## दक्षिण क्षेत्रीय समिति राष्ट्रीय अध्यापक शिक्षा परिषद् (भारत सरकार का एक सांविधिक निकाय)

गुरुगुंख्वमो प

# Southern Regional Committee National Council for Teacher Education

(A Statutory Body of the Government of India)

F.No.SRC/NCTE/APS09200/B.Ed./TN/2023/ 14 3 6 68

Date: 2 3 0CT 2023

# TO BE PUBLISHED IN GAZETTE ON INDIA PART III SECTION 4 CONTINUATION ORDER

WHEREAS, the recognition u/s 14(3)(a) of NCTE Act, 1993 was granted to the institution namely CSI Bishop Newbigin College of education, No.109/60, Dr.Radhakrishnan Road, mylopore, Chennai-600004, TamilNadu run by Church of South India Diocese of Madras, No.226, Cathedral Road, post Box No.4914, Chennai-600086, TamilNadu vide order No.F.SRO/NCTE/B.Ed./2008-09/4384 dated 30.08.2008 for conducting B.Ed. Course of one-year duration with an annual intake of 100 students from the academic session 2008-09.

- 2. AND WHEREAS, after promulgation of NCTE Regulations, 2014, the institution by consented to come under new Regulations vide a notarized affidavit dated 29.01.2015 and the Revised Provisional Recognition Order(RPRO) was issued to the institution on 21.04.2015 for conducting B.Ed. Programme of two years duration with an annual intake of 100 students for two basic units from the academic session 2015-16.
- 3. AND WHEREAS, the SRC in its 388<sup>th</sup> meeting held on 14<sup>th</sup>-15<sup>th</sup> September 2020 considered the matter and decided to issue Show Cause Notices to all the institutions wherein Recognition was accorded by the SRC under Regulations 2014 with the direction to submit all requisite documents. Accordingly, as per decision of SRC, a Show Cause Notice was issued to the institution on 05.01.2022. The institution has submitted reply of the Show Cause Notice vide letter dated 24.08.2022.
- 4. AND WHEREAS, the SRC in its 414<sup>th</sup> meeting held on 26<sup>th</sup> & 27<sup>th</sup> September 2022 considered the matter and decided to issue a Final Show Cause Notice to the institution. Accordingly, as per the decision of SRC, a Final Show Cause Notice was issued to the institution on 12.10.2022. The institution vide letter dated 10.08.2023 has submitted reply to the Final Show Cause Notice.
- AND WHEREAS, the SRC in its 429<sup>th</sup> meeting held on 11<sup>th</sup> September 2023 has considered the matter and decided as under: -

"The original files of the Institution alongwith other related documents, NCTE Act, 1993, Regulations Guidelines issued by NCTE from time to time carefully considered by the SRC and the following observations were made: -

The Committee on the perusal of the reply submitted by the institution, decided that the continuation order be issued to the CSI Bishop Newbigin College of Education, Survey No. 1594/39, Mylapore Village, Triplicane Taluk, Chennai-600004, Tamil Nadu for B.Ed. programme for 2 basic units of 50 students each."

Page 1 of 4

कार्यालय: जी-7, सैक्टर-10, (निकट सैक्टर-10 मेट्रो स्टेशन), द्वारका, नर्ड दिल्ली -110075

website: ncte.gov.in/Website/SRC.aspx

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Office: G-7 Sector-10, (Near Sector-10 Metro Station), Dwarka,

New Delhi - 110075

E-mail: src@ncte-india.org

- 6. NOW THEREFORE, this order is issued permitting the institution i.e. CSI Bishop Newbigin College of Education, No.109/60, Dr.Radhakrishnan Road, Mylopore, Chennai-600004, TamilNadu run by Church of South India Diocese of Madras, No.226, Cathedral Road, post Box No.4914, Chennai-600086, TamilNadu for continuation of recognition for B.Ed. Programme for two-years duration with an annual intake of 2 basic unit of 50 students each subject to fulfilment of the following conditions:-
  - The Endowment fund of Rs. 5 lakhs and Reserve fund of Rs. 7 lakhs kept in joint account with Regional Director of NCTE should be maintained perpetually. Raising loan against the FDRs or mortgaging them shall not be done.

II. The institution shall comply with the various other norms and standards prescribed in the NCTE Regulations, 2014 as amended from time to time.

