



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

SHORT-TERM PROFESSIONAL CERTIFICATE COURSES

**REGISTRATION AND AFFILIATION NOTIFICATION
ACADEMIC YEAR :: 2025-26**

State Board of Technical Education and Training, **Andhra Pradesh**, Mangalagiri, invites applications for sanctioning of affiliation of existing/new institutes to conduct Short-Term Professional Certificate Courses (STPC) in CCIC/Craft/Land Surveying courses in existing Government Polytechnics / Private Organizations / Private Institutions offering CCIC/Craft/Land Surveying courses (Certificate Courses) as per norms laid down for the academic year 2024-25. The course wise application forms can be downloaded from the **Notifications of SBTET** website <https://apsbtet.ap.gov.in>

The tentative Schedule for completion of Admission Process is from 11-09-2025 to 25-10-2025.

(a) Registration for Affiliation of Existing/ New Institutes:

- Date of issue of Applications to the Institutes : 11-09-2025.
- Last date for submitting the applications to SBTET : 18-09-2025.

(b) The tentative Schedule for Inspections and Sanctioning Affiliations.

- Date of commencement of inspections to institutes : 20-09-2025.
- Last date for submitting the Inspection reports to SBTET : 25-09-2025.

(c) The tentative Schedule for Admission Process for A.Y 2025-26 is intimated in due time.



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**REGISTRATION AND AFFILIATION NOTIFICATION
ACADEMIC YEAR :: 2025-26**

Sub: SBTET, A.P – Academic – Issue of registration notification –Sanctioning of SBTET affiliation to the existing institutes, training centres /new institutes/ Government Polytechnics to offer Short-Term Professional Certificate Courses/ CCIC Courses for the Academic Year 2025-26 – Intimation- Reg.

Ref: Approved by DTE & Chairman, SBTET, A.P, through e-office, dated: 09-09-2025.

State Board of Technical Education and Training, Andhra Pradesh, Mangalagiri, invites applications from new training centres to start Short-Term Professional Certificate Courses and sanction of affiliation to the existing Government Polytechnics and training centres under private / NGO agencies offering Short-Term Professional Certificate Courses on self-finance mode as per norms laid down for the Academic Year 2025-26.

The application forms can be downloaded from the Notifications of SBTET website <https://apsbtet.ap.gov.in>

The institutes/ training centres/ societies/ agencies/ NGOs can apply ONLY for the following “Short-Term Professional Certificate Courses” offered by SBTET, A.P for the academic year 2025-26:

The following conditions are to be fulfilled by applicants to obtain SBTET affiliation for the course(s):

A) NCVET approved qualifications:

S. No	Name of the Course	Duration	Remarks
1	Industrial Safety Engineer	One Year	NCVET Approved Qualification

SBTET existing courses:

S. No	Name of the Course	Duration	Remarks
1	Food Production	1 ½ Year	SBTET Existing Course
2	Fashion Designing and Garment Making	One Year	SBTET Existing Course
3	Interior Designing	One Year	SBTET Existing Course
4	Food & Beverage Service	06 Months	SBTET Existing Course
5	Front-Office Operations	06 Months	SBTET Existing Course
6	Certificate course in Beautician	06 Months	SBTET Existing Course
7	Advanced Certificate course for yoga	06 Months	SBTET Existing Course
8	Fire Safety	06 Months	SBTET Existing Course
9	Land Surveying	4 Months	SBTET Existing Course
10	Pharmaceutical Technology	03 Months	SBTET Existing Course
11	Chemical Safety Supervisor Programme	03 Months	SBTET Existing Course
12	Certificate course in Yoga	03 Months	SBTET Existing Course
13	Office Automation (M.S. Office)	3 Months	SBTET Existing Course
14	Auto CAD	3 Months	SBTET Existing Course
15	PC Maintenance & Trouble shooting	3 Months	SBTET Existing Course
16	Web Designing	3 Months	SBTET Existing Course

1. The institution should be run by a registered society / organization. The management of society/ organization shall have an irrevocable resolution to establish and run the proposed “Training Centre” for a minimum of two (2) years. Any change in the management structure / office bearers shall be informed to the SBTET, Andhra Pradesh.
2. The institute has to obtain SBTET affiliation by applying for each course in every academic year before the stipulated last date in the prescribed application proforma.
3. The granted SBTET affiliation enable the training centres to conduct the Teaching & Training activity as per the SBTET prescribed syllabus following conditions, for the academic year in question.
4. The institute should not use the affiliation accorded by SBTET, A.P for other courses of the institute.
5. It is the responsibility of the training center to enroll the SBTET approved number of candidates for a course. Under no circumstances the institute or training center is permitted to exceed the SBTET approved in-take for a course. The admission process is at the institute or training center level following the Rule of Reservation while giving due importance to the merit.

6. The details of the admitted candidates should be submitted to SBTET in the prescribed proforma and uploaded the candidates' bio-data into the SBTET Portal before the last date mentioned in the notification. The SBTET approved candidates will be allotted a unique permanent ID. The candidates with that ID only eligible for payment of examination fee.
7. The admission of students should be made on first come first service, while fulfilling the minimum eligibility/qualification criteria as per SBTET , A.P. norms.
8. **The affiliation will be given once in a year. Under any circumstances the intake will not be enhanced/ changed in the middle of the year.**
9. The teaching and training to the candidates should be as per the prescribed syllabus of State Board of Technical Education and Training, Andhra Pradesh, Mangalagiri.
10. The inspecting team of SBTET, A.P, can visit the institute at any time on any working day of academic calendar. Any deviation/ irregularities reported during such visits on the part of institute/ training center in any course(s) would attract de-affiliation **with immediate effect** and the institute/ training center would be black-listed.
11. **The trainees/ candidates/ students of training center/ institute should have minimum of 90% attendance for appearing for the examination.**
12. 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 institute.
13. In case of an institute that fails to get the renewal of affiliation for any course in a particular year, the next year it has to apply as a new institute.
14. The institute should obtain prior approval of the State Board of Technical Education and Training, A.P for the change in address /change of name of the institute, if any. (complete details are available in the SBTET "Hand-Book on short-term professional certificate courses")
15. The institutes/ training centers are not entitled to use the name/logo of SBTET, A.P, in any manner, reflecting/communicating the sense as the institute/ training center is recognized by/affiliated to SBTET, A.P / Department of Technical Education. However, it is restricted to make use to the extent of the specific courses affiliated by SBTET.
16. 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.
17. Adequate safety measures for students & faculty regarding building & laboratories should be taken by the institute/ training center itself and State Board of Technical Education and Training, A.P, Mangalagiri is no way responsible for any lapse in this regard.
18. **As per 41st 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.**

19. 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 Institutes (New and Existing) can download application form and guidelines from the website <https://apsbtet.ap.gov.in>.

The filled in application should be submitted along with :

1. The registration fee and inspection fee as per the details and Payable through ONLINE/ RTGS to the following Bank account in favour of 'Secretary, SBTET-A.P- payable at Vijayawada, mentioning "Registration and Affiliation Fee for Short-term Professional Certificate Courses for the academic year 2025-26" on the Payment Receipt.

Registration Fee (for all)	Rs. 2,000/-	For all Short-term Professional certificate courses including CCIC/Craft/ Land Surveying
Inspection Fee (for Private Institutions/ Organizations)	Rs. 10,000/-	

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

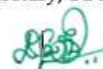
2. One copy of completed application along with prescribed documents and receipt of online payment mentioning the course name on the top of a covering letter shall be send to:

The Secretary,
State Board of Technical Education and Training,
Flat No- 405, 4th floor, Garudadri K.K Towers,
Lakshmi Narasimha Colony, Mangalagiri.
Guntur District - 522503, Andhra Pradesh.

Helpdesk : 7901620556, 7901620560.
e-mail id : academic1.apsbtet@gmail.com

The affiliation will be issued after inspection and fulfillment of norms of SBTET, A.P. The Registration Fee and Inspection fee once paid will not be refunded or 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.

Sd/-G.V.V.SATYANARAYANA MURTY
Secretary, SBTET, A.P.



Deputy Secretary (Academic)
SBTET, A.P.

Date: 09-09-2025
Place: Mangalagiri.