

## VISITING TEAM POLICY FOR INSPECTION



National Council for Teacher Education

G-7, Sector-10, Dwarka,

New Delhi – 110 075

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## CONTENTS

**Chapter 1. Vision and Mission of National Council for Teacher Education**

**Chapter 2. Inspection Policy**

- 2.1 The Context.
- 2.2 Empanelment of Experts.
- 2.3 Composition of Visiting Team.
- 2.4 Schedule for inspection under Section 14 and 15.
- 2.5 Schedule for inspection under Section 13.
- 2.6 Payment of TA/ DA.
- 2.7 Performance Monitoring.
- 2.8 Documents to be referred to by VT Members.
- 2.9 Solicitation

## CHAPTER - 1

### **INTRODUCTION OF NATIONAL COUNCIL FOR TEACHER EDUCATION**

The main objective of the National Council for Teacher Education (NCTE) is to achieve planned and coordinated development of the teacher education system throughout the country, regulation and maintenance of norms and standards in the teacher education system and matters connected therewith.

#### **Functions:**

- (a) Undertake surveys and studies relating to various aspects of teacher education and publish the result thereof;
- (b) Make recommendations to the Central and State Governments, Universities, University Grants Commission and recognized institutions in the matter of preparation of suitable plans and programmes in the field of teacher education;
- (c) Co-ordinate and monitor teacher education and its development in the country;
- (d) Lay down guidelines in respect of minimum qualifications for persons to be employed as teachers in schools or in recognized institutions;
- (e) Lay down norms for any specified category of courses or training in teacher education, including the minimum eligibility criteria for admissions and the method of selection of candidates, duration of the course, course contents and mode of curriculum;

- (f) Lay down guidelines for compliance by recognized institutions, for starting new courses or training, and for providing physical and instructional facilities, staffing pattern and staff qualifications;
- (g) Lay down standards in respect of examinations leading to teacher education qualifications, criteria for admission to such examination and schemes of courses or training;
- (h) Lay down guidelines regarding tuition fees and other fees chargeable by recognized institutions;
- (i) Promote and conduct research and innovation in various areas of teacher education and disseminate the results thereof;
- (j) Examine and review periodically the implementation of the norms, guidelines and standards laid down by the Council and to suitably advise the recognized institutions;
- (k) Evolve suitable performance appraisal system, norms and mechanism for enforcing accountability on recognized institutions;
- (l) Formulate schemes for various levels of teacher education and identify recognized institutions and set up new institutions for teacher education programmes;
- (m) Take all necessary steps to prevent commercialization of teacher education; and
- (n) Perform such other functions as may be entrusted to it by the Central Government.

## CHAPTER - 2

### INSPECTION POLICY

#### **2.1 The Context**

NCTE was set up by an Act of Parliament (No. 73 of 1993) with a view to achieving planned and coordinated development of the teacher education system throughout the country, the regulation and proper maintenance of norms and standards in the teacher education system and matters connected therewith.

The Act empowers the Council to lay down guidelines for compliance by recognized institutions, for starting new courses and for providing physical and instructional facilities, staffing pattern and staff qualifications. The Council is empowered to examine and review periodically the implementation of the guidelines, norms and standards laid down, and to suitably advise the recognized institutions. The Council is also empowered to co-ordinate and monitor teacher education and its development in the country, to take all necessary steps to prevent commercialization of teacher education and to perform such other functions as may be entrusted to it by the Central Government.

Inspections are conducted online by teams of experts called Visiting Teams (VT) constituted by NCTE as per the existing policy under Section 13, Section 14 and Section 15 of the NCTE Act, 1993. The inspection under Section 13 of an already recognized institution is conducted by the NCTE Headquarters and the inspections under Section 14 and Section 15 are conducted by the Regional Committees of NCTE

Under Section 13 of the NCTE Act, the NCTE Headquarters ascertains whether the recognized institutions are functioning in accordance with the provisions of the Act, Rules and Regulations and to cause inspection of the institutions with prior notice and communicate the outcome of any such inspection.

