

- (ड.) साधारण संगीत उपकरण, जैसे हार्मोनियम, तबला, मंजीरा और अन्य देशी वाद्य यंत्र।
- 7.3 अन्य सुविधाएँ
- (क) शैक्षणिक और अन्य प्रयोजनों के लिए अपेक्षित संस्थान में क्रियाशील और उपयुक्त प्रयोगशालाएँ।
- (ख) वाहनों को खड़ा करने के प्रबंध किए जाएँ।
- (ग) संस्था में सुरक्षित पेय जल के प्राप्त होने की व्यवस्था की जाए।
- (घ) परिसर की नियमित रूप से सफाई करने, जल और शौचालय सुविधाओं (पुरुष और महिला विद्यार्थियों और अध्यापकों के लिए अलग-अलग), फर्नीचर अन्य उपकरणों की मरम्मत और उनके प्रतिस्थापन के लिए प्रभावकारी प्रबंध किए जाएँ।

(टिप्पणी: यदि एक ही संस्थान द्वारा एक ही परिसर में अध्यापक शिक्षा के एक से अधिक पाठ्यक्रम चलाए जाते हों, तो खेल के मैदान, बहु-प्रयोजनी हॉल, पुस्तकालय और प्रयोगशाला की सुविधाओं का (पुस्तकों और उपकरणों की आनुपातिक वृद्धि के साथ) और शैक्षणिक स्थान की सुविधाओं का उपयोग साझे रूप से किया जा सकता है। संस्था में समूचे संस्थान के लिए एक प्रिंसिपल होगा और संस्था में प्रस्तुत किए जाने वाले विभिन्न अध्यापक शिक्षा कार्यक्रमों के लिए अध्यक्ष होंगे।

a. प्रबंधन समिति

संस्थान में एक प्रबंधन समिति होगी, जिसमें संस्था को प्रायोजित करने वाली सोसाइटी/प्रबंधन सोसाइटी/न्यास के सदस्य, दो शिक्षाविद्, प्राथमिक/प्रारंभिक शिक्षा विशेषज्ञ, एक संकाय सदस्य, क्षेत्र संलग्नता कार्य के लिए निर्धारित की गई दो संस्थाओं के अध्यक्ष (उन स्कूलों में बारी बारी द्वारा, जिनके साथ टीईआई जुड़ी हुई हैं) शामिल होंगे। विश्वविद्यालय के विभागों के मामले में, प्रबंधन और शासन का डब्बा वह होगा, जिसकी व्यवस्था संबंधित विश्वविद्यालय सदसियों में की गई होगी।

NATIONAL COUNCIL FOR TEACHER EDUCATION

NOTIFICATION

New Delhi, the, 28th November, 2014

No. F. 51-1/2014-NCTE (N&S).— In exercise of the powers conferred by sub-section (2) of section 32 of the National Council for Teacher Education Act, 1993 (73 of 1993), and in supersession of the National Council for Teacher Education [Recognition Norms and Procedure] Regulations, 2009, the National Council for Teacher Education hereby makes the following regulations, namely:—

1. Short title and commencement.—(1) These regulations may be called the National Council for Teacher Education (Recognition Norms and Procedure) Regulations, 2014.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions.— In these regulations, unless the context otherwise requires,—

- (a) "Act" means the National Council for Teacher Education Act, 1993 (73 of 1993);
- (b) "composite institution" means a duly recognised higher education institution offering undergraduate or postgraduate programmes of study in the field of liberal arts or humanities or social sciences or sciences or commerce or mathematics, as the case may be, at the time of applying for recognition of teacher education programmes, or an institution offering multiple teacher education programmes;
- (c) "closure" means discontinuation of recognition of programmes or institution permitted by the Council on the basis of a formal application submitted by the institution;
- (d) all the words and expressions used herein and defined in the National Council for Teacher Education Act, 1993 (73 of 1993) shall have the same meanings respectively as assigned to them in the said Act.

3. Applicability.—These regulations shall be applicable to all matters relating to teacher education programmes for preparing norms and standards and procedures for recognition of institutions, commencement of new programmes and addition to sanctioned intake in the existing programmes including the following, namely:—

- (a) recognition for commencement of new teacher education programmes which shall be offered in composite institutions;
- (b) permission for introduction of new programmes in existing teacher education institutions duly recognised by the Council;
- (c) permission for additional intake in the existing teacher education programmes duly recognised by the

Council;

- (d) permission for shifting or relocating of premises of existing teacher education institutions;
- (e) permission for closure or discontinuation of recognised teacher education programmes, or institutions as the case may be:

Provided that for teacher education programmes offered through open and distance learning, the respective norms and standards for each such learning programme shall be applicable.

4. Eligibility.—The following categories of institutions are eligible for consideration of their applications under these regulations, namely:—

- (a) institutions established by or under the authority of the Central or State Government or Union territory administration;
- (b) institutions financed by the Central or State Government or Union territory administration;
- (c) all universities, including institutions deemed to be universities, so recognised or declared as such, under the University Grants Commission Act, 1956 (3 of 1956);
- (d) self financed educational institutions established and operated by 'not for profit' societies and trusts registered under the appropriate laws or a company incorporated under the Companies Act, 2013 (18 of 2013).

5. Manner of making application and time limit.—(1) An institution eligible under regulation 4, desirous of running a teacher education programme may apply to the concerned Regional Committee for recognition in the prescribed application form along with processing fee and requisite documents:

Provided that an institution may make simultaneous applications for shifting of premises or additional intake, or additional teacher education programmes as the case may be:

Provided further that an existing institution may make an application for closure or discontinuation of one or several teacher education programmes recognised by the Council.

(2) The application form may be downloaded from the website of the Council, namely, www.ncte-india.org and different forms may be downloaded for programmes offered through open and distance learning.

(3) The application shall be submitted online electronically alongwith the processing fee and scanned copies of required documents such as no objection certificate issued by the concerned affiliating body. While submitting the application, it has to be ensured that the application is duly signed by the applicant on every page, including digital signature at appropriate place at the end of the application.

(4) While submitting the application online a copy of the registered land document issued by the competent authority, indicating that the society or institution applying for the programme possesses land on the date of application, shall be attached along with the application.

(5) Duly completed application in all respects may be submitted to the Regional Committee concerned between 1st March to 31st May of the preceding year from the academic session for which recognition is sought:

Provided that the aforesaid period shall not be applicable for submission of application to innovative programmes of teacher education.

(6) All applications received online from 1st March to 31st May of the year shall be processed for the next academic session and final decision, either recognition granted or refused, shall be communicated to the applicant on or before the 3rd day of March of the succeeding year.

6. Processing Fees.—The processing fee as prescribed under rule 9 of the National Council for Teacher Education Rules, 1997 as amended from time to time, shall be paid by the applicant for processing of an application for grant of recognition to an institution to conduct a teacher education programme or addition to programme or intake in the existing programme, online to the designated banks as may be notified by the Council.

7. Processing of applications.—(1) In case an application is not complete, or requisite documents are not attached with the application, the application shall be treated : incomplete and rejected, and application fees paid shall be forfeited.

(2) The application shall be summarily rejected under one or more of the following circumstance—

- (a) failure to furnish the application fee, as prescribed under rule 9 of the National Council for Teacher Education Rules, 1997 on or before the date of submission of online application;
- (b) failure to submit print out of the applications made online alongwith the land documents as required under sub-regulation (4) of Regulation 5 within fifteen days of the submission of the online application.

(3) Furnishing any false 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 refusal of recognition of the institution besides other legal action against its management. The order of refusal of recognition shall be passed after giving reasonable opportunity through a show cause notice to the institution.

(4) A written communication alongwith a copy of the application form submitted by the institution shall be sent by the office of Regional Committee to the State Government or the Union territory administration and the affiliating body concerned within thirty days from the receipt of application, in chronological order of the receipt of the original application in the Regional Committee.

(5) On receipt of the communication, the State Government or the Union territory administration concerned shall furnish its recommendations or comments to the Regional Committee concerned within forty five days from the date of issue of the letter to the State Government or Union territory, as the case may be. In case, the State Government or Union Territory Administration is not in favour of recognition, it shall provide detailed reasons or grounds thereof with necessary statistics, which shall be taken into consideration by the Regional Committee concerned while disposing of the application.

(6) If the recommendation of the State Government is not received within the aforesaid period, the Regional Committee concerned shall send a reminder to the State Government providing further time of another thirty days to furnish their comments on the proposal. In case no reply is received, a second reminder shall be given for furnishing recommendation within fifteen days from the issue of such second reminder. In case no reply is received from the State Government within aforesaid period the Regional Committee shall process and decide the case on merits and placing the application before the Regional Committee shall not be deferred on account of non-receipt of comments or recommendation of the State Government.

(7) After consideration of the recommendation of the State Government or on its own merits, the Regional Committee concerned shall decide that institution shall be inspected by a team of experts called visiting team with a view to assess the level of preparedness of the institution to commence the course. In case of open and distance learning programmes, sampled study centres shall be inspected. Inspection shall not be subject to the consent of the institution, rather the decision of the Regional Committee to cause the inspection shall be communicated to the institution with the direction that the inspection shall be caused on any day after ten days from the date of communication by the Regional Office. The Regional Committee shall ensure that inspection is conducted ordinarily within thirty days from the date of its communication to the institution. The institution shall be required to provide details about the infrastructure and other preparedness on the specified proforma available on the website of the Council to the visiting team at the time of inspection along with building completion certificate issued by the competent civil authority, if not submitted earlier.

Provided that the Regional Committee shall organise such inspections strictly in chronological order of the receipt of application for the cases to be approved by it:

Provided further that the members of the visiting team for inspection shall be decided by the Regional Committee out of the panel of experts approved by the Council and in accordance with the visiting team policy of the Council.

(8) At the time of the visit of the team of experts to an institution, the institution concerned shall arrange for the inspection to be videographed in a manner that all important infrastructural and instructional facilities are videographed along with interaction with the management and the faculty, if available at the time of such visit. The visiting teams, as far as possible, shall finalise and courier their reports alongwith the video recordings on the same day:

Provided that the videography should clearly establish the outer view of the building, its surroundings, access road and important infrastructure including classrooms, labs, resource rooms, multipurpose hall, library and others. The visiting team shall ensure that the videography is done in a continuous manner, the final unedited copy of the videography is handed over to them immediately after its recording and its conversion to a CD should be done in the presence of visiting team members:

Provided further that at the time of inspection for new courses or enhancement of intake of the existing course, the visiting team shall verify the facilities for existing recognized teacher education courses and ascertain the fulfillment and maintenance of regulations and norms and standards for the existing courses as well.

(9) The application and the report alongwith the video recordings or CDs of the visiting team shall be placed before the Regional Committee concerned for consideration and appropriate decision.

(10) The Regional Committee shall decide grant of recognition or permission to an institution only after satisfying itself that the institution fulfills all the conditions prescribed by the National Council under the Act, rules or regulations, including, the norms and standards laid down for the relevant teacher education programmes.

(11) In the matter of grant of recognition, the Regional Committees shall strictly act within the ambit of the Act, the regulations made thereunder including the norms and standards for various teacher education programmes, and shall not make any relaxation thereto.

(12) The Regional Director, who is the convener of the Regional Committee, while putting up the proposals to the Regional Committee, shall ensure that the correct provisions in the Act, rules or regulations including norms and standards for various teacher education programmes are brought to the notice of the Regional Committee so as to enable the Committee to take appropriate decisions.

(13) The institution concerned shall be informed, through a letter of intent, regarding the decision for grant of recognition or permission subject to appointment of qualified faculty members before the commencement of the academic session. The letter of intent issued under this clause shall not be notified in the Gazette but would be sent to the institution and the affiliating body with the request that the process of appointment of qualified staff as per policy of State Government or University Grants Commission or University may be initiated and the institution be provided all assistance to ensure that the staff or faculty is appointed as per the norms of the Council within two months. The institution shall submit the list of the faculty, as approved by the affiliating body, to the Regional Committee.

(14)(i) All the applicant institutions shall launch their own website with hyperlink to the Council and corresponding Regional Office websites soon after the receipt of the letter of intent from the Regional Committee, covering, inter alia, the details of the institution, its location, name of the programme applied for with intake; availability of physical infrastructure, such as land, building, office, classrooms, and other facilities or amenities; instructional facilities, such as laboratory and library and the particulars of their proposed teaching faculty and non-teaching staff with photographs, for information of all concerned. The information with regard to the following shall also be made available on the website, namely:-

- (a) sanctioned programmes along with annual intake in the institution;
 - (b) name of faculty and staff in full as mentioned in school certificate along with their qualifications, scale of pay and photograph;
 - (c) name of faculty members who left or joined during the last quarter;
 - (d) names of students admitted during the current session along with qualification, percentage of marks in the qualifying examination and in the entrance test, if any, date of admission and such other information;
 - (e) fee charged from students;
 - (f) available infrastructural facilities;
 - (g) facilities added during the last quarter;
 - (h) number of books in the library, refereed journals subscribed to, and additions, if any, in the last quarter.
- (ii) The institution shall be free to post additional relevant information, if it so desires.
- (iii) Any false or incomplete information on its website shall render the institution liable for withdrawal of recognition.

(15) The institution concerned, after appointing the requisite faculty or staff as per the provisions of norms and standards of respective programmes, and after fulfilling the conditions under regulation 8, shall formally inform about such appointments to the Regional Committee concerned.

(16) The letter granting approval for the selection or appointment of faculty shall also be provided by the institution to the Regional Committee with the document establishing that the Fixed Deposit Receipts of Endowment Fund and Reserve Fund have been converted into a joint account and after receipt of the said details, the Regional Committee concerned shall issue a formal order of recognition which shall be notified as provided under the Act.

(17) In cases, where the Regional Committee, after consideration of the report of the visiting team and other facts on record, is of the opinion that the institution does not fulfill the requirements for starting or conducting the course or for enhancement of intake, after giving an opportunity of being heard to the institution pass an order refusing to allow any further opportunity for removal of deficiencies or inspection for reasons to be recorded in writing; provided that against the order passed by the Regional Committee, an appeal to the Council may be preferred as provided under section 18 of the Act.

(18) The reports of inspection of the institutions along with the names of the visiting team experts shall be made available on the official website of the Regional Committee concerned after the same have been considered by the Regional Committee.

(19) The Regional Committee shall process the application for closure in the manner prescribed for the processing of applications for new programmes or additional programmes or additional intake.

8. Conditions for grant of recognition.—(1) New Teacher Education Institutions shall be located in composite institutions and the existing teacher education institutions shall continue to function as stand-alone institutions; and gradually move towards becoming composite institutions.

(2) An institution shall fulfill all the conditions pertaining to norms and standards for conducting the programme or training in teacher education. These norms, inter alia, provide conditions relating to financial resources,

accommodation, library, laboratory, other physical infrastructure, qualified staff including teaching and non-teaching personnel.

(3) An institution which has been recognised by the Council shall obtain accreditation from an accrediting agency approved by Council within five years of such recognition.

(4) (i) No institution shall be granted recognition under these regulations unless the institution or society sponsoring the institution is in possession of required land on the date of application. The land free from all encumbrances could be either on ownership basis or on lease from Government or Government institutions for a period of not less than thirty years. In cases where under relevant State or Union territory laws the maximum permissible lease period is less than thirty years, the State Government or Union territory administration law shall prevail and in any case no building shall be taken on lease for running any teacher training programme.

(ii) The society sponsoring the institution shall have to ensure that proposed teacher education institution has a well demarcated land area as specified by the norms.

(iii) The society sponsoring the institution shall be required to transfer and vest the title of the land and building in the name of the institution within a period of six months from the date of issue of formal recognition order under sub-regulation (16) of regulation 7. However, in case, the society fails to do so due to local laws or rules or bye-laws, it shall intimate in writing with documentary evidence of its inability to do so. The Regional Office shall keep this information on record and place it before the Regional Committee for its approval.

(5) The institution or society shall furnish an affidavit on Rs. 100 stamp paper duly attested, by Oath Commissioner or Notary Public stating the precise location of the land (Khasra number, village, district, state, etc.), the total area in possession and the permission of the competent authority to use the land for educational purposes and mode of possession, i.e., ownership or lease. In case of Government institutions, the said affidavit shall be furnished by the Principal or the Head of the Institution or any other higher authority. The affidavit shall be accompanied with the certified copy of land ownership or lease documents issued by the registering authority or civil authority, permission of the competent authority to use the land for educational purposes (and approved building plan) as per provision contained in sub-regulation (4) of the Regulation 5.

(6) The copy of the affidavit shall be displayed by the institution on its official website. 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.

(7) At the time of inspection, the building of the institution shall be complete in the form of a permanent structure on the land possessed by the institution, equipped with all necessary amenities and fulfilling all such requirements as prescribed in the norms and standards. The applicant institution shall produce the original completion certificate issued by the competent Authority, approved building plan in proof of the completion of building and built up area and other documents to the visiting team for verification. No temporary structure or asbestos roofing shall be allowed in the institution, even if it is in addition to the prescribed built up area.

(8) At the time of inspection for new programme or enhancement of intake, visiting team shall also verify the facilities for existing teacher education programmes already accorded recognition by the Council and ascertain the fulfillment and maintenance of regulations and norms and standards for the existing programmes as well.

(9) In case of change of premises, prior approval of the Regional Committee concerned shall be necessary, which may be accorded after due inspection of the institution at the new site. Application for change of premises, in the specified format alongwith the processing fee and other relevant documents shall be submitted by the institution online to the Regional Office for prior approval of change of premises. The change may be permitted to a site which, if applied initially, would have qualified for establishment of an institution as per specified norms of Council. The change shall be displayed on website thereafter.

(10) The university or examining body shall grant affiliation only after issue of the formal recognition order under sub-regulation (16) of regulation 7 and admissions by the institution shall be made only after affiliation by the university or affiliating body.

(11) Whenever there are changes in the norms and standards for a programme in teacher education, the institution shall comply with the requirements laid down in the revised norms and standards immediately. However, the revised land area related norms shall not be applicable to the existing institutions, but the required built up area shall have to be increased by existing institutions to conform to the revised norms and the institutions not having land area as per the revised norms, shall not be allowed to expand by way of additional programmes or additional intake.

(12) The institution shall make the information or documents available to the Council or its authorised representatives as and when required by them and failure to produce or show any of the required documents, shall be treated as a breach of the conditions of recognition.

(13) The institution shall maintain records, registers or other documents, which are essential for running an educational institution especially those prescribed under the relevant rules or regulation and norms and standards and guidelines or instructions of the Central or State or Union territory administrations, affiliating or examining bodies.

(14) The institution shall adhere to the mandatory disclosure in the prescribed format and display up-to-date information on its official website.

9. Norms and standards.—Every institution offering the following programmes shown in the Table shall have to comply with the norms and standards for various teacher education programmes as specified in Appendix-1 to Appendix 15 :

Sl. No.	Norms and Standards	Appendix No.
1.	Diploma in early childhood education programme leading to Diploma in Preschool Education (DPSE)	Appendix-1
2.	Elementary teacher education programme leading to Diploma in Elementary Education (D.El.Ed.).	Appendix-2
3.	Bachelor of elementary teacher education programme leading to Bachelor of Elementary Education (B.El.Ed.) degree.	Appendix-3
4.	Bachelor of education programme leading to Bachelor of Education (B.Ed.) degree.	Appendix-4
5.	Master of education programme leading to Master of Education (M.Ed.) degree.	Appendix-5
6.	Diploma in physical education programme leading to Diploma in Physical Education (D.P.Ed.).	Appendix-6
7.	Bachelor of physical education programme leading to Bachelor of Physical Education (B.P.Ed.) degree	Appendix-7
8.	Master of physical education programme leading to Master of Physical Education (M.P.Ed.) degree	Appendix-8
9.	Diploma in elementary education programme through Open and Distance Learning System leading to Diploma in Elementary Education (D.El.Ed.)	Appendix-9
10.	Bachelor of education programme through Open and Distance Learning System leading to Bachelor of Education (B.Ed.) degree.	Appendix-10
11.	Diploma in arts education (Visual Arts) programme leading to Diploma in Arts Education (Visual Arts)	Appendix-11
12.	Diploma in arts education (Performing Arts) programme leading to Diploma in Arts Education (Performing Arts)	Appendix-12
13.	4-year Integrated programme leading to B.A.B.Ed./B.Sc.B.Ed. degree.	Appendix-13
14.	Bachelor of education programme (Part Time) leading to Bachelor of Education (B.Ed) degree.	Appendix-14
15.	B.Ed. M.Ed (3 years integrated) programme leading to B.Ed. M.Ed (Integrated) degree.	Appendix-15

10. Financial Management.—(1) In the case of self-financed institutions including government or government aided institutions running a programme on self-financing basis, where the letter of intent issued under sub-regulation 13 of regulation 7, there shall be an endowment fund of five lakh rupees per programme per unit and a reserve fund of seven lakh rupees per programme per unit of approved intake, in the form of a fixed deposit in a Scheduled Bank, which shall be converted into a fixed deposit in the joint name of an authorised representative of the management and the Regional Director concerned, which shall be maintained perpetually by way of renewal at the intervals of every five years.

(2) The academic and other staff of the institution shall be paid such salary as may be prescribed by the concerned government or Board or affiliating body by account payee cheque or as per advice into the bank account of employee specially opened for the purpose. The institution shall maintain complete record of payment of salary to the employees, Employees Provident Fund, details of which may be given in the self appraisal report and which may be verified at any time by the Council or State Government or affiliating body.

(3) Every institution shall display on its official website, every financial year by the 30th day of September, the following statements of accounts duly certified by a Chartered Accountant :-

- (i) Balance sheet as on the last date of the financial year;
- (ii) Income and expenditure account for the financial year;
- (iii) Receipt and payment account for the financial year.

11. Academic Calendars.—(1) It shall be incumbent upon the affiliating body to regulate the process of admission in teacher education institutions by prescribing the schedule or academic calendar in respect of each of the programmes specified in Appendix 1 to 15 under these regulations, at least three months in advance of the commencement of each academic session and to give due publicity by providing the following details, namely :-

- (a) date for the publication of notice inviting applications for admissions;
- (b) last date of receipt of applications for admissions for each programme;
- (c) date of selection test or interview;
- (d) date of publication of 1st, 2nd and 3rd list of candidates and last date of closure of admissions.

(2) The entire process shall be completed within a period of sixty days from the date of publication of the admission notice. The affiliating body shall strictly adhere to the schedule or academic calendar notified by it. After closure of the admission, each teacher education institution shall submit the list of students admitted in each programme within two days from the last date of closure of admission to the respective affiliating or examining bodies and shall be made available on the website of the institution.

12. Power to relax.—(1) On the recommendations of the Central Government, or State Government, or Union territory Administration concerned, or in cases for removal of any hardship caused in adhering to the provisions in these regulations, keeping in view the circumstances peculiar to the said Governments or Union territory, it shall be open to the Chairperson, for reasons to be recorded in writing, to relax any of the provisions of these regulations, in respect of any class or category of institutions, in the concerned State or Union Territory, or of Central Government institutions to such an extent and subject to such conditions, as may be specified in the order and decisions shall be brought to the notice of the Council in the next meeting. In exceptional cases and for reasons to be recorded in writing, the Chairperson, shall be competent to relax any of the provisions of these regulations and the related norms and standards subject to its ratification by the Council.

13. Repeal and savings.—(1) The National Council for Teacher Education (Recognition Norms and Procedure) Regulations, 2009 is hereby repealed.

(2) Notwithstanding such repeal, anything done or any action taken or purported to have been done or taken under the regulations hereby repealed shall, in so far as it is not inconsistent with the provisions of these regulations, be deemed to have been done or taken under the corresponding provisions of these regulations.

JUGLAL SINGH, Member Secy.

[ADVT III/4/Exty./131 A/14]

APPENDIX-1

Norms and standards for diploma in early childhood education programme leading to Diploma in Preschool Education (DPSE)

1 Preamble

- 1.1 Preschool education aims at total child development in a learning environment that is joyful, child-centered, play and activity based. The present programme of DPSE, earlier known as Diploma in Early Childhood Education (D.E.C.Ed.) aims at preparing teachers for preschool programmes which are offered under different nomenclature such as nursery schools, kindergarten schools and preparatory schools. The programme shall cover children in the age group 3 to 6.

2 Duration and Working Days

2.1 Duration

The DPSE programme shall be of a duration of two academic years. However, the students shall be permitted to complete the programme within a maximum period of three years from the date of admission to the programme.

2.2 Working Days

- (a) There shall be at least two hundred working days each year, exclusive of period of examination and admission.

The institution shall work for a minimum of thirty six hours in a week for five or six days, during which physical presence of teachers and student-teachers in the institution is necessary to ensure their availability for advice, guidance, dialogue and consultation as and when needed.

- (b) The minimum attendance of student-teachers shall be 80% for all course work and practicum, and 90% for school internship.

3 Intake, Eligibility, Admission Procedure and Fees

3.1 Intake

There shall be a basic unit of fifty students for each year. Two basic units are permissible initially. However, government institutions shall be sanctioned a maximum intake of four units subject to fulfillment of other requirements.

3.2 Eligibility

- (i) Candidates with at least fifty percent (50%) marks in the higher secondary (+2) or its equivalent examination are eligible for admission.
- (ii) The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.

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.

3.4 Fees

The institution shall charge only such fee as prescribed by the affiliating body /State Govt. concerned in accordance with provisions of National Council for Teacher Education (NCTE) (Guidelines for regulations of tuition fees and other fees chargeable by unaided teacher education institutions) Regulations, 2002, as amended from time to time; and shall not charge donations, capitation fee etc from the students.

4. Curriculum, Programme Implementation and Assessment

4.1 Curriculum

This DPSE programme shall be designed to integrate the study of childhood, social context of education, subject knowledge, pedagogical knowledge, aims of education, and communication skills. It has been conceptualised as a teacher education programme with the objective of preparing teachers for children at the preschool stage. The curriculum shall constitute three broad components: (a) theory courses, supplemented with practical content; (b) practicum, i.e. self learning/development; and (c) school internship, i.e. engagement with children in preschool. The theory and practicum courses shall be assigned a weightage in the proportion determined by the affiliating body. However, it would be desirable to maintain the equal ratio between the theory component on one hand and the practicum and school internship on the other. The classroom pedagogy and processes shall be interactive and participatory, with a focus on inclusive classroom approach, tutorials, mentoring and use of blended methods.

Information and Communication Technology (ICT), gender, yoga education, and disability/inclusive education shall form an integral part of the DPSE curriculum.

(a) Theory Courses

The theory courses are generally categorized as Foundation Courses and Content and Pedagogy Courses keeping in view the integration and balance of understanding of child and child development from a psychological and sociological perspective, and a sound understanding of knowledge of pedagogy of language, mathematics and environmental studies along the early childhood continuum. The Foundation Courses shall include:

- (i) Early Childhood, Care and Education in India
- (ii) Understanding Child and Childhood
- (iii) Health and Nutrition of the Child
- (iv) Gender, Diversity and Discrimination.

The Content and Pedagogy Courses shall include:

- (i) Preschool Education Curriculum: principles and priorities
- (ii) Methods and Materials for Preschool Education

- (iii) Development of Mathematical Concepts in Children
- (iv) Development of Language and Literacy in Children
- (v) Developing Understanding of Environment
- (vi) Planning and Organizing a Preschool Education Programme
- (vii) Working with Children with Special Needs
- (viii) Working with Parents and Community.

(b) Practicum

Each theory course shall have associated practicals. Practical with theory classes aim at enabling student-teachers to: (a) internalise or understand theory better through linking it with the field situation, and (b) develop appropriate pedagogical competencies and skills. Activities supplementing theory may include observing children/families/institutions; doing case studies; creating and practising use of teaching-learning materials, aids and activity plans; planning and conducting activities related to different developmental and subject domains; and planning and designing continuing and comprehensive evaluation.

(c) School Internship

This is envisaged as a three stage process: Stage 1 : observation of preschool classes in different settings; Stage 2 : planned practice teaching in preschool classes for part of the day; and Stage 3 : full time internship or immersion in preschool programmes across a range of provisions - public, private, NGO.

A minimum of 20 weeks of internship in pre-schools shall be organized during the two year duration. Of this, 4 weeks would be dedicated to classroom observations etc. during the first year, and 16 weeks during the second year for internship in pre-schools.

(d) The institution shall have easy access to sufficient number of preschools in recognised schools for field work and practice teaching related activities of student-teachers. It is desirable that it has an attached preschool of its own. The institution shall make an arrangement with at least ten preschools/pre-primary schools indicating their willingness to allow the Internship as well as other school-based activities of the programme. These preschools shall form basic contact point for all practicum activities and related work during the course of the programme. The District/Block office of the State Education Department may allot schools to different TEIs.

4.2 Programme Implementation

The college/institution will have to meet the following specific demands of a professional programme of study:

- (i) Prepare a calendar for all activities, including school internship. The school internship and other school contact programmes shall be synchronised with the academic calendar of the school.
- (ii) Initiate discourse on education by periodically organising seminars, debates, lectures and discussion groups for students and faculty.
- (iii) Organise academic enrichment programmes including interactions with faculty from parent disciplines; encourage faculty members to participate in academic pursuits and pursue research, especially in preschool sections of elementary schools. Provisions of leave may be made for faculty to undertake research/teaching in Universities and schools.
- (iv) Adopt participatory teaching approach in the classroom to help students develop reflective thinking and critical questioning skills. Students shall maintain continuing and comprehensive evaluation reports and observation records, which provide opportunities for reflective thinking.
- (v) The development of resources for the preschools must be emphasized and a partnership between the Teacher Education Institution and the preschool must be fostered through both the curriculum and the running of the Teacher Education Institution.
- (vi) There shall be mechanisms and provisions in the Institution for addressing complaints of students and faculty, and for grievance redressal.
- (vii) For school internship, the TEIs and the participating schools shall set up a mutually agreed mechanism for mentoring, supervising, tracking and assessing the student-teachers.

4.3 Assessment

For each theory course, at least 20% to 30% marks may be assigned for continuous internal assessment and 70% to 80% for examination conducted by the examining body; and one-fourth of the total marks/weightage shall be allocated to evaluating the students' performance in classroom observations and 16 weeks of school internship. The weightage for internal and external assessment shall be fixed by the

affiliating body. Candidates must be internally assessed on the entire practicum course, and not only on the project/field work given to them as part of their units of study. The basis for assessment and criteria used ought to be transparent for students to benefit maximally out of professional feedback. Students shall be given information about their grades/marks as part of professional feedback so that they get the opportunity to improve their performance. The bases of internal assessment may include individual or group assignments, observation records, diaries, reflective journal, etc.

5 Staff

5.1 Faculty

For a basic unit of fifty students, i.e. one hundred students in two years, the full-time faculty strength shall be 7, along with 3 professional support staff. The Principal/HoD is included in the faculty. The distribution of faculty across courses shall be as under:

1. Principal/HoD	One
2. ECCE Courses, Child Development Courses	Two
3. Mathematics Concepts	One
4. Language and Literacy	One
5. Environment Studies	One
6. Sociology of Education	One

Professional Support Staff:

1. Creative and Performing Arts	One
2. Health and Nutrition	One
3. ICT Applications	One

Note: (i) If the students' strength for two years is two hundred, the number of faculty shall be increased to a minimum of 15. The faculty in specialised areas and some of the pedagogic courses can be shared with the other teacher education programmes.

(ii) Faculty can be utilized for teaching in a flexible manner so as to optimize academic expertise available.

5.2 Qualifications

(i) Principal

- (a) Academic and professional qualification shall be as prescribed for the post of lecturer (as given below); and
- (b) Five years experience of teaching in Early Childhood teacher education institution.

(ii) Lecturers in ECCE and Child Development : Two Posts

- (a) Postgraduate degree in Early Childhood Care and Education/Early Childhood Development with 50% marks.

OR

- (b) Postgraduate degree in Child Development or in Home Science with specialization in Child Development/Human Development/Human Development and Family Studies/Early Childhood Care and Education with 50% marks.

OR

- (c) Postgraduate degree in Education or in Home Science (General/Composite) and Certificate/Diploma in Early Childhood/ Nursery Education with 50% marks in both.

