

APPENDIX – 4**Norms and Standards for Bachelor of education programme leading to 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 (classes IX-X) and senior secondary (classes XI-XII) levels.

2 Duration and working days**(1) Duration**

B.Ed. programme shall be of duration of at least one academic year or two semesters.

(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 forty days shall be for practice teaching or skill development in nearby 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 individual advice, guidance, dialogues and consultation as and when needed.

3 Intake, Eligibility and Admission Procedure**(1) Intake**

There shall be a basic unit of one hundred students divided into two sections of fifty each for general sessions and not 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.

(2) Eligibility

- (a) Candidates with at least fifty percent marks either in the Bachelor's Degree and/or in the Master's degree or any other qualification equivalent thereto, are eligible for admission to the programme.
- (b) 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 Government,

(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.

(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 (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 Staff

(I) Academic

- (i) Number (For a basic unit of one hundred students)

| | | |
|----------------|---|-------|
| Principal/Head | - | One |
| Lecturers | - | Seven |
- (ii) For additional intake will be in the multiple of one hundred and the number of full time teacher educators shall be increased by seven for each increase in the basic unit. However on each occasion additional intake of one basic unit shall be considered. Also, maximum intake capacity of a teacher training institution taking all

teacher education courses together shall not exceed three hundred.

- (iii) Appointment of teachers shall be such as to ensure the availability of expertise for teaching all foundation and methodology courses

(II) Qualifications

- (i) Principal/Head (in multi-faculty institution) :-

- (a) Academic and professional qualification will be as prescribed for the post of lecturer; and
 (b) Ph.D in Education
 (c) Ten years teaching experience out of which at least five years teaching experience in a Secondary Teacher Education Institution.

✓ Note:- In the event of non-availability of eligible and suitable candidates for appointment as Principal/Head as per above eligibility criteria, it would be permissible to appoint retired Professor/Head in Education on contract basis for a period not exceeding one year at a time till such time the candidates complete 65 years of age.

- (ii) Lecturer

- (a) Foundation Courses One

- (i) Master's Degree in science/humanities/arts with fifty percent marks
 (ii) M.Ed. with at least fifty five percent marks or its equivalent grade and
 (iii) Any other stipulation prescribed by the UGC / affiliating body / State Govt. from time to time for the positions of principal and lecturers shall be mandatory

OR

- (i) M.A. in Education with fifty five percent marks or its equivalent grade
 (ii) B.Ed. with at least fifty five percent marks and

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

(b) Methodology Courses Six

(i) Master's degree in a school subject with fifty percent marks

(ii) M.Ed. degree with at least fifty five percent marks or its equivalent grade and

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

(c) Lecturers in Art Education - One
(Part Time)
(Fine Arts / Performing Art)

Master's degree in Fine Arts / Music fifty five percent marks.

(d) Director of Physical Education (D.P.E) - One
(Part Time)

Master's Degree in Physical Education with fifty five percent marks

Note (1) At least one lecturer should have specialization in ICT and another in the special education.

(III) Technical Support Staff

(a) Librarian One

Bachelor's Degree in Library and Information Science
(with fifty five percent marks).

(IV) Supporting Staff

(a) Number

| | | | |
|-------|---|---|-----|
| (i) | Office-cum-Account Assistant | - | One |
| (ii) | Office Assistant-cum computer operator | - | One |
| (iii) | Store-Keeper | - | One |
| (iv) | Technical Assistant / computer assistant | - | One |
| (v) | Lab Attendants/Helpers/Support staff | - | Two |

(b) Qualifications

As prescribed by State Government/UT Administration concerned.

(V) Terms and conditions of service

- (a) The appointment to these positions shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the UGC/ the Affiliating University / Affiliating Body.
- (b) All appointments are to be made on full-time and regular basis excepting those specified as part-time.
- (c) Appointment of part-time instructors and other supporting staff shall be made as per norms of the concerned University/UGC.
- (d) The academic staff of the institution (including part-time staff) shall be paid such salary in such scale of pay as may be prescribed by the UGC/University from time to time, through account payee cheque or as per advice into the bank account of employee specially opened for the purpose. The supporting staff shall be paid as per the UGC/State Government/Central Government pay scale structure.
- (e) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees.
- (f) The age of superannuation of staff shall be determined by the policy of concerned Government.
- (g) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

