ORDINANCE ON AFFILIATION OF TEACHERS' TRAINING COLLEGES

(Under section 23(e) of the Gauhati University Act, 1947 as amended up to date)

(Passed by the Executive Council held on 30.7.68)

This ordinance may be called 'The Ordinance on affiliation of Teachers' Training Colleges'. It shall come into force from the date of its adoption by the Executive Council.

1. ESTABLISHMENT OF NEW COLLEGE:

When it is proposed to establish a new college the Sponsoring Body, or in the case of a Government college, the Head of the Department concerned, shall submit an application to the Registrar not later than September 30 of the year preceding the year in which it is intended to start the college. The application should contain the following particulars:

(i) Particulars of the Sponsoring Body;
(ii) Need of the proposed college in the area;
(iii) Distance of the proposed college from the existing T.T. Colleges with present enrolment in each;
(iv) Names of the Degree colleges in the area, and the number of graduates produced by each of these colleges in the preceding 3 years (year wise);
(255)

(v) Number of untrained graduate teachers in different high schools of the area (school wise);
(vi) Particulars about land with site plan and a copy of the line plan of the proposed college building;
(vii) Proposed temporary accommodation of the college;
(viii) Financial resources of the college;
(ix) Subjects proposed to be introduced;
(x) Provision for library;
(xi) Arrangement for laboratories and museums in accordance with the University requirements in the case of Science subjects;
(xii) Arrangement for holding practice teaching classes;
(xiii) Any other relevant matter.

2. SCREENING OF APPLICATIONS:

Every such application shall at first be screened by the Inspector of Colleges of the University with particular reference to the following:

(i) Need of college in the area;
(ii) Whether enrolment in the other existing T.T. Colleges has exceeded its intake capacity; and
(iii) Financial resources of the proposed college to meet the estimated expenditures on land, building, library and laboratories and to meet the recurring monthly expenditures of the college.
The Inspector shall submit the screening report to the Registrar within October 31 of the year of application.

3. PERMISSION TO START CLASSES:

(a) On a satisfactory screening report from the Inspector as to the need and feasibility of the proposed college the Registrar shall cause an inspection to be made of the preparations for starting the college. Where the screening report does not satisfy the essential requirements the application shall be rejected forthwith.

(b) For the purpose of permission to start the college the following requirements must be fulfilled:

(i) Satisfactory arrangements for accommodating the college office, general and tutorial classes, Library and Common rooms;

(ii) A fund of Rs.10,000 in the name of the proposed college invested in postal savings or bank accounts;

(iii) Availability of a suitable plot of land for the college;

(iv) Suitable laboratory arrangements in the case of Science subjects as per University requirements;

(v) Satisfactory arrangement for appointment of teaching staff including a duly qualified Principal;
(vi) Satisfactory arrangement for holding practice teaching classes in any school to be associated with the proposed college.

Provided that permission to open any science subject may be granted only to a well established college of at least 2 years' standing from the date of first temporary affiliation and with a building of its own except that in the case of a college sponsored by the Government such permission may be granted in the very first year;

Also provided that no T.T. College shall be permitted without an associated school or schools for practice teaching and demonstration.

(c) On a satisfactory inspection report the Vice-Chancellor may grant permission on or before November 30 of the year of application to start the college and conduct the classes as proposed with effect from 1st January of the following year. Such a college shall be required to submit a progress report within 15th of February showing date of commencement of the classes, number of students admitted, subjects introduced for teaching, number of volumes in the library subject-wise with cost, journals subscribed, arrangement made for the laboratories in the case of science subjects and Principal and
teachers appointed (whole-time or Part-time) giving their names, age, qualifications (examinations passed with divisions from Matric upwards, year of passing each examination, the Board or the University from which passed, research experience or degree, if any), teaching experience, joining dates and salary.

4. TEMPORARY AFFILIATION:

(A) A college permitted to start classes shall be inspected for the purpose of temporary affiliation on any working day or days within 31st March of the year in which the classes were started. The college must fulfil the following conditions to obtain the first temporary affiliation:

(i) Proper accommodation made for classes, office, library, reading room, common rooms for staff and students, satisfactory sanitary arrangements, and satisfactory arrangement for holding practice teaching classes in an associated school;

(ii) Possession of own land;

(iii) Satisfactory financial provisions made for construction of own building and positive steps taken towards actual construction;
(iv) Conversion of the fund of Rs.10,000/- into a Reserve Fund of the college invested in N.D.C.;
(v) A regular working fund of not less than Rs.5,000/- operated in Postal or Bank accounts;
(vi) Requisite teaching staff as prescribed on at least upto date U.G.C. scales for degree colleges and regularity in payment to the staff;
(vii) A well arranged library with at least 1,000 volumes of standard works covering all the subjects introduced in the college together with a suitable reading room attached;
(viii) A regularly constituted Governing Body as prescribed;
(ix) Proper maintenance of essential records such as admission forms, admission register, fee register, students' attendance registers, tutorial records, cash book, stock register etc. etc.;
(x) Satisfactory provision for recreational facilities including indoor and outdoor games and sports;
(xi) A written undertaking that all changes in management and in the teaching staff shall be forthwith reported to the University, that a copy of the annual audited accounts shall be regularly submitted to the University, that all returns and statements etc. due to be submitted to the University or any information
called for by the University shall be timely and regularly submitted and that the college shall follow the relevant statutes, Ordinances, Rules and Regulations of the University.

(B) A college must fulfil the following additional requirements in the case of the first temporary affiliation in any Science subject:

(i) Completed laboratory accommodation in own building as prescribed;
(ii) Fully equipped laboratories as prescribed with all necessary apparatus, chemicals, gas and water supply, furniture of standard specifications and all fittings complete;
(iii) Properly arranged museum where essential and prescribed;
(iv) Adequate financial provision for recurring laboratory expenses.

(C) On a satisfactory report from the Inspector on the above points the Executive Council may grant temporary affiliation to a T.T. college for one year at the first instance.

(D) If in the opinion of the E.C. the report is not satisfactory the students of the college may be allowed to
appear in the following B.T. examination as N.C. candidates on payment of usual N.C. fees. In the case of such colleges the same consideration may apply in the following year also if applications for affiliation are duly received in time as provided. If, however, the report of the Inspector continues to be unsatisfactory for two succeeding years no further application will be entertained for affiliation of the same college.

(E) For affiliation in every case the college shall abide by the specific directives of the University regarding the optional subject/subjects to be introduced and the maximum number of students to be admitted.

5. RENEWAL OF TEMPORARY AFFILIATION:

A T.T. college already granted temporary affiliation for a specified period shall apply for renewal of temporary affiliation not later than September 30 of the year up to which the college has been temporarily affiliated. Such renewal of temporary affiliation for a further specified period may, subject to the fulfilment of the conditions laid down at the time of earlier affiliation and to a satisfactory inspection report, be granted by the Executive Council. Temporary affiliation shall not be renewed if the college library is
not expanded every year at an accession rate of at least 100 volumes per year in the first 5 years and at the rate of at least 50 volumes in the subsequent years, and if the college building is not completed and occupied within three years of first temporary affiliation.

6. PERMANENT AFFILIATION:

No T.T. college shall be granted permanent affiliation before the expiry of 5 years from the year of its first temporary affiliation and unless the Executive Council is satisfied through an inspection report that the college has been working on sound lines, has good management, is properly staffed, has well equipped laboratories and library, is financially stable, has its own land and permanent buildings with adequate accommodation as prescribed, and has a satisfactory record of following the relevant University Rules, Regulations, Statutes and Ordinances and all other directives issued by the University from time to time.

7. EXTENSION OF AFFILIATION:

(A) A T.T. College already affiliated for two years or more and seeking extension of affiliation in a new subject or subjects shall submit an application not later than
31st October of the year preceding the year in which
the new subject/subjects are proposed to be introduced.
In such cases permission to start classes may be gran­
ted by the Vice-Chancellor within 15th December on the
basis of satisfactory screening report of the Inspector.

(B) Temporary affiliation in such cases may be granted by
the Executive Council within 31st March of the year of
introduction of the subject/subjects for a specified
period and under specific conditions on a satisfactory
report from the Inspector regarding the prescribed re­
quirements of staff, accommodation, library and labora­
tory etc.

8. POWER TO LAY DOWN NEW CONDITIONS:

The Executive Council may from time to time lay down
new general or specific conditions of affiliation regarding
staff, buildings, equipments, library, laboratories, finance
or other relevant matters and specify the date by which such
conditions must be satisfied.

9. ADMISSION OF STUDENTS:

No student shall be admitted to any T.T. College before
permission to start the college is granted by the University.
Breach of this Rule may be sufficient ground for refusal of any permission.

10. **AFFILIATION FEE:**

Applications for affiliation shall be accompanied by fees at the rates prescribed below which shall not be refunded under any circumstances:

- Application for first affiliation ... Rs.300/-
- Renewal of affiliation ... Rs.100/-
- Extension of affiliation ... Rs.100/-

11. **WITHDRAWAL OF AFFILIATION:**

The Executive Council shall have power to withdraw any affiliation or permission granted to a college at any time whenever, in the opinion of the E.C., the college has not been managed properly or has failed to comply with the rules, regulations, statutes or Ordinances or any other directive of the University.

12. **QUALIFICATION OF STAFF:**

The Principal and the teaching staff of a T.T. college shall have such qualifications as may be prescribed by the University.
1. Principal: The Principal of a T.T. College shall be a whole-time officer not below 35 years in age, possessing administrative ability and with at least a Second Class Masters' Degree in any subject taught in schools plus at least a Second Class B.T. or M.A. (Ed) Degree with at least 10 years' teaching experience in a T. T. College or any Degree College or any University or at least 5 years' experience as an Inspector of Schools.

2. Lecturers: A lecturer of a T. T. College shall be an M.A./M.Sc. in any subject taught in the College as method subject plus a B.T. or an M.A.(Ed), with a First Class Degree in either and at least a Second Class Degree in the other, and preferably with Honours in the first degree examination with at least 3 years' teaching experience preferably in a School.

Provided that no lecturer shall be permitted to teach any method subject in which he has not taken his M.A./M.Sc. Degree.

13. Teaching Load:

No teacher shall ordinarily be required to take more than 18 teaching periods including practicals in the case of
whole-time employment and 6 teaching periods including practicals in the case of part-time employment in a week, each period being of at least 45 minutes duration; provided that no teacher shall be allowed to work in any other institution or establishment in the same shift, and provided further that no teacher shall become a part-timer in another shift anywhere else without the prior permission of the Governing Body of the College and that no part-time teacher shall be appointed without the prior permission in writing of his other employer, if any.

14. MINIMUM STAFF REQUIREMENT:

There shall be at least one Principal and three lecturers on whole-time basis plus one Art teacher for giving instructions in the preparation of teaching aids and black-board sketching and one Medical Graduate to teach Health Education who may be part-timers; provided that each whole-time teacher shall be duly qualified to teach at least one method subject besides any of the compulsory papers, and also provided that for any other method subject to teach which none of the whole-time lecturers is duly qualified there shall be an additional teacher who may be a part-timer.

15. LAND AND BUILDING:

A T. T. College must have in its possession at least 3 bighas of land to provide necessary space for its own building
as well as for suitable playground. The college building shall provide the following minimum accommodations:

1 Principal's room ... 300 sft.
1 Office room ... 400 sft.
1 Library-cum-Reading room ... 1200 sft.
1 Staff Common room ... 400 sft.
1 Common room for male students ... 600 sft.
1 Common room for female students ... 300 sft.

At least 4 class rooms of different sizes each having a floor area of at least 8 sft. per student in a class. Laboratories (where necessary), separately for each subject, each having a floor area of at least 25 sft. per student in a single group and necessary sanitary facilities;

Provided that any building with a sizeable compound, if not owned by the college but arranged for exclusive use of the college either on rent or by any other suitable arrangement and on the basis of a written agreement with the actual owner, may be recognised and accepted as the own building of the college on condition that it must provide the necessary minimum accommodation as specified above, and it must be, in the opinion of the University, a proper and suitable place to accommodate a T. T. College, and also provided that no Science subject shall be permitted except in a building actually owned by the college.