अखिल भारतीय तकनीकी शिक्षा परिषद्
(भारत सरकार का एक सांविधिक निकाय)
(शिक्षा मंत्रालय, भारत सरकार)
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ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
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F.No. AICTE/P&AP/MISC/2026 **Date: 10.03.2026**

To,

Ahmed Mahmood, IAS
Additional Secretary cum Director
Department of Science, Technology and Technical Education
Government of Bihar

Subject: Clarification regarding eligibility of Diploma Holders for admission to First Year B.Tech Programme as per Approval Process Handbook (APH) 2024-25 to 2026-27.

Respected Sir

Please refer to your email dated 18.02.2026 seeking clarification regarding the eligibility criteria of Diploma Holders for admission to First Year B.Tech Courses as per the provisions of the Approval Process Handbook (APH) 2024-25 to 2026-27.

In this regard, the clarification on the queries raised is as follows:

Sl.No	Question	Reply
1	Whether Diploma (Engineering and Technology) holders are eligible for admission to the First Year of the Four-Year B. Tech Programme as per above mentioned APH.	Yes. As per the NCRF framework, UG B.Tech requires qualification at Level-4, whereas Diploma in Engineering & Technology is placed at Level-4.5, which is higher than the minimum requirement. Hence, Diploma holders are eligible for admission to First Year B.Tech, in addition to being eligible for Lateral Entry (Second Year) as per provision in the AICTE Approval Process Handbook(APH).
2	If eligible, whether any specific conditions, subject requirements, or minimum marks criteria are applicable.	Passed Minimum THREE years / TWO years (Lateral Entry) Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) in ANY branch of Engineering and Technology.

3	Whether the eligibility of Diploma holders is restricted only to lateral entry (Second Year) or if they may also be considered for First Year admission	NO. Diploma Holders are eligible for first year admission. However, for diploma holders taking admission through lateral entry apart from above mentioned eligible condition at serial number 2, following additional condition is applicable: The Universities will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing, etc., for the students coming from diverse backgrounds to achieve desired learning outcomes of the programme.

This is issued with the approval of the Competent Authority.

Yours faithfully,

(Sh. John Hongray)
Assistant Director,
Policy Academic & Planning Bureau, AICTE

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
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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 Nakaha)
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 / Irrevocable 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. Library, 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 (प्रावैप्रा) 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	
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
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

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

ISO 9001 Certified

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 I 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.	Survey No.	Survey No.
Town / City	Town / City	Town / City
Mauza	Mauza	Mauza
Area	Area	Area
Plot number	Plot number	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
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.	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
11	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/NAAC 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 = $\left(\frac{100*1+150*.7+110*0}{360}\right) * 20 = 11.39$

(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 1, 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 (प्रवे०) 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 (प्रवे०) 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 (प्रवे०) 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 (प्रवे०) 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.

बिहार परीक्षा संचालन अधिनियम,

1981[1]

(बिहार अधिनियम सं 1, 1982)

राज्य में आयोजित कतिपय परीक्षाओं में अनुचित तरीके अपनाये जाने के लिए दंडात्मक कार्रवाई और उससे संबंधित विषयों का उपबन्ध करने के लिए अधिनियम ।

भारत गणराज्य के बत्तीसवें वर्ष में बिहार राज्य विधान मण्डल द्वारा यह निम्नलिखित रूप में अधिनियमित हो :—

उद्देश्य एवं हेतु

विश्वविद्यालयों, बोर्डों, बिहार लोक सेवा आयोग एवं कुछ अन्य संस्थाओं द्वारा आयोजित एवं संचालित परीक्षाओं में कदाचार एवं अनुचित तरीकों को रोकने के लिए दंडात्मक कार्रवाई करने तथा उससे सम्बन्धित विषयों का उपबन्ध करने हेतु अध्यादेश प्रख्यापित किया गया । उक्त अध्यादेश को अन्तिम बार बिहार परीक्षा संचालन तृतीय अध्यादेश, 1981 (बिहार अध्यादेश 176, 1981) के रूप में प्रख्यापित किया गया ।

उक्त अध्यादेश के प्रावधानों को अधिनियमित करना ही इस विधेयक का अभीष्ट है ।

1. **संक्षिप्त नाम, विस्तार और प्रारम्भ**—(1) यह अधिनियम बिहार परीक्षा संचालन अधिनियम, 1981 कहलाएगा ।

(2) इसका विस्तार सम्पूर्ण बिहार राज्य में होगा ।

(3) यह तुरत प्रवृत्त होगा ।

2. **परिभाषाएँ**—जब तक कोई बात विषय या संदर्भ के विरुद्ध न हो, इस अधिनियम में—

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1. 21.1.1982 को राज्यपाल की अनुमति प्राप्त ।

23.1.1982 को बिहार गजट असाधारण संख्या 91 में सर्वसाधारण की सूचना के लिए प्रकाशित ।

(i) "मान्यता प्राप्त परीक्षा" से अभिप्रेत है अनुसूची में प्रमाणित कोई भी परीक्षा और राज्य सरकार के अधिकार के अधीन या राज्य के किसी अधिनियम के अधीन गठित किसी निकाय द्वारा संचालित परीक्षा और इसमें मूल्यांकन, सारणीकरण, परीक्षाफल का प्रकाशन तथा परीक्षा और परीक्षाफल के प्रकाशन से सम्बन्धित सभी विषय शामिल हैं; और

(ii) किसी परीक्षा के सम्बन्ध में "अनुचित तरीके" से अभिप्रेत होगा किसी लिखित या मुद्रित सामग्री से या किसी व्यक्ति से किसी भी रूप में सहायता लेना या देना अथवा सहायता लेने या देने का प्रयास करना।

3. **परीक्षाओं में अनुचित तरीके के प्रयोग या छल का प्रतिषेध**—कोई भी व्यक्ति अनुसूची में प्रमाणित किसी परीक्षा में या राज्य सरकार के प्राधिकार के अधीन या राज्य के किसी अधिनियम के अधीन गठित किसी निकाय द्वारा आयोजित किसी परीक्षा में या किसी मूल्यांकन या सारणीकरण कार्य में अथवा मान्यताप्राप्त परीक्षा से संबंधित किसी विषय में अनुचित तरीके या छल का सहारा नहीं लेगा।

4. **अनुचित तरीके के प्रयोग में सहायता देना या उसके लिए दुष्प्रेरित अथवा षड्यंत्र करना**—कोई भी व्यक्ति अनुसूची में प्रमाणित किसी परीक्षा में अनुचित तरीके के प्रयोग या छल में न तो सहायता देगा और न उसके लिए दुष्प्रेरित या षड्यंत्र करेगा।

5. **प्रश्न-पत्र की प्रतियाँ और जानकारी देने पर प्रतिबंध**—ऐसा कोई भी व्यक्ति जो अपने कर्त्तव्य के आधार पर ऐसा करने के लिए विधिपूर्वक प्राधिकृत या अनुज्ञा प्राप्त नहीं है, किसी परीक्षा में परीक्षार्थियों को प्रश्न-पत्र की प्रतियाँ वितरीत करने के लिए निर्धारित समय के पूर्व—

(i) ऐसा प्रश्न-पत्र या उसका कोई अंश अथवा उसकी प्रति न तो प्राप्त करेगा और न उसे प्राप्त अथवा कब्जे में करने का प्रयत्न करेगा; या

(ii) ऐसी जानकारी न तो देगा और न देने का प्रस्ताव करेगा, जिसके बारे में वह जानता हो या उसे विश्वास करने का कारण हो कि वह ऐसे प्रश्न-पत्र के बारे में है या उससे ली गई है अथवा उससे सम्बन्धित है।

6. **परीक्षा कार्य सौंप गए व्यक्ति द्वारा कोई बात प्रकट करने पर रोक**—ऐसा कोई भी व्यक्ति जिसे किसी मान्यताप्राप्त परीक्षा से संबंधित कोई कार्य सौंपा गया हो, जहाँ उसे अपने कर्त्तव्य के आधार पर ऐसा करने की अनुमति हो वहाँ छोड़कर, इस प्रकार सौंपे गए कार्य के फलस्वरूप प्राप्त कोई जानकारी या उसका अंश, प्रत्यक्ष या अप्रत्यक्ष रूप से, किसी अन्य व्यक्ति पर न तो प्रकट करेगा या कराएगा अथवा उसे उससे अवगत कराएगा।

7. जाली प्रश्न-पत्रों पर रोक—कोई भी व्यक्ति ऐसा कोई भी प्रश्न-पत्र प्राप्त नहीं करेगा, अपने कब्जे में नहीं रखेगा, वितरित नहीं करेगा या उसका **अन्यथा प्रचार नहीं करेगा या करवायेगा जो किसी आगामी** मान्यताप्राप्त परीक्षा में दिया जानेवाला या दिया जा सकने वाला प्रश्न-पत्र हो या होने के लिए तात्पर्यित हो।

8. परीक्षा केन्द्र आदि के नजदीक मटरगश्ती आदि करने पर रोक—जो व्यक्ति अपने कर्त्तव्यों के आधार पर ऐसा करने के लिए अनुमत हो या जो व्यक्ति केन्द्र अधीक्षक से अन्यून पंक्ति के किसी पदाधिकारी द्वारा प्राधिकृत हो उसे छोड़ कर कोई भी व्यक्ति जिस तारीखों या जिन तारीखों को किसी मान्यताप्राप्त परीक्षा का संचालन, मूल्यांकन या सारणीकरण कार्य किया जाए, उस तारीख या उन तारीखों को किसी भी परीक्षा केन्द्र में ऐसी परीक्षा के संचालन या मूल्यांकन या सारणीकरण कार्य के समय और ऐसी परीक्षा या मूल्यांकन या सारणीकरण के प्रारम्भ के दो घंटे पहले, परीक्षा केन्द्र के परिसर के भीतर अथवा किसी ऐसे स्थान पर जहाँ मूल्यांकन या सारणीकरण कार्य चल रहा हो या परीक्षा केंद्र या मूल्यांकन या सारणीकरण कार्य-स्थल से पाँच सौ गज की दूरी के भीतर किसी सार्वजनिक या प्राइवेट स्थान में, निम्नलिखित कोई भी काम नहीं करेगा :—

(क) मटरगश्ती करना;

(ख) परीक्षा से सम्बन्धित कोई भी कागज-पत्र या अन्य सामग्री वितरित करना या वितरित करवाना अथवा उसका अन्यथा प्रचार करना या प्रचार करवाना;

(ग) ऐसे अन्य कार्य-कलाप में संलग्न होना, जिससे परीक्षा के संचालन या उसकी गोपनीयता पर प्रतिकूल-प्रभाव पड़ने की संभावना हो :

परन्तु इस धारा में अन्तर्विष्ट कोई भी बात ऐसे परीक्षा केन्द्र में ली जा रही परीक्षा में शामिल होने वाले परीक्षार्थियों के सद्भावी कार्य कलापों के सम्बन्ध में लागू नहीं होगी।

9. परीक्षा आदि के समुचित संचालन के संबद्ध व्यक्ति को सौंपे गए कर्त्तव्यों का पालन करने से इंकार करने पर रोक—जिस व्यक्ति को किसी परीक्षा का निरीक्षण या अधीक्षण या मूल्यांकन कार्य, सारणीकरण, परीक्षाफल का प्रकाशन तथा परीक्षा और परीक्षाफल के प्रकाशन से संबंधित कोई कार्य सौंपा गया हो वह सौंपे गए कर्त्तव्यों का पालन करने से इन्कार नहीं करेगा।

10. शास्ति--जो भी व्यक्ति धारा 3 से 9 तक के किसी उपबंध का उल्लंघन करेगा, वह अधिक-से-अधिक छह महीने और कम-से-कम एक महीने के कारावास या दो हजार रुपए तक के जुर्माने या दोनों से दंडित होगा।

11. अपराध का स्वरूप और विचारण—इस अधिनियम के अधीन किए गए अपराध संज्ञेय और अजमानतीय होंगे तथा कार्यपालक दंडाधिकारी जिन्हें सम्यक एवं उचित रूप से प्राधिकृत किया गया हो, इनका निपटारा संक्षिप्त विचारण द्वारा करेंगे।

12. मामले की छानबीन—इस अधिनियम के उपबंधों के अधीन मामलों की छानबीन आरक्षी उपाधीक्षक से अन्यून पंक्ति के पदाधिकारी द्वारा की जायेगी।

13. अपील—इस अधिनियम की धारा 10 के अधीन दोषसिद्धि के विरुद्ध अपील संबद्ध जिला एवं सत्र न्यायाधीश के पास की जाएगी।

14. अनुसूची संशोधित करने की शक्ति—राज्य सरकार, अधिसूचना द्वारा किसी भी परीक्षा को अनुसूची में जोड़ सकेगी या उससे हटा सकेगी।

15. निरसन और व्यावृत्ति—परीक्षा संचालन तृतीय अध्यादेश, 1981 (बिहार अध्यादेश संख्या 171, 1981) इसके द्वारा निरसित किया जाता है।

(2) ऐसे निरसन के होते हुए भी, उक्त अध्यादेश द्वारा या के अधीन प्रदत्त किसी शक्ति के प्रयोग में किया गया कोई कार्य या की गई कोई कार्रवाई इस अधिनियम द्वारा या के अधीन प्रदत्त शक्ति के प्रयोग में किया गया कोई कार्य या की गई कार्रवाई समझी जाएगी, मानो यह अधिनियम उस दिन प्रवृत्त था जिस दिन ऐसा कार्य किया गया था या ऐसी कार्रवाई की गयी थी।

अनुसूची

[देखें धारा 2 (i)]

(1) बिहार माध्यमिक विद्यालय परीक्षा समिति द्वारा या उसके प्राधिकार के अधीन संचालित परीक्षा।

(2) राज्य विधान-मंडल के अधिनियम द्वारा स्थापित किसी विश्वविद्यालय द्वारा या उसके प्राधिकार के अधीन संचालित परीक्षा।

(3) बिहार लोक-सेवा आयोग द्वारा संचालित परीक्षा।

(4) बिहार राज्य तकनीकी शिक्षा बोर्ड द्वारा संचालित परीक्षा।

(5) स्नातक पूर्व इंजीनियरिंग एवं विज्ञान पाठ्यक्रम (अंडर-ग्रैजुएट-इंजीनियरिंग ऐंड सायंस कोर्स) में प्रवेश के लिए संयुक्त प्रवेश परीक्षा।

State Board of Technical Education, Bihar, Patna

Diploma
Examination Rules

Applicable for Affiliated

Three Years Diploma Level Courses / Programmes

With Effect from Academic Session (2023-24)

731

Diploma Examination Rules

In exercise of powers vested with State Board of Technical Education (S.B.T.E.), Bihar vide Letter No. 539 dated 04.05.2005 (in para 15) and to improve the standards of Technical Education in Bihar, the competent authority hereby frames rules for Examination of Affiliated Three-Years Diploma Courses / Programmes in the State.

This document contains the rules for Diploma in Engineering Examinations, henceforth called **"DER 2023".** It stipulates eligibility of students to appear in examinations of each of the six semesters and the conduct of examinations leading to Diploma. These rules will be applicable to all the affiliated Courses / Programmes of the Govt. Polytechnics / Private Polytechnics under SBTE, Bihar.

Secretary
State Board of Technical Education,
Bihar, Patna

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30.5.23

Rule-1 **Applicability: -**

1.1 Applicability of Rules: -
These rules are applicable to all Diploma Courses / Programmes affiliated to State Board of Technical Education, Bihar.

Rule-2 **Definitions of Important Terms:-**

1) "Board" means State Board of Technical Education, Bihar (SBTE, Bihar).
2) "Secretary" means the Secretary of State Board of Technical Education, Bihar.
3) "Bye-Laws" means Bye-Laws made by the Board.
4) "Polytechnic or Institution" means an Institution imparting Diploma in Engineering affiliated to SBTE, Bihar.
5) "Admission" means the process adopted by the competent authority for the entry of students to the Diploma Course / Programme affiliated to the Board.
6) "Course" means one of the branches of learning in a Programme such as Civil Engineering, Mechanical Engineering, etc.
7) "Registration" means the process through which a student admitted to a course / programme in first semester (and in third semester for L.E.) is registered in the records of the Board by allotment of unique registration number.
8) "Semester Enrolment" means the process through which a student admitted to subsequent semester in the records of the Board to get enrolled in a particular semester course for appearing in Board Examinations.
9) "Examination" means one or more end semester examinations conducted by the Board.
10) "Supplementary Examination" means a student who fails in the appearing semester are allowed to appear again in the examination conducted by Board in all the theory/practical/term works papers
11) "Compartmental Examination" means a student who was promoted in the next semester are allowed to appear in the examination conducted by Board in the carry papers (Theory / Practical) only.
12) "Carry papers" means a paper in which a student doesn't pass in the examination and got prompted in higher semester with backlog subject/s.
13) "Evaluation" means Evaluation of Term Work / Theory / Practical through Progressive Assessment and end semester examination as per teaching and examination scheme of the Board.
14) "Exemption" means opportunity to a student entering the Diploma course / programme with additional qualifications than the basic eligibility criteria to skip the obligation of passing of some courses specified by the Board.
15) "In-plant Training / Industrial training" means an opportunity provided to the student after attaining core competencies of the course / programme to get conversant with experience in real life situation of Industry.
16) "Practical" means course work delivered through laboratory / drawing / workshop sessions or field work.
17) "Oral" means mode of assessment wherein the assessor evaluates the student's learning through verbal interaction.
18) "Programme" means the field of Technical Education, i.e. Engineering and Technology, and such other Programmes/ areas as notified by the AICTE.
19) "Online Examination" means computer-based test / On-Line test of learning outcomes.
20) "Progressive Assessment" means Assessment methodology in which the student's learning outcomes are assessed continuously throughout the term based on rubrics.
21) "Project" means the performance of a student at application level wherein he/she applies the competencies attained to compile / analyze data or synthesize a model or prototype pertaining

to some emerging concept in the field of the programme of Diploma course.

22) "Seminar" means the performance of a student wherein he / she presents in a report form, a compilation of information / analysis / case study of an existing concept in a new perspective or in an emerging trend.

23) "Theory" means subject / course work delivered through class room and tutorial learning.

24) "Term Work" means practical inputs reflected through journal writing / job work / drawing etc.

25) "Teacher Assessment" means overall performance of students reflected through Discipline / Attendance / Assignments / behavior / Dress code / quiz / oral / Rapid-fire question.

26) "COE" means Controller of Examinations in the office of the State Board of Technical Education, Bihar.

27) "Centre Superintendent" means superintendent of the Examination centre to be appointed by the Board.

28) "Observer" means the officer / faculty / appointed by the Board to observe all the activities at Examination centre and report to COE.

29) "Evaluation Director" means the officer appointed by the Board responsible for all the activities of Evaluation centre to evaluate the answer sheets"

30) "Regular Candidate" means a candidate who has enroll themselves and undergo full semester course of all theory/practical/term work papers in that semester.

31) "Private Candidate" means a candidate who appear in the supplementary / compartmental examination without enrolling themselves in that semester.

Rule-3 **Teaching and Examination scheme**

The teaching and examination scheme of a Diploma in Engineering and such other disciplines shall be as per the respective prescribed curriculum subject to the revisions and modifications made by the Board, from time to time.

3.1 **Course and Heads of passing**

A course may have some or all of the following heads of passing, as may be prescribed in the teaching and examination scheme of the curriculum.

- Theory
- Practical
- Term Work
- Project and Seminar
- In-plant Training

Theory, Practical and Term Work heads may have further separate heads for progressive assessment and end semester examination each head shall have separate marks. The maximum marks and minimum passing marks for each passing head of course shall be given in corresponding teaching and examination scheme.

3.2 In light of student faculty ratio and number of courses in Ist and IInd semester, the Ist and IInd semester course shall be divided into two group named as Group A and Group B as per annexure 15.

Rule-4 **Rules for Admission to a Course / Programme**

4.1 **Eligibility**- No candidate shall be admitted to a course for Diploma in Engineering or any other Diploma approved by the Board unless he/she has passed the qualifying examination or an equivalent examination as prescribed for admission to the course by the Government of Bihar / AICTE norms.

Rule-5 **Registration / Enrollment in Diploma Courses**

A Student shall be registered in the Diploma courses with state Board of Technical Education, Bihar only after meeting the following criteria or as directed by Department of Science and Technology, Govt. of Bihar from time to time.

	5.1	A student is admitted as per Govt. of Bihar rules / AICTE norms.
	5.2	A student has to register online with the Board only in Semester-I (and Semester-III in case of Lateral Entry) as per the schedule notified by SBTE, Bihar. The hard copy of the application form downloaded from SBTE, Bihar portal along with the prescribed Board fees and the documents (self-attested photocopy of Matriculation Original Passing Certificate, marks sheet, admit order of admission authority, Photographs of students etc.) shall be submitted by the student to the Principal of the concerned institute. After proper verification of identity and genuineness, the Principal shall forward these documents to the Board for registration through online mode.
	5.3	If a student does not register himself / herself with the Board in the same semester to which he/she is admitted, no further chance shall be admissible to such a student after the lapse of the semester (i.e. end of the first Semester) or in case of Lateral Entry, end of the third Semester of that session.
	5.4	Registration with the Board shall be cancelled in case genuineness of student's identity is not established or their document related to admission are not found genuine at any later stage after registration.
	5.5	Enrollment to next higher semester for pass / promoted students will be necessary as per schedule notified by SBTE, Bihar.
Rule-6	**Eligibility for end semester (I to VI) examinations-**	
	6.1	A student must be registered / enrolled with SBTE, Bihar.
	6.2	A student has maintained good conduct.
	6.3	A student has attended at least 75% of lectures, tutorials and has completed practical / Term Work classes (as may be applicable) for each subject satisfactorily.
	6.4	A student will be responsible to fill up the online examination form as per schedule declared by the Board, after reconciliation of online examination fees / late fees.
	6.5	An eligible candidate shall fill the examination form separately for each semester he / she wishes to appear in with separate Board fee wherever applicable as per rule.
	6.6	Online examination forms filled by the student after online payment of examination fee. Admit card shall be generated only after verification of candidature ship by the Institute.
	6.7	Must be certified by the Principal concerned with respect to rule 6.1, 6.2 and 6.3.
Rule-7	**Specific Eligibility conditions for different Semesters.**	
	7.1	**Eligibility for semester I examinations**
	7.1.1	Registration of all eligible candidates shall be mandatory in semester I for appearing in class tests and end semester examinations.
	7.1.2	A student has completed regular course of study of semester I.
	7.1.3	A student has fulfilled criterion as mentioned in rule-6.
	7.2	**Eligibility for semester II examinations.**
	7.2.1	A student has appeared completed / partially in the prescribed theory / practical end semester examinations of semester I.
	7.2.2	A Student has enrolled in semester II.
	7.2.3	A student has completed regular course of study of semester II.
	7.2.4	A student has fulfilled criterion as mentioned in rule-6.
	7.3	**Eligibility for semester III examinations.**
	7.3.1	A student having failed in more than four Theory / Practical Papers of semester I and II taken together or remained absent in more than four Theory / Practical Papers of semester I and II taken together shall be declared Fail. Such fail students will not be eligible for enrolment in semester III until he / she passes in Theory / Practical papers of semester I and II taken together or promoted with carry papers up to maximum four papers.

		7.3.2	A student may appear in the end semester examinations of semester III if he / she fulfills the conditions of rule- 7.3.1.
		7.3.3	A student has enrolled in semester III.
		7.3.4	A student has completed regular course of study of semester III.
		7.3.5	A student has fulfilled the criterion as mentioned in rule-6.
	7.4	**Eligibility for semester IV examinations.**	
		7.4.1	A student having failed in more than two Theory / Practical papers of semester III or remained absent in more than two Theory / Practical papers of semester III shall be declared fail and will not be eligible for enrollment in semester IV until the student passes in Theory / Practical papers of semester III or promoted with carry papers up to maximum two papers.
		7.4.2	A student has carry in maximum four Theory / Practical papers (including absent in Theory / Practical Papers) of semester I and II taken together.
		7.4.3	A student has enrolled in semester IV.
		7.4.4	A student has completed regular course of study of semester IV.
		7.4.5	A student has fulfilled the criterion as mentioned in rule-6.
	7.5	**Eligibility for semester V examinations.**	
		7.5.1	A student having failed in more than two Theory / Practical papers of semester IV or remained absent in more than two Theory / Practical papers of semester IV shall be declared fail and will not be eligible for enrollment in semester V until the student passes in Theory / Practical papers of semester IV or promoted with carry papers up to maximum two papers.
		7.5.2	A student has carry in maximum two Theory / Practical papers (including absent in Theory / Practical papers) of semester III.
		7.5.3	Both the rule 7.5.1 & 7.5.2 can be taken separately.
		7.5.4	A student must pass in all Theory / Practical papers of semester I and semester II completely.
		7.5.5	A student has enrolled in semester V.
		7.5.5	A student has completed regular course of study of semester V.
		7.5.6	A student has fulfilled the criterion as mentioned in rule-6.
	7.6	**Eligibility for semester VI Examinations.**	
		7.6.1	A student having failed in more than two Theory / Practical papers of semester V or remained absent in more than two Theory / Practical papers of semester V shall be declared fail and will not be eligible for enrollment in semester VI until the student passes in Theory / Practical papers of semester V or promoted with carry papers up to maximum two papers.
		7.6.2	A student has carry in maximum two Theory / Practical papers of semester IV.
		7.6.3	A student has enrolled in semester VI.
		7.6.4	A student has completed regular course of study of semester VI.
		7.6.5	A student has fulfilled the criterion as mentioned in rule-6.
		7.6.6	A student having failed in one or more Theory / Practical papers or remained absent in one or more Theory / Practical papers in semester VI shall be declared fail.
		7.6.7	A student may be awarded Diploma if he/she passes in all the Theory / Practical papers of all the semesters (I to VI).
Rule-8	**Adoption of Examination Reform Policy 2018 of AICTE**		
	SBTE, Bihar will adopt Examination Reform policy 2018 of AICTE for Polytechnics of Bihar state from session 2022-23. Outcome Based Education (OBE), Programme Outcomes (POs), Course outcomes (COs), Learning Outcomes (LOs), Mapping etc. as mentioned in AICTE Examination Reform Policy 2018 will be provided in detailed curriculum of SBTE, Bihar. The institution shall have to follow AICTE examination reform policy 2018.		

Rule-9	**Conduct of Examinations and Marks Distribution**		
	9.1	The Board shall conduct one examination at the end of each academic semester i.e I, III & V in odd semester and II, IV & VI in even semester. There will be supplementary / compartmental examination for IIIrd to VIth semester within a month after declaration of result.	
	9.2	Each theoretical paper provided under the courses of study for Ist to VIth semester examination shall be evaluated as per following marks distribution. Evidence of same shall be available in Learning Management software (LMS).	
		9.2.1	20% marks for internal institutional test ie. Class Tests (CT). In case a candidate remains absent in class tests, zero marks shall be awarded. Answer books of class tests shall be examined by the teacher of the institution and the examined answer books shall be shown to the students after keeping a copy of marks foil concerned. Class tests should be conducted as per SBTE Academic Calendar notified from time to time.
		9.2.2	10% marks for Teacher's Assessment (TA) on the basis of attendance, quiz test assignments, oral test etc.
		9.2.3	70% marks for end semester examination (ESE) to be conducted by the Board as per scheme of examination printed on courses of Study. Phase-wise computer-based test (CBT) will be adopted by the Board and institution should have to prepare for it so that all eligible candidates can appear in examination through CBT phase wise in future examinations. OMR based answer sheets may also be provided in case institutional facility is not sufficient to organize CBT in future, however stepwise it shall have to be converted based on CBT in future.
	9.3	Practical paper examinations will be conducted by the Board as per the scheme of teaching and examination.	
	9.4	Only multiple-choice question (MCQ) may be provided for end semester theoretical papers examinations and no subjective question will be given in theoretical paper examinations in future.	
	9.5	Printing of question papers will be done only at examination center on the schedule provided by the Board.	
	9.6	No question paper for practical Board examination will be supplied by the Board. Institute will conduct the practical examination as per the scheme of teaching and examination.	
	9.7	**Medium of Examination** Candidates appearing in an examination of the Board shall have to write and communicate answers to the questions in written or oral examinations through the medium of English / Hindi language unless otherwise specified.	
Rule-10	**Practical / Term Work: -** All Practical/Term Work performed by the students including virtual lab work must be uploaded in Learning Management software (LMS).		
	10.1	The progressive assessment of practical work of students shall be examined as per the scheme of teaching and examination and internal marks shall be provided by the subject teacher of the institution during the conduct of the term work throughout the semester. The Board shall get the students examined for external marks as per the scheme of teaching and examination by external examiners.	
	10.2	The progressive assessment of term work records of students shall be examined as per the scheme of teaching and examination and internal marks shall be provided by the subject teacher of the institution during the conduct of the term work throughout the semester. The Board shall get the students examined for external marks as per the scheme of teaching and examination by external examiners.	
Rule-11	**Pass criteria:-** A candidate must obtain following minimum marks to pass Ist semester to VIth semester examinations.		
	11.1	40% marks in each theoretical paper (Minimum 28 Marks out of 70 marks in end semester	

		examinations must be obtained and minimum total 40 marks aggregate out of 100 marks.
	11.2	Minimum 40% marks in each practical.
	11.3	Minimum 40% marks in each term work paper (Internal Progressive Assessment and External evaluation taken together).
Rule-12	**Promotion to higher semester and award of Class:-**	
	12.1	A candidate shall be awarded with class for the semester if he/she has passed all theory / practical / term work papers of that semester.
	12.2	A candidate shall be promoted to the subsequent higher semester if he/she meets all the criterion of rule 7 as applicable with carry papers.
	12.3	Candidates as mentioned in rule 12.2 shall not be placed in any Grade/Class. Such candidates may appear to clear the carry papers through compartmental / supplementary examinations as private candidate. However, candidates will pursue their studies in his/her semester, if applicable.
	12.4	A candidate who fails in any one or more term work shall be declared fail. Such Candidate have to enrolled as a regular candidate and appear in the next examination along with the upcoming session.
Rule-13	**Special Grace Scheme:-**	
	13.1	If a candidate who has appeared in all theoretical and practical papers in one lot in any end semester examination and has passed in all theoretical, practical and term work individually and in aggregate except one theoretical paper by a maximum of 5 marks (in Board), he/she will be declared to have passed the examination after adding the marks by which he has failed and the marks thus added will be deducted from the marks of the subject in which he has obtained the highest marks.
	13.2	If a candidate who has appeared in all theoretical and practical papers in one lot in any end semester examination and has passed in all theoretical, practical and term work individually and in aggregate except two theoretical papers by not more than 5 marks in both subjects taken together, he/she will be declared to have passed the examination after adding the marks by which he has failed two subjects and the marks thus added will be deducted from the marks of the paper in which he/she has obtained the highest marks.
	13.3	Special Grace scheme is applicable for only fresh candidates and shall not be applicable to students appearing in compartmental / supplementary examinations.
Rule-14	**Compartmental / Supplementary Examinations:-**	
	If a student has failed in any of the Ist to VIth semester examinations of the Diploma course or has failed to appear therein even after having completed the regular course of study but fulfills other necessary requirements, may appear again in the end semester / compartmental / supplementary examination (for III, IV, V and VI semester only) as a private candidate without further attendance of theory, practical and term work subject to the following conditions:	
	14.1	Candidate has good moral character.
	14.2	Candidate has satisfied the necessary conditions as per the rules for appearing at the examination in any previous semester.
	14.3	Candidate has passed in the term work (where applicable).
	14.4	Certification of the concerned Principal with respect to rules 14.1, 14.2, and 14.3.
Rule-15	**Limitations of Compartmental / Supplementary examinations.**	
	15.1	A student can pass the semester I and II examination in maximum three academic session (maximum six chances of consecutive examination). Failing which the students should be declared Not Fit for Technical Education (NFT), if he / she doesn't pass semester I and II

		examination in altogether six consecutive end semester examination conducted by Board and counted semester I and II examinations separately. However, Board may grant a chance to such "NFT" students for appearing in next three consecutive end semester examinations as final attempt.
	15.2	Semester III, IV, V, and VI student can pass the examination in maximum three academic session (i.e., maximum six chances of including compartmental / supplementary examination). However, Board may grant a chance to such failed students for appearing in next three consecutive end semester examinations as final attempt after readmission in the institutions to pursue the course of study of that semester as a fresh student.
	15.3	A candidate who appeared in I to VI Semester examinations in all papers in one attempt and passed in all the term works but failed in one or more theory / practical papers of semester I to VI, may be allowed to appear in subsequent regular semester examination as per rule-7. In calculating the aggregate marks for such candidates for award of class, the total marks obtained by him / her in the paper passed compartmentally will be considered. However, for candidates appearing in supplementary examinations from semester III to VI, total marks obtained by the candidate will be counted.
Rule -16	**Marks Carried for Supplementary/ Compartmental Examination**	
	16.1	In supplementary examination, marks of end semester examination shall be awarded as obtained by candidate if, he/she appears in all papers as per teaching and examination scheme of that semester.
	16.2	In compartmental examination of carry paper, marks of end semester examination shall be awarded as obtained by candidate if, he/she appears in carry papers as per teaching and examination scheme of that semester.
Rule -17	**Improvements of Marks**	
	17.1	The students may apply for Improvement examination in semester III, IV, V and VI after the publication of results by filling the Improvement examination forms as per SBTE norms.
	17.2	Students can avail the chance of improvement in maximum of two theory papers and shall have to appear in the supplementary/ compartmental examination conducted by the Board immediately after publication of result of even/odd semester in the current academic session only.
	17.3	Benefits of the Grace Marks will not be given while improving the marks.
	17.4	If a student appears for Improvement Examination, Maximum marks shall be considered.
	17.5	The improved marksheet / certificate if any, will be given to the students only after the submission of previous marksheet / certificate to the Board through institute.
Rule-18	**Marks of Private candidate to be carried forward-**	
	In case of private candidate, the marks obtained in different heads of passing in the previous examination of the same course in which he has claimed exemption shall be carried forward for deciding his/her total marks.	
Rule -19	**LOSS / DAMAGE of Answer Book(S)**	
	Average marks may be granted by Examination Board in case of missing answers book after fixing the	

	responsibility by Committee duly constituted for the same.	
Rule-20	**Successful passing of VI Semester Exam and award of Diploma:-**	
	20.1	For award of Diploma, CGPA (Cumulative Grade Point Average) obtained by Candidate in Ist to VIth Semester Examinations shall be considered as per Examination grading scheme.
	20.2	For the award of Diploma, a student shall be required to pass all the subjects of Ist to VIth Semester Examinations conducted by the Board as per rule.
	20.3	In case a candidate has passed the final Semester Examination but has carry in any lower semester examinations, his / her result shall be withheld till he / she clears all the papers of lower semester examination, in which he / she had failed.
	20.4	Marks sheet will be furnished to the candidate through the institution immediately after publication of the results. A candidate may get them directly from the Board by paying a Board fee through online mode or Bank Draft **(payable to the Secretary, State Board of Technical Education Bihar, Patna)** along with the application.

Rule-21 **Courses offered in different Government / Private Polytechnics of Bihar affiliated to SBTE, Bihar.**

As mentioned in annexure enclosed.

Rule-22 **Duration of the Courses-**

22.1 A full time Diploma courses shall be of three years duration comprising of six semesters.

Rule-23 **Board of assessment, examination and certification.**

23.1 There shall be a Board of Assessment, Examination and Certificate henceforth referred to as "SBTE, Bihar"

23.2 The Board shall have the following powers and functions related to examinations unless otherwise directed by the Department of Science and Technology, Govt. of Bihar.

23.2.1	To arrange for holding of Examinations.
23.2.2	To arrange for evaluation of answer sheets.
23.2.3	To publish examination results.
23.2.4	To award certification / Diploma.
23.5.5	To place the examination related issues before the Examination Board.
23.2.6	To assess the entire examination system time to time and suggest ways and means for its improvements.
23.2.7	To consider any other matter related to conduct of examinations and infrastructure / disciplinary action thereof.
23.2.8	The Board will prepare academic Calendar for effective and smooth running of Institutions.
23.2.9	The Board will prepare / revise / modify the detailed syllabus / curriculum as and when required based on need analysis. COE based Courses will be introduced as per Deptt. Of Sc. & Technology, Govt. of Bihar directives.

Rule-24 **Re-evaluation of Result:-**

Application for Re-evaluation of the result in any subject or subjects of the Board Examination shall be submitted to Controller of Examinations, S.B.T.E., Bihar along with the requisite Board fee per subject (as decided by the Board time to time.) payable to Secretary, S.B.T.E., Bihar through institution head / online mode. Such application shall be accepted only if it is received within 10 days of the result publication of that examination ie. If a Candidate fails to apply for Re-evaluation of result within the prescribed time, he / she shall lose the right to Re-evaluation. Such answer books will be jointly Re-evaluated by moderation board.

Rule-25 **Loss of Original Diploma Certificate/Issue of Duplicate Certificate:-**

In the event of loss of original Diploma Certificate, a candidate can apply for the Duplicate copy with the requisite fee through the Principal concerned along with an affidavit detailing therein the circumstances under which it was lost. The affidavit must be made in the presence of a First-Class Magistrate/Oath Commissioner. Further, the copy shall be marked as "DUPLICATE". Further copy to duplicate copy shall be superscripted as "TRIPLICATE", "QUADRAPLICATE" & likewise, as the case may be.

Rule-26 **Preservation of Examination Records:-**

The answer script and related documents (viz. registration form, examination application form, marks foil etc.) of each semester examination shall be preserved by the Board / examination centre / evaluation

	centre only for one years after the publication of the result.	
Rule-27	**Unfair Practices in Examinations:-**	
	27.1	In case of walkout or stay out or cancellation of examination due to any disturbance created at the centre for which the examinees are responsible or in case of cancellation of examination due to mass scale use of unfair means, neither there shall be any re-examination nor shall average marking be done. Zero marks shall be awarded to the examinees in the paper / papers concerned.
	27.2	Willing students who resist and do not come out of the examination hall shall be permitted by the Centre Superintendent to continue their examinations or to write afresh where answer book is torn, and in that case the time wasted in disturbance shall be duly compensated.
	27.3	If there is any report of use of unfair means by the Centre Superintendent, or by the observers or by the members of the Flying Squad or any Inspecting Officer of the Board, the examination of concerned room / rooms / center will be cancelled. However, the re-conduct of examination shall be considered on case-to-case basis.
	27.4	If the Examination Board is satisfied that there have been connivance and encouragements by the teachers / invigilators working at the Centre, for creating disturbance at the Centre or in case of denial / refusal of any examination work without valid reason, the Chairman of the Board will recommend to the State Govt. for taking disciplinary action against the persons concerned.
Rule-28	**Amendment in Declared Results:-**	
	In case, the declared result of an examination is later on found affected by an error (except those covered under malpractice, fraud or improper conduct). The matter shall be placed before the Special Committee for scrutiny. Board shall have the power to amend such result according to the recommendation of the Special Committee. No result shall, however, be amended after one year from the date of declaration of such result or after declaration of the result of the next examination at the same level, whichever is earlier. The special Committee shall be constituted by the Secretary, S.B.T.E. Bihar.	
Rule-29	**Name correction on documents:-**	
	Documents shall normally have the name of a candidate as contained in his SSC Board certificate. In case of any discrepancy appearing in the name of a candidate in document issued by S.B.T.E, the candidate shall duly apply for correction immediately after the declaration of the result of the very first examination of the Board he appears in. Board shall carry out the sought correction in the statement of marks for the said examination, following the prescribed procedure, expeditiously, definitely before the next examination. The candidate shall apply for correction in his name through the Principal of his institute, who shall ascertain that the candidate's name appears in the related list of admitted students and shall duly certify on the application and forward it to the Board.	
Rule-30	**Migration Certificate:-**	
	A Candidate will get Migration Certificate from the Board along with Diploma Certificate. Requisite fee will be taken from the Candidate. After issuance of the migration Certificate, the Candidate will no longer remain a bonafide student of the Board.	
Rule-31	**Permission for Writer:-**	
	Permission for writer in the end semester examination would not be granted in any circumstances.	
Rule-32	**Amendments:-**	
	Notwithstanding anything contained herein, The Examination Board may amend the rules as and when required with a view to maintain high standards of Technical Education of Bihar State.	

Rule-33	**Annexure:-**		
	1.	Teaching and Examination Scheme	**(Annexure 01)**
	2.	Examination Grading/Percentage of Marks/Division	**(Annexure 02)**
	3.	Role and Duties of observer for Diploma Examinations	**(Annexure 03)**
	4.	Scale of Punishment for use of unfairness means	**(Annexure 04)**
	5.	Guidelines for the Centre Superintendent of Examinations	**(Annexure 05)**
	6.	Guidelines for External Examiner / Internal Examiner / Centre suptt / Evaluation Director for External Evaluation.	**(Annexure 06)**
	7.	Duties & Responsibilities of Co-Examiner	**(Annexure-07)**
	8.	Duties & Responsibilities of Head Examiner	**(Annexure-08)**
	9.	Directions to Assistant Centre Superintendents / Invigilators	**(Annexure-09)**
	10.	Courses offered in different Govt./Private Polytechnics of affiliated to SBTE, Bihar.	**(Annexure-10)**
	11.	SOP (Standred operating procedure) for external Examiner / CS for external evaluation of practical & Term Work papers.	**(Annexure-11)**
	12.	User Manual for Registration.	**(Annexure-12)**
	13.	User Manual for Registration Verification (Institutional)	**(Annexure-13)**
	14.	User Manual for SBTE-EMS Login.	**(Annexure-14)**
Rule-34	**Dispute Resolution:-** All the disputes (if any) that arise shall be decided by the Examination Board. The decision of the Board in all such matters shall be final and binding on all stakeholders.		

30.5.23

30.5.2023

30/5/23

Secretary
State Board of Technical Education,
Bihar, Patna.

DEPARTMENT OF SCIENCE & TECHNOLOGY,
GOVT. OF BIHAR

DISCIPLINARY RULES

FOR
Government Engineering Colleges/ Polytechnics

1. As soon as any complaint is made to the Principals against any student regarding an act of indiscipline on his part, or otherwise it comes to the Principal's notice and if the Principal is satisfied that this calls for disciplinary action under the rules, the charges shall be framed and communicated to the student. A show cause will be served to him for reply within a specified period. After considering the show cause reply if the Principal is satisfied that there is prima facie substance in the allegation or if the student fails to reply show cause within the specified period, he will refer the matter to the Disciplinary Committee to look into it and to give suitable recommendation to the Principal within the period specified by him.

   The Disciplinary Committee shall be convened by the Principal or in his absence, by a senior member of the Committee nominated by the Principal, 'Principal' will include, in his absence, the Professor in charge of the college for the purpose of this paragraph

2. The Disciplinary Committee shall be constituted by the Principal and shall consist of the following members :-
   I. All Head of Departments/One Senior most Faculty of each branch.
   II. Registrar/Prof. in charge Academic.
   III. Controller of Examination
   IV. Senior most Hostel Superintendent.

   provided that no enquiry shall be conducted by less than half the members of the committee.

3. The following punishments may be awarded:-

   Major Punishment :

   (a) Expulsion
   (b) Rustication

   Minor Punishment :

   (a) Black Mark
   (b) Fine
   (c) Censure (d) Warning

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(e) Withdrawal of Scholarship
(f) Debarring from holding or office.

The Principal may suspend a student pending enquiry into allegation of acts of indiscipline against him.

4. In all cases of indiscipline the Principal will pass and issue the order of punishment after considering the report of the Disciplinary Committee.

5. The orders of punishment will be reported to the Director, Department of Science and Technology, Govt. of Bihar, and the University for Information,

6. A student may represent his case against the orders of the Principal, to the Director, Science and Technology and the decision of the Director, Department of Science and Technology, Govt. of Bihar will be final.

7. A criminal case and an enquiry by the Disciplinary Committee can proceed simultaneously.

Statement Showing Major And Minor Offences And Corresponding Suitable Punishment

1. One Minor Offence means:	One black Mark and/or Fine and/or Censure and/or Withdrawal of scholarship and/or Debarring form holding any office.
One Major Offence Means:	Rustication for a period or expulsion to be decided on the nature of the offence.
2nd Major Offence means:	Expulsion.
Three incidents of Minor Offence means:	Rustication.
Five incidents of Minor Offence means:	Expulsion.

2. Organised acts of Indiscipline:

Any act of indiscipline when indulged in by a large number of students intended or calculated to cause dislocation in the normal working of the college or any of its department or sections, or to adversely affect the reputation of the college, or lowering of standard of excellence of any field of activity of the college shall be deemed as constituting an organised act of indiscipline:

3. Acts of Indiscipline:

The following shall constitute Major or/Minor acts of Indiscipline:

I.	Keeping or using any fire arm/explosives/Lethal weapons (Including Lathi) knife with a blade of more than 4 inch length in the room or outside.	Major
II.	Keeping or using intoxicants in any form.	Major

III.	Gambling in any form	Major
IV.	Ragging, beating, bullying or harassing of students.	Minor or Major depending on the nature of offence.
V.	Demonstration in any form including procession and unauthorised meetings.	-do-
VI.	Strike or hunger strike.	-do-
VII.	Boycotting of any college function, programme or activity	Minor
VIII.	Abusing teachers.	Major
IX.	Abusing fellow students.	Major or Minor depending on the nature of offence.
X.	Harassing/ threatening to Higher Authority of the Department (S&T), Principal, All College Staff and their batch mates with the help of mobile or other means.	Major
XI.	Recourse to violence, assault, rioting, arson, inciting others to violence or arson, fanning communal or caste passions or charge-sheeted for criminal offence.	Major leading to expulsion
XII.	Showing or causing to show any disrespect to a teacher or staff member of the college.	Major or Minor depending on the nature of offence.
XIII.	Intimidation of students, Hostel staff, staff with lethal weapons.	Major or Minor depending on the nature of offence.
XIV.	Participating in mob violence or frenzywith lethal weapons.	Major
XV.	Habit of non payment of hostel or colleg or bus dues.	Minor
XVI.	Misbehaviour with staff.	Major or Minor depending on the nature of offence.
XVII.	Continued and unauthorised absence from the hostel.	Minor
XVIII.	Incitement to commit any act indiscipline.	Major or Minor depending on the nature of offence
XIX.	Disobedience of verbal or written order by competent authority.	-do-
XX	Forestalling detection of involvement in an offence.	Minor
XXI	Removal and or destruction of evidence of involvement in an act of indiscipline done to escape possible punishment.	Major or Minor depending on the nature of offence

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XXII	Violation of Hostel and College rules	-do-
XXIII	To give false evidence before the Enquiry Committee	Major
XXIV	Assault upon staff members	-do-
XXV	Immoral Act.	-do-
XXVI	Any breach of the law of the country or the State or the Statutes, Regulations or Rules of the concerned University/SBTE, Bihar, Patna or orders of a competent authority.	-do-
XXVII	Disturbing any college property or property of the State Govt. or of the concerned University/SBTE, Bihar, Patna	Major or Minor depending on the nature of offence.
XXVIII	Disorderly behaviour and public nuisance in any form	Major or Minor depending on the nature of offence.
XXIX	Attending or organising meeting in the Hostel or College premises or else where other than those authorised by the Principal Hostel Supdt. And participation in such meeting.	Minor
XXX	Displaying notice, leaflets, or posters, not signed or countersigned by the principal or Hostel Supdt. or other authorised College officers at the Hostel or bus or college Notice Boards or other places or distributing such notices or leaflets.	Minor
XXXI	Removing Notices officially displayed on the college or Hostel Notice Boards or any other places.	Minor
XXXII	Any act specifically forbidden by the Principal, Heads of the Dept, Supdts, Asstt.Supdts. or any other officer of the College competent to pass such an order.	Minor
XXXIII	Any act of stealing, Cheating etc.	Major or Minor depending on the nature of offence.

XXXIV	Looting, robbing, burglary of college, Hostel/Univ. property or property belonging to staff and students, including staff residence within the Campus.	Major
XXXV	Any other act intended or calculated to Cause inconvenience, annoyance, injury or damage to any other inmate of the Hostel employee of the college or a resident of the Campus or Guests and Visitors to the College.	Major or Minor depending on the nature of offence.

Sd/-
Director
Science & Technology
Bihar, Patna.

Memo No. : Vi Pra(II)-Baithak-15/2010 2637 Patna/Dated : 27.10.2011

Copy to :

1. All Principal of Govt. Engineering Colleges/ Polytechnics.
2. Registrar of concerned University/Aryabhatt Knowledge University.
3. P.A. to Minister, Deptt. of Science & Technology, Bihar, Patna.
4. . P.A. to Principal Secretary, Deptt. of Science & Technology, Bihar, Patna.
5. Secretary, State Board of Technical Education, Bihar, Patna.

For information and necessary action.

27.10.11

Director
Science & Technology
Bihar, Patna.

Rev 2.0

Form-201

STATE BOARD OF TECHNICAL EDUCATION, BIHAR, PATNA.

GUIDELINES FOR THE CENTRE SUPERINTENDENT OF EXAMINATIONS.

(In addition to the General Rules of Diploma Examinations and
The Bihar Conduct Examination Act, 1981)

To conduct examination.

1. Conduct of examination(s) at the centre smoothly as per the frame work of prescribed examination rules will be the responsibility of Centre Superintendent (CS). In extraordinary situation only, a CS after having prior consent from the Controller of Examinations can delegate his / her responsibility to an officer deemed to be fit and prudent to discharge the responsibility. **CS must ensure that No Officers Staffs shall possess mobile phones inside the examination centre premises during the Board examination.**

Assistant Centre Superintendent will be appointed by CS.

Violation of Examination norms.

2. All occurrences of adoption of unfair means by an examinee or transgression of the rules of examination by any one whether an examinee or an intruder should be reported to the Board by the CS on the day of occurrence in daily report stating the action taken in this regard with report mentioned in section 29.

Prohibition from Unfair means.

3. If an examinee in examination room is found to be indulged in any form of malpractice against the norms of examination shall immediately be reported to the CS by officer-in-charge / invigilator of the room along with seizure report. The CS will deal the matter under the provisions in the examination rules and The Bihar Conduct of Examination Act-1981.

The chit or written material etc. should be signed by the invigilator and the candidate should be asked to submit his explanation. The answer book of the examinee along with the chits etc. shall be submitted by the invigilator to the CS. The Disciplinary Action Committee of i) JCS, ii) ACS/Senior most Lecturer, iii) Invigilator concerned under the chairmanship of CS, shall take action as per the scale of Punishment prescribed by the Board based on the severity/nature of offence.

The CS shall send the answer book and the material found in possession of the candidate for using unfair means, invigilator's report, explanation of the candidate, along with DAC report apprising the Board about the action taken in a sealed and insured cover to the Controller of Examinations.

SBTE, Bihar

Seat plan.

4. Every day's seat plan of the examinees shall be maintained and kept by the CS for at least three months after the result is published. A copy of the same should be sent to the Board office. Seating arrangement in a room should be as per the SBTE regulation as notified from time to time. Seating arrangement in a room should be such that every student should face one direction and if possible intervening examinees i.e. examinees between the two should be of different subject/Institute.

Attendance Sheet.

5. In each examination, the candidates are required to put their full signature, roll number and answer book number on the attendance sheet provided to the institution by the Board. In an examination room all examinees will get attendance sheet one by one by the invigilator(s) in the room. The invigilators doing this work shall ascertain that candidate's roll number and answer book number are correct and also ensure that the candidate appear for examination is correct. CS will keep a copy of every day's attendance sheet at least for three months after the publication of results. Original attendance sheet will be sent to the Board office with absent student duly verified by Invigilators/ACS/ CS.

Reporting Time and Identification of candidates.

6. Candidates must report to the examination center at least one hour 30 minutes before the commencement of examination. Morning shift Examination will start for 09:30 A.M and Evening shift examination will start from 02:00 P.M. Candidates at the examination centre from other institutes shall be identified by the frisking committee at entry gate under the supervision of ACS/ JS/ CS before the commencement of examinations:

(a) to obtain their admission cards.

(b) for verification of identity.

To eliminate proxy, identity of each examinee must be ascertained by invigilator(s) of respective rooms and CS as well.

Candidates are not allowed to enter in the examination Premises after 9:00 A.M in morning shift and 01:30 PM in evening shift.

CS must ensure that no such candidate are allowed to enter in the examination premises after the above mentioned timings.

Number of Invigilators.

7. Normally one Invigilator shall be on every twenty five students in large halls. Relieving invigilator(s) according to the need will also be kept as reserve. In no case or situation in an

S.B.T.E. Bihar

examination room less than two invigilators will be allowed.

Teachers having relation with any examinee / Non Teaching Staff not to be assigned invigilation work.

8. Invigilators shall not normally be below the rank of a lecturer. Under special circumstances only suitable persons below this rank may be engaged. However, this should be intimated to the Controller of Examinations.

If in an examination relative of any teacher/Staff of that institute is appearing the teacher/staff shall not be assigned invigilation work in any sitting on any day of the examination. The teacher/staff shall insure this themselves also.

Officer-in-charge in a Room.

9. Senior most officer in an examination room will be officer-in-charge who will supervise work of invigilator(s) and activity in the room.

List of Invigilators to be forwarded to the Board.

10. The list of invigilators of each sitting and of each examination should be sent to the Controller of Examinations when the examination is over along with remark of CS about the quality of work of each invigilator. An invigilator found neglectful of his duty should not be engaged in future for invigilation work.

Local Levy-not to be collected.

11. No money from any student will be collected by CS to meet examination expenses such as engagement of labour for serving water, for arrangement of seats, for packing and sealing the papers etc. Over and above the expenses incurred on above heads the cost of packing and dispatching drawing sheet and other materials will be met by the State Board. The government service stamps will be used for dispatching and for correspondence in connection with the Board Examinations.

Record of temporary absence of examinees.

12. The officer-In-charge of each room shall maintain a list of temporary absence of examinees mentioning roll number, time, date and duration of such absence. These records shall be submitted to the Board, when examination is over.

Arrangement for drinking water to the examinees.

13. Arrangement should be made for serving drinking water to examinees in the examination hall.

Examinees not to be contacted.

14. No letter, telegram, money order will be handed over or communication through mobile phone. Any guest will not be allowed to see the examinee whether outside or inside the room.

Correction in question paper.

15. Any error or misprint in the question paper if detected will be communicated to the examinees and modification of this effect will

C.B.S.E. Bihar

be allowed only after consultation with the Controller of Examinations.

Entry into examination room.

16. Barring invigilators none should be allowed in the room while the examination is going on without having permission of the officer-in-charge of the room.

Seating arrangement in the examination rooms.

17. (a) Seating arrangement in examination rooms will be made in evening one day prior to the commencement of examination. The rooms after which will be locked and reopened next day twenty minutes before the examination commences.

(b) It shall be the duty of CS to see that all desks, doors, wall etc. are wiped clean of all writings prior to the commencement of each sitting of examinations.

(c) If any such thing is found on the desk or near the wall of an examinee during examination, the examinee with the consultation of the CS will be shifted to a place where there are no such writings.

S.B.T.E. Bihar

Receipt of question papers.

18. The question papers will be delivered to the Examination Centre through EQPD mode prior to the commencement of Examination only on registered computer in a separate room with CCTV surveillance. In case of emergency offline question paper may be delivered.

Opening of questions.

19. The question should be opened in the presence of Observer as well as CS by combining the OTP received on their registered mobile number. In case of any discrepancies, same should be communicated to the Controller of Examination immediately.

Printing of question papers.

20. The Questions will be printed as per the subjects mentioned in the Program me Calendar. Question printing will be done by the system admin in the presence of CS, Observer, ACS. (Printing should be started after closing the entry of students inside Examination premises). As identified question paper should be delivered to examination room not earlier than fifteen minutes before the commencement of Exam. The safety and printing of Question paper by the concerned team must be headed and guided under the supervision of CS with CCTV surveillance. CCTV footage should be recorded and may be demanded in case of any discrepancies.

Extra/Unused copies of question papers to be

21. The CS has to see that extra copies of question papers are not printed. A ledger has to be maintained if extra copied are printed.

entered in Ledger.

Handing over of answer books to respective officer-in-charge of the room prior to examination.

22. In each sitting of examination answer book should be as many in number as there are students in the examination room and then they should be handed over to officer in charge. Only machine numbered answer books will be given to examinees.

Only one—Book-1 to be supplied to each examinee.

23. Only One Answer Book shall be supplied to one examinee in any sitting.

Answer books to bear stamp of Centre & Signature of CS.

24. The answer books, which are supplied to the examinees must bear the stamp of the Centre and the signature of the CS.

Packing and Dispatch of answer books.

25. The answer books should not be folded. They should be packed flat. The answer books from examinees should be sealed up on the same day in cloth covers in the presence of the CS. The answer books in packet should be arranged in the order of increasing roll numbers separately for separate Institute. All packets should be sent by insured post on the say of the examination unless there is constraint beyond control for not doing so. The number of packets dispatched daily with a copy of statement of their contents should be sent to the Controller of Examinations on the prescribed printed form. If the packets are not dispatched to their destination on the day of the examination, these should be carefully kept under lock and key under CCTV surveillance for dispatch at the earliest. In no case should these packets be kept at a place where safety can not be ensured.

Unused answer-books & other materials to be returned to the Board office.

26. Unused answer books with variable data and other materials sent from Board should be returned on the same day. However, Blank copies (without student data) shall be returned after the completion of Examination.

Report about the examination.

27. A report should be sent to the Controller of Examinations on each examination day by the CS indicating whether the examination held was conducted in accordance with the rules.

If situation is repugnant behaviour / Improper manner of examinee.

28. In case such a situation crops up tackling of which in the opinion of the CS is beyond the provisions laid in the rules and guidelines will act at his own wit and will communicate to the Board in this regard.

If a candidate does not

29. In case a candidate is found without admission card and the

produce admission card.

CS has reasons to believe in the genuineness of the examinee and if the reasons for not bringing admit card is rational the examinee may be allowed to appear at the examination. However, the matter will be intimated to the Board.

Time allowed to an examinee for temporary absence.

30. An examinee should not be allowed to leave examination hall temporarily for more than six minutes. On medical ground CS can allow absence according to the situation but not more than a period of ten minutes and in all such cases, a responsible person should be deputed to watch the movement of the examinee outside the hall.

Any change in the answer book by the examinee after submission.

31. No candidate will be permitted to correct his roll number or any thing inside the answer book after having submitted the same. In case a candidate pleads that by mistake he has written his roll number wrong on his answer book, the CS may permit such correction to the examinee after verification from the admission card or from other documents in the office. All such correction shall bear the initial of CS. A written representation in this regard from the examinee should be sent to the Board.

In case of any emergency at the examination center, CS has the final authority to take appropriate decision.

N.B :- **The guidelines also include points for officer-in-charge/Static Magistrate (JS)/Flying Squad / invigilator. CSs are requested to communicate them so that they may work accordingly.**

S.B.T.E., Bihar

Secretary,
State Board of Technical Education,
Bihar, Patna

राज्य प्रावैधिक शिक्षा पर्षद,
बिहार, पटना।

चतुर्थ तल, टेक्नोलॉजी भवन, विश्वेश्वरैया परिसर, बेली रोड, पटना–800015
Website : www.sbtebihar.gov.in ; Email : sbtebihar@bihar.gov.in

Form-202

केन्द्राधीक्षक (Centre Superintendent) का खैरियत प्रतिवेदन

पत्रांक :– /दिनांक :–

प्रेषक,

केन्द्राधीक्षक,

_____

सेवा में,

परीक्षा नियंत्रक,
राज्य प्रावैधिक शिक्षा पर्षद,
बिहार, पटना।

विषय :– सैद्धांतिक विषयों की परीक्षा का खैरियत प्रतिवेदन।

महाशय,

आज दिनांक– _____ को आयोजित डिप्लोमा सेमेस्टर _____ के प्रथम एवं द्वितीय पाली की परीक्षा _____ सम्पन्न हुई। प्रतिवेदन निम्न प्रकार है।

प्रथम पाली

	सेमेस्टर ____	सेमेस्टर ____
विषय / विषय कोड –		
कुल उपस्थित परीक्षार्थियों की संख्या –		
कुल प्रेषित उत्तरपुस्तिकाओं की संख्या –		
अनुपस्थित परीक्षार्थियों की संख्या एवं क्रमांक **(विषय कोड सहित)** –		
असवच्छ साधन उपयोग करने वाले परीक्षार्थियों का क्रमांक Roll No. of examinee susing Unfairmeans. (यदि कोई हो तो)–		

अनुलग्नक – DOC-311

अभ्युक्ति –

पर्यवेक्षक | दण्डाधिकारी / सह–संयुक्त केन्द्राधीक्षक | केन्द्राधीक्षक

द्वितीय पाली

	सेमेस्टर ____	सेमेस्टर ____
विषय / विषय कोड –		
कुल उपस्थित परीक्षार्थियों की संख्या –		
कुल प्रेषित उत्तरपुस्तिकाओं की संख्या –		
अनुपस्थित परीक्षार्थियों की संख्या एवं क्रमांक **(विषय कोड सहित)** –		
असवच्छ साधन उपयोग करने वाले परीक्षार्थियों का क्रमांक Roll No. of examinees using Unfairmeans. (यदि कोई हो तो)–		

अन्युक्ति –

पर्यवेक्षक

दण्डाधिकारी
सह–संयुक्त केन्द्राधीक्षक

केन्द्राधीक्षक

Form-203

Guidelines for Answer Book Delivery from Examination Centres.

1.	Centre Superintendent and Controller of Examinations Centres must ensure that answer book will be sealed immediately after each shift of Examination.
2.	Centre Superintendent must deliver the sealed answer book to the authorized SBTE Persons with Annexure-form-310, 311.
3.	a) Answer Booklet of 1st & 2nd Shift of Previous day and 1st Shift of that day should be deliver to SBTE authorized Person daily at 14:30 Hrs. b) Similar Process continues till the last day of Examination. c) In case of exigency or otherwise due to certain unavoidable circumstances , Centre Superintendent may post the sealed answer booklet to SBTE with consent of COE, SBTE.
4.	Contact Details of authorized Person's will be shared by SBTE.
5.	Centre Superintendent must ensure that all answer booklet (with or without variable data) will be sealed Semester wise/ Branch wise and no answer book will be left at the institute.
6.	Dispatch form (Form No.-310) i.e. Details answer booklet should be Pasted on the top Cover of the Sealed Packet & Form no. 311 should be kept inside the sealed packet.
7.	COE of Examination centre must be ensure that absentee data should be uploaded on SBTE Portal daily, shift wise. List of details of Answer booklets must be download.
8.	The absentee data which is uploaded on Portal should take print out & Pasted on the sealed Packet.
9.	All the unused answer booklet should be sent to SBTE separately on last day of Examinations.

राज्य प्रावैधिक शिक्षा पर्षद,
बिहार, पटना।
चतुर्थ तल, टेक्नोलॉजी भवन, विश्वेश्वरैया परिसर, बेली रोड, पटना–800015
Website : www.sbtebihar.gov.in ; Email : sbtebihar@bihar.gov.in

ROLE AND DUTIES OF OBSERVER FOR DIPLOMA EXAMINATIONS

1. An Observer is to observe the activity in the Board Examination. He / She is independent to assess the manner in which the examination is actually conducted. The Observer is also expected to provide active feed-back if feels necessary during the course of the examination to the Centre Superintendent (CS) and to inform him / her of any important developments or irregularities / deficiencies which may come to notice. However, responsibility for the actual conduct of examination at a given examination centre lies squarely on the shoulders of the CS and his team of Officer-in-charge / Invigilators etc. The Observer has no formal role of responsibility in the said sphere. Even so his inputs and advice will carry importance for CS and the Board as well.

2. Some of the important aspects which the Observer is expected to look into and follow are as follows:

(a) To observe the law-and-order arrangement at the centre(s) where he / she has been deputed and point out the deficiencies / methodologies adopted out of the tune of rules / regulations of examinations.

(b) To visit examination centre(s) well before the start of each session so that questions are opened in the presence of CS by combining the OTP received in presence of some invigilators as mentioned in CS's Guidelines. Also, ensure that candidates must occupy their allotted seat half an hour before the commencement of Examination and in no case shall be allowed to enter the examination premises after 09:00 a.m. in Ist sitting and after 1:30 p.m. in 2nd sitting. However, this observation should not cause any disturbance on delay to the process, since starting of examination on time is of paramount importance.

(c) To inspect arrangements made by the centre to prevent entry of such materials that may be used for unfair means or creating something untoward.

(d) The Observer will visit examination rooms off and on to assess the credibility of the examination.

(e) To observe that whether the process of packing Answer Books is being done properly in the presence of the CS / Officers-in-charge / Invigilators.

(f) To see that the answer books are immediately packed & sealed after the end of examination for each session and handed over to the courier agency as per schedule.

(g) To see that the used and unused answer with variable data must be sealed and sent on the same day.

(h) On conclusion of each day's examination the Observer is required to intimate the Controller of Examinations about the conduct of examination covering the above-mentioned points.

(i) At the end of examination, the Observer is required to submit report in writing (what he / she has been communicating on telephone as contained in para (h) about the whole conduct of examination and any other information whatever has been conveyed to COE over phone.)

राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना।

Form-205 Rev 2.0

चतुर्थ तल, टेक्नोलॉजी भवन, विश्वेश्वरैया परिसर, बेली रोड, पटना–800015
Website : www.sbtebihar.gov.in ; Email : sbtebihar@bihar.gov.in

पर्यवेक्षक (Observer) द्वारा परीक्षा केन्द्र का निरीक्षण प्रतिवेदन।

		परीक्षा _____ दिनांक – _____		परीक्षा _____ दिनांक – _____	
		प्रथम पाली	द्वितीय पाली	प्रथम पाली	द्वितीय पाली
1.	परीक्षा केन्द्र का नाम –				
2.	क्या जेनरेटर/संयुक्त जेनरेटर निरीक्षण के समय चालू अवस्था में थे ?				
3.	उपस्थित शिक्षकों की संख्या				
4.	क्या किसी छात्र को निर्धारित समय के बाद (परीक्षा प्रारम्भ होने के आधा घण्टे के पूर्व) कक्ष में प्रविष्ट दी गई है ?				
5.	क्या छात्रों के बैठने की व्यवस्था निर्धारित निर्देशों के अनुसार की गई है ?				
6.	क्या केन्द्राधीक्षक ने परीक्षार्थी के अनुचित कार्य करने पर निर्धारित दण्ड श्रेणी की जानकारी की प्रति परीक्षा हॉल के समीप सूचना पट्ट/मुख्य स्थान पर लगाई है ?				
7.	क्या परीक्षार्थियों के लिये पीने के पानी की समुचित व्यवस्था की गई है ?				
8.	क्या अज्ञात व्यक्तियों को परीक्षा हॉल के परिसर में आने हेतु समुचित व्यवस्था की गई है ?				
9.	क्या नियुक्त शिक्षक अपने निर्धारित स्थान पर उपस्थित थे ? यदि नहीं तो विवरण दें।				
10.	क्या नियुक्त शिक्षकों ने समय पर अपनी ड्यूटी प्रारम्भ की है ?				
11.	क्या शिक्षकों ने परीक्षा हॉल में उपस्थित सभी परीक्षार्थियों के प्रवेश पत्र एवं फोटो मिलान की उचित कर OMR पर छात्र द्वारा दर्ज किये गये आंकड़ों का सत्यापन कर ली है ?				
12.	यदि निरीक्षण के समय कोई छात्र परीक्षा में अनुचित कार्य करते हुए पकड़ा गया है तो उस छात्र का संक्षिप्त विवरण दें और क्या उससे सम्बन्धित सभी औपचारिकताएँ पूर्ण कर ली गई है ?				
13.	क्या प्रश्न पत्रों का मुद्रण हेतु सुरक्षित स्थल किये गये है ?				
14.	OTP प्राप्त होने का समय				
15.	Printing समाप्त होने का समय				
16.	क्या उत्तर पुस्तिकाएँ दिन दिन परीक्षा होती है उस दिन भेज दी जाती है (अपवादस्वरूप विशेष की उत्तर पुस्तिकाएँ अगले दिन अवश्य भेज दी जाती है) यदि नहीं तो क्यों ?				
17.	प्रतिदिन उपस्थिति प्रतिवेदन तैयार कर email की जाती है या नहीं ?				
18.	क्या अपराइन्ड की परीक्षा की उत्तर पुस्तिकाएँ उसी दिन सील कर भेजी जाती है ?				
19.	उपस्थित परीक्षार्थियों की संख्या।				
20.	पर्षद से प्रेषित लिफाफा, पार्सलबार कुल उत्तरपुस्तिकाओं की संख्या।				
21.	अनुपस्थित परीक्षार्थियों की संख्या।				
22.	मोर्टल पर अनुपस्थिति दर्ज करने का समय				
23.	विशेष विवरण, यदि कोई हो तो।				

पर्यवेक्षक का हस्ताक्षर _____

नाम _____

पदनाम _____

राज्य प्राविधिक शिक्षा पर्षद, बिहार, पटना।

Form-205 Rev 2.0

चतुर्थ तल, टेक्नोलॉजी भवन, बिक्रेश्वरैया परिसर, बेली रोड, पटना–800015
Website : www.sbtebihar.gov.in ; Email : sbtebihar@bihar.gov.in

पर्यवेक्षक (Observer) द्वारा परीक्षा केन्द्र का निरीक्षण प्रतिवेदन।

		परीक्षा _____ दिनांक – _____		परीक्षा _____ दिनांक – _____	
		प्रथम पाली	द्वितीय पाली	प्रथम पाली	द्वितीय पाली
1.	परीक्षा केन्द्र का नाम –				
2.	क्या केन्द्राधीक्षक / समुचित केन्द्राधीक्षक निरीक्षण के समय वहाँ उपस्थित थे ?				
3.	उपस्थित शिक्षकों की संख्या				
4.	क्या किसी छात्र को निर्धारित समय के बाद (परीक्षा प्रारम्भ होने के आधा घण्टे के पूर्व) कक्ष में प्रविष्टि दी गई है ?				
5.	क्या छात्रों के बैठने की व्यवस्था निर्धारित निर्देशों के अनुसार की गई है ?				
6.	क्या केन्द्राधीक्षक ने परीक्षार्थी के अनुचित साधन अपने पास निर्धारित दण्ड श्रेणी की चेतावनी की प्रति परीक्षा केन्द्र के उपयोग सूचना पट्ट/मुख्य स्थान पर लगाई है ?				
7.	क्या परीक्षार्थियों के लिये पीने के पानी की समुचित व्यवस्था की गई है ?				
8.	क्या अज्ञात व्यक्तियों को परीक्षा हॉल के उपर न आने हेतु समुचित व्यवस्था की गई है ?				
9.	क्या नियुक्त चैकाल अपने निर्धारित स्थान पर उपस्थित थे ? यदि नहीं तो विवरण दें।				
10.	क्या नियुक्त चैकालों ने समय पर अपनी ड्यूटी प्रारम्भ की है ?				
11.	क्या चैकालों ने परीक्षा हॉल में उपस्थित सभी परीक्षार्थियों के प्रवेश पत्र एवं रोल नम्बर की जाँच कर OMR पर छात्र द्वारा दर्ज किये गये जानकारी का सत्यापन कर ली है ?				
12.	यदि निरीक्षण के समय कोई छात्र परीक्षा में अनुचित साधन करते हुए पकड़ा गया है तो उस छात्र का संक्षिप्त विवरण दें और क्या इससे सम्बन्धित सभी औपचारिकताएँ पूर्ण कर ली गई है ?				
13.	क्या प्रश्न पत्रों का मुद्रण हेतु सुरक्षित प्रबंध किये गये है ?				
14.	OTP प्राप्त होने का समय				
15.	Printing समाप्त होने का समय				
16.	क्या उत्तर पुस्तिकाएँ जिस दिन परीक्षा होती है उस दिन भेज दी जाती है अन्यथा उत्तर पुस्तिकाएँ अगले दिन अवश्य भेज दी जाती है। यदि नहीं तो क्यों ?				
17.	निर्गमित प्रवेशिका कॉलेजवार मैपर कर email की जाती है या नहीं ?				
18.	क्या अपराह्न की परीक्षा की उत्तर पुस्तिकाएँ उसी दिन सील कर भेजी जाती है ?				
19.	उपस्थित परीक्षार्थियों की संख्या।				
20.	वर्ष में प्रवेश लिये नियमित, पत्राचार मुक्त अनावृत्तिकरकों की संख्या।				
21.	अनुपस्थित परीक्षार्थियों की संख्या।				
22.	पोर्टल पर अनुपस्थिति दर्ज करने का समय				
23.	विशेष विवरण, यदि कोई हो तो।				

पर्यवेक्षक का हस्ताक्षर _____

नाम _____

पदनाम _____

Form-206

State Board of Technical Education, Bihar, Patna

Guidelines for Assistant Centre Superintendents

1. The Center Superintendent has to ensure the availability of Assistant Centre Superintendents before the printing of Question papers. Hence the Assistant Centre Superintendents should report at least two hour before the commencement of exam while system administrator must report at least two hour before the commencement of examination.
2. ACS/System Administrator must ensure that the system is ready with Internet, Phocopier Machine, Power backup facilty, CCTV camera etc. for question printing.
3. **CS/ACS must ensure that invigilators will not be allowed to carry mobile phones inside the examination premises during the Board examination.**
4. ACS must ensure that students of similar branches will be seated in alternate colounms, their seat planning must be arranged in that manner only.
5. **Candidates are not allowed to enter in the examination Premises after 9:00 A.M in morning shift and 01:30 PM in evening shift.**
6. ACS must ensure that the Absentee/Attendance details are to be furnished in the format maintained in the Exam Section of Office towards the preparation of the Label to be placed over Answer script bundles.
7. Unfairmeans/Malpractice/Misbehaviour, if any, should be reported on the spot. Malpractice detected should be reported along with Answer book, Additional Sheets, if any, and also with materials or notes or scripts used for the same as per guidelines of center superintendent (as given below).

"If an examinee in examination room is found to be indulged in any form of malpractice against the norms of examination shall immediately be reported to the CS by officer-in-charge / invigilator of the room along with seizure report. The CS will deal the matter under the provisions in the examination rules and The Bihar Conduct of Examination Act-1981.

The chit or written material etc. should be signed by the invigilator and the candidate should be asked to submit his explanation. The answer book of the examinee along with the chits etc. shall be submitted by the invigilator to the CS. The Disciplinary Action Committee of i) JCS, ii) ACS/Senior most Lecturer, iii) Invigilator concerned under the chairmanship of CS, shall take action as per the scale of Punishment prescribed by the Board based on the severity/nature of offence.

The CS shall send the answer book and the material found in possession of the candidate for using unfair means, invigilator's report, explanation of the candidate, along with DAC report apprising the Board about the action taken in a sealed and insured cover to the Controller of Examinations".

8. Total No. of Answer scripts handed over to the Exam section should tally with the Attendance sheet maintained by each Assistant Centre Superintendent.

9. If due to an unavoidable reason the exam is started late, proportionate extra time as decided by the CS/ACS is to be allowed so as to maintain the prescribed duration of exam.

10. Procedures followed previously and not specified in this manual may be adhered to as usual.

Secretary,
S.B.T.E., Bihar, Patna

Form-207

Rev 2.0

State Board of Technical Education, Bihar, Patna

Guidelines for Invigilators

1. Invigilator must report the Examination centre atleast one 1 hours 15 minutes before the commencement of Exam.
2. **Invigilators and officers other than CS/ACS shall not possess mobile phones inside the examination centre premises during the Board examination.**
3. Invigilators should compare the Roll. No: in the Admit card of each student with the Seat Allotment and ensure that all students are seated in the proper place. Invigilator must verify the Photo as well as signature from the admitcard to identify the candidate.
4. Before issuing Answer Books, Invigilators make sure that they are not defective and all of them have the monogram of the SBTE. If found any defective immediately reported to the Examination Section.
5. Invigilators must ensure that students of similar branches will be seated in alternate coloumns, their seat planning must be arranged in that manner only. Invigilators should identify the Scheme and Code. No: of subject of each student before distributing Question paper.
6. Invigilator must verify that the Roll No. / Reg. No. and other details entered on the face of the OMR of Answer book must be same with the Admit Card.
7. The students should be directed to go through the instructions given in the Admit Card and Answer book and to comply with the same.
8. Immediately after the distribution of Question papers, the students should be directed to write their own Roll No: on the Question paper so as to prevent exchange and misuse of Question paper.
9. **Candidates are not allowed to enter in the examination Premises after 9:00 A.M in morning shift and 01:30 PM in evening shift.**
10. Attendance of the students is to be recorded by obtaining the signature of each student against the Roll No: and Name given in the Attendance sheets. If any student is absent enter **'ABSENT' with red pen against the Roll. No: concerned in the Attendance sheet,.**
11. The Absentee/Attendance details are to be furnished in the format maintained in the Exam Section of Office towards the preparation of the Label to be placed over Answer script bundles.
12. An Invigilator must ensure that only one examinee are allowed to leave the Examination Hall at a time.
13. An Invigilator must ensure that examinee should not be allowed to leave examination hall temporarily for more than six minutes. On medical ground Center Superintendent can allow

absence according to the situation but not more than a period of ten minutes and in all such cases, a responsible person should be deputed to watch the movement of the examinee outside the hall. Invigilators must furnised the details of tempory absence in the format amd sent to Exam section after the compltetion of Exam.

14. The students shall be allowed to bring only Admit Card and writing materials to the Exam Hall.

15. Unfairmeans/Malpractice/Misbehaviour, if any, should be reported on the spot. Malpractice detected should be reported along with Answer book, Additional Sheets, if any, and also with materials or notes or scripts used for the same as per guidelines of center superintendent (as given below).

"If an examinee in examination room is found to be indulged in any form of malpractice against the norms of examination shall immediately be reported to the CS by officer-in-charge / invigilator of the room along with seizure report. The CS will deal the matter under the provisions in the examination rules and The Bihar Conduct of Examination Act-1981.

The chit or written material etc. should be signed by the invigilator and the candidate should be asked to submit his explanation. The answer book of the examinee along with the chits etc. shall be submitted by the invigilator to the CS. The Disciplinary Action Committee of i) JCS, ii) ACS/Senior most Lecturer, iii) Invigilator concerned under the chairmanship of CS, shall take action as per the scale of Punishment prescribed by the Board based on the severity/nature of offence.

The CS shall send the answer book and the material found in possession of the candidate for using unfair means, invigilator's report, explanation of the candidate, along with DAC report apprising the Board about the action taken in a sealed and insured cover to the Controller of Examinations".

16. Students shall not be allowed to leave the Exam hall until the completion of exam.

17. After the completion of exam, Answer scripts should be **sorted branch wise/Subject wise in the serial /order of Roll No. and handed over to the Exam section.**

18. Total No. of Answer scripts handed over to the Exam section should tally with the Attendance sheet maintained by each Assistant Superintendent/invigilator.

19. If due to an unavoidable reason the exam is started late, proportionate extra time as decided by the CS/ACS is to be allowed so as to maintain the prescribed duration of exam.

20. Procedures followed previously and not specified in this manual may be adhered to as usual.

Secretary,
S.B.T.E., Bihar, Patna

State Board of Technical Education, Bihar

Form 208

Standard Operation Procedure for Practical and Term Work

Organisation Name: State Board of Technical Education, Bihar, Patna

Approving Authority: Examination Board, State Board of Technical Education, Bihar

Purpose: To establish Standard Operating Procedure for Polytechnic Institution for External Evaluation of Practical and Term Work. All Institution, Centre Superintendent, Evaluation Director, External and Internal Faculty are responsible accordingly.

1. **Institution:**
   Roles & Responsibilities
   1. Scheduling of practical exams, term papers, and viva voce in accordance with the examination timetable
   2. Selection of the external examiner in accordance with the exam's allocated time slot
   3. Ensure compilation and present before the external committee during Viva voce
      a. Term Work
      b. Project Work
      c. In plant Training
      d. Drawing Sheets
      e. Jobs
      f. Laboratory journals
      g. Progressive Assessment as per Academic calendar
   4. Ensure prearranged prescribed standard
      a. Staff
      b. equipment
      c. machines
      d. Apparatus
      e. computers & software
      f. consumables etc.
2. **Centre Superintendent**
   Roles & Responsibilities
      a. Ensure that supporting staff have been regular in their duties.
      b. External marks of practical(s)/Term Work(s) of each present students should be submitted to the Board on the same date of Evaluation as per schedule notified by the Board.
      c. Verification of full marks as per examination scheme in marks foil of the subject code concerned.

3. **Internal Faculty:** Faculty of the relevant subject and Polytechnic lab
   Roles & Responsibilities:
   1. Update their profile on the portal
   2. Attendance to be updated on the portal
   3. **Access the following**
      a. Term work / practical
      b. Outcome based on experiments performed

c. Report writing
d. Calculation
e. Conclusion
f. Oral test and Answer booklet
g. Drawings
h. Apparatus used etc

4. Marks awarded to the students shall be validated and keep in sealed envelope.

4. External examiner (s): Faculty from the concern subjects from nearby Government Engineering College /Government Polytechnic Institutes/ Industry and Constituent Colleges.

5. External Committee for Practical and Term Work:

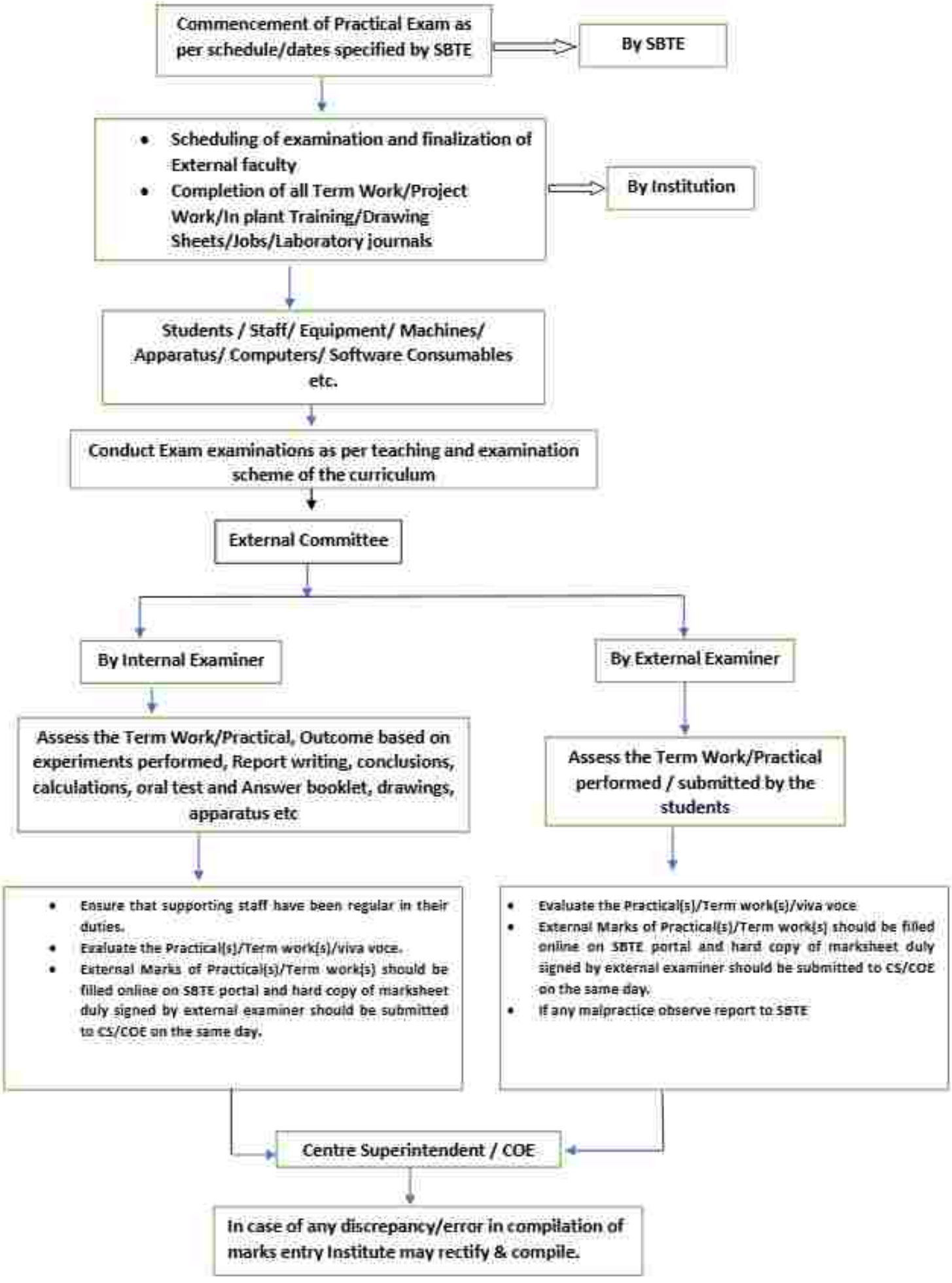
Joint Roles & Responsibilities:

1. Term Work and Performance of practical shall be assessed by the Internal / External faculty members on the basis of Candidate's subject knowledge of the principals involved which reconcile with Outcome Based Education of AICTE's Examination Reforms Policy 2018.
2. External committee for evaluating Practical / Term Work should comprises of one External faculty member and one Internal faculty member of relevant discipline.
3. Update their profile on the portal.
4. Reach the Examination centre on the allocated date and time as per Examination schedule.
5. Conduct the Practical/TW/Viva Voce examination.
6. Evaluate the Practical(s) and Term Work (s) posting of marks in the portal as per examination scheme of the subject.
7. Report malpractices observed if any.
8. External Marks of Practical(s), and Term work (s) should be submitted online to the Board on the same date as per schedule notified by the board and hardcopy of the marks awarded in a sealed envelope shall be handed over to Centre Superintendent.
9. Ensure that all students present in practical/Term work and Viva are awarded with marks as pre-examination marking scheme.
10. External Marks of Practical Examination should comprise experimental work, Journals notebook available and viva-voce.
11. External marks of Term work should comprise of student progressive sessional records available & viva-voce in a proportion of 80:20. If a student fails to appear before external committee in Term work, external marks of Term work should be awarded on the basis of student's progressive record available for 80% of external marks only.

