

Website:www.sbtet.telangana.gov.in

PHONE:040-23221191/23222692

**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING
TELANGANA::HYDERABAD**

NOTIFICATION

Lr.No :SBTET/B1- 216/CCIC / Craft /2019-20

Dated: -06-2019

The Secretary, State Board of Technical Education and Training, Telangana, Hyderabad invites application from Private Institutions/ organizations for grant of Affiliation to offer the following Basic/Advanced certificate courses in computers/ crafts/other technical courses for the academic year 2019-20, on self financed mode as per norms of SBTET.

The SBTET introduced the certificate courses based on the request of the private organizations/institutions to encourage the unemployed youth, dropouts', house wives and who would like to learn a skill to make a living.

The grant of affiliations of the courses will be accorded subject to fulfillment of norms & standards of the State Board of Technical Education and Training, Telangana Hyderabad and also the conditions as mentioned below for the courses & intake.

1. The institution should be run by a registered society / organization.
2. The management of society/ institution shall have an irrevocable resolution to establish and run the proposed institution for a minimum of two (2) years.
3. Any change in the management structure / office bearers shall be informed to the SBTET.
4. The institution has to pay prescribed Affiliation fee for each course in every academic year before the stipulated last date along with fresh application in the prescribed proforma.
5. The Affiliation to be granted is only for coaching and training the candidates For Examination of certificate courses conducted by SBTET for the Academic year in question.
6. The institute should not use the affiliation of the course accorded by Board, for the other courses conducted by the institute on its own.
7. **The sanction of intake of students shall be 30 only per batch of any certificate course.**
 - i. **In case proposing for additional sanction of intake, the application now called for shall have such details fulfilling the prescribed norms thereto, with supporting documentary evidences.**
 - ii. **If the proposed institution is having any sort of agreement between institution and registered industry (Client), duly signed in copies shall be enclosed for validity of such agreement and its terms and conditions.**
 - iii. **The prescribed application format shall also be signed duly by the proposed institution and registered industry (Client) for providing the infrastructure, resource persons, machinery and equipment and conduct of theory & practical sessions besides taking care of safety of the trainees as per the norms prescribed by SBTET/Government.**
- 8.a) A minimum of **10 (Ten) candidates** for each course for each batch should be admitted by the institution, otherwise the institution cannot be granted affiliation.
- b) The admission process is at the institution level. The institution should follow the Rule of Reservation while giving due importance to merit.
- c) The admission of students should be made on first come first service, while fulfilling the minimum eligibility/qualification criteria as per SBTET norms.

9. The syllabus of State Board of Technical Education and Training, Telangana, Hyderabad is to be followed.
10. The SBTET, Telangana, Hyderabad can visit the institute at any time on any working day of academic calendar as per schedule. Any deviation/ irregularities reported during such visits on the part of institution/society in any courses approved by this order attract de-affiliation with immediate effect.
11. a) **The institution should sponsor at least 80 % of candidates for the Examination** percourse for the intake sanctioned.
b) If the failure of candidates in the end examination is more than **50 % of approved intake in successive end examination** attracts de-affiliation of the institution.
12. In case an institution fails to get the renewal of affiliation done for any course in a particular year, the next year it has to apply as a new institution.
13. The institution should obtain the prior approval of the State Board of Technical Education and Training, Telangana, Hyderabad for the change in address /change of title /change of name of the institution, if any.
14. The institutions are not entitled to use the name/logo of SBTET, Telangana, Hyderabad in any manner, reflecting/communicating the sense as the institution is recognized by/affiliated to SBTET, Telangana, Hyderabad / Department of Technical Education, Telangana State, Hyderabad. However it is restricted to make use to the extent of courses affiliated by SBTET, by this order.
15. Any sort of misuse of affiliation accorded by State Board of Technical Education and Training, Telangana, Hyderabad in any manner shall entitle for de-affiliation & legal action.
16. Adequate safety measures for students & faculty regarding building & laboratories should be taken by the institution itself and State Board of Technical Education and Training, Telangana, Hyderabad is no way responsible for any lapse in this regard.
17. As per 41st Board Meeting, SBTET will not recommend for reimbursement of tuition fee and any other fee, since the course is meant for working/ unemployed youth under self financed mode.
18. The Secretary, State Board of Technical Education and Training, Telangana State, Hyderabad reserves the right for withdrawal of temporary affiliation accorded for violation of rules and regulations prescribed or to be prescribed there of as the case may be, at any time.

All the institutions (New and existing institutions) can download application form and Guidelines from the website www.sbtet.telangana.gov.in. The filled in application should be submitted along with the registration & processing fee of Rs. 6000/-per course (for CCIC course) or Rs. 10000/-per course (for Craft course) receipt/Challan paid **through Online to the Account Number: 401201621000002 with IFSC code : VIJB0004012, Vijaya Bank, Hardikarbagh, Himayathnagar, Hyderabad**, the Secretary, State Board of Technical Education and Training, Telangana, Hyderabad Account along with the prescribed documents to this office.

Last Date for submission of filled in Application:

The affiliation will be issued after inspection and fulfillment of norms of SBTET for all institutions. The Processing fee paid will not be refunded nor adjusted under any circumstances even if affiliation is not accorded due to evasion of attending the inspection, disqualified , did not get eligibility to accord approval or any other reason.

SECRETARY

**STATE BOARD OF TECHNICAL EDUCATION & TRAINING
TELANGANA:HYDERABAD**

**GUIDELINES FOR AFFILIATION OF CERTIFICATE COURSES OFFERED BY PRIVATE
INSTITUTIONS FROM THE ACADEMIC YEAR 2019-20 ONWARDS**

1.Definitions

- a). "Academic year" means Academic Year of the SBTET, Telangana Hyderabad:
Academic schedule as stipulated by SBTET in Rules and regulations course wise.
- b). "Act" means the SBTET, Telangana Hyderabad ,Act-1982 (act 1 of 1982, G.O.Ms.No.140,
dated 24-4-1984.) The Board had come into existence from 1st June 1984.
- c). "SBTET, Telangana Hyderabad web-portal" means web site hosted by the Telangana State
Board of Technical Education and Training: www.sbtet.telangana.gov.in
- d). "Applicant" means an applicant that makes an application to the SBTET for
Seeking approval for short term certificate courses under SBTET.
- e). "Architect" means an Architect registered with the Council of Architecture
established under the Architect Act 1972.
- f). "SBTET" Telangana, Hyderabad means Telangana State Board of Technical Education and
Training Under section 3 of the Act.
- g). "Course" means one of the branches of learning in Course for a stipulated period.
- h). 'Batch' shall mean a batch of 30 candidates in each certificate course.
- i). "Head of the Institution" means the Principal or the Director or such other
designation as the executive head of the institution or the institute is referred.
- j). "Private Institution" means an Institution started by a Society/Trust and does not
receive any grant/fund from Central and/or State Government and/or Union Territory
Administration for meeting its recurring expenditure.
- k). "Society" means a Society registered under Society Registration Act 1860.
- l). "Trust" means a Trust registered under Charitable Trust Act 1950 or any other relevant act.
- m). "Full Time Course" means the course which is conducted during regular timings of the
institution i.e. 10.00 A.M to 4.00 P.M for a stipulated period.
- n). "Part Time Course" means the course which is conducted before or after the regular
working hours of the institution with a stipulated period

2. General

- a). The institution should be run by a registered society / organization.
- b). The management of society/ institution shall have an irrevocable resolution to
establish and run the proposed institution for a minimum of two (2) years.
- c). Any change in the management structure / office bearers shall be informed to the
SBTET.
- d). The institution has to pay prescribed Affiliation fee for each course in every academic
year before the stipulated last date along with fresh application in the prescribed
proforma.

- e). The Affiliation to be granted is only for coaching and training the candidates for Examination of certificate courses conducted by SBTET for the Academic Year in question.
- f). The institute should not use the affiliation of the course accorded by Board, for the other courses conducted by the institute on its own.
- g. The sanction of intake of students shall be 30 only per batch of any certificate course.
 - i) In case proposing for additional sanction of intake, the application now called for shall have such details fulfilling the prescribed norms thereto, with supporting documentary evidences.
 - ii) If the proposed institution is having any sort of agreement between institution and registered industry (Client), duly signed in copies shall be enclosed for validity of such agreement and its terms and conditions.
 - iii) The prescribed application format shall also be signed duly by the proposed institution and registered industry (Client) for providing the infrastructure, resource persons, machinery and equipment and conduct of theory & practical sessions besides taking care of safety of the trainees as per the norms prescribed by SBTET/Government.
- h).
 - i) A minimum of 10 (Ten) candidates for each course for each batch should be admitted by the institution, otherwise the institution cannot be granted affiliation.
 - ii) The admission process is at the institution level. The institution should follow the Rule of Reservation while giving due importance to merit.
 - iii) The admission of students should be made on first come first service, while fulfilling the minimum eligibility/qualification criteria as per SBTET norms.
- i). The syllabus of State Board of Technical Education and Training ,Hyderabad is to be followed.
- j). The SBTET,Telangana, Hyderabad can visit the institute at any time on any working day of academiccalendar as per schedule.Any deviation/ irregularities reported during such visits on thepart of institution/society in any courses approved by this order attract de-affiliation with immediate effect.
- k).
 - i) The institution should sponsor at least 80 % of candidates for the examination per course for the intake sanctioned .
 - ii) if the failure of candidates in the end examination is more than 50 % of approved intakein successive end examination attracts de-affiliation of the institution.
- l). In case an institution fails to get the renewal of affiliation done for any course in a particular year, the next year it has to apply as a new institution.
- m). The institution should obtain the prior approval of the State Board of Technical Educationand Training for the change in address /change of title /change of name of the institution, if any.
- n). The institutions are not entitled to use the name/logo of SBTET, Telangana Hyderabad in any manner, reflecting/communicating the sense as the institution is recognized by/affiliated to SBTET, / Department of Technical Education, Telangana, Hyderabad. However it is restricted tomake use to theextent of courses affiliated by SBTET, by this order.
- o). Any sort of misuse of affiliation accorded by State Board of Technical Education and TrainingHyderabad, in any manner shall entitle for de affiliation & legal action.
- p). Adequate safety measures for students & faculty regarding building & laboratories should be taken by the institution itself and State Board of Technical Education and Training,Telangana,Hyderabad is no way responsible for any lapse in this regard.
- q). As per 41st Board Meeting, SBTET will not recommend for reimbursement of tuition fee andany other fee, since the course is meant for working/ unemployed youth under self financed mode.
- r). The Secretary, State Board of Technical Education and Training,Telangana, Hyderabad reservesthe right for withdrawal of temporary affiliation accorded for violation ofrules and regulations prescribed or to be prescribed there of as the case may be, at anytime.

3. a).Application form with detailed Guidelines can be downloaded from the State Board of Technical

Education and Training, Telangana State., Website: www.sbtet.telangana.gov.in.

from and, a for Rs.6,000/- for CCIC courses or Rs.10,000/- for Craft courses by receipt/Challan paid through Online to the Account Number: 401201621000002 with IFSC code : VIJB0004012, Vijaya Bank, Hardikarbagh, Himayathnagar, Hyderabad, the "Secretary, State Board of Technical Education & Training" Telangana, Hyderabad Account and shall be enclosed with the application form, failing which the application shall not be considered.

- b). No application shall be processed unless it is submitted in the prescribed form in original along with all enclosures to the Secretary, State Board of Technical Education and Training, 7th floor, D- Block, BRKR Bhavan, Tank Bund Road, Hyderabad-500 063.
- c). The last date and time for submission of completed application form along with enclosures as mentioned in the application form is 5.00 p.m. **on 22-06-2019. Applications received after last date will not be considered and incomplete application forms will be summarily rejected.**

4. I). The process of applications for grant of Approvals will be in **two Phases**.

a) Issuance of Letter of Intent (LOI): The applicant societies/Trusts that fulfill all the requirements in submitting the application to the Secretary, State Board of Technical Education and Training, Hyderabad for affiliation of certificate courses offered by private institutions will be issued initially a Letter of Intent.

b) In case the Application is found with insufficient / incomplete information including supporting material of the claim will summarily be rejected.

c) Issuance of Letter of Approval (LOA): The applicant societies/Trusts who fulfill all the requirements on physical inspection by the Expert Committee including payment of Non Refundable **Registration & Processing fee of Rs.6000/-per course for CCIC courses or Rs. 10000/-per course for CRAFT courses**, FDRs and required infrastructure facilities etc. will be issued Letter of Approval for Institutions offering Certificate Courses after due procedure by the Secretary, State Board of Technical Education and Training, Telangana Hyderabad

ii). Further details can be downloaded from www.sbtet.telangana.gov.in.

iii). The decision of the SBTET, Telangana Hyderabad shall be final. Canvassing in any form is strictly prohibited. No correspondence will be entertained in the processing of applications.

5. PROCEDURE FOR GRANT OF AFFILIATION OF CERTIFICATE COURSES OFFERED BY TS SBTET:

5.1 Eligibility for application and requirements: - The Application Form for seeking Affiliation from SBTET for short term courses in various disciplines can be submitted by:-

- a) A Society registered under the Registration of Societies Act 1860 through the Chairman or Secretary of society **OR**
- b) A Trust registered under the Charitable Trusts Act 1950 or any other relevant Acts through the Chairman or Secretary of the trust **OR**
- c) The Central Government or the Government of Telangana State or by a Society **OR**
- d) A Trust registered by them or under Public Private Partnership (PPP) mode through an officer authorized by the Central Government or the Government of Telangana State .

5.2. The applicant is a Society/Trust, should have been registered under the Societies Registration Act, the Trusts Act or any similar Act.

5.2.1 If land is available –

Land shall be registered in the name of the applicant Society/Trust on or before the date of

submission of Application. The land as required for the setting up of a new Technical Institution

shall have a clear title at the time of making an application. Else the applicant society / trust shall have executed lease for not less than two (2) years.

5.2.2.Building:

Building shall be on ownership of institute's society or on lease / rental basis for the period for not less than 2 years & provision of extension for next 2years by the agreement on Rs.100/- non judicial stamp paper and document should be registered with said area registrar. The following documents are to be submitted

- a) Tax (PT) paid receipt copy (latest)
- b) Lease Deed made on Rs.100/- non judicial stamp paper along with approved Building plan
- c) Loan or Mortgage case(s) if any
- d) A copy of land document attested by land owner including preceding link documents.
- e) Structural Safety Certificate from Structural Engineer who had registered with local Authority (Proof of the Certificate to be submitted)

5.2.3. Building plan of the Institution if it is part of the building clearly earmarking working area of the Proposed institution should have been prepared and signed by An Architect registered with Council of Architecture and approved by the Competent Authority as designated by Government of Telangana and the Owner (Individual, Society, Trust) of said property and should also affix it's /his/her signature .

5.2.4. If Building is ready / existing, an area statement along with the building plan should be prepared by an Architect/Authorized Civil/Structural Engineer who got registered with Council of Architecture and the same should have been approved at the time of construction of said existing property/Building.

6.COURSE/ADMISSION FEE: -A minimum of **10 (Ten) candidates** for each course for each batch should be admitted by the institution, otherwise the institution cannot be granted affiliation

a).For CCIC: The courses are run on self-supporting basis. Therefore course fee (range) to be collected from students suggested by SBTET is Rs.3,000/- to 6,000/- per each module of CCIC basing on Rural / Urban areas respectively .

b).For Craft Courses: The SBTET has fixed the fee range to be collected from students for the craft certificate courses as follows.

S.No	Name of the craft course	Fee range fixed by SBTET
1.	Fashion Designing & garment Making (1 year)	Rs15000-25000
2	Food production – Principles and practices	Rs20000-32000
3	Food &Beverages (06 Months)	Rs10000-15000
4	Accommodation operation (06 Months)	Rs10000-15000
5	Front office operation(06 Months)	Rs10000-15000
6	Travel &TourismManagement (06 Months)	Rs10000-15000
7	Interior design (1 Year)	Rs20000-25000

S.No	Course	Duration	Affiliation fee to be paid by the Institution to SBTET is proposed as follows	Fee Range proposed by connect -IT for candidates
1	Certificate Course in Fire Safety	6 months	<u>15000</u>	12,500 to 17,500
2	Certificate Course in Industrial Safety	1 year	<u>18000</u>	40,000 to 55,000
3	Construction Safety	6 months	<u>15000</u>	12,500 to 17,500
4	Chemical Safety	6 months	<u>15000</u>	12,500 to 17,500

NOTE: For the Craft Courses which are not mentioned in the Table, for above threemonths and six months& aboveduration, Fee range is fixed as Rs. 10000-15000 and Rs. 15000-25000 respectively.

7.The fund position of the applicant Society/Trust in the form of FDRs and Bank accounts in Nationalized Bank or Scheduled Bank / Commercial Bank recognized by Reserve Bank of India should be as below.

a) Fixed Deposit Receipt

The institute has to create/ obtain Joint Fixed Deposit. The Joint FDR should be taken on Secretary, SBTET,Telangana, Hyderabad and the Applicant Institution .The applicant Institutions should submit the Joint Fixed Deposit to the SBTET as soon as **LOI (Letter Of Intent)** is given for issuance of **LOA(Letter OfApproval)**.

Note: The Institutions who were accorded affiliations in 2015-16 should enclose a Xerox copy of FDR submitted earlier.

b) Affiliation Fee per batch:Minimum Funds (Rupees in Lakhs) required for seeking affiliation from SBTET on the date of application shall be as follows:-

Certificate courses	Registration & Processing Fee along with application	* Fixed Deposit (Joint FDR) In favor of SECRETARY, SBTET, Hyderabad & the applicant Institution after granting of affiliation	Affiliation Fee After issue of LOA
For courses of 6months duration(CCIC)	Rs. 6,000/-	Rs 25,000/- per each institution	6,000 /-per course
For courses of 3/ 6 months & below one year duration (Craft Courses)	Rs. 10,000/-	Rs 50,000/- per each course	15,000 /-per course
For courses of one year (Craft Courses)	Rs. 10,000/-	Rs 1,00,000/- per each course	20,000 /-for one year
However the deposit is limited to a max. of Rs 2.00 lakhs per each Institution& the Old Institutions affiliated previously for 3 years and above successively should have to pay Rs. 50,000/- only per course towards FDR .			

c). The **Joint fixed Deposit** shall be for a period of minimum 2 years even if the institution does not run the courses due to any reason.

The fixed Deposit shall be returned to the institution on the indent of the applicant on closure of the institution or the course after completion of 2 years and the responsibility lies on the applicant to receive FD amount after completion of TWO years.

8. The Name of the Institution with location for which affiliation is accorded by the SBTET shall not be

changed without obtaining prior permission of SBTET during the academic year under any circumstances.

8.1 Details of built up structure available exclusively for the proposed Institution at the permanent site

in a tabulated sheet clearly mentioning all rooms, with carpet area of each in square feet (sq.ft.), as specified in the enclosed proforma.

8.2 Permission to use the said area for said educational purpose from competent authority. (Panchayath, Municipality, Municipal Corporation or Greater Municipal Corporation whichever is applicable depending on scale of said property).

8.3 Audited statement of accounts of the Society/Trust for last two financial years, as may be applicable.

8.4 Two sets of duly filled application form (s) along with required enclosures (as per check list) shall be submitted to SBTET on or before the date:-**2019**.

9. The certificate courses for which affiliations are granted by SBTET offered by Institutions/ Organizations.

9.1 **List of approved certificate courses, duration of courses, eligibility criteria & intake in Annexure**

10. a) The course wise requirement of faculty and requisite qualifications are givenbelow.

Faculty and their qualification requirements: (Staff Student Ratio 1:30)

S.No	Category	Name of the Certificate Course	Course Code	No. of Lectures Required	Qualifications	No. of Lab instructors	Qualification of Lab Asst.
1	H M CT	Food Production – Principles and Practices	FP	1	Degree/Diploma in Hotel Management with 2 years experience	1	A 10 th pass with 5years of experience in Food Industry
2	HMC T	Food Beverage Service	FB S	1	-do-	1	-do-
3	HMC T	Front Office Operations	FO	1	-do-	1	A part time member for teaching computers
4	HMC T	Accommodation Operations	AO	1	-do-	1	A 10th pass with 5years of experience in Food Industry
5	HMC T	Hospitality and Food Service Operations	HF S	1	-do-	1	
6	HMC T	Food Science and Food Safety Standards	FS	1	-do-	1	
7	FT	Fashion Designing and Garment Making	FD G	2	B.Sc Home science / Diploma in Garment Technology	2	DGT/DHS/DCT/ Certificate course in Fashion Technology offered by any State Board or Certificate course CGDM offered by TS Intermediate Board
8	FT	Garment Making	G M	2	B.Sc Home science / Diploma in Garment Technology	2	DGT/DHS/DCT/ Certificate course in Fashion Technology offered by any State Board or Certificate course CGDM offered by TS

							Intermediate Board
9	Craft	Beautician	BT	1	Beautician certificate from Setwin/ any other registered Beauty clinic.	1	
10	Craft	Certificate Course Basic Cosmetology	BC	2	Physicians/Graduates with more than 5 years of experience in cosmetic lasers	2	
11	Craft	Advanced course in Cosmetology	AC	2	Physicians/Graduates with more than 5 years of experience in cosmetic lasers	2	
12	Craft	Certificate course in Basic Cosmetic Laser Sciences	BC L	2	Physicians/Graduates with more than 5 years of experience in cosmetic lasers	2	
13	Craft	Advanced Course in Cosmetic Laser Sciences	AC L	2	Physicians/Graduates with more than 5 years of experience in cosmetic lasers	2	
14	Craft	Interior Designing	ID	1	B.Arch or its equivalent	1	M.A. English or its equivalent
15	Yoga	Basic Certificate course in Yoga	Y	1	A certificate in Yoga with one year experience	1. Ass t.	certificate in yoga
16	Yoga	Certificate course for yoga	Y	1	A certificate in Yoga with one year experience	1. Ass t.	certificate in yoga
17	Yoga	Advanced Certificate course for yoga	AY	1	do	1	do
18	Safety	Industrial Safety	IS	2	1. B.Tech. in Chemical Engg. With industrial/ Institution Experience or M.Sc. in Chemistry with Industrial Experience/Institution 2.B.Tech in Engg. With experience in Safety in Industry/Institution	1	
19	Safety	Chemical Safety Supervisor Programme	CS SP	2	B.Tech.in Chemical Engg with Industrial experience/Institution Or M.sc in chemistry	1	

					with Industrial experience/Institution 2. B.Tech in Engg with experience in safety in Industry/Institution		
20	Safety	Fire Safety	FS	2	B.Tech in Chemical Engg. with industrial experience / institution or M.Sc. in chemistry with industrial experience/ institution 2. B.Tech in Engg. with experience in safety in industry/ institution	1	
21	Safety	Construction Safety	CS	2	1. Post Graduate in relevant field of Engineering desirable 2. B.Tech With experience in safety in Industry / Institution	1	
22	CC IC	Office Automation (for Visually Handicapped /challenged)		1	The Computer Institutions should employ a graduate with a minimum qualification of one – year diploma in Computer applications from a reputed institution and having experience in the relevant course The number of staff members should be based on the number of courses and number of batches offered by the organization and should fulfill norms of the Board.	1	
23	CC IC	Multimedia with Basic animation		1	do	1	
24	CC IC	CAD		1	do	1	
25	CC IC	Computer Maintenance & Repair		1	do	1	
26	CC IC	Web Designing		1	do	1	
27	CC IC	Desktop Publishing		1	do		

28	CC IC	C++ & Object Oriented Programmin g System		1	do	1	
29	CC IC	Database Administrati on (DBA)	DB A	1	do	1	
30	Cra ft	Fitter		1	Degree in Mechanical Engg. from recognized Engg. College/University with one year experience with relevant field. Or Diploma in Mechanical Engg. from recognized Board of Technical Education with 02 years experience with relevant field. Or 10 th classs + CTC/NAC with Fitter trade with 3 years experience Or Preference will be given to a candidate with CIC(Craft Instructor Certificate)	1	An ITI pass with or without experience
31	Cra ft	Electrician		1	1.Degree in Electrical and Electronics with one year experience in relevant field. 2.Diploma in Electrical and Electronics from State Board of Technical Education with 2 years experience in relevant trade. 3 : 10 th classs + CTC/NAC with Electrician trade with 5 years experience.	1	An ITI pass with or without experience
32	Cra ft	Welder(Gas)		1	1.Degree in Mechanical Engg. with one experience on	1	An ITI pass with or without experience

					welding methods. :2. Diploma in Mechanical Engg. With 02 years experience Accounting. 3. 10 th class+NTC/NAC with trade of welder with 05 years experience with welder		
33	Craft	Welder(Gas & ARC)		1	1.Degree in Mechanical Engg. with one experience on welding methods. :2. Diploma in Mechanical Engg. With 02 years experience Accounting. 3. 10 th class+NTC/NAC with trade of welder with 05 years experience with welder	1	An ITI pass with or without experience
34	Craft	Two Wheeler Mechanic		1	1.Degree in Automobile Engg. with one year experience in relevant trade 2.Diploma in Automobile Engg. with 02 years in relevant trade . : 3.Diploma in Mechanical Engg. with 03 years in relevant trade . : 4. 10 th class+CTC/NAC in Two wheeler with 5 years experience with	1	An ITI pass with or without experience
35	Craft	Refrigeratio n and Air Conditioning		1	1. A Diploma in Mechanical Engg. from State Board of Technical Education with 3 years experience in R&AC 2.10 th classs pass + CTC/NAC with	1	An ITI pass with or without experience

					R&AC trade with 5 years post qualification experience		
36	Craft	Basic Carpentry		1	1. A Diploma in Mechanical Engg. from State Board of Technical Education with 3 years experience in Carpentry	1	ITI pass with or without experience
37	Craft	Carpentry		1	1. A Diploma in Mechanical Engg. from State Board of Technical Education with 3 years experience in Carpentry	1	ITI pass with or without experience
38	Craft	Plumbing		1	A Diploma in Mechanical Engg. from State Board of Technical Education with 3 years experience	1	ITI pass with or without experience
39	Craft	Mobile Maintenance & Repair		1	A Diploma in Electronics & Communication Engg from State Board of Technical Education with 3 years experience	1	ITI pass with or without experience
40	Craft	TV and LED system Maintenance & Repair		1	A Diploma in Electrical & Electronics Engg. from State Board of Technical Education with 3 years experience	1	ITI pass with or without experience
41	Craft	Audio System Repair and Maintenance		1	A Diploma in Electrical & Electronics Engg. from State Board of Technical Education with 3 years experience	1	ITI pass with or without experience
42	Craft	Power supply, Inverter & UPS Repair and Maintenance		1	A Diploma in Electrical & Electronics Engg. from State Board of Technical Education with 3 years experience	1	ITI pass with or without experience
43	Craft	Repair and		1	A Diploma in	1	ITI pass with

		Maintenance of Domestic Appliances			Mechanical Engg. from State Board of Technical Education with 3 years experience		or without experience
44	Craft	Photography		1	A Diploma holder in relevant branch	1	
45	Craft	Videography		1	A Diploma holder in relevant branch	1	
46	Craft	Videography & Video Editing		1	A Diploma holder in relevant branch	1	
47	Craft	Event Management		1	A Diploma holder in relevant branch	1	
48	Craft	Footwear Making		1	A Diploma in Footwear Technology. from State Board of Technical Education with 3 years experience	1	
49	Craft	Footwear Designing and Manufacturing		1	A Diploma in Footwear Technology. from State Board of Technical Education with 3 years experience	1	
50	Craft	Leather Goods Making		1	A Diploma in Footwear Technology. from State Board of Technical Education with 3 years experience	1	
51	Craft	Leather Goods Designing and Manufacturing		1	A Diploma in Footwear Technology. from State Board of Technical Education with 3 years experience	1	
52	Craft	Solar Power Technicians	ST	2	A Diploma or Degree in Electrical and Electronics with mandatory training on Solar Power Technologies.: MBA to teach Marketing, Entrepreneurial Development & Financial Accounting.	2	A pass in ITI with or without experience
53	Craft	Travel & Tourism Management	TO T	2	Master / Degree in Travel / Tourism and for Hospitality Management 3 year degree or Diploma in Hotel Management with minimum 5 years	1	

					Experience.		
54	Craft	Embroidery	E M B	2	NTC/NAC Embroidery and Needle Work trade with three years Experience . OR (ii) Diploma in Fashion Technology/Costume Design and Dress Making with two years Experience. OR (iii) Degree in Fashion Technology/ Costume Design and Dress Making with one year Experience	1	

11. a) The course wise requirement of Accommodation and Areaare givenbelow.
Accommodation and Area requirements:

S.No	Course Category	Name of the Certificate Course	Course Code	Total class Rooms Area (Sq.Ft)	No. of labs	Lab Area	Stores/ Library /reception Principal room	Amenties/ other	Total Area (Sq. Ft)
1	HMCT	Food Production	FP	24x16=384	1	30x40=1200	320	100	2000
2	HMCT	Food Beverage Service	FB S	24x16=384	1	30x40=1200	320	100	2000
3	HMCT	Front Office Operations	FO	20x16=320	1	30x40=1200	320	100	2000
4	HMCT	Accommodation Operations	AO	20x16=320	1	20X20=400,12X			2000

						14=1 68 (Mod el Bed Room			
5	HMCT	Hospitality and Food Service Operations	HF	20x1 6=32 0	1	20X2 0=40 0,12X 14=1 68 (Mod el Bed Room			200 0
6	HMCT	Food Science and Food Safety Standards	FS	20x1 6=32 0	1	20X2 0=40 0,12X 14=1 68 (Mod el Bed Room			200 0
7	FT	Fashion Designing and Garment Making	FD G	20x2 0=40 0	3	1700	400/375	330 0	280 0
8	FT	Garment Making	G M	20x2 0=40 0	3	1700	400/375	330 0	280 0
9	Craft	Beautician	BE A	20x1 5=30 0	1	300	320	100	700
10	Craft	Basic Cosmetolog y	BC T	20x1 5=30 0	1	300	320	100	700
11	Craft	Advanced Cosmetolog y	AC	20x1 5=30 0	1	300	320	100	700
12	Craft	Basic Cosmetic Laser Sciences	BC LS	20x1 5=30 0	1	300	320	100	700

13	Craft	Advanced Cosmetic Laser Sciences	AC LS	20x1 5=30 0	1	300	320	100	700
14	Craft	Interior Designing	ID	600	3	300	300	100	900
15	Yoga	Basic Certificate Course in YOGA	BC Y	600		200	100	800- 900	600
16	Yoga	Certificate Course in YOGA	CY	600		200	100	800- 900	600
17	Yoga	Advance Certificate course in Yoga	AC Y	600		200	100	800- 900	600
18	Safety	Industrial Safety	IS	300	1	300	300	200	1 acre
19	Safety	Chemical Safety	CS	300	1	300	200	200	1300
20	Safety	Fire Safety	FS	300	1		200	200	1acr e
21	Safety	Constructio n Safety	CS	300	1		200	200	900- 1000
22	Computer courses (CCIC)	Office Automation	OA	250	1	600	300	100	800- 900
23	CCIC	Multimedia with Basic animation	MB A	250	1	600	300	100	do
24	CCIC	CAD	AC	250	1	600	300	100	do
25	CCIC	Computer Maintenanc e & Trouble shooting	CM TS	250	1	600	300	100	do
26	CCIC	Web Designing	W D	250	1	600	300	100	do
27	CCIC	Desktop Publishing	DT P	250	1	600	300	100	do
28	CCIC	C++ & Object Oriented Programmi ng System	C+ + & OO PS	250	1	600	300	100	do
29	CCIC	Database Administrati on (DBA)	DB A	250	1	600	300	100	do

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30	Craft	Fitter	FT	250	1	800	200	100	1500 Sq. fts
31	Craft	Electrician	EL	250	1	320	200	100	800- 1000
32	Craft	Welder (gas)	WG	250	1	8005	200	100	1500 Sq. fts
33	Craft	Welder (gas & ARC)	WGA	250	1	8005	200	100	1500 Sq. fts
34	Craft	Two Wheeler Mechanic	TW M	250	1	300	200	100	800- 900
35	Craft	Refrigeratio n and Air Conditionin g	RAC	250	1	800	200	100	1500 Sq. fts
36	Craft	Basic Carpentry	BCA	250	1	320	200	100	800- 1000
37	Craft	Carpentry	CA	250	1	320	200	100	800- 1000
38	Craft	Plumbing	PL	250	1	320	200	100	800- 1000
39	Craft	Mobile Maintenanc e & Repair	MMR	250	1	320	200	100	800- 1000
40	Craft	TV and LED system Maintenanc e & Repair	TVL	250	1	320	200	100	800- 1000
41	Craft	Audio System Repair and Maintenanc e	AS	250	1	320	200	100	800- 1000
42	Craft	Power supply, Inverter & UPS Repair and Maintenanc e	I&UP S	250	1	320	200	100	800- 1000
43	Craft	Repair and Maintenanc e of Domestic Appliances	DOM	250	1	320	200	100	800- 1000

44	Craft	Photography	PH	250	1	320	200	100	800-1000
45	Craft	Videography	VH	250	1	320	200	100	800-1000
46	Craft	Videography & Video Editing	VVE	250	1	320	200	100	800-1000
47	Craft	Event Management	EM	250	1	320	200	100	800-1000
48	Craft	Footwear Making	FM	250	1	320	200	100	800-1000
49	Craft	Footwear Designing and Manufacturing	FDM	250	1	320	200	100	800-1000
50	Craft	Leather Goods Making	LG	250	1	320	200	100	800-1000
51	Craft	Leather Goods Designing and Manufacturing	LGM	250	1	320	200	100	800-1000
52	Craft	Travel & Tourism	TT	TOT	600			300	200
53	Craft	Solar Power	SP	ST	300	1	16x10Sqft = 160	200	100
54	Craft	Embroidery	EMB						

Note:

1. SBTET is empowered to reject the incomplete application without assigning any reasons.
2. Registration and processing fee once paid will not be refunded or adjusted for the next academic year under any circumstances.
3. The new applicant should apply only for one batch i.e. 30 candidates only per course.
4. Application received after the due date shall not be considered under any circumstances.

5. Registration and Processing fee/ Affiliation Fee Receipt/Challan paidthrough Online to the Account Number: 401201621000002 with IFSC code : VIJB0004012, Vijaya Bank, Hardikarbagh, Himayathnagar, Hyderabad, the Secretary, State Board of Technical Education and Training, Telangana, Hyderabad's Account.

Signature valid

Digitally signed by KURTHY UVSN
Date: 2019.08.27 16:29:11 IST
Reason: Approved

SECRETARY