

Maharashtra State Board of Technical Education, Mumbai.

# Short Term Course Registration System

User Guide (New Institute not affiliated to MSBTE; intending to introduce state government approved short term diploma courses)

## Process for New Institute Not Affiliated to MSBTE; Intending to Introduce State Government Approved Short Term Diploma Courses

Step 1: Read approval process manual carefully before filling the application.

Step 2: Access the portal using <https://shortterm.msbte.ac.in/> link. After clicking link the following screen will appear.

Welcome to Approval Process Manual Portal

Please read carefully Notification & Approval Process Manual before filling the application

Please click here to download Notification | Please click here to download the Approval Process Manual | User guide for online application

**Instructions :**

- The portal is more efficient & versatile with latest versions of Mozilla Firefox, Google Chrome & Internet explorer 8 & above.
- If you have any problems with Internet Explorer lower versions , Please use Mozilla Firefox or Google Chrome or Internet Explorer 8.
- All new institutes presently not affiliated with MSBTE shall initially register to generate Login ID, Password by click on create account and then shall login with the generated credentials.
- All Existing MSBTE affiliated institutes applying for Introduction of New Courses / Variation in Intake in Existing Courses / Closure of courses / Change in Name / Change in Place/ Closure of Institution shall login by using institute monitoring login id & password.

**User Guide :**

- For New Institute not affiliated to MSBTE; intending to introduce state government approved short term diploma courses
- For Existing AICTE Approved institute affiliated to MSBTE; intending to introduce state government approved short term diploma courses
- For Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses applying for introduction of New Courses / Variation in Intake in Existing Courses / Closure of courses / Change in Name / Change in Place/ Closure of Institution

Please Sign In

admin

\*\*\*\*\*

Application for ?

Login

Not registered ? Create account

Step 3: For login credentials, click on “**create new account**”, Fill the required information, and use the same user id and password for login after successful account creation.

Step 4: After successful login, following screen will appear.

MSBTE

https://shortterm.msbte.ac.in/msbte\_appr\_proc/home

Maharashtra State Board of Technical Education

Search...

Dashboard

New Institute not affiliated to MSBTE

### Institute Dashboard

**Important Instructions**

Sr.No	Instruction ( New Institute not affiliated to MSBTE )
1	Application Form for Introduction of State Government approved Short Term Diploma courses for Academic Year 2021-2022
2	After filling the form you can see the filled data in the left menu to Preview
3	Do not click on confirm button while previewing the filled data until the form is completely filled. If you click on confirm button while doing so then you are unable to add, edit, delete data.

Step 5: Click on “New Institute not affiliated to MSBTE” link. Then click on “Name and Address (with pin code)” link. following screen will appear. Fill the information as required in form

The screenshot shows a web browser window with the URL [shortterm.msbte.ac.in/msbte\\_appr\\_proc/establishment](http://shortterm.msbte.ac.in/msbte_appr_proc/establishment). The page title is "Name and address details". The form is titled "1.Name and address (with Pin Code) of the Applicant Society / Trust / Government / Government Aided / Company". The form fields are as follows:

Applicant Type <input type="text" value="Select"/>	Name <input type="text"/>	
E-mail Address of Applicant <input type="text"/>	OTP <input type="text"/> <a href="#">Send OTP</a>	
Address <input type="text"/>		
Pin Code : <input type="text"/>	STD Code : <input type="text"/>	Phone No <input type="text"/>
Mobile No <input type="text"/>	Name of Alternate Contact Person <input type="text"/>	
Alternate Contact Number <input type="text"/>	<small>Please fill out this field.</small>	Select District <input type="text" value="Please select"/>

[Submit Information](#)

Step 6: After the submitting of this information, Please click on “Click here for Payment of processing fees”. Following screen will appear in new tab/window.

The screenshot displays the Easebuziz payment interface. On the left, there is a vertical menu with four options: 'Debit Card' (selected), 'Credit Card', 'Net Banking', and 'UPI'. The main content area shows a transaction ID 'STC1621852768' and a warning that the link expires in 13 minutes. Below this, there are input fields for 'Card Number', 'Name on card', 'Month', 'Year', and 'CVV'. A 'Please Note' box at the bottom provides information about RBI notification effective March 16, 2020, regarding card usage for online transactions.

Step 7: Select the appropriate option for payment and complete the payment process.

Note: When payment process gets successfully completed, new options will be accessible (these options only accessible after the successful payment).

Step 8: Click on “**Details of the Applicant Society/ Trust/ Company**” link. Following screen will appear in new tab/window.

Maharashtra State Board of Technical Education

Details of the Applicant Society / Trust Next »

2.The Registration Number under Society Act with date and place of Registration :

Note : Upload documents only in pdf format

Registration Number with Charity Commissioner:  Date (dd/mm/yyyy):

Place:  Experience in running educational Institutes?:

Attach Copy of Registration of Society / Trust  
 No file chosen [View Document](#)

Attach Copy of Sale Deed / Lease Deed  
 No file chosen [View Document](#)

Attach Copy of Appendix 6 (Executive Summary of DPR) along with declaration  
 No file chosen [View Document](#)

Step 9: Fill all the required information of the Society/ Trust/ Company and attach the scanned copy of Registration of society/ trust document and copy of sale deed/ lease deed. Submit information.

Step 9: Click on “Next >>” button. Following screen will appear.

Maharashtra State Board of Technical Education

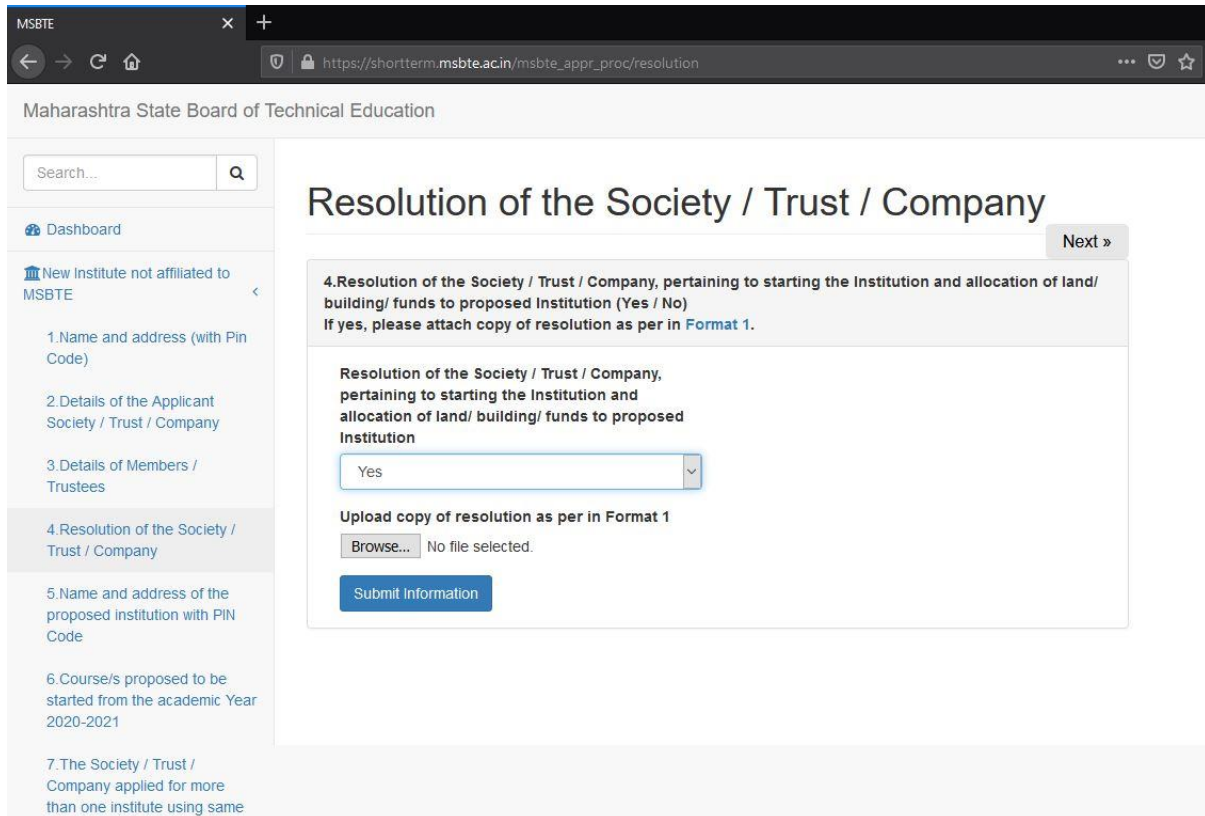
Details of members of the Society / Trust / Company Next »

3.Details of Society / Trust / Company approved by Charity Commissioner/Registrar of company and their experience in running institution of higher education, technical or other professional Education and their academic background etc. (Do not attach separate list)

Name of the members of the Society / Trust / Company	Designation in Society / Trust / Company	Phone No. / Mobile No.	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add More"/>

Step 11: Provide the details of members of society/ trust/ company one by one. Submit the information.

Step 12: Click on “Next >>” button. Following screen will appear.



The screenshot shows a web browser window with the URL [https://shortterm.msbte.ac.in/msbte\\_app\\_proc/resolution](https://shortterm.msbte.ac.in/msbte_app_proc/resolution). The page title is "Maharashtra State Board of Technical Education". The main heading is "Resolution of the Society / Trust / Company". A "Next >>" button is located in the top right corner of the form area. The form content includes:

4. Resolution of the Society / Trust / Company, pertaining to starting the Institution and allocation of land/ building/ funds to proposed Institution (Yes / No)  
If yes, please attach copy of resolution as per in [Format 1](#).

Resolution of the Society / Trust / Company, pertaining to starting the Institution and allocation of land/ building/ funds to proposed Institution

Yes

Upload copy of resolution as per in [Format 1](#)

Browse... No file selected.

Submit Information

The left sidebar contains a search bar and a dashboard menu with the following items:

- Dashboard
- New Institute not affiliated to MSBTE
  - 1. Name and address (with Pin Code)
  - 2. Details of the Applicant Society / Trust / Company
  - 3. Details of Members / Trustees
  - 4. Resolution of the Society / Trust / Company
  - 5. Name and address of the proposed institution with PIN Code
  - 6. Course/s proposed to be started from the academic Year 2020-2021
  - 7. The Society / Trust / Company applied for more than one institute using same

Step 13: Upload the resolution of the society/ trust/ company with the authorised signatures and seal. Format of resolution is provided in “**Format 1**” link. Print the format and append the signature & seal of authorised person and then upload the scanned copy of format1. Click “Submit Information” button to upload the file.

Note: **Format 1** sample resolution is as shown in following image.

# Format 1

**Format 1**  
**(Resolution of Trust/Society/Company)**

That the Trust / Society / Company vide its executive meeting held on \_\_\_\_\_ at \_\_\_\_\_ vide item no. \_\_\_\_\_ have resolved that a total land measuring to \_\_\_\_\_ Acres/ sq. m. owned / leased by the Trust / Society / Company in the village \_\_\_\_\_ and building on it having Carpet area \_\_\_\_\_ sq.m.of which \_\_\_\_\_ sq.m. be irrevocably earmarked for the proposed < name of the proposed institution > and the courses with intake capacity therein proposed and the same shall not be used for any other purpose without the prior approval / permission of Government/ MSBTE

It is further resolved that, < name of the trust / society / company > shall allocate required funds for securing services and other required entities for < name of the Institution > at above address.

(Signature and name of Chairman/Secretary/Director, Trust/Society/Company),  
(Designation), (Name of the organization)

Step 14: Click on “Next >>” button. Following screen will appear.

Maharashtra State Board of Technical Education

Dashboard

New Institute not affiliated to MSBTE

1. Name and address (with Pin Code)

5. Name and address of the proposed institution with PIN Code

6. Course/s proposed to be started from the academic Year 2020-2021

7. The Society / Trust / Company applied for more than one institute using same land & building

8. Land

9. Building

10. Built-up Area

11. Principal / Coordinator Details

12. Teaching / Non-teaching

Details of Proposed Institution Next >>

**5. Name and address of the proposed institution with PIN Code**

**Name of the Proposed Institution**

**Detailed Locational Address of the Proposed Institution**

**PIN Code of the Proposed Institution**  **Phone Number of the Proposed Institution**

**Name of Contact Person**  **Mobile Number of Contact Person**

**E-mail Id of Contact Person**

Step 15: Fill up the details of proposed institute and click on “Submit Information” button to save the information of the details of proposed institute.

Step 16: Click on “Next >>” button. Following screen will appear.

Maharashtra State Board of Technical Education

Course(s) proposed to be started Next >>

6. Course(s) proposed to be started (maximum 5 courses) from the academic Year 2021-2022 (Refer Appendix 1 & 2 of Approval Process Manual)

Note : Upload documents only in pdf format

Name of Course  Course Code

Entry Qualification of student  Duration in Years

Type of Course  Course Pattern  Intake

[Submit Information](#) [Click Here for Resetting Name of Course if Required](#)

Step 17: Select the course(s) that are proposed to be started. Check the conditions which are mandatory. Submit the information.

Note: You can apply maximum 5 (five) courses. The courses are categorised in two groups. 1<sup>st</sup> group contains the courses which are non SKP course and 2<sup>nd</sup> group contains the SKP courses.

If selected course is from SKP courses, i.e., Group 2 then please fill the SKP details also.

SKP Details

Select No of Times SKPs associated for this course

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SKP 1

Name of the industry/organization:  Email of the industry/organization:  Address/communication details:

Pincode:  Website:  Name of contact person  Designation of contact person

Email of contact person  Mobile number of contact person

Industry Type  Products/services offered by industry:  Internship capacity for Male  Internship capacity for Female

Industry size  Distance of industry/organization from institute  MOU

Step 18: Click on “Next >>” button. Following screen will appear.



Maharashtra State Board of Technical Education

Search...

Dashboard

New Institute not affiliated to MSBTE

1. Name and address (with Pin Code)
2. Details of the Applicant Society / Trust / Company
3. Details of Members / Trustees
4. Resolution of the Society / Trust / Company
5. Name and address of the proposed institution with PIN Code
6. Course/s proposed to be started from the academic Year 2020-2021
7. The Society / Trust / Company applied for more than one institute using same

Has Applied the Society / Trust / Company applied for starting more than one institute such as School, Jr. College, Degree College using same land & building. Next »

Has the Society / Trust / Company applied for starting more than one institute such as School, Jr. College, Degree College using same land & building.

Select Status: Yes

Type of Institute: Please select type

Approving Authority: [Text Field]

Present Status of institute: Select Status

Affiliation Authority: [Text Field]

Submit Information Add another institute type information

Step 19: If the society/ trust/ company have applied for starting more than one institute such as school, college using same land and building, then please submit the required information. Else select the status option as “No” and click “Submit Information” tab.

Step 20: Click on “Next >>” button. Following screen will appear.

Maharashtra State Board of Technical Education

Dashboard

New Institute not affiliated to MSBTE

1. Name and address (with Pin Code)
5. Name and address of the proposed institution with PIN Code
6. Course/s proposed to be started from the academic Year 2020-2021
7. The Society / Trust / Company applied for more than one institute using same land & building
8. Land
9. Building
10. Built-up Area
11. Principal / Coordinator Details
12. Teaching / Non-teaching Staff
13. Equipment
14. Library
15. Computer Centre
16. Investment on furniture

Details of Land Next »

8. Land (Attach land documents in the prescribed Format 2 of Approval Process Manual)

Note : Upload documents only in pdf format

Location of Land: Mahanagar Palika

District: Kolhapur

Taluka: karveer

Pin Code: 400058

Khasra/Master Plan: [Choose File] No file chosen

Whether land is N.A: Yes

Attach copy of approved N.A. order: [Choose File] No file chosen

Attach Copy of land documents showing ownership: [Choose File] No file chosen

Survey No: 1213

City: test

Village: test

Land Use Certificate: [Choose File] No file chosen

Attach format 2: [Choose File] No file chosen

Date of approval ( dd/mm/yyyy ): 01-01-1970

Whether owned/leased by the applicant Society / Trust / Company: Yes

Area: 34 Unit: Acres

Step 21: Please provide detailed information of total land (Open land as well as build-up area) and upload relevant documents along with the “Format 2”. Please click on “Format 2” to download it. Click on “Submit Information” button to save the details of land.

Note: **Format 2** sample resolution is as shown in following image.

**Format 2**

I/We, < name >, Chairman, < name of the Trust/Society/Company >, son/daughter of \_\_\_\_\_, aged \_\_\_\_\_ resident of \_\_\_\_\_ < name >, Secretary, < name of the Trust/Society/Company >, son/daughter of \_\_\_\_\_, aged \_\_\_\_\_, resident of \_\_\_\_\_ in connection with our application dated \_\_\_\_\_ made to Government / MSBTE for establishment of new technical institution hereby solemnly affirm and declare as under :-

1. That I am < designation >, < applicant institution >.
2. That the Trust / Society / Company vide its executive meeting held on \_\_\_\_\_ at \_\_\_\_\_ vide item no. \_\_\_\_\_ have resolved that a total land measuring to \_\_\_\_\_ Acres owned/ leased by the Trust / Society / Company as per schedule given below in the village \_\_\_\_\_ be irrevocably earmarked for the proposed < name of the proposed institution > and the same shall not be used for any other purpose without the prior approval / permission of MSBTE.

Schedule					
Sr.No.	Document No	Date of Registration	Plot No.	Address (Village) Dist	Area in acres
Total area in acres					

1. That the land earmarked as above is available in a single / multiple patch with distance of \_\_\_\_\_ meters and having total land area of \_\_\_\_\_ acres with good approach road available.
2. The said land has clear title and has no encumbrances & is not mortgaged to any agency/ individual.
3. That the land earmarked as above is nonagricultural and has been permitted for Educational purpose by the competent authority < Name of the competent authority > vide letter no. \_\_\_\_\_ dated. \_\_\_\_\_
4. That the permanent building is constructed for the proposed institution on the land earmarked as above.
5. That the information given by < name/s > in the application made to Government / MSBTE is true and complete. Nothing is false and no information has been concealed.
6. That if any of the information is found to be false, incomplete, misleading and / or that the < name/s > fails to disclose all the information and / or suppress any information and / or misrepresent the information, I shall be liable to be prosecuted by MSBTE.
7. That MSBTE shall also be free to take any action including withdrawal of approval and / or any other action as deemed necessary against the < name/s >, and others as the case may be and / or the individuals associated with the Trust / Society / Company.
8. That the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

(Name, Designation and Address of the Executants)

(seal)

VERIFICATION : DEPONENT

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

Verified at < name of the place > on this the < date >.

(Name, Designation and Address of the Executants)

(seal)

DEPONENT

Step 22: Click on “Next >>” button. Following screen will appear.

Maharashtra State Board of Technical Education

Dashboard

New Institute not affiliated to MSBTE

1 Name and address (with Pin Code)

5 Name and address of the proposed institution with PIN Code

6 Course/s proposed to be started from the academic Year 2020-2021

7 The Society / Trust / Company applied for more than one institute using same land & building

8 Land

9 Building

10 Built-up Area

11 Principal / Coordinator Details

12 Teaching / Non-teaching Staff

13 Equipment

14 Library

15 Computer Centre

16 Investment on furniture excluding library

17 Funds available in bank

Next >>

**9. Building (Attach scanned copy of following documents and format part A & B) Format 3**

Note : Upload documents only in pdf format

Sr.No.	Description	Action	Document
1	Building plan prepared by Registered Architect?	<input type="button" value="Choose File"/> No file chosen	<a href="#">View Document</a>
2	Building plan approved by the competent authority if <input type="button" value="Select status"/> then give name of authority with date of approval (Attach copy of approved building plan)	<input type="button" value="Choose File"/> No file chosen	<a href="#">View Document</a>
3	Property Card / City Survey map	<input type="button" value="Choose File"/> No file chosen	<a href="#">View Document</a>
4	Completion Certificate	<input type="button" value="Choose File"/> No file chosen	<a href="#">View Document</a>
5	Occupancy Certificate	<input type="button" value="Choose File"/> No file chosen	No
6	Part Occupancy Certificate	<input type="button" value="Choose File"/> No file chosen	No
7	Structural Stability certificate	<input type="button" value="Choose File"/> No file chosen	No
8	Fire Safety Audit Certificate	<input type="button" value="Choose File"/> No file chosen	<a href="#">View Document</a>
9	Building Use Certificate	<input type="button" value="Choose File"/> No file chosen	<a href="#">View Document</a>
10	Property Tax Paid receipt (latest)	<input type="button" value="Choose File"/> No file chosen	<a href="#">View Document</a>
11	Registered Lease deed/Sale deed <input type="button" value="Select type"/>	<input type="button" value="Choose File"/> No file chosen	<a href="#">View Document</a>
12	Building is adequate and suitable for conduct of courses as per norms. If yes, then attach layout plan and photograph of the premises at permanent site. (Attach copy of external and Internal Photographs of the building duly attested with seal by the Secretary of the Society / Trust / Company with Date)	<input type="button" value="Choose File"/> No file chosen	<a href="#">View Document</a>
13	Other facilities including <input type="checkbox"/> Hostel, <input type="checkbox"/> Canteen, <input type="checkbox"/> Amenities, <input type="checkbox"/> Staff quarters etc. if available	<input type="button" value="Choose File"/> No file chosen	No
14	Whether existing Carpet area [In Sq. M.] for this proposal is available and earmarked on the plan along with documents & photographs? If Yes, give	<input type="button" value="Choose File"/> No file chosen	No

Activate Windows  
Go to PC settings to activate Windows.

Step 23: Please provide details of buildings documents approved by competent authorities have to be uploaded here. Please upload scanned copy of “**Format 3A & 3B**” with signature and stamp of authorised person.

Note: **Format 3A** sample resolution is as shown in following image.

**Format 3 Part - A (Mandatory for building)**

I/We < name >, Chairman, < name of the Trust/Society/Company >, son/daughter of ...., aged....., resident of ....., son of ....., aged....., resident of.....

In connection with our application dated ..... made to Government/MSBTE for establishment of new technical institution / Introduction of new course/s / variation in intake in existing courses at existing Technical Institution, I hereby, solemnly affirm and declare as under:-

1. That I am < designation >, < applicant institution >.
2. Construction of building admeasuring ..... sq meters with the following details has been completed in all respects as per the approved building plan sanctioned by ..... authority vide sanction no. .... dated .....

Sr.No.	Room No.	Room type (mention Class room / Lab/Toilet, etc.)	Built up area (in sq. m)	Completion of Flooring Yes/No	Completion of Walls and painting. Yes/No	Completion of Electrification and lighting. Yes/No

3. That the information given by < name > in the application made to Government/MSBTE is true and complete. Nothing is false and nothing material has been concealed.
4. That if any of the information is found to be false, incomplete, misleading and / or that the < name > fails to disclose all the information and / or suppress any information and / or misrepresent the information, I shall be liable to be prosecuted by the MSBTE.
5. That the MSBTE shall also be free to take any action including withdrawal of approval and / or any other action as deemed necessary against the and others as the case may be and / or the individuals associated with the Trust / Society / Company.
6. That the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

(Name, Designation and Address of the Executants)  
(seal)

VERIFICATION:

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

DEPONENT

(Name, Designation and Address of the Executants) Verified at < name of the place > on this the < date >.

(seal)

DEPONENT

Note: **Format 3B** sample resolution is as shown in following image.

**Format 3 Part - B**

**CERTIFICATE TO BE DULY ENDORSED BY  
AN ARCHITECT REGISTERED WITH COUNCIL FOR ARCHITECTURE**

The copies of approved site plan & building plans in respect of application submitted by < name & address of the applicant > who is an applicant for establishment of new technical institution / introduction of new courses / variation in intake in existing courses in existing Technical Institution < name of the Institutions > at

were provided to me by < name & address of the applicant > for verification regarding their authenticity and appropriateness. Details of Site Plan & Building Plans

Plans Approved by.	Approval Number	Date of Approval

I hereby certify that

1. The competent authority for approving the site plan and building plans of an educational institute at the proposed site mentioned above is .....
2. I have verified the above-mentioned site plan & building plans from the office of < Competent Authority >.
3. The above-mentioned site plan & building plans have / have not been approved by the competent authority.
4. The above-mentioned site plan & building plans are / are not authentic.
5. Construction of building admeasuring with the following details has been completed in all respects as per the approved building plan.

VERIFICATION:

Sr.No.	Room No.	Room type (mention Class room / Lab /Toilet, etc.)	Carpet area(in sq. m)	Completion of Flooring Yes/No	Completion of Walls and painting Yes/No	Completion of Electrification and lighting Yes/No

Seal: \_\_\_\_\_ Signature of the Architect

Date: \_\_\_\_\_ Name of the Architect :

Registration No. :

Place :

Step 24: Click on “**Next >>**” button. Following screen will appear.

Maharashtra State Board of Technical Education

Dashboard

New Institute not affiliated to MSBTE

1. Name and address (with Pin Code)

5. Name and address of the proposed institution with PIN Code

6. Course/s proposed to be started from the academic Year 2020-2021

7. The Society / Trust / Company applied for more than one institute using same land & building

8. Land

9. Building

10. Built-up Area

**i. Existing building's Carpet Area**

ii. Academic Area

11. Principal / Coordinator Details

12. Teaching / Non-teaching Staff

13. Equipment

14. Library

### Details of Built-up Area Next >

**i. Details of existing building's Carpet Area (in Sq. m.)**

Sr.No	Particulars	Owned Area (in Sq. m.)	Leased Area (in Sq. m.)
1	Total Academic/ Instructional Area	500	
2	Total Administrative Area	500	
3	Amenities	test	
4	Hostels if any for i) Boys : ii) Girls :	Boys Hostel Capacity	Boys Hostel Capacity
		150	
		Girls Hostel Capacity	Girls Hostel Capacity
		150	
		Boys Hostel area in sq.m	Boys Hostel area in sq.m
		500	
		Girls Hostel area in sq.m	Girls Hostel area in sq.m
		500	
5	Others	test	
	Total Area (in Sq. m.)	2000	

Step 25: Please submit the information regarding the total area of building as per the use of the buildings.

Step 26: Click on “Next >>” button. Following screen will appear.

Maharashtra State Board of Technical Education

Dashboard

New Institute not affiliated to MSBTE

1. Name and address (with Pin Code)

5. Name and address of the proposed institution with PIN Code

6. Course/s proposed to be started from the academic Year 2020-2021

7. The Society / Trust / Company applied for more than one institute using same land & building

8. Land

9. Building

10. Built-up Area

**i. Existing building's Carpet Area**

**ii. Academic Area**

11. Principal / Coordinator Details

12. Teaching / Non-teaching Staff

13. Equipment

14. Library

### Details of Built-up Area Next >

**ii. Details of Academic Area**

Sr.No	Unit	Number available	Actual carpet Area of Each unit (in Sq. m.)	Area as per MSBTE norms (in Sq. m.)	Total Carpet Available Area (in Sq. m.)	Seating Capacity of each unit
1	Classroom	1	1	60	1	1
2	Drawing Hall	1	1		1	1
3	Laboratories	1	1	0	1	1
4	Others	1	1		1	1
5	Total Area (in Sq. m.)	4	4	60	4	4

Note: Mention details of each unit separately.

Whether the classrooms, drawing halls are adequately furnished and equipped with teaching aids  
Yes

Whether hostel facility is available  
Yes

Boys: 150      Girls: 150

Step 27: Please submit the information regarding the Academic/Instruction Area.

Step 28: Click on “Next >>” button. Following screen will appear.

Maharashtra State Board of Technical Education

Dashboard

New Institute not affiliated to MSBTE

- Name and address (with Pin Code)
- Details of the Applicant Society / Trust / Company
- Details of Members / Trustees
- Resolution of the Society / Trust / Company
- Name and address of the proposed institution with PIN Code
- Course/s proposed to be started from the academic Year 2020-2021
- The Society / Trust / Company applied for more than one institute using same land & building
- Land
- Building
- Built-up Area

### Details of Principal / Coordinator

Next »

11.Details of the Principal / Coordinator: (Attach copy of appointment)

Note : Upload documents only in pdf format

Name: Akash Walke

Appointment Type: Regular

STD Code: [Empty]

Telephone (Office): [Empty]

STD Code: [Empty]

Telephone (Residential): [Empty]

Mobile No: 8652303665

E-mail id: awalke32113@gmail.com

Attach copy of appointment / Offer Letter

Choose File No file chosen

View Document

Submit Information

Step 29: Please submit the information of Principle/ Coordinator & upload scanned copy of appointment letter.

Step 30: Click on “Next >>” button. Following screen will appear.

Maharashtra State Board of Technical Education

Dashboard

New Institute not affiliated to MSBTE

- Name and address (with Pin Code)
- Details of the Applicant Society / Trust / Company
- Details of Members / Trustees
- Resolution of the Society / Trust / Company
- Name and address of the proposed institution with PIN Code
- Course/s proposed to be started from the academic Year 2020-2021
- The Society / Trust / Company applied for more than one institute using same land & building
- Land
- Building
- Built-up Area
- Principal / Coordinator Details
- Teaching / Non-teaching Staff
- Faculty
- Course wise faculty
- Non-teaching staff
- Equipment

### Details of Faculty

Next »

i.Teaching / Non-teaching Staff Details (Attach separate list of identified staff for appointment if staff is yet to be appointed as on application date).

Full Name of the Course: Select course

Proposed Intake: [Empty]

Number of faculty required as per norms(1:25): [Empty]

Regular: [Empty]

Adhoc: [Empty]

Visiting: [Empty]

Total: [Empty]

Submit Information

Faculty List

Show 10 entries Search: [Empty]

Sr.No	Full Name of the Course	Proposed Intake	Faculty Required	Regular	Adhoc	Visiting	Action
1	Advance Diploma in Project Management in Building Construction	60	3	1	1	1	Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

Step 31: Please submit the category wise overall count of teaching staff.

Step 32: Click on “Next >>” button. Following screen will appear.

Maharashtra State Board of Technical Education

Course wise faculty Details Next >

ii.Details of Course wise faculty (Attach separate sheet)

<b>Full Name of the Course</b> <input type="text" value="Select course name"/>	<b>Duration in Year</b> <input type="text"/>
<b>Course Type</b> <input type="text" value="Full Time"/>	<b>Name of the staff</b> <input type="text"/>
<b>Designation</b> <input type="text"/>	<b>Required Qualification &amp; specialization</b> <input type="text"/>
<b>Qualification &amp; specialization</b> <input type="text"/>	<b>Date of joining the Institution</b> <input type="text"/>
<b>Faculty Type</b> <input type="text" value="Select faculty type"/>	<b>Attach appointment / offer letter</b> <input type="button" value="Choose File"/> No file chosen

**Step 33:** Please submit the course wise information of teaching staff. Number of teaching staff should match with the category wise overall count of teaching staff otherwise the form will not be confirmed.

**Step 34:** Click on “Next >>” button. Following screen will appear.

Maharashtra State Board of Technical Education

Details of Non-teaching Staff Next >

iii.Details of Non-teaching staff

<b>Name of the staff</b> <input type="text"/>	<b>Designation</b> <input type="text"/>
<b>Qualification</b> <input type="text"/>	<b>Date of joining the Institution (dd/mm/yyyy)</b> <input type="text"/>

**Non-teaching Staff List**

Show 10 entries Search:

Sr.No	Name of the staff	Designation	Qualification	Joining Date	Action
1	test staff	disignation	sdfdf	2021-05-11	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries Previous 1 Next

**Step 35:** Please submit the information of non-teaching staff.

**Step 36:** Click on “Next >>” button. Following screen will appear.

**Details of Equipment** Next »

**13. Equipment**

i. Total investment made in Lakhs (Rs)

iii. Machinery and equipment in the labs, workshops, etc. are adequate and as per MSBTE norms ?

List of Equipment & Invoice / Cash Memo of Equipments

No file chosen

[View Document](#)

ii. Break-up Details (Course wise list along with the cost should be attached separately)

Sr.NO	Name of Course	Total investment Rs. (in lakhs)	% (Percentage) of total investment shared with other courses
1	Diploma in Tourism	<input type="text" value="1"/>	<input type="text" value="0"/>
2	Diploma in CNC Machine Techniques	<input type="text"/>	<input type="text"/>
Total Investment Rs. (in lakhs)		1/-	

Step 37: Please submit the information of Equipments and machineries available in institute.

Step 38: Click on “Next >>” button. Following screen will appear.

**Details of Library** Next »

**14. Library**

a. Carpet Area (in Sq.m.)

Reading Hall Area (in Sq.m.)  Stacking Area (in Sq.m.)  Total Area (in Sq.m.)

b. Investment

Total investment on Books as on date In Lakhs (Rs)  Total investment on Library furniture in Lakhs (Rs)  Whether Regular Librarian is appointed

List of books & cash memo / invoice of books [View Document](#)

No file chosen

Step 39: Please submit the overall information as well as course wise availability of Books in Library of institute.

Step 40: Click on “Next >>” button. Following screen will appear.



Maharashtra State Board of Technical Education

Dashboard

New Institute not affiliated to MSBTE

- Name and address (with Pin Code)
- Name and address of the proposed institution with PIN Code
- Course/s proposed to be started from the academic Year 2020-2021
- The Society / Trust / Company applied for more than one institute using same land & building
- Land
- Building
- Built-up Area
- Principal / Coordinator Details
- Teaching / Non-teaching Staff
- Equipment
- Library
- Computer Centre
- Investment on furniture excluding library
- Funds available in bank
- Other

### Details of Computer Centre

Next >>

15. Computer Centre (If applicable to the course(s))

i) Infrastructural facilities:

Total Carpet Area of Computer Centre (Sq. m)	Number of Computer Labs	Total No. of Computers in the Institute
1000	5	150
Number of Latest Version Computers	Number of Laptops	TOTAL
20	30	50

ii) Hardware & Peripherals:

Number of Terminals connected to LAN/WAN	Type of Backup	Number of Printers
1	UPS	5

iii) Software :

Operating System for Network	Operating System for Desktop	Cost (for application Software only) (in Lac)
windows	windows	50000

List of application Software and compilers available

test

iv) Internet connectivity :

Bandwidth available

10 Mbps or more

Submit Information

Activate Windows  
Go to PC settings to activate

Step 41: Please submit the information related to computer centre.

Step 42: Click on “Next >>” button. Following screen will appear.

MSBTE

https://shortterm.msbte.ac.in/msbte\_appr\_proc/investment

Maharashtra State Board of Technical Education

Search...

Dashboard

New Institute not affiliated to MSBTE

- Name and address (with Pin Code)
- Details of the Applicant Society / Trust / Company
- Details of Members / Trustees
- Resolution of the Society / Trust / Company
- Name and address of the proposed institution with PIN Code
- Course/s proposed to be started from the academic Year 2020-2021
- The Society / Trust / Company applied for more than one institute using same

### Investment on Furniture Details

Next >>

16. Total Investment on Furniture Excluding Library:

Investment on Furniture in Lakhs (Rs)

Submit Information

Step 43: Please submit the total amount invested on furniture excluding the furniture used in library.

Step 44: Click on “Next >>” button. Following screen will appear.



**Funds available in bank** Next >

17. Funds available in bank (Attach documents in the prescribed Format 4 of Approval Process Manual)

Type of Account	Name of Bank	Account Number	Balance Amount
Select			

**FDR Details**

Funds	Name of Bank	Account / FDR Number	Amount (in lacs)	Validity Period	Issue Date	Maturity Date
FDR					mm/dd/yyyy	mm/dd/yyyy

**Supporting Documents**

Format 4A	Format 4B
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="View Document"/>	<input type="button" value="View Document"/>

**Step 45:** Please submit the information regarding the funds available in banks. And upload filled scanned copy of **Format 4A & Format 4B**. Please click on **Format 4A & Format 4B** to download.

**Step 46:** Click on “**Next >>**” button. Following screen will appear.

**Other** Next >

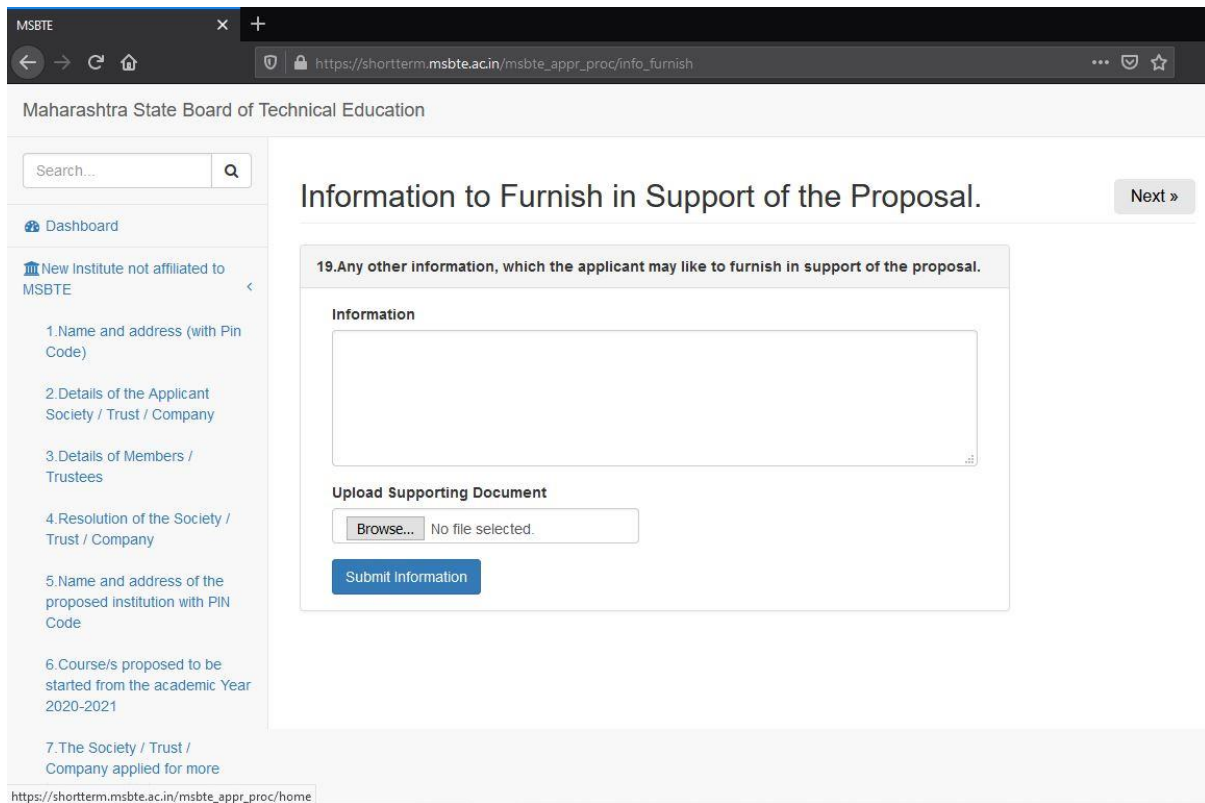
18. Other Details

**Note : Upload documents only in pdf format**

Sr.No.	Description	Action	Available
1	Whether the Accounts of the Applicant Trust / Society / Company are audited for financial year (2019-20). [Attach Photo copy]	If Yes, choose file to upload <input type="button" value="Choose File"/> No file chosen	<a href="#">View Document</a>
2	Whether the Accounts of the Applicant Trust / Society / Company are audited for financial year (2020-21). [Attach Photo copy]	If Yes, choose file to upload <input type="button" value="Choose File"/> No file chosen	<a href="#">View Document</a>
3	Whether income-tax returns are filed. [Attach Photo copies of income-tax returns of last two financial years]	If Yes, choose file to upload <input type="button" value="Choose File"/> No file chosen	<a href="#">View Document</a>
4	Whether copy of MSBTE's syllabus as applicable of the courses applied for are available. If yes, the copies should be shown to the Expert Committee.	If Yes, choose file to upload <input type="button" value="Choose File"/> No file chosen	<a href="#">View Document</a>
5	Whether electrical supply is available. If Yes, consumer number. If No, Whether applied for Electricity Supply (attached copy of application with acknowledgement) :	Select <input type="button" value="Choose File"/> No file chosen Consumer Number <input type="text"/>	

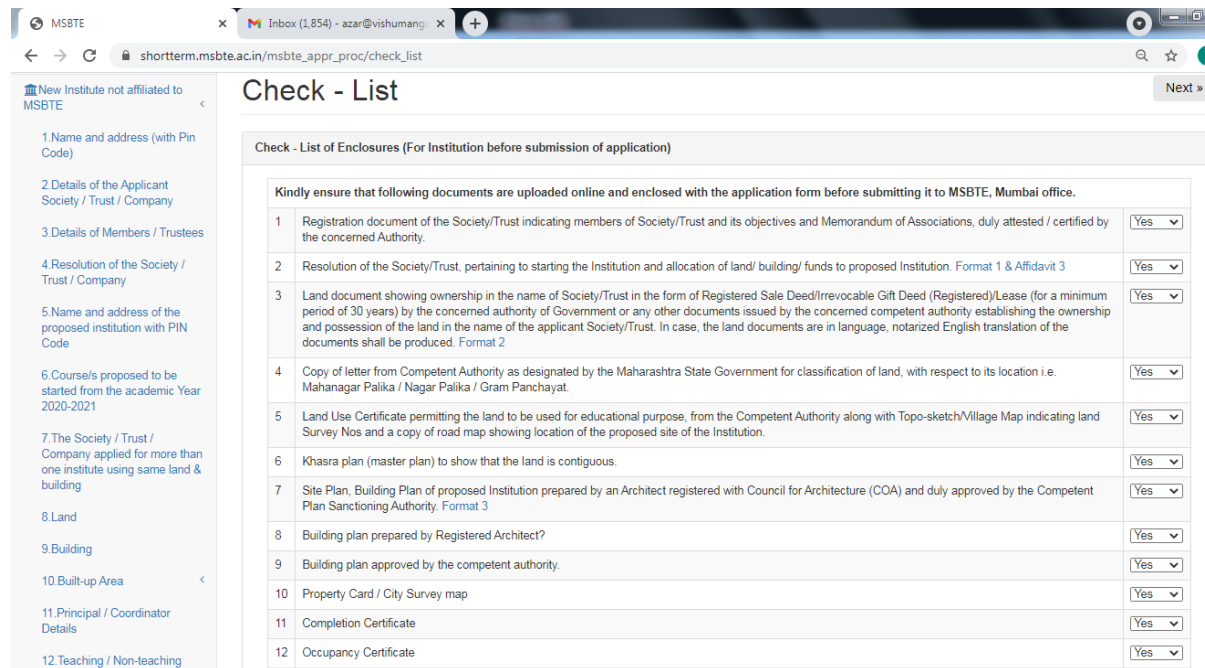
**Step 47:** Please submit the other information and upload the respective documents.

**Step 48:** Click on “**Next >>**” button. Following screen will appear.



Step 49: Please submit any other information which is not provided in the application but helpful for the proposal.

Step 50: Click on “Next >>” button. Following screen will appear.



Step 51: Please select “Yes” if the document is uploaded. And “No” if the document is not uploaded.

Step 52: Click on “Next >>” button. Following screen will appear.

MSBTE | Inbox (1,855) - azar@vishumang | shortterm.msbte.ac.in/msbte\_appr\_proc/declaration

Maharashtra State Board of Technical Education

Dashboard

New Institute not affiliated to MSBTE

- 1.Name and address (with Pin Code)
- 2.Details of the Applicant Society / Trust / Company
- 3.Details of Members / Trustees
- 4.Resolution of the Society / Trust / Company
- 5.Name and address of the proposed institution with PIN Code
- 6.Course/s proposed to be started from the academic Year 2020-2021
- 7.The Society / Trust / Company applied for more than one institute using same land & building
- 8.Land
- 9.Building
- 10.Built-up Area

## Declaration

Next »

20.Declaration (Attach Affidavit 1 of Approval Process Manual duly filled & signed )

Note : Upload documents only in pdf format

Name: Akash Walke | Place: Parvel

Date: 05/11/2021 | Designation: Lecturer

Upload Affidavit 1: Choose File | No file chosen | View Document

It is hereby confirmed that all the information furnished above is true to the best of my / our knowledge & belief and if any information is found to be false, the proposal shall stand liable to be rejected & I shall be liable to be legal action

Submit Information

Step 53: In Summary Report the applicant verify the completed forms & list of incomplete information.

Summary ( New Institute not affiliated to MSBTE )		
Following details are compulsory for application confirmation		
Sr.No	Form	Status
1	Name and address (with Pin Code)	Completed
2	Name and address of the proposed institution with PIN Code	Incomplete
3	Course/s proposed to be started from the academic Year 2020-2021	Incomplete
4	Land	Incomplete
5	Building	Incomplete
6	Details of existing available academic/institutional (Carpet) area	Completed
7	Details of existing building's Carpet Area & Details of Academic Area	Incomplete
8	Principal / Coordinator Details	Incomplete
9	Teaching/ Non Teaching - i.Faculty	Completed
10	Teaching/ Non Teaching - ii.Course wise faculty	Completed
11	Teaching/ Non Teaching - iii.Non-teaching staff	Incomplete
12	Equipment	Incomplete
13	Equipment - Break-up Details (Course wise list along with the cost should be attached separately)	Completed
14	Details of Library	Incomplete
15	Details of Library - Books (Course-wise Break-up list along with the cost should be attached separately)	Completed
16	Funds available in bank	Incomplete
17	Funds available in bank	Incomplete
18	FDR Details	Incomplete
19	Funds - Supporting Documents (Format 4A & Format 4B)	Incomplete
20	Check - List	Incomplete
21	Declaration	Incomplete

Step 54: Format of declaration is provided under the “**Affidavit 1**” link. Upload the scanned copy of duly filled declaration form by appending signature & stamp of authorized person. Then submit the information.

Step 55: Click on “**Next >>**” button. Following screen will appear.

Step 56: This is preview of the application. Please check the application carefully before clicking “**Confirm**” button.

Step 57: Click on “**Confirm**” button. After confirmation, please take print by clicking “**Print**” button.

Step 58: Please append the signature & seal of the authorised person/authority and upload the scanned copy.

Step 59: Click on “**Upload Final Document**”. Following screen will appear.