



**GOVERNMENT OF KERALA**

**Abstract**

Higher Education Department - State Board of Technical Education - Affiliation of Diploma Level programmes - Rules and Regulations and format for Application - Approved - Orders issued.

**HIGHER EDUCATION (L) DEPARTMENT**

**G.O.(MS) No.143/2018/HEDN Dated, Thiruvanthapuram, 23/06/2018**

- Read 1 G.O.(MS) No. 30/2018/H.Edn. dated 15/01/2018.  
2 Letter No. L1/23498/17/DTE dated 22.06.2018

**ORDER**

Government as per orders read paper 1 above, have reconstituted the State Board of Technical Education. The Director of Technical Education as per letter read 2nd above has furnished detailed rules and regulations as well as the format of application for affiliation to diploma level programmes conducted by Technical Education Institutions.

Government have examined the proposal and are pleased to approve the rules and regulations and format for application, as appended in annexure - I & II, for affiliation to diploma level programmes conducted by institutions under State Board of Technical Education.

(By order of the Governor)  
**DR. USHA TITUS**  
**PRINCIPAL SECRETARY**

To  
The Director of Technical Education  
The Member Secretary, State Board of Technical Education  
The Controller of Technical Examination  
The Accountant General (Audit) / (A&E) Kerala, Thiruvananthapuram.  
The Finance Department  
The Law Department  
Nodal officer website, Higher Education Department.  
Stock file / Office Copy

Forwarded /By order

*Manijm*  
Section Officer

**STATE BOARD OF TECHNICAL EDUCATION  
KERALA**

**Rules & Regulations for  
Affiliation of Diploma Level Technical Programmes  
2018-19**

## Contents

<b>S. No</b>	<b>Content</b>	<b>Page No</b>
1	Preamble	3
2	Definitions	3
3	Power to Grant or Withdraw affiliation	4
4	Pre requisite for applying for affiliation	4
5	Conditions to be satisfied by institutions seeking affiliation	5
6	Procedure for Grant / Withdrawal of affiliation for programmes	6

## 1. PREAMBLE

The State Board of Technical Education was constituted vide GO(MS) No. 30/2018/HEdn, dated, Thiruvananthapuram, 15/01/2018. The State Board of Technical Education, Kerala affiliates institutions and conducts courses at Diploma, Post Diploma, Post Graduate Diploma and Certificate level programmes in Engineering / Technology / Management / Commercial Practice / Hotel Management. SBTE has jurisdiction over the entire State of Kerala. This rules and regulations are applicable to Diploma Level Technical Institutions seeking affiliation in the year 2018-19.

## 2. DEFINITIONS

- a. *SBTE*: means State Board of Technical Education, Kerala.
- b. *Board*: means SBTE
- c. *AICTE*: means All India Council for Technical Education established under the All India council for Technical Education Act, 1987 (Central Act 52 of 1987).
- d. *Institution*: an Institution set up by Government, Government Aided and Self-Financing/ Trust/ Society/ Company for conducting Course(s)/ Programme(s) affiliated to SBTE and offers Diploma, Post Diploma, Post Graduate Diploma and certificate levels. However for institutions at certificate level, individual management is also permitted.
- e. *Affiliated Institution*: means a college or institution affiliated to the SBTE and providing any course of study or training in engineering, technology, management, commerce, hotel management and allied subjects for admission to the examination for diplomas, certificates and other academic distinctions of the SBTE.
- f. *Polytechnic College or institution*: means a college or institution providing any course of study or training in engineering / technology / management / commerce leading to diplomas of SBTE after 3 years of study at Post metric level and functions in with rules, guidelines and procedures of and approval of the AICTE and regulations contained hereto.
- g. *Private institution*: means an institution maintained by an education agency other than Government and affiliated to SBTE.
- h. *Aided College or Institution*: means a private college or institution entitled to receive funds from Government for payment of salary and allowance to its staff.
- i. *Government college or Institution*: means an institution which receives funds from the Government and affiliated to SBTE.
- j. *Unaided institution*: means a private institution not entitled to any funds from the Government.
- k. *Principal*: means the academic head of an affiliated institution.
- l. *Director*: means the Director of Technical Education.
- m. *Government*: means the Government of Kerala.
- n. *State*: means the state of Kerala.
- o. *Government Controlled Self Financing College*: means an unaided institution established by Government agencies.
- p. *Teachers*: means Head of Departments, Lecturers, Instructors etc., entrusted at the respective affiliated institution to handle the academic work.
- q. *Academic programme*: means any course of study offered by an affiliated institution for diplomas / certificates and other academic distinctions of SBTE.
- r. *Student*: means a person duly admitted and continuing in an institution affiliated to the SBTE for undergoing a course leading to Diploma, Post Diploma, Post Graduate Diploma or other academic distinctions instituted by SBTE.
- s. *Society*: means a society registered under societies registration act, 1860.

- t. *Company*: means a company established / registered under the companies act, 2013
- u. *Trust*: means a Trust registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts.

### **3. POWERS TO GRANT OR WITHDRAW AFFILIATION**

- a. Grant of Affiliation to Colleges:  
The SBTE shall have the power to affiliate any academic programme in any institution within the SBTE area, for admission to the examinations for diplomas and other academic distinctions of the SBTE.
- b. Suspension or Withdrawal of Affiliation:  
The SBTE shall have the power at any time after adopting the set procedures, to suspend or withdraw the affiliation granted to an academic programme.

### **4. PRE REQUISITE FOR APPLYING FOR AFFILIATION.**

- 4.1 AICTE approval is only a pre condition for affiliation.
- 4.2 All institutions intending for affiliation / extension of affiliation with SBTE shall satisfy the requirements as contained in the rules and regulations.
- 4.3 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.
- 4.4 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.
- 4.5 The Trust / Society / Section 8 Company managing the institution should be running existing educational institutions, with programmes accredited by the National regulatory authorities.

### **5. CONDITIONS TO BE SATISFIED BY INSTITUTIONS SEEKING AFFILIATION.**

- 5.1 Management:  
The institutions shall be established by Government / Section 8 Company / Society / Trust.
- 5.2 Constitution of the Governing Council:  
Institutions shall be managed by a duly constituted Governing council.
- 5.3 Financial Stability:  
The institutions shall have adequate financial resources to meet effectively the annual maintenance and development expenditure of the institution.
- 5.4 Utilization of Funds and Audit:  
The amounts under any head collected by the institutions from the students shall be expended solely for the betterment and growth of the institution and to provide facilities for the benefits of the students and staff of the institution.  
  
Private institutions shall submit its statement of accounts duly audited by a Chartered Accountant to SBTE every year and submit financial details in the format prescribed by SBTE.
- 5.5 Land and building Requirements:  
The institutions shall have adequate land and building facilities as prescribed in rules and regulations of SBTE.
- 5.6 Laboratories/Workshops and Equipments:

- The institutions shall have required laboratories/ Workshops and equipments to carryout experiments / studies meeting the requirements of curriculum and syllabi for the respective academic programmes.
- 5.7 Other Amenities:  
The institutions shall have other amenities like Computer Centre, Internet Connectivity with Sufficient bandwidth, Library, Hostels(Optional) as contained in the rules and regulations of SBTE.
- 5.8 Staff:  
The institutions shall have sufficient number of teaching and non teaching staff appointed on a full time basis, with qualification and experience as prescribed in the rules and regulations of SBTE.
- Faculty shall be periodically appraised of their performance and shall be provided with faculty improvement/development programmes as prescribed in the rules and regulations of SBTE. The institutions shall evolve necessary establishment rules for service conditions of staff (Teaching and Non Teaching) and rules for conduct and procedure for disciplinary proceedings. Such rules shall be published and made available to the staff of the institution. Institutions shall evolve a mechanism for grievance redressal of all the staff of the institution. Institutions shall ensure salary at rates prescribed by AICTE.
- 5.9 Discipline:  
The institution shall have a duly constituted Anti ragging committee and Women's Committee as prescribed in the rules and regulations of SBTE to maintain harmony and discipline in the institution campus including the hostel premises and to redress all grievances of students.
- 5.10 Maintenance of Registers and Records:  
The institution shall maintain registers and records pertaining to its academic, administrative and financial functions, as prescribed in the rules and regulations of SBTE and the same may be made available to the SBTE, as and when required.
- 5.11 Returns from the College:  
The institution shall furnish such returns and other information as the SBTE may require for monitoring the academic functions of the institution.
- 5.12 Conduct of Board Examinations:  
The institution shall provide all the required facilities, including sparing of the premises and the staff for the conduct of examinations, invigilation during examinations, and assisting the evaluation process, as directed by the SBTE.
- 5.13 Conduct of Academic Programmes other than those Affiliated to SBTE:  
Academic programmes leading to the award of degrees, diplomas, certificates and other academic distinctions by other Boards / Universities / Institutions/ Organisations shall not be conducted by the affiliated institutions.
- 5.14 Nomenclature:  
The institutions shall NOT have a name in such a way that the abbreviated form of the name of the Institution is that of an institute of national importance such as **IIM/ IIT/ IISc /NIFT/ NIT/ IISER/IIT/ IEST/ AICTE/ UGC/ MHRD/ GoI/ GoK** . The Applicant shall also NOT use the word(s) Government, India, Indian, Bharath, Kerala, National, All India, All India Council, Commission anywhere in the name of the Institution and other names as prohibited under the Emblems and Names (Prevention of Improper Use) Act, 1950. Provided that the restrictions mentioned above shall not be applicable, if the Institution is established by Government or its name is approved by the Government.

## **6. PROCEDURE FOR GRANT / WITHDRAWAL OF AFFILIATION TO A PROGRAMME.**

### **6.1 Categories of Affiliation:**

#### **6.1.1 Provisional Affiliation**

Whenever, an academic programme of a college is affiliated to SBTE for the first time, only provisional affiliation shall be granted for a period of one academic year. This process of granting provisional affiliation will be repeated every year for a minimum number of years prescribed for the completion of the academic programme subject to the college satisfying all the requirements for affiliation and thereafter, provisional affiliation may be granted at a stretch for a period of three academic years.

