

**THE JAMMU & KASHMIR STATE BOARD OF SCHOOL EDUCATION  
SRINAGAR/JAMMU**

**RULES/REGULATIONS FOR AFFILIATION OF ELEMENTARY TEACHER TRAINING COURSE (ETTC) NOW RENAMED AS TWO YEARS DIPLOMA IN ELEMENTARY EDUCATION ( D.El.Ed) INSTITUTIONS WITH JAMMU & KASHMIR STATE BOARD OF SCHOOL EDUCATION (approved by the Board (Governing Board) at its meeting held on 19<sup>th</sup> of November, 2013 vide resolution No. XI).**

**1. Short Title, Application and Commencement:-**

- (i) These Regulations may be called the Jammu and Kashmir State Board of School Education (Affiliation Norms & Procedure for Elementary Teacher Training Course) Regulations, 2013 now renamed as Two years Diploma in Elementary Education (D.El.Ed)
- (ii) They shall come into force with effect from the date of their approval by the Board of Governors.

**2. Definitions:-**

In these regulations, unless the context otherwise requires, all the words and expressions used herein and defined in the Jammu and Kashmir Board of School Education Act, 1975 shall have the same meaning respectively as assigned to them in the said Act. However, in these regulations Course means- Diploma in Elementary Teacher Training Course "ETTC" now renamed as two years Diploma in Elementary Education (D.El.Ed).

Qualifying Examination means- Higher Secondary Part-II (Class 12<sup>th</sup>) Examination of Jammu & Kashmir State Board of School Education or an equivalent examination from other recognized Boards/Universities, recognized by the JK BoSE.

**3. Applicability:-**

These Regulations shall be applicable to all matters relating to Elementary Teacher Education programmes covering norms and standards and procedures for affiliation of institutions and admissions sanctioned/ intake in existing programmes and other matters incidental thereto.

**4. Eligibility:-**

The following categories of institutions are eligible for consideration of their applications under these Regulations:-

- i) Institutions established by or under the authority of Central or State Government or Union Territory Administration;
- ii) Institutions financed by Central or State Government or Union Territory Administration;
- iii) Self financed educational institutions established and operated by 'not for profit' Societies and Trusts registered under the appropriate laws and recognized by the State Government for imparting Elementary Teacher Training.

- iv) Having a no objection certificate "NOC" issued by the Govt. School Education Department and fulfilling the criteria for opening/establishing and running an Institution.

**5. Manner of making application and Time Limit for affiliation:**

- i) An institution eligible under Regulation 4, desirous of running a teacher education programme may apply to the J&K Board of School Education for affiliation on the prescribed form in triplicate along with processing fee and requisite documents.
- ii) The prescribed form may be downloaded from the website of the Jammu and Kashmir State Board of School Education namely [www.jkbose.co.in](http://www.jkbose.co.in).
- iii) The application may be essentially submitted electronically through online mode available on the website of the Jammu & Kashmir State Board of School Education. However, while submitting the application through online mode, the application along with the affiliation fee and requisite documents in triplicate shall have to be submitted or sent by registered post separately to the office of the Jammu & Kashmir State Board of School Education at Srinagar/Jammu, as the case may be, immediately after online submission of the application.
- iv) Duly completed applications in all respect may be submitted to the Board during the period from 1st day of January till 31<sup>st</sup> day of March of the preceding year to the Academic Session for which affiliation has been sought and NOC has already been issued by the Govt.
- v) All applications received online on or before the 31<sup>st</sup> day of March of the year shall be processed for the next academic session and final decision, either affiliation granted or refused, shall be communicated to the applicant on or before the 15<sup>th</sup> day of June of the application year.

**6. Processing Fees:**

For processing of an application for grant of affiliation to an institution to conduct a teacher education programmes, the processing fee as prescribed under the Rules of J&K, BOSE or as amended from time to time, shall be paid by the applicant, payable in the form of a Demand Draft of any Nationalized Bank drawn in favour of the Chairman, J&KBOSE, payable at Jammu/Srinagar. The applicants may also deposit the processing fee online/cash to the designated Banks/Board Branches to be notified by J&K, BOSE.

