

Standard Operating Procedure (SoP) for Institute and course addition & extension/change of accreditation

Introduction: To avail Bihar Student Credit Card Scheme, institutes must be added in the Mukhyamantri Nishchay Swayam Sahayata Bhata Yojana (MNSSBY) portal (<https://www.7nishchay-yuvaupmission.bihar.gov.in>). The applicant can view the [Advt. No-SPMU/01/2022 & SPMU/02/2023](#) under important notice tab of the portal and apply accordingly (<https://www.7nishchay-yuvaupmission.bihar.gov.in/notifications>).

State Project Management Unit (SPMU) processes the applications received from institutes and recommends for addition in MNSSBY portal, if they fulfill the eligibility criteria. Approved institutes/courses are forwarded to the software agency for addition in the portal.

Periodically, institutes having NAAC/NBA/NIRF may require extension of their validity period. The request is processed in a similar manner and if approved, a letter is sent to the software agency for updating accreditation/validity period.

Who can apply ?

The following can apply:-

- A) Student studying at the institute
- B) Institute itself
- C) Concerned government department

For Government Institutes: All 3 modes are accepted for further processing. It is applicable to institutes both within and outside Bihar without any application time window.

For Non-Government Institute:

- (a) **For new applications-** Only Institutes can apply.
Institute has to submit details in Prescribed Performa ([as per Advt. No-SPMU/01/2022 & SPMU/02/2023](#)).
<https://www.7nishchay-yuvaupmission.bihar.gov.in/resources/Details%20required.pdf>
- (b) **For NAAC/NBA/NIRF extension:** As the institute already exists in the portal, their request will be considered in Prescribed Performa ([as per Advt. No-SPMU/01/2022 & SPMU/02/2023](#)) for further processing.

What documents are required?

- **For Government Institutes-**
 - Documents supporting recognition by Central or State government.
 - Courses offered by the institute.
 - Latest approval letter from Statutory Regulating Authority (SRA) like AICTE, NMC etc.
- **For Non-Government Institutes-**
 - (i) **INSIDE BIHAR-**
 - Latest affiliation letter from the Affiliating University & Course regulating body.
 - From academic session 2024-25 institutes must have NIRF/NBA/NAAC with minimum grading 'C'.
Exception- The institute which doesn't have either atleast two batches passed out or hasn't completed atleast 5 years since the date of opening the institute, they are required to provide an affidavit to this effect.
 - For ITI institutes, must fulfill all criteria as per [Advt. No-SPMU/03/2023, dated-11-08-2023](#).
<https://www.7nishchay-yuvaupmission.bihar.gov.in/resources/Notice-3.png>
 - Latest approval letter from Statutory Regulating Authority (SRA) like AICTE, NMC etc.
 - Institute must submit their request with all relevant documents as per [Advt. No- SPMU/01/2022 & SPMU/02/2023](#).

(ii) OUTSIDE BIHAR-

- Latest affiliation letter from the Affiliating University & Course regulating body.
- For autonomous colleges, UGC letter conferring autonomous status.
- Institutes outside Bihar should provide documents related to either one of the below criteria (as per extant guideline as per [Sankalp No-1462, dated-05-07-2019](#)):-
 - i. Ranking in latest NIRF report ,
 - ii. Minimum NAAC`A` grade (IIQA document is also required) ,
 - iii. NBA accreditation.
- Latest approval letter from Statutory Regulating Authority (SRA) like AICTE, NMC etc.
- Institute must submit their request with all relevant documents as per [Advt. No- SPMU/01/2022 & SPMU/02/2023](#).

Note:- Additional documents may also be needed as per requirement (communicated via official email).

How applications are processed -

- File in-charge will process the applications received. Applications fulfilling scheme criteria and different relevant guidelines (eg NAAC`A`/NBA/NIRF accreditation for private institute outside Bihar) only will be considered. File in-charge will prepare a Guard file, applications received and note sheet with specific recommendation.
- Officer in-charge will peruse the file and will put up with his/her recommendation to the Nodal Officer.
- After approval of the Nodal Officer, a letter with approved institute and courses name will be issued (in letter and in excel form) to the software agency for addition on MNSSBY portal.

Note:-

- (i) SOP has been approved by the competent authority.
- (ii) The Process can be modified in future, as deemed appropriate, by the competent authority.

Nodal officer,
Bihar student credit card scheme,
Education department.