

# **HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION**



**DHARAMSHALA-176215**

**TWO YEARS (D.El.Ed.) COURSE APPLICATION FORM  
WITH INSTRUCTIONS**

**FOR**

**SESSION/BATCH: 2026-28**

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# HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION

## APPLICATION FORM FOR TWO YEARS DIPLOMA IN ELEMENTARY EDUCATION COURSE (D.El.Ed.) SESSION/BATCH: 2026-28

### 1. GENERAL PARTICULARS/INFORMATION

1.1 Name of the Institution : \_\_\_\_\_

1.2 Postal Address in full (including PIN code): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.3 Telephone/Fax No and E-mail address : \_\_\_\_\_

1.4 Nearest town with distance in Km. : \_\_\_\_\_  
(if located in rural area)

1.5 Date of establishment of the Institution : \_\_\_\_\_

1.6 Name of the Programme: Two years Diploma in Elementary Education  
(D.El.Ed.) Teacher Training Course.

1.7 No. of units/intake proposed : \_\_\_\_\_

1.8 Academic year (indicating the month) : \_\_\_\_\_  
from which the programme is proposed

1.9 Type of Institution (Boys/Girls/Co-Edu.) : \_\_\_\_\_

1.10 Details of Application Fee :

(a) Amount : \_\_\_\_\_

(b) Bank Draft No. and date : \_\_\_\_\_

(c) Name of the Bank : \_\_\_\_\_

### 2. Type of Management:

2.1 Please indicate if the institution is to be managed by:

(a) The Society (Reg. No. with Date) : \_\_\_\_\_

(b) The Trust/Board (Reg. No. with Date) : \_\_\_\_\_

2.2 Name of the Head of the Institution : \_\_\_\_\_

### 3. Infrastructures Facilities:

3.1 Please indicate, if the land is available in the : \_\_\_\_\_  
name of the Institution, either on ownership \_\_\_\_\_  
or on long term lease basis.

3.2 In case the Institution has constructed its  
own building, please furnish the following  
details :

(a) Name of Mohal/Tikkas : \_\_\_\_\_

(b) Khasra No. : \_\_\_\_\_

(c) Total plinth area : \_\_\_\_\_

3.3 If the accommodation is hired,  
please indicate.

(a) Name of the owner : \_\_\_\_\_

(b) Period for which hired : \_\_\_\_\_

(c) Exact location of the building : \_\_\_\_\_

3.4 If more than one building has been : \_\_\_\_\_  
identified, distance from one building to \_\_\_\_\_  
the other be given.

3.5 Following specific details of accommodation may be furnished:

	No. of rooms	Area in sq. ft.
(a) Classrooms	_____	_____
(b) Activity rooms	_____	_____
(c) Principal room	_____	_____
(d) Faculty rooms	_____	_____
(e) Library	_____	_____
(f) Learning resource centre	_____	_____
(g) Office rooms	_____	_____
(h) Store rooms	_____	_____
(i) Computer rooms and Lab. & Edu. Technology lab	_____	_____
(j) Assembly Hall	_____	_____

- 3.6 Give details of space available for playground as per NCTE Norms:
- (a) Outdoor games : \_\_\_\_\_
- (b) Indoor games : \_\_\_\_\_
- 3.7 Usable area of the buildings in sq. ft. : \_\_\_\_\_
- 3.8 Are water, electricity and toilet facilities available. : \_\_\_\_\_ (Yes/No)
- 3.9 Is furniture available in the institution according to NCTE Norms : \_\_\_\_\_ (Yes/No)

#### 4. Curriculum Transaction:

- 4.1 Are the faculty staff appointed by the relevant DIET according to NCTE Norms : \_\_\_\_\_ (Yes/NO)
- 4.2 Names of primary schools/lower primary schools/ elementary schools/ secondary schools/ senior secondary schools identified for practice teaching/ internship and their distance from the institute. : \_\_\_\_\_  
: \_\_\_\_\_

#### 5. Instructional Facilities:

- 5.1 Details of Laboratory facilities as per NCTE Norms such as:
- (a) Science Laboratory : \_\_\_\_\_ (Yes/No)
- (b) Psychology Laboratory : \_\_\_\_\_ (Yes/No)
- (c) Education Technology and Media Laboratory : \_\_\_\_\_ (Yes/No)
- (d) English lab : \_\_\_\_\_ (Yes/No)
- 5.2 Are books, magazines, Journals audio-visual-aids, teaching aids and play materials are available in the institute according to NCTE Norms : \_\_\_\_\_ (Yes/No)

