

**NORTHERN REGIONAL COMMITTEE  
NATIONAL COUNCIL FOR TEACHER EDUCATION  
JAIPUR**

**ESSENTIAL DATA SHEET TO BE SUBMITTED BY THE INSTIUTION AS PER  
PROVISIONS OF CLAUSE 7(4) OF THE NCTE REGUALTIONS, 2009 DULY  
SWORN BEFORE THE NOTARY PUBLIC/ADM/SDM OR FIRST CLASS  
MAGISTRATE**

**I. INFORMATION REGARDING MANAGEMENT OF THE INSTITUTION  
AND DETAILS OF THE EXISTING & PROPOSED COURSES.**

**(a) In case of the existing recognized teacher training institution:-**

The Management namely N.L. Educational Society is a society which is running a Self financed institution.

Sl.No.	Name of the recognized teacher training institution	Course	Approved intake	Recognition order No. & Date (copy to be annexed)
1.	Vivekananda College of Education	B.Ed.	100	F.NRC/NCTE/F-3/UP-859/2003/2694 JULY 9, 2003 ( <b><u>Annexure-1</u></b> )
			100	F.NRC/NCTE/F-7/UP-2667/2008/40032-40038 FEBRUARY 28,2008 ( <b><u>Annexure-2</u></b> )
2.	Vivekananda College of Education	B.T.C.	50	F.NRC/NCTE/F-3/UP-1470/2004/9592 Dated 13/10/2004 F.NRC/NCTE/F-7/UP-1470/203 <sup>rd</sup> MEETING/2012/31603 DATED 31.09.2012 ( <b><u>Annexure-3 (A&amp;B)</u></b> )

On behalf of the Management Shri Anil Saraswat, Secretary, N.L. Educational Society is a authorized person to make communication/correspondence on behalf of the recognized teacher training programme.

The latest list of members of the society duly endorsed by the concerned Registrars of the Society with their designation are annexed as (**Annexure-4**)

The institution is having a Managing Committee as per provisions of the NCTE Regulations, 2009 (**Annexure-5**)

**II. The following details are required to be filled in by the Management of the Institutions running or proposing to run teacher education programme as per provisions of the NCTE Act, Rules & Regulations.**

1. As per the certificate submitted by the society, it has been established and operated by 'not for profit' registered under the appropriate laws. The same has been registered vide Registrar of Societies vide Regd. No. 1752, 1597 & 2017 dated 25.11.2002, 25.11.2007 & 25.11.2012 respectively (copy of certificate to this effect is enclosed) as (**Annexure 6**)
2. That the society is having PAN Card No. **AAAAN2375G** (Copy enclosed) (**Annexure 7**)
3. That the institution is having the website: **www.vcealigarh.in** The institution undertake that the same has been developed as per clause 7 (10) of the NCTE Regulation, 2009.

**III. General Information relating to Infrastructural & Instructional facilities created by the institution to be filled in by all existing & proposed teacher education institutions**

1. That the Management of the institution has displayed a copy of the affidavit as prescribed under clause 8(8) of the NCTE Regulations, 2009 on its official website **www.vcealigarh.in** The management is aware that 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 as per clause 8(9) of the NCTE Regulations, 2009.

**Yes**

2. That the Institution is having required land in the name of Secretary, Vivekananda College of Education, through registered sale deed dated 10/03/2008 executed by Anil Kumar & Sudhir Kumar duly registered in the office of Sub-Registrar First Tehsil Koil Aligarh and actual location of land is Mathura Bye Pass, Gonda Road, Dhora Palan, Koil Aligarh.

**Yes**

3. That the Institution has got the mutation of the land done by the competent land and revenue authority vide order No. 234 dt. May 16, 2008

**(Annexure 8)**

**Yes**

4. That the land as per land documents and affidavit is in a single well demarcated piece of land

**Yes**

In case of more than one plot, all the plots are adjacent to each other

**No**

If yes a copy of the approved site plan giving clear picture to this effect from the Competent authority attached.

