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 2014-15

Profile of the Teacher Education Institution

1. **Name of the institution**: MAEER’s MIT School of Education & Research

2. **Address for communication**
   Sr. No. 124, Ex servicemen Colony, Saraswati Vishwa- A wing, Kothrud, Pune, Maharashtra - 411038

3. **Phone No. (with STD Code)**: 020-30273554

4. **Fax No.**: 020-25442770

5. **E-mail**: principal.kothrud@mitsoer.edu.in

6. **Date of establishment of the institution**: 06/2007

7. **Course(s) offered**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the course in full</td>
<td>Stage/level</td>
<td>Duration</td>
<td>Year of starting the course</td>
<td>Intake approved</td>
</tr>
<tr>
<td>Bachelor of Education (B.Ed.)</td>
<td>Secondary/ Senior Secondary</td>
<td>2 years</td>
<td>2007</td>
<td>100</td>
</tr>
<tr>
<td>Masters of Education (M.Ed.)</td>
<td>Post Graduate</td>
<td>2 years</td>
<td>2009</td>
<td>35</td>
</tr>
</tbody>
</table>

8. **Name of the University/Examining Body to which the institution is affiliated**: Savitribai Phule Pune University

9. **Number and date of the order of the Regional Committee granting Recognition / Permission (course wise)**
| B.Ed. | 1. NCTE First Order No.  
WRC/5-6/92/2006/C-14765  
APW03795/123452 Date.  
23.01.2007 & 25.04.2007 |
|---|---|
| 2. Change of Medium Order  
WRC/APW03799/123452 (Change  
of Medium) 176th /2012/99071  
Date.11.01.2013 Date.23.01.2007 &  
22.01.2013 |
| 3. Change of Name Order  
WRC/APW03795/123452/ (Change  
of Name ) 204th /2014/117082  
Date.15.04.2015 |
| NCTE Revised Order  
WRC/APW03795/123452/2015  
Date.03.08.2015. |
| Masters of Education | 1. NCTE First Order: WRC/ 5-6 /114/2009/ 51485- 
51490 APW 0634/125133/123452  
Dt. 21/02/2009 |
| | 2. Intake of25 to35  
WRC/APWo6394/125133/123452/140  
140th /2010/75430  
Date.24/02/2011 |
| Masters of Arts ( Education) | Order No: YCMOU/shishavi/1295/12  
Date.06.08.2012 &  
10.08.2012 |

10. **Mode of selection of candidates**  
(a) Centralised test at the state level ✔ ✔ ✔ ✔  
(b) Test conducted by the university ✔ ✔ ✔ ✔  
(c) Test conducted by the institution ✔ ✔ ✔ ✔  
(d) Test conducted by an independent agency ✔ ✔ ✔ ✔  
(e) Based on marks obtained in the qualifying examination ✔ ✔ ✔ ✔  
(f) By the management ✔ ✔ ✔ ✔

11. **Criteria for admission**  
(a) As per NCTE norms ✔ ✔ ✔ ✔  
(b) Norms superior to NCTE ✔ ✔ ✔ ✔
(c) In relaxation of NCTE norms with respect to minimum percentage of marks ✓✓ ✓✓

(d) In relaxation of NCTE norms with respect to qualifying course ✓✓ ✓✓

(e) In relaxation of special eligibility provisions of NCTE norms such as participation in national/regional/state/university level events ✓✓ ✓✓

(f) In relaxation of professional experience ✓✓ ✓✓

(g) In relaxation of professional experience and performance in qualifying course ✓✓ ✓✓

12. Academic calendar of the outgoing academic session

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Start of admission</td>
<td>2 3 0 6 1 4 D M M Y Y</td>
</tr>
<tr>
<td>(b) Closure of admission</td>
<td>3 0 0 8 1 4 D M M Y Y</td>
</tr>
<tr>
<td>(c) Start of teaching</td>
<td>1 4 0 8 1 4 D M M Y Y</td>
</tr>
<tr>
<td>(d) Last teaching day</td>
<td>1 6 0 5 1 5 D M M Y Y</td>
</tr>
<tr>
<td>(e) Number of teaching days</td>
<td>2 0 4</td>
</tr>
<tr>
<td>(f) Number of days of vacation/break during the academic session</td>
<td>0 4 0</td>
</tr>
</tbody>
</table>

13. Practice Teaching at School

(a) Total number of practicing teaching days 2 4

(b) Minimum number of practice teaching lessons given by each student 0 8

14. Pre-practice teaching at the institution

(a) Number of pre-practice teaching days (simulated/micro-teaching/any other) 3 5

(b) Minimum number of pre-practice teaching lessons given by each student 2 0

(c) Total number of demonstration lessons held 1 5

15. Examinations

(a) Number of sessional tests held for each paper 2

(b) Number of assignments for each paper 0 3
(c) Date of commencement of annual examination

\[\begin{array}{cccccc}
D & M & M & Y & Y \\
2 & 8 & 0 & 4 & 1 & 5 \\
D & D & M & M & Y & Y
\end{array}\]

(d) Date of declaration of result

\[\begin{array}{cccccc}
D & M & M & Y & Y \\
2 & 9 & 0 & 5 & 1 & 5 \\
D & D & M & M & Y & Y
\end{array}\]

(e) Date of submission of dissertation

(Post-graduate course)

\[\begin{array}{cccccc}
D & M & M & Y & Y \\
2 & 5 & 0 & 3 & 1 & 5
\end{array}\]

16. Scheme of examination

(a) External examination only

Yes | No

(b) Internal and external examinations

✓ | ✓ | ✓ | ✓

(c) Internal examination only

17. Student support and progression

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

0 9 6

(b) Number of students who passed in the examination

0 9 4

(c) Number of students who failed in the examination

0 0 2

(d) Number of students who joined higher studies

0 1 0

(e) Number of students who took up teaching employment

0 7 5

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

0 5 0

18. Teaching Resources

(a) Principal/Head of the Department is in position

✓ | No

(b) Number of teachers employed on full-time basis

1 4

(c) Number of teachers employed on part-time basis

- -

(d) Number of Guest lecturers engaged

- -

(e) Number of teachers on regular scale of pay

0 4

(f) Number of teachers on consolidated remuneration

1 0

(g) Number of teachers with qualifications as per NCTE norms

1 3

(h) Number of teachers yet to qualify NET/SLET

0 1
(i) Number of teachers yet to obtain post-graduate degree in education - -
(j) Number of teachers without school experience 0 4

19. **Professional Development of Teachers**

(a) Number of teachers who attended in-service courses during the preceding year 0 2
(b) Number of teachers enrolled in part-time post-graduate course in education (M.Ed./M.A.(Education)/M.Phil) 0 1
(c) Number of teachers enrolled in full-time post-graduate course in education (M.Ed./M.A.(Education)/M.Phil) - -
(d) Number of teachers enrolled in Ph.D. programme 0 8
(e) Number of teachers who participated in seminars/conferences/workshops 1 4
(f) Number of papers published by the teachers 0 6 7
(g) Number of teachers who received professional recognition/awards 0 7

20. **Land and Building**

(a) Institution functions from its own building [✓✓✓✓]
(b) Institution functions from a rented building [✓✓✓✓]
(c) Institution building is under construction [✓✓✓✓]
(d) Institution building is shared for running another course(s) [✓✓✓✓]
(e) Title of the land is on free-hold ownership basis [✓✓✓✓]
(f) Title of the land is on long-lease as per law [✓✓✓✓]

21. **Educational Technology**

(a) Number of computers with supporting accessories 2 5
(b) Access to Internet [✓✓✓✓]
(c) Number of hands-on experience hours provided to each student per week 0 4
(d) Number of education related CD-ROMs available 0 1 0
(e) Number of education related video-cassettes available 0 2 1
(f) Number of education related audio-cassettes available 0 2 1

(g) Website of the institution

(h) Availability of LCD projector ✓ ✓ ✓ ✓
(i) Availability of OHP ✓ ✓ ✓ ✓
(j) Availability of TV ✓ ✓ ✓ ✓
(k) Availability of VCR ✓ ✓ ✓ ✓
(l) Availability of public-address system ✓ ✓ ✓ ✓