5 Facilities

(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 one hundred 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 one hundred students or part there of it shall possess additional land of 500 sqm. (five hundred square meters). For an annual intake beyond two hundred and upto three hundred, it shall possess land of 3500 sqm. (three thousand five hundred square meters). 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 meters) and the requirement of additional land may not apply to them. Total intake capacity of an institution taking into account all the teacher education courses together must not exceed three hundred students. Separate land and built up area is required for physical teacher education courses.
- (ii) Built up Area for running other courses in combination with B.Ed programme shall be as under:-

| | Built Up Area (in sqm) | Land Area (in Sqm) |
|---|------------------------|--------------------|
| B.Ed | 1500 Sq.mts. | 2500 |
| D.E.C.Ed plus B.Ed | 2500 sq. mts | 3000 |
| D.El.Ed plus B.Ed | 3000 sq. mts | 3000 |
| B.Ed plus M.Ed | 2000 sq. mts | 3000 |
| D.E.C.Ed plus B.Ed plus M.Ed | 3000 sq. mts | 3500 |
| 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 |

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

(iii) Facilities

The institution must have the following infrastructure:

- (a) Two classrooms
 - (b) Multipurpose Hall with seating capacity of 200 and a dias (2000 sq. ft)
 - (c) Library –cum-Reading Room
 - (d) ICT Resource Centre
 - (e) Psychology Resource Centre
 - (f) Art and Craft Resource Centre
 - (g) Health and Physical Education Resource Centre
 - (h) Science and Mathematics Resource Centre
 - (i) Principal's Office
 - (j) Staff Room
 - (k) Administrative Office
 - (l) Visitors Room
 - (m) Girl's Common Room
 - (n) Seminar Room
 - (o) Canteen
 - (p) Separate Toilet facility for Boys and Girls
 - (q) Parking Space
 - (r) Store Rooms (Two)
 - (s) Multipurpose Playfield
 - (t) 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, 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 boys and girls separately and some residential quarters are desirable.

(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. 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) and minimum five journals of 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 published and recommended by NCTE. 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 titles.
- (c) There shall be a Teaching Learning Resource Centre for Science and mathematics. 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.
- (d) There shall be a Psychology Resource Centre with apparatus for simple experiments related to educational psychology.

- (e) There shall be ICT facilities with hardware and software including computers, TV, Camera. The ICT equipment like ROT (Receive Only Terminal), SIT (Satellite Interlinking Terminal) etc.
- (f) There shall be a fully furnished Teaching Learning Resource Centre for Arts and Work Experience.
- (g) Games and sports equipments for common indoor and out door games should be available.

NOTE : While developing the resource centres, the institutions are advised to consult the 'Manual for Teacher Education Institutions' brought out by NCTE.

(3) Amenities

- (a) functional and appropriate furniture in required number for instructional and other purposes;
- (b) the institution shall provide separate common rooms for male and female teacher educators/students-teachers;
- (c) sufficient number of toilets, separate for male and female, shall be made available for staff and students;
- (d) arrangement may be made for parking of vehicles;
- (e) safe drinking water be provided in the institution;
- (f) effective arrangement be made for regular cleaning of campus, water and toilet facilities, repair and replacement of furniture and other equipments.

6 Curriculum Transaction

- (a) Practical work to be performed by each student

Item

Essential (Numbers)

- a Lesson planning and teaching in real Thirty lessons - fifteen

| | | |
|---|---|---|
| | school situation including internship | lessons in each teaching subject |
| b | Lesson planning and teaching in simulated situation | Ten lessons- five lessons in each teaching subject |
| c | Observation of lessons taught by fellow students | Ten lessons - five lessons in each teaching subject |
| d | Action Research Project | 1(one) |
| e | Stand alone experience of school organisation | Two days |
| f | Field-specific community experience | Five days |

(B) Supervision of Practice lesson

Out of prescribed practice teaching lessons atleast fifty percent lessons would be supervised fully by the teacher educators and feedback given to the students orally as well as comments in writing. Record of lesson planning, teaching and supervision would be maintained.

7 (a) General

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 only one Principal of the entire institution and Heads for different teacher education programmes offered in the institution.

✓ (b) 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.