

**EASTERN REGIONAL COMMITTEE
NATIONAL COUNCIL FOR TEACHER EDUCATION
BHUBANESWAR**

ESSENTIAL DATA SHEET TO BE SUBMITTED BY THE INSTITUTION AS PER CLAUSE 7(4)
OF THE NCTE REGULATIONS, 2009 DULY SWORN BEFORE THE NOTARY PUBLIC TO
THE VISITING TEAM

Name of the Institution: Address of the Institution where V.T. is to be conducted as per land & building documents submitted by the institution

1. The institution namely _____ is a Pvt. (self financed)/Govt./University/University constituent college/govt. aided institution managed by the (society/trust or any other Govt. body/University etc.) _____.

2. The management of the institution has authorized Shri _____ (Name & designation) _____ vide society/trust resolution/order No. _____ dt. _____ (copy enclosed) to make an application to the ERC, NCTE for grant of recognition of _____ (course) with an intake/additional intake of _____ under _____ (self finance scheme or under Govt. scheme) and all concerned have read all the provisions of the NCTE Act, Rules & Regulations. The application of the institution has been submitted as per the provisions of the NCTE Regulation, 2009.

3. As per the certificate submitted by the society/trust, it has been established and operated by 'not for profit' registered under the appropriate laws. The same has been registered vide Registrar of Societies/Trust vide Regd. No. _____ dated _____ (copy of certificate to this effect be enclosed).

Also in case the institution is a minority institution, the same is required to submit a certificate from the concerned State Govt. authority competent to issue the Minority Status Certificate with the following details:-

(a) Name and address of the minority status issuing authority:

(b) Order No. _____ date _____

4. That the society/trust _____ is having PAN Card No. _____ (Copy enclosed).

5. That the society/trust is having the website No. _____ . The institution undertake that the same has been developed as per clause 7 (10) of the NCTE Regulation, 2009.
6. That the institution has displayed a copy of the affidavit as prescribed under clause 8(8) of the NCTE Regulations, 2009 on its official website _____. The management is aware that in case the contents of the affidavit are found to be incorrect or false, the society or trust or the institution concerned shall be liable for civil and criminal action under the relevant provisions of the Indian Penal Code and other relevant laws, and shall also be liable for withdrawal of recognition by the Regional Committee concerned as per clause 8(9) of the NCTE Regulations, 2009.
7. The land is in the name / favour of (Society/ Trust/ Institute) vide (Sale deed/ Gift Deed/ Lease Deed from Govt. or govt. institution for a period of not less than 30 years duration) dt. executed by and duly registered in the office of Registrar / Sub-Registrar and actual location of the land is All the details have been verified from original registered land documents dt. and Possession Certificate and Non-encumbrance certificate dt..... and issued by Accordingly, the total land possessed by the Society/ Trust / Institution is measuring..... Sq. Ft. and the built up area _____ sq.ft.
8. The land document has got the mutation done by the competent land and revenue authority vide order No. _____ dt. _____ (copy enclosed).
9. The land as per land documents and affidavit is in a single well demarcated piece of land (Yes/ No).

In case of more than one plot, all the plots are adjacent to each other(yes/no).

If Yes a copy of the Site plan giving clear picture to this effect from the Competent authority attached.

If, No, details including the distance between plot/khasra are as follows:-

10. The permission of the competent authority to use the land exclusively for teacher education purposes has been obtained by the society / Institution trust from the office of vide letter /order / Memo No dt..... (copy enclosed)
11. Notarized Copy of conversion /change of land use certificate (CLU) for Plot No./Khata / khesra No and area as per the affidavit and land documents registered by Dt..... The institution undertake that the issuing authority who issued the CLU i.e.

_____ is empowered by the State Govt. for issuance of CLU under the rule/clause of the State Govt. Act namely _____.

12. Are the land and permanent building at the same place or not. The building plan has been approved by (Competent authority) and Countersigned by for Plot No./ /Khata / khesra No reflecting total land area..... Total Built up area is

13. Infrastructure facilities :

- Quality of construction
 Packa (RCC)
 (As per building standards)
 Kacha
 Asbestos
 Tin roof
 Plastering
 Painting
 Flooring
 Wood Work
 Ventilation
 Light
 Boundary wall

14. The building consisting of :-

- i. Existing/ Proposed Teacher education course of the following infrastructure (pl. ensure that the dimensions of classrooms, laboratories, library, multipurpose hall, floor wise area, total area etc are properly indicated in the approved building plan as per provisions of the NCTE Regulation, 2009:

(a))	Instruction carpet area Sqm	
(b))	Administrative carpet area Sqm	
(c))	Other Area Sqm	
(d))	TOTAL BUILT UP AREA Sqm	
(e))	Class Room No.	(i) Sq.ft. each	(iii) Sq.ft. each
		(ii) Sq.ft. each	(iv) Sq.ft. each
(f))	Multipurpose Hall	(i) Sq.ft. each	
(g))	Principal's Room	(i) Sq.ft. each	
(h))	Office Room	(i) Sq.ft. each	
(i)	Staff Room	(i) Sq.ft. each	
(j)	Science & Mathematics resource Centre Laboratory	(i) Sq.ft. each	