22. Library resources

(a) Number of books in the library 0 5 4 0 7
(b) Number of books added to the library during the preceding year 0 2 1 7
(c) Total Number of educational journals/periodicals being subscribe 0 0 5
(d) Number of encyclopaedia available in the library 6 5
(e) Number of books available in the reference section of the library 4 8 6 5
(f) Total seating capacity in the library 0 4 5

23. Sports and Physical Education Resources

Institution has Yes No

(a) Playground (football/hockey etc.) ✓ ✓ ✓ ✓
(b) Playground (football/hockey etc.) of another institution on sharing basis ✓ ✓ ✓ ✓
(c) Gymnasium/Multipurpose hall ✓ ✓ ✓ ✓
(d) Facilities for gymnasium ✓ ✓ ✓ ✓
(e) Facilities for athletics ✓ ✓ ✓ ✓
(f) Facilities for Health Education ✓ ✓ ✓ ✓
(g) Facilities for Anatomy Lab
(h) Facilities for Physiology Lab ✓ ✓ ✓ ✓

Organization and Management

24. Institution is
   (a) Government owned NO
   (a) Aided NO
   (b) Unaided YES
   (c) University Department NO

25. (a) Minimum emoluments (basic pay and allowances) paid to teachers on regular appointment is 2 7 0 0 0
(b) Minimum emoluments (basic pay and allowances) paid to teachers on adhoc service is 2 3 0 0 0
(c) Minimum consolidated remuneration paid to teachers is 1 7 5 5 0
(d) Per lecture honorarium paid to guest lecturers is 5 0 0

26. (a) Salaries are paid in cash NO
(b) Salaries are paid through account payee cheque YES

27. (a) Salaries are disbursed each month YES
(b) Teachers are paid salary for the vacation period YES

Expenditure and Receipts

28. (a) Salaries paid to teaching staff during the preceding financial year 0 3 6 7 6 1 0 8
(b) Salaries paid to non-teaching staff during the preceding financial year 0 3 6 3 5 9 0 1
(c) Amount spent on utilities during the 2 9 9 2 5 3 3
(d) Amount spent on purchase of books and journals for the library during the preceding financial year: 0 1 1 6 8 4 7

(e) Amount spent on purchase of equipment during the preceding financial year: 0 1 9 8 7 2 8

(f) Amount spent on purchase of furniture during the preceding financial year: - - - - - - -

(g) Amount spent on capital expenditure during the preceding financial year: - - - - - - -

(h) Amount spent on contingencies during the preceding financial year: - - - - - - -

29. (a) Amount carried forward from the previous financial year: N A - - - - - -

(b) Receipts from fees (tuition and all other fees) during the preceding financial year: 0 7 7 7 8 0 7 5

(c) Receipts from donation during the preceding financial year: N A - - - - - -

(d) Receipts from consultancies and extension programmes during the preceding financial year: N A - - - - - -

(e) Amount of grants received from the governments during the preceding financial year: 0 0 1 5 2 0 7 5

(f) Income from investments during the preceding financial year: N A - - - - - -

30. Excess of expenditure over income: YES

Amount of excess expenditure over income: 0 2 5 2 6 4 6 7

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

**Endowment fund and Reserve Fund**

2. (a) Amount of Endowment fund: 0 5 0 0 0 0 0 0

(b) Amount of Reserve fund: 3 0 0 0 0 0 0 0

(c) Endowment fund is maintained jointly with NCTE: YES
33. Resume of the institution

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)
Principal
MAEER's, MIT School of Education & Research,
S. No. 124, Paud Road, Kothrud, Pune - 38.

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

Executive Director
MAEER's MIT B. Ed. College
List of documents

1. Academic calendar of activities of the preceding session.
2. Copy of time-table of the preceding sessions.
3. Staff profile (Proforma-1)
4. List of practicing school
5. Details of fee structure (proforma2)
6. Details of salary disbursement (proforma 3)
7. Copies of FDRs towards maintenance of Endowment and Reserve funds
8. Receipt and Expenditure statement account for the preceding financial year with auditors certificate

Note: All the documents are to be signed by the Principal / Management.