(iii) Lecturers in Pedagogy of School Subjects: Three Posts

Postgraduate degree in a relevant subject with 50% marks, and B.El.Ed./D.El.Ed./DPSE with 50% marks.

(iv) Lecturers in Other Areas : One Post

Sociology of Education : Post-graduate degree in Sociology or Education with Degree/Diploma in Education with 50% marks at each level.

(v) Professional Support Staff : Three Posts

- (a) *Creative and Performing Arts*: Postgraduate degree in Fine Arts or Music/Dance or its equivalent qualification from a recognized institution with 50% marks.
- (b) *Health and Nutrition*: Bachelor degree in Physical Education (B.P.Ed.) with 50% marks.
- (c) *ICT Applications*: Bachelor degree in Computer Applications with 50% marks.

5.3 Administrative and Professional Staff

- (i) Librarian - One (Full time)
Qualification

Bachelor degree in Library Science with 50% marks.

- (ii) UDC/Office Superintendent - One
(iii) Computer Operator-cum- Store keeper - One
(iv) Helpers - Two

Qualifications:

As prescribed by State Government/UT Administration concerned.

[Note: In a composite institution, the Principal, and academic, administrative and technical staff can be shared].

5.4 Terms and Conditions of Service

The terms and conditions of service of teaching and non-teaching staff including selection procedure, pay scales, age of superannuation and other benefits shall be as per the policy of the State Government/Affiliating body.

6 Facilities**6.1 Infrastructure**

- (a) Land area and Built up Area for running one unit of this course in combination with one unit of other teacher education programmes shall be as under:

	Built Up Area (in sqm)	Land Area (in sqm)
DPSE	1500 sq. mts.	2500 sq. m
DPSE plus D.El.Ed	2500 sq. mts	3000
DPSE plus B.Ed + Education component of BA/B.Sc. B.Ed.	3000 sq. mts	3000
DPSE plus B.Ed plus M.Ed	3500 sq. mts	3500
D.El. Ed plus DPSE Plus B.Ed plus M.Ed	4000 sq. mts	4000

Additional intake of one unit of DPSE will require additional built up area of 500 sq. m (five hundred square meters).

- (b) The institution must have the following infrastructure:

- (i) One classroom of minimum size of 500 sq.ft (five hundred square feet) for every 50 students
- (ii) Multipurpose Hall with seating capacity of two hundred and a dias with total area of 2000 sq. ft. (two thousand square feet)
- (iii) Library-cum-Resource Centre
- (iv) ICT Resource Centre with at least 10 computers with internet facility
- (v) Curriculum Resource Centre
- (vi) Arts and Work Experience/Resource Centre(s)
- (vii) Educational Toys Room
- (viii) Health and Physical Education Room
- (ix) Principal's Office
- (x) Staff Room
- (xi) Administrative Office
- (xii) Girls' Common Room
- (xiii) Canteen
- (xiv) Store Rooms (Two)

- (xv) Separate Toilet facility for men and women student-teachers and staff out of which one should be for PWD.
- (xvi) Visitors' rooms
- (xvii) Parking space
- (xviii) Open Space for lawns, gardening activities, etc.
- (xix) Store Room and Multipurpose playfield

The size of instructional space shall not be less than 10 sq.ft. (ten square feet) per student. Each classroom should be of such size as to comfortably accommodate fifty student-teachers.

- (c) Reasonable outdoor space and facilities for indoor games shall be provided for physical education, sports and athletics. There shall be games facilities with playground.
- (d) Safeguard against fire hazard be provided in all parts of the building.
- (e) The institutional campus, building furniture etc. should be disabled friendly.
- (f) Hostel for boys and girls separately and some residential quarters are desirable.

6.2 Equipments and Materials

(a) *Library Books, Journals and Literature:* At least 1000 titles including suggested list of books as given in the curriculum framework and the following:

- (i) Books on Child development, Early Childhood Care and Education, Primary Education, Nutrition and Health, Sociology of Childhood and related disciplines. Self-learning material of ODL institutions/universities.
- (ii) Refereed print journals, E journals, e-materials, online resources, OERs
- (iii) Teachers' magazines and journals, e.g. Primary Teacher, Navtika, Teacher Support.
- (iv) Children's journals, magazines, activity books.
- (v) Children's literature including picture story books, non-fiction for children; anthology of children's poems and rhymes, graded early reading books, textbooks for class I and II.
- (vi) Fiction and non-fiction (travelogues, biographies etc.) for teacher educators.
- (vii) Encyclopedia, dictionary.

(b) *Other Resources*

- (i) Audio-visual equipment: Hardware for projection, duplication and educational software facilities including TV, digital projector, films, charts, pictures and ROT (Received Only Terminal). SIT (Satellite Interlinking Terminal would be desirable).
- (ii) Musical Instruments: Simple musical instruments such as Harmonium/Synthesizer, Dhapli, Dholak, Manjira and other indigenous instruments.
- (iii) Adequate games and sports equipment for common indoor and outdoor games.
- (iv) Teaching/Learning aids:
 - (a) Charts, pictures, models
 - (b) Raw material such as stationery, chart paper, mount board, cloth, cotton wool, etc. (for arts and crafts activities and for preparation of learning aids such as puppets; soft toys; picture cards, dominoes; conversation charts; story cards)
 - (c) Tools like scissors, scales, etc.
- (v) Developmental assessments check lists and measurement tools
- (vi) Digital multimedia resources
- (vii) Photocopying machine (desirable).

6.3

Other Amenities

- (a) Functional and appropriate furniture in required number for instructional and other purposes.
- (b) Separate common rooms for male and female students-teachers.
- (c) Sufficient number of toilets, separate for male and female staff and students.

- (d) Space and arrangement for parking of vehicles,
- (e) Provision for safe drinking water.
- (f) Arrangement for regular cleaning of campus, water and toilet facilities, repair and replacement of furniture and other equipments.
- (g) The institution's campus, building, furniture, facilities etc should be disabled friendly.
- (h) Safeguard against fire hazard shall be provided in all parts of the building.

Note : In case of composite institution, the infrastructural and other facilities shall be shared by various teacher education programmes.

7 Managing Committee

The institution shall have a Managing Committee constituted as per the rules of the concerned State Government, if any. In the absence of any such rule, the sponsoring society shall constitute the Managing Committee on its own. The Committee shall comprise representatives of the Managing Society/Trust, Educationists, Early Childhood Education Experts and Staff Representatives.

APPENDIX-2

Norms and standards for diploma in elementary teacher education programme leading to Diploma in Elementary Education

(D.El.Ed)

1. Preamble

- 1.1 The Diploma in Elementary Education (D.El.Ed) is a two year professional programme of teacher education. It aims to prepare teachers for the elementary stage of education, i.e. classes I to VIII. 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.
- 1.2 The elementary teacher education programme carries different nomenclatures such as BTC, J.B.T, D.Ed. and (Diploma in Education). Henceforth, the nomenclature of the programme shall be the same across all states and it shall be referred to as the 'Diploma in Elementary Education'(D.El.Ed).

2. Duration and Working Days

2.1 Duration

The D.El.Ed. programme shall be of a duration of two academic years. However, the students shall be permitted to complete the programme within a maximum period of three years from the date of admission to the programme.

2.2 Working Days

- (a) There shall be at least two hundred working days each year exclusive of the period of examination and admission.
- (b) The institution shall work for a minimum of thirty six hours in a week (five or six days), during which physical presence in the institution of all the teachers and student teachers is necessary to ensure their availability for advice, guidance, dialogue and consultation as and when needed.
- (c) The minimum attendance of student-teachers shall be 80% for all course work including practicum, and 90% for school internship.

3. Intake, Eligibility, Admission Procedure and Fees

3.1 Intake

The basic unit shall be of 50 students. Two basic units are permissible initially. However, Government Institutions shall be sanctioned a maximum intake of four units subject to fulfillment of other requirements.

3.2 Eligibility

- (a) Candidates with at least 50% marks in the higher secondary (+2) or its equivalent examination are eligible for admission.
- (b) The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.

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.

3.4 Fees

The institution shall charge only such fee as prescribed by the affiliating body/state government concerned in accordance with provisions of National Council for Teacher Education (NCTE) (Guidelines for regulations of tuition fees and other fees chargeable by unaided teacher education institutions) Regulations, 2002, as amended from time to time and shall not charge donations, capitation fee etc from the students.

4. Curriculum, Programme Implementation and Assessment

4.1 Curriculum

The D.El.Ed. Programme is to be designed to integrate the study of childhood, social context of education, subject knowledge, pedagogical knowledge, aims of education, and communication skills. The programme shall comprise of compulsory and optional theory courses; compulsory practicum courses; and comprehensive school internship. The theory and practicum courses shall be assigned a weightage in the proportion determined by the affiliating body. It shall be in broad alignment with the National Curriculum Framework for Teacher Education, while contextualizing it for the state or region concerned. ICT, gender, yoga education, and disability/inclusive education shall form integral part of the D.El.Ed. curriculum.

(a) Theory Courses

The theory courses shall comprise courses on perspectives in education, curriculum and pedagogic courses, and there shall also be optional courses in pedagogy. The theory courses shall include Foundations/Perspectives of Education in three broad rubrics, namely, Child Studies, Contemporary Studies, and Educational Studies. The theory courses shall also include language proficiency and communication, relevant field-based units of study including assignments and projects. The curriculum and pedagogy courses shall include courses in pedagogy for primary and upper primary curriculum areas.

Pedagogy courses in language, mathematics and environmental studies for the primary stage shall be compulsory; optional pedagogy courses in Social Science Education, Language Education, Mathematics Education, and Science Education shall be offered for teaching at the upper primary stage.

(b) Practicum

Field Engagement courses shall be designed to give opportunities to acquire a repertoire of professional skills and capacities in craft, fine arts, work and education, creative drama and theatre in education, self-development, children's physical and emotional health, school health and education.

(c) School Internship

The D.El.Ed. programme shall provide for sustained engagement with learners and the school, thereby creating a synergy with schools in the neighborhood throughout the two years. Students shall be equipped to cater to needs of diverse learners in schools. The programme shall include visits to innovative centres of pedagogy and learning, innovative schools, educational resource centres, teaching-learning centres. School Internship would include stipulations in the RTE on the duties of the teacher and community engagement. The School Internship programme shall have the following components:

A minimum of 20 weeks of internship in schools during the course of which 4 weeks would be dedicated to classroom observations etc. during the first year; second year of school internship will be for minimum period of 16 weeks in the elementary classes, including primary and upper primary.

(d) The institution shall have easy access to sufficient number of recognized elementary schools for field work and practice teaching related activities of student teachers. It is desirable that it has an attached primary/elementary school of its own. The institution shall furnish undertaking from the schools willing to provide facilities for practice teaching.

4.2 Programme Implementation

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

- (i) Prepare a calendar for all activities, including school internship. The school internship and other school contact programmes shall be synchronised with the academic calendar of the school.
- (ii) Make an arrangement with at least ten schools indicating their willingness to allow the Internship as well as other school based activities of the programme. These schools shall form basic contact point for all practicum activities and related work during the course of the programme. The District/Block office of the State Education Department may allot schools to different TEIs.
- (iii) Initiate discourse on education by periodically organising seminars, debates, lectures and discussion groups for students and faculty.
- (iv) Organise academic enrichment programmes including interactions with faculty from parent disciplines;

encourage faculty members to participate in academic pursuits and pursue research, especially in elementary schools. Provisions of leave shall be made for faculty to undertake research/teaching in Universities and schools.

- (v) Adopt participatory teaching approach in the classroom to help students develop reflective thinking and critical questioning skills. Students shall maintain continuing and comprehensive evaluation reports, observation records and reflective journals, which provide opportunities for reflective thinking.
- (vi) The optional pedagogy course for upper primary school teaching shall be selected by the student.
- (vii) The development of resources for the school must be emphasized and a partnership between the Teacher Education Institution and the school must be fostered through both the curriculum and the running of the Teacher Education Institution.
- (viii) There shall be mechanisms and provisions in the Institution for addressing complaints of students and faculty, and for grievance redressal.
- (ix) For school internship, the TEIs and the participating schools shall set up a mutually agreed mechanism for mentoring, supervising, tracking and assessing the student teachers.

4.3 Assessment

For each theory course, at least 20% to 30% marks may be assigned for continuous internal assessment and 70% to 80% for examination conducted by the examining body; and one-fourth of the total marks shall be allocated to evaluating the students' performance during the 16 weeks of school internship. The weightage for internal and external assessment shall be fixed by the affiliating body within the ranges specified above. Candidates must be internally assessed on the entire practicum course and not only on the project/field work given to them as part of their units of study. The basis for assessment and criteria used ought to be transparent for students to benefit maximally out of professional feedback. Students shall be given information about their grades/marks as part of professional feedback so that they get the opportunity to improve their performance. The bases of internal assessment may include individual or group assignments, observation records, diaries, reflective journal, etc.

5. Staff

5.1 Academic Faculty

For an intake of up to two basic units of 50 students each, the faculty strength shall be 16. The Principal or HoD is included in the faculty. The distribution of faculty across subject areas may be as under:

1. Principal/HoD	One
2. Perspectives in Education/Foundations of Education	Three
3. Science	Two
4. Humanities & Social Sciences	Two
5. Mathematics	Two
6. Languages	Three
7. Fine Arts/Performing Arts	Two
8. Health and Physical Education	One

Note : (i) If the students' strength for two years is one hundred only, the number of faculty shall be reduced to 8. The faculty in specialised areas and some of the pedagogic courses can be shared with the other teacher education programmes.

(ii) Faculty can be utilized for teaching in a flexible manner so as to optimize academic expertise available.

5.2 Qualifications

(A) Principal/ HoD

- (i) Postgraduate degree in Science / Social Sciences / Arts/ Humanities with minimum 55 % marks, and M. Ed / M.A (Education)/ M.El., Ed with minimum 50 % marks.
- (ii) Five years teaching experience in a Teacher Education Institution.

Desirable : Degree / Diploma in Educational Administration / Educational Leadership.

(B) Perspectives in Education/Foundations of Education; & Curriculum and Pedagogy

Teacher Educators in D.El.Ed should have Masters Degree in Social Science /Humanities /Science/ Maths / Language with 50% marks, and M.Ed with 50% Marks or M.A. (Education) with 50% marks [except (two) positions where the requirement shall be Postgraduate in Philosophy/Sociology/Psychology with 50% marks and B.El.Ed or B.Ed or D.El.Ed with 50% marks, or M. Phil/ Ph.D in Education].

(C) Physical Education

- (i) Masters degree in Physical Education (M.P.Ed) with minimum 50% marks.

(D) Visual and Performing Arts

- (i) Masters degree in Fine Arts / Music / Dance / Theatre with 50% marks..

5.3 Administrative and Professional Staff

(a) Number

- | | |
|--|-------|
| (i) UDC/Office Superintendent | - One |
| (ii) Computer Operator-cum-Store Keeper | - One |
| (iii) Computer Lab Assistant
(BCA / B.Tech with Computer Science) | -One |
| (iv) Librarian (with B. Lib) | - One |

(b) Qualifications

As prescribed by State Government/UT Administration concerned.

[Note: In a composite institution, the Principal and academic, administrative and technical staff can be shared. There shall be one Principal, and others may be termed as HoDs.]

5.4 Terms and Conditions of Service

The terms and conditions of service of teaching and non-teaching staff including selection procedure, pay scales, age of superannuation and other benefits shall be as per the policy of the State Government/Affiliating body.

6. Facilities

6.1. Infrastructure

- (a) Land and Built up area for running D.El.Ed programme in combination with other teacher education programmes shall be as under:

Course(s)	Built Up Area (in sqm)	Land Area (in Sqm)
D.El.Ed	1500Sq.mts.	2500
D.El.Ed plus B.Ed.+Education Component of BA/B.Sc. B.Ed.	3000 sq. mts	3000
D.E.C.Ed plus D.El.Ed	2500 sq. mts	3000
D.El.Ed plus B.Ed plus M.Ed	3500 sq. mts	3500
D.El.Ed plus D.E.C.Ed Plus B.Ed plus M.Ed	4000 sq. mts	4000

Note: Additional intake of one unit of D.El.Ed will require additional built up area of 500 sqm. (five hundred square meters).

- (b) The institution must have the following infrastructure (each item to include facilitation for PWD):

- (i) One classroom for every 50 students.
- (ii) Multipurpose Hall with seating capacity of two hundred with a dias with total area of 2000 sq. ft (two thousand square feet).
- (iii) Library-cum-Resource Centre.
- (iv) Curriculum Laboratory (with science and maths kits, maps, globes, chemicals, science kits, etc).
- (v) Computer Lab.

- (vi) Arts and Craft Resource Centre.
- (vii) Health and Physical Education Resource Centre.
- (viii) Principal's Office.
- (ix) Staff Room.
- (x) Administrative Office.
- (xi) Store Rooms (two).
- (xii) Common rooms separately for Men and Women student- teachers.
- (xiii) Canteen.
- (xiv) Visitors' Room.
- (xv) Separate Toilet Facility for Men and Women, student-teachers, and staff of which one should be for PWD.
- (xvi) Parking Space.
- (xvii) Open space for lawns, gardening activities, etc.
- (xviii) Store Room.
- (xix) Multipurpose playfield.

Note : Requirement at Sl. No. (i) will multiply with the number of units taken.

6.2 Instructional

- (a) The institution shall establish Library-cum-Resource Centre wherein teachers and students have access to a variety of materials and resources to support and enhance the teaching-learning process. These should include:

- (i) Books, journals and magazines,
- (ii) Children's books,
- (iii) Audio-visual equipment - TV, OHP, DVD Player,
- (iv) Audio-visual aids, slides, films,
- (v) Teaching aids - charts, pictures,
- (vi) Developmental assessments check lists and measurement tools,
- (vii) Photocopying machine.

- (b) **Equipment and Materials for different Activities**

The equipment and materials should be suitable and sufficient in quantity and quality 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, and worksheets), puppets, picture books, photographs, blow-ups, charts, maps, flash cards, handbooks, pictures, pictorial representations of developmental characteristics of children.

- (c) **Equipment, Tools, Raw Material for Teaching Aids, Play Material and Arts and Crafts Activities.**

One set of wood working tools, one set of gardeners 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., and cloth.

- (d) **Audio Visual Equipment**

Hardware for projection and duplication and educational software facilities including TV, DVD Player, slide projector, slides, films, charts, pictures. Satellite ROT (Receive Only Terminal) and SIT (Satellite Interactive Terminal) would be desirable.

- (e) **Musical Instruments**

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

- (f) **Books, Journals and Magazines**

A minimum of one thousand books on relevant subjects should be available during the first year of establishment of the institution and one hundred 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; and poems) and the books/resources published and recommended by NCTE. The institution should subscribe to online resources, and the journals published by NCTE, and at least three other refereed journals in the field of Education.

- (g) **Games and Sports**

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

6.3 Other Amenities

- (a) Functional and appropriate furniture in required number for instructional and other purposes.
- (b) Separate common rooms for male and female teacher educators/students-teachers.
- (c) Arrangement may be made for parking of vehicles.
- (d) Safe drinking water be provided in the institution.
- (e) The institution's campus, building, facility etc should be disabled friendly.
- (f) 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.

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

7. Managing Committee

The institution shall have a Managing Committee constituted as per the rules, if any, of the concerned State Government. In the absence of any such rule, the sponsoring society shall constitute the Managing Committee on its own. The Committee shall comprise representatives of the Managing Society/Trust/Company, Educationists, Primary/Elementary Education Experts and Staff Representatives.

APPENDIX-3

Norms and Standards for the bachelor of elementary teacher education programme leading to the Bachelor of Elementary Education (B.El.Ed.) Degree

1. Preamble

- 1.1 The Bachelor of Elementary Education (B.El.Ed) is a four-year professional degree programme of teacher education offered after Senior Secondary. It aims to prepare teachers for the elementary stage of education, i.e. for Classes I to VIII. In addition, the programme prepares students for a wide range of professional and academic options in elementary education including teaching in elementary schools with special orientation for government schools; leading elementary school systems in various capacities; teaching and research in elementary education in the government and non-governmental sector; pursuing post-graduate and research studies in education and other disciplines; and working as teacher educators in various State Institutes and University Departments / Colleges offering programmes in elementary education.
- 1.2 The B.El.Ed Programme shall be offered only in a constituent or affiliated college of a University offering undergraduate studies in liberal arts, humanities, social sciences, commerce, mathematics and sciences, or a constituent or affiliated college of a University offering multiple teacher education programmes, or a University with multi-disciplinary faculty as defined in clause (b) of regulations 2.

2. Duration and Working Days

- 2.1 The Bachelor of Elementary Education (B.El.Ed.) shall be of a minimum duration of four academic years, including a school internship of a minimum of 20 working weeks of which 4 working weeks shall be in the third year of study and 16 working weeks shall be in the fourth/final year of study.
- 2.2 Candidates admitted in this Programme shall complete the final year examination within six years from the year of admission.
- 2.3 There shall be at least two hundred working days each year exclusive of admission and conduct of examination, and inclusive of the period of classroom transaction, practicum, engaging with schools and school internship. The institution shall work for a minimum of thirty six hours in a week (five or six days), during which faculty shall be available for the requirements of the programme including interaction with and mentoring students.
- 2.4 The minimum attendance of student teachers shall be 80 % for all course work including practicum, and 90 % for school internship.

3. Intake, Eligibility, Admission Procedure and Fee

3.1 Intake

There shall be a basic unit of 50 students.

3.2 Eligibility

- (i) Candidates seeking admission to the B.El.Ed Programme should have cleared the higher secondary examination or any other examination recognised as equivalent thereto with a minimum aggregate of 50% marks.

- (ii) The reservation and relaxation in marks for SC/ST/OBC /PWD and other categories shall be as per the rules of the Central Government / State Government whichever is applicable.

3.3 Admission Procedure

Admission to the four-year degree programme in Elementary Teacher Education shall be made on merit on the basis of marks obtained in the qualifying examination (i.e. 10+2 senior secondary examination) and/or in the entrance examination or any other selection process as per the policy of the affiliating university.

3.4 Fees

The institution shall charge only such fee as prescribed by the affiliating body / state government concerned in accordance with provisions of National Council for Teacher Education (NCTE) (Guidelines for regulations of tuition fees and other fees chargeable by unaided teacher education institutions) Regulations, 2002, as amended from time to time and shall not charge donations, capitation fee etc from the students.

4. Curriculum, Programme Implementation and Assessment

The B.El.Ed. is to be designed to integrate the study of subject knowledge, human development, pedagogical knowledge and communication skills. The programme shall comprise of compulsory and optional theory courses; compulsory practicum courses and a comprehensive school internship. 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.

The B.El.Ed. curriculum seeks to prepare teachers for the primary and upper primary levels of schooling through a course curriculum which interweaves subject content with pedagogy and integrates practicum with theory. ICT, gender, yoga education, and disability/inclusive education shall form an integral part of the B.El.Ed. curriculum.

4.1 Theory Courses

The theory courses shall comprise of perspectives in education or foundation courses, discipline-based courses, and curriculum and pedagogic courses. The theory courses shall include relevant field-based units of study including assignments and projects. The theory and practicum courses shall be allocated weightage in the proportion of 60:40. The theory courses shall include the following course types:

- (a) "Perspectives or Foundation" courses shall be designed to provide an in-depth study of processes of child development and learning, concepts and perspectives in education, socio-political context in which education is situated, processes and approaches of school organisation and management, contemporary issues related to society and education and a repertoire of professional capacities to relate and communicate. Courses in domains of language, mathematics, social science and science shall be designed to provide students with the opportunity to reconstruct concepts learnt in school and to integrate them within an inter-disciplinary and pedagogic perspective.
- (b) Courses in "Curriculum and Pedagogic Studies" are to be designed to develop core teaching perspective and skills specific to the teaching of children between ages of 6 to 14 years. This includes developing perspectives in pedagogy related to specific knowledge domains. Three compulsory courses focus on pedagogic approaches in language, mathematics and environmental studies at the primary stage (I to V). Courses focusing on the upper primary stage (VI to VIII) in language, mathematics, natural sciences and social sciences shall be offered as optional courses for specialisation in one subject. Optional courses may also be provided in emerging areas in the discipline of education.
- (c) The "Discipline-based Courses" shall be designed to enrich student-teachers' knowledge-base and allow for further study in the concerned discipline. The requisite number of discipline-based courses need to be provided to enable students to pursue postgraduate studies in the respective discipline(s). These courses would enable the students to engage with concepts in specific disciplinary areas, and would build academic linkages with other undergraduate courses in that discipline.

4.2 Practicum

Practicum courses shall be designed to allow a variety of work experience with children within and outside elementary schools and opportunities for self-reflection and development of analytical skills, scientific enquiry and understanding social realities. Courses would be designed to give opportunities to acquire a repertoire of professional capacities and skills in craft, creative drama, music and theatre in education; children's literature and story-telling; developing and analysing curricular material; classroom management; systematic observation, documentation and evaluation. The practicum components would progressively increase as the programme advances to the final year, with the aim to build connections between theory, observations and classroom teaching.

Self-Development Workshops: Activities and workshops shall be designed to provide opportunities to students for self-reflection and analysis. Students learn to be self-critical, questioning and reflective,

sharpen their abilities to relate, communicate, and develop positive attitudes towards children and teaching, and an understanding of constitutional and human values.

4.3 School Engagement

The interface with school shall be designed to vary the focus, the purpose and nature of engagement with school children. The components should include establishing contact with schools, observing children, developing materials, visiting centres of innovation in education, working with communities and school management committees, and teaching school children.

4.4 School Internship

Engagement of student-teachers with schools enhances progressively over the duration of the programme, culminating in School Internship both at primary and upper primary levels in the third and fourth year of the programme.

The components of school internship would include planning for teaching, teaching-learning, observation of classrooms, engaging in continuous and comprehensive assessment for learning, writing reflective journals, developing resources and designing activities and undertaking classroom-based research projects.

Students shall be actively engaged in teaching for at least 16 weeks in the final year of the programme, including an initial one week of observing a regular classroom with a regular teacher. They shall be engaged in teaching at two levels, namely, primary (classes I-V) and upper primary (VI-VIII). They should be provided opportunities to teach in government and private schools with sustained engagement, systematic supervisory support and feedback from faculty.

4.5 Programme Implementation

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

- (i) Prepare a calendar for all activities, including school internship. The school internship and other school related practicum shall be synchronised with the academic calendar of the school.
- (ii) Make an arrangement with at least ten schools indicating their willingness to facilitate arrangements for internship as well as other practicum activities required for school engagement. The arrangement shall have the approval of the concerned educational authorities.
- (iii) Transaction of the Perspectives in Education and Curriculum and Pedagogic studies courses should be done using multiple and variety of approaches such as case studies, problem solving, discussions on reflective journals in colloquia, observations of children in multiple socio-cultural environments. Interns shall maintain reflective journals and observation records, which provide opportunities for reflective thinking.
- (iv) Set up a mutually agreed mechanism between the TEIs and the participating schools for mentoring, supervising, tracking and assessing student-teachers. There shall be a designated person from among the faculty for coordinating School Internship programme.
- (v) Promote inter-disciplinary academic activities between education and other departments within the college/institution.
- (vi) Initiate and deepen the discourse on education by organising seminars, debates, lectures and discussion groups for students and faculty.
- (vii) School teachers shall be invited to teacher education institutions for feedback to student teachers and for extension/guest lectures and organising colloquium. Faculty from departments where students take liberal courses and from cooperating departments who are involved in teaching will be considered as extended faculty of the Department of Education. At least one faculty who is involved in teaching liberal components to Education students, from each of such coordinating departments will be nominated to participate in the academic review and planning meetings of the Department of Education. They may be drawn in to participate in field supervision, etc. so that practical activities are carried out with mutual support and enabling considerations of disciplinary content and education to be addressed in an integrated manner.
- (viii) Organize academic enrichment programmes for the professional development of faculty. Faculty shall be encouraged to participate in academic pursuits and pursue research, especially in elementary schools.

There shall be mechanisms and provisions in the Institution for addressing complaints of students and faculty and grievance redressal.

4.6 Assessment

- (i) Each theory course may carry a weightage of 20% to 30% for internal assessment and 70% to 80% for external assessment. One-fourth of total marks/weightage shall be devoted to school internship. The weightage for Internal and External assessment shall be decided by the affiliating university within the above range of ratios.

- (ii) The proportion of total marks in the B.El.Ed programme may be in the following ratio: Theory 60 %, Practicum 20 %, School Internship 20 %.
- (iii) The basis for assessment and criteria used ought to be transparent for students to benefit maximally out of professional feedback. Students shall be given information about their grades/marks as part of professional feedback so that they get the opportunity to improve their performance. The bases of internal assessment may include individual or group assignments, observation records, diaries, reflective journal, etc.

5. Staff

5.1 Academic Faculty

For an intake of 50 students per unit, the faculty strength shall be 16 in number. The faculty shall be recruited for the curricular areas, namely Perspectives/Foundation Courses and Courses in Language, Sciences, Mathematics, Social Sciences, and for Health and Physical Education, Visual and Performing Arts, and Linguistics.

The full time faculty may be distributed as under:

1. HoD / Principal	One
2. Perspectives or Foundations of Education	Three
3. Science & its Pedagogy	Two
4. Mathematics & its Pedagogy	Two
5. Social Science(s) & its Pedagogy	Two
6. Language(s) & its Pedagogy	Two
7. Health and Physical Education	One
8. Visual Arts and Performing Arts	Two
9. Linguistics	One

Note: The faculty positions listed under different subject categories may teach course(s) in the Teacher Education Programme across curricular areas specified. Discipline-based courses shall be taught by faculty from co-operating departments of liberal arts, humanities, mathematics, social sciences and sciences. The concerned college/institution may draw upon resource persons with equivalent qualification/expertise in the relevant area for conducting specialized practicum courses such as self-development, theatre, music, craft, story-telling etc in accordance with norms of the affiliating university.

5.2 Qualifications

The faculty shall possess the following qualifications.

A. Principal / HoD

- (i) Postgraduate degree in Science/Social Science/Arts/Humanities with 55% marks and M.Ed/M.A. (Education) with 55 % marks.
- (ii) Five years of teaching experience in a Teacher Education Institution.

Desirable : Degree/Diploma in Educational Administration/Leadership.

B. Perspectives/Foundations in Education; & Curriculum and Pedagogic Studies

Postgraduate degree in Social Sciences/ Humanities / Sciences / Mathematics / Languages with 55 % marks and M.Ed with 55 % marks [except 3 (three) positions from Philosophy, Sociology, Psychology, where the faculty qualification shall be post-graduation in any of these three disciplines with 55% marks and B.El.Ed/ B.Ed with 55% marks.]

Linguistics: Masters in Linguistics with 55% marks with B.Ed./B.El.Ed.

Desirable : M.Phil. / Ph.D. in Education.

C. Specialised Areas

Physical Education

- (i) Post-graduation degree in Physical Education (M.P.Ed.) with 55% marks.

Visual Arts

- (i) Postgraduation degree in Fine Arts (MFA) with minimum 55% marks.

Performing Arts

- (i) Postgraduation degree in Music/Dance/Theatre Arts with minimum 55% marks or its equivalent in terms of expertise and professional experience.

5.3. Administrative and Professional Staff

1. Office Manager	One
2. Office Assistant cum Stenographer	One
3. Resource Centre Co-ordinator	One
4. Curriculum Lab Assistant	One
5. Library Assistant (B.Lib)	One
6. Computer Lab Assistant (BCA)	One
7. Office Attendant	One

Note: In a composite institution, the Principal and academic, administrative and technical staff can be shared. There shall be one Principal, others may be termed as HoDs.

5.4 Terms and Conditions of Service

The terms and conditions of service of teaching and non-teaching staff including selection procedure, pay scales, age of superannuation and other benefits shall be as per the policy of the State Government/ Affiliating body.

