

**STATE BOARD OF TECHNICAL EDUCATION & TRAINING**  
**ANDHRA PRADESH :: MANGALAGIRI**  
**NOTIFICATION**

State Board of Technical Education and Training, **Andhra Pradesh**, Mangalagiri, invites applications for sanctioning of New Institutes to Start CCIC/Craft/Land Surveying Courses and for Granting of Affiliation to existing Government Polytechnics / Private Organizations / Private Institutions offering CCIC/Craft/Land Surveying Courses (Certificate Courses) as per norms laid down for the Academic Year 2023-24. The Course Wise Application Forms can be downloaded from the Notifications of SBTE&T website <https://sbtetap.gov.in>

**Last date for receipt of filled in applications** : **15-08-2023**

**Last date for receipt of filled in applications**

**With Penalty @ Rs.4,000/-** : **19-08-2023**

**Date :** 27-07-2023.

**Place:** Mangalagiri.

Sd/- SECRETARY



Deputy Secretary  
Academic

**STATE BOARD OF TECHNICAL EDUCATION & TRAINING**  
**ANDHRA PRADESH :: MANGALAGIRI**

**Lr. No : SBTE&T, A.P./Academic/CCIC/Craft/Land Survey, dated: 24-07-2023**

The State Board of Technical Education and Training, Andhra Pradesh, Mangalagiri is inviting applications from Government Polytechnics / Private Institutions / Organizations for grant of Affiliation to offer the following Certificate Courses in Computers (CCIC) /Craft /Land Surveying for the Academic Year 2023 -24, on self-financed mode as per norms of SBTE&T, Andhra Pradesh.

The State Board of Technical Education and Training, Andhra Pradesh introduced the Certificate Courses based on the request of the Private Organizations / Institutions to encourage the unemployed youth, dropouts, house wives and who would like to learn a skill to make a living.

***The grant of affiliations of the courses will be accorded subject to fulfillment of norms & standards of the State Board of Technical Education and Training, AP, Mangalagiri and also the conditions as mentioned below for the courses & intake.***

1. The institution should be run by a registered society / organization. The management of society/ institution shall have an irrevocable resolution to establish and run the proposed institution for a minimum of two (2) years. Any change in the management structure / office bearers shall be informed to the SBTE&T, Andhra Pradesh.
2. The institution has to pay prescribed affiliation fee for each course in every academic year before the stipulated last date along with fresh application in the prescribed Proforma.
3. The Affiliation to be granted is for coaching, training the candidates for examination of certificate courses only conducted by SBTE&T, A.P for the academic year in question.
4. The institute should not use the affiliation of the course accorded by SBTE&T, A.P, for the other courses conducted by the institute on its own.
  - a) A minimum of **10 (Ten) candidates** for each course for each batch should be admitted by the institution, otherwise the institution cannot be granted affiliation.
  - b) The admission process is at the institution level. The institution should follow the Rule of Reservation while giving due importance to the merit.
  - c) The Bio-data of the admitted candidates should be uploaded in the SBTE&T Portal 10 days after commencement of the class work or as per the instructions of SBTE&T, A.P, from time to time. These uploaded candidates are only eligible for payment of examination fee.

- d) The admission of students should be made on first come first service, while fulfilling the minimum eligibility/qualification criteria as per SBTE&T , A.P. norms.
- e) **The affiliation will be given once in a year i.e., for the year 2023-24. Under any circumstances the intake will not be enhanced in the middle of the year.**
5. The syllabus of State Board of Technical Education and Training, Andhra Pradesh, Mangalagiri is to be followed.
  6. The SBTE&T, A.P, Mangalagiri can visit the institute at any time on any working day of academic calendar as per schedule. Any deviation/irregularities reported during such visits on the part of institution/society in any courses approved by this order attract de-affiliation with immediate effect.
  7. a) **The institution should sponsor at least 80% of candidates for the Examination** per course for the intake sanctioned.  
b) If the failure of candidates in the end examination is more than **50% of approved intake in successive end examinations** attracts de-affiliation of the institution.
  8. In case an institution fails to get the renewal of affiliation done for any course in a particular year, the next year it has to apply as a new institution.
  9. The institution should obtain prior approval of the State Board of Technical Education and Training, A.P for the change in address /change of title /change of name of the institution, if any.
  10. The institutions are not entitled to use the name/logo of SBTE&T, A.P, in any manner, reflecting/communicating the sense as the institution is recognized by/affiliated to SBTE&T, A.P / Department of Technical Education. However it is restricted to make use to the extent of courses affiliated by SBTE&T, by this order.
  11. Any sort of misuse of affiliation accorded by State Board of Technical Education and Training, A.P in any manner shall entitle for withdrawal of affiliation & legal action.
  12. Adequate safety measures for students & faculty regarding building & laboratories should be taken by the institution itself and State Board of Technical Education and Training, A.P, Mangalagiri is no way responsible for any lapse in this regard.
  13. **As per 41<sup>st</sup> Board Meeting, SBTE&T, A.P will not recommend for reimbursement of tuition fee and any other fee, since the course is meant for working/ unemployed youth under self-financed mode.**
  14. The Secretary, State Board of Technical Education and Training, Andhra Pradesh, Mangalagiri reserves the right for withdrawal of temporary affiliation accorded for violation of rules and regulations prescribed or to be prescribed there of as the case may be, at any time.

All the Institutions (New and Existing institutions) can download application form and Guidelines from the website <https://sbtetap.gov.in>.

The filled in application should be submitted along with

<b>Registration Fee (for all)</b>	<b>Rs. 2,000/-</b>	<b>For all CCIC/Craft Courses / Land Surveying</b>
<b>Inspection Fee (for Private Institutions/ Organizations)</b>	<b>Rs. 10,000/-</b>	

Payable through ONLINE to the following Bank account in favour of 'Secretary, SBTE&T-A.P- payable at Vijayawada, mentioning "Affiliation Fee for CCIC Courses" on the Payment Receipt.

<b>Account Number</b>	<b>013411100004456</b>
<b>Name of the Bank</b>	<b>Union Bank of India, Ring Road branch, Vijayawada.</b>
<b>IFSC Code:</b>	<b>UBIN0801348</b>

Two sets of application along with prescribed documents, Receipt of online Payment mentioning the course name on the top of a Covering Letter is send to:

**Deputy Secretary (Academic),  
SBTE&T, Andhra Pradesh  
Flat No- 405, 4<sup>th</sup> floor, Garudadri K.K Towers,  
Lakshmi Narasimha Colony, Mangalagiri.  
Guntur District – 522503, Andhra Pradesh.**

**Helpdesk : 7901620556, 7901620560.  
e-mail id : academic.apsbtet@gmail.com.**

**Last Date for submission of filled Application to this Office: 15-08-2023.**

The affiliation will be issued after inspection and fulfillment of norms of SBTE&T, A.P for all institutions. The Inspection & Registration fee once paid will not be refunded nor adjusted under any circumstances even if affiliation is not accorded due to evasion of attending the inspection, disqualified , did not get eligibility to accord approval or any other reason.

**Date : 27-07-2023.**

**Place: Mangalagiri.**

**Sd/- SECRETARY**



**Deputy Secretary  
Academic**

**APPLICATION FORM FOR  
NEW/AFFILIATION OF CERTIFICATE COURSES  
OFFERED BY PRIVATE INSTITUTIONS / ORGANIZATIONS  
FOR THE ACADEMIC YEAR  
2023 – 24**



**STATE BOARD OF TECHNICAL EDUCATION & TRAINING  
GOVERNMENT OF ANDHRA PRADESH**

**4<sup>th</sup> Floor, Garudadri K.K. Towers, Lakshmi Narasimha Colony,  
Mangalagiri, Guntur Dist -522503  
Helpdesk: 7901620556, 7901620560**

Website: <http://sbtetap.gov.in>

**PLEASE NOTE:**

- 1. Read instructions carefully before filling the application.**
- 2. Check whether all the required documents are enclosed before Submitting the same to the SBTET, AP, Mangalagiri.**
- 3. Required enclosures are**  
**Photostat Copies of**
  - Rental deed or Ownership document**
  - Equipment purchase bills**
  - Books purchase bills**
  - Photostat copy of the filled application**
  - Faculty appointment letter copies**
  - Registration certificate of the organisation/Society**
- 4. Fill in the checklists provided, for the course(s) being applied, with regard to equipment, accommodation, staff, and library.**
- 5. Present your Xerox copy of the application to the inspecting officers appointed by the Board.**
- 6. Application is valid only for the institution, for which it is taken. Application is not transferable.**
- 7. Separate application should be registered individually for each course Applied.**
- 8. The Institution should be run by under the registered organisation/Society.**
- 9. A minimum 10 (Ten) candidates for each course for each batch should be admitted by the institute, otherwise it will not be issued affiliation.**
- 10. Registration/Inspection fee once paid will not be refunded nor adjusted under any Circumstances.**

# STATE BOARD OF TECHNICAL EDUCATION AND TRAINING

## ANDHRA PRADESH:: MANGALAGIRI

4<sup>th</sup> floor, Garudadri K.K. Towers, Lakshmi Narasimha Colony,

Mangalagiri, Guntur Dist -522503

Helpdesk: 7901620556, 7901620560

APPLICATION FORM FOR NEW/AFFILIATION OF CERTIFICATE COURSES OFFERED BY PRIVATE INSTITUTIONS /ORGANIZATIONS FOR THE ACADEMIC YEAR 2023-24

Note: Read the Guidelines carefully before filling the application form

Registration & Inspection fee : Rs. 12,000/- for CCIC/Craft courses

1. **Institution Details:** Applicants are requested to furnish the latest Cell Phone Nos. which are in use for communication, if any;

Name of the Institution	
Complete Address of the Institution with nearest land mark and Pincode to locate the Institution Address	
Phone Number:	
Email-id:	

2. **Applicant Society Details:** Name, address and other details of the Applicant Society / Trust / Government / Central Government.