**Note: - Mere deposition of fee shall not be a basis for grant of affiliation.**

## 7. Processing of Applications:

- i) The applicant institutions shall ensure online submission of applications complete in all respects along with hard copy of the application and other documents specified below. However, in case of any inadvertent omissions or deficiencies in the documents submitted, the office of the JK BOSE shall point out the deficiencies within 15 days of the receipt of the applications, which the applicants shall remove within 15 days from the date of receipt of communication of deficiencies, if any. The online application with separate submission of the following documents only, shall be considered as complete application:
  - a) Application in triplicate in the prescribed format.
  - b) Processing Fees as provided under Rules of the J&K BOSE as amended from time to time.
  - c) Fixed Deposit Receipt for Rs.5.00 lacs and 3.00 lacs of a Nationalized Bank towards Endowment and Reserve Funds, respectively.
  - d) Certified copy of the registered land documents issued by the competent authority.
  - e) Approved building plan by the competent civil authority.
  - f) Notarized copy of change of Land Use Certificate issued by the Competent Authority.
  - g) Affidavit in the prescribed form on Rs. 100/- stamp paper duly attested by Oath Commissioner or Notary Public, stating the precise location of the land (Village, District, State etc), the total area in possession, the permission of the competent authority to use the land for educational purposes and mode of possession i.e. ownership or lease.
  - h) NOC/Recognition Certificate from the State Government for each academic session.
  - i) A certified copy of the Registration Deed/Certificate of the Trust/Society.
  - j) Composition and willingness of Management Committee.
- ii) **The application** submitted online but not followed by dispatch, through registered post or by hand with the documents mentioned at (a) to (J) above within 07 days shall be considered as incomplete and shall be summarily rejected with the reasons recorded in writing and returned to the applicant along with the processing fees within 30 days of the receipt of application.

### **Withdrawal of Affiliation**

- iii) Furnishing any wrong information or concealment of facts in the application, which may have bearing on the decision making process or the decision pertaining to grant of affiliation, shall result in withdrawal of affiliation of the institution besides other legal action against its management; order of withdrawal of affiliation shall be passed after affording reasonable opportunity of hearing through a show cause notice to the institution. Moreover, an institution can also be disaffiliated, if admissions are made by their own in violation of Norms governing the field.

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- iv) The JK BOSE shall ensure that the inspection is conducted ordinarily within 30 days from the date of submission of complete application form. The JK BOSE shall organize such inspections strictly in chronological order of the receipt of application for the cases approved by the chairman for inspection. The members of the visiting team for inspection shall be decided by the chairman, JK, BOSE.
- v) At the time of the visit of the team of experts to an institution, the institution concerned shall arrange for the inspection to be video graphed in a manner that all important infrastructural and instructional facilities are video graphed along with interaction with the management and the faculty, if available at the time of such visit. The visiting teams, as far as possible, shall finalize and courier their reports along with the video tapes on the same day:

Provided that the video-grapy should clearly establish the outer view of the building, its surroundings, access road and important infrastructure including classrooms, labs resource rooms, multipurpose hall, library etc. The visiting team shall ensure that the video grapy is done in a continuous manner; the final unedited copy of the video grapy is handed over to them immediately after its recording and its conversion to a CD should be done in the presence of visiting team members.
- vi) The application and the report along with the video tapes or CDs etc of the visiting team shall be placed before the Affiliation Committee for consideration and appropriate decision.
- vii) The Affiliation Committee shall decide grant of Affiliation or permission to an institution only after satisfying itself that the institution fulfils all the conditions prescribed by the JK BOSE under the JK BOSE Act, Rules or Regulations, including , the norms and standards laid down for the relevant teachers education programme or course.
- viii) In the matter of grant of affiliation, the Affiliation Committees shall strictly act within the ambit of the JK BOSE Act, 1975, the ETTC renamed as D.El.Ed Rules, 2010 as amended from time to time and the Regulations made under the JK BOSE Act, 1975 including the norms and standards for various teacher education programmes and shall not make any relaxation thereto.
- ix) The institutions concerned shall be informed, through a letter of intent regarding the decision for grant of affiliation or permission subject to appointment of qualified faculty members before the commencement of the academic session. The letter of intent issued under this clause shall be sent to the institution with the request that the process of appointment of qualified staff as per policy of State Government University/Board may be initiated and

the institution be provided all assistance to ensure that the staff or faculty is appointed as per J&K BOSE/State norms within two months. The institutions shall submit the list of the faculty to Board for its approval.

