



INSTITUTE OR TRAINING CENTER AFFILIATION BYE-LAWS 2023

Lal Bahadur Shastri Paramedical Skill and Training Council had advertised by the post of director vide letter no. F. LBSPSTC/RC/01/2023 dated 03/02/2023.

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PREAMBLE

As per goals, the Council will integrate Skill, Training and Paramedical Education and extension education functions.

Our Council is committed to fostering a culture of excellence, Paramedical, Skill and Training innovation, and ethical leadership. We strive to create a dynamic learning environment that combines rigorous academic programs with practical industry exposure. Through our state-of-the-art facilities, experienced faculty, and industry partnerships, we aim to nurture the talents and aspirations of our students.

Lal Bahadur Shastri Paramedical Skill and Training Council offers courses across Three sectors in the country which are aligned to the standards recognized by Govt of India Ministry of Human Resources and Development Govt of India. The courses help a person focus on practical delivery of work and help him enhance his technical expertise so that he is ready for day one of his job and companies don't have to invest into training him for his job profile. The success of a nation always depends on the success of its youth and Lal Bahadur Shastri Paramedical Skill and Training Council is certain to bring a lot of advantages and opportunities for these young Indians. The time is not far when India will evolve into a skilled society where there is prosperity and dignity for all. Lal Bahadur Shastri Paramedical Skill and Training Council harbors responsibility for ensuring implementation of Common norms across all skill development programs in the country so that they are all standardized and aligned to one object.

Vision

To be a world class organization leading Paramedical, Skill and Training development of the country by enhancing the global competitiveness of skill and health sector manpower and by ensuring high quality skill and health sector education to all sections of the society. To be a leading organization to strength Skills, Vocational Education and Training system by making the youth of India globally employable as per the demand of the industry and society at large.

Mission

To build the capacity of Vocational Education and Training, Skill and Entrepreneurship training Institutions for making the youth of India globally employable as per the need of the current and future market.

Facilitating World Class Skill and health sector Education through:

- Emphasis on developing high quality Institutions, academic excellence and innovative research and development programmes;
- Networking of Institutions for optimum resource utilization;
- Dissemination of knowledge;
- Technology forecasting and manpower planning;
- Providing affordable education to all.
- Inculcating innovation and entrepreneurship;

Goals

- i. To build /create over 6 Lakh Capacity of Employable youth by 2029.
- ii. Introducing Industry 4.0 and future skill courses covering all sectors
- iii. Prepare students with foundational knowledge of general education core requirements.
- iv. Offer adult education, continuing education, and skills training programs to improve competencies, attain personal/professional goals, and promote career/college readiness.
- v. To provide adequate training in market-relevant skills by giving affiliation to 10,000 Institutes by 2029
- vi. Increase career development opportunities.

Values

- i. Support the mission and vision of the College.
- ii. Focus on student and Institution's needs.
- iii. Create new programs and services to meet identified needs.
- iv. Recognize and support employee and student contributions.
- v. Promote continuous improvement.
- vi. Provide educational experiences that promote a greater appreciation for diversity.
- vii. Seek and consider multiple points of view.
- viii. Promote continuous improvement.

Highlights

- i. Number of Sectors: 03
- ii. Type of Course:
 - 2-year duration Diploma Course - 15 courses
 - 1 year duration Advance Diploma Course - 2 courses
 - Certificate Course (Non NSQF) - 99 courses
- iii. Course Duration:
 - 30 hours to 2 years
 - Diploma and Advance Diploma are full time courses
 - Certificate courses are part time courses
- iv. Apprenticeship
 - 123 Courses of duration one and two years are notified under Apprenticeship Training Scheme by Government of India.

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CHAPTER 1

SHORT TITLE AND COMMENCEMENT

1.1 These By Laws may be called the “Institute OR Training Center affiliation Bye-Laws 2023” of the Lal Bahadur Shastri Paramedical Skill and Training Council.

1.2 These shall extend to whole of India, and shall apply to “Domin Area” as defined in these By Laws.

1.3 These shall come into effect from the date of notification by the Lal Bahadur Shastri Paramedical Skill and Training Council.

1.4 DEFINITIONS:

In these Institute or Training Center Affiliation Bye Laws, unless the context otherwise requires:

1.4.1 “Affiliation” means formal Affiliation of an Institute or Training Center with Lal Bahadur Shastri Paramedical Skill and Training Council (LBSPSTC) for the purpose of preparing students for admission to the examinations conducted by the council. It includes affiliation under all categories and all types.

1.4.2 “Affiliation Committee” means Affiliation Committee of the Council.

1.4.3 “Affiliation Fee” means charges payable by an Institute or Training Center to the council in connection with Affiliation and/or under the provisions of these Bye Laws.

1.4.4 “Council” means Lal Bahadur Shastri Paramedical Skill and Training Council.

1.4.5 “Director” means the Director of Lal Bahadur Shastri Paramedical Skill and Training Council.

1.4.6 “Candidate” means a student studying in an Institute or Training Center from Lal Bahadur Shastri Paramedical Skill and Training Council.

1.4.7 “Controlling Authority” means the Governing Society of the Council.

1.4.8 “Curriculum” means the curriculum prescribed by the Council at the time of Affiliation and modified thereafter, from time to time.

1.4.9 “Examinations” means examination(s) conducted by the council including Council’s annual examinations or any other public examination(s) including any forms like Objective, Multiple Choice, Oral, Written, Project, Group Discussion, etc.

1.4.10 “Extension” means extension of the period of affiliation granted to the Institute or Training Center by the council.

1.4.11 “Foreign Institute or Training Center” means the Institute or Training Center situated in the territories out-side India.

1.4.12 “Head of Institution” means the Principal of Institute or Training Center affiliated with the Lal Bahadur Shastri Paramedical Skill and Training Council.

1.4.13 “Institute or Training Center” means any institution affiliated with the Council within the domain area to be specified through regulations.

1.4.14 “Manager” means an office bearer of the management committee of the institution who acts as Correspondent.

1.4.15 “Modern Skill Centers” means an Institute imparting skill education with Indian Traditional Knowledge system as may be prescribed by the Council.

1.4.16 “Notification” means a notification issued and published by the Council.

1.4.17 “Penalty” means a penalty imposed or purported to be imposed upon the institution under the provisions contained in these Bye Laws.

1.4.18 “Private Institutions” means an Institutions run by a Society/Trust/Company (under Section 8 of the Companies Act 2013 or the earlier Acts.) duly constituted and registered under the provisions of the respective acts of the Central/ State Government.

1.4.19 “Registered Society/Body” means a body corporate formed for such specific purpose Registered under the Societies Registration Act, 1860 or any applicable law/ Indian Trust Act.

1.4.20 “Regulations” means regulation made by the council.

- 1.4.21 "Reserve fund" means fund created by the Institute Authority as per requirement of the Council in a Post office/ Nationalized bank.
- 1.4.22 "Rules" means rules made by the Governing Society of the council.
- 1.4.23 "Institute Management Committee" means a committee managing the Institutions under clause 10 of these Bye-Laws.
- 1.4.24 "Institution" means Institute which imparts education in the domain areas of knowledge, as prescribed by the council for affiliation.
- 1.4.25 "Institution fees" means the amount of money paid to the Institutes by the students in connection with the conduct of studies.
- 1.4.26 "Secretary" means the secretary of the Society of the council of Lal Bahadur Shastri Paramedical Skill and Training Council.
- 1.4.27 "Session" means the period of twelve months when instruction is provided to the students, normally from April to March.
- 1.4.28 "Syllabus" means the syllabus prescribed by the Council at the time of affiliation and modified thereafter from time to time.
- 1.4.29 "Teachers" means teachers as recognized by the council includes the principal a person in the employment of any institution affiliated with the council for teaching purpose possessing such minimum qualification as laid down by the Academy Authority authorized by Central government by notification.
- 1.4.30 Words importing the masculine gender also include the feminine gender and transgender.
- 1.4.31 In these Bye Laws, the words importing the singular number also include the plural numbers and vice-versa.

CHAPTER 2

NORMS OF AFFILIATION

2.1 Categories of Institutes or Training Center

The Council may affiliate following categories of Institutions all over India.

2.1.1 Private Institutions run by the Education Departments of States/UT

2.1.2 Governments Aided Institutions

2.1.3 Institute or Training center run directly by other government ministry/departments like defence, railways, etc, and local bodies.

2.1.4 Institute or Training center managed directly by (Central or State) public sector undertakings, statutory bodies and autonomous bodies, etc.

2.1.5 Institute or Training center managed by societies for (Central or State) public sector undertakings statutory bodies, autonomous Bodies and Government Department, etc.

2.1.6 Institute or Training center managed by Societies for (Central or state) public sector undertaking statutory Bodies Autonomous Bodies and Government Departments, etc. under the financial control of such public sector undertakings, statutory bodies autonomous bodies.

2.1.7 Private Schools or Colleges established by;

(a) Societies registered under the societies Registration Act 1860 of the Government of India or under Acts of the state Governments/ UTs, as an education, charitable or religious societies having non-proprietary or

(d) Registered trusts, or

(c) Companies registered under section 8, of the companies Act 2013 having education as one its objects.

2.1.8 Any other category as specified by the Council from time to time.

2.2 Categories of Affiliation

The Council may consider application for the following categories of Affiliation:

2.2.1 Affiliation of Institute or Training center of skill and Health Courses.

2.2.2 Affiliation of Training Center or Institute for skills courses.

2.2.3 In respect of Lal Bahadur Shastri Paramedical Skill and Training Council (LBSPSTC) Unit/ Goswami Social Welfare Society Bye Laws/ rules as consented by Guru Gyan Singh Education Society From time to time shall be applicable.

2.3 ESSENTIAL CONDITIONS FOR AFFILIATION OF INSTITUTED

Any educational institution in India which fulfils the following essential conditions may apply to the Council affiliation.

