



தமிழ்நாடு தமிழ்நாடு TAMILNADU  
தமிழ்நாடு எண்: 55090

தேதி: 14 OCT 2017

சுபாய்: 106  
ST. MARY'S COLLEGE OF EDUCATION  
Seydunga nallur.

BS 806641  
P. ஜோசப் P. ராயன்  
முத்திரைத்தாள் கிழ்பனையாளர்  
74, மதுரை ரோடு, உருவிநல்வேலி-1  
உரிமம் எண்: 3 of 1997

#### 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 for **ST. MARY'S COLLEGE OF EDUCATION** (Name of the Institution) to conduct the B.Ed. Course with 100 Sanctioned intake, and hereby undertake to comply with the following.

hmkhew

*[Handwritten signature]*

*[Handwritten signature]*  
15/10/17  
**M. BALASUBRAMANIAM**  
ADVOCATE and NOTARY  
TIRUNELVELI - 627 011.



ADVOCATE  
TIRUNELVELI - 627 011.

- 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 **PUNITHA VALANAR MEENAVAR KALVI ARAKKATTALAI** (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 imp lead 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

Name: Dr.D. NIMMI WREN.



Chairman/Managing Trustee/Secretary/any other authorized signatory

Name: Thjiru M. ROZARIO RAYAN.

Solemnly affirmed  
and signed before me  
at Palayamkottai on 15/2/14

M. BALASUBRAMANIAM  
ADVOCATE and NOTARY  
TIRUNELVELI - 627 011.



**TAMILNADU**

**TEACHERS**

**EDUCATION UNIVERSITY**

**CHENNAI 600 097.**

**APPLICATION FORM**

- FOR PROVISIONAL AFFILIATION FOR NEW B.ED/M.ED COLLEGES FOR THE ACADEMIC YEAR .....**
- FOR CONTINUATION OF PROVISIONAL AFFILIATION FOR THE ACADEMIC YEAR 2018-2019.**

<b>ACADEMIC YEAR FOR WHICH THE AFFILIATION IS SOUGHT FOR</b>	:	2018 - 2019
<b>Name of the Trust/Society</b>	:	PUNITHA VALANAR MEENAVAR KALVI ARAKKATTALAI
<b>Name of the College</b>	:	ST. MARY'S COLLEGE OF EDUCATION
<b>District</b>	:	THOOTHUKUDI
<b>College Code</b>	:	12609
<b>Fresh Affiliation/ Continuation of Affiliation</b>	:	Renewal of Continuation of Affiliation
<b>Date of Submission of Application</b>	:	16-10-2017

**Submitted to**

**The Registrar, Tamil Nadu Teachers Education University,  
Gangaiamman Koil Street, Karapakkam,  
Chennai-600 097.  
Telephone No.:28447304**

## APPLICATION FORM

<input type="checkbox"/>	FOR PROVISIONAL AFFILIATION FOR NEW B.ED/M.ED COLLEGES FOR THE ACADEMIC YEAR .....
<input checked="" type="checkbox"/>	FOR CONTINUATION OF PROVISIONAL AFFILIATION FOR THE ACADEMIC YEAR <b>2018-2019</b>

### PAYMENT OF REGISTRATION FEE

S. No.	Demand Draft No.	Demand Draft Date	Name and Place of the Bank	Amount (in Rs)
1	<b>120816</b>	<b>12-10-2017</b>	<b>Indian Bank, Seydunganallur.</b>	<b>75,500/-</b>

**(For Application fee, Additional Intake of 5 courses and M.Ed.)**

- Cost of Application: Rs.500/- for each course separately.
- Registration Fee: Rs.25,000/- for new / Continuation (B.Ed./B.Ed. Addl./M.Ed./M.Ed Addl. Degree courses/ optional subject ) separately.
- Processing Fee : Rs.50,000/- for new / Continuation of Provisional Affiliation / (B.Ed./B.Ed. Addl./M.Ed./M.Ed Addl. Degree courses/ optional subject separately.
- Penal Fee: Rs.50,000/- for each course separately in case of late submission i.e., after 31<sup>st</sup> of October preceding academic year
- 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	:	PUNITHA VALANAR MEENAVAR KALVI ARAKKATTALAI			
Address of the Trust/Society	:	St. Mary's College of Education Campus			
Village/Town	:	Seydunganallur			
Taluk	:	Srivaikundam			
District	:	Thoothukudi			
Pin Code	:	628 809.			
Phone	:	STD Code	04630	Phone No.	263061
Fax	:	STD Code	04630	Fax No.	263031
Mobile No	:	9442505533			

E-mail	:	stmaryseducation@yahoo.co.in
Web-site	:	www.stmaryseducation.org
<b>02.</b>	<b>DETAILS OF THE TRUST / SOCIETY</b>	
Trust Registration Act No. or Society Act No.	:	Public Trust Act
Registration No.	:	99/1984
Date of Registration	:	10-06-1984
Place of Registration	:	Register Office, Tirunelveli.

<b>03. DETAILS OF MEMBERS/TRUSTEES AND THEIR EXPERIENCE IN RUNNING EDUCATIONAL INSTITUTIONS</b>				
S.No.	Name of the Members of the Trust/Society	Designation in the Trust/Society	Qualifications	Experience in running Educational Institution (in years)
1	Dr.J.Stephen	Executive President	M.B.B.S.	20 years
2	Mr.Peter Damian	Vice President	Intermediate	30 years
3	Mr.M.Rozario Rayan	Secretary	Intermediate	30 years
4	Mr.J.Soosai	Treasurer	Intermediate	20 years
5	Mr.G.Antony Fernando	Member	B.Sc., B.L., DLLAL	30 years
6	Mr.Jeyaraj V.Rayan	Member	B.Com., FCA	30 years
7	Mr.J.P.Joe Villavarayar	Member	B.Com.	20 years
8	Dr.G.Porgio	Member	M.Sc. M.Ed. M.Phil., Ph.D	9 years

<b>04. TRACK RECORD OF THE APPLICANT IN TERMS OF RUNNING/ MANAGING ANY EDUCATIONAL INSTITUTIONS</b>							
<b>Whether the Trust/ Society is running/ managing any Educational institutions</b> <span style="margin-left: 100px;">Yes</span> <input checked="" type="checkbox"/> <span style="margin-left: 20px;">No</span> <input type="checkbox"/>							
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
1	St. Xavier's Polytechnic College	1985	Diploma in Engineering	Civil Mechanic Electronics Electrical & Electronics Computer Network	3 years	60 120 120 60 60	Directorate of Technical Education, Chennai.

