

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



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

F.NO. 49-48/2005/NCTE(N&S)/59574

1 November 2006

To

The Regional Director  
Northern Regional Committee  
A-46, Shanti path  
Tilak Nagar  
Jaipur-302 004

SO/PA  
Mw  
ATJ

Sub: VT Policy and Guidelines.

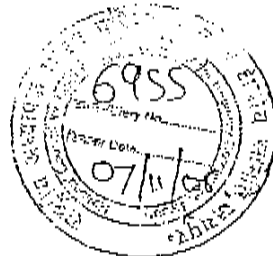
Sir,

In pursuance of making the system of recognition/permission to teacher training institutions more systematic and transparent, a VT policy and guidelines for VT members have been framed. The policy framed in this regard is enclosed. The Regional Directors are directed to ensure its implementation in letter and spirit. The suggestions received from the Regional Committees have already been incorporated in this document. However, if there is any functional difficulty in implementing the policy, it may be brought to the notice of the Hqrs.

1/2. The Regional Directors are further requested to go through the VT proforma already in existence in their region and furnish a copy of the same with their suggestions to improve it and to make it in conformity with the new regulations. The suggestion received from the RCs would be examined and a revised VT proforma will be issued thereafter.

3. It has been our experience that the directions issued from the Headquarter with respect to the input sought from the Regional Committees are not complied with within the stipulated time resulting in avoidable delays. This has been viewed seriously. The Regional Directors may personally ensure that action on this letter has to be taken immediately as per time frame given below:

- |    |  |                                   |
|----|--|-----------------------------------|
| a) | Implementation of VT Policy with ATR ✓   | 30 <sup>th</sup> November, 2006 ✓ |
| b) | Furnishing of the VT proforma suggestions with regard to present VT Proforma as per para 2 above ✓ | 15 <sup>th</sup> November, 2006 ✓ |



Yours faithfully,

(V.C. Tewari)  
Member Secretary

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POLICY REGARDING COMPOSITION OF VT

Composition of VT

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- (i) A VT should comprises of two members.
  - (ii) Both the members of the VT should be from the field of teacher education preferably with experience of the teacher education training/course which is proposed to be taken up by the applicant institution.
  - (iii) A member of the VT should not normally be assigned more than five institutions in a year for inspection. In exceptional circumstances when the causing of inspection is urgent in view of long delay, orders of the court etc, the member may be allowed more than five institutions by the RD concerned after taking the approval of Regional Committee.
  - (iv) As far as possible there should be representation of women minorities, SC, ST or other disadvantaged category in the panel of VT.
  - (v) There must be at least one serving member in a VT.
  - (vi) As regards category of persons for composition of VT, normally persons should be from university, Departments of Education, university colleges, Govt. colleges, deemed universities, Central Autonomous

Bodies in the field of education , grant-in-aid colleges and from self financing institutions in teacher education provided that he has been serving the self-financing/private colleges continuously for the last at least seven years. In cases where one member is from self-financing institution the other member has to be from the other categories mentioned in this para.

(vii) As a long term measure a database on experts for VT would be prepared state/UT-wise. The data on the experts along with their profiles should be put on the NCTE website. The following information in respect of the experts should be obtained:-

- Name
- photograph
- Date of Birth
- E-mail
- Mobile No.
- Address of Office
- Category : General, SC/ST, OBC, Minority
- Educational Qualification.
- Field of specialization
- Details of Employment.

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Area association with NCTE/whether associated with the NCTE in the past in any capacity.

- (viii) The VT member should certify that he or his family members have no direct or indirect interest in the running/administration of the applicant institution to be visited by him and have no financial or other interest in its management.

**Drawal of Panel of Experts**

The Regional Office concerned will seek names from the Universities/Colleges of person eligible for empanclement as member of visiting team and prepare a panel. A public notice shall be given to seek volunteers from retired professionals. Usually, the VT should be selected through computer randomization for which Regional Committee may use appropriate computer programme.

**Schedule of sending VTs.**

- (i) The inspection of infrastructure, equipment, instructional facilities, etc. of an institution shall be conducted within 30 days of completion of processing of its application in terms of Regulation 7 (2) with a view to assessing the level of preparedness of the institution to commence the course as per clause 7(5) of the NCTE Regulations, 2005.
- (ii) The inspection shall be in the chronological order of the date of receipt of the completed application in the office of the Regional Committee concerned as per

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clause 7(5) of the NCTE Regulations, 2005. Exception would be permissible while inspecting more than one college in a cluster.