(k)	Psychology resource Centre/ Lab	(i) Sq.ft. each	
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(l)	E.T. Lab	(i) Sq.ft. each	
(m)	Library cum reading Room	(i) Sq.ft. each	
(n)	ICT Resource Centre	(i) Sq.ft. each	
(o)	Art and Craft Resource Centre	(i) Sq.ft. each	
(p)	Health and Physical Education Resource Centre	(i) Sq.ft. each	
(q)	Administrative Office	(i) Sq.ft. each	
(r)	Visitors Room	(i) Sq.ft. each	
(s)	Girl's Common Room	(i) Sq.ft. each	
(t)	Seminar Room	(i) Sq.ft. each	
(u)	Canteen	(i) Sq.ft. each	
(v)	Separate Toilet Facility for Boys and Girls	(i) Sq.ft. each	
(w)	Parking Space	(i) Sq.ft. each	
(x)	Store Room	(i) Sq.ft. each (ii) Sq.ft. each	
(y)	Multi Purpose Play Field	(i) Sq.ft. each	
Total Build up area in the Building.....Sq.ft.			
Provision of Hostel if any		yes/no	Residential/non-residential

- ii. The details of the above infrastructure are same as in the building plan approved by on counter signed by for plot no. and indicating total area and built up area The Building plan has been approved by the competent authority (Yes / No). The hostel facilities for Girls and Boys provided by the institution along with the staff residential quarters are not included in the area for the institution. These facilities are separate (Yes/ No).
- iii. The building completion certificate issued by..... (Competent Authority) Counter signed by for Plot No./khata No/ khesra No.reflecting total land areaTotal Built up area..... The building is complete in the form of a permanent structure (yes/NO). There is no temporary structure or asbestoses roofing, even in case of structure in addition to the prescribed built up area.
- iv. The institution undertake that the building of the institution has been constructed in view the provision and by-laws of the building construction as per the Bureau of Indian

Standards and the same is fully safe and structurally sound having load bearing capacity as per latest Indian Building standards and the same is safe & secure to run the teacher training course. (copy of the certificate is enclosed)

- v. The safeguard against fire hazard has been provided in all parts of the building. (Yes/ No).
- vi. Electricity and safe drinking water facility has been provided by the institution. (yes/no).
- vii. The institutional campus, building, furniture etc. is barrier free. (Yes/ No). Further the institutional campus, building furniture is disabled friendly as per the persons with disability (PWD) and of the Govt of India (Yes/No)
- viii. Details of additional teacher training course/additional intake being run by the institution. (pl. ensure that the dimensions of classrooms, laboratories, library, multipurpose hall, floor wise area, total area etc are properly indicated in the approved building plan as per provisions of the NCTE Regulation, 2009:

a)	Class Room No.	(v) Sq.ft. each (vi) Sq.ft. each	(vii) Sq.ft. each (viii)Sq.ft. each
b)	Multipurpose Hall	(i) Sq.ft. each	
c)	Principal's Room	(i) Sq.ft. each	
d)	Office Room	(i) Sq.ft. each	
e)	Staff Room	(i) Sq.ft. each	
f)	Science & Mathematics resource Centre Laboratory	(i) Sq.ft. each	
g)	Psychology resource Centre/ Lab	(i) Sq.ft. each	
h)	E.T. Lab	(i) Sq.ft. each	
i)	Library cum reading Room	(i) Sq.ft. each	
j)	ICT Resource Centre	(i) Sq.ft. each	
k)	Art and Craft Resource Centre	(i) Sq.ft. each	
l)	Health and Physical Education Resource Centre	(i) Sq.ft. each	
m)	Administrative Office	(i) Sq.ft. each	
n)	Visitors Room	(i) Sq.ft. each	
o)	Girl's Common Room	(i) Sq.ft. each	

p)	Seminar Room	(i) Sq.ft. each	
q)	Canteen	(i) Sq.ft. each	
r)	Separate Toilet Facility for Boys and Girls	(i) Sq.ft. each	
s)	Parking Space	(i) Sq.ft. each	
t)	Store Room	(iii) Sq.ft. each (iv) Sq.ft. each	
u)	Multi Purpose Play Field	(i) Sq.ft. each	
Total Build up area in the Building.....Sq.ft.			

15. The details of the other Teacher Training Course run by the institution in the same building and build up area earmarked course wise :

Name of the Course	Build up area in Sq. Ft.
a.	
b.	
c.	
d.	
e.	

16. The details of Teacher Training Course being run by the institution

Name of the Course	Build up area in Sq. Ft.
a.	
b.	
c.	

17. The institution has earmarked the building portion for the new Course.
Yes /No., If Yes, Sq. ft.

18. A certificate from the District Education Officer (DEO) that no other institution/ school is running in the institution building meant for running teacher education course is enclosed. If yes give details thereof.

The institution undertakes that it is fully aware to clause (1-B) of the NCTE Regulations, 2009 which provide that “Furnishing any wrong information or concealment of facts in the application, which may have bearing on the decision making process or the decision pertaining to grant of recognition, shall result in withdrawal of recognition of the institution besides other legal action against its management; order of withdrawal of recognition shall be passed after affording reasonable opportunity of hearing through a show cause notice to the institution.

Name & seal of the authorized representative of the management of the institution.

Signature with Seal	
Name of the authorized representative of the society/trust running the teacher training programme.	
Designation	
Name of the society/trust	
Office Address	

The above statement of essential data sheet containing point 1 to 17 are to be duly sworn before the Notary Public

Signature with Seal of the
Notary Public

Name of the Notary Public	
Office Address	

- Note:-**
- (1) **The information contained in the essential data format not concerned with the institution need not be filled in.**
 - (2) **As per the essential data format requirement the essential enclosures/supportive documents must be submitted by the institution in original duly attested by the Notary Public**