6. Guidelines for renumerations:

1. Renumeration for members of the External committee will be paid by DBT to their Bank account filled by them on portal as per the State Board of Technical Education, Bihar, Patna regulations.
2. Renumeration for Invigilation duty of Practical Examination will be paid to the faculty(except one from external committee)/Instructor/Class III only.

Flow Chart


Commencement of Practical Exam as per schedule/dates specified by SBTE
By SBTE
Scheduling of examination and finalization of External faculty
Completion of all Term Work/Project Work/In plant Training/Drawing Sheets/Jobs/Laboratory journals
By Institution
Students / Staff/ Equipment/ Machines/ Apparatus/ Computers/ Software Consumables etc.
Conduct Exam examinations as per teaching and examination scheme of the curriculum
External Committee
By Internal Examiner
By External Examiner
Assess the Term Work/Practical, Outcome based on experiments performed, Report writing, conclusions, calculations, oral test and Answer booklet, drawings, apparatus etc
Assess the Term Work/Practical performed / submitted by the students
Ensure that supporting staff have been regular in their duties.
Evaluate the Practical(s)/Term work(s)/viva voce.
External Marks of Practical(s)/Term work(s) should be filled online on SBTE portal and hard copy of marksheet duly signed by external examiner should be submitted to CS/COE on the same day.
Evaluate the Practical(s)/Term work(s)/viva voce
External Marks of Practical(s)/Term work(s) should be filled online on SBTE portal and hard copy of marksheet duly signed by external examiner should be submitted to CS/COE on the same day.
If any malpractice observe report to SBTE
Centre Superintendent / COE
In case of any discrepancy/error in compilation of marks entry Institute may rectify & compile.

Duties & Responsibilities of Head Examiner

Form 301

1. All Scanned answer books shall be deemed as confidential document and no person except those authorized by the Evaluation Director shall be permitted to handle the same. OSM and on-screen evaluation has to be done.
2. The Head Examiners for various subjects shall be appointed by the Controller of Examinations among the serving teachers of affiliated institutions through Samarthya Portal.
3. The Head Examiner shall checked the evaluated answer script for ensuring uniformity in evaluation as per the norms prescribed by the Board.
4. The Head Examiners shall ensure comparing of marks awarded to the answer scripts to ensure accuracy in the work and communicate to the Controller of Examinations in case of any discrepancies found by the Co-Examiner along with Script details. In such a case, the details of Co-Examiner may be communicated to Head Examiner for further Instructions. If not resolved, remuneration of the co-examiner could be forfeited and he / she shall be liable for disqualification for future appointment.
5. Evaluation Director shall bring to the notice of the Controller of Examinations, for any discrepancies, anomalies and suspected use of unfair means identified during the course of evaluation.
6. In such a case, remuneration of the co-examiner could be forfeited and he / she shall be liable for disqualification for future appointment. An intimation to this effect should be sent to the Controller of Examinations in advance.

Controller of Examinations,
S.B.T.E., Bihar

Duties & Responsibilities of Co-Examiner

Form-302

1. The co-examiners shall be appointed by the Board. They will evaluate the answer books in OSM in accordance with the approved marking scheme and post the marks obtained against respective question number in OSM.
2. The Co-Examiner ensure that the answer script to be checked has already assigned the objective marks.
3. Fractional award of total marks in not permitted.
4. The blank page of answer book shall be crossed.
5. The Co-Examiner shall ensure that all the questions written by the examinee is checked and the corresponding marks has been posted in the respective space against the question number.
6. The Co-Examiner shall maintain the evaluation as per answer provided by the Moderation Board in the OSM.
7. Co-examiner will verify his own evaluation before submitting the evaluated answer book along with its supplements. He will check the following:
   (i) All questions have been marked in required number and manner and that no question or its portion has been left unmarked and their corresponding marks has been posted in OSM.
   (ii) All Pages has been annotated in the answer script.
   (iii) Over attempted question(s) with lowest marks have been deleted and shown with extra remarks on the answer book.
   (iv) The total marks showing in the OSM must be tally with the notification while submitting the answer script finally.
8. Full remuneration shall not be paid to the co-examiner whose work is found deficient/unsatisfactory. In all cases of unsatisfactory work, the deduction from the remuneration will be entitled as determined by the Controller of Examinations, who may forfeit his entire remuneration besides disqualifying him for future appointment.

CAUTION: - The job of a co-examiner is most important as it is his quality of work which is the basis of candidates result. It may be kept in mind that no injustice is done with any one and standard of marking, should be very independent, impersonal, fair, impartial and objective and over marking and under marking may be avoided. The co-examiner works on behalf of the Board and is therefore supposed to be the most trusted person. If he becomes a party of personal in approach, he may not only lose the confidence of the Board, but also be penalized as per rule.

Controller of Examinations,
S.B.T.E., Bihar, Patna

Form-701

PROCEDURE FOR VERIFICATION OF BOARD DOCUMENT

- Verification of original / copy of documents like Diploma Certificate, Marksheet or any other Certificate issued by State Board of Technical Education, Govt. of Bihar, Patna is provided free of charge.
- Request / Application should be addressed and sent to the

  Controller of Examinations,
  State Board of Technical Education,
  4th floor, Technology Bhawan, Vishweshariya Bhawan Campus,
  Bailey Road, Patna, Bihar – 800015.
  Email: - sbtebihar@bihar.gov.in

  through Registered Post / Courier / Special Messenger.
- Applicant should submit two copies of each document to be verified (one for certification and one for office records) duly signed and stamped by sender.
- After verification, the document will be returned to the addressee via Post / Special Messenger.
- Certificate, Migration and Marksheet from Session 2011 onward are also available on DigiLocker. A link for the same is found on the SBTE website https://sbte.bihar.gov.in.

General Rules for Diploma in Engineering / Technology Examinations

(GRDETE 2016)



विज्ञान एवं प्रावैधिकी विभाग

Dept. of Science & Technology, Govt. of Bihar

State Board of Technical Education, Bihar

4th Floor, Technology Bhawan, Visveshwraiya Complex

Patna-800 015

REVISED

Govt. of Bihar
Science & Technology Department
State Board of Technical Education, Bihar, Patna

General Rules for Diploma in Engineering / Technology Examinations (GRDETE 2016)
(Examinations, Results and Award of Diploma)

1.0 Introduction:-

State Board of Technical Education, Bihar is the competent authority to supervise, conduct the examinations and award Diploma/certificate in the state of Bihar. In exercise of powers vested with SBTE (i.e. Board) vide letter no. 539 dated 04.05.2005 (in Para 15) and to improve the standards of Technical Education in Bihar, the competent authority hereby frame rules for Diploma in Engineering/Technology Examinations.

This document contains the General Rules for Diploma in Engineering/Technology Examinations; henceforth called "GRDETE 2016". It stipulates eligibility of students to appear in examinations of each of the 6 semesters and the conduct of examinations leading to Diploma. This Regulation is applicable to all Courses (Full time/ Part time) Under SBTE Bihar.

2.0 Teaching and Examination Scheme:-

The teaching and examination schemes of a Diploma in Engineering, Technology and such other disciplines shall be as per the respective prescribed curriculum, subject to the revisions and modifications made by the Board, from time to time.

3.0 Effective date:-

GRDETE 2016 shall be effective for students admitted in session 2016-17 and onwards, and shall supersede the prevailing rules. However, the students already registered and enrolled would continue to be guided by the previous rules.

4.0 Admission to a Course:-

No Candidate shall be admitted to a course for Diploma in Engineering and Technology or any other Diploma approved by the Board, unless he has passed the qualifying examination or an equivalent examination as prescribed for admission to the course, by the Government of Bihar/AICTE norms.

GRDETE, S.B.T.E., Bihar

5.0 Registration in Diploma Courses:-

A student shall be registered in the Diploma courses with State Board of Technical Education, (SBTE) Bihar only after meeting the following criteria or as directed by Department of Science & Technology, Govt. of Bihar from time to time.

5. a A student is admitted as per State Govt. Rules/AICTE norms

5. b A Student has to register online with the Board, only in Semester-I and in case of Lateral Entry in Semester-III, as per the schedule notified by the SBTE.

The hard copy of the application form downloaded from SBTE website along with the prescribed Board fee and the documents (Self attested photocopy of Matriculation Original Certificate, Mark sheet, Admit order of admission authority, Photograph of students and etc.) provided by Entrance Examination authority shall be submitted by the student to the Principal of the concerned institute. After proper verification of identity and genuineness, the Principal shall forward these documents to the Board for registration.

5. c No Student shall be registered with the Board without relevant documents. Such as Admit order, Secondary School Certificate, 10th Mark sheet and etc. as per the schedule notified by the SBTE.

5. d Registration with the Board shall be cancelled in case genuineness of student's identity is not established or their documents related to admission are not found genuine at any later stage after Registration.

6.0 Mandatory Eligibility for all End Semester (I to VI) Examinations:-

Every candidate who wishes to appear at any End Semester Examinations must

6. a Be registered with SBTE.

6. b Have maintained a good conduct;

6. c Have attended at least 75% of lectures, tutorials, completed practical classes and Term Work (as may be applicable) of each subject satisfactorily;

6. d Be certified by the Principal concerned with respect to 6(a), 6(b) and 6(c).

6. e In case a student is duly transferred from other institution, requirements mentioned above shall be completed partly in one institution and partly in the other one.

GRDTE, S.B.T.E., Bihar

7.0 Specific Eligibility conditions for different semesters:-

7.1 Eligibility for Semester I Exam:-

Registration of all eligible candidates shall be mandatory in Semester-I for appearing in the Class Test (CT) at the institution concerned. A student can appear in the End Semester Examination (ESE) of Semester-I Diploma Course if he/she has been duly registered by the Board and has completed the regular course of study along with rule 6.0 as prescribed by the Board for Ist Semester.

7.2 Eligibility for Semester II to Semester IV Exam:-

A student registered with SBTE may appear in any particular End Semester Examination if he/she has passed previous End Semester Examination of that Semester and thereafter has completed the regular Course of Study along with rule 6.0 as prescribed by the Board for that Semester from an institution affiliated to the Board.

7.3 Eligibility for Semester V Exam:-

A student may appear in the End Semester Examination of Semester V if he/she has passed Ist Semester completely (all papers), and promoted to Vth semester under rule 12 & 13 and thereafter has completed the regular Course of Study as prescribed by the S.B.T.E. for Vth Semester from an institution affiliated to the S.B.T.E.

7.4 Eligibility for Semester VI Exam:-

A student may appear in the VI ESE, if he/she has passed IInd Semester completely (all papers) and IIIrd to Vth Semester Examinations (under Rule 7.2 & 7.3) and thereafter has completed the regular Course of Study as prescribed by the S.B.T.E. for VIth Semester Examination from an institution affiliated to the S.B.T.E.

8.0 Conduct of Examinations and marks distribution:-

8.1 The Board shall conduct one examination at the end of each academic Semester for each of the Ist to VIth semester course. It shall also conduct Supplementary Examinations for Vth and VIth Semester only. There shall be no supplementary examination for Ist to IVth Semester.

8.2 Each theoretical subject provided under the Courses of Study for Ist to VIth Semester Examination shall be evaluated as per following marks distribution.

03.07.2017

GRDFE, S.B.T.E., Bihar

8.2(a) 20% marks for internal institutional tests i.e., Class Test (CT). In case a candidate remains absent in Class Test, zero marks shall be awarded Answer books of Class Test shall be examined by the teachers of the institution and the examined answer-books shall be shown to the students after keeping a copy of marks foil concerned. Affiliated institutions shall conduct one Class Test for 20% marks for each theoretical subject after completion of about 60% of the Semester curriculum of the subject concerned.

8.2 (b) 10% marks for Teacher's Assessment (TA) on the basis of Attendance and Quiz Tests

8.2 (c) 70% marks for End Semester Examinations (ESE) to be conducted by the Board as per Scheme of Examination printed on Courses of Study.

8.3 There shall be no institutional Examination for Practical Papers. Practical papers' examination will be conducted by the Board as per the Scheme of Teaching and Examination.

8.4 Medium of Examination:-

Candidates appearing in an examination of the Board shall have to write and communicate answers to the questions in written or oral examinations, through, the medium of English/ Hindi Language unless otherwise specified.

8.5 A candidate, who fails to submit his/her application for appearing in a particular examination by the due date prescribed by the Board, shall have to pay a penalty as decided by the Examination Board.

9.0 Term Works:-

9.a The Term Works i.e.; the Sessional Records of students shall be examined for 28% marks by the subject teacher of the institution during the conduct of the Term Work throughout the Semester. The Board shall get the students examined for the remaining 72% by external examiners as Members of the External Committee on the basis of jobs / records / journal and / or otherwise as per instructions issued by the Board from time to time.

9.b For English (Language Lab) 100% marks of Term Work shall be examined by the Subject Teacher of the institution.

9.c The practical work of students shall be examined for the 30% marks (as per the Scheme of Exam.) by the teachers concerned present on the day of examination on the basis of practical note book, performance during practical exam and viva-Voce. Remaining 70% by External Committee on the basis of their jobs / records / journal / practical note book submitted before the committee.

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10.0 Pass criteria:-

A candidate must obtain following minimum marks to pass Ist semester to VIth semester examinations.

(i) 40% marks in each theoretical paper.

(ii) 40% marks in each practical paper.

(iii) 40% marks in each Term Work i.e., Sessional paper (Internal Assessment and External evaluation taken together).

The grading scheme, percentage of marks and division is placed at annexure II

11.0 Promotion to higher semester and award of Class:-

A student shall be promoted to next semester only if he/she has passed all theoretical/practical subjects. A student who has passed all except a maximum of two theoretical/practical subjects (or remained absent in two theoretical/practical subjects) and passed in all Term Work shall be allowed to be promoted to next semester with carry papers. Such candidates shall not be placed in any Grade/Class in their examination. Such candidates have to appear in such subjects compartmentally in the Board Examination that shall be held in subsequent Semester while pursuing their studies in higher Semester. If such candidate passes in this/these carry subject (s) by securing a minimum of 28 out of 70 marks and 40 out of 100 marks in aggregate, the actual marks obtained by him/her in the subject (s) will be reduced to bare pass marks (40 out of 100) for the purpose of award of Class.)

12.0 Special Grace Scheme:-

12.a If a candidate who has appeared in all theoretical and practical subjects in one lot in any End Semester Examination and has passed in all theoretical, practical and Term Work individually and in aggregate except one theoretical subject by a maximum of 5 marks (in board), he will be declared to have passed the examination after adding the marks by which he has failed and the marks thus added will be deducted from the marks of the subject in which he has obtained the highest marks.

12.b If a candidate who has appeared in all theoretical and practical subjects in one lot in any End Semester Examination and has passed in all theoretical, practical and Term Work individually and in aggregate except two theoretical subjects by not more than 5 marks in both subjects taken together, he will be declared to have passed the examination after adding the marks by which he has failed two subjects and the marks thus added will be deducted from the marks of the subject in which he has obtained the highest marks.

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12.c Special Grace Scheme is not applicable for students appearing in any compartmental examinations.

13.0 Compartmental Examinations:-

If a student has failed in any of the Ist – VIth Semester Examinations of the six semester Diploma Course or has failed to appear therein even after having completed the regular Course of Study but fulfills other necessary requirements, may appear again in the next regular ESE or supplementary examination as the case may be even as an ex-student/private student, at the said examination without further attendance of lectures, Practical and Term Work subject to the following conditions:

13. a He/She has good moral character.

13. b He/She has satisfied the necessary conditions as per the regulations for appearing at the examination in any previous semester.

13. c He/She has passed in the Term Work (where applicable).

13. d Certification of the concerned Principal with respect to 13(a), 13(b) and 13(c) above

13.1 Limitations of compartmental examinations.

13.1.a No student shall be allowed to appear in Ist & IInd Semester Examination for more than 2 academic sessions after the semester in which he has completed the regular course of study. Such student who could not pass Ist and IInd Semester in above specified 3 consecutive attempts shall not be eligible for readmission and shall be awarded NFT* (Not Fit for Technical Education) However, Board reserves the right to grant a chance to any applicant, on case to case basis on humanitarian ground.

13.1.b Student of IIIrd - IVth Semester who remains unsuccessful (declared Fail) in the Examinations during three consecutive academic sessions including the session in which he completed his regular course of study of IIIrd –VIth semester, may be readmitted in the institution to pursue the course of study of that Semester as a fresh student.

13.1.c A candidate who appeared in VIth semester examination in all subjects in one attempt and passed in all the sessionals and in aggregate but failed in one or more theory/practical subjects of VIth semester and having carry papers from Vth semester (if any) may be allowed to appear in subsequent regular semester examination of Vth & VIth semester. The candidate may choose to appear compartmentally in the

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said examination for the subject, in which he had failed. In calculating the aggregate marks for such candidates for award of class, the marks obtained by him in the subject/passed compartmentally shall be reduced to bare pass marks for every such subject. As such, no supplementary examination shall be conducted by the SBTE.

13.1. d However, when he/she has been promoted and allowed to pursue study for higher Semester as per Rule (11). Such student shall be eligible to appear as an ex-student in the subsequent Ist -VIth Semester Compartmental Examinations for six times continuously.

13.1. e **Marks of ex-candidate to be carried forward :-**

In case of ex-candidate, the marks obtained in different heads of passing in the previous examination of the same course in which he has claimed exemption, shall be carried forward for deciding his total marks.

14.0 Successful passing of VI Semester Exam and award of Diploma:-

14. a For award of Diploma, CGPA obtained by him in Ist to VIth Semester Examinations shall be considered with equal weightage to each semester as per Examination grading scheme of Annexure-02.

14. b In order to pass the Diploma Examination, a student shall be required to pass all the subjects of Ist to VIth Semester Examinations conducted by the State Board of Technical Education, Bihar in normal way or under Special Grace Scheme.

14. c A student who appeared in End Semester Examination of Semester VI in all subjects in one attempt and passed in all the Term Work (sessional) but failed in one or more theory/practical subjects of VIth semester and also has carry papers from Vth semester may be allowed to appear in subsequent Supplementary Examination of Vth & VIth Semester held together. The candidate may choose to appear compartmentally in the said examination for the subject in which he had failed. In calculating the aggregate marks for such candidates for award of Class, the marks obtained by him in the subject/passed compartmentally shall be reduced to bare pass marks for every such subject.

14. d In case a candidate who has passed the last two Semester Examinations or the final year examination but has failed in any lower Semester Examinations his/her result shall be with held till he/she clears the lower Semester Examination in which he/she had failed.

14. e Marks will be furnished to the candidate through the Institution immediately after publication of the results. A candidate may get them directly from the Board by paying a Board fee through Bank Draft **(payable to the Secretary, State Board of Technical Education Bihar, Patna)** along with the application.

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15.0 Scrutiny of Result:-

15.a Application for scrutiny of the result in any subject or subjects at the Board Examination shall be submitted to (Controller of Examinations, S.B.T.E., Bihar) along with the requisite Board fee per subject (as decided by the Board time to time.) payable to Secretary, S.B.T.E., Bihar through institution head. Such application shall be accepted only if it is received within 15 days of the result declaration of that examination. That is, if a candidate fails to apply for Scrutiny of result within the prescribed time, he/she shall lose the right to Scrutiny. Such answer books will be jointly scrutinized by the three teachers Committee Constituted by Secretary S.B.T.E under the Chairmanship of the Controller of Examinations and in case any answer or part of an answer is not examined or if any other discrepancy is observed, the case will be referred to the Moderation Board of the Branch concerned. Change of marks will be notified to the candidate through the Institution immediately after publication of the results.

16.0 Loss of original Diploma Certificate:-

In the event of loss of original Diploma Certificate, a candidate can apply for the Duplicate copy with the requisite fee (as decided by the Board from time to time) through the Principal concerned along with an affidavit detailing therein the circumstances under which it was lost. The affidavit must be made in the presence of a First Class Magistrate/Oath Commissioner.

17.0 Preservation of Exam Records:-

The answer script and related documents (viz. registration form, examination application form, marks foil etc.) of each Semester Examination shall be preserved by the Board / examination / evaluation centre only for three years after the publication of the result.

18.0 Unfair practices in examinations:-

18.a In case of walkout or stay out or cancellation of examination due to any disturbance created at the centre for which the examinees are responsible or in case of cancellation of examination due to mass scale use of unfair means, neither there shall be any re-examination nor shall average marking be done. No marks shall be awarded to the examinees in the paper/ papers concerned.

18. b Willing students who resist and do not come out of the examination hall shall be permitted by the Centre Superintendent to continue their examinations or to write afresh where answer book is torn, and in that case the time wasted in disturbance shall be duly compensated.

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18.c The SBTE shall cancel an examination if there is report of large scale use of unfair means by the Centre Superintendent, or by the observers or by the members of the Flying Squad or any Inspecting Officer of the Board. Cancellation of examination in any paper shall be indicated by a cross (×) and treated to be zero for computational purpose in the Tabulation Register.

18. d If the Examination Board is satisfied that there have been connivance and encouragements by the teachers/invigilators working at the centre, or in case of denial/refusal of any examination work without valid reason, the Chairman of the Board will recommend to the State Govt. for taking disciplinary action against the persons concerned.

19.0 Amendment in Declared Results:-

In case, the declared result of an examination is later found affected by an error (except those covered under malpractice, fraud or improper conduct), the matter shall be placed before the Special Committee for scrutiny. Board shall have the power to amend such result according to the recommendation of the Special Committee. No result shall, however, be amended after one year from the date of declaration of such result or after declaration of the result of the next examination at the same level, whichever is earlier. The special Committee shall be constituted by Secretary S.B.T.E.

20.0 Issuance of Duplicate Diploma Certificates:-

A duplicate copy of the relevant Diploma Certificate shall be issued to a candidate on receipt of an application, accompanied by a proper affidavit, stating that the previously issued original or duplicate copy, as the case may be, is lost. The application should be submitted through the heads of his institute along with requisite fees. Further, the copy shall be marked as "DUPLICATE" Further copy to duplicate copy shall be superscripted as "TRIPLICATE" 'QUADRAPLICATE' & likewise, as the case may be.

21.0 Name correction on documents:-

Documents shall normally have the name of a candidate as contained in his SSC Board certificate. In case of any discrepancy appearing in the name of a candidate in document issued by S.B.T.E the candidate shall duly apply for correction immediately after the declaration of the result of the very first examination of the Board he appears in. Board shall carry out the sought correction in the statement of marks for the said examination, following the prescribed procedure, expeditiously, definitely before the next examination. The candidate shall apply for correction in his name through the Principal of his institute, who shall ascertain that the candidate's name appears in the related list of admitted students and shall duly certify on the application and forward it to the Board.

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22.0 Migration Certificate:-

Candidates will get Migration Certificate from the Board along with Diploma Certificate. Requisite fee (as decided by the Board from time to time) will be taken at the time of registration. After issuance of the migration certificate, the student will no longer remain a bonafide student of the Board.

23.0 Whenever changes are made in the courses of studies, it would be effective from new admission progressively. However for compartmental papers Examinations will be conducted as per rule 13.0.

24.0 Permission for writer:-

Permission for writer in End Semester examination would not be granted in any circumstance.

25.0 Amendments:-

Notwithstanding anything contained herein, the S.B.T.E. may amend the rules as and when required with a view to maintain high standards of Technical Education of Bihar State.

26.0 Miscellaneous:-

1.	Teaching and Examination Scheme	(Annexure 01)
2.	Examination Grading/Percent of Marks/Division	(Annexure 02)
3.	Distribution of Marks, Type of Questions, Marks of Each question and etc.	(Annexure 03)
4.	Role and duties of observer	(Annexure 04)
5.	Scale of Punishment	(Annexure 05)
6.	Guidelines for the Centre Superintendent	(Annexure 06)
7.	Guidelines for Evaluation Director	(Annexure 07)
8.	Duties & Responsibilities of Co-Examiner	(Annexure-08)
9.	Duties & Responsibilities of Head Examiner	(Annexure-09)
10.	Directions to Assistant Centre Superintendents / Invigilators	(Annexure-10)

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27.0 Dispute Resolution:-

All the disputes (if any) that arise shall be decided by the Examination Board, S.B.T.E. Bihar, Patna and the decision of the Board in all such matters shall be final and binding on all stakeholders.

03.07.2017

Secretary,
State Board of Technical Education,
Bihar, Patna.

Memo No. :- 2074 Patna/ Dated:- 04/07/2017

Copy to :- Director, Department of Science and Technology, Govt. of Bihar, Patna/Principals, All Govt./Private Engg. College/All Govt./Private Polytechnics/Govt. Women's Polytechnics in Bihar/All the Officers concerned/Assistants, State Board of Technical Education, Bihar, Patna. for information and necessary action.

03.07.2017

Secretary,
State Board of Technical Education,
Bihar, Patna.

GRDETE, S.B.T.E., Bihar

STATE BOARD OF TECHNICAL EDUCATION, BIHAR

Scheme of Teaching and Examinations for

1st Semester DIPLOMA in Electrical Engg./ Mechanical Engg. /C.Sc&Engg.

(Group-I)

(Effective from Session 2016-17)

THEORY

Sl. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME			EXAMINATION - SCHEME					Credits
			Periods per Week	Hours of Exam	Teacher's Assessment (TA) Marks (A)	Class Test (CT) Marks (B)	End Semester Exam (ESE) Marks (C)	Total Marks (A+B+C)	Pass Marks ESE	Pass Marks in the Subject	
1.	Basic Physics	01101	02	03	10	20	70	100	28	40	2
2.	Basic Chemistry	01102	02	03	10	20	70	100	28	40	2
3.	Basic Mathematics	01103	05	03	10	20	70	100	28	40	5
4.	Communication Skill-I	01104	02	03	10	20	70	100	28	40	2
5.	Engg. Graphics	01105	02	03	-	-	30	30	12	12	2
6.	Computer Fundamentals	01106	02	03	-	-	50	50	20	20	2
			15			Total:-	360	480			

PRACTICAL

Sl. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION - SCHEME				Credits
			Periods per Week	Hours of Exam	Practical (ESE)		Total Marks (A+B)	Pass Marks in the Subject	
					Internal	External			
7.	Basic Physics Lab	01107	02	03	15	35	50	20	1
8.	Basic Chemistry Lab	01108	02	03	15	35	50	20	1
9.	Computer Fundamental	01109	02	03	15	35	50	20	1
10.	Basic Workshop Practice	01110	02	06	15	35	50	20	1
			08		Total:-		200		

TERM WORK

Sl. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME	EXAMINATION - SCHEME				Credits
			Periods per week	Marks of Internal Examiner (X)	Marks of External Examiner (Y)	Total Marks (X+Y)	Pass Marks in the Subject	
11.	English (Language Lab)	01111	02	25	00	25	10	1
12.	Engg. Graphics	01112	04	06	14	20	08	2
13.	Basic Workshop Practice	01113	04	07	18	25	10	2
		Total:- 10				70		
Total Periods per week Each of duration One Hour 33			Total Marks = 750					24

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STATE BOARD OF TECHNICAL EDUCATION, BIHAR

Scheme of Teaching and Examinations for

1st Semester DIPLOMA in Agricultural Engg./ Chemical Engg./ Civil Engg./ Civil (Rural)/ Electronics Engg. / Textile Engg./Ceramics Engg./MOP/ Library & Information Science/ CDGM/Architectural Assistantship/Mechanical Engg.(Auto)/ Printing Tech./ Electro. &Comm. Engg./ Electrical & Electronics Engg./ Instrumentation & Control.

(Group-II)

(Effective from Session 2016-17)

THEORY

Sl. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION SCHEME						Credits
			Periods per Week	Hours of Exam	Teacher's Assessment (TA) Marks (A)	Class Test(CT) Marks (B)	End Semester Exam. (ESE) Marks (C)	Total Marks (A+B+C)	Pass Marks ESE	Pass Marks in the Subject	
1.	Communication Skills-II	02101	02	03	10	20	70	100	28	40	2
2.	Engg. Mathematics	02102	04	03	10	20	70	100	28	40	4
3.	Applied Science	02103	03	03	10	20	70	100	28	40	3
4.	Engg. Mechanics	02104	03	03	10	20	70	100	28	40	3
5.	Engg. Drawing	02105	02	03	10	20	70	100	28	40	2
			14			**Total:-**	**350**	**500**			

PRACTICAL

Sl. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME	EXAMINATION SCHEME					Credits
			Periods per Week	Hours of Exam	Practical (ESE) Internal	Practical (ESE) External	Total Marks (A+B)	Pass Marks in the Subject	
6.	Communication Skills (Language Lab)	02106	01	03	25	00	25	10	1
7.	Applied Science	02107	04	03	20	30	50	20	2
8.	Engineering Mechanics	02108	02	03	07	18	25	10	1
			07			**Total:-**	**100**		

TERM WORK

Sl. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME	EXAMINATION SCHEME				Credits
			Periods per week	Marks of Internal Examiner (X)	Marks of External Examiner (Y)	Total Marks (X+Y)	Pass Marks in the Subject	
9.	Engineering Drawing	02109	04	15	35	50	20	2
10.	Workshop Practice	02110	04	15	35	50	20	2
11.	Development of Life	02111	02	07	18	25	10	1
12.	Professional Practice	02112	02	07	18	25	10	1
		Total:-	**12**			**150**		
Total Periods per week Each of duration one Hours			33			**Total Marks = 750**		24

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Examination Grading Percent of Marks/Division

TABLE-1

RANGE OF MARKS (%)	GRADE	GRADE POINT
90-100	A+	10
80-89	A	9
70-79	B	8
60-69	C	7
50-59	D	6
40-49	E	5
Less than 40	F	-

SGPA (Semester Grade Point Average)= {Summation of (Credit of Subject x (Grade Point))} Divided by total credit.

CGPA (Cumulative Grade Point Average)- Grade Point System is adopted as per AICTE norms, the CGPA will be converted into Equivalent Percentage of Marks as below:

TABLE-2

	Cumulative Grade Point Average	Equivalent Percentage
(a)	5.00	40%
(b)	5.25	45%
(c)	5.75	50%
(d)	6.25	55%
(e)	6.75	60%
(f)	7.25	65%
(g)	7.75	70%
(h)	8.25	75%
(i)	8.75	80%
(j)	9.25	85%
(k)	9.75	90%
(l)	10	95%

TABLE-3

	CGPA	CLASS
(a)	8.25 and above	1st Class with Distinctions
(b)	6.75 and above but below 8.25	1st Class
(c)	5.25 and above but below 6.75	2nd Class
(d)	5 and above but below 5.25	Pass
(e)	Below 5	Fail

Secretary,
S.B.T.E., Bihar, Patna

GDETE, S.B.T.E. Bihar

Annexure-03

State Board of Technical Education, Bihar, Patna

Marking Pattern for New Syllabus for End Semester Examination

(Effective from Session 2016-17)

(A) For Theory Papers:-

Type of Questions	No of Questions	Marks for each Question	Total Marks
(I) Objective	20	01	20
(II) Short Answer Type	05*	04	20
(III) Long Answer Type	03*	09	30
			Total:- 70

(B) For Engg. Graphics

(I) Long Answer Type	06*	05	30
			Total:- 30

(C) For Computer Fundamentals:-

(I) Objective	15	01	15
(II) Short Answer Type	05*	04	20
(III) Long Answer Type	03*	05	15
			Total:- 50

Note:-* With Internal Choice (OR)

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Annexure-04

STATE BOARD OF TECHNICAL EDUCATION, BIHAR, PATNA

Role and Duties of Observer for Diploma Examinations

1. An Observer is to observe the activity in the Board Examination. He / She is independent to assess the manner in which the examination is actually conducted. The Observer is also expected to provide active feed-back if feels necessary during the course of the examination to the Centre Superintendent (CS) and to inform him / her of any important developments or irregularities / deficiencies which may come to notice. However, responsibility for the actual conduct of examination at a given centre lies squarely on the shoulders of the CS and his team of Officer-in-charge / Invigilators etc. The Observer has no formal role of responsibility in the said sphere. Even so his inputs and advice will carry importance for CS and the Board as well.

2. Some of the important aspects which the Observer is expected to look into and follow are as follows :

(a) To observe the law and order arrangement at the centre(s) where he / she has been deputed and point and deficiencies / methodologies adopted out of the tune of rules / regulations of examinations.

(b) To visit each day centre(s) if possible before the start of the each session to observe that opening of packets containing question papers is being done properly in the presence of CS and some invigilators as mentioned in CS's Guidelines. However, this observation should not cause any disturbance on delay to the process, since starting of examination on time is of paramount importance.

(c) To inspect arrangements made by the centre to prevent entry of such materials that may be used for unfairmeans oncreating some thing untoward.

(d) The Observer will visit examination rooms off and on to assess the credibility of the examination.

(e) To observe that whether the process of packing Answer Books is being done properly in the presence of the CS / Officers-in-charge / Invigilators.

(f) To see that the packed answer books are immediately dispatched after the conclusion of examination to the Evaluation Centre. Unused answer booklet must be return to S.B.T.E. with a list of same.

(g) On conclusion of each day's examination the Observer is required to intimate the Controller of Examinations about the conduct of examination covering the above mentioned points.

(h) At the end of examination the Observer is required to submit report in writing (what he / she has been communicating on telephone as contained in para (g) about the whole conduct of examination and any information whatever has been conveyed to COE over phone.)

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Annexure-04

राज्य प्राविधिक शिक्षा पर्षद, बिहार, पटना
डिप्लोमा परीक्षा हेतु पर्यवेक्षक का कर्त्तव्य एवं दायित्व

(1) पर्यवेक्षक पर्षद परीक्षा के दौरान परीक्षा केन्द्रों का पर्यवेक्षण करेंगे। परीक्षा केन्द्रों के कार्यकलापों का पर्यवेक्षण करेंगे। वे स्वतंत्र रूप से परीक्षा के संचालन का मुआयना करेंगे। पर्यवेक्षक से यह भी अपेक्षा की जाती है कि केन्द्राधीक्षक को परीक्षा के दौरान महत्वपूर्ण जानकारी/अव्यवस्था/कमियों को ध्यान में लायेंगे एवं संक्षिप्त फीड बैक प्रदान करेंगे। ताकि परीक्षा केन्द्रों पर परीक्षा के वास्तविक संचालन का दायित्व पूर्णरूपेण केन्द्राधीक्षक एवं उनके सहयोगी पीठासनों की ही होगी। पर्यवेक्षक का इस सन्दर्भ में कोई औपचारिक दायित्व नहीं होगा। परन्तु उनके परामर्श एवं इनपुट केन्द्राधीक्षक एवं पर्षद के लिए महत्वपूर्ण सिद्ध होता है।

(2) पर्यवेक्षक से अपेक्षा की जाती है कि निम्नलिखित महत्वपूर्ण पक्षों पर नजर रखते हुए निम्न निर्देशों का अनुपालन करेंगे।

क) प्रतिनियुक्त परीक्षा केन्द्रों पर विधि व्यवस्था के अनुपालन के कमियों/पद्धति का पर्यवेक्षण करेंगे।

ख) यथासंभव प्रतिदिन परीक्षा केन्द्रों पर समय उपस्थित होंगे। केन्द्राधीक्षक एवं वीक्षक के उपस्थिति में केन्द्राधीक्षकों के मार्गनिर्देशन सम्बंधी अभिलेख के प्राकधानानुसार प्रश्न पत्र के पैकेट को खुलवाना सुनिश्चित करेंगे। तथापि परीक्षा समय पर प्रारंभ हो इसमें किसी तरह का व्यवधान उत्पन्न नहीं हो पावे।

ग) परीक्षा केन्द्र पर अस्वच्छ साधन के प्रयोग को रोकने हेतु जरूरी व्यवस्थाओं का निरीक्षण करेंगे।

घ) परीक्षा कमरों का पर्यवेक्षण परीक्षा के शुरुआत के घंटेभर तक अवश्य करते रहेंगे।

ङ) उत्तरपुस्तिका के पैकिंग का पर्यवेक्षण केन्द्राधीक्षक/वीक्षक के उपस्थिति में करेंगे।

च) परीक्षा समाप्ति के उपरान्त उत्तरपुस्तिका को प्रेषण पर्षद द्वारा निर्धारित गन्तव्य तक सुनिश्चित करेंगे। अनुपयोगित उत्तर पुस्तिका पार्सल को सील बनाकर वापस की जाए।

छ) प्रतिदिन परीक्षा के उपरान्त परीक्षा संचालन से संबंधी उपर्युक्त वर्णित सभी सूचनाएँ परीक्षा नियंत्रक को सम्पर्क/फैक्स पर दी जाने वाली सभी सूचनाएँ भी सम्मिलित होगा।

ज) परीक्षा के समाप्ति के उपरान्त पर्यवेक्षक लिखित प्रतिवेदन समर्पित करेंगे जिसमें परीक्षा के दौरान परीक्षा नियंत्रक को फोन/फैक्स पर दी जाने वाली सभी सूचनाएँ भी सम्मिलित होगा।

सचिव
राज्य प्राविधिक शिक्षा पर्षद
बिहार, पटना।

ORDET B.S.P.T.E. Bihar

Annexure-05

Scales of Punishment for the use of unfairmeans to be recommended by Disciplinary Action Committee.

Sl. No.	Nature of offence	Punishment
1.	(i) **Possession of** printed / Xerox / written materials pertaining / not pertaining to the day's examination, or pertaining to the examination already appeared by the candidate in the form of book or loose sheets that not have been made use of in the examination.	Concerned papers written by the examinee in that sitting will be cancelled.
	(ii) **Possession of** printed / Xerox / written materials pertaining to the examination, in the form of book or loose sheets that have been made use of in the examination.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
2.	**Possession of** Programmable Calculators, Mobile, Phones, Pagers, Organizers, Digital memory pad etc. with / without matters related to the day's examination stored in them and made use of them or not in the examination.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
3.	**Writing** any matter, formula, definitions, sketches, pertaining / not pertaining to the day's examination, in any part of the candidate's body, dress, instrument box, calculator cover, wall, table, drawing board, question paper, hall ticket etc. and made use of them or not in the examination.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
4.	**Writing** any appeal to Examiner offering money or any irrelevant matters in the answer book, attaching money in answer books and giving contact address, telephone numbers etc.	All papers including practicals of all semester written by the examinee in that Board examinations will be cancelled.
5.	**Writing** the registration roll number anywhere in the answer book or additional sheets other than in the space provided.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
6.	**Noting down** the answers of problems in his/her question paper before leaving the Hall.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
7.	**Tearing off** sheets from the answer book.	All papers including practicals of all semester written by the examinee in that Board examinations will be cancelled.
8.	**Talking** with neighbors, showing signs or signals to others in the hall / verandah.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
9.	**Exchanging** with neighbors hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, hints related to the day's examination written on them. (Applicable for both / all examinees involved)	All papers including practicals of the concerned semester written by the examinee will be cancelled.

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10.	**Showing** the answer book / additional sheet to the neighbors or allowing them to copy. (Applicable for both / all examinees involved)	All papers including practicals of the concerned semester written by the examinee will be cancelled.
11.	**Giving / Getting** the main answer book or additional sheet to / from neighbor for copying. (Applicable for both / all examinees involved)	All papers including practicals of the concerned semester written by the examinee will be cancelled.
12.	**Writing** cine songs, stories, poems or drawing sketches irrelevant to the subject in the answer book or additional sheet.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
13.	**Writing** the examination even after the final bell, not obeying to hall invigilator's instructions.	Concerned papers written by the examinee in that sitting will be cancelled.
14.	**Striking off** all the pages including the correct answers written by him / her in the answer book, when being caught for any act of malpractice.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
15.	**Telling** the answer or formula related to any of the question to others writing the same examination.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
16.	**Inserting** pre – written additional sheet(s) having matters related to the subjects of the day's examination into the main answer book.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for two more semester of Board examinations.
17.	**Replacing** the answer book supplied in the hall by pre-prepared answer book brought by the candidate himself / herself or got from outsiders.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for four semester of Board examinations.
18.	**Writing** answer in main answer book or additional sheets from outside the hall and passing the same to any candidate writing the examination for replacement / attachment.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.
19.	**Refusing** to give written statement, refusing to receive show cause notice, absenting from enquires, running away from examination hall when caught for any malpractice, trying to destroy the evidences by tearing / swallowing / erasing / throwing away the bits, materials etc.	All papers including practicals of all semester written by the examinee in that Board examinations will be cancelled.
20.	**Writing** filthy / indecent / vulgar words or sketching obscene figures etc in the answer book or additional sheets attached.	Concerned papers written by the examinee in that sitting will be cancelled.

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21.	**Acts** of threats, violence , creating disturbance inside / outside the examination hall, preventing other candidates from entering the hall, misbehavior with the supervising staff etc.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for two more semester of Board examinations.
22.	**Repetitive** action of malpractice either in the same sitting or in different sittings in the course of his / her study.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for two more semester of Board examinations.
23.	**Taking away** with him / her the written answer book, without handing over the same to the invigilator.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for two more semester of Board examinations.
24.	**Trying to take away or damage** other candidate's answer book.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for four semester of Board examinations.
25.	**Violating** any other special rules / regulations prescribed then and there by the Board of Examinations.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
26.	**Impersonation** – Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.
27.	**Assaulting physically** or attempting to attack any examination staff while being caught / booked for any malpractice.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.
28.	Causing damage to examination records.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.

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29.	**Arranging outside persons** to terrorise the examination staff.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.
30.	**Leaving the examination hall** with the question paper of the day's examination before the expiry of the period prescribed by the Board of Examination normally 30 minutes from the end of examination in spite of the warning invigilator / centre superintendent.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
31.	**Causing damage** to the belongings of person engaged in Examination work as an act of vengeance. The Candidates who had been booked under any of the above mentioned malpractice will be enquired by Enquiry Committee headed by the Chief Superintendent of the examination center and punishments will be awarded by the Disciplinary Action Committee constituted by the Chairman depending on the nature & severity of the malpractice.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.
32.	If an examiner reports during evaluation that answer written in two or more answer book tally and charge of mutual copying or copying from a common source is established. (Applicable for both/ all examinees involved)	All papers including practicals of the concerned semester written by the examinee will be cancelled.
33.	If an examinee remains out side the examination hall for more than six minutes and the Centre- Superintendent reports that the examinee utilized his absence for use of unfair means.	All papers including practicals of the concerned semester written by the examinee will be cancelled.