<b>05. DETAILS OF THE FINANCIAL STATUS OF THE TRUST</b>			
S. No.	Description		Amount
1	Endowment Created with NCTE	Yes	5,00,000 3,00,000 4,00,000
2	Current/Savings Account		
	Name of the Bank	Indian Overseas Bank	
	Branch	Palayamkottai	
	Account Number with Amount	453	
	Balance amount at the end of last financial year (Rs.)	2015-2016	98,107.82
	Balance amount as on date (Rs.)	31-03-2017	63,725.45
	Name of the Bank	Pandyan Grama Bank	
	Branch	Seydunganallur	
	Account Number with Amount	24	
	Balance amount at the end of last financial year (Rs.)	2015-2016	2,82,297.53
	Balance amount as on date (Rs.)	31-03-2017	2,01,341.53
3	Long Term Deposits		
	Bank/Government/Government Recognized/ Financial Institutions		
	Branch		
	Amount (Rs.)		Nil
	Date of Deposit		
	Period		
	Date of Maturity		
4	Land Value - Current market rate approximately		4,50,00,000
5	Building Value - Current market rate approximately		2,50,00,000
6	Total investment on Library Books till date		11,00,771.00
7	Total Investment on Equipments till date		47,12,833.00
8	Expenditure on Salary		36,87,147.00
9	Annual Budget -Recurring		41,00,000.00
10	Annual Budget – Non-recurring		4,00,000.00
11	Audit Report (Income)		40,39,338.00

<b>06. DETAILS OF BANK BALANCE AMOUNT</b>					
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	College	IOB Palayamkottai	28254	31-03-2017	51,851.3
	College	PGB, Seydunganallur	7931	31-03-2017	5,49,871.49
	College	SBI, Palayamkottai	1074	31-03-2017	77,548.75
	College	I.B. Seydunganallur	6200904947	31-03-2017	1,11,189

<b>07. NAME AND ADDRESS OF THE COLLEGE</b>					
<b>Name of the College</b>	:	<b>ST. MARY'S COLLEGE OF EDUCATION</b>			
<b>Address of the College as approved by the NCTE</b>	:	Opposite to Railway Station, Seydunganallur.			
<b>Village/Town</b>	:	Seydunganallur			
<b>Taluk</b>	:	Srivaikundam			
<b>District</b>	:	Thoothukudi			
<b>Pin Code</b>	:	628 809.			
<b>Nearest Landmark</b>	:	Seydunganallur Railway Station			
<b>Phone</b>	:	<b>STD Code</b>	04630	<b>Phone No.</b>	263069
<b>Fax</b>	:	<b>STD Code</b>	04630	<b>Fax No.</b>	263069
<b>Mobile No.</b>	:	9442505533			
<b>Email</b>	:	<a href="mailto:stmaryseducation@yahoo.co.in">stmaryseducation@yahoo.co.in</a>			
<b>Website</b>	:	<a href="http://www.stmaryseducation.org">www.stmaryseducation.org</a>			
<b>Is the College is functioning at the above said-approved site</b>	:	Yes			
<b>Year of establishment of the College</b>	:	2006			

<b>08. STATE THE COURSE(S) FOR WHICH AFFILIATION IS SOUGHT</b>						
<b>Year of establishment</b>		2006				
Criteria (Please tick the appropriate box)	:	B.Ed FRESH AFFILIATION				
		B.Ed. (Additional Affiliation)				
		M.ED FRESH AFFILIATION				
	✓	<b>CONTINUATION OF AFFILIATION</b>				
		M.Phil FRESH AFFILIATION				
Sl. No.	Name of the courses offered			Number of seats sanctioned	Course Commencement year	Approval for optional subject. State the Letter No. and date of approval of the University
Degree courses	(As per University's Syllabus)					
		Optional subjects	Elective subjects			
1	B.Ed.,	English	1.Yoga health and Physical Education 2.Environmental Education 3. Values and Peace Education	100	2006	MSU/CD/FA/2006 dated 2/2/2006
		Mathematics				
		Physical Science				
		Biological Science				
		History				

<b>09. TEACHERS APPOINTED FOR OPTIONAL SUBJECTS</b>				
Sl.NO.	Name of the teacher	Subject	Qualifications	Date of approval of qualification by the University
1	Mr.R.BALASUBRAMANIAN	English	M.A., M.Ed., M.Phil., NET(Edu.)	20-03-2017
2	Ms.ESTHER T. VINCENT	Mathematics	M.Sc., M.Ed., M.Phil.,	20-03-2017
3	Dr.G.FRENELA ANGELINE	Physical Science	M.Sc., M.Ed., M.Phil., SET (Edu.) Ph.D.,(Edn.)	20-03-2017
4	Dr.M.IDELIGHTA MANO JOYCE	Biological Science	M.Sc., M.Ed., M.Phil., SET (Edu.) Ph.D.,(Zoology)	20-03-2017
5	Mr.D.SURESH	History	M.A., M.Ed., SET(Edu.)	20-03-2017



<b>Medium of Instruction</b>	<b>English</b>					
NON MINORITY	MINORITY (please tick the appropriate box) <input checked="" type="checkbox"/>					Others (Specify)
	Malayalam	Telugu	Sourashtra	Christian	Muslim	Jain
				✓		

<b>10.</b>	<b>EXISTING AFFILIATED PROGRAMMES</b>					
<b>A</b>	<b>Details of the Existing Programmes</b>					
S. No.	Degree	Nature of Affiliation (Permanent/ Provisional)	Original sanctioned intake for the programme conducted	Date on which affiliation granted	Additional sanctioned intake for the programme conducted	Date on which affiliation granted
1	B.Ed.	Continuation Of Provisional Affiliation	2 units of 50 each	02-02-2006 18-11-2009 & 22-05-2013 03-02-2016	-	-

<b>11.</b>	Programmes for which Continuation of Provisional Affiliation is sought for the Academic Year 2018-2019
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S.No.	Degree	Whether affiliation is sought for the academic year 2017-2018					
		If yes				If No, answer one of the following	
		Sanctioned intake in the academic year	Additional intake sought for the academic year	Total intake sought for the academic	NCTE approved intake for the academic year (if available)	Do you want to suspend programme/ If yes, for how many years?	Do you want to phase out the programme?
<b>1</b>	B.Ed.	100	0	100	2 units of 50 each	-	-