6. Facilities

6.1 Infrastructure

(a) Dedicated Infrastructure

The physical facilities to be provided in an institution offering the B.El.Ed. will include the following:

- (a) Academic area will consist of Class Rooms (4-5 Classrooms), Curriculum Laboratory, Science Laboratory, Resource Centre, Space for Workshops, Computer Room and Library.
- (b) Administrative area will include Principals' Room, Faculty Rooms, Central Office, Conference Room, Record Room, Computer Room and Reception Lounge.
- (c) Amenities area will comprise Students' Common Room, Staff Room, Hall, Sports/Recreation Centres, Canteen, Cooperative Stores, Dispensary and Security Services, Toilets (separate for men and women students and for faculty).

(b) Shared Infrastructure

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 shall be shared between the Department of Elementary Education and other Departments. In the case of laboratories and workshops, necessary additional provisions shall 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 shall 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 alongwith other equipment needed for Pedagogy-based practicum and other School Contact Programmes. Facilities such as Auditorium, Hall, Conference Rooms, etc. could be shared with other departments.

6.2 Instructional

(a) The Curriculum Laboratory shall be the lab area for conducting hands-on activity. The laboratory would serve this purpose for theory and practicum courses such as craft, core mathematics, language, core science, social science and courses in pedagogy and material development. The lab would contain language, science, social 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) The Resources Centre 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, audio-visual equipment, LCD Projector, DVD player, camera, films on education etc. Materials should be available in sufficient numbers for use by students in schools as well. The Resource Centre may also have computer facility for use by the faculty and students. The Centre should have sufficient space for student meetings, classes and group discussions and reading as well.

(c) The Science Laboratory in a given college/composite institution shall be available to the B.El.Ed faculty and students ensuring adequate space and number of lab materials, equipment, audio visual resources and computers.

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(d) The Workshop Space shall include provision in two separate spaces for the conducting of specific practicum activities such as theatre workshops, self-development workshops, craft, music and physical education workshops (including yoga education). These spaces should allow for free physical movement for a batch of 25-30 students.

6.3 Other Amenities

- (a) functional and appropriate furniture in required number for instructional and other purposes.
- (b) Arrangement may be made for parking of vehicles.
- (c) Access to safe drinking water in the institution.
- (d) Effective arrangement for regular cleaning of the campus, water and toilet facilities (separate toilet for men, women and PWD), repair and replacement of furniture and other equipment.

(Note: In case of composite institution, the infrastructural, instructional and other facilities shall be shared by various programmes.)

7. Managing Committee

The institution shall have a Managing Committee constituted as per norms of the affiliating University/concerned State Government. In the absence of such norms, the institution shall constitute the Managing Committee on its own. The Committee shall comprise representatives of the sponsoring society/trust / Company, Educationists and Teacher Educators, representatives of the affiliating university and of the faculty.

APPENDIX-4

Norms and Standards for bachelor of education programme leading to the Bachelor of Education (B.Ed) Degree

1. Preamble

The Bachelor of Education programme, generally known as B.Ed., is a professional course that prepares teachers for upper primary or middle level (classes VI-VIII), secondary level (classes IX-X) and senior secondary level (classes XI-XII). The programme shall be offered in composite institutions as defined in clause (b) of regulations 2.

2. Duration and Working Days

2.1 Duration

The B.Ed. programme shall be of a duration of two academic years, which can be completed in a maximum of three years from the date of admission to the programme.

2.2 Working Days

- (a) There shall be at least two hundred working days each year exclusive of the period of examination and admission.
- (b) The institution shall work for a minimum of thirty six hours in a week (five or six days), during which physical presence in the institution of all the teachers and student teachers is necessary to ensure their availability for advice, guidance, dialogue and consultation as and when needed.
- (c) The minimum attendance of student-teachers shall have to be 80% for all course work and practicum, and 90% for school internship.

3. Intake, Eligibility, Admission Procedure and Fees

3.1 Intake

There shall be a basic unit of 50 students, with a maximum of two units. There shall not be more than twenty five 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

- (a) Candidates with at least fifty percent marks either in the Bachelor's Degree and/or in the Master's Degree in Sciences/Social Sciences/ Humanity, Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification equivalent thereto, are eligible for admission to the programme.
- (b) The reservation and relaxation for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.

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.

3.4 Fees

The institution shall charge only such fee as prescribed by the affiliating body / state government concerned in accordance with provisions of National Council for Teacher Education (NCTE) (Guidelines for regulations of tuition fees and other fees chargeable by unaided teacher education institutions) Regulations, 2002, as amended from time to time and shall not charge donations, capitation fee etc from the students.

4. Curriculum, Programme Implementation and Assessment

4.1 Curriculum

The B.Ed. curriculum shall be designed to integrate the study of subject knowledge, human development, pedagogical knowledge and communication skills. The programme shall comprise three broad curricular areas: Perspectives in Education, Curriculum and Pedagogic Studies, and Engagement with the Field.

The courses under each of these curricular areas will be based on a close reading of original writings, seminar/term paper presentations and continuous engagement with the field. Transaction of the courses shall be done using a variety of approaches, such as, case studies, discussions on reflective journals, observations of children, and interactions with the community in multiple socio-cultural environments.

Information and Communication Technology (ICT), gender, yoga education, and disability/inclusive education shall form an integral part of the B.Ed. curriculum.

(i) Theory Courses

(a) Perspectives in Education

Perspectives in Education should include courses in the study of childhood, child development and adolescence, contemporary India and education, philosophical and sociological perspectives in education, theoretical foundations of knowledge and curriculum, teaching and learning, gender in the context of school and society, and inclusive education. The course in childhood studies shall enable student-teachers to engage with studies on Indian society and education, acquire conceptual tools of sociological analysis and hands-on experience of engaging with diverse communities, children and schools. The course on 'Contemporary India and Education' shall develop a conceptual understanding about issues of diversity, inequality and marginalization in Indian society and the implications for education, with analyses of significant policy debates in Indian education. The course on 'knowledge and curriculum' will address the theoretical foundations of school knowledge from historical, philosophical and sociological perspectives, with critical analysis of curricular aims and context, and the relationship between curriculum, policy and learning. The course on 'teaching and learning' will focus on aspects of social and emotional development; self and identity, and cognition and learning.

(b) Curriculum and Pedagogic Studies

Courses in Curriculum and Pedagogic Studies shall include aspects of language across the curriculum and communication, understanding of a discipline, social history of a school subject, and its pedagogical foundations, with a focus on the learner; and a course on the theoretical perspectives on assessment for learning.

Curriculum and Pedagogic Studies courses shall offer a study of the nature of a particular discipline, critical understanding of the school curriculum; pedagogy as the integration of knowledge about the learner, the discipline and the societal context of learning, and research relating to different aspects of young children's learning. The design of the programme would enable students to specialize in one disciplinary area, viz. Social Science, Science, Mathematics, Languages, and a subject area from the same discipline, at one/ two levels of school. The courses shall aim to develop in students an understanding of the curriculum, linking school knowledge with community life. A variety of investigative projects shall be included to reconstruct concepts from subject knowledge through appropriate pedagogic processes and to communicate meaningfully with children.

(ii) Engagement with the Field/Practicum

The B.Ed. programme shall provide for sustained engagement with the Self, the Child, Community and School, at different levels and through establishing close connections between different curricular areas. This curricular area would serve as an important link between the above two broad curricular areas through its three components:

- (a) Tasks and Assignments that run through all the courses.
- (b) School Internship.
- (c) Courses on Enhancing Professional Capacities.

The curricular areas of 'Perspectives in Education' and 'Curriculum and Pedagogic Studies' shall offer field engagement through different tasks and projects with the community, the school, and the child in school and out-of-school. These tasks and projects would help in substantiating perspectives and theoretical frameworks studied in a teacher education classroom with field-based experiences. The tasks and projects may include collaborative partnership with the schools for developing CCE practices, establishing study circles/forums for professional development of in-service school teachers, or dialoguing with the School Management Committee, etc. Community-based engagement may also include oral history projects with a community of

artisans as part of 'Contemporary India and Education' or 'Pedagogy of Social Science/History'. Likewise, the pedagogy course on science may include environment-based projects to address concerns of a particular village/city or a community.

Several specialised courses shall be offered to enhance professional capacities of a student-teacher such as courses on language and communication, drama and art, self development and ICT. A course on critical understanding of ICTs shall be offered as an important curricular resource, according primacy to the role of the teacher, ensuring public ownership of digital resources, and promoting constructivist approaches that privilege anticipation and co-creation over mere access to ICTs. Courses that would focus on developing the professional and personal self of a teacher will be designed to integrate theoretical and practical components, transacted through focused workshops with specific inputs on art, music and drama. These courses shall offer opportunities to study issues of identity, interpersonal relations, adult-child gaps, personal and social constructs, schools as sites for struggle and social change; understanding and practicing yoga education, developing social sensitivity and the capacity to listen and emphasize.

(iii) School Internship

School Internship would be a part of the broad curricular area of 'Engagement with the Field' and shall be designed to lead to development of a broad repertoire of perspectives, professional capacities, teacher sensibilities and skills. The curriculum of B.Ed. shall provide for sustained engagement with learners and the school (including engaging in continuous and comprehensive assessment for learning), thereby creating a synergy with schools in the neighbourhood throughout the year. Student-teachers shall be equipped to cater to diverse needs of learners in schools. These activities shall be organized for 4 weeks in the first year of the course.

Students are to be actively engaged in teaching for 16 weeks in the final year of the course. They shall be engaged at two levels, namely, upper primary (classes VI-VIII) and secondary (IX-X), or senior secondary, with at least 16 weeks in secondary/senior secondary classes. They should be provided opportunities to teach in schools with systematic supervisory support and feedback from faculty.

Internship in schools will be for a minimum duration of 20 weeks for a two-year programme (4 weeks in the first year, and 16 weeks in the second year as noted above). This should also include, besides practice teaching, an initial phase of one week for observing a regular classroom with a regular teacher and would also include peer observations, teacher observations and faculty observations of practice lessons.

4.2 Programme implementation

The institution shall meet the following specific demands of implementing this professional programme of study:

- (a) Prepare a calendar for all activities, including school internship. The school internship and other school contact programmes shall be synchronised with the academic calendar of the school.
- (b) Make an arrangement with at least ten schools for the Internship as well as other school-based activities of the programme. The arrangement shall have the approval of the district education authorities. These schools shall form basic contact point for all practicum activities and related work during the course of the programme.
- (c) Transaction of the Perspectives in Education and Curriculum and Pedagogic Studies courses should be done using a multiple and variety of approaches such as case studies, problem solving, discussions on reflective journals in colloquia, observations of children in multiple socio-cultural environments. Interns shall maintain reflective journals and observation records, which provide opportunities for reflective thinking.
- (d) Initiate discourse on education by periodically organising seminars, debates, lectures and discussion groups for students and faculty.
- (e) Organise academic enrichment programmes including interactions with faculty from parent disciplines; and encourage faculty members to participate in academic pursuits and pursue research, especially in schools. Provisions of leave shall be made for faculty to undertake research/teaching in universities and schools.
- (f) School teachers shall be invited to teacher education institutions for feed back to student-teachers and for extension/guest lectures and organising colloquium.
- (g) There shall be mechanisms and provisions for addressing complaints of students and faculty, and for grievance redressal.
- (h) For school internship, the TEIs and the participating schools shall set up a mutually agreed mechanism for mentoring, supervising, tracking and assessing the student teachers.

4.3 Assessment

For Perspectives in Education and Curriculum and Pedagogic Studies, at least 20% to 30% marks may be assigned for continuous internal assessment and 70% to 80% marks for external examination. One-fourth of the total marks/weightage shall be allocated to assessment of practice teaching. The weightage for internal and external assessment shall be prescribed by the affiliating university. Candidates must be internally assessed on the entire course of Engagement with the Field and not only on the project/field work given to them as part of their units of study. The basis for assessment and criteria used ought to be transparent for students to benefit maximally out of professional feedback. Students shall be given information about their grades/marks as part of professional feedback so that they get the opportunity to improve their performance. The bases of internal assessment may include individual or group assignments, observation records, student portfolio, diaries, journal etc.

5. Staff

5.1 Academic Faculty

For an intake of two basic units of 50 students each, that is total students strength of 200, there shall 16 full-time faculty members.

The distribution of faculty across different curricular areas shall be as under:

1. Principal/ HoD	One
2. Perspectives in Education	Four
3. Pedagogy subjects (Maths, Science, Social Science, Language)	Eight
4. Health and Physical Education	One
5. Fine Arts	One
6. Performing Arts (Music/Dance/Theatre)	One

Note: (i) The faculty positions listed under different subject categories may teach course(s) in the Teacher Education Programme across curricular areas specified, and can cater to both foundation and pedagogy course(s). If the students' strength for two years is one hundred (with one basic unit) only, the number of faculty shall be reduced to 8.

(ii) Faculty can be utilised for teaching in flexible manner so as to optimize academic expertise available.

5.2 Qualifications

The faculty shall possess the following qualifications:

A. Principal/HoD

- (i) Postgraduate degree in Arts/Sciences/Social Sciences/Humanities/ Commerce with minimum 55% marks; and
 - (ii) M.Ed. with minimum 55% marks; and
 - (iii) Ph.D. in Education or in any pedagogic subject offered in the institution; and
 - (iv) Eight years of teaching experience in a secondary Teacher Education Institution.
- Desirable: Diploma/Degree in Educational Administration or Educational Leadership.

B. Perspectives in Education or Foundation Courses

- (i) Postgraduate degree in Social Sciences with minimum 55% marks; and
- (ii) M.Ed. degree from a recognised university with minimum 55% marks.

OR

- (i) Postgraduate (MA) degree in Education with minimum 55% marks; and
- (ii) B.Ed./B.El.Ed. degree with minimum 55% marks.

C. Curriculum and Pedagogic Courses

- (i) Postgraduate degree in Sciences/ Mathematics/ Social Sciences/ Languages with minimum 55% marks, and
- (ii) M.Ed. degree with minimum 55% marks.

Desirable: PhD degree in Education with subject specialisations.

[Note: In case of B and C put together, for two faculty positions, a postgraduate degree in Sociology/Psychology/Philosophy with 55% marks, and B.Ed./BEIEd with 55% marks and three years of teaching experience in a secondary school shall be considered].

D. Specialised Courses Physical Education

- (i) Master of Physical Education (M.P.Ed.) with minimum 55% marks. (Training/qualification in yoga education shall be desirable)

Visual Arts

- (i) Post graduate degree in Fine Arts (MFA) with minimum 55% marks.

Performing Arts

- (i) Post graduate degree in Music/Dance/ Theatre Arts with minimum 55% marks.

5.3 Administrative and Professional Staff

(a) Librarian (B.Lib with 55% marks)	One
(b) Lab Assistant (BCA with 55% marks)	One
(c) Office-cum-Account Assistant	One
(d) Office Assistant-cum Computer Operator	One
(e) Store-Keeper	One
(f) Technical Assistant	One
(g) Lab Attendants/Helpers/Support Staff	Two

Qualifications

As prescribed by State Government/UT Administration concerned.

Note: In a composite institution, the Principal and academic, administrative and technical staff can be shared. There shall be one Principal, and others may be termed as HoDs.

5.4 Terms and Conditions of Service

The terms and conditions of service of teaching and non-teaching staff including selection procedure, pay scales, age of superannuation and other benefits shall be as per the policy of the State Government/Affiliating body.

6. Facilities

6.1 Infrastructure

(i) The institutions shall possess 2500 sq mts (two thousand five hundred square meters) of exclusive well demarcated land for the initial intake of fifty students out of which 1500 sq mts (one thousand five hundred square meters) shall be the built up area and the remaining space for lawns, playfields, etc. For an additional intake of fifty students, it shall possess additional land of 500 sqm. (five hundred square metre). For an annual intake beyond two hundred and upto three hundred, it shall possess land of 3500 sqm. (three thousand five hundred square metre). For the institutions established prior to this Regulations, for an additional intake of one hundred students, built up area is to be increased by 500 sqm (five hundred square metre) and the requirement of additional land may not apply to them.

(ii) Built up Area for running other teacher education programmes in combination with B.Ed programme shall be as under:

(ii) Facilities

Course(s)	Built up Area (in sqm)	Land Area in (sqm)
B.Ed/Education Component of B.A. B.Ed/B.Sc.B.Ed.	1500	2500
D.E.C.Ed plus B.Ed	2500	3000
D.El.Ed plus B.Ed	3000	3000
B.Ed plus M.Ed	2000	3000
D.E.C.Ed plus B.Ed plus M.Ed	3000	3500
D.El.Ed plus B.Ed plus M.Ed	3500	3500
D.El.Ed plus D.E.C.Ed plus B.Ed plus M.Ed	4000	4000

Note: Additional intake of one unit of B.Ed will require additional built up area of 500sq. m. (five hundred square meters).

The institution must have the following infrastructure (each item to include facilitation for PWD):

- (a) One classroom for every 50 students
- (b) Multipurpose Hall with seating capacity of 200 and a dias (2000 sq. ft)
- (c) Library-cum-Reading Room
- (d) ICT Resource Centre
- (e) Curriculum Laboratory
- (f) Art and Craft Resource Centre
- (g) Health and Physical Education Resource Centre (including yoga education)
- (h) Principal's Office
- (i) Staff Room
- (j) Administrative Office
- (k) Visitor's Room
- (l) Separate Common Room for male and female students
- (m) Seminar Room
- (n) Canteen
- (o) Separate Toilet facility for male and female students, for staff, and for PWD.
- (p) Parking Space
- (q) Store Rooms (two)
- (r) Multipurpose Playfield
- (s) Open space for Additional Accommodation.
- (iv) There shall be games facilities with a playground. Where there is scarcity of space as in the metropolitan towns/hilly regions, separate facilities for yoga, small court and indoor games may be provided.
- (v) Safeguard against fire hazard be provided in all parts of the building.
- (vi) The institution campus, buildings, furniture etc. should be barrier free.
- (vii) Hostel for male and female students separately, and some residential quarters are desirable.

6.2 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. The institution shall furnish undertaking from the schools that they are willing to provide facilities for practice teaching. The state education administration may allot schools to different TEIs. Not more than ten and twenty students-teachers shall be attached with a school having pupil strength up to 1000 (one thousand) and 2000 (two thousand) respectively. 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 fifty percent students equipped with minimum 1000 (one thousand) titles and 3000 (three thousand) books including text and reference books relevant to the course of study, educational encyclopedias, year books, electronic publications (CD-ROMs), online resources, and minimum five refereed journals on education, and subscription to five others in related disciplines. The library holdings shall be augmented with addition of two hundred titles annually including books and journals. The library shall have photocopying facility and computer with internet facility for the use of faculty and student-teachers. Except in the case of textbooks and reference books there shall not more than three multiple copies of each title.
- (c) There shall be a Curriculum Laboratory with materials and resources relating to different areas of school curriculum.
- (d) There shall be ICT facilities with hardware and software including computers, internet, TV, Camera; ICT equipment like ROT (Receive Only Terminal), SIT (Satellite Interlinking Terminal) etc.

- (e) There shall be a fully furnished Teaching-Learning Resource Centre for Arts and Work Experience.
- (f) Games and sports equipments for common indoor and out door games should be available.
- (g) Simple musical instruments such as harmonium, table, manjira and other indigenous instruments.

6.3 Other Amenities

- (a) Functional and appropriate furniture in required number for instructional and other purposes.
- (b) Arrangement may be made for parking of vehicles.
- (c) Access to safe drinking water be provided in the institution.
- (d) Effective arrangement be made for regular cleaning of campus, water and toilet facilities (separate for male and female students and teachers), repair and replacement of furniture and other equipments.

(Note: In case of composite institution, the infrastructural, instructional and other facilities shall be shared by various programmes.)

7. Managing Committee

The institution shall have a Managing Committee constituted as per the rules, if any of the affiliating University/concerned State Government. In the absence of such rules, the institution shall constitute the Managing Committee on its own. The Committee shall comprise representatives of the sponsoring society/trust, Educationists and Teacher Educators, representatives of the affiliating university and of the staff.

APPENDIX-5

Norms and Standards for master of education programme leading to Master of Education (M.Ed.) Degree

1. Preamble

The Master of Education (M.Ed.) Programme is a two-year professional programme in the field of Teacher Education which aims at preparing teacher educators and other education professionals including curriculum developers, educational policy analysts, planners, administrators, supervisors, school principals and researchers. The completion of the programme shall lead to M.Ed. degree with specialisation either in elementary education (upto class VIII) or in secondary education (classes VI-XII).

2. Institutions Eligible to Apply

- (i) Institutions offering teacher education programmes for a minimum period of five academic years, being affiliated to a university, and having applied for accreditation from NAAC or any other accrediting agency approved by NCTE.
- (ii) University Departments of Education.

3. Duration and Working Days

3.1 Duration

The M.Ed. programme shall be of a duration of two academic years including field attachment for a minimum of 4 weeks and research dissertation. Students shall be permitted to complete the programme requirements of the two-year programme within a maximum period of three years from the date of admission to the programme. The summer should be used for field attachment/practicum/other activities.

3.2 Working Days

There shall be at least two hundred working days each year, exclusive of the period of admission and inclusive of classroom transaction, practicum, field study and conduct of examination. The institution shall work for a minimum of thirty six hours in a week (five or six days) during which faculty and students concerned with the conduct of the programme shall be available for interaction, dialogue, consultation and mentoring students.

The minimum attendance of students shall be 80% for Theory Courses and Practicum, and 90% for Field Attachment.

4. Intake, Eligibility, Admission Procedure and Fees

4.1 Intake

The basic unit size for the programme shall be 50. An Institution shall be allowed only one unit. Additional unit in the programme shall be permitted only based on quality of infrastructure, faculty and other resources, after the Institution has offered the programme for three years and has been awarded minimum B+ grade by NAAC or any other accrediting agency approved by NCTE.

4.2 Eligibility

- (a) Candidates seeking admission to the M.Ed. programme should have obtained at least 50% marks or an equivalent grade in the following programmes:
- (i) B.Ed.
 - (ii) B.A.B.Ed., B.Sc.B.Ed.
 - (iii) B.El.Ed.
 - (iv) D.El.Ed. with an undergraduate degree (with 50% marks in each).
- (b) Reservation and relaxation for SC/ST/OBC/PWD and other applicable categories shall be as per the rules of the Central Government/State Government whichever is applicable.

4.3 Admission Procedure

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

4.4 Fees

The institution shall charge only such fee as prescribed by the affiliating body / state government concerned in accordance with provisions of National Council for Teacher Education (NCTE) (Guidelines for regulations of tuition fees and other fees chargeable by unaided teacher education institutions) Regulations, 2002, as amended from time to time and shall not charge donations, capitation fee etc from the students.

5. Curriculum, Programme Implementation and Assessment**5.1 Curriculum**

The M.Ed. programme is designed to provide opportunities for students to extend as well as deepen their knowledge and understanding of Education, specialize in select areas and also develop research capacities, leading to specialisation in either elementary education or secondary education. The curriculum of the two-year M.Ed. programme shall comprise of the following components:

- (1) A Common Core that includes Perspective Courses, Tool Courses, Teacher Education Courses, and a Self-development component;
- (2) Specialisation Branches where students choose to specialise in any one of the school levels/areas (such as elementary, or secondary and senior secondary);
- (3) Research leading to dissertation; and
- (4) Field immersion/attachment/internship. There shall be core courses (which shall have about 60% of credits) and specialised courses in elementary education or secondary education and dissertation with about 40% of credits.

(a) Theory (Core and Specialisation) Courses

The theory courses are divided into core courses and specialisation courses. The main core courses shall comprise perspective courses, tool courses, and teacher education courses.

Perspective Courses shall be in the areas of: Philosophy of Education, Sociology-History-Political Economy of Education, Psychology of Education, Education Studies, and Curriculum Studies. Tool Courses shall comprise of those in basic and advanced level education research, academic/professional writing and communication skills, and educational technology, including workshops/courses in ICT. Teacher Education courses (which are also linked with the field internship/immersion/attachment in a teacher education institution) shall also be included in the core.

The Specialisation component/branches shall offer to students a specialisation in one of the school stages - elementary (upto VIII), or secondary and senior secondary (VI to XII)). The courses within the school stage specialisations shall represent/cover selected thematic areas pertinent to that stage such as: Curriculum, pedagogy and assessment; Policy, economics and planning; Educational management and administration; Education for differently abled; etc. Other specialisations may also be planned. A field internship/attachment relevant to the area of specialisation shall be organised during the programme.

Critical reflection on gender, disability and marginalisation should cut-across the courses in core and specialisations. Similarly skills pertaining to ICT and educational technology should be integrated in various courses in the programme. Besides, yoga education shall form an integral part of the curriculum.

(b) Practicum

Organisation of workshops, practicum activities and seminars to enhance professional skills and understanding of the students shall be part of the teaching modality of the various taught courses.

(c) Internship and Attachment

Field attachments/internships/immersions shall be facilitated with organizations and institutions working in education. These would aim at engaging the students with field-based situations and work in elementary and other levels of education, and to provide an opportunity for reflection and writing on the same. Systematically planned field internship/attachment in a teacher education institution, and in the specialisation area chosen by the student shall be organised during the programme.

Close mentorship by faculty in relevant areas should be provided for in the programme in the form of tutorials, guided reading groups, field attachment, and guided research dissertation.

5.2 Programme Implementation

The institution will have to meet the following specific demands of this professional programme of study (M.Ed.):

- (i) Prepare a calendar for all activities, including internship and field attachment. The Calendar of the M.Ed. programme shall be synchronised with the academic calendar of the institutions identified for internship and attachment.
- (ii) Submission of a Dissertation which could be based on primary field data or secondary data or a treatise comprising of a long reflective and critical essay on an approved topic shall be compulsory.
- (iii) For the conduct of the dissertation, the ratio of faculty to students for guidance and mentoring shall be 1:5.
- (iv) Structured engagement of M.Ed. students with educational sites/fields for not less than four weeks resulting in a reflective report. The suggested sites/fields are as follows:
 - (a) Professional pre-service teacher education programme.
 - (b) An organization engaged in the development of innovative curriculum and pedagogic practices.
 - (c) International/national/state institution involved in curriculum design; textbook development; education policy planning, formation and implementation, educational administration and management.
 - (d) In-service training programmes for school teachers.
- (v) The institutions shall initiate discourse in education by periodically organising seminars, debates, lectures and discussion groups for students and faculty. Students' participation in the weekly research colloquium/seminar shall be ensured.
- (vi) There shall be mechanisms and provisions in the Institution for addressing complaints of students and faculty, and for redressal of grievances.
- (vii) Mechanisms shall be worked out where faculty other than the ones actually dealing with the course shall be involved in the work of the institution.

5.3 Assessment

For each theory course, at least 30% weightage shall be assigned for continuous internal assessment and 70% for examination conducted by the examining body. The weightage for the internal and external assessment for theory and practicum courses shall be such as prescribed by the affiliating university based on the above formulation. The bases of internal assessment may include individual/ group assignments, seminar presentations, field attachment appraisal reports, etc. One-fourth of the total marks/credits/ weightage shall be assigned to practicum, internship, field attachment and dissertation.

6. Staff**6.1 Faculty**

For an intake of 50 students per unit, the faculty-student ratio for a two year programme for 100 students shall be 1:10. The faculty positions shall be distributed as under:

- | | |
|-------------------------|-----|
| 1. Professors | Two |
| 2. Associate Professors | Two |
| 3. Assistant Professors | Six |

The faculty members shall be appointed to cover all the core and specialised areas given in the curriculum. The Principal of a college offering M.Ed. programme shall be in the rank and scale of a professor.

6.2 Qualifications**A. Principal/HoD**

- (i) Postgraduate degree in a related discipline.
- (ii) M.Ed. with minimum 55% marks.
- (iii) Ph.D. in Education.
- (iv) Ten years of professional experience in teacher education.

B. Professor and Associate Professor

- (i) Postgraduate degree with minimum 55% marks in the discipline relevant to the area of specialisation.
- (ii) Postgraduate degree in Education (M.Ed./M.A Education) with minimum 55% marks.
- (iii) Ph.D. degree in Education or in the discipline relevant to the area of specialisation.
- (iv) Any other qualifications prescribed by UGC like NET qualification or length of professional teaching experience as per UGC or state government norms for the positions of Professor and Associate Professor.

C. Assistant Professor

- (i) Postgraduate degree with minimum 55% marks in the discipline relevant to the area of specialisation.
- (ii) Postgraduate degree in Education (M.Ed./M.A Education) with minimum 55% marks.
- (iii) Any other qualifications prescribed by UGC like NET qualification.

(Note: Faculty can be utilised for teaching in a flexible manner so as to optimise academic expertise available).

6.3 Administrative and Professional Support Staff**(a) The following administrative staff shall be provided:**

- | | |
|--|-----|
| 1. Office Manager | One |
| 2. IT Executive/Maintenance Staff | One |
| 3. Library Assistant/Resource Centre Coordinator | One |
| 4. Office Assistants | Two |
| 5. Helper | One |

(b) In the University Education Departments, the administrative staff shall be deployed as per the policy of the university.**6.4 Terms and Conditions of Service**

The terms and conditions of service of teaching and non-teaching staff including selection procedure, pay scales, age of superannuation and other benefits shall be as per the policy of the State Government/Affiliating body.

7 Facilities**7.1 Infrastructure**

An Institution already having one teacher education programme and proposing to offer M.Ed. for one basic unit, shall possess a minimum of 3000 sqm land area. The corresponding built up area shall be 2000 sqm. For additional intake of one basic unit, the minimum additional built up area shall be 500 sqm.

(a) Classrooms

For an intake of 50 students, there shall be provision for at least two classrooms with space and furniture to accommodate all students. The minimum size of the classroom shall be 50 sqm. The Institute shall provide a minimum of three small rooms of the size of 30 sqm. to hold tutorials and group discussions.

(b) Seminar Room

Multipurpose hall in the institution shall be shared. In addition, the institute shall have one seminar room with seating capacity of one hundred and minimum total area of 100 sqm. This hall shall be equipped for conducting seminars and workshops.

(c) Faculty Rooms

A separate cabin for each faculty member with a functioning computer and storage spaces shall be provided.

(d) Administrative Office Space

The institute shall provide adequate working space for the office staff, with furniture, storage and computer facilities.

(e) Common Room(s)

The institution shall provide at least two separate common rooms, one each for women and men.

7.2 Equipments and Materials**(a) Library**

The library of the Institution/ University shall be shared and shall cater to the requirements of the programme. A minimum of 1000 relevant titles (with multiple copies of relevant textbooks) for the M.Ed. programme shall be

there, including reference books related to all courses of study, readings and literature related with the approaches delineated in the M.Ed. programme; educational encyclopedias, electronic publications (CD-ROMs) including online resources, and minimum five professional referred research journals of which at least one shall be an international publication. Library resources shall include books and journals published by NCTE, NCERT and other educational institutions. There shall also be provision of space for reading and reference section in the library. At least a hundred quality books will be added to the library every year. The library shall have photocopying facility and computer with Internet facility for the use of faculty and students.

(b) **Resource Centre**

An exclusive Resource Centre shall serve the purpose of a resource centre-cum-department library. It shall provide access to a variety of resources and materials to design and choose activities for teaching and learning; of relevant texts, copies of policy documents and commission reports; relevant curriculum documents such as the NCF, NCFTE, research reports, reports of surveys (national and state level), district and state level data; teachers' handbooks; books and journals relevant for course readings; field reports and reports of research seminars undertaken by students, Audio-visual equipments - TV, DVD Player, LCD Projector, films (documentaries, children's films, other films of social concerns/ issues of conflict, films on education); camera and other recording devices; and desirably ROT (satellite receive only terminal) and SIT (satellite interactive terminal).

Note: The facilities mentioned at 7.1 and 7.2 above shall be in addition to the facilities the institution already possesses for other teacher education programmes.

7.3 **Other Amenities**

- (a) Functional and appropriate labs and furniture in required number for instructional and other purposes.
- (b) Arrangement may be made for parking of vehicles.
- (c) Access to safe drinking water be provided in the institution.
- (d) Effective arrangement be made for regular cleaning of campus, water and toilet facilities (separate for male and female students and teachers), repair and replacement of furniture and other equipments.

(Note: If more than one programme in teacher education are run by the same institution in the same campus, the facilities of playground, multipurpose hall, library and laboratory (with proportionate addition of books and equipments) and instructional space can be shared. The institution shall have one Principal for the entire institution and Heads for different teacher education programmes offered in the institution.)

