

AFFILIATION MANUAL

**STATE BOARD OF
TECHNICAL EDUCATION**

GOVERNMENT OF KERALA

OCTOBER 2024

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1. Introduction

1.1 Purpose of the Affiliation Manual:

This manual is designed to serve as a comprehensive guide for institutions seeking affiliation under the State Board of Technical Education (SBTE), Department of Higher education, Government of Kerala. It outlines detailed procedures, eligibility criteria, and the obligations that institutions must fulfil for affiliation, ensuring transparency, and compliance with the highest standards.

1.2 Overview of the State Board of Technical Education:

The State Board of Technical Education (SBTE), a key entity under the Government of Kerala, assumes a pivotal role in overseeing technical education across the state. The board administers a diverse range of programs, encompassing Diplomas in Engineering and Technology, Management, and Commercial Practice. Additionally, it oversees Diploma in Fashion Design and Garment Technology, Diploma programs in Secretarial Practice, Kerala Government Certificate Examinations (KGCE) and Kerala Government Technical Examinations (KGTE).

The programs being offered under SBTE are classified as those coming under AICTE recognition and others as follows:

AICTE Approved Program

- Diplomas in Engineering- Regular
- Diplomas in Engineering- Lateral Entry
- Diplomas in Engineering- Part-time
- Diplomas in Engineering- for working professionals

Non-AICTE Approved Program

- Diploma in Fashion Design and Garment Technology
- Diplomas in Secretarial Practice
- Kerala Government Certificate Examinations (KGCE) on various engineering programs
- Kerala Government Technical Examinations (KGTE) in Carpentry
- Kerala Government Technical Examinations (KGTE) in Printing Technology programs

1.3 Constitution of the State Board of Technical Education:

The Government has reconstituted the State Board of Technical Education (SBTE) with the following members as per GO(Ms) No. 30/2018/HEDN, Thiruvananthapuram, dated 15-01-2018:

1. Minister for Higher Education (Chairman)
2. Principal Secretary, Higher Education
3. Principal Secretary, Finance Department
4. Principal Secretary, Industries Department
5. Secretary, Labour Department
6. Senior Joint Director (ECS), Directorate of Technical Education (DTE)
7. Joint Director (IIC), DTE
8. Senior Joint Director (PS), DTE
9. Joint Director, Regional Directorate of Technical Education, Kothamangalam
10. Joint Director, Regional Directorate of Technical Education, Kozhikode
11. Joint Director, SITTR, Kalamassery
12. Joint Controller of Technical Examinations, Kaimanam, Thiruvananthapuram
13. Director, IHRD
14. Director, LBS Centre
15. Director, CE Cell
16. Two educationalists nominated by the Government
17. Two industry experts
18. Dean (Academic), Kerala Technological University, Thiruvananthapuram
19. Chairman, Academic Committee for Polytechnics
20. Deputy Director (General), DTE
21. Member Secretary, AICTE, New Delhi
22. Director of Technical Education (Member Secretary)

2. PART-1: Common Guidelines for AICTE and Non-AICTE Approved Programs

2.1 Affiliation and Recognition:

Institutions that seek affiliation from SBTE must adhere to the guidelines established by the board. The affiliation is granted based on the institution's infrastructure, faculty qualifications, curriculum, and the fulfilment of eligibility criteria laid down by AICTE (for AICTE-approved programs) and SBTE (for non-AICTE programs). Affiliation is mandatory for institutions to offer diploma and other programs recognized by SBTE. In no eventuality a technical institution without affiliation from SBTE shall be allowed to admit students.

Institutions may be considered for renewal of affiliation on an annual basis, provided they meet all essential conditions and norms during this period. Additionally, institutions can apply to the SBTE for the affiliation of new courses, an increase in intake, or other activities approved by AICTE.

The essential conditions to be considered for renewal of affiliation are listed below:

- I. Remittance of affiliation fee as prescribed by the SBTE from time to time
- II. Submission of Affiliation Performa, provided in this manual
- III. Approval letter from AICTE, if applicable
- IV. Submission of Statements of accounts duly audited by a chartered accountant, in case of non-government institutions. For government institutions audited statements of accounts signed by Principal.

2.2 Transfer of Affiliation:

Existing institutions affiliated with the State Board of Technical Education or the Department of Technical Education will automatically be affiliated with SBTE from the approval date of this manual subject to the fact that they have remitted the amount due to SBTE from time to time.

2.3 Undertakings by Educational Agencies:

Self-financing institutions starting unaided programs must enter into an agreement with the Government of Kerala, following the successful acquisition of a No Objection Certificate on the stamp paper using the format provided in this manual. For existing institutions, the agreement must be submitted annually when applying for renewal of affiliation.

This agreement is a formal consensual arrangement made between the Government of Kerala, represented by the Member Secretary of SBTE, and the management of an educational institution offering unaided courses. The institution, which has been making admissions in a transparent manner, agrees to comply with SBTE's rules and regulations concerning admissions, fee collection, and other operational aspects. Both parties commit to maintaining mutual terms regarding the collection of tuition fees, caution deposits, and other associated costs as specified in the prospectus, which is published annually. If an AICTE institute requires a No Objection Certificate (NoC) for any purpose, it may also submit the affidavit provided in **Annexure 6.1:1** on a stamp paper.

2.4 Governing Body of Affiliated Institutions:

Affiliated institutions are required to have a duly constituted Board of Governors responsible for overseeing the administration and ensuring compliance with academic standards. The composition of the Governing Body should include representatives from the educational agency, faculty members, external experts, and a nominee from SBTE. Regular meetings and audits are to be conducted to monitor the institution's performance.

2.5 Application of New Institution and additional programs in existing Institution

Institutions may apply for introducing additional programs or courses under SBTE. This requires submitting a formal application along with the necessary documentation, including details of faculty, laboratories, and other resources that will be used for the new programs. SBTE will conduct an inspection and review before granting approval for additional programs.

2.6 Payment Process:

Institutions must follow the payment procedures outlined by SBTE for affiliation, renewal, and other services. Fees must be paid within the timeline specified in the coming chapters, and failure to do so may result in penalties or rejection of the application.

The applicant must pay the fee within the timeframe specified by SBTE, and it is non-refundable. Payment can be made via a demand draft (DD) drawn in favour of the Member Secretary, SBTE, payable at Thiruvananthapuram, or through electronic transfer to Account Number 38323559722 at SBI, Temple View, Thiruvananthapuram, Fort (PO), IFS Code: SBIN0070481. The details of the amounts for various types of fee payments will be specified through government orders issued from time to time.

2.7 Guidelines for Inspection:

The inspection process plays a critical role in ensuring that institutions seeking or renewing affiliation with the State Board of Technical Education (SBTE) comply with the prescribed norms, standards, and regulations. The SBTE has established a comprehensive framework for conducting inspections to promote accountability, transparency, and consistent quality across technical education programs. Below are the detailed guidelines governing the inspection process:

a. Mechanism for Inspections

SBTE has instituted a structured and rigorous inspection mechanism, which includes both scheduled and random inspections of institutions. These inspections may occur annually or based on specific requirements, such as an application for affiliation or renewal of existing affiliation. Random inspections may also be conducted without prior notice to ensure institutions maintain standards continuously rather than only during official visits.

b. Purpose and Applicability

Inspections serve multiple purposes, including:

- **Compliance Verification:** Ensuring that institutions are adhering to the norms and standards set by SBTE, AICTE (if applicable), and other regulatory authorities.
- **Eligibility Assessment:** Verifying the eligibility of institutions applying for new affiliations or renewals by assessing infrastructure, academic quality, faculty qualifications, and financial sustainability.
- **Institutional Accountability:** Holding institutions accountable for providing quality education, maintaining proper facilities, and adhering to the terms of their affiliation.
- **Grievance Redressal:** Investigating complaints or concerns raised by students, faculty, or other stakeholders regarding the functioning of the institution.

These inspection guidelines apply to all institutions under the purview of SBTE, including both AICTE-approved and non-AICTE-approved programs.

c. Pre-Inspection Preparations by Institutions

Institutions awaiting inspection must ensure they are fully prepared to present their facilities, records, and documents to the inspection team. This includes:

- **Document Preparation:** All necessary documentation related to academic programs, faculty credentials, financial statements, affiliation application forms, and previous inspection reports must be ready for review.

- **Infrastructure Readiness:** Laboratories, workshops, libraries, classrooms, and other facilities must be operational and accessible during the inspection.
- **Faculty and Staff Availability:** Key personnel, including the principal, heads of departments, and faculty members, should be present during the inspection to answer queries and demonstrate compliance with institutional norms.

d. Implementation of Inspection Recommendations

Following the inspection, the committee provides a detailed report to SBTE outlining their findings, including any deficiencies or areas for improvement. Institutions are expected to implement the recommendations provided by the Inspection Committee within a specified timeframe, which is communicated along with the inspection report.

SBTE monitors the institution's progress in addressing these recommendations. Failure to comply may lead to penalties, suspension of affiliation, or disaffiliation.

e. Decision Implementation and Publication

Once the inspection is complete, the SBTE will communicate its decision regarding the institution's affiliation status based on the inspection findings. The decision may result in the grant of affiliation for three years, affiliation for one year, or rejection of the affiliation. In cases of rejection, the institution is provided a timeline to appeal or address the identified issues.

The inspection outcomes and affiliation decisions are also made publicly available on the SBTE website to maintain transparency. This ensures that students, parents, and other stakeholders have access to updated information about the institution's affiliation status.

Institutions/programs getting affiliated for three years must submit an annual compliance report in the concerned format of renewal of affiliation to SBTE, detailing adherence to academic, infrastructural, and financial norms. These reports must be submitted both online and in hard copy format. Institutions are required to be thorough and transparent in their reporting, as inaccuracies or omissions may lead to penalties or disqualification from affiliation.

f. Guidelines for Conduct of Inspections

The following guidelines are provided to ensure the smooth conduct of inspections and proper communication between the institution and the inspection committee:

- **Timing and Coordination:** Institutions are informed of scheduled inspections well in advance to allow for proper coordination. In the case of random inspections, institutions are expected to cooperate fully with the inspection team.
- **Inspection Duration:** The inspection typically lasts 1-2 days, depending on the size of the institution and the scope of the inspection.

- **Committee Reporting:** After the inspection, the committee submits a report to SBTE in the prescribed evaluation format within a stipulated timeframe, highlighting their observations and recommendations.
- **Institutional Response:** Institutions have the right to respond to the inspection report, providing clarifications or additional documentation as needed.

g. Inspection Criteria

The inspection committee evaluates institutions on several key criteria, including but not limited to:

- **Academic Quality:** Curriculum adherence, teaching methodologies, student performance, and program outcomes.
- **Infrastructure and Resources:** Classrooms, laboratories, libraries, and equipment relevant to the programs offered.
- **Faculty:** Qualifications, experience, student-to-faculty ratio, staff pattern prescribed by the Government and faculty development initiatives.
- **Financial Sustainability:** Financial records, audited statements, and resource allocation to ensure long-term viability.
- **Student Services:** Hostel facilities, placement services, and student support systems such as counselling and mentoring.
- **Compliance with Previous Recommendations:** Institutions are evaluated on their efforts to address recommendations made in previous inspections, if applicable.

Through these inspections, SBTE ensures that institutions maintain the standards necessary to provide quality technical education, safeguarding the interests of students and fostering continuous institutional improvement.

2.8 Withdrawal of Affiliation:

The manual outlines specific conditions under which the State Board of Technical Education (SBTE) may withdraw affiliation. A 30-day notice is provided to the institution, allowing them to respond and address identified issues.

The SBTE is empowered to withdraw the affiliation of an institution either temporarily or permanently, in a specific program or across all programs, or for the entire institute. The initiation of disaffiliation/withdrawal proceedings occurs if the institute is found guilty of certain actions, following the principles of natural justice. These actions include:

- Engagement in activities prejudicial to the State's interests or promoting disloyalty against the established government.
- Failure to fulfil affiliation conditions, receipt of unfavourable reports from the SBTE Inspection Committee, or other reasons deemed sufficient by the SBTE.
- Fraudulent acquisition of affiliation through misrepresentation or suppression of information.
- Non-removal of deficiencies despite due notice.
- Disregard of affiliation rules and conditions even after receiving warning letters.
- Poor academic performance for three consecutive years.
- Lack of proper equipment, space, staff, or facilities for teaching a particular subject.
- Violation of norms prescribed by the Supreme Court of India or any activity on campus against the dignity of an educational institute.
- Non-viability of conducting classes due to low admissions against the sanctioned intake.
- Withdrawal of recognition or approval by the AICTE leading to the cessation of affiliation.

If an institution is found to have committed past illegality or irregularities, the SBTE can withdraw affiliation for the current academic session, regardless of previous recognition.

The SBTE may blacklist an institution, preventing it from seeking re-affiliation, if serious irregularities amounting to cheating or embarrassment to the SBTE are established. For specific malpractices, three recorded warnings may lead to automatic disaffiliation in the next academic session. Depending on the gravity of malpractices, the disaffiliation process may be initiated directly without issuing warnings.

In every proposed withdrawal of affiliation, the SBTE provides an opportunity for the institution to explain its case. The decision to withdraw affiliation is made only after duly considering the explanation, and it is final and binding. In case of legal redressal sought by an institute against the SBTE's decision, the jurisdiction of the court of law is limited to the Hon. High Court of Kerala.

In the event of disaffiliation, de-recognition, or closure, all assets of the institution funded by the government grant-in-aid shall vest in the government. Any aggrieved person can appeal against the decision or penalty to the Chairman of SBTE within 30 days. If a program failed to get affiliation at any stage, further admission to the program will be ceased.

2.9 Closure of Institutions:

The manual provides a detailed closure procedure that institutions must follow, and closure without proper authorization is explicitly prohibited.

The management desires of closing down the institution shall apply to the SBTE in the prescribe Performa provided in this manual on or before the last day of April of the preceding year, stating fully the grounds for closure, and pointing out the assets in the form of building and equipments their original costs, the prevailing market value and the grants so far received by it from the Government or from public funding agencies.

On receipt of such an application, the SBTE shall cause to make enquiries as if may deem fit to assess and determine whether the institution be permitted to effect the closure. The SBTE may examine whether the closure should be avoided by providing necessary assistance by transferring it to another management.

If the SBTE decided to recommend the closure, it shall prepare and submit to the State Government, a report on the extent of damages or compensation to be recovered from the management and whether the assets created utilising the funds provided by the Government or other public funding agencies, be transferred to the Government or other management, and the payment of compensation to the teachers and the staff retrenched.

If the SBTE has recommended the closure of the affiliated institution the State Government may issue the order for closure. If the State Government decides to transfer the same to another management the procedure to be followed shall be such as may be prescribed by the State Government.

The Procedure to affect the closure shall be in phases so as to ensure that the students already admitted to the institution are not affected, and that the first year shall be closed first and no new admissions shall be effected. The procedure to phase out the closure shall be such as may be prescribed by the State Government.

Annexure 6.6 provided the format for institutions seeking a No Objection Certificate (NoC) to close an AICTE-approved program.

3. PART-2: Guidelines for AICTE Approved Programs

3.1 Affiliation and Recognition:

Institutions offering AICTE-approved programs that seek affiliation under the State Board of Technical Education (SBTE) must strictly comply with the eligibility criteria outlined in the **AICTE Approval Process Handbook (APH)** for the corresponding academic year. This handbook provides comprehensive guidelines covering infrastructure, faculty, equipment, and adherence to regulatory standards. Institutions must meet these requirements to ensure quality education and uphold institutional integrity.

Under no circumstances will an institution without prior SBTE affiliation and AICTE approval be permitted to participate in the centralized counselling and admission processes. Similarly, no students may be admitted to technical programs in such institutions.

For AICTE-approved programs, the SBTE affiliates individual programs instead of entire institutions, following a process similar to NBA accreditation and AICTE approval. It is important to note that institutions cannot apply for affiliation for selected programs individually; they must apply for all their programs collectively. The outcome of the process determines whether all or only some of the programs can be affiliated.

3.2 Guidelines on Affiliation Processes

a. Affiliation for Newly Established Polytechnics/Institutions

For new polytechnics or institutions seeking affiliation with the State Board of Technical Education (SBTE), initial affiliation is granted for one year, provided that the institution meets the essential criteria set by SBTE and the All India Council for Technical Education (AICTE). These criteria are outlined in the AICTE Approval Process Handbook (APH) for the applicable academic year. The following steps must be completed for affiliation:

1. No Objection Certificate (NoC) Application

Institutions intending to establish new institute, new programs, increase student intake, or make changes to the institution's name or location must first obtain a NoC from the State Government, represented by the Member Secretary of the SBTE. The process begins by submitting an application in the format provided in **Annexure 6.2**. This application requires detailed information about the institution's infrastructure, faculty, and management to ensure that it meets the necessary standards. The inspection team will evaluate matter in the format provided in **Annexure 6.3**. If an AICTE institute requires a No Objection Certificate (NoC) for any purpose, it may also submit the affidavit provided in **Annexure 6.1:1** on a stamp paper.

2. AICTE Approval

After obtaining the NoC, the institution must apply to AICTE for approval to operate. AICTE ensures that the institution adheres to national standards of technical education, including faculty qualifications, infrastructure, and academic quality. Only after receiving AICTE's approval can the institution proceed with the affiliation process.

3. Affiliation Application to SBTE

Once AICTE approval is granted, institutions must submit a fresh application to SBTE for affiliation of the newly approved courses or for the increased intake capacity. The application for affiliation follows the format provided in **Annexure 6.4**, which includes details about the institution's compliance with both SBTE and AICTE regulations.

4. Evaluation and Inspection

An inspection team from SBTE will evaluate the institution based on the criteria outlined in **Annexure 6.5**. This annexure provides a structured format for assessing the institution's compliance with infrastructure, academic delivery, and staffing standards during inspections.

5. Initial Affiliation Period and Monitoring

Institutions granted initial affiliation for one year are monitored closely during the first year. SBTE ensures that the institution continues to meet the required standards, with an emphasis on continuous improvement in areas such as academic delivery, infrastructure, and faculty development. At the end of the first year, a comprehensive review of the institution's performance will determine whether the affiliation will be renewed or extended.

b. Agreement for Unaided AICTE Programs

Self-financing institutions offering unaided AICTE programs must formalize their operations through an agreement with the Government of Kerala, following the successful acquisition of a No Objection Certificate (NoC). This agreement, detailed in **Annexure 6.1**, serves as a legal understanding between the government and the institution, outlining the terms under which the institution will operate, including admissions, fee structures, and the management of government and management quota seats. If an AICTE institute requires a No Objection Certificate (NoC) for any purpose, it may also submit the affidavit provided in **Annexure 6.1:1** on a stamp paper.

1. Seat Sharing and Admissions

The agreement mandates a 50-50 seat-sharing arrangement, where 50% of seats are filled by the government based on merit and reservation policies, while the remaining

50% are allocated by the management, including 35% merit-based and 15% reserved for economically disadvantaged students.

2. Fee Structure and Transparency

The agreement also governs the institution's fee structure, ensuring transparency in fee collection and adherence to norms established by the Honourable Supreme Court of India. The fees are differentiated for students admitted through government and management quotas, with clear provisions for fee exemptions for SC/ST/OEC students.

3. Regulatory Compliance

In addition to admissions and fees, the agreement covers various compliance aspects, including faculty-to-student ratios, examination responsibilities, refund policies, and penalties for non-compliance. Violations of these terms may lead to cancellation of affiliation or withdrawal of course approvals.

c. Annual Renewal of Affiliation for Existing Institutions

Institutions already affiliated with SBTE are required to renew their affiliation on an annual basis. The renewal process ensures that the institution continues to meet the academic, infrastructural, and regulatory standards set by both SBTE and AICTE. The steps involved are:

1. Application for Affiliation Renewal

Institutions must submit their renewal application using the format provided in **Annexure 6.4**. This form requires updated details about the institution's infrastructure, faculty, student intake, and compliance with AICTE standards.

2. Affiliation Fee Payment

Institutions are required to pay the prescribed affiliation fee as determined by SBTE. Delays in fee submission may result in the postponement or denial of affiliation renewal.

3. AICTE Approval Letter Submission

For AICTE-approved programs, institutions must submit a copy of their most recent AICTE approval letter to confirm that their programs continue to meet national standards. Failure to provide this document may lead to complications in the renewal process.

4. Submission of Audited Financial Statements

- Non-Government Institutions must provide audited financial statements, certified by a Chartered Accountant, to demonstrate financial transparency and accountability.
- Government Institutions must submit financial statements signed by the Principal to ensure appropriate utilization of government funds.

d. Inspection and Evaluation for Affiliation Renewal

SBTE reserves the right to inspect institutions seeking renewal of affiliation to verify their adherence to academic, infrastructural, and regulatory standards. The inspection and evaluation process involves the following:

- **Institutional Accountability**

The institution must ensure that its records, infrastructure, and academic practices comply with SBTE and AICTE norms throughout the academic year. Non-compliance may result in the suspension or cancellation of affiliation.

- **Timely Renewal Applications**

Institutions are advised to apply for renewal well in advance of their current affiliation's expiration to avoid disruptions in student admissions or academic schedules. The detailed timeline for submission and renewal is outlined in the manual. **Annexure 6.5** provides the format for evaluating institutions during the inspection process. It includes a detailed checklist that helps inspectors assess whether the institution meets the necessary criteria for affiliation or renewal.

By strictly adhering to these guidelines and utilizing the annexures provided, institutions can ensure a smooth and compliant affiliation process. This not only helps maintain operational transparency but also aligns with the high academic and infrastructural standards expected by SBTE and AICTE. Institutions that meet these requirements will foster an environment conducive to quality education, benefiting both the institution and its students.

3.3 Timeline for Affiliation:

The affiliation process for AICTE-approved programs follows a fixed timeline. Institutions must submit their applications within the deadlines set by SBTE, and the entire process, including inspections and approvals, will be completed within a specific timeframe as stated below.

Here are the three possible situations:

- 1. Initial Affiliation of a Program Without an Existing Syllabus:**

This applies to the initial affiliation of programs in a new institution or a new program in an existing institution. If the program is not offered in any other institution under SBTE, the syllabus must be developed by the State Institute of Technical Teachers Training and Research (SITTTR), Kalamassery.

- 2. Initial Affiliation of a Program With an Existing Syllabus:**

If the program is already being offered in other institutions under SBTE, the syllabus will be available for use.

3. Renewal of Affiliation for Existing Programs:

Affiliated programs are required to renew their affiliation annually.

