

National Council for Teacher Education					
A Statutory Body of Govt. of India					
Form of Offline Application for Permitting Change of Premises					
1	a	Name of the Applicant Institution	File Code Numbers	Affiliating Body	
	b	Date of application			
	c	Details of payment of Application Fee and Processing Fee			
2	Contact Details of the application institution				
	a	Name where Recognition/Permission was initially granted			
	b	Phone Number			
	c	E-mail id			
	d	Programme (s) for which Recognition/Permission granted with File Code Number			
3	Details of the Proposed Premises				
	a	Address			
	b	Telephone No.			
	c	E-mail id			
4	a	Present Affiliating Body(ies)			
	b	Is the proposed premises within the jurisdiction of the same affiliating body(ies)			
5	Details of Land and Area of the Institution in the proposed Location				
	a	Type of title - Ownership or Government lease (Drop down box)			
	b	Name of title holder			
	c	Date of Registration			
	d	Period in case of Government lease	(Calendar to select 'from' and 'to' dates)		
	e	Total land area, Survey number(s) with extent			
	f	Location: Village/Municipality, Taluk, District			
	g	Details of encumbrance, if any			
	h	Is it cleared for educational purpose (LUC)			
6	Details of the building				
	a	Building Plan			
	i	Approving authority			
	ii	Date of approval			
	iii	Survey number/s with extent			

	iv	Location: Village, Municipality	
	v	Floorwise and Total plinth area	
	vi	Earmarked portion for the proposed Teacher Education Programme	
b	Building Completion Certificate		
	i	Is it issued in favour of applicant institution	
	ii	Approving authority	
	iii	Date of issue	
	iv	Survey number/s with extent	
	v	Location: Village, Municipality	
	vi	Floorwise built-up area	
c	Health and Fire Safety Certificates		
	i	Has the Institution obtained Health Certificate?	Yes/No
	ii	Has the Institution obtained Fire Safety Certificate? Health Certificate?	Yes/No
7	Facilities provided		
	a	Infrastructural	Yes/No
	b	Instructional	Yes/No
	c	Details of Infrastructure sharing, if any	
	d	Whether facilities provided as par prescribed Norms and Standards.	Yes/No
8	Affidavit Submitted (Refer Regulations 8 (5) , 8 (6)) a,b,c		Yes/No
9	Scanned copies of the Original Documents to be attached to the online application form [Refer to Regulation 5(1)] and print outs to be submitted within 15 days [Refer to Regulation 7 (2b)]		
	a	Registered Title deed	Upload
	b	Encumbrance Certificate	Upload
	c	Land Use Certificate	Upload
	d	Approved Building Plan	Upload
	e	Building Completion Certificate	Upload
	f	FDRs	Upload
	g	Affidavit	Upload