- (iii) Among the applications completed on the same day, alphabetical order shall be followed as per clause 7(5) of the NCTE Regulations, 2005. The date of receipt of a communication, making up for deficiency, shall be treated as date of receipt of application complete in all respects.
- (iv) The schedule of sending visiting teams to the institutions should be drawn up well in advance and the dates should be made available in the website of the Regional Committee. In normal circumstances, the dates should not be changed.
- (v) List of the institute ready for inspection would be displayed on web, regularly updated by addition/deletion. This will be updated at least twice in a week.
- (vi) Readiness for inspection would be certified by the Under Secretary in the RC after ensuring that the papers are complete in all respects.

**Selection of experts to a VT**

- (i) Selection of experts to a VT should be made only from the panel of experts maintained by the Regional Committee.

*one example*

(ii) At least one member should be from the State other than the State where the Institution to be inspected is located. It should be kept in mind that the members should not be from the geographically contiguous region and/or same region where the Institution is located.

(iii) TA/DA to both the members should be paid by the concerned RC promptly. No advance should however be paid.

(iv) In case the report is found to be drafted incorrectly deliberately to mislead the RC, the RC could blacklist such members of VT for future empanelment, and matter would be reported to his employer for necessary action.

**General :-**

- (i) The VT member should be provided a set of prevalent regulations and Norms & Standard of the teacher training course for which inspection to be conducted.
- (ii) VT members should be briefed in the R.O before their visit/inspection.
- (iii) Each team should be provided with a copy of complete application form submitted by the applicants.

## GUIDELINES FOR THE VISITING TEAM MEMBERS

1. The VT members should familiarize themselves with the NCTE Act, Rules and Regulations before visiting the Institute.
2. The VT members should be very vigilant during the inspection particularly w.r.t. to the verification of infrastructural facilities in the Institute.
3. The-VT members should not give any indication of their assessment/opinion to any office bearer of the Institute and Inspection should be conducted in a disinterested and objective manner.
4. The VI members should be very polite and humble and their interaction with the Institute should be educative in nature without giving any cause of complain of bias etc.
5. The VI should particularly assess/verify whether the furniture, equipments etc has not been shifted temporarily/rented by the Institute solely for the purpose of fulfilling the norms & standards of the NCTE.
6. The VT member should interact with the academic and non-academic staff individually to verify their selection and employment status.
7. The VT should check the facts given in the application by verifying from the records such as:-
  - a) Bills of purchase of the items
  - b) Checking mode of payment of salary
  - c) Checking cash book

- d) Stock register checking – whether the equipments/stocks have been properly accounted for and numbered
- e) Checking issue register of furniture etc
- f) Accession number of the library books in the Accession Register.
- g) FDR of the Reserve Fund

8. The VT should ensure that the videography covers all important infrastructural and instructional facilities and facilities in offices e.g. administration, library, space and grounds etc. The VT should courier their reports, wherever the facilities available, alongwith the video tapes to the office of RC on the same day.
9. The VT should particularly mention if any pressure has been exerted on them or any canvassing by the Management of the Institute in any form to get a favourable report.
10. The VT member must not accept any gift or any TA , honorarium, fees etc or any remuneration in any form from the applicant Institute.
11. The VT member would give an undertaking in the prescribed form about the correctness of their Report.
12. The VT members should keep in mind that any wrong reporting by the VT would bring bad name to the NCTE in general and the VT members in particular and the reputation of the NCTE and VT depend on their Report.  
The VT report alongwith the names of the members shall be put on the



website of the Regional Committee after the report has been considered by the Regional Committee.

13. The above guidelines are only indicative in nature and not exhaustive. The VT members should feel free to make the assessment on the basis of their knowledge and experience within the parameters of the NCTE Act, Rules and Regulations.
14. Each page of the statistical information should be signed by the authorized representative of the institute visited by the VTs.
15. All columns of the VT proforma should be filled up properly and nothing should be left blank.

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## UNDERTAKING\*

That I, Dr/Prof/Mr/Ms. \_\_\_\_\_, have been appointed as a member of the Visiting Team to visit the Institute (name and address of the Institute \_\_\_\_\_) for verifying the facts submitted by the applicant for recognition/permission for running the teacher training course for \_\_\_\_\_ degree/diploma/certificate.

2. I certify that I visited the Institute on \_\_\_\_\_. The report submitted by me under my signature is based on my actual visit to the Institute, verification of the records and interaction with the Management/Principal and Staff members as per the VT guidelines supplied to me. There is nothing in my report which is contradictory to the facts.

3. That the videography has been done in the Institute on \_\_\_\_\_ and the videotapes have been submitted along with the report in a closed envelope signed by me.

4. That I certify that the contents of the annexed report are true and correct to the best of my knowledge and on the basis of records of the institution.

5. In the event of any part of my report is found to be incorrect or deliberately distorted to mislead the \_\_\_\_\_ Regional Committee, I shall be personally responsible for that and the Regional Committee /Council may take suitable action including blacklisting my name for inclusion in the future Visiting Teams.

(Signature of the Member)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\* Note: Undertaking to be submitted by each member of the VT separately.

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