State Board of Technical Education

Bihar

ISO 9001 Certified

Norms & Guidelines

for

AFFILIATION PROCESS

(w.e.f Academic Year 2026-27)

Affiliation of New Institute

and

Extension of Affiliation for Existing Institute/ Introduction of New Courses in Existing Institute/ Variation in Intake in Existing Courses / Closure of courses / Replacement of course(s) / Change in Name / Change in Management / Closure of Institution

Address: State Board of Technical Education
4th Floor, Technology Bhawan, Vishweshariya Bhawan Campus, Bailey Road Patna, Bihar
PIN - 800015, India.
Email: sbtebihar@bihar.gov.in, sbte.patna@gmail.com
Website: **https://sbtte.bihar.gov.in**

11/5/26

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Definitions

1. "Government" means Government of Bihar.
2. “DSTTE” means Department of Science, Technology and Technical Education, Bihar.
3. “SBTE” means State Board of Technical Education, Bihar.
4. “AICTE” means All India Council of Technical Education.
5. “Chairman” means the Chairman of the State Board of Technical Education, Patna.
6. “Vice Chairman” means the Secretary of the Department of Science, Technology and Technical Education, Bihar. (DSTTE, Bihar)
7. “Secretary” means Secretary of the State Board of Technical Education, Bihar.
8. “Controller of Examinations” means Controller of Examinations (COE) of the State Board of Technical Education, Bihar.
9. "Academic year" means Academic Year declared by State Board of Technical Education, Bihar (SBTE).
10. "SBTE web-portal" means website hosted by the State Board of Technical Education, Bihar www.sbte.bihar.gov.in .
11. Government Aided Institution” means grant in aid from the Union Government / State Government.
12. “Government Institution” means institution run by the Government of Bihar (Rajkiya Polytechnic & Rajkiya Mahila Polytechnic).
13. “Private unaided institution” means an 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.
14. “Approval” means Approval by AICTE.
15. Affiliation” means formal enrolment of Engineering Diploma level AICTE approved institution of State to follow prescribed curriculum, their Assessment, and certification.
16. “Affiliation fee” means charges payable by the institutions to the SBTE, Bihar in connection with affiliation.
17. “Scrutiny Committee” means a duly constituted committee authorized to examine and scrutinize the documents, records, and information submitted by the Institution for the purpose of affiliation process in line with the prescribed norms and standards.
18. “Academic Monitoring Committee” (AMC) means the committee appointed for onsite physical verification of infrastructure and facilities required for affiliation of an institute or otherwise.
19. Third Party Assessment means accreditation/certification by third-party for assessment and evaluation of teaching–learning processes, infrastructure, resources, and other related amenities to ensure and maintain the quality of technical education.
20. "Applicant" means an applicant that makes an application to the SBTE for seeking any kind of approval for affiliation through these norms and guidelines.
21. "Architect" means an Architect registered with the Council of Architecture established under the Architect Act 1972.
22. "Autonomous Institution", means an Institution, to which autonomy is granted and is designated to be so by the Government.
23. "Bandwidth Contention" means the contention ratio, ratio of the potential maximum demand to the actual bandwidth.
24. "Compliance Report" means the report submitted by Technical Institution showing status of fulfillment of the norms set by SBTE in the format prescribed from time to time.
25. "Course" means the field of Technical Education, i.e. Engineering, Technology, Architecture, and such other Courses and areas as notified by the SBTE from time to time.
26. "Division" means seats in Diploma Course in various disciplines as per AICTE norms.
27. "Head of the Institution" means the principal or such other designation as the executive head of the institution or the institute is referred.
28. "Society" means a Society registered under Society Registration Act 1860.
29. "Trust" means a Trust registered under Charitable Trust Act 1950 or any other relevant act.

Chapter I

Norms and Guidelines for establishment of new Institution intended to offer AICTE/SBTE, Bihar approved Diploma Courses.

1. Requirement for grant of affiliation

1.1 New Technical Institution for offering AICTE/SBTE, Bihar approved Diploma Courses shall not be established and / or started without affiliation of SBTE, Bihar.

1.2 Admission authority/body/Institution shall not permit admissions of students to a Technical Institution offering technical diploma education which is not affiliated to the SBTE, Bihar.

1.3 New Technical Institution offering SBTE, Bihar approved Diploma Courses and/or variation in intake capacity of existing courses shall strictly be on self-financing basis and at no stage the institutes and/or the courses shall be considered by the Government on grant-in-aid basis.

2. Eligibility for application and requirements

2.1 The Application Form for seeking affiliation from SBTE, Bihar for establishment of New institute for SBTE, Bihar / AICTE approved Diploma Courses in various disciplines can be submitted by:-

a. A Society registered under the Registration of Societies Act 1860 through the Chairman or Secretary of society or

b. A Trust registered under the Indian Trust Act, 1882 or any other relevant Acts through the Chairman or Secretary of the trust or

c. Central Government or Government of Bihar or by a Society or a Trust or Section 08 Company registered by them or under Public Private Partnership mode through an officer authorized by Central Government or Government of Bihar or

d. A Company established under Companies Act 2013.

2.2 The applicants fulfilling the following conditions on or before the last date prescribed for receipt of application by the SBTE, Bihar shall be eligible to apply.

2.2.1 The applicant is a Society/Trust/Company, should have been registered under the Societies Registration Act, the Trusts Act or any similar Act as mentioned in 2.1.

2.2.2 Land:

- Land required shall be with clear title in the name of the trust / society / company or on a long-term lease for a minimum period of 30 years. The Live Lease has to be at least equal to Maximum duration of the program / course at the time of submission of application. An affidavit 1 shall be submitted along with the application form.

- Documents showing ownership of Land as per the provisions of Section 8 of The Transfer of Property Act, 1882 or any other Law for the time being in force relating to transfer of property to or by Companies, Associations or bodies of individuals, in the name of the Applicant in the form of Registered Settlement Deed/ Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Government/ Private Lease Deed (Registered) for a period of minimum 30 years.

- Land conversion certification (if applicable) should have been obtained from the Competent Authority as designated by Government of Bihar. (Non-Agricultural Certificate).

2.2.3 Building:

Building is on ownership of institute's society or on rental /lease basis for the period for not less than 30 years & provision of extension for next five years by the agreement on Rs. 500/- stamp paper and document should be registered with Registrar & notarized.

Following copies of the documents should be enclosed with proposal if the building is owned/purchased or on rental /lease basis.

1. Layout plan of Survey land area (Index/Najri Naksha)
2. Completion Certificate, Occupancy Certificate (O.C.) / Part O.C./ Structural Stability Certificate from registered Structural Engineer with local body for buildings beyond 30 years of age, whichever is applicable, from Competent Authority such as —
    a. Municipal Corporation.
    b. Municipal Council
    c. Gram Panchayat
3. Building Use Certificate from-
    a. Competent Authority mentioned in 2 above at ‘a’, ‘b’, ‘c’ of clause 2.2.3
    b. Society of Building / Public Trust / Commercial Complex/ Industrial Zone
4. Tax paid receipt copy (latest)
5. Lease-deed registered with Registrar and to be valid for 30 years, extendable to another 5 years.

    Note: Mezzanine floor area will not be considered as Carpet area.

7. Land document showing ownership in the name of Society/Trust/ Government in the form of Registered Sale Deed / irrevocable Gift Deed (Registered) Lease (for a minimum period of 30 years) by the concerned authority of Government or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant Society/Trust/ Government. In case, the land documents are in any other language other than Hindi or English, notarized English translation of the documents shall be produced. (Format 2).

8. Copy of letter from Competent Authority as designated by the State Government for classification of land, with respect to its location.
9. Land Use Certificate permitting the land to be used for educational purpose, from the Competent Authority along with Topo-sketch /Village Map indicating land Survey Nos and a copy of road map showing location of the proposed site of the Institution.
10. Khasra plan (master plan) to show that the land is contiguous.
11. Site Plan, Building Plan of proposed Institution prepared by an Architect registered with Council for Architecture (COA) and duly approved by the Competent Plan Sanctioning Authority. (Format 3).
12. Building plan approved by the competent authority.
13. Property Card / City Survey map etc.
14. Completion Certificate / Occupancy Certificate / Part Occupancy Certificate, if applicable.
15. Structural Stability certificate from structural engineer, if applicable.
16. Fire Safety Audit Certificate by a licensed auditor from the competent authority of Government of Bihar.
17. Building is adequate and suitable for conduct of courses as per norms. If yes, then attach layout plan and photograph of the premises at permanent site. (Attach copy of external and Internal Photographs of the building duly attested with seal by the Secretary of the Society / Trust / Company with Date).
18. Area of building to be used should be earmarked.
19. Building/earmarked area should be for educational purpose. (certificate From competent authority).

3. Procedure for applying for the Full time Diploma courses in new educational institutes.

The Application Form for seeking affiliation for establishment of new institute for conducting SBTE, Bihar/ AICTE Approved Diploma Courses in various disciplines can be submitted online by applicants who fulfil the parameters 2.1 and 2.2 above. Applicants have to upload scanned documents while submitting online application.

4. Submission of Application

4.1 For online application the institutes are required to generate log-in credential through "create log in" link available on log-in screen. After that, the applicant will use same credentials to fill up Name and Address of applicant Society/Trust/Company/ Government Institute/ Government Aided Institute. After filling up above details for proceeding further the applicant shall pay the fee as notified by SBTE, Bihar through online portal only, or by the method as notified by SBTE, Bihar from time to time. In case the application/fee for affiliation is submitted after the due date notified by State Board of Technical Education, Bihar, **a late fine of ₹1,500/- per day shall be charged, subject to a maximum limit of ₹1,00,000/-.** However, the application along with late fine shall be accepted only up to one week prior to the last date prescribed by AICTE for grant of affiliation, failing which no further processing shall be done in any cases.

4.2 Application Form should have following documents attached in the order as below.

- Registration document of the Society / Trust / Company indicating members of Society/Trust/Company and its objectives and Memorandum of Associations, duly attested / certified by the concerned Authority. (Photo copy)
- Resolution of the Society/Trust/Company, pertaining to starting the Institution and allocation of land/ building/ funds to proposed Institution in the **Format 1**.
- **Land availability:**
    - land document(s) showing ownership in the name of Society/Trust/Company in the form of Registered Sale Deed / lrrevocable Gift Deed (Registered) / Irrevocable Private deed (for a minimum period of 30 years) / Government Lease by the concerned authority of Government / Private party or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant Society / Trust / Company. In case, the land documents are in other than Hindi or English language, notarized English translation of the documents shall be produced.
    - Land Conversion Certificate permitting the land to be used for educational purpose to establish a Institute, from the Competent Authority along with Topo-sketch/Village Map indicating land Survey No. s and a copy of road map showing location of the proposed site of the Institution as prescribed in **Format 2**.
- Building is on ownership of society or on rental basis for the period for not less than 30 years & extension for next five years by an agreement on Rs. 500/- stamp paper and document should be registered with registrar and copy submitted.
- Building plan of the Institution should have been prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by Government of Bihar.
- **Building:** Area statement along with the building plan should be approved by **Architect registered with Council of Architecture and Competent Authority as designated by Govt. of Bihar.** Submit the information in **Format 3**.

Details of Built-up structure available exclusively for the proposed Institution at the permanent site with a table clearly mentioning all rooms, with carpet area of each in square meter (Sq.m), as specified in Instructional, Administrative and Amenities and circulation area requirements certified by the Architect registered with the Council of Architecture. Safety and hygiene precautions ensured during partial Occupancy, if any, certified by the Architect registered with the Council of Architecture.

- The applicant society should have well set infrastructure, equipment, amenities and appointed or identified human resources as per AICTE norms at the premises for the smooth conduct of the proposed courses.
- Permission to use the area for educational purpose from competent authority.
- Executive Summary of Detailed Project Report (DPR) along with declaration **Appendix 6**.
- Audited statement of accounts of the Society/Trust/Company for last two financial years, as may be applicable.
- The use of word Government and/or Indian and/or National and/or All India and/or All India Council and/or Commission or State Board of Technical Education, Bihar or in any part of the name of a Technical Institution and/or any name whose abbreviated form leads to IIM/IIT/IISC/NIT/IIIT/SBTE, Bihar/UGC/MHRD/MOE/GOI/DSTTE shall not be permitted. These restrictions will not be applicable for those Institutions which are established with the name approved by the Government of India/Government of Bihar
- Name of the "Technical Institution" with location for which affiliation is accorded by SBTE, Bihar shall not be changed without the approval of SBTE Bihar. SBTE, Bihar may permit the change of name as per laid down procedures by SBTE, Bihar norms and guidelines.
- New Technical Institutions can apply maximum up to any 6 courses from the list of available courses.

Refer Appendix 1 and Appendix 2.

4.3 The following documents shall be uploaded on SBTE, Bihar affiliation portal on or before the date as mentioned in Schedule:

a. Copy of receipt as a proof of having remitted prescribed Fee as notified by SBTE, Bihar.

b. An **Affidavit-1**, in format on a non-judicial stamp Paper of Rs. 500/-, duly stating that the information sworn before a first class Magistrate stating that, the information given in the application is true and that if it fails to disclose all the information or suppresses and/or misrepresents the information and if it is found that the information given in the application is false, SBTE, Bihar will be free to take action including withdrawal of affiliation and/or any other action as deemed necessary.

c. An **Affidavit 3** on a non-judicial stamp paper by the Chairman/Secretary of the trust /management of the New Institution stating that the Society/Trust/Company/Institution is liable for all consequences arising out of the Introduction of SBTE, Bihar/AICTE approved Diploma courses in New Institute for the Academic Year.

d. Proof of verification of Land documents of building taken on ownership / rental basis in the prescribed format 2, mentioning that the land as required for the setting up of a new Technical Institute, has a clear title at the time of making an application, duly endorsed by High Court Advocate/ Notary on a Non-Judicial Stamp Paper of Rs. 500/-

e. Proof of verification of completed building construction with respect to approved building plan, clearly stating readiness of Instructional, Administrative, Amenities and circulation area with respect to AICTE norms and safety & hygiene precautions ensured during partial Occupancy, if any, in **Format 3**, duly endorsed by an Architect registered with Council of Architecture.

f. Copy of advertisement for recruitment of Principal/Director/Coordinator & faculty members as per AICTE norms.

g. List of appointed / identified teaching and non-teaching faculty as per AICTE norms.

h. Stock Register of Equipment, Computers, System Software, Application Software, Printers etc.

i. Proof of provision of Internet bandwidth in Mbps as per AICTE norms.

j. List of total books & journals made available as per AICTE norms.

k. Copy of Invoice/Cash Memo for equipment & library books as per AICTE norms.

l. Information regarding availability of potable water supply as per AICTE norms.

m. Sanction of electrical load by electric supply provider company as per AICTE norms.

n. Details of provision of backup power supply as per AICTE norms.

o. Details of telephone connections available at the proposed Institute.

p. Details about boys & Girls hostel facility, if any.

q. Details of reprographic facility available for students, if any.

r. Details of transport facility available for students and staff, if any.

s. Details about Barrier free environment and toilets created for physically challenged, if any.

t. Other Documents/affidavit as mentioned in the application form.

5. Scrutiny of Applications

a. The Applications shall be evaluated by a Scrutiny Committee.

b. The Scrutiny Committee will scrutinize all applications for verifying all documents of their proposals as specified & mentioned in para 4.3. Based on the recommendations of the Scrutiny Committee, concerned office of SBTE, Bihar will communicate discrepancies**,** if any, immediately to the applicant Society/Trust/Company by the date as stated in time schedule.

c. The applicant Society/Trust/Company may rectify the discrepancies and submit the compliance by the date as stated (Online/offline) in time schedule for reconsideration by the Scrutiny Committee. The last date for reconsideration of such applications by the Scrutiny Committee will be as stated in time schedule.

d. The applications which are found to be in order in all respects by the Scrutiny Committee will be processed further for Physical Inspection of the infrastructure, facilities, equipment, and human resources etc..

6. Academic Monitoring Committee / Third Party Assessment

The Academic Monitoring Committee / Third-Party Assessment for a new Technical Institution seeking affiliation to SBTE, Bihar for the first time shall be conducted by a committee constituted for this purpose. The committee shall visit the proposed premises of the institution whose application, after due scrutiny, has been found prima facie eligible for assessment. The committee shall verify the readiness with respect to **Appendix 3** and **Appendix 4** i.e. Building, Computer, Software, Internet, Printers, Laboratory Equipment, Books, Journals, Library, Additional Essential and desirable requirements for Technical Institution progress, with respect to the norms, and standards as prescribed by AICTE, SBTE, DSTTE and others.

The applicant Institution / Society/ Trust shall be required to make available the original documents / necessary information mentioned in 4.3 to the Committee.

The Committee shall submit the duly signed report in the **format 5** immediately after the visit, to SBTE, Bihar online portal.

7. Assessment of applications by the Affiliation committee

The Committee report shall be submitted online through Affiliation Portal on the same Day. SBTE, Bihar after receiving all the reports of the Committees, shall compile the reports for putting up before the Affiliation Committee for further consideration.

The Affiliation committee will take the necessary decision regarding the Grant or Non- Grant of affiliation to the Institution for the applied academic year. Afterward the schedule for processing of applications for establishment of new technical Institutions will be as notified and published by SBTE, Bihar.

However, Affiliation committee reserve the rights to revoked the affiliation in case of any violation of norms, conditions, and requirements and/or non-performance by the Institution and/or complaints against the Institution.

Appendix 1

Approved Nomenclature of Courses, Duration and Entry Level Qualifications for the SBTE, Bihar approved Diploma Courses

List of SBTE, Bihar approved Diploma Courses for Academic Year 2025-26 for existing institutions affiliated to SBTE. Bihar

Sr. No	Diploma Course Name	Entry Qualification	Duration in Years
1	Diploma in Agricultural Engineering	As per AICTE Norms	3 (2 Year for Lateral Entry)
2	Diploma in Automobile Engineering	As per AICTE Norms	3 (2 Year for Lateral Entry)
3	Diploma in Ceramics Engineering	As per AICTE Norms	3 (2 Year for Lateral Entry)
4	Diploma in Chemical Engineering	As per AICTE Norms	3 (2 Year for Lateral Entry)
5	Diploma in Civil Engineering	As per AICTE Norms	3 (2 Year for Lateral Entry)
6	Diploma in Civil (RURAL) Engineering	As per AICTE Norms	3 (2 Year for Lateral Entry)
7	Diploma in Computer Science & Engineering	As per AICTE Norms	3 (2 Year for Lateral Entry)
8	Diploma in Electrical Engineering	As per AICTE Norms	3 (2 Year for Lateral Entry)
9	Diploma in Electronics Engineering	As per AICTE Norms	3 (2 Year for Lateral Entry)
10	Diploma in Mechanical Engineering	As per AICTE Norms	3 (2 Year for Lateral Entry)
11	Diploma in Modern Office Practice	As per AICTE Norms	3 (2 Year for Lateral Entry)
12	Diploma in Printing Technology	As per AICTE Norms	3 (2 Year for Lateral Entry)
13	Diploma in Textile Engineering	As per AICTE Norms	3 (2 Year for Lateral Entry)
14	Diploma in Mechanical Engineering (AUTOMOBILE)	As per AICTE Norms	3 (2 Year for Lateral Entry)

15	Diploma in Architectural Assistantship	As per AICTE Norms	3 (2 Year for Lateral Entry)
16	Diploma in Electronics & Communication Engineering	As per AICTE Norms	3 (2 Year for Lateral Entry)
17	Diploma in Electrical & Electronics Engineering	As per AICTE Norms	3 (2 Year for Lateral Entry)
18	Diploma in Library & Information Science	As per AICTE Norms	3 (2 Year for Lateral Entry)
19	Diploma in Electronics (ROBOTICS)	As per AICTE Norms	3 (2 Year for Lateral Entry)
20	Diploma in Artificial Intelligence(AI) And Machine Learning	As per AICTE Norms	3 (2 Year for Lateral Entry)
21	Diploma in Civil Engineering (CONSTRUCTION TECHNOLOGY)	As per AICTE Norms	3 (2 Year for Lateral Entry)
22	Diploma in Mechanical Engineering (CAD/CAM)	As per AICTE Norms	3 (2 Year for Lateral Entry)
23	Diploma in Mining Engineering	As per AICTE Norms	3 (2 Year for Lateral Entry)
24	Diploma in Fire Technology And Safety	As per AICTE Norms	3 (2 Year for Lateral Entry)
25	Diploma in Food Processing And Preservation	As per AICTE Norms	3 (2 Year for Lateral Entry)
26	Diploma in Computer Aided Costume Design And Dress Making	As per AICTE Norms	3 (2 Year for Lateral Entry)
27	Diploma in Fashion And Clothing Technology	As per AICTE Norms	3 (2 Year for Lateral Entry)
28	Diploma in Garment Technology	As per AICTE Norms	3 (2 Year for Lateral Entry)
29	Diploma in Textile Technology	As per AICTE Norms	3 (2 Year for Lateral Entry)
30	Diploma in Computer Engineering	As per AICTE Norms	3 (2 Year for Lateral Entry)
31	Diploma in Electronics	As per AICTE Norms	3 (2 Year for Lateral Entry)
32	Diploma in Information Science	As per AICTE Norms	3 (2 Year for Lateral Entry)

33	Diploma in Construction Technology and Management	As per AICTE Norms	3 (2 Year for Lateral Entry)
34	Diploma in Artificial Intelligence	As per AICTE Norms	3 (2 Year for Lateral Entry)
35	Diploma in Computer Science	As per AICTE Norms	3 (2 Year for Lateral Entry)
36	Diploma in Microelectronics And VLSI	As per AICTE Norms	3 (2 Year for Lateral Entry)
37	Diploma in Ev-Technology	As per AICTE Norms	3 (2 Year for Lateral Entry)
38	Diploma in Renewable Energy	As per AICTE Norms	3 (2 Year for Lateral Entry)
39	Diploma in Information Technology	As per AICTE Norms	3 (2 Year for Lateral Entry)
40	Diploma in Leather Technology	As per AICTE Norms	3 (2 Year for Lateral Entry)
41	Diploma in Computer Science And Information Technology	As per AICTE Norms	3 (2 Year for Lateral Entry)
42	Diploma in Electronics Communication And Instrumentation Engineering	As per AICTE Norms	3 (2 Year for Lateral Entry)
43	Diploma in Electronics And Electrical Engineering	As per AICTE Norms	3 (2 Year for Lateral Entry)
44	Diploma in Medical Laboratory Technology	As per AICTE Norms	3 (2 Year for Lateral Entry)

Note: The Institutes willing to start course other than the courses listed in the above table (Appendix-1) can apply for the desired course in the portal. The course should be from the AICTE Approved courses with same nomenclature as given in AICTE Approval Process Handbook. These courses will be considered by SBTE, Bihar only after verification of feasibility of such course through curriculum committee with the Fee payment for creating curriculum as notified by SBTE, Bihar from time to time.

Appendix 2: Norms for Intake

Courses to opt with Intake

Sr. No	Diploma Course Name	Diploma Branch Code	Intake
1	Diploma in Agricultural Engineering	11	As per AICTE LOA/EOA
2	Diploma in Automobile Engineering	12	As per AICTE LOA/EOA
3	Diploma in Ceramics Engineering	13	As per AICTE LOA/EOA
4	Diploma in Chemical Engineering	14	As per AICTE LOA/EOA
5	Diploma in Civil Engineering	15	As per AICTE LOA/EOA
6	Diploma in Civil (RURAL) Engineering	16	As per AICTE LOA/EOA
7	Diploma in Computer Science & Engineering	18	As per AICTE LOA/EOA
8	Diploma in Electrical Engineering	20	As per AICTE LOA/EOA
9	Diploma in Electronics Engineering	21	As per AICTE LOA/EOA
10	Diploma in Mechanical Engineering	25	As per AICTE LOA/EOA
11	Diploma in Modern Office Practice	26	As per AICTE LOA/EOA
12	Diploma in Printing Technology	27	As per AICTE LOA/EOA
13	Diploma in Textile Engineering	28	As per AICTE LOA/EOA
14	Diploma in Mechanical Engineering (AUTOMOBILE)	33	As per AICTE LOA/EOA
15	Diploma in Architectural Assistantship	37	As per AICTE LOA/EOA

16	Diploma in Electronics & Communication Engineering	38	As per AICTE LOA/EOA
17	Diploma in Electrical & Electronics Engineering	39	As per AICTE LOA/EOA
18	Diploma in Library & Information Science	41	As per AICTE LOA/EOA
19	Diploma in Electronics (ROBOTICS)	43	As per AICTE LOA/EOA
20	Diploma in Artificial Intelligence(AI) And Machine Learning	44	As per AICTE LOA/EOA
21	Diploma in Civil Engineering (CONSTRUCTION TECHNOLOGY)	45	As per AICTE LOA/EOA
22	Diploma in Mechanical Engineering (CAD/CAM)	46	As per AICTE LOA/EOA
23	Diploma in Mining Engineering	47	As per AICTE LOA/EOA
24	Diploma in Fire Technology And Safety	48	As per AICTE LOA/EOA
25	Diploma in Food Processing And Preservation	49	As per AICTE LOA/EOA
26	Diploma in Computer Aided Costume Design And Dress Making	50	As per AICTE LOA/EOA
27	Diploma in Fashion And Clothing Technology	51	As per AICTE LOA/EOA
28	Diploma in Garment Technology	52	As per AICTE LOA/EOA
29	Diploma in Textile Technology	53	As per AICTE LOA/EOA
30	Diploma in Computer Engineering	56	As per AICTE LOA/EOA
31	Diploma in Electronics	57	As per AICTE LOA/EOA
32	Diploma in Information Science	58	As per AICTE LOA/EOA
33	Diploma in Construction Technology and Management	59	As per AICTE LOA/EOA

34	Diploma in Artificial Intelligence	66	As per AICTE LOA/EOA
35	Diploma in Computer Science	67	As per AICTE LOA/EOA
36	Diploma in Microelectronics And VLSI	68	As per AICTE LOA/EOA
37	Diploma in Ev-Technology	69	As per AICTE LOA/EOA
38	Diploma in Renewable Energy	70	As per AICTE LOA/EOA
39	Diploma in Information Technology	71	As per AICTE LOA/EOA
40	Diploma in Leather Technology	72	As per AICTE LOA/EOA
41	Diploma in Computer Science And Information Technology	73	As per AICTE LOA/EOA
42	Diploma in Electronics Communication and Instrumentation Engineering	74	As per AICTE LOA/EOA
43	Diploma in Electronics and Electrical Engineering	75	As per AICTE LOA/EOA
44	Diploma in Medical Laboratory Technology	76	As per AICTE LOA/EOA

Appendix 3

Norms for Building Space, Books, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipment for Technical Institution

1.1 Carpet area required — Area required per course (as mentioned in table below)

1.1.1 Building should be in the name of Trust or on lease from Government/ Corporation/ Private/Third party for at least for 30 years duration & provision of 5 years extension should be mentioned in lease document.

1.1.2 The lease document between Trust & Private/Third party should be registered & notarized.

1.1.3 The institutions running Arts, Science, Commerce Junior Colleges & Degree Colleges can share their building resources for Full time Diploma Courses mentioned in the Appendix I. For Full Time Courses the institution should earmark the space & resources separately.

1.2 Documents required for the building related items.

1. Layout plan of Survey land area (Index/Najri Naksha)
2. Completion Certificate, Occupancy Certificate from Competent Authority such as —
    a Municipal Corporation
    b Municipal Council
    c Gram Panchayat
3. Building Use Certificate from _
    a. Competent Authority like a,b,c mentioned in 2 of 1 .2 above.
    b. Society of Building
4. Tax paid receipt copy (latest)
5. Lease Deed recognized with Registrar, valid for 30 years & notarized.
6. Structural Stability Certificate from registered Structural Engineer with local body, if appicable.
7. Mezzanine floor area will not be considered as Carpet area.
8. Latest Fire Safety Audit Report certificate of competent authority of Government of Bihar.

1.3 Administrative Area — as per AICTE norms.

1.4 Instructional Area (Carpet Area) in Sq.m & Norms for Books, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipment for Technical Institution as per AICTE norms.

a. No. of books per student — As per AICTE norms
b. Latest version of Computer facility along with licensed software — no. of computer per students must be as per AICTE norms
c. Internet facility – As per AICTE norms
d. Printer facilities to be available at the computer centre.
e. Laboratory Equipment required for curriculum implementation as per SBTE Bihar Curriculum and as per AICTE norms.
f. Llibrary, Administrative offices and Faculty members be provided with exclusive computing facilities along with LAN and Internet as per AICTE norms.

Appendix 4

Norms for Essential and Desired requirements for Technical Institution

Sr. No.	Particulars	Remarks
1.	Language Laboratory	Essential
2.	Potable Water supply and outlets for drinking water at strategic locations	Essential
3.	Electric Supply	Essential
4.	Sewage Disposal	Essential
5.	Telephone	Essential
6.	First Aid facility	Essential
	Vehicle Parking	Essential
8.	Institution website	Essential
9.	Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents separately.	Essential
10.	Safety provisions including fire and other calamities	Essential
11.	All weather approach road	Essential
12.	General Notice Board and Departmental Notice Boards	Essential
13.	Enterprise Resource Planning (ERP) Software for Student Institution-Parent interaction	Desirable
14.	Transport	Desirable
15.	Post Office, Banking Facility / ATM	Desirable
16.	LCD (or similar) projectors in classrooms	Essential

Notes: Apart from Appendix 4, all particulars mentioned in the AICTE Approval Process Handbook (APH) shall be considered essential or desirable, as specified in the document.

Appendix 5

A. **Norms for Faculty requirements and Cadre Ratio for Technical Institution**

Group	Faculty : Student ratio	Principal/ Director/ Coordinator	Regular Faculty	Contract Faculty	Visiting Faculty
For all courses	As per AICTE norms	1	As per AICTE norms	As per teaching load	As per teaching load

B. **Norms for Faculty requirements and Qualifications for Technical Institution**

Sr. No.	Courses	Faculty Qualification
1	Any AICTE/SBTE, Bihar Diploma approved courses	Essential Qualification as mentioned by AICTE for the respective courses

Appendix 6

Format for Executive Summary of Detailed Project Report (DPR) for establishment of New Technical Institution to be uploaded in pdf form whilst applying online.

Executive Summary of Detailed Project Report

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

1. Details about the Promoting Body
2. Name and Address of the Promoting Body
3. Date of Registration / Establishment of the Promoting Body
4. Activities of the Promoting Body since inception
5. Constitution of the Promoting Body

Name of members/ Society/ Trust/ Company	Designation	Academic Qualification	Experience in Academic Institutions (in Years)			Overall Experience in years
			Professional	Mgmt.	Organizational	

6. Details about the Proposed Institution
    a. Development Plan for the Proposed Institution
    b. Vision of the Promoting Body
    c. Mission of the Promoting Body
    d. Category of Institution
    e. Name of the Proposed Course
    f. Address of the Proposed Institution
    g. Nearest City / Town / Railway station (Enclose map indicating access to the Institution from the railway station/ Bus Stand)

DECLARATION (by Applicant)

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

(Authorized Signatory of the Applicant)

Name:

Designation:

Seal of Institution

Date: Place:

Annexure 1

State Board of Technical Education

Bihar

Application Form for Affiliation to SBTE, Bihar for Establishment of New Technical Institution offering

AICTE approved

Diploma Courses

From Academic Year

2026-27

Address: State Board of Technical Education
4th Floor, Technology Bhawan, Vishweshariya Bhawan Campus, Bailey Road Patna, Bihar
PIN - 800015, India.
Email: sbtebihar@bihar.gov.in, sbte.patna@gmail.com
Website: **https://sbte.bihar.gov.in**

Checklist of Enclosures - For New Institution Seeking Affiliation through SBTE, Bihar

Kindly ensure that following documents are uploaded before submitting it SBTE, Bihar.

1. Registration document of the Society/Trust/Government indicating members of Society/Trust/ Government and its objectives and Memorandum of Associations, duly attested / certified by the concerned Authority.
2. Resolution of the Society/Trust/ Government, pertaining to starting the Institution and allocation of land/ building/ funds to proposed Institution. **Format 1 & Affidavit 3** of Affiliation norms and guidelines.
3. Land document showing ownership in the name of Society/Trust/ Government in the form of Registered Sale Deed/irrevocable Gift Deed (Registered)/Lease by the concerned authority of Government or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant Society/Trust/ Government. In case, the land documents are in any language other than Hindi or English, notarized English translation of the documents shall be produced. **Format 2** of Affiliation norms and guidelines.
4. Copy of letter from Competent Authority as designated by the Government of Bihar for classification of land, with respect to its location i.e. Urban / Non-Urban.
5. Land Use Certificate permitting the land to be used for educational purpose, from the Competent Authority along with Topo-sketch/Village Map indicating land Survey Nos and a copy of road map showing location of the proposed site of the Institution.
6. Khasra plan (master plan) to show that the land is contiguous:
7. Site Plan, Building Plan of proposed Institution prepared by an Architect registered with Council for Architecture (COA) and duly approved by the Competent Plan Sanctioning Authority. (Format 3 of Affiliation norms and guidelines)
8. Building plan prepared by Registered Architect.
9. Building plan approved by the competent authority.
10. Property Card / City Survey map.
11. Building Completion Certificate.
12. Occupancy Certificate/Part Occupancy Certificate.
13. Structural Stability certificate from structural Engineer, If Applicable.
14. Fire Safety Audit Certificate by a competent Authority.
15. Building Use Certificate from competent authority.
16. Property Tax Paid receipt (latest)
17. Registered Lease deed/Sale deed of Institutional Land.

18. Building is adequate and suitable for conduct of courses as per norms. If yes, then attach layout plan and photograph of the premises at permanent site. (Attach copy of external and Internal Photographs of the building duly attested with seal by the Secretary of the Society /Trust / Government with Date).
19. Other facilities including Hostel, Canteen, Amenities, Staff quarters etc., if available and submitted to AICTE applications.
20. DPR as per Appendix 6 of Affiliation norms and guidelines with declaration.
21. Land and Building use certificate for educational purpose from competent authority.
22. List of equipment as per curriculum & Equipment available.
23. List of Library books available & invoice / cash memo purchased of library books.
24. Letter of Appointment/Offer Letter issued to faculty.
25. Affidavit 1 of Affiliation norms and guidelines.

Application Form

New Institute/_____

Application for Affiliation to SBTE, Bihar for Establishment of a New Technical Institution offering AICTE approved Diploma courses.

1. **(a) Name and address (with Pin Code) of the Applicant Society / Trust / Government /Government Aided/Private Institutions**

   Name:

   Address:

   Pin code:

   STD Code : Phone No. .

   Name of Chairman/Secretary/Principal (Society/Trust/Government/Organization/Institute):

   Mobile No.:

   E-mail Address:

   Name of the alternate Contact person: Phone No.:

   (b) Enter/Upload the AICTE related details

   i. Enter the AICTE Application number*:
   ii. Enter the AICTE letter of Approval (Letter number) and Issuance date:
   iii. Upload the copy of Letter of Approval:
   iv. Upload the AICTE generated deficiency:
   v. Upload the filled (Generated pdf) AICTE application Part-I*:
   vi. Upload the filled (Generated pdf) AICTE application Part-II*:
   vii. Upload the undertaking and all affidavit submitted to AICTE (in a single pdf):
   viii. Upload other document if submitted to AICTE (Mention the document name also):

2. **Details of the Applicant Society / Trust/ Government**

   The Registration Number under Society Act with date and place of Registration:

   i Registration Number with Charity Commissioner with date and place:

   (a) Upload Copy of Registration of Society / Trust/ Company along with details of Constitution, memorandum of association of the Society / Trust/Company.

   (b) Upload Copy of Appendix 6 as per SBTE, Affiliation norms (**Executive Summary of Detailed Project Report (DPR) for establishment of New Technical Institution)** along with declaration.

   ii Whether the Society / Trust/ Company have an experience in running educational Institutes. (Yes / No)

   (If Yes, Upload the poof of experience)

3. **Details of Settlor of Society / Trust / Company approved by Charity (Do not attach separate list)**

Sl. No.	Proposed Institute Name	Institute Location	Name of the members of the Society / Trust/ Company	Designation in Society / Trust/Company	Phone No. /Mobile No.	Action
1.						
2.						
3.						

4. **Resolution of the Society/Trust/Company, pertaining to starting the Institution and allocation of land/ building/ funds to proposed Institution (Yes / No)**

   If yes, please Upload copy of resolution as per in Format 1. (Resolution of Society/Trust/ Company).

5. **Name and address of the proposed institution with PIN Code**

Name of the Proposed Institution	Mode of Admission (either through DCECE conducted by BCECE Board or BPTPIA)	Detailed locational Address of the Proposed institution with PIN Code and Name, Mobile no. & E-mail id of contact person

Note: Upload the copy of the **affidavit-5** regarding selection of the Admission Agency **as per PR No. 13930 (प्रावै०) 13–14**, duly signed and sealed, executed on a non-judicial stamp paper of ₹500, and sworn before a First-Class Executive Magistrate.

6. **Course(s) proposed to be started from the academic Year (Refer Appendix 1 & 2)**

Sr. No	Name of Course	Course Code	Intake Capacity
1			
2			

3			
4			
5			

7. Has the Society / Trust / Government applied for starting more than one institute such as school, junior college, Degree College using same land & building? (Yes / No)

If yes, please fill the following details

Sr. No	Course Type (UG/PG/ITI/etc)	Name if organisation/School/Institution/etc	Approving Authority	Present Status of institute/organisation	Affiliation Authority

8. Land details (Upload land documents in the prescribed Format 2 of Affiliation norms and guidelines)

a. **Location of Land (Tick whichever is applicable)**

Metro (if applicable)	Urban	Non-Urban
Survey No. Town / City Mauza Area Plot number	Survey No. Town / City Mauza Area Plot number	Survey No. Town / City Mauza Area Plot number

Note: In case the Society/Trust/Government possesses more than one plot of land in its name, **separate and complete details of each plot shall be submitted as per AICTE norms.**

b. Whether land is N.A. (Non-Agricultural) (Yes / No)

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

(Upload copy of approved N.A. (Non-Agricultural) order)

c. Whether owned/leased by the applicant Society / Trust/ Company - (Yes/No)

d. If yes, then,

Area: Hectare / Acres / Sq. m

(Upload Copy of Sale deed/Lease deed of Institutional land documents showing ownership)

9. Building (Upload photo copy of following documents and format 3 (part A & B) Format 3.

Sr. No.	Description	ISO 9001 Certified
1	Building plan prepared by Registered Architect? (Upload Format 3 Part B)*	Yes / No
2	Building plan approved by the competent authority.* If yes, then give name of authority with date of approval (Attach copy of approved building plan)	Yes / No
3	Property Card / City Survey map (Upload document approved by the competent Govt. Authority)*	Yes / No
4	Completion certificate (Upload document approved by the competent Govt. Authority)	Yes /No
5	Occupancy Certificate (Upload document approved by the competent Govt. Authority)	Yes / No
6	Part Occupancy Certificate (Upload document approved by the competent Govt. Authority)	Yes / No
7	Structural Stability Certificate (Upload document approved by Structural engineer)	Yes / No
8	Fire Safety Audit Certificate by a competent Govt. Authority (Upload document)*	Yes / No
9	Building Use Certificate (Upload document approved by the competent Govt. Authority)*	Yes / No
10	Property Tax Paid receipt (latest)*	Yes / No
11	Registered Lease deed/Sale deed of Institutional Land.*	Yes / No
12	Building is adequate and suitable for conduct of courses as per norms.* If yes, then attach layout plan and photograph of the premises at permanent site. (Upload copy of external and Internal Photographs of the building duly attested with seal by the Secretary of the Trust/Society/Company with Date)	Yes / No
13	Other facilities including Hostel, Canteen, Amenities, Staff quarters etc. if available	Yes / No
14	Whether existing Carpet area [in Sq. M.] for this proposal is available and earmarked on the plan along with documents & photographs?* If Yes, give details in following table i. (Administrative area for all courses is common & must be 150 sq.m. to be added in total area) (For the Fire & Safety courses - (FR, & FS) additional adjoining open space (ground) of 2000 sq. m. is required).	Yes / No
15	Whether the 3-phase electricity connection is available?* (If Yes, Upload the recent electricity bill, If No, Upload the copy of application along with acknowledgement slip applied for new connection)	Yes / No

i. Details of existing available academic/Institutional (Carpet) area.

Sr. No.	Full Name of Proposed Course	Area required in (Sq. m) as per AICTE norms					Area available (in Sq.m)				
		No. of Class room	Classroom Area in Sq. m	No. of Labs	Lab Area in sq .m	Total Area in Sq. m	No. of Class room	Class room Area in Sq. m	No. of Labs	Lab Area in sq .m	Total Area in Sq. m

Note : In addition to the Proposed Course as per AICTE LOA/EOA, details of Science & Humanities department must be provided.

10. Built-up Area:

i. Details of existing building 's Carpet Area (in Sq.m.)

Sr. No.	Particulars	Owned Area (in Sq. m.)	Leased Area (in Sq. m.)
1	Total Academic/ Instructional Area		
2.	Total Administrative Area		
3.	Amenities		
4.	Hostels, if any (capacity in number) i) Boys : ii) Girls :		
5.	Others		
	Total Area (in Sq. m.)		

ii. Details of Academic/ instructional Area

Sr. No	Unit	Number available	Actual carpet Area of Each unit in Sq. m.	Area Required as per AICTE Norms (in Sq. m.)	Total Actual Available Area (in Sq. m.)	Seating Capacity of each unit
1.	Classroom					
2.	Drawing Hall					
3.	Laboratories					
4.	Others					

Total Area (in Sq. m.)				
Note: Mention details of each unit separately.				

Note : In addition to the Proposed Course as per AICTE LOA/EOA, details of Science & Humanities department must be provided.

a. Whether the classrooms, drawing halls .are adequately furnished and equipped with teaching aids : YES / NO

If No, then mention details of deficiencies.

b. Whether hostel facility is available: YES / NO

If yes, then mention total No. of students accommodated in Hostel:

Boys - Girls -

11. Details of the Principal [or Director]: (Upload copy of appointment)

Name	
Type of Appointment: -	
Telephone (Office)	STD Code :
Telephone (Residential) •	STD Code
Mobile No. .	E-mail id:

12. Teaching / Non-teaching Staff Details (Attach separate list of identified staff for appointment if staff is yet to be appointed as on application date).

A. Faculty details

Sr. No.	Full Name of the Course	Proposed Intake	Number of faculty required as per AICTE norms	Numbers Appointed			
				Regular	Contract	Visiting	Total
			LECT.	LECT.	LECT.	LECT.	LECT.

B. Details of Course wise faculty

Full name of the Course –

Sr. No.	Branch Name	Name of the staff	Designation	Qualification/ specialization	Date of joining the Institution		
					Regular	Part Time	Visiting

Note: Apart from the AICTE Letter of Approval (LoA), details of one additional Science & Humanities department are required. In this section, faculty information from the backgrounds of Physics, Chemistry, Mathematics, English, Economics, etc., should be filled in correctly. (Separate Branch wise faculty details should be updated)

C. Details of Non-teaching staff

Sr. No.	Name of the staff	Designation	Qualification	Date of joining the Institutions
1	2	3	4	5

13. Equipment details:

Whether the machinery and equipment in the labs, workshops, etc. are available as per AICTE norms (YES / NO)

If Yes, Upload the detailed list of equipment's in all laboratory. (Semester I and Semester II, as per SBTE, Bihar Curriculum)

If No, Upload the current available list of equipment for all laboratories.

14. Library details:

i) Carpet Area (in Sq.m.):

Reading Hall Area:

Stacking Area:

Total Area (in Sq.m.):

ii) Whether Regular Librarian is appointed: Yes / No

iii) List of books & cash memo / invoice of books:

iv) Digital Library facility available: Yes/No

v) Reading hall Capacity:

vi) Books (Branch-wise Break-up list)

Branch Name	Number of Titles	Number of Volumes	Number of Journals/ Periodicals

15. Computer Centre (If applicable to the course(s))

a. Infrastructural facilities:

1. Total Carpet Area of Computer Centre (in Sq. m):
2. Number of Computer Labs
3. Total No. of Computers in the Institute

No. of Latest Version Computer	No. of PC/Laptops	Total

b. Hardware & Peripherals:

Details		Number
a	Number of Terminals connected to LAN/WAN	
b	Type of Backup (UPS/Genset)	
c	Number of Printers	

c. Software:

a)	Operating System for Network	
b)	Operating System for Desktop	
c)	List of application Software and compilers available	
Cost (for application Software only) (Rs.		

d. Internet connectivity:

i. Bandwidth available: Mbps

(Upload the recent copy of bill payment slip)

16. **Any other information, which the applicant may like to furnish additional information (If any) in support of the proposal.**

17. **Whether the institution has obtained ISO 21001:2025 Certification? (Yes/No)**

    (If yes, Upload the ISO 21001:2025 certificate)

18. **Whether the institution has obtained Certification from Quality council of India- National Accreditation Board for Education and Training (QCI-NABET)? (Yes/No)**

    (If yes, Upload certificate)

19. **Declaration regarding NBA Accreditation for all branches:**

    As the Head of the Institution, I hereby declare that the institute will obtain NBA accreditation and submit the certification within the stipulated time frame upon attaining eligibility as on date <.....>.(on which attaining eligibility).

    Please upload the duly signed and sealed copy of **Affidavit–6,** pertaining to NBA certification for all branches, duly sworn before a First-Class Magistrate on non-judicial stamp paper of ₹500.

20. **DECLARATION (Attach Affidavit–1 regarding the application submitted to SBTE, Bihar, duly filled, signed, and in accordance with the prescribed Affiliation Norms and Guidelines.)**

(Authorized Signatory of the Applicant)

Name: Designation:

Place: (Seal)

Date:

Format 5

Inspection Report for Establishment of New Institution seeking affiliation from SBTE, Bihar for AICTE approved diploma courses for the Academic Session ……...

Guidelines to the Committee:

- To verify all the information from the documents produced by institute/trust for correctness.
- To enter your remarks for the physically verified information.
- To attach additional pages, if necessary, in support of your remarks.
- To note that the Teacher- Student Ratio is as per AICTE norms & other required infrastructure is as per AICTE norms.

COMMITTEE REPORT TO BE SUBMITTED ONLINE

(For the establishment of new Institutions for all Diploma Courses)

Application No. (as allotted by SBTE, Bihar):

NOTE: **The Committee shall verify each detail of the application and submit its remarks pertaining to required modifications, if any.**

1. **(a) Name and address (with Pin Code) of the Applicant Society / Trust / Government /Government Aided/Private Institutions**

   Name:

   Address:

   Pin code:

   STD Code : Phone No. .

   Name of Chairman/Secretary/Principal (Society/Trust/Government/Organization/Institute):

   Mobile No.:

   E-mail Address:

   Name of the alternate Contact person: Phone No.:

   Verified / Not Verified

   Remarks

   (b) Enter/Upload the AICTE related details

   i. Enter the AICTE Application number*:
   ii. Enter the AICTE letter of Approval (letter no.) and Issuance date:
   iii. Upload the copy of Letter of Approval:
   iv. Upload the AICTE generated deficiency:
   v. Upload the filled (Generated pdf) AICTE application Part-I*:
   vi. Upload the filled (Generated pdf) AICTE application Part-II*:
   vii. Upload the undertaking and all affidavit submitted to AICTE (in a single pdf):
   viii. Upload other document if submitted to AICTE (Mention the document name also):

   Verified / Not Verified

   Remarks

2. **Details of the Applicant Society / Trust/ Government**

   The Registration Number under Society Act with date and place of Registration:

   i Registration Number with Charity Commissioner with date and place:

   (a) Upload Copy of Registration of Society / Trust/ Company along with details of Constitution, memorandum of association of the Society / Trust/Company.

(b) Upload Copy of Appendix 6 as per SBTE, Affiliation norms (**Executive Summary of Detailed Project Report (DPR) for establishment of New Technical Institution)** along with declaration.

ii Whether the Society / Trust/ Company have an experience in running educational Institutes.

(Yes / No)

(If Yes, Upload the poof of experience)

Verified / Not Verified

Remarks

3. **Details of Settlor of Society / Trust / Company approved by Charity (Do not attach separate list)**

Sl. No.	Proposed Institute Name	Institute Location	Name of the members of the Society / Trust/ Company	Designation in Society / Trust/Company	Phone No. /Mobile No.	Action
1.						
2.						
3.						

Verified / Not Verified

Remarks

4. **Resolution of the Society/Trust/Company, pertaining to starting the Institution and allocation of land/ building/ funds to proposed Institution (Yes / No)**

If yes, please Upload copy of resolution as per in Format 1. (Resolution of Society/Trust/ Company).

