

APPROVAL PROCESS

FOR

ESTABLISHMENT OF NEW DIPLOMA LEVEL
TECHNICAL INSTITUTIONS AND
INTRODUCTION OF ADDITIONAL COURSE(S) /
INCREASE IN INTAKE / EXTENSION OF APPROVAL
IN EXISTING INSTITUTIONS



fcgkj | jdkj

Govt. of Bihar

DEPTT. OF SCIENCE & TECHNOLOGY

**TECHNOLOGY BHAWAN,
BAILEY ROAD, PATNA - 800 015**

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FOREWORD

Under section 10 (K) of the AICTE Act, 1987, All India Council of Technical Education is required to “grant approval for starting new technical institutions and for introduction of new courses or programmes in consultation with the agencies concerned”.

However, AICTE has introduced several changes in the approval process and initiated an effective role of state Government in decision making process to rationalise the system of approval. Presently the State Government has been entrusted with greater responsibilities to grant approval to the diploma level programme. For this purpose certain guidelines have been framed by the council. Approval process will be strictly in accordance with the AICTE guidelines. These guidelines have been exclusively dealt in the Chapter-1.

Due to fast changing scenario of industrialisation and recent developments in the area of technology the pace of demand of diploma level technicians is increasing. The performance of Bihar in producing technical hand is not at par as compared to other states. In order to meet the demand, it is high time that the participation of private and govt. agencies has to be encouraged to fill the gap in demand and supply.

Lastly, it is hoped that more and more self financing private institution will come forward. State Govt. is committed to make the process of approval more consistent, transparent and rational as per AICTE guidelines and norms.

Secretary
Deptt. of Science & Technology,
Govt. of Bihar

प्राक्कथन

अखिल भारतीय तकनीकी शिक्षा परिषद एक्ट 1987 की धारा 10 (K) के अन्तर्गत, “संबंधित एजेन्सियों के परामर्श से, नए तकनीकी पाठ्यक्रम प्रारम्भ करने तथा पूर्व स्थापित संस्थानों में नए पाठ्यक्रम प्रारम्भ करने के लिए अभातशिप का अनुमोदन अपेक्षित है।”

डिप्लोमा स्तरीय पाठ्यक्रमों के मामले में अनुमोदन प्रक्रिया को अधिक युक्तियुक्त तथा पारदर्शी बनाने के उद्देश्य से, हाल के वर्षों में अभातशिप द्वारा अनेक परिवर्तन कर राज्य सरकार की भूमिका को अधिक प्रभावी बनाया गया है। वर्तमान में डिप्लोमा स्तरीय पाठ्यक्रमों के अनुमोदन की प्रक्रिया में अभातशिप द्वारा राज्य सरकार को अधिक उत्तरदायित्व सौंपा गया है। इस उद्देश्य हेतु अभातशिप द्वारा कुछ मार्गदर्शन निर्धारित किए गए हैं। अनुमोदन प्रक्रिया अभातशिप द्वारा निर्धारित इन मार्गदर्शन के अनुरूप होगी। अभातशिप के मार्गदर्शन विशेष रूप से प्रथम अध्याय में अंकित है।

औद्योगिकरण के तेजी से बदलते हुए परिदृश्य तथा तकनीकी क्षेत्र में नयी प्रगति के कारण डिप्लोमा स्तरीय तकनीशियनों की मांग तेजी से बढ़ रही है। अन्य राज्यों की तुलना में इस राज्य में डिप्लोमा स्तरीय संस्थानों की प्रवेश क्षमता कम है। मांग तथा आपूर्ति के इस अन्तर को पूरा करने के लिए इस क्षेत्र में निजी तथा सरकारी भागीदारी को बढ़ावा दिया जाना है।

अन्त में यह उम्मीद की जाती है कि अधिकाधिक संख्या में निजी प्रवर्तक इस क्षेत्र में आगे आएंगे। अभातशिप के मार्गदर्शन के अनुरूप राज्य सरकार अनुमोदन की प्रक्रिया को अधिक संगत, पारदर्शी, युक्तियुक्त तथा सरल बनाने के लिए कृत संकल्प है।

सचिव
विज्ञान एवं प्रावैधिकी विभाग,
बिहार सरकार।

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Guidelines for Processing the Applications for Grant of Approval to the Institution Offering Diploma Programmes in Engineering and Technology / Pharmacy / Hotel Management & Catering Technology / Architecture / Applied Arts & Crafts

AICTE has taken a conscious decision to decentralize and rationalize the system of approval to the diploma level programmes with an aim to entrust greater responsibilities to the State Government / UT Administrations in the decision making process of AICTE.

Accordingly, the guidelines have been framed in the Council. The applicability of these guidelines are restricted to the following categories of applications.

1. Establishment of new institutions.
2. Variation in intake capacity of existing institutions.
3. Introduction of additional courses in existing institutions.
4. Re-adjustment of courses / intake capacity in existing institutions.
5. Extension of approval of existing institutions.

The following are the guidelines to be followed by the State Governments / UT Administration for the processing of the applications under the categories stated above :

1. The State Government / UT Administration may issue an Advertisement for consideration / processing of the applications. It shall receive the applications / proposals and constitute a State level Committee to process the applications as per the above categories.

The constitution of such committee shall be in the following number :

- Secretary of Higher Education / Technical Education of the Concerned State / UT -Chairman
- Regional Officer of AICTE / or his nominee - Member
- Two (2) Subject Experts to be nominated by the State Govt./ UT Administration from within the state/UT or outside the state/UT as - Members
- Director of Technical Education/State Board of the Concerned/State/UT - MS

2. Based on the recommendations of State Level Committee as mentioned above, the concerned Regional Office of AICTE shall issue the Letter of Intents or otherwise to the applicants. The State Level Committee shall consider the proposal as per norms and standards of AICTE for establishment of New Technical Institution, while making recommendations.

- (i) The State Govt. / UT Administration shall collect the inspection fee (Rs.25000 for self-financing institutions) from the applicant institution and conduct inspection as per the calendar of activities.

- (ii) The Joint Fixed deposit of Rs.20 Lakhs for self-financing institution shall be made in the Joint name of the Director of Technical Education of the concerned State / UT Administration and the Society / Trust and the original Fixed Deposit Receipt (FDR) shall be kept in the custody of the concerned Director of Technical Education, which shall be returned after 10 years for encashment by the institutions with full interest.
 - (iii) The State Govt. / UT Administration shall co-ordinate the visits of the Expert Committee to the institutions.
 - (iv) The Expert (Visiting) Committee Report shall be placed before the State Level Committee which shall deliberate on each application and forward the recommendations to the State Govt. / UT Administration which, in turn, will forward the same to the Regional Office of All India Council for Technical Education.
 - (v) Based on the recommendations of the State Level Committee, the Regional Officer of All India Council for Technical Education shall issue the Letter of Approval or otherwise to the Secretaries of the State with copies to all concerned.
 - (vi) The proposal received under various other categories are to be evaluated by the State Level Committee, following a well laid down procedures in consultation with Regional Office of AICTE.
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1. आवेदन प्रपत्र :

डिप्लोमा स्तरीय नए संस्थान स्थापित करने/पूर्व स्थापित संस्थानों में नये पाठ्यक्रम संचालित करने अथवा चल रहे पाठ्यक्रमों की प्रवेश क्षमता में समायोजन एवं परिवर्तन हेतु आवेदन पत्र सचिव, राज्य प्रावैधिक शिक्षा पर्षद, चौथी मंजिल, टेक्नोलॉजी भवन, बेली रोड, पटना के कार्यालय से प्राप्त किए जा सकेंगे। आवश्यक शुल्क तथा अन्य विवरण एपेन्डिक्स-1 में अंकित है।

2. पाठ्यक्रमों का विवरण एवं प्रवेश हेतु अर्हता :

2.1 अखिल भारतीय तकनीकी शिक्षा परिषद द्वारा अनुमोदित डिप्लोमा पाठ्यक्रमों को ही प्रारम्भ किया जा सकेगा। इसमें प्रवेश हेतु शैक्षणिक अर्हता अखिल भारतीय तकनीकी शिक्षा परिषद के अनुरूप होगी। वर्तमान में अनुमोदित पाठ्यक्रमों के लिए आवश्यक अर्हता एपेन्डिक्स-2 पर अंकित है।

2.2 दो वर्षीय डिप्लोमा इन फार्मसी को प्रारम्भ करने के पूर्व अभातशिप के साथ-साथ फार्मसी काऊन्सिल ऑफ इण्डिया का भी पूर्वानुमोदन प्राप्त करना आवश्यक होगा।

3. आवश्यक भूमि, भवन, उपस्कर, उपकरण, पुस्तकालय, धरोहर राशि, कार्य पूंजी, निरीक्षण शुल्क इत्यादि के संबंध में।

3.1 भूमि एवं धरोहर धनराशि तथा निरीक्षण शुल्क को व्यवस्था आवेदक को एपेन्डिक्स-3(i) में अंकित अभातशिप के मार्गदर्शन के अनुरूप विवरण के अनुसार अनिवार्य रूप से करनी होगी।

3.2 प्रत्येक पाठ्यक्रम के लिये भवन, उपकरणों, पुस्तकालय एवं स्टाफ आदि के लिए एपेन्डिक्स-3(ii) एवं 4 में अंकित अभातशिप द्वारा निर्धारित मानक के अनुरूप होने चाहिए।

4. बिहार सरकार से अनापत्ति प्रमाण पत्र, अभातशिप से अनुमोदन तथा राज्य प्रावैधिक शिक्षा पर्षद से संबन्धन प्राप्त किए जाने के सम्बन्ध में।

4.1 प्राप्त आवेदन पत्रों का विभाग द्वारा गठित समिति परीक्षण करेगी तथा गुणागुण के आधार पर अपनी संस्तुती विभाग को प्रस्तुत करेगी।

4.2 संस्तुती का गुण-दोष के आधार पर समीक्षोपरान्त निर्णय लेकर राज्य सरकार द्वारा अनापत्ति प्रमाण-पत्र निर्गत किया जाएगा।

4.3 राज्य सरकार द्वारा अनापत्ति प्रमाण-पत्र निर्गत किये जाने के उपरान्त निदेशक, विज्ञान एवं प्रावैधिक विभाग द्वारा सम्बन्धित संस्थान को 'इच्छा पत्र' (Letter of intent) जारी किया जायेगा।

4.4 इस 'इच्छा पत्र' द्वारा संस्थान को निर्देशित किया जाएगा कि संस्थान एपेन्डिक्स-3(i) में अंकित विवरण के अनुसार धरोहर धनराशि जमा तथा एपेन्डिक्स-3(ii) में अंकित विवरण के अनुसार भवन, उपकरण, पुस्तक इत्यादि की व्यवस्था करें। सभी व्यवस्थाएँ पूर्ण होने पर संस्थान द्वारा निरीक्षण शुल्क जमा किया जाएगा।

- 4.5 तदुपरान्त विभाग द्वारा गठित निरीक्षण समिति संस्थान का निरीक्षण करेगी तथा अपना प्रतिवेदन निदेशक को देगी, जिसे सचिव, विज्ञान एवं प्रावैधिकी विभाग की अध्यक्षता में गठित राज्य स्तरीय समिति के समक्ष प्रस्तुत किया जायेगा।
- 4.6 राज्य स्तरीय समिति की संस्तुति को अभातशिप के कानपुर स्थित उत्तर क्षेत्रीय कार्यालय को अनुमोदनार्थ प्रेषित किया जाएगा। राज्य स्तरीय समिति की संस्तुति के आधार पर अभातशिप संस्थान को खोले जाने के संबंध में अनुमोदन प्रदान करेगी।
- 4.7 अभातशिप द्वारा अनुमोदन प्रदान किए जाने के पश्चात् संस्थान को राज्य प्रावैधिकी शिक्षा पर्षद, बिहार से संबंधन प्राप्त करना अनिवार्य होगा।
5. **राज्य प्रावैधिक शिक्षा पर्षद से संबंधन प्राप्त संस्थान में नामांकन तथा नामांकित छात्रों से लिए जाने वाले शुल्क अखिल भारतीय तकनीकी शिक्षा परिषद के दिशा-निर्देशों एवं तदनुसार राज्य सरकार के निर्णयों के अनुसार ही होगा।**
6. **अध्ययनरत छात्र-छात्राओं की परीक्षा के सम्बन्ध में**
- राजकीय/सरकार द्वारा अनुदानित एवं निजी क्षेत्र में स्थापित डिप्लोमा स्तरीय संस्थानों में कंडिका 5 के अनुसार नामांकित अध्ययनरत छात्रों/छात्राओं की परीक्षा राज्य प्रावैधिकी शिक्षा पर्षद, बिहार, पटना द्वारा ली जाएगी तथा उत्तीर्ण छात्र/छात्राओं को पर्षद द्वारा ही डिप्लोमा प्रदान किया जाएगा।
- जैसा कि स्पष्ट किया जा चुका है राज्य प्रावैधिकी शिक्षा पर्षद, बिहार से सम्बद्ध किसी भी संस्थान को स्वयं छात्रों का नामांकन करने, परीक्षा लेने या डिप्लोमा प्रदान करने का अधिकार नहीं होगा।
7. **पूर्व स्थापित संस्थानों में नया पाठ्यक्रम प्रारंभ करने/प्रवेश क्षमता में परिवर्तन या समायोजन के संबंध में**
- प्रवेश क्षमता में परिवर्तन तथा पूर्व स्थापित संस्थान में नया पाठ्यक्रम प्रारंभ करने के लिए वही कार्यवाहियाँ करनी होंगी जो नया पाठ्यक्रम प्रारंभ करने के लिए उपर निर्धारित है। इस कार्य हेतु अलग प्रकार का आवेदन पत्र उपलब्ध होगा। किसी संस्थान को स्वयं अपनी इच्छा से किसी भी पाठ्यक्रम या प्रवेश क्षमता में परिवर्तन का अधिकार नहीं होगा।
8. **पूर्व स्थापित संस्थान का अनुमोदन यथावत् बढ़ाए जाने के सम्बन्ध में :**
- पूर्व स्थापित संस्थान को प्रत्येक वर्ष अनुमोदन यथावत बढ़ाए जाने हेतु प्रतिवर्ष विहित प्रपत्र में सूचनाएँ भरकर एवं तीन प्रतियों में सचिव, रा०प्रा० शि०पर्षद, बिहार, पटना को जमा करनी होगी। संस्थान में शिक्षण एवं प्रशिक्षण का स्तर अभातशिप के मापदण्डों के अनुरूप बनाए रखने हेतु विभाग द्वारा गठित निरीक्षण समिति प्रत्येक तीन वर्षों में कम से कम एक बार संस्थान का निरीक्षण करेगी। इसके लिए संस्थान द्वारा निरीक्षण शुल्क जमा किया जाएगा। निरीक्षण समिति प्रतिवेदन निदेशक,

विज्ञान एवं प्रावैधिकी विभाग के माध्यम से राज्यस्तरीय समिति के समक्ष प्रस्तुत किया जाएगा। गुणागुण के आधार पर प्रतिवेदन की जाँच करने के उपरान्त राज्यस्तरीय समिति अपनी अनुशंसा अभातशिप को प्रेषित करेगी।

9. अन्य विविध उपबन्ध

- 9.1 राज्य सरकार के निर्देशों/आदेशों/नियमों/अधिनियमों नया राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना एवं निदेशक विज्ञान एवं प्रावैधिकी विभाग के आदेशों/नियमों विनियमों/निर्णयों आदि का अनुपालन संस्थान के लिए अनिवार्य होगा। संस्थान में शिक्षण एवं प्रशिक्षण की व्यवस्था अभातशिप के मापदण्डों के अनुरूप नहीं पाए जाने पर सरकार द्वारा अनापत्ति प्रमाण-पत्र वापस लिया जा सकेगा; परन्तु इसके पूर्व सम्बन्धित संस्थान को अपना पक्ष प्रस्तुत करने का पर्याप्त अवसर प्रदान किया जाएगा। सरकार द्वारा अनापत्ति प्रमाण-पत्र वापस लिए जाने पर सम्बन्धित संस्थान की राज्य प्रावैधिक शिक्षा पर्षद, बिहार से संबद्धता स्वतः समाप्त हो जाएगी।
- 9.2 राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना से संबद्ध समस्त डिप्लोमा स्तरीय संस्थाएँ पर्षद के नियमों एवं इसमें समय-समय पर किए गए संशोधनों में अंकित प्रावधानों तथा अभातशिप के अद्यतन मापदण्डों का पालन करने के लिए विधिक रूप से बाध्य होंगे। निजी क्षेत्र में स्थापित होने वाले संस्थानों को संबद्धन प्रदान करने से पूर्व सचिव, रा०प्रा०शि०पर्षद संस्थान उपर्युक्त आशय का शपथ-पत्र प्राप्त कर लेंगे।
- 9.3 संस्थान को निदेशक, विज्ञान एवं प्रावैधिकी विभाग, बिहार के किसी भी निर्णय/आदेश के विरुद्ध उसके पारित होने के दिनांक से 30 दिनों के अन्दर सचिव, विज्ञान एवं प्रावैधिकी विभाग, बिहार सरकार को अपील प्रस्तुत करने का अधिकार होगा और यदि सरकार गुण-दोष के आधार पर सुनवाई करके उसे संस्थान के विरुद्ध निर्णीत करती है तो संस्था को 30 दिनों के अन्दर विधि या तथ्य की तात्त्विक त्रुटि के आधार पर सरकार में पुनः पुनर्विलोकन प्रार्थना प्रस्तुत करने का अधिकार होगा और सरकार पुनः संस्थान को अपना लिखित एवं मौखिक पक्ष प्रस्तुत करने का युक्ति-युक्त एवं पर्याप्त अवसर देकर गुण-दोष के आधार पर पुनर्विलोकन प्रार्थना-पत्र को निर्णीत करेंगी। इसके पश्चात् कोई अन्य पुनर्विलोकन प्रार्थना-पत्र/मेमोरियल सरकार के स्तर पर विचार हेतु ग्राह्य नहीं होगा।
- 9.4 राज्य सरकार के निर्णय एवं अभातशिप के नीति/मापदण्ड के मामलों में किन्हीं बिन्दुओं पर मतभेद की स्थिति उत्पन्न होने पर अभातशिप के अद्यतन मापदण्ड ही लागू होंगे। विषय से संबंधित कोई ऐसा विचारणीय बिन्दु जो प्रावधानों में सम्मिलित नहीं किया गया हो, उसके संबंध में सरकार का निर्णय अंतिम होगा।

ऐपेन्डिक्स-1

(i) आवेदन पत्र प्राप्त करने के लिए रुपये 5000/- (पाँच हजार रुपये मात्र) का बैंक ड्राफ्ट जो सचिव, राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना के पक्ष में पटना में देय हो, जमा करना होगा। राजकीय संस्थानों को आवेदन-प्रपत्र पर शुल्क देय नहीं होगा। आवेदन पत्र को पूर्णरूप से भरकर आवेदन पत्र में निर्देशित एवं **चेक-लिस्ट** में दर्शाये गये सभी संलग्नकों सहित सचिव, राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना को केवल स्पीड पोस्ट / रजिस्टर्ड पोस्ट द्वारा ही प्रेषित करना होगा। क्रय की गई आवेदन की मूल प्रति के साथ चार पठनीय छायाप्रतियाँ, सभी संलग्नकों सहित अर्थात् कुल पाँच प्रतियाँ प्रेषित करनी होगी। आवेदन पत्र प्रेषित किये जाने के पन्द्रह दिनों के अन्दर प्राप्ति रसीद नहीं मिलने पर सचिव, राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना के कार्यालय से सम्पर्क किया जा सकता है।

(ii) **आवेदन की तिथि / समय सीमा :**

आवेदन पत्र किसी भी कार्य दिवस को प्राप्त किये जायेगे। एक बार प्राप्त आवेदन क्रय की तिथि से तीन वर्षों तक वैध रहेगें।

ऐपेन्डिक्स-2

ए.आई.सी.टी.ई. द्वारा अनुमोदित पाठ्यक्रमों की सूची

तीन वर्षीय पाठ्यक्रम

(न्यूनतम प्रवेश अर्हता-विज्ञान के साथ माध्यमिक परीक्षोत्तीर्ण)

1. एग्रीकल्चरल इंजीनियरिंग
2. मेकेनिकल इंजीनियरिंग (ऑटोमोबाइल इंजीनियरिंग)
3. केमिकल इंजीनियरिंग (सेरामिक्स इंजीनियरिंग)
4. केमिकल इंजीनियरिंग
5. सिविल इंजीनियरिंग
6. कम्प्यूटर साइंस एण्ड इंजीनियरिंग
7. टेक्सटाईल टेक्नोलॉजी (कस्ट्यूम एण्ड गार्मेंट मेकिंग)
8. इलेक्ट्रिकल इंजीनियरिंग
9. इलेक्ट्रॉनिकस इंजीनियरिंग
10. मैनेजमेन्ट टेक्नोलॉजी (लाइब्रेरी साइंस)
11. मेकेनिकल इंजीनियरिंग
12. मैनेजमेन्ट टेक्नोलॉजी (मॉडर्न ऑफिस प्रैक्टिस)
13. मेकेनिकल इंजीनियरिंग (प्रिंटिंग टेक्नोलॉजी)
14. सिविल इंजीनियरिंग (रूरल इंजीनियरिंग)
15. टेक्सटाईल टेक्नोलॉजी
16. अक्यूपेशन बेस्ड कोर्सेज/पारामेडिकल टेक्नोलॉजी एंड इन द फील्ड ऑफ एप्लाएड आर्ट्स एंड क्राफ्ट्स

तीन वर्षीय पाठ्यक्रम

17. होटल मैनेजमेंट एंड कैटरिंग टेक्नोलॉजी न्यूनतम प्रवेश अर्हता :-10+2 उत्तीर्ण

दो वर्षीय पाठ्यक्रम

18. डिप्लोमा इन फार्मसी
(न्यूनतम प्रवेश अर्हता :- 10+2 -फिजिक्स, केमिस्ट्री, अनिवार्य विषयों के साथ किसी एक विषय -
मैथ्स अथवा जीव विज्ञान अथवा बायो प्राद्यौगिकी अथवा कम्प्यूटर साइंस के साथ उत्तीर्ण)
19. अक्यूपेशन बेस्ड कोर्सेज/पारामेडिकल टेक्नोलॉजी एंड इन द फील्ड ऑफ एप्लाएड आर्ट्स एंड क्राफ्ट्स:-
10+2 उत्तीर्ण ।

नोट :- उपरोक्त के अतिरिक्त अखिल भारतीय तकनीकी शिक्षा परिषद के पूर्वानुमोदन से अन्य व्यवसायिक पाठ्यक्रम भी प्रारम्भ किए जा सकते हैं ।

ऐपेन्डिक्स-3(i)

भूमि, धरोहर धनराशि एवं निरीक्षण शुल्क का विवरण

क्र. सं.	पाठ्यक्रम का नाम	न्यूनतम भूमि की आवश्यकता (एकड़ में)		निरीक्षण एवं संबद्धता शुल्क (कम से कम प्रत्येक तीन वर्ष में एक बार)	तीन वर्षों के अन्दर आवश्यक-तानुसार अनुवर्ती निरीक्षण शुल्क
		मेट्रो सिटी/ राजधानी	अन्य स्थानों में		
1.	डिप्लोमा इन इंजीनियरिंग एण्ड टेक्नोलॉजी	5.0*	10.0	25 हजार	15 हजार
2.	डिप्लोमा इन होटल मैनेजमेन्ट एण्ड कैंटरिंग टेक्नोलॉजी	0.5	1.5	25 हजार	15 हजार
3.	डिप्लोमा इन आर्ट एण्ड क्राफ्ट	0.5	1.5	25 हजार	15 हजार
4.	डिप्लोमा इन आर्किटेक्चर	2.0	5.0	25 हजार	15 हजार
5.	डिप्लोमा इन फार्मसी	0.5	2.5	25 हजार	15 हजार

* भूमि दो टुकड़े से ज्यादा में नहीं होनी चाहिए।

उपरोक्त निरीक्षण एवं सम्बद्धता शुल्क का बैंक ड्राफ्ट सचिव, राज्य प्रावैधिक शिक्षा परषद, बिहार के पक्ष में तथा पटना में देय जमा करना होगा।

ऐपेन्डिक्स-3(ii)

संस्था हेतु विभिन्न भवनों जैसे – प्रशासनिक, एकेडमिक, छात्र सुविधाओं, आदि के नामर्स अखिल भारतीय तकनीकी शिक्षा परिषद के अनुरूप ही होंगे।

क्र. सं.	पाठ्यक्रम का नाम	अधिकतम प्रवेश क्षमता	न्यूनतम निर्मित क्षेत्रफल (वर्ग मी०में)	न्यूनतम वांछित धनराशि (लाख रुपये में)			
				भवन	उपकरण/ पुस्तकालय आदि	धरोहर धनराशि	कार्य-पूंजी
1.	डिप्लोमा इन इंजीनियरिंग एण्ड टेक्नोलॉजी	240	3000	100	100	20	35
2.	डिप्लोमा इन होटल मैनेजमेन्ट एण्ड कैंटरिंग टेक्नोलॉजी	60	1000	35	30	20	20
3.	डिप्लोमा इन आर्ट एण्ड क्राफ्ट	60	700	25	15	20	15
4.	डिप्लोमा इन आर्किटेक्चर	40	700	15	25	20	15
5.	डिप्लोमा इन फार्मसी	40	700	25	20	20	20

उपरोक्त अंकित धरोहर धनराशि निदेशक, विज्ञान एवं प्रावैधिकी विभाग, बिहार, पटना के पास बन्धक रखनी होगी।

ऐपेन्डिक्स-4

AICTE Norms for Establishment of new Diploma Level Technical Institutions :-
(As mentioned in Booklet of approval process for Academic Year 2005-06)

INTAKE :-

Maximum permissible annual intake for the institution and maximum number of courses, to start with for first year :

Engineering & Technology		Architecture	Pharmacy	Hotel Management & Catering Technology	Applied Arts & Crafts
Intake	Course	Intake	Intake	Intake	Intake
240	4	40	40	60	60

Essential Requirements :-

(i) Land :

Sl. No.	Class of new Diploma Level Institution	Requirements of Land (in acres)	
		Metro Cities including State Capital	Others
(i)	Engineering & Technology	05.00 •	10.00
(ii)	Pharmacy	00.50	02.50
(iii)	Hotel management & Catering Technology	00.50	01.50
(iv)	Applied Arts & Crafts	00.50	00.50
(v)	Architecture	02.00	05.00

- Land shall not be in more than 2 pieces in metro cities.

(ii) Built up Area :-

Sl. No.	Class of New Diploma level Institution	Minimum Requirement (in Sq.m.)			
		Institutional Area (Carpet Area)	Administrative (Carpet Area)	Circulation and other Area●●	Total
(i)	Engineering & Technology	1745	240	1015	3000
(ii)	Pharmacy	502	100	98	700
(iii)	Hotel Management & Catering Technology	702	150	148	1000
(iv)	Applied Arts & Crafts	534	100	66	700
(v)	Architecture	534	100	66	700

- Circulation and other area circular toilets, corridors, Stair cases, Common area etc.