- x) (a) All the affiliated institutions shall launch their own website with hyperlink to JK BOSE website [www.jkbose.co.in](http://www.jkbose.co.in) soon after the receipt of the letter of intent from the Board covering inter-alia, the details of the institution, its location, name of the course available for with intake, availability of physical infrastructure such as land building , office, classrooms and other facilities or amenities, instructional facilities such as laboratory, library etc. for information of all concerned. The information with regard to the following shall also be made available on the website:-
- i. Name of the Principal, his/her qualifications, Scale of Pay and Photograph.
  - ii. Name of faculty and staff in full as mentioned in school certificate along with their qualifications, scale of pay and photograph.
  - iii. Name of faculty members who left or joined during the last quarter.
  - iv. Names of students admitted during the current session along with qualification, percentage of marks in the qualifying examination and in the entrance test, if any, date of admission, etc, alongwith their photograph.
  - v. Fee charged from students.
  - vi. Available infrastructural facilities.
  - vii. Facilities added during the last quarter.
  - viii. Number of books ins the library, journals subscribed to and additions, if any, in the last quarter.
  - ix. Computer and lab facilities.
- (b) The institution shall be free to post additional relevant information, if it so desires.
- (c) Any wrong or incomplete information on website shall render the institution liable for withdrawal of affiliation.

#### **8. Conditions for Grant of Affiliation.**

- i) An institution must fulfil all the prescribed conditions pertaining to norms and standards as prescribed by the JKBOSE for Teacher Education for

conducting the course or training in teacher education. These norms, inter-alia, cover conditions relating to financial resources, accommodation, library, laboratory, other physical infrastructure, qualified staff including teaching and non teaching personnel etc.

- ii) No institution shall be granted affiliation under these Regulations unless the institution or society sponsoring the institution is recognised by the State Government. The society sponsoring the institution shall have to ensure that proposed teacher education institution has a well demarcated land area as specified by the norms. The teacher education institution shall not be allowed to have any other institution within its demarcated area or building and shall not have any other course(s) in its building except for a lab school within its premises.
- iii) The institution or society shall furnish an affidavit on Rs.100 stamp paper duly attested by Oath Commissioner or Notary public stating the precise location of the land (khasra, number, village, district, state etc), the total area in possession and the permission of the competent authority to use the land for educational purposes and mode of possession i.e. ownership or lease. In case of Government institutions, the said affidavit shall be furnished by the Principal or the Head of the institution or any other higher authority. The affidavit shall be accompanied with the certified copy of land ownership or lease documents issued by the registering authority or civil authority, permission of the competent authority to use the land for educational purposes and approved building plan as per provision contained in Regulation 7 clause (g) of sub-regulation (i) of these Regulations. The Institutions seeking admission must possess the land as indicated in Govt. SRO 123 dated: 18<sup>th</sup> March 2010.
- iv) The copy of the affidavit shall be displayed by the institution on its official website. 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/Ranbir Penal Code and other relevant laws, and shall also be liable for withdrawal of affiliation by the JK BOSE.
- v) At the time of inspection, the building of the institution shall be complete in the form of a permanent structure on the land possessed by the institution in terms of sub-regulation (7) or Regulation 8, equipped with all necessary amenities and fulfilling all such requirements as prescribed in the norms and standards. The applicant institution shall produce the original norms and standards. The applicant institution shall produce the original completion certificate issued by the competent Government Authority or local body authority, approved building plan in proof of the completion of building and built up area and other documents to the visiting team for verification. No

temporary structure or asbestos roofing shall be allowed in the institution, even if it is in addition to the prescribed built up area.