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Secretary,
State Board of Technical Education,
Bihar, Patna

STATE BOARD OF TECHNICAL EDUCATION, BIHAR, PATNA.

GUIDELINES FOR THE CENTRE SUPERINTENDENT OF EXAMINATIONS.

(In addition to the General Rules of Diploma Examinations and
The Bihar Conduct Examination Act, 1981)

To conduct examination.

1. Conduct of examination(s) at the centre smoothly as per the frame work of prescribed examination rules will be the responsibility of Centre Superintendent (CS). In extraordinary situation only, a CS after having prior consent from the Controller of Examinations can delegate his / her responsibility to an officer deemed to be fit and prudent to discharge the responsibility.

Violation of Examination norms.

2. All occurrences of adoption of unfair means by an examinee or transgression of the rules of examination by any one whether an examinee or an intruder should be reported to the Board by the CS on the day of occurrence in daily report stating the action taken in this regard with report mentioned in section 29.

Prohibition from Unfairmeans.

3. If an examinee in examination room is found to be indulged in any form of malpractice against the norms of examination shall immediately be reported to the CS by officer-in-charge / invigilator of the room along with seizure report. The CS will deal the matter under the provisions in the examination rules and The Bihar Conduct of Examination Act-1981.

The chit or written material etc. should be signed by the invigilator and the candidate should be asked to submit his explanation. The answer book of the examinee along with the chits etc. shall be submitted by the invigilator to the CS. The Disciplinary Action Committee of i) JCS, ii) ACS/Senior most Lecturer, iii) Invigilator concerned under the chairmanship of CS, shall take action as per the scale of Punishment prescribed by the Board based on the severity/nature of offence.

The CS shall send the answer book and the material found in possession of the candidate for using unfair means, invigilator's report, explanation of the candidate, along with DAC report apprising the Board about the action taken in a sealed and insured cover to the Controller of Examinations.

Seat plan.

4. Every day's seat plan of the examinees shall be maintained and kept by the CS for at least three months after the result is published. A copy of the same should be sent to the Board office. Seating arrangement in a room should be such that every student should face one direction and if possible intervening examinees i.e. examinees between the two should be of different subject.

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Attendance Sheet.

5. In each examination, the candidates are required to put their full signature, roll number and answer book number on the attendance sheet provided to the institution by the Board. In an examination room all examinees will get attendance sheet one by one by the invigilator(s) in the room. The invigilators doing this work shall ascertain that candidate's roll number and answer book number are correct. CS will keep a copy of every day's attendance sheet at least for three months after the publication of results. Original attendance sheet will be sent to the Board office.

Identification of candidates.

6. Candidates at the examination centre from other institutes shall be required to appear before the CS before the commencement of examinations:

(a) to obtain their admission cards.

(b) for verification of identity.

To eliminate proxy, identity of each examinee must be ascertained by invigilator(s) of respective rooms and CS as well.

Number of Invigilators.

7. Normally one Invigilator shall be on every twenty five students in large halls. Relieving invigilator(s) according to the need will also be kept as reserve. In no case or situation in an examination room less than two invigilators will be allowed.

Teachers having relation with any examinee / Non Teaching Staff not to be assigned invigilation work.

8. Invigilators shall not normally be below the rank of a lecturer. Under special circumstances only suitable persons below this rank may be engaged. However this should be intimated to the Controller of Examinations.

If in an examination relative of any teacher/Staff of that institute is appearing the teacher staff shall not be assigned invigilation work in any sitting on any day of the examination. The teacher/staff shall insure this themselves also.

Officer-in-charge in a Room.

9. Senior most officer in an examination room will be officer-in-charge who will supervise work of invigilator(s) and activity in the room.

List of Invigilators to be forwarded to the Board.

10. The list of invigilators of each sitting and of each examination should be sent to the Controller of Examinations when the examination is over along with remark of CS about the quality of work of each invigilator. An invigilator found neglectful of his duty should not be engaged in future for invigilation work.

Local Levy-not to be collected.

11. No money from any student will be collected by CS to meet examination expenses such as engagement of labour for serving water, for arrangement of seats, for packing and sealing the papers etc. Over and above the expenses incurred on above heads the cost of packing and dispatching drawing sheet and other materials will be met by the State Board. The government service stamps will be used for dispatching and for correspondence in connection with the Board Examinations.

Record of temporary absence of examinees.

12. The officer-In-charge of each room shall maintain a list of temporary absence of examinees mentioning roll number, time, date and duration of such absence. These records shall be submitted to the Board, when examination is over.

GRDE B.E. Print

Arrangement for drinking water to the examinees

13. Arrangement should be made for serving drinking water to examinees in the examination hall.

Examinees not to be contacted

14. No letter, telegram, money order will be handed over or communication through mobile phone. Any guest will not be allowed to see the examinee whether outside or inside the room.

Correction in question paper

15. Any error or misprint in the question paper if detected will be communicated to the examinees and modification of this effect will be allowed only after consultation with the Controller of Examinations.

Entry into examination room

16. Barring invigilators none should be allowed in the room while the examination is going on without having permission of the officer-in-charge of the room.

Seating arrangement in the examination rooms

17. (a) Seating arrangement in examination rooms will be made in evening one day prior to the commencement of examination. The rooms after which will be locked and reopened next day twenty minutes before the examination commences.

(b) It shall be the duty of CS to see that all desks, doors, wall etc. are wiped clean of all writings prior to the commencement of each sitting of examinations.

(c) If any such thing is found on the desk or near the wall of an examinee during examination, the examinee with the consultation of the CS will be shifted to a place where there are no such writings.

Intimation of receipt of question papers

18. The question papers will be dispatched to the CS in sealed covers by insured posts or by messenger. The receipt of the envelopes should be intimated to the Controller of Examinations.

Opening of packets containing questions

19. The outer cover should be opened on the day the parcels reach the CS. The inner packets will be counted, if the envelopes containing question paper of any subject are found to be less than the required number, the Controller of Examinations should immediately be informed about it. The CS shall examine and observe very carefully the state in which inner envelopes reach him; if any envelope appears to have been tampered with or mutilated, the CS should leave these packets without breaking the seals. This should be immediately communicated to the Examination Controller.

Envelopes inside question packets

20. Envelopes inside the question packets containing questions bear different seal shall be kept by the CS and shall not be opened earlier than fifteen minutes before the commencement of examination of that paper. These envelopes of each sitting will be opened by the CS in presence of at least two invigilator / officers-in-charge of rooms by cutting them open at the edge of the envelope to avoid possibility of damage to question papers. The two officer-in-charge / invigilators in whose presence the envelops are opened should sign a certificate on the envelopes that the seals were intact. The certificate should also contain the date and time at which the envelopes were opened.

5.5.16

GRDE-T.B.I.E. Bihar

Extra Unused copies of question papers to be kept safe.

21. The CS has to see that extra copies of question papers are returned to him by the officer-in-charge / invigilator and kept in safe custody.

Inner Envelops & extra copies of questions to be returned to the Board

22. The CS shall return all unused/extra copies of question papers to the Controller of Examinations along with the envelops in which they were sent. Maximum ten copies of question papers can be retained at the centre for use in the institute.

Unused/Extra answer books.

23. Unused answer-books should be return to S.B.T.E. at the End of Exam.

Handing over of answer books to respective officer-in-charge of the room prior to examination.

24. In each sitting of examination answer book should be as many in number as there are students in the examination room and then they should be handed over to officer in charge. Only machine numbered answer books will be given to examinees.

Only one—Book-1 to be supplied to each examinee.

25. Only One Answer Book shall be supplied to one examinee in any sitting.

Answer books to bear stamp of Centre & Signature of CS.

26. The answer books, which are supplied to the examinees must bear the stamp of the Centre and the signature of the CS. Before distributing, the answer Book should also bear initial of officer-in-charge / invigilator.

Packing and Dispatch of answer books.

27. The answer books should not be folded. They should be packed flat. The answer books from examinees should be sealed up on the same day in cloth covers in the presence of the CS. The answer books in packet should be arranged in the order of increasing roll numbers separately for separate Institute. Each packet of answer books should contain at least one question paper, blank marks foils, remuneration forms, examiner's report form and statement of contents. All packets should be sent by insured post on the day of the examination unless there is constraint beyond control for not doing so. The number of packets dispatched daily with a copy of statement of their contents should be sent to the Controller of Examinations on the prescribed printed form. If the packets are not dispatched to their destination on the day of the examination, these should be carefully kept under lock and key for dispatch at the earliest. In no case should these packets be kept at a place where safety can not be ensured.

Unused answer-books & other materials to be returned to the Board office.

28. Unused answer books and other materials sent from Board should be returned when the examinations are over.

Report about the examination.

29. A report should be sent to the Controller of Examinations on each examination day by the CS indicating whether the examination held was conducted in accordance with the rules.

If situation is repugnant behaviour Improper manner of examinee.

30. In case such a situation crops up tackling of which in the opinion of the CS is beyond the provisions laid in the rules and guidelines will act at his own wit and will communicate to the Board in this regard.

ORDER OF S.B.T.E., Bihar

If a candidate does not produce admission card

31. In case a candidate is found without admission card and the CS has reasons to believe in the genuineness of the examinee and if the reasons for not bringing admit card is rational the examinee may be allowed to appear at the examination. However, the matter will be intimated to the Board.

Time allowed to an examinee for temporary absence

32. An examinee should not be allowed to leave examination hall temporarily for more than six minutes. On medical ground CS can allow absence according to the situation but not more than a period of ten minutes and in all such cases, a responsible person should be deputed to watch the movement of the examinee outside the hall.

Any change in the answer book by the examinee after submission

33. No candidate will be permitted to correct his roll number or any thing inside the answer book after having submitted the same. In case a candidate pleads that by mistake he has written his roll number wrong on his answer book, the CS may permit such correction to the examinee after verification from the admission card or from other documents in the office. All such correction shall bear the initial of CS. A written representation in this regard from the examinee should be sent to the Board.

N.B :- The guidelines also include points for officer-in-charge / invigilator. CSs are requested to communicate them so that they may work accordingly.

9.5.16

Secretary,
State Board of Technical Education,
Bihar, Patna

GRDETE, S.B.T.E., Bihar

Guideline for Evaluation Director

Annexure-07

बिहार सरकार
विज्ञान एवं प्रावैधिकी विभाग,
राज्य प्रावैधिक शिक्षा पर्षद, बिहार पटना।

उत्तरपुस्तिकाओं के मूल्यांकन संबंधित मूल्यांकन निदेशक हेतु अनुदेश

1. परीक्षा केन्द्रों से प्राप्त उत्तरपुस्तिकाओं को नियमानुसार मिलान कर लिया जाए।
2. उत्तरपुस्तिका के मिलान के बाद सभी उत्तरपुस्तिकाओं पर Fictitious Code अपने स्तर से करें। इस कार्य हेतु उस पदाधिकारी का सहयोग ले सकते हैं जो परीक्षक नहीं है। उत्तर पुस्तिका को 50-50 का बंडल बनाकर Stock कर ली जाए।
3. कोडिंग या मूल्यांकन के समय यदि किसी उत्तरपुस्तिका पर छात्र द्वारा किसी प्रकार का विशेष पहचान चिन्ह बनाई गई हो या अन्य अवांछित साधन के प्रयोग की प्रमाण पाए जाने का प्रतिवेदन प्राप्त होता है, तो उस उत्तरपुस्तिका का मूल्यांकन नहीं कराया जाए। प्रतिवेदित छात्रों के उत्तरपुस्तिका पर मूल्यांकन निदेशक की अध्यक्षता में गठित अनुशासनिक कार्रवाई समिति जिसके सदस्य मूल्यांकन समन्वयक, परीक्षक एवं मुख्य परीक्षक होंगे, पर्षद द्वारा निर्धारित दण्ड विधान के अनुरूप दण्ड का निर्धारण करें पर्षद कार्यालय को प्रतिवेदित की जाए। अपने प्रतिवेदन के साथ सभी पहचान चिन्ह वाली उत्तरपुस्तिकाएँ पर्षद को भेज दी जाए।
4. सभी परीक्षकों से एक प्रतिवेदन प्राप्त कर लिया जाए जिससे यह भी स्पष्ट रूप से उल्लेख हो कि उनके द्वारा मूल्यांकित उत्तरपुस्तिकाओं में छात्रों द्वारा अवांछित साधन का प्रयोग करने का प्रमाण दृष्टव्य हुआ है अथवा नहीं हुआ है।
5. पर्षद द्वारा प्राप्त परीक्षकों की सूची के अनुसार निर्धारित तिथि से मूल्यांकन कार्य आरंभ किया जाए। परीक्षकों को निर्धारित तिथि पर मूल्यांकन केन्द्र पर योगदान देने हेतु संबंधित परीक्षकों को पर्षद द्वारा पत्र निर्गत किया जाता है। अनुपस्थित परीक्षकों की सूची पर्षद को प्रेषित की जाए।
6. विषय के अनुसार सभी मुख्य परीक्षक एवं परीक्षकों के सहयोग से Memorandum तैयार करवाकर विस्तृत वस्तुनिष्ठ प्रश्नों का उत्तर लिखना अनिवार्य है। सभी परीक्षकों को मूल्यांकन के पहले दे दिया जाए।
7. एक परीक्षक को एक दिन में 50 उत्तरपुस्तिकाओं का ही मूल्यांकन करना है। मल्टीशीफ्ट में मूल्यांकन का समय बढ़ाकर 50 उत्तरपुस्तिकाओं से अधिक उत्तरपुस्तिकाओं का मूल्यांकन कराया जा सकता है।
8. OMR से बाएँ आधे भाग पर मुख्य परीक्षक तथा परीक्षक के हस्ताक्षर के साथ **पूरा नाम** भी अवश्य अंकित रहना चाहिए।
9. पर्षद द्वारा भेजी गई अद्यतन मानदेय दर की सूची के अनुसार उत्तरपुस्तिकाओं के मूल्यांकन का पारिश्रमिक विपत्र को अपने स्तर से पारित कर भुगतान कर दिया जाए।
10. बिहार सरकार के फार्म-193 पर बनाये गए यात्रा विपत्र ही मान्य होगा।
11. मानदेय दर की सूची के अनुसार अन्य मानदेय का भी विपत्र पारित कर भुगतान कर दिया जाए।

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12. धारित एवं भुगतान किये गये विषयों का प्रतिवेदनधारित कर पूर्व में प्रेषित निदेशानुसार व्यय विवरणीका एवं उपयोगिता प्रपत्र (संलग्न) मूल्यांकन समाप्त होने के एक माह के अन्दर समायोजन हेतु पर्षद में प्रेषित करायी जाए एवं विषय अंकेक्षण हेतु संस्थान में संधारित की जाए।

13. परीक्षकों से प्राप्त OMR के बाएँ अद्धे भाग को विषयवार सभी पर्षद को भेज दिया जाए। उत्तर पुस्तिका के Bundle के Sequence को मिलान कर ली जाए।

14. यदि कोई परीक्षक निर्धारित तिथि पर आपके यहाँ योगदान नहीं देते हैं तो उस विषय के लिए अपने स्तर से अनियार्य योग्यता धारित एवं अनुभवी परीक्षकों को नियुक्त कर लिया जाए तथा उसकी सूचना पर्षद को भेज दिया जाए।

15. परीक्षकों एवं मुख्य परीक्षकों द्वारा प्राप्त OMR टीक से भर ली गई है। इसकी जाँच कर ली जाए।

16. पर्षद द्वारा समय-समय पर दिए गए निर्देशों का अनुपालन सुनिश्चित किया जाए।

17. एक से एक से अधिक खण्डों के उत्तरपुस्तिकाओं के मूल्यांकन हेतु नियुक्त मुख्य परीक्षक / परीक्षक को अतिरिक्त टी०ए० अनुमान्य नहीं होगा।

18. **Compartmental (Carry Paper) में सम्मिलित छात्रों के उत्तरपुस्तिकाओं को प्राथमिकता के आधार पर मूल्यांकन कराकर अंक अति शीघ्र पर्षद को उपलब्ध कराया जाए।**

19. अनुसूचित छात्रों एवं 75% से अधिक उपस्थिति वाले उत्तर पुस्तिकाओं को मुख्य परीक्षक द्वारा आवश्यक रूप से जाँच कर ली जाए।

20. उत्तर पुस्तिका को OMR के Bundle No. एवं Sequence No. के अनुसार अगले तीन वर्षों तक Scrutiny या अन्य आवश्यक कार्यों सुरक्षित रखी जाए।

21. मूल्यांकन निदेशक को सभी उत्तरपुस्तिकाओं को अपने संस्थान में रखना होगा। वह भी सुनिश्चित करना होगा कि मूल्यांकन कदाचारमुक्त सम्पन्न हुआ।

22. मूल्यांकन निदेशक सभी परीक्षकों / मुख्य परीक्षकों से इस आशय का प्रमाण पत्र प्राप्त कर लेंगे कि उनका कोई भी संबंधी उपर्युक्त परीक्षा में सम्मिलित नहीं हुए हैं।

सचिव,
राज्य प्राविधिक शिक्षा पर्षद,
बिहार, पटना।

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Annexure-08

Duties & Responsibilities of Co-Examiner

1. The co-examiners shall be appointed by the Board. They will evaluate the answer books in accordance with the approved marking scheme, post the marks obtained against respective question no. on the top OMR Sheet and sum up to get total marks.
2. Fractional award of total marks is not permitted.
3. The blank page of answer book shall be crossed.
4. The marks obtained by the candidates should be written in figures and words in the prescribed space against the corresponding fictitious code only and this should tally with the marks written in the OMR Sheet.
5. Occasionally there may be a difference of opinion between the Head and the co-examiner, but as a rule in all cases of such difference of opinion, the co-examiner will carry out the instructions of the Head Examiner.
6. The Head Examiner and co-examiners shall first decide the marking pattern, based on instructions received from the Board, and then prepare model marking scheme before evaluation work.
7. Single Examiner should follow the instructions for co-examiner and Head Examiners both wherever applicable.
8. Co-examiner will verify his own evaluation before submitting the evaluated answer book along with its supplements. He will check the following :
   (i) total has been correctly made.
   (ii) The total marks in the interior of the answer script have been correctly reflected on the OMR page against respective question nos.
   (iii) all questions have been marked in required number and manner and that no question or its portion has been left unmarked.
   (iv) over attempted question(s) with lowest marks have been deleted and shown with extra remarks answer book.
   (v) the signature of co-examiner has been affixed in relevant column of the answer book.
   (vi) marks in words and figure tally.
   (vii) sequence no. of bundle slips tally with sequence as given on OMR.
   (viii) the marks for any question has not given more than the maximum of that question / portion thereof.
   (ix) has brought to the notice of the Head Examiner the mistakes detected by him.
9. Full remuneration shall not be paid to the co-examiner whose work is found deficient/unsatisfactory. In all cases of unsatisfactory work the deduction from the remuneration entitled to him be made as determined by the Controller of Examinations, who may forfeit his entire remuneration besides disqualifying him for future appointment.

CAUTION :- The job of a co-examiner is most important as it is his quality of work which is the basis of candidates result. It may be kept in mind that no injustice is done with any one and standard of marking, should be very independent, impersonal, fair, impartial and objective and over marking and under marking may be avoided. The co-examiner works on behalf of the Board and is therefore supposed to be the most trusted person. If he becomes a party of personal in approach, he may not only lose the confidence of the Board, but also be penalized as per rule.

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CIRCULATED, S.B.T.E., Bihar

Duties & Responsibilities of Head Examiner

Annexure-09

1. All answer books shall be deemed as confidential document and no person except those authorized by the Evaluation Director shall be permitted to handle the same.
2. All the answer books with fictitious code shall be received by the Examiner from Evaluation Director.
3. Answer Keys of multiple choice question shall be decided by team of Examiner headed by Head Examiner of the subject concern.
4. The marking scheme of subjective questions will indicate value points in respect of each answer and marks to be assigned to each of the value points.
5. The Head Examiners for various subjects shall be appointed by the Controller of Examinations from amongst the serving teachers of affiliated institutions.
6. The Head Examiner shall be responsible for ensuring uniformity in evaluation as per the norms prescribed by the Board.
7. The Head Examiners shall ensure the totaling of marks, comparing the marks awarded to the answer scripts to ensure accuracy in the work and keeping watch that no portion of the script has remained unevaluated.
8. Head Examiner shall scrutinize, retotal, verify the marks and posting of final marks. Bubble of total marks of each and every answer book shall be done by Head Examiner after verification/modification (if any).
9. The Head Examiner shall bring to the notice of the Controller of Examinations through Evaluation Director, discrepancies, anomalies and suspected use of unfair means identified during the course of evaluation. The Head Examiner shall recommend to the Controller of Examinations in writing the names of such examiners who have not carried out the instructions of the Board and have not been punctual and have not observed code of conduct for such action as may be deemed fit by the Board. Overall report of Evaluation shall be submitted to Evaluation Director paper wise.
10. If the Head Examiner finds that the co-examiner has failed to maintain proper standard and has not followed the instructions properly, the Head Examiner may call co-examiner, give him instructions personally and warn him that if he does not assess the scripts according to Head Examiner instructions. He will be obliged to assess the scripts himself and report the matter to Controller of Examinations. In such a case, remuneration of the co-examiner could be forfeited and he shall be liable for disqualification for future appointment. An intimation to this effect should be sent to the Controller of Examinations in advance.

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Government of Bihar **Annexure-10**

State Board of Technical Education, Bihar, Patna

Directions to Assistant Centre Superintendents / Invigilators

1. The Center Superintendent has to ensure the availability of Assistant Superintendents before the distribution of Question papers. Hence the Assistant Superintendents should report at least half an hour before the commencement of exam.
2. The Assistant Superintendent/invigilators should compare the Reg. No: in the Admit card of each student with the Seat Allotment sheet and ensure that all students are seated in the proper place. Photo also may be verified to identify the candidate. If there is a Scribe/Interpreter to assist any candidate, their Admit card also should be verified.
3. Before issuing Answer Books and Additional Sheets, make sure that they are not defective and all of them have the monogram of the SBTE.
4. Usually exams of different Scheme are conducted simultaneously at a time and that the students will be mixed up and seated together. Also students of different Branches will be mixed up in the same hall. The Assistant Superintendent should identify the Scheme and Code. No: of subject of each student before distributing Question paper.
5. The Roll No. / Reg. No. and other details entered on the face of the OMR of Answer book by each student must be verified with the Admit Card and correction should be done in necessary cases.
6. The students should be directed to go through the instructions given in the Admit Card and Answer book and to comply with the same.
7. Immediately after the distribution of Question papers, the students should be directed to write their own Reg. No: and Name in the Question paper so as to prevent exchange and misuse of Question paper.
8. No candidates will be allowed to enter the exam hall after half an hour from the commencement of exam.
9. Attendance of the students is to be recorded by obtaining the signature of each student against the Reg. No: and Name given in the Attendance sheets. If any student is absent enter 'ABSENT' against the Reg. No: concerned in the Attendance sheet with red pen.
10. The Absentee/Attendance details are to be furnished in the formate maintained in the Exam Section of Office towards the preparation of the Label to be placed over Answer script bundles.
11. The students shall be allowed to bring only Admit Card and writing materials to the Examhall. The Assistant Superintendent should verify their belongings so as to avoid any malpractice. At the same time, all possibilities of malpractice should be prevented by sufficient precautions.

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12. Unfairmeans/Malpractice/Misbehaviour, if any, should be reported on the spot. Malpractices detected should be reported along with Answer book, Additional Sheets, if any, and also with materials or notes or scripts used for the same as per guidelines of center superintendent (as given below).

"If an examinee in examination room is found to be indulged in any form of malpractice against the norms of examination shall immediately be reported to the CS by officer-in-charge/ invigilator of the room along with seizure report. The CS will deal the matter under the provisions in the examination rules and The Bihar Conduct of Examination Act-1981.

The chit or written material etc. should be signed by the invigilator and the candidate should be asked to submit his explanation. The answer book of the examinee along with the chits etc. shall be submitted by the invigilator to the CS. The Disciplinary Action Committee of i) JCS, ii) ACS/Senior most Lecturer, iii) Invigilator concerned under the chairmanship of CS, shall take action as per the scale of Punishment prescribed by the Board based on the severity/nature of offence.

The CS shall send the answer book and the material found in possession of the candidate for using unfair means, invigilator's report, explanation of the candidate, along with DAC report apprising the Board about the action taken in a sealed and insured cover to the Controller of Examinations."

13. Students shall not be allowed to leave the Exam hall before half an hour for the completion of exam. Any candidate leaving hall before the stipulated time should surrender his Question paper. Candidates who do not surrender the Question paper need not be allowed to leave the exam hall.

14. After the completion of exam, Answer scripts and OMR (Right hand part) should be sorted branch wise/Subject wise in the serial the order of Reg. No. and handed over to the Center Superintendent.

15. Total No. of Answer scripts handed over to the Center Superintendent should tally with the Attendance sheet maintained by each Assistant Superintendent/invigilator.

16. If due to an unavoidable reason the exam is started late, proportionate extra time as decided by the Center Supdt. is to be allowed so as to maintain the prescribed duration of exam.

17. Procedures followed previously and not specified in this manual may be adhered to as usual.

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Annexure-II

Form-303

Guidelines for Re-evaluation

1. An examinee who has appeared for current examination of board shall be entitled to submit the application and payment of fees within the schedule prescribed by the board from time to time in this regard.
2. The examinee will register for re-evaluation by online application within 10 days of the publication of the result.
3. Application form shall be accompanied with prescribed non-refundable fee of Rs.1500/- per subject or such fee as may be prescribed by the board from time to time and will be paid in online mode through SBTE, Bihar, portal along with application form. The application form will be made available by the board on the portal.
4. Applications incomplete in any respect and/or with illegible entries shall be liable to be rejected.
5. Examinee will download the filled application form and will submit the hardcopy to the institute for further process.
6. The head of the institution will verify the application online and forward the list of candidates along with their application forms to the office of the secretary, SBTE, Bihar.
7. On the receipt of the above-mentioned documents, the office of the secretary, SBTE, Bihar will arrange for re-evaluation of asked answer scripts.
8. To carry on the process of re-Evaluation, SBTE, Bihar will constitute 4/5 Member committee under the chairmanship of controller of examinations.
   The committee will comprise of following members:-
   a) Controller of examinations, SBTE, Bihar.
   b) Members of Moderation Board
   c) Co- examiner
9. In the event of change in marks, the approval of competent authority will be required as follows -

Sl. No.	Percentage Change	Competent authority
1.	Up to 5%	Secretary, SBTE, Bihar
2.	Beyond 5%	Examination board

   Note: All the above modification will be ratified from the examination board.
10. After this re-evaluation procedure, examinees will be notified regarding the change/no change in the status of marks along with the PDF copy of assessed answer booklet through the head of the institution.
11. Unevaluated answer booklet will be provided to the examinee through RTI.
12. No further appeal will be entertained under any circumstances.

छुट्टी नियमावली (Leave Rules)

छुट्टी (Leave)

कर्मचारी को एक ही तरह का काम लम्बे अरसे से करने के चलते उत्पन्न मानसिक एकरसता (Montony) को अंत के लिए और निजी दायित्वों के निर्वाह के लिए समय चाहिए और ऐसे समय के कारण मासिक वेतन, वरीयता अथवा नौकरी पर कोई प्रतिकूल प्रभाव न हो। साथ ही यह भी आवश्यक है कि सरकार की हर स्थापना का कार्यकलाप समान गति से अहर्निश चलता रहे, कहीं कोई व्यवधान या विस्थापन नहीं आये। इसके लिए आवश्यक है कि सभी कर्मचारी निरंतर कार्यालय में उपस्थित रहें। इस तरह सरकार और कर्मचारी के हितों (interest) में सामंजस्य एवं संतुलन लाने के लिए छुट्टी का प्रावधान किया गया है।

बिहार सेवा संहिता के अध्याय 6 के नियम 149 से 251 में छुट्टियाँ परिभाषित एवं प्रावधानित की गई है। उक्त अध्याय के ही भाग 8 (नियम 222 से 251) में छुट्टी नियमावली समाविष्ट है।

कुछ मुख्य बिन्दु

➢ **"Leave can't be claimed as right" :-**

बिहार सेवा संहिता के नियम 152 स्पष्ट किया गया है कि छुट्टी का दावा अधिकार के रूप में नहीं किया जा सकता है। सक्षम पदाधिकारी द्वारा किसी भी प्रकार की छुट्टी रद्द की जा सकती है, किन्तु इसका यह उद्देश्य नहीं है कि कर्मचारी को उन्हें देय छुट्टियों से वंचित किया जाय। इसका सीमित प्रयोजन यही है कि लोक सेवा की आपत्तकालीन अपेक्षा पर कर्मचारी की छुट्टी का आवेदन अस्वीकृत किया जा सकता है या पूर्व से स्वीकृत छुट्टी रद्द की जा सकती है। यदि किसी स्थापना के कार्यकलाप और गतिविधि के बिल्कुल ही ठप्प पड़ने की आशंका हो तो कर्मचारी को छुट्टी नहीं दी जा सकती है।

➢ *निलंबित कर्मचारी को छुट्टी की अदेयता :-*

बिहार सेवा संहिता के नियम 152 में प्रावधान है कि निलंबित कर्मचारी को किसी भी प्रकार की छुट्टी नहीं दी जायेगी। निलंबन का अर्थ ही है उसे पदीय कर्त्तव्य संपादन से वंचित करना। निलंबित कर्मचारी मात्र जीवन भत्ता पाने का अधिकारी है। छुट्टी की स्वीकृति की स्थिति में वह छुट्टी वेतन का दावा कर सकता है जो नियम तथा वैधानिक अनुशासन के अनुरूप नहीं है।

➢ परिवीक्षार्थी को छुट्टी की देयता (नियम 41)

वैसा सरकारी कर्मचारी जो सरकार के अधीन किसी संवर्ग के स्थायी रिक्त पद पर परिवीक्षा के प्रयोजन से नियुक्त किया जाता है, उन्हें परिवीक्षार्थी कहा जाता है।

बिहार सेवा संहिता के नियम 196 में यह कानूनी कल्पना (Leagal Fiction) निहित है कि जो गुण और दर्जा किसी स्थायी कर्मचारी का होता है, वही किसी परिवीक्षार्थी के भी है और इसी सोच पर उन्हें छुट्टी की सुविधा उसी सीमा तक और उन्हीं शर्तों के अधीन दी जाती है जो सीमा और शर्तें स्थायी कर्मचारी के मामले में लागू है।

➢ छुट्टी लेखा का संधारण :–

(i) जो राजपत्रित पदाधिकारी महालेखाकार के प्राधिकार पत्र पर वेतन की निकासी करते है, उनके छुट्टी–लेखा का संधारण महालेखाकार, बिहार, पटना के कार्यालय में किया जाता है

(ii) जो वेतन की निकासी वित्त विभाग के अधीन कार्यरत वैयक्तिक दावा कोषांग से करते है, उनके छुट्टी–लेखा का संधारण दावा कोषांग में किया जाता है।

(iii) सचिवालय और उसके संलग्न कार्यालय के प्रशाखा पदाधिकारी के वेतन की निकासी स्थापना वेतन विपत्र पर की जाती है। इस कारण उनके छुट्टी–लेखा का संधारण कार्यालय में ही किया जाता है।

(iv) अन्य सभी कर्मचारियों की छुट्टी लेखा का संधारण कार्यालय में होता है।

➢ छुट्टी का प्रारंभ एवं अंत :–

सामान्यतया छुट्टी का प्रारंभ होता है प्रभार सौंपने के दिन से और अंत प्रभार ग्रहण करने के पूर्ववर्ती दिन को।

➢ छुट्टी की सामान्य शर्तें :–

(i) छुट्टी अधिकार नहीं है। लोक सेवा की आवश्यकता होने पर पूर्व में स्वीकृत छुट्टी रद्द की जा सकती है और जो कर्मचारी छुट्टी का उपभोग कर रहे हैं उन्हें बीच में भी कर्त्तव्य पर वापस बुलाया जा सकता है।

(ii) छुट्टी की स्वीकृति इस बात पर निर्भर करती है कि संबंधित कर्मचारी के छुट्टी लेखा में छुट्टी संचित हो। जिन पदाधिकारी का छुट्टी लेखा कार्यालय या विभाग में संधारित नहीं होते है उनके मामले में छुट्टी आदेयता प्रमाण–पत्र प्राप्त करने के बाद ही छुट्टी स्वीकृत की जाती है।

(iii) मेडिकल प्रमाण–पत्र पर ली गई छुट्टी के स्थिति में पद पर योगदान करते समय मेडिकल फिटनेस प्रमाण पत्र देना अनिवार्य है।

(iv) जो कर्मचारी छुट्टी का उपभोग कर रहा है वह स्वीकृत छुट्टी में से 14 दिन शेष रहने पर काम पर वापस आ सकता है। लेकिन यदि उसके पहले ही वापस होना चाहता है तो उसे छुट्टी स्वीकृत करने वाले पदाधिकारी की अनुमति लेनी होगी।

(v) सामान्य स्थिति में कोई भी सरकारी कर्मचारी छुट्टी की अवधि में सक्षम पदाधिकारी की अनुमति के अभाव में कोई दूसरी नौकरी नहीं कर सकता है।

➢ छुट्टी स्वीकृति हेतु सक्षम प्राधिकार :–

नियम 149 में यह स्पष्ट किया गया है कि इन नियमों के अधीन अनुमान्य कोई भी छुट्टी राज्य सरकार दे सकती है।

कार्यपालिका नियमावली में नियम 21 के अधीन चतुर्थ अनुसूची के खण्ड 'क' में प्रशासनिक मामलों में शक्तियों का प्रत्यायोजन किया गया है, जिसके अनुसार :–

1. आकस्मिक अवकाश की स्वीकृति।	ठीक ऊपर के स्तर का ऐसा पदाधिकारी जिसके अधीन संबंधित सेवक कार्यरत हो।
2. आकस्मिक अवकाश से भिन्न अन्य अवकाशों की स्वीकृति (अध्ययन अवकाश को छोड़कर)	
(i) सचिवालय में कार्यरत वर्ग "ग" एवं "घ" के कर्मियों के संबंध में।	जिस पदाधिकारी के अधीन संबंधित कर्मी कार्यरत हो उसकी अनुशंसा पर संबंधित विभागाध्यक्ष अथवा स्थापना प्रभारी पदाधिकारी, जो उप सचिव से न्यून स्तर का पदाधिकारी न हो।
(ii) क्षेत्रीय कार्यालयों में कार्यरत वर्ग "ग" एवं "घ" के कर्मियों के संबंध में।	नियुक्ति पदाधिकारी।
(iii) अखिल भारतीय सेवाओं, विभागीय सचिव तथा विभागाध्यक्ष से भिन्न वर्ग "क" एवं "ख" के पदाधिकारियों के संबंध में।	सचिव
(iv) विभागाध्यक्षों के संबंध में।	मंत्री (कार्य विभागों में कार्यरत अभियंता प्रमुख तथा स्वास्थ्य विभाग में कार्यरत निदेशक प्रमुख को स्वीकृति की जाने वाली छुट्टी की सूचना तुरन्त मुख्य सचिव को भी दी जायेगी)।
(v) सचिव तथा अखिल भारतीय सेवाओं के पदाधिकारियों के संबंध में	मुख्यमंत्री (मुख्य सचिव के माध्यम से)

➢ **छुट्टी की प्रक्रिया :–**

नियम 180 में अंकित है कि छुट्टी की स्वीकृति आदि संबंधी प्रक्रिया का विनियमन परिशिष्ट 9 के नियमों के द्वारा होता है। परिशिष्ट 9 में **छुट्टी प्रक्रिया नियमावली** उल्लिखित है।

भाग 1 – छुट्टी लेखा

भाग 2 – छुट्टी के लिए आवेदन

भाग 3 – स्वास्थ्य प्रमाण पत्र

भाग 4 – छुट्टी की स्वीकृति

भाग 5 – छुट्टी पर प्रस्थान

भाग 6 – छुट्टी से लौटना

भाग 7 – छुट्टी का प्रारंभ

भाग 8 – छुट्टी वेतन का भुगतान

परिशिष्ट 10 में छुट्टी प्रक्रिया संबंधी लेखापरीक्षा में कुशलता एवं एकरूपता लाने के लिए महालेखापाल द्वारा अनुदेश उल्लिखित है।

➢ **स्वीकृत छुट्टी के अंत में अतिरेक ठहराव का नियमितीकरण :–**

स्वीकृत छुट्टी के बाद अतिरेक ठहराव की अवधि के नियमितीकरण की पद्धति और उसके दंडात्मक परिणामों का सविस्तार वर्णन बिहार सेवा संहिता के नियम–165 में है। स्वीकृत छुट्टी के बाद अतिरेक ठहराव नियम में दुराचार माना गया है।

फलतः ऐसी अवधि के नियमितीकरण की पद्धति के प्रत्येक चरण में दंड के तत्व निहित है इसे नियमितीकरण की पद्धति निम्नवत है :–

(i) संबंधित सरकारी कर्मचारी अतिरेक ठहराव की अवधि के लिए छुट्टी वेतन पाने का **अधिकारी** नहीं रह जाता

(ii) अतिरेक ठहराव की अवधि (Period of overstayal) जितने दिनों की है, उतने दिन उसके छुट्टी – लेखा में संचित आधे वेतन की छुट्टी में से घटा दिया जाएगा।

(iii) बिहार पेंशन नियमावली 1950 के नियम–94 के अनुसार अतिरेक ठहराव की अवधि **पेंशन प्रदायी सेवा** के रूप में परिगणित नहीं की जाती है, और

(iv) अतिरेक ठहराव की स्थिति बिहार सेवा संहिता के नियम–58 के अंतर्गत दुराचार माना जाता है। इसके लिए संबंधित कर्मचारी के विरूद्ध अनुशासनिक कार्रवाई चलाई जा सकती है और अतिरेक ठहराव प्रमाणित होने पर उसे कोई भी दंड दिया जा सकता है।

(ब) यदि कोई सरकारी कर्मचारी स्वीकृत छुट्टी के समाप्त होने पर उसके विस्तार के लिए आवेदन पत्र देता है और प्राधिकारी उसके द्वारा बताए गए कारण सही या आपत्तिजनक नहीं लगते तो छुट्टी स्वीकृत करने वाले पदाधिकारी का फर्ज है कि उसे एक निश्चित तिथि तक कार्यभार ग्रहण करने का निर्देश पत्र भेजते हुए दे कि लोक सेवा की अपेक्षा के मद्देनजर उसकी छुट्टी अस्वीकृत की गई है।

(स) स्वीकृत छुट्टी के बीत जाने के बाद अतिरेक उदहरण की स्थिति केवल तभी मानी जायेगी जब उक्त अवधि में वर्णित अनुशासनिक कार्रवाई में अंतिम निर्णय होने तक कर्मचारी का कोई अता–पता न हो अथवा कर्मचारी का कोई आवेदन पत्र कभी आया ही न हो। स्वीकृत छुट्टी के बीत जाने पर अतिरेक उदहरण के लिए मामले में कर्मचारी का कोई आवेदन पत्र आया हो, तो उसमें वर्णित कारणों के सही होने और उनके संदेह–मुक्त होने के विषय में सक्षम पदाधिकारी को अपना समाधान करने की जरूरत है।

छुट्टियों के प्रकार (Types of Leave)

(1) आकस्मिक छुट्टी (Casual Leave):–

बिहार सेवा संहिता के नियम 166 में उल्लिखित आकस्मिक छुट्टी पर थोड़े दिनों के लिए कर्त्तव्यों से अनुपस्थिति इस अध्याय के नियमों द्वारा शासित नहीं है। इस तरह आकस्मिक छुट्टी किसी नियम के अधीन नहीं है। यह छुट्टी, छुट्टी नहीं मानी जाती है इसलिये तकनीकी दृष्टि से आकस्मिक छुट्टी पर स्थित सरकारी सेवक कर्त्तव्य से अनुपस्थित नहीं समझा जाता है।

जिन सरकारी कार्यालयों में पाँच दिन का साप्ताहिक कार्य दिवस है, उनके कर्मियों के लिये एक पंचांग वर्ष में 12 दिनों का आकस्मिक अवकाश अनुमान्य है।

जिन सरकारी कार्यालयों में छः दिन का साप्ताहिक कार्य दिवस है, उनके कर्मियों के लिये एक पंचांग वर्ष में 16 दिनों का आकस्मिक अवकाश स्वीकृत किया जा सकता है।

रविवार या अन्य राजपत्रित अवकाश आकस्मिक छुट्टी के प्रारंभ में और अंत में जोड़े जा सकते हैं किन्तु ऐसे **अवकाश को मिलाकर अनुपस्थिति की कुल अवधि किसी एक समय में 12 दिनों से अधिक नहीं होनी चाहिए।**

आकस्मिक छुट्टी की अवधि के भीतर पड़ने वाले रविवार या अवकाश छुट्टी का अंश नहीं माना जाना चाहिए।

किसी पंचांग वर्ष में देय आकस्मिक अवकाश अगले पंचांग वर्ष में नहीं दिया जा सकता। यानी, अभुक्त आकस्मिक छुट्टी आगामी पंचांग वर्षों के लिए संचित नहीं होती है।

(2) अर्जित–छुट्टी (Earn Leave):–

(i) बिहार सेवा संहिता के नियम–154 के अनुसार कोई कर्मचारी सरकार की सेवा जितनी अवधि के लिए करता है, उतनी अवधि के आधार पर ही वह छुट्टी अर्जित कर सकता है अर्थात् सरकार के अधीन किसी पद के कर्त्तव्य का सम्पादन करके ही कर्मचारी छुट्टी अर्जित करता है। इसी सिद्धांत के आधार पर बिहार सेवा संहिता के नियम–227 में **स्थायी कर्मचारी प्रत्येक 11 दिन की सेवा के लिए एक दिन की दर से अर्जित छुट्टी पाने का अधिकारी हो जाता है।**

लेकिन **एक अस्थायी कर्मचारी प्रत्येक 22 दिन की सेवा के लिए एक दिन की अर्जित छुट्टी का अधिकारी होता है।**

(ii) **छुट्टी वेतनः** ऐसी छुट्टी की अवधि में कर्मचारी छुट्टी–वेतन के मद में उतना ही वेतन पायेगा, जितना उसे छुट्टी में प्रस्थान करने के ठीक पहले ऑदेय था (बिहार सेवा संहिता का नियम–248)

(iii) **स्वीकृति तथा उपभोग की सीमा** : स्थायी या अस्थायी कर्मचारी क्रमशः बिहार सेवा संहिता के नियम–230 और नियम–242 के अधीन अपने छुट्टी–लेखा में संचित संपूर्ण या उसका कोई निश्चित भाग आवश्यकतानुसार कभी भी ले सकता है। **एक अवसर पर कर्मचारी ~~मात्र 120 दिनों~~ देय अर्जित की ही अर्जित छुट्टी का उपभोग कर सकता है।**

(3) अर्द्धवैतनिक छुट्टी (Half Pay Leave):–

(i) **एक स्थायी कर्मचारी प्रत्येक पूर्ण वर्ष की सेवा के लिए** निम्नांकित दर से आधे वेतन की छुट्टी अर्जित करेगा :–

(क) **उत्कृष्ट सेवा का सदस्य 20 दिन की दर से, और**

(ख) निम्न सेवा (Inferior service) का सदस्य 15 दिन की दर से। (बिहार सेवा संहिता का नियम–232)

लेकिन **एक अस्थायी कर्मचारी प्रत्येक पूर्ण वर्ष की सेवा के लिए** निम्नांकित दर से आधे वेतन की छुट्टी अर्जित करेगा :–

(क) **उत्कृष्ट सेवा का सदस्य 15 दिन की दर से; और**

(ख) निम्न सेवा का सदस्य 10 दिन की दर से। (बिहार सेवा संहिता का नियम–240 का उत्तरार्द्ध)

इस छुट्टी के संचयन की कोई अधिकतम सीमा नियम में तय नहीं की गई है।

(ii) कोई स्थायी कर्मचारी आधे वेतन की छुट्टी निजी कारणों से और मेडिकल प्रमाण–पत्र अर्थात् दोनों ही आधार पर ले सकता है किन्तु ऐसी छुट्टी जब मेडिकल प्रमाण–पत्र पर ली जाएगी, तो इसकी कोई सीमा नहीं होगी.

