



STATE BOARD OF TECHNICAL EDUCATION KERALA

Rules & Regulations for Affiliation of Diploma Level Technical Programmes

Contents

S. No	Content	Page No
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, Kerala 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 to the State Board of Technical Education, Kerala .

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.

Possession of valid EoA / LoA from AICTE is a pre requisite for affiliation with SBTE, Kerala.

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.

6.1.2 Permanent Affiliation

The permanent affiliation shall be for a period of 5 years.

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.

The permanent affiliation to a programme will cease to exist if the NBA accreditation of the programme is not renewed. Institution should apply for temporary affiliation in such cases.

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.

There shall be four categories for filing the application for affiliation.

- i. **Category A** : Initial provisional affiliation to a programme for a period of One academic year, based on LoA from AICTE. (Applicable to new programmes).
- ii. **Category B** : Extension of provisional affiliation for a period of One Academic year (Applicable for programmes started in the last years, 2017-18 or 2018-19)
- iii. **Category C** : Provisional affiliation / Extension of provisional affiliation, for a period of three academic years. (Applicable to programmes which have successfully renewed annual provisional affiliation for three consecutive years / programmes started in 2016-17 or earlier and not eligible for permanent affiliation).
- iv. **Category D** : Programmes requesting permanent affiliation / extension of permanent affiliation. (Applicable to programmes holding NBA accreditation and for which three consecutive batches of students have completed their academic programme)

Applications for affiliation under any of these categories shall be accompanied with valid EoA / LoA from AICTE, with out which the application shall be rejected.

- 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.