- vi) In case of change of premises, prior approval of the State Government concerned shall be necessary.
- vii) The JK BOSE shall grant affiliation only after issuance of the formal recognition order or "NOC" by the State Government or NOC. Further, admissions by the institution shall be made only after affiliation by the JK BOSE as per the norms. Admission made by any ETT Institution before the formal affiliation shall be treated null and void and no institution shall be entitled for any kind of relaxation in this context.
- viii) 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 areas 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 institutions not having land area as per the revised norms shall not be allowed to expand by way of additional seat intake.
- ix) The institution shall make the information or documents available to the J&K BOSE 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 affiliation.
- x) The institution 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 Governments or J&K, BOSE.
- xi) The institution shall adhere to the mandatory disclosure in the prescribed format and display up-to-date information on its official website.
- xii) The Norms and Standards for ETTC are given in Appendix-I.

#### **9. Financial Management:-**

- i) In the case of self financed institutions including Government or Government aided institutions running a course on self-financing basis, there shall be an endowment fund of Rs. 5.00 lakh per course per unit and a reserve fund of Rs. 3.00 lakh per course per unit of approved intake, in the form of a Fixed Deposit for a duration of one year in a Scheduled Bank, which shall be converted into a Fixed Deposit Receipt in the Joint name of an authorized

representative of the management and the JKBOSE concerned. In case the letter of intent under sub-clause ix of Regulation 7 is issued to the institution, the same shall be maintained perpetually by way of renewal of fixed deposit thereafter at the intervals of every five years.

- ii) The academic and other staff of the institution shall be paid such salary as may be prescribed by the Government or Board by account payee cheque or as per advice into the Bank Account of employee specially opened for the purpose. The institution shall maintain complete record of payment of Salary to the employees, Employees Provident Fund, details of which may be given in the Self Appraisal Report which may be verified at any time by State Government or JK, BOSE.
- iii) Following Statements of Accounts, duly certified by a Chartered Accountant shall be maintained and displayed on its official website by every institution every financial year by the 30<sup>th</sup> day of September of the year:-
  - a) Balance Sheet as on the last date of the financial year.
  - b) Income and Expenditure Account for the financial year.
  - c) Receipt and payment Account for the financial year.

**10- Academic Calendar:-**

Academic Calendar shall be followed by the affiliated institutions as given in the Appendix-II.

**11- Repeal of Regulations:-**

- i) Any earlier Affiliation Norms, Regulations of J&K BOSE are hereby repealed.
- ii) The repeal of the aforesaid Regulations shall not affect previous operation of any Regulations so repealed or anything duly done thereunder.

**APPENDIX-I**

**Norms and Standards for Diploma in Elementary Teacher Training Course, Renamed as Two Years Diploma in Elementary Education (D.El.Ed).**

**1. Preamble**

- i) The aim of Elementary Education is to fulfil the basic learning needs of all children in an inclusive School environment bridging social and gender gaps with the active participation of the community. The Diploma in elementary Teacher Training Education Programme renamed as Diploma in Elementary Education aims at preparing teachers for students of the Primary and Elementary Schools i.e. for age group of 5+ to 13+.



- ii) The elementary teacher education programme carries different nomenclatures like BTC, Diploma in Education, TTC and so on. Both the duration of training and entry qualifications of the course are same, hence, nomenclature of the course shall be Diploma in Elementary Education Course (D.El.Ed).

**2. Duration and Working Days**

**(i) Duration**

The Elementary Teacher Education Programme shall be of duration of two academic years.

**(ii) Working Days**

- a) There shall be at least one hundred eighty working days each year exclusive of the period of examination and admission, out of which at least forty days shall be for practice/skill development in nearby primary schools.
- b) The institution shall work for a minimum of thirty six hours in a week (five or six days), during which Physical presence in the Institution of all the teachers and student teachers is necessary to ensure their availability for individual advice, guidance, dialogues and consultation as and when needed.

**3. Intake, Eligibility, Admission and Monitoring Procedure.**

**(i) Intake**

The intake of the student per batch shall be as per intake sanctioned by the State Government from time to time including the management quota.

**(ii) Eligibility**

- (a) Candidates with at least 45% marks in the Senior Secondary or HSEP-II (10+2) or its equivalent examination are eligible for admission and the candidates are required to apply directly to J&K, BoSE for Admission.
- (b) The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government/State Government. There shall be relaxation of 5% marks in favour of SC/ST/OBC and other categories of candidates.

- (c) Category Certificate – candidates residing within the territorial jurisdiction of J&K will get preference over the candidates from outside the territorial jurisdiction of J&K.
- (d) A person, so long as he/she is a student of D.El.Ed Course, shall not be eligible to attend any other course of instruction or appear in any other examination of the Board or University. Provided that a candidate who has been placed under reappear category in one course/Paper of an examination, other than the qualifying examination, or was scheduled to appear in the examination (other than the qualifying examination) either as a regular or private candidate before the commencement of class work of the course but could not do so on account of delay in the conduct of said examination, for reasons beyond her/his control, shall be eligible to appear in the examination, even though she/he has been duly admitted to the course.
- (e) Any person in employment or self-employment or who engages in a business or profession is not eligible for admission to the course. Such a person may, however, be considered for admission, provided:
  - i. S/he produces a certificate from her/his employer that the employer has no objection to her/his employee pursuing the course whole time and that the employee is on authorized leave for the purpose;
  - ii. In the case of self-employed person or a person engaged in business or a profession, the person concerned given an undertaking in writing that s/he will devote her/his whole time for studies as a student during the period s/he remains on roll of the institution for the course and shall not engage in any business or profession or vocation during this period or engage any other activity which is likely to interfere with her/his studies in the institution.
- (f) Candidates are advised to read the statutes carefully to ensure that they fulfil the eligibility conditions laid down for admission to the course. In case, it is detected at any stage that a candidate does not fulfil the eligibility criteria and/or has furnished incorrect information, concealed/suppressed material fact, her/his candidature will be cancelled, even if s/he is already admitted. The Board will, in no way, be responsible for the consequences emanating there from.

- (g) A candidate shall not be allowed to make any change in the application, by way of addition, deletion or alteration, once it has been submitted to the Board/Institution.
- (h) The candidates are advised to seek admission only in affiliated ETT now renamed D.El.Ed Institutions through counselling for the particular academic session and pay the fee fixed by the BoSE from time to time. In case of any deviation in this behalf by the candidates, the same shall be at his/her own responsibility and the JK BoSE shall not own any responsibility in this behalf. The list of affiliated ETT/D.El.Ed Institutions shall be available on the J&K BoSE website ([www.jkbose.co.in](http://www.jkbose.co.in)) .
- (i) In addition to the powers vested with the Board under J&K BoSE, Act, 1975 with regard to de-affiliation, the J&K BoSE also reserves the right and shall have the power to take appropriate action against an ETT now renamed (D.El.Ed) Institutions for violating any norms/rules of the Board during the course of admission of students or thereafter during the academic session which action may include disaffiliation of the institute as well, after giving a notice to the institution. Besides this the BoSE also can take appropriate action/impose penalty in the shape of fine, against any institution in case of any complaint received by the BoSE in this behalf from any candidate or even otherwise with regard to any cheating/fraud or any other matter. However, the said penalty can only be imposed after holding the proper inquiry and hearing the promoter of the Institution against whom the complaint has been received.

**(iii) Admission procedure**

- a) Admission shall be made on merit on the basis of marks obtained in the qualifying examination and/or in the entrance examination as specified from time to time.
- b) All admissions are to be approved by the Chairman, JK BOSE on determination of eligibility by the Committee/Section established for this purpose.
- c) The list of candidates drawn strictly in order of merit for admission to Diploma in Elementary Teacher Training (ETTC) Course shall be displayed and made available on JK BOSE website: [www.jkbose.co.in](http://www.jkbose.co.in) and Notice Board of the institute.

- d) Admission of candidates who have passed their qualifying examinations from other Boards/Examining bodies shall be provisional and subject to confirmation by the Board.
- e) In case a candidate, who had submitted his/her Application Form on due date, has any grievance and feels that the norms governing the admission have not been adhered to, he/she shall have the option to make an appeal to the Chairman of the Board.
- f) After counselling the candidate shall be allotted to the concerned ETT now renamed (D.El.Ed) Institute/s as per the choice of the candidate exercised during counselling .The candidate shall seek admission in the concerned allotted institute within 30 days after the completion of counselling, failing which the admission of the said candidate/s shall be treated as cancelled. However, if for certain unavoidable circumstances, a candidate is unable to seek admission within he above mentioned prescribed time, the Chairman, BoSE may allow such a candidate to join later on, within reasonable time not exceeding 45 days from the date of completion of counselling process. Minimum 75% of attendance is necessary/required to make the candidate eligible to appear in the ETT/D.El.Ed Examination of that particular session failing which the candidate shall not be allowed to sit in the examination. In this regard the concerned institution shall also furnish a certificate on the examination form that the candidate has attended the institute regularly and has completed the required 75% attendance in each subject during the concerned Academic Session.

**(iv) Fees**

- a) The institution shall charge only the Institutional fee as prescribed by the J&K BOSE/ State Government from time to time and shall not charge donations, capitation fee etc from the students.
- b) The BoSE fee (Registration Return fee, Exam Fee, Eligibility fee, Corps fund , Cost of prospects etc) shall be directly deposited by the candidate in the BoSE chest in the shape of Bank draft at the time of counselling as prescribed by the BoSE from time to time in this behalf.
- c) In the 2<sup>nd</sup> year, BoSE shall charge only examination fee from the candidates whereas the institutional fee shall be received by the concerned institute.
- d) All BoSE fee is non-refundable. However, if a candidate is unable to appear in the examination on medical grounds, his/her examination fee only for that session shall be reserved for the next examination on the request of the concerned candidate after approval of the competent authorities of the BoSE.

(v) **Legal Disputes.**

Any legal dispute regarding the admission to Elementary Teacher Training Course or otherwise in the non-government institution or otherwise shall be subject to the jurisdiction of Jammu / Srinagar. High courts only.

(vi) **Monitoring and Inspections:**

It is mandatory for the J&K BoSE to conduct regular inspections from time to time during each academic session/s of the affiliated **ETT now renamed D.El.Ed** Institutes by the teams constituted by the Chairman BoSE.

4. **Staff**

(I) **Academic**

a) Number (For a basic unit of fifty students or less with combined strength of one hundred or less for the two year course).

|           |   |     |
|-----------|---|-----|
| Principal | - | One |
| Lecturer  | - | Six |

b) For additional intake of fifty students, the additional staff shall comprise five full time lecturers, one library Assistant and one office Assistant. However, on each occasion additional intake of one basic unit shall be considered and the total number of students combined for all teacher education courses shall not exceed three hundred and fifty.

c) Appointment of teachers shall be such as to ensure the availability of expertise for all methodology courses and foundation courses.

(II) **Qualifications**

i) **Principal**

(a) Academic and professional qualification will be as prescribed for the post of lecturer; and

(b) Diploma in ETTC, or B.Ed or M.Ed.

(c) Five years experience of teaching in primary or elementary teacher education institution.

ii) **Lecturer**

a) **Foundation Courses**      **one**

A **Essential**

M.A, B.Ed/M.Ed (Elementary) with 55% marks

**OR**

M.A, B.Ed/M.Ed (Elementary) with 55% marks and Diploma/Degree in Primary/Elementary Education with 55% marks.

B **Desirable**

Proficiency in the use of ICT for educational purpose.

b) **Methodology Courses**      **Three**

A **Essential**

Master's degree in any School Teaching subject with 55% marks and Diploma/Degree in Education/Primary Education with 55% marks, from a recognized College/Institution/University.

B **Desirable**

(i) Diploma/Degree in Elementary Education shall be preferred.

(ii) Proficiency in the use of ICT for educational purpose.

c) **Lecturer in Fine Arts/performing Arts**      **one**

A **Essential**

Post graduation in Fine Arts/Music/Dance with 55% marks.

B **Desirable**

Degree/Diploma in education

d) **Health & Physical Education Instructor**      **one**

A **Essential**

Masters degree in Physical Education (M.P.Ed) with 55% marks.

B **Desirable**

Degree in ECE/Education.

At least one lecturer should possess formal qualification in computer Science/Applications besides the prescribed academic and professional qualifications

e) **Librarian** **one (Full Time).**

Bachelor degree in Library and information Science with 55% marks.

III. **Administrative Staff.**

(a) **Number**

- |     |                                    |               |
|-----|------------------------------------|---------------|
| i)  | UDC/offices Superintendent -       | One (Regular) |
| ii) | Computer Operator-cum-Store Keeper | One(Regular)  |

(b) **Qualifications**

As prescribed by State Government.

IV. **Terms & Conditions of Service.**

- (a) The appointment shall be made on the basis of recommendations of the Selection Committee of the Institution constituted as per the policy of the State Government/Board whichever is applicable.
- (b) All appointments are to be made on full-time and regular basis/contractual basis if the institution has recognition/affiliation for one batch only.
- (c) Appointment of staff shall be made as per norms of the Government.
- (d) The academic and other staff of the institutions shall be paid such salary as are paid by the Government for equivalent posts in the State Education system by account payee cheque or as per advice into the bank account of the employee, specially opened for the purpose.
- (e) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc. for its employees

- (f) The age of Superannuation of staff be categories shall be as per the rules of the Central Government/State Government.
- (g) The reservation for SC/ST/OBC and other categories shall be as per the Central Government /State Government.
- (h) No Institution can engage more than 20% staff who has crossed the superannuation period.
- (i) No person crossing age of Sixty-five (65) shall remain on the rolls of the institution.

## 5. Facilities

- I) **Infrastructure: as per SRO 123 issued by the Govt.of J&K School Education Department or any amendment to this rule from time to time.**
  - (a) The institution shall possess adequate infrastructure as per State government Rules and Regulations. However, it should in no case be less than 09 Sq. ft. per student in the teaching classes.
  - (b) The institution must have the following infrastructure:
    - i) Classrooms as per intake capacity (In a classroom not more than 55 students be accommodated).
    - ii) Multipurpose Hall with seating capacity of three hundred fifty with a dias with total area of 3200 sq. ft (three thousand two hundred square feet).
    - iii) Library-Cum-Reading Room.
    - iv) Resource Centre for ET/ICT.
    - v) Art and Craft Resource Centre.
    - vi) Health and Physical Education Resource Centre.
    - vii) Science and Mathematics Resource Centre.
    - viii) Principal's office.
    - ix) Staff Room.
    - x) Administrative office.
    - xi) Store Room (two).
    - xii) Girls Common Room.
    - xiii) Canteen.
    - xiv) Visitors Room.
    - xv) Separate Toilet Facility for Boys and Girls.
    - xvi) Parking Space.
    - xvii) Open Space for lawns, gardening activities, etc.
    - xviii) Multi purpose playfield.



- (c) There shall be games facilities with a playground. Alternatively, the playground available with the attached school or local body may be utilized exclusively for fixed periods. Where there is scarcity of space as in metropolitan towns/hilly regions, facilities for small court games, yoga and indoor games may be provided.
- (d) Safeguard against fire hazard be provided in all parts of the building.
- (e) The institutional campus, building, furniture etc. should be barrier free.
- (f) Hostel for boys and girls separately and some residential quarters are desirable.
- (g) The institutional campus, building furniture etc. should be disabled friendly.

## II. INSTRUCTIONS

- (a) The institution shall have easy access to sufficient number of recognized elementary schools for field work and practice teaching related activities of student teachers. It is desirable that it has an attached primary school of its own. The institution shall furnish undertaking from the schools willing to provide facilities for practice teaching.
- (b) The institution shall establish Learning Resource Centres wherein teachers and students have access to a variety of materials and resources to support and enhance the teaching learning process. These should include among others latest:-
  - i) Books, Journals and magazines,
  - ii) Children's books,
  - iii) Audio-visual equipment-TV,OHP,DVD Player,
  - iv) Audio-Visual aids, video-audio tapes, sliders, films,
  - v) Teaching aids-charts, pictures,
  - vi) Developmental assessments check lists and measurement tools,
  - vii) Photocopying machine.

### **(c) Equipment and Materials for different Activities.**

- i) Teaching-Learning Material and Aids.

The equipment and materials should be suitable and sufficient in quality and quantity for the variety of activities planned in the programme. These include the following:

Educational kits, models, play materials, simple books on different topics (songs, games, activities, and worksheets), puppets, picture books, photographs, blow-ups charts maps, flash cards, handbooks, pictures, pictorial representations of developmental characteristics of children.

**(d) Equipment, Tools, Raw Material for Reaching aids, Play Material and Arts and Crafts Activities.**

One set of wood working tools, one set of gardener's tools raw materials and equipment required for toy making, doll making , tailoring dress designing, puppetry, material for preparation of charts, models and other practical activities to be done by the student teacher-art material, waste material, stationery (Chart paper, mount board etc), tools like scissors, scales etc cloth.