<b>12. DETAILS OF THE COURSES APPROVED BY NCTE</b>					
<b>S. No.</b>	<b>Course details</b>	<b>Regular</b>	<b>Full time/ Part time</b>	<b>Approved intake</b>	<b>NCTE Approval Letter No. &amp; Date</b>
<b>1</b>	B.Ed.	Regular	Full Time	2 units of 50 each	F.SRO/NCTE/APSO 1569/B.Ed./TN/2014-15/63857 dated 01-05-2015
<b>2</b>	B.Ed. (Addl)			-	
<b>3</b>	M.Ed.			-	
<b>4</b>	M.Ed.(Addl)			-	
<b>5</b>	M.Phil			-	
Total Annual Intake				100	

<b>13 ENDOWMENT FUND CREATED BY THE TRUST WITH NCTE AND UNIVERSITY</b>								
<b>S. No.</b>	<b>Created with</b>	<b>Name and Place of Bank</b>	<b>Amt. ( in lakhs)</b>	<b>Depos-ited in the bank</b>	<b>Branch</b>	<b>Period of Deposit</b>	<b>Instrument No. and date</b>	<b>Date of Maturity</b>
<b>1</b>	NCTE	I O B Palaymkottai	500000	I.O.B.	Palaymkottai	5 years	2014/NDRQ/0135070 dated 09-07-2015	31-12-2020
		I O B Palaymkottai	300000	I O B	Palaymkottai	5 years	2014/NDRQ/0135071 dated 09-07-2015	31-12-2020
		Indian Bank, Palayamkottai	400000	Indian Bank	Palaymkottai	5 years	T11/MTDT/0366629 Dated 29-06-2015	29-06-2020
<b>2</b>	University	P G B Seydunganallur	1000000	P G B	Seydunganallur	5 years	MID:421100179 dated 09-07-2011	09-7-2016


<b>14.</b>	<b>DETAILS OF AVAILABILITY OF LAND AS PER NCTE NORMS</b>					
Classification of the Permanent Site (Please Tick on any one of the classification)			:	Rural Area		
			:	Other than Rural Area ✓		
<b>Ownership of land</b>			:	Government	Govt. Leased	
			:	Trust	Owned ✓	
			:	Society		
Details of Land (The Survey No. with sub-division and extent of lands for each survey number to be indicated)						
Sl. No	Registration Document No.	Registration Date	Name of the village	Survey No. with subdivision	Extent of lands (in acres)	Remarks
1	986 & 987/1994	21-01-94 17-02-94 08-08-94	Seydunganallur	374/1B 374/2 374/3	5.38	-
Total					5.38	--
Legal disputes:		On land : Yes	No ✓	On Trust:	Yes	No ✓
<b>15.</b>	<b>DETAILS ABOUT THE BUILDING OF THE INSTITUTION AT THE PERMANENT SITE</b>					
Whether the Building Plan is approved by the Competent Authority			:	Yes ✓	No	
If YES, then						
Name of the Authority approved the building plan			:	Executive Authority		
Designation of the Authority approved the building plan			:	President		
Date of Approval			:	28-07-2005		
Proceedings Number issued by the Authority			:	8/22-06-2009		

<b>B.Ed Degree Programme</b>				
Sl. No.	Details	Required area	Available Area	Deficiency
1	Land (26910 Sq. ft)	2500 sq. mt	21780 sq. mt	-
2	Constructed Area (16145 Sq. ft)	1500 sq. mt	2551.9 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	-	-
<b>M.Ed Degree Programme</b>				
Sl.No.	Details	Required area	Available Area	Deficiency
1	Land (32290 Sq. ft)	-	-	-
2	Built up Area ( inclusive of requirement for unit of B.Ed. Classroom) (21527 sq.ft)	-	-	-
3	Space of Instructional Room ( 107 Sq. ft)	-	-	-
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





16. VALUE OF LAND AND BUILDING FOR THE COURSES OFFERED							
S.No.	Degree	Survey Number	Location	Extent (sq. m)	Built – up-area (sq.m)	Guideline Value (‘)	Market Value (‘)
1	B.Ed.	374	Seydunganallur	-	2551.9	-	7,00,00,000
2	M.Ed.	-		-	-	-	-
3	M.Phil	-	-	-	-	-	-
4	Ph.D	-	-	-	--	-	-
						Total	7,00,00,000
FINANCIAL STABILITY							
Total Financial Reserves					8,00,000.00		
Annual Maintenance and Development Expenditure					5,61,691.00		

17. FACULTY – QUALIFICATION AND EXPERIENCE															
PRINCIPAL – QUALIFICATIONS															
Name of the Principal : DR.D. NIMMI WREN															
stamp size photo	Date of Birth & Age	Qualification with class obtained starting from the highest	Teaching Experience			Date of Joining	Scale of pay	Present	Basic	Total	Fax No.	Mobile No.	E Mail	Residential Address	Signature
			Institution	Positions	years										
	14-04-1965, 52 years	Ph.D(Bot.) Ph.D(Edu.) M.Phil – I M.Ed. –II M.Sc. I M.A.(Soc)-I M.Sc. (Psy)- B.Ed. – I B.Sc. – I H.Sc – I SSLC – I	St. Mary’s College of Education	Principal	11 yrs, 7 months	02-03-2006	15000-450	26,750	45,475	04630-263069	9442505533	nimwren@rgmail.com	13, 6 <sup>th</sup> street, Canara Bank Colony, Tirunelveli -627 007.		

18.	<b>FACULTY AND STAFF REQUIREMENTS</b>			
	<b>B.ED DEGREE PROGRAMME</b>			
Sl.No.	Discipline	Sanct. Intake	Available	Deficiency
1	Foundation Course	1	4	-
2	Methodology Courses	5	5	-
3	Lecturer in Arts Education	1	-	-
4	Physical Director	1	1	-
5	Librarian	1	1	-
i	TOTAL STAFF AVAILABLE (ON THE PAY ROLL)			
6	Principal			1
7	Librarian			1
8	Physical Education Director			1
9	Non Teaching staff			4
10	Number of Ministerial Staff			1
11	Number of Basic servants			4
12	Whether UGC Pay Scales implemented			Yes (4 <sup>th</sup> Pay Commission)
	<b>M.ED DEGREE PROGRAMME</b>			
Sl.No.	Discipline	Sanct. Intake	Available	Deficiency
1	Professor	-	-	-
2	Reader/ Associate Professor	-	-	-
3	Assistant Professors	-	-	-
TOTAL		-	-	-

19.

**B.ED. TEACHING FACULTY QUALIFICATION**



Name of the faculty member with stamp size photo	Designation	Department	Qualification with class obtained from the starting from the highest degree	Teaching Experience	Date of Birth & Age	Date of Joining the	Scale of pay	Present Basic pay	Total Emoluments	Residential Address	Phone No./Cell No.	Signature
Mrs.J.Jenitha 	Asst. Prof. of Education	Education	SET Edu. M.Phil - I M.Ed. -I M.Sc. I M.A.(Soc)-I M.Sc. (Psycho)-I B.Ed. - I B.Sc. - I H.Sc - I SSLC - I	11 years, 7 months	16-05-1981, 35 years	02-03-2006	11000-325-17500	12,300	20,910	14, Kanagaraj Street, Nazareth, Thoothukudi- 628 617.	9486714705	
Dr.G.Frenela Angeline 	Asst. Prof. of Physical Science	Physical Science	Ph.D., Edu. SET Edn. M.Sc.(Psy.) M.Phil - II M.Ed. -II M.Sc. II B.Ed. - II B.Sc. - I H.Sc - I SSLC - I	9 years, 1 month	30-07-1975, 41 years	10-09-2008	10000-325-16500	12,925	21,973	15, St. Thomas Street, Vasantha Nagar, Tirunelveli -627 005.	9487323781	
Dr.M.I.Deligha Mano Joyce 	Asst. Prof. of Biological Science	Biological Science	Ph.D. Zoo. NET Edu. M.Phil -I M.Ed. -I M.Sc. -I B.Ed. - I B.Sc - I H.Sc - I SSLC - I	7 years	12-07-1978, 38 years	15-10-2010	11000-325-17500	12,950	22,015	24, Pillaiyar Koil 3 <sup>rd</sup> St., Kulavanigarpuram, Palayamkottai- Tirunelveli -627 002.	9486229293	
Mr.R.Bala-subramanian 	Asst. Prof. of English	English	NET Edu. M.Phil - I M.Ed. -I M.A. -II B.Ed. - II B.A. - II H.Sc -II SSLC -II	5 years 2 months	17-03-1973, 44 years	03-09-2012	11000-325-17500	12,625	20,200	39C , Sethupathi Road, Meloor Post, Thoothukudi- 628 002.	9976390358	

<p>Mr.D. Suresh</p> 	Asst. Prof. of History	History	SET Edu. M.Ed. -I M.A. -II B.Ed. - II B.A. - II H.Sc - I SSLC -II	7 years 9 months	12-04-1966, 51 years	01-09-2014	10,000+750	10,750	10,750	1/223, V.O.C. 2 <sup>nd</sup> St, Shanthy Nagar, Palayamkottai, Tirunelveli -627002.	9790452483	
<p>Mrs.R.SHANTHI VISALATCHI</p> 	Asst Prof. in Education	Education	M.Phil- I M.Ed. -I M.A. -II B.Ed. - I B.A. - II H.Sc - I SSLC -I	1 year 3 months	30-09-1979, 37 years	01-08-2016	8000	8000	8000	7/49, East First Cross Street, (Upstairs) South Balabagya Nagar, Tirunelveli 627 001.	9486481925	
<p>Mr.V.JOHN MANIRAJ</p> 	Asst Prof. in Education	Education	M.Phil -I M.Ed. -II M.Sc. (Psycho.)-II B.Ed. - II B.Sc - I H.Sc -I SSLC-I	1 month, 20 days	15-06-1972, 44 years	11-09-2017	8000	8000	8000	8/71, Pottalurani Ellainayakkanpatti Post Thoothukudi- 628 851	9486181171	
<p>Mr.S. KINGSTON DAVID</p> 	Asst Prof. in Education	Education	M.Ed. -I M.A. (Socio.)- II B.Ed. - I B.Sc., - I H.Sc -II SSLC - I	4 months	05-05-1974, 42 years	10-07-2017	8000	8000	8000	13/66-1, Melapandara puram Vijaya Achampadu Ittamozhi via-627 657	9841469572	
<p>Ms.ESTHER T.VINCENT</p> 	Asst. Prof. in Mathematics	Mathematics	M.Phil -I M.Ed. -I M.Sc. -I B.Ed. - I B.Sc - I H.Sc -I SSLC-I	3 months	19-11-1980, 36 years	10-07-2017	8000	8000	8000	8/25, South Street, Nalumavadi, Thoothukudi 628 211.	9789226057	



<p><b>Mrs.S. PONNI</b></p> 	Fine Arts Instructor	Music Teacher	D.M.T.	-	01-12-1984, 33 years	01-07-2017	4,000	4,000	4,000	9/5, Perumal Sannathi Street Palayamkottai, Tirunelveli 627 002	9894096044	
<p><b>Mrs.A.MAHAMUDHA</b></p> 	Fine Arts Instructor	Arts & Craft	B.Sc., - II	2 months	20-07-1973, 44 years	16-08-2017	4000	4000	4000	6/198-3, New CSI Street, Seydunganallur- 628 809.	8760345740	

20.		<b>M.ED. TEACHING FACULTY QUALIFICATION</b>										
Name of the faculty member with stamp size photo	Designation	Department	Qualification with class obtained starting from the highest degree	Teaching Experience	Date of Birth & Age	Date of Joining the present post	Scale of pay	Present Basic pay	Total Emoluments	Residential Address	Phone /Cell No.	Signature
	Not Applicable											

21.		<b>LIBRARIAN AND DIRECTOR OF PHYSICAL EDUCATION</b>										
Name of the faculty member with stamp size photo	Designation	Qualification with class obtained starting from the highest degree	Previous Experience	Date of Birth & Age	Date of Joining the present pay	Scale of pay	Present Basic pay	Total Emoluments	Residential Address	Phone No. Cell No.	Signature	
	Mr.L.Xavier Arockia Lawrence 	Librarian	M.Phil-II	11 years	01-06-1974, 42 years	02-03-2006	10000-325-16500	11,625	19,763	14, Thilaavathiyar Street, Palayamkottai, Tirunelveli 627 002.	8220680031	
M.Lis-I												
B.Lis-II												
M.A.-II												
C.Lis-II H.Sc-II SSLC-I												
Mr.T.Ragul 	Director of Physical Education	B.P.Ed.,- I M.P.Ed. -I M.Phil - 1	3 months,	31-12-1984, 32 years	10-07-2017	8000	8000	8000	C/353, Nehru Main Street, MKP Nagar, Palayamkottai, Tirunelveli 627 002.	9444862277		

## 22. MINISTERIAL STAFF

Sl. No	Name of the Staff	Place of work	Designation	Qualification	Date of Joining the	Previous Experience	Date of Birth & Age	Scale of pay	Present Basic pay	Total Emoluments	Signature
1	Mr.R.Julian Rayan	Office	Manager	M.Com	15-07-1987	29 Years 7 months	31-03-1964 53 years	10000-325-15200	15,900	35,775	
2	Mr.T.Geotter Peeris	Office	Accountant	B.Com	21-04-1986	28 Years	28-02-1961 56 years	6500-200-10000	10,700	24,075	
3	Mr.E.Selwin	Office	J.A.	B.A.	07-01-2006	8 Years 8 Months	23-03-1968 49 years	5500-150-8500	7,000	11,900	
4.	Mrs.S.Raji	Office	Comp. operator	M.Com	12-05-2008	6 Years 4 months	22-08-1975 42 years	5500-150-8500	7,000	11,900	
5	Mr.P.Poolpandi	office	Watch Man	8th	01-01-2000	14 Years 9 Months	23-05-1968- 49 years	2750-70-3800-75- 4000	4,740	10,665	
6	Mrs.S.Chidhambaram	Office	Sweeper	8th	09-01-2007	7 Years 8 Months	05-07-1974 43 years	2750-70-4150	3,161	5,374	
7	Mr.P.Sudalaiyandi	Office	Driver	10th	01-03-2010	4 years 7 Months	01-05-1962 -55 years	4500-100-6500	5,100	8,670	
8	Mrs.S.Subbulakshmi	Office	Sweeper	5th	01-10-2016	1 year	23-05-1982 35 years	3500	3,500	3,500	
9	Mr.C.Muthuthangam	Office	Watchman	8th	01-10-2016	1 year	07-06-1959 58 years	4250	4250	4250	

**23. NAME AND ADDRESS OF THE MEMBERS OF THE GOVERNING BODY**

Sl No	Name	Position	Qualification	Present Professional Position/ Occupation	Phone Number	E.mail	Address
1	Dr.J.Stephen	Executive President	M.B.B.S.	Medical Practitioner	944336164	stmarys education @yahoo. co.in	Rita Clinic Medai Vilagam Kollencode – 629 160.
2	Mr.Peter Damian	Vice President	Intermediate	Exporter	9447130733	stmarys education @yahoo. co.in	Vrindavanam, House No.7, Chettichira , Vyttila, Cochin- 682019.
3	Mr.M.Rozario Rayan	Secretary	Intermediate	Rtd.Asst. Accounts officer	9944111686	stmarys education @yahoo. co.in	10, Vegetable Bazaar Street, Palayamkottai Tirunelveli 627002.
4	Mr.J.Soosai	Treasurer	Intermediate	Teacher	9442365979	stmarys education @yahoo. co.in	Poondi Annai Ice Plant, Valukamparai, Suchindram 629 704.
5	Mr.G.Antony Fernando	Member	B.Sc., B.L., DLLAL	Advocate	9443174658	stmarys education @yahoo. co.in	7, Theppakulam Street, Thoothukudi.
6	Mr.Jeyaraj V.Rayan	Member	B.Com., FCA	Chartered Accountant	9443452093	stmarys education @yahoo. co.in	A-54/1, 3 <sup>rd</sup> Main Street Maharaja Nagar Tirunelveli- 11.
7	Mr.J.P.Joe Villavarayar	Member	B.Com.	Exporter	9443122550	stmarys education @yahoo. co.in	Vilsons Plaza, A-3, World Trade Avenue, Harbour Estate, Thoothukudi -628 004.
8	Dr.G.Porgio	Member	M.Sc. M.Ed. M.Phil., Ph.D	Associate Professor	9443554871	stmarys education @yahoo. co.in	M.L.P. Nagar, Palayamkottai Tirunelveli 627 002.

**24. 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
1	Dr.D.Nimmi Wren	President	M.Sc.M.Ed M.Phil, Ph.D M.A.(Soc), M.Sc., (Psy.)	Principal	9442505533	nimwren@gmail.com	13, 6 <sup>th</sup> Street, Canara Bank Colony, Tirunelveli -7
2	Mr.R.Balasubramanian	Member	M.A., M.Ed., M.Phil., NET Edn.	Asst.Prof. of English	9976390358	dharini_shalini@yahoo.com	9/442, 20 <sup>th</sup> Street, Shanthy Nagar, Palayamkottai, Tirunelveli-2.
3	Mrs.R.Shanthy Visalatchi	Member	M.A., M.Ed., M.Phil.,	Asst.Prof. of Education	9486481925	shrishanthy1979@gmail.com	7/49, East First Cross Street, South Balabagya Nagar, Tirunelveli Junction -627001.
4	K.Marithangam	Member	<u>B.Ed.</u>	Student (I year)	9080878485	Ksmarithangam20@gmail.com	13A/12, Thidal Colony, Srivaikundam Post Puthukudi.
5	M.Thanalakshmi	Member	<u>B.Ed.</u>	Student (I year)	8148705095	Kuttylakhmi16597@gmail.com	3/50A, Yadhavar Middle Street, Melanatham
6	A.Vanitha	Member	<u>B.Ed.</u>	Student (II year)	9788499782	-	2/9, South Yadava Street, Themangulam, Thirukaloor Post.
7	A.Stella Mary	Member	<u>B.Ed.</u>	Student (II year)	8903917647	-	6/525, Anna Street, M.K.P. Nagar, Palayamkottai Tirunelveli -2.
8	Mr.P.Koilpillai	Member	<u>B.Ed.</u>	Student (II year)	9080878485	-	13A/12, Thidal Colony, Srivaikundam Post Puthukudi.
9	Mr.P.Arumuganainar	Member	S.S.L.C.,	F/o. A.Vanitha (B.Ed., Student)	9788499782	-	2/9, South Yadava Street, Themangulam, Thirukaloor Post.

**25. PHYSICAL INFRASTRUCTURE – COMPLETE DETAILS OF BUILT-UP AREA**

Sl. No	Built-up-Area	B.ED.			
		Type of Structure (RCC/ACC)	Required Area (sq. m)	Available Area (sq.m)	Deficiency
a.	Instructional area (INA)	RCC		2194.66	-
b.	Administrative area (ADA)	RCC		97.72	-
c.	Amenities area (AMA)	RCC		264.62	-
d.	Circulation area (CIA)	RCC		450	-
(INA+ADA+AMA+CIA)		TOTAL AREA:		3007	-

**PHYSICAL INFRASTRUCTURE – B.ED.**

Sl.No	Required	Available	Deficiency
<b>I. INSTRUCTIONAL AND AMENITIES AREA</b>			
1.	Two Classrooms	yes	-
2.	Multipurpose Hall with seating capacity of 200 and with a total area of (2000 sq.ft)	yes	-
3.	Library –cum-Reading Room	yes	-
4.	Resource Centre for ICT/IET	yes	-
5.	Psychology Resource Centre (Lab)	yes	-
6.	Language Lab	yes	-
6(A)	Audio-visual Education facilities	yes	-
7.	Art and Craft Resource Centre	yes	-
8.	Health and Physical Education Resource Centre	yes	-
9.	Science and Mathematics Resource Centre(Lab)	yes	-
10.	Girl’s Common Room	yes	-
11	Boy’s Common Room	Yes	-
12	Seminar Room	yes	-

13	Canteen	yes	-
14	Separate Toilet Facility for Boys and Girls	yes	-
15	Parking Space	yes	-
16	Store Rooms(Two)	yes	-
17	Multipurpose Playfields	yes	-
18	Open Space for Additional Accomodation	yes	-
19	Safeguard against fire hazard be provided in all parts of the building	yes	-
20	Institution, campus, buildings, furniture etc, should be barrier free	yes	-
21	There shall be games facilities with a playground (where there is scarcity of space as in the metropolitan town/hilly regions, facilities for yoga, small court and indoor games may be provided.	yes	-
22	Hostel for boys and girls separately and some residential quarters are desirable.	yes	-
<b>II. ADMINISTRATIVE AREA</b>			
23	Principal Office	yes	-
24	Board Room	yes	-
25	Administrative Office	yes	-
26	Staff Room	yes	-
27	Visitors Room	yes	-
28	Central Stores	yes	-
29	Maintenance	yes	-
30	Security	yes	-
31	House Keeping	yes	-
32	Pantry for staff	yes	-
33	Exam Office	yes	-

(Authenticated Photographs for the above must be enclosed)

## 26. COMPUTER CENTRE- COMPUTERS, SOFTWARE, INTERNET AND PRINTERS

Sl. No	Computer Facilities	Sanctioned intake	Number of Terminals		
			Required	Available	Deficiency
1	Computers		3	20	-
2	Multimedia Computers – Library / Internet Surfing in Reading Room			21+2	-
3	Computers – for Faculty Members			4	-
4	Computers for Administrative Office		1	4	-
5	Printers	-	1	2	-
6	Internet Facility	-		25	-
7	UPS	Number of UPS		29	-
		Capacity		1 kv & 7 kv	-
8	Computer Table/Chair	No. of Computer Tables		50	-
		No. of Computer Chairs		50	
9	Air Conditioners	YES/NO: Yes		5	-
10	Central Xerox facility	YES/NO: Yes		1	-
11	Computer Specifications (General , in brief)	enclosed		-	-



27 ACADEMIC INFRASTRUCTURE													
S. No	Category	Room No.	Area (sq.m)			Details to be provided whichever necessary							
			Required	Available	Size (l x b)	Capacity	Work Table (Nos)	Furniture (Nos)	Teaching Aids	No. of Lights	No. of	Ventilation (Y/N)	Power Connection
1	Classroom – 1	1	1	1	61.49	24	1	6	1	4	2	Y	Y
2	Classroom -2	16	1	1	54.04	25	1	25	1	3	1	Y	Y
3	Multipurpose Hall with seating capacity of 200 and with a total area of (2000 sq.ft)	25	1	1	92.96	200	1	200	1	9	6	Y	Y
4	Library –cum-Reading room	5	1	1	133.62	100	8	36	-	19	6	Y	Y
5	Resource Centre for ICT/ET	22	1	1	83.72	25	25	25	-	12	-	Y	Y
6	Psychology Resource Centre	26	1	1	77.55	50	6	25	-	5	6	Y	Y
7	Art and Craft Resource Centre	24	1	1	16.07	50	2	3	-	3	1	Y	Y
8	Health and Physical Education Resource Centre	11	1	1	16.07	2	1	1	-	2	1	Y	Y
9	Science Resource Centre - Phy. Science Lab Bio Science Lab	17 21	2	2	79.36 66.64	50	4 5	22 18	-	4 2	- 2	Y	Y
10	Girl's Common Room	18	1	1	33.02	25	-	-	-	2	1	Y	Y
11	Seminar Room	15	1	1	77.22	60	1	15	1	4	4	Y	Y
12	Canteen	-	1	1	300	50	5	25	-	6	3	Y	Y
13	Separate Toilet Facility for Girls	19	1	1	58.63	100	-	-	-	3	-	Y	Y
14	Parking space	-	1	1	150		-	-	-	-	-	Y	Y
15	Store Rooms (Two)	8	2	1	31.92	30	-	-	-	4	1	Y	Y
16	Multipurpose Playfields	-	1	1	1200		-	-	-	-	-	Y	Y
17	Open space for Additional Accommodation	-	1	1	4000		-	-	-	-	-	Y	Y
18	Safeguard against fire hazard be provided in all parts of the building	-	3	7	-		-	-	-	-	-	Y	Y
19	Institution, campus, buildings, furniture etc., should be barrier free	Yes			-		-	-	-	-	-	Y	Y
20	There shall be games facilities with a playground (where there is scarcity of space as in the metropolitan town/hilly regions, facilities for yoga, small court and indoor games may be provided)	Yes			-		-	-	-	-	-	Y	Y