2.3.1 ESTABLISHMENT OF INSTITUTE

The Institution should have been established by any one of the following entities;

2.3.1 Statutory Body,

2.3.2 Autonomous Body

2.3.3 Public sector undertaking

2.3.4 Local body,

2.3.5 Registered society,

2.3.6 Registered Trust,

2.3.7 Company registered under section 8 of the companies Act, 2013 or the earlier acts,

2.3.2 REGISTRATION UNDER LAW

In case of institution mentioned in clause there should be a properly constituted registered society/Registered company under section 8 of the companies Act, 2013 or earlier Acts (Hereinafter referred to as Society/Trust/Company) having non-proprietary character not vesting control in a single individual or members of a family, conforming to the extant laws and rule.

2.3.4 LAND REQUIREMENT- as per provisions contained in chapter 3.

2.3.5 PHYSICAL INFRASTRUCTURE- as per provisions contained in chapter 4.

2.3.6 WEBSITE

The Institution seeking affiliation shall develop and maintain its website providing all vital information regarding the Institute on the website.

2.3.7 DOCUMENTS PRESCRIBED

At the time of application Institution shall be required to submit the information in the prescribed application from Council Website or in hard copies.

2.3.8 GRANT OF AFFILIATION

After satisfactory report of inspection and fulfilment of all essential conditions, the council shall issue a letter intimating affiliation of the application instituted center with the council

2.4 REQUIREMENTS: POST AFFILIATION

Any Institute on affiliation with the council is required to fulfil the following requirements, before letter, and the session mention therein;

2.4.1 Staff conditions as per provisions contained in chapter 5.

2.4.4 Salary should be paid to the staff through electronic clearing service (ECS) only.

2.4.5 ADMISSION OF STUDENTS

a. Admission in the Institute center affiliation to the council shall be made without any discrimination of gender, disability, religion, race, caste, creed and place of birth etc. Reservation if any shall be governed by the applicable education act/Rule of the appropriate government

2.4.6 CURRICULUM AND SYLLABUS;

a. The Institute or Training Center shall follow the curriculum and the syllabus prescribed by the Council.

b. the Institute or Training Center shall follow the scheme of study for different classes as prescribed in the examination Bye-Laws of the council.

2.4.7 BOOKS

The Institution or Training Center shall prescribe the text books prepared by the Lal Bahadur Shastri Paramedical Skill and Training Council (LBSPSTC) only in the classes and subjects in which the Institution has been granted Affiliation. However, the Institution shall prescribe the NSDC or UPBTE Text Books until books prepared by the Council are made available in the Market.

2.4.8 QUALITY OF EDUCATION

The Institution must be quality driven and must strive for excellence in all aspect of its activities. It must follow the directions issued by the council from time to time regarding introduction practise in areas of curriculum, pedagogy and evaluation.

2.4.9 WEBSITE

Every affiliated Institution shall develop and display on its own website comprehensive information such as Affiliation Status, details of infrastructures, Details of teachers including qualifications, number of students, address, postal and email, telephone numbers, copies of transfer certificates issued etc., as may be directed by the Council from time to time. The website should also display information with regard to fees charged.

2.4.10 DUAL AFFILIATION NOT ALLOWED

An Institution affiliated with the Council is not allowed to have simultaneous Affiliation with any other Board or Council with the same set of infrastructure and the land.

In case the affiliation has been granted under switch over category, the institution is required to withdraw its student from the classes of such other Board or Council, to which it was earlier affiliated, in a phased manner.

2.4.11 PERIOD OF AFFILIATION AND ITS NATURE

An Institution which fulfils all the requirements of the Affiliation Bye Laws shall be granted **Permanent Affiliation**. However, if any Institute is found violating affiliation Bye Laws, the Affiliation may be revoked.

CHAPTER 3

LAND REQUIREMENT

The Institution or Society/Trust/Company managing the Institution must have land as per the following norms:

3.1 LAND REQUIRMENTS

The following conditions to be satisfied in respect of the land of the Institution to be affiliated with Lal Bahadur Shastri Paramedical Skill and Training Council.

3.1.1 The land on which the Institution is located should necessarily be a contiguous single plot of land. If there are more than two survey numbers, etc., all the survey numbers/plots should be adjacent/touching each other and shall make a single plot of land on the whole.

3.1.2 A proper playground should exist on the land.

3.1.3 The land mentioned above should be surrounded on all sides by a pucca boundary wall of sufficient and adequate height.

3.2 The institution seeking affiliation with the council shall have a minimum requirement of land, as mentioned below:

3.2.1 5000 sq. meters of land for institutions situated in rural areas.

3.2.2 4000 sq. meters of land for institutions situated in towns and municipalities.

3.2.3 2000 sq. meters of land for Institution in the limits of Municipal corporation / Industrial development Authorities.

3.2.4 1500 sq. meters of land for Institution situated in notified Hill areas.

3.2.5 1500 sq. meters of land for Institution in cities having a population of more than 50 Lacs as per the last censuses.

3.2.6 1500 sq. meters of land for Institution situated in notified tribal areas/aspirational districts areas.

3.3 LAND OWNERSHIP

All the land title documents should be in the name of the Institution or Society/Trust/Company which has established the Institution.

3.3.1 In case of ownership, the land title documents should be a Sale Deed/Conveyance Deed/Gift Deed/Lease Deed/Allotment Letter, etc., duly registered before the Registration authority concerned of the State/UT as per rules.