Section 14 deals with recognition of the institutions offering programme in teacher education. Sub-section 3(a) of Section 14 of the Act provides as under,

*“if it is satisfied that such institution has adequate financial resources, accommodation, library, qualified staff, laboratory and that it fulfils such other*

*conditions as are required for proper functioning of the institutions for a programme in teacher education, as may be determined by regulations, may pass an order granting recognition to such institution, subject to such conditions as may be determined by regulations”.*

Section 15 of the Act deals with grant of permission to any recognised institution which intends to start any new course or training in teacher education. Sub-section 3(a) of Section 15 of the Act provides as under,

*“if it is satisfied that such recognised institution has adequate financial resources, accommodation, library, qualified staff, laboratory, and that it fulfils such other conditions required for proper conduct of the new course or training in teacher education, as may be determined by regulations, pass an order granting permission, subject to such conditions as may be determined by regulations; or”*

## **2.2 Empanelment of Experts**

To monitor the functioning of recognised Teacher Education Institutions (TEIs)/Higher Education Institutions (HEIs) from time to time and to grant recognition to new TEIs/ HEIs / Programmes, NCTE has to conduct online inspection with the help of experts for which the council maintains a Panel/ VT Database. Empanelment of experts is a continuous process and the panel is updated regularly. Efforts will be made to empanel experts of considerable experience, expertise and through a process of transparency. There will be a Centralised VT Database at NCTE Hqrs. to be utilised by all the Regional Committees and the Hqrs. for conducting any inspection.

Criteria for the Selection of Experts as Visiting Team Member:

### 1. Members:

a) Serving Government Teacher Educator / Educational Administrator not more than 55 years of age.

b) Experience - minimum 5 years.

### 2. Architect:

Note: AICTE empanelled architects shall be engaged till the finalization of the list of empanelled architects by NCTE.

3. The integrity of the VT member should be beyond doubt. VT members or his/ her family members should not have any direct interest in the running/ administration of the concerned TEI/HEI. He/ she should not have any Vigilance/ CBI criminal case pending / contemplated against him/ her and has no proceeding which debars his/her from the nomination.
4. The above members should have working knowledge of computer application / ICT and should be able to adhere to the requirements of online VT Module of NCTE.
5. Nominations shall be invited from the Central / State institutions / AICTE / Council of Architecture for empanelment of Visiting Team member.
6. The VT members are expected to have the following essential qualities:
  - **Ability to make objective judgement:** Objectivity is decisive for inspection of an institution. The prejudices or interests of the members should not influence the inspection report. The inspection is expected to be totally fact- oriented with logical reasoning, fairness, genuineness and an in-depth understanding of the institution. The VT Members should have the ability to base their judgements on facts in conformity with the NCTE Act, Rules and Regulations.
  - **Ability to write a precise and unambiguous report:** The members are expected to write report precisely and without any ambiguity or inconsistency.
  - Not to accept any gift, honorarium, fees, etc or any other remuneration in any form from the institution or from any individual;
  - To mention if any pressure was exerted on the VT members or any canvassing was done by management of the institution in any form to get a favourable report. This information may be submitted to the concerned Regional

Director of NCTE or the concerned official at NCTE Hqrs. in their official e-mail.

### 2.3 Composition of Visiting Team (VT)

- a. The composition of VT to assess the institutions in virtual mode shall be as follows-
  1. Teacher Educator/Educational Administrator (two)
  2. Architect (one)
- b. The VT Members for online inspections shall be selected randomly by the software designed especially for the purpose, out of the panel of experts approved by Chairperson, NCTE.
- c. Each of the VT members is required to submit **Self Declaration** certifying that he/his family members have no direct/indirect interest/stake/share in the running or administration of the applicant institution.
- d. Out of the three VT Members, one member will be designated as Convener who will be selected randomly by the software automatically. The Convener will be responsible for filling up the proforma of VT online and timely submission of the final report on completion of the inspection.

### 2.4 Schedule for Inspection under Section 14 and 15

- a) After consideration of the recommendations or comments, or *suo-moto* as prescribed under sub-regulation (7) of regulation 7 of NCTE Regulations 2014, the Regional Committee concerned shall decide that institution shall be inspected through virtual mode by a team of experts called Visiting Team as per laid down norms.
- b) In case of open and distance learning programmes, sampled study centres shall be inspected in the same manner.
- c) The decision to conduct inspection shall be the prerogative of the Regional Committee.

- d) The entire process of online VT shall be dealt as per this VT policy.
- e) The Regional Committee shall organise such inspections strictly in chronological order of the receipt of applications for the cases approved by it. Once approved by the Regional Committee, the Regional Director shall forward the case to the Inspection Division for further action in a chronological order.
- f) The software shall automatically fix the date of inspection and send e-mails to thirty experts (20 experts and 10 architect at a time). Each expert shall be given 24 hours commencing from 10.30 AM to give his/her acceptance to be a VT member for online inspection of the TEI/HEI.
- g) In case of two consecutive rejections/non-acceptance by any of the VT members, he/she may be debarred from the VT panel for a period of minimum two years from the date of debarment.
- h) Consequent upon acceptance by the 3 VT members, the Inspection Division shall generate a link on the day of online inspection. The software will automatically send the link to all the VT members, the institution and the Regional Director concerned, one hour before the time of conducting online inspection.
- i) In exceptional circumstances, the time schedule specified above may be altered / modified accordingly.
- j) Regional Director will act as an observer and may intervene if violation/contraventions take place during the online inspection.

## **2.5 Schedule for Inspection under Section 13**

- a. In accordance with the provision of NCTE Act 1993, the NCTE Headquarters may cause inspection of any institution u/s 13. The outcome of the inspection shall be communicated to the concerned Regional Committee for necessary action.
- b. The selection of Visiting Team and manner of inspection shall be the same in case of Inspection u/s 14 & 15, as mentioned in para 2.4 above.

- c. Deputy Secretary (Inspection) will act as an observer and may intervene, if violation/contraventions take place during the online inspection.

#### **2.6 Payment of TA/ DA.**

TA/DA/necessary claim of the VT members shall be dealt as per the extant rule of NCTE with no provision of release of advance to the VT members.

#### **2.7 Performance Monitoring.**

The performance of the VT members shall be monitored based on the audio/video recordings and the quality of the report submitted. In case of any discrepancies/irregularities, the matter shall be viewed seriously which may also result in disciplinary proceedings/debarment/blacklisting.

#### **2.8 Documents to be referred to by VT Members.**

- (i) NCTE Act 1993, NCTE Rule 1997, NCTE Regulations 2014 as amended from time to time, any other relevant document in this regard.
- (ii) NCTE Visiting Team policy.

**CHAPTER - 3**  
**GUIDELINES FOR THE VISITING TEAM**

**3.1 Guidelines**

Each member of the VT Team is required ;

- (1) To verify online various records pertaining to purchases made by the institution of computers, equipments, chemicals, books and journals by verifying the original voucher/ bills, stock registers/ ledgers;
- (2) To verify online the entire physical infrastructure, i.e. building, labs, library, amenities, workshops etc on the same day;
- (3) To verify online and report if the furniture, equipments, etc. belong to the institution or have been shifted temporarily or hired by the institution for the inspection day;
- (4) To interact online with the management, community, if possible and academic and non-academic staff individually or in groups, if they are in position, to elicit information about their service conditions including salaries, allowances and other benefits;
- (5) To verify online the records relating to the selection, appointment and joining of the staff from the concerned institution;
- (6) To be polite and ensure that interaction with all concerned is educative in nature without giving any scope for complaint or bias;
- (7) To ensure that online videography covers all important infrastructural and instructional facilities, that is building overview, administrative wing, library, classrooms, multipurpose hall, toilet, ramp, lift for specially abled persons as determined by NCTE Regulations 2014, as amended from time to time;
- (8) To ensure that under no circumstances any column of the online proforma is left unfilled as the entire information solicited is extremely

important for taking a final decision;

- (9) To ensure that copies of all the documents specified in inspection proforma, duly verified online by the Visiting Team;
- (10) To submit a certificate through online mode, in the prescribed proforma about the correctness of the report;
- (11) To fill the report of the Visiting Team during online inspection and submit it on the same day through online mode only;
- (12) To give no indication of assessment/ opinion to any office-bearer of the institution;
- (13) To keep in mind that any wrong reporting by the VT will bring bad name to the NCTE in general and the VT members in particular as the reputation of the NCTE and VT depends on the authenticity of the VT report. The VT report along with the names of the members will be uploaded on the website of the Regional Committee after the report has been considered by the Regional Committee/ NCTE HQrs.;
- (14) To ensure quality and in-depth online inspection of an institution, VT should devote at least one day for one institution/programme.



**National Council for Teacher Education  
New Delhi**

F.No.NCTE-Ins/1/2021-Insp Section-HQ(51567)

Date: 02.05.2025

**AMENDMENT IN VISITING TEAM POLICY FOR INSPECTION, 2022**

Inspections of Teacher Education Institutions / applicant Teacher Education Institutions are undertaken by the National Council for Teacher Education (NCTE) and its Regional Committees under Sections 13, 14 and 15 of the NCTE Act, 1993, as amended from time to time. A Visiting Team Policy for online inspection was formulated in May 2022 to lay down guidelines for such inspections.

2. Certain challenges are being faced in the operation of the said Policy for online inspection viz. poor response by the VT Members, cancellation of inspections due to lack of quorum, limitation of 02 inspections per Region per day.

3. In view of the above and also in the face of increasing workload due to launch of ITEP and transition to ITEP etc. the matter was examined and placed before the Chairperson, NCTE and the following modifications are carried out in the extant VT Policy for online Inspection, 2022:

Clause (c) is added in sub-para 1 of Para 2.2 of VT Policy 2022, as under:

**c) The academicians should be holding post in Level-13 or above besides the existing criteria for empanelment as expert VT Member.**

Clause (f) of Para 2.4 shall be substituted as under:

**f) The software shall automatically fix the date of inspection and send Email, SMS and WhatsApp message to all the experts, both academicians and architects, except those belonging to the concerned Region, immediately after initiation of inspection, giving them time for their acceptance to be a VT member for online inspection of the TEI/HEI until 02 days before the date of inspection.**

Clause (j) of Para 2.4 shall be modified to the extent that **any official of the concerned Regional Committee, not below the rank of Section Officer, shall be Observer during online inspection meeting.**

Clauses (k) and (l) shall be added in Para 2.4 of VT Policy 2022, as under:

**k) Inspection Division to initiate number of inspections based on the number of officials in the rank of Section Officer and above posted in the concerned Regional Committee, subject to the limit that 01 official is not made Observer in more than 02 inspections per day (01 each for morning and evening session).**

1) Inspection portal to assign inspection to the next available expert(s) in case of non-attendance by any expert(s) at the time of online inspection meeting, subject to his/her eligibility.

(This issues with the approval of Competent Authority)

  
(Raushan Kumar)  
Deputy Secretary (Inspection)

To

1. All Regional Directors (ERC/WRC/NRC/SRC) – For information/necessary action.
2. All Deputy Secretaries & all Under Secretaries – For information/necessary action.

Copy to:

1. OSD / SO to Chairperson, NCTE - For information.
2. SO to Member-Secretary, NCTE - For information.
3. US (IT & e-Governance Division) / IT Advisor, NCTE – For necessary changes in Inspection Portal and for uploading this Amendment on eOffice Notice board.
4. SO(Inspection).