(iii) Details of Institutional Area (Carpet Area) :-

S. No.	Class of New Diploma Level Institution	Class Room		Tutorial Room		Drawing Hall		Computer Centre		Library		Laboratories / Workshops	
		No. of Rooms	Area of each room (sqm.)	No. of Rooms	Area of each room (sqm.)	No. of Rooms	Area of each room (sqm.)	No. of Rooms	Area of each room (sqm.)	No. of Rooms	Area of each room (sqm.)	No. of Rooms	Area of each room (sqm.)
(i)	Engineering Technology	3	66	2	36	1	175	1	150	1	400	3	250
(ii)	Pharmacy	1	66	1	36	-	-	-	-	1	100	4	75
(iii)	Hotel Management & Catering Technology	1	66	1	36	-	-	-	-	1	100	2	250
(iv)	Applied Arts & Crafts	1	66	1	36	1*	200	-	-	1	100	2	66
(v)	Architecture	1	66	1	36	1*	200	-	-	1	100	2	66

* Studio

(iv) Computers Requirement :

Sl. No.	Particulars	Engineering & Technology
(i)	No. of Computer Terminals	Terminal-Student ratio 1 : 4
(ii)	Hardware Specification	P4 Processor
(iii)	No. of Terminals on LAN / WAN	50% of no. of terminals
(iv)	Relevant legal software	At least 2 (two) system software packages and 4 (four) application software packages.
(v)	Peripherals	Printer : Computer Terminal ratio = 1:10

(v) Library

Sl. No.	Class of New Diploma Level Institution	No. of Books for Technical Subject		No. of Books for Science & Humanities	No. of Journals	Furniture	Full time Librarian	Photo Copier
		No. of Titles	No. of Volumes	(Volumes)				
(i)	Engineering & Technology	250 per course	1000 per course	1000	3 per course	Sufficient of Books & Seating Capacity for 25% of intake	1	1
(ii)	Pharmacy	150	1500	–	15	Do	1	1
(iii)	Hotel Management & Catering Technology	150	2000	–	12	Do	1	1
(iv)	Architecture	500	500	–	3	Do	1	1
(v)	Applied Arts & Crafts	150	500	–	3	Do	1	1

(vi) Desirable Requirements

Sl. No.	Description	Minimum requirement as per norms				
		Engineering & Technology	Pharmacy	HMCT	Architecture	Applied Arts & Crafts
(i)	Digital Library	Two Computers + Library Networking + Multimedia facilities	One Computers + Library networking + Multimedia facilities	One Computers + Library networking + Multimedia facilities	One Computers + Library networking + Multimedia facilities	One Computers + Library networking + Multimedia facilities
(ii)	Electrical Generator	25 KVA	5 KVA	5 KVA	5 KVA	5 KVA
(iii)	Students Canteen*	100 Sqm	100 Sqm	100 Sqm	100 Sqm	100 Sqm
(iv)	Students Common Room*	100 Sqm	100 Sqm	100 Sqm	100 Sqm	100 Sqm
(v)	Principals Quarters*	100 Sqm	100 Sqm	100 Sqm	100 Sqm	100 Sqm
(vi)	Hostel	Boys	25% of Students (boys)	25% of Students (boys)	25% of Students (boys)	25% of Students (boys)
		Girls	50% of Students (girls)	50% of Students (girls)	50% of Students (girls)	50% of Students (girls)

* Carpet Area

(vii) Full-Time Faculties :

Sl. No.	Class of New Diploma Level Institution	Principal	No. of H.O.D.	No. of Senior Lecturers	No. of Lecturers	Total	No. of Technical Supporting Staffs
(i)	Engineering & Technology	1	(Total No.of Students / 15 x 7)-1	(Total No.of students / 15x7) x 2	(Total No.of students / 15x7) x 4	(Total No. of students / 15	One Lab Assistant for each Lab.+ Two maintenance staff for institution
(ii)	Pharmacy	1	(Total No.of Students / 15 x 7)-1	(Total No.of students / 15x7) x 2	(Total No.of students / 15x7) x 4	(Total No.of students / 15	One Lab Assistant for each Lab.+ One maintenance staff for institution
(iii)	Hotel Management & Catering Technology	1	(Total No.of Students / 15 x 7)-1	(Total No.of students / 15x7) x 2	(Total No.of students / 15x7) x 4	(Total No.of of students / 15	One Lab Assistant for each Lab. + One maintenance staff for institution
(iv)	Applied Arts & Crafts	1	(Total No.of Students / 15 x 7)-1	(Total No.of students / 15x7) x 2	(Total No.of students / 15x7) x 4	(Total No.of students / 15	One Lab Assistant for each Lab. + One maintenance staff for institution
(v)	Architecture	1	(Total No.of Students / 15 x 7)-1	(Total No.of students / 15x7) x 2	(Total No.of students / 15x7) x 4	(Total No.of students / 15	One Lab Assistant for each Lab. + One maintenance staff for institution

(viii) Availability of equipments as per syllabus.**(ix) Actual verification of Invoices / Bills / Stock register.****(x) Technical Faculties :**

- (a) Copy of advertisement.
- (b) Minutes of Staff selection committee for appointment of faculty.
- (c) Appointment letter.
- (d) Qualification of faculty and procedures for selection to be verified by visiting experts.

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
--

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
-----------	------------	--------	--------

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
------------	------------------	---------

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

v) **Name of the affiliating Board**

--

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)

SYNOPSIS
Please Fill in the Details

Proposal for Establishment of new Institution in the year

Name and Address of the Applicant (Trust /Society)	Name & Address of the Proposed Institution	File No. (to be filled by DEPTT.)	
Date of Registration of Society :			
Land Specifications	(i) Category — (a) <input type="checkbox"/> State Capital / Metro (b) <input type="checkbox"/> Others (ii) Area in Acres (iii) <input type="checkbox"/> Registered Sales deed <input type="checkbox"/> Registered Gift deed <input type="checkbox"/> Govt. lease (iv) Date of Registration. (v) Mortgaged with Bank – Yes / No		
Land Use Certificate	Issued by on date for education purpose.		
Building Plan prepared by Architect and approved by the Competent Authority	Issued by on date		
Building Constructed	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Funds	FDR	Number	Amount
	Saving Bank account		
	Current Account		
Whether applied for establishment of any other institutions simultaneously for the year	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
	Names of the courses		
Whether applied for the same earlier.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
	Name of the course Academic Year		
	File No.		
	Approval granted	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Reasons for not granting approval.		

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. in all your 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.

Application Form No.–

Date of Purchase –

Signature –

Seal –

APPLICATION FORM

FOR INTRODUCTION

OF

**ADDITIONAL COURSE, VARIATION IN THE INTAKE CAPACITY OF
EXISTING INSTITUTION, EXTENSION OF APPROVAL OF EXISTING
INSTITUTION OFFERING DIPLOMA COURSES IN ENGINEERING
AND TECHNOLOGY / PHARMACY / ARCHITECTURE /
MANAGEMENT / APPLIED ARTS & CRAFTS / HOTEL MANAGEMENT
& CATERING TECHNOLOGY (DHNCT)**

(Common to all Courses)

In

ACADEMIC YEAR _____

**DEPARTMENT OF SCIENCE & TECHNOLOGY
GOVERNMENT OF BIHAR
PATNA**

APPLICATION FORM

APPLICATION FORM FOR INTRODUCTION OF ADDITIONAL COURSES AND / OR VARIATION IN SANCTIONED INTAKE CAPACITY IN EXISTING APPROVED INSTITUTION / EXTENSION OF APPROVAL OF EXISTING INSTITUTION

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

Name :

Address :

STD Code : Fax No. :

Phone No. :

E-mail :

2. Name and Address of the Institution at the Permanent Site

Name of the Institution	Address of the Permanent Site
	P.O. :
	District :
	State : Pin Code :
	Fax No. : STD Code :
	Phone No. :
	E-mail :
	Nearest City :

3. Name and Designation of the Head of the Institution with office & Residential telephone number

Name	:	
Designation	:	
Telephone (Office)	:	STD Code :
Telephone	:	STD Code :
(Residential)	:	

4. Type of Technical Institution

(i)	Government (Central / State / Aided) / University / Private etc.	:
(ii)	Autonomous / Non Autonomous	:

5. (i) Year of establishment of the Institution :

(ii) Date on which previous approval was accorded by :
the council / State Govt.

6. Whether the Institution is sharing the facilities with any other institution / any other programmes

YES NO

If Yes, then give details

7. Proposal for Additional Courses / Variation in Sanctioned intake capacity / extension of approval/ adjustment of courses in existing approved institution.

(i) Courses proposed to be introduced in approved institution during

Sl. No.	Courses	Diploma / Post Diploma / Post Graduate Diploma	Duration	Annual Intake	Entry level

(ii) Existing Courses in which variation in Annual Intake is proposed for

Sl. No.	Courses	Sanctioned Annual Intake	Revised Annual Intake requested	Duration (Yrs.)	Proposed Annual Variation in Intake capacity		Entry Level
					Existing	Proposed	

(iii) Existing Courses for which Extension of approval required

Sl. No.	Name of Course	Approved Upto	Ref. Letter No. by which approval given of AICTE / State Govt. / PCI

(iv) Adjustment of courses

Sl. No.	Name of the Course (Running at Present)	Proposed	Running Course	Reasons with document
		New course at the place		

8. (i) Existing AICTE / State level Committee Approved courses of study –

Sl. No.	Courses	Diploma / Post Diploma / Post Graduate Diploma	Full / Part time	Duration (Yrs.)	Sanctioned Annual Intake	Year of approval by the council & AICTE / State level Committee approval Ref. No. & Date

(ii) Whether the institution is conducting courses which are not approved by AICTE / State level committee, if so give detail reasons for the same

9. (a) Teaching Staff Details :

Course & Sanctioned Intake	Total Number of faculty in course	Level of teaching Staff				Nature of Appointment	
		Principal	Head / Sr. Lecturer	Lecture	Others	Total Number of faculty Permanent	Total Number of faculty Adhoc

(b) Details of faculty course-wise

Name	Qualification & Specialization	Age	Experience a) Teaching b) Industry	Date of joining the institution	Present pay scales & date from which implemented

Note : Attach a detailed list as per format, if required.

(c) Whether the existing faculty has been recruited as per procedure, experience & qualification prescribed by the AICTE / State Government

YES NO N.A.

(d) Method of faculty Selection :

(e) Whether AICTE pay – scale are implemented to the teaching & non teaching staff :

YES NO N.A.

(f) Whether PF Scheme / other retiring benefit scheme is implemented :

YES NO N.A.

(h) Staff Student Ratio :

(i) Total number of faculty recruited during the last three years :

(j) Total number of faculty resigned / left during the last three years :

(k) Total number of non-teaching technical staff :

10. (a) Land

(i) Location
[State Capital / District Headquarter / Rural Area]

(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

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

(iv) Any loans / mortgage raised against the titles of the land

YES NO

(v) Whether the land has been exclusively earmarked for the applicant Institute

YES NO

(b) Built-up Area

(i) Details of existing buildings :
PLINTH AREA (in sqm.)

Sl. No.	Particulars	RCC Building (in Sqm.)	ACC Shed (in Sqm.)	Owned Area (in Sqm.)	Leased Area (in Sqm.)
i.	Total Academic / Instructional Area				
ii.	Total Administrative Area				
iii.	Amenities				
iv.	Hostel for Boys Hostel for Girls				
v.	Staff quarters				
vi.	Play Ground				
vii.	Others				
	Total Area (in Sqm.)				

(ii) Details of Academic Area

Sl.	Particulars No.	Number	Approx Area of Each (in Sqm.)	As per AICTE Norms (in Sqm.)	Available (Area (in Sqm.))	Seating Capacity
(i)	Classroom					
(ii)	Tutorial Room					
(iii)	Seminar Hall					
(iv)	Drawing Hall					
(v)	Laboratories					
(vi)	Workshop					
(vii)	Others CAD / CAM / Computer					
	Total Area (in Sqm.)					

(iii) Whether the classroom, drawing halls, seminar halls, etc. are adequately furnished and equipped with teaching aids, if deficient give details :

(iv) Whether hostel facility available

YES NO

Number of seats for boys

Number of seats for girls

(c) Equipments

(i) Total Investment made :

(ii) Breakup Details :

Sl. No.	Course-wise Details	Total investment (Rs.in Lakhs)	Indicate, if exclusive for Same course (Rs. in Lakhs)	Indicate, if shared with other courses (Rs. in Lakhs)

- (iii) Whether the machinery and equipments in the labs, workshops etc. are adequate and as per norms

YES NO

(Enclose the list of equipment required as per the syllabus of the Concerned Affiliating Agencies and number of equipments available for Additional Courses / Adjustment of Courses / variation in Intake capacity)

- (d) Library
- (i) Area (in Sqm.)
- (a) Reading Hall Area :
- (b) Stacking Area :
- (c) Total Area (in Sqm.) :
- (ii) Books and Journals [Branch-wise Breakup]

Branch Title	→					Total
Number of Titles						
Number of Volumes						
Number of Tech. Journals	National					
	International					

- (iii) Total investment on Books & Journals during the last two years
- (a) Books (Rs.) :
- (b) Journals (Rs.) :
- (iv) Total investment on Books & Journals as on date
- (a) Books (Rs.) :
- (b) Journals (Rs.) :
- (v) Whether library has adequate staff, give details :
- (e) Computer Centre

Sl. No.	Particulars	As per Norms	Available
1.	Total Area of Computer Centre (in Sqm.)		
2.	Number of Computers		
3.	Number of Terminals on LAN / WAN Server Operating System		
4.	Supporting Software		
5.	Peripherals		

11. Financial Details (Rs. in Lakhs)
 (a) Sources of Income of last year :

Source of Financial Support	Amount (Rs. in Lakhs)	
Ministry of HRD (Direct Receipt)		
State Government		
UGC		
Other Central / State Government Sources		
Donations		
Student Fees		
Internal Revenue Generation		
Others (Please specify)		
Total		

- (b) Total Expenditure incurred in category of Recurring Expenditure and Non-Recurring Expenditure during the two previous financial year.

Financial Year
Recurring Expenditure
Non-Recurring Expenditure

- (c) Whether an endowment funds has been created ? If so, attach proof there of
 YES NO
- (d) Give details of funds available exclusively for meeting the recurring and non-recurring expenditure for introduction of courses and / or variations in intake, duly supported with copies of latest bank statements, FDRs etc. (Promissory Notes are not acceptable)
- (e) Please indicate how the additional funds would be mobilized over the next 3 to 4 years. Please attach authenticated documents to support your statement.
- (f) Surplus / deficit of the Institutions (+ or -) Rs.
 If deficit, then how it is to be overcome
- (g) Whether the Accounts of the applicant Society / Trust are audited
 [Attach Xerox copies of last three years]
 YES NO

- (h) Whether income-tax return are filed
[Attach Xerox copies of last income tax return of the applicant]

YES NO

- (i) Salaries of Staff (for last Two years)

Year	Teaching	Non-Teaching Technical	Administrative Ministerial
Actual Salaries			
Salary cost per student per annum			
Total recurring cost / student / annum			
Year	Teaching	Non-Teaching Technical	Administrative Ministerial
Actual Salaries			
Salary cost per student per annum			
Total recurring cost / student / annum			

12. AICTE approval received
[A]

Name of the Courses / Institutions	Present Annual Sanctioned Intake	Actual Annual During last year	Year of starting	AICTE Approval No. & Date

Note : Include all new institutions / additional course / variation in intake capacity accorded by the council till date

13. Whether the applicant Society / Trust / Institution has any court case verses the State Government or University or AICTE ? If yes, please give brief details :

14. Please give justification for starting proposed course (s) / variation in intake capacity

15. (a) Whether the Governing (GC) Body has been constituted as per AICTE norms ? If yes, enclose copy of list of members

YES NO

- (b) Specify the date of GC meeting held during the last three years

Year	Details

16. Certified that :

- (a) Courses are conducted as per norms, standards, guidelines of the AICTE / State Govt. Norms & Schedule.
- (b) All the physical deficiencies stated in the last approval letter have been removed.
- (c) The tuition and other fee are charged within the overall criteria prescribed by the State Government.
- (d) The accounts of the institute are audited by the Chartered Accountant / Departmental Audit.
- (e) No new course has been started (since the last approval by AICTE) without prior approval of the AICTE / State Govt.
- (f) The intake in any of the AICTE approved courses has not been increased beyond the approved intake, without prior approval of the council.
- (g) The building in which the institution is running is not utilized for any other courses / programmes which are not approved by the council.

Declaration : We solemnly declare that no information has been withheld, false or misrepresented. If any information is found incorrect, the proposal shall be liable to be rejected by the council.

Name and Signature of the
Chairperson / Secretary of the Trust / Society, etc.

Seal