Activity	AICTE programs					
	Syllabus Unavailable		Syllabus Available		Renewal	
	Last Date	Gap days	Last Date	Gap days	Last Date	Gap days
Submit Application for NoC	30-Nov		31-Dec		NA	
Inspection for NoC	31-Dec	31	31-Jan	31	NA	NA
NoC result	15-Jan	15	15-Feb	15	NA	NA
Submit Agreement	25-Jan	10	25-Feb	10	NA	NA
Apply to SITTTTR for Syllabus preparation	25-Jan	0	NA	NA	NA	NA
Apply for AICTE approval						
Submit Application for Affiliation	30-Apr	96	30-Apr	65	01-Jun	NA
Inspection for Affiliation	15-Jul	76	15-Jul	76	15-Aug	75
Affiliation result	31-Jul	16	31-Jul	16	31-Aug	16
Submit Appeal	10-Aug	10	10-Aug	10	10-Sep	10
Appeal result	20-Aug	10	20-Aug	10	20-Sep	10

* The dates mentioned in the tables are subject to change based on the AICTE calendar. In case of any revisions, the updated schedule will be notified by the SBTE.

Here is a detailed explanation of the steps involved:

1. Submit Application for NoC:

Institutions must submit an application for a No Objection Certificate (NoC) to SBTE. This is required for starting new programs in a new institution or adding a new program to an existing institution.

2. Inspection for NoC:

After receiving the application, SBTE will appoint inspectors and schedule an inspection of the institution to assess the feasibility and preparedness for the proposed program.

3. NoC Result:

Based on the inspectors' report, SBTE will decide whether to issue the NoC. If the inspection meets the required standards, the NoC will be granted.

4. Submit Agreement:

Once the NoC is granted, the institution must sign an agreement with the Government, following the prescribed format, to proceed with further steps.

5. Apply to SITTTTR for Syllabus Preparation:

In cases where a program does not have an existing syllabus (initial affiliation of a new

program), the institution must apply to the State Institute of Technical Teachers Training and Research (SITTTR) for the development of the syllabus.

6. Apply for AICTE Approval:

After receiving the NoC and submitting the signed agreement, the institution can apply to the All India Council for Technical Education (AICTE) for approval of the new program.

7. Submit Application for Affiliation:

Once AICTE approval is granted, the institution can submit the application for affiliation to SBTE.

8. Inspection for Affiliation:

SBTE will again appoint inspectors and schedule an inspection to evaluate whether the institution meets the requirements for affiliation.

9. Affiliation Result:

Based on the inspection report, SBTE will either grant or deny the affiliation. If the institution meets all the necessary conditions, the affiliation will be granted.

10. Submit Appeal:

If the institution fails to secure the affiliation, it can submit an appeal to SBTE to reconsider the decision.

11. Appeal Result:

As per recommendations of the Affiliation Committee, SBTE will review the appeal and make a final decision regarding the grant of affiliation based on the merits of the case.

3.4 Fee Structure

The applicant must pay the fee within the timeframe specified by SBTE, and it is non-refundable. Payment can be made via a demand draft (DD) drawn in favour of the Member Secretary, SBTE, payable at Thiruvananthapuram, or through electronic transfer to Account Number 38323559722 at SBI, Temple View, Thiruvananthapuram, Fort (PO), IFS Code: SBIN0070481.

The various categories of fee payments for different types of institutes, such as Government Aided Institutions (for Unaided Courses only), Government cost-sharing institutions, and Self-financing Polytechnics/Institutions, are listed below. The details of the amounts for various types of fee payments will be specified through government orders issued from time to time.

Government Aided Institutions (for Unaided Courses only):

1. Application Fee (Per Institute)
2. Fee for NoC – Per Program
3. Initial Affiliation – Processing Fee (Annual)
4. Initial Affiliation – Per Program Affiliation Fee (Annual)
5. Renewal of Affiliation for 1 Year – Processing Fee (Annual)
6. Renewal of Affiliation for 1 Year – Per Program Affiliation Fee (Annual)
7. Renewal of Affiliation for 3 Years – Processing Fee
8. Renewal of Affiliation for 3 Years – Per Program Affiliation Fee
9. Late Fee – Per Program (Per Institute)
10. Appeal Fee – Per Program

Government Cost-Sharing Institutions:

- Application Fee (Per Institute)
- Fee for NoC – Per Program
- Initial Affiliation – Processing Fee (Annual)
- Initial Affiliation – Per Program Affiliation Fee (Annual)
- Renewal of Affiliation for 1 Year – Processing Fee (Annual)
- Renewal of Affiliation for 1 Year – Per Program Affiliation Fee (Annual)
- Renewal of Affiliation for 3 Years – Processing Fee
- Renewal of Affiliation for 3 Years – Per Program Affiliation Fee
- Late Fee – Per Program (Per Institute)
- Appeal Fee – Per Program

Self-Financing Polytechnics/Institutions:

1. Application Fee (Per Institute)
2. Fee for NoC – Per Program
3. Initial Affiliation – Processing Fee (Annual)
4. Initial Affiliation – Per Program Affiliation Fee (Annual)
5. Renewal of Affiliation for 1 Year – Processing Fee (Annual)
6. Renewal of Affiliation for 1 Year – Per Program Affiliation Fee (Annual)
7. Renewal of Affiliation for 3 Years – Processing Fee
8. Renewal of Affiliation for 3 Years – Per Program Affiliation Fee
9. Late Fee – Per Program (Per Institute)
10. Appeal Fee – Per Program

Failure to submit the Affiliation Fee and a properly completed Affiliation Performa or failure to produce the necessary documents will result in the rejection of the institution's affiliation proposal. Therefore, institutes should exercise caution and ensure compliance before submitting their affiliation proposals.

It is important to note that merely depositing the affiliation fee and submitting the Performa does not guarantee affiliation. The approval is contingent upon meeting the norms and standards, which may be revised periodically.

3.5 Categories of Affiliation Outcomes:

The State Board of Technical Education (SBTE) offers different category of affiliation statuses depending on the institution's compliance with the required norms and standards. These affiliations vary in duration and are assigned based on the institution's adherence to the guidelines, program quality, and accreditation status.

i. Category A: Initial Provisional Affiliation for 1 Year

Applicable to new programs started in the academic year, this category grants provisional affiliation for a period of one year. It is meant for programs that meet the basic criteria but require further evaluation or improvements. The institution must renew its affiliation annually and demonstrate progress in meeting SBTE standards.

ii. Category B: Extension of Provisional Affiliation for 1 Year

Programs that have already been affiliated but do not yet meet the criteria for longer-term affiliation are granted a one-year extension of provisional affiliation. Institutions must continue to comply with SBTE norms and renew the affiliation annually.

iii. Category C: Extension of Provisional Affiliation for 3 Years

Applicable to institutions where 50% or more of the programs are accredited by the National Board of Accreditation (NBA). Programs that demonstrate consistent academic quality and compliance with SBTE norms are eligible for a three-year extension of provisional affiliation. Institutions in this category are required to submit an annual compliance report using **Annexure 6.4**, detailing adherence to academic, infrastructural, and financial norms. There is no fee associated with submitting this annual report.

c. Affiliation Variability Across Programs

Different programs within a single institution may receive different affiliation outcomes depending on their specific performance and compliance. Each program is evaluated independently, and the affiliation status is determined based on individual program merit. The

affiliation order will include the institution's unique affiliation number, followed by the program name, making it clear which programs hold which category of affiliation status.

d. Evaluation of Newly Established Institutions

For newly established institutions, a comprehensive evaluation is conducted over the first three years of operation. This phased evaluation is important because facilities, infrastructure, and resources are typically developed incrementally during the initial years. These institutions may receive a one-year affiliation initially, and after demonstrating compliance with SBTE's standards, they may become eligible for a longer-term affiliation status.

This staged evaluation process ensures that new institutions are provided the time and support needed to reach full operational capacity while still being held accountable to maintain and improve quality standards.

3.6 Forms for Recognition and Affiliation of AICTE Programs

The following section outlines six essential forms and formats related to the administration and regulation of AICTE-approved programs. These documents serve as a critical part of the affiliation, approval, and evaluation processes managed by the State Board of Technical Education (SBTE), Kerala, and the All India Council for Technical Education (AICTE). Each form addresses specific administrative functions such as securing agreements for unaided programs, applying for No Objection Certificates (NoC) for new institutions or changes in operations, and evaluating institutions for compliance with regulatory standards. The standardized formats ensure transparency, consistency, and accountability in institutional governance, helping maintain the quality and integrity of technical education across the state.

Annexure 6.1: Format of Agreement with Government for AICTE Unaided Programs

This agreement serves as a formal understanding between the State Board of Technical Education (SBTE), represented by the Director of Technical Education of Kerala, and the management of an educational institution offering AICTE unaided programs. It outlines the institution's commitment to comply with all applicable regulations and standards, including those related to admissions, fee structures, and academic quality. The purpose is to ensure that the institution operates transparently and in accordance with state and national educational policies while maintaining the standards expected of AICTE-recognized programs.

Annexure 6.1:1: Affidavit for NOC for AICTE institutions

If an AICTE institute requires a No Objection Certificate (NoC) for any purpose, it may also submit the affidavit provided in **Annexure 6.1:1** on a stamp paper. The affidavit affirms the

Trust's commitment to follow all agreements, Government rules, and approved academic offerings. It includes specific compliance commitments, such as ensuring Government quota seat filling aligns with Government approvals, adherence to periodically set fee structures, and accurate representation of facts.

Annexure 6.2: Application Form for No Objection Certificate (NoC) for Starting a New Institution, Introducing a New Program, Increasing Intake, Changing Name or Location for AICTE Programs, or for Any Other Purposes Requiring a NoC from AICTE

This application form is intended for institutions seeking a No Objection Certificate (NoC) to establish a new AICTE-approved institution, start a new program, increase student intake, or make changes to the institution's name or location. It requires the applicant to provide detailed information about the institution's infrastructure, faculty, management, and compliance with AICTE regulations. The purpose of this form is to enable the regulatory authorities to assess whether the institution meets the necessary criteria to initiate or expand its operations.

Annexure 6.3: Evaluation Form for No Objection Certificate (NoC) for Starting a New Institution, Introducing a New Program, Increasing Intake, Changing Name or Location for AICTE Programs, or for Any Other Purposes Requiring a NoC from AICTE

This evaluation format is used by the inspection team to assess institutions applying for a NoC for new institutions, programs, intake increases, or changes in name or location. The evaluation covers critical aspects such as the adequacy of infrastructure, faculty qualifications, compliance with regulatory standards, and overall readiness to deliver quality education. The findings documented in this evaluation play a crucial role in determining whether the institution's application will be approved by the regulatory body.

Annexure 6.4: Application Form for Affiliation, Extension of Affiliation, Increase or Decrease in Intake, Change of Name or Location for AICTE Programs, or for Any Other Similar Purposes Related to AICTE

This application form is used by institutions seeking affiliation or extension of affiliation with the SBTE for AICTE-approved programs. Additionally, it covers requests for increasing or decreasing student intake or changing the institution's name or location. The form requires institutions to provide comprehensive details about their current operational status, compliance with regulations, and any updates to their infrastructure or academic programs. The primary

goal is to ensure that the institution remains compliant with AICTE standards while pursuing changes or continuing operations.

Annexure 6.5: Evaluation Form for Affiliation, Extension of Affiliation, Increase or Decrease in Intake, Change of Name or Location for AICTE Programs, or for Any Other Similar Purposes Related to AICTE

This evaluation format is designed to assess institutions applying for affiliation, extension of affiliation, or changes in intake, name, or location for AICTE-approved programs. The format is used during inspections to evaluate the institution's compliance with AICTE standards in areas such as infrastructure, staffing, and academic delivery. The findings from this evaluation are crucial in determining whether the institution will be granted the requested changes or renewal of its affiliation.

Annexure 6.6: Form of Application for NoC for Closure of an AICTE Program

This form is intended for institutions seeking a No Objection Certificate (NoC) to close an AICTE-approved program. Institutions must provide justifications for closure, along with details about how they plan to manage the transition for currently enrolled students, including their academic continuity and placement efforts. The purpose of this form is to ensure that the closure is carried out in a structured and transparent manner, minimizing disruption to the students and maintaining compliance with regulatory guidelines.

3.7 Process Flow Diagram for Affiliation of AICTE programs

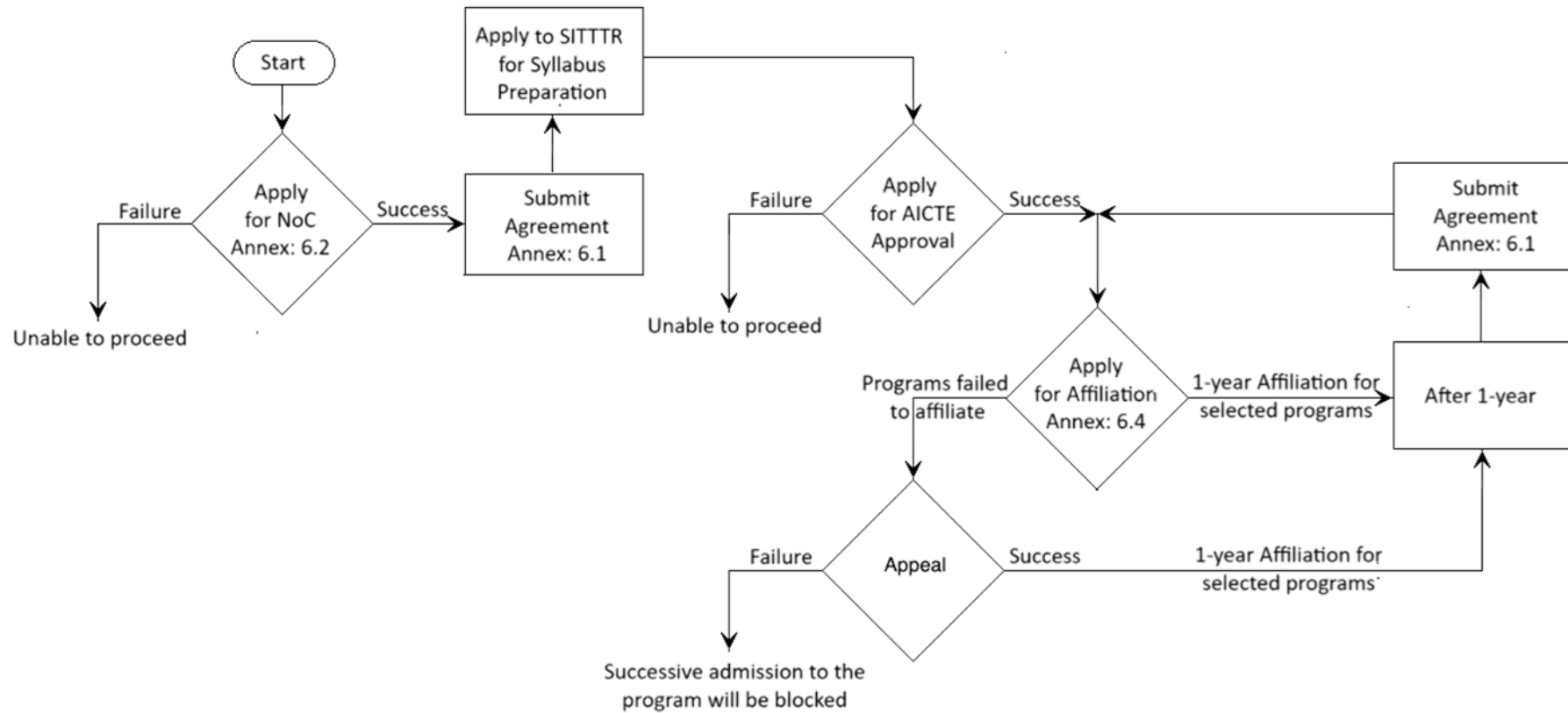


Fig 1: Affiliation Process for the first three years for starting an AICTE program or an institute (Syllabus unavailable)

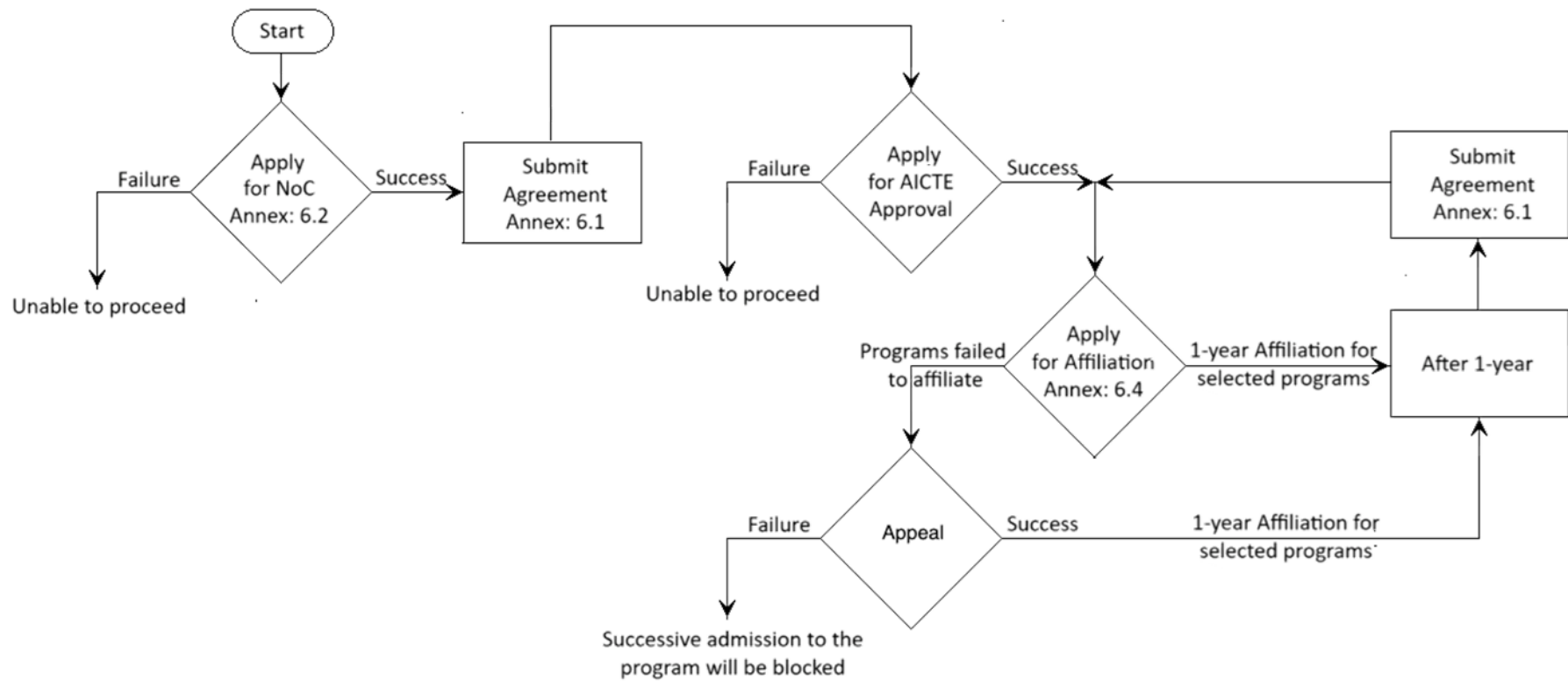


Fig 2: Affiliation Process for the first three years for starting an AICTE program or an institute (Syllabus available)

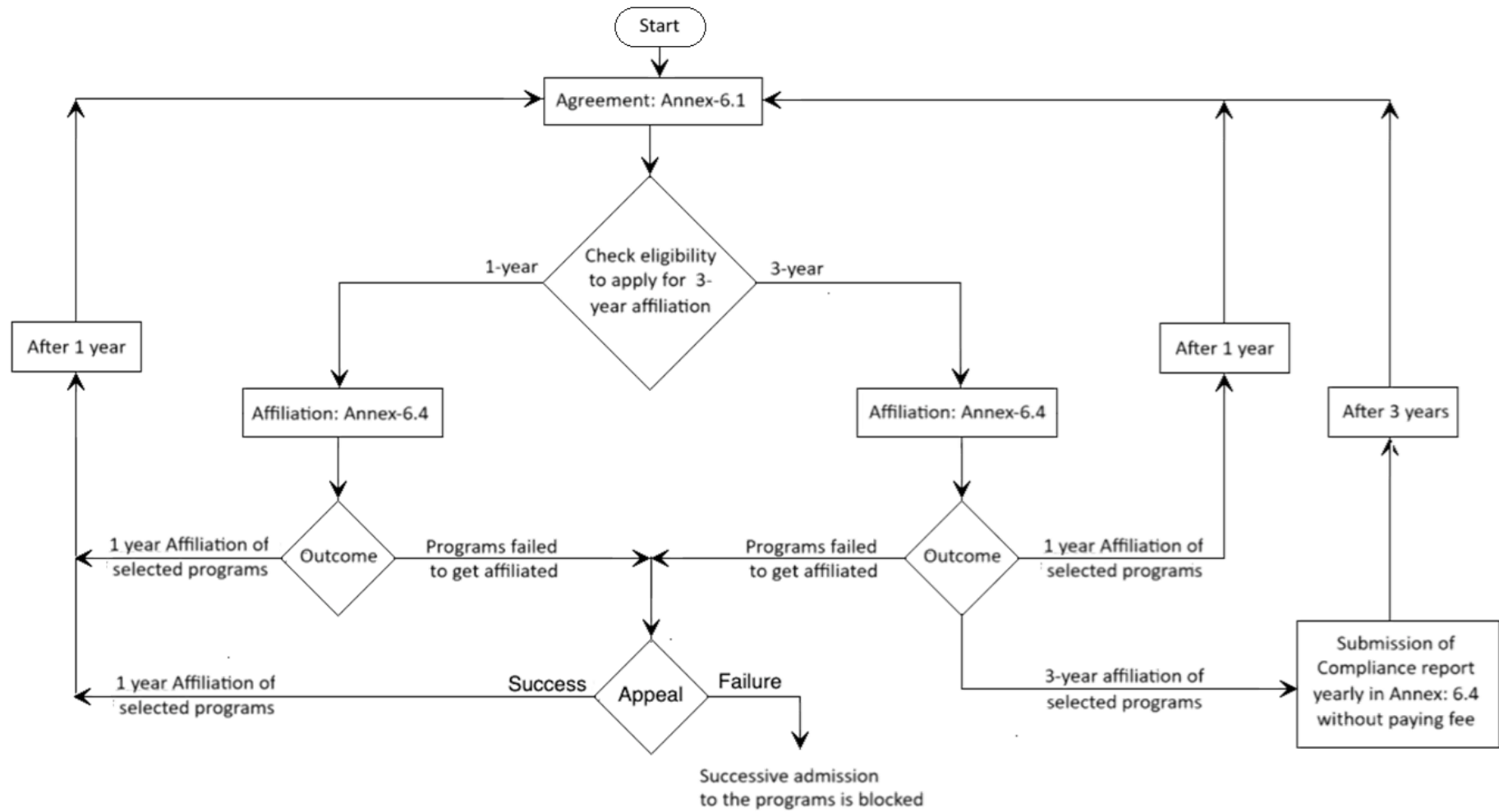


Fig 3: Affiliation Process for an existing AICTE program

4. PART-3: Guidelines for Non-AICTE Programs

4.1 Affiliation and Recognition for Non-AICTE Programs

Non-AICTE-approved programs are technical programs that do not fall under the purview of AICTE but are still recognized by the State Board of Technical Education (SBTE). Institutions offering such programs must follow the specific guidelines prescribed by SBTE for affiliation. These guidelines cover requirements related to infrastructure, faculty, and curriculum, ensuring that the programs maintain a high standard of education.

