

.Form IV
(See sub-rule (3) of rule 8 of NCTE Rules, 1997)
QUESTIONNAIRE FOR INSPECTION
Inspection of Recognised Institutions
(Under Section 13 of the National Council for Teacher Education Act, 1993)

Digitalized Format for Self Appraisal Report
Year of Appraisal 2016

Profile of the Teacher Education Institution

- 1. Name of the institution** : Bhagabati Devi Primary Teachers' Training Institute
- 2. Address for communication** : At. Baramohanpur, P.O.: Khakurda,
Dist. Paschim Medinipur, West Bengal, 721445
- 3. Phone No. (with STD Code)** : 03229 259430
- 4. Fax No.** : 03229 259430
- 5. E-mail** : bdptti@yahoo.co.in, bdnks_kkd@yahoo.co.in
- 6. Date of establishment of the institution** : 15th August 2003
- 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
Diploma in Elementary Education	H.S. level	2 years	2014- 2016	50
Diploma in Elementary Education	H.S. level	2 years	2015- 2017	50
Diploma in Elementary Education	H.S. level	2 years	2016- 2018	50

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

West Bengal Board of Primary Education
"Acharya Prafulla Chandra Bhavan",
DK 7/1, Sector – II, Bidhannagar, Salt Lake,
Kolkata 700 091,

- 9. Number and date of the order of the Regional Committee granting recognition/Permission (course wise) :**

ERC/7-99.4(1)7/2009, Dated. 31.07.2009

10. Mode of selection of candidates :

	Yes	No
(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 :

	Yes	No
(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

	D	D	M	M	Y	Y
(a) Start of admission	1	4	0	7	1	5
	D	D	M	M	Y	Y
(b) Closure of admission	2	3	0	7	1	5
	D	D	M	M	Y	Y
(c) Start of teaching	0	1	0	7	1	5
	D	D	M	M	Y	Y
(d) Last teaching day	3	0	0	6	1	6
(e) Number of teaching days			2	1	0	
(f) Number of days of vacation/break during the academic session			4	8		

13. Practice Teaching at School :

- (a) Total number of practicing teaching days

4	5
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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)

5	0
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- (b) Minimum number of pre-practice teaching lessons given by each student

2	5
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- (c) Total number of demonstration lessons held

1	1
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15. Examinations

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

5

- (b) Number of assignments for each paper

0	5
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- (c) Date of commencement of annual examination

D	D	M	M	Y	Y
2	3	1	1	1	5
- (b) Date of declaration of result

D	D	M	M	Y	Y
×	×	×	×	×	×
- (c) Date of submission of dissertation
(Post-graduate course)

D	D	M	M	Y	Y
×	×	×	×	×	×

16. Scheme of examination

- | | Yes | No |
|--|-----|----|
| (a) External examination only | × | ✓ |
| (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	4	9
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- (b) Number of students who passed in the examination

×	×	×
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- (c) Number of students who failed in the examination

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

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

×	×	×
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- (f) Number of students who secured employment through the Institution

×	×	×
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18. Teaching Resources

- (a) Principal/Head of the Department is in position
- (b) Number of teachers employed on full-time basis
- (c) Number of teachers employed on part-time basis
- (d) Number of Guest lecturers engaged
- (e) Number of teachers on regular scale of pay
- (f) Number of teachers on consolidated remuneration
- (g) Number of teachers with qualifications as per NCTE norms
- (h) Number of teachers yet to qualify NET/SLET
- (i) Number of teachers yet to obtain post-graduate degree in Education
- (j) Number of teachers without school experience

Yes	No
✓	×
0	9
0	2
0	3
1	1
1	1
1	1
×	×
0	3
×	×

19. Professional Development of Teachers

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

0	0	
0	0	
0	3	
0	2	
0	1	
0	0	0
0	0	

20. Land and Building

- (a) Institution functions from its own building
- (b) Institution functions from a rented building

Yes	No
✓	×
×	✓

(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	0	
		Yes	No	
(b)	Access to Internet	✓	×	
(c)	Number of hands - on experience hours provided to each student per week	0	3	
(d)	Number of education related CD-ROMs available	0	6	5
(e)	Number of education related video-cassettes available	0	5	0
(f)	Number of education related audio-cassettes available	0	2	5
		Yes	No	
(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		9	0	3	5
(b)	Number of books added to the library during the preceding year	3	3	1	9	
(c)	Total Number of educational journals/periodicals being subscribed		3	3		
(d)	Number of encyclopaedia available in the library		1	7		
(e)	Number of books available in the reference section of the Library			5	6	

(f) Total seating capacity in the library

	6	0
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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) 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	✓	×

24. Organisation and Management

Institution is	Yes	No
(a) Government owned	×	✓
(b) Aided	×	✓
(c) Unaided	✓	×
(d) University Department	×	✓

25.