Sl No	Category	Room No.	Area (sq.m)			Details to be provided whichever necessary							
			Required	Available	Size (l x b)	Capacity	Work Table (Nos)	Furniture (Nos)	Teaching Aids	No. of Lights	No. of Fans	Ventilation (Y/N)	Power Connection (Y/N)
21	Hostel for boys and girls separately and some residential quarters are desirable	-	-	Yes	Tie up with sister concern	50	-	-	-	-	-	-	-
22	Principal Office	4	1	1	24.86	12	2	6	-	1	1	Y	Y
23	Board Room	23	1	1	31.19	20	1	12	-	1	2	Y	Y
24	Administrative Office	6	1	1	40.94	5	2	7	-	11	3	Y	Y
25	Staff Room	14	2	2	30.07	7	7	8	-	6	4	Y	Y
26	Visitors Room	2	1	1	30.02	12	1	5	-	14	-	Y	Y
27	Central Stores	27	1	1	32.14	25	1	11	-	2	2	Y	Y
28	Maintenance	-	1	1	10.5	10	1	1	-	1	1	Y	Y
29	Security	-	1	1	20.16	1	1	1	-	1	-	Y	Y
30	House Keeping	-	1	1	50	20	-	-	-	2	-	Y	Y
31	Pantry for staff	3	1	1	66.64	60	2	10	-	4	2	Y	Y
32	Exam Office	10	1	1	30.57	5	5	5	-	2	2	Y	Y
33	Language Laboratory	13	1	1	50.74	25	25	25	-	10	-	Y	Y
34	First Aid cum Sick Room	12	1	1	16.07	5	-	1	-	2	1	Y	Y
35	Stationery Store & Reprography	7	1	1	111.52	120	1	100	1	2	1	Y	Y
36	Separate Toilet Facility for Boys	9	1	1	98.63	20	-	-	-	3	-	Y	Y
37	Cafeteria	-	1	1	196	-	-	-	-	-	-	Y	Y
	TOTAL		39	38	7372.36		109	501	5	144	53		

<b>28. BOOKS, JOURNALS AND LIBRARY FACILITIES</b>					
<b>Sl. No</b>	<b>Description</b>	<b>No. of Divisions</b>	<b>Required</b>	<b>Available</b>	<b>Deficiency</b>
1	Number of Titles	14		2103	-
2	Number of Volumes (Subject wise)	14		5196	-
3	No. of National Journals				-
	a) Regional			1	-
	b) National			10	-
	c) International			5	-
4	Digital Library Facility	NO			-
6	Document Scanning Facility	YES			-
6	Document Printing Facility	YES			-
7	Internet	YES			-
8	Multimedia Facilities	YES			-

**29. ESSENTIAL AND DESIRED REQUIREMENTS**

<b>Sl. No</b>	<b>Description</b>	<b>Availability (YES/NO)</b>	<b>Details to be provided (Number if so required)</b>	<b>Required</b>	<b>Deficiency</b>
1	Water Supply	YES	RO system	RO system	-
2	Electric Supply	YES	3 phase	3 phase	-
3	Generator Facility	YES	45 kv	45 kv	-
4	Sewage Disposal	YES	2	2	-
5	Telephone and Fax	YES	2	2	-
6	First Aid Facility	YES	1	1	-
7	Vehicle Parking	YES	1	1	-
8	Institution Web-site (Website address to be provided)	YES	www.stmarys education.org		-
9	Barrier free built environment for differently –abled and elderly persons including availability of specially designed toilets for ladies and gents separately.	No	-		-
10	General Insurance provided for assets against fire, burglary and other calamities	YES			-

11	All weather approach road	YES			-
12	General Notice Board and Departmental Notice Boards	YES			-
13	Medical and Counselling Facilities	YES			-
14	Security arrangement (Day/Night)	YES			-
15	Sufficient halls for examination	YES			-
16	Public announcement system at strategic locations for general announcements/paging and announcements in emergency	YES			-
17	Transport	YES	Own college bus		-
18	LCD (or similar) Projectors in classrooms	YES	4 Nos.	4 Nos.	-
19	Group Insurance to be provided for the employees	-			-
20	Auditorium/Amphi Theatre	YES	5.1 surround system		-
21	Hostel for boys and girls separately, if necessary	YES	50 boy students Tie up with sister concern & 100 girl students Tie up with Child Jesus convent		-

### 30. EQUIPMENTS

1	Whether equipments for all the laboratories prescribed as per NCTE Norms is available	:	YES
2	Whether all the existing equipments are entered in Stock Register?	:	YES
3	Whether all the existing equipments are in working condition or not?	:	YES (Enclosed)
4	If not, list out the equipments that are not in working condition	:	-
5	Whether any equipments are likely to be purchased in respect of the course for which extension of approval is applied	:	YES
6	If YES, list out the equipments	:	Enclosed

**31. DETAILS ON ACCREDITATION STATUS AWARDED BY NATIONAL BOARD OF ACCREDITATION AND INCLUSION UNDER SECTION 2(f) AND 12(B) OF THE UGC ACT, 1956 (Proof to be enclosed.) (For Continuation of Provisional Affiliation/M.Ed., etc.)**

S. No	Programme	Accreditation Status			Inclusion under section 2(f) and 12(B) of the UGC Act, 1956			
		Accredited /Not Accredited	Period of Accreditation, if Accredited	Letter No. and Date	Section 2(f)		Section 12(B)	
					Included / Not included	Letter No. and Date if included	Included / Not included	Letter No. and date if included
1	B.Ed.	B Grade	2011-2016	EC/55/A & a /119 27-03-2011	-	-	-	-

**32. 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				Muslims				Christians				Others				Hindus												Muslims	Indian	NRI	Foreign
					B	G	T	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G			
1	B.Ed. I Year	41	41	0	29	0	2	0	10	0	0	0	15	0	2	0	0	0	7	0	15	0	0	0	2	41	0	0								
2	B.Ed. II Year	0	32	32	0	18	0	1	0	13	0	0	0	7	0	2	0	0	0	4	0	18	0	0	0	1	32	0	0							

B - Boys, G- Girls , T – Total

<b>33.</b>	<b>TEACHING PRACTICE ARRANGEMENTS</b>				
In case of applying for Continuation of Provisional Affiliation					
Furnish the details of students who have undergone teaching practice for the <b>last three years</b>					
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	
2014-15 2015-16 2016-17	List enclosed		07-10-2014 01-09-2016 01-08-2017	02-12-2014 31-12-2016 15-12-2017	40 days 16 weeks 16 weeks
(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)					

<b>34.</b>	<b>DOCUMENTS, REGISTERS AND RECORDS</b>	
The following Documents, Registers and Records should be maintained/available in the institution and it should be produced for verification at the time of inspection to the Inspection Commission Members.		
Sl.No	Name of Register / Record	Maintained/ Available (YES/NO)
<b>I. Administration Related Registers</b>		
1	Fees Receipt Book Register	Yes
2	Admission Register	Yes
3	T.C. Book	Yes
4	Postage Register	Yes
5	Delivery Book	Yes
6	Term Fee Register	Yes
7	Attendance Register for Teaching Staff	Yes
8	Attendance Register for Non Teaching Staff	Yes
9	On Duty Register for Teaching and Non-Teaching Staff	Yes
10	Acquittance Register	Yes
11	Students Attendance Register	Yes
12	Service Register for Teaching and Non-Teaching Staff	Yes
13	Teachers Provident Fund Register	Yes