For non-AICTE-approved programs, SBTE grants affiliation to institutions based on the collective performance of individual programs. The affiliation process involves a thorough evaluation of the institution's compliance with the necessary criteria and regulatory norms, as detailed in the various annexures referenced below.

4.2 Eligibility Criteria for Non-AICTE Programs

Institutions offering non-AICTE programs must adhere strictly to the regulations applicable for the respective academic year. These regulations govern key aspects such as batch size, infrastructure, and resources necessary for effectively delivering the program. Institutions must meet the following specific criteria:

a) Batch Size and Infrastructure

The institution must maintain the specified batch size and provide adequate infrastructure, including buildings, classrooms, laboratories, workshops, and the necessary tools and equipment. These facilities must align with the program's size and scope to ensure effective teaching and learning. The institution's infrastructure will be assessed during the initial inspection, following the format provided in **Annexure 6.9**.

b) Qualified Staff

Institutions must employ the required number of qualified teaching staff and supporting personnel as per the guidelines. Faculty members should possess the necessary qualifications and expertise to deliver the program curriculum effectively, thereby ensuring high-quality education for students. Compliance with these staffing requirements will be verified during the inspection process, with details documented in the Evaluation Form for NoC for starting Non-AICTE Programs or Initial Affiliation of Non-AICTE Programs (**Annexure 6.9**).

c) Curriculum and Syllabus

Institutions must strictly follow the prescribed curriculum and syllabus for the program. Any deviation or modification is not permitted unless specifically approved by SBTE. Additionally, all assessments and evaluations must be conducted in the prescribed format and grading structure to ensure consistency with the defined educational standards.

d) Evaluation and Outcome-based Approach

Evaluations should align with the prescribed guidelines, focusing on achieving the desired learning outcomes. The institution's level of affiliation or accreditation will depend on its ability to meet these standards, the adequacy of its infrastructure, the effectiveness of its teaching practices, and the achievement of learning outcomes.

e) Batch size of Non-AICTE Programs

Non-AICTE Program	Batch Size
Diploma in Fashion Design and Garment Technology	24 + 6 additional on request
Diplomas in Secretarial Practice	60 + 6 additional on request
Kerala Government Certificate Examinations (KGCE) on various engineering programs	30
Kerala Government Technical Examinations (KGTE) in Carpentry	20
Kerala Government Technical Examinations (KGTE) in Printing Technology programs	20

4.3 Affiliation Process for Non-AICTE Programs

1. Initial Affiliation

Institutions seeking to offer non-AICTE programs must first obtain a No Objection Certificate (NoC) from SBTE. The application for NoC follows the format provided in **Annexure 6.8**. This application collects essential details about the institution, including its infrastructure, location, and management structure, allowing SBTE to evaluate whether the institution meets the minimum standards for offering quality education.

After the submission of the application, an inspection team from SBTE will conduct a site visit to assess the institution's readiness. The inspection report will be documented using the Evaluation Form for NoC for starting Non-AICTE Programs or Initial Affiliation of Non-AICTE Programs (**Annexure 6.9**), covering all aspects such as infrastructure, staffing, and compliance with the curriculum. The inspection team's findings will determine whether the institution qualifies for affiliation.

2. Renewal of Affiliation

Institutions already offering non-AICTE programs must apply for renewal of their affiliation each year. The Application Proforma for Renewal of Affiliation (**Annexure 6.10**) provides the

format for submitting updated information, including any changes to the institution's infrastructure, staffing, or management.

During the renewal process, an inspection team will reassess the institution's ongoing operations and compliance with updated norms. The evaluation of the institution for renewal is documented using the Evaluation Proforma for Renewal of Affiliation (**Annexure 6.11**). This inspection ensures that the institution continues to meet the required standards over time, thereby maintaining its affiliation status.

3. Mutual Agreement with the Government for Unaided Non-AICTE Programs

Self-financing institutions offering unaided non-AICTE programs are required to enter into a formal agreement with the Government of Kerala, following the successful acquisition of a NoC. This agreement is outlined in **Annexure 6.7**, which provides the format for the mutual arrangement between the institution and SBTE, represented by the Director of Technical Education, Kerala. For existing institutions, the agreement must be submitted annually when applying for renewal of affiliation.

This legally binding agreement covers various operational aspects, including admissions, fee collection, and compliance with SBTE's regulations. The institution must ensure transparency in admissions and fee collection, adhering to the fee structure and other associated costs specified in the institution's prospectus, which is published annually. The institution also commits to providing adequate infrastructure and qualified staff as required for its programs. Should the institution fail to comply with the terms of the agreement, SBTE reserves the right to revoke its affiliation and withhold approval for future course renewals. This agreement must be renewed annually, with the submission of the signed document being a part of the renewal of affiliation application process.

4.4 Transfer of Ownership or Management

In cases where the ownership or management of a non-AICTE institute is transferred, the institution must submit an application following the format provided in **Annexure 6.12**. This form ensures that the new owners are capable of maintaining the institution's standards and adhering to SBTE's regulations. The purpose is to ensure that the quality of education is not compromised during the transfer process.

4.5 Shifting of Non-AICTE Institutions

Institutions intending to relocate to a new campus must submit an application using **Annexure 6.13**. This form allows SBTE to assess the new premises and ensure they meet the necessary

infrastructural and regulatory standards. The goal is to prevent any disruptions to the educational process and ensure that the new location is fully compliant with the requirements for continued recognition.

By adhering to the above guidelines and ensuring compliance with the annexures referenced, institutions offering non-AICTE programs can secure affiliation and contribute to the delivery of high-quality technical education in Kerala.

4.6 Timeline for Affiliation Non-AICTE Institutions

The affiliation process for non-AICTE-approved programs follows a fixed timeline. Institutions must submit their applications within the deadlines set by SBTE, and the entire process, including inspections and approvals, will be completed within a specific timeframe as stated below.

Here are the three possible situations:

1. Initial Affiliation Without an Existing Syllabus:

This applies to the initial affiliation of programs in a new institution or a new program in an existing institution. If the program is not offered in any other institution under SBTE, the syllabus must be developed by the State Institute of Technical Teachers Training and Research (SITTTR), Kalamassery.

2. Initial Affiliation With an Existing Syllabus:

If the program is already being offered in other institutions under SBTE, the syllabus will be available for use.

3. Renewal of Affiliation:

Affiliated institutions are required to renew their affiliation annually.

Activity	Non-AICTE programs					
	Syllabus Unavailable		Syllabus Available		Renewal	
	Last Date	Gap days	Last Date	Gap days	Last Date	Gap days
Submit Application for NoC	30-Nov		31-Jan		NA	
Inspection for NoC	31-Dec	31	28-Feb	28	NA	NA
NoC result	15-Jan	15	15-Mar	16	NA	NA
Submit Agreement	25-Jan	10	25-Mar	10	NA	NA
Apply to SITTTR for Syllabus preparation	25-Jan	0	NA	NA	NA	NA
Apply for AICTE approval	NA	NA	NA	NA	NA	NA
Submit Application for Affiliation	30-Jun	157	30-Jun	97	31-Jul	NA

Inspection for Affiliation	15-Sep	77	15-Sep	77	15-Oct	76
Affiliation result	30-Sep	15	30-Sep	15	31-Oct	16
Submit Appeal	10-Oct	10	10-Oct	10	10-Nov	10
Appeal result	20-Oct	10	20-Oct	10	20-Nov	10

Here is a detailed explanation of the steps involved:

12. Submit Application for NoC:

Institutions must submit an application for a No Objection Certificate (NoC) to SBTE. This is required for starting new programs in a new institution or adding a new program to an existing institution.

13. Inspection for NoC:

After receiving the application, SBTE will appoint inspectors and schedule an inspection of the institution to assess the feasibility and preparedness for the proposed program.

14. NoC Result:

Based on the inspectors' report, SBTE will decide whether to issue the NoC. If the inspection meets the required standards, the NoC will be granted.

15. Submit Agreement:

Once the NoC is granted, the institution must sign an agreement with the Government, following the prescribed format, to proceed with further steps.

16. Apply to SITTTR for Syllabus Preparation:

In cases where a program does not have an existing syllabus (initial affiliation of a new program), the institution must apply to the State Institute of Technical Teachers Training and Research (SITTTR) for the development of the syllabus.

17. Apply for AICTE Approval:

After receiving the NoC and submitting the signed agreement, the institution can apply to the All India Council for Technical Education (AICTE) for approval of the new program.

18. Submit Application for Affiliation:

Once AICTE approval is granted, the institution can submit the application for affiliation to SBTE.

19. Inspection for Affiliation:

SBTE will again appoint inspectors and schedule an inspection to evaluate whether the institution meets the requirements for affiliation.

20. Affiliation Result:

Based on the inspection report, SBTE will either grant or deny the affiliation. If the institution meets all the necessary conditions, the affiliation will be granted.

21. Submit Appeal:

If the institution fails to secure the affiliation, it can submit an appeal to SBTE to reconsider the decision.

22. Appeal Result:

As per recommendations of the Affiliation Committee, SBTE will review the appeal and make a final decision regarding the grant of affiliation based on the merits of the case.

4.7 Fee Structure

The applicant must pay the fee within the timeframe specified by SBTE, and it is non-refundable. Payment can be made via a demand draft (DD) drawn in favour of the Member Secretary, SBTE, payable at Thiruvananthapuram, or through electronic transfer to Account Number 38323559722 at SBI, Temple View, Thiruvananthapuram, Fort (PO), IFS Code: SBIN0070481. The various categories of fee payments are listed below. The payment methods and specific amounts will be detailed through government orders issued from time to time.

- Application Fee (Per Institute)
- Fee for NoC – Per Program
- Initial Affiliation – Processing Fee (Annual)
- Initial Affiliation – Per Program Affiliation Fee (Annual)
- Renewal of Affiliation for 1 Year – Processing Fee (Annual)
- Renewal of Affiliation for 1 Year – Per Program Affiliation Fee (Annual)
- Renewal of Affiliation for 3 Years – Processing Fee
- Renewal of Affiliation for 3 Years – Per Program Affiliation Fee
- Late Fee – Per Program (Per Institute)
- Appeal Fee – Per Program

Failure to submit the Affiliation Fee and a properly completed Affiliation Performa or failure to produce the necessary documents will result in the rejection of the institution's affiliation proposal. Therefore, institutes should exercise caution and ensure compliance before submitting their affiliation proposals.

It is important to note that merely depositing the affiliation fee and submitting the Proforma

does not guarantee affiliation. The approval is contingent upon meeting the norms and standards, which may be revised periodically.

4.8 Accreditation of non-AICTE Institutes

All non-AICTE institutes will be reviewed for Accreditation status on every three years. They can achieve status B, A, or A+ based on the following criteria:

Accreditation Status B:

- The institute has successfully completed three years of operation.
- The average admission rate over the past three years is at least 50%.
- The average pass rate in the final year over the past three years is at least 50%.
- The institute has provided placement assistance to a minimum of 5 students.

Accreditation Status A:

- The institute has successfully completed three years of operation.
- The average admission rate over the past three years is at least 60%.
- The average pass rate in the final year over the past three years is at least 60%.
- The institute has provided placement assistance to a minimum of 10 students.

Accreditation Status A+:

- The institute has successfully completed three years of operation.
- The average admission rate over the past three years is at least 70%.
- The average pass rate in the final year over the past three years is at least 70%.
- The institute has provided placement assistance to a minimum of 20 students.

Inspection Fee for Granting Accreditation is ₹5,000. Accreditation status must be renewed every three years.

4.9 Categories of Affiliation Outcomes

The State Board of Technical Education (SBTE) offers different categories of affiliation statuses depending on the institution's compliance with the required norms and standards. These affiliations vary in duration and are assigned based on the institution's adherence to the guidelines, program quality, and accreditation status.

i. Category A: Initial Provisional Affiliation for 1 Year

Applicable to new programs started in the academic year, this category grants provisional affiliation for a period of one year. It is meant for programs that meet the basic criteria but require further evaluation or improvements. The institution must renew its affiliation annually and demonstrate progress in meeting SBTE standards.

ii. Category B: Extension of Provisional Affiliation for 1 Year

Programs that have already been affiliated but do not yet meet the criteria for longer-term affiliation are granted a one-year extension of provisional affiliation. Institutions must continue to comply with SBTE norms and renew the affiliation annually.

iii. Category C: Extension of Provisional Affiliation for 3 Years

Institutions holding ‘Accreditation status A+’ are eligible to apply for Affiliation Category C: Extension of Provisional Affiliation for 3 Years. Programs that demonstrate consistent academic quality and compliance with SBTE norms are eligible for a three-year extension of provisional affiliation. Institutions in this category are required to submit an annual compliance report using **Annexure 6.10**, detailing adherence to academic, infrastructural, and financial norms. There is no fee associated with submitting this annual report.

c. Affiliation Variability Across Programs

Different programs within a single institution may receive different affiliation outcomes depending on their specific performance and compliance. Each program is evaluated independently, and the affiliation status is determined based on individual program merit. The affiliation order will include the institution's unique affiliation number, followed by the program name, making it clear which programs hold which category of affiliation status.

d. Evaluation of Newly Established Institutions

For newly established institutions, a comprehensive evaluation is conducted over the first three years of operation. This phased evaluation is important because facilities, infrastructure, and resources are typically developed incrementally during the initial years. These institutions may receive a one-year affiliation initially, and after demonstrating compliance with SBTE's standards, they may become eligible for a longer-term affiliation status.

This staged evaluation process ensures that new institutions are provided the time and support needed to reach full operational capacity while still being held accountable to maintain and improve quality standards.

4.10 Forms for Recognition and Affiliation of Non-AICTE Programs

The manual outlines various forms for the recognition, renewal, and regulation of institutions offering non-AICTE programs. These forms ensure that institutions comply with the necessary standards in areas such as infrastructure, staffing, curriculum delivery, and quality assurance. Each form serves a specific purpose, whether it's for the initial recognition of a new institution, renewal of existing recognition, or other administrative changes like ownership transfer or

relocation. These standardized processes help maintain the integrity and quality of education provided by the institutions.

Annexure 6.7: Format of Agreement with Government for Non-AICTE unaided programs

This agreement is a formal consensual arrangement made at Thiruvananthapuram between the State Board of Technical Education (SBTE), represented by the Director of Technical Education of Kerala, and the management of an educational institution offering unaided courses. The institution, which has been making admissions in a transparent manner, agrees to comply with SBTE's rules and regulations concerning admissions, fee collection, and other operational aspects.

Annexure 6.8: Application Proforma for NoC for starting Non-AICTE Programs or for Initial Affiliation of Non-AICTE Programs

This form is intended for institutions that are seeking NoC for starting Non-AICTE Programs or for Initial Affiliation of Non-AICTE Programs. It provides the regulatory body with essential details about the institution, including its location, infrastructure, management, and compliance with prescribed norms. The purpose is to evaluate whether the institution meets the minimum requirements for offering quality education before granting approval to operate.

Annexure 6.9: Evaluation Form for NoC for starting Non-AICTE Programs or for Initial Affiliation of Non-AICTE Programs

This form is used by the inspection team to document their findings during the initial inspection of a new institute. It covers all aspects such as infrastructure, facilities, staffing, compliance with curriculum, and regulatory norms. The inspection report serves as a key document in determining whether the institution qualifies for recognition.

Annexure 6.10: Application Proforma for Renewal of Affiliation for Non-AICTE Programs

This form is for institutions that are already affiliated but require renewal of their status. It allows the institution to demonstrate continued compliance with the regulations and outlines any updates or changes that have occurred since the initial recognition. The purpose is to ensure that the institution maintains the required standards over time.

Annexure 6.11: Evaluation Proforma for Renewal of Affiliation for Non-AICTE Programs

This Proforma is similar to the inspection report for existing institutes seeking renewal of affiliation. It is filled out during inspections for renewal and includes assessments of the

institution's ongoing operations, facilities, and compliance with updated norms. The purpose is to confirm that the institution still meets the required standards for continued recognition.

Annexure 6.12: Format for Transfer of Ownership or Management of a Non-AICTE Institute

This form is used when the ownership of a recognized institution is being transferred to new management. The purpose of this application is to ensure that the new owners are capable of maintaining the institution's standards and that all legal and operational requirements for the transfer are properly addressed, ensuring continuity in the quality of education.

Annexure 6.13: Application for Shifting a Non-AICTE Institute

This form is required if an institution intends to relocate its campus to a different location. It is used to evaluate whether the new premises meet the necessary infrastructural and regulatory standards. The goal is to ensure that the shift does not disrupt the quality of education and that the new location is fully compliant with the requirements for recognition.

4.11 Process Flow Diagrams for Affiliation of Non-AICTE programs

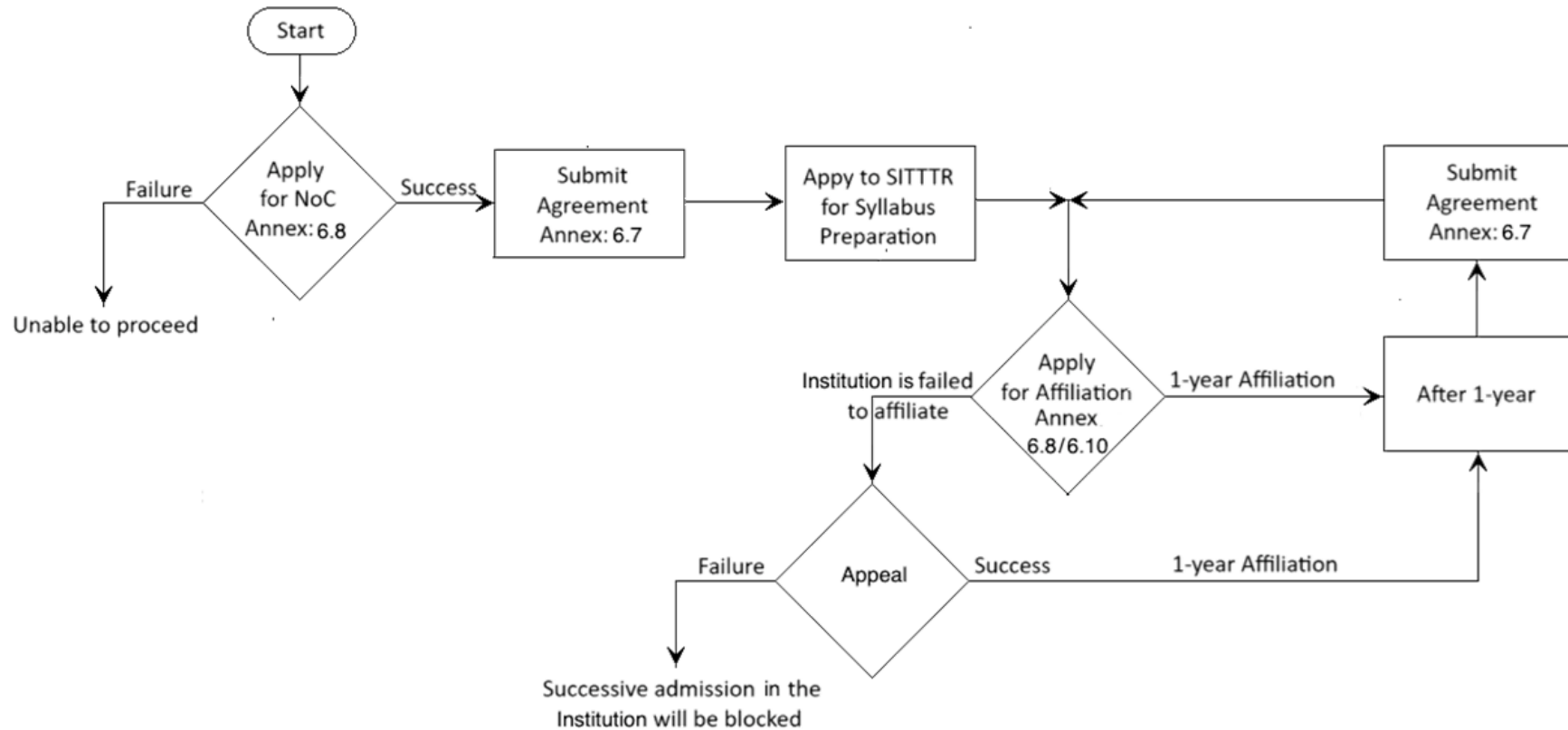


Fig 4: Affiliation Process for the first three years for starting a Non-AICTE program or an institute (Syllabus unavailable)

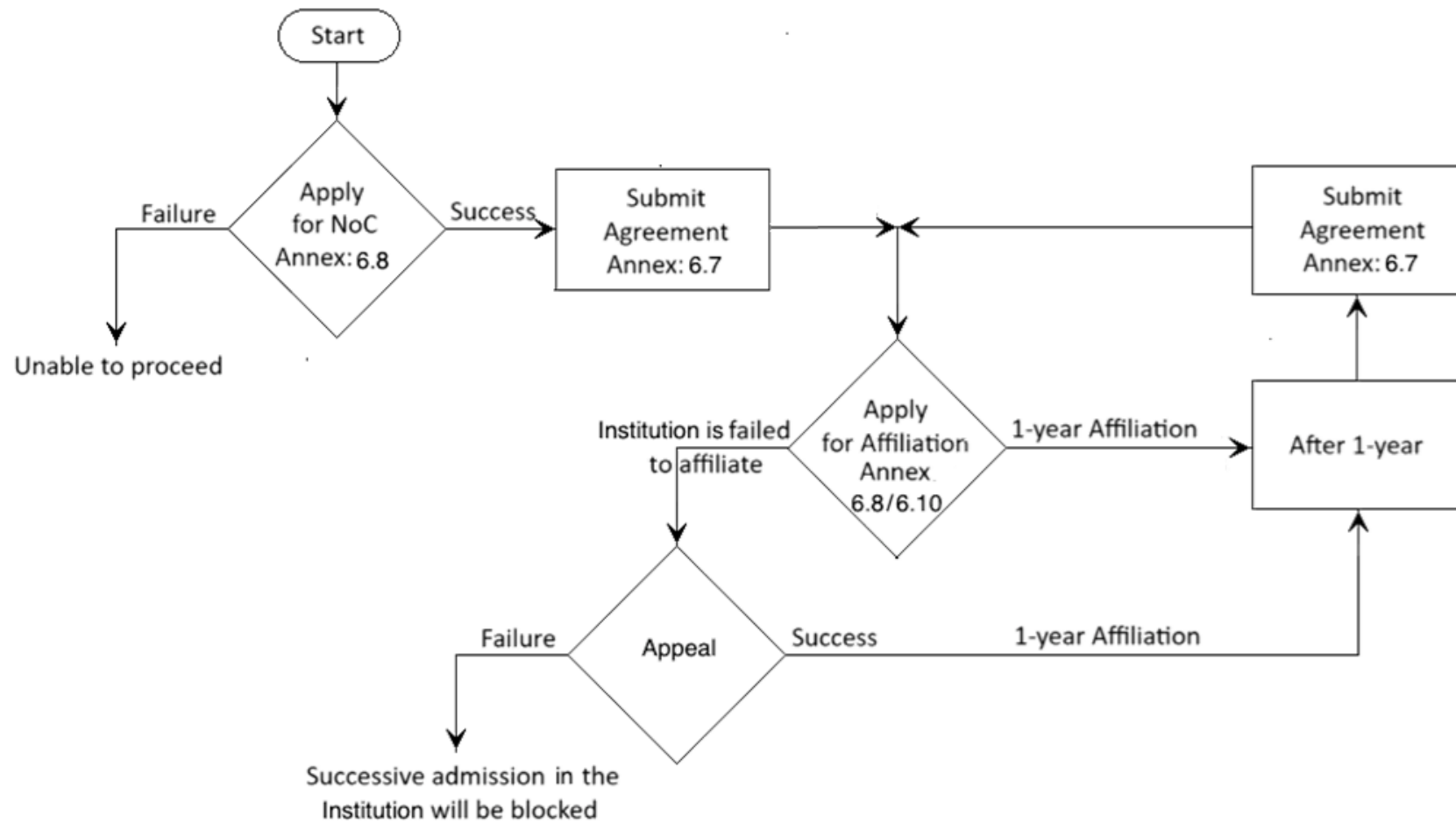


Fig 5: Affiliation Process for the first three years for starting a Non-AICTE program or an institute (Syllabus available)

