

Application No.



**TAMIL NADU TEACHERS EDUCATION UNIVERSITY
CHENNAI-600 005**

**APPLICATION FORM FOR SEEKING PROVISIONAL
AFFILIATION FOR NEW B.ED/M.ED COLLEGES FOR THE
ACADEMIC YEAR 2012-2013
AND ALSO FOR
CONTINUATION OF PROVISIONAL AFFILIATION**

ACADEMIC YEAR FOR WHICH THE AFFILIATION IS SOUGHT FOR	:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> -- <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Name of the Trust/Society	:	<input type="text"/>
Name of the College	:	<input type="text"/>
District	:	<input type="text"/>
Fresh Affiliation/ Continuation of Affiliation	:	<input type="text"/>
Date of Submission of Application	:	<input type="text"/> <input type="text"/> -- <input type="text"/> <input type="text"/> -- <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

The Last date for the receipt of the filled in Application Form

is 31st October of the preceding academic year

Submitted to

**The Registrar, Tamil Nadu Teachers Education University,
Lady Willingdon College Campus,
Chennai-600 005.**

Telephone No.:28447304

APPLICATION FORM

FOR SEEKING PROVISIONAL AFFILIATION FOR NEW B.ED/M.ED COLLEGES
FOR THE ACADEMIC YEAR 2012-2013 AND ALSO
FOR CONTINUATION OF PROVISIONAL AFFILIATION

PAYMENT OF REGISTRATION FEE: (Rs.15,000/-)

S.No.	Demand Draft No.	Demand Draft Date	Name and Place of the Bank	Amount (in Rs)

⇒ Registration Fee: Rs.15,000/-

⇒ Demand Draft in favour of "Registrar, Tamil Nadu Teachers Education University, Chennai" payable at Chennai should be enclosed.

01.

NAME AND ADDRESS OF THE TRUST/SOCIETY

Name of the Trust/Society	:						
Address of the Trust/Society	:						
	:						
	:						
Village/Town	:						
Taluk	:						
District	:						
Pin Code	:						
Phone	:	STD Code:			Phone No.		
Fax	:	STD Code:			Fax No.		
Mobile No.	:						
E-mail	:						
Web-site	:						

02.	DETAILS OF THE TRUST/SOCIETY	
Trust Registration Act No. or Society Act No.	:	
Registration No.	:	
Date of Registration	:	
Place of Registration	:	

03.	DETAILS OF MEMBERS/TRUSTEES AND THEIR EXPERIENCE IN RUNNING EDUCATIONAL INSTITUTIONS			
S.No.	Name of the Members of the Trust/Society	Designation in the Trust/Society	Qualifications	Experience in running Educational Institution (in years)

04.	TRACK RECORD OF THE APPLICANT IN TERMS OF RUNNING/MANAGING ANY EDUCATIONAL INSTITUTIONS						
Whether the Trust/Society is running/ managing any Educational Institution		Yes		No			
If yes, provide the information as per table given below							
S.No.	Name and Address of the Institution	Year of Establishment	Course Offered	Discipline conducted	Duration of the Course	Annual Intake	Whether approved by NCTE/Univ./UGC/State Govt./Board/Other Council

05.		DETAILS OF THE FINANCIAL STATUS OF THE TRUST			
S. No.	Description			Amount [*]	
1.	Endowment Created with NCTE	:	YES / NO		
2.	Current/Savings Account	-			
	Name of the Bank	:			
	Branch	:			
	Account Number with Amount	:			
	Balance amount at the end of last financial year (Rs.)	:			
	Balance amount as on date (Rs.)	:			
3.	Long Term Deposits				
	Bank/Government/Government Recognized/ Financial Institutions	:			
	Branch	:			
	Amount (Rs.)	:			
	Date of Deposit	:			
	Period	:			
	Date of Maturity	:			
4.	Land Value	:			
5.	Building Value	:			
6.	Total investment on Library Books till date	:			
7.	Total Investment on Equipments till date	:			
8.	Expenditure on Salary	:			
9.	Annual Budget - Recurring	:			
10.	Annual Budget – Non-recurring	:			
11.	Audit Report (Income / Expenditure)	:			

