



## தமிழ்நாடு ஆசிரியர் கல்வியியல் பல்கலைக்கழகம்

### TAMILNADU TEACHERS EDUCATION UNIVERSITY

(Established under Tamil Nadu Act 33 of 2008)

Gangaiamman Koil Street, Karapakkam, Chennai - 600 097.

Email : [registrar@tnteu.in](mailto:registrar@tnteu.in); Website: [www.tnteu.in](http://www.tnteu.in)

No.TNTEU/R/CC/QA/2017-18/2299

Date: 20.09.2017

Dr.N.Ravindranath Tagore, Ph.D.

REGISTRAR i/c

To

The Principals / Secretaries / Correspondents of  
all the Colleges of Education Affiliated to this University

Sir/Madam,

**Sub:** TNTEU – Quality Measures - Appointment - Qualifications approval and Relieving of Faculties in Self financing Colleges of Education- Comprehensive instructions issued for strict implementation-Reg.

**Ref:** University's Communications dated: 13.03.2017, 28.03.2017, 21.04.2017, 03.05.2017, 08.05.2017, 15.05.2017, 27.06.2017, 07.07.2017, 22.08.2017, 22.08.2017 & 05.09.2017.

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I am, by direction to inform you that in the references cited, the University has issued repeated instructions to the Colleges of Education on appointment, qualification approval and issuing of relieving orders for the members of Faculties appointed in their Institutions. But, it is regrettable to note that inspite of repeated instructions issued by the University, it has been observed various deviations among the Colleges of Education in implementing the procedures stipulated in the references cited by the University.

Hence, a comprehensive Instructions on submission of proposal on appointment, qualification approval and issuing of Relieving Order for Teaching faculties are listed below for strict implementation with immediate effect.

#### **(A) Submission of proposal for grant of qualification approval**

1. The University shall permit only those faculty members who have obtained qualification approval from the University to handle the classes for the teacher education programmes.
2. The proposal for qualification approval for newly appointed faculty shall be submitted to the University within 7 days from the date of appointment with the following documents.

- a) Request in the College letter head with the information of (i) Sanctioned students intake as per NCTE's Recognition, (ii) No. of Faculties required, (iii) No. of Faculties to whom University has already granted qualification approval, (iv) No. of Faculties to whom proposal now submitted for qualification approval.
  - b) Annexure-I containing the details of the Teaching Faculty based on the original certificates submitted by the individual with the signatures of the Management, Principal and the candidate.
  - c) Annexure-III in original (2 copies) with recent photographs of the teaching faculty affixed.
  - d) Minutes of the Selection Committee for the selection of the Faculty with the details of: date of interview, details of persons attended, marks awarded and final decision of the Selection Committee.
  - e) Appointment Order issued to the Faculty: It should contain the designation of Faculty, appointment on regular and full time basis and monthly salary with a condition that the Faculty should not resign the post in the middle of the academic year.
  - f) Joining report of the Faculty in which, the Faculty should mention the date of joining and also declare that he will not resign the post in the middle of the academic year.
  - g) Relieving order should contain the date of joining and date of relieving the College of Education and the salary last drawn at the time of relieving.
  - h) Copies of all Educational and Experience/Service certificates of the Faculty appointed by duly attested by the Principal. Original documents shall be submitted to the University for verification and return.
  - i) Undertaking of the Management in the format prescribed by the University.
  - j) Undertaking of the Faculty Member in the format prescribed by the University.
  - k) Photo copies of Aadhar card of the teaching faculty
  - l) Photo copies of Bank Account of existing teaching faculty.
3. After obtaining qualification approval from the University, the details of the members of Faculty should be uploaded on the website of the Colleges of Education, in order to fulfill the condition laid down in Paragraph 7 of the Recognition order granted by the NCTE.

4. All the Students and the members of Faculties should wear ID card during the working hours in Colleges.

### **(B) Instructions to Managements of the Colleges of Education**

1. The Faculty so appointed shall be given an opportunity to serve in the Colleges of Education **for at least two years**. In case of any unavoidable circumstances, if the Management intends to terminate the services of a faculty member before completion of minimum period of two years, they may do so **by getting prior permission from the University**.
2. Members of Faculty shall be **appointed on regular and full time basis** and they shall be paid salaries for the period of summer vacation also. **No teaching faculty working in the Colleges of Education should be terminated during summer vacation.**
3. Any Faculty member who has not completed a minimum period of two years of service in another Institution shall not be appointed in the Colleges of Education. But, it will not be applicable to the fresh candidates.
4. The Management shall pay the monthly salary to the Faculty members every month regularly through **Electronic Clearance System (ECS)** as per NCTE norms.
5. The Employees Contributory Provident Fund (ECPF) facility shall be extended to all the members of the College including Faculty members.

### **(C) Instructions to the Teaching Faculty**

1. The Faculty member shall work continuously at least for one full academic year and should not resign from his service in the middle of the academic year. If he/she wants to leave the Institution in the middle of the academic year under any unavoidable circumstances, he/she may do so **by getting prior permission from the University**, failing which, the University will not grant qualification approval to such Faculty, if proposal is received subsequently from some other Colleges of Education.
2. The Faculty members shall concentrate fully on teacher education programmes and train the students systematically in order to mould them as an ideal teacher.

The above comprehensive instructions are issued to enhance the quality of teacher education in all the affiliated Colleges of Education in our State. Hence, the Principals/Management of the affiliated Colleges of Education are hereby advised to follow the above instructions strictly.

*B. D. S. S. S.*  
Registrar i/c 2019/117