

**Bihar School Examination Board, Patna**

**Bihar School Examination Board, D.L.Ed. Course  
affiliation Regulation 2016.**

In exercise of power conferred under section 17 of the Bihar School Examination Board Act 1952 (as amended from time to time), the Bihar School Examination Board Patna is hereby making the following Regulation (in connection with teachers education) subject to the conformation of the Administration department.

**1. Short title-** (i) These Regulation shall be called Bihar School Examination Board (issuance of non objection certificate, affiliation norms and procedure) Regulation 2016.

(ii) It shall extend to the whole state of Bihar.

(iii) These Regulation shall come into force from the date of notification.

**2. In these regulation, unless the context otherwise requires.**

(i) "Act" means Bihar School Examination Board Act 1952.

(ii) "Screening Committee" means screening committee of the Board.

(iii) "Chairman" means the Chairman of the Bihar School Examination Board.

(iv) "Composite Institution" means a duly recognised higher education institution offering undergraduate or post graduate programme of study in Arts Science or social science, humanities or commerce or teacher education programme or mathematics as the case may be at the time of applying for non objection certificate in connection with teacher education programme conducting D.L.Ed course.

(v) "National Council for teachers Education" means National Council for teacher education and its regional committee/committees.

(vi) "Director (Academic)" means Director (Academic) of education committee of Bihar School Examination Board.

(vii) "Secretary" means the Secretary of Bihar School Examination Board.

(viii) "Private/non government training institution/college" means institution/college managed by non government organisation.

(ix) "Board" means Bihar School Examination Board.

(x) "Head of the Institution" means Principal of the concerned teacher training college.

**3. Preamble-**These Regulation shall be applicable in matters of issuance of non objection certificate to institutions initiating new teacher education programme D.L.Ed course, in the matter of obtaining affiliation from Bihar School Examination Board after having received recognition from National Council for teachers education and for grant of affiliation and in matter of addition in the sanctioned intake for which recognition had been given by National Council for teacher Education namely

i. In issuance of no objection certificate to composite institution starting new D.L.Ed course.

ii. In issuance of no objection certificate to teacher education institution starting new D.L.Ed. Course.

iii. In obtaining affiliation for new D.L.Ed. course from Board, after recognition is granted by National Council of teacher education.

iv. In obtaining affiliation for additional intake in D.L.Ed. Course after recognition for the additional intake is granted by National Council of teacher education.

v. In seeking consent from the Board for shifting or relocating premises where presently D.L.Ed course is being offered, after the required consent is received from National Council of teacher Education.

**4. Eligibility-** The following categories of institutions are eligible for consideration of their applications under these regulations.

i. Institution established under the authority of the state government.

ii. Institutions financed by the state government.

iii. Self financed educational institutions established and operated by 'not for profit' societies or trusts registered under the appropriate law or a company incorporated under the companies Act.

**5. Manner of making application and time limit (A)**  
Application for non objection certificate

i. An institution eligible under Regulation 4 desirous of running teacher education programme D.L.Ed course and for the said purpose it has to apply for grant of recognition before National teacher education council can apply with the processing fees and requisite documents.

ii. The application which include details of programme/course being conducted from before along with the self attested Photostat copy of the certificate of the validity of such course given by National teacher Educational Council/University/ state government and certificate of land establishing that the concerned institution has the ownership of the land.

iii. Such not for profit societies, trust or company which simultaneously intend to offer new course will have to give evidentiary material in respect of the other course.

iv. Application will be given by the head of the institution namely Principal, Chairman/Secretary of the society/trust acting managing director of the company.

v. Application will be given within the time frame proscribed for grant of recognition by National teacher Education Council and also before submissions of application at National teacher Education Council for grant recognition.

vi. Applications submitted before or after the time frame prescribed shall not be considered and for which the Board shall not be liable and the amount of processing fees will be forfeited.

vii. Application, received within the prescribed time frame will be considered on their merit as well as keeping in view the necessity of the said course within the state and within 15 days of its receipt, the final outcome will be made available to the applicant.

viii. In no case the amount of processing fees will be returned to the applicant, whether no objection certificate is issued or is rejected.