06.		DETAILS OF BANK BALANCE AMOUNT			
Type of Account	Whether Account in the Name of Trust/College	Name and Place of Bank	Account Number	Balance as on Date	Amount (in Lakhs)
Current					
Savings					

07.	NAME AND ADDRESS OF THE COLLEGE						
Name of the College	:						
Address of the College as approved by the NCTE	:						
	:						
	:						
Village/Town	:						
Taluk	:						
District	:						
Pin Code	:						
Nearest Landmark	:						
Phone	:	STD Code:		Phone No.			
Fax	:	STD Code:		Fax No.			
Mobile No.	:						
E-mail	:						
Web-site	:						
Is the College is functioning at the above said-approved site	:						
Year of establishment of the College	:						

08.	STATE THE COURSE(S) FOR WHICH AFFILIATION IS SOUGHT						
Year of establishment	:						
Criteria (Please tick the appropriate box)	:	<input type="radio"/> B.Ed FRESH AFFILIATION					
	:	<input type="radio"/> B.Ed. (Additional Affiliation)					
	:	<input type="radio"/> M.ED FRESH AFFILIATION					
	:	<input type="radio"/> CONTINUATION OF AFFILIATION					
	:	<input type="radio"/> M.Phil FRESH AFFILIATION					
NON-MINORITY	MINORITY (please tick the appropriate box)						
	Linguistic			Religious			Others (Specify)
	Malayalam	Telugu	Sourashtra	Christian	Muslim	Jain	

11.		DETAILS OF THE COURSES APPROVED BY NCTE			
S.No	Course Details	Regular	Full time/ Part time	Approved Intake	NCTE Approval Letter NO. & Date
1.	B.Ed				
2.	B.Ed. (Addl)				
3.	M.Ed				
4.	M.Ed. (Addl)				
5.	M.Phil				
Total Annual Intake					Not Applicable

12.		ENDOWMENT FUND CREATED BY THE TRUST WITH NCTE AND UNIVERSITY						
Sl. No.	Created with	Name and Place of Bank	Amount (in lakhs)	Deposited in the Bank (Name)	Branch	Period of Deposit	Instrument No. and Date	Date of Maturity
1.	NCTE							
2.	UNIVERSITY							

13.		DETAILS OF AVAILABILITY OF LAND AS PER NCTE NORMS				
Classification of the Permanent Site (Please Tick on any one of the classification)		: <input type="checkbox"/> Rural Area				
		: <input type="checkbox"/> Other than Rural Area				
Ownership of Land		: <input type="checkbox"/> Government		: <input type="checkbox"/> Govt. Leased		
		: <input type="checkbox"/> Trust		: <input type="checkbox"/> Owned		
		: <input type="checkbox"/> Society				
Details of Land (The Survey No. with sub-division and extent of lands for each survey number to be indicated)						
S.No.	Registration Document No.	Registration Date	Name of the Village	Survey No. with Sub-division	Extent of Lands (in acres)	Remarks
TOTAL						--
Legal Disputes		: On Land: <input type="checkbox"/> YES		: <input type="checkbox"/> NO		On Trust: <input type="checkbox"/> YES <input type="checkbox"/> NO
		If Yes Details				

14.		DETAILS ABOUT THE BUILDING OF THE INSTITUTION AT THE PERMANENT SITE		
Whether the Building Plan is approved by the Competent Authority		:	0 Yes	0 No
If YES, then				
Name of the Authority approved the building plan		:		
Designation of the Authority approved the building plan		:		
Date of Approval		:		
Proceedings Number issued by the Authority		:		
B.Ed Degree Programme				
Sl. No.	Details	Required Area	Available Area	Deficiency
1.	Land (26910 Sq.ft)	2500 sq.mt		
2.	Constructed Area (16145 Sq.ft)	1500 sq.mt		
3.	Land for Additional Intake (32290 Sq.ft)	3000 sq.mt		
4.	Land for Intake beyond 200 upto 300 (37673 Sq.ft)	3500 sq.mt		
M.Ed Degree Programme				
Sl. No.	Details	Required Area	Available Area	Deficiency
1.	Land (32290 Sq.ft)	3000 sq.mt		
2.	Built up Area (inclusive of requirement for Unit of B.Ed Classroom) (21527 Sq.ft)	2000 sq.mt		
3.	Space of Instructional Room (107 Sq.ft)	10 sq.mt		
4.	For Intake about 100 to 200 students	Class Room : 1		
		Seminar Room: 1		
		Separate Room for each Academic Faculty		

(Authenticated Photographs for the above must be enclosed)

In case of temporary premises all the documents should be submitted for verification to the Commission apart from enclosing a set of xerox copies

17.		FACULTY AND STAFF REQUIREMENTS		
		B.ED DEGREE PROGRAMME		
Sl. No.	Discipline	Sanct. Intake	Available	Deficiency
1	Foundation Course	1		
2.	Methodology Courses	6		
3.	Lecturer in Arts Education	1		
4.	Physical Director	1		
5.	Librarian	1		
i	TOTAL STAFF AVAILABLE (ON THE PAY ROLL)			:
6.	Principal			:
7.	Librarian			:
8.	Physical Education Director			:
9.	Non-Teaching Staff			:
10.	Number of Ministerial Staff			:
11.	Number of Basic Servants			:
12.	Whether UGC Pay Scales Implemented			YES / NO

		M.ED DEGREE PROGRAMME		
Sl. No.	Discipline	Sanct. Intake	Available	Deficiency
1	Professor	1		
2.	Reader/Associate Professor	1		
3.	Assistant Professors	3		
TOTAL				

22.		NAME AND ADDRESS OF THE MEMBERS OF THE GOVERNING BODY					
Sl. No.	Name	Position	Qualification	Present Professional Position/ Occupation	Phone Numbers	E-mail	Address
01.		Chairman / Correspondent					
02.		Secretary					
03.		Members					
04.							
05.							
06.							
07.							
08.							
09.							
10.							

23.		NAME AND ADDRESS OF THE MEMBERS OF THE ANTI-RAGGING COMMITTEE AS PER THE UGC NORMS					
Sl. No.	Name	Position	Qualification	Present Professional Position/ Occupation	Phone Number	E-mail	Address
01.							
02.							
03.							
04.							
05.							

24.		PHYSICAL INFRASTRUCTURE – COMPLETE DETAILS OF BUILT-UP AREA			
S.No.	Built-up Area	B.ED			
		Type of Structure (RCC/ACC)	Required Area (sq.m)	Available Area (sq.m)	Deficiency
a.	Instructional area (INA)				
b.	Administrative area (ADA)				
c.	Amenities area (AMA)				
d.	Circulation area (CIA)				
(INA+ADA+AMA+CIA)]		TOTAL AREA:			

PHYSICAL INFRASTRUCTURE – B.ED			
Sl. No.	Required	Available	Deficiency
I. INSTRUCTIONAL AND AMENITIES AREA			
1.	Two Classrooms		
2.	Multipurpose Hall with seating capacity of 200 and with a total area of (2000sq.ft)		
3.	Library-cum-Reading Room		
4.	Resource Centre for ICT/ET		
5.	Psychology Resource Centre (Lab)		
6.	Language Lab		
6(A)	Audio-visual Education facilities		
7.	Art and Craft Resource Centre		
8.	Health and Physical Education Resource Centre		
9.	Science and Mathematics Resource Centre (Lab)		
10.	Girl's Common Room		