Name of the Society	
Complete Address of the Society with nearest land mark and Pin code to locate the Institution Address	
Phone Number & Email-Id:	
Date of Registration	
Society Registration No:	
Place of Registration	
Registered under which Act (please tick)	Trust Act <input type="checkbox"/> Society Act <input type="checkbox"/>

*Please attach copy of Registration of Society / Trust along with details of constitution, Memorandum of Association of the Society / Trust*

3. **Courses proposed to be conducted from the Academic year 2023-24**

Category	Course	Duration of Course	Entry level Qualification as specified by SBTET	Proposed Intake

4. **Details of Registration & Inspection Fee: (To be paid ONLINE)**

Amount	Date of Transaction	Name of the Bank	Transaction Details

**5. Category of Institution proposed (Please tick the appropriate box).**

- A ) Self Financing
- B) Others
- Central Government  State Govt.  Govt. Aided

**6. Building Details for exclusive use of the proposed institution at the location as address mentioned at Sl. No. 3**

- i) **Whether the Building is exclusively allotted to the Proposed Institution?** YES  NO
- ii) Carpet area available either exclusively or earmarked for said purpose: (A separate annexure prepared by an Architect to be enclosed for this purpose along with Plan showing the Furniture layout for each room)

ROOMS (Title of the Room as per its functional usage)	NUMBER	Size of the Room (feet)		Area in Sq. ft
		Width	Length	
<b>Class Rooms(CR) Areas</b>				
CR-1				
CR-2				
<b>Laboratories Areas</b>				
Name of Lab-1				
Name of Lab-2				
Office Areas				
Society Office (If attached to institution)				
Principal room				
Other Areas				
<b>TOTAL</b>				

**iii) Faculty Particulars (existing) or identified faculty particulars (for proposed courses along with Acceptance letters from identified staff)**

S.No	Name of the faculty	Designation	General/Technical Qualifications University/ agency, year of passing , % age of marks	Experience	Type of appointment (Regular/ Guest)

**iv) Lab Tools & Equipment to be procured as per Appendix IV for the proposed courses and Compliance report shall be submitted along with Bills and Vouchers and list should be submitted**

**7. Whether the applicant society had applied in the year 2023-24 (previous year) for the establishment of institution to State Board of Technical Education & Training** Yes  No

If yes, when and why the proposal was rejected? Please give details.

Name and address of the Institution	courses applied for	Accepted or Rejected	Reasons for Rejection

Signature of the applicant with Seal

Place:

Name: \_\_\_\_\_

Date:

Designation: \_\_\_\_\_



## DECLARATION

I / We, on behalf of \_\_\_\_\_ hereby undertake to comply with the Norms and Standards and Regulations of SBTET, AP. I / We do undertake to furnish the documents as may be stipulated in the letter of intent if issued in favor of our Society / Trust/ Applicant, within the stipulated period, failing which, my / our proposal shall be liable to be rejected by the SBTET, AP. I / We agree to fulfill all the conditions as may be stipulated by SBTET, AP from time to time.

I / We hereby confirm that all the information furnished in the application is true to the best of my / our knowledge and belief and if any information is found to be false, my / our proposal may be rejected.

(Authorized Signatory of the Applicant)

Place:

\_\_\_\_\_

Name:

Date:

\_\_\_\_\_

Designation:

**(Seal)**

Note: Canvassing in any form will cause the rejection / non-consideration of application.

## **UNDERTAKING TO BE SIGNED BY THE HEAD OF ORGANATION & INSTITUTION**

1. I declare that I will follow and adhere strictly to all the rules and regulations for affiliation laid down by the State Board of Technical Education& Training, AP from time to time.
2. I undertake that the Institute will not use the name or the monogram of the SBTET,AP in our advertisements ,pamphlets, rubber stamps, letter heads or for any sort of canvassing
3. **I undertake to sponsor a minimum of 10 (Ten) candidates for each course per each batch affiliated for the examination conducted by SBTET, AP otherwise that course can be de affiliated.**
4. I declare that the Institution is using commercial LPG connection only for the Institutional purpose.
5. **I undertake that the Institution will apply for renewal of affiliation with in time, as specified by SBTET, AP every year.**
6. I will not change the Institution premises from approved plan to other without prior permission of SBTET, AP, Mangalagiri.
7. I certify that the Institution will not misuse the affiliation accorded by SBTET, AP in any manner.
8. I undertake that the Institution will take adequate safety measures for students and faculty regarding buildings and laboratories
9. I declare that the Institution has appointed sufficient number of full time faculty members, per each course as per SBTET, AP norms.
- 10.**I will not change the name of the institution/Society/Trust without prior permission of SBTET, AP, Mangalagiri.**
- 11.I enclose here with the copy of Rental deed / Lease deed / Owner ship document for the current academic year.
- 12.In the event of non compliance of the above conditions, or any government norms in this regard I will accept for the action to be taken by SBTET, A.P, Mangalagiri in any manner including penalty or de affiliation of the course in the institution.

**Signature of the  
Head of the organization**

**Name:**

**Address:**

**Seal of the Institution**

## CHECK - LIST OF ENCLOSURES

### List of documents to be submitted

Annexure	Details
I	<b>Society/Trust Registration</b> a) Registration document of the applicant Society/Trust
II	<b>Land documents</b> <b>a) Land is owned by the applicant society/Trust or leased</b>
III	External and Internal Photographs( hard & soft (CD) copy ) of the building if any , duly attested by the applicant with seal on the backside with date.(to be kept in an album intact and super scribing the Title of the Institution, address and date)
IV	Faculty Particulars a) qualifications b) appointment letters.
V	Lab Tools & Equipment for the proposed courses as per Appendix-IV. a) Purchase bills/ delivery challans of equipment / machines / tools.
VI	Other relevant documents, if any in support of the application viz., previous year's affiliation letters.

**(Signature of Authorized Representative of the  
Proposed Institution with Name and Designation)**

## ACKNOWLEDGMENT

Date: \_\_\_\_\_

From:  
Secretary,  
State Board of Technical Education and Training,  
4th floor, Garudadri K.K. Towers,  
Lakshmi Narasimha Colony,  
Mangalagiri, Guntur Dist -522503  
Andhra Pradesh

To

**The Secretary / Registrar / Director / Principal (To be filled by the applicant)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir,

This is to acknowledge receipt of your application for affiliation of certificate courses offered by private institutions for the academic year 2023-24.

PROGRAMME	Certificate courses in Hotel Management	Certificate courses in Fashion Technology	Certificate courses in Architecture	Certificate courses in safety	Certificate courses in Yoga	Certificate courses in Solar Power Technologies	Certificate courses in Computers

**\*(To be ticked by the applicant)**

Registration & Processing fee details:

Transaction. No.

Bank:

Amount:

Date:

**SBTET Office file no** is \_\_\_\_\_ (to be filled by the O/o SBTET).

Kindly quote the File No in all your future correspondence with SBTET Office.

Yours faithfully,

**Secretary**  
**(State Board of Technical Education**  
**And Training)**

# STATE BOARD OF TECHNICAL EDUCATION AND TRAINING ANDHRA PRADESH :: MANGALAGIRI

## GUIDELINES FOR ISSUING AFFILIATION TO INSTITUTIONS FOR CONDUCTING CERTIFICATE COURSES IN COMPUTERS(CCIC)/CRAFT/LAND SURVEYING OFFERED BY SBTET, AP MANGALAGIRI FROM THE ACADEMIC YEAR 2023-24 ONWARDS

### 1. Definition:

- a. "Academic year" means Academic Year of the SBTET, AP, Mangalagiri Academic schedule as stipulated by SBTET, AP in Rules and regulations course wise
- b. "Act" means the SBTET, AP, Hyderabad Act- 1982 (Act 1 of 1982, G.O.Ms.No.140, Dated. 24/4/ 1984.) The Board had come into existence from 1<sup>st</sup> June' 1984.
- c. "SBTET,AP, Mangalagiri web-portal" means web site hosted by the Andhra Pradesh State Board of Technical Education and Training: <http://sbtetap.gov.in>
- d. "Applicant" means an applicant that makes an application to the SBTET, AP for Seeking approval for short term certificate courses under SBTET, AP.
- e. "Architect" means an Architect registered with the Council of Architecture established under the Architect Act 1972.
- f. "SBTET" AP, Mangalagiri means Andhra Pradesh State Board of Technical Education and Training, Under section 3 of the Act.
- g. "Course" means one of the branches of learning in Course for a stipulated period.
- h. 'Batch' means **30 candidates** in each certificate course.
- i. "Head of the Institution" means the Principal or the Director or such other Designation as the executive Head of the institution or the institute is referred.
- j. "Private Institution" means an Institution started by a Society/Trust and does not receive any grant/fund from Central and/or State Government and/or Union Territory Administration for meeting its recurring expenditure.
- k. "Society" means a Society registered under Society Registration Act 1860.
- l. "Trust" means a Trust registered under Charitable Trust Act '1950 or any other relevant act.
- m. "**Full Time Course**" means the course which is conducted during regular timings of the Institution, ie. 10.00 AM to 4.00 P.M for a stipulated period.
- n. "**Part Time Course**" means the course which is conducted before or after the regular working hours of the institution with a stipulated period

### 2. General:

- a. The institution should be run by a registered society / organization.
- b. The Management of the Society/Institution shall have an irrevocable resolution to establish and run the proposed institution for a minimum of two (2) years.
- c. Any change in the Management / Office bearers shall be informed to the SBTET, AP.
- d. The institution have to pay prescribed Affiliation fee for each course in every academic year before the stipulated last date along with fresh application in the prescribed Proforma.

- e. The Affiliation to be granted is only for coaching and training the candidates for examination of certificate courses conducted by SBTET for one Academic Year only.
- f. The institute should not use the affiliation of a course accorded by Board, for the other courses conducted by the institute on its own.
- g. Affiliation will not be granted if the admitted strength is less than ten for each course.
- The SBTET will conduct the certificate courses examinations twice in a year. Every year the session should start from September and February.
  - The admission process is at the institution level. The institution should follow the Rule of Reservation (ROR) during admissions.
  - The admission process should be completed by first week September / February.
  - The class work should commence from the first week of the respective months i.e. first week of September / February.
  - **The Bio-data of the admitted candidates should be uploaded in to the SBTET Portal within 10 days after commencement of the class work. The hall tickets for appearing the examination will be issued only to those candidates whose bio-data was uploaded within the stipulated time and after payment of examination fee.**
  - Minimum qualification/eligibility criteria are as per SBTET norms and admission of students should be made on first come first serve basis.
- h. Syllabus:
- As prescribed by the SBTET, AP.
  - The final examination will be of objective type and will be conducted through online/offline at the designated Government Polytechnics. Candidates have to appear for the examination at the designated Government Polytechnics.
  - The officials of SBTET, AP, Mangalagiri can visit the institute at any time on any working day during the academic calendar as per schedule. Any deviation/ irregularities reported during such visits, affiliation of the institution/society will be cancelled with immediate effect.
- i. In case an institution fails to get the renewal of affiliation for any course in a particular year, the next year it has to apply as a new institution.
- j. The institution should obtain the prior approval of the State Board of Technical Education and Training, AP, Mangalagiri for the change in address /change of title /change of name of the institution, if any.
- k. **The institutions are not entitled to use the name/logo of SBTET, AP, in any manner, reflecting/communicating the sense as the institution is recognized by/affiliated to SBTET, AP/Govt./Department of Technical Education. However it is restricted to make use to the extent of courses affiliated by SBTET, by this order.**
- l. **Any sort of misuse of affiliation accorded by State Board of Technical Education and Training in any manner shall entitle for de affiliation & legal action.**
- m. Adequate safety measures regarding building & laboratories should be taken by the institution for the safety of students & faculty. State Board of Technical Education and Training, Mangalagiri is not responsible for any lapses in this regard.

- n. As per 41st Board Meeting, Fee Reimbursement is not applicable to the candidates and the SBTET will not recommend to Government for reimbursement of fee and any other fee, since the course is meant for working/ unemployed youth.
- o. The Secretary, State Board of Technical Education and Training, Andhra Pradesh, Mangalagiri reserves the right for withdrawal of temporary affiliation accorded for violation of rules and regulations prescribed or to be prescribed there of as the case may be, at any time.

### **3. How to Apply:**

The institutions who desires to get SBTET affiliation have to submit their application through hard copy to the address **Deputy Secretary (Academic), Flat No: 405, SBTET, AP, 4th Floor, K.K. Garudadri Towers, Near Lakshmi Narasimha Colony, Mangalagiri, Guntur - 522503 Andhra Pradesh.** The detailed Revised Guidelines and Notification are also available in the State Board of Technical Education and Training, A.P., Website: <http://sbtetap.gov.in>.

- a) The registration of Rs. 2,000/- (for all) and inspection fee of Rs. 10,000/- (Private Institutions & Organizations) are to be paid through ONLINE to the following account given below and the payment receipt should attach with the application.

<b>A/C No:</b>	<b>013411100004456</b>
<b>Bank:</b>	<b>Union Bank of India, Ring Road branch, Vijayawada</b>
<b>IFSC:</b>	<b>UBIN0801348</b>

- b) No application shall be processed unless it is submitted in the prescribed form. Send the printed application after entering application form along with documents in the named cover to **Deputy Secretary (Academic), SBTET, Andhra Pradesh, Flat No: 405, SBTET, AP, 4th Floor, K.K. Garudadri Towers, Near Lakshmi Narasimha Colony, Mangalagiri, Guntur - 522503 Andhra Pradesh. Mobile No: 7901620556, 560 E-mailId: academic.apsbtet@gmail.com.**
- c) Last date and time for submission of completed application form along with enclosures as mentioned in the application form is 5.00 p.m. on **15-08-2023** without fine and **19-08-2023** with penalty of Rs. 4000/-. Applications received after last date will not be considered and incomplete application forms will be summarily rejected.

### **4. Affiliation procedure:**

- A. Process of applications for grant of Approvals will be done in **two Phases:**
  - i) Issuance of Letter of Internet (LOI):  
The letter of Intent will be issued to the applicant societies / Trusts who fulfils all the requirements while submitting the application to the Secretary, State Board of Technical Education and Training, A.P., Mangalagiri for affiliation of their institution for offering certificate courses.

ii) The Applications with insufficient / incomplete information including supporting material will summarily be rejected.

B. Issuance of Letter of Approval (LOA):

After successful submission of application through on line, the SBTET will depute an Expert Committee for physical verification of the facilities / requirements available at the institution. On recommendations of the expert committee the approval of institution will be issued. For all fee details the institutions are requested to go through the **item 7 below**.

C. Further details can be downloaded from <http://sbtetap.gov.in>

D. The decision of the SBTET, AP, Mangalagiri shall be final. Canvassing in any form is strictly prohibited. No correspondence will be entertained in processing of applications.

