

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
 - i. Land phone numbers :
 - ii. Mobile numbers :
 - iii. Fax numbers :
 - iv. E-mail :
 - v. 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 :
 - i. Address of the registered office :
 - ii. Registration number :
 - iii. Date of registration :
 - iv. Other relevant details :
 - v. Name of the Authorised person representing the Trust / Society/ Section 8 Company :
 - vi. Contact Details of the Authorised officer :
 - a. Land phone numbers :
 - b. Mobile numbers :
 - c. Fax numbers :
 - d. E-mail :
 - e. Website details :

3. 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 :
6. Contact Details :
 - i. Land phone numbers :
 - ii. Mobile numbers :
 - iii. Fax numbers :
 - iv. 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 :
 - i. Land phone numbers :
 - ii. Mobile numbers :
 - iii. Fax numbers :
 - iv. 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

2. Term deposits:

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

3. 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 encumbrance

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 encumbrance

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

e. 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

- a. Total financial Assets and its value :
- b. Financial Assets and its value set apart exclusively for the technical institution :
- c. Financial assets and its value set apart for the annual maintenance of the technical institution :
- d. 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. :
- e. 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.

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 encumbrance

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 encumbrance

c. 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 affiliation 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 affiliation (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	

4. 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 refers to the details of students undergoing affiliated Diploma level programmes

a. 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

b. Category wise students (number) on rolls

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

ii. 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		

6. 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 equipments

7. Computing Facilities

i. Central Computing Facility and language lab

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

ii. Total availability of computing infrastructure

Number of PCs/Laptop available to students	*Legal System software available	Legal Application software available	Number of printers available

*General Public licence will be treated as legal software.

Network connectivity Bandwidth :
 Number of nodes with Internet connection :

8. Library Facilities

i. Books

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

ii. Journals

Number of National Journals	Number of International Journals	Number of e-Journals

9. Instructional Rooms available

Sl.No	No. of Class rooms available	No.of Tutorial rooms available	No. of Smart class rooms available

10. 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

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 following documents 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 encumbrance 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:

2. 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: