

Application Form No. –

Date of Purchase –

Signature –

Seal –

APPLICATION FORM
FOR INTRODUCTION
OF
ESTABLISHMENT FOR A
NEW DIPLOMA LEVEL TECHNICAL INSTITUTION

In

ACADEMIC YEAR _____

DEPARTMENT OF SCIENCE & TECHNOLOGY
GOVERNMENT OF BIHAR
PATNA

APPLICATION FORM FOR THE ESTABLISHMENT FOR A NEW DIPLOMA LEVEL TECHNICAL INSTITUTION

1. Name and address (with Pin Code) of the Applicant Society / Trust / Government

Name _____

Address _____

_____ Pin Code : _____

STD Code : _____ Fax : _____

Phone No. : _____

E-mail. : _____

2. (i) Programmes Applied for

DIPLOMA IN ENGINEERING DIPLOMA IN ART & CRAFT

DIPLOMA IN ARCHITECTURE DIPLOMA IN HOTEL

DIPLOMA IN PHARMACY MANAGEMENT

CATERING TECHNOLOGY

(ii) Has Society / Trust applied for more than one Programme.

YES NO

3. **Details of the Applicant Society / Trust.**

i) Society Trust

ii) Registration Number : _____

iii) Date of Registration : _____

iv) Place of Registration : _____

(Please attach copy of Registration of Society / Trust along with details of constitution, memorandum of association of the Society / Trust as Annexure - I)

**4. Name and address of the proposed institution at the Permanent site
(State clearly whether the proposed site falls within corporation limits of State Capital / Others)**

Name of Proposed Institute	Address of the Proposed Permanent Site with PIN Code & Nearest City	Classification of the Proposed Permanent Site
		State Capital <input type="checkbox"/>
	State Pin Code	Others <input type="checkbox"/>
	Fax. No. STD No.	
	Phone No.	
	E-mail	
	Nearest City	

5. Type of Technical Institution [Government (Central / State) allied / Private etc.] proposed to be started.

Central Govt.	<input type="checkbox"/>	State Govt.	<input type="checkbox"/>
Govt. Aided	<input type="checkbox"/>	Self Financing	<input type="checkbox"/>

6. LAND

i) Location (Strike out whichever is not applicable)
[State Capital / Others]

(Attach copy of letter from competent authority for classification of land, if claimed to be within the limits of Municipal Corporation of State Capital as Annexure - III)

ii) Area
[Please note that lease land is not acceptable except in case of government lease as per regulations]

Whether owned by the applicant Society / Trust

YES NO

if yes, then

Area **Acres** / **Hectares**

(Attach copy of land documents as Annexure - IV)

iii) Whether the land is registered through a Sale Deed / Gift Deed / Lease by Government in the name of the Applicant Society / Trust / Proposed institution (Please tick)

YES NO

If yes, then

Registration Number : _____

Date of Registration : _____

Place of Registration : _____

- iv) If the land is on lease from Government bodies then the purpose for which it was leased and period of lease granted.

(Land, if leased from private bodies / persons is not acceptable.)

- v) Any loans / mortgage raised against the titles of the land. Yes No
- vi) Whether the land has been exclusively earmarked for the Proposed Institution by any resolution. Yes No

(Attach copy of resolution of Trust / Society / Applicant as Annexure - V)

- vii) If land is agricultural, then conversion certificate from Local Government / Competent Authorities. Yes No

(Attach copy of land use certificate as Annexure - VI)

7. Building (for exclusive use of the Proposed institution at the Permanent Site)

- a. Whether building plan is approved by the competent authority Yes No

If yes, then give name of authority _____
with date of approval _____

(Attach copy of approved building plan as Annexure - VII)

- b. Master plan for the entire institutional complex with the details of the plinth area including area of laboratories, class rooms, drawing halls, workshops, library, administrative block, hostel etc. along with the phase wise plan for construction with details of financial estimate and sources of funds whether submitted. (Please tick)

YES NO

- c. If part of building in an existing institutional complex is proposed to be shared for establishment of the new Institution. Yes No
- if yes, then give details _____

- d. Details of existing availability of Built up space at Permanent Site for this proposal [in sqm]

Sl. No.	Particulars of Built-up Space at proposed permanent site	RCC Building (in Sqm)	ACC Shed (in Sqm)	Exclusive for proposed new courses/institution (in Sqm.)	Shared with existing courses / institution (in Sqm.)
1.	Total Instructional Area				
2.	Total Administrative Area				
Total Area (in Sqm)					

- e. Whether the building is suitable and adequate for conduct of courses during first year as per norms

Yes No

If yes, then attach layout plan and photograph of the premises at permanent site

If no, then give details. _____

(Attach copy of External and Internal Photographs of the building, If any, duly attested with seal by the applicant on the backside with date as Annexure - VIII)

8. Availability of Funds in the name of Applicant Society / Trust :

Availability of Funds in the name of Applicant Society / Trust.

[Please note that Bank Guarantees against mortgage of land, building an assurance are not acceptable]

- i) Fixed Deposits (FDR's / other deposits in the name of the Applicant Trust / Society)
[Other than the Endowment Fund created with Joint Name of Director, Department of Science & Technology]

[Attach Photostat copy of FD Receipt Front & Back Side]

Fund	Name of Bank	FD No.	Amount (Rs. in Lakhs)
FD Receipts			
Other Deposits			

- ii) Funds available in bank

Fund	Name of Bank	A/c No.	Amount (Rs. in Lakhs)
SB A/c			
Current A/c			

[Attach Xerox copies of latest Bank Statement of Account maintained by it]

- iii) Whether the Accounts of the Applicant Society / Trust are audited.

[Attach Photostat copy of last three years]

Yes No

- iv) Whether income-tax return are filed.

Yes No

[Attach Xerox copies of last income-tax return of the applicant]

(Attach details of fund available with applicant for this proposal along with Photostat copies as above as Annexure – IX)

9. **Course (s) proposed to be conducted from the Academic Year** :-

Courses	Duration of Course	Proposed Annual Intake Capacity

Total Proposed Annual Intake Capacity
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10. a) Whether the applicant had applied earlier to All India Council for Technical Education or any other authority.

Yes No

b) If yes, when and why the proposal was rejected ? Please give details.

Years in which applications were submitted	The courses applied for	Letter of Viability / issued [YES / NO]	Reasons for Rejection

DECLARATION

I / We, on behalf of undertake to comply with the Norms and Standards and Regulations of AICTE / Deptt. of Science & Technology, Govt. of Bihar. I / We do undertake to furnish the documents as stipulated in the letter of intent within the stipulated period, failing which, my / our proposal shall be liable to be rejected by the Deptt. of Science & Technology, Govt. of Bihar. I / We agree to fulfill all the conditions as stipulated in this application form.

I / We hereby confirm that all the information furnished in the application is true to the best of my / our knowledge and belief and if any information is found to be false, my /our proposal may be rejected.

(Authorized Signatory of the Applicant*)

Place :

Name : _____

Date :

Designation : _____

(Seal)

*** Application / Proposal should be submitted by :**

- i. The Director of Technical Education / the Officer designated by Government for Government Aided institution in case of new Govt. Institution.
- ii. The Chairman or secretary of Society / Trust for Private / Unaided institution.
- iii. Principal of the Govt. Institution in case of old Govt. Institution.

GUIDELINES AND FORMAT FOR PREPARATION OF DETAILED PROJECT REPORT FOR THE ESTABLISHMENT OF NEW TECHNICAL INSTITUTION

GUIDELINES FOR PREPARATION OF DETAILED PROJECT REPORT :

The Trust / Society of proposed new institution shall be required to submit a Detailed Project Report (DPR) (as Annexure-II) as per the format along with its application seeking approval for the establishment of the proposed institution. The DPR should spell out, among other things, the following :

- Background of Trust / Society with reference to its experience in promoting, managing and operating educational institutions its legal standing with respect to its registration; details of its promoters including their background; its activities in the social, charitable and educational spheres since its inception; its mission and vision.
- Vision regarding the proposed institution with a time perspective of the initial 10 years of operation.
- Development plan for the proposed institution spelling out its growth plan over the initial 10 years period after its establishment in terms of the phasing of academic programmes, increase in terms of the phasing of academic programmes, increase in student intake and the introduction of new courses, if any, and the time schedule for the stagewise development of the academic infrastructure and other support facilities, including student amenities, such as halls of student residence, sports and recreational facilities, and recruitment of faculty.
- Resource projections and the scheduling of its utilization.
- Sources of financing of capital and operating expenditure, besides funds generated through student fee.
- Policy with regards to faculty recruitment, retention and development.
- Structure of academic and administrative governance.
- Architectural master plan indicating land use pattern for the proposed institution.

The DPR shall form the basis for evaluation of the proposal and shall serve as the blue print for the proper development of the proposed institution.