If No, details including the distance between plot/khasra are as follows:-

---

---

5. That the permission of the competent authority to use the land exclusively for teacher education purposes has been obtained by the society from the office of ADA Aligarh vide letter No 135/ADA dt 10/03/2010 (copy enclosed)] **(Annexure-9)**
6. That the institution has got the conversion of the land use done from the competent authority. A Notarized Copy of conversion/change of land use certificate (CLU) for Plot No./Khata/khesra No. 95K & 148K and area 5500sq mtrs as per the affidavit and land documents registered by Sub-Registrar First Tehsil Koil, Aligarh dated 13.05.2005 is enclosed. The institution undertake that the issuing authority who issued the CLU i.e. SDM Koil Aligarh is empowered by the State Govt. for issuance of CLU under the rule/clause of State Govt. act namely section 143 of Zamindari Abolition and Land Reform Act. **(Annexure-10)**
7. That the institution undertake that the land and permanent building are at the same place as per provisions of the NCTE Act, Rules & Regulations. The building plan has been approved by ADA Aligarh. (Competent authority) and Countersigned by VC ADA, Aligarh for Plot No./ .Khata/khasra No. 95 K & 148 K reflecting total land area 5500sq mtrs Total Built up area is 4548sq mtrs The address/khata/khasra/plot no. are matching with the Regd. Land documents, CLU, Mutation Certificate etc. as submitted by the institution to the NRC, NCTE and there is not at all any variation

whatsoever in the land & building documents. Thus the same are elaborated as under:-

<b>Sl. No.</b>	<b>Details regarding land &amp; building documents</b>	<b>Land area/built up area as mentioned in the land &amp; building documents, as applications as per provisions of the NCTE Act, Rules &amp; Regulations</b>
1.	<b>Name, Address/Khata/Khasra/Plot No. as per the Regd. land documents</b>  <b>Name: Secretary Vivekananda College of Education Address Mathura Bye Pass, Gonda Road, Aligarh</b>	Land area (in sq. meter) 5500  Built up area (in sq. meter) 4548  (is shown in the land documents)
2.	<b>Name, Address/Khata/ Khasra/Plot No. as per the <u>Conversion of the Land Use Certificate</u></b>  <b>Name: Anil Kumar</b>  <b>Address Mathura Bye Pass, Gonda Road, Aligarh</b>	Land area (in sq. meter) 5500
3.	<b>Name, Address/Khata/Khasra/Plot No. as per the <u>approved building plan</u></b>  <b>Name: Secretary Vivekananda College of Education</b>	Land area (in sq. meter) 5500  Built up area (in sq. meter) 4548

	<b>Address Mathura Bye Pass, Gonda Road, Aligarh</b>	
4.	<b>Name, Address/Khata/Khasra/Plot No. as per the <u>building completion certificate</u>  Name: Secretary Vivekananda College of Education  Address Mathura Bye Pass, Gonda Road, Aligarh</b>	Land area (in sq. meter) 5500  Built up area (in sq. meter) 4548
Note	<b>1. If the land area is shown in the land/building documents in different measurements i.e. bigha/hectare/acre etc. the same should be converted into sq.meter and reflected in the above statement.</b>	

**8. Infrastructure facilities :**

The institution has created the infrastructure facilities as per the infrastructure details given below which is also shown in the building plan approved by ADA Aligarh on 01/01/2005 Counter signed by VC ADA, Aligarh for plot no. 95K & 148K and indicating total area 5500sq mtrs and built up area 4548sq mtrs The Building plan has been approved by the competent authority.

