



**APPROVAL PROCESS MANUAL  
FOR STATE GOVERNMENT APPROVED  
SHORT TERM DIPLOMA COURSES  
(Academic Year 2026-27)**

**Establishment of New Institute  
and  
Introduction of New Courses in Existing Institute/  
Variation in Intake in Existing Courses / Closure of  
courses / Replacement of course(s) / Change in  
Name / Change in Place/ Change in Management /  
Closure of Institution**

**MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION**

**49, Kherwadi, Ali Yawar Jung Marg,  
Bandra (East), Mumbai – 400 051**



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# Approval Process Manual

## Definitions

1. "Academic year" means Academic Year declared by MSBTE.
2. "Act" means the MSBTE Act No. XXXVIII of 1997 & Maharashtra State Board of Technical Education (Amendment) Act, 2023 (Mah. Act No. XXII of 2023).
3. "MSBTE web-portal" means web site hosted by the Maharashtra State Board of Technical Education [www.msbte.org.in](http://www.msbte.org.in)
4. "Document Verification Committee" means the Verification Committee headed by Dy. Secretary of the concerned regional office of MSBTE and appointed by him.
5. "Expert Committee" means the committee to be appointed by concerned Jt. Director of Regional Office of Directorate of Technical Education for onsite factual verification of infrastructure & facilities required for commencement of Institute or otherwise.
6. "Regional Level Committee" means the committee headed by Jt. Director of the concerned regional office of Directorate of Technical Education for scrutiny, compilation & recommendation of expert committee reports of the concerned region.
7. "State Level Committee" means the State Level Committee headed by Director of Technical Education for recommendation to the Govt. for issuance of Letter of Approval.
8. "Applicant" means an applicant that makes an application to the MSBTE for seeking any kind of approval under MSBTE Act and through this process manual.
9. "Approved Institution" means the Institute approved by Government of Maharashtra.
10. "Architect" means an Architect registered with the Council of Architecture established under the Architect Act 1972.
11. "Autonomous Institution", means an Institution, to which autonomy is granted and is designated to be so by the Government.
12. "Bandwidth Contention" means the contention ratio, ratio of the potential maximum demand to the actual bandwidth.
13. "Director" means Director of Maharashtra State Board of Technical Education.
14. "Co-Ed Institute" means the Institute admitting both male and female students.
15. "Competent Authority for Admission" means the Director, Maharashtra State Board of Technical Education, Mumbai
16. "Compliance Report" shall mean the report submitted by Technical Institution showing status of fulfillment of the norms set by MSBTE in the format prescribed from time to time.
17. "Course" means the field of Technical Education, i.e. Engineering, Technology, Architecture, Town Planning, Management, Pharmacy, Hotel Management & Catering Technology and such other Courses and areas as notified by the MSBTE from time to time.
18. "Division" shall mean a batch of 30/40/60 seats in Diploma / Post Diploma / Advanced Diploma Course in various disciplines.
19. "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
20. "Full Time Course" means the course which is conducted during regular working hours of 30 hrs per week.
21. "Government" means Government of Maharashtra.



22. "Head of the Institution" means the Principal or the Director or Co-ordinator or such other designation as the executive head of the institution or the institute is referred.
23. "Mandatory Disclosure" means the disclosure of the information by an institution in the format prescribed by the MSBTE on the website.
24. "Metro City" means a Metropolitan area as declared by Ministry of Urban Development, New Delhi or concerned State Government authority.
25. "MSBTE" means Maharashtra State Board of Technical Education under Section 3 of the Act.
26. "Part Time Course" means the course which is conducted after the working hours of the institute and 15/20 hrs per week.
27. "Pdf file" means document in Portable Document Format.
28. "Prescribed" means as prescribed under the MSBTE Act.
29. "Private-Self Financing Institution" means an Institution started by a Society/Trust/Company and does not receive any grant/fund from Central and/or State Government and/or Union Territory Administration for meeting its recurring and /or non-recurring expenditure.
29. "RBTE" means concerned Regional office of the MSBTE.
30. "Society" means a Society registered under Society Registration Act 1860.
31. "Trust" means a Trust registered under Charitable Trust Act 1950 or any other relevant act.
32. "Company" means a Company registered under section 25 of Companies Act-1956.
33. "SKP" means Skill Knowledge Provider in the peripheral distance of 20 km of the Institute.



## Chapter I

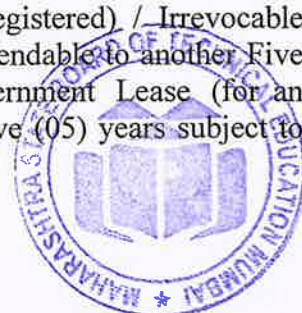
### Approval process for establishment of new Institution intended to offer State Government approved Short Term Diploma Courses.

#### 1 Requirement for grant of approval

- 1.1 New Technical Institution for offering Government Approved Short Term Diploma Courses shall not be established and / or started without prior approval of Government of Maharashtra.
- 1.2 Admission authority/body/Institution shall not permit admissions of students to a Technical Institution offering technical diploma education which is not affiliated to the MSBTE.
- 1.3 New Technical Institution offering Government approved Short Term Diploma Courses and/or variation in intake capacity of existing courses shall strictly be on self-financing basis and at no stage the institutes and/or the courses shall be considered by the Government on grant-in-aid basis.
- 1.4 The students admitted in Government approved Short Term Diploma Courses will not be eligible for Freeship /Scholarship from Government of Maharashtra.

#### 2 Eligibility for application and requirements

- 2.1 The Application Form for seeking approval of Government of Maharashtra for establishment of New institute for Government Approved Short Term Diploma Courses in various disciplines can be submitted by :-
  - a. A Society registered under the Registration of Societies Act 1860 through the Chairman or Secretary of society or
  - b. A Trust registered under the Charitable Trusts Act 1950 or any other relevant Acts through the Chairman or Secretary of the trust or
  - c. Central Government or Government of Maharashtra or by a Society or a Trust registered by them or under Public Private Partnership mode through an officer authorized by Central Government or Government of Maharashtra or
  - d. A Company established under Section 25 of the Companies Act 1956.
- 2.2 The applicants fulfilling the following conditions on or before the last date prescribed for receipt of application by the MSBTE shall be eligible to apply.
  - 2.2.1. The applicant is a Society/Trust/Company, should have been registered under the Societies Registration Act, the Trusts Act or any similar Act as mentioned in 2.1.
  - 2.2.2 **Land:**
    - Land if owned, shall be registered in the name of the applicant Society/Trust/Company on or before the date of submission of Application. The land as required for the setting up of a new Technical Institution shall have a clear title at the time of making an application. An affidavit 1 shall be submitted along with the application form.
    - Land conversion certification (if applicable) should have been obtained from the Competent Authority as designated by Government of Maharashtra. (NA Certificate).
    - If land is not registered in the name of the applicant Society / Trust on or before the date of submission of Application-
    - Land document (s) showing Irrevocable Gift Deed (Registered) / Irrevocable Private deed (for an initial period of Five (05) years, extendable to another Five (05) years subject to submission of undertaking ) / Government Lease (for an initial period of Five (05) years, extendable to another Five (05) years subject to



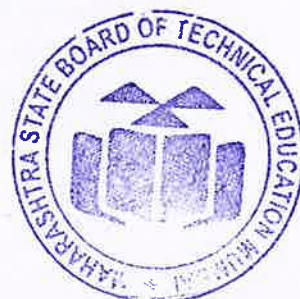
submission of undertaking) by the concerned authority of Government / Private party or any other documents issued by the concerned competent authority establishing the ownership/rights and possession of the land in the name of the applicant Society / Trust/Company. In case, the land documents are in any other language other than Marathi or English, notarized English translation of the documents shall be produced.

### 2.2.3. Building:

Building is on ownership of institute's society or on rental /lease basis for the period for not less than 5 years & provision of extension for next five years by the agreement on Rs. 500/- stamp paper and document should be registered with Registrar & notarized.

Following copies of the documents should be enclosed with proposal if the building is owned/purchased or on rental /lease basis.

1. Index II & Property Card with City Survey Map/ {7/12 TILR (land record) Gaothan Map/ Layout plan of area}
2. Completion Certificate, Occupancy Certificate (O.C.) / Part O.C./ Structural Stability Certificate from registered Structural Engineer with local body for buildings beyond 30 years of age from Competent Authority such as –
  - a. Municipal Corporation.
  - b. Municipal Council
  - c. Gram Panchayat
- 3 Building Use Certificate from-
  - a. Competent Authority mentioned in 2 above at 'a', 'b', 'c' of clause 2.2.3
  - b. Society of Building / Public Trust / Commercial Complex/ Industrial Zone
- 4 Tax paid receipt copy (latest)
- 5 Lease-deed registered with Registrar and to be valid for 5 years, extendable to another 5 years.
- 6 Documents of Loan availed if any for the proposed courses.  
Note: Mezzanine floor area will not be considered as Carpet area.
7. Land document showing ownership in the name of Society/Trust/Company in the form of Registered Sale Deed/ Irrevocable Gift Deed (Registered)/Lease (for a minimum period of 5 years) by the concerned authority of Government or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant Society/Trust/Company. In case, the land documents are in language, notarized English translation of the documents shall be produced. Format 2.
8. Copy of letter from Competent Authority as designated by the Maharashtra State Government for classification of land, with respect to its location i.e. Mahanagar Palika / Nagar Palika / Gram Panchayat.
9. Land Use Certificate permitting the land to be used for educational purpose, from the Competent Authority along with Topo-sketch/Village Map indicating land Survey Nos and a copy of road map showing location of the proposed site of the Institution.



10. Khasra plan (master plan) to show that the land is contiguous.
11. Site Plan, Building Plan of proposed Institution prepared by an Architect registered with Council for Architecture (COA) and duly approved by the Competent Plan Sanctioning Authority. Format 3.
12. Building plan approved by the competent authority.
13. Property Card / City Survey map)
14. Completion Certificate / Occupancy Certificate/Part Occupancy Certificate.
15. Structural Stability certificate from structural engineer.
16. Fire Safety Audit Certificate by a licensed auditor from the Directorate of Maharashtra Fire Service.
17. 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).
18. Area of building to be used should be earmarked.
19. Building/earmarked area should be for educational purpose, certificate From competent authority.

**3. Procedure for applying for the Full time/Part time Short Term Diploma courses in new educational institutes.**

The Application Form for seeking approval of Government of Maharashtra for establishment of new institute for conducting Government Approved Short Term Diploma Courses in various disciplines can be submitted online by applicants who fulfill the parameters 2.1 and 2.2 above. Applicants have to upload scanned documents whilst submitting online application.

**4. Procedure for applying for the Full time/Part time Short Term Diploma courses in the established educational institutes which are not affiliated with MSBTE.**

- 4.1 The application form for seeking approval of Government of Maharashtra for establishment of new institute in the premises of the established educational institute (catering to courses not affiliated to MSBTE) for conducting State Government approved Short Term Diploma Courses in various disciplines can be submitted online by applicants who fulfill the parameter 2.1 & 2.2 mentioned above and the following conditions.
- 4.2 The Society/Trust/Company can use the building being used for conducting approved & affiliated courses for running new State Government approved short term diploma courses, provided the space/area in the building is available and exclusively ear-marked for the conduct of the proposed full time courses. However, for Part time courses shared amenities should be earmarked on plan/drawings.
- 4.3 There should preferably be separate staff appointed /identified for the State Government approved Short Term Diploma Courses.
- 4.4 The necessary building, Land documents should be attached with application Form.

**5. Additional Procedure for applying for under SKP ( परिशिष्ट-ब ) State Government approved Short term New Courses.**

- 5.1 The applicant institute should have MoU's with SKP whose validity shall not be less than 3 years on the date of application.
- 5.2 The number of MOU's should be enough to accommodate the students as per proposed intake. However, 4 number of MoU's per course for an intake of 60 and 2 number of MoU's per course for an intake of 30 is essential. The MoU's signed shall be with reputed



Industry / Industry Associate / Skill Training Centre with requisite Training Facilities required by the Diploma for which training is sought / to be imparted.

- 5.3 Institutions shall identify a Skill Knowledge Provider (SKP) having reputation and expertise in the similar field within a range of 20 km. radius preferably within the same district and shall enter into a MoU with such SKP. The SKP can be a Company registered under Section 25 of the Company Act 1956.

## 6. Submission of Application

- 6.1 For online application the institutes are required to generate log-in credential through "create log in" link available on log-in screen. After that, the applicant will use same credentials to fill up Name and Address of applicant Society/Trust/Company/ Government Institute/ Government Aided Institute. After filling up above details for proceeding further the applicant shall pay Application fee of **Rs. 25,000/-** (Rs. Twenty Five Thousand Only) to Concern RBTE through the payment gateway or by the method as mentioned, failing which no further processing shall be done in such cases.

The additional fee of **Rs. 5,000/-** (Rs. Five Thousand only) will be charged for the late submission of the application form. The last date for receipt of applications shall be as mentioned in the declared time schedule.

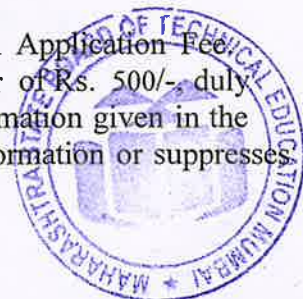
- 6.2 Apart from online submission of application along with documents uploaded as attachments, an application in original in hard spiral bound form in the prescribed format along with the enclosures including Executive Summary of Detailed Project Report (DPR) in the format as prescribed in Annexure 6 with declaration should be submitted at concerned Regional Office of MSBTE (RBTE) along with the photocopy of receipt of payment of application & processing fee at the time of scrutiny of applications.

### 6.3 Application Form should have following documents attached in the order as below.

- Registration document of the Society/Trust/Company indicating members of Society/Trust/Company and its objectives and Memorandum of Associations, duly attested / certified by the concerned Authority. (Photo copy)
- Resolution of the Society/Trust/Company, pertaining to starting the Institution and allocation of land/ building/ funds to proposed Institution in the **Format 1**.
- **Land availability –**
  - land document(s) showing ownership in the name of Society/Trust/Company in the form of Registered Sale Deed/Irrevocable Gift Deed (Registered) / Irrevocable Private deed (for a minimum period of 5 years) / Government Lease (for a minimum period of 5 years) by the concerned authority of Government / Private party or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant Society / Trust / Company. In case, the land documents are in other than Marathi or English language, notarized English translation of the documents shall be produced.
  - Land Conversion Certificate permitting the land to be used for educational purpose to establish a college, from the Competent Authority along with Topo-sketch/Village Map indicating land Survey No. s and a copy of road map showing location of the proposed site of the Institution as prescribed in **Format 2**.
- Building is on ownership of society or on rental basis for the period for not less than 5 years & provision of extension for next five years by an agreement on Rs. 500/- stamp paper and document should be registered with registrar and copy submitted.



- Building plan of the Institution should have been prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by Government of Maharashtra.
- **Building:** Area statement along with the building plan should be approved by Architect registered with Council of Architecture and Competent Authority as designated by Govt. of Maharashtra. Submit the information in **Format 3**.  
Details of Built up structure available exclusively for the proposed Institution at the permanent site with a table clearly mentioning all rooms, with carpet area of each in square meter (Sq.m), as specified in Instructional, Administrative and Amenities and circulation area requirements certified by the Architect registered with the Council of Architecture. Safety and hygiene precautions ensured during partial Occupancy, if any, certified by the Architect registered with the Council of Architecture.
- The fund position of the applicant Society/Trust/Company in the form of FDRs and Bank accounts in Nationalized Bank or Scheduled Bank recognized by Reserve Bank of India should be as under on the date of application. Submit information in **Format 4**. Minimum Funds (Rupees in Lakhs) required for establishment of new technical Institution is Rs. 5 Lakh (Rupees Five Lakh ) per course to conduct the State Govt. approved short term diploma courses and thereafter :-
  - a. Rs.3 lakhs (Rupees Three lakhs only) per course - Joint Fixed Deposit after issuance of L.O.A. and before affiliation with MSBTE.
  - b. Funds Rs.2 Lakh (Rupees Two Lakh ) for Non-plan expenditure for smooth running of the courses as per norms.
- The applicant society should have well set infrastructure, equipment, amenities and appointed or identified human resources as per MSBTE norms at the premises for the smooth conduct of the proposed courses.
- Permission to use the area for educational purpose from competent authority.
- Executive Summary of Detailed Project Report (DPR) along with declaration **Appendix 6**.
- Audited statement of accounts of the Society/Trust/Company for last two financial years, as may be applicable.
- The use of word Government and/or Indian and/or National and/or All India and/or All India Council and/or Commission or Maharashtra State Board of Technical Education or in any part of the name of a Technical Institution and/or any name whose abbreviated form leads to IIM/IIT/IISC/NIT/IIIT/MSBTE/UGC/MHRD/MOE/GOI/BTE/DTE shall not be permitted. These restrictions will not be applicable for those Institutions which are established with the name approved by the Government of India/Government of Maharashtra.
- Name of the "Technical Institution" with location for which approval is accorded by MSBTE shall not be changed without the approval of MSBTE/ Government of Maharashtra. MSBTE may permit the change of name as per laid down procedures by MSBTE/ Government of Maharashtra.
- New Technical Institutions can apply maximum up to any 5 courses from the groups. Refer **Appendix 1 and Appendix 2. (परिशिष्ट 'अ' व परिशिष्ट 'ब')**
- ✓ The following documents with the original Application shall also be submitted to concerned Regional Office of MSBTE (RBTE) on or before the date as mentioned in schedule:
  - a. Copy of receipt as a proof of having remitted prescribed Application Fee
  - b. An **Affidavit-1**, in a format, on a Non-Judicial Stamp Paper of Rs. 500/- duly sworn before a First Class Magistrate stating that the information given in the application is true and that if it fails to disclose all the information or suppresses



and/or misrepresents the information and if it is found that the information given in the application is false, MSBTE will be free to take action including withdrawal of approval and/or any other action as deemed necessary.

- c. An *Affidavit 3* on a non-judicial stamp paper by the Chairman/Secretary of the trust /management of the New Institution stating that the Society/Trust/Company/Institution is liable for all consequences arising out of the Introduction of State Government approved Short Term Diploma courses in New Institute for Academic Year 2026-27.
- d. Proof of verification of Land documents of building taken on ownership / rental basis in the prescribed *format 2*, mentioning that the land as required for the setting up of a new Technical Institute has a clear title at the time of making an application, duly endorsed by High Court Advocate/ Notary on a Non-Judicial Stamp Paper of Rs. 500/-
- e. Proof of verification of completed building construction with respect to approved building plan, clearly stating readiness of Instructional, Administrative, Amenities and circulation area with respect to MSBTE norms and safety & hygiene precautions ensured during partial Occupancy, if any, in *format 3*, duly endorsed by an Architect registered with Council of Architecture.
- f. Proof of verification of financial documents, like audited statement of accounts of the Society/Trust/Company for last two years (if applicable), proof of working capital (funds) as stated in a *format 4*, duly endorsed by Chartered Accountant who is member of Institution of Chartered Accountants of India.
- g. Copy of advertisement for recruitment of Principal/Director/Coordinator & faculty members.
- h. List of appointed / identified teaching and non-teaching faculty.
- i. Stock Register of Equipment, Computers, System Software, Application Software, Printers etc.
- j. Proof of provision of Internet bandwidth in Mbps.
- k. List of total books & journals made available.
- l. Copy of Invoice/Cash Memo for equipment & library books
- m. Information regarding availability of potable water supply
- n. Sanction of electrical load by electric supply provider company
- o. Details of provision of backup power supply
- p. Details of telephone connections available at the proposed Institute
- q. Details about boys & Girls hostel facility, if any.
- r. Details of reprographic facility available for students, if any.
- s. Details of transport facility available for students and staff, if any.
- t. Details about Barrier free environment and toilets created for physically challenged, if any.

## 7. Scrutiny of Applications

- a. The Applications shall be evaluated by a Document Verification Committee appointed by concerned regional office of MSBTE (RBTE).
- b. The Document Verification Committee will invite all applicants for verifying all original documents of their proposals along with Originals of all documents as specified & mentioned in para 6.3.

Based on the recommendations of the Document Verification Committee, concerned regional office of MSBTE will communicate discrepancies in the **format 7**, if any, immediately to the applicant Society/Trust/Company by the date as stated in time schedule.

The Applicant Society/Trust/Company may rectify the discrepancies and submit compliance by the date as stated in time schedule for reconsideration by the Document Verification Committee. The last date for reconsideration of such



applications by the Document Verification Committee will be as stated in time schedule.

- d. The applications which are found to be in order in all respects by the Document Verification Committee will be processed further for Physical Inspection of the infrastructure, facilities, equipment, and human resources etc. by an Expert Committee.

**8. Expert Committee Visit**

An Expert Committee appointed by the Joint Director, Technical Education of the concerned region, shall visit the proposed premises of the Institution whose application after scrutiny has been found prima facie eligible for recommendation. Concerned regional office (RBTE) of MSBTE will assist the committee and make necessary arrangements for conduct of the Expert Committee visit. The committee shall verify the readiness with respect to **Appendix 3** and **Appendix 4** i.e. Building, Computer, Software, Internet, Printers, Laboratory Equipment, Books, Journals, Library, Additional Essential and Desired requirements for Technical Institution progress, related to appointment of Principal / Director and faculty with respect to the norms, standards and conditions prescribed by the MSBTE. The Expert Committee visits will be conducted as per schedule declared by MSBTE.

The applicant Institution / Society/ Trust shall be required to make available the original documents / necessary information mentioned in 6.3 to the visiting Expert Committee.

The Expert Committee shall submit the report in the *format 5* immediately after the visit to concerned Regional office of Directorate of Technical Education duly signed by the expert committee members.

Concerned RBTE office shall assist in online uploading the report of the expert committee by filling up the data as per the report of the Expert committee online or shall adopt the procedure as directed by MSBTE.

**9. Assessment of applications by the Regional Level Committee**

All the Expert Committee reports of the concerned regions shall be evaluated by a Regional Level Committee appointed and headed by the Joint Director of concerned Regional office of Directorate of Technical Education. The committee shall recommend & submit reports as per **Format 6** and **6A** for further necessary action to MSBTE for further processing.

**10. Evaluation by the State level Committee**

MSBTE, after receiving all the reports of the Regional Level Committees, shall compile the reports for putting up before the State Level Committee for further consideration.

The State Level Committee will consider the reports for further recommendation to the Higher & Technical Education Department for consideration of issuance of Letter of Approval (L.O.A.) by Government of Maharashtra.

After issuance of Letter of Approval (L.O.A.) by Government of Maharashtra, MSBTE will inform the applicant Institutions the date as mentioned in time schedule for submission of a Fixed Deposit along with an *Affidavit 2* in the same respect. Such applicant shall create a Joint Fixed Deposit Account in a Nationalized Bank or Scheduled Bank recognized by the Reserve Bank of India, for a period of 10 years in favour of Secretary, MSBTE Mumbai and Chairman/Secretary of the Trust/Society for an amount as applicable (Government and Government Aided Institutions are exempted). **The amount of Fixed Deposit is Rs. 3, 00,000/- per course.**



Provided further that, in case of each application, the total amount of the requisite Fixed Deposit shall be calculated by adding the amounts per Course. The photo copy of original Fixed Deposit receipt shall be submitted to the MSBTE, Mumbai by the date as mentioned in time schedule.

The Fixed Deposit shall be permitted to be renewed for next five years on expiry of the term of the Fixed Deposit every time. However, the fixed deposit could be revoked in case of any violation of norms, conditions, and requirements and/or non-performance by the Institution and/or complaints against the Institution.

The process of approval concludes for the academic year.

**Schedule for processing of applications for establishment of new technical Institutions will be as notified and published by MSBTE.**

**11. Tuition Fee of the Short Term Diploma Courses -** The tuition fees for the Government approved short term courses is applicable as decided by the Government.



**Appendix 1**  
**( परिशिष्ट-‘अ’ )**

**Approved Nomenclature of Courses, Duration and Entry Level Qualifications for the  
State Government approved Short Term Diploma Courses**

List of Maharashtra State Government Approved Short Term Diploma Courses for Academic Year 2025-26 for new Institutions, existing institutions affiliated or not affiliated to MSBTE and MSBTE affiliated Diploma Institutes intending to start these courses.

**GROUP 1:- ARCHITECTURE, BUILDING CONSTRUCTION AND INTERIOR DESIGN**

Sr. No	Course Code	Course Name	Entry Qualification	Duration in Years	Pattern of the Course	
1	ID	Diploma in Interior Designing and Decoration	Passed S.S.C. Examination of M.S. Board of Secondary & Higher Secondary Education <b>OR</b> its Equivalent	2	S	F
2	IN	Diploma in Interior Designing and Decoration	Passed S.S.C. Examination of M.S. Board of Secondary & Higher Secondary Education <b>OR</b> its Equivalent	3	S	P

**GROUP 2 :- COMPUTER AND INFORMATION TECHNOLOGY**

Sr. No	Course Code	Name of Courses	Entry Qualification	Duration in Years	Pattern of the Course	
1	DB	Diploma in Animation & Graphics	Passed S.S.C. Examination of M. S. Board of Secondary & Higher Secondary Education <b>OR</b> its Equivalent	2	S	F
2	CB	Advanced Diploma in Cyber Security Management	Any Engineering Diploma/ Engineering Degree/ BSc. any streams/ Bachelor Degree in Computer/ Information Technology allied streams from any recognized Statutory University/Board	1	S	P

**GROUP 3 :- INDUSTRIAL SAFETY AND FIRE SAFETY**

Sr. No	Course Code	Course Name	Entry Qualification	Duration in Years	Pattern of the Course	
1	FR	Diploma in Fire Service Engineering	Passed H.Sc. Examination of M. S. Board of Secondary & Higher Secondary Education <b>OR</b> its Equivalent or Passed any Trade of ITI of the Duration of 2 Yrs.	2	S	F
2	FA	Advanced Diploma in Fire Safety and Industrial Environmental Engineering	Passed the Degree in Engg. / Technology / Science or Diploma in Engg. / Technology / Science from any recognized University / Board or Candidate must have passed 2 Years in Diploma in Fire Service Engg. of MSBTE. ( FR )	1	S	F
3	FF	Advanced Diploma in Industrial Safety and Security Management	Passed Diploma in Engineering / Technology / Graduate Degree in Science from any recognized Statutory University / Board <b>OR</b> Passed any Degree with a minimum of 2 Yrs. of experience in the field of Fire Services <b>OR</b> Candidate must have passed 2 year's course in Diploma in Fire Service Engineering(FR) of MSBTE.	1	S	F



4	FS	Advanced Diploma in Fire Safety Engineering	Passed the Diploma in Engg. / Technology of MSBTE or its Equivalent or Degree in Engineering or Technology or Science from any recognized University / Institute or passed any Degree with minimum 2 Yr. of Experience in Field of Fire Services <b>OR</b> Candidate must have passed 2 Yrs. Course in Diploma in Fire Service Engg. of MSBTE. ( FR )	1	S	F
5	IT	Advanced Diploma in Industrial Safety	Any Science Graduate /Graduate in Medical Science / BDS / Graduate in Occupational Therapy (OT), Graduate in Physiotherapy (PT) / Graduate in Veterinary Science/ Degree / Diploma in Engineering / Technology or its Equivalent from a recognized Statutory University / Board <b>OR</b> Advance Diploma in Fire Safety & Industrial Environmental Engineering (FA)/ Post Diploma in Fire Engineering (FI)/ Diploma in Fire Service Engineering (FR)/ Advance Diploma in Fire Safety Engineering (FS) / Advance Diploma in Industrial Safety & Security Management (FF) / Advance Diploma in Fire & Security Management (FU) of MSBTE.	1	S	F
6	EZ	Advanced Diploma in Environmental Engineering	Degree / Diploma in Engg./ Technology <b>OR</b> Any Science Graduate from any recognized Statutory University/ Board	1	S	F

**GROUP 4 :- BEAUTY CULTURE**

Sr. No.	Course Code	Course Name	Entry Qualification	Duration in Years	Pattern of the Course	
1	BC	Diploma in Beauty Culture And Hair Dressing	Passed S.S.C. Examination of Maharashtra State Board of Secondary and Higher Secondary Education <b>OR</b> its Equivalent Examination	2	S	F

**GROUP 5 :- PARA – MEDICAL & HEALTH TECHNOLOGY**

Sr. No.	Course Code	Course Name	Entry Qualification	Duration in Years	Pattern of the Course	
1	LX	Advanced Diploma in Medical Laboratory Technology.	B.P.M.T, BSc. MLT, BSc. Biotechnology, BSc. Zoology, BSc. Microbiology, BSc. Microchemistry, BSc. Chemistry, BSc. Botany, BSc. Analytics, BSc. Life Science, BSc. CLS (Clinical Laboratory Science), Bsc. LT, B-Voc (Medical Laboratory Technology)	1.5	S	F
2	RZ	Advanced Diploma in X-ray Radiography Techniques	B.Sc. with Physics, Chemistry, Micro-biology, Life Science, Zoology, Biology, Bio-Chemistry / Bio-Technology from any recognized Statutory University/Board	1.5	S	F

**GROUP 6 :- FASHION TECHNOLOGY**



Sr. No.	Course Code	Course Name	Entry Qualification	Duration in Years	Pattern of the Course	
1	DM	Diploma in Dress Designing & Manufacturing	Passed S.S.C. Examination of M. S. Board of Secondary & Higher Secondary Education OR its Equivalent	2	S	F
2	FN	Diploma in Fashion and Textile Designing	Passed S.S.C. Examination of M. S. Board of Secondary & Higher Secondary Education OR its Equivalent	3	S	P

**GROUP 7 :- SPECIALIZED COURSES**

Sr. No.	Course Code	Course Name	Entry Qualification	Duration in Years	Pattern of the Course	
1	EW	Advanced Diploma in Energy Management & Audit.	Passed any Diploma / Degree in Engineering / Technology from a recognized Statutory University / Board OR Science Graduate from any recognized Statutory University/ Board	1	S	F
2	ST	Diploma in Stenography & Private Secretarial Practices	Passed S.S.C. Examination of Maharashtra State Board of Secondary and Higher Secondary Education OR its Equivalent Examination	2	S	F

**Note: The existing Institutes offering courses other than above mentioned courses will have to opt for the similar courses preferably within the same group.**

**परिशिष्ट 'ब'**

**GROUP 8 :- Courses Under SKP (Skill Knowledge Provider)**

Sr. No.	Course Code	Course Name	Entry Qualification	Duration in Years	Pattern of the Course	
01	IB	Advance Diploma in Industrial Automation and Drives	Passed Diploma / Degree in Engineering / BSC	1	S	F
02	IG	Advance Diploma in Internet of Things (IoT)	Passed Diploma / Degree in Engineering / BSC	1	S	F
03	RE	Advance Diploma in Renewable & Sustainable Energy	Passed Degree/ Diploma in Engineering / BSC	1	S	F
04	CY	Diploma in CNC Machine Techniques	Passed HSC/ ITI/ MCVC	1	S	F
05	AS	Diploma in Automobiles Servicing	Passed HSC/ ITI/ MCVC	1	S	F
06	FJ	Advance Diploma in Food & Dairy Processing	Passed BSC Biology	1	S	F
07	MB	Advance Diploma in Maintenance of Building Management System	Passed Diploma / Degree in Engineering	1	S	F



08	SM	Diploma in Logistics and Supply Chain Management	Passed HSC	1	S	F
09	TO	Diploma in Tourism	Passed HSC	1	S	F
10	MQ	Diploma in Medical Equipment Maintenance	Passed HSC/ ITI/ Diploma	1	S	F
11	SV	Diploma in Sound Recording & Video Editing	Passed H.S.C. Examination of M. S. Board of Secondary & Higher Secondary Education / ITI/MCVC	1	S	F
12	PV	Diploma in Photography & Videography	Passed H.S.C. Examination of M. S. Board of Secondary & Higher Secondary Education / ITI/MCVC	1	S	F
13	EF	Diploma in Electrical & Electronics Equipment Maintenance & Repair	Passed H.S.C. Examination of M. S. Board of Secondary & Higher Secondary Education / ITI/MCVC	1	S	F
14	UV	Advance Diploma in Unmanned Aerial Vehicles (UAV) and Drone Technology	Passed Any Diploma/ Degree in Engineering / Technology from a recognized Statutory University / Board OR Science Graduate (with Mathematics and Science) from any recognized Statutory University / Board	1	S	F

**Note:-** The Institutes willing to start course other than the courses listed in the above table (परिशिष्ट-‘अ’ आणि-‘ब’) can apply for the desired course in the portal. The duration of desired course should be minimum one year & course should be from any of the groups mentioned above. These courses will be considered by MSBTE only after verification of feasibility of such course through expert committee appointed by MSBTE.



## Appendix 2: Norms for Intake

### Maximum Number of Courses to opt – A total of any five from any group

<b>GROUP 1 :- ARCHITECTURE, BLDG. CONSTRUCTION, INTERIOR DESIGN</b>			
Sr. No.	Course Code	Name of Courses	Intake
1	ID	Diploma in Interior Designing and Decoration	60
2	IN	Diploma in Interior Designing and Decoration	60

<b>GROUP 2 :- COMPUTER AND INFORMATION TECHNOLOGY</b>			
Sr. No.	Course Code	Name of Courses	Intake
1	DB	Diploma in Animation & Graphics	60
2	CB	Advanced Diploma in Cyber Security Management	60

<b>GROUP 3 :- INDUSTRIAL SAFETY AND FIRE SAFETY</b>			
Sr. No.	Course Code	Name of Courses	Intake
1	FR	Diploma in Fire Service Engineering	40
2	FA	Advanced Diploma in Fire Safety and Industrial Environmental Engineering	40
3	FF	Advanced Diploma in Industrial Safety and Security Management	40
4	FS	Advanced Diploma in Fire Safety Engineering	40
5	IT	Advanced Diploma in Industrial Safety	40
6	EZ	Advanced Diploma in Environmental Engineering	40

<b>GROUP 4 :- BEAUTY CULTURE</b>			
Sr. No.	Course Code	Name of Courses	Intake
1	BC	Diploma in Beauty Culture And Hair Dressing	60

<b>GROUP 5 :- PARA – MEDICAL AND HEALTH CARE TECHNOLOGY</b>			
Sr. No.	Course Code	Name of Courses	Intake
1	LX	Advance Diploma in Medical Laboratory Technology.	60
2	RZ	Advance Diploma in X-ray Radiography	60



GROUP 6 :- FASHION TECHNOLOGY			
Sr. No.	Course Code	Name of Courses	Intake
1	DM	Diploma in Dress Designing & Manufacturing	60
2	FN	Diploma in Fashion and Textile Designing	60

GROUP 7 :- SPECIALIZED ENGINEERING COURSES			
Sr. No.	Course Code	Name of Courses	Intake
1	EW	Advanced Diploma in Energy Management & Audit.	40
2	ST	Diploma in Stenography & Private Secretarial Practices	40

परिशिष्ट- 'ब' GROUP 8 :- Courses under SKP (Skill Knowledge Provider)			
Sr. No	Course Code	Course Name	Intake
01	IB	Advance Diploma in Industrial Automation and Drives	30/60
02	IG	Advance Diploma in Internet of Things (IoT)	30/60
03	RE	Advance Diploma in Renewable & Sustainable Energy	30/60
04	CY	Diploma in CNC Machine Techniques	30/60
05	AS	Diploma in Automobiles Servicing	30/60
06	FJ	Advance Diploma in Food & Dairy Processing	30/60
07	MB	Advance Diploma in Maintenance of Building Management System	30/60
08	SM	Diploma in Logistics and Supply Chain Management	30/60
09	TO	Diploma in Tourism	30/60
10	MQ	Diploma in Medical Equipment Maintenance	30/60
11	SV	Diploma in Sound Recording & Video Editing	30/60
12	PV	Diploma in Photography & Videography	30/60
13	EF	Diploma in Electrical & Electronics Equipment Maintenance & Repair	30/60
14	UV	Advance Diploma in Unmanned Aerial Vehicles (UAV) and Drone Technology	30/60

**Imp. Note:** The institute intending to offer UV course must obtain the NOC/Consent from the related regulatory authority controlling the profession pertaining to these courses and has to sign MoU with SKP's. In accordance with the Drone rules, 2021 dated 25<sup>th</sup> August 2021, Ministry of civil aviation, Government of India, New Delhi.



### Appendix 3

#### Norms for Building Space, Books, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipment for Technical Institution

- 1.1 Carpet area required – Area required per course (as mentioned in table below) + 150 sq. m. Administrative Area ± 10% variation allowed**
- 1.1.1 Building should be in the name of Trust or on lease from Government/ Corporation/ Private/Third party for at least for 5 years duration & provision of 5 years extension should be mentioned in lease document.
- 1.1.2 The lease document between Trust & Private/Third party should be registered & notarized.
- 1.1.3 The institutions running Arts, Science, Commerce Junior Colleges & Degree Colleges can share their building resources for Full time/Part Time Short Term Diploma Courses mentioned in the Appendix I. For Short Term Full Time Courses the institution should earmark the space & resources separately.
- 1.2 Documents required for the building related items.**
- 1) Index II & Property Card with City Survey Map/{7/12 TILR (land record) Gaothan Map/Layout plan of area}
  - 2) Completion Certificate, Occupancy Certificate from Competent Authority such as –
    - a. Mahanagar Palika
    - b. Municipal Council
    - c. Gram Panchayat
  - 3) Building Use Certificate from –
    - i. Competent Authority like a,b,c mentioned in 2 of 1.2 above.
    - ii. Society of Building
  - 4) Tax paid receipt copy (latest)
  - 5) Lease Deed recognized with Registrar, valid for 5 years & notarized.
  - 6) Loan case if any
  - 7) Structural Safety Certificate from registered Structural Engineer with local body
  - 8) Mezzanine floor area will not be considered as Carpet area.
  - 9) Latest Fire Safety Audit Report/ certificate of competent authority.
- 1.3 Administrative Area – Administrative Area includes Library, Computer Centre, Office, toilet etc. is considered 150 Sq.m for up to three courses.**
- 1.4 Instructional Area (Carpet Area) in Sq.m & Norms for Books, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipment for Technical Institution**
- 1.4.1 No. of books per student – at least 5
- 1.4.2 Latest version of Computer facility along with licensed software – at least 1 computer for 6 students
- 1.4.3 Internet facility - 10 Mbps & above
- 1.4.4 Printer facilities to be available at the computer center.
- 1.4.5 Laboratory Equipment required for curriculum implementation as per MSBTE norms.
- 1.4.6 Library, Administrative offices and Faculty members be provided with exclusive computing facilities along with LAN and Internet over and above the requirement meant for students.



**Group 1:- Architecture, Bldg. Construction, Interior Design**

Sr. No.	Course Code	Name of Courses	No. of Class Room	Total Class Room Area in Sq. m	No. of Lab	Total Lab. Area in Sq. m	Total Area in Sq. m	Cost of Equipment & Furniture (Rs. in Lakhs)	Cost of Books (Rs. In Lakh)
1	ID	Diploma in Interior Designing and Decoration	2	120	1	100	220	10	0.6
2	IN	Diploma in Interior Designing and Decoration	2	120	2	200	320	10	0.9

**Group 2:- Computer and Information Technology**

Sr. No.	Course Code	Name of Courses	No. of Class Room	Total Class Room Area in Sq. m	No. of Lab	Total Lab. Area in Sq. m	Total Area in Sq. m	Cost of Equipment & Furniture	Cost of Books
1	DB	Diploma in Animation & Graphics	1	60	-	-	60	10	1
2	CB	Advance Diploma in Cyber Security Management	1	60	1	80	140	10	0.5

**Group 3:- Industrial Safety, Fire Safety**

**For Sr. no. 1 & 4 additional 2000 Sq.m adjoining open area/ground essential.**

Sr. No.	Course Code	Name of Courses	No. of Class Room	Total Class Room Area in Sq.m	No. of Lab	Total Lab. Area in Sq.m	Total Area in Sq.m	Cost of Equipment & Furniture	Cost of Books
1	FR	Diploma in Fire Service Engineering	2	120	1	60	180	15	0.6
2	FA	Advance Diploma in Fire Safety and Industrial Environmental Engineering	1	60	1	120	180	15	0.6
3	FF	Advance Diploma in Industrial Safety and Security Management	1	60	1	120	180	10	0.5
4	FS	Advance Diploma in Fire Safety Engineering	1	60	1	60	120	10	0.5
5	IT	Advance Diploma in Industrial Safety	1	60	1	150	210	10	0.5
6	EZ	Advanced Diploma in Environmental Engineering	1	60	1	120	180	15	0.6



Group 4:- Beauty Culture									
Sr. No.	Course Code	Name of Courses	No. of Class Room	Total Class Room Area in Sq.m	No. of Lab	Total Lab. Area in Sq.m	Total Area in Sq.m	Cost of Equipment & Furnitur	Cost of Books
1	BC	Diploma in Beauty Culture And Hair Dressing	1	60	3	180	240	10	0.5

Group 5:- Para Medical & Health care Technology									
Sr. No	Course Code	Name of Courses	No. of Class Room	Total Class Room Area in sq.m	No. of Lab	Total Lab. Area in Sq.m	Total Area in Sq.m	Cost of Equipme nt & Furniture	Cost of Book s
1	LX	Advance Diploma in Medical Laboratory Technology.	1	60	1	60	120	15	1
2	RZ	Advance Diploma in X-ray, Radiography Techniques	1	60	Attach with hospital having radiotherapy technique	-	60	20	1

Group 6:- Fashion Technology									
Sr. No.	Course Code	Name of Courses	No. of Class Room	Total Class Room Area in Sq.m	No. of Lab	Total Lab. Area in Sq.m	Total Area in Sq.m	Cost of Equipment & Furniture	Cost of Books
1	DM	Diploma in Dress Designing & Manufacturing	2	120	2	120	240	10	1
2	FN	Diploma in Fashion and Textile Designing	2	120	2	120	240	15	1

Group 7:- Specialized Engineering Courses									
Sr. No.	Course Code	Name of Courses	No. of Class Room	Total Class Room Area in Sq.m	No. of Lab	Total Lab. Area in Sq.m	Total Area in Sq.m	Cost of Equipment & Furniture	Cost of Books
1	EW	Advance Diploma in Energy Management & Audit.	1	60	2	160	220	50	1
2	ST	Diploma in Stenography & Secretarial Practice	1	60	1	60	120	3	1



GROUP 8:- Courses under SKP (Skill Knowledge Provider)									
Sr. No.	Course Code	Name of Courses	No. of Class Room	Total Class Room Area in	No. of Lab	Total Lab. Area in Sq.m	Total Area in Sq.m	Cost of Equipment & Furniture	Cost of Books
01	IB	Advance Diploma in Industrial Automation and Drives	1	66	1	66	132	20	1.5
02	IG	Advance Diploma in Internet of Things (IoT)	1	66	1	66	132	15	1.5
03	RE	Advance Diploma in Renewable & Sustainable Energy	1	66	1	66	132	15	1.5
04	CY	Diploma in CNC Machine Techniques	1	66	1	66	132	25	1.5
05	AS	Diploma in Automobiles Servicing	1	66	2	132	198	25	1
06	FJ	Advance Diploma in Food & Dairy Processing	1	66	1	66	132	25	1.5
07	MB	Advance Diploma in Building Management System	1	66	1	66	132	30	1.5
08	SM	Diploma in Supply Chain Management and Logistics	1	66	1	66	132	25	1.5
09	TO	Diploma in Tourism	1	66	1	66	132	25	1.5
10	MQ	Diploma in Medical Equipment Maintenance	1	66	1	66	132	20	1.5
11	SV	Diploma in Sound Recording & Video Editing	1	66	2	132	198	30	1
12	PV	Diploma in Photography & Videography	1	66	1	66	132	25	1
13	EF	Diploma in Electrical & Electronics Equipment Maintenance & Repair	1	66	1	66	132	20	1.5
14	UV	Advance Diploma in Unmanned Aerial Vehicles (UAV) and Drone Technology	1	66	2	132	198	30	1

**Note :**

1. Administrative Area – Administrative Area includes Library, Computer Centre, Office, toilet etc. is considered 150 Sq.m for upto five courses
2. Group – 3 Industrial Safety, Fire Safety - For Sr. no. 1 & 4 additional 2000 sq.m. adjoining open area/ground is required.



## Appendix 4

### Norms for Essential and Desired requirements for Technical Institution

Sr. No.	Particulars	Remarks
1.	Language Laboratory	Desirable
2.	Potable Water supply and outlets for drinking water at strategic locations	Essential
3.	Electric Supply	Essential
4.	Sewage Disposal	Essential
5.	Telephone	Essential
6.	First Aid facility	Essential
7.	Vehicle Parking	Desirable
8.	Institution web site	Essential
9.	Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents separately.	Essential
10.	Safety provisions including fire and other calamities	Essential
11.	All weather approach road	Essential
12.	General Notice Board and Departmental Notice Boards	Essential
13.	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction	Desirable
14.	Transport	Desirable
15.	Post, Banking Facility / ATM	Desirable
16.	LCD (or similar) projectors in classrooms	Essential



## Appendix 5

### A. Norms for Faculty requirements and Cadre Ratio for Technical Institution

Group	Faculty : Student ratio	Principal/ Director/ Coordinator	Regular Faculty	Contract Faculty	Visiting Faculty
for all courses in groups	1:25	1	At least 1 per course	As per teaching load	As per teaching load

### B. Norms for Faculty requirements and Qualifications for Technical Institution

GROUP 1 :- ARCHITECTURE, BLDG. CONSTRUCTION, INTERIOR DESIGN			
Sr. No.	Course Code	Name of Courses	Faculty Qualification
1	ID	Diploma in Interior Designing and Decoration	Degree in Architecture or Degree in Civil Engineering/Construction Engineering with Diploma in Interior Design & Decoration
2	IN	Diploma in Interior Designing and Decoration	Degree in Architecture or Degree in Civil Engineering/Construction Engineering with Diploma in Interior Design & Decoration

GROUP 2 :- COMPUTER AND INFORMATION TECHNOLOGY			
Sr. No.	Course Code	Name of Courses	Faculty Qualification
1	DB	Diploma in Animation & Graphics	Any Graduate with Diploma in 3D Animation & Graphics
2	CB	Advance Diploma in Cyber Security Management	Degree in Computer Engineering/Information Technology with Advance Diploma in Cyber Security Management



<b>GROUP 3 :- INDUSTRIAL SAFETY AND FIRE SAFETY</b>			
<b>Sr. No.</b>	<b>Course Code</b>	<b>Name of Courses</b>	<b>Faculty Qualification</b>
1	FR	Diploma in Fire Service Engineering	Degree in Fire Engineering or Any Graduate with Diploma in Fire Service Engineering
2	FA	Advance Diploma in Fire Safety and Industrial Environmental Engineering	Degree in Fire Engineering or Any Graduate with Diploma in Fire Safety and Industrial Environmental Engineering
3	FF	Advance Diploma in Industrial Safety and Security Management	Degree in Fire Engineering or Any Graduate with Diploma in Industrial Safety and Security Management
4	FS	Advance Diploma in Fire Safety Engineering	Degree in Fire Engineering or Any Graduate with Diploma in Fire Safety Engineering
5	IT	Advance Diploma in Industrial Safety	Degree in Fire Engineering or Any Graduate with Diploma in Industrial Safety
6	EZ	Advanced Diploma in Environmental Engineering	Degree in Fire Engineering or Any Graduate with Diploma in Fire Safety and Industrial Environmental Engineering

<b>GROUP 4 :- BEAUTY CULTURE</b>			
<b>Sr. No.</b>	<b>Course Code</b>	<b>Name of Courses</b>	<b>Faculty Qualification</b>
1	BC	Diploma in Beauty Culture And Hair Dressing	Any Graduate with Diploma in Beauty Culture And Hair Dressing

<b>GROUP 5 :- PARA – MEDICAL &amp; HEALTH CARE TECHNOLOGY</b>			
<b>Sr. No.</b>	<b>Course Code</b>	<b>Name of Courses</b>	<b>Faculty Qualification</b>
1	LX	Advance Diploma in Medical Laboratory Technology.	M.D. Pathology
2	RZ	Advance Diploma in X-ray Radiography Techniques	M.D Radiology

<b>GROUP 6 :- FASHION TECHNOLOGY</b>			
<b>Sr. No.</b>	<b>Course Code</b>	<b>Name of Courses</b>	<b>Faculty Qualification</b>
1	DM	Diploma in Dress Designing & Manufacturing	Degree in Fashion Technology or Any Graduate with Diploma in Dress Designing & Garment Manufacturing
2	FN	Diploma in Fashion and Textile Designing	Degree in Fashion Technology or Any Graduate with Diploma in Dress Designing & Garment Manufacturing



<b>GROUP 7 :- SPECIALIZED ENGINEERING COURSES</b>			
<b>Sr. No.</b>	<b>Course Code</b>	<b>Name of Courses</b>	<b>Faculty Qualification</b>
2	EW	Advance Diploma in Energy Management & Audit.	Degree in Electrical Engineering/Any Engineering Graduate with Advance Diploma in Energy Management & Audit /Certified Energy Auditor
3	ST	Diploma in Stenography & Secretarial Practice	Any Graduate with Diploma in Office Management/Diploma in Stenography & Secretarial Practice

<b>GROUP 10:- Courses under SKP (Skill Knowledge Provider)</b>			
<b>Sr. No.</b>	<b>Course Code</b>	<b>Name of Courses</b>	<b>Faculty Qualification</b>
01	IB	Advance Diploma in Industrial Automation and Drives	B.E (Automobile/Production/Mechanical) with Specialization/Experience in the field of Automobile Servicing
02	IG	Advance Diploma in Internet of Things (IoT)	B.E (Electronics/Instrumentation) with Specialization/Experience in the field of I.O.T
03	RE	Advance Diploma in Renewable & Sustainable Energy	B.E(Electrical) Any Engineering Graduate with Advance Diploma Energy Management and Audit/Certified Energy Auditor
04	CY	Diploma in CNC Machine Techniques	B.E (Automobile/Production/Mechanical) with Specialization/Experience in the field of CNC
05	AS	Diploma in Automobiles Servicing	B.E (Electronics/Electrical/Instrumentation)
06	FJ	Advance Diploma in Food & Dairy Processing	M.sc(Biology)/Degree in Food Processing & Preservation Technology or Any Science Graduate with Advance Diploma Food & Dairy Processing
07	MB	Advance Diploma in Building Management System	B.E (Electronics/Civil/Electrical/Instrumentation) with Experience in Building Management System
08	SM	Diploma in Supply Chain Management and Logistics	MBA/MMS/ Any Graduate with Diploma in Supply Chain Management and Logistics
09	TO	Diploma in Tourism	Any Graduate with Diploma in Travel & Tourism
10	MQ	Diploma in Medical Equipment Maintenance	B.E (Electronics/Instrumentation/Biomedical)
11	SV	Diploma in Sound Recording & Video Editing	Any Graduate with Diploma in Sound Engineering & Video Editing
12	PV	Diploma in Photography & Videography	Any Graduate with Diploma in Photography & Videography/ Any Graduate with Diploma in Digital Graphics
13	EF	Diploma in Electrical & Electronics Equipment Maintenance & Repair	B.E (Electronics/Instrumentation/Instrumentation)
14	UV	Advance Diploma in Unmanned Aerial Vehicles (UAV) and Drone Technology	B.E/B.Tech (Aerospace Engg. /AeronauticalEngg.)



## Appendix 6

**Format for Executive Summary of Detailed Project Report (DPR) for establishment of New Technical Institution to be uploaded in pdf form whilst applying online.**

### **Executive Summary of Detailed Project Report**

This Chapter is expected to present a Summary of the DPR as per the following format for ready reference

1. Details about the Promoting Body
2. Name and Address of the Promoting Body
3. Date of Registration / Establishment of the Promoting Body
4. Activities of the Promoting Body since inception
5. Constitution of the Promoting Body

Name of members/ Society/ Trust/ Company	Designation	Academic Qualification	Experience in Academic Institutions (in Years)			Overall experience in years
			Professional	Mgmt.	Organizational	

6. Details about the Proposed Institution
  - a. Development Plan for the Proposed Institution
  - b. Vision of the Promoting Body
  - c. Mission of the Promoting Body
  - d. Category of Institution
  - e. Name of the Proposed Course
  - f. Address of the Proposed Institution
  - g. Nearest City / Town / Airport / Railway station (Enclose map indicating access to the Institution from the nearest airport / railway station)



**DECLARATION (by Applicant)**

I / We, on behalf of “.....” hereby confirm that this Executive Summary of Detailed Project Report has been prepared for its proposed Technical Institution under the name of “.....”. (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.)

**(Authorized Signatory of the Applicant)**

**Name:**

**Designation:**

**Date:**

**Seal of Institution**

**Place:**



**Annexure 1**

**Application Form for Establishment of New  
Technical Institution intended to offer State  
Government Approved Short Term Diploma  
Courses From  
Academic Year 2026-27  
[Short Term Diploma Courses]**



**MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION**

**49, Kherwadi, Ali Yawar Jung Marg  
Bandra (East), Mumbai -400 051.**



## Application Form

STC/New Institute/\_\_\_\_\_

**Application for Establishment of a New Technical Institution for State Govt. approved Short Term Diploma courses.**

**1. Name and address (with Pin Code) of the Applicant Society / Trust / Government / Government Aided**

Name :

Address :

Pin code :

STD Code :

Phone No. :

Name of Chairman/Secretary/Principal (Society/Trust/Company/ Organization/Institute):

Mobile No.:

E-mail Address:

Name of the alternate Contact person:

Phone No.:

\*After filling above details for proceeding further the applicant needs to pay Application fees of Rs 25,000/- (additional Rs. 5,000/- for late submission) through the payment gateway link provided in the online application module.

**2. Details of the Applicant Society / Trust/Company.**

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

i) Registration Number with Charity Commissioner with date and place:

a. Attach Copy of Registration of Society / Trust/ Company along with details of Constitution, memorandum of association of the Society / Trust/Company.

b. Attach Copy of Sale Deed / Lease Deed.

c. Attach Copy of Appendix 6 along with declaration.

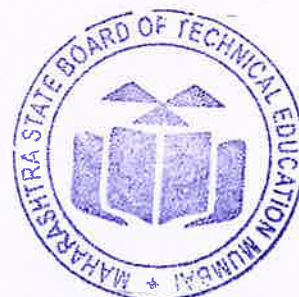
ii) Whether the Society / Trust/ Company have an experience in running educational Institutes. (Yes / No)

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

Sr. No.	Name of the members of the Society / Trust/ Company	Designation in Society / Trust/Company	Phone No. / Mobile No.	Action
1.				
2.				
3.				

**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.



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

Name of the Proposed Institution	Detailed locational Address of the Proposed institution with PIN Code & Phone and Name, Mobile no. & E-mail id of contact person

6. Course(s) proposed to be started (maximum 5 courses) from the academic Year 2025-26 (Refer Appendix 1 & 2 of Approval Process Manual)

Sr. No	Name of Course	Course Code	Duration in Years	Type of Course (FT/PT)	Pattern of the Course (Y/S)	Intake
1						
2						
3						
4						
5						
<b>Total Proposed Intake:-</b>						
The institute opting for the courses of Group 10 needs to provide SKPs details such as Name of the Industry/Organization, Address and Contact details, Industry Type, Products/Services offered by industry, Internship Capacity, Distance from the Institutes etc. (in the online SKP Details Form) along with relevant MoUs						

7. Has the Society/Trust/Company applied for starting more than one institute such as school, junior college, Degree College using same land & building? (Yes / No)

If yes, please fill the following details

Sr. No	Type of Institute	Approving Authority	Present Status of institute	Affiliation Authority



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

i) Location of Land (Tick whichever is applicable)

Mahanagarpalika	Nagarpalika	Grampanchayat
Survey No.	Survey No.	Survey No.
Town / City	Town /	Town / City

ii) Whether land is N.A. (Yes / No)

If yes, then give name of approving authority with date of approval-  
(Attach copy of approved N.A. order)

iii) Area

Whether owned/leased by the applicant Society / Trust/ Company - (Yes/No)

If yes, then

Area : Hectare / Acres / Are/ Sq.m

(Attach Copy of land documents showing ownership)

9. Building (Attach photo copy of following documents and format3 part A & B) Format 3.

Sr. No.	Description	Yes / No
1	Building plan prepared by Registered Architect?	Yes / No
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)	Yes / No
3	Property Card / City Survey map	Yes / No
4	Completion certificate	Yes / No
5	Occupancy Certificate	Yes / No
6	Part Occupancy Certificate	Yes / No
7	Structural Stability Certificate	Yes / No
8	Fire Safety Audit Certificate by a licensed auditor from the Directorate of Maharashtra Fire Service	Yes / No
9	Building Use Certificate	Yes / No
10	Property Tax Paid receipt (latest)	Yes / No
11	Registered Lease deed/Sale deed	Yes / 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)	Yes / No
13	Other facilities including Hostel, Canteen, Amenities, Staff quarters etc. if available	Yes / No



14	<p>Whether existing Carpet area [in Sq. M.] for this proposal is available and earmarked on the plan along with documents &amp; photographs?</p> <p>If Yes, give details in following table i.  <i>(Administrative area for all courses is common &amp; must be 150 sq.m. to be added in total area).</i>  <i>(For the Fire &amp; Safety courses – (FR, &amp; FS) additional adjoining open space (ground) of 2000 sq. m. is required).</i></p>	Yes / No
----	---	----------

i. Details of existing available academic/Institutional (Carpet) area.

Sr. No.	Full Name of Proposed Course	Area required (in sq. m.)			Area available(in sq. m.)		
		Class room	Lab	Total Area	Class room	Lab	Total Area

10. Built-up Area

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		
2.	Total Administrative Area		
3.	Amenities		
4.	Hostels if any for capacity in number i) Boys : ii) Girls :		
5.	Others		
Total Area (in Sq. m.)			

ii. Details of Academic/ instructional Area

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

Note: Mention details of each unit separately.

a. Whether the classrooms, drawing halls are adequately furnished and equipped with teaching aids : YES / NO

If No, then mention details of deficiencies.





**13. Equipment**

i) Total investment made in Rs. \_\_\_\_\_ (in lakhs)

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)	Indicate, % of total investment shared with other courses
Total Investment Rs. (in lakhs)			

iii) Whether the machinery and equipment in the labs, workshops, etc. are adequate and as per MSBTE norms. - YES / NO  
If No, give details of deficiencies:-

**14. Library**

i) Carpet Area (in Sq.m.) :  
 Reading Hall Area :  
 Stacking Area :  
 Total Area (in Sq.m.):

ii) Total investment on Books as on date in Lakhs (Rs.):-

iii) Total investment on Library furniture in Lakhs (Rs.):-

iv) Whether Regular Librarian is appointed:

v) List of books & cash memo / invoice of books:-

vi) 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

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

i) Infrastructural facilities:

1. Total Carpet Area of Computer Centre (in Sq. m):

2. Number of Computer Labs :

3. Total No. of Computers in the Institute :

No. of Latest Version Computer	No. of Laptops	Total

ii) Hardware & Peripherals:

Details		Number
a)	Number of Terminals connected to LAN/WAN	
b)	Type of Backup (UPS/Genset)	
c)	Number of Printers	



iii) Software :

a)	Operating System for Network	
b)	Operating System for Desktop	
c)	List of application Software and compilers available	
Cost (for application Software only) (Rs. _____ )		

iv) Internet connectivity :

i. Bandwidth available: 10 Mbps or more/ Less than 10 Mbps.

16. **Total Investment on furniture excluding library:** Investment on Furniture in Lakhs (Rs.)-

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

Type of Account	Name of Bank	Account / FDR Number	Balance Amount (in lacs)
Saving Account			
Current Account			
Total Amount in Rs.			

**FDR Details:-**

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

**Supporting Documents: -** Format 4A/ Format 4B.



18. Other

Sr. No.	Description	
1	Whether the Accounts of the Applicant Trust / Society / Company are audited for financial year 2024-25 & 2025-26. [Attach copy]	Yes / No
2	Whether income-tax returns are filed. [Attach copies of income-tax returns of last two financial years]	Yes / No
3	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.	Yes/No
4	Whether electrical supply is available. If Yes, consumer number. If No, Whether applied for Electricity Supply (attached copy of application with acknowledgement) :	Yes/No

19. Any other information, which the applicant may like to furnish additional information (If any) in support of the proposal.

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

(Authorized Signatory of the Applicant)

Name:

Designation:

Place:

(Seal)

Date:



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

**Kindly ensure that following documents are uploaded online and enclosed with the hard copy of original application form before submitting it to concerned RBTE office of MSBTE.**

1. Registration document of the Society/Trust/Company indicating members of Society/Trust/Company and its objectives and Memorandum of Associations, duly attested / certified by the concerned Authority.
2. Resolution of the Society/Trust/Company, pertaining to starting the Institution and allocation of land/ building/ funds to proposed Institution. Format 1 & Affidavit 3.
3. Land document showing ownership in the name of Society/Trust/Company in the form of Registered Sale Deed/Irrevocable Gift Deed (Registered)/Lease (for a minimum period of 30 years) by the concerned authority of Government or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant Society/Trust/Company. In case, the land documents are in language, notarized English translation of the documents shall be produced. Format 2.
4. Copy of letter from Competent Authority as designated by the Maharashtra State Government for classification of land, with respect to its location i.e. Mahanagar Palika / Nagar Palika / Gram Panchayat.
5. Land Use Certificate permitting the land to be used for educational purpose, from the Competent Authority along with Topo-sketch/Village Map indicating land Survey Nos and a copy of road map showing location of the proposed site of the Institution.
6. Khasra plan (master plan) to show that the land is contiguous..
7. Site Plan, Building Plan of proposed Institution prepared by an Architect registered with Council for Architecture (COA) and duly approved by the Competent Plan Sanctioning Authority. Format 3.
8. Building plan prepared by Registered Architect
9. Building plan approved by the competent authority.
10. Property Card / City Survey map).
11. Completion Certificate.
12. Occupancy Certificate/Part Occupancy Certificate.
13. Structural Stability certificate from structural Engineer.
14. Fire Safety Audit Certificate by a licensed auditor from the Directorate of Maharashtra Fire Service.
15. Building Use Certificate from competent authority.
16. Property Tax Paid receipt (latest) .
17. Registered Lease deed/Sale deed.



18. 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).
19. Other facilities including Hostel, Canteen, Amenities, Staff quarters etc.
20. Property Tax Paid receipt (latest).
21. Registered Lease deed/Sale deed
22. Proof of working capital (funds) as stated in the form of either Fixed Deposits in the bank, Savings/Current account in the bank maintained by the Society / Trust / applicant in a Nationalized Bank or Scheduled Bank recognized by Reserve Bank of India, along with a certificate issued by the Branch Manager of the concerned Bank. Format 4.
23. Audited statement of accounts of the Society/Trust/Company for financial year (2024-25, 2025-26).
24. DPR as per Appendix 6 with declaration.
25. Land and Building use certificate for educational purpose from competent authority.
26. List of equipment & invoice / cash memo of purchased as per syllabus & Equipment available.
27. List of Library books available & invoice / cash memo purchased of library books.
28. Letter of Appointment/Offer Letter issued to faculty.
29. Affidavit 1
30. MOU's under SKP for new courses.



**Acknowledgement cum Invitation letter for Verification of Original documents**

To,  
The Secretary / Registrar / Director / Principal

-----  
-----

**Sub:-** Acknowledgement cum invitation for Verification of original documents in presence of you / your authorized representative  
**Ref.:-** Your proposal no. & date

Sir,

This is to acknowledge receipt of your proposal no. \_\_\_\_\_ for establishment of New Institute for conducting Government approved Short Term Diploma courses from academic year 2026-27.

Received **Rs. 25,000/- (Rupees Twenty Five Thousand only)** towards the Application & processing fee vide transaction number \_\_\_\_\_.

With reference to your above referred proposal regarding starting of State Government approved Short Term Diploma programs from academic year 2026-27, you are requested to remain present in person or authorize your representative before the Documentation Verification Committee along with all original documents as mentioned in the check list on (date) \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.

If you or your authorized representative fail to remain present at the above mentioned venue, date and time before the Documentation Verification Committee, your proposal shall be treated as cancelled assuming that you are not interested.

Dy. Secretary,

RBTE,.....

(Note: This letter will be issued on receipt of online application along with the processing fee by the Dy. Secretary of concerned regional office MSBTE.)



**Format 1**  
**(Resolution of Society/Trust/ 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> shall allocate required funds for securing services and other required entities for <name of the Institution> at above address.

(Designation),  
(Name of the organization),

(Signature and name of Chairman/Secretary  
Trust/Society/Company),



**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 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 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 Society / trust.
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)

DEPONENT

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.

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

(Name, Designation and Address of the Executants)

(seal)

DEPONENT



**Format 3**  
**(Declaration regarding Building by Trust/Society/Company)**  
**Mandatory for building) - Part (A)**

I/We <name>, Chairman, <name of the Trust/Society>, 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 <name> and others as the case may be and / or the individuals associated with the Society / trust.
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)

DEPONENT

**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.

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

(Name, Designation and Address of the Executants)

(seal)



**Format 3**

**Part (B)**

**Certificate to be Duly Endorsed by an Architect Registered with Council for  
Architecture (COA)**

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 <address> 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.

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**

**Name of the Architect :**

**Registration No. :**

**Date:**

**Place :**



**Format 4- Part (A)**  
**Financial status of the Trust/Society**

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

1. That I am <designation>, <applicant institution>.
2. That <name> submitted the following proof of working capital for the proposed technical institution <name of the technical Institution> at <full address>.

**Details of Fixed Deposits held:**

FD Number	Amount in Rs.	Name of Bank & address	Date of maturity

**Details of Current Account:**

Account Number	Amount in Rs.	Name of Bank & address	ISFC code

**Details of Savings Account:**

Account Number	Amount in Rs.	Name of Bank & address	ISFC code

3. That the <name> submitted the audited statements of accounts of the Society for the years 2024-25, 2025-26.
4. 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.
5. 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.
6. 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 <name>, and others as the case may be and / or the individuals associated with the Society / trust.
7. 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)

DEPONENT

**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.

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

(Name, Designation and Address of the Executants)

(seal)

DEPONENT



**Format 4 - Part (B)**  
**CERTIFICATE OF THE BANK MANAGER OF THE**  
**BRANCH WHERE THE APPLICANT HAS BANK ACCOUNT**

The copies of documents pertaining to the funds position i.e. the bank statement and/or Fixed Deposit Receipts in respect of application submitted by <Name & address of the applicant> who is an applicant for establishment of new technical institution / Introduction of new course/s / variation in intake in existing courses <Name of the Institution> at <address>) were provided to me by <name & address of the applicant> for verification regarding their authenticity and appropriateness.

**A. Bank Statement**

Name of the Account Holder		
Account Number		
Name & Address of the Bank		

It is certified that,

1. I have verified the above-mentioned bank account from <name & address of bank>.
2. The above-mentioned bank account is in the name of .....
3. The above-mentioned bank account is /is not authentic.
4. The balance in the above-mentioned bank account on <date of submission of application> was ..... and now the balance is .....

**B. Fixed Deposits**

Sr. No.	FDR Number	Date of Deposit	Date of Maturity	Amount	Name & Address of Bank
			Total		

It is certified that,

1. I have verified the above-mentioned FDRs from our Branch / Bank.
2. The above-mentioned FDRs are/are not in the name of the applicant under reference mentioned above.
3. The above-mentioned FDRs are/are not authentic.

**Seal**

**Signature of the Bank Manager**

**Name of the Bank Manager:**

**Date:**

**Place:**



## AFFIDAVIT 1

(To be notarized on Rs. 500/- Stamp paper and should be submitted in original)

I/We <name>, Chairman, <name of the Trust/Society>, son/daughter of ....., aged....., resident of ....., <name>, Secretary, <name of the Trust/Society>, son/daughter of ....., aged....., resident of....., <name>, Principal/Director, <Technical Institution>, son/daughter of ....., aged....., resident of....., in connection with our application dated ..... made to Government/ MSBTE for, *(retain items in the list below as applicable)*

- Establishing a new technical institution
- Change of the name of the promoter society / trust / Company/Technical Institution
- Closure of Government approved technical institution.
- Introduction of new course(s),
- Variation in intake capacity
- Replacement of Course(s)
- Closure of Government approved Short term Diploma course(s)
- Change in Place
- Change in management

I hereby solemnly affirm and declare as under:-

1. That I am <designation>, <applicant institution>.
2. That the information given by <name/s> in the application made to Government/ MSBTE is true and complete. Nothing is false and no material has been concealed.
3. That if any of the information is found to be false, incomplete, misleading and / or that the <name/s> fail/s to disclose all the information and / or suppress any information and / or misrepresent the information, I/we shall be liable to be prosecuted by the MSBTE.
4. 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 <name/s> and others as the case may be and / or the individuals associated with the Society / trust /Company and/or the Institution.
5. That the facts stated in the above affidavit are true to my/our knowledge. No part of the same is false and no material has been concealed there from.

(Name, Designation and Address of the Executant/s)

(seal)

DEPONENT

### 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.

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

(Name, Designation and Address of the Executant/s)

(seal)

DEPONENT



## AFFIDAVIT 2

(To be notarized on Rs.500/- Stamp paper and should be submitted in original by the Applicant to MSBTE after issuance of LOA)

### Undertaking to be submitted after issuance of LOA

#### UNDERTAKING

For observance of conditions prescribed by the MSBTE/ State Government for Starting of New Institute for conducting State Government approved Short Term diploma Courses.

Information about Institution & sanction of course etc.:

1. Name of the Society:-
2. Registration No.:-
3. Name of the Institute:-  
(With Institute code- for existing Institute)
4. Address with Pin Code No.:-
5. Phone No./Fax No.:-
6. E-mail Address:-
7. Letter No. & Date of MSBTE:-
8. G.R. No. & Date of State Government:-
9. Courses and Intake:- (Should be given in below table)

(A) Existing				(B) Newly Approved			
Sr. No.	Full Name of the courses	Duration	Intake	Sr. No.	Full Name of the courses	Duration	Intake
Total Intake(A)				Total Intake(B)			
Total Intake(A)+(B)							

#### Conditions:

1. Rules and Regulations for the regular admissions in force shall be observed.
2. Building requirement for each course shall be as per the norms approved by the Maharashtra State Board of Technical Education, Mumbai in conformity with requirement laid down from time to time.
3. Institute has recruited sufficient and eligible staff as per norms of the Maharashtra State Board of Technical Education or as provided by MSBTE/Government of Maharashtra.
4. Machinery and Equipment shall be as per requirement of the Maharashtra State Board of Technical Education.
5. (I) Management must produce a document to the Director, Maharashtra State Board of Technical Education Mumbai stating therein the availability of land and building as per the prescribed requirement at the site shown in the plan, so that the Institute can function smoothly.  
(II) Management will deposit prescribed amount with nationalized or scheduled bank in joint fixed deposit account in the name of the President / Secretary of the society and the Secretary, Maharashtra State Board of Technical Education, Mumbai for minimum 10 years period before affiliation of the new Institute with MSBTE or starting of any approved courses.

The details of joint deposit should be given below:-

Name of the bank:-                      Amount of fixed deposit Rs.



Period:- Date:-

(III) The Original receipt document of fixed deposit should be shown to the Secretary, Maharashtra State Board of Technical Education, Mumbai and after taking note of it in Director's Office the Original receipt will be kept in safe custody of the Institute.

(IV) The management without the concurrence of the Director, Maharashtra State Board of Technical Education, Mumbai, will not unilaterally withdraw the amount so deposited.

6. The Institute will be established by the society/Trust/Company registered for the purpose and observe rules and regulations pertaining to admissions, Governing Body, staff selection, running and maintaining of the Institution.
7. Institute will be permitted to charge fees as decided by the Maharashtra State Board of Technical Education / Government of Maharashtra for different courses.
8. No Capitation fees or donation either in cash or in kind will be collected from the student or his/her parents/guardians by the society/Trust/Company for admission.
9. There will be no transfer of student from one institution to other institution on any ground at any stage, except if it is within the rules or permitted by the Director, Maharashtra State Board of Technical Education, Mumbai.
10. As far as possible, hostel accommodation for the girls will be provided by the management & efforts will be made to provide the hostel accommodation to boys also.
11. Claims for grant-in-aid for recurring or non-recurring expenditure will not be permitted by the Government at any time, at any stage and for any reason.
12. Recognition by the Government and affiliating body will be withdrawn on the advice of the Director, Maharashtra State Board of Technical Education, Mumbai on the grounds of poor academic performance, financial irregularities, malpractice, disobedience of Government orders, not following rules and regulation framed by the Government for maintenance and running of institution.
13. The institute will not close down at its own accord without the permission of Maharashtra State Board of Technical Education or State Govt. as the case may be. In case the institute is closed down for whatever reasons or closes its courses for whatever reasons, it should submit no objection certificate from course affiliating body and also submit affidavit on notarized stamp paper that no salaries or payment of arrears of staff or any other liability is pending with it and even after closing down the institute, if such type of liabilities arise later, the institute will remain solely responsible for it.
14. The society will pass the resolution in the General Body stating that, all the above conditions from 1 to 13 are acceptable to the society/Trust/Company and binding on the society/Trust/Company.

On behalf of the Society (Name of the Society / Trust/Company):-

.....  
I, Shri/Smt. .... Chairman/President of the above named society hereby agree and promise that, the society has passed a resolution in General Body Meeting stating that, all conditions are accepted and binding on the society.

Witness: 1.

President / Chairman

2.

Place:-

Date :-



### AFFIDAVIT 3

(To be notarized on Rs.500/- stamp paper and should be submitted in original)

That the Trust / Society/Company vide its executive meeting held on ..... at ..... vide item no. .... have resolved that, <Name of the Institution> shall apply to Government/MSBTE for Introduction of State Government approved Short Term Diploma courses in New Institute for Academic Year 2026-27.

<Name of the Short Term Diploma Courses proposed>

It is also resolved that the Trust / Society/Company shall be responsible to maintain the sound financial position to maintain and operate the institute and further shall be liable for all consequences including the settlement of all dues to the faculty, employees and students and other agencies, arising out of the Introduction of State Government approved Short Term Diploma courses in New Institute for Academic Year 2026-27.

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



## **Format 5**

### **Expert Committee Inspection Report for Establishment of New Institution for conducting State Government approved Short Term diploma courses for the Academic Session 2026-27.**

#### **Guidelines to the Expert Committee**

- To verify all the information from the documents produced by institute/trust for correctness
- To enter your remarks for the physically verified information.
- To attach additional pages if necessary in support of your remarks
- To note that the Staff- Student Ratio is 1:25 & other required infrastructure is as per MSBTE norms.



**EXPERT COMMITTEE REPORT TO BE SUBMITTED ONLINE**

(For the establishment of new Institutions for all Diploma Courses)

(NOTE: The vague remarks such as yes / no, attached, as per enclosed sheet, sheet attached etc. will not be accepted. The information required below must necessarily be furnished in detail.)

**Application No. (as allotted by MSBTE):**

**1. Name of the Trust/Company/Society Address & Phone No.:**

Whether the trust is registered? Yes / No  
If Yes, Registration No. & Date:

**2. Name and address of the proposed Institution with PIN Code:**

- 1) Name of the Proposed Institution
- 2) Detailed Locational Address of the Proposed Institution.
- 3) PIN Code of the Proposed Institution
- 4) Phone Number of the Proposed Institution
- 5) Name of Contact Person.
- 6) Email ID & Mobile Number of Contact Person

**3. Course(s) proposed to be started (maximum 5 courses) from the academic Year 2026-27:**

Sr. No.	Name of Course(s)	Course Code	Entry Qualification	Duration in Years	Pattern of the Course/s		Intake
					Y/S	F/P	
<b>Total Proposed Intake</b>							
Sr.No.	Points	Remarks					
<b>A</b>	<b>Registration of Trust/Society/Company</b>						
	Registration No.						
1.	Under Society Registration Act, 1960						
2.	Under Bombay Public Trusts Act, 1950						
3.	Under Company Registration Act, 1956						
4.	<b>Objectives:-</b> Whether it is for Technical Education purpose (If mentioned in objectives, say only 'Yes')						
5.	Trust deed, Latest List of Members as approved by Charity Commissioner.						
<b>B</b>	<b>Land</b>						
1.	Whether land is in the name of the trust/Society/Company?						
2.	Area of land in Acres (Attached copy of 7/12 Extract)						
3.	Title of Extract						
4.	Date of Extract						
5.	Whether land is certified as Non Agricultural? Yes / No If yes, mention the certifying authority.						



6.	Whether the land is on lease? <b>Yes / No</b> If yes, for how many years? (Attach copy of lease document)			
7.	Whether the trust/Society/Company is running other institutes on proposed land and Building? <b>Yes / No</b> . If yes, give details			
8.	Land use certificate <b>Yes / No</b> . (If yes, mention the certifying authority)			
9.	Sale deed / Gift deed / Lease deed document. (Verify & attach copy)			
10	Khasra/Master Plan			
<b>C</b>	<b>Building</b>		<b>Area required as per MSBTE norms in _____ sq. m.</b>	<b>Actual available area in _____</b>
1.	Whether the building plan is prepared by registered architect? If yes, name of architect/firm and registration no. of architect.	<b>Yes /No</b>	Name of Architect / firm	Registration no. of architect.
2.	Whether the building plan is approved by Competent Authority? (Attach copy of building plan) If yes, mention the name of the Competent Authority.	<b>Yes /No</b>	Should have been approved by Nagarpalika / Mahanagar palika / Improvement Trust/ Town Planning.	
3.	Whether the building plan submitted tallies with the survey no. of the land proposed?	<b>Yes / No</b>		
4.	Whether the building is constructed on proposed survey no?	<b>Yes / No</b>		
5.	Total built-up area of building as proposed by Institute/trust/Society/Company (in Sq. m.)	<b>Yes / No</b>		
6.	Property Card / City Survey map	<b>Yes / No</b>		
7.	Completion Certificate	<b>Yes / No</b>		
8.	Fire Safety Audit Certificate by a licensed auditor from the Directorate of Maharashtra Fire	<b>Yes / No</b>		
9.	Building Use Certificate	<b>Yes / No</b>		
10.	Property Tax Paid receipt (latest)	<b>Yes / No</b>		
11.	Registered Lease deed/Sale deed	<b>Yes / No</b>		



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)	Yes / No			
<b>6. Actual Carpet area in Sq. m. of the building on proposed site at the time of inspection.</b>					
6.1	Total Administrative Area				
6.2	Details of Academic Area				
	<b>Units</b>	<b>Number available</b>	<b>Available Area of each unit in Sq. m.</b>	<b>Area as per MSBTE norms (in Sq. m.)</b>	<b>Total Available Area (in Sq. m.)</b>
a.	Classroom				
b.	Drawing Hall				
c.	Laboratories				
d.	Others				
Total Area (in Sqm.)					
6.3	Whether Completion certificate from registered architect is obtained? Yes/No.If yes, attach copy	Yes / No			
7	Whether institute is running other course/s in proposed building? Yes / No. If yes give list of	Yes / No			
8	Whether institute has appointed/ identified Staff / Faculty required for 1 <sup>st</sup> year? Yes / No. If yes, give faculty list	Yes / No			
9	Number of years of Academic Experience of the Trust?				
10	Resolution & Affidavit of the management for starting of new institution, allotting Carpet area & provision of funds for proposed course? Yes / No. If yes, attach copy	Yes / No			
11	a. Principal/Co-ordinator appointed	Yes / No			
	b. Faculty (1 Teacher : 25 Students)	Yes / No			
	c. Teaching faculty appointed/ identified for appointment	Yes / No. If yes, attach copy for all.			
12	Equipment procured (As per MSBTE Curriculum) Should be verified	Yes / No			



13	Computers (1 Computer : 6 Student)		
	Additional facilities		
	- Electrical connection: Available load		
14	Furniture (Adequate/Insufficient)		
	- Potable water facility	Yes / No	
	- Road		

Sr. No	Funds	Name of Bank	Account / FDR Number	Amount (in Lakhs)	Validity Period

Certified that the documents are verified and that the site is personally inspected on date \_\_\_\_\_ and the factual information is as per mentioned above.

**Remarks of Expert Committee (Facts & finding):**

**Recommended as proposal fulfills all criteria.**

**Not recommended as proposal doesn't fulfill the following criteria & with deficiencies therein.**

Sr. No.	Criteria condition that has deficiency	Deficiency observed

Date of inspection:

**Name & Signature of Expert Committee Members:**



**Format 6**  
**Regional Level Committee Report**

**Statement Showing the Details of the Proposals for New Institute for the Academic Year 2026-27**

**Region:**

Sr. No	Proposal No.	Name & Address of the Society / Trust	Full Name & Address of the Institute At Permanent Site	Proposed		Facilities available with the institute								Faculty	Remarks of Expert Committee	Remarks of Regional level Committee		
				Course & Course Code	Intake	Land in Acres	Building (Sq. m.)	Funds (Rs. in Lacs)	Equipment, value in Lacs Rs.)	No. of computers (as applicable)	Number of books	Library Books Value (Rs. In Lacs)	Principal				Lecturers	Nonteaching faculty
1																		
					Common area		150											
					Required													
					Actual													
2																		
					Common area		150											
					Required													
					Actual													

1.

2.

3.

4.

5.



Dy. Secretary, RBTE. Principal Govt./Govt.aided Inst. Principal Govt./Govt.aided Inst. Industry Expert Jt. Director, T.E.  
 Member Secretary Member Member Member Chairman

### Format 6A

#### SYNOPSIS (to be filled by institute and verified by Regional Level Committee) Proposal for Establishment of new institution for the academic year 2026-27

Name, Address and Phone No. of the Applicant	Name, Address and Phone No. of the Proposed Institute with survey No., Gat No. & Pin Code	Full Name of the Course applied	Course Code	Intake
Registration No. & Date of Trust / Society				
Place of Registration	Place:-			
If Land is Available give details	i) Area in Acres / Hectares ii) Registered Sale deed / Gift Deed / Lease iii) Date of registration iv) NA Certificate from the competent authority v) Mortgaged with Bank vi) 7/12 Extract indicating the ownership of land in the name of Trust / Society/ Company. vii) Khasra/Master Plan			
Approved Building Plan	Approval Issuing authority	Date		
<b>Building Documents</b>				
i) Property Card / City Survey Map				
ii) Completion / Occupancy Certificate				
iii) Building Use Certificate				
iv) Property Tax Paid receipt (Latest)				
v) Registered lease deed / Sale Deed				
vi) Property Card / City Survey map				
vii) Completion Certificate				
viii) Fire Safety Audit Certificate by a licensed auditor from the Directorate of Maharashtra Fire Service				
ix) Building Use Certificate				
x) Property Tax Paid receipt (latest)				
xi) Registered Lease deed/Sale deed				
xii) 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)				
Funds	Account number/ FDR Number	Amount (In Lacs)	Name of Bank	
SB				
CA				
FDR – 1				
FDR – 2				
FDR – 3				
NOC from Electricity Supply Company		1. Whether applied for No If Yes, NOC No.		Yes /





Format 7

**RBTE Letter head**

The Chairman /Secretary  
Name of the Trust/Society  
Address of the Trust/Society

**Sub: Discrepancies found by document verification committee in your proposal for establishment of new technical institute.**

Sir/Madam,

This is with reference to your application for establishment of new technical institute for conducting state government approved short term diploma courses.

The document verification committee has noted the discrepancies in the proposal submitted by your Trust for establishment of new technical institute to cater to state government approved short term diploma courses and have examined your proposal as per the laid down procedure, guidelines, policy, norms and standards of MSBTE. I am directed to communicate these discrepancies to you. Discrepancies are found with respect to ✓ marked points/parameters

Details of the discrepancies are as shown below:

Sr. No.	Particulars of Discrepancies	Ticked (✓)
1	ABSENT for presentation	
<b>If land is Available-</b>		
2	Land registered in the name of the applicant Society/Trust/Company	
3	NA Certificate	
4	Lease deed for 5 years or more	
<b>Building documents-</b>		
5	Index II and property card with city survey map/ {7/12 TILR (land record) gaathan map/ layout plan of area}	
6	Completion certificate, Occupancy certificate from competent authority	
7	Building use certificate from competent authority	
8	Lease deed recognized with registrar, valid for 5 years	
9	Structural Stability certificate from registered structural engineer	
10	Fire Safety Audit Certificate by a licensed auditor from the Directorate of Maharashtra Fire Service	
11	Building plan of the institute prepared by an architect registered with council of architecture	
12	Area statement along with the building plan approved by architect registered with council of architecture	
13	Original documents for funds not shown	
14	Availability of funds	
15	Principal / Director appointment	
16	Faculty position	
17	Computers	
18	Equipment	
19	Books in library	
<b>Any other discrepancies-</b>		



20		
21		
22		

You are requested to submit necessary documents for fulfillment of above discrepancies during <period> in person along with the original supporting documents to the office of the undersigned. MSBTE will not entertain any request for relaxation in the cutoff date due to any reason, what so ever.

Yours,

Dy.Secretary  
RBTE

Copy submitted to:

1. Secretary, MSBTE Mumbai for information.

**Note – Above letter should be given in person if present and by email/post if absent after verification of documents by Document Verification Committee.**



## Chapter –II

**Approval Process for Introduction of new course/s in existing institute (AICTE approved or conducting Short Term Diploma Programmes) /Variation in intake in existing courses / Replacement of Course(s)/ Closure of courses / Change in name / Change in place / Change in Management/ Closure of Institution be adopted by MSBTE affiliated Institutes offering State Government approved Short Term Diploma courses .**

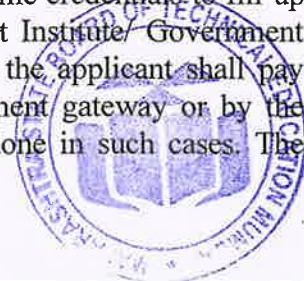
Existing MSBTE affiliated Institution established and offering AICTE approved Diploma programmes or State Government approved Short Term Diploma Courses may submit an application to MSBTE for Introduction of new courses in existing Institute /Variation in intake (non-zero) in existing courses / Replacement of Course(s) / Closure of courses / Change in name / Change in place/Change in Management / Closure of Institution offering State Government approved Short Term Diploma courses.

1. Application for the above purpose shall be considered in accordance with Intake & Number of Courses in the Institution given in *Appendix 2* of this Manual and on fulfillment of the following requirements:-
  - a. Availability of Principal/Director qualified as per MSBTE norms in existing institution.
  - b. 100% fulfillment in Faculty: Student ratio (1:25) in existing Institution.
  - c. 100% fulfillment of Carpet area and other infrastructure requirement for existing Technical Institution.
  - d. Readiness of Carpet area and other infrastructure requirement for introduction of additional course / Variation in intake (non-zero) in existing courses as applicable.
  - e. Approval letter from Government of Maharashtra for existing courses -No. & Date.
  - f. Institutes seeking increase in intake should have External Institute Monitoring (EIM) report as Very Good or Excellent.
  - g. Institutes having EIM (External Institute Monitoring) for 2025-26 for 50% or more number of courses catered as Good, Satisfactory may apply for new course/s subject to closure of existing course/s.
  - h. Variation in intake and/or new course in the existing institute shall be permitted for maximum three courses and maximum intake of any course shall be restricted to 30/40/60 as applicable.
  - i. Replacement of course(s) is permitted preferable within same group and same intake that is of existing course(s)

The existing courses had been reviewed considering the affiliations & corresponding enrolments in the previous years and the existing courses to be continued along with variation is indicated in the Government Resolution dated 03/05/2021. The courses other than those indicated in Government Resolution dated 03/05/2021 and those mentioned in this Approval Process Manual, will not be continued from Academic Year 2027-28. Therefore existing institutes having government approval for other courses than indicated in this Manual shall apply for their replacement as per the norms applicable.

### 2. Submission of Application

- 2.1 For online application the institutes are required to generate log-in credential through “create log in” link available on log-in screen. After that, the applicant will use same credentials to fill up Name and Address of applicant Society/Trust/Company/ Government Institute/ Government Aided Institute. After filling up above details for proceeding further the applicant shall pay Application fee of **Rs. 25,000/-** to Concern RBTE through the payment gateway or by the method as mentioned, failing which no further processing shall be done in such cases. The



additional fee of Rs. 5,000/- will be charged for the late submission of the application form. The last date for receipt of applications shall be as mentioned in the declared time schedule.

- 2.2 Apart from online submission of application along with documents uploaded as attachments, an application in original in hard form in the prescribed format along with the enclosures in the format as prescribed in *Annexure 2B*, should be submitted to the Document Verification committee at concerned Regional Office of MSBTE, on the day called for the purpose along with the photocopy of receipt of paid application & processing fee.

**Application Form should have following documents attached in the order as below.**

1. Copy of receipt as a proof of having remitted prescribed Application & Processing Fee.
2. An *Affidavit 1* on a Non-Judicial Stamp Paper of Rs. 500/-, duly sworn before a First Class Magistrate stating that the information given in the application is true and that if it fails to disclose all the information or suppresses and/or misrepresents the information and if it is found that the information given in the application is false, the MSBTE will be free to take action including withdrawal of approval and/or any other action as deemed necessary.
3. An *Affidavit 3B* on a non-judicial stamp paper by the Chairman/Secretary of the trust /management of the Institution stating that the Society / Trust/Institution is liable for all consequences including the settlement of all dues of the faculties, employees, students and other agencies, arising out of the Closure of course/s / Change in Name / Change in Place / Closure of Institution/Replacement of course(s)/Change in management in the format.
4. An undertaking on a non-judicial stamp paper by the Institution as per format in *Affidavit 8*.
5. Proof of verification of completed building construction with respect to approved building plan, Carpet area (sq. m) and number of rooms with respect to MSBTE norms, in *Format 3* duly endorsed by an Architect registered with Council for Architecture.
6. Proof of verification of financial documents, like audited statement of accounts of the Society/Trust/Company and existing Technical Institution for last two years(if applicable), in *Format 4* duly endorsed by Chartered Accountant who is member of Institution of Chartered Accountants of India.
7. Details of Built up structure available 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.
8. Master Plan of the Campus for the entire land indicating land-use, circulation, landscaping, infrastructure certified by Architect registered with the Council of Architecture.
9. Floor Plans, Sections and Elevations of all existing Academic building including Area details certified by Architect registered with the Council of Architecture.
10. Proof of sanction of required electrical load for proposed New Courses and/or variation in intake in the Institution.
11. List of equipment required as per syllabus and equipment available for proposed New Courses and/or variation in intake in the Institution in a tabular form.
12. Last 5 pages of the Stock Register of existing Equipment / Computers / Software etc.
13. Last five pages of the Accession Register for existing Library Books and list of books procured for proposed New Courses and/or variation in intake in the Institution.
14. Copy of Invoice/Cash Memo for newly added Equipment and Library Books for proposed New Courses and/or variation in intake in the Institution.
15. Copy of the advertisement for recruitment, selection and appointment orders of teaching faculty for proposed new Courses and/or variation in intake in the Institution. Appointment of Teaching Staff for newly approved courses.



16. The Institutions applying for Letter of Approval for new course and/or variation in intake shall comply with appointment/ identification of teaching staff as per norms stated by the MSBTE and other technical supporting staff & administrative staff before submitting the application. The information about these appointments of staff in the prescribed format shall be submitted along with the application.
17. Audited statement of accounts of the Institution and applicant Society/Trust/Company and existing Technical Institution for last two years. (if applicable)
18. Details of latest fund position 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

### 2.3 Documents required for the building related items.

- 2.3.1 Index II & Property Card with City Survey Map / {7/12 TILR (land record) Gaothan Map/Layout plan of area}
- 2.3.2 Completion Certificate, Occupancy Certificate from Competent Authority such as –
  - a. Municipal Corporation.
  - b. Town Planning Office/Municipal Council
  - c. Gram Panchayat
- 2.3.3 Building Use Certificate from –
  - i. Competent Authority like 2) a, b, c
  - ii. Society of Building
- 2.3.4 Tax paid receipt copy (latest)
- 2.3.5 Lease Deed registered with Registrar, with validity for 5 years
- 2.3.6 Loan details, if any
- 2.3.7 Structural Safety Certificate from registered Structural Engineer with local body.  
Note: Mezzanine floor area will not be considered as Carpet area.
- 2.3.8 Latest Fire Safety audit from competent authority of local body.
- 2.3.9 Land document showing ownership in the name of Society/Trust/Company in the form of Registered Sale Deed/Irrevocable Gift Deed (Registered)/Lease (for a minimum period of 30 years) by the concerned authority of Government or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant Society/Trust/Company. In case, the land documents are in language, notarized English translation of the documents shall be produced. **Format 2.**
- 2.3.10 Copy of letter from Competent Authority as designated by the Maharashtra State Government for classification of land, with respect to its location i.e. Mahanagar Palika / Nagar Palika / Gram Panchayat.
- 2.3.11 Land Use Certificate permitting the land to be used for educational purpose, from the Competent Authority along with Topo-sketch/Village Map indicating land Survey Nos and a copy of road map showing location of the proposed site of the Institution.
- 2.3.12 Khasra plan (master plan) to show that the land is contiguous..
- 2.3.13 Site Plan, Building Plan of proposed Institution prepared by an Architect registered with Council for Architecture (COA) and duly approved by the Competent Plan Sanctioning Authority. **Format 3.**
- 2.3.14 Building plan approved by the competent authority.
- 2.3.15 Property Card / City Survey map)
- 2.3.16 Completion Certificate / Occupancy Certificate/Part Occupancy Certificate
- 2.3.17 Structural Stability certificate.
- 2.3.18 Fire Safety Audit Certificate by a licensed auditor from the Directorate of Maharashtra Fire Service.
- 2.3.19 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).

### 3. Additional Procedure for applying for under SKP (परिशिष्ट -ब ) State Government approved Short term New Courses.

This procedure is in addition to the procedure as mentioned in above para 1 and 2 .

- 3.1 The applicant institute should have MoU's with SKP whose validity shall not be less than 3 years on the date of application.
- 3.2 The number of MOU's should be enough to accommodate the students as per proposed intake. However, 4 number of MoU's per course for an intake of 60 and 2 number of MoU's per course for an intake of 30 is essential. The MoU's signed shall be with reputed Industry / Industry Associate / Skill Training Centre with requisite Training Facilities required by the Diploma for which training is sought / to be imparted.
- 3.3 Institutions shall identify a Skill Knowledge Provider (SKP) having reputation and expertise in the similar field within a range of 20 km. radius preferably within the same district and shall enter into a MoU in the draft format given in this Manual ( Format 8) with such SKP. The SKP can be a Company registered under Section 25 of the Company Act 1956.

### 4. Scrutiny of Applications

- a. The Applications shall be evaluated by a Document Verification Committee appointed by concerned regional office of MSBTE (RBTE).
- b. The Document Verification Committee will invite all applicants for verifying all original documents of their proposals along with Originals of all documents as mentioned at para 6.3 of Chapter1.  
Based on the recommendations of the Document Verification Committee, concerned regional office of MSBTE will communicate discrepancies in the **format 6C/ 6Ca/ 6Cb/ 6Cc/ 6Cd/ 6Ce/6Cf and Format 6Ci**, the Officer of MSBTE concerned will communicate discrepancies in the **Format 7B**, if any, immediately to the applicant Society/Trust/Company by the date as stated in time schedule.
- c. The Applicant Society/Trust/Company may rectify the discrepancies and submit compliance by the date as stated in time schedule for reconsideration by the Document Verification Committee. The last date for reconsideration of such applications by the Document Verification Committee will be as stated in time schedule.
- d. The applications which are found to be in order in all respects by the Document Verification Committee, will be processed further for Physical Inspection of the infrastructure, facilities, equipment, and human resources etc. The list of such applications will also be displayed on the MSBTE web-portal for information.

### 5. Expert Committee Visit

An Expert Committee appointed by Joint Director, Technical Education of the concerned region, shall visit the proposed premises of the Institution whose application after scrutiny has been found prima facie eligible for recommendation. Concerned regional office (RBTE) of MSBTE will assist the committee and make necessary arrangements for conduct of the Expert Committee visit. The committee shall verify the readiness with respect to Appendix 3, i.e. Building, Computer, Software, Internet, Printers, Laboratory Equipment, Books, Journals, Library, Additional Essential and Desired requirements for Technical Institution progress, related to appointment of Principal / Director and faculty with respect to the norms, standards and conditions prescribed by the MSBTE. The Expert Committee visits will be conducted as per schedule declared by MSBTE.

The applicant Institution / Society/ Trust shall be required to make available the original documents / necessary information mentioned in 6.3. to the visiting Expert Committee.



The Expert Committee shall immediately after the visit, submit the report in the *Format 5B* to concerned Regional office of Directorate of Technical Education duly signed by the expert Committee members.

Concerned RBTE office shall assist in online uploading the report of the expert committee by filling up the data as per the report of the Expert committee online or shall adopt the procedure as directed by MSBTE.

**6. Assessment of applications by the Regional Level Committee**

All the Expert Committee reports of the concerned regions shall be evaluated by a Regional Level Committee appointed and headed by the Joint Director of concerned Regional office of Directorate of Technical Education. The committee shall recommend & submit reports as per in Format 6 and 6A for further necessary action to MSBTE for further processing.

**7. Evaluation by the State level Committee**

MSBTE, after receiving all the reports of the Regional Level Committees, shall compile the reports for putting up before the State Level Committee for further consideration.

The State Level Committee will consider the reports for further recommendation to the Higher & Technical Education Department for consideration of issuance of Letter of Approval (L.O.A.) by Government of Maharashtra.

After issuance of Letter of Approval (L.O.A.) by Government of Maharashtra, MSBTE will inform the applicant Institutions by the date as mentioned in time schedule for submission of a Fixed Deposit along with an Affidavit 2. in the same respect. Such applicant shall create a Joint Fixed Deposit Account in a Nationalized Bank or Scheduled Bank recognized by the Reserve Bank of India, for a period of 10 years in favour of Secretary, MSBTE Mumbai and Chairman/Secretary of the Trust/Society for an amount as applicable (Government and Government Aided Institutions are exempted). **The amount of Fixed Deposit is Rs. 3 lakhs (Rupees Three lakhs only) per course for introduction of courses.**

Provided further that, in case of each application, the total amount of the requisite Fixed Deposit shall be calculated by adding the amounts per Course. The photo copy of original Fixed Deposit receipt shall be submitted to the MSBTE, Mumbai by the date as mentioned in time schedule.

The Fixed Deposit shall be permitted to be renewed for next five years on expiry of the term of the Fixed Deposit every time. However, the fixed deposit could be revoked in case of any violation of norms, conditions, and requirements and/or non-performance by the Institution and/or complaints against the Institution.

**8. Tuition Fee of the Short Term Diploma Courses - The Government approved tuition fees is applicable for approved short term Diploma courses.**

**9. Schedule for processing of applications for introduction of new course/s in existing institute (AICTE approved or conducting Short Term Diploma Programmes) /Variation in intake (non-zero) in existing courses / Replacement of Course(s)/ Closure of courses / Change in name / Change in place / Change in Management/ Closure of Institution to be adopted by MSBTE affiliated Institutes offering State Government approved Short Term Diploma courses as specified in notification.**



## **Annexure 2A**

### **Application Form for**

### **Introduction of State Government approved New Short Term Diploma courses in existing AICTE approved MSBTE affiliated Diploma Institutes for Academic Year 2026-27**



**MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION**

**49, Kherwadi, Ali Yawar Jung Marg  
Bandra (East), Mumbai – 400 051.**



### CHECK - LIST OF ENCLOSURES

1. Copy of latest letter of approval/ extension and deficiency report from AICTE.
2. Resolution of the Society/Trust/Company, pertaining allocation of land/ building/ funds to proposed New Courses and/or variation in intake in the Institution, in the *format I*.
3. Details of Built up structure available for existing courses and exclusively earmarked for the proposed New Courses certified by the Architect registered with the Council of Architecture.
4. Master Plan of the Campus for the entire land indicating land-use, circulation, landscaping, infrastructure certified by Architect registered with the Council of Architecture.
5. Floor Plans, Sections and Elevations of all existing Academic building including Area details certified by Architect registered with the Council of Architecture.
6. List of equipment required as per syllabus and equipment / Computers / Softwares (if any) available for proposed New Courses in the Institution.
7. List of Equipment / Computers / Softwares (if any) purchased for proposed New Courses in the Institution.
8. List of Books existing and procured for proposed New Courses in the Institution.
9. Copy of faculty appointment / offer letter for proposed new courses in the institution.
10. Audited statement of accounts of the Institution and applicant Society/Trust and existing Technical Institution for financial year (2024-25, 2025-26).
11. Details of latest fund position of the applicant Society/Trust 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.
12. Building plan prepared by Registered Architect.
13. Building plan approved by the competent authority. If yes, then give name of authority with date of approval (Attach copy of approved building plan).
14. Whether the building is adequate and suitable for conduct of additional new courses as per norms. If yes, then attach layout plan and detailed approved plan showing earmarked carpet area for proposed courses.
15. Latest Fire Safety Audit Certificate by a licensed auditor from the Directorate of Maharashtra Fire Service.
16. Other facilities including Hostel, Canteen, Amenities, Staff quarters etc. if available.
17. MOU's under SKP for new courses.
18. Structural stability certificate from structural engineer.



## Acknowledgement

To,  
The Secretary / Registrar / Director / Principal

-----  
-----

**Sub:** Acknowledgement cum invitation for Verification of original documents in presence of you / your authorized representative.

**Ref.:** Your proposal no.        & date

Sir,

This is to acknowledge receipt of your application no..... for Introduction of New State Government approved Short Term Diploma courses in existing AICTE approved MSBTE affiliated Diploma Institutes for Academic Year 2026-27.

Received **Rs. 25,000/- (Rupees Twenty Five thousand only)** towards the Application & Processing fee through online gateway with transaction number.....

With reference to your above referred proposal, you are requested to remain present in person or authorize your representative (in writing) to be present at the office of the undersigned along with, all original documents as mentioned in check list on----- (date) before the Document Verification Committee for document verification.

If you or your authorized representative fail to attend on the date and time mentioned above before the Document Verification Committee, your proposal shall be treated as cancelled assuming that you are not interested.

Dy.Secretary,  
RBTE, .....

(Note: This letter will be issued on receipt of online application along with the processing fee by the Dy. Secretary of concerned regional office MSBTE.)



## Application Form

### Application Form for Introduction of State Government approved New Short Term Diploma courses in existing AICTE approved MSBTE affiliated Diploma Institutes for Academic Year 2026-27.

**MSBTE Institute code:** \_\_\_\_\_

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

Name of the Institution	Address of the Permanent Site with Pin Code & Nearest City		Classification of the permanent Site
			Metro/Urban/Rural
	Svy. No.	Village /City	
Year of Establishment	State :	Pin Code :	
		STD Code:	
	Phone No.		
	Mobile No.		
	E-mail:		

\*After filling above details for proceeding further the applicant needs to pay Application fees of **Rs 25,000/-** (additional Rs. 5,000/- for late submission) through the payment gateway link provided in the online application module.

2. No. & Date of letter of latest approval accorded by the AICTE :
- a. GR of Government of Maharashtra.
  - b. Latest EOA of AICTE.
  - c. Deficiency Report of AICTE.
  - d. Latest MSBTE Affiliation / Equivalence.
  - e. Academic Monitoring ratings.
  - f. Any Pending litigation (Court cases) related to GOM/DTE/MSBTE.

3. i. Whether the Polytechnic is sharing the facilities with any other Institution/ any other course (**YES / NO**). If yes, then give details,

Name of the Institution	Courses	Sharing Institute	Carpet area shared with other Institute in Sq. m.

- ii. Existing AICTE approved courses with intake in the Institution.

Sr.no.	Name of the AICTE approved course	Approved Intake	Number of students admitted for first year



- iii) Whether the Institution is conducting any other courses, which are not approved by MSBTE, if YES give details

Name of the Course	Duration	Intake	Name of the approval authority

**4. Proposal for Introduction of New Courses**

Course(s) proposed to be started (maximum 3 courses) from the academic Year 2025-26 (Refer Appendix 1 & 2 of Approval Process Manual)

Sr. No.	Name of Course	Course Code	Duration in Year	Pattern of the Course		Intake
				Y/S	F/P	
Total						

The institute opting for the courses of Group 10 needs to provide SKPs details such as Name of the Industry/Organization, Address and Contact details, Industry Type, Products/Services offered by industry, Internship Capacity, Distance from the Institutes etc. (in the online SKP Details Form) along with relevant MoUs.

**5. Details of the Principal / Director/ Coordinator: (Attach copy of appointment)**

Name :	
Appointment Type:- Regular / In-charge	
Telephone (Office) :	STDCode :
Telephone {Residential) :	STDCode :
Mobile No.:	Email Id:-

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

a. Details of course wise faculty

Full Name of the Course	Duration in Years	Number of faculty required as per norms LECT.	Nature of Appointment			
			Regular (Approved)	Adhoc	Visiting	Total
			LECT.	LECT.	LECT.	LECT.

b) Details of Course wise faculty (Attach separate sheet)

Full name of the Course -

Duration in Years -

Type – Full Time / Part Time



c) Details of appointed / identified Non-teaching staff

Sr. No	Full Name of the Course	Duration in Year	Course Type	Name of the Staff	Designation	Qualification & specialization	Date of joining the Institution	Faculty Type	Attach appointment / offer letter

C) Details of Non-teaching staff (Attach separate sheet)

Sr. No.	Name of the staff	Designation	Qualification	Date of joining the Institution
1	2	3	4	5

7. Building (Attach photo copy of following documents)

Sr. No	Description
1	Building plan prepared by Registered Architect?
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)
3	Whether the building is adequate and suitable for conduct of additional new courses as per norms. If yes, then attach layout plan and detailed approved plan showing earmarked carpet area for proposed courses.
4	Latest Fire Safety Audit Certificate by a licensed auditor from the Directorate of Maharashtra Fire Service
5	Other facilities including Hostel, Canteen, Amenities, Staff quarters etc. if available
6	Whether existing Carpet area [in Sq. M.] for this proposal is available and earmarked on the plan along with documents & photographs? If Yes, give details in following table i. (Administrative area for all courses is common & must be 150 sq. m. to be added in total area). (For the Fire & Safety courses – (FR, FI & FS) additional open space (ground) of 2000 sq. m. is required).

a. Details of existing available academic/institutional (Carpet) area.

Name of Course	Area required (in Sq. m)			Area Available (in Sq. m)		
	Class Room	Lab	Total Area	Class Room	Lab	Total Area



8. **Built-up Area & cost of equipment's**

i) Details of Academic area as per norms & as available.

Sr. No.	Unit	Number Available	Actual Carpet Area of Each Unit (in Sqm.)	Area as per MSBTE norms (in Sqm.)	Total Available Area (in Sqm.)	Seating Capacity of each Unit
1.	Classroom					
2.	Laboratories					
Total Area (in Sqm.)						

ii) Whether the classrooms, drawing halls are adequately furnished and equipped with teaching aids, if deficient give details.

iii) Whether hostel facility is available (Boys/Girls):- if Yes give details.

9. **Equipment**

i) Total investment made of Rs. \_\_\_\_\_ (in lakhs) for proposed courses.

ii) List of Equipment & Invoice / Cash Memo of Equipment's (Attach copy)

iii) Break-up Details (Course wise)

Sr. No.	Name of Course	Total investment Rs. (in lakhs)	Indicate, % of total investment shared with other courses Rs.
Total Investment Rs. (in lakhs)			

iv) Whether the machinery and Equipment in the labs, workshops, etc. for the proposed courses are adequate and as per norms. (YES / NO). If No give details:-

10. **Library**

i) Carpet Area (in Sq. m.)-

a) Reading Hall Area:-

b) Stacking Area :-

c) Total Area :-

ii) Investment:-

a. Total investment on Books as on Date in Lakhs (Rs):-

b. Total investment on Library Furniture in Lakhs (Rs):-

c. Whether Librarian is Appointed: (YES / NO)

d. List of books & cash memo / invoice of books.



iii) Books for proposed courses (Course-wise Break-up)

Sr. No.	Course	Number of Titles	Number of Volumes	Number of Journals / Periodicals	Total Cost of Books

**11. Computer Centre (if applicable to the course)**

1. Total Area of Computer Centre (in Sq. m) :
2. Number of well-equipped Computer Labs :
3. Total No. of Computers in the Institute
4. Latest Version of Computer/LAPTOP
5. Number of Terminals connected to LAN/WAN
6. Type of Backup
7. Number of Printer
8. Operating System for Network
9. Operating System for Desktop
10. Cost (for application Software only) (in Lacs)
11. Bandwidth available
12. List of application Software and compilers available.

**12. Financial Status of the Society /Trust/Company:-**

- 1) Audited Income & expenditure sheets during the last financial year 2023-24 & 2024-25.
- 2) Attach copy of FDR.
- 3) Attach copy of Bank Statement of last two financial years.
- 4) Details of Operational fund position (as on the date of submission of application)

Sr. No.	Name of Bank With Branch & Full Address	Account No.	Amount Balance (in lakhs)

Yours faithfully,

(Authorised Signatory)

Name:

Designation

Place:

Date:

(Seal)



## Format 5A

### **Expert Committee Inspection Report for Introduction of State Government approved New Short Term Diploma courses in existing AICTE approved MSBTE affiliated Diploma Institutes for Academic Year 2026-27**

#### Instructions to the Expert Committee

- To verify physically all the information filled in the Compliance report from the documents produced and by all other possible means.
- To scratch out which is not applicable. Give your remarks for incorrect / variation of the information given in the application and information physically verified.
- To attach additional pages if necessary for your remarks about physical verification and recommendations.
- To note that Teacher Student Ratio is 1:25 & other required infrastructure is as per MSBTE Norms.



**Inspection Report of Expert Committee for Introduction of State Government approved New Short Term Diploma courses in existing AICTE approved MSBTE Affiliated Diploma Institutes for Academic Year 2026-27.**

(To be verified by Expert Committee)

1. Name & address of the Institution at the Permanent Site with Survey number and Pin Code.

Name of the Institution	Address of the Permanent Site with Pin Code & Nearest City		Classification of the permanent Site
	Svy. No.	Village / City	
Year of Establishment	State :	Pin Code :	Metro/Urban/Rural
		STD Code:	
	Phone No.		
	Mobile No.		
	E-mail:		

Verified                      i) Found Correct                      ii) Not correct

Remarks:

2. No. & Date of letter of latest approval/extension and deficiency report accorded by AICTE:

1. GR of Government of Maharashtra.
2. Latest EOA of AICTE.
3. Deficiency Report of AICTE.
4. Latest MSBTE Affiliation / Equivalence.
5. Any Pending litigation (Court cases) related to GOM/DTE/MSBTE.

Academic Monitoring Ratings:-

Sr. No	Course Code	Course Name	Department Ratings

Verified                      i) Found Correct                      ii) Not correct

Remarks:

3. i. Whether the Institution is sharing the facilities with any other Institution/ any other course (YES / NO). If yes, then give details,

S. No	Name of the Institution	Course Name	Sharing Institute	Carpet area shared with other Institute in Sq. m. .

Verified                      i) Found Correct                      ii) Not correct

Remarks:



ii. Existing AICTE approved courses with intake in the Institution.

Sr. No.	Name of the AICTE approved course	Approved Intake	Number of students admitted for first year

Verified                      i) Found Correct                      ii) Not correct

Remarks:

iii. Whether the Institution is conducting any other courses, which are not affiliated by MSBTE, if yes give details.

Sr. No	Name of the Course	Duration	Intake	Name of the approval authority

Verified                      i) Found Correct                      ii) Not correct

Remarks:

4. Courses proposed to be introduced in approved Institution during Academic Year 2025-26. (Refer Appendix 1 & 2)

Sr. No.	Course Code	Name of Courses	Entry Qualification of Student	Duration in Year	Pattern of the Course		Intake	
					Y/S	F/P		
1								
2								
							Total	

Verified                      i) Found Correct                      ii) Not correct

Remarks:

4. i) If you want to apply for SKP Courses:- If Yes  
Please fill the following details.

1. Name of the industry/organization
2. Email of the industry/organization
3. Address/communication details
4. Pin code
5. Website
6. Name of contact person
7. Designation of contact person
8. Email of contact person
9. Mobile number of contact person



10. Industry Type
11. Products/services offered by Industry
12. Internship capacity for Male
13. Internship capacity for Female
14. Industry size
15. Distance of industry/organization from institute
16. MOU

Verified                      i) Found Correct                      ii) Not correct

Remarks:

**5. Details of the Principal/Director/Co-ordinator :**

Name:	
(Regular/In-charge)	
Telephone (Office):	STD Code:
Telephone (Residential):	STD Code:
Mobile No.:	email id:

Verified                      i) Found Correct                      ii) Not correct

Remarks:

**6. (a) Teaching / Non-teaching appointed/ identified Staff Details.**

Faculty

Full Name of the Course	Sanctioned Intake ()	Number of faculty required as per norms	Nature of Appointment			
			Regular (Approved)	Adhoc	Visiting	Total
			LECT.	LECT.	LECT.	LECT.

Verified                      i) Found Correct                      ii) Not correct

Remarks:

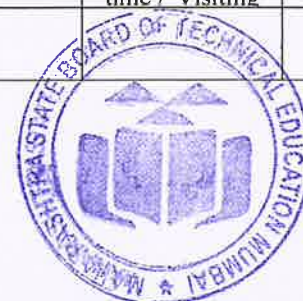
**b) Details of Course wise faculty (Attach separate sheet)**

Full name of the Course -

Duration in Year -

Type – Full Time / Part Time

Sr. No	Full Name of the Course	Duration in Year	Course Type	Name of the staff	Designation	Qualification & specialization	Date of joining the Institution	Type of Appointment (Regular / Part time / Visiting)	Appointment / offer letter



Verified: i) Found Correct ii) Not correct

Remarks:

c) Details of Non-teaching staff

Sr. No.	Name of the staff	Designation	Qualification	Date of joining the Institutions
1	2	3	4	5

Verified i) Found Correct ii) Not correct

Remarks:

**7. Building (Photo copy of following documents to be attached and verified)**

Sr. No.	Description	Yes / No
1	Building plan prepared by Registered Architect	Yes / No
2	Building plan approved by the competent authority. If yes, then give name of authority with date of approval (Attach copy of approved	Yes / No
3	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 with Date)	Yes / No
4	Latest Fire Safety Audit Certificate by a licensed auditor from the Directorate of Maharashtra Fire Service	Yes / No
5	Other facilities including Hostel, Canteen, Amenities, Staff quarters etc. if available	Yes / No
6	Whether existing Carpet area [in Sq. M.] for this proposal is available and earmarked on the plan along with documents & photographs? If Yes, give details in following table i. (Administrative area for all courses is common & must be 150 sq. m. to be added in total area). (For the Fire & Safety courses - (FR, FI & FS) additional open space (ground) of 2000 sq. m. is required).	Yes / No

Verified i) Found Correct ii) Not correct

Remarks:



i) Details of existing available Carpet area

Sr. No	Full Name of Course	Area required (in sq. m)			Area available (in sq. m)		
		Class room	Lab	Total Area	Class room	Lab	Total Area

Verified i) Found Correct      ii) Not correct

Remarks:

8. Built-up Area:-

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

Sr. No	Particulars	Owned area (in Sq.m)	Leased Area (in Sq.m)

ii) Details of Academic Area

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

Verified                      i) Found Correct                      ii) Not correct

Remarks:

i) Whether the classrooms, drawing halls are adequately furnished and equipped with teaching aids, if deficient, give details.

ii) Whether hostel facility is available: Boys      Girls

Verified                      i) Found Correct                      ii) Not correct

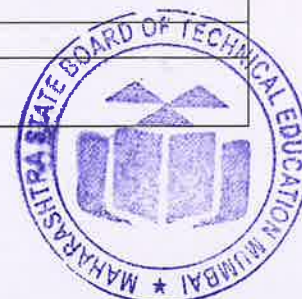
Remarks:

9. Equipment

Total investment made of Rs..... (in lakhs)

i. Break-up Details (Course wise)

Sr. No.	Name of Course	Total investment Rs. (in lakhs)	Indicate, if shared with other courses Rs. (in lakhs)
Total Investment Rs. (in lakhs)			



- ii. Whether the machinery and Equipment in the labs, workshops, etc. are adequate and as per norms. (YES / NO). If No, give details:-  
 iii. List of Equipment & Invoice / Cash Memo of Equipment's

Verified                      i) Found Correct                      ii) Not correct

Remarks:

**10. Library**

- i. Carpet Area (in Sq. m.)                      :  
 a. Reading Hall Area                      :  
 b. Stacking Area                      :  
 c. Total Area (in Sq. m.)                      :

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

Sr. No.	Course	Number of Titles	Number of Volumes	Number of Journals / Periodicals	Total Cost of Books

- iii. Total investment on Books as on date -  
 iv. Total investment on furniture in Reading Hall-                      Rs.  
 v. Whether library has Regular librarian : (YES / NO)  
 vi. Whether library has Regular librarian.  
 vii. List of books & cash memo / invoice of books.

Verified    i) Found Correct                      ii) Not correct

Remarks:

**11. Computer Centre (if applicable for the course)**

a. Infrastructural facilities:

1. Total Area of Computer Centre (in Sq. m) :  
 2. Number of well-equipped Computer Labs :  
 3. Total No. of Computers in the Institute:  
 Latest Version of Computer / Laptop

b. Hardware & Peripherals:

a	Total Number of Terminals connected to LAN/WAN	
b	Type of Backup (UPS/Genset)	
c	Number of Printers	

c. Software :

a	Operating System for Network	
b	Operating System for Desktop	
c	List of Application Software and compilers available	
Cost (for application Software only) (Rs.)		



d. Internet connectivity availability :

Verified                      i) Found Correct                      ii) Not correct

Remarks:

**12. Financial Status of the Society /Trust**

(i) Audited Income & expenditure statement during the financial year 2024-25 & 2025- 26 Yes/ No, If Yes, Attach copy

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

iii) Attach copy of FDR

iv) Bank Statement

Sr. No.	Name of Bank With Branch & Full Address	Account No.	Cash Balance (in lakhs)

Sr. No.	Account / FDR No.	Account No.	Name of Bank	Validity Period	Issue Date	Maturity Date

Verified:-                      i) Found Correct                      ii) Not correct

Remarks:-

**Remarks of Expert Committee:**

- Recommended as proposal fulfills all criteria.
- Not recommended as proposal doesn't fulfill the following criteria & with deficiencies therein.

Sr. No.	Criteria condition that has deficiency	Deficiency observed

Date of inspection:

Place of Inspection

Expert Committee Members Name & Signature



**AFFIDAVIT 3A**

**(To be notarized on Rs.500/- stamp paper and should be submitted in original)**

That the Trust / Society vide its executive meeting held on ..... at ..... vide item no. .... have resolved that,

<Name of the Institution> shall apply to Government/MSBTE for Introduction of State Government approved New Short Term Diploma courses in existing AICTE approved MSBTE affiliated Diploma Institutes for Academic Year 2026-27.

<Name of the Short Term Diploma Courses proposed>

It is also resolved that the Trust / Society/Company shall be responsible to maintain the sound financial position to maintain and operate the institute and further shall be liable for all consequences including the settlement of all dues to the faculty, employees and students and other agencies, arising out of the Introduction of State Government approved New Short Term Diploma courses in existing AICTE approved MSBTE affiliated Diploma Institutes for Academic Year 2026-27.

(Signature and name of Chairman/Secretary, Trust/Society/Company),

(Designation), (Name of the organization)



**Format 8**

**Draft of MoU to be Signed between the Institution and Skill Knowledge Providers**  
**(For courses through SKP on Rs. 100/- Stamp Paper)**

This MoU is entered into and executed on this ..... day of ....., 2026.. at .....

By and Between

<Name of the Trust/ Society/ Company> offering <Name of the Institution> represented

by its Chairman/ Secretary.....which expression shall, where the context so admits, be deemed to include its successors, executors and administrators of the ONE PART

AND

<Name of the SKP> (hereinafter referred to as the “.....”) a Company registered under the Company Act, 1956, through its <Name and Designation of the Signing Authority> having it's registered/approved Office at..... (which expression, unless it be repugnant to the context or meaning thereof, shall be deemed to mean and include their executors, administrators and assigns), party of the SECOND PART.

WHEREAS, the Maharashtra State Board of Technical Education has introduced new courses to be implemented through Skill Knowledge Provider (SKP) to provide required skills and designed the curriculum and teaching learning scheme accordingly.

WHEREAS, both the parties believe that close cooperation between the two would be of major benefit to the student community to enhance their skills and knowledge.

WHEREAS under the scheme a Skill Knowledge Provider is required to perform the role and function of providing hands on skill training in a specific sector. The Skill Knowledge Provider could also be one who is established for imparting hands on skills or training in a respective sector;

WHEREAS the First Party is to participate as an Institution to enroll the students for courses < mention Name of the course(s)> under SKP.

WHEREAS the Second Party has expressed its keen interest and desire to be a key Partner in providing required skills as SKP.

WHEREAS Both parties have held discussions and agreed for collaboration for conducting the courses under SKP through following roles.

**1. Role and Responsibilities of Institute i.e. Part ONE**

- Admission and Enrolment of the students
- Collection of Course fees
- Preparation of Academic Plan and conduction of academic activity for the course.
- Maintaining academic records of the students.
- Evaluation of the Students as per teaching learning scheme.
- Preparation of plan for placement of students with SKP in the periphery of 20 Kms. distance.
- To guide students and make them aware about the safety measures to be undertaken during course.



2. Role and Responsibilities of SKP i.e. Part TWO

- Register students for the Training.
- To provide hands on skill training in specific sectors in a batch of 15/20 students.
- Conduct examination/evaluate the student in accordance with Teaching Learning Scheme.
- To facilitate students placement after completion of training.
- To ensure safety measures during the skill training of the students.

3. Fee to be charged to students:

Proportion of the fees for imparting the required skill by SKP is to be mutually agreed and shared by Part ONE and Part TWO within the stipulated complete annual fee specified by the Government.

4. No Confidentiality:

There shall not be any confidentiality of any information disclosed by both parties to each other, either in operationalizing this MoU or for the purposes of implementing this MoU.

5. Effective Date:

This agreement is effective from the date signed by both the parties and shall be valid for a period of three years until determined, suspended or terminated earlier.

6. Settlement of Dispute:

Any dispute arising out of this arrangement shall be settled through discussion solely amongst Part ONE and Part TWO.

IN WITNESS WHEREOF, the parties hereto, each acting under due and proper authority have executed this mutually binding Memorandum of Understanding as of the date first written above.

For Institution: <Name of Institution>

For Industry <Name of the SKP>

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Designation:- \_\_\_\_\_

Seal of the Institution:-

Seal of the Industry:-

Witnessed by:

1. Signature:-

Name \_\_\_\_\_

2. Signature:-

Name \_\_\_\_\_



**Format 6B**  
**Regional Level Committee Report**

Statement showing the details of the proposal for Introduction of State Govt. approved new short term Diploma courses in existing AICTE approved MSBTE affiliated Diploma Institutes for Academic year 2026-27.

Sr. No.	Name & Address of the Society / Trust	Full name & address of the Instt. at permanent site (with year of establishment & MSBTE Code)	Number of AICTE approved Diploma courses	Proposed		Facilities available with the Institute											3 year valid MoU's signed with Industry/ SKP	Remarks of Expert Committee)	Remarks of Regional Level Committee
				Courses	Intake	Land (Acres)	Building (Sq. M.)			Provision of funds made for proposed courses / variation in Intake (Lacs)	Investments on equipment (Rs. In Lacs)	Numbers of Books	Available No. of Computers (as required for courses)	Faculty					
1	2	3	4	5	6	7	8	9	10					11	12	13	14	15	16

Dy. Secretary, RBTE.    Principal Govt./Govt.Aided Inst.    Principal Govt./Govt.Aided Inst.    Industry Expert    Jt. Director, T.E  
 Member Secretary                      Member                      Member                      Member                      Chairman



**Format 6 B (i)**

SYNOPSIS (to be filled by institute and verified by Regional level Committee) Proposal for Introduction of State Government approved New Short Term Diploma courses in existing AICTE approved MSBTE affiliated Diploma Institutes for Academic Year 2026-27

**Region-**

**MSBTE Institute Code:** \_\_\_\_\_

Proposal No.	Name, Address and Phone No. of the Applicant	Name, Address and Phone No. of the Proposed Institute with survey No., Gat No. & Pin Code	Full Name of the Course applied	Course Code	Intake

Sr. No.	Parameters	Required as per Norms	Available
1	Latest AICTE Approval/extension letter	Required	
2	Building plan of the Institution prepared by an Architect registered with Council of Architecture	Required	
3.	Layout plan and detailed approved plan showing earmarked carpet area for proposed courses.	Required	
4.	Area statement along with the building plan approved by Architect registered with Council of Architecture	Required	
5.	Principal / Co-ordinator appointed	Required	
6	Teaching & Non-teaching Faculty Appointed/Identified for	Required	
7	Equipment availability	As per MSBTE curriculum	
8	Library : (5 books per student) No. of Books -	Required	
9	Computers (1 Computer: 4 Students) if applicable for course		
10	Additional Facilities		

Member-Secretary

Member

Member

Member

Chairman

Note: The synopsis should be signed by Regional Level Committee members. The hard & soft copy should be submitted to State Level Committee through MSBTE.

**Format 7A**  
**RBTE Letter head**

To,  
Chairman /Secretary  
Name of the Trust/Society Address  
of the Trust/Society

**Sub:** Discrepancies found by Document verification Committee in your proposal for Introduction of New State Government approved Short Term Diploma courses in existing AICTE approved MSBTE affiliated Diploma Institutes for Academic Year 2026-27

Sir/Madam,

This is with reference to your application for Introduction of State Government approved Short Term Diploma courses in existing AICTE approved MSBTE affiliated Diploma Institutes for Academic Year 2026-27.

The Document verification Committee has noted the discrepancies in the proposal submitted by your Trust for Introduction of State Government approved Short Term Diploma courses in existing AICTE approved MSBTE affiliated Diploma Institutes for Academic Year 2025-26 and have examined your proposal as per the laid down procedure, guidelines, policy, norms & standards of MSBTE. I am directed to communicate these discrepancies to you. Discrepancies are found with respect to √ marked points/parameters.

Details of the discrepancies are as shown below:

Sr. No.	Particulars of Discrepancies	Ticked (√)
1	ABSENT for presentation	
2	Latest Letter of approval/extension from AICTE	
Building documents-		
3	Layout plan and detailed approved plan showing earmarked carpet area for proposed courses.	
4	Building plan of the Institution prepared by an Architect registered with Council of Architecture	
5	Area statement along with the building plan approved by Architect registered with Council of Architecture	
6	Original documents for funds not shown	
7	Availability of Funds	
8	Principal / Co-ordinator appointment letter	
9	Appointed / Identified Faculty details	
10	Well-equipped Computer centre	



11	Equipments along with list	
12	Number of Books in Library	
13	Number of MoU's with Industry/SKP	
14	Institute not fulfilling one or more eligibility criteria	
<b>Any other discrepancies-</b>		
15		
16		

You are requested to submit necessary documents for fulfillment of above discrepancies during <period> in person along with the original supporting documents to MSBTE, Mumbai. MSBTE will not entertain any request for relaxation in the cutoff date due to any reason, what so ever.

Yours,

Dy. Secretary  
RBTE.....

Copy submitted to:

1. Secretary, MSBTE Mumbai for information.

**Note – Above letter should be given in person if present and by email/post if absent after verification of documents by Document verification Committee.**



## **Annexure 2B**

### **Application Form for**

**Introduction of New Courses in existing institute (AICTE approved and/or conducting Short Term Diploma Programmes) / Variation in intake in existing Courses /Replacement of Course(s)/ Closure of courses in existing Institute / Change in name / Change in place /Change in Management/ Closure of Institution / Replacement of Course from Institutes conducting State Government approved Short Term Diploma Courses .**



**AHARASHTRA STATE BOARD OF TECHNICAL EDUCATION**

**49, Kherwadi, Ali Yawar Jung Marg  
Bandra (East), Mumbai – 400 051.**



### CHECK - LIST OF ENCLOSURES

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.
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.
3. Floor Plans, Sections and Elevations of all existing Academic building including Area details certified by Architect registered with the Council of Architecture.
4. Proof of sanction of required electrical load for proposed New Courses and/or variation in intake in the Institution
5. List of equipment required as per syllabus and equipment available for proposed New Courses and/or variation in intake in the Institution
6. Stock Register of existing Equipment / Computers / Software for proposed New Courses and/or variation in intake in the Institution.
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.
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.
9. Copy of faculty appointment / offer letter for proposed new Courses and/or variation in intake in the Institution.
10. Audited statement of accounts of the Institution and applicant Society / Trust / Company and existing Technical Institution for financial year (2024-25, 2025-26).
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.
12. MOU's under SKP for new courses.



## Acknowledgement

To,  
The Secretary / Registrar / Director / Principal

-----  
-----

Sub: Acknowledgement cum invitation for verification of original documents  
in presence of you / your authorized representative.

Ref.: Your proposal no.                      & date

Sir,

This is to acknowledge receipt of your application no.                      Variation  
in intake / New Course/Closure of courses / Change in name / Change in place /  
Closure of Institution for State Government approved Short Term Diploma  
courses for academic year 2026-27.

Received **Rs. 25,000/- (Rupees Twenty Five thousand only)** towards  
the Application & Processing fee online through payment gateway / in the form  
of Demand Draft No. Dated -----of Bank -----.

With reference to your above referred proposal, you are requested to  
remain present in person or authorize your representative (in writing) to be  
present at the office of the undersigned along with, all original documents as  
mentioned in check list on----- (date) before the Scrutiny Committee for  
document verification.

If you or your authorized representative fail to attend on the date and  
time mentioned above before the Document verification Committee, your  
proposal shall be treated as cancelled assuming that you are not interested.

Dy. Secretary,  
RBTE, .....

(Note: This letter will be issued on receipt of online application along with the processing fee by  
the Dy. Secretary of concerned regional office MSBTE.)



## Application Form

**Application Form for Introduction of New Course in existing Institute (AICTE approved and/or conducting Short Term Diploma Programmes) / Variation in intake in existing courses / Replacement of Course(s)/ Closure of courses / Change in name/ Change in place/ Change in Management/ Closure of Institution offering State Government approved Short Term Diploma Courses.**

1. Name and address of the Institution at the Permanent Site with Survey number and Pin Code.
  - a. Name of the Society/Trust/Company
  - b. Address of the Society/Trust/Company
  - c. Name of the Institution
  - d. E-mail Address.
  - e. Address of the Permanent Site with Pin Code & Nearest City.
  - f. Classification of the permanent Site.
  - g. Survey No
  - h. Village / City.
  - i. STD Code
  - j. Phone No
  - k. Mobile No
  - l. State
  - m. Pin Code
  - n. Year of Establishment
  - o. Select District

\*After filling above details for proceeding further the applicant needs to pay Application fees of Rs 25,000/- (additional Rs. 5,000/- for late submission) through the payment gateway link provided in the online application module.

2. No. & Date of letter of latest approval accorded by the Government of Maharashtra:
  1. GR of Government of Maharashtra Regarding AICTE Approved Courses
  2. GR of Government of Maharashtra Regarding Non AICTE Short Term Courses
  3. Latest EOA of AICTE
  4. Deficiency Report of AICTE
  5. Latest MSBTE Affiliation / Equivalence
  6. Academic Monitoring Ratings
  7. Any Pending litigation (Court cases) related to GOM/DTE/MSBTE.

3. i. Whether the Institution is sharing the facilities with any other Institution/ any other course (YES / NO). If yes, then give details,

Name of the Institution	Course Name	Sharing Institute	Carpet area shared with other Institute in Sq. m.



Sr.No.	Course Code	Name of Courses

ii. Existing courses in the Institute

iii. Whether the Institution is conducting any other courses, which are not approved by MSBTE, If YES give details

Name of the Course	Duration	Intake	Name of the approval authority

**4. Proposal for Additional Courses / Variation in intake Capacity / Replacement of Course(s)/ Closure of course / Change in Name of Trust/Society/Company/ Change in Name / Change in place / Change in Management/ Closure of Institution.**

a. Additional Courses proposed to be introduced in approved Institution during Academic Year 2026-27 (Refer Appendix 1 & 2) Yes/No. If Yes, then submit data as per below:

Sr. No.	Name of Course	Course Code	Duration in Year	Pattern of the Course		Intake
				Y/S	F/P	
1						
2						
3						
Total						

The institute opting for the courses of Group 10 needs to provide SKPs details such as Name of the Industry/Organization, Address and Contact details, Industry Type, Products/Services offered by industry, Internship Capacity, Distance from the Institutes etc. (in the online SKP Details Form) along with relevant MoUs.

**B. Courses in which variation in intake (Non zero) is proposed for Academic Year 2026-27, (Refer Appendix 1 & 2) Yes/No. If Yes, then submit data as per below:**

Sr. No.	Name of Course	Course Code	Duration In Years	Course Pattern		Existing Intake	Increase/Reduction In Intake	Proposed New Intake
				Y/S	F/P			
Total								



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

Name of Course	Course Code	Duration in Years	Type Course	Course Pattern	Existing Intake

- i. Resolution of the trust regarding closure of Course(s)
- ii. Undertaking on a notarized stamp paper of Rs.500/- by the Chairman/Secretary of the Trust of Institute regarding legal issues due to closure of course *Affidavit 8*.
- iii. Present affiliation status: Current year affiliation fees. Paid/Unpaid. If paid, attach copy of receipt.
- iv. Number of Enrolled students in the current year 2025-26.
- v. Number of Enrolled students in the previous year 2024-25.
- vi. Number of Enrolled students in the year 2023-24.
- vii. If number of enrollments are Nil for the current & previous year, which academic year was the last enrollment done?
- Viii. Last Examination when a candidate appeared for.(S/W, academic year)
- ix. Number of teaching and non-teaching faculty on roll related to course/s proposed closure of Course.
- x. Re-arrangement/Absorption plan for teaching and non-teaching faculty on roll related to the proposed closure of course(s).
- xi. Plan of action for in pipeline students. Yes/No. If yes, then mention no. of students and plan of action for the purpose.
- xii. Examination related documents available at institute.

Type of document	Number available
Original mark statements	
Original Result gazettes	
Original diploma Certificates	

xiii. Information regarding Joint Fixed deposit with DTE/MSBTE.

Details of F.D. (bank name, Date, Year)	Amount of F.D.	Joint F.D. with DTE/MSBTE

d. **Whether Change in Name and/or Management of Trust/Society/Company is proposed: Yes / No.**

**If Yes, then, attach resolutions & Undertakings of both the trust, and copy of application submitted to charity commissioner/ registrar of companies.**

e. **Whether Change in Name of Institute is proposed: Yes / No.**

If Yes, then, attach resolution of Trust/society/Company.

Existing Name	Proposed Name



f. **Whether Change in place is proposed: Yes/No.**

If Yes, then submit the below data related to new place: **Land (Attach land documents in the Prescribed Format 2 of Approval Process Manual)**

- 1) Location of Land.
- 2) Full Address of proposed new location of institute
- 3) District.
- 4) Resolution of trust/society/company
- 5) Survey No
- 6) Town / City
- 7) Land Use Certificate
- 8) Khasra/Master Plan
- 9) Whether land is N.A. (Yes / No)  
If yes, then give name of authority with date of approval –  
(Attach copy of approved N.A. order)
- 10) Whether owned/lease by the applicant Society / Trust / Company.
- 11) Area: - Hectare/Acres (Attach Copy of land documents)

✓ **Building (Attach photo copy of following documents)**

Sr. No.	Description	Yes/No
1	Whether building plan is prepared by Registered Architect?	Yes/No
2	Whether building plan is approved by the competent authority If yes, then give name of authority with date of approval (Attach copy of approved building plan)	Yes/No
3	Property Card / City Survey map	Yes/No
4	Completion Certificate	Yes/No
5	Occupancy Certificate	Yes/No
6	Part Occupancy Certificate	Yes/No
7	Structural Stability certificate	Yes/No
8	Fire Safety Audit Certificate by a licensed auditor from the Directorate of Maharashtra Fire Service	Yes/No
9	Building Use Certificate	Yes/No
10	Property Tax Paid receipt (latest)	Yes/No
11	Registered Lease deed/Sale deed	Yes/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)	Yes/No
13	Other facilities including Hostel, Canteen, Amenities, Staff quarters etc. if available.	



14	Whether existing Carpet area [in Sq. M.] for this proposal is available? If Yes, give details in following table. <i>(Administrative area for all courses is common &amp; must be 150 sq. m. to be added in total area). (For the Fire &amp; Safety courses – (FR &amp; FS) additional adjoining open space (ground) of 2000 sq. m. is required).</i>
----	---

**Details of existing available academic/Institutional (Carpet) area.-**

Sr. No.	Full Name of Course	Area required (in			Area available (in Sq.m)		
		Classroom	Laboratories	Total Area	Classroom	Laboratories	Total Area

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

Sr. No	Particulars	As per MSBTE norms	Total Available Area (in Sq.m.)
1.	Total Academic/ Instructional Area		
2.	Total Administrative Area		
3.	Amenities		
4.	Hostels if any for i) Boys : ii) Girls :		
	Total Area (in Sq.m.)		

**ii. Details of Academic Area:-**

Sr. No	Particulars	Number	Area of Each (in Sq.m.)	As per MSBTE norms (in Sq.m.)	Total Available Area (in Sq.m.)	Seating Capacity
1.	Classroom					
2.	Laboratories					
3.	Drawing Hall					
4.	Others					
	Total Area (in Sq.m.)					

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

iv. Whether hostel facility is available:- Boys and Girls.



**g. Replacement of Course(s):-**

Sr. No	Name of Existing Course, course code and Intake	Course to be replaced , Course code

Replacement of course(s) is permitted preferable within same group and same intake attach Trust resolution, Government GR for approval of existing courses and latest affiliation certificate.

**h. Whether Closure of Institution is proposed: Yes/No.**

If Yes, then submit the following data:

- i. Resolution of the trust regarding closure of Course(s)
- ii. Undertaking on a notarized stamp paper of Rs.500/- by the Chairman/Secretary of the Trust of Institute regarding legal issues due to closure of course *Affidavit 8*.
- iii. Present affiliation status: Current year affiliation fees. Paid/Unpaid. If paid, attach copy of receipt.
- iv. Number of Enrolled students in the current year 2025-26.
- v. Number of Enrolled students in the previous year 2024-25.
- vi. Number of Enrolled students in the year 2023-24.
- vii. If number of enrollments are Nil for the current & previous year, which academic year was the last enrollment done?
- Viii. Last Examination when a candidate appeared for. (S/W, academic year)
- ix. Number of teaching and non-teaching faculty on roll related to course/s proposed closure of Course.
- x. Re-arrangement/Absorption plan for teaching and non-teaching faculty on roll related to the proposed closure of course(s).
- xi. Plan of action for in pipeline students. Yes/No. If yes, then mention no. of students and plan of action for the purpose.
- xii. Examination related documents available at Institute.

Type of document	Number available
Original mark statements	
Original Result gazettes	
Original diploma Certificates	

**xiii. Information regarding Joint Fixed deposit with DTE/MSBTE.**

Details of F.D. (bank name, Date, Year)	Amount of F.D.	Joint F.D. with DTE/MSBTE

- xiv. Any court cases filed against Institute related to academic, administrative, financial matters? Yes/No. if yes, then

Type of case	Name of court & address	Case Number	Date & Year of filing	Present Status of the case



**5. Course Coordinator for proposed course:-**

Name :	
Appoint Type:- (Regular / In-charge)	
Telephone (Office) :	STD Code :
Telephone (Residential) :	STD Code :
Mobile No.:	Email Id:-
Attach copy of appointment / Offer Letter:-	

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

**a. Faculty:-**

Full Name of the Course	Sanctioned Intake ()	Number of faculty required as per norms	Nature of Appointment			
			Regular (Approved)	Adhoc	Visiting	Total
			LECT.	LECT.	LECT.	LECT.

Total intake of Institute:

- Actual No. of students on roll in Institute :
- Ratio of student : Staff \_ (Considering Regular Staff)
- Ratio of student : Staff \_ (Considering Reg.+ Adhoc )

**b. Details of Course wise faculty (Attach separate sheet) Full name of the Course -  
Duration in Year - Type – Full Time / Part Time**

Sr. No	Full Name of the Course	Duration in Year	Course Type	Name of the staff	Designation	Qualification & specialization	Date of joining the Institution	Type of Appointment (Regular / Part time / Visiting)
1				2	3	4	5	6

**C. Details of Non-teaching staff**

Sr. No.	Name of the staff	Designation	Qualification	Date of joining the Institution
1	2	3	4	5



d. Whether tax is being deducted at source towards income tax. (YES / NO)

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

1. Location (Tick out whichever is applicable)

MahaNagar Palika	Nagar Palika	GramPanchayat
Survey No. Town / City	Survey No. Town / City	Survey No. Town / City

2. Whether land is N.A. (Yes / No)

1) If yes, then give name of authority with date of approval –

(Attach copy of approved N.A. order)

2) Date of Approval-if yes Attach copy of approved N.A. order

3) Whether owned/lease by the applicant Society / Trust / Company

(Attach Copy of land documents showing ownership)

4) Area- Area Unit- Hectare/Acres/Are/Sq.m

**8. Building (Attach photo copy of following documents)**

Sr. No.	Description	Yes/No
1	Whether building plan is prepared by Registered Architect?	Yes/No
2	Whether building plan is approved by the competent Authority? If yes, then give name of authority with date of approval (Attach copy of approved building plan)	Yes/No
3	Property Card / City Survey map	Yes/No
4	Completion Certificate	Yes/No
5	Occupancy Certificate	Yes/No
6	Part Occupancy Certificate	Yes/No
7	Structural Stability certificate	Yes/No
8	Fire Safety Audit Certificate by a licensed auditor from the Directorate of Maharashtra Fire Service	
9	Building Use Certificate	
10	Property Tax Paid receipt (latest)	
11	Registered Lease deed/Sale deed	
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)	Yes/No
13	Other facilities including Hostel, Canteen, Amenities, Staff quarters etc. if available.	



14	<p>Whether existing Carpet area [in Sq. M.] for this proposal is available?          If Yes, give details in following table.  <i>(Administrative area for all courses is common &amp; must be 150 sq. m. to be added in total area).</i>  <i>(For the Fire &amp; Safety courses – (FR &amp; FS) additional adjoining open space (ground) of 2000 sq. m. is required).</i></p>
----	--

**Details of existing available academic/Instructional (Carpet) area.-**

Sr. No.	Full Name of Course	Area required (in			Area available (in sq.m)		
		Classroom	Laboratories	Total Area	Classroom	Laboratories	Total Area

**9. Built-up Area**

i. Details of existing buildings Carpet Area (in Sq.m.)

Sr. No	Particulars	As per MSBTE norms (in Sq.m.)	Total Available Area (in Sq.m.)
1.	Total Academic/ Instructional Area		
2.	Total Administrative Area		
3.	Amenities		
4.	Hostels if any for i) Boys : ii) Girls :		
	Total Area (in Sq.m.)		

ii. Details of Academic Area.

Sr. No	Particulars	Number	Area of Each (in Sq.m.)	As per MSBTE norms (in Sq.m.)	Total Available Area (in Sq.m.)	Seating Capacity
1.	Classroom					
2.	Laboratories					
3.	Drawing Hall					
4.	Others					
	Total Area (in Sq.m.)					

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

iv. Whether hostel facility is available:- Boys and Girls.

**10. Equipment**

i. Total investment made of Rs. \_\_\_\_\_ (in lakhs)

ii. Break-up Details (Course wise)



Sr. No.	Name of Course	Total investment Rs. (in lakhs)	Indicate, if shared with other courses Rs. (in lakhs)
	Total Investment Rs. (in lakhs)		

- iii. Whether the machinery and Equipment in the labs, workshops, etc. are adequate and as per norms. (YES / NO). If Yes give details:-
- iv. List of Equipment & Invoice / Cash Memo of Equipment.
- v. Upload pages of DSR of available equipment.

### 11. Library

- a. Reading Hall Area (in Sq. m.) :
- b. Stacking Area (in Sq. m.):
- c. Total Area (in Sq. m.) :
- d. Books (Course-wise Break-up)

Sr. No.	Course	Number of Titles	Number of Volumes	Number of Journals / Periodicals	Total number of books

- e. Total investment on Books as on date –
- f. Total investment on Library furniture in Lakhs.(Rs.)
- g. Whether library has Regular librarian: (YES / NO)
- h. List of books & cash memo / invoice of books.

### 12. Computer Centre (if applicable to the course)

- i. Infrastructural facilities:
- a. Total Area of Computer Centre (in Sq. m) :
- b. Number of Computer Labs :
- c. Total No. of Computers in the Institute :
- d. Latest Version of Computer and Laptop.

- ii. Hardware & Peripherals:

a)	Total Number of Terminals connected to LAN/WAN (Including ii-a, above)	
b)	Type of Backup (UPS/Gen.set)	
c)	Number of Printers	

- iii. Software:

a)	Operating System for Network	
b)	Operating System for Desktop	
c)	List of Application Software and compilers available	
Cost (for application Software only) (Rs.)		



iv. Internet connectivity:

- a. Connection : ISDN / DSL / Leased Line
- b. Bandwidth available : 10Mbps or more
- c.

Name of ISP : \_\_\_\_\_

**13. Total Investment on furniture used in Laboratories & Class room : Rs. –**

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

- a) Infrastructure :-
  - i) Additional Institutional area :
  - ii) Additional Hostel facilities :
  - iii) Others (if any)
- b) Equipment :-
  - c) Additional Equipment procured (in lakhs) Rs.
  - d) (Enclose list of Equipment existing & procured for the proposed courses).
- e) Library Investment :-
- f) Faculty recruited/ Identified for issue of appointments :-
- g) Other facilities if any:-

**15. Financial status of the Society /Trust/Company:-**

- i. Whether applicant has opened a bank account in the name of the Society/Trust for the existing Institution. Yes/No.
- ii. Income & expenditure during the last financial year 2024-25 & 2025-26. (Audited balance sheet) Attach copy of audited report of CA.
- iii. Attach copy of FDR.
- iv. Attach copy of Bank Statement.
- v. Details of Operational fund position (as on the date of submission of application).
- Vii. Indicate how the additional funds would be mobilized over the next 3 to 4 years.
- ix. Attach authenticated documents to support your statement.
  - i) Verified ii) Found Correct ii) Not correct
- x. Whether income-tax return are filed - Yes/No.
- xi. Details of Operational fund position (as on the date of submission of application)

Sr. No.	Name of Bank With Branch & Full Address	Account No.	Cash Balance (in lakhs)	FDR submitted to DTE	Total Amount (in lakhs)

xii. FDR Details

Sr.No	Account / FDR Number	Amount (in lacs)	Name of Bank	Validity Period	Issue Date	Maturity Date



## Affidavit 8

(रु.५००/- च्या स्टॅम्प पेपरवर द्यावे नोटरी करावे)

संस्था बंद करणे अभ्यासक्रम बंद करणे बाबत नविन हमीपत्राचा मसुदा

### हमी पत्र

मी (सचिवांचे संपूर्ण नांव), (ट्रस्टचा पत्ता) खालीलप्रमाणे हमीपत्र लिहून देत आहे की,

१. (संस्थेचे नांव) DTE Code ----- व MSBTE Code ----- ही संस्था शैक्षणिक वर्ष ----- मध्ये सुरू करण्यात आली असून शैक्षणिक वर्ष ----- पासून सदर अभ्यासक्रम (अभ्यासक्रमांची नांवे) संस्थे मध्ये सुरू आहेत. शैक्षणिक वर्ष ----- मध्ये संस्था बंद /अभ्यासक्रम बंद करण्याचा प्रस्ताव दाखल करित आहे.
२. ....या कारणाने शैक्षणिक वर्ष ----- मध्ये संस्था /अभ्यासक्रम बंद करण्याकरिता प्रस्ताव सादर करण्यात येत आहे.
३. संस्थेत ----- पासून ते ----- पर्यंत प्रथम वर्षात प्रवेशित झालेले सर्व विद्यार्थी द्वितीय वर्षातून उत्तीर्ण होईपर्यंत हा कोर्स सुरू ठेवण्यात येईल. अनुत्तीर्ण विद्यार्थ्यांना परिक्षेची सोय उपलब्ध करून दिली जाईल. त्यास संस्था सर्वस्वी जबाबदार राहिल. त्याची कोणतीही जबाबदारी महाराष्ट्र राज्य तंत्र शिक्षण मंडळ, मुंबई यांची राहणार नाही.
४. संस्था बंद करण्याच्या ठराव (Trust's, नाव) च्या Managinig Committee च्या दि. \_\_\_\_\_ रोजी झालेल्या बैठकीमध्ये मंजूर झालेला आहे. मुद्दा क्र. ....
५. संस्थेत शिकत असलेल्या विद्यार्थ्यांना समाजकल्याण विभाग/ EBC सवलत/अल्पसंख्यांक विभाग इत्यादि विभागांकडून प्राप्त झालेला शासकीय निधीचे वाटप त्या - त्या शैक्षणिक वर्षी संबंधित विद्यार्थ्यांना करण्यात आला आहे.
६. संस्थेबाबत कोणतीही तक्रार तसेच न्यायालयीन प्रकरण प्रलंबित नाही.
७. संस्था बंद केल्यानंतर संस्थेतील शिक्षक व शिक्षकेत्तर कर्मचा-यांना नियमाप्रमाणे देय असणारी देणी, संस्था/ Trust's संबंधितांना अदा करेल व या अनुषंगाने सर्वस्वी जबाबदारी संस्थेची राहिल. याबाबत कोणतीही जबाबदारी महाराष्ट्र राज्य तंत्र शिक्षण मंडळ, मुंबई यांची राहणार नाही.
८. संस्था बंद केल्यानंतर शिक्षक व शिक्षकेत्तर कर्मचा-यांना व्यवस्थापनाच्या इतर संस्थेत/ विभागात सामावून घेतले जाईल. त्याची संपूर्ण माहिती सोबत जोडली आहे.
९. संस्था बंद करण्याबाबतची माहिती सर्व शिक्षक व कर्मचारी व विद्यार्थ्यांना देण्यात आलेली आहे.
१०. संस्थेत सद्या शिकत असलेल्या द्वितीय वर्षातील विद्यार्थ्यांची शैक्षणिक जबाबदारी संस्थेकडून पार पाडली जाईल या करिता आवश्यक शिक्षक व शिक्षकेत्तर कर्मचा-यांच्या सेवा उपलब्ध करून दिल्या जातील.
११. सदरची संस्था बंद (तंत्रनिकेतनाचे नाव) / अभ्यासक्रम बंद केल्यामुळे काही कायदेशीर बाबी उद्भवल्यास त्यांची संपूर्ण जबाबदारी संस्थेची राहिल.

वर नमूद केलेल्या सर्व बाबींच्या पुर्ततेची या हमीपत्राद्वारे हमी देत आहे.

दिनांक : / / २०२६

ठिकाण :



सही  
अध्यक्ष / सचिव (संपूर्ण नाव)



## Format 5B

**Inspection Report of Expert Committee for Introduction of new courses in existing Institute (AICTE approved or conducting Short Term Diploma Programmes) / Variation in Intake in existing courses / Replacement of Course(s) / Closure of courses/ Change in name / Change in Management/ Change in place/Closure of Institution offering State Government approved Short Term Diploma Courses .**

### Instructions to the Expert Committee

- To verify physically all the information filled in the Compliance report from the documents produced and by all other possible means.
- To scratch out which is not applicable. Give your remarks for incorrect / variation of the information given in the application and information physically verified.
- To attach additional pages if necessary for your remarks about physical verification and recommendations.
- To note that Teacher Student Ratio is 1:25 & other required infrastructure is as per MSBTE norms.



**Inspection Report of Expert committee for Introduction of New Courses in existing institute (AICTE approved or conducting Short Term Diploma Programmes) / Variation in Intake in existing courses/ Replacement of course(s)/ Closure of courses / Change in name/Change in place/ Change in Management/ Closure of Institution offering State Government approved Short Term Diploma Courses.**

(To be filled by institute & verified by Expert Committee)

**Region:**

**MSBTE Institute Code:**

**1. Name and address (with Pin Code) of the Applicant Society / Trust / Government / Government Aided / Company.**

Name of the society/trust /company	Address of the society/trust/ company	Name of the Institution	Pin code :	Phone No/ Mobile No	Survey Number	Classification of the permanent Site

Verified: 1) Found Correct 2) Not Correct  
Remarks:-

**2. Latest Approvals:-**

1. GR of Government of Maharashtra Regarding AICTE Approved Courses.
2. GR of Government of Maharashtra Regarding Non AICTE Short Term Courses
3. Latest EOA of AICTE.
4. Deficiency Report of AICTE
5. Latest MSBTE Affiliation / Equivalence
6. Any Pending litigation (Court cases) related to GOM/DTE/MSBTE.
7. Academic Monitoring Ratings

Verified: 1) Found Correct 2) Not Correct  
Remarks:-

**3. Whether the Institution is sharing the facilities with any other institution/ any other course (YES /NO). If yes, then give details,**

Name of the Institution	Course Name	Sharing Institute	Carpet area shared with other Institute in Sq. M.

Verified: 1) Found Correct 2) Not Correct  
Remarks:-

**4. i) List of Existing Non AICTE Short Term Courses**

Sr. No	Course Code	Name of Course	Intake



ii) List of Existing AICTE Courses

Sr. No	Course Code	Name of Course	Intake

Verified: 1) Found Correct 2) Not Correct

Remarks:-

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

Sr. No	Name of the Course	Duration	Intake	Name of the approval authority

Verified: 1) Found Correct 2) Not Correct

Remarks:-

5. Additional Courses proposed to be introduced in approved institution during Academic Year 2026-27 (Refer Appendix 1 & 2)

Sr. No.	Course Code	Name of Course	Entry Qualification of student	Duration in Year	Pattern of the Course		Intake
					Y/S	F/P	
Total							

i) If you want to apply for SKP Courses:- If Yes

Please fill the following details.

1. Name of the industry/organization
2. Email of the industry/organization
3. Address/communication details
4. Pin code
5. Website
6. Name of contact person
7. Designation of contact person
8. Email of contact person
9. Mobile number of contact person
10. Industry Type
11. Products/services offered by industry



12. Internship capacity for Male
13. Internship capacity for Female
14. Industry size
15. Distance of industry/organization from institute
16. MOU

Verified                      i) Found Correct                      ii) Not correct

Remarks:

**b. Courses in which variation in intake is proposed for Academic Year 2026-27,  
(Refer Appendix 1 & 2)**

Sr. No.	Name of Course	Course Code	Entry Qualification of student	Duration In Years	Pattern of the Course		Intake		
							Existing	Variation	Total
					Y/S	F/P			
Total									

**c. Replacement of Course (s):-**

Sr.No.	Existing Course code	Existing course name	Existing Intake	Course Code opted for Replacement	Course name opted for Replacement

Verified                      i) Found Correct                      ii) Not correct

Remarks:-

**d. Course Closure:-**

**1) Course Closure List:-**

Sr. No	Name of Course	Course Code	Entry Qualification	Duration in Years	Type of Course	Pattern of the Course	Intake

i. Whether Closure of Course is proposed: Yes/No. If Yes, then verify the following data

- a. Resolution of the trust regarding closure of course(s).
- b. 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 8.



2) **Course wise Details:-**

- i. Course Name
- ii. Present affiliation status
- iii. Current year affiliation fees. Paid/Unpaid. If paid, attach copy of receipt.
- iv. Fees Receipt
- v. Number of Enrolled students in the year 2025-26.
- vi. Number of Enrolled students in the year 2024-25.
- vii. If number of enrollments are Nil for the current & previous year, which academic year was the last enrollment done?
- viii. Last Examination when a candidate appeared for.(S/W, academic year).
- ix. Number of teaching faculty on roll related to the proposed closure of course(s).
- x. Number of non-teaching faculty on roll related to the proposed closure of course(s).
- xi. Re-arrangement/Absorption plan for teaching and non-teaching faculty on roll related to the proposed closure of course(s).
- xii. Plan of action for in pipeline students. Yes/No. If yes, then mention no. of students and plan of action for the purpose.
- xiii. Examination related documents available at institute.

3) **Information regarding Joint Fixed deposit with DTE/MSBTE.**

- i) Details of F.D.(Bank Name, Date, Year)
- ii) Amount of F.D. (In Lakhs)
- iii) Joint F.D. with DTE/MSBTE.

e. **Whether Change in Name of Trust/Society is proposed: Yes / No.**

**If yes, then, attach resolutions & undertakings of both the Trust/Society and a copy of application submitted to Charity Commissioner.**

Existing Name	Proposed Name

f. **Whether Change in Name of Institute is proposed: Yes / No.**

**If Yes, then, attach resolution of Trust/Society.**

Existing Name	Proposed Name	Resolution of Trust/Society

g. **Whether Change in place is proposed: Yes/No.**

**If Yes, then fill up the below data related to new place Land (Attach land documents in the prescribed Format 2 of Approval Process Manual):**

1) **Land Details:-**

- i. Location of Land
- ii. Full Address of proposed new location of institute



- iii. District.
- iv. Resolution of trust/society/company
- v. Survey No.
- vi. Town / City.
- vii. Land Use Certificate.
- viii. Khasra / Master Plan.
- ix. Whether land is N.A
- x. Whether owned/lease by the applicant Society / Trust.

**2) Building (photo copy of following documents found attached)**

Sr. No.	Description	Yes/No
1	Whether building plan is prepared by Registered Architect?	Yes/No
2	Whether building plan is approved by the competent authority If yes, then give name of authority with date of approval (Attach copy of approved building plan)	Yes/No
3	Property Card / City Survey map	Yes/No
4	Completion Certificate	Yes/No
5	Occupancy Certificate	Yes/No
6	Part Occupancy Certificate	Yes/No
7	Structural Stability certificate	Yes/No
8	Fire Safety Audit Certificate by a licensed auditor from the Directorate of Maharashtra Fire Service	Yes/No
9	Building Use Certificate	
10	Property Tax Paid receipt (latest)	
11	<b>Registered Lease deed/Sale deed</b>	
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)	
13	Other facilities including Hostel, Canteen, Amenities, Staff quarters etc. if available	
14	Whether existing Carpet area [in Sq. M.] for this proposal is available? If Yes, give details in following table. <i>(Administrative area for all courses is common &amp; must be 150 sq. m. to be added in total area).</i> <i>(For the Fire &amp; Safety courses – (FR &amp; FS) additional adjoining open space (ground) of 2000 sq. m. is required).</i>	

**3) Details of existing building's Carpet Area (in Sq. m.):-**

Sr. No	Particulars	Owned Area (in Sq. m.)	Leased Area (in Sq. m.)



4) Details of Academic Area:-

i) Details of Academic area as per norms & as available.

Sr. No.	Unit	Number Available	Actual Carpet Area of Each Unit (in Sqm.)	Area as per MSBTE norms (in Sqm.)	Total Available Area (in Sqm.)	Seating Capacity of each Unit
1.	Classroom					
2.	Laboratories					
3.	Drawing Hall					
4.	Other					
Total Area (in Sqm.)						

ii) Whether the classrooms, drawing halls are adequately furnished and equipped with teaching aids, if deficient give details.

iii) Whether hostel facility is available (Boys/Girls):- if Yes give details.

**h. Whether Closure of Institution** is proposed: Yes/No. If Yes, then check the following data:

i. Resolution of the trust regarding closure of Institution attached? Yes/No

ii. Present affiliation status attached? Yes/No

iii. Data regarding Number of Enrolled students in the current year 2025-2026 attached? Yes/No

iv. Data regarding Number of Enrolled students in the previous year 2024-25 attached? Yes/No

v. If number of enrollments are Nil for the current & previous year, which academic year was the last enrollment done? Whether Data submitted? Yes/No

vi. Last Examination when a candidate appeared for.(S/W, academic year) data submitted? Yes/No

vii .Monetary Receivables pending from Government (if any):

Receivable related to item	Approx. Amount expected as receivables in lakhs

xi.Number of teaching and non-teaching faculty on roll related to course/s proposed to be closed. Copies of appointment and latest salary details found attached.

Sr. no.	Name of teaching faculty	Qualification	Date of joining	Number of years of service	Whether Regular/Adhoc/Visiting

xii. Rehabilitation plan for teaching and non-teaching faculty on roll related to the proposed closure of course/s. Whether Attached/ Yes/No

xiii. Any court cases filed against Institute related to academic, administrative, financial matters? Yes/No. if yes, then

Case No.	Type of case. Civil/ Criminal /Enforcement/ Property registration	Date & Year of filing	Present Status of the case



xiv. Examination related documents available at institute.

Type of document	Number available
Original mark statements	
Original Result gazettes	
Original diploma Certificates	

xv. Information regarding Joint Fixed deposit with DTE/MSBTE.

Details of F.D. (Bank name, Date, Year)	Amount of F.D.	Joint F.D. with DTE/MSBTE

xvi. Undertaking on a notarized stamp paper of Rs.500/- by the Chairman/Secretary of the Trust of institute regarding legal issues that may arise, support to students in pipeline, etc. as per *Affidavit 8*


xvii. Monetary Receivables pending from Government / Deliverables to government (if any):  
a) Receivable from/Deliverables to government  
b) Related to item  
c) Approx. Amount expected as receivables/deliverables in lakhs

Verified i) Found Correct ii) Not correct  
Remarks:

6. **Details of the Course Coordinator for proposed course:-**

Name :	
Appointment Type:- (Regular/ In-charge)	
Telephone (Office) :	STD Code :
Telephone (Residential) :	STD Code :
Mobile No.:	email id:

7. **Teaching / Non-teaching Staff Details.**

a. Faculty

Full Name of the Course	Sanctioned Intake (1:25)	Number of faculty required as per norms LECT.	Nature of Appointment			
			Regular (Approved)	Adhoc	Visiting	Total
			LECT.	LECT.	LECT.	LECT.



--	--	--	--	--	--	--

b. Total intake of Institute:

c. Actual No. of students on roll in Institute :

1. Ratio of student : Staff \_\_\_\_\_ (Considering Regular Staff)

2. Ratio of student : Staff \_\_\_\_\_ (Considering Reg.+ Adhoc )

d) Details of Course wise faculty (Attach separate sheet)

Full name of the Course -

Duration in Year - Type – Full Time / Part Time

Sr. No.	Name of the staff	Designation	Qualification & specialization	Date of joining the Institution	Type of Appointment (Regular / Part time / Visiting)	Attach appointment / offer letter
1	2	3	4	5	6	

e) Details of Non-teaching staff

Sr. No.	Name of the staff	Designation	Qualification	Date of joining the Institutions
1	2	3	4	5

f) Whether tax is being deducted at source towards income tax. (YES / NO)

Verified i) Found Correct ii) Not correct

Remarks:

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

a) i) Location (Tick out whichever is applicable)

Mahanagar Palika	Nagarpalika	Gram panchayat
Survey No. Town / City	Survey No. Town / City	Survey No. Town / City

ii) Land Use Certificate

iii) Khasra/Master Plan

iv) Format 2

v) Whether land is N.A. (Yes / No)

If yes, then give name of authority with date of approval –

(Attach copy of approved N.A. order)

vi) Area

Whether owned/lease by the applicant Society / Trust [Yes] / [No] If

yes, then Area : Hectare/ Acres (Attach Copy of land documents)

Verified i) Found Correct ii) Not correct

Remarks



**9. Building (photo copy of following documents found attached)**

Sr. No.	Description	Yes/No
1	Whether building plan is prepared by Registered Architect?	Yes/No
2	Whether building plan is approved by the competent authority If yes, then give name of authority with date of approval (Attach copy of approved building plan)	Yes/No
3	Property Card / City Survey map	Yes/No
4	Completion Certificate	Yes/No
5	Occupancy Certificate	Yes/No
6	Part Occupancy Certificate	Yes/No
7	Structural Stability certificate	Yes/No
8	Fire Safety Audit Certificate by a licensed auditor from the Directorate of Maharashtra Fire Service	Yes/No
9	Building Use Certificate	
10	Property Tax Paid receipt (latest)	
11	Registered Lease deed/Sale deed	
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)	
13	Other facilities including Hostel, Canteen, Amenities, Staff quarters etc. if available	
14	Whether existing Carpet area [in Sq. M.] for this proposal is available? If Yes, give details in following table. (Administrative area for all courses is common & must be 150 sq. m. to be added in total area). (For the Fire & Safety courses – (FR & FS) additional adjoining open space (ground) of 2000 sq. m. is required).	

**i) Details of existing available academic/institutional (Carpet) area:-**

Sr. No	Full Name of Course	Area required (in Sq. m.)			Area Available (in Sq. m.)		
		Class room	Lab	Total Area	Class room	Lab	Total Area

**ii) List of Existing Available Carpet Area**

Sr. No	Full Name of Course	Area required (in Sq. m.)			Area Available (in Sq. m.)		
		Class room	Lab	Total Area	Class room	Lab	Total Area



**10. Built-up Area details:-**

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

Sr. No	Particulars	Owned Area (in Sq. m.)	Leased Area (in Sq. m.)

**ii) Details of Academic Area:-**

**i) Details of Academic area as per norms & as available.**

Sr. No.	Unit	Number Available	Actual Carpet Area of Each Unit (in Sqm.)	Area as per MSBTE norms (in Sqm.)	Total Available Area (in Sqm.)	Seating Capacity of each Unit
1.	Classroom					
2.	Laboratories					
3.	Drawing Hall					
4.	Other					
Total Area (in Sqm.)						

ii) Whether the classrooms, drawing halls are adequately furnished and equipped with teaching aids, if deficient give details.

iii) Whether hostel facility is available (Boys/Girls):- if Yes give details.

**11. Equipment**

- Total investment made of Rs. \_\_\_\_\_ (in lakhs)
- Break-up Details (Course wise)

Sr. No.	Name of Course	Total investment Rs. (in lakhs)	Indicate, if shared with other courses Rs. (in lakhs)
Total Investment Rs. (in lakhs)			

- Whether the machinery and Equipment in the labs, workshops, etc. are adequate and as per norms. (YES / NO). If No, give details:-
- List of Equipment & Invoice / Cash Memo of Equipments
- Upload pages of DSR of available equipment

**12. Library**

- a. Area (in Sq. m.) :
- Reading Hall Area :
- Stacking Area :
- Total Area (in Sq. m.) :
- Books (Course-wise Break-up)



Sr. No.	Course	Number of Titles	Number of Volumes	Total number of books

- b. Total investment on Books as on date – Rs.  
c. Total investment on furniture in Reading Hall- Rs.  
d, Whether library has Regular librarian : (YES / NO)

### 13. Computer Centre (as applicable)

- a. Infrastructural facilities:  
i. Total Area of Computer Centre (in Sq. m) :  
ii. Number of Computer Labs :  
iii. Total No. of Computers in the Institute :

Desktop	Laptop	Total

#### b. Hardware & Peripherals:

i)	Total Number of Terminals connected to LAN/WAN (Including ii-a, above)	
ii)	Type of Backup (UPS/Genset)	
iii)	Number of Printers	

#### c. Software :

i)	Operating System for Network	
ii)	Operating System for Desktop	
iii)	List of Application Software and compilers available	
Cost (for application Software only) (Rs.)		

- d. Internet connectivity :  
i. Connection : ISDN / DSL / Leased Line  
ii. Bandwidth available : 10Mbps or more  
iii. Name of ISP : \_\_\_\_\_

### 14. Total Investment on furniture used in Laboratories & Class room : Rs. –

Verified                      i) Found Correct                      ii) Not correct  
Remarks:

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

- a) Infrastructure :-  
• Additional Institutional Area :  
• Additional Hostel facilities :  
• Others (if any)
- b) Equipment :-  
Total Cost of Additional Equipment procured (in lakhs) Rs.  
(Enclose list of Equipment for the proposed courses).
- c) Library Investment :-



- d) Faculty identified :-  
e) Other facilities if any:-

Verified                      i) Found Correct                      ii) Not correct  
Remarks:

**16. Financial Status of the Society /Trust/Company**

- a. Whether applicant has opened a bank account in the name of the Society/ Trust/ Company for the existing institute.  
b. Income & expenditure during the last financial year 2025-26.  
(Attach audited report of Chartered Accountant):- Yes/ No  
c. Details of Operational fund position (as on the date of submission of application)

Sr. No.	Name of Bank With Branch & Full Address	Account No.	Cash Balance (in lakhs)	FDR submitted to DTE/MSBTE	Total Amount (in lakhs)

- i. Indicate how the additional funds would be mobilized over the next 3 to 4 years. Please attach authenticated documents to support your statement.  
ii. Whether the Accounts of the Applicant Society/Trust/Company are audited. Yes/ No  
iii. Whether income-tax return are filed - Yes / No

Verified                      i) Found Correct                      ii) Not correct  
Remarks:

<p>Signature of Trustee President / Secretary</p>	<p>Signature of the Principal</p>
---	-----------------------------------

**Remarks of Expert Committee (Tick as applicable)**

- Recommended as proposal fulfills all criteria.
- Not recommended as proposal doesn't fulfill the following criteria & with deficiencies therein.

Sr.No.	Criteria condition that has deficiency	Deficiency observed

Date of inspection:

Place of Inspection:

Name & Signatures of the Expert committee members:



**AFFIDAVIT 3B**

**(To be notarized on Rs.500/- stamp paper and should be submitted in original)**

That the Trust / Society/Company vide its executive meeting held on ..... at ..... vide item no. .... have resolved that,

<Name of the Institution> shall apply to Government/MSBTE for closure of course/ Change in name of institute / Replacement of course(s)/ change of place / Change in Management / Closure of Institution <retain as applicable>

<Name of the Institution>

<Name of the Course > in <name of the Institution> offering <name of the course1, course2....>

<Name of the course> offered by <name of the Institution>

It is also resolved that the Trust / Society/Company shall be responsible to maintain the sound financial position to maintain and operate the institute and further shall be liable for all consequences including the settlement of all dues to the faculty, employees and students and other agencies, arising out of the closure of the Courses / Replacement of course(s)/ change in name /change of place / Change in Management / Closure of Institution.

(Signature and name of Chairman/Secretary, Trust/Society/Company), (Designation),

(Name of the organization)



**Format 6 C**

**Statement showing the details of the proposal for Introduction of New Courses in existing institute conducting AICTE approved Programmes and/or state government approved short term diploma courses**

Sr. No.	Name & Address of the Society / Trust	Full name & address of the Instt. at permanent site (with year of establishment & MSBTE Code	Proposed		Facilities available with the Institute										Remarks of Expert Committee (Facts & Finding	Remarks of Regional Level Committee	
			Courses	Intake	Land (Acres)	Existing	Additional	Total	Provision of funds made for proposed courses / variation in Intake (Lacs)	Investments on equipment (Rs. In Lacs)	Numbers of Books	Available No. of Computers (as required for courses)	Principal	Lecturer			Additional Appointment
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

1. Dy. Secretary, RBTE. Principal Govt./Govt.aided Inst. Principal Govt./Govt.aided Inst. Industry Expert Member Chairman
2. Member
3. Member
4. Member
5. Chairman





**Format 6 C (b)**

**Statement showing the details of the proposal for Closure of Courses at institutes conducting state government approved short term diploma courses**

Name & Address of the Society / Trust:-  
Full name & address of the Inst. at permanent site (with year of establishment & MSBTE Code:-

Sr. No.	Course Closure Proposed			MSBTE Affiliation fee status	Facilities available with the Institute					Any Government funding/ receivables	Undertaking Affidavit	Remarks of Expert Committee (Facts & Finding	Remarks of Regional Level Committee
	Courses	Intake	Number of Students in pipeline		Land (Acres)	Existing	Co-ordinator	Lecturer	Re-arrangement/Absorption plan for teaching and non-teaching faculty				
1		3	4	5	6	7	8	9	10	11	12	13	14

Dy. Secretary, RBTE.      Principal Govt./Govt.aided Inst.      Principal Govt./Govt.aided Inst.      Industry Expert      Jt. Director, T.E  
Member Secretary      Member      Member      Member      Chairman



**Format 6 C(c)**

**Statement showing the details of the proposal for Change in Name and/or Management of Trust/Society/company conducting state government approved short term diploma courses**

Existing name & address of Society / Trust / Company:-  
Existing name & address of the Institute:-

Sr. No.	Existing		Proposed new name of Trust / Society / Company (change in name of Trust/Society/ Company)	Proposed new name of institute (change in name of institute)	Remarks of Expert Committee (Facts & Finding)	Remarks of Regional Level Committee
	Courses	Intake				
1	2	3	4	5	6	7

**Dy. Secretary, RBTE. Principal Govt./Govt.aided Inst. Member**      **Industry Expert Jt. Director, T.E**  
**Member Secretary**      **Member**      **Member**      **Chairman**



### Format 6 C(d)

**Statement showing the details of the proposal for Change in Place of institutes conducting state government approved short term diploma courses**

Name & Address of the Society / Trust / Company:-

Full Name & Address of the Institute At Permanent Site:-

Full Address of proposed new location of institute:-

Sr. No.	Existing		Facilities available with the Institute at new place										Remarks of Regional Level Committee		
	Courses	Intake	Land (Acres)	Building (Sq. M.)			Provision of funds made for proposed courses / variation in Intake (Lacs)	Investments on equipment (Rs. In Lacs)	Numbers of Books	Available No. of Computers (as required for courses)	Faculty			Remarks of Expert Committee (Facts & Finding)	
				Existing	Additional	Total						Principal	Lecturer		Additional Appointment
1				5	6	7	8	9	10	11	12	13	14		

Dy. Secretary, RBTE. Principal Govt./Govt.aided Member  
 Member Secretary  
 Inst. Principal Govt./Govt.aided Inst. Member  
 Industry Expert Member  
 Jt. Director, T.E Chairman





**Format 6 C(f)**

**Statement showing the details of the proposal for Replacement of Course(s)**

Name & Address of the Society / Trust / Company:-  
Full Name & Address of the Institute At Permanent Site:-

Sr. No.	Existing		Student statistics			Facilities available with the Institute		Course to be replaced and commitment of trust					Remarks of Expert Committee (Facts & Finding)	Remarks of Regional Level Committee
	Courses	Intake	Year of the course	No. of students enrolled	Number of students in pipeline	Land (Acres)	Existing Building Area (Sq. M)	Courses	Intake	Rehabilitation of teaching faculty	Rehabilitation of non-teaching faculty	Undertaking by trust		
1	2	3	4	5	6	7	8	9	10	12	13	14	15	16

Dy. Secretary, RBTE. Principal Govt./Govt.-aided Inst.    Principal Govt./Govt.-aided Inst.    Industry Expert    Jt. Director, T.E  
Member Secretary    Member    Member    Chairman



### Format 6 C(i)

Statement showing the details of the proposal for Introduction of New Courses in existing institute conducting AICTE approved Programmes or state government approved short term diploma courses

Region:  
Name & Address of the Society / Trust / Company :  
Full Name & Address of the Institute at Permanent Site:

Proposed Courses			
Sr.No	Course Name	Course Code	Intake
1			
2			

Sr. No	Parameters	Required as per norms	Available
1.	<b>Land</b>		
	i) Land in Acres		
	ii) Land Use Certificate		
	ii) Khasra/Master Plan		
2.	iii) Approved N.A. order		
	<b>Building (Sq. m.)</b>		
	i) Existing		
	ii) Building plan prepared by Registered Architect		
	iii) Building plan approved by the competent authority.		
	iv) Property Card / City Survey map		
	v) Completion Certificate		
	vi) Structural Stability certificate		
	vii) Fire Safety Audit Certificate by a licensed auditor from the Directorate of Maharashtra Fire Service		
	viii) Building Use Certificate		
ix) Property Tax Paid receipt (latest)			
x) Registered Lease deed/Sale deed			



3	Provision of funds made for proposed courses in terms of cash balance and FDR		
4	Equipment		
5	Library:(5 books per student) No. of Books-		
6	Computers (1 Computer: 4 Students)		
7	Faculty i) Faculty(1 teacher: 25 students) ii) Course Co-ordinator		
8	Additional Facilities i) Electrical Connection ii) Furniture iii) Potable Water iv) Road		

Dy. Secretary, RBTE. Principal Govt./Govt.aided Member  
 Member Secretary

Inst. Principal Govt./Govt.aided Inst. Industry Expert Member  
 Member

Jt. Director, T.E  
 Chairman



### Format 6 Ci (a)

Statement showing the details of the proposal for Variation in Intake in existing courses at institutes conducting state government approved short term diploma courses

Region:  
Name & Address of the Society / Trust / Company :  
Full Name & Address of the Institute At Permanent Site:

Courses in which variation in intake is proposed			
Sr.No	Course Name	Course Code	Intake
1			
2			

Sr. No	Parameters	Required as per norms	Available
1.	Land		
	i) Land in Acres		
	ii) Land Use Certificate		
	ii) Khasra/Master Plan		
2.	iii) Approved N.A. order		
	Building (Sq. m.)		
	i) Existing		
	ii) Building plan prepared by Registered Architect		
	iii) Building plan approved by the competent authority.		
	iv) Property Card / City Survey map		
v) Completion Certificate			
	vi) Structural Stability certificate		



	vii) Fire Safety Audit Certificate by a licensed auditor from the Directorate of Maharashtra Fire Service		
	viii) Building Use Certificate		
	ix) Property Tax Paid receipt (latest)		
	x) Registered Lease deed/Sale deed		
3	<b>Provision of funds made for proposed courses in terms of cash balance and FDR</b>		
4	<b>Equipment</b>		
5	<b>Library:(5 books per student)</b>		
	<b>No.of Books-</b>		
6	<b>Computers (1 Computer: 4 Students)</b>		
7	<b>Faculty</b>		
	i) Faculty(1 teacher: 25 students)		
	ii) Course Co-ordinator		
8	<b>Additional Facilities</b>		
	i) Electrical Connection		
	ii) Furniture		
	iii) Potable Water		
	iv) Road		

Dy.Secretary, RBTE. Principal Govt./Govt.aided Member Secretary      Inst. Principal Govt./Govt.aided Inst. Member      Industry Expert Member      Jt.Director, T.E Chairman



### Format 6 Ci (b)

Statement showing the details of the proposal for Replacement of course(s) at institutes conducting state government approved short term diploma courses

Region:  
Name & Address of the Society / Trust / Company :  
Full Name & Address of the Institute at Permanent Site:

Existing Courses & Courses for replacement		
Sr. No	Existing Course Code, Course Name & Intake	Course Code, Course Name & Intake for replacement of course
1		
2		

Sr. No	Parameters	Required as per norms	Available
1.	Land		
	i) Land in Acres		
	ii) Land Use Certificate		
	ii) Khasra/Master Plan		
2.	iii) Approved N.A. order		
	Building (Sq. m.)		
	i) Existing		
	ii) Building plan prepared by Registered Architect		
	iii) Building plan approved by the competent authority.		
	iv) Property Card / City Survey map		
	v) Completion Certificate		
	vi) Structural Stability certificate		



	vii) Fire Safety Audit Certificate by a licensed auditor from the Directorate of Maharashtra Fire Service		
	viii) Building Use Certificate		
	ix) Property Tax Paid receipt (latest)		
	x) Registered Lease deed/Sale deed		
<b>3</b>	<b>Provision of funds made for proposed courses in terms of cash balance and FDR</b>		
<b>4</b>	<b>Equipment</b>		
<b>5</b>	<b>Library:(5 books per student)</b>		
	<b>No. of Books-</b>		
<b>6</b>	<b>Computers (1 Computer: 4 Students)</b>		
<b>7</b>	<b>Faculty</b>		
	i) Faculty(1 teacher: 25 students)		
	ii) Course Co-ordinator		
<b>8</b>	<b>Additional Facilities</b>		
	i) Electrical Connection		
	ii) Furniture		
	iii) Potable Water		
	iv) Road		

Dy. Secretary, RBTE. Principal Govt./Govt.aided  
Member Secretary

Inst. Principal Govt./Govt.aided Inst. Industry Expert  
Member Member

Jt. Director, T.E  
Chairman



### Format 6 Ci (c)

**Statement showing the details of the proposal for Closure of Course(s) at institutes conducting state government approved short term diploma courses**

Region:  
Name & Address of the Society / Trust / Company :  
Full Name & Address of the Institute At Permanent Site:

Sr.No	Parameters	Required as per Norms	Available
1	Resolution of the trust regarding closure of course(s).		
2	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 8.		

Sr.No	Course Name	Course Code	Intake
1			

Sr. No	Parameters	Required as per norms	Available
1.	Number of Students in pipeline		
2.	MSBTE Affiliation fee status		
3.	Land (Acres)		
4.	Co-ordinator		



5.	Lecturer		
6.	Re-arrangement/Absorption plan for teaching and non-teaching faculty		
7.	Number of Enrolled students in the current year 2025-2026		
8.	Number of Enrolled students in the previous year 2024-2025		
9.	Number of Enrolled students in the year 2023-2024		
10.	Plan of action for in pipeline students		
11.	Original mark statements		
12.	Original Result gazettes		
13.	Original diploma Certificates		

Dy. Secretary, RBTE. Principal Govt./Govt.aided Inst. Principal Govt./Govt.aided Inst. Industry Expert Jt. Director, T.E  
Member Secretary Member Member Chairman



**Format 6 Ci (d)**

**Statement showing the details of the proposal for Change in Name of Institute/Trust/Society/Company conducting state government approved short term diploma courses**

Region:  
Name & Address of the Society / Trust / Company :  
Full Name & Address of the Institute at Permanent Site:

Proposed new name of Trust / Society / Company (change in name of Trust/Society/Company)		Proposed new name of institute (change in name of institute)	
Sr.No	Course Name	Course Code	Intake
1			
2			

Sr.No	Parameters	Required as per Norms	Available
1	i) Resolution of trust/society/company for change in name /change in management		
2	ii) Undertaking of both the trust and application submitted charity commissioner for change in management		

Dy.Secretary, RBTE. Principal Govt./Govt.aided Member  
 Member Secretary

Inst. Principal Govt./Govt.aided Inst. Industry Expert Member  
 Jt. Director, T.E Chairman



### Format 6 Ci (e)

Statement showing the details of the proposal for Change in Place of institutes conducting state government approved short term diploma courses

Region:  
Name & Address of the Society / Trust / Company :  
Full Name & Address of the Institute at Permanent Site:

Existing Courses			
Sr.No	Course Name	Course Code	Intake
1			
2			

Sr. No	Parameters	Required as per norms	Available
1.	<b>Land</b>		
	i) Land in Acres		
	ii) Land Use Certificate		
	ii) Khasra/Master Plan		
	iii) Approved N.A. order		
2.	<b>Building (Sq. m.)</b>		
	i) Existing		
	ii) Building plan prepared by Registered Architect		
	iii) Building plan approved by the competent authority.		
	iv) Property Card / City Survey map		



	v) Completion Certificate		
	vi) Structural Stability certificate		
	vii) Fire Safety Audit Certificate by a licensed auditor from the Directorate of Maharashtra Fire Service		
	viii) Building Use Certificate		
	ix) Property Tax Paid receipt (latest)		
	x) Registered Lease deed/Sale deed		
<b>3</b>	<b>Provision of funds made for proposed courses in terms of cash balance and FDR</b>		
<b>4</b>	<b>Equipment</b>		
<b>5</b>	<b>Library:(5 books per student)</b>		
	<b>No. of Books-</b>		
<b>6</b>	<b>Computers (1 Computer: 4 Students)</b>		
<b>7</b>	<b>Faculty</b>		
	i) Faculty(1 teacher: 25 students)		
	ii) Course Co-ordinator		
<b>8</b>	<b>Additional Facilities</b>		
	i) Electrical Connection		
	ii) Furniture		
	iii) Potable Water		
	iv) Road		

Dy.Secretary, RBTE. Principal Govt./Govt.aided Inst. Principal Govt./Govt.aided Inst. Industry Expert Jt.Director, T.E  
Member Secretary Member Member Chairman



### Format 6 Ci (f)

**Statement showing the details of the proposal for Closure of Institute conducting state government approved short term diploma courses**

Region:  
Name & Address of the Society / Trust / Company :  
Full Name & Address of the Institute at Permanent Site:

Sr.No	Parameters	Required as per Norms	Available
1	Resolution of the trust regarding closure of course(s).		
2	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 8.		

Sr.No	Course Name	Course Code	Intake
1			

Sr. No	Parameters	Required as per norms	Available
1.	Number of Students in pipeline		
2.	MSBTE Affiliation fee status		
3.	Land (Acres)		



4.	Co-ordinator		
5.	Lecturer		
6.	Re-arrangement/Absorption plan for teaching and non-teaching faculty		
7.	Number of Enrolled students in the current year 2025-2026		
8.	Number of Enrolled students in the previous year 2024-2025		
9.	Number of Enrolled students in the year 2023-2024		
10.	Plan of action for in pipeline students		
11.	Original mark statements		
12.	Original Result gazettes		
13.	Original diploma Certificates		

Dy. Secretary, RBTE. Principal Govt./Govt.aided Inst. Principal Govt./Govt.aided Inst. Industry Expert Jt. Director, T.E  
Member Secretary Member Member Chairman



Format 7B:-Affidavit for Change in Management

(रु.५००/- च्या स्टॅम्प पेपरवर नोटरी केलेले)

व्यवस्थापणाच्या हस्तांतरणसाठी सद्याच्या व्यवस्थापनाने द्यावयाचे हमीपत्राच्या मसुदा

**हमी पत्र**

मी ----- (सचिवांचे /अध्यक्षांचे संपूर्ण नांव), -----(ट्रस्टचे नाव व पत्ता)  
खालीलप्रमाणे हमीपत्र लिहून देत आहे की,----- ट्रस्ट अंतर्गत ----- ही संस्था खालील  
अल्प मुदतीचे अभ्यासक्रम राबवित आहे. (MSBTE Code No.....)

१. .... २..... ३..... ४.....

१. .... कारणामुळे माझ्या संस्थेचे व्यवस्थापन बदल करित आहे. Cसद्याचे व्यवस्थापन .....ट्रस्टकडे सोपविण्यात येणार आहे.
२. संस्थाचे व्यवस्थापन हस्तांतरित करण्याबाबत आमच्या ट्रस्टने दि.....रोजी ठराव मुददा क्र.....पास केला आहे. त्यास सर्वानुमते मान्यता देण्यात आली आहे.
३. सदर व्यवस्थापनाच्या बदलामुळे सद्या कार्यरत असलेल्या शिक्षक व शिक्षकेत्तर कर्मचा-यांच्या सेवा अबाधित / कायम राहतील. शिक्षक व शिक्षकेत्तर कर्मचा-यांचे संस्थेच्या व्यवस्थापनात बदलाबाबत समंतीपत्र घेतले आहे.
४. व्यवस्थापनात बदलामुळे विद्यार्थ्यांचे शैक्षणिक नूकसान होणार नाही.
५. सद्याच्या व्यवस्थापनाकडे असलेल्या सर्व सोयी सुविधा, नविन व्यवस्थापनाकडे देण्याची जबाबदारी आमची आहे.
६. संस्थेच्या व्यवस्थापनात बदल केल्यानंतर न्यायालयीन प्रकरण उदभवल्यास त्याची सर्वस्वी जबाबदारी संस्था व्यवस्थापनाची राहिल. त्यास महाराष्ट्र राज्य तंत्रशिक्षण मंडळ जबाबदार राहाणार नाही.
७. संस्थेच्या व्यवस्थापनात बदल करणेबाबत संबंधित धर्मदाय आयुक्त यांच्याकडे दि. ----- रोजी अर्ज केला आहे. सोबत प्रत जोडली आहे.

वर नमूद केलेल्या सर्व बाबींच्या पूर्ततेची या हमीपत्राद्वारे हमी देत आहे.

दिनांक : / /२०२६

ठिकाण :



सही  
अध्यक्ष/सचिव (संपूर्ण नाव)



(रु.५००/- च्या स्टॅम्प पेपरवर नोटरी केलेले)

व्यवस्थापणाच्या हस्तांतरणसाठी नविन व्यवस्थापनाने द्यावयाचे हमीपत्राच्या मसुदा

### हमी पत्र

मी ----- (सचिवांचे /अध्यक्षांचे संपूर्ण नांव), -----(ट्रस्टचे नाव व पत्ता)  
खालीलप्रमाणे हमीपत्र लिहून देत आहे की,..... ट्रस्ट अंतर्गत ..... ही संस्था खालील  
अल्प मुदतीचे अभ्यासक्रम राबवित आहे. ( MSBTE Code No.....)

१. .... २..... ३..... ४.....

१. सदर संस्था ----- व्यवस्थापनाकडे हस्तांतरित करण्यात येणार आहे. त्या आमची समंती आहे.
२. संस्थाचे व्यवस्थापन हस्तांतरित करण्याबाबत आमच्या ट्रस्टने दि.....रोजी ठराव मुददा क्र.....पास केला आहे. त्यास सर्वानुमते मान्यता देण्यात आली आहे.
३. सदर व्यवस्थापनेच्या बदलामुळे सद्या कार्यरत असलेल्या शिक्षक व शिक्षकेत्तर कर्मचा-यांच्या सेवा अबाधित / कायम राहतील. शिक्षक व शिक्षकेत्तर कर्मचा-यांचे संस्थेच्या व्यवस्थापनात बदलाबाबत समंतीपत्र घेतले आहे.
४. व्यवस्थापनात बदलामुळे विद्यार्थ्यांचे शैक्षणिक नूकसान होणार नाही.
५. सद्याच्या व्यवस्थापनाकडे असलेल्या सर्व सोयी सुविधा, नविन व्यवस्थापनाकडे हस्तांतरित करण्यात येणार आहे.
६. संस्थेच्या व्यवस्थापनात बदल केल्यानंतर न्यायालयीन प्रकरण उदभवल्यास त्याची सर्वस्वी संस्था व्यवस्थापना जबाबदारी आमची राहिल. त्यास महाराष्ट्र राज्य तंत्रशिक्षण मंडळ जबाबदार राहाणार नाही.
७. संस्थेचे व्यवस्थापनात हस्तांतरित करून घेण्याबाबत संबंधित धर्मदाय आयुक्त यांच्याकडे दि. ----- रोजी अर्ज केला आहे. सोबत प्रत जोडली आहे.

वर नमूद केलेल्या सर्व बाबींच्या पूर्ततेची या हमीपत्राद्वारे हमी देत आहे.

दिनांक : / / २०२६

ठिकाण :



सही  
अध्यक्ष / सचिव (संपूर्ण नाव)



**Format 7C**  
**RBTE Letter head**

To,  
Chairman /Secretary  
Name of the Trust/Society Address  
of the Trust/Society

**Sub :** Discrepancies found by document verification Committee in your proposal for introduction of new course/s in existing institute (AICTE approved or conducting Short Term Diploma Programmes) / variation in intake in existing courses / Replacement of course(s)/ closure of courses/ Change in Name / Change in place/Change in Management/ Closure of Institution offering State Government approved Short Term courses which are established before 2025-26.

Sir/Madam,

This is with reference to your application for introduction of new course/s in existing institute (AICTE approved or conducting Short Term Diploma Programmes) / variation in intake in existing courses / Replacement of course(s)/ closure of courses / change in name / change in place/ Change in Management / closure of institute for Government approved Short Term Diploma Courses.

The document verification Committee has noted the discrepancies in the proposal submitted by your Trust for introduction of new course/s in existing institute /variation in intake in existing courses /closure of course/s / Replacement of course(s)/ change in name / change in place/ Change in Management / Closure of Institution to cater to State Government approved Short Term Diploma Courses and have examined your proposal as per the laid down procedure, guidelines, policy, norms & standards of MSBTE. I am directed to communicate these discrepancies to you. Discrepancies are found with respect to ✓ marked points/parameters.

Details of the discrepancies are as shown below:

Sr. No.	Particulars of Discrepancies	Ticked (✓)
1	ABSENT for presentation	
<b>Land-</b>		
2	Land registered in the name of the applicant Society / Trust	
3	NA Certificate	
4	Lease deed for 5 years or more	
5	Land Use Certificate	
6	Khasra/Master Plan	
7	Attach format 2	
<b>Building documents-</b>		
5	Index II & Property Card with City Survey Map/ {7/12 TILR (land record) Gaothan Map/ Layout plan of area}	
6	Completion Certificate, Occupation Certificate from Competent Authority	



7	Building Use Certificate from Competent Authority	
8	Lease Deed recognized with Registrar, valid for 5 years	
9	Building plan approved by the competent authority.If yes/No then give name of authority with date of approval (Attach copy of approved building plan)	
10	Property Card / City Survey map	
11	Completion Certificate	
12	Occupancy Certificate	
13	Part Occupancy Certificate	
14	Structural Stability certificate	
15	Fire Safety Audit Certificate by a licensed auditor from the Directorate of Maharashtra Fire Service	
16	Structural Safety Certificate from registered Structural Engineer	
17	Building plan of the Institution prepared by an Architect registered with Council of Architecture	
18	Area statement along with the building plan approved by Architect registered with Council of Architecture	
19	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)	
20	Original documents for funds not shown	
21	Availability of Funds	
22	Principal / Director	
23	Faculty position	
24	Computers	
25	Equipment	
26	Books in Library	
<b>Any other discrepancies-</b>		

You are requested to submit necessary documents for fulfillment of above discrepancies during <period> in person along with the original supporting documents to the office of the undersigned. MSBTE will not entertain any request for relaxation in the cutoff date due to any reason, what so ever.

Yours,

Dy.Secretary,  
RBTE,.....

Copy submitted to: Secretary, MSBTE Mumbai for information.

**Note – Above letter should be given in person if present or sent by email or post if absent, after scrutiny of documents by document verification Committee on the letter head of concern RBTE.**



## Chapter III

### Norms & Requirements

- 1 The Duration and Entry Level Qualifications for the Technical Course such as Diploma, Post Diploma and Advanced Diploma shall be as provided in the Appendix 1.
- 2 No Technical Institution shall conduct any program or course with nomenclature which is not the approved nomenclature of courses at Diploma, Post Diploma, and Advanced Diploma in Engineering & Technology / Architecture/Hotel Management & Catering Technology etc. in the State of Maharashtra.
  - 2.1 The list of approved nomenclature of courses at Diploma, Post Diploma, Advanced Diploma is provided in the Appendix 1.
  - 2.2 If any Institution wishes to propose any new course, prior concurrence, as the case may be, by MSBTE for the same shall be necessary. For such concurrence, Secretary, MSBTE shall submit detailed syllabus content and its nomenclature to the Government of Maharashtra.
- 3 The Technical Institution shall strictly follow the Norms for Intake & Number of Courses/Divisions in the Technical Institution at Diploma, Post Diploma, Advanced Diploma as provided in the *Appendix 2*.
- 4 No Technical Institution shall be granted approval without fulfillment of the Norms for Land and Building Space requirements for Technical Institution as provided in the *Appendix 3*.
- 5 No Technical Institution shall be granted approval without fulfillment of the Norms for Books, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipment for Technical Institution as provided in the *Appendix 3*.
- 6 No Technical Institution shall be granted approval without fulfillment of the Norms for Essential and Desired requirements for Technical Institution as provided in the *Appendix 4*.
- 7 The Technical Institution shall ordinarily follow the Norms for Faculty requirements of Diploma, Post Diploma, Advanced Diploma as well as Faculty Cadre as provided in the *Appendix 5*.
- 8 The Technical Institution shall follow the Norms for Faculty requirements and Qualifications for Technical Institution shall be as provided in the *Appendix 5*.
- 9 The institute intending to start new courses under SKP may have to take the NOC/Consent from the related regulatory authority controlling the profession pertaining to these courses.



## Abbreviations

<b>AICTE</b>	All India Council for Technical Education
<b>B.E.</b>	Bachelor of Engineering
<b>B.HMC</b>	Bachelor in Hotel Management and Catering Technology
<b>B.Pharm</b>	Bachelor of Pharmacy
<b>B.Sc.</b>	Bachelor of Science
<b>B.Tech.</b>	Bachelor of Technology
<b>BOG</b>	Board of Governor
<b>CA</b>	Chartered Accountant
<b>CCTV</b>	Close Circuit Tele Vision
<b>CD</b>	Compact Disk
<b>COA</b>	Council of Architecture
<b>DPR</b>	Detailed Project Report
<b>EC</b>	Expert Committee
<b>FDR</b>	Fixed Deposit Receipt
<b>FT</b>	Full Time
<b>GOI</b>	Government of India
<b>HMCT</b>	Hotel Management & Catering Technology
<b>LCD</b>	Liquid Crystal Display
<b>M.Sc.</b>	Masters in Science
<b>M.</b>	Masters in Technology
<b>MBA</b>	Masters in Business Administration
<b>Mbps</b>	Mega bits per second
<b>MCA</b>	Masters in Computer Application
<b>ME</b>	Masters in Engineering
<b>MHRD</b>	Ministry of Human Resource & Development, Government of India
<b>MOE</b>	Ministry of Education, Government of India
<b>MOU</b>	Memorandum of Understanding
<b>NOC</b>	No Objection Certificate
<b>PT</b>	Part Time
<b>PC</b>	Personal Computer
<b>PG</b>	Post Graduate course
<b>PGDBM</b>	Post Graduate Diploma in Business Management
<b>PPP</b>	Public Private Partnership
<b>RBTE</b>	Regional office of MSBTE
<b>S</b>	Semester
<b>SKP</b>	A company incorporated under section 25 of Companies Act, 1956. (Skill Knowledge Provider)
<b>SLSC</b>	State Level Scrutiny Committee
<b>Sq.m.</b>	Unit of area in square meter
<b>TDS</b>	Tax Deduction at Source
<b>UT</b>	Union Territories
<b>WiFi</b>	Wireless Internet
<b>Y</b>	Yearly
<b>Yr / Yrs</b>	Year/Years



For further details please contact concern regional offices (RBTE) of MSBTE.

अ.क्र.	विभागीय कार्यालयाचे नाव व पत्ता	विभागांतर्गत येणारे जिल्हे	दूरध्वनी / फॅक्स क्रमांक	ई-मेल
१	उपसचिव, महाराष्ट्र राज्य तंत्र शिक्षण मंडळ, विभागीय कार्यालय, मुंबई, शासकीय तंत्रनिकेतन इमारत, ४९, खेरवाडी, अलियावर जंग मार्ग, वांद्रे (पुर्व), मुंबई-४०००५१	मुंबई, मुंबई उपनगर, ठाणे, पालघर, रायगड, रत्नागिरी, सिंधुदूर्ग	दूरध्वनी क्र. (०२२) ६२५४२१९२/९३	rbtemu@msbte.ac.in
२	उपसचिव, महाराष्ट्र राज्य तंत्र शिक्षण मंडळ, विभागीय कार्यालय, पुणे, ४१२-ई, बहिरत पाटील चौक, शिवाजी नगर, पुणे - ४११०१६	पुणे, सातारा, सांगली, कोल्हापूर, सोलापूर	दूरध्वनी क्र. (०२०) २५६५६९९४ २५६६०३१९	rbtepn@msbte.ac.in
३	उपसचिव, महाराष्ट्र राज्य तंत्र शिक्षण मंडळ, विभागीय कार्यालय, नागपूर, शासकीय तंत्रनिकेतन परिसर, सदर नागपूर - ४४०००१	नागपूर, चंद्रपूर, गडचिरोली, गोंदिया, भंडारा वर्धा, यवतमाळ, अमरावती, अकोला, वाशिम, बुलढाणा	दूरध्वनी क्र. (०७१२) ६६०३८७५/ ७६/७७/७८	rbteng@msbte.ac.in
४	उपसचिव, महाराष्ट्र राज्य तंत्र शिक्षण मंडळ, विभागीय कार्यालय, शासकीय तंत्रनिकेतन परिसर, स्टेशन रोड, उस्मानपुरा, छ. संभाजीनगर - ४३१००१.	छ. संभाजीनगर, जालना, परभणी, हिंगोली, लातूर, धाराशिव, नांदेड, बीड, नाशिक, धूळे, जळगांव, अहिल्यानगर, नंदूरबार	दूरध्वनी क्र. (०२४०) २३४०२५/ २३३१२७३	rbtecsn@msbte.ac.in



