



# APPROVAL PROCESS HANDBOOK

---

## 2019-20

**ALL INDIA COUNCIL  
FOR TECHNICAL EDUCATION**

**All India Council for Technical Education  
Approval Process Handbook  
(2019–20)**

**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 Program, 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**

**University Grants Commission (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 (Grant of Approvals for Technical Institutions) Regulations, 2018 Notified on 31<sup>st</sup> December, 2018**



## 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 so as 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 endeavor is to encourage a meaningful association between the Technical Education system and research and development activities in a concerted effort aimed at nation-building.

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 endeavoring to simplify the procedures and bring in 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 revised Gazette Policy, Regulation No. F.No: AB/AICTE/REG/2018 of AICTE dated 31<sup>st</sup> December, 2018. 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, NDF, Margdarshan, Adjunct Faculty and Unnat Bharat Abhiyan, launching of Student Startup Policy 2016, Smart India Hackathon 2018, a MOOCs platform SWAYAM are a few of the important initiatives embarked upon by AICTE during the last year. Further, several new initiatives such as the revision of all Under Graduate and Post Graduate Curricula, teacher training Programmes for both new teachers and in service teachers, student Induction Programme, mandatory Internship for students, Examination reforms, support for innovation and entrepreneurship, Industry Interaction Cells, starting the work on a National Perspective Plan for Technical Education have been initiated. AICTE has signed several MoUs with both Government Departments and private Organizations, NGOs, startups 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 disbursements 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.

*योगः कर्मसु कौशलम्* (Excellence in action is yoga)

Anil Sahasrabudhe  
Chairman, AICTE





INDEX		
Chapter	Contents	Page No.
	Foreword	3
	Abbreviations	8
	Definitions	11
	Preamble	15
<b>I</b>	Grant of Approval through a single application for the following: <ul style="list-style-type: none"> <li>• 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</li> <li>• Change of Site/ Location</li> <li>• Conversion of Women’s Institution into Co-ed Institution and vice-versa</li> <li>• Conversion of Diploma Level into Degree Level and vice-versa</li> <li>• To start new Programme(s)/ Level(s) in the existing Institutions</li> </ul>	22
<b>II</b>	Grant of Approval through single application for the following: <ul style="list-style-type: none"> <li>• Extension of Approval to the existing Institutions/ Continuation of approval after a break in the preceding Academic Year/ Restoration of Intake</li> <li>• Extended EoA</li> <li>• Increase in Intake/ Additional Course(s)</li> <li>• Introduction of Integrated/ Dual Degree Course</li> <li>• To start Diploma in Degree Pharmacy Institutions and vice-versa</li> <li>• Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus</li> <li>• Closure of the Institution</li> <li>• Conversion of Management Institutions running PGDM Course into MBA Course</li> <li>• Conversion of Second Shift Course(s) into First Shift Course(s)</li> <li>• Closing of MBA Programme and Introduction of MCA Programme and vice-versa</li> <li>• Introduction/ Continuation of Fellowship Programme in Management</li> <li>• Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries</li> <li>• Introduction/ Continuation of seats for Non Resident Indian(s)</li> <li>• Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses</li> <li>• Change in the Name of the Institution or affiliating University/Board</li> <li>• Change in the Name of the Bank</li> <li>• Change in the Name of the Trust/ Society/ Company</li> </ul>	38
<b>III</b>	Collaboration and Twinning Programme between Indian and Foreign University/ Institution in the field of Technical Education, Research and Training	59
<b>IV</b>	Grant of Approval through a single application for the University	62
<b>V</b>	Vocational Education Courses under NSQF	70
<b>VI</b>	Norms and Requirements	74
<b>VII</b>	Penal Action in case of Violations of the Regulations/ Approval Process Handbook	83
<b>VIII</b>	Unapproved Institutions	89



Appendix		
Sl. No.	Particulars	Page No.
1	Norms for Duration and Entry Level Qualifications and Statutory Reservations for the Technical Programmes	90
2	Approved Nomenclature of Courses	99
3	Norms for Intake and Number of Courses/ Divisions in a new Technical Institution	114
4	Norms for Land requirement and Built-up area of the Technical Institutions	116
5	Norms for Books, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipment for the Technical Institutions	127
6	Norms for Essential and Desirable requirements of the Technical Institutions	130
7	Norms for Faculty requirements and Cadre Ratio of the Technical Institutions	134
8	Faculty Cadre and Qualifications	136
9	Norms for PGDM Programme	137
10	Subscription of Journals	139
11	Format for Detailed Project Report (DPR) for establishment of a new Technical Institution	140
12	Prevention and Prohibition of Ragging	146
13	Structure of Various Committees	147
14	Regional Offices of AICTE	152
15	Grievance Redressal Mechanism	153
16	Documents to be submitted for <ul style="list-style-type: none"> <li>• 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</li> <li>• Change of Site/ Location</li> <li>• Conversion of Women's Institution into Co-ed Institution and vice-versa</li> <li>• Conversion of Diploma Level into Degree Level and vice-versa</li> <li>• To start new Programme(s)/ Level(s) in the existing Institutions</li> </ul>	154
17	Documents to be submitted for <ul style="list-style-type: none"> <li>• Extension of Approval to the existing Institutions/ Continuation of approval after a break in the preceding Academic Year/ Restoration of Intake</li> <li>• Extended EoA</li> <li>• Increase in Intake/ Additional Course(s)</li> <li>• Introduction of Integrated/ Dual Degree Course</li> <li>• To start Diploma in Degree Pharmacy Institutions and vice-versa</li> <li>• Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus</li> <li>• Closure of the Institution</li> <li>• Conversion of Management Institutions running PGDM Course into MBA Course</li> <li>• Conversion of Second Shift Course(s) into First Shift Course(s)</li> <li>• Closing of MBA Programme and Introduction of MCA Programme and vice-versa</li> <li>• Introduction/ Continuation of Fellowship Programme in Management</li> </ul>	159



	<ul style="list-style-type: none"> <li>• Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries</li> <li>• Introduction/ Continuation of seats for Non Resident Indian(s)</li> <li>• Change in the Name of the Course(s)/ Merger of the Courses/Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses</li> <li>• Change in the Name of the Institution or affiliating University/Board</li> <li>• Change in the Name of the Bank</li> <li>• Change in the Name of the Trust/ Society/ Company</li> </ul>	
18	Recommended Composition of Board of Governors for the Technical Institutions	166
19	Academic Calendar	167
20	Fellowship Programme in Management: Conduct and Admission Procedure	168
<b>Affidavit</b>		
1	Format for forgotten password	173
2	Format for Progressive/ Complete Closure of the Institution	174
3	Format for establishment of a new Technical Institution while submitting the Security Deposit	175
4	Format for all applications submitted under Chapter I and II	176
5	Format for Collaboration and Twinning Programme between Foreign University/ Institution and AICTE Approved Institution in India	179
6	Format for Additional Course(s)/ Increase in Intake/ Institutions running Pharm.D. Course	180
7	Format for Change in the Name of the Trust/ Society/ Company	181
8	Format for the release of Security Deposit	182
9	Format for Change in the Name of the Bank	183
10	Format for Category I and II Universities notified by UGC for the compliance of AICTE norms	184
11	Format of the Joint Affidavit by the Lessor and Lessee for transfer of private Property/ Building under the Transfer of Property Act, 1882 to be submitted by the Applicant	185
<b>Certificate</b>		
1	Certificate of an Advocate	186
2	Certificate of an Architect registered with Council of Architecture	188
3	Certificate of the Bank Manager where the Applicant has a Bank Account	189
<b>Formats</b>		
1	No Objection Certificate from State Government/ UT	190
2	No Objection Certificate from affiliating University/ Board	192
3	Resolution of the Trust/ Society/ Company	195
4	MoU to be signed between Institution and Skill Knowledge Providers/ Trainers	197
<b>Annexure</b>		
1	Recommended Short and Medium Term Perspectives for Engineering Education in India by the Committee to provide National Perspective Plan	200
2	Districts under Sub-Mission Scheme and Educationally Backward (Aspirational) Districts	203
3	Closest Available Nomenclature of Under Graduate Degrees for the Diploma in Engineering and Technology	210
4	Closest Available Nomenclature of Diploma for the Under Graduate Degree in Engineering and Technology	220
5	Process Flow Chart for Establishment of a new Technical Institution	225
6	Major Disciplines, their Corresponding Courses and Relevant/ Appropriate branch of Under Graduate Degree in Engineering and Technology	227



7	Major Disciplines, their Corresponding Courses and Relevant/ Appropriate branch of Diploma in Engineering and Technology	233
8	State wise Competent Authorities to issue Certificates with respect to the Land/ Building	242
9	Guidelines for the appointment of Adjunct Faculty/ Resource persons from Industry in AICTE approved Technical Institutions	249
10	Mandatory Disclosures	251
11	Recommended Maximum Tuition and Development Fee for Full Time Programmes by the National Fee Committee	256
12	Land Requirement as specified in the Approval Process Handbook Norms During the Previous years	257
13	Documents to be presented to the Scrutiny Committee/ Expert Visit Committee	259
14	Ready Reckoner for Frequent Queries	264





Abbreviations	
ACA	Access and Circulation Area
AICTE	All India Council for Technical Education
AIU	Association of Indian Universities
ATM	Automated Teller Machine
ATMA	Association of Indian Management Schools (AIMS) Test For Management Admission
BCA	Bachelor of Computer Application
B.Des.	Bachelor of Design
B.E.	Bachelor of Engineering
B.HMCT.	Bachelor of Hotel Management and Catering Technology
B.Sc.	Bachelor of Science
B.Tech.	Bachelor of Technology
BoG	Board of Governors
BOT	Built Operate and Transfer
B.Voc.	Bachelor of Vocational
CABE	Central Advisory Board of Education
CAT	Common Admission Test
CBSE	Central Board of Secondary Education
CCTV	Close Circuit Television
CoA	Council of Architecture
CMAT	Common Management Admission Test
CPWD	Central Public Works Department
DELNET	Developing Library Network
DDA	Delhi Development Authority
DPR	Detailed Project Report
D.Skill.	Diploma of Skills
D.Voc.	Diploma of Vocational
EC	Executive Committee of AICTE
EoA	Extension of Approval
ERP	Enterprise Resource Planning
EVC	Expert Visit Committee
FDR	Fixed Deposit Receipt
FSI	Floor Space Index
GATE	Graduate Aptitude Test in Engineering
GMAT	Graduate Management Aptitude Test
GPAT	Graduate Pharmacy Aptitude Test
GPS	Global Positioning System
GoI	Government of India
GRC	Grievance Redressal Cell
HMCT	Hotel Management and Catering Technology
ICCR	Indian Council for Cultural Relation
IIM	Indian Institute of Management
IISc	Indian Institute of Science
IIT	Indian Institute of Technology
J&K	Jammu & Kashmir
LCD	Liquid Crystal Display
LoA	Letter of Approval
LoI	Letter of Intent
LoR	Letter of Rejection
LWE	Left Wing Extremism
m <sup>2</sup>	square meter
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
MHRD	Ministry of Human Resource and Development, Government of India
MMS	Master of Management Studies
MoA	Memorandum of Association
MODROBS	Modernization and Removal of Obsolescence Scheme by the Council
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
NBA	National Board of Accreditation
NBC	National Building Code
NBCC	National Buildings Construction Corporation
NDL	National Digital library of India
NEQIP	North East Quality Improvement Programme
NIOS	National Institute of Open Schooling
NIT	National Institute of Technology
NIRF	National Institutional Ranking Framework
NITTTR	National Institute of Technical Teachers Training and Research
NOC	No Objection Certificate
NPTEL	National Programme on Technology Enhanced Learning
NRI	Non Resident Indian
NSDA	National Skill Development Agency
NSQF	National Skills Qualifications Framework
OCI	Overseas Citizen of India
PC	Personal Computer
PF	Provident Fund
PG	Post Graduate
PGCM	Post Graduate Certificate in Management
PGDBM	Post Graduate Diploma in Business Management
Ph.D.	Doctor of Philosophy
PIO	Persons of Indian Origin
PPP	Public Private Partnership
PMKVY	Pradhan Mantri Kaushal Vikas Yojana
PMSSS	Prime Minister's Special Scholarship Scheme
PwD	Persons with Disability
QP	Qualification Packs
RBI	Reserve Bank of India
RC	Regional Committee
R&D	Research and Development
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
SHC	Standing Hearing Committee
SKP	Skill Knowledge Providers/ Trainers
SWAYAM	Study Webs of Active-Learning for Young Aspiring Minds
TDS	Tax Deduction at Source
TER	Technical Education Regulatory



TELNET	Terminal Emulation Programme for TCP/ IP Networks
TFW	Tuition Fee Waiver
UG	Under Graduate
UGC	University Grants Commission
UA	Urban Agglomeration
UT	Union Territory
Wi-Fi	Wireless Fidelity
XAT	Xavier's Aptitude Test



Definitions	
1	“Academic Year” means Academic Year of the concerned affiliating University/ Board/ Technical Institution.
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 Annexure 9 of 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 Web site 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.
9	“Approved Institution” means the Technical Institution approved by the Council.
10	“Approved Intake” means the number of students to be admitted in a Course 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.
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 the Extension of Approval of the Institution 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 a 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 University Grants Commission 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.
22	“Constituent College” means an Institution/ Department/ College/ School as a part of the University.
23	“Council” means All India Council for Technical Education established under Section 3 of the Act.
24	“Course” means one of the branches of learning in a Programme such as Civil Engineering, Mechanical Engineering, etc.
25	<p>“Division” means</p> <ul style="list-style-type: none"> <li>• A batch of a maximum of Sixty (60) seats in Diploma/ Under Graduate 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 Courses and restricted to Hundred (100) seats in Under Graduate Course in Pharmacy Programme, excluding supernumerary seats, if any;</li> </ul>



	<ul style="list-style-type: none"> <li>• A batch of a maximum of Forty (40) seats in Diploma/ Under Graduate Courses in Architecture/ Planning Programme, excluding supernumerary seats, if any;</li> <li>• A batch of a maximum of Thirty (30) seats in Diploma/ Under Graduate 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 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 Twenty (20) seats in Post Graduate Courses in Architecture 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 Fifteen (15) seats in Post Graduate Courses in Pharmacy, Thirty (30) seats in Pharm.D., Ten (10) seats in Pharm.D. (Post Baccalaureate) in Pharmacy 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/ Dual 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 Fellowship in Management Programme.</li> </ul>
26	<p>“EoA” means Extension of Approval granted by AICTE for 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 conduct of Technical Programme(s)/ Course(s) to an Institution for more than one Academic Year.</p>
27	<p>“Executive Committee” means the Committee constituted by the Council under Section 12 of AICTE Act.</p>
28	<p>“Expert Visit Committee (EVC)” means the Committee constituted by the Regional Officer as per the composition given in Approval Process Handbook to verify physically the availability of Infrastructural facilities of an Institution.</p>
29	<p>“Faculty” means a Faculty member of the Institutions appointed as per AICTE Regulations for Full Time teaching and other academic activities.</p>
30	<p>“First Shift” means educational activities conducted in the First spell of time (from 8 am to 3 pm) wherever two-shift working exists.</p>
31	<p>“Foreign National” means the Citizen of the Countries other than India who are not of Indian origin as defined under OCI/ PIO.</p>
32	<p>“Government aided Institution” means Technical Institution that meets 50% or more of its recurring expenditure out of the grant received from the 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>“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 University Grants Commission Act, 1956.</p>
36	<p>“Lateral Entry” means admission of students into the second year of Diploma/ Degree/ MCA Programmes as per Chapter VI of Approval Process Handbook.</p>
37	<p>“Level” means Diploma, Post Diploma Certificate, Under Graduate Degree, Post Graduate Diploma and Post Graduate Degree Programmes.</p>
38	<p>“Minority Institution” means an Educational Institution established and administered by a minority or minorities and recognized by Competent Authority as Minority Institution.</p>





39	“NBA” means the National Board of Accreditation, an autonomous body set up by AICTE, registered under Societies Registration Act, 1860.
40	“Non-Resident Indian (NRI)” means an Indian Citizen who is ordinarily residing outside India and holds an Indian Passport.
41	“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.
42	“Part Time” means educational activities conducted in evening time, i.e. 5.30 pm to 9.30 pm (six days a week) wherever Regular/ First Shift working exists and are meant only for working professionals or professionals with at least two years of work experience. Duration of the Course shall be a minimum of one/ two Semester(s) in excess than that of the Regular Course.
43	“Person of Indian Origin (PIO)” means a Foreign Citizen (except a national of Pakistan, Afghanistan, Bangladesh, China, Iran, Bhutan, Sri Lanka and Nepal) who at any time held an Indian passport Or who or either of their parents/ grandparents/ great grandparents were born and permanent resident in India as defined in Government of India Act, 1935 and other territories that became part of India thereafter provided neither was at any time a Citizen of any of the aforesaid Countries; or who is a spouse of a Citizen of India or a PIO.
44	“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.
45	“Programme” means the field of Technical Education, i.e. Engineering and Technology, Pharmacy, Architecture and Planning, Applied Arts, Crafts and Design, Hotel Management and Catering Technology, MCA, Management (PGCM/ PGDM/ MBA) and such other Programmes/ areas as notified by the Act.
46	“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.
47	“Regional Committee (RC)” means a Committee established for each region under Section 14 of the Act.
48	“Restoration of Intake” means restoring back to the “Approved Intake” of the Institution that was existing prior to any penal action.
49	“Second Shift” means educational activities conducted in the Second spell of time (from 12 Noon to 7 pm) wherever two-shift working exists.
50	“Self-Financing Institution” means an Institution started by a Trust/ Society/ Company and does not receive grant/ fund from Central/ State Government/ UT for meeting its recurring expenditure.
51	“Single Shift/ Regular Shift” means where, educational activities of the Technical Institution are conducted between 9 am and 5 pm.
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 and Post Graduate Diploma Levels in Management and allied areas, 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 given in 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 given in 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 given in Approval Process Handbook to review the Reports of the 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” includes TFW, OCI/ PIO/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries, Lateral Entry, PwD and J&K seats notified from time to time, over and above the “Approved Intake”.
59	“Technical Institution” means an Institution set up by the Government, Government aided and Self-Financing/ 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	“Trust” means a Trust registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts.
61	“University Department” means a Department established and maintained by the University.
62	“University” means a University defined under Clause (f) of Section 2 of the University Grants Commission Act, 1956.
63	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 respectively assigned to them in the said Act.



## 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:

- Constitution of the Technical Education Committee of the Central Advisory Board of Education (CABE) of 1943;
- Preparation of the Sergeant Report of 1944; and
- 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 basically 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.

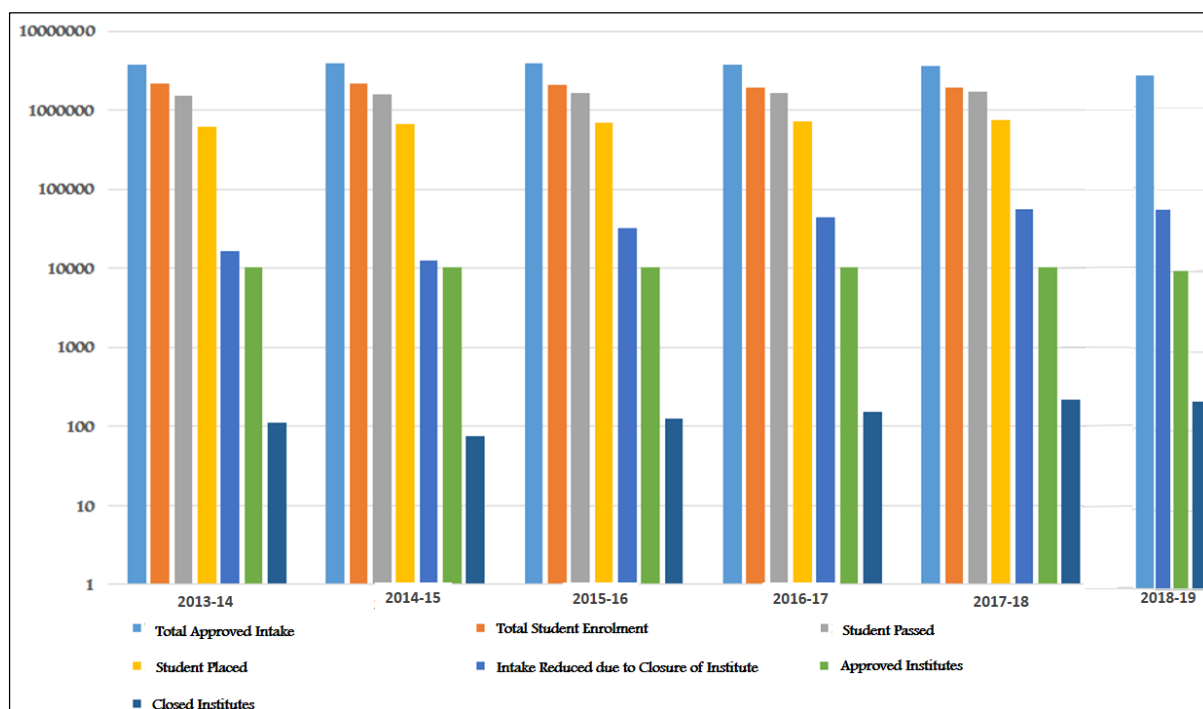
It was in this context that AICTE was given statutory powers by AICTE Act of Parliament in 1987, with a view to ensure the proper planning and coordinated development of the Technical Education System throughout the Country. Technical Education in this context includes fields of Engineering and Technology, Pharmacy, Architecture, Planning, Applied Arts, Crafts and Design, Hotel Management and Catering Technology and Management.

## 2 Growth of Technical Education

The growth of Technical Education in the Country before independence was very slow. The number of Engineering Colleges and Polytechnics (including Pharmacy and Architecture Institutions) 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.



**Status of Technical Institutions in India**

### Approved Institutions with Intake in 2018-19

Region	State	Institutions			Approved Intake			Institutions	Approved Intake
		Diploma	PG	UG	Diploma	PG	UG		
Central	Chhattisgarh	85	44	62	13460	4475	20314	127	38249
	Gujarat	147	224	200	68765	25962	67741	418	162468
	Madhya Pradesh	234	363	292	41391	46671	87238	575	175300
<b>Central Total</b>		<b>466</b>	<b>631</b>	<b>554</b>	<b>123616</b>	<b>77108</b>	<b>175293</b>	<b>1120</b>	<b>376017</b>
Eastern	Andaman and Nicobar Islands	2	0	1	480	0	90	2	570
	Arunachal Pradesh	8	2	1	1040	198	360	10	1598
	Assam	28	22	24	4395	1812	5505	59	11712
	Jharkhand	57	17	20	15177	3083	6681	82	24941
	Manipur	3	1	1	370	40	150	4	560
	Meghalaya	3	2	2	380	150	660	7	1190
	Mizoram	3	3	1	240	122	30	4	392
	Nagaland	9	2	2	585	120	540	13	1245
	Odisha	158	130	111	46321	15059	41985	300	103365
	Sikkim	3	2	4	570	234	800	7	1604
Tripura	7	3	3	1150	180	623	13	1953	
West Bengal	165	104	111	40170	10474	38598	286	89242	
<b>Eastern Total</b>		<b>446</b>	<b>288</b>	<b>281</b>	<b>110878</b>	<b>31472</b>	<b>96022</b>	<b>787</b>	<b>238372</b>
North-West	Chandigarh	5	10	7	960	1065	1821	15	3846
	Delhi	20	52	24	5750	13034	9893	78	28677
	Haryana	203	185	188	50141	21039	46978	402	118158
	Himachal Pradesh	34	21	33	6870	1481	6333	66	14684
	Jammu and Kashmir	30	19	12	5685	1600	3975	54	11260
	Punjab	221	168	147	56935	16424	39262	393	112621
	Rajasthan	205	135	154	41335	13342	48563	371	103240
<b>North-West Total</b>		<b>718</b>	<b>590</b>	<b>565</b>	<b>167676</b>	<b>67985</b>	<b>156825</b>	<b>1379</b>	<b>392486</b>
Northern	Bihar	69	38	42	17855	3147	11290	134	32292
	Uttar Pradesh	753	539	418	152100	70574	118844	1261	341518
	Uttarakhand	136	67	48	20143	6380	11795	194	38318
<b>Northern Total</b>		<b>958</b>	<b>644</b>	<b>508</b>	<b>190098</b>	<b>80101</b>	<b>141929</b>	<b>1589</b>	<b>412128</b>
South-Central	Andhra Pradesh	317	581	418	79676	88499	167171	790	335346
	Telangana	203	545	363	52429	86801	130548	669	269778
<b>South-Central Total</b>		<b>520</b>	<b>1126</b>	<b>781</b>	<b>132105</b>	<b>175300</b>	<b>297719</b>	<b>1459</b>	<b>605124</b>
South-West	Karnataka	349	363	277	95808	49206	110318	751	255332
	Kerala	87	218	216	23615	20534	60195	384	104344
<b>South-West Total</b>		<b>436</b>	<b>581</b>	<b>493</b>	<b>119423</b>	<b>69740</b>	<b>170513</b>	<b>1135</b>	<b>359676</b>
Southern	Puducherry	9	13	19	2422	1688	8010	29	12120
	Tamil Nadu	501	704	593	198784	86212	304138	1334	589134
<b>Southern Total</b>		<b>510</b>	<b>717</b>	<b>612</b>	<b>201206</b>	<b>87900</b>	<b>312148</b>	<b>1363</b>	<b>601254</b>
Western	Dadra and Nagar Haveli	1	2	1	390	90	60	3	540
	Daman and Diu	2	0	1	540	0	180	3	720
	Goa	9	5	8	2935	675	1490	17	5100
	Maharashtra	741	688	622	153556	81410	164102	1555	399068
<b>Western Total</b>		<b>753</b>	<b>695</b>	<b>632</b>	<b>157421</b>	<b>82175</b>	<b>165832</b>	<b>1578</b>	<b>405428</b>
<b>Grand Total</b>		<b>4807</b>	<b>5272</b>	<b>4426</b>	<b>1202423</b>	<b>671781</b>	<b>1516281</b>	<b>10410</b>	<b>3390485</b>





**Variations of Intake in AICTE approved Institutions  
(Diploma/ Post Diploma Certificate and Under Graduate Degree/ Post Graduate Degree)**

Year	Diploma/ Post Diploma Certificate	Engineerin g and Technology	Pharmacy	Architectur e	Hotel Management and Catering Technology	MCA	Managem ent	Approved Intake
2014-15	1307344	1901501	143244	10890	6442	109925	365352	<b>3844698</b>
2015-16	1310414	1844642	139622	10986	6430	103048	350161	<b>3765303</b>
2016-17	1293843	1752296	130926	9936	6109	94159	329273	<b>3616542</b>
2017-18	1261059	1662488	130903	9187	6031	85104	393055	<b>3547827</b>
2018-19	1199401	1586341	137322	10587	5883	73851	371813	<b>3385198</b>

**Approved Institutions Deemed to be Universities with Intake in 2018-19**

Region	State	Institutions Deemed to be Universities			Approved Intake			Total Institutions Deemed to be Universities	Approved Intake
		Diploma	UG	PG	Diploma	UG	PG		
Central	Gujarat	1	0	0	300	0	0	1	300
	Madhya Pradesh	2	2	0	120	120	0	2	240
<b>Central Total</b>		<b>3</b>	<b>2</b>	<b>0</b>	<b>420</b>	<b>120</b>	<b>0</b>	<b>3</b>	<b>540</b>
Eastern	Nagaland	0	1	0	0	300	0	1	300
	Odisha	0	1	2	0	2040	864	2	2904
	West Bengal	0	5	3	0	2010	300	7	2310
<b>Eastern Total</b>		<b>0</b>	<b>7</b>	<b>5</b>	<b>0</b>	<b>4350</b>	<b>1164</b>	<b>10</b>	<b>5514</b>
Northern	Uttar Pradesh	0	2	2	0	2580	630	2	3210
	Uttarakhand	0	1	1	0	930	450	1	1380
<b>Northern Total</b>		<b>0</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>3510</b>	<b>1080</b>	<b>3</b>	<b>4590</b>
North-West	Delhi	0	0	1	0	0	180	1	180
	Haryana	1	5	5	60	2440	796	5	3296
	Punjab	0	3	2	0	2470	650	3	3120
	Rajasthan	2	4	3	360	2160	807	5	3327
<b>North-West Total</b>		<b>3</b>	<b>12</b>	<b>11</b>	<b>420</b>	<b>7070</b>	<b>2433</b>	<b>14</b>	<b>9923</b>
South-Central	Andhra Pradesh	0	2	2	0	5440	1170	2	6610
	Telangana	0	2	2	0	1280	1366	2	2646
<b>South-Central Total</b>		<b>0</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>6720</b>	<b>2536</b>	<b>4</b>	<b>9256</b>
Southern	Tamil Nadu	4	27	26	360	46895	12115	28	59370
<b>Southern Total</b>		<b>4</b>	<b>27</b>	<b>26</b>	<b>360</b>	<b>46895</b>	<b>12115</b>	<b>28</b>	<b>59370</b>
South-West	Karnataka	0	7	12	0	4810	5332	13	10142
	Kerala	0	1	1	0	140	150	1	290
<b>South-West Total</b>		<b>0</b>	<b>8</b>	<b>13</b>	<b>0</b>	<b>4950</b>	<b>5482</b>	<b>14</b>	<b>10432</b>
Western	Maharashtra	1	6	8	60	2990	4478	9	7528
<b>Western Total</b>		<b>1</b>	<b>6</b>	<b>8</b>	<b>60</b>	<b>2990</b>	<b>4478</b>	<b>9</b>	<b>7528</b>
<b>Grand Total</b>		<b>11</b>	<b>69</b>	<b>70</b>	<b>1260</b>	<b>76605</b>	<b>29288</b>	<b>85</b>	<b>107153</b>

**3 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.



#### 4 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).

#### 5 AICTE Profile

##### Vision

To be a World Class Organization leading Technological and Socioeconomic development of the Country by enhancing the global competitiveness of Technical manpower, by ensuring high quality Technical Education to all sections of the Society.

##### Mission

- A true facilitator, enabler and objective regulator.
- Transparent governance and accountability in approach towards Society.
- Planned and coordinated development of Technical Education in the Country by ensuring World Class standards of Institutions through accreditation.
- Facilitating World Class Technical Education through:
  - i. Emphasis on developing high quality Institutions, academic excellence and innovative research and development Programmes;
  - ii. Networking of Institutions for optimum resource utilization;
  - iii. Dissemination of knowledge;
  - iv. Technology forecasting and global manpower planning;



- v. Promotion of Industry-Institution interaction for developing new products, services, and patents;
- vi. Inculcating Entrepreneurship;
- vii. Encouraging indigenous Technology;
- viii. Focusing on Non-Formal Education;
- ix. Providing affordable Education to all.
- x. Making Indian Technical Education globally acceptable.
- xi. A vision of a forward-looking Organization that has an efficient, flexible and empowered manpower, sensitive to stakeholder's expectations.

### Objectives

- Promotion of quality of Technical Education
- Planning and coordinated development of Technical Education system
- Providing Regulations for maintenance of norms and standards

### Responsibilities

- Promotion of quality of Technical Education
- Policy directions
- Review of norms and standards
- Assessment of manpower requirement
- Liaison with Central/ State Government/ UT, University/ Board and other Statutory Bodies
- Others as provided in the Act

### Major Functions and Schemes

- Approval of Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level Programme(s) in Technical Institutions/ Institutions Deemed to be Universities
- Approval of variation/ increase in the Intake, additional Course(s)/ Programme(s) in Technical Institutions
- Approval for Foreign Collaboration and Twinning Programme
- Approval for Skill and Vocational Courses
- Participation in the process of granting Institution Deemed to be University status by MHRD
- Development of Model Curricula through All India Boards of Studies
- Share and Mentor Institutions (Margdarshan and Margadarshak)
- Modernisation and Removal of Obsolescence (MODROBS)
- Community Colleges under NSQF
- e-Shodh Sindhu
- Unnat Bharat Abhiyan
- Saansad Adarsh Gram Yojana (SAGY)
- Seminar Grant
- Travel Grant
- Faculty Development Programme (FDP)
- Induction Programme to the students
- Mandatory Internships
- Teacher Training Policy
- Exam Reforms
- Study in India
- Start-up Policy
- National Doctoral Fellowship (NDF)
- Innovation Cell



- Quality Improvement Programme
- AICTE-Adjunct Faculty
- Research Promotion Scheme (RPS)
- AICTE-INAE-DVP (Distinguished Visiting Professor)
- AICTE-INAE-TRF (Teaching Research Fellowship)
- AICTE-INAE-TG (Travel Grant for students)
- Post Graduate scholarships for GATE/GPAT Qualified Post Graduate students
- Hostel for SC/ ST Students
- Scholarship Scheme for Girl Child (SSGC) – PRAGATI
- Scholarship Scheme for Divyang – SAKSHAM
- Skill and Personality development Programme Centre for SC/ ST Students



Grant of Approval through a single application for the following:

- 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
- 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(s)/ Level(s) in the existing Institutions

### 1.1 Introduction

- a. A new Technical Institution shall be established by providing Infrastructure and other requirements as 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 Programme of a Technical Institution, which do not have requisite prior approval of the Council.
- d. Technical Institution shall satisfy the norms specified in Approval Process Handbook.
- e. The applications received shall be processed as per the norms and procedures prescribed in the Approval Process Handbook. The Institution shall also have to adhere to the existing Central, State and Local Laws.
- f. 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 grant approval to the new/ existing Institutions taking into account the recommendations of the Committee (Annexure 1) set up by AICTE to provide the National Perspective Plan for Technical Programmes.

### 1.2 Time Schedule for processing of the applications

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

### 1.3 Seeking approval of the Council

#### 1.3.1 Application for

- a. Setting up a new Technical Institution offering a Technical Programme in Engineering and Technology, Pharmacy, Architecture and Planning, Applied Arts, Crafts and Design, Hotel Management and Catering Technology, MCA and Management at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level.
- b. Change of Site/ Location of the Institution
- c. Conversion of Women's Institution into Co-ed Institution and vice-versa





- d. Conversion of Diploma Level into Degree Level and vice-versa
- e. To Start new Programme(s)/ Level(s) in the existing Institutions

### **1.3.2 Requirements and Eligibility**

- 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 Applications listed under Clause 1.3.1 are not eligible to apply for the Introduction of NRI/ OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries/ Twinning/ Fellowship Programmes. However, the Applicants under Clause 1.3.1.a and e of this Chapter shall be eligible to apply for the same after one batch of students pass out.**

### **1.3.4 Institutions applying under MHRD Schemes**

- a. MHRD, 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 list of Districts identified under this scheme is given in Annexure 2 of Approval Process Handbook. The scheme shall be applicable to the Districts in Annexure 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 MHRD 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 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 above mentioned Schemes initiated by the MHRD.
- 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 and further to Executive Committee 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 the Letter of Approval (LoA). Further, AICTE shall send Expert Visit Committee to such Institutions 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 Approval Process Handbook, the “Approved Intake” in the Course(s) shall be reduced to 50%. 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)**

- a. The existing Institutions approved by the Council of Architecture/ Pharmacy Council of India in the previous Academic Years without having approval from AICTE.
- b. The existing Institutions offering Course(s) in Applied Arts and Crafts/ Vocational (Technical) Programme without having approval from AICTE.
- c. Non-Technical Institutions seeking approval for conducting MCA/ MBA Courses. Further, for such Institutions, exclusive Building and Principal are not required. However, the Institutions should fulfill all other norms (as specified in the Approval Process Handbook) such as separate Head of the Department, Faculty, Infrastructure, Built-up area, etc.
- d. In all the above cases, Institutions seeking approval for the first time from AICTE shall submit an application as a new Technical Institution for all their existing Technical Programme(s) and Course(s).

## **1.4 Submission of Application**

### **1.4.1 User ID and Password**

- a. An unique USER ID 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).
- b. If any existing Institution has forgotten the Password, the Institution shall apply to the concerned Regional Office with an Affidavit<sup>1</sup> for “Forgotten Password” along with the proof of payment of ₹5000/- (Five Thousand Only), through the payment gateway on AICTE Web-Portal [www.aicte-india.org](http://www.aicte-india.org). Regional Officer shall verify and upload on the Web-Portal for allotment of Password to the Applicants.
- c. Institutions applying for 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 shall apply from their existing Login itself.
- d. Using the USER ID, the application in the prescribed Format shall be filled and submitted on AICTE Web-Portal [www.aicte-india.org](http://www.aicte-india.org). Using this USER ID, the Applicant shall be able to track the status of the application at various stages of processing.

### **1.4.2 Payment**

- a. 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 set up in J&K/ 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), (ii), (iii) and (v) whose application was rejected and issued Final LoR in the previous year i.e. 2018-19*	3.0
v	Existing Institutions seeking approval for the first time from AICTE under Clause 1.3.5.a, b and c	2.0

\* Not applicable for Application which was rejected in 2018-19 and TER Charges refunded under Clauses 1.4.2.h and 1.4.7.b of this Chapter.

Applicants under (vi) are not eligible for refund of TER Charges as per Clauses 1.4.2.h and 1.4.7.b of this Chapter.

- b. TER Charges ₹ in Lakh for other applications are given below:

Sl. No.	Type of Institution	Change in Site/ Location/ Conversion of Women's Institution into Co-ed Institution and vice-versa/ Conversion of Diploma Level into Degree Level/ To start new Programme(s)/ Level(s) in the existing Institutions	Conversion of Degree Level into Diploma Level
i	Minority Institution/ Institution set up in J&K/ North Eastern States/ Institution set up exclusively for Women/ PwD	2.0	0.75
ii	Government/ Government aided Institutions	Nil	Nil
iii	All other Institutions	3.0	1.00

- c. In an extraordinary circumstance, if any additional Scrutiny 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.
- d. In an extraordinary circumstance, if any additional Expert Visit Committee has to be conducted **inclusive of the Court directions to any type of Institutions**, the Applicant has to remit ₹2.0 Lakhs through online.
- e. 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.
- f. Only those applications submitted within the cut-off date, including payment shall be considered for processing.
- g. In case of eligible refund/ excess payment, if any, after processing, the amount shall be refunded to the Applicant.
- h. Applications submitted under Clause 1.3.1.a, b, c and e, if rejected at the level of Scrutiny/ Re-Scrutiny without availing the appeal provision/ Applicant withdrawing Letter of Intent (LoI), the TER Charges after a deduction of ₹50000/- (Rupees Fifty Thousands only) shall be refunded to the Applicant/ Institution.



