

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

From  
Sri G.V. RAMACHANDRA RAO, M.E.,  
Secretary (FAC),  
State Board of Technical Education & Training,  
4<sup>th</sup> Floor, Garudadri KK Towers,  
Mangalagiri - 522503, Andhra Pradesh.

To  
The Principals of SBTET Affiliated  
Institutes conducting Short Term  
Professional Courses (Certificate Courses)  
for the Academic Year 2024-25.

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**Lr. No.053/ SBTET,A.P/Academic/STPC,Admissions/ 2024-25, dated: 14-02-2025.**

Sir/Madam,

Sub: SBTET, A.P - Academic - Short Term Professional Courses- Institutes offering Certificate Courses in computers (CCIC)/Craft Courses/ Land Surveying/ Other Certificate Courses in the State of Andhra Pradesh- Admission Schedule for the Academic Year 2024-25 - Guidelines for Affiliated Institutes- Communicated- Reg.

Ref: 1. Note orders approved by CTE & Chairperson, SBTET, A.P, dated 18-07-2024.  
2. Notification issued by Secretary, SBTET, A.P., Land Survey, Dated: 18-07-2024.  
3. Applications submitted by the Govt. & Private Institutions/Organizations to SBTET, A. P (Affiliating Body) to Sanction Affiliation for the A. Y 2024-25.  
4. Proceeds. No 6. Academic/CCIC-Craft- LS/2024-25, dated: 30-08-2024.  
5. Inspection Reports submitted by the Inspection teams drafted by SBTET.  
6. Affiliation fee paid details submitted by the Government/ Aided/ Private Colleges offering Certificate Course vide Lr. No.014/ SBTET/AP/ Academic/ CCIC/2024-25, dated: 29-10-2024.  
7. Representation submitted by APPCCIMAD through the Lr. No. Appccimad/ SBTET/ Academic /05 /24-25, dated 16-11-2024.  
8. Proc. No. 2/SBTET/A.P/Academic/CCIC/Affiliations/2024-25, dt: 04-12-2024.

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With reference to the subject and references cited above, The Secretary, State Board of Technical Education and Training, Andhra Pradesh, is pleased to release the admission schedule in the SBTET Affiliated Institutes conducting Self- financed Short Term Professional Courses (CCIC/Craft/Land Surveying) for the Academic Year 2024-25. The candidates are directed to submit their applications directly to the principals at the respective institutes where they are wishing to seek admission for the academic year 2024-25.

1. Application Submission:

- Candidates must submit their completed application forms along with required documents to the respective college where they intend to pursue their course.
- The application forms must be submitted by 21-02-2025 ; 5:00 P.M., after which no application will be accepted.

2. Admission Process:

- Admissions will be conducted at the institute level, as per the guidelines communicated by SBTET.
- An observer, appointed by SBTET, present at the college to monitor the admission process and ensure transparency.

3. Eligibility Criteria:

- Candidates must meet the eligibility criteria specified by the SBTET for the respective courses . The principals of the respective institutes should provide the eligibility details to the candidates.
- All Candidates should attend personally for the admission counselling along with ORIGINAL CERTIFICATE AND REQUIRED FEES on 24-02-2025 ; 10:00 A.M. at the respective institutes in which they are seeking admission.

4. Seat Allocation:

- Seats will be allotted provisionally on the date of counselling as per the available intake and the SBTET admission policy. The SBTET observer will ensure that the process is conducted smoothly and fairly .
- The provisional allotment of the candidate in the institutes , will be confirmed only after approval of the same by SBTET; otherwise , the admission will be considered cancelled.
- Candidates are eligible to attend the classwork only after receiving confirmation of provisionally admitted list from SBTET and intimated to the candidates by the respective institutes.

**Admission Schedule:**

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|---|--------------------------|
| 1. Last Date to submit the filled in applications   | : 21-02-2025 ; 5:00 P.M. |
| 2. Admission Counselling Date and Time  | :24-02-2025; 10:00 A.M.  |
| 3. Submission of Provisionally Admitted Students list<br>to SBTET for Vefification and confirmation of the<br>admissions by the institutes. | : 27-02-2025 ; 5:00 P.M. |
| 4. Commencement of Classwork  | : 15-03-2025.            |

For further information, candiates may contact the respective colleges or visit the SBTET website [<https://apsbtet.ap.gov.in> ].

Encl: 1.List of SBTET Affiliated institutes conducting STP Courses for the A.Y 2024-25.  
2. Norms and Guidelines.

Sd/- G.V. RAMACHANDRA RAO  
Secretary, SBTET, A.P.

Deputy Secretary (Academic)