Appendix-5

Norms & Standards for Secondary Teacher Education Programme Leading to Bachelor of Education (B.Ed.) Degree

(i) Ph.D./M.Phil (preferably Ph.D. in Education/ Educational Planning and Management) shall be given special weight age.
(ii) Candidates having B.Ed degree of two years duration shall be given special weightage.

4.2 Technical Support Staff

(a) **Number**

<table>
<thead>
<tr>
<th>Full time Teachers</th>
<th>In the event of inadequate work it would be permissible to appoint part time teachers against</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Art Education</td>
<td>(i) Health and Physical Education</td>
</tr>
<tr>
<td>(ii) Work Experience</td>
<td>(iv) ICT</td>
</tr>
<tr>
<td>(v) Librarian</td>
<td>(v) Technical Assistant</td>
</tr>
<tr>
<td>(vi) Full Time</td>
<td>Full Time</td>
</tr>
</tbody>
</table>

(b) **Qualifications**

As prescribed by State Government/UT Administration concerned.

4.3 Administrative staff

(a) **Number**

<table>
<thead>
<tr>
<th>Office-cum-Account Assistant</th>
<th>1 (Regular)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Assistant-cum Typist</td>
<td>1 (Regular)</td>
</tr>
<tr>
<td>Store-Keeper</td>
<td>1 (Regular)</td>
</tr>
<tr>
<td>Attendants/Helpers/Support staff</td>
<td>2 (Regular)</td>
</tr>
</tbody>
</table>

(b) **Qualifications**

As prescribed by State Government/UT Administration concerned.

4.4 Terms and conditions of service

(a) The appointment shall be made on the basis of recommendations of the Selection Committee constituted as per the policy of the UGC/Affiliating University.

(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 institutions (including part-time staff) shall be paid such salary in such scale of pay as may be prescribed by the UGC/University from
5.1.3 There shall be games facilities with a playground. Alternatively, the playground available with the attached school/college may be utilized and where there is scarcity of space as in the metropolitan towns/hilly regions, facilities for yoga, small court and indoor games may be provided.

5.1.4 Safeguard against fire hazard be provided in all parts of the building.

5.1.5 The institution campus, buildings, furniture etc. should be barrier free.

5.1.6 Hostel for boys and girls separately and some residential quarters are desirable.

5.2. 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. A list of such schools shall be prepared. 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 25% students equipped with minimum 1000 titles and 3000 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 teacher education and subscription to five others in related disciplines. The library holdings shall be augmented with addition of 200 titles annually. The library shall have photocopying facility and computer with internet facility for the use of faculty and student-teachers.

(c) There shall be a science laboratory. The laboratory 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 Laboratory with apparatus for simple experiments related to educational psychology.

(e) There shall be hardware and software facilities for language learning.

(f) There shall be Educational Technology facilities with hardware and software including computers, TV, Camera.

(g) The ICT equipment like ROT (Received Only Terminal), SIT (Satellite Interlinking Terminal) etc. shall be desirable.
Norms & Standards for Master of Education Programme Leading to Master of Education (M.Ed.) Degree

(m) The age of superannuation of staff shall be determined by the policy of concerned Government.

(n) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government / State Government.

5.0 Facilities

5.1 Infrastructure

5.1.1 The institution must have at least 2500 sq. mts. land whereupon built-up area consisting of classrooms etc. shall not be less than 2000 sq. mts inclusive of the space meant for B.Ed Classes. Space in each instructional room shall be 10 sq.ft. per student.

Built up Area for running other courses in combination with M.Ed programme shall be as under:-

B.Ed. plus M.Ed - 2000 Sq.mts.
B.Ed. plusD.Ed. and M.Ed. - 3000 Sq.mts.

5.1.2 For an intake of 25 students, there shall be provision for at least one classroom, one hall/seminar room, laboratories for conducting instructional activities, separate rooms for the Professor/Head, for faculty members to accommodate seven to eight students, office for the administrative staff and a store.

5.1.3. Safeguard against fire hazard be provided in all parts of the building.

5.1.4 The institutional campus, buildings, furniture etc. should be barrier free.

5.1.5 Hostel for boys and girls separately and some residential quarters are desirable.

5.2. Instructional

(a) There shall be a library-cum-reading room facility for at least 10 students and equipped with minimum 2000 titles including text and reference books related to all courses of study, educational encyclopedias, electronic publications (CD Roms) and minimum five professional research journals, internet connectivity. At least 100 quality books will be added in the library every year. The library shall have photocopying facility and computer with internet facility for the use of faculty and student teachers.

(b) There shall be a well-equipped educational technology and media laboratory, with hardware for projection and for duplication and software including TV, Camera.