

Norms & Guidelines For Affiliation of new Technical Institutions



विज्ञान एवं प्राविधिकी विभाग

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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.

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 1years 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. Incase of violation of rules or not fulfilling the essential conditions laid 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 Boards 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 institution 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 follow the examination by 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 facilitated their registration.
- * Summary disaffiliation for five years and forfeiture of fees, if any re-affiliation shall be considered on merits after a fresh application is filed. It is to be noted that repetition of violation of any Bye-Laws shall lead to permanent disaffiliation.

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.

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 for as specified in instructions.
2. On receipt of applications, the Board will examine the documents on various conditions and in case it observed that the school fulfils 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 school does not fulfil 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 school to debar it from seeking re-affiliation in future.
3. The Board shall provide adequate time and opportunity to the Management of the school 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.
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.