

**DRAFT INSTRUCTIONS AND PROCEDURE FOR FILING PERFORMANCE APPRAISAL REPORT (PAR) FOR ACADEMIC SESSIONS 2021-22 AND 2022-23**

A) General Instructions:

1. The applicants are requested to read the following instructions/documents carefully, before filling online PAR: -
  - a) [NCTE Act 1993.](#)
  - b) [NCTE Regulations, 2014 \(Recognition Norms and Procedures\), as amended from time to time.](#)
  - c) [Public Notice dated 09-09-2024 related to Performance Appraisal Report \(PAR\).](#)
  - d) [Guidelines to fill GIS details.](#)
2. Before filling up the online PAR, institutions are also requested to read carefully the Public Notice issued in this regard available at the Website.
3. Institutions shall register itself at the designated portal of National Council for Teacher Education (NCTE) i.e. (<https://par.ncte.gov.in/>) with the requisite information. The web link to fill up online PAR will remain active from **09-09-2024** to **31-12-2024**. Institutions are requested to fill the online PAR well in time/advance, without waiting for the last date for submission of PAR to avoid any network congestion/hassle. NCTE will not be responsible for any inconvenience caused due to network error.
4. Institutions which have been running Teacher Education Courses/programmes prior to 2021-22 shall be mandatorily required first to fill the PAR for the Academic Session 2021-22 and subsequently for the Academic Session 2022-23. Those institutions which have been granted recognition from the academic session 2022-23 onwards shall not fill up the PAR for the Academic Session 2021-22.
5. Those institutions which have already registered on PAR portal for previous sessions need not register afresh. They may directly login with the previous credentials.
6. Institutions are requested to fill the correct and complete details, as this information shall be recorded and used for further evaluation, communication, and references.
7. Institutions shall pay the requisite fee (**Non-Refundable**) as per details below: -

SR. No.	Category of Institution	Fee to be paid
01	Government Institutions	5000/- + 18% GST
02	Other than Government Institutions	15000/- + 18% GST
8. Institutions should have the details of PAN of each faculty member with their qualification documents etc. before filing the PAR.
9. Before filling the details of PAN, the institution should inform the individual concerned.

10. **Geo-tagging/Photos:** Institution shall follow the directions in the mobile application by downloading “[NCTE-PAR APP](#)” from Google Play Store to fill the GIS details/ Photos of the institution.
11. **Financial Management:** - Institution shall upload the balance sheet, income and expenditure accounts statement, receipt and payment account statement of the institution for the financial year 2021 -22 & 2022-23.
12. **Website Details:** - Institution shall update its website by uploading information as required in the clause 8(14) of NCTE regulation 2014 regarding mandatory disclosure. The Institution should keep ready various links of website for mandatory disclosure to fill in the PAR.
13. **Applicant institutions are advised to keep ready papers/documents as mentioned in (ANNEXURE-I) before filing PAR.**
14. **The Institution shall submit the authorization letter issued by Chairman/Secretary/ Registrar to authorize the person on a Non-Judicial Stamp Paper/ E-Stamp Paper of ₹100/- duly sworn before a First-Class Judicial Magistrate or Notary or an Oath Commissioner for filing PAR. (ANNEXURE-II)**
15. **The Institution shall submit affidavit in the prescribed format is to be submitted by the authorized person of Institutions on a Non-Judicial Stamp Paper/ E-Stamp Paper of ₹100/- duly sworn before a First-Class Judicial Magistrate or Notary or an Oath Commissioner for filing PAR. (ANNEXURE-III)**
16. **The Institution shall submit a certificate from the affiliating body/University in the prescribed format. (ANNEXURE -IV)**
17. Documents to be uploaded should be of size from 200KB to 2MB in PDF format. No other format is allowed. If in any case, the applicant has more than one page for uploading in respect of any section, it should be uploaded by making a single pdf of all pages.
18. **There is no requirement to send the hardcopy of the PAR to NCTE.**
19. For any query, please contact the following from **10.00 am to 5:30 pm.**

<b>Regional Committee</b>	<b>Contact No.</b>
Regional Director, Southern Regional Committee	011 - 43152351
Regional Director, Eastern Regional Committee	011 - 43152358
Regional Director, Western Regional Committee	011 - 43152353
Regional Director, Northern Regional Committee	011 - 43152356
Technical Support	+91 - 7678257040

Or you can also write to [par\[at\]ncte\[dash\]india\[dot\]org](mailto:par[at]ncte[dash]india[dot]org) to resolve your query.