Maharashtra State Board of Technical Education, Mumbai.

Short Term Course Registration System

User Manual (Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses applying for introduction of New Courses / Variation in Intake in Existing Courses / Closure of courses / Change in Name / Change in Place/ Closure of Institution) Process For Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses applying for introduction of New Courses / Variation in Intake in Existing Courses / Closure of courses / Change in Name / Change in Place/ Closure of Institution

<u>Step 1</u>: Read approval process manual carefully before filling the application.

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

lease read carefully Notification & Approval Process Manual be	fore filling the application	
Please click here to download Notification	Please click here to download the Approval Process Manual	User guide for online application O
instructions :		User Guide :
The portal is more efficient & versatile with latest versions of Mozilla Firefox, Google	Chrome & Internet explorer 8 & above.	1 For New Institute not affiliated to MSBTE; intending to introduce state governm approved short term diploma courses
2 If you have any problems with Internet Explorer lower versions . Please use Mozilla	Firefox or Google Chrome or Internet Explorer 8.	
3 All new institutes presently not affiliated with MSBTE shall initially register to general credentials.	e Login ID, Password by click on create account and then shall login with the generated	2 For Existing AICTE Approved institute affiliated to MSBTE; intending to introduc state government approved short term diploma courses
	lation in Intake in Existing Courses / Closure of courses / Change in Name / Change in Place/	3 For Existing institute affiliated to MSBTE & conducting state government appro 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		

<u>Step 3:</u> Applicant can login into the portal by using credentials of Institute Monitoring Portal of MSBTE.

✓ After successful login, following screen will appear

Maharashtra State Board of T	echnical Education	<u>۵</u> ۰
Dashboard		
Existing Institute affiliated to MSBTE & conducting state	Existing Institute Dashboard	
government approved short term diploma courses <	Important Instructions	
Preview		
III Upload Final Preview	Sr.No Instruction (Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses)	
Document	1 Application Form for Introduction of State Government approved New Short Term Diploma courses in Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses for Academic Year 2021-2022	
	2 After filing form you can see data in left menu - Preview	
	3 Do not click on confirm button in preview until fill all data. If you click on confirm button you are unable to add,edit,delete data.	
	Upload documents only in pdf format	
	Sr.No Instruction (Variation in Intake in Existing Courses / Closure of courses / Change in Name / Change in Place/ Closure of Institution)	
	1 Application Form for Variation in intake in Existing Courses / Closure of courses in existing institutes / Change in name / Change in place / Closure of Institution from institutes conducting State Government approved Short Term courses & which are established before Academic Year 2021-2022	
	* Mandatory links required to be filled before final submission.	

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

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

Maharashtra State Board of Te	chnical Educatio	on	A.*.	
n Dashboard				
Existing Institute affiliated to MSBTE & conducting state government approved short term	Existin	g Institute Dashboard		
diploma courses ~	Important Inst	Important Instructions		
1.Name and address of the institution *	Sr.No	Instruction (Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses)		
	1	Application Form for Introduction of State Government approved New Short Term Diploma courses in Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses for Academic Year 2021-3022		
	2	After filing form you can see data in left menu - Preview		
	3	Do not click on confirm button in preview until fill all data. If you click on confirm button you are unable to add, edit, delete data.		
	Upload docu	uments only in pdf format		
	Sr.No	Instruction (Variation in Intake in Existing Courses / Closure of courses / Change in Name / Change in Place/ Closure of Institution)		
	1	Application Form for Variation in Intake in Existing Courses / Closure of courses in existing institutes / Change in name / Change in place / Closure of Institution from institutes conducting State Government approved Short Term courses & which are established before Academic Year 2021-2022		
	* Mandatory I	Inks required to be filed before final submission.		

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

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

Dashboard					
Existing Institute affiliated to ISBTE & conducting state	Name and Address Details				
jovernment approved short term liploma courses	Name and Address of the institution at the Permanent Site with Survey number and Pin Code.				
1.Name and address of the institution *	Name of the Society/Trust/Company	Address of the Society/Trust/Company			
	Name of the Institution	E-mail Address			
	M.H. Saboo Siddik	dean_mhssp@rediffmail.com			
	Address of the Permanent Site with Pin Code & Nearest City				
	M.H. SABOO SIDDIK POLYTECHNIC, SABOO SIDDIK POLYTEC	INIC ROAD, BYCULLA MUMBAI-400008			
			11		
	Classification of the permanent Site	Survey No	11		
	Classification of the permanent Site Select	Survey No	12		
	Select	v			
	Select	v			
	Select Village / City	STD Code :			
	Select Village / City	STD Code :			
	Select Village / City Phone No	STO Code : Mobile No			
	Select Village / City Phone No	STD Code : Mobile No Pin Code			

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

Maharashtra State Board of T	echnical Education	
Deshboard		
Existing Institute affiliated to MSBTE & conducting state	Name and Address Details	
government approved short term diploma courses	Your Data Seved Successfully	
1.Name and address of the	Tour uses Server Server Server	
institution •	Name and Address of the Institution at the Permanent Bits with Burvey number and Pin Code.	
	Name of the Booledy/TrustiCompany	Address of the Boolety/Trust/Company
	DIGWJAY	DSDSDS
	Name of the Institution	E-mail Address
	M.H. Saboo Siddk	dean mhsspillrediffmail.com
	Address of the Permanent Bits with Pin Code & Nearest City	
	M.H. SABOO SIDDIK POLYTECHNIC, SABOO SIDDIK POLYTECHNIC ROAD, BYCULLA MUMBAI-400008	
		h
	Classification of the permanent älfe	Burvey No
	Metro 🗸 🗸 🗸	333
	Village / City	8TD Code :
	Puna	3333
	Phone No	Mobile No
	09764697407	9764697407
	State	Pin Code
	Maharashira	400008
	Year of Establishment	Beleat District
	1958	Litur 🗸 🗸 🗸
	Submit information	
	Processing Fees	
	I hereby agree to pay non refundable Rs. 15000 processing fees and request for processing of the application	
	click Here for Payment of processing Faes	

<u>Step 6:</u> Click on "Click here for Payment of processing fees". Following window will occur in new tab/window.

Easebuz			action ID: STC1621852768 nutes before this payment link expires
Debit Card	Card Number	•	
Credit Card	Name on card		
Met Banking	Card holder's name		
DPI	Month •	Year Year	CVV
	be blocked for all online transa	ctions as per RBI Notification	r ecommerce transactions, it will n effective March 16 2020. issuing bank to enable your card

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

	Your Payment Has Been Successfully Completed.
	(Prot.)
	Maharashtra State Board of Technical Education
Name :	Digvijay-Tikka
Amount (In Rs.) :	25000.0 /-
Transaction Id :	STC1620739111
Payment Gateway Id :	TOMIZ6UEVV
Date & Time :	11-05-2021 07:01:21 pm
Application Category :	Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses applying for introduction of New Courses / Variation in Intake in Existing Courses / Closure of Courses / Closure of Institution
	Click here to login again

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

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

Maharashtra State Board of Technical Education	4 •
Ab Dashboard	
Existing Institute affiliated to MSBTE & conducting state government approved short term	
dploma courses Important Instructions	
1.Name and address of the institution* Sr.No Instruction (Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses)	
2 Latest approvals * 1 Application Form for Introduction of State Government approved New Short Term Diploma courses in Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses for Academic Year 2021-2022	
with any other institution/ any dher course * 4 After filing form you can see data in left menu - Preview	
3 Do not click on confirm button in preview unlii fill all data. If you click on confirm button you are unable to add,edit,delete data.	
3.1 Existing courses in the Institute * Upload documents only in pdf format	
3 iii Institution conducting courses not approved by Sr.No Instruction (Variation in Intake in Existing Courses / Closure of courses / Change in Name / Change in Place! Closure of Institution)	
MSBTE* 1 Application Form for Variation in intake in Existing Courses / Closure of courses in existing institutes / Change in name / Change in place / Closure of Institution from institutes conducting State Government approved Short Term courses & which are established before Academic Year 2021-2022	
Application for ?	
16 Check List * * Mandatory links required to be filled before final submission.	
III Preview	
III Uplad Final Preview Document	

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

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

Maharashtra State Board of	Technical Education					
B Dashboard						
Existing Institute affiliated to MSBTE & conducting state	Latest Appr	ovals				Next »
government approved short term diploma courses	Approval Details	s :				
1.Name and address of the	1.GR of Gov o	of Maharashtra Regarding AICTE Approve	d Courses			
institution	Choose File	e No file chosen			View Document	
2.Latest approvals	2.GR of Gov o	of Maharashtra Regarding Non AICTE Sho	rt Term Courses			
3.i.Institute sharing facilities with any other institution/ any	Choose File	e No file chosen			View Document	
other course	3.Latest EOA	of AICTE			- Mary Bassimont	
3.ii.Existing courses in the Institute	Choose File	e No file chosen			View Document	
3.iii.Institution conducting		Report of AICTE				
courses not approved by MSBTE	Choose File	e No file chosen				
		TE Affiliation / Equivalence No file chosen			View Document	
Application for ?		No lie chosen				
16.Check List	e.seadenic in	tomoting ratings				
Summary Report	Sr.No	Course Code	Course Name	Department Ra	tings	
Preview	1	Industrial Electronics	IE	Very Good		
Upload Final Preview	2	Instrumentation	IS	Very Good		
Document	T day Deadin	g litigation (Court cases) related to GOM/I				
	Select ?	g intigation (Court cases) related to GOM/L	JTE/MSBTE	~		
	owned 7					

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

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

Maharashtra State Board of Te	chnical Education				
🏟 Dashboard	<				
Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses	Whether the Institution is share	ring the facilities with any other	r institution/ any other course		Next »
1.Name and address of the institution *	(Yes V				
2.Latest approvals *	Name of the Institution	Course	Sharing Institute	Carpet area shared with other Institute in Sq. m.	
3.i.Institute sharing facilities with any other institution/ any					
other course *	Submit Information				
3.ii.Existing courses in the Institute *					
3.iii.Institution conducting courses not approved by MSBTE *					
Application for ?					
16.Check List *					
III Preview					
Upload Final Preview Document					

<u>Step 9:</u> Click on Existing courses in the institute, after clicking following screen will appear.

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

Dashboard				
Existing Institute affiliated to SBTE & conducting state overnment approved short term	Existing	g Courses	Ne:	« tx
Name and address of the	List of Existin	ng Non AICTE Short Term Courses		
institution *	Sr.No	Name of Course	Course Code	
2.Latest approvals *	1	Diploma in Interior Designing and Decoration	D	
3.i.Institute sharing facilities with any other institution/ any other course *				
3.ii.Existing courses in the Institute *	List of Existin	ng AICTE Courses		
	Sr.No	Name of Course	Course Code	
3.iii.Institution conducting courses not approved by	1	Civil Engineering	CE	
MSBTE .	2	Computer Engineering	co	
Application for ?	3	Information Technology	IF	
16.Check List *	4	Electronics & Tele-Communication Engineering	EJ	
Preview	5	Electrical Engineering	EE	
Upload Final Preview	8	Mechanical Engineering	ME	

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

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

MSBTE & conducting stam givenment approved short term dpipma courses which are not affiliated by MSBTE, if YES give details 1.Name and address of the	Next »
MSBTE & conducting stam givenment approved short term dpipma courses which are not affiliated by MSBTE, if YES give details 1.Name and address of the	Next »
government appoved short term diploma courses Whether the institution is conducting any other courses, which are not affiliated by MSBTE. If YES give details 1.Vane and address of the	
Institution* Name of the Course Duration Intake Name of the approval authority	
ZLæst approvals*	
3. Institute sharing facilities with any other institutioni any other ocurs ²	
3.1 Existing courses in the Institute *	
3.II Institution conducting courses not approved by MSETE *	
Application for ?	
18 Check List *	
III Preview	
III Upload Final Preview Document	

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

harashtra State Board of Tech						
ciping institute affiliated to ITE & conducting state	Details of courses not al	filiated with MSBTE			Ned a	
emment approved short term one courses	 Whether the institution is conducting any other courses, which are not affiliated by MIETS, if YET give details. 					
Name and address of the nativition *	Name of the Course	Duration	Infake	Name of the approval authority		
Latest approvals*						
Linethus sharing facilities with any other institution' any other course *	Submit Information					
Li Existing courses in the nations *						
Li institution conducting mutaes not approved by #SBTE •						
Application for 7 V Application for 7 V Additional Courtees proposed to be in Courses in which satisfacts in instate Courses of Course Change in Name of Institute Change in Name of Institute	s proposed					

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

15.Financial Status of the Society / Trust / Company 18.Check List * Preview Upload Final Preview Jocument

7. Closure of institution

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

Additional Courses pro Additional Courses pro Subclash of the Co-ordinator Subclash of the Co-ordinator Tuberion* Subclash of the Co-ordinator Bulk-op Area* 10 Equipment* 11 Library* 12 Computer Centre* 13 Investment on functions encluding library* 14 Details of Interview featilities*

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

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

Maharashtra State Board of T	echnical Education				
Dashboard					
Existing Institute affiliated to MSBTE & conducting state	Details of Course(s) pro	posed to be started			Next »
government approved short term diploma courses	Course(s) proposed to be started (maximum 3 courses) from the academic Year 2021-2022 (Refer Appendix 1 & 2 of Approval Process Manual)				
1.Name and address of the institution *	Name of Course			Course Code	
2.Latest approvals *	Select course name				
3.i.Institute sharing facilities	Entry Qualification of student			Duration in Years	
with any other institution/ any other course *					
	Type of Course	Course Pattern		Intake	
3.ii.Existing courses in the Institute *				Select intake	~
3.iii.Institution conducting courses not approved by MSBTE *	Submit Information				
Additional Courses proj 🗸					

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								
			SK	P 1				
Name of the industry/organization:	Name of the industry/organization: Email of the industry/organization:			Address/communication details:				
					li li			
Pincode:		Website:		Name of contact person	Designation of contact person			
Email of contact person			Mobile number of contact person					
Industry Type	Products/services	offered by industry:		Internship capacity for Male	Internship capacity for Female			
Select v	Distance of indust	nularmanization from institute		MOU				
Industry size Distance of industry/organization from institute Select v Select v		Choose Files No file chosen						

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

Variation in Intake

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

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

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

Maharashtra State Board of Technical Education		
Dashboard Course Coordinator for proposed course		
m Existing Institute affiliated to		
government approved short term	Apointment Type	
diploma courses V JAVED AKTHAR	Select authority type	~
1.Name and address of the STD Code	Telephone (Office)	
022	23084881	
2.Latest approvals * STD Code	Telephone (Residential)	
3.i.Institute sharing facilities with any other institution/ any		
other course 1		
Mobile No	E-mail id	
3.ii.Existing courses in the Institute *		
Attach copy of appointment / Offer Letter		
3.iii.Institution conducting courses not approved by Choose File. No file chosen		
MSBTE * Submit Information		
Additional Courses pro		

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

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

Maharashtra State Board of Teo	chnical Education		
Dashboard Existing Institute affiliated to	Details of Faculty	Next »	
MSBTE & conducting state government approved short term diploma courses	Teaching / Non-teaching Staff Details (Attach separate list of identified staff for appointment i		
1.Name and address of the institution *	Full Name of the Course	Sanctioned Intake	
2.Latest approvals *	Select course 🗸	Select 🗸	
3.i.Institute sharing facilities with any other institution/ any other course *	Number of faculty required as per norms(1:25)	Regular	
3.ii.Existing courses in the Institute *	Adhoc	Visiting	
3.ii.Institution conducting courses not approved by MSBTE *	Total		
Additional Courses pro	Total intake Institute.		
5.Details of the Co-ordinator	Actual No. of student on roll in institute	Ratio of Student : Staff (Considering Regular Staff)	
6.Teaching / Non teaching Staff Details * <	Ratio of Student : Staff (Considering Regular + Adhoc)		
Faculty	Submit Information		
Course Wise Faculty			
Non-teaching Staff			

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

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

Maharashtra State Board of Teo	chnical Education		A.*.
B Dashboard			
BExisting Institute affiliated to MSBTE & conducting state government approved short term	Details of Land	Next »	
diploma courses ~	Land (Attach land documents in the prescribed Format 2 of Approval Process Manual)		
1.Name and address of the institution *	Location	Survey No	
2.Latest approvals *	Location of Land 🗸		
3.i.Institute sharing facilities	Town / City	Land Use Certificate	
with any other institution/ any other course *		Choose File No file chosen	
3.ii.Existing courses in the Institute *		Khasra/Master Plan Choose File No file chosen	
3.iii.Institution conducting	Attach format 2 Choose File No file chosen	Whether land is N.A	
courses not approved by MSBTE *		Select V	
Additional Courses proj 🗸	Whether owned/lease by the applicant Society / Trust / Company Yes		
4.a.Additional Courses proposed to be introduced *	Submit Information		
5.Details of the Co-ordinator			
6.Teaching / Non teaching Staff Details * <			
7.Land Details *			
8.Building *			
9.Built-up Area *			
10.Equipment *			
11.Library *			

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

ashboard				
asting Institute affiliated to TE & conducting state mment approved short term ma courses ~		Is of Building		
Name and address of the		inter printe support constraining accounting,		
stitution	Sr.No.	Description	Action	Document
Latest approvals	1	Building plan prepared by Registered Architect?	Choose File No file chosen	View Document
Linstitute sharing facilities ith any other institution/ any ther course ii.Existing courses in the estitute	2	Building plan approved by the competent authority if [<u>Yes</u>], then give name of authority with date of approval (Attach copy of approved building plan) Name of Authority Date of Approval TEST 01-01-1970	Choose File No file chosen	View Document
ii Institution conducting urses not approved by	3	Property Card / City Survey map	Choose File No file chosen	View Document
SBTE	4	Completion Certificate	Choose File No file chosen	View Document
Additional Courses prop 🖌	5	Occupancy Certificate	Choose File No file chosen	No
a Additional Courses	6	Part Occupancy Certificate	Choose File No file chosen	No
oposed to be introduced	7	Structural Stability certificate	Choose File No file chosen	No
Details of the Co-ordinator	8	Fire Safety Audit Certificate	Choose File No file chosen	View Document
Teaching / Non teaching Staff	9	Building Use Certificate	Choose File No file chosen	View Document
and Details	10	Property Tax Paid receipt (latest)	Choose File No file chosen	View Document
	11	Registered Lease deed/Sale deed	Choose File No file chosen	View Document
Building		Lease for 5 or more than 5 years		
Built-up Area <				
Equipment	12	Building is adequate and suitable for conduct of courses as per norms. If yes, then attach layout plan and pholograph of the premises at permanent site. (Attach copy of external and internal Pholographs of the building duly attested with seal by the Secretary of the Trust/Society/Company with Date).		No Activate Windows Go to PC settings to activate Window
	13		Choose File No file chosen	No

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

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

ishboard					
ixisting Institute affiliated to BTE & conducting state emment approved short term	Details of	Built-up Area			
Ioma courses	Details of exi	sting building's Carpet Area (in Sq. m.)			
1.Name and address of the institution	Sr.No	Particulars	Owned Area (in Sq. m.)	Leased Area (in Sq. m.)	
2.Latest approvals	1	Total Academic/ Instructional Area	500		
3.i.Institute sharing facilities with any other institution/ any	2	Total Administrative Area	500		
other course	3 Amenities		test		
3.ii.Existing courses in the Institute	4	Hostels if any for () Boys : () Girts :	Boys Hostel	Boys Hostel	
3.iii.Institution conducting courses not approved by			500		
MSBTE			Girls Hostel	Girls Hostel	
Additional Courses prop 🗸			500		
4.a.Additional Courses proposed to be introduced	5	Others	test		
5.Details of the Co-ordinator		Total Area (in Sq. m.)	2000		
6.Teaching / Non teaching Staff Details	Submit Info	mation			
7.Land Details					

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

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

Maharashtra State Board of Te	echnical Education					
2 Dashboard	Details of Equipment		Next			
Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses			TUCAL			
1.Name and address of the institution *	Total investment made in Lakhs (Rs)	Machiner ?	ry and equipment in the labs, workshops, etc. are adequate and as per norms			
2.Latest approvals *		Yes	~			
3.i.Institute sharing facilities with any other institution/ any other course *	List of Equipment & Invoice / Cash Memo of Equipments Choose File No file chosen		Upload pages of DSR of available equipment Choose File No file chosen			
3.ii.Existing courses in the Institute *	Submit Information					
3.iii.Institution conducting courses not approved by MSBTE *	Break-up Details (Course wise list along with the cost should b	e attached separately)				
Additional Courses proj	Sr.NO Name of Course	Total investment Rs. (in lakhs)	% (Percentage) of total investment shared with other courses			
4 a Additional Courses	1 Diploma in Interior Designing and Decoration					
proposed to be introduced *	Total Investment Rs. (in lakhs)					
5.Details of the Co-ordinator 6.Teaching / Non teaching Staff Details *	Submit Information					
7.Land Details *						

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

Maharashtra State Board of Ter	cnnical Education						
2 Dashboard							
Existing Institute affiliated to MSBTE & conducting state	Details of Library						Next »
government approved short term diploma courses	Library						
1.Name and address of the institution *	Reading Hall Area (in Sq.m.)	Stacking Area (in S	q.m.)		Total Area (in Sq.m.)		
2.Latest approvals *	Total investment on Books as on date in Lakhs (Rs)	Total investment or	h Library furniture in Lakhs (R	(s)	Whether Regular Librar	ian is appointed	
3.i.Institute sharing facilities with any other institution/ any					Yes		\sim
other course *	List of books & cash memo / invoice of books Attach 5 pages of accession & register						
3.ii.Existing courses in the Institute *	Choose File No file chosen Submit Information		Choose File No f	ile chosen			
3.iii.Institution conducting courses not approved by							
MSBTE *	Books (Course-wise Break-up list along with the cost should be attached separately)						
Additional Courses proj 💙				Number	of Journals /		
4.a.Additional Courses proposed to be introduced *	Course	Number of Titles	Number of Volumes	Periodic	cals	Total Cost of Books	
5 Details of the Co-ordinator	Select V						
6.Teaching / Non teaching Staff Details *	Submit Button						
7.Land Details *							

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

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

Maharashtra State Board of Te	chnical Education			<u>ه</u> ٠
B Dashboard				
Existing Institute affiliated to MSBTE & conducting state government approved short term	Computer Centre Details		Ne	xt »
diploma courses X	Computer Centre (If applicable to the course/s)			
1.Name and address of the institution *	Total Carpet Area of Computer Centre (Sq. m)	Number of Computer Labs	Total No. of Computers in the Institute	
2.Latest approvals *				
3.i.Institute sharing facilities with any other institution/ any other course *	Latest Version of Computer	LAPTOP	TOTAL	
3.ii Existing courses in the				
	Number of Terminals connected to LAN/WAN	Type of Backup	Number of Printers	
3.iii.Institution conducting courses not approved by		UPS 🗸		
MSBTE *	Operating System for Network	Operating System for Desktop	Cost (for application Software only) (In Lakhs)	
Additional Courses proj 🗸				
4.a.Additional Courses	Bandwidth available	List of application Software and compilers available		
proposed to be introduced *	10 Mbps or more 🗸 🗸			
5.Details of the Co-ordinator				
6.Teaching / Non teaching Staff Details *	Connection	Name of ISP		
7.Land Details *	Select	~		
8.Building *	Submit Information			

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

Naharashtra State Board of Te	echnical Education	4
B Dashboard		
Existing Institute affiliated to ASBTE & conducting state overnment approved short term	Investment on Furniture Details	Next »
liploma courses	Total Investment on Furniture Excluding Library: Rs. (In Lakhs)	
1.Name and address of the institution *	Investment on Furniture	
2.Latest approvals *		
3.i.Institute sharing facilities with any other institution/ any other course *	Submit Information	
3.ii.Existing courses in the Institute *		
3.iii Institution conducting courses not approved by MSBTE*		
Additional Courses proj		
4.a.Additional Courses proposed to be introduced *		
5.Details of the Co-ordinator		
6.Teaching / Non teaching Staff Details *		
7.Land Details *		
8.Building *		
9.Built-up Area * <		9:07.014

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

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

Maharashtra State Board of Te	echnical Education		▲ *
n Dashboard			
Existing Institute affiliated to MSBTE & conducting state government approved short term	Details of infrastructur	e/facilities	
diploma courses ~	Details of infrastructure/facilities created for the p	roposed additional courses and/or variation in intake.	
1.Name and address of the institution *	Additional Institutional Area	Additional Hostel facilities :	
2.Latest approvals *			
3.i.Institute sharing facilities with any other institution/ any other course *	Others (if any)		
3.ii.Existing courses in the Institute *	Equipment		
3.iii.Institution conducting courses not approved by MSBTE *	Additional Equipment procured (in lakhs) Rs	Enclose list of Equipment existing &procured for the proposed courses Choose File No file chosen	
Additional Courses proj	Library Investment	Faculty recruited/ Identified for issue of appointments	
4.a.Additional Courses proposed to be introduced *	Other facilities if any		
5.Details of the Co-ordinator			
6.Teaching / Non teaching Staff Details *	Submit Information		
7.Land Details *			
8.Building *			

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

Maharashtra State Board of Teo	nnical Education	
@ Dashboard		
Existing Institute affiliated to MSBTE & conducting state	Details of Financial Status	Next »
government approved short term diploma courses	Financial Status of the Society / Trust / Company	
1.Name and address of the institution *	Whether applicant has opened a bank account in the name of society / trust / Company for existing institution.	
2.Latest approvals *	Please select V	
3.i.Institute sharing facilities	Income & expenditure sheets during the last financial year 2020-2021. Attach	Сору
with any other institution/ any other course *	Please select V	se File No file chosen
3.ii.Existing courses in the Institute *	Audited Income & expenditure sheets of financial year 2019-2020. Attach	Copy se File No file chosen
3.iii.Institution conducting courses not approved by MSBTE *	Attach copy of FDR. Choose File] No file chosen	
Additional Courses proj	Attach copy of Bank Statement. Choose File No file chosen	
4.a.Additional Courses proposed to be introduced *	Details of Operational fund position (as on the date of submission of application)	
5.Details of the Co-ordinator		
6.Teaching / Non teaching Staff Details * <	Indicate how the additional funds would be mobilized over the next 3 to 4 years	
7.Land Details *		
8.Building *		<i>li</i>
9.Built-up Area • <	Attach authenticated documents to support your statement Choose File No file chosen	Whether income-tax return are filed - Yes/No
10.Equipment*	Concess of the concent	Select income-tax status
11.Library *	Submit Information	
12 Computer Centre *		

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

Maharashtra State Board of Te	chnical Education				A.*
n Dashboard					
III Existing Institute affiliated to MSBTE & conducting state government approved short term	Closure of Course(s)			
diploma courses ~	Closure of Course(s)				
1.Name and address of the institution *	Name of Course		Cour	irse Code	
2.Latest approvals *	Select course		~		
3.1.Institute sharing facilities with any other institution/ any other course *	Entry Qualification of student		Dura	ation in Years	
3.ii.Existing courses in the Institute *	Type of Course	Course Pattern	Exist	sting intake	
3.iii.Institution conducting courses not approved by MSBTE *	Submit Information				
Closure of Course 🗸	Whether Closure of Course is proposed: Yes/	No. If Yes, then submit the follow data			
4.c.Closure of Course	Resolution of the trust regarding closure of	course(s).			
5.Details of the Co-ordinator	Choose File No file chosen	s.500/- by the Chairman/Secretary of the Trust of institute		Affecture 6	
7.Land Details *	Choose File No file chosen	5.500- by the Chamhan/secretary of the must of institute	regarding legal issues due to r	closule of courses Allidavice.	
18.Check List *	Submit Information				
10.Check List *	Submit Information				

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

Closure of Course(s)					
Closure of Country(s)					
Name of Course			Course Code		
Select course		~			
Entry Out/Reation of earliers			Duration in Years		
Type of Course	Course Pattern		Extering Inselas		
Submit Internation					
Whether Closum of Course is proposed: Yae No. If Yee, then submit the follow data					
Resultion of the tourn mysching classes of coursely). <u>Counsely</u> the Sections Nonthat understanding on except pages of \$6.500-by the Chairman Sectory of the True of Institute magneting legal instance due to classes <u>Counsel</u> for the Institute	naf courses / Micharic S.				
Submit Information					
Coursenia Decile					
Course Norse			Present affiliation status		
Geind Course		~			
Current year official on fees. PoldUrgald. If gald, attach copy of receipt.			Two Replin		
Saint Sec. And Sec. And Sec. A sec. Sec. A sec.		~			
Number of Diriplied exceeds in the current year 2020-2021		*	Number of Dirolled readers. In the previous year 2019-2020		
NUMBER & DITORNO REDIRED ANY ADDAUDE			Number of Uniones Russinsk in the previous year anti-acai		
Number of Dirislind eauteris in the year 2010-2019			If number of enrollments are NII for the current & previous year, which academic year use the isst enrollment	ert dare)	
Law Exerciseion when a candidate appeared for (SW, Academic year)			Number of teaching thoulty on roll related to the proposed closure of course(i).		
Number of non-exacting thoulty on roll releved to the proposed closure of course(s).			Re-emergement/Vewarption plan for teaching and non-seaching faculty on roll mixed to the proposed class	eure of course(x).	
			Choose File No Sie chosen		
Plan of action for in pipeline exotence. Yeallis, if yes, then mention no. of exotence and plan of action for the purpose					
Choose File No file chosen					
Dominator wined documents available at instant.					
Tops of department			üyriher sonl abia		
Crigical mark statements					
Criginal Result papettee.					
Crigital Islanda.					
Original diploma Cwithceau					
Salest Morentin					
Information regarding Joint Flowd departs with DTEASERTE					
Dealls of FD (David Name, David Nam)		Amount of T.D.		John FD, who DTEMSOTE	
				Select	\sim
Robert Information					

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

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

Maharashtra State Board of Te	chnical Education	
2 Dashboard		
Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses	Details of Coordinator	
	Course Coordinator for proposed course	
1.Name and address of the institution	Name	Apointment Type
2.Latest approvals	DILEEP KUMAR KRISHNA NAYAK	Regular
3.i.Institute sharing facilities	STD Code	Telephone (Office)
with any other institution/ any other course	022	25364494
3.ii.Existing courses in the	STD Code	Telephone (Residential)
Institute	0231	555555
3.iii.Institution conducting courses not approved by	Mobile No	E-mail id
MSBTE	7676637510	test@gmail.com
Closure of Course 🗸	Attach copy of appointment / Offer Letter Choose File No file chosen	View Document
4.c.Closure of Course	Submit Information	
5.Details of the Co-ordinator		
7.Land Details		
16.Check List		
Summary Report		
Preview		

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

Maharashtra State Board of Te	adminal Education		
Dashboard	unical Europium		
Existing Institute affiliated to MSBTE & conducting state government approved short term	Details of Land		Next »
diploma courses Y	Land (Attach land documents in the prescribed Format 2 of Approval Process Manual)		
1.Name and address of the institution *	Location	Survey No	
2.Latest approvals *	Location of Land		
3.1.Institute sharing facilities with any other institution/ any other course *	Town / City	Land Use Certificate Choose File No file chosen	
3.ii.Existing courses in the Institute *		Khasra/Master Plan Choose File: No file chosen	
3.iii.Institution conducting courses not approved by MSBTE •	Attach format 2 Choose File No file chosen	Whether land is N.A Select	~
Additional Courses proj 🗸	Whether owned/lease by the applicant Society / Trust / Company Yes		
4.a.Additional Courses proposed to be introduced *	Submit Information		
5.Details of the Co-ordinator			
6.Teaching / Non teaching Staff Details * <			
7.Land Details *			
8.Building *			
9.Built-up Area * K			
10.Equipment*			
11.Library *			

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

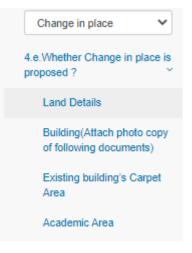
 ✓ Please fill all the necessary information required in it and click on submit information button.

Maharashtra State Board of Te	echnical Education		۵.+
B Dashboard			
Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses	Change in Name of Trust/Society/Company is proposed: Y	ety/Company	
1.Name and address of the institution *	Proposed Name	Documents	
2.Latest approvals *	Proposed name of society/trust/company	Resolution of trust/society/company Choose File No file chosen	
3.i.Institute sharing facilities with any other institution/ any other course *		Certificate issues by charity commissioner/registar of companies Choose File No file chosen	
3.ii Existing courses in the Institute *	Submit Information		
3.iii.Institution conducting courses not approved by MSBTE*			
Change in Name of trus			
4.d.Whether Change in Name of trust/society/company			
16.Check List *			
Preview			
Upload Final Preview Document			

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

Maharashtra State Board of T	Fechnical Education		۵
B Dashboard			
Existing Institute affiliated to MSBTE & conducting state government approved short term	Change in Name of Institut	e	
apiona courses	Whether Change in Name of Institute is proposed: Yes / No. If	Yes, then, attach resolution of trust/society/company.	
1.Name and address of the institution *	Existing Name	Proposed Name	
2.Latest approvals *	Digvijay Tikka		
3.i.Institute sharing facilities with any other institution/ any other course *	Resolution of trust/society/company	Choose File No file chosen	
3.ii.Existing courses in the Institute *	Submit Information		
3.iii.Institution conducting courses not approved by MSBTE *			
Change in Name of Ins 💙			
4.d.i.Whether Change in Name of Institute			
16.Check List*			
Preview			
Upload Final Preview Document			

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



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

Maharashtra State Board of Te	chnical Education		A *
B Dashboard			
Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses	Details of Land		Next »
1.Name and address of the institution *	Land (Attach land documents in the prescribed Format 2 of Approval Process Manual)	Survey No	
2.Latest approvals *	Location of Land		
3.i.Institute sharing facilities with any other institution/ any other course *	Town / City	Land Use Certificate Choose File No file chosen	
3.ii.Existing courses in the Institute *		KhasraMaster Plan Choose File) No file chosen	
3.iii.Institution conducting courses not approved by MSBTE •	Attach format 2 Choose File No file chosen	Whether land is N.A Select	~
Additional Courses proj	Whether owned/lease by the applicant Society / Trust / Company Ves		
4.a.Additional Courses proposed to be introduced *	Submit Information		
5.Details of the Co-ordinator			
6.Teaching / Non teaching Staff Details * <			
7.Land Details *			
8.Building *			
9.Built-up Area •			
10.Equipment*			
11.Library *			

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

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

	Dashboard			
Builting Address of the instance Builting Justice Justice Source and Source and Source Address of the Instance of a whole years and years years a	ISBTE & conducting state	Details of Building		
Nation Name of Lefting priors Ratio Recent priors 2 Last approvise 3 Listifice sharing facilities and or the risk sharing facilities and and or the risk sharing facilities and or the risk sharing facilities and and or the risk sharing facilities and and or the risk sharing facilities and and the risk sharing facilities and the risk sharing facilities and the risk sharing facilities and the risk sharin		Building (Attach photo copy of following documents)		
2 Later deprovance Image in partice Image in partin Image in partice <t< td=""><td></td><td>Sr.No. Description</td><td>Action</td><td>Document</td></t<>		Sr.No. Description	Action	Document
3 lishting balang facility with any other istitution any other istitutistitutistet any any istitution any other any other ist	2.Latest approvals	1 Building plan is prepared by Registered Architect?	Choose File No file chosen	View Document
3 & Existing buildings Courses in the model Image: in place Ima	with any other institution/ any	building plan)	Choose File No file chosen	View Document
A resultance constraint of source fields Image in place Image in place<		TEST 01-01-1970		
Algo TC Competition Contraction Competition Contraction Competition Contraction Monocontraction Change in place 6 Coccopancy Certificate Concopancy Certificate Concopancy Certificate Le Whether Change in place 6 Part Coccupancy Certificate Concopancy Certificate Monocontraction Le Whether Change in place 7 Structural Stability certificate Concopancy Certificate Monocontraction Le Whether Change in place 6 Part Cocupancy Certificate Concopancy Certificate Monocontraction Lund Details 6 Structural Stability certificate Concopancy Certificate Monocontraction 9 Building Lise Certificate Concopancy Certificate Concopancy Certificate View Document 10 Popentry Tax-Plad Incert (Matsh) Concopancy Certificate Concopancy Tertificate View Document 11 Registere Lass for 5 or more than 5 years Concopancy Certificate Concopancy Certificate No 2 Stability Certificate Lass for 5 or more than 5 years Internal tertification of the Screttary of the TrustSpecificyConcopy on whith Terust SpecificyConcopy on whith t	3. III. Institution conducting	3 Property Card / City Survey map	Choose File No file chosen	View Document
change in place image in pla		4 Completion Certificate	Choose File No file chosen	View Document
6 Part Occupancy Certificate Concopering In Notic chosen Notic 1 and Details 7 Sinclural Stability certificate Concopering In Notic chosen Notic 1 and Details 8 Pre Safety Audit Certificate Concopering In Notic chosen Notic 1 and Details 9 Building Use Certificate Concopering In Notic chosen Notic 2 Existing building Scapering 10 Property Tax Pair except (datast) Concoper File Notific chosen View Document 2 Existing building Scapering 11 Registered Lass deteil Said deed Lease for S or more than S years Concoper File No the chosen Notic 2 Building Is adequated and suitable for conduct of courses as per norms. If years lass deteil said with seal by the Secretary of the Tux Static chocy of external and terminal Protocographs of the building day addeted with seal by the Secretary of the Tux Static chocy of external and terminal Protocographs of the building day addeted with seal by the Secretary of the Tux Static chocy of external and terminal Protocographs of the building day addeted with seal by the Secretary of the Tux Static chocy of external and terminal Protocographs of the building day addeted with seal by the Secretary of the Tux Static chocy of external and terminal Protocographs of the building day addeted with seal by the Secretary of the Tux Static chocy of external and terminal Protocographs of the building day addeted with seal by the Secretary of the Tux Static chocy of external and terminal Protocographs of the building day addeted with seal by the Secretary of the Tux Static chocy of external and terminal Proto	Change in place	5 Occupancy Certificate	Choose File No file chosen	No
proposed 7 7 Sindural Stability certificatie No Land Details 8 Free Safety Audit Certificatie Choose File (No file choose mode) View Document Building (Attain photo corp) of hotowing documents) 9 Building Use Certificatie Choose File (No file choose mode) View Document Lexistrop building's Carpet Acea 10 Property Tax Paid recept (Attast) Choose File (No file choose mode) View Document Locademic Area 11 Registered Lease deteil Said deed Choose File (No file choose mode) View Document Locademic Area 12 Building is adequate and suitable for conduct of courses as per norms. If yes, then attach layout plan and protograph of the premises at premany Choose File (No file choose mode) View Document		6 Part Occupancy Certificate	Choose File No file chosen	No
Land cutants Building Use Certificate Concer File No file chosen View Document Building Capet Academic Area 10 Property Tax Paid recept (latest) Cincose File No file chosen View Document Laste of the Co-ordinator 11 Registered Lasse deed/Sale deed Lease for 5 or more than 5 years Cincose File No file chosen No S. Details of the Co-ordinator 12 Building is dequate and suitable for conduct of courses as per norms. If yes, then attach layout plan and pholograph of the premises at permany with Cincose File No file chosen View Document		7 Structural Stability certificate	Choose File No file chosen	No
Building State Topolo copy Topolo copy <thtopolo copy<="" th=""></thtopolo>	Land Details	8 Fire Safety Audit Certificate	Choose File No file chosen	View Document
Existing buildings Carpet Area 10 Project (r) six + air takes (using) Lindow + mill (visit) Lindow + mill (visit) Here Constraints Academic Area 11 Registered Lesse devel Sale devel Lindow + mill (visit) Choose File (visit) No Schafts of the Co-ordinator 12 Building is adequate and suitable for conduct of courses as per norms. If yes, then attach layout plan and pholograph of the premises at permanent site. (Article coop of external and linema) Pholographs of the building duy attacked with seal by the Secretary of the TrustSockety/Company with Choose File (visit) View Document	Building(Attach photo copy	9 Building Use Certificate	Choose File No file chosen	View Document
Area 11 Pregistrate Lass of the Co-ordinator Lease for S or more than S years Lease for S or more than S years Academic Area 12 Building is adequate and suitable for conduct of courses as per roms. If yes, then attach isyout plan and photograph of the premises at permanent Indicate the Co-ordinator 12 Building is adequate and suitable for conduct of courses as per roms. If yes, then attach isyout plan and photograph of the premises at permanent Choose File. No file chosen View Document	of following documents)	10 Property Tax Paid receipt (latest)	Choose File No file chosen	View Document
Academic Area Academic Area Academic Area Academic Area Academic Area Academic Area Academic Area Academic Area Academic Area Academic Area Academic Area Academic Area A		11 Registered Lease deed/Sale deed	Choose File No file chosen	No
site. (Attach copy of external and Internal Photographs of the building duly attested with seal by the Secretary of the Trust/Society/Company with	Academic Area	Lease for 5 or more than 5 years		
		site. (Attach copy of external and Internal Photographs of the building duly attested with seal by the Secretary of the Trust/Society/Company with	Choose File No file chosen	
		49	Change File his fits shows	Go to PC settings to activate Windo

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

	ff Built-up Area xisting building's Carpet Area (in Sq. m.) Particulars Total Academic/ Instructional Area Total Academic/ Instructional Area Amenities Hostels if any for 0) Boys : 0) Carls :	Owned Area (in Sq. m.) 500 500 500 500 903 903 903 903 903	Leased Area (In Sq. m.)
Sr.No 1 2 3	Particulars Total Academic/ Instructional Area Total Administrative Area Amentles Hostels If any for 0 Boys .	500 500 fest Boys Hostel	
1 2 3	Total Academic/Instructional Area Total Administrative Area Amenities Hostels if any for) Boys :	500 500 fest Boys Hostel	
2	Total Administrative Area Amenities Hostels if any for) Boys :	500 test Boys Hostel	Boys Hostel
3	Amenities Hostels if any for 0) Boys :	test Boys Hostel	Boys Hostel
	Hostels if any for i) Boys :	Boys Hostel	Boys Hostel
4	i) Boys :		Boys Hostel
		500	
		Girls Hostel	Girls Hostel
5	Others	test	
	Total Area (in Sq. m.)	2000	
Submit Inf	formation		
	5 Submit In		Total Area (in Sq. m.) 2000

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

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

Dashboard										
Existing Institute affiliated to BETE & conducting state	Details	s of Built-u	ıp Area							
iploma courses	Details	of Academic Are	ła							
1.Name and address of the Institution	Sr.No	Unit	Number	Area of Each (in Sqm.)	As pe	r MSBTE norms (in Sqm.)	Total Available Are	a (in Sqm.)	Seating Capacity	
2.Latest approvals	1	Classroom	1	1	120		1		1	
3.i.Institute sharing facilities with any other institution/ any	2	Drawing Hall	1	1	1		1		1	
other course	3	Laboratories	1	1	310		1		1	
3.ii.Existing courses in the Institute	4	Others	1	1	11		1		1	
3.iii.Institution conducting courses not approved by	5	Total Area (in S	ŝą. m.)	4	442		4		4	
MSBTE	Note: Mention details of each unit separately									
Change in place 🗸			ms, drawing halls are adequatel	y furnished and equipped with		Whether hostel facility is a	vailable			
4.e.Whether Change in place is proposed ?	Yes	ing aids			~	Yes				~
Land Details						Boys		Girls		
Building(Attach photo copy						40		50		
of following documents)	Sub	mit Information								
Existing building's Carpet Area										
Academic Area										
5.Details of the Co-ordinator										

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

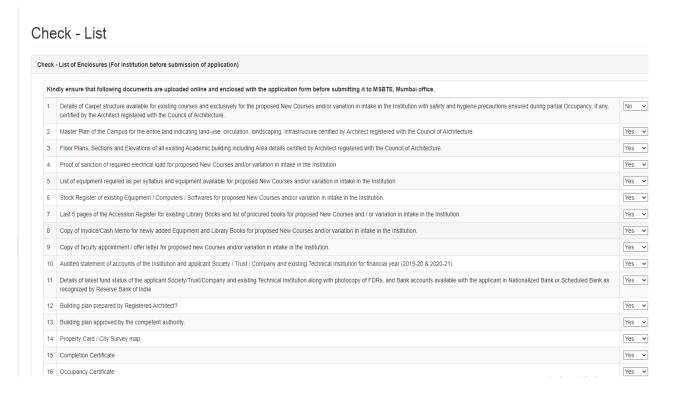
B Dashboard	chnical Educat				
Existing Institute affiliated to ISBTE & conducting state	Existir	ng Institute Dashboard			
government approved short term diploma courses	Important In	structions			
1.Name and address of the institution	Sr.No	Instruction (Existing Institute affiliated to MSBTE & conducting state government approved short term diploma courses)			
2 Latest approvals	1	Application Form for introduction of State Government approved New Short Term Diploma courses in Existing Institute affiliated to MISBTE & conducting state government approved short term diploma courses for Academic Year 2021-2022			
3 Linstitute sharing facilities with any other institution/ any other course	2	After filling form you can see data in left menu - Preview			
	3	Do not click on confirm button in preview until fill all data. If you click on confirm button you are unable to add, edit, delete data.			
3 ii.Existing courses in the Institute	Upload documents only in pdf format				
3 iii Institution conducting courses not approved by MSBTE	Sr.No	Instruction (Variation in Intake in Existing Courses / Closure of courses / Change in Name / Change in Placel Closure of Institution)			
	1	Application Form for Variation in intake in Existing Courses / Closure of courses in existing institutes / Change in name / Change in place / Closure of Institution from institutes conducting State Government approved Short Term courses & which are established before Academic Year 2021-2022			
Application for ?	ike is proposed				

<u>Step 31:</u> Click on whether closure of institute is proposed Link. Following screen will occur.

Closure of Institution

Whether Closure of Institution is proposed: Yes/No. If Yes, then submit the follow data					
Resolution of the trust regarding closure of Institution Choose File No file chosen	View Document				
Notarized undertaking on stamp paper of Rs.500/- by the Chairman/Secretary of the Trust of institute regarding	g legal issues due to closure of institute Affidavit 8. View Document				
Choose File No file chosen					
Coursewise details					
Course Details	Present affiliation status				
Select	v Select v				
Academic Year of last affiliation	Latest Affiliation Fees Receipt				
	Choose File No file chosen				
Number of Enrolled students in the current year 2020-2021	Number of Enrolled students in the previous year 2019-2020				
Number of Enrolled students in the year 2018-2019	If number of enrollments are Nil for the current & previous year, which academic year was the last enrollment done?				
Last Examination when a candidate appeared for.(S/W, academic year)	Number of teaching faculty on roll related to the proposed closure of course.				
Number of non-teaching faculty on roll related to the proposed closure of course.	Re-arrangement/Absorption plan for teaching faculty on roll related to the proposed closure of course.				
	Choose File No file chosen Activate Windows				
	Re-arrangement/Absorption plan for non-teaching faculty on roll related to the proposed closure of coursedows. Choose File No file chosen				

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



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

Page | 21

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

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

<u>Step 35:</u> 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.

ISBTE ×	+				- c				
-> C û	0 🔒 https://shortterm. msbte.ac.in /msbte_appr_proc/new_preview/2				∭\ ⊞				
Maharashtra State Board o	f Technical Education								
Search Q									
	Application Form				Confir				
Dashboard									
New Institute not affiliated to ISBTE	Application for Establishment of a New Technical Instit	ution for State Govt	approved Short Term	Diploma courses					
■ Preview	1.Name and address (with Pin Code) of the Applicant	1.Name and address (with Pin Code) of the Applicant Society / Trust / Government / Government Aided / Company							
Upload Final Preview	Aplicant Type :	Trust							
ocument	Name :	Demo Trust	Address :	A/p Tembhurni Tal. Madh	a Dist. Solapur				
	Pin code :		STD Code :	02183					
	Phone No :	231567							
	Name of Chairman/Secretary(society/trust/organization)	Ketan Kalya	ni 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 :	Tembhurni	Experience in running	educational Institutes :	No				

<u>Step 36:</u> Click on **"Confirm"** button. After confirmation, please take print by clicking **"Print"** button.

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

Step 38: Click on "Upload Final Document". Following screen will occur.

MSBTE ×	+							
← → ♂ ŵ	0 🔒 https://shortterm. msbte.ac.in /msbte_appr_proc/upload_preview/	⊠ ☆						
Maharashtra State Board of Technical Education								
Search Q	Upload Final Document							
2 Dashboard								
Mew Institute not affiliated to MSBTE	Upload Application Print with Signature and Stamp							
E Preview	Upload Document Browse No file selected.							
Upload Final Preview Document	Submit Information							