**Yes**

**Infrastructure details of the proposed Teacher education programme for M.Ed. course (pl. ensure that the dimensions of classrooms, laboratories, library, multipurpose hall, floor wise area, total area etc are properly indicated in the approved building plan as per provisions of the NCTE Regulation, 2009:**

<b>Total land area earmarked for the proposed teacher training programme.</b>	<b>1000 Sqm</b>
---	-----------------

<b>Total built up area</b>		<b>774 Sqm</b>	
<b>Infrastructure details as per provisions of the NCTE Regulations, 2009 (the institution is required to fill up the information as per the applicability of the NCTE Regulations 2009 and norms &amp; standards there under:-</b>			
1.	Class Room No.	(i) 900 Sq.ft. each	Separate
2.	Multipurpose Hall	(i) 3200 Sq.ft. each	Common for B.Ed. B.T.C. & M.Ed. (Proposed)
3.	Library-cum-Reading room	(i) 2072 Sq.ft. each	
4.	ICT Resource Centre	(i) 900 Sq.ft. each	
5.	Psychology Resource Centre	(i) 900 Sq.ft. each	
6.	Art and Craft Resource Centre	(i) 900 Sq.ft. each	
7.	Health and Physical Education Resource Centre	(i) 900 Sq.ft. each	
8.	Science and Mathematics Resource Centre	(i) 900 Sq.ft. each	
9.	Principal's office	(i) 211 Sq.ft. each	
10.	Staff Room	(i) 450 Sq.ft. each	
11.	Administrative Office	(i) 335 Sq.ft. each	Common for B.Ed. B.T.C. & M.Ed. (Proposed)
12.	Girl's Common Room	(i) 900 Sq.ft. each	
13.	Seminar Room	(i) 2131 Sq.ft. each	
14.	Canteen	(i) 2000 Sq.ft. each	
15.	Separate Toilet Facility for Boys and Girls	(i) 366 Sq.ft. each	
16.	Parking Space	(i) 3000 Sq.ft. each	
17.	Store Room (two)	(i) 450 Sq.ft. each (ii) 450 Sq.ft. each	
18.	Multi Purpose Play Field	(i) 10764 Sq.ft. each	
19.	Open space for additional accommodation		
20.	Total Build up area in the Building.	48954 Sq.ft.	
21.	Provision of Hostel if any	No	Residential/non-residential

**Infrastructure details of the existing Teacher education programme i.e. B.Ed. course (pl. ensure that the dimensions of classrooms, laboratories, library, multipurpose hall, floor wise area, total area etc are properly indicated in the approved building plan as per provisions of the NCTE Regulation, 2009:**

<b>Total land area earmarked for the proposed teacher training programme.</b>		<b>3500 Sqm</b>	
<b>Total built up area</b>		<b>2500 Sqm</b>	
<b>Infrastructure details as per provisions of the NCTE Regulations, 2009 (the institution is required to fill up the information as per the applicability of the NCTE Regulations 2009 and norms &amp; standards there under:-</b>			
1.	Class Room No. (Separate)	(i) 900 Sq.ft. each	(ii) 900 Sq.ft. each
		(iii) 900 Sq.ft. each	(iv) 900 Sq.ft. each
		(v) 900 Sq.ft. each	(vi) 900 Sq.ft. each
2.	Multipurpose Hall	(i) 3200 Sq.ft. each	Common for B.Ed. B.T.C. & M.Ed. (Proposed)
3.	Library-cum-Reading room	(i) 2072 Sq.ft. each	
4.	ICT Resource Centre	(i) 900 Sq.ft. each	
5.	Psychology Resource Centre	(i) 900 Sq.ft. each	
6.	Art and Craft Resource Centre	(i) 900 Sq.ft. each	
7.	Health and Physical Education Resource Centre	(i) 900 Sq.ft. each	
8.	Science and Mathematics Resource Centre	(i) 900 Sq.ft. each	
9.	Principal's office	(i) 211 Sq.ft. each	
10.	Staff Room	(i) 900 Sq.ft. each	
11.	Administrative Office	(i) 335 Sq.ft. each	Common for B.Ed. B.T.C. & M.Ed. (Proposed)
12.	Girl's Common Room	(i) 900 Sq.ft. each	
13.	Seminar Room	(i) 2131 Sq.ft. each	
14.	Canteen	(i) 2000 Sq.ft. each	
15.	Separate Toilet Facility for Boys and Girls	(i) 366 Sq.ft. each	
16.	Parking Space	(i) 3000 Sq.ft. each	
17.	Store Room (two)	(i) 450 Sq.ft. each	
		(ii) 450 Sq.ft. each	
18.	Multi Purpose Play Field	(i) 10764 Sq.ft. each	

19.	Open space for additional accommodation		
20.	Total Build up area in the Building.	48954 Sq.ft.	
21.	Provision of Hostel if any	No	Residential/non-residential

**Infrastructure details of the existing Teacher education programme i.e. B.T.C. course (pl. ensure that the dimensions of classrooms, laboratories, library, multipurpose hall, floor wise area, total area etc are properly indicated in the approved building plan as per provisions of the NCTE Regulation, 2009:**

<b>Total land area earmarked for the proposed teacher training programme.</b>		<b>1000 Sqm</b>	
<b>Total built up area</b>		<b>774 Sqm</b>	
<b>Infrastructure details as per provisions of the NCTE Regulations, 2009 (the institution is required to fill up the information as per the applicability of the NCTE Regulations 2009 and norms &amp; standards there under:-</b>			
1.	Class Room No. (Separate)	(i) 900 Sq.ft. each	(ii) 900 Sq.ft. each
2.	Multipurpose Hall	(i) 3200 Sq.ft. each	Common for B.Ed. B.T.C. & M.Ed. (Proposed)
3.	Library-cum-Reading room	(i) 2072 Sq.ft. each	
4.	ICT Resource Centre	(i) 900 Sq.ft. each	
5.	Psychology Resource Centre	(i) 900 Sq.ft. each	
6.	Art and Craft Resource Centre	(i) 900 Sq.ft. each	
7.	Health and Physical Education Resource Centre	(i) 900 Sq.ft. each	
8.	Science and Mathematics Resource Centre	(i) 900 Sq.ft. each	
9.	Principal's office	(i) 211 Sq.ft. each	
10.	Staff Room	(i) 450 Sq.ft. each	Separate
11.	Administrative Office	(i) 335 Sq.ft. each	Common for B.Ed. B.T.C. & M.Ed. (Proposed)
12.	Girl's Common Room	(i) 900 Sq.ft. each	
13.	Seminar Room	(i) 2131 Sq.ft. each	
14.	Canteen	(i) 2000 Sq.ft. each	
15.	Separate Toilet Facility for Boys and Girls	(i) 366 Sq.ft. each	



16.	Parking Space	(i) 3000 Sq.ft. each	
17.	Store Room (two)	(i) 450 Sq.ft. each (ii) 450 Sq.ft. each	
18.	Multi Purpose Play Field	(i) 10764 Sq.ft. each	
19.	Open space for additional accommodation		
20.	Total Build up area in the Building.	48954 Sq.ft.	
21.	Provision of Hostel if any	No	Residential/non-residential

**Note:**

- In case the institution is running more than one recognized teacher education programme, the infrastructure details as per above format is required to be filled in showing the exact infrastructure facilities provided/earmarked for the existing teacher education programme as per provisions of the NCTE Act, Rules & Regulations. It may be noted that the institutions while furnishing the above infrastructure details shall ensure that the same are as per the provisions of the NCTE Act, Rules & Regulations. Likewise for Instructional and other facilities the institution shall go through the provisions of the relevant NCTE Rules & Regulations and norms & standard there under and make arrangements accordingly.**

**9. Quality of construction**

Packa (RCC) Yes

(As per building standards)

Kacha No

Asbestos No

Tin roof No

Plastering Yes

Painting Yes

Flooring Yes

Wood Work Yes

Ventilation Yes

Light Yes

Boundary wall Yes

- The hostel facilities for Girls and Boys provided by the institution along with the staff residential quarters are not included in the area for the institution. These facilities are separate. The college is not having any Hostel Facility.