#### B. Application for affiliation.

i. Institutions which have been granted recognition for offering teacher education programme (D.L.Ed course) by National Council of teacher education can apply for affiliation from the Board.

ii. Application are required to be submitted in the prescribed form with prescribed processing and affiliation fees along with the requisite documents.

iii. Out of the requisite documents the following documents necessarily be enclosed with the prescribed application.

- (A) Certificate stating following of prescribed working days.
- (B) Certificate stating following of reservation as prescribed by the State Government.
- (C) Certificate stating following of prescribed Admission fees and other fees.
- (D) Certificate stating following of curriculum and courses.
- (E) Certificate stating employment of staff, payment of salary and attendance.

iv. Application duly filled up in all respects shall be submitted at Bihar School Examination Board within 10 days from the date of grant of recognition by National Council of teachers Education.

v. After receipt of duly filled up application, the entire procedure shall be completed within a month and decision on the point of affiliation will be notified by the Bihar School Examination Board to the concerned institution.

**6. Processing fees-** The following amount will be taken by the Bihar School Examination Board as processing fees.

i. No objection certificate- with the application for no objection certificate, a bank draft for Rs. 5000 in favour of Secretary, Bihar School Examination Board shall be submitted by the concerned institution.

ii. Affiliation fees- At the time of applying for affiliation, a bank draft of Rs. 15000 as processing fees for affiliation and Bank draft of Rs. 35000 as affiliation fees per unit for the recognition granted by National Council of teacher education shall be submitted in favour of Secretary, Bihar School Examination Board.

**7. Processing of applications (A) Application for no objection certificate-** The application received from an institution for no objection shall be immediately processed by Bihar School Examination Board and decided on its merit and in any condition information with regard to its result will be made available to the concerned institution within 15 days.

B. Application for affiliation

i. Application received for grant of affiliation will be considered by the Bihar School Examination Board within 15 days as to whether the application is fit to be further proceeded.

ii. An opportunity to rectify faulty application will be provided to the concerned institution and if within 15 days of communication made in this regard by Bihar School Examination Board and there after it will be the responsibility of the concerned institution to submit rectified application at the Board.

iii. In case of non submission of the rectified application within the prescribed time, the right to take decision in the matter will be reserved by the Bihar School Examination Board which will be acceptable for the concerned institutions. The processing time for such application will be calculated from the date rectified application is received.

iv. Applications of institutions found to be appropriate in all respects, will be inspected by a four member team of experts constituted by Bihar School Examination Board. The institution concerned shall arrange for videography of the inspection made by the team experts and shall make available CD of the Videography to the inspection team on the same date.

v. An enquiry committee will be constituted by the Board in the following manner.

A. District Education Officer- Co-ordinator

B. Official nominated by the Board- member

C. Principal of government training college/DIET- member

D. A official nominated by Director State Education Research and training council (SCERT) Patna- member

vi. Rs. 1500 as honorarium will be admissible to the co-ordinator and members of the enquiry committee from BSEB. This apart conveyance or travelling allowance as per law will be also admissible. Enquiry committee report will be positively submitted by the enquiry committee within 15 days failing which the members will be liable for disciplinary action.

vii. The Bihar School Examination Board will positively get enquiry report alongwith the CD of the institution within 25 days from the date of receipt of application. It will be the responsibility of Bihar School Examination Board to follow the time schedule.

viii. On the basis of enquiry report decision will be taken by the Screening committee of the Bihar School Examination Board associated with affiliation.

ix. Screening Committee- For grant and withdrawal of affiliation to training colleges established by non government organisation, Screening committee will be constituted in the following manner:

1. Academic Director Bihar School Examination Board- Chairman

2. Examination Controller (Secondary)- member

3. An official nominated by the Director Research and training- member

4. Deputy Secretary (College establishment) Bihar School Examination Board- member secretary.

x. On the basis of recommendation of the screening committee decision will be taken in the meeting of the Bihar School Examination Board for grant of affiliation to the institution.

xi. Such institution in whose enquiry certain wrong is found, they will be communicated and will be necessarily provided with an opportunity to rectify the wrong.

xii. Amounts deposited as processing fees and charges by such institution who despite being given opportunity to rectify in matters of affiliation but still was rejected, will be forfeited by the Board.