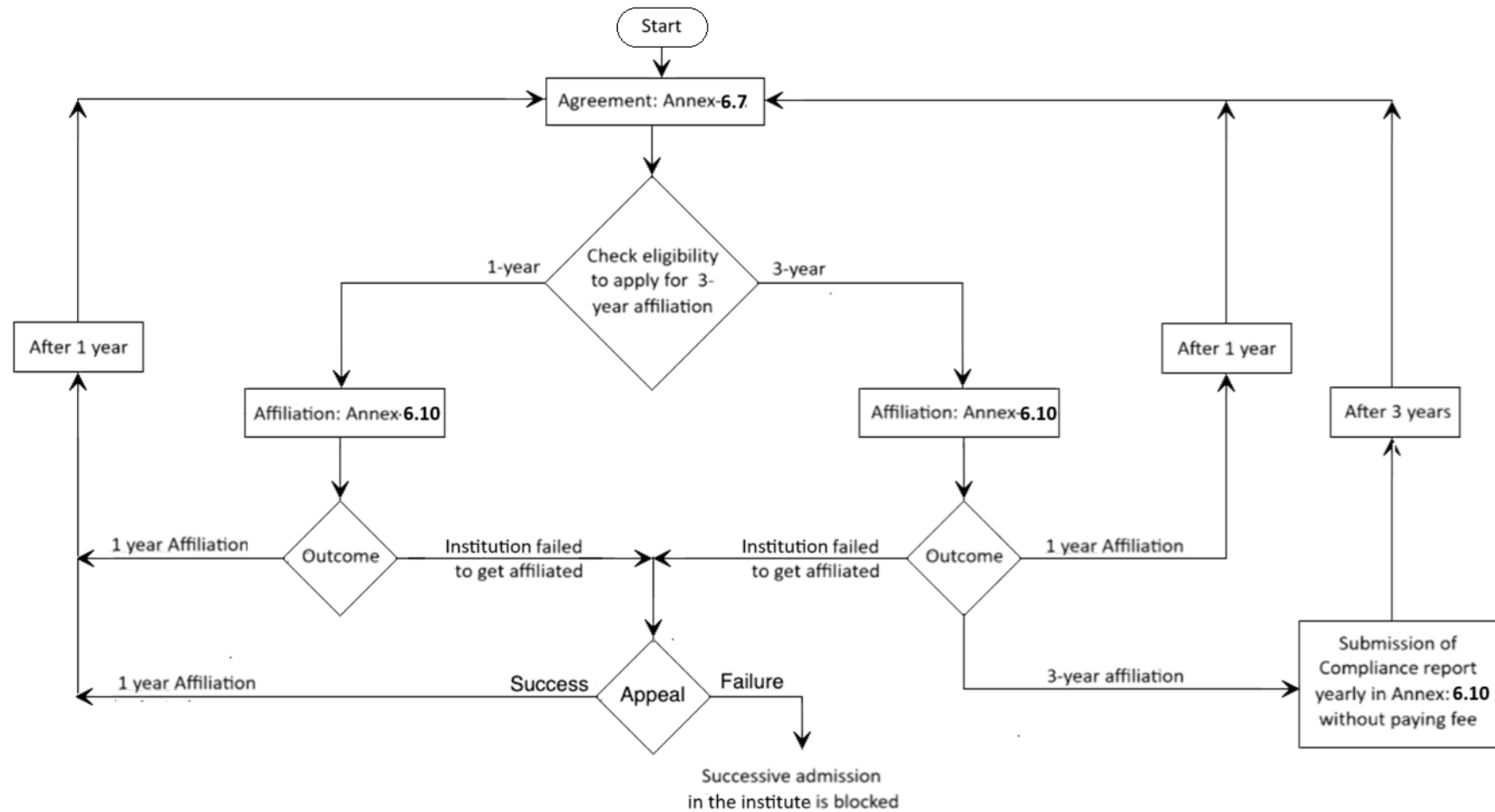


Fig 6: Affiliation Process for an existing Non-AICTE program

5. Conclusion

This Affiliation Manual provides a comprehensive framework for institutions seeking affiliation under SBTE, covering both AICTE-approved and non-AICTE-approved programs. By following the guidelines and procedures outlined in this document, institutions can ensure compliance with SBTE standards and contribute to the overall quality of technical education in Kerala.

DRAFT

Annexure 6.1
Format of Agreement with Government for AICTE unaided programs

AGREEMENT

THIS CONSENSUAL AGREEMENT is made at Thiruvananthapuram on this (day).....(date) between the Governor of Kerala (hereinafter referred to as “the Government” which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) represented by the Director of Technical Education, Government of Kerala on the ONE PART and (Name and address of the Institution)..... (hereinafter called as “the College” which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) represented by (Name and address of the manager and Trust) on the OTHER PART.

AND WHEREAS the party of the second part is running a Polytechnic College/ other AICTE approved educational institution having unaided courses and was hither to making admission in a fair and transparent manner.

AND WHEREAS both parties have, subject to the rights of the 2nd party for protection guaranteed under relevant Articles of the Constitution of India, resolved to arrive at a consensual agreement on mutually acceptable terms.

AND WHEREAS the parties to this deed have decided to arrive at a consensus in respect of admission of students to the unaided courses, collection of fees and such other amounts from the students admitted in the above college as contemplated under various dictum laid by the Honorable Supreme Court of India in matters relating to seat sharing, admission, fees etc. in the Institution.

AND WHEREAS the College have been collecting the fee fixed in respective years who are admitted in Government quota and Management quota, respectively as annual tuition fee from all students admitted to Self-Financing Courses.

AND WHEREAS the Government and the Management of the college have arrived at a

consensus to fulfill the above objective by entering into an agreement for the respective academic year in accordance with the terms and conditions herein after set below:-

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS: -

1. 50% of the total seats in the college will be filled up by the Director of Technical Education from the list prepared by the Director of Technical Education/SBTE, on the basis of the merit and in accordance with reservation principles mandated by Government from time to time. The remaining 50% seats will be filled up by the college. Of this 50%, 35% of the total seats will be filled up by the college on the basis of merit and 15 % of the total seats filled up by the managements as privileged seats to be provided to the poor and marginalized.
2. Nothing in this Agreement shall be deemed as a surrender of the unconditional right of the Management of the College for admission of students in all the management seats in the College.
3. The Director of Technical Education/SBTE shall allot the students to be admitted in the college to the Principal and the Principal shall admit the students allotted by the Director of Technical Education/SBTE specified in the list subject to what is stated in Para 1 above. The students in the list will be given specific instructions through the admission portal as to the date and time of presentation before the college for admission, the amount of fees to be paid, the amount of refundable deposit to be remitted and the records to be submitted at the time of admission. The Principal need to admit only those students who have complied with the instructions as per the Prospectus published for the respective academic year.
4. The Director of Technical Education shall make allotments or counselling as per the Government orders. Any seats remain unfilled after the allotment or the district wise counselling shall be filled up by the concerned management, following norms prescribed for Govt seats and those seats will remain as Govt Quota.
5. The Tuition fee and other fees payable by all the students who are admitted in Government seats and Management seats shall be as per the prospectus published from time to time. They will also have to pay refundable interest free deposits of Rs. 10,000/-. This will be refunded on the completion of the course. Students admitted in the Privileged seat category need not pay the refundable deposit.
6. In the case of SC/ST/OEC candidates who are admitted under Government quota, the fees shall be paid by the SC/ST Development Department and such candidates are exempted from interest free deposits.

7. The College shall be entitled to collect from every student admitted to the College, irrespective of whether they have been allotted by Director of Technical Education under reservation or otherwise by the Management, a Caution Deposit of 5,000/- (Rupees Five thousand only) and other expenses including special fees and proportionate dues to statutory bodies not exceeding 2,500/- per annum from students joining the College. Examination permanent Registration fee is also payable at the time of admission by each student. Such fees and amounts shall be specifically listed out in the prospectus and published each year by the College. The Management hereby undertakes not to collect any amount from any student so admitted, other than those specified in the Prospectus.
8. The Educational Agency shall refund the entire course fee remitted by the student, after deduction of the processing fee of not more than Rs.1000/- (Rupees Thousand Only). Further, in case, any student admitted to the college decides to cancel the admission for any reason whatsoever, the Educational Agency shall issue certificates to him/her, without collecting the entire course fee as liquidated damages. The Fee refund along with the certificates shall be completed within 7 Days. Also, the management shall act in accordance with the norms of AICTE/APH from time to time.
9. This Agreement is valid only for the respective academic year and shall not prejudicially affect the rights of the parties by virtue of the clauses herein, in respect of the cases pending before any Court of Law.
10. The Managements hereby undertakes that no consideration in cash or kind other than those specified above shall be received, accepted or collected in any form whatsoever from any student admitted by the Management to the College.
11. Calling for options and allotments to all Polytechnic Colleges whether Government / Aided/Unaided, shall be done simultaneously.
12. It shall be the liability of the Educational Agency to redress complaints from the students, parents or interested parties on any matter other than those covered by the terms and conditions of this agreement.
13. The Institution shall adhere to the Student Faculty Ratio/staff pattern as insisted by AICTE/SBTE/DTE/Government. Violation of it will leads to cancellation of affiliation.
14. The Institution shall be willing to operate as examination centre of SBTE and the qualified staff members and the institution facilities shall be made available for all examinations related adhering to SBTE as demanded by the Controller of Examinations. If the management fails to provide the necessary facilities for conducting examinations at the institution, resulting in a delay and the need to reschedule the examination, a penalty of Rs. 2,00,000/- (Rupees two lakhs only) per course will be imposed. If the Management fails to maintain the required staff pattern and thus become unable to provide the examiners for valuation, it shall be liable to pay a penalty of Rs 2,000/- (Rupees two thousand only) per faculty.

- 15. The Management shall ensure that the faculty members assigned for Diploma programme under SBTE shall be available to take up all Examination and related activities assigned by the Controller of the Examination.
- 16. For admission under Lateral Entry Scheme the Educational Agency shall follow the conditions of regular diploma admissions.
- 17. If there occur any breach of this agreement from the part of the Second Party, the First Party shall have the right to recommend to SBTE, the cancellation of approval/ affiliation of the Courses and for withholding permission for the renewal of validity of the course for the succeeding years.

IN WITNESS WHEREOF the parties here unto have set their hands to these presents on the day, month and year first above mentioned.

Signed by

(PARTY ON THE FIRST PART)

In the presence of

WITNESS

1

2

Signed by

(PARTY ON THE SECOND PART)

In the presence of

WITNESS

1

2

Annexure 6.1:1

Affidavit for NOC for AICTE institutions

(To be submitted on a stamp paper along with the application for NOC)

I, , (name of the authorized signatory)
c/o.....(Name & Address of
the Trust), holding the designation of
.....(Designation) in the Trust, do hereby solemnly affirm and
state as follows:

Background:

.....(Name of the
Trust), with its registered office at (Address of
the Trust), is applying for a No Objection Certificate for the purpose of
..... (e.g., Starting an institute/Increase or decrease in intake/Closure of programs/Closure of
institution, etc.) for the academic year at
.....(Name of the College)
(hereinafter referred to as the “College”). I am duly authorized to swear this Affidavit on behalf
of (Name & Address
of the Trust).

Declarations and Commitments:

1. I, for and on behalf of the Educational agency,
..... (Name & Address of the Trust), agree and
declare that the agency shall abide by all the provisions in the Agreement annexed
hereto and adhere to the rules and orders issued by the Government of Kerala from time
to time.
2. I further declare that the educational agency shall run only courses approved by the
Government in the College.

Additional Conditions for Compliance:

1. I, on behalf of the College, hereby agree and declare to ensure that any unfilled seats in
the 50% Government quota will only be filled after receiving the necessary Government
Orders, and the filling of seats in the Government quota will comply with the terms and
conditions imposed by the Government from time to time.
2. The College will remit fees as periodically approved by the Government.

All the above-stated facts are correct to my knowledge and belief.

Verified at (place) on thisday of
....., 20.....

For
(Name of the Trust)

(Signature, Name & Designation of the authorized Signatory)
(Deponent)

Annexure 6.2

Application Form for No Objection Certificate (NoC) for Starting a New Institution, Introducing a New Program, Increasing Intake, Changing Name or Location for AICTE Programs, or for Any Other Purposes Requiring a NoC from AICTE

PART I

This section provides basic information about the institution

1. Name of the Technical Institution:
2. AICTE Permanent ID (if available):
3. Details of latest EoA from AICTE (if available):
4. Year of Establishment:
5. Address of the Technical Institution:
6. If the address has changed as approved by AICTE, provide reasons and confirm whether AICTE has sanctioned the change:
7. Contact Details:
 - I. Landline Number(s):
 - II. Mobile Number(s):
 - III. Email:
 - IV. Website:

PART II

This section provides details about the promoter responsible for establishing the technical institution.

1. Name of the Promoter

(Government / Government Promoter / Trust / Society / Section 8 Company) that established the Technical Institution:

2. Details of the Promoter

I. Address of the Registered Office:

II. Registration Number:

III. Date of Registration:

IV. Any Other Relevant Details:

V. Name of the Authorized Person Representing the Promoter:

VI. Contact Details of the Authorized Person:

3. Details of Educational Institutions Currently Managed by the Promoter

The promoter should have prior experience in managing educational institutions.

(Applicable only for programs seeking NOC)

Sl. No.	Name & Address of the Institution	Programs Offered	No. of Students	Accreditation with National Regulatory Authority (Specify)
1				
...				

PART III

This section provides information about the academic head of the technical institution.

1. Designation of the Academic Head

Responsible for the day-to-day academic administration:

2. Name of the Academic Head:**3. Age and Date of Birth:****4. Qualification and Experience**

(As per AICTE norms):

5. Appointment Details

(Specify whether Regular / Contract / Provisional):

6. Contact Details

I. Landline Number(s):

II. Mobile Number(s):

III. Email:

PART IV

(Applicable to programs seeking NOC for starting a new institution, introducing a new program, increasing intake, or changing the name or location)

This section provides details about the administrative/managerial head of the technical institution seeking NOC.

1. Designation of the Management Representative

In charge of the Technical Institution:

2. Name of the Management Representative

In charge of the Technical Institution:

3. Appointment Details

(Nature and Date of Appointment):

4. Contact Details

I. Landline Number(s):

II. Mobile Number(s):

III. Email:

c. Other Investments and Value:

Sl. No.	Nature of Investment	Value (Rs.)

d. Other Property:

Sl. No.	Survey No.	Village, Taluk, District	Extent (sq.m)	Fair Value Fixed by Government (Rs.)	Remarks

e. Endowment:

Sl. No.	Created with	Amount (Rs.)	Deposited in Bank (Name)	Branch	Instrument No. and Date	Date of Expiry

Consolidated Financial Statement

a. Total financial assets and their value:

b. Financial assets allocated exclusively for the technical institution:

c. Financial assets allocated for the annual maintenance of the technical institution:

d. Financial assets reserved for future development of the technical institution, including new buildings, laboratories, workshops, equipment, etc.:

e. Annual income and expenditure of the technical institution (both recurring and non-recurring):

PART VI

This section provides details of the immovable property set aside exclusively for the 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.)	Encumbrance Details

b. Buildings

(Plan to be submitted as per AICTE Approval Process Handbook)

Sl. No.	Survey Number	Village, Taluk, District	Extent (sq.m)	Built-up Area (sq.m)	Fair Value Fixed by Government (Rs.)	Approval Details	Encumbrance Details

c. Is the institution operating on a single continuous campus?

If not, provide details:

PART VII

This section provides information on the Diploma-level programs applying for NOC.

1. Diploma-Level Programs for which NOC is Requested:

Sl. No.	Name of the Program	Year of Starting	Syllabus Approved by SBTE (Yes/No)	Category of NOC Requested	AICTE Approval Details		
					Intake	Academic Year	EoA/LoA Details

Enter the applicable category (Engineering and Technology / Hotel Management and Catering).

2. NOC for Increase in Intake for Existing Diploma-Level Programs:

Sl. No.	Name of the Program	Intake Applied For	Last AICTE Approval (20XX–20XX)		Current AICTE Approval (20XX–20XX)	
			Intake Approved	Year of Approval	Intake Approved	Year of Approval

3. Does the Institution Offer or Propose to Offer Another Course (e.g., B.Tech or Others)?

If yes

- provide details such as the type of course, title, affiliating body, promoter, etc.
- Attach the a copy of the NoC from the affiliating body of the above mentioned courses.

Note:

- If the approved curriculum and syllabi for any Diploma-level program have not been published by SBTE, the NOC will only be issued under the condition that the approved syllabus is available at the time of affiliation.

c. **Result & Placement Analysis** (*For Current Academic Year*)

Sl. No.	Name of the Program	Semester	CAY - 2		CAY - 1		CAY (Published Results)	
			Pass %	Placement %	Pass %	Placement %	Pass %	Placement %
1		S6						
		S5						
		S4						
		S3						
		S2						
		S1						
2		S6						
		S5						
		S4						
		S3						
		S2						
		S1						

PART IX

(Applicable only to institutions seeking Change of Name or Change of Location)

Change of Name

1. Current Name of the Institution:
2. Proposed Name of the Institution:
3. AICTE Approval for the New Name (Order No., Date, and Other Details—attach a copy):
4. Reason for Change of Name:

Change of Location

1. Present Address of the Institution:
2. Proposed Address of the Institution:
3. AICTE Approval for Change of Address/New Location (Order No., Date, and Other Details—attach a copy):
4. Reason for Change of Address/Location:
5. Details about the New Location (if applicable):

Note:

Land documents for the new location must be submitted along with the application, and the originals must be produced for verification.

PART X

This section provides details regarding the academic qualifications, experience, and other relevant information for the Principal, Heads of Departments, faculty, technical staff, library staff, physical education staff, and non-teaching staff.

a. Principal

Details	Information
Name of Principal	
Date of Birth, Age, and Aadhaar Number	
Qualifications	
Corresponding Specialization	
Experience	
Date of Joining	
Scale of Pay	
Present Basic Pay	
Total Emoluments	
Period of Appointment	
Nature of Appointment (Temporary/Permanent/Contract)	
Bank Account	

b. Head of Department, Faculty, and Technical Staff

(Including Workshop and Laboratory Staff)

Give a table showing the information: Name of Diploma-Level Program, Name, Designation, Date of Birth, Age, and Aadhaar Number, Qualifications, Corresponding Specialization, Experience, Date of Joining, Scale of Pay, Present Basic Pay, Total Emoluments, Period of Appointment, Nature of Appointment (Temporary/Permanent/Contract), Bank Account for Heads of Departments, Faculty members and Technical Staff *(Including Workshop and Laboratory Staff)* for each diploma-level program. The faculty pattern should adhere to AICTE norms and Technical staff pattern should adhere to state government norms (as per G.O (M.S) 158/98/H.Edn dated 21/12/98)

c. Faculty of Languages and Sciences

Give a table showing the information: Name, Designation, Date of Birth, Age, and Aadhaar Number, Qualifications, Corresponding Specialization, Experience, Date of Joining, Scale of Pay, Present Basic Pay, Total Emoluments, Period of Appointment, Nature of Appointment (Temporary/Permanent/Contract), Bank Account for Faculty members of Languages and Sciences. The staff pattern should adhere to AICTE norms.

d. Library & Physical Education Staff

Give a table showing the information: Name, Designation, Date of Birth, Age, and Aadhaar Number, Qualifications, Corresponding Specialization, Experience, Date of Joining, Scale of Pay, Present Basic Pay, Total Emoluments, Period of Appointment, Nature of Appointment (Temporary/Permanent/Contract), Bank Account for Library & Physical Education Staff. The staff pattern should adhere to AICTE norms.

e. Non-Teaching Staff (Including Administrative Staff)

Give a table showing the information: Name, Designation, Date of Birth, Age, and Aadhaar Number, Qualifications, Corresponding Specialization, Experience, Date of Joining, Scale of Pay, Present Basic Pay, Total Emoluments, Period of Appointment, Nature of Appointment (Temporary/Permanent/Contract), Bank Account for Non-Teaching Staff Including Administrative Staff. The staff pattern should adhere to AICTE norms.

PART XI

(Applicable to programs seeking NOC for new institution/new program/increase in intake, and for change of location)

This section outlines the infrastructure requirements for technical institutions seeking NOC for any diploma-level program for new institutions, new programs, increased intake, and change of location.

a. First-Year Laboratories/Workshops

(Provide program-wise details as per existing AICTE norms)

i. Name of the Department *(Separate table for each program)*

SI. No.	Name of the Laboratory	Area of the Laboratory (sq.m)
1	General Workshop	
2	Applied Science - Physics	
3	Applied Science - Chemistry	
4	Branch-specific Laboratory	
5	Health and Physical Education Lab	

ii. Nature of Laboratory *(As per existing AICTE norms, for 2nd and 3rd-year inspections in the case of new institutions, new programs, or increase in intake of existing programs)*

(Separate table for each program)

SI. No.	Type of Laboratory	No. of Rooms	Area Available (sq.m)
1	First-Year Laboratory		
2	Second-Year Laboratory		
3	Third-Year Laboratory		
4	Workshop		
5	Additional Workshops		

b. List of Major Equipment Available in Laboratories

(As per curriculum and syllabi for each diploma-level program, provide a separate table for each program)

Sl. No.	Program	Name of Laboratory	List of Equipment

c. For Starting Diploma Programs for Working Professionals

Sl. No.	Name of Program	Intake Requested	Approved Intake of Regular Program	Enrolment Details (First Year of Last Three Years)		
				CAY - 2	CAY -1	CAY

d. Computing Facilities and Language Lab (As per existing AICTE norms)
i. Central Computing Facility

Name of Facility	Area Available	No. of Computers Available
Central Computing Facility		

ii. Language Lab

Name of Facility	Area Available	No. of Computers	Software Details	No. of Users
Language Lab				

iii. Total Availability of Computing Infrastructure (As per existing AICTE norms)

- Number of PCs/Laptops available to students:
 - Legal system software available:
 - Legal application software available:
 - Number of printers available:
 - Network connectivity bandwidth:
 - Number of nodes with internet connection:
-

e. Library Facilities (As per existing AICTE norms)
1. Books

Number of Titles	Number of Volumes	Area Available (sq.m)	Reading Room Seating Capacity	Multimedia PCs	Reprographic Facility (Yes/No)

2. Journals

Number of National Journals	Number of International Journals	Number of e-Journals

f. Instructional Rooms Available (*As per existing AICTE norms*)

Sl. No.	No. of Classrooms	No. of Tutorial Rooms	No. of Smart Classrooms

g. Drawing Halls (*As per existing AICTE norms*)

No. of Drawing Halls Available	Area (sq.m)	Remarks

h. Seminar Hall (*As per existing AICTE norms*)

No. of Seminar Halls Available	Area (sq.m)	Remarks

i. Administration Area (*As per existing AICTE norms*)

Sl. No.	Building Space for	Nos.	Area (sq.m)
1	Principal's Cabin		
2	Principal's Office		
3	Faculty Rooms		
4	Board Room		
5	Strong Room		
6	Central Room		
7	Maintenance Room		
8	Examination Room		
9	Security Room		
10	Placement Room		
11	Housekeeping		
12	Pantry		
13	Others (Specify)		

j. Amenities (*As per existing AICTE norms*)

Sl. No.	Building Space for	Nos. available	Area Available (sq.m)
1	Toilets (Ladies and Gents)		
2	Boys Common Room		
3	Girls Common Room		
4	Cafeteria		
5	Stationery Store & Reprographic Centre		
6	First Aid & Sick Room		
7	Boys Hostel		
8	Girls Hostel		
9	Seminar Hall		
10	Sports Room		
11	Students' Union Room		
12	Cultural Activities Centre		
13	Rooms for Statutory Bodies (List)		

PART XII

This section pertains to the registers and records that must be maintained.

Sl. No.	Name of Register/Records	Is it maintained? (Y/N)
1	Department-wise Faculty Profile	
2	Records of Students (Program-wise)	
3	Department-wise Non-Teaching Staff Profile	
4	Academic Performance Record of Students	
5	Copy of Regulations, Curriculum, and Syllabi (Program-wise)	
6	Record of Research/Consultancy/Extension Activities (Department-wise)	
7	Record of Student Projects (Department-wise)	
8	Record of Achievements, Awards, and Recognitions (Department-wise)	
9	Master Timetable and Academic Calendar	
10	Stock Register for Equipment	
11	Stock Register for Consumables	
12	Stock Register for Furniture	
13	Stock Register for Tools and Plants	
14	Accession Registers for Library	
15	Register of Admissions and Dropouts/Withdrawals	
16	Register of Attendance and Assessment Record (Program-wise)	
17	Attendance for Teaching and Non-Teaching Staff	
18	Year-wise Audited Statement of Accounts of the College (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 the Staff Selection Committee	
24	Appointment/Offer Letters Issued to Faculty Members	
25	Joining Reports 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	Books of Transfer Certificates (including counterfoils)	
29	Minutes of the Meetings of the Registered Society/Trust of the College	

PART XIII

(Applicable to programs seeking NOC for new institutions/new programs/increase in intake and change of location)

This section outlines the certificates and other records required for verification during the inspection by the inspection committee. The application for NOC must be submitted to the SBTE in both electronic form and hard copy within the specified timeframe. A hard copy of the original application and enclosures submitted to the AICTE must accompany the hard copy of the NOC application. Attested true copies of the certificates and records listed below should be enclosed with the hard copy of the NOC application submitted to SBTE. Originals of the enclosures submitted to the AICTE and the following documents must be presented for verification at the time of the inspection.

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 floors)
- 5 Proposed Building Plan
- 6 Irrevocable Trust/Company/Society Registration Deed
- 7 Documentary Proof of Ownership of Lands Exclusively Earmarked for the College with Clear Title
- 8 Legal Opinion from a Government Pleader on 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 Program(s) (Copy to be enclosed)
For Self-financing/ Aided / Government cost sharing institutions, attach the Resolution of the Trust, Society, or Company, duly signed by the Chairperson or Secretary, in the format prescribed by the AICTE APH.
For Government Institutions, attach the Minutes of the Academic Council, duly signed by the Principal as per the AICTE APH format.
- 12
- 13 Audited Statement of Accounts of the College for the Past Three Years
- 14 Certificates for Fire/Boiler/Electrical Safety from Competent Authorities
- 15 Certificate from Health Inspector and Food Safety Authority
- 16 Certificate of Structural Stability of Buildings Issued by the PWD or Other Notified Persons

Sl. No. Certificate

- | | |
|----|---|
| 17 | Building and Equipment Insurance Certificate |
| 18 | Certificate from the Pollution Control Board Regarding Sewage Disposal, Including Disposal of E-Waste |

PART XIV:

This section contains the declarations to be furnished along with the application.

1. Declaration of Principal

I, Shri / Smt..... son/daughter of Shri / Smt....., hereby declare that the information provided in the application is 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/company, namely, declare that the details furnished in the application are accurate to the best of my knowledge. No programme(s) will commence without prior approval from AICTE and affiliation granted by SBTE for the respective academic year. All original documents related to the application will be presented during inspections and as required.

Name of the Authorized Person representing the Government/Govt. Promoter/Trust/Society/Section/ Company

NAME & SIGNATURE (with seal)

Place:

Date:

Note: Hard copies of the submitted applications must include the following documents:

1. Copy of EoA/LoA from AICTE
2. Appointment orders of faculty, technical staff

3. Copy of stock registers of computers
4. Copy of title register and volume register of the library
5. Other relevant documents.

3. Affidavit by the Management (for new institution/new programme/increase in intake)

I, Shri/Smt..... son/daughter of Shri/Smt....., on behalf of the trust/society/company, namely, declare that the information provided in the application is accurate to the best of my knowledge. No programme(s) will commence without prior approval from AICTE and affiliation granted by SBTE for the respective academic year. All original documents related to the application will be presented during inspections and as required. The faculty, technical staff, infrastructure, library, and other laboratory facilities will meet AICTE norms in subsequent academic years.

Name of the Authorized Person representing the Government/Govt.
Promoter/Trust/Society/Section/ Company

NAME & SIGNATURE (with seal)

Place:

Date:

Annexure 6.3**Evaluation Form for No Objection Certificate (NoC) for Starting a New Institution, Introducing a New Program, Increasing Intake, Changing Name or Location for AICTE Programs, or for Any Other Purposes Requiring a NoC from AICTE****PART I**

This section provides basic information about the institution

8. Name of the Technical Institution:
9. AICTE Permanent ID (if available):
10. Details of latest EoA from AICTE (if available):
11. Year of Establishment:
12. Address of the Technical Institution:
13. If the address has changed as approved by AICTE, provide reasons and confirm whether AICTE has sanctioned the change:
14. Contact Details:
 - I. Landline Number(s):
 - II. Mobile Number(s):
 - III. Email:
 - IV. Website:

PART II

This section provides details about the promoter responsible for establishing the technical institution.

4. Name of the Promoter

(Government / Government Promoter / Trust / Society / Section 8 Company) that established the Technical Institution:

5. Details of the Promoter

I. Address of the Registered Office:

II. Registration Number:

III. Date of Registration:

IV. Any Other Relevant Details:

V. Name of the Authorized Person Representing the Promoter:

VI. Contact Details of the Authorized Person:

6. Details of Educational Institutions Currently Managed by the Promoter

The promoter should have prior experience in managing educational institutions.

(Applicable only for programs seeking NOC)

Sl. No.	Name & Address of the Institution	Programs Offered	No. of Students	Accreditation with National Regulatory Authority (Specify)
1				
...				

PART III

This section provides information about the academic head of the technical institution.

7. Designation of the Academic Head

Responsible for the day-to-day academic administration:

8. Name of the Academic Head:**9. Age and Date of Birth:****10. Qualification and Experience**

(As per AICTE norms):

11. Appointment Details

(Specify whether Regular / Contract / Provisional):

12. Contact Details

I. Landline Number(s):

II. Mobile Number(s):

III. Email:

PART IV

(Applicable to programs seeking NOC for starting a new institution, introducing a new program, increasing intake, or changing the name or location)

This section provides details about the administrative/managerial head of the technical institution seeking NOC.

5. Designation of the Management Representative

In charge of the Technical Institution:

6. Name of the Management Representative

In charge of the Technical Institution:

7. Appointment Details

(Nature and Date of Appointment):

8. Contact Details

I. Landline Number(s):

II. Mobile Number(s):

III. Email:

h. Other Investments and Value:

Sl. No.	Nature of Investment	Value (Rs.)

i. Other Property:

Sl. No.	Survey No.	Village, Taluk, District	Extent (sq.m)	Fair Value Fixed by Government (Rs.)	Remarks

j. Endowment:

Sl. No.	Created with	Amount (Rs.)	Deposited in Bank (Name)	Branch	Instrument No. and Date	Date of Expiry

Consolidated Financial Statement

a. Total financial assets and their value:

b. Financial assets allocated exclusively for the technical institution:

c. Financial assets allocated for the annual maintenance of the technical institution:

d. Financial assets reserved for future development of the technical institution, including new buildings, laboratories, workshops, equipment, etc.:

e. Annual income and expenditure of the technical institution (both recurring and non-recurring):

PART VI

This section provides details of the immovable property set aside exclusively for the 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.)	Encumbrance Details

*Annexure 3 of AICTE APH 2024-27, Page 86, clause 3.1 (g)

The Land area required shall be in a maximum of THREE plots. The Academic, Instructional, Administrative and Amenities area shall be in one plot. The distance between the plots shall not exceed 2 km. The remaining Land shall only be utilized for sporting Infrastructure/ Hostel/ Staff accommodation and related educational activities of the Institution. In such cases, adequate commutation facility between the plots shall be provided for the students and staff members.

b. Buildings

(Plan to be submitted as per AICTE Approval Process Handbook)

Sl. No.	Survey Number	Village, Taluk, District	Extent (sq.m)	Built-up Area (sq.m)	Fair Value Fixed by Government (Rs.)	Approval Details	Encumbrance Details

c. Is the institution operating on a single continuous campus?

If not, provide details:

PART VII

This section provides information on the Diploma-level programs applying for NOC.

2. Diploma-Level Programs for which NOC is Requested:

Sl. No.	Name of the Program	Year of Starting	Syllabus Approved by SBTE (Yes/No)	Category of NOC Requested #	AICTE Approval Details		
					Intake	Academic Year	EoA/LoA Details

Enter the applicable category (Engineering and Technology/Hotel Management and Catering)

* As per AICTE APH 2024-27, clause 1.7, Page no. 7, Intake allowed for New Technical Institution

1.7.1 The promoter may apply for one or more programme(s). In case of Engineering and Technology program, the promoter should start with a minimum of four courses out of which there should be at least THREE CORE BRANCHES/COURSES) (including Multidisciplinary / Region Specific) and ONE course of emerging area. However, the “maximum intake allowed” for the Programme(s) shall be as specified in Table 1.3

Enter the applicable category (Engineering and Technology / Hotel Management and Catering).

3. NOC for Increase in Intake for Existing Diploma-Level Programs:**

Sl. No.	Name of the Program	Intake Applied For	Last AICTE Approval (20XX–20XX)		Current AICTE Approval (20XX–20XX)	
			Intake Approved	Year of Approval	Intake Approved	Year of Approval

** As per AICTE APH 2024-27, clause 2.6, c & d, Page no. 16, Increase in intake / Additional Course in Diploma / Undergraduate /Post Graduate level in Engineering and Technology shall be permissible, if the Institution is already offering minimum three (3) courses in Core Branches including Multidisciplinary/Region Specific branches (as listed in Annexure-2 (Not applicable for Regional Language Courses). Building Plan for the entire duration for all Increase in Intake/Additional Course(s) of the Institution shall be prepared by an Architect registered with Council of Architecture/ Licensed Surveyor. However, Infrastructure requirements for the First Year should be completed in all aspects. Institution shall maintain Faculty: Student ratio as specified in the Approval Process Handbook. Common facilities shall cater the need of the total “Approved Intake” with total Built-up area equal to the sum of the area requirement of each Increase in Intake/Additional Course(s).

Also Refer Page No. 80, Clause 1.3.2 of Annexure 1 and Affidavit 8, Page no. 194 of AICTE APH 2024-27

4. Suspension / closure of existing Diploma level programmes#.

Sl. No.	Name of the Programme Requested to Suspension/closure	Period of suspension sought	Year of Commencement of programme and number of batches passed out	Details of last AICTE Approval (20....to 20....)	Details of AICTE permission for the period of suspension (20....to 20....)/closure

Refer Affidavit 4, Page no. 190 of AICTE APH 2024-27

3. Does the Institution Offer or Propose to Offer Another Course (e.g., B.Tech or Others)?

If yes

- a. provide details such as the type of course, title, affiliating body, promoter, etc.
- b. Attach the a copy of the NoC from the affiliating body of the above mentioned courses.

Note:

a) If the approved curriculum and syllabi for any Diploma-level program have not been published by SBTE, the NOC will only be issued under the condition that the approved syllabus is available at the time of affiliation.

c. **Result & Placement Analysis** (For Current Academic Year)

Sl. No.	Name of the Program	Semester	CAY - 2		CAY - 1		CAY (Published Results)	
			Pass %	Placement %	Pass %	Placement %	Pass %	Placement %
1		S6						
		S5						
		S4						
		S3						
		S2						
		S1						
2		S6						
		S5						
		S4						
		S3						
		S2						
		S1						

PART IX

(Applicable only to institutions seeking Change of Name or Change of Location)

Change of Name

5. Current Name of the Institution:
6. Proposed Name of the Institution:
7. AICTE Approval for the New Name (Order No., Date, and Other Details—attach a copy):
8. Reason for Change of Name:

Change of Location

6. Present Address of the Institution:
7. Proposed Address of the Institution:
8. AICTE Approval for Change of Address/New Location (Order No., Date, and Other Details—attach a copy):
9. Reason for Change of Address/Location:
10. Details about the New Location (if applicable):

Note:

Land documents for the new location must be submitted along with the application, and the originals must be produced for verification.

PART X

This section provides details regarding the academic qualifications, experience, and other relevant information for the Principal, Heads of Departments, faculty, technical staff, library staff, physical education staff, and non-teaching staff.

a. Principal

Details	Information
Name of Principal	
Date of Birth, Age, and Aadhaar Number	
Qualifications	
Corresponding Specialization	
Experience	
Date of Joining	
Scale of Pay	
Present Basic Pay	
Total Emoluments	
Period of Appointment	
Nature of Appointment (Temporary/Permanent/Contract)	
Bank Account	

b. Head of Department, Faculty, and Technical Staff

(Including Workshop and Laboratory Staff)

Give a table showing the information: Name of Diploma-Level Program, Name, Designation, Date of Birth, Age, and Aadhaar Number, Qualifications, Corresponding Specialization, Experience, Date of Joining, Scale of Pay, Present Basic Pay, Total Emoluments, Period of Appointment, Nature of Appointment (Temporary/Permanent/Contract), Bank Account for Heads of Departments, Faculty members and Technical Staff *(Including Workshop and Laboratory Staff)* for each diploma-level program. The faculty pattern should adhere to AICTE norms and Technical staff pattern should adhere to state government norms (as per G.O (M.S) 158/98/H.Edn dated 21/12/98)

c. Faculty of Languages and Sciences

Give a table showing the information: Name, Designation, Date of Birth, Age, and Aadhaar Number, Qualifications, Corresponding Specialization, Experience, Date of Joining, Scale of Pay, Present Basic Pay, Total Emoluments, Period of Appointment, Nature of Appointment (Temporary/Permanent/Contract), Bank Account for Faculty members of Languages and Sciences. The staff pattern should adhere to AICTE norms.

d. Library & Physical Education Staff

Give a table showing the information: Name, Designation, Date of Birth, Age, and Aadhaar Number, Qualifications, Corresponding Specialization, Experience, Date of Joining, Scale of Pay, Present Basic Pay, Total Emoluments, Period of Appointment, Nature of Appointment (Temporary/Permanent/Contract), Bank Account for Library & Physical Education Staff. The staff pattern should adhere to AICTE norms.

e. Non-Teaching Staff (Including Administrative Staff)

Give a table showing the information: Name, Designation, Date of Birth, Age, and Aadhaar Number, Qualifications, Corresponding Specialization, Experience, Date of Joining, Scale of Pay, Present Basic Pay, Total Emoluments, Period of Appointment, Nature of Appointment (Temporary/Permanent/Contract), Bank Account for Non-Teaching Staff Including Administrative Staff. The staff pattern should adhere to AICTE norms.

PART XI

(Applicable to programs seeking NOC for new institution/new program/increase in intake, and for change of location)

This section outlines the infrastructure requirements for technical institutions seeking NOC for any diploma-level program for new institutions, new programs, increased intake, and change of location.

a. First-Year Laboratories/Workshops

(Provide program-wise details as per existing AICTE norms)

i. Name of the Department *(Separate table for each program)*

SI. No.	Name of the Laboratory	Area of the Laboratory required (sq.m)	Area of the Laboratory available (sq.m)	Remarks
1	General Workshop	200 – (Up to an intake of 600) +200 for an intake of 601-1200)		
2	Applied Science Physics	66 (Up to an intake of 600)		
3	Applied Science Chemistry	66 (Up to an intake of 600)		
4	Branch specific Laboratory	66 (Up to an intake of 600)		
5	Health and Physical Education lab/any other lab	66 (Up to an intake of 600)		

ii. Nature of Laboratory *(As per existing AICTE norms, for 2nd and 3rd-year inspections in the case of new institutions, new programs, or increase in intake of existing programs)*

(Separate table for each program)

SI. No.	Type of Laboratory	No. of Rooms	Area Available (sq.m)
1	First-Year Laboratory		
2	Second-Year Laboratory	2 per Course per Year up to an intake of 180 per course	
3	Third-Year Laboratory	2 per Course per Year up to an intake of 180 per course	
4	Workshop		
5	Additional Workshops	for “X” Category Courses – 150.	

“X” Category Courses such as Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and Allied/Relevant Courses shall require an Additional Laboratory/ Workshop.

b. List of Major Equipment Available in Laboratories

(As per curriculum and syllabi for each diploma-level program, provide a separate table for each program)

Sl. No.	Program	Name of Laboratory	List of Equipment

c. For Starting Diploma Programs for Working Professionals

Sl. No.	Name of Program	Intake Requested	Approved Intake of Regular Program	Enrolment Details (First Year of Last Three Years)		
				CAY - 2	CAY -1	CAY

As per clause 2.6 i, APH 2024-27

The Institutions offering the Courses in Engineering and Technology, Management, Applied Arts and Crafts, Design, Planning, and Hotel Management & Catering Technology shall be eligible for an additional ONE division with 15/30/60 seats (as supernumerary) in each course at all levels to the interested institutions exclusively for Working Professionals meeting any one of the following criteria: i. ii. iii. Institutions having more than 80% average enrolment in last 3 years.

NOTE: 1. Guidelines notified by AICTE from time to time shall be adopted by the Institutions having approval under this Clause (2.6 (i)) for effecting admissions to the Working Professionals.

2. Affiliation with two different Universities for the same Technical programme/Courses shall NOT be permitted. It is the sole responsibility of the institution to obtain NOC from the Affiliating University & State Government (if applicable) before starting of the Academic Session.

d. Computing Facilities and Language Lab (As per existing AICTE norms)**i. Central Computing Facility**

Name of Facility	Area Required (sq. m)	Area Available (sq. m)	No. of Computers Available
Central Computing Facility	150 sqm (Up to an intake of 600) +150 for an intake of 601-1200		

ii. Language Lab

Name of Facility	Area Required (sq. m)	Area Available (sq. m)	No. of Computers	Software Details	No. of Users
Language Lab	33				

+ Language Laboratory shall have a minimum of 20 Computers with appropriate Software. Additional Number of Computers shall be increased on proportionate basis for approved intake greater than 300 i.e. 0-300:20 Computers, 301-600:40 Computers, 601-900:60 Computers etc.

iii. Total Availability of Computing Infrastructure (As per existing AICTE norms)

- Number of PCs/Laptops available to students:
- Legal system software available*:
- Legal application software available:
- Number of printers available:
- Network connectivity bandwidth:
- Number of nodes with internet connection:

*General public license will be treated as legal software.
Refer Annexure 4, clause 4.1, page 92 of AICTE APH 2024-27

e. Library Facilities (As per existing AICTE norms)

1. Books

Number of Titles	Number of Volumes	Area Required (sq. m)	Area Available (sq. m)	Reading Room Seating Capacity	Multimedia PCs	Reprographic Facility (Yes/No)
		400				

Additional Library area of 50 m² per 60 Students beyond 420 "Approved Intake".
Refer Annexure 4, clause 4.3, page 93 of AICTE APH 2024-27
Reprographic center including scanning facility in the library is essential.

2. Journals

Number of National Journals	Number of International Journals	Number of e-Journals

Refer Annexure 4, clause 4.4 of page 94 AICTE APH 2024-27

f. Instructional Rooms Available (As per existing AICTE norms)

Sl. No.	No. of Classrooms	No. of Tutorial Rooms	No. of Smart Classrooms

Refer clause 3.2.1, Annexure 3, Page 87 of AICTE APH 2024-27

g. Drawing Halls (*As per existing AICTE norms*)

No. of Drawing Halls Available	Area Required (sq. m)	Area Available (sq. m)	Remarks
	132 sq m (Up to an intake of 600) +132 for an intake of 601-1200		

h. Seminar Hall (*As per existing AICTE norms*)

No. of Seminar Halls Available	Area Required (sq. m)	Area Available (sq. m)	Remarks
	132		

Refer clause 3.2.1, Annexure 3, Page 87 of AICTE APH 2024-27

i. Administration Area (*As per existing AICTE norms*)

Sl. No.	Building Space for	Nos.	Area (sq.m)
1	Principal's Cabin		
2	Principal's Office		
3	Faculty Rooms		
4	Board Room		
5	Strong Room		
6	Central Room		
7	Maintenance Room		
8	Examination Room		
9	Security Room		
10	Placement Room		
11	Housekeeping		
12	Pantry		
13	Others (Specify)		

Refer clause 3.3, Annexure 3, Page 90 of AICTE APH 2024-27

j. Amenities (As per existing AICTE norms)

SI. No.	Building Space for	Nos. available	Area Available (sq.m)
1	Toilets (Ladies and Gents)		
2	Boys Common Room		
3	Girls Common Room		
4	Cafeteria		
5	Stationery Store & Reprographic Centre		
6	First Aid & Sick Room		
7	Boys Hostel		
8	Girls Hostel		
9	Seminar Hall		
10	Sports Room		
11	Students' Union Room		
12	Cultural Activities Centre		
13	Rooms for Statutory Bodies (List)		

Refer clause 3.4, Annexure 3, Page 90 & 91 of AICTE APH 2024-27

Refer clause 6.52, page no. 67 & Annexure 1, page no. 77 of AICTE APH 2024-27

PART XII

This section pertains to the registers and records that must be maintained.

