

**CHAPTER-II**

**RIGHT TO INFORMATION AND OBLIGATIONS OF  
PUBLIC AUTHORITIES**

**(The Right to Information Act, 2005, No. 22 of 2005)**

**GOVERNMENT OF BIHAR  
STATE BOARD OF TECHNICAL EDUCATION  
BIHAR, PATNA  
(Department of Science & Technology)**

**The State Board of Technical Education constituted for the purpose of examination, certification (of Diploma Courses) and advising the Government regarding the development of Technical Education (Barring University Education) and Arts & Crafts by Govt. Order No. 75/ Dir dt. 31.5.55**

**STATE BOARD OF TECHNICAL EDUCATION**  
**(Department of Science & Technology)**  
**Government of Bihar, Patna**

**I. The particulars of Organisation, functions and Duties of the Board**

**A. The Board is comprised of :**

1. Chairman—**The Hon'ble Minister of State** (Independent Charge)  
Deptt. of Science & Technology, Bihar, Patna – Dr. Anil Kumar
2. Secretary—**Dr. Shree Bhagwan Singh**
3. Controller of Examinations—**Shri ChandraShekhar Singh**
4. Deputy Controller of Examinations—**Dr. Syed Jamil Ahmad**
5. **Assistant Secretaries**

(a) Shri Pushkar Kumar sinha	}	Strengthening of Technical Education
(b) Dr. Shashi Nath Ojha		
(a) Dr. Anil Kumar Chaudhary	}	Academic Cell
(b) Dr. Makhan Mishra		
(c) Sri Jayant Kumar		
(d) Smt. Kumari Anima		
6. Accountant + Assistants—01 (one) + 12 (twelve) and
7. Peons & daftari—Two + One

**Statement of Posts Sanctioned & Working Force**

S.No.	Designation	Sanctioned Strength	Working Strength	Vacant Seat
<b>I. Non-Plan (Permanent &amp; Temporary)</b>				
<b>Gazetted</b>				
1.	Secretary	One	One	Nil
2.	Controller of Examinations	One	One	Nil
3.	Deputy Controller of Examinations	One	One	Nil
4.	Accounts Officer	One	Nil	One
<b>Non-Gazetted</b>				
1.	Head Clerk cum Accountant	One	One	Nil
2.	Steno Typist	One	One	Nil
3.	Examination Assistant	One	One	Nil
4.	Confidential Clerk	One	One	Nil
5.	Typist	Two	Nil	Two
6.	Calligraphist	One	One	Nil
7.	Office Assistant (Clerk)	Six	Six	Nil
8.	Librarian	One	Nil	One
9.	Daftari	One	One	Nil
10.	Fourth Grade Staff	Three	Two	One
11.	Chokidar	One	Nil	One
12.	Sweeper	One	Nil	One
<b>II. (a) Plan-Stengthening of Technical Education</b>				
<b>Gazetted</b>				
1.	Joint Secretary	One	Nil	One
2.	Assistant Secretary	Two	Two	Nil
3.	System Analyst	One	Nil	One
<b>Non-Gazetted</b>				
1.	Programmer	Two	Nil	Two
2.	Personal Assistant to Secretary	One	Nil	One
3.	Confidential Assistant to Controller of Examinations	One	Nil	One
4.	Console Operator	One	Nil	One
5.	Data Entry Operator	One	Nil	One
6.	Stenographer	One	Nil	One
7.	Driver	One	Nil	One
<b>II. (b) Plan-Academic Cell</b>				
<b>Gazetted</b>				
1.	Joint Secretary	One	Nil	One
2.	Assistant Secretary	Six	Four	Two
<b>Non-Gazetted</b>				
1.	Personal Assistant to Joint Secretary	One	Nil	One
2.	Research Assistant cum Assistant Programmer	Three	Nil	Three
3.	Lower Division Clerk	Two	Two	Nil
4.	Graphic Assstant	One	Nil	One
5.	Audio Visual technician	One	Nil	One

## **Functions & Duties of the Board**

1. The foremost function of the Board is to make arrangements for conducting examinations in order to offer Diplomas and Certificates to the students of various branches (appendix-1) according to the standard laid down by the AICTE of the Technical Institutions listed below :

**(i) (a) Govt. Polytechnic Institutions**

- (a) Govt. Polytechnic—Patna-7
- (b) New Govt. Polytechnic—Patna-13
- (c) Govt. Women's Polytechnic—Phulwarisharif, Patna
- (d) Govt. Polytechnic—Muzaffarpur
- (e) Govt. Women's Polytechnic—Muzaffarpur
- (f) Govt. Polytechnic—Bhagalpur
- (g) Govt. Polytechnic—Purnea
- (h) Govt. Polytechnic—Saharsa
- (i) Govt. Polytechnic—Barauni, Begusarai
- (j) Govt. Polytechnic—Gopalganj
- (k) Govt. Polytechnic—Chapra
- (l) Govt. Polytechnic—Gaya
- (m) Govt. Polytechnic—Darbhanga

**(b) Pvt. Polytechnic Institute**

- (a) H.M.C.T., Patna

**(ii) Industrial Schools**

- (a) Mahila Audyogik Vidyalaya—Motihar
- (b) Mahila Audyogik Vidyalaya—Bhojpur, Ara
- (c) Mahila Audyogik Vidyalaya—Gaya
- (d) Mahila Audyogik Vidyalaya—Chapra
- (e) Mahila Audyogik Vidyalaya—Saharsa
- (f) Mahila Audyogik Vidyalaya—Purnea
- (g) Mahila Audyogik Vidyalaya—Bhagalpur
- (h) Mahila Audyogik Vidyalaya—Muzaffarpur
- (i) Mahila Audyogik Vidyalaya—Darbhanga
- (j) Mahila Audyogik Vidyalaya—Munger
- (k) Mahila Mudran Praudyogik Vidyalaya—Patna-7

**N.B. :** The Industrial Schools impart technical training and education to girl candidates.

The tenure of which is either of six months or of one year known as certificate course. Examinations allied processes and the award of results follow “General Rules For Diploma In engineering/Technology Examinations, In Three Parts” (Appendix-II)

2. To advise the Government regarding development concerning Technical Education on all levels (excluding University Education) and training in Arts and Crafts.
3. To function in association with the All Indian Council For Technical education to framing schemes in its jurisdiction.
4. To recommend to the Government for the reorganisation or extension of the existing institutes for imparting and updating technical education in the state and also for the additional facilities.
5. To prepare syllabii in consultation with the relevant teachers and technical experts and to provide these to institutions to be followed up.
6. To modify already enforced syllabii whenever required to develop expertise in students according to the need of the hour.
7. To pay grant to the institutions (listed above) to meet the expenses incurred on examinations conducted by the Board.
8. To take disciplinary actions (in accordance with the Board’s General Rules and in view of the time to time resolutions taken by the Exam Board) for indiscipline and for adopting unfairmeans during the examination conducted by the Board.
9. The Board have powers to call meetings of already constituted committees to resolve enigmatic issues or to seek guidelines in pursuing some routine matters.
10. The Board has to arrange a meeting of General Body after every six months to get the final shape of important resolutions taken in the meeting of Examination Board and to get the approval of some other plans.

## II. Powers and Duties of Officers & Employees

Sl.No.	Name of Assistant	Job Distributed	Officers Concerned
1.	Shri Brajesh Nnarain Pandey	i) Establishment ii) Accounts iii) Examination Fund, Cash	Asstt. Secretary/ Dy. Controller of Examinations/ Controller of Examinations/ Secretary, S.B.T.E
2.	Shri Ramashish Singh Yadav	Stenography/Typing	
3.	Shri Rahul	i) Part I, II & III Mechanical and IT Diploma Examination and Registration work ii) Examination Board Meeting iii) General Body Meeting and iv) Academic Council meeting	Controller of Exam/ Dy. Controller of Examination/ Assistant Secretary/ Secretary S.B.T.E
4.	Sri Nagendra Pathak	Preparation of Assistants Pay Bill and etc.	Accountant/ Secretary S.B.T.E.
5.	Shri Md. Jamal Akhtar	i) Part I, II & III Civil Diploma Exam & Registration work ii) Issue work of Diploma Marks Sheet, Diploma Certificate, Migration Certificate etc. iii) Bihar Assembly and Council work and iv) Library	Accountant/ Assistant Secretary/ Dy. Controller of Exam/ Controller of Exam./ Secretary S.B.T.E.
6.	Shri Shivendra Narayan Singh	i) Part I, Part II & Part III Diploma Exam. (Excluding Civil, Electrical Mechanical and IT) ii) Registration work iii) WIS Examination	Assistant Secretary, Dy. Controller of Exam., Controller of Exam and Secretary S.B.T.E.
7.	Shri Rajiv Ranjan Raja	Deals with Confidential of Examination Controller	Controller of Examination
8.	Shri Aditya Kumar Sinha	Deputed to the Department of Science & Technology	Deputy Director (Technical Education)

<b>Sl.No.</b>	<b>Name of Assistant</b>	<b>Job Distributed</b>	<b>Officers Concerned</b>
9.	Shri Jay Kumar Rajak	i) Store keeping ii) Govt. Cash Transaction Work iii) Post Diploma Examination Registration Work	Accountant, Store Officer (Assistant Seretary)/ Deputy controller of Examination, Controller of Examination, Secretary SBTE
10.	Shri Nipun Kanhaiya Sinha	On Leave	
11.	Sri Pramod Kumar	Deputed to the Department of Science & Technology	
12.	Sri Madhusudan Sharma	Deputed to the Department of Science & Technology	
13	Sri Kanchan Kumar	For Office Work	
14.	Sri Kamta Prasad	i) Binding Work ii) Handling of Duplicating Machine ii) Distribution of Official Letter	
15.	Shri Ram Chander Rajak	i) Class IV work ii) Durban	All Offices of SBTE
16.	Shri Ramesh Sharma	Deputed to State Minister's (Sc. & Tech.) Office	P.A to the Minister

**III. The procedure followed in the decision-making process; including channels of Supervision and accountability.**

- a) The procedure followed in the decision making process follows the rules formed by General Body for conduct of examination.
- b) Curriculums are developed by experts of the relevant fields and by the discussion in the Board of studies. The curriculums so prepared are approved from Exam. Board and then by the General Body.
- c) After receiving a letter/application the Clerks/Assistants get forwarded the same by an officer then prepare the file/ Marksheet/ Certificate/ Migration Certificate etc. and put up before the Head Clerk or directly to the officer concerned (Exam. Controller, Dy. Exam Controller or Asst. Secretary) for getting forwarded/ opinion in the file or checking up the documents to be issued to a student or institution and ultimately they reach to the Secretary of the Board for finalization of the matter.
- d) A file or letter received from the Directorate is dealt accordingly and finally is sent back to the place where it was received from.

**Supervision level :-** The officers in the Board supervise any issues if required and the Supervision level ascends upto the Secretary of the Board.

**Accountability :-** Office Accountant/Assistant faces the accountability. The officers too in matters concerned with them, have a share.

**IV. The Norms set by it for the discharge of its functions :-**

The norms set for the discharge of its functions are the General Examination Rules (Appendix II), Resolutions taken by the Examination Board in the earlier meetings. Meetings of Exam. Board are called time-to-time to resolve new issues. The approval of such things is taken from General Body.

Directions of unfair means committee are taken whenever it is felt necessary to tackle with issues regarding unfair means in examinations.

Meeting of Board of Studies is called when amendments/revisions in the syllabii or curriculums are required.

Besides all this the office runs in accordance with the norms set for the discharge of its functions in Government offices.

**V. The Rules, Regulations, Instructions, Manuals and Records, held by it or under its control or used by its employees for discharging its functions.**

These are :

- i) The Board's General Rules
- ii) Registration Records of Students
- iii) Forms filled by the students to appear at the examinations.
- iv) Tabulation Registers
- v) Proceedings of meetings of Examination Board & General Body.
- vi) Personal Files.
- vii) Unused Question Papers
- viii) Files through which official business are discharged
- ix) Income Tax Rules
- x) Service Code etc.

**VI. A statement of the categories of Documents that are held by it or under its control :**

- i) Notifications and various other office orders related to policy matters.
- ii) Accounts/Audited accounts.
- iii) All information related to employees of the office.
- iv) All information regarding institutions and its employees related to the examination and evaluation matters where Board conducts examination.

- v) Laws Bye laws to discharge the duties of the Board.
- vi) Records concerning the assets and liabilities of the Board.
- vii) Attendance Register of non gazetted employees.
- viii) Syllabii of the various branches of different years of which the Board conducts examination.
- ix) Stock Register
- x) Records of the file etc.

**VII. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.**

There are two committees namely Examination Board and General Board.

The meeting of Examination Board is called when guidelines for pursuing routine matters regarding holding of examinations, approval of results and sometimes even for issues of different nature are to be sought.

The meeting of General Body is supposed to be called after every six months. In the meeting of General Body approval of the resolutions taken in the meeting of the Examination Board are taken and some other matters may also be taken up.

At present the Examination Board comprises following members.

- i) Dr. Anil Kumar—State Minister (Independent Charge) Science & Technology, Chairman (exofficio).
- ii) Dr. Dhruv Prasad—Director, Science & Technology—Member (exofficio)
- iii) Shri A.M. Khan — Acting Principal, Government Polytechnic Barauni — Member.
- iv) Shri R.M. Sharma - Acting Principal, Government Polytechnic, Gaya — Member

- v) Shri Sita Ram Singh, Acting Principal, New Government Polytechnic, Patna-7 — Member.
- vi) Dr. Shree Bhagwan Singh—Secretary State Board of Technical Education, Bihar, Patna—Member Secretary (Ex-Officio).

**Members of General Body :**

- i) State Minister (Independent Charge)—Chairman.
- ii) Secretary, Deptt. of Science & Technology, Bihar, Patna—Member.
- iii) Director, Deptt. of Science and Technology, Bihar, Patna—Member.
- iv) Regional Officer—North Zone Regional Committee, All India Council For Technical Education, A. Laxman Bagh, Nawabgunj, Kanpur-208002—Member.
- v) Engineer in Chief—Path Nirman Wibhag, Bihar, Patna—Member.
- vi) Shri B.P. Ambashth, Chief Engineer, Production, Head Office, Bihar State Electrical, Board Patna—Member
- vii) Dr. Nandita Banerjee, Ex-Principal, Govt. Women’s Polytechnic , Patna—Member
- viii) Secretary, State Board of Technical Education, Patna—Member Secretary.

**Representation of Industries**

- ix) Chairman—Industry House, Sinha Library Road, Patna-800001—Member

**Non-Government Members**

- x) Shri Baliram Sharma, Ex-Principal, Magadh University, Sahwar House, Rekabgunj, Tekari - 824236
- xi) Dr. D.N. Sinha, Reader, Dept. of English, B.N. College, Patna.

**VIII. Statement of the Boards, Councils, committees and other bodies consisting of two or more persons constituted as its part or for the purposes of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

In the Board there are some permanent bodies namely General Body, Examination Board, Board of Studies, Unfair means Committee and Purchase Committee. Over and above these, temporary Committees are constituted for specific purpose, those are automatically non-existent when the purposes are fulfilled for which they were brought into existence.

As far as the accessibility of the minutes of meetings of the Committees for public is concerned it can be unfolded to anyone for whom they are relevant.

## **IX. The Directory :**

### **Officers**

1. **Dr. Shree Bhagwan Singh** —Secretary, SBTE  
Ph. : 0612-2546532 (O), 9835614909 (Mobile)
2. **Shri Chandrashekhar Singh** —Controller of Exams.  
Ph. : 0612-2546532 (O), 0612-2202318(R)
3. **Dr. Syed Jamil Ahmad** —Dy Controller of Exams.  
Ph. : 9234707215
4. **Shri Pushkar Kumar Sinha** —Assistant Secretary  
Ph. : 0612-2546532 (O), 2280434 (R).
5. **Dr. Shashinath Ojha** —Assistant Secretary  
Ph. : 0612-2546532 (O), 2362441
6. **Dr. Anil Kumar Chaudhary** —Assistnt Secretary  
Ph. 0612-2546532 (O), 2551087
7. **Dr. Makhan Mishra** —Assistant Secretary  
Ph. : 612-2225532

8. **Smt. Kumari Anima** —Assistant Secretary  
Ph. : 0612-2225532 (O), 0612-2583181 (R)
9. **Sri Jayant Kumar** —Assistant Secretary  
Ph. : 0612-2225532 (O), 0612-2278264(R)

### **Employees**

1. Shri Brajesh Narain Pandey —Head Clerk cum Accountant
2. Shri Ramashish Singh Yadav —Steno-Typist
3. Shri Nagendra Pathak —Clerk
4. Shri Jamal Akhter —Clerk
5. Shri Shivendra Narain Singh —Clerk
6. Shri Aditya Kumar Sinha—Clerk
7. Shri Jay Kumar Rajak —Clerk
8. Shri Nipun Kanhaiya Sinha —L.D.C.
9. Shri Rajiv Ranjan Raja — L.C.D.
10. Sri Rahul — L.D.C.
11. Sri Kanchan Kumar — L.D.C.

### **Others**

1. Shri Kamta Prasad —Daftary
2. Shri Ramchandra Rajak —Peon
3. Shri Ramesh Sharma —Peon

**X. The Monthly remuneration received by each of its offices and Employees, including the system of compensation as provided in its regulations.**

Sl. No.	Name	Designation	Pay Scale	Gross	Remarks
1.	<b>Dr. Shree Bhagwan Singh</b>	Secretary	16400–2000		Pay drawn as Principal, Govt Poly Patna-7
2.	<b>Shri Chandra Shekhar Singh</b>	Controller of Examination	10000-325-15200	24868	
3.	<b>Dr. Syed Jamil Ahmad</b>	Dy Controller of Examination	8000–13500	27342	
4.	<b>Sri Pushkar Kumar Sinha</b>	Asst. Secy.	8000–13500	26724	
5.	<b>Dr. Shashinath Ojha</b>	„ „	8000–13500	27342	
6.	<b>Dr. Anil Kumar Chaudhary</b>	„ „	8000–13500	27962	
7.	<b>Dr. Makhan Mishra</b>	„ „	8000–13500	27962	
8.	<b>Smt. Kumari Anima</b>	„ „	10000-325-15200	23563	
9.	<b>Sri Jayant Kumar</b>	„ „	8000-13500	26324	
10.	<b>Shri Brajesh Narain Pandey</b>	Head Clerk	4500–7000	16105	
11.	<b>Sri Ramasheesh Singh Yadav</b>	Steno-Typies	4000–6000	11,443	Pay held up from Jan '06
12.	<b>Sri Nagendra Pathak</b>	„	4000–6000	13405	
13.	<b>Shri Jamal Akhteer</b>	„	4000–6000	13405	
14.	<b>Sri Shivendra Narain</b>	„	4000–6000	12731	
15.	<b>Shri Aditya Kumar Sinha</b>	„	4000–6000	12731	
16.	<b>Shri Jay Kr. Rajak</b>	„	4000–6000	11,168	
17.	<b>Sri Nipun Kanhaiya Sinha</b>	LDC	3050–4590	7813	

Sl. No.	Name	Designation	Pay Scale	Gross	Remarks
18.	<b>Shri Pramod Kumar</b>	Clerk	4000-6000	12955	
19.	<b>Shri Madhu Sudan Sharma</b>	Clerk	4000-6000	12281	
20.	<b>Shri Kanchan Kumar</b>	LDC	3050-4590	7137	
21.	<b>Shri Rajiv Ranjan Raja</b>	LDC	3050-4590	7137	Under Plan
22.	<b>Shri Rahul</b>	LDC	3050-4590	7137	Under Plan
23.	<b>Shri Kamta Prasad</b>	Daftari	2610-3540	8288	
24.	<b>Shri Ram Chander Rajak</b>	Peon	2550-3200	7235	
25.	<b>Shri Ramesh Sharma</b>	Peon	2550-3200	7101	

**XI. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.**

Year	Plan		Non Plan
	Strengthening of SBTE	Academic Cell	
2005-06	6,88,525/-	19,44,780/-	28,01,500/-
2006-07	6,58,200/-	16,85,400/-	27,31,900/-
2007-08	12,57,835	16,69,640/-	24,29,750/-

**XII. The manner of Execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

**NOT APPLICABLE**

**XIII. Particulars of recipients of concession permits or authorization granted by it.**

**NOT APPLICABLE**

**XIV. Details in respect of the information available to or held by it, reduced in an electronic form.**

Information can be retrieved on the Board's website :

<http://www.sbtebihar.org>

**XV. The particulars of facilities available to citizens for obtaining information including the working hours of a library on reading room, if maintained for public use.**

Result of Diploma students (Part I,II and III) are made available on website. Procedures for obtaining documents marksheet, certificates etc. are also available on website (<http://www.sbtebihar.org>)

The office also provides such information on personal contact.

Library is available only for teachers engaged in paper setting, moderation work, evaluation etc. and for officials only.

**XVI. The names, designations and other particulars of the Public Information Officers.**

Under the Right to Information Act, 2005, the following are designated as the State Public Information Office and Assistant State Public Information Officer in the State Board of Technical Education, Bihar, Patna.

1. **Dr. Shree Bhagwan Singh**, Secretary, State Board of Technical Education, Bihar, Patna—Public Information Officer.
2. **Dr. Syed Jamil Ahmad**, Deputy Controller of Examinations, State Board of Technical Education, Bihar, Patna—Assistant State Public Information Officer.