8. Conditions for grant of affiliation- The Board after finding the application appropriate in all respects will grant affiliation for D.L.Ed course under the following conditions.

i. An Institution shall necessarily comply with the norms and standard prescribed under Regulation 2014 by National Council of teacher Education and amendments/modification from time to time.

ii. The Bihar School Examination Board on time to time will be competent to get the institutions getting affiliation inspected and supervised by officials/experts of BSEB/state Government.

iii. An institution will make available audit report of income and expenditure every year to the Board.

iv. An institution will make payment of honorarium/salary through bank to the teaching and non teaching employees legally appointed and working as per standard and will maintain the details of deductions made towards provident fund.

v. Information in case of resignation or removal of teaching and non teaching employee will be immediately given to the Board and on the said post appointment will be made immediately in accordance with law.

vi. On receipt of complaint, and after its enquiry on finding the charges to be proved affiliation will be cancelled with recommendation to National teacher education council for cancellation of recognition.

vii. Each year after taking of admission a certificate will be made available by the institution to the board to the effect that the certificates of the admitted candidates is in conformity with the standard prescribed by National Teacher Council and it has been got verified from the issuing institutions.

Viii. After legally constituting of managing committee the list of members will be made available to the Board.

ix. The account of the college will be operated by the Joint Signature of the Chairman/Secretary of the managing committee and the Principal or the Principal and senior Lecture.

x. When ever needed the institution will have to furnish information or documents to the Board or to its authorised representative and non submission of the required documents will be treated to be violative of the conditions of affiliation.

xi. Institution shall maintain such record, register and other documents which are essential for functioning of an institution.

xii. The institution will ensure disclosure of necessary information and will upload the latest information on its official website which will be verified by the Board on time

to time basis and non observing of the same will amount to violating the conditions of affiliation.

9. Norms and standard for diploma curriculum in Elementary teacher education programme.

i. Duration the D.L.Ed programme shall be of duration of two academic years, however, the students shall be permitted to complete the programme within a maximum period of three years from the date of admission to the programme.

ii. Working days.

A. There shall be at least two hundred working days in each year which will be exclusive of the period of examination and admission.

B. The institutions shall work for a minimum of thirty six hours in a week (five or six days) during which physical presence in the institution of all the teachers and students in necessary to ensure their availability for advice, guidance, dialogue and consolation as and when required.

C. The minimum attendance of student and teachers shall be 80% for all course work including practicals and 90% for school internship.

iii. Admission Capacity:-

The basic unit shall be of 50 students. Two basic units are permissible initial. However, government institutions shall be sanctioned a maximum intake of four units subject to fulfilment of other requirements.

iv. Eligibility:

(a) Candidates with at least 50% marks in the higher secondary (+2) or its equivalent examination are eligible for admission.

(b) The reservations and relaxations in marks for SC/ST/OBC PWD and other categories shall be as per the rules of the state government which is applicable.

v. Admission Procedure

Admission shall be made on merit on the basis of marks obtained in the qualifying examination and/or in the entrance examination or any selection process as per the policy of the state government.

vi. Fees:- The institution shall charge only such fees as prescribed by the affiliating body/state government in accordance with provision of National Council of teacher's education (Guidelines for regulation of tuition fees and other fees chargeable by unaided teacher education institutions) Regulation 2002 as amended from time to time and shall not charge donation, capitation fees etc from the students.