8 **Managing Committee**

The institution shall have a Managing Committee comprised of members from the Sponsoring Society/ Managing Society/Trust, two Educationists, primary/elementary education experts, one faculty member, Heads of two institutions identified for field attachment by rotation.

APPENDIX-6

Norms and Standards for diploma in physical education programme leading to Diploma in Physical Education (D.P.Ed.)

1. **Preamble**

The Diploma in Physical Education (D.P.Ed.) programme is a professional programme meant for preparing physical education teachers for elementary stage of school education (Class I to VIII).

2. **Duration and Working Days**

2.1 **Duration**

The Diploma in Physical Education programme shall be of a duration of two academic years. However, the students shall be permitted to complete the programme requirements within a maximum of three years from the date of admission to the programme.

2.2 **Working Days**

There shall be at least 200 working days exclusive of period of admission but inclusive of examination with at least 36 working hours in a week.

3. **Intake, Eligibility and Admission Procedure**

3.1 **Intake**

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

3.2 **Eligibility**

Senior Secondary School (+2) or its equivalent examination passed with at least 50% marks.

However, 5% relaxation be given to those who have participated in International/ National/ SCFI Sports Competition.

The relaxation in the percentage of marks in the qualifying examination and in the reservation of seats for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.

3.3 Admission Procedure

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

3.4 Fees

The institution shall charge only such fee as prescribed by the affiliating body / State Govt concerned in accordance with provisions of National Council for Teacher Education (NCTE) (Guidelines for regulations of tuition fees and other fees chargeable by unaided teacher education institutions) Regulations, 2002, as amended from time to time.

4. Curriculum, Programme Implementation and Assessment

4.1 Curriculum

The D.P.Ed. programme is designed to integrate the study of childhood, social context of education, subject knowledge, pedagogical knowledge, aims of education and communication skills. The programme comprises of compulsory and optional theory courses, and compulsory school internship. The theory and practical courses shall be assigned a weightage in the proportion as determined by the affiliating body. It shall be in broad alignment with the curriculum framework suggested by NCTE (revised from time to time) while contextualizing it for the State or region concerned.

Information and Communication Technology (ICT), gender, yoga education, and disability inclusive education shall form an integral part of DPED curriculum.

(a) Theory Courses

The theory courses comprise of courses on perspectives in physical education, curriculum and sports pedagogy and child psychology. Theory courses in first year include : History and Principles of Physical Education; Foundations of Physical Education; Basic Anatomy and Physiology; Yoga Education; Methods of Physical Education; Organisation and Administration of Physical Education; Recreation; Health Education; Environmental Studies; Value Education; and in second year include : Sports Training; Child Psychology; Sociology; Information Technology in Physical Education; Education Technology; Test and Measurement in Physical Education; Sports Injuries and Rehabilitation; Youth Leadership and Social Welfare; Nutrition; and Naturopathy.

(b) Practicum

The Practicum course is so designed as to give opportunity to acquire professional skills and capacities in various games, sports, physical activities and yogic exercises suitable to primary school children. The activities include Track & Field; Swimming (if possible); Gymnastics; Yoga; Aerobics; Racket Sports : Badminton, Table Tennis, Tennis, Squash; Team Games : Baseball, Basketball, Cricket, Football, Handball, Hockey, Netball, Softball, Shooting, Volleyball; Combative Sports : Boxing, Fencing, Judo, Karate, Malkhamb, Martial Arts, Taekwondo, Wrestling; Recreational/ Minor Games : Relay Games, Group Games, Minor Games, Lead-up Games; Indigenous Sports : Kabaddi, Kho-Kho; Activities of National Importance : Flag Hoisting, March Past, Ceremonies-Opening, Closing, Victory; Camping/ Picnic/ Hiking/ Trekking; Mass Demonstration Activities : Lezim, Dumb-bell, Umbrella, Tipri, Wand, Hoop or Any other Apparatus.

(c) School Internship

The D.P.Ed. programme provides for sustained field work with learners and the school, thereby creating congenial atmosphere. The programme includes teaching basic skills in sports and games and indigenous activities, giving exposure to teacher in the teaching-learning process.

School internship/ teaching practice also includes engagement with the community. The school internship/ teaching practice programme shall have the following components.

A minimum of 20 lessons in schools during the course of which 4 lessons would be dedicated to classroom observations etc. during the first year, and during the second year there will be minimum 10 lessons for the elementary classes.

4.2 Programme Implementation

The college/institute will have to undertake the following for implementation of the programme :

- (a) Prepare a calendar for all activities including school internship which shall be synchronized with the academic calendar of the school.
- (b) Make an arrangement with at least ten schools indicating their willingness to allow the internship as well as other school based activities of the programme. These schools shall form basic contact point for all practicum activities and related work during the course of the programme. The District/ Block office of the State Education Department may allot schools to different Teacher Education Institutions.
- (c) Initiate discourse on physical education and yoga education by periodically organizing seminars, debates, lectures and discussion groups for students and faculty.
- (d) Organise academic enrichment programmes including interactions with faculty from parent disciplines, encourage faculty members to participate in academic pursuit and pursue research, especially in elementary schools. Provisions of leave may be made for faculty to undertake research in University.
- (e) Adopt participatory teaching approach in the classroom to help students develop reflective thinking and critical questioning skills. Students shall maintain continuing and comprehensive evaluation reports and observation records, which provide opportunities for reflective thinking.
- (f) The development of resources for the school must be emphasized and a partnership between the Teacher Education Institution and the school must be fostered through both the curriculum and the running of the Teacher Education Institute of Physical Education.
- (g) There shall be mechanisms and provisions in the Institution for addressing complaints of the students and faculty, and for the grievance redressal.
- (h) For school internship, the Teacher Education Institutions and the participating schools shall set up a mutually agreed mechanism for mentoring, supervising, teaching and assessing the student-teachers.

4.3 Assessment

For each theory course, at least 20% to 30% marks may be assigned for continuous internal assessment and 70% to 80% for term-end examination conducted by the examining body; and one fourth of the total marks shall be allocated to evaluating internship tasks including the assignments of practice teaching. The weightage for internal and external assessment shall be fixed by the affiliating body. Candidates must be internally assessed on the entire practicum course and not only on the project/ field work given to them as part of their units of study. The basis for assessment and criteria used ought to be transparent for students to benefit maximally out of professional feedback. Students shall be given information about their grades/ marks as part of professional feedback so that they get the opportunity to improve their performance. The bases of internal assessment may include individual or group assignments, observation records, diaries, reflective journals, etc.

5. Staff

5.1 Academic Faculty

- (i) (For a basic unit of fifty students or less with combined strength of one hundred or less for the two year course).

1. Principal /Head	-	One
2. Lecturer	-	Six
3. Librarian	-	One
4. Physiotherapist	-	One
5. Specialist part time faculty (Sports Experts)	-	Four (Part Time)
6. Dietician/ Nutrition Expert	-	One (Part Time)
7. ICT Instructor	-	One (Part Time)

- (ii) For additional intake which will be in multiples of fifty students, the number of full time faculty shall be increased by six per additional unit. On each occasion additional intake of one basic unit shall be considered. Physical education teacher preparation courses can also be run in comprehensive or composite Institutions subject to fulfillment of norms and standards prescribed by NCTE.

- (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.

Faculty can be utilized for teaching in a flexible manner so as to optimize academic expertise available.

(iv) **Qualifications**

A. Principal/ Head of the Department/ Teacher-in-charge

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

B. Lecturer

- (i) M.P.Ed. or equivalent degree with at least fifty five percent marks.
(ii) B.P.Ed. with at least 50% marks and eight years experience as Physical Training Instructor/ Physical Education Teacher at school level.

C. Librarian

Post graduation degree in library and information science.

D. Physiotherapist

Post graduate degree in physiotherapy with specialization in sports physiotherapy.

E. Specialist part time Faculty (Sports Experts)

Bachelors'/Masters' degree in physical education with specialization in one game/sport/
Bachelor's degree in physical education with Diploma in Coaching in specialized sport in at least one game/ sport

F. Dietician/ Nutrition Expert - One (Part Time)

Post graduate degree in nutrition sciences.

G. ICT Instructor -One (Part Time)

Post graduate degree in information practices / information sciences.

[Note: In case of composite institution, the Principal and academic, administrative and technical staff shall be shared.]

5.2 Technical Support and Administrative Staff

1.	Ground-Staff (With knowledge of marking grounds and maintaining sports fields)	-	Two
2.	Technical Assistant	-	One (Part Time)
3.	Office Assistant (With knowledge of working with computers and accounting software)	-	One
4.	Store Keeper (With knowledge of handling stores)	-	One
5.	Helpers / attendants	-	Two

Qualifications

As prescribed by the concerned Government/ UT State Administration.

5.3 Terms and Conditions of Service

The terms and conditions of service of teaching and non-teaching staff including selection procedure, pay scales, age of superannuation and other benefits shall be as per the policy of the State Government/Affiliating body.

6 Facilities

6.1 Infrastructure

- (i) To provide these facilities, the Management/ Institution shall at the time of making application, have in its possession a minimum of five acre of exclusive well demarcated land either on ownership basis or on lease / from Govt. and building constructed thereupon.
- (ii) There shall be provision of two class rooms per unit of 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. (ten square feet) per student. Multi-Purpose Hall shall have the seating capacity for two hundred persons having a total area of 2000 sq.ft. (two thousand square feet).
- (iii) There shall be a multi-purpose field for outdoor sports, with at least two hundred meter track and a hall for gymnastic and indoor games and sports.
- (iv) Safeguard against fire hazard be provided in all parts of the building.
- (v) The institutional campus, building, furniture etc. should be disabled friendly.
- (vi) If necessary, separate hostel for boys and girls shall be provided. In addition, some residential quarters for faculty must be provided.

6.2 Instructional

- (i) The institution must have at least five acres of land with proper fencing which shall provide enough space for institutional building and for future expansion and open space for organizing games and sports. Built up area consisting of class rooms etc. shall not be less than 1200 sqm (one thousand two hundred square meter). This may be ensured even in Hilly Regions where the total land may be of less than the required five acres. Built up area for running other courses in combination with D.P.Ed. programme shall be as under-

1.	Only D.P.Ed.	-	1200 Sq.mts.
2.	D.P.Ed. plus B.P.Ed.	-	2700 Sq.mts.
3.	D.P.Ed. plus B.P.Ed. plus M.P.Ed	-	3900 Sq.mts.

Additional intake of one unit of D.P.Ed will require additional built up area of 500 sqm (five hundred square meters).

- (ii) There shall be a library equipped with minimum two thousand 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.

(iii) Laboratories

(a) Education Technology Laboratory Equipments

Hardware for projection and duplication and educational software required for imparting ICT literacy; Public Address System; T.V.; LCD Projector; Display Boards (Three); Movie Camera in the minimum of ten with Internet Connectivity; Music System; Computer System – Two with Printer; Photocopy Machine; GOs/ DVDs/ ROM – Twenty for various Sports/ Games/ Skill Teaching; Smart Boards

(b) Anatomy, Physiology and Health Education Laboratory Equipments

Human Skeleton – Articulated (One), Disarticulated (Two); Electronic/ Digital/ Lever Based Weighing Machine – One; Anthropometric Kit – One set; Stadiometer – One; Growth Charts and Body System Charts – Ten; Desirable Weight and Height Tables – Two; Skinfold Calipers – Two; Measuring Tape (Steel) – Two; Peak Flow Meter – One; Grip Dynamometer – Two; Flexometer (Sit and Reach Apparatus) – Two; B.P. Apparatus (Sphygmomanometers, Stethoscopes & Stop Watches) – Two

6.3 Sports and Field Equipments

The Sports and Field equipments will be classified in following categories:

(i) Athletics

Measuring Tape (Steel) – 15 m., 30 m., 50 m., 100 m.; Wire for arking the track (fifty meter) – One; Stop Watches – Four; Starting Clapper – One; Stands for judges at finish – Two; Flag poles – Six; Starting blocks – Six; Stop boards – Two; Take off boards – Two; Hurdles – Twenty; High jump

stands - One Pair; High Jump Cross bars - Six; Shot-put for Men & Women - Two each; Discus for men & women - Two each; Hammers for men & women - Two each; Javelin for Men & Women - Six each; Vaulting box for jumping - Two; Relay Batons - Six; Mattress, Weight Training Set (Mats), Landing for High Jump.

(ii) Sports and Games

Badminton - Posts, Nets, Racket, Shuttle Cocks; Basketball - Stand and Board, Net, Balls; Cricket - Batting pad, Batting Gloves, Abdominal Guard, Helmet, Wicket Keeping Gloves, Wicket Keepers leg guard, Stumps, Bails, Balls, Tennis Balls; Football - Goal-post, Net, Balls (Mini size 4 No.), Posts with flags; Gymnastics - Vaulting Table / Horse (Men & Women), Parallel Bar (Men), Horizontal Bar (Men), Balance Beam (Adjustable), Balance Beam (Adjustable), Gymnastics Mattresses; Handball - Goal posts, Nets, Balls; Hockey - Goal posts, Net, Balls, Sticks, Goal-keeping kit; Kho-Kho - Poles; Lawn Tennis - Posts, Nets, Balls, Rackets; Table Tennis - Table, Rackets, Balls; Volleyball - Posts, Nets, Balls, Antenna; Weight Training - Rods, Weight Plates 2.5 Kg, 5 Kg, 10 Kg, 15 Kg, 20 Kg, Collars, Benches, Weight Stand, Weight Belts and Weight Jackets; One Multi-gym or separate station wise (at least ten station); Judo/Taekwondo/ Wrestling - Mats

(iii) Equipment for indigenous activities / mass demonstration

Lezioms; Dumbbells; Flags; Hoops; Wands; Balls; Umbrellas; Skipping Ropes; Music System; Music - CDs/ Cassettes; Material like scarf drill, ribbon, placard etc. for mass display activities; Demonstration/ Display Equipment for martial arts.

6.4 Cultural Activities

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

6.5 Miscellaneous

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

6.6 Amenities

- (i) Functional and appropriate furniture in required number for instructional and other purposes.
- (ii) The institution shall provide separate common rooms for male and female teacher educators/students-teachers.
- (iii) Sufficient number of toilets, separate for male and female, shall be made available for staff and students.
- (iv) Arrangement may be made for parking of vehicles.
- (v) Safe drinking water be provided in the institution.
- (vi) Effective arrangement be made for regular cleaning of campus, water and toilet facilities, repair and replacement of furniture and other equipments.

[Note: In case of composite institution, the facilities of multipurpose hall, playground, library and laboratory (with proportionate addition of books and equipments) and instructional space may be shared by various programmes.]

7. Managing Committee

The institution shall have a Managing Committee constituted as per the rules of the affiliating University/Concerned State Government, if any. In the absence of such rules, the institution shall constitute the Managing Committee on its own. The committee shall comprise representatives of the sponsoring society/ trust, physical educationists, representatives of the affiliating university and of the staff.

APPENDIX-7

Norms and standards for bachelor of physical education programme leading to Bachelor of Physical Education (B.P.Ed.) Degree

1. Preamble

The Bachelor of Physical Education (B.P.Ed.) programme is a professional programme meant for preparing teachers for physical education in classes VI-X and for conducting physical education and sports activities in classes XI-XII.

2. Duration and Working Days

2.1 Duration

The B.P.Ed. Programme shall be of duration of two academic years or of four semesters. However, the students shall be permitted to complete the programme requirements within a maximum of three years from the date of admission to the programme.

2.2 Working Days

There shall be at least 200 working days per year exclusive of admission and examination etc. The institution shall work for a minimum of 36 hours in a week (five or six days a week).

3 Intake, Eligibility and Admission Procedure

3.1 Intake

There shall be a basic unit of 100 (one hundred) students with two sections of 50 (fifty) each.

3.1 Eligibility

(a) Bachelor's degree in any discipline with 50% marks and having at least participation in the Inter-College/ Inter-Zonal/ District/ School competition in sports and games as recognized by the AIU/IOA/SGFI/Govt. of India.

Or

(b) Bachelor's degree in physical education with 45% marks.

Or

(c) Bachelor's degree in any discipline with 45% marks and studied physical education as compulsory/ selective subject.

Or

(d) Bachelor's degree with 45% marks and having participated in National/ Inter University/ State competitions or secured 1st, 2nd or 3rd position in Inter College/ Inter-Zonal/ District/ School competition in sports and games as recognized by the AIU/IOA/SGFI/Govt. of India.

Or

(e) Bachelor's degree with participation in international competitions or secured 1st, 2nd or 3rd position in National/ Inter-University competition in sports and games as recognized by respective federations/ AIU/IOA/SGFI/Govt. of India.

Or

(f) Graduation with 45% marks and at least three years of teaching experience (for deputed in-service candidates i.e. trained physical education teachers/ coaches)

The relaxation in the percentage of marks in the qualifying examination and in the reservation of seats for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.

3.2 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, and marks obtained in the qualifying examination) or any other selection process as per the policy of the University/ State Government/IJT Administration.

3.3 Fees

The institution shall charge only such fee as prescribed by the affiliating body / State Govt. concerned in accordance with provisions of NCTE (Guidelines for Regulations of tuition fees and other fees chargeable by unaided teacher education institutions) Regulations 2002, as amended from time to time and shall not charge donation, capitation fee etc. from the students.

4 Curriculum, Programme Implementation and Assessment

4.1 Curriculum

The B.P.Ed. Programme shall be designed to integrate the study of childhood, social context of physical education, subject knowledge, pedagogical knowledge, aims of physical education and communication skills. The programme comprises of compulsory and optional theory courses and compulsory school internship. The theory and practical courses shall be assigned a weightage in the proportion determined by the affiliating body. It shall be in broad alignment with the curriculum framework suggested by NCTE (revised from time to time) for the state or region concerned.

ICT, gender, yoga education, and disability/inclusive education shall form an integral part of the B.P.Ed. curriculum.

(a) Theory Courses

The Theory Courses shall comprise of courses on perspectives in Physical Education, curriculum and sports and games pedagogy. The theory course in the 1st year shall include History, Principles and Foundations of Physical Education, Anatomy and Physiology, Health Education and Environmental Studies, Yoga Education, Educational Technology and Methods of Teaching, Organisation and Administration, Sports Training, Computer Applications, Theory of Sports and Games, Officiating and Coaching; and in the 2nd year shall include Contemporary Issues in Physical Education-Fitness, Wellness, Olympic Movement, Nutrition and Weight Management, Sports Psychology and Sociology, Kinesiology and Biomechanics, Sports Medicine, Physiotherapy and Rehabilitation, Measurement and Evaluation, Sports Management and Curriculum Design, Research and Statistics, and Research Project.

(b) Practicum

The Practicum Course shall be designed to give opportunity to acquire professional skills and capacities in various games, sports and physical activities suitable to school children. It includes Track and Field; Swimming (if possible); Gymnastics; Yoga; Aerobics; Racket Sports : Badminton, Table Tennis, Tennis, Squash; Team Games : Baseball, Basketball, Cricket, Football, Handball, Hockey, Netball, Softball, Shooting, Volleyball; Combative Sports like Boxing, Fencing, Judo, Karate, Malkhamb, Martial Arts, Taekwondo, Wrestling; Recreational/ Minor Games like Relay Games, Group Games, Minor Games, Lead-up Games; Indigenous Sports like Kabaddi, Kho-Kho; Activities of National Importance like Flag Hoisting, March Past, Ceremonies-Opening, Closing, Victory; Camping/ Picnic/Hiking/ Trekking; Mass Demonstration Activities like Lezim, Dumb-bell, Umbrella, Tipri, Wand, Hoop or any other Apparatus.

(c) School Internship

The B.P.Ed. programme provides for sustained field work with learners and the school, thereby creating congenial atmosphere. The programme includes teaching basic skills in sports and games and indigenous activities giving exposure to teachers in the teaching-learning process.

School internship/ teaching practice includes community engagement. The school internship teaching practice programme shall have the following components :

A minimum of 30 lessons out of which 20 shall be in schools and 10 lessons shall be coaching lessons in the college/ institution/ department itself.

The institution shall have easy access to sufficient number of recognized elementary schools for field work and practice teaching-related activities of student-teachers. It is desirable that it has an attached secondary school of its own. The institution shall obtain undertaking from schools willing to provide facilities for practice teaching.

4.2 Programme Implementation

The college/institute will have to undertake the following for implementation of the programme:

- (a) Prepare a calendar for all activities including school internship. The school internship and other school contact programmes shall be synchronized with the academic calendar of the school.
- (b) Make an arrangement with at least ten schools indicating their willingness to allow the internship as well as other school-based activities of the programme. These schools shall form basic contact point for all practicum activities and related work during the course of the programme. The District/ Block office of the State Education Department may allot schools to different TEIs.
- (c) Initiate discourse on physical education and yoga education by periodically organizing seminars, debates, lectures and discussion groups for students and faculty.
- (d) Organise academic enrichment programmes including interactions with faculty from parent disciplines, encourage faculty members to participate in academic pursuit and pursue research, especially in elementary and secondary schools. Provisions of leave may be made for faculty to undertake research/ teaching in Universities and Schools.
- (e) Adopt participatory teaching approach in the classroom to help students develop reflective thinking and critical questioning skills. Students shall maintain continuing and comprehensive evaluation reports and observation records, which provide opportunities for reflective thinking.
- (f) The development of resources for the school must be emphasized and a partnership between the Teacher Education Institution and the school must be fostered through both the curriculum and the running of the Teacher Education Institute of Physical Education.
- (g) There shall be mechanisms and provisions in the institution for addressing complaints of the students and faculty, and for the grievance redressal.
- (h) For school internship, the TEIs and the participating schools shall set up a mutually agreed mechanism for mentoring, supervising, teaching and assessing the student-teachers.

4.3 Assessment

For each theory course, at least 20% to 30% marks may be assigned for continuous internal assessment and 70% to 80% for term-end examination conducted by the examining body; and one-fourth of the total marks shall be allocated to evaluating internship tasks including the assignments of practice teaching. The weightage for internal and external assessment shall be fixed by the affiliating body. Candidates must be internally assessed on the entire practicum course and not only on the project/ field work given to them as part of their units of study. The basis for assessment and criteria used ought to be transparent for students to benefit maximally out of professional feedback. Students shall be given information about their grades/ marks as part of professional feedback so that they get the opportunity to improve their performance. The bases of internal assessment may include individual or group assignments, observation records, diaries, reflective journals, etc.

5 Staff**5.1 Academic Faculty**

(i) Number (for a basic unit of one hundred students):

1. Principal	:	One
2. Associate Professors	:	Two
3. Assistant Professors	:	Six
4. Assistant Professors	:	Three (Part Time) if needed
5. Sports Trainers	:	Three (Part Time)
6. Yoga Trainer	:	One (Part Time)
7. Dietician	:	One (Part Time)

(ii) For an additional intake of one hundred students, the number of full time teacher educators shall be increased by eight Lecturers/Assistant Professors in physical education.

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

5.2. Qualifications**A. Principal/ Head**

(i) Master's degree in Physical Education (M.P.Ed./M.P.E.) with 55% marks or its equivalent grade, i.e. B in the seven point scale of letter grades O, A, B, C, D, E, F as per UGC norms.

(ii) Ph. D in the field of Physical Education.

(iii) Eight years teaching experience out of which five years experience in an institute / college/ department of physical education.

(iv) Any other stipulation prescribed by the UGC/affiliating body/State Govt. from time to time for the positions of principal shall be mandatory.

B. Associate Professor

(i) M.P.Ed. degree or its equivalent with at least 55 % marks or its equivalent grade i.e. B in the seven point scale of letter grades O, A, B, C, D, E, F as per UGC norms.

(ii) A minimum of eight years of experience of teaching and/or research in an academic/ research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/ industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.

Note : Any other stipulation prescribed by UGC /Affiliating Body/State Govt. from time to time for the position of Associate Professor shall be mandatory.

C. Assistant Professor

M.P.Ed. degree or its equivalent with 55 % marks or its equivalent grade i.e. B in the seven point scale of letter grades O, A, B, C, D, E, F as per UGC norms.

Note : Any other stipulation prescribed by UGC / Affiliating Body / State Govt. from time to time for the position of Assistant professor shall be mandatory.

D. Sports Trainers (Part Time)

Masters degree/Bachelors degree in physical education with specialization in at least one game/sport (as applicable) or Diploma/PG diploma in coaching in a sport (as applicable).

E. Yoga Trainer (Part Time)

PG Diploma in Yoga.

F. Dietician (Part Time)

Masters degree in nutrition or Bachelors degree in home science with diploma in nutrition and dietetics.

5.3. Technical Support and Administrative Staff

1. Librarian	:	One
2. Physiotherapist	:	One
3. Grounds-men/ Markers/ Helpers	:	Two
4. Music Teacher/ Band Master	:	One (Part Time)
5. ICT Instructor	:	One (Part Time)
6. Technical Assistant	:	One (Part Time)
7. Accounts Assistant	:	One
8. Office Assistant	:	One
9. Storekeeper	:	One
10. Helpers/ Attendants	:	Two

Qualifications

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

[Note: In case of composite institution, the Principal, and academic, administrative and technical staff can be shared across programmes. There shall be on Principal, and others may be termed as HoDs].

5.4. Terms and Conditions of Service

The terms and conditions of service of teaching and non-teaching staff including selection procedure, pay scales, age of superannuation and other benefits shall be as per the policy of the State Government/Affiliating body.

6. Facilities

6.1 Infrastructure

(i) There shall be provision for at least two class rooms, one multi-purpose hall, one seminar room / ten tutorial specialization class rooms, separate rooms for the Principal, faculty members, medical facility room, office for the administrative staff and a store. For every instructional room like class room, laboratories, and libraries etc. spaces shall not be less than 10 sq. ft. (ten square feet) per student. Multi-purpose Hall shall have the seating capacity for at least two hundred persons with total built up area inclusive of dias as 2000 sq. mts (two thousand square meters).

(ii) Built up Area for running other courses in combination with B.P.Ed programme shall be as under :

- (a) Only B.P.Ed. - 1500 Sq mts.
- (b) B.P.Ed, plus M.P.Ed. - 2700 Sq.mts.
- (c) B.P.Ed plus D.P.Ed plus M.P.Ed - 3900 Sq.mts.

Additional intake of one unit of B.P.Ed. will require additional built up area of 500 sqm. (five hundred square meter).

(iii) There shall be a multi-purpose play field for outdoor sports, a 400 meter athletic track (may be 200 meter in metro cities), gymnasium and a hall for indoor games and sports.

(iv) The institution campus, building, furniture etc. should be disabled friendly.

(v) Safeguard against fire hazard be provided in all parts of the building.

(vi) Separate hostels for boys and girls for outstation students.

6.2 Instructional

(i) The institution must have at least 5-8 acres of land with proper fencing which shall provide enough space for institutional building and for future expansion and open space for organizing games and sports. Built up area consisting of classrooms etc, shall not be less than 1500 sq.mtr. For additional unit, the built up area is to be increased by 3000 sq. ft. The maximum intake capacity of an institution shall remain three hundred students taking all physical education courses together. Physical education courses are not to be run with other teacher education courses. Five to Eight acres of land is sufficient for all physical education courses up to an intake capacity of three

hundred students. Labs, Gym, Library, Sports facilities can be shared with other physical education courses being run in same campus.

- (ii) The institution shall have easy access to sufficient number (five to ten) of recognized secondary schools in the nearby area, for field work and practice teaching related activities of the student-teachers. An undertaking in the prescribed format should be obtained from such institutions: It is desirable that the institution has an attached school under its own control.
- (iii) There shall be a library-cum-reading room, equipped with minimum two thousand titles and reference books related to the prescribed course of study, educational encyclopedias, year-books, electronic publications (CDROMS) and minimum five refereed 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.
- (iv) The institution shall have equipments and facilities for indoor sports, outdoor sports and physical activities; sports medicine laboratory; education technology laboratory; anatomy, physiology and health education laboratory; human performance laboratory; physiotherapy, athletic care and rehabilitation laboratory, sports psychology laboratory; as well as for physical activities including Athletics, Sports and games, mass display drills etc. as prescribed by the concerned University and as suggested below.
- (v) Education Technology Laboratory : Digital Camera, Plasma/ LED/ LCD T.V., DVD Recorder and Player, Smart Board, Photocopier Machine, CDs/ DVDs/ROM for various Sports/ Games/ Skills Teaching, Media Projector, Video Camera (Handy Cam Digital), Desk Tops (TFT)- 20, Colour Printer, Scanner, Public Address System, Portable Display Boards (4 feet X 7 feet), Computer Laboratory with 15 desktops (TFT) and internet, intranet facilities with lib-net services, Music System, CCTV.
- (vi) Laboratory Equipments: The institution shall have the following equipments and facilities for various laboratories :
- (a) Anatomy, Physiology and Health Education Laboratory: Hemoglobin Meter – One, Spirometer (wet) – Two, Human Skeleton – One, Weighing Machine – One, Human Body System Charts displaying all systems (at least one separate chart for each body system) – At least 10 Human Body organ system models, Food Nutrient Charts, Communicable and Non-Communicable Diseases charts, Road Safety Devices Charts, First-Aid Box (Preliminary and Advanced), Height and Weight Charts.
- (b) Human Performance Laboratory: Peak Flow Meters, Dry Spiro meters, Pedometers, Heart Rate Monitors, Stop Watches (Electronic measuring time up to 1/100th of a second), Grip Dynamometers, Back and Leg Dynamometers, Goniometer, Anthropometers, Sliding Calipers, Skinfold Calipers, Steel Tapes, B.P. Apparatuses (Sphygmomanometers and Stethoscope), Harvard Step Test Benches, Wall Thermometer and Barometer, Metronome, Flexometer (to measure flexibility), Finger Dexterity Test, Reaction Time Apparatus (Visual and Audio), Foot and Hand Reaction Time Apparatus, Vibrators.
- (c) Physiotherapy, Athletic Care and Rehabilitation Laboratory : Infra red Lamp, Diagnostic Table, Sterilizing Unit, First Aid Box (Preliminary and Advanced), B.P. Apparatus (Sphygmomanometer and Stethoscope), Thermometer (Clinical), Ultrasound Therapy Unit, Wheel Chair, Vision Chart, Clutches, Weighing Machine, Ice Box, Stretcher, Wax bath therapy, IFT (Short wave Diathermy), Hot packs, Ice packs, Massage tables, Refrigerator.
- (d) Sports Psychology Laboratory: Desirable: At least ten psychological tests and instruments for testing psychological characteristics (with rating scales and manuals)
- (vii) Sports and Field Equipments
- (a) Athletics : Measuring Tape (Steel) - 15 m. (One), 30 m. (Two), 50 m. (One), 100 m. (One); Wire for marking the track (fifty meter) - One; Stop Watches (with 10 lap memory) - 06; Starting Clapper - 02; Stands for judges at finish - 02; Flag poles - 06; Starting blocks - 20; Stop boards - 02; Take off boards -02; Hurdles - 30; High jump stands - One Pair; High Jump Cross bars - Six; Shot-put for men and women -06 each; Discus for men and women -06 each; Hammers for men and women - 03 each; Javelin for men and women - 05 each; Vaulting box for jumping - Two; Relay Batons -12; Weight-Lifting Set (Olympic Set) - One set.
- (b) Sports and Games : (i) Badminton: Badminton posts (two sets), Badminton nets (six), Badminton Rackets (20), Shuttle Cocks (ten barrels); (ii) Basketball : Basketball Stand and Boards (two sets), Basketball balls (one dozen), Basketball net (four pairs); Boxing -- Gloves, Punching Bags, Ring (if possible); (iii) Cricket: Cricket batting pad (three sets), Cricket Batting Gloves (three sets),

Abdominal Guard (three), helmet (three), Wicket Keeping Gloves (two pairs), Wicket Keepers leg guard (two pairs), Stumps (twelve nos.), Bails (ten nos), Cricket Ball; (iv) Football: Football post (two sets), Footballs, Football Net (four sets), Posts with flags (eight); (v) Handball: Handball posts (two sets); Handball - Balls (one dozen), Handball - Net (four pairs); (vi) Hockey: Hockey posts (two set), Hockey-bailsmen doz.), Hockey Stick (thirty), Hockey Goal keeping kit (one); (vii) Kho-Kho: Kho-Kho Poles (two set); (viii) Lawn Tennis: Lawn Tennis Posts(two), Tennis Balls, Tennis racket; (ix) Table Tennis: Table Tennis Bailsmen doz.; (x) Volleyball: Volleyball Posts (two set), Volleyballs (twenty), Volleyball Net (four), Antenna (four); (xi) Weight-Lifting: Weight Training Rods (ten), Weight Plates 2.5 Kg, five Kg, ten Kg, fifteen Kg, twenty Kg (ten each), Collars (twenty), Benches (four), Weight Stand (two), Squat Stand, One Multi-gym or separate station wise (at least ten station), Weight Jackets and Weight Belts; One Multi-gym or separate station wise (at least ten station); Mats to be used for Judo/Taekwondo/ Wrestling.

