

अखिल भारतीय तकनीकी शिक्षा परिषद  
**ALL INDIA COUNCIL FOR  
TECHNICAL EDUCATION**



**APPROVAL PROCESS HANDBOOK 2021-22**



## **This Handbook is a Legal Document as per**

All India Council for Technical Education Act, 1987 (52 of 1987)

**and**

All India Council for Technical Education (Mandatory Accreditation of all Programmes/ Courses in Technical Education Institution and University Departments and Institutions Deemed to be Universities imparting Technical Education) Regulations, 2014 Notified on 29<sup>th</sup> January, 2014

**and**

All India Council for Technical Education (Grant of Approval for conducting Vocational Education Programme, Community College Course(s) and Skill Knowledge Provider under National Skill Qualification Framework) Regulations, 2012 Notified on 5<sup>th</sup> December, 2012 and amended on 3<sup>rd</sup> February, 2016

**and**

All India Council for Technical Education (Norms and Standards for the Conduct of Post Graduate Diploma in Management) Regulations, 2017 Notified on 14<sup>th</sup> December, 2017

**and**

UGC (Categorisation of Universities (Only) for Grant of Graded Autonomy) Regulations, 2018 Notified on 12<sup>th</sup> February, 2018

**and**

All India Council for Technical Education (Categorisation of Standalone Institutions (SIs) for Grant of Graded Autonomy) Regulations, 2019 Notified on 18<sup>th</sup> January, 2019

**and**

All India Council for Technical Education (Categorisation of Standalone Institutions (SIs) for Grant of Graded Autonomy) Guidelines, 2019 Notified on 10<sup>th</sup> October, 2019

**and**

All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations, 2020 Notified on 4<sup>th</sup> February, 2020 and amended on 24<sup>th</sup> February 2021

**and**

All India Council for Technical Education (Open and Distance Learning Education & Online Education) Guidelines, 2021 Notified on 3<sup>rd</sup> March, 2021 and amended on 13<sup>th</sup> April, 2021

**and**

All India Council for Technical Education (Redressal of Grievance of Faculty/Staff Member) Regulations, 2021 vide F.No.1-103/ AICTE/ PGRC/Regulation/2021 Notified on 25<sup>th</sup> March, 2021



## FOREWORD

The aim of higher Education in India is to provide access, equity, quality with accountability at affordable cost to all aspiring Citizens with utmost transparency to ensure sustainable economic development of the nation. It is achieved through creation, dissemination and application of knowledge. The All India Council for Technical Education (AICTE) has been in existence since November 1945 as a national Level Apex Advisory Body and as a statutory body through an Act of Parliament in 1987 with its mission of developing and promoting quality Technical Education in the Country in a coordinated and integrated manner. The Council's constant endeavour is to encourage a meaningful association between the Technical Education system and research and development activities in a concerted effort aimed at nation building.

The third major revamp of the framework of education in India since independence cleared by the Cabinet in the form of new National Education Policy (NEP), 2020 on 29<sup>th</sup> July 2020 with an aim to introduce several changes in the Indian education system from the school to college level. The major revamp in Higher Education includes:

- India to be a Global Knowledge Superpower
- Multidisciplinary Education and Research Universities (MERUs)
- Multiple Exit and Entry in Higher Education
- Academic Bank of Credits to facilitate Transfer of Credit
- The National Research Foundation for funding Research.
- A single umbrella body for the entire higher education, Higher Education Commission of India (HECI) excluding medical and legal education. HECI to have four councils viz.,
- National Higher Education Regulatory Council (NHERC) for regulation,
- General Education Council (GEC) for standard setting,
- Higher Education Grants Council (HEGC) for funding,
- National Accreditation Council (NAC) for accreditation.
- National Educational Technology Forum (NETF) for use of technology in education
- National Educational Qualification Framework (NEQF).

The National Education Policy aims to facilitate an inclusive, participatory and holistic approach, which takes into consideration field experiences, empirical research, stakeholder feedback, as well as lessons learned from best practices. It is a progressive shift towards a more scientific approach to education. The prescribed structure will help to cater the ability of the child – stages of cognitive development as well as social and physical awareness. If implemented in its true vision, the new structure can bring India at par with the leading countries of the world.

The Cabinet has also approved the renaming of the Ministry of Human Resource Development to the Ministry of Education. Henceforth, The All India Council for Technical Education (AICTE) is now as a statutory body of Ministry of Education, Govt. of India.

Technical Education at all Levels is witnessing a severe competition and only those Institutions who strive for excellence will survive. The Council believes in providing all kinds of support



and encourage Institutions to think beyond the Curriculum while imparting training for the advancement of knowledge. The Council has put in place several initiatives to bring about changes in the Approval Process by introducing greater transparency and accountability through the e-governance. AICTE has been constantly endeavouring to simplify the procedures and bringing greater ease in the approval process through informal and formal interactions with all stakeholders. The role of AICTE, as a true facilitator of quality Technical Education is evident from the changes made in the Approval Process Handbook along with the revised Gazette Policy, Regulation No. F.No: AB /AICTE /REG /2020 of AICTE dated 4<sup>th</sup> February, 2020 and amended as per F.No: AB /AICTE /REG /2020 (1<sup>st</sup> Amendment, 2021) of AICTE dated 24<sup>th</sup> February, 2021. This is expected to create an academic ambience in the Technical Institutions for nurturing and supporting quality, so that Technical Education in India will be one of the best in the world. Supporting Institutions for Autonomy, Accreditation of Programmes, Ranking of Institutions, schemes such as Margdarshan, Adjunct Faculty, Unnat Bharat Abhiyan, Research Promotion Scheme(RPS), AICTE Doctoral Fellowship (ADF), Short Term Training Programme (STTP), National Initiative for Technical Teachers Training (NITTT), AICTE – IDEALAB, a MOOCs platform SWAYAM, Smart India Hackathons, Start-up Policy 2016 and modified in 2019, Scheme for supporting clubs in institutes (SPICES), are a few of the important initiatives embarked upon by AICTE. Model Curricula Teacher Training Programmes for both new teachers and in service teachers through ATAL academies, Student Induction Programme, mandatory Internship for Students, Examination Reforms, support for Innovation and Entrepreneurship, Industry Interaction Cells, National Perspective Plan for Technical Education are some of the works undertaken. AICTE has signed several MoUs with both Government Departments and private Organizations, NGOs, Start-ups for supporting students and Institutions in getting internship opportunities. The Introduction of National Academic Depository for storing all students' Educational Certificates, all Fee collections and scholarship disbursals through cashless digital means are major changes initiated by the Government of India and implemented by AICTE.

This handbook is an attempt to provide comprehensive information on the fair and rational system of administration as well as other necessary information on the processes involved under the aegis of AICTE. The emphasis on e-governance to ensure transparency and accountability, and implementing a tech-savvy approach to enable faster processing and clearly defining the Infrastructural norms in Institutions are just a few pointers towards AICTE's efforts at fostering a Technical Education system which is on par with the best Institutions in the world.

Swami Vivekananda said "Education is the manifestation of the perfection already in man". In keeping with this objective, apart from regulatory role, AICTE shall continue to strive to be a true mentor, facilitator and enabler in bringing out the best in each Institution. We hope all the stakeholders of Technical Education shall also put in their best and make team India proud and make "Atmanirbhar Bharat" a reality.

योग: कर्मसु कौशलम्

(Excellence in action is Yoga)

**Anil D. Sahasrabudhe**  
Chairman, AICTE

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Abbreviations	
ACA	Access and Circulation Area
ADF	AICTE Doctoral Fellowship
AICTE	All India Council for Technical Education
AIU	Association of Indian Universities
ATAL	AICTE Training and Learning Academy
ATMA	Association of Indian Management Schools (AIMS) Test For Management Admission
APH	Approval Process Handbook
ARIIA	Atal Ranking of Institutions on Innovation Achievements
BCA	Bachelor of Computer Application
B.Des.	Bachelor of Design
B.E.	Bachelor of Engineering
B.HMCT	Bachelor of Hotel Management and Catering Technology
BoG	Board of Governors
BoM	Board of Management
B. Pharm	Bachelor of Pharmacy
BOT	Built Operate and Transfer
B.Sc	Bachelor of Science
B.Tech	Bachelor of Technology
B.Voc	Bachelor of Vocation
CABE	Central Advisory Board of Education
CAT	Common Admission Test
CBSE	Central Board of Secondary Education
CCTV	Closed Circuit Television
CoA	Council of Architecture
CMAT	Common Management Admission Test
CPWD	Central Public Works Department
DELNET	Developing Library Network
DDA	Delhi Development Authority
DME	Directorate of Medical Education
D. Pharm	Diploma in Pharmacy
DPR	Detailed Project Report
DSC	Digital Signature Certificate
DTE	Directorate of Technical Education
D.Skill	Diploma of Skill
D.Voc	Diploma of Vocation
EC	Executive Committee of AICTE
EoA	Extension of Approval
ERP	Enterprise Resource Planning
EVC	Expert Visit Committee
EWS	Economically Weaker Section
FAR	Floor Area Ratio
FDR	Fixed Deposit Receipt
FPM	Fellow Programme in Management



FSI	Floor Space Index
GATE	Graduate Aptitude Test in Engineering
GMAT	Graduate Management Aptitude Test
Gol	Government of India
GPAT	Graduate Pharmacy Aptitude Test
GPS	Global Positioning System
HEI	Higher Educational Institute
HMCT	Hotel Management and Catering Technology
ICCR	Indian Council for Cultural Relations
IEV	Innovation, Entrepreneurship and Venture Development
IIM	Indian Institute of Management
IISc	Indian Institute of Science
IIT	Indian Institute of Technology
J&K	Jammu & Kashmir
LCD	Liquid Crystal Display
LMS	Learning Management System
LoA	Letter of Approval
LoI	Letter of Intent
LoR	Letter of Rejection
LWE	Left Wing Extremism
MAT	Management Aptitude Test
M.Arch	Master of Architecture
MBA	Master of Business Administration
Mbps	Megabits per Second
MCA	Master of Computer Application
M.Des	Master of Design
M.E	Master of Engineering
M.HMCT	Master of Hotel Management and Catering Technology
MMS	Master of Management Studies
MoA	Memorandum of Association
MODROBS	Modernization and Removal of Obsolescence Scheme
MoE	Ministry of Education
MOOCs	Massive Open Online Courses
MoU	Memorandum of Understanding
M.Pharm	Master of Pharmacy
M.Tech	Master of Technology
NAAC	National Assessment and Accreditation Council
NAD	National Academic Depository
NATA	National Aptitude Test in Architecture
NATS	National Apprenticeship Training Scheme
NBA	National Board of Accreditation
NBC	National Building Code
NBCC	National Buildings Construction Corporation
NDL	National Digital Library of India



NEP	National Education Policy
NEAT	National Education Alliance for Technology
NEQIP	North East Quality Improvement Programme
NHEQF	National Higher Education Qualification Framework
NIRF	National Institutional Ranking Framework
NIT	National Institute of Technology
NITTTR	National Institute of Technical Teachers Training and Research
NMAT	National Management Aptitude Test
NOC	No Objection Certificate
NPTEL	National Programme on Technology Enhanced Learning
NRI	Non Resident Indian
NSDA	National Skill Development Agency
NTA	National Testing Agency
OCI	Overseas Citizen of India
PC	Personal Computer
PCI	Pharmacy Council of India
PF	Provident Fund
PG	Post Graduate
PGCM	Post Graduate Certificate in Management
PGDBM	Post Graduate Diploma in Business Management
PGDCA	Post Graduate Diploma in Computer Application
PGDM	Post Graduate Diploma in Management
PGRC	Public Grievance Redressal Cell
Ph.D.	Doctor of Philosophy
Pharm.D	Doctor of Pharmacy
PMKVY	Pradhan Mantri Kaushal Vikas Yojana
PMSSS	Prime Minister's Special Scholarship Scheme
PPP	Public Private Partnership
PwD	Persons with Disabilities
QP	Qualification Packs
QS*	Quacquarelli Symonds
R&D	Research and Development
RBI	Reserve Bank of India
RC	Regional Committee
RF	Radio Frequency
RO	Regional Office
RPGF	Refundable Performance Guaranty Fund
RPS	Research Promotion Schemes
SAC	Standing Appellate Committee
SAGY	Saansad Adarsh Gram Yojana
SAMVAY	Skills Assessment Matrix for Vocational Advancement of Youth
SCSC	Standing Complaint Scrutiny Committee
SD	Security Deposit
SHC	Standing Hearing Committee

SIH	Singapore India Hackathon
SKP	Skill Knowledge Providers/ Trainers
SWAYAM	Study Webs of Active-Learning for Young Aspiring Minds
SWAYAM PRABHA	Study Webs of Active-Learning for Young Aspiring Minds DTH Channels
TDS	Tax Deduction at Source
TELNET	Terminal Emulation Programme for TCP/ IP Networks
TER	Technical Education Regulatory
TFW	Tuition Fee Waiver
UA	Urban Agglomeration
UG	Under Graduate
UGC	University Grants Commission
UT	Union Territory
Wi-Fi	Wireless Fidelity
XAT	Xavier's Aptitude Test

\* British company specialising in the analysis of higher education institutions around the world.



Definitions	
1	"Academic Year" means academic activities of the concerned affiliating University/ Board/Technical Institution in a Year (Odd Semester followed by Even Semester).
2	"Act" means the All India Council for Technical Education Act, 1987 (52 of 1987).
3	"Adjunct Faculty" means resource person as per the guidelines given in <b>Annexure 9</b> of the Approval Process Handbook.
4	"Advocate" means an Advocate registered with the Bar Council of India.
5	"Affidavit" is a written sworn statement of fact voluntarily made by a deponent under an oath or affirmation administered by a person authorized to do so by Law. Such statement is witnessed as to the authenticity of the deponent's signature by a taker of oaths, such as: a Notary Public or Commissioner of Oaths.
6	"AICTE Web-Portal" means the website hosted by the Council at URL <a href="http://www.aicte-india.org">www.aicte-india.org</a> .
7	"Applicant" is the one who makes an application to the Council for seeking any kind of approval under these Regulations.
8	"Approval Process Handbook (APH)" is a Handbook published by AICTE, prescribing norms and procedures for processing of applications submitted for grant of various approvals from time to time.
9	"Approved Institution" means an Institution offering Technical Programmes approved by the Council.
10	"Approved Intake" means the maximum number of students that can be admitted in a Course (excluding the Supernumerary Seats) as approved by the Council.
11	"Architect" means an Architect registered with the Council of Architecture established under the Architects Act, 1972.
12	"Autonomous Institution" means an Institution to which autonomy is granted by UGC and is designated to be so by the Statutes of affiliating University/ Board or by AICTE to Standalone Institutions.
13	"Bandwidth Contention" means the contention ratio, the ratio of the potential maximum demand to the actual bandwidth.
14	"Break in EoA" means break in obtaining Extension of Approval by an Institution on their-own in the previous year(s).
15	"Build-Operate-Transfer (BOT)" means a project financing, wherein a private entity Receives a concession from the public sector to finance, design, construct and operate Facility stated in the concession contract.
16	"Chairman" means the Chairman of AICTE as described under sub-section 4(a) of Section 3 of the Act.
17	"Co-ed Institution" means the Institution admitting male, female and transgender students.
18	"Commission" means the University Grants Commission established under Section 4 of the UGC Act, 1956.
19	"Company" means a Company established/ registered under Section 8 of the Companies Act, 2013.
20	"Competent Authority for Admission" means an Organization that has ,the legally delegated authority, capacity, or power to do admission to Technical Institutions in the State Government/ UT concerned.
21	"Compliance Report" means the Report submitted by the Technical Institution complying with the requirements as specified in the Approval Process Handbook for the deficiencies observed by Expert Visit Committee/issues mentioned in the Show Cause Notice/Speaking Order.
22	"Constituent College" means an Institution/ Department/ College/ School which forms a Part of the University.
23	"Contractual Faculty" means a resource person as per the guidelines given in Chapter VII of the Approval Process Handbook
24	"Council" means All India Council for Technical Education established under Section 3 of The AICTE Act.
25	"Course" means one of the branches of learning in a Programme such as Civil Engineering, Mechanical Engineering, etc.





26	<p>"Division" means</p> <ul style="list-style-type: none"> <li>• A batch of a maximum of Sixty (60) seats in Diploma/ Under Graduate Degree Courses in Engineering and Technology/Hotel Management and Catering Technology/ Post Graduate Courses in MCA/ PGDM/ MBA Programme, excluding supernumerary seats, if any;</li> <li>• A batch of a maximum of Sixty (60) seats in Diploma/ Under Graduate Degree Courses excluding supernumerary seats, if any;</li> <li>• A batch of a maximum of Forty (40) seats in Diploma/ Under Graduate Degree Courses in Planning Programme, excluding supernumerary seats, if any;</li> <li>• A batch of a maximum of Thirty(30) seats in Diploma / Under Graduate Degree Courses in Applied Arts and Crafts Programme, excluding supernumerary seats, if any;</li> <li>• A batch of a maximum of Thirty(30) seats in Diploma / Under Graduate Degree Courses in Design Programme, excluding supernumerary seats, if any;</li> <li>• A batch of a maximum of Thirty (30) seats in Post Graduate Courses in Engineering and Technology/ Planning/ Applied Arts and Crafts/ Hotel Management and Catering Technology Programme, excluding supernumerary seats, if any;</li> <li>• A batch of a maximum of Fifteen (15) seats in Post Graduate Courses in Design Programme, excluding supernumerary seats, if any;</li> <li>• A batch of a maximum of Sixty (60) seats in Integrated Degree Courses in Engineering and Technology/ Hotel Management and Catering Technology/ MCA Programme and Integrated Degree Course in MBA Programme, excluding supernumerary seats, if any;</li> <li>• A batch of a maximum of Forty (40) seats in an Integrated Degree Course in Planning Programme, excluding supernumerary seats, if any; and</li> <li>• A maximum of Twenty (20) seats per year in Fellow Programme in Management Programme.</li> </ul>
27	<p>"EoA" means Extension of Approval granted by AICTE for the conduct of Technical Programme(s)/ Course(s) to an Institution for that Academic Year.</p> <p>"Extended EoA" means Extension of Approval granted by AICTE for the conduct of Technical Programme(s)/ Course(s) to an Institution for more than one Academic Year.</p>
28	<p>"Executive Committee" means the Committee constituted by the Council under Section 12 of AICTE Act.</p>
29	<p>"Expert Visit Committee (EVC)" means the Committee constituted by the Regional Officer as per the composition specified in the Approval Process Handbook to verify offline/ online the availability of Infrastructural facilities of an Institution.</p>
30	<p>"Faculty member" means an individual qualified as per AICTE Regulations, working on Full Time basis in an Institution/ University.</p>
31	<p>"Foreign National" means the Citizen of the Countries other than India who are not of Indian origin as defined under OCI.</p>
32	<p>"Government aided Institution" means a Technical Institution that meets 50% or more of its recurring expenditure out of the grant received from Government or Government Organizations.</p>
33	<p>"Government Institution" means Technical Institution established and/ or fully maintained by the Government.</p>
34	<p>"Head of the Institution" means the Vice-Chancellor in case of a University or an Institution Deemed to be University, the Principal/Director/such other designation as the Administrative Head of the Institution of the Technical Institution referred.</p>
35	<p>"Honours" means degree awarded by a University as per its prevalent norms</p>
36	<p>"Institution Deemed to be University" means an Institution for Higher Education so declared, on the recommendation of the Commission, by the Central Government under Section 3 of the UGC Act, 1956.</p>



37	“Lateral Entry” means admission of students into the second year of Diploma/ Under Graduate Degree Courses as per Chapter VII of the Approval Process Handbook.
38	“Level” means Diploma, Post Diploma Certificate, Under Graduate Degree, Post Graduate Diploma and Post Graduate Degree Programmes
39	“Minority Institution” means an Educational Institution established and administered by a minority Trust/Society/Company and recognized by Competent Authority as Minority Institution up to the duration specified.
40	“NBA” means the National Board of Accreditation, an autonomous body initially set up by AICTE, registered under Societies Registration Act, 1860.
41	“Non-Resident Indian (NRI)” means an Indian Citizen who is ordinarily residing outside India and holds an Indian Passport.
42	“Open and Distance Learning (ODL)” mode means a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using a variety of media, including print, electronic, MOOCs, online and occasional interactive face-to-face meetings arranged by an Institution through Learner Support Services to deliver teaching-learning experience, including practical or work experience.
43	Online Learning (OL) mode means a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using a variety of media, including print ,electronic, MOOCs in a totally Online mode
44	“Overseas Citizen of India (OCI)” means a Foreign national, who was eligible to become Citizen of India on 26.01.1950 or was a Citizen of India on or at any-time after 26.01.1950 or belonged to a territory that became part of India after 15.08.1947. Minor children of such person are also eligible for OCI. However, if the Applicant had ever been a Citizen of Pakistan or Bangladesh, he/ she will not be eligible for OCI.
45	“Private University” means a University duly established through a State/Central Act by a sponsoring body viz., a Society registered under the Societies Registration Act 1860, or any other corresponding Law for the time being in force in a State or a Public Trust or a Company registered under Section 8 of the Companies Act, 2013.
46	“Programme” means the field of Technical Education, i.e. Engineering and Technology, Pharmacy, Architecture and Planning, Applied Arts and Crafts, Design, Hotel Management and Catering Technology, MCA, Management (PGCM/PGDM/MBA) and such other Programmes/ areas as notified by the Act.
47	“Public Private Partnership (PPP)” means a Partnership based on a contract or concession Agreement, between a Government or Statutory entity on the one side and a Private Sector enterprise on the other side.
48	“Regional Committee (RC)” means a Committee established for each region under Section 14 of the Act.
49	“Regular Shift timing” means educational activities of the Technical Institution are conducted from 9 am to 5 pm.
50	“Restoration of Intake” means restoring back to the “Approved Intake”of the Institution that was existing prior to any penal action.
51	“Self-Financing Institution” means an Institution started by a Trust/ Society/ Section 8 Company and does not receive grant/fund from Central/ State Government/ UT for meeting its recurring expenditure.
52	“Society” means a Society registered under Societies Registration Act, 1860.
53	“Standalone Institutions” means those Institutions which are not affiliated to any of the University/ Board, but are imparting education by means of conducting regular Courses leading to Diploma/Post Diploma Certificate/Post Graduate Certificate/Post Graduate Diploma Levels in Management, Travel and Tourism, Innovation and Entrepreneurship, Computer Applications and Design.
54	“Standing Appellate Committee (SAC)” means a Committee constituted by the Chairman as per the composition specified in the Approval Process Handbook for considering the appeals of the Technical Institutions.



55	“Standing Complaint Scrutiny Committee (SCSC)” means a Committee constituted by the Chairman as per the composition specified in the Approval Process Handbook for the Scrutiny of Complaints received against the Technical Institutions.
56	“Standing Hearing Committee (SHC)” means a Committee constituted by the Chairman as per the composition specified in the Approval Process Handbook to review the Reports of Expert Visit Committee/ replies received for Show Cause Notices.
57	“State Level Fee Committee” means a Committee notified by the concerned State Government/ UT for Regulation of Fee to be charged by the Technical Institutions.
58	“Supernumerary seats” means Intake over and above the “Approved Intake” which includes TFW, OCI / Foreign Nationals/ Children of Indian Workers in the Gulf Countries, Lateral Entry, PwD, Kashmiri Migrants and PMSSS seats notified from time to time.
59	“Technical Institution” means an Institution set up by the Government or Trust/ Society/ Company for conducting Course(s)/Programme(s) in the field of Technical Education, Training and Research in Engineering and Technology, Pharmacy, Architecture and Planning, Applied Arts, Crafts and Design, Hotel Management and Catering Technology, MCA, Management, and such other Programmes and areas as notified by the Act.
60	“Total Approved Intake” includes Intake approved in all the Programme(s)/ Course(s) of an Institution.
61	“Trust” means a Trust registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts.
62	“University Department” means a Department established and maintained by the University.
63	“University” means a University defined under the UGC Act, 1956.
64	Any other word and expression used herein and not defined but defined in the All India Council for Technical Education Act, 1987 (52 of 1987), shall have the same meaning as assigned to them in the said Act.



## PREAMBLE

### 1. Background and Statutory Provision under AICTE Act Regarding Planning, Promotion and Regulation of Technical Education

The beginning of formal Technical Education in India can be dated back to the mid-19<sup>th</sup> Century. The major Policy initiatives in the pre-independence period included the appointment of the Indian Universities Commission in 1902, issue of the Indian Education Policy resolution in 1904 and the Governor General's Policy statement of 1913 stressing the importance of Technical Education, the establishment of IISc in Bangalore, Institute for Sugar, Textile and Leather Technology in Kanpur, National Council of Education in Bengal and Industrial Schools in several provinces. Significant developments include:

- i. Constitution of the Technical Education Committee of the Central Advisory Board of Education (CABE) of 1943;
- ii. Preparation of the Sergeant Report of 1944; and
- iii. Formation of the All India Council for Technical Education (AICTE) in 1945 by the Government of India.

AICTE was set up in November 1945 based on the recommendations of CABE to stimulate, coordinate and control the provisions of Educational facilities and industrial development of the post war period. At that time, a mandate of AICTE covered only Programmes in Engineering and Technology.

The growth of industries in the Country, just after independence, also demanded the need for qualified professionals in other fields, such as Business Management, Architecture, Hotel Management, Pharmacy etc. Although the diverse elements of Management such as Commerce, Economics, Finance, Psychology and Industrial Sociology were being taught for a long time, the need for Management Education in a formal way was felt in India only in the fifties. The Government of India decided in 1954 to set up a Board of Management Studies under AICTE to formulate standards and promote Management Education. Other major initiatives taken in Management Education include setting up of the Administrative Staff College of India at Hyderabad in the late fifties, National Productivity Council and Indian Institute of Management in the early sixties. Architecture was covered under the Architects Act, 1972. Subsequently, for better coordination of the Professional Courses, Architecture Education was also placed under the purview of AICTE.

Hotel Management Education had a modest beginning with short Programmes in Nutrition and Food Science, which started in the late fifties. The National Council of Hotel Management and Catering Technology were set up in 1982, to which all the Institutions of Hotel Management run by the Government are affiliated.

Education in other professional fields such as, Pharmacy, Applied Arts, Crafts and Design has also undergone similar developments during the post-independence period. Programmes for Technical Education, during the first three Five Year Plans, were devoted to the expansion of Technical Education to meet the growing demand for technical personnel at Diploma, Degree and Post Graduate Levels. From the fourth Five Year Plan onwards, the emphasis was shifted to the improvement of quality and standards of Technical Education. This was done through implementation of the Quality Improvement Programme consisting of three major components that provided for M.E. /M. Tech. and Ph.D. Programmes, Establishment of Curriculum Design and Development Cells, and Short Term Training Programmes.

Meanwhile, expansion of Institutions and Intake remained at a low Level in the Government, Private-aided and University sectors. The Policy Shift during the eighties towards involvement of Private and Voluntary Organizations in the setting up of the Technical and Management Institutions on self-financing basis ushered in an era of unprecedented expansion of the Technical Education System, a trend which has continued during successive Five-year Plans.

It was in this context that AICTE was given statutory powers by AICTE Act of Parliament in 1987, with a view to ensure the proper planning and coordinated development of the Technical Education System throughout





the Country. Technical Education in this context includes fields of Engineering and Technology, Pharmacy, Architecture, Planning, Applied Arts, Crafts and Design, Hotel Management and Catering Technology and Management.

## 2. The AICTE Act, 1987

AICTE Act, 1987 was passed by the Parliament, to provide for the establishment of the All India Council for Technical Education (AICTE) with a view to ensure proper planning and coordinated development of the Technical Education System throughout the Country, qualitative improvement of such Education in relation to the planned quantitative growth and the Regulation and proper maintenance of norms and standards in the Technical Education System and for matters connected therewith.

## 3. Important Provisions of AICTE Act, 1987 in Approval Process

- 10(g) Evolve suitable performance appraisal system for Technical Institutions and Universities imparting Technical Education, incorporating norms and mechanisms for enforcing accountability.
- 10(i) Lay down norms and standards for Course Curriculum, Physical and Instructional facilities, Staff patterns, Staff qualifications, Quality instructions, Assessment and Examination.
- 10(k) Grant approval for starting new Technical Institutions and for Introduction of new Courses or Programmes in consultation with the Agencies concerned.
- 10(n) Take all necessary steps to prevent commercialization of Technical Education.
- 10(p) Inspect or cause to inspect any Technical Institution.
- 11(1) For the purposes of ascertaining the financial needs of Technical Institution or a University or its standards of teaching, examination and research, the Council may cause an inspection of any Department or Departments of such Technical Institution or University to be made in such manner as may be prescribed and by such person or persons as it may direct.
- 11(2) The Council shall communicate to the Technical Institution or University the date on which any inspection under sub-section (1) is to be made and the Technical Institution or University shall be entitled to be associated with the inspection in such manner as may be prescribed.
- 11(3) The Council shall communicate to the Technical Institution or the University, its views with regard to the results of any such inspection and may after ascertaining the opinion of that Technical Institution or University the action to be taken as a result of such inspection.
- 11(4) All communications to a Technical Institution or University under this Section shall be made to the executive authority thereof, and the executive authority of the Technical Institution or University shall report to the Council the action, if any, which is proposed to be taken for the purposes of implementing any such recommendations as is referred to in sub-section (3).

## 4. Vision

To be a world class organization leading Technological and Socio-economic development of the country by enhancing the global competitiveness of Technical manpower and by ensuring high quality Technical education to all sections of the society.

## 5. Mission

1. A true facilitator, enabler and objective regulator.
2. Transparent governance and accountability towards society.
3. Planned and coordinated development of Technical Education in the country by ensuring world class standards of institutions through accreditation.
4. Facilitating World Class Technical Education through:



- Emphasis on developing high quality Institutions, academic excellence and innovative research and development programmes;
- Networking of Institutions for optimum resource utilization;
- Dissemination of knowledge;
- Technology forecasting and manpower planning;
- Promotion of Industry-Institution interaction for developing new products, services, and patents;
- Inculcating innovation and entrepreneurship;
- Encouraging indigenous technology;
- Focusing on Non-Formal Education and Skills;
- Providing affordable Education to all;
- Making Indian Technical Education globally competitive;
- A vision of a forward-looking Organization that has an efficient, flexible and empowered manpower, sensitive to stakeholder's expectations.

## 6. Objectives

1. Promotion of quality in technical education
2. Planning and coordinated development of technical education system
3. Providing Regulations for maintenance of norms and standards

## 7. Responsibilities

1. Promotion of quality of technical education
2. Policy directions
3. Review of norms and standards
4. Assessment of man power requirement
5. Liaison with Central/ State Government/ UT, University/ Board and other Statutory bodies
6. Others as provided in the Act

## 8. Quality Initiatives of AICTE

A gist of Quality initiatives are presented as under

### **Institutional Development Cell, AICTE**

**AICTE Grant for Organizing Conference (GOC)** - Scheme provides financial support to institutes for organizing conference in offline/ online mode, extending opportunities to the academicians and working professionals for sharing their knowledge, experiences, innovations and inventions. AICTE approved institute with at least 8 years of existence are eligible to apply under this scheme. <https://www.aicte-india.org/schemes/institutional-development-schemes>

### **AICTE e-Shodh Sindhu Scheme (e-SS)**

To serve information and knowledge through e-Resources/ e-Journals (like- ASCE, ASME, WoS, Scopus, Bentham pharma etc.) facilitated by INFLIBNET. AICTE approved Government/Government-aided institute /University Departments offering at least one PG course are eligible to apply under this scheme. <https://www.aicte-india.org/schemes/institutional-development-schemes>



### **AICTE Scheme for Promoting Interests, Creativity and Ethics among Students (SPICES)**

To energize and position students club/ chapters/ societies as facilitating entity for pursuit of individual interests, creative work, showcasing talent, networking and teamwork opportunities, social experience; organization and management skills, exposure to professional ethics etc. AICTE approved institutes with minimum 5 years of existence course are eligible to apply under this scheme. <https://www.aicte-india.org/schemes/institutional-development-schemes>

### **AICTE Modernisation and Removal of Obsolescence (MODROB) Scheme**

To modernize and remove obsolescence in the Laboratory/s, Workshop/s, Computing facilities, to enhance the functional efficiency of technical institutions for teaching, training and research. AICTE approved technical institutions having 10 years of existence (5 years of existence, if the institute is located in rural area) course are eligible to apply under this scheme. The scheme has three variants MODROB (Regular), MODROB (Aspiring institutes) and MODROB (Polytechnic). <https://www.aicte-india.org/schemes/institutional-development-schemes>

### **AICTE Campus Accommodation & Facilities Enhancing Social experience (CAFES) Scheme**

To facilitate continuation of education and also interaction between the students beyond class hours for their all-around development. This scheme also allows expansion of existing hostels in the institute to benefit more students. The scheme has three variants-CAFES (SC/ST students), CAFES (North East Region-NER) and CAFES (Differently abled students). AICTE approved Government/ Government-aided engineering colleges/ University departments/ Polytechnics are entitled for the grant (institutes located in Punjab, Haryana, Arunachal Pradesh, Meghalaya, Mizoram, Nagaland & UTs are not covered under CAFES – SC/ST students scheme). <https://www.aicte-india.org/schemes/institutional-development-schemes>

### **AICTE Special Scheme for North Eastern Region (NER)**

To enhance the functional efficiency of the technical institutes located in far-flung areas of North East India. Government/Government-aided technical/engineering colleges/ University Departments including Polytechnics located in North –Eastern region are eligible to apply under this Scheme. Financial support is provided for solving water problem, procurement of solar energy plant or generator and facilitating proper internet connection. <https://www.aicte-india.org/schemes/institutional-development-schemes>

### **AICTE IDEA (Idea Development, Evaluation & Application) Lab Scheme**

To establish IDEA Labs in institutions with a view to encourage students for application of science, technology engineering and mathematics (STEM) fundamentals towards enhanced hands-on experience and learning by doing. Also training on 21st century skills, like critical thinking, problem solving and design thinking, collaboration and communication. AICTE approved engineering colleges with at least 10 years of existence and live accreditation to one course/programme course are eligible to apply under this scheme. <https://www.aicte-india.org/schemes/institutional-development-schemes>

### **AICTE Training And Learning (ATAL) Academy**

It was felt that training with latest tools and technologies is vital to keep an institute, faculty and students competitive and more productive. Training is required for increasing the knowledge and skills of students to make them more employable to acquire global competencies. Therefore, AICTE through newly announced AICTE Training And Learning (ATAL) Academy started unique Faculty Development Programs in various emerging areas and 1000 such online FDPs were conducted in the year 2020-21. For more details please visit <https://www.aicte-india.org/atal>

### **Margdarshan Initiative**

In order to maintain the quality of Technical education in the Country, it has been made mandatory that 60% of the eligible courses are to be accredited. In the absence of such accreditation, AICTE shall not grant further extension of approval. Accordingly, Margdarshan Initiative has been introduced by AICTE for

facilitating the technical institutes to improve the quality mandate as a whole. The initiative solicits support from senior academicians and well established institutes to hand hold & mentor other institutes who aspire to achieve accreditation.

The senior academicians from IITs/ NITs/ other AICTE approved institutes (serving or superannuated) shall be nominated as Margdarshak (individual mentors) for guiding beneficiary institutes. Their principal role shall be to guide, support and encourage the beneficiary institutions in their development as they work to achieve accreditation in alignment with the broad objectives of quality mandate.

Presently AICTE has already nominated 300 senior academicians as Margdarshaks who have been mapped to 501 beneficiary institutes for mentoring. In a similar manner, well-established AICTE approved institutes are being nominated as Margdarshan Institute or Mentor Institute (MI) who shall adopt/ guide other technical institutes in vicinity for achieving accreditation of NBA.

Presently 40 such institutes have been nominated as Mentor Institutions who are mapped with 462 beneficiary institutes. Thus a total of 970 institutes have been facilitated under the scheme with the overall aim to achieve suitable accreditation status in next few years.

### Faculty Development Cell

**AICTE Visvesvaraya Best Teachers Awards** - 1st Award ceremony held on 05-September 2020 in AICTE, 12 winners were selected after three phases of evaluation. Each awardee was given a certificate, badge of honour and prize money of Rs. 25,000.

**360 Degree Feedback** - 360 Degree feedback is aimed at benefitting the faculties, Students of Engineering College and Polytechnics recognized by AICTE. A user-friendly app and a portal has also been designed for the same.

**AICTE Quality Improvement Programme (QIP)** - No. of QIP Centres increased from 83 in 2016 to 114 in 2020. No. of faculty deputed for Ph.D. under QIP increased from 466 in 2016 to 653 in 2018 a growth of 40% in faculty deputation

**AICTE Research Promotion Scheme (RPS)** - RPS is aimed to create research ambience in the institutes by promoting research in engineering sciences and innovations. More than 550 RPS Projects with total grant of around Rs. 80 Cr has been sanctioned from 2013 to 2020.

**AICTE Short Term Training Programme (STTP)(UT-J&K, LADAKH AND NER)** - STTP intends to conduct faculty trainings through financial assistance from AICTE to enable faculty members in the field of technical education.

**AICTE Training Programme for Physical Education Trainers/ Sport-Games Teachers/ Director of Sports** - This scheme promotes participants to develop physical fitness through mass participation in physical activities.

**AICTE Technical University Joint Training Programme for Teachers/ Librarians** - The objective of this scheme is to conduct training for faculty members to prepare them for being successful in the chosen profession and thereby enabling an improvement in teaching learning methodology.

**AICTE-INAE Distinguished Visiting Professorship Scheme** - The scheme promotes professors to deliver lectures on the state-of-art of Industry, industrial ambience and R&D needs of the industry to the students and faculty of AICTE approved engineering colleges/ institutions only. Guide student projects/ theses of interest to industry.

**AICTE Technical Book Writing & Translation** - This scheme has been started by FDC to promote the use of 'Scheduled Regional Language' in Technical Education.

**AICTE Emeritus Professor (Distinguished Practicing Engineer)** - The scheme intends to utilize the expertise of highly qualified and experienced superannuated Professionals for the benefit of student/ faculty of host institutes & of institutes located in the adjoining areas.





**AICTE Professional Development Scheme** - The scheme intends to provide financial assistance to regular faculty of the AICTE approved institutes and AICTE officers on regular and deputation basis in order to present research papers at international conferences abroad & within India.

**For further information:** <https://www.aicte-india.org/schemes/staff-development-schemes>

**NEAT (National Educational Alliance for Technology) Scheme**- Ministry of Education (MoE) has announced a National Educational Alliance for Technology (NEAT) as a Public-Private partnership model between the Government (through its implementing agency AICTE) and the Education Technology companies of India. Through an open invitation and screening, companies are invited to showcase their products on a National Portal developed for the learners, who may procure them based on their requirements. The aim of NEAT is to bring the best technological Products in education technology on a single platform for the convenience of learners. Technology Products using Artificial Intelligence for customized learning or e-content in niche areas having highly employable skills.

**AICTE Internship Portal**- An Internship Portal is developed by AICTE and launched on June 4, 2020 by Hon'ble Minister of Education and Hon'ble Minister of Housing and Urban Affairs. Many institutions were facing difficulties in tracing the adequate number of internship opportunities. To eradicate this problem, AICTE Internship enterprise portal was developed. The portal brings together the internship opportunities in the Government sector like MoHUA, NHAI, Railways, MoSJE, MSMEs, Corporates Sector, NGOs, Start-ups, and Research organizations. The URL of the portal is as follows: <https://internship.aicte-india.org/>. It is envisioned to reach a target of 1 crore internships by 2025.

**AI Translation Tool**- NEAT Cell, AICTE has developed a tool called "AICTE Translation Automation AI Tool" with a vision to translate English language online courses into eight different Indian languages like Hindi, Bengali, Marathi, Telugu, Tamil, Gujarati, Kannada & Malayalam for access to a more significant number of students in the rural area.

The translation tool has the following features:

- Auto converted content in a particular language for reference.
- Edit and typing feature for providing the input in the required language.
- Audio recording facility (with play and pause button)
- Save as draft function
- The mathematical expression input function
- Drag and drop function

**ELIS Portal (AICTE Free e-resources)** - The outbreak of the COVID pandemic in India has caused extreme distress to the students and is a setback to academic activity. Fortunately, many companies have now come forward and offered their e-learning contents FREE OF COST to learners. In order to foster digital learning and support the student community across the country, the Enhancement in Learning with Improvement In Skills (ELIS) portal (<http://free.aicte-india.org/>) has been designed by NEAT Cell, AICTE. It was formally launched on 12th April 2020 by Prof Anil Sahasrabudhe, Chairman AICTE

**AICTE Helpline (<https://helpline.aicte-india.org/>)**- AICTE Student College support bridge internet portal launched for students stranded by lockdown. A much-needed internet tool for supporting poor, needy and stranded students in the midst of the lockdown due to COVID19 was launched by the Honourable Minister for Education Shri Ramesh Pokhriyal "Nishank" 4th April 2020. Marginalised and weaker sections of the society always suffer the most when the crisis.

**AICTE department wise status portal**- AICTE department wise status portal has been developed by NEAT Cell to update status online regular basis.

**Indian Knowledge System (IKS) portal**- In order to promote interdisciplinary research on all aspects of Indian Knowledge Systems, preserve, and disseminate Indian Knowledge Systems for further research

and societal applications, MoE desires to create a database of individuals and organizations who have contributed by way of Research, Teaching, Publication and Preservation of ancient and contemporary rich Indian Knowledge Systems ranging from art, music, dance, drama, mathematics, astronomy, science, technology, life sciences, environment and natural sciences, health care, yoga, law, jurisprudence, economics, social sciences, psychology, philosophy, management, linguistics, oral traditions of India, knowledge hidden in Sanskrit, Prakrit, Tamil, Pali etc and scrutinize the information, verify, put in context through interdisciplinary scientific investigation; create a portal for archival and dissemination of this rich knowledge. NEAT Cell developed a portal for the same.

**Scholarship portal for SC, BC and DNT** – (Ministry of Social Justice and Empowerment) Nearly 2 Crore students are in the category of SC / ST / BC; they face many challenges in receiving their Scholarship. To benefit these students development of Portal is under progress to make easy way of receiving scholarship.

### **Post-Graduation Scholarship**

AICTE awards Post Graduate Scholarship of Rs. 12,400/- per month through its Post Graduate Scholarship Scheme to full time GATE/GPAT qualified students admitted to AICTE approved programme Master of Engineering, Master of Technology, and Master of Pharmacy courses in AICTE approved Institutions/ University/ Departments. The total duration of the scholarship is 24 months.

### **National Doctoral Fellowship Now (AICTE Doctoral Fellowship)**

Admitting full time GATE/GPAT qualified research scholar for undergoing Ph.D in AICTE approved Technical Universities/ Institutes under NDF scheme. From the 2020-21 the scheme has been transformed as AICTE Doctoral Fellowship (ADF). The scholars are eligible for fellowship @ Rs. 31000/- per month for first two years and Rs. 35000/- per month for 3rd year. In addition, monthly HRA and annual contingency grant of Rs. 15000/- are also paid.

### **Skill Development Cell and Induction Programme cell**

#### **Vocational Courses:**

AICTE introduced the Vocational Degree/ Diploma Programme leading to Degree or Diploma in Vocational Education under National Skill Qualification Framework (NSQF) for AICTE approved institutions from 2018-19. The Council offered sixteen specializations of different sectors under Bachelor of Vocation (B.Voc) and Diploma of Vocation (D.Voc).

For details refer link: - <https://www.aicte-india.org/education/vocational-education>

#### **Unnat Bharat Abhiyan**

The Ministry of Human Resource Development has launched a programme called Unnat Bharat Abhiyan with an aim to connect institutions of higher education including (IITs), (NITs) and (IISERs) etc. with local communities to address the development challenges through appropriate technologies. Every Institute has been asked to adopt at least 5 villages each.

#### **National Employability Enhancement Mission ( NEEM)**

The Council is running NEEM Scheme. The objective of the scheme is to offer on the job practical training to enhance employability of a person either pursuing his or her Post Graduation/graduation/diploma in any technical or non-technical stream or has discontinued studies after Class 10th to enhance his/her employability. Till date 41 Facilitators are registered with AICTE.

For details refer link:- [https://www.aicte-india.org/education/vocational-education/neem\\_agents](https://www.aicte-india.org/education/vocational-education/neem_agents)

#### **UKIERI (Leadership Development Programme)**

Council signed an Implementation Agreement under UKIERI Phase III to train 600 aspiring leaders from AICTE approved institutions/ polytechnics till March 2020, under Technical Education Leadership Development Programme. 300 faculties are already trained under LDP programme. Successful participants have been certified by Chartered Management Institute (CMI), UK and will also get a chance for Study Tour to Dudley College, UK.



### **Jammu & Kashmir Employability Enhancement Training Programme: (JEET)**

AICTE has signed a MoU (Jammu & Kashmir Employability Enhancement Training (JEET)) on 06th December, 2020 with ICT Academy for providing Employability Enhancement Training to the final and pre-final year students in the Union Territory of J&K and Ladakh. Through this MoU ICT Academy will enhance the technical skill of 5000 students to make them more employable.

### **Clean, Green Smart Campus Award**

To recognize Institutions that are doing a good job in terms of Cleanliness, Green Cover, Sustainability, Smart Campus etc. and to spur others into action that lead to measurable outcomes regarding engaging students in saving water, Energy, efficient recycling of waste and effective use, etc. The inputs from Indian Knowledge System about traditional practices are incorporated.

For details refer link:- <https://www.aicte-india.org/Initiatives/clean-green-campus>.

### **AICTE Vishwakarma Awards**

All India Council for Technical Education (AICTE), Ministry of Human Resource Development, Govt. of India has been holding a competition "AICTE-Vishwakarma Awards-2020" to identify, recognize and Award innovative projects of the students of AICTE approved Degree & Diploma Level Technical Institutions.

For details refer link: <https://www.aicteindia.org/AICTE%20Vishwakarma%20Award%202020>

### **Induction Programme Cell**

#### **Mandatory Induction programme for students of 1<sup>st</sup> year on joining the Institution**

3 weeks student induction programme for creating Level playing field, adjustment to new environment, developing confidence, ownership, sensitization to society, dignity of individual, human values, teacher student relationship making life in campus smooth and inspirational. The induction manual is available on AICTE website.

- Student Activity Cell (SAC):- It is recommended that each Institution should have one Student Activity Cell (SAC) for implementation of Mandatory Student Induction Programme, Universal Human Values-I (SIP) & related follow-up activities.
- UHV trained Faculty:- Institution should ensure that in every department there should be at least one UHV trained Faculty for every 20 newly joined students.

The link of FDP-SI web portal is <http://www.fdp-si.aicte-india.org>

#### **Faculty Development Programme - Student Induction Programme (SIP-UHV)**

A three-week mandatory Induction Programme for students has been designed to be offered right at the commencement of the first year from 2018. The induction programme is to create values, Ethics, Honesty, Level playing field, Spirit of collaboration understanding institute & nearby area etc. and classes will begin after this induction programme. The induction programme is now a part of model AICTE UG curriculum of engineering. The programmes are coordinated through web portal [www.fdp-si.aicte-india.org](http://www.fdp-si.aicte-india.org)

In order to train the faculty in handling SIP and offering a course in Universal Human Values, a large number of FDPs of one week duration are conducted.

The statistics of workshops are as follows till 25<sup>th</sup> Feb 2021

Particulars	Total Number of Workshops	No of Faculty Trained
Offline	191	15010
Online	34	21869
Total	225	36879



## **Prof. Rishi Raj Gaur Award for Excellence for Institutes**

An award is instituted from 2021 in honour of Prof. Rishi Raj Gaur for excellence in the conduct of SIP-UHV

## **Internship opportunities for students of Jammu & Kashmir at premier institutions of the nation through AICTE**

To provide internship opportunity to students of J&K in Institutes of Higher learning like IITs and IISERs for inspiring, empowering, and enhancing their employability. AICTE has signed MoUs with IIT Guwahati, IIT Kanpur, IIT Bhubaneswar, IIT Ropar, IISER Kolkata and IISER Pune to provide internship opportunities to students of J&K.

### **Student Internship Policy**

All India Council for Technical Education (AICTE) has formulated its Internship policy for students of Technical Education. Which mandates internship for all UG/ Diploma students.

AICTE Internship Policy is available at

<https://www.aicte-india.org/sites/default/files/AICTE%20Internship%20Policy.pdf>

A minimum of 14-20 credits of Internship/ Entrepreneurial activities / Project work/ Seminar and Inter/ Intra Institutional Training / NSQF level 3, 4 & 5 may be counted toward UG Degree programme (Out of total 160 Credits of 4 Year UG Programme) and 10-14 credits for three-year Diploma Programme (Out of total 120 Credits of 3 Year Diploma Programme). One credit is equivalent to a minimum of 40-45 hours of work.

### **AICTE Activity Points Programme**

AICTE has also made it mandatory for students to earn 'AICTE Activity Points', over and above their academic grades for their contribution towards community and allied activities. UG/ Diploma students should earn 100/ 75 AICTE Activity Points respectively.

### **Mandatory Training and Placement Cell**

All AICTE-approved institutions are also required to have a dedicated Training and Placement Cell (T&P Cell) headed by a Training and Placement Officer (TPO).

### **MoUs with Industry**

To support easy availability of Internships to its students / Industrial Visits / Industrial Projects etc., Every AICTE approved institution should sign at least 5 MoUs with Industries (preferably nearby industries). The Industries with which MoUs have signed may be requested to register themselves on <http://www.internship.aicte-india.org/> and offer Internship through the portal.

### **Kamdhenu Chair**

It is important to Sensitize, Develop creativity and innovative ideas in colleges/University youths about Scientific, Economic, Environment, Spiritual importance. To create Entrepreneurship, Livelihood and Employment opportunities in this sector. It is recommended to establish KAMDHENU CHAIRS in Indian Central, State, Deemed and Private Universities/Colleges of India.

### **Schemes for Students**

AICTE Pragati Scholarship Scheme for Girl Students

Pragati is a MoE Scheme being implemented by AICTE in 2014, to award scholarship of Rs. 50,000/- per annum to meritorious girl students to encourage them to pursue higher education. Under this scheme, every year 10,000 scholarships (5000 for degree and 5000 for diploma) are being released per annum to girl students of 23 States/UTs and all eligible girl students from remaining 13 States/UTs (including North Eastern Region, J&K etc.)



## **AICTE Saksham Scholarship Scheme for Differently-Abled Students**

Saksham is a MoE Scheme being implemented by AICTE in 2014, aimed at providing encouragement and financial support of Rs. 50,000/- to specially-abled children to pursue Technical Education. Under this scheme, every year all eligible students will get the scholarship.

### **AICTE Lilavati Award-2020**

AICTE Lilavati Award-2020 based on the theme 'WOMEN EMPOWERMENT' intends to recognize efforts being made by AICTE approved institutions to treat women with 'equality and fairness' in all spheres of their lives. By means of this initiative, all the stakeholders (especially the girl students) in AICTE approved institutions would get a unique opportunity to present a solution to the prevalent issues of gender discrimination, such as illiteracy, unemployment, economic and nutritional disparities, maternal mortality, human rights, etc.

If anyone has already made a successful effort towards making a mark in the society, in establishing women's emancipation/ empowerment at large, she/ he can showcase their efforts/ contributions under the following sub- themes:

- Women Health
- Self Defence
- Sanitation & Hygiene
- Literacy
- Women Entrepreneurship
- Legal Awareness

### **AICTE-INAE-TG (Travel Grant for Students)**

The scheme works to encourage engineering students to engage in research. It provides partial travel assistance and registration fees to Bachelors and Masters Level engineering students for presenting a research paper in an international scientific event (conference/ seminar/ symposium/ workshop/ exhibition etc.).

### **Support to Students for Participating in Competition Abroad (SSPCA)**

The objective of the scheme is to provide travel assistance registration fees to a team of minimum 2 to 10 Bachelor students for attending competition on scientific event at international level in order to encourage engineering students to improve their field of technical education.

### **AICTE-MITACS Globalink Research Internship (GRI) Scheme (UG)**

Scheme aims to provide internship to students from non-affluent families in India the opportunity to engage in research collaboration with Canadian universities, and promote in them a research oriented career.

### **Accelerate International Implementation Plan (Mobility for research with an industry partner in Canada)**

AICTE had extended the scope of MoU by adding an **Annexure-I** into the existing MoU, signed between MITACS, Canada and AICTE on 21 September 2020. The Accelerate International programme will support 30 students studying in the Masters programme from India to participate in advanced research projects with a Canadian industry partner for 4 to 6 months under the supervision of their home university academic supervisor and, where applicable, a host university academic supervisor. This is applicable for 3 years, starting January 1, 2021 and ending December 31, 2023.





## Swayam Cell

### Annual Refresher Programme in Teaching (ARPIT)

AICTE has been nominated as National Coordinator for Annual Refresher Programme in Teaching (ARPIT). So far, AICTE has coordinated for smooth completion of ARPIT 2018 & ARPIT 2019. Under ARPIT 2018, a number of 71 online Courses were developed for faculty and 1980 faculty were awarded certificate. Similarly under ARPIT 2019, a number of 48 online Courses were developed for faculty and 12,486 faculty were awarded certificate.

### Re-Run of ARPIT Courses of 2019 in 2020

Keeping in view the current COVID 19 crisis and the time constraint, Ministry of Education has decided to re-run all 48 ARPIT-2019 courses in the year 2020 (which includes six (6) courses that were postponed due to non-adherence of timelines). The exam would be conducted by NTA on 30<sup>th</sup> April, 2021.

### Translation of “SWAYAM” Online Engineering Courses by AICTE into Eight (8) Different Indian Regional Languages

MOE vide OM No.17-8/2020-TEL, dated 28th April, 2020 has fixed a Target of 80 online Courses for translation into 8 different Indian regional languages i.e. Hindi, Tamil, Malayalam, Kannada, Telugu, Marathi, Bengali and Gujarati by IITM/AICTE. In the first phase, 48 courses are under process for translation. Out of these 48 Courses, IITM has undertaken the translation of 27 SWAYAM/NPTEL online Engineering Courses and 21 Engineering Courses have been allocated to AICTE for translation into eight different Indian regional languages.

AICTE has undertaken translation of Four Courses through Offline into Eight (8) different Indian Regional Languages and translation of 17 (seventeen) courses is on-going through TRANSLATION PORTAL

## 9. Current Status of Technical Education

The growth of Technical Education in the Country before independence was very slow. The number of Engineering Colleges and Polytechnics in 1947 was 44 and 43 with an Intake capacity of 3200 and 3400 respectively.

Due to the efforts and initiatives taken during successive Five-year Plans and particularly due to Policy changes in the eighties to allow participation of Private and Voluntary Organizations in the setting up of Technical Institutions on self-financing basis, the growth of Technical Education has been phenomenal. Technical Education at all Levels in the Country is witnessing a consistent growth pattern marked by the setting up of new Technical Institutions and the improvement of the existing ones in tune with the quality assurance norms set by the regulating and accreditation agencies.

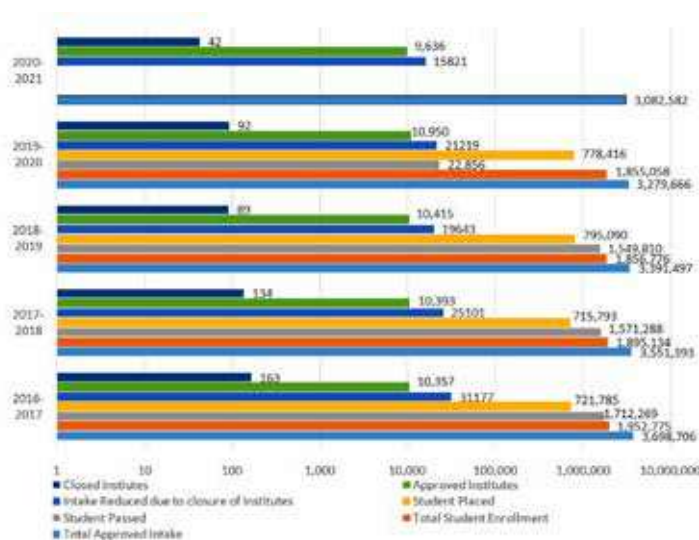


Fig. 1: Status of Technical Institutions in India

## Institutions with Intake in 2020-21

Region/State/UT	Approved Institutions			Approved Intake			Approved Institutions	Approved Intake
	Diploma	UG	PG	Diploma	UG	PG		
Chhattisgarh	71	49	40	11204	14703	4048	111	29955
Gujarat	149	189	205	57368	55870	22502	396	135740
Madhya Pradesh	258	300	426	43786	83286	72201	644	199273
<b>Central Total</b>	<b>478</b>	<b>538</b>	<b>671</b>	<b>112358</b>	<b>153859</b>	<b>98751</b>	<b>1151</b>	<b>364968</b>
Andaman and Nicobar Islands	2	1		480	90		2	570
Arunachal Pradesh	8	1	2	888	360	228	10	1476
Assam	36	26	25	5430	5585	1924	68	12939
Jharkhand	59	23	18	15222	6710	3143	86	25075
Manipur	2	1	1	210	150	36	3	396
Meghalaya	3	2	2	370	630	150	7	1150
Mizoram	3	2	2	270	180	92	5	542
Nagaland	9	2	1	525	180	30	12	735
Odisha	168	110	141	47684	39393	19111	316	106188
Sikkim	2	4	2	525	840	225	6	1590
Tripura	9	3	4	1330	660	261	14	2251
West Bengal	193	122	99	41690	37720	9820	302	89230
<b>Eastern Total</b>	<b>494</b>	<b>297</b>	<b>297</b>	<b>114624</b>	<b>92498</b>	<b>35020</b>	<b>831</b>	<b>242142</b>
Chandigarh	5	7	12	960	1815	930	16	3705
Delhi	19	22	57	5595	10756	11529	79	27880
Haryana	146	139	165	36741	33608	17024	309	87373
Himachal Pradesh	29	27	17	5000	3920	974	57	9894
Jammu & Kashmir	31	12	17	5425	3780	1404	55	10609
Punjab	165	126	146	39384	31642	13665	309	84691
Rajasthan	159	126	116	33810	38771	11629	313	84210
<b>North-West Total</b>	<b>554</b>	<b>459</b>	<b>530</b>	<b>126915</b>	<b>124292</b>	<b>57155</b>	<b>1138</b>	<b>308362</b>
Bihar	82	63	41	20045	15196	3227	162	38468
Uttar Pradesh	707	414	463	139135	104611	52052	1116	295798
Uttarakhand	130	54	60	15617	10648	5670	185	31935
<b>Northern Total</b>	<b>919</b>	<b>531</b>	<b>564</b>	<b>174797</b>	<b>130455</b>	<b>60949</b>	<b>1463</b>	<b>366201</b>
Andhra Pradesh	303	396	540	71732	161488	81667	749	314887
Telangana	155	277	444	42075	119188	70354	559	231617
<b>South-Central Total</b>	<b>458</b>	<b>673</b>	<b>984</b>	<b>113807</b>	<b>280676</b>	<b>152021</b>	<b>1308</b>	<b>546504</b>
Karnataka	322	263	365	81944	118204	51487	743	251635
Kerala	110	185	196	27281	54370	18626	353	100277
<b>South-West Total</b>	<b>432</b>	<b>448</b>	<b>561</b>	<b>109225</b>	<b>172574</b>	<b>70113</b>	<b>1096</b>	<b>351912</b>
Puducherry	9	18	8	2392	7683	1463	27	11538
Tamil Nadu	496	522	619	184371	268144	71671	1243	524186
<b>Southern Total</b>	<b>505</b>	<b>540</b>	<b>627</b>	<b>186763</b>	<b>275827</b>	<b>73134</b>	<b>1270</b>	<b>535724</b>
Dadra and Nagar Haveli	1	1	2	390	60	90	3	540
Daman and Diu	2	1		660	300		3	960
Goa	9	8	6	2923	1170	729	17	4822
Maharashtra	597	566	698	124565	152684	83198	1346	360447
<b>Western Total</b>	<b>609</b>	<b>576</b>	<b>706</b>	<b>128538</b>	<b>154214</b>	<b>84017</b>	<b>1369</b>	<b>366769</b>
<b>Grand Total</b>	<b>4449</b>	<b>4062</b>	<b>4940</b>	<b>1067027</b>	<b>1384395</b>	<b>631160</b>	<b>9626</b>	<b>3082582</b>



## Approved Institutions Deemed to be Universities with Intake in 2020-21

Region/State/UT	Institutions Deemed to be Universities			Approved Intake			Approved Institutions Deemed to be Universities	Total Approved Intake
	Diploma	UG	PG	Diploma	UG	PG		
Chhattisgarh	0	2	2	0	480	100	3	580
Gujarat	4	6	12	830	1090	1237	16	3157
Madhya Pradesh	1	9	18	180	2300	1489	24	3969
<b>Central Total</b>	<b>5</b>	<b>17</b>	<b>32</b>	<b>1010</b>	<b>3870</b>	<b>2826</b>	<b>43</b>	<b>7706</b>
Arunachal Pradesh	0	1	1	0	360	210	1	570
Assam	1	3	5	180	800	327	6	1307
Jharkhand	0	1	1	0	210	60	2	270
Odisha	0	3	4	0	3820	1291	4	5111
West Bengal	0	3	8	0	560	593	8	1153
<b>Eastern Total</b>	<b>1</b>	<b>11</b>	<b>19</b>	<b>180</b>	<b>5750</b>	<b>2481</b>	<b>21</b>	<b>8411</b>
Chandigarh	0	3	3	0	1415	400	3	1815
Delhi	1	3	6	60	800	1065	6	1925
Haryana	0	13	14	0	4400	2115	16	6515
Himachal Pradesh	0	1	0	0	300	0	1	300
Jammu & Kashmir	0	2	4	0	540	264	6	804
Punjab	1	6	4	360	3398	780	6	4538
Rajasthan	2	4	5	600	2085	1032	8	3717
<b>North-West Total</b>	<b>4</b>	<b>32</b>	<b>36</b>	<b>1020</b>	<b>12938</b>	<b>5656</b>	<b>46</b>	<b>19614</b>
Bihar	0	1	11	0	120	675	11	795
Uttar Pradesh	0	10	13	0	4200	1599	17	5799
Uttarakhand	0	2	1	0	1260	570	2	1830
<b>Northern Total</b>	<b>0</b>	<b>13</b>	<b>25</b>	<b>0</b>	<b>5580</b>	<b>2844</b>	<b>30</b>	<b>8424</b>
Andhra Pradesh	0	7	4	0	8802	1955	7	10757
Telangana	0	10	11	0	4759	2868	13	7627
<b>South-Central Total</b>	<b>0</b>	<b>17</b>	<b>15</b>	<b>0</b>	<b>13561</b>	<b>4823</b>	<b>20</b>	<b>18384</b>
Karnataka	1	11	25	60	6920	6451	26	13431
Kerala	0	10	16	0	2668	1399	18	4067
<b>South-West Total</b>	<b>1</b>	<b>21</b>	<b>41</b>	<b>60</b>	<b>9588</b>	<b>7850</b>	<b>44</b>	<b>17498</b>
Puducherry	0	1	0	0	300	0	1	300
Tamil Nadu	4	53	39	240	58081	15260	58	73581
<b>Southern Total</b>	<b>4</b>	<b>54</b>	<b>39</b>	<b>240</b>	<b>58381</b>	<b>15260</b>	<b>59</b>	<b>73881</b>
Maharashtra	3	17	29	410	3778	5002	33	9190
<b>Western Total</b>	<b>3</b>	<b>17</b>	<b>29</b>	<b>410</b>	<b>3778</b>	<b>5002</b>	<b>33</b>	<b>9190</b>
<b>Grand Total</b>	<b>18</b>	<b>182</b>	<b>236</b>	<b>2920</b>	<b>113446</b>	<b>46742</b>	<b>296</b>	<b>163108</b>



## Variations of Intake in AICTE Approved Institutions in last Five Years (Diploma/ Post Diploma Certificate and Under Graduate Degree/ Post Graduate Degree)

Year	Diploma/ Post Diploma Certificate	Engineering and Technology	Pharmacy	Architecture	Hotel Management & Catering Technology	MCA	Management	Approved Intake
2016-17	1293843	1752296	130926	9936	6109	94159	329273	3616542
2017-18	1261059	1662488	130903	9187	6031	85104	393055	3547827
2018-19	1199401	1586341	137322	10587	5883	73851	371813	3385198
2019-20	1158884	1496139	163384	10555	6638	64084	370310	3269994
2020-21	1067027	1432157	111196	8991	7096	66478	385680	3078625

### Approved Intake for Standalone Institutions for Open and Distance Learning Mode in 2020-21

Region	State	Institutions	Approved Intake in PGDM/ PGCM
Northern	Uttar Pradesh	1	10000
Northern	Uttarakhand	1	10000
North-West	Delhi	3	5050
South-Central	Telangana	2	11500
Southern	Tamil Nadu	1	1300
South-West	Karnataka	3	15550
Western	Maharashtra	7	68300
<b>Grand Total</b>		<b>18</b>	<b>121700</b>

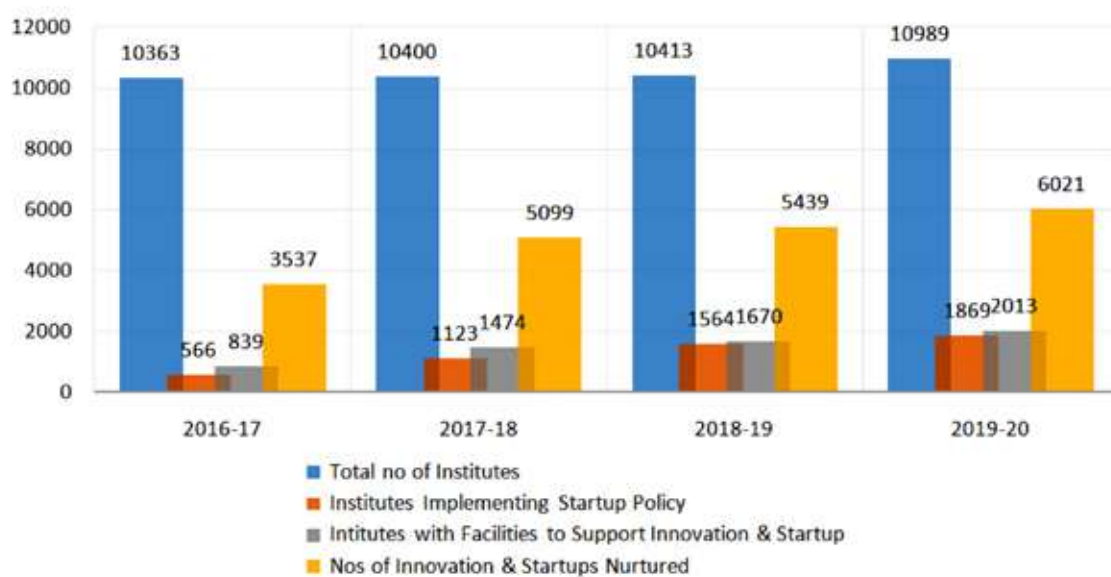
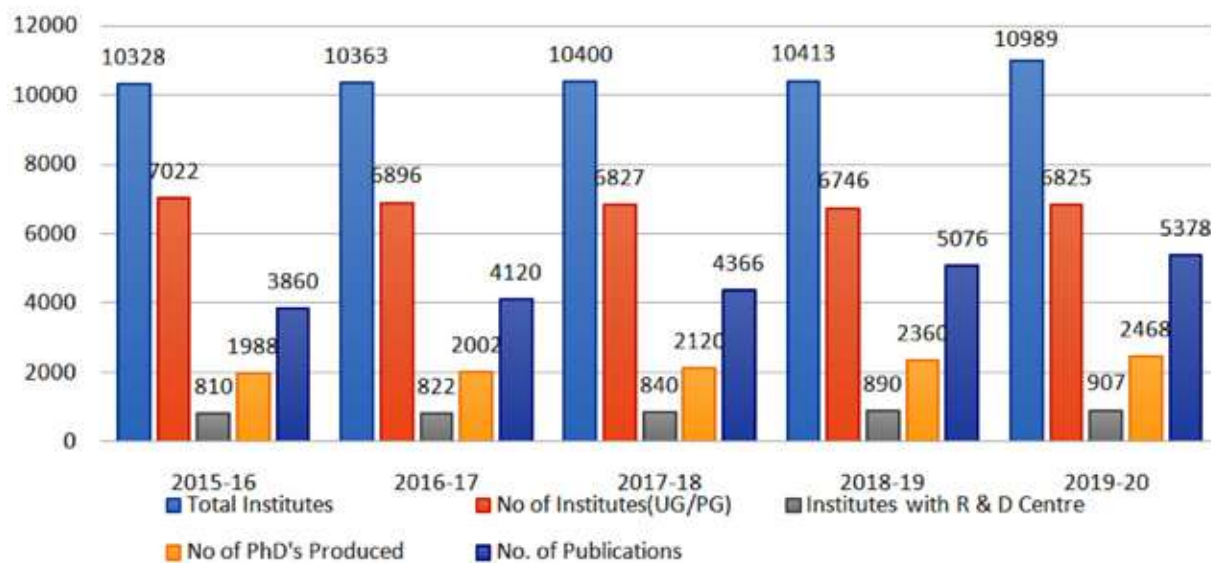


Fig. 2. Implementation of Start-up Policy in AICTE Approved Institutions



**Fig. 3.** Research and Development Centres and Publications in AICTE Approved Institutions

## 10. NEP 2020 Perspectives and Future of Technical Education in India

The year 2019-2020 and the period till date has been a year of great transformation in the educational scenario. The Council has undertaken major activities during this year. NEP 2020, The New Education Policy approved by the Union Cabinet is set to bring a slew of major changes. One of the stated aims of the policy is to instil a “deep-rooted pride” in being Indian, not only in thought, but also in spirit, intellect, and deeds, as well as to develop knowledge, skills, values, and dispositions that support responsible commitment to human rights, sustainable development and living, and global well-being.

Certain activities which AICTE is already focused towards the changes as proposed in the NEP 2020 since last three years by means of various initiatives and activities such as preparation of ‘Short & Medium Term’ Perspective Plans for Engineering Education in India which focusses on the demand for courses on Artificial Intelligence (AI), Internet of Things (IoT), Machine Learning, Block Chain, Robotics, Quantum Computing, Data Sciences, Cyber Security, 3D Printing & Design and other emerging technological areas.

AICTE has a mantra for a transparent and a robust system of governance with portals for approval process, vocational programme, internship and other activities and initiatives. The vision of the organization is to see itself as a world class body in technological and socioeconomic development of the Country by enhancing the worldwide competitiveness of technical manpower

AICTE is receptive to the technological changes happening across the global scenario and believes in framing new policies & initiatives and augment the existing ones by scheduling workshops, conferences etc. providing a platform of discussion and inputs from stakeholders. It has been and shall always be the endeavor of AICTE to bring the best educational system for its students and be the epitome of developing bright, noble and humble brains in light of the NEP 2020.



# CHAPTER-I

## New Institution

Grant of Approval for Setting up a New Technical Institution offering a Technical Programme at Diploma/Post Diploma Certificate/Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level

### 1.1 Introduction

- a. The New Technical Institution shall be established by providing Infrastructure and other requirements as per the norms specified in the Approval Process Handbook.
- b. New Technical Institution offering Technical Course(s)/ Programme(s) shall not be established without prior approval of the Council.
- c. Admission Authority/ Body/ Institution shall not admit students to any Technical Programme of an Institution, which do not have requisite prior approval of the Council.
- d. The applications received shall be processed as per the norms and procedures specified in the Approval Process Handbook. The Institution shall also have to adhere to the existing Central, State and Local Laws and norms of other Regulatory Bodies also, if applicable.
- e. In view of the large number of vacant seats in various Programmes during the last few years and the likely future demand, the Council shall not grant approval to the new Technical Institutions at the Diploma/ Under Graduate/ Post Graduate Level in Engineering and Technology in line with the recommendations of the Committee **Annexure 1** set up by AICTE to provide the National Perspective Plan for Technical Programmes. However, establishment of new Technical Institutions in Engineering and Technology shall be permitted only in cases where
  - Government of India is providing financial assistance to State Government/ UT in Un-served/ Underserved / Aspirational Districts where NO Government/ Government Aided Technical Institution offering the same Level in Engineering and Technology is already available.
  - State Government / UT (based on their perspective plan) is providing financial assistance for establishment of Technical institutions in order to offer the Engineering and Technology Programme / Courses at DIPLOMA/UG/PG level where NO Government /Government Aided Technical Institution offering the same level in Engineering & Technology is already available in that particular district.
  - State Government proposes to start a New Polytechnic (Engineering and Technology) for conducting courses in Emerging/ multidisciplinary/ Skill/ Vocational area under PPP mode.
  - New Institutes (Engineering and Technology) with courses in emerging area as well as in Traditional/ Conventional Area for NE States, J&K (Including UT Ladakh) and in aspirational Districts of different States/ UT.
- f. Applicants whose application were rejected and issued Final LoR in the previous academic year 2020-21.

### 1.2 Time Schedule for Processing of the Applications

- a. AICTE shall notify through a Public Notice in the leading newspapers and through AICTE Website from time to time, inviting applications with cut off dates for various categories and processing thereof. The time schedule mentioned in the Public Notice/AICTE Website shall be final and binding. To grant approval for establishment of a Technical Institution, online application on AICTE Web Portal is mandatory. Applications submitted offline shall NOT be accepted.
- b. The submission of an application on AICTE Web Portal and payment shall not be later than the last date as notified in the Public Notice/ AICTE Website.

### 1.3 Application for Seeking Approval of the Council

- 1.3.1 For Setting up a New Technical Institution proposed to offer a Programme in
  - a. Engineering and Technology/ Planning/ Applied Arts, Crafts and Design/ Hotel Management and Catering Technology (Diploma/ Under Graduate Degree Level)
  - b. MCA
  - c. Management (Post Graduate Certificate/ Post Graduate Diploma/ Post Graduate Degree Level)



- 1.3.2 Eligibility of the Promoter
- a. A Society, registered under the Societies Registration Act, 1860 through the Chairman/ Secretary of Society;
- OR**
- b. A Trust, registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts through the Chairman/ Secretary of the Trust;
- OR**
- c. A Company established under Section 8 of the Companies Act, 2013;
- OR**
- d. Central/ State Government/ UT Administration or by a Society/ Trust registered with them.
  - e. The above bodies shall apply individually or under Public Private Partnership (PPP)/ Build- Operate-Transfer (BOT) mode through an Officer authorized by Central/ State Government/UT.
  - f. A Company having any foreign equity directly or indirectly as shareholding shall NOT be permitted to apply for setting up a Technical Institution.
- 1.3.3 New Institutions are NOT eligible to apply for the Introduction of NRI/ OCI / FN/ Children of Indian Workers in the Gulf Countries/ Twinning/ Fellow Programs.
- 1.3.4 Institutions applying under various Schemes of MoE:
- a. MoE, Government of India for the promotion of Technical Education in un-served/ underserved Districts across the Country has initiated the Scheme of "Sub-Mission on Polytechnics" for the opening of Polytechnics by the respective State Government/ UT. The scheme shall be applicable to the Districts where no Polytechnics are already available. If any of the mentioned Districts are carved out administratively, then those carved out Districts shall also be considered under the Sub-Mission Scheme.
  - b. Policy initiatives have been taken by MoE, to establish a Technical Institution by the respective State Government/ UT in "Educationally Backward (Aspirational) Districts/ Left Wing Extremism (LWE) affected" as notified by the Central Government from time to time (or) in a District where there is NO Technical Institution. The list of Districts identified as Higher Educationally Backward (Aspirational) Districts is given in **Annexure 2** of the Approval Process Handbook. If any of the mentioned Districts are carved out administratively, then those carved out Districts shall also be considered under the Educationally Backward (Aspirational) Districts/ Left Wing Extremism Scheme.
  - c. The concerned State Government/ UT, seeking approval of AICTE for these Institutions under the above mentioned schemes is required to apply individually online on AICTE Web-Portal. Applications shall be processed by way of obtaining an undertaking from the Chief Secretary of the respective State Government/ UT that the Land has been transferred in the name of the proposed Institutions, sufficient funds have been allotted to start the construction of the permanent Campus and that these proposed Institution(s) are being established in the respective State/UT under the abovementioned Schemes initiated by the MoE.
  - d. Such application shall be processed through Scrutiny/ Re-Scrutiny Committee for the proposed location. Applications which are found to be in order in all respects by the Scrutiny/Re-Scrutiny Committee shall be forwarded to the Regional Committee (RC) and further to Executive Committee (EC) for the grant of approval.
  - e. The Institutions shall function in a temporary Campus and shall move to their permanent Campus within 2 years from the date of issue of the Letter of Approval (LoA). Further, AICTE shall inspect such Institutions through Expert Visit Committee (EVC) to assess the status of readiness of the State Government/ UT for operationalization of these Institutions in the permanent Location as per the procedure for Change of Site/ Location. In case of the Institutions not shifting to the permanent location even after 2 years and fulfilling the norms of the Approval Process Handbook, the "Approved Intake" in the Course(s) shall be



reduced to 50%. Similarly, if an Institution has not shifted even after 4 years, the Council shall take appropriate action.

- 1.3.5 The existing Institutions approved by other Regulatory Bodies, seeking approval for the first time from AICTE for conducting Technical Programme(s):
- Offering Course(s) in Applied Arts and Crafts/ Vocational (Technical) Programme without having approval from AICTE.
  - Non-Technical Institutions already running MBA/MCA courses without approval of AICTE (for such Institutions, exclusive building and Director/Principal are not required. However, the Institutions should fulfil all other norms as specified in the Approval Process Handbook such as separate Head of the Department, Faculty, Infrastructure, Built-up area, etc).

**NOTE:** In all the above cases, Institutions seeking approval for the first time from AICTE shall submit an online application through the AICTE web portal @ [www.aicte-india.org](http://www.aicte-india.org) as a New Technical Institution for all their existing Technical Programme(s) and Course(s).

#### 1.4 Submission of Application by the Promoter

##### 1.4.1 Allotment of USER ID

- An unique USER ID with password shall be allotted to each new application for setting up of a new Technical Institution on payment of ₹5000/- (Five Thousand Only), through the payment gateway on AICTE Web-Portal @ [www.aicte-india.org](http://www.aicte-india.org)
- If any existing Institution has forgotten the Password, the Institution shall apply online for a new password. Technical Education Regulatory (TER) Charges of ₹5000/- (Five Thousand Only) shall be made through the payment gateway on AICTE Web-Portal @ [www.aicte-india.org](http://www.aicte-india.org). The proof of payment and an **Affidavit 1** for “Forgotten Password” shall be submitted to the concerned Regional Office. Regional Officer shall verify and upload on the Web-Portal and make necessary recommendations on the portal for allotment of Password to the Applicants.
- Using the USER ID, Online application in the prescribed Form shall be filled and submitted on AICTE Web-Portal @ [www.aicte-india.org](http://www.aicte-india.org) and a unique identification number is allotted to each application for further reference. The Applicant shall be able to track the status of the application at various stages of processing using this unique identification number.

##### 1.4.2 Technical Education Regulatory (TER) Charges

- Technical Education Regulatory (TER) Charges ₹ in Lakh for Setting up a new Technical Institution offering a Technical Programme at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level are given below:

Sl. No.	Type of Institution	TER Charges ₹ in Lakh
i	Minority Institution/ Institution setup in J&K/ Ladakh/ North Eastern States/ Institution set up exclusively for Women/ PwD	6.0
ii	Government/ Government Aided Institutions	Nil
iii	All other Institutions	8.0
iv	ALL Applicants under (i) and (iii) whose applications were rejected and issued Final LoR in the previous year i.e. 2020-21*	2.0
v	Existing Institutions seeking approval for the first time from AICTE under <b>Clause 1.3.5.</b>	1.0
vi	ALL Applicants issued Lol and rejected for LoA in the previous year i.e. 2020-21*	1.0

\*Not applicable for Applications which were rejected in 2020-21 and TER Charges refunded under **Clauses 1.4.2. (g) and 1.4.7. (b)** of this Chapter.

**NOTE:** Applicants under (iv) are not eligible for refund of TER Charges as per **Clauses 1.4.2. (g) and 1.4.7.(b)** of this Chapter.



- b. In an extraordinary circumstance, if an additional Scrutiny Committee and Standing Hearing Committee/ Standing Appellate Committee (including Court directions to any type of Institutions) has to be conducted, then the Applicant has to remit ₹0.5 Lakh through online as an additional TER Charges.
  - c. In an extraordinary circumstance, if an additional Expert Visit Committee (Online /Offline) has to be conducted (inclusive of the Court directions to any type of Institutions), the Applicant has to remit ₹1.0 Lakh through online as an additional TER Charges.
  - d. The TER Charges shall be paid through AICTE payment gateway on AICTE Web-Portal @ www.aicte-india.org within the deadline failing which, the application shall not be considered.
  - e. Only those applications submitted within the cut-off date, including payment shall be considered for processing.
  - f. In case of eligible refund/ excess payment, if any, after processing, the amount shall be refunded to the Applicant.
  - g. Applications submitted under **Clause 1.3.1** and **1.3.5**, if rejected at the Level of Scrutiny/ Re-Scrutiny without availing the appeal provision, the TER Charges after a deduction of ₹0.5 lakh shall be refunded to the Applicant/Institution.
  - h. In case of rejection of an application submitted under **Clause 1.5.2**, if opted for the issue of Extension of Approval of the existing Programme(s), refund shall be made after deducting the applicable TER Charges.
- 1.4.3 All Applicants shall ensure that the data entered/edited in their online application on AICTE web portal @ www.aicte-india.org are correct. Facility to edit the data will be available until the final submission of the application. After the final submission, the data entered is not allowed for any further editing till the processing of the application is completed. Applicants shall exercise utmost caution before pressing the "SUBMIT" tab. All the online applications should be DIGITALLY SIGNED (using Digital Signature Certificate-DSC) and submitted on AICTE Web-Portal on or before the last date as notified in the Public Notice /AICTE web-portal.
- NOTE: Institutions shall NOT be Permitted to Submit Applications without DSC.**
- 1.4.4 All Applicants shall submit an **Affidavit 2** sworn before First Class Judicial Magistrate or Public Notary or an Oath Commissioner on ₹100/- Non-Judicial stamp paper/ e-stamp paper (Digitally Signed).In case of any false information, AICTE shall invoke the provisions, civil and/or criminal as per the Regulations in place.
- 1.4.5 All the Applicants shall submit a copy of the application (as submitted on AICTE portal) to the State Government/UT and affiliating University/ Board immediately and get a receipt with the Official Seal from the authorized signatory for the same.
- 1.4.6 All the Applicants shall upload one set of documents as per **Appendix 16** of APH (Digitally Signed by Chairman /Secretary of the Trust /Society /Company) on AICTE web portal. Any document uploaded on AICTE web portal without Digital Signature shall not be considered as valid document.
- NOTE: 1)** In case of Government Institutions, all the documents to be uploaded on AICTE Web portal shall be Digitally Signed by Director/Principal/Designated Officer Appointed for the Approval purpose.
- 2)** Online Applications complete in all respects (including processing fee, if applicable) shall ONLY be processed as per the procedure defined in this Approval Process Handbook.
- 1.4.7 Views of State Government/ UT and affiliating University/Board
- a. The State Government/ UT and the Affiliating University/ Board shall forward their views on the application received by them to the concerned Regional Office of AICTE NOT later than one week from the last date specified for submission of application as per the Public Notice / AICTE Web portal.



- b. Based on the views (if any) of the State Government/ UT and the affiliating University/ Board for setting up of new Technical Institution, the Regional Committee shall take a decision about the processing of application or to reject the same. If the application is not processed further, the TER Charges after a deduction of ₹0.5 Lakh (Rupees Fifty thousand only) shall be refunded to the Applicant.
- c. In the absence of the receipt of views from the State Government/ UT/ affiliating University/ Board on the application within the stipulated time, the Council shall proceed for further processing.

## 1.5 Establishment of a New Technical Institution

### 1.5.1 Requirements and Eligibility

- a. The Promoter Trust/ Society/ Company shall have the Land as required and its Lawful possession with clear title in the name of the Promoter Trust/Society/Company on or before the date of submission of application.
- b. Requirements for Technical Institution shall be as per the norms specified in Chapter VII of the Approval Process Handbook.
- c. Building Plan for the entire duration of the Programme(s) of the Institution shall be prepared by an Architect registered with Council of Architecture/ Licensed Surveyor and shall be approved by the Competent Authority as designated by concerned State Government/ UT. However, buildings for the First Year should be completed in all respects as per the Infrastructure requirements.
- d. The Head of the "Technical Institution" shall be named as the "Principal/ Director" having qualifications as per AICTE norms as defined for Principal in a Programme of the Technical Institution.

1.5.2 The existing Institution applied for Closure of the Institution are also eligible to apply for starting a new Technical Institution in the same premises in the same Academic year. Technical Institutions applying under this Clause shall have to apply for Progressive/ Complete Closure of the Institution for the existing Programme(s) and shall apply for a different Programme. However, the Applicant has to make Material/ Non-Material amendment of the Building Plan, Site Plan, etc. duly approved by the concerned Competent Authority (if applicable) to suit the requirements of the new Programme.

- a. In case of such application being approved, the existing Institution shall be considered as CLOSED (Progressive/ Complete Closure, as applicable) and the liabilities, if any, arising out of this, shall solely be that of Trust/ Society/ Company/ Technical Institution.
- b. In case of the application being rejected, the same shall be processed for the Closure of the Institution/ issue of Extension of Approval as per the choice mentioned in the application.

1.5.3 The fund position of the Applicant shall be (except Government/ Government Aided Institution/ Central/ State University) in the form of FDRs and/ or Bank accounts in the Nationalized Bank or Scheduled Commercial Bank recognized by Reserve Bank of India as mentioned in the table, on the date of Scrutiny.

Sl. No.	Programme proposed (Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree)	Total minimum funds required as proof of Operational Expenses at the time of Scrutiny in the Name of the Trust/ Society/ Company (₹ in Lakh)
i	Engineering and Technology	100
ii	Planning	50
iii	Applied Arts and Crafts	50
iv	Design	50
v	Hotel Management and Catering Technology	50
vi	MCA	50
vii	Management	50





- 1.5.4 The Applicants cannot use the name of the Technical Institution in such a way that the abbreviated form of the name of the Technical Institution becomes IIM/IIT/IISc/NIT/IISER/IIIT/IIEST/AICTE/UGC/MoE/Gol. The Applicant shall also not use the word(s) Government/ India/ Indian/ National/ All India/ All India Council/ Commission, anywhere in the name of the Technical Institution and other names as prohibited under the Emblems and Names (Prevention of Improper Use) Act, 1950. Provided that the restrictions mentioned above shall not be applicable, if the Technical Institution is established by the Government of India or its name is approved by the Government of India.
- 1.5.5 Applicants shall NOT use the names of the existing Institutions within the State. The existing Institutions having the same names run by the same/different Society/Trust/Company within the State/UT shall at least add the name of the Village/Town/City where it is located as an integral part of the name of the Institution.
- 1.5.6 All Institutions shall use the same font and size for the full name of the Institutions, wherever it is displayed.
- 1.5.7 The Courses as per **Appendix 2** of the Approval Process Handbook shall be opted for a new Technical Institution at Diploma/Under Graduate/Post Graduate Level, a combination of Diploma, Under Graduate and Post Graduate Levels shall not be approved. However, the “Maximum Intake allowed” for the Programmes shall be as per **Appendix 3** of the Approval Process Handbook.
- 1.5.8 Procedure
- a. The application shall be processed as per the Procedure of Scrutiny/ Re-Scrutiny/ EVC as per **Clause 1.6/ 1.7** as applicable.
  - b. The application under existing **Clause 1.5.2** of this Chapter shall be processed first for Closure of the Institution by online/offline (as applicable) Scrutiny/ Re-Scrutiny Committee, if found in order, then only the application shall be processed further for the establishment of new Technical Institution following the respective procedures specified in the Approval Process Handbook.

## 1.6 Evaluation of the Application by the Scrutiny/ Re-Scrutiny Committee:

- a. The applications submitted under this Chapter shall be evaluated by Scrutiny/Re-Scrutiny Committee constituted as per **Appendix 13** of the Approval Process Handbook by the Regional Officer by selection of committee members through the automated selection process on the AICTE Web-Portal. However, if any member of the Scrutiny/ Re-Scrutiny Committee is unable to attend or refuses or incapacitated to take part in the Committee, then Regional Officer with prior approval of the Competent Authority, AICTE, shall opt to pick another expert from the approved panel of the experts manually. Under extraordinary circumstances, the Scrutiny/ Re-Scrutiny Committee shall also be constituted manually by the Regional Officer with prior approval of the Chairman.
- b. The date and time for Scrutiny/Re-Scrutiny Committee shall be informed by the concerned Regional Office to the institutes and the concerned experts.
- c. The concerned Regional Officer or an Officer of the Council shall assist the Committee and place/share relevant records and documents before the Committee and make necessary arrangements for the conduct of the meetings; however, he/ she shall not be part of the Committee.
- d. Two representatives of the Applicant (Chairman/ Secretary of the Trust/Society/Company or Principal/ Director/ Faculty of the Institution/ Trustee duly authorized by Chairman / Secretary of the trust) along with Self-Attested Photo ID proof shall present their case along with the supporting documents before the Scrutiny/ Re-Scrutiny Committee.
- e. Applicants shall present their application and ALL original documents along with self-attested copies as per **Appendix 16** of the Approval Process Handbook, before the Scrutiny Committee. Applicants shall adhere to Scrutiny/ Re-Scrutiny schedule and not to remain absent at the time of Scrutiny/Re-Scrutiny.



