

Form IV  
(See sub-rule (3) of rule 8 of NCTE Rules, 1997)

**QUESTIONNAIRE FOR INSPECTION**

**Inspection of Recognised Institutions**  
(Under Section 13 of the National Council for Teacher Education Act, 1993)

**Digitalized Format for Self Appraisal Report**  
**Year of Appraisal \_\_\_\_\_**

*Profile of the Teacher Education Institution*

1. **Name of the institution** :

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2. **Address for communication**

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3. **Phone No. (with STD Code)** :

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4. **Fax No.** :

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5. **E-mail** :

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6. **Date of establishment of the institution:** \_\_\_\_\_

7. **Course(s) offered** :

1	2	3	4	5
Name of the course in full	Stage/level	Duration	Year of starting the course	Intake approved

8. **Name of the University/Examining Body to which the institution is affiliated :**

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9. **Number and date of the order of the Regional Committee granting recognition/Permission (course wise)** :

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- 10. Mode of selection of candidates :**
- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| (a) Centralised test at the state level                   | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Test conducted by the university                      | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Test conducted by the institution                     | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) Test conducted by an independent agency               | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) Based on marks obtained in the qualifying examination | <input type="checkbox"/> | <input type="checkbox"/> |
| (f) By the management                                     | <input type="checkbox"/> | <input type="checkbox"/> |

- 11. Criteria for admission :**
- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| (a) As per NCTE norms  | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Norms superior to NCTE   | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) In relaxation of NCTE norms with respect to minimum percentage of marks  | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) In relaxation of NCTE norms with respect to qualifying course  | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) In relaxation of special eligibility provisions of NCTE norms such as participation in national/regional/state/university level events | <input type="checkbox"/> | <input type="checkbox"/> |
| (f) In relaxation of professional experience   | <input type="checkbox"/> | <input type="checkbox"/> |
| (g) In relaxation of professional experience and performance in qualifying course  | <input type="checkbox"/> | <input type="checkbox"/> |

- 12. Academic calendar of the outgoing academic session**
- |                             |                          |                          |                          |                          |                          |                          |
|-----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| (a) Start of admission      | D                        | D                        | M                        | M                        | Y                        | Y                        |
|                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Closure of admission    | D                        | D                        | M                        | M                        | Y                        | Y                        |
|                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Start of teaching       | D                        | D                        | M                        | M                        | Y                        | Y                        |
|                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) Last teaching day       | D                        | D                        | M                        | M                        | Y                        | Y                        |
|                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) Number of teaching days | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

(f) Number of days of vacation/break during the academic session

**13. Practice Teaching at School**

(a) Total number of practicing teaching days

(b) Minimum number of practice teaching lessons given by each student

**14. Pre-practice teaching at the institution**

(a) Number of pre-practice teaching days (simulated/micro-teaching/any other)

(b) Minimum number of pre-practice teaching lessons given by each student

(c) Total number of demonstration lessons held

**15. Examinations**

(a) Number of sessional tests held for each paper

(b) Number of assignments for each paper

(c) Date of commencement of annual examination

(d) Date of declaration of result

(e) Date of submission of dissertation (Post-graduate course)

D	D	M	M	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**16. Scheme of examination**

(a) External examination only 

Yes	No
<input type="text"/>	<input type="text"/>

(b) Internal and external examinations 

<input type="text"/>	<input type="text"/>
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(c) Internal examination only 

<input type="text"/>	<input type="text"/>
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**17. Student support and progression**

(a) Number of students who appeared in the final examination

(b) Number of students who passed in the examination

(c) Number of students who failed in the examination

- (d) Number of students who joined higher studies
- (e) Number of students who took up teaching employment
- (f) Number of students who secured employment through the institution

**18. Teaching Resources**

- |  | Yes                                       | No                   |
|--|---|----------------------|
| (a) Principal/Head of the Department is in position                    | <input type="text"/>                      | <input type="text"/> |
| (b) Number of teachers employed on full-time basis                     | <input type="text"/> <input type="text"/> |                      |
| (c) Number of teachers employed on part-time basis                     | <input type="text"/> <input type="text"/> |                      |
| (d) Number of Guest lecturers engaged                                  | <input type="text"/> <input type="text"/> |                      |
| (e) Number of teachers on regular scale of pay                         | <input type="text"/> <input type="text"/> |                      |
| (f) Number of teachers on consolidated remuneration                    | <input type="text"/> <input type="text"/> |                      |
| (g) Number of teachers with qualifications as per NCTE norms           | <input type="text"/> <input type="text"/> |                      |
| (h) Number of teachers yet to qualify NET/SLET                         | <input type="text"/> <input type="text"/> |                      |
| (i) Number of teachers yet to obtain post-graduate degree in education | <input type="text"/> <input type="text"/> |                      |
| (j) Number of teachers without school experience                       | <input type="text"/> <input type="text"/> |                      |

**19. Professional Development of Teachers**

- (a) Number of teachers who attended in-service courses during the preceding year
- (b) Number of teachers enrolled in part-time post-graduate course in education (M.Ed./M.A.(Education)/M.Phil)
- (c) Number of teachers enrolled in full-time post-graduate course in education (M.Ed./M.A.(Education)/M.Phil)
- (d) Number of teachers enrolled in Ph.D. programme

(e) Number of teachers who participated in seminars/conferences/ workshops

(f) Number of papers published by the teachers

(g) Number of teachers who received professional recognition/ awards

**20. Land and Building**

(a) Institution functions from its own building 

Yes	No
<input type="text"/>	<input type="text"/>

(b) Institution functions from a rented building 

<input type="text"/>	<input type="text"/>
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(c) Institution building is under construction 

<input type="text"/>	<input type="text"/>
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(d) Institution building is shared for running another course(s) 

<input type="text"/>	<input type="text"/>
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(e) Title of the land is on free-hold ownership basis 

<input type="text"/>	<input type="text"/>
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(f) Title of the land is on long-lease as per law 

<input type="text"/>	<input type="text"/>
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**21. Educational Technology**

(a) Number of computers with supporting accessories

(b) Access to Internet 

Yes	No
<input type="text"/>	<input type="text"/>

(c) Number of hands - on experience hours provided to each student per week

(d) Number of education related CD-ROMs available

(e) Number of education related video-cassettes available

(f) Number of education related audio-cassettes available

(g) Website of the institution 

Yes	No
<input type="text"/>	<input type="text"/>

(h) Availability of LCD projector 

<input type="text"/>	<input type="text"/>
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- (i) Availability of OHP
- (j) Availability of TV
- (k) Availability of VCR
- (l) Availability of public-address system

**22. Library resources**

- (a) Number of books in the library
- (b) Number of books added to the library during the preceding year
- (c) Total Number of educational journals/periodicals being subscribed
- (d) Number of encyclopaedia available in the library
- (e) Number of books available in the reference section of the library
- (f) Total seating capacity in the library

**23. Sports and Physical Education Resources**

- | Institution has   | Yes                  | No                   |
|---|----------------------|----------------------|
| (a) Playground (football/hockey etc.)   | <input type="text"/> | <input type="text"/> |
| (b) Playground (football/hockey etc.) of another institution on sharing basis | <input type="text"/> | <input type="text"/> |
| (c) Gymnasium/Multipurpose hall   | <input type="text"/> | <input type="text"/> |
| (d) Facilities for gymnasium  | <input type="text"/> | <input type="text"/> |
| (e) Facilities for athletics  | <input type="text"/> | <input type="text"/> |
| (f) Facilities for Health Education   | <input type="text"/> | <input type="text"/> |
| (g) Facilities for Anatomy Lab  | <input type="text"/> | <input type="text"/> |

(h) Facilities for Physiology Lab

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**Organisation and Management**

24. Institution is 

Yes	No

(a) Government owned 

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(a) Aided 

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(b) Unaided 

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(c) University Department 

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25. (a) Minimum emoluments (basic pay and allowances) paid to teachers on regular appointment is 

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(b) Minimum emoluments (basic pay and allowances) paid to teachers on adhoc service is 

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(c) Minimum consolidated remuneration paid to teachers is 

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(d) Per lecture honorarium paid to guest lecturers is 

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26. (a) Salaries are paid in cash 

Yes	No

(b) Salaries are paid through account payee cheque 

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27. (a) Salaries are disbursed each month 

Yes	No

(b) Teachers are paid salary for the vacation period 

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**Expenditure and Receipts**

28. (a) Salaries paid to teaching staff during the preceding financial year 

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(b) Salaries paid to non-teaching staff during the preceding financial year 

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- (c) Amount spent on utilities during the preceding financial year
- (d) Amount spent on purchase of books and journals for the library during the preceding financial year
- (e) Amount spent on purchase of equipment during the preceding financial year
- (f) Amount spent on purchase of furniture during the preceding financial year
- (g) Amount spent on capital expenditure during the preceding financial year
- (h) Amount spent on contingencies during the preceding financial year
- 29.** (a) Amount carried forward from the previous financial year
- (b) Receipts from fees (tuition and all other fees) during the preceding financial year
- (c) Receipts from donation during the preceding financial year
- (d) Receipts from consultancies and extension programmes during the preceding financial year
- (e) Amount of grants received from the governments during the preceding financial year
- (f) Income from investments during the preceding financial year
- 30.** Excess of expenditure over income Yes No
- Amount of excess expenditure over income.   
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31. The institutional accounts of the preceding financial year have been 

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 audited

**Endowment fund and Reserve Fund**

32. (a) Amount of Endowment fund 

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(b) Amount of Reserve fund 

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(c) Endowment fund is maintained jointly with NCTE 

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Yes No

**33. Resume of the institution**

Brief appraisal of the overall performance of the institution during the preceding academic session and plans for future development may be given.

(Signature of the Head of the Institution/Principal)

(Signature of the Manager/Secretary of the Society/Trust)

## **List of documents**

1. Academic calendar of activities of the preceding session.
2. Copy of time-table of the preceding sessions.
3. Staff profile (Proforma-1)
4. List of practicing school
5. Details of fee structure (proforma2)
6. Details of salary disbursement (proforma 3)
7. Copies of FDRs towards maintenance of Endowment and Reserve funds
8. Receipt and Expenditure statement account for the preceding financial year with auditors certificate

Note : All the documents are to be signed by the Principal / Management.