GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION
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No.I2/ 17550/2015 **Dated 11-08-2021.**

DETAILED NOTIFICATION GUIDELINES FOR GRANT OF FRESH RECOGNITION/RENEWAL OF RECOGNITION TO COMMERCIAL AND TECHNICAL INSTITUTES IN THE STATE FOR THE YEAR, 2022 & 2023.

Applications are invited by the undersigned in the prescribed form appended below from the Principals of Commercial and Technical Institutions in the State of Andhra Pradesh to seek –

i) 2-year block period recognition for the year 2022 and 2023 for the Institutes having 5 or more years of standing and in receipt of recognition orders for 5 years in favour of the same Principal.

ii) Yearly recognition for 2022 for the Institutes having less than 5 years standing,

iii) and fresh recognition for the newly established Institutes.

2. The Institutes which are recognized by the Commissioner of Technical Education are only eligible to sponsor the candidates for the Typewriting and Shorthand Examinations conducted by the State Board of Technical Education & Training, A.P. The Principals of the Typewriting and Shorthand Institutions in the State shall scrupulously adhere to the following conditions/guidelines:-

i) There shall be a minimum of (5) Computers OR a combination of Computers and English Typewriters thereof in the institute. If coaching is given in Telugu/Hindi/Urdu also, there shall be at least one Typewriter each in Telugu/Hindi/Urdu, as the case may be. Preference is being given to such institutions whoever had computers and also having experience in computer typing.

ii) The institute should have on its rolls a minimum of (15) students in English Typewriting and if coaching is given in Telugu/Hindi/Urdu also, then there shall be (5) students each in Telugu/Hindi/Urdu Typewriting, as the case may be.

iii) For seeking fresh recognition (newly established Institute), the Principal of the Institute should be qualified by possessing Intermediate or equivalent qualification and Typewriting/Shorthand Higher Grade in any language and should have (2) years experience after passing Higher Grade Examination in Typewriting or Shorthand, as the case may be. They should maintain a distance of at least one furlong from the recognized Institute existing, if any, in the area to avoid unhealthy competition.

iv) The Principals of Commercial and Technical Institutes shall not shift the Institutes from the place of its original sanction. If the shifting is inevitable, they should seek permission of the Department before shifting and any deviation from these guidelines shall be liable for cancellation of the recognition.

v) In case of change of Principal of any recognized Institute without the change of premises of the Institute, it will be treated as fresh recognition. In such case, the new Principal should have the qualifications as stated in para 2(iii) of these

guidelines. The attested xerox copies of the educational & technical qualifications of the Principal/instructors enclosed to the filled-in application will be verified with the originals at the time of inspection by the Department Officials.

3. The fee towards 2-year block period recognition is Rs.1000/- and Renewal/Fresh Recognition for one year is Rs. 500/-. The penal fee for late submission of filled-in application is Rs.300/- (in addition to recognition fee). The fee should be remitted through Treasury Challan under the following Head of Account only on or after the date of issue of this notification.

MH - 0202 - Education, Sports, Arts & Culture –
SMH - 02 - Technical Education –
MINH - 800 - Other receipts –
SH - (81) - Other items - DH – 001 - Fee for recognition of Commercial and Technical Institutes for the year, 2022-23." (DDO Code: 27000302003)

4. Further it is notified that the Commercial and Technical Institutes having permanent recognition are also required to remit the recognition fee of Rs.500/- for one year and Rs.1000/- for the block period of 2-year, under the same Head of Account and send the Original Challan along with the application in the prescribed form to this office on or before the dates given in this notification.

5. The last date for payment of recognition fee and submission of filled-in application in this office is as follows:

i)	Last date for receipt of filled-in applications	..	31-08-2021
ii)	Last date for receipt with penal fee of Rs. 300/-	..	10-09-2021
iii)	Fees	..	Rs. 500/- year & Rs.1000/- for 2-years recognition.

6. The filled in applications, with Treasury Challan, in original, and attested copies of necessary enclosures shall be sent superscribing on the cover **"Application for seeking fresh/renewal of recognition of Commercial and Technical Institutes"** and addressed to **the Chairman, SBTET, AP, 5th floor, ANR Towers, Jammichettu Street, Prasadampadu, Vijayawada – 521108.** The applications should reach this office on or before the dates stipulated above.

7. The applications found to be incomplete, defective or not in accordance with the guidelines prescribed for renewal/fresh recognition will be summarily rejected and no further correspondence will be entertained in this regard. Further, the Department of Technical Education is not responsible for late receipt of applications due to postal delay or loss of application in transit, etc.

Sd/- POLA BHASKAR
COMMISSIONER, TECH. EDN. &
CHAIRMAN, SBTET, A.P.

DEPUTY DIRECTOR (C.T.Is)

Institute Code:

Latest Passport Photo of the Principal

APPLICATION FORM FOR RECOGNITION/RENEWAL OF RECOGNITION OF COMMERCIAL AND TECHNICAL NSTITUTE FOR THE YEAR: 2022-23.

1. Name of the Institute with full address :

2. Name of the Principal and qualification with year of passing (enclose true copies) :
   i) General
   ii) Technical

3. Date of establishing the Institute :

4. Working hours of the Institute and the weekly holiday declared :

5. Mention the names of the recognized typewriting institutes located nearby your institute.

6. Exact location of the Institute (enclose route map to reach the institute easily) :

7. Subjects in which the institute offers instruction with language and grade for which recognition is required. :

8. Whether previously recognized, if so, enclose true copy of the latest recognition order. :

9. Number of Computers and Typewriters available in working condition. The make and other details of Typewriters/Computers should be furnished in details (Entries should be tallied with the stock register):

Sl.No.	Make & No. of Computers/Typewriters	Language	Meant for beginner or speed typing
1			
2			
3			
4			
5			

10. Particulars of teaching staff including Principal/instructor:

Name	Designation	General Educational qualifications	Technical qualifications with month & year of passing	Subjects in which imparts training	Salary Per Month
1					
2					
3					

11. Present strength of Institute subject-wise (particulars should be tallied with admission and attendance registers) :

12. **Does the institute impart coaching for Shorthand?** :

a) If so, whether separate accommodation is provided? :

b) Whether shorthand instructor is qualified, if so, lower or higher grade? :

c) Whether black board facility is available? :

d) Whether stop-watch is available? :

13. Whether the following records are maintained regularly :

a) Admission Register :

b) Attendance register for students :

c) Attendance register for staff :

d) Students fee receipt book with counter foils. :

e) Staff acquaintance register :

f) Stock register of equipment, furniture, etc. :

g) Whether the papers typed by the students are corrected with dated initials by the Principal/Instructor? :

h) Internal assessment register (weekly tests register) is maintained? :

i) Register of candidates sponsored for technical examinations. :

j) Schedule of examination (batch-wise list of candidates sponsored for the exam) :

14. Whether the following charts are exhibited prominently yin the Institute. :

a) Photo frame containing original recognition order. :

b) Working hours of the institute and weekly holiday. :

c) Hourly chart of students with machine Nos. :

d) Key Board Diagram (English/Telugu/ Hindi) :

15. Whether the rate of monthly tuition fee/exam fee collected by the institute is on par with fee collected in other sister institutions in that area. :

16. Has the prescribed fee been remitted in Govt. Treasury? If so, furnish the Nos. dated and place of remittance (Enclose original challan to this application) :

UNDERTAKING TO BE SIGNED BY THE PRINCIPAL

1. I declare that the particulars mentioned in the application form are correct and true.

2. I certify that my institute is open to students of all communities irrespective of cast and creed.

3. I certify that the monthly tuition fee is charged on par with other sister institutions situated in the same area or locality.

4. I promise that I will adhere strictly and follow the rules and regulations of recognition are in force.

5. I promise that I will not resort to any malpractice like sponsoring students of other institutions and candidates who have already passed the same subject and grade for second time to the Board Examination. In the event of any malpractice is committed by me the recognition of my institute may be cancelled.

6. I certify that I am maintaining all records regularly as prescribed by the Commissioner of Technical Education, Andhra Pradesh, Vijayawada.

Signature

Place:

Date:

(Name in Block Letters)
Cell No……..

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