- f. The Scrutiny Committee shall verify the authenticity of the documents submitted by the Applicant as mentioned above and shall countersign (if verified offline) all the documents that are accepted.
- g. Based on the recommendations of the Scrutiny Committee, the deficiencies, if any, shall be communicated to the Applicant Trust/ Society/ Company through AICTE Web-Portal.
- h. Applicants who are communicated deficiencies or remain absent at the time of Scrutiny shall be eligible for Re-Scrutiny. The date and time for Re-Scrutiny shall be informed by the concerned Regional Office.
- i. The Re-Scrutiny Committee shall verify ONLY the deficiencies pointed out by the Scrutiny committee as per the norms and standards and shall countersign (If verified offline) all the documents that are accepted.
- j. Applications that are found to be in order in all respect by the Scrutiny/ Re-Scrutiny shall be processed further for EVC.
- k. The Regional Officer shall ensure submission of Digitally Signed Scrutiny/ Re-Scrutiny Committee Report on the AICTE Portal.

**NOTE:** The attested copies of original documents (if verified offline) shall be retained by the Regional Office.

### 1.7 Evaluation of the Application by the Expert Visit Committee

- a. The Expert Visit Committee shall be constituted as per **Appendix 13** of the Approval Process Handbook by the Regional Officer by the selection of committee members through an automated process in the AICTE Web-Portal. However, if any member of the Expert Visit Committee is unable to attend or refuses or is incapacitated to take part in such scheduled visit, then Regional Officer with prior approval of the Competent Authority (AICTE), shall opt to choose another expert from the approved panel of the experts manually. Under extraordinary circumstances, the Expert Visit Committee shall also be constituted manually by the Regional Officer with prior approval of the Chairman. The Expert Visit Committee shall verify Physically/ Online the infrastructural facilities of the institution.
- b. Additional experts, if required, may also be co-opted in any of the Committee for processing of applications, Complaints, etc.
- c. An Expert Visit Committee shall visit Physically / Online the proposed premises of the Institution to verify the following:
  - i. Readiness with respect to **Appendix 4** of the Approval Process Handbook, i.e. Instructional, Administrative and Amenities area requirements for the First Year of the Technical Institution as per the Building Plan duly accepted and counter-signed by the Scrutiny/ Re-Scrutiny Committee members (in case of offline).
  - ii. Readiness with respect to **Appendix 5** of the Approval Process Handbook, i.e. Computer, Software, Internet, Printers, Laboratory Equipment, Books, Journals and Library facilities of the Technical Institution.
  - iii. Readiness with respect to **Appendix 6** of the Approval Process Handbook, i.e. Essential and Desirable requirements of the Technical Institution.
  - iv. Progress related to appointment of Principal/ Director and Faculty with respect to the norms, standards and conditions prescribed by the Council.
- d. The concerned Regional Officer shall make necessary arrangements for the conduct of the Expert Visit Committee; however, he/she shall not be a part of the expert committee. Experts shall carry the Identity Card of their Organization.
- e. The Expert Visit Committee shall have access to the Report of the Scrutiny/ Re-Scrutiny Committee.



- f. The Expert Visit Committee shall verify actual availability of Equipment as per the Curriculum and Syllabus of the affiliating University/ Board and Computers, Software, Internet, Printers, Book Titles, Book Volumes, subscription of National and International Journals and entry in the Stock Registers as specified in the Approval Process Handbook. The mere presentation of Purchase Orders/ Payment records for subscription, etc. without the actual availability of items shall not be considered.
- g. The Expert Visit Committee shall also verify documents in original as mentioned in **Appendix 16** of the Approval Process Handbook with respect to actual Infrastructure visited.
- h. In case of online Expert Visit Committee, the institution shall prepare a video showcasing all the infrastructural facilities for not less than 30 minutes and shall upload the same in YouTube privately and share the link in the web portal. Also, Attested Copies of documents (as applicable) as mentioned in **Appendix 16** of the Approval Process Handbook need to be uploaded on portal.

In case of off line Expert Visit Committee, the institution shall arrange for Video recording (institution expense) with the date and time of the entire proceedings of the Expert Visit Committee. The institution shall upload the same in YouTube privately and share the link in the web portal. Also, Attested Copies of documents (as applicable) as mentioned in **Appendix 16** of the Approval Process Handbook need to be uploaded on portal.

**NOTE:** The video recording with briefing by one of the Institute representative for not less than 30 minutes shall cover the entry and exit of the Committee with time, the Building Plan approved and signed by the Scrutiny/ Re-Scrutiny Committee, GPS Coordinates at the entrance of the main Building, Class rooms, Laboratories, Workshops, Office Room, Barrier free environment facilities such as ramp/ lift/ toilets, Library, Computer Centre, meeting with Students and Faculty members (in case of existing Institutions), in addition to the recording of other details. The Institute shall also arrange Laptop/Desktop with Internet facility, Scanner and Printer to the Expert Visit Committee (only in offline mode)

- i. The Expert Visit Committee shall submit the following to the Regional Office (If conducted in offline mode)
  1. Its visit Report in the prescribed format.
  2. Attested Copies of documents (as applicable) as mentioned in **Appendix 16** of the Approval Process Handbook
  3. Confirmation regarding uploading of Video recording of the Expert Visit Committee in you tube and link on AICTE web portal.
  4. Attendance sheet duly signed / authenticated by the members of the Expert Visit Committee and representatives of Applicant Trust/ Society/Company present during the visit.
- j. The Regional Officer shall ensure that the Expert Visit Committee Report is complete in all respect.
- k. The scanning and uploading of the Scrutiny/Re-Scrutiny Committee Report and Expert Visit Committee Report shall be done by the concerned Regional Office.

### 1.8 Evaluation of the Application by Regional Committee

- a. The Reports of Scrutiny/ Re-Scrutiny Committee and Expert Visit Committee, as applicable, shall be made available to the Regional Committee. The Regional Committee shall consider these Reports along with the views of concerned State Government/ UT and affiliating University/ Board, if any, and shall recommend the application for further processing. The Regional Officer shall ensure that the Regional Committee Report is complete in all respect.
- b. Regional Officer concerned, while forwarding the recommendations of the Regional Committee for further processing of issuance of LoA or otherwise to AICTE Headquarters shall verify that the procedure and parameters prescribed under these Regulations and Approval Process Handbook are followed by the Scrutiny/ Re-Scrutiny Committee, Expert Visit Committee and Regional Committee.
- c. The Approval Bureau at AICTE Headquarters shall also verify that the procedures and parameters prescribed under these Regulations and Approval Process Handbook are followed. The concerned Officer in Approval Bureau shall ensure that all the fields of all the Reports are filled completely. If not, the same shall be brought to the notice of the Council.

## 1.9 Grant of Approval

- a. The Executive Committee (EC) after considering the recommendations of the Regional Committee (RC) and views of the Approval Bureau shall take decision either to grant of approval or otherwise. The decisions of the Executive Committee shall be ratified by the Council.
- b. The decision of the Executive Committee shall be uploaded on the Web-Portal in the form of Letter of Approval (LoA) or Letter of Rejection (LoR). Also, Speaking Order will be made available on AICTE web portal in case of LOR with specific reasons for rejection of the application.
- c. Applicants for starting new Technical Institutions other than Government/ Government aided Institutions whose applications are recommended for Letter of Approval (LoA) by the Executive Committee shall be informed for the creation of Security Deposit as per APH Provisions.
  - i. Existing Institutions applied under **Clause 1.3.5** and in existence for more than 10 years with the respective Regulatory Bodies are exempted from the payment of Security Deposit.
  - ii. Applicants, whose applications (**Clause 1.5.2**) are recommended for starting new Technical Institutions shall create the Security Deposit for the balance amount of the Security Deposit created earlier, as per the requirements of the Approval Process Handbook for the remaining period of 10 years, as applicable. No deposit is required where NOC was already issued to the Institution for the release of the earlier FDR.
  - iii. The Applicant shall submit the proof for payment of the Security Deposit along with an **Affidavit 3** within 15 days from the date of intimation by the concerned Regional Office, else a penalty of 10% and 50% of the value of the Security Deposit shall be imposed up to 31<sup>st</sup> May and 31<sup>st</sup> July of the Calendar Year respectively, beyond which the approval shall be withdrawn.
  - iv. In case of the Technical Institutions granted Letter of Approval that failed to admit the students in the current Academic Year due to Non-affiliation by the University/ Board or Non-Fulfilment of State Government/ UT requirements shall submit an Affidavit for the same within 7 days from the date of intimation for the credit of Security Deposit in AICTE bank account to the concerned Regional Office. Such Applicants are permitted to pay the Security Deposit in the next Academic Year as per the above deadlines.
  - v. Applicants shall deposit the prescribed amount in AICTE's bank account as applicable to the category of the Institutions indicated below:

### Security Deposit applicable for Institutions under Different Programmes ₹ in Lakh<sup>#</sup>

Sl. No.	Programme	Diploma/Post Diploma		Under Graduate		Post Graduate Diploma/Post Graduate Degree	
		Minority/ Women's/ PwD/ J&K/ Ladakh/ North Eastern States	Others	Minority/ Women's/ PwD/ J&K/ Ladakh / North Eastern States	Others	Minority/ Women's/ PwD/ J&K/ Ladakh / North Eastern States	Others
1	Engineering and Technology	12	15	28	35	28	35
2	Planning	12	15	12	15	12	15
3	Applied Arts and Crafts	12	15	12	15	12	15
4	Design	12	15	12	15	12	15
5	Hotel Management and Catering Technology	12	15	12	15	12	15
6	MCA	-	-	-	-	12	15
7	Management	12	15	-	-	12	15

<sup>#</sup>The amount shall be double in case of private leased building.



- d. The amount deposited by the Institution shall remain with the Council for 10 years. The interest accrued on this deposit shall be utilized by the Council for Institutional Development activities, Quality Improvement Programme for Faculty, giving Scholarships to students, etc.
- e. The Principle amount shall be returned to the Trust/ Society/ Company on completion of the term. However, the term of the deposited amount could be extended for a further period as shall be decided on a case to case basis and/ or forfeited in case of any violation of norms, conditions, and requirements/ Non-Performance by the Institution/ Complaints against the Institution.
- f. Validity of the Letter of Approval for the new Technical Institutions, if issued, shall be for two Academic Years from the date of issue of Letter of Approval, only for obtaining affiliation from the respective University/ Board and fulfilling State Government/ UT requirements for admission in the respective Academic Year.
- ALL the Applicants issued LoA for starting the new Technical Institutions shall apply on AICTE Web-Portal for Extension of Approval as specified in the Approval Process Handbook for the next Academic Year onwards, irrespective of the admission of the students or otherwise.
- NOTE:** On Expiry of the Validity of Two Years, the LoA issued Stands Cancelled.
- g. An Expert Visit Committee may be conducted any time before the first batch of students has passed out, to verify the fulfillment of the norms as specified in the Approval Process Handbook.
- h. The Council shall Normally not grant Conditional Approval to any Institution.
- i. Applications for an existing Institution for the Closure of the Institution and starting a new Technical Institution in the same premises in the same year rejected by Council shall be processed for the Closure of the Programme/ Institution (as applicable)/ Extension of Approval, as per the choice mentioned in the application following the procedure specified in Chapter II of the Approval Process Handbook. However, it is the responsibility of the Institutions to inform the rejection of the Council to the concerned authorities who had given the NOC for the Closure of the Institution in view of their application.
- j. A Letter of Approval (LOA)/Letter of Rejection (LOR) with the reasons for rejection of the application shall be issued to the Institution through Web-Portal, on or before 30<sup>th</sup> April of the Calendar Year.
- k. Any Institution/ Applicant, if aggrieved by the decision of the Executive Committee, shall appeal as per **Clause 1.10** of this Chapter and the final decision of the Council shall be intimated through portal on or before 30<sup>th</sup> April of the Calendar Year.
- l. LoA shall not be granted after 30<sup>th</sup> April of the Calendar Year in compliance to the order dated 13.12.2012 passed by the Hon'ble Supreme Court of India in CA No.9048/ 2012.
- NOTE:** In the event of any discrepancy in the issued LOA, brought to the notice of the Council, a Corrigendum LOA shall be issued with the approval of Competent Authority.

### 1.10 Appeal Procedure

- a. As per the provisions laid down in **Clause 1.9** of this Chapter, an Institution/ Applicant, if aggrieved by the decision of the Executive Committee shall have the right to appeal (through portal) once to the Council within 7 days from the date of issue of LoR.
- b. The appeal of the Institution shall be considered by the Standing Appellate Committee. The appeal schedule shall be notified on the Web-Portal/website.
- c. Applicants should adhere to the given schedule of Standing Appellate Committee and not to remain absent in view of the stern time limit given by the Hon'ble Supreme Court. Hence, the Applicants are instructed to be prepared with the supporting documents in proof of the compliance of deficiencies and present the same to the Committee, even in case of short notice.
- d. The Report of the Scrutiny/ Re-Scrutiny Committee and Expert Visit Committee (as applicable) shall be placed along with the observations of the Approval Bureau, before the Standing Appellate Committee on the date and time scheduled by AICTE. An Officer of the Council concerned shall assist the Committee and place relevant records and documents before the Committee and make necessary arrangements for the conduct of the meetings; however, he/ she shall not be a part of the Committee.
- e. Two representatives of the Applicant (Chairman/Secretary of the Trust/ Society/ Company or Principal/ Director/ Faculty of the Institution/ Trustee duly authorized by them) along with Self-Attested Photo ID proof shall present their case along with the supporting documents before the Standing Appellate Committee.





- f. The Standing Appellate Committee shall either Recommend/ Not Recommend the case to the Council or recommend for scrutiny / Expert Visit Committee. Accordingly, Scrutiny /Expert Visit Committee shall be conducted as per **Clause 1.6/1.7** of this Chapter and the reports of the same shall be placed before another Standing Appellate Committee inviting the representatives of the Institution along with the compliance and supporting documents for taking a final decision as to Recommend/ Not Recommended.
- g. The concerned Officer in Approval Bureau shall ensure that all the fields of all the Reports are filled completely & in order.
- h. The recommendations of the Standing Appellate Committee shall be placed before the Council whose decision shall be final and the same shall be uploaded on the Web-Portal.
- i. Applicants, whose applications are recommended for grant of approval by the Council, shall be informed for submission of Security Deposit along with an **Affidavit 3** as per **Clause 1.9(c)** of this Chapter.
- j. A Letter of Approval (LOA)/Letter of Rejection (LOR) with the reasons for rejection of the application shall be issued to the Institution through Web-Portal, on or before 30<sup>th</sup> April of the Calendar Year.

### 1.11 Appointment of Principal/Director and Faculty in Newly Approved Institution/ Programme

- a. New Technical Institutions granted Letter of Approval shall comply with the appointment of Faculty/ Principal/ Director as the case may be, as per Policy regarding minimum qualifications, pay scales etc., as specified in the Approval Process Handbook.
- b. Institutions shall appoint Faculty/Principal/Director, other Technical Supporting Staff and Administrative Staff strictly in accordance with the methods and procedures of the concerned affiliating University/ Board, State Government/ UT and Hon'ble Court directions, if any, and as applicable in the case of selection procedures and Selection Committees.
- c. The information about these appointments of Faculty /Principal/Director, in the prescribed Format shall be uploaded on the Web-Portal of AICTE.
- d. An Institution shall not commence the Courses, without the appointment of all the Faculty members and other Staff.

### 1.12 Process Flow Chart for the Establishment of a New Technical Institution is given in Annexure 5 of the Approval Process Handbook.

**NOTE:** All the Scrutiny/Re-Scrutiny and EVC will be conducted in online mode. Under extraordinary circumstances (including Court directions) the Scrutiny / Re-Scrutiny and EVC will be conducted in Offline mode also. All the processing of Scrutiny /Re-Scrutiny / EVC will be recorded to have Transparency and Accountability. Signature of experts on documents submitted/uploaded by Institute on portal is not necessary if verified online.

- In compliance of the order dated 08.11.2019 passed by the Hon'ble Supreme Court of Indian CA No.364/ 2005, for the existing Institutions offering Courses in Architecture Programme, approval by the Council of Architecture (CoA) is mandatory and AICTE approval is NOT required.
- In compliance of the order dated 05.03.2020 passed by the Hon'ble Supreme Court of India in Transferred Petitions (CIVIL) No 87-101 of 2014, for the existing institutions offering courses in Pharmacy Programme, approval of Pharmacy Council of India (PCI) is mandatory and AICTE approval is NOT required.
- State Public, Private Universities and Central Universities are also not required to take AICTE approval as per the AICTE Act. However, some of the Universities are seeking approval of AICTE for availing the benefits of AICTE Schemes/ Initiatives as per the prevailing policies/norms. Similarly, INTERESTED Architecture and Pharmacy Institutions may apply to AICTE for approval, provided, they are already having valid approval of CoA and PCI, respectively on the day of application.



# CHAPTER-II

## Existing Institutions

### Grant of Approval through Online Application for the following:

- Extension of Approval based on Self-Disclosure
- Introduction/ Continuation of seats for Non Resident Indian(s)
- Change of Site/ Location
- Conversion of Diploma Level into Degree Level and vice-versa
- To start new Programme/ Level in the existing Institutions
- Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus or City
- Extension of Approval of the existing Institutions after a break in the preceding Academic Year/ Restoration of Intake
- Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Children of Indian Workers in Gulf Countries
- Conversion of Women's Institution into Co-ed Institution and vice-versa
- Increase in Intake/ Additional Course(s)
- Introduction of Integrated/Dual Degree Course
- Closure of the Institution
- Introduction/ Continuation of Fellow Programme in Management
- Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/Course(s)
- Change in the Name of the Institution or Affiliating University/ Board or Type of Institution (Institution(s) converted into a University)
- Change in the Minority Status of the Institution
- Change in the Name of the Bank
- Change in the Name of the Trust/ Society/Company
- Extended EoA

### 2.1 Introduction

- a. Institution offering Technical Programme(s)/ Course(s) shall not admit students without prior approval of the Council.
- b. Each Institution offering Technical Programme at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level shall submit an application through AICTE web portal to the Council every year for Extension of Approval of Course(s).
- c. In view of the National Perspective Plan, the existing Institutions applying for New Programme / Level/ Increase in Intake/ Additional Course(s) in Engineering and Technology shall be permitted ONLY in EMERGING/MULTI DISCIPLINARY AREAS.
- d. The applications received shall be processed as per the norms and procedures specified in the Approval Process Handbook. The Institution shall also have to adhere to the existing Central, State and Local Laws and norms of other Regulatory Body, if applicable.



- e. In case of Institutions having Lease agreement for Land, the Council shall not issue EoA from the Year in which the Live Lease is equal to the number of years of the Course having the maximum duration. However, if such Institutions submit the Lease extended for a further 30 years with at least 25 years of Live Lease, EoA shall be considered.

## 2.2 Time Schedule for Processing of Applications

- a. AICTE shall notify through a Public Notice in the leading newspapers and through AICTE Website from time to time inviting applications with cut-off dates for various categories and processing thereof. The time schedule mentioned in the Public Notice/ AICTE Website shall be final and binding. To process any request from the Institutions regarding approval, online application is mandatory. Applications submitted offline are not valid.
- b. The submission of an application on the AICTE Web-Portal and payment of TER Charges shall not be later than the last date as notified in the Public Notice / AICTE Website.

## 2.3 Submission of Application by the Promoter

### 2.3.1 Allotment of USER ID

- a. If the institution has not obtained USER ID & Password previously, a unique USER ID along with password shall be allotted on payment of ₹5000/- (Five Thousand Only), through the payment gateway on AICTE Web-Portal @www.aicte-india.org
- b. If any existing Institution has forgotten the Password, the Institution shall apply online for a new password. Technical Education Regulatory (TER) Charges of ₹5000/- (Five Thousand Only) shall be made through the payment gateway on the AICTE Web-Portal. The proof of payment and an **Affidavit 1** for "Forgotten Password" shall be submitted to the concerned Regional Office/ Uploaded on the portal. Regional Officer shall verify and make necessary recommendations on the portal for allotment of Password to the Applicants.
- The existing Institutions using their Login credentials shall enter/ edit data as required.
  - The application in the prescribed Format shall be submitted on AICTE Web-Portal and a unique identification number is allotted to each application for further reference. The status of the application shall be tracked at various stages of processing

### 2.3.2 Seeking Approval of the Council for

- a. Extension of Approval based on Self-Disclosure
- b. Introduction/ Continuation of seats for Non Resident Indian(s)
- c. Change of Site/Location
- d. Conversion of Diploma Level into Degree Level and vice-versa
- e. To start new Programme/ Level in the existing Institutions
- f. Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus or City
- g. Extension of Approval of the existing Institutions after a break in the preceding Academic Year/ Restoration of Intake
- h. Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Children of Indian Workers in Gulf Countries
- i. Conversion of Women's Institution into Co-ed Institution and vice-versa
- j. Increase in Intake/ Additional Course(s)
- k. Introduction of Integrated/Dual Degree Course
- l. Closure of the Institution
- m. Introduction/ Continuation of Fellow Programme in Management
- n. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/Course(s)
- o. Change in the Name of the Institution or Affiliating University/ Board or Type of Institution (Institution(s) converted into a University)



- p. Change in the Minority Status of the Institution
- q. Change in the Name of the Bank
- r. Change in the Name of the Trust/ Society/Company
- s. Extended EoA

NOTE: ALL Standalone PGDM/PGCM institutions who have NOT uploaded full details of all the students since inception of the program on AICTE web portal despite continuous correspondence over the last three years shall NOT be allowed to apply for any of the categories mentioned above.

### 2.3.3 Technical Education Regulatory (TER) Charges

- a. TER Charges ₹ in Lakh for various applications of (Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree) Institutions are given Technical Education Regulatory (TER) Charges below:

TER Charges (₹ in Lakhs)									
Type of Institution	Extension of Approval based on Self-Disclosure				Penalty for Late Submission	Break in EoA/ Restoration of Intake	Introduction of OCI / FN / Children of Indian Workers in the Gulf Countries seats	Continuation of OCI/ FN/Children of Indian Workers in the Gulf Countries seats per Course	Introduction of Fellow Programme in Management
	Per Division			All Programmes (except PGDM/ MBA)					
	PGDM/ MBA	Vocational Courses							
Minority Institution / Institution set up in J&K/ Ladakh/ North Eastern States / Institution set up Exclusively for Women/PwD	0.10	0.25	Nil	2.0	2.0	4.0	0.25	1.0	
Government/ Government Aided Institutions / Central University/State University*	Nil	Nil	Nil	0.10	Nil	Nil	Nil	Nil	
All other Institutions	0.15	0.30	Nil	2.0	2.0	5.0	0.25	1.0	

TER Charges (₹ in Lakhs)			
Type of Institution	Change of site/Location / Conversion of Diploma Level into Degree Level /To start New Programme /Level in the existing Institutions/ Change in the Name of the Trust / Society/ Company/Merger of Institutions under the same Trust /Society/ Company operating in the same Campus/City#	Conversion of Degree Level into Diploma Level/Conversion of Women's Institution into Co-ed Institution and vice-versa/ Introduction or Continuation of NRI seats/Increase in Intake/ additional Course(s) including "Maximum Intake Allowed"/ Introduction of Integrated/Dual Degree Course(s)	Closure of the Institution/ Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/Closure of Programme (s)/Course(s)/Change in the Name of the Institution/ affiliating University/Board* or Type of Institution(Institution(s) converted into a University)/ Change in the Minority Status of the Institution
Minority Institution/ Institution setup in J&K/ Ladakh/North Eastern States/Institution set up Exclusively for Women/PwD	2.0	0.75	0.40
Government/Government aided Institutions**	Nil	Nil	Nil
All other Institutions	3.0	1.0	0.50



TER charges for EoA based on Self-Disclosure and Continuation of OCI/ FN/ Children of Indian Workers in the Gulf Countries seats are considered for the number of Divisions and Courses respectively of the Applied Intake. No TER Charges shall be levied for Postgraduate Degree Courses other than MCA and Management.

In case of affiliated Institutions in Rural areas, a concession of ₹ 5000/- (Rupees Five Thousand only) per Division is granted for EoA based on Self-Disclosure. The concession is not applicable to the Institutions in Rural areas falling under Minority Institution/ Institution set up in J&K/ Ladakh/ North Eastern States/ Institution set up exclusively for Women/ PwD, where the concession is already given.

\* No TER Charges shall be levied, if the State Government/ UT changes the jurisdiction of the affiliating University.

\*\* NO TER Charges shall be levied for Government Aided Institutions (even if they are running self-financing courses)

# If the Parent and Child Institution(s) are located in the same Campus within an aerial distance of 1km and fulfil the Land Norms (without any relaxation for land as per **Clause 2.10.1.e**), TER Charges to be paid is ₹ 1 Lakh (Rupees One Lakh only).

**NOTE:**

- TER Charges for Change in the Name of the Bank is ₹5000/-(Five thousand).
  - Above TER Charges (other than EoA based on Self-Disclosure and Continuation of OCI /FN/Children of Indian Workers in the Gulf Countries seats)are applicable irrespective of number of Divisions/Courses.
  - TER Charges shall NOT be refunded in any case, if the application is processed and rejected as specified in this Approval Process Handbook.
- b. In an extraordinary circumstance, if an additional Scrutiny Committee and Standing Hearing Committee/ Standing Appellate Committee has to be conducted (including the Court directions) to any type of Institutions (other than Government/Government Aided), then the Applicant has to remit ₹ 0.5 Lakh through online as an additional TER Charges.
  - c. In an extraordinary circumstance, if an additional Expert Visit Committee has to be conducted (inclusive of the Court directions) to any type of Institutions (other than Government/Government Aided), the Applicant has to remit ₹1.0 Lakh through online as an additional TER Charges.
  - d. The TER Charges shall be paid through AICTE payment gateway on AICTE Web-Portal within the deadline, failing which, the application shall not be considered for processing.
  - e. Only those applications submitted within the cutoff date shall be considered for processing, subject to realization of the Payment.
  - f. Applications submitted under Change of Site/ Location/ Conversion of Diploma Level into Degree Level/ To start new Programme/ Level in the existing Institutions/ Merger of Institutions (under the same Trust/ Society/ Company operating in the same Campus or City),if rejected at the Level of Scrutiny/Re-Scrutiny without availing the appeal provision, the TER Charges after a deduction of ₹ 0.5 lakh shall be refunded to the Applicant.
- 2.3.4 All Applicants shall ensure that the data entered/edited are correct. Facility to edit the data is available until the final submission of the online application.
  - 2.3.5 AICTE Web-Portal permits the generation of Deficiency Report for the online submitted applications.
  - 2.3.6 After the final submission of the application, the data shall not be allowed for any further editing, till the processing of application is completed. Hence, the Applicants shall exercise utmost caution before pressing the "SUBMIT" tab.





- 2.3.7 Application should be submitted on the AICTE Web-Portal @ [www.aicte-india.org](http://www.aicte-india.org) on or before the last date as notified in the Public Notice /AICTE Website.
- 2.3.8 If an Institution has wrongly submitted an application, the same may be represented to AICTE, Headquarters along with the Resolution of the Trust/ Society/ Company (Director/principal/ Authorized person in case of government institutions), duly signed by the Chairman/ Secretary to that effect in the **Format 3**, within 7 days before the last date as notified in the Public Notice for Approval process /AICTE Web-Portal.

The application shall be reopened ONE TIME to enable the Institution to rectify the same and resubmit with necessary TER Charges along with the Penalty for Late Submission (as applicable), with the approval of Competent Authority.

After the submission of the application, if an institution intends to revoke the application for a specific purpose (other than Extension of Approval), the same shall be represented by the Institution to AICTE, Headquarters along with the Resolution of the Trust/ Society/ Company, duly signed by the Chairman/ Secretary to that effect in the **Format 3**, at least within 7 days from the last date as notified in the Public Notice /AICTE Website. Such requests shall be processed and placed before the Executive Committee for approval. The decision of the Executive Committee shall be communicated to the Institution through the Web-Portal. If approved, the TER Charges after a deduction of ₹0.25 Lakh/- shall be refunded to the Applicant and if the Closure of the Course(s)/Programme(s)/Institution is revoked as per the approval of the Council, the necessary TER Charges for Extension of Approval along with the Penalty for Late Submission, as applicable (application will be treated as late submitted), shall be paid.

If an Applicant intends to withdraw the application for Closure of the Institution/ Programme(s)/ Course(s) which is pending while processing for non-submission of documents, the same shall be revoked on or before 10th April of the Calendar Year, only if the concerned University/ Board/ State Government/ UT gives consent to withdraw the application for Closure, else the application shall be processed ONLY for the Closure of the Institution/ Programme(s)/ Course(s). In case, the Closure of the Institution/ Programme(s)/ Course(s) is revoked as per the approval of the Council, the necessary TER Charges for Extension of Approval along with the Penalty for Late Submission, as applicable (application will be treated as late submitted), shall be paid.

- 2.3.9 An **Affidavit 2** sworn before First Class Judicial Magistrate or Public Notary or an Oath Commissioner on ₹100/- Non-Judicial stamp paper/ e-stamp paper shall be Digitally Signed & uploaded on AICTE web portal. In case of any false information, AICTE shall invoke the provisions, civil and/or criminal as per the Regulations in place.
- 2.3.10 All Institutions shall upload the documents (Digitally Signed using DSC) as per **Appendix 17** of the Approval Process Handbook on AICTE Web-Portal. Hard Copies of the Application/ Additional Documents NEED NOT be submitted to the Regional Office.
- Applications other than Extension of Approval to be processed by the Scrutiny/Re-Scrutiny Committee shall present their application and ALL original documents along with self- attested copies before the Committee
- 2.3.11 Institution/ Trust/ Society/ Company or a member belonging to these, if charge-sheeted, Extension of Approval to such Institution shall not be withheld on the basis of charge-sheet filed by the CBI. AICTE shall consider the grant of Extension of Approval on its merit after looking into material collected by CBI in the investigation and shall conduct Scrutiny of documents, Expert Visit Committee and Standing Appellate Committee as required.
- 2.3.12 Applications complete in all respects shall only be considered for processing.
- The applications submitted online along with applicable processing fees (if any) shall be processed as per the norms and procedures specified in the Approval Process Handbook. The Institution shall also have to adhere to the existing Central, State and Local Laws.
- 2.3.13 Institutions at random would be subject to surprise inspection for the fulfillment of the norms of the Approval Process Handbook.



2.3.14. If any document submitted is found to be fraudulent, criminal case shall be filed against the Director/Principal of the Institution and Chairman/ Secretary of the Trust/ Society/Company.

**2.4 The Institution shall be given an opportunity to submit the compliance of deficiencies (if any), before the Scrutiny/ Re-Scrutiny Committee, to fulfil the criteria of “Nil Deficiency” based on Self-Disclosure, for processing the application, as applicable.**

## **2.5 Extension of Approval based on Self-Disclosure**

### 2.5.1 Requirements and Eligibility

The Institution seeking approval for EoA shall apply on AICTE Web-Portal along with the documents as per **Appendix 17** of the Approval Process Handbook.

### 2.5.2 Procedure

- a. Grant of Extension of Approval is based on Self-Disclosure of required facilities and Infrastructure availability as submitted online on AICTE Web-Portal @ www.aicte-india.org. The Council shall grant the desired approval, only after confirming that the Applicant had fulfilled all the norms and standards specified in the Approval Process Handbook.
- b. The Council shall monitor for fulfilment of all norms by the Institution and in the event of Non-Fulfilment, the Council shall initiate penal action as per the Regulations.
- c. In case of The Technical Institutions granted Letter of Approval but failed to admit the students due to Non-affiliation by the University/ Board or Non-Fulfilment of State Government/ UT requirements, the deficiency/ requirement of Faculty and infrastructural facilities shall be calculated from the year of the admission of the students.

## **2.6 Introduction/ Continuation of Seats for Non Resident Indian(s)**

### 2.6.1 Requirements and Eligibility

- a. The existing Institutions are eligible to apply for the Introduction of NRI only after one batch of students has passed out.
- b. The existing Institution seeking approval for admitting Sons/ Daughters of Non Resident Indian(s), Institutions shall apply on the AICTE Web-Portal.
- c. Five percent (5%) of seats within “Approved Intake” shall be allowed for admission under NRI category.
- d. The Institution shall have “Nil Deficiency” based on Self-Disclosure as per the Report generated.
- e. The existing Institutions seeking approval for the Introduction of Non-Resident Indian(s) shall apply on AICTE Web-Portal along with additional documents as per **Appendix 17** of the Approval Process Handbook

### 2.6.2 Procedure

- a. Grant of Approval for admission under NRI is based on Self-Disclosure of required facilities and Infrastructure availability as submitted online on AICTE Web-Portal.
- b. In the event of non-availability of students in NRI seats, the seats shall be given to general candidates as per merit. However, regular Fee shall be applicable to these candidates thus admitted against vacant NRI seats.

### 2.6.3 Continuation of NRI Seats

The Institution shall submit an online application (request through portal) for continuation of approval for NRI seats for each course, as a part of application of Extension of Approval, every year, giving details of Faculty and other facilities.

### 2.6.4 Admission and Fee

- a. Competent Authority for admission shall be the same as for regular admission and shall fetch a list of Technical Institutions who have sought approval from the Council.



- b. The Competent Authority for admission shall display the availability of NRI seats, course/ branch wise, in various Institutions, for information of candidates during all stages of admission so that the students can freely exercise their informed choice. The Institutions shall publish on their Brochure and Web site, the number of NRI seats available in the Course(s)/Division(s).
- c. Competent Authority for admission shall prepare a merit list of Applicants by inviting applications from eligible NRI students and effect admission strictly on merit basis.
- d. A letter in this respect shall be issued by the Competent Authority for admission to each beneficiary. Students admitted under this scheme shall not be allowed to change Institution/ Course under any circumstances.
- e. The Institutions shall also display information regarding admitted candidates in their Websites for information to the students and other stake holders.
- f. The concerned State Government/ UT shall notify the tuition and other Fee for candidates to be admitted under NRI seats.

## 2.7 Change of Site/Location

### 2.7.1 Requirements and Eligibility

- a. The existing Institution seeking approval for the Change of Site/ Location shall apply on AICTE Web-Portal along with the Extension of Approval as per norms.
- b. The additional documents to be submitted for Change of Site/ Location shall be as per **Appendix 17** of the Approval Process Handbook.
- c. The Change of Site/ Location shall be allowed within the jurisdiction of the current affiliating University/ Board. For PGDM Institutions, the Change in Site/ Location shall be allowed within the City/Town. However, the convenience/approach ability of all stake holders of the Institution to the new Site/ Location shall also be taken care.

### 2.7.2 Procedure

- a. The application shall be processed as per **Clause 1.6** of the Approval Process Handbook Scrutiny/Re-Scrutiny Committee followed by an Expert Visit Committee. The date of the visit shall be communicated through e-mail/ AICTE Website. It shall be necessary to provide Built-up area as per norms required for the conduct of all the existing Programme(s) and Course(s) at the new Site/ Location. The Expert Visit Committee shall verify the completeness of Infrastructure ONLY to ensure that academic and other activities be initiated at the new Site/Location.
- b. The Equipment, Library and other movable property in the existing Institution shall be shifted to the new Site/ Location, only after approval by the Council for Change of Site/ Location.
- c. After shifting of the Equipment, Library and other movable property from the existing Institution to the new Site/ Location another Expert Visit Committee shall be conducted before the start of academic session of the current Academic Year again to verify the availability of facilities at the new Site/Location.
- d. The Change of Site/Location shall be effected only on receipt of final approval in respect of new Location and approval for activities at previous Location shall cease.
- e. On approval of new Location, all activities of the Institution shall necessarily be carried out at newly approved Location only.
- f. Any violation in this respect shall lead to Withdrawal of Approval and Institution shall not be allowed to continue its activities in either of the Locations.
- g. Request for approval for partial shifting of the Programme(s) and Course(s) in the Institution shall not be considered.



- 2.7.3 If any Institution is found to function in an unauthorized /temporary location, violating the norms as specified in the Approval Process Handbook, the Council shall take appropriate action.

## 2.8 Conversion of Diploma Level into Degree Level and Vice-Versa

### 2.8.1 Requirements and Eligibility

- a. The existing Institutions shall be eligible for Conversion of Degree Level into Diploma Level and vice-versa in the same Specialization in ONE Programme only.
- b. The Institutions which are in existence for a minimum period of 5 years ONLY are eligible.
- c. The existing Institutions applying for Conversion of Degree Level into Diploma Level and vice-versa in any Programme shall have to apply for Progressive/ Complete Closure of ALL the existing Courses including Post Graduate Course(s) in the corresponding discipline, if any.
- d. If the application for Conversion is being rejected, the same shall be processed for the Closure of the Institution/issue of Extension of Approval as per the choice mentioned in the application.
- e. The additional documents to be submitted for the Conversion of Diploma Level into Degree Level and vice-versa shall be as per **Appendix 17** of the Approval Process Handbook.
- f. Merger / Addition of new Courses in Conventional / Traditional Disciplines are NOT permitted.
- g. The Conversion shall be permitted for all the Courses in the said Level, however, Partial conversion of few Courses in the said Level is not permissible. In case, closest available nomenclature does not exist in **Annexure 3 or 4** of the Approval Process Handbook, then such Course(s) shall not be permitted for Conversion.
- h. The applicant shall submit a copy of the application to the affiliating University/Board and their views on the same shall be forwarded to the concerned Regional Office, not later than one week from the last date of submission of application as per the Public Notice.
- i. In the absence of the receipt of the views from the affiliating University/ Board on the application, the Council shall proceed for further processing as per the provisions in the Approval Process Handbook
- j. The Institution may also seek change in the Name of the Institution

### 2.8.2 Procedure

- a. The existing Institution seeking approval for Diploma Level into Degree Level and vice-versa shall apply for the Course(s) corresponding to the existing one as per **Annexure 3 or 4** of the Approval Process Handbook (as applicable) on AICTE Web-Portal as per the norms. In case, the closest available nomenclature does not exist as per **Annexure 3 or 4** of the Approval Process Handbook, then such Course(s) shall have to be applied for Closure.
- b. The application for the Conversion of Diploma Level into Degree Level shall be processed as per **Clause 1.6** of the Approval Process Handbook (Scrutiny/ Re-Scrutiny Committee \* followed by an Expert Visit Committee). The date of visit shall be communicated through e-mail/web portal.
- c. Conversion of Degree Level into Diploma Level shall be processed through Scrutiny/ Re-Scrutiny Committee ONLY (No EVC).
- d. It shall be necessary to provide adequate Infrastructural facilities as specified in the Approval Process Handbook to conduct all Programme(s) and Course(s).
- e. The Conversion of Diploma Level into Degree Level and vice-versa shall be affected only after the grant of approval by the Council and the intake shall be fixed as that of the "Approved Intake" of the Courses.



- f. If the application for Conversion of Diploma Level into Degree Level and vice-versa is not approved, EoA to the Institution shall be issued, however, the deficiencies noted by the Scrutiny/ Re-Scrutiny/ Expert Visit Committee (as applicable) shall be fulfilled before the issue of EoA for the next Academic Year.

2.8.3 Applications for the Conversion of Diploma Level into Degree Level and vice-versa, rejected by Council shall be processed for the Closure of the Programme/Institution (as applicable)/ Extension of Approval, as per the choice mentioned in the application following the procedure specified in Chapter II of the Approval Process Handbook. However, it is the responsibility of the Institutions to inform the rejection of application by the Council to the concerned authorities who had given the NOC for the Closure of the Institution in view of their application.

**NOTE:** Land relaxation and refund of Security Deposit in excess shall NOT be allowed for Institutions applying for the Conversion of Degree Level into Diploma Level. In case of applications seeking vice-versa, the norms as specified in the Approval Process Handbook shall have to be fulfilled

## 2.9 To start New Programme/ Level in the Existing Institutions

### 2.9.1 Requirements and Eligibility

- a. The existing Institutions seeking approval to start new Programme/ Level shall apply on AICTE Web-Portal along with the Extension of Approval for the existing Programme(s) and Course(s) with the additional documents as per **Appendix 17** of the Approval Process Handbook. However, the Institutions shall be permitted to apply for the same only after one batch of students passes out. Existing Institutions shall be permitted to start programme/ course(s) in Engineering and Technology ONLY in Emerging/Multi disciplinary areas.
- b. The Institutions applying under Break in EoA /Restoration of Intake are NOT eligible to apply.
- c. The Institutions applying under this category shall not be eligible to apply for other categories listed under Chapter II/ III of the Approval Process Handbook except Extension of Approval/ Continuation of NRI/ supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/Children of Indian Workers in Gulf Countries for the existing Course(s).
- d. The Institutions shall be permitted to apply ONLY for ANYONE Level (Diploma/ Under Graduate Degree) in an existing Programme/ a new Programme, not exceeding THREE Division(s)/ Course(s)
- e. To start additional/ new Courses at Post Graduate Level, the same shall be processed as per **Clause 2.14** of the Approval Process Handbook wherever corresponding/ allied Under Graduate Level is available. However, the Constituent Colleges of State/Central Universities shall be permitted to start Post Graduate Level without corresponding/ allied Under Graduate Level.
- f. The Built-Up area requirement for the entire duration for all the Programme(s)/ Level(s) shall be fulfilled in all respects and shall maintain Faculty: Student ratio as specified in the Approval Process Handbook. Common facilities shall cater the need of the total "Approved Intake" with total Built-up area equal to the sum total of the area requirement of each Programme(s)/Level(s).
- g. The total land required shall be the highest amongst the programs/levels being offered by the Institute. However, institute should have sufficient built up area to cover all the requirements of ALL the programs/levels conducted as per the provisions of Approval Process Handbook.
- h. Although AICTE does permit sharing of resources, the institute shall provide ample space for play-ground (owned or hired) facilities for indoor and outdoor sports for the students either in the Campus or through arrangements with other adjacent Institutions, Corporation grounds, private facilities, etc.





- i. The Principal of the Institution shall have the qualifications (satisfying AICTE norms) preferably corresponding to the Programme having the maximum "Approved Intake".
- j. The Institution may also seek to change in the Name of the Institution

#### 2.9.2 Procedure

- a. The application shall be processed as per **Clause 1.6** of the Approval Process Handbook (Scrutiny/Re-Scrutiny Committee) followed by an Expert Visit Committee as per **Clause 2.25** of the Approval Process Handbook. The date of visit shall be communicated through e-mail.
- b. If the application for the new Programme/Level is not approved, EoA of the Institution shall be issued, however, the deficiencies noted by the Scrutiny/ Re-Scrutiny/ Expert Visit Committee shall be fulfilled before the issue of EoA for the next Academic Year.

### 2.10 Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus or City

In view of National Education Policy 2020, to encourage multidisciplinary approach in Higher Technical Education the earlier limit of 2 km (Aerial Distance) has been extended to City Limits.

- Parent Institution - An Institution where prospective learning takes place after the Merger.
- Child Institution(s) - Institution(s) from which the Courses are to be shifted to the Parent Institution and cease to exist upon approval of merger of the Institutions.

#### 2.10.1 Requirements and Eligibility

- a. The existing Institutions of the same Trust/ Society/ Company operating in the same location/ city shall be permitted to merge into a single Institution with all the facilities at the proposed Parent Institution and/ or part/ full facilities of the Child Institution(s), if necessary.
- b. If all the required facilities are available exclusively in the Parent Institution (without depending on the facilities of the Child Institution(s)), as the Child Institution(s) shall be considered for Complete Closure. However, the convenience/ approachability of all stakeholders of the Child Institution(s) to the Site/ Location of the Parent Institution shall also be taken care of by the Institutions (including commutation).

**NOTE:** Intra-Day movement of Students and Faculty NOT Allowed under any circumstances (in case of infrastructure & other facilities required by Parent institution after merger are in multiple locations). Institutions going for such merger shall duly inform all the stakeholders regarding schedule of conduct of Programs / Courses prior to admission.

- c. The Institution shall also select the Parent Institution's PID and may seek changes in the Name of the Institution.
- d. The Built-Up area requirement and other facilities required for the entire duration of all the Programmes /Courses shall be fulfilled in all respects and shall maintain Faculty: Student ratio as specified in the Approval Process Handbook.
- e. The total Land after the Merger shall be same as the highest Land required amongst all the Programme(s).
- f. The child Institutions shall apply on the AICTE Web-Portal along with their individual application for Extension of Approval as per the norms, with the additional documents as per **Appendix 17** of the Approval Process Handbook. However, the norms of the concerned Regulatory Authorities shall also be fulfilled.

**NOTE:** Child Institutions shall be allowed to submit their application ONLY for EoA (No changes will be permitted).

- g. All or selected Courses of Child Institution(s) shall be merged with the Parent Institution. However, the rest of the AICTE approved Courses, if any, in the Child Institution(s) shall be considered as closed and due procedure for closure of the same shall be followed.

- h. The Parent Institution shall have all infrastructure and other facilities to run ALL the Courses for the entire duration of both Parent and Child Institution(s).
- i. If Merger of Institutions is approved, the (Child) Institutions that are merged with the (Parent) Institutions are considered as cease to exist and the liabilities, if any, arise out of this merger for the Child Institution(s), shall solely be that of Trust/ Society/ Company/ Parent Institution ONLY.
- j. The Principal of the Institution shall have the qualifications (satisfying AICTE norms) preferably corresponding to the Programme having the maximum "Approved Intake".
- k. In case of Merger of Institutions is approved, eligible refund/ additional TER Charges may be refunded/ collected, as applicable.
- l. In case, merger of institutions is rejected at Scrutiny/Re-scrutiny level, refund of TER charges shall be applicable as per **Clause 1.4.2(g)**.

#### 2.10.2 Procedure

- a. The application shall be processed as per **Clause 1.6** of the Approval Process Handbook with Scrutiny/Re-Scrutiny Committee followed by an Expert Visit Committee. The date of the visit shall be communicated through e-mail/ AICTE Website.
- b. The application shall be processed as per **Clause 1.6** of the Approval Process Handbook (Scrutiny/ Re-Scrutiny Committee), if the Parent and Child Institution(s) are located in the same Campus within an aerial distance of 1km and fulfil the Land (without any relaxation for land as above, **Clause 2.10.1(e)**), Built-Up area requirement and Faculty: Student ratio for the entire duration for all the Programmes as specified in the Approval Process Handbook.
- c. **Affidavit 2** shall be submitted to the effect that the Land and Built-up area remain the same before/ after the merger of the Institutions and shall not be utilized for other purposes.
- d. If anyone of the Institution is Women's Institution, then the application shall be processed first for the Conversion of Women's Institution into Co-ed Institution by Scrutiny/ Re-Scrutiny Committee, if found in order, then only the application shall be processed further for Merger of Institutions following the respective procedure specified in the Approval Process Handbook.
- e. The intake shall be fixed as that of the "Approved Intake" of the Course. "Approved Intake" for the Courses of the Institution after the merger shall be based on the admission status of the last five years of all the Institutions that are to be merged, rounded off to the size of the Division. In any case, the total number of Divisions after merger per Course shall NOT exceed THREE Divisions or as per **Appendix 3** of the Approval Process Handbook.
- f. If the application for merger of Institution is NOT approved, EoA of the individual Institutions shall be issued.

2.10.3 The Council reserves its right to reject the application for merger of Institutions under the same Trust/ Society/ Company operating in the same Campus, if it finds the reasons given are not justified or Commercial or Business angle is suspected, or to defeat the provisions of any Law.

**NOTE:** It shall be the responsibility of the Promoter to take approval from the other Regulatory Bodies, (if applicable) in view of merger of the Institutions.

### 2.11 Extension of Approval of the Existing Institutions after a Break in the Preceding Academic Year(s)/ Restoration of Intake

#### 2.11.1 Requirements and Eligibility

- a. The Institution seeking approval for Break in EoA/ Restoration of Intake shall apply on the AICTE Web-Portal along with the documents as per **Appendix 17** of the Approval Process Handbook. However, Institutions that have not applied for EoA for SIX years consecutively



shall not be eligible to apply under Break in EoA and such Institutions shall apply as a new Technical Institution following appropriate procedure for Closure of the Programmes/ Courses approved.

- b. The Institutions applying under this category shall not be permitted to apply for /to other categories listed under Chapter II/ III/V/VI of the Approval Process Handbook (No changes allowed other than EoA)

#### 2.11.2 Procedure

- a. Institutions which had not applied for Extension of Approval in the preceding Academic Years shall be considered as "Break-in-EoA" and shall be processed for Extension of Approval upon verification of adequate Infrastructural facilities as specified in the Approval Process Handbook by an Expert Visit Committee.
- b. Restoration of Intake for an Institution shall be processed upon verification of the availability of adequate Infrastructural and other facilities as specified in the Approval Process Handbook by an Expert Visit Committee
- c. The Council shall monitor the fulfilment of all norms by the Institution and in the event of Non-Fulfilment; the Council shall initiate penal action as per the Regulations

### 2.12 Introduction/Continuation of Supernumerary Seats for Foreign Nationals/Overseas Citizen of India (OCI)/ Children of Indian Workers in Gulf Countries

#### 2.12.1 Requirements and Eligibility

- a. The existing Institution having at least 50% of eligible Course(s) accredited by NBA, and if the valid accreditation period is beyond 10th April of the next Calendar Year, seeking approval for the Introduction of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/Children of Indian Workers in Gulf Countries shall apply on AICTE Web-Portal along with additional documents as per **Appendix 17** of the Approval Process Handbook.
- b. Institutions selected for Study in India Programme by the Government of India are eligible for introduction of FN/OCI/Children of Indian Workers in Gulf Countries in ALL Programmes/ Courses without Expert Visit Committee and TER Charges.
- c. If the Institution is providing Fee waiver to the selected students as per their commitment to the Government, the TER Charges for continuation of supernumerary seats for FN/OCI/ Children of Indian Workers in Gulf Countries shall be waived. However, the Institution shall upload on AICTE Web portal the selection letter for Study in India Programme and the document for the Fee waiver provided to the students.
- d. Institutions having Infrastructural facilities based on AICTE norms and fulfilling following criteria shall be eligible to apply for approval for admitting students in this scheme.
- e. The Institutions shall provide suitable Hostel/ Residential accommodation to the Foreign Students/ Overseas Citizen of India (OCI) and Children of Indian workers in Gulf Countries. Further the Institutions shall also establish an Office with a Student Counselor to take care of the needs of the students admitted. An Induction Programme shall be arranged for such students to get acquainted to the Indian condition.
- f. The Institution shall have "Nil Deficiency" based on Self-Disclosure.
- g. The Institution was not under any punitive action previously by AICTE.
- h. Fifteen percent (15%) supernumerary seats over and above the "Approved Intake" per Course shall be approved by AICTE approved Institutions and University Departments, for admitting students from Foreign Nationals/ Overseas Citizen of India/ Children of Indian Workers in the Gulf Countries. One third (1/3) of these 15% seats shall be reserved for the Children of Indian Workers in the Gulf Countries.
- i. Any vacant seat in a given Course, out of 1/3rd seats reserved for Children of Indian Workers in the Gulf Countries shall be reverted to the seats of 2/3rd meant for OCI/ Foreign Nationals and vice-versa. Further, any vacant seat in the "Foreign Nationals/ Overseas

Citizen of India (OCI)/ Children of Indian Workers in Gulf Countries” after the last round of the admission of the concerned State Government/ UT may be filled with NRI seats, subject to the approval from AICTE for the NRI seats and fulfillment of requisite norms as specified in the Approval Process Handbook.

- j. Apart from the above, any vacant seat in the “Approved Intake” after the last round of the admission of the concerned State Government/ UT, may be filled with NRI/ Foreign Nationals/ Overseas Citizen of India (OCI) Children of Indian Workers in the Gulf Countries, subject to the approval from AICTE for the above seats and fulfillment of requisite norms as specified in the Approval Process Handbook.

#### 2.12.2 Procedure

- a. The Institution having at least 50% of eligible Course(s) accredited by NBA with valid accreditation period beyond 10th April of the next Calendar Year, availability of adequate Infrastructural facilities and other requirements as per the Norms of the Approval Process Handbook shall be verified by Expert Visit Committee.
- b. Foreign Nationals/ Overseas Citizen of India (OCI) /Children of Indian Workers in the Gulf Countries admitted in AICTE approved Institutions through Indian Council for Cultural Relation (ICCR or as Government of India nominee) shall be included within this ceiling

2.12.3 The Institution shall submit online application **MANDATORILY FOR EACH COURSE** (if required /interested) for Continuation of approval for supernumerary seats for admitting Foreign National/ Overseas Citizen of India (OCI)/Children of Indian Workers in Gulf Countries, as a part of application of Extension of Approval, every year, giving details of Faculty and other facilities.

2.12.4 If any punitive action is enforced on an Institution, NRI/ OCI Children of Indian Workers in the Gulf Countries seats shall be withdrawn.

2.12.5 Institutions admitting Foreign Nationals should ensure registration of foreign students with concerned Foreigners Regional Registration Officer (FRRO) as well as with the local police station about their entry and exit in India. Further the Institutions shall adhere to the prevalent norms specified by the Ministry of External Affairs, Government of India from time to time.

#### 2.12.6 Fees and Admission

- a. The concerned State Government/ UT shall notify the tuition and other Fee for candidates admitted under Foreign Nationals/ OCI seats. The children of Indian workers in the Gulf Countries shall be treated at par with resident Citizens if admitted to seats reserved for them i.e. One Third (1/3) of 15% supernumerary seats. The Fee prescribed for NRI seats shall not be applicable to this admission.
- b. Admission to these seats shall be made on merit basis among Applicants of these categories

### 2.13 Conversion of Women’s Institution into Co-ed Institution and Vice-Versa

#### 2.13.1 Requirements and Eligibility

- a. The existing Institution seeking approval for the Conversion of Women’s Institution into Co-Ed Institution and vice-versa shall apply on AICTE Web-Portal along with the Extension of Approval as per the norms.
- b. The additional documents to be submitted for the Conversion of Women’s Institution into Co-Ed Institution and vice-versa shall be as per **Appendix17** of the Approval Process Handbook
- c. The Institution may also seek change in the Name of the Institution

#### 2.13.2 Procedure

- a. The Scrutiny/ Re-Scrutiny Committee (as per **Clause 1.6** of the Approval Process Handbook) shall verify the additional documents as per **Appendix17** of the Approval Process Handbook submitted for Conversion of Women’s Institution into Co-ed Institution and vice-versa.
- b. It shall be necessary to provide Built-up area as per the norms required to conduct all the existing Course(s). However, all the exclusive facilities for Women only Institution shall also be maintained.



- c. If the application for the Conversion of Women's Institution into Co-ed Institution and vice-versa is not approved, EoA to the Institution shall be issued, however, the deficiencies noted by the Online Scrutiny/Re-Scrutiny Committee shall be fulfilled before the issue of EoA for the next Academic Year.
- d. The Conversion of Women's Institution into Co-ed Institution and vice-versa shall be affected only after the grant of approval by the Council.

## 2.14 Increase in Intake/ Additional Course(s)

2.14.1 The existing Institutions shall expand its activities by the Addition of new/ additional Course(s)/ Divisions, provided they have a valid National Board of Accreditation (NBA) in place for following reasons.

- a. Increased demand in certain domains as per the industrial need for technical personnel.
- b. To increase the utilization of Infrastructure available at the Technical Institutions.
- c. Ensure quality of Technical Education being imparted.

### 2.14.1.1 Promotion of Indian / Regional language in Technical Education

National Education Policy 2020 envisages the availability of Higher Technical Education in Indian / Regional Languages at Diploma/Degree level. AICTE shall permit an addition of ONE division with 30/60 seats to the eligible and interested institutes. Institutions seeking approval shall be permitted for Increase in intake ONLY in Accredited courses. In addition, AICTE has been facilitating this by way of encouraging and funding academicians to write books or translate books in Indian Languages, create MOOC and translate MOOC into Indian Languages. Also a list of Indian author books are enlisted on AICTE website. Since these Indian edition books are affordable, institutes are encouraged to use these books as text/reference books.

### 2.14.2 Requirements and Eligibility

- a. The Institution shall have valid NBA accreditation for the existing Course(s) as deemed necessary.
- b. The Institution applied for NBA and waiting for the results of the visit is also eligible to apply, but a valid NBA Certificate shall be produced at the time of Scrutiny
- c. Increase in Intake/ Additional Course in Diploma / Under Graduate Degree/ Post Graduate Degree Level in Engineering and Technology shall be permissible only in Emerging/ Multidisciplinary Areas (Not applicable for **Clause 2.14.1.1**).
- d. The Institution seeking approval for Increase in Intake/Additional Course(s) shall apply on AICTE Web-Portal along with the additional documents as per **Appendix 17** of the Approval Process Handbook.
- e. The Institution shall have "Nil Deficiency" based on Self-Disclosure as per the Deficiency Report generated through Web-Portal.
- f. No punitive action is pending against the Institution or FIR is filed by CBI or any other investigative agency.
- g. Action taken on those Institutions based on the Chapter VIII for the non-fulfillment of the norms specified in the Approval Process Handbook shall not be eligible for Increase in Intake/ Additional Course(s), even if the Course(s) are having valid NBA accreditation.

2.14.3 Institutions shall be eligible for new Course(s)/expansion of existing Course(s), equal to the number of valid NBA accredited Course(s), limited to a maximum of FOUR within the definition of Division/ Programme/ Level, subject to the following conditions

- a. A maximum of two Divisions shall be allowed to be added in the existing valid NBA accredited Diploma/ Under Graduate/ Post Graduate Course(s), subject to the condition that total number of Divisions after expansion per Course shall not exceed the "Maximum Intake Allowed" as specified in **Appendix 3** of the Approval Process Handbook.





**NOTE:** NBA validity of one accredited course can be used for increase in intake of other non-accredited course. However, the increase in intake is allowed ONLY in Emerging/ Multidisciplinary Area courses. (Not applicable for **Clause 2.14.1.1**).

- b. New Diploma/ Under Graduate Degree Course(s) in the same Programme with only ONE Division shall be allowed at the respective Level. However, New Post Graduate Course(s) in the same Programme with ONLY ONE Division shall be allowed in specializations where corresponding or relevant Under Graduate Degree Course(s) is accredited (except MCA and Management)
- c. Institutions with any accredited Course shall be permitted to utilize the benefit of accreditation ONLY ONCE for increase in the Intake/ additional Course(s) etc. (Not applicable for **Clause 2.14.1.1**).
- d. If an Institution is having more than FOUR accredited Courses, the accredited Course(s) above FOUR shall be utilized for increase in the Intake/ additional Course(s) in the subsequent years subject to the validity of accreditation.
- e. Institution getting approval for new Course(s) in a particular Academic Year shall also be considered for grant of NRI/ OCI/ FN/ Children of Indian Workers in the Gulf Countries, subject to fulfilment of norms of the Approval Process Handbook. However, the institutes need to apply for the same on portal for new courses(s) also.
- f. An existing Course having a valid NBA accreditation shall be used for an increase in the Intake/ Introduction of a new Course ONLY ONCE within a span of 6 years.
- g. However, if the accreditation of any Course is renewed after the Inspection by NBA, the Institutions shall utilize the benefit of such accreditation once again for an increase in the Intake/ Introduction of a new Course.
- h. No increase in the Intake shall be given to Institutions where FIR/ CBI/ CVC/ any other investigation agency/ Anti-Ragging/ Punitive actions are initiated by AICTE for any violation in the norms and standards where inquiries are pending. Such Applications of Institutions shall be processed through a Standing Hearing Committee and the Report shall be placed before the Executive Committee for further processing of issuance of approval or rejection.

2.14.4 For an existing Institution, which is not eligible for NBA accreditation.

- a. The existing Institutions having total "Approved Intake" equal to/less than the "Maximum Intake Allowed"/Institutions not eligible to apply for NBA accreditation, shall be permitted to increase (without NBA accreditation) in intake (Conventional/ Emerging/ Multidisciplinary area courses) in the same Level in the same Programme (Diploma/ Under Graduate/ MCA/ Management) upto the "Maximum Intake Allowed" in each Programme as that of a new Technical Institution, as per **Appendix 3** of the Approval Process Handbook, subject to "Nil Deficiency" based on Self-Disclosure on AICTE Web- Portal.
- b. The existing Institutions having total "Approved Intake" exceeding the "Maximum Intake Allowed" seeking for approval for Increase in Intake/ Additional Course(s) (without NBA accreditation) in the same Level in the same Programme (Diploma/ Under Graduate / MCA / Management) shall have to apply for the Closure of Course(s) as per the Procedure and shall apply for increase in Intake/ Additional Course(s) in lieu of the same, without exceeding the total "Approved Intake" as well as the number of Courses/ Divisions as specified in **Appendix 3** of the Approval Process Handbook, subject to "Nil Deficiency" based on Self-Disclosure on AICTE Web-Portal. Number of New Courses/ increase in intake (only in Emerging / Multidisciplinary area) allowed shall be restricted to FOUR (in terms of Divisions) per Programme/ Level (Diploma / Under Graduate /MCA / Management).

**NOTE:** New Course shall be allowed ONLY in case of more than 50% overall Enrollment in last year (at respective level & programme) and NOC from the Affiliating Body/ Board(University / DTE).



- c. Under any circumstances, new Post Graduate Degree Course(s) (except MCA and Management) shall NOT be permitted in the above **Clauses (a) and (b)**.
- d. NBA accredits the Courses in Engineering and Technology, Pharmacy, Hotel Management and Catering Technology, MCA and Management Programmes.
- e. NBA has not started accreditation of courses in Applied Arts and Crafts and Design and hence increase in "Intake" in these programmes upto the maximum permissible limit shall NOT require accreditation.
- f. The Institutions offering the Courses in Applied Arts and Crafts and Design shall be eligible to apply for new Course(s) at the Post Graduate Level only after two batches of students pass out and the same shall be permitted for a maximum of FIVE Courses/ Divisions, subject to "Nil Deficiency" based on Self-Disclosure on AICTE Web-Portal. However, for every Post Graduate Course, there should be at least one Professor with Ph.D. qualification. In case of non-availability of qualified Professor, an Associate Professor may be considered.

**NOTE:** As and when accreditation for the above Courses is started by the NBA, such Institutions who have been approved by AICTE to run Course(s) at the Post Graduate Level shall obtain NBA accreditation within two years.

- g. Existing Post Graduate Courses in Engineering and Technology shall be permitted to convert to courses in Emerging/Multidisciplinary Areas for the same "Approved intake" within the Major Discipline specified in **Annexure 6** of the Approval Process Handbook.
- h. An Expert Visit Committee may be conducted, any time before the first batch of students has passed out, to verify the fulfilment of the norms as specified in the Approval Process Handbook.
- i. In all the above cases, the Institution shall apply on the AICTE Web-Portal along with the additional documents as per **Appendix 17** of the Approval Process Handbook.

#### 2.14.5 Procedure

- a. Scrutiny Committee shall verify the additional documents as per **Appendix 17** of the Approval Process Handbook submitted for increase in the Intake/ additional Course(s).
- b. An appeal shall be allowed for submitting NBA/ UGC Autonomy Certificate, if it was not issued by the NBA/ UGC at the time of the Scrutiny.

2.14.6 Institutions having an "Approved Intake" less than a Divisions in any of the Course(s) as prescribed by the Council may apply for Intake of full Division size themselves (within the "approved /maximum allowed intake") and shall maintain Faculty: Student ratio accordingly, without NBA accreditation/ NOC from affiliating University / Board/ State Government/ UT; subject to "Nil Deficiency" based on Self-Disclosure in AICTE Web-Portal. However, this is NOT applicable in case of Institutions under penal action

**NOTE:** Affiliation with two different Universities for the same Technical programme/Courses shall NOT be permitted

2.14.7 Introduction / Continuation of specialized courses like MBA/PGDM (IEV) will be processed as per the provisions mentioned in **Annexure 14**

## 2.15 Introduction of Integrated /Dual Degree Course

2.15.1 In respect of Integrated / Dual Degree Course(s), UGC norms shall be applicable, as per Section 4 of PART III of UGC Gazette Notification, 2014 and amended from time to time.

- a. Five Years Integrated Degree in Engineering and Technology leading to Master of Technology (M.Tech.), Nomenclature shall be as per Major Disciplines of Engineering and Technology given in **Annexure 6** of the Approval Process Handbook.
- b. Five Years Integrated Degree in Planning leading to Master of Planning.



- c. Five Years Integrated Degree in Computer Applications leading to Master of Computer Application.
- d. Five Years Integrated Degree in Management leading to Master of Business Administration (MBA).
- e. Five years Integrated Degree in Hotel Management and Catering Technology leads to a Master in Hotel Management and Catering Technology

#### 2.15.2 Requirements and Eligibility

- a. The existing Institutions where Course(s) in Engineering and Technology/ Planning/ Hotel Management and Catering Technology/ MCA/ Management Programme are already in existence shall be eligible to apply on AICTE Web-Portal for approval of respective Integrated Degree. It is mandatory for the existing Engineering and Technology/Planning/ Hotel Management and Catering Technology/ MCA/ Management Course to be accredited by NBA to start the respective Integrated Degree Course.
- b. Approval shall be considered only to those Institutions where there is “Nil Deficiency” based on Self-Disclosure & Not eligible for the Introduction of NRI/ OCI/ FN/ Children of Indian Workers in the Gulf Countries.
- c. Collaboration and Twinning Programme shall NOT be permitted for these Course(s).
- d. Applicants shall upload relevant documents as per **Appendix 17** of the Approval Process Handbook on AICTE Web portal.
- e. University affiliation for these Course(s) shall be necessary before effecting admission.
- f. Only one Division of 60 students (40 students in case of Planning) shall be approved for Institutions applying for Integrated Degree in Engineering and Technology/ Planning/ Management/ MCA where University affiliated Course(s) in Engineering and Technology/ Planning/ Management/ MCA Programme respectively are already inexistence.
- g. In case of Hotel Management and Catering Technology, approval shall be given for only 60 students within “Approved Intake” for Institutions applying for Five Years Integrated Degree in Hotel Management and Catering Technology. However, this Intake shall not be additional Intake. The approval shall be for selecting 60 students amongst the students already admitted in the Institution to form a batch for this Course.

#### 2.15.3 Procedure

- a. The institute has to apply through the AICTE Web portal with other documents as per the **Appendix 17** of the Approval Process Handbook.
- b. The Scrutiny Committee shall verify the additional documents as per **Appendix 17** of the Approval Process Handbook submitted for the addition of respective Integrated Degree Course.

### 2.16 Closure of Institution

#### 2.16.1 Requirements and Eligibility

- a. The existing Institution seeking for Progressive Closure or Complete Closure shall apply on AICTE Web-Portal as per norms.
- b. In case of Progressive Closure, Closure at the First Year Level shall be allowed in the current Academic Year and the subsequent years of working shall be closed at the end of each Academic Year progressively. However, final Closure order shall be issued after completion of the Programme(s) and submission of **Affidavit 4** by the Institution.
- c. In case of Complete Closure, the Institution shall be closed completely in one Instance.
- d. Progressive Closure or Complete Closure is subject to no pending Court case filed against the Institution by AICTE and no Charge sheet filed against the Institution.



- e. The Institutions shall not be eligible to apply to other categories listed under Chapter II/ III/ V/ VI of the Approval Process Handbook.
- f. The additional documents to be submitted for Closure of the Institution shall be as per **Appendix 17** of the Approval Process Handbook.
- g. For Closure of PGCM/ PGDM Institution, NOC from affiliating University/ Board/ State Government/ UT is NOT applicable.

#### 2.16.2 Procedure

- a. The institute has to apply through the AICTE Web portal with other documents as per the **Appendix 17** of the Approval Process Handbook.
- b. The Scrutiny Committee shall verify the additional documents as per **Appendix 17** of the Approval Process Handbook.
- c. The Closure of the Institution shall be affected only on receipt of approval by the Council.

2.16.3 Applications of existing Institutions which have applied for Closure of the Institution, and if such application is not approved by the Council due to certain deficiencies; the Institution shall be given Extension of Approval with ZERO Intake for the current Academic Year. However, the Institution shall not be eligible for any refund of TER Charges. Such Institutions shall submit all relevant documents after all the students have passed out (or) redistributed to near by AICTE approved Institutions through the affiliating University/ Board and seek official Closure of the Institution.

2.16.4 The application for the Closure of the Institution shall be valid for the duration of the respective Programme offered by the Institution within which the Institution should submit the required mandatory documents. Else, AICTE may close the Institution with the intimation to the affiliating University/Board and the State Government/UT and shall issue a Public Notice regarding the same. In case of such Institutions where Security Deposits are to be released, a penalty of 10% of the value of the Security Deposit shall be imposed before the release of Security Deposit.

### 2.17 Introduction/ Continuation of Fellow Programme in Management (FPM)

- a. The existing Institutions are eligible to apply for the Introduction of Fellow Programme in Management after one batch of students pass out.
- b. The approval shall be granted for the complete duration of the Fellow Programme in Management.
- c. The minimum duration of the Course shall be 3 years, but shall not exceed 5 years. However, in exceptional circumstances beyond 5 years, the student shall have to re-register and has to complete within the extended period of 2 years.

#### 2.17.1 Requirements and Eligibility

- a. Institutions where Course(s) in Management Programme (MBA/MMS/PGDM) are already in existence shall be eligible to apply for approval of Fellow Programme in Management. It is mandatory for the existing Management Course (as applicable) to be accredited by NBA to start Fellow Programme in Management.
- b. The Institution should have a valid accreditation by NBA.
- c. The existing Institution seeking approval for Introduction of Fellow Programme in Management shall apply on AICTE Web-Portal.
- d. The Institution shall have "Nil Deficiency" based on Self-Disclosure as per the Report generated.
- e. Since inception, the Institution should have been free from serious Complaints regarding the CBI investigation, ragging, Non-Payment of dues to Council and other punitive actions.
- f. The Institution should have the required number of Full Time Faculty members as per AICTE norms for offering Fellow Programme in MBA/ MMS/ PGDM Programme.



- g. The Institutions should have at least 50% and 25% of the Full Time Faculty members with Ph.D./ Fellow from AICTE approved Institutions/ AIU recognized University/ reputed University from abroad /IIM, if the Institutions apply for 20 seats and 10 seats respectively. These Faculty members should have at least two papers published in refereed indexed cited International/ National Journals in the last 3 years. Each Professor and Associate Professor shall not guide more than FOUR and TWO research scholars respectively at a time.
- h. The Institution should have subscribed Journals in Business Management area of Organizational Behaviour/ Human Resource, Finance and Accounts, Marketing, Operations, IT Systems, Economics, etc.

#### 2.17.2 Procedure

- a. The existing Institutions seeking approval for the Introduction of Fellow Programme shall apply on AICTE Web-Portal along with additional documents as per **Appendix 17** of the Approval Process Handbook.
- b. The Scrutiny/Re-Scrutiny Committee shall verify the additional documents as per **Appendix 17** of the Approval Process Handbook submitted for Introduction of Fellow Programme in Management.
- c. The eligible Institution shall be allotted a maximum of 20 seats for Fellow Programme in Management. However, the Institution may apply for 10 seats also.
- d. If the Institution is aggrieved by the decision of the Executive Committee, the Institution shall have the right to appeal as per **Clause 2.27** of the Approval Process Handbook.

2.17.3 Student's eligibility, procedure for admission and conduct of the Programme shall be as per details given in **Appendix 20** of the Approval Process Handbook.

2.17.4 The Institution shall submit an application for Continuation of approval for Fellow Programme in Management as a part of application of Extension of Approval, every year, giving details of Faculty and other facilities.

### 2.18 Change in the Name of the Course(s)/Merger of the Courses/Reduction in Intake/Closure of Programme(s)/Course(s)

#### 2.18.1 Requirements and Eligibility

- a. The existing Institutions seeking approval for Change in the Name of the Course(s) (Refer **Annexure 6 or 7** of the Approval Process Handbook)/ Reduction in Intake/ Closure of Programme/ Course shall apply on AICTE Web-Portal along with additional documents as per **Appendix 17** of the Approval Process Handbook.
- b. Change in the name of the Course is permissible ONLY in case of the mentioned nomenclature is not offered by the affiliating university/body as per the guidelines given in **Annexure 6 or 7** of the Approval Process Handbook.
- c. Merger of certain Course(s) in Engineering and Technology in Under Graduate Degree and Diploma Course(s) is permitted as per the guidelines given in **Annexure 6 or 7** of the Approval Process Handbook as well as different specializations of MBA is permitted, so that the Intake after merger shall be equal to the sum total of the individual Course(s) and Divisions, subject to the condition that total number of Divisions after merger per Courses shall not exceed THREE Divisions, provided the Faculty student ratio be maintained. Partial merger of Divisions is NOT permissible. For example, if an Institution offering Courses such as Computer Science and Engineering and Software Engineering, both the Courses shall be merged EITHER to Computer Science and Engineering or Software Engineering.
- d. Institutions may apply for reduction in Intake in any of the Course(s) within a Division (non-zero) by themselves in AICTE Web-Portal and maintain Faculty: Student ratio accordingly without NOC from affiliating University/Board/State Government/UT and the restoration shall be permitted within a Division without NBA. Institutions may apply for restoration to the same level by themselves on the AICTE Web-Portal.



**Illustration for Reduction/ Restoration in Intake**

No. of Divisions	Approved Intake	Permissible Reduction in Intake	Permissible Intake for Restoration
1	60	30	60
2	120	90	120
2	120	60	60
3	180	150	180
3	180	120	120

No. of Divisions	Approved Intake for Post Graduate	Permissible Reduction in Intake	Permissible Intake for Restoration
1	30	24	30
1	30	18	30
1	30	12	30

**2.18.2 Procedure**

- a. The Scrutiny /Re-Scrutiny Committee shall verify the additional documents as per **Appendix 17** of the Approval Process Handbook submitted for Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s), as applicable.
- b. Applications of the existing Institutions which have applied for Closure of the Programme(s)/ Course(s), and if such application is not approved by the Council due to certain deficiencies, the Institution shall be given Extension of Approval with ZERO Intake in such Courses for the current Academic Year . However, the Institution shall not be eligible for any refund of TER Charges.

The application for the Closure of the Programme(s)/ Course(s) shall be valid for the duration of the respective Course offered by the Institution within which the Institution should submit the required mandatory documents. Else, AICTE shall initiate appropriate action to close the Programme(s)/ Course(s).

**2.19 Change in the Name of the Institution or Affiliating University/Board or Type of Institution converted into a University.****2.19.1 Requirements and Eligibility**

- a. The existing Institution seeking approval for a Change in the Name of the Institution or affiliating University/ Board or Type of Institution (Institution(s) converted into a University) shall apply on AICTE Web-Portal along with the relevant documents as per **Appendix 17** of the Approval Process Handbook.
- b. Institutions applying for Change in the Name of the Institution shall follow the conditions specified in **Clauses 1.5.4 and 1.5.5** of the Approval Process Handbook
- c. The Applicant shall submit a copy of the application to the affiliating University/Board and their views on the same shall be forwarded to the concerned Regional Office, within one month from the date of receipt of the application.

In the absence of the receipt of the views of the affiliating University/ Board on the application, the Council shall proceed for further processing as per the provisions of Approval Process Handbook.

- d. Institution(s) of the same Trust/ Society/ Company applying for Change of Type of Institution (Institution(s) converted into a University) shall apply separately for EoA based on Self-Disclosure/ any other categories mentioned in Chapter II/ III and pay the TER Charges, as applicable. The Institution may also seek for Change in the Name of the Institution.



### 2.19.2 Procedure

- a. The institute shall apply through the AICTE Web portal with other documents as per the **Appendix 17** of the Approval Process Handbook.
- b. The Scrutiny/Re-Scrutiny Committee shall verify the additional documents as per **Appendix 17** of the Approval Process Handbook submitted for Change in the Name of the Institution or affiliating University/ Board or Type of Institution (Institution(s) converted into a University), as applicable. However, in the application submitted for Change of Type of Institution (Institution(s) converted into a University), if the Institution(s) applying for Additional Intake than the "Approved Intake", the requirements, eligibility and procedure shall be as per the concerned Clauses of Chapter II/ III of the Approval Process Handbook

## 2.20 Change in the Minority Status of the Institution

### 2.20.1 Requirements and Eligibility

The existing Institution seeking approval for Change in the Minority status of the Institution shall apply on the AICTE Web-Portal along with the relevant documents as per **Appendix 17** of the Approval Process Handbook.

### 2.20.2 Procedure

- a. The online Scrutiny/Re-Scrutiny Committee shall verify the additional documents as per **Appendix 17** of the Approval Process Handbook submitted for Change in the Minority status of the Institution.
- b. The Institution may also seek for Change in the Name of the Institution.
- c. The Change in the Minority status of the Institution shall be effected only after the grant of approval by the Council.
- d. All the benefits/facilities applicable for the Minority institutions (converted from Non-Minority to Minority) shall come in to force ONLY from the subsequent academic year.

**NOTE:** The ONLINE procedure shall remain same for change in Minority Status (Minority to Non-Minority or Non-Minority to Minority) except for the documents to be produced as mentioned in **Appendix 17** of Approval Process Handbook

2.20.3 Refund of TER Charges/ Security Deposit in excess shall NOT be allowed for Institutions applying for the Change in the Minority status of their Institution (Non-Minority to Minority).

## 2.21 Change in the Name of the Bank

### 2.21.1 Requirement and Eligibility

- a. The existing Institution seeking approval for Change in the Name of the Bank shall apply on the AICTE Web-Portal along with additional documents as per **Appendix 17** of the Approval Process Handbook.
- b. The Change in the Bank shall be applicable, only if it is a Scheduled Bank.

### 2.21.2 Procedure

The Scrutiny/Re-Scrutiny Committee shall verify the additional documents as per **Appendix 17** of the Approval Process Handbook submitted for Change in the Name of the Bank.

## 2.22 Change in the Name of the Trust/ Society/Company

### 2.22.1 Requirements and Eligibility

- a. The existing Institution seeking approval for Change in the Name of the Trust/ Society/ Company including the merger of the Trusts/Societies/Companies shall apply on AICTE Web-Portal along with additional documents as per **Appendix 17** of the Approval Process Handbook.
- b. The merger/ conversion shall be permitted only for those Trusts/ Societies/ Companies having the same common objects of education, etc. and either of which have not been disqualified by the AICTE/ Court of Law/ any Statutory Body in the past



- c. Merger of the Trust/ Society/ Company shall be processed as per the respective Laws laid down in the Acts.
- d. In case of any dispute among the members of merged Trusts/ Societies/ Companies is of such nature that it would affect the standard of the Institution, then AICTE shall withhold the approval as long as it may deem fit.
- e. Further, AICTE shall have the right to lien over the FDR till such time dispute among Trustees or members is not settled by an Arbitrator or the Court of competent jurisdiction as contemplated in the Trust/Society/Company document, by virtue of which amalgamation took place.
- f. A Trust/Society may create a new Company to hold their assets, and once the transferred of assets is complete, the Trust/Society may be dissolved and the ownership may be transferred to the company. Such viability shall vary depending on the jurisdiction and context.

#### 2.22.2 Procedure

The procedure as applicable for new institution defined under the **Clause 1.6** shall be followed for Change in the Name of the Trust/ Society/Company

- 2.22.3 The Council reserves its right to reject the application for Change in the Name of the Trust/ Society/ Company if it finds the reasons given are not justified or commercial or business angle is suspected, or to defeat the provisions of any Law.

### 2.23 Extended EoA

#### 2.23.1 Requirements and Eligibility

- a. Each Institution offering Technical Programme shall submit an application to the Council, every year for Extension of Approval of Course(s) offered by the Institution. However,

In case of Institutions having at least 50% of eligible Course(s) accredited by NBA, and if the valid accreditation period is beyond 10th April of the next Calendar Year, the period of approval for such Institutions for the existing Course(s) shall be for a minimum period of THREE years or for the Academic Year up to which the NBA accreditation is valid, whichever is more.

(OR)

In case of Institutions having Academic Autonomous status given by UGC and conferred by the affiliating University or Graded Autonomy given by AICTE to Standalone Institutions, and if the live Autonomy period is valid beyond 10th April of the next Calendar Year, the period of approval for such Institutions for the existing Course(s) shall be for a minimum period of THREE years or for the Academic Year up to which the Autonomy is valid, whichever is more.

- b. The Institution seeking approval for Extended EoA shall apply on the AICTE Web-Portal along with the additional documents as per **Appendix 17** of the Approval Process Handbook.
- c. The Institution shall have "Nil Deficiency" based on Self-Disclosure as per the Deficiency Report generated through Web-Portal.
- d. No punitive action shall be pending against the Institution or FIR filed by CBI or any other investigative agency.

#### 2.23.2 Procedure

- a. The Scrutiny/Re-Scrutiny Committee shall verify the additional document as per **Appendix 17** of the Approval Process Handbook submitted for Extended EoA.
- b. Institutions approved for extended EoA are waived from paying TER Charges for Extension of Approval (EoA) ONLY for the extended years for the existing Programme(s) and Course(s)



at the time of issue of Extended EoA. However, such Institutions are required to submit the application for EoA and maintain ALL the norms and standards as specified in the Approval Process Handbook. In the subsequent years, if the Institution intends to apply for any other Categories mentioned in Chapter II (for changes in Approval status), the corresponding TER Charges as per Approval Process Handbook shall be applicable.

- c. The Council shall monitor for fulfilment of all norms by the Institution and in the event of Non-Fulfilment, the Council shall initiate penal action as per Regulations and the extended approval shall be withdrawn. In such eventuality, the Institution needs to apply afresh and remit the TER Charges in the subsequent years.

**NOTE:** Institutions under extended EoA period shall apply for extension of approval annually and provide the data on AICTE portal as required & applicable.

## 2.24 Evaluation of the Application by the Scrutiny/ Re-Scrutiny Committee

- a. The applications submitted under this Chapter shall be evaluated by a Scrutiny/Re-Scrutiny Committee constituted as per **Appendix 13.5** of the Approval Process Handbook by the Regional Officer by the selection of members through the automated selection process provided on AICTE Web-Portal. However, if any member of the Scrutiny/ Re-Scrutiny Committee is unable to attend or refuses or incapacitated to take part in the Committee, then Regional Officer with prior or post-facto approval of the Competent Authority, AICTE, shall opt to choose another expert from the approved panel of the experts manually. Under extraordinary circumstances, the Scrutiny/Re-Scrutiny Committee shall also be constituted manually by the Regional Officer with prior approval of the Chairman.
- b. The date and time for Scrutiny Committee shall be informed by the concerned Regional Office.
- c. The concerned Regional Officer or an Officer of the Council shall assist the Committee and place relevant records and documents before the Committee and make necessary arrangements for the conduct of the meetings; however, he/ she shall not be part of the Committee.
- d. Two representatives of the Applicant (Chairman/ Secretary of the Trust/Society/Company or Principal/ Director/ Faculty of the Institution/ Trustee duly authorized by them) along with Photo ID proof shall present their case along with the supporting documents before the Scrutiny/ Re-Scrutiny Committee.
- e. Applicants shall present their application and ALL original documents along with self- attested copies as per **Appendix 17** of the Approval Process Handbook, before the Scrutiny Committee. Applicants shall adhere to Scrutiny/ Re-Scrutiny schedule and NOT to remain absent at the time of Scrutiny/Re-Scrutiny.
- f. The Scrutiny Committee shall verify the documents submitted/presented by the Applicant as mentioned above and shall countersign all the documents that are accepted (if conducted Offline).
- g. Based on the recommendations of the Scrutiny Committee, the deficiencies, if any, shall be communicated to the Applicant through the Web-Portal.
- h. Applicants who are communicated deficiencies or remain absent at the time of Scrutiny shall be eligible for Re-Scrutiny. The date and time for Re-Scrutiny shall be informed by the concerned Regional Office.
- i. The Re-Scrutiny Committee shall verify only the deficiencies pointed out by the Scrutiny Committee as per the norms and standards and shall counter sign all the documents that are accepted.
- j. The Regional Officer shall ensure that all the fields of the Scrutiny/ Re-Scrutiny Committee Report are filled completely.
- k. The scanning and uploading of the Scrutiny/ Re-Scrutiny Committee Report shall be done by the concerned Regional Office.



- l. Applications which are found to be in order in all respects by the Scrutiny/ Re-Scrutiny Committee shall be processed further to incorporate the necessary changes in the issue of Extension of Approval.
- m. The attested copies of original documents shall be retained by the Regional Office in case of offline Scrutiny/Re-Scrutiny

## 2.25 Evaluation of the Application by the Expert Visit Committee

- a. The Expert Visit Committee shall be constituted as per **Appendix 13** of the Approval Process Handbook by the Regional Officer by the selection of members through the automated selection process provided in AICTE Web-Portal. However, if any member of an Expert Visit Committee is unable to attend the scheduled visit or refuses or incapacitated to take part in such scheduled visit, then Regional Officer with prior or post-facto approval of the Competent Authority, AICTE, shall opt to choose another expert from the approved panel of the experts manually. Under extraordinary circumstances, the Expert Visit Committee shall also be constituted manually by the Regional Officer with prior approval of the Chairman. The Expert Visit Committee shall verify physically the Infrastructural facilities of the Applicant Institution.
- b. Expert Visit Committee wherever applicable, shall verify actual availability of Faculty, Equipment, Computers, Software, Internet, Printers, Book Titles, Book Volumes and subscription of National and International Journal set. As specified in the Approval Process Handbook. Further, Expert Visit Committee members should interact with students and Faculty members, in the absence of Institution authorities. The Expert Visit Committee shall also verify the facts relating to Complaints, if forwarded by the Regional Office and give specific remarks in the Report. Experts shall carry the Identity Card of their Organization.
- c. Additional experts, if required, may be co-opted in any of the Committee for processing of applications, Complaints, etc.
- d. The concerned Regional Officer shall make necessary arrangements for the conduct of the Expert Visit Committee; however, he/ she shall not be a part of the Committee.
- e. The Expert Visit Committee shall have access to the Report of the Scrutiny/ Re-Scrutiny Committee, if applicable.
- f. The Applicant shall arrange for Video recording at his/ her own expense with the date and time of the entire proceedings of the Expert Visit Committee and shall hand over the same to the Committee which shall form a part of the Expert Visit Committee Report.
- g. In case of online Expert Visit Committee, the institution shall prepare a video showcasing all the infrastructural facilities for not less than 30 minutes and shall upload the same in YouTube privately and share the link in the web portal. Also, Attested Copies of documents (as applicable) as mentioned in **Appendix 16** of the Approval Process Handbook need to be uploaded on portal.
- h. In case of offline Expert Visit Committee, the institution shall arrange for Video recording (institution expense) with the date and time of the entire proceedings of the Expert Visit Committee. The institution shall upload the same in YouTube privately and share the link in the web portal. Also, Attested Copies of documents (as applicable) as mentioned in **Appendix 16** of the Approval Process Handbook need to be uploaded on portal.

**NOTE:** The video recording with briefing by one of the Experts for not less than 30 minutes shall cover the entry and exit of the Committee with time, the Building Plan approved and signed by the Scrutiny/ Re-Scrutiny Committee, GPS Coordinates at the entrance of the main Building, Class rooms, Laboratories, Workshops, Office Room, Barrier free environment facilities such as ramp/ lift/ toilets, Library, Computer Centre, meeting with Students and Faculty members (in case of existing Institutions), in addition to the recording of other details. The Institute shall also arrange Laptop/Desktop with Internet facility, Scanner and Printer to the Expert Visit Committee (only in offline mode)





- i. Video recording (not less than 30 minutes) should be uploaded in YouTube and URL link should be entered in the AICTE web portal.
- j. The Expert Visit Committee shall submit the following to the Regional Office(Only if conducted in offline mode):
  1. Its visit Report in the prescribed format.
  2. Attested Copies of all documents (as applicable) as mentioned in **Appendix 17** of the Approval Process Handbook.
  3. Video recording of the Expert Visit Committee during visit.
  4. Attendance sheet duly signed/ digitally authenticated by the members of the Expert Visit Committee and representatives of Applicant Trust/ Society/ Company present during the visit.
  5. The Regional Officer shall ensure that all the fields of the Expert Visit Committee Report are filled completely.
  6. The scanning and uploading of the Expert Visit Committee Report including the Video recording shall be done by the concerned Regional Office.
- k. The report of the Expert Visit Committee/Show Cause notice, if issued shall be placed before the Standing Hearing Committee. The schedule of the Standing Hearing Committee shall be notified on the Web-Portal.

#### **2.26 Verification of Compliance through Standing Hearing Committee**

- a. Two representatives of the Applicant (Chairman/Secretary of the Trust/Society/Company or Principal/ Director/ Faculty of the Institution/ Trustee duly authorized by them) along with Self-attested Photo ID proof shall present their case along with the compliance and supporting documents before the Standing Hearing Committee.
- b. The recommendations of the Standing Hearing Committee shall be placed before the Executive Committee for approval. The decision of the Executive Committee shall be uploaded in the Web-Portal by a detailed Speaking Order.
- c. If the Institution is aggrieved by the decision of the Executive Committee, the Institution shall have the right to appeal once as per **Clause 2.27** of the Approval Process Handbook.