(c) Equipment for indigenous activities / mass demonstration: Lezium (50 pairs); Dumbbells (50 pairs); Indian Clubs (50 pairs); Flags; Hoops; Wands; Balls; Umbrella; Skipping Ropes; Music System; Music - CDs/ Cassettes; Material like scarf drill, ribbon, placard etc. for mass display activities.

(d) Gymnastics Apparatus: Parallel Bars (one set), Uneven parallel bars (one set), Horizontal bar (one set), Two roman rings (one set), Climbing ropes (Manila) (six), Mats (twelve rubber, twelve coir), Balance beam (adjustable sets) (one set), One Pummelled Horse (one set), Multi-gym (twelve stationed) (one set), Vaulting Table (one set), Beat board (two nos.), Crash mat (one).

6.3 Cultural Activities

Suitable and adequate instruments should be provided as and when needed for various activities. Other equipment required for minor games, recreational games, relays and combative sport be procured on need and specialization basis.

6.4 Amenities

- (i) Functional and appropriate furniture in required number for instructional and other purposes.
- (ii) The institution shall provide separate common rooms for male and female staff and students.
- (iii) Sufficient number of toilets, separate for male and female, shall be made available for staff and students.
- (iv) Arrangement may be made for parking of vehicles.
- (v) Safe drinking water be provided in the institution.
- (vi) Effective arrangement be made for regular cleaning of campus, water and toilet facilities, repair and replacement of furniture and other equipments.

(Note : In case of composite institution, the infrastructural and other facilities shall be shared by various teacher education programmes.)

7. Managing Committee

The Institution shall have a Managing Committee constituted as per the rules of the affiliating University/Concerned State Government, if any. In the absence of such rules, the institution shall constitute the Managing Committee on its own. The committee shall comprise representatives of the sponsoring society/ trust, Educationists, Physical Education experts, representatives of the affiliating university and of the staff.

APPENDIX-8

Norms and Standards for masters of physical education programme leading to Master of Physical Education (M.P.Ed.) Degree

1. Preamble

- 1.1. The Master of Physical Education (M.P.Ed.) programme is a professional programme meant for preparing physical education teachers for senior secondary (classes XI and XII) level as well as assistant professors/ directors/ sports officers in colleges/ universities and teacher educators in colleges of physical education and university departments of physical education.

2. Duration and Working Days

2.1 Duration

The M.P.Ed. programme shall be of a duration of two academic years or four semesters. However, the students shall be permitted to complete the programme within a maximum period of three years.

2.2 Working Days

(a) There shall be at least 200 working days in each academic year / one hundred working days in each semester exclusive of period of examination and admission etc.

(b) The institution shall work for a minimum of thirty six hours in a week (five or six days a week) during which physical presence in the institution of all the teachers and teacher educators is necessary to ensure their availability for advice, guidance, and consultation, as and when needed.

3 Intake, Eligibility and Admission Procedure**3.1 Intake**

There shall be a basic unit of 40 (forty) students for each year.

3.2 Eligibility

(a) Bachelor of Physical Education (B.P.Ed.) or equivalent with at least 50% marks.

OR

Bachelor of Science (B.Sc.) in Health and Physical Education with at least 50% marks.

(b) The reservation in seats and relaxation in the qualifying marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.

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/Affiliating University.

3.4 Fees

The institution shall charge only such fee as prescribed by the affiliating body / State Government concerned in accordance with provisions of National Council for Teacher Education (NCTE) (Guidelines for regulations of tuition fees and other fees chargeable by unaided teacher education institutions) Regulations, 2002, as amended from time to time and shall not charge donations, capitation fee etc. from the students.

4.0 Curriculum, Programme Implementation and Assessment**4.1 Curriculum**

The M.P.Ed. Programme shall be designed to integrate the study of childhood, social context of education, subject knowledge, pedagogical knowledge, aims of physical education and communication skills. The programme shall comprise of compulsory and optional theory courses, and compulsory internship in school/ college/ sports organization/ sports academy/ sports club. The theory and practical courses shall be assigned a weightage in the proportion as determined by the affiliating body. It shall be in broad alignment with the curriculum framework suggested by NCTE (revised from time to time) while contextualizing it for the state or region concerned.

Information and Communication Technology (ICT), gender, yoga education, and disability/inclusive education shall form an integral part of the M.P.Ed. curriculum.

(a) Theory Courses

The Theory Courses shall comprise courses in areas of physical education, understanding of research, and applied areas of advance studies in physical education and sports sciences. The theory courses in the 1st year shall include: Research Process in Physical Education and Sports Sciences; Applied Statistics in Physical Education and Sports; Test, Measurement and Evaluation in Physical Education; Yogic Sciences; Scientific Principles of Sports Training; Sports Technology; Physiology of Exercise; Sports Psychology; Sports Biomechanics and Kinesiology; Sports Medicine. In the 2nd year, the courses shall include: Sports Management; Curriculum Designs in Physical Education; Athletic Care and Rehabilitation; Sport Journalism and Mass Media Communication Technology; Sports Engineering; Physical Fitness and Wellness; Value and Environmental Education; Education Technology in Physical Education; Health Education and Sports Nutrition; and a Dissertation.

(b) Practicum

The Practicum Course, which is field-based, shall be designed to give opportunity to acquire professional skills and capacities in various sports, games, physical activities and yoga activities suitable to students. The activities for teaching, coaching and officiating include Track and Field; Swimming; Gymnastics; Yoga; Aerobics (as also self-defence techniques); Racket Sports like Badminton, Table Tennis, Tennis, Squash; Team Games like Baseball, Basketball, Cricket, Football, Handball, Hockey, Netball, Softball, Shooting, Volleyball; Combative

Sports like Boxing, Fencing, Judo, Karate, Malkhamb, Martial Arts, Taekwondo, Wrestling; Recreational Games like Relay Games, Minor Games, Lead-up Games; Indigenous Sports like Kabaddi, Kho-Kho etc.; activities of national importance like Flag Hoisting, March Past, Ceremonies like Opening, Closing, Victory ceremonies of different sports and games; Adventure Activities; Mass Demonstration Activities like Lezim, Dumb-bell, Umbrella, Tipri, Wand, Hoop or any other Apparatus.

(c) Internship

The M.P.Ed. programme shall provide for sustained field work with learners and the institution, thereby creating congenial atmosphere. The programme shall include teaching-basic skills in sports and games and indigenous activities giving exposure to students in all such activities. Internship/ teaching practice would include engagement with the community, i.e. school/ college/ sports organization/ sports academy/ sports club and should have the following components:

A minimum of 30 lessons out of which 10 teaching, 10 coaching and 10 officiating in the school/ college/ institution/ department shall be conducted.

The institution shall have easy access to sufficient number of recognized schools/colleges/ sports organizations/ sports academies/ sports clubs for field work and practice teaching related activities of student-teachers. The institution shall furnish undertaking from school/ college/ sports organization/ sports academy/ sports club willing to provide facilities for practice teaching.

The institution shall make an arrangement with at least ten institutions indicating their willingness to allow the internship as well as other activities of the programme. These institutions shall form basic contact point for all practicum activities and related work during the course of the programme.

4.2 Programme Implementation

The university/institution shall undertake the following for the implementation of the programme:

- (i) Prepare a calendar for all activities, including practicum and internship which shall be synchronized with the activity calendar of the institution identified for internship (school/ college/ sports organization/ sports academy/ sports club).
- (ii) Initiate discourse on physical education and yoga education by periodically organising seminars, debates, lectures, discussion groups and yoga practice camps for students and faculty.
- (iii) Organize academic enrichment programmes including interactions with faculty from parent disciplines; and encourage faculty members to participate in academic pursuit and pursue research.
- (iv) Adopt participatory teaching approach in the classroom to help students develop reflective thinking and critical questioning skills. Students shall maintain continuing and comprehensive evaluation reports and observation records, which provide opportunities for reflective thinking.
- (v) The development of resources for the institution must be emphasized and a partnership between the Teacher Education Institution and the internship institution must be fostered through both the curriculum and the running of the Teacher Education Institution.
- (vi) There shall be mechanisms and provisions in the Institution for addressing complaints of the students and faculty, and for grievance redressal.
- (vii) For internship, the Teacher Education Institutions and the participating institution shall set up a mutually agreed mechanism for mentoring, supervising, tracking and assessing the student-teachers.

4.3 Assessment

For each theory course, at least 20% to 30% marks may be assigned for continuous internal assessment and 70% to 80 % for term-end examination conducted by the examining body; and one fourth of the total marks shall be allocated to evaluate the students' performance in internship tasks including assessment of practice teaching. The weightage for internal and external assessment shall be fixed by the affiliating body. Candidates must be internally assessed on the entire practicum course and not only on the project/ field work given to them as part of their units of study. The basis for assessment and criteria used ought to be transparent for students to benefit maximally out of professional feedback. Students shall be given information about their grades/ marks as part of professional feedback so that they get the opportunity to improve their performance. The bases of internal assessment may include individual or group assignments, observation records, sports-specific and content-related diaries, reflective journals, among others.

5 Staff

5.1 Faculty

- (a) Number (for a basic unit of forty students with combined strength of eighty for the two year programme):

Professor	One
Associate Professors	Two

Assistant Professors	-	Three
Sports Trainers	-	Three (Part Time)

The teachers shall be drawn from various areas of study included in the curriculum.

5.2 Qualifications

A: Professor

- (i) Postgraduate degree in Physical Education (M.P.Ed./M.P.E.) with 55% marks or its equivalent grade.
- (ii) Ph.D. in the area of Physical Education.
- (iii) At least ten years of teaching/research experience in a department / college of physical education out of which at least five years in the postgraduate institution/University department.

Note: Any other stipulation prescribed by the UGC/ affiliating body/ State Govt. from time to time.

B: Associate Professor

- (i) Postgraduate degree in Physical Education (M.P.Ed./M.P.E.) or any relevant subject with 55% marks or an equivalent grade.
- (ii) Ph.D. in the area of Physical Education.
- (iii) At least eight years of teaching/research experience in a department / college of physical education out of which at least three years at the postgraduate level.

Note: Any other stipulation prescribed by the UGC/ affiliating body/ State Govt. from time to time.

C: Assistant Professor

- (i) Postgraduate degree in Physical Education (M.P.Ed./M.P.E.) with at least 55% marks or an equivalent grade; and
- (ii) Any other stipulation prescribed by the UGC / affiliating body / State Govt. from time to time for the position of Assistant Professor shall be mandatory.

D. Assistant Professor in Yoga

Postgraduate degree in Yoga with minimum 55% marks.

Note: Any other stipulation prescribed by the UGC/ affiliating body/ State Govt. from time to time.

E. Sports Trainers / Coaches

Postgraduate degree/ Bachelors degree in physical education with specialization in at least one game/ sport (as applicable) or Diploma / PG Diploma in any coaching in a sport (as applicable).

Note: Any other stipulation prescribed by the UGC/ affiliating body/ State Govt. from time to time.

(Faculty can be utilized for teaching in a flexible manner so as to optimize academic expertise available).

5.3 Administrative and Professional Support Staff

1. Office Superintendant	-	One
2. Technical Assistants	-	Two
3. Computer Assistant	-	One
4. Helpers/Ground Persons/Markers	-	Two
5. Lab Attendants	-	Two

Qualifications:

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

5.4 Terms and Conditions of Service

The terms and conditions of service of teaching and non-teaching staff including selection procedure, pay scales, age of superannuation and other benefits shall be as per the policy of the State Government/Affiliating body.

6. Facilities

6.1 Infrastructure

- (i) The institution must have at least eight (8) acres of land which shall provide enough space for institutional building and for future expansion, and open space for organizing games and sports. Built up area consisting of classrooms etc. shall not be less than 1200 sq. mtr. (one thousand two hundred square meter). This must be ensured even in Hilly Regions where the total land may be at least two acres for administrative building and three acres for sports/game facilities.
- (ii) There shall be provision for four classrooms (two each for M.P.Ed 1st year and 2nd year students) to accommodate twenty students each and one multi-purpose hall to accommodate two hundred persons, having total area of 2000 sq.ft (two thousand square feet) inclusive of dias; four small rooms for fifteen students to conduct specialization classes, 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. (ten square feet) per student.
Built up Area for running other courses in combination with M.P.Ed programme shall be as under:
 - (a) B.P.Ed/plus M.P.Ed. - 2700 Sq.mts.
 - (b) B.P.Ed plus D.P.Ed plus M.P.Ed -3900 Sq.mts.
 - (c) Additional intake of one unit of M.P.Ed will require additional built up area of 400 sqm (four hundred square m) respectively.
- (iii) There shall be a multi-purpose hall/gymnasium for indoor sports and facilities for outdoor sports.
- (iv) The institution shall provide separate common rooms for male and female faculty and students.
- (v) Sufficient number of toilets, separate for male and female and PWD, shall be made available for staff and students.
- (vi) Hostel for boys and girls separately, and some residential quarters for teachers are desirable.

6.2 Equipments and Materials

(i) Library

There shall be a library with facility of reading rooms and equipped with minimum two thousand titles and reference books related to all specializations and courses in physical education, educational encyclopedias, electronic publications (CD-ROMs), online resources; at least five refereed journals on health/sports education and teacher education/staff development, and also internet connectivity. At least one hundred quality books will be added to the library every year. The library shall have photocopying facility and sufficient number of computers with internet facility for the use of faculty and students.

(ii) Laboratory Equipments

In addition to the laboratories mentioned under the B.P.Ed programme, the institution offering M.P.Ed Programme shall have equipments and facilities specified for the laboratories mentioned below:

(a) Exercise Physiology Laboratory

Lactate Analyzer, Body Composition Analyzer, Metabolic Analyzer, Pedometer, B.P. Apparatus (Manual), B.P. Apparatus (Electronic), Skin fold Caliper, Dry Spiro meter (5), Heart Rate Monitor, Multi Function pedometer (10), Computerized Tread Mill.

(b) Sports Psychology Laboratory

EMG Biofeedback; Questionnaires on Personality, Anxiety, Group Cohesion, Aggression, Motivation, Mental Toughness, Self-esteem, Locus of Control and such other questionnaires as per the requirement of the contents of the syllabus; Depth Perception Apparatus, Anticipation Assessment Apparatus, Finger Dexterity Test.

(c) Sports Bio-Mechanics Laboratory

Force Plate (Latest Module Complete Set), Electronic Goniometer (Latest Module), Gait Analysis System for any time, any where alternatively pressure plate.

(d) Measurement and Sports Training Laboratory

Digital Back / Leg Dynamometer, Digital Hand Grip Dynamometer (Adult and Children), Skin fold Capillary, Anthropometry Kit (Computer) sliding and spreading, Caliper, Girth Measures - Goniometer; Steel Taps; Flexomeasure, Heart Rate Monitor, Weighing Machine, Reaction Time Apparatus (Visual and Audio), Food and Hand Reaction Time Apparatus Vibrators.

(e) Facilities for Yogic Kriyas, Yoga Mats.

6.3 Cultural Activities

Suitable and adequate instruments should be provided as and when needed for various activities. Other equipment required for minor games, recreational games, relays and combative sport be procured on the basis of need and specialization.

6.4 Other Amenities

- (a) Functional and appropriate furniture in required number for instructional and other purposes.
- (b) Arrangement may be made for parking of vehicles.
- (c) Access to safe drinking water be provided in the institution.
- (d) Effective arrangement be made for regular cleaning of campus, water and toilet facilities (separate for male and female students and teachers), repair and replacement of furniture and other equipments.

(Note: If more than one programme in teacher education are run by the same institution in the same campus, the facilities of playground, multipurpose hall, library and laboratory (with proportionate addition of books and equipments) and instructional space can be shared. The institution shall have one Principal for the entire institution and Heads for different teacher education programmes offered in the institution)

7. Managing Committee

The institution shall have a Managing Committee constituted as per the rules of the affiliating university/concerned State Government, if any. In the absence of such rules, the institution shall constitute the Managing Committee on its own. The committee shall comprise representatives of the sponsoring society/ trust, physical educationists, representatives of the affiliating university and of the staff.

APPENDIX-9

Norms and standards for diploma in elementary education programme through Open and Distance Learning System leading to Diploma in Elementary Education (D.El.Ed)

1. Preamble

The elementary teacher education programme through Open and Distance Learning System is intended primarily for upgrading the professional competence of working (in-service) teachers in the elementary schools. It envisages bringing into its fold those teachers who have entered the profession without formal teacher training. It aims to prepare teachers for the elementary stage of education, that is, classes I-VIII. The programme shall use blended learning modality for design, development and delivery of the programme.

2. Eligibility of Institutions and Territorial Jurisdiction**2.1 Eligibility of Institutions**

The institutions or academic units specially established for offering ODL programmes like the National Open University, State Open Universities and the Directorates / School of Open and Distance Learning in UGC-recognized Universities, Open Schools, SCERTs shall be eligible to offer teacher education programmes. (The Deemed to be Universities, Agricultural, Technical or allied Universities, which specialize in a field other than teacher education and other discipline specific Universities / Institutions are not eligible to offer teacher education programme through ODL).

2.2 Territorial Jurisdiction

The University/Institution offering teacher education programme through ODL will have territorial jurisdiction as defined in its Act or as decided by the concerned State Government.

The Study Centres of the University/Institution shall also be located in its territorial jurisdiction.

3. Duration

The duration of the programme shall be of two academic sessions/years. However, students shall be permitted to complete the programme within a maximum period of five years. The commencement and completion of the programme shall be so regulated that two long spells of vacation (summer / winter / staggered) are available to the learners for guided / supervised instruction and face to face contact sessions. The programme can also be sandwiched between two summer vacations for face-to-face interaction (besides learners' self-study at their choice and pace).

4. Intake, Eligibility, Admission Procedure and Fees**4.1 Intake**

The basic unit of intake for the D.El.Ed. programme shall not exceed five hundred students subject to the condition that one Study Centre shall enroll not more than one hundred students in a given session. The

request for additional units shall be examined by the NCTE on the basis of the availability of required facilities in respect of study centres and related support services in the territorial jurisdiction of the university.

4.2 Eligibility

- (i) Candidates with at least 50% marks in the senior secondary or its equivalent examination are eligible for admission.
- (ii) Two years of teaching experience in a Government or Government recognized primary / elementary school.
- (iii) Should be working as a teacher in a school at the time of making application which should be submitted through the Head of the Institution.
- (iv) The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.

4.3 Admission Procedure

The university/Institution shall develop a suitable procedure for the selection of candidates.

4.4 Fees

The institution shall charge only such fee as prescribed by the affiliating body / state government concerned in accordance with provisions of National Council for Teacher Education (NCTE) (Guidelines for regulations of tuition fees and other fees chargeable by unaided teacher education institutions) Regulations, 2002, as amended from time to time and shall not charge donations, capitation fee etc from the students.

5. Eligibility for a Study Centre

- (a) Only the following category of institutions shall qualify to become a Study Centre:
Existing Teacher Education Institutions recognized by NCTE for offering the same programme in face-to-face mode and having all the requisite infrastructure and staff as per NCTE norms; institutions having offered the relevant teacher education course for at least last five years. Institutions declared as Study Centre for one programme by a University shall not be the Study Centres for any other programme of the same or any other University / institution.
- (b) (i) The number of students allotted to a Study Centre shall not exceed one hundred, (ii) the Study Centre shall provide to the distance learners (allocated to it) access to its library and other physical facilities, (iii) the Headquarters or the Regional Centre of the ODL institution may also function as a Study Centre at least for one hundred students.
- (c) Teacher educators/ supervisors/ academic counsellor engaged for various activities of the Study Centre shall be fully qualified as per the NCTE norms.
- (d) All the functionaries associated with the activities of the Study Centres must be oriented by the open university / institution in the practice of the ODL system from time to time, at least once in a year.
- (e) The request for additional unit of intake in any programme shall be examined by the NCTE on the basis of availability of required facilities in respect of study centers and related support in the territorial jurisdiction of the /institution. Laid down procedures shall be followed for seeking recognition for additional intake.

6. Curriculum, Programme Implementation and Assessment

6.1 Curriculum

The syllabus of D.El.Ed offered through the face-to-face mode shall be transformed into distance mode consisting of Blocks/Units as per credit hours of study. The self-learning materials developed by the institution shall be approved by the Distance Education Council/Bureau.

6.2 Programme Implementation

- (a) The university/institution shall develop curriculum-based audio-video resources on its own or adapt such resources from other institutions or OERs, and make those A/V resources available at HQ, regional centres and study centres (and, if possible, directly to the students). Teleconferencing facilities available in the SRCs, state governments and open universities may also be utilised.
- (b) The programme shall be delivered in a blended mode by judiciously mixing the components of resource-based self-learning, face-to-face counseling and workshops, and technology-enabled. Interaction and learning.

- (c) **Self-learning materials:** The programme shall be conducted with full professional expertise. Self-learning materials, both print and non print, must be based on the principles of instructional design and the pedagogy of self learning, and be duly approved by the DEC. A blended learning approach (integration of methods and media) shall be applied. The course materials shall be modular and credit-based.

The study materials shall be made available to the learners in the beginning of the session itself either in one go or in a phased manner as per the requirement of the programme.

- (d) **Contact Programme:** In a programme of two years' duration, the personal contact programme (covering counseling, workshops, school-based activities, and practice teaching) must be conducted at the Headquarters and/or Study Centres convenient to the learners for a minimum of three hundred contact hours. The personal contact programmes shall be conducted in the following forms:
- (e) **Academic Counseling:** Academic counseling sessions shall be spread over the entire duration of the programme and be conducted on a regular basis depending on the needs and convenience of the learners. The academic and personal problems related to the course shall be discussed in the counseling sessions. The counseling sessions shall be utilized for providing personalized guidance to the learners regarding content difficulty, fieldwork, teaching practice, projects, assignments, time management, study skills, etc. A minimum of 144 study hours spread over two years shall be devoted to the counseling sessions. The counseling sessions shall be organized in the form of tutorials and not as teaching sessions as the learning materials provided to the learners shall perform the teaching function.
- (f) **Workshops:** In the workshops the learners shall acquire competencies and skill required by a teacher or teacher educator. Therefore they shall be engaged in certain activities as individuals or in groups. The Study Centres shall also make arrangement for practice teaching in classrooms and in simulated situations. The learners shall also be provided training in the preparation and use of ICT by involving them in the preparation of teaching aids, research tools, worksheets, course units, assignments, and assessment rubrics. The learners shall be given sufficient opportunities to practice what they have learnt from the theory courses and what they are supposed to do in the classrooms. There shall be two workshops (one each year) of 6 days' duration each. Thus, in a two-year programme, total of 12 days, six study hours a day, that is a minimum 144 study hours) shall be devoted to the workshops.
- (g) **School-based Activities:** The learners pursuing teacher education courses through the ODL system shall be involved in activities which a teacher is supposed to perform in the school. The school based activities have been mentioned in the curriculum framework of DEEd. The learners shall interact with a faculty member (a senior and experienced teacher/principal/faculty of the school/college where the learner is working) to work on school-based activities. Thus a learner shall be supervised/guided by the mentor for a minimum of 15 study hours.
- (h) **Teaching Practice:** The learners enrolled in the DEEd programme shall go through a teaching practice in the designated schools, under supervision of the teacher/ academic counselor. After each lesson, the learner shall be provided constructive feedback on his/her performance (strengths and weakness) by the supervisors/teacher educators. Thus, the learner shall discuss with supervisors/teacher educators the preparation of the lesson plans, delivery of lessons and feedback on the lessons delivered. Each learner shall receive personal supervision on his/her teaching practice from the teacher.
- (i) **The Headquarter staff shall develop curriculum, self-learning materials, model lesson plans and A.V. materials for use at the Study Centres. There shall be student assignment system, and at least 25% weightage be given to assessment of assignments. At the end of First and Second years, external examinations will be conducted by the designated Examining Body. Study Centres located in the Teacher Education Institutions (TEIs) shall conduct examination of practice teaching and work experience components by appointing - internal and external examiners.**
- (j) **Programme organization:** Institutions offering ODL programmes shall maintain their website to enable students to have access to all learning materials and resources, to interact with their peers, to facilitate faculty-student discussion on suitable social media or networking services.
- All the institutions offering ODL programmes shall ensure transparency by presenting details on their website regarding students enrollment, list of programme study centres, academic counselors, mentors, regional consultants and the schools where the teacher trainees are expected to intern.

- (k) The University/ODL institution shall prepare the calendar for all activities including admission, counselling, practicum and examinations, and ensure that they conduct their activities according to the calendar.
- (l) The institutions shall also prepare manuals (for learners, and mentors, counselors and resource persons) for the implementation of the programme activities.
- (m) All the ODL institutions/universities shall enter into MoUs with study centres selected to offer the programmes, indicating their willingness to share infrastructure and other amenities for and commitment to support the ODL learners attached to their study centres.

6.3 Assessment

A two-tier evaluation shall be used by the institution: continuous and comprehensive evaluation, and term-end examinations. Due weightage shall be given to continuous and comprehensive evaluation including for participation and performance in the workshops. Assignments/project reports submitted by the learners shall be evaluated by the tutors/counselors in a given time frame and returned to them alongwith constructive comments and suggestions so that they can improve their performance. The primary function of the evaluation of the assignments/projects should be to provide timely feedback to the learners to sustain their motivation and enhance their ability to comprehend. Evaluation of assignments, workshop-based activities, school-based activities and teaching practice have to be conducted on a continuous basis. 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 questions. These questions will be moderated by a Board of Examiners appointed by the examining body. The weightage for internal and external evaluation may be in the ratio of 30:70.

6.4 Monitoring and Supervision

The ODL institution shall put in place a systematic monitoring mechanism. Various strategies for monitoring, such as periodic field visits by the faculty, collection of regular feedback from both the learners and the Study Centre coordinators, interaction with learners through ICT etc., and maintaining specified record by the institutions shall be some of the components of the system. While learner satisfaction surveys shall be undertaken on a regular basis to provide feedback to the counsellors and faculty in the headquarters, feedback on course content shall facilitate to maintain the programme over a period of time and undertake minor revisions. A comprehensive evaluation of the programme structure and implementation shall be undertaken periodically.

7. Staff

7.1 Headquarters

- (i) The Institution / University offering this teacher education programme through the ODL system shall have an exclusive core full time faculty of seven members with expertise in all relevant disciplines like Education, Science, Mathematics, Social Sciences and two languages (English and Regional Language). Qualification in distance education will be desirable.

The break up of the faculty will be as follows:

Professor	- One
Readers / Associate Professors	- Two
Lecturers / Assistant Professors	- Four

(N.B. The faculty shall be given designations as per the policy of the State Government/Institution.)

- (ii) The faculty shall be responsible for course designing, learning resources development, assessment of assignments, orientation of academic staff of the Study Centres, monitoring and supervision of the Study Centres, maintenance / revision of the courses, programme evaluation, and other activities as decided by the University/Institution.
- (iii) The faculty strength shall be increased by one for every additional unit of five hundred students or part thereof.
- (iv) One faculty member shall be designated as 'Programme Coordinator' for this ODL programme for coordination among faculty members and between the Hqrs. and study centres.

7.2 Study Centres

1. Coordinator	- One
2. Assistant Coordinator	- One
3. Part time Academic Counsellors	- As per need

4. Administrative Staff - As per need

N.B. The staff of the study centre (part-time) shall be engaged from the faculty of the host institution or present and former teacher educators. The Academic Counsellor and student ratio shall not exceed 1:30.

7.3 Regional Centres

The ODL institution may set up Regional Centre(s), if required, to coordinate the work of study centres under its jurisdiction. The following staff shall be made available at the Regional Centre:

1. Coordinator/Regional Director - One
2. Assistant Coordinator/Asst. RD - One
3. Administrative Staff - As per need

7.4 Qualifications

(a) Teaching Staff

The academic and professional qualifications of the academic staff shall be the same as prescribed in the case of the corresponding programme of DEIEd offered through the face-to-face mode. In addition, the faculty with qualifications in ODL/experience in the ODL system shall be preferred.

(b) Professional Support/Administrative Staff for H.Q.

The administrative and other support staff may be provided as per the norms outlined below:

1. Office Manager/ Superintendent One
2. Software Specialist/Professional One
3. Assessment and Evaluation Incharge One
4. Computer Operator for Maintaining Database One
5. Office Assistant One
6. Helper (for the dispatch of study material) One

7.5 Terms and Conditions of Service of Staff

The terms and conditions of service of teaching and non-teaching staff including selection procedure, pay scales, age of superannuation and other benefits shall be as per the policy of the State Government/Affiliating body.

8. Facilities

8.1 At Headquarters

Adequate number of seminar rooms and cabins for each of the faculty members, an office room with photocopiers, a large room for data entry operators for maintaining database of students, another room for production/processing of learning materials, a huge store for the storing and dispatch of learning materials, an audio-video studio for recording of lessons and production of CDs, and a large Conference Room for conducting meetings/teleconferencing. Teleconferencing/audio-conferencing and computer conferencing facilities with facilities for online learning and open technologies/open source software, alongwith broadband internet and large scale SMS information dissemination facility are desirable. However, the institution offering teacher education through ODL/ Blended Learning must put to use the centralized SMS facility, the online conferencing system, and the decentralized system of audio-video/radio-TV CD-ROM and other technology-enabled learning.

In addition, the model study centre at the ODL institution should have all the facilities for a study centre required.

8.2 At Study Center

Curriculum laboratory and learning resource centre, physical education room, Art and Craft Room, ICT and Educational Technology Laboratory 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. Other needed facilities like telephone, fax, photocopier machine, internet connection, computers, audio-video players, interactive multi media CD, EDUSAT receive only (ROT) Satellite, or interactive terminal (SIT), LCD projector are required.

8.3 Library

- (a) **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.
- (b) **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. Pre-requisites for applying for grant of recognition of the programme.

Before applying to the NCTE for recognition of the DEEd (ODL) programme, the university/ institution shall ensure the following tasks:

- (a) Preparation of the project document with details about the scope of the programme, fee structure, student enrolment, faculty, Study Centres with facilities and tutors/counsellors estimated expenditure for development and implementation of the programme, norms of payment for development and implementation of the programme, norms of payment to Study Centres and resource persons, additional faculties, resources to be provided to Study Centres and monitoring and supervision of the programme.
- (b) Approval of the appropriate university bodies or state government for launching the programme.
- (c) Preparation of curriculum (course-wise and unit-wise structure) including scheme of evaluation/examination and support services, duly approved by the University.
- (d) Preparation of the self-learning materials in print and non-print, duly certified by the Distance Education Council (DEC)/Bureau.
- (e) Undertaking from the identified Study Centers in a prescribed format ensuring strict observation of DEEd norms for the study centres.
- (f) Initiation of staff selection process such as advertising, screening, interviewing and offering appointment to the selected candidates.

APPENDIX- 10

Norms and standards for bachelor of education programme through Open and Distance Learning System leading to Bachelor of Education

(B.Ed.) Degree

1. Preamble

The Bachelor of Education programme, generally known as B.Ed., is a professional programme that prepares teachers for upper primary (classes VI-VIII), secondary (classes IX-X) as well as senior secondary (classes XI-XII) levels.

The Bachelor of Education programme (B.Ed.) in ODL mode, is a professional programme for in-service teachers, a second degree in teacher education, primarily intended for upgrading the professional competence of working teachers in the upper primary, secondary schools and senior secondary level who have entered the profession without formal secondary teacher training. It aims at preparing in-service teachers for the secondary stage of education, in accordance with the notifications of the NCTE with regard to minimum qualifications for recruitment as a teacher. The programme shall use blended learning modality for design, development and delivery of the programme.

2. Eligibility of Institutions and Territorial Jurisdiction

2.1 Eligibility of Institutions

The institutions or academic units specially established for offering ODL programmes like the National Open University, State Open Universities and the Directorates / School of Open and Distance Learning in UGC-recognized Universities shall be eligible to offer this teacher education programme. (The Deemed to be Universities, Agricultural, Technical or allied Universities, which specialize in a field other than teacher education and other discipline specific Universities / Institutions, are not eligible to offer teacher education programme through ODL).

2.2 Territorial Jurisdiction

The University/ Institution offering teacher education programme through ODL will have territorial jurisdiction as defined in its Act or as decided by the concerned State Government.

The Study Centres of the University/Institution shall also be located in its territorial jurisdiction.

3. Duration

The duration of the programme shall be of two academic sessions / years. However, students shall be permitted to complete the programme within a maximum period of five years. The commencement and completion of the programme shall be so regulated that two long spells of vacation (summer / winter /

staggered) are available to the learners for guided / supervised instruction and face-to-face contact sessions. The programme can also be sandwiched between two summer vacations for face-to-face interaction (besides learners' self-study at their choice and pace).

4. Intake, Eligibility, Admission Procedure and Fees

4.1 Intake

The basic unit of intake for the B.Ed. programme shall not exceed five hundred students subject to the condition that one Study Centre shall enroll not more than 50 students in a given session. The request for additional units shall be examined by the NCTE on the basis of the availability of required facilities in respect of study centres and related support services in the territorial jurisdiction of the university.

4.2 Eligibility

The following categories are eligible to be students of B.Ed.(ODL):

- (i) Trained in-service teachers in elementary education.
- (ii) Candidates who have completed a NCTE recognized teacher education programme through face-to-face mode.
- (iii) The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government / State Government, whichever is applicable.

4.3 Admission Procedure

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

4.4 Fees

The institution shall charge only such fee as prescribed by the affiliating body/state government concerned in accordance with provisions of National Council for Teacher Education (NCTE) (Guidelines for regulation of tuition fees and other fees chargeable by unaided teacher education institutions) Regulations, 2002, as amended from time to time and shall not charge donations, capitation fee etc from the students.

5. Eligibility for a Study Centre

- (a) Only the following category of institutions shall qualify to become a Study Centre:

Existing Teacher Education Institutions recognized by NCTE for offering the same programme in face-to-face mode and having all the requisite infrastructure and staff as per NCTE norms; institutions having offered the relevant teacher education course for at least last five years. Institutions declared as Study Centre for one course/programme by a University shall not be the Study Centres for any other programme of the same or any other University/Institution.
- (b) (i) The number of students allotted to a Study Centre shall not exceed one hundred (50 for the first year and 50 for the second year), (ii) the Study Centre shall provide to the distance learners (allocated to it) access to its library, laboratories and other physical facilities, (iii) the Headquarters or the Regional Centre of the ODL institution may also function as a Study Centre at least for one hundred (50 first year and 50 second year) students.
- (c) Teacher educators/ supervisors/ academic counsellors engaged for various activities of the Study Centre shall be fully qualified as per the NCTE norms.
- (d) All the functionaries associated with the activities of the Study Centres must be oriented by the open university /institution in the practice of the ODL system from time to time, but at least once in a year.
- (e) The request for additional unit of intake in any programme shall be examined by the NCTE on the basis of availability of required facilities in respect of study centers and related support in the territorial jurisdiction of the /institution. Laid down procedures shall be followed for seeking recognition for additional intake.

6. Curriculum, Programme Implementation and Assessment

6.1 Curriculum

The curriculum of the B.Ed. offered through the face-to-face mode will be the curriculum of the ODL mode in this programme, hence the nomenclature of this programme shall be same and will be referred to as B.Ed. However, since the ODL mode will cater to the in-service school teachers, the curriculum will be transacted to systematize and structure the past teaching experiences gathered while teaching. The programme shall use blended learning modality for design, development and delivery of the programme

The syllabus of B.Ed for the, face-to-face programme shall be transformed into distance mode consisting of Blocks/Units as per credit hours of study. The self-learning materials developed by the institution shall be approved by the Distance Education Council/Bureau.

6.2 Programme Implementation

The B.Ed. ODL Programme aims to prepare teachers who are able to continuously assess and improve their professional practice as teachers by critically reflecting on it, who can understand that teaching is embedded in the social context of the learners and who can engage with content and subject matter that they will be teaching. The student-teachers will also be acquainted with the modes of inquiry and epistemological frameworks of their subjects, familiarise themselves with how children learn so that they can develop and use teaching strategies that are responsive to the learning needs of all their learners in diverse and plural settings of secondary and senior secondary classrooms.

- (a) The university/institution shall develop curriculum-based audio-video resources on its own or adapt such resources from other institutions or OERs, and make those A/V resources available at HQ, regional centres and study centres (and, if possible, directly to the students). Teleconferencing facilities available in the SRCs, state governments and open universities may also be utilised.
- (b) The programme shall be delivered in a blended mode by judiciously mixing the components of resource-based self-learning, face-to-face counseling and workshops, and technology-enabled interaction and learning.
- (c) *Self-learning materials:* The programme shall be conducted with full professional expertise. Self-learning materials, both print and non print, must be based on the principles of instructional design and the pedagogy of self learning, and be duly approved by the DEC. A blended learning approach (Integration of methods and media) should be applied. The course materials shall be modular and credit-based.

The study materials shall be made available to the learners in the beginning of the session itself either in one go or in a phased manner as per the requirement of the programme.

- (d) *Contact programme:* Apart from the school based activities and practice teaching, in a programme of two years' duration, the personal contact programme shall cover counseling and workshops, seminar presentations, report writing etc. and must be conducted at the Headquarters and/or Study Centres convenient to the learners for a total period of six months. The personal contact programmes shall be conducted as per details given below:
- (e) *Academic counseling:* Academic counseling sessions shall be spread over the entire duration of the programme and be conducted on a regular basis depending on the needs and convenience of the learners. The academic and personal problems related to the course shall be discussed in the counseling sessions. The counseling sessions shall be utilized for providing personalized guidance to the learners regarding content difficulty, fieldwork, teaching practice, projects, assignments, dissertation, time management, study skills, etc. A minimum of 144 study hours spread over two years shall be devoted to the counseling sessions. The counseling sessions shall be organized in the form of tutorials and not as teaching sessions as the learning materials provided to the learners shall perform the teaching function.
- (f) *Workshops:* In the workshops the learners shall acquire competencies and skills required by a teacher or teacher educator. Therefore, they shall be engaged in certain activities as individuals or in groups. The Study Centres shall also make arrangement for practice teaching in classrooms and on simulated situations. The learners shall also be provided training in the preparation and use of ICT by involving them in the preparation of teaching aids, research tools, worksheets, course units, assignment, assessment rubrics. The learners shall be given sufficient opportunities to practice what they have learnt from the theory courses and what they are supposed to do in the classrooms. There shall be two workshops (one each year) of 6 days' duration each.
- (g) *School-based activities:* The learners pursuing B.Ed. programme through the ODL system shall be involved in activities which a teacher is supposed to perform in the school. The school based activities have been mentioned in the curriculum framework of B.Ed. The learners shall interact with a faculty member (a senior and experienced teacher/principal/faculty of the school/college where the learner is working) to work on school-based activities. Thus a learner shall be supervised /guided by the mentor for a minimum of 15 study hours.
- (h) *Teaching practice:* A learner enrolled in the B.Ed programme shall go through a teaching practice for three months, in the schools where he/she works, under supervision of senior teacher/ academic counselor. Each lesson will be a guided, supervised, assessed, lesson and feedback given. The learner shall be provided constructive feedback on his/her performance (strengths and weakness) by the supervisors/teacher educators. Thus, the learner shall discuss with supervisors/teacher educators the

preparation of the lesson plans, delivery of lessons and feedback on the lessons delivered. Each learner shall receive personal supervision and feedback on his/her teaching practice from the teacher.

- (i) The Headquarter staff shall develop curriculum, self-learning materials, model lesson plans and multi media learning resources for use at the Study Centres. There shall be student assignments, and at least 25% weightage be given to assessment of assignments. At the end of first and second years, external examinations will be conducted by the designated Examining Body. Study Centres located in the Teacher Education Institutions (TEIs) shall conduct examination of practice teaching and work experience components by appointing internal and external examiners.
- (j) *Programme organization:* Institutions offering B.Ed. through ODL shall maintain their website to enable students to have access to all learning materials and resources, to interact with their peers, to facilitate faculty-student discussion on suitable social media or networking services.
- All the institutions offering ODL programmes shall ensure transparency by presenting details on their website regarding students enrollment, list of programme study centres, academic counselors, mentors, regional consultants and the schools where the teacher trainees are expected to intern.
- (k) The University/ODL institution shall prepare the calendar for all activities including admission, counselling, practicum and examinations, and ensure that they conduct their activities according to the calendar.
- (n) The institutions shall also prepare manuals (for learners, and mentors, counselors and resource persons) for the implementation of the programme activities.
- (o) All the ODL institutions/universities shall enter into MoUs with study centres selected to offer the programmes, indicating their willingness to share infrastructure and other amenities for and commitment to support the ODL learners attached to their study centres.

6.3 Assessment

A two-tier evaluation shall be used by the institution: continuous and comprehensive evaluation, and term-end examinations with suitable weightage given to continuous and comprehensive evaluation including for participation and performance in the workshops as allotted in the curriculum framework. Assignments/project reports submitted by the learners shall be evaluated by the tutors/counsellors in a given time frame and returned to them alongwith constructive comments and suggestions so that they can improve their performance.

The primary function of the evaluation of the assignments/projects should be to provide timely feedback to the learners to sustain their motivation and enhance their ability to comprehend. Evaluation of assignments, workshop-based activities, school-based activities and teaching practice have to be conducted on a continuing. Each of the student-teacher will maintain the portfolio of his/her work completed all through the year which will be considered for the internal assessment.

The term-end examination will be designed and conducted by the examining body.

The weightage for internal and external evaluation may be in the ratio of 30:70.

6.4 Monitoring and Supervision

The ODL institution shall put in place a systematic monitoring mechanism. Various strategies for monitoring, such as periodic field visits by the faculty, collection of regular feedback from both the learners and the Study Centre coordinators, interaction with learners through ICT etc., and maintaining specified record by the institutions shall be some of the components of the system. While learner satisfaction surveys shall be undertaken on a regular basis to provide feedback to the counsellors and faculty in the headquarters, feedback on course content shall facilitate to maintain the programme over a period of time and undertake minor revisions. A comprehensive evaluation of the programme structure and implementation shall be undertaken periodically.

Staff

7.1 Headquarters

- (i) The Institution / University offering this teacher education programme through the ODL system shall have an exclusive core full time faculty of seven members with expertise in relevant disciplines like Education, Science, Mathematics, Social Sciences and Languages. Qualification in distance education will be desirable.

The break up of the faculty will be as follows:

1. Professor

- One

- | | |
|-------------------------------------|--------|
| 2. Readers / Associate Professors | - Two |
| 3. Lecturers / Assistant Professors | - Four |

(N.B. The faculty shall be given designations as per the policy of the State Government/Institution.)

- (ii) The faculty shall be responsible for course designing, learning resources development, assessment of assignments, orientation of academic and other staff of the Study Centres, monitoring and supervision of the Study Centres, maintenance/revision of the courses, programme evaluation, and other activities as decided by the University/Institute.
- (iii) The faculty strength shall be increased by one for every additional unit of five hundred students or part thereof.
- (iv) One faculty member shall be designated as 'Programme Co-ordinator' for this ODL programme for coordination among faculty members and the Hqrs. And study centres.
- (v) Teacher Educators / Supervisors engaged for various activities at the Study Centres shall be qualified as per NCTE norms for the B.Ed. programme.

7.2 Study Centres

- | | |
|-----------------------------------|---------------|
| 1. Coordinator | - One |
| 2. Assistant Coordinator | - One |
| 3. Part time Academic Counsellors | - As per need |
| 4. Administrative Staff | - As per need |

N.B. The staff of the study centre (part-time) shall be engaged from the faculty of the host institution or present and former teacher educators from other neighbouring institutions. At least one Academic Counsellor should be appointed for each of the courses prescribed for the program.

7.3 Regional Centres

The ODL institution may set up Regional Centre(s), if required, to coordinate the work of study centres under its jurisdiction. The following staff shall be made available at the Regional Centre:

- | | |
|-----------------------------------|---------------|
| 1. Coordinator/Regional Director | - One |
| 2. Assistant Coordinator/Asst. RD | - One |
| 3. Administrative Staff | - As per need |

7.4 Qualifications

(a) Teaching Staff

The academic and professional qualifications of the academic staff shall be the same as prescribed in the case of the corresponding programme of B.Ed. offered through the face-to-face mode. In addition, the faculty with qualifications in ODL/experience in the ODL system shall be preferred.

(b) Non -Teaching/Professional/Support /Administrative Staff for H.Q.

The administrative and other support staff may be provided as per the norms outlined below:

- | | |
|--|-----|
| 1. Office Manager/ Superintendent | One |
| 2. Software Specialist/Professional | One |
| 3. Assessment and Evaluation Incharge | One |
| 4. Computer Operator for Maintaining Database | One |
| 5. Office Assistant | One |
| 6. Helper (for the dispatch of study material) | One |

7.5 Terms and Conditions of Service of Staff

The terms and conditions of service of teaching and non-teaching staff including selection procedure, pay scales, age of superannuation and other benefits shall be as per the policy of the State Government/Affiliating body.

8. Facilities**8.1 At Headquarters**

Adequate number of seminar rooms and cabins for each of the faculty members, an office room with photocopiers, a large room for data entry operators for maintaining database of students, another room for production/processing of learning materials, a huge store for the storing and dispatch of learning materials, an audio-video studio for recording of lessons and production of CDs, and a large Conference Room for conducting meetings/teleconferencing. Teleconferencing/ audio-conferencing and computer conferencing facilities with facilities for online learning and open technologies/open source software, alongwith broadband internet and large scale SMS information dissemination facility are desirable. However, the institution offering teacher education through ODL/ Blended Learning must put to use the centralized SMS facility, the online conferencing system, and the decentralized system of audio-video/radio-TV CD-ROM and other technology-enabled learning.

In addition, the model study centre at the ODL institution should have all the facilities as specified for a study centre.

8.2 At Study Center

Curriculum laboratory and learning resource centre, physical education room, Art and Craft room, ICT and Educational Technology laboratory for workshop/ 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. Other needed facilities like telephone, fax, photocopier machine, internet connection, computers, audio-video players, interactive multi media CD, Edusat receive only (ROT) satellite, or interactive terminal (SIT), LCD projector are required.

8.3 Library

(a) **Headquarter Library:** There shall be a well-equipped library with adequate number of textbooks and reference books on school and secondary teacher education; Learning Resources Centre Library, Psychological Equipment, CDs, Encyclopedias, online resources, refereed Journals of Secondary Teacher Education and Distance Education. In addition, self-instructional materials in sufficient quantity shall be available in English/Hindi/Regional Language(s).

(b) **Study Centre Library:** The libraries/laboratories and workshops of the institutions where study centers are located shall be used by the student-teachers during contact sessions.

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

Before applying to the NCTE for recognition of the B.Ed. (ODL) programme, the university/ institution shall complete the following:

- (a) Preparation of the project document with details about the scope of the programme, fee structure, student enrolment, faculty, learning resources, Study Centres with facilities and tutors/counsellors estimated expenditure for development and implementation of the programme, norms of payment for development and implementation of the programme, norms of payment to Study Centres and resource persons, additional faculties, resources to be provided to Study Centres and monitoring and supervision of the programme.
- (b) Approval of the appropriate university body or state government for launching the programme.
- (c) Preparation of curriculum (course-wise and unit-wise structure) including scheme of evaluation/examination and support services, duly approved by the University.
- (d) Preparation of the self-learning materials in print and non-print, duly certified by the Distance Education Board (DEB).
- (e) Undertaking from the identified Study Centers in a prescribed format ensuring strict observation of B.Ed. norms for the study centres.
- (f) Initiation of staff selection process such as advertising, screening, interviewing and offering appointment to the selected candidates.

APPENDIX - 11**Norms and Standards for diploma in arts education (Visual Arts) programme leading to Diploma in Arts Education (Visual Arts)****1 Preamble**

The Diploma in Art Education (Visual Arts) is a professional pre-service teacher education programme which aims to prepare teachers to teach Visual Arts upto class VIII.

2. Duration and Working Days

2.1 Duration

The Visual Arts programme shall be of a duration of two academic years. However, the students shall be permitted to complete the programme requirements within a maximum period of three years from the date of admission to the programme.

2.2 Working Days

- (a) There shall be at least two hundred working days each year exclusive of the period of examination and admission, out of which at least 16 weeks shall be for school internship in elementary schools.
- (b) The institution shall work for a minimum of thirty six hours in a week (five or six days), during which physical presence in the institution of all the teachers and student teachers is necessary to ensure their availability for advice, guidance, dialogues and consultation as and when needed.
- (c) The minimum attendance of student-teachers shall have to be 80 % for all course work and practicum, and 90 % for school internship.

3 Intake, Eligibility, Admission Procedure and Fees

3.1 Intake

There shall be a basic unit of fifty students (painting/drawing, etc) for each year, with two sections of twenty five students each. Two basic units are permissible initially. However, government institutions shall be sanctioned a maximum intake of four units subject to fulfillment of other requirements.

3.2 Eligibility

Candidates with at least fifty percent marks in the higher secondary examination (+2) or its equivalent with visual arts (painting/drawing, graphic design/heritage crafts applied arts/sculpture? etc), as elective subject(s) at the higher secondary stage are eligible for admission.

The reservation in seats and relaxation in the qualifying marks in favour of the reserved categories shall be as per the rules of the concerned State Government, whichever is applicable.

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.

3.4 Fee

The institution shall charge only such fee as prescribed by the affiliating body/state government concerned in accordance with provision of National Council for Teacher Education (NCTE) (Guidelines for regulation of tuition fees and other fees chargeable by unaided teacher education institution) Regulations, 2002, as amended from time to time and shall not charge donations, capitation fee, etc. from the students.

4. Curriculum, Programme Implementation and Assessment

4.1 Curriculum

The two year curriculum has the following components;

- A. Theory
- B. Practicum
- C. School Internship
- D. Workshops, visits, projects, displays and performances

a) Theory

(A) Core Courses

In case of theory, some of the courses will be common to all Arts Education programmes (Visual and Performing arts).

- (i) Child Studies shall include an in-depth study of theories of child and adolescent development; context and processes of socialization; social and emotional development; self and identity; cognition and learning; language acquisition and communication; constructs of childhood and child-rearing practices; to enhance critical and analytical thinking; learning processes involving arts and its related activities/ experiences, physical health and inclusive education.

- (ii) **Contemporary Studies** shall engage students with concepts and approaches of different art forms specially the role of arts in society and the pluralistic nature of contemporary Indian society. It also includes concepts of culture and its diversity across the country, constitutional values and provisions of culture and societal stratification; engagement with concerns of contemporary Indian art and artistic trends; pluralistic culture, equity, gender, poverty and diversity, questions of identity and self and its discovery through various art forms; examining their positions in society etc.
- (iii) **Educational Studies** shall integrate philosophical questions about the fundamental aims and values of education; relationship between education and society; an in-depth study of status, problems and concerns of school education in India; engagement with school culture and school as a learning organisation. There shall be integration of theoretical and practical components of the preparation of a teacher.
- (iv) **Language Proficiency and Communication** courses shall include hands-on experience in using the language in different contexts, dialects, local languages, meta-linguistic awareness with a focus on listening, speaking, reading comprehension and writing for varying contexts. Various art forms are another form of language or language is an art form. The language proficiency especially to critique and give content to different art forms plays a crucial role. The students must learn to appreciate the convergence between two forms of expression.
- (v) **Appreciation of Arts:** Though the subjects of Visual and Performing arts converge at a common plane with their respective theories and historical perspective embedded in their course, this component is essential for everyone. This course shall make the students aware of different traditions and dimensions of Indian art forms from their origin to the present day.

Appreciation of different art traditions is possible only by giving adequate exposure to the student teachers through studying books, texts, articles, observing performances, visiting museums, monuments, artists, craftspersons, looking at the resources available online and offline.

(a) **Visual Arts (Painting/Sculpture/Applied Arts/ Heritage Crafts/ Design)**

The theory comprises of fundamentals – elements and principles of visual arts and how adolescent understands to develop his /her artistic faculty. There are different techniques and materials in different visual arts. The course shall help student- teachers understand the nature of basic disciplines of visual arts and its co -fields. However, there are different ancient texts written on visual arts, which are a part of the theory course. They will be studying history of art in theory as well as in the course on Appreciation of Arts.

Questioning, projects and comparative study on theory courses will enhance the knowledge of teacher learners.

B. Practicum

Exploring with mediums and techniques, the students can opt their way of expression. Students shall be equipped to cater to needs of diverse learners in school. The programme will include practices in each field of visual/arts. The students teachers will explore different pedagogical processes in various mediums and materials which are appropriate for children upto secondary school. The content for these will vary from creating visual materials related to the day to day life of children, their cultural and environmental concerns and contexts, application of arts and crafts for an aesthetic school experience with designs and displays, and for the self development.

4.2 Programme Implementation

a). There shall be integrative aspects in the “pedagogic courses” of all forms of Arts Education, where enduring issues of assessment including CCE, classroom management, and the role of ICT will be addressed. A course integrating aspects of curriculum across the areas shall be included comprising of review of principles and processes of curriculum formulation, pedagogic principles across the curriculum, classroom processes, especially in the context of stipulations of RTE 2009. The courses shall be designed to help student teachers understand the nature of basic disciplines, key concepts and construct, critical understanding of school curriculum, content of elementary school subjects, and how children learn in general and how they learn arts education areas in particular. Since the Arts Education subjects are more practical based, the ratio of weightage for theory and practical should be 40:60.

(B) School Internship

In both the years the students teachers will be sent to schools for observations and organizing classroom and out of classroom activities. The duration of the school internship shall be at least 16 weeks.

c) Workshops, visits, projects, displays and performances

Workshops with eminent artist or craftspersons, visit to local monument, museum, art galleries, local fair and festivals etc. and conducting discussions, writing reports or giving seminar after these experiences are also part of their art experiences. There should be process oriented projects based on social, cultural or environmental

theme can be given individually or in groups. There should at least be one workshop each year with an eminent artist or group in the field of tribal art for at least ten days to appreciate and understand that particular field. Visit to local historical monument, museum, art galleries, performances, local fair and festivals etc. and discussing and reporting through report writing in groups or through seminar.

4.3 Assessment

Since the Arts Education subjects are more practical based, the ratio of weightage for theory and practical should be 40:60, out of the total marks for the entire programme, 25% marks may be earmarked for the assessment of school internship activities. An Assessment plans which is valid and reliable, time efficient and manageable shall be prepared. Students should receive on-going feedback from teachers and peers and are encouraged to take responsibility for their own learning through discussion, self-reflection and peer assessment. Teachers might record students' achievement as part of this strategy but students should know if these results will be used as part of a formal assessment and reporting practice. Each of the outcome may not be assessed individually. It is important that teaching programs allow for and encourage students to address all the syllabus outcomes and that assessment strategies allow for each student to demonstrate their achievement.

5. Staff

5.1 Academic Faculty

For a basic unit of fifty students or less with combined strength of one hundred or less for the two year course.

1. Principal	-	One
2. Lecturers (Arts)	-	Four
3. Lecturer in Education	-	One
4. Lecturer in Health and Physical Education	-	One
5. Lecturer in Language	-	One
6. Lecturer in Art and Craft	-	One

5.2 Qualifications

(a) Principal/Head

- Academic and professional qualification will be as prescribed for the post of lecturer and
- Five years experience of teaching in arts teacher education or elementary/secondary teacher education institution, or institutions of visual arts.

Lecturers - Seven

(b) Lecturer in Education - One

M.Ed. /M.Ed. (Elementary) with fifty five percent marks

OR

(i) M.A. in Education with fifty five percent marks

(ii) Diploma/Degree in art education/Elementary Education/secondary education with fifty percent marks.

(c) Arts subjects - Four

(a) Painting	One
(b) Sculpture	One
(c) Graphics	One
(d) History of Arts	One

Essential Qualifications

Master's degree in fine arts (visual arts) with fifty percent marks and specialization in the concerned subject as mentioned above.

Desirable

Degree/Diploma in education with 55% marks and proficiency in the use of computer for educational purpose.

(d) Health and Physical Education - Lecturer One**Essential**

Post-graduation in Physical Education (M.P.Ed.) with fifty percent marks.

(e) Lecturer in Literature - One

(i) Post graduate in English or Regional language with fifty five percent marks

(ii) Degree/Diploma in education with fifty percent marks

(f) Art and craft Instructor - One

Or

Essential: A traditional crafts person-pottery/weaving metal crafts/ bamboo work/traditional painting etc. who is a state or national level Master crafts person.

(g) Librarian - One

Bachelor degree in Library and Information Science with fifty percent marks.

5.3 Administrative Staff**(a) Number**

(i) UDC/Office Superintendent - One

(ii) Computer Operator - One

(b) Qualifications

As prescribed by State Government/UT Administration concerned.

Note:

For additional intake of fifty students, the additional staff shall comprise five full time lecturers, one Library Assistant and one Office Assistant.

In a composite institution, the Principal, and academic, administrative and technical staff can be shared.

5.4 Terms and conditions of service

The terms and conditions of service of teaching and non-teaching staff including selection procedure, pay scales, age of superannuation and other benefits shall be as per the policy of the State Government/Affiliating body.

6 Facilities**6.1 Infrastructure**

(a) The institutions shall possess 2500 sq. mts. (two thousand five hundred square meters) land for the initial intake of one unit out of which 1500 sq. mts. (one thousand five hundred square meters) shall be the built up area and the remaining space for lawns, playfields etc. For an additional intake of one unit or part thereof it shall possess additional land of 500 sq. mts. (five hundred square meters) out of which 300 sq. mts. (three hundred square meters) shall be the built up area.

(b) The institution must have the following infrastructure:

(i) One classroom for every 25 students.

(ii) Multipurpose Hall with seating capacity of two hundred and a dias

(iii) Library -cum-Resource Centre

(iv) Resource Centre for Arts Education with ET and ICT facilities.

(v) Arts studio for painting with facilities for fifty students,

(vi) Applied arts studio with facilities for fifty students,

(vii) Sculpture studio with facilities for fifty students,

(viii) Health and physical education resource centre.

- (ix) Principal's Office
- (x) Staff Room
- (xi) Administrative Office
- (xii) Store rooms for storing arts materials (Two)
- (xiii) Girls' Common Room
- (xiv) Canteen
- (xv) Visitors Room
- (xvi) Separate Toilet Facility for male and female students
- (xvii) Parking Space
- (xviii) Open space for lawns, gardening activities, etc.
- (xix) Store Room for administrative office
- (xx) Multi purpose playfield
- (c) The institutional campus, building, furniture etc. should be disabled friendly.

If more than one course in teacher education are run by the same institution in the same campus, the facilities of playground, multipurpose hall, library and resource centres (with proportionate addition of books and equipments) and instructional space can be shared. The institution shall have one Principal for the entire institution and Heads for different teacher education programmes offered in the institution.

6.2 School Internship Facilities

The institution shall have easy access to sufficient number of recognized elementary schools for field work and practice teaching related activities of student teachers. It is desirable that it has an attached elementary school of its own. The institution shall furnish undertaking from the schools willing to provide facilities for practice teaching. Not more than ten student teachers shall be attached with each school.

6.3 Equipments and Materials

- (i) The institution shall establish studios and Resource Centers as given in 6(1) wherein teachers and students have access to a variety of materials and resources to support and enhance the teaching-learning process. These should include:
 - (a) Books on arts and crafts, journals and magazines
 - (b) Children's books
 - (c) Audio-visual equipment - TV, DVD Player, Electronic Projector
 - (d) Audio-visual aids, video - audio tapes, slides, films.
 - (e) Teaching aids - charts, pictures
 - (f) Motivational materials such as " children's art works,
 - (g) work of well-known artists and master craft persons
 - (h) Developmental assessments check lists and
 - (i) measurement tools.
 - (j) Photocopying machine
- (ii) **Materials for different Art Activities**

Easels, drawing boards, canvases, paper, colours, brushes, sculpture specific toolkit, craft specific toolkit, applied arts kit and raw materials sufficient for fifty students.

Teaching and Learning Material/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:

Collection of slides on different arts, documentaries on the methods and procedures in different fields of arts, art education kits, models, play materials, books on art subjects, puppets, photographs, blow-ups, charts, flash cards handbooks, pictures, pictorial representation of children.

(iii) Audio Visual Equipment

Hardware for projection and duplication and educational software facilities including TV, DVD Player, slide projector, blank audio video cassettes, video-audio tapes, slides, films, charts, pictures. ROT (Receive Only Terminal) and SIT (Satellite Interlinking Terminal) would be desirable.

(iv) Musical Instruments

Simple Musical Instruments such as Harmonium, Tabla, Flute, Mridangam, Veena, Manjira and other regional indigenous musical instruments.

(v) Books, Journals and Magazines

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

(vi) Games and Sports

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

7. Managing Committee

The institution shall have a Managing Committee constituted as per the rules, if any, of the concerned State Government. In the absence of any such rule, the sponsoring society shall constitute the Managing Committee on its own. The Committee shall comprise representatives of the Managing Society/Trust, Art Educationists, Primary/Elementary Education Experts and Staff Representatives.

APPENDIX-12

Scheme and Standards for diploma in arts education (Performing Arts) programme leading to Diploma in Arts Education (Performing Arts)

Preamble

1. Diploma in Arts Education (Performing Arts) is a professional pre-service teacher education programme which aims to prepare teachers to teach Performing Arts up to class VIII.

Duration and Working Days**1.1 Duration**

The Performing Arts programme shall be of a duration of two academic years. However, the students shall be permitted to complete the programme requirements within a maximum period of three years from the date of admission to the programme.

2. Working Days

- (a) There shall be at least two hundred working days each year exclusive of the period of examination and admission, out of which at least 16 weeks shall be for school internship in elementary schools.
- (b) The institution shall work for a minimum of thirty six hours in a week (five or six days), during which physical presence in the institution of all the teachers and student teachers is necessary to ensure their availability for advice, guidance, dialogues and consultation as and when needed.
- (c) The minimum attendance of student-teachers shall have to be 80 % for all course work and practicum, and 90 % for school internship.

3 Intake, Eligibility, Admission Procedure and Fees

3.1 Intake

There shall be a basic unit of fifty students for each year, with two sections of twenty five students each. Two basic units are permissible initially. However, Government Institutions shall be sanctioned a maximum intake of four units subject to fulfillment of other requirements.

3.2 Eligibility

(a) Candidates with at least fifty percent marks in the higher secondary examination (+2) with music/dance/theatre as elective subject(s) at the senior secondary stage are eligible for admission.

Or

(b) Candidates who do not have performing art subjects at higher secondary examination but who have learnt music/dance/theatre from a professional institution and has acquired a certificate recognized as equivalent to higher secondary are eligible for admission.

(c) The reservation in seats and relaxation in the qualifying marks in favour of the reserved categories shall be as per the rules of the concerned State Government, whichever is applicable.

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.

3.4 Fee

The institution shall charge only such fee as prescribed by the affiliating body/state government concerned in accordance with provision of National Council for Teacher Education (NCTE) (Guidelines for regulation of tuition fees and other fees chargeable by unaided teacher education institution) Regulations, 2002, as amended from time to time and shall not charge donations, capitation fee, etc. from the students.

4. Curriculum, Programme Implementation and Assessment

4.1 Curriculum

The two year curriculum has the following courses/ components;

- A. Theory
- B. Practicum
- C. School Internship Programme
- D. Workshops, visits, projects, displays and performances

A. Theory

a) Core Courses

In case of theory, some of the theory courses will be common to all Arts Education programmes (Visual and Performing Arts).

- (i) **Child Studies** shall include an in-depth study of theories of child and adolescent development; context and processes of socialization; social and emotional development; self and identity; cognition and learning; language acquisition and communication; constructs of childhood and child-rearing practices; to enhance critical and analytical thinking; learning processes involving performing arts and its related activities/experiences, physical health and inclusive education.
- (ii) **Contemporary Studies** shall engage students with concepts and approaches of different art forms specially the role of arts in society and the pluralistic nature of contemporary Indian society. These courses also include concepts of culture and its diversity across nation, constitutional values and provisions of culture and societal stratification; engagement with concerns of contemporary Indian art and artistic trends; pluralistic culture, equity, gender, poverty and diversity, questions of identity and self and its discovery through various art forms; examining their positions in society etc.
- (iii) **Educational Studies** shall integrate philosophical questions about the fundamental aims and values of education; relationship between education and society; an in-depth study of status, problems and concerns of school education in India; engagement with school culture and school as a learning organisation. There shall be integration of theoretical and practical components of the preparation of a teacher.

(iv) **Language Proficiency and Communication** shall include hands-on experience in using the language in different contexts, dialects, local languages, meta-linguistic awareness with a focus on listening, speaking, reading comprehension and writing for varying contexts. Art is another form of language or language is an art form. The language proficiency specially to critique and give content to different art-forms plays a crucial role. The students must learn to appreciate the convergence between two forms of expression.

(v) **Appreciation of Arts**

Though the subjects of Visual and Performing arts will have its own theory and historical perspective embedded in their course, this component is essential everyone. This course shall make the students aware of different traditions and dimensions of Indian art forms from their origin to the present day.

Appreciation of different art traditions is possible only by giving adequate exposure to the student teachers through studying books, texts, articles, observing performances, visiting museums, monuments, artists, craftspersons, looking at the resources available online and offline.

B. Music (Vocal and Instrumental)

(i) **Theory**

Theory of Music includes the role of music in child development, music as a tool in child education, aims and objectives of teaching music in schools, music and its relationship with mathematics, culture, sociology, psychology, physics (sound and its propagation etc.), music and physiology and healing/ music therapy, voice culture and physiology of human throat and ear, nurturing and cultivating adolescent voice. Study of following texts over two years: Natyashastra, Sangeet Ratnakara, Swar Mela Kalanidhi, Chaturdandi Prakashika and Sangeet Parijaat Indian Aesthetics [Theory of 'Ras'] and introduction of Indian notation system and basic knowledge of four fold classification of musical instruments.

(ii) **Practicum**

Student teachers can opt either for vocal/ instrumental (melody) Hindustani or Vocal/instrumental (melody) Carnatic music and pursue it for pedagogical interventions in schools. They will be doing planning and development of lessons keeping in view an inclusive participatory classroom.

They should be able to tune one's own instrument and also able to tune and play Tanpura and Tabla [basic thekas], compose music for stage productions i.e. ability to compose and direct an ensemble and orchestra, experimentation in music, collection of regional and folk songs, devotional songs, patriotic songs etc. Critical appreciation and comparative study of ragas and talas having common features and learning of the following ragas: Yaman, Bhairav, Bihag, Vrindavani-Sarang, Jaunpuri, Alhiya Bilawal, Pilu, Kafi, Bharavi etc. should be a part of the practicum.

They should also be able to maintain and repair the musical instruments.

C. Drama /Theatre

(i) (Foundations of Drama/Theatre) This subject would include study of two broad areas in both theory and practice i.e.

(a) The History and overview of various disciplines in theatre so that they can contextualize their study in each of the areas.

(b) Study and understanding through practice the complexities and possibilities of various elements of theatre ie Acting, Design Direction and Theatre Techniques to be able to employ theatre within the educational framework with greater ease and confidence.

Student teachers shall study the history of World Drama and Indian Drama from the Classical to the modern times, alongwith the history of Design, Acting and Play Production. This must also include study of iconic play texts ie Natyashastra and Abhinaya darpan and productions to understand the unique nature of Drama as different from other modes of expression. The History teaching could be done through theatre techniques to introduce methods of teaching theory through the experiential mode which they can later use with children when they teach in schools.

The theory will also include the study of pedagogical importance and concept of each of the skills and techniques they learn.

Drama in Education could also be divided into two distinct segments. One that concentrates on performance for and by children could be termed Theatre in Education which focuses on the key approaches and practices in theatre for children. This aims at providing practical, hands on experience of diverse theatre practices used for engaging children along with a brief background of theoretical basis underlying each approach. The other is Drama in Education which is more class room based and aims to impart methods and conventions to use theatre as a pedagogic tool, and to evolve a comprehensive perspective of the learning process.

- (a) The Student teachers shall study History of the interface between Theatre and Education over the years. They will therefore be looking at the importance of this interface, approaches and Strategies on the use of drama in teaching learning process both in India and the West.
- (b) Role of Drama in personality development, confidence building, enhancing socializing skills and stoking intellectual curiosity, in addressing cultural diversity, in therapy etc.
- (c) History and Practice of participatory theatre in the world.
- (d) Theory of key drama conventions evolved by DIE practitioners, techniques, strategies.
- (e) Introduction to the conceptual framework/pedagogy of subjects in schools ie Languages, Social Studies, Mathematics, Science and arts and Crafts.

(ii) Practicum

They would be required to undergo practice training for each of the elements of theatre.

- (a) Within the Acting component they would learn Yoga, Movement, Martial arts, Clowning, Acrobatics, Voice Speech, Story Telling, Theatre Games, Improvisations, and Characterisation.
- (b) Within the Theatre techniques and Design they will have to learn to make properties, masks, puppets, Lighting, Make Up, Costume Design and Set Design and explore ways of using them.
- (c) To understand and consolidate different elements of theatre learnt, they should rehearse and perform a play, around issues of interest to children and learning child psychology as well as to act as children. The plays chosen or evolved could be on the pattern of the Gripps methodology. This can also be seen as a practical related to their study of Theatre in Education.
- (d) Learn the Process drama conventions that can be employed very effectively for teaching theatre or any other subject, conducting theatre workshops and creating participatory performances.
- (e) Create a participatory performance under the direction of an expert using all the drama conventions and perform in schools.

D. Dance

(i) Theory

What is dance? What are the types of Dances? Introduction to Classical, folk/ regional, and other dances. The variety that is seen in the Dances of India is to be identified. A brief introduction to the dancing deities like the Nataraja, Krishna and other familiar ones. The student teachers shall learn the Folk dances of their state. A brief introduction to Naryashastra and Abhinaya Darpanam is to be read. The student teachers shall study history of Classical Dances of India and the role of the kings and the temples in patronizing dance, basic knowledge of prevalent notation system and Four fold classification of musical instruments.

Modern dance thinkers like Udayshankar, Rabindranath Tagore, Rukmini Devi Arundale, Balasaraswati, Madam Menoka, Ramgopal and other personalities' contribution to dance in India.

(ii) Practicum

Following this exploration of rhythm and its variation is an important part of the curriculum, where beating, clapping and spacing is highlighted. Semiotic Study related to Dance includes the hastamudra of Abhinaya Darpanam or any other text as followed by Classical dances along with facial expressions. These may be applied on children's stories, epics, jatakas and other well known stories. Within the dance component they would learn yoga, movement, acrobatics, improvisation and characterization. They would also learn stage management, lighting, makeup, costume design etc.

4.2 Programme Implementation

- (i) **School Internship:** Students during this two year course will have to undergo school experience programme of 16 weeks each year. This will include school observation its systems and activities, observation of children in classes through music, theatre and dance observing the children in other locations as well as observe the environment around them to create improvised performances in the first year and in the second year they will be attached to some schools as interns where they teach theatre for 20 days with adequate lesson plans using the various skills and methodologies learnt during the entire course. This will be guided, observed and assessed by experts. The student teachers will be asked to maintain a Self Reflective Journal (SRJ) to analyse their performance through the term and through the sessions in the Schools. They may also do summer workshops/ apprenticeship/ internship independently during the summer vacations culminating in a small performance prepared by/with children.

Note: There shall be integrative aspects in the pedagogic courses of all forms of Arts Education, where enduring issues of assessment including CCE, classroom management, and the role of ICT will be addressed. A course integrating aspects of curriculum across the areas shall be included comprising of review of principles and processes of curriculum formulation, pedagogic principles across the curriculum, classroom processes, especially in the context of stipulations of RTE 2009. The courses shall be designed to help student teachers understand the nature of basic disciplines, key concepts and construct, critical understanding of school curriculum, content of elementary school subjects, and how children learn in general and how they learn arts education areas in particular.

4.3 Assessment

Since the Arts Education subjects are more practical based, the ratio of weightage for theory and practical should be 40:60. Out of the total marks for the entire programme, 25% marks may be earmarked for the assessment of internship activities. An Assessment plans which is valid and reliable, time efficient and manageable should be prepared. Students should receive on-going feedback from teachers and peers and be encouraged to take responsibility for their own learning through discussion, self-reflection and peer assessment. Teachers might record students' achievement as part of this strategy but students should know if these results will be used as part of a formal assessment and reporting practice. Each of the outcome may not be assessed individually. It is important that teaching programs allow for and encourage students to address all the syllabus outcomes and that assessment strategies allow for each student to demonstrate their achievement.

While the theory component can be assessed through written projects/ seminars and written paper, the practice component should be assessed on a continuous basis by the teacher. The criteria would be understanding, implementing, creativity in implementation, initiative and performance output through the sessions including quality of participation in production and workshops.

In theatre production and performance will be a part of the main course and assessment will take place in production, thus more hours will be required for practice and preparation which should be provided to students.

5. Staff

5.1 Academic Faculty

For a basic unit of fifty students or less with combined strength of one hundred or less for the two year course:

- | | |
|--|--------|
| 1. Principal | - One |
| 2. Lecturers (Arts) | - Four |
| 3. Lecturer in Education | - One |
| 4. Lecture in Literature | - One |
| 5. Lecturer in Health & Physical Education | - One |

(5.1) Qualifications

(a) Principal/Head

- (i) Academic and professional qualification will be as prescribed for the post of lecturer; and
- (ii) Five years experience of teaching in arts teacher education or elementary/secondary teacher education institution, or institutions of performing arts.

Lecturer Seven

(b) Lecture in Education One

M.Ed. /M.Ed(Elementary) with fifty five percent marks

OR

- (i) M.A. in Education with fifty five percent marks
- (ii) Diploma/Degree in art education/Elementary Education /secondary education with fifty percent marks

(c) Performing Arts Four

- (i) Vocal Music

- | | | |
|-------|-----------------------------|-----|
| (ii) | Instrumental Music | One |
| (iii) | Dance/ (melody instruments) | One |
| (iv) | Theatre Arts | One |

Essential

Master's degree in music/dance/theatre arts with fifty five percent marks with specialization in the concerned discipline as mentioned above.

Desirable

Degree/diploma in education and proficiency in the use of computer for educational purpose

- (i) Working knowledge of Harmonium.
- (ii) Working knowledge of Table/Pakhawaj/mridangam
- (iii) B grade artist of AIR/Doordarshan.

Note:

The services of local artists and/or eminent artists may be availed from time to time as guest faculty.

(d) Lecturer in Literature One

- (i) Post graduate degree in English or Regional Language with minimum 55% marks
- (ii) Degree/Diploma in Education with 50% marks

(e) Health and Physical Education – Lecturer One**Essential**

Post-graduation in Physical Education (M.P.Ed.) with fifty five percent marks.

(f) Tabla Accompanist One

- (i) Bachelor in music (tabla) with fifty percent marks.

Or

- (ii) Bachelor degree with diploma in performing arts education with fifty percent marks.

Or

- (iii) Any other equivalent degree

Or

- (A) gharandar artist with good performing ability

- (B) high grade artist of AIR/ Doordarshan

(g) Harmonium or any other melody instruments accompanist One
Same as Table accompanist.**(h) Librarian One**

Bachelor degree in Library and Information Science with fifty percent marks.

5.3 Administrative Staff**(i) Number**

- (a) UDC/Office Superintendent - one
- (b) Computer Operator - one

(ii) Qualifications

As prescribed by State Government/UT Administration concerned.

Note:

For additional intake of fifty students, the additional staff shall comprise five full time lecturers, one Library Assistant and one Office Assistant.

In a composite institution, the Principal, and academic, administrative and technical staff can be shared.

5.4 Terms and conditions of service

The terms and conditions of service of teaching and non-teaching staff including selection procedure, pay scales, age of superannuation and other benefits shall be as per the policy of the State Government/Affiliating body.

6. Facilities

(1) Infrastructure

- (a) The institutions shall possess 2500 sq. mts. (two thousand five hundred square meters) land for the initial intake of one unit out of which 1500 sq mts (one thousand five hundred square meters) shall be the built up area and the remaining space for lawns, playfields etc. For an additional intake of one unit or part there it shall possess additional land of 500 sq mts (five hundred square meters), out of which 300 sq mts (three hundred square meters) shall be the built up area.
- (b) The institution must have the following infrastructure:
 - (i) One classroom for every 25 students
 - (ii) Multipurpose Hall with seating capacity of two hundred and a dias
 - (iii) Library-cum-Reading Room
 - (iv) Resource Centre for Arts Education with ET and ICT facilities.
 - (v) Performing arts resource centre with mirrors.
 - (vi) Instrumental music room with mirrors,
 - (vii) Vocal music room with mirrors,
 - (viii) Health and physical education resource centre,
 - (ix) Principal's Office
 - (x) Staff Room
 - (xi) Administrative Office
 - (xii) Store rooms for storing arts materials (Two)
 - (xiii) Girl's Common Room (xiv) Canteen (xv) Visitors Room
 - (xvi) Separate Toilet Facility for Boys and Girls
 - (xvii) Parking Space
 - (xviii) Open space for lawns, gardening activities, etc.
 - (xix) Store Room for administrative office
 - (xx) Multi purpose playfield
 - (xxi) Make up and dressing rooms (for boys and girls) with mirrors etc.
 - (xxii) Dance room with mirror

The institutional campus, building, furniture etc should be disabled friendly.

If more than one courses in teacher education are run by the same institution in the same campus, the facilities of playground, multipurpose hall, library and laboratory (with proportionate addition of books and equipments) and instructional space can be shared. The institution shall have one Principal for the entire institution and Heads for different teacher education programmes offered in the institution.

6.2 School Internship Facilities

The institution shall have easy access to sufficient number of recognized elementary schools for field work and practice teaching related activities of student teachers. It is desirable that it has an attached elementary school of its own. The institution shall furnish undertaking from the schools willing to provide facilities for practice teaching. Not more than 10 student teachers shall be attached with each school.

6.3 Equipments and Materials

- (i) The institution shall establish music rooms and Resource Centres as given in 6(1) 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 on music/dance/theatre arts, journals and magazines.
 - Children's books.
 - Audio-visual equipment - TV, DVD Player, Slide Projector.
 - Audio-visual aids, video - audio tapes, slides, films.
 - Teaching aids - charts, pictures.
 - CDs on both performing and visual arts.
 - Developmental assessments check lists and measurement tools.
 - Computers with internet facility.
 - Photocopying machine
- (ii) **Musical Instruments and Related Material**
- (a) (i) Basic musical instruments-harmonium, keyboard tabla, dholak/Naal, Tanpura, Hammer.
- (ii) Costumes, jewellery used in various dance forms and theatrical forms.
- (iii) Instruments used in hindustani and carnatak music, like sitar, Veena, Mridangam/Pakhawaj, electronic tanpura.
- (iv) Regional musical instruments.
- (v) Make up material.
- (vi) Costume ward.
- (vii) Showcase for storing musical instruments.
- (viii) Carpets, durries.
- (ix) Sound system.
- (b) 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:
- Collection of CDs and DVDs, documentaries on the methods and procedures in different fields of arts, art education kits, models, play materials, books on art subjects, puppets, photographs, blowups, charts, flash cards handbooks, pictures, etc.
- (iii) **Audio Visual Equipment**
- Hardware for projection and duplication and educational software facilities including TV, DVD Player, slide projector, blank audio video cassettes, video-audio tapes, slides, films, charts, pictures. ROT (Receive Only Terminal) and SIT (Satellite Interlinking Terminal) would be desirable, microphones, headphones.
- (iv) **Books, Journals and Magazines**
- A minimum of one thousand books on relevant subjects should be available during the first year of establishment of the institution and one hundred standard books be added every year. The collection of books should include children's encyclopedias, dictionaries, and reference books, books on professional education, teachers' handbooks, and books on and for children (including comics, stories, picture books/albums, and poems). The institution should subscribe to- at least three journals of which at least one should be on art education.
- (v) **Games and Sports**
- Adequate games and sports equipment for common indoor and outdoor games should be available.

7. Managing Committee

The institution shall have a Managing Committee constituted as per the rules, if any of the concerned State Government. In the absence of any such rule, the sponsoring society shall constitute the Managing Committee on its own. The Committee shall comprise representatives of the Managing Society/Trust, Performing Arts Experts, Primary/Elementary Education Experts and Staff Representatives.

APPENDIX -13

Norms and Standards for 4-year integrated programme leading to B.Sc.B.Ed / B.A.B.Ed Degree

1. Preamble

- 1.1 The four-year integrated programme aims at integrating general studies comprising science (B.Sc.B.Ed.) and social sciences or humanities (B.A.B.Ed.), and professional studies comprising foundations of education, pedagogy of school subjects, and practicum related to the tasks and functions of a school teacher. It maintains a balance between theory and practice, and coherence and integration among the components of the programme, representing a wide knowledge base of a secondary school teacher. The programme aims at preparing teachers for Upper Primary and Secondary stages of education.
- 1.2 The programme shall be offered in composite institutions as defined in Regulations 2.1.

2. Duration and Working Days

2.1 Duration

The B.Sc.B.Ed and B.A.B.Ed programmes shall be of four academic years or eight semesters including school based experiences and internship in teaching. Student teachers shall, however, be permitted to complete the programme within a maximum period of six years from the date of admission to the programme.

2.2 Working Days

- (a) The institution shall have a least two hundred and fifty working days per year excluding the period of examination and admission.
- (b) A working day will be of a minimum of 5- 6 hours adding up to a minimum of 36 hours per week. The institution shall ensure the availability of teachers and students for consultation and mentoring – providing group or individual guidance.
- (c) The minimum attendance of student-teachers shall have to be 80% for all course work and practicum, and 90% for school internship.

3. Intake, Eligibility, Admission Procedure and Fees

- 3.1 There shall be a basic unit of fifty (50) students. Initially two units may be permitted. The affiliating university may prescribe distribution of students for different subjects.

3.2 Eligibility

- (a) Candidates with at least 50% marks in the senior secondary/+2 or its equivalent are eligible for admission.
- (b) The reservation and relaxation in marks for SC/ST/OBC/PWD and other category shall be as per the rules of the Central Government/State Government whichever is applicable.

3.3 Admission Procedure

- (a) Admission shall be made on merit on the basis of marks obtained in the qualifying examination and in the entrance examination or any other selection process as per the policy of the State Government/University / U.T. Administration.
- (b) At the time of admission to the programme, the student will need to indicate their selection of the subjects to be pursued for the discipline options and the accompanying pedagogic specializations for which they are applying, and these may be assigned on the basis of order of merit and availability.

3.4 Fees

The institution shall charge only such fee as is prescribed by the affiliating body/State Government concerned in accordance with provisions of National Council for Teacher Education (NCTE) (Guidelines for regulation of tuition fees and other fees chargeable by unaided teacher education institutions) Regulations, 2002, as amended from time to time.

4. Curriculum, Programme Implementation and Assessment

4.1 Curriculum

The B.Sc.B.Ed. and B.A.B.Ed. programmes consist of content courses on par with those of undergraduate liberal programmes in Science and Arts stream; and supportive courses, pedagogic courses, and practicum including school experience and internship in teaching.

Information and Communication Technology (ICT), gender, yoga education, and disability/inclusive education shall form an integral part of the B.Sc.B.Ed./B.A.B.Ed. curriculum.

(a) Theory Courses

(i) Perspectives in Education

(a) The sub-course in 'general education' is planned to equip student teachers with the basic knowledge and skills that they require for teaching in the 21st century classroom and for addressing issues concerning learning in global society as well as for successful learning in this programme. The courses cover: Language and Communication, Critical and Creative Thinking, and ICT for Teaching and Learning, Indian Constitution and Human Rights, and Environment Education.

(b) The sub-courses from 'education foundations' shall include areas of education theory, aims of education, etc., developing understanding of Indian society, education in India, the nature of knowledge and knowing, human development with a focus on adolescence, learning theory, etc. These courses are aimed at developing perspectives of the student teacher, enable the formation of beliefs regarding education aims, nature of knowledge, learning and their own role as teachers. These courses must be designed to engage students in autobiographical reflections and to engage with social reality around them. The theory courses will include assignments through which students engage in short field studies in a variety of contexts. The practicum courses will require the student to observe and interact with children and teachers in a range of settings, in and outside the school and home.

In general, these courses may be taught by faculty of education with specialization in foundation areas. They may also be taught by cooperating faculty from related disciplines departments such as psychology, sociology, development studies, gender studies, philosophy, etc.

(c) The sub-course under 'educational studies' facilitates student-teachers to learn key concepts and principles of education related to different aspects of pedagogical knowledge of secondary school teacher that are necessary for effective teaching and reflective practice in schools. The courses cover general pedagogical knowledge areas such as principles and purposes of education, learner and learning, learners diversity, educational contexts, learning assessment, classroom management and general methods of teaching.

(ii) Curriculum and Pedagogic Studies

(a) The area of 'pedagogic studies' includes four courses each on mathematics or physical science or biology, Indian language, English, and social science. These courses will help student teachers to acquire critical awareness of subject curriculum, subject-specific pedagogical knowledge, skills and dispositions, besides enhancing understanding of subject matter knowledge to be taught in secondary schools. The courses also provide opportunities for developing the integrated knowledge of the teacher through experiences of connecting disciplinary knowledge with knowledge about learner, learning, learning environment, technology and research relating to learning the subject.

(b) The other area of study in the programme deals with teacher's subject matter knowledge related to the teaching field specialisation namely Mathematics, Physical Science, and Biology in BScB.Ed programmes; and English, Indian Language, and Social Science in B.A.B.Ed programme. Student teachers opting for mathematics, biology or Indian Language or English as a teaching subject, are required to study all the prescribed courses related to subject area. Student teachers specializing in teaching physical science study physics and chemistry as major, core courses in chemistry or physics, and courses in mathematics as a supportive subject. Likewise student teachers opting for social science study courses equivalent to a major either in history or geography, core courses in geography or history and civics and economics. The subject courses comprise of core, advanced and supportive courses.

(iii) Language and Communication, and Development of Self

These courses shall be designed to enable the student teacher to develop communicative capabilities of the language in which they will teach (medium of instruction of the programme). They will provide equal opportunity for the development of expressive and receptive capabilities including listening, speaking, reading and writing, and the use of ICT. The pedagogy will include the use of techniques from performing arts and theatre and self development. A large component of these courses will therefore be conducted in workshop mode/in labs or with longer timetabled periods so that there is adequate opportunity for each student to participate and develop. The

course may be designed around themes that enable the self of the student teacher to develop and to develop social sensitivity and awareness to issues concerning children. The credits of this course will be considered as practicum for the purpose of timetabling. Upto 50% of this course may be assessed through internal assessments. The language courses will be taught by education faculty with specialization in language pedagogy along with inputs from others with specialization in ICT, self development, performing arts, and languages .

(iv) Practicum and School Internship

School Experience and Internship in Teaching is an integral component of a teacher preparation program to help student teachers learn and enhance their professional role. The school experiences are designed to help teacher candidates observe and understand the fundamentals of practice, and to gradually assume full responsibility for classroom teaching during the internship in teaching experience. During the programme, the duration of internship will be 20 weeks involving 4 weeks in the third year and 16 weeks in the fourth year.

4.2 Programme Implementation

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

- (i) Prepare a calendar for all activities, including school internship. The school internship and other school related practicum shall be synchronised with the academic calendar of the school.
- (ii) Make arrangement with sufficient schools for internship as well as other practicum activities required for school engagement. These schools shall preferably be government schools and shall form the basic contact point for all practicum activities and related work throughout the programme of study. The state education administration may allot schools to different TEIs.
- (iii) There shall be a coordinating mechanism between schools, TEIs of the region and Government to ensure consonance with the school academic calendar and to ensure a rational and reasonable distribution of student-teachers in various schools, and consonance with the school calendar, to ensure school support and mutual cooperation.
- (iv) Develop institutional mechanisms to involve school teachers of the Internship schools, in processes related to school internship. An orientation may be planned at school with the commencement of the Internship programme, where faculty from the institute/college interacts with school teachers.
- (v) Initiate and deepen the discourse on education by organising seminars, debates, lectures and discussion groups for students and faculty.
- (vi) Organise inter-institutional interactions for students between various colleges on themes of Educational significance and also participate in such events organized in other institutions.
- (vii) Be integrated into the life of the institution and have opportunities to participate with and interact with students from the other under graduate programmes.
- (viii) Adopt a participatory teaching approach to help students develop reflective thinking and critical questioning skills.
- (ix) Facilitate interns to maintain reflective journals and observation records which provide opportunities for reflective thinking.
- (x) Maintain records of planning, observation schedules and feedback and reflective reports prepared by the interns.
- (xi) Faculty from departments where students take liberal courses and from cooperating departments who are involved in teaching will be considered as extended faculty of the Department of Education. At least one faculty who is involved in teaching liberal components to Education students, from each of such coordinating departments will be nominated to participate in the academic review and planning meetings of meetings of the Department of Education. They may be drawn in to participate in field supervision, etc., so that practical activities are carried out with mutual support and enabling considerations of disciplinary content and education to be addressed in an integrated manner. They will also be provided with faculty development opportunities to be oriented to the content of the education courses.
- (xii) The institution shall provide opportunities for faculty development and also organize academic enrichment programmes for the professional development of faculty. Faculty shall be encouraged to participate in academic pursuits and pursue research, especially in secondary school.

4.3 Assessment

- (i) The scheme of evaluation shall be such as is prescribed by the affiliating University.
- (ii) Each theory course may carry a weightage of 20 to 40% for internal assessment and between 60-80% for an annual examination. At least one-fourth of total marks shall be allocated to assessment of 16 weeks of practice teaching. Students shall be given information about their grades/marks as part of professional feedback so that

they get the opportunity to improve their performance.

- (iii) For the liberal disciplinary component the practices of the University will be followed.
- (iv) All practicum courses, including school internship shall be assessed only internally. A minimum of 25% of all lessons taught by the student for each pedagogic area will be observed and considered for evaluation, spread in a manner to reflect the development of the student.
- (v) The basis of Internal Assessment shall be as follows:
- | | |
|------------|---|
| Theory: | Individual/group assignments |
| | Observation records, Presentations and Student Portfolios |
| Practicum: | Observational records/diaries/journals |
| | Individual and group reports |
| | Faculty observations and evaluation Headmaster/cooperating teaches report on the overall school involvement of the student will also be taken into account. |
- (vi) A Moderation Board constituted by the concerned University shall monitor issues of quality and parity in grading and assessment between Colleges affiliated to a particular University and offering the four year programme for all Practicum Courses and the School Internship Programme.
- (vii) There shall be a provision for grievance redressal and removal of biases in the internal assessment. Mechanisms shall be worked out where faculty other than the ones actually dealing with the course/subject or through the involvement of school mentor and external expert in addition to the internal examiners shall be involved.

5. Staff

5.1 Faculty

For an intake of one basic unit of 50 students, faculty shall be recruited for the following Curricular Areas, with the specified essential and desirable qualifications and specialisations. The number of full time faculty shall increase proportionately as per the norms indicated above. Additional faculty shall be appointed by the college/Institute subject to provisions that the faculty requirements for the curricular areas mentioned below are fulfilled.

For an intake of two basic units of 50 students each, there shall be 16 full-time faculty members.

The distribution of faculty across different curricular areas shall be as under:

1. Principal/ HoD	One
2. Perspectives in Education	Four
3. Pedagogy subjects (Maths, Science, Social Science, Language)	Eight
4. Health and Physical Education	One
5. Fine Arts	One
6. Performing Arts (Music/Dance/Theatre)	One

- Note:** (i) The faculty positions listed under different subject categories may teach course(s) in the Teacher Education Programme across curricular areas specified, and can cater to both foundation and pedagogy course(s).
- (ii) Faculty can be utilised for teaching a B.Sc.B.Ed./B.A.B.Ed programme in flexible manner so as to optimize academic expertise available.

5.2 Qualifications

The faculty shall possess the following qualifications:

A. Principal/HoD

- (i) Postgraduate degree in Arts/Sciences/Social Sciences/ Humanities / Commerce with minimum 55% marks; and
- (ii) M.Ed. with minimum 55% marks; and
- (iii) Ph.D. in Education or in any pedagogic subject offered in the institution; and
- (iv) Eight years of teaching experience in a secondary Teacher Education Institution.

Desirable: Diploma/Degree in Educational Administration/Leadership.

B. Perspectives in Education or Foundation Courses

- (i) Postgraduate degree in Social Sciences with minimum 55% marks; and
- (ii) M.Ed. degree from a recognised university with minimum 55% marks.

OR

- (iii) Postgraduate (MA) degree in Education with minimum 55% marks; and B.Ed. degree with minimum 55% marks.

C. Curriculum and Pedagogic Courses

- (i) Postgraduate degree in Sciences/ Mathematics/ Social Sciences/ Languages with minimum 55% marks, and
(ii) M.Ed. degree with minimum 55% marks.

Desirable : Ph.D. in Education with pedagogic specialisation.

[Note: In case of B and C put together, for two faculty positions, a postgraduate degree in Sociology/ Psychology/Philosophy with 55% marks and B.Ed./BEIEd with 55 % marks and three years of teaching experience in a secondary school shall be considered.]

D. Specialised Courses

Physical Education

- (i) Master of Physical Education (M.P.Ed.) with minimum 55% marks.

Visual Arts

- (i) Postgraduate degree in Fine Arts (MFA) with minimum 55% marks.

Performing Arts

- (i) Postgraduate degree in Music/Dance/ Theatre Arts with minimum 55% marks.

5.3 Administrative and Professional Staff

(a) Librarian (B.Lib with 55% marks)	One
(b) Computer Lab Asstt. (BCA with 55% marks)	One
(c) Office Manager	One
(d) Office Assistant cum Data Entry Operator	One
(e) Curriculum Lab Co-ordinator	One
(f) Accounts Assistant	One
(g) Helpers/ Lab Attendant	Two

The qualifications shall be as prescribed by the State Government / Affiliating body for equivalent posts.

Note: In a composite institution, the Principal and academic, administrative and technical staff can be shared. There shall be one Principal, and others may be termed as HoDs.

5.5 Terms and Conditions of Service of Staff

The terms and conditions of service of teaching and non-teaching staff including selection procedure, pay scales, age of superannuation and other benefits shall be as per the policy of the State Government/Affiliating body.

6. Facilities

6.1 Infrastructure

- (a) The minimum essential space for an Institute offering BSc, B.Ed and B.A., B.Ed programme includes an administrative wing, an academic wing and other amenities. All spaces should be inclusive and have barrier free access.

The Department of Education shall possess 3000 sq mts (three thousand square meters) of exclusive well demarcated land for the initial intake of one hundred students out of which 2500 sq mts (two thousand five hundred square meters) shall be the built up area and the remaining space for lawns, playfields etc.

- (a) Classrooms: The Institute shall have one classroom for every 50 students with an area of 500 sq. ft for each classroom.

6.2 Instructional

(a) Library

The library shall cater to the requirements of the programme and shall have a seating capacity for at least fifty percent students equipped with minimum 1000 (one thousand) titles and 3000 (three thousand) books. These include text and reference books related to all courses of study, readings and literature related with the approaches delineated in the programme; educational encyclopaedias, electronic publications (CD ROMs) and digital/online resources, and minimum five refereed professional research journals of which at least one shall be an international publication.

Library resources will include books and journals published and recommended by NCTE, NCERT and other statutory bodies, Education Commission Reports and Policy documents. There shall also be provision of space

for reading and reference in the library that can accommodate at least sixty persons at a time. At least a hundred quality books will be added to the library every year. The library shall have photocopying facility and computer with Internet facility for the use of faculty and students.

(b) Resource Centre

Teacher Education Institute shall provide an integrated Resource Centre for language, science, mathematics, arts, psychology, ICT health and physical education and special education. It shall provide access to a variety of resources and materials to design and choose activities for teaching and learning; of relevant texts, copies of policy documents and commission reports; relevant curriculum documents such as the NCF, NCFTE, research reports; reports of surveys- national and state level, district and state level data; teachers' handbooks; books and journals relevant for course readings; field reports, research seminars undertaken by students, Audio-visual equipments – Interactive boards, TV, DVD Player, LCD Projector, films (documentaries, children's films, other films of social concerns/ issues of conflict, films on education); camera and other recording devices and adequate number of internet facilities/nodes. It 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. The resource centre will also have equipment to undertake making TLMs etc, Computer lab to address the language lab requirements as well as ICT integration requirements.

(c) Health and Physical Education Centre

Adequate games and sports equipment for common indoor and outdoor games, as well as facilities for yoga education, should be available

(d) Multipurpose Hall

Institute shall have one seminar hall with seating capacity of two hundred and minimum total area of 2000 sq.ft. (Two thousand square feet). This hall shall be equipped for conducting seminars and workshops.

(e) Faculty Room

A faculty room, with individual workspaces, functioning computers and storage spaces shall also be provided.

(f) Administrative Office Space

Institute shall provide an adequate working space for the office staff, with furniture, storage and computer facilities.

(g) Common room(s)

Institute shall provide at least two separate common rooms, for women and men.

(h) Toilets

A minimum number of six toilets shall be provided by the Institute, two for students (one each for women and men) and two for faculty members and two for PWD.

(i) Store

Adequate space for storage shall be provided.

Note: The infrastructural and instructional facilities for other departments and the whole institution shall be as per the Norms of the affiliating University. These will include Science Laboratories, Playgrounds, Lecture Halls, Auditorium, Open Spaces etc.

6.3 Other Amenities

- (a) Functional and appropriate furniture in required number for instructional and other purposes.
- (b) Arrangement may be made for parking of vehicles.
- (c) Access to safe drinking water be provided in the institution.
- (d) Effective arrangement be made for regular cleaning of campus, water and toilet facilities (separate for male and female students and teachers), repair and replacement of furniture and other equipments.

[Note: In case of composite institution, the infrastructural, instructional and other facilities shall be shared by various programmes.]

7. Managing Committee

The institution shall have a Managing Committee constituted as per the rules, if any of the affiliating University/concerned State Government. In the absence of such rules, the institution shall constitute the Managing Committee on its own. The Committee shall comprise representatives of the sponsoring society/trust, Educationists and Teacher Educators, representatives of the affiliating university and of the staff.

Appendix-14

Norms and Standards for B.Ed. (part-time) programme leading to Bachelor of Education (B.Ed.) Degree**1. Preamble**

The Bachelor of Education (part-time), known as B.Ed., is a professional programme that prepares teachers for various levels of schooling namely, upper primary or middle level (classes VI-VIII), secondary level (classes IX-X), and senior secondary level (classes XI-XII). The programme shall be offered in a staggered manner during a period of three years, combining face-to-face teaching with school internship and school-based activities.

The programme shall provide opportunities to persons employed as teachers in a secondary schools teaching classes VI-XII to acquire professional qualification. The programme shall be organised in such a way that parity of this programme with the full time face-to-face B.Ed. programme is ensured in all respects including curriculum and assessment.

2. Institutions Eligible for Offering the Programme

- (i) NCTE recognised Teacher Education Institutions offering B.Ed. and M.Ed. programmes which have been in existence for at least five years and having NAAC Accreditation with minimum B grade.
- (ii) Departments/Schools of Education in UGC recognised Central/State Universities, other than open universities.

Note: The applicant institution shall obtain prior consent of the affiliating university for conducting the programme before submitting the application to NCTE.

3. Duration and Working Days**3.1 Duration**

The B.Ed. programme shall be of duration of three academic years, which can be completed in a maximum period of five years from the date of admission to the programme.

3.2 Working Days

- (a) There shall be face-to-face teaching for at least 120 days each in the 1st year, 2nd and 3rd year of the programme.
- (b) Supervised School Internship for a period of 12 weeks (60 days) – 04 weeks (20 days) each year in schools where the trainee teachers are working.
- (c) School-based and community-based activities as part of the practicum component of the curriculum for 150 days (50 days each year). These shall include preparation of case study, writing seminar/term paper, and book reviews observation of children, parent teacher meetings, text books analysis and preparation of evaluation tools. In addition, the students shall continue to be engaged in regular teaching work assigned to them by the school where they are employed.
- (d) The programme shall be conducted in a face-to-face mode in a teacher education institution during vacations, therefore it shall be possible for the institution to work for 42 hours in a week (6 x 7 hours).
- (e) The minimum attendance of students enrolled in the programme shall have to be 80% for all the course work, and 90% for school internship.
- (f) The universities, as examining bodies, shall ensure the above percentage of attendance and compliance of other requirements for granting recognition.

4.1. Intake

There shall be a basic unit of 50 students; but two units can be permitted depending upon the availability of instructional and infrastructural facilities.

4.2. Eligibility

- (a) Upper Primary and Secondary school teachers who are in service as full time teacher for at least two years at the time of making application and who shall continue to be in service during the entire duration of the programme. The applicant shall be required to furnish a certificate to this effect from the Head of the school where he/she is employed.
- (b) The applicants with at least 50% marks either in the Bachelor Degree and /or in the Postgraduate Degree in Sciences/Humanities/Social Sciences or Bachelor degree in Engineering or Technology with background /specialization in Science and Mathematics with 50% marks or any other qualification equivalent thereto are eligible for admission.

- (c) The reservation and relaxation for SC/ST/OBC/PWD shall be as per rules of the Central/State Governments, whichever applicable.

4.3 Admission Procedure

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

4.4 Fees

The institution shall charge only such fee as may be prescribed by the affiliating body/State government concerned in accordance with provisions of National Council for Teacher Education (NCTE) (Guidelines for regulation of tuition fees and other fees chargeable by unaided teacher education institutions) Regulations, 2002, as amended from time to time and shall not charge donations, capitation fee etc from the students.

5. Curriculum, Programme Implementation and Assessment

5.1 Curriculum

The B.Ed. (part-time) curriculum shall be the same as is prescribed for the full time B.Ed. programme except school internship which is briefly described below:

School Internship

The trainees will continue to teach in their respective schools as part of their work. However, their classroom teaching and school based activities shall be supervised by the faculty of teacher education institution and other qualified teachers and teacher educators for 12 weeks - 4 weeks each year. They shall be engaged at two levels, namely, upper primary (classes VI-VIII) and secondary (IX-X) or senior secondary (XI-XII), with at least 2 weeks in secondary/senior secondary classes.

5.2 Programme Implementation

- (a) The affiliating university shall reorganise the syllabi of the two-year full-time programme to be completed in three years.
- (b) The institution shall prepare a calendar of all activities, including school internship. The period of supervised school internship and other school contact programmes shall be synchronised with the academic calendar of the school.
- (c) The institution shall make arrangement for supervision as well as other school-based activities of the programme of teaching in their respective schools. The teacher education institution shall prepare a panel of M.Ed. qualified teachers available in the schools and teacher educators available in the area. The teachers and teacher educators included in the panel shall be oriented by the teacher education institution to the modality and scope of supervision.
- (d) Transaction of the 'Perspectives in Education' and 'Curriculum and Pedagogic Studies' courses should be done using a variety of approaches such as case studies, problem solving, discussions on reflective journals in colloquia, and observations of children in multiple socio-cultural environments. Interns shall maintain reflective journals and observation records, which provide opportunities for reflective thinking.
- (e) The institution shall encourage interaction with Principals of schools where trainees are employed by organising debates, lectures, seminars, etc.
- (f) Organise academic enrichment programmes including interactions with faculty from parent disciplines, and encourage faculty members to participate in academic pursuits and pursue research, especially in schools.
- (g) There shall be mechanisms and provisions for addressing complaints of students and faculty, and also for grievance redressal.
- (h) For supervised school internship, the TEIs and the schools of the trainees shall set up a mutually agreed mechanism for mentoring, supervising, tracking and assessing the student teachers.
- (i) The commencement of the programme shall be regulated so as to ensure that the students are enrolled at least two months before the start of summer vacation in the concerned academic year and three summer vacations are available for face-to-face teaching.

5.3 Assessment

Assessment and Evaluation System shall be the same as for the full time face-to-face B.Ed. programme. In view of this, the affiliating university shall conduct common examination of the students of this programme and that of the students of the corresponding full-time face-to-face B.Ed. programme. The external examination taken by the

students at the end of 2nd and 3rd year, may be the same as the examination of 1st year and 2nd year of the full time face-to-face programme.

6. Staff

6.1 Faculty

For an intake of one basic unit of 50 students, that is, total student enrolment of 150, there shall be four additional full-time Assistant Professors. The TEI shall ensure that its existing B.Ed. and M.Ed. faculty along with the additional faculty together shall conduct and supervise all the programmes including the B.Ed. Part-Time.

6.2 Qualifications

Qualifications of the additional faculty for this programme shall be the same as prescribed for the B.Ed. full time face-to-face programme.

Note: (i) The Principal of the TEI shall be the administrative and academic Head for this programme also.

- (ii) In case the institution offers two units the requirement of additional full-time faculty shall be increased to six.
- (iii) Guest faculty and resource persons shall be engaged from the faculty of the institution offering the programme and also from other TEIs or from the available pool of retired Teacher Educators.
- (iv) The institution shall also engage adequate number of resource persons for supervision of school internship.
- (v) The full-time faculty for this programme shall be responsible for teaching during face-to-face contact programme; supervision of school internship; providing guidance to students for planning, designing and conducting practicum activities, and providing feedback to students on students assignments etc.; and undertaking internal assessment of theory and practicum courses. They shall also compile and develop appropriate reading/ resource material for the use of trainees.

6.3 Administrative and Professional Staff

The Administrative and Professional staff available with the TEI shall also be involved in the organisation of this programme.

6.4 Terms and Conditions of Service

The terms and conditions of service of teaching and non-teaching staff including selection procedure, pay scales, age of superannuation and other benefits shall be as per the policy of the State Government/Affiliating body.

7. Facilities

7.1 Infrastructure

Since the Personal Contact Programme or face-to-face teaching shall be organised when the institution will not have regular classes, separate infrastructure for this programme will not be required.

However, residential accommodation for outstation students during face-to-face contact programme and School Internship shall be desirable.

7.2 Equipments and Material

The students enrolled in this programme shall have easy access to the existing library and ICT resources and facilities, curriculum resources and materials, Visual Arts and Performing Arts materials and resources; and Games/Sports facilities available with the institution. The available facilities with the TEI shall be further augmented, wherever required. The institution shall ensure that the facilities and the staff members responsible for providing these facilities are available when the face-to-face teaching or School Internship is organised

8. Managing Committee

The institution shall have a Managing Committee constituted as per the rules, if any of the affiliating University/concerned State Government. In the absence of such rules, the institution shall constitute the Managing Committee on its own. The Committee shall comprise representatives of the sponsoring Society/Trust, Educationists and Teacher Educators, representatives of the affiliating university and of the staff. The Committee shall review and monitor all the programmes run in the institution including B.Ed. (part-time) programme.

It is designed to integrate the study of school subject knowledge, human development, pedagogical knowledge and communication skills. The programme shall comprise of: Theory Courses, Practicum/Engagement with the Field, and School Internship. The theory courses shall cover two broad curricular areas: Perspectives in Education and Curriculum and Pedagogy.

The courses under each of these curricular areas shall be based on a close reading of original writings, seminar/term paper presentations and continuous engagement with the field. Transaction of the courses shall be done using a variety of approaches, such as case studies, discussions on reflective journals, observations of children, and interactions with the community in multiple socio-cultural environments.

ICT, gender, yoga education and disability/inclusive education shall form an integral part of the B.Ed (part-time) curriculum.

(i) **Theory Courses**

(a) **Perspectives in Education**

Perspectives in Education shall include courses in the study of child and adolescence development, contemporary India and education, philosophical, psychological and sociological perspectives in education, theoretical foundations of knowledge and curriculum, teaching and learning, gender issues in the context of school and society, and inclusive education. The course in childhood and adolescence studies shall enable student-teachers to engage with studies on Indian society and education, acquire conceptual clarity of tools of sociological analysis and hands-on experiences of engaging with diverse communities, children and schools. The course on 'Contemporary India and Education' shall develop a conceptual understanding about issues of diversity, inequality and marginalization in Indian society and the implications for education, with analyses of significant policy debates in Indian education. The course on 'Knowledge and Curriculum' shall address the theoretical foundations of school knowledge from historical, philosophical and sociological perspectives, with critical analysis of curricular aims and contexts, and the relationship between curriculum, policy perspectives and learning. The course on 'Teaching and Learning' shall focus on aspects of social and emotional development; self and identity, and cognition and learning.

(b) **Curriculum and Pedagogic Studies**

Curriculum and Pedagogic Studies shall include aspects of language across the curriculum and communication, understanding of a discipline, social history of a school subject and its pedagogical foundations with a focus on the learner; and a course on the theoretical perspectives of assessment for learning.

Curriculum and Pedagogic Studies courses shall offer a study of the nature of a particular discipline; critical understanding of the school curriculum; pedagogy as the integration of knowledge about the learner, the discipline, the societal context of learning and research relating to different aspects of young childrens' learning. The design of the programme would enable students to specialize in one out of four disciplinary areas, viz. Social Science, Science, Mathematics, and Languages. Specific subject areas from these disciplines, at one/ two levels of school, will be identified. The courses shall aim at developing in students an understanding of the curriculum, and linkage of school knowledge with community life. A variety of investigative projects shall be included to reconstruct concepts from subject knowledge through appropriate pedagogic processes and to communicate meaningfully with children.

(ii) **Engagement With the Field/Practicum**

The B.Ed. (part-time) programme shall provide for sustained engagement with the self, the child, community and school, at different levels and by establishing close connections between different curricular areas. This curricular area would serve as an important link between the other two broad curricular areas through its three components:

(a) Courses on Enhancing Professional Capacities through various skills of teaching.

(b) Tasks and Assignments that run through all the courses.

(c) School Internship.

The curricular areas of 'Perspectives in Education' and 'Curriculum and Pedagogic Studies' shall offer field engagement through different tasks and projects with the community, the school, and the child in school and also out-of-school. These tasks and projects would help in substantiating perspectives and theoretical frameworks studied in a teacher education classroom with field-based experiences. The tasks and projects may include collaborative partnership with the schools for developing sound CCE practices, establishing study circles/forums for professional development of in-service school teachers, or dialoguing with the School Management Committees, etc. Community-based engagement may also include oral history projects with a community of artisans as a part of 'Contemporary India and Education' or 'Pedagogy of Social Science/History'. Likewise, the pedagogy courses in Science and Mathematics may include environment-based projects to address the concerns of a particular village/town/city or a community.

Several specialised courses shall be offered to enhance professional competence of a student-teacher such as courses on language and communication, drama and art, self development and ICT resources. A course on critical understanding of ICT shall be offered as an important curricular resource, according primacy to the role of the teacher and also promoting constructivist approaches. Courses that would focus on developing the professional and personal self of a teacher will be designed to integrate theoretical and practical components, transacted through focused workshops, with specific inputs on art, music and drama. These courses shall offer opportunities to study issues of identity, interpersonal relations, adult-

with open schools as sites for bringing out social change; understanding and practicing of yoga education; developing social sensitivity and the capacity to listen and empathize.

Appendix-15

Norms and Standards for three-year Integrated B.Ed.-M.Ed. Degree Programme, 2014

1. Preamble

The Integrated B.Ed.-M.Ed. Programme is a three-year full-time professional programme in education, without any option of intermediate exit before completing the 3 years of study. It aims at preparing teacher educators and other professionals in education, including curriculum developers, educational policy analysts, educational planners and administrators, school principals, supervisors, and researchers in the field of education. The completion of the programme shall lead to integrated B.Ed.-M.Ed. degree with specialisation in either elementary education (upto class VIII), or secondary and senior secondary education (VI to XII).

2. Institutions Eligible to Apply

- (i) NCTE recognised Teacher Education Institutions offering B.Ed. and M.Ed. programmes which have been in existence for at least five years and having NAAC Accreditation with minimum B grade.
- (ii) Departments/Schools of Education in UGC recognised Central/State universities, other than open universities.
- (iii) Institutions mentioned at (i) and (ii) above shall have residential accommodation for the conduct of this programme.

3. Duration and Working Days

3.1 Duration

The integrated B.Ed.-M.Ed. programme shall be of a duration of three academic years including two summers. Students shall be permitted to complete the programme requirements of the three-year programme within a maximum period of four years from the date of admission to the programme. The semester and/or annual schedule shall be worked out by the affiliating body in terms of credit hours based on the credit system suggested in the minimum framework for the programme developed by NCTE and keeping in view the stipulated period of internship/attachment in schools, teacher education institutions, organisations relevant to the area of specialisation, community work and in other field-based situations. The summer and inter-semester breaks of the two academic years should be utilised for field attachment/internship, other practicum activities and/or for taught courses. The credit allocation to school experience should be of at least 16 credits, and attachment to a teacher education institution should be of 4 credits.

3.2 Working Days

There shall be at least two hundred fifteen (215) working days each year exclusive of the period of admission and inclusive of classroom transaction, practicum, field study/internship and conduct of examination. In addition, the summer vacation shall be utilised for internship/practicum/taught components. The institution shall work for a minimum of thirty six hours in a week (five or six days as the case may be), during which faculty and students concerned with the conduct of the programme shall be available for the requirements of the programme, including interaction with and for mentoring students. The total duration of the programme including the summer sessions and the inter-semester breaks will be roughly equivalent to 107 weeks of six days each totalling up to 640 days. The minimum attendance of students shall be 80% for Taught Courses and Practicum, and 90% for Field Attachment.

4. Intake, Eligibility, Admission Procedure and Fees

4.1 Intake

The basic unit size for the programme shall be 50. An Institution shall be allowed only one unit. Additional unit in the programme shall be permitted based on quality of infrastructure, faculty and other resources, after the institution has offered the programme for five years and has been awarded minimum B+ grade by NAAC or by another accreditation agency approved by NCTE.

4.2 Eligibility

Candidates seeking admission to the Integrated B.Ed.-M.Ed. programme should have the following qualifications:
Essential: A Postgraduate degree in Sciences/Social Sciences/Humanities from a recognised institution with a minimum 55% marks or equivalent grade.
Desirable: It is desirable that the candidates have a demonstrated interest and experience in education.

4.3 Admission Procedure

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

Reservation and relaxation for SC/ST/OBC/PWD and other applicable categories shall be as per the rules of the Central /State Government whichever is applicable.

4.4 Fees

The institution shall charge only such fee as is prescribed under the provisions of affiliation body/State/UT Government/University in accordance with the provisions of National Council for Teacher Education (NCTE) (Guidelines for regulation of tuition fees and other fees chargeable by unaided teacher education institutions) Regulations, 2002, as amended from time to time and shall not charge donations, capitation fee etc. from the students.

5. Curriculum, Programme Implementation and Assessment

5.1 Curriculum

The curriculum of the B.Ed.-M.Ed. integrated programme shall comprise of Core and Specialisation Components. The Core shall have the following four components: i) **Perspective Courses**; ii) **Research, Tools and Self-Development Component** including dissertation, taught courses and workshops; iii) **Teacher Education Component** including taught courses and internship/attachment with teacher education institutions; v) **School-related field experiences**. The Specialisation component shall have 2 levels where students choose to specialise in: a) one of the school levels/areas (elementary, or secondary including senior secondary) and content-cum-pedagogy in school subject areas, which will comprise the core within the specialisation, and, b) within the school level chosen, the students select one domain/theme based area for specialisation (such as Education administration and management, Education policy, Inclusive Education, Curriculum, pedagogy and assessment, Educational technology, Foundations of Education, Higher Education, Early Childhood Education, etc.).

The programme shall begin with courses, workshops and field experiences that are contextualised in school teaching, and gradually advance the level of study to teacher education level. Close mentorship by faculty in relevant areas shall be provided for in the programme in the form of tutorials, guided reading groups, field attachment, and supervised research project leading to dissertation.

(a) Theory Courses

Perspective: Research, Tools and Self-Development, Teacher Education and Specialisation Courses

Perspective Courses shall be in the areas of: Philosophy of Education; Sociology-History-Political Economy of Education; Psychology of Education; Education Studies; and Curriculum and Pedagogic Studies. The courses in foundational disciplines shall have two levels (basic and advanced). Critical reflection on gender, childhood, disability, and marginalisation, in relation to education, shall cut-across the core with a possibility of offering courses focussing on these. The courses across the programme shall enable the prospective professionals to work towards inclusive classroom environments and education.

Research, Tools and Self-Development Component shall comprise of workshops and courses in basic and advance level education research methods, research project leading to a dissertation, academic/professional writing, communication skills, observing children, language and teaching-learning, theatre in education, educational technology (including ICT), and the like. There shall be provisions for Self-development of the students (for example through workshops with focus on physical and mental well-being through modalities such as meditation, Yoga) and for critical engagement with gender and education, inclusive education and on areas of similar significance. Skills pertaining to ICT and educational technology shall be integrated in various courses in the programme.

Teacher Education courses, which are also linked with the internship/attachment in teacher education institution(s) shall also be included.

The Specialisation component shall offer a possibility to specialise in one of the school stages (elementary or, secondary including senior secondary, etc.). These shall include courses in content-cum-pedagogy of school subjects. Other courses within the school stage specialisations shall cover selected thematic areas pertinent to that stage such as: Curriculum, pedagogy and assessment; Policy, economics and planning; Inclusive Education and Education for differently abled; etc. In addition, the programme shall offer baskets of elective courses enabling specializations in selected themes or domains with advance courses in Education administration and management; Education policy and planning; inclusive Education; Curriculum, pedagogy and assessment; Educational technology; Foundations of Education; and the like. There shall be flexibility to allow students to choose foundation courses while specialising in one area.

(b) Practicum

Organisation of workshops, practicum activities, projects and seminars that enhance professional skills and understanding of the students shall be part of the teaching modality of the various taught courses. Hands-on experiences shall be organised at relevant places during transaction of the curriculum.

(c) Internship and Attachment

At least an equivalent of about 30 weeks of six days each of the three-year programme shall be devoted to field-based activities. The programme shall have the following kinds of systematically planned field-based activities and internships/attachments: I. School based attachment as per the school-level specialization which shall include

school and classroom observations, classroom teaching practice, and focussed assignments/projects (16 weeks); 2. Working with community, 3. Working in an in-service teacher education context as per the school-level specialization and in a pre-service teacher preparation context as per the school-level specialization (4 weeks); 4. Exposure to a curriculum and/or textbook agency, policy making body, state education department etc. relevant to understanding educational practice at sites other than schools; and 5. Working in a field situation related to the thematic or focus area of specialization (4 weeks). These experiences shall be supplemented with opportunities for reflection, action research and writing.

5.2 Programme Implementation

The institution will have to meet the following specific demands of this professional programme of study:

- (i) Prepare a calendar for all activities, including internships, practicum, assessments and submission of dissertation. The school internship and other school contact programmes shall be synchronised with the academic calendar of the school.
- (ii) Make field-networking arrangements to facilitate internship with schools, teacher education institutions and other organisations like: community/community-based organisations; organizations engaged in the development of innovative curriculum and pedagogic practices, etc.; international/national/state institution involved in curriculum design, textbook development, education policy planning, formulation and implementation, educational administration and management, or as per the areas of specialisations offered in the 3-year programme.
- (iii) Make arrangements for the conduct of workshops suggested in the curriculum.
- (iv) The dissertation work shall begin in the second semester of the second year of the programme and be submitted in the last semester of the final year. Make arrangements for students' research dissertation and evaluation. For the conduct of the dissertation, the ratio of faculty to students for guidance shall be 1:5.
- (v) The institutions shall initiate discourse in education by periodically organising seminars, debates, lectures and discussion groups for students and faculty. Student participation in the weekly research colloquium/seminar shall be ensured. Practitioners working in schools, teacher education institutions and other relevant areas in education shall be invited for seminars and interactions with students.
- (vi) Make provisions for addressing complaints of students and faculty, and for grievance redressal.

5.3 Assessment

For each theory course, at least 30% marks shall be assigned for continuous and comprehensive internal assessment and at most 70% marks for examination conducted by the examining body. The weightage for the internal and external assessment for theory and practicum courses shall be such as prescribed by the university concerned broadly based on the above formulation. At least one-fourth of the total marks/credits in the programme shall be given to practicum and internship/field attachment and dissertation.

The internal assessment may include individual/group assignments, seminar presentations, field attachment reports, reflective journals, design of AV materials, etc. The basis for assessment and criteria used ought to be transparent for students to benefit maximally out of professional feedback. Students shall be given information about their grades/marks as part of professional feedback so that they get the opportunity to improve their performance.

6. Staff

6.1 Academic Faculty

For an intake of 50 students per unit, the faculty-student ratio for the programme shall be 1:15. The faculty positions shall be distributed as under:

1. Principal/Head of the Department (In the rank of Professor): One
2. Professors: One
3. Associate Professors: Two
4. Assistant Professors: Six

The faculty profiles shall cover all courses/ areas of the B.Ed.-M.Ed. programme.

6.2 Qualifications

A. The Principal/HoD

- (i) Postgraduate degree in a related discipline.
- (ii) M.Ed. with minimum 55% marks.
- (iii) Ph.D. in Education.
- (iv) Ten years of professional experience in teacher education.

B. Professor and Associate Professor:

- (i) Postgraduate degree with minimum 55% marks in the discipline relevant to the area of specialisation.
- (ii) Postgraduate degree in Education (M.Ed. or M.A. Education) with minimum 55% marks.
- (iii) Ph.D. degree in Education or in the discipline relevant to the area of specialisation.
- (iv) Any other qualifications or length of professional teaching experience as per UGC or state government norms for the positions of Professor and Associate Professor.

C. Assistant Professor

- (i) Postgraduate degree with minimum 55% marks in the discipline relevant to the area of specialisation.
- (ii) Postgraduate degree in Education (M.Ed. or M.A. Education) with minimum 55% marks.
- (iii) Any other qualifications prescribed by UGC (like NET) or central/state/UT government.

(Note: Faculty can be utilised for teaching in a flexible manner so as to optimise academic expertise available.)

Depending on the areas of specialisations the faculty shall be shared between the various teacher education programmes offered by the institution).

6.3. Administrative and Professional Support Staff

- (a) The following administrative staff shall be provided:
- (i) Office Manager: One
 - (ii) IT Executive/Maintenance Staff: One
 - (iii) Library Assistant/Resource Centre Coordinator: One
 - (iv) Field Coordinator: One
 - (v) Office Assistants: Two
 - (vi) Helper: One
- (b) In the University Education Departments, the administrative staff shall be deployed as per the policy of the university.

6.4 Terms and Conditions of Service

The terms and conditions of service of teaching and non-teaching staff including selection procedure, pay scales, age of superannuation and other benefits shall be as per the policy of the State Government/Affiliating body.

7. Physical Infrastructure and Equipment

7.1 Infrastructure

The requirement of land area for an institution already having one teacher education programme and proposing to offer B.Ed.-M.Ed. for one basic unit, shall possess a minimum of 3000 sqm. The corresponding built up area shall be 3000 sqm. For additional intake of one basic unit, the minimum additional built up area should be 500 sqm.

(a) The institution shall have the following facilities:

- (i) Two classrooms for every 50 students
- (ii) Multipurpose Hall with seating capacity of 200
- (iii) Library-cum-Reading Room
- (iv) Resource Centre
- (v) Labs for school subjects
- (vi) Health and Physical Education Centre
- (vii) Principal's Office
- (viii) Seating and storage arrangements for Faculty
- (ix) Administrative Office
- (x) Visitor's Room
- (xi) Common Rooms for students
- (xii) Separate toilet facility for male and female students, for staff, and for PWD
- (xiii) Store Rooms
- (xiv) Multipurpose Playfield

(b) Classrooms

For an intake of a unit of 50 students, there shall be provision for at least three classrooms with adequate space and furniture for all students. The minimum size of the classroom shall be 50 sqm. The Institute shall provide a minimum of three small rooms of the size of 30 sqm. to hold electives, tutorials and group discussions.

(c) Seminar Room

Multipurpose hall in the institution shall be shared. In addition, the institute shall have one seminar room with seating capacity of one hundred and minimum total area of 100 sqm. This hall shall be equipped for conducting seminars and workshops.

(d) Faculty Rooms

A separate cabin for each faculty member with a functioning computer and storage spaces shall be provided.

(e) Administrative Office Space

The institute shall provide adequate working space for the office staff, with furniture, storage and computer facilities.

(f) Common Room(s)

The institution shall provide at least two common rooms.

7.2 Equipment and Materials

- (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. The institution shall furnish undertaking from the schools that they are willing to provide facilities for practice teaching. The state education administration may allot schools to different TEIs. Not more than ten and twenty students-teachers shall be attached with a school having pupil strength up to 1000 (one thousand) and 2000 (two thousand) respectively. It is desirable that the institution has an attached school under its control.
- (b) The Library of the Institution/ University shall be shared and shall cater to the requirements of the programme. A minimum of 1000 relevant titles (with multiple copies of the essential and frequently used titles) for the three year programme shall be there. These shall include text and reference books related to all

courses of study, readings and literature relevant to the research interests of students; educational encyclopedias; electronic publications including online resources, and minimum seven professional refereed research journals of which at least three shall be foreign journals. Library resources shall include books and journals published and recommended by NCTE, NCERT and other statutory bodies. There shall also be provision of space for reading in the library that can accommodate at least thirty persons at a time. At least hundred quality books shall be added to the library every year. There shall be provision for photocopying facility and computer with Internet facility for the use of faculty and students.

- (c) A Resource Centre shall serve the purpose of a resource centre-cum-department library/computer centre. It shall provide access to a variety of resources and materials to design and choose activities for teaching and learning; of relevant texts, copies of policy documents and commission reports; relevant curriculum documents such as the NCF, NCFTE, research reports, reports of surveys (national and state level), district and state level data; teachers' handbooks; books and journals relevant for course readings; field reports, research seminars undertaken by students, audio-visual equipment - TV, DVD Player, LCD Projector, films (documentaries, children's films, other films of social concerns/ issues of conflict, films on education); camera and other recording devices; ICT facilities with computers and internet facilities; and desirably ROT (receive only terminal) and SIT (satellite interactive terminal).
- (d) Games and sports equipments for common indoor and out door games should be available.
- (e) Simple musical instruments such as harmonium, table, manjira and other indigenous instruments.

7.3 Other Amenities

- (a) Functional and appropriate labs and furniture in required number, for instructional and other purposes.
- (b) Arrangement may be made for parking of vehicles.
- (c) Access to safe drinking water be provided in the institution.
- (d) Effective arrangement be made for regular cleaning of campus, water and toilet facilities (separate for male and female students and teachers), repair and replacement of furniture and other equipments.

(Note: If more than one courses in teacher education are run by the same institution in the same campus, the facilities of playground, multipurpose hall, library and laboratory (with proportionate addition of books and equipment) and instructional space can be shared. The institution shall have one Principal for the entire institution and Heads for different teacher education programmes offered in the institution.

8. Managing Committee

The institution shall have a Managing Committee comprised of members from the Sponsoring Society/ Managing Society/Trust, two Educationists, primary / elementary education experts, one faculty member, Head of two institutions identified for field attachment work (by rotation amongst the schools that the TEI engages with). For University Departments, the structure of management and governance shall be as provided for in the concerned university statutes.