## vii. **Assessment**

For each theory course, at least 20% to 30% marks may be assigned for continuous internal assessment and 70% to 80% for examination conducted by the examining body; and one-fourth of the total marks shall be allocated to evaluating the student's performance during the 16 weeks of school internship. The weightage for internal and external assessment shall be fixed by the affiliating body within the ranges specified above. Candidates must be internally assessed on the entire practicum course and not only on the project/field work given to them as part of their units of study. The basis for assessment and criteria used ought to be transparent for students to benefit maximally out of professional feedback. Students shall be given information about their grades/marks as part of professional feedback so that they get the opportunity to improve their performance. The bases of internal assessment may include individual or group assignments, observation records, diaries, reflective journal, etc.

## 10. **Academic Structure**

(I) For an intake of up to two basic units of 50 students each, the faculty strength shall be 16. The principal or HOD is included in the faculty. The distribution of faculty across subject areas may be as under.

|    |  |       |
|----|--|-------|
| 1. | Principal/HOD  | One   |
| 2. | Perspectives in<br>Education/Foundation of Education | Three |
| 3. | Science  | Two   |
| 4. | Humanities & Social Sciences                         | Two   |
| 5. | Mathematics  | Two   |
| 6. | Languages  | Three |
| 7. | Fine Arts/Performing Arts                            | Two   |
| 8. | Health and Physical Education                        | One   |

Note:

(I) If the students' strength for two years is 100

Only, the number of faculty shall be reduced to 8. The faculty in specialised areas and some of the pedagogic courses can be shared with the other teacher education programmes.

(II) Faculty can be utilised for teaching in a flexible manner so as to optimize academic expertise available.



**(II) Qualification**

(A) Principal/HOd

(I) Postgraduate degree in science/Social Sciences/Arts/Humanities with minimum 55% marks, and M.Ed/ M.A (Education)/M.EL.,Ed with minimum 50% marks

(II) Five years teaching experience in a Teacher Education Institution.

Desirable: Degree/Diploma in Educational Administration/Education Leadership.

(B) Perspective in Education/Foundations of Education; & Curriculum and Pedagogy.

Teacher educators in D.EL.Ed should have Master degree in social science/ humanities/ science/ math/language with 55% marks, and M.Ed. with 55% marks or M.A. (Education with 50% marks (Except (two) positions where the requirement shall be post graduate in philosophy/sociology/psychology with 50% marks and B.EL.Ed or B.Ed. or D.EL.Ed with 50% marks, or M.phil/ Ph.d in education.)

(C) Physical Education.

(I) Master's degree in Physical Education (M.P.Ed) with minimum 50% marks.

(D) Visual and performing Arts.

(I) Master's degree in Fine Arts/Music/Dance/Theatre with 50% marks

**(IV) Administrative and professional Staff**

- |   |     |
|---|-----|
| A. (I) UDC/Office Superintendent        | One |
| (II) Computer Operator-cum-Store Keeper | One |
| (III) Computer Lab Assistant            | One |
| (BCA/B.Tech with Computer Science)      |     |
| (IV) Librarian (with B.Lib)             | One |

**B. Qualification**

As prescribed by State Government.

**(V) Terms and conditions of service**

The terms and conditions of service of teaching and non-teaching staff including selection procedure, pay scales, age of superannuation and other benefits shall be as per the policy of the state Government/Affiliating body.

**(VI) Infrastructure Facilities**

- (a) Land and Built up area for running D.El.Ed programme in combination with other teacher education programmes shall be as under

| Course (s)   | Built Up Area (in Sqm) | Land Area (in sqm) |
|--|------------------------|--------------------|
| D.EL.Ed  | 1500 Sq.mts.           | 2500               |
| D.EL.Ed plus B.Ed.+Education Component of B.A/B.Sc.B.Ed. | 3000 Sq.mts.           | 3000               |
| D.E.C.Ed plus D.El.Ed                                    | 2500 Sq.mts.           | 3000               |
| D.EL.Ed plus B.Ed plus M.Ed                              | 3500 Sq.mts.           | 3500               |
| D.EL.Ed plus D.E.C.Ed plus B.Ed Plus M.Ed                | 4000 Sq.mts.           | 4000               |