Sl. No.	Name of Register/Records	Is it maintained? (Y/N)
1	Department-wise Faculty Profile	
2	Records of Students (Program-wise)	
3	Department-wise Non-Teaching Staff Profile	
4	Academic Performance Record of Students	
5	Copy of Regulations, Curriculum, and Syllabi (Program-wise)	
6	Record of Research/Consultancy/Extension Activities (Department-wise)	
7	Record of Student Projects (Department-wise)	
8	Record of Achievements, Awards, and Recognitions (Department-wise)	
9	Master Timetable and Academic Calendar	
10	Stock Register for Equipment	
11	Stock Register for Consumables	
12	Stock Register for Furniture	
13	Stock Register for Tools and Plants	
14	Accession Registers for Library	
15	Register of Admissions and Dropouts/Withdrawals	
16	Register of Attendance and Assessment Record (Program-wise)	
17	Attendance for Teaching and Non-Teaching Staff	
18	Year-wise Audited Statement of Accounts of the College (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 the Staff Selection Committee	
24	Appointment/Offer Letters Issued to Faculty Members	
25	Joining Reports 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	Books of Transfer Certificates (including counterfoils)	
29	Minutes of the Meetings of the Registered Society/Trust of the College	

PART XIII

(Applicable to programs seeking NOC for new institutions/new programs/increase in intake and change of location)

This section outlines the certificates and other records required for verification during the inspection by the inspection committee. The application for NOC must be submitted to the SBTE in both electronic form and hard copy within the specified timeframe. A hard copy of the original application and enclosures submitted to the AICTE must accompany the hard copy of the NOC application. Attested true copies of the certificates and records listed below should be enclosed with the hard copy of the NOC application submitted to SBTE. Originals of the enclosures submitted to the AICTE and the following documents must be presented for verification at the time of the inspection.

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 floors)
- 5 Proposed Building Plan
- 6 Irrevocable Trust/Company/Society Registration Deed
- 7 Documentary Proof of Ownership of Lands Exclusively Earmarked for the College with Clear Title
- 8 Legal Opinion from a Government Pleader on 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 Program(s) (Copy to be enclosed)
For Self-financing/ Aided / Government cost sharing institutions, attach the Resolution of the Trust, Society, or Company, duly signed by the Chairperson or Secretary, in the format prescribed by the AICTE APH.
For Government Institutions, attach the Minutes of the Academic Council, duly signed by the Principal as per the AICTE APH format.
- 12
- 13 Audited Statement of Accounts of the College for the Past Three Years
- 14 Certificates for Fire/Boiler/Electrical Safety from Competent Authorities
- 15 Certificate from Health Inspector and Food Safety Authority
- 16 Certificate of Structural Stability of Buildings Issued by the PWD or Other Notified Persons

Sl. No. Certificate

- 17 Building and Equipment Insurance Certificate
- 18 Certificate from the Pollution Control Board Regarding Sewage Disposal, Including Disposal of E-Waste

Refer Annexure 1, page no. 77 of AICTE APH 2024-27

PART XIV:

This section contains the declarations to be furnished along with the application.

2. Declaration of Principal

I, Shri / Smt..... son/daughter of Shri / Smt....., hereby declare that the information provided in the application is true and factually correct.

NAME & SIGNATURE (with seal)

Place:

Date:

4. Declaration by the Management

I, Shri/Smt..... son/daughter of Shri/Smt....., on behalf of the trust/society/company, namely, declare that the details furnished in the application are accurate to the best of my knowledge. No programme(s) will commence without prior approval from AICTE and affiliation granted by SBTE for the respective academic year. All original documents related to the application will be presented during inspections and as required.

Name of the Authorized Person representing the Government/Govt. Promoter/Trust/Society/Section/ Company

NAME & SIGNATURE (with seal)

Place:

Date:

Note: Hard copies of the submitted applications must include the following documents:

6. Copy of EoA/LoA from AICTE
7. Appointment orders of faculty, technical staff

8. Copy of stock registers of computers
9. Copy of title register and volume register of the library
10. Other relevant documents.

5. Affidavit by the Management (for new institution/new programme/increase in intake)

I, Shri/Smt..... son/daughter of Shri/Smt....., on behalf of the trust/society/company, namely, declare that the information provided in the application is accurate to the best of my knowledge. No programme(s) will commence without prior approval from AICTE and affiliation granted by SBTE for the respective academic year. All original documents related to the application will be presented during inspections and as required. The faculty, technical staff, infrastructure, library, and other laboratory facilities will meet AICTE norms in subsequent academic years.

Name of the Authorized Person representing the Government/Govt. Promoter/Trust/Society/Section/ Company

NAME & SIGNATURE (with seal)

Place:

Date:

Recommendations and Certification

All adopted evaluation criteria are based on the Approval Process Handbook 2024-27. These criteria are subject to updates and other guidelines published by AICTE from time to time.

1. Recommended

Remarks :

2. Recommended subject to fulfilment of following criteria

- 1.
- 2.
- 3.
- 4.

3. Not recommended due to deficiency in the following criteria

- 1.
- 2.
- 3.
- 4.

INSPECTION TEAM

Sl No.	Name	Designation	Role	Signature
1			Chairman	
2			Subject Expert 1	
3			Subject Expert 2	
4			Subject Expert 3	

Annexure 6.4

Application Form for Affiliation, Extension of Affiliation, Increase or Decrease in Intake, Change of Name or Location for AICTE Programs, or for Any Other Similar Purposes Related to AICTE

PART I

This part deals with the details of the technical institution seeking affiliation / extension of affiliation/ Increase or Decrease in Intake / Change of Name or Location.

15. Name of the Technical Institution:
16. AICTE Permanent ID (if available):
17. Details of latest EoA from AICTE (if available):
18. Year of Establishment:
19. Details of NOC from SBTE (new institution/new programme/Increase in intake/change of name or location)
20. Address of the Technical Institution:
21. If there is change of address as approve by the AICTE, state the reasons and whether sanction has been accorded by the AICTE for change of address:
22. Contact Details:
 - I. Landline Number(s):
 - II. Mobile Number(s):
 - III. Email:
 - IV. Website:

Note: Categories of Affiliation:

- i. Category A : Initial provisional affiliation for a period of one academic year (Applicable for programme started in the year)
- ii. Category B : Extension of provisional affiliation for a period of one academic year.
- iii. Category C : Extension of provisional affiliation, for a period of three academic years. (Applicable to institutions which have 50% or more programmes NBA accredited)

PART II

This part deals with the details of the promoter which established the technical institution.

7. Name of the Promoter

(Government / Government Promoter / Trust / Society / Section 8 Company) that established the Technical Institution:

8. Details of the Promoter

I. Address of the Registered Office:

II. Registration Number:

III. Date of Registration:

IV. Any Other Relevant Details:

V. Name of the Authorized Person Representing the Promoter:

VI. Contact Details of the Authorized Person:

9. Details of Educational Institutions Currently Managed by the Promoter

The promoter should have prior experience in managing educational institutions.

(Applicable only for programs seeking affiliation under Category A)

Sl. No.	Name & Address of the Institution	Programs Offered	No. of Students	Accreditation with National Regulatory Authority (Specify)
1				
...				

PART III

This section provides information about the academic head of the technical institution.

13. Designation of the Academic Head

Responsible for the day-to-day academic administration:

14. Name of the Academic Head:**15. Age and Date of Birth:****16. Qualification and Experience**

(As per AICTE norms):

17. Appointment Details

(Specify whether Regular / Contract / Provisional):

18. Contact Details

I. Landline Number(s):

II. Mobile Number(s):

III. Email:

PART IV

(Applicable to programs seeking affiliation under categories A/B/C, Increase or Decrease in Intake / Change of Name or Location)

This section provides details about the administrative/managerial head of the technical institution seeking affiliation.

9. Designation of the Management Representative

In charge of the Technical Institution:

10. Name of the Management Representative

In charge of the Technical Institution:

11. Appointment Details

(Nature and Date of Appointment):

12. Contact Details

I. Landline Number(s):

II. Mobile Number(s):

III. Email:

n. Other Investments and Value:

Sl. No.	Nature of Investment	Value (Rs.)

o. Other Property:

Sl. No.	Survey No.	Village, Taluk, District	Extent (sq.m)	Fair Value Fixed by Government (Rs.)	Remarks

p. Endowment:

Sl. No.	Created with	Amount (Rs.)	Deposited in Bank (Name)	Branch	Instrument No. and Date	Date of Expiry
	AICTE					
	SBTE					
	State Government					

Consolidated Financial Statement

- a. Total financial assets and their value:
- b. Financial assets allocated exclusively for the technical institution:
- c. Financial assets allocated for the annual maintenance of the technical institution:
- d. Financial assets reserved for future development of the technical institution, including new buildings, laboratories, workshops, equipment, etc.:
- e. Annual income and expenditure of the technical institution (both recurring and non-recurring):

PART VI

This section provides details of the immovable property set aside exclusively for the 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.)	Encumbrance Details

b. Buildings

(Plan to be submitted as per AICTE Approval Process Handbook)

Sl. No.	Survey Number	Village, Taluk, District	Extent (sq.m)	Built-up Area (sq.m)	Fair Value Fixed by Government (Rs.)	Approval Details	Encumbrance Details

c. Is the institution operating on a single continuous campus?

If not, provide details:

PART VII

This section provides information on the Diploma-level programs proposed to be affiliated.

3. Diploma-Level Programs for which Affiliation is Requested:

Sl. No.	Name of the Program	Year of Starting	Syllabus Approved by SBTE (Yes/No)	Category of Affiliation Requested	AICTE Approval Details		
					Intake	Academic Year	EoA/LoA Details

Enter the applicable category (Engineering and Technology / Hotel Management and Catering).

4. Provisional affiliation (continuation / increase / decrease in intake of Existing Diploma-Level Programs)

Sl. No.	Name of the Program	Intake Applied For	Last AICTE Approval (20XX–20XX)		Current AICTE Approval (20XX–20XX)	
			Intake Approved	Year of Approval	Intake Approved	Year of Approval

4. Suspension/ closure of existing Diploma level programmes

Sl. No.	Name of the Programme Requested to Suspension/closure	Period of suspension sought	Year of Commencement of programme and number of batches passed out	Details of last AICTE Approval(20....to20....)	Details of AICTE Permission for the period of suspension (20....to 20....)/closure

5. Does the Institution Offer or Propose to Offer Another Course (e.g., B.Tech or Others)?

If yes

- a. provide details such as the type of course, title, affiliating body, promoter, etc.
- b. Attach the a copy of the NoC from the affiliating body of the above mentioned courses.

Note:

1. Approval granted by the AICTE is only a precondition 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 Category A for a Diploma level programme will be for a period 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.

PART VIII

This section provides details of students enrolled in affiliated Diploma-level programs at the institution (excluding new institutions).

a. Details of Enrolment

Sl No	Name of the programme	Approved intake	Enrollment for CAY - 2	Enrollment for CAY - 1	Enrollment for CAY

b. Details of Students on Roll

(Approved Intake and Total Number of Students for Each Year of the Program)

Sl. No.	Name of the Program	Approved Intake (Previous Three Years)	No. of Students			
			Boys	Girls	Transgender	Total

PART IX

(Applicable only to institutions seeking Change of Name or Change of Location)

Change of Name

9. Current Name of the Institution:
10. Proposed Name of the Institution:
11. AICTE Approval for the New Name (Order No., Date, and Other Details—attach a copy):
12. Reason for Change of Name:

Change of Location

11. Present Address of the Institution:
12. Proposed Address of the Institution:
13. AICTE Approval for Change of Address/New Location (Order No., Date, and Other Details—attach a copy):
14. Reason for Change of Address/Location:
15. Details about the New Location (if applicable):

Note:

Land documents for the new location must be submitted along with the application, and the originals must be produced for verification.

PART X

This section provides details regarding the academic qualifications, experience, and other relevant information for the Principal, Heads of Departments, faculty, technical staff, library staff, physical education staff, and non-teaching staff.

a. Principal

Details	Information
Name of Principal	
Date of Birth, Age, and Aadhaar Number	
Qualifications	
Corresponding Specialization	
Experience	
Date of Joining	
Scale of Pay	
Present Basic Pay	
Total Emoluments	
Period of Appointment	
Nature of Appointment (Temporary/Permanent/Contract)	
Bank Account	

b. Head of Department, Faculty, and Technical Staff

(Including Workshop and Laboratory Staff)

Give a table showing the information: Name of Diploma-Level Program, Name, Designation, Date of Birth, Age, and Aadhaar Number, Qualifications, Corresponding Specialization, Experience, Date of Joining, Scale of Pay, Present Basic Pay, Total Emoluments, Period of Appointment, Nature of Appointment (Temporary/Permanent/Contract), Bank Account for Heads of Departments, Faculty members and Technical Staff *(Including Workshop and Laboratory Staff)* for each diploma-level program. The faculty pattern should adhere to AICTE norms and Technical staff pattern should adhere to state government norms(as per G.O (M.S) 158/98/H.Edn dated 21/12/98)

c. Faculty of Languages and Sciences

Give a table showing the information: Name, Designation, Date of Birth, Age, and Aadhaar Number, Qualifications, Corresponding Specialization, Experience, Date of Joining, Scale of Pay, Present Basic Pay, Total Emoluments, Period of Appointment, Nature of Appointment (Temporary/Permanent/Contract), Bank Account for Faculty members of Languages and Sciences. The staff pattern should adhere to AICTE norms.

d. Library & Physical Education Staff

Give a table showing the information: Name, Designation, Date of Birth, Age, and Aadhaar Number, Qualifications, Corresponding Specialization, Experience, Date of Joining, Scale of Pay, Present Basic Pay, Total Emoluments, Period of Appointment, Nature of Appointment (Temporary/Permanent/Contract), Bank Account for Library & Physical Education Staff. The staff pattern should adhere to AICTE norms.

e. Non-Teaching Staff (Including Administrative Staff)

Give a table showing the information: Name, Designation, Date of Birth, Age, and Aadhaar Number, Qualifications, Corresponding Specialization, Experience, Date of Joining, Scale of Pay, Present Basic Pay, Total Emoluments, Period of Appointment, Nature of Appointment (Temporary/Permanent/Contract), Bank Account for Non-Teaching Staff Including Administrative Staff. The staff pattern should adhere to AICTE norms.

f) Student Faculty Ratio

Sl No	Name of the programme	SFR for CAY - 2	SFR for CAY - 1	SFR for CAY	Faculty Retention ratio

PART XI

(Applicable to programs seeking affiliation under categories A and B and for change of Location)

This section outlines the infrastructure requirements for technical institutions seeking affiliation under category A or B for any diploma level programme and also for the change of location

a. First-Year Laboratories/Workshops

(Provide program-wise details as per existing AICTE norms)

i. Name of the Department *(Separate table for each program)*

SI. No.	Name of the Laboratory	Area of the Laboratory (sq.m)
1	General Workshop	
2	Applied Science - Physics	
3	Applied Science - Chemistry	
4	Branch-specific Laboratory	
5	Health and Physical Education Lab	

ii. Nature of Laboratory *(As per existing AICTE norms, for 2nd and 3rd-year inspections in the case of new institutions, new programs, or increase in intake of existing programs)*

(Separate table for each program)

SI. No.	Type of Laboratory	No. of Rooms	Area Available (sq.m)
1	First-Year Laboratory		
2	Second-Year Laboratory		
3	Third-Year Laboratory		
4	Workshop		
5	Additional Workshops		

b. List of Major Equipment Available in Laboratories

(As per curriculum and syllabi for each diploma-level program, provide a separate table for each program)

Sl. No.	Program	Name of Laboratory	List of Equipment

c. Computing Facilities and Language Lab (*As per existing AICTE norms*)**i. Central Computing Facility**

Name of Facility	Area Available	No. of Computers Available
Central Computing Facility		

ii. Language Lab

Name of Facility	Area Available	No. of Computers	Software Details	No. of Users
Language Lab				

iii. Total Availability of Computing Infrastructure (*As per existing AICTE norms*)

- Number of PCs/Laptops available to students:
- Legal system software available:
- Legal application software available:
- Number of printers available:
- Network connectivity bandwidth:
- Number of nodes with internet connection:

d. Library Facilities (*As per existing AICTE norms*)**1. Books**

Number of Titles	Number of Volumes	Area Available (sq.m)	Reading Room Seating Capacity	Multimedia PCs	Reprographic Facility (Yes/No)

2. Journals

Number of National Journals	Number of International Journals	Number of e-Journals

e. Instructional Rooms Available (*As per existing AICTE norms*)

Sl. No.	No. of Classrooms	No. of Tutorial Rooms	No. of Smart Classrooms

f. Drawing Halls (*As per existing AICTE norms*)

No. of Drawing Halls Available	Area (sq.m)	Remarks

g. Seminar Hall (*As per existing AICTE norms*)

No. of Seminar Halls Available	Area (sq.m)	Remarks

h. Administration Area (*As per existing AICTE norms*)

Sl. No.	Building Space for	Nos.	Area (sq.m)
1	Principal's Cabin		
2	Principal's Office		
3	Faculty Rooms		
4	Board Room		
5	Strong Room		
6	Central Room		
7	Maintenance Room		
8	Examination Room		
9	Security Room		
10	Placement Room		
11	Housekeeping		
12	Pantry		
13	Others (Specify)		

i. Amenities (*As per existing AICTE norms*)

Sl. No.	Building Space for	Nos. available	Area Available (sq.m)
1	Toilets (Ladies and Gents)		
2	Boys Common Room		
3	Girls Common Room		
4	Cafeteria		
5	Stationery Store & Reprographic Centre		
6	First Aid & Sick Room		
7	Boys Hostel		
8	Girls Hostel		
9	Seminar Hall		
10	Sports Room		
11	Students' Union Room		
12	Cultural Activities Centre		
13	Rooms for Statutory Bodies (List)		

PART XII

This section pertains to the registers and records that must be maintained.

Sl. No.	Name of Register/Records	Is it maintained? (Y/N)
1	Department-wise Faculty Profile	
2	Records of Students (Program-wise)	
3	Department-wise Non-Teaching Staff Profile	
4	Academic Performance Record of Students	
5	Copy of Regulations, Curriculum, and Syllabi (Program-wise)	
6	Record of Research/Consultancy/Extension Activities (Department-wise)	
7	Record of Student Projects (Department-wise)	
8	Record of Achievements, Awards, and Recognitions (Department-wise)	
9	Master Timetable and Academic Calendar	
10	Stock Register for Equipment	
11	Stock Register for Consumables	
12	Stock Register for Furniture	
13	Stock Register for Tools and Plants	
14	Accession Registers for Library	
15	Register of Admissions and Dropouts/Withdrawals	
16	Register of Attendance and Assessment Record (Program-wise)	
17	Attendance for Teaching and Non-Teaching Staff	
18	Year-wise Audited Statement of Accounts of the College (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 the Staff Selection Committee	
24	Appointment/Offer Letters Issued to Faculty Members	
25	Joining Reports 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	Books of Transfer Certificates (including counterfoils)	
29	Minutes of the Meetings of the Registered Society/Trust of the College	

PART XIII

(Applicable to programs seeking affiliation under Categories A, B and C and change of Location)

This section outlines the certificates and other records required for verification during the inspection by the inspection committee. The application for affiliation must be submitted to the SBTE in both electronic form and hard copy within the specified timeframe. A hard copy of the original application and enclosures submitted to the AICTE must accompany the hard copy of the application for affiliation. Attested true copies of the certificates and records listed below should be enclosed with the hard copy of the application for affiliation submitted to SBTE. Originals of the enclosures submitted to the AICTE and the following documents must be presented for verification at the time of the inspection.

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 floors)
- 5 Proposed Building Plan
- 6 Irrevocable Trust/Company/Society Registration Deed
- 7 Documentary Proof of Ownership of Lands Exclusively Earmarked for the College with Clear Title
- 8 Legal Opinion from a Government Pleader on 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 Program(s) (Copy to be enclosed)
For Self-financing/ Aided / Government cost sharing institutions, attach the Resolution of the Trust, Society, or Company, duly signed by the Chairperson or Secretary, in the format prescribed by the AICTE APH.
For Government Institutions, attach the Minutes of the Academic Council, duly signed by the Principal as per the AICTE APH format.

Sl. No. Certificate

- 13 Audited Statement of Accounts of the College for the Past Three Years
- 14 Certificates for Fire/Boiler/Electrical Safety from Competent Authorities
- 15 Certificate from Health Inspector and Food Safety Authority
- 16 Certificate of Structural Stability of Buildings Issued by the PWD or Other Notified Persons
- 17 Building and Equipment Insurance Certificate
- 18 Certificate from the Pollution Control Board Regarding Sewage Disposal, Including Disposal of E-Waste

DRAFT

PART XIV:

This section contains the declarations to be furnished along with the application.

3. Declaration of Principal

I, Shri / Smt..... son/daughter of Shri / Smt....., hereby declare that the information provided in the application is true and factually correct.

NAME & SIGNATURE(with seal)

Place:

Date:

6. Declaration by the Management

I, Shri/Smt..... son/daughter of Shri/Smt....., on behalf of the trust/society/company, namely, declare that the details furnished in the application are accurate to the best of my knowledge. No programme(s) will commence without prior approval from AICTE and affiliation granted by SBTE for the respective academic year. All original documents related to the application will be presented during inspections and as required.

Name of the Authorized Person representing the Government/Govt. Promoter/Trust/Society/Section/ Company

NAME & SIGNATURE(with seal)

Place:

Date:

Note: Hard copies of the submitted applications must include the following documents:

11. Copy of EoA/LoA from AICTE
12. Appointment orders of faculty, technical staff
13. Copy of stock registers of computers
14. Copy of title register and volume register of the library
15. Other relevant documents.

7. Affidavit by the Management (for new institution/new programme/increase in intake)

I, Shri/Smt..... son/daughter of Shri/Smt....., on behalf of the trust/society/company, namely, declare that the information provided in the application is accurate to the best of my knowledge. No programme(s) will commence without prior approval from AICTE and affiliation granted by SBTE for the respective academic year. All original documents related to the application will be presented during inspections and as required. The faculty, technical staff, infrastructure, library, and other laboratory facilities will meet AICTE norms in subsequent academic years.