Sl. No.	Required	Available	Deficiency
11.	Seminar Room		
12.	Canteen		
13.	Separate Toilet Facility for Boys and Girls		
14.	Parking Space		
15.	Store Rooms (Two)		
16.	Multipurpose Playfields		
17.	Open Space for Additional Accommodation		
18.	Safeguard against fire hazard be provided in all parts of the building		
19.	Institution, campus, buildings, furniture, etc., should be barrier free		
20.	There shall be games facilities with a playground (where there is scarcity of space as in the metropolitan towns/hilly regions, facilities for yoga, small court and indoor games may be provided)		
21.	Hostel for boys and girls separately and some residential quarters are desirable		
II. ADMINISTRATIVE AREA			
22.	Principal Office		
23.	Board Room		
24.	Administrative Office		
25.	Staff Room		
26.	Visitors Room		
27.	Central Stores		
28.	Maintenance		
29.	Security		
30.	House Keeping		
31.	Pantry for Staff		
32.	Exam Office		

(Authenticated Photographs for the above must be enclosed)

25.		COMPUTER CENTRE – COMPUTERS, SOFTWARE, INTERNET AND PRINTERS			
Sl. No.	Computer Facilities	Sanctioned Intake	Number of Terminals		
			Required	Available	Deficiency
1.	Computers		3		
2.	Multimedia Computers – Library/ Internet Surfing in Reading Room				
3.	Computers – for Faculty Members				
4.	Computers – For Administrative Office		1		
5.	Printers	---	1		
6.	Internet Facility	---			
7.	LAN Facility	YES / NO:			
8.	List of System Software				
9.	UPS	Number of UPS:			
		Capacity			
10.	Computer Table/Chair	No. of Computer Tables:			
		No. of Computer Chairs:			
11.	Air Conditioners	YES / NO:			
12.	Central Xerox Facility	YES / NO			
13.	Mail Server & Client	YES / NO			
14.	Computer Specifications (General, in brief)				

S. No	Category	AREA (sq.m)		Details to be provided whichever necessary								
		Required	Available	Size (l x b)	Capacity	Work Table (Nos)	Furniture (Nos)	Teaching Aids (BB/OHP/LCD)	No. of Lights	No. of Fans	Ventilation (Y/N)	Power Connection (Y/N)
26.	Visitors Room											
27.	Central Stores											
28.	Maintenance											
29.	Security											
30.	House Keeping											
31.	Pantry for Staff											
32.	Exam Office											
33.	Language Laboratory											
34.	First Aid cum Sick Room											
35.	Stationary Store & Reprography											
36.	Boys Common Room											
37.	Separate Toilet Facility for Boys											
38.	Cafeteria											
TOTAL:												

27.		BOOKS, JOURNALS AND LIBRARY FACILITIES			
Sl. No.	Description	No. of Divisions	Required	Available	Deficiency
1.	Number of Titles				
2.	Number of Volumes (Subjectwise)				
3.	No. of National Journals				
	(a) Regional				
	(b) National				
	(c) International				
4.	Digital Library Facility	YES / NO			
5.	Reprographic Facility	YES / NO			
6.	Document Scanning Facility	YES / NO			
7.	Document Printing Facility	YES / NO			
8.	Internet	YES / NO			
9.	Multimedia Facilities	YES / NO			

28.		ESSENTIAL AND DESIRED REQUIREMENTS			
Sl. No.	Description	Availability (YES / NO)	Details to be Provided (Number if so required)	Required	Deficiency
1.	Water Supply				
2.	Electric Supply				
3.	Generator Facility				
4.	Sewage Disposal				
5.	Telephone and Fax				
6.	First Aid Facility				
7.	Vehicle Parking				
8.	Institution Web-site (Website address to be provided)				
9.	Barrier free built environment for differently-abled and elderly persons including availability of specially designed toilets for ladies and gents separately				
10.	Safety provisions including fire and other calamities				
11.	General Insurance provided for assets against fire, burglary and other calamities				
12.	All weather approach road				
13.	General Notice Board and Departmental Notice Boards				
14.	Medical and Counseling Facilities				
15.	Security arrangement (Day/Night)				
16.	Sufficient halls for examination				
17.	Public announcement system at strategic locations for general announcements/paging and				
18.	Transport				
19.	LCD (or similar) projectors in classrooms				
20.	Group Insurance to be provided for the employees				
21.	Auditorium / Amphi Theatre				
22.	Boys Hostel				
23.	Girls Hostel				