3.3.2 In case of Lease, the Lease deed of the land/building should be duly registered before the Registration authority of the state concerned and should be for a minimum effective term of 15 years.

3.3.3 A lease executed by a government or any agency of government may be accepted even if it is for a term of less than 15 years but the lease should specifically be for running an institution.

3.3.4 The lease must be operational at the time of application for affiliation/upgradation/ extension, having no restrictive clause for renewal of the lease.

3.3.5 Period of lease shall further be subject to the rules and policy of the State/UT govt.

3.3.6 In case of Institution established by the industrial project, the land may be accepted if the same is under the ownership or legal possession of the industrial project and has been allotted by the said industrial project for running the Institution.

3.3.7 It shall be the responsibility of the Council to renew the lease of allotment, etc., during the period of affiliation to ensure lawful rights over the land on which the Institution is situated.

CHAPTER 4

PHYSICAL INFRASTRUCTURE

The institution seeking affiliation must satisfy the following conditions:

4.1 Class Rooms: Minimum size should be 9 m. × 7 m. (approximately 50. Sq. ft.) **There should be one room for each Class.** Minimum floor space should be at least one square meter per student.

4.2 Science laboratory requirement

Sl. No.	Name of Infrastructure	Requirement as per Norms	Available		Remarks/ Deficiency
			No.	Area in Sq. mts	
1	Laboratory Area for Paramedical Course	50 Sq mts x n (n=04)			
2	Pharmaceutics Pharmaceutical Chemistry Physiology and Practice Pharmacognosy Total no. of Labs for Paramedical Course *Animal House	01 Laboratory 01 Laboratory 01 Laboratory 01 Laboratory 04 Laboratories 01 (10 sq. mts)			
3	Preparation Room for each lab (One room can be shared by two labs, if it is in between two labs)	10 Sq.mts (minimum)			
4	Area of the Machine Room	100 Sq mts			
5	Aseptic Room	25 Sq mts			
6	Store Room – I	1 (Area 20 Sq mts)			
7	Store Room – II (For Inflammable chemicals)	1 (Area 20 Sq mts)			

1. All the Laboratories should be well lit & ventilated
2. All Laboratories should be provided with basic amenities and services like exhaust fans and fume chamber to reduce the pollution wherever necessary.
3. The workbenches should be smooth and easily cleanable preferably made of non-absorbent material.
4. The water taps should be non-leaking and directly installed on sinks Drainage should be efficient.
5. Balance room should be attached to the concerned laboratories.

4.3 Administration Area:

Principal's Chamber		20 Sq mts			
Office – I Including Confidential Room		40 Sq mts			
Staff / Faculty Rooms for Paramedical course		30 Sq mts			
Library with computer and reprographic facilities		100 Sq mts			
Museum		30 Sq mts (May be attached to the Pharmacognosy Lab)			
Auditorium / Multi-Purpose Hall (Desirable)		250 – 300 seating capacity			
Herbal Garden (Desirable)		Adequate Number of Medicinal Plants			

4.4 Student Facilities:

Sl. No.	Name of infrastructure	Requirement in number	Requirement in area	Available		Remarks/ Deficiency
				No.	Area in Sq. mts	
1	Girl's Common Room (Essential)	01	40 Sq mts			
2	Boy's Common Room (Essential)	01	40 Sq mts			
3	Toilet Blocks for Boys	01	25 Sq mts			
4	Toilet Blocks for Girls	01	25 Sq mts			
5	Canteen (Desirable)	01	100 Sq mts			
6	Drinking Water facility Water Cooler (Essential)	01				
7	Boy's Hostel (Desirable)	01	9 Sq mts / Room Single occupancy			
8	Girl's Hostel (Desirable)	01	9 Sq mts / Room (single occupancy) 20 Sq mts/room (triple occupancy)			
9	Power Backup Provision (Desirable)	01				

4.5 Books should include E-books, Fiction, non-fiction reference books, Magazines, Journals and newspapers. Staff and student should be encouraged to read e-magazines, e journals e-books, Yog magazines and Ayurveda Journals etc.

4.6 The institution should maintain computer to student ratio of 1:20.

4.7 The institution should have a minimum of 20 computers and maintain a computer student ratio of 1:20.

4.8 The institution should have Internet connectivity with good speed.

4.9 The institution should have adequate provision of workshop, labs, etc., for skill and vocational courses.

4.10 The institution should have provision for attending any infirmary with a trained nurse and doctors on demand.

CHAPTER 5
STAFF

Lal Bahadur Shastri Paramedical Skill and Training Council

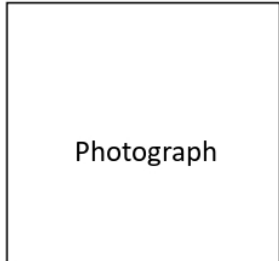
STAFF DECLARATION FORM

From

Teacher's Name

(as on University Degree certificate)

Recent Passport size photo of the
Employee Signed by Dean/Principal of the
College.



Date of Birth & Age

Qualification	College & University	Year	Registration No. with State Medical/Paramedical Council.	Name of the State Medical/Paramedical Council.
BMLT				
MBBS				
(Ph.D.)/others				

Copies of Registration Certificate and University degree/PG/Ph.D. be attached.

