



Bangladesh Technical Education Board  
বাংলাদেশ কারিগরি শিক্ষা বোর্ড

Online Institute Affiliation System

# উদ্দেশ্য

বাংলাদেশ কারিগরি শিক্ষা বোর্ড এর আওতাধীন সকল প্রতিষ্ঠানসমূহ অন্তর্ভুক্তি করার উদ্দেশ্যে একটি Online Affiliation System (অনলাইন অন্তর্ভুক্তিকরণ পদ্ধতি) চালু আছে। উক্ত System এর মাধ্যমে প্রতিষ্ঠানসমূহ বাংলাদেশ কারিগরি শিক্ষা বোর্ডের অধীনে অন্তর্ভুক্তির জন্য অনলাইনে অতি সহজেই বাংলাদেশের যে কোন স্থান থেকে ইন্টারনেট সংযোগের সাহায্যে আবেদন করতে পারে।

# উল্লেখিত সিস্টেমটির সুবিধাসমূহ

এই অনলাইন পদ্ধতির পূর্বে প্রতিষ্ঠানসমূহকে বোর্ডে এসে আবেদন জমা দিতে হতো। বর্তমানে যা প্রতিষ্ঠান থেকেই অনলাইনে আবেদনের মাধ্যমে অর্থ, সময়, জনবল এবং অন্যান্য খরচাদি সাশ্রয় করে সহজেই আবেদন করা যায়। আবেদনের পর আবেদনকারী নিজেই আবেদনের অবস্থান সিস্টেম নোটিফিকেশনের মাধ্যমে জানতে পারে, ফলে তাকে বোর্ডে এসে সকল বিভাগে আবেদনটির অবস্থান সন্ধানের প্রয়োজন হয়না। আবেদনের সংশোধনের প্রয়োজন হলে বোর্ড কর্তৃপক্ষ সংশোধনী মন্তব্যসহ সহজেই আবেদনকারীকে পুনরায় সঠিক তথ্য প্রদানের জন্য প্রেরণ করতে পারে।

এই অনলাইন পদ্ধতির মাধ্যমে আবেদনের তথ্য যাচাই করার উদ্দেশ্যে প্রতিষ্ঠান পরিদর্শনের জন্য সহজেই পরিদর্শক প্রেরণ করতে পারে ও পরিদর্শনে প্রাপ্ত তথ্য যাচাই এবং তুলনা করতে পারে। বোর্ডে আবেদনকৃত সকল প্রতিষ্ঠানের আবেদন বোর্ড কর্তৃপক্ষ সহজেই পর্যালোচনা করে ধাপ অনুযায়ী প্রতিষ্ঠান এবং পাঠ্যক্রম অনুমোদন দিতে পারে।



AFFILIATION REGISTRATION PROCESS STEP BY STEP



**1. Registration Form**  
At first fill up the registration form and submit.

**2. Email Verification**

After submitting the registration form than you get an email with activation link in your registered email address. Click activation link and active your account then you can login using user-name and password



**3. Login**  
Login using Username and password. If Successfully logged in then you will get an application form for affiliation.

Registration for Institute Affiliation

User Name \*

Enter your user name

Email Address \*

example@mail.com

Password \*

Password

Password strength:

Confirm Password \*

Confirm Password

Mobile No. \*

Enter your mobile no



I'm not a robot



reCAPTCHA  
Privacy - Terms

Back

Register

Figure: Sign Up Form Screen



BANGLADESH TECHNICAL EDUCATION BOARD

বাংলাদেশ কারিগরি শিক্ষা বোর্ড



Registration for Institute Affiliation

Notice

Account



শিক্ষা নিয়ে গড়ব দেশ, শেখ হাসিনার বাংলায়

বাংলা

ENGLISH

Sign in

Enter username / Institute Code



Enter password



☐ Remember me

Sign in

Figure: Sign In Screen



## Institute Application for Affiliation

## Step One

At First Select Curriculum to show general information form. Fill up general information form and then click "Next" button to show Land and Physical Infrastructure form.

## Step Two

Fill up Land and Physical Infrastructure Information form with valid data and then click "Next" button to visible Building information form

## Step Three

Fill up Building Information form with valid data and click "Next" button to visible course information form.

## Step Four

Fill up course information form with valid data and click "Save & submit" button to submit your application.

## Select Curriculum

S.S.C Vocational

## Application form for Institute AffiliationS.S.C Vocational

## Introduction of Educational Institute

Institute Name (English) \*

Institute Name (English)

Institute Name (Bangla) \*

Institute Name (Bangla)

Address in English \*

Address in English

Address in Bangla \*

Address in Bangla

Division \*

District \*

Upazila \*

Post Office \*

Locality

☐ City Corporation☐ Municipality☐ Other

Mobile Number \*

01820909038

Telephone Number \*

Telephone Number

Email \*

salmannew@yopmail.com

Associated Area \*

Associated Area

TIN

TIN

D.E.O Letter No \*

D.E.O Letter No

D.E.O Letter Attachment

Choose file

Establishment Date \*

yyyy-mm-dd

Institute Type \*

Select Here

Institute Category \*

Select Here

Website

www.example.com

## Institute Name Based On Person's Name

☐ No☐ Yes

## Organisational set up of educational institutions / Executive Committee

(Committee members' name/ List and group photo upload with address)

Is the institute has any Chairperson ?

☐ Yes☐ No

Criminal Case

☐ Yes☐ No

Committee Establishment Date \*

Committee Establishment Date

Payment Attachment \*

Choose file

## The institution of the minimum population

Population in Own Upazila (Population in thousand) \*

Population in Own Upazila (Population in thousand)

Please upload related description of the minimum population certification and socio-economic conditions of the area given by the Upazila Statistical Officer. \*  
(Minimum 12 Thousands)

Choose file

Please upload distance certificate given by the Deputy Engineer / Upazila Executive Officer / Roads and Highways Department / Executive Engineer of Local Government Engineering Department \*

Choose file

Establishment Decision Upload

Choose file

[Download Sample Committee List!](#)

Managing Committee Picture Upload

Choose file

[Add More](#)[Next >](#)



## Institute Application for Affiliation

## Step One

Successfully Saved.



## Step Two

Fill up Land and Physical Infrastructure Information form with valid data and then click "Next" button to visible Building Information form

## Step Three

Fill up Building Information form with valid data and click "Next" button to visible course information form.

## Step Four

Fill up course information form with valid data and click "Save & submit" button to submit your application.

## Infrastructure Information

## Add Land and Physical Infrastructure Information

10 percent of divisional headquarters and district / upazila, 15 percent of the land in the name of the organization / committee members to be named. Should members of the establishment of the land registry and permit the mutation of the land in the name of the organization's commitment to (300 dollar non-judisiyala stamp) must have.

(Attach photo of land/ building with nameplate.)

Sub Registry Office Name \*

Sub Registry Office Name

Land Owner Name \*

Land Owner Name

Designation In the committee \*

Designation In the committee

Record Number \*

Record Number

Registration Date \*

Registration Date

Nameplate Upload \*

Choose file

Mouja(Name/Number) \*

Mouja(Name/Number)

J L Number \*

J L Number

Ledger Number \*

Ledger Number

Ideograph Number \*

Ideograph Number

Land Quantity (In Decimal) \*

Land Quantity (In Decimal)

Land Registration Number

Land Registration Number

Land Registration Date

yyyy-mm-dd

Last Tax Submission Date

yyyy-mm-dd

(Attach registration record, land registration, DCR, TAX receipt and land mark mouja map)

Registration Record Upload \*

Choose file

Land Registration DCR upload \*

Choose file

TAX Receipt Upload \*

Choose file

Mouja Map Upload \*

Choose file

## Boundry

In North (in feet) \*

In sq ft

In South (in feet) \*

In sq ft

In East(in feet) \*

In sq ft

In West(in feet) \*

In sq ft

&lt; Back

Next &gt;



## Institute Application for Affiliation

## Step One

Successfully Saved.



## Step Two

Successfully Saved.



## Step Three

Fill up Building Information form with valid data and click "Next" button to visible course information form.

## Step Four

Fill up course information form with valid data and click "Save &amp; submit" button to submit your application.

## Building Information

Class Room No \*

Class Room No

Lab No \*

Lab No

Office and Other \*

Office and Other

Total Room No

Total Room No

Upload Layout Plan \*

Choose file

## Finances

Institute's Income Source \*

Institute's Income Source

Total Yearly Income (In Lakhs) \*

Total Yearly Income (In Lakhs)

## Saved Fund:

Bank Name

Bank Name ▾

Bank Branch \*

Bank Branch

F D R No \*

F D R No

Issue Date \*

Issue Date

Expire Date \*

Expire Date

Amount (In Lakhs) \* (15 Lac Taka)

Amount (In Lakhs)

FDR Attachment \* (15 Lac Taka)

Choose file

## General Fund (Update bank statement):

Bank Name

Bank Name ▾

Bank Branch \*

Bank Branch

Bank Account No. \*

Bank Account No.

Amount (Taka) In Lac \*

Amount (Taka) In Lac

Is certified copy of reserve fund added?

☐ Copy attached☐ No copy is attached

Update Bank Statement \*

Choose file

Description

Description

## Opportunities for educational institutions

Valid Electric Connection Status

☐ Yes☐ No☐ Process

Transport Facilities

☐ Yes☐ No

Water Facilities

☐ Yes☐ No

Toilet Facilities

☐ Yes☐ No

&lt; Back

Next &gt;





## Institute Application for Affiliation

Step One

Successfully Saved.



Step Two

Successfully Saved.



Step Three

Successfully Saved.



Step Four

Fill up course information form with valid data and click "Save & submit" button to submit your application.

## Course Information

Applied Technology \*

Expected number of batches \*

Maximum number of batches(According to this Trade/Technology)

Add More

No of Institute in this Thana \*

## The proposed organization of the distance of the existing institutions

North (km) \*

South (km) \*

East (km) \*

West (km) \*

Attach commitment (according to policy section 9.(a) and appendix II); 300 non-judicial stamp money

Upload Agreement Certificate

The above details are true. Curriculum establishment for the conduct referred to in the application for approval is requested. When the Board of Directors for approval within the prescribed period to establish curriculum and manage curriculum Bangladesh Technical Education Board will be obliged to comply with all laws and regulations.

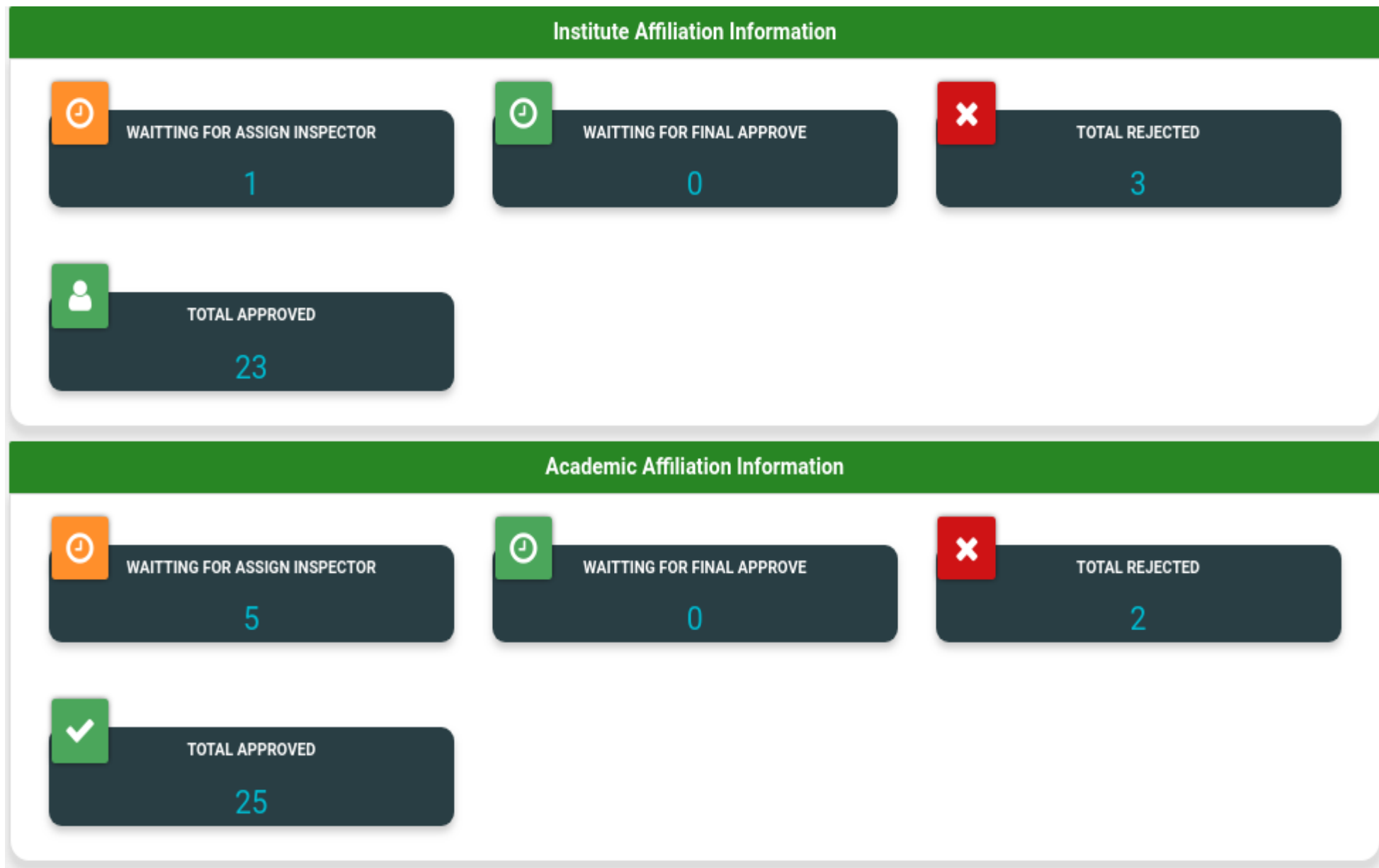
Name of Secretary \*

Signature Date \*

Address \*

&lt; Back

Save &amp; Submit



Institute Affiliation Admin Dashboard



# BANGLADESH TECHNICAL EDUCATION BOARD

## বাংলাদেশ কারিগরি শিক্ষা বোর্ড

[Home](#)[Setups](#)[All Module](#)[Administrator](#)

শিক্ষা নিয়ে গড়ব দেশ, শেখ হাসিনার বাংলাদেশ।

[বাংলা](#)[ENGLISH](#)[» Dashboard](#)[» Setup](#)[» Institute Affiliation Pending List](#)[» Academic Affiliation Pending List](#)[» Approval Of Renew/Name Change/Place Change Request](#)[» Pending For Information Update](#)[» Registered User List](#)[» Report Generate](#)[Specialist Panel](#)[2 0 0](#)[Director Panel](#)[0 0 0](#)[Secretary Panel](#)[0 0](#)[Chairman Panel](#)[0 0 0](#)[Approved List](#)[0](#)[Waiting For Propose Inspector](#)[2](#)[Waiting For Approve Inspector](#)[0](#)[Inspected Application](#)[0](#)

Serial  
No

Institute Name (Bangla)

Institute Name (English)

Apply Date

1

চরভৈরবী উচ্চ বিদ্যালয়

Char Bhairabi High School

Apr 2,  
2018

[View](#)[Assign Inspector](#)[Decline For Information Update](#)

2

আর এস ডি পি টেকনিক্যাল এন্ড বিজনেস ম্যানেজমেন্ট মহিলা  
ইন্সটিটিউট

RSDP Technical & BM Mahila  
Institute

Apr 4,  
2018

[View](#)[Assign Inspector](#)[Decline For Information Update](#)

## Inspector Propose Panel

Select Inspector \*

Dr Engr Zakaria Abbasi

Select Inspector

Krishibid Md Mostofa Kamal

+ Add More

Assign Date \*

22-04-2018

Submission Date \*

30-04-2018

Save

Figure: Assign Inspector Screen

Thank You