

# Form IV

(See sub-rule (3) of rule 8 of NCTE Rules, 1997)

## QUESTIONNAIRE FOR INSPECTION

### Inspection of Recognized Institutions

(Under Section 13 of the National Council for Teacher Education Act, 1993)

## Digitalized Format for Self Appraisal Report Year of Appraisal 2013-2014

### *Profile of the Teacher Education Institution*

1. **Name of the institution** :  
Montgomery Guru Nanak College of Education, Adarsh Nagar, Jalandhar City

2. **Address for communication**  
Adarsh Nagar, Jalandhar City (Punjab)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **Phone No. (with STD Code)** : 0181 – 2201883, 2254461

4. **Fax No.** : 0181 – 2254461

5. **E-mail:** : mgncollege@yahoo.co.in

6. **Date of establishment of the institution:** 1955

7. **Course(s) offered**

:

1	2	3	4	5
Name of the course in full	Stage/ level	Duration	Year of starting the course	Intake approved
Master of Education	Higher	One Year	1996	35
Bachelor of Education	Secondary	One Year	1955	200

8. **Name of the University/Examining Body to which the institution is affiliated :**  
Guru Nanak Dev University, Amritsar

9. **Number and date of the order of the Regional Committee granting Recognition/Permission (course wise)**  
**M.Ed.**– F.No. F–3/Pb. 9/M.Ed./2000/4740 dated 25.7.2000 and DO No.49-4/2010/PT/NCTE/N&S/ dated 30<sup>th</sup> July, 2010  
**B.Ed.** – F. No. F-3/Pb.-21/99/6476 Dated: 23.02.1999

**10. Mode of selection of candidates :**

	Yes	No
(a) Centralized test at the state level	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(b) Test conducted by the university	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(c) Test conducted by the institution	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(d) Test conducted by an independent agency	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(e) Based on marks obtained in the qualifying examination	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(f) By the management	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**11. Criteria for admission :**

	Yes	No
(a) As per NCTE norms	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(b) Norms superior to NCTE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(c) In relaxation of NCTE norms with respect to minimum percentage of marks	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(d) In relaxation of NCTE norms with respect to qualifying course	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(e) In relaxation of special eligibility provisions of NCTE norms such as participation in national/regional/state/university level events	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(f) In relaxation of professional experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(g) In relaxation of professional experience and performance in qualifying course	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**12. Academic calendar of the outgoing academic session**

(a) Start of admission	D	D	M	M	Y	Y
	1	2	0	7	1	3
(b) Closure of admission	D	D	M	M	Y	Y
	2	9	0	7	1	3
(c) Start of teaching	D	D	M	M	Y	Y
	2	2	0	7	1	3
(d) Last teaching day	D	D	M	M	Y	Y
	3	1	0	5	1	4
(e) Number of working days (annexure 12 e attached)	2	3	3			
(f) Number of days of vacation/break during the academic session			2	3		

**13. Practice Teaching at School**

(a) Total number of practicing teaching days 

4	2
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(b) Minimum number of practice teaching lessons given by each student 

6	0
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**14. Pre-practice teaching at the institution**

(a) Number of pre-practice teaching days (simulated/micro-teaching/any other) 

1	0
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(b) Minimum number of pre-practice teaching lessons given by each student 

1	0
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(c) Total number of demonstration lessons held **(three Lessons per subject) each for composite & micro lessons)**

1	2
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**15. Examinations**

(a) Number of sessional tests held for each paper 

2
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(b) Number of assignments for each paper 

0	2
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(c) Date of commencement of annual examination

	D	D	M	M	Y	Y
B.Ed	0	3	0	4	1	4
M.Ed	0	3	0	4	1	4

(d) Date of declaration of result

	D	D	M	M	Y	Y
B.Ed	3	0	0	6	1	4
M.Ed	2	9	0	8	1	4

(e) Date of submission of dissertation (Post-graduate course)

	D	D	M	M	Y	Y
	3	1	0	5	1	4

**16. Scheme of examination**

(a) External examination only 

	Yes	No
		✓

(b) Internal and external examinations 

✓	
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(c) Internal examination only 

	✓
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**17. Student support and progression**

(a) Number of students who appeared in the final examination 

2	2	6
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(b) Number of students who passed in the examination 

2	2	6
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(c) Number of students who failed in the examination 

-	0	0
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(d) Number of students who joined higher studies 

-	8	0
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(e) Number of students who took up teaching employment 

-	6	3
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(f) Number of students who secured employment through the institution 

	0	4
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**18. Teaching Resources**

		Yes	No				
(a) Principal/Head of the Department is in position (w.e.f.1.9.2005)		<input checked="" type="checkbox"/>	<input type="checkbox"/>				
(b) Number of teachers employed on full-time basis (annexure 18 b attached)	2013-14	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">9</td></tr></table>	1	9	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>		
1	9						
(c) Number of teachers employed on part-time basis		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">0</td></tr></table>	0	0	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>		
0	0						
(d) Number of Guest lectures organized		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">9</td></tr></table>	0	9	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>		
0	9						
(e) Number of teachers on regular scale of pay		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">1</td></tr></table>	1	1	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>		
1	1						
(f) Number of teachers on consolidated remuneration		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">8</td></tr></table>	0	8	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>		
0	8						
(g) Number of teachers with qualifications as per NCTE norms		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">6</td></tr></table>	1	6	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>		
1	6						
(h) Number of teachers yet to qualify NET/SLET		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">4</td></tr></table>	0	4	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>		
0	4						
(i) Number of teachers yet to obtain post-graduate degree in education		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">0</td></tr></table>	0	0	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>		
0	0						
(j) Number of teachers without school experience		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">4</td></tr></table>	1	4	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>		
1	4						

**19. Professional Development of Teachers** (annexure 19 e, f attached)

(a) Number of teachers who attended in-service courses during the preceding year (**Refresher**) 

0	1
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*College faculty participated in consultancy services and faculty development programmes. (Annexure )*

(b) Number of teachers enrolled in part-time post-graduate course in education (M.Ed./M.A.(Education)/M.Phil) 

0
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(c) Number of teachers enrolled in full-time post-graduate course in education (M.Ed./M.A.(Education)/M.Phil) 

0
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(d) Number of teachers enrolled in Ph.D. programme 

0	1
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(e) Number of teachers who participated in seminars/conferences/workshops 

1	7
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(f) Number of papers published by the teachers 

0	3	2
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(g) Number of teachers who received professional recognition/ awards 

0	0
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**20. Land and Building**

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| (a) Institution functions from its own building                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| (b) Institution functions from a rented building                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| (c) Institution building is under construction                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| (d) Institution building is shared for running another course(s) | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| (e) Title of the land is on free-hold ownership basis            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| (f) Title of the land is on long-lease as per law                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

**21. Educational Technology**

- |   |                    |                                     |                                |
|---|--------------------|-------------------------------------|--------------------------------|
| (a) Number of computers with supporting accessories                         |                    | <input type="text" value="3"/>      | <input type="text" value="7"/> |
| (b) Access to Internet  |                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>       |
| (c) Number of hands - on experience hours provided to each student per week |                    | <input type="text" value="0"/>      | <input type="text" value="3"/> |
| (d) Number of education related CD-ROMs available                           |                    | <input type="text" value="7"/>      | <input type="text" value="6"/> |
| (e) Number of education related video-cassettes available                   |                    | <input type="text" value="7"/>      | <input type="text" value="9"/> |
| (f) Number of education related audio-cassettes available                   |                    | <input type="text" value="1"/>      | <input type="text" value="3"/> |
| (g) Website of the institution  | www.mgncollege.org | <input checked="" type="checkbox"/> | <input type="checkbox"/>       |
| (h) Availability of LCD projector   | 04                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>       |
| (i) Availability of OHP   | 10                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>       |
| (j) Availability of TV  | 04                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>       |
| (k) Availability of VCR   | 02                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>       |
| (l) Availability of public-address system                                   | 05                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>       |

**22. Library resources**

- |  |                                |                                |                                |                                |                                |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| (a) Number of books in the library   | <input type="text" value="2"/> | <input type="text" value="1"/> | <input type="text" value="7"/> | <input type="text" value="8"/> | <input type="text" value="0"/> |
| (b) Number of books added to the library during the preceding year 2013-2014 | <input type="text" value="2"/> | <input type="text" value="1"/> | <input type="text" value="5"/> |                                |                                |

- (c) Total Number of educational journals/periodicals being subscribed 

	1	5
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- (d) Number of encyclopaedia available in the library 

1	7	6
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- (e) Number of books available in the reference section of the library 

3	4	1	2
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- (f) Total seating capacity in the library 