Note: Additional intake of one unit of D.EL.Ed will require additional built up area of 500 Sq.m. (Five hundred square meters)

- (b) The institution must have the following infrastructure (each item to include facilitation for PWD)

- (I) One Classroom for every 50 students .
- (Ii) Multipurpose Hall with seating capacity of two hundred with a dais with total area of 2000 sq.ft. (two thousand square feet.)
- (Iii) Library-cum-Resource Centre.
- (Iv) Curriculum Laboratory (with science and maths kits, maps, globes, chemicals, science kits, etc)
- (V) Computer Lab.
- (Vi) Arts and craft Resource Centre.
- (Vii) Health and Physical Education Resource Centre
- (Viii) Principal's Office
- (xi) Staff Room.
- (X) Administrative Office.
- (Xi) Store Rooms (two).
- (Xii) Common rooms separately for Men and Women student teachers.
- (Xiii) Canteen.
- (Xiv) Visitor's Room.
- (Xv) Separate Toilet Facility for Men and Women, student and staff of which on should be for PWD.

(Xvi) Parking Space.

(Xvii) Open space for lawns, gardening activities, etc.

(Xviii) Store Room

(Xix) Multipurpose Playfield.

**Note: Requirement at Sl. No. (i) will multiply with the number of units taken.**

**(VII) Instructional**

(a) The institution shall establish Library-cum-Resource Centre wherein teachers and students have access to a variety of materials and resources to support and enhance the teaching learning process. These should includes

(I) Books, journals and magazines,

(II) Children's books.

(III) Audio-visual equipment-TV, OHP, DVD Player.

(IV) Audio-visual aids, slides, films,

(V) Teaching aids-charts, pictures,

(VI) Development assessments check list and measurement tools,

(VII) Photocopying machine

**(B) Equipment and Materials for different Activities**

The equipment and materials should be suitable and sufficient in quantity and quality for the variety of activities planned in the programme, these include the following:

Educational Kits, models, play materials, simple books on different topics (songs, games, activities, and worksheets), puppets, picture books, photographs, blow-ups, charts, maps, flash cards, handbooks, pictures, pictorial representations of development characteristics of children.

**(C) Equipment, Tools, Raw Material for Teaching Aids, Play Materials and Arts Crafts Activities.**

One set of wood working tools, one set of gardeners tools, raw materials and equipment required for toy making, doll making, tailoring, dress designing, puppetry material for preparation of charts, models; and other practical activities to be done by the student-teacher, art material, waste material, stationary (chart paper, mount board etc) tools like scissors, scales etc, and cloth.

**(D) Audio Visual Equipment**

Hardware for projection and duplication and educational software facilities including TV, DVD Player, slide projector, slides, films, charts, pictures. Satellite ROT (Receive Only Terminal) and SIT (Satellite Interactive Terminal) would be desirable.

(E) **Musical Instruments**

Simple musical instrument such a Harmonium, Tabla, Flute, Manjira and other indigenous instruments.

(F) **Books, Journals and Magazines**

A minimum of one thousand books on relevant subjects should be available during the first year of establishment of the institution and one hundred standard books be added every year. The collection of books should include children's encyclopaedias, dictionaries, reference books on professional education teacher's handbooks, books on and for children (including comics, stories, picture books/album, and poems) and the books/resources published and recommended by NCTE. The institution should subscribe to online resources, and the journals published by NCTE, and at least three other refereed journals in the field of Education.

(G) **Games and sports**

Adequate games and sports equipment for common indoor and outdoor games should be available.

(Viii) **other Amenities**

- (a) Functional and appropriate furniture in required number for instructional and other purposes.
- (b) Separate common rooms for male and female teacher educators/students-teachers.
- (c) Arrangement may be made for parking of vehicles.
- (d) Safe drinking water be provided in the institutions.
- (e) The institution's campus, building, facility etc should be disabled friendly.
- (f) There shall be games facilities with a playground. Alternatively, the playground available with the attached institutions or local body may be utilized exclusively for fixed periods. Where there is scarcity of space as in metropolitan towns/hilly regions, facilities for small court games, yoga and indoor games may be provided

(Note: If more than one course in teacher education are run by the same institution in the same campus, the facilities of playground, multipurpose hall, library and laboratory (with proportionate addition of books and equipment) and instructional space can be shared.)