31.		DETAILS OF STUDENTS PRESENTLY STUDYING IN ALL THE COURSES																																		
S.No.	Degree	Total Students												Number of Students – Religion wise														Number of students – Community Wise						No. of Students - Nationality		
														Hindus														Muslim	Indian	NRI	Foreign					
		Hindus	Muslims	Christians	Others	SC	SC (A)	ST	MBC / DNC	BC	OC	BC (M)																								
B	G	T	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G														

B – Boys, G – Girls, T – Total

32.		TEACHING PRACTICE ARRANGEMENTS			
In case of applying for Continuation of Provisional Affiliation					
Furnish the details of students who have undergone teaching practice for the last three years					
Year	Details of Batches of Students who have undergone Teaching Practice in last three years	Names and Details of the Schools and Students as recommended by CEO	Period of Teaching Practice		Remarks
			From	To	

(Copies of the letters from CEO approving the schools and the names of the students to undergo teaching practice should be submitted to the Inspection Commission)

33. DOCUMENTS, REGISTERS AND RECORDS		
The following Documents, Registers and Records should be maintained/available the Institution and it should be produced for verification at the time of inspection to the Inspection		
Sl. No.	Name of Register / Record	Maintained / Available (YES / NO)
I. Administration Related Registers		
1.	Form Verification Numbers Printed Register	
2.	Fees Receipt Book Register	
3.	Daily Fee Collection Register	
4.	Admission Register	
5.	T.C. Book	
6.	Sale of Form Register	
7.	Registration of Forms Register	
8.	Postage Register	
9.	Delivery Book	
10.	Term Fee Register	
11.	Attendance Register for Teaching Staff	
12.	Attendance Register for Non-Teaching Staff	
13.	On Duty Register for Teaching and Non-Teaching	
14.	Acquittance Register	
15.	Students Attendance Register	
16.	Service Register for Teaching and Non-Teaching Staff	
17.	Teachers Provident Fund Register	
18.	Casual Leave Register	
19.	Medical Leave File Register	
20.	Earned Leave File and Register	
21.	Late Attendance/Permission Register	
22.	Compensation Leave Register	
II. Finance Related Registers		
23.	Receipt Book	
24.	Bank Chalan	
25.	Pass Book	
26.	Cheque Book	
27.	Cash Book	

Sl. No.	Name of Register / Record	Maintained / Available (YES / NO)
28.	Ledger for Individuals Accounts	
29.	Voucher file for all accounts	
30.	Asset Register for Movable and Immovable Property	
31.	Furniture Stock Register	
32.	Audio Visual Stock Register	
33.	Computer Lab Stock Register	
34.	Science lab Stock Register	
35.	Psychology Lab Stock Register	
36.	Games or Sports Stock Register	
37.	Language Lab Stock Register	
III. Academic Related Registers		
38.	College Calendar	
39.	Magazine/Newsletter	
40.	Minutes Books	
41.	Circular Note Book	
42.	Register for Registering Letters	
43.	Time Table File	
44.	Workload Register	
45.	Leave Letter File	
IV. Library Related Registers		
46.	Accession Register	
47.	Stock Register	
48.	Journal Register	
49.	Grant Related Files	
50.	Circulation Register	

Sl. No.	Name of Register / Record	Maintained / Available (YES / NO)
51.	Members Register	
52.	Purchase Register	
53.	Book Bank Register	
54.	Daily Library User's Register	
V. Student Related Registers		
55.	Admission Register	
56.	Students Attendance Register	
57.	Students Late Attendance Register	
58.	Register of the following.	
	A. Internal Marks	
	B. Practical Component	
	C. Teaching Practice-Allotment of Student to each School	
	D. DEO/CEO Permission Letter	
59.	Examination Register	
60.	Sports/Activity Register	
VI. Meeting Related Registers		
61.	Circular Note Book	
62.	Minutes Book	
63.	Attendance Register	
64.	Minutes of the meetings of the Governing Council of the College	
65.	Minutes of the meeting of the Registered Trust / Society of the College	

25
UNDERTAKING

I have read and understood the contents of the application and the details filled in are true and correct to the best of my personal knowledge and on the basis of the records of the institution.