Name of the Authorized Person representing the Government/Govt. Promoter/Trust/Society/Section/ Company

NAME & SIGNATURE(with seal)

Place:

Date:

Annexure 6.5

Evaluation Form for Affiliation, Extension of Affiliation, Increase or Decrease in Intake, Change of Name or Location for AICTE Programs, or for Any Other Similar Purposes Related to AICTE

PART I

This part deals with the details of the technical institution seeking affiliation / extension of affiliation/ Increase or Decrease in Intake / Change of Name or Location.

23. Name of the Technical Institution:
24. AICTE Permanent ID (if available):
25. Details of latest EoA from AICTE (if available):
26. Year of Establishment:
27. Details of NOC from SBTE (new institution/new programme/Increase in intake/ change of name or location)
28. Address of the Technical Institution:
29. 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:
30. Contact Details:
 - I. Landline Number(s):
 - II. Mobile Number(s):
 - III. Email:
 - IV. Website:

Note: Categories of Affiliation:

- Category A :Initial provisional affiliation for a period of one academic year (Applicable for programme started in the year)
- Category B :Extension of provisional affiliation for a period of one academic year.
- Category C : Extension of provisional affiliation, for a period of three academic years. (Applicable to institutions which have 50% or more programmes NBA accredited)

PART II

This part deals with the details of the promoter which established the technical institution.

10. Name of the Promoter

(Government / Government Promoter / Trust / Society / Section 8 Company) that established the Technical Institution:

11. Details of the Promoter

I. Address of the Registered Office:

II. Registration Number:

III. Date of Registration:

IV. Any Other Relevant Details:

V. Name of the Authorized Person Representing the Promoter:

VI. Contact Details of the Authorized Person:

12. Details of Educational Institutions Currently Managed by the Promoter

The promoter should have prior experience in managing educational institutions.

(Applicable only for programs seeking affiliation under Category A)

Sl. No.	Name & Address of the Institution	Programs Offered	No. of Students	Accreditation with National Regulatory Authority (Specify)
1				
...				

PART III

This section provides information about the academic head of the technical institution.

19. Designation of the Academic Head

Responsible for the day-to-day academic administration:

20. Name of the Academic Head:**21. Age and Date of Birth:****22. Qualification and Experience**

(As per AICTE norms):

23. Appointment Details

(Specify whether Regular / Contract / Provisional):

24. Contact Details

I. Landline Number(s):

II. Mobile Number(s):

III. Email:

PART IV

(Applicable to programs seeking affiliation under categories A/B/C, Increase or Decrease in Intake / Change of Name or Location)

This section provides details about the administrative/managerial head of the technical institution seeking affiliation.

13. Designation of the Management Representative

In charge of the Technical Institution:

14. Name of the Management Representative

In charge of the Technical Institution:

15. Appointment Details

(Nature and Date of Appointment):

16. Contact Details

I. Landline Number(s):

II. Mobile Number(s):

III. Email:

Other Investments and Value:

Sl. No.	Nature of Investment	Value (Rs.)

Other Property:

Sl. No.	Survey No.	Village, Taluk, District	Extent (sq.m)	Fair Value Fixed by Government (Rs.)	Remarks

Endowment:

Sl. No.	Created with	Amount (Rs.)	Deposited in Bank (Name)	Branch	Instrument No. and Date	Date of Expiry
	AICTE					
	SBTE					
	State Government					

Consolidated Financial Statement

- a. Total financial assets and their value:
- b. Financial assets allocated exclusively for the technical institution:
- c. Financial assets allocated for the annual maintenance of the technical institution:
- d. Financial assets reserved for future development of the technical institution, including new buildings, laboratories, workshops, equipment, etc.:
- e. Annual income and expenditure of the technical institution (both recurring and non-recurring):

PART VI

This section provides details of the immovable property set aside exclusively for the 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.)	Encumbrance Details

*Annexure 3 of AICTE APH 2024-27, Page 86, clause 3.1 (g)

The Land area required shall be in a maximum of THREE plots. The Academic, Instructional, Administrative and Amenities area shall be in one plot. The distance between the plots shall not exceed 2 km. The remaining Land shall only be utilized for sporting Infrastructure/ Hostel/ Staff accommodation and related educational activities of the Institution. In such cases, adequate commutation facility between the plots shall be provided for the students and staff members.

b. Buildings

(Plan to be submitted as per AICTE Approval Process Handbook)

Sl. No.	Survey Number	Village, Taluk, District	Extent (sq.m)	Built-up Area (sq.m)	Fair Value Fixed by Government (Rs.)	Approval Details	Encumbrance Details

*Annexure 3 of AICTE APH 2024-27, Page 87, clause 3.2

c. Is the institution operating on a single continuous campus?

If not, provide details:

PART VII

This section provides information on the Diploma-level programs proposed to be affiliated.

4. Diploma-Level Programs for which Affiliation is Requested:

Sl. No.	Name of the Program	Year of Starting	Syllabus Approved by SBTE (Yes/No)	Category of affiliation Requested	AICTE Approval Details		
					Intake	Academic Year	EoA/LoA Details

Enter the applicable category A/B/or C

5. Provisional affiliation (continuation / increase / decrease in intake of Existing Diploma-Level Programs)

Sl. No.	Name of the Program	Intake Applied For	Last AICTE Approval (20XX–20XX)		Current AICTE Approval (20XX–20XX)	
			Intake Approved	Year of Approval	Intake Approved	Year of Approval

6. Suspension/closure of existing Diploma level programmes

Sl. No.	Name of the Programme Requested to Suspension/closure	Period of suspension sought	Year of Commencement of programme and number of batches passed out	Details of last AICTE Approval (20....to20....)	Details of AICTE Permission for the period of suspension (20....to 20....)/closure

3. Does the Institution Offer or Propose to Offer Another Course (e.g., B.Tech or Others)?

If yes

- a. provide details such as the type of course, title, affiliating body, promoter, etc.
- b. Attach the a copy of the NoC from the affiliating body of the above mentioned courses.

Note:

4. *Approval granted by the AICTE is only a prerequisite for affiliation.*
5. *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.*
6. *Affiliation under Category A for a Diploma level programme will be for a period starting from one Academic year and lasting till the completion of the duration of that batch as fixed by the AICTE/SBT E from time to time.*

PART VIII

This section provides details of students enrolled in affiliated Diploma-level programs at the institution (excluding new institutions).

a. Details of Enrolment

Sl No	Name of the programme	Approved intake	Enrollment for CAY - 2	Enrollment for CAY - 1	Enrollment for CAY

b. Details of Students on Roll

(Approved Intake and Total Number of Students for Each Year of the Program)

Sl. No.	Name of the Program	Approved Intake (Previous Three Years)	No. of Students			
			Boys	Girls	Transgender	Total

PART IX

(Applicable only to institutions seeking Change of Name or Change of Location)

Change of Name

13. Current Name of the Institution:
14. Proposed Name of the Institution:
15. AICTE Approval for the New Name (Order No., Date, and Other Details—attach a copy):
16. Reason for Change of Name:

Change of Location

16. Present Address of the Institution:
17. Proposed Address of the Institution:
18. AICTE Approval for Change of Address/New Location (Order No., Date, and Other Details—attach a copy):
19. Reason for Change of Address/Location:
20. Details about the New Location (if applicable):

Note:

Land documents for the new location must be submitted along with the application, and the originals must be produced for verification.

PART X

This section provides details regarding the academic qualifications, experience, and other relevant information for the Principal, Heads of Departments, faculty, technical staff, library staff, physical education staff, and non-teaching staff.

a. Principal

Details	Information
Name of Principal	
Date of Birth, Age, and Aadhaar Number	
Qualifications	
Corresponding Specialization	
Experience	
Date of Joining	
Scale of Pay	
Present Basic Pay	
Total Emoluments	
Period of Appointment	
Nature of Appointment (Temporary/Permanent/Contract)	
Bank Account	

b. Head of Department, Faculty, and Technical Staff

(Including Workshop and Laboratory Staff)

Give a table showing the information: Name of Diploma-Level Program, Name, Designation, Date of Birth, Age, and Aadhaar Number, Qualifications, Corresponding Specialization, Experience, Date of Joining, Scale of Pay, Present Basic Pay, Total Emoluments, Period of Appointment, Nature of Appointment (Temporary/Permanent/Contract), Bank Account for Heads of Departments, Faculty members and Technical Staff *(Including Workshop and Laboratory Staff)* for each diploma-level program. The faculty pattern should adhere to AICTE norms and Technical staff pattern should adhere to state government norms(as per G.O (M.S) 158/98/H.Edn dated 21/12/98)

c. Faculty of Languages and Sciences

Give a table showing the information: Name, Designation, Date of Birth, Age, and Aadhaar Number, Qualifications, Corresponding Specialization, Experience, Date of Joining, Scale of Pay, Present Basic Pay, Total Emoluments, Period of Appointment, Nature of Appointment (Temporary/Permanent/Contract), Bank Account for Faculty members of Languages and Sciences. The staff pattern should adhere to AICTE norms.

d. Library & Physical Education Staff

Give a table showing the information: Name, Designation, Date of Birth, Age, and Aadhaar Number, Qualifications, Corresponding Specialization, Experience, Date of Joining, Scale of Pay, Present Basic Pay, Total Emoluments, Period of Appointment, Nature of Appointment (Temporary/Permanent/Contract), Bank Account for Library & Physical Education Staff. The staff pattern should adhere to AICTE norms.

e. Non-Teaching Staff (Including Administrative Staff)

Give a table showing the information: Name, Designation, Date of Birth, Age, and Aadhaar Number, Qualifications, Corresponding Specialization, Experience, Date of Joining, Scale of Pay, Present Basic Pay, Total Emoluments, Period of Appointment, Nature of Appointment (Temporary/Permanent/Contract), Bank Account for Non-Teaching Staff Including Administrative Staff. The staff pattern should adhere to AICTE norms.

f) Student Faculty Ratio

Sl No	Name of the programme	SFR for CAY - 2	SFR for CAY - 1	SFR for CAY	Faculty Retention ratio

Faculty members who have joined the institution between August 31st and March 31st will be considered for calculating the Student-Faculty Ratio (SFR).

PART XI

(Applicable to programs seeking affiliation under categories A and B and for change of Location)

This section outlines the infrastructure requirements for technical institutions seeking affiliation under category A or B for any diploma level programme and also for the change of location

a. First-Year Laboratories/Workshops

(Provide program-wise details as per existing AICTE norms)

i. Name of the Department *(Separate table for each program)*

SI. No.	Name of the Laboratory	Area of the Laboratory (sq.m)	Area of the Laboratory available (sq.m)	Remarks
1	General Workshop	200 - (Up to an intake of 600) +200 for an intake of 601-1200)		
2	Applied Science - Physics	66 (Up to an intake of 600)		
3	Applied Science - Chemistry	66 (Up to an intake of 600)		
4	Branch-specific Laboratory	66 (Up to an intake of 600)		
5	Health and Physical Education Lab	66 (Up to an intake of 600)		

ii. Nature of Laboratory *(As per existing AICTE norms, for 2nd and 3rd-year inspections in the case of new institutions, new programs, or increase in intake of existing programs)*

(Separate table for each program)

SI. No.	Type of Laboratory	No. of Rooms	Area Available (sq.m)
1	First-Year Laboratory		
2	Second-Year Laboratory	2 per Course per Year up to an intake of 180 per course	
3	Third-Year Laboratory	2 per Course per Year up to an intake of 180 per course	
4	Workshop		
5	Additional Workshops	for "X" Category Courses – 150.	

"X" Category Courses such as Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and Allied/Relevant Courses shall require an Additional Laboratory/ Workshop

b. List of Major Equipment Available in Laboratories

(As per curriculum and syllabi for each diploma-level program, provide a separate table for each program)

Sl. No.	Programme	Name of laboratory	List of equipments

c. Computing Facilities and Language Lab (As per existing AICTE norms)

i. Central Computing Facility

Name of Facility	Area Available	No. of Computers Available
Central Computing Facility	150sqm (Up to an intake of 600) +1 for an intake of 601-1200	

ii. Language Lab

Name of Facility	Area Available	No. of Computers	Software Details	No. of Users
Language Lab	33 sq m			

+ Language Laboratory shall have a minimum of 20 Computers with appropriate Software. Additional Number of Computers shall be increased on proportionate basis for approved intake greater than 300 i.e. 0-300:20 Computers, 301-600:40 Computers, 601-900:60 Computers etc.

iii. Total Availability of Computing Infrastructure (As per existing AICTE norms)

- Number of PCs/Laptops available to students:
- *Legal system software available:
- Legal application software available:
- Number of printers available:
- Network connectivity bandwidth:
- Number of nodes with internet connection:

*General public license will be treated as legal software.
Refer Annexure 4, clause 4.1, page 92 of AICTE APH 2024-27

d. Library Facilities (*As per existing AICTE norms*)**1. Books**

Number of Titles	Number of Volumes	Area Available (sq.m)	Reading Room Seating Capacity	Multimedia PCs	Reprographic Facility (Yes/No)
		400 sqm			

Additional Library area of 50 m² per 60 Students beyond 420 "Approved Intake".

Refer Annexure 4, clause 4.3, page 93 of AICTE APH 2024-27

Reprographic center including scanning facility in the Library is essential.

2. Journals

Number of National Journals	Number of International Journals	Number of e-Journals

Refer Annexure 4, clause 4.4 of page 94 AICTE APH 2024-27

e. Instructional Rooms Available (*As per existing AICTE norms*)

Sl. No.	No. of classrooms required	No. of classrooms available	No. of Tutorial rooms required	No. of Tutorial rooms available	No. of smart class rooms available
	66sqm(For a division of 60) 33sqm(For a division of 30) Total Number of Divisions per year x Total Duration of course in years x 0.5		33 sqm - 25% of total Class Room		

Refer clause 3.2.1, Annexure 3, Page 87 of AICTE APH 2024-27

f. Drawing Halls (*As per existing AICTE norms*)

No. of Drawing halls required	No. of Drawing halls available	Area	Remarks
132sq m - 1(Up to an intake of 600) +132 for an intake of 601-1200			

g. Seminar Hall (*As per existing AICTE norms*)

No. of Seminar halls required	No. of Drawing halls available	Area	Remarks
132sq m - 1			

Refer clause 3.2.1, Annexure 3, Page 87 of AICTE APH 2024-27

h. Administration Area (As per existing AICTE norms)

Sl. No.	Building Space for	Nos.	Area (sq.m)
1	Principal's Cabin		
2	Principal's Office		
3	Faculty Rooms		
4	Board Room		
5	Strong Room		
6	Central Room		
7	Maintenance Room		
8	Examination Room		
9	Security Room		
10	Placement Room		
11	Housekeeping		
12	Pantry		
13	Others (Specify)		

Refer clause 3.3, Annexure 3, Page 90 of AICTE APH 2024-27

i. Amenities (As per existing AICTE norms)

Sl. No.	Building Space for	Nos. available	Area Available (sq.m)
1	Toilets (Ladies and Gents)		
2	Boys Common Room		
3	Girls Common Room		
4	Cafeteria		
5	Stationery Store & Reprographic Centre		
6	First Aid & Sick Room		
7	Boys Hostel		
8	Girls Hostel		
9	Seminar Hall		
10	Sports Room		
11	Students' Union Room		
12	Cultural Activities Centre		
13	Rooms for Statutory Bodies (List)		

Refer clause 3.4, Annexure 3, Page 90 & 91 of AICTE APH 2024-27

Refer clause 6.52, page no. 67 & Annexure 1, page no. 77 of AICTE APH 2024-27

PART XII

This section pertains to the registers and records that must be maintained.

Sl. No.	Name of Register/Records	Is it maintained? (Y/N)
1	Department-wise Faculty Profile	
2	Records of Students (Program-wise)	
3	Department-wise Non-Teaching Staff Profile	
4	Academic Performance Record of Students	
5	Copy of Regulations, Curriculum, and Syllabi (Program-wise)	
6	Record of Research/Consultancy/Extension Activities (Department-wise)	
7	Record of Student Projects (Department-wise)	
8	Record of Achievements, Awards, and Recognitions (Department-wise)	
9	Master Timetable and Academic Calendar	
10	Stock Register for Equipment	
11	Stock Register for Consumables	
12	Stock Register for Furniture	
13	Stock Register for Tools and Plants	
14	Accession Registers for Library	
15	Register of Admissions and Dropouts/Withdrawals	
16	Register of Attendance and Assessment Record (Program-wise)	
17	Attendance for Teaching and Non-Teaching Staff	
18	Year-wise Audited Statement of Accounts of the College (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 the Staff Selection Committee	
24	Appointment/Offer Letters Issued to Faculty Members	
25	Joining Reports 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	Books of Transfer Certificates (including counterfoils)	
29	Minutes of the Meetings of the Registered Society/Trust of the College	

PART XIII

(Applicable to programs seeking affiliation under Categories A, B, C and D and change of Location)

This section outlines the certificates and other records required for verification during the inspection by the inspection committee. The application for affiliation must be submitted to the SBTE in both electronic form and hard copy within the specified timeframe. A hard copy of the original application and enclosures submitted to the AICTE must accompany the hard copy of the application for affiliation. Attested true copies of the certificates and records listed below should be enclosed with the hard copy of the application for affiliation submitted to SBTE. Originals of the enclosures submitted to the AICTE and the following documents must be presented for verification at the time of the inspection.

Sl. No. Certificate (Refer Annexure 1, page no. 77 of AICTE APH 2024-27)

- 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 floors)
- 5 Proposed Building Plan
- 6 Irrevocable Trust/Company/Society Registration Deed
- 7 Documentary Proof of Ownership of Lands Exclusively Earmarked for the College with Clear Title
- 8 Legal Opinion from a Government Pleader on 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 Program(s) (Copy to be enclosed)
For Self-financing/ Aided / Government cost sharing institutions, attach the Resolution of the Trust, Society, or Company, duly signed by the Chairperson or Secretary, in the format prescribed by the AICTE APH.
For Government Institutions, attach the Minutes of the Academic Council, duly signed by the Principal as per the AICTE APH format.
- 12
- 13 Audited Statement of Accounts of the College for the Past Three Years
- 14 Certificates for Fire/Boiler/Electrical Safety from Competent Authorities
- 15 Certificate from Health Inspector and Food Safety Authority

Sl. No. Certificate (Refer Annexure 1, page no. 77 of AICTE APH 2024-27)

- 16 Certificate of Structural Stability of Buildings Issued by the PWD or Other Notified Persons
- 17 Building and Equipment Insurance Certificate
- 18 Certificate from the Pollution Control Board Regarding Sewage Disposal, Including Disposal of E-Waste

DRAFT

PART XIV:

This section contains the declarations to be furnished along with the application.

4. Declaration of Principal

I, Shri / Smt..... son/daughter of Shri / Smt....., hereby declare that the information provided in the application is true and factually correct.

NAME & SIGNATURE(with seal)

Place:

Date:

8. Declaration by the Management

I, Shri/Smt..... son/daughter of Shri/Smt....., on behalf of the trust/society/company, namely, declare that the details furnished in the application are accurate to the best of my knowledge. No programme(s) will commence without prior approval from AICTE and affiliation granted by SBTE for the respective academic year. All original documents related to the application will be presented during inspections and as required.

Name of the Authorized Person representing the Government/Govt. Promoter/Trust/Society/Section/ Company

NAME & SIGNATURE(with seal)

Place:

Date:

Note: Hard copies of the submitted applications must include the following documents:

16. Copy of EoA/LoA from AICTE
17. Appointment orders of faculty, technical staff
18. Copy of stock registers of computers
19. Copy of title register and volume register of the library
20. Other relevant documents.

Note :

All adopted evaluation criteria are based on the Approval Process Handbook 2024-27. These criteria are subject to updates and other guidelines published by AICTE from time to time.

4. Recommended

Remarks :

5. Recommended subject to fulfilment of following criteria

- 1.
- 2.
- 3.
- 4.

6. Not recommended due to deficiency in the following criteria

- 1.
- 2.
- 3.
- 4.

INSPECTION TEAM

Sl No.	Name	Designation	Role	Signature
1			Chairman	
2			Subject Expert 1	
3			Subject Expert 2	
4			Subject Expert 3	

Annexure 6.6**Form of Application for NoC for closure of an AICTE program****PART I**

This part deals with the details of the technical institution seeking NOC for closure of program

31. Name of the Technical Institution:
32. AICTE Permanent ID (if available):
33. Details of latest EoA from AICTE (if available):
34. Year of Establishment:
35. Address of the Technical Institution:
36. If the address has changed as approved by AICTE, provide reasons and confirm whether AICTE has sanctioned the change:
37. Contact Details:
 - I. Landline Number(s):
 - II. Mobile Number(s):
 - III. Email:
 - IV. Website:

PART II

This section provides details about the promoter responsible for establishing the technical institution.

13. Name of the Promoter

(Government / Government Promoter / Trust / Society / Section 8 Company) that established the Technical Institution:

14. Details of the Promoter

I. Address of the Registered Office:

II. Registration Number:

III. Date of Registration:

IV. Any Other Relevant Details:

V. Name of the Authorized Person Representing the Promoter:

VI. Contact Details of the Authorized Person:

15. Details of Educational Institutions Currently Managed by the Promoter

The promoter should have prior experience in managing educational institutions.

(Applicable only for programs seeking NOC)

Sl. No.	Name & Address of the Institution	Programs Offered	No. of Students	Accreditation with National Regulatory Authority (Specify)
1				
...				

PART III

This section provides information about the academic head of the technical institution.

25. Designation of the Academic Head

Responsible for the day-to-day academic administration:

26. Name of the Academic Head:**27. Age and Date of Birth:****28. Qualification and Experience**

(As per AICTE norms):

29. Appointment Details

(Specify whether Regular / Contract / Provisional):

30. Contact Details

I. Landline Number(s):

II. Mobile Number(s):

III. Email:

PART IV

(Applicable to programs seeking NOC for starting a new institution, introducing a new program, increasing intake, or changing the name or location)

This section provides details about the administrative/managerial head of the technical institution seeking NOC.

17. Designation of the Management Representative

In charge of the Technical Institution:

18. Name of the Management Representative

In charge of the Technical Institution:

19. Appointment Details

(Nature and Date of Appointment):

20. Contact Details

I. Landline Number(s):

II. Mobile Number(s):

III. Email:

PART V

This section provides information on the Diploma-level programs applying for NOC for suspension /closure.

5. Diploma-Level Programs for which NOC for Suspension / closure is Requested:

Sl. No.	Name of the Program	Period of suspension sought	Year of Commencement of programme and number of batches passed out	Details of last AICTE Approval (20....to 20....)	Details of AICTE permission for the period of suspension (20....to 20....)/closure

1. State whether another course (BTech/Diploma/any other) is conducted/ Proposed to be conducted by the institution :

If yes give details stating type of the course, title, Affiliating promoter etc.

