**STATE BOARD OF TECHNICAL EDUCATION, KERALA**

**Form of Application for affiliation of Diploma level Programmes**

**PART I**

This part deals with the details of the technical institution seeking affiliation.

1. Name of the Technical Institution :
2. Address of the Technical Institution shown in  
   the application for approval submitted before   
   the AICTE :
3. If there is change of address as approved by the   
   AICTE state the reasons and whether sanction   
   has been accorded by the AICTE for   
   change of address :
4. Contact Details of the institution

* 1. Land phone numbers :
  2. Mobile numbers :
  3. Fax numbers :
  4. E-mail :
  5. Website details :

**PART II**

This part deals with the details of the body which established the technical institution seeking affiliation.

1. Name of the Trust/Society/Section 8 Company  
   which established the Technical Institution :
2. Details of the Trust / Society/Section 8 Company :
3. Address of the registered office :
4. Registration number :
5. Date of registration :
6. Other relevant details :
7. Name of the Authorised person   
   representing the Trust / Society/  
   Section 8 Company :
8. Contact Details of the Authorised officer :
   1. Land phone numbers :
   2. Mobile numbers :
   3. Fax numbers :
   4. E-mail :
   5. Website details :
9. Details of educational institutions currently being run by the Trust / Society / Section 8 Company.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No | Name & Address of the institution | Programmes offered | No of students | Accreditation with national regulatory authority (Specify) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**PART III**

This part deals with the details of the academic head of the technical institution seeking affiliation

1. Designation of the Head of the Technical Institution   
   in charge of the day to day academic administration :
2. Name of the Head of the Technical Institution :
3. Age and Date of Birth :
4. Qualification :
5. Details of appointment, whether Regular /

Contract / Provisional :

1. Contact Details :
2. Land phone numbers :
3. Mobile numbers :
4. Fax numbers :
5. E-mail :

**PART IV**

This part deals with the details of the administrative/managerial head of the technical institution seeking affiliation

1. Designation of the Head of the Technical Institution   
   in charge of the management of the   
   Technical Institution :
2. Name of the Head of the Technical Institution   
   in charge of the management of the   
   Technical Institution :
3. Details of appointment (Nature & Date of Appointment):
4. Contact Details :
5. Land phone numbers :
6. Mobile numbers :
7. Fax numbers :
8. E-mail :

**PART V**

This part refers to the financial worth of the Technical Institution .

1. Savings Bank / Current Accounts:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Savings Bank/Current account** | **Bank Name** | **Branch** | **Account Number** | **Balance amount at the end of the financial year** | | |
| **2015-16** | **2016-17** | **2017-18** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. Term deposits:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Bank/Govt./Govt. approved** | **Branch** | **Amount (Rs.)** | **Date of maturity** |
|  |  |  |  |  |
|  |  |  |  |  |

1. Immovable property

a. Land

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Survey number** | **Village, Taluk, District** | **Nature of land (Wet /Garden / Purambokku)** | **Extent (sq.m)** | **Fair value fixed by Government (Rs.)** | **Details of the encumbrence** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

b. Buildings

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Survey number** | **Village, Taluk, District** | **Extent (sq.m)** | **Built up area (sq.m.)** | **Fair value fixed by Government (Rs.)** | **Approval details** | **Details of the encumbrence** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

c. Other investments and its value

|  |  |  |
| --- | --- | --- |
| **Sl.No** | **Nature of Investment** | **Value** |
|  |  |  |
|  |  |  |

d. Other property

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Survey number** | **Village, Taluk, District** | **Extent (sq.m)** | **Fair value fixed by Government (Rs.)** | **Remarks** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Endowment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Created with** | **Amount (Rs.)** | **Deposited in the bank (name)** | **Branch** | **Instrument No. and date** | **Date of**  **expiry** |
|  | AICTE |  |  |  |  |  |
|  | SBTE |  |  |  |  |  |
|  | State Government |  |  |  |  |  |

Consolidated Financial Statement

* + 1. Total financial Assets and its value :
    2. Financial Assets and its value set apart

exclusively for the technical institution :

* + 1. Financial assets and its value set apart for

the annual maintenance of the

technical institution :

* + 1. Financial assets and its value set apart

for the future development of the

technical institution namely new buildings,

laboratories, workshops, other amenities,

purchase of equipments etc. :

* + 1. Annual income and expenditure of the

technical institution, both recurring and

non recurring. :

**PART VI**

This part refers to the details of Immovable property set apart for the exclusive purpose and use of the Technical institution.

1. Land

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Survey number** | **Village, Taluk, District** | **Nature of land(Wet / Garden / Purambokku)** | **Extent (sq.m)** | **Fair value fixed by Government (Rs.)** | **Details of the encumbrence** |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

1. Buildings

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Survey number** | **Village, Taluk, District** | **Extent (sq.m)** | **Built up area (sq.m.)** | **Fair value fixed by Government (Rs.)** | **Approval details** | **Details of the encumbrence** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. Whether the institution operates in a single

continuous campus :

If not give details :

**PART VII**

This part refers to the details of Diploma level programmes proposed be affiliated.

1. Provisional affilation of new Diploma level programmes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the programme** | **Intake applied for** | **Details of AICTE approval** | |
| **Intake approved** | **Academic year of approval** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

2. Provisional affilation (continuation)/ increase /decrease in intake of existing Diploma level programmes

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the programme** | **Intake applied for** | **Details of last AICTE approval (20…. to 20…..)** | | **Details of current AICTE approval  (20…. to 20…..)** | |
| **Intake approved** | **Academic year of approval** | **Intake approved** | **Academic year of approval** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

3. Suspension/closure of existing Diploma level programmes

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the programme requested to suspension/closure** | **Period of suspension sought** | **Details of last AICTE approval**  **(20…. to 20…..)** | | **Details of AICTE permission for the period of suspension (20…. to 20…..)/ closure** | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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1. State whether other courses are conducted /

proposed to be conducted by the institution :

If yes give details stating type of the course, title,

affiliating agency etc. :

*Note:*

* + 1. *Approval granted by the AICTE is only a pre condition for affiliation.*
    2. *Where the approved curriculum and syllabi of any Diploma level programme has not been published by SBTE, such Diploma level programmes shall not be considered for affiliation.*
    3. *Affiliation under this part is for a Diploma level programme starting from one Academic year and lasting till the completion of the duration of that batch as fixed by the AICTE/SBTE from time to time.*
    4. *The Trust / Society / Section 8 Company managing the institution should be running existing educational institutions, with programmes accredited by the National regulatory authorities.*

**PART VIII**

This part referres to the details of students undergoing affiliated Diploma level programmes

1. Details of students on rolls

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Name of the programme** | **Approved intake (Previous three years)** | **Total No of Students for each year of the duration of the programme** | | | |
| **Boys** | **Girls** | **Transgender** | **Total** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |
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1. Category wise students (number) on rolls

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Name of the programme** | **Approved intake**  **(Previous three years)** | **Categorywise** | | | | |
| **SC** | **ST** | **OBC/SEBC** | **Others** | **Total** |
|  |  |  |  |  |  |  |  |
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**PART IX**

This part referres to the academic qualifications, experience and other details of principal, Head of department, faculty, technical staff , library staff, physical education staff and non teaching staff

1. Principal

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of principal** | **Date of Birth, Age and Aadhaar Number** | **Qualifications** | **Corresponding Specialization** | **Experience** | **Date of Joining** | **Scale of pay.** | **Present basic pay** | **Total emoluments** | **Period of Appointment** | **Nature of appointment (Whether temporary/permananent / contract)** | **Bank Account** |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

1. *Head of department, faculty and technical staff including workshop staff and laboratory staff*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of the Diploma level programme** | **Name** | **Desingation** | **Date of Birth, Age and Aadhaar Number** | **Qualifications** | **Corresponding Specialization** | **Experience** | **Date of Joining** | **Scale of pay.** | **Present basic pay** | **Total emoluments** | **Period of Appointment** | **Nature of appointment (Whether temporary/permananent / contract)** | **Bank Account** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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*Note :*

* *Separate details in respect of Head of department, faculty, technical staff shall be provided for each diploma level programme.*

1. *Faculty of Languages, sciences, social sciences and humanities*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Desingation** | **Date of Birth, Age and Aadhaar Number** | **Qualifications** | **Corresponding Specialization** | **Experience** | **Date of Joining** | **Scale of pay.** | **Present basic pay** | **Total emoluments** | **Period of Appointment** | **Nature of appointment (Whether temporary/permananent / contract)** | **Bank Account** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. Library & Physical Education staff

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Desingation** | **Date of Birth, Age and Aadhaar Number** | **Qualifications** | **Corresponding Specialization** | **Experience** | **Date of Joining** | **Scale of pay.** | **Present basic pay** | **Total emoluments** | **Period of Appointment** | **Nature of appointment (Whether temporary/permananent / contract)** | **Bank Account** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. ***Non teaching staff including administrative staff***

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Desingation** | **Date of Birth, Age and Aadhaar Number** | **Qualifications** | **Corresponding Specialization** | **Experience** | **Date of Joining** | **Scale of pay.** | **Present basic pay** | **Total emoluments** | **Period of Appointment** | **Nature of appointment (Whether temporary/permananent / contract)** | **Bank Account** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
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**PART X**

This part refers to the infrastructure requirements of technical institutions seeking affliation for any diploma level programme

* + 1. Laboratory / Workshops (Provide programme wise details)

1. Name of the Department :

|  |  |  |
| --- | --- | --- |
| **Sl.No** | **Name of the Laboratory** | **Area of the Laborartory available (Sq.m)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |



1. Nature of Laboratory

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Type of the laboratory** | **No. of Rooms** | **Area available** |
| 1 | Laboratory for first year |  |  |
| 2 | Laboratory other than first year |  |  |
| 3 | Workshop |  |  |
| 4 | Additional workshops |  |  |

* + 1. List of Major equipments available in Laboratories as per curriculum and syllabi of each diploma level programme (separate table for each programme)

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Programme** | **Name of Laboratory** | **List of equpments** |
|  |  |  |  |
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|  |  |
|  |  |
|  |  |

* + 1. Computing Facilities

1. Central Computing Facility and language lab

|  |  |  |
| --- | --- | --- |
| **Name of facility** | **Area available** | **No. of Computers available** |
| Central computing |  |  |
| Language lab |  |  |

1. Total availability of computing infrastructure

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of PCs/Laptop available to students** | **\*Legal System software available** | **Legal Application software avilable** | **Number of printers available** |
|  |  |  |  |

\*General Public licence will be treated as legal software.

Network connectivity Bandwidth :

Number of nodes with Internet connection :



* + 1. Library Facilities

1. Books

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of titles** | **Number of volumes** | **Area  Available** | **Reading room seating** | **Multimedia PCs available** |
|  |  |  |  |  |

1. Journals

|  |  |  |
| --- | --- | --- |
| **Number of National Journals** | **Number of International Journals** | **Number of e-Journals** |
|  |  |  |

* + 1. Instructional Rooms available

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **No. of Class rooms available** | **No.of Tutorial rooms available** | **No. of Smart class rooms available** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* + 1. Drawing Halls

|  |  |
| --- | --- |
| **No. of Drawing halls available** | **Area** |
|  |  |

7. Administrative area

|  |  |  |
| --- | --- | --- |
| **Sl.No** | **Building space for** | **Area** |
| 1 | Principal's cabin |  |
| 2 | Principal’s office |  |
| 3 | Faculty rooms |  |
| 4 | Board room |  |
| 5 | Strong room |  |
| 6 | Central store |  |
| 7 | Maintanance room |  |
| 8 | Examination control office |  |
| 9 | Security cabin |  |
| 10 | Placement office |  |
| 11 | House keeping |  |
| 12 | Pantry |  |
| 13 | Others if any (state) |  |

8. Amenities

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Building space for** | **Area available** | **No. of Rooms** |
| 1 | Toilets (Ladies and Gents) |  |  |
| 2 | Boys common room |  |  |
| 3 | Girls common room |  |  |
| 4 | Cafeteria |  |  |
| 5 | Stationery store and Reprographic centre |  |  |
| 6 | First aid cum sick room |  |  |
| 7 | Boys Hostel |  |  |
| 8 | Girls Hostel |  |  |
| 9 | Seminar Hall |  |  |
| 10 | Sports room |  |  |
| 11 | Students Union Room |  |  |
| 12 | Cultural Activities Centre |  |  |
| 13 | Such other rooms to facilitate functioning of statutory bodies (List) |  |  |

**PART XI**

This part refers to the registers and records to be maintained

**Registers and Records**

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|  |  |  |
| --- | --- | --- |
| **Sl.No** | **Name of Register / Record** | **Is it maintained? (Y/N)** |
| 1 | Department wise faculty profile |  |
| 2 | Record of students (programme wise) |  |
| 3 | Department wise Non-Teaching Staff Profile |  |
| 4 | Academic performance record of students (programme wise) |  |
| 5 | Copy of Regulations, curriculum and syllabi (programme wise) |  |
| 6 | Record of Research / Consultancy / Extension activities (department wise) |  |
| 7 | Record of student projects, Department wise. |  |
| 8 | Record of Achievements, Award and Recognition (department wise) |  |
| 9 | Master time table and Academic calendar |  |
| 10 | Stock register for equipments |  |
| 11 | Stock register for consumables |  |
| 12 | Stock register for furniture |  |
| 13 | Stock register for tools and plants |  |
| 14 | Accession register for library |  |
| 15 | Register of admissions and dropouts / withdrawals |  |
| 16 | Register of attendance and assessment record (programme wise) |  |
| 17 | Attendance for teaching and non-teaching staff |  |
| 18 | Year-wise audited statement of accounts of the college and also in the format  specified by the Board |  |
| 19 | Record of scholarships / fellowships / financial assistance for students |  |
| 20 | Cash book of the college |  |
| 21 | Acquittance register |  |
| 22 | Fee receipt books (including counterfoils) |  |
| 23 | Minutes of the meeting of Staff Selection Committee |  |
| 24 | Appointment / offer letters issued to faculty members |  |
| 25 | Joining report of staff members |  |
| 26 | Funds position / bank certificates / FDR copies to indicate financial stability |  |
| 27 | Minutes of the meetings of the Managing Body of the college |  |
| 28 | Book of Transfer certificate (including counterfoils) |  |
| 29 | Minutes of the meetings of the Registered Society / Trust of the college |  |

**PART XII**

This part refers to certificates and other records to be produced at the time of inspection

by the inspection committee

Application for affiliation has to be submitted to the SBTE both in electronic form and as hard copy with in the stipulated time. A hard copy of the original application and enclosures submitted to the AICTE for approval to be enclosed with the hard copy of the application for affiliation. Attested true copies of certificates and other records mentioned below are also to be enclosed along with the hard copy of the application for affiliation submitted online to SBTE. The originals of the enclosures submitted to the AICTE and followingdocuments are to be produced for verification at the time of inspection to the inspection committee.

|  |  |
| --- | --- |
| **Sl.No** | **Certificate** |
| 1 | Village field map / Field measurement book sketch |
| 2 | Institution site map / plan |
| 3 | Existing building plan. |
| 4 | Building sketch [details of Rooms, Laboratories, Stores, Library etc. for all the floors] |
| 5 | Building plan proposed. |
| 6 | Irrevocable Trust/company/Society Registration Deed. |
| 7 | Documentary proof for ownership of lands exclusively earmarked for the College with clear title |
| 8 | Legal opinion from not below the rank of the Govt. pleader on the ownership of land and extent. |
| 9 | Land use Certificate and Land conversion certificate from the appropriate authority. |
| 10 | Non encumbarance certificate for the land for the last 15 years. |
| 11 | AICTE approval for the programme(s) (copy to be enclosed). |
| 12 | Audited statement of accounts of the college for the past three years |
| 13 | Certificates for fire/boiler/electrical safety from competent authorities. |
| 14 | Certificate from Health Inspector and Food safety authority. |
| 15 | Certificate of structural stability of buildings issued by the PWD or such other persons notified by SBTE. |
| 16 | Building and equipment insurance certificate. |
| 17 | Certificate from Pollution Control Board regarding sewage disposal including disposal of ewaste |

**PART XIII**

The application fees, inspection fees, affiliation fees and such other fees payable in respect of diploma level programmes shall be such as may be fixed by the SBTE from time to time. The application fees, inspection fees and affiliation fees payable for the time being shall be as follows,

The Application Fee Shall be Rs. 5,000/- (Rs. Five Thousand only), per institution (Non Refundable), The fee shall be paid by DD drawn in favour of Member Secretary, SBTE payable at Thiruvananthapuram to be submitted along with the hard copy of the application.

The inspection fee shall be Rs 30,000/- (Rs. Thirty Thousand Only) for each diploma level programme(New Programmes, Extension of affiliation of existing programmes, increase in intake of existing programmes will be treated as each diploma level programme for the purpose of inspection fee). Inspection fee shall not be refunded and remitted along with the application. The fee shall be paid by DD drawn in favour of Member Secretary, SBTE payable at Thiruvananthapuram to be submitted along with the hard copy of the application.

The affiliation fee shall be minimum of Rs. 7,00,000 (Rs. Seven Lakhs only) per institution for a minimum of three (3) Diploma Level programme and Rs. 2,00,000 (Rs Two Lakhs only) for each additional diploma level programme(New Programmes, Extension of affiliation of existing programmes, increase in intake of existing programmes will be treated as each diploma level programme for the purpose of affiliation fee). Affiliation fee shall be remitted with in such period notified by SBTE, by the applicant. Affiliation fee shall not be refunded. The fee shall be paid by DD drawn in favour of Member Secretary, SBTE payable at Thiruvananthapuram.

Details of fee remitted: (The D.D. has to be enclosed with the application)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No | Nature of Fee | Fee per programme | No of Programme(s) | Total Amount |
| 1 | Application Fee |  |  |  |
| 2 | Inspection fee for each new diploma level programme |  |  |  |
| 3 | Inspection fee for extension of affiliation of existing programmes |  |  |  |
| 4 | Inspection fee for increase in intake of existing programmes |  |  |  |
| Grand Total | | |  |  |
| DD Details | | | | |
| Name of Bank & Branch | |  | | |
| DD Number | |  | | |
| Date | |  | | |
| Amount | |  | | |

***Note:***

**Government / Government Aided and Government Controlled Self financing institutions are exempted from the payment of Application / Inspection and Afiliation fee.**

**PART XIV**

This part refers to the declarations to be furnished along with the application

1. **Declaration of Principal**

I, Shri/Smt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ son/daughter of Shri/Smt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do hereby declare that the particulars furnished in the application are true and factually correct.

**NAME & SIGNATURE**

**(with seal)**

Place:

Date:

1. **Declaration by the Management**

I, Shri/Smt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ son/daughter of Shri/Smt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on behalf of the trust/society/compant, viz., \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that the particulars furnished in the application are correct to the best of my knowledge. No programme(s) will be started without the prior approval of the AICTE and the grant of affiliation by SBTE for the academic year concerned and all the original documents related to the particulars given in the application will be produced at the time of inspection and whenever called for.

Name of the Authorised person   
representing the Trust / Society/  
Section 8 Company

Place

Date: