

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.

Welcome to Approval Process Manual Portal

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

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

Instructions :

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

User Guide :

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

Please Sign In

admin

Application for ?

Login

Not registered ? Create account

Step 3: For login 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.

Maharashtra State Board of Technical Education

Dashboard

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

Preview

Upload Final Preview Document

Existing Institute Dashboard

Important Instructions

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

Note : Upload documents only in pdf format

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

The screenshot shows the 'Existing Institute Dashboard' for the Maharashtra State Board of Technical Education. On the left, a navigation menu lists several options, with the first one, '1. Name and address of the institution', highlighted. The main content area features a section titled 'Important Instructions' containing a table with three rows of instructions. Below the table is a note: 'Note : Upload documents only in pdf format'.

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

Note : Upload documents only in pdf format

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

The screenshot displays the 'Name and Address Details' form. The form is titled 'Name and Address of the institution at the Permanent Site with Survey number and Pin Code.' It contains several input fields: 'Name of the Institution' (filled with 'Government Polytechnic'), 'E-mail Address' (filled with 'vgtambe@yahoo.com'), 'Address of the Permanent Site with Pin Code & Nearest City' (filled with 'AT POST VIDYANAGAR TAL KARAD DIST SATARA PIN 415124'), 'Classification of the permanent Site' (a dropdown menu), 'Survey No', 'Village / City', 'STD Code', 'Phone No', 'Mobile No', 'State', 'Pin Code' (filled with '415124'), 'Year of Establishment' (filled with '1957'), and 'Select District' (a dropdown menu). A 'Submit Information' button is located at the bottom left of the form.

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

The screenshot displays the Easebuziz payment interface. At the top left is the Easebuziz logo. On the right, the transaction ID is STC1621852768, with a note that the payment link expires in 13 minutes. A left-hand navigation menu includes options for Debit Card, Credit Card, Net Banking, and UPI. The main form area contains fields for Card Number, Name on card, Month, Year, and CVV. A note at the bottom of the form states: "Please Note : If your credit/debit card has not been used for ecommerce transactions, it will be blocked for all online transactions as per RBI Notification effective March 16 2020. In case your transaction is failing, please contact your card issuing bank to enable your card for online transactions."

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

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.

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

Faculty

Course Wise Faculty

Non-teaching Staff

7. Building

8. Built-up Area

Academic Area

9. Equipment

Latest Approvals

Next >

Approval Details :

1. OR of Gov of Maharashtra
 No file chosen

2. Latest EOA of AICTE
 No file chosen

3. Deficiency Report of AICTE
 No file chosen

4. Latest MSBTE Affiliation / Equivalence
 No file chosen

5. Academic Monitoring Ratings

Sr.No	Course Code	Course Name	Department Ratings
1	Civil Engineering	CE	Very Good
2	Mechanical Engineering	ME	Very Good
3	Electrical Engineering	EE	Very Good
4	Electronics & Tele-Communication Engineering	EJ	Very Good
5	Computer Engineering	CO	Very Good
6	Instrumentation	IS	Very Good

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

Submit Information

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.

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

Details of sharing the facilities with any other institution/ any other course

Next >

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

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

Submit Information

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.

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

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4. Proposal for Introduction of New Courses

5. Details of the Principal / Co-ordinator

Existing AICTE Approved Courses

Next >

Existing AICTE Approved courses with intake in the Institution.

Name of the AICTE approved course	Approved Intake	Number of students admitted for first year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit Information

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
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- 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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- 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 <input type="text" value="Select course"/>	Course Code <input type="text"/>
Entry Qualification of student <input type="text"/>	Duration in Years <input type="text"/>
Type of Course <input type="text"/>	Course Pattern <input type="text"/>
	Intake <input type="text" value="Select intake"/>

Submit Information

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

SKP Details

Select No of Times SKPs associated for this course

1

SKP 1

Name of the industry/organization:	Email of the industry/organization:	Address/communication details:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Pincode:	Website:	Name of contact person	Designation of contact person
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email of contact person	Mobile number of contact person		
<input type="text"/>	<input type="text"/>		
Industry Type	Products/services offered by industry:	Internship capacity for Male	Internship capacity for Female
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Industry size	Distance of industry/organization from institute	MOU	
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="button" value="Choose Files"/> No file chosen	

Step 11: Please fill the required information of SKP and SKP 1 details and 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
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- 3.ii. Existing AICTE approved courses with intake
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- 4. Proposal for Introduction of New Courses
- 5. Details of the Principal / Coordinator
- 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
<input type="text"/>	<input type="text" value="Select"/>
STD Code	Telephone (Office)
<input type="text"/>	<input type="text"/>
STD Code	Telephone (Residential)
<input type="text"/>	<input type="text"/>
Mobile No	E-mail id
<input type="text"/>	<input type="text"/>
Attach copy of appointment / Offer Letter	
<input type="button" value="Choose File"/> No file chosen	
<input type="button" value="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.

Maharashtra State Board of Technical Education

Dashboard

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

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

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4. Proposal for Introduction of New Courses

5. Details of the Principal / Co-ordinator

Details of Faculty

Next >

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

Full Name of the Course: Select course

Number of faculty required as per norms(1-25):

Adhoc:

Total:

Sanctioned Intake:

Regular:

Visiting:

Submit Information

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.

Maharashtra State Board of Technical Education

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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

Faculty

Course Wise Faculty

Non-teaching Staff

Details of course wise faculty

Next >

Details of Course wise faculty (Attach separate sheet)

Full Name of the Course: Select Course

Duration in Year:

Course Type: Full Time

Name of the staff:

Designation:

Required Qualification & specialization:

Qualification & specialization:

Date of joining the Institution:

Faculty Type: Select

Attach appointment / offer letter: Choose File No file chosen

Submit Information

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.

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

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.

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
8. Built-up Area
9. Equipment

Details of Built-up Area

Next »

Details of Academic Area

Sr.No	Unit	Number available	Actual carpet Area of Each unit (in Sq. m.)	Area as per MSBTE norms (in Sq. m.)	Total Actual Available Area (in Sq. m.)	Seating Capacity of each unit
1	Classroom	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
2	Drawing Hall	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Laboratories	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
4	Others	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	Total Area (in Sq. m.)	<input type="text"/>	0	0	0	0

Note: Mention details of each unit separately.

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

Whether hostel facility is available

Boys Girls

Submit Information

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.

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
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6. Teaching / Non teaching Staff Details
7. Building
8. Built-up Area
9. Equipment

Details of Equipment

Next »

Equipment

Total investment made in Lakhs (Rs)

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

List of Equipment & Invoice / Cash Memo of Equipments

No file chosen

Submit Information

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.

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
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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
8. Built-up Area
9. Equipment
10. Library

Details of Library

Next »

Details of Library

a. Carpet Area (in Sq.m.)

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

b. Investment

Total investment on Books as on Date in Lakhs (Rs) Total investment on Library Furniture in Lakhs (Rs) Whether Librarian is Appointed

List of books & cash memo / invoice of books

Choose File | No file chosen

Submit Information

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

Course	Number of Titles	Number of Volumes	Number of Journals / Periodicals	Total Cost of Books
Select Course				

Submit Button

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.

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5. Details of the Principal / Co-ordinator
6. Teaching / Non teaching Staff Details
7. Building
8. Built-up Area
9. Equipment
10. Library

Computer Centre Details

Next »

Computer Centre (If applicable to the course)

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

Latest Version of Computer LAPTOP TOTAL

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

Operating System for Network Operating System for Desktop Cost (for application Software only) (in Lacs)

Bandwidth available List of application Software and compilers available

Submit Information

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.

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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

8. Built-up Area

9. Equipment

10. Library

11. Computer Centre

12. Financial Status of the Society/Trust/ Company

13. Check List

Previous

Upload Final Previous Document

Details of Financial Status

Next >

Financial Status of the Society/ Trust/ Company

Audited Income & expenditure sheets of financial year 2020-2021.

Select No file chosen

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

Select No file chosen

Attach copy of FDR. No file chosen

Attach copy of Bank Statement. No file chosen

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

Bank detail

Name of Bank With Branch & Full Address	Account No.	Balance Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>

FDR Details

Funds	Name of Bank	Account / FDR Number	Amount (In Lacs)	Validity Period	Issue Date	Maturity Date
FDR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="00-00-0000"/>	<input type="text" value="00-00-0000"/>

Step 22:

1. Enter the details of Financial Status Financial 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.

Maharashtra State Board of Technical Education

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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

8. Built-up Area

9. Equipment

10. Library

11. Computer Centre

12. Financial Status of the Society/Trust/ Company

13. Check List

Previous

Upload Final Previous Document

Check - List

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

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

1	Copy of latest letter of approval/ extension and deficiency report from AICTE.	<input type="button" value="Select"/>
2	Resolution of the Society/Trust, pertaining allocation of land/ building/ funds to proposed New Courses and/or variation in intake in the format 1.	<input type="button" value="Select"/>
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.	<input type="button" value="Select"/>
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.	<input type="button" value="Select"/>
5	Floor Plans, Sections and Elevations of all existing Academic building including Area details certified by Architect registered with the Council of Architecture.	<input type="button" value="Select"/>
6	List of equipment required as per syllabus and equipment / Computers / Softwares (if any) available for proposed New Courses in the Institution.	<input type="button" value="Select"/>
7	List of Equipment / Computers / Softwares to be procured & supported by invoice / cash memo of the equipment	<input type="button" value="Select"/>
8	List of Books to be procured & supported by invoice / cash memo of the books	<input type="button" value="Select"/>
9	Copy of faculty appointment / offer letter for proposed new courses in the institution	<input type="button" value="Select"/>
10	Audited statement of accounts of the Institution and applicant Society/Trust and existing Technical Institution for financial year (2019-20 & 2020-21).	<input type="button" value="Select"/>
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.	<input type="button" value="Select"/>
12	Building plan prepared by Registered Architect?	<input type="button" value="Select"/>
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)	<input type="button" value="Select"/>
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.	<input type="button" value="Select"/>
15	Latest Fire Safety Audit Certificate	<input type="button" value="Select"/>
16	Other facilities including Hostel/Canteen,Amenities,Staff quarters etc. if available	<input type="button" value="Select"/>

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

Sl.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.

Application Form Confirm

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 / Company

Applicant Type :	Trust		
Name :	Demo Trust	Address :	A/p Tembhorni Tal. Madha Dist. Solapur
Pin code :		STD Code :	02183
Phone No :	231567		
Name of Chairman/Secretary(society/trust/organization)	Ketan Kalyani	Designation	Secretary
Mobile No :	7588222789	E-mail Address :	ketankalyani222@gmail.com
District :	solapur		

2.Details of the Applicant Society / Trust.
The Registration Number under Society Act with date and place of Registration:

Registration Number with Charity Commissioner :	ABC123D4E5	Date :	01-01-2019
Place :	Tembhorni	Experience in running educational Institutes :	No

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.