Permanent Residential

Address of employee: _____

Copy of Passport/Voter Card/Ration Card/PAN No./Electricity Bill/Driving License Attached as a proof of residence.

STD Code

Phone No.

Phone & Fax Number
with Code

Office: _____

Residence: _____

E-mail address: _____

Date of joining present institution: _____ as _____
(Designation)

Details of the previous appointments/teaching experience

Position	Name of Institution	From	To	Total Experience in years
Lecturer				
Reader/ Assistant Professor				
Professor				
Principal				

1) Before joining present institution, I was working at _____ as _____

_____ and relieved on _____ after resigning/retiring **(relieving order is enclosed from the previous institution)**.

- 2) I, hereby undertake that I have not given my name as teaching faculty in any other Paramedical/Pharmacy institution for teaching any Paramedical/Pharmacy course and not working in anywhere other than this institution Pharmacy College/Medical College/Dental College/Industry/Community Pharmacy/Hospital Pharmacy/Govt. Service/any other service in the State or outside the State in any capacity full-time/part-time other than the above.

Qualifications, Recruitment and Service Rules in respect of the Principal, Vice Principal, Teachers and other staff are given in the ensuing clauses.

5.1 All selection should be approved by the Institution Management Committee.

5.2 The Institution shall define the service rules of teaching and not teaching staff in line with the service rules of the employees of Appropriate Government. The service rules shall be approved by the Institution management committee and the Trust/Society/Company running the Institution and invariably have specific and well documented provision in respect of the following:

5.2.1 Appointments

5.2.2 Medical Certificate, Character Certificate, etc.

5.2.3 Confirmation

5.2.4 Age of Retirement.

5.2.5 Working Days and Working Hours.

5.2.6 Number and hours and Teaching Periods.

5.2.7 Attendance of Employees.

5.2.8 Permission to add qualifications.

5.2.9 Leave, Grants of Leave

5.2.10 Service Books

CHAPTER 6

INSTITUTION MANAGEMENT COMMITTEE

Subject to the relevant provision in the Education Act of the central state UT concert every affiliated institution should have a scheme of management as per the following clauses.

6.1 All the Institution affiliated with the council shall have an Institution management committee, and in any other enactment of regulation framed by the Central/State/UT Government from time to time.

6.2 Composition of Institution Management Committee:

6.2.1 The management committee of a recognized institution shall consist of not more than 15 members.

6.2.2 Subject to provision of clause 6.1 and the total number of members specified in clause 6.2.1 every management committee shall include the following namely:

- a. The head of the institution as the Member Secretary of the Institute management committee.
- b. Two parents of students studying in the Institution. One father and one mother of the students, specifically in co-educational Institution.
- c. Two members to be nominated by the Council.
- d. The remaining members to be nominated or elected as the case may be, in accordance with the rules and regulation of the Society/Trust/Company running the Institution.
- e. At least fifty percent members should be women.

CHAPTER 7

DOCUMENTATION OF INSTITUTION

Records Maintained: (Essential)

Sl. No	Records	Yes	No	Remarks of the Inspectors
1.	Admissions Registers			
2.	Individual Service Register			
3.	Staff Attendance Registers			
4.	Sessional Marks Register			
5.	Final Marks Register			
6.	Student Attendance Registers			
7.	Minutes of meetings- Teaching Staff			
8.	Fee paid Registers			
9.	Acquittance Registers			
10.	Accession Register for books and Journals in Library			
11.	Log book for chemicals and Equipment costing more than Rupees 90 thousand			
12.	Job Cards for laboratories			
13.	Standard Operating Procedures (SOP's) for Equipment			
14.	Laboratory Manuals			
15.	Stock Register for Equipment			
16.	Animal House Records.			

CHAPTER 8

ROLLS RESPONSIBILITIES DUTIES AND POWERS OF FUNCTIONARIES OF INSTITUTE.

All the functionaries involved in running the Institution has a vital and key role to play in providing a good and healthy climate to the Institute to fulfil its aim and objectives, to enable the staff provide quality education and to be a center for educational excellence. To achieve this aim, subject to the provision contained in this Bye Laws, the roles and responsibilities of various functionaries shall include but not limited to the following:

8.1 SOCIETY/TRUST/COMPANY

8.1.1 The Society/Trust/Company shall ensure that the institute is running as per the provision of the Education Act, Other relevant acts of Central/State/UT Governments and affiliation norms of the Council It shall be committed to provide quality education to the candidates and shall take necessary steps as per the needs.

8.1.2 It should ensure that the Institute gets proper land, building library, laboratories, equipment for sports and other infrastructure for co-curricular activities, furnishing etc., as well as qualified staff and ensure prescribed safety precautions for students as per norms of the Council on actual requirements.

8.1.3 It shall ensure that the institute is run as a community service and not as a business i.e., Commercialization does not take place in the Institute in any manner, whatsoever.

8.1.4 It shall ensure that the funds accruing from the Institutes are spent for the benefit of the same Institute and for exceeding the cause of education.

8.1.5 It shall have control over the Institute management committee.

8.1.6 It shall have control over any capital expenditure, i.e., land and the infrastructure, including construction of building, its expansion and Procurement of major equipment etc., for the Institute.

8.1.7 It shall ensure that the teachers employed in the institute are imparted training as per the direction issued by the Council from time to time.

8.1.8 It shall ensure that the Teachers/Principal and infrastructure available with the Institute are made available to the Council for conducting the public examination, evolution of answer sheets, the result processing and other activities etc.

8.1.9 It shall ensure that the Principle /Head of the institute does not refuse any duty assigned by the council in connection with the conduct of examination, evolution of answer scripts, result processing and other activities.

8.2 HEAD OF THE INSTITUTE

8.2.1 Head of the Institute/Principal shall be ex-officio Member Secretary of the Institute Management Committee and shall:

8.2.2 Function as the head of the office of the Institute under the charge and carry out all academics and administrative duties required of a head of educational institute.

8.2.3 Ensure that all provision of the Affiliation Bye Laws and all examination Bye Laws as well as all directions given by the Council from time to time, are strictly complied with.

8.2.4 Be responsible for the proper maintenance of accounts of the Institute Records, service books of Teachers and such other registers, returns and statistics as may be specified, by the appropriate authorities of the Council.

8.2.5 Be responsible for proper utilization of the Pupil's Fund.

8.2.6 Supervise, guide and control the work of the teaching and non-teaching staff of the institute.

8.2.7 Be in charge of admissions, preparation of a Institute timetable, allocation of duties and teaching load of the teachers, and shall provide necessary faculties to the teachers for the

discharge of their duties as well as conduct of the Institute examination in accordance with the instruction issued by the Appropriate Government the Council from time to time.

8.2.8 Help and guide the teachers to promote their professional growth and actively encourage their participation in courses designed for in service training.

8.2.9 Supervision classroom teaching and secure co-operation and coordination amongst the Teachers of the same subject areas as well as inter subject coordination.

8.2.10 Arrange for special remedial teaching of the students belonging to the weaker section of the community and also of the other student who need such remedial teaching.

8.2.11 Arrange for informal and non-classroom teaching.

8.2.12 The Principal/Head of the Institute shall not refuse any duty assigned by the Council in connection with the conduct of examination, evaluation of answer scripts, result processing and other activities. The Principal/Head of the Institute shall act as a center superintendent. Whenever and wherever appointed by the Council and shall not delegate his authority, duties and responsibilities to any other person under any circumstance.

CHAPTER 9

PROCEDURES RELATED TO SUBMISSION, PROCESSING OF APPLICATIONS FOR AFFILIATION AND APPROVALS

9.1 FRESH AFFILIATION AND SWITCH OVER FROM OTHER BOARDS AND COUNCIL

9.1.1 MODE OF SUBMISSION OF APPLICATION

9.1.2 The Institution shall fulfil all the conditions laid down in chapter 2 (Norms of Affiliation) before submitting the application for affiliation with the documentary proof in the prescribed manner.

9.1.3 The council shall place such applications along with all documents on its website for scrutiny of public and the respective Public/Government Authorities as stipulated in clause 2.3.5 supra.

9.1.4 On receipt of application, the council shall scrutinize the documents regarding fulfilling of various conditions.

9.1.5 The Council shall call upon the concerned domain area institute within a period of 90 days from the date of receipt of such application to furnish any other additional information or clarification on the response, if any, from the Public/Government Authorities, which it may consider necessary for the purpose of such application.

9.1.6 The Council shall cause inspection of the concerned, School as far as practicable, within a period of 90 days from the date of receipt of such applications to be carried out for the purpose of evaluating as to whether its standards of academic quality are in accordance with the standards specified by regulations for grant of Affiliation

9.1.7 The Inspection of Institution shall be conducted by a committee of 3 experts constituted as per provisions contained in the Affiliation Bye- Laws. The expert shall be drawn from outside the region/area wherein the Institution to be inspected is situated.

9.1.8 The shall as far as practicable within a period of 340 days from the date of receipt of application.

a. Grand Affiliation to domain area Institute in such from and manner and subject to a such terms and conditions as may be specified by regulation on being satisfied that the Institution fulfils all requirements of for Grant of Affiliation.

b. Refuse to Grant Affiliation to Domin area Institute for reasons to be recorded in writing in the Institution does not fulfil all requirements for grant of affiliation.

9.1.9 The management of the council shall is scrutinizing the inspection report and the same shall be placed before the competent authority of the council with its recommendation observation. The decision of the competent authority on approvals on rejection shall be final and shall be commissioned to the Institute.

9.1.10 No Institute shall be permitted to start Council pattern classes during the pendency of the application for affiliation without obtaining formal grant of affiliation from the council.

CHAPTER 10

INSPECTIONS OF INSTITUTE

10.1 Inspection of Affiliation

No Institute shall be affiliated to the Council without inspection by an inspection committee for 3 members as stipulated in clause 9.1.7 Supra. the following are the Council heads which shall be covered during the inspection by the Inspection Committee:

10.1.1 Available Infrastructural facilities.

10.1.2 Actual enrolment of teachers and their qualifications.

10.1.3 Academy standards.

10.1.4 Record keeping.

10.1.5 Book of Accounts to ensure whether Institutions is maintaining its accounts separately independent from the Society/Trust/Company running the institution.