#### **2.27 Appeal Procedure**

- a. As per the provision laid down in **Clause 2.26 (c)** of this Chapter, an Institution/ Applicant, if aggrieved by the decision of the Executive Committee shall have the right to appeal once to the Council within 7 days from the date of uploading of the decision.
- b. The Appeal of the Institution shall be considered by the Standing Appellate Committee. The appeal schedule shall be notified on the Web-Portal.
- c. Applicants should adhere to the given schedule of Standing Appellate Committee and not to remain absent in view of the stern time limit given by the Hon'ble Supreme Court. Hence, the Applicants are instructed to be prepared with the supporting documents in proof of the compliance of deficiencies and present the same to the Committee, even in case of short notice.
- d. The Report of the Standing Hearing Committee shall be placed along with the observations of the Approval Bureau, if any, before the Standing Appellate Committee on the date and time scheduled by AICTE. An Officer of the Council concerned shall assist the Committee and place relevant records and documents before the Committee and make necessary arrangements for the conduct of the meetings; however, he/ she shall not be a part of the Committee.
- e. Two representatives of the Applicant (Chairman/ Secretary of the Trust/Society/Company or Principal/ Director/ Faculty of the Institution/ Trustee duly authorized by them) along with Self-



attested Photo ID proof shall present their case along with the compliance and supporting documents before the Standing Appellate Committee.

- f. The concerned Officer in Approval Bureau shall ensure that all the fields of all the Reports are filled completely.
- g. The recommendations of the Standing Appellate Committee shall be placed before the Council whose decision shall be final and the same shall be uploaded on the Web-Portal.

## 2.28 Grant of Approval

- 2.28.1 The applications submitted under **Clause 2.3.2** of the Approval Process Handbook shall be processed as per the procedure specified in the Approval Process Handbook. The consolidated list of all the Institutions with the "Approved Intake" shall be placed by the Approval Bureau before the Executive Committee/ Council for the grant of Extension of Approval as applicable for the Technical Institutions to continue to conduct Technical Programme(s) and Course(s). The decisions taken by the Executive Committee are ratified by the Council.

The same shall be notified on the Web-Portal. Further the Institution shall download the Extension of the approval letter along with "Approved Intake" through the Institution login.

- 2.28.2 If deficiencies are noted by the Scrutiny/ Re-Scrutiny Committee for the applications for Change of Site/ Location/ Conversion of Diploma Level into Degree Level/ to start new Programme/ Level/ Merger of the Institutions, the same shall be placed before the Regional Committee for further processing. The Regional Officer shall ensure and certify that all the fields of the Regional Committee Report are filled completely. The recommendations of the Regional Committee shall be placed before the Executive Committee for approval or otherwise. An Institution/ Applicant, if aggrieved by the decision of the Executive Committee, shall appeal as per **Clause 2.27** of this Chapter and the final decision of the Council shall be uploaded on or before 30th April of the Calendar Year.

Applications for Conversion of Diploma Level into Degree Level and vice versa/Conversion of Women's Institution into Co-ed Institution and vice-versa/ to start new Programme/ Level in the existing Institutions, if rejected by Council shall be processed for Extension of Approval. However, the deficiencies noted by the Scrutiny/ Re-Scrutiny/ Expert Visit Committee shall be fulfilled before the issue of EoA for the next Academic Year.

- 2.28.3 Applicants, whose applications are recommended for the Conversion of Diploma Level into Degree Level/ Conversion of Women's Institution into Co-ed Institution/ Closing one Programme and starting another Programme shall create the Security Deposit for the balance amount of the Security Deposit created earlier, as per the requirements of the Approval Process Handbook for the remaining period of 10 years, as applicable. No deposit is required where NOC was already issued to the Institution for the release of the earlier FDR.

Applicants for starting new Programme/ Level (except Government/ Government aided Institutions) whose applications are recommended for Approval by the Executive Committee shall be informed for the creation of Security Deposit.

- 2.28.4 Applicants shall deposit the prescribed amount to AICTE as applicable as per **Clause 1.9(c)** of the Approval Process Handbook. The Applicant shall submit the payment proof of the Security Deposit along with an **Affidavit 3** within 15 days from the date of intimation to the concerned Regional Office, else a penalty of 10% and 50% of the value of the Security Deposit shall be imposed up to 31<sup>st</sup> May and 31<sup>st</sup> July of the Calendar Year respectively, beyond which the approval shall be withdrawn.

The amount deposited by the Institution shall remain with the Council for 10 years. The interest accrued on this deposit shall be utilized by the Council for Institutional Development activities, Quality Improvement Programme for Faculty, giving Scholarships to students, etc.

The Principal amount shall be returned to the Trust/ Society/ Company on completion of the term. However, the term of the deposited amount could be extended for a further period as shall be decided on a case to case basis and/or forfeited in case of any violation of norms, conditions, and requirements/Non-Performance by the Institution/Complaints against the Institution.

- 2.28.5 All approvals shall be uploaded by 30<sup>th</sup> April of the Calendar Year and the detailed speaking orders (in case of reduction in intake, No Admission, etc.) shall be uploaded in the Web- Portal not later than 15<sup>th</sup> May of the Calendar Year.
- 2.28.6 Extension of Approval shall not be granted after 30<sup>th</sup> April of the Calendar Year in compliance to the order dated 13.12.2012 passed by the Hon'ble Supreme Court of India CA No.9048/ 2012.
- 2.28.7 Institutional information shall be updated on the AICTE Web-Portal by the Institution for downloading the Extension of Approval letter.
- 2.28.8 Student's eligibility for admission shall be as per **Appendix 1** of the Approval Process Handbook.
- 2.28.9 Institutions shall follow the Academic Calendar as per **Appendix 19** of the Approval Process Handbook.
- 2.28.10 Student enrolment details shall be uploaded in the Web-Portal before 30<sup>th</sup> September of the Calendar Year.

**2.29 Submission of applications (All the Institutions need to submit application as per the schedule mentioned in Public Notice / AICTE Web portal)**

Particulars (Category-1)	Processing Period of Application
Extension of Approval based on Self-Disclosure	As per Public Notice Period
Introduction/ Continuation of seats for Non Resident Indian(s)	As per Public Notice Period
Conversion of Diploma Level into Degree Level and vice-versa	As per Public Notice Period
Change in the Name of the Institution or affiliating University/ Board or Type of Institution (Institution(s) converted into a University)	As per Public Notice Period
To start new Programme/ Level in the existing Institutions	As per Public Notice Period
Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus / City	As per Public Notice Period
Extension of Approval of the existing Institutions after a break in the preceding Academic Year/ Restoration of Intake	As per Public Notice Period
Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Children of Indian Workers in Gulf Countries.	As per Public Notice Period
Increase in Intake/ Additional Course(s)	As per Public Notice Period
Introduction of Integrated/Dual Degree Course	As per Public Notice Period
Introduction/ Continuation of Fellow Programme in Management	As per Public Notice Period
Merger of the Courses/ Reduction in Intake	As per Public Notice Period
Introduction/ Continuation of Collaboration and Twinning Programme	As per Public Notice Period
Online Learning / Open and Distance Learning courses	As per Public Notice Period
<b>NOTE:</b> Both submission & Processing of applications in above categories shall be as per Public Notice (Will have specified deadline for the submission of application).	

Particulars (Category – 2)	Processing Period of Application
Change of Site/ Location	Year round
Closure of the Institution	Year round
Conversion of Women's Institution into Co-ed Institution and vice-versa	Year round
Closure of Programme(s)/ Course(s)	Year round
Change in the Minority Status of the Institution	Year round
Change in the Name of the Bank	Year round
Change in the Name of the Trust/ Society/ Company	Year round
Extended EoA	Year round
<b>NOTE:</b> Submission of application (including processing fee / TER charges as applicable) for category II shall be as per Public Notice, only processing will be done Year Round	

- The applications eligible to submit "Year round" shall also make online payment of the TER Charges as per the Approval Process Handbook.
- The applications submitted after the cut-off date mentioned in the Public Notice shall not be processed during the current Academic Year, but shall be processed for the successive Academic Year only.
- Shifting of the Campus in case of "Change of Site/ Location" shall be done only during vacation time.

### 2.30 No Institution shall offer Technical Programme(s)/ Course(s) without approval of the Council.

If any Institution is found offering Technical Programmes (Except Architecture and Pharmacy) without the approval of the Council, it shall be declared as unapproved Institution and necessary punitive action shall be initiated as per Chapter VIII of the Approval Process Handbook.

- 2.30.1 The Council shall maintain a list of unapproved Institutions based on the information received and shall also inform the general public about the same from time to time
- Provided that any Technical Institution, which has already started without following AICTE approval procedure, wishes to submit an application/proposal shall be considered as a new Technical Institution. For such purpose, it shall apply as per the provisions of Chapter I of the Approval Process Handbook.
  - The legal date of starting of the Institution shall be from the date of issue of the Letter of Approval from AICTE.
  - Students, who are admitted PRIOR TO APPROVAL by the Council, shall not have any right to re-admission and shall have to fulfil all the requirements for admission as prescribed by the Competent Authority for admission.
- 2.30.2 The Institutions conducting Course(s)/Programme(s) in Technical Education, in temporary location or at location not approved by the Council shall be liable for action for Closure and other appropriate action as per Regulations against defaulting Trust/ Society/ Company/ associated Individuals as the case maybe.
- 2.30.3 The Council shall inform respective State Government/ UT to initiate appropriate penal, civil/ criminal action against such defaulting Institutions/ Trust/ Society/ Company/ Associated Individuals as the case maybe.
- 2.30.4 In case, if such Institutions make a representation, then hearing shall be given to these Institutions by the Policy and Academic Planning Bureau, AICTE and decision shall be taken as per the provisions in the Approval Process Handbook.



- 2.31 Annexure 14** describes the initiatives of AICTE to improve the quality of Technical Education.
- 2.32 Annexure 15** clarifies a few of the common doubts arising to the Stakeholders.
- 2.33** All PGDM /PGCM Institutions shall run all their Courses in Standalone Mode Only. No other Programs/ Courses shall be permitted in the PGDM / PGCM institution.
- 2.34** All the Scrutiny / Re-Scrutiny and EVC shall be conducted in online mode. Under extraordinary circumstances (including Court directions), the Scrutiny / Re-Scrutiny and EVC shall be conducted in Offline mode also. All the processing of Scrutiny/Re-Scrutiny/EVC shall be recorded to have Transparency and Accountability. Signature of experts on the documents submitted/uploaded by Institute on portal is not necessary if verified online.

- In compliance of the order dated 08.11.2019 passed by the Hon'ble Supreme Court of Indian CA No.364/ 2005, for the existing Institutions offering Courses in Architecture Programme, approval by the Council of Architecture (CoA) is mandatory and **AICTE approval is NOT required.**
- In compliance of the order dated 05.03.2020 passed by the Hon'ble Supreme Court of India in Transferred Petitions (CIVIL) No 87-101 of 2014, for the existing institutions offering courses in Pharmacy Programme, approval of Pharmacy Council of India (PCI) is mandatory and **AICTE approval is NOT required.**
- State Public & Private Universities and Central Universities are also not required to take AICTE approval as per the AICTE Act. However, some of the Universities are seeking approval of AICTE for availing the benefits of AICTE Schemes/Initiatives as per the prevailing policies/norms. Similarly, INTERESTED Architecture and Pharmacy Institutions may apply to AICTE for approval, provided, they are already having valid approval of CoA and PCI, respectively on the day of application.







## CHAPTER-III

# Collaboration and Twinning Programme between Indian and Foreign University/ Institution or between two Indian Institutions in the field of Technical Education, Research and Training

### 3.1 Objectives

- a. To facilitate Collaboration and Twinning Programme between Indian and Foreign Universities/ Institutions as well as between two Indian Institutions in the field of Technical Education, Research and Training.
- b. To encourage Collaboration and Twinning between AICTE approved Institutions and Institutes of Repute in the field of Technical Education, Research and Training.
- c. To safeguard the interest of the student community in India and ensure uniform maintenance of Norms and Standards as prescribed by various Statutory Bodies.
- d. To ensure accountability for all such educational activities by Foreign Universities/ Institutions in India.
- e. To safeguard against entry of Non-Accredited Institutions in the Country of origin to impart Technical Education in India.
- f. To safeguard the Nation's interest and take punitive measures, wherever necessary, against the erring Institutions.

### 3.2 Requirements and Eligibility

- a. Department of an Indian University or Institution which is already in existence and duly approved by the Council, interested in imparting Technical Education leading to the award of Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree of a University/ Institution through Collaborative/Twinning arrangements, provided there is "Nil Deficiency" based on Self-Disclosure.
- b. The Department of Indian University or Institution should have a valid NBA accreditation beyond 10th April of the next Calendar Year in the Programme/Course for which Twinning is sought.
- c. Accreditation by the authorized agency in the Parent Country or Top 500 rank in the QS/THE ranking shall be the pre-requisite condition for any Foreign University or Institution to engage in Twinning programme/collaborative arrangement with Indian University/Institute.
- d. The Educational Programmes to be conducted in India by Foreign Universities or Institutions leading to the award of Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/Post Graduate Degree Level (ONLY for Courses conducted in the timing of Regular shift) shall have the same nomenclature as it exists in their Parent Country. There shall not be any distinction in the academic Curriculum, mode of delivery, pattern of examination, etc. and such Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree should be fully recognized in their Parent Country.
- e. Any Course or Programme, which jeopardizes the National interest, shall not be allowed to be offered in India.
- f. The Council shall prescribe any other condition for registration, expedient to do so in the overall interest of the Technical Education system in the Country.
- g. The Indian Partner Institution shall be affiliated to the University/ Board and NOC obtained from the affiliating University/Board (Not applicable to PGDM Institutions).



- h. The Foreign University/ Institution and the Indian Partner Institution shall enter into a bipartite agreement/ MoU for this purpose.
- i. The Indian Institution and the concerned affiliating University/ Board shall also enter into a bipartite agreement/ MoU for this purpose.
- j. For Course(s) where University/ Board approval is not mandatory, the Foreign University/ Institution and the Indian Partner Institution shall enter into a bipartite agreement/ MoU for this purpose.
- k. The students admitted under the Collaboration and Twinning Programme should spend at least one Semester of the two years Programme and two Semesters of a four years Programme of the Course in the Foreign University/ Institution.
- l. The students failing to secure Visa should be enrolled in a similar Programme being conducted by the Indian Partner Institution, affiliated to a University/ Board. The Intake of such students shall be over and above the "Approved Intake" of the Programme being conducted by the Indian Partner Institution.
- m. The existing Institutions seeking approval for the Introduction of Collaboration and Twinning Programme shall apply on AICTE Web-Portal along with additional documents as per **Appendix 17** of Approval Process Handbook.

### 3.3 Technical Education Regulatory (TER) Charges

- a. The TER Charges shall be paid through AICTE payment gateway on AICTE Web-Portal www.aicte-india.org failing which, the application shall not be considered. Applications shall be accepted subject to realization of the Payment.
- b. TER Charges for different type of Institutions for Introduction and Continuation of Twinning Programme(s) is as follows:

Sl. No.	Type of Institution	Introduction (₹ in Lakh)	Continuation (₹ in Lakh)
i	Minority Institution/ Institution set up in J&K/ Ladakh/ North Eastern States/ Institution set up exclusively for Women/ PwD	7.5	3.0
ii	Government/Government aided Institutions/ Central/ State University	Nil	Nil
iii	All other Institutions	10.0	5.0

### 3.4 Procedure

The Scrutiny/ Re-Scrutiny Committee as per **Clause 1.6** and shall verify the additional documents as per **Appendix 17** of the Approval Process Handbook submitted for Collaboration and Twinning Programme.

### 3.5 Lateral Entry and supernumerary seats shall not be allowed in Foreign Collaboration and Twinning Programme.

**3.6** The Institution shall submit/ upload an Annual Report giving details of the number of students admitted, Programme(s) conducted, total Fee collected, amount transferred to the Parent Country, investment made, number of students awarded Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree and any other information that the Council shall ask for.

**3.7** The Council shall cause an Inspection through EVC, whenever necessary, with or without prior notice, to assess the Infrastructural and other facilities available/ to verify the compliance of conditions, Norms, Standards etc. prescribed by the Council from time to time.

**3.8 Degree/Diploma shall be awarded as per the provisions prescribed by UGC on the subject as amended from time to time.**

**3.9** (a) Collaboration and Twinning shall be allowed with Foreign University having ranking within top 500 as per the QS World Ranking and Indian University shall be within top 100 NIRF ranking in the preceding year.

b) Collaboration and Twinning shall also be allowed between AICTE approved Institutions (having valid NBA accredited courses) with an Institute of National Importance passed by an Act of Parliament

OR

Any other AICTE approved Institutes (having valid NBA accredited courses) with Institutes falling within top 100 in NIRF ranking.

c) Collaboration and Twinning shall also be allowed between AICTE approved Institutes (having valid NBA accredited courses) and Category-I Universities.

**3.10 Violation of any Norms will lead to Withdrawal of Approval for the Institute/University.**

**3.11 Institutions/Universities shall fulfil all terms and conditions as prescribed by UGC, Ministry of External affairs & MoE from time to time (In addition to the Standard & Norms set by AICTE).**

**NOTE:** All the Scrutiny / Re-Scrutiny and EVC shall be conducted in online mode. Under extraordinary circumstances (including Court directions), the Scrutiny / Re-Scrutiny and EVC shall be conducted in Offline mode also. All the processing's of Scrutiny /Re-Scrutiny / EVC shall be recorded to have Transparency and Accountability. Signature of experts on documents submitted/uploaded by Institute on portal is not necessary if verified online.





# CHAPTER-IV

## Grant of Approval for Universities

### 4.1 Introduction

- a. The higher Education system in India includes both Private and Public Universities. Public Universities are supported by the Government of India and by the State Governments, while Private Universities are mostly supported by various trusts and Societies. Universities in India are recognized by the University Grants Commission (UGC), which draws its power from the UGC Act, 1956. The types of Universities include:
  - i. Central Universities which are established by an Act of Parliament and are under the purview of MoE.
  - ii. State Universities are run by the concerned State Government/ Union Territories of India and are usually established by a local legislative assembly act. University shall also have "Constituent College", an Institution/ Department/ College/ School as a part of the University.
  - iii. Institutions Deemed to be University is an Institution for Higher Education so declared on the recommendations of the University Grants Commission by the Central Government, under Section 3 of the UGC Act.
  - iv. State Private Universities are established by State/ Central legislature and approved by the UGC. They can grant degrees but they are not allowed to have Off-Campus/ Affiliated Colleges.
- b. All categories of Universities are expected to maintain standards, higher than the minimum standards related to infrastructure, Faculty and other norms specified in the AICTE Approval Process Handbook.
- c. Central / State and Private Universities may apply for approval by applying online providing requisite details of infrastructure, land, faculty etc. as specified in the AICTE Approval Process Handbook.
- d. Off-Campus of the University is a Campus established by it and approved by UGC, outside the main campus (within or outside the State) operated and maintained as its constituent unit, having the University's complement of facilities, Faculty and staff.
- e. Area of operation of State Universities/Private Universities/Institutions Deemed to be Universities shall be as approved by the UGC/ State jurisdiction.
- f. Applicants shall submit the application on AICTE Web-Portal @ [www.aicte-india.org](http://www.aicte-india.org).
- g. The applications received shall be processed as per the norms and procedures specified in the Approval Process Handbook. The Applicant shall also adhere to the existing Central, State and Local Laws.
- h. Institutions Deemed to be Universities offering Technical Course(s)/Programme(s) shall not admit students without prior approval of the Council.

**NOTE:** Universities /Institutions Deemed-to-be-Universities shall NOT be permitted to run PGDM/PGCM course(s) along with other programs. However, Universities running such programs shall be required to convert the same into regular degree programme in Management i.e MBA.

### 4.2 Time Schedule for Processing of Applications

- a. AICTE shall notify through a Public Notice in the leading newspapers and through AICTE Website from time to time, inviting applications with cut-off dates for various categories and processing thereof. The time schedule mentioned in the Public Notice/ AICTE Website shall be final and binding. To process any request from the Universities regarding approval, online application is mandatory. Applications submitted offline are not accepted.



- b. The submission of an application on AICTE Web-Portal and payment shall not be later than the last date as notified in the Public Notice/AICTE Website.

### 4.3 Seeking Approval of the Council

- 4.3.1 Application for the various categories mentioned in Chapter I, II and III of the Approval Process Handbook, for Universities offering Technical Programme(s) at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level for conducting Programmes in Engineering and Technology, Planning, Applied Arts, Crafts and Design, Hotel Management and Catering Technology, MCA and Management.

**NOTE:** Council shall NOT grant approval for any integrated programme/course which requires approval from different regulatory bodies.

- 4.3.2 Requirements and Eligibility

- a. Notification issued by the Government under Central/ State Act declaring an Institution as a Central/ State/ Private University or section 3 of UGC Act declaring an Institution as a Deemed to be University.
- b. The Central / State / Private / Institution Deemed to be University shall be a registered Society under the Societies Registration Act, 1860 through the Chairman/ Secretary of Society or a Trust registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts through the Chairman/Secretary of the Trust or a Company established under Section 8 of Companies Act, 2013 or Central or State Government/ UT Administration or by a Society or a Trust registered with them.
- c. Provided that the members/ Trustees/ promoters of a managing Trust/ Society/ Company of an Institution Deemed to be University, not being controlled by Government/ UT, shall not be directly or indirectly connected with the members/ Trustees/ promoters of a managing Trust/ Society/Company.

- 4.3.3 In all the above cases, Universities seeking approval for the first time from AICTE shall submit an online application through web portal as a new Technical Institution for all their existing Technical Programme(s) and Course(s). University having Multiple Campuses/ Off Campuses/ Constituent Colleges shall apply separately for approval.

The Central / State / Private Universities are taking approval from AICTE for some of the selected Technical Programme(s)/Course(s)/intake which is creating confusion to the students. Therefore, the Central / State / Private Universities, which are interested in obtaining AICTE approval shall have to obtain approval for all the Technical Programme(s)/ Course(s) / intake and not just for few selected Technical Programme(s)/Course(s)/intake (at any level) after fulfilling the mandatory requirement of AICTE norms notified from time to time.

As regards, Institutions Deemed to be Universities, it is mandatory to have AICTE approval from the Academic Year 2018-19 in compliance of the Hon'ble Supreme Court Order dated 03-11-2017 passed in CA No.17869- 17870 /2017. It is found that some of the Deemed to be Universities have yet to take AICTE approval or taken approval partially for selected Technical Course(s)/ Programme(s)/ Intake (at any level). Therefore, Institutions Deemed to be Universities who have never taken approval from AICTE are directed NOT to run any Technical Programme(s)/ Course(s) without prior approval of AICTE.

**NOTE:** Application for partial approval of any Programme(s)/Course(s)/Intake at any level shall NOT be permitted.

- 4.3.4 Universities in existence seeking approval for the first time from AICTE shall be processed without applying the recommendations of National Perspective Plan for Technical Programmes.

### 4.4 Submission of Application

- 4.4.1 USER ID and Password

- a. A unique USER ID and Password shall be allotted to each new application on payment of ₹5000/- (Five Thousand Only), through the payment gateway on AICTE Web-Portal @ [www.aicte-india.org](http://www.aicte-india.org).





- b. The Universities already approved by AICTE shall use the USER credentials allotted to them previously.
- c. If any University has forgotten the Password, the University shall apply online. Technical Education Regulatory (TER) Charges of ₹5000/- (Five Thousand Only) shall be made through the payment gate way on AICTE Web-Portal. The proof of payment and an **Affidavit 1** for "Forgotten Password" shall be submitted to the concerned Regional Office. Regional Officer shall verify the same from the web portal for allotment of Password to the Applicants.
- d. Using the USER ID Account, the application in the prescribed Format shall be filled and submitted on AICTE Web-Portal @ www.aicte-india.org. An unique application number will be generated on the successful submission of application. Using this application number, the Applicant shall be able to track the status of the application at various stages of processing.

#### 4.4.2 Technical Education Regulatory (TER) Charges

- a. Existing Universities offering Technical Programme(s) at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree applying for the grant of approval for the first time:

Sl. No.	Type of University	TER Charges ₹ in Lakh
i	Central University/ State University/ Institution Deemed to be University (Government)	Nil
ii	Institution Deemed to be University (Private)/State Private University	8.0
iii	University set up in J&K/ Ladakh/ North Eastern States/ University set up exclusively for Women	6.0
iv	ALL Applicants under (ii) whose application was rejected and issued Final LoR in the previous year i.e. 2020-21*	3.0

Applicable for Application which was rejected in 2020-21 and TER Charges refunded under **Clauses 1.4.2.g** and **1.4.7.b** of Chapter I of the Approval Process Handbook.

- b. In an extraordinary circumstance, if an additional online Scrutiny Committee and Standing Hearing Committee/ Standing Appellate\* Committee has to be conducted (inclusive of the Court directions to any type of Institution /University other than Central/State Universities /Institution deemed to be university (Government)), then the Applicant has to remit ₹0.5 Lakh through online as an additional TER Charges.
- c. In an extraordinary circumstance, if an additional online Expert Visit Committee has to be conducted (inclusive of the Court directions to any type of Institutions other than Central/ State Universities/Institution deemed to be university (Government)), the Applicant has to remit ₹1.0 Lakh through online as an additional TER Charges.
- d. The TER Charges shall be paid through AICTE payment gateway on AICTE Web-Portal within the deadline failing which, the application shall not be considered.
- e. Only those applications submitted (including payment) within the cut-off date as mentioned in the Public Notice/ AICTE Website shall be considered for processing.

#### 4.4.3 All Applicants shall ensure that the data entered/edited are correct. Facility to edit the data available until the submission of the application by pressing the "submit" tab.

After pressing the "submit" tab, the modification of data shall not be allowed till the processing of application is completed. Hence, applicants shall exercise utmost caution before pressing the "submit" tab.

Submission of an application on AICTE Web-Portal on or before the last date as mentioned in the Public Notice/ AICTE Website is MANDATORY.



- 4.4.4 An **Affidavit 2** sworn before First Class Judicial Magistrate or Notary or an Oath Commissioner on ₹100/- Non-Judicial stamp paper/ e-stamp paper shall be Digitally Signed (Using DSC) & uploaded on AICTE Portal. In case of any false information, AICTE shall invoke the provisions, civil and/or criminal as per the Regulations in place.
- 4.4.5 A printout of the complete online application (for categories falling under Chapter I of the Approval Process Handbook) as submitted on AICTE Web-Portal, along with the proof of payment, and documents mentioned as per **Appendix 16** of the Approval Process Handbook duly attested by the Chairman/ Secretary of the Trust shall be submitted on the date of Scrutiny at the Regional Office (in case of offline) or to be uploaded on AICTE Web-portal with digital signature (in case of online), failing which the Scrutiny shall not be conducted.
- 4.4.6 Applications submitted for the categories mentioned under Chapter II and III shall submit/upload the documents as applicable in **Appendix 17** of the Approval Process Handbook.
- 4.4.7 Applications complete in all respects shall ONLY be processed.

## 4.5 Grant of Approval

### 4.5.1 Requirements and Eligibility

- a. The Promoter Trust/ Society/ Company shall have the Land as required and has its Lawful possession with clear title in the name of the Promoter Trust/Society/Company/Institution on or before the date of submission of application.

Further to that it shall be open for the Promoter Trust/ Society/ Company of the proposed University to mortgage the Land with the prior intimation to AICTE after the issue of Letter of Approval (LoA), only for raising the resources for the purpose of development of the University situated on that Land.

- b. University shall fulfill ALL the norms as specified in the Approval Process Handbook. Further that, the Institution Deemed to be Universities shall also have to fulfil the norms as per UGC Regulations.
- c. Buildings for the First Year of the Programme(s) should be completed in all respect as per the Infrastructure requirements as specified in the Approval Process Handbook. Building Plan for the entire duration of the Programme(s) of the University shall be prepared by an Architect registered with Council of Architecture/Licensed Survey or and shall be approved by the Competent Authority as designated by concerned State Government/ UT.
- d. The Head of the "University" shall be named as "Vice Chancellor" having qualifications as per UGC norms.

- 4.5.2 The Applicants shall not use name of the University in such a way that the abbreviated form of the name of the University becomes IIM/IIT/IISc/NIT/IISER/IIIT/IIEST/AICTE/UGC/ MoE/ GoI. The Applicant shall also not use the word(s) Government, India, Indian, National, All India, All India Council, Commission anywhere in the name of the University and other names as prohibited under the Emblems and Names (Prevention of Improper Use) Act, 1950. Provided that, the restrictions mentioned above shall not be applicable, if the University is established by Government of India or its name is approved by the Government of India.

- 4.5.3 The Applicant shall apply in AICTE Web-Portal for all the Technical Programme(s) as approved by UGC for Approval.

### 4.5.4 Procedure

The application shall be processed as per **Clauses 4.6** and **4.7** of the Approval Process Handbook (Scrutiny/ Re-Scrutiny Committee followed by an Expert Visit Committee). The date of visit shall be communicated through e-mail. It shall be necessary to provide Built-up area as per the norms required to conduct all the existing Course(s).



#### 4.6 Evaluation of the Application by Scrutiny/ Re-Scrutiny Committee

- a. The applications shall be evaluated by a Scrutiny/Re-Scrutiny Committee constituted as per **Appendix 13** of the Approval Process Handbook by the Regional Officer by the selection of members through automated selection process on AICTE Web-Portal. However, if any member of the Scrutiny/ Re-Scrutiny Committee is unable to attend or refuses or incapacitated to take part in the Committee, then Regional Officer with prior or post-facto approval of the Competent Authority, AICTE, shall opt to choose another expert from approved panel of the experts manually. Under extraordinary circumstances, the Scrutiny/ Re-Scrutiny Committee shall also be constituted manually by the Regional Officer with prior/post facto approval of the Chairman.
- b. The date and time for Scrutiny shall be informed by the concerned Regional Office.
- c. Concerned Regional Officer or an Officer of the Council shall assist the Committee and place relevant records and documents before the Committee and make necessary arrangements for the conduct of the meetings; however, he/she shall not be part of the Committee.
- d. Two representatives of the Applicant shall be invited to present their case along with the supporting documents before the Scrutiny/ Re-Scrutiny Committee. Self-attested Photo ID proof and an authorization letter from the Chairman/ Secretary of the Trust/ Society/ Company shall be produced to the Committee.
- e. The Applicants are classified into THREE categories, as Category I, II and III. Universities that have NAAC score 3.51 and above; 3.26 to 3.50 and notified as Category I/ II respectively as per the UGC (Categorization of Universities (Only) for grant of Graded Autonomy) Regulations, 2018. University shall be in Category III, if it does not come either under Category I or Category II.  
**NOTE:** For Category I/ II Universities applying for other domains (for e.g. Medical University), applying for approval of Engineering and Technology Programme shall be processed similar to a new Technical Institutions provided the university is already running courses in Engineering and Technology.
- f. To consider the Off Campuses/ Constituent Colleges of Category I/ II Universities, UGC Letter mentioning to that effect shall be produced, else the applications shall be processed as per **Clause 4.5.4** of the Approval Process Handbook.
- g. For Applicants falling under Category I/II the Scrutiny/Re-Scrutiny Committee shall verify the following:
  - i. NAAC Certificate having scores more than 3.26 and letter issued by UGC declaring the status of the University.
  - ii. Notification issued by the Government under Central/ State Act declaring an Institution as a Central/ State/ Private University or section 3 of UGC Act declaring an Institution as a Deemed to be University
  - iii. UGC approval letter(s) for the main Campus and Off Campuses, if any
  - iv. **Affidavit 2** and **Affidavit 5** (Universities shall have to adhere to norms and standards specified by AICTE from time to time and an **Affidavit 5** to this effect shall be submitted to the UGC).
- h. Applicants falling under Category III shall present their application and ALL original documents along with self-attested copies as per **Appendix 16** (as applicable) of the Approval Process Handbook and UGC approval Letter(s) for the Main Campus and Off Campuses, if any, before the Scrutiny/ Re-Scrutiny Committee (in case of offline) or to be uploaded on AICTE Web-portal with digital signature (in case of online). Applicants shall adhere to Scrutiny/ Re-Scrutiny schedule and not to remain absent at the time of Scrutiny/ Re-Scrutiny.
- i. The Scrutiny Committee shall verify the authenticity of the documents submitted by the Application as mentioned above and shall counter sign in all the documents that are accepted (if conducted offline).



- j. Based on the recommendations of the Scrutiny Committee, the deficiencies, if any, shall be communicated to the Applicant Trust/ Society/ Company through Web-Portal.
- k. Applicants who are communicated deficiencies or remain absent at the time of Scrutiny shall be eligible for Re-Scrutiny. The date and time for Re-Scrutiny shall be informed by the concerned Regional Office.
- l. The Re-Scrutiny Committee shall verify only the deficiencies pointed out by the Scrutiny Committee as per the norms and standards and shall countersign the documents that are accepted (if conducted offline).
- m. The Regional Officer shall ensure that all the fields of the Scrutiny/ Re-Scrutiny Committee Report are filled completely.
- n. Applications which are found to be in order in all respects by the Scrutiny/Re-Scrutiny Committee in case of Applicants falling under Category I/II shall be placed before Regional Committee for recommendation of issue of LoA and in case of Category III, the same shall be processed further by an Expert Visit Committee. The date of visit shall be communicated through Web-Portal.
- o. The attested copies of original documents shall be retained by the Regional Office

**4.7 Application shall be processed by Expert Visit Committee as per Clause 1.7 of the Approval Process Handbook. However, a Vice Chancellor/Former Vice Chancellor/Director of IIT/NIT nominated by AICTE shall be the Chairman of the Expert Visit Committee.**

**4.8 Application shall be processed by Regional Committee as per Clause 1.8 of the Approval Process Handbook.**

**4.9 Grant of Approval shall be as per Clause 1.9 of the Approval Process Handbook.**

- a. The Executive Committee after considering the recommendations of the Regional Committee and views of the Approval Bureau shall take decision to grant of approval or otherwise. The decisions of the Executive Committee shall be ratified by the Council.
- b. The decision of the Executive Committee shall be uploaded on the Web-Portal in the form of a Letter of Approval (LoA) or Letter of Rejection (LoR) with the specific reasons for rejection of the application.
- c. Applicants (except Central University/ State University/Institution Deemed to be University (Government)) whose applications are recommended for Letter of Approval (LoA) by the Executive Committee shall be informed for submission of Security Deposit as applicable as per Clause 1.9(c) of the Approval Process Handbook
  - i. State University/ Central University/ Institution Deemed to be University (Government)/ are not required to pay the Security Deposit.
  - ii. Institution Deemed to be University (Private)/ Private Universities which were in existence for more than 10 years with UGC are EXEMPTED from the payment of Security Deposit, else the University shall pay the Security Deposit for 10 Years as per Approval Process Handbook.
  - iii. If any University starting a new Programme/ Level shall create the Security Deposit as per the requirements of the Approval Process Handbook, even if the University is in existence for more than 10 years with UGC.
  - iv. Universities which were granted approval from AICTE earlier as a Technical Institution and created Security Deposit and got released after the maturity period are not required to pay the Security Deposit; else the University shall pay the Security Deposit for the remaining period of 10 years, as applicable.
- d. The amount deposited by the University shall remain with the Council. The interest accrued on this deposit shall be utilized by the Council for Institutional Development activities, Quality Improvement Programme for Faculty and giving Scholarships to students.



- e. The Principal amount ONLY shall be returned to the Trust/ Society/ Company on completion of the term. However, the term of the deposited amount could be extended for a further period as shall be decided on a case to case basis and/or forfeited in case of any violation of norms, conditions, and requirements and/ or Non-Performance by the University and/ or Complaints against the University.
- f. An Expert Visit Committee may be conducted any time before the first batch of students has passed out, to verify the fulfilment of the norms as specified in the Approval Process Handbook.
- g. If the application for the new Institution Deemed to be University/University is rejected at the Level of Scrutiny/Re- Scrutiny and not availed the appeal provision, the TER Charges after a deduction of ₹0.5 Lakh shall be refunded to the Applicant.
- h. The Council shall normally not grant Conditional Approval to any University.
- i. The University/Applicant, if aggrieved by the decision of Executive Committee, shall appeal as per **Clause 1.10** of the Approval Process Handbook and the final decision of the Council shall be uploaded on or before 30th April of the Calendar Year.
- j. Faculty shall be made available as per the norms, standards and conditions prescribed by the Council from time to time.
- k. A final Letter of Approval/ Letter of Rejection with the reasons for rejection of the application shall be issued to the University through Web-Portal, on or before 30th April of the Calendar Year.
- l. LoA shall not be granted after 30th April of the Calendar Year in compliance to the order dated 13.12.2012 passed by the Hon'ble Supreme Court of India in CA No.9048/2012.

**4.10** Universities granted approval for offering Technical Programme at Diploma/Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level shall submit an application to the Council every year for Extension of Approval of Course(s) offered by the University.

**4.11** Applications submitted for other Categories in Chapter II/ III of the Approval Process Handbook

- a. The requirements, eligibility and procedure shall be as per the concerned Clauses of Chapter II/ III of the Approval Process Handbook. However, Expert Visit Committee for the Introduction of supernumerary seats for OCI/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries for Category I/ II Universities shall be exempted.
- b. Technical Education Regulatory (TER) Charges

Sl. No.	Type of University	TER Charges ₹ in Lakh
i	Central / State / Institution Deemed to be University (Government)	Nil
ii	State Private/ Institution Deemed to be University (Private)	Corresponding TER Charges as mentioned in Chapter I/ II/ III

In an extraordinary circumstance, if an additional Scrutiny Committee and Standing Hearing Committee/ Standing Appellate Committee has to be conducted (inclusive of the Court directions to any type of Institutions), then the Applicant has to remit ₹0.5Lakh through online as an additional TER Charges.

- c. In an extraordinary circumstance, if an additional Expert Visit Committee has to be conducted (inclusive of the Court directions to any type of Institutions), the Applicant has to remit ₹1.0 Lakh through online as an additional TER Charges.
- d. The applications shall be processed as per the procedure specified in the Approval Process Handbook and the Executive Committee/ Council shall grant Extension of Approval as applicable for Universities to continue for conduct of Technical Programme(s) and Course(s). The decisions taken by the Executive Committee shall be ratified by the Council.
- e. The decision of the Council shall be included in the issuance of Extension of Approval and uploaded in the Web-Portal and the Universities shall download the same through their login. Speaking orders (in case of reduction in Intake, No Admission, etc.) shall be uploaded in the Web-Portal not later than 10th May of the Calendar Year.



- 4.12** Increase in Intake/ New Course shall be processed as per **Clause 2.14** of Chapter II of the Approval Process Handbook. The Scrutiny/ Re-Scrutiny Committee shall verify the additional documents as specified in **Appendix 17** of the Approval Process Handbook.

Institutions Deemed to be Universities offering Technical Programme(s) approved by the Council, falling under Category-I / II (as declared by UGC) shall have to submit an application to the Council indicating the increase in Intake in the Courses/New Course(s) in Emerging /Multidisciplinary areas. The Council shall be granting approval to those Programmes/ Courses. However, such Universities shall have to update the data in AICTE Web-Portal on annual basis and comply the norms and standards as specified by AICTE from time to time. The University shall annually submit **Affidavit 2** to AICTE and **Affidavit 5** to UGC with this effect.

If any complaints are received about violation of the norms, AICTE shall inspect the University and inform UGC to take appropriate action. In case of Institution Deemed to be University, the action as specified in the Approval Process Handbook shall be initiated and informed to UGC.

- 4.13** Extension of Approval shall not be granted after 30<sup>th</sup> April of the Calendar Year in compliance to the order dated 13.12.2012 passed by the Hon'ble Supreme Court of India CA No.9048/ 2012.
- 4.14** Institutional information shall be updated on AICTE Web-Portal by the Institution for downloading the Extension of Approval letter.
- 4.15** Student's eligibility for admission shall be as per **Appendix 1** of the Approval Process Handbook.
- 4.16** Institutions shall follow the Academic Calendar as per **Appendix 19** of the Approval Process Handbook.
- 4.17** Student enrolment details shall be uploaded in the Web-Portal before 30<sup>th</sup> September of the Calendar Year.
- 4.18** Board of Governors (BoG)/Board of Management (BoM) shall be constituted for Institution Deemed to be University (Private)/ State Private University. BoM of Universities shall be as per Acts and Statutes of UGC. The minutes of the meetings shall be uploaded periodically in the website of the Universities.
- 4.19** The Universities shall display in their web site the mandatory disclosure including students admitted, their Fee structure, Time schedule for payment of Fee for the entire Programme, Refund Policies.
- 4.20** To maintain a high standard in Technical Education, the Universities shall adopt quality measures such as revision of Curricula in tune with the changing trends in the industrial development, performing Academic Audit, conducting innovative academic and sponsored research, publishing papers in refereed journals and apply for the granting Patents.
- 4.21** Institutions Deemed to be Universities that have been recognized as an Institute of Eminence by the Ministry of Education, Government of India shall be exempted from the annual approval Process and accorded approvals for offering Technical Programmes/ Courses. However, such Universities shall have to update the data in AICTE Web-Portal on annual basis and comply the norms and standards as specified by AICTE from time to time. The University shall annually submit **Affidavit 2** to AICTE and **Affidavit 5** to UGC to this effect. If any complaints are received about the violation of the norms, AICTE shall inspect the University and inform the MoE and UGC to take appropriate action. In case of Institution Deemed to be University, the action as specified in the Approval Process Handbook shall be initiated and informed to the MoE and UGC.

**NOTE:** All the Scrutiny / Re-Scrutiny and EVC shall be conducted preferably in online mode. Under extraordinary circumstances (including Court directions) the Scrutiny / Re-Scrutiny and EVC shall be conducted in Offline mode also. Proceedings of the Scrutiny /Re-Scrutiny / EVC shall be recorded to have Transparency and Accountability. Signature of experts on documents submitted/ uploaded by Institute on portal is not necessary if verified online.



# CHAPTER-V

## Grant of Approval for Open and Distance Learning (ODL)/Online Learning (OL) for Standalone Institutions, Institutions Deemed to be Universities and Universities.

### 5.1 Introduction

- a. As the new National Education Policy (NEP)- 2020 has laid emphasis on increasing Gross Enrolment Ratio(GER) through the use of technology and ICT, to fulfil the objectives of NEP-2020 and to promote ODL and Online Education AICTE has framed comprehensive Guidelines for imparting Education through ODL & Online mode.All India Council for Technical Education (Open and Distance Learning Education and Online Education) Guidelines,2021 shall apply to Standalone Institutions, Institutions Deemed to be Universities and Universities (Central, State and State Private) for all Courses of learning at the Diploma/ Post Diploma Certificate/ Post Graduate Certificate/ Post Graduate Diploma/ Post Graduate Degree Level programmes/ courses in Management, Computer Applications, Artificial Intelligence and Data Science, Logistics and Travel & Tourism.
- b. The Council shall NOT allow Open and Distance Learning Diploma /Degree / Post Graduate Degree in Engineering and Technology-except mentioned explicitly in the ODL/OL guidelines, Planning, Hotel Management and Catering Technology, Applied Arts and Crafts, and Design Programmes.
- c. As per the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020, approval of respective regulatory body is necessary for running the programmes of that domain and accordingly Institutions Deemed to be Universities and Universities shall take approval of AICTE and also necessarily shall take the approval of UGC in order to actually run the programme. NONE of the affiliated colleges / institutions are allowed to conduct programmes in ODL mode and / or Online mode.
- d. The NAAC/NBA Score as per the guidelines notified by UGC/AICTE from time to time shall be applicable for the Institution(s) Deemed to be University and Universities in respect of ODL and Online courses.

**NOTE:** NBA score shall be applicable for Standalone Institutions as well as for Institution(s) Deemed to be Universities / Universities as per the AICTE (ODL & Online Education) Guidelines, 2021.

### 5.2 Norms and Requirements

- 5.2.1 The Standalone Institutions/ Institutions Deemed to be Universities and Universities intending to run Courses in Open and Distance Learning mode and / or online mode shall submit an application to the Council for the Academic year and subsequent years for Approval / Extension of Approval for the Courses approved/ Increase/ reduction in Approved Intake in the Courses/ Introduction of new Course(s)/ Closure of Course(s).
- 5.2.2 NO Institution (Standalone Institution/ Institution Deemed to be University and University) shall offer a technical Programme/ Course in Open and Distance Learning / online mode and admit students without prior approval of the Council.  
**Note :** Applications which are found to be in order in all respects by the Scrutiny / Re-Scrutiny Committee in case of Applicants falling under Category I/II shall be placed before Regional Committee for recommendation of issue of LoA and in case of Category III, the same shall be processed further as per the provision of APH 2021-22.
- 5.2.3 NO Supernumerary seats shall be allotted to Courses in Open and Distance Learning mode/ Online mode.
  - a. Learner's enrolment (for Open and Distance Learning mode): A Learner residing in any part of the Country may enroll in any programme being offered by an Institution recognized by the AICTE for offering programme under Open and Distance Learning mode provided that the Institution shall conduct all activities such as admissions, contact programmes, examinations etc. for learner strictly within the territorial jurisdiction of the Institution as specified in these regulations. The total number of Learners admitted at any

Learner Support Centre shall not exceed 1000 at any time, subject to fulfilment of other conditions as prescribed in AICTE-APH. In case the enrolment is higher than 1000 at a Learner Support Centre, the number of positions and Infrastructure shall be increased on pro-rata basis.

- b. Learner's enrolment (for Online mode): A Learner residing within or outside India may enroll in any programme being offered by an Institution recognized by the AICTE for offering programme under Online mode.

**NOTE:** Candidate who obtained School Leaving Certificate/ Diploma/ Degree in a Foreign Institution shall produce an Equivalency Certificate issued by the Association of Indian Universities for admission to a Standalone Institution/ Institution Deemed to be University and University in India.

#### 5.2.4 Academic and Administrative Requirements

- a. A Standalone Institution/ Institution Deemed to be University and University shall have a designated Centre of Distance Education at Headquarters for operationalising the Courses in Open and Distance Learning mode, which shall be headed by a regular functionary not below the rank of a Professor and shall have the following positions on Full Time and dedicated basis, excluding the designated positions in the Open Universities as per their respective Act(s), along with the infrastructural facilities. In addition to the Headquarters, an Institution may have Learner Support Centre(s).

If an Institution is intending to operate the Headquarters as Learner Support Centre, an intake upto 10000 Learners shall be permitted. In case, the enrolment is higher than 10000 at Headquarters, the number of positions and Infrastructure shall be increased on pro-rata basis.

Academic and Administrative Requirements at Headquarters (upto 10000 students)		
	Staff requirements	Number
1	<b>Head for each discipline at Professor Level</b>	1
2	<b>Minimum Academic staff strength per discipline or specialization or Course</b>	
	Associate Professor	1
	Assistant Professor	2
3	<b>Administrative staff strength at the Institution</b>	
	Deputy Registrar	1
	Assistant Registrar	1
	Section Officer	1
	Assistants	3
	Computer Operator	2
	Multi-Tasking Staff	2

- b. The total number of Learners admitted at any Learner Support Centre shall not exceed 1000 at any time, subject to fulfilment of other conditions as specified in the AICTE (Open and Distance Learning Education and Online Education) Guidelines, 2021. In case the enrolment is higher than 1000 at a Learner Support Centre, the number of positions and Infrastructure shall be increased on pro-rata basis.

Academic and Administrative Requirements of each Learning Supporting Centre (upto 1000 students)		
	Staff requirements	Number
1	Assistant Professor (Coordinator)	1
2	Counsellor per Theory Course of 4 Credits	2
3	Supervisor per Practical Course of 2 Credits	1
4	Computer Operator	1

c. Teacher: Non-Teaching Staff ratio 1: 2 shall be maintained.

#### 5.2.5 Infrastructure Requirements

The Institution shall have necessary infrastructure and support system for offering the Courses in Open and Distance Learning Mode and / or Online Mode.

Minimum Infrastructure Requirements for ODL/Online (For both Institution Headquarters and Learner Support Centre)				
Sl. No.	Type of Built-up Area	Percentage (%)	Headquarters in Sq.m.	Learner Support Centre# in Sq.m.
1	Academic Area	50	696.8	66
2	Administrative Area	10	139.4	13.2
3	Academic support such as Library, Reading Room, Computer Centre, Informational and Communication Technology Laboratories, Video and Audio Laboratories, etc.	30	418.0	39.6
4	Amenities or other support facilities Area	10	139.4	13.2
5	Minimum Built-up area for Open and Distance Learning activity		1393.6	132

# There is NO requirement for Learner Support Center to run Online Mode.

- The Institution shall use additional Laboratory facilities of the parent Institution or any other AICTE approved Institution offering similar Course/ Programme.
  - Each Learner Support Centre shall have a minimum Built-up area of 132 Sq.m on the basis that it shall have at least one Class room for the interaction with the Learners.
  - Minimum Internet Speed required at Headquarters/ Learner Support Centre is 100 Mbps.
- a. The Institution should provide appropriate facilities to take care of the physically challenged students and elderly persons comprising of Teaching/ Non-Teaching/ Others including parents of the students visiting the Institution. Barrier Free Built Environment for disabled/ elderly persons shall be available in the Buildings, including the availability of specially designed toilets for Ladies and Gents. Refer Design Manual for a Barrier Free Environment available in AICTE Web-Portal [www.aicte-india.org](http://www.aicte-india.org).

Every Building should have at least one entrance accessible to the physically challenged and shall be indicated with a proper signage. The entrance shall be approached through a ramp together with the stepped entry. Refer guidelines and space standards for Barrier Free Built Environment for disabled and elderly persons by CPWD, Ministry of Urban Development, and Government of India. (Refer Handbook on Barrier free and Accessibility <http://cpwd.gov.in>).

All teaching-learning facilities for physically challenged Learners shall be provided in the Ground Floor itself. Unisex toilets with all facilities shall be provided in each floor or at least in the Ground Floor at Headquarters as well as Learner Support Centres as specified by the National Building Code.

- b. Safety and security measures at all the Learner Support Centres and Headquarters to safeguard Students, Staff and the general Campus community from the threat of violence, and to provide appropriate interventions to support individuals in crisis shall be ensured.
- c. The minimum requirement for Built-up Area shall be fulfilled as specified in the Approval Process Handbook as amended from time to time



- 5.2.6 Maintenance of infrastructural, academic and other quality standards by Standalone Institution/ Institution Deemed to be University shall be as per the respective Part III of AICTE (Open and Distance Learning Education and Online Education) Guidelines, 2021 (As amended from time to time).
- 5.2.7 Admission, Examinations and Learner Support shall be as per the respective Part IV of AICTE (Open and Distance Learning Education and Online Education) Guidelines, 2021 (As amended from time to time).
- 5.2.8 Assessment, Accreditation, Audit, Inspection and Monitoring shall be as per the respective Part V of AICTE (Open and Distance Learning Education and Online Education) Guidelines, 2021 (As amended from time to time).
- 5.2.9 Norms for Intake
- The Standalone Institution, Institution Deemed to be University and University shall apply for the Programmes/ Courses as per **Clause 5.1** at Diploma/ Post Diploma Certificate/ Post Graduate Certificate/ Post Graduate Diploma / Post Graduate Degree Levels with the proposed Intake in Headquarters and/ or each Learner Support Centre.
  - The Council shall grant approval for the Courses along with their Approved Intake in each Learner Support Centre, subject to the fulfilment of AICTE (Open and Distance Learning Education and Online Education) Guidelines by the Headquarters and the number of Learner Support Centres through the Procedure specified in this Chapter.
  - The "Approved Intake" for ODL / Online Programmes / Courses shall be as per the UGC (Open and Distance Learning mode and Online Learning Mode) regulations dated 4<sup>th</sup> September 2020 and as amended from time to time.

#### Courses offered in ODL/OL Mode

Sl. No.	Programme / Course	Nomenclature of Degree / Diploma / Certificate
1.	Management	Master of Business Administration (MBA) / Post Graduate Diploma in Management (PGDM) / Post Graduate Certificate (PGC)
2.	Computer Applications	Master of Computer Application (MCA) / Post Graduate Diploma in Computer Application (PGDCA) / Post Graduate Certificate (PGC)
3.	Artificial Intelligence (AI) & Data Science (DS)	Post Graduate Diploma (PGD)/ Post Graduate Certificate (PGC)
4.	Logistics	Post Graduate Diploma (PGD)/ Post Graduate Certificate (PGC)
5.	Travel & Tourism	Post Graduate Diploma (PGD)/ Post Graduate Certificate (PGC)

- 5.2.10 The Headquarters and each Learner Support Centre of Standalone Institution/ Institution Deemed to be University shall establish Online Grievance Redressal Mechanism, Anti Ragging Committee, Grievance Redressal Committee and Internal Complaint Committee (ICC), Harassment of Women Committee, SC/ST Committee as specified in the Approval Process Handbook.
- 5.2.11 All Standalone Institutions/ Institutions Deemed to be Universities/ Universities shall upload the Transcripts and Certificates of all students enrolled, Year wise and Course wise for all Learner Support Centers (if applicable) including Headquarters, on National Academic Depository (NAD).
- 5.2.12 In the event of a student withdrawing before the start of the Course, the entire Fee collected from the student, after a deduction of the processing Fee of not more than ₹1000/- (Rupees One Thousand only) shall be refunded by the Institution. It would not be permissible for Institutions to retain the School/ Institution Leaving Certificates in original.

In case, if a student leaves after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the Institution must refund the Fee collected after a deduction of the processing Fee of not more than ₹1000/- (Rupees One Thousand only) and proportionate deductions of Fee, where applicable.

The same shall be affected to the students admitted in July/ January session, as applicable.





5.2.13 The Standalone Institutions/ Institutions Deemed to be Universities/ Universities shall display in their Website the mandatory disclosure as specified in the Guidelines including the nomenclature of the Courses and Approved Intake, students admitted, their Fee structure, Time schedule for payment of Fee for the entire Course, Refund Policy, etc. in each Learner Support Centre including headquarter.

**5.3** Documents as specified in **Appendix 16** of the Approval Process Handbook, as applicable to the Headquarters and each Learner Supporting Centre shall be digitally signed and uploaded on AICTE Web-portal and original copy to be shown to the Scrutiny Committee.

**5.4** Documents as specified in **Appendix 16** of the Approval Process Handbook, as applicable to the Headquarters and each Learner Supporting Centre shall be digitally signed and uploaded on AICTE Web-portal and original copy to be shown to Expert Visit Committee.

**5.5 Time schedule for Processing Applications**

- a. AICTE shall notify through a Public Notice in the leading newspapers and through AICTE Website inviting applications with cut-off dates for various categories and processing thereof. The time schedule mentioned in the Public Notice/AICTE Web-site shall be final and binding. To process any request from the standalone institutions/Universities regarding approval, online application is mandatory. Applications submitted offline are not valid.
- b. The submission of an application on AICTE Web-Portal and payment of TER Charges shall not be later than the last date as notified in the Public Notice.

**5.6 Seeking Approval of the Council**

**5.6.1 Requirements and Eligibility**

- a. The Universities (Central, State Public or Private, Institutions Deemed to be Universities) or Standalone PGDM/PGCM Institutions, may apply for offering programmes through the Open and Distance Learning mode and/ or online mode, courses in the field of Management and allied areas, Computer Applications, Artificial Intelligence and Data Science, Logistics and Travel & Tourism who fulfill the following conditions, namely :

- I. Universities (Central/State Public or Private)/ Institution Deemed to be University having NAAC score of 3.26 and above on a 4-point scale;

OR

Universities (Central/State Public or Private)/ Institutions Deemed to be University having a rank in Top-100 in the University category of National Institutional Ranking Framework (NIRF), at least twice in three preceding cycles (at the time of application);

shall be permitted to start full-fledged ODL courses and/ or Online courses without prior approval of the AICTE, provided they satisfy all other conditions mentioned in these regulations.

- II. Standalone Institutions (PGDM /PGCM) having a NBA Score of 700 on a scale of 1000; shall be permitted to start full-fledged ODL courses and/ or Online courses without prior approval of the AICTE; provided they satisfy all other conditions mentioned in the AICTE ODL / Online guidelines.

However, all such Universities, Institutions Deemed to be Universities / Standalone Institutions shall be required to register on AICTE web portal to submit the desired information regarding Faculty /Students admission data annually and comply with all the provisions of the Guidelines and shall be required to submit an affidavit to the AICTE.

- b. The Universities (Central, State Public or Private, Institutions Deemed to be Universities) or Standalone PGDM/PGCM Institutions, may apply for offering programmes through the ODL mode and / or Online mode, who fulfil the following conditions, namely:

- I. Shall be in existence for minimum five years with at least two batches passed out;

and

- II. For University/Institution Deemed to be University:

Shall be accredited by the National Assessment and Accreditation Council with a minimum score of 3.01 on a 4-point scale;

OR

Shall be in the top-100 in the University category in the National Institutional Ranking Framework at least once in last 2 preceding cycles as per UGC/AICTE Gazette notification (at the time of application)





- III. Standalone Institutions (PGDM /PGCM) having NBA accreditation with at least 650 points on a scale of 1,000

Provided, such, Universities shall acquire NAAC score of 3.26 or NBA Accreditation with a minimum score of 700 points on a scale of 1000 in the next 2-years from the date of initial approval of the courses offered in the Open and Distance Learning mode and/ or online mode

However, all such Universities, Institutions Deemed to be Universities / Standalone Institutions shall be required to submit the desired information regarding Faculty / Students admission data annually and comply with all the provisions of the Guidelines and shall be required to submit an affidavit to the AICTE.

Further, above Universities/ Institutions-Deemed to be Universities / Standalone Institutions shall be required to submit an online application on AICTE Web-portal and comply with all provisions mentioned in the Guidelines.

- c. Open Universities may run ODL / Online programmes only in the courses permitted by AICTE from time to time, provided they meet all the requirements of the guidelines of AICTE.
- However, these Universities shall be required to register on AICTE web portal to submit the desired information regarding Faculty /Students admission data annually and shall be required to submit an affidavit to the AICTE.
- d. The University/ Standalone Institution shall have necessary Infrastructure, Faculty and Support System for offering the Courses in Open and Distance Learning mode/ online mode in Management, Computer Applications, Artificial Intelligence and Data Science, Logistics, and Travel and Tourism.
- e. The University/ Institutions Deemed to be University/ Standalone Institution shall have been running the above mentioned Courses in the conventional mode of classroom teaching.

**NOTE:** Affiliated Colleges / Institutions are NOT eligible to offer/conduct ANY program in Open and Distance Learning /Online mode.

- 5.6.2 The existing Standalone Institution/ Institution Deemed to be University/ University shall use their existing Login ID and Password for submission of online application in the format specified by the AICTE.

5.6.3 Technical Education Regulatory (TER) Charges

- a. TER Charges ₹ in Lakh for Standalone Institutions/ Institutions Deemed to be Universities and Universities offering Courses at Diploma/ Post Diploma Certificate/ Post Graduate Diploma/ Post Graduate Degree Level in Open and Distance Education Learning and Online Learning mode are given below:

Sl. No.	Standalone Institutions/ Institution Deemed to be University/ University *	TER Charges ₹ in Lakh
1	New application for the conduct of Online <sup>#</sup> / Open and Distance Learning Courses from Standalone Institution/ Private University/Institution Deemed to be University (Headquarters and upto 2 Learner Support Centers for the total Intake upto 10000)	8.0
2	Each additional Learner Support Centre (Intake upto1000)	3.0
3	Extension of Approval (Intake upto1000)	0.50
4	Increase in Approved Intake in the Courses/ Introductionof new Course(s)	2.0 for each Learner Support Centre concerned or Headquarters
5	Closure of Course(s)/ Reduction in Intake/ Change in theName of the Course(s)	0.10 for each Learner Support Centre or Headquarters
6	All applicants under (1) whose applications were rejected and issued Final LoR in the presence year i.e. 2020-21**	2.0

\*Not Applicable for Government and Government Universities.

# Learner support center NOT applicable.

\*\* Not applicable for Applications which were rejected in 2020-21 and TER Charges refunded.

**NOTE:** The total number of Learners admitted at any Learner Support Centre shall not exceed 1000 at any time. In case of applied/ Approved Intake (as applicable) is higher than 1000 at a Learner Support Centre, accordingly the number of Learner Support Centre (Intake in multiples of 1000) shall be considered for calculating TER Charges.

- b. In an extraordinary circumstance, if an additional Scrutiny Committee/additional Standing Hearing Committee/ Standing Appellate Committee has to be conducted (Inclusive of the Court directions to any type of Institutions), then the Applicant has to remit 0.5 Lakh through online as an additional TER Charges.
- c. In an extraordinary circumstance, if an additional Expert Visit Committee has to be conducted (inclusive of the Court directions to any type of Institutions), the Applicant has to remit 1.0 Lakh through online as an additional TER Charges

The TER Charges shall be paid through AICTE payment gateway on AICTE Web-Portal within the deadline failing which, the application shall not be considered.

- d. Only those applications submitted within the cut-off date, including payment shall be considered for processing.
- e. In case of eligible refund/ excess payment, if any, after processing, the amount shall be refunded to the Applicant.
- f. Applications rejected at the Level of ONLINE Scrutiny/ Re-Scrutiny without availing the appeal provision, the TER Charges after a deduction of ₹0.5 Lakh shall be refunded to the Applicant/ Institution.

5.6.4 All Applicants shall ensure that the data entered/ edited are correct. Facility to edit the data is available until the submission of the application by pressing the "SUBMIT" tab.

After pressing the "SUBMIT" tab, the data entered is not allowed for any further editing till the processing of the application is completed. Applicants shall exercise utmost caution before pressing the "SUBMIT" tab.

Application should be submitted on AICTE Web-Portal on or before the last date as notified in the Public Notice/AICTE Web-site.

5.6.5 A copy of such application shall be displayed on the Website of the Standalone Institution/ Institution Deemed to be University and University by way of Self-Disclosure

- a. The application shall be accompanied by evidence of having prepared the self-learning materials required for the Courses of study, duly approved by the statutory bodies of the Standalone Institution/ Institution Deemed to be University and University empowered to decide on academic matters.
- b. The application shall be accompanied by evidence of availability of Open and Distance Learning/Online Learning resources adequate for effective delivery of all the proposed Courses of study and the expected enrolment of students.

The application shall be accompanied by evidence of the preparedness for establishing LearnerSupport Centers, providing Learning Support Services, establishing Centre for Internal Quality Assurance, availability of academic and other staff in the Unit and Learner Support Centers of the Institution, availability of qualified Counselors in the Learner Support Centers meeting such standards of competence as specified in **Annexure IV** of AICTE-Open and Distance Learning Education and Online Education Guidelines, Examination Centers and the administrative arrangements for supportive services for effective delivery of Open and Distance Learning.

5.6.6 All Applicants shall submit/upload an **Affidavit 13** sworn before First Class Judicial Magistrate or Notary or an Oath Commissioner on ₹100/- Non-Judicial stamp paper/ e-stamp paper. In case of any false information, AICTE shall invoke the provisions, both civil and/ or criminal as per the Regulations in place.

5.6.7 A printout of the complete online application as submitted on AICTE Web-Portal, along with the proof of payment and documents mentioned duly attested by the Chairman/ Secretary of the Trust/ Society/ Company shall be submitted ( in case of offline) on the date of Scrutiny at the Regional Office.

## 5.6.8 Procedure

- a. The application for establishment of Headquarters/ Learner Support Centers shall be processed as per **Clause 1.6** (Scrutiny/ Re-Scrutiny Committee) followed by an Expert Visit Committee as per **Clause 2.25** of the Approval Process Handbook. The date of visit shall be communicated through e-mail/AICTE Web-portal. The Council shall not grant approval to Learner Support Centre(s) without the approval for Headquarters.

Standalone Institutions/ Institutions Deemed to be Universities/ Universities offering Technical Programme(s) approved by the Council, falling under Category I, II & III as declared by UGC (and as amended from time to time) shall have to submit an application to the Council indicating the ODL and/ or Online Courses/ increase in Intake in the Courses/ New Course(s).

Standalone Institutions/ Institutions Deemed to be Universities/ Universities offering Technical Programme(s) approved by the Council, falling under Category I & II as declared by AICTE/ UGC respectively shall have to submit an application to the Council indicating the ODL/ Online Courses for increase in Intake in the Courses/ New Course(s). The Council shall be granting approval to those Accredited Courses. However, such Standalone Institutions and Institutions Deemed to be Universities and Universities shall have to update the data in AICTE Web-Portal on annual basis and comply the norms and standards as specified by AICTE from time to time. Standalone Institutions shall have to submit an **Affidavit 13** annually to AICTE. The University shall annually submit **Affidavit 13** to AICTE and **Affidavit 5** to UGC to this effect. If any complaints are received about the violation of the norms, AICTE shall inspect the Institution/ University and the action as specified in the Approval Process Handbook shall be initiated and informed to the UGC about the Institution Deemed to be University and University.

The Standing Hearing Committee shall recommend the Applied Intake or appropriate Intake/ reject the application, based on the observation of the Expert Visit Committee and the compliance of the deficiencies by the Institution.

- b. Where the Standalone Institution/ Institution Deemed to be University/ University has made an application for offering Courses in Open and Distance Learning mode, not with standing that in respect of such Courses, UGC had caused the inspection of the Institution in the past or prior to coming into force of the Guidelines, the AICTE may cause an inspection, in respect of such Courses, of the Standalone Institutions/ Institution Deemed to be University at its discretion through an Expert Visit Committee.
- c. The consolidated list of all the Standalone Institutions/ Institutions Deemed to be Universities and Universities with the "Approved Intake" shall be placed by the Approval Bureau before the Executive Committee/ Council for the grant of Letter of Approval/ Extension of Approval, as applicable. The decisions taken by the Executive Committee are ratified by the Council. The same shall be notified on the Web-Portal. Further, the Institution shall download the Letter of Approval/ Extension of approval letter along with "Approved Intake" through the Institution login.
- c. Applicants shall deposit the prescribed amount to AICTE as applicable as per **Clause 1.9 (c)** of the Approval Process Handbook. The Applicant shall submit the payment proof of the Security Deposit along with an **Affidavit 3** within 15 days from the date of intimation to the concerned Regional Office, else a penalty of 10% and 50% of the value of the Security Deposit shall be imposed upto 31<sup>st</sup> May and 31<sup>st</sup> July of the Calendar Year respectively, beyond which the approval shall be withdrawn.
  - The amount deposited by the Institution shall remain with the Council for 10 years. The interest accrued on this deposit shall be utilized by the Council for Institutional Development activities, Quality Improvement Programme for Faculty, giving Scholarships to students, etc.
  - The principal amount ONLY shall be returned to the Trust/ Society/ Company on completion of the term. However, the term of the deposited amount could be extended for a further period as shall be decided on a case to case basis and/ or forfeited in case of any violation of norms, conditions, and requirements/ Non-Performance by the Institution/ Complaints against the Standalone Institution/ Institution Deemed to be University.





- Provided that while passing an order, where the AICTE does not grant approval in respect of one or more Courses, the AICTE shall specify the grounds of such refusal in the order.
- Provided further that before passing an order, AICTE shall provide a reasonable opportunity to the concerned Standalone Institution/ Institution Deemed to be University and University of being heard including an appeal as specified in the **Clause 5.8** of the Approval Process Handbook.
- d. The decision of the Executive Committee shall be uploaded on the Web-Portal in the form of a Letter of Approval (LoA) (in case of first approval) or Extension of Approval (in case of already approved) or Letter of Rejection (LoR) with specific reasons for rejection of the application.
- e. The Council shall normally NOT grant Conditional Approval to any Institution.
- f. An Applicant, if aggrieved by the decision of the Executive Committee, shall appeal as per **Clause 2.27** of the Approval Process Handbook and the same shall be processed as per the procedure specified therein.
- g. The recommendations of the Standing Appellate Committee shall be placed before the Council whose decision shall be final and the same shall be uploaded on the Web-Portal.
- h. All approvals shall be uploaded by 30<sup>th</sup> April of the Calendar Year and in case of already approved Courses, if reduction in intake, NO Admission, etc. are recommended, then the detailed speaking orders shall be uploaded in the Web-Portal not later than 15<sup>th</sup> May of the Calendar Year.
- i. LoA/ EoA shall not be granted after 30<sup>th</sup> April of the Calendar Year in compliance to the order dated 13.12.2012 passed by the Hon'ble Supreme Court of India in CA No. 9048/2012.

## 5.7 Penal Action in case of Violations of the Guidelines

- a. Where the Council, on its own motion or on any representation received from any person, or any information received from any authority or a statutory body, or on the basis of any enquiry or inspection conducted by it, satisfied that a Standalone Institution/ Institution Deemed to be University/ University has contravened any of the provisions of the Guidelines and orders made or issued there under, or has submitted or produced any information and documentary evidence which is found to be false at any stage or any condition subject to which recognition has been granted, it may withdraw the approval of such Standalone Institution/ Institution Deemed to be University and University in respect of such Courses as it may specify, for reasons to be recorded in writing.

Provided that no such order against the Standalone Institution/ Institution Deemed to be University/ University shall be passed unless a reasonable opportunity for making representation against the proposed order has been given to such Standalone Institution/ Institution Deemed to be University/ University.

Provided further that, the order of withdrawing or refusing approval passed by the AICTE shall come into force with immediate effect.

- b. If a Standalone Institution/ Institution Deemed to be University/ University offers any Course in ODL and/ or Onlinemode after the coming into force of the order withdrawing approval or where a Standalone Institution/ Institution Deemed to be University/ University offering a Course in ODL and/ or Onlinemode before the commencement of the Guidelines, fails to obtain approval under the Guidelines for offering Courses in ODL and/ or Onlinemode for academic session immediately after the notification of Guidelines and subsequent academic sessions, the Diploma/ Post Diploma/ Post Graduate Certificate/ Post Graduate Diploma obtained pursuant to such Courses shall NOT be treated as a valid qualification.



- c. In the event of any Standalone Institution/ Institution Deemed to be University/ University found offering Courses in ODL and/ or Online mode without the approval of the AICTE or in violation of any of the provisions of these Guidelines or orders made there under, shall be liable to any one or more of the following punitive actions by the Council.
- Issue Show Cause Notice or withdraw the approval for an Academic Year/ upto a maximum of next five Academic Years/ permanently.
  - In case a Learner Support Centre fails to adhere to the prescribed norms or guidelines, the Standalone Institution/ Institution Deemed to be University/ University shall initiate action for closure of the centre by following due procedures, so that interest of learners is taken care through some alternative arrangement.
  - The Institution shall be declared as unapproved Institution and the same shall be displayed in the AICTE Web-Portal and communicated to the respective State Government.
  - Lodge a First Information Report against the officials or management of the errant Standalone Institution to take action as per the law.
  - Withhold or debar from receiving funding from AICTE.
  - In case of Institution Deemed to be University and University, the action as specified in the Approval Process Handbook shall be initiated and informed to UGC and MoE.
- d) In case of any violation of the above said norms, the same shall be processed as per Chapter VIII of the Approval Process Handbook.

## 5.8 Appeal Procedure

- a. Any Standalone Institution/ Institution Deemed to be University aggrieved by an order of withdrawal of approval may prefer an appeal to the AICTE within a period of 15 days.
- b. The Appeal of the Institution (as above) shall be considered by the Standing Appellate Committee.
- c. Two representatives of the Applicant (Chairman/ Secretary of the Trust/ Society/ Company or Principal/ Director/ Faculty of the Institution/ Trustee duly authorized by them) along with Photo ID proof shall present their case along with the compliance and supporting documents before the Standing Appellate Committee.
- d. The recommendations of the Standing Appellate Committee shall be placed before the Council whose decision shall be final and the same shall be uploaded on the Web-Portal.

**5.9** The Duration and Entry Level Qualifications for the Courses at Diploma/ Post Diploma/ Post Graduate Certificate/ Diploma/ Degree Levels shall be the same as specified for regular programme/ courses in **Appendix 1**.

**5.10** The students shall be admitted TWICE in an Academic Year within the Approved Intake for each Course as specified in the guidelines.

**5.11** Students' enrollment data in all the Learner Support Centres shall be uploaded to AICTE Web-Portal within one month from the last date for admission every year. If it is not uploaded, the Council shall not grant approval to the Standalone Institution/ Institution Deemed to be University and University in the next Academic Year.

**5.12** The Standalone Institution/ Institution Deemed to be University and Universities shall create a separate Department/ School/ Centre as Headquarters for offering Courses in ODL and/ or Online mode.

The Institutions shall mandatorily mention the details of Headquarters, enrollment number allotted to each student by AICTE and the mode of study as Open Distance Learning Education/Online Education Learning in their Diploma/ Degree Certificate and mark sheets as per the format available in AICTE Portal.





- 5.13** As per the UGC (Open and Distance Learning mode and Online Learning Mode) regulations dated 4<sup>th</sup> September 2020, the definition of “Professional Programmes” means a Programme other than Programmes in Engineering, Medicine, Dental, Pharmacy, Nursing, Architecture, Physiotherapy and Programmes not permitted to be offered in distance mode by any Statutory Councils or Regulatory Authorities to be conducted by the Higher Educational Institutions under Open and Distance Learning mode or Distance Education mode for the purpose of these Regulations, if any, should be considered only if the same are approved by the respective Statutory Councils or Regulatory Authorities.

Accordingly, if any State/ Central/ Private University approaches the Council for offering Technical Courses in Open and Distance Learning mode and / or Online mode, their application shall be processed as per the norms and procedure specified in this Chapter and the AICTE (Open and Distance Learning Education and Online Education) Guidelines 2021, the decision of the Council shall be forwarded to UGC.

- 5.14** Extension of Approval/ Increase/ Reduction in Intake/ Introduction of New Course(s)/ Closure of Course(s)/ Change in the Name of the Course(s)

- a) The Institution shall submit an online application to the Council through the web portal every year for the Extension of Approval of the Courses as per schedule mentioned in the public notice/AICTE Web-site..

In case of increase in Approved Intake in the Courses/ Introduction of new Course(s)/ exceeding the maximum number of Learners admitted at any Learner Support Centre, the application shall be considered upon verification of adequate facilities in the concerned Learner Support Centre(s) by an Expert Visit Committee as per **Clause 2.25** of the Approval Process Handbook.

In case of Closure of Course(s)/Change in the Name of the Course(s) at any Learner Support Centre, the application shall be considered by a Scrutiny Committee as per **Clause 2.24** of the Approval Process Handbook. The applicable TER Charges shall be paid through AICTE payment gateway on AICTE Web-Portal within the deadline failing which, the application shall not be considered.

- b) The Institutions may apply for non-zero reduction in Intake by themselves in AICTE Web-Portal and maintain the norms accordingly.
- c) The Institutions shall apply for increase in Approved Intake in the Courses/ Introduction of new Course(s) upto the maximum number of Learners permitted at any Learner Support Centre by themselves in AICTE Web-Portal and maintain the norms accordingly.

- 5.15** Provided that, if any Institution propose to start a new Course whose nomenclature is not available in **Appendix 2** of the Approval Process Handbook, prior concurrence, as the case may be, by the Council for the same shall be necessary. For such concurrence, the Institution with due endorsement by the Registrar/ Director of affiliating University/ Technical Institution shall submit detailed Syllabus and Curriculum and its nomenclature to the Policy and Academic Planning Bureau, AICTE before 30th September of the Calendar Year, to process the same in the respective Board.

**NOTE:** All the Scrutiny / Re-Scrutiny and EVC shall be conducted preferably in online mode. Under extraordinary circumstances (including Court directions) the Scrutiny / Re-Scrutiny and EVC shall be conducted in Offline mode also. Proceedings of the Scrutiny /Re-Scrutiny / EVC shall be recorded to have Transparency and Accountability. Signature of experts on documents submitted/ uploaded by Institute on portal is not necessary if verified online



# CHAPTER-VI

## Grant of Approval for Vocational Courses under NSQF

**Vocational Education** prepares individuals for job, makes them perform better by honoring their skills, thus specializing them at their own Level. Vocational education provides an intensive **training** and certification Programme and support the **youth** in gaining appropriate employment, becoming entrepreneurs and creating appropriate knowledge

### 6.1 National Skills Qualification Framework (NSQF)

- a. The National Skills Qualifications Framework (NSQF) is a competency-based framework that organizes all qualifications according to a series of Levels of knowledge, skills and aptitude. These Levels, graded from one to ten, are defined in terms of learning outcomes which the learners must possess regardless of whether they are obtained through formal, Non-Formal or informal learning.
- b. Vocational Courses may be affiliated with existing University or any Skill University/ National University having jurisdiction for affiliation/ Board of Technical Education as the case may be.
- c. The D.Voc / B.Voc Programmes provide Diploma/ Undergraduate studies which would also incorporate specific job roles and their Qualification Packs (QPs)/ National Occupational Standards (NOSs) along with general education.
- d. The Fee for the Vocational Courses shall be regulated by the respective state bodies/ Technical Boards/ Universities or the case may be.
- e. Any AICTE approved Technical Institution which is, affiliated to respective State Technical Educational Boards and/ or Universities and which has produced at least two batches successfully in the relevant branch (Allied domain), is eligible for offering the Vocational Courses.
- f. The Institution shall have to apply online on AICTE Web-Portal as per the calendar of AICTE for seeking approval.
- g. An Institution shall be allowed to seek up to 120 seats, with a Division size of 30 each. Institution may choose one specialisation with four (04) Divisions or four (04) specialisations with one Division of each specialisation or such other combination.
- h. The institutions offering D.Voc / B.Voc Degree Courses will have to be in constant dialogue with the industry and respective Sector Skill Council(s) so that they remain updated on the requirements of the workforce for the local economy.
- i. There will be essentially credit-based modular Programmes, where the credits for skill and general education components will be permitted so as to enable multiple exit and entry. This would enable the learner to seek employment after any Level of Award and join back as and when feasible to upgrade his/her qualification/ skill competency either to move higher in his/ her job or in the higher educational system.
- j. The curriculum in each of the years of the Programme would be a suitable mix of general education and skill development components. The General Education Component shall have 40% of the total credits and balance 60% credits will be of Skill Component or as amended by the MoE/ Ministry from time to time.
- k. Education component shall be taught by the Institution and the skill component shall be covered either by AICTE approved Skill Knowledge Provider (SKP) or Training Provider/ Sector Skill Council approved by National Skill Development Corporation (NSDC) or Government Agency. If an approved SKP/ Training Provider is not located near the vicinity of College/ Institution, in such case Institution can sign a MoU with the nearby Industry.



- l. For skills component, the Institution/ University may adapt the model curriculum developed by the concerned Sector Skill Councils, wherever available, in consultation with the industry. Wherever the curriculum is not available, the same may be developed in consultation with the relevant Sector Skill Councils and industry. While doing so, they may work towards aligning the curriculum with the National Occupational Standards (NOS's) being developed by the respective/allied Sector Skill Councils. This would promote national and global mobility of the learners, as well as higher acceptability by the industry for employment purposes.
- m. The Curriculum details should be approved by the respective Technical Board/ University.
- n. Institution should focus on
  - i. The overall design of the skill development component along with the job roles selected should be such that it leads to a comprehensive specialization in one or two domains.
  - ii. In case NOS is not available for a specific area/ job role, the university/college should get the curriculum for this developed in consultation with industry experts.
  - iii. The curriculum should also focus on work-readiness in terms of skills in each of the three years.
  - iv. Adequate attention needs to be given in curriculum design to practical work, on the job training, development of student portfolios and project work.
- o. The general education component of the curriculum will also be decided by the Board of Studies of the concerned affiliating University/ Board. This should adhere to the normal university standards. It should emphasis and offer Courses which provide holistic development. This may also include the Course(s) which are supportive to core trade in addition to soft skills, IT skills, and language proficiency and literature.
- p. The curriculum should be designed in a manner that at the end of year-1, year-2 and year-3, students are able to meet knowledge and skills for Level 3, 4 and 5 of NSQF Level respectively, for award of Diploma of Vocation (D.Voc). Similarly, at the end of year-1, year-2 and year-3, students are able to meet knowledge and skills for Level 5, 6 and 7 of NSQF, for the award of a Bachelor in Vocation (B.Voc).
- q. A student shall register with an AICTE approved Technical Institution for Diploma in Vocation (D.Voc) or Bachelor in Vocation (B.Voc) to acquire formal education credits. (For credit framework, refer to SAMVAY document in AICTE Website @ [www.aicte-india.org](http://www.aicte-india.org)).
- r. The student completes the skill modules as required at various certification Levels, one Level at a time, acquires the necessary credits from the Skill Knowledge Provider (SKP) or Training Provider/ Sector Skill Council approved by National Skill Development Corporation (NSDC) or Government Agency or Industry and gives them on to the Institution where he/she is registered for Diploma in Vocation (D.Voc) or Bachelor in Vocation (B.Voc)
- s. These credits, along with the education component credits are transferred to the Technical Board or the University as the case may be, which compiles the Vocational Skill credits and the formal education credits. If all such credits are available as required by the certification Level, then the Technical Board or the University shall award the certification at that Level.
- t. The candidates may enter the job market after each certification Level or may continue to acquire additional credits to complete the requirements of Diploma of Vocation (D.Voc) or Bachelor of Vocation (B.Voc).
- u. All certification Levels of 'Knowledge and Skill' have been identified in **Appendix 1**.
- v. Each Level requires notifying hours of education and training per annum (refer syllabus structure). For the Vocational stream leading to a Degree/ Diploma/ Post Diploma, these hours shall have both Vocational and academic component as notified by MoE/AICTE/ UGC. The Skill modules or the Vocational content at a certification Level could be a single skill or a group of skills of the number of hours prescribed.



- w. A student entering a Vocational stream from general stream can enter at a certain Level provided the skills required at that Level are acquired, from a registered SKP/Training Provider. A suitable bridge Course where necessary may be run by the Institution for imparting the knowledge to the student seeking Lateral Entry.

The qualification with upward mobility is given in SAMVAY Document accessible at: [https://www.aicte-india.org/sites/default/files/SAMVAY\\_1\\_.pdf](https://www.aicte-india.org/sites/default/files/SAMVAY_1_.pdf).

- x. The National Education Policy 2020 states that a candidate shall have freedom to move from Vocational stream to current formal higher education stream or vice versa at various stages including multi-Level entry and exit system subject to fulfilling the required criteria of the affiliating body.

## 6.2 Registration for Seeking Vocational Education Course(s)

The pre-conditions for seeking approval for Vocational Education Programme(s) leading to Degree or Diploma in Vocational Education under National Skill Qualification Framework is as given under:

### 6.2.1 Requirements and Eligibility

- a. Any AICTE approved Technical Institution which is, affiliated to respective State Technical Educational Boards and/ or Universities and which has produced at least two batches successfully in the relevant branch (Allied domain), is eligible for offering the Vocational Courses.
- b. Vocational Education Programme(s) shall be conducted in an AICTE approved Institutions in the existing Infrastructure as per the norms of Council.
- c. The Institution shall have to apply online on AICTE Web-Portal as per the calendar of AICTE for seeking approval.
- d. The list of nomenclatures of vocational courses are provided in **Appendix 2**. AICTE has prepared the model curriculum for few vocational courses which is available in the AICTE website.
- e. Resolution of the Trust/ Society/ Company approving the Institution to start Diploma/ Degree in Vocational Courses, duly signed by the Chairman/ Secretary in the **Format 3**.
- f. The NOC (**Format 2**) of the respective State Technical Education Boards/ affiliating Universities for curriculum, evaluation, practical etc. is taken before taking approval from Council/ starting the Course.
- g. The Head of the Institution conducting "Vocational Education Programme" shall be the "Principal" of the Parent Institution where Vocational Education Programme(s) are conducted.
- h. All Institutions initially shall be eligible for a maximum of four (4) Sectors/ Specializations per location, consisting of a maximum 120 students with a batch size of 30 students or (1) sector/Specialization with maximum intake 120 students with batch size as 120 students.
- i. The institutions can also apply for closure/reduction in intake of existing courses and can apply for vocational courses with sector/specialization upto a maximum of 120 intake
- j. If there are no deficiencies, then the Council shall allot the intake applied for, as specified in the Approval Process Handbook, provided AICTE approval had been granted for same or allied sector for regular Courses for the Academic Year 2020-21.
- k. The existing resources of the Institution including Faculties, Library, Class Rooms, Laboratories, Computer Centre, etc. shall be used for offering the Vocational Courses.



- l. An MoU shall be signed between the Institution and the SKP as per **Format 4**.
- m. In case, the approved SKP is not located in the vicinity of College/ Institution, then the Institution can sign an MoU with the nearby SKP/ Training Provider (TP)/ Industry and a court affidavit of the same, has also to be signed by both the parties. The MoU along with court affidavit shall be submitted to AICTE at the time of approval.
- n. There shall be NO processing fee or TER Charges for introducing/continuing vocational courses (D.Voc and B.Voc)

#### 6.2.2 Admission, Curriculum and Fee

- a. The Institution shall publish in their Brochure and website the details of this scheme and the specialization offered and approved intake in respective specialization.
- b. The Institution shall also display the tuition and other Fee charged by the Institution for the approved specialization on their brochure & website.
- c. The Institution shall invite applications, giving advertisement in newspapers and publishing the same in the Institution's website.
- d. The Procedure, Rules and Regulations for admission shall be as prescribed by the affiliating University or Board of Technical Education.
- e. The Institution shall upload the student information on AICTE web portal and also display information regarding admitted candidates in their website for information to the students and other stakeholders.
- f. Admission of students to these seats shall be done on merit basis as per the State Reservation Policy. Admission will be done as per the academic calendar prescribed by AICTE in APH as per **Appendix 19**.
- g. The concerned state bodies/ Technical Boards/ Universities shall notify the tuition and other Fee for candidates to be admitted.
- h. Model Structure of the Curricula is available on AICTE Web-Portal. It shall be used as a guideline and the Institutions may adopt the same with suitable changes as approved by the affiliating bodies.

#### 6.2.3 Procedure

- a. Eligible AICTE approved Institution shall apply for Vocational Education Programme on AICTE Web-Portal.
- b. The online Scrutiny Committee shall verify the eligibility of the Institution for the Programme and give its recommendation for intake in applied sector and specialization based on available facility in the Institution.
- c. The Scrutiny Committee report shall be placed before the respective Regional Committee.
- d. Recommendation of the online Regional Committee shall be uploaded on Web-Portal by the Regional officer and forwarded to AICTE HQs for further processing and approval as per the rules.
- e. The final approval of Council will be communicated along with the EoA for 2021-22. In case the applying Institution is not granted EoA for Academic Year 2021-22, the Institution will not be permitted for conducting Vocational Courses.

### 6.3 Norms for Extension of Approval (EoA)

- a. The approval for Vocational Courses shall be valid for ONE year.
- b. In case Institution started the Course in the previous year(s), they have to apply for EoA in the next year. The procedure for Extension of approval (EoA) shall be same as mentioned in the APH.



- c. If approved Institution wishes to change the existing Vocational Courses, the Institution shall have to apply again for approval.

#### **6.4 Norms for Vocational Education Provider**

- a. The existing resources of the Institution including Faculty, Library, Class Room, Laboratories, Computer Centre, etc. shall be used for offering the Vocational Courses subject to the condition that AICTE approval had been granted for same or allied sector for regular Courses and has successfully produced two batches.
- b. The Faculty student ratio shall be 1:30 or whatever applicable by the respective Board/ University.
- c. Industry experts or Guest Faculty may be called for supplementing the curriculum as required.
- d. Further detailed guidelines to Institutions for offering Vocational Courses is available at: <https://www.aicte-india.org/education/vocational-education>.

#### **6.5 In case of any violation of the above said norms, the same shall be processed as per Chapter VIII of the Approval Process Handbook**

All the Scrutiny / Re-Scrutiny and EVC shall be conducted preferably in online mode. Under extraordinary circumstances (including Court directions) the Scrutiny / Re-Scrutiny and EVC shall be conducted in Offline mode also. Proceedings of the Scrutiny / Re-Scrutiny / EVC shall be recorded to have Transparency and Accountability.



# CHAPTER-VII

## Norms and Requirements

**7.1** The Duration and Entry Level Qualifications for the Technical Programme such as Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Levels shall be as provided in the **Appendix 1** of the Approval Process Handbook.

Any Foreign National who had obtained School Leaving Certificate/ Diploma/ Degree in a Foreign Institution shall produce an Equivalency Certificate issued by the Association of Indian Universities for admission to an Institution/ University in India.

A Faculty/ Employee working on Full Time basis in an Institution/ Organisation and pursuing/ pursued any Course conducted in the timing of Regular/ First Shift for the same duration as that of Regular Shift shall be considered as invalid for the purpose of employment/ higher studies.

However, the Faculty/ Employee shall pursue a Course in the timing of Part Time for longer duration than the same Course in Regular Shift, in the same City.

**7.2** The concerned State Government/ UT Admission Authority shall decide modalities for the admission.

**7.3** The list of approved nomenclature of Courses at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Programmes in Engineering and Technology/ Planning/Applied Arts and Crafts/Design/Hotel Management and Catering Technology/ MCA/ Management shall be as provided in the **Appendix 2** of the Approval Process Handbook.

Sandwich Courses are Degree/ Diploma Courses offered by an Institution that include a set period of time working in a related Industry so that students get hands-on experience.

7.3.1 Provided that, if any Institution proposes to start a new Course whose nomenclature is not available in **Appendix 2** of the Approval Process Handbook, prior concurrence, as the case may be, by the Council for the same shall be necessary. For such concurrence, the Institution with due endorsement by the Registrar/ Director of affiliating University/ Board/ Technical Institution shall submit detailed Syllabus and Curriculum and its nomenclature to the Policy and Academic Planning Bureau, AICTE before 30th September of the Calendar Year, to process the same in the respective Board.

7.3.2 All branches of Engineering and Technology shall offer Elective Courses in the EMERGING/ MULTIDISCIPLINARY AREAS viz., Artificial Intelligence (AI), Internet of Things (IoT), Block chain, Robotics, Quantum Computing, Data Sciences, Cyber Security, 3D Printing and Design, Augmented Reality/ Virtual Reality (AR/VR) etc., as specified in **Appendix 2** of the Approval Process Handbook.

- a. Under Graduate Degree Courses in EMERGING / MULTIDISCIPLINARY AREAS shall be allowed as specialization from the same department. The minimum additional Credits for such Courses shall be in the range of 18-20 (including credit transferred from the SWAYAM platform) and the same shall be mentioned in the degree, as specialization in that particular area. For example, doing extra credits for Robotics in Mechanical Engineering shall earn B.E./B.Tech. (Hons.) Mechanical Engineering with specialization in Robotics.
- b. Minor specialization in EMERGING/ MULTIDISCIPLINARY AREAS in Under Graduate Degree Courses may be allowed where a student of another Department shall take the minimum additional Credits in the range of 18-20 and get a degree with minor from another Department.
- c. Universities are free to evolve their own Syllabus for any Minor Degree / Hons. for which Model Syllabus is not available on AICTE's Website.
- d. If an Institution is having the required Infrastructure facilities, Faculty and other requirements as per the Approval Process Handbook, for conducting the Core (Under Graduate Degree) Courses, the specialization in EMERGING/ MULTIDISCIPLINARY AREAS shall be permitted WITHIN THE APPROVED INTAKE WITHOUT HAMPERING THE GENERIC COURSE.





- e. The Institutions/ Universities shall adopt the following important instruction while offering the Minor Degrees/Hons. in Emerging/ Multidisciplinary Areas:

Sl. No.	Minor Degree / Hons.	To be offered as Hons., Only for following Major Disciplines (For any other Major Disciplines which is not mentioned, it may be offered as Minor Degree)
1	Artificial Intelligence and Machine Learning	Computer Science and Engineering; Electronics and Communication Engineering; Electronics Engineering
2	Blockchain	Computer Science and Engineering; Electronics and Communication Engineering; Electronics Engineering
3	Cyber Security	Computer Science and Engineering; Electronics and Communication Engineering; Electronics Engineering
4	Data Science	Computer Science and Engineering; Electronics and Communication Engineering; Electronics Engineering
5	Internet of Things (IoT)	Computer Science and Engineering; Electronics and Communication Engineering; Electronics Engineering
6	Virtual and Augmented Reality	Computer Science and Engineering; Electronics Engineering
7	Systems Engineering	Electronics Engineering; Mechanical Engineering
8	Control Systems and Sensors Technology	Electronics Engineering; Instrumentation and Control Engineering
9	GIS and Remote Sensing	Electronics Engineering; Civil Engineering
10	Sustainability Engineering	Civil Engineering
11	Green Technology and Sustainability Engineering	Civil Engineering; Chemical Engineering
12	Strategic Civil Infrastructure	Civil Engineering
13	Coastal & Offshore Engineering	Civil Engineering
14	Smart Cities	Civil Engineering; Electronics Engineering
15	Construction Technology	Civil Engineering
16	Underground Space Utilization	Civil Engineering
17	Computer Science & Biology	Biotechnology; Computer Science
18	Biosimilar Technology	Biotechnology; Chemical Engineering
19	Genome Engineering and Technology	Biotechnology
20	Precision Health Technology	Biotechnology
21	Waste Technology	Chemical Engineering
22	Energy Engineering	Mechanical Engineering
23	Electrical and Computer Engineering	Electrical Engineering; Computer Science and Engineering
24	Mining and Mineral Processing	Mining Engineering
25	Robotics	Mechanical Engineering; Electronics and Communication Engineering; Electronics Engineering;



26	3D Printing	Mechanical Engineering; Civil Engineering
27	Electric Vehicles	Mechanical Engineering; Electrical Engineering
28	Sensors Technology	Electronics and Communication Engineering, Electronics Engineering, Computer Science and Engineering, Instrumentation Engineering
29	Microgrid Technologies	Electrical Engineering
30	Infrastructure Engineering	Civil Engineering
31	Environmental Geotechnology	Civil Engineering
32	Earthquake Engineering	Civil Engineering
33	Waterways Transport Engineering	Civil Engineering
34	Lean Construction Technology	Civil Engineering
35	Organ Printing Technology	Biotechnology
36	Nutrition Technology	Biotechnology
37	Drug Engineering	Biotechnology
38	Aqua-food Technology	Chemical Engineering; Biotechnology
39	Cellular Agriculture	Biotechnology

#### **Disclaimer:**

Areas in which Minor Degree/Hons. may be offered are numerous. It is up to the Universities with the help of their Academic Board/Council to decide whether Minor Degree/Hons. is to be offered or not in any particular area, which is not mentioned above. AICTE approval is not required for offering Minor Degree/Hons. in any such area, however the criteria that "Minor Degree or Hons. will cumulatively require additional 18 to 20 credits in the specified area in addition to the credits essential for obtaining the Under Graduate Degree in Major Discipline (i.e. 160 credits)".

- 7.4** To maintain the quality of Education, 60% of the eligible courses in any Technical Institution shall be accredited in the next TWO (2) years' time, else EoA shall not be issued by the Council.
- 7.5** The "Maximum Intake Allowed" in a new Technical Institution offering Technical Programme(s) at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level shall be as per the **Appendix 3** of the Approval Process Handbook. The same shall also be applicable to an existing Institution WITHOUT NBA accreditation.
- 7.6** The Council shall permit the Introduction/ Continuation of NRI/ OCI /FN/ Children of Indian Workers in the Gulf Countries seats ONLY in the Courses conducted in regular mode.
- 7.7** Course(s) conducted in the timing of Part Time are permitted with the rationale that the existing facilities of the same Course(s) offering in the timing of Regular/ First Shift shall be utilized. Therefore, Course(s) shall not be conducted in the timing of Part Time, if the Institution is not offering the same Course(s) in the timing of Regular/ First Shift or other Level (Diploma/ Under Graduate Degree) of the same Programme.
- 7.8** The Council shall not permit the Post Graduate Course(s) (except MCA and Management), if the Institution is not offering an Under Graduate (Core) Course in the same Programme. However, the same is permitted to State/ Central Universities or Autonomous Government Institutions offering only Post Graduate Courses in Engineering and Technology.
- 7.9** The Council shall NOT permit the conduct of PGDM Courses along with other Programs in the same Institution.
- 7.10** In general, the teaching learning process shall take place either in the form of "face to face" mode in a class room (Regular Course) or "Open and Distance Learning" mode by providing flexible learning using a print, electronic, MOOCs, SWAYAM and SWAYAM PRABHA and through online and occasional interactive face-to-face meetings.



The Courses offered in the timings of Regular Shift, Second Shift and Part Time shall be considered as Regular Courses. The Institutions shall have to fulfill all facilities such as Infrastructure, Faculty and other requirements to offer the Regular Courses as per the norms specified in the Approval Process Handbook 21-22 for the Total Approved Intake and the Institutions may conduct the Courses in the timings of Regular Shift, First Shift, Second Shift and Part Time not exceeding the "Approved Intake" of each Course, as per the convenience of all stakeholders. All such Institutions shall have to create the necessary Faculty, Infrastructure and other facilities WITHIN 2 YEARS (with effect from A/Y 2020-21) to fulfil the norms and an affidavit for the same shall have to be submitted to AICTE. Student enrolment details shall be uploaded in the Web-Portal.

The Institutions may run Skill Development Courses, student developmental activities such as Research Park, Start-up Centre, Innovation Club, Entrepreneurship, etc. in the excess Built-up area without affecting the regular academic activities.

- 7.11** The AICTE approved Institutions shall be permitted to collaborate with each other for Student Exchange Programme so that the students admitted in an Institution may spend one Semester in another Institution.

Further, the institutions running only one course (unique in nature) with more than 50 years of existence and unable to modify/improve/change infrastructure (heritage building), can share the facilities / collaborate with nearby institutions for all academic related activities.

- 7.12** An Institution shall only allow up to 20% or as per the new regulation of UGC /AICTE of the total courses being offered in a particular Programme in a Semester through the Online Learning courses provided through SWAYAM platform as per the AICTE (Credit Framework for online learning course through SWAYAM) Regulations, 2016 as amended from time to time.

- 7.13** Institutes having less Enrolment / Poor Academic Performance

- a) Institutions having less enrolment

Institutions having Course(s) in which admissions are less than 30% of the "Approved Intake" for the consecutive past 5 years consistently, and if in the following year, the admitted student strength does not exceed 50% of the "Approved Intake" in the course(s) by filling vacant seats through lateral entry, then the Council shall reduce the intake by 50%, in such Course(s) in the current Academic Year.

In the Courses approved by the Council, if the Institution fails to admit the students/ not started the Course(s) due to Non-affiliation by the University/ Board or Non-Fulfilment of State Government/ UT requirements in the year of establishment, the same shall be informed to the Council, else ALL the Courses shall be considered for implementing the above Clause.

The Institution falling under this category need not apply for restoration in the next Academic Year and the Intake shall be automatically reinstated by the Council, if the enrolment becomes more than 30% based on the student enrolment data provided by the Institution. However, such Institutions shall not be eligible to apply for other categories listed under Chapter II/ III/ V/ VI of the Approval Process Handbook except Extension of Approval.

Further, if such Institutions apply for restoration of Intake against the punitive action if any, in the previous Academic Year(s) and if the earlier "Approved Intake" being restored through EVC followed by SHC/ SAC, then this Clause shall be applied after five years.

- b) Institutions having poor academic performance:

Institutes having poor academic performance in University/Board examinations, a joint decision of respective affiliating University / Board along with AICTE shall be taken. The institute with poor academic performance shall be given a warning to improve the academic performance of the students within 2 years.

- 7.14** Admission to Lateral Entry to Second Year Course(s)

- a) Lateral Entry to Second Year Diploma Course(s) shall be permissible up to a maximum of 10% of the "Approved Intake" which shall be over and above, supernumerary to the "Approved Intake", plus the unfilled vacancies of the First year as specified in the Approval Process Handbook.



- b) Lateral Entry to Second Year Under Graduate Degree Course as applicable in **Appendix 1** shall be permissible up to a maximum of 10% of the "Approved Intake" which shall be over and above, supernumerary to the "Approved Intake", plus the unfilled vacancies of the First year as specified in the Approval Process Handbook.
- c) The Institution applied for Closure (if the same is under process/ approved for Progressive Closure) are eligible for admission to the Lateral Entry in the current Academic Year, as Extension of Approval was issued in the previous Academic Year and students were admitted during that year.
- d) The Institutions where "No Admission" have been issued for the current Academic Year are eligible for admission to the Lateral Entry in the current Academic Year, as Extension of Approval was issued in the previous Academic Year and students were admitted during that year. However, in the Institutions where "No Admission" have been issued for the previous Academic Year are not eligible for admission to the Lateral Entry in the current Academic Year.
- e) Institutions applied for the Conversion of Degree Level into Diploma Level and vice-versa/ Conversion of Women's Institution to Co-ed Institution and vice-versa and approved for the conversion are eligible for admission to the Lateral Entry as per the approval that of the previous Academic Year.
- f) Any Foreign National obtained Diploma in a Foreign Institution (having an equivalency Certificate issued by the Association of Indian Universities) or Diploma in an Indian Institution shall also be eligible for Lateral Entry into the Second Year under Graduate Degree Course. The Institutions having approval for the supernumerary seats in such Course(s) as per **Clause 2.12** of the Approval Process Handbook are ONLY eligible to admit the Foreign Nationals as per the norms, else the Institution shall apply for the same on AICTE Web-Portal. However, the total Foreign Nationals admitted under supernumerary seats and the Lateral Entry shall not exceed the 15% of the "Approved Intake" in an Academic year.
- g) NRI candidates shall also be permitted for admission in Lateral Entry to Second Year, subject to the approval from AICTE for the NRI seats and fulfilment of requisite norms as specified in the Approval Process Handbook.
- h) Vacant seats arising out of the students withdrawing the admission in the First Year shall also be considered for Lateral Entry.

**7.15** The Technical Institutions shall follow Norms for Faculty requirements and Cadre ratio at Diploma/ Under Graduate/ Post Graduate Level as provided in the **Appendix 7** of the Approval Process Handbook.

The Institutions shall ensure the timely and complete payment of the salary of Faculty by Electronic Clearing Service through Nationalized Banks. Expert Visit Committee shall ensure the Faculty availability by the annual salary paid statements of the faculty in addition to their physical presence.

The Institution should not demand for the Original Degree Certificates from the Faculty members at the time of joining the Institution. The Faculty members shall avoid the practice of leaving an Institution in the middle of the semester without completing the Courses assigned to them in the Semester.

The institutions shall ensure that necessary addition/deletion of faculty ID (Details in case of new faculty have not worked in any other AICTE approved institutions so far) on AICTE web portal within the same month from the date of Joining/Leaving.

- a) In the following Programmes, the Adjunct Faculty/ Resource Person as per guidelines given in **Annexure 9** of the Approval Process Handbook are permissible (up to a maximum as mentioned below), as the Programmes require more practical exposure :
  - Design - 20%
  - Planning - 30%



In all other Programmes, ONLY under exigent conditions such as relieving/retirement of Faculty members/ delay in Faculty recruitment, Institutions may avail the services of Adjunct Faculty/ Resource Person up to a maximum of 10% of the required Faculty members as per the "Approved Intake", for a period not exceeding one Academic Session. The Institutions may appoint more number of Adjunct Faculty for the benefit of the students to get the Industrial exposure. One Adjunct Faculty shall not be engaged in not more than two Institutions at the same time.

- b) In order to offer Quality Technical Education, all the institutions need to have Regular faculty for all the programs / courses by fulfilling Faculty student's ratio & Cadre ratio as prescribed by AICTE from time to time. However, the institutions may avail the services of contractual faculty under extraordinary circumstances (Court Cases etc.,) ONLY for a short period.
- c) The Faculty norms as specified in **Appendix 7** of Approval Process Handbook shall be fulfilled for the Course(s) conducted in any institution.
- d) For every Post Graduate Course, there should be at least one Professor with Ph.D. qualification. If Professor is not available, at least one Associate professor with Ph.D. qualification should be available.
- e) Faculty requirement for a Course may comprise of Faculty of Science and Humanities and other interdisciplinary specialization depending on the University Curriculum.
- f) Number of Technical and Non-Teaching Staff depends on the Institution/ University/ concerned Government norms.
- g) Aadhaar/ PAN seeding has to be provided for the Faculty wherever applicable as per the Norms.
- h) The Technical Institutions shall introduce Biometric attendance for regular Faculty members.
- i) Each Institution shall have appropriate Grievance Redressal mechanism/ Internal Complaint Committee (ICC) to address the issues of the Faculty & Students.

**Disclaimer:**

**Annexure 6 and 7** of the Approval Process Handbook provide the major domains and the corresponding possible nomenclatures under each domain which is applicable to AICTE approved Institutions. **Inter disciplinary Courses are numerous and more firmly entrenched in the academy than ever.** Such Courses are being offered at various Universities, IITs, NITs, IISERs, NISERs and other Institutes of National importance, other than the nomenclatures listed in the Approval Process Handbook and AICTE cannot update all the existing nomenclatures. However, the recruiting authorities shall decide the equivalent Course(s) based on the curricula and syllabus, without taking approval from AICTE, depending on the needs of their Programme(s)/ Course(s).

- 7.16** The Technical Institutions shall follow Faculty Cadre and Qualifications as provided in the **Appendix 8** of the Approval Process Handbook.

The age of superannuation of all faculty members and Principal / Director of the Institutions shall be 65 years. An extension of 5 years (till the attainment of 70 years of age) may be given to those faculty members who are physically fit, have written Technical Books, published papers and has average 3600 feedback of more than 8 out of 10 indicating them being active during last 3 preceding years of service.

**NOTE:** All the pay related issues of the Faculty shall be suitably addressed by the concerned State Government. (**Appendix 6.3.2**)

- 7.17** The Technical Institutions shall follow Norms for Land and Built-up requirements as provided in **Appendix 4** of the Approval Process Handbook.

- a) Land as required with clear title shall be in the Name of the Trust/ Society/ Company, in case of Institutions. However, in case of the Institution Deemed to be Universities (Private)/ Private Universities, Land shall be under the undisputed ownership and possession of the University.





- b) Documents showing ownership of Land/ Building as per the provisions of Section 8 of the Transfer of Property Act, 1882 or any other Law for the time being in force relating to transfer of property to or by Companies, Associations or bodies of individuals, in the name of the Applicant in the form of Registered Settlement Deed/ Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Government/ Private Lease Deed (Registered) (for a period of minimum 30 years (with continued lease beyond existing lease upto 30 years) with at least 25 years of live Lease at the time of submission of application). However, Private Lease of Building is permissible ONLY for Mega/ Metro Cities due to the scarcity of Land. *The security amount shall be double in such cases to preserve the interest of the stakeholders.*
- c) It shall be open for the Promoter Trust/ Society/ Company of the proposed Institution to mortgage the Land with the prior intimation to AICTE after the issue of the Letter of Approval (LoA), only for raising the resources for the purpose of development of the Technical Institution situated on that Land for improving the employability of students.
- d) Plot(s) of Land under consideration shall be contiguous and shall have no obstacles such as river, canals, rail tracks, highways, high tension lines or any such entity hampering continuity of Land. In case, if the obstacles come later, connectivity shall be ensured and proper Safety Certificate should be produced from Competent Authority.
- e) The Land Use Certificate shall be obtained from the Competent Authority as designated by concerned State Government/ UT.
- f) The Land Conversion Certificate shall be obtained from the Competent Authority as designated by concerned State Government/ UT.
- g) The Land Classification Certificate shall be obtained from the Competent Authority as designated by concerned State Government/ UT.
- h) The Buildings has to be constructed as per the approved Building plan. In the existing Institutions, the outer dimensions and outer envelope of the building, setbacks, vertical circulation position of the toilets and circulation areas are to be kept intact; the minor internal changes made in the plan may be accepted. However, major changes/ alterations that affect the structural stability of the Building are not permitted.
- i) Occupancy Certificate/ Completion Certificate/ Building License/ Form D (as applicable) shall be obtained from the Competent Authority (as per standard format prescribed by the issuing Authority). For Government Buildings, the Government Building Act, 1899 is applicable.
- j) After the expiry of a period of thirty years from the issue of Completion Certificate, a Structural Stability Certificate from the registered Structural Engineer for the purpose of certifying that the Building is safe for human habitation shall be produced. Structural Stability Certificate is valid for a period of FIVE years from the date of issue.
- k) In case of any modifications done in existing Building, stability of entire construction need to be checked and also Building Plan need to be re-validated, in case of major changes.
- l) A valid Fire Safety Certificate shall be obtained from the Competent Authority.
- m) State wise Competent Authorities for issuing the Certificates pertaining to the Land/ Building including Occupancy Certificate are given in **Annexure 8** of the Approval Process Handbook.

**7.18** The Technical Institutions shall follow Norms for Books, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipment as provided in the **Appendix 5** of the Approval Process Handbook.

**7.19** The Technical Institutions shall follow Norms for Essential and Desirable requirements as provided in the **Appendix 6** of the Approval Process Handbook.

- a) The Language Laboratory shall be used for Language tutorials. These are attended by students who voluntarily opt for remedial English Classes. Lessons and exercises are recorded on a weekly basis so that the students are exposed to a variety of listening and speaking drills. These especially benefits students who are deficient in English and also aim at confidence-building





for facing interviews and competitive examinations. The Language Laboratory sessions also include word games, quizzes, extemporary speaking, debates, skills, etc. Specifications shall be decided course wise as mentioned in **Appendix 4.2.1**.

- b) The Institution should provide appropriate facilities to take care of the physically challenged students and elderly persons comprising of Teaching/ Non-Teaching/ Others such as parents of the students visiting the Institution. Barrier Free Built Environment for disabled/ elderly persons shall be available on all the floors and in ALL the Buildings, including the availability of specially designed toilets for Ladies and Gents. Refer Design Manual for a Barrier Free Environment available in AICTE Website @ [www.aicte-india.org](http://www.aicte-india.org).

Every Building should have at least one entrance accessible to the physically challenged and shall be indicated with a proper signage. This entrance shall be approached through a ramp together with the stepped entry. Refer guidelines and space standards for Barrier Free Built Environment for disabled and elderly persons by CPWD, Ministry of Urban Development, Government of India (Refer Handbook on Barrier free and Accessibility <http://cpwd.gov.in>). Unisex toilets with all facilities shall be provided in each floor as specified by the National Building Code.

**Condition A:** for Building up to 3 or 4 floors (for Buildings of height upto 15 m)

- The Lift may be provided, but not essential.
- The ramp shall be provided as per National Building Code.

**Condition B:** If the Building is a multi-storied Building i.e. more than 4 floors (for Buildings of height more than 15 m)

- Lift must be provided with all provisions as per the National Building Code. Lift shall be accessible to all disabled/ elderly persons and
- Ramps may be provided, if needed, for the same.
- Special reserved car parking facilities are to be provided.

- c) Other types of Barrier Free Environment

- Stair lifts: All Stair Lifts come standard with a switch or button at the armrest and a call/send button mounted on the wall at the top or bottom of the stair case this allows multiple user household's access to the unit as necessary.
- Platform Lifts also known as "porch lifts" come in all shapes and sizes: Platform Lifts are ideal for individuals that rely on wheelchairs, power chairs and scooters. Vertical Platform Lifts also provide access to raised porches and decks for the wheel chair, power chair or scooter.
- There are several types of hoisting systems such as Overhead Hoists, Portable Ceiling Lifts, Mobile Floor Hoists and Wall Lift Hoists are also available.
- Safety Certificate is essential.

- d) Safety and Security measures in the Campus

The essential responsibility of Campus safety is to safeguard students, Staff, and the general Campus community from the threat of violence, and to provide appropriate interventions to support individuals in crisis. To ensure the safety in the Campus, the following measures shall be available in the Institution:

- CCTV shall be installed in the Campus at appropriate locations within the premises of an Institution.
- All Inhabitants/ Students/ Faculty/ Staff shall be issued Identity Cards by the Institution and the same may be checked by the security personnel during their entry. Outsiders may be permitted to enter into the Campus with the temporary photo ID generated at the entrance.



- The staff shall be trained to protect the students from any abuse.
  - The Institution shall have at least an annual safety programme encouraging the Campus community to look out for themselves and one another.
  - Special needs of students, Faculty and Staff with disabilities have to be taken care in the event of an emergency.
  - Counseling arrangements for the affected individuals shall be provided.
- e) Multiple Institutions in the same premises run by the same Trust/ Society/ Company shall be permitted to share internet band width/ e-journals, but the sum total shall be equivalent to the requirement of each of the Individual Institutions.
- 7.20** Induction training for 3 weeks and 2 weeks is mandatory for First Year UG and Diploma students respectively.
- 7.21** Model Structure of the Curricula/ Syllabus for different Course(s) are proposed by the Council and available in AICTE Web-Portal shall be used as a guideline and Institutions/ Universities may adopt the same with suitable changes.
- 7.22** The Technical Institutions shall initiate MoUs with the Industries for the internships of the students and report the outcomes of the same in their website. The industry with whom MoU is signed shall be a registered industry having valid TIN/GST number.
- 7.23** The standalone PGDM Institutions shall follow Norms for PGDM Programmes as provided in the **Appendix 9** of the Approval Process Handbook.
- 7.24** The Technical Institutions shall follow Subscription of Journals as provided in the **Appendix 10** of the Approval Process Handbook.
- 7.25** Format for Detailed Project Report (DPR) for the establishment of a new Technical Institution shall be as provided in the **Appendix 11** of the Approval Process Handbook.
- 7.26** The Technical Institutions shall follow Prevention and Prohibition of Ragging as provided in the **Appendix 12** of the Approval Process Handbook.
- 7.27** Structure of Various Committees is given in the **Appendix 13** of the Approval Process Handbook.
- 7.28** Contact details of the Regional Offices of AICTE are mentioned in the **Appendix 14** of the Approval Process Handbook.
- 7.29** The Technical Institutions shall follow Grievance Redressal for Students as provided in the **Appendix 15** of the Approval Process Handbook.
- 7.30** Documents to be submitted for applications under Chapter I are given in **Appendix 16** of the Approval Process Handbook.
- 7.31** Documents to be submitted for applications under Chapter II/ III are given in **Appendix 17** of the Approval Process Handbook.
- 7.32** Recommended Composition of Board of Governors (BoG)/ Board of Management (BoM) in the Technical Institutions is given in the **Appendix 18** of the Approval Process Handbook. Institutions Deemed to be Universities shall fulfill the composition of Board of Governors/ Board of Management (BoM) as specified by the AICTE and UGC.
- 7.33** The Technical Institutions shall follow Academic Calendar as specified in the **Appendix 19** of the Approval Process Handbook.
- 7.34** The Technical Institutions may conduct the Fellow Programme in Management as specified in the **Appendix 20** of the Approval Process Handbook.
- 7.35** Starting other academic Course(s)/ Institutions (Technical/ Non-Technical) in the excess Built-up area, arising out of the Courses approved for Closure, not started, etc., is permissible. However, the Applicant has to make Material/ Non-Material amendment of the Building Plan, Site Plan, etc. approved by the concerned Competent Authority to suit the requirements of the new Programme.

The Institutions may also conduct any academic Course(s) of other Regulatory Body using existing facilities, or by creating additional facilities as per the provisions laid down in the norms and standards of the respective Regulatory Bodies without affecting the quality of education prescribed by both Regulatory Bodies after taking NOC from the Council. In such cases, NOC will be issued based on Undertaking from the Institutions/ Applicants. The Promoter has to provide an **Affidavit 12** that the Institution(s) approved by AICTE in the Campus has/ have all the facilities such as Infrastructure, hostel (if applicable), Faculty, etc. for meeting the ALL the Courses, in addition to the proposed academic Course(s).

- 7.36** Ample space shall be made available for playground in an Institution. Institutions shall provide owned/ hired facilities for indoor and outdoor sports for the students either in the Campus or through arrangements with other adjacent Institutions, Corporation grounds, private facilities, etc.
- 7.37** Total Built-Up area under each sub-categories such as Instructional area, Administrative area, Amenities area and Circulation area for each Programme shall be fulfilled. Built-Up area in excess than the total Built-up area required to run the Programme (s) and Course(s) for the entire duration shall be utilized for the student developmental activities such as Hostel, Research Park, Student Clubs and Incubator/ Accelerator.
- 7.38** Mandatory disclosures as given in the **Annexure 10** shall be displayed in the website of each Technical Institution.
- 7.39** The Institutions shall adopt the minimum standards and qualifications as specified in the Approval Process Handbook. However, Institutions Deemed to be Universities/ Institutions having Accreditation/ Autonomy status shall surpass the minimum standard and qualifications specified.
- 7.40** In National Defence/ Security areas, the maximum Divisions or Intake over and above specified in **Appendix 3** of the Approval Process Handbook shall be considered as the case may be, subject to the fulfilment of other norms of the Approval Process Handbook. However, the details of such Institutions may not be shared to the public.
- 7.41** Recommendations of National Fee Committee for the maximum Tuition and Development Fee for the Programme(s) as given in **Annexure 11** of the Approval Process Handbook have been accepted by the Council and shall have to be followed. The Institutions shall adopt the Fee fixed by the concerned State Fee Regulatory authority. However, the authorities shall take into account the Central Pay Commission emoluments, increase in DA from time to time, etc. while fixing the Fee for various Courses. Institutions Deemed to be Universities shall comply the UGC norms for Fee in Professional Education.
- NOTE: The Institutions shall not directly or indirectly, demand or charge or accept, Capitation Fee or demand any donation, by way of consideration for admission to any seat in any Course.
- 7.42** Those Institutions applied for the NBA having Extension of Approval with full "Approved Intake" for consecutive six years and granted a reduction in Intake in that current Academic Year shall request AICTE, if all the deficiencies are complied with. Such requests shall be processed as per the norms of the Approval Process Handbook and on fulfilment; the NBA shall be intimated suitably.
- 7.43** AICTE does not recognize the Programme(s)/ Course(s) in Technical Education offered through ODL/ Online mode except in Management/Computer Application and Travel & Tourism Programmes, with the explicit approval of AICTE.
- 7.44** The State Government/ UT/ Directorate of Technical Education/ Directorate of Medical Education shall ensure that 10% of reservation for Economically Weaker Section (EWS) as per the reservation policy for admission, operational from the Academic year 2019-20 without affecting the reservation percentages of SC/ ST/ OBC/ General. However, this would not be applicable in the case of Minority Institutions referred to the **Clause (1)** of Article 30 of Constitution of India.

Such Institution shall be permitted to increase the annual permitted strength over a maximum period of two years beginning with the Academic Year 2019-20.

EWS vacant seats shall be considered for the Lateral Entry to Second Year Course(s) with the same reservation policy for admission.



**7.45** (a) Supernumerary seats (25 Nos.) are granted by the Council, for the Institutions falling under the Centrally Supported Scheme of “Upgrading existing Polytechnics to integrate Persons with Disability (PwD)” in the mainstream of Technical and Vocational Education.

(b) Concession for the wards of Kashmiri Migrants and Kashmiri Pandit / Kashmiri Hindu Families (Non-Migrants) living in Kashmir valley for admission in Higher Educational Institutions (As per MoE directives: F.No. 3-4/2017-NER, Dated: 15<sup>th</sup> October, 2019). This is in addition to PMSSS supernumerary seats. They are not eligible for scholarship

**7.46** **Affidavit 2** specified in the Approval Process Handbook shall be uploaded in the AICTE Web-Portal in e-stamp paper with digital signature of the authorized signatories.

**7.47** In case of any litigation pertaining to the penal action initiated by the Council for an Institution, for the contravention of any of the relevant Regulations, such Institution shall have to apply as per **Clause 8.1(b) / 8.18** (as applicable) in AICTE Web-Portal, in the absence of any specific court order to the contrary.

**7.48** **Clause 1.5.4** of the Approval Process Handbook does not permit Self-financing Institutions to use ‘Indian’, ‘National’, etc. in the Name of the Institution. The Institutions which were already given approval with those words shall be instructed to change/ drop the word from the Name of the Institution, as the Stake holders may misinterpret them to be Government/ Government Aided Institutions.

If any Institution (other than Government/ Government Aided) continue to use ‘Indian’, ‘National’, etc. in the Name of the Institution, the Council shall remove such words while issuing EoA.

**7.49** Tuition Fee Waiver (TFW) Scheme

- a) Scheme shall be applicable to all approved Technical Institutions offering Diploma, Post Diploma, Under Graduate Programme(s), MCA, PGCM MBA, PGDM Programme(s) and Lateral Entry provisions of these Programme(s).
- b) The scheme shall be mandatory for all Institutions approved by the Council.
- c) Requirements and Eligibility
  - Sons/ Daughters of parents whose annual income from all sources does not exceed ₹. 8.00 Lakh.
  - The Waiver is limited to the Tuition Fee as approved by the State Level Fee Committee for Self-Financing Institutions and by the Government for the Government/ Government aided Institutions. All other Fees except Tuition Fee shall have to be paid by the beneficiary.
- d) Admission Procedure
  - Under this Scheme, up to a maximum of 5% of “Approved Intake” per Course shall be available for this admission. These seats shall be supernumerary in nature. These supernumerary seats shall be available only to such Course(s) in an Institution, where a minimum of 50% of “Approved Intake” are filled up in last Academic year
  - The Competent Authority to effect this admission is the State Government/ UT or its designated authority.
  - In the event of non-availability of students in this category, the same shall not be given to any other category of candidates.
  - The State Admission Authority shall invite applications under this category; make a separate merit list for this category and effect admission on the basis of the merit list so generated.
  - The Institutions shall publish in their Brochure and Web site the details of this scheme.
  - Competent Authority for admission shall submit a separate list of the students admitted under this category to the Institution to which they are admitted for compliance.
  - A letter in this respect shall be issued by the Competent Authority for admission to each beneficiary student admitted under this scheme and he/ she shall not be allowed to change the Institution/ Course under any circumstances.



- The Institutions shall also display information regarding admitted candidates in their Web site for information to the students and other stakeholders.

### 7.50 Supernumerary seats for the Union Territories J&K and Ladakh under Prime Minister's Special Scholarship Scheme (PMSSS)

- a) Scheme shall be applicable to selected approved Technical Institutions having NIRF ranking and offering Bachelor Programme(s). Diploma holders in Engineering are eligible for Lateral Entry under the provisions of these Programme(s).
- b) 2 seats per Course shall be available for these admission with the maximum of 10 seats per Institution. These seats shall be supernumerary in nature and shall be available to such Course(s) in an Institution.
- c) The scheme shall be mandatory for all Institutions approved by the Council subject to, the changes suggested by the Inter-Ministerial Committee of MoE from time to time.
- d) Requirements and Eligibility
  - All students domicile of J&K and Ladakh are eligible for seats under this scheme.
  - The student passed Higher Secondary Examination (12<sup>th</sup> Std.) from the schools located in J&K and Ladakh.
  - Sons/ Daughters of parents whose annual income from all sources does not exceed ₹ 8.00 Lakh.
- e) Admission Procedure
  - AICTE shall invite applications under this category, make a separate merit list for this category and effect admission based on the merit list as generated through Counselling or otherwise as decided from time to time.
  - In the event of non-availability of students in this category, the same shall not be given to any other category of Applicants.
  - A letter in this respect shall be issued by the Competent Authority for admission to each beneficiary student admitted under this scheme and he/ she shall not be allowed to change the Institution/ Course under any circumstances without permission from AICTE.

### 7.51 Release of Security Deposit

#### 7.51.1 Procedure

- a) The Trust/ Society/ Company shall upload/ submit the following documents in AICTE Web-Portal for the release of the FDR/ RTGS.
  - Application/ request letter of the Institution for FDR/ RTGS release
  - **Affidavit 6** with details of the Institution and Name of the Trust/ Society/ Company, FDR/ RTGS details (as per the standard format)
  - Copy of FDR to be released, in a corpus fund made by RPGF, copy(s) of the Demand Draft (if any) submitted to AICTE for creation of RPGF/ Online payment proof for Security Deposit
- b) Regional Office after verification shall forward the same to the Approval Bureau, Public Grievance Redressal Cell (PGRC) and Vigilance Cell of AICTE to give their clearance for the release of the FDR.
- c) In case of FDR/ RPGF, upon clearance from all the above, NOC shall be issued to the Institution by the Regional Officer.
- d) In case of RTGS, the sanction order shall be issued by the Council.

7.51.2 Renewal of FDR after maturity is not permitted. However, in case of auto renewal, the remarks of the concerned Bank should be obtained for the release of the FDR.

- 7.51.3 If an Institution has any financial embezzlement with Government Bodies/ Banks, then Security Deposit shall not be released till the NOC from such body is received.
- 7.51.4 In case an Institution/ Trust/ Society/ Company violates the Security Deposit related norms, the Council shall initiate appropriate penal action.
- 7.51.5 For the Institutions approved by AICTE and later converted into a Private University/Institution Deemed to be University by appropriate State/ Central Act, the release of Security Deposit shall be subject to no pending Complaints or Disciplinary Proceedings against such Institutions in addition to the submission of the above documents.
- 7.51.6 For the Institutions approved for Progressive Closure, Security Deposit shall be released upon the request from the Trust/ Society/ Company, subject to the submission of a Certificate from the affiliating University/Board stating that no students are studying in the Institution. Such Certificate is not needed, if the Security Deposit is already matured.
- 7.51.7 In case of grant of approval to the merger of Institutions, Security Deposit of the Child Institution(s) shall be released upon the request from the Trust/ Society/ Company, subject to the submission of a Certificate from the affiliating University/Board stating that no students are studying in the Institution.





## CHAPTER-VIII

### Penal Action in case of Violation of the Norms and Regulations

#### 8.1 Introduction

- a. An Institution offering any Programme/ Course in Technical Education in violation of Regulations/ Approval Process Handbook, shall be liable to appropriate Penal action including fine/ no admission/ reduction in "Approved Intake"/ Withdrawal of Approval/ criminal action by the Council against defaulting Trust/ Society/ Company/ Associated Individuals/ the Institution, as the case may be.
- b. If any Technical Institution contravenes any of the provisions of relevant Regulations, the Council after making appropriate inquiry through Standing Hearing Committee and after providing an opportunity of being heard through the Standing Appellate Committee shall withdraw the approval granted. In case of Withdrawal of Approval of the Institution, the Technical Institution/ Trust/ Society/ Company shall apply afresh for approval after completion of two Academic Years for setting up a new Technical Institution with a different name as per the procedure defined in the Approval Process Handbook
- c. Further that, the students admitted to the Institution whose approval has been withdrawn for the current Academic Year shall be redistributed to other AICTE approved Institutions in the jurisdiction of the affiliating University/ Board by the Competent Authority of the respective State Government/ UT. AICTE approval given to the Course(s) in the previous Academic Year(s), if any, to such Institution against which the admitted students shall be treated as AICTE approved Course(s) only.
- d. If any of the information mentioned in the Affidavit is proved as false, penal action shall be initiated on the Deponent.
- e. If any Institution is found offering Technical Programmes without the approval of the Council, it shall be declared as unapproved Institution and necessary punitive action shall be initiated such as the Council shall inform respective State Government/ UT to initiate appropriate penal, civil/ criminal action against such defaulting Institutions/ Trust/ Society/ Company/ Associated Individuals as the case may be.

#### 8.2 Non-Submission/ Submission of Incomplete/ False/Incorrect Information/Violation of Regulatory Provisions in Online Application for Extension of Approval

Non-Submission/ submission of incomplete/ false information/incorrect information/violation of regulatory provisions while applying for Extension of Approval shall invite appropriate penal action against the Institution / University. The Institution /University shall be liable to any one or more of the following punitive actions by the Council.

- a. Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- b. Reduction in "Approved Intake"
- c. No admission in one/ more Course(s) for one Academic Year
- d. Withdrawal of approval for Programme(s)/ Course(s)
- e. Withdrawal of approval of the Institution/University

**NOTE:** University shall be liable to withdrawal of Approval in case of running Programme(s) /Course(s) with partial approval of AICTE. University shall be liable to withdrawal of approval in case of violation of regulatory provisions (e.g. Running Integrated/Dual programme/course which requires approval from different regulatory bodies.)



### 8.3 Non-Fulfilment of Requirement of Qualified Principal/ Director

An Institution, not having qualified Principal/ Director for a period more than 12 months shall be liable to any one or more of the following punitive actions by the Council till the regular Principal/ Director is appointed. For the non-Fulfilment of requirement of qualified Principal/ Director, the actions initiated by the Trust/ Society/ Company/ affiliating Body/ State Government/ UT, process of recruitment not followed, temporary arrangements made and satisfactory reasons for non-appointment, if any, have to be ascertained.

Accordingly, the Institution shall be liable to any one or more of the following punitive actions by the Council:

- a. Reduction in "Approved Intake"
- b. No admission for one Academic Year
- c. Not eligible to receive any grant from AICTE

### 8.4 Non-Fulfilment of Faculty: Student ratio, not adhering to the Pay Scales and/or qualifications prescribed for Faculty

8.4.1 Institutions not adhering to the Pay scales, or qualifications prescribed for Faculty members for more than 12 months and not maintaining prescribed Faculty: Student ratio shall be liable to any one or more of the following punitive actions by the Council.

- a. Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- b. Reduction in "Approved Intake"
- c. No admission in respective Course(s) for one Academic Year
- d. Not eligible to receive any grant from AICTE
- e. Withdrawal of approval in the respective Course(s)
- f. Withdrawal of approval of the Institution

**NOTE:** All the Pay Scales related Issues of the Faculty shall be suitably addressed by the Concerned State / Central Government. In case of standalone PGDM /PGCM Institutions, AICTE to Initiate Action through Committee constituted by AICTE.

8.4.2. All the Faculty Grievances shall be suitably addressed initially at the institution level and can further be escalated to concerned Universities/DTEs (if unresolved).

8.4.3. State Fee Regulatory Authorities should decide the Fee commensurate with the State Government Employees and other Institutes under the purview of the concerned State and the States should follow the same.

**NOTE:** Undertaking should be from Chairman/Secretary of Trust / Society /Company in all Faculty Related Grievances.

### 8.5 Non-Fulfilment of Computer, Software, Internet, Printers, Laboratory Equipment, Books, Journals, Library facilities requirements, etc.

Institutions not maintaining prescribed requirements of Computer, Software, Internet, Printers, Laboratory Equipment, Books, Journals, Library facilities, etc. shall be liable to any one or more of the following punitive actions by the Council.

- a. Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- b. Reduction in "Approved Intake"
- c. No admission in one/ more Course(s) for one Academic Year
- d. Withdrawal of approval for Programme(s)/ Course(s)
- e. Withdrawal of approval of the Institution

### 8.6 Non-Fulfilment of Essential Requirements

Institutions not maintaining essential requirements as per Appendix 6 of the Approval Process Handbook shall be liable to any one or more of the following punitive actions by the Council.



- a. Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- b. Reduction in "Approved Intake"
- c. No admission in one/ more Course(s) for one Academic Year
- d. Not eligible to receive any grant from AICTE

### **8.7 Non-Fulfilment of Location/ Built-up Area/ Land as specified in the Approval Process Handbook at the time of year of establishment or the current Academic Year**

Institutions working in a temporary location or at location not approved by the Council and Institutions not fulfilling prescribed Built-up area requirements shall be liable to any one or more of the following punitive actions by the Council.

- a. Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- b. Reduction in "Approved Intake"
- c. No admission in one/ more Course(s) for one Academic Year
- d. Withdrawal of approval for Programme(s)/ Course(s)
- e. Withdrawal of approval of the Institution

### **8.8 Excess Admission**

Excess admission over the "Approved Intake" shall not be allowed under any circumstances. In case any excess admission is reported to/ noted by the Council, appropriate penal action shall be initiated against the Institution. The Institution shall be liable to any one or more of the following punitive actions by the Council.

- a. Five times the total Fee collected per student shall be levied against each excess admission as fine.
- b. Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- c. Reduction in "Approved Intake"
- d. No admission in one/ more Course(s) for one Academic Year
- e. Withdrawal of approval for Programme(s)/ Course(s)
- f. Withdrawal of approval of the Institution
- g. Not eligible to receive any grant from AICTE

### **8.9 Charging Excess Fee than the Fee Prescribed by the Concerned State/ Fee Regulatory Committee**

The Institutions shall have to announce all Fees such as Tuition Fee, Examination Fee, etc. on their Web Site transparently and adhere to the same strictly. No Technical Institution shall collect any other Fee (Payment/ Amount) from the students, in addition to the Fee fixed by the State/ Fee Regulatory Committee. If any Institution does not follow the said guidelines, the Institution shall be liable to punitive actions from any one or more of the following by the Council:

Twice the total Fee collected per student and the excess Fee collected shall be refunded to the student.

- a. Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- b. Reduction in "Approved Intake"
- c. No admission status in one/ more Course(s) for one Academic Year
- d. Withdrawal of approval for Programme(s)/ Course(s)
- e. Withdrawal of approval of the Institution
- f. Not eligible to receive any grant from AICTE

### **8.10 Institutions not allowing Expert Visit Committee for physical/online verification of Infrastructural facilities/ Institutions not having Occupancy Certificate/ Completion Certificate/ Building License/ Form D/ Barrier free environment/ Institutions Deemed to be Universities not having NAD/ Institutions demanding for the Original Degree Certificates from the Faculty members at the time of joining the Institution.**



In the event, a Faculty member intends to leave the Institution in the middle of the Semester without sufficient notice to the Institution to make a suitable alternate arrangement, he/ she may complete the syllabus of the Course(s) allotted to him/ her keeping in view of the academic interests of students. In any case, the Original Degree Certificates from the Faculty members shall not be retained by the Institution.

Institutions not allowing Expert Visit Committee for physical verification of Infrastructural facilities/ Institutions not having Occupancy Certificate/ Completion Certificate/ Building License/ Form D/ Barrier free environment/ Institutions Deemed to be Universities not having NAD/ Institutions demanding for the Original Degree Certificates from the Faculty members at the time of joining the Institution shall be liable for any one or more of the following punitive actions by the Council:

- a. Not eligible to receive any grant from AICTE
- b. No admission for one Academic Year
- c. Withdrawal of approval of the Institution

#### **8.11 Violation of norms of admission by the Institutions/ Universities conducting PGDM/ PGCM Courses/ PGDM Institutions not having NAD or Institutions offering PGDM Course(s) in Regular or ODL mode not uploading student enrollment data and list of students completed the Course(s) successfully along with their CGPA/ Percentage of marks in the AICTE Web-Portal.**

Norms for conducting PGDM/ PGCM Courses shall be as per **Appendix 9** of the Approval Process Handbook. If any Institution/ Institution Deemed to be University fails to comply with any of the conditions specified therein/any violation in the admission procedure specified in the Approval Process Handbook for the PGDM/ PGCM Courses/ PGDM Institutions not having NAD or Institutions offering PGDM Course(s) not uploading student enrollment data in the AICTE Web-Portal, the Council after giving reasonable opportunity of being heard through Standing Appellate Committee shall be liable for any one or more of the following punitive actions by the Council:

- a. No admission for Academic Year
- b. Withdrawal of approval of the Institution.
- c. Withdrawal of graded autonomy granted by the Council.

#### **8.12 Violation of Norms in Case of Collaboration and Twinning Programme**

- a. If a University/ Institution fails to comply with any of the conditions as contained in the Approval Process Handbook, even after giving reasonable opportunity of being heard through Standing Appellate Committee, the Council shall withdraw the approval of the Twinning Programme granted to such University/ Institution to offer their Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree in India and forbid such Foreign University/ Institution to either open Centers or enter into any Collaborative arrangement with any University/ Institution in India.
- b. The Council shall also inform the concerned agencies including Ministry of External Affairs, Ministry of Home Affairs, RBI of such decisions and advise these agencies to take any or all of the following measures
  - Refusal/ withdrawal for grant of visa to employees/ teachers of the said Foreign University/ Institution.
  - Stop transfer of funds from India to parent Country.
  - Informing the Public about the withdrawal of approval of the Twinning Programme with Foreign University/ Institution and the consequence there of.
- c. In case, it comes to the notice of the Council, that a Foreign University is offering Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level Programme in Technical Education in India directly or in Collaboration with an Indian Partner without obtaining approval, the Council shall initiate immediate action under the Indian Penal Code for Criminal breach of Trust, misconduct, fraud, cheating, etc.



- d. Once the approval of the Twinning Programme is withdrawn, the Council shall make an attempt in co-ordination with concerned State Government/ UT to re-allocate the students enrolled in such Programme to other approved Institutions of the Council. The Institution shall have to return the entire Fee collected from such students to the Institutions in which the students are accommodated.
- e. Such Foreign University/ Institution shall not be allowed to collaborate with any other Centre/ Institution or enter into a Collaborative arrangement in India for at least next 3 years.
- f. UGC amendments from time to time on the subject shall be applicable.

### 8.13 Fee Refund Cases

- 8.13.1 In the event of a student withdrawing before the start of the Course, the entire Fee collected from the student, after a deduction of the processing Fee of not more than ₹1000/- (Rupees One Thousand only) shall be refunded by the Institution. It would not be permissible for Institutions to retain the School/ Institution Leaving Certificates in original.
- 8.13.2 In case, if a student leaves after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the Institution must refund the Fee collected after a deduction of the processing Fee of not more than ₹1000/- (Rupees One Thousand only) and proportionate deductions of monthly Fee and hostel rent, where applicable.
- 8.13.3 The last date for withdrawal of PGDM admission for the purpose of refund of Fee shall be 30th June of every year.
- 8.13.4 In case the vacated seat is not filled, the Institution should refund the Security Deposit and return the original documents.
- 8.13.5 The Institution should not demand Fee for the subsequent years from the students cancelling their admission at any point of time. Fee refund along with the return of Certificates should be completed within 7 days.
- 8.13.6 Institutions not following guidelines issued by the Council regarding refund of Fee for cancellation of admission or delaying refunds shall be liable to any one or more of the following punitive actions by the Council.
  - a. Fine for Non-Compliance of refund rules of the Fee levied against each case shall be five times the total Fee collected per student
  - b. Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
  - c. Reduction in "Approved Intake"
  - d. No admission in one/ more Course(s) for one Academic Year
  - e. Withdrawal of approval for Programme(s)/ Course(s)

**NOTE:** Any changes in the Schedule for any of the academic related activities as notified by the Council from time to time are binding on all the AICTE Approved Universities/Institutions.

### 8.14 Security Deposit

In case of Institutions where FDRs are encashed before the date of maturity or not depositing the required Security Deposit at the time of LoA, a penalty of 10% of the value of the FDR shall be imposed. However, Institutions that had not created FDR/created FDR for lesser duration/ lesser amount than prescribed at the time of LoA have to create the same accordingly as specified in the Approval Process Handbook.

**8.15 Complaints regarding the use of fake certificates of SC/ST/OBC to be investigated in time bound manner and if found guilty, such admission should be cancelled. Further, appropriate action shall be initiated accordingly with due intimation to AICTE.**

**8.16 Penalty amount shall be paid online to the Council as per the instructions.**



### 8.17 Complaint Cases

- a. All Institutions shall have Grievance Redressal mechanism as notified by the Council.
- b. In case of receipt of any Complaint(s) about an Institution, the same shall be processed by Public Grievance Redressal Cell (PGRC) of AICTE.
- c. The Complaint shall be placed before a Standing Complaint Scrutiny Committee (SCSC) for further necessary action. If necessary, the complainant may be called to appear before SCSC at his/ her own cost. Based on the recommendation of SCSC, a Warning or Show Cause Notice may be issued to the Institution or Expert Visit Committee may be conducted through Approval Bureau.
- d. The report of the Expert Visit Committee/ Show Cause notice, if issued shall be placed before the Standing Hearing Committee.
- e. Two representatives of the Institution (Chairman/ Secretary of the Trust/ Society/ Company or Principal/ Director/ Faculty of the Institution/ Trustee duly authorized by them) along with Photo ID proof shall present their case along with the compliance and supporting documents before the Standing Hearing Committee. If necessary, the complainant may be called to appear before Standing Hearing Committee at his/ her own cost.
- f. The recommendations of the Standing Hearing Committee shall be placed before the Executive Committee for approval.
- g. The decision of the Executive Committee shall be uploaded in the Web-Portal by a detailed Speaking Order. If the Institution is aggrieved by the decision of the Executive Committee, the Institution shall have the right to appeal as per **Clause 1.10** of the Approval Process Handbook.
- h. As per CVC guidelines, Anonymous/ Pseudonymous Complaints shall not be processed.
- i. Each Institution shall upload the number of Complaints and Grievances received and action taken in their Web site and update AICTE through the monthly online status report.

### 8.18 Procedure for Restoration against Punitive Action

- a. The Applicant shall make an application for restoration on AICTE Web-Portal along with the application for Extension of Approval of the next Academic Year.
- b. The restoration is subject to Expert Visit Committee verifying all the requirements as specified in the Approval Process Handbook.
- c. The Expert Visit Committee Report shall be placed before the Standing Hearing Committee.
- d. Recommendations of the Standing Hearing Committee shall be placed before the Executive Committee for necessary Approval.
- e. If the Institution is aggrieved by the decision of the Executive Committee, the Institution shall have the right to appeal as per **Clause 1.10** of the Approval Process Handbook. The Council shall give an opportunity for presenting its case before Standing Appellate Committee. The recommendations of the Standing Appellate Committee shall be considered by the Council.
- f. In case of restoration, Extension of Approval with restored Intake shall be uploaded in AICTE Web-Portal, or otherwise Speaking Order shall be also be uploaded in the Web-Portal.

### 8.19 Under extraordinary circumstances, if restoration/ Punitive action (except fine) is approved by the Council beyond 30<sup>th</sup> April of the Calendar Year in compliance to the order dated 13.12.2012 passed by the Hon'ble Supreme Court of India in CA No.9048/ 2012 and the same shall be implemented for the next Academic Year only.

In an extraordinary circumstance, to implement the withdrawal of approval in the current Academic Year, students admitted shall be shifted to the nearby AICTE approved Institutions in consultation with the concerned University/ Board/ State Government/ UT.

**NOTE:** Any changes in the Schedule for any of the approval (including academic) related activities as notified by the Council from time to time is binding on all the AICTE Approved Institutions / Universities.



# APPENDIX-1

## Norms for Duration, Entry Level Qualifications and Statutory Reservations of the Technical Programmes

### 1.1 Diploma

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology, Applied Arts and Crafts, Design	3 or 4 years	Passed 10 <sup>th</sup> Std./ SSC examination. Obtained at least 35% marks in the qualifying examination.
ii	Hotel Management and Catering Technology	3 or 4 years	Passed 10+2 examination. Obtained at least 35% marks in the qualifying examination.  OR Passed 10 <sup>th</sup> Std./ SSC examination. Obtained at least 35% marks in the qualifying examination.
iii	All Programmes (Lateral Entry to Second Year Diploma)	2 years	Passed 10+2 examination with Physics/ Mathematics / Chemistry/ Computer Science/Electronics/Information Technology/ Biology/Informatics Practices/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/Entrepreneurship (Any of the three).  OR 10 <sup>th</sup> + (2 years ITI) with appropriate Trade in that order shall be eligible for admission to Second Year Diploma Course(s) of appropriate Programme.  (The Affiliating Body will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing, etc., for the students coming from diverse backgrounds to achieve desired learning outcomes of the programme)
iv	Vocational** (NSQF Level 5)	3 years	Passed 10 <sup>th</sup> Std. / SSC examination.

\*\*In case a student exits after successfully completing the First/ Second year, He/ She shall be provided with Skill Certificate (as per the levels) by the State Technical Board. Skill certificate is purely to provide skills (and not formal education), hence there shall be no equivalence for the same and there shall be no vertical mobility with Skill certificates.

### 1.2 Post Diploma

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology, Applied Arts and Crafts, Hotel Management and Catering Technology	18 Months or 2 years	Passed Diploma examination with at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.



### 1.3 Under Graduate Degree

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology	4 years	<p>Passed 10+2 examination with Physics/ Mathematics / Chemistry/ Computer Science/Electronics/Information Technology/ Biology/Informatics Practices/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/Entrepreneurship.(Any of the three)</p> <p>Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together.</p> <p style="text-align: center;">OR</p> <p>Passed min. 3 years Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) subject to vacancies in the First Year, in case the vacancies at lateral entry are exhausted.</p> <p>(The Universities will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing, etc., for the students coming from diverse backgrounds to achieve desired learning outcomes of the programme)</p>
ii	Planning, Applied Arts and Crafts, Design ,Hotel Management and Catering Technology	4 years	<p>Passed 10+2 examination.</p> <p>Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying Examination.</p>
iii	Engineering and Technology (Lateral Entry to Second year)	3 years	<p>Passed Minimum THREE years / TWO years (Lateral Entry) Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) in ANY branch of Engineering and Technology.</p> <p style="text-align: center;">OR</p> <p>Passed B.Sc. Degree from a recognized University as defined by UGC, with at least 45% marks (40% marks in case of candidates belonging to reserved category) and passed 10+2 examination with Mathematics as a subject.</p> <p style="text-align: center;">OR</p> <p>Passed D.Voc. Stream in the same or allied sector.</p> <p>(The Universities will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing, etc., for the students coming from diverse backgrounds to achieve desired learning outcomes of the programme)</p>
iv	All Programmes Other than Engineering and Technology/ Planning/ Design	Lateral Entry to Second year	<p>Passed Minimum THREE years / TWO years (Lateral Entry) Diploma examination in a Programme with at least 45% marks (40%marks in case of candidates belonging to reserved category) in appropriate Programme.</p>
v	Vocational (NSQF Level 7)	3 years	<p>Passed 10+2 examination.</p>
<p>Respective State Government/ Affiliating University/Board may decide the eligibility criteria for entry level Qualification for different Programmes/ Courses.</p>			

## 1.4 Post Graduate Diploma / Post Graduate Degree/Post Graduate Certificate

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology	2 years	Passed Bachelor's Degree or equivalent in the relevant field. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.
ii	Engineering and Technology (Certificate)	1 year	Passed Bachelor's Degree or equivalent in the relevant field. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.
iii	Planning	2 years	Passed Bachelor Degree in Planning/ Architecture/ Civil Engineering OR Passed Master Degree of Geography/ Economics/ Social Sciences or equivalent Degree.
iv	Applied Arts and Crafts	2 years	Passed Bachelor Degree in Fine Arts or equivalent Degree. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.
v	Design	2 years	Passed Bachelor Degree of minimum 4 years duration. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.
vi	Hotel Management and Catering Technology	2 years	Passed Bachelor Degree in Hotel Management and Catering Technology/ Hotel Management of minimum 4 years duration or equivalent Degree. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.
vii	MCA	2 years	Passed BCA/ Bachelor Degree in Computer Science Engineering or equivalent Degree. OR Passed B.Sc./ B.Com./ B.A. with Mathematics at 10+2 Level or at Graduation Level (with additional bridge Courses as per the norms of the concerned University). Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.
viii	Management (MBA)	2 years	Passed Bachelor Degree of minimum 3 years duration. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.
ix	Management (PGCM)	More than 1 year and not exceeding 2 years	Passed Bachelor's Degree of minimum 3 years duration. Obtained at least 50% marks (45% marks in case of Candidates belonging to reserved category) in the qualifying examination.
x	Management (PGDM)	Not less than 21 Months	Passed Bachelor's Degree of minimum 3 years duration. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.
		Not less than 18 Months	Passed any Bachelors Degree of minimum 3 years duration and a minimum of 5 years relevant managerial/ supervisory experience. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.
xi	Lateral Entry to Vocational Courses	2 years	Passed Bachelor's Degree in Vocation (Level 7) qualified in related sector with minimum 2 years of industrial experience. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.



## 1.5 Integrated/Dual Degree Courses

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology	5 years	<p>Passed 10+2 examination with Physics/ Mathematics / Chemistry/ Computer Science/Electronics/Information Technology/ Biology/ Informatics Practices/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/Entrepreneurship. (Any of the three)</p> <p>Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together.</p> <p style="text-align: center;">OR</p> <p>Passed min. 3 years Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) subject to vacancies in the First Year, in case the vacancies at lateral entry are exhausted.</p> <p>(The Universities will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing, etc., for the students coming from diverse backgrounds to achieve desired learning outcomes of the programme)</p>
ii	Planning	5 years	<p>Passed 10+2 examination.</p> <p>Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying examination</p>
iii	Hotel Management and Catering Technology	5 years	<p>Passed 10+2 examination.</p> <p>Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the qualifying examination.</p>
iv	MCA	5 years	<p>Passed 10+2 examination with Mathematics/ Statistics/ Accountancy as compulsory subjects.</p> <p>Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together.</p>
v	MBA	5 years	<p>Passed 10+2 examination.</p> <p>Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the qualifying examination.</p>

## 1.6 Fellow Programme

Sl. No.	Programme	Duration	Eligibility
i	Fellow Programme in Management	Duration of the course is minimum 3 years but shall not exceed 5 years	Master's Degree or equivalent in Engineering and Technology/ Management/ Economics/ Social Science/Biological Science/ Pure Science/ Commerce/ Humanities with FIRST CLASS

## 1.7 Certification Levels of Skill Courses

Certification Level	Normal Qualification	Case I		Case II	
		Vocational Qualification	Certifying Body	Vocational Qualification	Certifying Body
1	Secondary Grade IX School	Grade (Vocational) IX	School	Grade (Vocational) IX	School
2	Secondary Grade X School	Grade (Vocational) X	School	Grade (Vocational) X	School
3	Higher Secondary School Grade XI	Diploma (Vocational)	Board of Technical Education	Grade(Vocational) XI	School
4	Higher Secondary School Grade XII	-----		Grade (Vocational) XII	School
5	1 <sup>st</sup> Year Bachelor's			Degree (Vocational)	University
6	Second Bachelor's Year	Advanced Diploma (Vocational)			
7	Third Year Bachelor's				

**1.8 Reservation Policy of the Central Government (Including EWS)\* / Respective State Government/ UT as the case shall be applicable to all the above Programmes (1.1 to 1.7)**

**1.9 The concerned State Government/ UT Admission authority shall decide Modalities of Admission**

- a) The admission for Integrated/Dual Degree Course in Management shall be effected on the basis of separate merit lists of students passed in various streams at 12th Std.as,
- Science stream: 20 seats
  - Commerce stream: 20 seats
  - Arts Stream: 20 seats

In case of non – availability of students from one stream, remaining seats in that stream shall be allotted to students from other two streams on an equal basis. In case of non-availability of students from two streams, remaining seats in those streams shall be allotted to students from third-stream.

- b) In case of Integrated Hotel Management and Catering Technology, selection of the students for this Course shall be done at the start of the Second year of Bachelor's Degree. Students selected for this Course shall take additional Course in Management along with the Third Semester of the Regular Course.
- c) For integrating vocational and conventional education, the Skill Assessment Matrix for Vocational Advancement of Youth (SAMVAY) had been launched by MoE) in November, 2014. The credit framework (as per the following) is now in operation which allows lateral and vertical mobility within the vocational educational system and between current education systems. It defines the rules for credit allotment and follows the National Skills Qualification Framework.

The detailed SAMVAY document is available at: [https://www.aicte-india.org/sites/default/files/SAMVAY\\_1\\_.pdf](https://www.aicte-india.org/sites/default/files/SAMVAY_1_.pdf)



## Credit and Awards

Certifying Body		Cumulative Number of Credits and Awards		
NSQF Level	Equivalent Academic Standard	School Education	Higher	education
		Recognized Board	Recognized Technical/Skill/Vocational Board	UGC Recognized University
1	9 <sup>th</sup> Std.	35-40 Certificate Level 1	Entry Level HSLC (for Diploma in Vocational)	Entry Level SSLC (for Bachelor in Vocational)
2	10 <sup>th</sup> Std.	70-80 Certificate Level 2/ SSLC/ High School		
3	11 <sup>th</sup> Std.	105-120 Certificate Level 3		
4	12 <sup>th</sup> Std.	140-160 Certificate Level 4/ HSLC/ Intermediate	90-120 Certificate Level 4	5-30 Higher Certificate
5	First Year Under Graduate Degree		135-180 Certificate Level 5	45-60 Diploma Level 5
6	Second Year Under Graduate Degree			90-120 Advanced Diploma Level 6
7	Third Year Under Graduate Degree			135-180 B. Voc. Level 7
8	First Year Post Graduate Degree			180-240 PG Diploma Level 8
9	Second Year Post Graduate Degree			225-300 M. Voc. Level 9
10	Post Master/ Research Level			Post Master Diploma/ Research Degree maybe awarded based on the compliance of UGC regulations

Note: There shall be only TWO types of courses:

Regular mode- course delivery shall be in a face to face class room teaching learning mode, with permissible limit of credits through MOOCs and;

ODL/ Online mode- course delivery shall be through distance mode or online mode with occasional sessions for solving students' difficulties in a Learning Resource Centre or Online through LMS portal.

In both the modes, curriculum, admission process, assignments, evaluation and proctored examination, award of Certificates, Diplomas, Degrees etc. shall remain the same and shall have to be announced well in advance (i.e. during the admission process).

### 1.10 Open Distance Learning / Online Learning Courses

The Duration, Entry Level Qualifications for ODL /Online courses shall be as per the respective courses offered in Regular mode as given in the above section(s) 1.1 to 1.5



# APPENDIX-2

## Approved Nomenclature of Courses

### 2.1 Diploma in Engineering and Technology

Sl. No	Course Name	Sl. No	Course Name
<b>* Emerging / Multidisciplinary Area Nomenclatures</b>			
1	3-D Animation and Graphics	37	Biomedical instrumentation
2	Administration Services	38	Biotechnology
3	Advanced Electronics and Communication Engineering	39	CAD CAM
4	Aero Space Engineering	40	Campus Wide Network Design and Maintenance
5	Aeronautical Engineering	41	Carpet Technology
6	Agricultural Engineering *	42	CDDM
7	Agricultural Technology	43	Cement Technology
8	Agriculture Engineering	44	Ceramic Engineering and Technology
9	Aircraft Maintenance Engineering	45	Ceramic Technology
10	Aircraft Maintenance Engineering (Avionics)	46	Ceramics
11	Aircraft Maintenance Engineering (Helicopter and Power Plants)	47	Ceramics Engineering
12	Alternate Energy Technologies *	48	Chemical Engineering
13	Animation and Multimedia Technology	49	Chemical Engineering (Fertilizer)
14	Apparel Design and Fabric	50	Chemical Engineering (Oil Technology)
15	Apparel Design and Fabrication Technology	51	Chemical Engineering (Petro Chemical)
16	Apparel Design and Fashion Technology	52	Chemical Engineering (Petrochemical)
17	Apparel Manufacture and Design	53	Chemical Engineering (Plastic and Polymer)
18	Apparel Technology	54	Chemical Engineering (Sugar Technology)
19	Applied Electronics	55	Chemical Engineering Specialization in Petrochemicals
20	Applied Electronics and instrumentation Engineering	56	Chemical Technology
21	Applied Videography	57	Chemical Technology (Paint Technology)
22	Armament Engineering	58	Chemical Technology (Rubber and Plastic Technology)
23	Armament Engineering (Gun Fitter)	59	Chemical Technology (Rubber/Plastic)
24	Artificer Training (Electrical)	60	Chemical Technology Fertilizer
25	Artificer Training (Electronics)	61	Cinematography*
26	Artificer Training (Mechanical)	62	Civil (Construction)
27	Artificial Intelligence (AI) and Machine Learning*	63	Civil (Public Health and Environment) Engineering
28	Audiography and Sound Engineering	64	Civil and Environmental Engineering*
29	Automation and Robotics*	65	Civil and Rural Engineering*
30	Automobile Engineering	66	Civil Draftsman
31	Automobile Engineering (Automobile Fitter)	67	Civil Engineering
32	Automotive Engineering	68	Civil Engineering (Construction Technology)
33	Beauty and Hair Dressing	69	Civil Engineering (Environment and Pollution Control)
34	Beauty Culture and Cosmetology	70	Civil Engineering (Environmental and Pollution Control)
35	Biomedical Electronics	71	Civil Engineering (Environmental Engineering)
36	Biomedical Engineering	72	Civil Engineering (Public Health Engineering)



73	Civil Engineering (Rural Engineering)	108	Control and instrumentation
74	Civil Engineering and Planning	109	Cosmetology and Health
75	Civil Engineering Environment and Pollution Control	110	Costumer Design and Dress Making
76	Civil Environmental Engineering	111	Cyber Forensics and information Security*
77	Civil Technology	112	Cyber Physical Systems and Security*
78	Combat Armament and Weapon Technology	113	Dairy Engineering
79	Combat Driving and Maintenance Technology	114	Design and Drafting Technology
80	Cloud Computing and Big Data*	115	Digital Electronics
81	Combat Radio and Communication Technology	116	Digital Electronics and Communication Engineering
82	Commercial and Computer Practice	117	Digital Electronics and Microprocessor
83	Commercial Practice	118	Digital Manufacturing Technologies*
84	Commercial Practice (KAN and ENG)	119	Digital Systems
85	Communication and Computer Networking*	120	Direction Screen Play Writing and TV Production
86	Computer Aided Costume Design and Dress Making	121	Dress Designing and Garment Manufacturing
87	Computer and information Science	122	Drilling Engineering
88	Computer Application and Business Management	123	Drilling Technology
89	Computer Applications	124	ECG Technology
90	Computer Engineering	125	Electrical and Electronics (Power System)
91	Computer Engineering and Application	126	Electrical and Electronics Engineering
92	Computer Hardware and Maintenance	127	Electrical and instrumentation Engineering
93	Computer Hardware and Networking	128	Electrical and Mechanical Engineering
94	Computer Hardware Engineering	129	Electrical Engineering
95	Computer Hardware Maintenance	130	Electrical Engineering (Electronics and Power)
96	Computer Networking	131	Electrical Engineering (Industrial Control)
97	Computer Science	132	Electrical Engineering (Instrumentation and Control)
98	Computer Science and Engineering	133	Electrical Engineering industrial Control
99	Computer Science and information Technology	134	Electrical Power System
100	Computer Science and Technology	135	Electrical Power Systems
101	Computer Software Technology	136	Electronic instrumentation and Control Engineering
102	Computer Technology	137	Electronic Science and Engineering
103	Computer Technology and Applications	138	Electronics Engineering
104	Construction Automation*	139	Electronics (Fiber Optics)
105	Construction Engineering	140	Electronics (Robotics)
106	Construction Technology	141	Electronics and Avionics
107	Construction Technology and Management	142	Electronics and Communication Engineering

143	Electronics and Communication Engineering (Industry Integrated)	179	Fashion and Design
144	Electronics and Communication Engineering (Microwaves)	180	Fashion Designing
145	Electronics and Communication Technology	181	Fashion Designing and Garment Technology
146	Electronics and Communications Engineering	182	Fashion Technology
147	Electronics and Computer Engineering	183	Film and Video Editing
148	Electronics and Electrical Engineering	184	Film Editing and TV Production
149	Electronics and instrumentation Engineering	185	Film Technology (Animation and Visual Effects)
150	Electronics and Production	186	Film Technology and TV Production (Cinematography)
151	Electronics and Telecommunication	187	Film Technology and TV Production (Digital Intermediate) *
152	Electronics and Telecommunication Engineering	188	Film Technology and TV Production (Film Processing)
153	Electronics and Tele-Communication Engineering	189	Film Technology and TV Production (Sound Recording and Sound Engineering)
154	Electronics and Telecommunication Engineering (Radio and System)	190	Finance Account and Auditing
155	Electronics and Telecommunication Engineering (Technologynician Electronic Radio)	191	Fire Technology and Safety
156	Electronics and Telecommunications Engineering	192	Fisheries Technology
157	Electronics and Video Engineering	193	Food Processing and Preservation
158	Electronics Communication and instrumentation Engineering	194	Food Processing Technology
159	Electronics Engineering	195	Food Technology
160	Electronics Engineering (Digital Electronics)	196	Footwear Technology
161	Electronics Engineering (Industry integrated)	197	Foundry Technology
162	Electronics Engineering (Micro Electronics)	198	Gaming and Animation*
163	Electronics Engineering (Specialization in Consumer Electronics)	199	Garment and Fashion Technology
164	Electronics Engineering Modern Consumer Electronics	200	Garment Design and Fashion Technology
165	Electronics Engineering with Microprocessor	201	Garment Fabrication
166	Electronics instrument and Control	202	Garment Manufacturing Technology
167	Electronics instrumentation and Control Engineering	203	Garment Technology
168	Electronics Production and Maintenance	204	Geographic information System (G.I.S.) and Global Positioning System
169	Electronics Robotics	205	Geoinformatics
170	Electronics Technology	206	Glass and Ceramics Engineering
171	Electronics Tele Communication	207	Handloom and Textile Technology
172	Embedded Systems	208	Heat Power Engineering
173	Engineering Education	209	Home Science
174	Environmental Engineering	210	Hotel Management and Catering Technology
175	Fabrication Technology	211	Industrial and Production Engineering
176	Fabrication Technology and Erection Engineering	212	Industrial Electronics
177	Fashion and Apparel Design	213	Industrial Production Engineering
178	Fashion and Clothing Technology	214	Information and Communication Technology



215	Information Engineering	251	Material Management
216	Information Science	252	Mechanical CAD/CAM
217	Information Science and Engineering	253	Mechanical Engineering
218	Information Science and Technology	254	Mechanical Engineering (Production)
219	Information Technology	255	Mechanical Engineering (Automobile)
220	Information Technology and Engineering	256	Mechanical Engineering (CAD/CAM)
221	Information Technology Enabled Services and Management	257	Mechanical Engineering (Foundry)
222	Instrument Technology	258	Mechanical Engineering (Industry Integrated)
223	Instrumentation and Control Engineering	259	Mechanical Engineering (Machine Tool Maintenance and Repairs)
224	Instrumentation and Process Control	260	Mechanical Engineering (Maintenance)
225	Instrumentation Engineering	261	Mechanical Engineering (Refrigeration and Air Conditioning)
226	Instrumentation Technology	262	Mechanical Engineering (Repair and Maintenance)
227	Instruments and Medical Equipment	263	Mechanical Engineering (Tool and Die)
228	Integrated Circuit (IC) Design and Fabrication*	264	Mechanical Engineering Automobile
229	Interior Decoration	265	Mechanical Engineering Power Plant Engineering
230	Interior Design	266	Mechanical Engineering Production
231	Jewellery Design and Manufacture Technology	267	Mechanical Engineering, Refrigeration and Air Conditioning
232	Knitting and Garment Technology	268	Mechanical Engineering (CAD)
233	Knitting Technology	269	Mechanical Engineering Tool Engineering
234	Leather and Fashion Technology	270	Mechanical Engineering Tube Well Engineering
235	Leather Goods and Footwear Tech	271	Mechanical Welding and Sheet Metal
236	Leather Technology	272	Mechanical Welding and Sheet Metal Engineering
237	Leather Technology Footwear Computer Aided Shoe Design	273	Mechanical Engineering Computer Aided Design/Computer Aided Manufacturing
238	Leather Technology Tanning	274	Mechatronics*
239	Library and information Science	275	Medical Electronics Engineering
240	Logistics Technology	276	Medical Laboratory Technology
241	Machine Engineering	277	Metallurgical Engineering
242	Machine Tools and Maintenance Engineering	278	Metallurgy
243	Machine Tools Technology	279	Metallurgy and Material Technology
244	Maintenance Engineering	280	Micro Electronics*
245	Manufacturing Engineering	281	Mine Engineering
246	Manufacturing Technology	282	Mine Surveying
247	Marine Engineering	283	Mining and Mine Surveying
248	Marine Engineering and Systems	284	Mining Engineering
249	Marine Engineering and Systems (Artificer Training)	285	Multimedia Technology
250	Mass Communication	286	Navy Entry Artificer/ Diploma in Mechanical and Electrical

287	Network Engineering	328	Saddlery Technology and Export Management
288	Office Management and Computer Application	329	Shipbuilding Engineering
289	Ophthalmic Technology	330	Small Arms Engineering
290	Opto-Electronics Engineering	331	Smart Agritech*
291	Packaging Technology	332	Smart and Sustainable Transportation*
292	Paint Technology	333	Sound Recording and Engineering
293	Paper Technology	334	Sugar Technology
294	Paper and Pulp Technology	335	Surface Coating Technology
295	Petrochemical Engineering	336	Survey Engineering
296	Petrochemical Refinery	337	Technical Chemistry
297	Petrochemical Technology	338	Technician X-Ray Technology
298	Petroleum Engineering	339	Telecommunication Engineering
299	Petroleum Technology	340	Telecommunication Technology
300	Photography	341	Textile Chemistry
301	Plastic and Mould Technology	342	Textile Design
302	Plastic and Polymer Engineering	343	Textile Designing
303	Plastic Engineering	344	Textile Designing Printing
304	Plastic Mould Technology	345	Textile Engineering
305	Plastic Technology	346	Textile Manufactures
306	Plastics Engineering	347	Textile Manufacturing and Technology
307	Plastics Mould Technology	348	Textile Manufacturing Technology
308	Plastics Processing and Testing	349	Textile Marketing and Management
309	Plastics Technology	350	Textile Processing
310	Polymer Technology	351	Textile Processing Technology
311	Post Plastic Mould Design	352	Textile Technology
312	Post Plastic Process and Testing	353	Textile Technology (Manmade Fibre)
313	Power Electronics	354	Textile Technology (Textile Design and Weaving)
314	Power Systems Engineering	355	Tool and Die Engineering
315	Precision Manufacturing*	356	Tool and Die Making
316	Printing and Packing Technology	357	Tool Die and Mould Making
317	Printing Technology	358	Transportation Engineering
318	Production and Industrial Engineering	359	Transportation Engineering and Management
319	Production Engineering	360	Travel and Tourism
320	Production Technology	361	TV and Sound Engineering
321	Pulp Technology	362	Virtual and Augmented Reality*
322	Quantity Surveying and Construction Management	363	Water Technology and Health Science
323	Robotics and Mechatronics	364	Weapons Engineering
324	Robotic Process Automation*	365	Web Designing
325	Refrigeration and Air Conditioning	366	Wood and Paper Technology
326	Renewable Energy*	367	Wood Technology
327	Rubber Technology		

\* Emerging / Multidisciplinary Area Nomenclatures



## 2.2 Post Diploma in Engineering and Technology

Sl. No	Course Name	Sl. No	Course Name
1	Acoustic Survey	26	Knitting and Garment Technology
2	Advanced Die and Mould Making	27	Mechanical Engineering
3	Advanced Electrical Power System	28	Medical Electronics
4	Advanced Electronics and Communication Engineering	29	Petrochemical Engineering
5	Advanced Mechatronics and Industrial Automation	30	Plant Engineering
6	Advanced Refrigeration and Air Conditioning	31	Plastic Mould Design
7	Automobile Engineering	32	Plastic Mould Design (CAD/CAM)
8	Biotechnology Tissue Culture	33	Plastic Mould Technology
9	CAD/CAM	34	Plastic Technology
10	Computer Aided Design and Manufacture	35	Plastics Processing and Testing
11	Computer Aided Design Manufacture and Engineering	36	Polymer Science and Rubber Technology
12	Computer Applications	37	Post Plastic Mould Design
13	Computer Hardware and Networking	38	Post Plastic Process and Testing
14	Computer Hardware Maintenance and Networking	39	Power Plant Engineering and Energy Management
15	Electrical Engineering	40	Production Engineering System Technology
16	Electronics Communication and Instrumentation Engineering	41	Refrigeration and Air Conditioning
17	Environmental Engineering	42	Rubber Technology
18	Fire Technology and Safety	43	Software Testing
19	Food Technology	44	Textile Processing
20	Forge Technology	45	Thermal Power Engineering
21	Foundry Technology	46	Tool and Die Engineering
22	Geographic information System (G.I.S.) and Global Positioning System	47	Tool Design
23	Industrial Safety	48	Town Planning and Architecture
24	Industrial Safety and Engineering	49	Web Designing
25	Information Technology		



## 2.3 Under Graduate Courses in Engineering and Technology

Sl. No	Course Name	Sl. No	Course Name
<b>* Emerging / Multidisciplinary Area Nomenclatures</b>			
1	3-D Animation and Graphics	41	Chemical Engineering
2	Additive Manufacturing *	42	Chemical Engineering (Plastic and Polymer)
3	Advanced Mechatronics and industrial Automation	43	Chemical Technology
4	Aero Space Engineering	44	Civil and Environmental Engineering *
5	Aeronautical Engineering	45	Civil and infrastructure Engineering
6	Aerospace Engineering	46	Civil and Rural Engineering
7	Agricultural Engineering	47	Civil Engineering (Environmental Engineering)
8	Agricultural Technology	48	Civil Engineering and Planning
9	Agriculture Engineering * #	49	Civil Engineering Environment and Pollution Control
10	Aircraft Maintenance Engineering	50	Civil and Water Management Engineering
11	Airline Management	51	Civil Engineering
12	Apparel and Production Management	52	Civil Engineering with Computer Application
13	Applied Electronics and Communications	53	Civil Engineering (Construction Technology)
14	Applied Electronics and instrumentation Engineering	54	Civil Environmental Engineering
15	Architectural Assistantship	55	Civil Technology
16	Architecture and Interior Decoration	56	Computer and Communication Engineering
17	Artificial Intelligence (AI) and Data Science*	57	Computer Engineering
18	Artificial Intelligence and Machine Learning*	58	Computer Engineering (Software Engineering)
19	Automation Engineering	59	Computer Engineering and Application
20	Automobile Engineering	60	Computer Networking
21	Automobile Maintenance Engineering	61	Computer Science and Applied Mathematics
22	Automation and Robotics*	62	Computer Science and Biosciences
23	Automotive Technology	63	Computer Science and Design*
24	Biomedical and Robotic Engineering*	64	Computer Science and Business Systems*
25	Biochemical Engineering	65	Computer Science and Engineering (Cyber Security)*
26	Bioelectronics Engineering	66	Computer Science and Engineering
27	Bioinformatics	67	Computer Science and Engineering (Artificial Intelligence)*
28	Biomedical Engineering	68	Computer Science and Engineering (Artificial Intelligence and Machine Learning)*
29	Biomedical instrumentation	69	Computer Science and Engineering (Data Science)*
30	Biotechnology	70	Computer Science and Engineering (Internet of Things and Cyber Security Including Block Chain Technology)*
31	Biotechnology and Biochemical Engineering	71	Computer Science and Engineering (IoT)*
32	Building and Construction Technology	72	Computer Science and Engineering (Networks)*
33	Carpet and Textile Technology	73	Computer Science and Engineering and Business Systems*
34	Cement and Ceramic Technology	74	Computer Science and information Technology
35	Ceramic Engineering and Technology	75	Computer Science and Medical Engineering
36	Ceramic Technology	76	Computer Science and Social Sciences
37	Ceramics Engineering	77	Computer Science and Systems Engineering
38	Chemical Engineering (Desalination and Water Treatment)	78	Computer Science and Technology
39	Chemical and Biochemical Engineering	79	Computer Technology
40	Chemical and Electro Chemical Engineering	80	Computing in Multimedia



81	Computing in Software	122	Electronics and Telecommunications Engineering
82	Construction Automation*	123	Electronics and Telematics Engineering
83	Construction Engineering	124	Electronics Communication and Instrumentation Engineering
84	Construction Engineering and Management	125	Electronics Design Technology
85	Construction Technology	126	Electronics Engineering
86	Construction Technology and Management	127	Electronics Instrument and Control
87	Cyber Physical Systems*	128	Electronics Instrumentation and Control Engineering
88	Dairy Engineering	129	Electronics System Engineering
89	Dairy Technology	130	Electronics Technology
90	Digital Techniques For Design and Planning	131	Energy and Environmental Management
91	Dyestuff Technology	132	Energy Engineering*
92	Electrical and Computer Engineering	133	Environment Engineering
93	Electrical and Electronics (Power System)	134	Environmental Engineering*
94	Electrical and Electronics Engineering	135	Environmental Science and Engineering
95	Electrical and instrumentation Engineering	136	Environmental Science and Technology
96	Electrical and Power Engineering	137	Facilities and Services Planning
97	Electrical Engineering	138	Fashion and Apparel Engineering
98	Electrical Engineering (Electronics and Power)	139	Fashion Technology
99	Electrical instrumentation and Control Engineering	140	Fibres and Textiles Processing Technology
100	Electrical Power Engineering	141	Fire Engineering
101	Electrical, Electronics and Power Engineering	142	Fire Technology and Safety
102	Electronic Engineering	143	Fisheries Engineering
103	Electronic Instrumentation and Control Engineering	144	Food Engineering and Technology
104	Electronic Science and Engineering	145	Food Processing and Preservation
105	Electronics and Biomedical Engineering	146	Food Processing Technology*
106	Electronics and Communication (Communication System Engineering)	147	Food Technology
107	Electronics and Communication Engineering	148	Food Technology and Management
108	Electronics and Communication Engineering (Bio-Medical Engineering)	149	Footwear Technology
109	Electronics and Communication Engineering (Industry Integrated)	150	Geo informatics
110	Electronics and Communication Engineering (Microwaves)	151	Geospatial Technology and Geoinformatics
111	Electronics and Communication Technology	152	Handloom and Textile Technology*
112	Electronics and Computer Engineering	153	Industrial and Production Engineering
113	Electronics and Computer Science	154	Industrial Biotechnology
114	Electronics and Control Systems	155	Industrial Engineering
115	Electronics and Electrical Engineering	156	Industrial Engineering and Management
116	Electronics and Instrumentation Engineering	157	Industrial IoT*
117	Electronics and Power Engineering	158	Industrial Production Engineering
118	Electronics and Telecommunication	159	Information and Communication Technology
119	Electronics and Telecommunication Engineering	160	Information Engineering
120	Electronics and Tele-Communication Engineering	161	Information Science and Engineering
121	Electronics and Telecommunication Engineering (Technologist Electronic Radio)	162	Information Science and Technology

163	Information Technology	203	Nano Technology
164	Information Technology and Engineering	204	Naval Architecture and Ship Building Engineering
165	Instrument Technology	205	Nuclear Science and Technology
166	Instrumentation and Control Engineering	206	Oil and Paint Technology
167	Instrumentation and Electronics	207	Oil Technology
168	Instrumentation Engineering	208	Oils, Oleochemicals and Surfactants Technology
169	Instrumentation Technology	209	Optics and Optoelectronics
170	Jute and Fibre Technology	210	Packaging Technology
171	Leather Technology	211	Paint Technology
172	Man Made Fibre Technology	212	Petrochem and Petroleum Refinery Engineering
173	Man-Made Textile Technology	213	Petrochem Engineering
174	Manufacturing Engineering	214	Petrochemical Engineering
175	Manufacturing Engineering and Technology	215	Petrochemical Technology
176	Manufacturing Process and Automation Engineering	216	Petroleum Engineering
177	Manufacturing Science and Engineering	217	Petroleum Technology
178	Manufacturing Technology	218	Pharmaceutical Engineering
179	Marine Engineering	219	Pharmaceuticals and Fine Chemical Technology
180	Marine Technology	220	Pharmaceutical Chemistry and Technology
181	Material Science and Technology	221	Plastic and Polymer Engineering
182	Mechanical and Automation Engineering*	222	Plastic Technology
183	Mechanical and Mechatronics Engineering (Additive Manufacturing)	223	Plastics Engineering
184	Mechanical and Smart Manufacturing	224	Polymer Engineering
185	Mechanical Engineering	225	Polymer Engineering and Technology
186	Mechanical Engineering (Automobile)	226	Polymer Science and Chemical Technology
187	Mechanical Engineering (Industry Integrated)	227	Polymer Science and Technology
188	Mechanical Engineering (Manufacturing Engineering)	228	Polymer Technology
189	Mechanical Engineering (Production)	229	Poultry Technology
190	Mechanical Engineering (Welding Technology)	230	Power Electronics
191	Mechanical Engineering Automobile	231	Power Electronics and instrumentation Engineering
192	Mechanical Engineering Design	232	Power Electronics Engineering
193	Mechatronics Engineering	233	Power Engineering
194	Medical Electronics Engineering	234	Precision Manufacturing
195	Medical Lab Technology	235	Printing and Packing Technology
196	Metallurgical and Materials Engineering	236	Printing Technology
197	Metallurgical Engineering	237	Printing, Graphics and Packaging
198	Metallurgy	238	Production and industrial Engineering
199	Metallurgy and Material Technology	239	Production Engineering
200	Mine Engineering	240	Pulp Technology
201	Mining Engineering	241	Radio Physics and Electronics
202	Nano Science and Technology	242	Robotics and Artificial Intelligence*



243	Robotics and Automation	253	Surface Coating Technology
244	Rubber and Plastics Technology	254	Technical Textiles*
245	Rubber Technology	255	Telecommunication Engineering
246	Safety and Fire Engineering	256	Textile Chemistry
247	Shipbuilding Engineering	257	Textile Engineering
248	Silk Technology	258	Textile Plant Engineering
249	Smart Agritech*	259	Textile Processing
250	Smart and Sustainable Energy*	260	Textile Technology
251	Software Engineering	261	Tool Engineering
252	Structural Engineering	262	Mechanical and Rail Engineering

\* Emerging / Multidisciplinary Area Nomenclatures

# Mandatory 18 Credits for IoT

## 2.4 (A) Post Graduate Diploma in Engineering and Technology

Sl. No	Course Name	Sl. No	Course Name
1	Cement Technology	7	Industrial Engineering
2	Chemical Engineering (Sugar Technology)	8	Mechanical Engineering (Production)
3	Computer Applications	9	Networking
4	Computer Engineering and Application	10	Plastics Processing and Testing
5	Computer Hardware and Networking	11	Sugar Technology
6	Food, Drug and Cosmetics	12	Web Designing

## 2.4 (B) Post Graduate Certificate in Engineering and Technology

Sl. No	Name of the Course
1	Acoustic Survey

## 2.5 Post Graduate Degree in Engineering and Technology

Sl. No	Course Name	Sl. No.	Course Name
1	Advanced Communication and information System	42	Bio Electronics
2	Advanced Computer Aided Design	43	Biochemical Engineering
3	Advanced Design and Manufacturing	44	Biochemical Engineering and Biotechnology
4	Advanced Electrical Power System	45	Bioinformatics
5	Advanced Electronics	46	Biomedical Electronics
6	Advanced Electronics and Communication Engineering	47	Biomedical Engineering
7	Advanced Manufacturing and Mechanical Systems Design	48	Biomedical Instrumentation
8	Advanced Manufacturing Systems	49	Biomedical Instrumentation and Signal Processing
9	Advanced Manufacturing Technology	50	Biomedical Signal Processing and instrumentation
10	Advanced Materials Technology	51	Biometrics and Cyber Security
11	Advanced Production Systems	52	Bioprocess Engineering
12	Aero Dynamic Engineering	53	Bioprocess Technology
13	Aero Space Engineering	54	Biotechnology
14	Aerospace Technology	55	Biotechnology and Biochemical Engineering
15	Aeronautical Engineering	56	Building Construction Technology
16	Agricultural Engineering	57	CAD/CAM
17	Agricultural Science and Technology	58	CAD/CAM Engineering
18	Air Armament	59	CAD/CAM/CAE
19	Apparel Technology	60	CAD/ CAM Robotics
20	Applied Electronics	61	Ceramic Engineering and Technology
21	Applied Electronics and Communication System	62	Ceramics Engineering
22	Applied Electronics and Communications	63	Chemical and Biotechnology
23	Applied Electronics and Instrumentation Engineering	64	Civil and Environmental Technology
24	Applied instrumentation	65	Chemical Engineering
25	Applied Mechanics	66	Chemical Processing in Textiles
26	Armament Engineering (Gun Fitter)	67	Chemical Reaction Engineering
27	Artificial Intelligence#	68	Chemical Science and Technology
28	Artificial Intelligence and Data Science	69	Chemical Technology
29	Atmospheric Science	70	Chemical Technology (Rubber/ Plastic)
30	Automated Manufacturing Systems	71	Civil (Construction Engineering and Management)
31	Automation	72	Civil (Public Health and Environment) Engineering
32	Automation and Control Power Systems	73	Civil (Structural Engineering)
33	Automation and Robotics	74	Civil (Water Resource Engineering)
34	Automobile Engineering	75	Civil Engineering
35	Automobile Technology	76	Civil Engineering (Computer Aided Structural Engineering)
36	Automotive Electronics	77	Civil Engineering (Construction Technology)
37	Automotive Engineering	78	Civil Engineering (Environmental and Pollution Control)
38	Automotive Systems	79	Civil Engineering (Environmental Engineering)
39	Automotive Technology	80	Civil Engineering (Transportation Engineering)
40	Avionics	81	Civil Engineering (Water Management)
41	Aviation Technology	82	Civil Environmental Engineering



83	Cloud Computing	121	Computer Engineering and Networking
84	Combat Equipment Technology	122	Computer Hardware and Networking
85	Combat Vehicles (Mechanical Engineering)	123	Computer integrated Manufacturing
86	Communication and Information Systems	124	Computer Network Engineering
87	Communication and Networking	125	Computer Networking
88	Communication and Signal Process	126	Computer Networking and Engineering
89	Communication Control and Networking	127	Computer Networks
90	Communication Engineering	128	Computer Networks and information Security
91	Communication Engineering and Signal Processing	129	Computer Networks and internet Security
92	Communication Networks	130	Computer Science
93	Communication Systems	131	Computer Science and Engineering
94	Communication Technology and Management	132	Computer Science and Engineering (Artificial Intelligence and Machine Learning)
95	Communications Engineering	133	Computer Science and Engineering (Cyber Security)
96	Computational Analysis in Mechanical Science	134	Computer Science and Engineering (Networks)
97	Computational Biology	135	Computer Science and Engineering (Operations Research)
98	Computational Engineering and Networking (Data Science)	136	Computer Science and Information Security
99	Computational Mechanics	137	Computer Science and Information System
100	Computational Mechanics (Mechanical Engineering)	138	Computer Science and Information Technology
101	Computer Aided Analysis and Design	139	Computer Science and Systems Engineering
102	Computer Aided Design	140	Computer Science and Technology
103	Computer Aided Design and Computer Aided Manufacture	141	Computer Systems and Technology
104	Computer Aided Design and Manufacture	142	Computer Science Engineering (Big Data Analytics)
105	Computer Aided Design Manufacture and Automation	143	Computer Technology
106	Computer Aided Design Manufacture and Engineering	144	Computer Technology and Applications
107	Computer Aided Design of Structures	145	Computer Vision and Image Processing
108	Computer Aided Process Design	146	Computing in Computing
109	Computer Aided Structural Analysis and Design	147	Construction and Project Management
110	Computer Aided Structural Engineering	148	Construction Engineering
111	Computer and Communication	149	Construction Engineering and Management
112	Computer and Communication Engineering	150	Construction Management
113	Computer and information Science	151	Construction Planning and Management
114	Computer and Information Technology	152	Construction Project Management
115	Computer Applications	153	Construction Technology
116	Computer Applications in Industrial Drives	154	Construction Technology and Management
117	Computer Cognition and Technology	155	Control and Instrument
118	Computer Engineering	156	Control and Instrumentation
119	Computer Engineering (Software Engineering)	157	Control Engineering
120	Computer Engineering and Application	158	Control System Engineering



159	Control Systems	201	Electrical and Mechanical Engineering
160	Cryogenic Engineering	202	Electrical and Power Engineering
161	Cyber Forensics	203	Electrical Devices and Power Systems
162	Cyber Forensics and information Security	204	Electrical Drives and Control
163	Cyber Security	205	Electrical Energy Systems
164	Cybersecurity Systems and Networks	206	Electrical Engineering
165	Data Engineering	207	Electrical Engineering (Electronics and Power)
166	Dairy Technology	208	Electrical Engineering (Instrumentation and Control)
167	Data Sciences	209	Electrical instrumentation and Control Engineering
168	Defence Technology#	210	Electrical Machines
169	Design and Production	211	Electrical Machines and Drives
170	Design and Thermal Engineering	212	Electrical Power Engineering
171	Design Engineering	213	Electrical Power System
172	Design for Manufacturing	214	Electronic Circuits and System Design
173	Design of Mechanical Equipment	215	Electronic Engineering
174	Design of Mechanical Systems	216	Electronic instrumentation and Control Engineering
175	Digital Communication	217	Electronics and Communication (Communication System Engineering)
176	Digital Communication Engineering	218	Electronics and Communication (Signal Processing and Communication)
177	Digital Communications	219	Electronics and Communication (Signal Processing and VLSI Technology)
178	Digital Communications and Networking	220	Electronics and Communication (VLSI Design)
179	Digital Electronics	221	Electronics and Communication (VLSI System Design)
180	Digital Electronics and Communication	222	Electronics and Communication (Wireless Communication Systems and Networks)
181	Digital Electronics and Communication Engineering	223	Electronics and Communication (Wireless Communication Technology)
182	Digital Electronics and Communication Systems	224	Electronics and Communication Engineering
183	Digital Electronics Engineering	225	Electronics and Communication Engineering (Industry integrated)
184	Digital Image Processing	226	Electronics and Electrical Technology
185	Digital Instrumentation	227	Electronics and instrumentation Engineering
186	Digital Signal Processing	228	Electronics and Tele-Communication Engineering
187	Digital Systems	229	Electronics and Telecommunication Engineering (Radio and System)
188	Digital Systems and Communications Engineering	230	Electronics and Telecommunication Engineering (Technological Electronic Radio)
189	Digital Systems and Computer Electronics	231	Electronics and Telecommunications Engineering
190	Digital Techniques and instrumentation	232	Electronics Communication and instrumentation Engineering
191	Distributed and Mobile Computing	233	Electronics Design and Technology
192	Distributed Computing Systems	234	Electronics Design Technology
193	Distributed Systems	235	Electronics Engineering
194	Drugs and Pharmaceuticals	236	Electronics Product Design and Technology
195	Dyestuff Technology	237	Electronics Systems and Communication
196	Earthquake Engineering	238	Electronics Technology
197	E-Learning Technologies	239	Electronics Tele Communication
198	Electric Power System	240	Embedded and Real Time Systems
199	Electrical and Electronics (Power System)	241	Embedded Control and Automation
200	Electrical and Electronics Engineering	242	Embedded Control Systems



243	Embedded System and Computing	291	Fuel and Combustion
244	Embedded System and VLSI	292	Future Studies and Planning
245	Embedded System and VLSI Design	293	Gas Turbine Technology
246	Embedded Systems	294	Geo Informatics
247	Embedded Systems Technologies	295	Geoinformatics and Earth Observation
248	Energetic Materials and Polymers	296	Geo Informatics and Surveying Technology
249	Energy and Environmental Engineering	297	Geomachines and Structures
250	Energy and Environmental Management	298	Geomechanics and Structures
251	Energy Engineering	299	Geotechnical and Geoenvironmental Energy
252	Energy Management	300	Geotechnical Earthquake Engineering
253	Energy Science and Technology	301	Geotechnical Engineering
254	Energy Systems	302	Geotechnology
255	Energy Systems Analysis and Design	303	Green Energy Technology
256	Energy Systems and Management	304	Green Technology
257	Energy Systems Engineering	305	Guidance and Navigation Control
258	Energy Technology	306	Guided Missiles
259	Energy Technology and Management	307	Health Science and Water Engineering
260	Engineering Analysis and Design	308	Heat and Power
261	Engineering and Management	309	Heat Power and Thermal Engineering
262	Engineering Design	310	Heat Power Engineering
263	Engineering Education	311	Heat Ventilation and Air Conditioning
264	Engineering Statistics	312	High Voltage and Power Systems Engineering
265	Environment and Water Resource Engineering	313	High Voltage Engineering
266	Environment Engineering	314	Highway Engineering
267	Environmental Biotechnology	315	Highway Technology
268	Environmental Engineering	316	Hill Area Development Engineering
269	Environmental Engineering and Management	317	Hydraulics and Flood Control
270	Environmental Management	318	Hydraulics Engineering
271	Environmental Science and Engineering	319	Hydrology and Water Resources Engineering
272	Environmental Science and Technology	320	Industrial Intelligent Systems
273	E-Security	321	I.T. (Courseware Engineering)
274	Farm Machinery	322	Illumination Engineering
275	Fashion and Apparel Engineering	323	Illumination Technology and Design
276	Fashion Technology	324	Image Processing
277	Financial Engineering	325	Industrial and Production Engineering
278	Food Biotechnology	326	Industrial Automation and RF Engineering
279	Food Engineering and Technology	327	Industrial Automation and Robotics
280	Food Plant Operations Management	328	Industrial Biotechnology
281	Food Process Engineering and Management	329	Industrial Catalysis
282	Food Processing Technology	330	Industrial Design
283	Food Safety and Quality Management	331	Industrial Drives and Control
284	Food Supply Chain Management	332	Industrial Electronics
285	Food Technology	333	Industrial Engineering
286	Food Technology and Management	334	Industrial Engineering and Management
287	Footwear Science and Engineering	335	Industrial Instrumentation and Control
288	Foundation Engineering	336	Industrial Mathematics
289	Foundry and Forge Technology	337	Industrial Metallurgy
290	Fracture Mechanics	338	Industrial Pollution Control

339	Industrial Power Control and Drives	385	Man-Made Textile Technology
340	Industrial Refrigeration and Cryogenics	386	Manufacturing and Automation
341	Industrial Safety	387	Manufacturing Engineering
342	Industrial Safety and Engineering	388	Manufacturing Engineering and Automation
343	Industrial Structures	389	Manufacturing Engineering and Management
344	Industrial System and Drives	390	Manufacturing Engineering and Technology
345	Industrial Systems Engineering	391	Manufacturing Process
346	Information and Communication Technology	392	Manufacturing Process and Automation Engineering
347	Information Engineering	393	Manufacturing Science and Engineering
348	Information Science and Technology	394	Manufacturing Systems and Management
349	Information Security	395	Manufacturing Systems Engineering
350	Information Security Management	396	Manufacturing Technology
351	Information Systems	397	Manufacturing Technology and Automation
352	Information Technology	398	Marine Engineering
353	Information Technology (Artificial Intelligence and Robotics)	399	Marine Technology
354	Information Technology (Information and Cyber Warfare)	400	Material Engineering
355	Information Technology (Multimedia)	401	Material Engineering (Nanotechnology)
356	Information Technology and Engineering	402	Material Handling
357	Infrastructure Engineering	403	Material Science and Chemical Technology
358	Infrastructure Engineering and Management	404	Material Science and Engineering
359	Infrastructure Engineering and Technology	405	Material Science and Technology
360	Infrastructure Management	406	Materials Engineering
361	Instrumentation and Control (Applied Instrumentation)	407	Measurement and Control
362	Instrumentation and Control Engineering	408	Mechanical (Computer Aided Design, Manufacture and Engineering)
363	Instrumentation and Electronics	409	Mechanical (Computer integrated Manufacturing)
364	Instrumentation Engineering	410	Mechanical (I.C. Engine and Automobile Engineering)
365	Instrumentation Technology	411	Mechanical and Automation Engineering
366	Integrated Circuits Technology	412	Mechanical and Materials Technology
367	Integrated Power Systems	413	Mechanical Engineering
368	Integrated Water Resources Management	414	Mechanical Engineering (CAD/CAM)
369	Intelligent Systems	415	Mechanical Engineering (Cyber Physical Systems)
370	Internal Combustion and Automobiles	416	Mechanical Engineering (Energy System and Management)
371	Internal Combustion Engineering	417	Mechanical Engineering (Industry Integrated)
372	Internal Combustion Engines and Turbo Machinery	418	Mechanical Engineering (Manufacturing Technology)
373	Internet of Things	419	Mechanical Engineering (Production)
374	IoT and Sensor Systems	420	Mechanical Engineering (Thermal Engineering)
375	Irrigation and Drainage Engineering	421	Mechanical Engineering Automobile
376	Irrigation Engineering	422	Mechanical Engineering Design
377	Irrigation Water Management	423	Mechanical Engineering Production
378	Laser and Electro Optics	424	Mechanical Engineering (CAD)
379	Laser Technology	425	Mechanical Engineering-Product Design and Development
380	Lean Manufacturing Engineering	426	Mechanical- Product Life Cycle Management
381	Leather Technology	427	Mechanical System Design
382	Machine Design	428	Mechanical Welding and Sheet Metal Engineering
383	Machine Design and Robotics	429	Mechanical-Manufacturing Engineering
384	Maintenance Engineering	430	Mechatronics



431	Medical Electronics	477	Optoelectronics and Communication
432	Metallurgical and Materials Engineering	478	Optoelectronics and Laser Technology
433	Metallurgical Engineering	479	Opto-Electronics Engineering
434	Metallurgy	480	Optoelectronics -Optical Communication
435	Metallurgy and Material Technology	481	Packaging Technology
436	Micro and Nano Electronics	482	Paint Technology
437	Micro Electronics	483	Parallel Distributed Systems
438	Micro Electronics and Control Systems	484	Perfumery and Flavour Technology
439	Micro Electronics and VLSI Design	485	Pervasive Computing Technology
440	Micro Electronics and VLSI Technology	486	Petrochem and Petroleum Refinery Engineering
441	Micro Electronics Engineering	487	Petrochemical Engineering
442	Microelectronics and VLSI Design	488	Petrochemical Technology
443	Microwave and Communication Engineering	489	Petroleum Engineering
444	Microwave and Millimeter Engineering	490	Petroleum Refining and Petrochemicals
445	Microwave and Optical Communication	491	Petroleum Technology
446	Microwave and Radar Engineering	492	Pharmaceutical Biotechnology
447	Microwave and TV Engineering	493	Pharmaceuticals and Fine Chemical Technology
448	Microwave Engineering	494	Pharmaceutical Chemistry and Technology
449	Microwaves	495	Physical Metallurgy
450	Mining Engineering	496	Plant Design
451	Mobile Communication and Network Technology	497	Plastic Engineering
452	Mobile Computing	498	Plastics Engineering
453	Mobile Computing Technology	499	Plastics Processing and Testing
454	Mobile Technology	500	Plastics Technology
455	Modeling and Simulation	501	Polymer Engineering
456	Modern Communication Engineering	502	Polymer Nanotechnology
457	Multimedia and Software Engineering	503	Polymer Science and Engineering
458	Multimedia Technology	504	Polymer Science and Technology
459	Nano Science and Technology	505	Polymer Technology
460	Nano Technology	506	Power and Energy Engineering
461	Network Engineering	507	Power and Energy System
462	Network infrastructure Management	508	Power and Industrial Drives
463	Network Security and Management	509	Power Control and Drives
464	Networking	510	Power Electronics
465	Networking and internet Engineering	511	Power Electronics and Control
466	Neural Networks	512	Power Electronics and Drives
467	New Material Process and Technology	513	Power Electronics and Drives in Electrical Engineering
468	Non-Sewered Sanitation	514	Power Electronics and Electrical Drives
469	Nuclear Engineering	515	Power Electronics and Machine Drives
470	Nuclear Science and Technology	516	Power Electronics and Power Systems
471	Ocean Technology	517	Power Electronics and Systems
472	Oil Technology	518	Power Electronics Engineering
473	Oils, Oleochemicals and Surfactants Technology	519	Power Engineering
474	Optical Engineering	520	Power Engineering and Energy Systems
475	Optics and Optoelectronics	521	Power Plant Engineering and Energy Management
476	Opto Electronics and Communication Systems	522	Power System and Control

523	Power System and Control Automation	567	Robotics and Automation
524	Power System Control and Automation	568	Robotics and Mechatronics
525	Power System with Emphasis H. V. Engineering	569	Rocket Propulsion
526	Power Systems	570	Rubber Technology
527	Power Systems and Automation	571	Robotics & Artificial Intelligence#
528	Power Systems and Power Electronics	572	Rural Technology
529	Power Systems and Renewable Energy	573	Science in Software Engineering
530	Power Systems Control and Automation Engineering	574	Scientific Computing
531	Power Systems Engineering	575	Seismic Design and Earthquake Engineering
532	Pre Stressed Concrete	576	Sensor Technology
533	Printing Engineering and Graphics Communication	577	Signal Processing
534	Printing Technology	578	Signal Processing and Communications
535	Process and Food Engineering	579	Signal Processing and Embedded Systems
536	Process Control	580	Smart Sensing Communication and Networking Technologies
537	Printing and packaging Technology	581	Software Engineering
538	Process Control instrumentation	582	Software Systems
539	Process Dynamics and Control	583	Soil and Water Conservation Engineering
540	Process instrumentation	584	Soil Mechanics
541	Process Metallurgy	585	Soil Mechanics and Foundation Engineering
542	Product Design	586	Solar Energy
543	Product Design and Commerce	587	Solar Power Systems
544	Product Design and Development	588	Spatial information Technology
545	Product Design and Manufacturing	589	Sports Technology
546	Production and Industrial Engineering	590	Structural and Construction Engineering
547	Production Design and Manufacturing	591	Structural and Foundation Engineering
548	Production Engineering	592	Structural Design
549	Production Engineering and Engineering Design	593	Structural Dynamics and Earthquake Engineering
550	Production Engineering System Technology	594	Structural Engineering
551	Production Management	595	Structural Engineering and Construction
552	Production Technology	596	Structural Engineering and Construction Management
553	Production Technology and Management	597	Surface Coating Technology
554	Project Management	598	System and Network Security
555	Propulsion Engineering	599	System Management
556	Public Health Engineering	600	System Software
557	Quality Engineering and Management	601	Systems and Signal Processing
558	Radar and Communication	602	Technical Textile
559	Radio Frequency and Microwave Engineering	603	Technology Management
560	Radio Physics and Electronics	604	Telecommunication Engineering
561	Refrigeration and Air Conditioning	605	Telematics
562	Reliability Engineering	606	Textile Chemistry
563	Remote Sensing	607	Textile Engineering
564	Remote Sensing and GIS	608	Textile Processing
565	Remote Sensing and Wireless Sensor Networks	609	Textile Processing Technology
566	Renewable Energy	610	Textile Technology





611	Textile Technology (Design and Manufacturing)	635	VLSI and Microelectronics
612	Thermal and Fluid Engineering	636	VLSI Design
613	Thermal Engineering	637	VLSI Design and Embedded Systems
614	Thermal Engineering (Refrigeration and Air Conditioning)	638	VLSI Design and Signal Processing
615	Thermal Power Engineering	639	VLSI Design and Testing
616	Thermal Science Engineering	640	VLSI System Design
617	Thermal Sciences and Energy Systems	641	VLSI Systems
618	Thermal Systems and Design	642	Waste Water Management, Health and Safety Engineering
619	Tool Design	643	Water and Environmental Technology
620	Tool Engineering	644	Water Engineering and Management
621	Town and Country Planning	645	Water Resource Engineering
622	Traffic and Transporting Engineering	646	Water Resource Management
623	Transport Science and Technology	647	Water Resources and Environmental Engineering
624	Transportation Engineering	648	Water Resources and Hydraulic Engineering
625	Translational Engineering	649	Water Resources and Hydro informatics
626	Transportation Engineering and Management	650	Weapons Engineering
627	Transportation System Engineering	651	Web Technologies
628	Tribology and Maintenance	652	Wired and Wireless Communication
629	Turbo Machinery	653	Wireless and Mobile Communications
630	Urban Engineering	654	Wireless Communication and Computing
631	Virtual Prototyping and Digital Manufacturing	655	Wireless Communication Technology
632	VLSI	656	Wireless Communications
633	VLSI and Embedded Systems	657	Wireless Networks and Applications
634	VLSI and Embedded Systems Design	658	Wireless Technology

**# Only as a Collaborative Course in association with DRDO. More details about this Course and similar courses which can be offered in collaborative mode is available @ [www.aicte-india.org](http://www.aicte-india.org).**

**NOTE :** All PG programs being specialised and emerging in the respective engineering branches, they are permitted as emerging/ multidisciplinary areas.



## 2.6 Under Graduate Degree in Planning

Sl. No.	Name of the Course
1	Planning

## 2.7 Post Graduate Degree in Planning

Sl. No.	Name of the Course	Sl. No.	Name of the Course
1	City and Regional Planning and Management	14	Regional Planning
2	City Planning	15	Rural Planning and Development
3	City Planning and Management	16	Rural Planning and Management
4	Community Planning	17	Town and Country Planning
5	Conservation Planning	18	Town Planning
6	Environmental Planning	19	Transport Planning and Management
7	Environmental Planning and Management	20	Transportation Planning
8	Housing	21	Urban and Regional Planning
9	Industrial Area Planning and Management	22	Urban and Rural Planning
10	Infrastructure Planning	23	Urban Design
11	Infrastructure Planning and Management	24	Urban Development
12	Land-Use Planning	25	Urban Planning
13	Regional and Rural Development Planning		

## 2.8 Diploma in Applied Arts Crafts and Design

Sl. No.	Name of the Course	Sl. No.	Name of the Course
1	Apparel Design and Fabrication Technology	13	Fashion Design and Garment Technology
2	Apparel Design and Fashion Technology	14	Fashion Designing
3	Art for Drawing Teacher	15	Fashion Technology
4	Beauty and Hair Dressing	16	Fine Arts
5	Beauty Culture	17	Garment Technology
6	Beauty Culture and Cosmetology	18	Home Science
7	Commercial Art	19	Interior Decoration
8	Cosmetology	20	Interior Design
9	Costume Design and Dress Making	21	Textile Design
10	Costume Design and Garment Technology	22	Textile Designing
11	Craft Technology	23	Travel and Tourism
12	Fashion and Apparel Design		

## 2.9 Post Diploma in Applied Arts and Crafts

S. No.	Name of the Course
1	Fine Arts
2	Textile Designing



## 2.10 Under Graduate Degree in Applied Arts and Crafts

Sl. No.	Name of the Course	Sl. No.	Name of the Course
1	Accessory Design	17	Fine Art (Animation)
2	Animation	18	Fine Art (Ceramics)
3	Applied Arts	19	Fine Art (Metal Craft)
4	Applied Arts and Crafts (Fashion and Apparel Design)	20	Fine Art (Photography)
5	AR and CR for Films	21	Gaming Technology
6	Audiography	22	Media Production Management
7	Cinematography	23	Painting
8	Commercial Art	24	Product Design
9	Digital Imaging	25	Screen Acting
10	Fashion and Apparel Design	26	Script Writing
11	Film and Media	27	Sound Recording and Sound Design
12	Film and Television	28	Television
13	Film Direction	29	Textile Design
14	Film Editing	30	Visual Effects
15	Fine Arts	31	Virtual Production
16	Fine Art (Sculpture)		

## 2.11 Post Graduate Degree in Applied Arts and Craft

Sl. No.	Name of the Course	Sl. No.	Name of the Course
1	Advertisement and Public Relation	12	Film Studies
2	Applied Arts	13	Fine Art (Painting)
3	Applied Art (Visual Communication Design)	14	Fine Art (Mural)
4	Applied Art (Communication Design)	15	Fine Art (Sculpture)
5	Applied Art (Illustration)	16	Fine Art (Photography and Media Communication)
6	Customer Service Management	17	Fine Arts
7	Direction	18	Painting Mural
8	Electronic Cinematography	19	Sound Recording and Television Engineering
9	Fashion Technology	20	Video Editing
10	Feature Film Screenplay Writing	21	Visual Communication and Communication Design
11	Film Archiving		

## 2.12 Diploma in Design

Sl. No.	Name of the Course
1	Design

## 2.13 Under Graduate Degree in Design

Sl. No.	Name of the Course
1	Communication Design
2	Design
3	Industrial Design
4	Interaction Design
5	Textile Design

## 2.14 Post Graduate Degree in Design

Sl. No.	Name of the Course	Sl. No.	Name of the Course
1	Animation Design	22	Graphic Design
2	Animation Film Design	23	Heritage Design
3	Apparel Design	24	Human Centered Design
4	Business Design	25	Immersive Media Design
5	Business Services and System Design	26	Industrial Arts and Design Practices
6	Ceramic & Glass Design	27	Information Arts & Information Design Practice
7	Creative and Applied Computation	28	Information Design
8	Communication Design	29	Interaction Design
9	Design Computation	30	Lifestyle Accessory Design
10	Design Education	31	Media Arts
11	Design for Retail Experience	32	New Media Design
12	Design Led Innovation	33	Photography Design
13	Design Management	34	Product Design
14	Digital Game Design	35	Public Space Design
15	Digital Humanities	36	Social Design
16	Earth Education and Communication	37	Textile Design
17	Exhibition Design	38	Toy & Game Design
18	Experimental Media Arts	39	Transportation & Mobility Design
19	Fashion Management & Marketing	40	Universal Design
20	Film and Video Communication	41	User Experience Design
21	Film and Video Design	42	Visual Communication and Strategic Branding

## 2.15 Diploma in Hotel Management and Catering Technology

Sl. No.	Name of the Course
1	Food Technology
2	Hospitality and Tourism Administration
3	Hotel Management
4	Hotel Management and Catering Technology
5	Travel and Tourism



## 2.16 Under Graduate Degree in Hotel Management and Catering Technology

Sl. No.	Name of the Course
1	Culinary Arts
2	Hospitality and Tourism Administration
3	Hotel Management
4	Hotel Management and Catering Technology

## 2.17 Post Graduate Degree in Hotel Management and Catering Technology

Sl. No.	Name of the Course
1	Food and Beverage Management
2	Hospitality and Tourism Administration
3	Hotel Management

## 2.18 Post Graduate Degree in Computer Applications

Sl. No.	Name of the Course
1	Computer Applications

## 2.19 Post Graduate Certificate in Management

Sl. No.	Name of the Course	Sl. No.	Name of the Course
1	Aviation and Airport Management	5	Marketing and Finance
2	Finance	6	Management
3	Home Textiles	7	Retail Management
4	Hospital and Health Care Management	8	Transport and Logistics Management

## 2.20 Post Graduate Diploma/ Post Graduate Degree/ Fellow Programme in Management

Sl. No.	Name of the Course	Sl. No.	Name of the Course
1	Advertising and Public Relation	12	Biotechnology
2	Agribusiness and Plantation Management	13	Business Administration
3	Agribusiness Management	14	Business Analytics
4	Agricultural Export and Business Management	15	Business and Corporate Law
5	Airport Management	16	Business Design and Innovation
6	Apparels	17	Business Economics
7	Artificial Intelligence and Data Science	18	Business Management
8	Aviation Management	19	Communications
9	Banking and Finance Management	20	Consultancy Management
10	Banking and Financial Services	21	Corporate Social Responsibility
11	Big Data Analytics	22	Cyber Law

23	Design Thinking	60	Infrastructure Management
24	Dietetics	61	Innovation, Entrepreneurship and Venture Development (IEV)*
25	Digital Marketing	62	Insurance and Risk Management
26	E- Business Management	63	International Business
27	Energy Management	64	International Trade Management
28	Entrepreneurship	65	Jute Technology and Management
29	Environmental Management	66	Law
30	Event Management	67	Logistics and Supply Chain Management
31	Export and Import Management	68	Manufacturing Management
32	Family Managed Business	69	Marketing and Sales Management
33	Fashion Technology	70	Marketing Management
34	Finance	71	Mass Communication
35	Finance Marketing and Human Resource Management	72	Materials Management
36	Financial Administration	73	Media and Entertainment
37	Financial Management	74	Operations Management
38	Financial Services	75	Personnel Administration
39	Fintech	76	Pharmaceutical Management
40	Food Processing and Business Management	77	Project Management
41	Foreign Trade	78	Public Policy and Management
42	Forestry Management	79	Public Systems
43	Geo Spatial Technology Application in Rural Development	80	Real Estate Management
44	Government Accounting and Internal Audit	81	Retail Management
45	Health Care Administration	82	Rural Management
46	Health Care and Hospital Management	83	Securities Market
47	Healthcare Management	84	Services Management
48	Heritage Management	85	Shipping and Logistics Management
49	Hospital Administration	86	Social Enterprise Management
50	Hospital Management	87	Sports Management
51	Hospitality Management	88	Sustainability Management
52	Human Resource Development	89	Technology Management
53	Human Resource Development and Management	90	Telecom Management
54	Human Resource Management	91	Textile Management
55	Industrial Safety and Environmental Management	92	Tourism Management
56	Information Communication Technology in Securities Market	93	Transport Economics and Management
57	Information Management	94	Travel and Tourism
58	Information Technology	95	Tribal Development
59	Information Technology and Systems Management	96	Waste Management and Social Entrepreneurship

PGDM / MBA without any specialization in bracket refers general management ONLY. Hence, the GENERAL nomenclature will not be available for PGDM / MBA. However, MBA institutions can opt if their affiliating University has already granted this nomenclature. Institutions should use/name the course as PGDM/MBA and put specialized nomenclature as approved in brackets for all practical purposes/communication.

\* Approval shall be based on the fulfilment of eligibility criteria specified by the MoE's Innovation Cell



## 2.21 Course Nomenclature of D.Voc and B.Voc

S.No	Emerging Technologies Specialization – Courses	Programme
1	3D printing	Engineering & Technology
2	AI & Robotics	
3	Architectural Drafting and Basic 3D design	
4	Artificial Intelligence, Machine Learning & IoT	
5	Artificial Intelligence and Data Science	
6	Big Data Analytics	
7	Block Chain	
8	Virtual Reality and Augmented Reality	
9	Cyber Security and Digital Forensics	
10	Industrial Automation and Robotics	
11	Internet of Things	
	<b>Specialization</b>	
1	Applied Arts	Applied Arts
2	Bamboo and Wood Technology	Applied Arts & Crafts, Design
3	Brass Metal Works	
4	Ceramics and Pottery Design	
5	Fashion Technology and Apparel Designing	
6	Gemmology	
7	Handloom Weaving	
8	Interior Design	
9	Jewellery Designing	
10	Recycled Craft Design	
11	Wood Working and Interiors	
12	Fashion Designing	
13	Film and Video Production	Applied Arts & Crafts, Design / Computer
14	Commercial Aquaculture	
15	Dairy Technology	Engineering & Technology / Management
16	Seeds Production and Marketing	
17	Short Film and Video Production	Computer Applications
18	Office Automation	
19	Practical Accounting and Tax (DPATP) & Tally	
20	Architecture Assistantship	
21	Automotive Manufacturing Technology	



22	Automobile Servicing	Engineering & Technology	
23	Biogas Technologies		
24	Building Materials and Construction Skills		
25	CNC Programming and Operation		
26	Construction Technology		
27	Design and Development of Electronic Devices		
28	Digital Manufacturing		
29	Electrical Skills		
30	Electronics Manufacturing Services		
31	Hospital Instrumentation and Management		
32	Industrial Electronics		
33	Industrial Microbiology		
34	Industrial Tool Manufacturing (ITM)		
35	Marine Technologies		
36	Manufacturing Skills		
37	Mechanical Manufacturing		
38	Mechatronics		
39	Metal Construction and Fabrication		
40	Mobile Communication		
41	Piping Technology		
42	Printing Technology		
43	Production Technology		
44	Production - Tool and Die Manufacturing		
45	Production-Press Tool and Die Maintenance & Stamping		
46	Refrigeration and Air-Conditioning Skills		
47	Repair and Maintenance of Electric Vehicles		
48	Rubber Technology		
49	Small Hydropower Technologies		
50	Solar and Renewable Energy		
51	Solar PV Systems: Operation and maintenance		
52	Solar Technology		
53	Solar Thermal Systems: Operation and Management		
54	Technology Aided Chip Design		
55	Telecom and Electronics Skill		
56	Telecommunications		
57	Textile Manufacturing		
58	Tractor Repair and Servicing		
59	Unmanned Aerial Vehicles		
60	VLSI Design Skills		
61	Welding Technology		
62	Wind Power Technologies		
63	Agriculture Mechanization		Engineering and Technology/ Agriculture
64	Green House Technology		
65	Sericulture (Silkworm Farming & Production of Silk)		



66	Animation and Graphic Design	Engineering and Technology/ Computer
67	Computer Hardware	
68	Computer Networking	
69	Computer-Aided Design	
70	Data and Web Analytics	
71	Digital Media and Animation	
72	Forensic Science & Data Analytics	
73	Geoinformatics	
74	Graphics and Multimedia	
75	Hardware and Networking	
76	Information Technology	
77	Software Development	
78	Web Design and Mobile Application Development	
79	Web Designing, Animation & Graphics	
80	Catering Technology and Hotel Management	Hotel Management
81	Food Processing and Quality Control	
82	Hospitality-Ethnic Foods & Sweets Processing	
83	Banking, Financial Services and Insurance (BFSI)	Management
84	Broadcasting and Journalism	
85	Digital Journalism and Multimedia Applications	
86	Entrepreneurship Development	
87	Financial Management	
88	Fire and Safety Management	
89	Fire Technology and Industrial Safety Management	
90	Innovative Waste Management	
91	Inventory Management Service and Production Planning	
92	Logistics Management	
93	Management-BPM and Analytics	
94	Management-Financial Services	
95	Operational Research and Risk Management	
96	Power Distribution Management	
97	Public Services	
98	Renewable Energy Management	
99	Retail Management	
100	Water, Sanitation & Waste Management	
101	Paramedical and Health Care	Management, Pharmacy
102	Tourism and Service Industry	Management, Travel & Tourism
103	Travel and Tourism	
104	Medical Image Technology	Pharmacy
105	Medical Laboratory Technology	
106	Wellness and Beauty care	

Note: Any Vocational course NOT falling under the purview of AICTE Shall necessarily have to take approval of concerned regulatory body prior to the commencement of course.

## 2.22 Vocational Courses : Stream Based Sector Specific Specialization

Sl. No.	Sector	Sl. No.	Specialization	Programme
1	Automobiles	1	Engine Testing	Engg. & Tech.
		2	Vehicle Testing	Engg. & Tech.
		3	Vehicle Quality	Engg. & Tech.
		4	Auto Electrical and Electronics	Engg. & Tech.
		5	Farm Equipment and Machinery	Engg. & Tech.
2	Entertainment	6	Theatre and Stage Craft	Applied Arts and Crafts
3	Information Technology	7	Software Development	Engg. & Tech.
		8	NIELIT Certified IT Professional	Engg. & Tech.
4	Economics and Finance	9	Retail	Management
		10	Banking	Management
		11	Financial Planning	Management
		12	Financial Services	Management
		13	Logistics	Management
5	Communications	14	Mobile Communication	Engg. & Tech.
		15	Mobile Telecom System	Engg. & Tech.
		16	Digital Switching Systems and Next Generation Networks	Engg. & Tech.
		17	Telecom Support Infrastructure	Engg. & Tech.
		18	Microwave Stations	Engg. & Tech.
		19	Broadband Networks	Engg. & Tech.
		20	Optical Fiber Networks	Engg. & Tech.
6	Agriculture	21	Farm Machinery and Power Engineering	Engg. & Tech.
		22	Soil and Water Conservation	Engg. & Tech.
		23	Green House Technology	Engg. & Tech.
		24	Renewable Energy	Engg. & Tech.
		25	Processing and Food Engineering	Engg. & Tech.
7	Construction	26	Building Technology	Engg. & Tech.
		27	Ceramic Tiles	Engg. & Tech.
		28	Refractory Technology	Engg. & Tech.
8	Applied Arts	29	Fashion Technology	Applied Arts and Crafts
		30	Interior Design	Applied Arts and Crafts
		31	Jewellery Design	Applied Arts and Crafts
9	Travel and Tourism	32	Tourism	Management
10	Printing and Publishing	33	Printing Technology	Engg. & Tech.
11	Paramedical and Healthcare	34	Cardiology	Design
		35	Neurology	Design
		36	Radiography	Design
		37	Emergency Medical Services	Design
		38	Laboratory	Applied Arts and Crafts/Design
		39	Operation Theatre	Applied Arts and Crafts/Design
		40	Optometry	Applied Arts and Crafts/Design
		41	Medical Record Science and Health Information	Applied Arts and Crafts/Design
		42	Endoscopy	Applied Arts and Crafts/Design



		43	Anesthesia and Critical Care	Applied Arts and Crafts/Design
		44	Renal Dialysis	Applied Arts and Crafts/Design
		45	Blood Bank	Applied Arts and Crafts/Design
12	Apparel and Textile	46	Fashion Design	Applied Arts and Crafts/Design
		47	Textile Design	Engg. & Tech.
		48	Apparel Manufacturing	Engg. & Tech.
		49	Fashion Management	Engg. & Tech.
13	Culture	50	Knowledge Heritage: A Model of Sanskrit Studies	Engg. & Tech.
		51	Intangible Cultural Heritage	Management/ Engg. & Tech.
		52	Museum Techniques	Applied Arts and Crafts/Design
		53	Conservation	Management/ Engg. & Tech.
		54	Traditional Design	Engg. & Tech.
		55	Archaeology	Engg. & Tech.
		56	Expressive Culture	Engg. & Tech.
		57	Cultural Informatics	Engg. & Tech.
		58	Holistic Sciences in Sanskrit	Engg. & Tech.
14	Adventure Sports	59	Water Based Adventure	Engg. & Tech.
		60	Winter Sports and Skiing	Engg. & Tech.
		61	Land Based Adventure	Management/ Engg. & Tech.
		62	Aero Sports	Engg. & Tech.
		63	Disaster Management	Design
		64	Medical and First Aid	Design
		65	Environment	Management
15	Mining and Excavation	66	Excavation Machinery	Design
		67	Opencast Mining	Design/ Engg. & Tech.
		68	Dimensional Stone	Design
		69	Underground Coal Mining	Engg. & Tech.
		70	Underground Metalliferous Mining	Engg. & Tech.
16	Metallurgy	71	Casting Development and Quality Assurance	Engg. & Tech.
		72	Foundry Technology	Engg. & Tech.
17	Service	73	Electronic Security	Engg. & Tech.
18	Manufacturing	74	Machining	Engg. & Tech.
19	Leather and Life Style Product Design and Development	75	Foot Wear Design and Production	Design
		76	Retail and Fashion Merchandise	Design
		77	Business and Entrepreneurship	Management
		78	Fashion Leather Accessories Design	Design
		79	Creative Design – CAD/CAM	Design/ Engg. & Tech.
		80	Fashion Design	Design
20	Others	81	Commercial and Computer Practice	Engg. & Tech.
		82	Commercial Practice	Engg. & Tech.
		83	Commercial Practice (KAN and ENG)	Engg. & Tech.
		84	Modern Office Management	Engg. & Tech.
		85	Modern Office Management and Secretarial Practices	Engg. & Tech.
		86	Modern Office Practice	Engg. & Tech.
		87	Stenography and Secretariat Practice	Engg. & Tech.

## APPENDIX-3

### Norms for Intake and Number of Courses/ Divisions in a New Technical Institution

#### 3.1 Diploma/ Post Diploma Level

Sl. No.	Programme	Intake per Division	Maximum number of Diploma/ Post Diploma Certificate Course(s)/ Division(s) allowed in a Technical Institution	
			Course(s)/ Division(s)	Maximum Intake allowed
i	Engineering and Technology	60	5	300
ii	Applied Arts and Crafts	30	3	90
iii	Design	30	3	90
iv	Hotel Management and Catering Technology	60	3	180

\*Number of Divisions For other Programmes, a MAXIMUM OF THREE DIVISIONS PER COURSE is permissible, without exceeding the "Maximum Intake Allowed"

#### 3.2 Under Graduate Level

Sl. No.	Programme	Intake per Division	Maximum number of Under Graduate Degree Course(s)/ Division(s) allowed in a Technical Institution	
			Course(s)/ Division(s)	Maximum Intake allowed
i	Engineering and Technology	60	5	300
ii	Planning	40	3*	120
iii	Applied Arts and Crafts	30	3	90
iv	Design	30	5	150
v	Hotel Management and Catering Technology	60	3	180

\*Number of Divisions for other Programmes, a MAXIMUM OF THREE DIVISIONS PER COURSE is permissible, without exceeding the "Maximum Intake Allowed"

#### 3.3 Post Graduate Diploma/ Post Graduate Degree Level

Sl. No.	Programme	Intake per Division	Maximum number of Post Graduate Division(s) allowed in a Technical Institution	
			Course(s)/ Division(s)	Maximum Intake allowed
i	Engineering and Technology	30 <sup>#</sup>	5	150
ii	Planning	30*	1*	30
iii	Applied Arts and Crafts	30	3	90
iv	Design	15	3	45
v	Hotel Management and Catering Technology	30	3	90
vi	MCA	60	3*	180
vii	Management	60	5	300



\*Number of Divisions

For other Programmes, a MAXIMUM OF THREE DIVISIONS PER COURSE is permissible, without exceeding the "Maximum Intake Allowed"

# Minimum of 6 seats in steps of 6 up to maximum 30

##Minimum of 6 seats in steps of 3 up to a maximum of 15

Note: One Division with Collaboration and Twinning is permissible in each Programme

State/ Central Universities or Autonomous Government Institutions offering Only Post Graduate Courses in Engineering and Technology shall be granted a MAXIMUM of 5 Courses. Any additional Course(s) shall be granted to such Institutions based on the valid National Board of Accreditation (NBA). The Institution shall have "Nil Deficiency" based on Self-Disclosure as per the Deficiency Report generated through Web-Portal.

In Management Programme, the "Maximum Intake Allowed" shall comprise of various combinations of Intake in PGCM/PGDM/MBA without exceeding 3 DIVISIONS in any single Course in any Level

### 3.4 Private Limited or Public Limited Company/ Industry Establishing Diploma/ Under Graduate Degree/ Post Graduate Degree (MCA/ Management) Institution

- a. New Technical Institution in Engineering and Technology / Planning/ Applied Arts, Crafts and Design/ Hotel Management and Catering Technology/ MCA/ Management established by a Private Limited or Public Limited Company/ Industry having turnover of at least ₹100 Crore per year for previous 3 years shall be eligible for application and granted approval for Intake as above following due procedure as specified in the Approval Process Handbook.
- b. The Institution set up by such a Private Limited or Public Limited Company/ Industry shall be governed by the norms as specified in Chapter I of the Approval Process Handbook.
- c. Private Limited or Public Limited Company / Industry Establishing Diploma/Under Graduate Degree/ Post Graduate Degree Institution shall choose any Course from **Appendix 2** with Intake not exceeding the maximum as above and in any combination in the same Programme.
- d. Built-up area, Faculty: Student ratio and other requirements shall be fulfilled as specified in the Approval Process Handbook.



## APPENDIX-4

### Norms for Land and Built-up Area Requirements of the Technical Institutions

#### 4.1 Land Requirements for the Technical Institutions

Programme	Land Area requirement in Acre								
	Diploma/ Post Diploma Programmes			Under Graduate Programmes			Institutions offering ONLY Post Graduate Programmes (MCA/ Post Graduate Diploma/ MBA)		
	Mega and Metro*	Urban	Rural	Mega and Metro*	Urban	Rural	Mega and Metro*	Urban	Rural
Engineering and Technology	\$	1.5	4.0	\$	2.5#	7.5#	-	-	-
Planning	-	-	-	\$	1.0	2.0	-	-	-
Applied Arts and Crafts	\$	0.5	1.5	\$	0.5	1.5	-	-	-
Design	\$	1.0	2.0	\$	1.0	2.0	-	-	-
Hotel Management and Catering Technology	\$	1.0	2.0	\$	1.0	2.0	-	-	-
MCA	-	-	-	-	-	-	\$	0.5	1.0
Management	-	-	-	-	-	-	\$	0.5	1.0

\* Mega and Metro Cities: Greater Mumbai (UA), Delhi (UA) and Kolkata (UA), Chennai (UA) Bangalore (UA), Hyderabad (UA), Ahmedabad (UA), Pune (UA), Surat (UA) as per the Census of India 2011

§ For the Land area requirements the following conditions need to be adhered:

- The Built-up area requirements as specified in the Approval Process Handbook (which is in force) are adhered to.
- The Built-up area, achieved has to be approved by the concerned Development Authority as per the latest Building Bye-Laws (Development Controls) in that City. A copy of certified Building Bye-Laws be made available by the Applicant Institution. Copy of the approved Plan from local statutory body and the completion Plan along with the Completion Certificate from the same body, be also provided. The provisional Occupancy Certificate shall be considered only for 2 consecutive Academic Years; after two years the only afore-mentioned Completion Certificate and Completion Plan shall be considered for continuance of approval.
- Fire and life Safety Certificate from Fire Department of the concerned State is to be taken before submitting the application at AICTE.
- Additional Course(s)/Programme(s), in future can be allowed subject to the availability of Built-up areas as per FSI (FAR). However, if the additional construction is to be undertaken in the existing Building, then Structural Stability Certificate and Certificate of Safe Foundation to be provided by a Structural Engineer having a Master's Degree with specialization in Structural Engineering.
- Competent Authority has to certify that the place is located in Mega and Metro/ Urban/ Rural areas.
- The Land area required in the Mega and Metro Cities shall be calculated on the basis of the requirements as per AICTE norms for carpet area and the Municipal Corporation Bye-Laws.



However, the total Built-up areas to be calculated for the entire duration of the Course with mandatory prior sanctions and approvals from Competent Authority for the entire proposal.

#The Land area required in Urban/ Rural shall be in a maximum of TWO plots. The Academic, Instructional, Administrative and Amenities area shall be in one plot not less than 1.5 Acre. The aerial distance between the plots shall not exceed 2 km. The remaining Land shall only be utilized for sporting Infrastructure/ Hostel/ Staff accommodation and related educational activities of the Institution.

Considering the hilly nature of Land in North Eastern States and the hilly regions of States such as Himachal Pradesh, Uttarakhand and Jammu & Kashmir and Ladakh's UT or any area in any State declared as hilly by the concerned Government, Land shall be made available in 3 pieces which are not away from each other by more than 2 km.

- g) The total land required shall be the highest amongst the programs/levels being offered by the Institute. However, institute shall have sufficient built up area to cover all the requirements of ALL the programs/levels conducted as per the provisions of Approval Process Handbook.

However, the institute shall provide ample space for play-ground (owned or hired) facilities for indoor and outdoor sports for the students either in the Campus or through arrangements with other adjacent Institutions, Corporation grounds, private facilities, etc.

#### NOTE:

- a. Starting other educational Course(s)/ Institutions (Technical/Non-Technical) in the surplus Land/Built-up area arising out of the prevailing/ reduced norms of Land requirement is permissible. Further such surplus Land shall be used as per the Land use Certificate given to the Trust/ Society/Company by the concerned authority, subject to such Course(s)/ Institution sharing their own facilities to conduct such Programmes without sharing the essential facilities, such as Class Room, Laboratory etc. with the already approved Technical Institution. However, Common Amenities such as Administrative infrastructure, Canteen, Auditorium, Playground, Parking, etc. may be shared, provided it caters to all the students of all the Programmes.
- b. For an Institution established prior to 1994, the Land requirement should be fulfilled as per the norms existed thereon for the Programme(s)/ Course(s)/ Divisions applied. In case of any deviation from those norms, the Institution has to adhere to the existing norms at the time of seeking Extension of Approval.
- c. For an Institution established after 1994, the Land requirement should be fulfilled as per AICTE norms existing at the time of establishment of the Institution for the Programme(s)/ Course(s)/ Divisions applied thereon. In case of any deviation from those norms, the Institution has to adhere to the existing norms at the time of seeking Extension of Approval.
- d. If the Institution (c or d) had been given approval for more Programme(s)/ Course(s)/ Divisions later, the Land requirements as per the corresponding AICTE norms should be fulfilled. **Annexure 12** of the Approval Process Handbook gives Land Requirements as per AICTE norms during the previous years.
- e. For Change of Site/ Location or to start new Programme/ Level in the existing Institutions, mortgage of land is acceptable.

#### 4.2 Minimum Built-up Area Requirements

- a. The Institution area is divided into, Instructional area (INA, carpet area in m<sup>2</sup>), Administrative area (ADA, carpet area in m<sup>2</sup>), Amenities area (AMA, carpet area in m<sup>2</sup>).
- b. Access and Circulation Area (ACA) is around 25% of Built-up Area.
- c. Total Built-up area in m<sup>2</sup> is equal to (INA+ADA+AMA) + (ACA).
- d. In case of allied branches in Engineering and Technology, a maximum of 30% of Laboratories may be shared.
- e. For Post Graduate Programmes, Administrative area of Under Graduate Programmes may be shared.
- f. Institutions shall have the Barrier free environment and Sports facilities as specified in the Chapter VII of the Approval Process Handbook.

## 4.2.1 Instructional Area (Carpet Area) in Sq. m

**A. Engineering and Technology (Under Graduate/ Post Graduate Degree/ Integrated/Dual Degree) Institutions**

Particulars	Number of Rooms required	Carpet Area in Sq.m per Room
Class Rooms	Total Number of Divisions x 0.75	66/ 33*
Tutorial Rooms <sup>+</sup>	25% of total Class Room	33
Laboratory for First Year	4 (which includes 2 Laboratories for Basic sciences)	66
Laboratory other than First Year	2 per Course per Year	66
Laboratory for Post Graduate Courses	1 per Course	66
	1 Research Laboratory	66
Workshop <sup>#</sup>	1	200
Additional Laboratory/ Workshop for "X" Category Courses	1	200
Drawing Hall <sup>#</sup>	1	132
Computer Centre <sup>#</sup>	1	150
Seminar Hall	1	132
Library <sup>++</sup>	1	400
Language Laboratory <sup>+</sup>	1	33

For Courses having more than 3 Divisions, additional Laboratories equivalent to the required number on pro rata basis for the said Courses shall be created.

\* Applicable for Post Graduate Course only.

+ Language Laboratory shall have a minimum of 20 Computers with appropriate Software. Additional Laboratory required, if number of Divisions >5.

++ Additional Library area of 50 m<sup>2</sup> per 60 Students beyond 420 "Approved Intake".

"X" Category Courses such as Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and Allied Courses shall require an Additional Laboratory/ Workshop.

# Drawing Halls, Computer Centres and Workshops to be created as given below:

Approved Intake	Computer Centre	Workshop	Drawing Hall
Up to 600	1	1	1
601-1200	2	2	2
Infrastructure Requirement shall be calculated on pro rata basis for "Approved Intake" greater than 1200			

Additional Laboratories to be created (if required) as per Curriculum of the concerned affiliating University.

Under Graduate Laboratories, if shared with Post Graduate Courses shall be upgraded to meet requirements of Post Graduate Curriculum.

The Institution shall have one Smart Class Room/ Course with LCD projector, Smart Board, Internet Connection, etc.

Institutions shall have facilities for conducting online classes (Theory and Practical)

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart Board, PA system and Executive Chairs.

Institutions shall have MOOCs Facility Centre and Innovation/ Fab Laboratory.



## B. Engineering and Technology (Diploma/ Post Diploma) Institution

Particulars	Number of Rooms required	Carpet Area in m <sup>2</sup> per Room
Class Rooms	No. of Divisions x 0.75	66
Tutorial Rooms <sup>+</sup>	25% of total Class Room	33
Laboratory for First Year	4 (which includes 2 Laboratories for Basic sciences)	66
Laboratory other than First Year	2 per Course per Year	66
Workshop <sup>#</sup> \$	1	200
Additional Laboratory/ Workshop for "X" Category Courses	1	150
Drawing Hall <sup>#</sup> \$	1	132
Computer Centre <sup>#</sup>	1	150
Seminar Hall	1	132
Library <sup>++</sup>	1	300
Language Laboratory <sup>+</sup>	1	33

For Courses having more than 3 Divisions, additional Laboratories equivalent to the required number on pro rata basis for the said Courses shall be created.

<sup>+</sup>Language Laboratory shall have a minimum of 20 Computers with appropriate Software. Additional Laboratory required, if number of Divisions >5.

<sup>++</sup> Additional Library area of 50 m<sup>2</sup> per 60 Students beyond 420 "Approved Intake".

"X" Category Courses such as Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and Allied Courses shall require an Additional Laboratory/Workshop.

\$ Not applicable for DMLT.

# Drawing Halls, Computer Centres and Workshops to be created as given below:

Approved Intake	Computer Centre	Workshop	Drawing Hall
Up to 600	1	1	1
601-1200	2	2	2

Infrastructure Requirement shall be calculated on pro rata basis for "Approved Intake" greater than 1200.

Diploma Laboratories, if shared with the Under Graduate Degree Courses shall be upgraded to meet requirements of the Under Graduate Curriculum.

Additional Laboratories to be created (if required) as per Curriculum of the concerned University/ Board.

The Institution shall have one Smart Class Room/ Course with LCD projector, Smart Board, Internet Connection, etc.

Institutions shall have facilities for conducting online classes (theory and Practical)

Institutions shall have Idea Implementation Centre/ Tinkering Laboratory/ Innovation Centre.

**Note:** There are many nomenclatures common to Engineering Diploma and Applied Arts/ Crafts Diploma. Hence in all such multidisciplinary type of programs, actual requirements shall be evaluated by respective Boards.

### C. Planning (Under Graduate/ Post Graduate Degree/ Integrated Degree) Institution

Particulars	Number of Rooms required	Carpet Area in m <sup>2</sup> per Room
Class Rooms	No. of Divisions x 0.75	60/ 30 <sup>**</sup>
Resource Centre	1	80
Computer Laboratory (for First Year)	1	60
Studio (other than First Year)	1 per Course per Year	120
Post Graduate Studio	2	60
Model making and Carpentry Workshop	1	120
Art Court	1	100
Multi-Purpose Hall	1	150
Research Laboratory+	1	60
Computer Centre	1	75
Seminar Hall	1 per Under Graduate Institution	132
	1 per Diploma Institution	132
Library	1	150
Language Laboratory	1	30

\*\* Applicable for Post Graduate Course only.

+ Only for Institutions offering Post Graduate Courses.

For Post Graduate Courses, Seminar Hall of respective Under Graduate Degree Course may be shared.

For Courses having more than 2 Divisions, ONE Additional Studio for each Division need to be created.

Under Graduate Laboratories, if shared with Post Graduate Courses shall be upgraded to meet requirements of Post Graduate Curriculum.

Diploma Laboratories, if shared with the Under Graduate Degree Courses shall be upgraded to meet requirements of the Under Graduate Curriculum.

Language Laboratory shall have a minimum of 20 Computers with appropriate Software.

The Institutions shall have one Smart Class Room/ Course with LCD projector, Smart Board, Internet Connection, etc.

Institutions shall have facilities for conducting online classes (theory and Practical)

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart board, PA system and Executive Chairs.

Institutions shall have MOOCs Facility Centre and Innovation/ Fab Laboratory.

### D. Applied Arts and Crafts (Diploma/ Under Graduate/ Post Diploma/ Post Graduate Degree) Institution

Particulars	Number of Rooms required	Carpet Area in m <sup>2</sup> per Room
Class Rooms	1 Room per Division per Year	66/ 33 <sup>**</sup>
Tutorial Rooms <sup>+</sup>	25% of total Class Room	33
Workshop/ Studio	1 per Course per Year	66
Common Workshop/ Studio	1	90
Workshop/Studio (Post Graduate Courses)	1 per specialization	66
Studio/Display Room	1	132
Craft Centre	1	66
Computer Centre	1	75
Theatre/ Seminar Hall	1	100
Library	1	150
Language Laboratory	1	33



† No Tutorial Rooms Required for Post Graduate Programme.

\*\* Applicable for Post Graduate Course only.

For Post Graduate Courses, Seminar Hall of respective Under Graduate Degree Course may be shared.

For Courses having more than 2 Divisions, one Additional Studio for each Division need to be created.

Under Graduate Laboratories, if shared with Post Graduate Courses shall be upgraded to meet requirements of Post Graduate Curriculum.

Diploma Laboratories, if shared with the Under Graduate Degree Courses shall be upgraded to meet requirements of the Under Graduate Curriculum.

Research Laboratory is to be provided with an area of 66 m<sup>2</sup> for each Institution offering Post Graduate Courses.

Language Laboratory shall have a minimum of 20 Computers with appropriate Software.

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart board, PA system and Executive Chairs.

Institutions shall have facilities for conducting online classes (theory and Practical)

Institutions shall have MOOCs Facility Centre and Innovation Laboratory.

### E. Design (Diploma/ Under Graduate/ Post Graduate Degree) Institution

Particulars	Number of Rooms required	Carpet Area in m <sup>2</sup> per Room
Class Rooms / Studio	1 per Division per Year	100/66*
Tutorial Rooms**	1 per Year	33
Laboratory/ Workshop	1 per Division per Year	66
Photography Laboratory	1	66
Computer Laboratory	1	75
Seminar Hall	1	100
Library	1	150
Language/Audio Visual Laboratory	1	33

\*In case of PG Courses \*\* Only for UG Courses

For Post Graduate Courses, Seminar Hall of respective Under Graduate Degree Course may be shared.

Under Graduate Laboratories/Workshops can be shared with Post Graduate Courses if the specialization of the courses are same by upgrading them to meet the requirements of Post Graduate Curriculum.

The Institution shall have one Smart Class Room/ Course with LCD projector, Smart Board, Internet Connection, etc.

Institutions shall have facilities for conducting online classes (Theory and Practical)

Language Laboratory shall have a minimum of 20 Computers with appropriate Software.

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart Board, PA system and Executive Chairs.

Institutions shall have MOOCs Facility Centre and Innovation/ Fab Laboratory.

### F. Hotel Management and Catering Technology (Diploma/Under Graduate/Post Graduate Degree/ Integrated Degree) Institution

Particulars	Number of Rooms required	Carpet Area in m <sup>2</sup> per Room
Class Rooms	No. of Divisions x 0.75	66/33**
Tutorial Rooms <sup>†</sup>	25% of total Class Room	33
Laboratory (Guest Room/House Keeping/ Front Office/ Kitchen) for First Year	3	66
Laboratory (Guest Room/ House Keeping/ Front Office/ Kitchen) other than First Year	2 per Course per Year	66



Laboratory/ Guest Room for PostGraduate Programme	1 per Specialization	66
Kitchen with Dining Hall	1	132
Restaurant	2	66
Computer Centre	1	75
Seminar Hall	1	132
Library	1	150
Language Laboratory	1	33

+For Post Graduate Course, Tutorial Rooms not required.

\*\* Applicable for Post Graduate Course only.

For Post Graduate Courses, Seminar Hall of respective Under Graduate Degree Course may be shared.

For Courses having more than 2 Divisions, ONE Additional Laboratory for each Division need to be created.

Under Graduate Laboratories, if shared with Post Graduate Courses shall be upgraded to meet requirements of Post Graduate Curriculum.

Diploma Laboratories, if shared with the Under Graduate Degree Courses shall be upgraded to meet requirements of the Under Graduate Curriculum.

Language Laboratory shall have a minimum of 20 Computers with appropriate Software.

Research Laboratory shall be provided with an area of 66 m<sup>2</sup> for each Institution offering Post Graduate Courses.

The Institution shall have one Smart Class Room/ Course with LCD projector, Smart Board, Internet Connection, etc.

Institutions shall have facilities for conducting online classes (theory and Practical)

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart board, PA system and Executive Chairs.

Institutions shall have MOOCs Facility Centre.

### G. MCA/ Integrated MCA Institution

Particulars	Number of Rooms required	Carpet Area in m <sup>2</sup> per Room
Class Rooms	1 per Division per Year	66
Tutorial Rooms	25% of total Class Room	33
Computer Laboratory	1	66
Computer Centre	1	150
Seminar Hall	1	132
Library	1	100

If the Institution has more than 2 Divisions, one Additional Laboratory for each Division need to be created.

Each Class Room shall be equipped with LCD projector, Smart Board, Internet Connection, etc.

Institutions shall have facilities for conducting online classes (theory and Practical)

Seminar Hall shall have proper furnishing and equipment such LCD projector, Smart Board, PA system and Executive Chairs.

Institutions shall have MOOCs Facility Centre and Innovation Laboratory.

### H. Management (PGDM/MBA/Integrated Degree) Institution

Particulars	Number of Rooms required	Carpet Area in m <sup>2</sup> per Room
Class Rooms	1 per Division per Year	66
Tutorial Rooms	25% of total Class Room	33
Computer Centre	1	150
Seminar Hall	1	132
Library	1	100

Each Class Room shall be equipped with LCD projector, Smart Board, Internet Connection, etc. Institutions shall have facilities for conducting online classes (theory and Practical)

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart Board, PA system and Executive Chairs.

Institutions shall have MOOCs Facility Centre and Innovation Laboratory.

#### 4.2.2 Administrative Area (Carpet Area) in m<sup>2</sup>

Particulars	Principal/ Director	Board Room	Office all inclusive	Cabin for Head of Department and Department Office	Faculty Rooms	Central Stores	Maintenance	Security	Housekeeping	Pantry for Staff	Examinations Control Office	Placement Office
Carpet Area in m <sup>2</sup> per Room	30	20	150* 300 <sup>§</sup>	20	5	30	10	10	10	10	30	30
Number of Rooms required for new Technical Institution	1	1	1	-	First Year Student intake/15	1	1	1	1	1	1	-
Total Number of Rooms	1	1	1	1/Department	One per Faculty (as per norms) in the Institution	1	1	1	1	1	1	1

§ Technical Institution having more than one Programme

\* Technical Institution having one Programme

#### 4.2.3 Amenities Area (Carpet Area) in m<sup>2</sup>

Particulars	Toilets (Ladies & Gents)	Boys Common Room	Girls Common	Cafeteria	Stationery Store and Reprography	First Aid cum Sick Room	Principal's quarter	Guest House	Sports Club/ Gymnasium	Auditorium/ Amphi Theatre	Boys Hostel	Girls Hostel
Carpet Area in m <sup>2</sup> per Room for the Technical Campus having more than one Programme	350*	100	100	150	10	10	150	30	200	400	Adequate	Adequate
Carpet Area in m <sup>2</sup> per Room for Technical Campus having one Programme	150 <sup>§</sup>	75	75	150	10	10	150	30	100	250	Adequate	Adequate
Number of Rooms required for the new Technical Institution	Adequate	1	1	1	1	1	-	-	-	-	-	-
Total Number of Rooms	Adequate	1	1	1	1	1	Desirable	Desirable	Desirable	Desirable	Desirable	Desirable

\* Total area for the Technical Institution having more than one Programme

§ Total area for the Technical Institution having one Programme

#### 4.2.4 Circulation Area in m<sup>2</sup>

Access and Circulation area (ACA) of 25% of sum of Instructional, Administrative and Amenities area is desired covering common walkways, staircases and entrance lobby.

## APPENDIX-5

# Norms for Books, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipment of the Technical Institutions

### 5.1 Computers, Software, Internet and Printers

Programme		Number of PCs/ Laptop to student ratio (Minimum 20 PCs)	Legal System Software @	Legal Application Software**	LAN and Internet	Mail Server and Client	Printers including Color Printer (% of total number of PCs/Laptops)
Engineering and Technology	Diploma	1:6	03	20	All	Desirable	5%
	Under Graduate	1:6					
	Post Graduate	1:4					
Planning	Under Graduate	1:6	01	10	All	Desirable	5%*
	Post Graduate	1:4					
Applied Arts and Crafts	Diploma	1:6	01	10	All	Desirable	5%
	Under Graduate	1:6					
	Post Graduate	1:4					
Design	Under Graduate	1:6	01	10	All	Desirable	5%
	Post Graduate	1:4					
Hotel Management and Catering Technology	Diploma	1:6	01	10	All	Desirable	5%
	Under Graduate	1:6					
MCA	Post Graduate	1:4	03	20	All	Desirable	5%
Management	Post Graduate	1:6	01	10	All	Desirable	5%

\*At least one printer to be A1 Size Color Printer/ Plotter

\*\* Includes Plagiarism checking Software Internet speed required for the Institution

Approved Intake	Internet Band width (1:1)*
up to 300	100 Mbps
301 - 600	300 Mbps
601 - 900	500 Mbps
>900	1Gbps

\*In case of Non-Availability of Bandwidth in a Single Connection, Multiple connections shall be ensured to fulfil the specified Norms. At least 8 Mbps Wi-Fi connectivity and hotspots shall be made available where ever required (minimum 5 Hotspots) Arrangement to view NPTEL/ SWAYAM & SWAYAM PRABHA etc. shall be made available.

- a. Utilization of Open Source Software shall be encouraged.



- b. Secured Wi-Fi facility with reliable hardware is highly recommended
- c. Utilization of indigenized Video conferencing facility is recommended
- d. Library, Administrative Offices and Faculty members shall be provided with exclusive computing facilities along with LAN and Internet. This shall be considered as over and above the requirement meant for PCs to students ratio
- e. @Adequate number of software licenses is required
- f. Central Photo copying facility for students is preferred
- g. PC shall also include Laptop in the inventory of the Institution
- h. Every Department shall have separate Computer Laboratory with at least 20 Computers and a centralized Computer Laboratory with at least 100 Computers.
- i. Effective utilization of ICT / Research / Other academic related facilities extended by agencies / organizations through MoU with AICTE is highly recommended (<https://www.aicte-india.org/education/collaborations>).

## 5.2 Laboratory Equipment and Experiments

The Laboratories shall have Equipment as appropriate for experiments as stated/suitable for the requirements of the affiliating University/ Board's Curriculum. It is desired that the number of experimental set-up be so arranged that maximum four students shall work on one set.

## 5.3 Books and Library Facilities

Programme	Total Number of Divisions	Titles		Volumes		Reading Room Seating	Multimedia PCs for Digital Library/ internet Surfing located in the reading room
		Number		Number		% of Total Students	% of Total Students
Engineering and Technology/ Applied Arts and Crafts/ Hotel Management and Catering Technology(Diploma)	B	Half the number as required for Under Graduate Degree Course in the same Programme	Half the number as required for Under Graduate Degree Course in the same Programme	15 % (Max. 150)	Minimum 10		
Engineering and Technology (Under Graduate)	B	100 <sup>#</sup> 50 per* Course	500xB <sup>#</sup> 250 per* Course	15 % (Max. 150)	Minimum 10		
Planning (Under Graduate)	B	100 <sup>#</sup> 50*	400xB <sup>#</sup> 400xB*				
Applied Arts and Crafts/ Design (Under Graduate)	B	100 <sup>#</sup> 50*	500xB <sup>#</sup> 500xB*				
Hotel Management and Catering Technology (Under Graduate)	B	100 <sup>#</sup> 50*	500xB <sup>#</sup> 500xB*				
Engineering and Technology/Planning/ Applied Arts and Crafts/ Design/Hotel Management and Catering Technology (Post Graduate)	B	50 <sup>#</sup> As\$ Required	200 <sup>#</sup> 100\$			25 % (Max. 100)	
MCA/ PGDM/ MBA (Post Graduate)	B	100 <sup>#</sup> 50*	500xB <sup>#</sup> 500xB*				

B - Number of Divisions at First year

1#	Book Titles and Volumes required at the time of starting a new Technical Institution equally distributed per subject.
2*	Annual Increment equally distributed per subject.
3	Total number of Titles and Volumes shall be increased in continuation till 10 years from the starting of the course(s), which shall be the minimum stock of Books. Institutions shall have to add an annual increment of Books based on the changes in Curriculum and Syllabus from time to time by the affiliating University/ Board.  NOTE: After 10 years as per the Affiliating Body Curriculum and Syllabus, the Older Edition Books shall be replaced with latest edition by 5% of the total minimum Books required for that Programme.
4\$	Component for additional Division/ Course.
5	Books shall also include subjects of Science, Humanities, Management and Social Science as per the requirements of the Curriculum and Syllabus.
6	Digital Library facility with multimedia facility is essential.
7	Reprographic facility in the Library is essential.
8	Document scanning facility in the Library is essential.
9	Library Books/ non Books processing as per the standard classification and cataloguing system is essential.
10	Facilities to access the Online Courses is essential.
11	Library automation software including Bar coding is desirable.
12	Upto 66% of the total number of Titles and Volumes may be in the form of e-books with intranet access is mandatory in case of Post Graduate Level Programme(s) and shall be desirable in case of UG/ Diploma Programme(s). Member in NDL/ Indian National Digital Library in Engineering Sciences and Technology (INDEST) or any other National Consortium is permissible for e-books.
13	The Institution shall be a member of National Digital Library. Aggregators shall also be used.
14	NDL membership for faculty and students is highly desirable.

## APPENDIX-6

### Norms for Essential and Desirable Requirements of the Technical Institutions

#### 6.1 Essential Requirements for Technical Institution

1	Establishment of Online Grievance Redressal Mechanism as specified in the Approval Process Handbook*	Essential
2	Establishment of Anti Ragging Committee (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009) *	Essential
3	Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University.(As per All India Council for Technical Education (Redressal of Grievance of Students) Regulation, 2019 vide F. No.1-101/PGRC/AICTE/ Regulation/2019 dated 07.11.2019) * All India Council for Technical Education (Redressal of Grievance of Faculty/Staff Member) Regulations, 2021 vide F.No.1- 103/ AICTE/PGRC/ Regulation/2021 dated 25.03.2021	Essential
4	Establishment of Internal Complaint Committee (ICC) (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F.AICTE/WH/2016/01 dated 10th June, 2016 *	Essential
5	Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989) *	Essential
6	Internal Quality Assurance Cell*	Essential
7	Barrier Free Built Environment for disabled and elderly persons (as per Chapter VII of the Approval Process Handbook)	Essential
8	Fire and Safety Certificate	Essential
9	Internship policy essential requirement***	Essential
10	Facilitate teachers for undergoing Pedagogical training through NITTT Guidelines	Essential
11	Implementation of student Induction Programme***	Essential
12	At least 5 MoUs with Industries	Essential
13	Implementation of examination reforms	Essential
14	Compliance of the National Academic Depository (NAD) as per MoE directives, (Applicable for Standalone Institutions and Universities)	Essential
15	Safety and Security measures in the Campus (as per Chapter VII of the Approval Process Handbook) + Check No. 8 also	Essential
16	Implementation of Food Safety and Standards Act, 2006 at the Institution	Essential
17	Digital payment for all financial transactions as per MoE directives	Essential
18	Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures in the prime location of the Web site(as a quick link) of the Institution	Essential
19	Language Laboratory (for institutions having Diploma and Degree Programs)	Essential
20	Portable Water supply and outlets for drinking water at strategic locations	Essential
21	Electrical Grid Power Supply Connection	Essential
22	Backup Electric Supply	Essential
23	Sports facilities	Essential
25	Waste Management and environment improvement measures to ensure a sustainable Green Campus	Essential
26	Sewage Disposal System	Essential



27	Display board within the premises as well as on the Web site of the Institution Indicating the feedback facility of students and Faculty available in AICTE Web-Portal	Essential
28	First aid, Medical and Counselling Facilities	Essential
29	Students Safety Insurance	Essential
30	Group Accident Policy to be provided for the employees	Essential
31	Facility to watch MOOCs through SWAYAM & SWAYAM PRABHA	Essential
32	Road suitable for use by Motor vehicle- Motorized Road	Essential
33	Institution-Industry Cell	Essential
34	Applied for membership of National Digital Library	Essential
35	Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the Web site of the Institution and Information about available Courses at the Entrance of the Institution	Essential
36	Appointment of Student Counsellor	Essential
37	Vehicle Parking	Essential
38	General Notice Board and Departmental Notice Boards	Essential
39	Provision / Facilities to conduct online meetings, Webinars, classes and examinations	Essential
40	Display of Course(s) and "Approved Intake" in the Institution at the entrance of the Institution.	Essential

\* Appointment of Committees/ IQAC/ Grievance Mechanism should be made before commencement of the session, however, an **Affidavit 2** to that effect need to be submitted by the new Technical Institution at the time of inspection by Expert Visit Committee

\*\* An Affidavit to be uploaded on the Portal for the compliance of Implementation of Internship Policy of AICTE.

\*\*\* An Undertaking to be uploaded on the Portal that the Institution shall possess an UHV Induction Programme trained Faculty for every 20 newly joined students before AY 2022-23.

\*\*\*\* An Undertaking to be uploaded on the Portal that the Internal Assessment & Laboratory Work shall be carried out following AICTE Exam Reforms and all the existing Faculty shall be trained for the same.

Note: The above mentioned documents need to be uploaded before downloading the EoA. The Council shall verify their implementation at any point of time.

## 6.2 Desirable Requirements of a Technical Institution

1	Implementation of the schemes announced by Government of India	Desirable
2	Offering of Skill development Courses approved by the Council	Desirable
3	Fabrication facility Laboratory (FABLAB)/ AICTE-IDEA LAB/Tinkering Laboratory/ Innovation Laboratory	Desirable
4	Availability of at least ONE Smart Class Room per Department	Desirable
5	Installation of grid connected solar rooftops/ Power Systems	Desirable
6	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency	Desirable
7	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent Interaction	Desirable
8	Efforts to encourage Final Year students to appear in various competitive Examinations.	Desirable
9	Efforts to encourage students to participate in National/International competition like SIH, etc.	Desirable
10	Efforts to encourage students to take-up internship and project work in Indian Knowledge System related Areas/Topics/Disaster Management	Desirable
11	Transport	Desirable
12	Banking Facility/ Automated Teller Machine	Desirable
13	LCD (or similar) projectors in Class Rooms	Desirable



14	Auditorium	Desirable
15	Staff Quarters	Desirable
16	Course(s) taken through duly recognized MOOCs shall be used as Supplementary Course(s)	Desirable
17	General Insurance provided for assets against fire, burglary and other calamities	Desirable
18	Intellectual Property Right Cell	Desirable
19	Implementation of Unnat Bharat Abhiyan/ Saansad Adarsh Gram Yojana (SAGY)	Desirable
20	Implementation of Start-up Policy	Desirable
21	Innovation Cell/Club	Desirable
22	Social Media Cell	Desirable
23	Participation in the National Institutional Ranking Framework (NIRF)	Desirable
24	Participation in the National Innovation Ranking (ARIIA)	Desirable
25	Plastic Free Campus	Desirable
26	Measures for Cybersecurity	Desirable
27	Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environmental friendly disposal of used sanitary napkin through sanitary napkin incinerator	Desirable
28	Rainwater Harvesting	Desirable

### 6.3 Structure of the Committees

#### 6.3.1 Structure of Anti Ragging Committee

Every Institution/ University including Institution Deemed to be University imparting Technical Education shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of Civil and Police Administration, Local Media, Non-Government Organizations involved in youth activities, representatives of Faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff and shall have a diverse mix of membership in term of Level as well as gender.

#### 6.3.2 Grievance Redressal Mechanism

In order to provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as for those seeking admission to such institutions, AICTE has notified All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019 vide F. No. 1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019 for establishment of grievance redressal mechanism for all AICTE approved Technical Institutions. Non-compliance of the above Regulations shall call for punitive action.

Student Grievance Redressal Committee (SGRC)

- A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Student Grievance Redressal Committee (SGRC).
- Every AICTE approved institution shall constitute Student Grievance Redressal Committee (SGRC) with the following composition, namely:
  - a. Principal of the College- Chairperson;
  - b. Three senior members of the teaching faculty to be nominated by the Principal as Members and out of three one member shall be female and other from SC/ST/OBC category;
  - c. A representative from among students of the College to be nominated by the Principal based on academic merit/excellence in sports/performance in co-curricular activities- Special Invitee.
- The term of the members and the special invitee shall be of two years.
- The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.



- In considering the grievances before it, the SGRC shall follow principles of natural justice.
- The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
- Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

#### **Appointment, Tenure, Removal and Conditions of Services of Ombudsperson:**

- Each affiliating University, Technical University, Private University, Deemed to be University shall appoint Ombudsperson for redressal of grievances of students under the UGC (Redress of Grievances of Students) Regulations, 2019.
- There shall be one or more part-time functionaries designated as Ombudsperson to hear, and decide on, appeals preferred against the decisions of the SGRCs.
- For institutions which are offering diploma level course(s) and are affiliated to Board of Technical Education (BTE), the concerned Directorate of Technical Education (DTE) shall appoint an Ombudsperson for redressal of grievances of students.
- For Institution which are not affiliated to any University and offering Diploma, Post Diploma, Post Graduate Certificate, Post Graduate Diploma Course(s) in Management, Computer Applications & Travel and Tourism, the Council shall appoint an Ombudsperson for redressal of grievances of students.
- The Ombudsperson shall be a Retired District Judge or a retired Vice Chancellor or Professor (who has worked as Dean/HOD and 10 years' experience as Professor at State/Central Universities/Institution of eminence).
- The Ombudsperson shall not, at the time of appointment, during one year before appointment, or in the course of his tenure as Ombudsperson, be in a conflict of interest with the Institution where his/her personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement toward the Institution.
- The Ombudsperson shall be appointed for a period of three years or until he or she attains the age of 70 years, whichever is earlier, from the date of assuming office, and shall be eligible for reappointment for another one term for the same State or region, as the case may be.
- For conducting the hearings, the Ombudsperson shall be paid a sitting fee, per diem, in accordance with the norms fixed by the Council, and shall, in addition, be eligible for reimbursement of the expenditure incurred on conveyance.
- The State Government, in the case of an Ombudsperson of a State, and the Council (for Council appointed Ombudsperson), may remove the Ombudsperson from office, on charges of proven misconduct or misbehaviour as defined under these Regulations.
- No order of removal of Ombudsperson shall be made except after an inquiry made in this regard by a person not below the rank of judge of the High Court in which a reasonable opportunity of being heard is given to the Ombudsperson.

#### **Functions of Ombudsperson:**

- The Ombudsperson shall hear appeals from an aggrieved student(s), only after the student has availed all other remedies provided under these Regulations.
- While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome of specific instance of discrimination is indicated.



- The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
- The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

#### **Procedure for Redressal of Grievances by Ombudspersons and Student Grievance Redressal Committees:**

- Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student may submit an application seeking redressal of grievance.
- On receipt of an online complaint, the institution shall refer the complaint to the appropriate Student Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.
- The Student Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved student.
- An aggrieved person may appear either in person or authorize a representative to present his/her case.
- Grievances not resolved by the Student Grievance Redressal Committee shall be referred to the Ombudsperson, within the time period provided in these Regulations.
- Institutions shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee, in early redressal of grievances; and failure to do so may be reported by the Ombudsperson to the Council, which shall take action in accordance with the provisions of these Regulations.
- The Ombudsperson shall, after giving reasonable opportunities of being heard to both parties, on the conclusion of proceedings, pass such order, with reasons therefore as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student.
- The institution, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson, and the institution shall place it for general information on its website.
- The institution shall comply with the recommendations of the Ombudsperson; and the Ombudsperson shall report to the Council any failure on the part of the institution to comply with the recommendations.
- The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

#### **Information Regarding Ombudspersons and Student Grievance Redressal Committees:**

An institution shall furnish, prominently, on its website and in its prospectus, all relevant information in respect of the Students Grievance Redressal Committee(s) coming in its purview, and the Ombudsperson for the purpose of appeals.

#### **Consequences of Non-Compliance:**

The Council shall in respect of any Technical institution, which wilfully contravenes or repeatedly fails to comply with the recommendation of the Ombudsperson or the Student Grievance Redressal Committee, as the case may be, proceed to take one or more of the following actions, namely:

- withdrawal of approval granted to the Technical Institution;
- withdrawal of declaration of fitness or entitlement to receive grants or financial assistance from the Council;



- withholding any grant allocated to the Technical Institution;
- declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Council;
- informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of Council, declaring that the institution does not possess the minimum standards for redressal of grievances;
- recommend to the affiliating University for withdrawal of affiliation, in case of a University affiliated institution or DTE affiliated institution;
- Such other action as may be deemed necessary and appropriate against an institution for non-compliance.

Provided that no action shall be taken by the Council under these Regulations, unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

#### **Prevention and Prohibition of Ragging:**

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009, to prohibit, prevent and eliminate the scourge of ragging, in exercise of the powers conferred under Section 23 read with Section 10(b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education has notified Regulations for prevention and prohibition of ragging in AICTE approved Technical Institutions vide Order No 37-3/Legal/AICTE/2009 dated 01.07.2009 available on AICTE web-portal <https://www.aicte-india.org/grievance/anti>. All AICTE approved Technical Institutions have to comply with the provisions made in the above Regulations. Any violation of above AICTE Regulations for the prevention and prohibition of ragging, shall call for punitive action against erring Institutions as per the provisions made the above said Regulations.

#### **The Institutions shall have to step up Anti-Ragging mechanism by way of adequate Publicity through various Mediums:**

- Constitution of Anti-Ragging Committee and Anti Ragging Squad;
- Setting up of Anti-Ragging Cell;
- Installing CCTV cameras at vital points;
- Anti-Ragging Workshops;
- Updating all Web sites with Nodal Officers complete details, alarm bells etc.;
- Regular interaction and counselling with the students;
- Identification of trouble-triggers;
- Mention of Anti-Ragging warning in the Institution's prospectus and information Booklets/ Brochures shall be ensured; and
- Surprise inspection of hostels, student accommodation, canteens, rest cum recreational rooms, toilets, bus-stands and any other measures which would augur well in preventing/ quelling ragging and any uncalled for behaviour/incident shall be undertaken.

Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline No. 1800-180-5522 (24x7 Toll Free) or e-mail: [helpline@antiragging.in](mailto:helpline@antiragging.in).

The Institution approved by AICTE may hold Workshops and Seminars on eradication of ragging in higher Educational Institutions. They are required to display Anti Ragging posters at all prominent places such as Admission Centre, Department, Library, Canteen, Hostel, Common facilities etc. The size of posters should be 8'x6'.



The Institutions are required to submit an online compliance of Anti-Ragging Regulations on curbing the menace of ragging in the Technical Institutions, 2009 at [www.antiragging.in](http://www.antiragging.in).

Institutions are required to make it compulsory for each student and every parent to submit an online undertaking every academic year at [www.antiragging.in](http://www.antiragging.in) and [www.amanmovement.org](http://www.amanmovement.org).

Further, the attention of all the Institutions are invited to the Third amendment to UGC Regulations dated 29th June, 2016 expanding the definition of ragging by including the following:

“(j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic, identity, place of birth, place of residence or economic background”.

Internal Complaint Committee (ICC):

Responsibilities of the Technical Institution as per Gender Sensitization, prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions (All India Council for Technical Education Regulations, 2016).

Every Technical Institution shall

- a. Publicly notify the provisions against sexual harassment and ensure their wide-dissemination
- b. Include in its Web Site, prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on
- c. Organise Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations.
- d. Organise regular orientation or training Programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity
- e. Act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation
- f. Every Technical Institution shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:
  - A Presiding Officer who shall be a woman Faculty member employed at a senior Level (not below a Professor in case of a University, and not below an Associate Professor in case of an Institution) at the Educational Institution, nominated by the Executive Authority
  - Two Faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority
  - Three students (comprising of at least one girl student) of Pre-Final/Final year at Undergraduate/Diploma Level Institution, as the case may be





- One member from amongst Non-Government Organisation or Association committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority
  - At least one-half of the total members of the ICC shall be women
  - Persons in senior positions such as Chairman/Secretary of the Society, Principal/Director of the Institution, etc. shall not be the members of the ICCs in order to ensure autonomy of their functioning
  - The term of office of the members of the ICC shall be a period of three years. Institutions may also employ a system whereby one-third of the members of the ICC may change every year
- g. All Technical Institutions approved by AICTE shall upload the Annual Report containing the following details by 30th June of the Calendar Year:
- Number of complaints of sexual harassment received in the year
  - Number of orientation or training Programmes carried out for the members of the ICC to deal with complaints
  - Number of complaints disposed of during the year
  - Number of cases pending for more than 90 days
  - Number of Workshops or awareness Programme carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment
  - Nature of action taken by the Technical Institution against the perpetrator

#### **Grievance Redressal Cell (GRC) for Faculty / Staff:**

It is mandatory for all Technical Institutions to address the grievances of faculty/staff members including service matters at the Institution level itself. A Grievance Redressal Committee (GRC) for faculty/staff members shall be constituted by each Institution to look into the grievances of the faculty/staff members. The composition of the GRC shall be as follows:

- a. Principal of the Institution as Chairperson
  - b. One Senior Professor of the affiliating University as a Member
  - c. One official from University or State DTE (Directorate of Technical Education) (to be nominated by DTE/University Vice Chancellor) as a Member
  - d. One Senior Faculty (not below Associate Professor) as Member.
- ii. A complaint from an aggrieved faculty/staff member relating to the institution shall be addressed to the Chairperson, Grievance Redressal Committee (GRC).
  - iii. The GRC shall send its report with recommendations, if any, to the concerned DTE or University and a copy thereof to the aggrieved faculty/staff member, within a period of 15 days from the date of receipt of the complaint.
  - iv. In case faculty/staff is not satisfied with the decision of Grievance Redressal Committee, they may appeal to the concerned affiliating University/State DTE (in case of diploma institute) for redressal of their grievance.

The University level or DTE level Grievance Redressal Cell established by the University or DTE shall address such grievances and settle the matter at State/University level.

An Institution shall furnish, prominently, on its website, all relevant information in respect of the Grievance Redressal Committee(s) coming in its purview.

#### **6.3.3 Committee for SC/ST**

Committee shall consist of five members, out of which at least 2 members shall be SC/ST and one member shall be a woman.

#### **6.3.4 Internal Complaint Committee (ICC)**

Responsibilities of the Technical Institution as per Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions (All India Council for Technical Education Regulations, 2016)



Every Technical Institution shall Publicly notify the provisions against sexual harassment and ensure their wide- dissemination

- a. Include in institution's Web Site, prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for Redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and soon
- b. Organise Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations
- c. Organise regular orientation or training Programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity
- d. Act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation
- e. Every Technical Institution shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:
  - A Presiding Officer who shall be a woman Faculty member employed at a senior Level (not below a Professor in case of a University, and not below an Associate Professor in case of an Institution) at the Educational Institution, nominated by the Executive Authority
  - Two Faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority
  - Three students (comprising of at least one girl student) of Pre-Final/Final year at Undergraduate/ Diploma Level Institution, as the case may be One member from amongst Non-government Organisation or Associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority
  - At least one-half of the total members of the ICC shall be women.
  - Persons in senior positions such as Chairman/ Secretary of the Society, Principal/ Director of the Institution, etc. shall not be the members of the ICCs in order to ensure autonomy of their functioning
  - The term of office of the members of the ICC shall be for a period of three years. Institutions may also employ a system whereby one-third of the members of the ICC may change every year
- f. All Technical Institutions approved by AICTE shall upload the Annual Report containing the following details by 30<sup>th</sup> June of the Calendar Year:
  - Number of complaints of sexual harassment received in the year
  - Number of orientation or training Programmes carried out for the members of the ICC to deal with complaints
  - Number of complaints disposed of during the year
  - Number of cases pending for more than 90 days
  - Number of workshops or awareness Programme carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment
  - Nature of action taken by the Technical Institution against the perpetrator

## APPENDIX-7

### Norms for Faculty Requirements and Cadre Ratio of the Technical Institutions

#### 7.1 Diploma/ Post Diploma Certificate Programme

Programme	Faculty: Student based on Approved Intake	Principal/ Director	Head of the Department	Faculty	Total
		A	B	C	D = A+B+C
Engineering and Technology/ Applied Arts and Crafts Design/ Hotel Management and Catering Technology	1:25	1	1 per Department	(S/ 25) – 1	S/25

S - Sum of the number of students as per "Approved Intake" at all years

#### 7.2 Under Graduate Degree Programme

Programme	Faculty: Student based on Approved Intake	Principal/ Director	Professor	Associate Professor	Assistant Professor	Total
		A	B	C	D	A+B+C+D
Engineering and Technology	1:20	1	$\frac{S}{20 \times R} - 1$	$\frac{S}{20 \times R} \times 2$	$\frac{S}{20 \times R} \times 6$	$\frac{S}{20}$
Planning	1:16	1	$\frac{S}{16 \times R} - 1$	$\frac{S}{16 \times R} \times 2$	$\frac{S}{16 \times R} \times 6$	$\frac{S}{16}$
Applied Arts and Crafts	1:10	1	$\frac{S}{10 \times R} - 1$	$\frac{S}{10 \times R} \times 2$	$\frac{S}{10 \times R} \times 6$	$\frac{S}{10}$
Design	1:10	1	$\frac{S}{10 \times R} - 1$	$\frac{S}{10 \times R} \times 2$	$\frac{S}{10 \times R} \times 6$	$\frac{S}{10}$
Hotel Management and Catering Technology	1:20	1	$\frac{S}{20 \times R} - 1$	$\frac{S}{20 \times R} \times 2$	$\frac{S}{20 \times R} \times 6$	$\frac{S}{20}$

S - Sum of the number of students as per "Approved Intake" for all years, R = (1+2+6)=9

### 7.3 Post Graduate Degree Programme

Programme	Faculty: Student based on Approved Intake	Principal/ Director	Professor	Associate Professor	Assistant Professor	Total
		A	B	C	D	A+B+C+D
*Engineering and Technology	1:15	-	$\frac{S}{15 \times R}$	$\frac{S}{15 \times R}$	$\frac{S}{15 \times R}$	$\frac{S}{15}$
Planning	1:10	-	$\frac{S}{10 \times R}$	$\frac{S}{10 \times R}$	$\frac{S}{10 \times R}$	$\frac{S}{10}$
Applied Arts and Crafts	1:10	-	$\frac{S}{10 \times R}$	$\frac{S}{10 \times R}$	$\frac{S}{10 \times R}$	$\frac{S}{10}$
Design	1:7.5	-	$\frac{S}{7.5 \times R}$	$\frac{S}{7.5 \times R}$	$\frac{S}{7.5 \times R}$	$\frac{S}{7.5}$
*Hotel Management and Catering Technology	1:12	-	$\frac{S}{12 \times R}$	$\frac{S}{12 \times R}$	$\frac{S}{12 \times R}$	$\frac{S}{12}$
#MCA	1:20	1	$\frac{S}{20 \times R} - 1$	$\frac{S}{20 \times R} \times 2$	$\frac{S}{20 \times R} \times 6$	$\frac{S}{20}$
#MBA/ PGDM	1:20	1	$\frac{S}{20 \times R} - 1$	$\frac{S}{20 \times R} \times 2$	$\frac{S}{20 \times R} \times 6$	$\frac{S}{20}$

S - Sum of the number of students as per "Approved Intake" for all years In case of non-availability of qualified Professor, an Associate Professor may be considered.

\*R = (1+1+1); #R = (1+2+6)

In case of non-availability of qualified Professor, an Associate Professor may be considered.

In Integrated Planning Course, Faculty requirement is 1:16 for the first three years and 1:10 for the next two years.

Cadre Ratio shall be 1:2:6 (Not applicable to Diploma Level).

However, Institutions Deemed to be Universities/Institutions having Accreditation/Autonomy status shall have Faculty: Student ratio of 1:15 in Under Graduate Degree Level in Engineering and Technology and maintain a better Cadre ratio in order to achieve excellence in Technical Education & Research.

*Considering the time required to complete the procedure for recruitment of Faculty, receiving Block grants from the concerned State Government, etc., all such Institutions shall have to create the necessary Faculty, Infrastructure and other facilities WITHIN 2 YEARS (AY 2020-21 & 2021-22) to fulfil the norms and an Affidavit for the same shall have to be submitted to AICTE.*



## APPENDIX-8

### Faculty Cadre and Qualifications

Faculty Cadre and Qualifications shall be as per:

AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the Appointment of Teachers and Other Academic Staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for the maintenance of Standards in Technical Education - (Degree) Regulation, 2019 and subsequent amendments/ new Regulations issued by AICTE from time to time.

AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the Appointment of Teachers and Other Academic Staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for the maintenance of Standards in Technical Education - (Diploma) Regulation, 2019 and subsequent amendments/ new Regulations issued by AICTE from time to time.



# APPENDIX-9

## Norms for PGDM/PGCM Courses

- 9.1 The duration of the Post Graduate Diploma in Management (PGDM) Course shall not be less than 21 months.
- 9.2 Post Graduate Certificate in Management (PGCM) Course shall be of duration more than 1 year and not exceeding 2 years.
- 9.3 Executive PGDM Programme shall be of duration of 15/ 18 Months.
- 9.4 The Academic calendar for admission of students shall be followed as prescribed by AICTE. The admission shall be started from 1st March (subject to the grant of EoA for the current Academic Year by the Council) and end by 30th June every year.
- 9.5 Admission to PGDM Courses shall be made only from the candidates qualified from any one of the six All India tests, i.e.; CAT, XAT, CMAT, ATMA, MAT, GMAT or the common entrance examinations (if any) conducted by the respective State Governments for all Institutions other than Minority Institutions.
- The candidates shall be short listed on the basis of the overall rank computed taking into account of the following components and their weights:
- Score in the Common Admission test - 35 to 60%
  - Score for academic performance in X Std., XII Std., Under Graduate Degree/ Post Graduate Degree - 5 to 25%
  - Group discussion/ interview - 20 to 45%
  - Weight age for participation in Sports, Extra-Curricular activities, Academic diversity and Gender diversity - 5 to 20%
- 9.5 PGDM Institutions shall publish the information regarding the name of the Common Admission test, from which the candidates are selected for admission, the percentage of scores of the above components on its website and admission Brochure well before the admission process initiated and inform the Applicants through specific communications.
- 9.6 The Institution shall clearly display and inform AICTE (through URL under attachment tab in web portal) and clearly display on the Institution Web site the eligibility criteria, selection procedure and the merit list of the candidates who have applied for the Programme. The selection of the students shall be strictly on the basis of merit only.
- 9.7 Institutions shall upload PGCM/ PGDM students' enrolment data in the prescribed format on AICTE Web-Portal within one month from the last date as prescribed by AICTE for admission every year. If it is not uploaded, the Council shall not permit such institutions to apply for approval for the next Academic Year.
- 9.8 The Institutions shall mandatorily mention the enrolment number allotted to each student by AICTE in their Diploma Certificate and mark sheets as per the format available in AICTE Portal.
- 9.9 Institutions may devise their own Curriculum for PGCM/ PGDM Courses, however it shall be in conformity with the Model Curriculum developed by AICTE and incorporate significant part of academic components in their Curriculum. To introduce any new Course, the nomenclature and Syllabus of the same shall be submitted to the Policy and Academic Planning Bureau, AICTE for approval of the concerned Board.
- 9.10 Board of Governors (BoG)/Board of Management (BoM) is to be constituted as per **Appendix 18** of the Approval Process Handbook for Standalone PGDM Institutions. The minutes of the meetings of the Board of Governors (BoG)/ Board of Management (BoM) shall be uploaded periodically in the website of the Institutions.
- 9.11 PGDM Institutions shall refund the Fee collected, after deducting an amount of ₹1000/- (One Thousand only) as processing Fee and return the Certificates to the students with drawing the admission before





the last date of admission, irrespective of the reasons for withdrawal of admission. The last date for withdrawal of admission for the purpose of refund of Fee shall be 30th June of every year.

- 9.12 PGDM Institutions shall publish the Fee being charged in its web site and admission Brochure well before the admission process is initiated and inform the Applicants through specific communications.
- 9.13 PGDM Institutions shall follow norms and standards and conditions prescribed by the Council from time to time.
- 9.14 PGDM Institutions should upload both the Transcripts and Certificates of all the students passed out on National Academic Depository (NAD) and provide NAD registration details on AICTE portal.
- 9.15 The rules with respect to matters relating to examinations and arbitration shall be decided by the All India Board of Management, AICTE.
- 9.16 OMBUDSPERSON shall be appointed as per All India Council for Technical Education (Redressal of Grievance of Students) Regulation, 2019 vide F. No. 1-101/PGRC/AICTE/ Regulation/2019 dated 07.11.2019.
- 9.17 The academic session shall normally be from 1<sup>st</sup> July of the Current Calendar Year to 30<sup>th</sup> June of the next Calendar Year.
- 9.18 The Standalone Institutions (PGDM) are falling under THREE categories, as Category I, II and III based on the All India Council for Technical Education (Categorisation of Standalone Institutions (SIs) for Grant of Graded Autonomy) Regulations, 2019.

Category I/ II Institutions shall have to update the data in AICTE Web-Portal on annual basis and comply the norms and standards as specified by AICTE from time to time. An **Affidavit 2** to this effect shall be submitted annually to AICTE. Student enrolment details shall be uploaded in the Web-Portal within one month from the last date for admission every year. Also, Institutions should upload both the Transcripts and Certificates of all the students passed out on National Academic Depository (NAD) and provide NAD registration details on AICTE portal.

If any complaints are received regarding violation of prescribed norms, AICTE shall inspect the Institution and punitive action as specified in the Approval Process Handbook shall be initiated.



# APPENDIX-10

## Subscription of Journals

Programme	Total Number of Courses	Journals Published in India	Journals Published at Abroad
Engineering and Technology Planning/ Applied Arts and Crafts/ Design/ Hotel Management and Catering Technology (Diploma)	Journals /Periodicals / Magazines Providing Exposure to New Products/Ideas/Concepts etc.		Desirable
Engineering and Technology (Under Graduate)	N	6x N #	
Planning (Under Graduate)	N	6x N #	
Applied Arts and Crafts/ Design (Under Graduate)	N	6x N #	
Hotel Management and Catering Technology (Under Graduate)	N	6x N #	
Engineering and Technology Planning/ Applied Arts and Crafts/ Design/ Hotel Management and Catering Technology (Post Graduate)	N	6x N #	6x N #
MBA/ PGDM/ MCA (Post Graduate)	N	6x N #	

All the Journals in the Library are to be "subscribed" and at least 25% are to be indexed by Scopus/ Web of Science/ Medline

**NOTE:** Subscription may NOT necessarily mean Individual Procurements, but can be part of University /State / Group of Institutes in a "Consortium".

It is desirable to procure the hard copy of Journals published abroad. However, subscription to Journals published in India is essential. e-journals are recommended.

# As per the Programme(s)/Course(s) offered by the Institution, relevant e-journals from Web of Science or Scopus shall be subscribed.

The e-Shodh Sindhu is providing support in negotiating the prices of e-resources to AICTE approved Technical Institutions. The same shall be explored by the Institutions.

Journals shall also include subjects of Science, Humanities, Management and Social Science.



# APPENDIX-11

## Format for Detailed Project Report (DPR) for the Establishment of a New Technical Institution

### 11.1 Preamble

Detailed Project Report (DPR) is expected to cover the genesis of the proposal with respect to the background of the Technical Education and Industrial scenario of the State where the proposed Institution is being located and the credentials of the Consultants, if any, engaged by the Promoters.

- a. Introduction
- b. Background of the Consultants
- c. Technical Education and Industry Scenario

### 11.2 The Promoting Body

The status of the Promoting Body, its legal standing with respect to registration formalities, nature of the Body viz., Charitable Trust, Family Trust, Co-operative Society, Public Society etc., its activities since its inception with specific emphasis on its Social, Charitable, educational activities along with a list of major activities undertaken to date, its mission and vision shall be described as follows:

- a. Introduction to its Genesis including its Registration Status
- b. Details of its Promoters including their Background
- c. Activities of the Promoting Body including a listing of major Educational promotion activities undertaken by it in the past
- d. Mission of the Promoting Body
- e. Vision of the Promoting Body

### 11.3 Objectives and Scope of the Proposed Institution

The goal of the proposed Institution, Scope and Justification of its establishment in the light of the prevailing Technical Education and Industrial scenario in the State, availability of students for admission, particularly the number of students passing the qualifying examination viz., +2 Science with First Class and the number of seats already available in the particular Course (B.E./B.HMCT./ MBA/ MCA/ Diploma, etc.) in the State, and the genesis of the proposal with respect to the technical manpower requirement of the State, if available shall be described as follows:

- a. Objectives of the Institution
- b. General and Technical Education Scenario of the State
- c. Status at Entry Level
- d. Status of Technical Level manpower
- e. Industrial Scenario of the State
- f. Scope of the Institution vis-à-vis the Industrial Scenario and Educational Facilities already available in the State.

### 11.4 Academic Programmes

The basic Academic Philosophy of the Institution and to list the identified Programmes, targets, and various facilities shall be described as follows:

- a. Basic Academic Philosophy of the Institution
- b. Types of Programmes
- c. Identified Programmes



- d. Phase-wise Introduction of Programmes and Intake
- e. Target Date for Start of Academic Programmes
- f. Central Computing facility
- g. Central Library
- h. Central Workshop
- i. Central Instrumentation Facility
- j. Affiliating Body
- k. Scholarships
- l. Preventive measures of Ragging
- m. Welfare measures for Faculty, Staff and students

**11.5 In case of standalone PGDM Programmes, comprehensive details in respect of admission procedure, Programme structure, Curriculum outline and contents, evaluation system etc. should necessarily be submitted. Standalone PGDM Programmes shall be regulated as per Appendix 9 of the Approval Process Handbook.**

### **11.6 Salient Features of Academic Programmes**

Phase-wise details of the Academic Programmes/ Divisions that the Proposed Institution desires to setup in consonance with its Academic Philosophy, including the Objectives, Areas of Focus, Detailed Analysis of Requirements of Faculty, Building Space, Equipment, etc. for each Academic Division shall be described as follows:

- a. Classification of Academic Divisions, i.e. Departments, Centres, Schools, Central Academic Facilities
- b. Details of each Academic Department/ Centre, such as:
  - Academic Objectives
  - Areas of Focus
  - Academic Programme
  - Faculty Requirement and Phase-wise Recruitment
  - Requirement of Laboratories, Space and Equipment(cost)
  - Requirement of other Space like Class Rooms, Faculty Rooms, Departmental Office

### **11.7 Quality and Human Resource Development**

The Human Resource Developmental aspects of the proposed Institution including, the Policies of the Management to promote excellence among Faculty and Staff, Strategies to attract and retain bright Faculty and methodologies towards quality management and fostering of academic excellence shall be described as follows:

- a. Academic Values
- b. Recruitment, Strategies for Attracting and Retention of Faculty Personnel for Excellence, Promotional Avenues, Career Ladder
- c. Policies for Teaching and Non-Teaching Staff Development
- d. Permanent and Contract Services for Teaching, Non-Teaching and other support Personnel
- e. Total Quality Management
- f. Overall Teaching and Non-Teaching Staff Requirements

### **11.8 Linkages in Technical Education**

Elaborate the external linkages envisaged along with the strategies for promotion of R&D, Partnership with Industry, etc. for the wholesome growth of students as well as for the contribution of the Institutions to Society at large, as follows:



- a. Introduction
- b. Linkages with Industry
- c. Linkages with the Community
- d. Linkages with other Technical Institutions in the region
- e. Linkages with Institutions of excellence such as the IITs and IISc, Bangalore Linkages Abroad
- f. Linkages with R&D Laboratories

### 11.9 Governance, Academic and Administrative Management

The basic Philosophy of Governance and Administrative Management including the structure of its Board of Governors (BoG)/ Board of Management (BoM), the Organizational chart for Operational Management along with responsibilities vested at various Levels of Administrative hierarchy. It is expected that a well thought out method of Institutional Governance and Administration shall be the key to its growth and success shall be described as follows:

- a. Philosophy of Governance
- b. Board of Governors
- c. Organizational Structure and Chart for day-to-day Operations and Management
- d. Role and Responsibilities of Key Senior Positions
- e. Methods/Style of Administration/Management

### 11.10 Conceptual Master Plan for Main Campus Development

The details of the Master Plan for Campus Development starting from the selection of a site to the proposed Land use pattern and the Phase-wise construction of various facilities/ utilities to the Level of Landscaping. Institutional aspects of development are expected to be taken up in consonance with the Master Plan keeping in view various aspects of convenience, safety, sustainability and utility of the facilities shall be described as follows:

- a. The Site
- b. Proposed Land Use Pattern
- c. Design Concept with proof of sustainability (As per Green Building Code 2017 is mandatory)
- d. Infrastructural Facilities in the Campus
- e. External Services
- f. Construction Systems and Materials
- g. Landscape Proposal

### 11.11 Requirement of Staff, Space, Equipment and their Cost

Make a consolidated estimate of Phase-wise requirements of the Staff, Building, Equipment and their cost, along with strategies for the mobilization of funds required, as follows:

- a. Introduction
- b. Faculty Requirements
- c. Non-Teaching Staff Requirements
- d. Building Requirements: Area and Costs
- e. Estimated Cost of Equipment
- f. Phase-wise Financial Requirements
- g. Strategies for Financial Mobilization



### 11.12 Action Plan for Implementation

The Activity Chart from the conceptual stage to final implementation, indicating a time- activity Chart for various activities, its constraints and implementation Strategy including financial out-lay shall be described as follows:

- Activity Chart
- Constraints
- Financial Outlay
- Strategy for Implementation

### 11.13 Executive Summary of the Detailed Project Report

A Summary of the DPR as per the following Format for ready reference shall be given:

- Details about the Promoting Body
- Name and Address of the Promoting Body
- Date of Registration/ Establishment of the Promoting Body
- Nature of the Promoting Body
- Activities of the Promoting Body since inception
- Constitution of the Promoting Body

### 11.14 Faculty Data

Name	Academic Qualifications		Nature of Association with the Promoting Body		Experience in Academic Institutions (in years)		
	Technical	Non-Technical	Promotional	Management	Organizational		

### 11.15 Proposed Institution

- Details about the Proposed Institution
- Development Plan for the Proposed Institution

### 11.16 Graphical Representation

- Give a bar chart indicating mobilization of funds for the proposed project at the time of establishment and for next 10 years at intervals of five years.
- Give a bar chart indicating the recruitment of Faculty (separately for Lecturer, Assistant Professor, Associate Professor, Professor) for the proposed project at the time of establishment and for next 10 years at intervals of five years.
- Give a bar chart indicating creation of Built-up area (separately for Instructional, Administrative and Amenities) for the proposed project at the time of establishment and for next 10 years at intervals of five years.
- Give a bar chart indicating investment on Equipment and machinery for the proposed project at the time of establishment and for next 10 years at intervals of five years.

### 11.17 Total Project cost (at the time of establishment and next five years)

Year	Course(s)/ Intake Proposed (I)	Built-up area/ Investment to be made (m <sup>2</sup> / ₹) (II)	Investment on Furniture and Accessories (₹ in Lakh) (III)	Investment on Equipment/ Machinery (₹ in Lakh) (IV)	Projected expenditure on Salary of Staff per annum (₹ in Lakh) (V)	Investment on the Library (₹ in Lakh) (VI)	Total Project Cost (I to VI) and Preoperative Exp.) (₹ in Lakh)



**11.18 Details for mobilization/source of funds (capital and recurring) (At the time of establishment and next five years) (₹ in lakh)**

From Applicant	Donations	Grants from Government	Fee	Loan	Others

**11.19 Recruitment of Faculty (At the time of establishment and next five years)**

Year	Professor	Associate Professor	Asst. Professor	Lecturer	Total

**11.20 Recruitment of non-teaching Staff (at the time of establishment and next five years)**

Year	Technical	Administrative	Total

**11.21 Proposed structure of the governing body**

Sl. No.	Trust/ Society/ Company Representative	Academic Background		Industry Representative	Others
		Technical	Non-Technical		

**11.22 Industry Linkages (at the time of establishment, and next five years)**

At least minimum 5 MoUs and proof of relevance have to be produced. Purpose and outcomes of MoU shall be documented.

**DECLARATION**

I/We, on behalf of "...." hereby confirm that this Detailed Project Report has been prepared for its proposed Technical Institution under the name and style of ".....". It is hereby confirmed that all the information furnished above is true to the best of my/ our knowledge and belief and if any information is found to be false, the proposal shall be rejected.

(Authorized Signatory of the Applicant)

Place:

Name

Date:

Designation

Seal



## APPENDIX-12

### Prevention and Prohibition of Ragging

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009, to prohibit, prevent and eliminate the scourge of ragging, in exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (g) of AICTE Act, 1987, the All India Council for Technical Education has notified Regulations for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009 available on AICTE Web-Portal [http:// www.aicte-india.org/ anti.htm](http://www.aicte-india.org/anti.htm)>download. All AICTE approved Technical Institutions have to comply with the provision made in the above Regulations. Any violation of above AICTE Regulations for the prevention and prohibition of ragging, shall call for punitive action against erring Institutions as per the provisions made in the above said Regulations.

The Institutions shall have to step up Anti-Ragging mechanism by way of adequate publicity through various mediums:

- Constitution of Anti-Ragging Committee and Anti Ragging Squad;
- Setting up of Anti-Ragging Cell;
- Installing CCTV cameras at vital points;
- Anti-Ragging Workshops;
- Updating all Web sites with Nodal Officers complete details, alarm bells etc.;
- Regular interaction and counselling with the students;
- Identification of trouble-triggers;
- Mention of Anti-Ragging warning in the Institution's prospectus and information Booklets/ Brochures shall be ensured; and
- Surprise inspection of hostels, student accommodation, canteens, rest cum recreational rooms, toilets, bus-stands and any other measures which would augur well in preventing/ quelling ragging and any uncalled for behavior / incident shall be undertaken.

Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline No. 1800-180-5522 (24x7 Toll Free) or e-mail: [helpline@antiragging.in](mailto:helpline@antiragging.in).

The Institution approved by AICTE may be requested to hold Workshops and Seminars on eradication of ragging in higher Educational Institutions. They may be requested to display Anti Ragging posters at all prominent places such as Admission Centre, Departments, Library, Canteen, Hostel, Common facilities etc. The size of posters should be 8'x6'.

The Institution may be requested to submit an online compliance of Anti-Ragging Regulations on curbing the menace of ragging in the Technical Institutions, 2009 at [www.antiragging.in](http://www.antiragging.in).

Institutions may be requested to make it compulsory for each student and every parent to submit an online undertaking every academic year at [www.antiragging.in](http://www.antiragging.in) and [www.amanmovement.org](http://www.amanmovement.org).

Further, the attention of all the Institutions may also be invited to the Third amendment to UGC Regulations dated 29th June, 2016 expanding the definition of ragging by including the following:

“(j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic, identity, place of birth, place of residence or economic background”.

# APPENDIX-13

## Structure of Various Committees

### 13.1 The Council

Composition	Quorum
<p>S.O.1165 (E)-in exercise of powers conferred by sub-section (1) and (4) of Section3 of the All India Council for Technical Education Act, 1987 (52of1987), the Council comprises of 51 members of which following 33 members have been nominated by MoE.</p> <p>The Chairman, AICTE</p> <p>The Vice Chairman, AICTE</p> <p>Secretary, Department of Higher Education, MoE</p> <p>Additional Secretary, Technical Education, Department of Higher Education, MoE</p> <p>Chairman, Central Regional Committee, AICTE</p> <p>Chairman, North Western Regional Committee, AICTE</p> <p>Chairman, South Central Regional Committee, AICTE</p> <p>Chairman, South Western Regional Committee, AICTE</p> <p>Chairman, All India Board of Hospitality and Tourism Management, AICTE Chairman, All India Board of Architecture, AICTE</p> <p>Chairman, All India Board of Information and Technology, AICTE</p> <p>Chairman, All India Board of Pharmacy, AICTE</p> <p>Chairman, All India Board of Town and Country Planning, AICTE</p> <p>Joint Secretary &amp; Financial Advisor (MoE)</p> <p>Secretary, Ministry of Skill Development &amp; Entrepreneurship</p> <p>Secretary, Ministry of Electronics and Information Technology</p> <p>Secretary, Ministry of Micro, Small &amp; Medium Enterprises</p> <p>Secretary, Ministry of Housing &amp; Urban Affairs</p> <p>Secretary, Technical Education/ Higher Education, Telangana</p> <p>Secretary, Technical Education/ Higher Education, Tripura</p> <p>Secretary, Technical Education/ Higher Education, Uttar Pradesh</p> <p>Secretary, Technical Education/ Higher Education, Uttarakhand</p> <p>Secretary, Technical Education/ Higher Education, Andaman and Nicobar Islands</p> <p>Secretary, Technical Education/ Higher Education, Arunanchal Pradesh</p> <p>Secretary, Technical Education/ Higher Education, West Bengal</p> <p>Secretary, Technical Education/ Higher Education, Andhra Pradesh</p> <p>Four members to be appointed by the Central Government to represent the organizations-in the field of Industry and Commerce.</p> <p>Chairman, University Grants Commission, New Delhi</p> <p>President, Association of Indian Universities</p> <p>Executive Secretary, Indian Society for Technical Education</p> <p>President, Pharmacy Council of India</p> <p>Vice President, Council of Architecture</p> <p>Director General, National Productivity Council</p> <p>President, Indian Institute of Metals</p> <p>President, The Institution of Electronics and Telecommunication Engineers</p> <p>President, Institute of Chemical Engineers</p> <p>Former Vice Chancellor of Technological University</p> <p>Director, Institution of Applied Manpower Research, New Delhi</p> <p>Director General, Indian Council of Agricultural Research, New Delhi</p> <p>Director General, Council of Scientific and Industrial Research, New Delhi</p> <p>Member Secretary, AICTE - Member Secretary</p>	1/3 members



### 13.2 The Executive Committee

Composition	Quorum
The Chairman, AICTE The Vice-Chairman, AICTE Secretary to the GoI in Ministry of the Central Government dealing with Education (Ex- Officio) Two Chairmen of the Regional Committees Three Chairmen of the Board of Studies A member of the Council representing the Ministry of Finance of the Central Government. (Ex-Officio) (Four out of eight members of the Council representing the States and Union Territories on rotation) Four Members with expertise and distinction in areas relevant to Technical Education to be nominated by the Chairman of the Council The Chairman, UGC (Ex-Officio) The Director, IAMR (Ex-Officio) The Director, ICAR (Ex-Officio) Member Secretary, AICTE - Member Secretary	1/3 members

### 13.3 Regional Committee

Composition	Quorum
Chairman to be nominated by the Chairman, AICTE Four Members to be nominated from amongst the Directors/ Principals of recognized Technical Institutions, i.e. IIT, NIT, NITTTR, Engineering Colleges, Diploma Institutions in the region Four eminent persons in the field of Industry, Labour, Commerce and Professional representatives from the Pharmacy Council of India, Council of Architecture, Confederation of Indian Industries and Professional Societies to be nominated by the Chairman, AICTE One member representing the Board of Apprenticeship Training to be nominated by the Board Three members from amongst Chairman, State Board of Technical Education, Chairman, State Industrial Liaison Board, Secretary incharge of the Department of Technical Education of each State and UT comprised in the region or Director, Technical Education (Ex-Officio) by rotation in alphabetical order of the State, UT in the region. One Vice Chancellor or his/ her nominee not below the Level of Dean/ Principal) of the University/ Institution Deemed to be University dealing with Technical Education by rotation in alphabetical order of the State, UT in the region. One Officer of Bureau of Technical Education, not below the rank of Deputy Secretary, Department of Education, GoI (Ex-Officio) One Advisor of the Bureau, Regional Committees, AICTE (Ex-Officio) Regional Officer of the Regional Office (Ex-Officio) – Member Secretary	1/3 members

### 13.4 Scrutiny / Re-Scrutiny under Chapter I of Approval Process Handbook

Composition
Professor/ Associate Professor of IIT/ IIM/ NIT/ Government/ Government aided Institutions An advocate registered with Bar Council An Architect registered with Council of Architecture or Professor /Associate Professor of Civil Engineering (Structural)

### 13.5 Scrutiny / Re-Scrutiny under Chapter II of Approval Process Handbook

Composition
Two Professors/ Associate Professors of IIT/ IIM/ NIT/ Government/ Government aided Institutions

### 13.6 Expert Visit Committee

Composition
<ul style="list-style-type: none"> <li>An academician not below the Level of Professor in a field of Technical Education to be selected from the panel of Experts approved by the Executive Committee, AICTE</li> <li>One Expert member, not below the Level of Associate Professor or an Industry expert (with minimum 5 years of experience) to be selected from the panel of Experts.</li> <li>Architect registered with Council of Architecture or CPWD, National Buildings Construction Corporation (NBCC), DRDO, CSIR or Professor /Associate Professor of Civil Engineering (Structural)/Assistant Professor of Architecture or Professor/ Associate Professor of Planning.</li> </ul>

### 13.7 Standing Hearing Committee/ Standing Appellate Committee

Composition
<ul style="list-style-type: none"> <li>Retired High Court Judge or an Educationist/ academician of eminence not below the Level of Vice-Chancellor of a University (Retired or in position) or Director (Retired or in position) of IIT/ NIT/ IIM or Government Institution of National importance as Chairman.</li> <li>One expert member not below the Level of Associate Professor in the field of Technical Education from IITs or IIMs or Government or Government aided Institution or Government Universities or Institutions of National Importance.</li> <li>An Officer not below the rank of Deputy Director of the revenue Department or an Architect registered with Council of Architecture or Professor of Civil Engineering or Professor of Planning or expert who is well versed with Land and revenue matters to be nominated by the Chairman, AICTE</li> </ul>

#### NOTE:

Depending on the requirement, concerned State Government/ UT/ affiliating University/ Board representative not below the Level of Associate Professor may be co-opted in the Scrutiny/ Re-Scrutiny/ Expert Visit Committee/ SHC/ SAC.

Expert Visit Committee may comprise of one Academician specialised in the Programme offered at the Institution to be visited and the other Academician having the specialisation in Engineering and Technology Programme.

In case of Institutions Deemed to be Universities, a Vice Chancellor/ Former Vice Chancellor/ Director of IIT/ NIT nominated by AICTE shall be the Chairman of the Expert Visit

### 13.8 Standing Complaint Scrutiny Committee (SCSC)

Composition	Quorum
<ul style="list-style-type: none"> <li>Retired Judge of an High Court</li> <li>Two expert members not below the Level of Associate Professor in the fields of Technical Education.</li> <li>An Architect, Registered with Council of Architecture or Professor of Civil Engineering.</li> <li>Director of Technical Education/ Registrar (Serving or Retired of Technical Institution/ University)</li> </ul>	Chairman Any TWO Members



### 13.9 Role and Responsibilities of Various Committees

Committee	Role and Responsibilities
The Council	To perform such functions as specified in Section 10 of AICTE Act, 1987
The Executive Committee	To perform such functions as assigned to it by the Council as specified in Section 10 of AICTE Act, 1987
Regional Committee	Providing recommendations about the issuance of approval for the new/ existing Technical Institutions based on the observations of Scrutiny/ Expert Visit Committee (as applicable).
Scrutiny Committee	Verify the authenticity of the documents submitted by the Applicant as specified in <b>Appendix 16/ 17</b> (as applicable) of the Approval Process Handbook.
Expert Visit Committee (EVC)	Visit the premises of the Institution to verify the availability of Infrastructural facilities and Faculty with respect to the norms specified in the Approval Process Handbook.
Standing Hearing Committee (SHC)	To assess the compliance of the deficiencies observed in the report of the Expert Visit Committee/ for Show Cause Notice issued to the Institution.
Standing Appellate Committee (SAC)	To assess the compliance of the deficiencies observed in Standing Hearing Committee while considering the appeals of Institutions
Standing Complaint Scrutiny Committee (SCSC)	Processing of any Complaint(s) received about an Institution.



# APPENDIX-14

## Regional Offices of AICTE

Region	Regional Offices	STD Code	Telephone	Jurisdiction
Central	Airport By pass Road, Gandhinagar, Bhopal, Madhya Pradesh 462033 E-mail: cro@aicte-india.org	0755 0265	2744313 2750648	Madhya Pradesh, Gujarat and Chhattisgarh
Eastern	Govt. College of Engineering and Leather Technology Campus, LB Block, Sector III, Salt Lake City, Kolkata 700 106 E-mail: ero@aicte-india.org	033	23357459 23357312 23353089 23358808 23356690 23359546	Andaman and Nicobar, Sikkim, Orissa, Jharkhand, Assam, Manipur, Nagaland, Mizoram, Tripura, Meghalaya, Arunachal Pradesh, West Bengal
Northern	Adjoining Directorate of Technical Education, Vikas Nagar, Zoo Road, Kanpur-208002 E-mail: nro@aicte-india.org	0512	2585014 2585018 2581263 2585012	Uttar Pradesh, Uttarakhand, Bihar
North-West	NWRO, Plot No.1, 5th Floor,DTE, Punjab Building, Sector 36 A, Chandigarh-160 036 E-mail: nwro@aicte-india.org	0172	2613326 2661201 2660179	Chandigarh, Haryana, Jammu & Kashmir,Ladakh, Delhi, Punjab, Rajasthan, Himachal Pradesh
Southern	Shastri Bhawan, 26, Haddows Road, Nungambakkam, Chennai – 600 006 E-mail: sro@aicte-india.org	044	28275650 28279998 28232754 28255863	Tamil Nadu, Puducherry
South Central	West Block Nos. 201-204 & 221 to 224, 2nd Floor, Swarna Jayanti Commercial Complex, Ameerpet, Hyderabad 500038 Telangana E-mail: scro@aicte-india.org	044	2334 0113 23341036 23345071	Andhra Pradesh, Telangana
South-West	P.K. Block, Palace Road, Bangalore – 560 009 E-mail: swro@aicte-india.org	080	22253232 22205919 29574357	Karnataka
Western	AICTE-Western Regional Office, Industrial Centre, NITIE Campus, Vihar Lake, Mumbai-400087 E-mail: wro@aicte-india.org	022	28475793 28470019	Goa, Maharashtra, Daman and Diu, Dadra and Nagar Haveli



Guwahati Camp Office	Eastern Region Camp Office, Assam Engineering College Campus, Jalukbari, Guwahati - 781013, Assam E-mail: coguwahati@aicte-india.org	0361	2570104	Assam, Manipur, Nagaland, Mizoram, Tripura, Meghalaya, Arunachal Pradesh
Thiruvananthapuram Camp Office	AICTE South Western Region Camp Office, CET Campus, Thiruvananthapuram, Kerala 695 016 E-mail: aicte.tvpm@aicte-india.org	0471	2592323 2594343 2596363	Kerala and Lakshadweep
Vadodara Camp Office	Camp Office Vadodara Central Regional Camp Office, A-1,2 Quarters, Chameli Baug, Campus of M.S. University of Baroda, Vadodara- 390002 E-mail: covadodara@aicte-india.org	0265	2750648 2750614	Gujarat

Any Queries/Clarifications related to policy shall be sent ONLY to [helpdeskab@aicte-india.org](mailto:helpdeskab@aicte-india.org) and All technical queries (portal related) shall be sent ONLY to [helpdesk1@aicte-india.org](mailto:helpdesk1@aicte-india.org)



## APPENDIX-15

### Grievance Redressal Mechanism for Students and Faculty

In order to provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as for those seeking admission to such institutions, AICTE has notified All India Council for Technical Education (Redressal of Grievance of Students) Regulation, 2019 vide F.No.1- 101/PGRC/AICTE/ Regulation/2019 dated 07.11.2019 for establishment of grievance redressal mechanism for all AICTE approved Technical Institutions. Non-compliance of the above Regulations shall call for punitive action.

Guidelines for Establishment of Grievance Redressal Mechanism for students and faculty.

Refer: Redressal of Grievance of Students Regulation, 2019 vide F.No.1-101/PGRC/AICTE / Regulation / 2019 dated 07.11.2019 and **Appendix 6.3.2.**



## APPENDIX-16

### Documents to be uploaded/submitted for Setting up a New Technical Institution offering a Technical Programme at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level

#### 16.1 Documents to be uploaded/submitted at the time of the Scrutiny Committee

The Applicant shall present following supporting documents in original along with one copy, duly self-attested and other necessary information to the Scrutiny Committee. As per **Affidavit 2** supporting documents other than Affidavits shall be made and duly authenticated by the authorized signatory of Applicant or by the Head of the Institution.

- Building Plan of the Institution should have been prepared by an Architect registered with Council of Architecture/ Licensed Surveyor and approved by the Competent Authority as designated by concerned State Government/ UT. The Institution should upload/bring two copies of Building Plan.
- An **Affidavit 2** as prescribed on the Web-Portal, on a Non-Judicial Stamp Paper/ e-stamp paper of ₹100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.
- Resolution of the Applicant Organization in a **Format 3** as prescribed on the Web-Portal.
- In Metro and Mega Cities, Certificate of Occupancy Certificate/ Completion Certificate/ Building License/ Form D (as applicable) from the Competent Authority (as per standard format prescribed by the issuing Authority). For the rest, an Affidavit on a Non-Judicial Stamp Paper/ e-stamp paper of ₹100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner, that the same shall be produced on completion of the Building.
- Fire Safety Certificate issued by the Competent Authority.
- **Certificate 1** issued by an Advocate regarding Land related documents.
- **Certificate 2** issued by an Architect regarding approved Building Plans.
- **Certificate 3** issued by the Bank Manager regarding financial status of the Applicant.
- A hard copy of the complete application as uploaded to AICTE Web-Portal, printed thereon.
- A receipt with the Official Seal from the authorized signatory of the State Government/ UT as proof of submission of these documents.
- A receipt with the Official Seal from the authorized signatory of the affiliating University/ Board as proof of submission of these documents exempted for Institution applying for PGDM.
- A registration document of the Trust/ Society/ Company/ PPP/ BOT indicating its members, objectives and Memorandum of Association and Rules, duly attested/ certified by the concerned Competent Authority.
- For Standalone PGDM Institutions, details of the recommended composition of the Board of Governors of the Institution constituted as per **Appendix 18** of the Approval Process Handbook.
- In the case of a Company established under Section 8 of the Companies Act, 2013, the MoA and Rules must contain a provision that the objective of the Company is not profit making and any surplus earning shall be used exclusively for the purpose of development of Technical Institution.
- In case of an application made with a proposal of PPP/ BOT, the Applicant shall submit a certified copy/ duly attested by a Gazette Officer of the agreement/ contract regarding PPP/ BOT. The Applicant shall also submit a Certificate or endorsement from the concerned District Magistrate or



the SDM, regarding such a proposal pertaining to the PPP/ BOT in the said area with the Applicant Trust/ Society/ Company.

- Resolution of the Applicant Organization, pertaining to start a Technical Institution and allocation of Land/ Building/ funds to proposed activities in the **Format 3** prescribed on the Web-Portal.
- Documents showing ownership of Land/ Building as per the provisions of Section 8 of the Transfer of Property Act, 1882 or any other Law for the time being in force relating to transfer of property to or by Companies, Associations or bodies of individuals, in the name of the Applicant in the form of Registered Settlement Deed/ Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Government/ Private Lease Deed (Registered) (for a period of minimum 30 years with at least 25 years of live lease at the time of submission of application). However, Private Lease of Building is permissible ONLY for Mega/ Metro cities due to the scarcity of Land.

That Joint **Affidavit 7** by the parties that the lease of Land is irrevocable for 30 years of which 25 years is still live shall have to be given on a Non-Judicial stamp/ e-stamp paper of ₹100/- duly sworn before a First Class Judicial Magistrate/Notary/Oath Commissioner. The ownership of the Land shall remain with the lessor but as long as the promoter uses that Land, within the conditions imposed by the Lessor, the ownership shall deem to be that of the lessee.

In case, the Land documents are in vernacular Language, notarized English translation of the documents shall be produced.

Documents to be submitted, in case of Private Lease of Land/ Building: Private Lease of Land

- Original document of Private Lease registered between the Lessor and Lessee with Competent Authority under the Registration Act (It should have a validity of more than 25 years as on date of the notification issued by the Council)
- Land Conversion Certificate issued by the Competent Authority
- Land Use Certificate issued by the Competent Authority
- Title documents of the Lessor referring to its acquisition of leasehold rights through a lawful transaction
- Encumbrance Certificate relating to the property on a date not later than the date of issue of notification issued by the Council
- Resolution of the Trust/Society/ Company, if the Lessor is either of those
- NOC from the Charity Commissioner if the Lessor is a Trust and NOC from the Registrar of Cooperative Societies, if the Lessor is a Society
- In case of Sub Lease, the Lessor (then Lessee) should have the right to assign the leasehold right in the form of a registered document

### **Private Lease of Building**

Mortgage of Land shall not be permissible.

- Complete Building Plan approved by the Competent Authority
- If the building is multi-storied and certain floors only are leased, then the complete Floor Plan prepared by an Architect clearly indicating the details in addition to the Complete Building Plan approved by the Competent Authority
- Occupancy/ Completion Certificate relating to the property/ floors issued by the Competent Authority
- Building Permission Certificate issued by the Competent Authority. (If the permitted use is Residential, then the application to be rejected)
- Title documents of the Land referring to the acquisition/leasehold right over the said property
- Lease deed registered by the Competent Authority under Registration Act



- Non-agricultural Cess paid receipt for the last three years
- Municipal taxes paid receipt for the last three years
- Fire NOC
- Land Use Certificate permitting the Land to be used for Educational purpose, from the Competent Authority along with Topo sketch/ Village Map indicating Land Survey Numbers and a copy of road map showing location of the proposed site of the Institution.
- Land Conversion Certificate permitting the Land to be used for an Educational purpose to establish an Institution, from the Competent Authority along with Topo sketch/ Village Map indicating Land Survey Numbers and a copy of road map showing location of the proposed site of the Institution.
- Land Classification Certificate of the Competent Authority indicating whether the Land for the proposed new Technical Institution/ Technical Campus falls in the rural area or otherwise.
- Khasra Plan (Master Plan) issued by the Competent Authority, earmarking the entire proposed Land to show that the Land is contiguous.
- Wherever applicable, FSI/ FAR Certificate shall have been obtained from the Competent Authority as designated by the concerned Municipal Corporation or the local authority that approves Building Plans or the State Government/ UT.
- Site Plan, Building Plan of proposed Technical Institution prepared by an Architect registered with Council of Architecture (CoA)/ Licensed Surveyor and duly approved by the Competent Plan Sanctioning Authority of the concerned State Government/ UT.
- Floor Plans, sections and elevations of all proposed/ existing Buildings exclusively intended for use for the proposed Institution at the permanent site with a table clearly mentioning all rooms, with carpet area of each in m<sup>2</sup>, as specified in Instructional, Administrative and Amenities requirements certified by the Architect registered with the Council of Architecture. Safety and hygiene precautions ensured during partial occupation, if any, certified by the Architect registered with the Council of Architecture.
- Phase-wise Plan of construction to achieve total carpet and Built-up area as required for conduct of all applied/ existing Course(s) from the first to final year. This shall be certified by Architect registered with the Council of Architecture.
- Proof of the availability of nomenclature of the applied Course(s) in the affiliating University/ Board.
- Proof of working capital (funds) as stated in **Clause 1.5.3** of the Approval Process Handbook, in the form of either Fixed Deposits in the Bank or latest Bank Statement of Accounts maintained by the Applicant Organization in a Nationalized Bank or Scheduled Commercial Bank recognized by Reserve Bank of India, along with a Certificate issued by the Branch Manager of the Bank.
- Audited statement of accounts of the Applicant Organization for last three years, as may be applicable.
- Certificate regarding Minority Status, if applicable at the time of application.
- Detailed Project Report (DPR).
- Undertaking from the Applicant to the effect that no high tension line is passing through the Campus including hostel. In case high tension line passes through the Campus/ hostel, a Certificate from the Competent Authority (Electricity Board) that it shall not affect the safety of the Building/ students/ Faculty/ Staff etc. is required.
- In case of Buildings constructed by Government Departments before 50 years, for Government/ Government aided Institutions/ State or Central University/ Defence Institutions where the documents could not be submitted, a letter from the Competent Authority that the Building norms of AICTE are fulfilled shall be produced to this effect.



## 16.2 Documents to be submitted at the time of the Expert Visit Committee

The Applicant shall present following supporting documents in original along with one copy, duly attested by a Gazette Officer or a First Class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Expert Visit Committee.

- Copy of the advertisement in at least one National Daily, for recruitment of Principal/ Director and Faculty members.
- Stock Register of dead stock items including Laboratory Equipment, Computers, system and application software, printers, Office Equipment and other dead stock items.
- Proof of provision of Internet bandwidth in Mbps and contention ratio.
- List giving titles of Books and Volumes of each purchased for the Library.
- Copy of Invoice/ Cash Memo for Equipment and Library Books.
- List and details of hard copy of National Journals subscribed.
- List and details of hard copy of International Journals subscribed.
- Details of subscription of Journals as per **Appendix 10** of the Approval Process Handbook.
- Sanction of electrical load by electric supply provider Company.
- A Certificate by an Architect, giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all weather motorable approach roads.
- Details and proof of telephone connections available at the proposed Technical Institution.
- Details and proof about medical facility and counselling arrangements.
- Details of reprographic facility available for students.
- Details of all other Educational Institutions run by the same Trust/ Society/ Company or by any other Trust/ Society/ Company to which the Chairman/ Secretary of the Applicant is a member.
- Video recording with brief outline of the Institute and its facilities (Front and Back side of the entire Institution Building(s) Internal portion of the Class Rooms, Tutorial Rooms, Laboratories, Workshop, Drawing Hall, Computer Centre, Library, Reading Room, Seminar Hall and all other rooms, as mentioned in Programme wise Instructional area requirements, Internal portion of the principal's room, Board room, main Office, Departmental Offices, Faculty cabins/ seating arrangement and all other rooms as mentioned in Administrative area requirements, Internal portion of toilet facilities, boys and girls common rooms, Cafeteria and all other rooms as mentioned in Amenities area requirements, circulation area details highlighting entrance lobby, passages, escalators, staircases and other common areas) as required by the EVC shall be prepared in advance by Director/Principal and Video Recording of about 30 minutes shall be uploaded on YouTube and URL link shall be provided in the AICTE portal for advance viewing by the committee members before the EVC.

## 16.3 Documents to be uploaded after the issuance of LoA

- New Technical Institutions granted Letter of Approval and the existing Institutions granted approval for Introduction of new Course(s) Division(s) Programme(s) and change in Intake capacity, shall comply with appointment of Faculty members and Principal/ Director as the case may be, as per Policy regarding minimum qualifications pay scales, norms etc., as specified in the Approval Process Handbook.
- Institutions other than Minority Institutions shall appoint Principal/ Director/ Teaching Staff strictly in accordance with the norms prescribed by the Council and other Technical Supporting Staff and Administrative Staff strictly in accordance with the methods and procedures of the concerned State Government/ UT, particularly in case of selection procedures and selection Committees.



- The information about these appointments of Staff in the prescribed Format shall be uploaded in AICTE Web-Portal.
- In no circumstance, unless the appointment of all Faculty members and other Staff is in place, the Institutions shall start the approved Technical Course(s).
- Faculty and non-teaching Staff data shall be entered as per the prescribed Format.

**16.4 Additional documents to be submitted at the time of Scrutiny Committee for approval of an existing Institution applied for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year**

- No Objection Certificate from Concerned State Government/ UT in the **Format 1**.
- No Objection Certificate from affiliating University/ Board in the **Format 2**.
- Resolution of the Trust/ Society/ Company approving the Institution for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year/ Change of Site/ Location/ Conversion of Women's Institution into Co-ed Institution and vice-versa/ Conversion of Diploma Level into Degree Level and vice-versa/ To start new Programme/ Level in the existing Institutions, as applicable, duly signed by the Chairman/ Secretary in the **Format 3**.

**16.5 Additional documents to be submitted at the time of Scrutiny Committee for approval of the establishment of the Institution set up by a Private Limited or Public Limited Company/ Industry**

- Certificate of Registration of companies
- Memorandum of Association and Article of Association
- Certificate of incorporation
- Situation of the registered Office of the Company
- Particulars of the Directors, Managers or Secretaries
- PAN number
- TAN number
- Companies general rules and forms
- NOC from Directors or Promoters
- Audited Statement for the last 3 years clearly indicating turnover through operations

**16.6 Documents expected to be presented to the Scrutiny/ Expert Committee are specified in Annexure 13 of the Approval Process Handbook.**

# APPENDIX-17

## Documents to be Submitted for

- Extension of Approval based on Self-Disclosure
- Introduction/ Continuation of seats for Non Resident Indian(s)
- Change of Site/ Location
- Conversion of Diploma Level into Degree Level and vice-versa
- To start new Programme/ Level in the existing Institutions
- Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus or City
- Extension of Approval of the existing Institutions after a break in the preceding Academic Year/ Restoration of Intake
- Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Children of Indian Workers in Gulf Countries
- Conversion of Women's Institution into Co-ed Institution and vice-versa
- Increase in Intake/ Additional Course(s)
- Introduction of Integrated/Dual Degree Course
- Closure of the Institution
- Introduction/ Continuation of Fellow Programme in Management
- Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/Course(s)
- Change in the Name of the Institution or Affiliating University/ Board or Type of Institution (Institution(s) converted into a University)
- Change in the Minority Status of the Institution
- Change in the Name of the Bank
- Change in the Name of the Trust/ Society/Company
- Extended EoA

### 17.1 Documents to be uploaded for the issuance of EoA based on Self-Disclosure/after a break in the preceding Academic Years/ Restoration of Intake

Supporting documents including the Affidavits shall be duly authenticated by the Chairman/ Secretary of the Trust/ Society/ Company in case of Self-Financing Institutions or by the Authorized person in case of the Government/ Government aided Institution.

In case of Buildings constructed by Government Departments before 50 years, for Government/ Government aided Institutions/ State or Central University/ Defence Institutions where the documents could not be submitted, a letter from the Competent Authority that the Building norms of AICTE are fulfilled shall be produced to this effect.

- An **Affidavit 2** with digital signature of the Chairman/ Secretary of the Trust/ Society/ Company on ane-stamp paper of ₹100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.
- Copy of pay receipt print made on AICTE Web-Portal if any, in respect of Extension of Approval for the Academic Year 2021-22.
- As per **Clause 7.17** of the Approval Process Handbook, valid Occupancy/ Completion Certificate/ Building License/ Form D issued by the Competent Authority.



- Valid Structural Stability Certificate from the registered Structural Engineer, if the Building is more than thirty years from the issue of Completion Certificate that the Building is fit for human habitation.
- A valid Fire Safety Certificate issued by the Competent Authority.
- Satellite map, using suitable Web site, showing geographical location of the Land with latitude and longitude at the entrance of the main Building mentioned on it.
- Show Cause Notice issued by AICTE, if any, during the last two years.
- Details of the Court cases filed against AICTE and the order of the Court, if any.
- For Adjunct Faculty – One-page CV highlighting his/ her industrial experience, Willingness letter to handle the Course(s) including his/ her commitments in other Institutions, copy of appointment order and acceptance of appointment from him/her.
- Audited statement of accounts of the Trust/ Society/ Company for the previous year.
- Certificate by the Head of the Institution to the effect that all Faculty and all non-teaching Staff data and all student data of all years and all Course(s), has been entered as per the prescribed Format on the Web-Portal.

### **17.2 Additional documents to be uploaded for approval of the Introduction of seats for Non Resident Indian(s)**

- Resolution of the Trust/ Society/ Company approving the Institution for Introduction of seats for Sons/ Daughters of Non Resident Indian(s) duly signed by the Chairman/ Secretary in the **Format 3**.

### **17.3 Additional documents to be submitted at the time of Scrutiny Committee for approval of an existing Institution applied for Change of Site/ Location/ Conversion of Women's Institution into Co-ed Institution/ Conversion of Diploma Level into Degree Level and vice-versa/ To start new Programme/ Level in the existing Institutions**

- All Documents as specified in **Appendix 16** of the Approval Process Handbook (Not applicable for the Conversion of Degree Level into Diploma Level).
- No Objection Certificate from Concerned State Government/ UT in the **Format 1** (Not applicable for the existing Institution to Start new Programme(s)/Level(s)).
- No Objection Certificate from affiliating University/ Board in the **Format 2**.
- In case of Conversion of Diploma Level into Degree Level and vice-versa, a receipt with the Official Seal from the authorized signatory of the (to be) affiliating University/Board as proof of submission of these documents.
- Resolution of the Trust/ Society/ Company approving the Institution for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year/ Change of Site/Location/Conversion of Women's Institution into Co-ed Institution and vice-versa/ Conversion of Diploma Level into Degree Level and vice-versa/ To start new Programme/ Level in the existing Institutions, as applicable, duly signed by the Chairman/ Secretary in the **Format 3**.

**NOTE:** No Land relaxation and refund of additional FDR/ Security Deposit allowed in case of Conversion of Co-ed Institution to Women's Institution.

### **17.4 Additional documents to be submitted at the time of Scrutiny Committee for approval of an existing Institution applied for Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus**

- All Documents as specified in **Appendix 16** of the Approval Process Handbook (except the Institutions fulfilling **Clause 2.10.2 (b)** of the Approval Process Handbook).



- No Objection Certificate from affiliating University/ Board in the **Format 2**.
- Resolution of the Trust/ Society/ Company approving the Institution for Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus, as applicable, duly signed by the Chairman/ Secretary in the **Format 3**.
- No Objection Certificate from affiliating University/ Board in the **Format 2**.

**17.5 Additional documents to be submitted at the time of Expert Visit Committee for approval of the Introduction of supernumerary seats for OCI/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries in existing Institutions**

- Valid NBA Accreditation Certificate beyond 10th April of the next Calendar Year.
- Details regarding hostel facilities and hostel administration.
- Resolution of the Trust/ Society/ Company approving the Institution for Introduction of supernumerary seats for OCI Foreign Nationals/ Children of Indian Workers in the Gulf Countries duly signed by the Chairman/ Secretary in the **Format 3**.

**17.6 Additional documents to be submitted at the time of online Scrutiny Committee for approval of Increase in Intake/ Additional Course(s)/ Courses in Regional Language / Introduction of Integrated/Dual Degree Course Introduction of Fellow Programme in Management/ Extended EoA, as applicable**

- An **Affidavit 8** on a Non-Judicial Stamp Paper/e-stamp paper of ₹.100/-duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner (Not applicable for Extended EoA).
- In case of increase in Intake/ Additional Course(s), valid NBA Accreditation Certificate shall be beyond 10th April of the current Calendar Year.
- In case of Extended EoA, valid NBA Accreditation Certificate beyond 10th April of the next Calendar Year for Institutions in existence for more than SEVEN YEARS/ FIVE YEARS for Institutions offering ONLY MCA/ MBA Programmes, from the date of establishment of the Institution or UGC Autonomy Letter or AICTE Graded Autonomy Letter for Standalone Institutions beyond 10th April of the next Calendar Year and the conferment letter from the affiliating University (as applicable as per the application).
- No Objection Certificate from Affiliating University/ Board for Introduction of Additional Course(s) / Courses in Regional Language/ Introduction of Integrated / Dual Degree Course(s)/ in the **Format 2**.
- Proof for the existence of Faculty with Ph.D./Fellow qualification as per the number of seats, in case of Introduction of Fellow Programme in Management.
- Resolution of the Trust/ Society/ Company approving the Institution for starting additional Course(s)/ Division(s) in existing Programme and allocation of Land/ Building/ funds for the proposed activities duly signed by the Chairman/ Secretary in the **Format 3**.

**17.7 Additional documents to be submitted at the time of Scrutiny Committee for approval of Progressive Closure/ Complete Closure of the Institution**

- No Objection Certificate from Concerned State Government/ UT in the given **Format 1**.
- No Objection Certificate from affiliating University/ Board in the **Format 2** with clear mention about the provisions/ alternative arrangements made to take care of Education of existing students studying in the Institution.
- Latest salary sheet giving details, such as, scale of pay, gross pay, PF deduction, TDS for all Faculty members and non-teaching Staff and Faculty: Student ratio.



- Details of the RPGF/ Joint FDR made with AICTE/ State Government/ UT/ University/ Board for the establishment of the Institution.
- Status of Students already studying in the Institution.
- Status of Faculty and Staff in the Institution and liabilities there on.
- **Affidavit 4** to be submitted by the Applicant on a Non-Judicial Stamp Paper/e-stamp paper of ₹100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner stating that the Applicant has no liability with respect to Faculty members, Staff, students etc.
- Pending Court cases and serious charges, violation of norms, pending Ragging cases against the Institution.
- Resolution of the Trust/ Society/ Company approving the Closure of the Institution, duly signed by the Chairman/ Secretary in the **Format 3**.

### **17.8 Additional documents to be submitted at the time of Scrutiny Committee for approval of the Change of Type of Institution (Institution(s) converted into a University)/ Conversion of Courses into allied Vocational Courses**

- An **Affidavit 2** on a Non-Judicial Stamp Paper/e-stamp paper of ₹100/- , duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner (not applicable to Change of type of Institution).
- No Objection Certificate from the affiliating University/ Board in the **Format 2**.
- Resolution of the Trust/ Society/ Company approving the Institution for the Change of Type of Institution (Institution(s) converted into a University)/ Conversion of Courses into allied Vocational Courses, duly signed by the Chairman/ Secretary in the **Format 3**.

### **17.9 Additional documents to be submitted at the time of Scrutiny Committee for approval of the Change in the Name of Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/Course(s).**

- No Objection Certificate from affiliating University/ Board with clear mention about provisions/ alternative arrangements made to take care of Education of existing students studying in the Institution in the **Format 2** as prescribed on the Web-Portal (Applicable for Closure of Programme(s)/Course(s)).
- NOC from University/ Board/ State Government/ UT shall not be required for reduction of Non-Zero Intake of Course(s)/ Programme(s)/ Reduction in number of Division(s)/ Merger of the Courses.
- Resolution of the Trust/Society/Company approving the Institution for Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ duly signed by the Chairman/ Secretary in the **Format 3**.

### **17.10 Additional documents to be submitted at the time of Scrutiny Committee for approval of Change in the Name of the Institution/ Change in the Minority Status of the Institution**

- No Objection Certificate from affiliating University/ Board in the **Format 2** or A receipt with the Official Seal from the authorized signatory of the affiliating University/ Board as proof of submission of these documents (Not applicable to Change in the Minority Status of the Institution).
- Resolution of the Trust/Society/Company approving the Institution for Change in the Name of the Institution/ Change in the Minority Status of the Institution duly signed by the Chairman/ Secretary in the **Format 3**.
- Government Order of the concerned State/UT declaring the Society/Institution as Minority Society/ Institution or approval from the National Commission for Minority Educational Institutions along with the specified duration (if any).





### 17.11 Additional documents to be submitted at the time of Scrutiny Committee for approval of Change in the Name of the affiliating University/Board

- No Objection Certificate (NOC) from the University/ Board where the Institution is affiliated in the **Format 2**.
- No Objection Certificate (NOC) from the University/ Board where the Institution seeks affiliation in the **Format 2**.
- Resolution of the Trust/Society/Company approving the Institution for Change in the Name of the affiliating University/ Board duly signed by the Chairman/ Secretary in the **Format 3**.

### 17.12 Additional documents to be submitted at the time of Scrutiny Committee for approval of Change in the Name of the Bank

- A notarized **Affidavit 9** of the Chairman/Secretary of the Trust/ Society/ Company stating the reasons for the Change in the Name of the Bank.
- Resolution of the Trust/ Society/ Company approving the Institution for Change in the Name of the Bank duly signed by the Chairman/ Secretary in the **Format 3**.

### 17.13 Additional documents to be submitted at the time of Scrutiny Committee for approval of Change in the Name of the Trust/ Society/ Company (subject to the Law for the time being in force)

- Approval from Charity Commissioner/ Registrar of Societies/ Registrar of Companies for Change in the Name of the Trust/ Society/ Company or merger of Trusts/ Societies/ Companies
- No Objection Certificate from Concerned State Government/ UT in the **Format 1**.
- No Objection Certificate from affiliating University/ Board in the **Format 2**.
- A notarized **Affidavit 10** of the Chairman/ Secretary of the Trust/ Society/ Company stating that there is no commercial or business angle for such change.
- A registration document of the Trust/ Society/ Company indicating its members, objectives and Memorandum of Association and Rules, duly attested/ certified by the concerned Authority.
- Details of the recommended Board of Governors of the Institution constituted as per **Appendix 18** of the Approval Process Handbook.
- In case of a Company established under Section 8 of the Companies Act, 2013, the MoA and Rules must contain a provision that the objective of the Company is not profit making and any surplus earning shall be used exclusively for the purpose of development of Technical Institution.
- Land Documents showing ownership in the Name of the new Trust/ Society/Company.
- In case of merger of Trust/ Society/ Company, the transferor Trust/ Society/ Company should transfer its Land, assets and Infrastructure by a registered transfer/conveyance deed in the Name of the transferee Trust/ Society/Company.
- Proof of working capital (funds) as stated in **Clause 1.5.3** of Chapter I of the Approval Process Handbook, in the form of either Fixed Deposits in the Bank or latest Bank Statement of Accounts maintained in the Name of the new Trust/ Society/ Company in a Nationalized Bank or Scheduled Commercial Bank recognized by Reserve Bank of India, along with a Certificate issued by the Branch Manager of the Bank.
- Approval from the Charity Commissioner/ Registrar of Societies/ Registrar of Companies regarding any change in the Name(s) of the Trustee(s)/Member(s).
- Resolution of the Trust/ Society/ Company approving Change in the Name of the Trust/ Society/ Company, mentioning the reasons for such Change in the Name duly signed by the Chairman/ Secretary in the **Format 3**.



#### 17.14 Additional documents to be submitted at the time of Scrutiny Committee for Approval of Collaboration and Twinning Programme(s)

- The Foreign University/ Institution shall furnish an authorized signatory letter declaring therein that the Diploma/Degree/ Post Diploma Certificate awarded to the students in India shall be recognized in the Parent Country and shall be treated equivalent to the corresponding Diploma/ Degree/ Post Diploma Certificate awarded by the University/ Institution at Parent Country.
- Letter of the Trustee on the Fee to be charged and the Intake in each Course to be offered by a Foreign University/ Institution or the Technical Institution approved by the Council having Collaboration with Foreign University/ Institution, leading to a Diploma/ Degree/ Post Diploma Certificate.
- A letter of the Trustee and the Foreign University/ Institution declaring the detailed guidelines for admission, entry Level qualifications, Fee of all kinds, the examination and evaluation and that there shall not be major deviations with the prescribed procedures in their Parent Country, vis-à-vis India.
- A Letter of the Trustee wherein details of the Semesters that are conducted in India and Foreign Country as per **Clause 3.2** of the Approval Process Handbook.
- Bipartite agreement/ MoU between the Foreign University/ Institution and the Indian Partner Institution for this purpose.
- Bipartite agreement/ MoU between the Indian Institution and the concerned affiliating University/ Board for this purpose.
- **Affidavit 11** clearly mentioning among other provisions that the students failing to get Visa shall be accommodated in a similar Programme and that the University/Board shall register them for the purpose.
- Attested Proof from Foreign University/ Institution that a similar Degree/ Diploma is offered in the Parent Country.
- Letter of affiliation of the Indian Partner Institution with the University/ Board as applicable.
- A letter from the participating Foreign University that the Degree would be awarded by the Foreign University/ Institution only in its Parent Country.
- No Objection Certificate (NOC) from the concerned Embassy in India with a mention of genuineness of Foreign Educational Partnering Institution in the Country of origin.
- Certificate of accreditation/Ranking within top 500 as per QS World Ranking obtained by the Foreign University/ Institution in their Parent Country issued by a certified accreditation authority in that Country.
- Valid Certificate of NBA / NIRF ranking within top 100 by Universities /Institutes in respect of the Course(s) to be offered under Collaboration and Twinning Programme.
- Resolution of the Trust/ Society/ Company approving the Introduction of Collaboration and Twinning Programme in the Institution duly signed by the Chairman/ Secretary in **Format 3**.

#### 17.15 Additional documents-information to be submitted at the time of Scrutiny Committee for Approval of MBA/PGDM (IEV) course

Additional documents-information to be submitted for MBA/PGDM (IEV) course as per the format available in AICTE Website at [www.aicte-india.org](http://www.aicte-india.org) (Approval Process 2021-22).



## APPENDIX-18

### Recommended Composition of Board of Governors (BoG)/ Board of Management (BoM) of the Technical Institutions

- a. The Governing Body shall have at least eleven members including the Chairman and the Member Secretary. The Registered Trust/ Society/ Company shall nominate six members including the Chairman and the Member Secretary, and the remaining five members shall be nominated as indicated below.
- b. Chairman to be nominated by the Government/ Registered Trust/ Society/ Company. The Chairman of the Governing Body shall preferably be a technical person either Entrepreneur or an Industrialist or an Educationist of repute who is interested in the development of Technical Education and has demonstrated an interest in promotion of quality Education.
- c. Two to five Members (Industrialist/ Technologist/ Educationist) to be nominated by the Registered Trust/ Society/Company.
- d. Nominee of the affiliating University/ Board (Not applicable to PGDM Institutions).
- e. Nominee of the All India Council for Technical Education (Ex-officio) (Applicable to PGDM Institutions Only).
- f. Nominee of the State Government/ UT(Ex-officio).
- g. An Industrialist/ Technologist/ Educationist from the Region nominated by the State Government/UT.
- h. Principal/Director of the concerned Technical Institution (as nominee of the Trust/Society/ Company) – Member Secretary.
- i. Two Faculty members to be nominated from amongst the Regular Staff, one at the Level of Professor and one at the Level of Assistant Professor.
- j. The number of members can be increased equally by adding nominees of the registered Society and by adding an equal number of Education is from the Region keeping in view the interest of the Technical Institution. The total number of members of a Governing Body, however, shall not exceed 21.

# APPENDIX-19

## Academic Calendar 2021-22

Sl. No.	Event for Technical Institutions (Not applicable for Standalone PGDM / PGCM Institutions)	Schedule for A/Y 2021-22
1	Last Date for Grant of Approval to Technical Institutions	30 <sup>th</sup> June, 2021
2	Last Date for Grant of Affiliation by University / Board	15 <sup>th</sup> July, 2021
3	Last Date for Completion of First Round of Counselling / Admission for Allotment of Seats	31 <sup>st</sup> August, 2021
4	Last Date for Commencement of Classes for Existing Students of Technical Courses	1 <sup>st</sup> September, 2021
5	Last Date for Completion of Second Round of Counselling / Admission for Allotment of Seats	9 <sup>th</sup> September, 2021
6	Last Date for Cancellation of Seats for Technical Courses with FULL Fee Refund	10 <sup>th</sup> September, 2021
7	Last Date up to which First Year Students can be Admitted Against Vacancies	15 <sup>th</sup> September, 2021
8	Last Date for Commencement of Classes for First Year Students of Technical Courses	15 <sup>th</sup> September, 2021
9	Last Date for Lateral Entry Admission to Second Year Courses for Newly Admitted Students	20 <sup>th</sup> September, 2021
<b>Events for Standalone PGDM / PGCM Institutions</b>		
1	Last Date for Grant of Approval to Standalone PGDM/PGCM Institutions	30 <sup>th</sup> June, 2021
2	Standalone Technical Institutions conducting PGDM/PGCM courses shall NOT initiate the admission before	1 <sup>st</sup> April, 2021
3	Commencement of Classes for Existing & New Students in Standalone PGDM / PGCM Institutions	1 <sup>st</sup> July, 2021
4	Last Date for Cancellation of Admission for Courses in PGDM / PGCM Institutions including FULL Fee Refund	5 <sup>th</sup> July, 2021
5	Last Date for Admission to courses in PGDM / PGCM Institutions	10 <sup>th</sup> July, 2021
<b>Events for Institutions with ODL / Online Programme(s) / Course(s)</b>		
1	Last Date for Grant of Approval to Institutions Offering ODL/Online Course(s)	30 <sup>th</sup> June, 2021
2	Last Date for Admission to Courses in Open and Distance Learning / Online Learning Mode (First Session)	1 <sup>st</sup> September, 2021
3	Last Date for Admission to Courses in Open and Distance Learning / Online Learning Mode (Second Session)	1 <sup>st</sup> February, 2022

### Note:

- All the AICTE Approved Institutions / Universities are requested to follow AICTE / UGC Guidelines on Examinations issued from time to time in view of Pandemic.
- The Classes may be started in Online/Offline (Class Room) or Blended mode (Online as well as Offline) following the prescribed protocols / guidelines related to Pandemic.
- The Academic Calendar may change subject to conditions existing due to Pandemic and guidelines issued by the Ministry of Health/ Ministry of Home/ Ministry of Education from time to time.
- Institutions Admitting students without prior approval shall be subjected to punitive action



## APPENDIX-20

### Fellow Programme in Management: Conduct and Admission Procedure

#### 20.1 Admission Eligibility of Students

- a. Master's Degree or equivalent in Engineering and Technology/ Management/ Economics/ Social Science/ Biological Science/ Pure Science/ Commerce/ Humanities with FIRST CLASS shall be considered for admission to Fellow Programme.
- b. Those appearing for their final examination in the respective discipline can also apply. Such students if selected shall be provisionally admitted provided they complete all requirements in obtaining their Master's Degree before 30th September of the year of admission. The admission of these candidates shall remain provisional until they produce the mark sheet proving that they satisfy the eligibility criteria. The deadline for submitting the final year mark sheet is 31st December.

#### 20.2 Admission Procedure

- a. Admission to the Fellow Programme shall normally be made once a year, coinciding with that of AICTE approved Post Graduate Diploma in Management or equivalent Degree/ Diploma. Accordingly, the advertisement shall be made along with such Post Graduate Degree/ Diploma.
- b. Application Procedure  
The application shall be made in the prescribed form available with the Institution. Attested copies of all the necessary Certificates and testimonials are to be attached with the applications. The candidate must submit an abstract of about 5000 words on the area of research interest (tentative research proposal) along with his/ her application.
- c. Selection Criteria  
Selection for the Fellow Programme in the Institutions approved by AICTE for the Fellow Programme shall be on the basis of the following criteria:
  - Academic qualifications and work experience
  - Tentative research proposal and its presentation before the Selection Committee
  - Personal interview
- d. The decision of the Institution Selection Committee regarding admission shall be final. Communication shall be sent only to the selected candidates. The Institution shall not entertain any queries or correspondence in respect of those not selected.
- e. Approved Institution to conduct Fellow Programme in Management can admit only maximum of 20 candidates in each Academic Year after ensuring availability of the Guide as per AICTE Norms/Standards.

#### 20.3 Research Guidance

- a. Selection of Guide(s)  
Each candidate shall have one/ two Guide(s) under whose supervision the research work in relation to the Programme shall be carried out. The Guide(s) shall be nominated by the Director of the Institution. All Guides shall be internal. In exceptional cases, where external guidance shall be required, recognized Guides from reputed Institutions shall be allowed as co-guides with the permission of AICTE. Research Guides shall be allotted to the selected candidates after completion of the necessary course work and related formalities. The research Programme and areas of research shall be finalized by respective Guides after discussion with the candidates and should be forwarded to the Director for concurrence.

- b. Faculty with Ph.D and with at least 2 publications in recent times (within 3 years) in high quality journals of repute are eligible to Guide the Fellow Programme candidates. Each such Faculty shall be assigned a maximum of 2 candidates in each admission year.
- c. **Absence of Guide during the Programme**  
 In Case of temporary absence of a Guide for a period of more than one year a new Guide shall be nominated for the Fellow Candidates. In case of a Guide who has guided for more than a year, he/ she shall be allowed to resume the guidance after his/ her return from temporary absence.  
 If the period of absence is less than 2 years, the pervious Guide shall act as Co-Guide on his/ her return. If the period of absence is more than 2 years he/she shall cease to be a Guide for the Fellow candidate.
- d. Change of Guide  
 Change of a Guide shall be permitted in exceptional circumstances on the recommendation of the Director.
- e. Number of Research Fellows per Guide  
 At any given time, the number of Research Fellows working with a Guide shall not exceed five.
- f. Research Advisory Committee  
 The Director shall nominate a Research Advisory Committee for each Fellow based on the recommendation of the Guide(s).

#### 20.4 Course Study/ Credit Requirements

In partial fulfilment of the requirement of the Fellow Programme, a minimum number of Course credits are required to be earned as prescribed below

- a. Credit Requirement

Particular	Code No.	Course Title	Credits
Module 1	FP01	Research Methodology	3
	FP02	Managerial Statistics	3
	FP03	General Management	3
	FP04	System Approach to Management	3
Module 2	FP05	3 Stream specific Course of 3 credits each	9
	FP06	Credit Seminar (General)	3
Module 3	FP07	Credit Seminar (Specific)	3
	FP08	Review paper based on the literature on theThesis related topic	3
Total Credits			30

- b. Details of Courses and Seminar  
 The stream specific Courses and Seminars shall be decided as approved by the Director on the recommendation by the candidate's Guide(s) and the Research Advisory Committee.
- c. Duration for earning Credit  
 All the credits specified above shall be earned within a maximum of three years from the date of admission to the Programme. Extension after the three years shall be approved by the Director for a period of one year with a review of progress every six months. Final approval shall be given by the Director of the Institution.
- d. Credit Course Requirement





A research scholar shall undergo 4 Courses of the total 12 credits in the first module and during the second module he/ she shall undergo three streams-specific Courses of 9 credits and give three credit Seminar on general management topic in the third module, the candidate shall give three credits Seminar and write a review paper on the literature related to his/ her research topic for publication purpose of 3 credits. Thus a candidate shall earn 12 credits in the first and second module and 6 credits in the third module together adding up to 30 credits in all.

e. Grading System of Credit Courses/Seminar

The minimum of CGPA of 6.5 on a 10 point scale or 60% is required for passing Course/ Seminar. A candidate getting less than 60% shall be given one more opportunity to repeat the Course/ Seminar. If he/ she still does not pass in the Course/ Seminar, he/ she shall be terminated from the Fellow Programme.

## 20.5 Registration Seminar and Progress Seminar

Each research scholar needs to register his/ her research proposal. The registration procedure is given below.

a. Pre-registration Seminar

Each research scholar shall give a pre-registration Seminar before a Committee constituted by the Director. The Committee shall include the Guide(s), experts drawn from Institution's Faculty members and Director. The Seminar shall be given after completion of the three modules. The Research Scholar shall submit 5 copies of the pre-registration Report (in about 15-20 pages) 15 days before the date of the Seminar. The Report shall include the proposed title of the Thesis, are and frame work of the proposed research objectives, scope of the study, hypothesis if any, and methodology to be followed. This stage is considered to be very important for screening the candidate for further progress in the Programme. In case the research scholar fails to defend his/her Thesis proposal successfully, he/she shall be allowed to resubmit the modified research proposal as suggested by the above mentioned Committee. He/ she needs to give a fresh Seminar based on the modified research proposal and in case he or she fails to defend it in the second time, the research scholar shall be terminated from the Programme.

b. Application for registration

A candidate must apply for formal registration within one month after successful completion of the pre-registration Seminar. The application for registration to be made in a prescribed form and shall be accompanied by the following:

- Title and summary of the Thesis proposal approved by the Guide(s)
- Registration Fee of ₹2500/-

c. Effective Date of Registration

The registration shall be effective from the date of application for the registration.

## 20.6 Duration of the Programme

a. Time Limit

A Candidate shall submit his/ her Thesis only after a minimum period of two years after registration. However, the maximum period allowed for the submission of the Thesis is five years from the date of admission to the Programme.

If a candidate fails to submit the Thesis within the prescribed upper time limit due to reasons beyond his/her control, he/she shall apply to the Director for an extension .If the Institution is satisfied with the candidate's justification, the Director shall permit him/her to re-register to the Programme subject to the payment of re-registration Fee. This re-registration shall, however, be effective only for a period of two years beyond which no extension shall be permitted.

b. Break or Unauthorized absence from the Programme

Any break or unauthorized absence from the Programme before registration shall lead to the cancellation of admission. Any authorized break or leave of absence shall not be counted for the minimum period of 2 years stipulated for submission of Thesis but shall be counted in the maximum period of 5 years permissible for submission of the Thesis.

## 20.7 Submission and Evaluation of the Synopsis and Thesis

### a. Pre-Synopsis Seminar

Every research scholar before submission of his/ her Thesis must give pre-Synopsis Seminar at the Institution. The procedure for the pre-Synopsis Seminar is as follows:

- Submission of 5 copies of the pre-Synopsis Report (not more than 40pages). The Report shall include the focus and the summary of the Thesis. Highlighting his/ her own contribution, details of the methodology, results, analysis, conclusions, limitations and scope for future research. It is to be submitted through the Guide(s).
- For seeking the approval, the candidate shall present pre-Synopsis Seminar before the Committee consisting of Director, Guide(s) and two Faculty experts in the relevant area of research. An outside expert, having expertise in the area of research shall be included in the Committee
- The Committee shall judge the work with regard to its accept ability and suggest modification or elaboration of the work, if necessary, after incorporating the suggested changes/ modifications to the satisfaction of the Committee, an abridged version of the same in about 15-70 pages shall be submitted as Synopsis for the purpose of sending it to prospective examiners.

### b. Submission of the Synopsis

Five copies of the Synopsis with necessary modification incorporated shall be submitted within a period of one month from the date of the pre-Synopsis Seminar to the Institution with a Certificate by candidate and the Guide(s) stating:

- That there is a prima facie case for consideration of the Thesis;
- That the work does not include any work which has at any time previously been submitted for an award of Fellow in Management or other equivalent Degree.

### c. Selection of Examiners

On receipt of Synopsis, the Director shall draw up a list of 6 possible examiners of the Thesis in consultation with the Research Advisory Committee and Guide(s). The examiners shall be from outside Institution, one from India and one from abroad, having good academic and research standing in the field. Two examiners shall be selected by the Director from the list.

### d. Submission of Thesis

The Thesis shall be submitted in six type written/ printed copies and a soft copy with necessary Certificates and clearance with in a period of 6 months from the date of submission of the Synopsis. An examination Fee of ₹25000/- which includes an honorarium of US\$250/- for foreign examiner and ₹5000/- Indian Examiner must be paid along with the Thesis submission.

### e. Recommendations of the Examiners

- A critical review and evaluation of the quality and extent of the work of the candidate as embodied in the Thesis.
- A definite recommendation as to whether the Thesis is of a sufficient standard and suitable for the award of Fellow in Management : and
- If the examiner is not in a position to make definite recommendation for the award of the "Fellow in Management", He/ She shall indicate the required modification/ revision involving rewriting of Chapters but not involving further research work OR Complete rewriting of the Thesis with an additional research work reinterpretation of Data.



f. Acceptance/ Rejection of Thesis

The Thesis shall be accepted if all the examiners make positive recommendations. If recommendations for rejection or inconclusive recommendations are made by anyone of the examiner, Director shall refer the Thesis to another examiner or examiners(s) from the panel. If such a panel of examiner(s) rejects the Thesis, it shall stand rejected.

g. Re-submission of the Thesis

A Thesis which needs modification/ revision shall be resubmitted after revision within a period of one year. Rejection of the Thesis after re-submission shall normally disqualify the candidate of further consideration for the award of the Fellow in Management.

h. Viva-Voce

On acceptance of the Thesis, the Director shall appoint a panel of examiners to conduct a viva-voce examination and open defense at which the candidate shall be required to defend his/ her Thesis. The panel of examiners shall consist of:

- The Chairman, Dean (Academic or Research) or his/ her nominee not below the rank of Professor of the Institution nominated by the Director
- The Guide(s)
- Indian External Examiner who examined the Thesis and accepted it.

The panel of Examiners shall submit their Report to the Director of the Institution.

If a Thesis has been accepted, but the candidate fails to defend it successfully at the Vice-voce examination, he/ she shall reappear for the viva-voce examination within six months.

## 20.8 Award of Fellow in Management

On successful completion of the viva-voce and on the recommendations of the Institution's Governing Board, the Institution shall award "Fellow in Management" to the Research scholar. The title of the Thesis shall be mentioned in the Certificate of award.

## 20.9 General Regulations

- Candidate must furnish a periodical Report of progress of the Course work and research work for consideration of Institution, Research Advisory Committee and the Guide(s). Unsatisfactory progress in research shall render the candidate terminated from the Programme.
- The candidate shall pay all the prescribed Fee as and when they fall due.
- The Courses prescribed, but not successfully completed by the candidate shall be reconsidered by the Director. Research Advisory Committee shall suggest alternative Course(s) depending upon the relevance of the Course(s) to the research work of candidate.
- The research scholar shall face automatic disqualification and termination from the Programme, if he/ she is found to be admitted to any other equivalent Degree Level Programme.
- The Council reserves the right to amend, modify or change Regulations as may be necessary, from time to time. All such changes shall be binding on the research scholar in the Institution.

# AFFIDAVIT-1

## Format of the Affidavit to be submitted by the Applicant on a Non-Judicial Stamp Paper/ E- Stamp Paper of ₹100/-duly Sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner for Forgotten Password

I/ We, <Name>, Chairman/ Secretary,<Name of the Trust/ Society/ Company>, son of ....., aged....., resident of ....., do hereby solemnly affirm, state and undertake to the following in connection with my/our request to AICTE for new password to our Institution <Name and address of Institution>,

1. I/ We will abide by all terms and conditions as laid down in the Approval Process Handbook;
2. That I/ We have forgotten/ misplaced the password for our <user ID>;
3. That I/ We<Name>,Chairman/Secretary,<Name of the Trust/ Society/ Company>, authorised to submit the present request and there is no misrepresentation;
4. That I/ We <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company> have made an online payment of ₹5000/- vide Transaction ID..... date.....;
5. That the new login credentials are to be sent to <Name of the Person>, <Address>, <Landline No>, <Mobile No>, <email id>; and
6. That the facts stated in this affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Name of the authorized person executing the undertaking along with his/ her Official Position)

(SEAL)  
DEPONENT(s)

### VERIFICATION

I/ We, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL)  
DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this- day of – month, 2021 at my office.

(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

## AFFIDAVIT-2

### Format of the Affidavit to be submitted by the Applicant on a Non-Judicial Stamp Paper/ E- Stamp Paper of ₹100/-duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner for the applications submitted under Chapter I/ II/ IV except Closure of the Institution

I/ We, <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company>, son of ..... aged..... years and, resident of ....., in connection with our application dated ..... made to AICTE for, (retain items in the list below as applicable)1. I/ We will abide by all terms and conditions as laid down in the Approval Process Handbook;

Do here by solemnly affirm, state and declare as under:

1. That the information given by <Name(s)>in the application made to AICTE is true and complete. Nothing is false and no information/ material has been concealed;
2. That the Institution is functioning in the location as approved by the Council;
3. That the Institution has uploaded the Occupancy/Completion Certificate/Building License/Form D issued by the Competent Authority and the Structural Stability Certificate by the Competent Authority;
4. That the Trust/ Society/ Company runs the following other Institutions in the same Campus; Total Built-Up Are available

Name of the Institution	Programmes/ Courses offered	Built-Up Area	Approved by AICTE or Not

5. That the Institution has uploaded valid Fire Safety Certificate issued by the Competent Authority;
6. That Principal of the Institution is regular and qualified as per AICTE norms;
7. That the Faculty norms as well as Faculty: Student ratio is maintained as per Approval Process Handbook and the Faculty data uploaded is true and complete;
8. That the Institution has fulfilled the norms for Faculty and Infrastructural facilities for Reinstatement of "Reduction in Intake";
9. That the Promoter/ Institution has not demanded/ retained the Original Degree Certificates from the Faculty members;
10. That the declaration, information and documents submitted/uploaded as per **Appendix16/17** of the Approval Process Handbook with regard to Land, Built-up area (Instructional area, Administrative area and Amenities area) and other Infrastructure therein where the letter of approval/ Extension of Approval is sought for < Name of the Institution>is true, complete and nothing is false;
11. That the Land is contiguous, there is no dispute pertaining to the said Land and is free from all encumbrances;
12. That if any of the information is found to be false, incomplete, misleading and/ or that the<Name(s)>fail(s) to disclose all the information and/ or suppress any information and/ or misrepresent the information, the Council shall also be free to take any action, including Withdrawal of Approval and/or any other action as deemed fit against the <Name(s)> and others as the case may be and/ or the individuals associated with the Trust/ Society/ Company and/ or the Institution;
13. That the Land/Built-up area details given below in the Table are true and complete;  
<Reproduce only appropriate section(s) related to application in the table below>

Sl. No.	Name of the Deed Holder	Document No.	Date of Registration	Plot No.	Address (Village) District	Area in Acre
Total area in Acre						

Room No.	Room type (mention Class Room/Laboratory/ Toilet, etc.)	Carpet area (in m <sup>2</sup> )	Completion of Flooring	Completion of Walls and painting	Completion of Electrification and lighting

14. That I have submitted/uploaded all the additional documents/information regarding resolution/ NOC's/ Certificates/ details of Building completion (partial/full) in AICTE Web-Portal in respect of our application (as applicable) and the same is true and complete;
15. That I have uploaded the details of faculties, Administrative and support Staff and also have uploaded the latest salary sheet with details such as pay scale, gross pay, PF deduction and TDS, the same is true and complete;
16. That I have uploaded all the student data of the previous year and the same is true and complete;
17. That no students have been admitted without the approval of concerned regulatory bodies
18. That the financial transactions have been done only by digital payment;
19. That the declaration, information and documents pertaining to the availability of Faculty and adhering to the timing for Second Shift (if applicable) is true and complete. Nothing is false and no information/ material has been concealed;
20. That liabilities, if any, arise out of the Conversion of Women's Institution into Co-ed Institution and vice-versa/Conversion of Diploma Level into Degree Level Institution shall solely be that of <Name of the Trust/ Society/ Company/ Technical Institution>;
21. That liabilities, if any, arise out of Change of Site/ Location shall solely be that of <Name of Trust/ Society/ Company/ Technical Institution>;
22. That liabilities if any, arise out of Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Change of affiliating University/ Board shall solely be that of < Name of the Trust/ Society/ Company/ Technical Institution>;
23. That admission to NRI/Foreign Nationals/ Children of Indian workers in Gulf Countries/ Collaboration and Fellow Programme shall be strictly within the limit and shall be done on Merit basis and liability, if any, arise out of the same shall solely be that of<Name of the Trust/Society/ Company/ Technical Institution>;
24. That Audited statement of accounts of the Trust/Society/Company for the previous year has been uploaded;
25. That all Faculty and all non-teaching Staff data and all student data of all years and all Course(s), as entered by the Head of the Institution as per the prescribed Format on the Web-Portal are correct;
26. That the hostel facilities of International Standards for NRI/Foreign Nationals/ Children of Indian workers in Gulf Countries/Collaboration and established an Office and Student Counsellor to take care of the issues of such students admitted are provided. Further, their entry and exit shall be adhered to the norms specified under Ministry of External Affairs, Government of India;
27. That the Sports facilities are provided to the students;
28. That the Internal Quality Assurance Cell as per **Appendix 6** of the Approval Process Handbook before commencement of the Academic Session 2021-22 in respect of <application number><Name and address of Institution> is constituted (in case of existing Institutions)/ will be constituted (in case of new Technical Institutions);
29. That the following Committees as per **Appendix 6** of the Approval Process Handbook before commencement of the Academic Session 2021-22 in respect of<application number><Name and address of Institution>are constituted (in case of existing Institutions)/will be constituted (in case of new Technical Institutions); and





- Establishment of Anti Ragging Committee (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009)
- Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. (As per All India Council for Technical Education (Redressal of Grievance of Students) Regulation, 2019 vide F.No.1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019)
- Establishment of Internal Complaint Committee (ICC) (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016)
- Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 OF 1989, dated 11.09.1989)

30. That, the Institutions uploaded the Annual Report of ICC in the AICTE Web-Portal.

31. That, the Institution undertakes to submit that all the employments in the Institution shall be as per the norms of the existing Labour Law and the payments shall be as per the provisions of the Minimum Wages Act of State/ Central Government.

Name of the authorized person executing the undertaking along with his/ her Official Position)

(SEAL) DEPONENT(s)

### VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL)

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this- day of – month, 2021 at my office.

(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)



## AFFIDAVIT-3

### Format of the Affidavit to be submitted by the Applicant on a Non-Judicial Stamp Paper/ E- Stamp paper of ₹100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner for the establishment of New Technical Institution /New Programme /New Level while submitting the Security Deposit

I/ We, <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company>, son of ....., aged ....., resident of ....., do hereby solemnly affirm, state and undertake to comply with the following in connection with my/ our application <application number> to AICTE for the establishment of Institution<Name and address of proposed Institution>,

1. That in accordance with the norms, procedures and conditions prescribed by AICTE, an amount of ₹ .....was deposited by the <Name of the Trust/ Society/ Company> in AICTE's account, for a period of 10 years;
2. That the interest accrued on the deposit shall be retained by AICTE and used for improving the quality of Technical Education;
3. That AICTE in its discretion shall extend the term of the deposit for a further period and/ or forfeit the amount for violation of norms, conditions and requirements prescribed by AICTE and/ or non- performance by the Institution and/ or Closure of the Institution due to withdrawal of AICTE approval or for any other reason. In an event of forfeiture, the proceeds of the fixed deposit shall be utilized for meeting the expenditure towards refunds to the students and others;
4. That all remaining requirements as mentioned under the Regulations and the Approval Process Handbook, as applicable, by <Name and address of proposed Institution> shall be complied within one month from the date of issuance of the approval letter;
5. That the Land measuring Acre, on which <Name of the proposed Institution> is located was not mortgaged for any purpose to any Institution on the date of filing the application and that status is continuing till date and shall continue till the date of issuance of the letter of approval (Not applicable for New Programme / New Level);
6. In the event of Non-Compliance by the <Name of the Trust/ Society/ Company> and/ or <Name of the proposed Institution> with regard to guidelines, norms and conditions prescribed, as also in the event of violation of any of the undertaking mentioned herein, AICTE shall be free to take appropriate action, including withdrawal of its approval without consideration of any related issues and that all liabilities arise out of such withdrawal shall solely be that of the (Society/ Institution); and
7. That the facts stated in this Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.

Name of the authorized person executing the undertaking along with his/ her Official Position)

(SEAL) DEPONENT(s)

### VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL)

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this- day of – month, 2021 at my office.

(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

# AFFIDAVIT-4

## Format of the Affidavit to be submitted by the Applicant on a Non-Judicial Stamp Paper/ E- Stamp Paper of ₹100/-duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner for the Progressive/ Complete Closure of the Institution

I/ We, <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company>, son of ....., aged....., resident of ....., do hereby solemnly affirm, state and undertake to comply with the following in connection with my/ our application <application number> to AICTE for the Progressive/ Complete Closure of our Institution <Name and address of Institution>,

Do here by solemnly affirm, state and declare as under:

1. That our Trust <Name of the Trust/ Society/ Company> vide resolution...Resolved for closing the Institution and has applied for Closure of <Name and address of Institution> in the Web-Portal and had paid the requisite Fee as per AICTE norms;
2. That liabilities, if any, arise out of Closure of <Name and address of Institution> shall be solely that of <Name of the Trust/ Society/ Company>;
3. That <Name of the Trust/ Society/ Company> undertakes that no further admission of students shall be made in the current and forthcoming years;
4. That <Name of the Trust/ Society/ Company> undertakes to provide all the facilities to the existing students till they pass out;
5. That have submitted/ uploaded all the additional documents/ information regarding resolution/ NOC's/ Certificates in AICTE Web-Portal in respect of our application (as applicable) and the same is true and complete;
6. That the facts stated in this Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from; and
7. That the FDR was neither mortgaged nor encashed.

Details of RPF/ Joint FDR

Details of the RPF/ Joint FDR/ RTGS	Name and Address of the Bank	Date of Issue	Amount (₹)	FDR No./Online Transaction No.	Date of Maturity
Details of RPF/ Joint FDR/ RTGS made with AICTE/ Board for the establishment of the Institution					

Name of the authorized person executing the undertaking along with his/ her Official Position)

(SEAL) DEPONENT(S)

### VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL)

DEPONENT(S)

Solemnly affirmed and signed before me by the deponent on this- day of – month, 2021 at my office.

(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

# AFFIDAVIT-5

## Format of the Affidavit to be submitted by the Category I/ II Universities notified by UGC on a Non-Judicial Stamp Paper/ E-Stamp Paper of ₹100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner for the compliance of AICTE norms

I/ We, <Name>, Vice Chancellor/ Registrar, <Name of the University>, son of ..... aged ..... years and, resident of ....., in connection with our application dated ..... made to AICTE for,

Do here by solemnly affirm, state and declare as under:

1. That the <Name> University is fulfilling AICTE norms as specified in the Approval Process Handbook. If any complaint arises, AICTE has the right to inspect the premises and if the complaint is found to be true, the Council shall take any action, including Withdrawal of Approval.
2. That the information given by <Name of the University> in the application made to AICTE is true and complete. Nothing is false and no information/ material has been concealed.
3. That if any of the information is found to be false, incomplete, misleading and/ or that the <Name of the University> fail(s) to disclose all the information and/ or suppress any information and/ or misrepresent the information, the Council shall take any action, including Withdrawal of Approval.

Name of the authorized person executing the undertaking along with his/ her Official Position)

(SEAL)

DEPONENT(s)

### VERIFICATION

I/ We, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL)

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this- day of – month, 2021 at my office.

(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

# AFFIDAVIT-6

## Format of Affidavit to be submitted by the Applicant on a Non-Judicial Stamp Paper/ E-Stamp Paper of ₹100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner for the Release of Security Deposit

I/ We, <Name, Chairman/ Secretary <Name of Trust/ Society/ Company, Son of ..... aged ..... Resident of ..... Do hereby state on the affirmation that Institution viz., ..... had created Cumulative Fixed Deposit Receipt No. .... Dated for ₹..... for the maturity period of 8 years from ..... to..... in the joint name of the Secretary, <Name of the Trust and the Regional Officer, ....., AICTE,

..... maturity of said FDR deposited towards ..... Programme was due on <date > Or

I/ We, <Name, Chairman/ Secretary <Name of Trust/ Society/ Company, Son of ..... aged..... Resident of ..... Do hereby state on the affirmation that Institution viz., ..... had created a Security Deposit with a transaction number..... on ..... for ₹..... for a period of 10 years from ..... to..... with AICTE towards ..... Programme

I, hereby state on affirmation that

1. No cognizable action is pending against the Institution;
2. All the conditions of LoA have been fulfilled by the Institution;
3. The Institution is functioning at its approved permanent site;
4. The Institution is not operating on a temporary site;
5. The Institution has not been put under no admission category;
6. No inquiry is pending against the Institution;
7. No adverse action is being contemplated against the Institution;
8. No Fee refund case is pending in the Institution;
9. No ragging case/ sexual harassment against Women has occurred in the Institution;
10. No Complaint is pending under investigation relating to misappropriation/ defalcation/ embezzlement of money by the Institution/ Trust/ Society/ Company; and
11. The said FDR was not mortgaged/ renewed (not applicable to RTGS).

Further, in case if any violation is found, the Security Deposit will be resubmitted to AICTE by the Trust.

Name of the authorized person executing the undertaking along with his/ her Official Position)

(SEAL) DEPONENT(s)

### VERIFICATION

I/ We, the above name deponent do hereby verify that the facts stated in the above affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the Place> on this the <date.

(Name, Designation and Address of the Executants)

(Seal)

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this- day of – month, 2021 at my office.

(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

# AFFIDAVIT-7

## Format of the Joint Affidavit by the Lessor and Lessee on a Non-Judicial Stamp Paper/ E-stamp paper of ₹100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner for transfer of private Property/ Building under the Transfer of Property Act, 1882 to be submitted by the Applicant

I/ We, <name>, Chairman/ Secretary, <name of the Society/ Trust/Company>, son of ..... aged ....., resident of ....., (Lessor) do hereby solemnly affirm, state and undertake to hand over the possession of my/ our Property/ Building No... (detailed address of the Property/ Building ) to (Lessee), <name>, Chairman/ Secretary,<name of the Trust/Society/Company>, to run a Technical Institution (name and address ) as under:-

1. I/We will abide by all the provisions contained in the Transfer of Property Act, 1882 or any other Law for the time being in force relating to transfer of Property/ Building to or by Companies, Associations or bodies of individuals while transferring the aforesaid Property/ Building to the Lessee;
2. That there are no legal issues pending with regard to this property before any court of Law hampering the transfer of this Property/ Building to the Lessee;
3. That the lease of Property/ Building is irrevocable for 30 years of which 25 years us still live;
4. That there are no financial liabilities against this Property/ Building before transfer of the same to the Lessee;
5. That the Property/ Building is free from all encumbrances;
6. That both the Lessor and Lessee shall abide by the Local Municipal Laws and other Laws of the Land relating to this Property/ Building;
7. That the Lessee shall not have any right to sub-lease this Property/ Building to any other entity/person;
8. That henceforth, the Lessee shall be liable to pay all the taxes of this Property/ Building under the different Local Municipal Laws and other Laws of the Land; and
9. That the facts stated in this Affidavit are true to our knowledge. No part of the same is false and no material has been concealed there from.

Names of both the parties (Lessor and Lessee) or their authorized persons executing the undertaking.

LESSOR

LESSEE

DEPONENT(S)

### VERIFICATION

I/We, the above named deponent(s) do hereby verify that the facts stated in the above affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at < name of the place> on this the <date>.

LESSOR

LESSEE

DEPONENTS

Solemnly affirmed and signed before me by the deponents on this – day of – month, 2021 at my office.

(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)



# AFFIDAVIT-8

## Format of the Affidavit to be submitted by the Applicant on a Non-Judicial Stamp Paper/ E- Stamp Paper of ₹100/-duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner for Additional Course/ Increase in Intake

I/ We, <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company, son of ....., aged ....., resident of....., do here by solemnly affirm, state and undertake to comply with the following in connection with my/ our application <application number> to AICTE for the additional Course/ increase in intake of our Institution <Name and address of Institution>,

1. That our Trust <Name of the Trust/ Society/ Company>vide resolution Resolved to apply for additional Course/ increase in intake in our Institution <Name and address of Institution> in the Web-Portal and had paid the requisite TER Charges as per AICTE norms;
2. That we have created all the additional facilities such as Infrastructure, hostel (wherever applicable) Faculty etc. for meeting the additional Course/increase in the Intake.
3. That liabilities, if any, arise out of additional Course/ increase in the Intake of <Name and address of Institution> shall be solely that of <Name of the Trust/ Society/ Company>; and
4. That the facts stated in this Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.

Name of the authorized person executing the undertaking along with his/ her Official Position)

(SEAL)

DEPONENT(s)

### VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL)

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this - day of – month, 2021 at my office.

(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

# AFFIDAVIT-9

## Format of the Affidavit to be submitted by the Applicant on a Non-Judicial Stamp Paper/ E- Stamp Paper of ₹100/-duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner for Change in the Name of the Bank

I/ We, <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company>, son of ....., aged ....., resident of ....., do hereby solemnly affirm, state and undertake to comply with the following in connection with my/ our application <application number> to AICTE for change in the Name of the Bank of our Institution <Name and address of Institution>,

1. I/ We will abide by all terms and conditions as laid down in the Approval Process Handbook;
2. That there is no commercial or business angle for change of <Name of the old Bank> to < Name of the new Bank>;
3. That in the event of Non-Compliance by the <Name of the Trust/ Society/ Company> and/ or <Name of the proposed Institution> with regard to guidelines, norms and conditions prescribed, as also in the event of violation of any of the undertaking mentioned herein, AICTE shall be free to take appropriate action including withdrawal of its approval without consideration of any related issues and that all liabilities arise out of such withdrawal shall solely be that of the Trust/ Society/ Company/ Institution;
4. That there are no legal issues pending with both old and new Banks;
5. That there are no financial liabilities in the <Name of the old Bank>;
6. That liabilities, if any, arise out of change of Name of the Bank shall be solely that of the <Name of the Trust/ Society/ Company>; and
7. That the facts stated in this affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Name of the authorized person executing the undertaking along with his/ her Official Position)

(SEAL)

DEPONENT(s)

### VERIFICATION

I/ We, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL)

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this- day of – month, 2021 at my office.

(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

# AFFIDAVIT-10

## Format of the Affidavit to be submitted by the Applicant on a Non-Judicial Stamp Paper/ e- Stamp Paper of ₹100/-duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner for Change in the Name of the Trust/ Society/Company

I/ We, <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company>, son of ....., aged ....., resident of ....., do hereby solemnly affirm, state and undertake to comply with the following in connection with my/ our application <application number> to AICTE for change in the Name of the Trust/ Society/ Company of our Institution <Name and address of Institution>,

1. I/ We will abide by all terms and conditions as laid down in the Approval Process Handbook;
2. That there is no commercial or business angle for change of <Name of the old Trust/ Society/ Company> to < Name of the new Trust/ Society/ Company>;
3. That in the event of Non-Compliance by the <Name of the Trust/ Society/ Company> and/ or <Name of the proposed Institution> with regard to guidelines, norms and conditions prescribed, as also in the event of violation of any of the undertaking mentioned herein, AICTE shall be free to take appropriate action including withdrawal of its approval without consideration of any related issues and that all liabilities arise out of such withdrawal shall solely be that of the Trust/ Society/ Company/ Institution;
4. That there are no legal issues pending with both old and new Trust/ Society/ Company;
5. That there are no financial liabilities in the old Trust/ Society/ Company Name;
6. That the Land and Building are in the Name of the new Trust/ Society/ Company;
7. That liabilities, if any, arise out of change of Name of the Trust/ Society/ Company shall be solely that of new <Name of the Trust/ Society/ Company>; and
8. That the facts stated in this affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Name of the authorized person executing the undertaking along with his/ her Official Position)

(SEAL)

DEPONENT(s)

### VERIFICATION

I/ We, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL) DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this- day of – month, 2021 at my office.

(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)



# AFFIDAVIT-11

## Format of the Affidavit to be submitted by the Applicant on a Non-Judicial Stamp Paper/ E- Stamp Paper of ₹100/-duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner for Collaboration and Twinning Programme between Foreign University/ Institution OR Institute of National Importance /Eminence of India and AICTE Approved Institution

I/We, <Name>, son of ....., aged ....., resident of ....., do hereby solemnly affirm, state and undertake to comply with the following in connection with my/ our application <application number> for Collaboration and Twinning Programme between Foreign University/ Institution <Name and address of Institution> and AICTE Approved Institution in India <Name and address of Institution>

1. That the Degree/Diploma and post Diploma awarded to the students in India shall be recognized in the Parent Country and shall be treated equivalent to the corresponding Degrees/Diploma and post Diploma awarded by the University /Institution in<Country of origin of University/Foreign Institution>;
2. That the Institution for which application for approval is being made shall offer Programme(s) and Course(s) approved by the Council;
3. That the Institution for which application for approval is being made shall admit students as per Intake approved by the Council;
4. That the Institution for which application for approval is being made shall charge Fee as approved by the Council;
5. University/ Institution shall declare the detailed guidelines for admission, entry Level qualifications, Fee of all kinds, the examination and evaluation and award of degree that there shall not be major deviations with the prescribed procedures in their Parent Country, vis-vis India;
6. That the students admitted under the Twinning Programme will spend at least one Semester for the two years Programme and two Semesters for four years Programme in the Foreign University/ Institution in its Parent Country;
7. That admission to Collaboration and Twinning Programme shall be strictly within the limit and shall be done on Merit basis and liability, if any, arise out of the same shall solely be that of<Name of the Trust/ Society/ Company/ Technical institution>;
8. That MoU is executed as required which shall provide for those students who fail to get VISA to be accommodated in the local affiliating University/ Institution to continue his/ her Education; and
9. That the facts stated in this Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed the reform.

Name of the authorized person executing the undertaking along with his/ her Official Position)

(SEAL)

DEPONENT(s)

### VERIFICATION

the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL)

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this- day of – month, 2021 at my office.

(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

# AFFIDAVIT-12

## Format of the Affidavit to be submitted by the Applicant on a Non-Judicial Stamp Paper/ E-Stamp Paper of ₹100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner for Conducting Academic Course(s) of other Regulatory Bodies

I/ We, <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company, son of ....., aged .....,resident of.....,do hereby solemnly affirm, state and undertake to comply with the following in connection with my/ our application <application number> to AICTE for conducting academic Course(s) of other Regulatory Body

1. That our Trust <Name of the Trust/ Society/ Company>vide resolution Resolved to conduct academic Course(s) of other Regulatory Body and had paid the requisite TER Charges as per AICTE norms;
2. The Institution(s) approved by AICTE in the Campus has/ have all the facilities such as Infrastructure, hostel (if applicable), Faculty, etc. for meeting the ALL the Courses, in addition to the proposed academic Course(s).
3. That we are using the excess facilities available / have created all the additional facilities such as .....for meeting the requirements of academic Course(s);
4. That liabilities, if any, arise out of academic Course(s) shall be solely that of <Name of the Trust/ Society/ Company>;and
5. That the facts stated in this Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Name of the authorized person executing the undertaking along with his/ her Official Position)

(SEAL)

DEPONENT(s)

### VERIFICATION

I/We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL)

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this - day of – month, 2021at my office.

(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

# AFFIDAVIT-13

## Format of the Affidavit to be submitted by the Applicant on a Non-Judicial Stamp Paper/ E- Stamp Paper of ₹100/-duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner for Conducting Open and Distance Learning (ODL)/Online Learning Mode

I/ We, <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company, son of ....., aged.....,resident of.....,do herebysolemnlyaffirm,stateandundertaketocomplywiththefollowinginconnectionwithmy/ ourapplication<applicationnumber>toAICTEforconductingOpenandDistance Learning Courses / Online Learning Mode Courses.

1. That the information given by in the application made to AICTE is true and complete. Nothing is false and no information/ material has been concealed;
2. That the Institution Headquarters is functioning in the location as approved by the Council;
3. That the Trust/ Society/ Company runs the following other Institutions in the same Campus; Total Built-Up Area available

Name of the Institution	Programmes/Courses offered	Built-Up Area	Approved by AICTE or Not

4. That the institution has appointed faculty members as per AICTE guidelines.
5. That the information provided regarding the Learner Support Centres are true and complete.
6. That the information provided regarding the Examination Centres are true and complete.
7. That the following Committees as per Appendix 6 of Approval Process Handbook before commencement of the Academic Session 2021-22 in respect of <application number> <Name and address of Institution> are constituted (in case of existing Institutions)/ will be constituted (in case of new Technical Institutions); and
  - Establishment of Anti Ragging Committee (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009).
  - Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. (As per All India Council for Technical Education (Redressal of Grievance of Students) Regulation ,2019 vide F.No.1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019)
  - Establishment of Internal Complaint Committee (ICC) (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016.
  - Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 OF 1989, dated 11.09.1989).
8. That, the Institution undertakes to submit that all the employments in the Institution shall be as per the norms of the existing Labour Law and the payments shall be as per the provisions of the Minimum Wages Act of State/ Central Government.
9. In the event of Non-Compliance by the<Name of the Trust/Society/Company>and/or<Name of the proposed Institution> with regard to guidelines, norms and conditions prescribed, as also in the event of violation of any of the undertaking mentioned herein, AICTE shall be free to take appropriate action, including withdrawal of its approval without consideration of any related issues and that all liabilities arising out of such withdrawal shall solely be that of the (Trust/ Society/ Company/Institution).

Name of the authorized person executing the undertaking along with his/ her Official Position)

(SEAL)

DEPONENT(s)





## VERIFICATION

I/We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL)

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this - day of – month, 2021 at my office.

(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

# CERTIFICATE-1

## Certificate of an Advocate (To be produced in the Letterhead of Advocate)

### 1. Certificate of an Advocate (To be produced in the Letterhead of Advocate)

The copies of <Trust/ Society/ Company> registration documents, Land documents, Land use Certificate, Land Conversion Certificate in respect of application submitted by <Name and address of the Applicant> who is an Applicant for establishment of new Technical Institution offering Technical Education Programme(s) were provided to me by <Name and address of the Applicant> for verification regarding their authenticity and appropriateness.

#### A. Trust/ Society/ Company Registration Documents:

Registration Certificate No.	
Date of Registration	
Registered at	
Registered under the Act	

1. I have verified the above-mentioned Trust/ Society/ Company registration documents from the Office of <Competent Authority>.
2. The above-mentioned Trust/ Society/ Company registration documents are/ are not registered at the Office of <Competent Authority>.
3. The above-mentioned Trust/ Society/ Company registration Documents are/ are not authentic.

#### B. Land Documents:

Sl. No.	Name of the Deed Holder	Document No.	Survey No.	Registration No. and Date	Land Area in Acre
				Total Area (in Acre)	

I hereby certify that:

1. I have verified the above-mentioned Land documents from the Sub Registrar Office <place>.
2. The above-mentioned Land documents are registered at the Sub Registrar Office <place>
3. The above-mentioned Land documents are authentic.
4. The above-mentioned Land documents are in the name of the Applicant.
5. The title of the Land pertaining to the above-mentioned Land documents are clear.
6. The Applicant is in Lawful possession of the Land pertaining to the above-mentioned Land documents.

#### C. Land Use Certificate:

Letter No.	
Letter dated	
Issued by	
Extent of Land	



I hereby certify that:

1. The Competent Authority has issued the Land Use Certificate respect of Land under reference for the proposed Institution mentioned above is.....
2. It has been approved by the Competent Authority.
3. I verified the above-mentioned Land use Certificate from the Office of <Competent Authority>.
4. The above-mentioned Land Use Certificate is authentic.
5. It has been issued for the full extent of Land.

**D. Land Conversion Certificate:**

Letter No.	
Letter dated	
Issued by	
Extent of Land	

I hereby certify that:

1. The Competent Authority has issued the Land Conversion Certificate respect of Land under reference for the proposed Institution mentioned above is.....
2. It has been approved by the Competent Authority.
3. I verified the above-mentioned Land Conversion Certificate from the Office of <Competent Authority>.
4. The above-mentioned Land Conversion Certificate is authentic.
5. It has been issued for the full extent of Land.

**E. Land Classification Certificate:**

Letter No.	
Letter dated	
Issued by	
Land Classification	

I hereby certify that:

1. The Competent Authority has issued the Land Classification Certificate respect of Land under reference for the proposed Institution mentioned above is.....
2. It has been approved by the Competent Authority.
3. I verified the above-mentioned Land Classification Certificate from the Office of <Competent Authority>.
4. The above-mentioned Land Classification Certificate is authentic.
5. It has been issued for the full extent of Land.

Signature of the Advocate

Name of the Advocate ..... Registration No. ....

Practicing at .....

Date:

Place:

Seal/ Stamp of the Advocate

\*Strike off whichever is not applicable



# CERTIFICATE-2

## Certificate of an Architect Registered with Council of Architecture (To be produced in the Letterhead of Architect)

The copies of the approved Site Plan and Building Plans in respect of application submitted by <Name and address of the Applicant> who is an Applicant for establishment of new Technical Institution<Name of the Institutions> at <address> were provided to me by <Name and address of the Applicant>for verification regarding their authenticity and appropriateness.

Details of Site Plan and Building Plans

Plans approved by	
Approval Number	
Date of Approval	

I hereby certify that:

1. The Competent Authority has approved the site Plan and Building Plans of an Educational Institution at the proposed site mentioned above is.....
2. I have verified the above-mentioned site Plan and Building Plans from the Office of <Competent Authority>.
3. The above-mentioned site Plan and Building Plans have been approved by the Competent Authority.
4. The above-mentioned site Plan and Building Plans are authentic.
5. Construction of Building admeasuring with the following details has been completed in all respects as per the approved Building Plan.

Sl. No.	Room No	Room type (mention Class Room/ Laboratory/ Toilet, etc.)	Carpet area (in m <sup>2</sup> )	Completion of Flooring	Completion of Walls and painting	Completion of Electrification and lighting

### Details of the Occupancy/ Completion Certificate/ Building License/ Form D

Certificate approved by	
Approval Number	
Date of Approval	

### Structural Stability Certificate

Certificate approved by	
Approval Number	
Date of Approval	

I hereby certify that:

1. The Competent Authority has approved the Occupancy/ Completion Certificate/ Building License/ Form D and the Structural Stability Certificate, if applicable, mentioned above is.....
2. have verified the above-mentioned Certificates from the Office of <Competent Authority>.
3. The above-mentioned Certificates have been approved by the Competent Authority.
4. The above-mentioned Certificates areauthentic.

Signature of the Architect

Name of the Architect ..... Registration No. ....

Date:

Place:

Seal/ Stamp of the Architect

\*Strike off whichever is not applicable

# CERTIFICATE-3

## Certificate of the Bank Manager where the Applicant has a Bank Account (To be produced in the Letterhead of Bank duly signed by the Bank Manager)

The copies of documents pertaining to the funds position (operational) i.e. the bank statement and/ or Fixed Deposit Receipts in respect of application submitted by <Name and address of the Applicant> who is an Applicant for establishment of new Technical Institution <Name of the Institution> at <address> were provided to me by <Name and address of the Applicant> for verification regarding their authenticity and appropriateness.

### A. Bank Statement

Name of the Account Holder	
Account Number	
Name and Address of the Bank	

It is certified that,

- i. I verified the above-mentioned bank account from the records of <Name and address of bank>.
- ii. The above-mentioned bank account is in the Name of.....
- iii. The above-mentioned bank account is/ is not authentic.
- iv. The balance in the above-mentioned bank account as on today, i.e. <dd/ mm/ yyyy> is ₹.....

### B. Fixed Deposits

Sl. No.	FDR Number	Date of Deposit	Date of Maturity	Amount	Name and Address of Bank
			Total Amount		

It is certified that,

1. I have verified the above-mentioned operational fund FDRs from our Branch/Bank.
2. The above-mentioned FDRs are/ are not in the name of the Applicant under reference mentioned above.
3. The above-mentioned FDRs are/ are not authentic.
4. There are no loans or mortgage of FDRs

Signature of the Bank Manager

Name of the Bank Manager

Date:

Place:

Seal/ Stamp of the Bank Manager

\*Strike off whichever is not applicable



# FORMAT-1

## No Objection Certificate from the State Government/ UT

The <Name of the Trust/Society/Company> vide its Executive meeting held on  
at ..... vide item no.

have passed a resolution for the

- i. Institution applied for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year
- ii. Change of Site/ Location of the Institution from <Name of the Institution>at<address>, (Old) to<Name of the Institution>at<address>,(new)
- iii. Conversion of Women's Institutes into Co-ed Institution/Co-ed Institution Women's Institution
- iv. Conversion of Diploma Level into Degree Level/ Degree Level into Diploma Level
- v. Starting of new Programme/ Level, Programme<Course 1.....(Intake)> in the Institution
- vi. Closure of the Institution
- vii. Change the Name of the Trust/ Society/ Company from <Name of the present Trust/ Society/ Company > at <address> to <Name of the new Trust/ Society/ Company > at<address>

<Name of the Institution>at<address>, Vide application ref. No.....Date: made by the Trust/Society/ Company Name ..... Address as at .....

This is to confirm that the <State Government/UT> has no objection for the Institution applied for Closure of the

- i. Institution for starting of a new Technical Institution in the same premises in the same year
- ii. Change of Site/ Location of the Institution from <Name of the Institution>at<address>, (Old) to<Name of the Institution>at<address>,(new)
- iii. Conversion of Women's Institutes into Co-ed Institution/Co-ed Institution Women's Institution
- iv. Conversion of Diploma Level into Degree Level/
- v. Degree Level into Diploma Level Starting of new Programme/ Level, Programme<Course 1.....(Intake)> in the Institution
- vi. Closure of the Institution
- vii. Change the Name of the Trust/ Society/ Company from <Name of the present Trust/ Society/ Company > at <address> to <Name of the new Trust/ Society/ Company > at<address>

<Name of the Institution> at <address>.

Liabilities, if any, on this count shall be the sole responsibility of the Applicant of the Trust/ Society/ Company and shall be settled as per the rules and Regulations as applicable.

Authorized Signatory

<State Government/ UT>

Note: Formats given by the Institutions reflecting the content of the concerned Format shall be accepted \*Strike off whichever is not applicable



# FORMAT-2

## No Objection Certificate from the Affiliating University/ Board

The <Name of the Trust/ Society/ Company> vide its Executive meeting held on .....at .....vide item no. h a v e passed a resolution for the

- i. Institution applied for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year
- ii. Change of Site/ Location of the Institution from <Name of the Institution>at<address>, (Old) to<Name of the Institution>at<address>, (new)
- iii. Conversion of Women's Institution into Co-ed Institution/Co-ed Institution to Women's Institution
- iv. Conversion of Diploma Level into Degree Level/ Degree Level into Diploma Level
- v. Starting of new Programme/ Level, Programme<Course1.....(Intake)> in the Institution
- vi. Merger of Institutions <Name of the Institution>at<address>, <Name of the Institution>at<address>, <Name of the Institution>at<address>, under the same Trust/ Society/ Company operating in the same Campus
- vii. Introduction of Integrated/Dual Degree Course <Name of the Course>
- viii. Starting of New Course <Name of the Course>
- ix. Starting of Division in Indian/Regional Language <Name of the Course>
- x. Closure of the Institution
- xi. Closing of MCA Course and Introduction of MBA/PGDM Course/Closing of MBA/PGDM Course and Introduction of MCA Course
- xii. Change of Type of Institution (Institution(s) converted into a University) from <Name of the Institution>at<address>to<Name of the University>at<address>
- xiii. Conversion of Courses into allied Vocational Courses
- xiv. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/Course(s)
- xv. Change in the Name of the Institution from <Name of the Institution>at<address> to <Name of the Institution> at <address>
- xvi. Change in the Name of the affiliating University/ Board from <Name of the present University/ Board> at <address> to <Name of the new University/ Board> at<address>
- xvii. Change the Name of the Trust from <Name of the present Trust> at <address> to <Name of the new Trust> at<address>
- xviii. Starting of the Vocational Degree/Diploma Programme under NSQF

<Name of the Institution >at<address>, Vide application ref. No .....Date:.....made by the Trust/ Society/ Company Name ..... Address as at .....

**This is to confirm that the<affiliating University/Board> ..... has no objection for the**

- i. Institution applied for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year



- ii. Change of Site/ Location of the Institution from <Name of the Institution>at<address>, (Old) to<Name of the Institution>at<address>, (new)
- iii. Conversion of Women's Institution into Co-ed Institution/ Co-ed Institution to Women's Institution
- iv. Conversion of Diploma Level into Degree Level/ Degree Level into Diploma Level
- v. Starting of new Programme/ Level, Programme <Course1..... (Intake.....)> in the Institution
- vi. Merger of Institutions <Name of the Institution>at<address>, <Name of the Institution>at<address>, <Name of the Institution>at<address>, under the same Trust/ Society/ Company operating in the same Campus/City
- vii. Introduction of Integrated Degree Course <Name of the Course>. Also it is confirmed that the said Integrated Degree Course is available in the approved nomenclature of the University
- viii. Starting of new Course <Name of the Course>
- ix. Closure of the Institution, <Course1..... (Intake.....), Course2 .....(Intake.....),>

Mention Programme(s) and Course(s) where Closure of the Institution/ Programme is applied for:

Programme	Level	Course	Year of Establishment	e-4		e-3		e-2		e-1		Current Academic Year		Total No. of students studying in the Institution as on date
				a		b		c		d		e		
				Approved Intake	Actual Admission	Approved Intake	Actual Admission	Approved Intake	Actual Admission	Approved Intake	Actual Admission	Approved Intake	Actual Admission	

- x. Closing of MCA Course and Introduction of MBA/ PGDM Course/ Closing of MBA/ PGDM Course and Introduction of MCA Course
- xi. Change of Type of Institution (Institution(s) converted into a University) from <Name of the Institution>at<address>to<Name of the University>at<address>
- xii. Conversion of Courses into allied Vocational Courses
- xiii. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/Course(s)

Re-arrangement of current students/ students who were admitted in these Courses in the previous years and who are trailing due to failures, etc. are mentioned in the following table:

Course requested for Closure	Number of current students	Number of students admitted in these Course(s) in the previous years and who are trailing due to failures	Details about re-arrangements of students

Current Staff strength, re-arrangements and dues, if any, shall be settled as per existing norms and Regulations on that behalf.

- xiv. Change in the Name of the Institution from<Name of the Institution>at<address>to<Name of the Institution>at<address>
- xv. Change in the Name of the affiliating University/ Board from <Name of the present University/ Board> at <address> to <Name of the new University/ Board> at<address>



- xvi. Change in the Name of the Trust from <Name of the present Trust> at <address> to <Name of the new Trust> at <address>
- xvii. Starting of the Vocational Degree/Diploma Programme under NSQF. Also, it is confirmed that the said Vocational Degree/Diploma Programme under NSQF has been granted affiliation in year ..... and has been included in the approved nomenclature of the University.

<Name of the Institution> at <address>.

Liabilities if any, on this count shall be the sole responsibility of the Applicant of the Trust/Society/ Company and shall be settled as per the rules and Regulations as applicable.

Registrar/ Director

<affiliating University/ Board >

Note: Formats given by the Institutions reflecting the content of the concerned Format shall be accepted

\*Strike off whichever is not applicable



# FORMAT-3

## Resolution of the Trust/ Society/ Company

That the Trust/ Society/ Company vide its Executive meeting held on ..... at..... vide item no. have resolved, for the

- i. Establishment of new Technical Institution and apply to AICTE for approval to start <Name of the Institution> to offer Technical Education in <Programme> and shall allocate, Land at <complete address with survey numbers, plot numbers> measuring ..... Acre, earmarked for the proposed <Name of the Technical Institution> at <full address> required funds for creation of carpet and Built-up area
- ii. Institution applied for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year
- iii. Introduction of NRIs in the following Programme(s)/Course(s)
- iv. Change of Site/ Location of the Institution from <Name of the Institution> at <address>, (Old) to <Name of the Institution> at <address> (new)
- v. Conversion of existing Women's Institution into Co-ed Institution/ Co-ed Institution to Women's Institution in the Name of <proposed <Name of the Institution
- vi. Conversion of Diploma Level into Degree Level/ Degree Level into Diploma Level
- vii. Starting of new Programme/ Level, Programme(s) <Course 1 ..... (Intake )>
- viii. Merger of Institutions <Name of the Institution> at <address>, <Name of the Institution> at <address>, <Name of the Institution> at <address>, under the same Trust/ Society/ Company operating in the same Campus
- ix. Introduction of OCI/Foreign Nationals/Children of Indian workers in Gulf Countries in the following Programme(s)/Course(s)
- x. Increase in Intake in Course(s)/Additional Course(s)/Introduction of Integrated/Dual Degree Course/ Fellow Programme in Management
- xi. Closure of the Institution
- xii. Change of Type of Institution (Institution(s) converted into a University) from <Name of the Institution> at <address> to <Name of the University> at <address>
- xiii. Change in the Name of the Course(s)/Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/Course(s)
- xiv. Change the Name of the Institution from <Name of the Institution> (Old) at <address> to <Name of the Institution> (new)
- xv. Change in the Minority Status of the Institution from <Type of the Institution> to <Type of the Institution>
- xvi. Change in the Name of the affiliating University/Board from <present University/Board> to the new University/ Board. Also it is resolved that, < Name of the Trust/ Society/ Company > shall apply for NOC to both the Universities
- xvii. Change in the Name of the Bank
- xviii. Change in the Name of the Trust/ Society/ Company from <Name of the Trust/ Society/ Company> (Old) at <address> to <Name of the Trust/ Society/ Company> (new)
- xix. Introduction of Collaboration and Twinning Programme with <Name of the University/ Institution>/ Necessary facilities shall be provided to the students of <Name of the University/ Institution>



xx. Application wrongly submitted for ..... and to be changed from <Application for .....> to <Application for .....>/Not interested in applying for...../revoke the application submitted for <.....>. Paid the necessary TER Charges along with the Penalty for Late Submission, as applicable.

xxi. Starting of the Vocational Degree/Diploma Programme under NSQF

< Name of the Institution>at<address>.

<Name of the Trust/ Society/ Company>shall also allocate required funds for the creation of the requisite facilities such as procurement of.....Acre of Land ,additional carpet and Built-up area, appointment of required Faculty, procurement of Equipment, furniture, for creation of suitable hostel/residential accommodation for the students of Foreign Nationals/Overseas Citizen of India (OCI)/Children of Indian Workers in Gulf Countries and other required entities as applicable for the smooth functioning of the same.

<Name of the Institution>shall apply for,

1. Change in the Name of the Course(s) in <Course1 ..... (Intake.....), Course2 .....(Intake.....),>
2. Reduction in Intake in <Course1>, from <current Intake> to <reduced Intake>, <Course2>, from <current Intake> to <reduced Intake>
3. Closure of Programme <Programme1>, <Programme2>.
4. Closure of Course(s) <Course1>, <Course2>.

(Signature and Name of the Chairman/ Secretary of the Trust / Society/ Company), (Designation), (Name of the Organization)

Note: Formats given by the Institutions reflecting the content of the concerned Format shall be accepted

\*Strike off whichever is not applicable

# FORMAT-4

## MoU to be Signed between the Institution and Skill Knowledge Providers/ Trainers

### Agreement

Under the National Skill Qualification Framework (NSQF) of the All India Council for Technical Education

This Agreement is entered into and executed on this ..... day of ....., 2021.. at New Delhi.

By and Between <Name of the Trust/ Society/ Company> offering <Name of the Institution> represented by its Chairman.....which expression shall, where the context so admits, be deemed to include its successors, executors and administrators of the ONE PART AND

<Name of the SKP> (hereinafter referred to as the “.....”) a Company registered under the Company Act, 1956, through its <Name and Designation of the Signing Authority> having it’s registered/approved Office at (which expression, unless it be repugnant to the context or meaning thereof, shall be deemed to mean and include their executors, administrators and assigns), party of the SECOND PART.

WHEREAS, the All India Council for Technical Education has initiated a scheme to provide competency based skills under the National Skill Qualification Framework (Here in after to be referred as NSQF)

WHEREAS, in terms of the said scheme launched by All India Council for Technical Education, AICTE has extended invitation to various Institutions/ Organisations to join as Vocational Educational Institutions to provide education component and Skill Knowledge Providers to provide Competency Based Skills.

WHEREAS under the scheme a Skill Knowledge Provider is required to perform the role and function of providing hands on skill training in a specific sector i.e. in the Automobiles Sector, Skill Knowledge Provider shall be the service centre of authorized automobile manufacturers located preferably all over the Country or in the IT Sector, the Skill Knowledge Provider shall be the training sector of authorized IT Company located preferably all over the Country. The Skill Knowledge Provider could also be one who is established for imparting hands on skills or training in a respective sector;

WHEREAS the First Party is to participate as an Institution to register students under the National Skill Qualification Framework (NSQF);

WHEREAS the Second Party has expressed its keen interest and desire to be a key Partner in the execution of the National Vocational Educational Qualification Framework in terms of the objectives of the scheme and policy as highlighted and specified in the said framework and particularly in view of the desire and interest of <NAMEOFSKP> to join and Partner with <Name of the Institution> in providing competency based skills through its centres which shall act as Skill Knowledge Provider for the purposes of the scheme;

WHEREAS Both parties have held discussions and agreed for collaboration for conducting Vocational Education Programme(s) under the education scheme of the NSQF, where by <Name of the Institution> will impart and award credits for the “Academic’ content” of the Curriculum and <Name of the SKP> will provide skill training through its training centres called <Name of the SKP> - SKP’s and will impart and award credits for such ‘Skill oriented training’ content of the Curriculum to the registered students.

WHEREAS The Second Party has registered it self with the All India Council for Technical Education (AICTE)/ Concerned Authority and obtained approval there of to participate as <Name of the SKP> under the National Skill Qualification Framework (NSQF);

THEREFORE, both the parties hereby agree to conduct Vocational Educational Programme initiated by AICTE under NSQF, on the following terms and conditions:

1. The <Name of the SKP> agrees that centres approved and recognized by <Name of SKP> (herein after to be referred as “<Name of SKP> -SKP”), shall act and perform the role of Skill Knowledge Provider to provide hands on skill training in specific sectors such as <Name of Sector Specific Skill>.
2. The <Name of the SKP> agrees and undertakes that its <Name of the SKP> shall register with AICTE for conduct of training modules under the Vocational Stream and shall perform following functions:





- Announce the schedule of module for the calendar year.
  - Register students for the modules.
  - Conduct the modular training.
  - Conduct examination/evaluate the student, award the grade indicating the Level of skill acquired.
  - The <Name of the SKP> - SKP shall Register students for evaluation the Skill Modules, who have acquired skills on their own.
3. The Second Party agrees that the following responsibilities shall be undertaken by the <Name of the Institution> Academic Training centres:
- a. The <Name of the Institution> Academic centres shall plan the Vocational Education Programme(s) to be offered in the Academic Year concerned and inform the <Name of the SKP>- SKP's about the same at least two months prior to the date of commencement of the Programme (s).
  - b. The<Name of the Institution> Academic Centre shall announce and inform through its prospectus and information on its Web site, the Vocational Education Programme(s) it plans to offer in the Academic Year concerned for the information of the prospective students and invite applications for admission from interested candidates at least two months prior to the date of commencement of the Programme(s).
  - c. The <Name of the Institution> Academic Centre shall follow the admission norms of AICTE and the State Govt. concerned. The admission shall be made strictly on the merits. The <Name of the Institution> - Academic Centre will then upload the names and details of the selected students on AICTE Web-Portal.
  - d. The<Name of the Institution> Academic Centre will have their right to collect Fee from the students towards:
    - Registration
    - Course/ Skill conduct
    - Evaluation of the Academic/ Skill portion of each Level of the Programme. A portion of the Fee as agreed upon by the <Name of the Institution> Academic Centre and the <Name of the SKP> – SKP's shall be turned over to the <Name of the SKP> -SKP's.
  - e. The <Name of Institution> Academic Centre will send to the <Name of the SKP> - SKP the Level-wise and Sector-wise lists of students registered for Vocational Education Programme(s) in the Sectors.
  - f. The<Name of the Institution> Academic Centre will conduct appropriate Classes for the Academic content of the Curriculum of the Vocational Education Programme(s) so as to complete the Academic portion within prescribed time.
  - g. The <Name of the Institution> Academic Centre will conduct final examinations and evaluate the students for the Academic portion of the Programme(s) as per the rules and regulations of the Technical Board or University as the case may be.
  - h. After receiving a 'Statement of Credits for the Vocational/Skill portion of the students from the<Name of SKP> - SKP, the <Name of the Institution> Academic Centre will send the combined Academic and Vocational/Skill portion credits of the students to the Technical Board or University as the case may be.
  - i. Wherever such provisions are made by the Technical Board or the University, as the case may be, the <Name of the Institution> Academic Centre will award a 'Level Certificate' to the student who has successfully completed both the Academic and the Vocational/Skill portions of the particular Level.
  - j. The <Name of the Institution> Academic Centre shall maintain a record of the registered students and Certificates issued and upload the same on AICTE Web-Portal.



- k. The <Name of the Institution> Academic Centre shall submit details of students registered, evaluation conducted and results to the Technical Board or the University, as the case may be, and also upload the same on AICTE Web-Portal.

#### 4. General:

Fee to be charged to students:

- The Level wise Fee to be charged by the <Name of the Institution> Academic Centre will be informed to the student by the <Name of Institution> Academic Centre as well as the <Name of the SKP> - SKP before his/her registration for the Programme;
- The <Name of the Institution> Academic Centre will collect from the student and retain with it self the 'Academic Portion Fee' and the <Name of the SKP> - SKP will be given the 'Vocational/Skill Portion Fee' by the <Name of the SKP> - Academic Centre;
- The <Name of the Institution> Academic Centre will collect the total Fee for the Programme from the students and will transfer the 'Vocational/Skill Portion Fee' against the number of students to be sent for training at least one month before the onset of training. Any delay in transferring the Fee will entail interest @ <to be mutually decided by the Institution and SKP> calculated on the basis of delay a number of days. After receiving the Fee <Name of the SKP> - SKP will issue Registration cards to the students at least 7 days before the onset of training.

#### 5. No Confidentiality:

There shall not be any confidentiality of any information disclosed by both parties to each other, either in operationalizing this agreement or for the purposes of implementing this agreement. The information sought under the Right to Information Act or otherwise by any student, shall be promptly made available.

#### 6. Effective Date:

This agreement is effective from the date signed by both the parties shall be valid for a period of three years until determined, suspended or terminated earlier.

IN WITNESS WHEREOF, the parties hereto, each acting under due and proper authority have executed this mutually binding Memorandum of Understanding as of the date first written above.

For Institution:

For <Name of the SKP>

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed by:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Date:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Date:

\*Strike off whichever is not applicable

# ANNEXURE-1

## Recommended Short and Medium Term Perspectives for Engineering Education in India by the Committee to Provide National Perspective Plan

Technology and Globalization have turned Countries into knowledge-driven economies. They are radically accelerating the pace of change in the world and raising the long-term risks. Success in knowledge-driven and innovation-driven world order depends largely on the capabilities of the people, and higher education, especially Engineering education, is the key to building those requisite capabilities. India has done phenomenally well in creating large infrastructure across the Country to disseminate Engineering education to lakhs of aspirants in every State year after year. However, to be able to cater to the next-generation of Engineering skill requirements, we need to facilitate quality and accredited Technical Education at scale. In our efforts to support the reforms in Engineering education, we have studied the current state of Engineering education and present, in this report, our short and medium term perspectives and recommendations.

### Recommendations:

1. Current (2017-18) capacity utilization in Under Graduate and Post Graduate Level is as low as 49.8% (Capacity Vs Enrolment). Creating any further capacity is a big drain on investments since, at the very basic Level, it involves the creation of physical infrastructure like Buildings and Laboratory infrastructure. **We recommend that we do not create any new capacity starting from the Academic Year 2020.** The creation of new capacity can be reviewed every two years after that.
2. While we take such a serious decision, we also recognize that there could be some applications in the pipeline for additional/ new capacity applied in the last one or two years. These may be pending for want of some minor clearances. So, applications made in the current year and the past two years may be considered for starting Institutions, if the infrastructure is already in place.
3. We recommend that AICTE should take capacity utilization as a key consideration while granting additional capacities in different States.
4. Traditional Engineering disciplines such as Mechanical, Electrical, Civil and Electronics Engineering capacity utilization around 40% as opposed to Computer Science and Engineering, Aerospace Engineering, Mechatronics, being in the high 60%. This is clear pointer that the demand lies in emerging technologies as opposed to traditional Engineering. We recommend that no additional seats are approved in traditional Engineering areas, but Institutions need to be encouraged to convert current capacity in traditional disciplines to emerging new technologies.
5. The poor employability of engineering graduates is reflecting poorly on the Faculty-shortage and quality, and pedagogy. It may be very important to take immediate steps to improve the quality of our teachers.
  - a. Competencies of the Faculty need to be developed, especially in the areas of new age technologies and research through rigorous Faculty development programs. Training of existing teachers at Teachers Training Institutes, using quality improvement programs (QIP) and using IIT/ NIT Faculty and Infrastructure are some of the immediate interventions we recommend.
  - b. To bring about the desired change in the pedagogy in the immediate term, we recommend focused Industry visits for Faculty for hands-on exposure to the latest technologies. Industry associations could be leveraged in facilitating this.
  - c. To improve pedagogy, we recommend Engineering Faculty to mandatorily have Certification/ Diploma/ Degree in education.



6. Also, we may have to seek more technology interventions such as MOOCs to circumvent some of the constraints with Faculty shortage and the quality of pedagogy. Students should be given more flexibility to use MOOCs in their core and optional curricula. Universities and Autonomous Institutions should be mandated to use MOOCs in the short term.
7. The low enrolment, lower placements, and low employability are causes for concern. Employment generation is very critical to a Nation's economic development. While we are making certain recommendations on the role that academic Institutes can play in improving the quality of education and indirectly contribute to the employment generation, all other stakeholders including Government and Industry should also start putting in place corrective measures to improve the employment generation.
8. As research becomes democratized, funds would need to be spent most optimally. Institutions need to build project management capabilities around research to ensure quick turnarounds, reduce cost and schedule overruns, and better collaborations across Industry and Academia.
9. Academic Institutions have to continuously monitor the future skill requirements and make suitable changes to content and pedagogy so that the graduating students have the right capabilities for the job-in-demand. Hence, an Institutional mechanism for periodic Industry feedback on the technology upgradation and its impact on job roles needs to be put in place.
10. There is evidence to point out that the current Industry-Academia interaction requires improvement. We recommend the following interventions:
  - a. Analytical tools should be used to understand the impact of various teaching methods and identify the best methods of executing Coursework and apprenticeship - tightly integrate apprenticeship with pedagogy.
  - b. Apprenticeship should be made mandatory on Industry (in some ways it exists but needs rigorous implementation) and also progressively mandatory on educational Institutions (starting with 25% moving to 100% in five years).
  - c. Two industry representatives to be part of the Advisory Board of each Institution.
  - d. Deepening of Industry-Academia partnerships in applied research needs to be encouraged.
  - e. Establish 20 National Knowledge Functional Hubs (NKFH) as a pilot in AICTE approved Institutions to create an ecosystem of sustained Industry-Academia engagement.
  - f. We recommend that AICTE takes the local Industry ecosystem requirements (For instance, Aerospace and IT Engineering in Bangalore vicinity, Automotive in Chennai and Pune) into consideration while creating new capacities or increasing the existing capacities to deepen domain knowledge and to meet the Industry requirements.
  - g. Simultaneously, we recommend that AICTE balances this step with the National and Global needs by introducing Courses in new and disrupting technologies which are fungible across the Country.
11. We have evidence to show that innovation, incubation and Start-up eco system is lacking in educational Institutions. As has been rightly recognized by Gol, Start-ups are a key driver for employment generation and wealth creation. Every education Institution should be mandated for the following:
  - a. Entrepreneurship should be a minor elective for Under Graduates.
  - b. Tinkering Laboratories similar to ATAL Innovation Laboratories to be setup in every educational Institution.
  - c. To promote Start-ups, educational Institutions need to setup incubation centres, mentoring clubs, and accelerator programs.



12. Proxy indicators such as venture capital investments and Engineering R&D investments by large Companies for forecasting future technology shows a clear trend towards software and internet Industries, healthcare services, and medical devices and semiconductor Industry. They also clearly indicate that **Artificial Intelligence (AI), Internet of Things (IoT), Embedded SW, Internet SW, Mobility, Analytics, and Cloud** are growing at a rapid pace as compared to traditional technologies. The results of the NASSCOM - BCG study and FICCI-NASSCOM-EY study also concur with this analysis.
  - a. Across all Engineering disciplines, we recommend, that Courses in these emerging technologies are made part of the curricula and made mandatory for Computer Science, Electrical, and Electronics Engineering.
  - b. Specifically, we recommend introducing Under Graduate and Post Graduate Engineering programs exclusively focused in Artificial Intelligence (AI), Internet of Things (IoT), Block chain, Robotics, Quantum Computing, Data Sciences, Cyber Security, 3D Printing and Design, Augmented Reality/ Virtual Reality (AR/VR).
  - c. Also, we recommend that, we put greater focus on multi-disciplinary Engineering Courses, especially in Computational Biology, Biotechnology, Biomedical, Mechatronics, Space, Aerospace, Agriculture, and Environmental Engineering, by reducing the seats in conventional disciplines and converting some of the existing seats into these areas.
13. Research on future trends in education indicates student-centric learning needs to be given precedence.
  - a. We recommend students should be encouraged on design thinking and practical approaches to learning.
  - b. Students should also be made aware of real life socio-economic problems for them to solve using technology learnings.
  - c. Technology should be used for individual learning paths for each student.
  - d. MOE/ AICTE should make investments in innovation in education and incubate education Start-ups.
  - e. Open book examinations should be introduced wherever applicable to move students to higher order cognitive skills.
14. Finally, developing a Perspective Plan for Engineering education should be an ongoing exercise. In the backdrop of rapidly changing technology environment, Engineering education needs continuous monitoring. We recommend that one of the Industry bodies or a smaller group of Industry bodies with the help of Consultants who have a focus on education be tasked with this periodic planning exercise once every two years.

# ANNEXURE-2

## Educationally Backward (Aspirational) Districts

Sl. No.	State/Districts	Sl. No.	State/Districts
<b>ANDHRA PRADESH</b>		<b>HARYANA</b>	
1	Visakhapatnam	37	Mewat
2	Vizianagaram	<b>HIMACHAL PRADESH</b>	
<b>ANDHRA PRADESH</b>		38	Chamba
3	Y.S.R.	<b>JAMMU &amp; KASHMIR</b>	
4	Namsai	39	Baramula
<b>ASSAM</b>		40	Kupwara
5	Baksa	<b>JHARKHAND</b>	
6	Barpeta	41	Bokaro
7	Darrang	42	Chatra
8	Dhubri	43	Dumka
9	Goalpara	44	Garhwa
10	Hailakandi	45	Giridih
11	Udalguri	46	Godda
<b>BIHAR</b>		47	Gumla
12	Araria	48	Hazaribagh
13	Aurangabad	49	Khunti
14	Banka	50	Latehar
15	Begusarai	51	Lohardaga
16	Gaya	52	Pakur
17	Jamui	53	Palamu
18	Katihar	54	Pashchimi Singhbhum
19	Khagaria	55	Purbi Singhbhum
20	Muzaffarpur	56	Ramgarh
21	Nawada	57	Ranchi
22	Purnia	58	Sahibganj
23	Sheikhpura	59	Simdega
24	Sitamarhi	<b>KARNATAKA</b>	
<b>CHHATTISGARH</b>		60	Raichur
25	Bastar	61	Yadgir
26	Bijapur	<b>KERALA</b>	
27	Dakshin BastarDantewada	62	Wayanad
28	Kondagaon	<b>MADHYA PRADESH</b>	
29	Korba	63	Barwani
30	Mahasamund	64	Chhatarpur
31	Narayanpur	65	Damoh
32	Rajnandgaon	66	Guna
33	Sukma	67	Khandwa (East Nimar)
34	Uttar Bastar Kanker	68	Rajgarh
<b>GUJARAT</b>		69	Singrauli
35	Dohad	70	Vidisha
36	Narmada		



<b>MAHARASHTRA</b>		<b>RAJASTHAN</b>	
71	Gadchiroli	91	Baran
72	Nandurbar	92	Dhaulpur
73	Osmanabad	93	Jaisalmer
74	Washim	94	Karauli
<b>MANIPUR</b>		<b>SIKKIM</b>	
75	Chandel	96	West District
<b>MEGHALAYA</b>		<b>TAMIL NADU</b>	
76	Ribhoi	97	Ramanathapuram
<b>MIZORAM</b>		98	Virudhunagar
77	Mamit	<b>TELANGANA</b>	
<b>NAGALAND</b>		99	Asifabad (Adilabad)
78	Kiphire	100	Bhoopalapalli (Warangal)
<b>ODISHA</b>		101	Bhadradi - Kothagudem
79	Balangir	<b>TRIPURA</b>	
80	Dhenkanal	102	Dhalai
81	Gajapati	<b>UTTAR PRADESH</b>	
82	Kalahandi	103	Bahraich
83	Kandhamal	104	Balrampur
84	Koraput	105	Chandauli
85	Malkangiri	106	Chitrakoot
86	Nabarangapur	107	Fatehpur
87	Nuapada	108	Shrawasti
88	Rayagada	109	Siddharthnagar
<b>PUNJAB</b>		110	Sonbhadra
89	Firozpur	<b>UTTARAKHAND</b>	
90	Moga	111	Hardwar
		112	Udham Singh Nagar

## ANNEXURE-3

### Closest available Nomenclature of Under Graduate Degrees for the Diploma in Engineering and Technology (Conversion of Levels)

S. No.	Existing Nomenclature of Diploma	Closest Nomenclature of Under Graduate Degree
1	Aero Space Engineering	Aeronautical Engineering
2	Aeronautical Engineering	
3	Aircraft Maintenance Engineering (Avionics)	
4	Aircraft Maintenance Engineering	
5	Agricultural Engineering	Agriculture Engineering
6	Agricultural Technology	
7	Architectural Assistantship	Architecture Engineering
8	Interior Decoration	
9	Interior Design	
10	Automobile Engineering	Automobile Engineering
11	Automobile Engineering (Automobile Fitter)	
12	Automotive Engineering	
13	Mechanical Engineering (Automobile)	
14	Mechanical Engineering Automobile	
15	Biomedical Engineering	Biomedical Engineering
16	Biomedical Instrumentation	
17	Biotechnology	Biotechnology
18	Ceramic Engineering and Technology	Ceramic Engineering
19	Ceramic Technology	
20	Ceramics Engineering	
21	Glass and Ceramics Engineering	
22	Chemical Engineering	Chemical Engineering
23	Chemical Engineering (Fertilizer)	
24	Chemical Engineering (Oil Technology)	
25	Chemical Engineering (Petro Chemical)	
26	Chemical Engineering (Plastic and Polymer)	
27	Chemical Engineering (Sugar Technology)	
28	Chemical Technology	
29	Chemical Technology (Paint Technology)	
30	Chemical Technology (Rubber and Plastic Technology)	
31	Chemical Technology Fertilizer	
32	Chemical Technology (Rubber/ Plastic)	
33	Surface Coating Technology	
34	Technical Chemistry	
35	Civil and Environmental Engineering	
36	Civil and Rural Engineering	
37	Civil (Public Health and Environment) Engineering	
38	Civil Draftsman	

39	Civil Engineering	
40	Civil Engineering and Planning	
41	Civil Engineering (Building Services Engineering)	
42	Civil Engineering (Construction Technology)	
43	Civil Engineering (Environment and Pollution Control)	
44	Civil Engineering (Environmental Engineering)	
45	Civil Engineering (Public Health Engineering)	
46	Civil Engineering (Rural Engineering)	
47	Civil Engineering (Water Resource and Management)	
48	Civil Environmental Engineering	
49	Civil Technology	
50	Civil Engineering (Construction)	
51	Civil (SFS Mode)	
52	Construction Engineering	
53	Construction Technology	
54	Construction Technology and Management	
55	Geoinformatics and Surveying Technology	
56	Quantity Surveying and Construction Management	
57	Survey Engineering	
58	Water Resource Management	
59	Geographic Information System and Global Positioning System	
60	Transportation Engineering	
61	Water Technology and Health Science	
62	Advanced Computer Application	
63	Campus Wide Network Design and Maintenance	
64	Computer Hardware and Networking	
65	Computer and Information Science	
66	Computer Applications	
67	Computer Engineering	
68	Computer Engineering and Application	
69	Computer Hardware and Maintenance	
70	Computer Hardware and Networking	
71	Computer Networking	
72	Computer Science and Engineering	Computer Science and Engineering
73	Computer Science	
74	Computer Science and Technology	
75	Computer Science and Information Technology	
76	Computer Science and Systems Engineering	
77	Computer Software Technology	
78	Computer Technology	
79	Computer Technology and Applications	
80	Cyber Forensics and Information Security	
81	I.T. (Courseware Engineering)	
82	Information and Communication Technology	



83	Information Engineering	
84	Information Science	
85	Information Science and Engineering	
86	Information Science and Technology	
87	Information Security Management	
88	Information Technology	
89	Information Technology and Engineering	
90	Information Technology Enabled Services and Management	
91	Network Engineering	
92	Web Designing	
93	Web Technologies	
94	Advanced Communication and Information System	
95	Electronics and Computer Engineering	
96	Dairy Engineering	Dairy Engineering
97	Electrical and Electronics (Power System)	Electrical Engineering
98	Electrical and Electronics Engineering	
99	Electrical and Instrumentation Engineering	
100	Electrical and Mechanical Engineering	
101	Electrical and Power Engineering	
102	Electrical Energy Systems	
103	Electrical Engineering (Instrumentation and Control)	
104	Electrical Engineering	
105	Electrical Engineering (Electronics and Power)	
106	Electrical Engineering (Industrial Control)	
107	Electrical Machines	
108	Electrical Power Systems	
109	Power Systems Engineering	
110	Electronics and Electrical Engineering	
111	Advanced Communication and Information System	Electronics and Communication Engineering
112	Advanced Electronics and Communication Engineering	
113	Applied Electronics	
114	Applied Electronics and Instrumentation Engineering	
115	Bio Electronics	
116	Digital Communications	
117	Digital Electronics	
118	Digital Electronics and Microprocessor	
119	Digital Electronics and Communication Engineering	
120	Digital Systems	
121	Electronic Engineering	
122	Electronic Instrumentation and Control Engineering	
123	Electronic Science and Engineering	
124	Electronics	
125	Electronics and Avionics	
126	Electronics and Communication Engineering	



127	Electronics and Communication Engineering (Industry Integrated)	
128	Electronics and Communication Technology	
129	Electronics and Instrumentation Engineering	
130	Electronics and Production	
131	Electronics and Telecommunication Engineering	
132	Electronics and Telecommunication Engineering (Technology electronicRadio)	
133	Electronics and Video Engineering	
134	Electronics (Fiber Optics)	
135	Electronics (Robotics)	
136	Electronics and Communication Engineering (Microwaves)	
137	Electronics and Computer Engineering	
138	Electronics and Electrical Engineering	
139	Electronics and Telecommunication Engineering (Radio and System)	
140	Electronics Communication and Instrumentation Engineering	
141	Electronics Engineering	
142	Electronics Engineering (Industry Integrated)	
143	Electronics Engineering (Micro Electronics)	
144	Electronics Engineering (Specialization in Consumer Electronics)	
145	Electronics Engineering (Modern Consumer Electronics)	
146	Electronics Engineering With Microprocessor	
147	Electronics Instrumentation and Control Engineering	
148	Electronics Production and Maintenance	
149	Electronics Robotics	
150	Electronics Technology	
151	Embedded Systems	
152	Industrial Electronics	
153	Micro Electronics	
154	Opto-Electronics Engineering	
155	Power Electronics	
156	Telecommunication Engineering	
157	Telecommunication Technology	
158	TV and Sound Engineering	
159	Information and Communication Technology	
160	Electrical and Electronics (Power System)	
161	Electrical and Electronics Engineering	
162	Electrical Engineering (Electronics and Power)	
163	Environmental Engineering	
164	Civil Engineering (Environment and Pollution Control)	Environmental Engineering
165	Civil Engineering (Environmental Engineering)	
166	Civil Environmental Engineering	
167	Fire Technology and Safety	Fire and Safety Engineering



168	Food Processing and Preservation	Food Engineering
169	Food Processing Technology	
170	Food Technology	
171	Automation and Robotics	Instrumentation Engineering
172	Control and Instrumentation	
173	Instrument Technology	
174	Instrumentation	
175	Instrumentation and Control Engineering	
176	Instrumentation (E&C)	
177	Instrumentation Engineering	
178	Instrumentation Technology	
179	Instruments and Medical Equipment	
180	Applied Electronics and Instrumentation Engineering	
181	Electronic Instrumentation and Control Engineering	
182	Electronics and Instrumentation Engineering	
183	Electronics Robotics	
184	Electrical and Instrumentation Engineering	
185	Electrical Engineering (Instrumentation and Control)	
186	ECG Technology	
187	Automation Engineering	
188	Electronics Communication and Instrumentation Engineering	
189	Footwear Technology	Leather Technology
190	Leather and Fashion Technology	
191	Leather Goods and Footwear Tech	
192	Leather Technology	
193	Leather Technology (Footwear)	
194	Leather Technology Footwear Computer Aided Shoe Design	
195	Leather Technology Tanning	
196	Saddlery Technology and Export Management	
197	Marine Engineering and Systems	Marine Engineering
198	Marine Engineering	
199	Marine Engineering and Systems (Artificer Training)	
200	Marine Engineering and Systems	
201	CAD CAM	Mechanical Engineering
202	Design and Drafting	
203	Foundry Technology	
204	Heat Power Engineering	
205	Machine Engineering	
206	Mechanical (Computer Aided Design, Manufacture and Engineering)	
207	Mechanical CAD/CAM	
208	Mechanical Engineering(Industry Integrated)	
209	Mechanical Engineering	
210	Mechanical Engineering (Auto)	





211	Mechanical Engineering (Maintenance)	
212	Mechanical Engineering (Refrigeration and Air Conditioning)	
213	Mechanical Engineering (Tool and Die)	
214	Mechanical Engineering Automobile	
215	Mechanical Engineering Power Plant Engineering	
216	Mechanical Engineering Production	
217	Mechanical Engineering Specialization in CAD	
218	Mechanical Engineering Tool Engineering	
219	Mechanical Engineering Tube Well Engineering	
220	Mechanical Engineering (CAD/CAM)	
221	Mechanical Engineering (Foundry)	
222	Mechanical Engineering (Machine Tool Maintenance and Repairs)	
223	Mechanical Engineering (Repair and Maintenance)	
224	Mechanical Welding and Sheet Metal Engineering	
225	Navy Entry Artificer/ Diploma in Mechanical and Electrical	
226	Refrigeration and Air Conditioning	
227	Industrial Engineering and Management	
228	Maintenance Engineering	
229	Material Management	
230	Energy Systems Engineering	
231	Mechatronics	Mechatronics
232	Robotics and Mechatronics	
233	Metallurgical Engineering	
234	Metallurgy	Metallurgical Engineering
235	Metallurgy and Material Technology	
236	Artificer Training (Electronics)	
237	Artificer Training (Electrical)	
238	Artificer Training (Mechanical)	Military Engineering
239	Armament Engineering (Gun Fitter)	
240	Weapons Engineering	
241	Navy Entry Artificer/ Diploma in Mechanical and Electrical	
242	Mine Engineering	
243	Mine Surveying	
244	Mining and Mine Surveying	Mining Engineering
245	Shipbuilding Engineering	
246	Drilling Engineering	
247	Drilling Technology	
248	Paint Technology	
249	Chemical Engineering (Oil Technology)	Oil and Paint Technology
250	Chemical Technology (Paint Technology)	
251	Packaging Technology	Packaging Technology
252	Printing and Packing Technology	
253	Petrochemical Engineering	Petrochemical Engineering



254	Petrochemical Refinery	
255	Petrochemical Technology	
256	Petroleum Engineering	
257	Petroleum Technology	
258	Chemical Engineering (Petro Chemical)	
259	Pharmaceutical Chemistry and Technology	Pharmaceutical Engineering
260	Plastic and Mould Technology	
261	Plastic and Polymer Engineering	
262	Plastic Engineering	
263	Plastic Mould Technology	
264	Plastic Technology	Plastic and Polymer Technology
265	Plastics Processing and Testing	
266	Polymer Engineering and Technology	
267	Polymer Technology	
268	Plastic Process and Testing	
269	Chemical Engineering (Plastic and Polymer)	
270	Printing and Packing Technology	Printing Technology
271	Printing Technology	
272	Industrial and Production Engineering	
273	Machine Tools and Maintenance Engineering	
273	Machine Tools Technology	
274	Manufacturing Engineering	
275	Manufacturing Technology	
276	Precision Manufacturing	
277	Production and Industrial Engineering	
278	Production Engineering	
279	Production Technology	
280	Tool and Die Making	
281	Tool and Die Engineering	
282	Tool and Die Under Mechanical Engineering	
283	Tool Die and Mould Making	Production Engineering
284	Fabrication Technology	
285	Fabrication Technology and Erection Engineering	
286	CAD CAM	
287	Design and Drafting	
288	Foundry Technology	
289	Mechanical (Computer Aided Design, Manufacture and Engineering)	
290	Mechanical CAD/CAM	
291	Mechanical Engineering (Tool and Die)	
292	Mechanical Engineering Production	
293	Mechanical Engineering Tool Engineering	
294	Mechanical Engineering (CAD/CAM)	
295	Mechanical Engineering (Foundry)	
296	Mechanical Engineering (Machine Tool Maintenance and Repairs)	
297	Mechanical Welding and Sheet Metal Engineering	
298	Pulp Technology	Pulp Technology
299	Wood and Paper Technology	

300	Apparel Design and Fabric	Textile Technology
301	Apparel Design and Fabrication Technology	
302	Apparel Design and Fashion Technology	
303	Apparel Manufacture and Design	
304	Apparel Technology	
305	Computer Aided Costume Design and Dress Making	
306	Costumer Design and Dress Making	
307	Handloom and Textile Technology	
308	Textile Technology (Man Made Fibre Technology)	
309	Dress Designing and Garment Manufacturing	
310	Fashion and Clothing Technology	
311	Fashion and Design	
312	Fashion and Apparel Design	
313	Fashion Designing	
314	Fashion Designing and Garment Technology	
315	Fashion Technology	
316	Garment Technology	
317	Garment and Fashion Technology	
318	Garment Design and Fashion Technology	
319	Garment Fabrication	
320	Garment Manufacturing Technology	
321	Handloom and Textile Technology	
322	Knitting and Garment Technology	
323	Knitting Technology	
324	Textile Chemistry	
325	Textile Design	
326	Textile Designing	
327	Textile Designing Printing	
328	Textile Engineering	
329	Textile Manufactures	
330	Textile Manufacturing and Technology	
331	Textile Marketing and Management	
332	Textile Processing	
333	Textile Processing Technology	
334	Textile Technology	
335	Textile Technology (Textile Design and Weaving)	
336	Textile Technology (Manmade Fibre )	
337	CDDM (Costume Design and Dress Making)	
338	Rubber Technology	Rubber Technology
339	Chemical Technology (Rubber and Plastic Technology)	
340	Chemical Technology (Rubber/ Plastic)	
341	Hotel Management and Catering Technology	Hotel Management and Catering Technology
342	Biomedical Instrumentation	Medical Electronics
343	Medical Electronics Engineering	
344	Medical Electronics	
345	Medical Laboratory Technology	
346	Instruments and Medical Equipment	



347	Cement Technology	*
348	Engineering Education	*
349	Fisheries Technology	*
350	Home Science	*
351	Jewellery Design and Manufacture Technology	*
352	Library and Information Science	*
353	Sugar Technology	*
354	Travel and Tourism	*
355	Wood Technology	*
356	Beauty and Hair Dressing	*
357	Beauty Culture and Cosmetology	*
358	Cosmetology and Health	*
359	Applied Videography	*
360	Audiography and Sound Engineering	*
361	Cinematography	*
362	Direction Screen Play Writing and TV Production	*
363	Film and Video Editing	*
364	Film Editing and TV Production	*
365	Film Technology and TV Production (Cinematography)	*
366	Film Technology and TV Production (Film Processing)	*
367	Film Technology and TV Production (Sound Recording and Sound Engineering)	*
368	Film Technology (Animation and Visual Effects)	*
369	Photography	*
370	Sound Recording Engineering	*
371	Mass Communication	*
372	Accounts and Audit	*
373	Administration Services	*
374	Computer Application and Business Management	*
375	Finance Account and Auditing	*
376	Modern Office Management	*
377	Modern Office Management and Secretarial Practice	*
378	Modern Office Practice	*
379	Commercial and Computer Practice	*
380	Commercial Practice	*
381	Commercial Practice (KAN and ENG)	*
382	ECG Technology	*
383	Health Care Technology	*
384	Ophthalmic Technology	*
385	Technician X-Ray Technology	*
386	3-D Animation and Graphics	*
387	Animation and Multimedia Technology	*
388	Multimedia Technology	*

**Note:** The Institutions offering \* Diploma Course(s) have to continue at the same Level or may opt for the Closure of the Course.

## ANNEXURE-4

### Closest available Nomenclature of Diploma for the Under Graduate Degree in Engineering and Technology (*For conversion of Levels*)

S. No.	Existing Nomenclature of Under Graduate Degree	Closest Nomenclature of Diploma
1	Aero Space Engineering	Aeronautical Engineering
2	Aeronautical Engineering	
3	Aircraft Maintenance Engineering	
4	Agricultural Engineering	Agricultural Engineering
5	Agricultural Technology	
6	Agriculture Engineering	
7	Architectural Assistantship	Architectural Assistantship
8	Architecture and Interior Decoration	
9	Architecture Assistantship	
10	Automobile Engineering	Automobile Engineering
11	Automobile Maintenance Engineering	
12	Automotive Technology	
13	Mechanical Engineering Automobile	
14	Biomedical Engineering	Biomedical Engineering
15	Biomedical Instrumentation	
16	Electronics and Biomedical Engineering	
17	Biotechnology	Biotechnology
18	Biotechnology and Biochemical Engineering	
19	Industrial Biotechnology	
20	Ceramic Engineering and Technology	Ceramics Engineering
21	Ceramic Technology	
22	Ceramics Engineering	
23	Chemical and Electro Chemical Engineering	Chemical Engineering
24	Biochemical Engineering	
25	Chemical Engineering	
26	Chemical Engineering (Plastic and Polymer)	
27	Chemical Technology	
28	Dye Stuff Technology	
29	Surface Coating Technology	
30	Oil and Paint Technology	Surface Coating Technology
31	Oil Technology	
32	Oils, Oleo chemicals and Surfactants Technology	
33	Paint Technology	Chemical Engineering (Oil Technology)
34	Building and Construction Technology	
35	Construction Engineering	
36	Construction Technology	
37	Construction Technology and Management	Civil Engineering (Construction Technology)



38	Civil Engineering (Construction Technology)	Civil and Environmental Engineering
39	Civil and Infrastructure Engineering	
40	Civil and Environmental Engineering	
41	Environment Engineering	
42	Environmental Engineering	
43	Environmental Science and Engineering	
44	Environmental Science and Technology	
45	Civil Engineering (Environmental Engineering)	
46	Civil Engineering (Public Health Engineering)	Civil Engineering
47	Civil and Rural Engineering	
48	Civil Technology	
49	Civil and Water Management Engineering	
50	Civil Engineering	
51	Civil Engineering and Planning	
52	Construction Engineering and Management	Geo informatics and Surveying Technology
53	Geo Informatics	
54	3-D Animation and Graphics	3-D Animation and Graphics
55	Advanced Computer Application	
56	Computer and Communication Engineering	Computer Engineering Computer Science and Engineering
57	Computer Engineering	
58	Computer Engineering and Application	
59	Computer Networking	
60	Computer Science and Engineering	
61	Computer Science	
62	Computer Science and Technology	
63	Computer Science and Information Technology	
64	Computer Science and Systems Engineering	
65	Computer Technology	
66	Computing in Computing	
67	Computing in Multimedia	
68	Computing in Software	
69	Information and Communication Technology	
70	Information Engineering	
71	Information Science and Engineering	
72	Information Science and Technology	
73	Information Technology	
74	Information Technology and Engineering	
75	Software Engineering	Dairy Engineering
76	Dairy Engineering	
77	Dairy Technology	



78	Electrical and Computer Engineering	Electrical Engineering Electrical and Electronics Engineering
79	Electrical and Electronics (Power System)	
80	Electrical and Electronics Engineering	
81	Electrical and Instrumentation Engineering	
82	Electrical Engineering	
83	Electronics and Electrical Engineering	
84	Electrical Engineering (Electronics and Power)	
85	Electrical Instrumentation and Control Engineering	
86	Electrical, Electronics and Power	Electrical and Power Engineering
87	Electrical and Mechanical Engineering	
88	Electrical and Power Engineering	
89	Electrical Engineering Industrial Control	Advanced Electronics and Communication Engineering
90	Advanced Communication and Information System	
91	Advanced Electronics and Communication Engineering	
92	Applied Electronics and Instrumentation Engineering	
93	Applied Electronics and Communications	
94	Communication Engineering	Digital Electronics
95	Digital Techniques for Design and Planning	
96	Electronic Engineering	Electronics and Communication Engineering
97	Electronic Science and Engineering	
98	Electronics	
99	Electronics and Communication Engineering	
100	Electronics and Communication Engineering (IndustryIntegrated)	Electronics and Telecommunication Engineering
101	Electronics and Instrumentation Engineering	
102	Electronics and Telecommunication Engineering	
103	Electronics and Telecommunication Engineering(Technologynician Electronic Radio)	
104	Electronics Communication and Instrumentation Engineering	
105	Radio Physics and Electronics	
106	Applied Electronics and Instrumentation Engineering	
107	Telecommunication Engineering	
108	Electronics and Biomedical Engineering	
109	Electronics and Communication Engineering (Microwaves)	
110	Electronics and Communication Engineering	Electronics and Electrical Engineering
111	Electronics and Computer Science	
112	Electronics and Control Systems	
113	Electronics and Electrical Engineering	
114	Electronics and Power Engineering	
115	Electronics and Telematics Engineering	
116	Electronics Design Technology	
117	Electronics Engineering	
118	Electronics Instrumentation and Control Engineering	



119	Electronics System Engineering	
120	Electronics Technology	
121	Optics and Optoelectronics	Opto-Electronics Engineering
122	Power Electronics	
123	Power Electronics and Instrumentation Engineering	Power Electronics
124	Power Electronics Engineering	
125	Fire Technology and Safety	
126	Safety and Fire Engineering	Fire Technology and Safety
127	Food Engineering and Technology	
128	Food Processing and Preservation	
129	Food Processing Technology	Food Technology
130	Food Technology	
131	Food Technology and Management	
132	Automation and Robotics	
133	Automation Engineering	Automation Engineering
134	Instrument Technology	
135	Instrumentation	
136	Instrumentation and Control Engineering	
137	Instrumentation and Electronics	Instrumentation Engineering
138	Instrumentation Engineering	
139	Instrumentation Technology	
140	Robotics and Automation	Automation and Robotics
141	Medical Electronics Engineering	
142	Medical Electronics	Medical Electronics Engineering
143	Medical Lab Technology	
144	Foot Wear Technology	Footwear Technology
145	Leather Technology	Leather Technology
146	Naval Architecture and Ship Building Engineering	
147	Shipbuilding Engineering	Shipbuilding Engineering
148	Marine Engineering	
149	Marine Technology	Marine Engineering
150	Industrial and Production Engineering	
151	Industrial Engineering	
152	Industrial Engineering and Management	Industrial and Production Engineering
153	Mechanical Engineering (Production)	
154	Production and Industrial Engineering	
155	Production Engineering	
156	Manufacturing Engineering	
157	Manufacturing Engineering and Automation	
158	Manufacturing Engineering and Technology	Manufacturing Engineering
159	Manufacturing Process and Automation Engineering	
160	Manufacturing Science and Engineering	
161	Manufacturing Technology	
162	Mechanical and Automation Engineering	Mechanical Engineering

163	Mechanical Engineering (Industry Integrated)	
164	Mechanical Engineering	
165	Power Engineering	
166	Mechanical Engineering (Automobile)	Mechanical Engineering (Automobile)
167	Mechanical Engineering Automobile	
168	Mechanical Engineering (Repair and Maintenance)	
169	Precision Manufacturing	Mechatronics
170	Mechatronics	
171	Mechatronics Engineering	
172	Tool Engineering	Tool and Die Engineering
173	Material Science and Technology	Metallurgical Engineering
174	Metallurgical and Materials Engineering	
175	Metallurgical Engineering	
176	Metallurgy	
177	Metallurgy and Material Technology	Mining Engineering
178	Mine Engineering	
179	Mining Engineering	
180	Packaging Technology	Printing and Packing Technology
181	Printing and Packing Technology	
182	Printing Technology	
183	Petrochem and Petroleum Refinery Engineering	Petroleum Engineering
184	Petrochemical Engineering	
185	Petrochemical Technology	
186	Petroleum Engineering	
187	Petroleum Technology	
188	Pharmaceuticals and Fine Chemical Technology Pharmaceutical Chemistry and Technology	Pharmaceutical Chemistry and Technology
189	Pharmaceutical Chemistry and Technology	
190	Plastic and Polymer Engineering	Plastic and Polymer Engineering
191	Plastics Engineering	
192	Plastics Technology	
193	Polymer Engineering	
194	Polymer Engineering and Technology	
195	Polymer Science and Chemical Technology	
196	Polymer Science and Technology	
197	Polymer Technology	
198	Pulp Technology	Pulp Technology
199	Apparel and Production Management	Apparel Manufacture and Design
200	Fashion and Apparel Technology	Fashion and Apparel Design
201	Fashion and Apparel Engineering	
202	Fashion Technology	
203	Fibres and Textiles Processing Technology	Textile Processing Technology
204	Jute and Fibre Technology	
205	Man Made Fibre Technology	

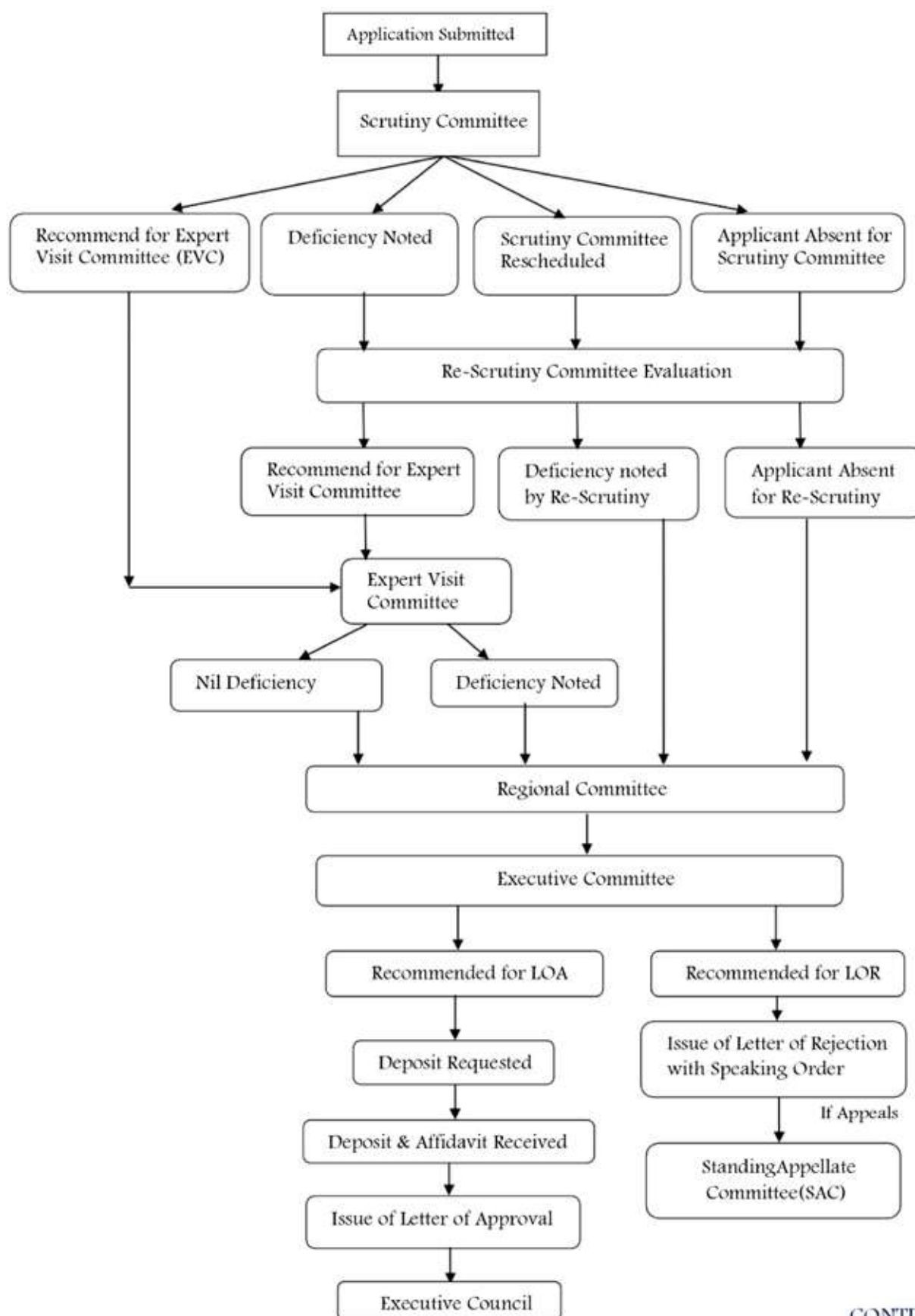


206	Man-Made Textile Technology	
207	Silk Technology	Textile Engineering
208	Textile Chemistry	
209	Textile Engineering	
210	Textile Plant Engineering	
211	Textile Processing	
212	Textile Technology	
213	Rubber Technology	Rubber Technology
214	Cement and Ceramic Technology	Cement Technology
215	Nano Science and Technology	*
216	Nano Technology	*
217	Nano Technology and Robotics	*
218	Planning	*
219	Energy and Environmental Management	*
220	Energy Engineering	*
221	Airline Management	*

**NOTE:** The Institutions offering \* Degree Course(s) have to continue at the same Level or may opt for the Closure of the Course.

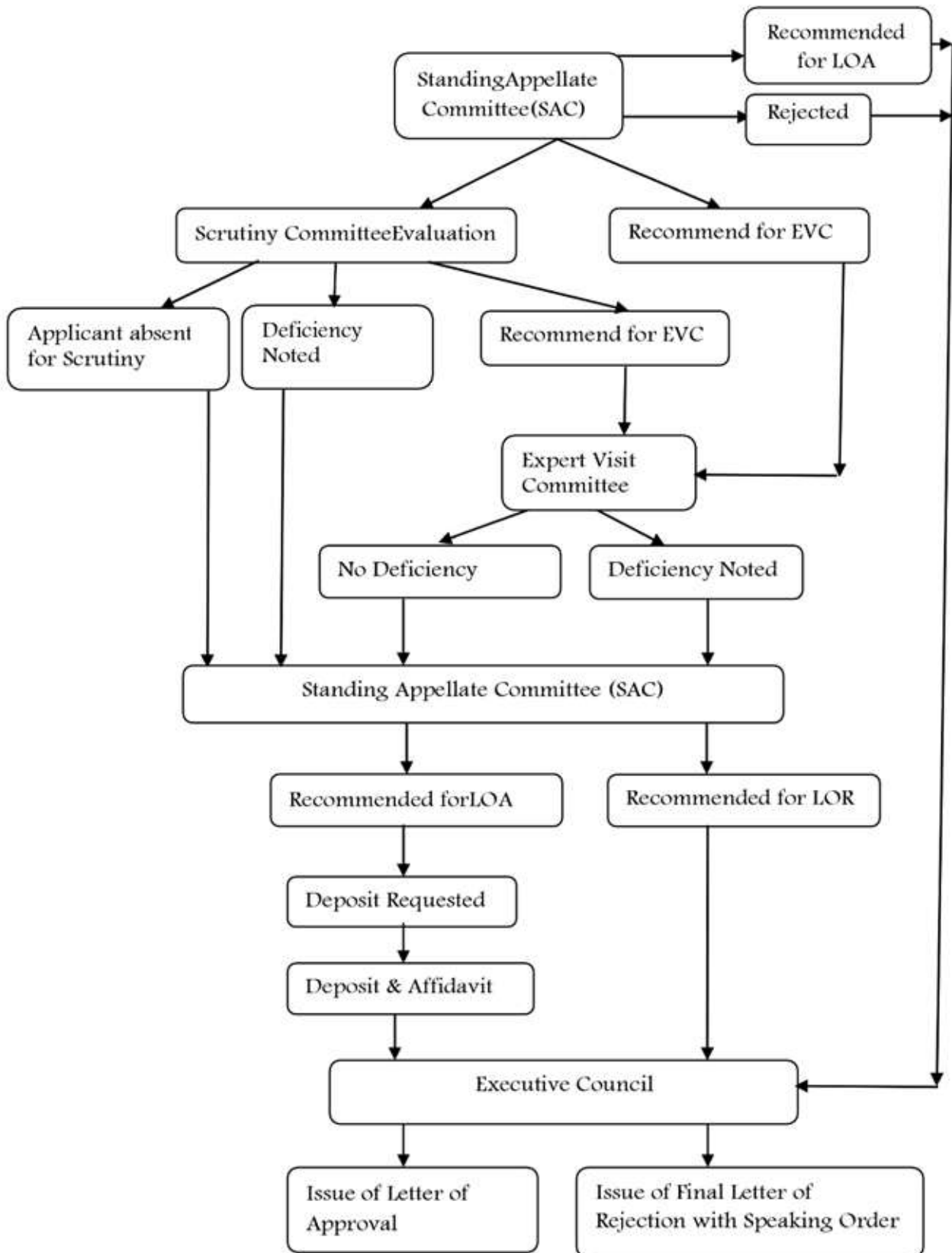
## ANNEXURE-5

### Process Flow Chart for the Establishment of a New Technical Institution Issue of LoA/ LoR



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## ANNEXURE-6

### Major Disciplines, their corresponding Courses and Relevant/ Appropriate Branch of Under Graduate Degree in Engineering and Technology

Major Disciplines	Corresponding Course(s)	Under Graduate Degree Courses permissible for Merger
Aeronautical Engineering	Aeronautical Engineering	Aero Space Engineering
		Aeronautical Engineering
		Aircraft Maintenance Engineering
Agriculture Engineering	Agriculture Engineering	Agricultural Engineering
		Agricultural Technology
		Agriculture Engineering
Architecture and Planning	Architecture	Architectural Assistantship
		Architectural Engineering
		Architecture and Interior Decoration
		Architecture Assistantship
		Architecture
		Architecture (Interior Design)
		Building Engineering and Construction Management
	Planning	Environmental Planning
		Infrastructure Planning
		Planning
		Urban and Regional Planning
		Urban Design
		Urban Planning
		Urban Regeneration
Urban Transport Planning and Management		
Biotechnology	Biotechnology	Biotechnology
		Biotechnology and Biochemical Engineering
		Industrial Biotechnology
Ceramic Engineering	Ceramic Engineering	Cement and Ceramic Technology
		Ceramic Engineering and Technology
		Ceramic Technology
		Ceramics Engineering
Civil Engineering	Civil Engineering	Building and Construction Technology
		Civil and Rural Engineering
		Civil Engineering
		Civil Engineering and Planning
		Civil Engineering (Construction Technology)
		Civil and Infrastructure Engineering
		Civil Technology
		Construction Engineering
		Construction Engineering and Management
		Construction Technology
		Construction Technology and Management
		Geo Informatics



	Environment Engineering	Civil and Environmental Engineering	
		Civil Engineering (Environmental Engineering)	
		Civil Engineering Environment and Pollution Control	
		Environment Engineering	
		Environmental Engineering	
		Environmental Science and Engineering	
		Environmental Science and Technology	
		Civil Engineering (Environmental Engineering)	
		Civil Engineering (Public Health Engineering)	
		Environmental Planning	
	Water Resources	Civil and Water Management Engineering	
Computer Science and Engineering	Computer Science and Engineering	3-D Animation and Graphics	
		Advanced Computer Application	
		Computer and Communication Engineering	
		Computer Engineering	
		Computer Engineering and Application	
		Computer Networking	
		Computer Science and Engineering	
		Computer Science	
		Computer Science and Technology	
		Computer Science and Information Technology	
		Computer Science and Systems Engineering	
		Computer Technology	
		Computing in Computing	
		Computing in Multimedia	
		Computing in Software	
		Electrical and Computer Engineering	
		Electronics and Computer Science	
		Electronics and Computer Engineering	
		Mathematics and Computing	
		Software Engineering	
	Information Technology	Information and Communication Technology	
		Information Engineering	
		Information Science and Engineering	
		Information Science and Technology	
		Information Technology and Engineering	
	Chemical Engineering	Chemical Engineering	Chemical and Electro Chemical Engineering
			Biochemical Engineering
			Chemical Engineering
Chemical Engineering (Plastic and Polymer)			
Chemical Technology			
Dye Stuff Technology			
Surface Coating Technology			
Oil and Paint Technology		Oil and Paint Technology	
		Oil Technology	



		Oils, Oleo Chemicals and Surfactants Technology
		Paint Technology
	Petrochemical Engineering	Petrochem and Petroleum Refinery Engineering
		Petrochemical Engineering
		Petrochemical Technology
		Petroleum Engineering
		Petroleum Technology
	Plastic and Polymer Technology	Plastic and Polymer Engineering
		Plastics Engineering
		Plastics Technology
		Polymer Engineering
		Polymer Engineering and Technology
		Polymer Science and Chemical Technology
Polymer Science and Technology		
Polymer Technology		
Dairy Engineering	Dairy Engineering	Dairy Engineering
		Dairy Technology
Electrical Engineering	Electrical Engineering	Electrical and Computer Engineering
		Electrical and Electronics (Power System)
		Electrical and Electronics Engineering
		Electrical and Instrumentation Engineering
		Electrical and Mechanical Engineering
		Electrical and Power Engineering
		Electrical Engineering
		Electrical Engineering (Electronics and Power)
		Electrical Engineering Industrial Control
		Electrical Instrumentation and Control Engineering
		Electrical, Electronics and Power
		Electronics and Computer Science
		Electronics and Electrical Engineering
Electronics and Power Engineering		
Energy Engineering	Energy Engineering	Energy and Environmental Management
		Energy Engineering
Electronics Engineering	Electronics Engineering	Biomedical Engineering
		Digital Techniques for Design and Planning
		Electrical and Electronics Engineering
		Electrical, Electronics and Power
		Electronic Engineering
		Electronic Science and Engineering
		Electronics
		Electronics and Computer Science
		Electronics and Computer Engineering
		Electronics and Control Systems
		Electronics and Electrical Engineering
		Electronics and Power Engineering
Electronics Design Technology		



		Electronics Engineering
		Electronics System Engineering
		Electronics Technology
		Optics and Optoelectronics
		Power Electronics
		Power Electronics Engineering
		Radio Physics and Electronics
	Electronics and Communication Engineering	Advanced Communication and Information System
		Advanced Electronics and Communication Engineering
		Applied Electronics and Communications
		Biomedical Engineering
		Communication Engineering
		Electronics and Communication Engineering
		Electronics and Communication Engineering (Industry Integrated)
		Electronics and Telecommunication Engineering
		Electronics and Telecommunication Engineering (Technologynician Electronic Radio)
		Electronics and Communication Engineering (Microwaves)
		Electronics Communication and Instrumentation Engineering
		Electronics and Telematics Engineering
		Telecommunication Engineering
		Instrumentation Engineering
	Automation and Robotics	
	Automation Engineering	
	Biomedical Instrumentation	
	Electrical Engineering Industrial Control	
	Electrical Instrumentation and Control Engineering	
	Electronic Instrumentation and Control Engineering	
	Electronics and Instrumentation Engineering	
	Applied Electronics and Instrumentation Engineering	
	Electronics and Instrumentation Engineering	
	Electronics Instrumentation and Control Engineering	
	Power Electronics and Instrumentation Engineering	
	Electronics and Control Systems	
Electronics Communication and Instrumentation Engineering		
Electronics Instrumentation and Control Engineering		
Instrument Technology		
Instrumentation		
Instrumentation and Control Engineering		
Instrumentation and Electronics		
Instrumentation Engineering		
Instrumentation Technology		
Power Electronics and Instrumentation Engineering		
Robotics and Automation		
Mechatronics Engineering	Mechatronics	
	Mechatronics Engineering	
	Medical Electronics Engineering	



	Medical Electronics	Medical Electronics	
		Medical Lab Technology	
		Electronics and Biomedical Engineering	
Mechanical Engineering	Mechanical Engineering	Electrical and Mechanical Engineering	
		Mechanical Engineering (Industry Integrated)	
		Mechanical Engineering	
		Mechanical Engineering (Repair and Maintenance)	
		Power Engineering	
	Production Engineering	Industrial and Production Engineering	
		Machine Engineering	
		Manufacturing Engineering	
		Manufacturing Engineering and Automation	
		Manufacturing Engineering and Technology	
		Manufacturing Process and Automation Engineering	
		Manufacturing Science and Engineering	
		Manufacturing Technology	
		Mechanical Engineering (Production)	
		Precision Manufacturing	
		Production and Industrial Engineering	
		Production Engineering	
		Tool Engineering	
	Automobile Engineering	Automobile Engineering	
		Automobile Maintenance Engineering	
		Automotive Technology	
		Mechanical Engineering (Automobile)	
	Industrial Engineering	Mechanical Engineering Automobile	
		Industrial and Production Engineering	
		Industrial Engineering	
	Mechatronics Engineering	Industrial Engineering and Management	
		Mechanical and Automation Engineering	
		Mechatronics	
	Fire and Safety Engineering	Fire and Safety Engineering	Mechatronics Engineering
			Fire Technology and Safety
Food Engineering	Food Engineering	Safety and Fire Engineering	
		Food Engineering and Technology	
		Food Processing and Preservation	
		Food Processing Technology	
		Food Technology	
Leather Technology	Leather Technology	Food Technology and Management	
		Foot Wear Technology	
Marine Engineering	Marine Engineering	Leather Technology	
		Naval Architecture and Ship Building Engineering	
		Shipbuilding Engineering	
		Marine Engineering	
		Marine Technology	
		Material Science and Technology	



Metallurgy Engineering	Metallurgy Engineering	Metallurgical and Materials Engineering
		Metallurgical Engineering
		Metallurgy
		Metallurgy and Material Technology
Military Engineering	Military Engineering	Military Engineering
Mining Engineering	Mining Engineering	Mine Engineering
		Mining Engineering
Nano Technology	Nano Technology	Nano Science and Technology
		Nano Technology
		Nano Technology and Robotics
Nuclear Science And Technology	Nuclear Science And Technology	Nuclear Science and Technology
Packaging Technology	Packaging Technology	Packaging Technology
		Printing and Packing Technology
Pharmaceutical Engineering	Pharmaceutical Engineering	Pharmaceuticals and Fine Chemical Technology
		Pharmaceutical Chemistry and Technology
Printing Engineering	Printing Engineering	Printing and Packing Technology
		Printing Technology
Textile Engineering	Textile Engineering	Fibres and Textiles Processing Technology
		Jute and Fibre Technology
		Man Made Fibre Technology
		Man-Made Textile Technology
		Silk Technology
		Textile Engineering
		Textile Plant Engineering
		Textile Processing
		Textile Technology
	Fashion Technology	Fashion Technology
		Apparel and Production Management
		Fashion and Apparel Technology
		Fashion and Apparel Engineering
	Textile Chemistry	Textile Chemistry



## ANNEXURE-7

### Major Disciplines, their corresponding Courses and Relevant/ Appropriate Branch of Diploma in Engineering and Technology

Major Discipline	Corresponding Courses (if any)	Diploma Courses permissible for Merger	
Aeronautical Engineering		Aero Space Engineering	
		Aeronautical Engineering	
		Aircraft Maintenance Engineering (Avionics)	
		Aircraft Maintenance Engineering	
Agriculture Engineering		Agricultural Engineering	
		Agricultural Technology	
Architecture		Architectural Assistantship	
		Interior Decoration	
		Interior Design	
Biotechnology		Biotechnology	
Ceramic Engineering		Ceramic Engineering and Technology	
		Ceramic Technology	
		Ceramics Engineering	
		Glass and Ceramics Engineering	
Chemical Engineering	Chemical Engineering	Chemical Engineering	
		Chemical Engineering (Fertilizer)	
		Chemical Engineering (Oil Technology)	
		Chemical Engineering (Petro Chemical)	
		Chemical Engineering (Plastic and Polymer)	
		Chemical Engineering (Sugar Technology)	
		Chemical Engineering	
		Chemical Technology	
		Chemical Technology (Paint Technology)	
		Chemical Technology (Rubber and Plastic Technology)	
		Chemical Technology Fertilizer	
		Chemical Technology (Rubber/ Plastic)	
		Surface Coating Technology	
		Technical Chemistry	
	Oil and Paint Technology		Paint Technology
			Chemical Engineering (Oil Technology)
			Chemical Technology (Paint Technology)
	Petrochemical Engineering		Petrochemical Engineering
			Petrochemical Refinery
			Petrochemical Technology
Petroleum Engineering			
Petroleum Technology			
Chemical Engineering (Petro Chemical)			
		Plastic and Mould Technology	



	Plastic and Polymer Technology	Plastic and Polymer Engineering	
		Plastic Engineering	
		Plastic Mould Technology	
		Plastic Technology	
		Plastics Processing and Testing	
		Polymer Engineering and Technology	
		Polymer Technology	
		Plastic Process and Testing	
		Chemical Engineering (Plastic and Polymer)	
Civil Engineering	Civil Engineering	Civil and Rural Engineering	
		Civil (SFS Mode)	
		Civil Draftsman	
		Civil Engineering	
		Civil Engineering and Planning	
		Civil Engineering (Building Services Engineering)	
		Civil Engineering (Construction Technology)	
		Civil Engineering (Construction)	
		Civil Engineering (Rural Engineering)	
		Civil Technology	
		Construction Engineering	
		Construction Technology	
		Construction Technology and Management	
		Geoinformatics and Surveying Technology	
		Geographic Information System and Global Positioning System	
		Quantity Surveying and Construction Management	
		Survey Engineering	
		Transportation Engineering	
		Environment Engineering	Civil and Environmental Engineering
	Civil (Public Health and Environment) Engineering		
	Civil Engineering (Environment and Pollution Control)		
	Civil Engineering (Environmental Engineering)		
	Civil Engineering (Public Health Engineering)		
	Civil Environmental Engineering		
	Civil Environmental Engineering		
	Environmental Engineering		
	Water Resources Engineering	Water Resource Management	
		Civil Engineering (Water Resource and Management)	
		Water Technology and Health Science	
	Computer Science and Engineering	Computer Science Engineering	Advanced Computer Application
			Campus Wide Network Design and Maintenance
			Computer Hardware and Networking
			Computer Applications
Computer Engineering			
Computer Engineering and Application			
Computer Hardware and Maintenance			
Computer Hardware and Networking			
Computer Networking			



		Computer Science and Engineering
		Computer Science
		Computer Science and Technology
		Computer Science and Systems Engineering
		Computer Software Technology
		Computer Technology
		Computer Technology and Applications
		Cyber Forensics and Information Security
		Computer Applications
		Network Engineering
		Web Designing
		Web Technologies
		Electronics and Computer Engineering
	Information Technology	Computer Science and Information Technology
		Information and Communication Technology
		Information Engineering
		Information Science
		Information Science and Engineering
		Information Science and Technology
		Information Security Management
		Information Technology
		Information Technology and Engineering
		Information Technology Enabled Services and Management
Advanced Communication and Information System		
I.T. (Courseware Engineering)		
Computer and Information Science		
Dairy Engineering		Dairy Engineering
Electrical Engineering		Electrical and Electronics (Power System)
		Electrical and Electronics Engineering
		Electrical and Instrumentation Engineering
		Electrical and Mechanical Engineering
		Electrical and Power Engineering
		Electrical Energy Systems
		Electrical Engineering (Instrumentation and Control)
		Electrical Engineering
		Electrical Engineering (Electronics and Power)
		Electrical Engineering (Industrial Control)
		Electrical Machines
		Electrical Power Systems
		Power Systems Engineering
Electronics and Electrical Engineering		
Electronics and Communication Engineering	Electronics Engineering	Applied Electronics
		Digital Electronics
		Digital Electronics and Microprocessor
		Digital Systems
		Electrical and Electronics (Power System)



		Electrical and Electronics Engineering
		Electrical and Electronics Engineering
		Electrical Engineering (Electronics and Power)
		Electronic Engineering
		Electronic Science and Engineering
		Electronics
		Electronics and Avionics
		Electronics and Production
		Electronics and Video Engineering
		Electronics and Computer Engineering
		Electronics and Electrical Engineering
		Electronics Engineering
		Electronics Engineering (Industry Integrated)
		Electronics Engineering (Micro Electronics)
		Electronics Engineering (Modern Consumer Electronics)
		Electronics Engineering (Specialization in Consumer Electronics)
		Electronics Engineering With Microprocessor
		Electronics Production and Maintenance
		Electronics Technology
		Embedded Systems
		Industrial Electronics
		Micro Electronics
		Power Electronics
	Electronics and Communication Engineering	Digital Electronics and Communication Engineering
		Electronics (Fiber Optics)
		Opto-Electronics Engineering
		Electronics and Communication Engineering
		Electronics and Communication Engineering (Industry Integrated)
		Electronics and Communication Technology
		Advanced Communication and Information System
		Advanced Electronics and Communication Engineering
		Electronics and Telecommunication Engineering
		Electronics and Telecommunication Engineering (Technology electronic Radio)
		Digital Communications
		Electronics and Communication Engineering (Microwaves)
		Electronics and Telecommunication Engineering (Radio and System)
		Electronics Communication and Instrumentation Engineering
		Telecommunication Engineering
		Telecommunication Technology
		TV and Sound Engineering
	Information and Communication Technology	
	Applied Electronics and Instrumentation Engineering	



	Instrumentation Engineering	Automation and Robotics
		Automation Engineering
		Control and Instrumentation
		Biomedical Instrumentation
		Electrical and Instrumentation Engineering
		Electrical Engineering (Instrumentation and Control)
		Electronic Instrumentation and Control Engineering
		Electronics and Instrumentation Engineering
		Electronics (Robotics)
		Electronics Communication and Instrumentation Engineering
		Electronics Robotics
		Industrial Electronics
		Instrument Technology
		Instrumentation
		Instrumentation and Control Engineering
		Instrumentation (E&C)
	Instrumentation Engineering	
	Instrumentation Technology	
	Medical Electronics Engineering	Bio Electronics
		Biomedical Engineering
Medical Electronics Engineering		
Medical Electronics		
Biomedical Instrumentation		
Fire and Safety Engineering		Fire Technology and Safety
Food Engineering		Food Processing and Preservation
		Food Processing Technology
		Food Technology
Leather Technology		Footwear Technology
		Leather and Fashion Technology
		Leather Goods and Footwear Tech
		Leather Technology
		Leather Technology (Footwear)
		Leather Technology Footwear Computer Aided Shoe Design
		Leather Technology Tanning
	Saddlery Technology and Export Management	
Marine Engineering		Marine Engineering and Systems
		Marine Engineering
		Marine Engineering and Systems (Artificer Training)
		Marine Engineering and Systems
Mechanical Engineering	Automobile Engineering	Automobile Engineering
		Automobile Engineering (Automobile Fitter)
		Automotive Engineering
		Mechanical Engineering (Automobile)



		Mechanical Engineering Auto Mobile
		Energy Systems Engineering
		Heat Power Engineering
		Maintenance Engineering
		Mechanical Engineering (Industry Integrated)
		Mechanical Engineering
		Mechanical Engineering (Maintenance)
		Mechanical Engineering (Refrigeration and Air Conditioning)
		Mechanical Engineering Power Plant Engineering
		Mechanical Engineering Tube Well Engineering
		Mechanical Engineering (Repair and Maintenance)
		Navy Entry Artificer/ Diploma in Mechanical and Electrical
		Refrigeration and Air Conditioning
	Production Engineering	CAD CAM
		Design and Drafting
		Fabrication Technology
		Fabrication Technology and Erection Engineering
		Foundry Technology
		Industrial and Production Engineering
		Industrial Engineering and Management
		Machine Engineering
		Machine Tools and Maintenance Engineering
		Machine Tools Technology
		Manufacturing Engineering
		Manufacturing Technology
		Material Management
		Mechanical (Computer Aided Design, Manufacture and Engineering)
		Mechanical CAD/ CAM
		Mechanical Engineering (Automobile)
		Mechanical Engineering (Tool and Die)
		Mechanical Engineering Automobile
		Mechanical Engineering Production
		Mechanical Engineering Specialization in CAD
		Mechanical Engineering Tool Engineering
		Mechanical Engineering (CAD/ CAM)
		Mechanical Engineering (Foundry)(SW)
		Mechanical Engineering (Machine Tool Maintenance and Repairs)
		Mechanical Welding and Sheet Metal Engineering
		Precision Manufacturing
		Production and Industrial Engineering
	Production Engineering	
	Production Technology	





		Tool and Die Making
		Tool and Die Engineering
		Tool and Die Under Mechanical Engineering
		Tool Die and Mould Making
	Mechatronics	Mechatronics
		Robotics and Mechatronics
Metallurgy Engineering		Metallurgical Engineering
		Metallurgy
		Metallurgy and Material Technology
Military Engineering		Artificer Training (Electronics)
		Artificer Training (Electrical)
		Artificer Training (Mechanical)
		Armament Engineering (Gun Fitter)
		Weapons Engineering
		Navy Entry Artificer/ Diploma in Mechanical and Electrical
Mining Engineering		Mine Engineering
		Mine Surveying
		Mining and Mine Surveying
		Shipbuilding Engineering
		Drilling Engineering
		Drilling Technology
Packaging Technology		Packaging Technology
		Printing and Packing Technology
Pharmaceutical Engineering		Pharmaceutical Chemistry and Technology
Printing Engineering		Printing and Packing Technology
		Printing Technology
Pulp Technology		Pulp Technology
		Wood and Paper Technology
Textile Engineering		Apparel Design and Fabric
		Apparel Design and Fabrication Technology
		Apparel Design and Fashion Technology
		Apparel Manufacture and Design
		Apparel Technology
		Computer Aided Costume Design and Dress Making
		Costumer Design and Dress Making
		Handloom and Textile Technology
		Textile Technology (Man Made Fibre Technology)
		Dress Designing and Garment Manufacturing
		Fashion and Clothing Technology
		Fashion and Design
		Fashion and Apparel Design
		Fashion Designing
		Fashion Designing and Garment Technology
	Fashion Technology	



		Garment Technology
		Garment and Fashion Technology
		Garment Design and Fashion Technology
		Garment Fabrication
		Garment Manufacturing Technology
		Handloom and Textile Technology
		Knitting and Garment Technology
		Knitting Technology
		Textile Chemistry
		Textile Design
		Textile Designing
		Textile Designing Printing
		Textile Engineering
		Textile Manufactures
		Textile Manufacturing and Technology
		Textile Marketing and Management
		Textile Processing
		Textile Processing Technology
		Textile Technology
		Textile Technology (Textile Design and Weaving)
		Textile Technology (Manmade Fibre)
		CDDM (Costume Design and Dress Making)
Biomedical Engineering		Biomedical Engineering
		ECG Technology
		Health Care Technology
		Instruments and Medical Equipment
		Medical Laboratory Technology
		Ophthalmic Technology
		Technician X-Ray Technology
Multimedia Technology		3-D Animation and Graphics
		Animation and Multimedia Technology
		Multimedia Technology
Office Management/ Commercial Practice		Accounts and Audit
		Administration Services
		Computer Application and Business Management
		Finance Account and Auditing
		Modern Office Management
		Modern Office Management and Secretarial Practice
		Modern Office Practice
		Commercial and Computer Practice
		Commercial Practice
		Commercial Practice (KAN and ENG)
Rubber		Rubber Technology
		Chemical Technology (Rubber and Plastic Technology)
		Chemical Technology (Rubber/ Plastic)



Cosmetology	Beauty and Hair Dressing
	Beauty Culture and Cosmetology
	Cosmetology and Health
Cinematography	Applied Videography
	Audiography and Sound Engineering
	Cinematography
	Direction Screen Play Writing and TV Production
	Film and Video Editing
	Film Editing and TV Production
	Film Technology and TV Production (Cinematography)
	Film Technology and TV Production (Film Processing)
	Film Technology and TV Production (Sound Recording and Sound Engineering)
	Film Technology (Animation and Visual Effects)
	Photography
	Sound Recording Engineering
Hotel Management	Hotel Management and Catering Technology
Journalism and Mass Communication	Mass Communication
Cement Technology	Cement Technology
Engineering Education	Engineering Education
Fisheries Technology	Fisheries Technology
Home science	Home Science
Jewellery Design and Manufacture Technology	Jewellery Design and Manufacture Technology
Library and Information Science	Library and Information Science
Sugar Technology	Sugar Technology
Travel and Tourism	Travel and Tourism
Wood Technology	Wood Technology

# ANNEXURE-8

## State Wise Competent Authorities to issue Certificates with Respect to the Land/ Building

State	Land use Certificate	Land Conversion Certificate	Khasra Plan/ Master Plan	Land Classification (Urban/ Rural)	Site Plan	Building Plan	Occupation Certificate
<b>Central Region</b>							
Chhattisgarh	Urban and Rural - Town and Country Planning	Urban and Rural - Sub Divisional Magistrate/ Diversion Office	Urban - Tahsildar; Rural - Patwari	Urban and Rural-Town and Country Planning	Urban and Rural - Town and Country Planning	Urban - Municipal Corporation; Rural- Town and Country Planning	Town and Country Planning, Municipal Corporation
Gujrat	Urban-Urban Development Authority/ Municipal Corporation; Rural-Town Planner and Valuation Department	Urban and Rural - Collector	Urban - Mamaltar/ Talati; Rural - Mamaltar/ Talati cum Mantri/ District Development Officer	Urban - Urban Development Authority; Rural - Mamaltar/ Talati	Urban - Town Planner; Rural-Taluka Development Officer	Urban- Urban Development Authority/ Town Planner; Rural - Town Planner/ Taluka Development Officer	Nagar Palika, Town Planner, Nagar Panchayat, Commissioner of Municipal Corporation, Collector
Madhya Pradesh	Urban and Rural - Town and Country Planning	Urban and Rural -Sub Divisional Magistrate/ Tahsildar	Urban - Tahsildar; Rural - Patwari/ Tahsildar	Urban-Collector/ Nagar Nigam/ Nagarpalika; Rural-Gram Panchayat/Jila Panchayat	Urban and Rural - Town and Country Planning	Urban-Municipal Corporation/ Nagar Palik Nigam; Rural - Gram Panchayat/ JilaPanchayat	Nagar Palika, Town Planner, Nagar Panchayat, Commissioner of Municipal Corporation, Collector, Village Panchayat
<b>Eastern Region</b>							
Andaman and Nicobar	Chief Engineer, APWD for notified Area	SDM, Deputy Commissioner Office	SDM, Deputy Commissioner Office	Chief Engineer, APWD for notified Area	Chief Engineer, APWD for notified Area	Rural - Panchayat Urban -Andaman Public Works Institutions/ Port Blair Municipal Council for Private Institutions	Andaman Public Works Department

## State Wise Competent Authorities to issue Certificates with Respect to the Land/ Building

State	Land use Certificate	Land Conversion Certificate	Khasra Plan/ Master Plan	Land Classification (Urban/ Rural)	Site Plan	Building Plan	Occupation Certificate
Arunachal Pradesh	Deputy Commissioner, Govt. of Arunachal Pradesh	Department of Land Management, Govt. of Arunachal Pradesh	Deputy Commissioner, Govt. of Arunachal Pradesh	Deputy Commissioner, Govt. of Arunachal Pradesh	Prepared by various Engineering Departments and approved by the Directorate of Higher and Technical Education		The Deputy Commissioner of the respective Districts
Assam	Urban and Rural- Revenue Circle Office	Urban and Rural - Revenue Circle Office	Urban and Rural - Public Works Department (Building)	Urban and Rural- Revenue Circle Office	Urban and Rural - Public Works Department (Building)	Urban and Rural - Public Works Department (Building)	1.Guwahati Metro: GMDA or GMC 2.Other Urban: Municipal Corporation under whose jurisdiction the building is situated. 3.Rural: Panchayat
Jharkhand	Urban and Rural - Officer authorized by Deputy Commissioner	Not applicable in Jharkhand	Rural - Panchayat/ circle Officer; Urban - Local bodies i.e Nagar Panchayat, Parisad, Nagar Palika, Nagar Nigam/Regional Development Authorities (as per their jurisdiction and government notification issued)	Rural-Panchayat/ circle Officer; Urban -Local bodies i.e Nagar Panchayat, Nagar Parisad, Nagar Palika, Nagar Nigam/ Regional Development Authorities (as per their jurisdiction and government notification issued time to time)	Rural - Panchayat/ circle Officer; Urban - Local bodies i.e Nagar Panchayat, Nagar Parisad, Nagar Palika, Nagar Nigam/ Regional Development Authorities (as per their jurisdiction and government notification issued time to time)	Rural - Panchayat/ circle Officer; Urban - Local bodies i.e Nagar Panchayat, Nagar Parisad, Nagar Palika, Nagar Nigam/ Regional Development Authorities (as per their jurisdiction and government notification issued time to time)	Urban: Municipal Corporation under whose jurisdiction the Building is situated Rural: Panchayat
Manipur	Department of Settlement and Land Records, Govt. of Manipur	Department of Settlement and Land Records, Govt. of Manipur	Planning and Development Authority, Govt. of Manipur	District Commissioner	Engineering Department, Govt. of Manipur	Rural- Block Development Officer Urban- Municipality	District Settlement Officer, Department of Settlement and Land Records Government of Manipur, Lamphelpat,

## State Wise Competent Authorities to issue Certificates with Respect to the Land/ Building

State	Land use Certificate	Land Conversion Certificate	Khasra Plan/ Master Plan	Land Classification (Urban/ Rural)	Site Plan	Building Plan	Occupation Certificate
Meghalaya	Local Revenue/ Education Authority	-	PWD/ Urban Development Authority	Urban Development Authority	PWD Building Division	PWD Building Division	Meghalaya Urban Development Authority
Mizoram	Aizawl Urban: Secretary, Land Revenue & Settlement Outside Aizawl: Secretary, Land Revenue & Settlement	All districts in the State : Settlement Officer of the Concerned District	Aizawl Urban: Aizawl Municipal Corporation Outside Aizawl: Head of the Concerned Department	Aizawl Urban: Secretary, Land Revenue and Settlement Outside Aizawl: Secretary, Land Revenue and Settlement	Aizawl Urban: Aizawl Municipal Corporation Outside Aizawl: Head of the Concerned Department	Aizawl Urban: Aizawl Municipal Corporation Outside Aizawl: Head of the Concerned Department	Aizawl Municipal Council
Nagaland	Local Revenue Authority	-	Local Revenue Authority	Local Revenue Authority	Executive Engineer, PWD Housing (EDN)	Architect, PWD/Housing (EDN)	Urban Development Department Nagaland, Kohima
Orissa	Revenue and Disaster Management Department,	Revenue and Disaster Management Department, Govt. of Odisha	Revenue and Disaster Management Department, Govt. of Odisha	Revenue and Disaster Management Department, Govt. of Odisha	Rural- Block Development Officer Urban and Urban Development/Town	Rural-Block Development Officer Urban - Housing and Urban	Rural – Panchayat Samiti Urban-Municipality



## State Wise Competent Authorities to issue Certificates with Respect to the Land/ Building

State	Land use Certificate	Land Conversion Certificate	Khasra Plan/Master Plan	Land Classification (Urban/ Rural)	Site Plan	Building Plan	Occupation Certificate
	Govt. of Odisha				Planning/ Development Authority	Development Department/ Town Planning/ Development Authority	
Sikkim	Land Revenue Department of the District	Land Revenue Department of the District	District Collectorate of respective District	District Collectorate of respective District	Divisional Engineer of the HRDD of respective District	Divisional Engineer Building and Housing/ Urban Development Department	Urban Development and Housing Department, Sikkim
Tripura	Local Revenue Authority	NA	Local Revenue Authority	Local Revenue Authority	Executive Engineer, PWD	Architect, PWD/ THCB	Agartala Municipal Council
West Bengal	Rural - BL and LRO Urban - ADM (Land & LR) Metro/ Mega - ADM (Land & LR)	Rural - BL and LRO Urban - ADM (Land & LR) Metro/ Mega - ADM (Land & LR)	Rural - Gram Panchayat/ Panchayat Samiti/ Zilla Parishad/ DM and Executive Officer, Zilla Parishad/ Urban - Corporation/ Municipality/ Development Authority	Rural - BL and LRO Urban - ADM (Land & LR) Metro/ Mega - ADM (Land & LR)	Rural - Gram Panchayat/ Samiti/ Zilla Parishad Officer, Zilla Parishad/ Municipality/ Metro/ Mega - Corporation/ Development Authority	Rural - Gram Panchayat/ Panchayat DM and Executive Officer, Zilla Parishad - Corporation/ Municipality/ Metro/ Mega - Corporation/ Municipality/ Development Authority	Rural - Pradhan of the concerned Gram Panchayat with Registered Architect Urban, Mega/Metro -Corporation/ Municipality/ Development Authority/ Registered Architect
<b>Northern Region</b>							
Bihar	For construction of state Government owned Institutions on Government Land, the State Government allocates Land through his cabinet decision, so Certificates, regarding Land use/conversion/ encumbrance and advocate Certificates are not required.			In case of private Institutions, where Land is registered in the Name of the society/trust/company those Certificates are issued by the respective Circle Officer of the block.			Building of all Government owned Institutions are compulsorily designed and constructed by the Building Construction Department, Government of Bihar. The Senior Architect (Chief Architect I/C), Building Construction Department is Competent Authority to issue Certificates in all matters related to Buildings of Government owned Institutions.  In the matter of private Institutions, the approval of Building design and its permission is given by the local bodies such as Gram Panchayat/ Nagar panchayat/ Municipal Corporation/ Regional Development Authority

## State Wise Competent Authorities to issue Certificates with Respect to the Land/ Building

State	Land use Certificate	Land Conversion Certificate	Khasra Plan/Master Plan	Land Classification (Urban/ Rural)	Site Plan	Building Plan	Occupation Certificate
Uttarakhand	Concerned SDM	Concerned SDM	Rural - Village Panchayat Officer/ Village Development Officer Urban - EP of Local Bodies i.e. Nagar Panchayat/ Nagar Parishad/ Nagar Nigam as per their Jurisdiction	Rural - Village Panchayat Officer/ Village Development Officer Urban - EP of Local Bodies i.e. Nagar Panchayat/ Nagar Parishad/ Nagar Nigam as per their Jurisdiction	Rural - Village Panchayat Officer/ Village Development Officer Urban - EP of Local Bodies i.e. Nagar Panchayat/ Nagar Parishad/ Nagar Palika/ Nagar Nigam as per their Jurisdiction	Concerned Construction Agency	For Self Finance/Private Institution Urban- Development Authority Rural - Sub Divisional Magistrate/ Tehsildar For Government Institution Principal/ Director of Institution
Uttar Pradesh	Town and Country Planning Department/ Development Authority/ Municipal Authority/ Housing and Urban Planning Department	Revenue Authority/ Development Authority/ Municipal Authority	Town and Country Planning Department/ Development Authority/ Revenue Authority	Town and Master Plan/ Development Authority/ State Revenue Authority	Development Authority/ Municipal Authority/ Zila Panchayat	Development Authority/ Municipal Authority/ Zila Panchayat	Chief Executive Officer/ Executive Officer or Nominated Officer by District Development Authority Chief Executive Officer/ Executive Officer or Nominated Officer by District Municipal Corporation, Nagar Palika Parishad/ Jila Panchayat Nagar Panchayat
<b>North Western Region</b>							
Chandigarh	Town and Country Planning Department/ Development Authority/ Municipal Authority	Revenue Authority/ Development Authority/ Municipal Authority	Town and Country Planning Department/ Revenue Authority	Town and Country Planning Department/ Development Authority/ State Revenue Authority	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat	Chief Administrator, Commissioner, Department of Town & Country Planning

## State Wise Competent Authorities to issue Certificates with Respect to the Land/ Building

Haryana	Competent Authority for grant of CLU permissions for setting up of Educational Institutions in the state of Haryana. Such CLU permissions are required to be obtained only for the sites, which are located within controlled area declared under the provision of act 41 of 1963. The part of the controlled area, which falls within urbanizable zone of development Plan can be classified as rural area. The Change of Land use permission for setting up of Educational Institutions in the agriculture zone may be classified as rural area. The Change of Land use permission for setting up of Educational Institutions in the confirming zone of urban areas is granted by Director, Town & County Planning Haryana, whereas in the agricultural zone such permission are granted by the Govt. after relaxing the zoning regulation of respective development Plans (there is no provision in the zoning regulation to grant CLU permission for setting up of Educational Institutions in agriculture zone).It is also worth mentioned here that powers to grant permission for the areas falling within the Municipal limits, vests with Director, Urban Local Bodies, Haryana Panchkula. The Competent Authority for sanction of Building Plans for such CLU granted sites is respective District Town Planner, Senior Town Planner and Director Town & Country Planning, depending upon on the site in question	The Director General, Technical Education Department, Govt. of Haryana, Panchkula, Haryana				
Himachal Pradesh	Town & Country Planning Department/ Development Authority/ Municipal Authority of Concerned area	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat of Concerned area	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat of Concerned area	The Director, Directorate of Technical Education, Govt. of Himachal Pradesh, Sundernagar, District Mandi, Himachal Pradesh Executive Officer in Municipal Committees or Nagar Panchayat and Member Secretary in Special Area Development Authority and in Urban Areas like Municipal Corporation Architect Planner on behalf Commissioner, Municipal Corporation		
J&K/ LADAKH	Town & Country Planning Department/ Development Authority/ Municipal Authority of Concerned area	Revenue Authority/ Development Authority/ Municipal Authority of Concerned area	Town & Country Planning Department/ Development Authority/ State Revenue Authority of Concerned area	Urban - Prepared by Architect and approved by Municipal Authority/ Revenue Authority Rural - Prepared by Architect & approved by Revenue Authority/BDO	Urban - Prepared by Architect and approved by Municipal Authority/ Revenue Authority Rural - Prepared by Architect & approved by	Urban- Municipality Rural-Deputy Commissioner
	Urban- Municipality Rural-Assistant Commissioner Revenue	Urban- Deputy Commissioner Rural - Assistant Commissioner Revenue	Urban-Assistant Commissioner Revenue Rural- Assistant Commissioner Revenue	Urban - Prepared by Architect and approved by Municipal Authority/ Revenue Authority Rural - Prepared by Architect & approved by Revenue Authority/BDO	Urban - Prepared by Architect and approved by Municipal Authority/ Revenue Authority Rural - Prepared by Architect & approved by	Urban- Municipality Rural-Deputy Commissioner

## State Wise Competent Authorities to issue Certificates with Respect to the Land/ Building

State	Land use Certificate	Land Conversion Certificate	Khasra Plan/ Master Plan	Land Classification (Urban/ Rural)	Site Plan	Building Plan	Occupation Certificate
New Delhi	Commissioner of DDA/Municipal Corporation of Delhi	Commissioner of DDA/Municipal Corporation of Delhi	Commissioner of DDA/Municipal Corporation of Delhi	Commissioner of DDA/Municipal Corporation of Delhi	Commissioner of DDA/Municipal Corporation of Delhi	Revenue Authority/ BDO	Joint Director (Planning), DTTE
Punjab	Respective District Town Planner of Department, Town and Country Planning	Respective Senior Town Planner of Department of Town and Country Planning, Punjab for a project measuring an area of 25 acres, if the site falls within notified Master Plan. For a project measuring an area up to 25 acres, if site falls within the draft Master Plan/ Notified Local Planning Area - Government. For a project measuring an area above 25 acre - Government	Respective District Town Planner of Department, Town and Country Planning	Respective District Town Planner of Department, Town and Country Planning	Respective Senior Town Planner of Department, Town and Country Planning, for an area of Building upto 5000 m <sup>2</sup> Chief Town Planner, Punjab for an area of Building above 5000 m <sup>2</sup>	Respective Senior Town Planner of Department, Town and Country Planning, for an area of the Building measuring up to 5000m <sup>2</sup> Chief Town Planner, Punjab for an area of the Building above 5000 m <sup>2</sup>	In rural area Tehsildar of the concerned area and in urban area Municipal Corporation/ Municipal Committee/ Development Authority (if Land purchased from Development Authority) of the Concerned area

**1. Government Institute**

State	Type of Area	Land Use Certificate	Land Conversion Certificate	Khasra Plan/Master Plan	Classification of Land (Urban/Rural)	Site Plan	Building Plan	Land Unit	Conversion to sq.m	Occupancy Certificate
Rajasthan	In case of Urban Area	Land Allotment letter by District Administration Collector / SDM/ADM	Not require, as land is allotted by Govt.	Collector/Town planner	State Govt. Deptt	Chief Engineer XEN of PWD/RSRDC/AVS	Chief Architect or Chief Engineer XEN of PWD/RSRDC/AVS	1 acre – 4046 hectare 1 bigha = 1618 sq.m	1 acre – 4046 sq.m = 0.4 1 bigha = 1618 sq.m	Nagar Nigam / Municipal Corporation/ Municipality/ Principal of the Institute
	In case of Rural Area	Land Allotment letter by District Administration Collector / SDM/ADM	Not require, as land is allotted by Govt	Local Authority	State Govt. Deptt.	Chief Engineer XEN of PWD/RSRDC/AVS	Chief Architect or Chief Engineer XEN of PWD/RSRDC/AVS	1 acre – 4046 hectare 1 bigha = 1618 sq.m	1 acre – 4046 sq.m = 0.4 1 bigha = 1618 sq.m	Nagar Nigam / Municipal Corporation/ Municipality/ Principal of the Institute

**2. Private Institute**

State	Type of Area	Land Use Certificate	Land Conversion Certificate	Khasra Plan/Master Plan	Classification of Land (Urban/Rural)	Site Plan	Building Plan	Land Unit	Conversion to sq.m	Occupancy Certificate
Rajasthan	In case of Urban Area	Collector/SDO/State Govt. (Depending in land area)	Collector/SDO/State Govt. (Depending in land area)	Collector/Town Planner	State Govt. Deptt	Nagar Nigam/ Nagar Parishad/ Nagar Palika/UIT/ Local Development Authority	Nagar Nigam/ Nagar Parishad/ Nagar Palika/UIT/ Local Development Authority	1 acre – 4046 hectare 1 bigha = 1618 sq.m	1 acre – 4046 sq.m = 0.4 1 bigha = 1618 sq.m	Nagar Nigam/ Municipal Corporation/ Municipality
	In case of Rural Area	Collector/SDO/State Govt. (Depending in land area)	Collector/SDO/State Govt. (Depending in land area)	Local Authority	State Govt. Deptt	Nagar Nigam/ Nagar Parishad/ Nagar Palika/UIT/ Local Development Authority	Nagar Nigam/ Nagar Parishad/ Nagar Palika/UIT/ Local Development Authority	1 acre – 4046 hectare 1 bigha = 1618 sq.m	1 acre – 4046 sq.m = 0.4 1 bigha = 1618 sq.m	Nagar Nigam/ Municipal Corporation/ Municipality

## State Wise Competent Authorities to issue Certificates with Respect to the Land/ Building

State	Land use Certificate	Land Conversion Certificate	Khasra Plan/ Master Plan	Land Classification (Urban/ Rural)	Site Plan	Building Plan	Occupation Certificate
<b>South Central Region</b>							
Andhra Pradesh	DTCP /UDA/ Municipal Corporation/ RDO/ MRO Remarks: Wherever sanctioned General Town Planning scheme (Master Plan) and Area covered by GRP Schemes proposals in other areas	RDO Remarks: Conversion of Agricultural Land to other Land. (Not applicable to Government Land))	DTCP/ UDA/ Municipal Council Remarks: wherever sanctioned General Town Planning scheme (Master Plan) and Area covered by GTPS schemes proposals in other areas	DTCP/MRO Remarks: as per Census	Local Executive Authority (Council and Executive Officer) 2. DTCP 3. AMRDA/ Urban Local Bodies	1. Commissioner in Municipal Corporation area 2. Vice Chairman in UDA 3. DTCP	Local bodies such as Commissioner of Municipal Corporation / Municipality/ Director, Directorate of Town and Country Planning is the Competent Authority for other areas
Telangana	DTCP RDO (MRO) Remarks: Wherever sanctioned General Town Planning scheme (Master Plan) and Area covered by GRP Schemes proposals in other areas	RDO Remarks: Conversion of Agricultural Land to other Land. (Not applicable to Government Land)	DTCP Municipal Council Remarks: Wherever sanctioned General Town Planning scheme (Master Plan) and Area covered by GTP Schemes proposals in other areas	DTCP Remarks: as per Census	Local Executive Authority (Council and Executive Officer) DTCP HMDA/ Urban local bodies Remarks: Municipal/ Gram Panchayat/ Local Executive authority. Where sanctioned GTP Schemes Respective Commissioner/ Chairman of Local bodies	Commissioner in GHMC area Vice Chairman in UDA Local body/ Executive Authority of Gram Panchayat Remarks: Municipal Commissioner for GHMC area wherever Urban Development Authority Gram Panchayat (Gram Panchayat is not applicable to Government Building, subject to the conditions laid down by Andhra Pradesh (Andhra area Town Planning Act issued on 7th September 1920 is applicable for both Andhra and Telangana)	Commissioner for Hyderabad, Warangal (UA) and Director, Directorate of Town and Country Planning



## State Wise Competent Authorities to issue Certificates with Respect to the Land/ Building

State	Land use Certificate	Land Conversion Certificate	Khasra Plan/ Master Plan	Land Classification (Urban/ Rural)	Site Plan	Building Plan	Occupation Certificate
<b>Southern Region</b>							
Pondicherry	Revenue Divisional Officer/ Tahsildar	Revenue Divisional Officer/ Tahsildar	Village Administrative Officer	Tahsildar	Department of Town and Country Planning	Department of Town and Country Planning	Town and Country Planning Department- Pondicherry, Karaikal, Yanam and Mahe
Tamil Nadu	Revenue Divisional Officer/ Tahsildar	Revenue Divisional Officer/ Tahsildar	Village Administrative Officer	Tahsildar	Department of Town and Country Planning	Department of Town and Country Planning	Member Secretary, CMDA for Chennai and Directorate of Town and Country Planning for areas other than Chennai
<b>South Western Region</b>							
Karnataka	Urban -Urban Development Authority/ Planning Authority/ Municipal Planning Authority Rural - Urban Development Authority/ Municipal Planning Authority. Govt Land to be exempted.	Urban - Revenue Department Rural - Revenue Department. Govt. Land to be exempted.	Urban - Urban Development Authority/Municipal Planning Authority Rural - Urban Development Authority/Municipal Planning Authority. Concerned Local body	Urban - Urban Development Authority/ Planning Authority/ Municipal Planning Authority Rural: Urban Development Authority/ Planning Authority/ Municipal Planning Authority. Concerned Local body	Urban-Urban Development Authority/ Municipal Planning Authority Rural-Planning Authority/ Municipal Planning Authority. Concerned Local body	Urban - Urban Local Body/Rural Local Body Rural: Urban Local Body/Gram Panchayat. Concerned Local body	Urban-Urban Local Body/ Rural Local Body Local-Gram Panchayat (Building Completion Certificate) Concerned Local body/ Local Gram Panchayat
Kerala	Tahsildar	District Collector	Head, Local Body	Town Planning Officer/ Local Body	Head, Local Body	Head, Local Body/ Town Planning	Secretary of the Concerned Local Body
<b>Western Region</b>							
Daman and Diu	Deputy Collector, Daman	Mamlatdar, Daman	Associate Town Planner, Daman		Associate Town Planner, Daman	Associate Town Planner, Daman	
Goa	Town & Country Planning Department	Collector of respective District	Land Survey Department/ Town &	Planning Development Authority/Town &Country	Town & Country Planning Department concerned area	Town & Country Planning Department	Municipality/ Village Panchayat of concerned area

## State Wise Competent Authorities to issue Certificates with Respect to the Land/ Building

State	Land use Certificate	Land Conversion Certificate	Khasra Plan/ Master Plan	Land Classification (Urban/ Rural)	Site Plan	Building Plan	Occupation Certificate
Maharashtra - Metro	Collector/ Municipal Corporation	Collector/ Municipal Corporation	Country Planning Department Municipal Corporation	Planning Department Municipal Corporation	Municipal Corporation	Office of concerned area Municipal Corporation	Municipal Corporation
Maharashtra - Urban and Rural Area	Collector/Muni Corporation/ Nagar Palika/N Panchayat	Collector/ Municipal Corporation/ Nagar Palika/ Nagar Panchayat	Municipal Corporation/Nagar Palika/Nagar Panchayat/ Tahsildar	Municipal Corporation/ Nagar Palika/ Nagar Panchayat	Municipal Corporation/ Nagar Palika/ Nagar Panchayat	Municipal Corporation/ Nagar Palika/ Nagar Panchayat	Municipal Corporation/ Nagar Palika/ Nagar Panchayat
DTCP Directorate of Town and Country Planning Officer; RDO Revenue Divisional Officer; MRO Mandal Revenue Officer							
HMDA Hyderabad Metropolitan Development Authority; UDA Urban Development Authority; GHMC Greater Hyderabad Municipal Corporation							
NOTE: In case of Zila Panchayat, copy of the Govt. Order (GO) must be produced by the Applicant before the Committee							

**Note:** The above list of Competent Authorities is compiled in the Approval Process Handbook to the best of the information available/obtained from the State authorities. If there is any change in the Competent Authority, an authorization letter from the Principal Secretary of the concerned State shall have to be produced for the same.

Conversion Metrics 1 Hectare = 10000 m<sup>2</sup>; 1 Acre = 4046.86 m<sup>2</sup>; 1 Bigha = 1338 m<sup>2</sup>; 1 Pari = 10117.14 m<sup>2</sup>



## ANNEXURE-9

### Guidelines for the Appointment of Adjunct Faculty/ Resource Persons from Industry in AICTE approved Technical Institutions

1. **INTRODUCTION:** To improve the employ ability of students, industrial exposure shall be provided by appointing Adjunct Faculty/ Resource persons in Technical Institutions. However, for computing the Faculty deficiency only regular Faculty shall be counted.
2. **OBJECTIVE:** The key objective of these guidelines is to develop a useful and viable collaboration between the Educational Institutions and Industry. The guidelines seek to enhance quality of Education and skills by the involvement of academicians, scholars, practitioners, policymakers in teaching, training, research, and related services on a regular basis and to attract distinguished individuals who have excelled in their field of specialization.
3. **DEFINITION:** Adjunct Faculty is hired by an Institution to teach but is not a full member of the Faculty. Adjunct Faculty is a Part Time or contingent instructor. There are academicians, professionals whose primary employment activity is out side the Institution and who are not interested in seeking full-time appointment with the Institution, but shall contribute to teaching in the Technical Institutions/ academic Programmes. The Adjunct Faculty shall be an eminent Professional/ Scientist/ Engineer having recognition at the national/ international Level and having outstanding published work.
4. **QUALIFICATIONS AND EXPERIENCE:** An Adjunct Faculty/ Resource person shall be a Faculty retired from Technical Institution or a person of eminence, with or without a Post Graduate or Ph.D. qualifications having 10 to 15 years of experience from Industry/ Organization. There shall be no upper age limit for Adjunct Faculty/ Resource Person as long as he/ she add value to the Education and academic activities of the Institution. He/ She shall satisfy the following norms:
  - Teaching and research Organizations of State/ Central government Institutions/Universities
  - Central and State Public Sector Undertakings (PSUs)
  - Reputed Industries
  - Civil servants (IAS/ IPS/ Officials from Central and Provincial Services) and Professionals and Officials from professional Councils
  - NRIs working with reputed overseas academic, research and industrial Organizations or having a demonstrated interest in Indian issues.
5. **LIMITATION:** Following are the restrictions for engaging the Adjunct Faculty.
 

In an Academic Year, an Adjunct Faculty shall work in 2 Institutions (maximum). The weightage of the Adjunct Faculty in each Institution shall be in proportion to the number of Institutions he/ she is working in. For example, For example, if an Adjunct Faculty is working in 2 Institutions simultaneously, his/ her weightage in each Institution shall be 50%.

At the time of engagement as Adjunct Faculty in any of the Institution, the resource person has to submit a declaration on the number of Institutions he/ she has been appointed as Adjunct Faculty in the current Academic Year.

Any resource person receiving grants under "Adjunct Faculty Scheme" from AICTE cannot work as Adjunct Faculty in other Institutions.
6. **STRENGTH OF ADJUNCT FACULTY:** In case of Planning-30% and Design-20%, Adjunct Faculty/ Resource Persons are permissible, since the Programme requires exhaustive practical field exposure. In all other



7. Programmes, ONLY under exigent conditions such as relieving/retirement of Faculty members/ delay in Faculty recruitment, Institutions may avail the services of Adjunct Faculty/ Resource Persons up to a maximum of 10% of the required Faculty members as per the "Approved Intake", for a period not exceeding one Academic Session.
8. FUNCTIONS: Functions of Adjunct Faculty/ Resource person from Industry are:
 

Teaching Technical Course(s): Adjunct Faculty shall be expected to teach Course(s) directly related to his/ her specific expertise and professional experience or the areas of his/ her specialization. He/ She shall also contribute to the Institution's activities like counselling of students, developing new Course(s) and pedagogical improvements.

Participation in service-related activities: Adjunct Faculty is also expected to actively participate in service-related activities, such as sitting on Departmental Committees, serving as advisors to Faculty and/ or Under Graduate and Post Graduate students, helping students network and active collaboration with the Industry/ Employer providing internship and job opportunities.
9. TA/ DA AND HONORARIUM: The Adjunct Faculty shall work at the host Institution for a minimum of 02 days per visit. TA/ DA, Honorarium, and other facilities provided to Adjunct Faculty, as per UGC guidelines, shall be:
 

Travel cost, as per entitlement, from place of stay to Institution and back, maximum 6 times per Academic Year. No accommodation would be permissible, however, free lodging and boarding in the guest house.

An honorarium of ₹1000/- only (Rupees One Thousand Only) per lecture up to a maximum of ₹4000/- (Rupees Four Thousand only) per day of service, subject to a maximum ceiling of ₹80000/- (Rupees Eighty Thousand only) per month.

Other facilities such as Office Room, Secretarial Services, depending on their involvement in academic activities, shall be considered.
10. APPOINTMENT: Their appointment shall be made by a Competent Authority, based on the recommendations of a Committee. The period of their empanelment shall vary between six months to three years.
11. MONITORING: The performance of every Adjunct Faculty shall be monitored at the end of the assignment based on the "Performance Report" submitted to the host Institution for continuation/ renewal of tenure.

# ANNEXURE-10

## Mandatory Disclosures

The following information shall be given in the information Brochure besides being hosted on the Institution's official Website.

The onus of the authenticity of the information lies with the Institution ONLY and not on AICTE.

- 1. Name of the Institution**
  - Address including Telephone, Mobile, E-Mail
- 2. Name and address of the Trust/ Society/ Company and the Trustees**
  - Address including Telephone, Mobile, E-Mail
- 3. Name and Address of the Vice Chancellor/ Principal/Director**
  - Address including Telephone, Mobile, E-Mail
- 4. Name of the affiliating University**
- 5. Governance**
  - Members of the Board and their brief background
  - Members of Academic Advisory Body
  - Frequency of the Board Meeting and Academic Advisory Body
  - Organizational chart and processes
  - Nature and Extent of involvement of Faculty and students in academic affairs/improvements
  - Mechanism/ Norms and Procedure for democratic/ good Governance
  - Student Feedback on Institutional Governance/ Faculty performance
  - Grievance Redressal mechanism for Faculty, staff and students
  - Establishment of Anti Ragging Committee
  - Establishment of Online Grievance Redressal Mechanism
  - Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University
  - Establishment of Internal Complaint Committee (ICC)
  - Establishment of Committee for SC/ST
  - Internal Quality Assurance Cell
- 6. Programmes**
  - Name of Programmes approved by AICTE
  - Name of Programmes Accredited by NBA
  - Status of Accreditation of the Courses
    - Total number of Courses
    - No. of Courses for which applied for Accreditation
    - Status of Accreditation – Preliminary/ Applied for SAR and results awaited/ Applied for SAR and visits completed/ Results of the visits awaited/ Rejected/ Approved for . . .Courses (specify the number of courses)

- For each Programme the following details are to be given(Preferably in Tabular form):
  - Name
  - Number of seats
  - Duration
  - Cut off marks/rank of admission during the last three years
  - Fee (as approved by the state government)
  - Placement Facilities
  - Campus placement in last three years with minimum salary ,maximum salary and average salary
- Name and duration of Programme(s)having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details:
  - Details of the Foreign University
  - Name of the University
  - Address
  - Website
  - Accreditation status of the University in its Home Country
  - Ranking of the University in the Home Country
  - Whether the degree offered is equivalent to an Indian Degree? If yes, the name of the agency which has approved equivalence. If no, implications for students in terms of pursuit of higher studies in India and abroad and job both within and outside the country
  - Nature of Collaboration
  - Conditions of Collaboration
  - Complete details of payment a student has to make to get the full benefit of Collaboration
- For each Programme Collaborated provide the following:
  - Programme Focus
  - Number of seats
  - Admission Procedure
  - Fee (as approved by the state government)
  - Placement Facility
  - Placement Records for last three years with minimum salary, maximum salary and average salary
  - Whether the Collaboration Programme is approved by AICTE? If not whether the Domestic/ Foreign University has applied to AICTE for approval

## 7. Faculty

- Course/Branch wise list Faculty members:
  - Permanent Faculty
  - Adjunct Faculty
  - Permanent Faculty: Student Ratio
  - Number of Faculty employed and left during the last three years





## 8. Profile of Vice Chancellor/ Director/ Principal/Faculty

- For each Faculty give a page covering with Passport size photograph
- Name
- Date of Birth
- Unique ID
- Education Qualifications
- **Work Experience**
  - Teaching
  - Research
  - Industry
  - others
- Area of Specialization
- Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level
- **Research guidance(Number of Students)**
  - No. of papers published in National/ International Journals/ Conferences
  - Master (Completed/Ongoing)
  - Ph.D. (Completed/Ongoing)
- Projects Carried out
- Patents (Filed & Granted)
- Technology Transfer
- Research Publications (No.of papers published in National/International Journals/Conferences)
- No. of Books published with details (Name of the book, Publisher with ISBN, year of publication, etc.)

## 9. Fee

- Details of Fee, as approved by State Fee Committee, for the Institution
- Time schedule for payment of Fee for the entire Programme
- No. of Fee waivers granted with amount and name of students
- Number of scholarship offered by the Institution, duration and amount
- Criteria for Fee waivers/scholarship
- Estimated cost of Boarding and Lodging in Hostels
- Any other fee please specify

## 10. Admission

- Number of seats sanctioned with the year of approval
- Number of Students admitted under various categories each year in the last three years
- Number of applications received during last two years for admission under Management Quota and number admitted



## 11. Admission Procedure

- Mention the admission test being followed, name and address of the Test Agency/State Admission Authorities and its URL (website)
- Number of seats allotted to different Test Qualified candidate separately (AIEEE/ CET (State conducted test/ University tests/ CMAT/ GPAT)/ Association conducted test etc.)
- **Calendar for admission against Management/vacant seats:**
  - Last date of request for applications
  - Last date of submission of applications
  - Dates for announcing final results
  - Release of admission list (main list and waiting list shall be announced on the same day)
  - Date for acceptance by the candidate (time given shall in no case be less than 15days)
  - Last date for closing of admission
  - Starting of the Academic session
  - The waiting list shall be activated only on the expiry of date of main list
  - The policy of refund of the Fee, in case of withdrawal, shall be clearly notified

## 12. Criteria and Weightages for Admission

- Describe each criterion with its respective weightages i.e. Admission Test, marks in qualifying examination etc.
- Mention the minimum Level of acceptance, if any
- Mention the cut-off Levels of percentage and percent ile score of the candidates in the admission test for the last three years
- Display marks scored in Test etc. and in aggregate for all candidates who were admitted

## 13. List of Applicants

- List of candidate whose applications have been received along with percentile/percentages core for each of the qualifying examination in separate categories for open seats. List of candidate who have applied along with percentage and percentile score for Management quota seats (merit wise)

## 14. Results of Admission Under Management seats/Vacant seats

- Composition of selection team for admission under Management Quota with the brief profile of members (This information be made available in the public domain after the admission process is over)
- Score of the individual candidate admitted arranged in order or merit
- List of candidate who have been offered admission
- Waiting list of the candidate in order of merit to be operative from the last date of joining of the first list candidate
- List of the candidate who joined within the date, vacancy position in each category before operation of waiting list

## 15. Information of Infrastructure and Other Resources Available

- Number of Class Rooms and size of each
- Number of Tutorial rooms and size of each
- Number of Laboratories and size of each



- Number of Drawing Halls with capacity of each
- Number of Computer Centres with capacity of each
- Central Examination Facility, Number of rooms and capacity of each
- Online examination facility (Number of Nodes, Internet bandwidth, etc.)
- Barrier Free Built Environment for disabled and elderly persons
- Occupancy Certificate
- Fire and Safety Certificate
- Hostel Facilities
- **Library**
  - Number of Library books/ Titles/ Journals available(Programme-wise)
  - List of online National/ International Journals subscribed
  - E- Library facilities
  - National Digital Library(NDL) subscription details
- **Laboratory and Workshop**
  - List of Major Equipment/Facilities in each Laboratory/Workshop
  - List of Experimental Setup in each Laboratory/Workshop
- **Computing Facilities**
  - Internet Bandwidth
  - Number and configuration of System
  - Total number of system connected by LAN
  - Total number of system connected by WAN
  - Major software packages available
  - Special purpose facilities available (Conduct of online Meetings/Webinars/Workshops, etc.)
  - Facilities for conduct of classes/courses in online mode (Theory & Practical)
  - Innovation Cell
  - Social Media Cell
  - Compliance of the National Academic Depository (NAD), applicable to PGCM/ PGDM Institutions and University Departments
- **List of facilities available**
  - Games and Sports Facilities
  - Extra-Curricular Activities
  - Soft Skill Development Facilities
- **Teaching Learning Process**
  - Curricula and syllabus for each of the Programmes as approved by the University
  - Academic Calendar of the University
  - Academic Time Table with the name of the Faculty members handling the Course
  - Teaching Load of each Faculty
  - Internal Continuous Evaluation System and place
  - Student's assessment of Faculty, System in place



- **For each Post Graduate Courses give the following:**
  - Title of the Course
  - Curricula and Syllabi
  - Laboratory facilities exclusive to the Post Graduate Course
- **Special Purpose**
  - Software, all design tools in case
  - Academic Calendar and framework

**16. Enrolment and placement details of students in the last 3years**

**17. List of Research Projects/ Consultancy Works**

- Number of Projects carried out, funding agency, Grant received
- Publications (if any) out of research in last three years out of masters projects
- Industry Linkage
- MoUs with Industries (minimum 3(10))

**18. LoA and subsequent EoA till the current Academic Year**

**19. Accounted audited statement for the last three years**

**20. Best Practices adopted, if any**

**Note:** Suppression and/or misrepresentation of information shall invite appropriate penal action. The Website shall be dynamically updated with regard to Mandatory Disclosures

**Important Instructions:**

- Avoid putting personal information in public domain.
- The mandatory disclosure should be available freely to view/download to the public without any restrictions.
- LoA/EoA letters (since inception) should form part of the mandatory disclosure and complete mandatory disclosure document should be converted into a single PDF file and the URL (web-link) to be entered in the AICTE portal (under attachments tab).

# ANNEXURE-11

## Recommended Maximum Tuition and Development Fee to be charged per Annum in ₹ for Full Time Programmes by the National Fee Committee

Particulars	Type X cities	Type Y cities	Type Z cities
<b>Undergraduate Degree Programmes</b>			
4 Year Engineering Degree	1,58,300	1,50,500	1,44,900
4 Year Town Planning Degree	2,25,600	2,13,750	2,05,350
5 Year Applied Arts and Crafts Degree	2,25,600	2,13,750	2,05,350
4 Year Hotel Management and Catering Technology Degree	1,55,125	1,47,250	1,41,650
<b>Post Graduate Degree Programmes</b>			
2 Year Engineering Degree	2,51,350	2,39,950	2,31,350
2 Year Town Planning Degree	2,69,700	2,56,100	2,45,875
2 Year Applied Arts and Crafts Degree	2,69,700	2,56,100	2,45,875
2 Year Hotel Management and Catering Technology Degree	2,27,500	2,16,100	2,07,500
3 Year MCA	1,71,150	1,63,250	1,57,650
2 Year MBA	1,71,300	1,63,400	1,57,800
<b>Diploma Programmes</b>			
3/ 4 Year Diploma Engineering	97,350	92,375	89,100
3/ 4 Year Diploma Town Planning	97,900	92,925	89,650
3/ 4 Year Diploma Applied Arts and Crafts	99,500	94,500	91,200
3/ 4 Year Diploma Hotel Management and Catering Technology	98,000	93,000	89,700
<b>Post Diploma Programmes</b>			
1.5-2 Year Diploma Engineering	97,800	92,850	89,550
1.5-2 Year Diploma Applied Arts and Crafts	100,250	95,300	92,000
1.5-2 Year Diploma Hotel Management and Catering Technology	98,750	93,775	90,475

**As per VI Central Pay Commission Classification of Cities as Type X/ Y/ Z Cities**

# ANNEXURE-12

## Land Requirement as Specified in the Approval Process Handbook Norms during the Previous Years

### DEGREE LEVEL INSTITUTIONS

Year	Engineering and Technology			Architecture/Planning/Hotel Management and Catering Technology			Applied Arts and Crafts			Pharmacy			Management			MCA		
	Metro/Corporation	Dist. HQ	Rural	Metro/Corporation	Dist. HQ	Rural	Metro/Corporation	Dist. HQ	Rural	Metro/Corporation	Dist. HQ	Rural	Metro/Corporation	Dist. HQ	Rural	Metro/Corporation	Dist. HQ	Rural
	3 x plinth area for Buildings + playground + allowance for future development																	
1995		20	20															
1997	2	4	10															
1999-2003	5	10	25	2	5	10	0.5	2.5	5	0.5	2.5	5	0.5	1.25	2.5	0.5	1.5	2.5
2004-2005	5	10	10	2	5	5	0.5	2.5	2.5	0.5	2.5	2.5	0.5	1.25	1.25	0.5	1.25	1.25

Year	Engineering and Technology			Architecture/Planning/Hotel Management and Catering Technology			Applied Arts and Crafts			Pharmacy			Management			MCA		
	Mega/Metro	Urban	Non-Urban	Mega/Metro	Urban	Non-Urban	Mega/Metro	Urban	Non-Urban	Mega/Metro	Urban	Non-Urban	Mega/Metro	Urban	Non-Urban	Mega/Metro	Urban	Non-Urban
2006-09	3	5	10	1	1.5	2.5	0.70	1	2	0.75	1.25	2	0.5	0.5	1	0.5	0.75	1.5
2010-11	2.5	4	10	1	1.5	2.5	0.75	1	2	0.75	1.25	2	0.5	0.5	1	0.5	0.75	1.5
2011-15	2.5		10	1		2.5	0.75		2	0.75		2	0.5		1	0.5		1.5
2016-17	1.5	2.5	7.5	1	1	2.5	0.75	0.75	2	0.75	0.75	2	0.5	0.5	1	0.5	0.5	1.5
2017-18	1.5	2.5	7.5	1	1	2.5	0.5	0.5	1.5	0.75	0.75	2	0.5	0.5	1	0.5	0.5	1
2018-19	#	2.5	7.5	#	1	2	#	0.5	1.5	#	0.75	2	#	0.5	1	#	0.5	1
2019-20	#	2.5	7.5	#	1	2	#	0.5	1.5	#	0.75	2	#	0.5	1	#	0.5	1
2020-21	#	2.5	7.5	#	1	2	#	0.5	1.5	#	0.75	2	#	0.5	1	#	0.5	1

# As per FSI/FAR



**DIPLOMA LEVEL INSTITUTIONS**

Year	Engineering and Technology		Architecture/ Planning		Applied Arts and Crafts		Pharmacy		Hotel Management and Catering Technology (Degree and Diploma)		Hotel Management and Catering Technology						
	Metro/ Corporation	Dist. HQ	Metro/ Corporation	Dist. HQ	Metro/ Corporation	Dist. HQ	Metro/ Corporation	Dist. HQ	Metro/ Corporation	Dist. HQ	Metro/ Corporation	Dist. HQ					
1985-1990	3 x plinth area for Buildings + playground + allowance for future development																
1997	2	4	8														
1999-2003	5	10	20	0.5	1.5	3	0.5	1.5	2.5	-	-	0.5	2.5	5	0.5	1.5	3
2004-06	5	10	10	2	5	5	0.5	2.5	2.5	0.5	2.5	0.5	2.5	2.5	0.5	1.5	1.5

Year	Engineering and Technology		Architecture*/ Planning/ Hotel Management and Catering Technology		Applied Arts and Crafts		Pharmacy		Hotel Management and Catering Technology (Degree and Diploma)		Hotel Management and Catering Technology			
	Mega/ Metro	Urban	Non-Urban	Mega/ Metro	Urban	Non-Urban	Mega/ Metro	Urban	Non-Urban	Mega/ Metro	Urban	Non-Urban		
2007-10	1.5	2.5	5	1.5	2.5	5	1.5	2.5	5	-	-	1.5	2.5	5
2011-15	1.5		5	1		2	0.75		2	-	-	-	1	2.5
2016-17	1.5	1.5	4	1.0	1	2.5	0.75	0.75	2	-	-	-	1	2.5
2017-18	1.5	1.5	4	1	1	2.5	0.5	0.75	2	-	-	-	1	2.5
2018-19	#	1.5	4	#	1	2	#	0.75	2	-	-	-	#	2
2020-21	#	1.5	4	#	1	2	#	0.75	2	-	-	-	#	2
2021-22	#	1.5	4	#	1	2	#	0.5	1.5	-	-	-	#	2

# As per FSI/FAR

\* As per CoA Norms

**INSTITUTIONS OFFERING ONLY POST GRADUATE COURSES**

Year	Engineering and Technology		Arch/ Planning/ Hotel Management and Catering Technology		Applied Arts and Crafts		Pharmacy		Management		MCA	
	Mega/ State capital	Others	Mega/ State capital	Others	Mega/ State capital	Others	Mega/ State Capital	Others	Mega/ State capital	Others	Mega/ State capital	Others
2011-15	2.5	10	1	2.5	0.75	2	0.75	0.75	0.5	1	0.5	1.5

Discontinued after 2015 Note: The above Table consolidates the extent of the Land for the previous years, for other conditions/details, respective Approval Process Handbook shall be verified. Unit for Land is in Acres for all the years, except for 1997, it is Hectare



## ANNEXURE-13

### Documents to be submitted to Scrutiny Committee/ Expert Visit Committee Setting up of New Institutes & (Change of Site, Diploma to Degree, Women to Co-ed, Merger of Institutes, New Programme) in Existing Institutes

#### 13.1 Scrutiny Committee

##### 13.1.1 Original Documents for Verification by Academic Expert

Sl. No.	Documents	Compliance document to be submitted in case of Deficiencies
1	Proof of availability of Nomenclature of Course(s) applied by the Applicant in the affiliating University/ Board	Documents showing the Approved Nomenclature of the University/ Board for the Courses Applied
2	Audited statement of accounts of Applicant organization for last three years (Not applicable for new Trust/Society/ Company)	Audited statement of accounts of Applicant organization for last three years
3	Proof of working capital (funds) (Refer Approval Process Handbook)	Funds (as specified in the Approval Process Handbook) in Fixed Deposits or Liquid funds available in the Bank in the Name of the Trust
4	Certificate issued by Bank Manager regarding financial status of the Applicant (Refer Approval Process Handbook)	Certificate issued by Bank Manager regarding financial status of the said Trust/ Society/ Company
5	Hard Copy of the Application as uploaded in AICTE Web-Portal.	Application Part I and Part II (if applicable) downloaded from AICTE Web Portal
6	Receipt from an authorized signatory with seal from the State Government as proof of submission of the application.	Receipt from an authorized signatory as proof of submission of the application with seal from the State Government
7	Receipt from an authorized signatory and seal of the affiliating body as proof of submission of the application. (Not Applicable for standalone PGDM Institutions)	Receipt from an authorized signatory and seal of the affiliating body as proof of submission of the Application
8	Detailed Project Report (DPR)	Detailed Project Report
9	Details of Board of Governors (BoG)/ Board of Management (BoM) as specified in the Approval Process Handbook standalone PGDM Institutions)	Document mentioning the formation of Board of Governors (BoG)/ Board of Management (BoM) along with the name of the Members

**NOTE:** Since the Council has introduced and encouraged ONLINE Scrutiny/Re-Scrutiny/EVC; it is desired that the Institution should be prepared with legible/readable scanned copies of the required documents. In the event of ONLINE interaction of the Institute with the committee connectivity issues should be addressed well in advance. Any failure in this regards on the day of the committee shall be the sole responsibility of the Institution. No future representation in this regard shall be entertained.



### 13.1.2 Original Documents for Verification by Advocate

Sl. No.	Documents	Compliance document to be submitted in case of Deficiencies
1	Affidavit (Refer Approval Process Handbook)	Affidavit (Refer Approval Process Handbook)
2	A Registration document of the Society/Trust/ Company under Section 8/ PPP/ BOT indicating its members, objectives and Memorandum of Associations and Rules, duly attested/ certified by the concerned Authority	Trust/ Society/ Company Deed along with Amendments if any mentioning all the Bye-Laws approved/registered by the Competent Authority
3	Resolution by the Applicant organization for starting the new Technical Institution and allocation of Land/ Building/Funds for the proposed activities as specified in the Approval Process Handbook	Resolution by the Applicant as applicable as specified in the Approval Process Handbook
4	Certificate regarding Minority Status, if applicable at the time of application	Concerned State Government GO indicating Minority status of the Applicant
5	Certificate issued by an Advocate in a format as prescribed	Certificate issued by an Advocate as specified in the Approval Process Handbook
6	Classification of Land (Mega/ Metro/ Urban/ Rural) Certificate by the Competent Authority	Classification of Land (Mega/ Metro/ Urban/Rural) Certificate by the Competent Authority
7	Documents showing possession of the Land in the Name of the Trust/ Society/ Company	Khasara - Khatauni/ Patta/ Chitta/143 and Registered Document for the said Land in the Name of the Trust/ Society/ Company
8	Land Conversion Certificate	Land Conversion Certificate issued by the Competent Authority of the concerned State Government
9	Land Use Certificate	Land Use Certificate issued by the Competent Authority of the concerned State Government
10	Khasra Plan (Master Plan) Demarcating the entire Land area to show that the Land is contiguous, issued by the Competent Authority	Khasra Plan (Master Plan) Demarcating the entire Land area issued by the Competent Authority

### 13.1.3 Original Documents for Verification by Architect

Sl. No.	Documents	Compliance document to be submitted in case of Deficiencies
1	Site Plan of the proposed Technical Institution prepared by an Architect registered with Council of Architecture (CoA)/ Licensed Surveyor and duly approved by the Competent Plan Sanctioning Authority of the concerned State Government/ UT	Site Plan of the proposed Technical Institution approved by the Competent Plan Sanctioning Authority of the concerned State Government/ UT
2	Complete Building Plan of the proposed Technical Institution prepared by an Architect registered with Council of Architecture (CoA)/ Licensed Surveyor and duly approved by the Competent Plan Sanctioning Authority of the concerned State Government/ UT (Plans shall be verified for the entire duration of the Course).	Complete Building Plan of the proposed Technical Institution approved by the Competent Plan Sanctioning Authority of the concerned State Government/ UT
3	Floor Plans, sections and elevations of all proposed/ existing Buildings exclusively intended for use of the proposed Campus at the permanent site with a table clearly mentioning all rooms, with carpet area of each in m <sup>2</sup> , as specified in Instructional, Administrative and Amenities requirements certified by the Architect registered with the CoA. (Plans shall be verified for the entire duration of the Course)	Floor Plans, sections and elevations of all proposed/ existing Building exclusively intended for use of the proposed Campus approved by the Competent Plan Sanctioning Authority of the concerned State Government/UT



4	Phase-wise Plan of construction to achieve total carpet and built up area as required for the conduct of all applied Courses from the first to final year. This shall be certified by an Architect registered with the CoA	Phase-wise Plan of construction to achieve total carpet and built up area as required for the conduct of all applied Courses from the first to final year. This shall be certified by an Architect registered with the CoA
5	Certificate issued by an Architect regarding approved Building Plans. (Refer Approval Process Handbook)	Certificate issued by an Architect as specified in the Approval Process Handbook
6	FSI/ FAR Certificate obtained from the Competent Authority as designated by the concerned Municipal Corporation or the local authority that approves Building Plans, or the State Government/UT	FSI/ FAR Certificate obtained from the Competent Authority
7	FSI/ FAR applicable as on date	FSI/ FAR Certificate obtained from the Competent Authority
8	Total construction permissible as per FSI/FAR	To be calculated by the Expert
9	Total Built-Up area approved as per approved Plan in m <sup>2</sup>	To be calculated by the Expert from the Building Plan
10	Total built up area required as per applied intake in m <sup>2</sup> (to be updated by the application submitted by the Trust/ Society/ Company)	To be calculated by the Expert
11	Whether any River, Canals, Rail Tracks, Highways or any other such entity hampering continuity of Land is passing through the Land. (Y/N). If Yes, mention the details/ Whether High Tension Transmission line is passing through the Land (Y/N). If Yes, mention the details	Khasra Plan/ Site Plan
12	Occupancy Certificate from the Competent Authority clearly stating that the Building(s) is/are fully developed and ready in all aspects for the intended use considering the total Built-Up area as required to run the Programme and the Divisions/Departments for the First Year of the Course	Occupancy Certificate From the Competent Authority



### 13.2 Expert Visit Committee

Sl. No.	Documents	Compliance document to be submitted in case of Deficiencies
1	Documents related to Land (possession of Land, Land use Certificate, Land conversion Certificate, Khasra Plan etc.)	Concerned Documents/ Certificate issued by the Competent Authority of the concerned State Government and duly attested by the Chairman/ Secretary of the Trust/ Society/ Company
2	Whether any River, Canals, Rail Tracks, Highways or any other such entity hampering continuity of Land is passing through the Land.(Y/N).If Yes, mention the details	Khasra Plan/ Site Plan Certificate issued by the Competent Authority of the concerned State Government duly attested by the Chairman/ Secretary of the Trust/ Society/ Company
3	Whether High Tension Transmission line is passing through the Land (Y/N). If Yes, mention the details	Khasra Plan/ Site Plan Certificate issued by the Competent Authority of the concerned State Government duly attested by the Chairman/ Secretary of the Trust/ Society/ Company
4	Details of all other educational Institutions run by the same Trust/ Society/ Company or management or by any other management to which the Chairman of the Applicant Trust/ Society/ Company is a member. (In case of existing Institutions in the same location simultaneous verification of the document and inspection for both existing and new Technical Institution shall be done)	Affidavit to the effect shall be given
5	Copy of the advertisement in at least one National Daily, for recruitment of Principal/ Director and Faculty members	Copy of the advertisement in at least one National Daily, for recruitment of Principal/ Director and Faculty members
6	Stock registers of Laboratory/ Workshop equipment (First Year Laboratories)/ Stock registers of Computers, System software, Application software, Printers/ Stock registers of office equipment	Copy of the stock register(s) with entry regarding Laboratory equipment/ Computers/ Software/ Office equipment
7	Barrier free built environment and toilets created for physically challenged. (Ramp or Working Lift etc.)	Compliance has to be verified physically only, however the Applicant can submit photographs duly attested by the Chairman/ Secretary of the Trust/ Society/ Company. Also an Affidavit to the effect be submitted
8	Language Laboratory	Compliance has to be verified physically only, however the Applicant can submit photographs duly attested by the Chairman/ Secretary of the Trust/ Society/ Company and shall also produce the bills for purchasing equipment for Language Laboratory. Copy of the Stock register after making necessary entry to be produced duly attested by the Chairman/ Secretary of the Trust/ Society/ Company
9	Principal/Director's Office/ Board room/ Office all-inclusive/ Departmental Office/ Cabin for HoDs/ Faculty Room/ Central Store/ Examination Control Office/ Class Rooms/ Tutorial Room/ Drawing Hall/ Seminar Hall/ Library and Reading Room/ Computer Center/ Boys Common Room/ Girls Common Room/ Stationery Store/ First aid cum Sick Room/ Toilets/ Training and Placement Office/ Maintenance/ Housekeeping/ Pantry/Common Room/ Cafeteria	Compliance has to be verified physically only. (However the Applicant can submit photographs duly attested by the Chairman/ Secretary of the Trust/ Society/ Company and also submit an Architect's Certificate to that effect)



10	Laboratories/ Workshops	Compliance has to be verified physically only. (However the Applicant can submit photographs duly attested by the Chairman/ Secretary of the Trust/ Society/ Company and also submit an Architect's Certificate to that effect in case of completion of infrastructure and a Certificate from the Principal for the possession of the equipment) Tools and Equipment shall be available as per the norms of the affiliating body, proof of purchasing the same (Bills and proof of payment) and stock register(s) entry has to be submitted
11	Internet Bandwidth	Certificate of the service provider and proof of payment. Bill paid for the last month shall also be submitted
12	Printers/ A1 size Colour Printers/ Legal Application Software/ Legal System Software/ Library Management Software/ PCs to Student ratio/ Multi Media PC/ Provision of backup power supply	The Applicant can submit the bills for purchasing Printers/ Software/ Computer/ Backup power supply and the same shall be certified by the Applicant. Copy of the Stock registers after making necessary entry to be produced
13	Volumes/ Books/ Titles/ National Journals	The Applicant can submit the bills for purchasing Books/ Titles/ National Journals, duly certified by the Applicant. Copy of the Accession register after making necessary entry to be produced
14	Safety provisions, including fire and other calamities	The Applicant can submit photographs duly attested by the Chairman/ Secretary of the Trust/ Society/ Company and shall also produce the bills for purchasing fire safety equipment
15	General Insurance provided for assets against fire, burglary and other calamities	Copy of General Insurance with the Policy number
16	Details and proof about medical facility and counselling arrangements	MoU with a nearby Hospital or Clinic or Appointment of a Doctor and a Nurse in the Campus and proof for Compliance of first aids
17	Sanction of electrical load by electric supply provider company	Sanction order from Electricity Office and proof for paying the amount towards the bill
18	Availability of Potable water supply	The Applicant can submit photographs duly attested by the Chairman/ Secretary of the Trust/ Society/ Company and shall also produce the bills for purchasing potable water supplying equipment
19	A Certificate by an Architect giving details of sewage disposal system	Compliance has to be verified physically only, however, a Certificate by an Architect giving details of sewage disposal system
20	Vehicle Parking/ Display board within the premises as well as in the web site of the Institution indicating the feedback facility of students and Faculty available in AICTE Web-Portal	Compliance has to be verified physically only, however the Applicant can submit photographs duly attested by the Chairman/ Secretary of the Trust/ Society/ Company
21	All weather motorable approach roads/ General and Departmental notice boards	Compliance has to be verified physically only, however the Applicant can submit photographs duly attested by the Chairman/ Secretary of the Trust/ Society/ Company
22	Institution website	Print out of the first page and other relevant pages of the Institution website
23	Details and proof of telephone connections available at the proposed Technical Institution	Proof for paying the amount towards bill
24	Stock register	Copy of the Stock registers duly attested by the Chairman/ Secretary of the Trust/ Society/ Company after making all necessary entry to be produced



### 13.3 Expert Visit Committee for Break in EoA/Restoration/OCI/FN/ Before First Batch Pass out for Existing Institutions (Documents needed in addition to the ones mentioned in Clause 13.2 for Expert Visit Committee)

Sl. No.	Deficiencies as per EVC	Compliance document to be submitted
1	Whether any other Institution (AICTE approved/not under AICTE ambit) are being run/proposed to be run in the same patch of Lands shown for the present Institution. Also, no other Programmes such as BBA/BCA/B.Sc. (S/W Engineering)/ M.Sc. (S/W Engineering) etc. are being run/ sharing in the premises (Land and Building) of the present Institution	An Affidavit to the effect shall be obtained
2	Occupancy Certificate/Completion Certificate/ Form D/ Structural Stability Certificate	Concerned Certificate issued by the Competent Authority
3	Complete Institution Building Plan of proposed Technical	Copy of Complete Building Plan of the Technical Institution approved by the Competent Plan Sanctioning Authority of the concerned State Government/ UT
4	Whether Laboratories and Workshops possess relevant equipment as per the University syllabus/ Whether equipment procured are at the operational stage	Compliance has to be verified physically only. (However the Applicant can submit photographs duly attested by the Chairman/ Secretary of the Trust/ Society/ Company and also submit an Architect's Certificate to that effect in case of completion of infrastructure and Certificate from the Principal for the possession of the equipment) Tools and Equipment shall be available as per the norms of the affiliating body, proof of purchasing the same (Bills and proof of payment) and stock register(s) entry has to be submitted
5	Appointment of Student Counsellor/ Establishment of Anti Ragging Committee/ Establishment of Committee for SC/ ST/ Establishment of Internal Complaint Committee (ICC) Committee as per section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013/ Institution Industry Cell/ Innovation Cell	Documents/Minutes of Board of Governors (BoG)/ Board of Management (BoM) for the constitution of Student Counsellor/ Committee/ Cell duly attested by the Chairman/ Secretary of the Trust/ Society/ Company
6	Establishment of Grievance Redressal Committee in the Institution and the Appointment of OMBUDSMAN by the University	Documents/Minutes of Board of Governors (BoG)/ Board of Management (BoM) for the constitution of the committee along with the list of nominated members duly attested by the Chairman/ Secretary of the Trust/ Society/ Company. In case of OMBUDSMAN, an order from the concerned University for appointment
7	Establishment of online Grievance Redressal Mechanism	Print out from the Institution website for the establishment of the Grievance Redressal Mechanism duly attested by the Chairman/ Secretary of the Trust/ Society/ Company
8	Number of Faculty	TDS Certificate for the previous year/ copy of selection minutes for the appointment of Faculty/ acquaintance register/ Audited Bank Statement for the payment of salaries for the past 6 months through Nationalized banks





9	Whether the salary for all the Faculty members are paid as per sixth pay commission recommendations/ Whether the payment of salaries is through RTGS/ NEFT/ Online	Digital Payment for payment of salaries
10	Whether hostel facilities are available for accommodating students of FN/OCI category	Compliance has to be verified physically only. (However the Applicant can submit photographs duly attested by the Chairman/ Secretary of the Trust/ Society/ Company and also submit an Architect's Certificate to that effect)
11	Implementation of Food Safety and Standards Act, 2006 in the Institution	Certificate from Food Corporation of India
12	Digital Payment for all Financial Transactions as per MOE Directives	Proof for payment of salaries and other transactions for procurement of equipment through banks
13	Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the web site of the Institution	Copies of AICTE approvals for all the years to be submitted
14	CCTV Installation at prominent locations	The Applicant can submit photographs duly attested by the Chairman/ Secretary of the Trust/ Society/ Company and shall also produce the bills for purchasing CCTV
15	Provision to watch MOOCs Courses through SWAYAM & SWAYAM PRABHA	Documents obtained from the University
16	National Academic depository (NAD) as per MOE directives (Applicable only for Standalone PGDM and University departments)	Documents showing the registration with NAD
17	General insurance provided for assets against fire, burglary and other calamities/ Group Accident Policy/ Students safety Insurance	Copy of the Insurance from the Insurance Agency duly attested by the Chairman/ Secretary of the Trust/ Society/ Company
18	Availability of vouchers and payment receipts indicating proof of purchase	Digital Payment for all Financial Transactions to be submitted

# ANNEXURE-14

## MBA/PGDM in Innovation, Entrepreneurship and Venture Development (IEV)

### About the Course

MBA/PGDM in Innovation, Entrepreneurship and Venture Development (IEV) is a two years PG level management programme can be offered by higher educational institutions. This is an action oriented and outcome based programme will admit students with innovative ideas and problem solving mind set with access to pre-incubation and incubation support at the institute to convert ideas to business model, traverse a path of entrepreneurship and practice venture as part of academic curriculum to obtain the master degree.

### Conditions, Requirements and Eligibility

The existing and new institutions shall apply for PG level management course MBA/PGDM in Innovation, Entrepreneurship and Venture Development (IEV), provided they satisfy following conditions along with the eligibility requirements as mentioned in **Clause 2.15**.

- a. Institute with a functional incubation unit and pre-incubation facilities, co-working space, innovation lab facilities. The incubation unit should be established as Special Purpose Vehicle (SPV) preferable a registered entity and minimum three years of operation.
- b. Existence and empanelment of competent, trained personals (in-house and external) at the incubation unit and institute with teaching and learning resources to train, mentor the student innovators/entrepreneurs.
- c. Existence of funding schemes at the incubation unit and institute to support student innovators and entrepreneurs for the idea development, prototype development, business model and startup development.
- d. Institute/incubation unit's competency and capability to manage and support a batch of 30 student innovators and potential entrepreneurs per year starting from idea generation to venture Development and startup growth stage.

### Procedure

In additions to the procedures mentioned in the **Clause 2.15**, additional submission and scrutiny process for approving the MBA/PGDM in IEV course are as follows.

- a. The Institution shall apply on AICTE Web-Portal along with the additional documents as per **Appendix 17** of the Approval Process Handbook.
- b. Scrutiny Committee constituted at the regional office level of AICTE shall verify the additional documents as per **Appendix 17** of the Approval Process Handbook submitted for MBA/PGDM in IEV course.
- c. A special scrutiny committee constituted at the AICTE HQ level shall verify **Appendix 17** and if required, AICTE will invite institutions to present their case in front of the committee to demonstrate their competency and capability to run the MBA/PGDM in IEV course.

# ANNEXURE-15

## Ready Reckoner for Frequent Queries

1. No need to submit the hard copy of the application to the Regional Office.
2. University Departments shall apply under the same PID of the University
3. In case of applications under Chapter II, NOC from the State Government/ UT is required as per **Appendix 17**.
4. If the Applicant/ Institution is invited to appear before the Scrutiny/ Re-Scrutiny to verify the documents/ to present their case before the Standing Hearing Committee/ Standing Appellate Committee for compliance of the deficiencies, the representative(s) shall also bring the documents presented to the Scrutiny/ Expert Visit Committee to make use of the opportunity given effectively.
5. If an Institution intends to utilise a Building constructed earlier, the Building approvals obtained from the then authorities shall be produced, else the approval for the same shall be obtained from the current approving authorities.
6. To include new nomenclatures in the Diploma/ Under Graduate/ Post Graduate Degree Courses, approval from the University/ Board, as applicable along with the Curriculum and Syllabus shall be sent to the Policy and Academic Planning Bureau, AICTE.
7. Student admission (Except PMSSS) is the subject of State Authorities.
8. AICTE does NOT insist on separate boundary walls for Institutions existing in the same Campus by the same Trust/ Society/ Company, provided the Land and Built-up norms shall be fulfilled for the Programmes/ Courses approved.
9. An Institution requesting for any modification in the Extension of Approval and if the same is approved by the Council, a corrigendum shall be issued.
10. EVC shall check the facilities only for "Approved Intake", not based on admitted students.
11. Certificate verification for PGDM Programme, for employment/ higher Education shall be obtained from the concerned Institution.
12. Excess payment shall be refunded, not adjusted in future transactions.
13. TER charges are accepted only by digital payment through the Portal, Demand Draft is not accepted under any circumstance.
14. Once the application is processed as per the stipulated procedure, TER charges are not refundable (other than those mentioned in the Approval Process Handbook), if the application is rejected.
15. For the release of Security Deposits through FDR/RTGS, only online applications are accepted. The status of processing shall be viewed through the portal.
16. To submit any documents to the AICTE HQ/ Regional Office, use e-mail ids as provided in **Appendix 14**.
17. Any Queries/Clarifications related to policy shall be sent ONLY to helpdeskab@aicte-india.org and All technical queries (portal related) shall be sent ONLY to helpdesk1@aicte-india.org
18. All information related to Approval Process will be available in AICTE website; www.aicte-india.org

## Process Involved in Various Applications are as follows:

Sl. No.	Chapter	Applied for	Process
1	II	Extension of Approval based on Self-Disclosure	EC
2	II	Introduction/ Continuation of seats for Non Resident Indian(s)	
3	I	Setting up a New Technical Institution	Scrutiny followed by EVC
4	II	Change of Site/ Location	
5	II	Conversion of Diploma Level into Degree Level	
6	II	To start New Programme/ Level in the existing Institutions	
7	II	Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus / City	
8	V	Introduction of Open and Distance Learning/Online Courses	
9	II	Simultaneous Closure of One Programme and Opening of another Programme	
10	II	Extension of Approval of the existing Institutions after a break in the preceding Academic Year/ Restoration of Intake	EVC
11	II	Introduction of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/Children of Indian Workers in Gulf Countries	
12	V	Increase in Approved Intake in Programme/ Courses in Open and Distance Learning mode	
13	II	Conversion of Degree Level into Diploma Level	Scrutiny
14	II	Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus within 1km Aerial Distance (applied without any Land relaxation)	
15	II	Conversion of Women's Institution into Co-Ed Institution and vice-versa	
16	II	Increase in Intake/ Additional Course(s) including Institutions having total "Approved Intake" less than the "Maximum Intake Allowed" and Regional Language Courses	
17	II	Introduction of Integrated/Dual Degree Course	
18	II	Closure of the Institution	
19	II	Introduction of Fellow Programme in Management	
20	II	Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)	
21	II	Change in the Name of the Institution or affiliating University/ Board or Type of Institution (Institution(s) converted into a University)	
22	II	Change in the Minority Status of the Institution	
23	II	Change in the Name of the Bank	
24	II	Change in the Name of the Trust/ Society/ Company	
25	II	Extended EoA	
26	II	Closure of Courses in Open and Distance Learning mode	
27	II	Collaboration and Twinning Programme	



# Undertaking

## Format of the Undertaking to be submitted by the Applicant on Institute / University Letter head for Student Induction Program, Examination reforms & Internship Policy

I, <Name>, Director / Principal / Registrar of the Institution / University, State and declare as under:

1. That the information given by <Name(s)> in the application made to AICTE is true and complete.
2. That the Institution / University has adopted AICTE Induction Program for Faculty / Student.
3. That the Institution / University has trained some of the Faculty members in Examination reforms.
4. That the Institution / University has implemented AICTE Internship Policy for the benefit of Students.

Date:

Signature with Name & Designation  
(Seal – Institution / University)







## ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

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