III. The institution shall make admissions only after it obtains affiliation from the examining body in terms of clause 8(10) of the NCTE (Recognition Norms & Procedure) Regulations, 2014.

IV. The institution shall ensure that the required number of academic staff duly approved by affiliating body for conducting the course should always remain in position.

- 7. Further, the institution is required to fulfill all such other requirements as may be prescribed by other regulatory bodies like UGC, affiliating University /Body, the State Government etc. as applicable.
- 8. The institution shall submit to the Regional Committee as Self Appraisal Report at the end of each academic year along with the statement of annual accounts duly audited by a Chartered Accountant.
- 9. The institution shall maintain its Website with hyperlink to the Council and the Southern Regional Committee, covering, inter alia, the details of the institution, its locations, name of the programme(s) with intake; available of physical infrastructure, such as land, building, office, classrooms, and other facilities of amenities; instructional facilities, such as laboratory and laboratory and library and the particulars of their teaching faculty and non-teaching staff with photographs, for information of all concerned. The information with regard to the following shall also be made available on the website namely:-
  - Sanctioned programme(s) along with annual intake in the institution:
  - b. Name of faculty and staff in full as mentioned in school certificate along with their qualifications, scale of pay and photograph.
  - c. Name of faculty members who left of joined during the last, quarter:
  - d. Name of Students admitted during the current session along with qualification, Percentage of marks in the qualifying examination and in the entrance test, if any, date of admission, etc.;
  - e Fee charged from students;
  - f. Available infrastructural facilities;
  - g. Facilities added during the last quarter;
  - h. Number of books in the library, journals subscribed to and additions, if any, in the last quarter;

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Page 2 of 4

The affidavit with enclosure submitted along with application.

The institution shall be free to post additional relevant information if it so desires.

Any false or incomplete information on website shall render the institution liable for withdrawal of recognition.

10. The institution shall adhere to the mandatory disclosure in the prescribed format and display up-to-date information on its official website.

11. The institution shall make available the list of students admitted on its official website.

12. The institution shall fill the information on GIS Portal on the NCTE Website.

If the institution contravenes any of the above conditions or the provision of the NCTE Act, Rules, Regulations and orders made of issued there under, the institution will render itself vulnerable to adverse action including withdrawal of recognition by the Southern Regional Committee under the provisional of Section 17(1) of the NCTE Act, 1993.

(यदि संस्थान उपरोक्त किन्हीं शर्तों या एन सी.टी.ई. अधिनियम, नियमों, विनियमों तथा उनके अंतर्गत जारी किये गए आदेशों का उल्लंघन करता है, तो उस संस्थान के प्रति सख्त कार्यवाही की जायेगी जिसमें दक्षिणी क्षेत्रीय समिति द्वारा एन.सी.टी.ई. अधिनियम 1993 की धारा 17(1) में किये गए प्रावधानों के अनुरूप मान्यता भी समाप्त की जा सकती है।)

Also order that a copy of this Order be published in the official Gazette.

(इसके अतिरिक्त, इस आदेश की एक प्रतिलिपि सरकारी राजपत्र में भी प्रकाशित की जाए।)

(Madan Singh Yaday) Regional Director

The Manager Govt. of India Press Department of Publications, (Gazette Section) Civil Lines, Delhi - 110 054

1. The Principal. CSI Bishop Newbigin College of Education, No.109/60, Dr.Radhakrishnan Road, mylopore, Chennai-600004. TamilNadu

#### 2. The Secretary

Church of South India Diocese of Madras, No.226, Cathedral Road, post Box No.4914, Chennai-600086, TamilNadu

#### 3. The Registrar,

Tamil Nadu Teachers Education University, Gangaiamman Koil Street, Karapakkam, adjacent to Govt. High School, Chennai, Tamil Nadu 600097.

### 4. The Secretary,

Department of School Education and Literacy, Ministry of Education, Govt. of India, Shastri Bhawan, New Delhi- 110001.

### 5. The Principal Secretary, (Higher Education)

(School Education Department, (In-charge Teacher Education), Govt. Of TamilNadu, Fort St. George, Chennai-600009, TamilNadu.

### 6. The Under Secretary (IT and E-governance),

National Council for Teacher Education, G-7, Sector-10, (Near Sector-10 Metro Station), Dwarka, New Delhi-110075.

### 7. The Computer Programmer (IT Cell)

Southern Regional Committee National Council for Teacher Education, G-7, Sector-10, (Near Sector-10 Metro Station), Dwarka, New Delhi- 110075.

8. institution file

**Regional Director** 

# दक्षिण क्षेत्रीय समिति राष्ट्रीय अध्यापक शिक्षा परिषद

(भारत सरकार का एक विधिक संस्थान)



### Southern Regional Committee National Council for Teacher Education

(A Statutory Body of the Government of India)

F.SRO/NCTE/APS09200/B.Ed./TN/2022/ 13601 4

Date:

1 2 OCT 2022

#### FINAL SHOW CAUSE NOTICE U/S17

WHEREAS, Recognition was granted to the institution namely CSI. Bishop Newbigin College of Education, No.109/60, Dr.Radhakrishnan Road, Mylopore, Chennai-600004, TamilNadu run by Church of South India Diocese of Madras, No.226, Cathedral Road, Post Box No.4914, Chennai-600086, TamilNadu vide SRC (NCTE) order No. F.SRO/NCTE/B.Ed/2008-09/4384 dated 30.08.2008 for conducting (B.Ed.) Course of one year duration with an annual intake of 100 from the academic session 2008-09.

- AND WHEREAS, on promulgation of NCTE Regulations, 2014, the institution is submitted an affidavit dated 29.01.2015 for its willingness for adherence of provisions of new Regulations. A Revised Provisional Recognition Order was issued to the institution on 21.04.2015 for conducting B.Ed. Programme of two years duration with an annual intake of 100 students (two basic units) from the academic session 2015-2016
- AND WHEREAS, the SRC in 388th Meeting held on 14th & 15th September 2020 considered the matter and decided to issue SCN in all such matters where the institution has not submitted the following requisite documents/VT Report accompanied with requisite documents in respond to RPRO issued by the SRC. Accordingly, as per the decision of SRC, a Show Cause was issued to the institution on 05.01.2022. The institution vide letter dated 24.08.2022 has submitted a reply to the Show Cause Notice
- AND WHEREAS, the matter was further considered by the SRC in its 414th meeting held on 26th & 27th September 2022 and the Committee decided as follows: -

"The original files of the Institution alongwith other related documents, NCTE Act, 1993, Regulations Guidelines issued by NCTE from time to time carefully considered by the SRC and the following observations were made were made: -

The institution was issued a Show Cause Notice (SCN). The institution has submitted its reply on 24.08.2022. The Committee perused the reply submitted by the institution and found the following deficiencies.

- 1. The institution has not submitted a certified/notarised Land document.
- 2. The institution has submitted a NEC in regional language. The institution is required to submit English translated copy of the same.
- 3. The institution has not submitted CLU issued by the competent authority.
- 4. The institution has submitted a Notarized copy of Building plan in which Survey No., built-up area and multi-purpose hall area are not mentioned in the document and the same is not approved by the competent authority.

कार्यालयः जी-7, सैक्टर-10, (नियर सैक्टर-10 मैट्रो स्टेशन), द्वारका नई दिल्ली-110075

कार्य क्षेत्र : आंध्र प्रदेश, तेलगांना, कर्नाटक, तमिलनाडु, पुडिचेरी,

अंडमान निकोबार, लक्षद्वीप, केरला

ई-मेलः src@ncte-india.org वेबसाईट : www.srcncte.in

Office: G-7, Sector-10, (Near Sector-10 Metro Station) Dwarka, New Delhi-110075

Jurisdiction: Andhra Pradesh, Telangana, Kamataka, Tamilnadu,

Pudicherry, Andamana & Nikobar, Lakshadweep, Kerala

E-mail: src@ncte-india.org

Website: www.srcncte.in

- 5. The website of the institution is not having complete information. Many of the essential documents as prescribed by Regulations are not seen on the website. The institution is required to reasons thereof. The Website of the institution should have complete information as required under clause 7(14) (i) regarding uploading the information about staff, infrastructure and instructional facilities, clause 8 (6) regarding display of Affidavit and clause 10 regarding display of account statements etc. of NCTE Regulations, 2014.
- 6. The faculty namely, S.Catherine was appointed after notification (dt. 09.06.2017) of NCTE (Amendment) Regulations, 2014 is not possessing NET/P.HD. qualification. The institution is required to submit consolidated Staff list duly approved by the Registrar of the affiliating body as per the prescribed Format approved after issuance of this notice / last reminder. (In case the institution is running more than one teacher education programme, it is required to submit staff list duly approved by the Affiliating body for each of the recognised teacher education programme being run by the Institution.)
  - 7. The institution shall be required to submit an Affidavit clearly stating status about land & building and Management (Society/Trust) at the time of recognition and its present status giving following details
    - (i) Details of land & building available at the time of recognition with the Institution
    - (ii) Details of land & building now available with the Institution
    - (iii) Status of Management at the time of recognition and its present status

In case of change of land & building or the Management at the time of recognition and thereafter the institution is required to specify the reason thereof.

Therefore, the Committee decided to issue Final Show Cause Notice u/s 17 of NCTE Act, 1993 before withdrawal of the recognition on the grounds mentioned above to the institution. The institution is required to submit the documents within 7 days from the date of issue of Final Show Cause Notice."

Note: -

A copy of Format of Form A, Format of BCC and Faculty are available on NCTE Website: http://ncte.gov.in/website/SRC.aspx

NOW, THEREFORE, the institution is required to submit the representation /compliance accompanied with an affidavit from the authorized representation of the Management. The representation along with an affidavit must reach this office within the time specified at the end.

In case the reply submitted is incomplete or factually incorrect or not received in this office by the date mentioned at the end of this letter, then proceedings under Section 17(1) of the NCTE Act shall be brought to logical conclusion without any further opportunity provided in the matter whatsoever.

It is expected that your reply shall reach this office through Courier/Registered AD/ Speed Post only. NCTE does not expect applicants to personally visit the RC Office for any reason whatsoever.

Your reply, complete in all respects must reach this office within 07 days of the issue of this Final Show Cause Notice.

Receipt of this Notice may please be acknowledged.

Your faithfully,

(Mukesh Kumar) Under Secretary

To

The Principal,
CSI. Bishop Newbigin College of Education,
No.109/60, Dr.Radhakrishnan Road,
Mylopore, Chennai-600004,
TamilNadu

#### Copy to:-

 The Registrar, Tamil Nadu Teachers Education University, W68P+5J8, Gangaiamman Koil Street, Karapakkam, adjacent to Govt. High School, Chennai, Tamil Nadu 600097

# राष्ट्रीय अध्यापक शिक्षा परिषद

(भारत सरकार का एक विधिक संस्थान) दक्षिण क्षेत्रीय समिति



### National Council for Teacher Education (A Statutory Body of the Government of India) Southern Regional Committee



F.SRO/NCTE/APSO9200/B.Ed/TN/2014-15 63402

Date: 21 04 2015

#### TO BE PUBLISHED IN GAZETTE OF INDIA PART III SECTION 4

#### ORDER

WHEREAS, in exercise of the powers conferred by sub-section(2) of Section 32 of the National Council for Teacher Education Act, 1993(73 of 1993), and in supersession of the National Council for Teacher Education [Recognition Norms and Procedure] Regulations, 2009, the National Council for Teacher Education has notified the Regulations, 2014 on 112 2014.

- 2. AND WHEREAS, the institution CSI. Bishop Newbigin College of Education, No.109/60, Dr. Radhakrishnan Road, Mylopore, Chennai-600004, Tamilnadu has by affidavit consented to come under New Regulations and sought for two basic units in B.Ed, which require additional facilities
- 3. AND WHEREAS, it has been decided to permit the institution to have two basic units of 50 students each subject to the institution fulfilling following conditions namely,
  - The institution shall create additional facilities that include (a) additional built-up area,
     (b) additional infrastructure, (c) additional funds, (d) additional staff as per Regulations, 2014 and inform Regional Committees with required documents by October 31, 2015.
  - II. The applicant-institution for additional unit will be required to submit the required documents such as land documents, Encumbrance Certificate (EC), Land Use Certificate (LUC), Building Plan (BP) and the Approved Staff List in the specified proforma available on the website to the Regional Committee in proof of having provided additional facilities before October 31, 2015. Building Completion Certificate (BCC) may be given along with other documents if available, otherwise it can also be given to the Visiting team at the time of inspection.
  - III. The Regional Committees shall arrange for verification of documents, inspection of these premises and check adherence to these conditions by 20 Feb, 2016. If it is found by the Regional Committee that the institution fails to comply with these requirements, the institutions shall not be permitted to admit students for the academic year 2016-2017
- 4. Now therefore, in the light of the above and in terms of Section 14(3) of NCTE Act and in accordance with the Regulations, 2014, the Southern Regional Committee, NCTE hereby grantsrecognition to CSI. Bishop Newbigin College of Education, No.109/60, Dr. Radhakrishnan Road, Mylopore, Chennai-600004, Tamilnadu for conducting B.Ed programme of two years duration with an annual intake of 100for two basic units of 50 students each from the academic session 2015-16 subject to fulfilment of the conditions mentioned herein before 31.10.2015
- 5. Further, the recognition is subject to fulfilment of other requirements as may be prescribed by other regulatory bodies like UGC, affiliating University/Body, the State Government etc, as applicable.
- 6. The institution shall submit to the Regional Committee a Self- Appraisal Report at the end of each academic year along with the statement of annual accounts duly audited by a chartered Accountant.

ज्ञान भारती केम्पस रोड, नागरभावी, सामने नेशनल लॉ स्कूल, बेंगलौर — ५६० ०७२ Phone: 080-23185669/70/72 Fax: 080-23185673 Jnana Bharathi Campus Road, Opp. National Law School, Nagarabhavi, Bangalore - 560 072. E-mail : src@ncte-india.org Website : http://www.srcncte.in 7. The institutions shall maintain & update its web-site as per provisions of NCTE Regulations and always display following as mandatory disclosure:-

a) Sanctioned programmes along with annual intake in the institution:

b) Name of faculty and staff in full as mentioned in school certificate along with their qualifications, scale of pay and photograph.

c) Name of faculty members who left or joined during the last, quarter:

d) Names of Students admitted during the current session along with qualification, Percentage of marks in the qualifying examination and in the entrance test, if any, date of admission, etc.:

e) Fee charged from students:

f) Available infrastructural facilities;

g) Facilities added during the last quarter;

 Number of books in the library, journals subscribed to and additions, if any, in the last quarter;

i) The affidavit with enclosure submitted along with application.

) The institution shall be free to post additional relevant information, if it so desires.

 Any false or incomplete information on website shall render the institution liable for withdrawal of recognition.

If the institution Contravenes any of the above conditions or the provision of the NCTE Act, Rules, Regulations and Orders made of issued there under, the institution will render itself vulnerable to adverse action including withdrawal of recognition by the regional committee under the provisions of Section 17(1) of the NCTE Act.

By Order,

P Cerafti Red (P.Revathi Reddy) Regional Director

The Manager,
Government of India Press
Department of Publications (Gazette Section)
Civil Lines, New Delhi – 110054.

To:,

The Principal, CSI. Bishop Newbigin College of Education, No.109/60, Dr. Radhakrishnan Road, Mylopore, Chennai-600004, Tamilnadu.

#### Copy to:

 The Secretary, Dept. of Elementary Education and Literacy, Ministry of Human Resource Development, Govt. of India, ShastriBhavan, New Delhi – 110 001.

The Education Secretary, Incharge of Higher Education, Government of Tamilnadu, Chennai, TN.
 The Director, (Collegiate Education) Department of Government Exams, DPI Campus, College Road, Chennai, Tamilnadu, Chennai, TN.

4. The Registrar, Tamilnadu Teacher Education University, Chennai, Tamilnadu

 The Correspondent, Church of South India Diocese of Madras, No.226, Cathedral Road, Post Box No.4914, Chennai-600086.

 The Under Secretary (CS), National Council for Teacher Education, Hans Bhawan Wing-II, Bahadurshah Zafar Marg, New Delhi – 110 002.

Office Order file/Institution file.

# राष्ट्रीय अध्यापक शिक्षा परिषद

(भारत सरकार का एक विधिक संस्थान) दक्षिण क्षेत्रीय समिति गुरूर्गुरूतमो घाम Southern Regional Committee

## National Council for Teacher Education (A Statutory Body of the Government of India)

F.SRO/NCTE/B.Ed/2008-09/ 4384

Date: 30 08 08

Code : APS09200

## TO BE PUBLISHED IN GAZETTE OF INDIA PART III SECTION 4

#### ORDER

WHEREAS in terms of Section 14(1) of the NCTE Act, 1993 Church of South India Diocese of Madras, No.226, Cathedral Road, Post Box No.4914, Chennai-600086, Tamilnadu has submitted an application to the Southern Regional Committee of NCTE for grant of recognition for conducting B.Ed course with an annual intake of 100 on 06.11.2007.