(a) Minimum emoluments (basic pay and allowances) paid to teachers on regular appointment is	2	8	5	0	0
(b) Minimum emoluments (basic pay and allowances) paid to teachers on adhoc service is		6	0	0	0
(c) Minimum consolidated remuneration paid to teachers is	1	5	8	6	0
(d) Per lecture honorarium paid to guest lecturers is		0	0	0	

26.

	Yes	No
(a) Salaries are paid in cash	×	✓
(b) Salaries are paid through account payee cheque	✓	×

27.

(a) Salaries are disbursed each month

Yes	No
✓	×

(b) Teachers are paid salary for the vacation period

✓	×
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28. Expenditure and Receipts

(a) Salaries paid to teaching staff during The preceding financial year

	2	2	5	2	2	3	0
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(b) Salaries paid to non-teaching staff during the preceding financial year

	1	3	5	2	6	1	0
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(c) Amount spent on utilities during the preceding financial year

		1	3	0	3	3	1
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(d) Amount spent on purchase of books and journals for the library during the preceding financial year

		2	1	7	9	4	3
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(e) Amount spent on purchase of equipment during the preceding financial year

		1	5	2	3	0	1
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(f) Amount spent on purchase of furniture during the preceding financial year

		1	0	9	6	2	0
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(g) Amount spent on capital expenditure during the preceding financial year

	3	0	4	9	6	0	0
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(h) Amount spent on contingencies during the preceding financial year

	2	6	4	7	7	1	9
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29.

(a) Amount carried forward from the previous financial year

×	×	×	×	×	×	×	×
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(b) Receipts from fees (tuition and all other fees) during the preceding financial year

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

×	×	×	×	×	×	×	×
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(d) Receipts from consultancies and extension programmes during the preceding financial year

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

×	×	×	×	×	×	×	×
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(f) Income from investments during the preceding financial year

		3	4	1	8	5	8
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30.

Excess of expenditure over income

Yes	No
✓	×

Amount of excess expenditure over income.

			5	0	9	8	3
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31.

The institutional accounts of the preceding financial year have been audited

Yes	No
✓	×

32. Endowment fund and Reserve Fund

(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
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(c) Endowment fund is maintained jointly with NCTE

Yes	No
✓	×

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.

Students were attended in the following seasonal activities which were conducted by the students (themselves) with full supervision of faculty members through collaboration with befitting manner .

- A.
1. National Science Day(Birth day of Acharya Prafulla Chandra Roy) - 2nd August, 2015
 2. Independence Day -15th August, 2015
 3. Teachers' Day (Birth day of Sarbapalli Radhakrishnan) -5th September, 2015
 4. Birth day of Iswar Chandra Vidyasagar -29th September, 2015
 5. Birth day of Mahatma Gandhi -2nd October, 2015
 6. Birth day celebration of Moulana Abul Kalam Azad - 11th November, 2015
 7. Birth day of Swami Vivekananda -12th January, 2016
 8. Birth day of Netaji -23rd January, 2016
 9. Republic Day -26th January, 2016
 10. Saraswati Puja -13th February, 2016
 11. Birth day celebration of B.R. Ambedkar - 14th April, 2016
 12. Rabindra Jayanti celebration - 09th May, 2016

B. College have conducted Annual Sports & Atheletic Meet and Cultural Meet and almost all the students participated and arrange exhibition, cultural programme etc.

College authorities have arranged an Educational Excurssion for all teachers trainee of our institute.

C. In the session students have conducted following project group are successfully.

Community out reach Activities :-

- (i) Thalassaemia detection camp.
- (ii) Blood donation camp, Detection of Blood group (During camp, 4 persons including students & villagers were detected career)
- (iii) Literacy Drive.
- (iv) Remedial Teaching.
- (v) Health awareness Programme.
- (vi) Immoderation of Social ills.
- (vii) Interschool Quiz & Drawing competition.
- (viii) P.P.T. lesson demonstration Primary School by teacher's trainee.

Students participated in school community and conducted school survey and they were experienced regarding performance of school.

- D. Students have performed ' Teaching Learning Material', 'Multimedia Quiz' and 'Power Point' for healthy teaching and making teaching learning process truthful.
- E. Students have prepared Lesson Plan for conducting Lesson in the time of teaching. (Simulated. Micro & Practice & Final Teaching)
- F. Students have collected data regarding School Based Activities.

(Signature of the Head of the Institution/Principal)

(Signature of the Head of the Institution/President)

(Signature of the President of the Society)