

The institutions which have already decided for Letter of Intent U/C 7(13) as per proceedings published in the ERC, NCTE website are required to submit the following documents along with their reply in response to Letter of Intent,

1. The issuance of Formal Recognition will depend on the decision to offer one or two units. The institution is also requested **to intimate the willingness in affidavit about the number of units either one or two.**
2. Before grant of formal recognition under regulation 7(16) is considered, you are requested to submit the following:
 - a. The institution is required to submit the consent/ willingness for basic unit (one/two) offering for the said course.
 - b. The institution is required to provide safe guard for fire hazard facilities in part of the building. The documents in this regard may be submitted along with Letter of Intent.
 - c. The institution needs to submit list of 10 schools for internship and school based activities along with the reply of 7(13) duly approved by District Education Officer.
 - d. Faculty list approved by affiliating body after the appointment through duly constituted selection committee and ensuring compliance of NCTE norms of teaching staff etc.
 - e. Advertisement in leading newspapers.
 - f. Letter of University/ Affiliating Body, nominating experts/ representative for the Selection Committee.
 - g. Minutes of the Selection Committee duly constituted as per the norms of the affiliating body.
 - h. Approval of the University/ Affiliating body to the selected faculty in the prescribed format.
 - i. An affidavit on Rs.100/- stamp paper to the effect that the institution has selected staff as per NCTE/ State/ University norms in the prescribed format.
 - j. An affidavit on Rs.10/- non judicial stamp paper by the individual faculty member selected by the institution. Details should be filled in by every faculty member selected in the prescribed format.
 - k. Educational & Professional qualification certificates of all teaching staff showing their eligibility for appointment as per the NCTE norms and experience certificate of the Principal/ HOD.
 - l. FDRs duly converted (for a period of five years) in favour of joint name of the Society/ Trust/ Institution and Regional Director, ERC, NCTE, Bhubaneswar with Joint operation Mode: 'AND'. A letter to the concerned bank is being sent authorizing the bank on behalf of Regional Director for the conversion in the joint name.
 - m. An undertaking from the Management of the institution as per the prescribed format available on ERC website.
 - n. Down loaded copies of the website of the institution with the hyperlink of the same as per provisions of 7(14)(i) of the NCTE Regulations, 2014.

The institution after appointing the requisite faculty or staff as per the provisions of sub-regulations 7(13) and after fulfilling the conditions under sub-regulation 7(14) shall submit its compliance along with all necessary documents accompanied with an Affidavit in support of reply of the above points within 60 days of issue of Letter of Intent prior to recognition.

5. The institution shall launch its own website covering inter alia, the details of the institution, its location, name of the course applied for with intake, availability of physical infrastructure (land, building, office, class rooms and other facilities / amenities). Instructional facilities (laboratory, library etc) and the particulars of their proposed teaching and non-teaching staff etc with photographs. The downloaded copy of the website is required to be submitted.

6. Before issuance of the formal recognition order, the institution is required to convert / renew the Original FDR(s) of Endowment Fund of **Rs. 5 lakhs** and Reserve Fund of **Rs.7 lakhs** in the joint name of the Society/ Trust/ Institution 'and' Regional Director, ERC, NCTE, Bhubaneswar.(Joint operation Mode : 'AND').

7. You are requested to contact the University/ Affiliating body for participating in the process of selection of Faculty/ Staff in the institution and for completion of the process within a period of **60 days** and submit the list of faculty, as approved by University Affiliating body to the Regional Committee.

N.B.: Copy of Authorization letter is attached for all concerned banks for conversion in joint name.

(The institutions are requested to convert the FDRs without sending the account Opening form for signature).

(For conversion of FDRs in the joint name of the Society/Trust/ Institution and Regional Director, ERC, NCTE, Bhubaneswar.(Joint operation Mode: 'AND').

ON BANK LETTER HEAD

ANNEXURE - 'B'

F.No.

Date:

To,
Regional Director
Eastern Regional Committee
National Council for Teacher Education
15, Neelakantha Nagar, Nayapalli,
Bhubaneswar,
ODISHA - 751012

Subject: Conversion / Renewal of Fixed Deposit Receipt(s) towards Endowment Fund and/or Reserve Fund in the joint name of the **Society/Trust/Institution and Regional Director, ERC, NCTE, Bhubaneswar.** (Joint operation Mode: 'AND')

Sir,

On receipt of authorization from the Eastern Regional Committee, NCTE, the fixed Deposit Receipt No..... dt..... for Rs.5.00 Lakhs (**Rupees Five lakhs only**) for a **period of 5 years from** to In the joint name of (name of authorized representative of society / trust / institution with the name of **Society/Trust/Institution and Regional Director, ERC, NCTE, Bhubaneswar** has been converted / renewed) (Strike out if not applicable).

Further, the Fixed Deposit Receipt No.....dt..... for Rs.7.00 lakhs (**Rupees Seven only**) for a **period of 5 years from** to in the joint name of (name of authorized representative of society / trust / institution with the name of **Society/Trust/Institution and Regional Director, ERC, NCTE, Bhubaneswar** has been converted / renewed) (Strike out if not applicable).

The application for Fixed Deposit Receipt(s) has been signed by (name and designation of authorized representative of the Society/Trust/Institution).

The Fixed Deposit Receipt(s) converted/renewed have been handed over to of the Society / Trust / Institution who sends the same to ERC, NCTE office.

Yours faithfully,

(Signature and Seal of Branch Manager of the Bank)

Copy to: **The Secretary/Correspondent,**

पूर्व क्षेत्रीय समिति
राष्ट्रीय अध्यापक शिक्षा परिषद्
(भारत सरकार का एक विधिक संस्थान)



Eastern Regional Committee
National Council for Teacher Education
(A Statutory Body of the Government of India)

No. F. ERC/08-16/2016/ 50497

Dt. 20.12.2016

To

**All Nationalized Banks
in the State of Arunachal Pradesh, Assam, Bihar,
Jharkhand, Manipur, Meghalaya, Mizoram,
Nagaland, Sikkim, Odisha, Tripura, West Bengal**

Subject: Conversion of FDRs towards Endowment and Reserve fund into joint name.

All Nationalized Banks are hereby authorized to convert the FDRs of Rs. 5.00 lakhs and Rs. 7.00 lakhs towards Endowment fund and Reserve fund into joint name of the **Regional Director, ERC, NCTE, Bhubaneswar and concerned institution / society / trust** who have been decided to issue Letter of Intent under clause 7(13) with Joint Operation mode.

The concerned Bank is also requested to accept the extract of Proceedings uploaded in the website of ERC, NCTE, Bhubaneswar i.e. www.ercncte.org and a copy of this letter as an authorisation letter for the purpose mentioned above. The concerned institution/society/trust is hereby directed to produce a copy of this letter to the concerned Bank as an authorisation letter from the side of ERC, NCTE, Bhubaneswar.

Yours faithfully,


Regional Director