  
C. Anandap (IT)



**NATIONAL COUNCIL FOR TEACHER EDUCATION  
INSPECTION DIVISION  
G-7, DWARKA, NEW DELHI**

NCTE-Ins/1/2021-Insp Section-HQ/134285-88

Date : 10.12.2025

**AMENDMENT IN VISITING TEAM POLICY FOR INSPECTION, 2022**


Inspections of Teacher Education Institutions / applicant Teacher Education Institutions are undertaken by the National Council for Teacher Education (NCTE) and its Regional Committees under Sections 13, 14 and 15 of the NCTE Act, 1993, as amended from time to time. A Visiting Team Policy for online inspection was formulated in May 2022 to lay down guidelines for such inspections.

2. Certain challenges are being faced in the operation of the said Policy for online inspection. In view of the above, the matter was examined and placed before the Chairperson, NCTE and the following modifications are carried out in the extant VT Policy for online Inspection, 2022:

Clause (c) of para 2.5 of VT Policy 2022, is substituted as under :-

**“Deputy Secretary (Inspection)” or “Division Head (Inspection Division)”, if DS is not in position, will act as an observer and may intervene, if violation / contraventions take place during the online inspection**

(This issues with the approval of Competent Authority)

  
(Sujit Kumar Singh)  
Under Secretary (Inspections)

To,

1. All Regional Directors (ERCIWRC/NRC/SRC) - For information/necessary action.
2. /All Deputy Secretaries & all Under Secretaries - For information/necessary action.

Copy to:

1. OSD / SO to Chairperson, NCTE - For information.
2. SO to Member-Secretary, NCTE - For information.
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4. SO (inspection)

**NATIONAL COUNCIL FOR TEACHER EDUCATION  
INSPECTION DIVISION  
G-7, DWARKA, NEW DELHI**

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NCTE-Ins011/12/2025-Insp Section-HQ  
Computer No : 88734

Date : 19.12.2025

**AMENDMENT IN VISITING TEAM POLICY FOR INSPECTION, 2022**

Inspections of Teacher Education Institutions / applicant Teacher Education Institutions are undertaken by the National Council for Teacher Education (NCTE) and its Regional Committees under Sections 13, 14 and 15 of the NCTE Act, 1993, as amended from time to time. A Visiting Team Policy for online inspection was formulated in May 2022 to lay down guidelines for such inspections. Subsequently, two amendments were carried out in the VT Policy vide dated 02<sup>nd</sup> May 2025 and 10<sup>th</sup> December 2025.

2. Certain challenges are being faced in the operation of the said Policy for online inspection. In view of the above, the matter was examined and placed before the Chairperson, NCTE and the following modifications are carried out in the extant VT Policy for online Inspection, 2022: -

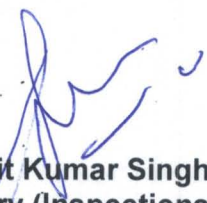
**(i) Clause (f) of para 2.4 of VT Policy 2022, is modified as under:-**

*The software shall automatically fix the date of inspection and send Email, SMS and WhatsApp message to all the eligible experts, both academician and architect except those belonging to the concerned Region on the next day after initiation of inspection, giving them time of four hours for their acceptance to be a VT member for online inspection of the TEI/HEI.*

*The said restrictions of four hours shall not apply if the quorum of 03 VT Members is not complete and in that case the window for acceptance shall be open and reminders shall be issued every day until the completion of quorum or until 02 days before the date of VT inspection, whichever is earlier.*

*Immediately after the window for acceptance is closed, the system shall select 03 VT Members (02 Academicians and 01 Architect) and in case of number of willing members are more than the quorum, the system shall select them from amongst the willing VT Members in such a way that the ones who have not been made part of any VT inspection for the longest time is selected first. In case of members with equal priority, the system shall randomly select the VT members for online inspection.*

(This issues with the approval of Competent Authority)

  
**(Sujit Kumar Singh)**  
**Under Secretary (Inspections)**

To,

1. All Regional Directors (ERCIWRC/NRC/SRC) - For information/necessary action.

2. /All Deputy Secretaries & all Under Secretaries - For information/necessary action.

Copy to:

1. OSD / SO to Chairperson, NCTE - For information.
2. SO to Member-Secretary, NCTE - For information.
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4. SO (inspection)