10.1.6 The process of teaching in the classes.

10.1.7 Interaction with the members of the Institution management committee.

10.1.8 Videography of the running class showing in that Class, Teacher and the Inspection Committee Member(s).

10.2 SURPRISE INSPECTION:

The council may anytime get an affiliated Institution inspected by a committee of one or more numbers without giving any notice to any Institution.

10.3 GUIDELINES FOR INSPECTION COMMITTEE:

10.3.1 Inspection of Institution is a confidential assignment and all information provided to the members is in fiduciary capacity. The members are required to handle all with utmost care.

10.3.2 The members are expected to go through the provisions contained in the Affiliation Bye Laws, Examinations Bye Laws and abide by other instruction of the Council, before initiating the inspection process.

10.3.3 The members of inspection community are required to refrain from divulging the information provided to them to any unauthorized person.

10.3.4 The members are required to contact and inform the Institution in advance about the inspection to enable it to make necessary arrangements.

10.3.5 In Case of SURPRISE INSPECTIONS the Institutions are not informed in advance under any circumstances.

CHAPTER 11

PENALTIES

11.1.1 If an Institution is found violating the provisions of the Affiliation Bye Laws/Examination Bye Laws of the Council or does not abide by the directions of the Council, the Council shall have powers to impose the following penalties:

11.1.2 Written Writing

11.1.3 Restricting number of sections in the Institutions.

11.1.4 Suspension of Affiliation for a definite period.

11.1.5 Revocation/Withdrawal of Affiliation.

11.1.6 Any other penalty deemed appropriate by the Council.

11.1.7 Established violations of the conditions laid down in the Affiliation Bye-Laws.

11.1.8 For not sending Teachers/Principal for the Teacher Trainings as per requirements of The Council's Bye-Laws.

11.1.9 Any misconduct, negligent act/omission and noncompliance of the Examination Bye Laws which may jeopardize the Public Examination, evaluation of answer books, the result processing thereof and other ancillary activities.

11.1.10 Any violation, in connection with the duties and responsibilities by the Institution or the Head of Institution or Trust/Society/Company which has established or running the Institution, as given in these Bye Laws or directions issued from time to time.

11.1.11 Poor Academic performance of the Institution for three consecutive years or not being able to keep at least 75% of passes of the students in the Council's Examinations of the general pass percentage.

11.1.12 Any other matter which the council sufficiently serious for imposition of penalty including disaffiliation.

CHAPTER 12

SPECIAL PROVISIONS

The following provisions shall be applicable to all the affiliated Institute unless otherwise provided specifically in these Bye-Laws:

12.1 FRANCHISEE INSTITUTE

An Institute seeking Affiliations or Affiliated to the Council may enter into an agreement with a Franchiser for the limited purpose of getting academic support, academic guidance, training of manpower and extra co-curricular activities only.

12.2 TRANSFER OF INSTITUTE FROM SOCIETY/TRUST/COMPANY

12.2.1 An Institute affiliated with the Council is not allowed to be transferred from one Society/Trust/Company to another Society/Trust/Company subject to the conditions that:

- a: There are genuine reasons threatening to very existence of the Institute; Or
- b: It has become impossible for the Society/Trust/Company to run the School; Or
- c: Such transfer has been necessitated in the interest of furtherance of cause of education.

12.2.2 The request of the Institute shall be considered only after prior Approval in writing from the State/UT Government.

12.2.3 Transfer of the Institute from on Society/Trust/Company to another Society/Trust/Company shall be subject to the fulfilment of the conditions laid down in these Bye-Laws.

12.2.4 The request for permission of transfer of Institute from one Society/Trust/Company to another Society/Trust/Company shall be considered only in respect of Institute which are affiliated with the Council for at least three years.

12.3 SHIFTING OF INSTITUTE FROM ONE CAMPUS TO ANOTHER

The Institute shall run the classes only from the address/campus on which the affiliation was granted and shall not shift to any other address/campus without the prior written approval of the Council. Shifting of Institute from one address/campus to another may be allowed by the Council subject to following:

12.3.1 The request of the Institute shall be considered only after the permission has been obtained from the concerned State/UT Government for Shifting the Institute to new site with complete address of the new site.

12.3.2 An Affidavit duly notarized to the effect that the Institute would not use the Council allotted Affiliation number or name at old site and no parallel or branch Institute would be permitted.

12.3.3 The permission of shifting shall be approved only after inspection of the new site/permission by a Committee appointed by the Council.

12.3.4 All other documents as per requirements of these Bye Laws in respect of infrastructure applicable for new affiliations, have been submitted with the Council for Scrutiny.

12.3.5 Fee as given in Appendix-1 shall be changed from the Institute for permission of site shifting.

12.4 Shifting of name of the Institute

An Institute affiliated with the Council may be allowed to change its name subject to the following conditions and submission of documentary proof:

12.4.1 A copy of resolution in this regard passed by the Society/Trust/Company running the Institute or approval from (Central or State) Public Sector undertakings, Statutory Bodies Autonomous Bodies and Government Departments, as the case may be.

12.4.2 An Approval in writing from the Appropriate Government.

12.4.3 An Affidavit to the effect that old name shall not be used any more.

12.4.4 The permission to change the name of the Institute is subject to the validity of documents related to the land ownership and aspects; and the clearances from the State/UT Government.

12.4.5 Fee as given in Appendix-1 shall be charged from the institute for permission of name change.

12.5 CHANGE OF NAME OF THE SOCIETY

A Society running an institute affiliated with the Council may be allowed to change its name subject to the following conditions and submission of documentary proof:

12.5.1 An written approval from the Appropriate Government.

12.5.2 A certificate of the Change if name of the society from the competent registration authority to the effect that the name of society has been changed and entered in Records indicating the Registration Number.

12.5.3 Fee as given Appendix-1 shall be charged from the Society/Institute for permission of name change.

13.1 The Affiliation Committee shall consist of the members as may be decided by the Executive Council, and as notified from time to time.

13.2 The Affiliation Committee shall review and reframe the provisions contained in these Bye Laws when necessary; and recommend to the Executive Council for taking necessary steps for getting the approval of the Competent Authority.

13.3 Affiliation Committee or Council may delegate its powers to officers of the Council for day-to day in connection with all matters related to the application of these Bye – Laws.

13.4 The Affiliation Committee shall advise the Council in all matters related to the application of these Bye Laws.

13.5 No change in the provisions of these Bye-laws shall be allowed to take effect without the recommendation of the Affiliation Committee placed before the executive committee and ratified by the Controlling Authority.

CHAPTER 14

ANNEXURES & APPENDIX I

14.1 Certificate of Society or Trust Deed or Section 8 Company Registration

14.2 Details of Members of Managing Committee

14.3 Copy of the Balance sheet of the Institute

14.4 Affidavit of Notary

14.5 Staff Statement

14.6 Land Certificate

14.7 Certificate of Safe Drinking Water

14.8 Fire Safety Certificate

14.9 Building Safety Certificate

14.10 NGO Darpan Certificate

14.11 Pan Card of Society/Trust/Company

14.12 Staff Salary Certificate

14.13 NCS Registration No.

14.14 Staff deduction Certificate

14.15 Infrastructure details photographs (All labs, top view roof of an Institute including playground & 4 sides of boundary wall).

14.16 Institute owner KYC (Aadhar & Pen Card)

14.17 List of Intermediate College

14.18 List of Degree College

14.19 Proposed Layout

14.20 Rural/Urban Municipal Certificate

14.21 Certificate 143- Residential/Non-Agriculture Land

14.22 NBC (National Building Code) NOC

14.23 Bank Statement (3 Months) Trust/Society/Company

14.24 Prastav Letter by Trust/Society/Company

14.25 **FORMAT OF AFFIDAVIT**

Affidavit (100 Rs. Stamp Paper)

I/we Son of/Daughter of/Wife of, age (years), President or Secretary of the running the do hereby solemnly affirm and sincerely state as follows:

1. That is a registered Society/Trust/Company under the Act.
2. That the is of Non-Proprietary Character.
3. That the Institute is being run as a community service and not as a business and that commercialization does not take place in the Institute in any manner whatsoever.
4. That no part of income from the Institution is being, and shall be, diverted to any individual in the Trust/Society/Company Management Committee or to any other person/entity. The saving, if any, after meeting the recurring and non-recurring expenditure and contributions to developmental, depreciation and contingency funds, shall be further utilized for promoting the Institute and extending the cause of education in the same institution only.
5. The Institute is not paying any charges towards using name, motto, logo or any other non-academic activities to any other institutions, organization or body.
6. That the Principal and Correspondent/Manager of the Institute have individually gone through the provision contained in the Affiliation Bye-Laws and Examination Bye-Laws and the circulars issued by the Council from time to time. The Institute undertaking to abide by the provisions contained in the Affiliation Bye Laws and Examination Bye Laws, the directions issued from time to time and the law of the land.

7. That the Institute shall ensure compliance of all statutory requirements like EPF, ESI and Labor Laws and all applicable Laws with respect to the Institute and staff to the Institute.
8. That the Institute shall ensure that the Building Safety, Fire Safety, Water Safety, Health Safety and Hygiene certificates are being issued or renewed by the concerned Municipal or State Authorities from time to time as per the prescribed norms.
9. That the Institute shall ensure that all required infrastructure is available with the Institute before starting classes and shall continue throughout the session.
10. That the Institute shall ensure that sufficient number of qualified teachers as per the provisions contained in Affiliation Bye Laws are available with the Institute before Starting the Classes.

14.2 INCOME AND EXPENDITURE ACCOUNTS

1. Main source of Income	
2. Tuition fee charged per month	
3. Other fees, registration cautions money, etc., with details	
4. Building funds/ Development charges, if any.	
5. (a) Is the Institution maintain separate account other than Society's account.?	
5. (b) Whether the accounts of the Institution are maintained properly and regularly audited by the Regd. C.A./ checked by the audit department of the state?	