Verified / Not Verified

Remarks

5. **Name and address of the proposed institution with PIN Code**

Name of the Proposed Institution	Mode of Admission (either through DCECE conducted by BCECE Board or BPTPIA)	Detailed locational Address of the Proposed institution with PIN Code & Phone and Name, Mobile no. & E-mail id of contact person

Note: Upload the copy of the **affidavit-5** regarding selection of the Admission Agency **as per PR No. 13930 (प्रावै०) 13–14**, duly signed and sealed, executed on a non-judicial stamp paper of ₹500, and sworn before a First-Class Executive Magistrate.

Verified / Not Verified

Remarks

Note: Admission through only one mode is permissible as per **PR No. 13930 (प्रावै०) 13–14.**

6. Course(s) proposed to be started from the academic Year (Refer Appendix 1 & 2)

Sr. No	Name of Course	Course Code	Intake Capacity
1			
2			
3			
4			
5			

Verified / Not Verified

Remarks

Note: Kindly ensure the Name of each course should be as per AICTE / SBTE, Bihar Available courses.

7. Has the Society / Trust / Government applied for starting more than one institute such as school, junior college, Degree College using same land & building? (Yes / No)

If yes, please fill the following details

Sr. No	Course Type (UG/PG/ITI/etc)	Name if organisation/School/Institution/etc	Approving Authority	Present Status of institute/organisation	Affiliation Authority

Verified / Not Verified

Remarks

8. Land details (Upload land documents in the prescribed Format 2 of Affiliation norms and guidelines)

a. **Location of Land (Tick whichever is applicable)**

Metro (if applicable)	Urban	Non-Urban
Survey No. Town / City Mauza Area Plot number	Survey No. Town / City Mauza Area Plot number	Survey No. Town / City Mauza Area Plot number

Note: In case the Society/Trust/Government possesses more than one plot of land in its name, **separate and complete details of each plot shall be submitted as per AICTE norms.**

b. Whether land is N.A. (Non-Agricultural) (Yes / No)

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

(Upload copy of approved N.A. (Non-Agricultural order)

c. Whether owned/leased by the applicant Society / Trust/ Company - (Yes/No)

d. If yes, then,

Area: Hectare / Acres / Sq. m

(Upload Copy of Sale deed/Lease deed of land documents showing ownership)

Verified / Not Verified

Remarks

9. Building (Upload photo copy of following documents and format 3 (part A & B) Format 3.

Sr. No.	Description	Yes / No
1	Building plan prepared by Registered Architect? (Upload Format 3 Part B)*	Yes / No
2	Building plan approved by the competent authority.* If yes, then give name of authority with date of approval (Attach copy of approved building plan)	Yes / No
3	Property Card / City Survey map (Upload document approved by the competent Govt. Authority)*	Yes / No

4	Completion certificate (Upload document approved by the competent Govt. Authority)	Yes /No
5	Occupancy Certificate (Upload document approved by the competent Govt. Authority)	Yes / No
6	Part Occupancy Certificate (Upload document approved by the competent Govt. Authority)	Yes / No
7	Structural Stability Certificate (Upload document approved by Structural engineer)	Yes / No
8	Fire Safety Audit Certificate by a competent Govt. Authority (Upload document)*	Yes / No
9	Building Use Certificate (Upload document approved by the competent Govt. Authority)*	Yes / No
10	Property Tax Paid receipt (latest)*	Yes / No
I 1	Registered Lease deed/Sale deed of Institutional Land*	Yes / No
12	Building is adequate and suitable for conduct of courses as per norms.* If yes, then attach layout plan and photograph of the premises at permanent site. (Upload copy of external and Internal Photographs of the building duly attested with seal by the Secretary of the Trust/Society/Company with Date)	Yes / No
13	Other facilities including Hostel, Canteen, Amenities, Staff quarters etc. if available	Yes / No
14	Whether existing Carpet area [in Sq. M.] for this proposal is available and earmarked on the plan along with documents & photographs?* If Yes, give details in following table i. (Administrative area for all courses is common & must be 150 sq.m. to be added in total area) (For the Fire & Safety courses - (FR, & FS) additional adjoining open space (ground) of 2000 sq. m. is required).	Yes / No
15	Whether the 3-phase electricity connection is available?* (If Yes, Upload the recent electricity bill, If No, Upload the copy of application along with acknowledgement slip applied for new connection)	Yes / No

Verified / Not Verified

Remarks

i. Details of existing available academic/Institutional (Carpet) area.

Sr. No.	Full Name of Proposed Course	Area required in (Sq. m) as per AICTE norms					Area available (in Sq.m)				
		No. of Class room	Classroom Area in Sq. m	No. of Lab	Lab Area in sq .m	Total Area in Sq. m	No. of Class room	Classroom Area in Sq. m	No. of Lab	Lab Area in sq .m	Total Area in Sq. m

Note : In addition to the Proposed Course as per AICTE LOA/EOA, details of Science & Humanities department must be provided.

Verified / Not Verified

Remarks

10. Built-up Area:

i. Details of existing building 's Carpet Area (in Sq.m.)

Sr. No.	Particulars	Owned Area (in Sq. m.)	Leased Area (in Sq. m.)
1	Total Academic/ Instructional Area		
2.	Total Administrative Area		
3.	Amenities		
4.	Hostels if any for capacity in number iii) Boys : iv) Girls :		
5.	Others		
	Total Area (in Sq. m.)		

ii. Details of Academic/ instructional Area

Sr. No	Unit	Number available	Actual carpet Area of Each unit in Sq. m.	Area Required as per AICTE Norms (in Sq. m.)	Total Actual Available Area (in Sq. m.)	Seating Capacity of each unit
1.	Classroom					

2.	Drawing Hall					
3.	Laboratories					
4.	Others					
Total Area (in Sq. m.)						
Note: Mention details of each unit separately.						

Note : In addition to the Proposed Course as per AICTE LOA/EOA, details of Science & Humanities department must be provided.

c. Whether the classrooms, drawing halls .are adequately furnished and equipped with teaching aids : YES / NO

If No,, then mention details of deficiencies.

d. Whether hostel facility is available: YES / NO

If yes, then mention total No. of students accommodated in Hostel:

Boys - Girls –

Verified / Not Verified

Remarks

11. Details of the Principal [or Director]: (Upload copy of appointment)

Name	
Type of Appointment: -	
Telephone (Office)	STD Code :
Telephone (Residential) •	STD Code
Mobile No. .	E-mail id:

Verified / Not Verified

Remarks

12. Teaching / Non-teaching Staff Details (Attach separate list of identified staff for appointment if staff is yet to be appointed as on application date).

A. Faculty details

Sr. No.	Full Name of the Course	Proposed Intake	Number of faculty	Numbers Appointed

			required as per AICTE norms	Regular	Contract	Visiting	Total
			LECT.	LECT.	LECT.	LECT.	LECT.

B. Details of Course wise faculty

Full name of the Course –

Sr. No.	Branch Name	Name of the staff	Type of Staff	Designation	Qualification/ specialization	Date of joining the Institution		
						Regular	Part Time	Visiting

Note: Apart from the AICTE Letter of Approval (LoA), details of one additional Science & Humanities department are required. In this section, faculty information from the backgrounds of Physics, Chemistry, Mathematics, English, Economics, etc., should be filled in correctly. (Separate Branch wise faculty details should be updated)

C. Details of Non-teaching staff

Sr. No.	Name of the staff	Designation	Qualification	Date of joining the Institutions
1	2	3	4	5

Verified / Not Verified

Remarks

13. Equipment details:

Whether the machinery and equipment in the labs, workshops, etc. are available as per AICTE norms (YES / NO)

If Yes, Upload the detailed list of equipment's in all laboratory. (Semester I and Semester II, as per SBTE, Bihar Curriculum)

If No, Upload the current available list of equipment for all laboratories.

Verified / Not Verified

Remarks

14. Library details:

i) Carpet Area (in Sq.m.):

Reading Hall Area:

Stacking Area:

Total Area (in Sq.m.):

ii) Whether Regular Librarian is appointed: Yes / No

iii) List of books & cash memo / invoice of books:

iv) Digital Library facility available: Yes/No

v) Reading hall Capacity:

vi) Books (Branch-wise Break-up list)

Branch Name	Number of Titles	Number of Volumes	Number of Journals Periodicals

Verified / Not Verified

Remarks

15. Computer Centre (If applicable to the course(s))

a. Infrastructural facilities:

1. Total Carpet Area of Computer Centre (in Sq. m):
2. Number of Computer Labs
3. Total No. of Computers in the Institute

No. of Latest Version Computer	No. of PC/Laptops	Total

b. Hardware & Peripherals:

Details		Number
a	Number of Terminals connected to LAN/WAN	
b	Type of Backup (UPS/Genset)	
c	Number of Printers	

c. Software:

a)	Operating System for Network	
b)	Operating System for Desktop	
c)	List of application Software and compilers available	
Cost (for application Software only) (Rs.		

d. Internet connectivity:

i. Bandwidth available: Mbps

(Upload the recent copy of bill payment slip)

Verified / Not Verified

Remarks

16. **Any other information, which the applicant may like to furnish additional information (If any) in support of the proposal.**

Verified / Not Verified

Remarks

17. Whether the institution has obtained ISO 21001:2025 Certification? (Yes/No)

Verified / Not Verified

Remarks

18. **Whether the institution has obtained Certification from Quality council of India- National Accreditation Board for Education and Training (QCI-NABET)? (Yes/No)**

Verified / Not Verified

Remarks

19. Declaration regarding NBA Accreditation for all branches:

As the Head of the Institution, I hereby declare that the institute will obtain NBA accreditation and submit the certification within the stipulated timeframe upon attaining eligibility as on date <.....>.(date on which attaining eligibility)

Please upload the duly signed and sealed copy of **Affidavit–6,** pertaining to NBA certification for all branches, duly sworn before a First-Class Magistrate on non-judicial stamp paper of ₹500.

Verified / Not Verified

Remarks

20. DECLARATION (Attach Affidavit–1 regarding the application submitted to SBTE, Bihar, duly filled, signed, and in accordance with the prescribed Affiliation Norms and Guidelines.)

Verified / Not Verified

Remarks

Course wise marking out of 100 points.

Sl no	Name of Course	Learning Resources (100 Point)	Books & Library (100 Point)	Laboratory Practices (100 Point)	Space Available for Students Centric Amenities/Activities (100 Point)	Overall Average

Certified that the documents are verified and that the site is personally inspected on date…… and the factual information is as per mentioned above.

Overall Remarks of Expert Committee (Facts & finding):

Deficiency Reported

Sr. No.	Criteria condition that has deficiency	Deficiency observed

Date of inspection:

Name & Signature of Committee Members:

Chapter II

Affiliation Process for Renewal of Extension of Affiliation of Existing Institute/ Introduction of new course/s in existing institute (AICTE approved or conducting Diploma Programmes) [Variation in intake in existing courses / Replacement of Course(s)/ Closure of courses / Change in name / Change in Management/ Closure of Institution offering AICTE/SBTE, Bihar approved Diploma courses .

Existing SBTE, Bihar affiliated Institution established and offering AICTE approved Diploma programmes or SBTE, Bihar approved Diploma Courses may submit an application to SBTE, Bihar for Renewal of Extension of Affiliation / Introduction of new courses in existing Institute.

[Variation in intake (non-zero) in existing courses / Replacement of Course(s) / Closure of courses / Change in name / Change in Management / Closure of Institution offering SBTE, Bihar approved Diploma Courses.

1. Application for the above purpose shall be considered in accordance with Intake & Number of Courses in the Institution given in Appendix 2 of this Manual and on fulfilment of the following requirements: -
2. Availability of Principal/Director qualified as per AICTE, norms in existing institution.
3. 100% fulfilment in Faculty: Student ratio (as per AICTE norms) in existing Institution.
4. 100% fulfilment of Carpet area and other infrastructure requirement for existing Technical Institution.
5. Readiness of Carpet area and other infrastructure requirement for introduction of additional course / Variation in intake (non-zero) in existing courses as applicable.
6. Previous Year affiliation letter from SBTE, Bihar for existing courses – Letter No. & Date.
7. Variation in intake and/or introduction of new courses in an existing institute shall be permitted for a maximum of three (03) courses only, and the maximum intake for any course shall be restricted strictly as per AICTE norms.
8. The existing courses had been reviewed considering the affiliations & corresponding enrolments in the previous years and the existing courses to be continued. The courses other than those indicated in SBTE, Bihar and those mentioned in this AICTE Approval Process Manual, shall apply for their replacement as per the norms applicable.

2. **Submission of Application**

2.1 For online application the institutes are required to used institutional log-in available with them. The applicant institution shall ensure that all data and information pertaining to Chapter-I of the Affiliation norms and guidelines, of SBTE, Bihar are correctly filled and submitted.

Thereafter, the following details shall also be furnished. After that, the applicant will use same credentials to fill up Name and Address of applicant Society/Trust/Company/ Government Institute/ Government Aided Institute.

Apart from online submission of application along with documents uploaded as attachments, in the prescribed format, should be submitted to the SBTE, Bihar. In case the application/fee for affiliation is submitted after the due date notified by State Board of Technical Education, Bihar, **a late fine of ₹1,500/- per day shall be charged, subject to a maximum limit of ₹1,00,000/-.** However, the application along with late fine shall be accepted only up to one week prior to the last date prescribed by AICTE for grant of affiliation.

Application Form should have following documents attached in the order as below.

1. An **Affidavit 1 (of SBTE affiliation norms and guidelines)** on a Non-Judicial Stamp Paper of Rs. 500/-, duly sworn before a First-Class Magistrate stating that the information given in the application is true and that if it fails to disclose all the information or suppresses and/or misrepresents the information and if it is found that the information given in the application is false, the SBTE, Bihar will be free to take action including withdrawal of approval and/or any other action as deemed necessary.
2. An **Affidavit 4 (of SBTE affiliation norms and guidelines),** on a non-judicial stamp paper by the Chairman/Secretary of the trust /management of the Institution stating that the Society / Trust/ Institution is liable for all consequences including the settlement of all dues of the faculties, employees, students and other agencies, arising out of the Closure of course/s / Change in Name / Closure of Institution/ Replacement of course(s)/Change in management in the format.
3. An undertaking on a non-judicial stamp paper by the Institution as per format in **Affidavit 8 (of SBTE affiliation norms and guidelines).**
4. Proof of verification of completed building construction with respect to approved building plan, Carpet area (sq. m) and number of rooms with respect to AICTE norms, in **Format 3 (of SBTE affiliation norms and guidelines,)** duly endorsed by an Architect registered with Council for Architecture.
5. Details of Built-up structure available exclusively for the proposed New Courses and/or variation in intake in the Institution with safety and hygiene precautions ensured during partial Occupancy, if any, certified by the Architect registered with the Council of Architecture.
6. Master Plan of the Campus for the entire land indicating land-use, circulation, landscaping, infrastructure certified by Architect registered with the Council of Architecture.
7. Floor Plans, Sections and Elevations of all existing Academic building including Area details certified by Architect registered with the Council of Architecture.

8. Proof of sanction of required electrical load for proposed New Courses and/or variation in intake in the Institution.
9. List of equipment required as per SBTE, Bihar Curriculum and equipment available for proposed New Courses and/or variation in intake in the Institution in a tabular form.
10. Last 5 pages of the Stock Register of existing Equipment / Computers / Software etc.
11. Last five pages of the Accession Register for existing Library Books and list of books procured for proposed New Courses and/or variation in intake in the Institution.
12. Copy of Invoice/Cash Memo for newly added Equipment and Library Books for proposed New Courses and/or variation intake in the Institution.
13. Copy of the advertisement for election and appointment orders of teaching faculty for proposed new Courses and/or variation intake in the Institution. Appointment of Teaching Staff for newly approved courses.
14. The Institutions applying for Letter of Approval for new course and/or variation in intake shall comply with appointment/ identification of teaching staff as per norms stated by the AICTE, norms and other technical supporting staff & administrative staff before submitting the application. The information about these appointments of staff in the prescribed format shall be submitted along with the application.

2.3 Documents required for the building related items.

2.3.1. Layout plan of Survey land area (Index/Najri Naksha)

2.3.2. Completion Certificate, Occupancy Certificate from Competent Authority such as —

a. Municipal Corporation.
b. Municipal Council
c. Gram Panchayat

2.3.3. Building Use Certificate from

a. Competent Authority
b. Society of Building

2.3.4. Tax paid receipt copy (latest)

2.3.5. Sale Deed/Lease Deed of Institutional Land

2.3.6. Structural Safety Certificate from registered Structural Engineer with local body, if applicable.

Note: Mezzanine floor area will not be considered as Carpet area.

2.3.7. Latest Fire Safety audit from competent authority.

2.3.8. Land document showing ownership in the name of Society/Trust/Government in the form of Registered Sale Deed/irrevocable Gift Deed (Registered)/Lease (for a minimum period of 30 years) by the concerned authority of Government or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant Society/Trust/Government. In case, the land documents are in language,

notarized English translation of the documents shall be produced. **Format 2 (of SBTE affiliation norms and guidelines).**

2.3.9. Copy of letter from Competent Authority as designated by the Government of Bihar for classification of land, with respect to its location i.e Metro (if applicable)/Urban/Non-Urban.

2.3.10. Land Use Certificate permitting the land to be used for educational purpose, from the Competent Authority along with Topo-sketch/Village Map indicating land Survey Nos and a copy of road map showing location of the proposed site of the Institution.

2.3.11. Khasra plan (master plan) to show that the land is contiguous.

2.3.12. Site Plan, Building Plan of proposed Institution prepared by an Architect registered with Council for Architecture (COA) and duly approved by the Competent Plan Sanctioning Authority. Format 3 **(of SBTE affiliation norms and guidelines)**.

2.3.13. Building plan approved by the competent authority.

2.3.14. Property Card / City Survey map

2.3.15. Completion Certificate / Occupancy Certificate/Part Occupancy Certificate, if applicable.

2.3.16. Structural Stability certificate if applicable.

2.3.12 Fire Safety Audit Certificate from competent authority

2.3.13 Building is adequate and suitable for conduct of courses as per norms. If yes, then attach layout plan and photograph of the premises at permanent site. (Attach copy of external and Internal Photographs of the building duly attested with seal by the Secretary of the Society / Trust/ Company with Date).

2. **Scrutiny of Applications**

a. The Applications shall be evaluated by a Scrutiny Committee appointed by Secretary, SBTE, Bihar.

b. The Scrutiny Committee will scrutinize all applications for verifying all original documents of their proposals along with Originals of all documents as specified & mentioned in para 4.3 of chapter 1. Based on the recommendations of the Scrutiny Committee, concerned office of SBTE, Bihar will communicate discrepancies**,** if any, immediately to the applicant Society/Trust/Company by the date as stated in time schedule.

c. The applicant Society/Trust/Company may rectify the discrepancies and submit the compliance by the date as stated (Online/offline) in time schedule for reconsideration by the Scrutiny Committee. The last date for reconsideration of such applications by the Scrutiny Committee will be as stated in time schedule.

d. The applications which are found to be in order in all respects by the Scrutiny Committee will be processed further for Physical Inspection of the infrastructure, facilities, equipment, and human resources etc. by an Academic Monitoring Committee.

3. **Academic Monitoring Committee**

The Academic Monitoring Committee/Third Party Assessment shall visit the proposed premises of the Institution whose application after scrutiny has been found prima facie eligible for assessment. The committee shall verify the readiness with respect to academic infrastructure i.e. Building, Computer, Software, Internet, Printers, Laboratory Equipment, Books, Journals, Library, Additional Essential and Desired requirements for Technical Institution progress, with respect to the norms, standards and conditions prescribed by the SBTE, Bihar. The Academic Monitoring Committee/Third Party Assessment shall visits will be conducted as per schedule declared by SBTE, Bihar.

The applicant Institution / Society/ Trust shall be required to make available the original documents / necessary information mentioned to the Academic Monitoring Committee/Third party.

The Academic Monitoring Committee/Third Party shall submit the duly signed report in the **format 5B** immediately after the visit to SBTE, Bihar online portal.

5. **Assessment of applications by the Affiliation committee**

The Committee report along with the report shall be submitted online through Affiliation Portal on the same Day. SBTE, Bihar after receiving all the reports of the Committees, shall compile the reports for putting up before the Affiliation Committee for further consideration.

The Affiliation committee will take the necessary decision regarding the Grant or Non- Grant of affiliation to the Institution for the applied academic year. Afterward the Institutions will be as notified and published by SBTE, Bihar.

However, Affiliation committee reserve the rights to revoked the affiliation in case of any violation of norms, conditions, and requirements and/or non-performance by the Institution and/or complaints against the Institution.

6. Schedule for processing of applications for renewal for extension of affiliation/ introduction of new course/s in existing institute (AICTE approved or conducting Diploma Programmes) /Variation in intake (non-zero) in existing courses / Replacement of Course(s)/ Closure of courses / Change in name / Change in Management/ Closure of Institution to be adopted by SBTE, Bihar affiliated Institutes offering SBTE, Bihar approved Diploma courses as specified in notification.

Annexure 2

State Board of Technical Education

Bihar

Application for **Extension of Affiliation** / Introduction of New Courses in existing institute (AICTE approved Diploma Programmes) / Variation in intake in existing Courses /Replacement of Course(s)/ Closure of courses in existing Institute / Change in name/ Change in Management/ Closure of Institution

Address: State Board of Technical Education
4th Floor, Technology Bhawan, Vishweshariya Bhawan Campus, Bailey Road, Patna, Bihar
PIN - 800015, India.
Email: sbtebihar@bihar.gov.in, sbte.patna@gmail.com
Website: **https://sbte.bihar.gov.in**

CHECK - LIST OF ENCLOSURES

Kindly ensure that following documents are uploaded before submitting it SBTE, Bihar.

1. Registration document of the Society/Trust/Government indicating members of Society/Trust/ Government and its objectives and Memorandum of Associations, duly attested / certified by the concerned Authority.
2. Resolution of the Society/Trust/ Government, pertaining to starting the Institution and allocation of land/ building/ funds to proposed Institution. Format 1 & Affidavit 3 of SBTE, Bihar Affiliation norms and guidelines.
3. Resolution of the Society/Trust/Company, pertaining allocation of land/ building/ funds to proposed New Courses and/or variation in intake in the Institution.
4. Copy of latest Extension of approval and deficiency report from AICTE and Previous Year SBTE, Bihar affiliation letter and deficiency report.
5. Land document showing ownership in the name of Society/Trust/ Government in the form of Registered Sale Deed/irrevocable Gift Deed (Registered)/Lease by the concerned authority of Government or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant Society/Trust/ Government. In case, the land documents are in any language other than Hindi or English, notarized English translation of the documents shall be produced. Format 2 of Affiliation norms and guidelines.
6. Copy of letter from Competent Authority as designated by the Government of Bihar for classification of land, with respect to its location i.e. Metro/ Urban / Non-Urban.
7. Land Use Certificate permitting the land to be used for educational purpose, from the Competent Authority along with Topo-sketch/Village Map indicating land Survey Nos and a copy of road map showing location of the proposed site of the Institution.
8. Khasra plan (master plan) to show that the land is contiguous:
9. Site Plan, Building Plan of proposed Institution prepared by an Architect registered with Council for Architecture (COA) and duly approved by the Competent Plan Sanctioning Authority. Format 3.
10. Building plan prepared by Registered Architect (Master Plan of the Campus for the entire land indicating land-use, circulation, landscaping, infrastructure certified by Architect registered with the Council of Architecture, Floor Plans, Sections and Elevations of all existing Academic building including Area details certified by Architect registered with the Council of Architecture)
11. Building plan approved by the competent authority.
12. Property Card / City Survey map.
13. Building Completion Certificate.
14. Occupancy Certificate/Part Occupancy Certificate, If applicable.
15. Structural Stability certificate from structural Engineer, If applicable.
16. Fire Safety Audit Certificate by a competent Authority.

17. Building Use Certificate from competent authority.
18. Property Tax Paid receipt (latest)
19. Registered Lease deed/Sale deed of Institutional Land.
20. Building is adequate and suitable for conduct of courses as per norms. If yes, then attach layout plan and photograph of the premises at permanent site. (Attach copy of external and Internal Photographs of the building duly attested with seal by the Secretary of the Society /Trust / Government with Date). Details of Carpet structure available for existing courses and exclusively for the proposed New Courses and/or variation in intake in the Institution with safety and hygiene precautions ensured during partial Occupancy, if any, certified by the Architect registered with the Council of Architecture.
21. Other facilities including Hostel, Canteen, Amenities, Staff quarters etc if available and submitted to AICTE applications.
22. Land and Building use certificate for educational purpose from competent authority.
23. Proof of sanction of required electrical load for proposed New Courses and/or variation in intake in the Institution
24. List of equipment as per curriculum & Equipment available. (Stock Register of existing Equipment / Computers / Software for proposed New Courses and/or variation in intake in the Institution.)
25. List of Library books available & invoice / cash memo purchased of library books. (Library Books for proposed New Courses and/or variation in intake in the Institution.)
26. Letter of Appointment/Offer Letter issued to faculty.
27. Affidavit 1 of affiliation norms and guidelines.

Application Form

Application Form for Extension of Affiliation/ Introduction of New Courses in existing institute (AICTE approved Diploma Programmes)/ Variation in intake in existing Courses /Replacement of Course(s)/ Closure of courses in existing Institute / Change in name/ Change in place /Change in Management/ Closure of Institution / Replacement of Course from Institutes in existing AICTE approved.

SBTE, Bihar Institute code: ……

1. **(a) Name and address (with Pin Code) of the Applicant Society / Trust / Government /Government Aided/Private Institutions**

Name:

Address:

Pin code:

STD Code : Phone No. .

Name of Chairman/Secretary/Principal (Society/Trust/Government/Organization/Institute):

Mobile No.:

E-mail Address:

Name of the alternate Contact person: Phone No.:

(b) Enter/Upload the AICTE/SBTE, Bihar related details

i. Enter the AICTE Application number:
ii. Enter the AICTE Extension of Approval and Issuance date:
iii. Upload the copy of Extension of Approval:
iv. Upload the AICTE generated deficiency:
v. Upload the filled (Generated pdf) AICTE application Part-I:
vi. Upload the filled (Generated pdf) AICTE application Part-II:
vii. Upload the undertaking and all affidavit submitted to AICTE (in a single pdf):
viii. Upload other document if submitted to AICTE (Mention the document name also):
ix. Upload the copy of previous year SBTE, Bihar affiliation letter:

2. **Details of the Applicant Society / Trust/ Government**

The Registration Number under Society Act with date and place of Registration:

i Registration Number with Charity Commissioner with date and place:

(a) Upload Copy of Registration of Society / Trust/ Government along with details of Constitution, memorandum of association of the Society / Trust/Company.

ii Whether the Society / Trust/ Government have an experience in running educational Institutes. (Yes / No)

(If Yes, Upload the poof of experience)

3. Details of Settlor of Society / Trust / Company approved by Charity (Do not attach separate list)

Sl. No.	Institute Name & Code	Institute Location	Name of the members of the Society / Trust/ Company	Designation in Society / Trust/Company	Phone No. /Mobile No.	Action
1.						
2.						
3.						

4. Resolution of the Society/Trust/Company, pertaining to starting the Institution and allocation of land/ building/ funds to new proposed AICTE approved Diploma Course / Closure of course /any variation in the intake of Course (Yes / No)

If yes, please Upload copy of resolution. (Resolution of Society/Trust/Government).

5. Name and address of the institution with PIN Code

Name of the Institution	Mode of Admission (either through DCECE conducted by BCECE Board or BPTPIA)	Detailed locational Address of the institution with PIN Code & Phone and Name, Mobile no. & E-mail id of contact person

Note: Upload the copy of the **affidavit-5** regarding selection of the Admission Agency **as per PR No. 13930 (प्रावै०) 13–14**, duly signed and sealed, executed on a non-judicial stamp paper of ₹500, and sworn before a First-Class Executive Magistrate.

6. Existing SBTE, Bihar Approved Courses / Proposal for Additional AICTE approved Diploma Courses / Variation in intake Capacity / Replacement of Course(s)/ Closure of course / Change in Name of Trust/Society/Company/ Change in Name / Change in Management/ Closure of Institution

a) Existing SBTE, Bihar approved courses with intake in the Institution.

Sr. No	Name of the SBTE, Bihar	Course Code	Approved Intake for first year	Number of students	Approved Intake for	Number of students admitted	Approved Intake for third year	Number of students admitted

	approved course			admitted for first year (cay-1)	Second year	for Second year (cay-2)		for Third year (cay-3)

(cay- current affiliation year i.e 2026-27)

b) New additional AICTE or SBTE, Bihar approved Diploma Courses proposed to be introduced in approved Institution (Refer Appendix 1 & 2): Yes/No.

If Yes, then submit data as per below:

Sr. No.	Name of Courses	Course Code	Intake Capacity

c) Courses in which variation in intake is proposed for Academic Year (Refer Appendix 1 & 2): Yes/No.

If Yes, then submit data as per below:

Sr. No.	Name of Courses (SBTE, Bihar Approved Diploma Courses)	Course Code	Existing Intake	Proposed New Intake	Increase/ Reduction in Intake

d) Whether any Closure of existing Course is proposed: Yes/No.

If Yes then submit the follow data:

Sl no.	Name of Course	Course Code	Existing Intake

Upload copy of Affidavit 7 as per SBTE, Affiliation norms on a notarized stamp paper of Rs.500/- Sworn before a first-class Magistrate by the Chairman/Secretary of the Trust of Institute regarding legal issues due to closure of course.

e) Whether Change in Name and/or Management of Trust/Society is proposed: Yes / No.

If Yes, then, Upload resolutions of trust and Affidavit 8 (affidavit for change in management as per SBTE, Bihar affiliation norms) on a notarized stamp paper of Rs.500/- Sworn before a first-class Magistrate.

f) Whether Change in Name of Institute is proposed: Yes / No.

If Yes, then Upload resolution of Trust/Society/Company

Existing Name	Proposed Name

7. Has the Society / Trust / Government applied for starting more than one institute such as school, junior college, Degree College, etc using same land & building? (Yes / No)

If yes, please fill the following details

Sr. No	Course Type (UG/PG/ITI/etc)	Name if organisation/School/Institution/etc	Approving Authority	Present Status of institute/organisation	Affiliation Authority

8. Land details (Upload land documents in the prescribed Format 2 of Affiliation norms and guidelines)

a. **Location of Land (Tick whichever is applicable)**

Metro	Urban	Non-Urban
Survey No. Town / City Mauza Area Plot number	Survey No. Town / City Mauza Area Plot number	Survey No. Town / City Mauza Area Plot number

Note: In case the Society/Trust/Government possesses more than one plot of land in its name, **separate and complete details of each plot shall be submitted as per AICTE norms.**

b. Whether land is N.A. (Non-Agricultural)(Yes / No)
If yes, then give name of approving authority with date of approval
(Upload copy of approved N.A. (Non-Agricultural order)

c. Whether owned/leased by the applicant Society / Trust/ Company - (Yes/No)

d. If yes, then,
Area: Hectare / Acres / Sq. m

(Upload Copy of Sale deed/Lease deed of land documents showing ownership)

9. Building (Upload photo copy of following documents and format 3 (part A & B) Format 3.

Sr. No.	Description	Yes / No
1	Building plan prepared by Registered Architect? (Upload Format 3 Part B)*	Yes / No
2	Building plan approved by the competent authority.* If yes, then give name of authority with date of approval (Attach copy of approved building plan)	Yes / No
3	Property Card / City Survey map (Upload document approved by the competent Govt. Authority)*	Yes / No
4	Completion certificate (Upload document approved by the competent Govt. Authority)	Yes /No
5	Occupancy Certificate (Upload document approved by the competent Govt. Authority)	Yes / No
6	Part Occupancy Certificate (Upload document approved by the competent Govt. Authority)	Yes / No
7	Structural Stability Certificate (Upload document approved by Structural engineer)	Yes / No
8	Fire Safety Audit Certificate by a competent Govt. Authority (Upload document) *	Yes / No
9	Building Use Certificate (Upload document approved by the competent Govt. Authority)*	Yes / No
10	Property Tax Paid receipt (latest)*	Yes / No
I 1	Registered Lease deed/Sale deed of Institutional Land*	Yes / No
12	Building is adequate and suitable for conduct of courses as per norms.* If yes, then attach layout plan and photograph of the premises at permanent site. (Upload copy of external and Internal Photographs of the building duly attested with seal by the Secretary of the Trust/Society/Company with Date)	Yes / No
13	Other facilities including Hostel, Canteen, Amenities, Staff quarters etc. if available	Yes / No
14	Whether existing Carpet area [in Sq. M.] for this proposal is available and earmarked on the plan along with documents & photographs?* If Yes, give details in following table i.	Yes / No

	(Administrative area for all courses is common & must be 150 sq.m. to be added in total area) (For the Fire & Safety courses - (FR, & FS) additional adjoining open space (ground) of 2000 sq. m. is required).	
15	Whether the 3-phase electricity connection is available?* (If Yes, Upload the recent electricity bill, If No, Upload the copy of application along with acknowledgement slip applied for new connection)	Yes / No

i. Details of existing available academic/Institutional (Carpet) area.

Sr. No.	Full Name of Course	Area required in (Sq. m) as per AICTE norms					Area available (in Sq.m)				
		No. of Class room	Classroom Area in Sq. m	No. of Labs	Lab Area in sq .m	Total Area in Sq. m	No. of Class room	Class room Area in Sq. m	No. of Labs	Lab Area in sq .m	Total Area in Sq. m

Note : In addition to the Proposed Course as per AICTE LOA/EOA, details of Science & Humanities department must be provided.

10. Built-up Area:

i. Details of existing building 's Carpet Area (in Sq.m.)

Sr. No.	Particulars	Owned Area (in Sq. m.)	Leased Area (in Sq. m.)
1	Total Academic/ Instructional Area		
2.	Total Administrative Area		
3.	Amenities		
4.	Hostels if any (capacity in number) v) Boys : vi) Girls :		
5.	Others		
	Total Area (in Sq. m.)		

ii. Details of Academic/ instructional Area

Sr. No	Unit	Number available	Actual carpet Area of Each unit in Sq. m.	Area Required as per AICTE Norms (in Sq. m.)	Total Actual Available Area (in Sq. m.)	Seating Capacity of each unit
~~1.~~	~~Classroom~~					
2.	Drawing Hall					
~~3.~~	~~Laboratories~~					
4.	Others					
Total Area (in Sq. m.)						
Note: Mention details of each unit separately.						

Note : In addition to the approve Course as per AICTE LOA/EOA, details of Science & Humanities department must be provided.

a. Whether the classrooms, drawing halls .are adequately furnished and equipped with teaching aids :
YES / NO
If No,, then mention details of deficiencies.

b. Whether hostel facility is available: YES / NO
If yes, then mention total No. of students accommodated in Hostel:
Boys - Girls -

11. Details of the Principal [or Director]: (Upload copy of appointment)

Name	
Type of Appointment: -	
Telephone (Office)	STD Code :
Telephone (Residential) •	STD Code
Mobile No. .	E-mail id:

12. Teaching / Non-teaching Staff Details (Attach separate list of identified staff for appointment if staff is yet to be appointed as on application date).

A. Faculty details

Sr. No.	Full Name of the Course	Proposed Intake	Number of faculty required as per AICTE norms	Numbers Appointed			
				Regular	Contract	Visiting	Total
			LECT.	LECT.	LECT.	LECT.	LECT.

B. Details of Course wise faculty

Full name of the Course –

Sr. No.	Branch Name	Name of the staff	Designation	Qualification/ specialization	UAN (Universal Account Number) of Employees' Provident Fund)	Total Annual salary credited during the last financial year	Total Tax Deducted at Source (TDS) during the last financial year	Date of joining the Institution		
								Regular	Part Time	Visiting

Note: Apart from the AICTE Extension of Approval (EoA), details of one additional Science & Humanities department are required. In this section, faculty information from the backgrounds of Physics, Chemistry, Mathematics, English, Economics, etc., should be filled in correctly. (Separate Branch wise faculty details should be updated)

C. Details of Non-teaching staff

Sr. No.	Name of the staff	Designation	Qualification	UAN (Universal Account Number) of Employees' Provident Fund)	Total Annual salary credited during the last financial year	Total Tax Deducted at Source (TDS)	Date of joining the Institutions

						during the last financial year	
1	2	3	4	5	6	7	8

13. Equipment details:

Whether the machinery and equipment in the labs, workshops, etc. are available as per AICTE norms (YES / NO)

If Yes, Upload the detailed list of equipment's in all laboratory. (including for newly introduced courses as per AICTE norm / SBTE, Bihar Curriculum, if applicable)

If No, Upload the current available list of equipment for all laboratories.

14. Library details:

i) Carpet Area (in Sq.m.):

Reading Hall Area:

Stacking Area:

Total Area (in Sq.m.):

ii) Whether Regular Librarian is appointed: Yes / No

iii) List of books & cash memo / invoice of books:

iv) Digital Library facility available: Yes/No

v) Reading hall Capacity:

vi) Books (Branch-wise Break-up list)

Branch Name	Number of Titles	Number of Volumes	Number of Journals Periodicals

15. Computer Centre (If applicable to the course(s))

a. Infrastructural facilities:

1. Total Carpet Area of Computer Centre (in Sq. m):
2. Number of Computer Labs
3. Total No. of Computers in the Institute

No. of Latest Version Computer	No. of	Total

	PC/Laptops	

b. Hardware & Peripherals:

Details		Number
a	Number of Terminals connected to LAN/WAN	
b	Type of Backup (UPS/Genset)	
c	Number of Printers	

c. Software:

a)	Operating System for Network	
b)	Operating System for Desktop	
c)	List of application Software and compilers available	
Cost (for application Software only) (Rs.		

d. Internet connectivity:

i. Bandwidth available: Mbps

(Upload the recent copy of bill payment slip)

16. **Board examination results of all branches and all semesters:**

Sl no	**Name of Branch**	**Semester (I/II/III/IV/V/VI)**	**Total no. of students appeared**	**Total no of students passed**	**No. of students passed with 1st class with Distinction**	**No. of students passed with 1st class**	**No. of students passed with 2nd class / Pass / promoted**

17. Enrolment details of all branches for the previous academic year:

SL no	**Name of Branch**	**No. of Students enrolled in each semester as per previous Academic Year**					
		Semester I	**Semester II**	**Semester III**	**Semester IV**	**Semester V**	**Semester VI**

18. Details of add-on courses completed by students of all semesters (Branch-wise) for the previous academic year:

SL no	Name of Branch	Name of add on courses (CISCO/SPOKEN Tutorial/ NPTEL/etc)	No. of Students enrolled in each semester as per previous Academic Year					
			Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI

19. Details of Placement for the previous Academic Year:

Sl no	Total number of students eligible for placement	No. of Company Visited	Total no of students Placed	Highest Package	Lowest Package	Average Package

(a) Enter branch-wise details of placement breakup of the company.

SL no	Name of Company	Date of Placement Drive	Total no. of students Placed	Enter branch-wise placement breakup details for the company,					
				Branch Name 1	Branch Name 2	Branch Name 3	Branch Name 4	Branch Name 5	Branch Name 6

20. Details of Faculty Sponsored training Program:

SL no	Name of Faculty	Contact no.	Email id	Designation	Name of the training / professional course / conference / workshop/etc attended	Certification number	Duration in (Days/Week)

21. **Any other information, which the applicant may like to furnish additional information (If any) in support of the proposal.**

22. **Whether the institution has obtained ISO 21001:2025 Certification? (Yes/No)**

    (If yes, Upload the ISO 21001:2025 certificate)

23. **Whether the institution has obtained Certification from Quality council of India- National Accreditation Board for Education and Training (QCI-NABET)? (Yes/No)**

    (If Yes, Upload certificate)

24. **NBA Accreditation for all branches: (YES/NO)**

    If Yes, Upload the NBA certificate

    If No, Declaration regrading **NBA Accreditation for all branches**

    As the Head of the Institution, I hereby declare that the institute will obtain NBA accreditation and submit the certification within <3*> years from the undertaking date i.e by < date.....>

    (Note: *4 years i.e. additional 1 year is permitted for institution having ISO 21001:2025 certification)

    Please upload the duly signed and sealed copy of **Affidavit–9,** pertaining to NBA certification for all branches, duly sworn before a First-Class Magistrate on non-judicial stamp paper of ₹500.

    *That in case the Institution avails the **additional period of one (01) year** for obtaining NBA accreditation, it is hereby undertaken that a valid ISO 21001:2025 certification shall be uploaded and submitted along with Affidavit–9 as prescribed.

25. **DECLARATION (Attach Affidavit 1, Regarding Application Submitted to SBTE, Bihar of Affiliation norms and guidelines, duly filled & signed)**

(Authorized Signatory of the Applicant)

Name: Designation:

Place: (Seal)

Date:

Format 5A

Committee Inspection Report for Establishment of Existing Institution seeking affiliation from SBTE, Bihar for AICTE approved diploma courses for the Academic Session ……...

Guidelines to the Committee

- To verify all the information from the documents produced by institute/trust for correctness.
- To enter your remarks for the physically verified information.
- To attach additional pages, if necessary, in support of your remarks.
- To note that the Teacher- Student Ratio is as per AICTE norms & other required infrastructure is as per AICTE norms.

Committee Report

Inspection Report for Extension of Affiliation/ Introduction of New Courses in existing institute (AICTE approved Diploma Programmes)/ Variation in intake in existing Courses /Replacement of Course(s)/ Closure of courses in existing Institute / Change in name/Change in Management/ Closure of Institution / Replacement of Course from Institutes in existing AICTE approved.

SBTE, Bihar Institute code: ……

1. **(a) Name and address (with Pin Code) of the Applicant Society / Trust / Government /Government Aided/Private Institutions**

   Name:

   Address:

   Pin code:

   STD Code : Phone No. .

   Name of Chairman/Secretary/Principal (Society/Trust/Government/Organization/Institute):

   Mobile No.:

   E-mail Address:

   Name of the alternate Contact person: Phone No.:

   Verified / Not Verified

   Remarks

   (b) Enter/Upload the AICTE/SBTE, Bihar related details

   i. Enter the AICTE Application number:
   ii. Enter the AICTE Extension of Approval and Issuance date:
   iii. Upload the copy of Extension of Approval:
   iv. Upload the AICTE generated deficiency:
   v. Upload the filled (Generated pdf) AICTE application Part-I:
   vi. Upload the filled (Generated pdf) AICTE application Part-II:
   vii. Upload the undertaking and all affidavit submitted to AICTE (in a single pdf):
   viii. Upload other document if submitted to AICTE (Mention the document name also):
   ix. Upload the copy of previous year SBTE, Bihar affiliation letter:

2. **Details of the Applicant Society / Trust/ Government**

   The Registration Number under Society Act with date and place of Registration:

   i Registration Number with Charity Commissioner with date and place:

   (a) Upload Copy of Registration of Society / Trust/ Government along with details of Constitution, memorandum of association of the Society / Trust/Company.

ii Whether the Society / Trust/ Government have an experience in running educational Institutes. (Yes / No)

(If Yes, Upload the poof of experience)

Verified / Not Verified

Remarks

3. Details of Settlor of Society / Trust / Company approved by Charity (Do not attach separate list)

Sl. No.	Institute Name & Code	Institute Location	Name of the members of the Society / Trust/ Company	Designation in Society / Trust/Company	Phone No. /Mobile No.	Action
1.						
2.						
3.						

Verified / Not Verified

Remarks

4. Resolution of the Society/Trust/Company, pertaining to starting the Institution and allocation of land/ building/ funds to new proposed AICTE approved Diploma Course / Closure of course /any variation in the intake of Course (Yes / No)

If yes, please Upload copy of resolution of trust. (Resolution of Society/Trust/Government).

Verified / Not Verified

Remarks

5. Name and address of the proposed institution with PIN Code

Name of the Proposed Institution	Mode of Admission (either through DCECE conducted by BCECE Board or BPTPIA)	Detailed locational Address of the Proposed institution with PIN Code & Phone and Name, Mobile no. & E-mail id of contact person

Note: Upload the copy of the **affidavit-5** regarding selection of the Admission Agency **as per PR No. 13930 (प्रावै०) 13–14**, duly signed and sealed, executed on a non-judicial stamp paper of ₹500, and sworn before a First-Class Executive Magistrate.

Verified / Not Verified

Remarks

6. Existing SBTE, Bihar Approved Courses / Proposal for Additional AICTE approved Diploma Courses / Variation in intake Capacity / Replacement of Course(s)/ Closure of course / Change in Name of Trust/Society/Company/ Change in Name / Change in Management/ Closure of Institution

a) Existing SBTE, Bihar approved courses with intake in the Institution.

Sr. No	Name of the SBTE, Bihar approved course	Course Code	Approved Intake for first year	Number of students admitted for first year	Approved Intake for Second year	Number of students admitted for Second year	Approved Intake for third year	Number of students admitted for Third year

Verified / Not Verified

Remarks

b) New additional AICTE or SBTE, Bihar approved Diploma Courses proposed to be introduced in approved Institution (Refer Appendix 1 & 2): Yes/No.

If Yes, then submit data as per below:

Sr. No.	Name of Courses	Course Code	Intake Capacity

Verified / Not Verified

Remarks

c) Courses in which variation in intake is proposed for Academic Year (Refer Appendix 1 & 2): Yes/No.

If Yes, then submit data as per below:

Sr. No.	Name of Courses (SBTE, Bihar Approved Diploma Courses)	Course Code	Existing Intake	Proposed New Intake	Increase/ Reduction in Intake

Verified / Not Verified

Remarks

d) Whether any Closure of existing Course is proposed: Yes/No.

If Yes then submit the follow data:

Sl no.	Name of Course	Course Code	Existing Intake

Upload copy of Affidavit 7 as per SBTE, Affiliation norms on a notarized stamp paper of Rs.500/- Sworn before a first-class Magistrate by the Chairman/Secretary of the Trust of Institute regarding legal issues due to closure of course.

Verified / Not Verified

Remarks

e) Whether Change in Name and/or Management of Trust/Society is proposed: Yes / No.

If Yes, then, Upload resolutions of trust and Affidavit 8 (affidavit for change in management as per SBTE, Bihar affiliation norms) on a notarized stamp paper of Rs.500/- Sworn before a first-class Magistrate.

f) Whether Change in Name of Institute is proposed: Yes / No.

If Yes, then Upload resolution of Trust/Society/Company

Existing Name	**Proposed Name**

Verified / Not Verified

Remarks

7. Has the Society / Trust / Government applied for starting more than one institute such as school, junior college, Degree College using same land & building? (Yes / No)

If yes, please fill the following details

Sr. No	Course Type (UG/PG/ITI/etc)	Name if organisation/School/Institution/etc	Approving Authority	Present Status of institute/organisation	Affiliation Authority

Verified / Not Verified

Remarks

8. Land details (Upload land documents in the prescribed Format 2 of Affiliation norms and guidelines)

a. **Location of Land (Tick whichever is applicable)**

Metro	Urban	Non-Urban
Survey No. Town / City Mauza Area Plot number	Survey No. Town / City Mauza Area Plot number	Survey No. Town / City Mauza Area Plot number

Note: In case the Society/Trust/Government possesses more than one plot of land in its name, **separate and complete details of each plot shall be submitted as per AICTE norms.**

b. Whether land is N.A. (Non-Agricultural)(Yes / No)
If yes, then give name of approving authority with date of approval
(Upload copy of approved N.A. (Non-Agricultural) order)

c. Whether owned/leased by the applicant Society / Trust/ Company – (Yes/No)

d. If yes, then,
Area: Hectare / Acres / Sq. m

(Upload Copy of Sale deed/Lease deed of land documents showing ownership)

Verified / Not Verified

Remarks

9. Building (Upload photo copy of following documents and format 3 (part A & B) Format 3.

Sr. No.	Description	Yes / No
1	Building plan prepared by Registered Architect? (Upload Format 3 Part B)	Yes / No
2	Building plan approved by the competent authority. If yes, then give name of authority with date of approval (Attach copy of approved building plan)	Yes / No
3	Property Card / City Survey map (Upload document approved by the competent Govt. Authority)	Yes / No

4	Completion certificate (Upload document approved by the competent Govt. Authority)	Yes /No
5	Occupancy Certificate (Upload document approved by the competent Govt. Authority)	Yes / No
6	Part Occupancy Certificate (Upload document approved by the competent Govt. Authority)	Yes / No
7	Structural Stability Certificate (Upload document approved by Structural engineer)	Yes / No
8	Fire Safety Audit Certificate by a competent Govt. Authority (Upload document)	Yes / No
9	Building Use Certificate (Upload document approved by the competent Govt. Authority)	Yes / No
10	Property Tax Paid receipt (latest)	Yes / No
I 1	Registered Lease deed/Sale deed	Yes / No
12	Building is adequate and suitable for conduct of courses as per norms. If yes, then attach layout plan and photograph of the premises at permanent site. (Upload copy of external and Internal Photographs of the building duly attested with seal by the Secretary of the Trust/Society/Company with Date)	Yes / No
13	Other facilities including Hostel, Canteen, Amenities, Staff quarters etc. if available	Yes / No
14	Whether existing Carpet area [in Sq. M.] for this proposal is available and earmarked on the plan along with documents & photographs? If Yes, give details in following table i. (Administrative area for all courses is common & must be 150 sq.m. to be added in total area) (For the Fire & Safety courses - (FR, & FS) additional adjoining open space (ground) of 2000 sq. m. is required).	Yes / No
15	Whether the 3-phase electricity connection is available? (If Yes, Upload the recent electricity bill, If No, Upload the copy of application along with acknowledgement slip applied for new connection)	Yes / No

i. Details of existing available academic/Institutional (Carpet) area.

Sr. No.	Full Name of Course	Area required in (Sq. m) as per AICTE norms					Area available (in Sq.m)				
		No. of Class room	Classroom Area in Sq. m	No. of Lab	Lab Area in sq .m	Total Area in Sq. m	No. of Class room	Class room Area in Sq. m	No. of Lab	Lab Area in sq .m	Total Area in Sq. m

Note : In addition to the Proposed Course as per AICTE LOA/EOA, details of Science & Humanities department must be provided.

Verified / Not Verified

Remarks

10. Built-up Area:

i. Details of existing building 's Carpet Area (in Sq.m.)

Sr. No.	Particulars	Owned Area (in Sq. m.)	Leased Area (in Sq. m.)
1	Total Academic/ Instructional Area		
2.	Total Administrative Area		
3.	Amenities		
4.	Hostels if any for capacity in number vii) Boys : viii) Girls :		
5.	Others		
	Total Area (in Sq. m.)		

ii. Details of Academic/ instructional Area

Sr. No	Unit	Number available	Actual carpet Area of Each unit in Sq. m.	Area Required as per AICTE Norms (in Sq. m.)	Total Actual Available Area (in Sq. m.)	Seating Capacity of each unit
1.	Classroom					

2.	Drawing Hall					
3.	Laboratories					
4.	Others					
Total Area (in Sq. m.)						
Note: Mention details of each unit separately.						

Note : In addition to the approve Course as per AICTE LOA/EOA, details of Science & Humanities department must be provided.

a. Whether the classrooms, drawing halls ,are adequately furnished and equipped with teaching aids : YES / NO

If No,, then mention details of deficiencies.

b. Whether hostel facility is available: YES / NO

If yes, then mention total No. of students accommodated in Hostel:

Boys - Girls –

Verified / Not Verified

Remarks

11. Details of the Principal [or Director]: (Upload copy of appointment)

Name	
Type of Appointment: -	
Telephone (Office)	STD Code :
Telephone (Residential) •	STD Code
Mobile No. .	E-mail id:

Verified / Not Verified

Remarks

12. Teaching / Non-teaching Staff Details (Attach separate list of identified staff for appointment if staff is yet to be appointed as on application date).

A. Faculty details

Sr. No.	Full Name of the Course	Proposed Intake		Numbers Appointed

			Number of faculty required as per AICTE norms	Regular	Contract	Visiting	Total
			LECT.	LECT.	LECT.	LECT.	LECT.

B. Details of Course wise faculty

Full name of the Course –

Sr. No.	Branch Name	Name of the staff	Designation	Qualification/ specialization	UAN (Universal Account Number) of Employees' Provident Fund)	Total Annual salary credited during the last financial year	Total Tax Deducted at Source (TDS) during the last financial year	Date of joining the Institution		
								Regular	Part Time	Visiting

Note: Apart from the AICTE Extension of Approval (EoA), details of one additional Science & Humanities department are required. In this section, faculty information from the backgrounds of Physics, Chemistry, Mathematics, English, Economics, etc., should be filled in correctly. (Separate Branch wise faculty details should be updated)

C. Details of Non-teaching staff

Sr. No.	Name of the staff	Designation	Qualification	UAN (Universal Account Number) of Employees' Provident Fund)	Total Annual salary credited during the last financial year	Total Tax Deducted at Source (TDS) during the last financial year	Date of joining the Institutions
1	2	3	4	5	6	7	8

Verified / Not Verified

Remarks

13. Equipment details:

Whether the machinery and equipment in the labs, workshops, etc. are available as per AICTE norms (YES / NO)

If Yes, Upload the detailed list of equipment's in all laboratory. (including for newly introduced courses as per AICTE norm / SBTE, Bihar Curriculum, if applicable)

If No, Upload the current available list of equipment for all laboratories.

Verified / Not Verified

Remarks

14. Library details:

i) Carpet Area (in Sq.m.):

Reading Hall Area:

Stacking Area:

Total Area (in Sq.m.):

ii) Whether Regular Librarian is appointed: Yes / No

iii) List of books & cash memo / invoice of books:

iv) Digital Library facility available: Yes/No

v) Reading hall Capacity:

vi) Books (Branch-wise Break-up list)

Branch Name	Number of Titles	Number of Volumes	Number of Journals Periodicals

Verified / Not Verified

Remarks

15. Computer Centre (If applicable to the course(s))

a. Infrastructural facilities:

1. Total Carpet Area of Computer Centre (in Sq. m):
2. Number of Computer Labs
3. Total No. of Computers in the Institute

No. of Latest Version Computer	No. of	Total

	PC/Laptops	

b. Hardware & Peripherals:

Details		Number
a	Number of Terminals connected to LAN/WAN	
b	Type of Backup (UPS/Genset)	
c	Number of Printers	

c. Software:

a)	Operating System for Network	
b)	Operating System for Desktop	
c)	List of application Software and compilers available	
Cost (for application Software only) (Rs.		

d. Internet connectivity:

i. Bandwidth available: Mbps

(Upload the recent copy of bill payment slip)

Verified / Not Verified

Remarks

16. **Board examination results of all branches and all semesters:**

Sl no	**Name of Branch**	**Semester (I/II/III/IV/V/VI)**	**Total no. of students appeared**	**Total no of students passed**	**No. of students passed with 1st class with Distinction**	**No. of students passed with 1st class**	**No. of students passed/ promoted with 2nd class**

Verified / Not Verified

Remarks

17. Enrolment details of all branches for the previous academic year:

SL no		**No. of Students enrolled in each semester as per previous Academic Year**

	Name of Branch	Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI

Verified / Not Verified

Remarks

18. Details of add-on courses completed by students of all semesters (Branch-wise) for the previous academic year:

SL no	Name of Branch	Name of add on courses (CISCO/SPOKEN Tutorial/ NPTEL/etc)	No. of Students enrolled in each semester as per previous Academic Year					
			Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI

Verified / Not Verified

Remarks

19. Details of Placement for the previous Academic Year:

Sl no	Total number of students eligible for placement	No. of Company Visited	Total no of students Placed	Highest Package	Lowest Package	Average Package

(a) Enter branch-wise details of placement breakup of the company.

SL no	Name of Company	Date of Placement Drive	Total no. of students Placed	Enter branch-wise placement breakup details for the company,					
				Branch Name 1	Branch Name 2	Branch Name 3	Branch Name 4	Branch Name 5	Branch Name 6

Verified / Not Verified

Remarks

20. Details of Faculty Sponsored training Program:

SL no	Name of Faculty	Contact no.	Email id	Designation	Name of the training / professional	Certification number	Duration in (Days/Week)

					course / conference / workshop/etc attended		

Verified / Not Verified

Remarks

21. **Any other information, which the applicant may like to furnish additional information (If any) in support of the proposal.**

Verified / Not Verified

Remarks

22. **Whether the institution has obtained ISO 21001:2025 Certification? (Yes/No)**

Verified / Not Verified

Remarks

23. **Whether the institution has obtained Certification from Quality council of India- National Accreditation Board for Education and Training (QCI-NABET)? (Yes/No)**

Verified / Not Verified

Remarks

24. **NBA Accreditation for all branches: (YES/NO)**

If Yes, Upload the NBA certificate

If No, Declaration regrading **NBA Accreditation for all branches**

As the Head of the Institution, I hereby declare that the institute will obtain NBA accreditation and submit the certification within <three*> years from the undertaking date i.e by < date.....>

(Note: *4 years i.e. additional 1 year is permitted for institution having ISO 210001:2025 certification)

Please upload the duly signed and sealed copy of **Affidavit–9,** pertaining to NBA certification for all branches, duly sworn before a First-Class Magistrate on non-judicial stamp paper of ₹500.

*That in case the Institution avails the **additional period of one (01) year** for obtaining NBA accreditation, it is hereby undertaken that a valid ISO 21001:2025 certification shall be uploaded and submitted along with Affidavit–9 as prescribed.

Please upload the duly signed and sealed copy of **Affidavit–9,** pertaining to NBA certification for all branches, duly sworn before a First-Class Magistrate on non-judicial stamp paper of ₹500.

Verified / Not Verified

Remarks

25. DECLARATION (Attach Affidavit 1 (Regarding Application Submitted to SBTE, Bihar) of Affiliation norms and guidelines, duly filled & signed)

Verified / Not Verified

Remarks

Overall Report Generation shall be in 100 Point Scale which include two mode- External-60 Points and Internal 40 Points

Internal Report generation for 40 Points Shall be:

Sl no	Name of Course	Admission/Intake ratio (on a scale of 2 point)	Result Analysis (on a scale of 15 point)**	Add-On Courses			NBA/ NACC accreditation (5 Point)	Library Management Software (1 point)	International/National Conference (1 point)	ISO 21001:2025 Certified (0.5 point)	Student Faculty Ratio (SFR) (3 point)	Space available for Students-Centric amenities/activities (5 Point)
				CISCO (2.5 Point)*	Spoken Tutorial (2.5 Point)*	NASSCOM/NPTEL/LMS/ETC. (2.5 Point)*						

- **For CISCO/SPOKEN TUTORIAL/NPTEL/LMS etc. points will be calculated on the basis of Total certified students vs Total enrolled students (throughout all semester) in the previous academic year.**
- **** Result analysis will be calculated Branch-wise**

Sl no	Name of Branch	Total no. of students appeared semester (I/II/III/IV/V/VI) In the previous academic year	Total no of students passed In the previous academic year	No. of students passed with 75% above (MF=1) In the previous academic year	No. of students passed/Promoted on next semester (MF= 0.7) In the previous academic year	No. of students Fail (MF=0) In the previous academic year
1	Mechanical Engg	360	250	100	150	110

Overall Results Average for Mechanical Engineering Shall be:

Average point = ($\frac{100*1+150*.7+110*0)}{360}$ * 20 = 11.39

(For calculation purposes, the current affiliation year minus two will be treated as the first year, and subsequent years will be counted accordingly.)

External Report generation for 100 Points Shall be:

Sl no	Name of Branch	Faculty Strength & Profile (100 Point Scale)	Student Attendance (100 Point Scale)	Curriculum Coverage (100 Point Scale)	Progressive Assessment (100 Point Scale)	Learning Resources (100 Point Scale)	Books & Library (100 Point Scale)	Laboratory Practices (100 Point Scale)	Overall Average (100 Point Scale)

Overall Report On a 100 Point Scale:

Sl no	Name of Branch	Internal (40 Point Scale)	Overall average External (100* 0.6 Point Scale)	Overall (100 Point Scale)

Certified that the documents are verified and that the site is personally inspected on date…… and the factual information is as per mentioned above.

Overall Remarks of Expert Committee (Facts & finding):

Deficiency Reported

Sr. No.	Criteria condition that has deficiency	Deficiency observed

Date of inspection:

Name & Signature of Committee Members:

Format 1

(Resolution of Society/Trust/ Government)

That the Trust / Society/ Government vide its executive meeting held on …… at ……vide item no. …… have resolved that a total land measuring to …. . . . . Acres/ sq. m. owned / leased by the Trust / Society/ Company in the village…… and building on it having Carpet area …….sq.m. of which……...sq.m. be irrevocably earmarked for the proposed <name of the proposed institution> and the courses with intake capacity therein proposed and the same shall not be used for any other purpose without the prior approval / permission of Government/ SBTE, Bihar.

It is further resolved that, <name of the trust / society> shall allocate required funds for securing services and other required entities for <name of the Institution> at above address.

(Designation),
(Name of the organization),

(Signature and name of Chairman/Secretary Trust/Society/ Government)

Format 2

(Regarding Land, Building and Compliance)

I/We, <name>, Chairman,<name of the Trust/Society/ Government>,son/daughter of ……..., aged.....resident of <name>, Secretary, <name of the Trust/Society/ Government>, son/daughter of aged……. resident of . ……..... in connection with our application dated ……. . made to SBTE, Bihar for establishment of new technical institution hereby solemnly affirm and declare as under:-

1 . That I am <designation>,<applicant institution>.

2. That the Trust / Society vide its executive meeting held on…….. . .. at . ……. vide item no. ……... have resolved that a total land measuring to ……..Acres owned/ leased by the Trust / Society as per schedule given below in the village……..be irrevocably earmarked for the proposed <name of the proposed institution> and the same shall not be used for any other purpose without the prior approval / permission of SBTE,Bihar.

Schedule:-

Sr. No.	**Document**	**Date of Registration**	**Plot No.**	**Address Village Dist**	**Area in acres**
				Total area in acres	

1. That the land earmarked as above is available in a single / multiple patches with distance of …….. meters and having total land area of . . ……. acres with good approach road available.
2. The said land has clear title and has no encumbrances & is not mortgaged to any agency/ individual.
3. That the land earmarked as above is non-agricultural and has been permitted for educational purpose by the competent authority <Name of the competent authority> vide letter no. ……..
4. That the permanent building is constructed for the proposed institution on the land earmarked as above.
5. That the information given by <name/s > in the application made to SBTE, Bihar is true and complete. Nothing is false and no information has been concealed.
6. That if any of the information is found to be false, incomplete, misleading and / or that the <name/s > fails to disclose all the information and / or suppress any information and / or misrepresent the information, I shall be liable to be prosecuted by SBTE, Bihar.
7. That SBTE, Bihar shall also be free to take any action including withdrawal of approval and / or any other action as deemed necessary against the <name/s >, and others as the case may be and / or the individuals associated with the Society/ trust.
8. That the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

(Name, Designation and Address of the Executants)

(seal) DEPONENT

Verification:

I, the above-named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

Verified at <name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(seal) DEPONENT

Format 3

(Declaration regarding Building by Trust/Society/ Government)
Mandatory for building - Part (A)

I/We <name>, Chairman, <name of the Trust/Society>, son/daughter of …….aged…….resident of ……..,son of aged.... . . . . , resident of. . . . ., In connection with our application dated …….made to SBTE, Bihar for establishment of new technical institution / Introduction of new course/s / variation in intake in existing courses at existing Technical Institution, I hereby, solemnly affirm and declare as under:

1. That I am <designation>, <applicant institution>.
2. Construction of building admeasuring. ……..sq meters with the following details has been completed in all respects as per the approved building plan sanctioned by .....authority vide sanction no. . .....,, dated... . . . . .

Sr. No.	Room No.	Room type (mention class room / Lab/Toilet, etc.)	Built up area (in sq. m)	Completion of Flooring Yes/No	Completion of Walls and painting. Yes/No	Completion of Electrification and lighting. Yes/No

3. That the information given by <name> in the application made to SBTE, Bihar is true and complete. Nothing is false and nothing material has been concealed.
2. That if any of the information is found to be false, incomplete, misleading and / or that the <name> fails to disclose all the information and / or suppress any information and / or misrepresent the information, I shall be liable to be prosecuted by the SBTE, Bihar.
3. That the SBTE, Bihar shall also be free to take any action including withdrawal of approval and / or any other action as deemed necessary against the <name> and others as the case may be and / or the individuals associated with the Society / trust.
4. That the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

(Name, Designation and Address of the Executants)

(seal)

DEPONENT

Verification:

I, the above-named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there.

Verified at <name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(seal)

DEPONENT

Format 3
Part (B)

Certificate to be Duly Endorsed by an Architect Registered with Council for Architecture (COA)

The copies of approved site plan & building plans in respect of application submitted by <name & address of the applicant> who is an applicant for establishment of new technical institution / introduction of new courses / variation in intake in existing courses in existing Technical Institution <name of the Institutions> at <address> were provided to me by <name & address of the applicant> for verification regarding their authenticity and appropriateness. Details of Site Plan & Building Plans

Plans Approved by	
Approval Number	
Date of Approval	

I hereby certify that:

1. The competent authority for approving the site plan and building plans of an educational institute at the proposed site mentioned above is.....
2. I have verified the above-mentioned site plan & building plans from the office of <Competent Authority>.
3. The above-mentioned site plan & building plans have / have not been approved by the competent authority.
4. The above-mentioned site plan & building plans are / are not authentic.
5. Construction of building admeasuring with the following details has been completed in all respects as per the approved building plan.

Sr. No.	Room No	Room type (mention Class room / Lab (Toilet, etc.)	Carpet area (in sq. m)	Completion of Flooring Yes/No	Completion of Walls and painting Yes/No	Completion of Electrification and lighting Yes/No

Seal

Signature of the Architect

Name of the Architect:

Registration No. :

Date:

Place :

AFFIDAVIT 1

Affidavit for Authenticity of all the information provided in the application.

(To be notarized on Rs. 500/- Stamp paper and should be executed before a first-class Magistrate)

I/We <name>, Chairman, <name of the Trust/Society>, son/daughter of …….aged.....resident of ……..,<name>, Secretary, <name of the Trust/Society>,…….son/daughter of ……aged.... . . . ,resident of.....,<name>, Principal/Director, <Technical Institution>, son/daughter of…….. aged …… ,resident of....., in connection with our application dated…….made to SBTE, Bihar for, (retain items in the list below as applicable)

- Establishing a new technical institution/ Extension of Affiliation
- Change of the name of the promoter society / trust / Company/Technical Institution
- Closure Of Government approved technical institution.
- Introduction of new course(s),
- Variation in intake capacity
- Replacement of Course(s)
- Closure Of Government approved Shon term Diploma course(s)
- Change in Place
- Change in management

I/We hereby solemnly affirm and declare as under:-

1. That I/We am <designation>, <applicant institution>.
2. That the information given by <name/s> in the application made to SBTE, Bihar is true and complete. Nothing is false and no material has been concealed.
3. That if any of the information is found to be false, incomplete, misleading and / or that the <name/s> fail/s to disclose all the information and / or suppress any information and / or misrepresent the information, I/we shall be liable to be prosecuted by the SBTE, Bihar.
4. That the SBTE, Bihar shall also be free to take any action including withdrawal of approval and / or any other action as deemed necessary against the <name/s> and others as the case may be and / or the individuals associated with the Society / trust /Company and/or the Institution.
5. That the facts stated in the above affidavit are true to my/our knowledge. No part of the same is false and no material has been concealed there from.

(Name, Designation and Address of the Executant/s)
(seal)
DEPONENT

VERIFICATION:

I, the above-named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.
Verified at <name of the place> on this the <date>.

(Name, Designation and Address of the Executant/s)
(seal)

DEPONENT

AFFIDAVIT 2

(To be notarized on Rs.500/- Stamp paper and should be executed before a first-class Magistrate)

Undertaking to be submitted after issuance of LOA/EOA

UNDERTAKING

For observance of conditions prescribed by the SBTE, Bihar for Starting of New Institute for conducting AICTE approved diploma Courses.

Information about Institution & sanction of course etc.: .

1. Name of the Society/Trust :-
2. Registration No.:
3. Name of the Institute:-

   (With Institute code- for existing Institute)
4. Address with Pin Code No.:
5. Phone No./Fax No.:
6. E-mail Address: -
7. Courses and Intake:- (Should be given in below table)

A. Existing				B. Newly Approved			
Sr.	Full Name of the courses	Duration	Intake	Sr.	Full Name of the courses	Duration	Intake
Total Intake A				Total Intake B			
Total Intake (A)+(B)							

Conditions:

1. Rules and Regulations for the regular admissions in force shall be observed.
2. Building requirement for each course shall be as per the norms approved by the AICTE norms in conformity with requirement laid down from time to time.
3. Institute has recruited sufficient and eligible staff as per norms of the AICTE.
4. Machinery and Equipment shall be provided and maintained strictly as per the norms and requirements prescribed under the AICTE and SBTE, Bihar curriculum.
5. Management must produce a document to the Secretary, State Board of Technical Education, Bihar stating therein the availability of land and building as per the prescribed requirement at the site shown in the plan, so that the Institute can function smoothly.
6. The Institute will be established by the society/Trust/Government registered for the purpose and observe rules and regulations pertaining to admissions, Governing Body, staff selection, running and maintaining of the Institution.
7. There will be no transfer of student from one institution to other institution on any ground at any stage, except if it is within the rules or permitted by the SBTE, Bihar.
8. If available, hostel accommodation for the girls will be provided by the management & efforts will be made to provide the hostel accommodation to boys also.
9. Claims for grant-in-aid for recurring or non-recurring expenditure will not be permitted by the Government at any time, at any stage and for any reason.

10. Recognition by the Government and affiliating body will be withdrawn on the advice of the Affiliation committee on the grounds of poor academic performance, financial irregularities, malpractice, disobedience of Government orders, not following rules and regulation framed by the Government for maintenance and running of institution.
11. The institute will not close down at its own accord without the permission of State Board of Technical Education, Bihar or State Govt. as the case may be. In case the institute is closed down for whatever reasons or closes its courses for whatever reasons, it should submit no objection certificate from course affiliating body and also submit affidavit on notarized stamp paper that no salaries or payment of arrears of staff or any other liability is pending with it and even after closing down the institute, if such type of liabilities arise later, the institute will remain solely responsible for it.
12. The society will pass the resolution in the General Body stating that, all the above conditions from 1 to 12 are acceptable to the society/Trust/Company and binding on the society/Trust/Company.

On behalf of the Society (Name of the Society / Trust / Company):-

……I,

Shri/Smt. ……. Chairman/President of the above-named society hereby agree and promise that, the society has passed a resolution in General Body Meeting stating that, all conditions are accepted and binding on the society.

President / Chairman

Witness:

1.

2.

Place:-

AFFIDAVIT 3

Affidavit of Liabilities for all consequences

(To be notarized on Rs.500/- Stamp paper and should be executed before a first-class Magistrate)

That the Trust / Society/Government vide its executive meeting held on . ..... at ..... vide item no. …….. „ have resolved that, <Name of the Institution> shall apply to SBTE, Bihar for Introduction of SBTE, Bihar approved Diploma courses in New Institute for Academic Year…….

<Name of the Diploma Courses proposed>

It is also resolved that the Trust / Society/Government shall be responsible to maintain the sound financial position to maintain and operate the institute and further shall be liable for all consequences including the settlement of all dues to the faculty, employees and students and other agencies, arising out of the Introduction of AICTE approved Diploma courses in New Institute for Academic Year …….

(Signature and name of Chairman/Secretary, of the Trust/Society/Company),
(Designation),
(Name of the organization)

AFFIDAVIT 4

(To be notarized on Rs.500/- stamp paper and should be submitted in original)

That the Trust / Society vide its executive meeting held on…….at …… vide item no…….. have resolved that,

<Name of the Institution> shall apply to SBTE, Bihar for closure of course/ Change in name of institute / Replacement of course(s)/ change of place / Change in Management / Closure of Institution <retain as applicable>

<Name of the Institution>

<Name of the Course > in <name of the Institution> offering <name of the course l, course2....>

<Name of the course> offered by <name of the Institution>

It is also resolved that the Trust / Society/Company shall be responsible to maintain the sound financial position to maintain and operate the institute and further shall be liable for all consequences including the settlement of all dues to the faculty, employees and students and other agencies, arising out of the closure of the Courses / Replacement of course(s)/ change in name / Change in Management / Closure of Institution.

(Signature and name of Chairman/Secretary) (Trust/Society/Company),

(Designation), (Name of the organization)

AFFIDAVIT-5

Regarding selection of Admission agency as per PR No. 13930 (प्रावै०) 13-14,

(To be notarized on Rs.500/- Stamp paper and should be executed before a first-class Magistrate)

I/We <name>, Chairman, <name of the Trust/Society>, son/daughter of …….aged.....resident of ……..,<name>, Secretary, <name of the Trust/Society>,…….son/daughter of ……aged.... . . . ,resident of.....,<name>, and Principal/Director, <Technical Institution>, son/daughter of…….. aged …… ,resident of....., in connection with our application dated…….made to SBTE, Bihar for New affiliation/Extension of Affiliation, do hereby solemnly affirm and declare that:

1. I/We have opted for admission through < **DCECE conducted by BCECE BOARD or BPTPIA** > mode for the current academic session **<2026–27>** in **<Name of Institution>** for the Diploma in all branches as per PR No. 13930 (प्रावै०) 13-14.
2. In reference to the Hon'ble High Court Judgments in Writ Petition No. 350/1992 (Islamic Academy of Education vs. State of Karnataka & Others) dated 14.08.2003 and Writ Petition No. 5041/2005 (P.A. Inamdar & Others vs. State of Maharashtra & Others) dated 12.08.2005, and as per PR No. 13930 (प्रावै०) 13-14, I/We hereby declare that the institution shall adopt only one mode of admission, either through DCECE conducted by the BCECE Board or through BPTPIA for the academic year <2026–27>, in accordance with the provisions of PR No. 13930 (प्रावै०) 13-14.
3. If I/We will be found taking admission or attempting admission through any other mode apart from the opted <BPTPIA or DCECE> mode in the current academic year <2026–27>, I/We agree that my/our admission shall be treated as invalid and liable for cancellation of affiliation applications without any claim or dispute in future.
4. I/we shall abide by all the terms, rules, and regulations of SBTE, Bihar.

(Name, Designation and Address of the Chairman/Secretary)

(seal)

ss

AFFIDAVIT–6

Regarding NBA certification for all Branch for New Institution only

(To be notarized on Rs.500/- Stamp paper and should be executed before a first-class Magistrate)

I/We, <Name>, Chairman, <Name of Trust/Society>, son/daughter of _____ aged _____, resident_____ of _____; <Name>, Secretary, <Name of Trust/Society>, son/daughter of _____ aged _____, resident of_____; and <Name>, Principal/Director, <Name of Technical Institution>, son/daughter of _____ aged _____, resident of_____; in connection with our application dated _____ made to SBTE, Bihar, hereby solemnly affirm and declare as under:

1. That the institution was established on <Date of Establishment>, and as per prevailing NBA norms, the institution becomes eligible to apply for NBA accreditation from <Eligible Date>.
2. That I/We hereby undertake that the Institution shall apply for NBA (National Board of Accreditation) accreditation for all eligible programmes and **shall obtain the accreditation certificate on or before the eligible date** <……..>
3. That I/We further undertake that if the institution fails to obtain and submit the NBA accreditation certificate within the stipulated time, then the institution shall not be eligible to apply for continuation or extension of affiliation from SBTE, Bihar and shall accept the consequences thereof without any objection.
4. That the information provided in support of this undertaking is true and correct to the best of my/our knowledge, and no material information has been concealed.
5. That if any information is found to be false, misleading, incomplete, or misrepresented, I/We shall be liable for legal action and the competent authority may take necessary administrative action including withdrawal of affiliation.
6. That the contents of this affidavit are true and correct and nothing has been concealed therefrom.

(Name, Designation and Address of the Chairman/Secretary)

(seal)

Affidavit 7

(To be notarized on Rs. 500/- Stamp paper and should be executed before a first-class Magistrate)

Regarding replacement of Course(s)/ Closure of courses in existing Institute / Change in name of Institution/Change in Management/

That the Trust / Society vide its executive meeting held on…….at …… vide item no…….. have resolved that,

<Name of the Institution> shall apply to SBTE, Bihar for closure of course/ Replacement of course(s)/ <retain as applicable>

<Name of the Institution>

<Name of the Course > in <name of the Institution> offering <name of the course, course2....>

<Name of the Course1, Course 2 etc > Closed in <name of the Institution>

It is also resolved that the Trust / Society/Company shall be responsible to maintain the sound financial position to maintain and operate the institute and further shall be liable for all consequences including the settlement of all dues to the faculty, employees and students and other agencies, arising out of the closure of the Courses / Replacement of course(s).

(Signature and name of Chairman/Secretary) (Trust/Society/Company),

(Designation), (Name of the organization)

Affidavit 8

Affidavit for Change in Management

(To be notarized on Rs. 500/- Stamp paper and should be executed before a first-class Magistrate)

Draft Affidavit to be given by the present management for the transfer of management

(Full name of Secretary/President), do hereby give the following Affidavit. ..... .

1. The Trust is implementing Diploma courses under ..... (SBTE Institute Code No.....) Management -(Name and address of the Trust). This institution is changing the management of my institution due to the following reasons. The management of the institution will be handed over to the …….. Trust.
2. Our Trust has passed a resolution dated .. .. regarding the transfer of the management of the institution. It has been unanimously approved.
3. ……....Daily Resolution Issue
4. Due to the said change in management, the services of the teaching and non-teaching staff currently working will remain unaffected/permanent. The teachers and non-teaching staff have taken a letter of consent regarding the change in the management of the institution.
5. The change in the management will not cause any educational loss to the students.
6. It is our responsibility to provide all the facilities and services available to the current management to the new management.
7. If any legal case arises after the change in the management of the institution, the entire responsibility will be with the institution management. The State Board of Technical Education, Bihar will not be responsible for it.
8. An application has been made to the concerned Charity Commissioner regarding the change in the management of the institution. A copy is attached.
9. I hereby guarantee the fulfilment of all the matters mentioned above.

Dated……

Place:

Signed

Seal of Trust

Chairman/Secretary (Full Name)

AFFIDAVIT –9

Regarding NBA certification for all Branch for Existing Institution only

(To be notarized on Rs.500/- Stamp paper and should be executed before a first-class Magistrate)

I/We, <Name>, Chairman, <Name of Trust/Society>, son/daughter of _____ aged _____, resident_____ of _____; <Name>, Secretary, <Name of Trust/Society>, son/daughter of _____ aged _____, resident of_____; and <Name>, Principal/Director, <Name of Technical Institution>, son/daughter of _____ aged _____, resident of_____; in connection with our application dated _____ made to SBTE, Bihar, hereby solemnly affirm and declare as under:

1. That the institution was established on <Date of Establishment>, and as per prevailing NBA norms, the institution becomes eligible to apply for NBA accreditation from <Eligible Date>.
2. That I/We hereby undertake that the Institution shall apply for NBA (National Board of Accreditation) accreditation for all eligible programmes and **shall obtain the accreditation** within <3*> years from the undertaking date i.e by < date.....>

   (Note: *4 years i.e. additional 1 year is permitted for institution having ISO 210001:2025 certification)
3. That I/We further undertake that if the institution fails to obtain and submit the NBA accreditation certificate within the stipulated time, then the institution shall not be eligible to apply for continuation or extension of affiliation from SBTE, Bihar and shall accept the consequences thereof without any objection.
4. That the information provided in support of this undertaking is true and correct to the best of my/our knowledge, and no material information has been concealed.
5. That if any information is found to be false, misleading, incomplete, or misrepresented, I/We shall be liable for legal action and the competent authority may take necessary administrative action including withdrawal of affiliation.
6. That the contents of this affidavit are true and correct and nothing has been concealed therefrom.

(Name, Designation and Address of the Chairman/Secretary)

(seal)

Format 4

CERTIFICATE FOR VERIFICATION OF SALARY & BANK TRANSACTION DETAILS

Institution Details
Name of Institution:
Address:
Institution Bank Name & Branch:
Institution Bank Account Number:
IFSC Code :

CERTIFICATION

This is to certify that The salary amount, and transaction details paid to all faculty members and staff of this institution have been verified from the institutional bank records and are found to be true, correct, and authentic.

ATTACHMENT DETAILS

The following document is attached and forms an integral part of this certificate:

- Last Six (06) Months Bank Statement of the Institutional Account, clearly reflecting salary transactions to faculty and staff.

DECLARATION BY THE INSTITUTION

We hereby declare that:

- The salary and transaction details submitted are true, complete, and verified.
- The attached bank statements are genuine and authenticated by the bank.
- Any discrepancy observed during inspection, audit, or verification shall be the sole responsibility of the institution.

AUTHORIZED SIGNATORY (INSTITUTION)

Signature: _____
Name: _____
Designation:
Date: _____

Institute Seal

This is to certify that the bank statement for the last six (06) months, submitted by _____ (Name of Institution), pertains to the official institutional bank account number_____maintained with our branch.

The salary-related transactions reflected in the said bank statement are verifiable from the bank records maintained at this branch.

Signature of Branch Manager
Name: _____
Bank & Branch Seal
Date: _____
Document number: _____

Note: The attached bank statement for the last six (06) months of the institutional account shall be duly endorsed, signed, and sealed on each page by the concerned bank branch for the purpose of verification.