

FORM NO: _____

HUNNARMAND SINDH
SINDH BOARD OF TECHNICAL EDUCATION

www.sbte.edu.pk



APPLICATION FOR COURSE AFFILIATION

OF

INSTITUTE / SCHOOL/ CENTRE

ACADEMIC SESSION 20 ____ 20 ____

COST OF FORM Rs.400/=

(For Downloaded Application, fee Rs.400 will be deposited at the time of submission)

ST-22, BLOCK-6 MAIN UNIVERSITY ROAD GULSHAN-E-IQBAL, KARACHI

Phone No. 99244278, Ext: 338, 99243329-30 Fax. 99244166



SINDH BOARD OF TECHNICAL EDUCATION

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The Registrar
Sindh Board of Technical Education
Karachi

Dear Sir,

I would like to hereby apply for Affiliation of _____ Program for our Institute/School/Centre with the Board for the Academic Session 20____20____, as detail given below:

1. NAME & ADDRESS OF THE INSTITUTE

NAME : _____

ADDRESS : _____

TELEPHONE NO. _____ FAX NO. _____

E-MAIL ADDRESS _____

(Please attach location Map & GPRS Location)

2. NAME & ADDRESS OF THE INSTITUTE OWNER / APPLICANT

NAME : _____, DESIGNATION : _____

CNIC NO : _____

ADDRESS : _____

LANDLINE NO _____ CELL NO. _____

E-MAIL ADDRESS _____

COURSE AFFILIATION FEE CHALLAN / PAY ORDER / DEMAND DRAFT

NO. _____ DATED _____ DRAWN ON _____

Yours Faithfully

NOTE:- Affiliation fee deposited with this application is non-refundable.



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DETAILS OF INSTITUTE/SCHOOL/CENTRE FOR COURSE AFFILIATION (REGULAR / ENDORSEMENT BASIS)

- NOTE:** 1. The Answer to each question should be specific.
2. Please attach extra sheets on (Institute Letterhead) where necessary.

I.ACADEMIC

(1.1) Courses/Technology/Trade for which Affiliation is applied/sought:

- (a) _____
(b) _____
(c) _____
(d) _____

(1.2) Date from which Classes are proposed to be started: _____

(1.3) Are above Course/Courses approved/prescribed by the Board? Yes / No.

II. GOVERNANCE & MANAGEMENT

(2.1) Does institute have proper Administrative structure (*Organogram*)? Yes / No.

(2.2) Does institute have Management Body (BOG/IMC)? Yes / No.

(2.3) Do you know the Admission Policy of SBTE? Yes / No.

(2.4) Do you know Attendance & Examination Assessment Rules of SBTE? Yes / No.

(2.5) Do you have Data Base Management System for students? Yes / No.

III. TEACHING FACULTY AND NON-TEACHING STAFF

(3.1) Do you know the Norms of Teachers per Technology/ Trade? Yes / No.

(3.2) Do any Service rules exist for Teaching & Non-Teaching Staff? Yes / No.
(Please attached copy of Service Rules)

(3.3) Whether the Teaching & Non-Teaching staff is appointed on Regular Basis? Yes / No.

(3.4) Have you attached the detail of staff (Teaching, Non-Teaching)? Yes / No.
(Please provide the detail of staff as per Annexure-1 & 2)

IV. PHYSICAL FACILITIES/INFRASTRUCTURE

(4.1) Building & Land

(4.1.1) Total Constructed/Covered Area Available

**(a) Ground Floor _____ Sft + First Floor _____ Sft + Second Floor _____ Sft
Total _____ Sft.**

(b) Open Land Area _____ Sft.

(c) Number of Class Room _____. Total Area of Class Rooms _____ Sft

(d) Number of Workshop/Labs _____. Total Area of WS/Labs _____ Sft

**(e) Area Proposed to be constructed in Future.
Coming Next Year _____ Sft. & Coming Next 02 Years _____ Sft.**

(4.1.2) Does the Institute possess its own building? Yes / No.

(4.1.3) Is the building acquired on long Lease / Rent? Yes / No.

**(4.1.4) Whether Technology/Trade Workshop/Labs are available? Yes / No.
(please attach Building detail as per Annexure-03)**

(4.1.5) Are other facilities available Such as,

(a) Filter Drinking Water, Yes / No.

(b) Cafeteria, Yes / No.

(c) First Aid, Yes / No.

(d) Separate Wash Rooms for Male and Femal, Yes / No.

(e) Emergency Exit, Yes / No.

(f) Play Ground? Yes / No.

(g) Mosque/Prayer Room, Yes / No.

(4.2) Teaching Learning Material (TLM)

(a) Appropriate Teaching Aids are available. Yes / No.

(b) Library or Reading Room available. Yes / No.

Total Number of Books available in the Library _____.

(Please attach list of available Books)

(4.3) Equipment & Furniture

(a) Is Proper Machinery/Equipment available in each WS/Lab? Yes / No.

(b) Cost of available Machinery/Equipment in WS/Labs Rs. _____.

(c) Sufficient Furniture for Classes, WS, Labs and Office are available. Yes / No.

(d) Cost of available Furniture & Fixtures Rs. _____.

(Please attach list of Furniture, equipment available as per Annexure-04)

V. FINANCIAL DETAILS

(5.1) Please attach the Institute/School/Centre

Current Bank Statement showing the Balance on the day/date of submission of application.

(5.2) Please provide detail of any other sources of Annual Income & Assets of the Institute / School / Centre.

(a) _____ (b) _____
(c) _____ (d) _____

(5.3) Admission Fee per student/course _____

(5.4) Tuition fees _____ per month / Course.

(5.5) Detail of other Fee (If any) _____
(Please attach Fee Schedule and Statement of Income & Expenditure as *Annexure-05*)

CERTIFICATE

Certified that the information provided above for Affiliation of Institute/School/Centre are correct to the best of my knowledge.

NAME _____
Seal & Signature
Principal / Head of Institution

Check List for required documents for affiliation (✓)

1.	Bank Challan / Demand Draft / Pay order Rs. _____, in favour of Secretary Sindh Board of Technical Education, Gulshan-e-Iqbal Karachi.	
2	Appointment letter of Teaching / Non-Teaching staff, along with Academic & Professional Qualification Certificates & C.N.I.C. (Attach attested copies).	
3	List of Teaching / Non-Teaching staff, as per Annexure 01 & 02.	
4	Photo Copy of Educational Society / Managing Body.	
5	Photo Copy of Bills / Cash Memos / Invoice of Equipment & Furniture is purchased.	
6	Line Plan / Building Statement, as per Annexure 03.	
7	Proposed Time Table as per teaching Load.	
8	Copy of partnership deed / Undertaking on Stamp paper of Rs.100/= that who is owner & investor of the institute.	
9	List of Books in the Library (Quantity Wise).	
10	List of equipment as per WS/Labs/Technology/Trade wise, as per Annexure 04.	
11	Income & Expenditure Statement, as per Annexure 05.	
12	Bank Statement showing the balance on the day / before a week of submission of application.	
13	Rent / Ownership agreement attested photo copies.	



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Following dully filled **Annexures must be** attached with the Affiliation form.

(Annexures should be filled on Institute Letterhead)

Annexure-01

SR#	NAME & DESIGNATION	CNIC NO.	AGE	DATE OF APPOINTMENT IN INSTITUTE	DEGREE/D IPLOMA	QUALIFICATION		SALARY INCLUDING ALL ALLOWANCES
						YEAR OF PASSING	UNIVERSITY /BOARD	

Annexure-02.

SR#	LENGTH OF SERVICE		TOTAL EXPERIENCE	NAME OF PERVIOUS INSTITUTE WHERE EMPLOYED	SUBJECT TAUGHT	TEACHING LOAD PER WEEK
	IN THIS INSTITUTION	IN OTHER INSTITUTION				

Annexure-03

BUILDING STATEMENT

SR.NO.	NAME OF LABORATORY/WORSHOP and Tag # of LIBRARY/OFFICES/Class Room STORE/WASHROOM	SIZE OF ROOMS	
		LENGTH	WIDTH

Annexure-04

LIST OF EQUIPMENTS

SR.NO.	DETAIL OF FURNITURE & EQUIPMENT	CONDITION OF EQUIPMENT WITH YEAR OF PURCHASE	QUANTITY

Annexure-05.

STATEMENT SHOWING THE EXPECTED INCOME & EXPENDITURE FOR THE YEAR 20 20

SR.NO.	PARTICULARS	AMOUNT
	INCOME	
1.	Admission Fees	
2.	Tuition Fees	
3.	Forms & Prospectus Fees	
4.	Income from all other Sources	
	ADMINISTRATIVE EXPENDITURE	
5.	Remuneration of Teaching Staff	
6.	Remuneration of Non-Teaching Staff	
7.	All other Expenditure (POL, Utility, Postage etc.)	
	TRAINING MATERIAL, EQUIPMENT & FURNITURE	
8.	Purchase of Raw Material	
9.	Purchase of new equipment & Furniture	
10.	Repair & Maintenance Charges	
	DEVELOPMENT EXPENDITURE	
11.	Rent of Building& Building Repair	
12.	Miscellaneous Charges	
TOTAL INCOME FOR THE YEAR (Rs.)		
TOTAL EXPENDITURE FOR THE YEAR (Rs.)		

NAME & SIGNATURE OF THE PRINCIPAL



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In pursuance of office order no. SBTE/audit/2022/216, dated **13th January 2022**, following Affiliation, Renewal of Affiliation and other fees schedule is hereby revised as under w.e.f **1st January 2022**.

AFFILIATION / RENEWAL OF AFFILIATION FEES

OF

PRIVATE INSTITUTIONS, (W.E.F. 1ST JANUARY 2022).

SR.NO.	NAME OF COURSE	AFFILIATION FEES	RENEWAL FEES
1.	Diploma of Associate Engineer	Rs.53,000/= up to Three Technologies & Rs.19,000/= for each Technology	Rs.27,000/= up to Three Technologies & Rs.16000/= for each Technology
2.	Beauty Parlour	Rs. 37,000/= Rs. 24,500/= for each additional course	Rs.15000/= Rs.8,000/= for each additional course
3.	Fine Arts(Certificate & Diploma Course)	Rs.33500/= up to Three course & Rs.27500/= for each additional course.	Rs.21,000/= up to Three course & Rs.9000/= for each additional course.
4.	Commercial / Tailoring / Industrial Home / Technical / Vocational	Rs.37000/= up to Three course & Rs.24500/= for each additional course.	Rs.15000/= Rs.8,000/= for each additional course
5.	COMPUTER		
	a) Institute offering One Year Diploma in Computer Science / Information Technology.	Rs. 37,000/= for each course.	Rs.15000/= for each course.
	b) Diploma in Hotel Operations.	Rs. 37,000/=for each course	Rs.15000/=for each course
	c) Diploma in Oracle (Six Months)	Rs.33500/= for each course.	Rs.13000/= for each course
	d) All Computer Short courses.	Rs.6500/= per course.	Rs.5000/= for per course.
	e) Diploma in Business Administration / Diploma in "E" Commerce.	Rs. 37,000/= for each course.	Rs.15000/= for each course.
	f) Any type of Certificate or Diploma in Textile Technology or other Specialized Technology / Trade not mentioned.	Rs.48000/= per course.	Rs.20,000/= per course.

6.	ENDORSEMENT COURSES			
	i)	01 & 02 Years Diploma	Rs.48,000/= per course	Rs.20,000/=per Course.
	ii)	03 Years Diploma	Rs.50,000/= per course	Rs.30,000/=per course.
	iii)	Below 01 Year	Rs.24,000/= per course	Rs.10,000/=per course.
	iv)	Below Six Months	Rs.16, 000/= per course.	Rs.7,0 00/=per course.
v)	Below Three Months	Rs.10, 000/= per course.	Rs.4, 000/=per course.	

AFFILIATION / RENEWAL OF AFFILIATION FEES

OF

PUBLIC INSTITUTIONS, (W.E.F.1ST JANUARY, 2022).

SR.NO.	CATEGORY OF INSTITUTION	AFFILIATION FEES	RENEWAL FEES
1.	College of Technology / Polytechnic / Monotechnic.	Rs.10,000/= up to Three Technologies and Rs.2000/=each for additional technology	Rs.6000/=up to Three Technologies and Rs.1000/= each for additional technology.
2.	Commercial Training Institute (D.Com/DBA/DCBM/)	Rs.6000/=Per Year	Rs.5000/= Per Year
3.	Vocational / TSC Institute	Rs.1400/= Per Year	Rs.1300/= Per Year
4.	Hotel Management Institute	Rs.8000/= Per Year	Rs.7000/= Per Year
5.	i) 01 Year Diploma & Below 01 Year courses.	Rs.5000/= Per Year	Rs.4000/= Per Year
	ii) Below Six & Three Months courses.	Rs.4000/= Per Year	Rs.3000/=Per Year.

EVALUTION FEE OF NEW COURSES

SR.NO.	CATEGORIES OF COURSES	EVALUTION FEES
1.	More than Two Years up to Three Years	Rs.65,000/= Per Course
2.	More than One Years up to Two Years	Rs.25,000/= Per Course
3.	More than One Year duration	Rs.17,000/= Per Course
4.	More than Six months up to One Year	Rs.12,500/= Per Course
5.	Up to Six months duration	Rs.7,500/= Per Course

OTHER FEES

SR.NO.	PARTICULARS	FEE
1.	Affiliation Form	Rs.400/=
2.	Change of Name of Institute	Rs.5000/=
3.	Change of Address of Institute	Rs.10,000/=
4.	Re-Inspection of Institute	Rs.8000/= for 1 st Visit Rs. 9,000/= for 2 nd Visit Rs.10,000/= for 3 rd Visit
5.	Change of Shift (Morning to Evening / Evening to Morning)	Rs.6,000/=
6.	Change of Ownership	Rs.10,000/=
7.	Change of Campus to Other District	Rs.10,000/=
8.	Institute Verification (Urgent 2 to 3 working days) (Ordinary 7 to 10 working days)	Rs. 2,000/= per document Rs.1000/= per document
9.	Duplicate Affiliation / Renewal Certificate	Rs. 500/=
10.	Registration Fee for One Year Diploma & Less than One Year Certificate Students (Endorsement Basis)	Rs.1800/= Per Students
11.	Registration Fee for One Year Diploma Students (Endorsement Basis)	Rs.2,000/= Per Student
12.	Registration Fee for Three Years Diploma Students (Endorsement Basis)	Rs.2500/= Per Student
13.	Examination fee for 01 Year (Endorsement Basis)	Rs.2400/=Per Student
14.	Examination fee for 02 Years (Endorsement Basis)	Rs.3000/= Per Student
15.	Examination fee for 03 Years (Endorsement Basis)	Rs.3,300/= Per Student
16.	Certificate Endorsement Fee Less than 01 Year	Rs.1200/= Per Student
17.	Certificate Endorsement Fee Above 01 Year & 02 Years	Rs1600/= Per Student
18.	Certificate Endorsement Fee Above 03 Years	Rs1700/= Per Student
19.	Registration & Certificate Endorsement Fee for BBSYDP	Rs.700/= Per Student
20.	Mark Sheet for 01 Year	Rs.500/= Per Student
21.	Mark Sheet for 02 Years & Above	Rs.700/= Per Student

SEAT ENHANCEMENT FEE FOR INSTITUTIONS

(**NOTE:-** The Standard Teacher : Student ratio is 1:20 and below affiliation will be given accordingly)

SR.NO	NAME OF COURSE	FOR GOVERNMENT INSTITUTIONS FEES	FOR PRIVATE INSTITUTIONS FEES
1.	Diploma of Associate Engineer	Rs.3300/= up to Three Technologies & Rs.1100/= for each subsequent Technologies.	Rs.7000/=up to 25 Candidates. 25-35 Candidates Rs.8000/= 35-50 Candidates, Rs.9000/= 50-60 Candidates, Rs.10000/= 60-75 Candidates Rs.11000/= 75-100 Candidates Rs.12000/= More than 100 to 200 Rs.15000/=
2.	Beauty Parlour	Rs.1100/=	Rs.3000/= for each to 25-35 Candidate. & 35-50 Candidate Rs.5000/=.
3.	Fine Arts (Certificate & Diploma Course)	Rs.2000/= upto Three Courses & Rs.500/= for each additional course.	Rs.4000/= up to 25-35 Candidate. & 35-50 Candidate Rs.5000/=.
4.	Commercial/Tailoring/Industrial Home/Technical / Vocational	Rs.1000/= upto Three Courses & Rs.400/= for each additional course.	Rs.100/=per Candidate.
5.	<u>COMPUTER</u>		
	(A) One & Two Years Diploma in Computer Science / Information Technology.	Rs.1000/= for each Courses.	Rs.250/=per Candidate.
	(B) Diploma in Computer Science Module-I,II,III & IV	Rs.1000/= for each Courses.	Rs.250/=per Candidate
	(C) Diploma in Oracle (Six Months)	Rs.1000/= for each Courses	Rs.250/=per Candidate
	(D) All other Short Courses.	Rs.600/= for each Courses	Rs.250/=per Candidate
	(E) Diploma in Business Administration / Diploma in "E"Commerce.	Rs.1000/= for each Courses	Rs.250/=per Candidate
	(F) Any type of Certificate or Diploma in Textile Technology or other Specialized Technology	Rs.1000/= for each Courses.	Rs.250/=per Candidate. .
6.	<u>ENDORSEMENT COURSES.</u>		
	(a) One Year	Rs.1000/= for each course	Rs. 300/= per Candidate.
	(b) Two Years	Rs.1000/= for each course	Rs.325/= per Candidate.
	(c) Three Years	Rs.1000/= for each course	Rs.350/=per Candidate.
	(d) Below One Year up to Six Months.	Rs.600/= for each course	Rs.250/=per Candidate
	(e) Below Three & Six Months	Rs.400/= for each course	Rs.250/=per Candidate

7.	CBT & A CATEGORY OF COURSE	FOR GOVERNMENT INSTITUTIONS	FOR PRIVATE INSTITUTIONS
a.	Level –I & Level-II	Rs. 850/= up to 25 Students & Rs.950/= up to 50 Students	Rs. 1200/= up to 25 Students & Rs.1700/= up to 50 Students
b.	Level –III	Rs. 1000/= up to 25 Students & Rs.700/= up to 50 Students	Rs. 1400/= up to 25 Students & Rs.2000/= up to 50 Students
c.	Level –IV	Rs. 1100/= up to 25 Students & Rs.900/= up to 50 Students	Rs. 1700/= up to 25 Students & Rs.2300/= up to 50 Students
d.	Level –V	Rs. 2200/= up to 25 Students & Rs.3300/= up to 50 Students	Rs. 4400/= up to 25 Students & Rs.6600/= up to 50 Students

NOTE: - In CBT& A initially affiliation will be given per Batch / Class 20 Students, additional students capacity allows above rates.

(CBT & A) COMPETENCY BASED TRAINING & ASSESSMENT
NVQF LEVELS AFFILIATION FEES

PRIVATE INSTITUTIONS

SR.NO.	NAME OF NVQF LEVEL COURSES	AFFILIATION FEES	RENEWAL OF AFFILIATION FEES
1.	Diploma of Associate Engineer (L-05)	Rs.10,000/= for One Technology Rs.20,000/= up to Two Technologies Rs.15,000/= for each Additional Technology	Rs.5000/= for One Technology Rs.10,000/= up to Two Technologies & Rs.10,000/= for Additional Technology
2.	LEVEL TRADES (L-04)	Rs.5000/= for One course Rs.10,000/= up to Two courses Rs.12,000/= up to Three courses Rs. 6000/= up to Four course Rs.6000/= for each additional course	Rs.3000/= for One course Rs.5000/= up to Four courses Rs.3000/= for each additional course
3.	LEVEL TRADES (L-01 TO L-03) ONE YEAR ONE MONTH TO SIX MONTHS & BELOW (G-II, G-III,) Courses	Rs.3000/= up to One course Rs.6000/= up to Three courses & Rs.1500/= for each additional course.	Rs.2000/= up to One course Rs.3000/= up to Three courses & Rs.800/= for each additional course



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PUBLIC INSTITUTIONS

SR.NO.	NAME OF NVQF LEVEL COURSES	AFFILIATION FEES	RENEWAL OF AFFILIATION FEES
1.	Diploma of Associate Engineer (L-05)	Rs.6000/=	Rs.5700/= Per Year
2.	Vocational & Commercial Courses (L-03 & L-04)	Rs.5000/=	Rs.4900/= Per Year
3.	Matric Technical (TSC)Trade (L-04)	Rs.1100/=	Rs.1000/= Per Year
4.	Hotel Management Courses (L-03 & L-04)	Rs.6000/=	Rs.5700/= Per Year
5.	i) 01 Year Diploma & Below 01 Year courses. ii) Below Six & Three Months Courses. (L-01 to L-03)(G-II,G-III,) Courses	Rs.1000/=	Rs.800/= Per Year

(CBT & A) COMPETENCY BASED TRAINING & ASSESSMENT NVQF LEVELS CANDIDATES

REGISTRATION, ASSESSMENT & CERTIFICATION COURSE FEES PUBLIC & PRIVATE INSTITUTIONS

CANDIDATE FEES

CATEGORY OF COURSE	FEE DETAILS			TOTAL FEE
	Registration	Assessment	Certification	
LEVEL -I	Rs.500/= Per Candidate	Rs.700/= Per Candidate	Rs.600/= Per Candidate	Rs.1800/=
LEVEL -II				
LEVEL -III	Rs.600/= Per Candidate	Rs.1000/= Per Candidate	Rs.700/= Per Candidate	Rs.2300/=
LEVEL -IV	Rs.700/= Per Candidate	Rs.1100/= Per Candidate	Rs.900/= Per Candidate	Rs.2600/=
LEVEL -V	Rs.1600/= Per Candidate	Rs.2200/= Per Candidate	Rs.2600/= Per Candidate	Rs.6400/=

---Sd---
(S.AKHTAR ALI SHAH)
 Inspector of Institutions