-	8	0
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**23. Sports and Physical Education Resources** (annexure 23 attached)

- | Institution has   | Yes                                 | No                                  |
|---|-------------------------------------|-------------------------------------|
| (a) Playground (football/hockey etc.)   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| (b) Playground (football/hockey etc.) of another institution on sharing basis | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| (c) Gymnasium/Multipurpose hall   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| (d) Facilities for gymnasium  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| (e) Facilities for athletics  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| (f) Facilities for Health Education   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| (g) Facilities for Anatomy Lab  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| (h) Facilities for Physiology Lab   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

**Organisation and Management**

- | 24. Institution is        | Yes                                 | No                                  |
|---------------------------|-------------------------------------|-------------------------------------|
| (a) Government owned      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| (a) Aided                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| (b) Unaided               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| (c) University Department | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

- 25.** (a) Minimum emoluments (basic pay and allowances) paid to teachers on regular appointment is 

4	5	8	6	0
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- (b) Minimum emoluments (basic pay and allowances) paid to teachers on adhoc service is 

1	0	0	0	0
---	---	---	---	---
- (c) Minimum consolidated remuneration paid to teachers is 

2	5	9	2	0
---	---	---	---	---

 10000 to

(Annexure 25 C)

- (d) Per lecture honorarium paid to guest 2013-14 

1	0	0	0
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26. (a) Salaries are paid in cash 

Yes	No
	✓
- (b) Salaries are paid through account payee cheque 

✓	
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27. (a) Salaries are disbursed each month 

Yes	No
✓	
- (b) Teachers are paid salary for the vacation period 

✓	
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**Expenditure and Receipts**

28. (a) Salaries paid to teaching staff during the preceding financial year (annex 28 a attached) 

1	3	3	2	9	4	5	6
---	---	---	---	---	---	---	---
- (b) Salaries paid to non-teaching staff during the preceding financial year (annex 28 b attached) 

	2	3	7	2	5	3	6
--	---	---	---	---	---	---	---
- (c) Amount spent on utilities during the preceding financial year 

-	-	-	-	-	-	-	-
---	---	---	---	---	---	---	---
- (d) Amount spent on purchase of books and journals for the library during the preceding financial year 

	3	0	0	4	1	6	
--	---	---	---	---	---	---	--
- (e) Amount spent on purchase of equipment during the preceding financial year 

	2	5	0	0	8	9	
--	---	---	---	---	---	---	--
- (f) Amount spent on purchase of furniture during the preceding financial year 

	5	6	9	8	0	8	
--	---	---	---	---	---	---	--
- (g) Amount spent on capital expenditure during the preceding financial year 

2	6	7	0	7	2	3	
---	---	---	---	---	---	---	--
- (h) Amount spent on contingencies during the preceding financial year 

3	7	5	0	4	9	9	
---	---	---	---	---	---	---	--
29. (a) Amount carried forward from the previous financial year 

-	-	-	-	-	-	-	-
---	---	---	---	---	---	---	---
- (b) Receipts from fees (tuition and all other fees) during the preceding financial year (annexure 29 b attached) 

	9	2	6	3	5	8	0
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- (c) Receipts from donation during the preceding financial year 

-	-	-	-	-	-	-	-
---	---	---	---	---	---	---	---
- (d) Receipts from consultancies and extension 

-	-	-	-	-	-	-	-
---	---	---	---	---	---	---	---

programmes during the preceding financial year

(e) Amount of grants received from the governments during the preceding financial year 

	6	8	3	9	4	4	5
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(f) Income from investments during the preceding financial year 

-	-	-	-	-	-	-
---	---	---	---	---	---	---

30. Excess of expenditure over income 

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Amount of excess expenditure over income. 

-	-	-	-	-	-	-
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31. The institutional accounts of the preceding financial year have been audited 

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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**Endowment fund and Reserve Fund (annexure 32 attached)**

32. (a) Amount of Endowment fund 

	5	0	0	0	0	0
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(b) Amount of Reserve fund 

3	0	0	0	0	0
---	---	---	---	---	---

(c) Endowment fund is maintained jointly with NCTE 

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

**33. Resume of the institution (annexure 33 attached)**

Brief appraisal of the overall performance of the institution during the preceding academic session and plans for future development may be given.

(Signature of the Head of the Institution/Principal)

(Signature of the Manager/Secretary of the Society/Trust)