DETAILED PROJECT REPORT (DPR)

C O N T E N T S

CHAPTER I : PREAMBLE

(This Chapter is expected to cover the genesis of the proposal with respect to the background of the technical education and industry scenario of the state where the proposed institution is being located and the credentials of the consultants, if any, engaged by the promoters for preparation of the DPR)

- 1.1 Introduction
- 1.2 Background of the Consultants
- 1.3 Technical Education & Industry Scenario

CHAPTER II : THE PROMOTING BODY

(This Chapter is expected to cover the status of the Promoting Body, its legal standing with respect to registration formalities, nature of the Body viz. Charitable Trust, Family Trust, Co-operative society, Public Society etc., its activities since its inception with specific emphasis on its Social, Charitable, Educational activities along with a list of major activities undertaken to date, its mission and vision)

- 2.1 Introduction to its Genesis including its registration Status
- 2.2 Details of its Promoters including their Background
- 2.3 Activities of the Promoting Body including a listing of major educational promotion activities undertaken by it in the past
- 2.4 Mission of the Promoting Body
- 2.5 Vision of the Promoting Body

CHAPTER III : OBJECTIVES AND SCOPE OF THE PROPOSED INSTITUTION

(This Chapter is expected to cover the goal of the proposed Institution, Scope and Justification of its establishment in the light of the prevailing technical education and industry scenario in the State, Availability of students for admission, particularly the number of students passing the qualifying examination and the number of Seats already available the particular course in the State, and the genesis of the proposal with respect to the technical manpower requirement of the State, if available)

- 3.1 Objectives of the Institution
- 3.2 General and Technical Education Scenario of the State:
- 3.3 Industrial Scenario
- 3.4 Scope of the Institution vis-a-vis the Industrial Scenario and Educational Facilities already available in the State.

CHAPTER IV : ACADEMIC PROGRAMMES

(This Chapter is expected to cover the basic Academic Philosophy of the Institution and to list the identified Programmes, targets, and various facilities)

- 4.1 Basic Academic Philosophy of the Institution
- 4.2 Types of Programmes
- 4.3 Identified Programmes
- 4.4 Phase-wise Introduction of Programmes & Intake
- 4.5 Target Date for Start of Academic Programmes
- 4.6 Central Computing facility
- 4.7 Central library
- 4.8 Central Workshop
- 4.9 Central Instrumentation Facility
- 4.10 Affiliating Body
- 4.11 Scholarships

CHAPTER V : SALIENT FEATURES OF ACADEMIC DIVISION

(This Chapter is expected to give phase-wise details of the Academic Programmes/ Divisions that the Proposed Institution desires to setup in consonance with its Academic Philosophy including the Objectives, Areas of Focus, Detailed Analysis of Requirements of Faculty, Building Space, Equipment, etc. for each Academic Division)

- 5.1 Classification of Academic Divisions i.e. Departments, Centres, Central Academic facilities.
- 5.2 Details of each Academic Department / Centre, like :
 - 5.2.1 Academic Objective
 - 5.2.2 Areas of Focus
 - 5.2.3 Academic Programme
 - 5.2.4 Faculty Requirement & Phase-wise Recruitment
 - 5.2.5 Requirement of Laboratories, Space and Equipment (cost)
 - 5.2.6 Requirement of other Space like Class Rooms, Faculty Rooms, Departmental Office

CHAPTER VI : QUALITY AND HUMAN RESOURCE DEVELOPMENT

(This Chapter is expected to cover the Human Resource Developmental aspects of the proposed institution including the Policies of the Management to promote excellence among Faculty & Staff, Strategies to attract and retain bright faculty and methodologies towards quality management and fostering of academic excellence)

- 6.1 Academic Values
- 6.2 Recruitment, Strategies for Attracting and Retention of Faculty Personnel for Excellence, Promotional Avenues, Career Ladder.

- 6.3 Policies for Teaching and Non-teaching Staff Development
- 6.4 Permanent and Contract Services for Teaching, Non-teaching and other support Personnel.
- 6.5 Total Quality Management
- 6.6 Overall Teaching and Non-teaching Staff Requirements

CHAPTER VII: LINKAGES IN TECHNICAL EDUCATION

(This Chapter is expected to elaborate the external linkages envisaged along with the strategies for promotion of R&D, Partnership with Industry, etc. for the wholesome growth of students as well as for contribution of the Institution to Society at large)

- 7.1 Introduction
- 7.2 Linkages with Industry
- 7.3 Linkages with the Community
- 7.4 Linkages with other Technical Institutions in the region
- 7.5 Linkages with institutions of excellence
- 7.6 Linkages Abroad
- 7.7 Linkages with R&D Laboratories

CHAPTER VIII : GOVERNANCE AND ACADEMIC & ADMINISTRATIVE MANAGEMENT

(This Chapter is expected to cover the basic Philosophy of Governance and Administrative Management including the structure of its Board of Governors (BOG), the organizational chart for operational management along with responsibilities vested at various levels of Administrative hierarchy. It is expected that a well thought out method of Institutional Governance and Administration will be the key to its growth and success)

- 8.1 Philosophy of Governance
- 8.2 Governing Body
- 8.3 Organizational Structure & Chart for day-to-day Operations & Management
- 8.4 Role and Responsibilities of Key Senior Positions
- 8.5 Methods / Style of Administration / Management

CHAPTER IX : CONCEPTUAL MASTER PLAN FOR MAIN CAMPUS DEVELOPMENT

(This Chapter is expected to cover the details of the Master Plan for Campus Development starting from the selection of site to the proposed land use pattern and the Phase-wise construction of various facilities / utilities to the level of landscaping. Institutional aspects of development is expected to be taken up in consonance with the Master plan keeping in view various aspects of convenience, safety and utility of the facilities.)

- 9.1 The Site
- 9.2 Proposed Land Use Pattern
- 9.3 Design Concept
- 9.4 Buildings and facilities in the Campus

- 9.5 External Services
- 9.6 Construction Systems and Materials
- 9.7 Landscape Proposal

CHAPTER X : REQUIREMENT OF STAFF, SPACE & EQUIPMENT AND THEIR COST

(This Chapter is expected to make a consolidated estimate of Phase-wise requirements of the staff, building, equipment and their cost, along with strategies for the mobilization of funds required)

- 10.1 Introduction
- 10.2 Faculty Requirements
- 10.3 Non-teaching Staff Requirements
- 10.4 Building Requirements : Area and Costs
- 10.5 Estimated Cost of Equipment
- 10.6 Phase-wise Financial Requirements
- 10.7 Strategies for Financial Mobilization

CHAPTER XI : ACTION PLAN FOR IMPLEMENTATION

(This Chapter is expected to cover the Activity Chart from the conceptual stage to final implementation, indicating a time-activity Chart for various activities, its constraints and implementation Strategy including financial out lay.)

- 11.1 Activity Chart
- 11.2 Constraints
- 11.3 Financial Outlay
- 11.4 Strategy for Implementation

CHAPTER XII: EXECUTIVE SUMMARY OF THE DETAILED PROJECT REPORT

(This Chapter is expected to present a Summary of the DPR as per the following format for ready reference)

- 12.1 Details about the Promoting Body
- 12.2 Details about the Proposed Institution
- 12.3 Development Plan for the Proposed Institution

EXECUTIVE SUMMARY OF THE DETAILED PROJECT REPORT (DPR)

1. DETAILS ABOUT THE PROMOTING BODY

i) **Name and Address of the Promoting Body :**
(Government / University / Trust / Society)

ii) **Date of Registration / Establishment of the Promoting Body :**

iii) **Nature of the Promoting Body :**

Religious	Charitable	Family	Others
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iv) **Activities of the Promoting Body since inception :**

(With special emphasis on Academic, Social & Industrial Activities and details on other institutions run by the Promoting Body)

v) **Constitution of the Promoting Body :**

(Give details indicating the names)

Sl. No.	Name	Academic Qualification		Nature of Association with the Promoting Body	Experience in Academic Institutions (in Years)			Overall Experience (in Years)
		Technical	Non Technical		Promotional	Management	Organisational	

vi) **Vision of the Promoting Body** (in 50 words)

vii) **Mission of the Promoting Body** (in 100 words)

2. DETAILS ABOUT THE PROPOSED INSTITUTION

i) Name of the Proposed Institution

ii) Address of the proposed Institution

iii) Nearest City / Town / Airport / Railway station

(Enclose map indicating access to the institution from the nearest airport / railway station)

iv) Type of the institution

Government	Government Aided	Private
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(in case of aided, mention the percentage of aid from the Government)

v) Name of the affiliating Board

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vi) Justification for starting the proposed institution

(a) Details of the total sanctioned intake in the subject areas in the State in which the Proposed Institution is to be located and number of vacant seats during the last 3 years.

(b) Justification for starting the proposed institution in view of (a) above
(minimum 100 words)

iv) Details for Mobilization / Source of Funds (Capital & Recurring)

(At the time of establishment and next five years) (Rs. in Lacs)

Year	From Applicant	Donations	Grants from Govt.	Fees	Loan	Others

v) RECRUITMENT OF FACILITY

(At the time of establishment and next five years)

Year	Recruitment			Total
	H.O.D.	Senior Lecturer	Lecturer	

vi) RECRUITMENT OF NON-TEACHING STAFF

(At the time of establishment and next five years)

Year	Recruitment		Total
	Technical	Administrative	

vii) PROPOSED STRUCTURE OF GOVERNING BODY

Sl. No.	Trust / Society Representative	Academic Background		Industry Rep.	Others
		Technical	Non-Technical		

viii) INDUSTRY LINKAGES (at the time of establishment, and next five years)

DECLARATION

I / We, on behalf of " _____ "
hereby confirm that this Detailed Project Report has been prepared for its proposed Technical Institution
under the name and style of " _____ ". It is
hereby confirmed that all the information furnished above is true to the best of my / our knowledge
and belief and if any information is found to be false, the proposal may be rejected.

(Authorized Signatory of the Applicant)

Place :

Name : _____

Date :

Designation : _____

(Seal)

CHECK - LIST OF ENCLOSURES

Annexure	Contents	Checklist
I	Copy of registration of Society / Trust along with details of constitution, memorandum of association of the Society / Trust.	
II	Detailed Project Report	
III	Copy of the letter from Competent Authority as designated by concerned State Government for classification of land, with respect to its location i.e. State Capital.	
IV	Copy of registered land documents in the name of the applicant Trust/ Society / Applicant.	
V	Copy of resolution of Society / Trust / Applicant earmarking land of the proposed institution.	
VI.	Copy of land use certificate from competent Authority as designated by the concerned State Government / UT.	
VII.	Copy of building plan prepared by an Architect and approved from the Competent Authority as designated by the concerned State Government / UT.	
VIII.	Copy of external and internal Photographs of the Building, if any duly attested by Authorized Representative of the proposed Institution, with date.	
IX.	Details of latest fund position of Applicant (Society / Trust) for the proposal along with photocopies of FDRs, latest Bank Statement of Account maintained by it.	

(Signature of Authorized Representative of the Proposed Institution with Name and Designation)

NOTE :

- Kindly ensure that the above-referred documents (Annexure I to IX) have been enclosed with the application form before submission.
- Please enclose a DD for Rs. 5,000/- in favour of "Secretary, State Board of Technical Education, Bihar" payable at Patna (For self-financing Institutions) only if it has not been deposited at time of purchase of the application form.
- DPR should be in MS word format.
- In case your application is deficient on account of any one of the above, the application will be rejected summarily.
- ***Application should be addressed to :***

**THE SECRETARY,
State Board of Technical Education, Deptt. of Science & Technology
Fourth Floor, Technology Bhawan, Bailey Road, Patna - 800 015.**

ACKNOWLEDGMENT

Date : _____

From :

Director / Dy. Director / Asst. Director
 Deptt. of Science & Technology
 Technology Bhawan
 Bailey Road, Patna.

To,

The Secretary / Registrar / Director / Principal (To be filled by the applicant)

Sir,

This is to acknowledge receipt of your application for establishment of new technical institutions for academic year 2005-06.

Programme	Diploma in Engineering	Diploma in Architecture	Diploma in Pharmacy	Diploma in Art & Craft	Diploma in Hotel Managt. & Catering Tech.

(To be ticked by the applicant)

Your **File No.** is _____ .

Kindly quote your File No. for future correspondence.

Yours faithfully,

Secretary
State Board of Technical Education

FOR OFFICE USE ONLY

Proforma for issuance of NOC by State Government for establishment of New Technical Institution**APPLICANT SOCIETY / TRUST : NAME & ADDRESS****Category of Application :** (Diploma in Engg. / Diploma in Pharmacy / Diploma in Architecture / Diploma in Arts & Craft / Diploma in Hotel Management & Catering Technology)

Academic year for which the NOC is considered for Establishment of New institution :

Recommendation of the State Government / UT : Recommended Not Recommended *(Please tick, whichever is applicable)*

In case "not" recommended please state the reasons, thereof :

1.

2.

3.

Date of issue

Signature of issuing authority

Seal

Name and Designation

NOTE :

- The State Government is required to evaluate the application and the DPR in the light of perspective plan of the State Government and their need analysis for technical education in the State while granting NOC.
- No Objection Certificate (NOC) from the concerned State Government shall remain valid for three academic years.