- AND WHEREAS on scrutiny of the application submitted by the institution, the documents attached therewith, the affidavit and the input received from the visiting team in the form of report and videography, institution fulfills the requirements under the provisions of NCTE Act, Rules and relevant Regulations including the Norms and Standards for the Secondary teacher education programme such as instructional facilities, infrastructural facilities, library, accommodation, financial resources, laboratory etc. for running the programme and has selected/ appointed duly qualified teaching staff as per NCTE norms.
- NOW, THEREFORE, in exercise of the powers vested under Section 14(3) (a) of the NCTE Act, 1993, the Southern Regional Committee, NCTE hereby grant 3. permission to CSI. Bishop Newbigin College of Education, No.109/60, Dr. Radhakrishnan Road, Mylopore, Chennai-600004, Tamilnadu for conducting B.Ed Course of One year duration with an annual intake of 100 from the academic session 2008-09 under clause 7(11) of NCTE(Recognition Norms & Procedure) Regulations, 2007 subject of fulfillment of the following conditions:
  - The endowment fund of Rs.5 lakhs and reserve fund of Rs.3 lakhs kept in joint account with SRC, NCTE should be maintained always. Loan raising or Mortgaging of FDRs shall not be done.
  - The institution shall comply with the various other norms and standards 11. prescribed in the NCTE regulations, as amended from time to time.
  - The institution shall make admission only after it obtains affiliation from 111. the examining body in terms of clause 8(12) of the NCTE( Recognition Norms & Procedure) Regulations, 2007.
  - The institution shall ensure that the required number of academic staff for conducting the course is always in position.
- Further, the recognition is subject to fulfillment of all such other requirements as may be prescribed by other regulatory bodies like UGC, affiliating University/ Body, the State Government etc, as applicable.

Contd.....

Fax: 080-2345 1514 Phone: 080-2345 1468

1st Floor, CSD Building, HMT Post, Bangalore - 560 031 E-mail:src@ncte-in.org Website:http://www.srcncte.in

- 5. The institution shall submit to the Regional Committee a Self-Appraisal Report at the end of each academic year along the statement of annual accounts duly audited by a Chartered Accountant.
- 6. The institution shall maintain & update its Web-site as per provisions of NCTE Regulations and always display following as mandatory disclosure:-
  - Copy of the Application Form
  - Land and Building Particulars (ii)
  - (iii) Staff Profile
  - (iv) Recognition letter
  - Information for having fulfilled the norms & standard and other required (v) conditions.
- If the institution contravenes any of the above conditions or the provisions of the NCTE Act, Rules, Regulations and Orders made or issued there under, the Regional Committee shall withdraw the recognition as under the provisions of Section 17(1) of the NCTE Act.

By Order.

(Prof.B.Krishna Redd) Regional Director

The Manager to Govt. of India Department of Publications.(Gazette Section) Civil Lines, Delhi - 110054

To

The Principal CSI. Bishop Newbigin College of Education, No.109/60, Dr. Radhakrishnan Road, Mylopore, Chennai-600004. Tamilnadu

#### Copy to:

- 1. The Secretary, Dept. of Elementary Education and Literacy, Ministry of Human Resource Development, Govt. of India, Shastri Bhawan, New Delhi-110001
- 2. The Education Secretary incharge of School Education, Government of Tamilnadu
- 3. The Director (Collegiate Education), Department of Government Exams, DPI Campus, College Road, Chennai, Tamilnadu.
- 4. The Registrar, Tamilnadu Teachers Education University, Kamarajar Salai, Chennai-600005, Tamilnadu
- 5. The Director, DTERT, DPI Campus, Chennai, Tamilnadu.
- 6. The Correspondent, CSI. Bishop Newbigin College of Education, No.109/60, Dr.
- Radhakrishnan Road, Mylopore, Chennai-600004, Tamilnadu.
  7. The Under Secretary(CS), National Council for Teacher Education, Hans Bhawan, Wing-II, Bahadurshah Zafar Marg, New Delhi - 110002.
- 8. Office Order file / Institution file.