**(e) Audio Visual Equipment**

Hardware for projection and duplication and educational software facilities including TV,DVD Player, slide projector, blank audio video cassettes, video-audio tapes, sliders, films, charts, pictures. ROT (Receive Only Terminal) and SIT (Satellite Interlinking Terminal) would be desirable.

**(f) Musical Instruments.**

Simple musical instruments such as Harmonium, Table, Flute, Manjira and other indigenous instruments.

**(g) Books, Journals and magazines.**

A minimum of five hundred books on relevant subject should be available during the first year of establishment of the institution and one hundred standard books be added every year. The collection of books should include children's encyclopaedias, dictionaries, reference books, books on professional education, teacher's handbooks, books on and for children (including comics, stories, picture books/ albums, and poems) and the books published and recommended by JK, BOSE.

**(h) Games and Sports.**

Adequate games and sports equipment for common indoor and outdoor games should be available.

**III**

**Amenities.**

- i) Functional and appropriate furniture in required number for instructional and other purposes.
- ii) The institution shall provide separate common rooms for male and female teacher educators/students-teachers.

- iii) Sufficient number of toilets, separate for male and female, shall be made available for staff and students.
- iv) Arrangement may be made for parking of vehicles.
- v) Safe drinking water be provided in the institution.
- vi) Effective arrangement be made for regular cleaning of campus, water and toilet facilities, repair and replacement of furniture and other equipment.
- vii) The institution's campus, building, facility etc should be disabled friendly.

**6. Curriculum Transaction.**

Apart from teaching of foundation subjects, there shall be provision for teaching of methods subjects relating to primary and upper primary curriculum, namely Regional Language/Mother tongue, English, Mathematics, Science and Social Studies and Environmental Education etc, as per the prescribed curriculum by the JK, BOSE.

**7. Medium of instructions.**

The medium of instructions are Hindi/Urdu/ English.

**8. Managing Committee.**

The institution shall have a Managing Committee constituted as per the rules, of the State Government. In the absence of any such rule, the sponsoring society shall constitute the Managing Committee on its own. The Committee shall comprise representatives of the Managing society/Trust. Educationists, Primary/Elementary Education Experts, Staff Representatives and a representative of chairman, JKBOSE.

**9. REPEAL AND SAVINGS**

The Jammu and Kashmir State Board of School Education, **ETTC Rules and Regulations or D.E.Ed if any**, prior to this are hereby repealed.

Notwithstanding such repeal, any diploma certificate or privilege granted by the Board under the previous norms/rules shall be deemed to be valid and good for all purposes, as if the same have been issued/granted by the Board under the present Rules and Regulations.

Academic Calender shall be followed by the affiliated ETT now renamed D.El.Ed Institutes as given in the Appendix-ii.

**Appendix-ii**

| S.No | Activities/Events  | Jammu & Kashmir Divisions   |
|------|--|---|
| 1.   | Application for Affiliation/ Renewal, complete in all respects, on the prescribed form along-with fee etc. | 1st Jan to 31 <sup>st</sup> March every year.                                 |
| 2.   | Admission Notification   | 1st week of June every year   |
| 3.   | Last date of Receipt of Applications for Admission   | 31 <sup>st</sup> August.  |
| 4.   | Centralized Admission / Counselling.   | 20 <sup>th</sup> September, to 20 <sup>th</sup> October.                      |
| 5.   | Management Seats   | 31 <sup>st</sup> August.  |
| 6.   | Class works and Teaching Practice  | 1st week of Nov. to ending April.   |
| 7.   | Preparatory Holidays   | 1st May to 14 <sup>th</sup> May .   |
| 8.   | Exams & Final Teaching Practice Exam.  | 15 <sup>th</sup> May to 15 of June.   |
| 9.   | Holidays/Summer/Winter Break   | 15 <sup>th</sup> June to 31 <sup>st</sup> July.<br>1st January to 15 January. |
| 10.  | Result   | Upto 25 <sup>th</sup> August.   |

Page No. 01 to 20 only

Sd/-  
Director Academics

