

**GOVERNMENT OF TELANGANA  
DEPARTMENT OF TECHNICAL EDUCATION**

**DETAILED NOTIFICATION GUIDELINES FOR GRANTING FRESH/RENEWAL OF  
RECOGNITION TO COMMERCIAL AND TECHNICAL INSTITUTES IN THE STATE  
FOR THE YEAR, 2020**

Applications are invited from the Principals of Typewriting and Shorthand Institutes in the State of Telangana for recognition of their institutes for the year 2020-21. The institutes, which are recognized by the Commissioner of Technical Education, Government of Telangana, are only eligible to sponsor the candidates for the Typewriting and Shorthand Examinations conducted by the State Board of Technical Education and Training, Hyderabad (SBTET).

The Principals of Commercial and Technical Institutes in the State shall scrupulously follow the guidelines mentioned hereunder:-

1. There shall be a minimum of (5) English Typewriters OR (5) Computers OR a combination 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.
2. 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.
3. For seeking fresh recognition (newly established Institute), the Principal of the Institute should be qualified by possessing Intermediate or its 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.
4. The Institute shall be located in the own/rented premises at the time of application for the grant of recognition and shall furnish the attested copies of the premises (own/rental) from where they are operating, duly enclosing the copies of the ownership title/ latest approved valid rental agreement of the premises concerned.
5. The Principals of Typewriting Institutes shall not shift the Institutes from the place of its original sanction. If the shift 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.
6. 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 (3) of these guidelines. The 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 Department Officials.
7. Recognition fee (for fresh/renewal) is Rs.500/- and penal fee for late submission of application is Rs.300/- (i.e Rs.500/- + Rs.300/- = Rs.800/-). It shall be remitted into Government Treasury under the following Head of Account and the Original challan should be enclosed to the filled-in application, by retaining with the

Institution the duplicate copy. The fee should be remitted on or after the date of publication of this notification only.

- 0202 - Education, Sports, Arts & Culture
- 02 - Technical Education
- 800 - Other receipts
- (81) - Other items – fee for recognition of commercial and Technical Institutes

8. Filled-in applications with necessary enclosures shall be sent on or before the dates as notified in the notification already:

a.	Last date for receipt of filled-in applications without late fee	30-11-2019
b.	Last date for receipt of filled-in applications with late fee of Rs.300/-	08-12-2019
c.	Recognition Fee	Rs.500/- for One Year / Rs.1000/- for Two Years*

**\*Institutions existing for more than five year as on date of issue of this notification are eligible to apply for recognition for two years.**

9. The applications shall be superscribed on the cover containing the applications: "Application for seeking fresh/renewal of Recognition of Commercial and Technical Institutes" and shall be addressed to the Deputy Director (Tech)-I, O/o the Commissioner of Technical Education, 2<sup>nd</sup> Floor, Vidya Bhavan, Nampally, Hyderabad-500001.

10. 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.

11. From the Year 2020, Typewriting Examinations shall be conducted by the SBTET both **manually** and **online**:

- (a) Typewriting Examinations (**manual format**) shall be conducted quarterly i.e. January / April / July / October each calendar year. The examination fee payable by each candidate, as per Notification to be issued by SBTET, is **Rs.550/-**
- (b) Typewriting Examinations (**Computer Based Test**) shall be conducted on any working day from January, 2020 in any Government Polytechnic in the State, by booking the slot by the Candidate(s) in advance. The examination fee payable to SBTET by each candidate is **Rs.450/-**

**Signature valid**

Digitally signed by NAVIN  
MITTAL, S  
Date: 2019.11.15 11:44:17  
IST  
Reason: Approved

459171/2019/ACADEMIC-I

Latest Passport  
Photo of the  
Principal

Institute Code : \_\_\_\_\_

**APPLICATION FORM FOR FRESH/RENEWAL OF RECOGNITION OF  
COMMERCIAL & TECHNICAL INSTITUTE FOR THE YEAR: 2020-2021**

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 Typewriters available in working condition. The make and other details of Typewriters should be furnished in details (Entries should be tallied with the stock register):					
	S. No.	Make & No. of Typewriter	Language	Meant for beginner or speed typing		
	1.					
	2.					
	3.					
	4.					
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
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?			:		

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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 in 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/exams, 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 or recognition as 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 and Director of Technical Education, Telangana, Hyderabad.

Place:

Signature

Date:

(Name in Block Letters)

Mobile No:

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