PART VI

This section provides details of students enrolled in affiliated Diploma-level programs at the institution (excluding new institutions).

a. Details of Students on Roll

(Approved Intake and Total Number of Students for Each Year of the Program)

Sl. No.	Name of the Program	Approved Intake (Previous Three Years)	No. of Students			
			Boys	Girls	Transgender	Total

REASON FOR CLOSURE:

(attach relevant documents if applicable)

PART VII

This section provides details regarding the academic qualifications, experience, and other relevant information for the Principal, Heads of Departments, faculty, technical staff, library staff, physical education staff, and non-teaching staff.

a. Principal

Details	Information
Name of Principal	
Date of Birth, Age, and Aadhaar Number	
Qualifications	
Corresponding Specialization	
Experience	
Date of Joining	
Scale of Pay	
Present Basic Pay	
Total Emoluments	
Period of Appointment	
Nature of Appointment (Temporary/Permanent/Contract)	
Bank Account	

b. Head of Department, Faculty, and Technical Staff

(Including Workshop and Laboratory Staff)

Give a table showing the information: Name of Diploma-Level Program, Name, Designation, Date of Birth, Age, and Aadhaar Number, Qualifications, Corresponding Specialization, Experience, Date of Joining, Scale of Pay, Present Basic Pay, Total Emoluments, Period of Appointment, Nature of Appointment (Temporary/Permanent/Contract), Bank Account for Heads of Departments, Faculty members and Technical Staff *(Including Workshop and Laboratory Staff)* for each diploma-level program. The staff pattern should adhere to AICTE norms.

c. Faculty of Languages and Sciences

Give a table showing the information: Name, Designation, Date of Birth, Age, and Aadhaar Number, Qualifications, Corresponding Specialization, Experience, Date of Joining, Scale of Pay, Present Basic Pay, Total Emoluments, Period of Appointment, Nature of Appointment (Temporary/Permanent/Contract), Bank Account for Faculty members of Languages and Sciences. The staff pattern should adhere to AICTE norms.

d. Library & Physical Education Staff

Give a table showing the information: Name, Designation, Date of Birth, Age, and Aadhaar Number, Qualifications, Corresponding Specialization, Experience, Date of Joining, Scale of Pay, Present Basic Pay, Total Emoluments, Period of Appointment, Nature of Appointment (Temporary/Permanent/Contract), Bank Account for Library & Physical Education Staff. The staff pattern should adhere to AICTE norms.

e. Non-Teaching Staff (Including Administrative Staff)

Give a table showing the information: Name, Designation, Date of Birth, Age, and Aadhaar Number, Qualifications, Corresponding Specialization, Experience, Date of Joining, Scale of Pay, Present Basic Pay, Total Emoluments, Period of Appointment, Nature of Appointment (Temporary/Permanent/Contract), Bank Account for Non-Teaching Staff Including Administrative Staff. The staff pattern should adhere to AICTE norms.

PART VIII

(Applicable to programs seeking NOC for closure of programme)

Application for NOC must be submitted to the SBTE both in electronic form and as hard copy within the stipulated time.

The application fees, inspection fees, affiliation fees, and any other fees payable in respect of diploma-level programs shall be fixed by the SBTE from time to time. The current fees are as follows:

a. Application Fee:

The application fee is ₹5,000/- (Rupees Five Thousand only) per institution (Non-Refundable). Payment should be made by DD drawn in favour of the Member Secretary, SBTE, payable at Thiruvananthapuram, and submitted with the hard copy of the application, or via electronic transfer to Account Number 38323559722 with SBI, Temple View, Thiruvananthapuram, Fort (PO), Thiruvananthapuram, IFS Code: SBIN0070481.

b. Fee for closure of programmes:

The fee shall be Rs 10,000/- (Rs. Thirty Thousand only) for each diploma level programme. The fee shall be paid by DD drawn in favour of the Member Secretary, SBTE payable at Thiruvananthapuram to be submitted along with the hard copy of the application or through Electronic transfer to Account number 38323559722 with SBI, Temple view, Thiruvananthapuram, Fort (PO) Thiruvananthapuram, IFS code: SBIN0070481.

Details of Fee Remitted

(The DD must be enclosed with the application)

Sl. No.	Nature of Fee	Fee per Program	No. of Programs	Total Amount
1	Application Fee			
2	Closure fee for each new diploma level programme			
Grand Total				

DD Details

- Name of Bank & Branch:
- DD Number:
- Date:
- Amount:

Electronic Transfer Details

- Name of Bank & Branch:
- UTR Number:
- Date:
- Amount:

Note: Government institutions are exempt from the payment of the application fee.

PART IX:

This section contains the declarations to be furnished along with the application.

5. Declaration of Principal

I, Shri / Smt..... son/daughter of Shri / Smt....., hereby declare that the information provided in the application is true and factually correct.

NAME & SIGNATURE(with seal)

Place:

Date:

9. Declaration by the Management

I, Shri/Smt..... son/daughter of Shri/Smt....., on behalf of the trust/society/company, namely, declare that the details furnished in the application are accurate to the best of my knowledge. It is further certified that the ongoing batches will be provided with all facilities, faculty and staff to complete the Diploma.

Name of the Authorized Person representing the Government/Govt. Promoter/Trust/Society/Section/ Company

NAME & SIGNATURE(with seal)

Place:

Date:

Note: Hard copies of the submitted applications must include the following documents:

21. Copy of EoA/LoA from AICTE
22. Appointment orders of faculty, technical staff
23. Copy of stock registers of computers
24. Copy of title register and volume register of the library
25. Other relevant documents.

Annexure 6.7

Format of Agreement with Government for Non-AICTE unaided programs

AGREEMENT

THIS CONSENSUAL AGREEMENT is made at Thiruvananthapuram on this (day)..... (date) between the Governor of Kerala (hereinafter referred to as “the **SBTE (State Board of Technical Education)**” which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) represented by the Director of Technical Education of Kerala on the ONE PART and (Name and address of the Institution).....(hereinafter called as **Institute** which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) represented by(Name and address of the manager and Trust)on the OTHER PART.

AND WHEREAS the party of the second part is running a institute having unaided/aided courses and was hither to making admission in a fair and transparent manner.

AND WHEREAS both parties have, subject to the rights of the 2nd party for protection guaranteed under relevant Articles of the Constitution of India, resolved to arrive at a consensual agreement on mutually acceptable terms.

AND WHEREAS the parties to this deed have decided to arrive at a consensus in respect of admission of students to the courses, collection of fees and such other amounts from the students admitted in the above institute as contemplated under various dictum laid by **SBTE** in matters relating to admission, fees etc. In the Institution.

AND WHEREAS the **Institute** have been collecting the fee fixed in respective years who are admitted in the course, as annual tuition fee from all students admitted to courses.

AND WHEREAS the **SBTE** and the Management of the **Institute** have arrived at a consensus to fulfil the above objective by entering into an agreement for the respective academic year in accordance with the terms and conditions herein after set below:-

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-

1. The **Institute** shall be entitled to collect from every student admitted to the institute a Caution Deposit of -----and other expenses including special fees on joining the **Institute**. Examination permanent Registration fee is also payable at the time of admission by each student. Such fees and amount shall be specifically listed out in the prospectus and published each year by **Institute**
2. The institute should provide necessary infrastructure and stipulated staff for the students

- 3. The tuition fee and other fees payable by all the students who are admitted in the **Institute** shall be as per prospectus Published by first party from time to time
- 4. **Institute** shall abide by the rules that form time to time by the **SBTE**
- 5. If there occur any breach of this agreement from the part of the Second Party, the First Party shall have the right to the cancellation of approval/ affiliation of the Courses and for withholding permission for the renewal of validity of the course for the succeeding years.

IN WITNESS WHEREOF the parties here unto have set their hands to these presents on the day, month and year first above mentioned.

Signed

by.....

(PARTY ON THE FIRST PART)

In the presence of

WITNESS

1.....

2.....

Signed by

.....

(PARTY ON THE SECOND PART)

In the presence of

WITNESS

1.....

2.....

Annexure 6.8

Application Proforma for NoC for starting Non-AICTE Programs or for Initial Affiliation of Non-AICTE Programs

1. **Applicant Information:** Name and address of the applicant (Manager).
2. **Institution Address:** Full postal address of the institution, including Building Number, Street, Town, District, and Pin code.
3. **Institution Location:** Provide details of the route to the institution.
4. **Nearly Institutions:** Location and address of the nearest 3 institutions of the same class. Also state their programs
5. **Building Status:** If the institution operates in a rented building, provide the name and address of the owner and attach a copy of the lease agreement.
6. **Building Layout:** Specify the floor area available for various purposes (e.g., office, classroom, workshop, toilet), along with the number and size of rooms in each category. A building plan may be attached.
7. **Equipment Details:** Provide a list of tools and equipment, including furniture (attach a separate list if necessary).
8. **Courses Plan to Offer:** List the courses for which recognition is sought, Add whether Regular or Part-time program.
9. **Fee Payment:** If the recognition fee has been paid, mention the Challan Number and Date.
10. **Amount and Account Head:** Specify the amount paid and the Head of Account. Attach the original challan receipt.
11. **Records and Registers:** Provide details of the registers and records maintained by the institution.
12. **Details of Staff members (Teaching and non-teaching)**

(please furnish the particulars in the following proforma)

SI. No.	Name and Address	Designation	Qualification	Branch of study	Experience	Detail of appointment	Aadhaar No.

Any other relevant information.

Declaration: I hereby declare that the information provided above are true.

Place:

Date:

Signature of the Applicant

Annexure 6.9

Evaluation Form for NoC for starting Non-AICTE Programs or for Initial Affiliation of Non-AICTE Programs

1. Applicant Information

- Name of Applicant (Manager):
- Address of Applicant:
- Contact Information:

2. Institution Address

- Institution Name:
- Full Postal Address with pin code:

3. Institution Location

- Details of Route to the Institution:

4. Nearby Institutions

- List the Nearest 3 Institutions of the Same Class:

Institution Name	Address	Distance (km)	Programs Offered
1.			
2.			
3.			

5. Building Status

- Does the Institution Operate in a Rented Building?
 - Yes
 - No
- If Yes, Provide Name & Address of Owner:
- Attach Lease Agreement Copy: Attached Not Attached

6. Building Layout

- Floor Area Available (Specify Areas for Office, Classroom, Workshop, etc.):

Room Type	Number of Rooms	Size (sq. ft.)
Office		
Classroom		
Workshop		
Other		

- Attach Building Plan: Attached Not Attached

7. Equipment Details

- Provide a List of Tools, Equipment, and Furniture:

(Attach a separate list if necessary) Attached Not Attached

8. Courses planned to offer (Regular/ Part-time)

- List the Courses and number of batches for Which Recognition is Sought:
 - 1.
 - 2.
 - 3.

9. Fee Payment

- Has the Recognition Fee Been Paid?
 - Yes
 - No
- Challan Number and Date:

10. Amount and Account Head

- Amount Paid:
- Head of Account:
- Attach Original Challan Receipt: [] Attached [] Not Attached

11. Records and Registers

- List of Records and Registers Maintained:

12. Details of Staff members (Teaching and non-teaching)

SI. No.	Name and Address	Designation	Qualification	Branch of study	Experience	Detail of appointment	Aadhaar No.

13. Additional Information

- Any Other Relevant Information:

Evaluation Section

- Are similar institutions available nearby?
 - Yes
 - No

Do you recommend to recognise the institute looking at the availability of nearby institutes?

Does the institution meet the required infrastructure and facilities in terms of building for the requested branches and batches?

- Yes
- No
- Comments:

Does the institution meet the required infrastructure and facilities in terms of tools and equipments for the requested branches and batches?

- Yes
- No

- Comments:

Does the institution meet the required staff members for the requested branches and batches?

- Yes
- No
- Comments:

Specific recommendations of the inspection committee

Name, designation, address and signature of the inspecting officers

Sl.no	Name and Official Address	SIGNATURE
1		
2		
3		
4		

FOR OFFICE USE ONLY

1. Whether recognition is granted GRANTED/NOT GRANTED
2. If granted,
 - i. Order number and date.
 - ii. Duration
 - iii. Details of courses and intake.
Name of course intake
3. If not granted
 - i. Number and date of communication
 - ii. Reasons for refusal

Date :

JOINTDIRECTOR/DEPUTY DIRECTOR

Annexure 6.10

Application Proforma for Renewal of Affiliation for Non-AICTE Programs

1. Institution Details

- Name and Full Postal Address of the Institution:
- Name and address of the Manager:
- Contact details of the Manager:

2. Location Details

- Location of the Institution:
- Approximate Distance from a Prominent Landmark:

3. Previous Recognition

- Order Number and Date of Last Renewal of Recognition:

4. Nearby Institutions

- List the Nearest 3 Institutions of the Same Class:

Institution Name	Address	Distance (km)	Programs	Mode (Regular/Part-time)

5. Building and Infrastructure

- **Building Status:**
 - Is the institution operating in a rented building?
 - Yes
 - No
 - If Yes, provide Name and Address of Owner:
 - Attach Lease Agreement Copy: [] Attached [] Not Attached
- **Building Layout:**
 - Floor Area Available:

Purpose	Number of Rooms	Size (sq. ft.)
Office		
Classroom		
Workshop		
Toilet		

- Attach Building Plan: [] Attached [] Not Attached

6. Equipment Details

- **List of Tools, Equipment, and Furniture:** (Attach a separate list duly certified by the Manager and Principal)

7. Programs and Intake

- **List the Programs and Intake for which Recognition is Requested:**

Sl. No.	Program Name	Intake
1		
2		
3		

8. Student Enrolment and Attendance

- **Provide the following details from the attendance register:**

Sl. No.	Program	First year		Second year	
		Admitted	Present	Admitted	Present
1					
2					
3					

9. Provide the details of Students, duly classified across year, program to give their Educational Qualification, Date of Birth and Age (Attach a separate list duly certified by the Manager and Principal)

10. Provide the details of staff members (Teaching and Non-teaching), duly classified across program to give their Name & Address, Designation, Qualification, Branch of Study, Experience, Appointment Details and Aadhaar No. (Attach a separate list duly certified by the Manager and Principal)

11. Records and Registers

- **Are the following registers and records properly maintained?**

Sl. No.	Register Name	Comment
1	Admission Register	
2	Student Attendance Register	
3	Staff Attendance Register	
4	Fee Collection Register	
5	Acquittance Register	
6	Stock Register for Furniture	
7	Cash Book	
8	Student Application Forms	

9	Student Transfer Certificates	
10	Original/Attested Copies of Certificates	
11	Visitor's Book	

12. Timetable

- Does the institution follow the prescribed timetable for contact hours per subject?
 - Yes
 - No
- Attach a copy of the timetable duly certified by the Manager and Principal:
 Attached Not Attached

13. Furniture, Machinery, and Equipment

- **Is the stock of furniture, tools, and equipment adequate for the programs?**
 - Yes
 - No
 - Attach a detailed list of items, certified by the Manager and Principal:
 Attached Not Attached
- **Are the tools and equipment in good condition?**
 - Yes
 - No
 - Attach a detailed list of items, certified by the Manager and Principal:
 Attached Not Attached

14. Additional Information

- **Any other relevant information:**

Declaration: I hereby declare that the information provided above are true.

Place:

Date:

Signature of the Applicant

Annexure 6.11

Evaluation Proforma for Renewal of Affiliation for Non-AICTE Programs

Note: This evaluation form is to be filled by the inspection committee to assess the application for renewal of recognition during the visit and inspection

1. General Information

- Institution Name:
- Full Postal Address:
- Name of the Manager:
- Date of Last Renewal of Recognition:
- Renewal Order Number and date:

Evaluation Comment:

2. Location and Accessibility

- Location of the Institution:
- Approximate Distance from a Prominent Landmark:

Evaluation Comment:

3. Nearby Institutions

- Nearest 3 Institutions of the Same Class:

Institution Name	Address	Distance (km)	Programs	Mode (Regular/Part-time)

Evaluation Comment:

4. Building and Infrastructure

- **Building Status:**
 - Owned
 - Rented
 - Owner's Name and Address (if rented):
 - Lease Agreement Attached? [] Yes [] No
- **Building Layout:**

Purpose	Number of Rooms	Size (sq. ft.)
Office		
Classroom		
Workshop		
Toilet		

- **Building Plan Attached?** [] Yes [] No

Evaluation Comment:

5. Equipment and Furniture

- **List of Equipment, Tools, and Furniture:** (Check if a detailed list is attached)
- Yes
- No

Is the equipment and furniture sufficient?

- Yes
- No

Condition of Equipment:

- Good
- Average
- Poor

Evaluation Comment:

6. Programs and Intake

- **Programs for which recognition is sought:**

Sl. No.	Program Name	Intake
1		
2		
3		

Evaluation Comment:

7. Student Enrolment and Attendance

- **Details from the Attendance Register:**

Sl. No.	Program	First year		Second year	
		Admitted	Present	Admitted	Present
1					
2					
3					

Evaluation Comment:

8. Student Eligibility

- Are all students qualified for admission as per guidelines?
 - i. Educational Qualification: [] Yes [] No
 - ii. Age: [] Yes [] No
- If No, provide details:

Evaluation Comment:

9. Staffing

- **Staff Members (Teaching and Non-teaching):**

Is the number and qualification of staff sufficient for the program?

- Yes
- No

Evaluation Comment:

10. Records and Registers

- **Are the following records and registers properly maintained?**

Sl. No.	Register Name	Maintained Properly (Yes/No)	Comment
1.	Admission Register		
2.	Student Attendance Register		
3.	Staff Attendance Register		
4.	Fee Collection Register		
5.	Acquittance Register		
6.	Stock Register for Furniture		
7.	Cash Book		
8.	Student Application Forms		
9.	Student Transfer Certificates		
10.	Original/Attested Student Certificates		
11.	Visitor's Book		

Evaluation Comment:

11. Timetable

- **Is the timetable followed as per prescribed contact hours?**
 - Yes
 - No
- **Timetable Attached?** [] Yes [] No

Evaluation Comment:

12. Furniture, Machinery, and Equipment

- **Is the furniture, machinery, and equipment adequate for the programs?**
 - Yes
 - No
- **List Attached?** [] Yes [] No
- **Condition of tools and equipment:**
 - Good
 - Average

- Poor

Evaluation Comment:

13. Final Recommendations

- **Based on the evaluation, do you recommend renewal of recognition?**
 - Yes
 - No
 - **If No, provide reasons:**

Overall Evaluation Comment:

Place:

Date:

Name and Signature of Evaluator(s):

DRAFT

Annexure 6.12

Format for Transfer of Ownership or Management of a Non-AICTE Institute

From (details of the current owner)

Name :
 Title/Position :
 Name of Current Institution :
 Current Address of Institution :
 Email Address :
 Phone Number :

To

The Director of Technical Education, Government of Kerala.

Subject: Joint Application for Approval of Ownership/Management Transfer of

_____ [Current Institution
 Name]

Dear Sir/ Madam,

We, the undersigned, jointly submit this application to request your approval for the transfer of ownership/management of _____
 _____ [Current Institution Name] from the current owner/management to the new owner/management. This proposed transfer is aimed at ensuring the continuity and enhancement of educational services provided by the institution.

A. Parties Involved

Current Owner/Management Information:

Name :
 Current Address :
 Email Address :
 Phone Number :
 New Owner/Management Information :

Name :
 Address :
 Email Address :
 Phone Number :

B. Courses being offered and the current tenue of approval

Sl. No.	Program Name	Intake
1		
2		
3		

Renewal Order Number and date:

C. Reasons for Transfer

[Explain the reasons and motivations behind the proposed ownership/management transfer]

D. Transfer Agreement

[Provide details of the transfer agreement between the current owner/management and the new owner/management, including terms and conditions]

E. Timeline

Proposed Transfer Date :
 Schedule for the transition process :

F. Impact on Students and Staff

Describe how the transfer will affect current students and staff, including any measures to minimize disruption.

G. Legal and Regulatory Requirements

[Explain how the transfer complies with all legal and regulatory requirements, including permits, licenses, and approvals]

H. Certification and Accreditation

Provide information on any changes or updates to the institution's certification and accreditation status as a result of the transfer.

I. Community Impact

Describe any efforts made to engage with the local community regarding the ownership/management transfer and address any concerns raised.

J. Benefits to the Community

Highlight the potential positive impacts the transfer may have on the local community, such as continued access to quality education.

K. The proposed name of the new institute:

L. Any Other relevant information:

M. Declaration

We request approval from the Directorate of Technical Education, Government of Kerala for the proposed transfer of ownership/management of _____
 _____[Current Institution Name] to _____
 _____[New Owner/Management Name]. We are committed to ensuring a smooth transition and will cooperate fully with all relevant authorities to meet the necessary requirements. We kindly request your prompt consideration of our joint application and would welcome the opportunity to discuss this proposal in further detail.

Thank you for your time and attention to this matter.

Sincerely,

Signature :

Name :

Title/Position : (Current Owner)

Signature :

Name :

Title/Position : (New Owner)

Enclosures: Attach the following documents and plans related to the transfer of ownership.

1. Transfer agreements
2. Other relevant supporting documents
3. Duly remitted chalan for a processing fee amount

Annexure 6.13

Application for Shifting a Non-AICTE Institute

(By 'shifting' it means, the working of the non-AICTE institute is changing from one location to another by the same management or owner keeping the name of the institute unchanged)

From

Name :

Title/Position :

Name of Institute :

Current Address of Institute :

City :

State :

Postal Code :

Email Address :

Phone Number :

To

The Director of Technical Education, Government of Kerala.

Dear Sir/ Madam,

I, _____, am writing on behalf of

_____ (Name of Institute), to formally

request your approval for our institute's relocation to a new premises. We believe that this move will enable us to better serve our students and the community, and we are committed to ensuring a seamless transition.

Date of Establishment of the institute :

Courses being offered and the current tenure of approval:

Reasons for Relocation :

Address of the New Location :

Distance from Current Location (km) :

Distance to nearest similar Institute (km) :

Name and address of the nearest similar Institute :

Proposed Relocation Date :

Provide a schedule for the relocation process :

Describe the Size and Layout and facilities of the New Premises

Impact on Students and Staff :

(Describe how the relocation will affect current students and staff, including any measures to minimize disruption)

Benefits to the Local Community :

Any Other relevant information :

Conclusion

Request approval from the Directorate of Technical Education, Government of Kerala for the proposed relocation of _____ to the new location. We are committed to ensuring a smooth and efficient transition and will cooperate fully with all relevant authorities to meet the necessary requirements. We kindly request your prompt consideration of our application and would welcome the opportunity to discuss this proposal in further detail.

Thank you, Sincerely,

Signature :

Name :

Title/Position :

Name of Institute :

Enclosures: Attach the following documents and plans related to the relocation.

1. The building plan of the new institute
2. Record to prove whether the building is rented or own.
3. The list of machinery and Equipments
4. Duly remitted chalan for a processing fee