#### 6. Finance:-

- 6.1 Indicate the source of finance and funds available for running the institute/ programme: \_\_\_\_\_
- (a) Bank deposit, if any (please give account number, name of the bank : \_\_\_\_\_

and branch with balance as on date) : \_\_\_\_\_

(b) Annual income from fee : \_\_\_\_\_

6.2 Details of Income and Expenditure as on date :

(a) Income : \_\_\_\_\_

(b) Expenditure : \_\_\_\_\_

**7 Other Information:**

7.1 Details of other courses, if any, being run by the institution:

Name of the course	Intake	Duration	Affiliating/Examining Body
(a)			
(b)			
(c)			

**8. Are the required documents attached as per Regulation:**

- (i) Copy of Recognition letter from NCTE: \_\_\_\_\_ (Yes/No)
- (ii) Latest Copy of the faculty staff approved by the concerned DIET \_\_\_\_\_ (Yes/No)
- (iii) Copy of Fire Safety Certificate from Chief Fire Officer, Shimla \_\_\_\_\_ (Yes/NO)
- (iv) Copy of Building Safety Certificate from Executive Engineer (PWD Concerned) \_\_\_\_\_ (Yes/No)
- (v) Required Affiliation Fee as per Notification \_\_\_\_\_ (Yes/No)

It is hereby certified that the information furnished in respect of our institution in this proforma is correct to the best of my knowledge and belief and we also undertake to abide by the National Council for Teacher Education (NCTE) norms for Two Years (JBT) D.El.Ed. course.

**Place:**

**Date:**

**Signature, name and designation  
of the Applicant with Seal of the  
Institution.**

## **List of Essential Documents for Grant of Affiliation**

- (a) Affiliation fee for Two Years D.El.Ed.(JBT) course as prescribed by the H.P. Board of School Education given/submit by the applying institute in the shape of Bank Draft drawn in favour of the Secretary, Himachal Pradesh Board of School Education, Dharamshala payable at Dharamshala or by any other mode notified by the Board.
- (b) Copies of Recognition letter from NCTE.
- (c) Latest Copy of the faculty staff approved by concerned DIET.
- (d) Copy of the Building safety certificate from Executive Engineer (PWD) Concerned.
- (e) Fire Safety Certificate from Chief Fire Officer, Shimla.

### **LAST DATE**

**(Without late fee)**

**SUBMISSION OF :14/05/2026  
APPLICATION FORM**

### **Last Date**

**With late fee  
of Rs.5000/- +18% GST**

**SUBMISSION OF :19/05/2026  
APPLICATION FORM**

**INSTRUCTIONS/PROCEDURE FOR GRANT AFFILIATION TO THE PRIVILEGES OF THE BOARD TO PRIVATELY MANGED INSTITUTIONS FOR RUNNING TWO YEARS D.El.Ed.(JBT) COURSE.**

1. Any privately managed institutions which intends to seek affiliation to the privileges of the Board for running Two Years JBT/D.El.Ed. Course shall have to apply on the application form prescribed by the Board (Annexure-I)
2. The Application fee is ` 2000/-(non-refundable) & the affiliation fee for running the course for each batch shall be ` 30,000/- with GST @ 18% or as prescribed by the Board from time to time.
3. The affiliation shall be granted to the applying institution for a particular batch only after the Common Entrance Test (CET) or any other mode for allotting the candidates is notified by the Government of Himachal Pradesh for that particular batch.
4. The applications shall be invited from interested privately managed institutions by way of advertisements in newspapers. The application forms are available on the Board's website: [www.hpbose.org](http://www.hpbose.org) or any other places notified by the Board on payment of fee as prescribed by the Board from time to time.
5. The privately managed institutions shall be required to enclose following documents with the prescribed application form:-
  - (a) The prescribed affiliation fee may be remitted in the shape of Bank Draft drawn in favour of the Secretary, Himachal Pradesh Board of School Education Dharamshala payable at Dharamshala or by any other mode it may deem convenient.
  - (b) Recognition letter issued by the NCTE.
  - (c) List of faculty staff.
  - (d) Any other documents that may be prescribed by the Board or asked for by the Government of Himachal Pradesh or NCTE from time to time.
6. The Chairman shall be the authority to grant affiliation to such applying institutions with fulfill the requisite conditions and parameters laid down at serial number 5, supra.