

**ENCLOSURE: Mandatory conditions to be observed and followed in relation to MAA board visits:**

1. All the IA activities are compulsory and must conduct the activities and prepare the records and present the same during the viva-voce by the trainee himself/herself in the language she/he offered. Failing which his/her IA marks shall not be approved and be considered as incomplete records and summarily treated it as absent.
2. All the IA activities to be supervised/guided by a full-time qualified and approved teacher in the concerned subject/activity regularly as per the university schedule.
3. All the IA activities to be conducted and prepared in the formats approved in the BOS and as per the course regulations.
4. All the IA activities should be conducted in time as per the University calendar of events and should be assessed by the approved concerned subject/activity teacher in time and should maintain all such original records and produce during board visits. All the records should bear the signature and date of its conduct/assessment of activity.
5. If a trainee student fails to conduct and submit all the records or a few records duly assessed by the approved teacher in time regularly throughout the course, such trainee student/s shall be treated it as absent and such students shall not even be considered for appearing in the next subsequent board visits by paying penalty. If she/he desires to continue again the course take a permission from the university for repeating the course in addition to the freshly admitted students. All such cases shall be reported by the respective boards to the BOS chairperson to forward the same to the Registrar, Academic section for further necessary action.
6. Only those student trainee/s who are present throughout the course, conducted all activities and remains absent on genuine reasons shall only be considered for reappearing in the next subsequent board by paying penalty fees of the university. Even the candidates having incomplete records/ partially attended records shall also repeat the course by taking permission from the university in addition to the freshly admitted students.
7. After completion of the MAA board/s visit the concerned board chairperson/ coordinator/s should submit moderated IA marks list of all the colleges forwarded through the BOS chairperson to the Registrar (Evaluation) within 15 days from the date of completion of board visit. Its obligatory on the part of boards and principals of all the colleges to comply the MAA board suggestions
8. Failing to comply and submit the moderated IA marks list of the students within 15 days as per the conditions and directions of the board the concerned authority either the principal of the respective college or board shall be held responsible with whomsoever the mistake lies.
9. If any principal/s fail/s to submit the moderated IA marks list within 15 days from the date of completion of MAA board visit the concerned board chairperson/coordinator should report the matter to the Registrar (Evaluation) through the BOS chairperson for imposing a suitable penalty fees that too for a maximum period of one week duration. Even after a lapse of one week penalty period if the principal fails to submit the moderated IA marks list the result/s of

- that particular college/s shall be withheld and the matter shall be referred to the Academic Council for final decision.
10. The qualified and approved principal shall submit the original consolidated I.A marks list bearing signatures of all the concerned approved staff to the respective board chairperson/coordinator only during the visit of the board.
  11. During the Board visits all the concerned approved teaching staff and students be present and produce all the required authentic original I.A activities records of all the students methods wise at a particular place. If anyone teaching staff remains absent on that day the concerned subject teacher has to be held responsible for his guided activities and if any inconvenience caused to the students as far as his/her supervision of activities are concerned.
  12. Even during the moderation of marks all the teachers concerned shall be taken into confidence and submit the same list to the coordination board concerned duly signed by the principal alone.
  13. The board shall verify all the original records of all the students and teachers and conduct viva-voce for the randomly selected 10 to 15% of the total strength considering all the pedagogic subjects into account.
  14. Where there are no qualified teachers approved from the university/No classes and I.A activities conducted as per the course regulations such college/s status report shall be reported to the examination section and thereby the matter will be referred to the Academic Council for final decision.
  15. The colleges should keep ready the following records for MAA board inspection-02 sets of consolidated I.A marks list based on all the original records of I.A, conduct and assessment records of all the practicum activities, original ledger for having consolidated I.A marks of all students duly signed by the teachers concerned, All teachers diary, observation records, valued test answer scripts, seminar and assignments records and question papers, time-tables of all the I.A activities, permission letters from the BEOs and other video recordings and reports related to I.A activities etc.,
  16. One day before commencement of MAA board visits, all the MAA boards members and coordinators shall meet under the BOS chairmanship for deciding and fixing and grouping of all college averages in terms of 03 ratings as A, B & C grades with respective ranges of college average percentages and maintain the proceedings for having conducted the pre and post board meetings. The pre and post board meeting dates shall also be considered as OODs for the members and coordinators for claiming allowances as per the university rules.
  17. The viva-voce for selected students and verification of all the records of students and teachers shall be done in the physical presence of all the approved teaching staff.
  18. The content matter of viva-voce shall be the theory and practical aspect of each activity related to perspective, pedagogic and specialization papers.

The main objective of the board visit is to ensure equal justice among all the colleges and encourage meritorious teacher trainees and suggest for further good training. The board has to certify whether all the teachers have acquired teaching competency, skills and professional ethics i.e cognitive, affective and psychomotor aspect of the training course.