लेकिन कोई अस्थायी कर्मचारी आधे वेतन की छुट्टी केवल मेडिकल प्रमाण–पत्र पर ही ले सकता है।

(iii) **अर्द्ध–वैतनिक छुट्टी की शर्तें :–**

आधे वेतन की छुट्टी केवल तभी स्वीकृत की जा सकेगी जब छुट्टी स्वीकृत करने के लिए सक्षम पदाधिकारी को ऐसा विश्वास करने के लिए युक्तिसंगत कारण हो कि इस छुट्टी के अंत होने पर कर्मचारी कार्यभार पुनः ग्रहण करेगा। यह शर्त केवल वैसे मामले में लागू नहीं है जिसमें संबंधित कर्मचारी को मेडिकल प्राधिकारी द्वारा पूर्णतः तथा सदा के लिए असमर्थ घोषित कर दिया गया हो.

(iv) **छुट्टी वेतन** : आधे वेतन की छुट्टी के उपभोग की अवधि के लिए कर्मचारी छुट्टी–वेतन के मद में उतनी रकम पाने का अधिकारी है, जो ऐसी छुट्टी में प्रस्थान करने के पहले आदेय वेतन के आधे के समतुल्य हो।

(4) रूपांतरित छुट्टी (Commuted Leave):–

इस छुट्टी के प्रावधान बिहार सेवा संहिता के नियम–234 में हैं, जिसके अधीन यह केवल **स्थायी कर्मचारियों को ही आदेय है।** इसके लिए अधोलिखित शर्तों का पूरा होना अनिवार्य है:–

(i) मेडिकल प्रमाण–पत्र का उपलब्ध कराया जाना;

(ii) **यह छुट्टी पूरे सेवाकाल में उत्कृष्ट सेवा के सदस्यों को अधिकतम 180 दिन और निचली सेवा के सदस्यों को अधिकतम 120 दिन ही आदेय होती है;**

(iii) **इस छुट्टी के साथ सम्मिलित कर दूसरे प्रकार की छुट्टी भी ली जा सकती है** बशर्ते कि दोनों को मिला देने पर भी उत्कृष्ट सेवा के सदस्यों के मामले में 180 दिन और निचली सेवा के सदस्यों के मामले में 120 दिन से अधिक कुल छुट्टी न हो ;

(iv) जब रूपांतरित छुट्टी स्वीकृत की जाती है, तो ऐसी छुट्टी के दिनों के दोगुना दिन आधे वेतन की संचित छुट्टी में से घटा दिये जाते हैं। फलतः इस छुट्टी की अवधि में संबंधित कर्मचारी को वही वेतन मिलता है, जो छुट्टी में प्रस्थान करने के ठीक पहले उसे आदेय हुआ हो ; और

(v) यह छुट्टी तभी स्वीकृत की जाती है, जब छुट्टी की स्वीकृति देने वाले पदाधिकारी को ऐसा विश्वास करने का युक्तिसंगत आधार हो कि संबंधित कर्मचारी छुट्टी का उपभोग करने के बाद सेवा में पुनः वापस आयेगा।

(5) विशेष अर्द्ध–वैतनिक छुट्टी (Special Half Pay Leave):–

(i) स्थायी और वैसे अस्थायी कर्मचारी, जिसकी सेवा तीन वर्ष की या उससे अधिक की हो गई हो, को कुल 360 दिनों की विशेष अर्द्ध–वैतनिक छुट्टी स्वीकृत की जा सकती है, यदि वे क्षय्मा, कुष्ठ तथा कैंसर के मरीज हो जाते है। ऐसी छुट्टी पूरे सेवा काल मे मात्र एक ही बार अनुमान्य होगी और वह भी मेडिकल प्रमाण–पत्र के आधार पर। ऐसी छुट्टी वही पदाधिकारी स्वीकृत करेंगे, जो संबंधित कर्मचारी को सामान्य दशा में अन्य प्रकार की छुट्टी देने के लिए सक्षम हैं।

(ii) विशेष अर्द्ध–वैतनिक छुट्टी वैसे अस्थायी कर्मचारी को भी अनुमान्य होगी, जिनकी अस्थायी सेवा तीन वर्ष से कम है लेकिन उसके लिए निम्नांकित शर्तों का पुरा होना अनिवार्य है :–

(क) संबंधित कर्मचारी की सेवा कम–से–कम एक वर्ष की हो गई हो ;

(ख) जिस पद का धारण करते हुए वह छुट्टी में प्रस्थान करता है, वह पद छुट्टी से उसके वापस आने तक बना रहे; और

(ग) ऐसी छुट्टी की मांग के समर्थन में संबंधित कर्मचारी मेडिकल प्रमाणपत्र प्रस्तुत करें।

(iii) ऐसी विशषे अर्द्धवैतनिक छुट्टी केवल पेंशन के लिए ही अर्हक सेवा मानी जाएगी और यह संबंधित कर्मचारी के छुट्टी लेखा में संचित अर्द्धवैतनिक छुट्टी में से घटायी नहीं जाएगी।

(6) असाधारण छुट्टी (Extra Ordinary Leave):–

इस छुट्टी की आदेयता के प्रयोजनार्थ भी सरकारी कर्मचारियों को दो कोटियों में विभक्त किया गया है:–

(क) स्थायी और अस्थायी

(i) **स्थायी कर्मचारी** : किसी स्थायी कर्मचारी को निम्नांकित स्थितियों में से किसी एक के विद्यमान होने पर असाधारण छुट्टी दी जा सकती है :

(i) जब संबंधित कर्मचारी को कोई अन्य छुट्टी देय न हो; या

(ii) अन्य प्रकार की छुट्टी के आदेय रहने के बावजूद, यदि संबंधित कर्मचारी स्वयं ही नियंत्री पदाधिकारी से असाधारण छुट्टी की स्वीकृति के लिए आवेदन करे। (बिहार सेवा संहिता का नियम–236)

अस्थायी कर्मचारी : ऐसे अस्थायी कर्मचारी जिनकी सेवा तीन वर्ष की नहीं हुई हो, उन्हें बिहार सेवा संहिता के नियम 243 के अधीन अधिकतम 2 माह की असाधारण छुट्टी अनुमान्य है। यदि एक अवसर पर उनकी असाधारण छुट्टी की अवधि इससे अधिक हो जाती है, तो उनकी सेवा भंग मानी जाती है और सेवा की निरंतरता (continuity) बनाये रखने के लिये उक्त नियम को वित्त विभाग और कार्मिक एवं प्र० सु० विभाग की सहमति से शिथिल करना पड़ता है। इसके लिये अंत में मंत्रिपरिषद का अनुमोदन भी अपेक्षित है।

अस्थायी कर्मचारी को अधोलिखित शर्तों के अधीन क्षय्मा और कुष्ठ से ग्रसित होने के दौरान 18 माह की असाधारण छुट्टी दी जाती है :–

(क) यदि उसकी अस्थायी सेवा कम–से–कम एक वर्ष से अधिक की हो, और

(ख) जिस पद से वह छुट्टी पर प्रस्थान करता है, उसके छुट्टी से वापस होने तक उस पर के बने रहने की संभावना हो।

(7) अदेय– छुट्टी (Leave not due):–

बिहार सेवा संहिता के नियम–235 में अदेय छुट्टी से संबंधित प्रावधान है। यह छुट्टी भी केवल स्थायी कर्मचारी को ही मिलती है। यह सरकार की उदारता का प्रमाण है क्योंकि जिस समय यह छुट्टी कर्मचारी को दी जाती है, उस समय कर्मचारी के छुट्टी–लेखा में अन्य कोई सवैतनिक छुट्टी संचित नहीं रहती है। यह छुट्टी निम्नांकित शर्तों के अधीन दी जाती है :–

(i) अदेय– छुट्टी निवृत्ति–पूर्व– छुट्टीके लिए नहीं दी जाती है,

(ii) **इसके लिए मेडिकल प्रमाण–पत्र का रहना अनिवार्य है,**

(iii) अदेय– छुट्टी अर्द्धवैतनिक– छुट्टी तक ही सीमित रहती है, जिसे कर्मचारी से छुट्टी से वापस आने के बाद अर्जित करने की उम्मीद की जाती है,

(iv) इस छुट्टी की अवधि में कर्मचारी को आधा वेतन मिलता है,

(v) **उत्कृष्ट सेवा के सदस्यों के मामले में अधिकतम 180 दिन और निचली सेवा के सदस्यों के मामले में अधिकतम 120 दिन ही पूरे सेवाकाल में यह अनुमान्य है,** और

(vi) किसी भी कर्मचारी को अदेय– छुट्टी तभी दी जायेगी, जब छुट्टी स्वीकृत करनेवाले पदाधिकारी को ऐसा विश्वास करने का युक्तियुक्त आधार हो कि ऐसी छुट्टी का उपभोग करने के बाद कर्मचारी सेवा में वापस आएगा।

(8) अध्ययन छुट्टी (Study leave):–

लोक सेवा की अपेक्षा को ध्यान में रखते हुए सरकार अपने कर्मचारी को अध्ययन–छुट्टी देती है। बिहार सेवा संहिता के नियम–204 से नियम 219 तक में इस छुट्टी से संबंधित प्रावधान किए गए हैं।

(i) ऐसी छुट्टी तकनीकी विषयों में उच्चतर अध्ययन के लिए या व्यावसायिक तथा तकनीकी विषयों में विशिष्ट प्रशिक्षण लेने के लिए ही जाती है बशर्ते कि ऐसे अध्ययन का सीधा लगाव संबंधित कर्मचारी के कार्यक्षेत्र से हो और यह आशा की जाती हो कि ऐसे अध्ययन या प्रशिक्षण से पदाधिकारी की दक्षता में वृद्धि होगी। लोक प्रशासन के ढाँचे और पृष्ठभूमि से संबद्ध विषयों के अध्ययन के लिए भी अध्ययन छुट्टी दी जाती है, यदि उससे संबंधित पदाधिकारी के दृष्टिकोण के व्यापक होने की उम्मीद हो। प्रशिक्षण या उच्चतर अध्ययन का केन्द्र देश या विदेश में भी हो सकता है।

(ii) छुट्टी पदाधिकारी के छुट्टी–लेखा में संचित छुट्टी में से घटायी नहीं जाती और इसके क्रम में पदाधिकारी दूसरे प्रकार की छुट्टी भी ले सकता है।

(iii) सामान्यतः ऐसी छुट्टी 12 माह की होगी किन्तु किसी भी दशा में 24 ~~28~~ माह से अधिक नहीं होगी।

(iv) ऐसी छुट्टी केवल वैसे पदाधिकारी को दी जानी चाहिए जिसने कम–से–कम पाँच वर्षों की सेवा पूरी की हो।

(v) अध्ययन– छुट्टी की अवधि प्रोन्नति तथा पेंशन के लिए अर्हक सेवा मानी जाती है।

(vi) इस अवधि में पदाधिकारी आधे वेतन के समतुल्य छुट्टी–वेतन पाने का हकदार है और यदि अध्ययन छुट्टी विदेश के लिए है, तो उसे अध्ययन भत्ता भी अनुमान्य होता है।

(9) मातृत्व छुट्टी (Maternity leave):–

बिहार सेवा संहिता के नियम 220 और उसके अंतर्गत वित्त विभाग के संकल्प संख्या 2498 – वि० (2) दिनांक–12.04.2007 (परिशिष्ट) में मातृत्व छुट्टी के आदेय होने की सीमा तथा शर्त समाविष्ट है। इसके अनुसार किसी भी महिला कर्मचारी को "मात्र दो संतान" के लिए ही मातृत्व छुट्टी देने का प्रावधान किया गया है।

(i) मातृत्व छुट्टी स्वीकृत करने के लिए वही पदाधिकारी सक्षम होंगे जो संबंधित महिला कर्मचारी को अन्य छुट्टी स्वीकृत करते हों।

(ii) बिहार सेवा (द्वितीय संशोधन) संहिता 2014 के अनुसार यह छुट्टी शुरू होने की तिथि से अधिक से अधिक 180 दिनके लिए दी जा सकती है। उक्त संशोधन की अधिसूचना दिनांक–19.01.2015 के पूर्व यह अवधि मात्र 135 दिनों के लिए थी।

(iii) मातृत्व छुट्टी की अवधि में महिला कर्मचारी को छुट्टी–वेतन के मद में वही रकम आदेय होगी जो छुट्टी में प्रस्थान करने के ठीक पहले वेतन एवं भत्ता के मद में उसे अनुमान्य रही हो।

(iv) **मातृत्व–छुट्टी की अवधि महिला कर्मचारी के छुट्टी–लेखा से घटायी नहीं जाती।**

(v) मातृत्व–छुट्टी के क्रम में अन्य प्रकार की छुट्टी भी महिला कर्मचारी को दी जा सकती है बशर्ते कि उसने अपने अनुरोध के समर्थन में चिकित्सा प्रमाण–पत्र दिया हो।

(10) शिशु देखभाल छुट्टी (Child Care Leave):–

बिहार सरकार वित्त विभाग की अधिसूचना संख्या–3/एफ–01–41/2014–640/वि० दिनांक–19.01.2015 के द्वारा बिहार सेवा (खितीय संशोधन) संहिता, 2014 अधिसूचित की गई है। जिसके द्वारा बिहार सेवा संहिता के नियम–220 के बाद नया नियम–220 (क) निम्नवत अन्तःस्थापित किया गया है।

220A– शिशु देखभाल छुट्टी।– (1) **अवयस्क संतान वाली महिला कर्मचारियों को उनकी समस्त सेवा अवधि के दौरान केवल दो संतान तक, उनकी परीक्षा, बीमारी की दशा में पालन–पोषण या देखभाल के लिए दो वर्ष (यानी 730 दिन) की शिशु–देखभाल–छुट्टी छुट्टी स्वीकृत करने वाले किसी सक्षम प्राधिकारी द्वारा दी की जा सकेगी।**

(2) शिशु–देखभाल–छुट्टी अर्जित छुट्टी के समान मानी जाएगी और उसी प्रकार से मंजूर की जायेगी।

(3) शिशु–देखभाल–छुट्टी का अधिकार पूर्वक दावा नहीं किया जा सकेगा। किसी भी परिस्थिति में मंजूर करने वाले प्राधिकारी की पूर्वानुमति एवं उचित मंजूरी के बिना, कोई कर्मचारी इस छुट्टी पर प्रस्थान नहीं कर सकेगा।

(4) शिशु–देखभाल– छुट्टी 15 दिनों से कम के लिए मंजूर नहीं की जायेगी।

(5) इस छुट्टी के दौरान पड़ने वाले शनिवार, रविवार एवं राजपत्रित छुट्टियाँ भी शिशु–देखभाल–छुट्टी में शामिल की जाएगी।

(6) शिशु–देखभाल–छुट्टी साधारणतया परिवीक्षा अवधि के दौरान मंजूर नहीं की जाएगी, सिवाय कतिपय अत्यंत कवित परिस्थितियों की दशा में, जहाँ छुट्टी मंजूर करने वाला प्राधिकारी का परीविक्षार्थी की शिशु देखभाल छुट्टी की आवश्यकता के बारे में पूर्ण रूप से समाधान हो जाय। इसे भी सुनिश्चित किया जाएगा कि परीविक्षा के दौरान इस छुट्टी की अवधि न्यूनतम हो।

(7) शिशु–देखभाल– छुट्टी एक कैलेंडर वर्ष के दौरान तीन बार से अधिक नहीं मंजूर नहीं की जाएगी।

(8) शिशु–देखभाल– छुट्टी के साथ कोई भी अन्य देय छुट्टी मंजूर की जा सकेगी। शिशु–देखभाल– छुट्टी के क्रम में मांगी गई कोई भी अन्य छुट्टी सरकारी चिकित्सक द्वारा स्वास्थ्य प्रमाण पत्र द्वारा समर्थित हो, अनुरोध पर मंजूर की जा सकेगी।

(9) शिशु–देखभाल– छुट्टी 18 वर्ष से कम आयु के केवल दो जीवित सबसे बड़े संतानों के लिए अनुमान्य होगी।

(10) इस छुट्टी के दौरान महिला कर्मचारी को वही छुट्टी वेतन प्राप्त होगा जो छुट्टी पर प्रस्थान करने के ठीक पहले प्राप्त कर रही हो।

(11) संबंधित महिला कर्मचारी के छुट्टी लेखे में उपार्जित छुट्टी देय होते हुए भी शिशु देखभाल छुट्टी मंजूर की जा सकेगी।

(12) शिशु–देखभाल– छुट्टी छुट्टी–लेखे में विकलित नहीं की जायेगी।

(13) शिशु–देखभाल– छुट्टी के लिए छुट्टी लेखा, ~~संलग्न~~ विहित प्रपत्र में संधारित किया जाएगा और इसे संबंधित महिला सरकारी कर्मी की सेवा पुस्त के साथ रखा जायेगा।

(11) पितृत्व छुट्टी (Paternity leave):–

राज्य सरकार के कर्मचारी के लिए पितृत्व छुट्टी का सिद्धांत वित्त विभाग के संकल्प सं० 3/एफ–04/2003–2498 –वि०(2) दिनांक–12.04.2007 के जरिये सरकार द्वारा अपनाया गया है। संक्षेप में इसके प्रावधान निम्नांकित है :–

(i) अवधि **(Duration)** :– **यह छुट्टी शुरू होने के दिन से मात्र 15 दिनों के लिए ही आदेय है।** पत्नी के प्रसव की तिथि से 15 दिन पहले से छह माह बाद तक की अवधि के दौरान कभी भी इसका उपयोग किया जा सकता है।

(ii) पात्रता **(Eligibility)** :– **प्रत्येक पुरूष कर्मचारी को मात्र दो संतान के लिये।**

(iii) छुट्टी–वेतन और अन्य शर्तें :– पितृत्व– छुट्टी की अवधि में छुट्टी–वेतन मद में वही रकम अनुमान्य होगी, जो ऐसी छुट्टी में प्रस्थान करने के पहले संबंधित कर्मचारी के वेतन के मद में मिली हो।

(iv) सक्षम पदाधिकारी :– अन्य– छुट्टी स्वीकृत करने वाले पदाधिकारी ही पितृत्व छुट्टी स्वीकृत करने के लिए सक्षम होंगे।

अभुक्त (unutilized) अर्जित छुट्टी हेतु नगद भुगतान

छुट्टी का सिद्धांत इस सोच पर आधारित है कि सक्रिय सेवाकाल में कर्मचारी अपनी आवश्यकता पूरी करने हेतु नियंत्री पदाधिकारी की अनुमति से सेवा से अनुपस्थित भी रह सकता है और इसके चलते उसे कोई क्षति नहीं हो। कर्मचारी को अभुक्त अर्जित छुट्टी के लिए छुट्टी–वेतन के समतुल्य नगद रकम का भुगतान किया जाएगा। यह सुविधा अधोलिखित कोटि के कर्मचारियों का देय है:

(i) वार्द्धक्य सेवानिवृत कर्मचारी;

(ii) स्वैच्छिक सेवानिवृत कर्मचारी;

(iii) असमय (premature) सेवानिवृत कराये गए कर्मचारी;

(iv) बीमारी जनित अशक्तता से सेवानिवृत कर्मचारी; और

(v) सक्रिय सेवा में मृत कर्मचारी का परिवार।

उपरोक्त सभी मामलों में अधिकतम 300 दिनों की अभुक्त छुट्टी के लिए नगद रकम के भुगतान की सुविधा अनुमान्य है।

(i) सेवा से त्यागपत्र देने वाले कर्मचारी – इन्हें अधिकतम 150 दिनों की अभुक्त छुट्टी के लिए ही नगद भुगतान का लाभ दिया जाता है।

(ii) पुनर्नियुक्त कर्मचारी – यदि सेवानिवृति के अवसर पर इन्हें अधिकतम 300 दिनों की अभुक्त छुट्टी के लिए नगद रकम का भुगतान हो गया है, तो पुनर्नियोजन के अंत में इन्हें इस नियम का कोई लाभ आदेय नही है किन्तु उक्त अवसर पर दिया गया लाभ यदि 300 दिनों से कम का रहा हो, तो अंतर के दिनों की अभुक्त छुट्टी के लिए वे भी नगद रकम का भुगतान पाने के अधिकारी हो जाते है।

राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना।

(विज्ञान, प्रावैधिकी एवं तकनीकी शिक्षा विभाग)

चतुर्थ तल, टेक्नोलॉजी भवन, विश्वेश्वरैया भवन परिसर, बेली रोड, पटना–800015

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बिहार सरकार

ISO 9001:2015 Certified

पत्रांक :– 1566 /पटना, दिनांक :– 13.05.2026

प्रेषक,

श्रीमती ललिता सिंह,
परीक्षा नियंत्रक,
राज्य प्रावैधिक शिक्षा पर्षद,
टेक्नोलॉजी भवन, पटना–15.

सेवा में,

केन्द्राधीक्षक,
सभी राजकीय पोलिटेकनिक /राजकीय महिला पोलिटेकनिक संस्थान।

विषय :– माह मई **2026 (Even)** परीक्षा के प्रायोगिक/सांत्रिक विषयों के मूल्यांकन हेतु **SOP Form No.-208 (Rev. - 4.0)** का अनुपालन करने के संबंध में।

महाशय,

उपर्युक्त विषयक सूचित करना है कि माह मई **2026 (Even)** परीक्षा के प्रायोगिक/सांत्रिक विषयों के मूल्यांकन हेतु **SOP Form No.-208 (Rev. - 4.0)** का अनुपालन सुनिश्चित करेंगे।

कृपया इसे अतिआवश्यक समझा जाए।

अनुलग्नक :– **SOP Form No.-208 (Rev. - 4.0)**

विश्वासभाजन,

13/5/26

परीक्षा नियंत्रक,
राज्य प्रावैधिक शिक्षा पर्षद,
बिहार, पटना।

13/5/26

Standard Operating Procedure

Organization Name: State Board of Technical Education, Bihar	**No. of Pages:** 4
Document Title: ***Practical and Term Work Examination Procedure***	**SOP/Form No.:** 203
	Issue Date: 11-03-2025
Created by:	**Issue No.:** 1.0
Authorized by: State Board of Technical Education, Bihar	**Revision No.:** 4.0

Purpose: To establish Standard Operating Procedure (SOP) for Polytechnic Institution for External Evaluation of Practical and Term Work. All concerned stakeholders—including the **Institution, Centre Superintendent, Evaluation Director, External Examiners, and Internal Faculty—shall be responsible for ensuring compliance with these procedures.**

1. Institution:

- **Roles & Responsibilities:**

1. The scheduling of practical examinations, sessional/term-work papers, and the assignment of internal faculty for viva-voce shall be carried out in accordance with the examination timetable at the time of CT/TA marks entry itself.

2. For scheduling the practical examination there is not more than 60 + 10% students in one sitting (i.e., *60 +10% in a day*) if the same subject have ***both*** **Practical + Sessional papers**.

3. While scheduling the practical examination there is not more than 60 +10% students in one sitting (i.e., *120 +10% in a day*) if the subject have either ***only*** **Practical** or **Sessional papers**.

4. For the Subject which have both Practical and sessional papers, Institute must schedule both papers (P+S) in one sitting in compliance with point 1.

5. Ensure compilation and present before the external committee during Viva voce (whichever is applicable)
   a. Term Work
   b. Project Work
   c. In plant Training
   d. Drawing Sheets
   e. Jobs
   f. Laboratory journals
   g. Progressive Assessment as per Academic calendar

6. Ensure prearranged prescribed standard
   a. Staff

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b. equipment
c. machines
d. Apparatus
e. computers & software
f. consumables etc.

2. **Centre Superintendent**
   - **Roles & Responsibilities:**

   a. Ensure that supporting staff have been regular in their duties.
   b. External marks of practical(s)/Term Work(s) of each present students should be submitted to the Board on the same date of Evaluation as per schedule notified by the Board.
   c. Verification of full marks as per examination scheme in marks foil of the subject code concerned.

3. **Internal Faculty:** Faculty of the relevant subject in Institute
   - **Roles & Responsibilities:**

   a. Update their profile on the portal.
   b. Attendance to be updated on the portal.

   c. **Internal faculty should access the following:**
      i. Term work / practical
      ii. Outcome based on experiments performed
      iii. Report writing
      iv. Calculation
      v. Conclusion
      vi. Oral test and Answer booklet
      vii. Drawings
      viii. Apparatus used etc
      ix. Marks awarded to the students shall be validated and keep in sealed envelope.

4. **External examiner (s): External examiners shall be appointed from concerned subjects of nearby Government Polytechnic Institutes / Industry / Constituent Colleges / Government Engineering Colleges (only in case of difficulty). However, for Government Polytechnics, faculty members from Private Institutions may also be appointed as external examiners if required.**

5. **External Committee for Practical and Term Work:**

   Joint Roles & Responsibilities:

   a. Term Work and Performance of practical shall be assessed by the Internal / External faculty members on the basis of Candidate's subject knowledge of the principals involved which reconcile with Outcome Based Education of **AICTE's Examination Reforms Policy 2018**.

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b. External committee for evaluating Practical / Term Work should comprises of one External faculty member and one Internal faculty member of relevant discipline.

c. Update their profile on the portal.

d. Reach the Examination centre on the allocated date and time as per Examination schedule.

e. Conduct the Practical / TW / Viva Voce Examination.

f. Evaluate the Practical(s) and Term Work (s) with posting of marks through the portal/Mobile application through OTP based system in accordance with examination scheme of the subject.

g. External Examiners may use the portal/mobile application for entering the marks of each student. The marks entry option shall be enabled only when both the student and the External Committee are present at the same geo-location (institution premises). After this, an OTP will be sent to the student, and upon entering the OTP, the marks entry option shall become available for recording the marks.

h. Report malpractices observed if any.

i. External Marks of Practical(s), and Term work (s) should be submitted online to the Board in real time as per schedule notified by the board and hardcopy of the marks awarded in a sealed envelope shall be handed over to Centre Superintendent/ Controller of examination of Institution.

j. Ensure that all students present in practical / Term work and Viva are awarded with marks as pre-examination marking scheme.

k. External Marks of Practical Examination should comprise experimental work, Journals notebook available and viva-voce.

l. The external marks for Term Work shall be awarded based on the student's progressive sessional records and viva-voce in the proportion of 80:20. In case a student fails to appear before the External Committee for viva-voce, the external marks shall be awarded only on the basis of the student's progressive records, limited to 80% of the external marks.

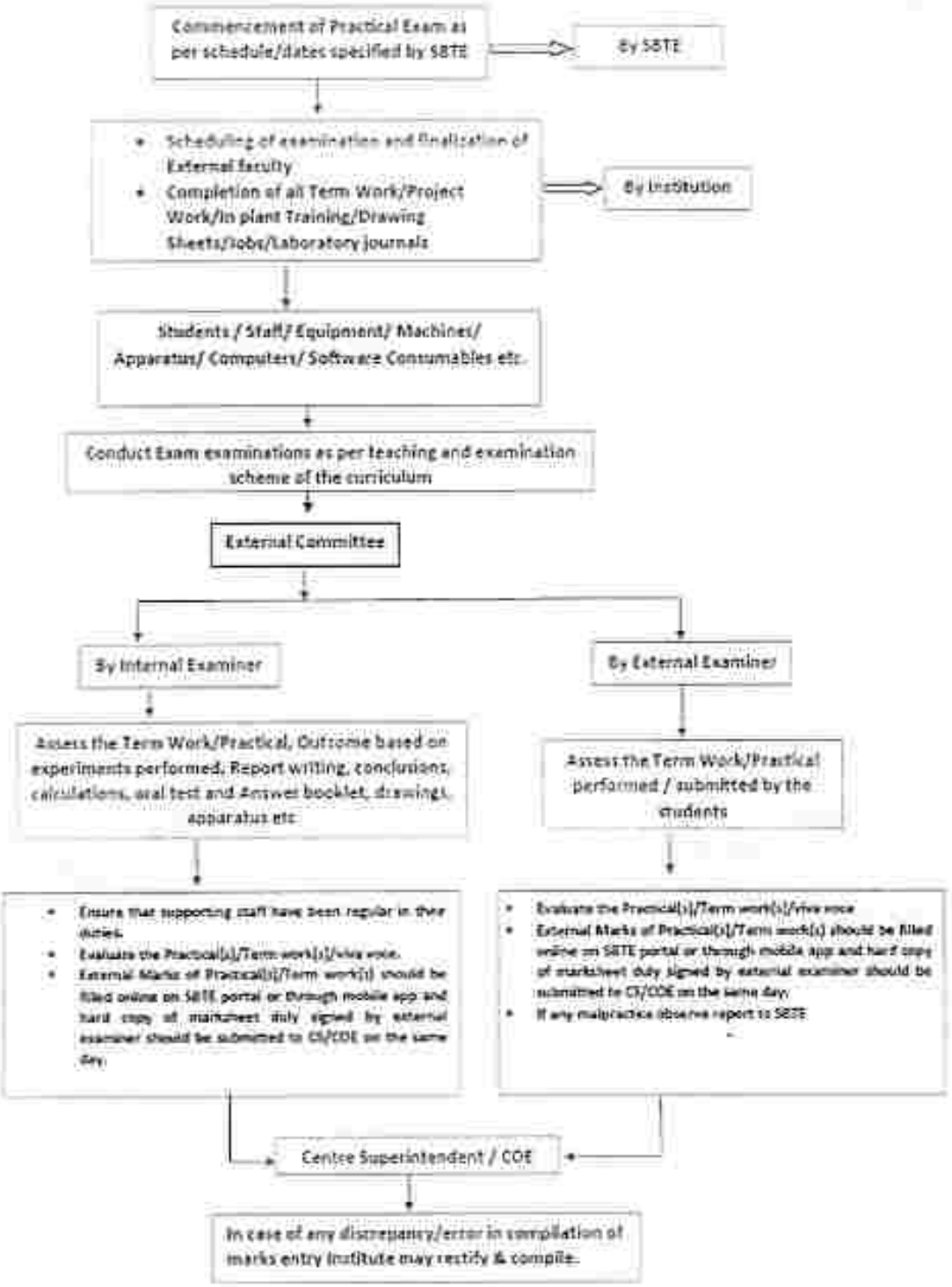
6. Guidelines for Renumerations:

a. Renumeration for members of the External committee (Internal & External Teacher) will be paid by DBT to their Bank account filled by them on portal as per the State Board of Technical Education, Bihar, Patna regulations.

b. Renumeration for Invigilation duty of Practical Examination will be paid to the faculty (except one from external committee) / Instructor / Class III only.

Authorizer signature:	Secretary SBTE:

Flow Chart



Authorizer signature:	Secretary SBTE:

राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना।

(विज्ञान, प्रावैधिकी एवं तकनीकी शिक्षा विभाग)

चतुर्थ तल, टेक्नोलॉजी भवन, विश्वेश्वरैया भवन परिसर, बेली रोड, पटना–800015

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बिहार सरकार

ISO 9001

पत्रांक :– SBTE/EXAM/01/2026– 1567 /पटना, दिनांक :– 13.05.2026

प्रेषक,

श्रीमती ललिता सिंह
परीक्षा नियंत्रक,
राज्य प्रावैधिक शिक्षा पर्षद,
टेक्नोलॉजी भवन, पटना–800015.

सेवा में,

प्राचार्य,
सभी राजकीय पोलिटेकनिक/राजकीय महिला पोलिटेकनिक।

विषय :– पर्षद द्वारा आयोजित **माह–मई 2026 (Even)** के उत्तर–पुस्तिकाओं का **On Screen Marking (OSM)** हेतु **Network Static IP** एवं **MAC-Id** भेजने के संबंध में।

महाशय,

उपरोक्त विषय के संबंध में सूचित करना है कि पर्षद द्वारा **माह–मई 2026 (Even)** में आयोजित Semester-II, IV, VI (OBE), Semester- II / I, IV & VI Exam 2026 (EVEN) (Old & New Syllabus) एवं PTD की होनेवाली परीक्षा के सैद्धांतिक विषयों की उत्तर–पुस्तिकाओं का मूल्यांकन आपके संस्थान में आपके द्वारा चिन्हित कम्प्युटर केवल संस्थानीय प्रयोगशाला में उपलब्ध **Desktop** पर **Online** पद्धति से किया जाना है, जिसके लिए **Static IP** एवं **MAC-Id** की आवश्यकता है।

अतः अनुरोध है, कि नीचे दिए गए **Google Form** के **Link** पर अपने संस्थान के **Static IP** एवं **MAC-Id** दिनांक–14/05/2026 तक उपलब्ध कराना सुनिश्चित करें।

Google Form Link: https://forms.gle/FDGMZpWzDDwrrbuZ8

उपरोक्त पर सक्षम प्राधिकार का अनुमोदन प्राप्त है।

सचिव के आदेश से

विश्वासभाजन,

13/5

परीक्षा नियंत्रक,

रा० प्रा० शिक्षा पर्षद, बिहार, पटना।

राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना।

(विज्ञान, प्रावैधिकी एवं तकनीकी शिक्षा विभाग)

चतुर्थ तल, टेक्नोलॉजी भवन, विश्वेश्वरैया भवन परिसर, बेली रोड, पटना–800015

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पत्रांक :– SBTE/EXAM/01/2026– 1568 /पटना, दिनांक :– 13.05.2026

प्रेषक,

श्रीमती ललिता सिंह,
परीक्षा नियंत्रक,
राज्य प्रावैधिक शिक्षा पर्षद,
टेक्नोलॉजी भवन, पटना–800015.

सेवा में,

मूल्यांकन निदेशक–सह–प्राचार्य,
सभी राजकीय पोलिटेकनिक/राजकीय महिला पोलिटेकनिक।

विषय :– पर्षद द्वारा आयोजित **माह–मई 2026 (Even)** परीक्षा के उत्तर–पुस्तिकाओं का **On Screen Marking (OSM)** पद्धति से मूल्यांकन के संबंध में।

महाशय,

उपरोक्त विषय के संबंध में सूचित करना है कि पर्षद द्वारा **माह–मई 2026 (Even)** में परीक्षा के Semester-II, IV, VI (OBE), Semester- II / I, IV & VI Exam 2026 (EVEN) (Old & New Syllabus) एवं PTD के **सैद्धांतिक विषयों** की उत्तर–पुस्तिकाओं का मूल्यांकन **दिनांक–16/05/2026** से आपके संस्थान में आपके द्वारा चिन्हित कम्प्युटर पर **Online** पद्धति से किया जाना है। इस कार्य हेतु आपको **मूल्यांकन निदेशक** नियुक्त किया जाता है।

आपके संस्थान में कार्यरत सभी व्याख्याताओं, जो **Samarth Portal** पर **Registered** है, एवं जिसके द्वारा जिस सेमेस्टर एवं शाखा का वर्ग कार्य **Portal** पर प्रतिवेदित कराया गया है, वे सभी मूल्यांकनकर्त्ता के रूप में कार्य करेंगे। **HOD** श्रेणी में **Samarth Portal** पर **Registered** व्याख्याता, मुख्य मूल्यांकनकर्त्ता **(HE)** का कार्य करेंगे। इस हेतु पर्षद द्वारा सभी मूल्यांकनकर्त्ताओं को **Evaluation Credentials Mail** द्वारा प्रेषित कर दी जाएगी।

उत्तर–पुस्तिकाओं का आवंटन **Random Assign Mode** में होगा।

उपरोक्त पर सक्षम प्राधिकार का अनुमोदन प्राप्त है।

सचिव के आदेश से

विश्वासभाजन,

परीक्षा नियंत्रक,
रा० प्रा० शिक्षा पर्षद, बिहार, पटना।

ज्ञापांक :– SBTE/EXAM/01/2026– 1568 /पटना, दिनांक :– 13.05.2026

प्रतिलिपि :– सभी पदाधिकारी एवं कम्प्युटर शाखा, रा. प्रा. शिक्षा पर्षद, बिहार, पटना को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

परीक्षा नियंत्रक,
रा० प्रा० शिक्षा पर्षद, बिहार, पटना।

(REVISED)

A. Fee Chart :-

Sl. No.	ITEM		Rate (Rs.)
1.	(i) Exam Form Fee per Semester I to VI		1,500
	(ii) Exam Form Fee for SC, ST & Girls (All category)		1,000
2.	Duplicate Mark sheet	within 5 days	500
		within 24 hrs. (URGENT)	1,000
3.	Duplicate Certificate	within 5 days	600
		within 24 hrs. (URGENT)	1,500
4.	Duplicate Admit Card		200
5.	Re-Evaluation Fee		1,500
6.	Registration Fee		800
7.	Correction in Registration data		2,000
8.	New Affiliation (for Private Institution)		2,00,000
9.	Extension for Affiliation (Private Institution)		1,00,000
10.	Affiliation for Starting New Branches for Private Institution (Existing branches already running in any Institution)		50,000 Per Course
11.	Affiliation of New Branch running in Private Institution for other than existing running branches.		5,00,000 to be proportionately shared by all Private Institution Starting that new branch for the same academic year.

1. पूर्व में निर्गत दर इस हद तक संशोधित समझा जाए।
2. यह संशोधित दर (क्र०सं० 10 एवं 11 को छोड़कर) परीक्षा पर्षद की बैठक की तिथि (12/12/2022) से प्रभावी होगा।
3. क्र०सं० 10 एवं 11 की दरें परीक्षा पर्षद की बैठक की तिथि (दिनांक–26/10/2023) से प्रभावी होगा।

21/11/23

Secretary,
State Board of Technical Education
Bihar, Patna.

Memo No. :- 4544 / Patna, Dated :- 21.11.2023

Copy Forwarded to :- The Director, Department of Science, Technology & Technical Education, Govt. of Bihar / The Principal, All Polytechnic and All Staff / Officers of the State Board of Technical Education, for Information and necessary action.

21/11/23

Secretary,
State Board of Technical Education
Bihar, Patna.

