



FORMAT FOR PARTICULARS OF STAFF TO BE SUBMITTED TO THE NRC, NCTE, JAIPUR

PARTICULARS OF STAFF

Session _____ 2018-19 _____

Name and address of the Institution: SARASWATI MAHILA MAHAVIDYALAYA VIJAY NAGAR KANPUR Course: D.El.Ed.

Sl. No.	Name with Date of Birth Age	Attested photograph of the appointed staff	Whether SC/ST/OBC/other Category	Designation	B.Ed. Yes/No	M.Ed. Yes/No	M.A (Education) Yes/No	Master's Degree in school subject Yes/No	Subject of Teaching	Ph. D. (Education/ Specify the subject) Yes/No	Passed UGC NET or equivalent Yes/No	Teaching Experience in Years	Teaching Experience in Recognized School/BEd. College (Enclose experience certificate from the Principal)	Date of initial appointment and NCTE Regulation under which he or she was appointed	Joining Date
					If yes, %age of Marks	If yes, %age of Marks	If yes, %age of Marks	If yes, %age of Marks & specify the subject							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

I. DETAILS OF TEACHING STAFF															
I(A) PRINCIPAL/HOD															
I															
II LECTURERS/TEACHING STAFF (AS PER NCTE NORMS)															
1.	GEETA YADAV 12.03.1986 33		OBC	ASSISTANT PROFESSOR	70%	72%		50%	ENGLISH	----	-----	1 YEAR	---	02.12.19	02.12.2019
2.	EKTA SINGH 26.12.1988 30		OBC	ASSISTANT PROFESSOR	77%	59%	-----	64%	SCIENCE	-----	-----	4 YEARS	4YEARS	27.05.2015	02.07.2017

9.															
10.															
11.															
12.															
13.															
14.															
15.															
16.															
17.															

III PART TIME TEACHING STAFF (AS PER NCTE NORMS)

1.															
2.															
3.															

The above appointment have been made on the basis of recommendations of the Selection Committee constituted as per the policy of the UGC/the affiliating University/Affiliating Body.

**Name & Signature of the
Authorized Representative of the Institution**
Date _____

**Name & Counter Signature with Seal of the
Registrar/Competent Authority of the Affiliating Body***

- Note: The institution shall submit the above list as per the provisions of the NCTE Regulations, 20014 indicating qualification , percentage of marks, teaching experience etc. alongwith attested copy of professional qualification & experience certificate and attested photographs of staff duly countersigned by the competent authority of the affiliating body or endorsement of the same by submitting a written approval of the competent authority of the affiliating body as per the above format.

CERTIFICATE FROM THE MANAGDEMENT

- (i) All appointments are on full-time and regular basis except those specified as part-time as per the NCTE norms. The academic staff of the institution (including part-time staff) is/shall be paid salary in such scale of pay as prescribed by the UGC/University/affiliating body from time to time through account payee cheque or as per advice into the bank account of employee specially opened for the propose. The supporting staff shall be paid as per the UGC/State Government/Central Government pay scale structure.
- (ii) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc for its employees. The institution shall follow all the norms of the NCTE as amended from time to time.

**Name & Signature of the
Authorized Representative of the Institution**

Date _____

- It may be noted by the teacher education institution that in case of self finance institutions run by the pvt. Managements under society/trust, the above details shall be signed by the Secretary/President/Chairman of the concerned Management. In case of the Govt./University/aided institution the same shall be signed by the Registrar/Director/Principal/HOD of the intuition.