**5. Procedure for grant of Affiliation for Certificate Courses offered by SBTET, AP:**

**5.1 Eligibility for application and requirements:**

The following are eligible for submitting the application to SBTET for running short term certificate courses.

a. The Chairman or Secretary of a registered society, registered under the Registration of Societies Act 1860

OR

b. The Chairman or Secretary of a registered trust, under the Charitable Trusts Act 1950 or any other relevant Acts

OR

c. A trust registered by Central Government or the Government of A.P or by a Society

OR

d. A Trust registered by Central Government or the Government of A.P under Public Private Partnership mode through an officer authorized by the Central Government or the Government of Andhra Pradesh.

The applicant Society / Trust, should be registered, under the Societies Registration Act, the Trusts Act or any similar Act.



## 5.2 Building:

Building shall be on ownership of institute's society or on lease / rental basis for the period for not less than 2 years & provision of extension for next 2 years by the agreement on Rs.100/- non judicial stamp paper and document should be registered with said area registrar.

The following documents are to be submitted:

- a) Lease Deed made on Rs.100/- non judicial stamp paper along with approved Building plan
- b) Structural Safety Certificate from Structural Engineer who had registered with local Authority (Proof of the Certificate to be submitted)

## 6. DETAILS OF COURSE / ADMISSION FEE:

- a) **For CCIC: The courses are to be run on self-supporting basis. However the SBTET has fixed the course fee as Rs. 6,000/- per each module of CCIC.**
- b) For Craft Courses: The SBTET has fixed the course fee to be collected from students for the following craft certificate courses are as follows:

S.No	Name of the craft course	Fee fixed by SBTET (Rs.)
1.	Fashion Designing & Garment Making	20000/-
2.	Food production	25000/-
3.	Food & Beverages	12000/-
4.	Accommodation operation	12000/-
5.	Front office operation	12000/-
6.	Travel & tourism	12000/-
7.	Interior design	22000/-

**NOTE:** For the Craft Courses which are not mentioned in the Table, it is informed that the course fee for three, six & above six months duration are fixed as Rs. 12,000/ and Rs. 15,000/- and Rs. 20,000/- respectively.

## 7. Affiliation Fee per batch:

The affiliation fee to be paid to the SBTET, AP for course wise is as follows:

CCIC/Craft courses	Registration & Inspection Fee along with application	Affiliation Fee After issue of LOA
For courses of 3 months duration	1000(for all)+10000/-(for Private Institutions & Organizations)	1000 /- per candidate with a minimum of Rs. 10000/-

For courses of 4/6 months & below one year duration	1000(for all)+10000/-(for Private Institutions & Organizations)	1200 /- per candidate with a minimum of Rs. 12000/-
For courses of one year duration	1000(for all)+10000/-(for Private Institutions & Organizations)	1500 /- per candidate with a minimum of Rs. 15000/-
For courses of one and half year duration	1000(for all)+10000/-(for Private Institutions & Organizations)	2000 /- per candidate with a minimum of Rs. 20000/-

8. Once affiliation is granted to any institution, such institution should not change its name/location etc without prior approval from the SBTET. If any institute violates, the affiliation to such institution will automatically gets cancelled.
9. The SBTET is offering applications only for the following certificate courses. Affiliations will be granted only to the courses mentioned below.

#### 9.1 **CRAFTCOURSES:**

S. No.	Name of the Certificate Course	Duration of the course	Eligibility	Intake per batch
	<b><u>CRAFT COURSES</u></b>			
<b><u>'A'</u></b>	<b><u>Fashion Design</u></b>			
1.	Fashion Designing and Garment Making	1 year	10 <sup>th</sup> Class/SSC	30
2.	Beautician	06 months	10 <sup>th</sup> Class/SSC	30
<b><u>'B'</u></b>	<b><u>Hotel Management &amp; Catering Technology</u></b>			
1.	Food Production	1 ½ Year	10 <sup>th</sup> Class/SSC	30
2.	Front Office Operation	06 Months	Intermediate Pass	30
3.	Accommodation Operation	06 Months	10 <sup>th</sup> Class/SSC	30
4.	Food & Beverage Service	06 Months	10 <sup>th</sup> Class/SSC	30
<b><u>'C'</u></b>	<b><u>Architecture</u></b>			
1.	Interior Designing	1 year	10 <sup>th</sup> Class/SSC	30
<b><u>'D'</u></b>	<b><u>Travel &amp; Tourism</u></b>			
1.	Travel & Tourism Management	06 Months	Intermediate	30
<b><u>F'</u></b>	<b><u>Yoga courses</u></b>			
1.	Certificate course in yoga	03 months	<b>Intermediate</b>	30
2.	Advanced Certificate course in Yoga Vignana for teachers	06 months	<b>Intermediate &amp; certificate in yoga of SBTET</b>	30

S. No.	Name of the Certificate Course	Duration of the course	Eligibility	Intake per batch
<b>'G'</b> 1.	<b>Solar power</b> Solar Power Technologies	06 months	10 <sup>th</sup> class/SSC	30
	Solar Power Technicians	04 months	10 <sup>th</sup> class/SSC	30
<b>'H'</b> 1. 2. 3.	<b>Cement technologies</b> Cement Tech-Processing	10 months	10 <sup>th</sup> class/SSC	30
	Cement Tech-Mechanical	10 months	10 <sup>th</sup> class/SSC	30
	Cement Tech-Elec& Instrumentation	10 months	10 <sup>th</sup> class/SSC 10 <sup>th</sup> class/SSC	30 30
<b>'I'</b> 1.  2.  3. 4. 5.	<b>Safety courses</b> Chemical safety supervisor programme	03 months	Degree/Diploma in science/Tech with minimum 2 years experience	30
	Industrial safety	1year	Degree/Diploma in science/Tech with minimum 2 years' experience	30
	Fire safety	06 months	Intermediate	30
	Pharmaceutical Technology	03 months	B.Sc/ B.tech/ B. Pharm	30
	Construction safety	06 months	DCE	30

## 9.2 Certificate course in Computers (CCIC)

S. No.	Name of the Certificate Course	Duration of the course	Eligibility	Intake per batch
1.	a) Office Automation (MS Office) <b>b)MS Office with Assistive software</b> for Visually Handicapped /challenged	03 months	Pass in S.S.C	30
2.	Multimedia with Basic Animation	03 months	Pass in S.S.C	30
3.	AutoCAD	03 months	A student of ITI draught man or student of Engg. Diploma or a pass in Intermediate	30
4.	P.C. Maintenance And Troubleshooting	03 months	A student studied up to X class	30
5.	Web Designing	03 months	pass in S.S.C.	30

### 9.3 Certificate course in Land Surveying

10. The course wise requirement of faculty and requisite qualifications are given below.

**Faculty and their qualification requirements: (Staff Student Ratio: 1:20/1:30)**

S. No.	Category	Name of the Certificate Course	Course Code	No. of Lectures Required	Qualifications	No. of Lab instructors	Qualification of Lab Asst.
1	HMCT	Food Production	FP	1	Degree/Diploma in Hotel Management with 2 years experience	1	A 10 <sup>th</sup> pass with 5years of experience in Food Industry
2	HMCT	Food Beverage Service	FBS	1	-do-	1	-do-
3	HMCT	Front Office Operations	FO	1	-do-	1	A part time member for teaching computers
4	HMCT	Accommodation Operations	AO	1	-do-	1	A 10th pass with 5years of experience in Food Industry
5	FT	Fashion Designing and Garment Making	FDG	2	B.Sc Home science / Diploma in Garment Technology	2	DGT/DHS/DCT/Certificate course in Fashion Technology offered by any State Board or Certificate course CGDM offered by A.P. Intermediate Board
6	FT	Beautician	BC	1	Beautician certificate from Setwin/ any other registered Beauty clinic.		
7	ARCH	Interior Designing	ID	1	B. Arch or its equivalent	1	M.A. English or its equivalent
8	Safety	Industrial Safety	IS	2	1. B. Tech. in Chemical Engg. With industrial/ Institution Experience or M.Sc. in Chemistry with Industrial Experience/Institution 2. B.Tech in Engg. With experience in Safety in Industry/Institution		

9	Safety	Chemical Safety Supervisor Programme	CSSP	2	B.Tech.in Chemical Engg with Industrial experience/ Institution or M.sc in chemistry with Industrial experience/ Institution 2. B.Tech in Engg with experience in safety in Industry/Institution		
10	Safety	Fire Safety	FS	2	B.Tech in Chemical Engg. with industrial experience / institution or M.Sc. in chemistry with industrial experience/ institution 2. B.Tech in Engg. with experience in safety in industry/ institution		
11	Safety	Pharmaceutical Technology	PT	2	Masters degree in Pharmacy or 2. B.Tech in Chemical Engg with experience in safety in industry/Institution		
12	Safety	Construction Safety	CS	2	1. Post Graduate in relevant field of Engineering desirable 2. B.Tech With experience in safety in Industry / Institution		
13	Travel & Tourism	Travel & Tourism Management	TOT	2	Master / Degree in Travel / Tourism and for Hospitality Management 3 year degree or Diploma in Hotel Management with minimum 5 years Experience.		
14	Yoga	Certificate course in Yoga	Y	1	A certificate in Yoga with one year experience	1. Asst.	certificate in yoga

15	Yoga	Advanced Certificate course for yoga Vignana for Teachers	AY	1	do	1	do
16	Solar Power	Solar Power Technologies	SP	2	A Diploma or Degree in Electrical and Electronics with mandatory training on Solar Power Technologies.: MBA to teach Marketing, Entrepreneurial Development & Financial Accounting.	1	A pass in ITI with or without experience
17	Solar Power	Solar Power Technician	ST	2	-do-	2	-do-
18	Cement technology	Cement tech-Processing	CTSP	1	*A Diploma holder in relevant branch for each course	01	A pass in ITI with 3 years experience
19	Cement technology	Cement tech-Mechanical	CTSM	1	*A Diploma holder in relevant branch for each course	01	-do-
20	Cement technology	Cement tech-Elec& Instrumentation	CTSE	1	*A Diploma holder in relevant branch for each course	01	-do-
21	CCIC	Office Automation and <b>MS Office with JAWS</b> (for Visually Handicapped /challenged	OA	1	The Computer Institutions should employ a graduate with a minimum qualification of one – year diploma in Computer applications from a reputed institution and having experience in the relevant course. The number of staff members should be based on the number of courses and number of batches offered by the organization and should fulfill norms of the Board.	1	A pass in SSC

22	CCIC	AutoCAD	AC	1	do	1	A pass in SSC
23	CCIC	Web Designing	WD	1	do	1	A pass in SSC
24	CCIC	PC Maintenance & Troubleshooting	PC	1	do	1	A pass in SSC
25	CCIC	Multimedia with Basic animation	MA	1	do	1	A pass in SSC

**11.** The course wise requirement of Accommodation and Area are given below.

**Accommodation and Area requirements:**

S. No	Category	Name of the Certificate Course	Course Code	No of class rooms	Total class Rooms Area (Sq.Ft)	No. of labs	Lab Area	Stores/ Library /reception Principal room	Amenities/other	Total Area (Sq.Ft)
1	HMCT	Food Production	FP	1	24x16=384	1	30x40=1200	320	100	2000
2	HMCT	Food Beverage Service	FBS	1	24x16=384				1100	2000
3	HMCT	Front Office Operations	FO	1	20x16=320				1100	2000
4	HMCT	Accommodation Operations	AO	1	20x16=320	1	20X20=400,12X14=168 (Model Bed Room)			2000
5	FT	Fashion Designing and Garment Making	FDG	1	20x20=400	3	1700	400/375	3300	2800
6	FT	Beautician		1	20x15=300	1	300		1100	700
7	ARCH	Interior Designing	ID	1	600			300		900
8	Safety	Industrial Safety	IS	2	300	1	300	300	2200	1 acre
9	Safety	Chemical Safety Supervisor Programme	CSSP	2	300	1	300	200	2200	1300
10	Safety	Fire Safety	FS	1	300	1		200	2200	1acre

11	Safety	Pharmaceutical Technology	PT	1		1	300	200	200	1 acre
12	Safety	Construction Safety	CS	1	300	1		200	200	900-1000
13	Travel & Tourism	Travel & Tourism Management	TOT	2	600			300	200	1100
14	Yoga	Certificate course in Yoga	Y	1	600			200	100	800-900
15	Yoga	Advanced Certificate course for yoga Vignana for Teachers	AY	1	600			200	100	800- 900
16	Solar Power	Solar Power Technologies	SP	1	300	1	200	200	100	600-800
17	Solar Power	Solar Power Technicians	ST	1	300	1	16x10Sq ft	200	100	600-800
18	Cement Technology	Cement Tech-Processing	CTSP	1	300	1		300	200	800-1000
19	Cement Technology	Cement Tech-Mechanical	CTSM	1	300	1		300	200	800-1000
20	Cement Technology	Cement Tech-Elec& Instrumentation	CTSE	1	300	1		300	200	800-1000
21	Computer courses (CCIC)	Office Automation (M.S.Office)	01	1	250	1	600			800-900
2	CCIC	Multimedia with Basic animation	02	1	250	1	600			do
23	CCIC	Auto Cad	03	1	250	1	600			do
24	CCIC	PC Maintenance & Troubleshooting	09	1	250	1	600			do
25	CCIC	Web Designing	13	1	250	1	600			do



## **RULES AND REGULATIONS FOR CERTIFICATE COURSE IN LAND SURVEYING**

1. **Duration of the course:** The Certificate course shall extend over a period of 4 months.
2. **Medium of instruction:** The medium of instruction and examination papers shall be in English.
3. **Procedure for admission in to the certificate courses:**

Selection of candidates is governed by the rules and regulations laid down in this regard from time to time.

- a) Candidate who can wish to seek admission in “Land Surveying” certificate course must have qualified **SSC or 10<sup>th</sup> Pass/Fail/above or its equivalent** examination conducted by various competent authorities.
- b) Admissions shall be made purely on merit basis.

Admission process will be conducted at the institution level. After admission, the records pertaining to admission, along with PIN numbers of the candidates must be submitted to the State Board of Technical Education and Training.

#### **4. Number of working days:**

- a) The minimum no. of working days-4 months (100 days) with 300 hours of instruction.
- b) The working days in a week shall be form Monday to Saturday.
- c) There shall be 3 hours per day i.e. either morning or evening without detrimental to normal working hours of the institution.
- d) The minimum no. of working days are 100 for this course. If the prescribed minimum is not achieved due to any reason, special arrangement shall be made to conduct classes to cover up the syllabus.

#### **5. Eligibility of attendance to appear for the end examination:**

- a) A candidate shall be permitted to appear for the end examination, if he/she has attended minimum **75%** of working days during the course.
- b) Shortage in attendance may be condoned up 10% on medical grounds.

#### **Note:**

1. **SBTET is empowered to reject the incomplete applications without assigning any reasons.**
2. **Registration and Inspection fee once paid will not be refunded or adjusted for the next academic year under any circumstances.**
3. **Application received after the due date will not be considered under any circumstances.**

Date : 27-07-2023.

Place: Mangalagiri.

Sd/- SECRETARY



Deputy Secretary  
Academic