21.11.23

बिहार सरकार
विज्ञान एवं प्रावैधिकी विभाग,

अधिसूचना

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

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

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

बिहार राज्यपाल के आदेश से

ह0/–
संयुक्त सचिव,
विज्ञान एवं प्रावैधिकी विभाग,
बिहार, पटना।

ज्ञापांक :– विoप्राoशि व० – 15/2007– दिनांक :–

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

ह0/–
संयुक्त सचिव,
विज्ञान एवं प्रावैधिकी विभाग,
बिहार, पटना।

ज्ञापांक :– वि0प्रा0II व[1] – 16/2007– दिनांक :–

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

ह0/–
संयुक्त सचिव,
विज्ञान एवं प्रावैधिकी विभाग,
बिहार, पटना।

ज्ञापांक :– वि0प्रा0II व[1] – 15/2007– 2143 दिनांक :– 12-10-07

प्रतिलिपि :– माननीय विभागीय राज्य मंत्री (स्वतंत्र प्रभार) सह पदेन अध्यक्ष, रा0प्रा0शि0 पर्षद के आप्त सचिव को सूचनार्थ एवं आवश्यक कार्यवाही हेतु।

12/10/07
संयुक्त सचिव,
विज्ञान एवं प्रावैधिकी विभाग,
बिहार, पटना।

10/10

बिहार सरकार
विज्ञान एवं प्रावैधिकी विभाग
राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना।

पत्रांक :– /पटना, दिनांक :–

आदेश

विभागीय अधिसूचना सं0–2143, दिनांक–12/10/07 के आलोक में राज्य के अन्तर्गत राज्य प्रावैधिक शिक्षा पर्षद से सम्बद्ध पोलिटेकनिक संस्थानों के अमातशिप से नामांकन क्षमता के अवधि विस्तार, राज्य प्रावैधिक शिक्षा पर्षद से संबद्धन, संबद्धन के अवधि विस्तार एवं शैक्षणिक अनुश्रवण के उद्देश्य से, प्रत्येक प्रमण्डल के अन्तर्गत स्थित पोलिटेकनिक संस्थानों के लिए एक शैक्षणिक अनुश्रवण समिति का निम्न प्रकार से गठन किया जाता है :–

क्रम सं0	प्रमण्डल	संस्थान	
1.	भागलपुर	(क) बिहार कॉलेज ऑफ ईंजीनियरिंग, भागलपुर के प्राचार्य	– अध्यक्ष।
		(ख) राजकीय पोलिटेकनिक भागलपुर के प्राचार्य	– सदस्य।
2.	छपरा	(क) राजकीय पोलिटेकनिक छपरा के प्राचार्य	– अध्यक्ष।
		(ख) राजकीय पोलिटेकनिक गोपालगंज के वरीयतम व्याख्याता	– सदस्य।
3.	दरभंगा	(क) दरभंगा ईंजीनियरिंग कॉलेज, दरभंगा के प्राचार्य	– अध्यक्ष।
		(ख) राजकीय पोलिटेकनिक दरभंगा के प्राचार्य	– सदस्य।
4.	कोशी (सहरसा)	(क) मधेपुरा अभियन्त्रण महाविद्यालय के प्राचार्य	– अध्यक्ष।
		(ख) राजकीय पोलिटेकनिक सहरसा के प्राचार्य	– सदस्य।
5.	मगध (गया)	(क) गया ईंजीनियरिंग कॉलेज, गया के प्राचार्य	– अध्यक्ष।
		(ख) राजकीय पोलिटेकनिक गया के प्राचार्य	– सदस्य।
6.	मुँगेर	(क) राजकीय पोलिटेकनिक बरौनी के प्राचार्य	– अध्यक्ष।
		(ख) राजकीय पोलिटेकनिक मुजफ्फरपुर के वरीयतम व्याख्याता	– सदस्य।
7.	पटना	(क) नालन्दा अभियन्त्रण महाविद्यालय, नालन्दा के प्राचार्य	– अध्यक्ष।
		(ख) नवीन राजकीय पोलिटेकनिक, पटना–13 के प्राचार्य	– सदस्य।
8.	पूर्णियाँ	(क) राजकीय पोलिटेकनिक पूर्णियाँ के प्राचार्य	– सदस्य।
		(ख) राजकीय पोलिटेकनिक सहरसा के वरीयतम व्याख्याता	– सदस्य।
9.	तिरहुत (मुजफ्फरपुर)	(क) एम०आई०टी० मुजफ्फरपुर के प्राचार्य	– अध्यक्ष।
		(ख) राजकीय पोलिटेकनिक मुजफ्फरपुर के प्राचार्य	– सदस्य।

उप परीक्षा नियंत्रक (उनकी अनुपस्थिति में सचिव, राज्य प्रावैधिक शिक्षा पर्षद द्वारा मनोनित पदाधिकारी) स्थायी समिति के सदस्य के रूप में कार्य करेंगे। राज्य प्रावैधिक शिक्षा पर्षद के सहायक सचिव समिति के सदस्य सचिव होंगे।

2. यह समिति अमातशिप के द्वारा समय–समय पर जारी किये गये मापदण्डों के अनुरूप शैक्षणिक गुणवत्ता सुनिश्चित करने हेतु तथा राज्य प्रावैधिक शिक्षा पर्षद के पाठ्यक्रम के सुचारू संचालन हेतु संस्थानों का निरीक्षण कर संलग्न प्रपत्र में प्रतिवेदन की एक–एक प्रति निदेशक, विज्ञान एवं प्रावैधिकी विभाग एवं सचिव, राज्य प्रावैधिक शिक्षा पर्षद को उपलब्ध कराएगी।

3. उक्त शैक्षणिक अनुश्रवण समिति विभाग द्वारा किये गये पूर्व निरीक्षण के प्रतिवेदन, संस्थान द्वारा समर्पित compliance report एवं अवधि विस्तार हेतु संस्थानों द्वारा दिये गये प्रपत्र आदि में उद्धृत shortfall के साथ–साथ अमातशिप के अवधि विस्तार हेतु मार्गदर्शिका के आलोक में भी निरीक्षण सुनिश्चित करेगी।

4. यह आदेश तत्काल प्रभाव से प्रभावी होगा।

निदेशक,
विज्ञान एवं प्रावैधिकी विभाग,
बिहार, पटना।

ज्ञापांक :— /पटना, दिनांक :—
प्रतिलिपि :— प्राचार्य, सभी अभियंत्रण महाविद्यालय/पोलिटेकनिक को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

निदेशक,
विज्ञान एवं प्रावैधिकी विभाग,
बिहार, पटना।

ज्ञापांक :— 1424 /पटना, दिनांक :— 11-6-2009
प्रतिलिपि :— विज्ञान एवं प्रावैधिकी विभाग तथा राज्य प्रावैधिक शिक्षा पर्षद के सभी पदाधिकारियों को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

निदेशक,
विज्ञान एवं प्रावैधिकी विभाग,
बिहार, पटना।

ज्ञापांक :— 1424 /पटना, दिनांक :— 11-6-2009
प्रतिलिपि :— सभी संबंधित सदस्यों को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

निदेशक,
विज्ञान एवं प्रावैधिकी विभाग,
बिहार, पटना।

Govt. of Bihar
Department of Science & Technology
State Board of Technical Education, Bihar, Patna

Regulations for Assessment and Certification of trainees of skill development courses run by Principals of Government Engineering Colleges/ Government Polytechnics/ Government Women's Polytechnics under Bihar Skill Development Mission.

Regulation 1:

All arrangements for the conduct of assessment of the trainees shall be made by three-man **Assessment Committee** appointed by the Examination Board, of State Board of Technical Education.

There will be three members in the External Assessment Committee selected from amongst the working Principals/ Professors/ Assistant Professors/ Lecturers in any Technical Institution of Bihar. Principals/ Professors/ Assistant Professors/ Lecturers of the Institution which has run the course cannot be a member of the Assessment Committee.

Functions of the Assessment Committee:

- Assessment Committee will co-opt one subject expert related with the specific trade of the course.
- Assess the trainees by conducting written examinations/Practical examinations/Viva-Voce, depending upon the nature of course.
- Assessment report of the eligible trainees shall be provided to State Board of Technical Education, Bihar, Patna for the award of the certificate.
- Principals of the concerned Colleges / Institutions shall make all arrangements to assist the Assessment Committee during assessment of trainees

Regulation 2:

- Controller of Examinations will put up the Assessment report submitted by three-man External Assessment Committee with Co-opted subject expert before the Examination Board for final approval for the award of certificates.
- After approval of the Examination Board, certificates shall be awarded accordingly.

Regulation 3:

All the dispute (if any) that arise shall be decided by the Examination Board, S.B.T.E, Bihar, Patna.

19.6.18

Secretary,
State Board of Technical Education,
Bihar, Patna

Memo. No:- 2704 **Patna/Dated :-** 19/06/2018

Copy to:- Director, Department of Science and Technology, Govt. of Bihar, Patna/ Principals of Government Engineering Colleges/ Government Polytechnics / Government Women's Polytechnics /All Officers/Assistant, State Board of Technical Education, Bihar Patna, for information and necessary action

19.6.18

Secretary,
State Board of Technical Education,
Bihar, Patna

O/C

बिहार सरकार
विज्ञान एवं प्रावैधिकी विभाग

पत्रांक :- 682 पटना / दिनांक :- 13.6.08

प्रेषक,

निदेशक,
विज्ञान एवं प्रावैधिकी विभाग,
पटना, बिहार।

सेवा में,

प्राचार्य, एम०आई०टी० मुजफ्फरपुर / बी०सी०ई० भागलपुर
सभी राजकीय पोलिटेकनिक / राजकीय महिला पोलिटेकनिक

विषय :- राज्य प्रावैधिक शिक्षा पर्षद के परीक्षा कार्य हेतु पदाधिकारियों को विरमित करने के संबंध में।

महाशय,

राज्य प्रावैधिक शिक्षा पर्षद द्वारा आयोजित परीक्षाएँ बिहार परीक्षा अधिनियम 1981 की अधिसूचित परीक्षा है। कई अवसरों पर ऐसा पाया जाता है कि परीक्षा संबंधित कार्य के निष्पादन हेतु सौंपे गए परीक्षक / मूल्यांकनकर्त्ता विरमित नहीं होने के कारण या अन्यथा भी परीक्षा कार्य सम्पन्न नहीं करते हैं।

इस संबंध में बिहार परीक्षा अधिनियम के धारा-9 (प्रति संलग्न) के अनुपालन में परीक्षा कार्यों के सम्पादन हेतु संबंधित परीक्षक / मूल्यांकन कर्त्ता को विरमित करना सुनिश्चित की जाए तथा अपने स्तर से संबंधित व्यक्ति को परीक्षा आदि के सम्पादन हेतु सौंपे गए कर्त्तव्य का पालन कराना भी सुनिश्चित की जाए।

विश्वासभाजन,

निदेशक,
विज्ञान एवं प्रावैधिकी विभाग,
बिहार, पटना।

11/06/08

REVISION ~ 3.1 | **Corrigendum** | **Form No. - 305**

State Board of Technical Education, Bihar, Patna

B. Remuneration Rates for Examination Work

Sl. No.	ITEM	UNIT	Rate (Rs.)
	(1) Remuneration for Question Setting :-		
1.1	Paper Setter (For Theory Paper)	Per Set	2300
	(2) Remuneration for Examination Centre :-		
2.1	Centre Superintendent	Per Sitting	600
2.2	Joint Centre Superintendent (Static Magistrate on - In Campus Duty)	Per Sitting	400
2.3	Assistant Centre Superintendent	Per Sitting	350
2.4	Invigilator	Per Sitting	200
2.5	Police-in-charge	Per Sitting	300
2.6	Police Man	Per Sitting	150
2.7	Sitting Arrangement (Per Examination)	Per Candidate including Sweeping & Cleaning etc.	08
2.8	Refreshment Charge in Exam Work at Examination Centre / Evaluation Centre / SBTE, Patna	Each Person Per Day (One Sitting)	150
		Each Person Per Day (Two Sittings)	250
2.9	Water man	Per Sitting	100
2.10	Safety Darwan at the time of Examination	Per Sitting	100
2.11	Daftary engaged at the time of Examination Work	Per Sitting	150
2.12	Instructor / Class - III engaged in Examination Work	Per Sitting	150
2.13	EQPD Printing (Including Paper / Printer / Cartridge, All Consumables)	Per Sitting	06
2.14	Sundry (Packing & Sealing Materials) expenses	Per Hundred Answer Books or Part thereof	250
	(3) Remuneration for Evaluation :-		
3.1	(a) Evaluation Director	Lump Sum	2500
	(b) Coordinator	Lump Sum	2000
3.2	Network Administrator Team	Lump Sum	2000
3.3	Internal Teacher for Practical (Invigilation Work)	Per Sitting	150
3.4	Evaluation of Practical / Term Work / Sessional / Viva Voce by Member of External Committee (Minimum Rs. 300/-)	Per Candidate Per Subject for Each Member	06
3.5	Instructor / Class - III engaged in Evaluation Work	Per Day (Maximum 3 days)	150
3.6	Class - IV engaged in Evaluation Works	Per Day (Maximum 3 days)	100
3.7	(a) For Local Examiner	Per Day	300
	(b) For Outstation Examiner	As Per Govt. of Bihar T.A. Rule	-
3.8	Co-examiner (Minimum Rs. 200/-)	Per Answer Book	30
3.9	Head-Examiner (for Re-checking)	Per Answer Book	30
3.10	Safety Darwan	Per Day (Maximum 10 days)	100
3.11	SBTE, Patna Employee will be paid **Rs. 100/-** for per hour overtime maximum **Rs. 250/-** per day (Off Office Hour)		

Sl. No.	ITEM	UNIT	Rate (Rs.)
	(4) Computer Section at SBTE / Other than Employee :-		
4.1	Programmer	Per Day	1500
4.2	Console Operator / Assistant Programmer	Per Day	1200
4.3	Data Entry Operator	Per Day	1000
	(5) Remuneration for Moderation :-		
5.1	Moderation	Per Set in Group	800
5.2	Class - III engaged	Per Day	150
5.3	Class - IV engaged	Per Day	100
	(6) Remuneration for Tabulation Work :-		
6.1	Coordinator	Per Student	15
6.2	Assistant	Per Student	6
	(7) Remuneration for Examination Observer / Flying Squad :-		
7.1	Observer	Per Day (One Sitting)	700
		Per Day (Two Sittings)	1000
7.2	One Flying Squad from Districts, deputed by DM not below the level of Dy. Collector & not below the rank of Inspector of Police	Per Day (Remuneration)	1000
		Per Day (Fuel Charge)	1500
	(8) Remuneration for Member of Board of Studies & Core Committee :-		
8.1	Member of Core Committee / Board of Studies	Per Meeting	1000
	(9) Remuneration for per teacher / specialized person per subject for Draft preparation of Syllabus / Course Content :-		
9.1	Per teacher / Specialized person per subject for Syllabus / Course Content	Lump Sum	2000
	(10) Re-evaluation Work :-		
10.1	For Examiner / Head Examiner (Minimum Rs. 300/-)	Per Answer Book	50
	(11) Others :-		
11.1	Provision of Generator at Examination Centre / Evaluation Centre	Per Day (for Two Sittings)	2000

1. The previously issued rates shall be considered as revised rates, effective up to the extent mentioned above.
2. The revised rates shall be deemed effective from the date of the meeting conducted by the Examination Board on :- *18-06-2025*.

Secretary,
State Board of Technical Education
Bihar, Patna

Memo No. :- A.K.(S.B.T.E) 01/2006- 3958 / Patna, **Dated :-** 30.06.2025

Copy Forwarded to :- Director, Department of Science, Technology & Technical Education, Govt. of Bihar / Principal, All Polytechnics and All Officers / Staffs of the State Board of Technical Education, for information and necessary action.

Secretary,
State Board of Technical Education
Bihar, Patna

Form No.-305

(REVISION)-2

B. Remuneration Rates for Examination Work

Sl. No.	ITEM	UNIT	Rate (Rs.)
	(1) Remuneration for Question Setting :-		
1.1	Paper Setter (For Theory)	Per set for Diploma	2000
	(2) Remuneration for Examination Centre :-		
2.1	Centre Superintendent	Each per sitting	500
2.2	Joint Centre Superintendent (Static Magistrate on-in Campus duty)	Each per sitting	350
2.3	Assistant Centre Superintendent	Per sitting	300
2.4	Invigilator (one)	For 3 hours	150
		4 or more than 4 hours	200
2.5	Police-in-charge	Per sitting	200
2.6	Police Man	Per person per sitting	100
2.7	Remuneration for sitting arrangement (Per Examination)	Per candidate including sweeping and cleaning etc.	07
2.8	Refreshment charge in Exam work at Exam. Centre / Evaluation Centre/ SBTE Patna.	Each person per day (one sitting)	100
		Each person per day (two sitting)	200
2.9	Remuneration for water man	Per sitting	100
2.10	Safety Darwan at the time of Examination	Per Sitting	100
2.11	Daftary engaged at the time of Examination work	Per sitting	100
2.12	Instructor / Class III engaged in Examination work	Per sitting	125
2.13	EQPD Printing (including paper / Printer / Cartridge, all Consumable)	Per Candidates	05
2.14	Coding and Scanning Support of answer booklet	Per Candidates	03
2.15	OMR Handling at Examination Centre	Per OMR	01
	(3) Remuneration for Evaluation Work :-		
3.1	(a) Evaluation Director		2500
	(b) Co ordinator		2000
3.2	Network administrator team		2000
3.3	Remuneration for Pract. by Internal Teacher (Invigilation work)		150
3.4	Remuneration for Evaluation of Practical / Term Work / Sessional / Viva Voice by Member of External Committee	Per candidate per subject for Rs. 5/- each member (Minimum 250/-)	05
3.5	Instructor / Class-III Engaged in Evaluation work	Per day (Maximum 03 days)	100
3.6	Class-IV engaged in Evaluation works	Per day (Maximum 03 days)	75
3.7	Conveyance charge (Maximum 10 days)		
3.7 (i)	For local examiner	Per day	200
3.7 (ii)	For outstation examiner	As per Govt. of Bihar T.A.	
3.8	Remuneration for Co-examiner (Minimum Rs. 200/-)	Per answer book	30
3.9	Answer books Re-checking by Head-Examiner	Per answer book	30
3.10	Sundry (Packing & Sealing materials) expenses	Per hundred answer books or part there of.	200
3.11	Safety Darwan	Per day maximum 10 days for	75
3.12	S.B.T.E., Patna employee will be paid Rs. 100/- for per one hour over time maximum Rs. 250/- per day (Off office hour).		

18/10/2024

(4) Computer Section at SBTE / Other than Employee :-

4.1	Programmer	Per day	1000
4.2	Console Operator / Assistant Programmer	Per day	900
4.3	Data Entry Operator	Per day	750

(5) Remuneration for Moderation :-

5.1	Moderation	Per set in Group	600
5.2	Class III engaged for Moderation	Per day	150
5.3	Class IV engaged	Per day	75

(6) Remuneration for Tabulation Work :-

6.1	Coordinator	Per Student	14
6.2	Assistant	Per Student	05

(7) Remuneration for Observer / Flying Squad :-

7.1	Observer from Engg. College / Polytechnic	One Sitting	500
		Two Sitting	800
7.2	One Flying Squad from Districts, deputed by DM not below the level of Dy. Collector and not below the rank of Inspector of Police	Remuneration per day	500 Each
		Fuel Charge per day	1000

(8) Remuneration for Member of Board of Studies & Core Committee :-

8.1	Member of Core Committee / Board of Studies	Per meeting	400

(9) Remuneration for per teacher / specialized person per subject for Draft preparation of syllabus :-

9.1	Per teacher / Specialized person per subject for Draft preparation of syllabus	Per teacher / Specialized person per subject	1000
	(10) Scrutiny Work :-		
10.1	For locating Answer book at Examination Centre	50 per Answer book	50
	(11) Others :-		
11.1	Provision of Generator at Exam. Centre / Evaluation Centre	Per day for two sitting	1500

1. पूर्व में निर्गत दर इस हद तक संशोधित समझा जाए।
2. यह संशोधित दर परीक्षा पर्षद की बैठक की तिथि (24/09/2024) से प्रभावी होगा।
3. क्र०सं० 3.8, 3.9 एवं 8.2 की दरें पत्र निर्गत की तिथि से प्रभावी होगा।

18/10/24

Secretary,
State Board of Technical Education
Bihar, Patna.

Memo No. :- A.K.(S.B.T.E.)01/2006- 4073 / Patna, Dated :- 18/10/2024

Copy Forwarded to :- The Director, Department of Science, Technology & Technical Education, Govt. of Bihar / The Principal, All Polytechnic and All Staff / Officers of the State Board of Technical Education, for Information and necessary action.

18/10/24

Secretary,
State Board of Technical Education
Bihar, Patna.

बिहार सरकार
विज्ञान एवं प्रावैधिकी विभाग,
राज्य प्रावैधिक शिक्षा पर्षद, बिहार पटना।

उत्तरपुस्तिकाओं के मूल्यांकन संबंधित मूल्यांकन निदेशक हेतु अनुदेश

1. परीक्षा केन्द्रों से प्राप्त उत्तरपुस्तिकाओं को विवरणी अनुसार मिलान कर लिया जाए।

2. उत्तरपुस्तिका के मिलान के बाद सभी उत्तरपुस्तिकाओं पर Fictitious Code अपने स्तर से करें। इस कार्य हेतु उस पदाधिकारी का सहयोग ले सकते है जो परीक्षक नहीं है। उत्तर पुस्तिका को 50–50 का बंडल बनाकर Stock कर ली जाए।

3. कोडिंग या मूल्यांकन के समय यदि किसी उत्तरपुस्तिका पर छात्र द्वारा किसी प्रकार का विशेष पहचान चिन्ह बनाई गई हो या अन्य अवांछित साधन के प्रयोग के प्रमाण पाए जाने का प्रतिवेदन प्राप्त होता है, तो उस उत्तरपुस्तिका का मूल्यांकन नहीं कराया जाए। प्रतिवेदित छात्रों के उत्तरपुस्तिका पर मूल्यांकन निदेशक की अध्यक्षता में गठित अनुशासनिक कार्रवाई समिति जिसके सदस्य मूल्यांकन समन्वयक, परीक्षक एवं मुख्य परीक्षक होंगे, पर्षद द्वारा निर्धारित दण्ड पैमाना के अनुरूप दण्ड का निर्धारण कर, पर्षद कार्यालय को प्रतिवेदित की जाए। अपने प्रतिवेदन के साथ सभी पहचान चिन्ह वाली उत्तरपुस्तिकाएँ पर्षद को भेज दी जाए।

4. सभी परीक्षकों से एक प्रतिवेदन प्राप्त कर लिया जाए जिसमें यह भी स्पष्ट रूप से उल्लेख हो कि उनके द्वारा मूल्यांकित उत्तरपुस्तिकाओं में छात्रों द्वारा अवांछित साधन का प्रयोग करने का प्रमाण दृष्टव्य हुआ है अथवा नहीं हुआ है।

5. पर्षद द्वारा प्राप्त परीक्षकों की सूची के अनुसार निर्धारित तिथि से मूल्यांकन कार्य आरंभ किया जाए। परीक्षकों को निर्धारित तिथि पर मूल्यांकन केन्द्र पर योगदान देने हेतु संबंधित परीक्षकों को पर्षद द्वारा पत्र निर्गत किया जाता है। अनुपस्थित परीक्षकों की सूची पर्षद को प्रेषित की जाए।

6. विषय के अनुसार सभी मुख्य परीक्षक एवं परीक्षकों के सहयोग से Memorandum तैयार करवाकर (जिसमें वस्तुनिष्ठ प्रश्नों का उत्तर लिखना अनिवार्य है), सभी परीक्षकों को मूल्यांकन के पहले दे दिया जाए।

7. एक परीक्षक को एक दिन में 50 उत्तरपुस्तिकाओं का ही मूल्यांकन करना है। मल्टीशीफ्ट में मूल्यांकन का समय बढ़ाकर 50 उत्तरपुस्तिकाओं से अधिक उत्तरपुस्तिकाओं का मूल्यांकन कराया जा सकता है।

8. OMR से बाएँ अर्द्ध भाग पर मुख्य परीक्षक तथा परीक्षक के हस्ताक्षर के साथ **पूरा नाम** भी अवश्य अंकित रहना चाहिए।

9. पर्षद द्वारा भेजी गई अद्यतन मानदेय दर की सूची के अनुसार उत्तरपुस्तिकाओं के मूल्यांकन का पारिश्रमिक विपत्र को अपने स्तर से पारित कर भुगतान कर दिया जाए।

10. बिहार सरकार के फार्म–193 पर बनाये गए मात्र विपत्र ही मान्य होगा।

11. मानदेय दर की सूची के अनुसार अन्य मानदेय का भी विपत्र पारित कर भुगतान कर दिया जाए।

12. पारित एवं भुगतान किये गये बिलों को प्रतिहस्ताक्षरित कर पूर्व में प्रेषित निर्देशानुसार अन्य विवरणिका एवं उपयोगिता प्रपत्र (संलग्न), मूल्यांकन समाप्त होने के एक माह के अन्दर समायोजन हेतु पर्षद में प्रेषित कराया जाए एवं विपत्र अंकेक्षण हेतु संस्थान में संधारित की जाए।

13. परीक्षकों से प्राप्त OMR के बाएँ आर्द्ध भाग को विश्वविद्यालय वार पर्षद को भेज दिया जाए। उत्तर पुस्तिकाओं के Bundle के Sequence को मिलान कर ली जाए।

14. यदि कोई परीक्षक निर्धारित तिथि पर आपके यहाँ योगदान नहीं देते हैं तो उस विषय के लिए अपने स्तर से अनिवार्य योग्यता धारित एवं अनुभवी परीक्षकों को नियुक्त कर लिया जाए तथा उसकी सूचना पर्षद को भेज दिया जाए।

15. परीक्षकों एवं मुख्य परीक्षकों द्वारा प्राप्त OMR शीट से भर ली गई है। इसकी जाँच कर ली जाए।

16. पर्षद द्वारा समय-समय पर दिए गए निर्देशों का अनुपालन सुनिश्चित किया जाए।

17. एक या एक से अधिक छात्रों के उत्तरपुस्तिकाओं के मूल्यांकन हेतु नियुक्त मुख्य परीक्षक/परीक्षक को अतिरिक्त टी०ए० अनुमान्य नहीं होगा।

18. **Compartmental (Carry Paper) में सम्मिलित छात्रों के उत्तरपुस्तिकाओं को प्राथमिकता के आधार पर मूल्यांकन कराकर अंक अति शीघ्र पर्षद को उपलब्ध कराया जाए।**

19. अनुत्तीर्ण छात्रों एवं 75% से अधिक प्राप्तांक वाले उत्तर पुस्तिका को मुख्य परीक्षक द्वारा आवश्यक रूप से जाँच करा ली जाए।

20. उत्तर पुस्तिका को OMR के Bundle No. एवं Sequence No. के अनुसार अगले तीन वर्षों तक Scrutiny या अन्य आवश्यक कार्यार्थ सुरक्षित रखी जाए।

21. मूल्यांकन निदेशक को सभी उत्तरपुस्तिकाओं को अपने संरक्षण में रखना होगा। यह भी सुनिश्चित करना होगा कि मूल्यांकन कदाचारमुक्त सम्पन्न हुआ।

22. मूल्यांकन निदेशक सभी परीक्षकों/मुख्य परीक्षकों से इस आशय का प्रमाण पत्र प्राप्त कर लेंगे कि उनका कोई भी संबंधी उपर्युक्त परीक्षा में सम्मिलित नहीं हुए हैं।

अनुलग्नक :— मेमोरेण्डम की प्रति।

सचिव,
राज्य प्राविधिक शिक्षा पर्षद,
बिहार, पटना।

Scales of Punishment for the use of unfairmeans to be recommended by Disciplinary Action Committee.

Sl. No.	Nature of offence	Punishment
1.	(i) **Possession of** printed / Xerox / written materials pertaining / not pertaining to the day's examination, or pertaining to the examination already appeared by the candidate in the form of book or loose sheets that not have been made use of in the examination.	Concerned papers written by the examinee in that sitting will be cancelled.
	(ii) **Possession of** printed / Xerox / written materials pertaining to the examination, in the form of book or loose sheets that have been made use of in the examination.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
2.	**Possession of** Programmable Calculators, Mobile, Phones, Pagers, Organizers, Digital memory pad etc. with / without matters related to the day's examination stored in them and made use of them or not in the examination.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
3.	**Writing** any matter, formula, definitions, sketches, pertaining / not pertaining to the day's examination, in any part of the candidate's body, dress, instrument box, calculator cover, wall, table, drawing board, question paper, hall ticket etc. and made use of them or not in the examination.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
4.	**Writing** any appeal to Examiner offering money or any irrelevant matters in the answer book, attaching money in answer books and giving contact address, telephone numbers etc.	All papers including practicals of all semester written by the examinee in that Board examinations will be cancelled.
5.	**Writing** the registration roll number anywhere in the answer book or additional sheets other than in the space provided.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
6.	**Noting down** the answers of problems in his/her question paper before leaving the Hall.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
7.	**Tearing off** sheets from the answer book.	All papers including practicals of all semester written by the examinee in that Board examinations will be cancelled.
8.	**Talking** with neighbors, showing signs or signals to others in the hall / verandah.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
9.	**Exchanging** with neighbors hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, hints related to the day's examination written on them. (Applicable for both / all examinees involved)	All papers including practicals of the concerned semester written by the examinee will be cancelled.

10.	**Showing** the answer book / additional sheet to the neighbors or allowing them to copy. (Applicable for both / all examinees involved)	All papers including practicals of the concerned semester written by the examinee will be cancelled.
11.	**Giving / Getting** the main answer book or additional sheet to / from neighbor for copying. (Applicable for both / all examinees involved)	All papers including practicals of the concerned semester written by the examinee will be cancelled.
12.	**Writing** cine songs, stories, poems or drawing sketches irrelevant to the subject in the answer book or additional sheet.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
13.	**Writing** the examination even after the final bell, not obeying to hall invigilator's instructions.	Concerned papers written by the examinee in that sitting will be cancelled.
14.	**Striking off** all the pages including the correct answers written by him / her in the answer book, when being caught for any act of malpractice.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
15.	**Telling** the answer or formula related to any of the question to others writing the same examination.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
16.	**Inserting** pre – written additional sheet(s) having matters related to the subjects of the day's examination into the main answer book.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for two more semester of Board examinations.
17.	**Replacing** the answer book supplied in the hall by pre-prepared answer book brought by the candidate himself / herself or got from outsiders.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for four semester of Board examinations.
18.	**Writing** answer in main answer book or additional sheets from outside the hall and passing the same to any candidate writing the examination for replacement / attachment.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.

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19.	**Refusing** to give written statement, refusing to receive show cause notice, absenting from enquires, running away from examination hall when caught for any malpractice, trying to destroy the evidences by tearing / swallowing / erasing / throwing away the bits, materials etc.	All papers including practicals of all semester written by the examinee in that Board examinations will be cancelled.
20.	**Writing** filthy / indecent / vulgar words or sketching obscene figures etc in the answer book or additional sheets attached.	Concerned papers written by the examinee in that sitting will be cancelled.
21.	**Acts** of threats, violence , creating disturbance inside / outside the examination hall, preventing other candidates from entering the hall, misbehavior with the supervising staff etc.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for two more semester of Board examinations.
22.	**Repetitive** action of malpractice either in the same sitting or in different sittings in the course of his / her study.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for two more semester of Board examinations.
23.	**Taking away** with him / her the written answer book, without handing over the same to the invigilator.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for two more semester of Board examinations.
24.	**Trying to take away or damage** other candidate's answer book.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for four semester of Board examinations.
25.	**Violating** any other special rules / regulations prescribed then and there by the Board of Examinations.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
26.	**Impersonation** – Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.

8.05.17

27.	**Assaulting physically** or attempting to attack any examination staff while being caught / booked for any malpractice.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.
28.	Causing damage to examination records.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.
29.	**Arranging outside persons** to terrorise the examination staff.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.
30.	**Leaving the examination hall** with the question paper of the day's examination before the expiry of the period prescribed by the Board of Examination normally 30 minutes from the end of examination in spite of the warning invigilator / centre superintendent.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
31.	**Causing damage** to the belongings of person engaged in Examination work as an act of vengeance. The Candidates who had been booked under any of the above mentioned malpractice will be enquired by Enquiry Committee headed by the Chief Superintendent of the examination center and punishments will be awarded by the Disciplinary Action Committee constituted by the Chairman depending on the nature & severity of the malpractice.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.
32.	If an examiner reports during evaluation that answer written in two or more answer book tally and charge of mutual copying or copying from a common source is established. (Applicable for both/ all examinees involved)	All papers including practicals of the concerned semester written by the examinee will be cancelled.
33.	If an examinee remains out side the examination hall for more than six minutes and the Centre- Superintendent reports that the examinee utilized his absence for use of unfair means.	All papers including practicals of the concerned semester written by the examinee will be cancelled.

08.06.16

Secretary,
State Board of Technical Education,
Bihar, Patna

STATE BOARD OF TECHNICAL EDUCATION, BIHAR
REGULATIONS FOR DIPLOMA/TECHNOLOGY EXAMINATION

REGULATION-I: All arrangements for the conduct of Diploma examinations shall be made by the Examination Board which will consist of the Chairman, State Board of Technical Education, Director, Department of Science & Technology and Secretary, State Board of Technical Education as ex-officio members and three Principals who will come by rotation for a term of three years, preferably each from a separate branch of engineering/technology.

The Examination Board will -

(1) Appoint Evaluation Director, observer, paper setters, examiners, tabulators etc. for different examinations of the Board.

(2) Make all arrangements for the conduct of the board examinations and publish the results.

(3) Formulate rules for the proper discharge of functions assigned to it.

(4) Constitute committees to assist it in matters related to examinations.

(5) Appoint members of the various moderation boards.

(6) Impose fines on paper setters and examiners who submit question papers or marks after the due date.

(7) Report to the State Board of Technical Education as and when any improvement is found necessary in the system of examination.

(8) Deal with all cases of use of unfair means in the Board examinations.

(9) Recommend to the State Board of Technical Education, punishment to examinees for mal-practices which are not covered under the rules of use of unfair means.

(10) Deal with all other matters relating to Board examinations.

Secretary, State Board of Technical Educations will convene meeting of the Examination Board.

At least 3 members will constitute quorum for any meeting of the Examination Board.

REGULATION-II: There shall be a board of moderators for each faculty which, as far as practicable, will consist of 3 persons engaged in teaching in any of the subjects of the examination in the faculty and one external member engaged in that branch of engineering/technology.

In respect of subject of the examination concerned the board of moderators will :

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1. Moderate all papers set by the paper setters.
2. Examine answers not examined by the examiners and give its opinion in cases of other discrepancies detected in the process of scrutiny of answer books.
3. Recommend to the Board the names for appointment of examiners, paper setters etc. as directed by the Examination Board.
4. Make recommendations regarding methods of teaching, study and examination as deemed necessary.
5. Consider reports on the examinations from the head examiners or examiners if placed before it, and submit a report to the Examination Board covering issues/points that needs the intervention of the Examination Board.
6. Re-examine answer books as desired by the Examination Board.

The Controller of Examinations will act as convener of meetings of the board of moderators.

The term of the members of Board of Moderators shall be for 3 years with one teaching member retiring every year.

At least 2 members of the Board will constitute quorum for any meeting of the board of moderators.

REGULATION-III:

(i) All appointments in connection with board examinations will be made by the Examination Board. In case of practical examination if an external examiner appointed by the Board does not turn up for conducting the examination at the centre, the centre superintendent will appoint external examiner in his place and report the arrangement made to the Controller of Examinations. In case an examiner refuses to accept the examinership offered to him by the Examination Board, the Evaluation Director may be authorized to appoint another examiner in his place.

(ii) Paper setters and head examiners should preferably have at least 5 years of experience. Ordinarily 70% of them will be teachers working in the institutions affiliated to the Board and rest 30% will be experts from outside.

(iii) One of the examiners shall be appointed as head examiner of a paper if appointment of more than one examiner is considered by the Examination Board as necessary owing to the large number of candidates appearing at the particular examination. In case a Head Examiner is appointed, other examiners in the subject shall act as co-examiners and minimum experience for them will be 3 years.

(iv) If it is proved to the satisfaction of the Examination Board that any candidate shortlisted for appointment as paper setter, examiner etc. has been found guilty of canvassing such candidate shall be disqualified for appointment.

8.06.2016

REGULATION-IV: The same question paper for written examinations shall be used at every examination center and that in special circumstances, the Examination Board may get different papers set for any subject or subjects.

Different question papers may be set for different exam centers for practical examination in the subjects as provided in the scheme of examination.

All Sessional records shall be examined by one or more external examiners. No sessional paper will be accepted for evaluation unless it has been examined and signed at regular intervals by the teacher concerned.

Sessional records should be properly preserved at the institution and may be returned to the candidates three months after the publication of results after proper defacing or punching so that it may not be used again.

REGULATION-V:

(i) Paper setters shall be guided with the scope of the subject of examination, by the syllabus prescribed and other instructions as issued by the Board from time to time.

(ii) It shall be the duty of the head examiner to see that each of his co-examiners has marked the paper in accordance with the instructions given to him, to co-ordinate the marking of the co-examiners working under him, to check up totaling and transcription in books /OMR Sheets.

REGULATION-VI:

(i) Each examiner shall draw up a report on examination within 3 days after examining the answer paper. The co-examiner shall submit this report to the head examiner and the head examiner will forward it along with his own report to the Controller of Examinations within a week after submitting his marks to the tabulators.

(ii) Such reports shall ordinarily embody remarks and recommendations suggested by the performance of the candidates as the Examiner thinks necessary to communicate.

(iii) The head examiner will also submit a report on the work of his co-examiner within three days from the date of sending answer books duly examined.

REGULATION-VII: The Board of Examinations shall appoint a superintendent for each examination centre, ordinarily the head of institution, who shall be personally responsible for the conduct of the examination as per rules and regulations, guidelines and instructions of the Board.

REGULATION-VIII: There shall be semester examination at the end of each of the six sessions to be called semester I, II, III, IV, V & VI examination. Supplementary examination will be held only for semester V & VI examinations.

REGULATION-IX: Every candidate for admission to an examination shall send the following to the controller of examinations through the head of a institution to reach the office of the Board on or before the date prescribed for the purpose:

(a) An application in the prescribed form duly filled in.

(b) A certificate from the Principal in the form prescribed.

(c) Fees prescribed for such examination.

REGULATION-X: All the reported cases of use of unfair means at the examinations conducted by the State Board of Technical Education shall be decided by the Disciplinary Action Committee (DAC) constituted by S.B.T.E. at the examination/evaluation centre. The DAC will award punishments according to the Bihar Conduct of Examination Act 1981 and rules framed by the State Board of Technical Education from time to time. The Disciplinary Action Committee (DAC) shall examine cases of unfair means in detail and award punishments as per the scales of punishment. In case of any offence which is not covered by the prescribed scales of punishments, DAC may refer it to the S.B.T.E.

REGULATION-XI: In case, the Examination Board is satisfied that a particular examination in one or more papers at any centre of examination has not been conducted according to the rules of the Board, the Examination Board may order cancellation of such examinations.

REGULATION-XII: All the dispute (if any) that arise shall be decided by the Examination Board, S.B.T.E. Bihar, Patna.

Sd/-
Secretary,
State Board of Technical Education,
Bihar, Patna.

Memo. No:- 1935 Patna /Dated:- 09-06-2016

Copy to :- Director, Department of Science and Technology, Govt. of Bihar, Patna/principal All Govt./Private Engg. College/All Govt./Private Polytechnic/Govt. Women's Polytechnic in Bihar/Related All Officers/Assistant State Board of Technical Education, Bihar Patna. for information and necessary action.

09.06.2016

Secretary,
State Board of Technical Education,
Bihar, Patna.

GOVERNMENT OF BIHAR

DEPARTMENT OF SCIENCE & TECHNOLOGY

STATE BOARD OF TECHNICAL EDUCATION BIHAR, PATNA

SEMESTER REGISTRATION FORM FOR REGULAR COURSE

Name of Institute _____ Code ☐☐

Registration Number ☐☐☐☐☐☐☐☐☐☐ Branch _____ Code ☐☐

Name ☐☐☐☐☐☐☐☐☐☐

STATE BOARD OF TECHNICAL EDUCATION, BIHAR

Rules for 4 Year Part-Time Diploma Courses in Engineering & Technology

ENFORCED FROM SESSION 2009-10

(APPROVED BY GENERAL BODY OF SBTE ON 28.01.2014)

1. State Board of Technical Education, Bihar conducts 3 year Full Time Diploma courses and 4 year Part-Time Diploma(PTD) courses as approved by AICTE time to time.
2. The entire syllabi of 3 Year Full Time Diploma courses in the respective disciplines are equitably divided into eight semesters (I to VIII).
3. All the End Semester Examinations shall be conducted by SBTE on the basis of teaching and examination scheme of the Part time courses.
4. A student intending to appear at the End Semester Examination of each semester of the Part-Time diploma courses shall send an application to that effect to the Controller of Examinations of the SBTE through the Principal/Head of the Institution together with the requisite fees as may be decided upon by the SBTE. Such an application must reach to the Controller of Examinations within the scheduled date as may be notified by the Controller of Examinations and must be accompanied with a certificate from the Principal / Head of the Institution stating that—

    i. The student has pursued the prescribed course of study for the examination in his/her Institution as a part-time student.
    ii. The student has attended at least 75% of the classes in each of the theoretical and practical/sessional subjects of the prescribed course of study held in the Institution and has satisfactorily completed the practical/sessional jobs prescribed for the course
    iii. The conduct / behaviour of the student has been satisfactory.
    iv. He was in actual employment during the course of study.

5.

    a. A student shall not be promoted to higher semester if he/she has failed in more than one paper (considering theoretical & practical subject)
    b. A student may be admitted to VIIth Semester Examination if he/she passed I & III Semester completely and II, IV, V & VI examination under Rule10 read with rule 12 of General Diploma Rule, modified in line with Rule stated above in 5(a).
    c. Similarly, a student may be admitted to VIIIth Semester examination if he/she has passed II & IV semester examination completely and VII examination under Rule 10 read with Rule 12 of General Diploma Rules and modified inline with Rule as stated above in 5(a).

6. A candidate admitted to any course as mentioned in Regulation 1.0, shall not be permitted to pursue any other Part-Time/Full Time course of any other Board / Council / University, etc. simultaneously.

7. A candidate who has passed his/her last examination from a Council / Board / University other than SBTE or who was admitted to the same shall have to produce a Migration Certificate from the institution last attended / No objection certificate from current employer at the time of registration to SBTE, failing which he/she shall not be registered with the Board.

8. For award of Class to a successful candidate in VIIIth Semester examination 40% of aggregate marks obtained by him/her in I to VII semester examination will be added to the aggregate marks obtained in VIII Semester examination.

9.

   a. The evaluated answer scripts of theoretical paper of semester examination of student have to be preserved by the Board in general for at least three years after the publication of result of the corresponding examination.

   b. The evaluated answer scripts of each Continuous Internal Assessment of theoretical subject of the students have to be preserved by the concerned Institution for at least three years after the publication of result of the corresponding examination and the State Board of Technical Education has the right to call for the scripts as and when necessary.

10. Existing Part-Time courses before sessions 2009-10 of different sessions shall continue as per prevalent Rules and Regulations.

11. These Rules for 4 Year Part Time Diploma course shall be effective from session 2009-10 and all the relevant pre and post examination transitory liability conducted before the applicability of these rules from the session 2009-10 will be adopted as per the guidelines approved by the Examination Board, S.B.T.E, Bihar Patna.

12. Other relevant Rules & Regulations of General Rules for 3-Year Diploma shall also be applicable to 4-Year Part-Time Diploma courses except for the above.

13. All the disputes (if any) that arise shall be decided by Examination Board, SBTE, Bihar.

Sd/-
Secretary ,
State Board of Technical Education,
Bihar, Patna.

Memo No. - 1939 Patna/ Dated 09. 06. 2016

Copy to :- Director Science and Technology Department Govt. of Bihar, Patna/Principal All Govt./Private Engg. College/All Govt./Private Polytechnic/Govt. Women's Polytechnic in Bihar/Related all Officers/Assistant State Board of Technical Education, Bihar Patna for information and necessary action.

Secretary ,
State Board of Technical Education,
Bihar, Patna.

REVISED

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19/09/2018

Govt. of Bihar
Deptt. of Science & Technology
State Board of Technical Education, Bihar, Patna

General Rules for Diploma in Engineering / Technology Examinations (GRDETE 2016)
(Examinations, Results and Award of Diploma)

1.0 Introduction:-

State Board of Technical Education, Bihar is the competent authority to supervise, conduct the examinations and award Diploma/certificate in the state of Bihar. In exercise of powers vested with SBTE (i.e. Board) vide letter no. 539 dated 04.05.2005 (in Para 15) and to improve the standards of Technical Education in Bihar, the competent authority here by frame rules for Diploma in Engineering/Technology Examinations, Results and Award of Diploma.

This document contains the General Rules for Diploma in Engineering/Technology Examinations; henceforth called "GRDETE 2016".It stipulates eligibility of students to appear in examinations of each of the 6 semesters and the conduct of examinations leading to Diploma. This Regulation is applicable to all Courses (Full time/ Part time) Under SBTE Bihar.

2.0 Teaching and Examination Scheme:-

The teaching and examination schemes of a Diploma in Engineering / Technology and such other disciplines shall be as per the respective prescribed curriculum, subject to the revisions and modifications made by the Board, from time to time.

3.0 Effective date:-

GRDETE 2016 shall be effective for students admitted in session 2016-17 and onwards, and shall supersede the prevailing rules. However, the students already registered and enrolled would continue to be guided by the previous rules.

4.0 Admission to a Course:-

No Candidate shall be admitted to a course for Diploma in Engineering / Technology or any other Diploma approved by the Board, unless he has passed the qualifying examination or an equivalent examination as prescribed for admission to the course, by the Government of Bihar/AICTE norms.

19.09.18

5.0 Registration in Diploma Courses:-

A student shall be registered in the Diploma courses with State Board of Technical Education, (SBTE) Bihar only after meeting the following criteria or as directed by Department of Science & Technology, Govt. of Bihar from time to time.

5. a A student is admitted as per State Govt. Rules/AICTE norms

5. b A Student has to register online with the Board, only in Semester-I and in case of Lateral Entry in Semester-III, as per the schedule notified by the SBTE.
The hard copy of the application form downloaded from SBTE website along with the prescribed Board fee and the documents (Self attested photocopy of Matriculation Original Certificate, Mark sheet, Admit order of admission authority, Photograph of students and etc.) provided by Entrance Examination authority shall be submitted by the student to the Principal of the concerned institute. After proper verification of identity and genuineness, the Principal shall forward these documents to the Board for registration.

5. c If a student does not register himself / herself with the Board in the same Semester to which he / she is admitted, no further chance shall be admissible to such a student after the lapse of the Semester i.e end of the Ist Semester or in case of LE IIIrd Semester.

5. d No Student shall be registered with the Board without relevant documents. Such as Admit order, Secondary School Certificate, 10th Mark sheet and etc, as per the schedule notified by the SBTE.

5. e Registration with the Board shall be cancelled in case genuineness of student's identity is not established or their documents related to admission are not found genuine at any later stage after Registration.

6.0 Mandatory Eligibility for all End Semester (I to VI) Examinations:-

Every candidate who wishes to appear at any End Semester Examinations must

6. a Be registered with SBTE.

6. b Have maintained a good conduct;

6. c Have attended at least 75% of lectures, tutorials and must have completed practical classes and Term Work (as may be applicable) of each subject satisfactorily;

6. d Be certified by the Principal concerned with respect to 6(a), 6(b) and 6(c).

19.05.2018

6. e In case a student is duly transferred from other institution, requirements mentioned above shall be completed partly in one institution and partly in the other one.

7.0 Specific Eligibility conditions for different semesters:-

7.1 Eligibility for Semester I Exam:-

Registration of all eligible candidates shall be mandatory in Semester I for appearing in the Class Test (CT) at the institution concerned. A student can appear in the End Semester Examination (ESE) of **Semester I** Diploma Course if he/she has been duly registered by the Board and has completed the regular course of study **Semester I** along with rule 6.0 as prescribed by the Board.

7.2 Eligibility for Semester II Examination:-

A student, who has appeared completely/partially in the prescribed theory/practical End Semester Examinations of **Semester-I** and has completed the regular course of study of **Semester II** along with rule 6.0 as prescribed by the Board, shall be eligible for appearing in the End Semester Examination of **Semester II.**

NOTE: A Student having failed in more than three (3) theory/practical subjects/papers of Semester I & II taken together (or remained absent in more than three theory/practical subjects/papers of Semester I & II taken together) shall be declared Fail.

7.3 Eligibility for Semester III Examinations:-

(a) A student may appear in the End Semester Examinations of **Semester III** if he/she has passed in Semester I & II.

(b) If he /she has Carry in maximum three (3) theory/practical subjects/papers (or remained absent in three theory/practical subjects/papers) of Semester **I or II** or both taken together.

(c) The student must have completed the regular course of study of Semester **III** along with Rule-6.0 as prescribed by the Board.

NOTE: A Student having carry in more than two (2) theory/practical subjects/papers (or remained absent in more than two theory/practical subjects/papers) in Semester III shall be declared Fail.

7.4 Eligibility for Semester IV Examinations:

(a) A student may appear in the End Semester Examinations of **Semester IV** if he/she has passed in **Semester III.**

(b) If he /she has Carry in maximum two (2) theory/practical subjects/ papers (or remained absent in two theory/practical subjects) of Semester III.

(c) If he /she has Carry in maximum three (3) theory/practical subjects/papers (or remained absent in three theory/practical subjects) of Semester I or II or both taken together.

(d) The student must have completed the regular course of study of **Semester IV** along with Rule-6.0 as prescribed by the Board.

NOTE: A Student having Carry in more than two (2) theory/practical subjects/papers (or remained absent in more than two theory/practical subjects/ papers) in Semester IV shall be declared Fail.

7.5 Eligibility for Semester V Examination:-

(a) A student may appear in the End Semester Examinations of **Semester V** if he/she has passed in Semester IV.

(b) If he /she has Carry in maximum two (2) theory/practical subjects/papers (or remained absent in two theory/practical subjects papers) of Semester III/ IV taken separately.

(c) He/she must have passed in all theory/practical subjects/papers of **Semester I & II** completely.

(d) The student must have completed the regular course of study of **Semester V** along with Rule-6.0 as prescribed by the Board.

NOTE: A Student having Carry in more than two (2) theory/practical subjects/papers (or remained absent in more than two theory/practical subjects) in Semester V shall be declared Fail.

7.6 Eligibility for Semester VI Examination:-

(a) A student may appear in the End Semester Examinations of **Semester VI** if he/she has passed in Semester V.

(b) If he /she has carry in maximum two (2) theory/practical subjects/papers (or remained absent in two theory/practical subjects) of Semester III/IV/ V taken separately.

(c) The student must have completed the regular course of study of Semester VI along with Rule-6.0 as prescribed by the Board.

NOTE: A Student having failed in one (1) theory/practical subject/paper (or remained absent in one theory/practical subject/paper) in semester VI shall be declared Fail.

8.0 Conduct of Examinations and marks distribution:-

8.1 The Board shall conduct one examination at the end of each academic semester for each of the Ist to VIth semester course. There shall be no supplementary examination for Ist to VIth Semester.

8.2 Each theoretical subject provided under the Courses of Study for Ist to VIth Semester Examination shall be evaluated as per following marks distribution.

8.2(a) 20% marks for internal institutional tests i.e., Class Test (CT). In case a candidate remains absent in Class Test, zero marks shall be awarded Answer

books of Class Test shall be examined by the teachers of the institution and the examined answer-books shall be shown to the students after keeping a copy of marks foil concerned. Affiliated institutions shall conduct one Class Test for 20% marks for each theoretical subject after completion of about 60% of the Semester curriculum of the subject concerned.

8.2 (b) 10% marks for Teacher's Assessment (TA) on the basis of Attendance and Quiz Tests and etc.

8.2 (c) 70% marks for End Semester Examinations (ESE) to be conducted by the Board as per Scheme of Examination printed on Courses of Study.

8.3 There shall be no institutional Examination for Practical Papers. Practical papers' examination will be conducted by the Board as per the Scheme of Teaching and Examination.

8.4 Medium of Examination:-

Candidates appearing in an examination of the Board shall have to write and communicate answers to the questions in written or oral examinations, through, the medium of English/ Hindi Language unless otherwise specified.

8.5 A candidate, who fails to submit his/her application for appearing in a particular examination by the due date prescribed by the Board, shall have to pay a penalty as decided by the Examination Board.

9.0 Term Works:-

9.a The Term Works i.e.; the Sessional Records of students shall be examined for 28% marks by the subject teacher of the institution during the conduct of the Term Work throughout the Semester. The Board shall get the students examined for the remaining 72% by external examiners as Members of the External Committee on the basis of jobs / records / journal and / or otherwise as per instructions issued by the Board from time to time.

9.b For English (Language Lab) 100% marks of Term Work shall be examined by the Subject Teacher of the institution.

9.c The practical work of students shall be examined for the 30% marks (as per the Scheme of Exam.) by the teachers concerned present on the day of examination on the basis of Practical Answer Book, Practical note book, performance during practical exam and viva-Voce. Remaining 70% by External Committee on the basis of their jobs / records / journal / practical note book submitted before the committee.

17.05.2018

10.0 Pass Criteria:-

A Candidate must obtain following minimum marks to pass Ist semester to VIth semester examinations.

(i) 40% marks in each theoretical paper.
(Minimum 28 marks out of 70 marks in End Semester Examinations must be obtained; and minimum total 40 marks aggregate out of 100 marks).

(ii) 40% marks in each practical paper.

(iii) 40% marks in each Term Work i.e., Sessional paper (Internal Assessment and External evaluation taken together).

The grading scheme, percentage of marks and division is placed at annexure II

11.0 Promotion to higher Semester and award of Class:-

(a) A student shall be promoted to next Semester if he/she has passed all theory/practical subjects.

(b) A student who has passed all except a maximum of two theory/practical subjects (or remained absent in two theory/practical subjects) and passed in all Term Work shall be promoted to next Semester-IV, V and VI as the case may be.

(c) Such candidates shall not be placed in any Grade/Class in their examination. Such candidates shall have to appear in such subjects compartmentally in the Board Examination that shall be held in subsequent Semester while pursuing their studies in higher Semester.

(d) A student who fails in any one Term Work /Sessional shall be declared Fail. He/She shall have to appear in the next examination as a fresh student in the upcoming batch.

12.0 Special Grace Scheme:-

12.a If a candidate who has appeared in all theoretical and practical subjects in one lot in any End Semester Examination and has passed in all theoretical, practical and Term Work individually and in aggregate except one theoretical subject by a maximum of 5 marks (in board), he will be declared to have passed the examination after adding the marks by which he has failed and the marks thus added will be deducted from the marks of the subject in which he has obtained the highest marks.

12.b If a candidate who has appeared in all theoretical and practical subjects in one lot in any End Semester Examination and has passed in all theoretical, practical and Term Work individually and in aggregate except two theoretical subjects by not more than 5 marks in both subjects taken together, he will be declared to have passed the examination after adding the marks by which he has failed two subjects and the marks thus added will be deducted from the marks of the subject in which he has obtained the highest marks.

19.09.10

12.c Special Grace Scheme is not applicable for students appearing in any compartmental examinations.

13.0 Compartmental Examinations:-

If a student has failed in any of the 1st – VIth Semester Examinations of the six semester Diploma Course or has failed to appear therein even after having completed the regular Course of Study but fulfills other necessary requirements, may appear again in the next regular ESE as an ex-student, at the said examination without further attendance of lectures, Practical and Term Work subject to the following conditions:

13. a He/She has good moral character.

13. b He/She has satisfied the necessary conditions as per the regulations for appearing at the examination in any previous semester.

13. c He/She has passed in the Term Work (where applicable).

13. d Certification of the concerned Principal with respect to 13(a), 13(b) and 13(c) above

13.1 Limitations of compartmental examinations :-

13.1.a No student shall be allowed to appear in 1st & IInd Semester Examination for more than 2 academic sessions after the semester in which he has completed the regular course of study. Such student who could not pass 1st and IInd Semester in above specified 6 consecutive attempts shall not be eligible for readmission and shall be awarded NFT* (Not Fit for Technical Education) However, Board reserves the right to grant a chance to any applicant, on case to case basis on humanitarian ground.

13.1.b Student of IIIrd - VIth Semester who remains unsuccessful (declared Fail) in the Examinations during three consecutive academic sessions including the session in which he completed his regular course of study of IIIrd –VIth semester, may be readmitted in the institution to pursue the course of study of that Semester as a fresh student. Such readmission to the semester concerned shall however, be restricted to one chance only.

13.1.c A candidate who appeared in VIth semester examination in all subjects in one attempt and passed in all the Term work (sessionals) and in aggregate but failed in one or more theory/practical subjects of VIth semester and having carry papers from Vth & VIth semester (if any) may be allowed to appear in subsequent regular semester examination of Vth & VIth semester. The candidate may choose to appear compartmentally in the said examination for the subject, in which he had failed. In calculating the aggregate marks for such candidates for award of

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class, the marks obtained by him in the subject/passed compartmentally sha.. be reduced to bare pass marks for every such subject. As such, no supplementary examination shall be conducted by the SBTE.

13.1. d However, when he/she has been promoted and allowed to pursue study for higher Semester as per Rule (11). Such student shall be eligible to appear as an ex-student in the subsequent Ist -VIth Semester Compartmental Examinations for six times continuously.

13.1. e **Marks of ex-candidate to be carried forward :-**

In case of ex-candidate, the marks obtained in different heads of passing in the previous examination of the same course in which he has claimed exemption, shall be carried forward for deciding his total marks.

14.0 Successful passing of VI Semester Exam and award of Diploma:-

14.a For award of Diploma, CGPA obtained by him in Ist to VIth Semester Examinations shall be considered with equal weightage to each semester as per Examination grading scheme of Annexure-02.

14. b In order to pass the Diploma Examination, a student shall be required to pass all the subjects of Ist to VIth Semester Examinations conducted by the State Board of Technical Education, Bihar in normal way or under Special Grace Scheme.

14. c In case a candidate who has passed the last two Semester Examinations or the final semester examination but has failed in any lower Semester Examinations his/her result shall be with held till he/she clears the lower Semester Examination in which he/she had failed.

14. e Marks will be furnished to the candidate through the Institution immediately after publication of the results. A candidate may get them directly from the Board by paying a Board fee through Bank Draft **(payable to the Secretary, State Board of Technical Education Bihar, Patna)** along with the application.

15.0 Scrutiny of Result:-

15.a Application for scrutiny of the result in any subject or subjects at the Board Examination shall be submitted to the Controller of Examinations, S.B.T.E., Bihar along with the requisite Board fee per subject (as decided by the Board time to time.) payable to Secretary, S.B.T.E., Bihar through institution head. Such application shall be accepted only if it is received within 15 days of the result publication of that examination. i.e if a candidate fails to apply for Scrutiny of result within the prescribed time, he/she shall lose the right to Scrutiny. Such answer books will be jointly scrutinized by the three members Committee Constituted by Secretary S.B.T.E under the Chairmanship of the Controller of Examinations and in case any answer or part of an answer is not examined or if any other discrepancy is observed, the case will be referred to the Moderation Board of the Branch concerned. Change of marks will be

notified to the candidate through the Institution immediately after publication of the such results.

16.0 Loss of original Diploma Certificate:-

In the event of loss of original Diploma Certificate, a candidate can apply for the Duplicate copy with the requisite fee (as decided by the Board from time to time) through the Principal concerned along with an affidavit detailing therein the circumstances under which it was lost. The affidavit must be made in the presence of a First Class Magistrate/Oath Commissioner.

17.0 Preservation of Exam Records:-

The answer script and related documents (viz. registration form, examination application form, marks foil etc.) of each Semester Examination shall be preserved by the Board / examination / evaluation centre only for three years after the publication of the result.

18.0 Unfair practices in examinations:-

18.a In case of walkout or stay out or cancellation of examination due to any disturbance created at the centre for which the examinees are responsible or in case of cancellation of examination due to mass scale use of unfair means, neither there shall be any re-examination nor shall average marking be done. Zero marks shall be awarded to the examinees in the paper/ papers concerned.

18. b Willing students who resist and do not come out of the examination hall shall be permitted by the Centre Superintendent to continue their examinations or to write afresh where answer book is torn, and in that case the time wasted in disturbance shall be duly compensated.

18.c The SBTE shall cancel an examination if there is report of large scale use of unfair means by the Centre Superintendent, or by the observers or by the members of the Flying Squad or any Inspecting Officer of the Board. Cancellation of examination in any paper shall be indicated by a cross (×) and treated to be zero for computational purpose in the Tabulation Register.

18. d If the Examination Board is satisfied that there have been connivance and encouragements by the teachers/invigilators working at the centre, or in case of denial/refusal of any examination work without valid reason, the Chairman of the Board will recommend to the State Govt. for taking disciplinary action against the persons concerned.

19.0 Amendment in Declared Results:-

In case, the declared result of an examination is later found affected by an error (except those covered under malpractice, fraud or improper conduct), the matter shall be placed before the Special Committee for scrutiny. Board shall have the power to amend such result according to the recommendation of the Special Committee. No result shall, however, be amended after one year from the date of declaration of such

result or after declaration of the result of the next examination at the same le :l, whichever is earlier. The special Committee shall be constituted by Secretary S.B.T.E.

20.0 Issuance of Duplicate Diploma Certificates:-

A duplicate copy of the relevant Diploma Certificate shall be issued to a candidate on receipt of an application, accompanied by a proper affidavit, stating that the previously issued original or duplicate copy, as the case may be, is lost. The application should be submitted through the heads of his institute along with requisite fees. Further, the copy shall be marked as "DUPLICATE" Further copy to duplicate copy shall be superscripted as "TRIPLICATE; 'QUADRAPLICATE' & likewise, as the case may be.

21.0 Name correction on documents:-

Documents shall normally have the name of a candidate as contained in his SSC Board certificate. In case of any discrepancy appearing in the name of a candidate in document issued by S.B.T.E the candidate shall duly apply for correction immediately after the declaration of the result of the very first examination of the Board he appears in. Board shall carry out the sought correction in the statement of marks for the said examination, following the prescribed procedure, expeditiously, definitely before the next examination. The candidate shall apply for correction in his name through the Principal of his institute, who shall ascertain that the candidate's name appears in the related list of admitted students and shall duly certify on the application and forward it to the Board.

22.0 Migration Certificate:-

Candidates will get Migration Certificate from the Board along with Diploma Certificate. Requisite fee (as decided by the Board from time to time) will be taken at the time of registration. After issuance of the migration certificate, the student will no longer remain a bonafide student of the Board.

23.0 Whenever changes are made in the courses of studies, it would be effective from new admission progressively. However for compartmental papers Examinations will be conducted as per rule 13.0.

24.0 Permission for writer:-

Permission for writer in End Semester examination would not be granted in any circumstance.

25.0 Amendments:-

Notwithstanding anything contained herein, the S.B.T.E. may amend the rules as and when required with a view to maintain high standards of Technical Education of Bihar State.

2018

19.05.

26.0 Miscellaneous:-

1.	Teaching and Examination Scheme	(Annexure 01)
2.	Examination Grading/Percent of Marks/Division	(Annexure 02)
3.	Distribution of Marks, Type of Questions, Marks of Each question and etc.	(Annexure 03)
4.	Role and duties of observer	(Annexure 04)
5.	Scale of Punishment	(Annexure 05)
6.	Guidelines for the Centre Superintendent	(Annexure 06)
7.	Guidelines for Evaluation Director	(Annexure 07)
8.	Duties & Responsibilities of Co-Examiner	(Annexure-08)
9.	Duties & Responsibilities of Head Examiner	(Annexure-09)
10.	Directions to Assistant Centre Superintendents / Invigilators	(Annexure-10)

27.0 Dispute Resolution:-

All the disputes (if any) that arise shall be decided by the Examination Board, S.B.T.E. Bihar, Patna and the decision of the Board in all such matters shall be final and binding on all stakeholders.

Secretary, 19.09.2018
State Board of Technical Education,
Bihar, Patna.

Memo No. :- 4875 Patna/ Dated:- 19/09/2018

Copy to :- Principal Secretary/Director, Department of Science and Technology, Govt. of Bihar, Patna/Principals, All Govt./Private Engg. College/All Govt./Private Polytechnics/Govt. Women's Polytechnics in Bihar/All the Officers concerned/Assistants, State Board of Technical Education, Bihar, Patna. for information and necessary action.

Secretary, 19.09.2018
State Board of Technical Education,
Bihar, Patna.

STATE BOARD OF TECHNICAL EDUCATION, BIHAR

Rules for 4 Year Part-Time Diploma Courses in Engineering & Technology

ENFORCED FROM SESSION 2016-17

1. State Board of Technical Education, Bihar conducts 3 year Full Time Diploma courses and 4 year Part-Time Diploma (PTD) courses as approved by AICTE time to time.
2. The entire syllabi of 4 Year Part Time Diploma courses in the respective disciplines are equitably divided into Eight Semesters (I to VIII).
3. All the End Semester Examinations shall be conducted by SBTE on the basis of teaching and examination scheme of the Part Time Diploma courses.
4. A student intending to appear at the End Semester Examination of each semester of the Part-Time Diploma courses shall send an application to that effect to the Controller of Examinations of the SBTE through the Principal/Head of the Institution together with the requisite fees as may be decided upon by the SBTE. Such an application must reach the Controller of Examinations within the scheduled date as notified by the Controller of Examinations; also the same application be accompanied with a certificate from the Principal / Head of the Institution stating that —

   i. The student has pursued the prescribed Course of Study for the examination in the Institution as a part-time student.
   ii. The student has attended at least 75% of the classes in each of the theoretical and practical/sessional subjects of the prescribed Course of Study held in the Institution and has satisfactorily completed the practical/sessional jobs prescribed for the course.
   iii. The conduct / behaviour of the student has been satisfactory.
   iv. He was in actual employment during the course of study.

5.
   a. A student shall not be promoted to higher semester if he/she has failed in more than one paper (considering theoretical & practical subject).
   b. A student shall appear in the end Semester Examination of Semester-VIIIth if he/she has passed I & III Semester completely and II, IV, V & VI examination under Rule10 read with rule 12 of General Diploma Rule, modified in line with Rule stated above in 5(a).
   c. Similarly, a student shall appear in the end Semester Examination of Semester-VIII if he/she has passed IInd & IVth Semester Examination completely and VIIth Examination under Rule 10 read with Rule 12 of General Diploma Rules and modified inline with Rule as stated above in 5(a).

6. A candidate admitted to any course as mentioned in Regulation 1.0, shall not be permitted to pursue any other Part-Time/Full Time course of any other Board / Council / University, etc. simultaneously.

19.09.16

7. A candidate who has passed his/her last examination from a Council / Board / University other than SBTE or who was admitted to the same shall have to produce a Migration Certificate from the institution last attended / No objection certificate from current employer at the time of registration to SBTE, failing which he/she shall not be registered with the Board.

8. For award of Diploma to a successful candidate in VIIIth Semester examination 100% of aggregate marks obtained by him/her in I to VIIIth Semester Examination will be added.

9.
   a. The evaluated answer scripts of theoretical paper of Semester Examination of students have to be preserved by the Board in general for at least three years after the publication of result of the corresponding examination.
   b. The evaluated answer scripts of each Continuous Internal Assessment of theoretical subject of the students have to be preserved by the concerned Institution for at least three years after the publication of result of the corresponding examination and the State Board of Technical Education has the right to call for the scripts as and when necessary.

10. Existing Part-Time courses before the session 2016-17 of different sessions shall continue as per prevalent Rules and Regulations.

11. These Rules for 4 Year Part Time Diploma course shall be effective from session 2016-17 and all the relevant pre and post examination transitory liability conducted before the applicability of these rules from the Session 2016-17 will be adopted as per the guidelines approved by the Examination Board, S.B.T.E, Bihar Patna.

12. Other relevant Rules & Regulations of General Rules for 3-Year Diploma shall also be applicable to 4-Year Part-Time Diploma courses except for the above.

13. All the disputes (if any) that arise shall be decided by Examination Board, SBTE, Bihar.

Sd/-
Secretary ,
State Board of Technical Education,
Bihar, Patna.

Memo No :- 4875 Patna/ Dated 19/09/2018

Copy to :- Director Science and Technology Department Govt. of Bihar, Patna/Principal All Govt./Private Engg. Colleges /All Govt./Private Polytechnics / Govt. Women's Polytechnics in Bihar all Officers Related concerned /Assistant concerned State Board of Technical Education, Bihar Patna for information and necessary action.

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Secretary ,
State Board of Technical Education,
Bihar, Patna.

Annexure-01

STATE BOARD OF TECHNICAL EDUCATION, BIHAR

Scheme of Teaching and Examinations for
1st Semester DIPLOMA in Electrical Engg./ Mechanical Engg. /C.Sc&Engg.

(Group-I)

(Effective from Session 2016-17)

THEORY

S. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME			EXAMINATION - SCHEME					Credits
			Periods per Week	Hours of Exam	Teacher's Assessment (TA) Marks (A)	Class Test(CT) Marks (B)	End Semester Exam. (ESE) Marks (C)	Total Marks (A+B+C)	Pass Marks (A+B)	Pass Marks in the Subject	
1.	Basic Physics	01101	02	03	10	20	70	100	28	40	2
2.	Basic Chemistry	01102	02	03	10	20	70	100	28	40	2
3.	Basic Mathematics	01103	05	03	10	20	70	100	28	40	5
4.	Communication Skill-I	01104	02	03	10	20	70	100	28	40	2
5.	Engg. Graphics	01105	02	03	-	-	30	30	12	12	2
6.	Computer Fundamentals	01106	02	03	-	-	50	50	20	20	2
			15			Total :-	360	480			

PRACTICAL

S. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME		EXAMINATION - SCHEME				Credits
			Periods per Week	Hours of Exam	Practical (ESE)		Total Marks (A+B)	Pass Marks in the Subject	
					Internal	External			
7.	Basic Physics Lab.	01107	02	03	15	35	50	20	1
8.	Basic Chemistry Lab.	01108	02	03	15	35	50	20	1
9.	Computer Fundamental	01109	02	03	15	35	50	20	1
10.	Basic Workshop Practice	01110	02	06	15	35	50	20	1
			08		Total:-		200		

TERM WORK

S. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME	EXAMINATION - SCHEME				Credits
			Periods per week	Marks of Internal Examiner (X)	Marks of External Examiner (Y)	Total Marks (X+Y)	Pass Marks in the Subject	
11.	English (Language Lab)	01111	02	25	00	25	10	1
12.	Engg. Graphics	01112	04	06	14	20	08	2
13.	Basic Workshop Practice	01113	04	07	18	25	10	2
		Total:- 10				70		
Total Periods per week Each of duration One Hour 33			Total Marks = 750					24

13.9.16

STATE BOARD OF TECHNICAL EDUCATION, BIHAR

Scheme of Teaching and Examinations for

Ist Semester DIPLOMA in Agricultural Engg./ Chemical Engg./ Civil Engg./ Civil (Rural)/ Electronics Engg./ Textile Engg./Ceramics Engg./MOP/ Library& Information Science/ CDGM/Architectural Assistantship/Mechanical Engg.(Auto)/ Printing Tech./ Electro. &Comm. Engg./ Electrical & Electronics Engg./ Instrumentation & Control.

(Group-II)

(Effective from Session 2016-17)

THEORY

Sl. No.	Subjects	Subject Code	Teaching Scheme: Periods per Week	Hours of Exam.	Teacher's Assessment (TA) Marks (A)	Examination - Scheme: Class Test (CT) Marks (B)	End Semester Exam (ESE) Marks (C)	Total Marks (A+B+C)	Pass Marks 150	Pass Marks in the Subject	Credits
1.	Communication Skills-II	02101	02	03	10	20	70	100	28	40	2
2.	Engg. Mathematics	02102	04	03	10	20	70	100	28	40	4
3.	Applied Science	02103	03	03	10	20	70	100	28	40	3
4.	Engg. Mechanics	02104	03	03	10	20	70	100	28	40	3
5.	Engg. Drawing	02105	02	03	10	20	70	100	28	40	2
			14			**Total:-**	**350**	**500**			

PRACTICAL

Sl. No.	Subjects	Subject Code	Teaching Scheme: Periods per Week	Examination - Scheme: Hours of Exam.	Practical (ESE): Internal	Practical (ESE): External	Total Marks (A+B)	Pass Marks in the Subject	Credits
6.	Communication Skills (Language Lab)	02106	01	03	25	00	25	10	1
7.	Applied Science	02107	04	03	20	30	50	20	2
8.	Engineering Mechanics	02108	02	03	07	18	25	10	1
			07		**Total:-**		**100**		

TERM WORK

Sl. No.	Subjects	Subject Code	Teaching Scheme: Periods per week	Examination - Scheme: Marks of Internal Examiner (IE)	Marks of External Examiner (EE)	Total Marks (IE+EE)	Pass Marks in the Subject	Credits
9.	Engineering Drawing	02109	04	15	35	50	20	2
10.	Workshop Practice	02110	04	15	35	50	20	2
11.	Development of Life	02111	02	07	18	25	10	1
12.	Professional Practice	02112	02	07	18	25	10	1
			Total:- 12			**150**		
						Total Marks = 750		**24**

Total Periods per week Each of duration one Hours 33

Annexure-02

Examination Grading/Percent of Marks/Division

TABLE-1

RANGE OF MARKS (%)	GRADE	GRADE POINT
90-100	A+	10
80-89	A	9
70-79	B	8
60-69	C	7
50-59	D	6
40-49	E	5
Less than 40	F	-

SGPA (Semester Grade Point Average)= [Summation of (Credit of Subject) x Grade Point)] Divided by total credits.

CGPA (Cumulative Grade Point Average)- Grade Point System is adopted as per AICTE norms, the CGPA will be converted into Equivalent Percentage of Marks as below:

TABLE-2

	Cumulative Grade Point Average	Equivalent Percentage
(a)	5.00	40%
(b)	5.25	45%
(c)	5.75	50%
(d)	6.25	55%
(e)	6.75	60%
(f)	7.25	65%
(g)	7.75	70%
(h)	8.25	75%
(i)	8.75	80%
(j)	9.25	85%
(k)	9.75	90%
(l)	10	95%

TABLE-3

	CGPA	CLASS
(a)	8.25 and above	1st Class with Distinctions
(b)	6.75 and above but below 8.25	1st Class
(c)	5.25 and above but below 6.75	2nd Class
(d)	5 and above but below 5.25	Pass
(e)	Below 5	Fail

Secretary,
S.B.T.E., Bihar, Patna

SBTE, Bihar, Patna

Annexure-03

State Board of Technical Education, Bihar, Patna

Marking Pattern for New Syllabus for End Semester Examination

(Effective from Session 2016-17)

(A) For Theory Papers:-

Type of Questions	No of Questions	Marks for each Question	Total Marks
(I) Objective	20	01	20
(II) Short Answer Type	05*	04	20
(III) Long Answer Type	05*	06	30
			Total:- 70

(B) For Engg. Graphics

(I) Long Answer Type	06*	05	30
			Total:- 30

(C) For Computer Fundamentals:-

(I) Objective	15	01	15
(II) Short Answer Type	05*	04	20
(III) Long Answer Type	03*	05	15
			Total:- 50

Note:-* With Internal Choice (OR)

Secretary,
S.B.T.E., Bihar, Patna

GRDET, S.B.T.E., Bihar

Annexure-04

STATE BOARD OF TECHNICAL EDUCATION, BIHAR, PATNA

Role and Duties of Observer for Diploma Examinations

1. An Observer is to observe the activity in the Board Examination. He / She is independent to assess the manner in which the examination is actually conducted. The Observer is also expected to provide active feed-back if feels necessary during the course of the examination to the Centre Superintendent (CS) and to inform him / her of any important developments or irregularities / deficiencies which may come to notice. However, responsibility for the actual conduct of examination at a given centre lies squarely on the shoulders of the CS and his team of Officer-in-charge / Invigilators etc. The Observer has no formal role of responsibility in the said sphere. Even so his inputs and advice will carry importance for CS and the Board as well.

2. Some of the important aspects which the Observer is expected to look into and follow are as follows :

(a) To observe the law and order arrangement at the centre(s) where he / she has been deputed and point and deficiencies / methodologies adopted out of the tune of rules / regulations of examinations.

(b) To visit each day centre(s) if possible before the start of the each session to observe that opening of packets containing question papers is being done properly in the presence of CS and some invigilators as mentioned in CS's Guidelines. However, this observation should not cause any disturbance or delay to the process, since starting of examination on time is of paramount importance.

(c) To inspect arrangements made by the centre to prevent entry of such materials that may be used for unfairmeans or creating some thing untoward.

(d) The Observer will visit examination rooms off and on to assess the credibility of the examination.

(e) To observe that whether the process of packing Answer Books is being done properly in the presence of the CS / Officers-in-charge / Invigilators.

(f) To see that the packed answer books are immediately dispatched after the conclusion of examination to the Evaluation Centre. Unused answer booklet must be return to S.B.T.E. with a list of same.

(g) On conclusion of each day's examination the Observer is required to intimate the Controller of Examinations about the conduct of examination covering the above mentioned points.

(h) At the end of examination the Observer is required to submit report in writing (what he / she has been communicating on telephone as contained in para (g) about the whole conduct of examination and any information whatever has been conveyed to COE over phone.)

17.09.18

Annexure-04

राज्य प्राविधिक शिक्षा पर्षद, बिहार, पटना
डिप्लोमा परीक्षा हेतु पर्यवेक्षक का कर्त्तव्य एवं दायित्व

(i) पर्यवेक्षक पर्षद परीक्षा के दौरान परीक्षा केन्द्रों का पर्यवेक्षण करेंगे। परीक्षा केन्द्रों के कार्यकलापों का पर्यवेक्षण करेंगे। वे स्वतंत्र रूप से परीक्षा के संचालन का मुआयना करेंगे। पर्यवेक्षक से यह भी अपेक्षा की जाती है कि केन्द्राधीक्षक को परीक्षा के दौरान महत्वपूर्ण जानकारी/अभ्यावेदन/समितियों को ध्यान में लावेंगे एवं समुचित फीड बैक प्रदान करेंगे। ताकि परीक्षा केन्द्रों पर परीक्षा के वास्तविक संचालन का दायित्व पूर्णरूपेण केन्द्राधीक्षक एवं उनके सहयोगी शिक्षकों की ही होगी। पर्यवेक्षक का इस सन्दर्भ में कोई औपचारिक दायित्व नहीं होगा। परन्तु उनके परामर्श एवं इनपुट केन्द्राधीक्षक एवं पर्षद के लिए महत्वपूर्ण सिद्ध होता है।

(2) पर्यवेक्षक से अपेक्षा की जाती है कि निम्नलिखित महत्वपूर्ण पक्षों पर नजर रखते हुए निम्न निर्देशों का अनुपालन करेंगे।

ii) प्रतिनियुक्त परीक्षा केन्द्रों पर विधि व्यवस्था के अनुपालन के कमियों/त्रुटियों का पर्यवेक्षण करेंगे।

iii) यथासंभव प्रतिदिन परीक्षा केन्द्रों पर समय उपस्थित होंगे। केन्द्राधीक्षक एवं वीक्षक के उपस्थिति में केन्द्राधीक्षकों के मार्गनिर्देशन संबंधी अभिलेख के प्राक्धानानुसार प्रश्न पत्र के पैकेट को खुलवाना सुनिश्चित करेंगे। ताकि परीक्षा समय पर प्रारंभ हो इसमें किसी तरह का व्यवधान उत्पन्न नहीं हो पावे।

iv) परीक्षा केन्द्र पर अस्वच्छ साधन के प्रयोग को रोकने हेतु सभी व्यवस्थाओं का निरीक्षण करेंगे।

v) परीक्षा कमरों का पर्यवेक्षण परीक्षा के शुद्धता के उद्देश्य से यदा-कदा करते रहेंगे।

vi) उत्तरपुस्तिका के पैकिंग का पर्यवेक्षण केन्द्राधीक्षक/वीक्षक के उपस्थिति में करेंगे।

vii) परीक्षा समाप्ति के उपरान्त उत्तरपुस्तिका का प्रेषण पर्षद द्वारा निर्धारित गन्तव्य तक सुनिश्चित करेंगे। अनुपयोगित उत्तर पुस्तिका पर्षद को सूची बनाकर वापस की जाए।

viii) प्रतिदिन परीक्षा के उपरान्त परीक्षा संचालन से संबंधी उपर्युक्त वर्णित सभी सूचनाएँ परीक्षा नियंत्रक को समर्पित करेंगे।

ix) परीक्षा के समाप्ति के उपरान्त पर्यवेक्षक निर्धारित प्रतिवेदन समर्पित करेंगे जिसमें परीक्षा के दौरान परीक्षा नियंत्रक को फोन/फैक्स पर दी जाने वाली सभी सूचनाएँ भी सम्मिलित होगा।

15-9-10

सचिव,
राज्य प्राविधिक शिक्षा पर्षद,
बिहार, पटना।

BSBTE, Bihar

Annexure-05

Scales of Punishment for the use of unfairmeans to be recommended by Disciplinary Action Committee.

Sl. No.	Nature of offence	Punishment
1.	(i) **Possession of** printed / Xerox / written materials pertaining / not pertaining to the day's examination, or pertaining to the examination already appeared by the candidate in the form of book or loose sheets that not have been made use of in the examination.	Concerned papers written by the examinee in that sitting will be cancelled.
	(ii) **Possession of** printed / Xerox / written materials pertaining to the examination, in the form of book or loose sheets that have been made use of in the examination.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
2.	**Possession of** Programmable Calculators, Mobile, Phones, Pagers, Organizers, Digital memory pad etc. with / without matters related to the day's examination stored in them and made use of them or not in the examination.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
3.	**Writing** any matter, formula, definitions, sketches, pertaining / not pertaining to the day's examination, in any part of the candidate's body, dress, instrument box, calculator cover, wall, table, drawing board, question paper, hall ticket etc. and made use of them or not in the examination.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
4.	**Writing** any appeal to Examiner offering money or any irrelevant matters in the answer book, attaching money in answer books and giving contact address, telephone numbers etc.	All papers including practicals of all semester written by the examinee in that Board examinations will be cancelled.
5.	**Writing** the registration roll number anywhere in the answer book or additional sheets other than in the space provided.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
6.	**Noting down** the answers of problems in his/her question paper before leaving the Hall.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
7.	**Tearing off** sheets from the answer book.	All papers including practicals of all semester written by the examinee in that Board examinations will be cancelled.
8.	**Talking** with neighbors, showing signs or signals to others in the hall / verandah.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
9.	**Exchanging** with neighbors hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, hints related to the day's examination written on them. (Applicable for both / all examinees involved)	All papers including practicals of the concerned semester written by the examinee will be cancelled.

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10.	**Showing** the answer book / additional sheet to the neighbors or allowing them to copy. (Applicable for both / all examinees involved)	All papers including practicals of the concerned semester written by the examinee will be cancelled.
11.	**Giving / Getting** the main answer book or additional sheet to / from neighbor for copying. (Applicable for both / all examinees involved)	All papers including practicals of the concerned semester written by the examinee will be cancelled.
12.	**Writing** cine songs, stories, poems or drawing sketches irrelevant to the subject in the answer book or additional sheet.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
13.	**Writing** the examination even after the final bell, not obeying to hall invigilator's instructions.	Concerned papers written by the examinee in that sitting will be cancelled.
14.	**Striking off** all the pages including the correct answers written by him / her in the answer book, when being caught for any act of malpractice.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
15.	**Telling** the answer or formula related to any of the question to others writing the same examination.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
16.	**Inserting** pre – written additional sheet(s) having matters related to the subjects of the day's examination into the main answer book.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for two more semester of Board examinations.
17.	**Replacing** the answer book supplied in the hall by pre-prepared answer book brought by the candidate himself / herself or got from outsiders.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for four semester of Board examinations.
18.	**Writing** answer in main answer book or additional sheets from outside the hall and passing the same to any candidate writing the examination for replacement / attachment.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.
19.	**Refusing** to give written statement, refusing to receive show cause notice, absenting from enquires, running away from examination hall when caught for any malpractice, trying to destroy the evidences by tearing / swallowing / erasing / throwing away the bits, materials etc.	All papers including practicals of all semester written by the examinee in that Board examinations will be cancelled.
20.	**Writing** filthy / indecent / vulgar words or sketching obscene figures etc in the answer book or additional sheets attached.	Concerned papers written by the examinee in that sitting will be cancelled.

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21.	**Acts** of threats, violence , creating disturbance inside / outside the examination hall, preventing other candidates from entering the hall, misbehavior with the supervising staff etc.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for two more semester of Board examinations.
22.	**Repetitive** action of malpractice either in the same sitting or in different sittings in the course of his / her study.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for two more semester of Board examinations.
23.	**Taking away** with him / her the written answer book, without handing over the same to the invigilator.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for two more semester of Board examinations.
24.	**Trying to take away or damage** other candidate's answer book.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for four semester of Board examinations.
25.	**Violating** any other special rules / regulations prescribed then and there by the Board of Examinations.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
26.	**Impersonation** – Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.
27.	**Assaulting physically** or attempting to attack any examination staff while being caught / booked for any malpractice.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.
28.	Causing damage to examination records.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.

29.	**Arranging outside persons** to terrorise the examination staff.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.
30.	**Leaving the examination hall** with the question paper of the day's examination before the expiry of the period prescribed by the Board of Examination normally 30 minutes from the end of examination in spite of the warning invigilator / centre superintendent.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
31.	**Causing damage** to the belongings of person engaged in Examination work as an act of vengeance. The Candidates who had been booked under any of the above mentioned malpractice will be enquired by Enquiry Committee headed by the Chief Superintendent of the examination center and punishments will be awarded by the Disciplinary Action Committee constituted by the Chairman depending on the nature & severity of the malpractice.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.
32.	If an examiner reports during evaluation that answer written in two or more answer book tally and charge of mutual copying or copying from a common source is established. (Applicable for both/ all examinees involved)	All papers including practicals of the concerned semester written by the examinee will be cancelled.
33.	If an examinee remains out side the examination hall for more than six minutes and the Centre- Superintendent reports that the examinee utilized his absence for use of unfair means.	All papers including practicals of the concerned semester written by the examinee will be cancelled.

13.04.18

Secretary,
State Board of Technical Education,
Bihar, Patna

Annexure-06

STATE BOARD OF TECHNICAL EDUCATION, BIHAR, PATNA.

GUIDELINES FOR THE CENTRE SUPERINTENDENT OF EXAMINATIONS.

(In addition to the General Rules of Diploma Examinations and The Bihar Conduct Examination Act, 1981)

To conduct examination

1. Conduct of examination(s) at the centre smoothly as per the frame work of prescribed examination rules will be the responsibility of Centre Superintendent (CS). In extraordinary situation only, a CS after having prior consent from the Controller of Examinations can delegate his / her responsibility to an officer deemed to be fit and prudent to discharge the responsibility.

Violation of Examination norms

2. All occurrences of adoption of unfair means by an examinee or transgression of the rules of examination by any one whether an examinee or an intruder should be reported to the Board by the CS on the day of occurrence in daily report stating the action taken in this regard with report mentioned in section 29.

Prohibition from Malpractices

3. If an examinee in examination room is found to be indulged in any form of malpractice against the norms of examination shall immediately be reported to the CS by officer-in-charge / invigilator of the room along with seizure report. The CS will deal the matter under the provisions in the examination rules and The Bihar Conduct of Examination Act-1981.

The chit or written material etc. should be signed by the invigilator and the candidate should be asked to submit his explanation. The answer book of the examinee along with the chits etc. shall be submitted by the invigilator to the CS. The Disciplinary Action Committee of i) JCS, ii) ACS/Senior most Lecturer, iii) Invigilator concerned under the chairmanship of CS, shall take action as per the scale of Punishment prescribed by the Board based on the severity/nature of offence.

The CS shall send the answer book and the material found in possession of the candidate for using unfair means, invigilator's report, explanation of the candidate, along with DAC report apprising the Board about the action taken in a sealed and insured cover to the Controller of Examinations.

Seat plan

4. Every day's seat plan of the examinees shall be maintained and kept by the CS for at least three months after the result is published. A copy of the same should be sent to the Board office. Seating arrangement in a room should be such that every student should face one direction and if possible intervening examinees i.e. examinees between the two should be of different subject.

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ORDER BY BSTE BIHAR

Attendance Sheet

5. In each examination, the candidates are required to put their full signature, roll number and answer book number on the attendance sheet provided to the institution by the Board. In an examination room all examinees will get attendance sheet one by one by the invigilator(s) in the room. The invigilators doing this work shall ascertain that candidate's roll number and answer book number are correct. CS will keep a copy of every day's attendance sheet at least for three months after the publication of results. Original attendance sheet will be sent to the Board office.

Identification of candidates

6. Candidates at the examination centre from other institutes shall be required to appear before the CS before the commencement of examinations:

(a) to obtain their admission cards.

(b) for verification of identity.

To eliminate proxy, identity of each examinee must be ascertained by invigilator(s) of respective rooms and CS as well.

Number of Invigilators.

7. Normally one Invigilator shall be on every twenty five students in large halls. Relieving invigilator(s) according to the need will also be kept as reserve. In no case or situation in an examination room less than two invigilators will be allowed.

Teachers having relation with any examinee / Non Teaching Staff not to be assigned invigilation work.

8. Invigilators shall not normally be below the rank of a lecturer. Under special circumstances only suitable persons below this rank may be engaged. However this should be intimated to the Controller of Examinations.

If in an examination relative of any teacher/Staff of that institute is appearing the teacher/staff shall not be assigned invigilation work in any sitting on any day of the examination. The teacher/staff shall insure this themselves also.

Officer-in-charge in a Room.

9. Senior most officer in an examination room will be officer-in-charge who will supervise work of invigilator(s) and activity in the room.

List of Invigilators to be forwarded to the Board

10. The list of invigilators of each sitting and of each examination should be sent to the Controller of Examinations when the examination is over along with remark of CS about the quality of work of each invigilator. An invigilator found neglectful of his duty should not be engaged in future for invigilation work.

Local Lavy-ent to be collected.

11. No money from any student will be collected by CS to meet examination expenses such as engagement of labour for serving water, for arrangement of seats, for packing and sealing the papers etc. Over and above the expenses incurred on above heads the cost of packing and dispatching drawing sheet and other materials will be met by the State Board. The government service stamps will be used for dispatching and for correspondence in connection with the Board Examinations.

Record of temporary absence of examinees

12. The officer-In-charge of each room shall maintain a list of temporary absence of examinees mentioning roll number, time, date and duration of such absence. These records shall be submitted to the Board, when examination is over.

SCERT Bhopal

Arrangement for drinking water to the examinees.

13. Arrangement should be made for serving drinking water to examinees in the examination hall.

Examinees not to be contacted.

14. No letter, telegram, money order will be handed over or communication through mobile phone. Any guest will not be allowed to see the examinee whether outside or inside the room.

Correction in question paper

15. Any error or misprint in the question paper if detected will be communicated to the examinees and modification of this effect will be allowed only after consultation with the Controller of Examinations.

Entry into examination room

16. Barring invigilators none should be allowed in the room while the examination is going on without having permission of the officer-in-charge of the room.

Seating arrangement in the examination rooms

17. (a) Seating arrangement in examination rooms will be made in evening one day prior to the commencement of examination. The rooms after which will be locked and reopened next day twenty minutes before the examination commences.

(b) It shall be the duty of CS to see that all desks, doors, wall etc. are wiped clean of all writings prior to the commencement of each sitting of examinations.

(c) If any such thing is found on the desk or near the wall of an examinee during examination, the examinee with the consultation of the CS will be shifted to a place where there are no such writings.

Intimation of receipt of question papers

18. The question papers will be dispatched to the CS in sealed covers by insured posts or by messenger. The receipt of the envelopes should be intimated to the Controller of Examinations.

Opening of packets containing questions

19. The outer cover should be opened on the day the parcels reach the CS. The inner packets will be counted, if the envelopes containing question paper of any subject are found to be less than the required number, the Controller of Examinations should immediately be informed about it. The CS shall examine and observe very carefully the state in which inner envelopes reach him; if any envelope appears to have been tampered with or mutilated, the CS should leave these packets without breaking the seals. This should be immediately communicated to the Examination Controller.

Envelopes inside question packets

20. Envelopes inside the question packets containing questions bear different seal shall be kept by the CS and shall not be opened earlier than fifteen minutes before the commencement of examination of that paper. These envelopes of each sitting will be opened by the CS in presence of at least two invigilator / officers-in-charge of rooms by cutting them open at the edge of the envelope to avoid possibility of damage to question papers. The two officer-in-charge / invigilators in whose presence the envelops are opened should sign a certificate on the envelopes that the seals were intact. The certificate should also contain the date and time at which the envelopes were opened.

ORDER B.P.S.C.

Extra Unused copies of question papers to be kept safe.

21. The CS has to see that extra copies of question papers are returned to him by the officer-in-charge / invigilator and kept in safe custody.

Inner Envelops & extra copies of questions to be returned to the Board

22. The CS shall return all unused/extra copies of question papers to the Controller of Examinations along with the envelops in which they were sent. Maximum ten copies of question papers can be retained at the centre for use in the institute.

Unused/Extra answer books

23. Unused answer-books should be return to S.B.T.E. at the End of Exam.

Handing over of answer books to respective officer-in-charge of the room prior to examination

24. In each sitting of examination answer book should be as many in number as there are students in the examination room and then they should be handed over to officer in charge. Only machine numbered answer books will be given to examinees.

Only one—Book-1 to be supplied to each examinee

25. Only One Answer Book shall be supplied to one examinee in any sitting.

Answer books to bear stamp of Centre & Signature of CS

26. The answer books, which are supplied to the examinees must bear the stamp of the Centre and the signature of the CS. Before distributing, the answer Book should also bear initial of officer-in-charge / invigilator.

Packing and Dispatch of answer books.

27. The answer books should not be folded. They should be packed flat. The answer books from examinees should be sealed up on the same day in cloth covers in the presence of the CS. The answer books in packet should be arranged in the order of increasing roll numbers separately for separate Institute. Each packet of answer books should contain at least one question paper, blank marks foils, remuneration forms, examiner's report form and statement of contents. All packets should be sent by insured post on the day of the examination unless there is constraint beyond control for not doing so. The number of packets dispatched daily with a copy of statement of their contents should be sent to the Controller of Examinations on the prescribed printed form. If the packets are not dispatched to their destination on the day of the examination, these should be carefully kept under lock and key for dispatch at the earliest. In no case should these packets be kept at a place where safety can not be ensured.

Unused answer-books & other materials to be returned to the Board office

28. Unused answer books and other materials sent from Board should be returned when the examinations are over.

Report about the examination.

29. A report should be sent to the Controller of Examinations on each examination day by the CS indicating whether the examination held was conducted in accordance with the rules.

If situation is repugnant behaviour improper manner of examinee.

30. In case such a situation crops up tackling of which in the opinion of the CS is beyond the provisions laid in the rules and guidelines will act at his own wit and will communicate to the Board in this regard.

If a candidate does not produce admission card

31. In case a candidate is found without admission card and the CS has reasons to believe in the genuineness of the examinee and if the reasons for not bringing admit card is rational the examinee may be allowed to appear at the examination. However, the matter will be intimated to the Board.

Time allowed to an examinee for temporary absence.

32. An examinee should not be allowed to leave examination hall temporarily for more than six minutes. On medical ground CS can allow absence according to the situation but not more than a period of ten minutes and in all such cases, a responsible person should be deputed to watch the movement of the examinee outside the hall.

Any change in the answer book by the examinee after submission

33. No candidate will be permitted to correct his roll number or any thing inside the answer book after having submitted the same. In case a candidate pleads that by mistake he has written his roll number wrong on his answer book, the CS may permit such correction to the examinee after verification from the admission card or from other documents in the office. All such correction shall bear the initial of CS. A written representation in this regard from the examinee should be sent to the Board.

N.B :- **The guidelines also include points for officer-in-charge / invigilator. CSs are requested to communicate them so that they may work accordingly.**

17.9.9

Secretary,
State Board of Technical Education,
Bihar, Patna

GRDETE, S.B.T.E., Bihar

Guideline for Evaluation Director

Annexure-07

बिहार सरकार
विज्ञान एवं प्रावैधिकी विभाग
राज्य प्राविधिक शिक्षा पर्षद, बिहार पटना।

उत्तरपुस्तिकाओं के मूल्यांकन संबंधित मूल्यांकन निदेशक हेतु अनुदेश

1. परीक्षा केन्द्रों से प्राप्त उत्तरपुस्तिकाओं को विवरणी अनुसार मिलान कर लिया जाए।

2. उत्तरपुस्तिका के मिलान के बाद सभी उत्तरपुस्तिकाओं पर Fictitious Code अपने स्तर से करें। इस कार्य में उस पदाधिकारी का सहयोग ले सकते हैं जो परीक्षक नहीं है। उत्तर पुस्तिका को 50-50 का बंडल बनाकर Stock कर दी जाए।

3. कोडिंग या मूल्यांकन के समय यदि किसी उत्तरपुस्तिका पर छात्र द्वारा किसी प्रकार का चिह्न पहचान चिह्न बनाई गई हो या अन्य अवांछित साधन के प्रयोग के प्रमाण पाए जाने की प्रतिवेदन प्राप्त होता है, तो उस उत्तरपुस्तिका का मूल्यांकन नहीं कराया जाए। प्रतिवेदित छात्रों के उत्तरपुस्तिका पर मूल्यांकन निदेशक की अध्यक्षता में गठित अनुशासनिक कार्रवाई समिति जिसके सदस्य मूल्यांकन समन्वयक, परीक्षक एवं मुख्य परीक्षक होंगे, पर्षद द्वारा निर्धारित दण्ड विधान के अनुरूप दण्ड का निर्धारण कर पर्षद कार्यालय को प्रतिवेदित की जाए। अपने प्रतिवेदन के साथ सभी पहचान चिह्न वाली उत्तरपुस्तिकाएँ पर्षद को भेज दी जाए।

4. सभी परीक्षकों से एक प्रतिवेदन प्राप्त कर लिया जाए जिसमें यह भी स्पष्ट रूप से उल्लेख हो कि उनके द्वारा मूल्यांकित उत्तरपुस्तिकाओं में छात्रों द्वारा अवांछित साधनों का प्रयोग करने का प्रमाण प्रकाश में नहीं आया हुआ है।

5. पर्षद द्वारा प्राप्त परीक्षकों की सूची के अनुसार निर्धारित तिथि से मूल्यांकन कार्य आरंभ किया जाए। परीक्षार्थ को निर्धारित तिथि पर मूल्यांकन केन्द्र पर योगदान देने हेतु संबंधित परीक्षकों को पर्षद द्वारा सह निर्गत किया जाता है। अनुपस्थित परीक्षकों की सूची पर्षद को प्रेषित की जाए।

6. विषय के अनुसार सभी मुख्य परीक्षक एवं परीक्षकों के सहयोग से Memorandum तैयार कराकर वस्तुनिष्ठ प्रश्नों का उत्तर लिखना अनिवार्य है। सभी परीक्षकों को मूल्यांकन के पहले दे दिया जाए।

7. एक परीक्षक को एक दिन में 50 उत्तरपुस्तिकाओं का ही मूल्यांकन करना है। मल्टीशीट में मूल्यांकन का ध्यान रखकर 50 उत्तरपुस्तिकाओं से अधिक उत्तरपुस्तिकाओं का मूल्यांकन कराया जा सकता है।

8. OMR से बाएँ अर्द्ध भाग पर मुख्य परीक्षक तथा परीक्षक के हस्ताक्षर के साथ पूरा नाम भी अवश्य अंकित करना चाहिए।

9. पर्षद द्वारा भेजी गई अद्यतन मानदेय दर की सूची के अनुसार उत्तरपुस्तिकाओं के मूल्यांकन का पारिश्रमिक विषय को अपने स्तर से पारित कर भुगतान कर दिया जाए।

10. बिहार सरकार के फार्म-193 पर बनाये गए डाक बिपत्र ही मान्य होंगे।

11. मानदेय दर की सूची के अनुसार अन्य मानदेय का भी बिपत्र पारित कर भुगतान कर दिया जाए।

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12. सारित एवं भुगतान किये गये बिलों को प्रतिहस्ताक्षरित कर पूर्व से प्रेषित निर्देशानुसार व्यय विवरणीय एवं उपयोगिता प्रमाण (संलग्न) मूल्यांकन समाप्त होने के एक माह के अन्दर समायोजन हेतु पर्षद में प्रेषित करेंगे। उक्त एवं विस्तृत अंकेक्षण हेतु सरकार से स्वीकृति ली जाए।

13. परीक्षार्थी से प्राप्त OMR के बाएँ आधे भाग को विषयवार सभी पर्षद को भेज दिया जाए। उत्तर पुस्तिका को Bundle & Sequence में मिलान कर ली जाए।

14. यदि कोई परीक्षक निर्धारित तिथि पर आपके यहाँ योगदान नहीं देते हैं तो उस विषय के लिए अपने स्तर से अभिज्ञानी योग्यता धारित एवं अनुभवी परीक्षकों को नियुक्त कर लिया जाए तथा उसकी सूचना पर्षद को भेज दिया जाए।

15. परीक्षकों एवं मुख्य परीक्षकों द्वारा प्राप्त OMR ठीक से भर ली गई है। इसकी जाँच कर ली जाए।

16. पर्षद द्वारा समय-समय पर दिए गए निर्देशों का अनुपालन सुनिश्चित किया जाए।

17. एक ही एवं से अधिक खण्डों के उत्तरपुस्तिकाओं के मूल्यांकन हेतु नियुक्त मुख्य परीक्षक / परीक्षक को अतिरिक्त टी०ए० अनुमान्य नहीं होगा।

18. **Compartmental (Carry Paper) में सम्मिलित छात्रों के उत्तरपुस्तिकाओं को प्राथमिकता के आधार पर मूल्यांकन कराकर अंक अति शीघ्र पर्षद को उपलब्ध कराया जाए।**

19. अनुपस्थित छात्रों एवं 75% से अधिक प्राप्तांक वाले उत्तर पुस्तिकाओं को मुख्य परीक्षक द्वारा आवश्यक रूप से जाँच कर ली जाए।

20. उत्तर पुस्तिका को OMR के Bundle No. एवं Sequence No. के अनुसार अगले तीन वर्षों तक Scrutiny के लिए आवश्यक व्यवस्था सुनिश्चित रखी जाए।

21. मूल्यांकन निदेशक को सभी उत्तरपुस्तिकाओं को अपने संज्ञान में रखना होगा। वह भी सुनिश्चित करना होगा कि मूल्यांकन कदाचारमुक्त सम्पन्न हुआ।

22. मूल्यांकन निदेशक सभी परीक्षकों / मुख्य परीक्षकों से इस आशय का प्रमाण पत्र प्राप्त कर लेंगे कि उनका कोई भी संबंधी उपर्युक्त परीक्षा में सम्मिलित नहीं हुए हैं।

19-9-11

सचिव,
राज्य प्राविधिक शिक्षा पर्षद,
बिहार, पटना।

ORDER OF B.S.T.E. Bihar

Annexure-08

Duties & Responsibilities of Co-Examiner

1. The co-examiners shall be appointed by the Board. They will evaluate the answer books in accordance with the approved marking scheme, post the marks obtained against respective question no. on the top OMR Sheet and sum up to get total marks.
2. Fractional award of total marks in not permitted.
3. The blank page of answer book shall be crossed.
4. The marks obtained by the candidates should be written in figures and words in the prescribed space against the corresponding fictitious code only and this should tally with the marks written in the OMR Sheet.
5. Occasionally there may be a difference of opinion between the Head and the co-examiner, but as a rule in all cases of such difference of opinion, the co-examiner will carry out the instructions of the Head Examiner.
6. The Head Examiner and co-examiners shall first decide the marking pattern, based on instructions received from the Board, and then prepare model marking scheme before evaluation work.
7. Single Examiner should follow the instructions for co-examiner and Head Examiners both wherever applicable.
8. Co-examiner will verify his own evaluation before submitting the evaluated answer book along with its supplements. He will check the following:
   (i) total has been correctly made.
   (ii) The total marks in the interior of the answer script have been correctly reflected on the OMR page against respective question nos.
   (iii) all questions have been marked in required number and manner and that no question or its portion has been left unmarked.
   (iv) over attempted question(s) with lowest marks have been deleted and shown with extra remarks answer book.
   (v) the signature of co-examiner has been affixed in relevant column of the answer book.
   (vi) marks in words and figure tally.
   (vii) sequence no. of bundle lists tally with sequence as given on OMR.
   (viii) the marks for any question has not given more than the maximum of that question / portion thereof.
   (ix) has brought to the notice of the Head Examiner the mistakes detected by him.
9. Full remuneration shall not be paid to the co-examiner whose work is found deficient/unsatisfactory. In all cases of unsatisfactory work the deduction from the remuneration entitled to him be made as determined by the Controller of Examinations, who may forfeit his entire remuneration besides disqualifying him for future appointment.

CAUTION :- The job of a co-examiner is most important as it is his quality of work which is the basis of candidates result. It may be kept in mind that no injustice is done with any one and standard of marking, should be very independent, impersonal, fair, impartial and objective and over marking and under marking may be avoided. The co-examiner works on behalf of the Board and is therefore supposed to be the most trusted person. If he becomes a party of personal in approach, he may not only lose the confidence of the Board, but also be penalized as per rule.

Secretary
S.B.T.E., Bihar, Patna

SBTE, Bihar

Duties & Responsibilities of Head Examiner

Annexure-09

1. All answer books shall be deemed as confidential document and no person except those authorized by the Evaluation Director shall be permitted to handle the same.
2. All the answer books with fictitious code shall be received by the Examiner from Evaluation Director.
3. Answer Keys of multiple choice question shall be decided by team of Examiner headed by Head Examiner of the subject concern.
4. The marking scheme of subjective questions will indicate value points in respect of each answer and marks to be assigned to each of the value points.
5. The Head Examiners for various subjects shall be appointed by the Controller of Examinations from amongst the serving teachers of affiliated institutions.
6. The Head Examiner shall be responsible for ensuring uniformity in evaluation as per the norms prescribed by the Board.
7. The Head Examiners shall ensure the totaling of marks, comparing the marks awarded to the answer scripts to ensure accuracy in the work and keeping watch that no portion of the script has remained unevaluated.
8. Head Examiner shall scrutinize, retotal, verify the marks and posting of final marks. Bubble of total marks of each and every answer book shall be done by Head Examiner after verification/modification (if any).
9. The Head Examiner shall bring to the notice of the Controller of Examinations through Evaluation Director, discrepancies, anomalies and suspected use of unfair means identified during the course of evaluation. The Head Examiner shall recommend to the Controller of Examinations in writing the names of such examiners who have not carried out the instructions of the Board and have not been punctual and have not observed code of conduct for such action as may be deemed fit by the Board. Overall report of Evaluation shall be submitted to Evaluation Director paper wise.
10. If the Head Examiner finds that the co-examiner has failed to maintain proper standard and has not followed the instructions properly, the Head Examiner may call co-examiner, give him instructions personally and warn him that if he does not assess the scripts according to Head Examiner instructions. He will be obliged to assess the scripts himself and report the matter to Controller of Examinations. In such a case, remuneration of the co-examiner could be forfeited and he shall be liable for disqualification for future appointment. An intimation to this effect should be sent to the Controller of Examinations in advance.

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Secretary,
S.B.T.E., Bihar

SBTE-S.B.T.E. Bihar

Government of Bihar
State Board of Technical Education, Bihar, Patna

Annexure-10

Directions to Assistant Centre Superintendents / Invigilators

1. The Center Superintendent has to ensure the availability of Assistant Superintendents before the distribution of Question papers. Hence the Assistant Superintendents should report at least half an hour before the commencement of exam.

2. The Assistant Superintendent/invigilators should compare the Reg. No: in the Admit card of each student with the Seat Allotment sheet and ensure that all students are seated in the proper place. Photo also may be verified to identify the candidate. If there is a Scribe/Interpreter to assist any candidate, their Admit card also should be verified.

3. Before issuing Answer Books and Additional Sheets, make sure that they are not defective and all of them have the monogram of the SBTE.

4. Usually exams of different Scheme are conducted simultaneously at a time and that the students will be mixed up and seated together. Also students of different Branches will be mixed up in the same hall. The Assistant Superintendent should identify the Scheme and Code. No: of subject of each student before distributing Question paper.

5. The Roll No. / Reg. No. and other details entered on the face of the OMR of Answer book by each student must be verified with the Admit Card and correction should be done in necessary cases.

6. The students should be directed to go through the instructions given in the Admit Card and Answer book and to comply with the same.

7. Immediately after the distribution of Question papers, the students should be directed to write their own Reg. No: and Name in the Question paper so as to prevent exchange and misuse of Question paper.

8. No candidates will be allowed to enter the exam hall after half an hour from the commencement of exam.

9. Attendance of the students is to be recorded by obtaining the signature of each student against the Reg. No: and Name given in the Attendance sheets. If any student is absent enter "ABSENT" against the Reg. No: concerned in the Attendance sheet with red pen.

10. The Absentee/Attendance details are to be furnished in the formate maintained in the Exam Section of Office towards the preparation of the Label to be placed over Answer script bundles.

11. The students shall be allowed to bring only Admit Card and writing materials to the ExamHall. The Assistant Superintendent should verify their belongings so as to avoid any malpractice. At the same time, all possibilities of malpractice should be prevented by sufficient precautions.

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CODE: S.B.T.E. Bihar

12. Unfairmeans/Malpractice/Misbehaviour, if any, should be reported on the spot. Malpractice detected should be reported along with Answer book, Additional Sheets, if any, and also with materials or notes or scripts used for the same as per guidelines of center superintendent (as given below).

"If an examinee in examination room is found to be indulged in any form of malpractice against the norms of examination shall immediately be reported to the CS by officer-in-charge / invigilator of the room along with seizure report. The CS will deal the matter under the provisions in the examination rules and The Bihar Conduct of Examination Act-1981.

The chit or written material etc. should be signed by the invigilator and the candidate should be asked to submit his explanation. The answer book of the examinee along with the chits etc. shall be submitted by the invigilator to the CS. The Disciplinary Action Committee of i) JCS, ii) ACS/Senior most Lecturer, iii) Invigilator concerned under the chairmanship of CS, shall take action as per the scale of Punishment prescribed by the Board based on the severity/nature of offence.

The CS shall send the answer book and the material found in possession of the candidate for using unfair means, invigilator's report, explanation of the candidate, along with DAC report apprising the Board about the action taken in a sealed and secured cover to the Controller of Examinations."

13. Students shall not be allowed to leave the Exam hall before half an hour for the completion of exam. Any candidate leaving hall before the stipulated time should surrender his Question paper. Candidates who do not surrender the Question paper need not be allowed to leave the exam hall.

14. After the completion of exam, Answer scripts and OMR (Right hand part) should be sorted branch wise/Subject wise in the serial the order of Reg. No. and handed over to the Center Superintendent.

15. Total No. of Answer scripts handed over to the Center Superintendent should tally with the Attendance sheet maintained by each Assistant Superintendent/invigilator.

16. If due to an unavoidable reason the exam is started late, proportionate extra time as decided by the Center Supdt. is to be allowed so as to maintain the prescribed duration of exam.

17. Procedures followed previously and not specified in this manual may be adhered to as usual.

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Secretary
S.B.T.E., Bihar, Patna

STATE BOARD OF TECHNICAL EDUCATION, BIHAR, PATNA.

GUIDELINES FOR THE CENTRE SUPERINTENDENT OF EXAMINATIONS.

(In addition to the General Rules of Diploma Examinations and
The Bihar Conduct Examination Act, 1981)

To conduct examination

1. Conduct of examination(s) at the centre smoothly as per the frame work of prescribed examination rules will be the responsibility of Centre Superintendent (CS). In extraordinary situation only, a CS after having prior consent from the Controller of Examinations can delegate his / her responsibility to an officer deemed to be fit and prudent to discharge the responsibility.

Violation of Examination norms.

2. All occurrences of adoption of unfair means by an examinee or transgression of the rules of examination by any one whether an examinee or an intruder should be reported to the Board by the CS on the day of occurrence in daily report stating the action taken in this regard with report mentioned in section 29.

Prohibition from Unfairmeans.

3. If an examinee in examination room is found to be indulged in any form of malpractice against the norms of examination shall immediately be reported to the CS by officer-in-charge / invigilator of the room along with seizure report. The CS will deal the matter under the provisions in the examination rules and The Bihar Conduct of Examination Act-1981.

The chit or written material etc. should be signed by the invigilator and the candidate should be asked to submit his explanation. The answer book of the examinee along with the chits etc. shall be submitted by the invigilator to the CS. The Disciplinary Action Committee of i) JCS, ii) ACS/Senior most Lecturer, iii) Invigilator concerned under the chairmanship of CS, shall take action as per the scale of Punishment prescribed by the Board based on the severity/nature of offence.

The CS shall send the answer book and the material found in possession of the candidate for using unfair means, invigilator's report, explanation of the candidate, along with DAC report apprising the Board about the action taken in a sealed and insured cover to the Controller of Examinations.

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Seat plan.

4. Every day's seat plan of the examinees shall be maintained and kept by the CS for at least three months after the result is published. A copy of the same should be sent to the Board office. Seating arrangement in a room should be such that every student should face one direction and if possible intervening examinees i.e. examinees between the two should be of different subject.

Attendance Sheet.

5. In each examination, the candidates are required to put their full signature, roll number and answer book number on the attendance sheet provided to the institution by the Board. In an examination room all examinees will get attendance sheet one by one by the invigilator(s) in the room. The invigilators doing this work shall ascertain that candidate's roll number and answer book number are correct. CS will keep a copy of every day's attendance sheet at least for three months after the publication of results. Original attendance sheet will be sent to the Board office.

Identification of candidates.

6. Candidates at the examination centre from other institutes shall be required to appear before the CS before the commencement of examinations:

(a) to obtain their admission cards.

(b) for verification of identity.

To eliminate proxy, identity of each examinee must be ascertained by invigilator(s) of respective rooms and CS as well.

Number of Invigilators.

7. Normally one Invigilator shall be on every twenty five students in large halls. Relieving invigilator(s) according to the need will also be kept as reserve. In no case or situation in an examination room less than two invigilators will be allowed.

Teachers having relation with any examinee / Non Teaching Staff not to be assigned invigilation work.

8. Invigilators shall not normally be below the rank of a lecturer. Under special circumstances only suitable persons below this rank may be engaged. However this should be intimated to the Controller of Examinations.

If in an examination relative of any teacher/Staff of that institute is appearing the teacher/staff shall not be assigned invigilation work in any sitting on any day of the examination. The teacher/staff shall insure this themselves also.

Officer-in-charge in a Room.

9. Senior most officer in an examination room will be officer-in-charge who will supervise work of invigilator(s) and activity in the room.

List of Invigilators to be forwarded to the Board.

10. The list of invigilators of each sitting and of each examination should be sent to the Controller of Examinations when the examination is over along with remark of CS about the quality of

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work of each invigilator. An invigilator found neglectful of his duty should not be engaged in future for invigilation work.

Local Levy-not to be collected.

11. No money from any student will be collected by CS to meet examination expenses such as engagement of labour for serving water, for arrangement of seats, for packing and sealing the papers etc. Over and above the expenses incurred on above heads the cost of packing and dispatching drawing sheet and other materials will be met by the State Board. The government service stamps will be used for dispatching and for correspondence in connection with the Board Examinations.

Record of temporary absence of examinees.

12. The officer-In-charge of each room shall maintain a list of temporary absence of examinees mentioning roll number, time, date and duration of such absence. These records shall be submitted to the Board, when examination is over.

Arrangement for drinking water to the examinees.

13. Arrangement should be made for serving drinking water to examinees in the examination hall.

Examinees not to be contacted.

14. No letter, telegram, money order will be handed over or communication through mobile phone. Any guest will not be allowed to see the examinee whether outside or inside the room.

Correction in question paper.

15. Any error or misprint in the question paper if detected will be communicated to the examinees and modification of this effect will be allowed only after consultation with the Controller of Examinations.

Entry into examination room.

16. Barring invigilators none should be allowed in the room while the examination is going on without having permission of the officer-in-charge of the room.

Seating arrangement in the examination rooms.

17. (a) Seating arrangement in examination rooms will be made in evening one day prior to the commencement of examination. The rooms after which will be locked and reopened next day twenty minutes before the examination commences.

(b) It shall be the duty of CS to see that all desks, doors, wall etc. are wiped clean of all writings prior to the commencement of each sitting of examinations.

(c) If any such thing is found on the desk or near the wall of an

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examinee during examination, the examinee with the consultation of the CS will be shifted to a place where there are no such writings.

Intimation of receipt of question papers.

18. The question papers will be dispatched to the CS in sealed covers by insured posts or by messenger. The receipt of the envelopes should be intimated to the Controller of Examinations.

Opening of packets containing questions.

19. The outer cover should be opened on the day the parcels reach the CS. The inner packets will be counted, if the envelopes containing question paper of any subject are found to be less than the required number, the Controller of Examinations should immediately be informed about it. The CS shall examine and observe very carefully the state in which inner envelopes reach him; if any envelope appears to have been tampered with or mutilated, the CS should leave these packets without breaking the seals. This should be immediately communicated to the Examination Controller.

Envelopes inside question packets.

20. Envelopes inside the question packets containing questions bear different seal shall be kept by the CS and shall not be opened earlier than fifteen minutes before the commencement of examination of that paper. These envelopes of each sitting will be opened by the CS in presence of at least two invigilator / officers-in-charge of rooms by cutting them open at the edge of the envelope to avoid possibility of damage to question papers. The two officer-in-charge / invigilators in whose presence the envelops are opened should sign a certificate on the envelopes that the seals were intact. The certificate should also contain the date and time at which the envelopes were opened.

Extra/Unused copies of question papers to be kept safe.

21. The CS has to see that extra copies of question papers are returned to him by the officer-in-charge / invigilator and kept in safe custody.

Inner Envelops & extra copies of questions to be returned to the Board.

22. The CS shall return all unused/extra copies of question papers to the Controller of Examinations along with the envelops in which they were sent. Maximum ten copies of question papers can be retained at the centre for use in the institute.

Unused/Extra answer books.

23. Unused answer-books should be return to S.B.T.E. at the End of Exam.

Handing over of answer books to respective officer-in-charge of the room prior to examination.

24. In each sitting of examination answer book should be as many in number as there are students in the examination room and then they should be handed over to officer in charge. Only machine numbered answer books will be given to examinees.

Only one—Book-1 to be supplied to each examinee.

25. Only One Answer Book shall be supplied to one examinee in any sitting.

Answer books to bear stamp of Centre & Signature of CS.

26. The answer books, which are supplied to the examinees must bear the stamp of the Centre and the signature of the CS. Before distributing, the answer Book should also bear initial of officer-in-charge / invigilator.

Packing and Dispatch of answer books.

27. The answer books should not be folded. They should be packed flat. The answer books from examinees should be sealed up on the same day in cloth covers in the presence of the CS. The answer books in packet should be arranged in the order of increasing roll numbers separately for separate Institute. Each packet of answer books should contain at least one question paper, blank marks foils, remuneration forms, examiner's report form and statement of contents. All packets should be sent by insured post on the day of the examination unless there is constraint beyond control for not doing so. The number of packets dispatched daily with a copy of statement of their contents should be sent to the Controller of Examinations on the prescribed printed form. If the packets are not dispatched to their destination on the day of the examination, these should be carefully kept under lock and key for dispatch at the earliest. In no case should these packets be kept at a place where safety can not be ensured.

Unused answer-books & other materials to be returned to the Board office.

28. Unused answer books and other materials sent from Board should be returned when the examinations are over.

Report about the examination.

29. A report should be sent to the Controller of Examinations on each examination day by the CS indicating whether the examination held was conducted in accordance with the rules.

If situation is repugnant behaviour / Improper

30. In case such a situation crops up tackling of which in the opinion of the CS is beyond the provisions laid in the rules and

manner of examinee.

guidelines will act at his own wit and will communicate to the Board in this regard.

If a candidate does not produce admission card.

31. In case a candidate is found without admission card and the CS has reasons to believe in the genuineness of the examinee and if the reasons for not bringing admit card is rational the examinee may be allowed to appear at the examination. However, the matter will be intimated to the Board.

Time allowed to an examinee for temporary absence.

32. An examinee should not be allowed to leave examination hall temporarily for more than six minutes. On medical ground CS can allow absence according to the situation but not more than a period of ten minutes and in all such cases, a responsible person should be deputed to watch the movement of the examinee outside the hall.

Any change in the answer book by the examinee after submission.

33. No candidate will be permitted to correct his roll number or any thing inside the answer book after having submitted the same. In case a candidate pleads that by mistake he has written his roll number wrong on his answer book, the CS may permit such correction to the examinee after verification from the admission card or from other documents in the office. All such correction shall bear the initial of CS. A written representation in this regard from the examinee should be sent to the Board.

N.B :- **The guidelines also include points for officer-in-charge / invigilator. CSs are requested to communicate them so that they may work accordingly.**

Secretary,
State Board of Technical Education,
Bihar, Patna

GOVERNMENT OF BIHAR

DEPARTMENT OF SCIENCE & TECHNOLOGY

STATE BOARD OF TECHNICAL EDUCATION BIHAR. PATNA

EXAMINATION FORM

Name of Institute _____ Code

Registration Number | | | | | | | | | | Branch _____ Code

Name

Father's Name

Date of Birth | | | | | | | | Mobile No.

Email _____

Board Roll No. | | | | | | | | | | |

Semester Exam to be appeared | I | II | III | IV | V | VI | _____

Subject Name	Subject Code

Declaration

I hereby declare that the above information is true to the best of my knowledge

Signature of Candidate

Verification

1. This is to certify that the above information filled by the student has been verified and found correct. The requisite examination fee has been deposited by the student.
2. This is to certify that this candidate..... has maintained a good conduct; attended at least 75% of lectures, sessional and practical classes of each subject; satisfactory completed and passed the sessional, terminal and practical work and marks has been upload/ sent to the board; has satisfied the condition laid down by the Regulation of board for appearing at the exam as Regular/Ex-student/Private student.

Date: -

Principal Signature
and Seal

[सभी प्रविष्टियाँ रोमन (अंग्रेजी) में करें।]

बिहार सरकार
विज्ञान एवं प्रावैधिकी विभाग

राज्य प्रावैधिक शिक्षा पर्षद बिहार, पटना

आवेदन संख्या-

छात्र/छात्रा द्वारा कम्प्यूटर में दिये गये फॉर्म के समक्ष आभार द्वारा प्रमाणित करें कि हस्ताक्षर अथवा फोटो एवं एक बार निबंधन प्रमाण पत्र अंकित हो

निबंधन-प्रपत्र

1. निबंधन संख्या :- सत्र 2 0 to 2 0
2. संस्था :- कोड
3. संस्थान का नाम :- कोड
4. संस्थान में नामांकन की तिथि :- दिन महीना वर्ष वर्ग क्रमांक :-
5. छात्र/छात्रा का नाम :- (आधी से बड़े अक्षरों में)
6. पिता का नाम :- (आधी से बड़े अक्षरों में)
7. माता का नाम :- (आधी से बड़े अक्षरों में)
8. जन्म तिथि :- दिन महीना वर्ष मोबाईल नं०
9. लिंग (महिला- 1 / पुरुष- 2) :- ई-मेल @
10. वर्तमान पता :- जिला
11. स्थायी पता :- जिला
12. प्रवेश परीक्षा की विवरण: (क) सत्र 2 0 to 2 0 (ख) प्रवेश परीक्षा का अनुक्रमांक
13. आरक्षण कोटि :- प्रवेश की आरक्षण कोटि :-
14. नामांकन में प्रवेश हेतु अखिल भारतीय तकनीकी शिक्षा परिषद् (अ०भा०त०शि०प०) द्वारा निर्धारित अर्हता जिसमें आवेदक उत्तीर्ण हुए, का विवरण :

परीक्षा का नाम	बोर्ड/विश्वविद्यालय का नाम	प्राप्तांक एवं क्रमांक	उत्तीर्ण होने का वर्ष (वार्षिक/पूरक)	विषय	परीक्षाफल	गणित, भौतिकी, रसायन/प्राकृतिक विज्ञान में प्राप्तांक का प्रतिशत

छात्र/छात्रा का हस्ताक्षर (आभार के समक्ष)

प्रभार का प्रमाण-पत्र

प्रमाणित किया जाता है कि आवेदक का नामांकन अखिल भारतीय तकनीकी शिक्षा परिषद् द्वारा समय निर्धारित अर्हता के अनुसार विभाग द्वारा गठित नामांकन समिति द्वारा प्रदत्त की आधार पर किया गया है तथा संबंधित सत्र (सत्र का उल्लेख करें) ..... हेतु अखिल भारतीय तकनीकी शिक्षा परिषद् से अनुमोदित नामांकन के नामांकन सीमा के अन्तर्गत है। यह भी प्रमाणित किया जाता है कि इस निबंधन आवेदन पत्र पर छात्र/छात्रा का हस्ताक्षर चिह्न, नाम, पिता का नाम तथा जन्म तिथि संबंधित मैट्रिक के प्रमाण पत्र एवं नामांकन आवेदन के अनुरूप है।

प्रभारी/अधिकृत पदाधिकारी का
हस्ताक्षर एवं मुहर

राज्य प्राविधिक शिक्षा पर्षद, बिहार, पटना
डिप्लोमा परीक्षा हेतु पर्यवेक्षक का कर्त्तव्य एवं दायित्व

(1) पर्यवेक्षक पर्षद परीक्षा के दौरान परीक्षा केन्द्रों का पर्यवेक्षण करेंगे। परीक्षा केन्द्रों के कार्यकलापों का पर्यवेक्षण करेंगे। वे स्वतंत्र रूप से परीक्षा के संचालन का मुआयना करेंगे। पर्यवेक्षक से यह भी अपेक्षा की जाती है कि केन्द्राधीक्षक को परीक्षा के दौरान महत्वपूर्ण जानकारी/अव्यवस्था/कमियों को ध्यान में लावेंगे एवं सक्रिय फीड बैक प्रदान करेंगे। ताकि परीक्षा केन्द्रों पर परीक्षा के वास्तविक संचालन का दायित्व पूर्णरूपेण केन्द्राधीक्षक एवं उनके सहयोगी वीक्षकों की ही होगी। पर्यवेक्षक का इस सन्दर्भ में कोई औपचारिक दायित्व नहीं होगा। परन्तु उनके परामर्श एवं इनपुट केन्द्राधीक्षक एवं पर्षद के लिए महत्वपूर्ण सिद्ध होता है।

(2) पर्यवेक्षक से अपेक्षा की जाती है कि निम्नलिखित महत्वपूर्ण पक्षों पर नजर रखते हुए निम्न निर्देशों का अनुपालन करेंगे।

क) प्रतिनियुक्त परीक्षा केन्द्रों पर विधि व्यवस्था के अनुपालन के कमियों/पद्धति का पर्यवेक्षण करेंगे।

ख) यथासंभव प्रतिदिन परीक्षा केन्द्रों पर समय उपस्थित होंगे। केन्द्राधीक्षक एवं वीक्षक के उपस्थिति में केन्द्राधीक्षकों के मार्गनिर्देशन संबंधी अभिलेख के प्रावधानानुसार प्रश्न पत्र के पैकेट को खुलवाना सुनिश्चित करेंगे। तथापि परीक्षा समय पर प्रारंभ हो इसमें किसी तरह का व्यवधान उत्पन्न नहीं हो पावे।

ग) परीक्षा केन्द्र पर अवांछित साधन के प्रयोग को रोकने हेतु सभी व्यवस्थाओं का निरीक्षण करेंगे।

घ) परीक्षा कमरों का पर्यवेक्षण परीक्षा की शुद्धता के उद्देश्य से यदा-कदा करते रहेंगे।

ङ) उत्तरपुस्तिका के पैकिंग का पर्यवेक्षण केन्द्राधीक्षक/वीक्षक के उपस्थिति में करेंगे।

च) परीक्षा समाप्ति के उपरान्त उत्तरपुस्तिका का प्रेषण पर्षद द्वारा निर्धारित गन्तव्य तक सुनिश्चित करेंगे। अनुपयोगित उत्तर पुस्तिका पर्षद को सूची बनाकर वापस की जाए।

छ) प्रतिदिन परीक्षा के उपरान्त परीक्षा संचालन से संबंधी उपर्युक्त वर्णित सभी सूचनाएँ परीक्षा नियंत्रक को संसूचित करेंगे।

ज) परीक्षा के समाप्ति के उपरान्त पर्यवेक्षक लिखित प्रतिवेदन समर्पित करेंगे जिसमें परीक्षा के दौरान परीक्षा नियंत्रक को फोन/फैक्स पर दी जाने वाली सभी सूचनाएँ भी सम्मिलित होगा।

3.6.16

सचिव,
राज्य प्राविधिक शिक्षा पर्षद,
बिहार, पटना।

STATE BOARD OF TECHNICAL EDUCATION, BIHAR, PATNA
ROLE AND DUTIES OF OBSERVER FOR DIPLOMA EXAMINATIONS

1. An Observer is to observe the activity in the Board Examination. He / She is independent to assess the manner in which the examination is actually conducted. The Observer is also expected to provide active feed-back if feels necessary during the course of the examination to the Centre Superintendent (CS) and to inform him / her of any important developments or irregularities / deficiencies which may come to notice. However, responsibility for the actual conduct of examination at a given centre lies squarely on the shoulders of the CS and his team of Officer-in-charge / Invigilators etc. The Observer has no formal role of responsibility in the said sphere. Even so his inputs and advice will carry importance for CS and the Board as well.

2. Some of the important aspects which the Observer is expected to look into and follow are as follows :

(a) To observe the law and order arrangement at the centre(s) where he / she has been deputed and point and deficiencies / methodologies adopted out of the tune of rules / regulations of examinations.

(b) To visit each day centre(s) if possible before the start of the each session to observe that opening of packets containing question papers is being done properly in the presence of CS and some invigilators as mentioned in CS's Guidelines. However, this observation should not cause any disturbance on delay to the process, since starting of examination on time is of paramount importance.

(c) To inspect arrangements made by the centre to prevent entry of such materials that may be used for unfairmeans or creating some thing untoward.

(d) The Observer will visit examination rooms off and on to assess the credibility of the examination.

(e) To observe that whether the process of packing Answer Books is being done properly in the presence of the CS / Officers-in-charge / Invigilators.

(f) To see that the packed answer books are immediately dispatched after the conclusion of examination to the Evaluation Centre. Unused answer booklet must be return to S.B.T.E. with a list of same.

(g) On conclusion of each day's examination the Observer is required to intimate the Controller of Examinations about the conduct of examination covering the above mentioned points.

(h) At the end of examination the Observer is required to submit report in writing (what he / she has been communicating on telephone as contained in para (g) about the whole conduct of examination and any information whatever has been conveyed to COE over phone.)