marks shall also be eligible.**
- (ii) **Qualifications for other academic staff for teaching the specialist subjects of Physical Education, Art, Work Experience/SUPW, Information Technology. Literacy Work etc. shall be as prescribed by the NCTE or concerned State Govt.**
- (iii) **Desirable qualifications: Experience in Distance Education/Multimedia Education/ICT modes.**

5.2 Non –Teaching/Support Staff/Administrative Staff for H.Q.
The administrative and other support staff may be provided as per the norms outlines below:

- **Software Specialist/Professional - 01**
- **Incharge Assessment and Evaluation - 01**
- **Computer Operator for Maintaining Database - 01**
- **Office Assistant - 01**
- **Helper for the dispatch of study material. - 01**

6.0 Terms and conditions of service

- (o) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the Central/concerned State Government/Board whichever is applicable.
- (p) All appointments are to be made on full-time and regular basis excepting those specified as part-time.

- (q) Appointment of part-time instructors and other supporting staff shall be made as per norms of the concerned Government.
- (r) The academic and other staff of the institutions shall be paid such salary as may be prescribed by the concerned Government by account payee cheque or as per advice into the bank account of the employee, specially opened for the purpose.
- (s) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees.
- (t) The age of superannuation of staff shall be determined by the policy of concerned Government.
- (u) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

7. PHYSICAL INFRASTRUCTURE

7.1 At Headquarter Level: Adequate number of classrooms and cubical for faculty members, an office room with photocopiers, a large room for computer operators for maintaining database of students, another room for production/processing of learning materials, a store for the storing and dispatch of learning materials and equipped with an audio-video studio for recording of lessons and production of CDs and a large Conference Room for conducting meetings/teleconferencing.

7.2 AT Study Center Level: Science and psychology laboratories, workshop for practical work, sufficient number of rooms for individual guidance of trainees in methodology subjects, availability of an elementary practicing school, sufficient number of rooms for organizing contact classes.

8. LIBRARY

8.1 Headquarter Library: There shall be a well-equipped library with adequate number of textbooks and reference books of school and elementary teacher education. Educational Technology Library, ICT Library, Psychological Equipment, CDs Encyclopedias, Journals of Elementary Teacher Education and Distance Education. In addition, Self-instructional material in sufficient quantity shall be available in English/Hindi/Regional Language.

8.2 Study Centre Library: The libraries, laboratories and workshops of the institutions where study centers are located shall be used by the trainees during contact sessions.

9. EVALUATION

Evaluation shall be done on a continuous and comprehensive basis. The internal evaluation shall consist of assignments, quiz sessions, practical skill acquisition and tests based on the Blocks/Units of theory papers. The weightage for internal and external evaluation shall be in the ratio of 30.:70. The external evaluation shall encompass questions on all the Units of syllabus and shall be assessed through Objective Type/Short Answer Type/Long Answer Type question. These questions will be decided/finalized by a Board of Examiners appointed by the examining body.

10. STUDENT SUPPORT AND MONITORING

Student support will mainly consist of human and technological infrastructure required to complete the course. Monitoring the support provided to the trainees at each study center shall be an essential requirement of D.ED. (DE) programme.

11. FEE STRUCTURE

The fees to be charged from each trainee student will be as per the decision of the University/State Government.

12. SYLLABUS AND SELF-LEARNING MATERIALS

12.1 Syllabus: Syllabus of D.Ed for regular classes shall be transformed into distance mode consisting of Blocks/Units. The Self-learning materials developed by the institution shall be approved by the DEC.

12.2 Audio Video Programme: Available uplinking facility of the State Resource Centres and IGNOU shall be used.

13. PRACTICE TEACHING IN CURRICULUM AREAS

The Headquarter staff shall develop curriculum, self-learning materials, model lesson plans and A.V. materials for use at the Study Centres. At the end of First and Second years, External examinations will be conducted by a Board of Examiners to be appointed by the Examining Body. Study Centres located in the Teacher Education Institutions (TEIs) shall-conduct examination of practice teaching and work experience components by appointing examiners – internal and external.

**Norms and Standards for Secondary Teacher Education
Programme through Open and Distance Learning System leading
to Bachelor of Education (B.Ed.)**

1.0 Preamble

The aim of B.Ed Programme through Open and Distance Learning System is to provide an opportunity to serving teachers to pursue B.Ed course for professional development.

2.0 Condition of offering the course

The course will be offered only by the National and State Universities and Directorates of Distance Education of the Universities offering distance education programmes.

3.0 Duration

- 4.1 24 months from the date of admission including the time taken for examination. This period shall be counted from the date of closing of admissions.

4.0 Intake, Eligibility and Admission Procedure

4.1 Intake

The basic unit of B.Ed. through distance mode shall comprise 500 seats. However, a university may have additional seats in multiples of 100 subject to the maximum intake restricted to 1000 seats, provided that the above ceiling in intake capacity may be relaxed on merit by the NCTE, for Central Universities having jurisdiction over more than one State.

4.2 Eligibility

- 4.2.1 Teachers with a Bachelor's Degree serving in a recognized Primary/Elementary/Secondary/Sr. Secondary school and having at least two years'

experience of school teaching at any of the above level are eligible for admission to the course.

4.2.2. A State University will admit only those candidates who are working in schools located in the territorial jurisdiction assigned to it by the University Act.

4.3 Admission Procedure

4.3.1 The University/Institute shall develop a suitable procedure for the selection of candidates.

4.3.2 The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable. There shall be relaxation of 5% marks in favour of SC/ST/OBC and other categories of candidates.

5.0 Headquarters Level

5.1 Academic Staff at Headquarters

The minimum core faculty for the course/programme at the Headquarters shall comprise of minimum one Professor, one Reader and four Lecturers to cater to the activities like course designing, course development, checking students assignments, monitoring, updating learning material, organizing contact programmes, monitoring student teaching learning, orientation of the family and staff at study centre etc.

5.2 Qualifications of teaching staff

5.2.1 Professor/Principal/Head(In a multi faculty institution) :-

Qualification:- (i) As given for lecturer below with five years experience of teaching in a Secondary Level Teacher Training Institution preferably in the field of Distance Education.

5.2.2 Reader:-

Qualification:- (i) As given for lecturer below with five years experience of teaching in a Secondary Level Teacher Training Institution preferably in the field of Distance Education.

Note:- (i) PhD. M.Phil/PhD in Distance Education/ Educational Planning and Management shall be given special Weightage.

(ii) In the event of non-availability of eligible and suitable candidates for appointment as Professor/Reader as per above eligibility criteria, it would be permissible to appoint retired Professor/Reader in Education , preferably in Distance Education, on contract basis for a period not exceeding one year at a time till such time the candidates complete 65 years of age.

5.2.3 Lecturer

M.Ed.

OR

Master's Degree with B.Ed.(having 55% marks)

5.3 Technical Staff, Administrative Staff

- 5.3.1. Administrative and other non-teaching staff essential for smooth running of the course considering the size of the intake shall be provided at the Headquarters.
- 5.3.2. The qualifications of administrative and other non-teaching staff essential for a smooth running of the course shall be as prescribed by the concerned University.

6. Terms and conditions of service

- (v) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the Central/concerned State Government/Board whichever is applicable.
- (w) All appointments are to be made on full-time and regular basis excepting those specified as part-time.
- (x) Appointment of part-time instructors and other supporting staff shall be made as per norms of the concerned Government.
- (y) The academic and other staff of the institutions shall be paid such salary as may be prescribed by the concerned Government by account payee cheque or as per advice into the bank account of the employee, specially opened for the purpose.
- (z) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees.
- (aa) The age of superannuation of staff shall be determined by the policy of concerned Government.
- (bb) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

7.0 Zonal /Cluster level

For monitoring purposes Zonal/Cluster Coordinators shall be appointed on full time basis. One Zonal/cluster Coordinator would be in-charge of ten study centers. Zonal/Cluster Coordinator should have the qualifications prescribed for Professor/Reader/Lecturer. He or she may be a retired person. Retired Principals of senior secondary/secondary schools could also be appointed as Zonal/cluster Coordinators.

8.0 Study Centre Level

- 8.1 Study Centres shall be located only in teacher education institutions offering regular B.Ed. programme which have been recognized by the NCTE. No institution shall be a Study Centre of more than one University .
- 8.2 The Study Centres could be spread over different teacher education institutions/colleges within the area of jurisdiction of University. Adequate space and facilities should be available for organizing tutorials, counselling, group discussions, individual studies and storing of assignments and response materials, etc. of students.
- 8.3 Maximum number of students enrolled at a Study Centre shall not exceed 100 .
- 8.4 The Principal or a senior member of the institution shall be appointed as the Coordinator. One faculty member of the institution shall be appointed as the Assistant Coordinator. One full time or two part time academic counselors shall be pointed for basic unit of 100.
- 8.5 Engagement of academic counsellors shall be such as to ensure the availability of expertise for teaching all foundation and methodology courses.
- 8.6 Supporting staff (one assistant and one helper) required for smooth running of the programme will be provided in the Study Centre.
- 8.7 The remuneration to be paid to the Co-ordinator/Assistant Co-ordinator/Academic Counsellors and the supporting staff shall be as laid down by the University.

9 Infrastructure

The infrastructure of B.Ed(face to face) mode shall be shared by B.Ed(ODLS) programme also with exclusive facilities.

10. Field Practicum Centres

The Field Practicum Centres shall be created in selected schools where student teachers will be assigned for the practice teaching, work experience, action research studies, and innovative curricular practices. For a unit of 500 student teachers of first year and 500 student teachers of second year, 50 such centers shall be created.

11. Student Support System

- At each study centers, interactive contact class facility shall be available of at least 60 hours duration in a course approved by the Universityt.

- Full use of library of the University/Zonal/Cluster/institutional Study Centre/ shall be made available to the students of the course, as available to all regular face-to-face students.
- Facilities for accessing non-print learning materials such as internet/television/VCR/OHP etc. shall be made available at the Study Centres.
- Mentoring support to the students shall be provided at the Study Centres.

12. Monitoring and Supervision

- 12.1 In order to ensure smooth transaction of learning activities and proper functioning of Study Centres regular internal monitoring will be conducted by the core faculty at the Headquarters. The University shall design and operate a detailed rigorous system of regular monitoring of different parts of the programme- conduct of contest programme, supervision of practice teaching, submission, assessment and feedback to students, of their written assignments promptly, according to the prescribed schedule, counselling and guidance etc.
- 12.2 The system of monitoring shall be carefully prepared and implemented by the Headquarters at all levels.

13 Fee Structure

The fee shall be charged as prescribed by the University.

14. Pre-requisites for applying for grant of recognition of the programme

Before applying to the NCTE for recognition for starting B.Ed. (Distance Education Mode), the University shall have accomplished the following tasks :

1. Preparation of curriculum and syllabi including scheme of examination.
2. Preparation of print and non-print courseware.
3. Certificate of NCTE/DEC to the effect that the study materials are designed and developed as per norms.
4. Identification of Study Centres.

5. An MOU shall have to be entered into between the University and the host/collaborative Institution indicating the requirements of additional facilities and infrastructural support necessary to conduct the course.

Norms and Standards for Master of Education Programme through Open and Distance Learning System leading to Master of Education (M.Ed.)

1.0 Preamble

The aim of the M.Ed. programme through Open and Distance Learning System is to provide an opportunity to serving teachers, teacher educators, policy makers, educational administrators, educational researchers, curriculum and material developers and others in educational system to pursue M.Ed. course for professional development.

2.0 Course Title

Master of Education (M.Ed.)

3.0 Types of Institutions and their Jurisdiction

3.1 Institution

3.2.1 The course will be offered only by the National and State Universities and Directorates of Distance Education of the Universities offering distance education programmes

3.2 Jurisdiction

3.2.1 Jurisdiction for the course shall be determined as per the provisions contained in the University Act. Considering the non-availability of qualified teacher educators in the North-Eastern States and Sikkim the universities in this region intending to offer M.Ed. (Distance Education Mode) course may enrol students from all the North Eastern States and Sikkim.

3.2.2 Institutions set up and fully funded by the Government of India or State Governments/UT Administrations to cater to the need of trained manpower for specific language(s) will also be permitted to offer the course.

4.0 Duration

- i) 24 months from the date of admission including the time taken for examination. This period shall be counted from the date of closing of admissions.

5.0 Intake, Eligibility and Admission Procedure

5.1 Intake

The basic unit for conducting M.Ed. (Distance Education Mode) shall be 150 seats without any provision for additional intake.

5.2 Eligibility

Eligibility for admission to the course shall be B.Ed. or equivalent degree with 55% marks and in-service as mentioned in para 1.0 above.

5.3 Admission Procedure

- i) The Institution/University shall develop a suitable procedure for selection of the candidates.
- ii) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable. There shall be relaxation of 5% marks in favour of SC/ST/OBC and other categories of candidates.

6.0 Facilities in the Headquarters

The M.Ed. programme through Distance Education mode includes a number of activities like course designing, counseling, dissertation guidance, course development, checking students' assignments, monitoring self corrective learning

materials, organizing contact programmes, orientation of the staff at study centers, etc. The faculty at the Headquarters/Nodal centers will ensure proper implementation in respect of all these. It is essential that facilities and expertise be made available both at the university head-quarters as well as study centres. The Headquarters/Nodal centre would not only act as an administrative body but also act as active resource centre. It is essential to appoint full-time well qualified staff at Headquarters/nodal centre. Additional part-time faculty should also be made available as per the needs of the students.

6.2 Staff

- (I) The Core Faculty shall comprise four teachers at the Headquarters/Nodal Centre – 1 Professor, 1 Reader and two full time or four part time Lecturers.

6.3 Qualifications of Teaching Staff: -

Professor/HOD:-

Qualifications:-

- (i) As per Lecturer given below with ten years of experience of teaching at Post Graduate Level preferably in distance education

Reader:-

Qualifications:-

- (i) As per Lecturer given below with five years of experience of teaching at Post Graduate Level and ten years at Graduate level preferably in distance education

Note:-

In the event of non-availability of eligible and suitable candidates for appointment as Professor/Reader as per above eligibility criteria, it would be permissible to appoint retired Professor/Readers in Education ,preferably in distance education ,on contract basis for a period not exceeding one year at a time till such time the candidates complete 65 years of age.

Lecturer:-

- (i) Master's Degree with minimum 50% marks and M.Ed
- (ii) ***Ph.D in any discipline.
(PhD in education /education planning and management shall be given special weightage.)***

6.4 Physical Infrastructure

Rooms/cabins for faculty members, computer room, material production centre, store, office rooms, conference room, hardware and software and facilities such as audio-video studio for courseware development should be provided.

6.5 Instructional Infrastructure

6.5.1 Library

There shall be a library equipped with text and reference books on teacher education, educational encyclopedias, year-books, electronic publications, CD ROMs and research journals on teacher education, distance education etc.

7. Terms and conditions of service

- (cc) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the Central/concerned State Government/Board whichever is applicable.
- (dd) All appointments are to be made on full-time and regular basis excepting those specified as part-time.
- (ee) Appointment of part-time instructors and other supporting staff shall be made as per norms of the concerned Government.
- (ff) The academic and other staff of the institutions shall be paid such salary as may be prescribed by the concerned Government by account payee cheque or as per advice into the bank account of the employee, specially opened for the purpose.
- (gg) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees.
- (hh) The age of superannuation of staff shall be determined by the policy of concerned Government.
- (ii) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

8.0 Study Centres

- 8.1 Study Centres shall be located in the NCTE recognized teacher education institutions offering preferably at post graduate level . However, NCTE

recognized teacher training programme B.Ed colleges with necessary facilities and required number of qualified staff will also be considered.

8.2 Maximum number of students enrolled through a Study Centre shall not exceed 25 in a batch.

8.3A Principal or a senior member of the institution shall be appointed as the Coordinator. One faculty member of the institution shall be appointed as the Assistant Coordinator.

8.4 Other faculty members of the University/College education departments/Training institutions shall be engaged in teaching and research guidance.

8.5 The Study Centre shall have five part time academic counselors including one coordinator.

9.0 Academic Inputs

9.1 Materials

Self-learning print and non print courseware will be made available to the study centres for use of the students. Distance Education institutions produce and use training, teaching, learning and evaluation materials. The strength of the programme lies in the quality, quantity and variety of these materials, made available at the Centres.

Laboratories for conducting instructional activities should be available at the study centres.

9.2 Contact Programme

A minimum of 300 contact hours, including contact programmes and field based dissertation work evenly spread throughout the course shall be arranged by the Study Centres for each student. The contact programmes and supervision of the dissertation work will be conducted by teacher educators from the University/College education departments/Training colleges. Internship shall be arranged by the study centre.

9.3 Evaluation

Regular feedback based on evaluation of assignments, practicals and other assessments will be given to students at the centers.

9.4 Student Support Services

- i) Use of library of the University and its affiliated teacher education institutions will be made available to the students of the course.
- ii) Facilities for accessing non-print learning materials such as Internet/television/VCR/CD PLAYER/OHP etc. shall be made available at the Study Centres.
- iii) Mentoring support to the students shall be provided at the Study Centres.

9.5 Monitoring and Supervision

In order to ensure smooth transaction of learning activities including dissertation work and proper functioning of Study Centres regular monitoring will be conducted by the Core faculty at the Headquarters.

The university shall design and operate a detailed system of regular monitoring of different parts of the programme- contact programme, internship, dissertation and field work, submission and assessment feed back of assignments promptly and regularly, according to the prescribed schedule, counseling and guidance etc.

10.0 Fee Structure

The fee shall be charged as prescribed by the University. .

11.0 Pre-requisites for applying for grant of recognition of the programme.

Before applying to the NCTE for grant for recognition for starting M.Ed. (Open and Distance Education Mode) the University/Institutions should have accomplished the following tasks.

1. Preparation of curriculum and syllabi including scheme of examination.

2. Preparation of print and non-print courseware.
3. Identification of study centres.
4. Certificate of DEC to the effect that the study materials are designed and developed as per norms.
5. ***An MOU shall have to be entered into between the University and the study centres indicating the requirements of additional facilities and infrastructural support necessary to conduct the course.***