In connection with my/our application for the grant of affiliation

..... (Name of the Institution) to conduct
Courses with Sanctioned intake, and hereby undertake to comply with the following.

- i. That infrastructural, instructional and other facilities are provided as per the Norms, Standards and Guidelines prescribed by the NCTE / Tamil Nadu Teachers Education University from time to time.
- ii. That the admission to the course will be made only after recognition is granted by the NCTE and affiliation is granted by the Tamil Nadu Teachers Education University, Chennai.
- iii. That the admission of students, satisfying the eligibility conditions will be made on the basis of marks obtained in the qualifying examinations or as per the guidelines prescribed in the Government Order / University issued for the respective academic year.
- iv. That there shall be reservation of seats for SC/ST/BC/MBC/other categories as per the guidelines of the Government of Tamil Nadu issued from time to time.
- v. That the tuition and other fees will be charged at rates prescribed by the State Government.
- vi. That there shall be teaching and non-teaching staff appointed as per the guidelines of the NCTE/State Government/University. The staff will be paid salary as may be prescribed by the NCTE/UGC/State Government from time to time.
- vii. That the management shall discharge the statutory obligations relating to provident fund, pension, gratuity, etc., in respect of all its employees.
- viii. That the management will make adequate funds available for providing satisfactory facilities and for proper programme implementation announced from time to time.
- ix. That the accounts of the institution will be properly maintained and audited annually by the audit authorities or chartered accountant and will be open for inspection.
- x. That the institution will involve all the eligible staff members in the invigilation work, evaluation work and any other academic assignments prescribed by the University from time to time.
- xi. In the event of non-compliance by the (Name of the Trust/Society/College, etc.) with regard to the norms and standards of any other conditions laid down/prescribed by the NCTE/State Government/University from time to time, the concerned authorized authority will be free to take all necessary measures for effecting withdrawal of its affiliation, without consideration of any other issue and that all liabilities arising out of such a withdrawal would solely be that of the Institution/Management.
- xii. That the institution shall take all our efforts to eradicate ragging and NCTE/State Government/UGC rules and regulation on ragging will be strictly enforced.
- xiii. That the existing NCTE/State Government/University regulations and the new regulations announced from time to time will be strictly enforced and intimated to the authorities.
- xiv. That we are aware of the fact that monitoring and enforcement of academic discipline in our campus shall be as required by regulations of NCTE/State Government/University.
- xv. That we will not allow any disputes among the member of the Governing Body/the Trust and in the event of any disputes we will surrender the affiliation.
- xvi. That we will not implead the University as Party/Respondent in all Legal Proceeding, Court Cases/Civil Suits in disputes among Trust Members or internal affairs of the college between the Trust Members.

Principal

Chairman/Managing Trustee/Secretary/any other
authorized signatory

Name:

Name:

Note: A notarized undertaking in Rs.100 stamp paper duly signed by the Principal and the authorized signatory of the Trust is to be enclosed.

ENDORSEMENT OF THE PRINCIPAL

I, Thiru. / Tmt Son / Daughter of
Thiru. on behalf of the (College Name)
..... hereby
declare that the particulars furnished in the application are correct to the best of my knowledge.

PRINCIPAL
(Name in Capital Letters)

SEAL

Place:

Date:

DECLARATION BY THE MANAGEMENT

I, Thiru. / Tmt Son / Daughter of
Thiru. On behalf of the Trust, viz.,
..... hereby
declare that the particulars furnished in the application are correct to the best of my knowledge.
No Programme(s) will be started without the prior approval of the NCTE and Grant of affiliation
by Tamil Nadu Teachers Education University, Chennai for the academic year concerned and
all the original documents related to the particulars given in the application will be produced at
the time of inspection and whenever called for.