**XVII. Such other information may be prescribed and there after up date these publication every year.**

**NOT APPLICABLE**

**APPENDIX-II****GENERAL RULES FOR DIPLOMA IN ENGINEERING/ TECHNOLOGY  
EXAMINATIONS, IN THREE PARTS****(APPLICABLE FROM SESSION 1976-77, INCORPORATED AMENDMENTS &  
UPDATED UP TO DEC'2006)**

(APPROVED BY GENERAL BODY OF SBTE, DEC'2006)

1. A student may appear to Part-I examination of a three -year diploma course if he/she has been duly registered by the board (as per rule 4) and has completed the regular course of study prescribed by the Board for one academic year for Part-I examination from an Institution affiliated to the Board.
2. A student may be admitted to the part-II examination if he/she has passed part-I examination (under rule 10 read with rule 12) and thereafter has completed regular course of study prescribed by the Board for one academic year for part-II examination from an institution affiliated to the Board.
3. A student may be admitted to the part-III examination if he/she has passed part-I completely (all papers) and part-II examination (under rule 10 read with rule 12) and thereafter has completed regular course of study prescribed by the Board for one academic year for part-III exam. from an Institution affiliated to the Board.
4. A student has to be get registered with the Board before appearing at his first periodical examination of Diploma part- I. The duly filled prescribed Registration-Application form of the students shall be forwarded to the Board along with requisite fee (Rs.350/-) by the Principal of the concerned institute after due verification of students with the documents provided by admission authority (As per norms of Science and Technology Department Govt. of Bihar.)
5. Every candidate for the Diploma part-I, Part-II and part-III examination must have
  - i) maintained a good conduct;
  - ii) Attended at least 75% of lectures, sessional and practical classes of each subject;
  - ii) Satisfactorily completed the sessional and practical works.
  - iv) Obtained minimum 50% marks in Periodical Examinations (as per Rule7).
 He shall ensure the above(i to iv) and have to produce a certificate from the Principal concerned to the above effect. His candidature or Certificate will be cancelled if he found not fulfilling any of the above conditions at any stage.  
 In case of candidates transferred from one Institution to another, requirements mentioned above shall be deemed to have been completed partly in one Institution and partly another.
6. Provided that a candidate who has failed at any of the part-I or part-II or part-III examination of the three years Diploma course or could not appear therein after having completed the regular course of study and fulfilled, other necessary requirements may appear again at the said exam without further attendance of lectures, practical and sessionals if he produces a certificate from the Principal of the Institution from which he completed the courses to the effect that:-

- (i) Nothing is known to the Principal against his moral character.
- (ii) He has satisfied the conditions laid down by the Regulations for appearing at the examination in any previous year.
- (iii) He has passed in the sessionals (where ever applicable).

Provided that (i) no candidate for part-I or part-II examination will be allowed to appear for more than 3 consecutive examinations in all to pass part-I or part-II examination completely and (ii) no candidate for part-III examination will be allowed to appear for more than 6 consecutive examinations in all (annual and supplementary combined) to pass part-III examination completely. That is no student shall be allowed to appear either at part-I or part-II or in part-III examination for more than 2 academic years after the year in which he has completed the regular course of study for that part. However a student of part-II or part-III who remains unsuccessful in the examinations during three academic years including the year in which he completed his regular course of study of part-II or part-III may be readmitted in the Institution to pursue the course of study of the same part afresh. No such students of part-I shall be eligible for readmission.

For Diploma in Engineering part-I, part-II and part-III examinations every candidate shall be examined in all the subjects prescribed for courses of study for his branch of engineering Technology.

7. (a) In each academic session, the Board will conduct one examination at the end of the session for each of part-I, part-II and part-III course. It will also conduct a supplementary examination for part-III only. There shall be no supplementary examination either for part-I or for part-II Exam. Every 100 marks of each theoretical and practical subject provided under the courses of study for part-I, part-II and part-III examination shall consist of 20 % marks for internal periodical tests and 80% marks for External examinations to be conducted by the Board.
- (b) The affiliated institutions will conduct one periodical test for 10% marks for each theoretical and practical subject of each part after completion of nearly 40% of the courses of study of the subject concerned. Another periodical test for 10% marks will be conducted after completion of the next 40% Courses of study of the subjects concerned. Thus there will be two periodical tests for each theoretical and practical papers in an academic year. The marks obtained by a candidate in any subject in the two periodical tests will be added and treated as marks secured by that candidate out of 20% marks provided for periodical test in (a) above.
8. Answer books of periodical examinations shall be examined by the teachers of the Institution and examined answer-books will be shown to the candidates after keeping a copy of marks obtained by them.
9. The sessional works of students will be examined for 40% marks by the subject teacher of the Institution in the course of conduct of the sessional works throughout the year for which a assessment chart shall be maintained. The Board will get the students examined for the remaining 60% by external examiners through Viva-Voce tests and or otherwise as per instructions issued by the Board from time to time.  
The practical work of student will be examined for the 50% of External Examination marks (as per Exam. scheme) by Internal Committee and 50% by external committee on the basis of their records submitted before the committee.

10. In order to pass part-I or part-II or part-III examinations, a candidate must obtain not less than the following:-
- (i) 26 marks out of 80 marks in each written and 40% in Practical papers in the Board examination conducted at the end of the academic year.
  - (ii) 36 marks out of 100 marks in each theoretical paper.
  - (iii) 42 marks out of 100 marks in each practical paper.
  - (iv) 50 marks out of 100 marks in each sessional paper (internal assessment and external evaluation taken together)
  - (v) 45% marks in the aggregate.
- Provided that a candidate for part-I or part-II examination who has passed in all except a maximum of three theoretical / practical subjects (or remained absent in three theoretical/practical subjects)
- (i) Obtained 45% marks in the aggregate and
  - (ii) Passed in all sessionals
- will be declared to have passed the examination. Such candidates will not be placed in any class in their examination (Part-I or part-II as the case may be) vide rule 14. While carrying over his 40% of the aggregate marks to those at higher part-examination vide rule 13, he will be treated to have obtained zero mark out of 100 in the one, two or three theoretical and practical subjects in which he has not passed in all respects. Such candidates, if they choose, may appear once more at such subjects compartmentally at the Board examination held just next year while pursuing their studies in higher part. If any candidate passes in this/these subject (s) by securing a minimum of 26 out of 80 marks, the actual marks obtained by him in the subject (s) will be reduced to bare pass marks (35 out of 100) for the purpose of award of class and also for carrying over the 40% aggregate vide rule 13 for award of class in the higher part.
11. A candidate who appeared at part-III Annual examination in all subjects in one examination and passed in all the sessionals and in aggregate but failed in one or more written paper/practical subjects may be allowed to appear at subsequent part-III Supplementary examination compartmentally in the subject in which he had failed. In calculating the aggregate marks for such candidates for award of class, the marks obtained by him in the subject/ passed compartmentally shall be reduced to bare pass marks for each such subject.
12. (a) If a candidate who has appeared in all theoretical and practical subjects in one lot in part-I or part-II or part-III examination and has passed in all theoretical, practical and sessionals subjects and in aggregate except one theoretical subject by a maximum of 5 marks (In Board), he will be declared to have passed the examination after adding the marks by which he has failed and the marks thus added will be deducted from the marks of the subject in which he has obtained the highest marks.
- (b) If a candidate who has appeared in all theoretical and practical subjects in one lot and has passed in all subjects except two theoretical subjects by not more than 5 marks in both subjects taken together, rule (a) above will apply in this case also. This rule is not applicable for those candidates who appear at any examination compartmentally.
13. (a) For award of class to a successful candidate (excluding those declared pass under regulation) at part-II examination 40% of the aggregate marks (subject to the condition vide rule 10 for students passing under regulation) obtained by him

at part-I examination will be carried over to the aggregate marks obtained at Part-II examination.

- (b) For award of class to a successful candidate at part-III examination, 40% of his aggregate marks for part-II examination arrived in accordance with 'a' above (subject to condition imposed under rule 10 and 12) will be carried over to the aggregate marks (subject to the condition imposed under rule 11 and 12) obtained at part-III examination.
14. Successful candidates who obtain in part-I or part-II or part-III examination not less than 75% marks in the final aggregate (as per rule 13 and subject to the conditions imposed under rule 10 and 11 and 12) shall be declared to have passed the examination in first class with distinction, those who obtain not less than 60% shall be placed in the first class and those who obtain not less than 45% shall be placed in the second class.  
No class will be awarded either in part-I or part-II exam to those candidates who are declared to have passed the examinations under provision to rule 10.
  15. In order to pass the Diploma Examination, a candidate shall be required to pass in all the subjects of part-I, part-II and part-III examinations conducted by the State Board of Technical Education, Bihar.
  16. Application for scrutiny of the result in any subject or subjects at the Board exam. shall be submitted along with the fee of Rs. 300/- only for each subject. No such application will be accepted unless it reaches the office of the Board within one month of the declaration of the result of that exam. The answer books will be jointly scrutinized by the Secretary and the Controller of Examinations and in case any answer or part of an answer is not examined or if any other discrepancy is observed, the case will be referred to the Moderation Board of the branch concerned.
  17. Marks will be supplied to the candidate through the Institution immediately after publication of the results but a candidate may have them direct from the office of the Board on production of a Bank draft of Rs. 200/- only payable to the Secretary of the Board along with the application.
  18. If a candidate who fails to submit his application for appearing at a particular examination on due date prescribed by the Board, shall have to pay a penalty as decided by the Examination Board. No application, however, will be entertained unless received in the office of the Board at least 15 days before the commencement of the examination.
  19. Ordinarily the centre of examination will not be change but in special circumstances candidates may apply for getting their centre of examination changed to another by sending an application giving the reason for change through the Head of the Institution with a fee of Rs. 250/- (Rupees two hundred fifty) on together with two copies of their recent passport size photographs from the same negative duly attested by the Head of the Institution. All such applications must reach the office of the Board complete in all respects at least 30 days before the commencement of the examination. Late applications will not be considered.
  20. On loss of original Diploma Certificate the holder of certificate can have a duplicate copy of the Certificate and for this an application should be sent with a fee of Rs. 350/- (Rupees Three hundred fifty only) only through the Principal of the Institution where he was a student along with an affidavit detailing therein the

- circumstances under which it was lost. The affidavit must be made in presence of a first class Magistrate/Oath commissioner.
21. In case a candidate after depositing the fee for part-III Annual Examination decides not to appear at the examination, only half of the examination fee deposited by him will be carried forward to the Supplementary examination of that year provided the candidate informs the Board at least one week before the commencement of the examination that he will not appear at the examination.
  22. Whenever changes are made in the courses of studies, examinations will be conducted / questions will be set in the old courses for two more years after the discontinuation of the courses.
  23. In case of walkout or stay out or incase of cancellation of Examination due to any disturbances created at the Centre, for which the examinees are responsible or in case of cancellation of examination due to mass scale use of unfair means, there shall be neither re-examination nor shall average or any other mark be awarded to the examinees in the paper/ papers concerned. Willing students who resist and do not come out of the examination hall will be permitted by the centre superintendent to consignee their examinations or to write fresh answer book, where answer book is torn, and in that case the time wasted in disturbance shall be duly compensated.
  24. The examinations Board will cancel any examination if there is report of large scale of use of unfair means by centre Superintendent, or by the observers or by members of the flying square or any inspecting officer of the Board.
  25. Cancellation of examination in any paper shall be indicated by a cross (×) in the tabulation Register.
  26. If the Examination Board is satisfied that there have been connivance and encouragements by the teachers/ invigilators working at the Centre, the Chairman will recommend to the State Govt. to take strict disciplinary action against the persons concerned.
  27. Candidate may get English Version of the Diploma Certificate (indicating the requirement for getting it) after paying the requisite fee of 250/-.
  28. Candidate may get Migration certificate from the Board, provided the Principal of the concerned institution forwards his/her application in the prescribed format along with Requisite fee (Rs.300/-). After issuance of the migration certificate the student will no longer remain a bonafide student of the board.
  29. Notwithstanding any thing contained here in, The SBTE may amend and implement the rules whenever required in the interest to maintain standard of Technical Education of Bihar State.

Controller of Examinations

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बिहार सरकार  
विज्ञान एवं प्रावैधिकी विभाग

अधिसूचना

राज्य के अन्तर्गत डिप्लोमा स्तर के संस्थानों (सरकारी एवं निजी) के परीक्षा एवं प्रमाणीकरण हेतु पर्षद से संबद्धता प्राप्त करने हेतु अध्यक्ष, राज्य प्रावैधिक शिक्षा पर्षद, बिहार के अध्यक्षता में संबंधन पर्षद की गठन की गई है। जिसके निम्नांकित सदस्य होंगे :-

(क)	अध्यक्ष, राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना।	अध्यक्ष
(ख)	सचिव, राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना।	उपाध्यक्ष
(ग)	सहायक सचिव, राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना।	सदस्य
(घ)	सहायक सचिव, शैक्षणिक कोषांग, राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना।	सदस्य
(ङ०)	उप परीक्षा नियंत्रक, राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना।	सदस्य
(च)	संबंधित विषय के विशेषज्ञ।	सदस्य
(छ)	निदेशक के प्रतिनिधि।	सदस्य
(ज)	उप निदेशक (क), विज्ञान एवं प्रावैधिकी विभाग, बिहार, पटना।	सदस्य
(झ)	परीक्षा नियंत्रक, राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना।	सदस्य सचिव

यह समिति इस उद्देश्य हेतु संलग्न अनुमोदित मार्गदर्शिका (आवेदन प्रपत्रों सहित) के प्रावधानों के अन्तर्गत कार्य करेगी।

बिहार राज्यपाल के आदेश से

ह०/—  
संयुक्त सचिव,  
विज्ञान एवं प्रावैधिकी विभाग,  
बिहार, पटना।

ज्ञापांक :- वि०प्रा० II व<sup>1</sup>-15/2007- 2143

दिनांक :- 12/10/2007

प्रतिलिपि :- अधीक्षक, सचिवालय मुद्रणालय, गुलजारबाग, पटना को बिहार राजपत्र के अगले अंक में प्रकाशनार्थ एवं विभाग को 500 प्रति उपलब्ध करने के अनुरोध के साथ प्रेषित।

ह०/-

संयुक्त सचिव,  
विज्ञान एवं प्रावैधिकी विभाग,  
बिहार, पटना।

ज्ञापांक :- वि०प्रा० II व<sup>1</sup>-15/2007- 2143

दिनांक :- 12/10/2007

प्रतिलिपि :- निदेशक, विज्ञान एवं प्रावैधिकी विभाग को सूचनार्थ एवं आवश्यक कार्यवाही हेतु। उनसे अनुरोध है कि पर्वद के सदस्य के रूप में अपने एक प्रतिनिधि को मनोनित करने की कृपा करें।

ह०/-

संयुक्त सचिव,  
विज्ञान एवं प्रावैधिकी विभाग,  
बिहार, पटना।

ज्ञापांक :- वि०प्रा० II व<sup>1</sup>-15/2007- 2143

दिनांक :- 12/10/2007

प्रतिलिपि :- माननीय विभागीय राज्य मंत्री (स्वतंत्र प्रभार) सह पदेन अध्यक्ष, रा०प्रा०शि० पर्वद के आप्त सचिव को सूचनार्थ एवं आवश्यक कार्यवाही हेतु।

ह०/-

संयुक्त सचिव,  
विज्ञान एवं प्रावैधिकी विभाग,  
बिहार, पटना।

# Norms & Guidelines For Affiliation of New Technical Institutions



**विज्ञान एवं प्राविधिकी विभाग**

Dept. of Science & Technology, Govt. of Bihar

**State Board Of Technical Education, Bihar**  
4<sup>th</sup> Floor, Technology Bhawan, Visveshwraiya Complex  
PATNA-800 015

# **Chapter-I**

## **DEFINITIONS**

1. “Affiliation” means formal enrolment of diploma level institution recognized by Government of Bihar and approved by AICTE following prescribed curriculum / examination of State Board of Technical Education.
2. “Affiliation committee” means Affiliation committee of the State Board of Technical Education.
3. “Chairman” means the chairman of the State Board of Technical Education.
4. “Secretary” means Secretary of the State Board of Technical Education.
5. “Controller of Examinations” means overall in-charge of examination and certification of Diploma Level Institutions of State Board of Technical Education, Bihar, Patna.
6. “Examination” means examination conducted by the State Board of Technical Education.
7. “Affiliation fee” means charges payable by the institutions to the Board in connection with affiliation.
8. “Institution” means diploma level technical institution.
9. “No Objection Certificate” means a letter issued by appropriate authority at State Government Level.
10. “LOI” means letter of intent issued by Director, Science & Technology, Government of Bihar.
11. “Approval” means Approval by All India Council of Technical Education.
12. “Session” means the period of twelve month duration normally May to April.
13. “Government Aided Institution” means grant in aid from the union government / State government.
14. “Government institution” means institution run by the Government of Bihar (Rajkiya Polytechnic & Rajkiya Mahila Polytechnic).
15. “Private unaided institution” means a institution run by a society / trust duly constituted and registered under the provisions of central / state acts and not getting any regular grant-in-aid from any government source.
16. ‘AICTE’ means All India council of Technical Education.
17. ‘NCHMCT’ mean National Council for Hotel Management and Catering Technology
18. “PCI’ means Pharmacy Council of India.

# CHAPTER—II

## NORMS FOR AFFILIATION

1. **The Board may affiliate following category of institution in the State of Bihar.**
  - i. Government or Government aided institution.
  - ii. Private unaided institution.

2. **Applications for affiliation may be considered under the following categories:**

**Provisional / Permanent affiliation in:**

- (i) Diploma in Engineering and Technology.
- (ii) Diploma in Hotel Management and Catering Technology.
- (iii) Diploma in Art and Craft.
- (iv) Diploma in Architecture.
- (v) Diploma in Pharmacy.
- (vi) Diploma in Food Processing

**A) Provisional affiliation:**

Those institution which fulfill the essential condition of the affiliation norms may be considered for Provisional affiliation for a period of three years subject to fulfilling all the norms and conditions of the Affiliation norms with in this period. In case the institution(s) do not fulfill the norms and conditions of the affiliation due to some prudent reasons the Board may grant provisional affiliation for a period or further period of 1year to 2 years subject to fulfill the conditions of affiliation in the extended period.

**(B) Permanent Affiliation:**

The institutions run by Govt. is granted one time permanent affiliation.

3. **Any institution in State which fulfill the following essential conditions (without which the case cannot be processed) can apply to the Board for affiliation:**

- i. The institution seeking provisional affiliation with the Board must have formal prior recognition of State Government. Its application

either should be forwarded by the State Government or there should be a no objection certificate to this effect.

- ii. The institution seeking provisional affiliation with the Board must have formal prior approval of AICTE/NCHMCT/PCI.
- iii. The institutes should comply with conditions/norms prescribed by GOB/AICTE/NCHMCT/PCI.
- iv. In case of violation of rules or not fulfilling the essential conditions laid down by the Board, the affiliation will be cancelled by the Board.
- v. Notwithstanding anything contained herein above, any Branch(es) or Unit(s) of a Institute/Group of Institute(s) affiliated/seeking affiliation to the Board shall not be deemed to be affiliated to the Board even if such main institute seeking Affiliation stands affiliated to the Board unless such Branches/Units apply afresh and are granted affiliation by the Board.
- vi. Mere submission of application form for affiliation or its pendency with the Board shall not entitle any Institute to write to be affiliated to the Board nor with it resort to do anything in any manner which may create any wrong impression in the public mind to this effect.

#### **4. DATE FOR SUBMISSION OF APPLICATION**

1. Application in the form prescribed for affiliation may be sent to office of the Board throughout the year along with the prescribed fee.
2. However the affiliation committee of the Board will scrutinized the cases for affiliation twice in a year.

#### **5. NORMS AND STANDARD / STAFF AND SERVICE CONDITIONS**

All Private/Govt. aided institute must follow the norms and standard/staff and service conditions as laid down by AICTE for Polytechnic Institutions , Hotel Management and Catering Technology in case of Hotel Management and Catering Technology and Pharmacy Council of India in case of Pharmacy,besides the minimum requirements for salaries as laid down by the AICTE / NCHMCT / PCI.

#### **6. FEES**

Tuition and other fees from students should be charged by institution as per the direction laid down by the Govt. of Bihar time to time.

**7. ADMISSION OF STUDENTS**

The admission of students shall strictly be as per direction laid down by the Govt. of Bihar/AICTE.

**8. MISCELLANEOUS**

- i. The institute seeking Board's affiliation shall be open to inspection by the inspection committee deputed by the Board as and when required.
- ii. The institute shall supply information and returns called for by the Board/State Government within the prescribed time given for its furnishing to the authority concerned.
- iii. The building and furniture of affiliated Institution shall be placed at the disposal of the Board for conducting any examination and spot evaluation free of charge. The Management and the Principal shall cooperate with the Board in the conduct of examinations and evaluation of scripts. If asked by the Board, the institute shall provide at least one examiner in each subject offered by the institute and more than one, if more than 200 students have been sent for the examination. In case they fail to do so, the Board shall have the right to take appropriate action including initiating action for disaffiliation of the institute. However, the size of the institute will be taken into account before such a condition is imposed in order to avoid disruption of academic work in the institute.
- iv. The institute shall maintain records of attendance of all students for purposes of admission to the Board's examinations. The entries in these registers shall be properly checked at the end of each session and signed. The attendance registers shall be open to inspection by the officers of the Board/Inspection Committee.
- v. The institutions shall take steps to see that teaching is strictly according to the syllabi enforced by the Board.
- vi. Institution affiliated to the Board shall not in general send candidates for examination of any other Board/University.
- vi. In the interest of Promoting Vocational Courses, institutes may be permitted to have limited affiliation to the Board for vocational courses only. The institute will impart education on Vocational Courses in collaboration with such organizations which are directly

concerned with the particular Vocational Courses of study. However, the conditions of the affiliation the laws will remain the same.

## **9. BOARD'S EXAMINATIONS**

- i. It is mandatory for an institute affiliated to the Board to follow the examination bye-laws (GENERAL RULES FOR DIPLOMA IN ENGINEERING/TECHNOLOGY EXAMINATIONS, IN THREE PARTS OVER AND ABOVE SOME EXAMINATION BOARD RULES AND AMMENDMENTS PERTAINING TO THE RULES FOR EXAMINATION).
- ii. No affiliated institute shall endeavour to present a candidate /candidates not enrolled/registered in the Board to any of the institute or Board's examination.
- iii. If the Board has reasons to believe that an affiliated institute is not following the above mentioned sub-section i & ii, the Board may resort to penalties\* as the rules provide.
- iv. Follow of academic calendar in respect of classes and institute examinations will be a binding on the affiliated institutes. Affiliated institute shall present a list of number of students and particulars branch wise and year wise at the time of beginning of an Academic session to facilitate their registration.

## **10. TRANSFER/SALE OF INSTITUTE.**

The Board would not allow any property transfer/sale of Institute by one Society/Management/Trust to another Society / Management / Trust through agreement / sale deed. In case such transaction is effected explicitly or implicitly, the Board shall withdraw its affiliation with immediate effect.

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\* Summary disaffiliation for five years and forfeiture of fees, if any re-affiliation is considered on merits after a fresh application is filed, it is to be noted that repetition of violation of Bye-Laws shall lead to permanent disaffiliation.

## **CHAPTER-III**

### **SUBMISSION OF APPLICATIONS FOR AFFILIATION AND FOLLOW-UP ACTION**

1. Before applying the institute should ensure that it fulfils the essential requirements of affiliation as given in Rule 2 & 3 of CHAPTER-II. Application will not be considered without the essential requirements & requisite affiliation fee as specified in instructions.
2. On receipt of applications, the Board will examine the documents in the light of various conditions laid down in the bye-laws and in case it observed that the institute fulfills the essential conditions, an inspection committee will be appointed in order to assess the suitability of the institute for affiliation with the Board for the branches applied for.
3. In case on scrutiny of application, it is found that the institute does not fulfill the minimum conditions, it will be informed accordingly and no further action will be taken by the Board till the essential conditions are fulfilled to the satisfaction of the Board.
  - a. The inspection report along with observations of the office will be placed before the Affiliation Committee of the Board at its next meeting to decide whether the institute be granted affiliation, as the case may be. The decision about grant of affiliation will be communicated to the institute immediately after the approval of Affiliation Committee. In case of emergency, this power may, however, be exercised by the Chairman.
  - b. **EXTENSION OF PROVISIONAL/REGULAR AFFILIATION**  
Request for extension of Provisional/Regular affiliation shall be made by the institute Authority by the middle of the preceding year in which the provisional affiliation expires.

## **CHAPTER-IV**

### **WITHDRAWAL OF AFFILIATION** **(Provisionally Affiliated Institute)**

1. Affiliation may be withdrawn by the Board either in a particular branch or in all branches.
2. a. Proceeding for withdrawal of affiliation may be initiated by the Board in case the institute are found guilty of following after reasonable notices :-
  - i) Engagement in activities prejudicial to the interest of the State, inculcating or promoting feelings of disloyalty or dis-affection against the Government established by law.
  - ii) Non-fulfillment of conditions laid down regarding deficiencies to be removed, even after due notice.
  - iii) Disregard of rules and conditions of affiliation even after receiving warning letters.
  - iv) Poor academic performance of the institute for three consecutive years.
  - v) Non-availability of proper equipment/space/staff for teaching a particular subject.
  - vi) In case of transfer of property/sale of institute by one Society / Management / Trust to another Society/Management/Trust through agreement/Sale deed.
  - vii) Any violation of the norms that have been prescribed by the Hon'ble Supreme Court of India. Any activity on the campus against the dignity of an educational institute.
- b. "Once Provisional/Permanent/ Affiliation granted to the institute is withdrawn by the Board on establishment of serious irregularities which amount to cheating the Board/causing embarrassment to it, the Board may Black List such a institute to debar it from seeking re-affiliation in future.
3. The Board shall provide adequate time and opportunity to the Management of the institute served with a 'Show Cause Notice', upto a maximum of one year for adequate compliance/removal of defects failing which the Board may declare the institution disaffiliated. Such decision by the Board shall be final and binding to the institute..
4. In case an institute seeks legal redressal from the Court against the decision of the Board the jurisdiction of the court of Law shall be Patna only and not any other place.

## **GUIDELINES TO INSTITUTION AND INSPECTION COMMITTEES FOR INSTRUCTION FOR PROVISIONAL AFFILIATION**

The institution awaiting inspection for approval should make available the following information/records/documents duly completed for inspection committee. They will mention about these aspects in their inspection report.

- i. The constitution of the society/trust running the institution, copy of the certificate registration, names of the members of the Society/Trust with occupation and address (Affidavit regarding relationship among the members).
- ii. Composition of the Managing Committee, Names of the members of the committee with occupation and addresses. Affidavits etc. with regards to relation of the members of the managing committee with each other be obtained and verified.
- iii. Service agreement with employees.. Qualification, Salary paid to the staff, Scale of pay and allowances which should at least be at par with the norms laid down by AICTE.
- iv. Library facilities.. Dimensions of the stack room and of the reading room, number of books with details regard the cost of books, indicating also the different categories of the books.
- v. Laboratories/Workshops.. Dimensions and number of laboratories/workshops for the different branches, equipment, apparatus and chemicals used in laboratory/workshops.
- vi. Statement of number of students year wise and branch wise. Also indicate student teacher ratio.
- vii. Record of internal assessment of students.

Note:- The information regarding the above items should be prepared by the proper authorities for handing over to the inspection committee (two folders) which will forward a copy of the same along with the report in duplicate to the Board.

**INSTRUCTIONS AND PROCEDURE FOR APPLICATION FORM**  
**FOR APPROVAL OF**  
**PROVISIONAL AFFILIATION**  
**OR**  
**EXTENSION OF PROVISIONAL AFFILIATION**



Please read the following instructions and procedures carefully before you start filling the form.

1. Please read the [Affiliation Bye Laws](#) carefully before applying.
2. Following types of Institutes are eligible for affiliation with State Board of Technical Education, Bihar, Patna (SBTE):-
  - a. Government Institute or Government aided.
  - b. Private, unaided Institute.
3. Application may be submitted for the following:
  - a. Provisional affiliation from SBTE, Bihar, Patna.
  - b. Provisional affiliation for additional courses, applicable in case of institute already affiliated from SBTE, Bihar, Patna.
  - c. Extension of Provisional Affiliation in case of already SBTE affiliated Institute.

1. It may be ensured that the Institute is fulfilling the following essential conditions, otherwise the application is likely to be summarily rejected

a. NO OBJECTION CERTIFICATE/ Recognition Letter from the State Government

OR

Letter forwarding the request regarding the Institute from the State Government

b. Approval letter from AICTE/NCHMT/PCI.

**Note:-** NOC is not required in cases of Institutes run by Govt. Departments.

c. Availability of well qualified staff as per qualifications detailed in AICTE NORMS AND GUIDELINES/NCHMT/PCI.

d. Payment of salaries to staff not less than the corresponding categories of employees as stated in AICTE /NCHMT/PCI.

e. In case of Private unaided Institutes, the Institutes must be established by Societies registered under the Societies Registration Act 1860 of the Government of India or under Acts of the State Governments as educational, charitable or religious societies having non-proprietary character or by Trusts.

f. **Affiliation fee** is to be deposited separately by **Demand Draft drawn in favour of Secretary, State Board of Technical Education, Bihar, Patna. Payable at Patna.**

5. Application in the prescribed form may be sent to office of the Board throughout the year along with the prescribed fee.

**NOTE:**

- i. The SBTE, Bihar, Patna, will not be responsible for any consequences if these classes are started without proper affiliation etc. by the SBTE, Bihar.
- ii. In case of any dispute(s) regarding the withdrawal or not granting affiliation or any other matter pertaining to up gradation and or any matter arising in respect of anything pertaining to affiliation with any Institute and or any other person, Society, company or organization, the courts and tribunals at the Patna shall have the exclusive jurisdiction to entertain such disputes.
- iii. A Scanned copy of Affidavit to be attached to the effect that the Institute is not sponsoring candidates for Board's Examination of any other Institute/Branch, which is not affiliated to the Board.

**AFFILIATION FEES**

- |    |  |                         |
|----|--|-------------------------|
| c. | (i) Affiliation Fee for Pvt. And Govt. aided institute:- | Rs. 50,000/-            |
|    | (ii) Introduction of additional course/branch            | Rs. 20,000/- per branch |
|    | (iii) Extension of Provisional Affiliation               | Rs. 30,000/-            |

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## APPLICATION FORMAT FOR AFFLIATION IN SBTE, BIHAR



### INFORMATION ABOUT THE DIPLOMA INSTITUTION

#### 1.0 GENERAL

##### 1.1 Name and Address :

- a) Name of the Institution :
- b) Postal address (with pin code) :
- c) Telegraphic address :
- d) Fax and Phone Nos. (with STD code in brackets) :
- e) E-mail address :

##### 1.2 Name and designation of the Head of the Institution with residential and office telephone numbers with STD codes in brackets :

##### 1.3 Type of the Institution : (Specify one of the following)

Private / State Govt. / Govt. aided

(Attach copies of Memorandum & Articles, Association and other documents relating to Constitution, Rules and Regulations of the Institute)

##### 1.4 In case of institution, full postal address of each member of Society, Managing Trustee, etc., should be given along with telegraphic address, fax and phone nos. with STD code and e-mail address ( Pl attach separate sheet) :

##### 1.5 Date of establishment of the Institution :

1.6 Whether Institute is approved by AICTE/NHCMT/PCI or affiliated with Central or State Board or University (Attached the attested copy):

1.7 Whether the Institute is recognized from Govt. of Bihar (Attach a attested copy of NOC/LOI).

## 2.0 ACADEMIC INFORMATION

2.1 Academic/Professional programs being conducted by the Institute:

Name of the current Course, if any	Year of starting	Duration of each Program	Statutory Body awarding Diploma

2.2 Admissions:

Name of Course	Entry Qualifications	Method of Admission*	Seat Distribution (%)		
			State Govt.	Management	SC/ST/Others/ Payment seats in case of Pvt. Colleges

2.3 Actual admissions:

Course	Actual Intake		
	2005	2006	2007

2.4 Proposed intake for the years 2007 and 2008 :

Year	Courses	Proposed intake
2006-2007		
2007-2008		

2.5 Details of first year student enrolment during the preceding three academic years:

Admissions (all courses)			Drop-outs		
Total	Boys (%)	Girls (%)	Total	Boys (%)	Girls (%)

\* If the institution has been functioning for less than three years, state the number of years for which the data is available.

2.6 Date of commencement and closure of last academic session.

2.7 Academic calendar followed in past three years (copies thereof).

2.8 Details of examinations held during the preceding two academic years and results thereof (attach certified copies of all related question papers with name, address, qualification, etc. of each of the paper setters). Also state the Board, University, Authorities awarding the Diploma/Certificate.

Category of Students	Number of students Appeared	Total Passed	Passed with Distinction	Passed with Ist Class	Passed with IInd Class

2.9 Details of institutional working hours etc. during the preceding two academic years (average) (Attach copy of curriculum):

Number of expected working days per year	Number of actual working days per year	Number of expected instructional hours per year	Actual contact hours achieved per year	Number of days of vacation during the year	Number of days spent for exams



3.4 Work-load per week (in percentage of total duty hours in a week):

Particulars	Head of the Institute	H.O.D.	Sr. Lect.	Lecturer
Teaching				
Research				
Administration				
Institutional Development				
Guidance and Counselling				
Consultancy				
Training and Placement				
Any other				

3.5 Details of Faculty (name, qualifications and experience etc.): Attach CVs of Director/Principal & Faculty members (H.O.D., Sr. Lect. & Lecturer levels):

Name	Qualification	Total Experience	Total Teaching Experience	Date of Appointment	Level of Appointment	Present Pay Scale & date from which given	Basic pay as on date

4.0 **DETAILS OF OPERATIONAL AND TEACHING AREA:**

Name of Laboratory	Space allocated (Sq.Mtrs.)	Facility wise total investment on equipment and instruments in the last 5 years (with lists attached)
Subject Lab		
Workshop		
Tutorial Room		
Computer Lab		
Library		
Language Lab		
Audio-Visual Lab		
Classrooms (Teaching area)		
Recreational Area		
Administrative Area		
Residential Area		
Boys/Girls Hostel Area		

**5.0 LIBRARY FACILITIES:**

## 5.1 Books:

Category	Total No. of titles acquired up to the year before last	Total No. of volumes acquired during the current year	Total No. of volumes in the Library on date
Text Books			
Reference Books			
Encyclopedia			
Others			

Please indicate whether internet up-linking facility is available and how many students can access it in one go.

## 5.2 Periodicals:

Particulars	No. of periodicals subscribed to presently
Technical	
Non-Technical	
Others	

**6.0 FACULTY DEVELOPMENT INITIATIVES (in past three years):**

## 6.1 Number of faculty sponsored till date for improvement of academic qualifications, teaching skills etc.

Please give names of the faculty, designation, name of the qualifications added/type of skills improved etc.

## 6.2 Number of faculty sponsored to attend training, conferences and other professional meetings, within and outside the country and the total amount spent for this purpose by the Institute/Trust/Society.

Please give name of the faculty with designation, who have attended training, professional conferences/ meetings attended (indicating venue and duration).

## 6.3 Please state whether the applicant is running and/or managing any other technical/professional institution which is approved/not approved in the premises on sharing basis. If so, please give the name of the program / courses being conducted.

## 6.4 A Scanned copy of Affidavit to the effect that the Institute is not sponsoring candidates for Board's Examination of any other Institute/Branch, which is not affiliated to the Board.

- 6.5 Whether the applicant has any court case in respect of violation of provisions of State Govt./UGC or that of any other Statutory Body including AICTE/NCHMCT/PCI.
- 6.6 Please describe briefly future plans for improvements in infrastructure/expansion in academic and other activities to fully meet the norms and standards.
- 6.7 Please indicate the details of the Demand Draft such as number, date of issue, amount, name of the bank and payable at.

**Name and Signature of the  
Head of the Institution**

**Counter signed by:**

**(Head of the Society/Trust/Board)**

**(Two Members on Society/Trust/Board)**