#### **1.1.2 Permanent Affiliation**

Only NBA accredited programs are eligible for permanent affiliation subject to the following conditions.

A provisionally affiliated academic programme of an institution shall be considered for permanent affiliation, only after three consecutive batches of students have completed their academic programme from the institution. This consideration is subject to the satisfactory compliance of all the conditions prescribed by SBTE for the said programme during the periods of provisional affiliation. The institution shall seek permanent affiliation for its provisionally affiliated programme(s) within a period of three years from the date of eligibility after satisfying all their requirements for permanent affiliation. The date of eligibility for a provisionally affiliated academic programme to apply for permanent affiliation is either the date on which three consecutive batches of students have completed their academic programme(s) from the college or the date on which this Statutes comes into force, whichever is later.

If an institution fails to seek and qualify for permanent affiliation for the programme(s) within the said period, the provisional affiliation shall not be extended.

An institution is said to be affiliated to SBTE if it offers provisional / permanent affiliated academics programmes.

An institution is said to be permanently affiliated to SBTE, if the institution has obtained permanent affiliation at least for three academic programmes.

### **6.2 Filing Application to SBTE.**

Any institution applying for affiliation for academic programme(s) or for variation in intake in an already affiliated programme shall apply to SBTE in the prescribed format within the time limit, as prescribed. The institutions provisionally affiliated for an academic programme shall continue to apply in the prescribed format, every year for the minimum number of years prescribed for the completion of the programme to secure continuation of provisional affiliation.

- 6.3 Application Fee and inspection Fee  
The institutions submitting the application for affiliation shall have to remit the prescribed Application fee, Inspection fee meant for processing and inspection of the institution, as prescribed.
- 6.4 Scrutiny Committee  
On receipt of the application from the institution for affiliation, for each of the academic programme(s) satisfying the pre-requisite for applying for affiliation, a Scrutiny Committee shall be constituted. The committee shall inspect and submit a report to SBTE in the format as prescribed.
- 6.5 Standing Affiliation Committee  
The Standing Affiliation Committee constituted as per the statutes shall scrutinize the application for affiliation and review the reports of the scrutiny Committees and make appropriate recommendations on affiliation of academic programme(s).
- 6.6 Grant of Affiliation.  
The decision on grant of affiliation to an academic programme shall be made by the Member Secretary on behalf of SBTE, taking into consideration the recommendations of the Standing Affiliation Committee.
- 6.7 Affiliation Fee.  
Affiliation (Provisional / Permanent) shall be granted to any academic programme which is recommended for affiliation only on the remittance of the affiliation fee by the institution as prescribed.
- 6.8 Format of Application for Affiliation:  
The application format and the documents required for applying for affiliation of an academic programme / variation in intake in an already affiliated programme will be published by SBTE. The last date for the receipt of the completed application will be as announced by SBTE.
- 6.9 Procedure for Suspension of Affiliation of an Academic Programme.  
The Board may suspend the affiliation of any academic programme (provisional / permanent) in an institution, provided the Board is satisfied that there are prima-facie evidences after preliminary investigations by an authorized enquiry committee to verify the authenticity of the complaints received and / or noncompliance of statutory provisions pending final decisions regarding withdrawal of affiliation. During the period of suspension of any such academic programme the college shall not admit fresh students to the said programme.
- 6.10 Procedure for Withdrawal of Affiliation of an Academic Programme.  
The Board may withdraw the affiliation (provisional / permanent) of an academic programme(s) of an institution, for such period that it may deem fit, provided there are proven evidences for gross violation of statutory requirements of affiliation norms and / or the college has conducted itself in a manner which is prejudicial to the interest of the technical education as revealed after detailed inquiry conducted by a duly appointed committee by the Board. The students on rolls are liable to be transferred to other affiliated institutions. No fresh students shall be admitted to that particular academic programme (s) by the institute.

Note

Where ever specific norms and standards are not prescribed by SBTE on the infrastructure, academic requirements and qualifications of staff, the norms and standards prescribed by AICTE shall prevail.



**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

<b>Number of titles</b>	<b>Number of volumes</b>	<b>Area Available</b>	<b>Reading room seating</b>	<b>Multimedia PCs available</b>

ii. Journals

<b>Number of National Journals</b>	<b>Number of International Journals</b>	<b>Number of e-Journals</b>

9. Instructional Rooms available

<b>Sl.No</b>	<b>No. of Class rooms available</b>	<b>No.of Tutorial rooms available</b>	<b>No. of Smart class rooms available</b>

10. Drawing Halls

<b>No. of Drawing halls available</b>	<b>Area</b>

7. Administrative area

<b>Sl.No</b>	<b>Building space for</b>	<b>Area</b>
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

<b>Sl.No</b>	<b>Building space for</b>	<b>Area available</b>	<b>No. of Rooms</b>
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**

<b>Sl.No</b>	<b>Name of Register / Record</b>	<b>Is it maintained? (Y/N)</b>
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 within 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/compart, 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: