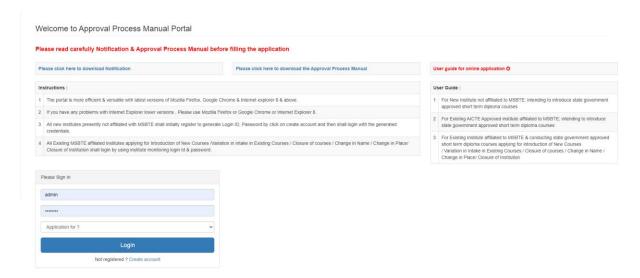Maharashtra State Board of Technical Education, Mumbai.

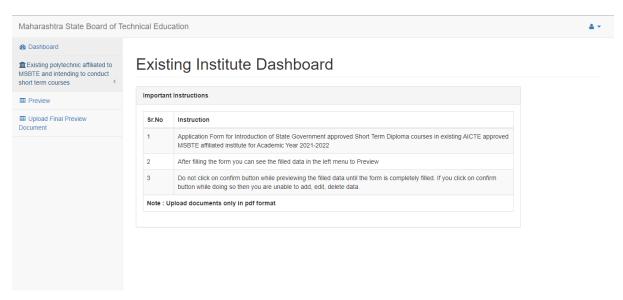# Short Term Course Registration System

User Guide (Existing AICTE Approved institute affiliated to MSBTE; intending to introduce state government approved short term diploma courses)

Existing AICTE Approved institute affiliated to MSBTE; intending to introduce state government approved short term diploma courses

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

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

Step 3: For login enter credentials you are using for Institute Monitoring Portal and select "Existing AICTE Approved institute affiliated to MSBTE" afterwards click on Login button. After successful login, following screen will appear.

Step 4: Click on first link which is "Existing polytechnic affiliated to MSBTE". After that the links list appears at left sideas shown in following screen.

Step 5: Click on **"Name and address of the institution"**link. Following screen will appear. Fill the information as required in form

Please click on **"Click here for Payment of processing fees"**. Following window will appear in new tab/window.

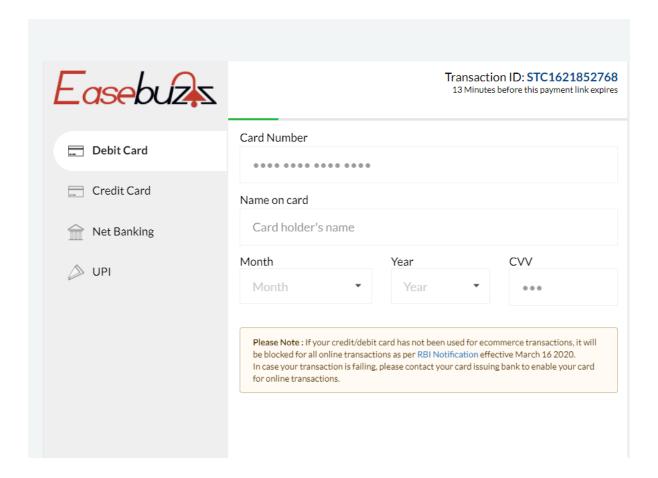✓ Select the appropriate option for payment and complete the payment process. Once payment is successfully completed, you can take a print of the receipt as appeared in below screen.

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

Once login all other sub links will be activated in left side.

Step 6: After submitting the information, you need to click on **"Latest approvals"**link. Following screen will appear.Fill the required information in the form and click on "Submit Information" button.

Step 7:After submitting the information, you need to click on "Next" button placed at top right side of the page.Following screen will appear.

Step 8: After submitting this information, please click on "Existing AICTE approved course with intake" link. The link will open and following screen will appear. Fill the required information in the form and click on "Submit Information" button.

Step 9:After submitting of this information, please click on "Next" button placed at top right side of the page then following screen will appear.

Maharashtra State Board of Technical Education

- Dashboard
- Existing polytechnic affiliated to MSBTE and intending to conduct short term courses
  - 1.Name and address of the institution
  - 2.Latest approvals
  - 3.i.Polytechnic sharing facilities with any other institution/ any other course
  - 3.ii.Existing AICTE approved courses with intake
  - 3.iii.Institution conducting courses not approved by MSBTE
  - 4.Proposal for Introduction of New Courses
  - 5.Details of the Principal / Co-ordinator

Details of Courses not affiliated to MSBTE   Next »

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

Name of the Course	Duration	Intake	Name of the approval authority

Submit Information

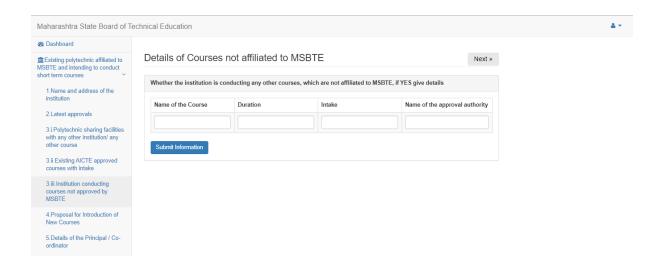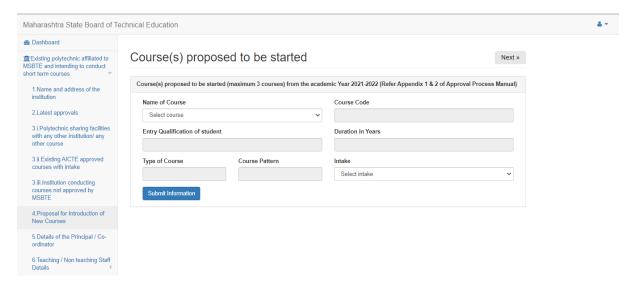Step 10:Enter the details of courses not affiliated to MSBTE and click on "Submit Information" button to save the information then click on "Next" button placed at top right side of the page. Following screen will appear.

You can apply maximum 3 courses only, more than that you will be not permitted.

Maharashtra State Board of Technical Education

- Dashboard
- Existing polytechnic affiliated to MSBTE and intending to conduct short term courses
  - 1.Name and address of the institution
  - 2.Latest approvals
  - 3.i.Polytechnic sharing facilities with any other institution/ any other course
  - 3.ii.Existing AICTE approved courses with intake
  - 3.iii.Institution conducting courses not approved by MSBTE
  - 4.Proposal for Introduction of New Courses
  - 5.Details of the Principal / Co-ordinator
  - 6.Teaching / Non teaching Staff Details

Course(s) proposed to be started   Next »

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

Name of Course
Select course

Course Code

Entry Qualification of student

Duration in Years

Type of Course   **Course Pattern**   **Intake**
Select intake

Submit Information

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

SKP Details

Select No of Times SKPs associated for this course

| 1 | ⌄ |

SKP 1

Name of the industry/organization:

Email of the industry/organization:

Address/communication details:

Pincode:

Website:

Name of contact person

Designation of contact person

Email of contact person

Mobile number of contact person

Industry Type
Select

Products/services offered by industry:

Internship capacity for Male

Internship capacity for Female

Industry size
Select

Distance of industry/organization from institute
Select

MOU
Choose Files No file chosen

Step 11:Please fill the required information of SKP and SKP 1 detailsand click on "Submit Information" button, then click on "Next" button placed at top right side of the page. Then the next link opens and following screen will appear.
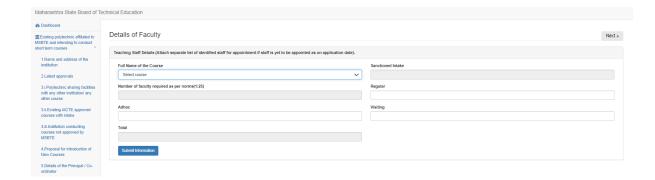

Maharashtra State Board of Technical Education

- Dashboard
- Existing polytechnic affiliated to MSBTE and intending to conduct short term courses
  - 1.Name and address of the institution
  - 2.Latest approvals
  - 3.i.Polytechnic sharing facilities with any other institution/ any other course
  - 3.ii.Existing AICTE approved courses with intake
  - 3.iii.Institution conducting courses not approved by MSBTE
  - 4.Proposal for Introduction of New Courses
  - 5.Details of the Principal / Co-ordinator
  - 6.Teaching / Non teaching Staff Details ‹
  - 7.Building

Details of Principal / Coordinator   Next »

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

Name

Appointment Type
Select

STD Code

Telephone (Office)

STD Code

Telephone (Residential)

Mobile No

E-mail id

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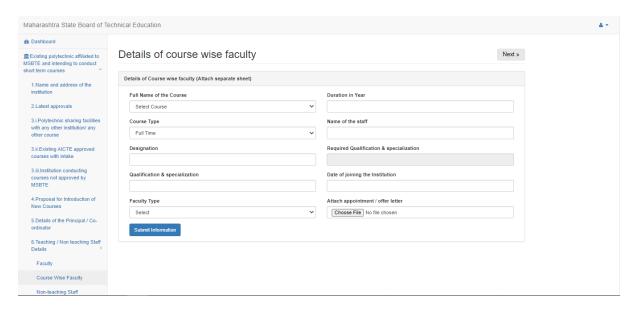Choose File No file chosen

Submit Information

Step 12:Please enter the details of Principal/Coordinator and click on "Submit Information" button to save the details of Principal / Coordinators, then click on "Next" button placed at top right side of the page. Then next link opens and following screen will appear.
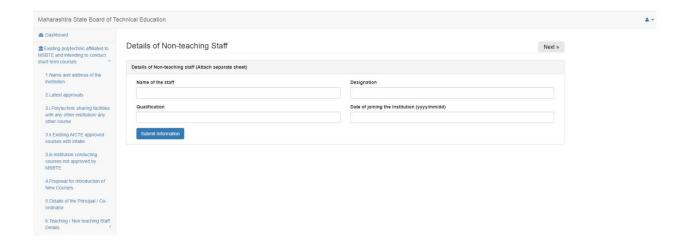
Step 13:Please enter the details of faculty and click on "Submit Information" button to save the details of faculty, then click on "Next" button placed at top right side of the page. Now the next link opens and following screen will appear.
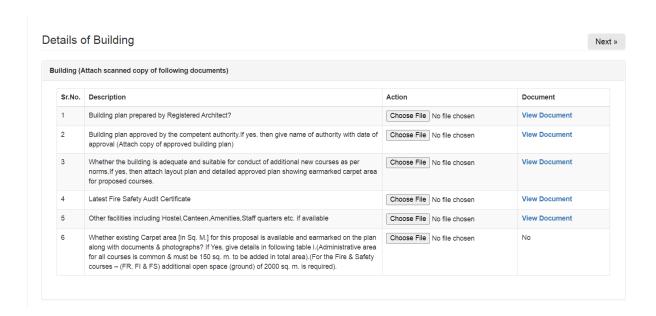
Teaching staff should match with the category wise overall count of teaching staff otherwise the form will not be confirmed.
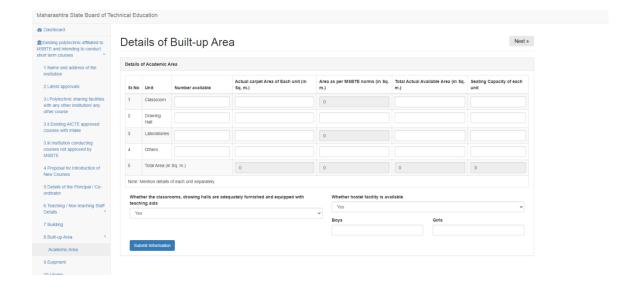

Step 14:Please enter the details of course wise faculty and click on "Submit Information" button to save the details of course wise faculty, then click on "Next" button placed at top right side of the page. Now the next link opens and following screen will appear.

Dashboard

Existing polytechnic affiliated to MSBTE and intending to conduct short term courses

1.Name and address of the institution

2.Latest approvals

3.i.Polytechnic sharing facilities with any other institution/ any other course

3.ii.Existing AICTE approved courses with intake

3.iii.Institution conducting courses not approved by MSBTE

4.Proposal for Introduction of New Courses

5.Details of the Principal / Co-ordinator

6.Teaching / Non teaching Staff Details

Details of Non-teaching Staff

Next »

Details of Non-teaching staff (Attach separate sheet)

Name of the staff	Designation
Qualification	Date of joining the Institution (yyyy/mm/dd)

Submit Information

Step 15:Please enter the details of Non-Teaching staff and click on "Submit Information" button to save the details of non-teaching staff, then click on "Next" button placed at top right side of the page. Now the next link opens and following screen will appear.

Details of Building

Next »

Building (Attach scanned copy of following documents)

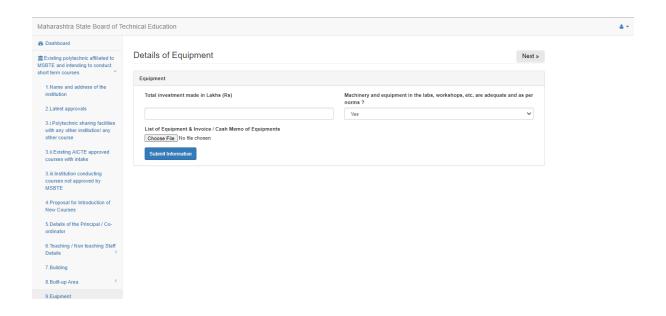| Sr.No.	Description	Action	Document
1	Building plan prepared by Registered Architect?	Choose File No file chosen	View Document
2	Building plan approved by the competent authority.If yes, then give name of authority with date of approval (Attach copy of approved building plan)	Choose File No file chosen	View Document
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.	Choose File No file chosen	View Document
4	Latest Fire Safety Audit Certificate	Choose File No file chosen	View Document
5	Other facilities including Hostel,Canteen,Amenities,Staff quarters etc. if available	Choose File No file chosen	View Document
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).	Choose File No file chosen	No

Step 16: Upload all the required documents. The next link opens and following screen will appear.
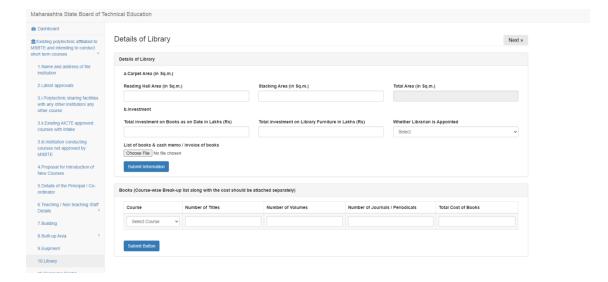
Step 17:Click on Built-up Area, Sub link will appear for Academic Area.

Step 18:Enter the details of Built-up (Details of Academic Area) and click on "Submit Information" to save the details of Built-up (Details of Academic Area), then click on "Next" button placed at top right side of the page. The next link opens and following screen will appear.
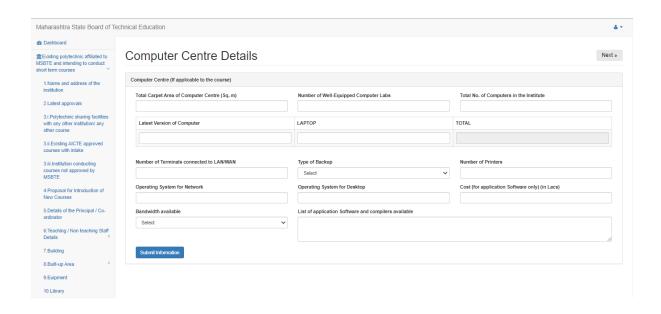

Step 19:Enter the details of Equipment and click on "Submit Information" to save the details of equipment, then click on "Next" button placed at top right side of the page. The next link opens and following screen will appear.
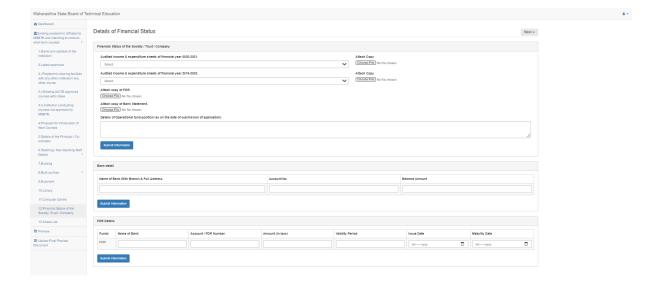
Step 20:

1. Enter the details of library and click on "Submit Information" to save the details of library.
2. Select the Course from the dropdown and enter the details of book (Course wise break-up) and click on "Submit Button" to save the information
3. Then click on "Next" button placed at top right side of the page. The next link opens and following screen will appear.
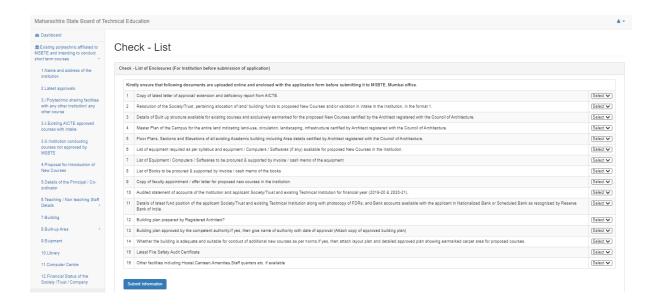

Step 21: Enter the details of Computer Centre and click on "Submit Information" to save the details of computer centre, then click on "Next" button placed at top right side of the page. The next link opens and following screen will appear.
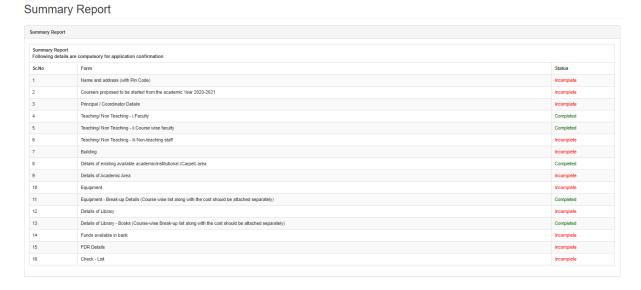
Step 22:

1. Enter the details of Financial StatusFinancial Status of the Society / Trust / Company, upload the required documents and click on "Submit Information" to save the details of financial status

2. Enter the bank details along with Bank name with branch and address, Account number and Balance amount and click on "Submit Information" to save the details of bank

3. Enter the required FDR details and click on "Submit Information" to save the details of bank

4. Then click on "Next" button placed at top right side of the page. The next link opens and following screen will appear.
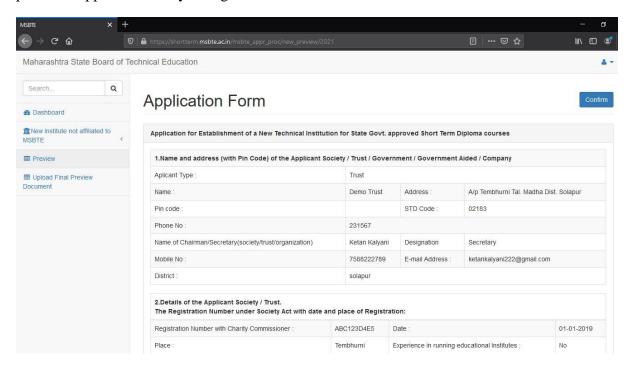
Step 23: Select the appropriate option of check list from drop down to ensure that above documents are uploaded online and enclosed with the application form before submitting it to MSBTE, Mumbai office.Then click on "Submit Information" to save the check list details.

Step 24: Click on **Summary report,**In Summary Report the applicant verify the completed forms & list of incomplete information.

Summary Report

Summary Report

Summary Report
Following details are compulsory for application confirmation

Sr.No	Form	Status
1	Name and address (with Pin Code)	Incomplete
2	Course/s proposed to be started from the academic Year 2020-2021	Incomplete
3	Principal / Coordinator Details	Incomplete
4	Teaching/ Non Teaching - i.Faculty	Completed
5	Teaching/ Non Teaching - ii.Course wise faculty	Completed
6	Teaching/ Non Teaching - iii.Non-teaching staff	Incomplete
7	Building	Incomplete
8	Details of existing available academic/institutional (Carpet) area	Completed
9	Details of Academic Area	Incomplete
10	Equipment	Incomplete
11	Equipment - Break-up Details (Course wise list along with the cost should be attached separately)	Completed
12	Details of Library	Incomplete
13	Details of Library - Books (Course-wise Break-up list along with the cost should be attached separately)	Completed
14	Funds available in bank	Incomplete
15	FDR Details	Incomplete
16	Check - List	Incomplete

Step 25: Click on **Preview**button following screen will appear, if you submitted all the details, then Confirm button will appear in Top Right side of the page. Please check the application carefully before clicking "Confirm" button, once "Confirm" the system will not permit to applicant for any changes.

Step 26: Click on **"Confirm"** button.After confirmation, please take print by clicking **"Print"** button.

Step 27: Please append the signature & seal of the authorised person/authority and upload the scanned copy.

Step 28: Click on **"Upload Final Document"**. Following screen will appear.