14	Leave Register	Yes
15	Late Attendance/ Permission Register	Yes
<b>II. Finance Related Registers</b>		
16	Receipt Book	Yes
17	Bank Challan	Yes
18	Pass Book	Yes
19	Cheque Book	Yes
20	Cash Book	Yes
21	Ledger for Individuals Accounts	Yes
22	Voucher file for all accounts	Yes
23	Asset Register for Movable and Immovable Property	Yes
24	Furniture Stock Register	Yes
25	Audio Visual Stock Register	Yes
26	Computer Lab Stock Register	Yes
27	Science Lab Stock Register	Yes
28	Psychology Lab Stock Register	Yes
29	Games and Sports Stock Register	Yes
30	Language Lab Stock Register	Yes
<b>III. Academic Related Registers</b>		
31	College Calendar	Yes
32	Magazine / Newsletter	Yes
33	Minutes Book	Yes
34	Circular Note Book	Yes
35	Register for Registering Letters	Yes
36	Time Table File	Yes
37	Workload Register	Yes
<b>IV. Library Related Register</b>		
38	Stock Register	Yes

39	Journal Register	Yes
40	Grant Related Files	Yes
41	Circulation Register	Yes
42	Members Register	Yes
43	Purchase Register	Yes
44	Book Bank Register	Yes
45	Daily Library User's Register	Yes
<b>V. Student Related Registers</b>		
46	Admission Register	Yes
47	Students Attendance Register	Yes
48	Students Late Attendance Register	Yes
49	Register of the following	
	A. Internal Marks	Yes
	B. Practical Component	Yes
	C. Teaching Practice – Allotment of student to each school	Yes
	D. DEO/CEO Permission Letter	Yes
50	Examination Register	Yes
51	Sports/Activity Register	Yes
<b>VI. Meeting Related Registers</b>		
52	Circular Note Book	Yes
53	Minutes Book	Yes
54	Attendance Register	Yes
55	Minutes of the meetings of the Governing Council of the College	Yes
56	Minutes of the meetings of the Registered Trust / Society of the College	Yes



<b>DOCUMENTS REQUIRED FOR GRANT OF CONTINUATION OF AFFILIATION</b>		<b>Yes/ No</b>
1.	Order of the National Council for Teacher Education, Bangalore to start B.Ed, B.Ed (Additional Intake) & M.Ed. Courses.	<b>Yes</b>
2	Copy of 1 <sup>st</sup> Affiliation Order issued by concerned University	<b>Yes</b>
3	Copy of Accreditation (minimum at B level) Certificate issued by the NAAC	<b>Yes</b>
4	Irrevocable Trust/Society/Section 25 Company Registration Deed/Bye Laws/Memorandum of Association and Articles of Association of the Management of the College.	<b>Yes</b>
5	Land document for verifying lands exclusively earmarked by the college along with the Deed must be enclosed	<b>Yes</b>
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)	<b>Yes</b>
7	Land Continuity Certificate issued by VAO	<b>Yes</b>
8	Building plan (Blue Print) approved by the Authorities viz.: CMDA/Town and Country Planning after payment of infrastructure and amenities charges (proposed college name and survey number should be stated).	<b>Yes</b>
9	Building Completion Certificate issued by competent authority	<b>Yes</b>
10	Building License issued by Tahsildar.	<b>Yes</b>
11	Land Use Certificate from Collector/ Tahsildar	<b>Yes</b>
12	Encumbrance Certificate for Land.	<b>Yes</b>
13	Legal Opinion from not below the rank of the Government Pleader on the ownership of land and extent of coverage.	Applied
14	Sanitary Certificate issued by competent authority.	<b>Yes</b>
15	Pollution Control Certificate from concerned authority	Applied
16	Structural Soundness Certificate (for the current Period)	<b>Yes</b>
17	Certificate from concerned authority from the traffic point of view.	-
18	Fire Prevention Certificate/NOC Certificate from the competent authority regarding safety measures provided for fire prevention and fire fighting (for the current period).	<b>Yes</b>
19	Documents of qualification of the Principal and other teaching staff members including Minutes of Selection Committee along with the Appointment Order and Joining Report.	<b>Yes</b>
20	Titles & Books and Journals available in the Library (in a C.D.)	<b>Yes</b>

21	Purchase Bills and other documents (in a C.D.)	<b>Yes</b>
22	Sketch showing the Class Room / Lab Arrangements.	<b>Yes</b>
23	List of Teaching Office Equipment / proposed to purchase [Duplicating, Xeroxing Facilities, Electronics Boards, TV / VCR / VCP etc]	<b>Yes</b>
24	List of Co-Curricular and Cultural activities for which facilities are available.	<b>Yes</b>
25	A notarized undertaking in Rs.100 stamp paper duly signed by the principal and the authorized signatory of the Trust is to be enclosed	<b>Yes</b>
26	Latest Audited Financial Statement of the College.	<b>Yes</b>
27	Documents for having remitted fixed deposit in the joint account of NCTE & the Trust/College.	<b>Yes</b>
28	Documents for having remitted fixed deposit in the joint account of Affiliated University & the Trust/College	<b>Yes</b>
29	Salary Acquittance (in a C.D)	<b>Yes</b>
30	Academic Calendar	<b>Yes</b>
31	List of Teaching Aids- Hardware and Software	<b>Yes</b>
<b>Conditions laid down by the Government to be fulfilled</b>		
32	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 as per the new Section 47(A) in the Tamil Nadu Town and Country Planning Act 1971, vide notification in the Tamilnadu Government Gazette dated 01-01-2011.	-
33	Certificate under section 37(B) of Tamilnadu Land Reforms (Land fixation and Ceiling) Act, 1961 vide notification in the Tamilnadu Government Gazette dated 10-06-2010.	Net copy enclosed
34	Documentary evidence for payment of Infrastructure and amenity charges as per Tamilnadu notification regarding Levy of Infrastructure and Amenities Charges Rules 2008, vide notification in the Tamilnadu Government Gazette dated 26-01-2008.	-

Note: 1. If "Yes" necessary copies of documents should be enclosed along with the application.  
2. Application can be had from the Office of the Registrar on payment of Rs.500/- 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.