

Maharashtra State Board of Technical Education, Mumbai.

Short Term Course Registration System

User Manual (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)

Process 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

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: Applicant can login into the portal by using credentials of Institute Monitoring Portal of MSBTE.

✓ After successful login, following screen will appear

Maharashtra State Board of Technical Education

Dashboard

Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses

Preview

Upload Final Preview Document

Existing Institute Dashboard

Important Instructions

Sr.No	Instruction (Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses)
1	Application Form for Introduction of State Government approved New Short Term Diploma courses in Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses for Academic Year 2021-2022
2	After filling form you can see data in left menu - Preview
3	Do not click on confirm button in preview until fill all data. If you click on confirm button you are unable to add,edit,delete data.

Upload documents only in pdf format

Sr.No	Instruction (Variation in Intake in Existing Courses / Closure of courses / Change in Name / Change in Place/ Closure of Institution)
1	Application Form for Variation in intake in Existing Courses / Closure of courses in existing institutes / Change in name / Change in place / Closure of Institution from institutes conducting State Government approved Short Term courses & which are established before Academic Year 2021-2022

* Mandatory links required to be filled before final submission.

Step 4: Click on “Existing Institute to MSBTE & conducting state government approved short term diploma courses” link.

✓ After Clicking it, sub links will be activate as below

The screenshot shows the 'Existing Institute Dashboard' with a sidebar on the left containing a 'Dashboard' menu and a link to 'Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses'. The main content area is titled 'Existing Institute Dashboard' and contains a table of 'Important Instructions'. The table has two sections: one for 'Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses' and another for 'Variation in Intake in Existing Courses / Closure of courses / Change in Name / Change in Place/ Closure of Institution'. A red note at the bottom states: '* Mandatory links required to be filled before final submission.'

Step 5: Click on “Name and Address of the institution” link.

✓ After clicking following screen will occur, Please fill all the necessary information required in it and click on submit information button.

The screenshot shows the 'Name and Address Details' form. It includes fields for 'Name of the Society/Trust/Company', 'Address of the Society/Trust/Company', 'Name of the Institution', 'E-mail Address', 'Address of the Permanent Site with Pin Code & Nearest City', 'Classification of the permanent Site', 'Survey No', 'Village / City', 'STD Code', 'Phone No', 'Mobile No', 'State', 'Pin Code', 'Year of Establishment', and 'Select District'. A 'Submit Information' button is located at the bottom left of the form.

- ✓ After submitting all the required information, payment link will be activated as appeared in below screen.

Maharashtra State Board of Technical Education

Dashboard

Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses

Name and address of the institution

Name and Address Details

Your Data Saved Successfully

Name and Address of the Institution at the Permanent Site with Survey number and Pin Code.

Name of the Society/Trust/Company DIGNITY	Address of the Society/Trust/Company DSD3026
Name of the institution M.H. Saboo Siddh	E-mail Address dean_mhsas@rediffmail.com
Address of the Permanent Site with Pin Code & Nearest City M.H. SABOO SIDDK POLYTECHNIC, SABOO SIDDK POLYTECHNIC ROAD, BYCULLA,MUMBAI-400008	
Classification of the permanent site Metro	Survey No 333
Village / City Pune	STD Code 3333
Phone No 09754937407	Mobile No 9784937407
State Maharashtra	Pin Code 400008
Year of Establishment 1998	Select District Latur

Submit Information

Processing Fees

I hereby agree to pay non refundable Rs. 26000 processing fees and request for processing of the application

[Click Here for Payment of processing Fees](#)

Step 6: Click on “Click here for Payment of processing fees”. Following window will occur in new tab/window.

Easebuziz

Transaction ID: **STC1621852768**
13 Minutes before this payment link expires

Debit Card

Credit Card

Net Banking

UPI

Card Number

.....

Name on card

Card holder's name

Month Year CVV

Month Year

.....

Please Note : If your credit/debit card has not been used for ecommerce transactions, it will be blocked for all online transactions as per [RBI Notification](#) effective March 16 2020. In case your transaction is failing, please contact your card issuing bank to enable your card for online transactions.

- ✓ Select the appropriate option for payment and complete the payment process. Once payment is successfully completed, you can take a print of the receipt as appeared in below screen.

Your Payment Has Been Successfully Completed.

[Print](#)

Maharashtra State Board of Technical Education	
Name :	Digvijay-Tikka
Amount (In Rs.):	25000.0 /-
Transaction Id :	STC1620739111
Payment Gateway Id :	TOMJZ6JEVV
Date & Time :	11-05-2021 07:01:21 pm
Application Category :	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
Click here to login again	

Note: When payment is successfully completed, for security reasons you have to login again.

Once login all other sub links will be activate in left side as below.

Step 7: Click on “Latest Approvals” link. Following screen will appear.

- ✓ Upload all the document required in pdf format and click on submit information button to save the information then click on “Next” button placed at top right side of the page. Following screen will appear.

Maharashtra State Board of Technical Education

Dashboard

- Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses
- 1. Name and address of the institution
- 2. Latest approvals
- 3. i. Institute sharing facilities with any other institution/ any other course
- 3. ii. Existing courses in the Institute
- 3. iii. Institution conducting courses not approved by MSBTE
- Application for ?
- 16. Check List
- Summary Report
- Preview
- Upload Final Preview Document

Latest Approvals

Approval Details :

1. GR of Gov of Maharashtra Regarding AICTE Approved Courses
 No file chosen [View Document](#)

2. GR of Gov of Maharashtra Regarding Non AICTE Short Term Courses
 No file chosen [View Document](#)

3. Latest EOA of AICTE
 No file chosen [View Document](#)

4. Deficiency Report of AICTE
 No file chosen [View Document](#)

5. Latest MSBTE Affiliation / Equivalence
 No file chosen [View Document](#)

6. Academic Monitoring Ratings

Sr.No	Course Code	Course Name	Department Ratings
1	Industrial Electronics	IE	Very Good
2	Instrumentation	IS	Very Good

7. Any Pending litigation (Court cases) related to GOM/DTE/MSBTE

[Submit Information](#)

[Next >](#)

Step 8: Click on **Institute sharing facilities with any other institution/other course**, after clicking following screen will appear.

- ✓ Please fill all the necessary information required in it and click on submit information button to save the information then click on “Next” button placed at top right side of the page. Following screen will appear.

Maharashtra State Board of Technical Education

Dashboard

- Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses
- 1. Name and address of the institution *
- 2. Latest approvals *
- 3. i. Institute sharing facilities with any other institution/ any other course *
- 3. ii. Existing courses in the Institute *
- 3. iii. Institution conducting courses not approved by MSBTE *
- Application for ?
- 16. Check List *
- Preview
- Upload Final Preview Document

Whether the Institution is sharing the facilities with any other institution/ any other course

Name of the Institution	Course	Sharing Institute	Carpet area shared with other Institute in Sq. m.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Submit Information](#)

[Next >](#)

Step 9: Click on **Existing courses in the institute**, after clicking following screen will appear.

- ✓ You just have to check whether all the information is correct then click on “Next” button placed at top right side of the page. Following screen will appear.

Maharashtra State Board of Technical Education

Existing Courses Next >

List of Existing Non AICTE Short Term Courses

Sr.No	Name of Course	Course Code
1	Diploma in Interior Designing and Decoration	ID

List of Existing AICTE Courses

Sr.No	Name of Course	Course Code
1	Civil Engineering	CE
2	Computer Engineering	CO
3	Information Technology	IF
4	Electronics & Tele-Communication Engineering	EJ
5	Electrical Engineering	EE
6	Mechanical Engineering	ME

Step 10: Click on **Institution conducting courses not approved by MSBTE** link, after clicking following screen will appear.

- ✓ Please all the necessary information required in it and click on submit information button then click on “Next” button placed at top right side of the page. following screen will appear.

Maharashtra State Board of Technical Education

Details of courses not affiliated with MSBTE Next >

Whether the institution is conducting any other courses, which are not affiliated by MSBTE. if YES give details

Name of the Course	Duration	Intake	Name of the approval authority
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 11: Click on the dropdown and choose the option for which you wish to apply i.e.

1. Additional course proposed to be introduced
2. Courses in which variation in intake in proposed
3. Closure of courses
4. Change in name of trust/society/company
5. Change in name of institute
6. Change in place
7. Closure of institution

If you choose **Additional course proposed to be introduced OR Courses in which variation in intake in proposed** following sub link will appear in left side

Step 12: Click on **Additional Courses proposed to be introduced**, following screen will appear.

- ✓ Please fill all the necessary information required in it and click on submit information button.

- ✓ You can apply maximum 3 courses (New course proposed + Increase intake for Existing Course)

Maharashtra State Board of Technical Education

Dashboard

Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses

1. Name and address of the institution *

2. Latest approvals *

3. i. Institute sharing facilities with any other institution/ any other course *

3. ii. Existing courses in the Institute *

3. iii. Institution conducting courses not approved by MSBTE *

Additional Courses pro

Details of Course(s) proposed to be started Next »

Course(s) proposed to be started (maximum 3 courses) from the academic Year 2021-2022 (Refer Appendix 1 & 2 of Approval Process Manual)

Name of Course Course Code

Entry Qualification of student Duration in Years

Type of Course Course Pattern Intake

Note: You can apply maximum 3 (three) courses. The courses are categorised in two groups. 1st group contains the courses which are non SKP course and 2nd group contains the SKP courses.

SKP Details

Select No of Times SKPs associated for this course

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 No file chosen

Variation: For variation select the existing course and fill necessary information with increase or reduction of intake option.

Variation in Intake

Courses in which variation in intake is proposed for Academic Year 2021-2022, (Refer Appendix 1A& 2)

Name of Course Select course	Course Code 	
Entry Qualification 	Duration in Years 	
Type of Course 	Course Pattern 	Existing Intake
Increase/ Reduction in Intake Select	Proposed Increase or Reduction in Intake Select	
Proposed New Intake 		

Step 13: Click on **Details of the co-ordinator**, following screen will appear.

- ✓ Please fill all the necessary information required in it and click on submit information button.

Maharashtra State Board of Technical Education

Dashboard

Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses

1. Name and address of the institution *

2. Latest approvals *

3. Institute sharing facilities with any other institution/ any other course *

3.ii Existing courses in the Institute *

3.iii Institution conducting courses not approved by MSBTE *

Additional Courses pro

Course Coordinator for proposed course

Name JAVED AKTHAR	Appointment Type Select authority type
STD Code 022	Telephone (Office) 23064891
STD Code 	Telephone (Residential)
Mobile No 	E-mail id

Attach copy of appointment / Offer Letter
(Choose File) No file chosen

Submit Information

Step 14: Click on **Teaching and non-teaching staff details**, following screen will appear.

- ✓ Please fill all the necessary information required in it and click on submit information button. Teaching staff should match with the category wise overall count of teaching staff otherwise the form will not be confirmed.

Maharashtra State Board of Technical Education

Dashboard

Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses

1. Name and address of the institution *

2. Latest approvals *

3. Institute sharing facilities with any other institution/ any other course *

3.ii Existing courses in the Institute *

3.iii Institution conducting courses not approved by MSBTE *

Additional Courses pro

4.a Additional Courses proposed to be introduced *

5. Details of the Co-ordinator

6. Teaching / Non-teaching Staff Details *

Faculty

Course Wise Faculty

Non-teaching Staff

Details of Faculty

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	Sanctioned Intake Select
Number of faculty required as per norms(1:25) 	Regular
Adhoc 	Visiting
Total 	

Total intake Institute.

Actual No. of student on roll in institute 	Ratio of Student : Staff (Considering Regular Staff)
Ratio of Student : Staff (Considering Regular + Adhoc) 	

Submit Information

Step 15: Click on **Details of land**, following screen will appear.

- ✓ Please fill all the necessary information required in it and click on submit information button.

Details of Land

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

Location: Survey No:

Town / City: Land Use Certificate: No file chosen

Khassra/Master Plan: No file chosen

Whether land is N.A.:

Attach format 2: No file chosen

Whether owned/lease by the applicant Society / Trust / Company:

Step 16: Click on **Building Details**, following screen will appear.

- ✓ Please fill all the necessary information required in it and click on submit information button.

Details of Building

Building (Attach photo copy of following documents)

Sr.No.	Description	Action	Document
1	Building plan prepared by Registered Architect?	<input type="button" value="Choose File"/> No file chosen	View Document
2	Building plan approved by the competent authority if <input type="text" value="Yes"/> then give name of authority with date of approval (Attach copy of approved building plan) Name of Authority: <input type="text" value="TEST"/> Date of Approval: <input type="text" value="01-01-1970"/>	<input type="button" value="Choose File"/> No file chosen	View Document
3	Property Card / City Survey map	<input type="button" value="Choose File"/> No file chosen	View Document
4	Completion Certificate	<input type="button" value="Choose File"/> No file chosen	View Document
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	View Document
9	Building Use Certificate	<input type="button" value="Choose File"/> No file chosen	View Document
10	Property Tax Paid receipt (latest)	<input type="button" value="Choose File"/> No file chosen	View Document
11	Registered Lease deed/Sale deed <input type="text" value="Lease for 5 or more than 5 years"/>	<input type="button" value="Choose File"/> No file chosen	View Document
12	Building is adequate and suitable for conduct of courses as per norms. If yes, then attach upload 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 Trust/Society/Company with Date)	<input type="button" value="Choose File"/> No file chosen	No
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

Step 17: Click on **Build-up Area**, following screen will appear.

- ✓ Please fill all the necessary information required in it and click on submit information button

Maharashtra State Board of Technical Education

Dashboard

Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses

- Name and address of the institution
- Latest Approvals
- Institute sharing facilities with any other institution/ any other course
- Existing courses in the Institute
- Institution conducting courses not approved by MSBTE
- Additional Courses proposed to be introduced
- Details of the Co-ordinator
- Teaching / Non teaching Staff Details
- Land Details
- Building
- Build-up Area

Details of Built-up Area

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	Boys Hostel
		500	
		Girls Hostel	Girls Hostel
	500		
5	Others	test	
	Total Area (in Sq. m.)	2000	

Submit Information

Step 18: Click on **Equipment Details**, following screen will appear.

- ✓ Please fill all the necessary information required in it and click on submit information button

Maharashtra State Board of Technical Education

Dashboard

Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses

- Name and address of the institution *
- Latest approvals *
- Institute sharing facilities with any other institution/ any other course *
- Existing courses in the Institute *
- Institution conducting courses not approved by MSBTE *
- Additional Courses proposed to be introduced *
- Details of the Co-ordinator
- Teaching / Non teaching Staff Details *
- Land Details *

Details of Equipment

Equipment

Total investment made in Lakhs (Rs)

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

Yes

List of Equipment & Invoice / Cash Memo of Equipments

Choose File No file chosen

Upload pages of DSR of available equipment

Choose File No file chosen

Submit Information

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 Interior Designing and Decoration		
	Total Investment Rs. (in lakhs)		

Submit Information

Step 19: Click on **Library**, following screen will appear.

- ✓ Please fill all the necessary information required in it and click on submit information button

Maharashtra State Board of Technical Education

Dashboard

Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses

- Name and address of the institution *
- Latest approvals *
- Institute sharing facilities with any other institution/ any other course *
- Existing courses in the Institute *
- Institution conducting courses not approved by MSBTE *
- Teaching / Non teaching Staff Details *
- Land Details *

Additional Courses proposed to be introduced *

4.a Additional Courses proposed to be introduced *

5.Details of the Co-ordinator

6.Teaching / Non teaching Staff Details *

7.Land Details *

Details of Library

Next »

Library

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

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 No file chosen Attach 5 pages of accession & register No file chosen

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

Course	Number of Titles	Number of Volumes	Number of Journals / Periodicals	Total Cost of Books
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 20: Click on **Computer centre**, following screen will appear.

- ✓ Please fill all the necessary information required in it and click on submit information button

Maharashtra State Board of Technical Education

Dashboard

Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses

- Name and address of the institution *
- Latest approvals *
- Institute sharing facilities with any other institution/ any other course *
- Existing courses in the Institute *
- Institution conducting courses not approved by MSBTE *
- Teaching / Non teaching Staff Details *
- Land Details *
- Building *

Additional Courses proposed to be introduced *

4.a Additional Courses proposed to be introduced *

5.Details of the Co-ordinator

6.Teaching / Non teaching Staff Details *

7.Land Details *

8.Building *

Computer Centre Details

Next »

Computer Centre (If applicable to the course/s)

Total Carpet Area of Computer Centre (Sq. m) Number of Computer Labs Total No. of Computers in the Institute

Latest Version of Computer TOTAL

Number of Terminals connected to LAN/WAN Type of Backup Number of Printers

Operating System for Network Operating System for Desktop Cost (for application Software only) (In Lakhs)

Bandwidth available List of application Software and compilers available

Connection Name of ISP

Step 21: Click on **Investment on furniture details**, following screen will appear.

- ✓ Please fill all the necessary information required in it and click on submit information button

Maharashtra State Board of Technical Education

Dashboard

Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses

1. Name and address of the institution *
2. Latest approvals *
3. i. Institute sharing facilities with any other institution/ any other course *
3. ii. Existing courses in the Institute *
3. iii. Institution conducting courses not approved by MSBTE *

Additional Courses proposed to be introduced *

4. a. Additional Courses proposed to be introduced *

5. Details of the Co-ordinator

6. Teaching / Non teaching Staff Details *

7. Land Details *

8. Building *

9. Built-up Area *

Investment on Furniture Details

Next >

Total Investment on Furniture Excluding Library: Rs. (In Lakhs)

Investment on Furniture

Submit Information

Step 22: Click on **Details of infrastructure**, following screen will appear.

- ✓ Please fill all the necessary information required in it and click on submit information button

Maharashtra State Board of Technical Education

Dashboard

Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses

1. Name and address of the institution *
2. Latest approvals *
3. i. Institute sharing facilities with any other institution/ any other course *
3. ii. Existing courses in the Institute *
3. iii. Institution conducting courses not approved by MSBTE *

Additional Courses proposed to be introduced *

4. a. Additional Courses proposed to be introduced *

5. Details of the Co-ordinator

6. Teaching / Non teaching Staff Details *

7. Land Details *

8. Building *

Details of infrastructure/facilities

Details of infrastructure/facilities created for the proposed additional courses and/or variation in intake.

Additional Institutional Area

Additional Hostel facilities :

Others (if any)

Equipment

Additional Equipment procured (in lakhs) Rs

Enclose list of Equipment existing & procured for the proposed courses

(Choose File) No file chosen

Library Investment

Faculty recruited/ Identified for issue of appointments

Other facilities if any

Submit Information

Step 23: Click on **Financial Status of the society/trust/company**, following screen will appear.

- ✓ Please fill all the necessary information required in it and click on submit information button

Maharashtra State Board of Technical Education

Dashboard

Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses

1. Name and address of the institution *
2. Latest approvals *
3. i. Institute sharing facilities with any other institution/ any other course *
3. ii. Existing courses in the Institute *
3. iii. Institution conducting courses not approved by MSBTE *

Additional Courses pro

4. Additional Courses proposed to be introduced *
5. Details of the Co-ordinator
6. Teaching / Non teaching Staff Details *
7. Land Details *
8. Building *
9. Built-up Area *
10. Equipment *
11. Library *
12. Computer Centre *

Details of Financial Status

Next >

Financial Status of the Society / Trust / Company

Whether applicant has opened a bank account in the name of society / trust / Company for existing institution.

Please select

Income & expenditure sheets during the last financial year 2020-2021.

Please select

Attach Copy

Choose File | No file chosen

Audited Income & expenditure sheets of financial year 2019-2020.

Select

Attach Copy

Choose File | No file chosen

Attach copy of FDR.

Choose File | No file chosen

Attach copy of Bank Statement.

Choose File | No file chosen

Details of Operational fund position (as on the date of submission of application)

Indicate how the additional funds would be mobilized over the next 3 to 4 years

Attach authenticated documents to support your statement

Choose File | No file chosen

Whether income-tax return are filed - Yes/No

Select income-tax status

Submit Information

If you choose **Closure of course following** sub link will appear

Maharashtra State Board of Technical Education

Dashboard

Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses

1. Name and address of the institution *
2. Latest approvals *
3. i. Institute sharing facilities with any other institution/ any other course *
3. ii. Existing courses in the Institute *
3. iii. Institution conducting courses not approved by MSBTE *

Closure of Course

4. Closure of Course
5. Details of the Co-ordinator
7. Land Details *
10. Check List *

Preview

Closure of Course(s)

Closure of Course(s)

Name of Course

Select course

Course Code

Entry Qualification of student

Duration in Years

Type of Course

Course Pattern

Existing Intake

Submit Information

Whether Closure of Course is proposed: Yes/No. If Yes, then submit the follow data

Resolution of the trust regarding closure of course(s).

Choose File | No file chosen

Notarized undertaking on stamp paper of Rs.500/- by the Chairman/Secretary of the Trust of institute regarding legal issues due to closure of courses Affidavit 6.

Choose File | No file chosen

Submit Information

Step 24: Click on **Closure of course** link, after clicking following screen will occur.

- ✓ Please fill all the necessary information/upload documents required in it and click on submit information button

Closure of Course(s)

Whether Closure of Course is proposed: Yes/No. If Yes, then submit the follow data

Regulator of the course regarding closure of course

Approved/understanding on stamp paper of Rs.500/- by the Chairman/Secretary of the Trust of institution regarding High/Intermediate course closure of course (MSBTE)

Submit information

Course Details

Course Name

Current year affiliation year: Field (Required) Field (Required) (Year)

Number of enrolled students in the current year (2019-2020)

Number of enrolled students in the year 2018-2019

Last Examination when a candidate appeared for (2018, academic year)

Number of non-appearing faculty or not related to the proposed course of course

Plan of action for to replace students: Yes/No. If yes, then mention no. of students and plan of action for the purpose

Department related documents available in track

Type of document

Original with comments

Original signed position

Original signed certificate

Present affiliation status

Year Affiliated

Number of enrolled students in the previous year (2018-2019)

Number of students are fill for the current & previous year which academic year was the last enrollment date?

Number of teaching faculty or not related to the proposed course of course

Recruitment/Replacement plan for teaching and non-teaching faculty or not related to the proposed course of course

Number available

Information regarding Joint Trust/Deputy with STC/MSTC

Details of STC/Deputy Joint/Deputy

Phone no. of STC

Joint TO with STC/MSTC

Submit information

Step 25: Click on **Details of co-ordinators** link, after clicking following screen will occur.

- ✓ Please fill all the necessary information/upload documents required in it and click on submit information button

Maharashtra State Board of Technical Education

Dashboard

Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses

1. Name and address of the institution

2. Latest approvals

3. i. Institute sharing facilities with any other institutions/ any other course

3. ii Existing courses in the Institute

3. iii Institution conducting courses not approved by MSBTE

Closure of Course

4. c. Closure of Course

5. Details of the Co-ordinator

7. Land Details

16. Check List

Summary Report

Preview

1. Inland Land Details

Details of Coordinator

Course Coordinator for proposed course

Name: DILEEP KUMAR KRISHNA NAYAK

Appointment Type: Regular

STD Code: 022

Telephone (Office): 25364494

STD Code: 0231

Telephone (Residential): 555555

Mobile No: 7676637510

E-mail id: test@gmail.com

Attach copy of appointment / Offer Letter

Choose File | No file chosen

View Document

Submit information

Step 26: Click on **Details of land**, following screen will appear.

- ✓ Please fill all the necessary information required in it and click on submit information button.

Maharashtra State Board of Technical Education

Dashboard

Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses

1. Name and address of the institution *

2. Latest approvals *

3. i. Institute sharing facilities with any other institution/ any other course *

3. ii. Existing courses in the Institute *

3. iii. Institution conducting courses not approved by MSBTE *

Additional Courses pro:

4. a. Additional Courses proposed to be introduced *

5. Details of the Co-ordinator

6. Teaching / Non teaching Staff Details *

7. Land Details *

8. Building *

9. Built-up Area *

10. Equipment *

11. Library *

Details of Land

Next »

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

Location:

Survey No:

Town / City:

Land Use Certificate: [Choose File] No file chosen

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

Whether land is N.A: Select

Attach format 2: [Choose File] No file chosen

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

If you choose **Change in name of trust/society/trust**, following form will appear

- ✓ Please fill all the necessary information required in it and click on submit information button.

Maharashtra State Board of Technical Education

Dashboard

Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses

1. Name and address of the institution *

2. Latest approvals *

3. i. Institute sharing facilities with any other institution/ any other course *

3. ii. Existing courses in the Institute *

3. iii. Institution conducting courses not approved by MSBTE *

Change in Name of tru:

4. d. Whether Change in Name of trust/society/company

16. Check List *

Preview

Upload Final Preview Document

Change in Name of Trust/Society/Company

Change in Name of Trust/Society/Company is proposed: Yes / No. If Yes, then, attach certificate issues by charity commissioner/registar of companies.

Proposed Name:

Documents:

Resolution of trust/society/company: [Choose File] No file chosen

Certificate issues by charity commissioner/registar of companies: [Choose File] No file chosen

If you choose **Change in Name of institute**, following form will appear

- ✓ Please fill all the necessary information required in it and click on submit information button.

Maharashtra State Board of Technical Education

Dashboard

- Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses
 - 1.Name and address of the institution *
 - 2.Latest approvals *
 - 3.i. Institute sharing facilities with any other institution/ any other course *
 - 3.ii Existing courses in the Institute *
 - 3.iii Institution conducting courses not approved by MSBTE *
 - Change in Name of Ins
 - 4.d.i. Whether Change in Name of Institute
 - 16 Check List *
- Preview
- Upload Final Preview Document

Change in Name of Institute

Whether Change in Name of Institute is proposed: Yes / No. If Yes, then, attach resolution of trust/society/company.

Existing Name	Proposed Name
Digvijay Tikka	
Resolution of trust/society/company	Choose File No file chosen
Submit Information	

If you choose **Change in Place**, following sub links will appear

Change in place

4.e. Whether Change in place is proposed ?

- Land Details
- Building(Attach photo copy of following documents)
- Existing building's Carpet Area
- Academic Area

Step 27: Click on **Land Details** Link. Following screen will occur.

- ✓ Please fill all the necessary information required in it and click on submit information button.

Maharashtra State Board of Technical Education

Dashboard

Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses

- Name and address of the institution *
- Latest approvals *
- Institute sharing facilities with any other institution/ any other course *
- Existing courses in the Institute *
- Institution conducting courses not approved by MSBTE *
- Additional Courses proposed to be introduced *
- Additional Courses proposed to be introduced *
- Details of the Co-ordinator
- Teaching / Non teaching Staff Details *
- Land Details *
- Building *
- Built-up Area *
- Equipment *
- Library *

Details of Land

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

Location: Location of Land

Town / City:

Survey No:

Land Use Certificate: No file chosen

Khasra/Master Plan: No file chosen

Whether land is N.A:

Attach format 2: No file chosen

Whether owned/lease by the applicant Society / Trust / Company:

Step 28: Click on **Building** Link. Following screen will occur.

- ✓ Please fill all the necessary information required in it and click on submit information button.

Maharashtra State Board of Technical Education

Dashboard

Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses

- Name and address of the institution
- Latest approvals
- Institute sharing facilities with any other institution/ any other course
- Existing courses in the Institute
- Institution conducting courses not approved by MSBTE
- Change in place
- Whether Change in place is proposed ?
- Land Details
 - Building/Attach photo copy of following documents)
 - Existing building's Carpet Area
 - Academic Area
- Details of the Co-ordinator
- Teaching / Non teaching Staff Details

Details of Building

Building (Attach photo copy of following documents)

Sr.No.	Description	Action	Document
1	Building plan is prepared by Registered Architect?	<input type="button" value="Choose File"/> No file chosen	View Document
2	Building plan approved by the competent authority if [Yes] then give name of authority with date of approval (Attach copy of approved building plan)	<input type="button" value="Choose File"/> No file chosen	View Document
	Name of Authority: <input type="text" value="TEST"/> Date of Approval: <input type="text" value="01-01-1970"/>		
3	Property Card / City Survey map	<input type="button" value="Choose File"/> No file chosen	View Document
4	Completion Certificate	<input type="button" value="Choose File"/> No file chosen	View Document
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	View Document
9	Building Use Certificate	<input type="button" value="Choose File"/> No file chosen	View Document
10	Property Tax Paid receipt (latest)	<input type="button" value="Choose File"/> No file chosen	View Document
11	Registered Lease deed/ Sale deed Lease for 5 or more than 5 years	<input type="button" value="Choose File"/> No file chosen	No
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 Trust/Society/Company with Date)	<input type="button" value="Choose File"/> No file chosen	View Document
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	View Document

Step 29: Click on **Existing Building Carpet Area** Link. Following screen will occur.

- ✓ Please fill all the necessary information required in it and click on submit information button.

Maharashtra State Board of Technical Education

Dashboard

Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses

- Name and address of the institution
- Latest approvals
- Institute sharing facilities with any other institution/ any other course
- Existing courses in the Institute
- Institution conducting courses not approved by MSBTE

Change in place

4.e. Whether Change in place is proposed?

Land Details

Building(Attach photo copy of following documents)

Existing building's Carpet Area

Academic Area

5. Details of the Co-ordinator

6. Teaching / Non teaching Staff Details

Details of Built-up Area

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	rest	
4	Hostels if any for i) Boys : ii) Girls :	Boys Hostel	Boys Hostel
		500	
		Girls Hostel	Girls Hostel
		500	
5	Others	rest	
Total Area (in Sq. m.)		2000	

Submit Information

Activate Windows
Go to PC settings to activate Windows.

Step 30: Click on **Academic Area** Link. Following screen will occur.

- ✓ Please fill all the necessary information required in it and click on submit information button.

Maharashtra State Board of Technical Education

Dashboard

Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses

- Name and address of the institution
- Latest approvals
- Institute sharing facilities with any other institution/ any other course
- Existing courses in the Institute
- Institution conducting courses not approved by MSBTE

Change in place

4.e. Whether Change in place is proposed?

Land Details

Building(Attach photo copy of following documents)

Existing building's Carpet Area

Academic Area

5. Details of the Co-ordinator

6. Teaching / Non teaching Staff Details

Details of Built-up Area

Details of Academic Area

Sr.No	Unit	Number	Area of Each (in Sqm.)	As per MSBTE norms (in Sqm.)	Total Available Area (in Sqm.)	Seating Capacity
1	Classroom	1	1	120	1	1
2	Drawing Hall	1	1	1	1	1
3	Laboratories	1	1	310	1	1
4	Others	1	1	11	1	1
5	Total Area (in Sq. m.)		4	442	4	4

Note: Mention details of each unit separately.

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

Whether hostel facility is available

Yes

Boys

Girls

40

50

Submit Information

Activate Windows
Go to PC settings to activate Windows.

If you choose **Closure of institute**, following sub links will appear

Maharashtra State Board of Technical Education

Existing Institute Dashboard

Important instructions

Sr.No	Instruction (Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses)
1	Application Form for Introduction of State Government approved New Short Term Diploma courses in Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses for Academic Year 2021-2022
2	After filling form you can see data in left menu - Preview
3	Do not click on confirm button in preview until fill all data. If you click on confirm button you are unable to add,edit,delete data.

Upload documents only in pdf format

Sr.No	Instruction (Variation in Intake in Existing Courses / Closure of courses / Change in Name / Change in Place/ Closure of Institution)
1	Application Form for Variation in Intake in Existing Courses / Closure of courses in existing Institutes / Change in name / Change in place / Closure of Institution from Institutes conducting State Government approved Short Term courses & which are established before Academic Year 2021-2022

Application for ?

- Application for ?
- Additional Courses proposed to be introduced
- Courses in which variation in intake is proposed
- Closure of Course
- Change in Name of trust/society/company
- Change in Name of Institute
- Change in place
- Closure of Institution

Upload Final Preview Document

Step 31: Click on **whether closure of institute is proposed** Link. Following screen will occur.

Closure of Institution

Whether Closure of Institution is proposed: Yes/No. If Yes, then submit the follow data

Resolution of the trust regarding closure of institution [View Document](#)

No file chosen

Notarized undertaking on stamp paper of Rs.500/- by the Chairman/Secretary of the Trust of institute regarding legal issues due to closure of institute Affidavit 8. [View Document](#)

No file chosen

Coursewise details

<p>Course Details</p> <p>Select</p>	<p>Present affiliation status</p> <p>Select</p>
<p>Academic Year of last affiliation</p> <p></p>	<p>Latest Affiliation Fees Receipt</p> <p><input type="button" value="Choose File"/> No file chosen</p>
<p>Number of Enrolled students in the current year 2020-2021</p> <p></p>	<p>Number of Enrolled students in the previous year 2019-2020</p> <p></p>
<p>Number of Enrolled students in the year 2018-2019</p> <p></p>	<p>If number of enrollments are Nil for the current & previous year, which academic year was the last enrollment done?</p> <p></p>
<p>Last Examination when a candidate appeared for (S/W, academic year)</p> <p></p>	<p>Number of teaching faculty on roll related to the proposed closure of course.</p> <p></p>
<p>Number of non-teaching faculty on roll related to the proposed closure of course.</p> <p></p>	<p>Re-arrangement/Absorption plan for teaching faculty on roll related to the proposed closure of course.</p> <p><input type="button" value="Choose File"/> No file chosen</p>
	<p>Re-arrangement/Absorption plan for non-teaching faculty on roll related to the proposed closure of course.</p> <p><input type="button" value="Choose File"/> No file chosen</p>

Step 32: Click on **Check list** Link. Following screen will occur.

Check - List

Check - List of Enclosures (For Institution before submission of application)

Kindly ensure that following documents are uploaded online and enclosed with the application form before submitting it to MSBTE, Mumbai office.

1	Details of Carpet structure available for existing courses and exclusively for the proposed New Courses and/or variation in intake in the Institution with safety and hygiene precautions ensured during partial Occupancy, if any, certified by the Architect registered with the Council of Architecture.	No ▾
2	Master Plan of the Campus for the entire land indicating land-use, circulation, landscaping, infrastructure certified by Architect registered with the Council of Architecture.	Yes ▾
3	Floor Plans, Sections and Elevations of all existing Academic building including Area details certified by Architect registered with the Council of Architecture.	Yes ▾
4	Proof of sanction of required electrical load for proposed New Courses and/or variation in intake in the Institution	Yes ▾
5	List of equipment required as per syllabus and equipment available for proposed New Courses and/or variation in intake in the Institution	Yes ▾
6	Stock Register of existing Equipment / Computers / Softwares for proposed New Courses and/or variation in intake in the Institution.	Yes ▾
7	Last 5 pages of the Accession Register for existing Library Books and list of procured books for proposed New Courses and / or variation in intake in the Institution.	Yes ▾
8	Copy of Invoice/Cash Memo for newly added Equipment and Library Books for proposed New Courses and/or variation in intake in the Institution.	Yes ▾
9	Copy of faculty appointment / offer letter for proposed new Courses and/or variation in intake in the Institution.	Yes ▾
10	Audited statement of accounts of the Institution and applicant Society / Trust / Company and existing Technical Institution for financial year (2019-20 & 2020-21).	Yes ▾
11	Details of latest fund status of the applicant Society/Trust/Company and existing Technical Institution along with photocopy of FDRs, and Bank accounts available with the applicant in Nationalized Bank or Scheduled Bank as recognized by Reserve Bank of India	Yes ▾
12	Building plan prepared by Registered Architect?	Yes ▾
13	Building plan approved by the competent authority.	Yes ▾
14	Property Card / City Survey map	Yes ▾
15	Completion Certificate	Yes ▾
16	Occupancy Certificate	Yes ▾

Step 33: Select the appropriate option of check list from drop down to ensure that above documents are uploaded online and enclosed with the application form before submitting it to MSBTE, Mumbai office. Then click on “Submit Information” to save the check list details.

Step 34: Click on **Summary report**, In Summary Report the applicant verify the completed forms & list of incomplete information.

Summary Report		
Summary Report Following details are compulsory for application confirmation		
Sr.No	Form	Status
1	Name and address (with Pin Code)	Completed
1	Latest Approval	Completed
Course/s proposed to be started from the academic Year 2020-2021		
1	New Course/s proposed to be started from the academic Year 2020-2021	Completed
2	Teaching/ Non Teaching - i.Faculty	Incomplete
3	Teaching/ Non Teaching - ii.Course wise faculty	Incomplete
4	Teaching/ Non Teaching - iii.Non-teaching staff	Incomplete
5	Land Details	Completed
6	Details of Building	Completed
7	Details of existing available academic/institutional (Carpet) area	Incomplete
8	Details of existing building's Carpet Area	Incomplete
9	Details of Academic Area	Incomplete
10	Details of Equipment	Incomplete
11	Details of Equipment - Break-up Details	Incomplete
12	Details of Library	Incomplete
13	Details of Library - Books(Course Wise)	Incomplete
14	Details of Financial Status	Incomplete

Step 35: Click on **Preview** button following screen will appear, if you submitted all the details, then Confirm button will appear in Top Right side of the page. Please check the application carefully before clicking “Confirm” button, once “Confirm” the system will not permit to applicant for any changes.

Step 36: Click on **“Confirm”** button. After confirmation, please take print by clicking **“Print”** button.

Step 37: Please append the signature & seal of the authorised person/authority and upload the scanned copy.

Step 38: Click on “**Upload Final Document**”. Following screen will occur.

