APPENDIX– II

Ordinances and Regulations of Universities

Ordinance on Teachers’ Training Colleges under the Gauhati University.

Under Section 32(e) of the Gauhati University Act, 1947 as amended upto date.

(1) Short Title: This ordinance may be called the Ordinance on permission and Affiliation of Training College, 1997.

(2) Extent of Application: It shall have extension as per Gauhati University Act, 1947, as amended upto date.

(3) Date of Commencement: It shall come into force immediately from the date of its adoption by the Executive Council.

(4) Definitions:

(1) ‘Act’ means the Gauhati University Act, 1947, as amended upto date.

(2) ‘Government’ means the Government of Assam.

(3) ‘State Government’ means the Government of the State of Assam.

(4) ‘Governing Body’ means the Governing Body constituted under relevant Rules, Ordinance and Statutes as the case may be.

(5) ‘Affiliation Committee’ means the Committee appointed by the Executive Council to examine the cases of permission and affiliation of colleges under the University.

(6) ‘Inspector of Colleges’ means the Inspector of Colleges appointed by the University as such and such other person as may be authorized by the Vice-Chancellor in this behalf.

(8) Words and expressions not defined in this ordinance have the same meaning as in the Act.

(9) ‘Sponsoring Body’ means a body duly elected in a public meeting of the locality properly organized and/or the municipality/town committee panchayat.

(5) Application for establishment of a new Teachers’ Training College.

When it is proposed to establish a new T.T. College, the sponsoring body in the case of a Government College, the Secretary to the Government of Assam, Education Department shall submit an application with fee at the rates prescribed by the Executive Council to the Registrar not later than 31st January of the year in which it is intended to start college. The application should contain the following particulars:

(a) Particulars of the sponsoring Body

(b) Need and justification of the proposed college in the area.

(c) Distance of the proposed college from the existing T.T. colleges with present enrolment.

(d) Name of the Degree colleges in the areas and the number of graduates produced by each of these colleges in the preceding 3 years (year-wise).

(e) Number of untrained graduate teachers in different high schools of the area (school-wise).

(f) Particulars about land with site plan and a copy of the line plan of the proposed college building.

(g) Proposed temporary accommodation of the college.

(h) (i) Fund position of the proposed college and (ii) Sources of funds for maintenance of the proposed college.
(i) Subjects proposed to be introduced.
(j) Financial provision for library.
(k) Arrangements for laboratories and museums in accordance with University requirements in the case of science subjects.
(l) Arrangement for holding practice teaching classes.
(m) Any other relevant matter.

(6) Screening of Applications:

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

1. Need of college in the area.
2. Whether enrolment in the other existing T.T. Colleges has exceeded its intake capacity.
3. Financial resources of the proposed college to meet the estimated expenditures on land, building, library and to meet the recurring monthly expenditure of the college.
4. Availability of a plot of land in the name of the proposed college.

The Inspector shall submit the screening report to the Registrar within March 31 of the year of application.

(7) Permission to Start Classes

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

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

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

(2) A fund of Rs.1,00,000.00 in the name the proposed college invested in postal savings or bank accounts for a term of six years.

(3) Availability of a suitable plot of land measuring at least 5 bighas for the college.

(4) Suitable laboratory arrangements in the case of science subjects as per University requirements.

(5) Satisfactory arrangements for appointment of duly qualified teaching staff including principal as per the latest qualifications prescribed by the NCTE.

(6) Satisfactory arrangement for holding practice teaching classes in any school to be associated with the proposed college.

(7) No affiliated T.T. college will be permitted to open Science method subjects in the B.Ed. course except a Govt. T.T. College.

(8) Starting of B.Ed. Classes as an adjunct to Degree College shall not be permitted and that requests for permission to start the B.Ed. course in an independent college will only be permitted on a Memorandum of Understanding with a school or a group of schools for practice teaching and demonstration.
(c) On a satisfactory inspection report, the Executive Council may grant provisional permission for one year only on the recommendation of the Affiliation Committee to start the college and conduct classes as proposed, subject to obtaining recognition of the NCTE as provided in chapter-IV, Sec.-14 of the NCTE Act, 1998, before applying for affiliation. The college, provisionally permitted, shall submit a progress report within three months showing the date of commencement of the classes, number of students admitted, subjects introduced for teaching, number of volumes in the library subject-wise with costs, journals subscribed, arrangement made for the laboratories in the case of science subjects and particulars of the principal and teachers appointed (whole-time or part time) giving their names, age, qualifications (examinations passed with divisions from H.S.L.C. onwards), year of passing each examination, the Board or the University from which passed, research experience or degree, if any, teaching experience, joining date and salary.

(8) Temporary Affiliation

(a) A college permitted to start B.Ed. classes shall have to apply for temporary affiliation to the University alongwith prescribed fee after obtaining recognition from the NCTE.

The college shall be inspected by the Inspector of Colleges for the purpose of granting temporary affiliation. The Inspector's report shall be placed before the Affiliation Committee for its consideration. The Executive Council, after due consideration of the recommendation of the Affiliation Committee may grant temporary affiliation for one year at the first instance on fulfilment of the following conditions.

(1) Possession of its own land building.
(2) Proper accommodation made for classes, office, library, reading room, common room for staff and students, satisfactory sanitary arrangements and satisfactory arrangement for holding practice teaching classes in schools.

(3) Conversion of the fund of Rs.1,00,000/- into a reserve Fund of the college investment in N.S.C. or in fixed deposit in a Nationalized Bank for a period of not less than 6 years.

(4) A regular working fund of not less than Rs.1,00,000/- in postal or Bank accounts or in a Saving Bank Account.

(5) Requisite teaching staff as prescribed, on the existing UGC scales for degree colleges and regularity in payment of salary to the staff.

(6) A well arranged library with at least 1,000 volumes of standard books covering all subjects introduced in the college together with a suitable reading room attached to it.

(7) Proper maintenance of essential records such as admission forms, admission register, fee register, students’ attendance register, tutorial records, cash books, stock register etc.

(8) (A) A regularly constituted Governing Body as prescribed in Sec.3 of the G.U. statute on Management of the colleges other than Govt. and Govt. aided College of Assam. The composition of the G.B. will be as follows:

   i) Principal Ex-Officio;

   ii) Vice-Principal, if any, Ex-Officio;

   iii) One representative to be elected annually by the members of the teaching staff; from among 20 members in the teaching staff; there
shall be two members, the election being conducted by the Principal;

iv) Four members to be nominated by the University;

v) Donor paying Rs.10,000/- or more or their nominees, not more than one person being nominated by each donor, provided that if any donation is made jointly by two or more persons, only one of them or only one nominee of theirs may become a member of the Governing Body. If any donation is made by any firm, institution or organisation, it shall be treated as single donor;

vi) Four members to be nominated by the outgoing Governing Body or sponsoring of the college from among the members of the Committee which first sponsored the college;

vii) Three members other than the members of the teaching staff to be co-opted by the other members, of whom at least one shall be a lady, at least one guardian and at least one educationist;

viii) The President and the Secretary of the Governing Body shall be elected by the members from among themselves. Where the Principal is not, the Secretary shall be the Joint Secretary;

ix) Six members present shall from a quorum;

x) The Governing Body shall meet at least four times a year;

xi) No act or proceeding of the Governing Body shall be invalidated merely on ground of any vacancy in the Governing Body;

xii) Except in an emergency, the meeting of the Governing Body shall be held in the College premises;
xiii) The tenure of the Governing Body shall be three years from the date of nomination of the representatives of the University; and

xiv) The Governing Body shall frame necessary rules for financial transactions and for proper maintenance and audit of accounts:

(ii) Satisfactory provision for recreational facilities including indoor games and sports.

(9) (A) written undertaking that all changes in management and in the teaching staff shall be forthwith reported to the University, that all returns and statements etc. due to be submitted to the university or any other information called for by the university shall be timely and regularly submitted and that the college shall follow the relevant Statutes, Ordinances, Rules, Regulations of the University.

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

(1) Completed laboratory accommodation in its own building as prescribed;

(2) Fully equipped laboratories as prescribed with all necessary apparatus, chemicals, gas and water supply, furniture of standard specifications and all fittings complete;

(3) Properly arranged museum, where essential and prescribed; and

(4) Adequate financial provision for recurring laboratory expenses;

(C) On a satisfactory report from the Inspector and a recommendation from the Affiliation Committee, 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 Executive Council the report is not satisfactory, the students of the college may be allowed to appear in the following B.F.A. examination as non-collegiate candidates on payment of usual non-collegiate fees. In the case of such colleges, the same consideration may apply in the following year also if the application for affiliation is duly received in time provided. If, however, the college fails to obtain recognition from the NCTE for two consecutive years, the provisional permission granted by the University may be withdrawn.

(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.

(9) **Renewal of Temporary Affiliation**:

A T.T. College, already granted temporary affiliation for a specific period, shall apply for renewal of temporary affiliation not later than April 30 of the year up to which the college has been temporary 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.

(10) **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, financially stable has its own land and building with adequate accommodation is prescribed and has satisfied record of following the relevant university Rules, Regulations, Statutes and Ordinances and all other directives issued by the University from time to time.

(11) Extension of Affiliation in a New Subject:

(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 March of the year preceding the year in which the new subject/subjects are proposed to be introduced. In such cases, the permission to start classes may be granted by the Vice-Chancellor within 30th of June on the basis of satisfactory screening report of the Inspector of Colleges.

(B) Temporary affiliation, in such cases, may be granted by the Executive Council within 31st July 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 requirements of staff, accommodation, library, laboratory etc.

(12) Power to Lay down New Condition:

The Executive Council may from time to time lay down new general or specific conditions of affiliation regarding staff building, equipment, library, laboratories, finance or other relevant matters and specify the date by which such conditions must be fulfilled.
(13) Admission of Students:

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

(14) Affiliation fee:

Applications for affiliation shall be accompanied by fees at the rates prescribed by the Executive Council from time to time.

(15) Withdrawal of Affiliation:

The Executive Council shall have power to withdraw any affiliation permission granted to a college at any time whenever, in the opinion of the Executive Council, the college has not been managed properly or has failed to comply with the Rules, Regulations, Statutes or Ordinances or any other directives of the University.

(16) 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 of age, and above 66 years, possessing administrative ability and with at least a Second Class Master’s Degree in any subject taught in schools plus at least a second Class B.Ed. 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.

"Provided that in the cases of exceptional merit and experience, the minimum qualification may be relaxed with prior approval of the University".
(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.Ed. 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 Major in the first degree examination with at least 3 years teaching experience preferably in a School.

“Provided that in exceptional circumstances the requirements of first class in either B.Ed. or Master's Degree examination may be relaxed to a Second Class in both with prior approval of the University”.

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

(17) **Teaching Load:**

No lecturer 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 at least 46 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-time in another shift 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.

(18) **Minimum Staff Requirement:**

There shall be one whole-time principal and lecturers on whole-time basis for every 10 students admitted having qualifications as per NCTE norms plus one Art teacher for giving instructions in the preparation of teaching aids and blackboard sketching and one medical Graduate to teach Health Education who may be either...
whole-time or part-time. Each whole-time teacher shall teach at least one method subject in addition to any of the compulsory subjects. In the event of any of the whole-time teacher is not found duly qualified to teach certain method subject(s), then the college shall engage a qualified person to teacher such method subject(s).

(19) Enrolment and Criteria for Admission:

Maximum enrolment in a T.T. college shall be 60. Admission should be strictly on merit and not more than 10% students of the total enrolment should be from Universities other than the Gauhati University.

(20) Land and Building:

A T.T. College must have in its possession at least 5 bighas (may be relaxed up to 2 bighas in case of multi-storied building) of land to provide necessary space for its own building.

The college building shall provide the following minimum accommodation:

1 Principal’s room 300 sq. ft.
1 Office room 400 sq. ft.
1 Library-cum Reading room 1200 sq. ft.
1 Staff common room 400 sq. ft.
1 Common room for male student 600 sq. ft.
1 Common room for female students 300 sq. ft.

The breadth of each room should approximately be 25 ft. or 30 ft. At least classrooms of different sizes, each having a floor area of at least 8 sq. ft. per student in a class. Laboratories (where necessary), separately for each subject, each having a floor area of at least 25 sq. ft. per student in a single group and necessary sanitary facilities.