**(11) Managing Committee**

The institution shall have a Managing Committee constituted as per the rules, if any, of the concerned State Government. In the absence of any such rule, the sponsoring society shall constitute the Managing Committee on its own. The Committee shall comprise representatives of the Managing Society/Trust/Company, Educationists, Primary/Elementary Education Experts and Staff Representatives.

12. Examination fee- (i) The following amount will be charged by the Board as examination fees

1. Application form- Rs. 250
2. Examination fees - Rs. 100
3. Marks Fees - Rs. 350
4. Miscellaneous - Rs. 600
5. Late Fees - Rs. 175

Total - Rs1475.00

ii. The aforesaid fees will stand revised from time to time by the Bihar School Examination Board

13. Academic Calendar- After completion of two years training examination will be conducted by the Bihar School Examination Board and certificate shall be issued the prescribed course could be completed by the institution in a better manner, and within the time schedule and for holding of examination on time the Board in co-operation with state education research and training council will release academic calendar which is to be followed necessarily/

14. Withdrawal of affiliation

1. Affiliation may be withdrawn by the Bihar School Examination Board either in a particular subject or in all subjects. Institution imparting Diploma (D.L.Ed) in elementary education may be disaffiliated if the Board is satisfied that such institution are not fit to enjoy continuing affiliation to the Board.

2. Proceeding for withdrawal of affiliation may be initiated by the Board for non-observance of the following condition by the training college.

i. Financial irregularities of the following conditions by the training college

ii. Engagement in activities prejudicial to the interest of the State, inculcating or promoting feelings of disloyalty or dis-affection against the Government established by law.

iii. Encouraging or tolerating disharmony/hatred between different sections of the society.

iv. Non-fulfilment of conditions laid down regarding deficiencies to be removed even after due notice.

v. Disregard to rules and conditions of affiliation even after receiving warning letters.

vi. Hindrance in the smooth functioning of the training college on account of dispute between rivalries within the training college management.

vii. Poor academic performance of the training college for three consecutive years in not being able to keep at least 50% of passes of the general pass percentage.

viii. Non-availability of proper equipment/space/staff for teaching a particular subject.

ix. Any other misconduct in connection with the admissions/examinations/any other area which in the opinion of the Board warrants immediate disaffiliation of the training college.

x. In case of transfer of property/sale training college by one society/management/trust to another society/management/trust through agreement/sale deed.

xi. Any violation of the norms that have been prescribed by the Hon'ble supreme Court of India in the writ petition (Criminal) no. 666-70 of 1992 Vishaka and others V/s State of Rajasthan and others delivered on 13.08.1997 for protection of women from sexual harassment at the work place if established would attract strict action against the institution which may even lead to disaffiliation.

3. The Board shall provide adequate time and opportunity to the Management of the training college served with a "show Cause Notice" up to a maximum of one year for adequate compliance/removal of defects failing which the Board may declare the institution disaffiliated. Such decision by the Board shall be final and binding. The maximum period of reply to "Show Cause Notice" may not exceed one month.

4. Mere submission of application form for affiliation or its pendency with the Board shall not entitle any training college a right to be affiliated to the Board nor will it resort to do anything in any manner which may create any wrong impression in the public mind to this effect.

5. In the event of a training college failing to maintain the prescribed norms for affiliated training college and / or rules of the Board and / or the training college deteriorates in standards of performance, the Board will ask such a training college to rectify the deficiencies and come up to standard prescribed for maintaining affiliation within a period not exceeding one year. If the training college fails to meet the requirement it may lose the status of an affiliated training college and may be dis-affiliated, if considered necessary by the Board.

6. In case training college is subjected to disaffiliation and if files application for revival of the affiliation within five years of such disaffiliation, its case shall be considered on merits by the screening committee without charging fresh fee for affiliation. However, repeated violation of the Bye-laws will lead to permanent disaffiliation of the training college.

15. Sale/transfer of the college- The Board will not permit sale/transfer of the college or any property of the college through an agreement sale deed by one society/management/trust to an another society/management/trust. If such act is done apparently or impliedly the Board will withdraw affiliation with immediate effect.

16. Removal of hardship- After implementation of this Regulation if any hardship is occasioned for removal of which the Board will be competent and for the said purpose shall be issuing separate Rule/Regulation, guideline and letter which will be part of the present regulation and compliance of which will be essential for the institution.

17. Repeal and Saving- Rule, regulation, circular and letter issued by Bihar School Examination Board earlier shall stand repealed with effect from the date of implementation of this regulation.

Notwithstanding such repeal, anything done or any action taken or purported to have done or taken under the regulation hereby repealed shall, is so far as it is not inconsistent with the provision of these regulation, be deemed to have been done or taken under the corresponding provision of these regulation.

The present Regulation is to be followed by institution which had been granted affiliation by the Bihar School Examination Board prior to this regulation and the prescribed affiliation fees is not deposited by them, the same shall be deposited within 15 days from the date of issuance of this regulation and in case of not doing so there affiliation will be cancelled.

**Draft**  
**Application for affiliation**  
**(Bihar School Examination Board)**

1. Name \_\_\_\_\_ of \_\_\_\_\_ the Institution.....  
.....
2. Address (The address written in the letter of National Council for teacher education will be mentioned).....
3. The details of regulation given by National Council for teacher education letter..... dated .....  
(The self-attested photocopy of the letter issued by National Council for teacher education will be enclosed)
4. Basic unit of which recognition has been given by the National Council for teacher education ..... number of students.....  
.....
5. Number \_\_\_\_\_ of \_\_\_\_\_ students \_\_\_\_\_ for affiliation.....
6. Details of prior conducted course: Name of the course.....  
  
Number \_\_\_\_\_ of \_\_\_\_\_ students \_\_\_\_\_ sanctioned \_\_\_\_\_ for admission.....  
  
Letter no. \_\_\_\_\_ dated ..... of letter connected with Recognition/Affiliation.  
  
Name of the issuing authority ....  
  
(Self-attested photocopy of the letter will be enclosed)
7. Details of the appointed staff (the number is to be mentioned Academic Principal/Head of department)..... (faculty) ..... Science ..... Humanities and Social Science .... Mathematics ..... Language..... fine Arts Health and physical education.....  
  
(Administrative and Professional staff) upper division clerk/office Superintendent.....  
  
Computer operator cum Store keeper... Computer Lab Assistant .....
8. Details of the registered land..... square meter ....  
(Self-attested photocopy of the registered document will be enclosed)



9. Details of the building: Number of class room..... number of multipurpose hall ..... Area of Hall ..... square meter/Library cum Resource centre... Curriculum laboratory .... ComputerLaboratory ... Art and craft Resource Centre... Health and physical education centre... Principal room ... Staff room... Administration office... store ...room for male and female students ... Teachers... Canteen ... Visitor room... Toilet (male ..... toilet (Female) ... toilet (C.W.S.N.) ..... ramp ... parking space ... playground ...
10. Constitution of managing committee (yes/no) has been constituted ... (self-signed list of members of the managing committee will be enclosed)
11. Fees  
Processing fees Rs. .... Bank Draft No. ... Name and Address of the issuing Bank.  
Name and Address of the issuing Bank...  
Affiliation Fees  
Bank Draft No. ... Name and Address of the issuing Bank.  
Name and Address of the issuing Bank...
12. Certificate  
Certified that (Name and Address of the institution)..... has received recognition from National council for teacher education for conducting D.L.Ed course for ... unit. Application for grant of affiliation is being forwarded to Bihar School Examination Board. It is also certified that the details given in the application and the enclosures contain correct information.  
The institution shall be liable if information and details furnished in the application and the enclosure are found to be wrong and whatever decision is taken by the Board on such issue will be acceptable to the institutions.

Name  
(Signature and Seal)  
Chairman/Secretary

Date

Details of enclosure

**DRAFT**

**Certificate complying prescribed working days.**

Certified that (Name and address of the institution).....the working days and working hours norm and standard prescribed under sub clause 2.2 (working days) of clause 2 (duration and working days) of National Council for teacher education Regulation 2014 for D.L.Ed shall totally be followed. It is also certified that the norm prescribed for attendance of student and teachers shall be followed. If during the course of inspection by the Board it is found that the prescribed norm and standard had not been followed, the institution, will be responsible for the same and in they regard whatever action will be taken will be acceptable to the institution.

Name

(Signature and Seal)

Chairman/Secretary

Date

**DRAFT**

**Certificate complying reservation prescribed by the State  
Government**

Certified that (Name and Address of the  
Institution).....

the admission of students will be taken in conformity  
with the eligibility prescribed under sub clause 3.2  
(eligibility) (A) of clause 3 of National Council for  
teacher education Regulation 2014 for D.L.Ed course.

It is also certified that in admission following  
provision sub clause 3.2 (B) of clause 3, Reservation and  
Reservation roster prescribed by the state government  
shall totally be following.

If during the course of inspection by the Board  
found that the prescribed norm and standard had not been  
followed, the institution shall be responsible for the  
same and this regard whatever action will be taken will  
be acceptable to the institution.

Name

(Signature and Seal)

Chairman/Secretary

Date

**DRAFT**

**Certificate Complying Admission fees other fees**

Certified that (Name and Address of the institution)..... that the tuition fees of students and other fees if prescribed by the State Government under the norms and standard of sub clause 3.4 (fees) of clause 3 of National teacher Education Council Regulation 2014 for D.L.Ed course shall totally be followed by the institution.

It is also certified that in conformity with sub clause 3.4 of clause 3 no donation, capitation fees will be charged from the students by the institution.

If during the course of inspection by the Board it is found that the prescribed norm and standard had not been followed, the institution shall be responsible for the same and in this regard whatever action will be taken will be acceptable to the institution.

Name

(Signature and Seal)

Chairman/Secretary

Date

**DRAFT**

**Certificate complying curriculum and course**

Certified that (Name and address of the institution)..... that the norms and standard prescribed under sub clause 4.1 (curriculum) (A) (B) (C) and (D) (programme co-ordinator) and 4.2 programme coordination and 4.3 (evaluation) of clause 4 (curriculum programme - execution and evaluation) of National teacher Education Council Regulation 2014 for D.L.Ed course shall totally be followed.

It is also certified that the curriculum and course developed by the State Government (SCERT) for D.L.Ed course shall totally be followed by the institution.

If during course of inspection by the Board it is found that the prescribed norm and standard had not been followed the institution shall be responsible for the same and in this regard whatever action will be taken will be acceptable to the institution.

Name

(Signature and Seal)

Chairman/Secretary

Date

**DRAFT**

**Certificate for appointment of staff payment of salary  
and attendance.**

Certified that (Name and Address of the institution)..... that the norm and standard prescribed under sub clause 5.1 (staff and academic unit) 5.2 (qualification) 5.3 (administrative and professional staff) 5.4 (registration of service and condition) of clause 5 (academic) of national teacher education council regulation 2014 for D.El.Ed course shall totally be followed.

It is also certified that if in terms of sub clause 5.4 (registration of service and condition) pay scale of teachers and other staff is fixed by the state government or the Bihar school Examination Board through any Rule the same shall be totally followed by the institution.

If during course of inspection by the Board it is found that the prescribed norm and standard had not been followed the institution shall be responsible for the same and in this regard whatever action will be taken will be acceptable to the institution.

Name

(Signature and Seal)

Chairman/Secretary

Date