

F. No. ER-238.5.19(Part-2)/NCTE/ERCAPP2890/B.Ed./2017/ 52468Dt. 25.04.2017

To

The Principal/Secretary/Correspondent,  
MN Academic Trust,  
Plot No- 164/625 & 164, Vill- Budbud Gram Panchayet,  
PO- Budbud, Tehsil/Taluk/- Budbud, Town/City- Budbud,  
Dist- Bardhaman, West Bengal-713403

Sub:- Letter of Intent for grant of recognition/ permission for Course under Clause-7(13) of the NCTE (Recognition Norms and Procedure) Regulation 2014.

Ref:- Application No. ERCAPP2890

Sir/Madam,

In terms of Section 14/15 of the NCTE Act, 1993, your Institution had submitted an application to the Eastern Regional Committee of NCTE on 29.05.2015 and hard copy received on 06.06.2015 for grant of recognition/ permission for starting B.Ed. Course.

2. On the basis of the scrutiny of the documents submitted by the institution, input received from the Visiting Team Report and videography, the ERC in its 238<sup>th</sup> Meeting held on 18<sup>th</sup> – 20<sup>th</sup> April, 2017 decided that the above institution has adequate financial resources, accommodation, library and laboratory as prescribed in the norms and standards and that it fulfils all such other conditions relating to infrastructural and instructional facilities required for proper functioning of the institution for a teacher education course.
3. Before grant of formal recognition under regulation 7(16) is considered, you are requested to submit the following:
  - a. The institution which is already recognized for B.Ed/D.El.Ed course(s) and sought recognition/permission for additional course/additional intake are to furnish the previous faculty list along with compliance of the Letter of Intent.
  - b. The institution needs to submit list of 10 schools for internship and school based activities along with the reply of 7(13) duly approved by District Education Officer.
  - c. Faculty list approved by affiliating body after the appointment through duly constituted selection committee and ensuring compliance of NCTE norms of teaching staff etc.
  - d. Advertisement in leading newspapers.
  - e. Letter of University/ Affiliating Body, nominating experts/ representative for the Selection Committee.
  - f. Minutes of the Selection Committee duly constituted as per the norms of the affiliating body.
  - g. Approval of the University/ Affiliating body to the selected faculty in the prescribed format.
  - h. An affidavit on Rs.100/- stamp paper to the effect that the institution has selected staff as per NCTE/ State/ University norms in the prescribed format.
  - i. An affidavit on Rs.10/- non judicial stamp paper by the individual faculty member selected by the institution. Details should be filled in by every faculty member selected in the prescribed format.
  - j. Educational & Professional qualification certificates of all teaching staff showing their eligibility for appointment as per the NCTE norms and experience certificate of the Principal/ HOD.
  - k. FDRs duly converted (for a period of five years) in favour of joint name of the Society/ Trust/ Institution and Regional Director, ERC, NCTE, Bhubaneswar with Joint operation Mode: 'AND'. A letter to the concerned bank is being sent authorizing the bank on behalf of Regional Director for the conversion in the joint name.
  - l. An undertaking from the Management of the institution as per the prescribed format available on ERC website.
  - m. Down loaded copies of the website of the institution with the hyperlink of the same as per provisions of 7(14)(i) of the NCTE Regulations, 2014.

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

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

5. Before issuance of the formal recognition order, the institution is required to convert / renew the Original FDR(s) of Endowment Fund of Rs. 5 lakhs and Reserve Fund of Rs.7 lakhs in the joint name of the Society/ Trust/ Institution 'and' Regional Director, ERC, NCTE, Bhubaneswar.(Joint operation Mode : 'AND'). (Original FDRs are enclosed along with this letter). The institution shall submit the original joint FDRs to ERC, NCTE after conversion. (For self financed institution only)

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

7. You are advised to comply the above requirement before the formal recognition is considered under Regulation 7(16). Admissions shall not be made until formal recognition order under Para7(16) of the NCTE (Recognition Norms & Procedure) Regulations, 2014 is issued by the Eastern Regional Committee, NCTE and affiliation is obtained from the University/ examining body concerned.

8. The compliance report/ reply along with documents as stated above should be submitted within 60 days of issue of this letter, failing which appropriate action will be taken as deemed fit and proper. However, if the institution has already submitted the reply in response to uploaded minutes of ERC in its Website, the same shall be treated as the reply to the decision of ERC.

Yours faithfully,

  
Regional Director

Copy to:

- 1 The Registrar,  
The University of Burdwan,  
Rajbati, Burdwan,  
West Bengal - 713104.
- 2 The Secretary,  
Department of Higher Education,  
Govt. of West Bengal, 6th Floor,  
Bikash Bhawan, Salt Lake,  
Kolkata, West Bengal - 700091.