CHAIRMAN/SECRETARY
(Name in Capital Letters)

SEAL

Place:

Date:

DOCUMENTS REQUIRED FOR GRANT OF PROVISIONAL AFFILIATION / CONTINUATION OF AFFILIATION		Available (YES / NO)
1.	Order of the National Council for Teacher Education, Bangalore to start B.Ed, B.Ed (Additional Intake) & M.Ed. Courses.	
2.	Copy of 1 st Affiliation Order issued by concerned University	
3.	Government Permission (G.O.] wherever applicable.	
4.	Irrevocable Trust/Society/Section 25 Company Registration Deed/Bye Laws/Memorandum of Association and Articles of Association of the Management of the College.	
5.	Land document for verifying lands exclusively earmarked by the college along with the Deed must be enclosed.	
6.	Topographical Sketch of the land along with surrounding area with Survey Nos. signed by Village Administrative Officer (College land should be coloured in the sketch)	
7.	Land Continuity Certificate issued by VAO	
8.	Documents regarding Permanent Building	
9.	Building and equipment insurance certificate if necessary	
10.	Building plan (Blue Print) approved by the Authorities namely viz.. CMDA/Town and Country Planning after payment of Infrastructure and amenities charges. (proposed college name and survey number should be stated)	
11.	Building Completion Certificate issued by competent authority.	
12.	Building License issued by Tahsildar.	
13.	Land Use Certificate from Collector	
14.	Land Area, whether Wet or Dry Land (Wet Land Conversion Certificate issued by Directorate of Town and Country Planning in case if it is Wet Land	
15.	Land Classification Certificate.	
16.	Combined field map of Land.	
17.	Encumbrance Certificate for Land.	
18.	Field measurement book for land.	
19.	Legal Opinion from not below the rank of the Government Pleader on the ownership of land and extent of coverage.	
20.	Certificate under Section 37(B) of Tamil Nadu Land Reforms (Land fixation and Ceiling) Act, 1961.	

DOCUMENTS REQUIRED FOR GRANT OF PROVISIONAL AFFILIATION / CONTINUATION OF AFFILIATION		Available (YES / NO)
21.	Sanitary Certificate issued by competent authority.	
22.	Pollution Control Certificate from concerned authority	
23.	Structural Soundness Certificate (for the current Period)	
24.	A copy of proceedings issued by the District Collector approving the name of the Engineer who has issued Structural Soundness Certificate or PWD Superintendent Engineer.	
25.	Certificate from concerned authority from the traffic point of view.	
26.	Fire Prevention Certificate/NOC Certificate from the competent authority regarding safety measures provided for fire prevention and fire fighting (for the current period).	
27.	Documents of qualification of the Principal and other teaching staff members including Minutes of Selection Committee along with the Appointment Order and Joining Report.	
28.	Titles & Books and Journals available in the Library (in a C.D.)	
24	Purchase Bills and other documents (in a C.D.)	
29.	Sketch showing the Class Room / Lab Arrangements.	
30.	List of Teaching Aids available / proposed to purchase [Duplicating, Xeroxing Facilities, Electronics Boards, TV / VCR / VCP etc]	
31.	Details of the Hostel Facilities/Canteen Facilities, etc.	
32.	List of Co-Curricular and Cultural activities for which facilities are available.	
33.	Latest Audited Financial Statement of the College.	
34.	Documents for having remitted fixed deposit in the joint account of NCTE & the Trust/College.	
35.	Documents for having remitted fixed deposit in the joint account of Affiliated University & the Trust/College	
36.	Teaching Practice documents (in a C.D)	
37.	Salary Acquittance (in a C.D)	
38.	Academic Calender	
39.	List of Teaching Aids	

Note: 1. If “Yes” necessary copies of documents should be enclosed along with the application.

2. Application if downloaded from the University website (www.tnteu.in) should accompany a Demand Draft for Rs.100/- drawn in favour of “The Registrar, Tamil Nadu Teachers Education University”

3. Application can also be had from the Office of the Registrar on payment of Rs.100/- by means of Demand Draft drawn in favour of “The Registrar, Tamil Nadu Teachers Education University” together with the requisition letter on the letter head of Trust/Society.