In case of rejection of an application submitted for Conversion of Diploma Level into Degree Level and under Clause 1.5.2, if opted for the issue of Extension of Approval of the existing Programme(s) and Course(s), after deducting the applicable TER Charges, refund shall be made.

- 1.4.3** 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.

- 1.4.4** All Applicants shall submit an Affidavit<sup>4</sup> 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.

- 1.4.5** A printout of the complete online application as submitted on AICTE Web-Portal, along with the proof of payment, and documents mentioned as per Appendix 16 of Approval Process Handbook duly attested by the Chairman/ Secretary of the Trust/ Society/ Company shall be submitted on the date of Scrutiny at the Regional Office.

- 1.4.6** Applications complete in all respects shall only be processed.

**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, not later than one week from the last date of submission of application as per the Public Notice.
- 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 ₹50000/- (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, 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 has 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 VI of 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. In case of the Applicant seeking LoA, 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 year.

Technical Institutions applying under this Clause shall have to apply for Progressive/ Complete Closure of the Institution for the existing Programme(s) and Course(s) and shall apply for the starting a new Technical Institution. 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 (except Government/ Government aided Institution/ Central/ State University) in the form of FDRs and/ or Bank accounts in the Nationalized Bank or Scheduled Commercial Banks recognized by Reserve Bank of India shall be as under 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	Pharmacy	50
iii	Architecture and Planning	
	a. Architecture	50
	b. Planning	50
iv	Applied Arts, Crafts and Design	
	a. Applied Arts and Crafts	50
	b. Design	50
v	Hotel Management and Catering Technology	50
vi	MCA	50
vii	Management	50

**1.5.4** The Applicants shall not use 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/ IEST/ AICTE/ UGC/ MHRD/ 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 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 Approval Process Handbook shall be approved for a New Technical Institution at the Level of a Diploma/ Under Graduate/ Post Graduate, a combination of Diploma, Under Graduate and Post Graduate shall not be approved. However, the “Maximum Intake allowed” for the Programmes shall be as per Appendix 3 of Approval Process Handbook.



### 1.5.8 Procedure

- a. The application shall be processed as per the Procedure of Scrutiny/ Re-Scrutiny Committee as per Clause 1.10 and thereon of this Chapter for the issue of Letter of Intent (LoI)/ Letter of Rejection (LoR).
- b. The application under Clause 1.5.2 of this Chapter shall be processed simultaneously for Closure of the existing Institution and starting a new Technical Institution following the respective procedures specified in the Approval Process Handbook.

However, the application for the new Technical Institution shall be processed ONLY if the Closure of the Institution is found to be in order in all respects by the Scrutiny/ Re-Scrutiny Committee.

## 1.6 Change of Site/ Location

### 1.6.1 Requirements and Eligibility

- a. The existing Institution seeking for approval for 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 16 of Approval Process Handbook.
- c. The Change of Site/ Location shall be allowed within the jurisdiction of the affiliating University/ Board. However, for PGDM Institutions, the Change in Site/ Location shall be allowed within the City/Town.

### 1.6.2 Procedure

- a. The application shall be processed as per the Procedure of the Scrutiny Committee followed by Expert Visit Committee. It shall be necessary to provide Built-up area as per norms required to conduct 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.





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

## **1.7 Conversion of Women's Institution into Co-ed Institution and vice-versa**

### **1.7.1 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 Conversion of Women's Institution into Co-ed Institution and vice-versa shall be as per Appendix 16 of Approval Process Handbook.
- c. The Institution may also seek change in the Name of the Institution.

### **1.7.2 Procedure**

- a. The application shall be processed as per the procedure of the Scrutiny Committee followed by Expert Visit Committee.
- b. It shall be necessary to provide Built-up area as per the norms required to conduct all the existing Course(s).
- c. The Conversion of Women's Institution into Co-ed Institution and vice-versa shall be effected only after the grant of approval by the Council.

## **1.8 Conversion of Diploma Level into Degree Level and vice-versa**

### **1.8.1 Requirements and Eligibility**

- a. The existing Institutions shall be eligible for Conversion of Degree Level into Diploma Level and vice-versa in ONE Programme only.
- b. The existing Institutions applying for Conversion of Degree Level into Diploma Level in any Programme shall have to apply for Progressive/ Complete Closure of ALL the Regular/ First Shift and Second Shift/ Part Time (if any) including Post Graduate Course(s) in the corresponding discipline, if any, for the existing Course(s).

The existing Institutions applying for Conversion of Diploma Level into Degree Level in any Programme shall have to apply for Progressive/ Complete Closure of ALL the Regular/ First Shift and Second Shift/ Part Time (if any) for the existing Course(s).

If the application for Conversion 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.

- c. The additional documents to be submitted for Conversion of Diploma Level into Degree Level and vice-versa shall be as per Appendix 16 of Approval Process Handbook.
- d. The Institutions which are in existence for a minimum period of 5 years ONLY are eligible.
- e. **Merger of the Courses is not permitted.**
- f. **Conversion of Level shall be permitted ONLY for Regular/ First Shift Course(s).**
- g. The Conversion shall be permitted for all the Courses in the said Level and 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 Approval Process Handbook, then such Course(s) shall not be permitted for Conversion.

- h. The Institution may also seek change in the Name of the Institution.

### 1.8.2 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 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 Approval Process Handbook, then such Course(s) shall have to be applied for Closure.
- b. The application for Conversion of Diploma Level into Degree Level shall be processed as per the procedure of the Scrutiny Committee followed by Expert Visit Committee while the Conversion of Degree Level into Diploma Level shall be processed through Scrutiny Committee only.
- c. It shall be necessary to provide adequate Infrastructural facilities as specified in the Approval Process Handbook to conduct all Programme(s) and Course(s).
- d. The Conversion of Diploma Level into Degree Level and vice-versa shall be effected only after the grant of approval by the Council and the intake shall be fixed as that of the “Approved Intake” of the Regular/ First Shift Course.

**Note: Land relaxation and refund of additional Security Deposit 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.**

### 1.9 To start new Programme(s)/ Level(s) in the existing Institutions

#### 1.9.1 Requirements and Eligibility

- a. The existing Institutions seeking approval to start new Programme(s)/ Level(s) 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 16 of Approval Process Handbook. However, the Institutions shall be permitted to apply for the same only after one batch of students pass out.
- b. The Institutions applying under Break in EoA/ Restoration of Intake are not eligible.
- c. Such Institutions shall not be eligible to apply for other categories listed under Chapter I/ II/ III of Approval Process Handbook except Extension of Approval/ Continuation of NRI/ supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries for the existing Course(s).
- d. The Institutions shall be permitted to apply for ANYONE Level (Diploma/ Under Graduate) in an existing Programme/ a new Programme, not exceeding THREE Division(s)/ Course(s). However, the norms of the concerned Regulatory Authorities shall also be fulfilled.
- e. To start additional/ new courses at Post Graduate Level, the same shall be processed as per Clause 2.7 of 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 Land shall be the sum of the highest Land required among the Programme(s) and 50% of the Land required for each of the other Programme(s)/ Level(s) including the new Programme(s).
- h. The Principal of the Institution shall have the qualifications (satisfying AICTE norms) in anyone of the Programmes of the Institution.
- i. The Institution may also seek change in the Name of the Institution.

#### 1.9.2 Procedure

- a. The application shall be processed as per the as per the procedure of the Scrutiny Committee followed by an Expert Visit Committee.

#### 1.10 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 13.4 of 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 Member Secretary, 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 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. Applicants shall present their application and **ALL** original documents along with self-attested copies as per Appendix 16 of Approval Process Handbook, before the Scrutiny Committee. Applicants shall adhere to Scrutiny schedule and not to remain absent at the time of Scrutiny.

In the event of the Applicant getting Letter of Intent (LoI) and if the Applicant is interested in getting Letter of Approval (LoA) in the current Academic Year itself, the Applicant shall submit the resolution of the Trust/ Society/ Company to the Scrutiny Committee for **processing the same for the Current Academic Year**.

- f. The Scrutiny Committee shall verify the authenticity of the documents submitted by the Applicant as mentioned above and shall countersign 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 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 countersign all the documents that are accepted.
- j. The Regional Officer shall ensure and certify that all the fields of the Scrutiny/ Re-Scrutiny Committee Report are filled completely.
- k. Applications which are found to be in order in all respects by the Scrutiny/ Re-Scrutiny Committee shall be processed further
  - In case of new Technical Institutions, the report of the Scrutiny/ Re-Scrutiny shall be made available to the Regional Committee for the issue of Letter of Intent (LoI).
  - In case of Change of Site/ Location, Conversion of Women's Institution into co-ed Institutions and vice-versa and Conversion of Diploma into Degree Level and to start new Programme(s)/ Level(s) in the existing Institutions, an Expert Visit Committee shall be recommended. The date of visit shall be communicated through the Web-Portal.
- l. The applications which are not recommended by the Scrutiny/ Re-Scrutiny Committee, shall also be made available to the Regional Committee for the issue of Letter of Rejection (LoR).
- m. The attested copies of original documents shall be retained by the Regional Office.

#### **1.11 Evaluation of the application by the Expert Visit Committee**

- a. The Expert Visit Committee shall be constituted as per Appendix 13.6 of 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 Member Secretary, 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 Institution.
- b. Additional experts, if required, may be co-opted in any of the Committee for processing of applications, Complaints, etc.
- c. An Expert Visit Committee shall visit the proposed premises of the Institution to verify the following:
  - Readiness with respect to Appendix 4 of 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 Committee members.
  - Readiness with respect to Appendix 5 of Approval Process Handbook, i.e. Computer, Software, Internet, Printers, Laboratory Equipment, Books, Journals and Library facilities of the Technical Institution.
  - Readiness with respect to Appendix 6 of Approval Process Handbook, i.e. Essential and Desirable requirements of the Technical Institution.



- 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 Committee.
- 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 Approval Process Handbook. The mere presentation of Purchase Orders/ Payment records for subscription, etc. without actual availability shall not be considered.
- g. The Expert Visit Committee shall also verify documents in original as mentioned in Appendix 16 of Approval Process Handbook with respect to actual Infrastructure visited.
- h. 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.
- i. The video recording 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 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.
- j. The Applicant shall also arrange Laptop/ Desktop with Internet facility, Scanner and Printer to the Expert Visit Committee.
- k. The Expert Visit Committee shall submit the following to the Regional Office:
  - Its visit Report in the prescribed format
  - Attested Copies of documents (as applicable) as mentioned in Appendix 16 of Approval Process Handbook
  - Video recording of the Expert Visit Committee during visit
  - 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
- l. The Regional Officer shall ensure and certify that all the fields of the Expert Visit Committee Report are filled completely.
- m. The scanning and uploading of the Scrutiny/ Re-Scrutiny Committee Report and Expert Visit Committee Report including the Video recording shall be done by the concerned Regional Office.

#### **1.12 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 recommends the application for further processing. The Regional Officer shall ensure and certify that all the fields of the Regional Committee Report are filled completely.



- b. Regional Officer concerned, while forwarding the recommendations of the Regional Committee for further processing of issuance of LoI/ LoA (as applicable) or otherwise to AICTE Head Quarter shall verify that the procedures 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 Head Quarter 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 and certify that all the fields of all the Reports are filled completely. If not, the same shall be brought to the notice of the Council.

### 1.13 Grant of Approval

- a. The Executive Committee after considering the recommendations of the Regional Committee 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. In case of new Technical Institutions, the Council if deems fit shall grant approval to issue Letter of Intent (LoI) for the given Academic Year, the same shall be valid for three Academic Years. Within the validity period, after the establishment of Infrastructure facilities as per the requirements, the Applicant shall apply on AICTE Web-Portal for the Letter of Approval anytime in the year. On expiry of the validity, the LoI issued stands cancelled and the Applicant shall make a fresh application for the issuance of Letter of Intent.
- c. The decision of the Executive Committee shall be uploaded on the Web-Portal in the form of a Letter of Intent (LoI) (in case of Scrutiny/ Re-Scrutiny)/ Letter of Approval (LoA) (in case of Expert Visit Committee) or Letter of Rejection (LoR) with specific reasons for rejection of the application.
- d. In case of the applications recommended for Letter of Intent (LoI) and expressed their interest in getting Letter of Approval (LoA) in the current Academic Year itself, shall be processed further by an Expert Visit Committee.
- e. The Report of Expert Visit Committee shall be processed further as per Clauses 1.12 and 1.13.a of Approval Process Handbook.
- f. Applicants for starting new Technical Institutions (except 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.

The 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.

The Applicant shall submit the payment proof of the Security Deposit along with an Affidavit<sup>3</sup> within 7 days from the date of intimation to the concerned Regional Office, else a penalty of 10% of the value of the Security Deposit shall be imposed upto 15<sup>th</sup> May of the Calendar Year, beyond which the approval shall be withdrawn.

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 Lakhs**

Sl. No.	Programme	Diploma/ Post Diploma		Under Graduate		Post Graduate Diploma/ Post Graduate Degree	
		Minority/ Women's/ PwD/ J&K/ North Eastern States	Others	Minority/ Women's/ PwD/ J&K/ North Eastern States	Others	Minority/ Women's/ PwD/ J&K/ North Eastern States	Others
i	Engineering and Technology	12	15	28	35	28	35
ii	Pharmacy	12	15	12	15	12	15
iii	Architecture and Planning						
	a. Architecture	12	15	12	15	12	15
	b. Planning	12	15	12	15	12	15
iv	Applied Arts, Crafts and Design						
	a. Applied Arts and Crafts	12	15	12	15	12	15
	b. Design	-	-	12	15	12	15
v	Hotel Management and Catering Technology	12	15	12	15	12	15
vi	MCA	-	-	-	-	12	15
vii	Management	12	15	-	-	12	15

- g. 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 Quality Improvement Programme for Faculty and giving Scholarships to students.
- h. Applicants, whose applications are recommended for the Conversion of Women's Institution into Co-ed Institution or Conversion of Diploma Level into Degree Level, shall create the Security Deposit for the remaining amount as per the requirements of Approval Process Handbook for the remaining period of 10/ 8 years, as applicable. No deposit is required where NOC was already issued to the Institution for the release of the earlier FDR.
- i. The Principal amount shall be returned to the Trust/ Society/ Company on expiry 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.
- j. **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 current 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 from the **next Academic Year onwards, irrespective of the admission of the students.** However, the Institutions that fail to admit the students in the current Academic Year due to Non-affiliation by the University/ Board or Non-Fulfillment of State Government/ UT requirements are exempted from the payment of TER Charges.

On expiry of the validity, the LoA issued stands cancelled and the Applicant shall make a fresh application for the issuance of Letter of Intent.



- k. 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.

1. **The Council shall normally not grant Conditional Approval to any Institution.**

- m. Applications for Change of Site/ Location/ Conversion of Women's Institution into Co-ed Institution and vice-versa/ To start new Programme(s)/ Level(s) in the existing Institutions rejected by Council shall be processed for Extension of Approval as per Chapter II of Approval Process Handbook.

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/ 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 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.**

- n. An Institution/ Applicant, if aggrieved by the decision of the Executive Committee, shall **appeal** as per Clause 1.15 of this Chapter and the final decision of the Council shall be uploaded on or before 30<sup>th</sup> April of the Calendar Year.

**1.14 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 prescribed 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 Staff in the prescribed Format shall also be uploaded on the Web-Portal of AICTE.
- d. Without the appointment of all the Faculty members and other Staff, an Institution shall not commence the Courses.

**1.15 Appeal Procedure**

- a. As per the provision laid down in Clause 1.13.n 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 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.
- 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 if short notice of time is given.
- d. The Report of the 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 Institution shall be invited to present their case along with the compliance and supporting documents, before the Standing Appellate 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.

- f. The Standing Appellate Committee shall either Recommend/Not Recommend the case to the Council or recommend to Scrutiny (in case of LoI)/ Expert Visit Committee (in case of LoA). Accordingly, Scrutiny/ Expert Visit Committee shall be conducted as per Clause 1.10/ 1.11 respectively, of this Chapter and the reports of the same shall be placed before another Standing Appellate Committee to Recommend/Not Recommend, inviting the representatives of the Institution along with the compliance and supporting documents.
- g. The concerned Officer in Approval Bureau shall ensure and certify that all the fields of all the Reports are filled completely.
- 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<sup>3</sup> as per Clause 1.13.e of this Chapter.
- j. A final Letter of Intent/ Letter of Approval/ Letter of Rejection 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. LoI/ 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<sup>ble</sup> Supreme Court of India in CA No.9048/ 2012.

**1.16 Process Flowchart for the establishment of a new Technical Institution is given in Annexure 5 of Approval Process Handbook.**



Grant of Approval through single application for the following:

- Extension of Approval to the existing Institutions/ Continuation of approval after a break in the preceding Academic Year/ Restoration of Intake
- Extended EoA
- Increase in Intake/ Additional Course(s)
- Integrated/ Dual Degree Course
- To start Diploma in Degree Pharmacy Institutions and vice-versa
- Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus
- Closure of the Institution
- Conversion of Management Institutions running PGDM Course into MBA Course
- Conversion of Second Shift Course(s) into First Shift Course(s)
- Closing of MBA Programme and Introduction of MCA Programme and vice-versa
- Introduction/ Continuation of Fellowship Programme in Management
- Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries
- Introduction/ Continuation of seats for Non Resident Indian(s)
- Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses
- Change in the Name of the Institution or affiliating University/Board
- Change in the Name of the Bank
- Change in the Name of the Trust/ Society/ Company

### 2.1 Introduction

- a. Institution offering Technical Education shall not continue Technical Programme(s)/ Course(s) beyond the specified period of approval given by 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 to the Council every year for Extension of Approval of Course(s).

### 2.2 Time Schedule for processing of applications

- a. AICTE shall notify through a Public Notice in the leading newspapers and through AICTE Web-Portal from time to time inviting applications with cut-off dates for various purposes and processing thereof. The time schedule mentioned in the Public Notice 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 AICTE Web-Portal and payment shall not be later than the last date as notified in the Public Notice.



## 2.3 Submission of application

### 2.3.1 Allotment of USER ID

- a. If the Institution has not obtained a USER ID/ Password previously, a unique USER ID shall be allotted to Applicant Institutions 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. If any existing Institution has forgotten the Password, the Institution shall apply to the Regional Office with an Affidavit<sup>1</sup> for “Forgotten Password” along with the proof of payment of ₹5000/- (Five Thousand Only), through the payment gateway on AICTE Web-Portal [www.aicte-india.org](http://www.aicte-india.org). The Regional Officer shall verify and upload on the Web-Portal for allotment of Password to the Applicants for further processing.
- c. The existing Institutions shall use the USER ID’s allotted to them previously. An Applicant using their login ID and password shall enter/ edit data as required.
- d. Using the USER ID, the application in the prescribed Format shall be filled and submitted on AICTE Web-Portal [www.aicte-india.org](http://www.aicte-india.org). Using this USER ID, the Applicant shall be able to track the status of the application at various stages of processing.
- e. A unique identification number is allotted to each application for further reference.

### 2.3.2 Seeking approval of the Council for

- a. Extension of Approval to the existing Institutions/ Continuation of approval after a break in the preceding Academic Year(s)/ Restoration of Intake
- b. Extended EoA
- c. Increase in Intake/ Additional Course(s)
- d. Introduction of Integrated/ Dual Degree Course
- e. To start Diploma in Degree Pharmacy Institutions and vice-versa
- f. Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus
- g. Closure of the Institution
- h. Conversion of Management Institutions running PGDM Course into MBA Course
- i. Conversion of Second Shift Course(s) into First Shift Course(s)
- j. Closing of MBA Programme and Introduction of MCA Programme and vice-versa
- k. Introduction/ Continuation of Fellowship Programme in Management
- l. Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries
- m. Introduction of Non Resident Indian(s) seats
- n. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses



- o. Change in the Name of the Institution or affiliating University/Board
- p. Change in the Name of the Bank
- q. Change in the Name of the Trust/ Society/ Company

### 2.3.3 Payment

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

Type of Institution	Extension of Approval		Break in EoA/ Restoration of Intake/	Introduction of OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats	Continuation of OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats		
	Extension of approval per Programme	Amount of Late Fee			“Approved Intake” Upto 600#	“Approved Intake” 601-1200#	“Approve d Intake” > 1200#
Minority Institution/ Institution set up in J&K/ North Eastern States/ Institution set up exclusively for Women/ PwD	0.75	2.0	3.0	3.0	0.75	2.0	3.0
Government/ Government aided Institutions/ Central University/ State University**	Nil	0.10	Nil	Nil	Nil	Nil	Nil
All other Institutions	1.0	2.0	3.0	5.0	1.0	3.0	5.0

Type of Institution	Diploma in Degree Pharmacy and vice-versa/ Conversion of Second Shift Course into First Shift Course/ Change in the Name of the Trust/ Society/ Company/ Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus	Conversion of Management Institutions running PGDM Course into MBA Course/ Closing of MBA Programme and Introduction of MCA Programme and vice-versa/ Introduction or Continuation of NRI seats/ Increase in Intake/ additional Course(s)/ Introduction of Integrated/ Dual Degree Course(s)	Introduction of Fellowship Programme in Management	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)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses/ Change in the Name of the Institution/ affiliating University/ Board*
Minority Institution/ Institution set up in J&K/ North Eastern States/ Institution set up exclusively for Women/ PwD	2.0	0.75	10.0	0.25
Government/ Government aided Institutions**	Nil	Nil	Nil	Nil
All other Institutions	3.0	1.0	15.0	0.50

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

\*\* TER charge is applicable, if self-financing Courses are offered at Government aided Institutions.

# Approved Intake of the previous Academic Year shall be considered.

Note:

- TER Charges for Change in the Name of the Bank is ₹ 5000/-.
- TER Charges shall not be refunded in any case, if the application is processed and rejected as specified in the Approval Process Handbook.





- No NOCs from University/ Board/ State Government/ UT shall be required for reduction in Intake to Non-Zero Intake of Course(s) and Closure of Second Shift Course(s).
  - b. In an extraordinary circumstance, if an additional Scrutiny Committee has to be conducted **inclusive of the Court directions to any type of Universities**, the Applicant has to remit ₹1.0 Lakh through online.
  - c. In an extraordinary circumstance, if an additional Expert Visit Committee has to be conducted **inclusive of the Court directions to any type of Universities**, the Applicant has to remit ₹2.0 Lakhs through online.
  - d. Above TER Charges are applicable irrespective of number of Divisions/ Courses applied for Increase in Intake/ Closure.
  - e. 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.
  - f. Only those applications submitted within the cut-off date shall be considered for processing, subject to realization of the Payment.
- 2.3.4** 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.
- 2.3.5** AICTE Web-Portal permits the generation of Deficiency Report for the applications.
- 2.3.6** After pressing the “submit” tab, the data shall not be allowed for any further editing, till the processing of application is completed. Hence, Applicants shall exercise utmost caution before pressing the “submit” tab.
- 2.3.7** Application should be submitted on AICTE Web-Portal on or before the last date as notified in the Public Notice.
- 2.3.8** If an Applicant/ Institution has wrongly submitted an application, the same shall be represented to AICTE, Head Quarter along with the Resolution of the Trust/ Society/ Company, duly signed by the Chairman/ Secretary to that effect in the Format<sup>3</sup>, atleast 7 days before the last date as notified in the Public Notice. With the approval of the Competent Authorities, the application shall be reopened ONE TIME to enable the Applicant/ Institution to rectify the same and resubmit with necessary TER Charges along with the Late Fee as applicable.
- After the submission of the application, if an Applicant intends to revoke the application for a specific purpose (other than Extension of Approval), the same shall be represented by the Institution to AICTE, Head Quarter along with the Resolution of the Trust/ Society/ Company, duly signed by the Chairman/ Secretary to that effect in the Format<sup>3</sup>, atleast 7 days from the last date as notified in the Public Notice. 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 ₹25000/- (Rupees Twenty Five Thousand only) shall be refunded to the Applicant and if the Closure of the Course/ Programme/ Institution is revoked as per the approval of the Council, the necessary TER Charges for Extension of Approval along with the Late Fee as applicable shall be paid.
- 2.3.9** An Affidavit<sup>4</sup> sworn before First Class Judicial Magistrate or Notary or an Oath Commissioner on ₹100/- Non-Judicial stamp paper/ e-stamp paper shall be uploaded. In case of false information, AICTE shall invoke the provisions, both civil and/ or criminal as per the Regulations in place.



**2.3.10** All Institutions shall upload the documents as per Appendix 17 of Approval Process Handbook in the Web-Portal. **HARD COPIES OF THE APPLICATION/ ADDITIONAL DOCUMENTS SHOULD 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 processed.

**2.3.13** Feedback from Faculty members and students available in AICTE Web-Portal about the Institution shall be given due importance. Institutions at random would be subject to surprise inspection for the fulfillment of the norms of Approval Process Handbook.

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

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

## **2.5 EoA/ Break in EoA/ Restoration of Intake**

### **2.5.1 Requirements and Eligibility**

- a. The Institution seeking approval for EoA/ Break in EoA/ Restoration of Intake shall apply on AICTE Web-Portal along with the documents as per Appendix 17 of Approval Process Handbook.
- b. Institutions applying for Break in EoA/ Restoration of Intake shall not be eligible for increase in the Intake/ Introduction of new Course(s)/ Introduction of NRI/ OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats/ Twinning/ Fellowship Programme.

### **2.5.2 Procedure**

- a. The applications received shall be processed as per the norms and procedures prescribed in the Approval Process Handbook. The Institution shall also have to adhere to the existing Central, State and Local Laws.
- b. Grant of Extension of Approval is based on Self-Disclosure of required facilities and Infrastructure availability as submitted online on AICTE Web-Portal. The Council shall grant the desired approval, only after confirming that the Applicant had fulfilled all the norms and standards prescribed in Approval Process Handbook.
- c. 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.
- d. Restoration of Intake shall be processed upon verification of adequate Infrastructural facilities as specified in the Approval Process Handbook by an Expert Visit Committee.



- e. The Council shall monitor for fulfillment of all norms by the Institution and in the event of Non-Fulfillment, the Council shall initiate penal action as per the Regulations.

**2.5.3 Institutions having Course(s) where admission is less than 30% of “Approved Intake” for the past 5 years consistently, the Council shall reduce 50% of the “Approved Intake” in such Course(s) in the current Academic Year with the approval of the Council.**

## **2.6 Extended EoA**

### **2.6.1 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 10<sup>th</sup> April of the next Calendar Year and those Institutions who have applied and obtained NBA accreditation from 1<sup>st</sup> July of the corresponding Academic 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 UGC Autonomous status (Academic/ Administrative/ Financial Autonomous) as conferred by the affiliating University, and if the live Autonomy period is valid beyond 10<sup>th</sup> 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 AICTE Web-Portal along with the additional documents as per Appendix 17 of Approval Process Handbook.
- c. The Institution shall have “Zero 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 agency.

### **2.6.2 Procedure**

- a. The Scrutiny Committee shall verify the additional documents as per Appendix 17 of 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. However, such Institutions are required to submit the application for EoA and maintain ALL the norms and standards as specified in Approval Process Handbook.
- c. The Council shall monitor for fulfillment of all norms by the Institution and in the event of Non-Fulfillment, 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.

## **2.7 Increase in Intake/ Additional Course(s)**

**2.7.1** The existing Institutions shall expand its activities by the Addition of new/ additional Course(s)/ Divisions, in the Regular/ First Shift 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

### 2.7.2 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 awaiting 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. 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 Approval Process Handbook.
- d. The Institution shall have “Zero Deficiency” based on Self-Disclosure as per the Deficiency Report generated through Web-Portal.
- e. No punitive action is pending against the Institution or FIR is filed by CBI or any other agency.

**2.7.3** 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 in the Regular/ First Shift, 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 THREE Divisions.
- b. New Diploma/ Under Graduate Course(s) with only ONE Division shall be allowed at the respective Level including Technical Campus.
- c. New Post Graduate Course(s) with only ONE Division shall be allowed in specializations where corresponding or relevant Under Graduate Course(s) exist.
- d. 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.
- e. 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.
- f. Institution getting approval for new Course(s) in a particular Academic Year shall also be considered for grant of NRI/ OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries, subject to fulfillment of norms of Approval Process Handbook.
- g. **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.**

**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.

**2.7.4** According to the NBA, a minimum of two batches shall pass out for a Course to be eligible for accreditation, for an Institution.

- a. The existing Institutions having total “Approved Intake” less than the “Maximum Intake Allowed”/ Institutions not eligible to apply for NBA accreditation, shall be permitted to increase (without NBA accreditation) upto the “Maximum Intake Allowed” in each Programme (considering all the specialisations in case of MBA) as that of a new Technical Institution, as per Appendix 3 of Approval Process Handbook, subject to “Zero Deficiency” based on Self-Disclosure on AICTE Web-Portal.

Institutions seeking for approval for Increase in Intake/ Additional Course(s) (without NBA accreditation) and having total “Approved Intake” equal to/ exceeding the “Maximum Intake Allowed” shall have to apply for the closure of Course(s) as per the Procedure to maintain the total “Approved Intake” less than the “Maximum Intake Allowed” and shall apply for increase in Intake/ Additional Course(s). However, the total Intake shall not exceed as specified in Appendix 3 of Approval Process Handbook, subject to “Zero Deficiency” based on Self-Disclosure on AICTE Web-Portal.

- b. 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.
- c. In all the above cases, the Institution shall apply on AICTE Web-Portal along with the additional documents as per Appendix 17 of Approval Process Handbook.

**2.7.5 Procedure**

- a. Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook submitted for increase in the Intake/ additional Course(s) for Extension of Approval.
- 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.

**2.7.6 To maintain the quality of Education, 60% of the eligible Courses in any Technical Institution shall be accredited in the next 4 years time, else EoA shall not be issued by the Council.**

**2.7.7** Institutions having an “Approved Intake” less than a Division size in any of the Regular/ First Shift Course(s) as prescribed by the Council may apply for Intake of full Division size themselves and shall maintain Faculty: Student ratio accordingly, without NBA accreditation/ NOC from affiliating University/ Board/ State Government/ UT; subject to “Zero Deficiency” based on Self-Disclosure in AICTE Web-Portal. However, this is not applicable in case of Institutions under penal action.

**2.8 Introduction of Integrated/ Dual Degree Course**

**2.8.1** 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 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 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/ Dual Degree in Management leading to Master of Business Administration (MBA).
- e. Five and half Years Integrated Degree in Hotel Management and Catering Technology leading to a Master in Hotel Management and Catering Technology.

### **2.8.2 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 “Zero Deficiency” based on Self-Disclosure.
- c. No OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries/ NRI seats shall be allotted for these Course(s).
- d. Collaboration and Twinning Programme shall not be permitted for these Course(s).
- e. Applicants shall submit relevant documents as per Appendix 17 of Approval Process Handbook to the Regional Office along with the application.
- f. University affiliation for these Course(s) shall be necessary before effecting admission.
- g. 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 in existence.

In case of Hotel Management and Catering Technology, approval shall be given for only 60 students within “Approved Intake” for Institutions applying for Five and Half 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.

### **2.8.3 Procedure**

The Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook submitted for the addition of respective Integrated/ Dual Degree Course.

## **2.9 To start Diploma in Degree Pharmacy Institutions and vice-versa**

### **2.9.1 Requirements and Eligibility**

- a. The existing Institutions offering Diploma in Pharmacy shall be permitted to start Degree in Pharmacy and vice-versa in the same Institution provided that the Built-up area, Faculty: Student ratio and other requirements shall be fulfilled as specified in the Approval Process Handbook.
- b. The Institution shall apply on AICTE Web-Portal along with the additional documents as per Appendix 17 of Approval Process Handbook.





## **2.9.2 Procedure**

- a. The application shall be considered upon verification of adequate Infrastructural facilities as specified in the Approval Process Handbook by an Expert Visit Committee.
- b. The existing Institutions running Degree Pharmacy Programme shall only be permitted to run Pharm.D. Programme. Applications for the Introduction of Pharm.D. shall be processed as per Clause 2.7 of this Chapter. The Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook.

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

### **2.10.1 Requirements and Eligibility**

- a. The existing Institutions running under the same Trust/ Society/ Company operating in the same location within a distance of 2km shall be permitted to merge into a single Institution with a main Campus and an off Campus, if necessary.
- b. The Built-Up area requirement for the entire duration for all the Programmes shall be fulfilled in all respects and shall maintain Faculty: Student ratio as specified in the Approval Process Handbook.
- c. The Land shall be the sum of the highest Land required among the Programme(s) and 50% of the Land required for each of the other Programme(s) that are to be merged.
- d. The Institutions shall apply on AICTE Web-Portal along with their individual Extension of Approval as per the norms, with the additional documents as per Appendix 17 of Approval Process Handbook.
- e. The Principal of the Institution shall have the qualifications (satisfying AICTE norms) in anyone of the Programmes of the Institution.
- f. The Institution shall also prefer the PID and may seek change in the Name of the Institution.

### **2.10.2 Procedure**

- a. The application shall be processed as per the Clause 1.10 followed by Clause 2.23 as specified in the Approval Process Handbook.
- b. “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 (considering all the specialisations in case of MBA).

**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.**

## **2.11 Closure of the Institution**

### **2.11.1 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 lapse 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<sup>2</sup> 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 additional documents to be submitted for Closure of the Institution shall be as per Appendix 17 of Approval Process Handbook.
- f. For Closure of PGCM/ PGDM Institution, NOC from affiliating University/ Board/ State Government/ UT is not applicable.

### **2.11.2 Procedure**

- a. The application shall be processed as per the procedure of the Scrutiny Committee.
- b. The Closure of the Institution shall be effected only on receipt of approval by the Council.

**2.11.3** 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 nearby AICTE approved Institutions through the affiliating University/ Board and seek official Closure of the Institution.

**2.11.4** 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.

## **2.12 Conversion of Management Institutions running PGDM Course into MBA Course**

### **2.12.1 Requirements and Eligibility**

- a. The Institution shall have to apply for Progressive/ Complete Closure of PGDM Regular/ First Shift and Second Shift/ Part Time (if any), for the existing Course(s), if applying for starting of MBA Course.
- b. Conversion of Management Institutions running PGDM Course into MBA Course is permissible, provided that the Intake after conversion shall not exceed “Maximum Allowed Intake”, subject to the fulfillment of the Built-up area, Faculty: Student ratio and other requirements as specified in the Approval Process Handbook.
- c. The existing Management Institutions seeking approval for the Conversion of PGDM Course into MBA Course shall apply on AICTE Web-Portal along with additional documents as per Appendix 17 of Approval Process Handbook.
- d. In case of the application being rejected, the same shall be processed for the Closure/ issue of Extension of Approval of the PGDM Course(s) as per the choice mentioned in the application.



### **2.12.2 Procedure**

- a. The Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook submitted for Conversion of Management Institutions running PGDM Course into MBA Course.
- b. The Conversion of PGDM Course into MBA Course shall be effected only after the grant of approval by the Council and the intake shall be fixed as that of the “Approved Intake” of the Regular/ First Shift Course and the same shall not exceed “Maximum Allowed Intake”.

**2.12.3** 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.

### **2.13 Conversion of Second Shift Course(s) into First Shift Course(s)**

#### **2.13.1 Requirements and Eligibility**

- a. Institutions offering Course(s) only in Second Shift or offering same Course(s) in both the First and Second Shifts at the same Level shall be permitted to convert the Second Shift Course(s) into First shift, subject to the fulfillment of the Built-up area, Faculty: Student ratio and other requirements based on the combined “Approved Intake” as specified in the Approval Process Handbook.
- b. The existing Institution seeking approval for Conversion of Second Shift Course(s) into First Shift Course(s) shall apply on AICTE Web-Portal along with the additional documents as per Appendix 17 of Approval Process Handbook.

#### **2.13.2 Procedure**

The application shall be considered upon verification of adequate Infrastructural facilities as specified in the Approval Process Handbook by an Expert Visit Committee.

### **2.14 Closing of MBA Programme and Introduction of MCA Programme and vice-versa**

#### **2.14.1 Requirements and Eligibility**

- a. The Institution shall have to apply for Progressive/ Complete Closure of MBA Regular/ First Shift and Second Shift/ Part Time (if any), for the existing Course(s), if applying for the starting of MCA Course and vice-versa.
- b. Institutions offering MBA Course shall be permitted to introduce MCA Course and vice-versa with the same “Approved Intake” which shall not exceed the “Maximum Allowed Intake”, upon closure of the existing Programme, subject to the fulfillment of the Built-up area, Faculty: Student ratio and other requirements based on the “Approved Intake” as specified in the Approval Process Handbook.
- c. The existing Institution seeking approval for Closing of MBA Programme and Introduction of MCA Programme and vice-versa shall apply on AICTE Web-Portal along with the additional documents as per Appendix 17 of Approval Process Handbook.
- d. In case of the application being rejected, the same shall be processed for the Closure/ issue of Extension of Approval of the MBA/ MCA Course(s), as applicable, as per the choice mentioned in the application.
- e. The Institution may also seek change in the Name of the Institution.



### **2.14.2 Procedure**

- a. The Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook submitted for Closing of MBA Programme and Introduction of MCA Programme and vice-versa.
- b. The Closing of MBA Programme and Introduction of MCA Programme and vice-versa shall be effected only after the grant of approval by the Council and the intake shall be fixed as that of the “Approved Intake” of the Regular/ First Shift Course and the same shall not exceed “Maximum Allowed Intake”.

**2.14.3** 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.

### **2.15 Introduction/ Continuation of Fellowship Programme in Management**

- a. The approval shall be granted for the complete duration of the Fellowship Programme in Management.
- b. The minimum duration of the Course shall be 2 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.

#### **2.15.1 Requirements and Eligibility**

- a. Institutions where Course(s) in Management Programme (MBA/ PGDM/ MMS) are already in existence shall be eligible to apply for approval of Fellowship Programme in Management. It is mandatory for the existing Management Course (as applicable) to be accredited by NBA to start Fellowship Programme in Management.
- b. The Institution should have a valid accreditation by NBA.
- c. The existing Institution seeking approval for Introduction of Fellowship Programme in Management shall apply on AICTE Web-Portal.
- d. The Institution shall have “Zero 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 running 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 (inclusive of Executive Fellow Programme) 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.



- i. The existing Institutions seeking approval for the Introduction of Fellowship Programme shall apply on AICTE Web-Portal along with additional documents as per Appendix 17 of Approval Process Handbook.

#### **2.15.2 Procedure**

- a. The Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook submitted for Introduction of Fellowship Programme in Management.
- b. The eligible Institution shall be allotted a maximum of 20 seats for Fellowship Programme in Management. However, the Institution may apply for 10 seats also.
- c. If the Institution is aggrieved by the decision of the Executive Committee, the Institution shall have the right to appeal as per Clause 1.15 of Approval Process Handbook.

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

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

#### **2.16 Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries**

##### **2.16.1 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 10<sup>th</sup> April of the next Calendar Year, seeking approval for the Introduction of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries shall apply on AICTE Web-Portal.
- b. Institutions selected for Study in India Programme by the Government of India are eligible for the grant of introduction of PIO in ALL Programmes/ Courses without Expert Visit Committee and TER Charges. 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/ PIO/ Children of Indian Workers in Gulf Countries shall be waived. However, the Institution shall upload the selection letter for Study in India Programme and the document for the Fee waiver provided to the students.
- c. 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.
- d. The Institutions shall provide suitable Hostel/ Residential accommodation to the Foreign Students/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO) 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.
- e. The Institution shall have "Zero Deficiency" based on Self-Disclosure as per the Report generated.
- f. The Institution was not enforced any punitive action previously by AICTE.
- g. The existing Institutions seeking approval for the Introduction of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries shall apply on AICTE Web-Portal along with additional documents as per Appendix 17 of Approval Process Handbook.



- h. Fifteen percent (15%) supernumerary seats over and above the “Approved Intake” per Course shall be approved in AICTE approved Institutions and University Departments, for admitting students from Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ 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/ 3<sup>rd</sup> seats reserved for Children of Indian Workers in the Gulf Countries shall be reverted to the seats of 2/ 3<sup>rd</sup> meant for OCI/ PIO/ Foreign Nationals and vice-versa. **Further, any vacant seat in the “Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ 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. **Beside this, 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)/ Persons of Indian Origin (PIO)/ 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.**

#### 2.16.2 Procedure

- a. The availability of adequate Infrastructural facilities and other requirements as per the Norms of Approval Process Handbook in the Applicant Institution shall be verified by Expert Visit Committee.
- b. Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ 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.

**2.16.3** The Institution shall submit an application for Continuation of approval for supernumerary seats for admitting Foreign National/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ 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.

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

**2.16.5** 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 norms specified by the Ministry of External Affairs, Government of India.

#### 2.16.6 Fee and Admission

- a. The concerned State Government/ UT shall notify the tuition and other fee for candidates admitted under Foreign Nationals/ OCI/ PIO 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.





## **2.17 Introduction/ Continuation of seats for Non Resident Indian(s)**

### **2.17.1 Requirements and Eligibility**

- a. The existing Institution seeking approval for admitting Sons/ Daughters of Non Resident Indian(s), Institutions shall apply on AICTE Web-Portal.
- b. Five percent (5%) of seats within “Approved Intake” shall be allowed for admission under NRI category.
- c. The Institution shall have “Zero Deficiency” based on Self-Disclosure as per the Report generated.
- d. 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 Approval Process Handbook.

### **2.17.2 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.

**2.17.3** The Institution shall submit an application for Continuation of approval for NRI seats, as a part of application of Extension of Approval, every year, giving details of Faculty and other facilities.

### **2.17.4 Fee and Admission**

- 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, 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 in their Brochure and Web site, the number of NRI seats available in the Course(s)/ Division.
- 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 Web sites for information to the students and other stakeholders.
- f. The concerned State Government/ UT shall notify the tuition and other fee for candidates to be admitted under NRI seats.



## 2.18 Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses

### 2.18.1 Requirements and Eligibility

- The existing Institutions seeking approval for Change in the Name of the Course(s) (Refer Annexure 6 or 7 of 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 Approval Process Handbook.
- Merger of certain Regular/ First Shift 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 Approval Process Handbook, 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. Merger is considered for all Divisions of a Course while partial merger of few 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.
- Institutions may apply for reduction in Intake in any of the Regular/ First Shift Course(s) within a Division 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.

Illustration for Reduction/ Restoration in Intake

No. of Divisions	Approved Intake for Under Graduate	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	18	30
1	30	24	30

- Institution running Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA Courses shall apply for either the Closure of such Division or addition of the Intake to the respective Course offered in the First Year Regular/ First Shift subject to the condition that total number of Divisions after merger per Course shall not exceed THREE Divisions, provided the Faculty: Student ratio be maintained.

### 2.18.2 Procedure

- The Scrutiny Committee shall verify the additional documents as per Appendix 17 of 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)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses, as applicable.
- For Closure of the Programme(s)/ Course(s), the Institution shall submit the relevant NOCs on or before 31<sup>st</sup> December of the Calendar Year.



## **2.19 Change in the Name of the Institution or affiliating University/ Board**

### **2.19.1 Requirements and Eligibility**

- a. The existing Institution seeking approval for Change in the Name of the Institution or affiliating University/ Board shall apply on AICTE Web-Portal along with the relevant documents as per Appendix 17 of 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 Approval Process Handbook.

### **2.19.2 Procedure**

- a. The Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook submitted for Change in the Name of the Institution or affiliating University/Board, as applicable.

## **2.20 Change in the Name of the Bank**

### **2.20.1 Requirements and Eligibility**

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

### **2.20.2 Procedure**

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

## **2.21 Change in the Name of the Trust/ Society/ Company**

### **2.21.1 Requirements and Eligibility**

- a. The existing Institution seeking approval for Change in the Name of the Trust/ Society/ Company including merger of the Trust/ Society/ Company shall apply on AICTE Web-Portal along with additional documents as per Appendix 17 of 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 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 transfer of assets are 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.



### 2.21.2 Procedure

- a. The Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook submitted for Change of Trust/ Society/ Company.
- b. Composition of the Scrutiny Committee for Change of Trust/ Society/ Company shall be as per Chapter I of Approval Process Handbook.
- c. If the Institution is aggrieved by the decision of the Executive Committee, the Institution shall have the right to appeal as per Clause 1.15 of Approval Process Handbook.

**2.21.3 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.**

### 2.22 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 Approval Process Handbook 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 Member Secretary, 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 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. Applicants shall present their application and **ALL** original documents along with self-attested copies as per Appendix 17 of Approval Process Handbook, before the Scrutiny Committee. Applicants shall adhere to Scrutiny schedule and not to remain absent at the time of Scrutiny.
- f. The Scrutiny Committee shall verify the authenticity of the documents submitted by the Applicant as mentioned above and shall countersign 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 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 countersign all the documents that are accepted.



- j. The Regional Officer shall ensure and certify 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.

### **2.23 Evaluation of the application by the Expert Visit Committee**

- a. The Expert Visit Committee shall be constituted as per Appendix 13.6 of 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 Member Secretary, 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 Journals etc. 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.
- 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. The video recording 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 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.
- h. The Applicant shall also arrange Laptop/ Desktop with Internet facility, Scanner and Printer to the Expert Visit Committee.
- i. The Expert Visit Committee shall submit the following to the Regional Office:



- Its visit Report in the prescribed format
  - Attested Copies of all documents (as applicable) as mentioned in Appendix 17 of Approval Process Handbook
  - Video recording of the Expert Visit Committee during visit
  - 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
- j. The Regional Officer shall ensure and certify that all the fields of the Expert Visit Committee Report are filled completely.
- k. The scanning and uploading of the Expert Visit Committee Report including the Video recording shall be done by the concerned Regional Office.
- l. 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.
- m. Two representatives of the Institution shall be invited to present their case along with the compliance and supporting documents before the Standing Hearing 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.
- n. 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.
- o. If the Institution is aggrieved by the decision of the Executive Committee, the Institution shall have the right to **appeal once** as per Clause 1.15 of Approval Process Handbook.

## 2.24 Grant of Approval

**2.24.1** The applications shall be processed as per the procedure given in 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 approval letter along with “Approved Intake” through the Institution login.

**2.24.2** All Orders 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.

**2.24.3** 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 in CA No.9048/2012.

**2.24.4** Institutional information, including Faculty and students data shall be updated on AICTE Web-Portal by the Institution for downloading the Extension of Approval letter.

**2.24.5** Student’s eligibility for admission shall be as per Appendix 1 of Approval Process Handbook.

**2.24.6** Institutions shall follow the Academic Calendar as per Appendix 19 of Approval Process Handbook.





**3.1 Objectives**

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

**3.2 Requirements and Eligibility**

- a. Foreign Universities/ Institutions interested in imparting Technical Education in Collaboration or through a Twinning Programme in India leading to the award of Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree.
- b. 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 Foreign University/ Institution through Collaborative/ Twinning arrangements, provided there is "Zero Deficiency" based on Self-Disclosure.
- c. A Department of an Indian University or Institution should have a valid NBA accreditation beyond 10<sup>th</sup> April of the next Calendar Year in the Programme/ Course for which Twinning is sought.
- d. No Foreign University/ Institution shall establish/ operate its educational activity in India leading to the award of Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree without specific approval of the Council.
- e. Accreditation by the authorized agency in the Parent Country shall be the pre-requisite condition for any Foreign University or Institution to start its operation for imparting Technical Education in India.
- f. 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 Regular/ First Shift Courses) 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.
- g. Any Course or Programme, which jeopardizes the National interest shall not be allowed to be offered in India.

- h. 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.
- i. 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 Collaboration and Twinning Programmes

- a. The Indian Partner Institution shall be affiliated to the University/ Board (Not applicable to PGDM Institutions).
- b. The Foreign University/ Institution and the Indian Partner Institution shall enter into a bipartite agreement/ MoU for this purpose.
- c. The Indian Institution and the concerned affiliating University/ Board shall also enter into a bipartite agreement/ MoU for this purpose.
- d. 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.
- e. **The students admitted under the Twinning Programme should spend at least one Semester for the two years Programme and two Semesters for four years of the Course in the Foreign University/ Institution in its Parent Country.**
- f. 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.
- g. The Degree shall be awarded by the Foreign University/ Institution and in its Parent Country.

### 3.4 TER Charges

- a. The TER Charges shall be paid through AICTE payment gateway on AICTE Web-Portal [www.aicte-india.org](http://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/ North Eastern States/ Institution set up exclusively for Women/ PwD	10.0	5.0
ii	Government/ Government aided Institutions/ Central/ State University	Nil	Nil
iii	All other Institutions	15.0	7.5



### 3.5 Procedure

- a. The existing Institution seeking approval for Collaboration and Twinning Programme shall apply on AICTE Web-Portal and shall be processed by the Scrutiny/ Re-Scrutiny Committee followed by Expert Visit Committee as per the procedure mentioned in Clauses 1.10 and 1.11 of Approval Process Handbook.
- b. Lateral Entry and supernumerary seats shall not be allowed in Foreign Collaboration and Twinning Programme.
- c. Institution shall provide all required documents in original as per Appendix 17 of Approval Process Handbook as the case may be, at the time of the Scrutiny/ Re-Scrutiny/ Expert Visit Committee for verification. The Institution shall submit attested copies of all the original documents to the Expert Visit Committee.

**3.6** The Institution shall submit 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**, 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.



#### 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 the State Governments, while Private Universities are mostly supported by various bodies and Societies. Universities in India are recognized by the University Grants Commission (UGC), which draws its power from the University Grants Commission Act, 1956. The types of Universities include:
  - **Central Universities** are established by an Act of Parliament and are under the purview of the Department of Higher Education in the Union Human Resource Development Ministry.
  - **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.
  - **Institution Deemed to be University** is an Institution for Higher Education so declared on the recommendations of the Commission by the Central Government, under Section 3 of the UGC Act.
  - **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 shall maintain standards, higher than the minimum infrastructure, Faculty and other norms given in the Approval Process Handbook.
- c. Central, State and Private Universities may apply for approval by providing Infrastructure and other requirements as specified in the Approval Process Handbook.
- d. Institutions Deemed to be Universities offering Technical Course(s)/ Programme(s) shall not admit students without prior approval of the Council.
- e. 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 compliment of facilities, Faculty and staff.
- f. Area of operation of State Universities/ Private Universities shall be as approved by the University Grants Commission/ State jurisdiction.
- g. Applicants shall submit the application on AICTE Web-Portal [www.aicte-india.org](http://www.aicte-india.org).
- h. The applications received shall be processed as per the norms and procedures prescribed in the Approval Process Handbook. The Applicant shall also adhere to the existing Central, State and Local Laws.

#### 4.2 Time Schedule for processing of applications

- a. AICTE shall notify through a Public Notice in the leading newspapers and through AICTE Web-Portal from time to time, inviting applications with cut-off dates for various purposes and processing thereof. **The time schedule mentioned in the Public Notice shall be final and binding.** To process any request from the 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 shall not be later than the last date as notified in the Public Notice.

### **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, Pharmacy, Architecture and Planning, Applied Arts, Crafts and Design, Hotel Management and Catering Technology, MCA and Management.

#### **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 application as a new Technical Institution for all their existing Technical Programme(s) and Course(s). Institution Deemed to be University having multiple Campuses/ Off Campuses/ Constituent Colleges shall apply separately for approval.

### **4.4 Submission of Application**

#### **4.4.1 User ID and Password**

- a. A unique USER ID 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 ID's allotted to them previously.
- c. If any University has forgotten the Password, the University shall apply to Regional Office with an Affidavit<sup>1</sup> for "Forgotten Password" along with the proof of payment of ₹5000/- (Five Thousand Only), through the payment gateway on AICTE Web-Portal [www.aicte-india.org](http://www.aicte-india.org). Regional Officer shall verify and upload in the Web-Portal for allotment of Password to the Applicants for further processing.
- d. Using the USER ID, the application in the prescribed Format shall be filled and submitted on AICTE Web-Portal [www.aicte-india.org](http://www.aicte-india.org). Using this USER ID, the Applicant shall be able to track the status of the application at various stages of processing.



#### 4.4.2 Details of 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)/ Private University	8.0
iii	ALL Applicants under (ii) whose application was rejected and issued Final LoR in the previous year i.e. 2018-19*	3.0

\* Not applicable for Application which was rejected in 2018-19 and TER Charges refunded under Clauses 1.4.2.h and 1.4.7.b of Chapter I of Approval Process Handbook.

- b. In an extraordinary circumstance, if an additional Scrutiny Committee has to be conducted **inclusive of the Court directions to any type of Universities**, the Applicant has to remit ₹1.0 Lakh through online.
- c. In an extraordinary circumstance, if an additional Expert Visit Committee has to be conducted **inclusive of the Court directions to any type of Universities**, the Applicant has to remit ₹2.0 Lakhs through online.
- 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 within the cut-off date including payment shall be considered for processing.

- 4.4.3 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 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 schedule is mandatory.

- 4.4.4 An Affidavit<sup>4</sup> sworn before First Class Judicial Magistrate or Notary or an Oath Commissioner on ₹100/- Non-Judicial stamp paper/ e-stamp paper shall be uploaded. In case of any false information, AICTE shall invoke the provisions, both 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 Approval Process Handbook) as submitted on AICTE Web-Portal, along with the proof of payment, and documents mentioned as per Appendix 16 of Approval Process Handbook duly attested by the Chairman/ Secretary of the Trust shall be submitted on the date of Scrutiny at the Regional Office failing which the Scrutiny shall not be conducted.
- 4.4.6 Applications submitted for the categories mentioned under Chapter II and III shall submit the documents as applicable in Appendix 17 of 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 Technical 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 fulfill 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 Surveyor 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/ MHRD/ 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 University Grants Commission for Approval.

### 4.5.4 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 13.4 of Approval Process Handbook by the Regional Officer by the selection of members through 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 Member Secretary, 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 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 with a NAAC score more than 3.51 and above; 3.26 to 3.50 and notified by UGC as Category I and II respectively as per the UGC (Categorization of Universities (Only) for grant of Graded Autonomy) Regulations, 2018 are considered as Category I and II respectively. University shall be in Category III, if it does not come either under Category I or Category II.
  - f. For Applicants falling under Category I and II, the Scrutiny/ Re-Scrutiny Committee shall verify
    - NAAC Certificate having scores more than 3.26
    - 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
    - UGC approval letter(s) for the main Campus and Off Campuses, if any.
    - Such Universities shall have to adhere to norms and standards specified by AICTE from time to time and an Affidavit<sup>10</sup> to this effect shall be submitted to the University Grants Commission.
  - g. 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 Approval Process Handbook, before the Scrutiny Committee. Applicants shall adhere to Scrutiny schedule and not to remain absent at the time of Scrutiny.
  - h. The Scrutiny Committee shall verify the authenticity of the documents submitted by the Applicant as mentioned above and shall countersign in all the documents that are accepted.
  - i. Based on the recommendations of the Scrutiny Committee, the deficiencies, if any, shall be communicated to the Applicant Trust/ Society/ Company through Web-Portal.
  - j. 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.
  - k. The Re-Scrutiny Committee shall verify only the deficiencies pointed out by the Scrutiny Committee as per the norms and standards and shall countersign all the documents that are accepted.
  - l. The Regional Officer shall ensure and certify that all the fields of the Scrutiny/ Re-Scrutiny Committee Report are filled completely.
  - m. 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 and II shall be placed before Regional Committee for 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.
  - n. The attested copies of original documents shall be retained by the Regional Office.
- 4.5.5** Application shall be processed by Expert Visit Committee as per Clause 1.11 of Approval Process Handbook. An academic expert shall be the nominated by the UGC. However, a Vice Chancellor/ Former Vice Chancellor/ Director of IIT/ NIT nominated by AICTE shall be the Chairman of the Expert Visit Committee.



4.5.6 Application shall be processed by Regional Committee as per Clause 1.12 of Approval Process Handbook.

4.5.7 Grant of Approval shall be as per Clause 1.13 of 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 1.13.e of Approval Process Handbook.
  - State University/ Central University/ Institution Deemed to be University (Government)/ are not required to pay the Security Deposit.
  - 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.
  - 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 Quality Improvement Programme for Faculty and giving Scholarships to students.
- e. The Principal amount shall be returned to the Trust/ Society/ Company on expiry 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 fulfillment of the norms as specified in the Approval Process Handbook.
- g. If the application for the new Technical Institution is rejected at the level of Scrutiny/Re-Scrutiny and not availed the appeal provision, the TER Charges after a deduction of ₹50000/- (Rupees Fifty Thousand only) 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 1.15 of Approval Process Handbook and the final decision of the Council shall be uploaded on or before 30<sup>th</sup> April of the Calendar Year.
- j. Faculty shall be made available as per the norms, standards and conditions prescribed by the Council.



- 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 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.
- 4.6 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.
- 4.7 Applications submitted for other Categories in Chapter I/ II/ III of Approval Process Handbook
- a. The requirements, eligibility and procedure shall be as per the concerned Clauses of Chapter I/ II/ III of Approval Process Handbook.
- b. Details of Technical Education Regulatory (TER) Charges

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)/ Private University	Corresponding TER Charges as mentioned in Chapter I/ II/ III

\* TER Charges is applicable, if self-financing Courses are offered

- c. In an extraordinary circumstance, if an additional Scrutiny Committee has to be conducted **inclusive of the Court directions to any type of Universities**, the Applicant has to remit ₹1.0 Lakh through online.
- d. In an extraordinary circumstance, if an additional Expert Visit Committee has to be conducted **inclusive of the Court directions to any type of Universities**, the Applicant has to remit ₹2.0 Lakhs through online.
- e. The applications shall be processed as per the procedure given in 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.
- f. 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 10<sup>th</sup> May of the Calendar Year.
- 4.8 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 in CA No.9048/ 2012.
- 4.9 Student's eligibility for admission shall be as per Appendix 1 of Approval Process Handbook.
- 4.10 Increase in Intake/ New Course shall be processed as per Clause 2.7 of Chapter II of Approval Process Handbook. The Scrutiny Committee shall verify the additional documents as specified in Appendix 17 of Approval Process Handbook.



Universities offering Technical Programme(s) approved by the Council, falling under Category I and II as declared by UGC are exempted from taking approval for increase in Intake/ New Course from AICTE. 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. If any complaints are received about the violation of the norms, AICTE shall inspect the University and inform the 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 UGC.

- 4.11 Board of Management (BoM) shall be constituted for Institution Deemed to be University (Private)/ 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.
- 4.12 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 Policy etc.
- 4.13 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.



**5.1 National Skills Qualifications 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 learner must possess regardless of whether they are obtained through formal, Non-Formal or informal learning.
- b. The respective State Technical Educational Boards and/ or Universities shall affiliate the Institutions approved by AICTE for running of Vocational Courses. The fees shall be regulated by the respective state bodies. A No Objection Certificate as per Format 2 has to be submitted by the Institution.
- c. Any Technical Institution which is approved by AICTE is eligible for running the Vocational Courses.
- d. The Institution shall have to apply online on AICTE Web-Portal as per the calendar of AICTE for seeking approval.
- e. An Institution shall be allowed to seek up to 100 seats from the given specialisation, with a Division size of 25 each. Institution may choose one specialisation with 4 Divisions or 4 specialisations with one Division of each specialisation or such other combination.
- f. Education component shall be taught by the Institution and the skill component shall be covered by AICTE approved Skill Knowledge Provider (SKP)/ Training Provider approved by National Skill Development Corporation (NSDC) or Government Agency.
- g. Skill Knowledge Providers/ Trainers (SKP) have to be registered with AICTE or other authorised bodies such as NSDC for imparting specific skills. If the approved SKP is not located near the vicinity of College/ Institution, then the Institution can sign a MoU with the nearby SKP/ Training Provider (TP)/ Industry, with the prior approval of AICTE. AICTE shall conduct an Expert Visit Committee to such SKP before approving the Institution to sign a MoU. Details of the facilities available at SKP has to be submitted online.
- h. A student shall register with an AICTE approved Technical Institution for Diploma in Skills (D.Skills), Diploma in Vocation (D.Voc.) or Bachelor in Vocation (B.Voc.) to acquire formal education credits. (For credit framework, refer to SAMVAY document).
- i. 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/Trainers (SKP), and gives them on to the Institution where he is registered for Diploma in Skills (D.Skills), Diploma in Vocation (D.Voc.) or Bachelor in Vocation (B.Voc.).
- j. These 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 and 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.
- k. Certification levels, in line with NSQF, as required shall entail the student for the award of a Diploma of Vocation (D.Voc.) or Bachelor in Vocation (B.Voc.). Since D.Skills is purely to provide skills (and not formal education), hence there shall be no equivalence for the same.



1. 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 Skills (D.Skills), Diploma of Vocation (D.Voc.) or Bachelor of Vocation (B.Voc.).
- m. In all certification levels of 'Knowledge and Skill' have been identified (as per 1.10 of Appendix 1 of Approval Process Handbook. First two Levels refer to Standard IX and X at school level. These shall be with the CBSE Schools or Schools affiliated to State Boards and equivalent other boards.
- n. Each level requires notifying hours of education and training per annum. For the Vocational stream leading to a Degree/ Diploma/ Post Diploma, these hours shall have both Vocational and academic component as notified by MHRD/AICTE. 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.
- o. A candidate shall have freedom to choose either a Vocational stream or a conventional stream to reach graduation level. In addition, a candidate shall have freedom to move from Vocational stream to current formal higher education stream or vice versa at various stages. This multi-level entry and exit system shall allow the candidate to seek employment after any level and re-join the education as and when feasible to upgrade qualifications/ skill competency.
- p. 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. A suitable bridge Course where necessary may be run by the Institution for imparting the knowledge to the student seeking Lateral Entry.
- q. A student who has acquired the skills through work experience, can also enter the Vocational stream at an appropriate level provided he is assessed for the skills acquired from a registered SKP. 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).

## 5.2 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:

### 5.2.1 Requirements and Eligibility

- a. Vocational Education Programme(s) shall be conducted in an AICTE approved Institutions in the existing Infrastructure as per the norms of Approval Process Handbook.
- b. Skill based Course(s) that shall be started by AICTE approved Institutions are given below. Additional specialisation if any shall be added and updated on the website.

Sl. No	Specialization	Relevant Sector
i.	Automotive Manufacturing Technology	Mechanical or any allied branches
ii.	Automobile Servicing	
iii.	Production Technology	
iv.	Industrial Tool Manufacturing (ITM)	
v.	Refrigeration and Air Conditioning	Electronics/ Mechanical or any allied Branch
vi.	Software Development	Computer Science/ Information Technology/ MCA or any allied Branch
vii.	Graphics and Multimedia	
viii.	BFSI	MBA/ PGDM or any allied Branch
ix.	Travel and Tourism	MBA/ Hotel Management or any allied Branch
x.	Food Processing	Agriculture/ Hotel Management or any allied Branch
xi.	Electronic Manufacturing Services	Electronics/ Electrical or any allied Branch



xii.	Medical Image Technology	Pharmacy or any allied Branch
xiii.	Printing and Packing Technology	Printing Technology or any allied Branch
xiv.	Interior Design	Architecture or any allied Branch
Only B.Voc.		
xv.	Mobile Communication	Electronics/ Electronics and Telecommunication or any allied Branch
Only D.Voc.		
xvi.	Architecture Assistantship	Architecture or any allied Branch

- c. 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<sup>3</sup>.
- d. The NOC (as per Format 2) of the respective State Technical Education Boards/ affiliating Universities for curriculum, evaluation, practical etc. is taken before starting the Course.
- e. The Head of the Institution conducting “Vocational Education Programme” shall be the “Principal” of the Parent Institution where Vocational Education Programme(s) are conducted.
- f. All Institutions initially shall be eligible for a maximum of four (4) Sectors/Specializations per location, consisting of a maximum 100 students with a batch size of 25 students.
- g. If there are no deficiencies, then the Council shall allot the intake applied for, as specified in the Approval Process Handbook.
- h. Institutions shall appoint Teaching Staff, Coordinator and other Technical Supporting Staff and Administrative Staff strictly in accordance with the methods and procedures of the concerned affiliating University, or the Technical Boards.
- i. A MoU shall be signed between the Institution and the SKP as per Format 4.

### 5.2.2 Admission, Curriculum and Fees

- a. The Institution shall publish in their Brochure and Web site the details of this scheme and the specialization offered and approved intake in respective specialization.
- b. The Institution shall invite applications, giving advertisement in newspapers and publishing the same in the Institution’s Web site.
- c. The Procedure, Rules and Regulations for admission shall be as prescribed by the affiliating University or Board of Technical Education.
- d. The Institution shall upload the student information in AICTE Web-Portal and also display information regarding admitted candidates in their Web site for information to the students and other stakeholders.
- e. Admission to these seats shall be made on merit basis among Applicants.
- f. The concerned State Government/UT shall notify the tuition and other fees for candidates to be admitted.
- g. Model Structure of the Curricula for different Course(s) proposed by the Council and available in AICTE Web-Portal shall be used as a guideline and the Institutions may adopt the same with suitable changes as approved by the affiliating bodies.

### 5.2.3 Procedure

- a. Existing AICTE approved Institution shall apply for Vocational Education Programme on AICTE Web-Portal and select Sectors/ Specialization from AICTE Web-Portal.



- b. The 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 Regional Committee.
- d. Recommendation of the Regional Committee shall be uploaded on Web-Portal by the Regional Officer and forwarded for further processing.

### **5.3 Norms for Vocational Education Provider**

- a. The existing resources of the Institution including Faculty, Library, Class Room, Computer Centre, etc. shall be used for running the Vocational Courses subject to the condition that AICTE approval had been granted for same or allied sector for regular Courses.
- b. Industry experts or Guest Faculty may be called for supplementing the curriculum as required.

**5.4** In case of any violation of the above said norms, the same shall be processed as per Chapter VII of Approval Process Handbook.



- 6.1** 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 Approval Process Handbook.

A Faculty/ Employee working on Full Time basis in an Institution/ Organisation and pursuing/ pursued any Full Time Course 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 as Part Time for longer duration, in the same City.

- 6.2** 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/ Pharmacy/ Architecture/ Planning/ Applied Arts and Crafts/ Design/ Hotel Management and Catering Technology/ MCA/ Management shall be as provided in the Appendix 2 of Approval Process Handbook.

Provided that if any Institution propose to start a new Course, 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 to process the same in the respective Board.

- 6.3** The “Maximum Intake Allowed” in a Technical Institution offering Technical Programme(s) at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level, **WITHOUT NBA**, shall be as per the Appendix 3 of Approval Process Handbook. However, for the Programmes other than Pharmacy and Architecture and Planning in Diploma/ Under Graduate Level, a **MAXIMUM OF THREE DIVISIONS PER COURSE** is permissible **WITH NBA**, applicable to MBA also.

- 6.4** The Technical Institutions shall follow **Norms for Land and Built-up requirements** as provided in the Appendix 4 of 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 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).
- 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.
- 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. 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.
  - i. 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 fit for human habitation shall be produced. Structural Stability Certificate is valid for a period of FIVE years from the date of issue.
  - j. In case of any modifications are done in existing Building, stability of entire construction needs to be checked and also Building Plan need to be re-validated, in case of major changes.
  - k. A valid Fire Safety Certificate shall be obtained from the Competent Authority. The Fire Safety Certificate is valid for a period THREE years for Non-Residential Buildings from the date of issue.
  - l. State wise Competent Authorities for issuing the Certificates pertaining to the Land/ Building including Occupancy Certificate are given in Annexure 8 of Approval Process Handbook.
- 6.5** The Technical Institutions shall follow **Norms for Books, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipment** as provided in the Appendix 5 of Approval Process Handbook.
- 6.6** The Technical Institutions shall follow **Norms for Essential and Desirable requirements** as provided in the Appendix 6 of 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 interviews and competitive examinations. The Language Laboratory sessions also include word games, quizzes, extemporaneous speaking, debates, skills, etc. This Laboratory shall have an area of 66 m<sup>2</sup> and to be provided with 25 Computers for every 1000 students for each Institution offering Diploma/ Under Graduate Courses.
  - b. Barrier Free Built Environment for disabled and elderly persons, 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).

The Institution should provide appropriate facilities to take care of the physically challenged students and elderly persons. Every Building should have at least one entrance accessible to the handicapped and shall be indicated by 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.

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



- The Lift can be provided but not essential.
- The ramp shall be finished with non-slip material to enter the Building. Minimum width or ramp shall be 1800 mm with maximum gradient 1:12, the one-way length of the ramp shall not exceed 9 m having double handrail at a height of 800 and 900 mm on both sides extending 300 mm beyond top and bottom of the ramp. Minimum gap from the adjacent wall to the hand rail shall be 50 mm.
- All teaching-learning facilities for physically challenged people shall be provided in the ground floor itself.
- Unisex toilets with all facilities specified by the National Building Code to be provided only in the ground floor of regular Buildings.

Condition B: If the Building is a multi-storeyed Building i.e. more than 4 floors

- Lift must be provided with all provisions as per the National Building Code.
  - Unisex toilets with all facilities specified by the National Building Code are to be provided in every floor.
  - Special reserved car parking facilities are to be provided.
- c. 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.
  - Access to the outsiders shall be limited.
  - The staff shall be trained to protect the students from any abuse.
  - The Institution shall have at least an annual safety program 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.
  - Counselling arrangements for the affected individuals shall be provided.
- 6.7 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 Approval Process Handbook.

**The Institution should not demand for the Original Degree Certificates from the Faculty members at the time of joining the Institution.**

- a. In the following Programmes, the Adjunct Faculty/ Resource Person as per guidelines given in Annexure 9 of Approval Process Handbook is permissible (up to a maximum), as the Programmes require more practical exposure.





- Design - 20%
- Architecture - 25%
- 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.

- The Second Shift shall have 50% Faculty from those working in Regular/First shift and 50% additional Faculty are to be appointed for each Second Shift Course.
- For every Post Graduate Course, there should be at least one Professor with Ph.D. qualification.
- Faculty requirement for a Course may comprise of Faculty of Science and Humanities and other interdisciplinary specialisation depending on the University Curriculum.
- Number of Technical and Non-Teaching Staffs depends on the Institution/ University/ concerned Government norms.
- Aadhaar seeding has to be provided for the Faculty.
- The Technical Institutions may introduce online Aadhaar linked Biometric attendance for regular Faculty members.

Disclaimer:

Annexures 6 and 7 of 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 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).

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

**6.9 Admission to Lateral Entry to Second Year Course(s)**

- 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.
- Lateral Entry to Second Year Degree Course(s) in Engineering and Technology/ Pharmacy/ MCA Programme 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.
- 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 Degree Course(s). The Institutions having approval for the supernumerary seats in such Course(s) as per Clause 2.16 of 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. **The Council shall not permit the Introduction or Continuation of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA Courses.**
- 6.10 The concerned State Government/ UT Admission Authority shall decide modalities for the admission.
  - 6.11 Induction training for 3 weeks is mandatory for First Year Students.
  - 6.12 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.
  - 6.13 The PGDM Institutions shall follow **Norms for PGDM Programmes** as provided in the Appendix 9 of Approval Process Handbook.
  - 6.14 The Technical Institutions shall follow **Subscription of Journals** as provided in the Appendix 10 of Approval Process Handbook.
  - 6.15 Format for **Detailed Project Report** (DPR) for the establishment of a new Technical Institution shall be as provided in the Appendix 11 of Approval Process Handbook.
  - 6.16 The Technical Institutions shall follow **Prevention and Prohibition of Ragging** as provided in the Appendix 12 of Approval Process Handbook.
  - 6.17 **Structure of Various Committees** is given in the Appendix 13 of Approval Process Handbook.
  - 6.18 **Regional Offices of AICTE** are given in the Appendix 14 of Approval Process Handbook.
  - 6.19 The Technical Institutions shall follow **Grievance Redressal** as provided in the Appendix 15 of Approval Process Handbook.
  - 6.20 **Documents to be submitted** for applications under Chapter I are given in Appendix 16 of Approval Process Handbook.
  - 6.21 **Documents to be submitted** for applications under Chapter II/ III are given in Appendix 17 of Approval Process Handbook.



- 6.22 Recommended Composition of Board of Governors** in the Technical Institutions is given in the Appendix 18 of Approval Process Handbook.
- 6.23** The Technical Institutions shall follow **Academic Calendar** as specified in the Appendix 19 of Approval Process Handbook.
- 6.24** The Technical Institutions shall conduct the **Fellowship Programme in Management** as specified in the Appendix 20 of Approval Process Handbook.
- 6.25** The Institutions may conduct skill development Courses of any 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, a Scrutiny Committee shall be conducted for the issue of NOC.
- 6.26 The Council shall not permit the Introduction of Part Time/ Second Shift Courses.**
- The Council shall permit the Introduction/ Continuation of NRI/ OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats ONLY in the Regular Shift Courses.**
- 6.27** 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.
- 6.28** 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 Research Park, Start-up Centre, Innovation Club, Entrepreneurship, etc.
- 6.29** 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.
- 6.30** Mandatory disclosures as given in the Annexure 10 shall be displayed in the website of each Technical Institution.
- 6.31** The Institutions shall adopt the minimum standards and qualifications as specified in Approval Process Handbook. However, Institutions Deemed to be Universities/ Institutions having Accreditation/ Autonomy status shall surpass the minimum standard and qualifications specified.
- 6.32** In National Defence/ Security areas, the maximum Divisions or Intake over and above specified in Appendix 3 of Approval Process Handbook shall be considered as the case may be, subject to the fulfillment of other norms of Approval Process Handbook.
- 6.33** Recommendations of National Fee Committee for the maximum tuition and development fee for Regular/ First Shift Programme(s) as given in Annexure 11 of Approval Process Handbook have been accepted by the Council and shall have to be followed.
- 6.34** 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 Approval Process Handbook and on fulfillment, the NBA shall be intimated suitably.
- 6.35** Universities other than Institutions Deemed to be Universities falling under Category III as notified by UGC do not require prior approval of AICTE to commence a new Course and



Programme in Technical Education, however Universities have an obligation or duty to conform to the standards and norms lay down by AICTE.

- 6.36** AICTE does not recognize the Programme(s)/ Course(s) in Technical Education offered through distance mode except Management, MCA and Diploma/ Degree in Travel and Tourism Programmes, with the explicit approval of AICTE.
- 6.37** 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.
- 6.38** Affidavit<sup>4</sup> specified in Approval Process Handbook shall be uploaded in the Web-Portal in e-stamp paper with digital signature of the authorized signatories.
- 6.39** 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 7.1.b/ 7.19 of Approval Process Handbook, as applicable in the next Academic Year in AICTE Web-Portal, in the absence of any specific court order to the contrary.

**6.40 Tuition Fee Waiver scheme (TFW)**

- a. Scheme shall be applicable to all approved Technical Institutions offering Diploma, Post Diploma, Under Graduate Programme(s), MCA, PGDCA, MBA 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 30% of “Approved Intake” are filled up.
- 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.

#### 6.41 Supernumerary seats for J&K 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 admissions 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 MHRD from time to time.
- d. **Eligibility**
  - All students domicile of J&K 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.
  - 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 on the basis of 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.

#### 6.42 Release of Security Deposit

##### 6.42.1 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<sup>s</sup> 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 (ies) 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, Grievance Redressal Cell (GRC) 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 RO.
  - d. In case of RTGS, the sanction order shall be issued by the Council.
- 6.42.2**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.
- 6.42.3**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.
- 6.42.4**In case an Institution/ Trust/ Society/ Company violates the Security Deposit related norms, the Council shall initiate appropriate penal action.
- 6.42.5**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.
- 6.42.6**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.





### 7.1 Introduction

- a. An Institution running 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 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.

### 7.2 Non-Submission/ Submission of incomplete/ false information on application for Extension of Approval

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

- Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- Reduction in “Approved Intake”
- No admission in one/ more Course(s) for one Academic Year
- Withdrawal of approval for Programme(s)/ Course(s)
- Withdrawal of approval of the Institution

### 7.3 Non-Fulfillment 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.

- Reduction in “Approved Intake”
- No admission for one Academic Year



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

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.

- Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- Reduction in “Approved Intake”
- No admission in respective Course(s) for one Academic Year
- Withdrawal of approval in the respective Course(s)
- Withdrawal of approval of the Institution

The Council may initiate penal action for not regularizing and ensuring the timely and full payment of the salary of the Staffs through Electronic Clearing Service (ECS) by nationalized banks.

#### **7.5 Non-Fulfillment 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.

- Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- Reduction in “Approved Intake”
- No admission in one/ more Course(s) for one Academic Year
- Withdrawal of approval for Programme(s)/ Course(s)
- Withdrawal of approval of the Institution

#### **7.6 Non-Fulfillment 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.

- Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- Reduction in “Approved Intake”
- No admission in one/ more Course(s) for one Academic Year

#### **7.7 Non-Fulfillment of Location/ Built-up Area/ Land at the time of year of establishment or 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.



- Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- Reduction in “Approved Intake”
- No admission in one/ more Course(s) for one Academic Year
- Withdrawal of approval for Programme(s)/ Course(s)
- Withdrawal of approval of the Institution

#### **7.8 Non-Adhering to the timing/ Faculty requirements for the Second Shift**

The Second Shift shall have to be run as per the declared timings from 12 Noon to 7 pm with 50% additional Faculty, which would be subject to surprise inspection leading to Closure of Course in case timings are not being followed/ with insufficient Faculty.

#### **7.9 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.

- Five times the total fees collected per student shall be levied against each excess admission
- Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- Reduction in “Approved Intake”
- No admission in one/ more Course(s) for one Academic Year
- Withdrawal of approval for Programme(s)/ Course(s)
- Withdrawal of approval of the Institution

#### **7.10 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
- Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- Reduction in “Approved Intake”
- No admission status in one/ more Course(s) for one Academic Year
- Withdrawal of approval for Programme(s)/ Course(s)
- Withdrawal of approval of the Institution



**7.11 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/ PGDM Institutions not having NAD or not uploading student enrollment data in the AICTE Web-Portal/ Institutions demanding for the Original Degree Certificates from the Faculty members at the time of joining 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/ PGDM Institutions not having NAD or not uploading student enrollment data in the AICTE Web-Portal/ 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:

- No admission for one Academic Year
- Withdrawal of approval of the Institution

**7.12 Violation of norms in case of Collaboration and Twinning Programme**

- a. If a Foreign University/ Institution fails to comply with any of the conditions as contained in the Approval Process Handbook, the Council after giving reasonable opportunity of being heard through Standing Appellate Committee 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 Centres 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 repatriation of funds from India to home Country.
  - Informing the Public about the withdrawal of approval of the Twinning Programme with Foreign University/ Institution and the consequence thereof.
- c. In case, it comes to the notice of the Council, that a Foreign University is running 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.



### 7.13 Refund cases

7.13.1 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.

7.13.2 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 fees and hostel rent, where applicable.

7.13.3 The last date for withdrawal of PGDM admission for the purpose of refund of fees shall be 30<sup>th</sup> June of every year.

7.13.4 In case the vacated seat is not filled, the Institution should refund the Security Deposit and return the original documents.

7.13.5 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.

7.13.6 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.

- Fine for Non-Compliance of refund rules of the fee levied against each case shall be five times the total fee collected per student
- Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- Reduction in “Approved Intake”
- No admission in one/ more Course(s) for one Academic Year
- Withdrawal of approval for Programme(s)/ Course(s)

7.14 AICTE shall initiate appropriate penal action, if Plagiarism is found in the academic, research, project work, journal publication, etc. of the Institutions. Each Institution should have a Plagiarism Software to check the integrity of the work of the students and Faculty by ensuring that all content is unique.

### 7.15 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 Approval Process Handbook.

7.16 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.

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



### **7.18 Complaint Cases**

- a. In case of receipt of any Complaint(s) about an Institution, the same shall be processed by Public Grievance Redressal Cell (PGRC) of AICTE.
- b. 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.
- c. The report of the Expert Visit Committee/ Show Cause notice, if issued shall be placed before the Standing Hearing Committee.
- d. Two representatives of the Institution shall be invited to 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. 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 recommendations of the Standing Hearing Committee shall be placed before the Executive Committee for approval.
- f. 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 1.15 of Approval Process Handbook.
- g. As per CVC guidelines, Anonymous/ Pseudonymous Complaints shall not be processed.
- h. 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.

### **7.19 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 1.15 of 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.

**7.20** 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.





**8.1 No Institution shall offer Technical Programme(s)/ Course(s) without approval of the Council**

If any Institution offering Technical Programmes without the approval of the Council shall be declared as unapproved Institution.

**8.2 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**

- a. 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 Approval Process Handbook.
- b. The legal date of starting of the Institution shall be from the date of issue of the Letter of Approval from AICTE.
- c. Students, who are admitted prior to approval by the Council, shall not have any right for re-admission and shall have to fulfill all the requirements for admission as prescribed by the Competent Authority for admission.

**8.3 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 may be.**

**8.4 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.**

**8.5 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.**

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

### 1.1 Diploma Programmes (Full Time)

Sl. No.	Programme	Duration	Eligibility
i	Skill	3 years	Not passed 10 <sup>th</sup> Std./ SSC examination.
ii	Engineering and Technology	3 OR 4 years	Passed 10 <sup>th</sup> Std./ SSC examination.  Obtained at least 35% marks in the qualifying examination.
iii	Pharmacy	2 years	Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with Mathematics/ Biology subject.
iv	Architectural Assistantship	3 years	Passed 10 <sup>th</sup> Std./ SSC examination.  Obtained at least 35% marks in the qualifying examination.
v	Applied Arts and Crafts	3 OR 4 years	Passed 10 <sup>th</sup> Std./ SSC examination.  Obtained at least 35% marks in the qualifying examination.
vi	Design	3 OR 4 years	Passed 10 <sup>th</sup> Std./ SSC examination.  Obtained at least 35% marks in the qualifying examination.
vii	Hotel Management and Catering Technology	3 years OR 4 years after 10 <sup>th</sup> Std. where same exists	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.
viii	All Programmes except Pharmacy (Lateral Entry to Second Year Diploma)	2 years	Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with Mathematics/ Biology subject.  OR 10+2 Science (with Mathematics as one of the Subject) or 10+2 Science with Technical Vocational subject.  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.
ix	Vocational (NSQF Level 5)	3 years	Passed 10 <sup>th</sup> Std./ SSC examination.

Note:

- D.Skills is purely to provide skills (and not formal education), hence there shall be no equivalence for the same.
- There shall be no vertical mobility for D.Skills.



- D.Skills will be provided by the State Technical Board.

In case a student exits after the First/ Second year, s/he shall be provided with Certificate Skills 1/ 2 Certificate respectively.

### 1.2 Post Diploma Programmes (Full Time)

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

### 1.3 Under Graduate Degree Programmes (Full Time)

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology	4 years	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject.  Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the above subjects taken together.  OR Passed Diploma (in Engineering and Technology) examination with at least 45% marks (40% in case of candidates belonging to reserved category)
ii	Pharmacy	4 years	Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with Mathematics/ Biology subject.
iii	Architecture	5 years	Passed 10+2 examination with Physics, Chemistry and Mathematics as mandatory subjects with 50% in aggregate and 50% each subject.  OR Passed Diploma examination with Mathematics as compulsory subject having obtained at least 50% marks (45% in case of candidates belonging to reserved category) marks in the aggregate.  and Qualifying NATA (Or) Any other Aptitude Test conducted by Competent Authority of the State Government/ UT.
iv	Planning	4 years	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with



			<p>one of the Chemistry/ Engineering Drawing/ Computer Science/ Biology/ Technical Vocational subject.</p> <p>Obtained at least 45% marks (40% in case of candidates belonging to reserved category) marks in the above subjects taken together.</p>
v	Applied Arts and Crafts	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>
vi	Design	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>
vii	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>
viii	Engineering and Technology (Lateral Entry to Second year)	3 years	<p>a. Passed Diploma examination with at least 45% marks (40% in case of candidates belonging to reserved category) in appropriate branch of Engineering and Technology.</p> <p>b. Passed B.Sc. Degree from a recognized University as defined by UGC, with at least 45% marks (40% in case of candidates belonging to reserved category) and passed 10+2 examination with Mathematics as a subject.</p> <p>c. Provided that the students belonging to B.Sc. Stream, shall clear the subjects Engineering Graphics/ Engineering Drawing and Engineering Mechanics of the First Year Engineering Programme along with the Second year subjects.</p> <p>d. Provided that the students belonging to B.Sc. Stream shall be considered only after filling the supernumerary seats in this category with students belonging to the Diploma stream.</p> <p>e. Passed D.Voc. Stream in the same or allied sector.</p> <p>f. In the above cases, a suitable bridge Courses, if required such as in Mathematics may be conducted.</p>
ix	All Programmes other than Engineering and Technology/ Architecture/ Planning/ Design	Lateral Entry to Second year	Passed Diploma examination in a Programme with at least 45% marks (40% in case of candidates belonging to reserved category) in appropriate Programme.
x	Vocational (NSQF Level 7)	3 years	Passed 10+2 examination.



#### 1.4 Post Graduate Diploma/ Post Graduate Degree Programmes (Full Time)

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% in case of candidates belonging to reserved category) in the qualifying Examination.
ii	Pharmacy M.Pharm.	2 years	Passed Bachelor Degree in Pharmacy.  Obtained at least 55% marks (50% in case of candidates belonging to reserved category) in the qualifying Examination.
iii	Pharmacy Pharm.D.	6 years	Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with Mathematics/ Biology subject.  OR Passed Diploma in Pharmacy.
iv	Pharmacy Pharm.D. (Post Baccalaureate)	3 years	Passed Bachelor Degree in Pharmacy.  Obtained at least 55% marks (50% in case of candidates belonging to reserved category) in the qualifying Examination.
v	Architecture	2 years	Passed Bachelor Degree in Architecture.  Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.
vi	Planning	2 years	Passed Bachelor Degree in Planning/ Architecture/ Civil Engineering/ Geography/ Economics/ Social Sciences or equivalent Degree.  Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.
vii	Applied Arts and Crafts	2 years	Passed Bachelor Degree in Fine Arts or equivalent Degree.  Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.
viii	Design	2 years	Passed Bachelor Degree of minimum 4 years duration.  Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.
ix	Hotel Management and Catering Technology	2 years	Passed Bachelor Degree in Hotel Management and Catering Technology or equivalent Degree.  Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.



x	MCA	3 years	Passed BCA/ B.Sc./ B.Com./ B.A. with Mathematics at 10+2 level or at Graduation Level.  Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.
xi	Management (MBA)	2 years	Passed Bachelor Degree of minimum 3 years duration.  Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.
xii	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% in case of candidates belonging to reserved category) in the qualifying Examination.
xiii	Management (PGDM)	Not less than 21 Months	Passed Bachelor's Degree of minimum 3 years duration.  Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.
xiv	Management (Executive PGDM)	15 Months or 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% in case of candidates belonging to reserved category) in the qualifying Examination.
xv	MCA (Lateral Entry to Second year)	2 years	Passed in BCA, B.Sc. (IT/ Computer Science) with Mathematics as a Course at 10+2 level or at the Graduation Level.  Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.
xiv	Lateral Entry to Vocational	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% in case of candidates belonging to reserved category) in the qualifying Examination.

### 1.5 Integrated Courses (Full Time)

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology	5 years	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject.  Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the above subjects taken together.





ii	Planning	5 years	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Engineering Drawing/ Computer Science/ Biology/ Technical Vocational subject.  Obtained at least 45% marks (40% in case of candidates belonging to reserved category) marks in the above subjects taken together.
iii	Hotel Management and Catering Technology	5 and ½ years	Passed 10+2 examination.  Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying Examination.
iv	MCA	5 years	Passed 10+2 examination with Mathematics as compulsory subjects.  Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the above subjects taken together.
v	MBA	5 years	Passed 10+2 examination.  Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the above subjects taken together.

#### 1.6 Diploma Programmes (Part Time)

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology, Hotel Management and Catering Technology	Duration of the Course shall be a minimum of one/ two Semester(s) in excess than that of the duration of the Regular Course.	Passed 10 <sup>th</sup> Std./ SSC examination and 2 year ITI after 10 <sup>th</sup> Std.  OR Passed 10 <sup>th</sup> Std./ SSC examination and minimum of Two years Full Time work experience in a registered Firm/ Company/ Industry/ Educational and/ Government, Autonomous Organizations in the relevant field in which admission is sought.

#### 1.7 Post Diploma Programmes (Part Time)

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology, Hotel Management and Catering Technology	Duration of the Course shall be a minimum of one/ two Semester(s) in excess than that of the duration of the Regular Course.	Passed Diploma in the relevant Discipline/ Field/ Programme.  Minimum of Two years Full Time work experience in a registered Firm/ Company/ Industry/ Educational and/ Government, Autonomous Organizations in the relevant field in which admission is sought.



### 1.8 Under Graduate Degree Programmes (Part Time)

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology, Hotel Management and Catering Technology	Duration of the Course shall be a minimum of one/ two Semester(s) in excess than that of the duration of the Regular Course.	Diploma in the relevant Discipline/ Field/ Programme.  Minimum of Two years Full Time work experience in a registered Firm/ Company/ Industry/ Educational and/ Government, Autonomous Organizations in the relevant field in which admission is sought.

### 1.9 Post Graduate Diploma/ Post Graduate Degree Programmes (Part Time)

Sl. No.	Programme	Duration	Eligibility
i	Management (PGCM/ PGDM)	Duration of the Course shall be a minimum of one/ two Semester(s) in excess than that of the duration of the Regular Course.	Passed Bachelor's Degree of minimum 3 years duration.  Minimum of Two years Full Time work experience in a registered firm/ Company/ Industry/ Educational and/ Government, Autonomous Organizations in the relevant field in which admission is sought.
ii	Management (Executive PGDM)	Duration of the Course shall be a minimum of one/ two Semester(s) in excess than that of the duration of the Regular Course.	Passed any Bachelors Degree of minimum 3 years duration and a minimum of 5 years relevant managerial/ supervisory experience.
iii	Engineering and Technology, Hotel Management and Catering Technology, MCA, Management (MBA)	Duration of the Course shall be a minimum of one/ two Semester(s) in excess than that of the duration of the Regular Course.	Passed Degree in relevant discipline/ field/ Programme.  Minimum of Two years Full Time work experience in a registered firm/ Company/ Industry/ Educational and/ Government, Autonomous Organizations in the relevant field in which admission is sought.



## 1.10 Certification Levels of Skill Courses

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

**1.11** Reservation Policy of the Central Government/ Respective State Government/ UT as the case shall be applicable to all the above Programmes (1.1 to 1.9)

**1.12** The concerned State Government/ UT Admission Authority shall decide modalities of admissions

- 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 12<sup>th</sup> 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 MHRD 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

NSQF Level	Equivalent Academic Standard	School Education	Higher education	
		Cumulative Number of Credits and Awards		
Certifying Body		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	25-30, 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 may be awarded based on the compliance of UGC regulations



## Appendix 2

### 2.0 Approved Nomenclature of Courses

#### 2.1 Diploma in Engineering and Technology

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

Sl. No.	Name of The Course
63	Civil and Rural Engineering
64	Civil Draftsman
65	Civil Engineering
66	Civil Engineering (Construction Technology)
67	Civil Engineering (Environment and Pollution Control)
68	Civil Engineering (Environmental and Pollution Control)
69	Civil Engineering (Environmental Engineering)
70	Civil Engineering (Public Health Engineering)
71	Civil Engineering (Rural Engineering)
72	Civil Engineering and Planning
73	Civil Engineering Environment and Pollution Control
74	Civil Environmental Engineering
75	Civil Technology
76	Commercial and Computer Practice
77	Commercial Practice
78	Commercial Practice (KAN and ENG)
79	Computer Aided Costume Design and Dress Making
80	Computer and information Science
81	Computer Application and Business Management
82	Computer Applications
83	Computer Engineering
84	Computer Engineering and Application
85	Computer Hardware and Maintenance
86	Computer Hardware and Networking
87	Computer Hardware Engineering
88	Computer Hardware Maintenance
89	Computer Networking
90	Computer Science
91	Computer Science and Engineering
92	Computer Science and information Technology
93	Computer Science and Technology
94	Computer Software Technology
95	Computer Technology
96	Computer Technology and Applications
97	Construction Engineering
98	Construction Technology
99	Construction Technology and Management
100	Control and instrumentation
101	Cosmetology and Health
102	Costumer Design and Dress Making
103	Cyber Forensics and information Security
104	Dairy Engineering
105	Design and Drafting Technology
106	Digital Electronics
107	Digital Electronics and Communication Engineering
108	Digital Electronics and Microprocessor
109	Digital Systems
110	Direction Screen Play Writing and TV Production
111	Dress Designing and Garment Manufacturing
112	Drilling Engineering
113	Drilling Technology
114	ECG Technology
115	Electrical and Electronics (Power System)
116	Electrical and Electronics Engineering
117	Electrical and instrumentation Engineering
118	Electrical and Mechanical Engineering
119	Electrical Engineering
120	Electrical Engineering (Electronics and Power)
121	Electrical Engineering (Industrial Control)
122	Electrical Engineering (Instrumentation and Control)
123	Electrical Engineering industrial Control



Sl. No.	Name of The Course
124	Electrical Power System
125	Electrical Power Systems
126	Electronic instrumentation and Control Engineering
127	Electronic Science and Engineering
128	Electronics Engineering
129	Electronics (Fiber Optics)
130	Electronics (Robotics)
131	Electronics and Avionics
132	Electronics and Communication Engineering
133	Electronics and Communication Engineering (Industry Integrated)
134	Electronics and Communication Engineering (Microwaves)
135	Electronics and Communication Technology
136	Electronics and Communications Engineering
137	Electronics and Computer Engineering
138	Electronics and Electrical Engineering
139	Electronics and instrumentation Engineering
140	Electronics and Production
141	Electronics and Telecommunication
142	Electronics and Telecommunication Engineering
143	Electronics and Tele-Communication Engineering
144	Electronics and Telecommunication Engineering (Radio and System)
145	Electronics and Telecommunication Engineering (Technician Electronic Radio)
146	Electronics and Telecommunications Engineering
147	Electronics and Video Engineering
148	Electronics Communication and instrumentation Engineering
149	Electronics Engineering
150	Electronics Engineering (Digital Electronics)
151	Electronics Engineering (Industry integrated)
152	Electronics Engineering (Micro Electronics)
153	Electronics Engineering (Specialization in Consumer Electronics)
154	Electronics Engineering Modern Consumer Electronics
155	Electronics Engineering with Microprocessor
156	Electronics instrument and Control
157	Electronics instrumentation and Control Engineering
158	Electronics Production and Maintenance
159	Electronics Robotics
160	Electronics Technology
161	Electronics Tele Communication
162	Embedded Systems
163	Engineering Education
164	Environmental Engineering
165	Fabrication Technology
166	Fabrication Technology and Erection Engineering
167	Fabrication Technology and Erection Engineering
168	Fashion and Apparel Design
169	Fashion and Clothing Technology
170	Fashion and Design
171	Fashion Designing
172	Fashion Designing and Garment Technology
173	Fashion Technology
174	Film and Video Editing
175	Film Editing and TV Production
176	Film Technology (Animation and Visual Effects)
177	Film Technology and TV Production (Cinematography)
178	Film Technology and TV Production (Digital intermediate)
179	Film Technology and TV Production (Film Processing)
180	Film Technology and TV Production (Sound Recording and Sound Engineering)
181	Finance Account and Auditing
182	Fire Technology and Safety

Sl. No.	Name of The Course
183	Fisheries Technology
184	Food Processing and Preservation
185	Food Processing Technology
186	Food Technology
187	Footwear Technology
188	Foundry Technology
189	Garment and Fashion Technology
190	Garment Design and Fashion Technology
191	Garment Fabrication
192	Garment Manufacturing Technology
193	Garment Technology
194	Geographic information System (G.I.S.) and Global Positioning System
195	Glass and Ceramics Engineering
196	Handloom and Textile Technology
197	Heat Power Engineering
198	Home Science
199	Hotel Management and Catering Technology
200	Industrial and Production Engineering
201	Industrial Electronics
202	Industrial Production Engineering
203	Information and Communication Technology
204	Information Engineering
205	Information Science
206	Information Science and Engineering
207	Information Science and Technology
208	Information Technology
209	Information Technology and Engineering
210	Information Technology Enabled Services and Management
211	Instrument Technology
212	Instrumentation and Control Engineering
213	Instrumentation and Process Control
214	Instrumentation Engineering
215	Instrumentation Technology
216	Instruments and Medical Equipment
217	Interior Decoration
218	Interior Design
219	Jewellery Design and Manufacture Technology
220	Knitting and Garment Technology
221	Knitting Technology
222	Leather and Fashion Technology
223	Leather Goods and Footwear Tech
224	Leather Technology
225	Leather Technology Footwear Computer Aided Shoe Design
226	Leather Technology Tanning
227	Library and information Science
228	Machine Engineering
229	Machine Tools and Maintenance Engineering
230	Machine Tools Technology
231	Maintenance Engineering
232	Manufacturing Engineering
233	Manufacturing Technology
234	Marine Engineering
235	Marine Engineering and Systems
236	Marine Engineering and Systems (Artificer Training)
237	Mass Communication
238	Material Management
239	Mechanical CAD/CAM
240	Mechanical Engineering
241	Mechanical Engineering ( Production)
242	Mechanical Engineering (Automobile)
243	Mechanical Engineering (CAD/CAM)
244	Mechanical Engineering (Foundry)
245	Mechanical Engineering (Industry Integrated)
246	Mechanical Engineering (Machine Tool Maintenance and Repairs)
247	Mechanical Engineering (Maintenance)
248	Mechanical Engineering (Refrigeration and Air Conditioning)
249	Mechanical Engineering (Repair and Maintenance)
250	Mechanical Engineering (Tool and Die)
251	Mechanical Engineering Automobile





Sl. No.	Name of The Course
252	Mechanical Engineering Power Plant Engineering
253	Mechanical Engineering Production
254	Mechanical Engineering, Refrigeration and Air Conditioning
255	Mechanical Engineering (CAD)
256	Mechanical Engineering Tool Engineering
257	Mechanical Engineering Tube Well Engineering
258	Mechanical Welding and Sheet Metal
259	Mechanical Welding and Sheet Metal Engineering
260	Mechanical Engineering Computer Aided Design/Computer Aided Manufacturing
261	Mechatronics
262	Medical Electronics Engineering
263	Medical Laboratory Technology
264	Metallurgical Engineering
265	Metallurgy
266	Metallurgy and Material Technology
267	Micro Electronics
268	Mine Engineering
269	Mine Surveying
270	Mining and Mine Surveying
271	Mining Engineering
272	Modern Office Management
273	Modern Office Management and Secretarial Practice
274	Modern Office Practice
275	Multimedia Technology
276	Navy Entry Artificer/ Diploma in Mechanical and Electrical
277	Network Engineering
278	Office Management and Computer Application
279	Ophthalmic Technology
280	Opto-Electronics Engineering
281	Packaging Technology
282	Paint Technology
283	Paper Technology
284	Paper and Pulp Technology
285	Petrochemical Engineering
286	Petrochemical Refinery
287	Petrochemical Technology
288	Petroleum Engineering
289	Petroleum Technology
290	Photography
291	Plastic and Mould Technology
292	Plastic and Polymer Engineering
293	Plastic Engineering
294	Plastic Mould Technology
295	Plastic Technology
296	Plastics Engineering
297	Plastics Mould Technology
298	Plastics Processing and Testing
299	Plastics Technology
300	Polymer Technology
301	Post Plastic Mould Design

Sl. No.	Name of The Course
302	Post Plastic Process and Testing
303	Power Electronics
304	Power Systems Engineering
305	Precision Manufacturing
306	Printing and Packing Technology
307	Printing Technology
308	Production and Industrial Engineering
309	Production Engineering
310	Production Technology
311	Pulp Technology
312	Quantity Surveying and Construction Management
313	Refrigeration and Air Conditioning
314	Renewable Energy
315	Robotics and Mechatronics
316	Rubber Technology
317	Saddlery Technology and Export Management
318	Shipbuilding Engineering
319	Small Arms Engineering
320	Sound Recording and Engineering
321	Sugar Technology
322	Surface Coating Technology
323	Survey Engineering
324	Technical Chemistry
325	Technician X-Ray Technology
326	Telecommunication Engineering
327	Telecommunication Technology
328	Textile Chemistry
329	Textile Design
330	Textile Designing
331	Textile Designing Printing
332	Textile Engineering
333	Textile Manufactures
334	Textile Manufacturing and Technology
335	Textile Manufacturing Technology
336	Textile Marketing and Management
337	Textile Processing
338	Textile Processing Technology
339	Textile Technology
340	Textile Technology (Manmade Fibre)
341	Textile Technology (Textile Design and Weaving)
342	Tool and Die Engineering
343	Tool and Die Making
344	Tool Die and Mould Making
345	Transportation Engineering
346	Transportation Engineering and Management
347	Travel and Tourism
348	TV and Sound Engineering
349	Water Technology and Health Science
350	Weapons Engineering
351	Web Designing
352	Wood and Paper Technology
353	Wood Technology

## 2.2

## Post Diploma in Engineering and Technology

Sl. No.	Name of the Course
1	Advanced Die and Mould Making
2	Advanced Electrical Power System
3	Advanced Electronics and Communication Engineering
4	Advanced Mechatronics and Industrial Automation
5	Advanced Refrigeration and Air Conditioning
6	Automobile Engineering
7	Biotechnology Tissue Culture
8	CAD/CAM
9	Computer Aided Design and Manufacture
10	Computer Aided Design Manufacture and Engineering
11	Computer Applications
12	Computer Hardware and Networking

Sl. No.	Name of the Course
13	Computer Hardware Maintenance and Networking
14	Electrical Engineering
15	Electronics Communication and Instrumentation Engineering
16	Environmental Engineering
17	Fire Technology and Safety
18	Food Technology
19	Forge Technology
20	Foundry Technology
21	Geographic information System (G.I.S.) and Global Positioning System
22	Industrial Safety
23	Industrial Safety and Engineering
24	Information Technology



Sl. No.	Name of the Course
25	Knitting and Garment Technology
26	Mechanical Engineering
27	Medical Electronics
28	Petrochemical Engineering
29	Plant Engineering
30	Plastic Mould Design
31	Plastic Mould Design (CAD/CAM)
32	Plastic Mould Technology
33	Plastic Technology
34	Plastics Processing and Testing
35	Polymer Science and Rubber Technology
36	Post Plastic Mould Design
37	Post Plastic Process and Testing

Sl. No.	Name of the Course
38	Power Plant Engineering and Energy Management
39	Production Engineering System Technology
40	Refrigeration and Air Conditioning
41	Rubber Technology
42	Software Testing
43	Textile Processing
44	Thermal Power Engineering
45	Tool and Die Engineering
46	Tool Design
47	Town Planning and Architecture
48	Web Designing

## 2.3

## Under Graduate Degree in Engineering and Technology

Sl. No.	Name of the Course
1	3-D Animation and Graphics
2	Advanced Mechatronics and industrial Automation
3	Aero Space Engineering
4	Aeronautical Engineering
5	Aerospace Engineering
6	Agricultural Engineering
7	Agricultural Technology
8	Agriculture Engineering
9	Aircraft Maintenance Engineering
10	Airline Management
11	Apparel and Production Management
12	Applied Electronics and Communications
13	Applied Electronics and instrumentation Engineering
14	Architectural Assistantship
15	Architecture and Interior Decoration
16	Automation and Robotics
17	Automation Engineering
18	Automobile Engineering
19	Automobile Maintenance Engineering
20	Automotive Technology
21	Biochemical Engineering
22	Biomedical Engineering
23	Biomedical instrumentation
24	Biotechnology
25	Biotechnology and Biochemical Engineering
26	Building and Construction Technology
27	Carpet and Textile Technology
28	Cement and Ceramic Technology
29	Ceramic Engineering and Technology
30	Ceramic Technology
31	Ceramics Engineering
32	Chemical and Electro Chemical Engineering
33	Chemical Engineering
34	Chemical Engineering (Plastic and Polymer)
35	Chemical Technology
36	Civil and Environmental Engineering
37	Civil and infrastructure Engineering
38	Civil and Rural Engineering
39	Civil and Water Management Engineering
40	Civil Engineering
41	Civil Engineering (Construction Technology)
42	Civil Engineering (Environmental Engineering)
43	Civil Engineering and Planning
44	Civil Engineering Environment and Pollution Control
45	Civil Environmental Engineering
46	Civil Technology
47	Computer and Communication Engineering
48	Computer Engineering
49	Computer Engineering (Software Engineering)
50	Computer Engineering and Application
51	Computer Networking
52	Computer Science and Business Systems
53	Computer Science and Engineering
54	Computer Science and Engineering (Networks)
55	Computer Science and information Technology

Sl. No.	Name of the Course
56	Computer Science and Systems Engineering
57	Computer Science and Technology
58	Computer Technology
59	Computing in Multimedia
60	Computing in Software
61	Construction Engineering
62	Construction Engineering and Management
63	Construction Technology
64	Construction Technology and Management
65	Dairy Engineering
66	Dairy Technology
67	Digital Techniques For Design and Planning
68	Dyestuff Technology
69	Electrical and Computer Engineering
70	Electrical and Electronics (Power System)
71	Electrical and Electronics Engineering
72	Electrical and instrumentation Engineering
73	Electrical and Power Engineering
74	Electrical Engineering
75	Electrical Engineering (Electronics and Power)
76	Electrical instrumentation and Control Engineering
77	Electrical Power Engineering
78	Electrical, Electronics and Power Engineering
79	Electronic Engineering
80	Electronic instrumentation and Control Engineering
81	Electronic Science and Engineering
82	Electronics and Biomedical Engineering
83	Electronics and Communication (Communication System Engineering)
84	Electronics and Communication Engineering
85	Electronics and Communication Engineering (Industry Integrated)
86	Electronics and Communication Engineering (Microwaves)
87	Electronics and Communication Technology
88	Electronics and Computer Engineering
89	Electronics and Computer Science
90	Electronics and Control Systems
91	Electronics and Electrical Engineering
92	Electronics and Instrumentation Engineering
93	Electronics and Power Engineering
94	Electronics and Telecommunication
95	Electronics and Telecommunication Engineering
96	Electronics and Tele-Communication Engineering
97	Electronics and Telecommunication Engineering (Technological Electronic Radio)
98	Electronics and Telecommunications Engineering
99	Electronics and Telematics Engineering
100	Electronics Communication and Instrumentation Engineering
101	Electronics Design Technology
102	Electronics Engineering
103	Electronics Instrument and Control



Sl. No.	Name of the Course
104	Electronics Instrumentation and Control Engineering
105	Electronics System Engineering
106	Electronics Technology
107	Energy and Environmental Management
108	Energy Engineering
109	Environment Engineering
110	Environmental Engineering
111	Environmental Science and Engineering
112	Environmental Science and Technology
113	Facilities and Services Planning
114	Fashion and Apparel Engineering
115	Fashion Technology
116	Fibres and Textiles Processing Technology
117	Fire Engineering
118	Fire Technology and Safety
119	Fisheries Engineering
120	Food Engineering and Technology
121	Food Processing and Preservation
122	Food Processing Technology
123	Food Technology
124	Food Technology and Management
125	Footwear Technology
126	Geo informatics
127	Handloom and Textile Technology
128	Industrial and Production Engineering
129	Industrial Biotechnology
130	Industrial Engineering
131	Industrial Engineering and Management
132	Industrial Production Engineering
133	Information and Communication Technology
134	Information Engineering
135	Information Science and Engineering
136	Information Science and Technology
137	Information Technology
138	Information Technology and Engineering
139	Instrument Technology
140	Instrumentation and Control Engineering
141	Instrumentation and Electronics
142	Instrumentation Engineering
143	Instrumentation Technology
144	Jute and Fibre Technology
145	Leather Technology
146	Man Made Fibre Technology
147	Man-Made Textile Technology
148	Manufacturing Engineering
149	Manufacturing Engineering and Technology
150	Manufacturing Process and Automation Engineering
151	Manufacturing Science and Engineering
152	Manufacturing Technology
153	Marine Engineering
154	Marine Technology
155	Material Science and Technology
156	Mechanical and Automation Engineering
157	Mechanical Engineering
158	Mechanical Engineering (Automobile)
159	Mechanical Engineering (Industry Integrated)
160	Mechanical Engineering (Manufacturing Engineering)
161	Mechanical Engineering (Production)
162	Mechanical Engineering (Welding Technology)
163	Mechanical Engineering Automobile
164	Mechanical Engineering Design
165	Mechatronics Engineering

Sl. No.	Name of the Course
166	Medical Electronics Engineering
167	Medical Lab Technology
168	Metallurgical and Materials Engineering
169	Metallurgical Engineering
170	Metallurgy
171	Metallurgy and Material Technology
172	Mine Engineering
173	Mining Engineering
174	Nano Science and Technology
175	Nano Technology
176	Naval Architecture and Ship Building Engineering
177	Nuclear Science and Technology
178	Oil and Paint Technology
179	Oil Technology
180	Oils, Oleochemicals and Surfactants Technology
181	Optics and Optoelectronics
182	Packaging Technology
183	Paint Technology
184	Petrochem and Petroleum Refinery Engineering
185	Petrochem Engineering
186	Petrochemical Engineering
187	Petrochemical Technology
188	Petroleum Engineering
189	Petroleum Technology
190	Pharmaceutical Engineering
191	Pharmaceuticals and Fine Chemical Technology
192	Pharmaceuticals Chemistry and Technology
193	Plastic and Polymer Engineering
194	Plastic Technology
195	Plastics Engineering
196	Polymer Engineering
197	Polymer Engineering and Technology
198	Polymer Science and Chemical Technology
199	Polymer Science and Technology
200	Polymer Technology
201	Poultry Technology
202	Power Electronics
203	Power Electronics and instrumentation Engineering
204	Power Electronics Engineering
205	Power Engineering
206	Precision Manufacturing
207	Printing and Packing Technology
208	Printing Technology
209	Printing, Graphics and Packaging
210	Production and industrial Engineering
211	Production Engineering
212	Pulp Technology
213	Radio Physics and Electronics
214	Robotics and Automation
215	Rubber Technology
216	Safety and Fire Engineering
217	Shipbuilding Engineering
218	Silk Technology
219	Software Engineering
220	Structural Engineering
221	Surface Coating Technology
222	Telecommunication Engineering
223	Textile Chemistry
224	Textile Engineering
225	Textile Plant Engineering
226	Textile Processing
227	Textile Technology
228	Tool Engineering

## 2.4

### Post Graduate Diploma in Engineering and Technology

Sl. No.	Name of the Course
1	Cement Technology
2	Chemical Engineering (Sugar Technology)
3	Computer Applications
4	Computer Engineering and Application
5	Computer Hardware and Networking

Sl. No.	Name of the Course
6	Food, Drug and Cosmetics
7	Industrial Engineering
8	Mechanical Engineering (Production)
9	Networking
10	Plastics Processing and Testing



Sl. No.	Name of the Course
11	Sugar Technology
12	Web Designing

## 2.5 Post Graduate Degree in Engineering and Technology

Sl. No.	Name of the Course
1	Advanced Communication and information System
2	Advanced Computer Aided Design
3	Advanced Design and Manufacturing
4	Advanced Electrical Power System
5	Advanced Electronics
6	Advanced Electronics and Communication Engineering
7	Advanced Manufacturing and Mechanical Systems Design
8	Advanced Manufacturing Systems
9	Advanced Manufacturing Technology
10	Advanced Materials Technology
11	Advanced Production Systems
12	Aero Dynamic Engineering
13	Aero Space Engineering
14	Aeronautical Engineering
15	Agricultural Engineering
16	Air Armament
17	Apparel Technology
18	Applied Electronics
19	Applied Electronics and Communication System
20	Applied Electronics and Communications
21	Applied Electronics and instrumentation Engineering
22	Applied instrumentation
23	Armament Engineering (Gun Fitter)
24	Artificial intelligence
25	Atmospheric Science
26	Automated Manufacturing Systems
27	Automation
28	Automation and Control Power Systems
29	Automation and Robotics
30	Automobile Engineering
31	Automobile Technology
32	Automotive Electronics
33	Automotive Engineering
34	Automotive Systems
35	Automotive Technology
36	Avionics
37	Bio Electronics
38	Biochemical Engineering
39	Biochemical Engineering and Biotechnology
40	Bioinformatics
41	Biomedical Electronics
42	Biomedical Engineering
43	Biomedical instrumentation
44	Biomedical Signal Processing and instrumentation
45	Biometrics and Cyber Security
46	Bioprocess Engineering
47	Bioprocess Technology
48	Biotechnology
49	Biotechnology and Biochemical Engineering
50	Building Construction Technology
51	CAD/CAM
52	CAD/CAM Engineering
53	CAD/CAM/CAE
54	CAD/ CAM Robotics
55	Ceramic Engineering and Technology
56	Ceramics Engineering
57	Chemical Engineering
58	Chemical Processing in Textiles
59	Chemical Reaction Engineering
60	Chemical Science and Technology
61	Chemical Technology
62	Chemical Technology (Rubber/ Plastic)

Sl. No.	Name of the Course
63	Civil (Construction Engineering and Management)
64	Civil (Public Health and Environment) Engineering
65	Civil (Structural Engineering)
66	Civil (Water Resource Engineering)
67	Civil Engineering
68	Civil Engineering (Computer Aided Structural Engineering)
69	Civil Engineering (Construction Technology)
70	Civil Engineering (Environmental and Pollution Control)
71	Civil Engineering (Environmental Engineering)
72	Civil Engineering (Transportation Engineering)
73	Civil Engineering (Water Management)
74	Civil Environmental Engineering
75	Combat Vehicles (Mechanical Engineering)
76	Communication and Information Systems
77	Communication and Networking
78	Communication and Signal Process
79	Communication Control and Networking
80	Communication Engineering
81	Communication Engineering and Signal Processing
82	Communication Networks
83	Communication Systems
84	Communication Technology and Management
85	Communications Engineering
86	Computational Analysis in Mechanical Science
87	Computational Mechanics
88	Computational Mechanics (Mechanical Engineering)
89	Computer Aided Analysis and Design
90	Computer Aided Design
91	Computer Aided Design and Computer Aided Manufacture
92	Computer Aided Design and Manufacture
93	Computer Aided Design Manufacture and Automation
94	Computer Aided Design Manufacture and Engineering
95	Computer Aided Design of Structures
96	Computer Aided Process Design
97	Computer Aided Structural Analysis and Design
98	Computer Aided Structural Engineering
99	Computer and Communication
100	Computer and Communication Engineering
101	Computer and information Science
102	Computer Applications
103	Computer Applications in Industrial Drives
104	Computer Cognition and Technology
105	Computer Engineering
106	Computer Engineering (Software Engineering)
107	Computer Engineering and Application
108	Computer Engineering and Networking
109	Computer Hardware and Networking
110	Computer integrated Manufacturing
111	Computer Network Engineering
112	Computer Networking
113	Computer Networking and Engineering
114	Computer Networks
115	Computer Networks and information Security
116	Computer Networks and internet Security
117	Computer Science
118	Computer Science and Engineering
119	Computer Science and Engineering (Cyber Security)
120	Computer Science and Engineering (Networks)
121	Computer Science and Information Security





Sl. No.	Name of the Course
122	Computer Science and Information System
123	Computer Science and Information Technology
124	Computer Science and Systems Engineering
125	Computer Science and Technology
126	Computer Systems and Technology
127	Computer Technology
128	Computer Technology and Applications
129	Computer Vision and Image Processing
130	Computing in Computing
131	Construction and Project Management
132	Construction Engineering
133	Construction Engineering and Management
134	Construction Management
135	Construction Planning and Management
136	Construction Project Management
137	Construction Technology
138	Construction Technology and Management
139	Control and Instrument
140	Control and Instrumentation
141	Control Engineering
142	Control System Engineering
143	Control Systems
144	Cryogenic Engineering
145	Cyber Forensics
146	Cyber Forensics and information Security
147	Cyber Security
148	Data Sciences
149	Design and Production
150	Design and Thermal Engineering
151	Design Engineering
152	Design for Manufacturing
153	Design of Mechanical Equipment
154	Design of Mechanical Systems
155	Digital Communication
156	Digital Communication Engineering
157	Digital Communications
158	Digital Communications and Networking
159	Digital Electronics
160	Digital Electronics and Communication
161	Digital Electronics and Communication Engineering
162	Digital Electronics and Communication Systems
163	Digital Electronics Engineering
164	Digital Image Processing
165	Digital Instrumentation
166	Digital Signal Processing
167	Digital Systems
168	Digital Systems and Communications Engineering
169	Digital Systems and Computer Electronics
170	Digital Techniques and instrumentation
171	Distributed and Mobile Computing
172	Distributed Computing Systems
173	Distributed Systems
174	Drugs and Pharmaceuticals
175	Dyestuff Technology
176	Earthquake Engineering
177	E-Learning Technologies
178	Electric Power System
179	Electrical and Electronics (Power System)
180	Electrical and Electronics Engineering
181	Electrical and Mechanical Engineering
182	Electrical and Power Engineering
183	Electrical Devices and Power Systems
184	Electrical Drives and Control
185	Electrical Energy Systems
186	Electrical Engineering
187	Electrical Engineering (Electronics and Power)
188	Electrical Engineering (Instrumentation and Control)
189	Electrical instrumentation and Control Engineering
190	Electrical Machines
191	Electrical Machines and Drives
192	Electrical Power Engineering

Sl. No.	Name of the Course
193	Electrical Power System
194	Electronic Circuits and System Design
195	Electronic Engineering
196	Electronic instrumentation and Control Engineering
197	Electronics and Communication (Communication System Engineering)
198	Electronics and Communication (Signal Processing and Communication)
199	Electronics and Communication (Signal Processing and VLSI Technology)
200	Electronics and Communication (VLSI Design)
201	Electronics and Communication (VLSI System Design)
202	Electronics and Communication (Wireless Communication Systems and Networks)
203	Electronics and Communication (Wireless Communication Technology)
204	Electronics and Communication Engineering
205	Electronics and Communication Engineering (Industry integrated)
206	Electronics and instrumentation Engineering
207	Electronics and Tele-Communication Engineering
208	Electronics and Telecommunication Engineering (Radio and System)
209	Electronics and Telecommunication Engineering (Technological Electronic Radio)
210	Electronics and Telecommunications Engineering
211	Electronics Communication and instrumentation Engineering
212	Electronics Design and Technology
213	Electronics Design Technology
214	Electronics Engineering
215	Electronics Product Design and Technology
216	Electronics Systems and Communication
217	Electronics Technology
218	Electronics Tele Communication
219	Embedded and Real Time Systems
220	Embedded Control Systems
221	Embedded System and Computing
222	Embedded System and VLSI
223	Embedded System and VLSI Design
224	Embedded Systems
225	Embedded Systems Technologies
226	Energetic Materials and Polymers
227	Energy and Environmental Management
228	Energy Engineering
229	Energy Management
230	Energy Science and Technology
231	Energy Systems
232	Energy Systems Analysis and Design
233	Energy Systems and Management
234	Energy Systems Engineering
235	Energy Technology
236	Energy Technology and Management
237	Engineering Analysis and Design
238	Engineering and Management
239	Engineering Design
240	Engineering Education
241	Engineering Statistics
242	Environment and Water Resource Engineering
243	Environment Engineering
244	Environmental Biotechnology
245	Environmental Engineering
246	Environmental Engineering and Management
247	Environmental Management
248	Environmental Science and Engineering
249	Environmental Science and Technology
250	E-Security
251	Farm Machinery
252	Fashion and Apparel Engineering
253	Fashion Technology
254	Financial Engineering
255	Food Biotechnology



Sl. No.	Name of the Course
256	Food Engineering and Technology
257	Food Plant Operations Management
258	Food Process Engineering and Management
259	Food Processing Technology
260	Food Safety and Quality Management
261	Food Supply Chain Management
262	Food Technology
263	Food Technology and Management
264	Foundation Engineering
265	Foundry and Forge Technology
266	Fracture Mechanics
267	Fuel and Combustion
268	Future Studies and Planning
269	Gas Turbine Technology
270	Geo Informatics
271	Geo Informatics and Surveying Technology
272	Geomachines and Structures
273	Geomechanics and Structures
274	Geotechnical and Geoenvironmental Energy
275	Geotechnical Earthquake Engineering
276	Geotechnical Engineering
277	Geotechnology
278	Green Technology
279	Guidance and Navigation Control
280	Guided Missiles
281	Health Care and Hospital Management
282	Health Science and Water Engineering
283	Heat and Power
284	Heat Power and Thermal Engineering
285	Heat Power Engineering
286	Heat Ventilation and Air Conditioning
287	High Voltage and Power Systems Engineering
288	High Voltage Engineering
289	Highway Engineering
290	Highway Technology
291	Hill Area Development Engineering
292	Hydraulics and Flood Control
293	Hydraulics Engineering
294	Hydrology and Water Resources Engineering
295	I.T. (Courseware Engineering)
296	Illumination Engineering
297	Illumination Technology and Design
298	Image Processing
299	Industrial and Production Engineering
300	Industrial Automation and RF Engineering
301	Industrial Automation and Robotics
302	Industrial Biotechnology
303	Industrial Catalysis
304	Industrial Design
305	Industrial Drives and Control
306	Industrial Electronics
307	Industrial Engineering
308	Industrial Engineering and Management
309	Industrial Instrumentation and Control
310	Industrial Mathematics
311	Industrial Metallurgy
312	Industrial Pollution Control
313	Industrial Power Control and Drives
314	Industrial Refrigeration and Cryogenics
315	Industrial Safety
316	Industrial Safety and Engineering
317	Industrial Structures
318	Industrial System and Drives
319	Industrial Systems Engineering
320	Information and Communication Technology
321	Information Engineering
322	Information Science and Technology
323	Information Security
324	Information Security Management
325	Information Systems
326	Information Technology
327	Information Technology (Artificial Intelligence and Robotics)
328	Information Technology (Information and Cyber Warfare)

Sl. No.	Name of the Course
329	Information Technology and Engineering
330	Infrastructure Engineering
331	Infrastructure Engineering and Management
332	Infrastructure Engineering and Technology
333	Infrastructure Management
334	Instrumentation and Control (Applied Instrumentation)
335	Instrumentation and Control Engineering
336	Instrumentation and Electronics
337	Instrumentation Engineering
338	Instrumentation Technology
339	Integrated Circuits Technology
340	Integrated Power Systems
341	Integrated Water Resources Management
342	Intelligent Systems
343	Internal Combustion and Automobiles
344	Internal Combustion Engineering
345	Internal Combustion Engines and Turbo Machinery
	Irrigation and Drainage Engineering
346	Irrigation Engineering
347	Irrigation Water Management
348	Laser and Electro Optics
349	Laser Technology
350	Lean Manufacturing Engineering
351	Leather Technology
352	Machine Design
353	Machine Design and Robotics
354	Maintenance Engineering
355	Man-Made Textile Technology
356	Manufacturing and Automation
357	Manufacturing Engineering
358	Manufacturing Engineering and Automation
359	Manufacturing Engineering and Management
360	Manufacturing Engineering and Technology
361	Manufacturing Process
362	Manufacturing Process and Automation Engineering
363	Manufacturing Science and Engineering
364	Manufacturing Systems and Management
365	Manufacturing Systems Engineering
366	Manufacturing Technology
367	Manufacturing Technology and Automation
368	Marine Engineering
369	Marine Technology
370	Material Engineering
371	Material Engineering (Nanotechnology)
372	Material Handling
373	Material Science and Chemical Technology
374	Material Science and Engineering
375	Material Science and Technology
376	Materials Engineering
377	Measurement and Control
378	Mechanical (Computer Aided Design, Manufacture and Engineering)
379	Mechanical (Computer integrated Manufacturing)
380	Mechanical (I.C. Engine and Automobile Engineering)
381	Mechanical and Automation Engineering
382	Mechanical Engineering
383	Mechanical Engineering (CAD/CAM)
384	Mechanical Engineering (Energy System and Management)
385	Mechanical Engineering (Industry Integrated)
386	Mechanical Engineering (Manufacturing Technology)
387	Mechanical Engineering (Production)
388	Mechanical Engineering (Thermal Engineering)
389	Mechanical Engineering Automobile
390	Mechanical Engineering Design
391	Mechanical Engineering Production
392	Mechanical Engineering (CAD)
393	Mechanical Engineering-Product Design and Development
394	Mechanical- Product Life Cycle Management





Sl. No.	Name of the Course
395	Mechanical System Design
396	Mechanical Welding and Sheet Metal Engineering
397	Mechanical-Manufacturing Engineering
398	Mechatronics
399	Medical Electronics
400	Metallurgical and Materials Engineering
401	Metallurgical Engineering
402	Metallurgy
403	Metallurgy and Material Technology
404	Micro and Nano Electronics
405	Micro Electronics
406	Micro Electronics and Control Systems
407	Micro Electronics and VLSI Design
408	Micro Electronics and VLSI Technology
409	Micro Electronics Engineering
410	Microelectronics and VLSI Design
411	Microwave and Communication Engineering
412	Microwave and Millimeter Engineering
413	Microwave and Optical Communication
414	Microwave and Radar Engineering
415	Microwave and TV Engineering
416	Microwave Engineering
417	Microwaves
418	Mining Engineering
419	Mobile Communication and Network Technology
420	Mobile Computing Technology
421	Mobile Technology
422	Modeling and Simulation
423	Modern Communication Engineering
424	Multimedia and Software Engineering
425	Multimedia Technology
426	Nano Science and Technology
427	Nano Technology
428	Network Engineering
429	Network infrastructure Management
430	Network Security and Management
431	Networking
432	Networking and internet Engineering
433	Neural Networks
434	New Material Process and Technology
435	Nuclear Engineering
436	Nuclear Science and Technology
437	Ocean Technology
438	Oil Technology
439	Oils, Oleochemicals and Surfactants Technology
440	Optical Engineering
441	Optics and Optoelectronics
442	Opto Electronics and Communication Systems
443	Optoelectronics and Communication
444	Optoelectronics and Laser Technology
445	Opto-Electronics Engineering
446	Optoelectronics -Optical Communication
447	Packaging Technology
448	Paint Technology
449	Parallel Distributed Systems
450	Perfumery and Flavour Technology
451	Pervasive Computing Technology
452	Petrochem and Petroleum Refinery Engineering
453	Petrochemical Engineering
454	Petrochemical Technology
455	Petroleum Engineering
456	Petroleum Refining and Petrochemicals
457	Petroleum Technology
458	Pharmaceuticals and Fine Chemical Technology
459	Pharmaceuticals Chemistry and Technology
460	Physical Metallurgy
461	Plant Design
462	Plastic Engineering
463	Plastics Engineering
464	Plastics Processing and Testing
465	Plastics Technology
466	Polymer Engineering
467	Polymer Nanotechnology

Sl. No.	Name of the Course
468	Polymer Science and Engineering
469	Polymer Science and Technology
470	Polymer Technology
471	Power and Energy Engineering
472	Power and Energy System
473	Power and Industrial Drives
474	Power Control and Drives
475	Power Electronics
476	Power Electronics and Control
477	Power Electronics and Drives
478	Power Electronics and Drives in Electrical Engineering
479	Power Electronics and Electrical Drives
480	Power Electronics and Machine Drives
481	Power Electronics and Power Systems
482	Power Electronics and Systems
483	Power Electronics Engineering
484	Power Engineering
485	Power Engineering and Energy Systems
486	Power Plant Engineering and Energy Management
487	Power System and Control
488	Power System and Control Automation
489	Power System Control and Automation
490	Power System with Emphasis H. V. Engineering
491	Power Systems
492	Power Systems and Automation
493	Power Systems and Power Electronics
494	Power Systems and Renewable Energy
495	Power Systems Control and Automation Engineering
496	Power Systems Engineering
497	Pre Stressed Concrete
498	Printing Engineering and Graphics Communication
499	Printing Technology
500	Process and Food Engineering
501	Process Control
502	Process Control instrumentation
503	Process Dynamics and Control
504	Process instrumentation
505	Process Metallurgy
506	Product Design
507	Product Design and Commerce
508	Product Design and Development
509	Product Design and Manufacturing
510	Production and Industrial Engineering
511	Production Design and Manufacturing
512	Production Engineering
513	Production Engineering and Engineering Design
514	Production Engineering System Technology
515	Production Management
516	Production Technology
517	Production Technology and Management
518	Project Management
519	Propulsion Engineering
520	Public Health Engineering
521	Quality Engineering and Management
522	Radar and Communication
523	Radio Frequency and Microwave Engineering
524	Radio Physics and Electronics
525	Refrigeration and Air Conditioning
526	Reliability Engineering
527	Remote Sensing
528	Remote Sensing and GIS
529	Remote Sensing and Wireless Sensor Networks
530	Renewable Energy
531	Robotics and Automation
532	Robotics and Mechatronics
533	Rocket Propulsion
534	Rubber Technology
535	Rural Technology
536	Science in Software Engineering
537	Scientific Computing
538	Seismic Design and Earthquake Engineering



Sl. No.	Name of the Course
539	Sensor Technology
540	Signal Processing
541	Signal Processing and Communications
542	Signal Processing and Embedded Systems
543	Software Engineering
544	Software Systems
545	Soil and Water Conservation Engineering
546	Soil Mechanics
547	Soil Mechanics and Foundation Engineering
548	Solar Power Systems
549	Spatial information Technology
550	Sports Technology
551	Structural and Foundation Engineering
552	Structural Design
553	Structural Dynamics and Earthquake Engineering
554	Structural Engineering
555	Structural Engineering and Construction
556	Structural Engineering and Construction Management
557	Surface Coating Technology
558	System and Network Security
559	System Management
560	System Software
561	Systems and Signal Processing
562	Technical Textile
563	Technology Management
564	Telecommunication Engineering
565	Telematics
566	Textile Chemistry
567	Textile Engineering
568	Textile Processing
569	Textile Processing Technology
570	Textile Technology
571	Textile Technology (Design and Manufacturing)
572	Thermal and Fluid Engineering
573	Thermal Engineering
574	Thermal Power Engineering
575	Thermal Science Engineering
576	Thermal Sciences and Energy Systems
577	Thermal Systems and Design

Sl. No.	Name of the Course
578	Tool Design
579	Tool Engineering
580	Town and Country Planning
581	Traffic and Transporting Engineering
582	Transportation Engineering
583	Translational Engineering
584	Transportation Engineering and Management
585	Transportation System Engineering
586	Tribology and Maintenance
587	Turbo Machinery
588	Urban Engineering
589	Virtual Prototyping and Digital Manufacturing
590	VLSI
591	VLSI and Embedded Systems
592	VLSI and Embedded Systems Design
593	VLSI and Microelectronics
594	VLSI Design
595	VLSI Design and Embedded Systems
596	VLSI Design and Signal Processing
597	VLSI Design and Testing
598	VLSI System Design
599	VLSI Systems
600	Waste Water Management, Health and Safety Engineering
601	Water and Environmental Technology
602	Water Resource Engineering
603	Water Resource Management
604	Water Resources and Environmental Engineering
605	Water Resources and Hydraulic Engineering
606	Water Resources and Hydro informatics
607	Weapons Engineering
608	Web Technologies
609	Wired and Wireless Communication
610	Wireless and Mobile Communications
611	Wireless Communication and Computing
612	Wireless Communication Technology
613	Wireless Communications
614	Wireless Networks and Applications
615	Wireless Technology

## 2.6

## Diploma in Pharmacy

Sl. No.	Name of the Course
1	Pharmacy

## 2.7

## Under Graduate Degree in Pharmacy

Sl. No.	Name of the Course
1	Pharmacy

## 2.8

## Post Graduate Degree in Pharmacy

Sl. No.	Name of the Course
1	Industrial Pharmacy
2	Pharmaceutical Analysis
3	Pharmaceutical Biotechnology
4	Pharmaceutical Chemistry
5	Pharmaceutical Quality Assurance
6	Pharmaceutical Technology

Sl. No.	Name of the Course
7	Pharmaceutics
8	Pharmacognosy
9	Pharmacology
10	Pharmacy Practice
11	Phytopharmacy and Phytomedicine
12	Regulatory Affairs

## 2.9

## Diploma in Architecture

Sl. No.	Name of the Course
1	Architecture Assistantship
2	Interior Design



**2.10 Under Graduate Degree in Architecture**

Sl. No.	Name of the Course
1	Architecture

**2.11 Post Graduate Degree in Architecture**

Sl. No.	Name of the Course
1	Advanced Architecture
2	Advanced Design
3	Architecture and Construction Project Management
4	Architectural Conservation
5	Architectural Design
6	Architecture and Settlement Conservation
7	Architecture Education
8	Building Management
9	Built Heritage
10	City Design
11	Computer Application
12	Construction Management
13	Energy Efficient and Sustainable Architecture

14	Environmental Architecture
15	Habitat Design
16	Housing
17	Interior Architecture
18	Interior Design
19	Landscape Architecture
20	Project Management
21	Real Estate Development
22	Sustainable Architecture
23	Theory and Design
24	Urban Conservation
25	Urban Design
26	Urban Design and Development

**2.12 Under Graduate Degree in Planning**

Sl. No.	Name of the Course
1	Planning

**2.13 Post Graduate Degree in Planning**

Sl. No.	Name of the Course
1	City and Regional Planning and Management
2	City Planning
3	City Planning and Management
4	Community Planning
5	Conservation Planning
6	Environmental Planning
7	Environmental Planning and Management
8	Housing
9	Industrial Area Planning and Management
10	Infrastructure Planning
11	Infrastructure Planning and Management
12	Land-Use Planning
13	Regional and Rural Development Planning

Sl. No.	Name of the Course
14	Regional Planning
15	Rural Planning and Development
16	Rural Planning and Management
17	Town and Country Planning
18	Town Planning
19	Transport Planning and Management
20	Transportation Planning
21	Urban and Regional Planning
22	Urban and Rural Planning
23	Urban Design
24	Urban Development
25	Urban Planning

**2.14 Diploma in Applied Arts and Crafts**

Sl. No.	Name of the Course
1	Apparel Design and Fabrication Technology
2	Apparel Design and Fashion Technology
3	Art for Drawing Teacher
4	Beauty and Hair Dressing
5	Beauty Culture
6	Beauty Culture and Cosmetology
7	Commercial Art
8	Commercial Practice
9	Commercial Practice (KAN and ENG)
10	Cosmetology
11	Costume Design and Dress Making
12	Costume Design and Garment Technology

Sl. No.	Name of the Course
13	Craft Technology
14	Fashion and Apparel Design
15	Fashion Design and Garment Technology
16	Fashion Designing
17	Fashion Technology
18	Fine Arts
19	Garment Technology
20	Home Science
21	Interior Decoration
22	Textile Design
23	Textile Designing
24	Travel and Tourism

**2.15 Post Diploma in Applied Arts and Crafts**

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

**2.16 Under Graduate Degree in Applied Arts and Crafts**

Sl. No.	Name of the Course
1	Applied Arts

Sl. No.	Name of the Course
2	Applied Arts and Crafts (Fashion and Apparel Design)



Sl. No.	Name of the Course
3	Commercial Art
4	Fashion and Apparel Design
5	Fine Arts

Sl. No.	Name of the Course
6	Painting
7	Textile Design

### 2.17 Post Graduate Degree in Applied Arts and Crafts

Sl. No.	Name of the Course
1	Applied Arts
2	Advertisement and Public Relation
3	Customer Service Management
4	Fashion Technology

Sl. No.	Name of the Course
5	Fine Arts
6	Painting

### 2.18 Under Graduate Degree in Design

Sl. No.	Name of the Course
1	Design

### 2.19 Post Graduate Degree in Design

Sl. No.	Name of the Course
1	Design

### 2.20 Diploma in Hotel Management and Catering Technology

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

Sl. No.	Name of the Course
4	Hotel Management and Catering Technology
5	Travel and Tourism

### 2.21 Under Graduate in Hotel Management and Catering Technology

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

Sl. No.	Name of the Course
4	Hotel Management and Catering Technology

### 2.22 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

Sl. No.	Name of the Course
3	Hotel Management

### 2.23 Post Graduate Degree in MCA

Sl. No.	Name of the Course
1	Computer Applications

### 2.24 Post Graduate Certificate in Management

Sl. No.	Name of the Course
1	Finance
2	Home Textiles
3	Marketing and Finance
4	Management

Sl. No.	Name of the Course
5	Retail Management
7	Transport and Logistics Management

### 2.25 Diploma in Management

Sl. No.	Name of the Course
1	Commercial and Computer Practice
2	Modern Office Management
3	Modern Office Management and Secretarial Practices

Sl. No.	Name of the Course
4	Modern Office Practice
5	Stenography and Secretariat Practice

### 2.26 Post Graduate Diploma in Management

Sl. No.	Name of the Course
1	Accountancy with Computerized Account and Taxation
2	Advertising Communication
3	Agri Business Management
4	Agriculture Business
5	Apparels

Sl. No.	Name of the Course
6	Aviation Management
7	Banking and Financial Services
8	Banking and Insurance Service
9	Banking Insurance and Financial Service
10	Banking Insurance Finance and Allied Services
11	Big Data Analytics



Sl. No.	Name of the Course
12	Biotechnology
13	Business Administration
14	Business Design
15	Business Design and innovation
16	Business Economics
17	Business Entrepreneurship
18	Business Management
19	Commercial and Computer Practice
20	Communications
21	Corporate Social Responsibility
22	Development Studies
23	Dietetics
24	Dual Country Program
25	E-Business
26	Energy Management
27	Entrepreneurship
28	Environment Management
29	Executive Marketing
30	Family Managed Business
31	Fashion Retail Management
32	Finance
33	Finance and Marketing
34	Finance Control
35	Financial Management
36	Financial Services
37	Foreign Trade
38	Forestry Management
39	General
40	Global Business
41	Global Management
42	Government Accounting and Internal Audit
43	Healthcare
44	Healthcare and Hospital Management
45	Hospital and Health Management
46	Hospital Management
47	Human Resource and International Business
48	Human Resource Management
49	Human Resources
50	Industrial Management
51	Industrial Safety and Environmental Management
52	Information Communication Technology in Securities Market
53	Information Technology
54	Information Technology and Management
55	Information Technology and Marketing
56	Information Technology Management
57	Infrastructure Management
58	Innovation, Entrepreneurship and Venture Development
59	Insurance and Risk Management

Sl. No.	Name of the Course
60	Insurance Business Management
61	International Business
62	International Management
63	Jute Technology and Management
64	Law
65	Logistics and Supply Chain Management
66	Management
67	Marketing
68	Marketing and Finance
69	Marketing and Information Technology
70	Marketing and International Business
71	Marketing and Sales Management
72	Marketing Management
73	Mass Communication
74	Media and Entertainment
75	Media Management
76	Modern Office Management
77	Modern Office Management and Secretarial Practices
78	Modern Office Practice
79	National Management Programme
80	Personal Management and Human Resource Development
81	Personal Management and Human Resource Management
82	Pharma and Healthcare Management
83	Pharmaceutical Management
84	Fashion Technology
85	Project Management
86	Public Financial Management
87	Public Policy and Management
88	Research and Business Analytics
89	Retail and Fast Moving Consumer Goods
90	Retail Management
91	Retail Marketing
92	Rural Management
93	Rural Planning and Management
94	Service Management
95	Services
96	Sustainable Development Practices
97	Sustainability Management
98	Telecom
99	Telecom and Information Technology
100	Telecom and Marketing
101	Telecom Management
102	Textiles
103	Tourism and Cargo
104	Tourism and Leisure
105	Tourism and Travel
106	Tourism Management
107	Travel and Tourism

## 2.27

## Post Graduate Degree in Management

Sl. No.	Name of the Course
1	Administrative Management
2	Advertising and Public Relation
3	Agri Business Management/ Entrepreneurship
4	Applied Management
5	Business Administration
6	Business Economics
7	Business Management
8	Business Studies
9	Communication and Media Technology
10	Computer Management
11	Entrepreneurship
12	Environment
13	Finance Management
14	Finance Marketing
15	Finance Marketing and Human Resource Management
16	Financial Administration
17	Financial and Personnel Management
18	Financial Management

Sl. No.	Name of the Course
19	Foreign Trade
20	General Management
21	Health Care Administration
22	Hospital Administration
23	Human Resource Development
24	Human Resource Development and Management
25	Human Resource Management
26	Industrial Management
27	Industrial Relations and Personnel Management
28	Information Management
29	Information Technology
30	International Business
31	Innovation, Entrepreneurship and Venture Development
32	Logistics and Supply Chain Management
33	Management Studies
34	Marketing and Finance
35	Marketing and Sales Management



Sl. No.	Name of the Course
36	Marketing Management
37	Marketing
38	Mass Communication
39	Media Management
40	Personnel Administration
41	Personnel Management
42	Personnel Management and Human Resource Development
43	Public Health

Sl. No.	Name of the Course
44	Retail Management
45	Rural Management
46	Rural Planning and Management
46	SEM
47	Textiles
48	Tourism Management

## 2.28 Fellowship in Management

Sl. No.	Name of the Course
1	Business Management
2	Human Resource Management

Sl. No.	Name of the Course
3	Management

## 2.29 Stream Based Sector Specific Specializations

Sl. No.	Sector	Sl. No.	Specialization
1	Automobiles	1	Engine Testing
		2	Vehicle Testing
		3	Vehicle Quality
		4	Auto Electrical and Electronics
		5	Farm Equipment and Machinery
2	Entertainment	6	Theatre and Stage Craft
3	Information Technology	7	Software Development
		8	NIELIT Certified IT Professional
4	Economics and Finance	9	Retail
		10	Banking
		11	Financial Planning
		12	Financial Services
		13	Logistics
5	Communications	14	Mobile Communication
		15	Mobile Telecom System
		16	Digital Switching Systems and Next Generation Networks
		17	Telecom Support Infrastructure
		18	Microwave Stations
		19	Broadband Networks
		20	Optical Fiber Networks
		21	Farm Machinery and Power Engineering
6	Agriculture	22	Soil and Water Conservation
		23	Green House Technology
		24	Renewable Energy
		25	Processing and Food Engineering
		26	Building Technology
7	Construction	27	Ceramic Tiles
		28	Refractory Technology
		29	Fashion Technology
8	Applied Arts	30	Interior Design
		31	Jewellery Design
		32	Tourism
9	Travel and Tourism	33	Printing Technology
10	Printing and Publishing	34	Cardiology
11	Paramedical and Healthcare	35	Neurology
		36	Radiography
		37	Emergency Medical Services
		38	Laboratory
		39	Operation Theatre
		40	Optometry
		41	Medical Record Science and Health Information
		42	Endoscopy
		43	Anesthesia and Critical Care
		44	Renal Dialysis
		45	Blood Bank
		12	Apparel and Textile
47	Textile Design		
48	Apparel Manufacturing		
49	Fashion Management		
13	Culture	50	Knowledge Heritage: A Model of Sanskrit Studies
		51	Intangible Cultural Heritage
		52	Museum Techniques





		53	Conservation
		54	Traditional Design
		55	Archaeology
		56	Expressive Culture
		57	Cultural Informatics
		58	Holistic Sciences in Sanskrit
14	Adventure Sports	59	Water Based Adventure
		60	Winter Sports and Skiing
		61	Land Based Adventure
		62	Aero Sports
		63	Disaster Management
		64	Medical and First Aid
		65	Environment
15	Mining and Excavation	66	Excavation Machinery
		67	Opencast Mining
		68	Dimensional Stone
		69	Underground Coal Mining
		70	Underground Metalliferous Mining
16	Metallurgy	71	Casting Development and Quality Assurance
		72	Foundry Technology
17	Service	73	Electronic Security
18	Manufacturing	74	Machining
19	Leather and Life Style Product Design and Development	75	Foot Wear Design and Production
		76	Retail and Fashion Merchandise
		77	Business and Entrepreneurship
		78	Fashion Leather Accessories Design
		79	Creative Design – CAD/CAM
		80	Fashion Design



## Appendix 3

### 3.0 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 an Technical Institution (First Shift only)	
			Course(s)/ Division(s)	Maximum Intake allowed
i	Engineering and Technology	60	5	300
ii	Pharmacy	60	1	60
iii	Architecture and Planning			
	a. Architecture	40	2	80
iv	Applied Arts, Crafts and Design			
	a. Applied Arts and Crafts	30	3	90
	b. Design	30	3	90
v	Hotel Management and Catering Technology	60	3	180

#### 3.2 Under Graduate Level

Sl. No.	Programme	Intake per Division	Maximum number of Under Graduate Course(s)/ Division(s) allowed in an Technical Institution (First Shift only)	
			Course(s)/ Division(s)	Maximum Intake allowed
i	Engineering and Technology	60	5	300
ii	Pharmacy	60	2	100
iii	Architecture and Planning			
	a. Architecture	40	4	160
	b. Planning	40	3	120
iv	Applied Arts, Crafts and Design			
	a. Applied Arts and Crafts	30	3	90
	b. Design	30	5	150
v	Hotel Management and Catering Technology	60	3	180

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

Sl. No.	Programme	Intake per Division	Maximum number of Post Graduate Division(s) allowed in an Institution (First Shift only)	
			Course(s)/ Division(s)	Maximum Intake allowed
i	Engineering and Technology	30*	1	30
ii	Pharmacy			
	a. M.Pharm.	15**	1	15
	b. Pharm.D.	30	1	30
	c. Pharm.D. (Post Baccalaureate)	10	1	10
iii	Architecture and Planning			
	a. Architecture	20	3	60
	b. Planning	30*	1	30



iv	Applied Arts, Crafts and Design			
	a. Applied Arts and Crafts	30	3	90
	b. Design	15	3	45
v	Hotel Management and Catering Technology	30	3	90
vi	MCA	60	3	180
vii	Management	60	5	300

\* Minimum of 18 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

#### 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/ Pharmacy/ Architecture and 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 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.



## 4.0 Norms for Land requirement and Built-up Area for 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#	-	-	-
Pharmacy	\$	0.75	2.0	\$	0.75	2.0	-	-	-
Architecture and Planning									
a. Architecture	\$	1.0	2.0	\$	1.0	2.0	-	-	-
b. Planning	-	-	-	\$	1.0	2.0	-	-	-
Applied Arts, Crafts and Design									
a. Applied Arts and Crafts	\$	0.5	1.5	\$	0.5	1.5	-	-	-
b. Design	-	-	-	\$	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 (UA- Urban Agglomeration).

\$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.

- f. 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 area is 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 and Kashmir 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.

Note:

- a. Starting other educational Course(s)/ Institutions (Technical/ Non-Technical) in the surplus Land 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)/ Institutions having 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 Canteen, Auditorium, Playground, Parking, etc. may be shared, provided it caters to all the students of all the Programmes.
- b. Diploma and Degree Pharmacy Programme shall be permitted to run in the same Institution with the same Land area.
- c. 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.
- d. 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.
- e. 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 Approval Process Handbook gives Land Requirements as per AICTE norms during the previous years.

#### 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. For Post Graduate Programmes, Administrative area of Under Graduate Programmes may be shared.
- e. Institutions shall have the Barrier free environment and Sports facilities as specified in the Chapter VI of Approval Process Handbook.



#### 4.2.1 Instructional Area (Carpet Area) in m<sup>2</sup>

##### A. Engineering and Technology (Under Graduate/ Post Graduate Degree) Institutions

	Number of Rooms required	Carpet Area in m <sup>2</sup> 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	66

For Courses having more than 2 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.

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

	Number of Rooms required	Carpet Area in m <sup>2</sup> per Room
Class Rooms	Total Number 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	66

For Courses having more than 2 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.

<sup>#</sup> 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 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 Idea Implementation Centre/ Tinkering Laboratory/ Innovation Centre.



**C. Pharmacy (Diploma/ Under Graduate/ Post Graduate Degree) Institution**

	Number of Rooms required	Carpet Area in m <sup>2</sup> 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 UG)	4	75
Laboratory (for First Year Diploma)	3	75
Laboratory (other than First Year)	1 per Course per year	75
Laboratory for Post Graduate	1 per Specialization	75
Machine Room	1	75
Instrument Room (Second Year)	1	75
Animal House**	1	75
Computer Centre inclusive of Language Laboratory	1	75
Seminar Hall	1 per Under Graduate Institution	132
	1 per Diploma Institution	132
Library	1	150

\*\* Applicable for Post Graduate Course only.

+ No Tutorial Rooms required for Post Graduate Courses.

# Not required for Diploma Institutions.

Language Laboratory shall have a minimum of 20 Computers with appropriate Software.

Seminar Hall may be shared, if Diploma and Degree Pharmacy are offered in the same Institution.

For Post Graduate Programmes, Seminar Hall of respective Under Graduate Programme may be shared.

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

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

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

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. Architecture/ Planning (Diploma/ Under Graduate/ Post Graduate Degree) Institution**

	Number of Rooms required	Carpet Area in m <sup>2</sup> per Room
Class Rooms	Total Number of Divisions x 0.75	60/ 30**
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	60

\*\* Applicable for Post Graduate Course only.

+ Only for Institutions offering Post Graduate Courses.

For Post Graduate Courses, Seminar Hall of respective Under Graduate 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 up graded to meet requirements of Post Graduate Curriculum.

Diploma Laboratories, if shared with the Under Graduate 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.

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.



**E. Applied Arts and Crafts (Diploma/ Under Graduate / Post Diploma/ Post Graduate Degree) Institution**

	Number of Rooms required	Carpet Area in m <sup>2</sup> per Room
Class Rooms	1 Room per Division per Year	66/ 33**
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
Seminar Hall	1	100
Library	1	150
Language Laboratory	1	66

+ No Tutorial Rooms Required for Post Graduate Programme.

\*\* Applicable for Post Graduate Course only.

For Post Graduate Courses, Seminar Hall of respective Under Graduate 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 up graded to meet requirements of Post Graduate Curriculum.

Diploma Laboratories, if shared with the Under Graduate 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 MOOCS Facility Centre and Innovation Laboratory.



## F. Design (Under Graduate/ Post Graduate Degree) Institution

	Number of Rooms required	Carpet Area in m <sup>2</sup> per Room
Class Rooms	1 Room per Division per Year	100/ 50**
Tutorial Rooms <sup>+</sup>	1 per Year	33
Studio/ Workshop	1 per specialization per Year	66
Photography Laboratory	1	66
Computer Centre	1	75
Seminar Hall	1	100
Library	1	150
Language/ Audio Visual Laboratory	1	66

+ No Tutorial Rooms Required for Post Graduate Course.

\*\* Applicable for Post Graduate Course only.

For Post Graduate Courses, Seminar Hall of respective Under Graduate Course may be shared.

For Courses having more than 2 Divisions, one Additional Studio/Workshop for each Division need to be created.

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

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

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.



**G. Hotel Management and Catering Technology (Diploma/ Under Graduate/ Post Graduate Degree) Institution**

	<b>Number of Rooms required</b>	<b>Carpet Area in m<sup>2</sup> per Room</b>
Class Rooms	Total Number 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 Post Graduate 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	66

<sup>+</sup>For Post Graduate Course, Tutorial Rooms not required.

\*\* Applicable for Post Graduate Course only.

For Post Graduate Courses, Seminar Hall of respective Under Graduate 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 up graded to meet requirements of Post Graduate Curriculum.

Diploma Laboratories, if shared with the Under Graduate 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.

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.



## H. MCA Institution

	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.

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.

## I. Management (PGDM/ MBA) Institution

	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

Each Class Room shall be equipped with LCD projector, Smart Board, Internet Connection, etc.

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>

	Principal/ Director Office	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>s</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

<sup>s</sup>Technical Institution having more than one Programme

\* Technical Institution having one Programme



#### 4.2.3 Amenities Area (Carpet Area) in m<sup>2</sup>

	Toilets (Ladies & Gents)	Boys Common Room	Girls Common Room	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 Program	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 Program	150 <sup>§</sup>	75	75	150	10	10	150	30	100	250		
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.

## 5.0 Norms for Books, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipment for 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					
Pharmacy	Diploma	1:8	01	10	All	Desirable	5%
	Under Graduate	1:8					
	Post Graduate	1:6					
Architecture and Planning							
a. Architecture	Diploma	1:6	01	10	All	Desirable	5%*
	Under Graduate	1:6					
	Post Graduate	1:4					
b. Planning	Under Graduate	1:6	01	10	All	Desirable	5%*
	Post Graduate	1:4					
Applied Arts, Crafts and Design							
a. Applied Arts and Crafts	Diploma	1:6	01	10	All	Desirable	5%
	Under Graduate	1:6					
	Post Graduate	1:4					
b. 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 speed
up to 300	32 Mbps
301 - 600	48 Mbps
601 - 900	64 Mbps
901 - 1500	100 Mbps
> 1500	200 Mbps

At least 4Mbps Wi-Fi connectivity at 4 or 5 hotspots shall be made available.

Arrangement to view NPTEL/ SWAYAM etc. shall be made available.



- a. Utilization of Open Source Software shall be encouraged
- b. Secured Wi-Fi facility is highly recommended
- c. Purchase of the most recent hardware is desirable
- 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 Xeroxing 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.

### 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
				% of Total Students	% of Total Students
Engineering and Technology/ Pharmacy/ Architecture/ Applied Arts and Crafts/ Hotel Management and Catering Technology (Diploma)	B	Half the number as required for Under Graduate Course in the same Programme	Half the number as required for Under Graduate Course in the same Programme	15 % (Max 150)	Minimum 10
Engineering and Technology (Under Graduate)	B	100#	500xB#	15 % (Maximum 150)	Minimum 10
Pharmacy (Under Graduate)	B	50 per* Course	250 per* Course		
Architecture/ Planning (Under Graduate)	B	100#	500xB#		
Applied Arts and Crafts/ Design (Under Graduate)	B	50*	400xB#		
Hotel Management and Catering Technology (Under Graduate)	B	100#	500xB#		
Engineering and Technology/ Pharmacy/ Architecture/ Planning/ Applied Arts and Crafts/ Design/ Hotel Management and Catering Technology (Post Graduate)	B	50#	200#		
MCA/ PGDM/ MBA (Post Graduate)	B	As\$ Required	100\$	25 % (Maximum 100)	
		100#	500xB#		
		50*	500xB*		



B - Number of Divisions at First year (First and Second Shifts)

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 15 years, 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.
4 <sup>s</sup>	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 cataloging system is essential.
10	Facilities to access the Online Courses is essential.
11	Library automation software including Bar coding is desirable.
12	50% of the total number of Titles and Volumes shall 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).
13	The Institution shall be a member of National Digital Library. Aggregators shall also be used.



## 6.0 Norms for Essential and Desirable requirements of the Technical Institutions

## 6.1 Essential requirements of the Technical Institutions

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 (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/ Lega112012, dated 25.05.2012)	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 VI of Approval Process Handbook)	Essential
8	Fire and Safety Certificate	Essential
9	Implementation of mandatory Internship policy for students	Essential
10	Implementation of teacher training policy	Essential
11	Implementation of examination reforms	Essential
12	Implementation of student Induction Programme	Essential
13	Atleast 5 MoUs with Industries	Essential
14	Compliance of the National Academic Depository (NAD) as per MHRD directives, applicable to PGCM/ PGDM Institutions and University Departments	Essential
15	Safety and Security measures in the Campus (as per Chapter VI of Approval Process Handbook)	Essential
16	Implementation of Food Safety and Standards Act, 2006 at the Institution	Essential
17	Digital payment for all financial transactions as per MHRD directives	Essential
18	Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures in the Web site of the Institution	Essential
19	Standalone Language Laboratory	Essential
20	Potable 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
24	Sewage Disposal System	Essential
25	Display board within the premises as well as on the Web site of the of Institution indicating the feedback facility of students and Faculty available in AICTE Web-Portal	Essential
26	First aid, Medical and Counselling Facilities	Essential
27	Students Safety Insurance	Essential
28	Group Accident Policy to be provided for the employees	Essential
29	General Insurance provided for assets against fire, burglary and other calamities	Essential
30	Provision to watch MOOCS Course(s) through SWAYAM	Essential
31	Road suitable for use by Motor vehicle- Motorized Road	Essential
32	Institution-Industry Cell	Essential





33	Applied for membership of National Digital Library	Essential
34	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	Essential
35	Appointment of Student Counsellor	Essential
36	Telephone	Essential
37	Vehicle Parking	Essential
38	General Notice Board and Departmental Notice Boards	Essential

\* **Appointment of Committees/ IQAC/ Grievance Mechanism should be made before commencement of the session, however, an Affidavit<sup>4</sup> to that effect need to be submitted by the new Technical Institution at the time of inspection by Expert Visit Committee**

## 6.2 Desirable requirements of the Technical Institutions

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)/ Tinkering Laboratory/ Innovation Laboratory	Desirable
4	Availability of at least ONE Smart Class Room per Department	Desirable
5	Rain Water Harvesting and installation of grid connected solar rooftops/ Power Systems	Desirable
6	Waste Management and environment improvement measures to ensure a sustainable Green Campus	Desirable
7	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency.	Desirable
8	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction	Desirable
9	Efforts to encourage Final Year students to appear GATE examination	Desirable
10	Transport	Desirable
11	Post Office, Banking Facility/ ATM	Desirable
12	LCD (or similar) projectors in Class Rooms	Desirable
13	Auditorium	Desirable
14	Staff Quarters	Desirable
15	Display of Course(s) and “Approved Intake” in the Institution at the entrance of the Institution. Course(s) taken through duly recognized MOOCs shall be used as Supplementary Course(s)	Desirable
16	Intellectual Property Right Cell	Desirable
17	Implementation of Unnat Bharat Abhiyan/ Saansad Adarsh Gram Yojana (SAGY)	Desirable
18	Implementation of Startup Policy	Desirable
19	Innovation Cell/Club	Desirable
20	Social Media Cell	Desirable
21	Participation in the National Institutional Ranking Framework (NIRF)	Desirable
22	Participation in the National Innovation Ranking	Desirable
23	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

## 6.3 Structure of the Committees

### 6.3.1 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

Each University shall appoint an Ombudsman for redressal of grievances of students. The Ombudsman shall be a person who has been a judge not below the rank of District Judge or a Retired Professor who has at least 10 years of experience. The Ombudsman shall not, at the time of appointment, during one year before appointment, or in the course of his tenure as Ombudsman, be in a conflict of interest with the University where his personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement toward the University.

The Ombudsman, or any member of his immediate family shall not:

- hold or have held at any point in the past, any post, employment in office or profit in the University,
- have any significant relationship including personal, family, professional or financial, with the University,
- hold any University position, called by whatever name, under the administration or governance structure of the university.

The Ombudsman in the State Technical University shall be appointed by the University on a part time basis from a panel of three names suggested by the search committee consisting of the following members:

- Nominee of the Governor of concerned State - Chairman
- Two Vice Chancellors by rotation from Public Universities of the State Concerned
- One Vice Chancellor by rotation from Private Universities of the State Concerned
- Secretary (Higher Technical Education) of the State concerned - Convenor

The Ombudsman in a Central Technical University shall be appointed by the Central Technical University concerned on a part time basis from a panel of three names suggested by the search committee consisting of the following members:

- Chairman AICTE - Chairman
- One Vice Chancellor from Central Technical Universities by rotation
- Joint Secretary Higher Technical Education, MHRD, Government of India
- Member Secretary, AICTE - Convenor

The Ombudsman shall be a part time Officer appointed for a period of three years or till 70 years of age whichever is earlier from the date he resumes the Office and may be reappointed for another one term in the same University.

In case of Technical Institution, the Vice Chancellor of the affiliating University shall constitute a Grievance Redressal Committee consisting of five members for an individual Technical Institution or a group of Technical Institutions, keeping in view the location of the Technical Institution(s) concerned. Ombudsman shall be appointed by the concerned Directorate of Technical Education for Diploma Institutions and by AICTE for PGDM Institutions.

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 or Reader 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 atleast 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.

### 6.3.3 Committee for SC/ ST

Committee shall consists of five members, out of which atleast 2 members shall be SC/ST and one member shall be a women.



## 7.0 Norms for Faculty requirements and Cadre Ratio for the Technical Institutions

## 7.1 Diploma/ Post Diploma Certificate Programme

Programme	Faculty: Student based on Approved Intake	Principal/ Director	Head of the Department	Lecturer	Total
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D = A+B+C</b>
Engineering and Technology/ Architecture/ Applied Arts and Crafts/ Design/ Hotel Management and Catering Technology/ Management	1:25	1	1 per Department	$(S/25) - (A+B)$	$S/25$
Pharmacy	1:20	1	1 per Department	$(S/20) - (A+B)$	$S/20$

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
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>A+B+C+D</b>
Engineering and Technology	1:20	1	$\frac{S}{20xR} - 1$	$\frac{S}{20xR} \times 2$	$\frac{S}{20xR} \times 6$	$\frac{S}{20}$
Pharmacy	1:15	1	$\frac{S}{15xR} - 1$	$\frac{S}{15xR} \times 2$	$\frac{S}{15xR} \times 6$	$\frac{S}{15}$
Architecture and Planning						
a. Architecture	1:10	1	$\frac{S}{10xR} - 1$	$\frac{S}{10xR} \times 2$	$\frac{S}{10xR} \times 6$	$\frac{S}{10}$
b. Planning	1:16	1	$\frac{S}{16xR} - 1$	$\frac{S}{16xR} \times 2$	$\frac{S}{16xR} \times 6$	$\frac{S}{16}$
Applied Arts Crats and Design						
a. Applied Arts and Crafts	1:10	1	$\frac{S}{10xR} - 1$	$\frac{S}{10xR} \times 2$	$\frac{S}{10xR} \times 6$	$\frac{S}{10}$
b. Design	1:10	1	$\frac{S}{10xR} - 1$	$\frac{S}{10xR} \times 2$	$\frac{S}{10xR} \times 6$	$\frac{S}{10}$
Hotel Management and Catering Technology	1:20	1	$\frac{S}{20xR} - 1$	$\frac{S}{20xR} \times 2$	$\frac{S}{20xR} \times 6$	$\frac{S}{20}$

S - Sum of the number of students as per "Approved Intake" for all years, R = (1+2+6)

### 7.3 Post Graduate Degree Programme

Programme	Faculty: Student based on Approved Intake	Principal/ Director	Professor	Associate Professor	Assistant Professor	Total
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>A+B+C+D</b>
*Engineering and Technology	1:12	~	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12}$
*Pharmacy						
M.Pharm.	1:10	~	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
Pharm. D.	1:15	~	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15}$
*Architecture and Planning						
a. Architecture	1:8	~	$\frac{S}{8xR}$	$\frac{S}{8xR}$	$\frac{S}{8xR}$	$\frac{S}{8}$
b. Planning	1:10	~	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
*Applied Arts Crafts and Design						
a. Applied Arts and Crafts	1:10	~	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
b. Design	1:7.5	~	$\frac{S}{7.5xR}$	$\frac{S}{7.5xR}$	$\frac{S}{7.5xR}$	$\frac{S}{7.5}$
*Hotel Management and Catering Technology	1:12	~	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12}$
#MCA	1:20	1	$\frac{S}{20xR} - 1$	$\frac{S}{20xR} \times 2$	$\frac{S}{20xR} \times 6$	$\frac{S}{20}$
#MBA/ PGDM	1:20	1	$\frac{S}{20xR} - 1$	$\frac{S}{20xR} \times 2$	$\frac{S}{20xR} \times 6$	$\frac{S}{20}$
S - Sum of the number of students as per "Approved Intake" for all years *R = (1+1+1), In case of non-availability of qualified Professor, an Associate Professor may be considered. #R = (1+2+6)						

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 maintain a better Cadre ratio.



**Faculty Cadre and Qualifications** shall be as per:

All India Council for Technical Education, Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions (Degree) Regulations, 2010 and subsequent amendments/ new Regulations issued by AICTE from time to time.

All India Council for Technical Education Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions (Diploma) Regulations, 2010 and subsequent amendments/ new Regulations issued by AICTE from time to time.



**9.0 Norms for PGDM Programme**

- 9.1** Post Graduate Certificate in Management (PGCM) Programme shall be of duration more than 1 year and not exceeding 2 years.
- 9.2** The duration of the Post Graduate Diploma in Management (PGDM) Programme shall not be less than 21 months.
- 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 1<sup>st</sup> March and end by 30<sup>th</sup> June every year.
- 9.5** Admission to PGDM Institutions 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%
  - Weightage for participation in Sports, Extra-Curricular activities, Academic diversity and Gender diversity – 5 to 20%
- 9.6** 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, admission Brochure and well before the admission process initiated and inform the Applicants through specific communications.
- 9.7** The Institution shall inform AICTE 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.
- 9.8** PGDM Institutions shall upload students' enrolment data in the prescribed format on AICTE Web-Portal since its establishment before December every year. Thereafter students' enrolment data shall be uploaded to AICTE Web-Portal within one month from the last date for admission every year.
- 9.9** The Institutions shall mandatorily mention the enrolment number allotted to each student by AICTE in their Diploma Certificate and mark sheets.
- 9.10** PGCM/ PGDM Institutions may devise their own Curriculum for the Programme, 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.

- 9.11** Board of Governors is to be constituted as per Appendix 18 of Approval Process Handbook for Standalone PGDM Institutions. The minutes of the meetings of the Board of Governors shall be uploaded periodically in the website of the Institutions.
- 9.12** PGCM/ 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 withdrawing 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 fees shall be 30<sup>th</sup> June of every year.
- 9.13** PGCM/ PGDM Institutions shall publish the fee being charged in its website and admission Brochure well before the admission process is initiated and inform the Applicants through specific communications.
- 9.14** PGCM/ PGDM Institutions shall follow norms and standards and conditions prescribed by the Council from time to time.
- 9.15** All PGDM Institutions should upload both the transcripts and Certificates on National Academic Depository (NAD).
- 9.16** The rules with respect to matters relating to examinations and arbitration shall be decided by the All India Board of Management, AICTE.
- 9.17** Institutions shall appoint OMBUDSMAN as per All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/ Lega112012, dated 25.05.2012.
- 9.18** The academic session shall normally be from 1<sup>st</sup> July to 30<sup>th</sup> June of the succeeding year.



## 10.0 Subscription of Journals

Programme	Total number of Courses	Journals Published in India	Journals Published at Abroad
Engineering and Technology/ Pharmacy/ Architecture/ Applied Arts and Crafts/ Hotel Management and Catering Technology (Diploma)	B	Half the number as required for Under Graduate Course in the same Programme	Desirable
Engineering and Technology (Under Graduate)	B	6xB#	
Pharmacy (Under Graduate)	B	6xB#	
Architecture/ Planning (Under Graduate)	B	6xB#	
Applied Arts and Crafts/ Design (Under Graduate)	B	6xB#	
Hotel Management and Catering Technology (Under Graduate)	B	6xB#	
Engineering and Technology/ Pharmacy/ Architecture/ Planning/ Applied Arts and Crafts/ Design/ Hotel Management and Catering Technology (Post Graduate)	B	6xB#	6xB#
MBA/ PGDM/ MCA (Post Graduate)	B	6xB#	

All the Journals in the Library are to be “subscribed” and at least 25% are to be indexed by Scopus/ Web of Science/ Medline (Pharmacy).

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.

**11.0 Format for Detailed Project Report (DPR) for 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. Pharm./ B. Arch./ 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, Staffs and students

**11.5** In case of **PGDM Programmes**, comprehensive details in respect of admission procedure, Programme structure, Curriculum outline and contents, evaluation system etc. should necessarily be submitted. PGDM Programmes shall be regulated as per Appendix 9 of Approval Process Handbook.

#### 11.6 Salient Features of Academic Programmes

Phase-wise details of the Academic Programmes/ Divisions that the Proposed Institution desires to set up 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), 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 outlay shall be described as follows:

- a. Activity Chart
- b. Constraints
- c. Financial Outlay
- d. 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)**

Recruitment					
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	Recruitment		Total
	Technical	Administrative	

**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)**

Atleast 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.

Place:

Date:

(Authorized Signatory of the Applicant)

Name  
Designation  
Seal



**12.0 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 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 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 29<sup>th</sup> 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”.

## 13.0 Structure of Various Committees

## 13.1 The Council

Composition	Quorum
S.O.1165 (E)- in exercise of powers conferred by sub-section (1) and (4) of Section 3 of the All India Council for Technical Education Act, 1987 (52 of 1987), the Council comprises of 51 members of which following 33 members have been nominated by MHRD.	1/ 3 members
Chairman, AICTE	
Vice Chairman, AICTE	
Secretary, Department of Higher Education, MHRD	
Additional Secretary, Technical Education, Department of Higher Education, MHRD	
Chairman, Central Regional Committee, AICTE	
Chairman, North Western Regional Committee, AICTE	
Chairman, South Central Regional Committee, AICTE	
Chairman, South Western Regional Committee, AICTE	
Chairman, All India Board of Hospitality and Tourism Management, AICTE	
Chairman, All India Board of Architecture, AICTE	
Chairman, All India Board of Information and Technology, AICTE	
Chairman, All India Board of Pharmacy, AICTE	
Chairman, All India Board of Town and Country Planning, AICTE	
Joint Secretary & Financial Advisor (MHRD)	
Secretary, Ministry of Skill Development & Entrepreneurship	
Secretary, Ministry of Electronics and Information Technology	
Secretary, Ministry of Micro, Small & Medium Enterprises	
Secretary, Ministry of Housing & Urban Affairs	
Secretary, Technical Education/ Higher Education, Telengana	
Secretary, Technical Education/ Higher Education, Tripura	
Secretary, Technical Education/ Higher Education, Uttar Pradesh	
Secretary, Technical Education/ Higher Education, Uttarakhand	
Secretary, Technical Education/ Higher Education, West Bengal	
Secretary, Technical Education/ Higher Education, Andhra Pradesh	

Secretary, Technical Education/ Higher Education, Andaman and Nicobar Islands	
Secretary, Technical Education/ Higher Education, Arunachal Pradesh	
Smt. Shalini Sharma, Senior Consultant and Head, Higher Education, CII	
Smt. Shobha Mishra Ghosh, Assistant Secretary General, FICCI	
Dr. Sandhya Chintala, Vice President, IT ITeS Sector Skills Council, NASSCOM	
Shri. T.V.Mohandas Pai, President, AIMA	
President, Association of Indian Universities	
Executive Secretary, Indian Society for Technical Education	
President, Pharmacy Council of India	
Vice President, Council of Architecture	
Director General, National Productivity Council	
President, Indian Institute of Metals	
President, The Institution of Electronics and Telecommunication Engineers	
President, Institute of Chemical Engineers	
Dr.K.Balaveera Reddy, Former Vice Chancellor, Visvesvaraya Technological University	
Chairman, University Grants Commission, New Delhi	
Director, Institution of Applied Manpower Research, New Delhi	
Director General, Indian Council of Agricultural Research, New Delhi	
Director General, Council of Scientific and Industrial Research, New Delhi	
Member Secretary, AICTE - Member Secretary	

### 13.2 The Executive Committee

Composition	Quorum
The Chairman, AICTE	1/ 3 members
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)	





<p>(Four out of eight members of the Council representing the States and Union Territories on rotation)</p> <p>Four Members with expertise and distinction in areas relevant to Technical Education to be nominated by the Chairman of the Council</p> <p>The Chairman, UGC (Ex-Officio)</p> <p>The Director, IAMR (Ex-Officio)</p> <p>The Director, ICAR (Ex-Officio)</p> <p>Member Secretary, AICTE - Member Secretary</p>	
--	--

### 13.3 Regional Committee

Composition	Quorum
<p>Chairman to be nominated by the Chairman, AICTE</p> <p>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</p> <p>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</p> <p>One member representing the Board of Apprenticeship Training to be nominated by the Board</p> <p>Three members from amongst Chairman, State Board of Technical Education, Chairman, State Industrial Liaison Board, Secretary in charge 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.</p> <p>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.</p> <p>One Officer of Bureau of Technical Education, not below the rank of Deputy Secretary, Department of Education, GoI (Ex-Officio)</p> <p>One Advisor of the Bureau, Regional Committees, AICTE (Ex-Officio)</p> <p>Regional Officer of the Regional Office (Ex-Officio) – Member Secretary</p>	<p>1/ 3 members</p>

### 13.4 Scrutiny/ Re-Scrutiny Committee under Chapter I of Approval Process Handbook

Composition	Quorum
<p>Professor/ Associate Professor of IIT/ IIM/ NIT/ Government/ Government aided Institutions</p> <p>An advocate registered with Bar Council</p> <p>An Architect registered with Council of Architecture</p>	<p>One Professor/ Associate Professor</p> <p>An advocate registered with Bar Council</p> <p>An Officer not below the rank of Deputy Director of the revenue Department of the concerned State Government/ UT to be</p>



	nominated by the concerned State Government/ UT or an Architect registered with Council of Architecture.
--	--

### 13.5 Scrutiny/ Re-Scrutiny Committee under Chapter II of Approval Process Handbook

Composition	Quorum
Two Professors/ Associate Professors of IIT/ IIM/ NIT/ Government/ Government aided Institutions	Two Professors/ Associate Professors

### 13.6 Expert Visit Committee

Composition	Quorum
<p>An academican 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</p> <p>One Expert member, not below the level of Associate Professor or an Industry expert to be selected from the panel of Experts approved by the Executive Committee, AICTE</p> <p>An Officer not below the rank of Deputy Director of the revenue Department of the concerned State Government/ UT or an Architect registered with Council of Architecture or CPWD, National Buildings Construction Corporation (NBCC), DRDO, CSIR or Professor/ Associate Professor of Civil Engineering (Structural) or Professor/ Associate Professor of Planning to be constituted by Regional Officer by the selection of member using automated selection process provided on Web-Portal</p>	Two Academicians or One Academician and one Industrial Expert and one Officer not below the rank of Deputy Director of the revenue Department of the concerned State Government/ UT or an Architect registered with Council of Architecture or CPWD, National Buildings Construction Corporation (NBCC), DRDO, CSIR or Professor/ Associate Professor of Civil Engineering (Structural Engineering) or Professor/ Associate Professor of Planning to be constituted by Regional Officer by the selection of member using automated selection process provided on Web-Portal

Note:

Depending on the requirement, concerned State Government/ UT/ affiliating University/ Board nominee not below the level of Associate Professor may be added in the EVC.

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 Committee.

### 13.7 Standing Hearing Committee/ Standing Appellate Committee

Composition	Quorum
A retired High Court Judge or an Educationist/ academican 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	Chairman
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.	One Member
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	One Member



Land and revenue matters to be nominated by the Chairman, AICTE	
An Officer in the Approval Bureau, AICTE, not below the rank of Assistant Director shall assist/ appraise the Committee for smooth conduct of the meetings, however he/ she shall not be a part of the Committee	

### 13.8 Standing Complaint Scrutiny Committee (SCSC)

Composition	Quorum
A Retired High Court Judge	Chairman
Two expert members not below the level of Associate Professor in the fields of Technical Education.	Any Two Members
An Architect, Registered with Council of Architecture or Professor of Civil Engineering.	
Directorate of Technical Education/ Registrar (Serving or Retired of Technical Institution/ University)	

### 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 Appendix 16/ 17 (as applicable) of 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 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.



## 14.0 Regional Offices of AICTE

Region	Regional Offices	STD	Telephone	Jurisdiction
Central	Airport Bypass Road, Gandhi Nagar, Bhopal-462036 E-mail: cro@aicte-india.org	0755	2744314 2744315 2744316	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	Govt. Polytechnic Campus, Adjoining Directorate of Technical Education Office, Vikas Nagar, Zoo Road, Kanpur-208002 E-mail: nro@aicte-india.org	0512	2585014 2585018 2581263 2585012	Bihar, Uttar Pradesh, Uttarakhand
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 and Kashmir, 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	Hermitage Office complex 5 <sup>th</sup> Floor 503/504 opposite to Kalanjali, Saifabad, Khairatabad Hyderabad, Telangana E-mail: scro@aicte-india.org	044	2334 0113 23341036 23345071	Andhra Pradesh, Telengana
South-West	P.K. Block, Palace Road, Bangalore – 560 009 E-mail: swro@aicte-india.org	080	22205919 22205979 22208407 22253232	Karnataka, Lakshadweep, Kerala
Western	Industrial Assurance Building, Second Floor, Nariman Road, Mumbai - 400 020 E-mail: wro@aicte-india.org	022	22821093 22855412 22851551	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: cothiruvananthapuram@aicte-india.org	0471	2592323 2594343 2596363 2597099	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

For any Grievances or queries related to Approval Process, mail to: [helpdeskab@aicte-india.org](mailto:helpdeskab@aicte-india.org)

## 15.0 Grievance Redressal Mechanism

In order to ensure transparency by Technical Institutions imparting Technical Education, in admission and with Paramount Objectives of preventing unfair practices and to provide a mechanism to students for Redressal of their Grievances, AICTE has notified Regulations for establishment of mechanism for Grievance Redressal Committee and OMBUDSMAN for all AICTE approved Technical Institutions vide No. 37-3/ Legal/ 2012 dated 25.05.2012. Non-Compliance of the above Regulations shall call for punitive action.

#### Guidelines for establishment of Grievance Redressal Mechanism

The Ministry of Human Resource Development (MHRD), Government of India has emphasized that there is a need for a structured mechanism for online registration as well as disposing of the Grievances of students/ Faculty/ stakeholders in every Institution approved by AICTE.

In view of the above, all the Institutions are requested to urgently put in place an online mechanism, if not presently existing, for registering and disposing of Grievances. Once this mechanism is established, the following outcomes are desired to be fulfilled:

- i. Each AICTE approved Technical Institution should be able to receive and dispose of the Grievances **online**.
- ii. Each of these Institutions should have a notice board/flex board fixed near the Office of its Head, indicating the details of online Grievance Redressal Mechanism i.e. URL of the online Grievance Redressal Portal, Names, contact nos. and e-mail IDs of members of the Grievance Committee, to ensure publicity/awareness of the establishment of Grievance Redress Mechanism/ Students Grievances Portal. This would help speedy Redressal of the Grievances and obviate/reduce the urge to lodge the Grievance on pg.portal of DARPG. The Grievance Committee may include one female member, one member from SC/ ST/ Minority/ OBC and two other members.
- iii. An **online monthly Status Report** regarding the number of Grievances received, disposed off and pending as on the last day of the previous month should be informed to AICTE.
- iv. Non-Registration of Grievances on the Web Site of the Institution resulting in more number of Grievances being registered on the pg.portal of the Central Government which would be an indication that the Grievance Redress Mechanism of the respective Institution/Organisation is not working properly to the satisfaction of the petitioners.
- v. The performance of the Grievance Redressal Mechanism at the point of arising of the Grievance, i.e. the Institution may be taken into account by the Accreditation Agencies.
- vi. The Council shall take into account the performance of the Grievance Redress Mechanism at the point of origin of the Grievance, i.e. Institution, at the time of renewal of their permission/approval every year.

All the Institutions are requested to take necessary steps to implement the above.

## 16.0 Documents to be 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
- 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(s)/ Level(s) in the existing Institutions

## 16.1 Documents to be 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<sup>4</sup> 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 bring two copies of Building Plan.
- An Affidavit<sup>4</sup> 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<sup>3</sup> 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<sup>1</sup> issued by an Advocate regarding Land related documents.
- Certificate<sup>2</sup> issued by an Architect regarding approved Building Plans.
- Certificate<sup>3</sup> 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 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 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 or add new Programme (in Pharmacy) and allocation of Land/ Building/ funds to proposed activities in the Format<sup>3</sup> 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 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).

That Joint Affidavit<sup>11</sup> 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.

- 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 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. Any claim thereafter shall not be entertained.
- 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 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 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 date and time of the entire proceedings of the Expert Visit Committee Visit, which shall form part of the Expert Visit Committee Report. This shall include a walk through video with date and time of shooting of all Infrastructural facilities created indicating the complete physical Infrastructure/ facilities, highlighting 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.

### **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 prescribed 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 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/ 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(s)/ Level(s) in the existing Institutions at the time of Scrutiny**

- No Objection Certificate from Concerned State Government/ UT in the Format<sup>1</sup>.
- No Objection Certificate from affiliating University/ Board in the Format<sup>2</sup>.
- 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(s)/ Level(s) in the existing Institutions, as applicable, duly signed by the Chairman/ Secretary in the Format<sup>3</sup>.

Note: No Land relaxation and refund of additional FDR/ Security Deposit allowed in case of Conversion of Co-ed Institution to Women's Institution.

**16.5 Additional documents to be submitted for approval of the establishment of the Institution set up by a Private Limited or Public Limited Company/ Industry at the time of Scrutiny**

- 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 Approval Process Handbook.**



**17.0 Documents to be submitted/uploaded for**

- Extension of Approval of existing Institutions based on Self-Disclosure
- Extension of Approval to the existing Institutions after a break in the preceding Academic Year/ Restoration of Intake
- Extended EoA
- Increase in Intake/ Additional Course(s)
- Introduction of Integrated/ Dual Degree Course
- To start Diploma in Degree Pharmacy Institutions and vice-versa
- Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus
- Closure of the Institution
- Conversion of Management Institutions running PGDM Course into MBA Course
- Conversion of Second Shift Course(s) into First Shift Course(s)
- Closing of MBA Programme and Introduction of MCA Programme and vice-versa
- Introduction/ Continuation of Fellowship Programme in Management
- Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries
- Introduction/ Continuation of seats for Non Resident Indian(s)
- Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses
- Change in the Name of the Institution or affiliating University/Board
- Change in the Name of the Trust/ Society/ Company
- Change in the Name of the Bank
- Collaboration and Twinning Programme(s)

**17.1 Documents to be uploaded for the issuance of Extension of Approval of existing Institutions 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 e-Affidavit<sup>4</sup> with digital signature of the Chairman/ Secretary of the Trust/ Society/ Company on an e-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 2019-20.
- As per Clause 6.4 of 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 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 submitted at the time of Scrutiny Committee for approval of Extended EoA/ Increase in Intake/ Additional Course(s)/ Introduction of Integrated/ Dual Degree Course/ Institutions having total “Approved Intake” less than the “Maximum Intake Allowed”/ Introduction of Fellowship Programme in Management**

Additional documents shall be necessary while seeking approval for increase in the Intake in existing Programme

- An Affidavit<sup>6</sup> 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.
- Valid NBA Accreditation Certificate beyond 10<sup>th</sup> April of the next Calendar Year (not applicable for Institutions having total “Approved Intake” less than the “Maximum Intake Allowed”) 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 beyond 10<sup>th</sup> 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 for Introduction of Integrated/ Dual Degree Course(s) in the Format<sup>2</sup>.
- Proof for the existence of Faculty with Ph.D./ Fellow qualification as per the number of seats, in case of Introduction of Fellowship 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<sup>3</sup>.

**17.3 Additional documents to be submitted at the time of Scrutiny Committee for approval of the Institutions to start Diploma in Degree Pharmacy Institutions and vice-versa**

- No Objection Certificate from affiliating University and Board in the Format<sup>2</sup>.





- For introduction of Pharm. D., PCI approval for running Pharm. D., Valid NBA accreditation letter and Affidavit<sup>6</sup>.
- Resolution of the Trust/ Society/ Company approving the Institution to start Diploma in Degree Pharmacy Institution and vice-versa, duly signed by the Chairman/ Secretary in the Format<sup>3</sup>.

**17.4 Additional documents to be submitted at the time of Scrutiny Committee for approval of the Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus**

- No Objection Certificate from Concerned State Government/ UT in the Format<sup>1</sup>
- No Objection Certificate from affiliating University and Board in the Format<sup>2</sup>.
- Resolution of the Trust/ Society/ Company approving the Institution Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus, duly signed by the Chairman/ Secretary in the Format<sup>3</sup>.

Documents as specified in Appendix 16.1 of Approval Process Handbook have to be submitted in addition to that mentioned above.

**17.5 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<sup>1</sup>.
- No Objection Certificate from affiliating University/ Board in the Format<sup>2</sup> 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 thereon.
- Affidavit<sup>2</sup> 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<sup>3</sup>.

**17.6 Additional documents to be submitted at the time of Scrutiny Committee for approval of the Conversion of Management Institutions running PGDM Course into MBA Course**

- 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 occupation, if any, certified by the Architect registered with the Council of Architecture (Applicable, if applied intake is more than “Approved Intake”).

- An Affidavit<sup>6</sup> 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 (Applicable, if applied intake is more than “Approved Intake”).
- Resolution of the Trust/ Society/ Company approving the Management Institution for Conversion of PGDM Course into MBA Course, duly signed by the Chairman/ Secretary in the Format<sup>3</sup>.

**17.7 Additional documents to be submitted at the time of Expert Visit Committee for approval of the Conversion of Second Shift Course(s) into First Shift Course(s)**

- Resolution of the Trust/ Society/ Company approving the Institution for Conversion of Second Shift Course(s) into First Shift Course(s) duly signed by the Chairman/ Secretary in the Format<sup>3</sup>.

**17.8 Additional documents to be submitted at the time of Scrutiny Committee for approval of the Closing of MBA Programme and Introduction of MCA Programme and vice-versa**

- 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 occupation, if any, certified by the Architect registered with the Council of Architecture (Applicable, if applied intake is more than “Approved Intake”).
- No Objection Certificate from affiliating University/ Board in the Format<sup>2</sup>.
- Resolution of the Trust/ Society/ Company approving the Institution for Closing of MBA Programme and Introduction of MCA Programme and vice-versa, duly signed by the Chairman/ Secretary in the Format<sup>3</sup>.

**17.9 Additional documents to be submitted at the time of Expert Visit Committee for approval of the Introduction of supernumerary seats for OCI/ PIO/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries in existing Institutions**

- Valid NBA Accreditation Certificate beyond 10<sup>th</sup> 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/ PIO/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries duly signed by the Chairman/ Secretary in the Format<sup>3</sup>.

**17.10 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<sup>3</sup>.



**17.11 Additional documents to be submitted at the time of Scrutiny Committee for approval of Change in the Name of Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses**

- 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<sup>2</sup> as prescribed on the Web-Portal.
- NOC shall not be required for closing of the Second Shift or reduction of Non-Zero Intake of Course(s)/ Programme(s)/ Reduction in number of Division(s)/ Merger of the Courses/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular 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)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses duly signed by the Chairman/ Secretary in the Format<sup>3</sup>.

**17.12 Additional documents to be submitted at the time of Scrutiny Committee for approval of Change in the Name of the Institution**

- No Objection Certificate from affiliating University/ Board in the Format<sup>2</sup>.
- Resolution of the Trust/ Society/ Company approving the Institution for Change in the Name of the Institution duly signed by the Chairman/ Secretary in the Format<sup>3</sup>.

**17.13 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<sup>2</sup>.
- No Objection Certificate (NOC) from the University/ Board where the Institution seeks affiliation in the Format<sup>2</sup>.
- 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<sup>3</sup>.

**17.14 Additional documents to be submitted at the time of Scrutiny Committee for approval of Change in the Name of the Bank**

- A notarized Affidavit<sup>9</sup> 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<sup>3</sup>.

**17.15 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<sup>1</sup>.



- No Objection Certificate from affiliating University/ Board in the Format<sup>2</sup>.
- A notarized Affidavit<sup>7</sup> 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 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 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<sup>3</sup>.

**17.16 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 3.3.e of 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<sup>5</sup> 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 obtained by the Foreign University/ Institution in their Parent Country issued by a certified accreditation authority in that Country.
- Valid NBA Certificate in respect of the Course(s) to be offered under Twinning Programme.



**18.0 Recommended Composition of Board of Governors for 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 Educationists 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.

## 19.0 Academic Calendar

## 19.1 Counselling/ Admission

- a. Last date to grant approval to Technical Institution shall be 30<sup>th</sup> April of the Calendar Year. Notwithstanding anything contained in any Rules, Regulations, Norms and Standards, Policies, Instructions, Orders, Notifications, Guidelines and the Approval Process Handbook issued or notified by AICTE, AICTE shall not grant approval to Technical Institution after 30<sup>th</sup> April of the Calendar Year in which the academic session is to commence as any approval beyond 30<sup>th</sup> April shall adversely affect the total teaching duration to which a student is entitled to and shall also adversely affect the academic activities which shall be prejudicial to the academic interest of student.
- b. The respective Directorate of Technical Education/ State Government/ UT/ affiliating University/ Board shall download the list of approved Institutions along with “Approved Intake” from Web-Portal through their login. No separate communication shall be sent in this regard. The affiliating body, such as the University/ Board shall not grant affiliation to a Technical Institution approved by AICTE after 15<sup>th</sup> May of the Calendar Year in which the academic session is to commence.
- c. The Competent Authority for admission shall ensure that the First round of counselling/ admission for allotment of seats is duly completed on or before 30<sup>th</sup> June of the Calendar Year in which the academic session is to commence.
- d. Provided that the Second round of counselling/ admission for allotment of seats shall be completed on or before 10<sup>th</sup> July of the Calendar Year. Last date upto which students can be admitted against vacancies arising due to any reason (no student should be admitted to any Institution after the last date under any quota) shall be 15<sup>th</sup> August of the Calendar Year.
- e. Notwithstanding anything contained in these Regulations, all Technical Institutions conducting Post Graduate Diploma Courses shall not initiate the admission process before 1<sup>st</sup> April of the Calendar Year.

- 19.2 The academic session and the teaching process shall commence on 1<sup>st</sup> August of the year (except for Post Graduate Degree and PGDM Programmes).

Semester/ Event	Odd Semester	Even Semester
<b>For First year of the Programme</b>		
Commencement of Classes	1 <sup>st</sup> August	1 <sup>st</sup> January
End of Classes	30 <sup>th</sup> November	30 <sup>th</sup> April
<b>Second year and onwards of the Programme</b>		
Commencement of Classes	15 <sup>th</sup> July	15 <sup>th</sup> December
End of Classes	15 <sup>th</sup> November	15 <sup>th</sup> April

The total number of teaching days, practical and contact hours shall not include the number of days utilized for the admission/ counselling process, process of examination and examination itself and declaration of results.

**20.0 Fellowship Programme in Management: Conduct and Admission Procedure****20.1 Prospectus****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 Fellowship 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 30<sup>th</sup> 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 31<sup>st</sup> December.

**20.2 Admission procedure**

- a. Admission to the Fellowship 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 Fellowship 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 at the time of





admission. 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 reputed cited International Journals 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 fulfillment of the requirement of the Fellow Programme, a minimum number of Course credits are required to be earned as prescribed below

- a. Credit Requirement

	Code No.	Course Title	Credits
Module 1	FPO1	Research Methodology	3
	FPO2	Managerial Statistics	3
	FPO3	General Management	3
	FPO4	System Approach to Management	3
Module 2	FPO5	3 Stream specific Course of 3 credits each	9
	FPO6	Credit Seminar (General)	3
Module 3	FPO7	Credit Seminar (Specific)	3
	FPO8	Review paper based on the literature on the Thesis 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 two years from the date of admission to the Programme. Extension after the two 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, area and framework 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 40 pages). 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 acceptability 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 typewritten/ printed copies and a soft copy with necessary Certificates and clearance within 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 any one 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.



**1.0 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 therefrom.

Name of the authorized person executing the undertaking along with his/ her Official Position  
with (SEAL)

**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, 2019 at my Office.  
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)**

**2.0** 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 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>,

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, arising 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/ FD

Details of the RPF/ Joint FDR/ FD/ RTGS	Name and Address of the Bank	Date of Issue	Amount (₹)	FDR No./Online Transaction No.	Date of Maturity
Details of RPF/ Joint FDR/ FD/ RTGS made with AICTE/ Board for the establishment of the Institution					

(Name, Designation and Address of the Executants)  
(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, 2019 at my Office.  
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)





**3.0 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 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;
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 arising 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  
with (SEAL)

**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, 2019 at my Office.  
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)



**4.0** 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 applications submitted under Chapter I and II 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)

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 Area available

Name of the Institution	Programmes/ offered	Courses	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: Student ratio is maintained as per AICTE norms and the Faculty data uploaded is true and complete;
8. **That the Promoter/ Institution has not demanded/ retained the Original Degree Certificates from the Faculty members;**
9. That the declaration, information and documents submitted/ uploaded as per Appendix 16/ 17 of 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;
10. That the Land is contiguous, there is no dispute pertaining to the said Land and is free from all encumbrances;
11. 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;
12. 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

13. 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;
14. 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;
15. That I have uploaded all the student data of the previous year and the same is true and complete;
16. That no students have been admitted without the approval of concerned regulatory bodies (Applicable for Pharmacy/ Architecture);
17. That the financial transactions have been done only by digital payment;
18. That the declaration, information and documents pertaining to the availability of 50% additional 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;
19. That liabilities, if any, arising 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> ;
20. That liabilities, if any, arising out of Change of Site/ Location shall solely be that of < Name of Trust/ Society/ Company/ Technical Institution>;
21. That liabilities if any, arising out of Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses/ Change of affiliating University/ Board shall solely be that of < Name of the Trust/ Society/ Company/ Technical Institution>;
22. That admission to NRI/ PIO/ Foreign Nationals/ Children of Indian workers in Gulf Countries/ Collaboration and Fellowship Programme shall be strictly within the limit and shall be done on Merit basis and liability, if any, arising out of the same shall solely be that of <Name of the Trust/ Society/ Company/ Technical Institution>;
23. That Audited statement of accounts of the Trust/ Society/ Company for the previous year has been uploaded;
24. 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;
25. That the hostel facilities of International Standards for NRI/ PIO/ Foreign Nationals/ Children of Indian workers in Gulf Countries/ Collaboration and established an Office and Student Counselor 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;
26. That the Sports facilities are provided to the students;
27. That the Internal Quality Assurance Cell as per Appendix 6 of Approval Process Handbook before commencement of the Academic Session 2019-20 in respect of <application number><Name and address of Institution> is constituted (in case of existing Institutions)/ will be constituted (in case of New Institutions);
28. That the following Committees as per Appendix 6 of Approval Process Handbook before commencement of the Academic Session 2019-20 in respect of <application number><Name and address of Institution> are constituted (in case of existing Institutions)/ will be constituted (in case of New 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 (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/ Lega112012, dated 25.05.2012**)
  - 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)

29. 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, Designation and Address of the Executants)

(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, 2019 at my Office.  
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)**



**5.0 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 and AICTE approved Institution in India**

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 fees as approved by the Council;
5. That the Foreign University/ Institution shall declare 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;
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, arising 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 there from.

Name of the authorized person  
Executing the undertaking along with his/ her Official Position with 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, 2019 at my Office.  
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)**

**6.0 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/ Introduction of Pharm.D. Course**

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 additional Course/ increase in intake/ Introduction of Pharm.D. Course 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/ Introduction of Pharm.D. Course in our Institution <Name and address of Institution> in the Web-Portal and had paid the requisite Fee 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/ Introduction of Pharm.D. Course;
3. That liabilities, if any, arising out of additional Course/ increase in the Intake/ Introduction of Pharm.D. Course 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 there from.

(Name, Designation and Address of the Executants)  
(SEAL)

**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, 2019 at my Office.  
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)**

**7.0 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 arising 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, arising 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 with  
(SEAL)

**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, 2019 at my Office.  
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)**



**8.0** 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 LoI and 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 with  
(SEAL)

**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, 2019 at my Office.  
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)**



**9.0 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 arising 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, arising 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 with  
(SEAL)

**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, 2019 at my Office.  
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)**

**10.0 Format of the Affidavit to be submitted by the Category I and 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 with  
(SEAL)

**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, 2019 at my Office.  
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)**

**11.0 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 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, 2019 at my office. (Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)**

## Certificate 1

### 1.0 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

### 2.0 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. I 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 are authentic.

Signature of the Architect

Name of the Architect .....

Registration No. ....

Date:

Place:

Seal/ Stamp of the Architect

\*Strike off whichever is not applicable



**3.0 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 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 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



## 1.0 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 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. 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
- vi. Starting of new Programme(s)/ Level (s) Programme(s) <Course1..... (Intake.....), Course2 ..... (Intake.....),>in the Institution
- vii. Closure of the Institution
- viii. 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

- 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(s)/ Level (s) Programme(s) <Course1..... (Intake.....), Course2 ..... (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. Closure of the Institution
- viii. 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



## 2.0 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. ....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 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 Diploma in Degree Pharmacy Institution/ Degree in Diploma Pharmacy Institution
- vi. Starting of new Programme(s)/ Level (s) Programme(s) <Course1..... (Intake.....), Course2 ..... (Intake.....),>in the Institution
- vii. Introduction of Integrated/ Dual Degree Course <Name of the Course>
- 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. Closure of the Institution
- x. Conversion of Second Shift Course(s) into First Shift Course(s)
- xi. Closing of MBA Programme and Introduction of MCA Programme/ Closing of MBA Programme and Introduction of MBA Programme
- xii. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses <Course1..... (Intake.....), Course2 ..... (Intake.....),>
- xiii. Change in the Name of the Institution from<Name of the Institution>at<address>to<Name of the Institution>at<address>
- xiv. 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>
- xv. Change the Name of the Trust from <Name of the present Trust> at <address> to <Name of the new Trust> at <address>
- xvi. 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 Diploma in Degree Pharmacy Institution/ Degree in Diploma Pharmacy 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. Starting of new Programme(s)/ Level (s) Programme(s) <Course1..... (Intake.....), Course2 ..... (Intake.....),>in the Institution
- viii. Closure of the Institution, <Course1..... (Intake.....), Course2 ..... (Intake.....),>

Mention Programme(s) and Course(s) where Closure of the Institution/ Programme is applied for:

Programme	Shift	Level	Course	Year of Establishment	d-4		d-3		d-2		d-1		Current Academic Year e		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	

- ix. Conversion of Second Shift Course(s) into First Shift Course(s)
- x. Closing of MBA Programme and Introduction of MCA Programme/ Closing of MCA Programme and Introduction of MBA Programme
- xi. Introduction of Integrated/ Dual Degree Course <Name of the Course>. Also it is confirmed that the said Integrated/ Dual Degree Course is available in the approved nomenclature of the University
- xii. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses <Course1..... (Intake.....), Course2 ..... (Intake.....),>

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.

- xiii. Change in the Name of the Institution from<Name of the Institution>at<address>to<Name of the Institution>at<address>
- xiv. 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>
- xv. Change in the Name of the Trust from <Name of the present Trust> at <address> to <Name of the new Trust> at <address>
- xvi. Starting of the Vocational Degree/Diploma Programme under NSQF. Also, it is confirmed that the said Vocational Degree/Diploma Program 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



## 3.0 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. Change of Site/ Location of the Institution from <Name of the Institution> at <address>, (Old) to <Name of the Institution> at <address> (new)
- iv. 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
- v. Conversion of Diploma Level into Degree Level/ Degree Level into Diploma Level
- vi. Starting of new Programme(s)/ Level (s) Programme(s) <Course1..... (Intake.....), Course2 ..... (Intake.....),>
- vii. Increase in Intake in ... Course(s)/ Additional Course(s)/ Additional Programme(s)/ Introduction of Integrated/ Dual Degree Course/ Fellowship Programme in Management
- viii. Starting of Diploma in Degree Pharmacy Institution/ Degree in Diploma Pharmacy Institution
- ix. 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
- x. Closure of the Institution
- xi. Conversion of Management Institutions running PGDM Course into MBA Course
- xii. Conversion of Second Shift Course(s) into First Shift Course(s)
- xiii. Closing of MBA Programme and Introduction of MCA Programme/ Closing of MCA Programme and Introduction of MBA Programme
- xiv. Introduction of OCI/ PIO/ Foreign Nationals/ Children of Indian workers in Gulf Countries in the following Programme(s)/ Course(s)
- xv. Introduction of NRIs in the following Programme(s)/ Course(s)
- xvi. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses
- xvii. Change the Name of the Institution from <Name of the Institution> (Old) at <address> to <Name of the Institution> (new)

- xviii. 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
- xix. Change in the Name of the Bank
- xx. 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)
- xxi. Application wrongly submitted for ..... and to be changed from <Application for ..... > to <Application for ..... >/ Not interested in applying for .....
- xxii. 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)/ Persons of Indian Origin (PIO)/ 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>.
5. Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses <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





**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 ....., 20.. at New Delhi.

**By and Between**

<Name of the Trust/ Society/ Company> running <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 its 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 <NAME OF SKP> 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, whereby <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 itself with the All India Council for Technical Education (AICTE)/ Concerned Authority and obtained approval thereof 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:
  - a. Announce the schedule of module for the calendar year.
  - b. Register students for the modules.
  - c. Conduct the modular training.
  - d. Conduct examination/ evaluate the student, award the grade indicating the Level of skill acquired.
  - e. 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 the right to collect fees from the students towards:
    - Registration
    - Course/ Skill conduct
    - Evaluation of the Academic/ Skill portion of each Level of the Programme. A portion of the fees 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 Program(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:

Fees to be charged to students:

- a. The Level wise fees 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;
- b. The <Name of the Institution> Academic Centre will collect from the student and retain with itself the 'Academic Portion Fees' and the <Name of the SKP> - SKP will be given the 'Vocational/Skill Portion Fees' by the <Name of the SKP> – Academic Centre;
- c. The <Name of the Institution> Academic Centre will collect the total fees for the Programme from the students and will transfer the 'Vocational/Skill Portion Fees' against the number of students to be sent for training at least one month before the onset of training. Any delay in transferring the fees 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 fees <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: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Witnessed by:

- 1) Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_
- 2) Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

\*Strike off whichever is not applicable



## 1.0 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 GoI, 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 Engineering programs exclusively focused in AI, IoT, Blockchain, Robotics, Quantum Computing, Data Sciences, Cyber Security, 3D Printing and Design, 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. MHRD/ 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.





## 2.0 Districts under Sub-Mission Scheme

Sl. No.	Districts
<b>ANDHRA PRADESH</b>	
1	Ranga Reddy
<b>ARUNCHAL PRDESH</b>	
2	Anjaw
3	Changlang
4	East Kameng
5	East Siang
6	Kurung Kumey
7	Lohit
8	Lower Dibang Valley
9	Lower Subansiri
10	Tirap
11	West Kameng
<b>ASSAM</b>	
12	Barpeta
13	Baska
14	Chirrang
15	Darrang
16	Dhemaji
17	Dhubri
18	Goalpara
19	Golaghat
20	Hailakandi
21	Kamrup Rural
22	Karbi Anglong
23	Karimganj
24	Lakhimpur
25	Marigaon
26	Nagaon
27	Nalbari
28	North Cachar Hills
29	Sibsagar
30	Sonitpur
31	Tinsukia
32	Udalgiri
<b>BIHAR</b>	
33	Araria
34	Arwal
35	Aurangabad
36	Banka
37	Begusarai
38	Bhagalpur
39	Bhojpur
40	Buxar
41	Darbhanga
42	Gaya
43	Gopalgaj
44	Jamui
45	Jehanabad
46	Kaimur (Bhabua)
47	Katihar
48	Khagaria
49	Kishanganj
50	Lakhisaraj
51	Madhepura
52	Madhubani

Sl. No.	Districts
53	Munger
54	Nalanda
55	Nawada
56	Pashchim Champaran
57	Purab Champaran
58	Rohtas
59	Samastipur
60	Saran
61	Sheikhpura
62	Sheohar
63	Sitamarhi
64	Siwan
65	Supaul
66	Vaishali
<b>CHHATISGARH</b>	
67	Bastar
68	Bijapur
69	Bilaspur
70	Dantewada
71	Janjgir – Champa
72	Jashpur
73	Kanker
74	Koriya
75	Narayanur
76	Raipur
77	Surguja
<b>DAMAN and DIU</b>	
78	Diu
<b>GUJARAT</b>	
79	Junagadh
80	Kheda
81	Narmada
82	Navsari
83	Tapi
<b>HARYANA</b>	
84	Fatehabad
85	Kaithal
86	Kuruksheetra
87	Panchkula
88	Panipat
89	Rewari
90	Yamuna Nagar
<b>HIMACHAL PRADESH</b>	
91	Bilaspur
92	Kinnaur
93	Kullu
94	Lahul and Spiti
95	Sirmour
<b>JAMMU AND KASHMIR</b>	
96	Anantnag
97	Badgam
98	Bandipora
99	Baramula
100	Doda
101	Ganderbal
102	Kathua





Sl. No.	Districts
103	Kishtawar
104	Kulgam
105	Kupwara
106	Pulwama
107	Punch
108	Rajauri
109	Ramban
110	Reasi
111	Samba
112	Shopian
113	Udhampur
<b>JHARKHAND</b>	
114	Chatra
115	Deoghar
116	Dumka
117	Garhwa
118	Giridih
119	Godda
120	Gumla
121	Hazaribagh
122	Jamtara
123	Khunti
124	Lohardang
125	Pakaur
126	Palamau
127	Pashchimi Singhbhum
128	Ramgarh
129	Sahibgani
130	Simdega
<b>LAKSHADWEEP</b>	
131	Lakshadweep
<b>MADHYA PRADESH</b>	
132	Alirajpur
133	Anoopur
134	Barwani
135	Bhind
136	Datia
137	Dewas
138	Dindori
139	Hoshangabad
140	Katni
141	Mandsaur
142	Panna
143	Raisen
144	Rajgarh
145	Rewa
146	Sehore
147	Shajapur
148	Sheopur
149	Shivpuri
150	Sidhi
151	Tikamgarh
152	Umariya
<b>MAHARASHTRA</b>	
153	Akola
154	Hingoli
<b>MANIPUR</b>	
155	Bishnupur
156	Chandel
157	Churachandpur
158	Imphal East

Sl. No.	Districts
159	Senapati (Excl. 3 sub-divisions)
160	Tamenglon
161	Thoubal
162	Ukhrul
<b>MEGHALAYA</b>	
163	East Garo Hills
164	Ri Bhoi
165	South Garo Hills
166	West Khasi Hills
<b>MIZORAM</b>	
167	Champhai
168	Kolasib
169	Lawngtlai
170	Mamit
171	Saiha
172	Serchhip
<b>NAGALAND</b>	
173	Dimapur
174	Mon
175	Peren
176	Phek
177	Tuensang
178	Wokha
<b>ORISSA</b>	
179	Angul
180	Balasore
181	Baragarh
182	Baudh
183	Bhadrak
184	Bolangir
185	Debagarh
186	Gajapati
187	Jagatsinghapur
188	Jajapur
189	Kalahandi
190	Kendrapara
191	Khandmal
192	Koraput
193	Malkangiri
194	Mayurbhanj
195	Nabarangapur
196	Nayagarh
197	Nuapada
198	Puri
199	Sambalpur
200	Sonapur
<b>PUNJAB</b>	
201	Barnala
202	Faridkot
203	Fatehgarh Sahib
204	Kapurthala
205	Mansa
206	Muktsar
207	Nawanshehr
<b>RAJASTHAN</b>	
208	Banswara
209	Baran
210	Bhilwara
211	Bundi
212	Dausa
213	Dholpur



Sl. No.	Districts
214	Dungarpur
215	Hanumangarh
216	Jaisalmer
217	Jalor
218	Jhunjhunu
219	Karauli
220	Nagaur
221	Pratapgarh
222	Tonk
<b>SIKKIM</b>	
223	North District
224	West District
<b>TAMIL NADU</b>	
225	Dharmapuri
226	Karur
227	Perambalur
228	Theni
229	Thiruvananthamalai
230	Thiruvarur
231	Villupuram
<b>TRIPURA</b>	
232	Dhalai
233	North Tripura
234	South Tripura
<b>UTTAR PRADESH</b>	
235	Agra
236	Ambedkar Nagar
237	Auraiya
238	Azamgarh
239	Bahraich
240	Balia
241	Balrampur
242	Barabanki
243	Basti
244	Bijnor
245	Budaun
246	Chitrakoot
247	Deoria
248	Etah
249	Fatehpur

Sl. No.	Districts
250	Firozabad
251	Ghazipur
252	Gonda
253	Hamirpur
254	Hardoi
255	Jyotiba Phule Nagar
256	Kannauj
257	Kanpur Dehat
258	Kaushambi
259	Kheri
260	Kushinagar
261	Mahrajganj
262	Mainpuri
263	Mirzapur
264	Moradabad
265	Pilibhit
266	Pratapgarh
267	Rampur
268	Sant Kabir Nagar
269	Sant Ravidas Nagar (Bhadohi)
270	Shahjahanpur
271	Shrawasti
272	Siddharthnagar
273	Sonbhadra
274	Unnao
275	Varanasi
<b>UTTRAKHAND</b>	
276	Pithoragarh
<b>WEST BENGAL</b>	
277	Bankura
278	Birbhum
279	Dakshin Dinajpur
280	Jalpaiguri
281	Maldah
282	Medinipur
283	Nadia
284	North Twenty Four Parganas
285	Puruliya
286	South Twenty Four Parganas
287	Uttar Dinajpur

### EDUCATIONALLY BACKWARD (ASPIRATIONAL) DISTRICTS

Sl. No.	Districts
<b>ANDAMAN AND NICOBAR ISLANDS</b>	
1	Andamans
2	Nicobars
<b>ANDHRA PRADESH</b>	
3	Adilabad
4	Anantapur
5	East Godavari
6	Kurnool
7	Mahbubnagar
8	Medak
9	Nizamabad
10	Prakasam
11	Srikakulam
12	Vizianagaram
13	West Godavari

Sl. No.	Districts
<b>ARUNACHAL PRADESH</b>	
14	Changlang
15	Dibang Valley
16	EastKameng
17	Lohit
18	Lower Subansiri
19	Tawang
20	Tirap
21	UpperSiang
22	UpperSubansiri
23	West Siang
24	WestKameng
<b>ASSAM</b>	
25	Bongaigaon
26	Cachar



Sl. No.	Districts
27	Darrang
28	Dhubri
29	Goalpara
30	Hailakandi
31	KarbiAnglong
32	Karimganj
33	Marigaon
34	Nagaon
35	Sonitpur
36	Tinsukia
<b>BIHAR</b>	
37	Araria
38	Aurangabad
39	Banka
40	Begusarai
41	Darbhanga
42	Gopalganj
43	Jamui
44	Kaimur(Bhabua)
45	Katihar
46	Khagaria
47	Kishanganj
48	Lakhisarai
49	Madhepura
50	Madhubani
51	Nawada
52	Pashchim Champaran
53	Purba Champaran
54	Purnia
55	Saharsa
56	Samastipur
57	Sheohar
58	Sitamarhi
59	Siwan
60	Supaul
61	Vaishali
<b>CHATTISGARH</b>	
62	Bastar
63	Bilaspur
64	Dantewada
65	Dhamtari
66	Durg
67	Janjgir - Champa
68	Jashpur
69	Kanker
70	Kawardha (Kabirnagar)
71	Koriya
72	Mahasamund
73	Raigarh
74	Raipur
75	Rajnandgaon
76	Surguja
<b>DADAR AND NAGAR HAVELI</b>	
77	Dadar and Nagar Havelli
<b>DAMAN AND DIU</b>	
78	Daman
79	Diu
<b>GUJARAT</b>	
80	Amreli
81	Banas Kantha
82	Bharuch

Sl. No.	Districts
83	Bhavnagar
84	Dohad
85	Jamnagar
86	Junagadh
87	Kachchh
88	Kheda
89	Mahesana
90	Narmada
91	PanchMahals
92	Patan
93	Porbandar
94	Rajkot
95	Sabar Kantha
96	Surat
97	Surendranagar
98	TheDangs
99	Valsad
<b>HARYANA</b>	
100	Fatehabad
101	Gurgaon
102	Jind
103	Kaithal
104	Karnal
105	Panipat
106	Sirsa
<b>HIMACHAL PRADESH</b>	
107	Chamba
108	Kinnaur
109	Lahul andSpiti
110	Sirmaur
<b>JAMMU AND KASHMIR</b>	
111	Anantnag
112	Badgam
113	Baramula
114	Doda
115	Kargil
116	Kathua
117	Kupwara
118	Leh (Ladakh)
119	Punch
120	Rajauri
121	Udhampur
<b>JHARKHAND</b>	
122	Chatra
123	Deoghar
124	Dumka
125	Garhwa
126	Giridih
127	Godda
128	Gumla
129	Kodarma
130	Pakaur
131	Palamu
132	Pashchimi Singhbhum
133	Sahibganj
<b>KARNATAKA</b>	
134	Bagalkot
135	BangaloreRural
136	Belgaum
137	Bellary
138	Bijapur



Sl. No.	Districts
139	Chamarajanagar
140	Chikmagalur
141	Chitradurga
142	Dakshina Kannada
143	Gadag
144	Hassan
145	Haveri
146	Kodagu
147	Kolar
148	Koppal
149	Mandya
150	Raichur
151	Tumkur
152	Udupi
153	UttaraKannada
<b>KERALA</b>	
154	Kasaragod
155	Malappuram
156	Palakkad
157	Wayanad
<b>LAKSHADWEEP</b>	
158	Lakshadweep
<b>MADHYA PRADESH</b>	
159	Balaghat
160	Barwani
161	Betul
162	Bhind
163	Chhatarpur
164	Chhindwara
165	Damoh
166	Datia
167	Dewas
168	Dhar
169	Dindori
170	East Nimar
171	Guna
172	Harda
173	Jhabua
174	Katni
175	Mandla
176	Mandsaur
177	Morena
178	Narsimhapur
179	Neemuch
180	Panna
181	Raisen
182	Rajgarh
183	Ratlam
184	Sagar
185	Satna
186	Sehore
187	Seoni
188	Shahdol
189	Shajapur
190	Sheopur
191	Shivpuri
192	Sidhi
193	Tikamgarh
194	Ujjain
195	Umariya
196	Vidisha

Sl. No.	Districts
197	WestNimar
<b>MAHARASHTRA</b>	
198	Buldana
199	Gadchiroli
200	Hingoli
201	Jalna
202	Raigarh
203	Ratnagiri
204	Sindhudurg
<b>MEGHALAYA</b>	
205	East Garo Hills
206	Jaintia Hills
207	Ri Bhoi
208	South Garo Hills
209	WestKhasiHills
<b>MIZORAM</b>	
210	Champhai
211	Kolasib
212	Lawngtlai
213	Lunglei
214	Mamit
215	Saiha
216	Serchhip
<b>NAGALAND</b>	
217	Mon
<b>ORISSA</b>	
218	Anugul
219	Balangir
220	Bargarh
221	Baudh
222	Debagarh
223	Dhenkanal
224	Gajapati
225	Ganjam
226	Kalahandi
227	Kandhamal
228	Kendujhar
229	Koraput
230	Malkangiri
231	Nabarangapur
232	Nayagarh
233	Nuapada
234	Rayagada
235	Sonapur
<b>PONDICHERY</b>	
236	Yanam
<b>PUNJAB</b>	
237	Amritsar
238	Bathinda
239	Faridkot
240	FatehgarhSahib
241	Firozpur
242	Gurdaspur
243	Kapurthala
244	Mansa
245	Moga
246	Muktsar
247	Nawanshahr
248	Patiala
249	Sangrur
<b>RAJASTHAN</b>	



Sl. No.	Districts
250	Ajmer
251	Alwar
252	Banswara
253	Baran
254	Barmer
255	Bharatpur
256	Bhilwara
257	Bikaner
258	Bundi
259	Chittaurgarh
260	Churu
261	Dausa
262	Dhaulpur
263	Dungarpur
264	Ganganagar
265	Hanumangarh
266	Jaisalmer
267	Jalor
268	Jhalawar
269	Jhunjhunun
270	Jodhpur
271	Karauli
272	Nagaur
273	Pali
274	Rajsamand
275	Sawai Madhopur
276	Sikar
277	Sirohi
278	Tonk
279	Udaipur
<b>SIKKIM</b>	
280	East Sikkim
281	North Sikkim
282	South Sikkim
283	West Sikkim
<b>TAMIL NADU</b>	
284	Ariyalur
285	Coimbatore
286	Cuddalore
287	Dharmapuri
288	Dindigul
289	Erode
290	Kancheepuram
291	Kanniyakumari
292	Karur
293	Madurai
294	Nagapattinam
295	Perambalur
296	Pudukkottai
297	Ramanathapuram
298	Salem
299	Sivaganga
300	Thanjavur
301	Theni
302	The Nilgiris
303	Thiruvallur
304	Thiruvarur
305	Thoothukkudi
306	Tirunelveli
307	Tiruvannamalai
308	Vellore

Sl. No.	Districts
309	Viluppuram
310	Virudhunagar
<b>TRIPURA</b>	
311	Dhalai
312	North Tripura
313	South Tripura
314	West Tripura
<b>UTTAR PRADESH</b>	
315	Bahraich
316	Balrampur
317	Banda
318	Barabanki
319	Bareilly
320	Basti
321	Bijnor
322	Budaun
323	Bulandshahr
324	Chitrakoot
325	Etah
326	Farrukhabad
327	Fatehpur
328	Gonda
329	Hamirpur
330	Hardoi
331	Hathras
332	Jyotiba Phule Nagar
333	Kannauj
334	Kanpur Dehat
335	Kaushambi
336	Kheri
337	Kushinagar
338	Lalitpur
339	Maharajganj
340	Mahoba
341	Mathura
342	Moradabad
343	Muzaffarnagar
344	Pilibhit
345	Rae Bareli
346	Rampur
347	Saharanpur
348	Sant Kabir Nagar
349	Shahjahanpur
350	Shrawasti
351	Siddharthnagar
352	Sitapur
353	Sonbhadra
354	Sultanpur
355	Unnao
<b>UTTARANCHAL</b>	
356	Bageshwar
357	Champawat
<b>WEST BENGAL</b>	
358	Bankura
359	Bardhaman
360	Birbhum
361	Dakshin Dinajpur
362	Darjiling
363	Haora
364	Hugli
365	Jalpaiguri



Sl. No.	Districts
366	KochBihar
367	Maldah
368	Medinipur
369	Murshidabad
370	Nadia

Sl. No.	Districts
371	NorthTwenty Four Parganas
372	Puruliya
373	South Twenty FourParganas
374	UttarDinajpur



## 3.0 Closest available Nomenclature of Under Graduate Degrees for the Diploma in Engineering and Technology

Existing Nomenclature of Diploma	Closest Nomenclature of Under Graduate Degree	
Aero Space Engineering	Aeronautical Engineering	
Aeronautical Engineering		
Aircraft Maintenance Engineering (Avionics)		
Aircraft Maintenance Engineering		
Agricultural Engineering	Agriculture Engineering	
Agricultural Technology		
Architectural Assistantship	Architecture Engineering	
Interior Decoration		
Interior Design		
Automobile Engineering	Automobile Engineering	
Automobile Engineering (Automobile Fitter)		
Automotive Engineering		
Mechanical Engineering (Automobile)		
Mechanical Engineering Automobile		
Biomedical Engineering	Biomedical Engineering	
Biomedical Instrumentation		
Biotechnology	Biotechnology	
Ceramic Engineering and Technology	Ceramic Engineering	
Ceramic Technology		
Ceramics Engineering		
Glass and Ceramics 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 Technology		
Chemical Technology (Paint Technology)		
Chemical Technology (Rubber and Plastic Technology)		
Chemical Technology Fertilizer		
Chemical Technology (Rubber/ Plastic)		
Surface Coating Technology		
Technical Chemistry		
Civil and Environmental Engineering		Civil Engineering
Civil and Rural Engineering		
Civil (Public Health and Environment) Engineering		
Civil Draftsman		



Civil Engineering	
Civil Engineering and Planning	
Civil Engineering (Building Services Engineering)	
Civil Engineering (Construction Technology)	
Civil Engineering (Environment and Pollution Control)	
Civil Engineering (Environmental Engineering)	
Civil Engineering (Public Health Engineering)	
Civil Engineering (Rural Engineering)	
Civil Engineering (Water Resource and Management)	
Civil Environmental Engineering	
Civil Technology	
Civil Engineering (Construction)	
Civil (SFS Mode)	
Construction Engineering	
Construction Technology	
Construction Technology and Management	
Geoinformatics and Surveying Technology	
Quantity Surveying and Construction Management	
Survey Engineering	
Water Resource Management	
Geographic Information System and Global Positioning System	
Transportation Engineering	
Water Technology and Health Science	
Advanced Computer Application	Computer Science and Engineering
Campus Wide Network Design and Maintenance	
Computer Hardware and Networking	
Computer and Information Science	
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 Information Technology	
Computer Science and Systems Engineering	
Computer Software Technology	
Computer Technology	
Computer Technology and Applications	
Cyber Forensics and Information Security	
I.T. (Courseware Engineering)	
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	
Network Engineering	
Web Designing	
Web Technologies	
Advanced Communication and Information System	
Electronics and Computer Engineering	
Dairy Engineering	Dairy Engineering
Electrical and Electronics (Power System)	Electrical Engineering
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	
Advanced Communication and Information System	Electronics and Communication Engineering
Advanced Electronics and Communication Engineering	
Applied Electronics	
Applied Electronics and Instrumentation Engineering	
Bio Electronics	
Digital Communications	
Digital Electronics	
Digital Electronics and Microprocessor	
Digital Electronics and Communication Engineering	
Digital Systems	
Electronic Engineering	
Electronic Instrumentation and Control Engineering	
Electronic Science and Engineering	
Electronics	
Electronics and Avionics	
Electronics and Communication Engineering	



Electronics and Communication Engineering (Industry Integrated)	
Electronics and Communication Technology	
Electronics and Instrumentation Engineering	
Electronics and Production	
Electronics and Telecommunication Engineering	
Electronics and Telecommunication Engineering (Technologyelectronic Radio)	
Electronics and Video Engineering	
Electronics (Fiber Optics)	
Electronics (Robotics)	
Electronics and Communication Engineering (Microwaves)	
Electronics and Computer Engineering	
Electronics and Electrical Engineering	
Electronics and Telecommunication Engineering (Radio and System)	
Electronics Communication and Instrumentation Engineering	
Electronics Engineering	
Electronics Engineering (Industry Integrated)	
Electronics Engineering (Micro Electronics)	
Electronics Engineering (Specialization in Consumer Electronics)	
Electronics Engineering (Modern Consumer Electronics)	
Electronics Engineering With Microprocessor	
Electronics Instrumentation and Control Engineering	
Electronics Production and Maintenance	
Electronics Robotics	
Electronics Technology	
Embedded Systems	
Industrial Electronics	
Micro Electronics	
Opto-Electronics Engineering	
Power Electronics	
Telecommunication Engineering	
Telecommunication Technology	
TV and Sound Engineering	
Information and Communication Technology	
Electrical and Electronics (Power System)	
Electrical and Electronics Engineering	
Electrical Engineering (Electronics and Power)	
Environmental Engineering	Environmental Engineering
Civil Engineering (Environment and Pollution Control)	
Civil Engineering (Environmental Engineering)	
Civil Environmental Engineering	
Fire Technology and Safety	Fire and Safety Engineering



Food Processing and Preservation	Food Engineering
Food Processing Technology	
Food Technology	
Automation and Robotics	Instrumentation Engineering
Control and Instrumentation	
Instrument Technology	
Instrumentation	
Instrumentation and Control Engineering	
Instrumentation (E&C)	
Instrumentation Engineering	
Instrumentation Technology	
Instruments and Medical Equipment	
Applied Electronics and Instrumentation Engineering	
Electronic Instrumentation and Control Engineering	
Electronics and Instrumentation Engineering	
Electronics Robotics	
Electrical and Instrumentation Engineering	
Electrical Engineering (Instrumentation and Control)	
ECG Technology	
Automation Engineering	
Electronics Communication and Instrumentation Engineering	
Footwear Technology	Leather 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 and Systems	Marine Engineering
Marine Engineering	
Marine Engineering and Systems (Artificer Training)	
Marine Engineering and Systems	
CAD CAM	Mechanical Engineering
Design and Drafting	
Foundry Technology	
Heat Power Engineering	
Machine Engineering	
Mechanical (Computer Aided Design, Manufacture and Engineering)	
Mechanical CAD/CAM	
Mechanical Engineering(Industry Integrated)	
Mechanical Engineering	
Mechanical Engineering (Auto)	



Mechanical Engineering (Maintenance)	
Mechanical Engineering (Refrigeration and Air Conditioning)	
Mechanical Engineering (Tool and Die)	
Mechanical Engineering Automobile	
Mechanical Engineering Power Plant Engineering	
Mechanical Engineering Production	
Mechanical Engineering Specialization in CAD	
Mechanical Engineering Tool Engineering	
Mechanical Engineering Tube Well Engineering	
Mechanical Engineering (CAD/CAM)	
Mechanical Engineering (Foundry)	
Mechanical Engineering (Machine Tool Maintenance and Repairs)	
Mechanical Engineering (Repair and Maintenance)	
Mechanical Welding and Sheet Metal Engineering	
Navy Entry Artificer/ Diploma in Mechanical and Electrical Refrigeration and Air Conditioning	
Industrial Engineering and Management	
Maintenance Engineering	
Material Management	
Energy Systems Engineering	
Mechatronics	Mechatronics
Robotics and Mechatronics	
Metallurgical Engineering	Metallurgical Engineering
Metallurgy	
Metallurgy and Material Technology	
Artificer Training (Electronics)	Military Engineering
Artificer Training (Electrical)	
Artificer Training (Mechanical)	
Armament Engineering (Gun Fitter)	
Weapons Engineering	
Navy Entry Artificer/ Diploma in Mechanical and Electrical	
Mine Engineering	Mining Engineering
Mine Surveying	
Mining and Mine Surveying	
Shipbuilding Engineering	
Drilling Engineering	
Drilling Technology	
Paint Technology	Oil and Paint Technology
Chemical Engineering (Oil Technology)	
Chemical Technology (Paint Technology)	
Packaging Technology	Packaging Technology
Printing and Packing Technology	
Petrochemical Engineering	Petrochemical Engineering



Petrochemical Refinery		
Petrochemical Technology		
Petroleum Engineering		
Petroleum Technology		
Chemical Engineering (Petro Chemical)		
Pharmaceutical Chemistry and Technology	Pharmaceutical Engineering	
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)		
Printing and Packing Technology		Printing Technology
Printing Technology		
Industrial and Production Engineering		Production Engineering
Machine Tools and Maintenance Engineering		
Machine Tools Technology		
Manufacturing Engineering		
Manufacturing Technology		
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		
Fabrication Technology		
Fabrication Technology and Erection Engineering		
CAD CAM		
Design and Drafting		
Foundry Technology		
Mechanical (Computer Aided Design, Manufacture and Engineering)		
Mechanical CAD/CAM		
Mechanical Engineering (Tool and Die)		
Mechanical Engineering Production		
Mechanical Engineering Tool Engineering		
Mechanical Engineering (CAD/CAM)		
Mechanical Engineering (Foundry)		



Mechanical Engineering (Machine Tool Maintenance and Repairs)	
Mechanical Welding and Sheet Metal Engineering	
Pulp Technology	Pulp Technology
Wood and Paper Technology	
Apparel Design and Fabric	Textile Technology
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)	
Rubber Technology	Rubber Technology





Chemical Technology (Rubber and Plastic Technology)	
Chemical Technology (Rubber/ Plastic)	
Hotel Management and Catering Technology	Hotel Management and Catering Technology
Biomedical Instrumentation	Medical Electronics
Medical Electronics Engineering	
Medical Electronics	
Medical Laboratory Technology	
Instruments and Medical Equipment	
Cement Technology	*
Engineering Education	*
Fisheries Technology	*
Home Science	*
Jewellery Design and Manufacture Technology	*
Library and Information Science	*
Sugar Technology	*
Travel and Tourism	*
Wood Technology	*
Beauty and Hair Dressing	*
Beauty Culture and Cosmetology	*
Cosmetology and Health	*
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	*
Mass Communication	*
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)	*
ECG Technology	*
Health Care Technology	*
Ophthalmic Technology	*
Technician X-Ray Technology	*
3-D Animation and Graphics	*
Animation and Multimedia Technology	*
Multimedia Technology	*

Note: The Institutions running \* Diploma Course(s) have to continue at the same Level or may opt for the Closure of the Course.

## 4.0 Closest available Nomenclature of Diploma for the Under Graduate Degree in Engineering and Technology

Existing Nomenclature of Under Graduate Degree	Closest Nomenclature of Diploma
Aero Space Engineering	Aeronautical Engineering
Aeronautical Engineering	
Aircraft Maintenance Engineering	
Agricultural Engineering	Agricultural Engineering
Agricultural Technology	
Agriculture Engineering	
Architectural Assistantship	Architectural Assistantship
Architecture and Interior Decoration	
Architecture Assistantship	
Automobile Engineering	Automobile Engineering
Automobile Maintenance Engineering	
Automotive Technology	
Mechanical Engineering Automobile	
Biomedical Engineering	Biomedical Engineering
Biomedical Instrumentation	
Electronics and Biomedical Engineering	
Biotechnology	Biotechnology
Biotechnology and Biochemical Engineering	
Industrial Biotechnology	
Ceramic Engineering and Technology	Ceramics Engineering
Ceramic Technology	
Ceramics Engineering	
Chemical and Electro Chemical Engineering	Chemical Engineering
Biochemical Engineering	
Chemical Engineering	
Chemical Engineering (Plastic and Polymer)	
Chemical Technology	
Dye Stuff Technology	
Surface Coating Technology	
Oil and Paint Technology	Surface Coating Technology
Oil Technology	
Oils, Oleochemicals and Surfactants Technology	
Paint Technology	Chemical Engineering (Oil Technology)
Building and Construction Technology	
Construction Engineering	
Construction Technology	
Construction Technology and Management	
Civil Engineering (Construction Technology)	
Civil and Infrastructure Engineering	
Civil and Environmental Engineering	Civil and Environmental Engineering
Environment Engineering	
Environmental Engineering	
Environmental Science and Engineering	
Environmental Science and Technology	
Civil Engineering (Environmental Engineering)	
Civil Engineering (Public Health Engineering)	

Civil and Rural Engineering	Civil Engineering
Civil Technology	
Civil and Water Management Engineering	
Civil Engineering	
Civil Engineering and Planning	
Construction Engineering and Management	
Geo Informatics	Geoinformatics and Surveying Technology
3-D Animation and Graphics	3-D Animation and Graphics
Advanced Computer Application	Computer Engineering
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	
Information and Communication Technology	
Information Engineering	
Information Science and Engineering	
Information Science and Technology	
Information Technology	
Information Technology and Engineering	
Software Engineering	
Dairy Engineering	Dairy Engineering
Dairy Technology	
Electrical and Computer Engineering	Electrical Engineering
Electrical and Electronics (Power System)	Electrical and Electronics Engineering
Electrical and Electronics Engineering	
Electrical and Instrumentation Engineering	
Electrical Engineering	
Electronics and Electrical Engineering	
Electrical Engineering (Electronics and Power)	
Electrical Instrumentation and Control Engineering	
Electrical, Electronics and Power	
Electrical and Mechanical Engineering	
Electrical and Power Engineering	Electrical and Power Engineering
Electrical Engineering Industrial Control	
Advanced Communication and Information System	
Advanced Electronics and Communication Engineering	Advanced Electronics and Communication Engineering
Applied Electronics and Instrumentation Engineering	
Applied Electronics and Communications	
Communication Engineering	
Digital Techniques for Design and Planning	
Electronic Engineering	Digital Electronics



Electronic Science and Engineering	Electronics and Communication Engineering	
Electronics		
Electronics and Communication Engineering		
Electronics and Communication Engineering (Industry Integrated)		
Electronics and Instrumentation Engineering	Electronics and Telecommunication Engineering	
Electronics and Telecommunication Engineering		
Electronics and Telecommunication Engineering (Technological Electronic Radio)		
Electronics Communication and Instrumentation Engineering		
Radio Physics and Electronics		
Applied Electronics and Instrumentation Engineering		
Telecommunication Engineering		
Electronics and Biomedical Engineering		
Electronics and Communication Engineering (Microwaves)		
Electronics and Communication Engineering		
Electronics and Computer Science		
Electronics and Control Systems		
Electronics and Electrical Engineering		Electronics and Electrical Engineering
Electronics and Power Engineering		
Electronics and Telematics Engineering		
Electronics Design Technology		
Electronics Engineering		
Electronics Instrumentation and Control Engineering		
Electronics System Engineering		
Electronics Technology		
Optics and Optoelectronics	Opto-Electronics Engineering	
Power Electronics	Power Electronics	
Power Electronics and Instrumentation Engineering		
Power Electronics Engineering		
Fire Technology and Safety	Fire Technology and Safety	
Safety and Fire Engineering		
Food Engineering and Technology	Food Technology	
Food Processing and Preservation		
Food Processing Technology		
Food Technology		
Food Technology and Management		
Automation and Robotics	Automation Engineering	
Automation Engineering		
Instrument Technology	Instrumentation Engineering	
Instrumentation		
Instrumentation and Control Engineering		
Instrumentation and Electronics		
Instrumentation Engineering		
Instrumentation Technology		
Robotics and Automation		Automation and Robotics
Medical Electronics Engineering	Medical Electronics Engineering	
Medical Electronics		
Medical Lab Technology		
Foot Wear Technology	Footwear Technology	
Leather Technology	Leather Technology	
Naval Architecture and Ship Building Engineering	Shipbuilding Engineering	



Shipbuilding Engineering	
Marine Engineering	Marine Engineering
Marine Technology	
Industrial and Production Engineering	Industrial and Production Engineering
Industrial Engineering	
Industrial Engineering and Management	
Mechanical Engineering (Production)	
Production and Industrial Engineering	
Production Engineering	
Manufacturing Engineering	Manufacturing Engineering
Manufacturing Engineering and Automation	
Manufacturing Engineering and Technology	
Manufacturing Process and Automation Engineering	
Manufacturing Science and Engineering	
Manufacturing Technology	
Mechanical and Automation Engineering	Mechanical Engineering
Mechanical Engineering (Industry Integrated)	
Mechanical Engineering	
Power Engineering	
Mechanical Engineering (Automobile)	Mechanical Engineering (Automobile)
Mechanical Engineering Automobile	
Mechanical Engineering (Repair and Maintenance)	
Precision Manufacturing	Mechatronics
Mechatronics	
Mechatronics Engineering	
Tool Engineering	Tool and Die Engineering
Material Science and Technology	Metallurgical Engineering
Metallurgical and Materials Engineering	
Metallurgical Engineering	
Metallurgy	
Metallurgy and Material Technology	
Mine Engineering	Mining Engineering
Mining Engineering	
Packaging Technology	Printing and Packing Technology
Printing and Packing Technology	
Printing Technology	
Petrochem and Petroleum Refinery Engineering	Petroleum Engineering
Petrochemical Engineering	
Petrochemical Technology	
Petroleum Engineering	
Petroleum Technology	
Pharmaceuticals and Fine Chemical Technology	Pharmaceutical Chemistry and Technology
Pharmaceuticals Chemistry and Technology	
Plastic and Polymer Engineering	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	

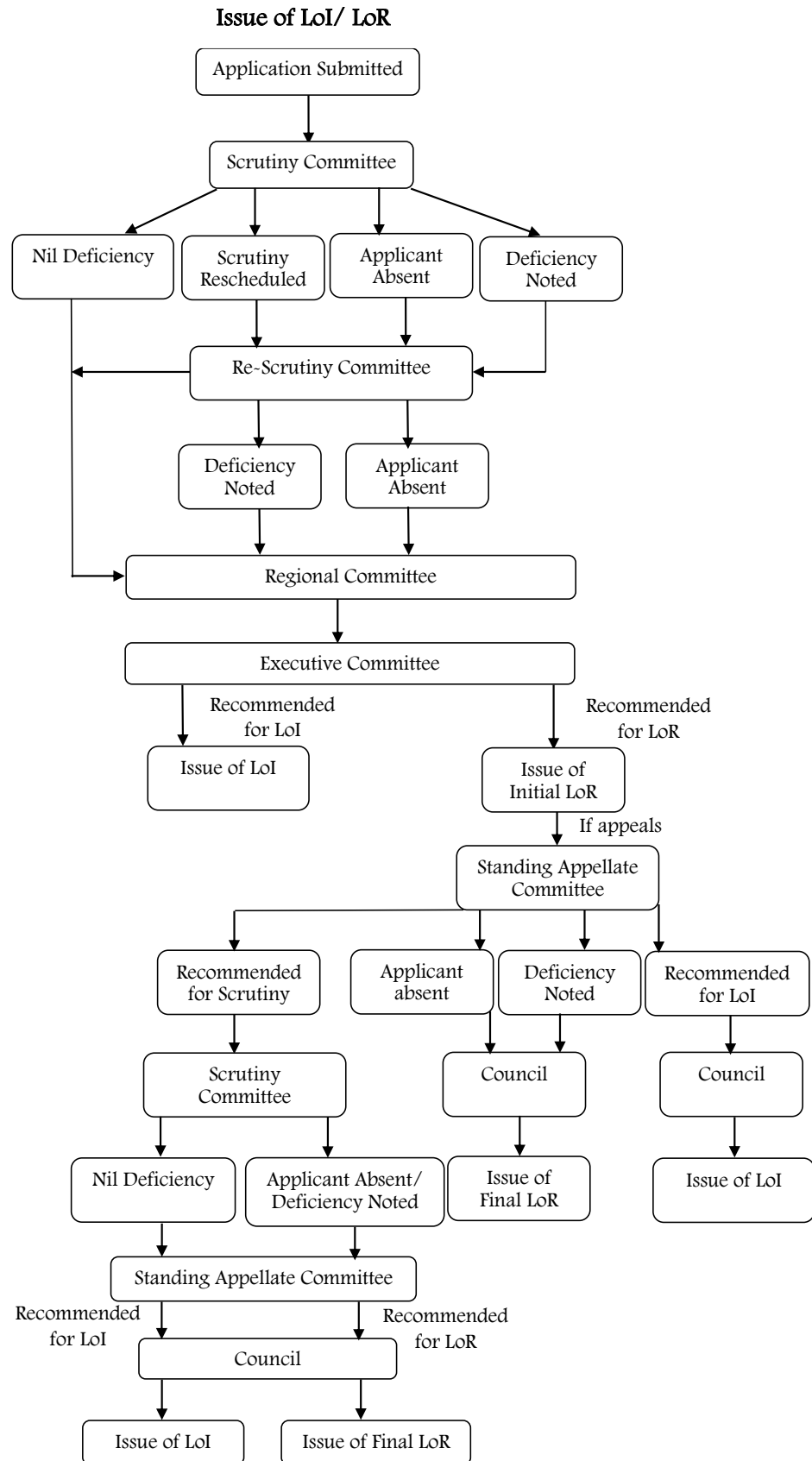


Pulp Technology	Pulp Technology
Apparel and Production Management	Apparel Manufacture and Design
Fashion and Apparel Technology	Fashion and Apparel Design
Fashion and Apparel Engineering	
Fashion Technology	
Fibres and Textiles Processing Technology	Textile Processing Technology
Jute and Fibre Technology	
Man Made Fibre Technology	
Man-Made Textile Technology	
Silk Technology	Textile Engineering
Textile Chemistry	
Textile Engineering	
Textile Plant Engineering	
Textile Processing	
Textile Technology	
Rubber Technology	Rubber Technology
Cement and Ceramic Technology	Cement Technology
Nano Science and Technology	*
Nano Technology	*
Nano Technology and Robotics	*
Planning	*
Energy and Environmental Management	*
Energy Engineering	*
Airline Management	*

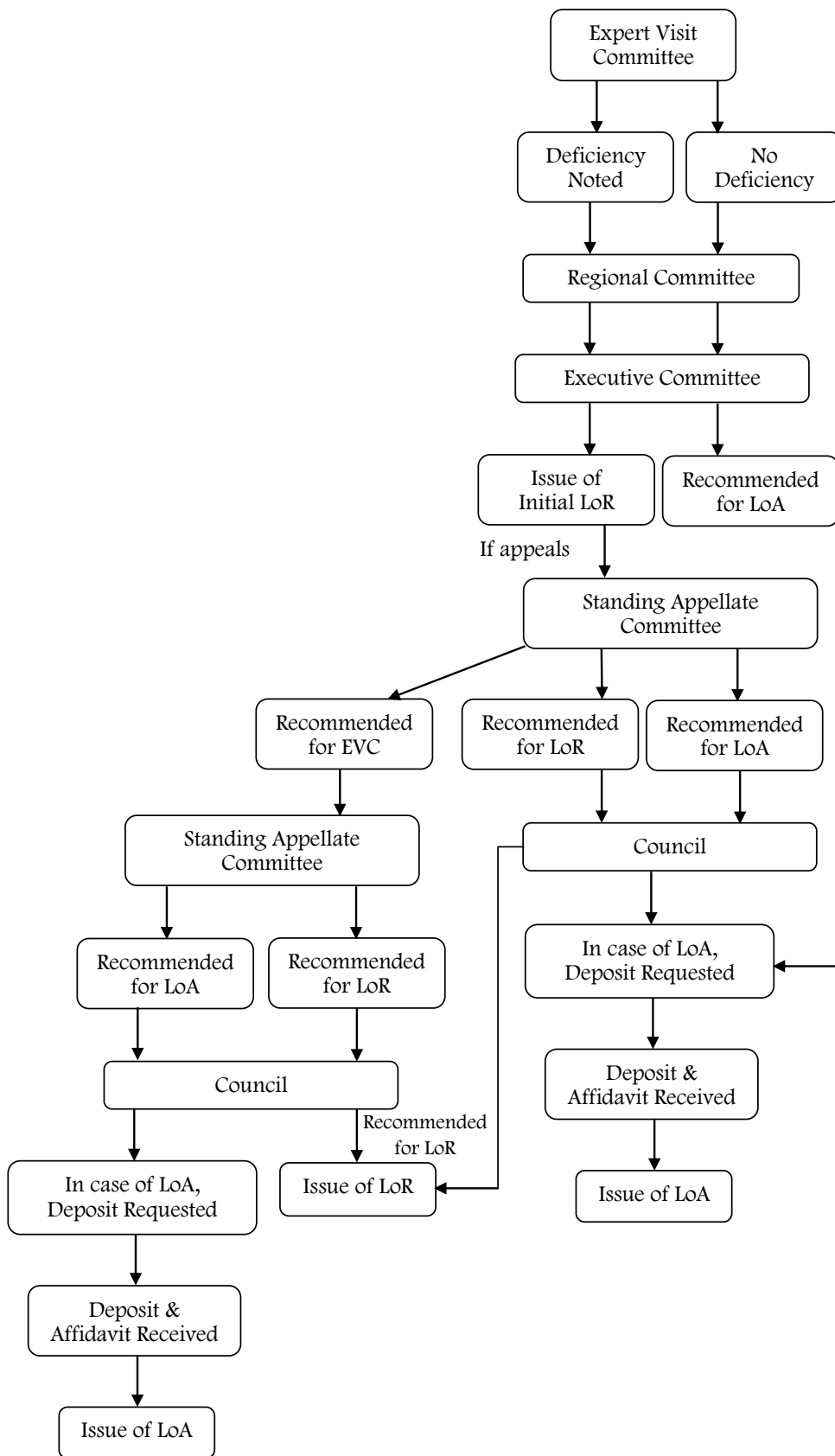
Note: The Institutions running \* Degree Course(s) have to continue at the same Level or may opt for the Closure of the Course.







### Issue of LoA/ LoR



**6.0 Major Disciplines, their corresponding Courses and Relevant/ Appropriate Branch of Under Graduate Degree in Engineering and Technology**

Major Disciplines	Corresponding Course(s)	Under Graduate 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
		Interior Design
	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
		Information Technology and Engineering
	Chemical Engineering	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	Electronics 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
		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	Applied Electronics and 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	Medical Electronics Engineering	
	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)
		Mechanical Engineering Automobile
	Industrial Engineering	Industrial and Production Engineering
		Industrial Engineering
		Industrial Engineering and Management
Mechatronics Engineering	Mechanical and Automation Engineering	
	Mechatronics	
	Mechatronics Engineering	
Fire and Safety Engineering	Fire and Safety Engineering	Fire Technology and Safety
		Safety and Fire Engineering
Food Engineering	Food Engineering	Food Engineering and Technology
		Food Processing and Preservation
		Food Processing Technology
		Food Technology
		Food Technology and Management
Leather Technology	Leather Technology	Foot Wear Technology
		Leather Technology
Marine Engineering	Marine Engineering	Naval Architecture and Ship Building Engineering
		Shipbuilding Engineering
		Marine Engineering
		Marine Technology
Metallurgy Engineering	Metallurgy Engineering	Material Science and Technology
		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
		Pharmaceuticals 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

## 7.0 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	Water Resource Management
Civil Engineering (Water Resource and Management)		
Water Technology and Health Science		
Computer Science and Engineering	Computer Science	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	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	
	Instrumentation	Applied Electronics and 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	Bio Electronics
		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
	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

### 8.0 State Wise Competent Authorities to issue Certificates with respect to the Land/ Building

State	Landuse Certificate	Land Conversion Certificate	Khasra Plan/ Master Plan	Land Classification (Urban/ Rural)	Site Plan	Building Plan	Occupation Certificate
<b>Central Region</b>							
<b>Chhattisgarh</b>	<b>Urban and Rural</b> - Town and Country Planning	<b>Urban and Rural</b> - Sub Divisional Magistrate/ Diversion Office	<b>Urban</b> - Tahsilder; <b>Rural</b> - Patwari	<b>Urban and Rural</b> - Town and Country Planning	<b>Urban and Rural</b> - Town and Country Planning	<b>Urban</b> - Municipal Corporation; <b>Rural</b> - Town and Country Planning	Town and Country Planning, Municipal Corporation
<b>Gujrat</b>	<b>Urban</b> - Urban Development Authority/ Municipal Corporation; <b>Rural</b> - Town Planner and Valuation Department	<b>Urban and Rural</b> - Collector	<b>Urban</b> - Mamaltar/ Talati; <b>Rural</b> - Mamaltar/ Talati cum Mantri/ District Development Officer	<b>Urban</b> - Urban Development Authority; <b>Rural</b> - Mamaltar/ Talati	<b>Urban</b> - Town Planner; <b>Rural</b> - Taluka Development Officer	<b>Urban</b> - Urban Development Authority/ Town Planner; <b>Rural</b> - Town Planner/ Taluka Development Officer	Nagar Palika, Town Planner, Nagar Panchayat, Commissioner of Municipal Corporation, Collector
<b>Madhya Pradesh</b>	<b>Urban and Rural</b> - Town and Country Planning	<b>Urban and Rural</b> - Sub Divisional Magistrate/ Tahsildar	<b>Urban</b> - Tahsildar; <b>Rural</b> - Patwari/ Tahsildar	<b>Urban</b> - Collector/ Nagar Nigam/ Nagarpalika; <b>Rural</b> - Gram Panchayat/ Jila Panchayat	<b>Urban and Rural</b> - Town and Country Planning	<b>Urban</b> - Municipal Corporation/ Nagar Palik Nigam; <b>Rural</b> - Gram Panchayat/ Jila Panchayat	Nagar Palika, Town Planner, Nagar Panchayat, Commissioner of Municipal Corporation, Collector, Village Panchayat
<b>Eastern Region</b>							
<b>Andaman and Nicobar</b>	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 Department for Govt. Institutions/ Port Blair Municipal Council for Private Institutions	Andaman Public Works Department
<b>Arunachal Pradesh</b>	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
<b>Assam</b>	<b>Urban and Rural</b> - Revenue Circle Office	<b>Urban and Rural</b> - Revenue Circle Office	<b>Urban and Rural</b> - Public Works Department (Building)	<b>Urban and Rural</b> - Revenue Circle Office	<b>Urban and Rural</b> - Public Works Department (Building)	<b>Urban and Rural</b> - Public Works Department (Building)	The Chief Executive Officer, Guwahati Metropolitan Development Authority (GMDA), Bangagarh Guwahati or The Chief Executive



							Officer, Guwahati Municipal Corporation (GMC) Bhagagarh, Guwahati
<b>Jharkhand</b>	<b>Urban and Rural</b> - Officer authorized by Deputy Commissioner	Not applicable in Jharkhand	<b>Rural</b> - Panchayat/ circle Officer; <b>Urban</b> - Local bodies i.e Nagar Panchayat, Nagar Parisad, Nagar Palika, Nagar Nigam/ Regional Development Authorities (as per their jurisdiction and government notification issued	<b>Rural</b> - Panchayat/ circle Officer; <b>Urban</b> - 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)	<b>Rural</b> - Panchayat/ circle Officer; <b>Urban</b> - 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)	<b>Rural</b> - Panchayat/ circle Officer; <b>Urban</b> - 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
<b>Manipur</b>	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	<b>Rural</b> - Block Development Officer <b>Urban</b> - Municipality	1. District Settlement Officer, Department of Settlement and Land Records Government of Manipur, Lamphelpat, Imphal  2. Sub Divisional Officer, Department of Settlement and Land Records Government of Manipur, Lamphelpat, Imphal  3. District Collector Department of Settlement and Land Records Government of Manipur, Lamphelpat, Imphal
<b>Meghalaya</b>	Local Revenue/ Education Authority	-	PWD/ Urban Development Authority	Urban Development Authority	PWD Building Division	PWD Building Division	Meghalaya Urban Development Authority
<b>Mizoram</b>	<b>Aizawal Urban:</b> Secretary, Land Revenue & Settlement <b>Outside Aizwal:</b> Secretary, Land Revenue & Settlement	All districts in the State : Settlement Officer of the Concerned District	<b>Aizawal Urban:</b> Aizwal Municipal Corporation <b>Outside Aizwal:</b> Head of the Concerned Department	<b>Aizawal Urban:</b> Secretary, Land Revenue and Settlement <b>Outside Aizwal:</b> Secretary, Land Revenue and Settlement	<b>Aizawal Urban:</b> Aizwal Municipal Corporation <b>Outside Aizwal:</b> Head of the Concerned Department	<b>Aizawal Urban:</b> Aizwal Municipal Corporation <b>Outside Aizwal:</b> Head of the Concerned Department	Aizawl Municipal Council



<b>Nagaland</b>	Local Revenue Authority	-	Local Revenue Authority	Local Revenue Authority	Executive Engineer, PWD Housing (EDN)	Architect, PWD/ Housing (EDN)	Urban Development Department Nagaland, Kohima
<b>Orissa</b>	Revenue and Disaster Management Department, Govt. of Odisha	Revenue and Disaster Management Department, Govt. of Odisha	Revenue and Disaster Management Department, Govt. of Odisha	Revenue and Disaster Management Department, Govt. of Odisha	<b>Rural</b> - Block Development Officer <b>Urban</b> - Housing and Urban Development Department/ Town Planning/ Development Authority	<b>Rural</b> - Block Development Officer <b>Urban</b> - Housing and Urban Development Department/ Town Planning/ Development Authority	<b>Rural</b> - Panchayat Samiti <b>Urban</b> - Municipality
<b>Sikkim</b>	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
<b>Tripura</b>	Local Revenue Authority	NA	Local Revenue Authority	Local Revenue Authority	Executive Engineer, PWD	Architect, PWD/ THCB	Agartala Municipal Council
<b>West Bengal</b>	<b>Rural</b> - BL and LRO <b>Urban</b> - ADM (Land & LR) <b>Metro/ Mega</b> - ADM (Land & LR)	<b>Rural</b> - BL and LRO <b>Urban</b> - ADM (Land & LR) <b>Metro/ Mega</b> - ADM (Land & LR)	<b>Rural</b> - Gram Panchayet/ Panchayat Samiti/ Zilla Parishad/ DM and Executive Officer, Zilla Parishad <b>Urban</b> - Corporation/ Municipality/ Development Authority <b>Metro/ Mega</b> - Corporation/ Municipality/ Development Authority	<b>Rural</b> - BL and LRO <b>Urban</b> - ADM (Land & LR) <b>Metro/ Mega</b> - ADM (Land & LR)	<b>Rural</b> - Gram Panchayet/ Panchayat Samiti/ Zilla Parishad/ DM and Executive Officer, Zilla Parishad <b>Urban</b> - Corporation/ Municipality/ Development Authority <b>Metro/ Mega</b> - Corporation/ Municipality/ Development Authority		<b>Rural</b> - Pradhan of the concerned Gram Panchayat with Registered Architect  <b>Urban, Mega/Metro</b> - Corporation/ Municipality/ Development Authority/ Registered Architect
<b>Northern Region</b>							
<b>Bihar</b>	1. For construction of state Government owned Institutions on Government Land, the State Government allocates Land through is cabinet decision, so Certificates, regarding Land use/ conversion/ encumbrance and advocate Certificates are not required.  2. 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.					1. 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.  2. 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	
<b>Uttarakhand</b>	Concerned SDM	Concerned SDM	<b>Rural</b> - Village Panchayat Officer/ Village Development Officer  <b>Urban</b> - EP of Local Bodies i.e. Nagar Panchayat/ Nagar Parishad/ Nagar Palika/ Nagar Nigam as per their Jurisdiction	<b>Rural</b> - Village Panchayat Officer/ Village Development Officer  <b>Urban</b> - EP of Local Bodies i.e. Nagar Panchayat/ Nagar Parishad/ Nagar Palika/ Nagar Nigam as per their Jurisdiction	<b>Rural</b> - Village Panchayat Officer/ Village Development Officer  <b>Urban</b> - 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 <b>Urban</b> - Development Authority <b>Rural</b> - Sub Divisional Magistrate/ Tehsildar  For Government Institution Principal/Director of Institution



<b>Uttar Pradesh</b>	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>Northwestern Region</b>							
<b>Chandigarh</b>	Town and Country Planning Department/ Development Authority/ Municipal Authority	Revenue Authority/ Development Authority/ Municipal Authority	Town and Country Planning Department/ Development Authority/ 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
<b>Haryana</b>	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 area, whereas, part of the controlled area falling within 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
<b>Himachal Pradesh</b>	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	Town & Country Planning Department/ Development Authority/ State Revenue 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
<b>J&amp;K</b>	<b>Urban</b> - Municipality <b>Rural</b> - Assistant Commissioner Revenue	<b>Urban</b> - Deputy Commissioner <b>Rural</b> - Assistant Commissioner Revenue	<b>Urban</b> - Assistant Commissioner Revenue <b>Rural</b> - Assistant Commissioner Revenue	<b>Urban</b> - Municipality <b>Rural</b> - Assistant Commissioner Revenue	<b>Urban</b> - Prepared by Architect and approved by Municipal Authority/Revenue Authority <b>Rural</b> - Prepared by Architect &	<b>Urban</b> - Prepared by Architect and approved by Municipal Authority/Revenue Authority <b>Rural</b> - Prepared by	<b>Urban</b> - Municipality <b>Rural</b> - Deputy Commissioner





					approved by Revenue Authority/BDO	Architect & approved by Revenue Authority/BDO	
<b>New Delhi</b>	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	Commissioner of DDA/Municipal Corporation of Delhi	Joint Director (Planning), DTTE
<b>Punjab</b>	Respective District Town Planner of Department, Town and Country Planning	Respective Senior Town Planner of Department 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 measuring 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 5000 m <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
<b>Rajasthan</b>	Local Bodies	Local Bodies	Local Bodies	Local Bodies	Local Bodies	Local Bodies	Tehsildar of Tehsil in which area the concerned village fall and in the Urban area Executive Officer of local body in whose area the property fall
<b>South Central Region</b>							
<b>Andhra Pradesh</b>	DTCP RDO (MRC) 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	1. Local Executive Authority (Council and Executive Officer) 2. DTCP 3. HMDA/ Urban local bodies Remarks: Municipal/ Gram Panchayat/ Local Executive authority. Where sanctioned GTP Schemes Respective Commissioner/ Chairman of Local bodies	1. Commissioner in GHMC area 2. Vice Chairman in UDA 3. DTCP Remarks: Andhra area Town Planning Act issued on 7 <sup>th</sup> September 1920 is applicable for both the states of Andhra and Telangana	Commissioner, Vijayawada (UA), Greater Visakhapatnam, Guntur (UA) Nellore (UA) and Director, Directorate of Town and Country Planning is the Competent Authority for other areas



<b>Telangana</b>	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	1. Local Executive Authority (Council and Executive Officer) 2. DTCP 3. HMDA/ Urban local bodies Remarks: Municipal/ Gram Panchayat/ Local Executive authority. Where sanctioned GTP Schemes Respective Commissioner/ Chairman of Local bodies	1. Commissioner in GHMC area 2. Vice Chairman in UDA 3. 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 7 <sup>th</sup> September 1920 is applicable for both the states of Andhra and Telangana)	Commissioner for Hyderabad, Warangal (UA) and Director, Directorate of Town and Country Planning for areas other than Hyderabad
<b>Southern Region</b>							
<b>Pondicherry</b>	Revenue Divisional Officer/ Tahildar	Revenue Divisional Officer/ Tahildar	Village Administrative Officer	Tahildar	Department of Town and Country Planning	Department of Town and Country Planning	Town and Country Planning Department – Pondicherry, Karaikal, Yanam and Mahe
<b>Tamil Nadu</b>	Revenue Divisional Officer/ Tahildar	Revenue Divisional Officer/ Tahildar	Village Administrative Officer	Tahildar	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>Southwestern Region</b>							
<b>Karnataka</b>	<b>Urban</b> - Urban Development Authority/ Planning Authority/ Municipal Planning Authority <b>Rural</b> - Urban Development Authority/ Planning Authority	<b>Urban</b> - Revenue Department <b>Rural</b> - Revenue Department	<b>Urban</b> - Urban Development Authority/ Planning Authority/ Municipal Planning Authority <b>Rural</b> - Urban Development Authority/ Planning Authority/ Municipal Planning Authority	<b>Urban</b> - Urban Development Authority/ Planning Authority/ Municipal Planning Authority <b>Rural</b> : Urban Development Authority/ Planning Authority/ Municipal Planning Authority	<b>Urban</b> - Urban Development Authority/ Planning Authority/ Municipal Planning Authority <b>Rural</b> - Planning Authority/ Municipal Planning Authority	<b>Urban</b> - Urban Local Body/ Rural Local Body <b>Rural</b> : Urban Local Body/ Gram Panchayat	<b>Urban</b> - Urban Local Body/ Rural Local Body <b>Local</b> - Gram Panchayat (Building Completion Certificate)
<b>Kerala</b>	Tahildar	District Collector	Head, Local Body	Town Planning Officer/ Local Body	Head, Local Body	Head, Local Body/ Town Planning	Secretary of the Concerned Local Body



Western Region							
<b>Daman and Diu</b>	Deputy Collector, Daman	Mamlatdar, Daman	Associate Town Planner, Daman		Associate Town Planner, Daman	Associate Town Planner, Daman	
<b>Goa</b>	Town & Country Planning Department	Collector of respective District	Land Survey Department/ Town & Country Planning Department	Planning Development Authority/ Town & Country Planning Department	Town & Country Planning Department Office of concerned area	Town & Country Planning Department Office of concerned area	Municipality/ Village Panchayat of concerned area
<b>Maharashtra - Metro</b>	Collector/Municipal Corporation	Collector/Municipal Corporation	Municipal Corporation	Municipal Corporation	Municipal Corporation	Municipal Corporation	Municipal Corporation
<b>Maharashtra - Urban and Rural Area</b>	Collector/Municipal Corporation/Nagar Palika/Nagar 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							
<b>NOTE: In case of Zila Panchayat, copy of the Govt. Order (GO) must be produced by the Applicant before the Committee</b>							

Note: The above list of Competent Authorities is compiled in 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.

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>



## 9.0 Guidelines for the Appointment of Adjunct Faculty/ Resource Persons from Industry in AICTE approved Technical Institutions

- 1 **INTRODUCTION:** To improve the employability 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 outside 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 and PIOs 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 4 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, if an Adjunct Faculty is working in 4 Institutions simultaneously, his/ her weightage in each Institution shall be 25% and if in three Institutions simultaneously, then 33% and so on.

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 Architecture -25%, Planning - 30% and Design - 20%, Adjunct Faculty/ Resource Persons are permissible, since the Programme requires exhaustive practical field exposure. 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 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.

7 **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.

8 **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 guesthouse.

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.

9 **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.

10 **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.



**10.0 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
  - Frequently 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 AICTE
  - 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
  - For each Programme the following details are to be given:
    - Name
    - Number of seats
    - Duration
    - Cut off marks/rank of admission during the last three years
    - Fee
    - 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
  - 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

- 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

- i. Name
- ii. Date of Birth
- iii. Unique id
- iv. Education Qualifications
- v. Work Experience
  - Teaching
  - Research
  - Industry
  - others
- vi. Area of Specialization
- vii. Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level
- viii. Research guidance
  - No. of papers published in National/ International Journals/ Conferences
  - Master
  - Ph.D.
- ix. Projects Carried out
- x. Patents
- xi. Technology Transfer
- xii. Research Publications





xiii. No. of Books published with details

**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

**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 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)
- 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 15 days)
  - 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 percentile 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/percentage score 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

**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
- 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 (program-wise)
  - List of online National/ International Journals subscribed
  - E- Library facilities
- **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
- 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 frame work

**16. Enrollment of students in the last 3 years**

**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)

**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



**11.0 Recommended Maximum Tuition and Development Fee per Annum for Full Time Programmes by the National Fee Committee**

	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
5 Year Architectural Degree	2,25,300	2,13,500	2,05,050
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 Pharmaceutical Degree	1,55,125	1,47,250	1,41,650
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 Architectural Degree	2,69,700	2,56,100	2,45,875
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 Pharmaceutical Degree (M.Pharm.)	2,27,500	2,16,100	2,07,500
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 Architecture	97,900	92,925	89,650
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
3/ 4 Year Diploma Pharmacy	97,975	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 Architecture	98,650	93,650	90,350
1.5-2 Year Diploma Pharmacy	98,650	93,650	90,350
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

Type X/ Y/ Z cities as per VI Central Pay Commission Classification of Cities

## 12.0 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
1985-90	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

# As per FSI/FAR

## DIPLOMA LEVEL INSTITUTIONS

Year	Engineering and Technology			Architecture/ Planning			Applied Arts and Crafts			Pharmacy			Hotel Management and Catering Technology (Deg. + Dip)			Hotel Management and Catering Technology		
	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
1985-90	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	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 + 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	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	-	-	-	1.5	2.5	5
2011-15	1.5	1.5	5	1	2.5	2.5	0.75	0.75	2	0.75	0.75	2	-	-	-	1	2.5	2.5
2016-17	1.5	1.5	4	1.0	1	2.5	0.75	0.75	2	0.75	0.75	2	-	-	-	1	1	2.5
2017-18	1.5	1.5	4	1	1	2.5	0.5	0.5	1.5	0.75	0.75	2	-	-	-	1	1	2.5
2018-19	#	1.5	4	#	1	2	#	0.5	1.5	#	0.75	2	-	-	-	#	1	2

# As per FSI/FAR

### 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	Metro/ State capital	Others	Mega	Metro/ State capital	Others	Mega	Metro/ State capital	Others	Mega	Metro/ State capital	Others	Mega	Metro/ State capital	Others	Mega	Metro/ State capital	Others
2011-15	2.5		10	1		2.5	0.75		2	0.75		2	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



## Chapter I - Scrutiny Committee

## 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 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 as specified in the Approval Process Handbook (Applicable only for PGDM Institutions)	Document mentioning the formation of BoG along with the name of the Members

## 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 prescribed in 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
----	---	--

### 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 Buildings 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



## Chapter - I Expert Visit Committee

Sl. No.	Documents	Compliance document to be submitted in case of Deficiencies
1	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
2	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
3	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
4	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
5	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
6	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)
7	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
8	Internet Bandwidth	Certificate of the service provider and proof of payment. Bill paid for the last month shall also be submitted
9	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
10	Volumes/ Books/ Titles/ National Journals	The Applicant can submit the bills for purchasing Books/ Titles/ National Journals and the same shall be certified by the Applicant. Copy of the Accession register after making necessary entry to be



		produced
11	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
12	General Insurance provided for assets against fire, burglary and other calamities	Copy of General Insurance with the Policy number
13	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
14	Sanction of electrical load by electric supply provider company	Sanction order from Electricity Office and proof for paying the amount towards the bill
15	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
16	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
17	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
18	All weather 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
19	Institution website	Print out of the first page and other relevant pages of the Institution website
20	Details and proof of telephone connections available at the proposed Technical Institution	Proof for paying the amount towards bill
21	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

**Chapter - II Expert Visit Committee  
(Documents needed in addition to Chapter I Expert Visit Committee)**

Sl. No.	Deficiencies as per EVC	Compliance document to be submitted
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	Whether any other Institution (AICTE approved/not under AICTE ambit) are being run/proposed to be run in the same patch of Land 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
5	Occupancy Certificate/Completion Certificate/ Form D/ Structural Stability Certificate	Concerned Certificate issued by the Competent Authority
6	Complete Building Plan of proposed Technical Institution	Copy of Complete Building Plan of the Technical Institution approved by the Competent Plan



		Sanctioning Authority of the concerned State Government/ UT
7	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
8	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 BoG for the constitution of Student Counsellor/ Committee/ Cell duly attested by the Chairman/ Secretary of the Trust/ Society/ Company
9	Establishment of Grievance Redressal Committee in the Institution and the Appointment of OMBUDSMAN by the University	Documents/ Minutes of BoG 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
10	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
11	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
12	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
13	Whether hostel facilities are available for accommodating students of FN/PIO/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)
14	Implementation of Food Safety and Standards Act, 2006 in the Institution	Certificate from Food Corporation of India
15	Digital Payment for all Financial Transactions as per MHRD Directives	Proof for payment of salaries and other transactions for procurement of equipment through banks
16	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
17	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
18	Provision to watch MOOCS Courses through SWAYAM	Documents obtained from the University
19	National Academic Depository (NAD) as per MHRD directives (Applicable only for PGDM and University departments)	Documents showing the registration with NAD
20	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
21	Availability of vouchers and payment receipts indicating proof of purchase	Digital Payment for all Financial Transactions to be submitted

## 14.0 Ready Reckoner for Frequent Queries

1. No need to submit the hard copy of the application to the Regional Office.
2. In case of applications under Chapter II, NOC from the State Government/ UT is required only for Change of Name of the Trust/ Merger of the Trust/ Society/ Company and Closure of the Institution.
3. 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.
4. 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.
5. If the Institution intend to modify the Non-Editable fields such as name of the Trustee, Land details, etc. shall contact AICTE HQ with supporting documents.
6. To include new nomenclatures in the Diploma/ Under Graduate/ Post Graduate Degree Courses, approval from the University/ Board as applicable shall be sent to the Policy and Academic Planning Bureau, AICTE.
7. If the status of an Institution changes to Minority Institution category, the same shall be represented to AICTE HQ by attaching the approval letter from Minority Commission.
8. Student admission is the subject of State Authorities.
9. AICTE does not insist on separate boundary walls for Institutions running 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.
10. 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.
11. EVC shall check the facilities only for “Approved Intake”, not based on admitted students.
12. Certificate verification for PGDM Programme, for employment/ higher Education shall be obtained from the concerned Institution.
13. Excess payment shall be refunded, not adjusted in future transactions.
14. TER charges are accepted only by digital payment through the Portal, Demand Draft is not accepted under any circumstance.
15. 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.
16. For the release of Security Deposits through FDR/RTGS, only online applications are accepted. The status of processing shall be viewed through the portal.
17. To submit any documents to the AICTE HQ/ Regional Office, use the following mail ids:

Region	Head Quarter	Regional Office
Eastern	ero.hq@aicte-india.org	ero@aicte-india.org
Central	cro.hq@aicte-india.org	cro@aicte-india.org
Northern	nro.hq@aicte-india.org	nro@aicte-india.org
Northwestern	nwro.hq@aicte-india.org	nwro@aicte-india.org
South Central	scro.hq@aicte-india.org	scro@aicte-india.org
Southern	sro.hq@aicte-india.org	sro@aicte-india.org
Southwestern	swro.hq@aicte-india.org	swro@aicte-india.org
Western	wro.hq@aicte-india.org	wro@aicte-india.org

18. Any Queries/ Clarifications shall be sent ONLY to helpdeskab@aicte-india.org



Process involved in various applications are as follows:

Sl. No.	Chapter	Applied for	Process	Process
1	II	EoA to the existing Institutions	EC	
2	II	Introduction of seats for Non Resident Indian(s)	EC	
3	I	Setting up a new Technical Institution	Scrutiny	EVC
4	I	Change of Site/ Location	Scrutiny	EVC
5	I	Conversion of Women's Institution into Co-Ed Institution and vice-versa	Scrutiny	EVC
6	I	Conversion of Diploma Level into Degree Level	Scrutiny	EVC
7	I	To start new Programme(s)/ Level(s) in the existing Institutions	Scrutiny	EVC
8	II	Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus	Scrutiny	EVC
9	III	Collaboration and Twinning Programme	Scrutiny	EVC
10	I	Conversion of Degree Level into Diploma Level	Scrutiny	
11	II	Extended EoA	Scrutiny	
12	II	Increase in Intake/ Additional Course(s) including Institutions having total "Approved Intake" less than the "Maximum Intake Allowed"	Scrutiny	
13	II	Introduction of Integrated/ Dual Degree Course	Scrutiny	
14	II	Introduction of Pharm.D.	Scrutiny	
15	II	Closure of the Institution	Scrutiny	
16	II	Conversion of Management Institutions running PGDM Course into MBA Course	Scrutiny	
17	II	Closing of MBA Programme and Introduction of MCA Programme and vice-versa	Scrutiny	
18	II	Introduction of Fellowship Programme in Management	Scrutiny	
19	II	Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses	Scrutiny	
20	II	Change in name of the Institution or affiliating University/Board	Scrutiny	
21	II	Change in the Name of the Bank	Scrutiny	
22	II	Change in the Name of the Trust/ Society/ Company	Scrutiny	
23	II	Break in EoA/ Restoration of Intake		EVC
24	II	To Start Diploma in Degree Pharmacy Institutions and vice-versa		EVC
25	II	Conversion of Second Shift Course(s) into First Shift Course(s)		EVC
26	II	Introduction of supernumerary seats for FN/OCI/ PIO/ Children of Indian Workers in Gulf Countries		EVC