- No**
11. The building completion certificate issued by Deepak Sharma Architect (Competent Authority) Counter signed by Secretary N.L. Educational Society for Plot No./khata No./ khesra No. 95K & 148K reflecting total land area 5500sq mtrs Total Built up area 4548sq mtrs The building is complete in the form of a permanent structure
- Yes**
12. There is no temporary structure or asbestoses roofing, even in case of structure in addition to the prescribed built up area. – In college there is no temporary structure for roofing.
- No**
13. The institution undertake that the building of the institution has been constructed in view the provision of the standard by-laws of the building construction as per the Bureau of Indian Standards and the same is fully safe and structurally sound having load bearing capacity as per latest Indian Building standards and the same is safe & secure to run the teacher training course. (copy of the certificate is enclosed). (**Annexure-11**)
- Yes**
14. The safeguard against fire hazard has been provided in all parts of the building.
- Yes**
15. Electricity and safe drinking water facility has been provided by the institution.
- Yes**
16. The institutional campus, building, furniture etc. is barrier free.
- Yes**
17. The institutional campus, building furniture is disabled friendly as per the persons with disability (PWD) and of the Govt of India
- Yes**
18. That the institution undertaken that the no other institution/school is running in the institution building meant for running teacher education programme
- Yes**
19. If the institution is running other programme/school in the same building meant for running teacher education programme, the course wise details be given as under:-
- NA**

(i) **Land & built up area details**

Sl.No.	Details required to be submitted	Area in sq. meters
1.	Total land area available with the institution	NA
2.	Total built up area of the institution	NA
3.	Land area available for teacher education programme	NA
4.	Built up area available for teacher education programme	NA
5.	Land area available for other programme being run by the institution	NA
6.	Built up area available for other programme being run by the institution	NA

**(ii) Course/programme wise details to be submitted by the institution**

Sl.No.	Name of the programme/school	Land area	Built up area
1	Vivekananda College of Education, Aligarh	NA	NA

**That the institution also sworn & undertake that it has obtained the required permission from the competent authority for running various other programmes in addition to the teacher training programme and the institution is having requisite land & built up area earmarked for running the existing/proposed teacher education programme is as per the provisions of the NCTE Act, Rules & Regulations.**

**NA**

**IV. Information relating to appointment of requisite staff (in case of existing teacher education institutions)**

- (i) The institution has appointed the requisite staff for the existing teacher education programme on the basis of recommendation of the Selection

Committee constituted as per the policy of the UGC/the affiliating University/Affiliating Body.

**Yes**

- (ii) All appointments are on full-time and regular basis. The academic staff of the institution (including part-time staff) is paid salary in such scale of pay as prescribed by the UGC/University/affiliating body from time to time through account payee cheque. The supporting staff shall be paid as per the UGC/State Government/Central Government pay scale structure.

**Yes**

- (iii) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc for its employees. The institution shall follow all the norms of the NCTE as amended from time to time.

**Yes**

- (iv) The requisite details of staff as per the prescribed format has been uploaded in the website of the institution

**Yes**

**V. FINANCE**

**The details of the FDRs towards Endowment Fund & Reserve Fund are mentioned as under:-**

**Details of Endowment Fund**

**FDR No. 912040051772459 Rs. 5 Lac dated 25.09.2012 AXIS BANK LTD.  
OMJI COMPLEX RAM GHAT RAOD, Aligarh**

**Details of Reserve Fund**

**FDR No. 912040068020255 Rs. 3 Lac dated 28.12.2012 AXIS BANK LTD.  
OMJI COMPLEX RAM GHAT RAOD, Aligarh Aligarh**

**That the institution has uploaded the audited balance sheet/accounts of the institution in the website of the institution.**

**Yes**

**VI. LIST OF ENCLSOURES UPLOAED BY THE INSTITUTOIN IN SPPORT OF THE ABOVE STATEMENT**

That the institution has uploaded the following requisite details in support of the details as asked at I to V above as per annexure given below in the website of the institution:-

Sl.No.	Name of the supporting document uploaded in the institution website.	Annexure No.
1.	<u>AS PER PROVISIONS OF CLAUSE 7(4) OF THE NCTE REGULATIONS, 2009</u>	Annexure 1 to Annexure 11

**Note:** The institution should mention the details and no. of requisite annexure as per the above format.

The institution also sworn and undertake that the status of the recognition of the NRC, NCTE (in the case of the existing teacher education institutions) for the existing approved teacher education programme stands as recognized as on date and there is no legal/withdrawal/appeal/section 17/section 13 case pending against the institution.

Yes

If not, please submit the latest status of the case and detailed reasons thereof.

NA

## UNDERTAKING

1. That the Management of the institution undertake to comply with the provisions of the clause 8(13) of the NCTE Regulations, 2009 which provide that **“whenever, there are changes in the norms and standards for a course or training programme in teacher education, the institution shall comply with the requirements laid down in the revised norms and standards immediately but not later than one year from the date of effect of the revised norms. However, the revised land area related norms shall not be applicable to the existing institutions if the same is not possible. But the required built up area shall have to be increased by them to conform to the revised norms. However, such institution snot having land area as per the revised norms, shall not be allowed to expand by way of additional course or additional intake.”**

2. That the Management of the institution undertake to comply with the provisions of the clause 8(14) of the NCTE Regulation, 2009 which provide that **“the institution shall make the information or documents available to the NCTE or its authorized representatives as and when required by them. Failure to produce or show any of the required documents, shall be treated as a breach of the conditions of recognition.”**

3. That the Management of the institution undertake to comply with the provisions of the clause 8(15) of the NCTE Regulation, 2009 which provide that **“the intuition shall maintain records or registers and other documents etc. which are essential for running of an educational institution especially those prescribed in the relevant norms and standards and guidelines or instructions or rules etc. of the Central or State or Union Territory Governments, affiliating or examining bodies.”**

4. That the Management of the institution undertake to comply with the provisions of the clause 8(16) of the NCTE Regulation, 2009 which provide that **“the institution shall adhere to the mandatory disclosure in the prescribed format and display up-to0date information on its Official website.”**

5. The institution undertakes that it is fully aware to clause (1-B) of the NCTE Regulations, 2009 which provide that **“Furnishing any wrong information or concealment of facts in the application, which may have baring on the decision making process or the decision pertaining to grant of recognition, shall result in withdrawal of recognition of the institution besides other legal action against its management; order of withdrawal of recognition shall be passed after affording reasonable opportunity of hearing through a show cause notice to the institution.”**

**Name & seal of the authorized representative of the management of the institution.**

---

Signature with Seal

Name of the authorized representative of the society/trust running the teacher training programme.	Anil Saraswat
Designation	Secretary
Name of the society/trust	N. L. Educational Society, Aligarh
Office Address	5/148, Issapur Colony, Banna Devi, G.T. Road, Aligarh

**The above statement of essential data sheet containing are to be duly sworn before the  
Notary Public/ADM/SDM or First Class Magistrate**

\_\_\_\_\_  
**Signature with Seal of the  
Notary Public/ADM/SDM or First Class  
Magistrate**

Name of the Notary Public/ADM/SDM or First Class Magistrate	
Office Address	

**Note: -**

- (1) The information contained in the essential data format not concerned with the institution need not be filled in.**
- (2) As per the essential data format requirement the essential enclosures/ supportive documents must be submitted by the institution in original duly attested by the Notary Public**
- (3) While developing the resource centers, the institutions are advised to consult the ‘Manual for Teacher Education Institutions’ brought out by the NCTE.**